

How to initiate an update/termination to an active affiliate in HCM:

This job aid outlines how to initiate an affiliate update/terminate eForm.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

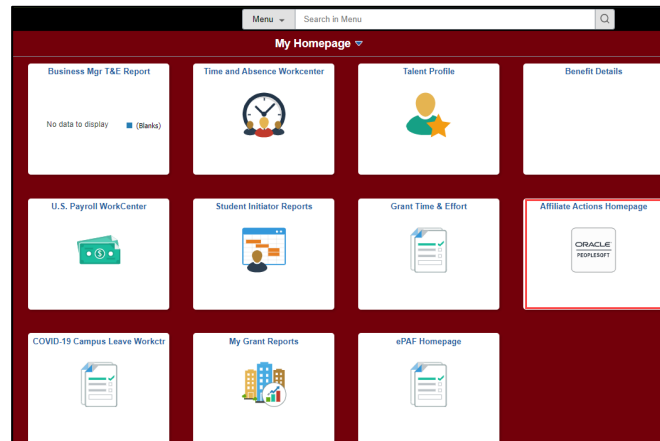
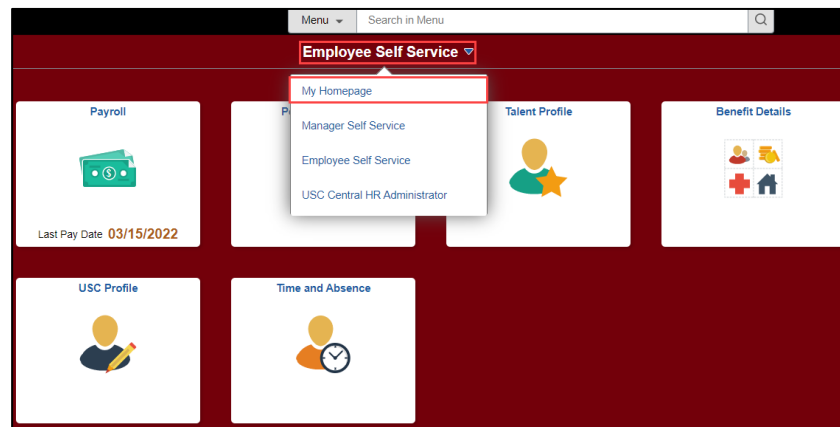
Those with the **Affiliate Initiator** access can initiate this eForm.

Affiliates are governed by UNIV 2.50.
Affiliates are non-paid associates of the university.

Initiating an affiliate update/terminate action: In order to initiate an affiliate update/termination action, take the following steps:

1. Click the **Employee Self-Service** drop-down menu button.
2. Click the **My Homepage** option in the drop-down.
3. Click the **Affiliate Actions Homepage** tile.

Screenshots

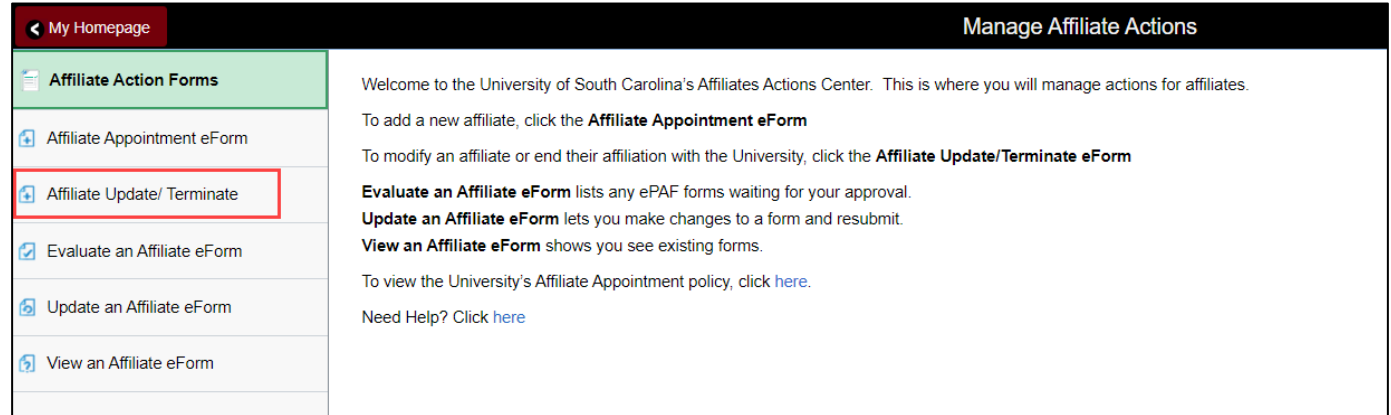


University of South Carolina HCM HR Contact Resources

Affiliate Appointment eForm: Affiliate Update/Terminate

On the Affiliate Actions homepage click the **Affiliate Appointment eForm** option from the left-hand menu.

Enter the Affiliate's first and last name or USC ID and then click the **Search** button.



Manage Affiliate Actions

Welcome to the University of South Carolina's Affiliates Actions Center. This is where you will manage actions for affiliates.

To add a new affiliate, click the **Affiliate Appointment eForm**

To modify an affiliate or end their affiliation with the University, click the **Affiliate Update/Terminate eForm**

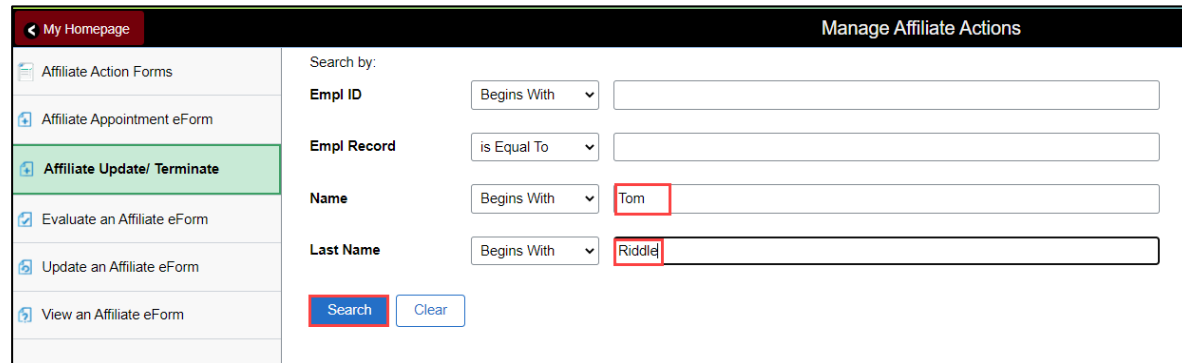
Evaluate an Affiliate eForm lists any ePAF forms waiting for your approval.

Update an Affiliate eForm lets you make changes to a form and resubmit.

View an Affiliate eForm shows you see existing forms.

To view the University's Affiliate Appointment policy, click [here](#).

Need Help? Click [here](#)



Manage Affiliate Actions

Search by:

Empl ID Begins With

Empl Record is Equal To

Name Begins With

Last Name Begins With

Search

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Affiliate Appointment eForm: Affiliate Update/Terminate**

The **Affiliate Update/Terminate** eForm has two overaction action selections: **Update** and **Terminate**.

The **Update** action allows you to make changes to the affiliate's business title (internal title), supervisor, and expected end-date. See the first screenshot to the right.

- Upon selecting the **Update** option, the form will automatically add a required drop-down to indicate the affiliate's citizenship. All updates made on non-U.S. Citizen affiliate appointments will automatically workflow to HR-OIS for approval.
- If changing the end-date, The New Expected End Date cannot be greater than 5 years from the current appointment date.

The **Terminate** action is used to end the affiliate's appointment prior to the current end-date on file. See the second screenshot to the right.

Form ID 688822

+ Add Affiliate Update / Terminate : Affiliate change

Affiliate Info

Empl ID P65693609 Empl Record 0
 Name Tom Riddle Job Code XA05 Research Affiliate
 ACTION Update
 *US Citizen?

Update Affiliate

*Effective Date 03/27/2024 *New Business Title
 Current Supervisor ID F69158058 Harry Potter *New Supervisor ID
 Last Hire Date 04/04/2019
 Current Expected End Date 04/03/2024 *New Expected End Date

CI

> Comments

Form ID 688822

+ Add Affiliate Update / Terminate : Affiliate change

Affiliate Info

Empl ID P65693609 Empl Record 0
 Name William Schmidt Job Code XA05 Research Affiliate
 ACTION Terminate

Terminate Affiliate

*Termination Date 03/27/2024

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> Comments

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Affiliate Appointment eForm: Affiliate Update/Terminate**

In this scenario we need to make an update to an existing Affiliate Appointment.

1. Click the **Action** drop-down menu button to select **Update**.
2. Click the **US Citizen?** Drop-down menu button to indicate citizenship.
3. Provide an **Effective Date** for the Update.
 - a. This field auto-populates with the current date. Update if applicable.
4. Make the applicable change(s).
 - a. Note that the New Business Title, New Supervisor ID, and New Expected End Date fields all appear as required until you make an entry in one of the fields. Once one field is completed the other fields no longer appear as required.
5. Click the **Submit** button.

Affiliate Info

Empl ID P65693609	Empl Record 0
Name Tom Riddle	Job Code XA05 Research Affiliate
ACTION <input type="text" value="Update"/>	
*US Citizen? <input type="text" value="Yes"/>	

Update Affiliate

*Effective Date <input type="text" value="03/28/2024"/>	New Business Title <input type="text"/>
Current Supervisor ID F69158058 Harry Potter	New Supervisor ID <input type="text"/>
Last Hire Date 04/04/2019	
Current Expected End Date 04/03/2024	*New Expected End Date <input type="text" value="03/31/2024"/>

CI

> **Comments**

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6. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
7. The Approval Route shows the workflow steps for the specific action you submitted.
 - a. If initiating an Update action for a non-U.S. Citizen the eForm will route to HR-OIS for approval.
8. Upon review of the workflow, click the **Done** button.

You have successfully initiated an **Affiliate Update/Terminate** eForm!

Form ID 408783

[+](#) Start an Affiliate Form : Results

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 05/15/2022 10:25:26AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)

You have successfully submitted your eForm.

[Cancel](#) [Done](#)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408783 **Pending**

Basic Path

Pending

[Multiple Approvers](#)
SCHGT_WF_CAMPUS_DEPT_X - Original Oprid