

How to initiate a separation for an active summer hire in HCM:

This job aid outlines how to initiate a separation action for an active summer hire.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

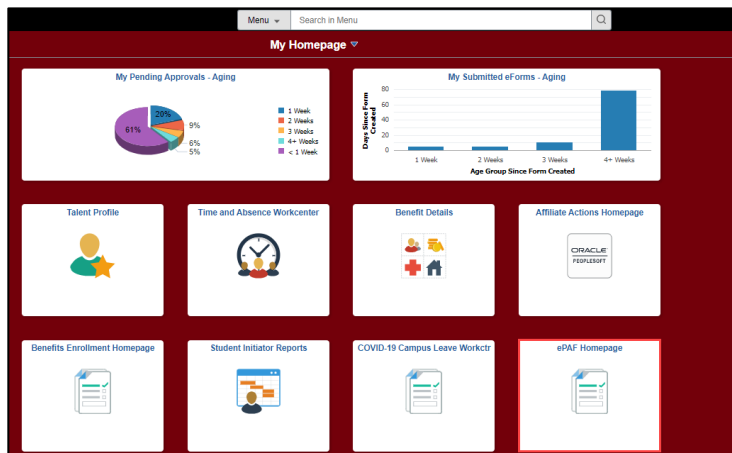
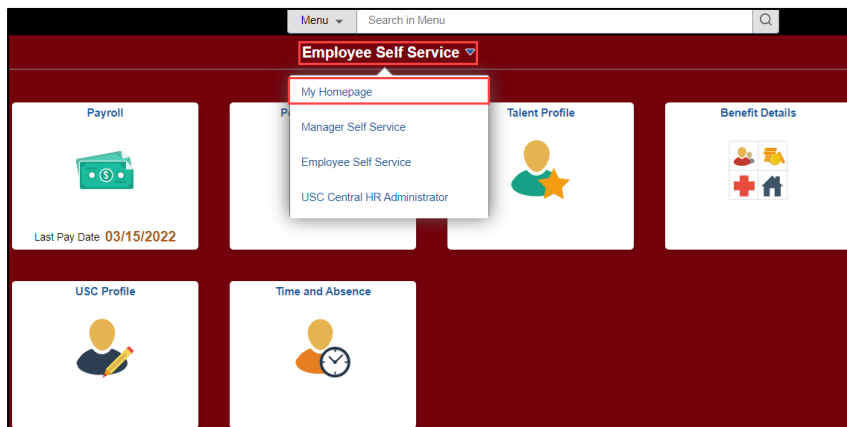
Those with HR Initiator access can take this action for all FTE Faculty across the university system.

The Status Change eForm should be used if the new end-date is less than one month from the current date. If the new end-date is greater than 4 weeks from the current date, initiators should utilize the Summer Job Change eForm to change the end-date. This helps avoid mid-stack errors.

Initiating a Separation for an active summer hire: To initiate a status change eForm for one of your employees, 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 **ePAF Homepage** tile.

Screenshots



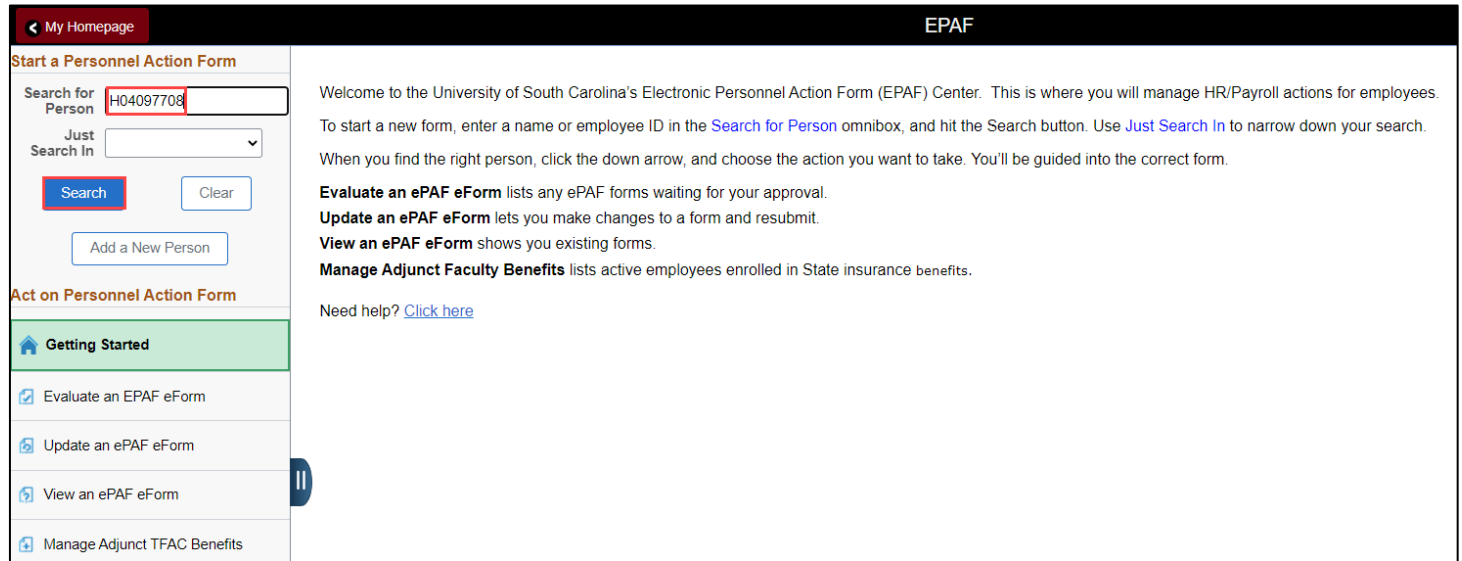
**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Separation**

On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

Currently active summer hires will appear with the Job Code of **VSUM Summer**.

On the appropriate active Summer EMPL Record, click the **Related Actions Menu** button.



My Homepage EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

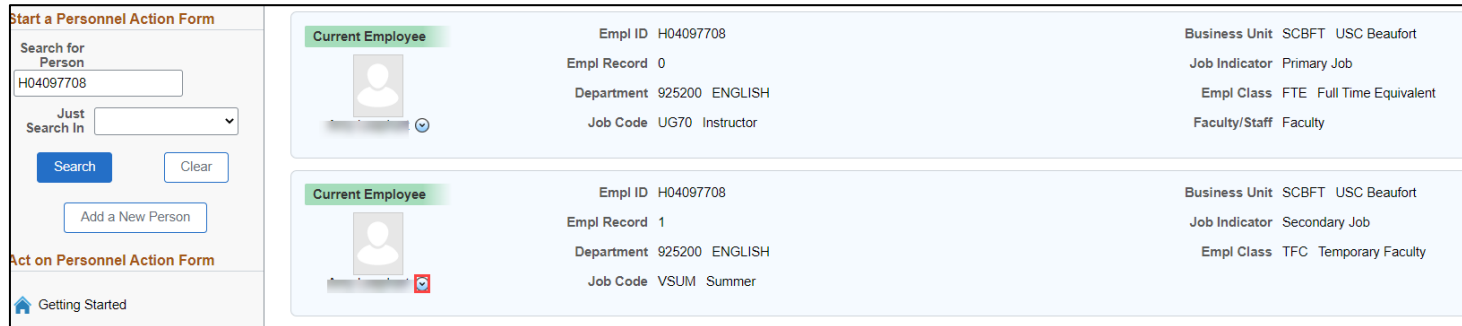
Act on Personnel Action Form

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits

Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees. To start a new form, enter a name or employee ID in the **Search for Person** omnibox, and hit the Search button. Use [Just Search In](#) to narrow down your search. When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.

Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.
Update an ePAF eForm lets you make changes to a form and resubmit.
View an ePAF eForm shows you existing forms.
Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.

Need help? [Click here](#)



Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

- Getting Started

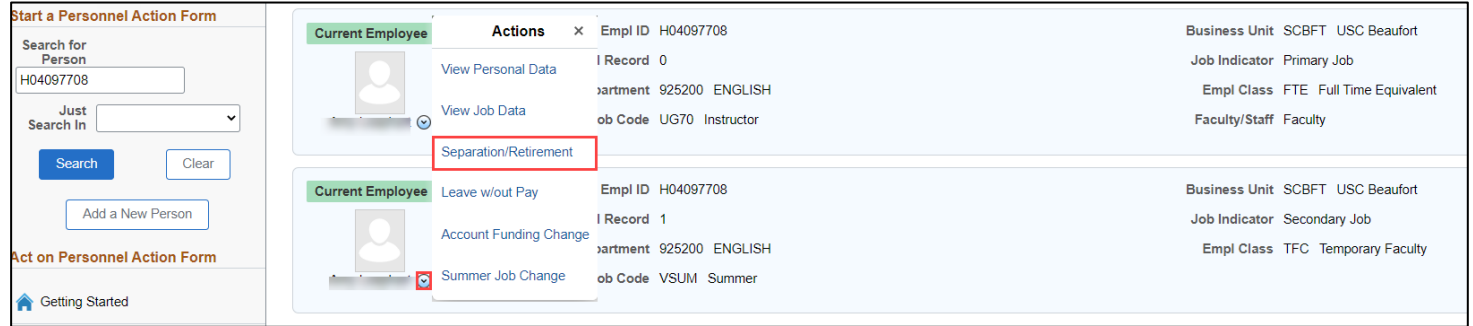
Current Employee	Empl ID	Empl Record	Department	Job Code	Business Unit	Job Indicator	Empl Class	Faculty/Staff
	H04097708	0	925200 ENGLISH	UG70 Instructor	SCBFT USC Beaufort	Primary Job	FTE Full Time Equivalent	Faculty
	H04097708	1	925200 ENGLISH	VSUM Summer	SCBFT USC Beaufort	Secondary Job	TFC Temporary Faculty	

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The **Related Actions Menu** shows all the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Status Change eForm** is used to make changes to currently active FTE faculty summer appointments. Note this eForm does not appear in the Related Actions Menu by name, but rather by Action type of Separation/Retirement.

From the Related Actions Menu, click the **Separation/Retirement** option.



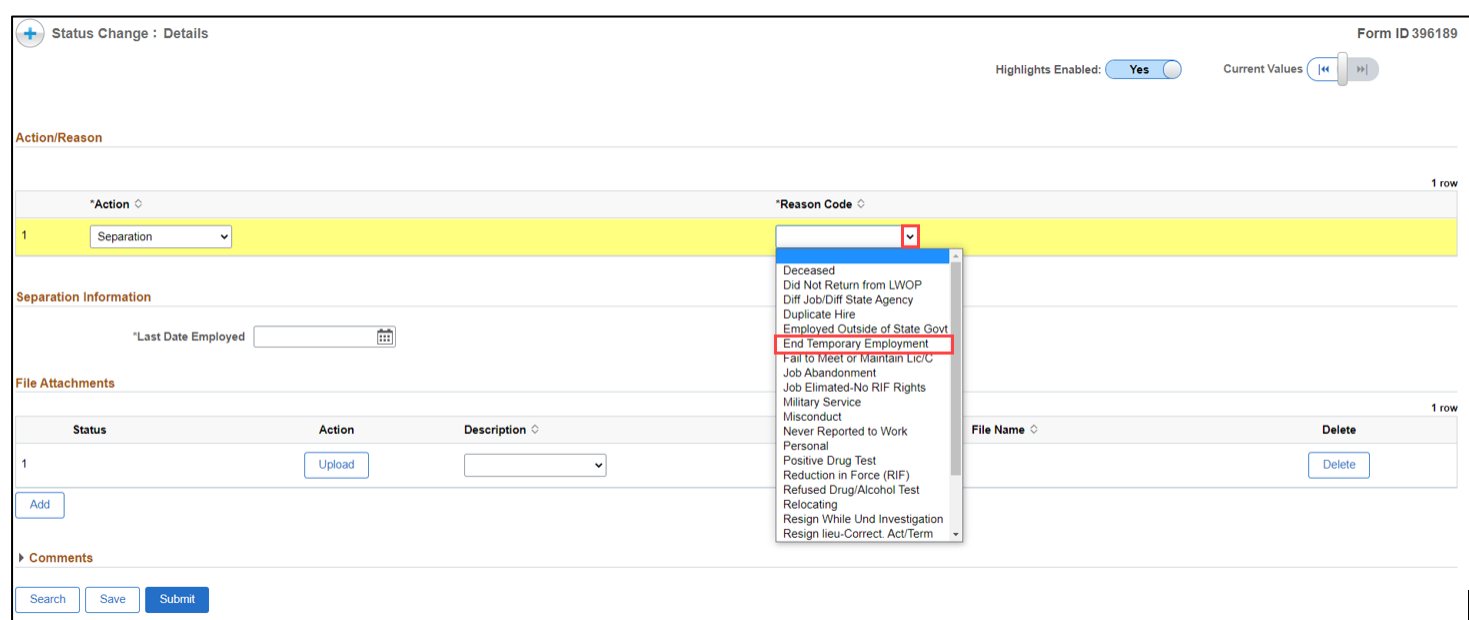
The screenshot displays the HCM HR system interface. On the left, there is a 'Start a Personnel Action Form' section with a search box containing 'H04097708', a 'Just Search In' dropdown, and 'Search' and 'Clear' buttons. Below this is an 'Add a New Person' button and a 'Getting Started' link. The main area shows a list of actions for a 'Current Employee' with Empl ID H04097708. The 'Separation/Retirement' action is highlighted with a red box. The actions list includes 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Account Funding Change', and 'Summer Job Change'. To the right, employee details are shown for two records: Record 0 (Primary Job, FTE Full Time Equivalent, Faculty) and Record 1 (Secondary Job, TFC Temporary Faculty).

Completing the Status Change eForm:

1. The **Action** of **Separation** has prepopulated based on your selection in the Related Actions Menu.

2. Click the **Reason Code** drop-down menu button to select the appropriate reason code.
 - a. If the faculty member is simply ending their summer ECOM/Research early or if their summer instruction course was cancelled, the reason code will always be **End Temporary Employment**.

3. Enter the employee's **Last Date Employed**.
 - a. If the employee never worked, the Last Date Employed should be the day prior to the hire date so that the termination date is the same as the hire date.



Form ID 396189

Highlights Enabled: Yes Current Values:

Action/Reason

*Action	*Reason Code
1 Separation	End Temporary Employment

Separation Information

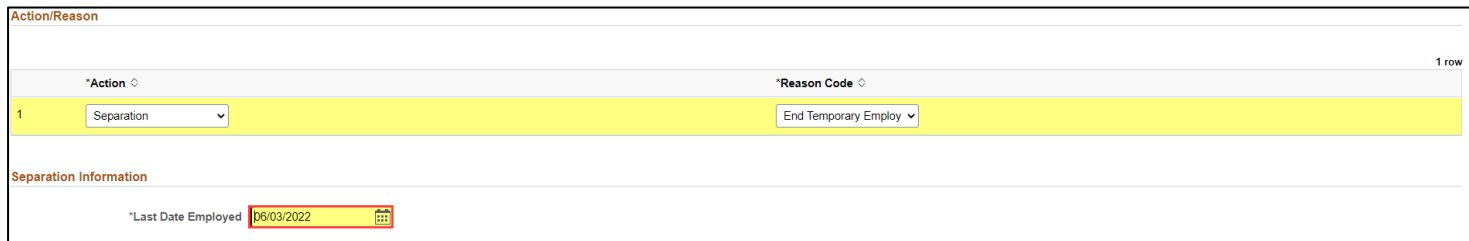
*Last Date Employed:

File Attachments

Status	Action	Description	File Name	Delete
1	Upload			Delete

Comments

Search Save Submit



Action/Reason

*Action	*Reason Code
1 Separation	End Temporary Employ

Separation Information

*Last Date Employed: 08/03/2022

4. No attachments are required, but if you have supporting documentation click the **Upload** button and follow the on-screen prompts to attach the document from your device.
5. Review your work on the eForm, once you've confirmed the data click the **Submit** button.
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. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
8. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Job Change eForm** to change the end date or supervisor!

File Attachments 1 row

Status	Action	Description	File Name	Delete
1	Upload			Delete

[Add](#)

Comments

[Search](#) [Save](#) [Submit](#)

Status Change : Results Form ID 396189

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
03/29/2022 4:28:37PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

[Refresh Log](#)

You have successfully submitted your eForm.

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

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=396186 Pending

Basic Path

```

graph LR
    A["⌚ Pending  
Multiple Approvers  
Dept_Approver_1"] --> B["📄 Not Routed  
Multiple Approvers  
Dept_Approver_2"]
    B --> C["📄 Not Routed  
Multiple Approvers  
HR Operations"]
  
```