

How to initiate a separation action in HCM:

This job aid outlines how to initiate a separation action.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

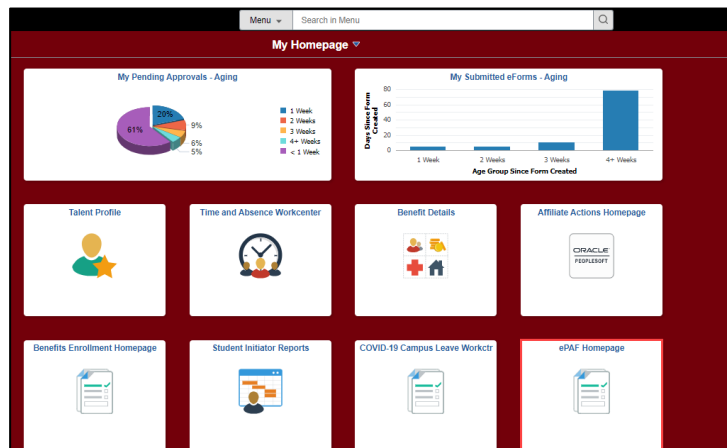
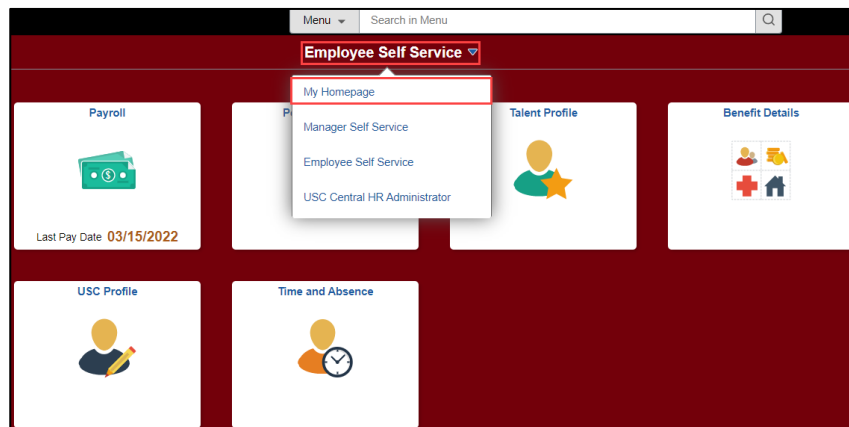
Those with HR Initiator access can take this action for employees within their security scope.

An employee on suspension remains in that status until you initiate a **Separation** action on the Status Change eForm.

Initiating a separation action: In order to separate one of your employees from employment, 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

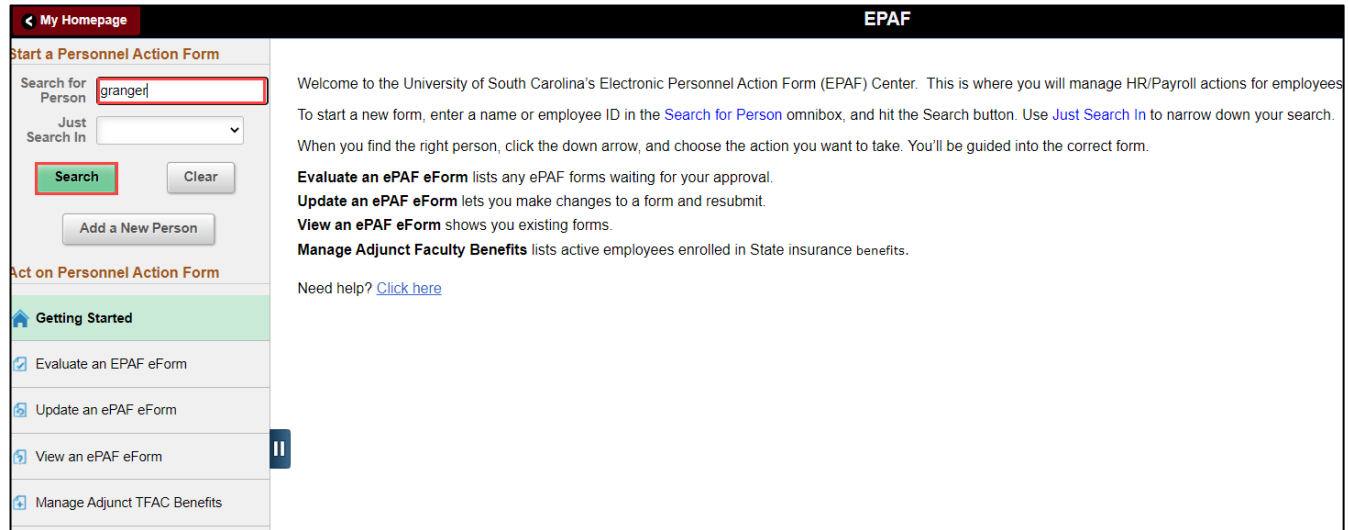


University of South Carolina HCM HR Contact Resources Status Change eForm: Separation

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.

On the appropriate Search Card, click the **Related Actions Menu** button.



< My Homepage EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

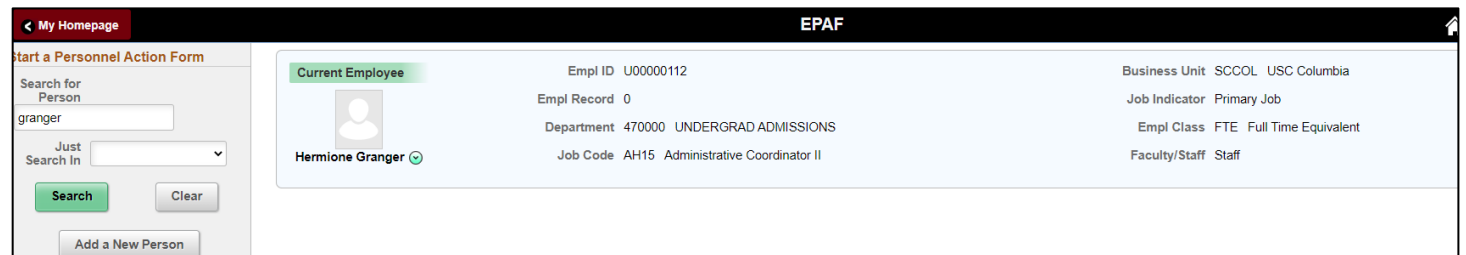
Act on Personnel Action Form

-
-
-
-
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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](#)



< My Homepage EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

Current Employee

Empl ID	U00000112	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	470000 UNDERGRAD ADMISSIONS	Empl Class	FTE Full Time Equivalent
Job Code	AH15 Administrative Coordinator II	Faculty/Staff	Staff

Hermione Granger

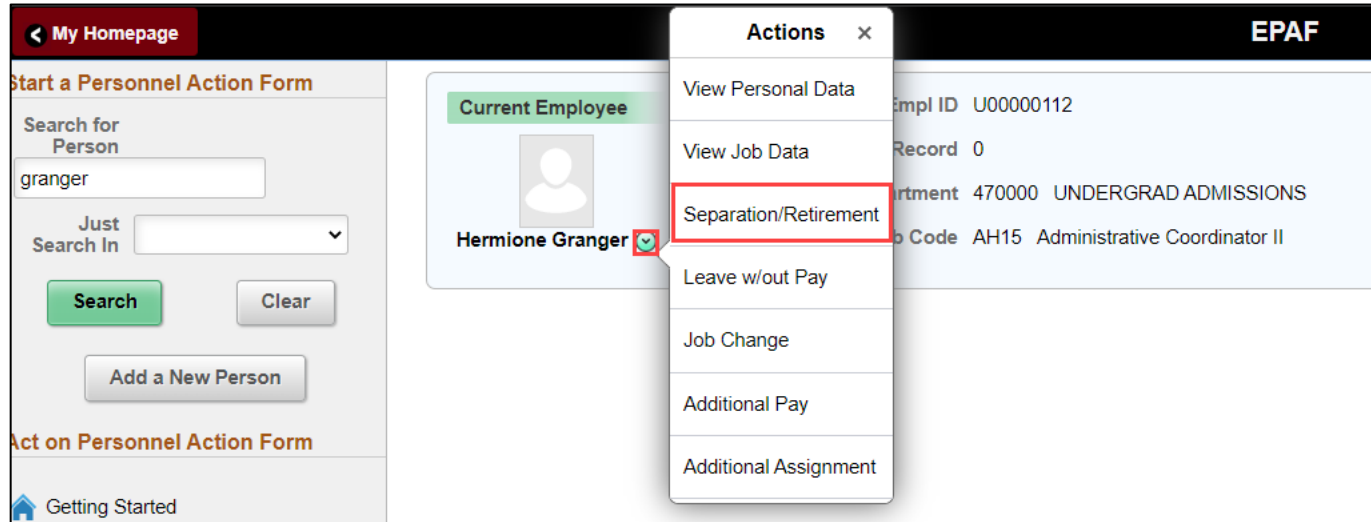
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Status Change eForm** is used to change the HR and/or Payroll status of an employee from 'Active' to something else and vice versa. Note the **Status Change eForm** does not appear in the **Related Actions Menu** by name, rather there are actions listed that take you into the eForm.

- a. For staff, the options are:
 - i. Separation/Retirement
 - ii. Leave w/out Pay

- b. For faculty, the options are:
 - i. Separation/Retirement
 - ii. Leave w/out Pay
 - iii. Paid Leave

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



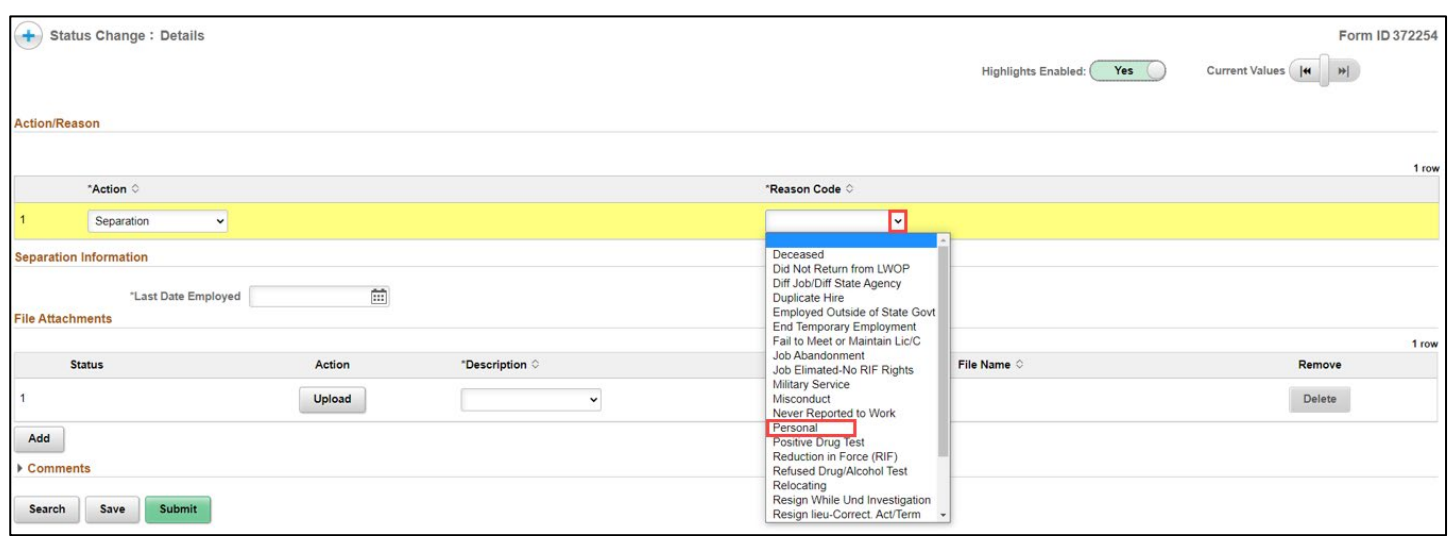
The screenshot shows the 'My Homepage' interface for EAPF. On the left, there is a search section for personnel action forms with a search box containing 'granger' and a dropdown menu for 'Just Search In'. Below the search box are 'Search' and 'Clear' buttons, and an 'Add a New Person' button. In the center, a 'Current Employee' card for 'Hermione Granger' is displayed with a checkmark icon. An 'Actions' dropdown menu is open over the employee card, listing several options: 'View Personal Data', 'View Job Data', 'Separation/Retirement' (highlighted with a red box), 'Leave w/out Pay', 'Job Change', 'Additional Pay', and 'Additional Assignment'. On the right, a portion of the employee's record is visible, showing fields for 'empl ID', 'Record', 'Department', and 'Job Code'.

Completing the Status Change eForm:

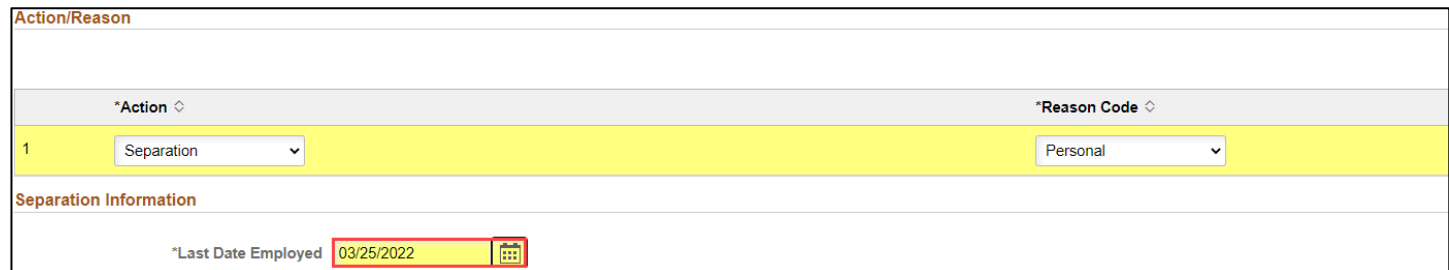
1. The **Action** of **Separation** has pre-populated based on your selection of on the Related Actions Menu.
2. Click the **Reason Code** drop-down menu button and select the appropriate **Separation** reason.

Review the [Separation Reason reference guide](#) on the HR Toolbox for descriptions of when to use each of the available **Reason Codes** for an action of **Separation**.

3. Enter the **Last Date Employed** for the employee. This is the last day the individual is in an 'active' employment status with USC.
 - a. If an employee has elected to utilize accrued leave prior to their separation, ensure the Last Date Employed encompasses these dates.



The screenshot shows the 'Status Change : Details' form. At the top right, it says 'Form ID 372254'. Below that, there are controls for 'Highlights Enabled: Yes' and 'Current Values'. The main form area has a table for 'Action/Reason' with one row. The 'Action' dropdown is set to 'Separation'. The 'Reason Code' dropdown is open, showing a list of options: Deceased, Did Not Return from LWOP, Diff Job/Diff State Agency, Duplicate Hire, Employed Outside of State Govt, End Temporary Employment, Fail to Meet or Maintain Lic/C, Job Abandonment, Job Eliminated-No RIF Rights, Military Service, Misconduct, Never Reported to Work, Personal (highlighted with a red box), Positive Drug Test, Reduction in Force (RIF), Refused Drug/Alcohol Test, Relocating, Resign While Under Investigation, and Resign lieu-Correct Act/Term. Below the dropdown, there is a 'Separation Information' section with a field for '*Last Date Employed' and a calendar icon. There is also a 'File Attachments' section with a table for tracking attachments, and a 'Comments' section at the bottom with 'Search', 'Save', and 'Submit' buttons.



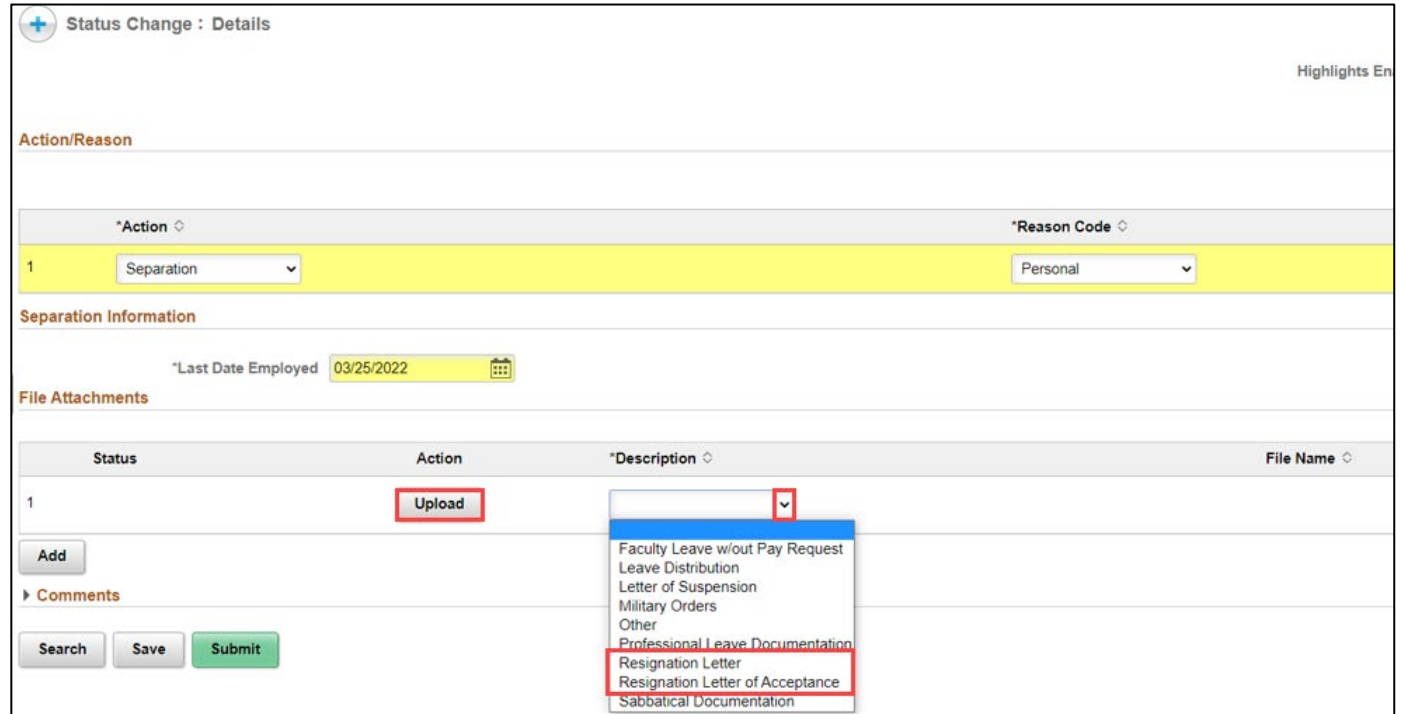
The screenshot shows the 'Status Change : Details' form after the Reason Code has been selected. The 'Reason Code' dropdown is now set to 'Personal'. The '*Last Date Employed' field in the 'Separation Information' section is highlighted with a red box and contains the date '03/25/2022' next to a calendar icon. The rest of the form structure is the same as in the previous screenshot.

**University of South Carolina
HCM HR Contact Resources
Status Change eForm: Separation**

Separation actions should be submitted accompanied by the employee's **Resignation Letter**. We cannot require a letter, but we can request one. In addition, HR requests that separations be submitted with a **Resignation Letter of Acceptance** from the employee's supervisor or department leadership.

Note some **Separation Reason Codes** require specific attachments.

4. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.
5. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.



Status Change : Details Highlights En

Action/Reason

*Action	*Reason Code
1 Separation	Personal

Separation Information

*Last Date Employed 03/25/2022

File Attachments


Status	Action	*Description	File Name
1	Upload	<ul style="list-style-type: none"> Faculty Leave w/out Pay Request Leave Distribution Letter of Suspension Military Orders Other Professional Leave Documentation Resignation Letter Resignation Letter of Acceptance Sabbatical Documentation 	

Comments

Search Save **Submit**

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. Status Change eForms have a shortened workflow, only requiring one internal approver before routing to the applicable central HR office.
 - a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say **Not Routed**.
8. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Separation** action!

 **Status Change : Results**

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

View Approval Route

▸ **Signature/Action Logs**


[Cancel](#) **You have successfully submitted your eForm.** [Done](#)

Review/Edit Approvers


Basic Stage


▼ G3FORM_ID=671101 Pending

Basic Path

 **Pending**
Multiple Approvers
Dept_Approver_1 >

▸

 **Not Routed**
Multiple Approvers
HR Operations >

 **Not Routed**
Multiple Approvers
Payroll Acct >