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

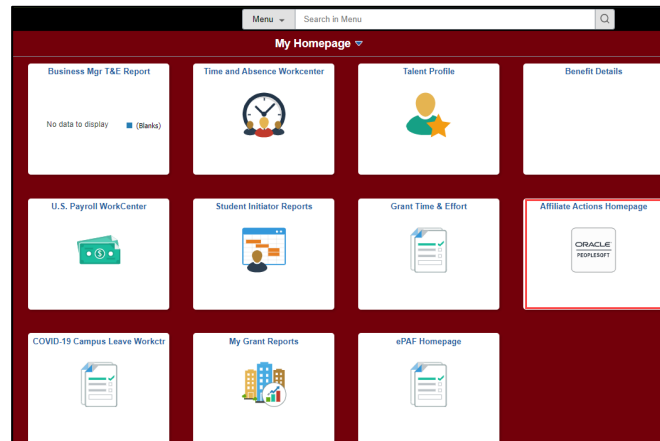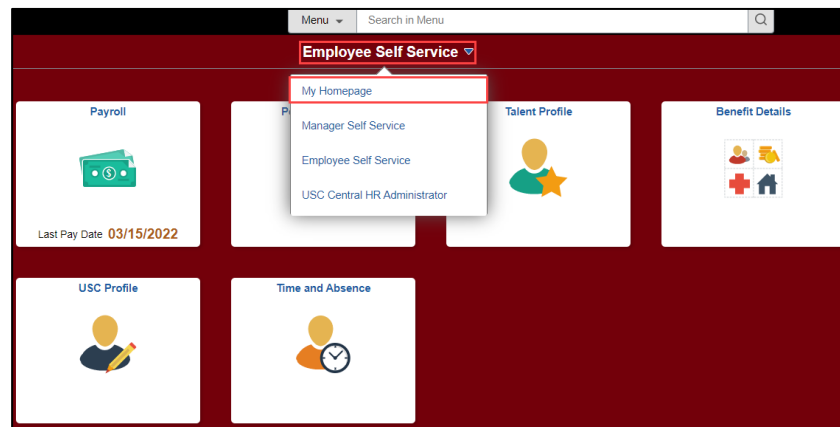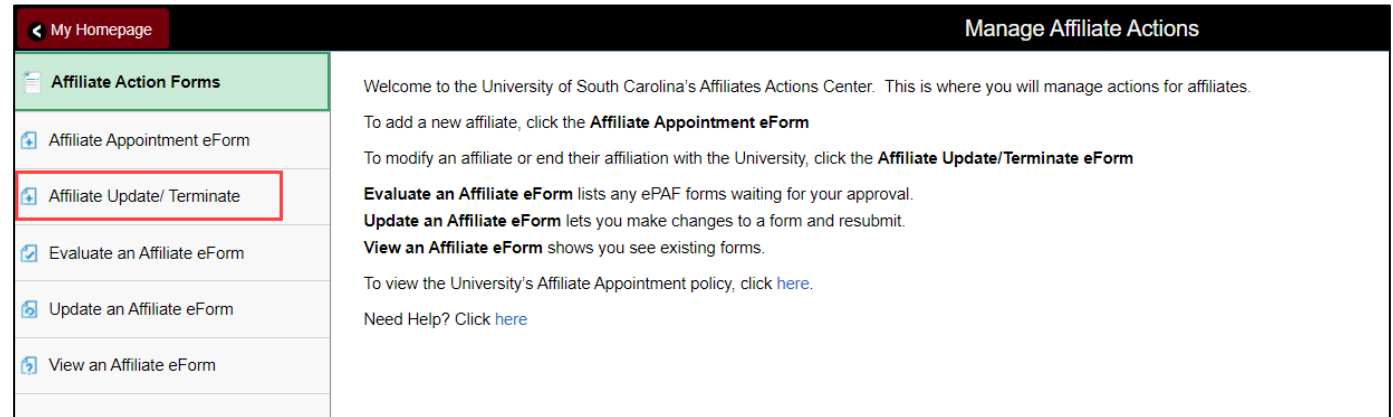| Information	Screenshots
Those with the Affiliate Initiator access can initiate this eForm. **Affiliates are governed by UNIV 2.50. Affiliates are non-paid associates of the university.** **Initiating an affiliate update/terminate action:** In order to initiate an affiliate update/termination action, 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.	

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.

◀ My Homepage	Manage Affiliate Actions

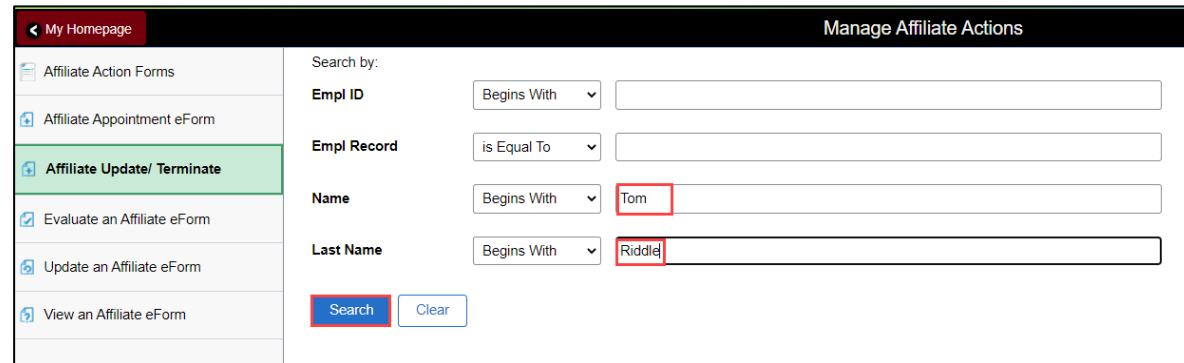| Affiliate Action Forms | Welcome to the University of South Carolina's Affiliates Actions Center. This is where you will manage actions for affiliates. |
Affiliate Appointment eForm	To add a new affiliate, click the **Affiliate Appointment eForm**
Affiliate Update/ Terminate	To modify an affiliate or end their affiliation with the University, click the **Affiliate Update/Terminate eForm**
Evaluate an Affiliate eForm	**Evaluate an Affiliate eForm** lists any ePAF forms waiting for your approval.
Update an Affiliate eForm	**Update an Affiliate eForm** lets you make changes to a form and resubmit.
View an Affiliate eForm	**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
◀ My Homepage		

Search by:

Empl ID	Begins With	
Empl Record	is Equal To	
Name	Begins With	Tom
Last Name	Begins With	Riddle

Search   Clear

Completing the **Affiliate Update/Terminate eForm**:

4. Click the **Action** drop-down menu button to indicate either **Update** or **Terminate**.
    a. **Update** allows you to make changes to the affiliate's business title (internal title), supervisor, and expected end-date.
    b. **Terminate** is used to end the affiliate's appointment prior to the current end-date on file.

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

5. Provide an **Effective Date** for the Update.

6. Make the applicable change(s).

7. Click the **Submit** button.

Add Affiliate Update / Terminate : Affiliate change   Form ID 429068

Affiliate Info

Empl ID A02246845   Empl Record 0
Name Tom Riddle r   Job Code XN05   Research Affiliate
ACTION [▾]
        Terminate
        Update

CI

Update Affiliate

*Effective Date 09/01/2022   New Business Title [   ]
Current Supervisor ID D79910063 Potter,Harry James New Supervisor ID [   ]

Last Hire Date 01/10/2022
Current Expected End Date 06/30/2026   *New Expected End Date 05/15/2025

CI

▸ Comments

[Search] [Save] [Submit]

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HCM HR Contact Resources
Affiliate Appointment eForm: Affiliate Update/Terminate

8. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

9. The Approval Route shows the workflow steps for the specific action you submitted.

10. Upon review of the workflow, click the **Done** button.

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

Start an Affiliate Form : Results   Form ID 408783

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]

Cancel   **You have successfully submitted your eForm.**   Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408783   Pending

Basic Path

⧖ **Pending**

Multiple Approvers
SCHGT_WF_CAMPUS_DEPT_X - Original Oprid