

**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**

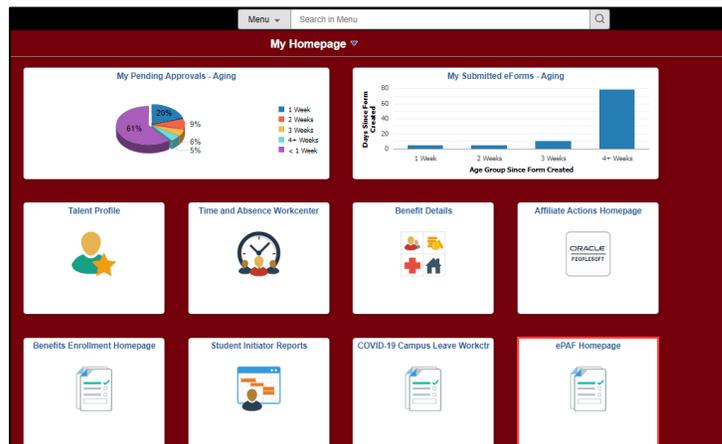
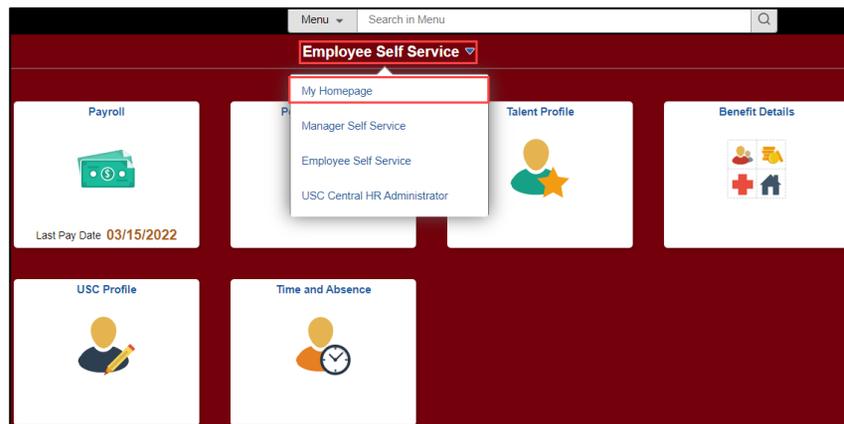
Those with HR Initiator access can take this action for employees within their security scope.

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**

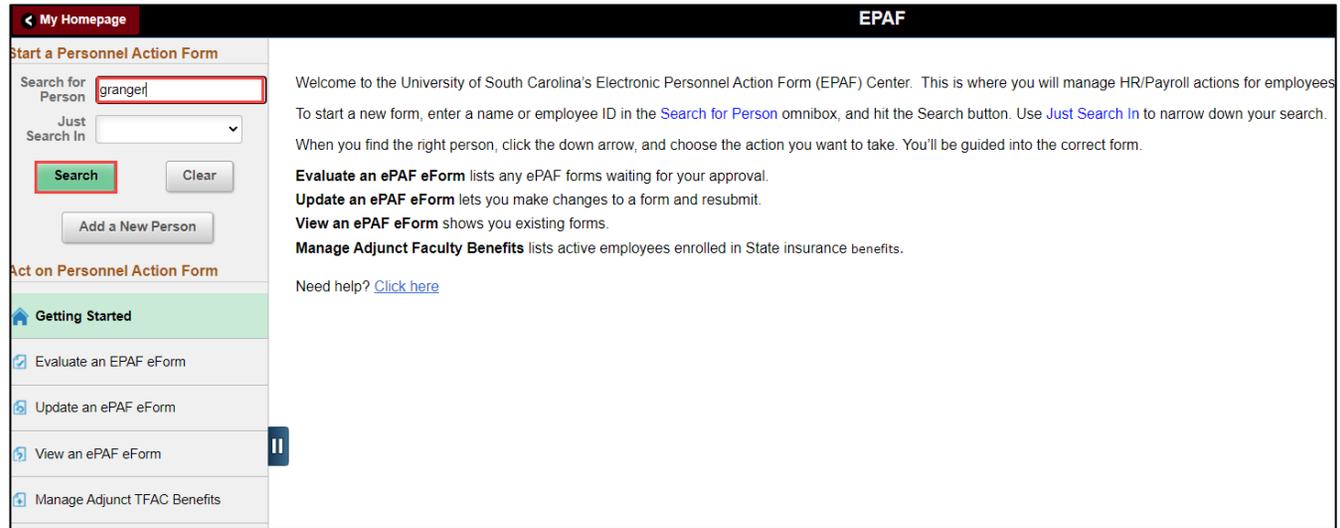


## University of South Carolina HCM HR Contact Resources Status Change eForm: Separation

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**

- 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](#)



**< 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

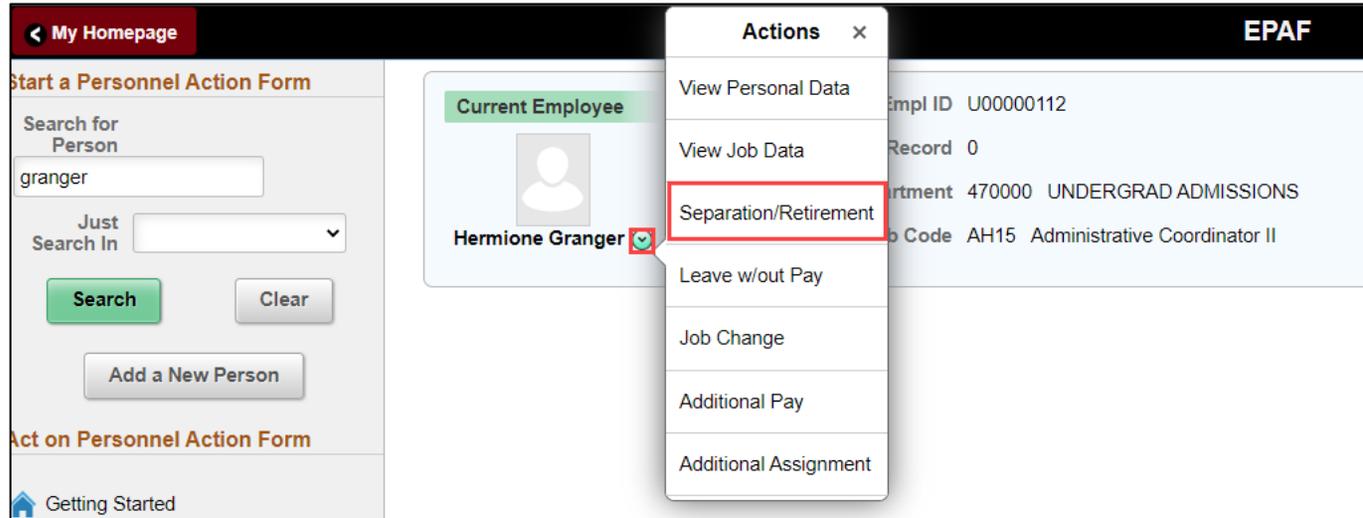
**Hermione Granger**

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.



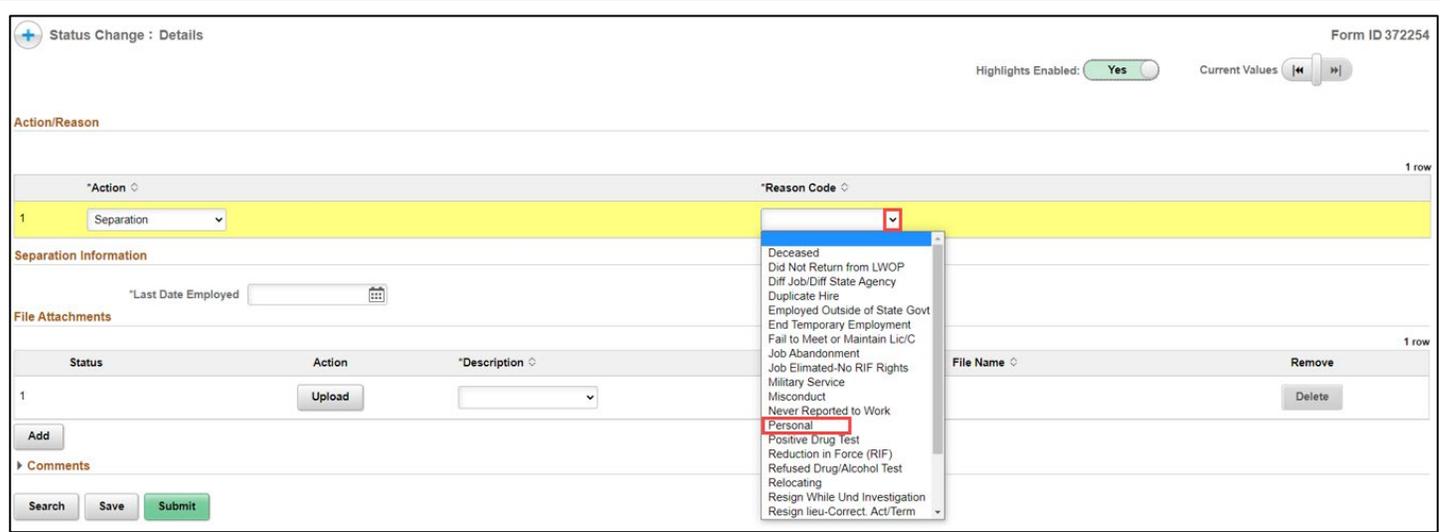
The screenshot shows the 'My Homepage' interface for EAPF. On the left, there is a search section for personnel action forms with a search box containing 'granger' and a dropdown menu for 'Just Search In'. Below the search box are 'Search' and 'Clear' buttons, and an 'Add a New Person' button. In the 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 table displays employee details: 'empl ID U00000112', 'Record 0', 'Department 470000 UNDERGRAD ADMISSIONS', and 'Job Code AH15 Administrative Coordinator II'. At the bottom left, there is a 'Getting Started' link.

**Completing the Status Change eForm:**

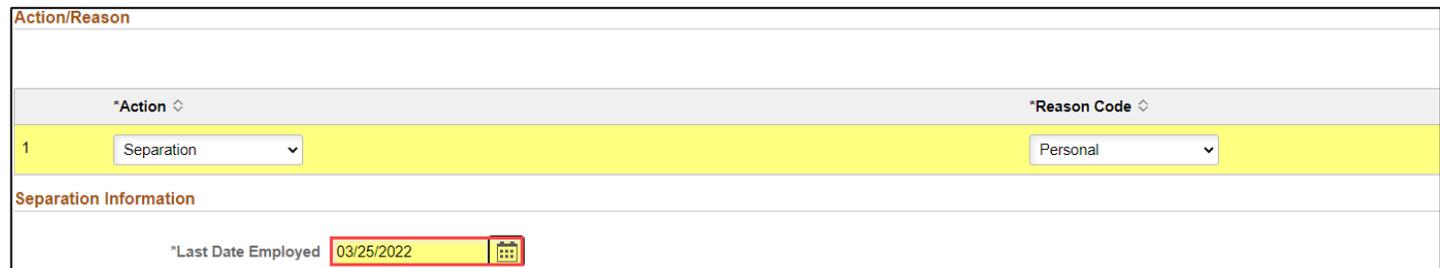
1. The **Action** of **Separation** has pre-populated based on your selection of on the Related Actions Menu.
2. Click the **Reason Code** drop-down menu button and select the appropriate **Separation** reason.

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 UofSC.
  - 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 section is titled 'Action/Reason' and contains a table 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 table, there is a 'Separation Information' section with a '\*Last Date Employed' field and a calendar icon. There is also a 'File Attachments' section with a table and an 'Add' button. At the bottom, there are 'Search', 'Save', and 'Submit' buttons.



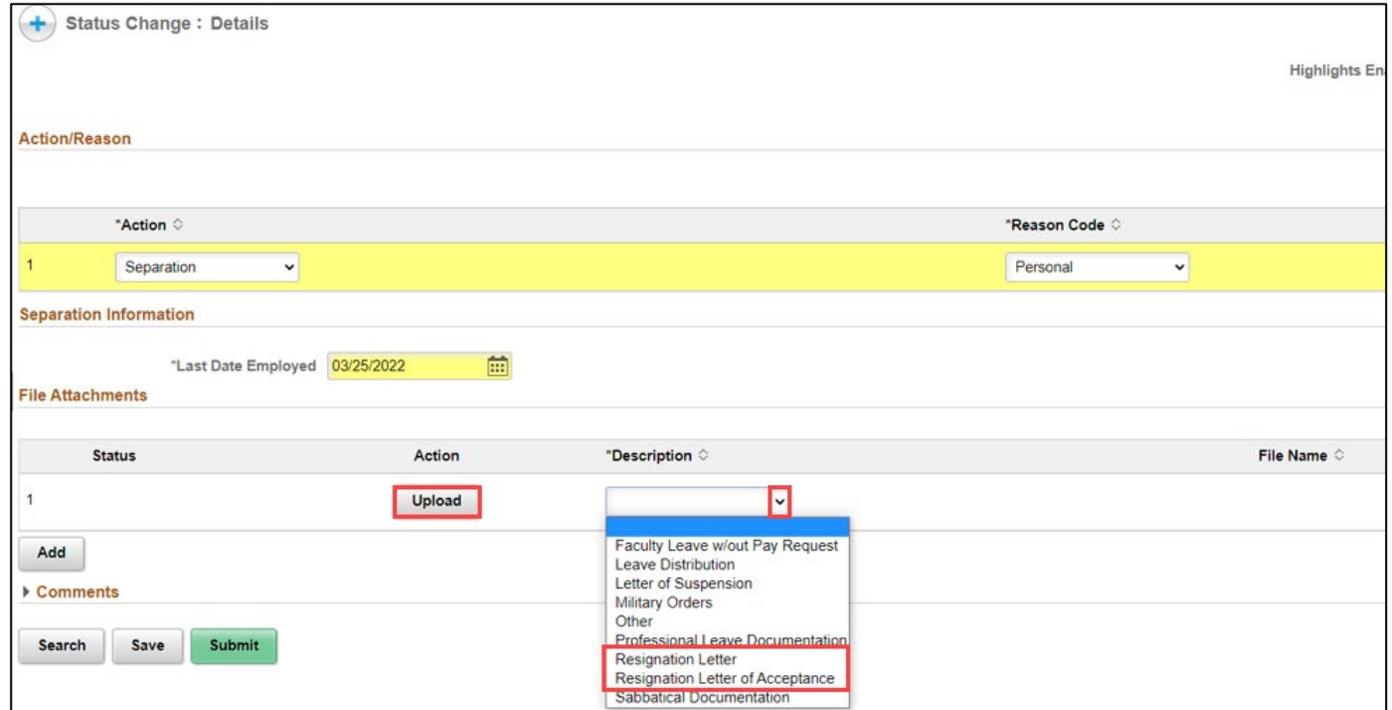
The screenshot shows the 'Status Change : Details' form after the Reason Code has been selected. The 'Reason Code' dropdown is now set to 'Personal'. The '\*Last Date Employed' field in the 'Separation Information' section is now populated with '03/25/2022' and is highlighted with a red box. The rest 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	<b>Upload</b>	<ul style="list-style-type: none"> <li>Faculty Leave w/out Pay Request</li> <li>Leave Distribution</li> <li>Letter of Suspension</li> <li>Military Orders</li> <li>Other</li> <li>Professional Leave Documentation</li> <li><b>Resignation Letter</b></li> <li><b>Resignation Letter of Acceptance</b></li> <li>Sabbatical Documentation</li> </ul>	

**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. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and 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**
**Approval**
**Done**

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=372217 Pending

**Basic Path**

 **Pending**

[Multiple Approvers](#)  
Dept\_Approver\_1 >

 **Not Routed**

[Multiple Approvers](#)  
Dept\_Approver\_2 >

 **Not Routed**

[Multiple Approvers](#)  
HR Operations >

 **Not Routed**

[Multiple Approvers](#)  
Payroll Acct >