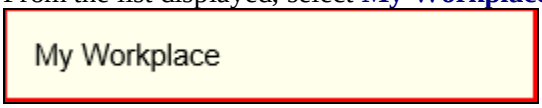
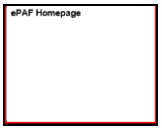
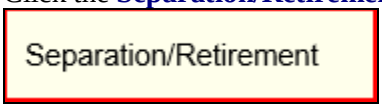
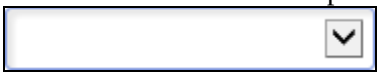
Separation

Step	Action
1.	To view or update information on the USC Personnel Action Form, you must first navigate to the My Workplace fluid home page. Click the **Choose other homepages** drop-down button.
2.	From the list displayed, select **My Workplace**. 
3.	Click the **ePAF Homepage** tile. 
4.	Click in the **Search for Person** field and enter "**granger**".
5.	Click the **Search** button.
6.	Click the **Related Action Menu** button.
7.	The **Related Action Menu** only shows actions available for a particular employee. In this scenario, you are processing a Separation
8.	Click the **Separation/Retirement** option. 
9.	Click the **Reason Code** drop-down menu button. 

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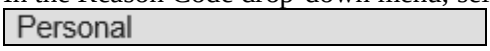
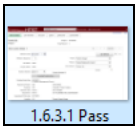
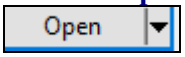
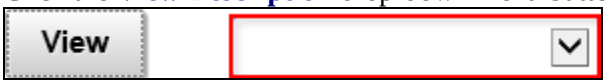
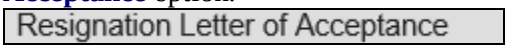
10.	Note that different **Reason Codes** may have varying information and/or fields that are required. For example, if the **Reason Code** is **Deceased,** the date field changes to **Date of Death**. If the **Reason Code** is **Military Service**, then Military Orders are required in the **File Attachments** area.
11.	In the Reason Code drop-down menu, select the **Personal** option. 
12.	Ensure you enter the **Last Date Employed** correctly. The field is asking for the last day worked/on leave. Note that the actual effective date of the **Separation** will be the day after the last day worked. The system will automatically advance the day for you. When you look in the history, the separation date will be 12/22/2018 for this scenario.
13.	Click in the **Last Date Employed** field and enter "**12/21/2018**".
14.	An attachment is not required for a **Separation** when the **Reason Code** is **Personal,** however the attachment field is available. You may select to upload a **Resignation Letter of Acceptance**. You may elect to include a second attachment with the **Description** of **Resignation Letter**. Remember that even when attachments are not required there is still space to include applicable documentation. To add additional file attachment fields, simply click the **Add** button at the bottom of the **File Attachments** section of the form.
15.	Click the **Upload** button.
16.	Click the **My Device** button.
17.	Click the document titled **1.6.3.1 Pass**. 
18.	Click the **Open** button. 
19.	Click the **Upload** button.

Step	Action
20.	Click the **Done** button.
21.	Click the **View Description** drop-down menu button. 
22.	In the View Description drop-down menu, select the **Resignation Letter of Acceptance** option. 
23.	Click the **Submit** button.
24.	Congratulations! You have successfully learned how to submit a Separation. Continue your learning by completing the next topic. **End of Procedure.**