

How to initiate a separation action in HCM:

This job aid outlines how to initiate a separation action for an RGP/TL employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

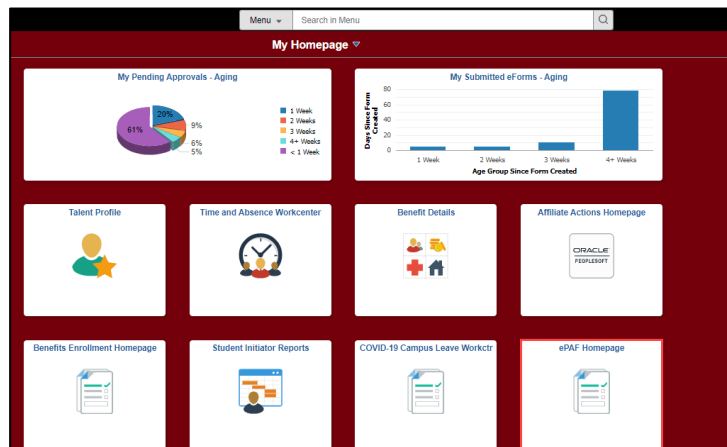
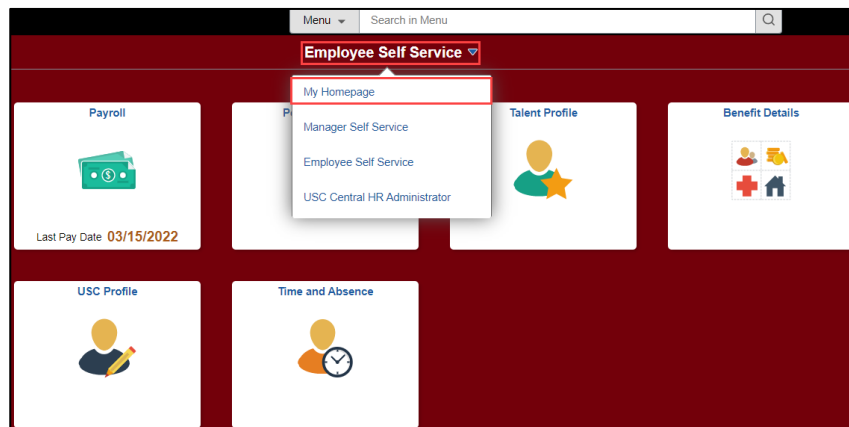
Those with HR Initiator access can take this action for employees within their security scope.

Submission of a Status Change eForm is required for RGP/TL who are auto-terminating (not being reappointed) to indicate annual leave payout.

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 for RGP/TL Employee

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.

EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

-
-
-
-
-

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](#)

Current Employee

	Empl ID U00000113	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
	Department 155101 CHEMICAL ENGINEERING	Empl Class RGP Research Grant Position
Ronald Weasley 	Job Code UG86 Research Professor	Faculty/Staff Faculty

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Status Change eForm: Separation for RGP/TL Employee**

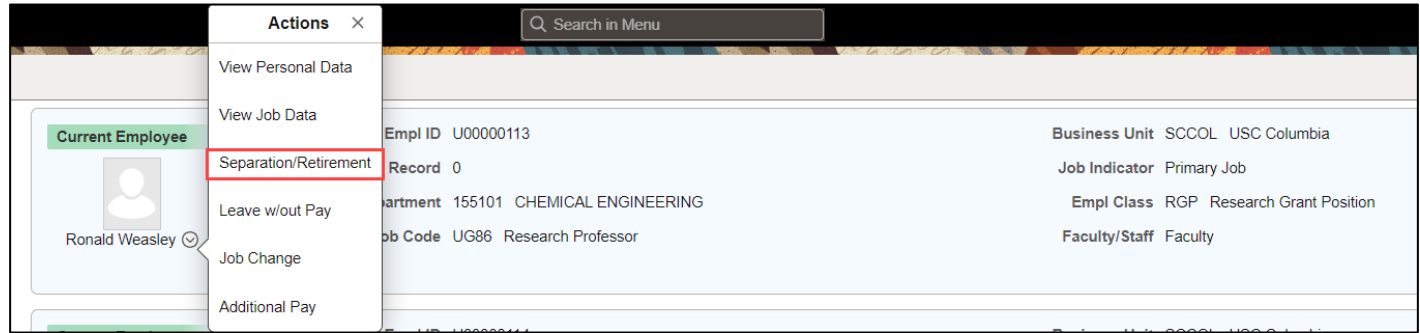
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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.



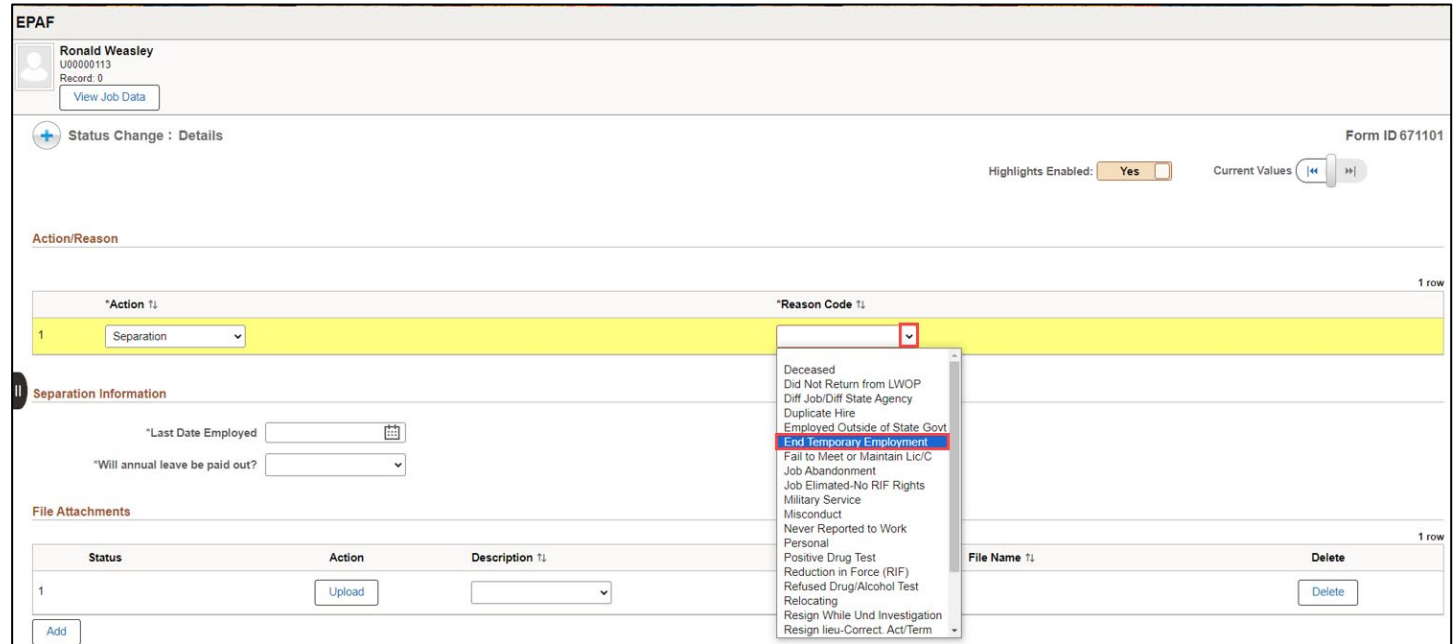
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Status Change eForm: Separation for RGP/TL Employee**

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**. **If the RGP/TL employee is ending on the expected job end-date shown in Job Data/Current Job, and this form is being submitted for annual leave payout, the reason code must be End Temporary Employment.**

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.



EPAF
Ronald Weasley
U00000113
Record: 0
[View Job Data](#)


Status Change : Details Form ID 671101

Highlights Enabled: Yes Current Values « »

Action/Reason 1 row

*Action T1	*Reason Code T1
1 Separation	End Temporary Employment

Separation Information

*Last Date Employed 

*Will annual leave be paid out?

File Attachments 1 row

Status	Action	Description T1	File Name T1	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>



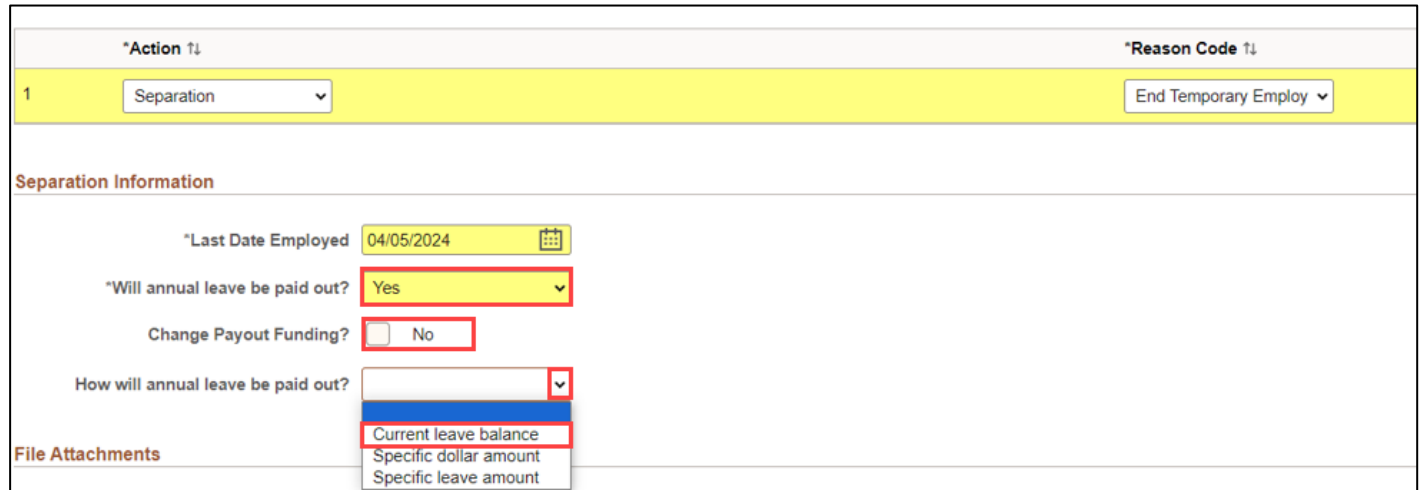
Separation Information

*Last Date Employed 

*Will annual leave be paid out?

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Status Change eForm: Separation for RGP/TL Employee**

4. Click the **Will annual leave be paid out?** drop-down button and make the appropriate indication.
 - a. If selecting **yes**, as indicated in this example, additional fields appear.
 - b. Update the **Change Payout Funding** Yes/No toggle button as applicable.
 - c. Click the **How will annual leave be paid out?** drop-down button to select the appropriate mechanism for payout.



The screenshot shows the 'Separation Information' section of the eForm. At the top, there are two dropdown menus: '*Action' with 'Separation' selected and '*Reason Code' with 'End Temporary Employ' selected. Below this, the 'Separation Information' section contains the following fields:

- *Last Date Employed: 04/05/2024 (with a calendar icon)
- *Will annual leave be paid out?: Yes (dropdown menu)
- Change Payout Funding?: No (toggle button)
- How will annual leave be paid out?: Current leave balance (dropdown menu with options: Current leave balance, Specific dollar amount, Specific leave amount)

Below the 'Separation Information' section is a 'File Attachments' section.

The maximum annual leave payout is 45 days in accordance with HR 1.03.

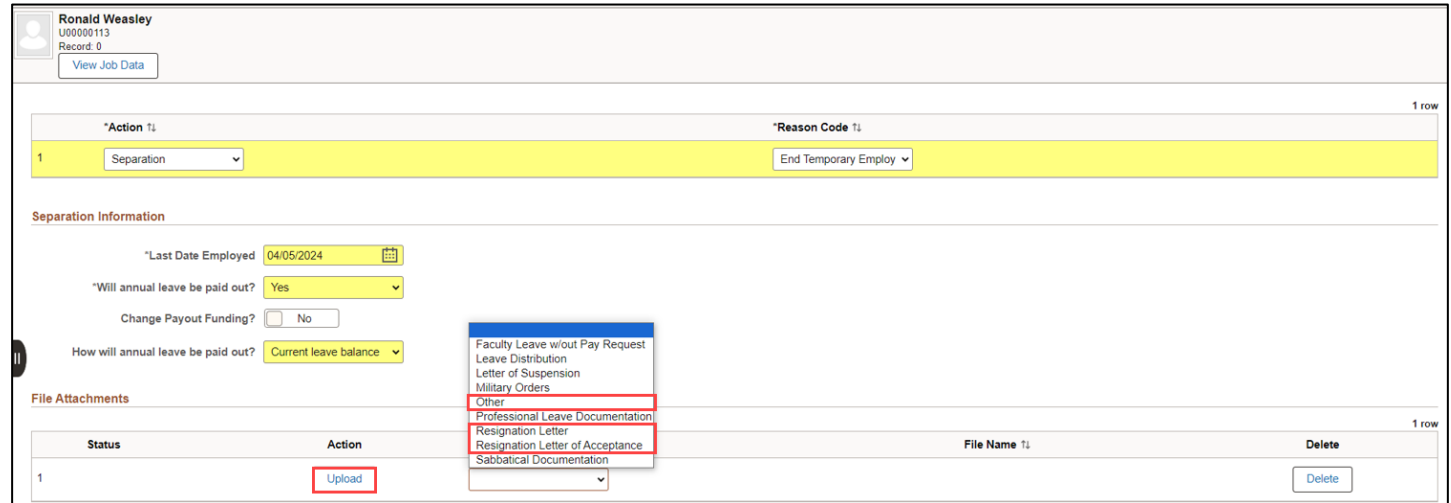
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Separation actions should be submitted accompanied by the employee's **Resignation Letter**. We cannot require a letter, but we can request one. In addition, HR requests that separations be submitted with a **Resignation Letter of Acceptance** from the employee's supervisor or department leadership. **If the RGP/TL employee is ending on the expected job end-date shown in Job Data/Current Job, and this form is being submitted for annual leave payout, the current appointment letter should be attached as documentation. A comment would also be accepted in this scenario.**

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

5. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.

6. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.



Ronald Weasley
U90000113
Record: 0
[View Job Data](#)

*Action ¹: Separation *Reason Code ¹: End Temporary Employ

1 row

Separation Information

*Last Date Employed: 04/05/2024

*Will annual leave be paid out?: Yes

Change Payout Funding?: No

How will annual leave be paid out?: Current leave balance

File Attachments

Status	Action	File Name ¹	Delete
1	Upload		Delete



File Attachments

Attachment Uploaded	Action	Description ¹	File Name ¹	Delete
1 <input checked="" type="checkbox"/>	View	Other	hr27.pdf	Delete

[Add](#)

> **Comments**


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

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

8. 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**.

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

You have successfully initiated a **Separation** action for an RGP/TL employee!

 **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**

You have successfully submitted your eForm.


Cancel **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