How to initiate an affiliate appointment in HCM:
This job aid outlines how to initiate an affiliate appointment eForm.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
</thead>
</table>
| Those with the Affiliate Initiator access can initiate this eForm. | ![Employee Self Service](image1)  
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. |

**Affiliates are governed by UNIV 2.50.** Affiliates are non-paid associates of the university.

**Initiating an affiliate appointment:** In order to initiate an affiliate appointment, 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.

**Completing the Additional Assignment eForm:**

1. In the Affiliate Appointment eForm, first click the **Type of Appointment** drop-down menu button to indicate the type of affiliate.
   a. **Academic** – Sponsored by an academic unit to perform specific activities related to instructional programs. May be used to provide pending hires access to University systems. May also be used to appoint individuals who hold primary appointments in other departments to formally recognize contributions to program outside their home department.
   b. **Non-Academic** – Individuals fulfilling roles related to support services.
   c. **Student Affiliates** – Individuals aspiring to be official UofSC students who are participating in a program to support future admission. They are not enrolled in a college or degree program. Must also be approved by Division of Student Affairs prior to submission.
2. Click the Supervisor/Sponsor USC ID lookup button (magnifying glass icon) to search for the supervisor’s USC ID or enter directly in the field.
   a. Upon selecting the supervisor/sponsor ID, the data fields associated with that individual will populate. These are used to complete other fields later in the form.

Enter the Affiliate’s Personal Info as provided by the Affiliate on the required Affiliate Appointment Form (paper form on the HR Toolbox).

The Has a USCID field defaults to Yes due to the number of reappointments that we have. If this affiliate is brand new to the university, click the Yes/No toggle button to No and additional required fields will appear for you to complete using the Affiliate Appointment Form.
3. Complete the Affiliate Personal Info section based on the Affiliate Appointment Form provided by the affiliate.

Notes on the Personal Info section:
- The Social Security # field is required for anyone who has an SSN. The only time it should be blank is if the individual is international and does not yet have a SSN.
- The US Citizen question is either Yes or No. If the individual is not a US Citizen, this eForm will automatically workflow to the Division of HR’s Office for International Scholars to ensure the incoming affiliate has the necessary visa status.
4. Complete the Affi liate Job Information section.

Notes on the Affiliate Job Information section:

- The Business Unit, Department, and Location pre-populate based on the data associated with the Supervisor/Sponsor indicated earlier in the eForm.

- Affiliate appointments cannot be for more than 5 years from the date the eForm is initiated (regardless of what date is entered in the Begin Date field).

- If a background check is required but is not yet on file for the affiliate, the Background Check section will appear providing a link to help you determine if a check is required. If a check is needed, complete the paper request form and email to your assigned Service Team.
5. As the initiator submitting this eForm you must click the **I attest** yes/no toggle button to **Yes**. This is stating that the affiliate has been provided UNIV 2.50 (linked in this question for quick reference).

6. The paper **Affiliate Appointment Form** that the affiliate completed is the required attachment. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

7. Click the **Submit** button.

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. The Affiliate Appointment eForm is short, only requiring the home department approval unless the affiliate is a non-US Citizen and then the Division of HR Office for International Scholars is in the workflow.

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

Once the eForm is fully approved through the workflow the Affiliate’s information will be sent to Identity and Access Management for the creation/reactivation of University Credentials (email address, USC ID, etc.).

You have successfully initiated an Affiliate Appointment eForm!