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

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those with the Affiliate Initiator access can initiate this eForm.</td>
<td><img src="Image1" alt="Screen1" /></td>
</tr>
<tr>
<td>Affiliates are governed by <strong>UNIV 2.50</strong>. Affiliates are non-paid associates of the university.</td>
<td><img src="Image2" alt="Screen2" /></td>
</tr>
<tr>
<td>Initiating an affiliate update/terminate action: In order to initiate an affiliate update/termination action, take the following steps:</td>
<td><img src="Image3" alt="Screen3" /></td>
</tr>
<tr>
<td>1. Click the <strong>Employee Self-Service</strong> drop-down menu button.</td>
<td></td>
</tr>
<tr>
<td>2. Click the <strong>My Homepage</strong> option in the drop-down.</td>
<td></td>
</tr>
<tr>
<td>3. Click the <strong>Affiliate Actions Homepage</strong> tile.</td>
<td></td>
</tr>
</tbody>
</table>
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.
The **Affiliate Update/Terminate** eForm has two overaction action selections: **Update** and **Terminate**.

The **Update** action allows you to make changes to the affiliate’s business title (internal title), supervisor, and expected end-date. See the first screenshot to the right.

- Upon selecting the **Update** option, the form will automatically add a required drop-down to indicate the affiliate’s citizenship. All updates made on non-U.S. Citizen affiliate appointments will automatically workflow to HR-OIS for approval.
- If changing the end-date, The New Expected End Date cannot be greater than 5 years from the current appointment date.

The **Terminate** action is used to end the affiliate’s appointment prior to the current end-date on file. See the second screenshot to the right.
In this scenario we need to make an update to an existing Affiliate Appointment.

1. Click the **Action** drop-down menu button to select **Update**.

2. Click the **US Citizen?** Drop-down menu button to indicate citizenship.

3. Provide an **Effective Date** for the Update.
   a. This field auto-populates with the current date. Update if applicable.

4. Make the applicable change(s).
   a. Note that the New Business Title, New Supervisor ID, and New Expected End Date fields all appear as required until you make an entry in one of the fields. Once one field is completed the other fields no longer appear as required.

5. Click the **Submit** button.
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.
   a. If initiating an Update action for a non-U.S. Citizen the eForm will route to HR-OIS for approval.

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

You have successfully initiated an Affiliate Update/Terminate eForm!