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

Information

Those with the Affiliate Initiator access can initiate this eForm.

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

Initiating an affiliate update/terminate action: In order to initiate an affiliate update/termination action, 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.

Enter the Affiliate’s first and last name or USC ID and then click the **Search** button.
Completing the Affiliate Update/Terminate eForm:

4. Click the Action drop-down menu button to indicate either Update or Terminate.
   a. Update allows you to make changes to the affiliate’s business title (internal title), supervisor, and expected end-date.
   b. Terminate is used to end the affiliate’s appointment prior to the current end-date on file.

In this scenario we need to make an update to an existing Affiliate Appointment.

5. Provide an Effective Date for the Update.

6. Make the applicable change(s).

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.

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

You have successfully initiated an Affiliate Update/Terminate eForm!