

**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**

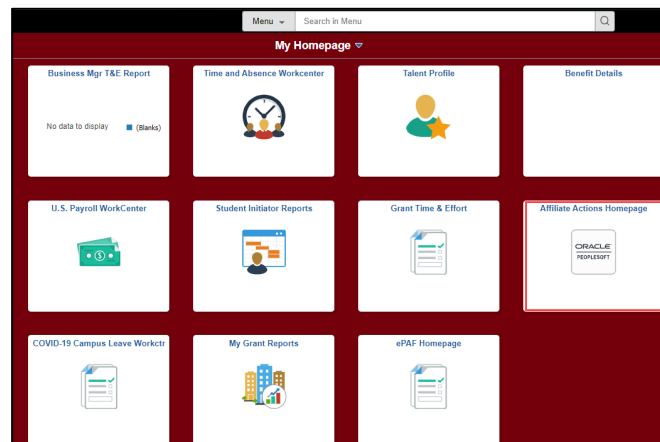
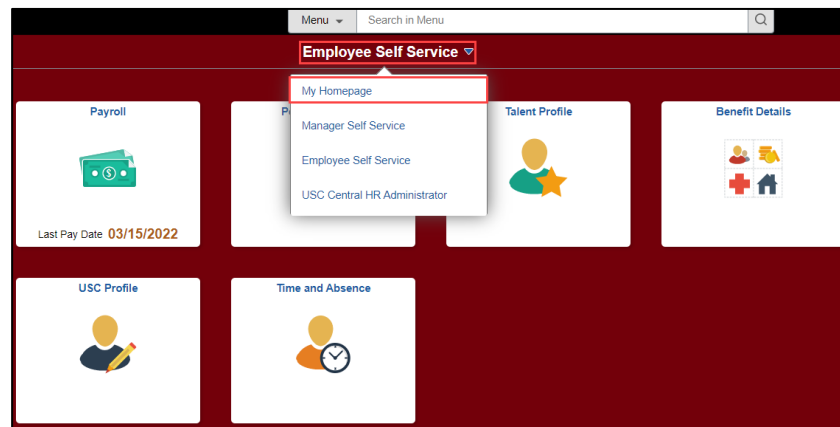
Those with the **Affiliate Initiator** access can initiate this eForm.

**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.

**Screenshots**

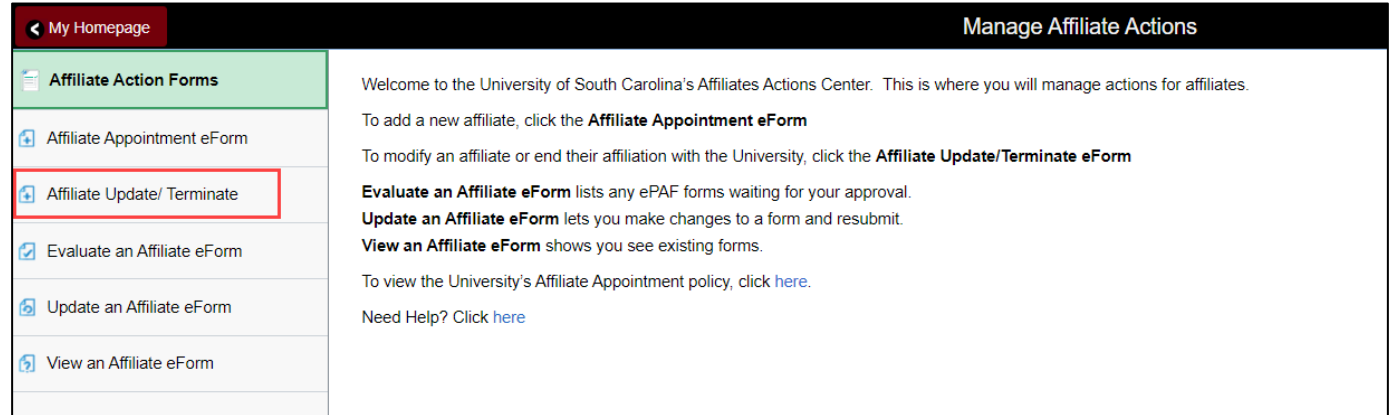


## University of South Carolina HCM HR Contact Resources

### Affiliate Appointment eForm: Affiliate Update/Terminate

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.



**Manage Affiliate Actions**

Welcome to the University of South Carolina's Affiliates Actions Center. This is where you will manage actions for affiliates.

To add a new affiliate, click the **Affiliate Appointment eForm**

To modify an affiliate or end their affiliation with the University, click the **Affiliate Update/Terminate eForm**

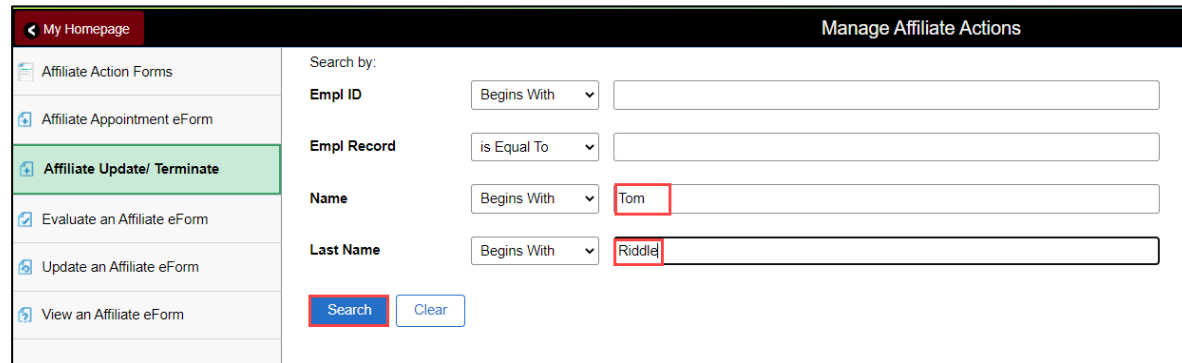
**Evaluate an Affiliate eForm** lists any ePAF forms waiting for your approval.

**Update an Affiliate eForm** lets you make changes to a form and resubmit.

**View an Affiliate eForm** shows you see existing forms.

To view the University's Affiliate Appointment policy, click [here](#).

Need Help? Click [here](#)



**Manage Affiliate Actions**

Search by:

**Empl ID** Begins With

**Empl Record** is Equal To

**Name** Begins With

**Last Name** Begins With

**Search**

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**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.

+ Add Affiliate Update / Terminate : Affiliate change Form ID 429068

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**Affiliate Info**

Empl ID A02246845      Empl Record 0  
 Name Tom Riddle, r      Job Code XN05      Research Affiliate

ACTION

CI

**Update Affiliate**

\*Effective Date

Current Supervisor ID D79910063 Potter, Harry James

Last Hire Date 01/10/2022

Current Expected End Date 06/30/2026

New Business Title

New Supervisor ID

\*New Expected End Date

CI

▶ **Comments**

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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!

Form ID 408783

+ Start an Affiliate Form : Results

You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
[multiple approvers.](#)

[View Approval Route](#)

**Transaction / Signature Log** 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 05/15/2022 10:25:26AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)

**You have successfully submitted your eForm.**

[Cancel](#) [Done](#)

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=408783 Pending

**Basic Path**

Pending

[Multiple Approvers](#)  
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