How to initiate a separation for an active summer hire in HCM:

This job aid outlines how to initiate a separation action for an active summer hire.

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Information
Those with HR Initiator access can take this action for all FTE Faculty across the university system.

The Status Change eForm should be used if the new end-date is less than one month from the current date. If the new end-date is greater than 4 weeks from the current date, initiators should utilize the Summer Job Change eForm to change the end-date. This helps avoid mid-stack errors.

Initiating a Separation for an active summer hire: To initiate a status change eForm for one of your employees, 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.
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.

Currently active summer hires will appear with the Job Code of **VSUM Summer**.

On the appropriate active Summer EMPL Record, click the **Related Actions Menu** button.
The Related Actions Menu shows all the actions/eForms which the user has authority to initiate on this specific employee’s EMPL record.

The Status Change eForm is used to make changes to currently active FTE faculty summer appointments. Note this eForm does not appear in the Related Actions Menu by name, but rather by Action type of Separation/Retirement.

From the Related Actions Menu, click the Separation/Retirement option.
Completing the Status Change eForm:

1. The Action of Separation has prepopulated based on your selection in the Related Actions Menu.

2. Click the Reason Code dropdown menu button to select the appropriate reason code.
   a. If the faculty member is simply ending their summer ECOM/Research early or if their summer instruction course was cancelled, the reason code will always be End Temporary Employment.

3. Enter the employee’s Last Date Employed.
   a. If the employee never worked, the Last Date Employed should be the day prior to the hire date so that the termination date is the same as the hire date.
4. No attachments are required, but if you have supporting documentation click the **Upload** button and follow the on-screen prompts to attach the document from your device.

5. Review your work on the eForm, once you’ve confirmed the data 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. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.

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

You have successfully initiated a **Summer Job Change eForm** to change the end date or supervisor!