## How to initiate a recall from suspension in HCM:
This job aid outlines how to initiate a recall from suspension action.

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

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those with HR Initiator access can take this action for employees within their security scope.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
</tbody>
</table>

An employee on suspension remains in that status until you initiate a **Recall from Suspension** action on the Status Change eForm.

### Initiating a recall from suspension action:
In order to recall one of your employees from suspension, 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.

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

For employees currently out on Leave of Absence (Leave without Pay) or faculty in a Paid Leave status (sabbatical or professional leave) or on Suspension, the only available action in the **Related Actions Menu** is **Return from Leave**.

From the Related Actions Menu, click the **Return from Leave** option.
Completing the Status Change eForm:

1. The **Action** of **Return from Leave** has pre-populated based on your selection on the Related Actions Menu. However, since the employee is suspended, we must change the action. Click the **Action** drop-down menu button and select **Recall from Suspension**.

2. There is only one **Reason Code** associated with the **Action** of **Recall from Suspension**. Click the **Reason Code** drop-down menu button and select **Return-Suspension**.
3. Enter the **Effective Date** that the employee is returning to work. This should be the first day the employee is back to work/no longer on suspension.

**Recall from Suspension** actions should be submitted accompanied by the original suspension letter. However, as there are some scenarios where the suspension letter does not have an expected return date for the suspension no attachment is required for submission of the eForm.

4. Click the **Upload** button and follow the on-screen prompts to upload the letter 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. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and the applicable central HR office.
   a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say Not Routed.

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

You have successfully initiated a Recall from Suspension action!