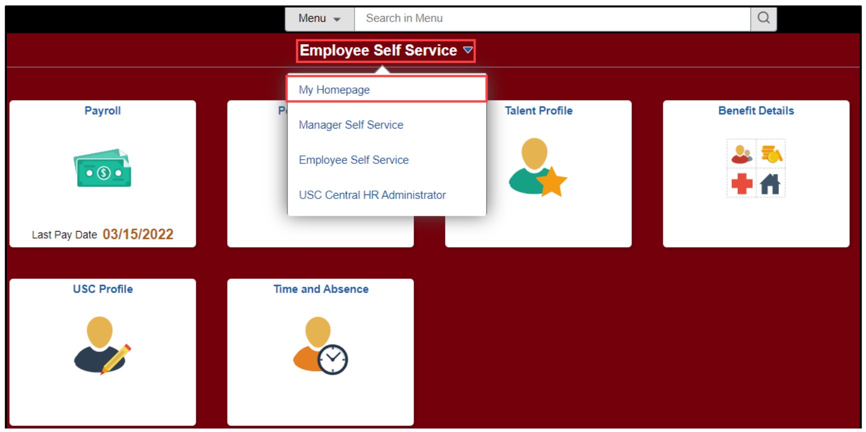
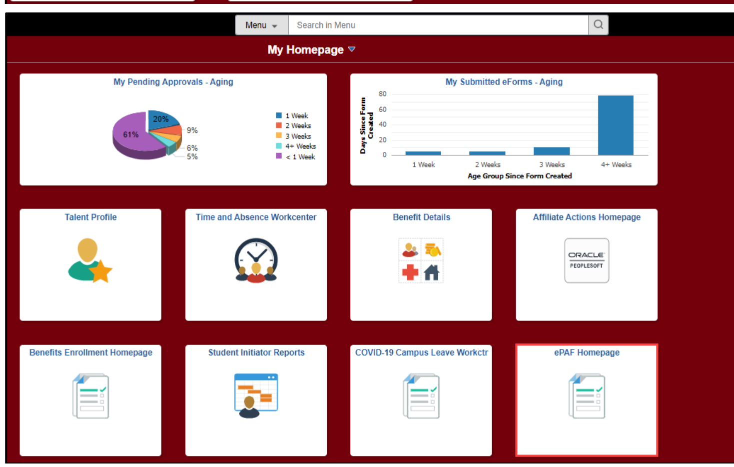
University of South Carolina
HCM HR Contact Resources
Status Change eForm: Retirement

How to initiate a retirement action in HCM:
This job aid outlines how to initiate a retirement action.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. An employee on suspension remains in that status until you initiate a **Retirement** action on the Status Change eForm. **Initiating a retirement action**: In order to initiate a retirement action 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.	 

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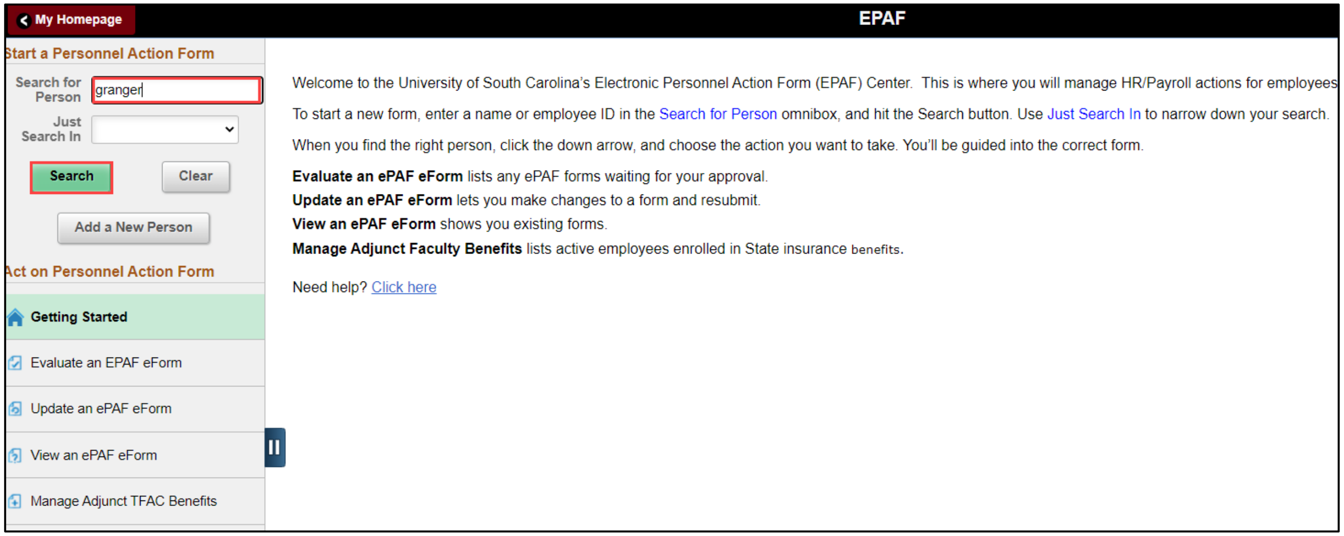
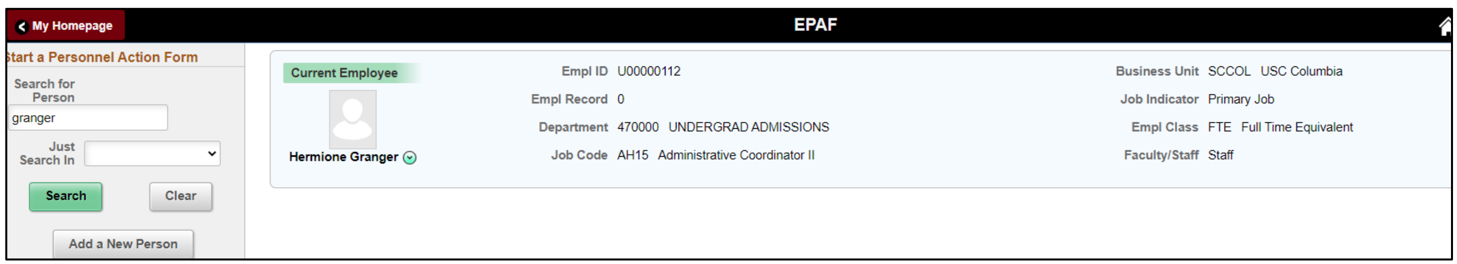
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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.





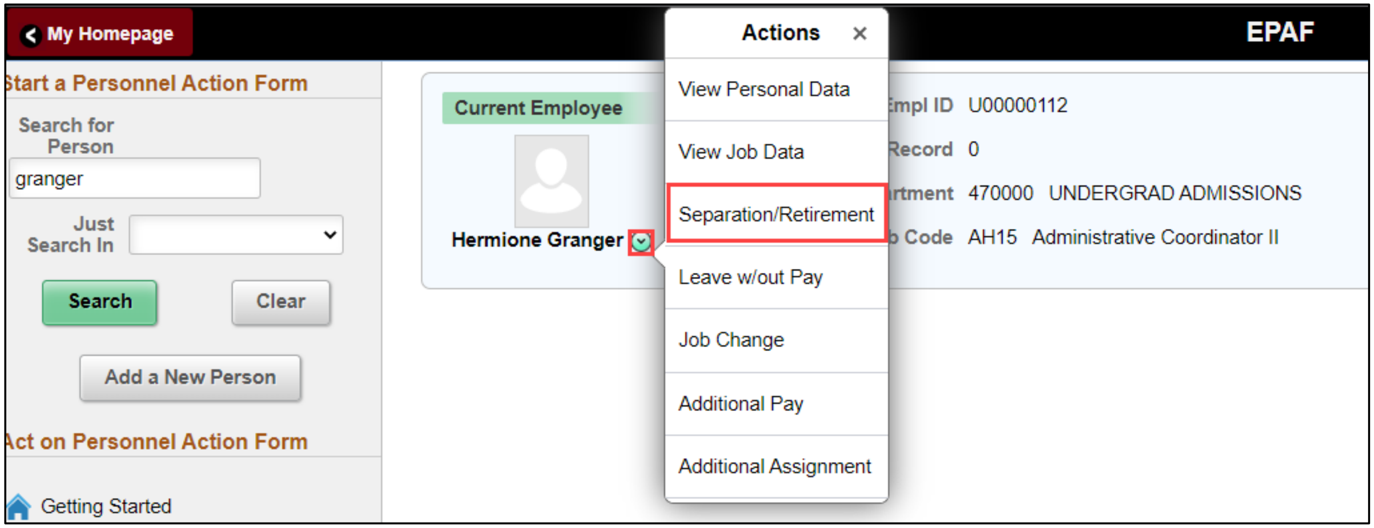
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Status Change eForm** is used to is used to change the HR and/or Payroll status of an employee from 'Active' to something else and vice versa. Note the **Status Change** eForm does not appear in the **Related Actions Menu** by name, rather there are actions listed that take you into the eForm.

a. For staff, the options are:
    i. Separation/Retirement
    ii. Leave w/out Pay

b. For faculty, the options are:
    i. Separation/Retirement
    ii. Leave w/out Pay
    iii. Paid Leave

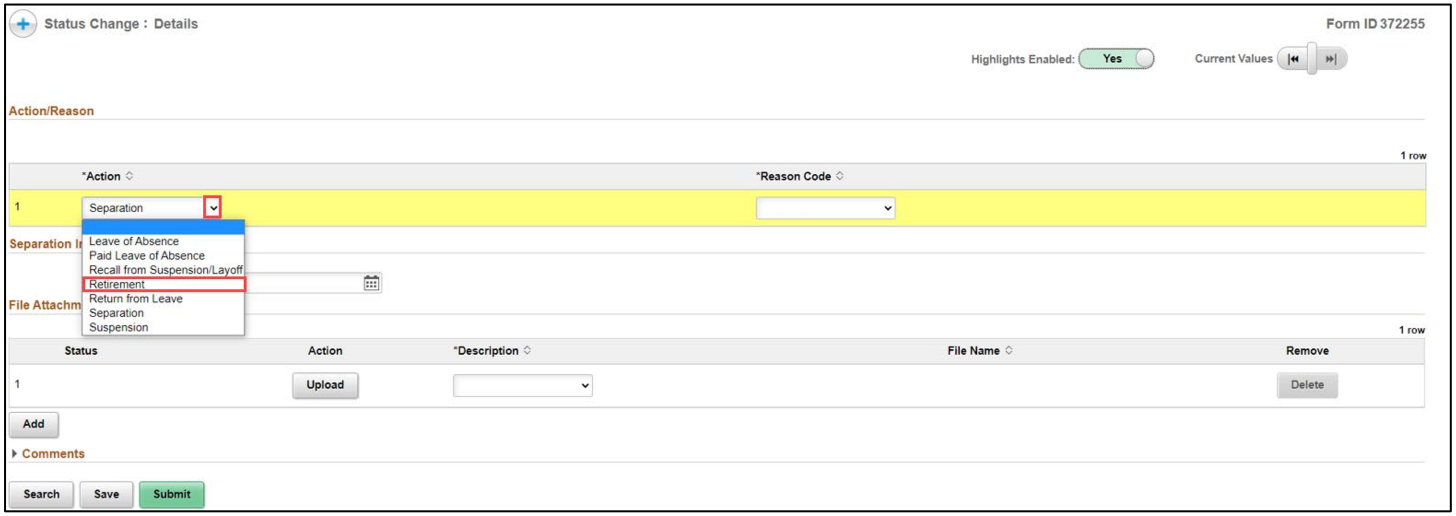
From the Related Actions Menu, click the **Separation/Retirement** option.

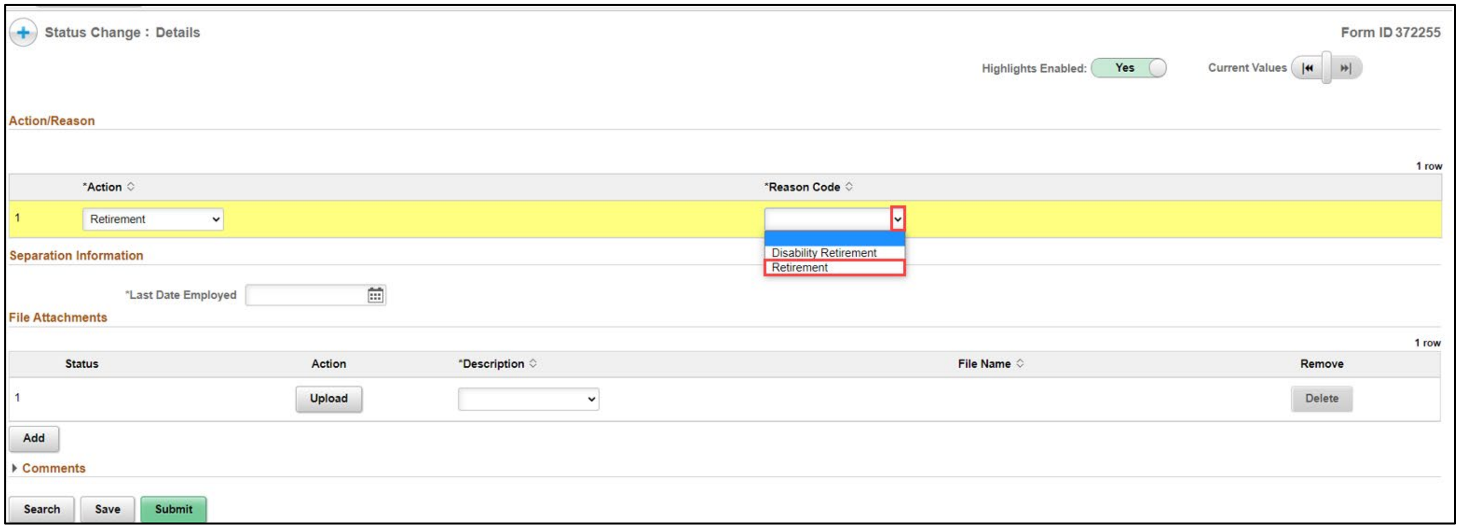


Completing the Status Change eForm:

1. The **Action** of **Separation** is the default. However, this action needs to be changed to Retirement. Click the **Action** drop-down menu button and select the **Retirement** option.

2. Click the **Reason Code** drop-down menu button and select the appropriate **Retirement** reason.



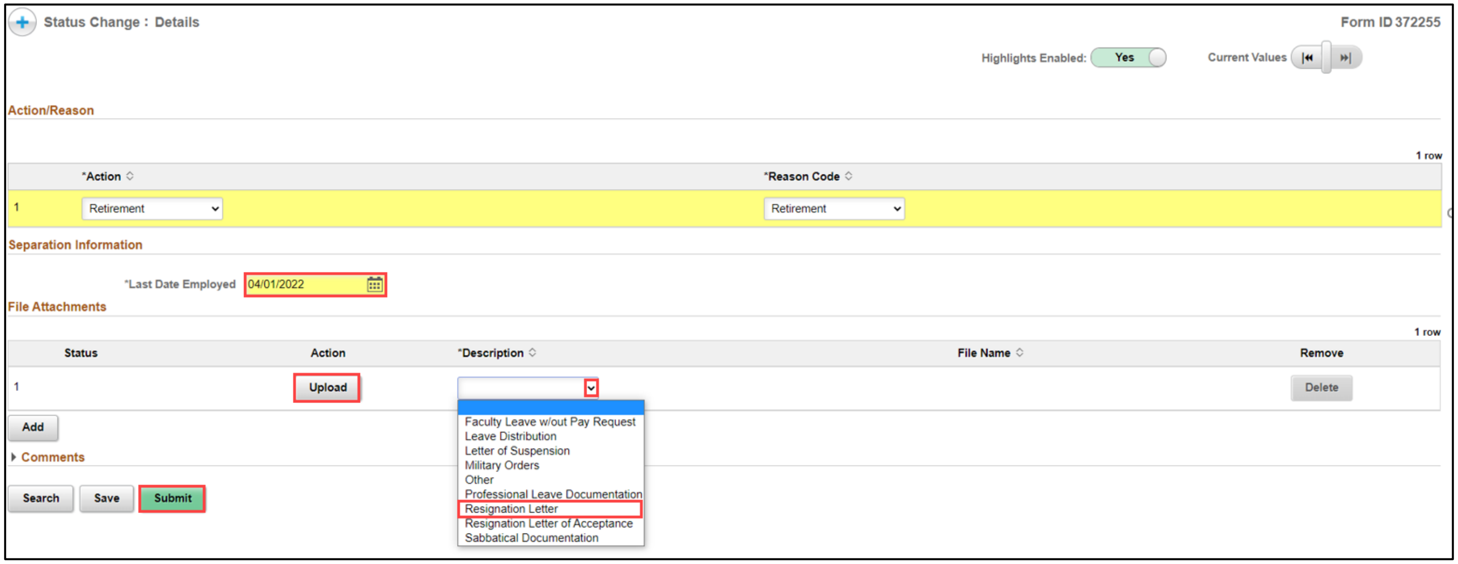


3. Enter the **Last Date Employed** for the employee. This is the last day the individual is in an 'active' employment status with UofSC.
    a. If an employee has elected to utilize accrued leave prior to their separation, ensure the Last Date Employed encompasses these dates.

Retirement actions should be submitted accompanied by the employee's **Resignation Letter**. We cannot require a letter, but we can request one.

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.



1. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

2. 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**.

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

You have successfully initiated a **Retirement** action!