# 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

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.

Before initiating a Retirement action, run the `SC_HR_REHIRED_RETIREES` query in HCM. Retirees working at USC who decide to truly ‘retire’ from state service should not be coded as retirement on the Status Change eForm since they have already retired. These individuals should be separated using the applicable reason code for separation.

**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.

### Screenshots

![Employee Self Service](image1)

![My Homepage](image2)

![ePAF Homepage](image3)

![My Homepage](image4)
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.

Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees. To start a new form, enter a name or employee ID in the Search for Person omnibox, and hit the Search button. Use Just Search In to narrow down your search. When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.

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

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

View an ePAF eForm shows you existing forms.

Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.

Need help? Click here.
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 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 USC.
   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. Status Change eForms have a shortened workflow, only requiring one internal approver before routing to 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!