# How to initiate a separation action in HCM:

This job aid outlines how to initiate a separation action.

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

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<th>Screenshots</th>
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<tbody>
<tr>
<td><strong>Those with HR Initiator access can take this action for employees within their security scope.</strong></td>
<td><img src="image1.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td><strong>An employee on suspension remains in that status until you initiate a Separation action on the Status Change eForm.</strong></td>
<td><img src="image2.png" alt="My Homepage" /></td>
</tr>
<tr>
<td><strong>Initiating a separation action:</strong> In order to separate one of your employees from employment, take the following steps:</td>
<td><img src="image3.png" alt="Time and Absence" /></td>
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<tr>
<td>1. Click the <strong>Employee Self-Service</strong> drop-down menu button.</td>
<td><img src="image4.png" alt="USC Profile" /></td>
</tr>
<tr>
<td>2. Click the <strong>My Homepage</strong> option in the drop-down.</td>
<td><img src="image5.png" alt="My Homepage" /></td>
</tr>
<tr>
<td>3. Click the <strong>ePAF Homepage</strong> tile.</td>
<td><img src="image6.png" alt="My Homepage" /></td>
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</table>
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 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 has pre-populated based on your selection of on the Related Actions Menu.

2. Click the Reason Code drop-down menu button and select the appropriate Separation 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.

   [Image of the Status Change eForm: Separation]

   [Image of the Separation Reason reference guide on the HR Toolbox for descriptions of when to use each of the available Reason Codes for an action of Separation.]

   [Image of the Last Date Employed field on the eForm, with the value set to 03/25/2022]
Separation actions should be submitted accompanied by the employee’s Resignation Letter. We cannot require a letter, but we can request one. In addition, HR requests that separations be submitted with a Resignation Letter of Acceptance from the employee’s supervisor or department leadership.

Note some Separation Reason Codes require specific attachments.

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. 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.

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

You have successfully initiated a Separation action!