How to initiate a student job change in HCM:
This job aid outlines how to initiate a student job change.

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

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<td>Those with Student Hire Representative Initiator access can take this action for employees within their security scope.</td>
<td><img src="image1.png" alt="Employee Self Service" /></td>
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<td>Types of student job changes:</td>
<td><img src="image2.png" alt="My Homepage" /></td>
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<td>- Department</td>
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<td>Initiating a student job change: In order to initiate a student job change, take the following steps:</td>
<td><img src="image3.png" alt="ePAF Homepage" /></td>
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<td>1. Click the Employee Self-Service drop-down menu button.</td>
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<td>2. Click the My Homepage option in the drop-down.</td>
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<td>3. Click the ePAF Homepage tile.</td>
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On the ePAF homepage enter the student’s full name (as displayed in Banner) or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. If the student has more than one active hire numerous search cards will appear. To initiate a student Job Change, find the appropriate EMPL record and click the **Related Actions Menu** button.

The security for student Job Change eForms is tied to the department which the student is actively hired in that EMPL record. If you do not have access to that department you will not have the option to initiate this eForm.
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 Student Job Change eForm is used to change job data on a currently active student job.

From the Related Actions Menu, select the Student Job Change eForm option.

Completing the Student Job Change eForm:
1. First provide an Effective Date for the requested change(s).
Note: The Student Job Change eForm does not display the student’s current enrollment data or other active jobs as is displayed on the Student Hire eForm.

Note: The Job Code, FLSA Status/Employee Type, Comp Rate Code and Pay Group are all display only fields on this eForm and cannot be changed. If a change is needed to the Job Code, that would indicate a new job is being performed. In this scenario you would initiate a Student Status Change eForm to end the current job and initiate a new Student Hire eForm for the new duties.
Student Actions: Student Job Change

Overview of the types of changes that can be made on the Student Job Change eForm:

**Department** – May be tied to change in location and/or supervisor within the same College, Division, or Campus.

**Location** – May be tied to change in department and/or supervisor within the same College, Division, or Campus.

**Supervisor** – May be tied to change in department and/or location within the same College, Division, or Campus. Or may be a result of the prior supervisor separating employment.

**Internal Title** – May be used to further specify the job so the student knows on which timesheet to enter hours worked.

**Full/Part Time** – Used in conjunction with an increase/decrease to standard hours usually around a university holiday or break period.

**Standard Hours** – Increasing or decreasing hours per week, usually around a university holiday or break period. May require a change in the full/part time indicator.

**Expected Job End-Date** – Change this field when extending an appointment (note cannot be extended more than 1 year from the effective date of this hire) or to end the appointment earlier than initially indicated.

**New Hourly or Salary Rate** – Increasing or decreasing hourly or salary rate can be tied to standard hours changes but can be independent of any other change requested solely by the manager. Note the **Percent Increase or Decrease** field automatically populates upon entry of the new hourly or salary rate.
2. Enter all applicable changes associated with the request.

All student job changes require either a comment or an attachment to document/justify the change as outlined below:

- **Department** - comment
- **Location** - comment
- **Supervisor** - comment
- **Internal title** - comment
- **Full/Part time** - comment or attachment.
- **Standard hours** - comment or attachment.
- **Expected job end-date** - attachment. An updated offer letter or acknowledgement from student of the change in appointment dates is required.
- **New hourly or salary rate** - comment or attachment.
3. Either click the **Upload** button on both attachments and follow the on-screen prompts to attach the documents from your device or click the **Comments** link to expand the open comments field to write your justification.

4. Review your work on the eForm. Once you’ve confirmed the data click the **Submit** button.

5. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
6. The Approval Route shows the workflow steps for the specific action you submitted. All student action eForms route to the Student Campus Approver and HR Operations. Depending on the action other workflow steps may be inserted before final approval at HR Operations.

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

You have successfully initiated a Student Job Change!