University of South Carolina
HCM HR Contact Resources
Status Change eForm: Separation for RGP/TL Employee

How to initiate a separation action in HCM:

This job aid outlines how to initiate a separation action for an RGP/TL employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

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Those with HR Initiator access can take this action for employees within their security scope.

Submission of a Status Change eForm is required for RGP/TL who are auto-terminating (not being reappointed) to indicate annual leave payout.

Initiating a separation action: In order to separate one of your employees from employment, 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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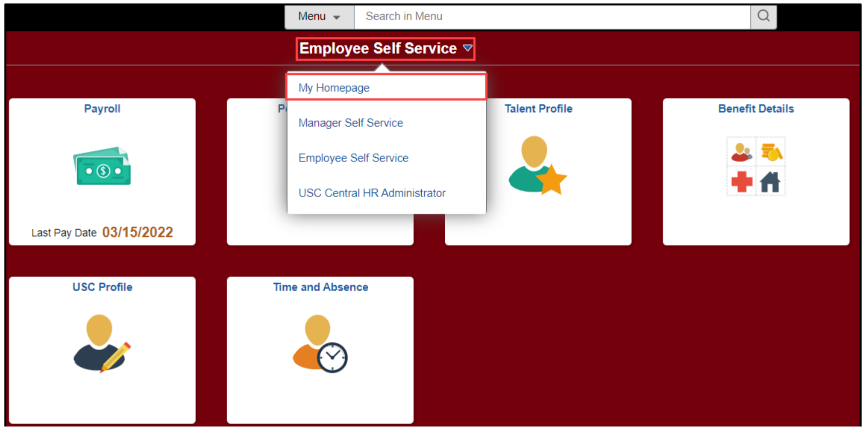

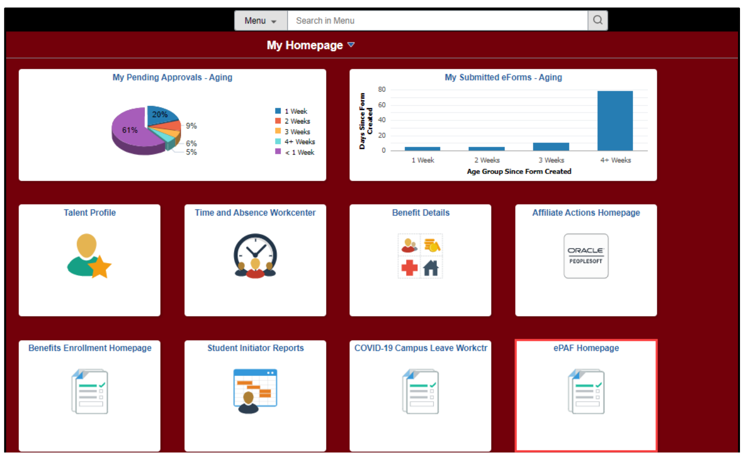

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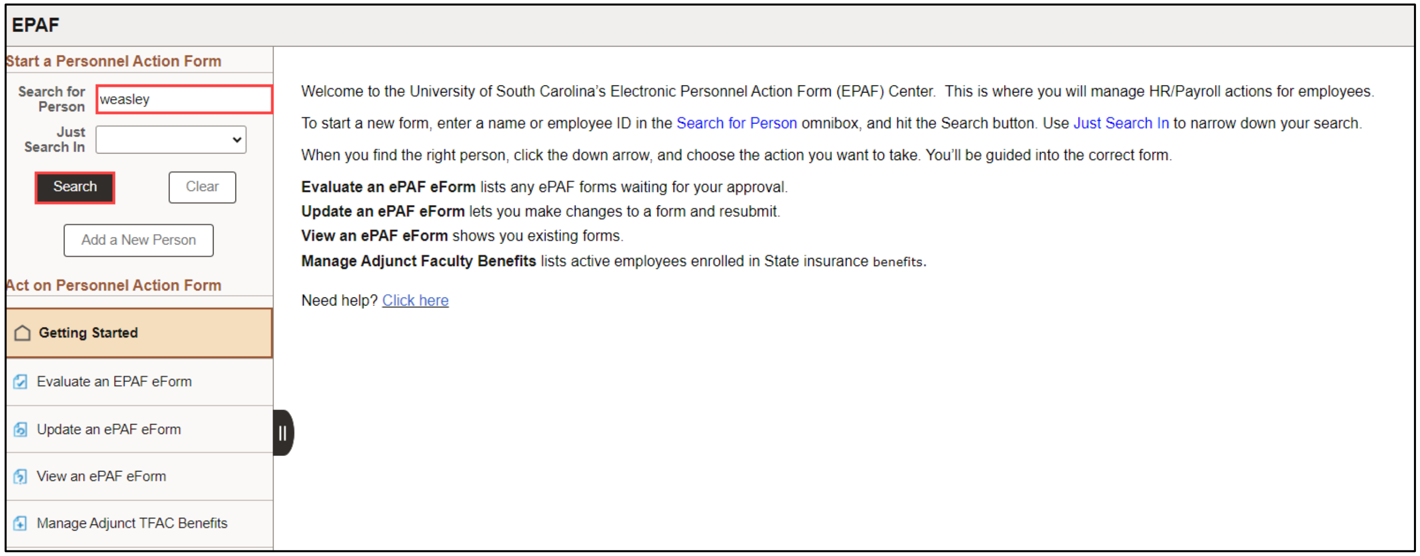
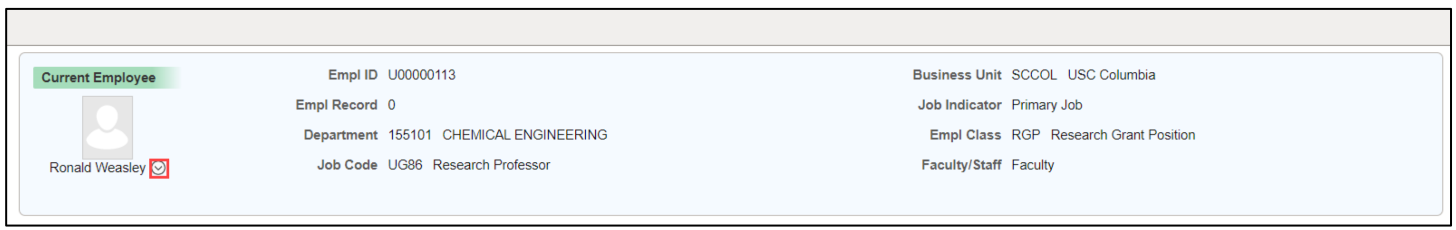
On the ePAF homepage enter your employee’s name or USC ID in the **Search for Person** field, then click the **Search** button.

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.





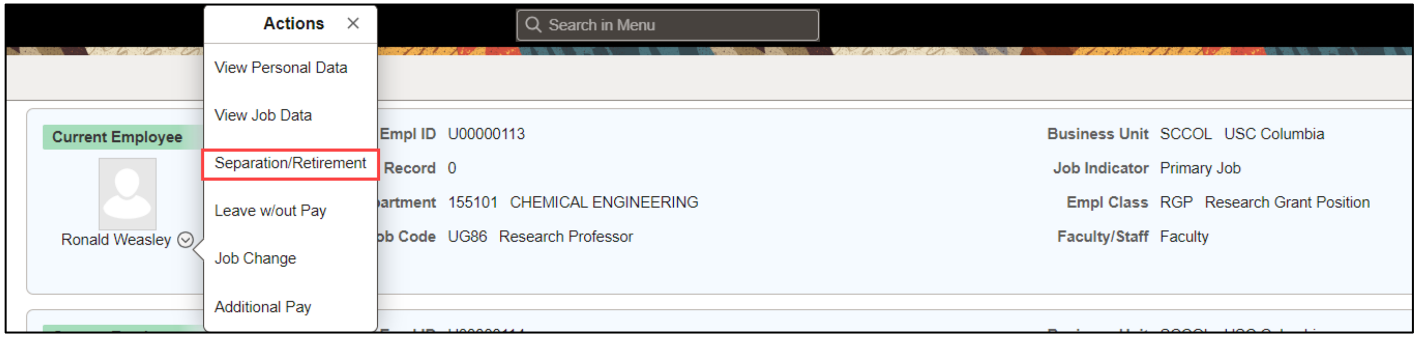
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Status Change eForm** is used to 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.

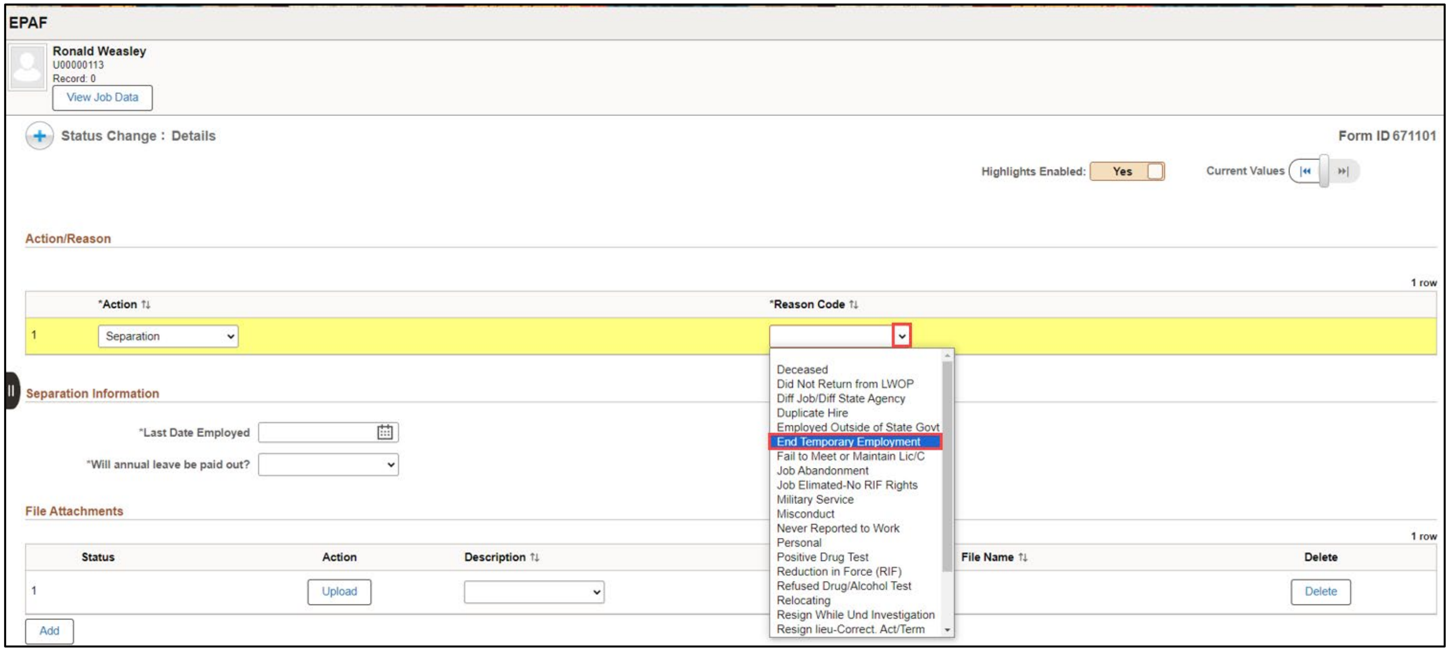


Completing the Status Change eForm:

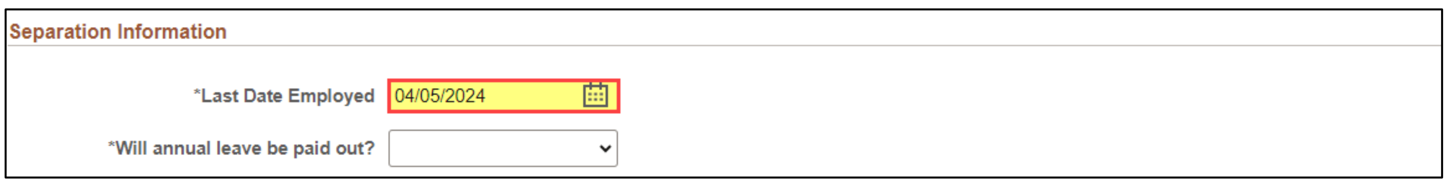
1. The **Action** of **Separation** has pre-populated based on your selection of on the Related Actions Menu.

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

Review 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**. **If the RGP/TL employee is ending on the expected job end-date shown in Job Data/Current Job, and this form is being submitted for annual leave payout, the reason code must be <u>End Temporary Employment</u>.**

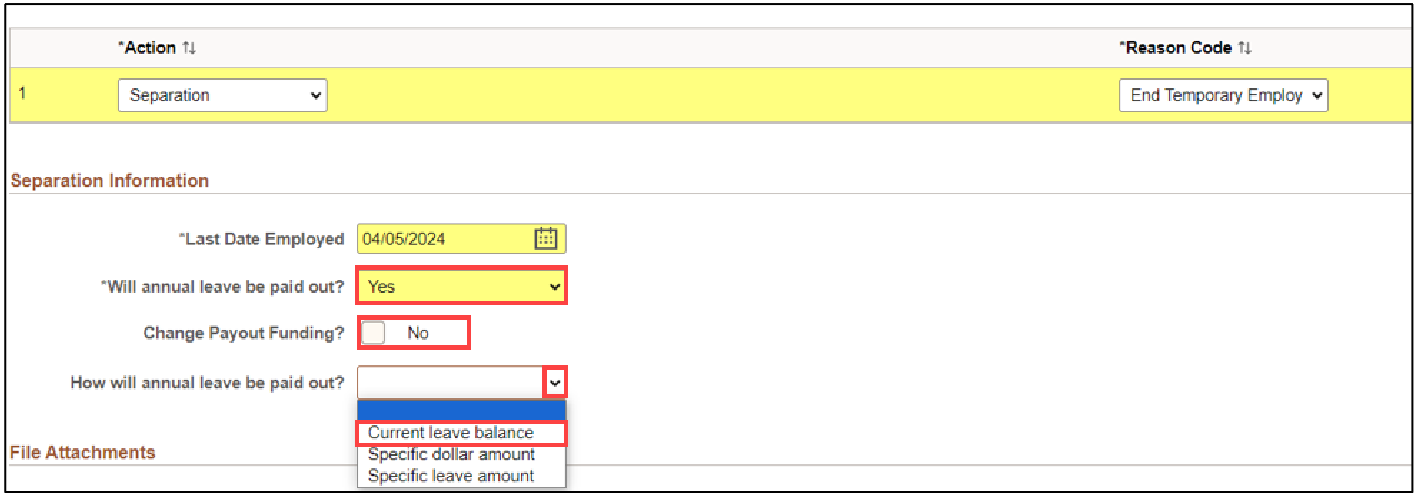


3. Enter the **Last Date Employed** for the employee. This is the last day the individual is in an 'active' employment status with USC.
   a. If an employee has elected to utilize accrued leave prior to their separation, ensure the Last Date Employed encompasses these dates.



4. Click the **Will annual leave be paid out?** drop-down button and make the appropriate indication.
    a. If selecting **yes**, as indicated in this example, additional fields appear.
    b. Update the **Change Payout Funding** Yes/No toggle button as applicable.
    c. Click the **How will annual leave be paid out?** drop-down button to select the appropriate mechanism for payout.

The maximum annual leave payout is 45 days in accordance with HR 1.03.

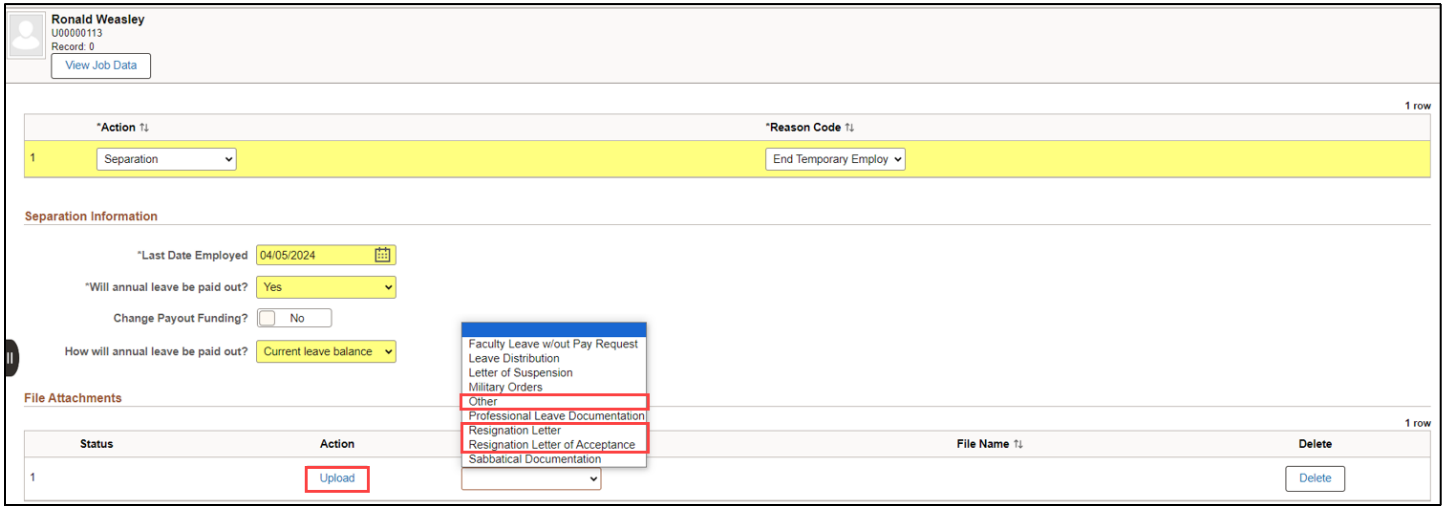


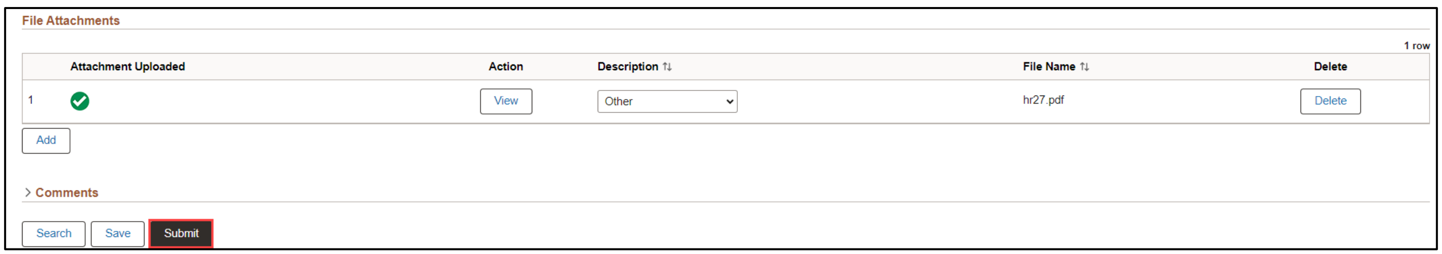
Separation actions should be submitted accompanied by the employee's **Resignation Letter**. We cannot require a letter, but we can request one. In addition, HR requests that separations be submitted with a **Resignation Letter of Acceptance** from the employee's supervisor or department leadership. **If the RGP/TL employee is ending on the expected job end-date shown in Job Data/Current Job, and this form is being submitted for annual leave payout, the current appointment letter should be attached as documentation. A comment would also be accepted in this scenario.**

Note some **Separation Reason Codes** require specific attachments.

5. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.

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





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

8. 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**.

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

You have successfully initiated a **Separation** action for an RGP/TL employee!