

**How to initiate a suspension in HCM:**

This job aid outlines how to initiate a suspension 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.

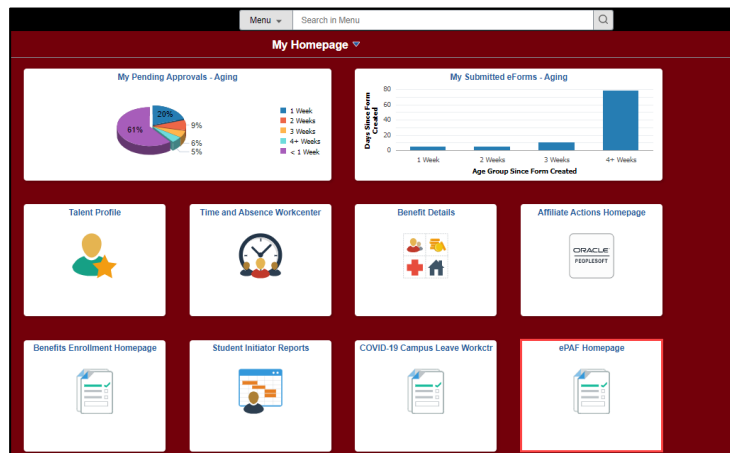
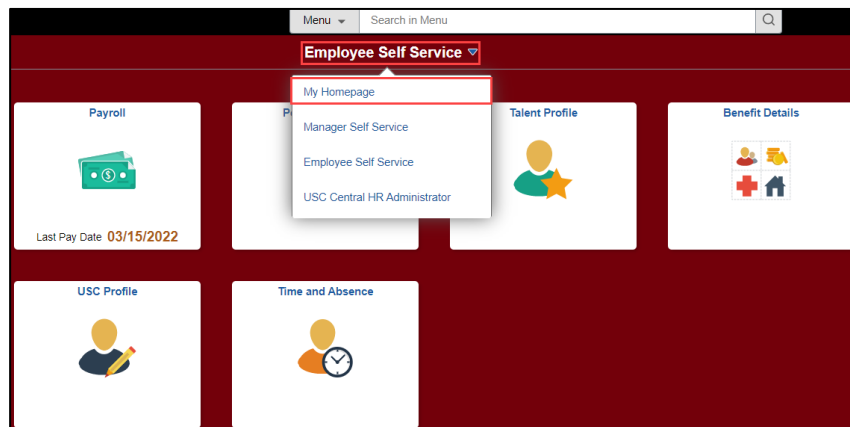
Suspensions require prior approval from Employee Relations (outside of the HCM system). Suspension actions place the employee in an unpaid status.

Note: A suspended employee remains in that status until you initiate a **Recall from Suspension** action on the Status Change eForm.

**Initiating a suspension action:** In order to initiate a suspension action for 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**

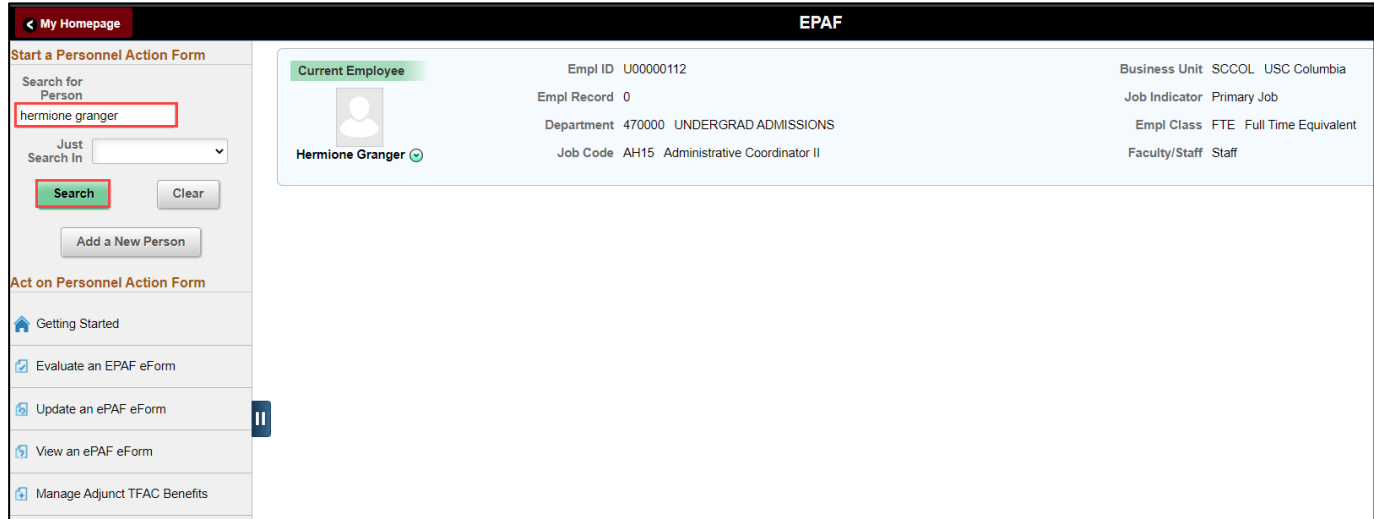


## University of South Carolina HCM HR Contact Resources Status Change eForm: Suspension

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.

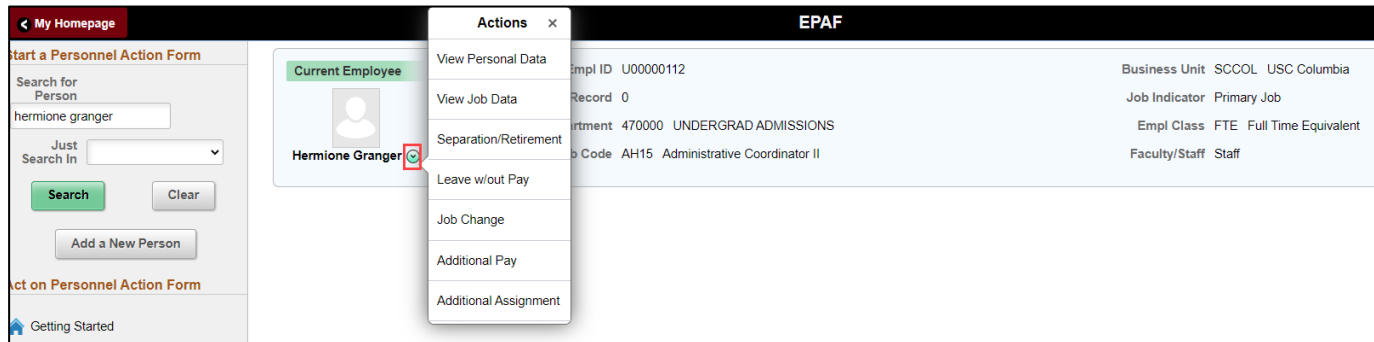


The screenshot shows the ePAF homepage with a search for 'hermione granger'. The search results display a 'Current Employee' card for Hermione Granger. The card includes the following information:

Empl ID	U00000112	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	470000 UNDERGRAD ADMISSIONS	Empl Class	FTE Full Time Equivalent
Job Code	AH15 Administrative Coordinator II	Faculty/Staff	Staff

The left sidebar contains the following options under 'Act on Personnel Action Form':

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits



The screenshot shows the same search results as above, but with the 'Actions' menu open for the employee card. The menu options are:

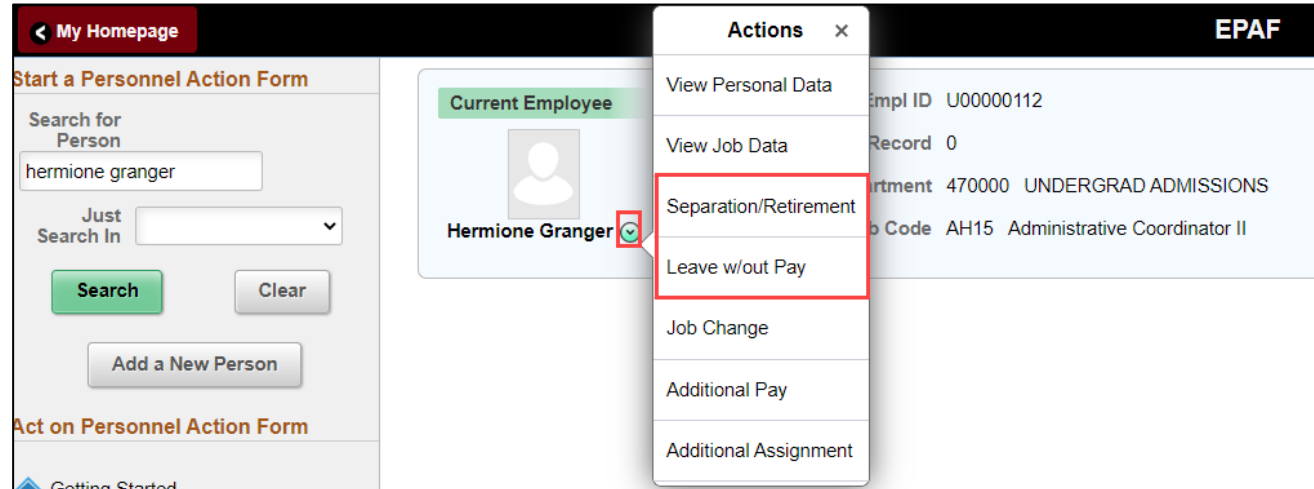
- View Personal Data
- View Job Data
- Separation/Retirement
- Leave w/out Pay
- Job Change
- Additional Pay
- Additional Assignment

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, select any of the options listed above since **Suspension** is not an option provided.



**My Homepage** EPAF

**Start a Personnel Action Form**

Search for Person  
hermione granger

Just Search In [Dropdown]

**Search** **Clear**

**Add a New Person**

**Act on Personnel Action Form**

Getting Started

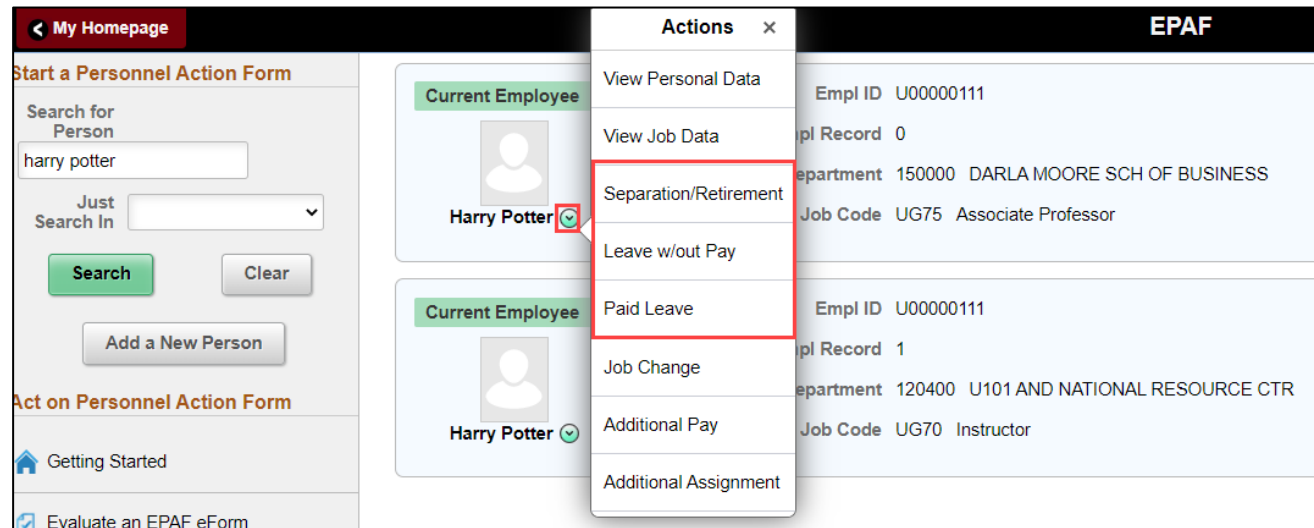
**Current Employee**

Hermione Granger

**Actions** x

- View Personal Data
- View Job Data
- Separation/Retirement
- Leave w/out Pay
- Job Change
- Additional Pay
- Additional Assignment

Empl ID U00000112  
Record 0  
Department 470000 UNDERGRAD ADMISSIONS  
Job Code AH15 Administrative Coordinator II



**My Homepage** EPAF

**Start a Personnel Action Form**

Search for Person  
harry potter

Just Search In [Dropdown]

**Search** **Clear**

**Add a New Person**

**Act on Personnel Action Form**

Getting Started

Evaluate an EPAF eForm

**Current Employee**

Harry Potter

**Current Employee**

Harry Potter

**Actions** x

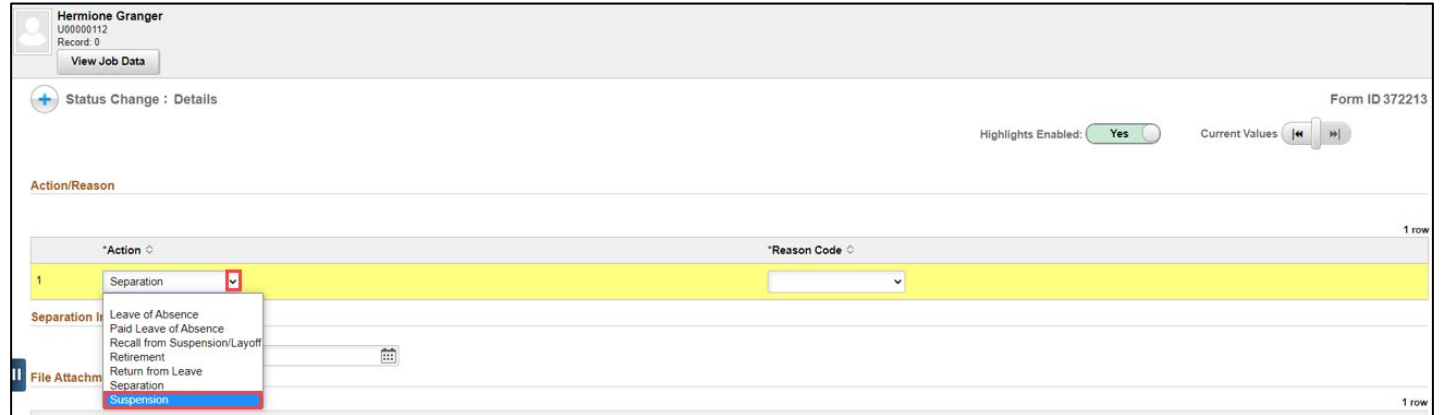
- View Personal Data
- View Job Data
- Separation/Retirement
- Leave w/out Pay
- Paid Leave
- Job Change
- Additional Pay
- Additional Assignment

Empl ID U00000111  
Record 0  
Department 150000 DARLA MOORE SCH OF BUSINESS  
Job Code UG75 Associate Professor

Empl ID U00000111  
Record 1  
Department 120400 U101 AND NATIONAL RESOURCE CTR  
Job Code UG70 Instructor

**Completing the Status Change eForm:**

1. Click the **Action** drop-down menu button to display the options. Select the **Suspension** option.
2. Once you've selected the **Action**, click the **Reason Code** drop-down menu button to select the appropriate reason for the suspension action. Note the **Reason Codes** will not populate unless an **Action** has been selected. There are only two reasons for suspension listed below. Employee Relations will advise which reason to use:
  - a. Conduct-Pending Investigation
  - b. Disciplinary-Conduct
3. Enter the **Effective Date** of the suspension action. This is the first day the employee will be placed on suspension (and go into an unpaid status).
4. Enter the **Expected Return Date**. This is the date the employee is anticipated to report back to work. Note this field does not trigger a recall action. It is strictly for administrative purposes.



Hermione Granger  
U00000112  
Record: 0  
View Job Data

Status Change : Details Form ID 372213

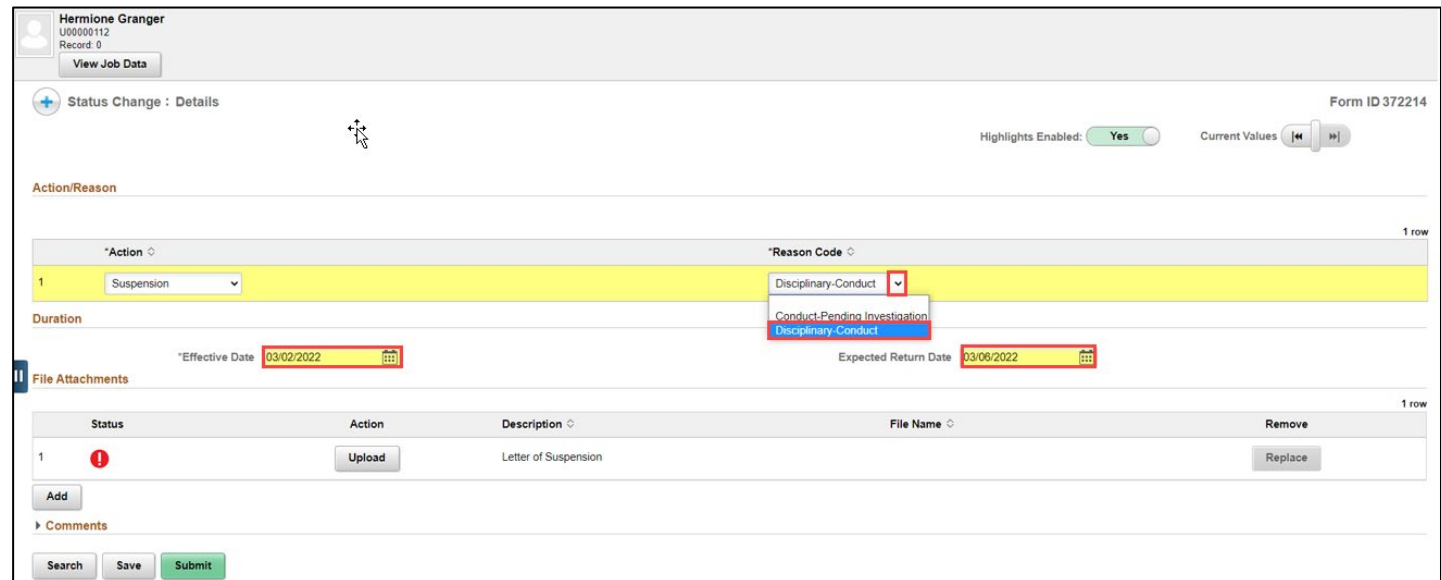
Highlights Enabled:  Yes Current Values

Action/Reason

*Action	*Reason Code
1 Separation	

Separation II  
 Leave of Absence  
 Paid Leave of Absence  
 Recall from Suspension/Layoff  
 Retirement  
 Return from Leave  
 Separation  
 Suspension

File Attachments



Hermione Granger  
U00000112  
Record: 0  
View Job Data

Status Change : Details Form ID 372214

Highlights Enabled:  Yes Current Values

Action/Reason

*Action	*Reason Code
1 Suspension	Disciplinary-Conduct

Duration

\*Effective Date **03/02/2022** Expected Return Date **03/06/2022**

File Attachments

Status	Action	Description	File Name	Remove
1 <span style="color: red;">!</span>	Upload	Letter of Suspension		Replace

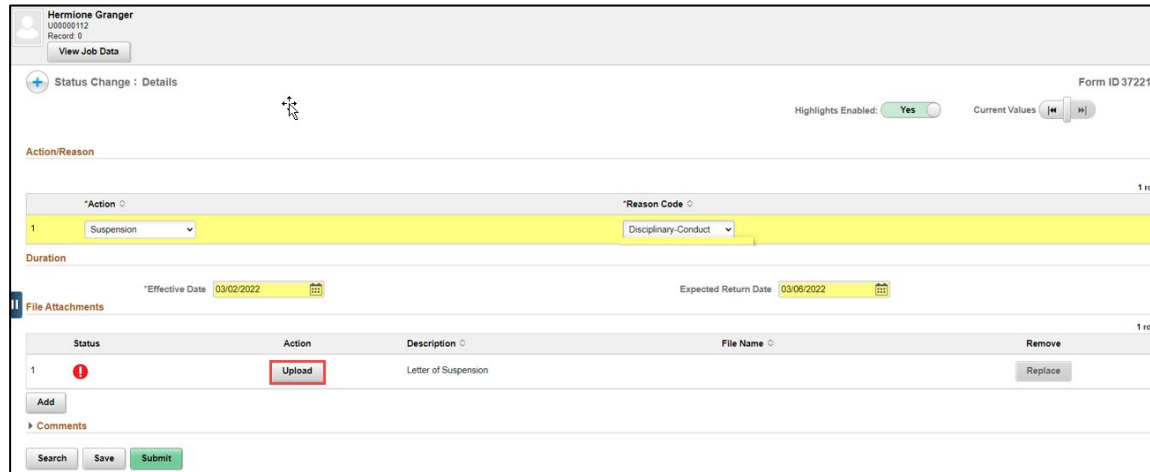
Add

Comments

Search Save Submit

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

5. Suspension actions require an attachment, specifically the Employee Relations approved suspension letter. 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.



Hermione Granger  
L00000112  
Record: 0  
View Job Data

Status Change : Details Form ID 372214

Highlights Enabled:  Yes Current Values

Action/Reason

*Action	*Reason Code
1 Suspension	Disciplinary-Conduct

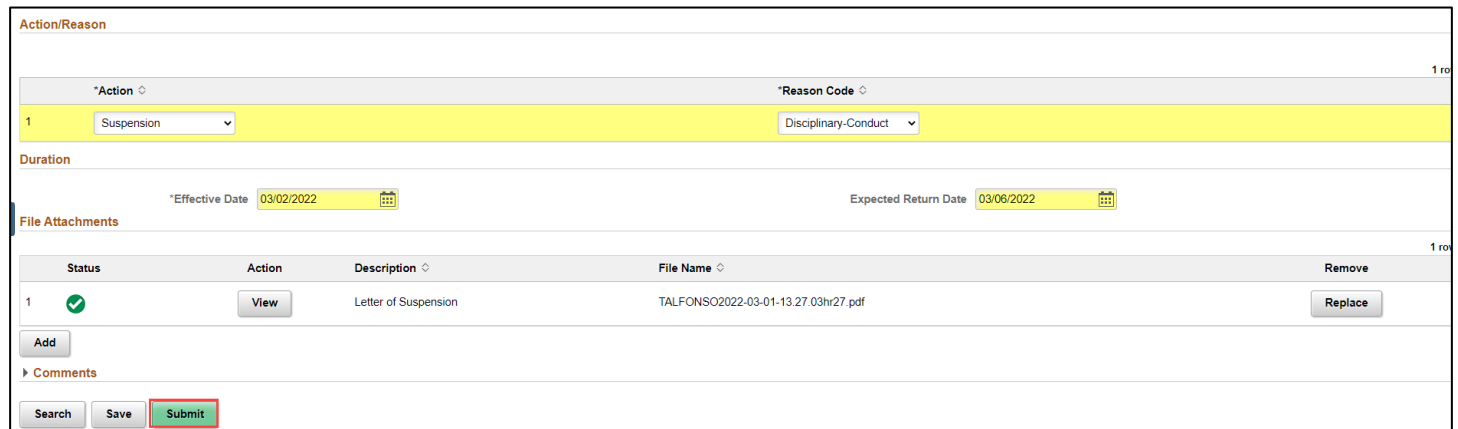
Duration

\*Effective Date: 03/02/2022 Expected Return Date: 03/09/2022

File Attachments

Status	Action	Description	File Name	Remove
1 <span style="color: red;">!</span>	<b>Upload</b>	Letter of Suspension		Replace

Search Save **Submit**



Action/Reason

*Action	*Reason Code
1 Suspension	Disciplinary-Conduct

Duration

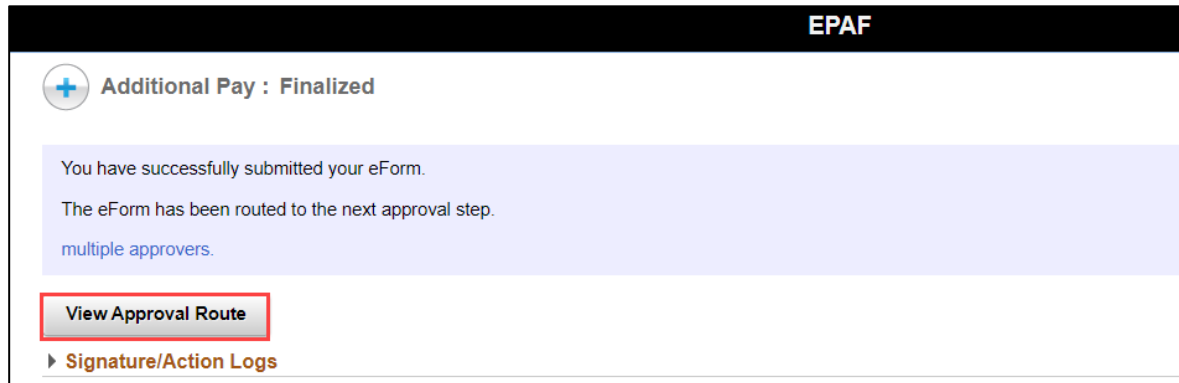
\*Effective Date: 03/02/2022 Expected Return Date: 03/06/2022

File Attachments

Status	Action	Description	File Name	Remove
1 <span style="color: green;">✓</span>	View	Letter of Suspension	TALFONSO2022-03-01-13.27.03hr27.pdf	Replace

Search Save **Submit**

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. 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**.
9. Upon review of the workflow, click the **Done** button.  
  
You have successfully initiated a **Suspension** action!



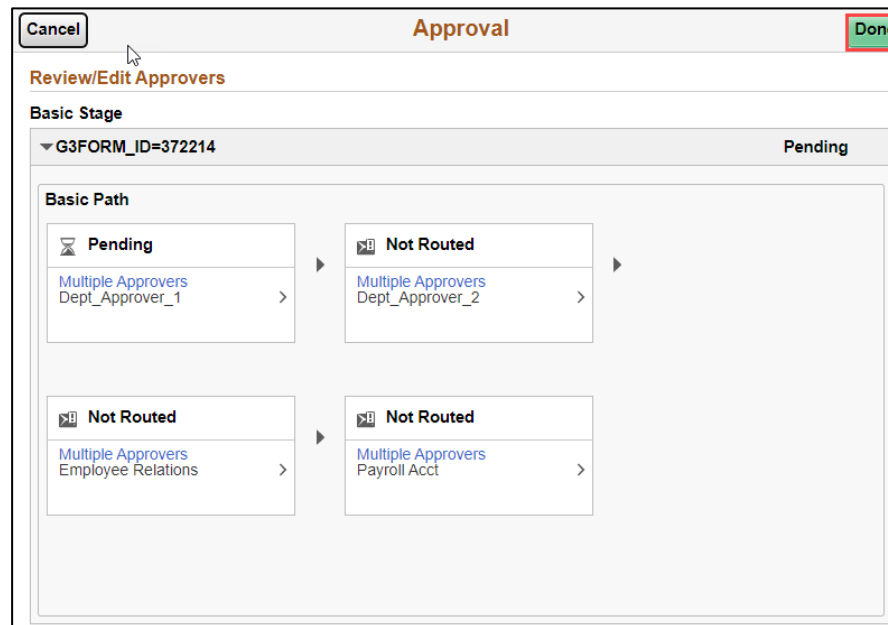
**EPAF**

**+ Additional Pay : Finalized**

You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
[multiple approvers.](#)

**View Approval Route**

▶ **Signature/Action Logs**



**Approval** [Cancel] [Done]

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=372214 Pending

**Basic Path**

**Pending**  
Multiple Approvers  
Dept Approver\_1 >

**Not Routed**  
Multiple Approvers  
Dept Approver\_2 >

**Not Routed**  
Multiple Approvers  
Employee Relations >

**Not Routed**  
Multiple Approvers  
Payroll Acct >