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

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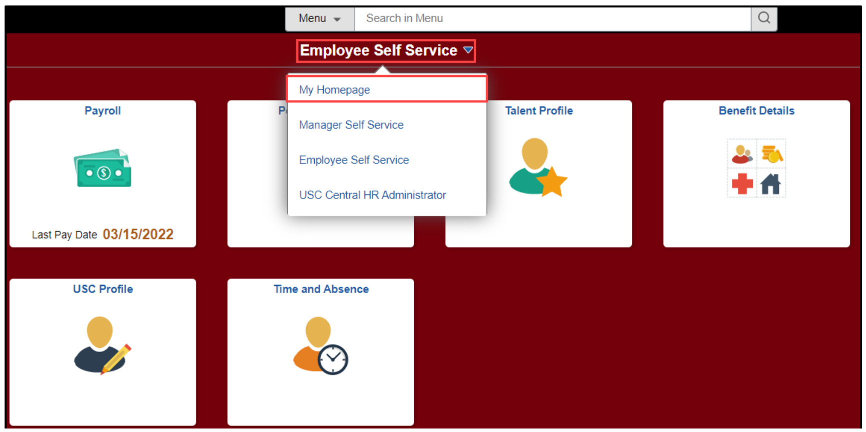
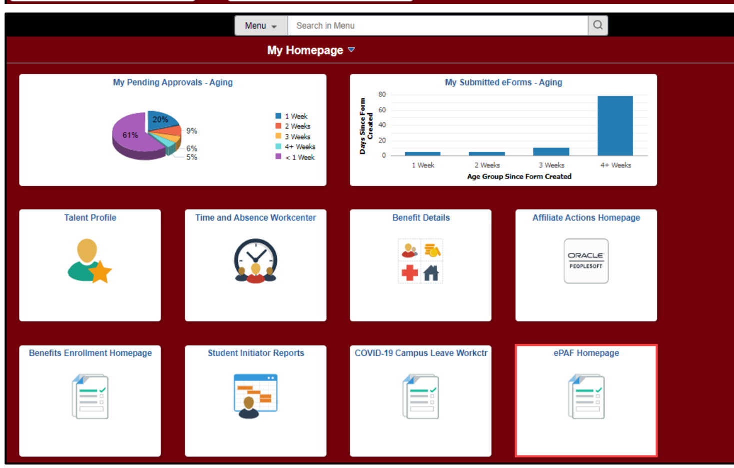
How to initiate a suspension in HCM:
This job aid outlines how to initiate a suspension action.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information	Screenshots
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.	 

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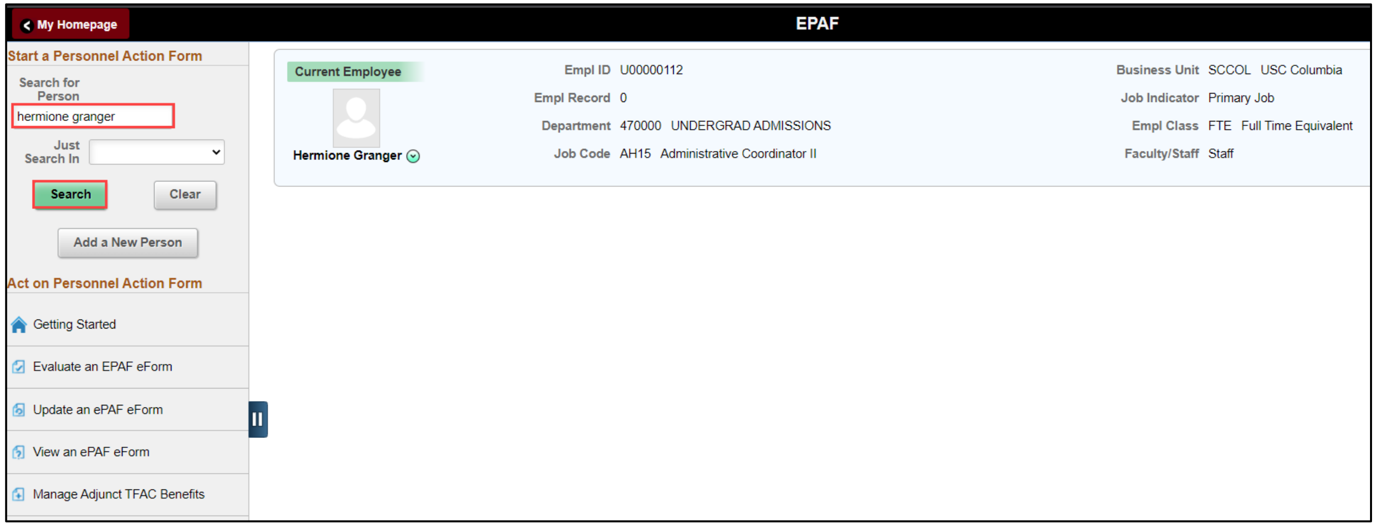
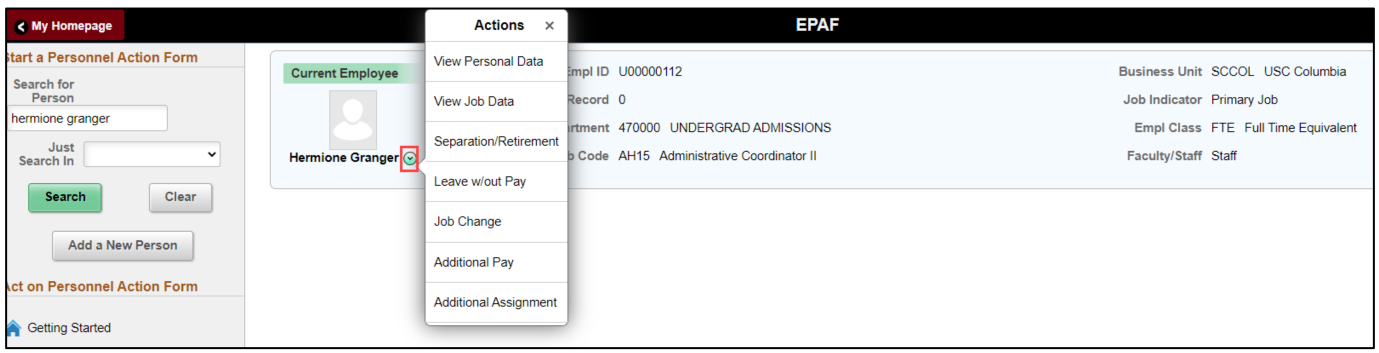
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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.





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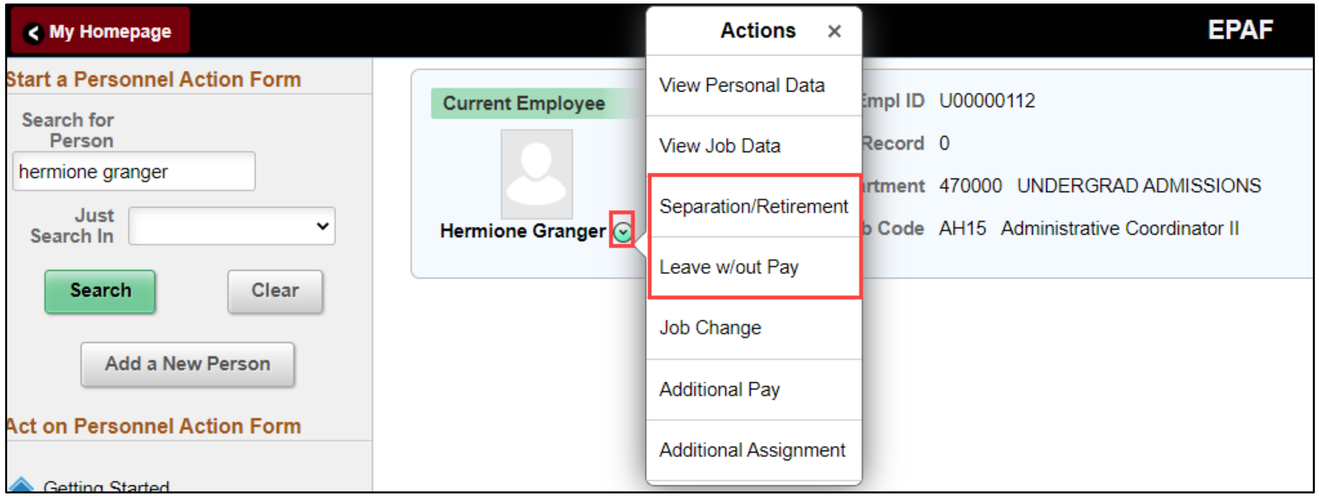
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

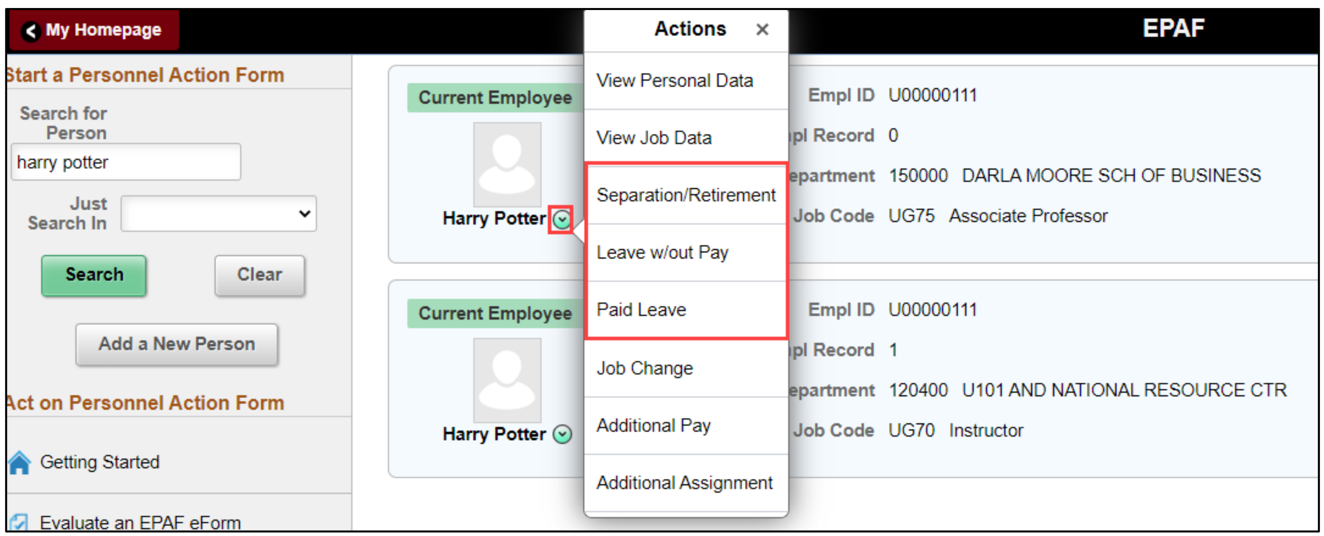
The **Status Change eForm** is used to is used to change the HR and/or Payroll status of an employee from 'Active' to something else and vice versa. Note the **Status Change** eForm does not appear in the **Related Actions Menu** by name, rather there are actions listed that take you into the eForm.

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.





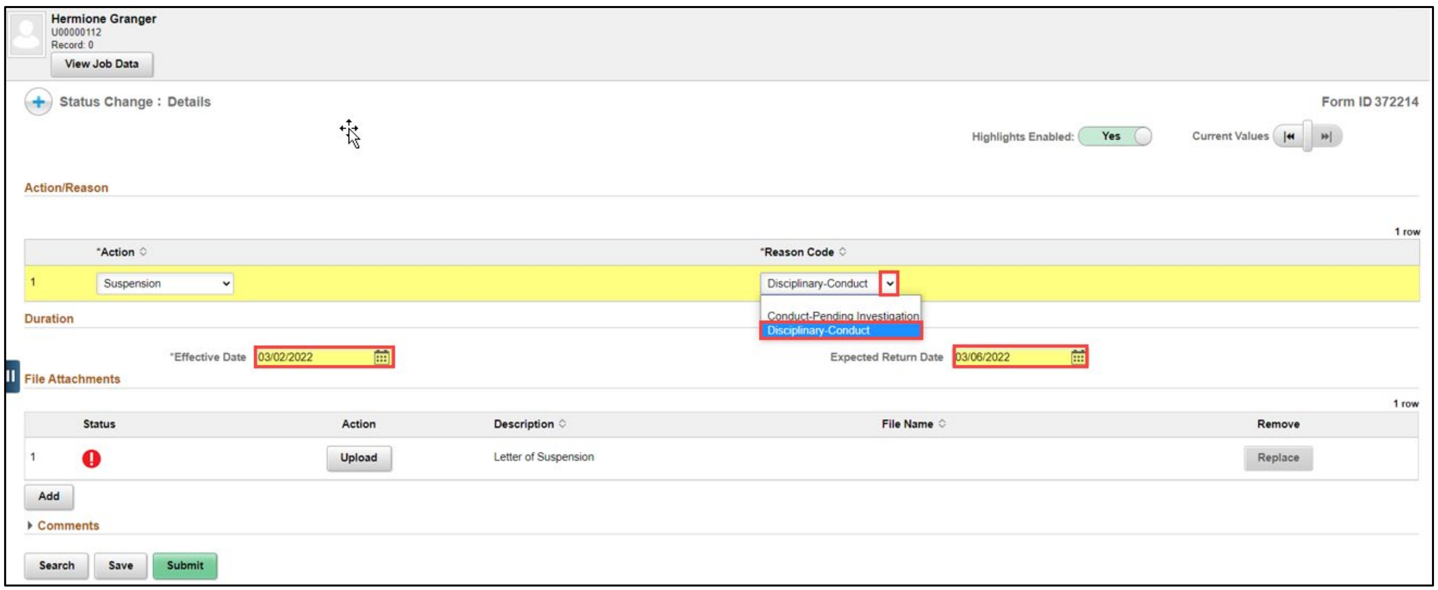
Completing the Status Change eForm:

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

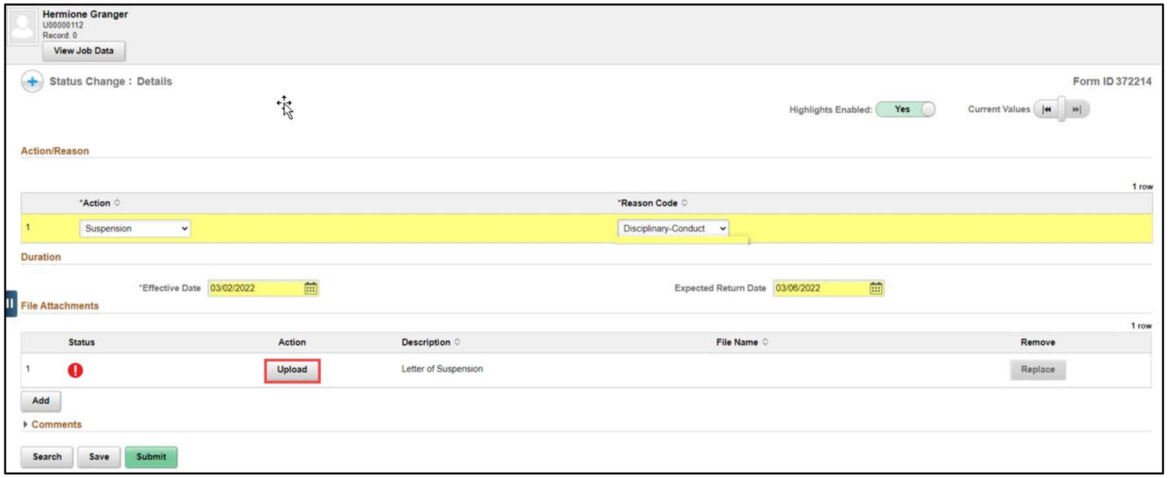
3. Enter the **Effective Date** of the suspension action. This is the first day the employee will be placed on suspension (and go into an unpaid status).

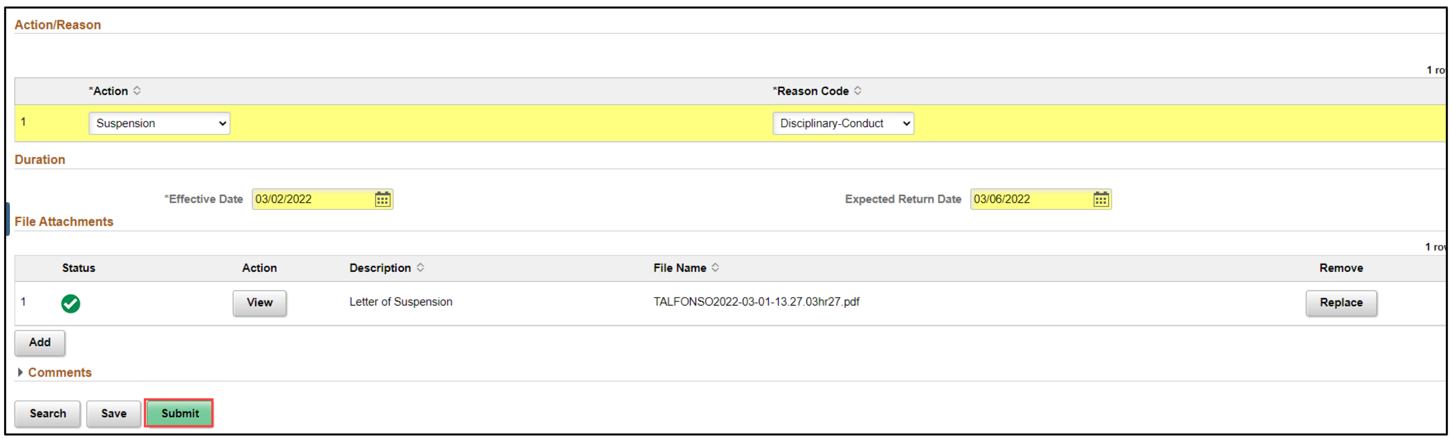
4. Enter the **Expected Return Date**. This is the date the employee is anticipated to report back to work. Note this field does not trigger a recall action. It is strictly for administrative purposes.



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.





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!