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

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

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<th>Screenshots</th>
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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" /> <img src="image2.png" alt="My Homepage" /> <img src="image3.png" alt="ePAF Homepage" /></td>
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<tr>
<td><strong>Initiating a student status change:</strong> In order to initiate a student status change, take the following steps:</td>
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<tr>
<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 Status Change, find the appropriate EMPL record and click the Related Actions Menu button.

The security for Student Status 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 Status Change eForm is used to change job data on a currently active student job.

From the Related Actions Menu, select the Student Status Change eForm option.
Completing the Student Status Change eForm:

1. The **Reason Code** of End Temporary Employment automatically populates as the default for ending student employment prior to the end-date on file. This should not be changed.

2. Enter the **Last Date Worked** for this student employee.

Note upon entry of the **Last Day Worked**, the **Effective Date** of separation populates below. This date represents the first day the student is no longer employed. This field is view only.

3. Student Status Changes require either an attachment or comment documenting why the position is ending employment early. 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.
   a. eForms submitted with no justification will be recycled to the initiator.
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 Status Change**!