

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

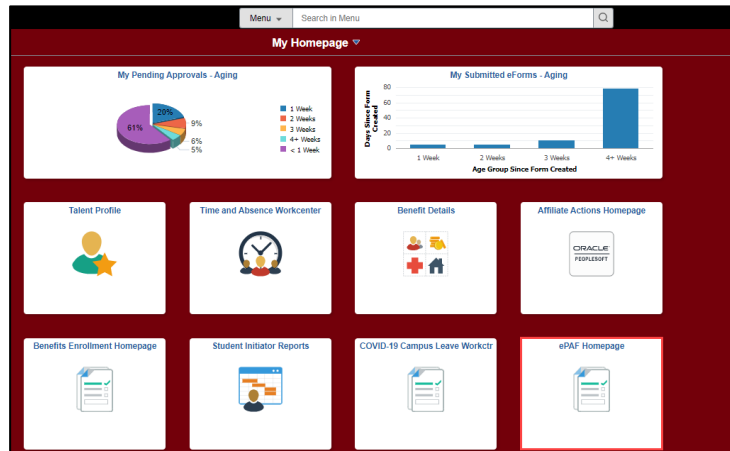
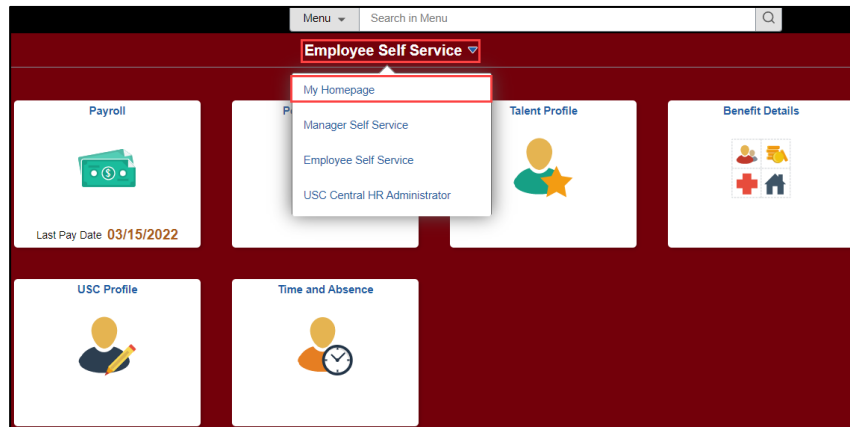
Information

Those with Student Hire Representative Initiator access can take this action for employees within their security scope.

Initiating a student status change: In order to initiate a student status change, 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

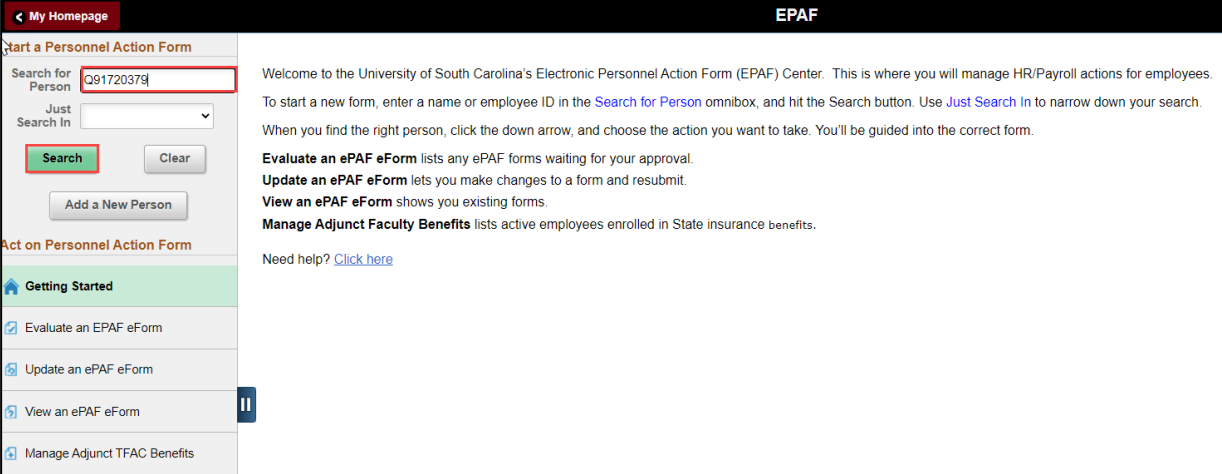


University of South Carolina HCM HR Contact Resources Student Actions: Student Status Change

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.



My Homepage EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

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

Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees.

To start a new form, enter a name or employee ID in the **Search for Person** omnibox, and hit the Search button. Use [Just Search In](#) to narrow down your search.

When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.


Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.

Update an ePAF eForm lets you make changes to a form and resubmit.

View an ePAF eForm shows you existing forms.

Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.

Need help? [Click here](#)



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Start a Personnel Action Form

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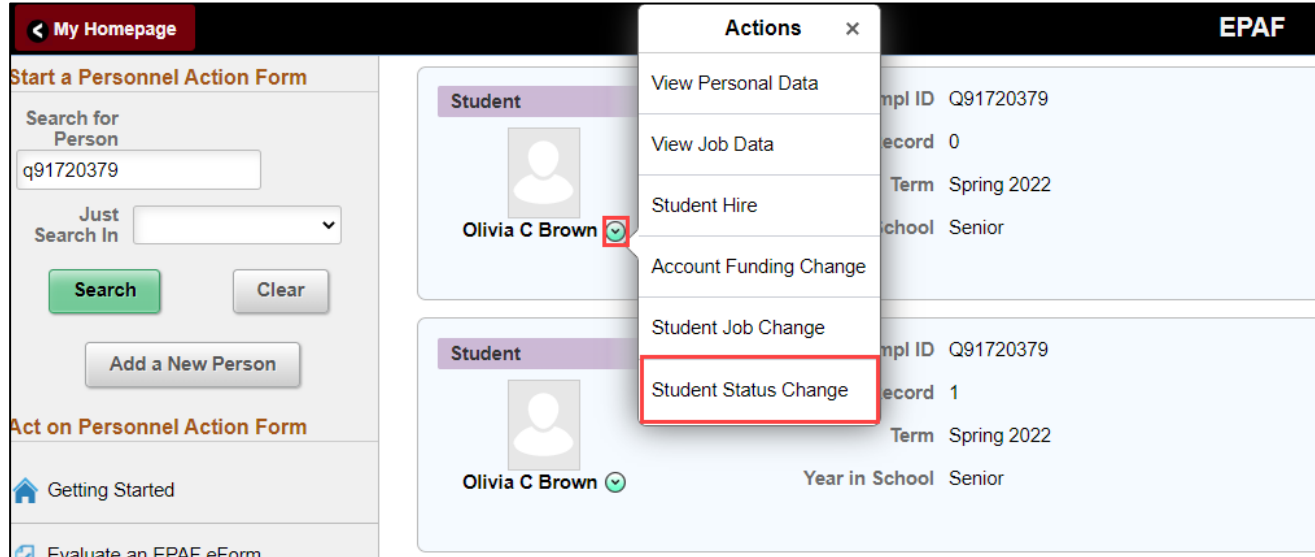
Student	Empl ID Q91720379	City Summerville
	Empl Record 0	State SC
Olivia C Brown	Term Spring 2022	
	Year in School Senior	
Student	Empl ID Q91720379	City Summerville
	Empl Record 1	State SC
Olivia C Brown	Term Spring 2022	
	Year in School Senior	

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Student Actions: Student Status Change**

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.



The screenshot shows the 'My Homepage' interface. On the left, there is a search section for 'Person' with the ID 'q91720379' and a 'Search' button. Below it is an 'Add a New Person' button. The main area displays two student records for 'Olivia C Brown'. The top record has a dropdown menu open, showing options: 'View Personal Data', 'View Job Data', 'Student Hire', 'Account Funding Change', 'Student Job Change', and 'Student Status Change'. The 'Student Status Change' option is highlighted with a red box. The bottom record also shows 'Olivia C Brown' with a 'Year in School' of 'Senior'.

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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.

Form ID 405417

Highlights Enabled: Yes Current Values

Student Information

Please fill out the form below. Pay particular attention when entering the last date worked. This should be the student's last day worked.

First Name: Olivia	Last Name: Brown
Empl ID: Q91720379	Empl Record: 0
Job Code: SUEA Undergraduate Assistant	Internal Title: University Ambassador
Business Unit: SCCOL USC Columbia	Department: 643010 USC VISITOR CENTER
Supervisor ID: K09310890 Natalie Thomson	
Last Start Date: 08/16/2021	
Expected Job End Date: 05/15/2022	
Standard Hours: 10.00	
Hourly rate: 8.50	

Status Change Details

Action: TER Separation

*Reason Code: End Temporary Employment

*Last Date Worked:

Effective Date: 04/01/2022

File Attachments 1 row

Status	Action	*Description	File Name	Remove
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

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!**