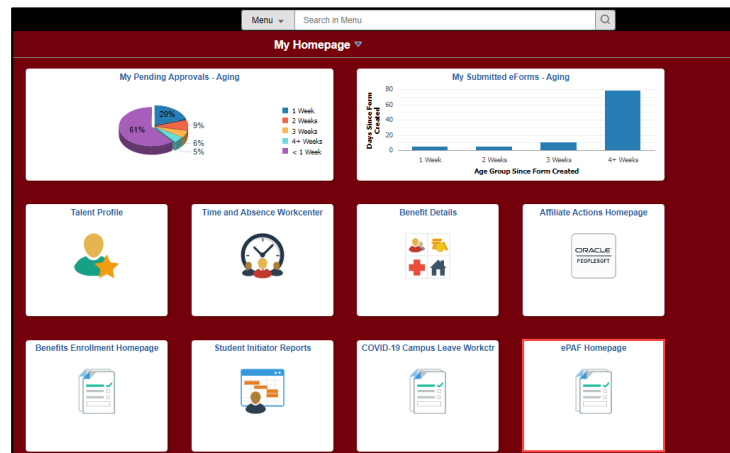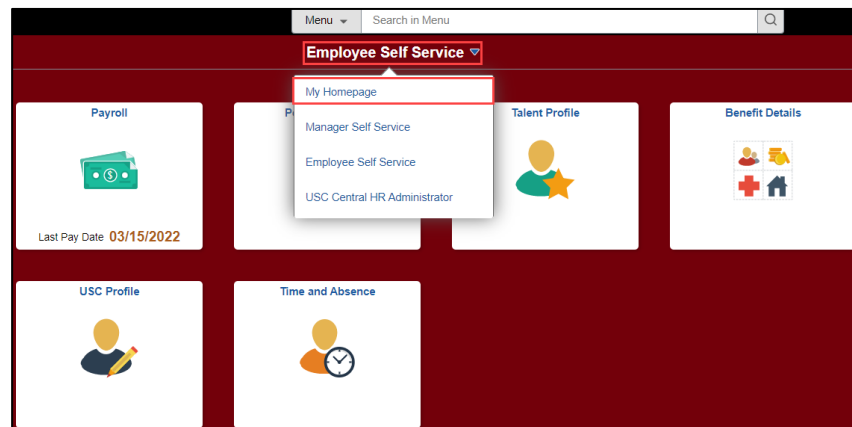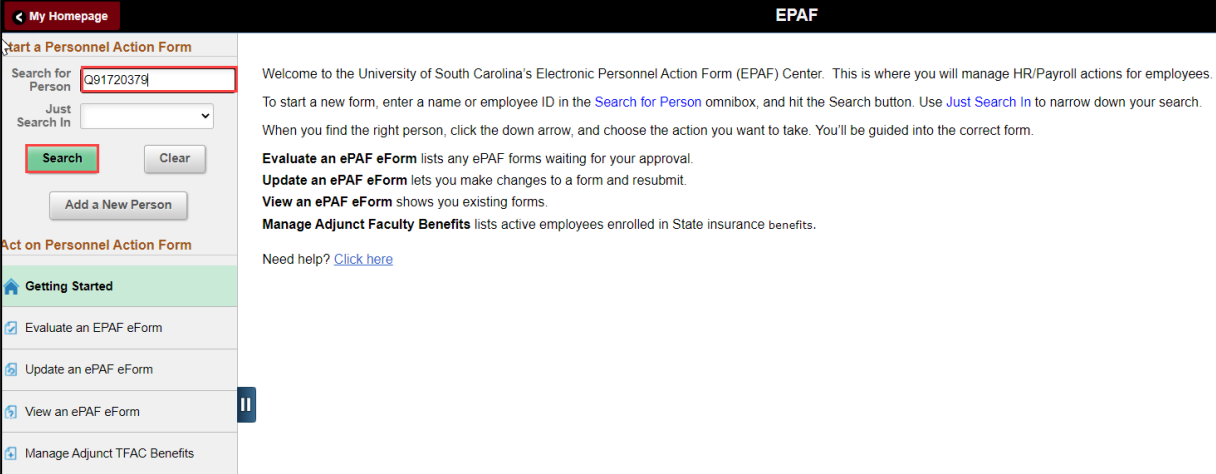| How to initiate a student status change in HCM:	
This job aid outlines how to initiate a student status change.	
Navigation: Employee Self Service > My Homepage > ePAF Homepage	
Information	**Screenshots**
Those with Student Hire Representative Initiator access can take this action for employees within 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.	

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.

EPAF

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

Start a Personnel Action Form
Search for Person: Q91720379
Just Search In:
Search   Clear
Add a New Person

Act on Personnel Action Form
Getting Started
Evaluate an EPAF eForm
Update an ePAF eForm
View an ePAF eForm
Manage Adjunct TFAC Benefits

EPAF

Start a Personnel Action Form
Search for Person
Q91720379
Just Search In
Search   Clear
Add a New Person

Act on Personnel Action Form
Getting Started
Evaluate an EPAF eForm

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

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

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. Attachments are optional on the Student Status Change. If you have a resignation letter or information to provide to HR regarding the early separation, either click the **Upload** button 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.

Student Status Change : Details   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 ETC 🔍 End Temporary Employment

*Last Date Worked 03/31/2022 📅

Effective Date 04/01/2022

File Attachments   1 row

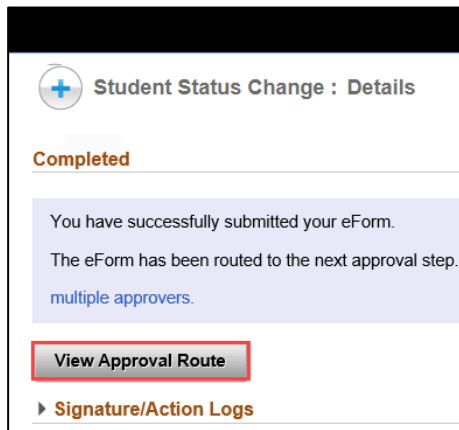| Status	Action	*Description	File Name	Remove
1	Upload	⬇		Delete

Add

▶ Comments

Search   Save   Submit

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.

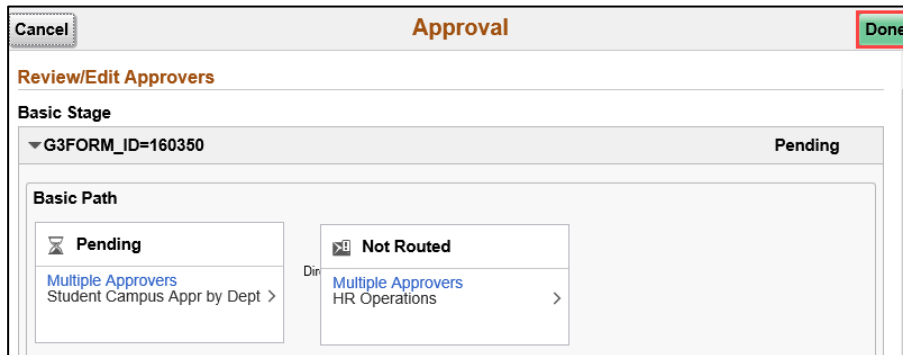7. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Student Status Change**!

File Attachments

Status	Action	*Description	File Name	Remove
1	Upload			Delete

Add

▶ Comments

Search   Save   Submit

➕ Student Status Change : Details

Completed

You have successfully submitted your eForm.

The eForm has been routed to the next approval step.

multiple approvers.

View Approval Route

▶ Signature/Action Logs

Cancel   **Approval**   Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=160350   Pending

Basic Path

⏳ Pending	✉ Not Routed
Multiple Approvers	Multiple Approvers
Student Campus Appr by Dept ›	HR Operations ›