University of South Carolina

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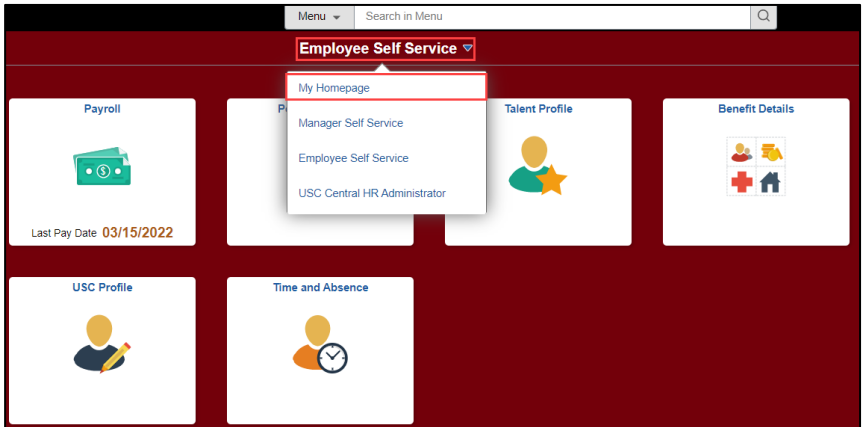
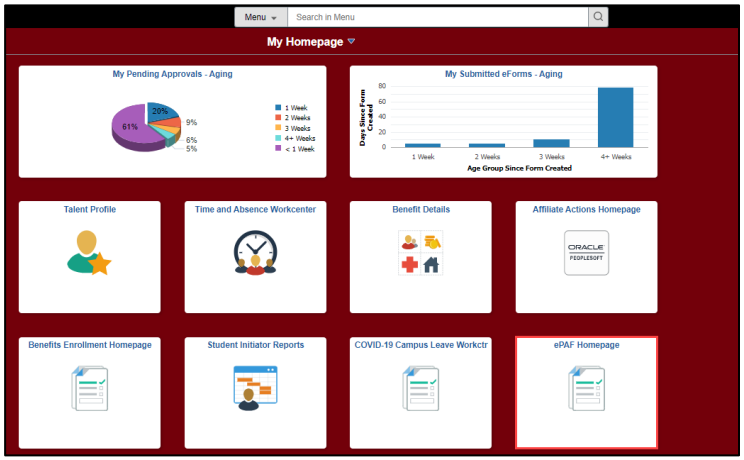
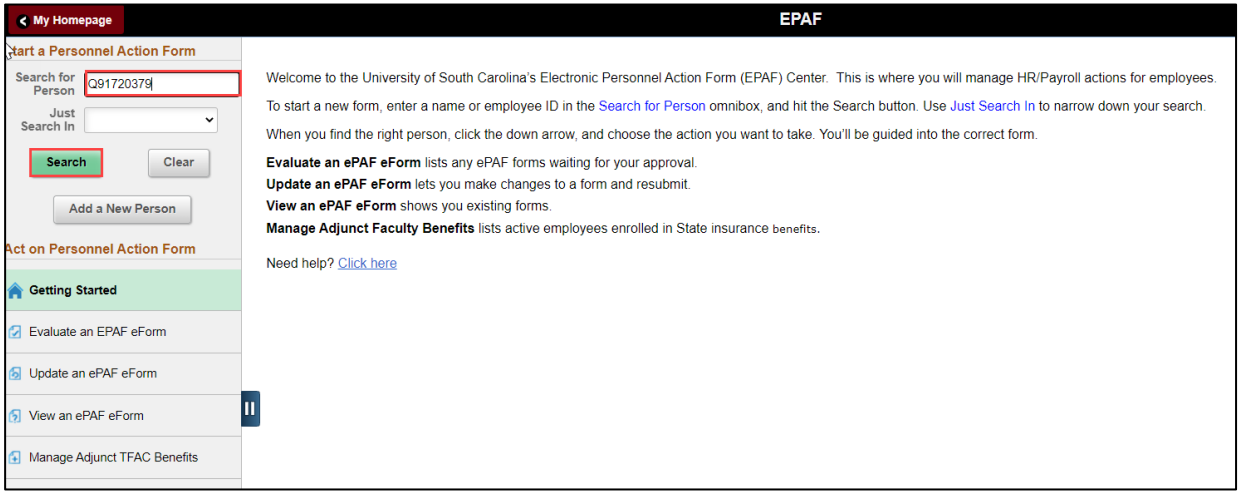
HCM HR Contact Resources
Student Actions: Student Status Change

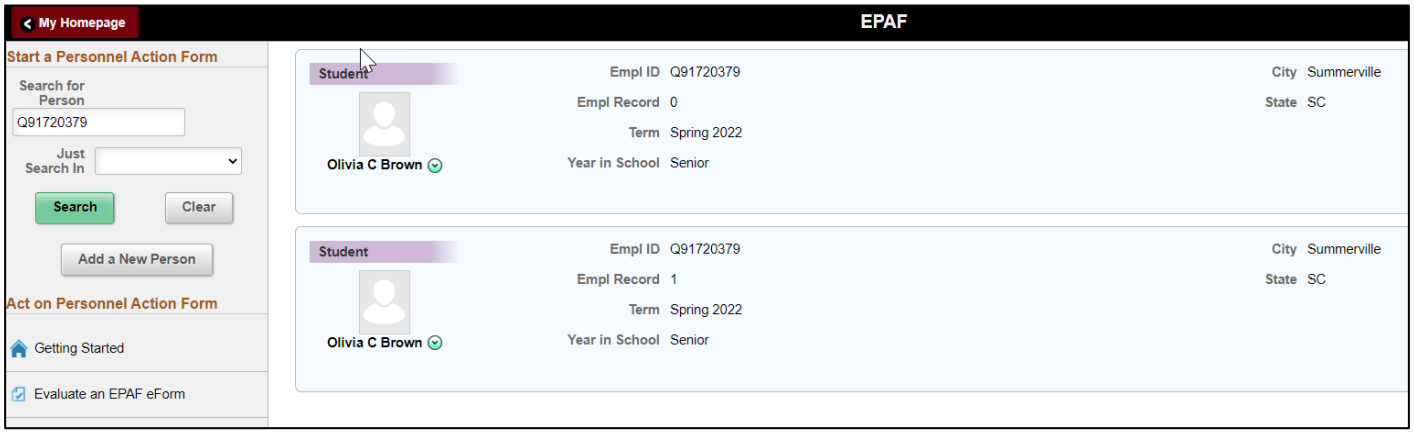
How to initiate a student status change in HCM: This job aid outlines how to initiate a student status change.	
Navigation: Employee Self Service > My Homepage > ePAF Homepage	
Information	**Screenshots**
Those with Student Hire Representative Initiator access can take this action for employees within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

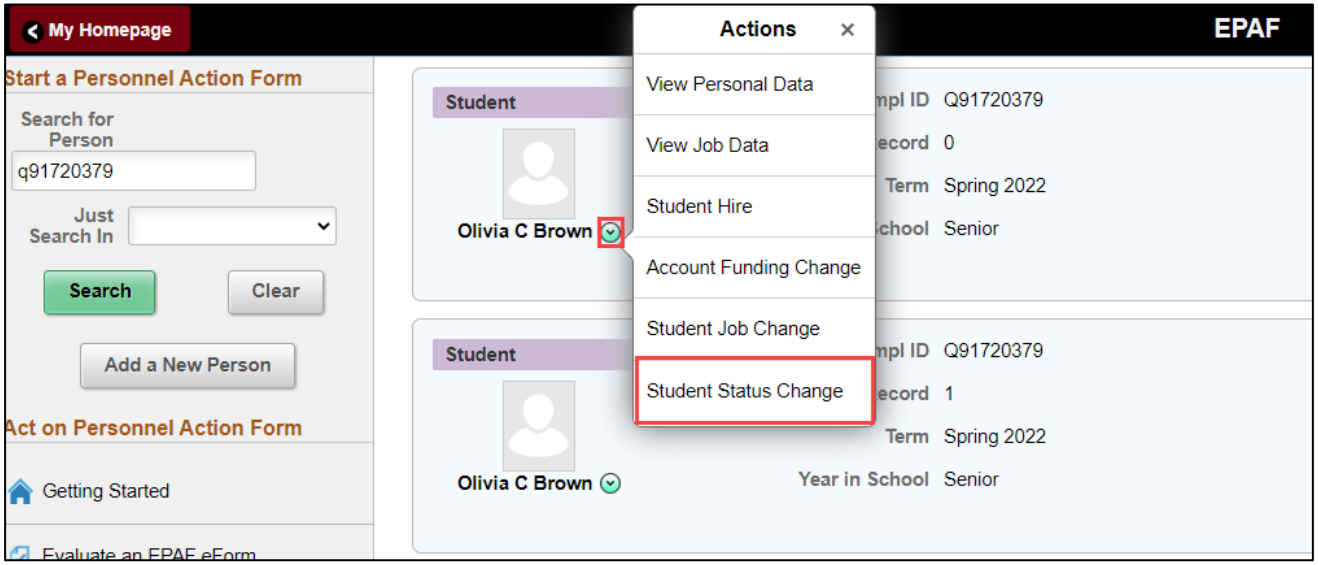




The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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.



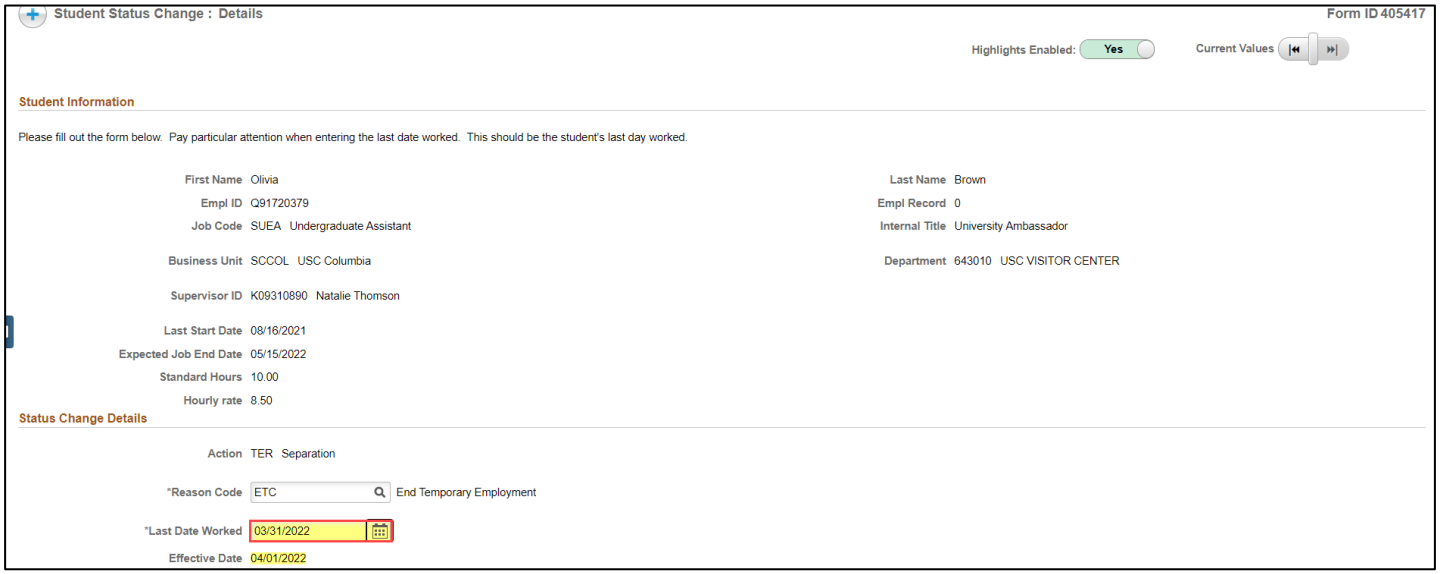
Completing the Student Status Change eForm:

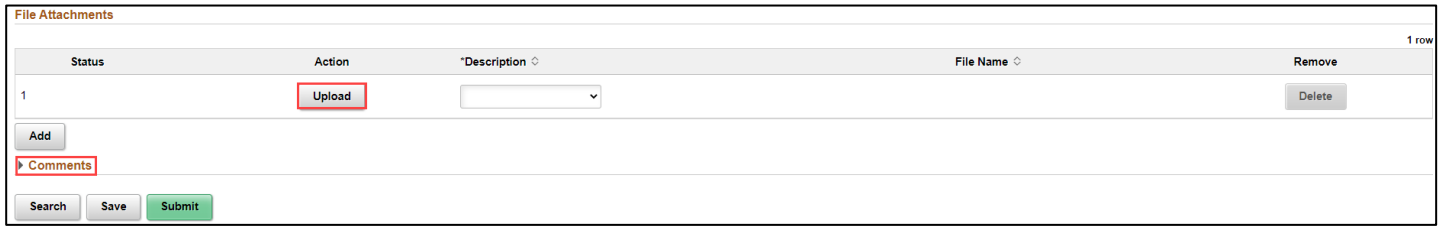
1. The **Reason Code** of **End Temporary Employment** automatically populates as the default for ending student employment prior to the end-date on file. This should not be changed.

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.

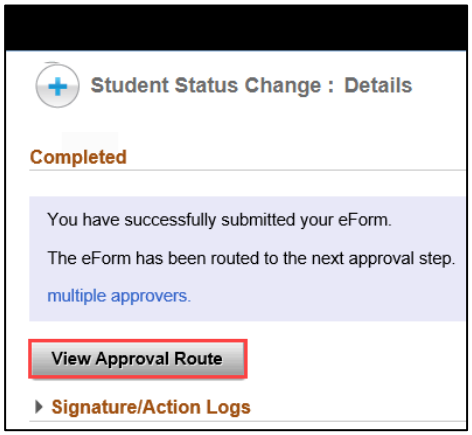
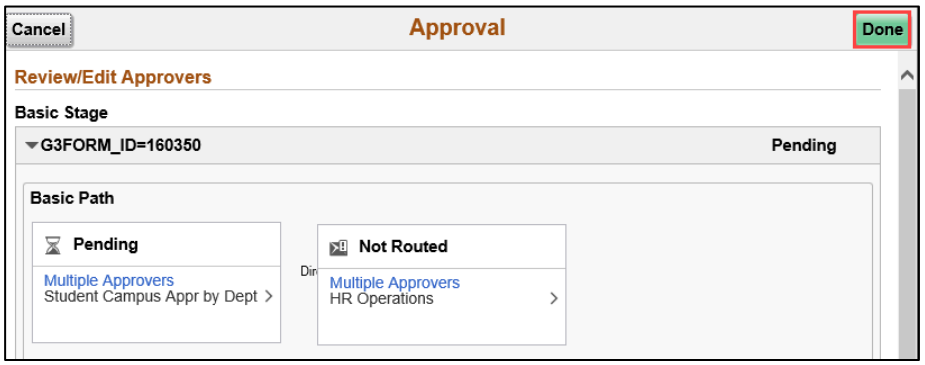




4. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.

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**!