

**How to initiate a retirement action in HCM:**

This job aid outlines how to initiate a retirement action.

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

**Information**

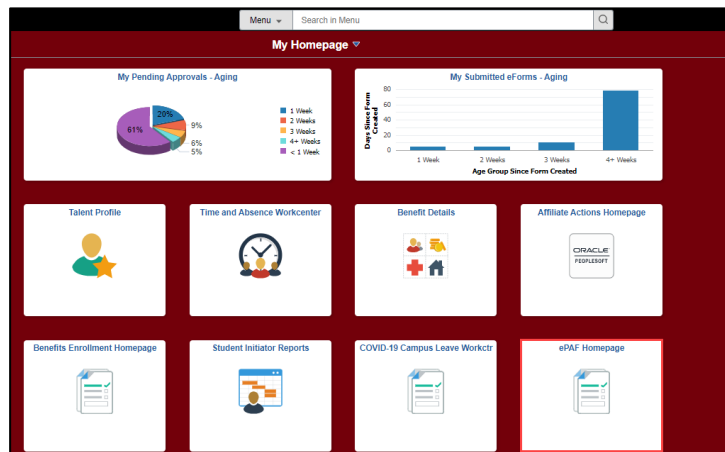
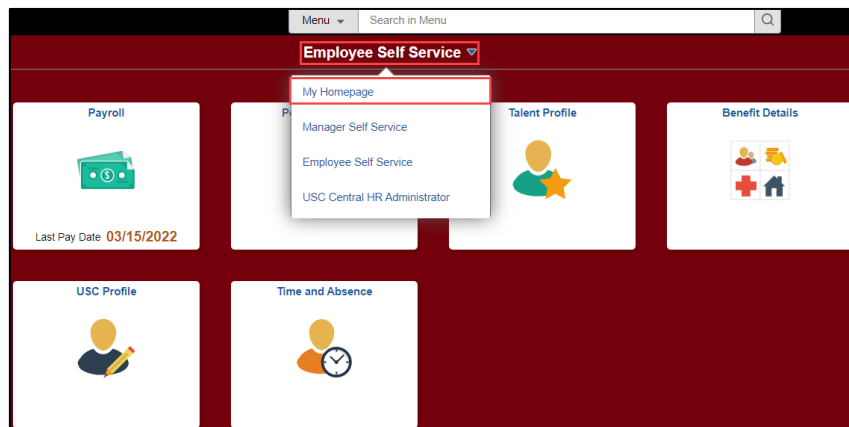
Those with HR Initiator access can take this action for employees within their security scope.

An employee on suspension remains in that status until you initiate a **Retirement** action on the Status Change eForm.

**Initiating a retirement action:** In order to initiate a retirement action 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.

**Screenshots**

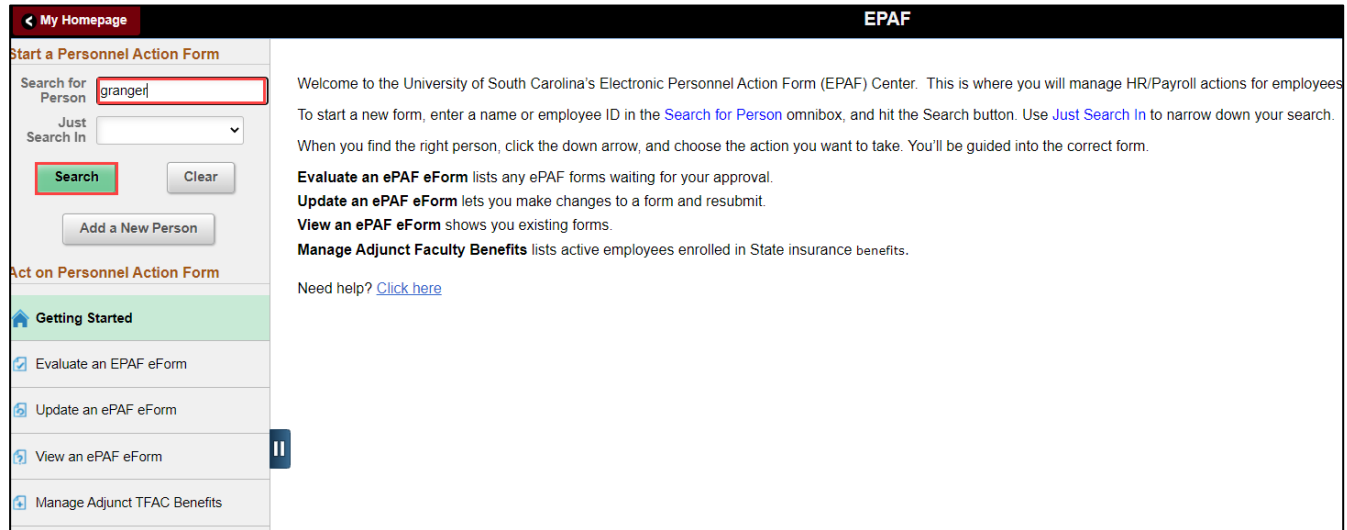


## University of South Carolina HCM HR Contact Resources Status Change eForm: Retirement

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.



**< My Homepage** EPAF

**Start a Personnel Action Form**

Search for Person:

Just Search In:

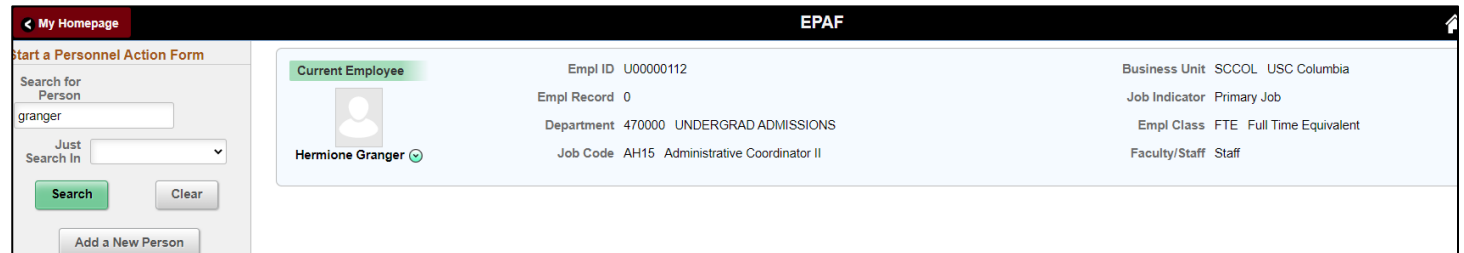
Act on Personnel Action Form

- 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](#)




**< My Homepage** EPAF

**Start a Personnel Action Form**

Search for Person:

Just Search In:

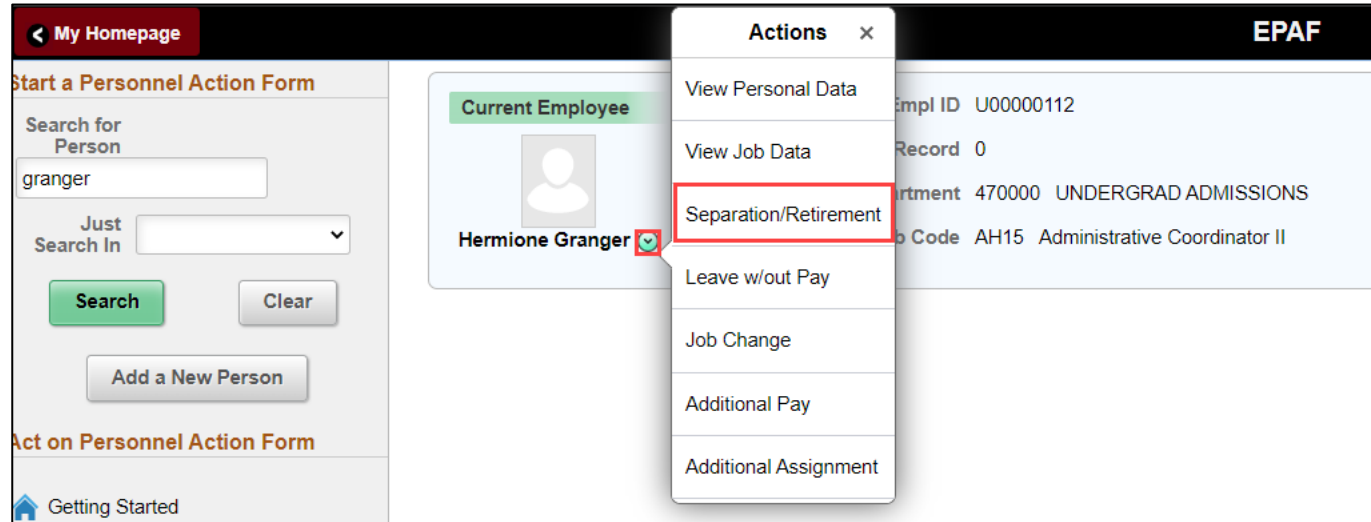
<b>Current Employee</b>	Empl ID: U00000112	Business Unit: SCCOL USC Columbia
	Empl Record: 0	Job Indicator: Primary Job
<b>Hermione Granger</b> <input checked="" type="checkbox"/>	Department: 470000 UNDERGRAD ADMISSIONS	Empl Class: FTE Full Time Equivalent
	Job Code: AH15 Administrative Coordinator II	Faculty/Staff: Staff

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 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

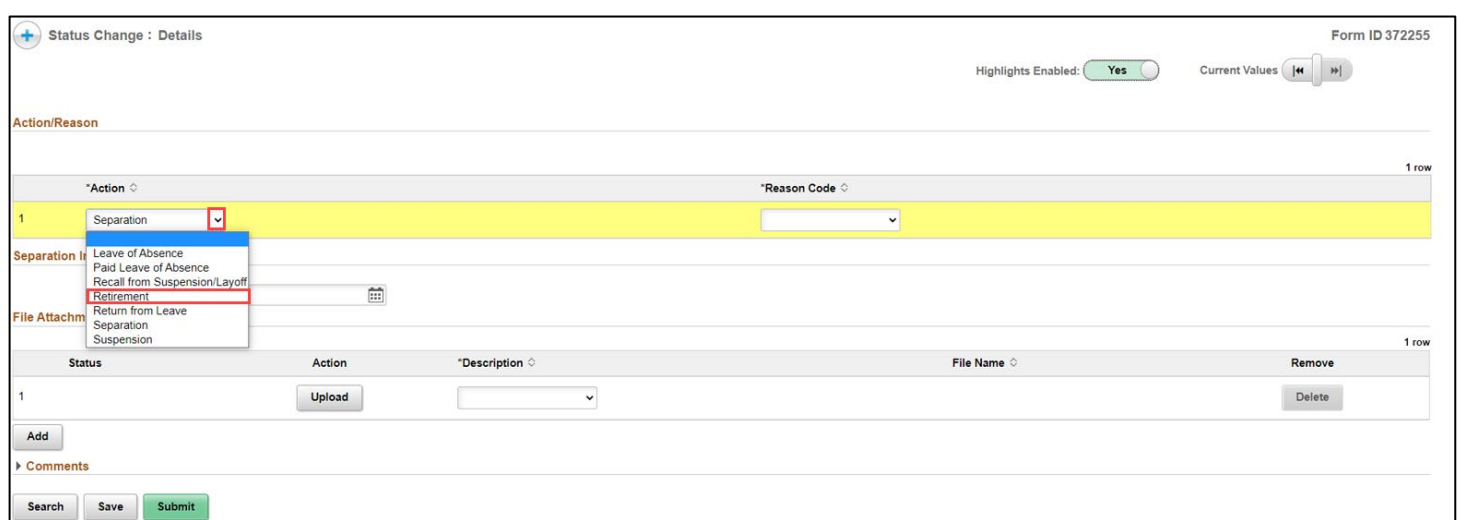
From the Related Actions Menu, click the **Separation/Retirement** option.



The screenshot displays the 'My Homepage' interface for the 'EPAF' system. On the left, there is a search section titled 'Start a Personnel Action Form' with a search box containing 'granger' and a dropdown menu for 'Just Search In'. Below this are 'Search' and 'Clear' buttons, and an 'Add a New Person' button. In the center, a 'Current Employee' card for 'Hermione Granger' is shown with a checkmark. An 'Actions' dropdown menu is open over the employee card, listing several options: 'View Personal Data', 'View Job Data', 'Separation/Retirement' (highlighted with a red box), 'Leave w/out Pay', 'Job Change', 'Additional Pay', and 'Additional Assignment'. On the right, a portion of the employee's record is visible, showing 'empl ID U00000112', 'Record 0', 'Department 470000 UNDERGRAD ADMISSIONS', and 'Job Code AH15 Administrative Coordinator II'.

**Completing the Status Change eForm:**

1. The **Action** of **Separation** is the default. However, this action needs to be changed to Retirement. Click the **Action** drop-down menu button and select the **Retirement** option.
2. Click the **Reason Code** drop-down menu button and select the appropriate **Retirement** reason.



Status Change : Details Form ID 372255

Highlights Enabled:  Yes Current Values

Action/Reason

*Action	*Reason Code
1 Separation	

Separation Information

\*Last Date Employed

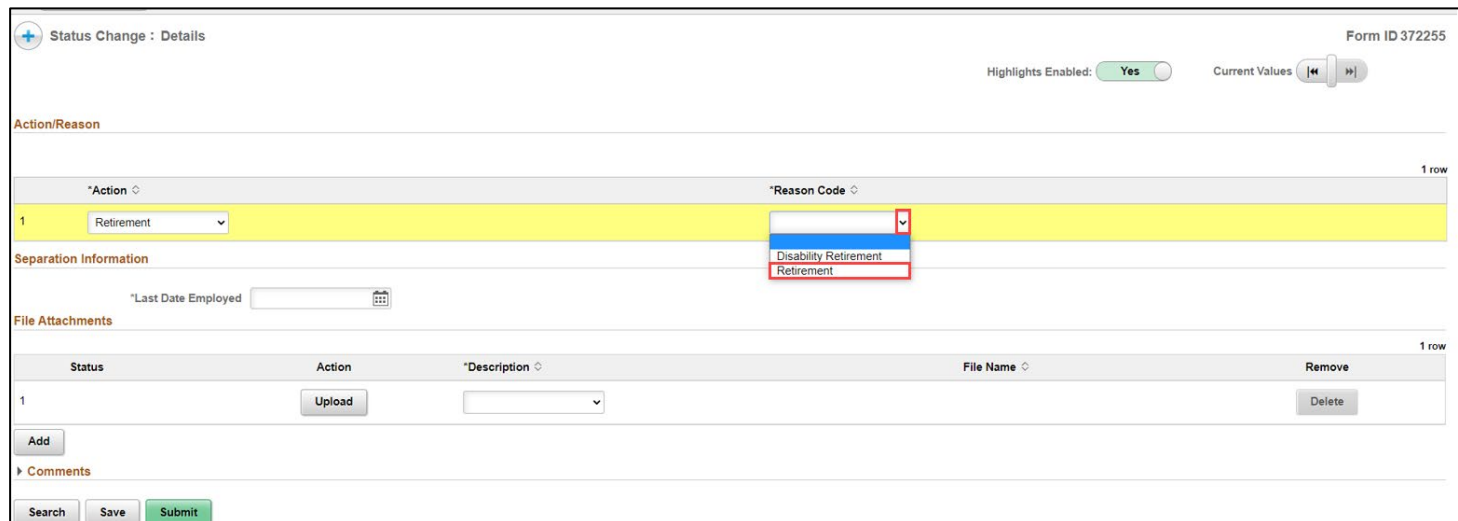
File Attachments

Status	Action	*Description	File Name	Remove
1	Upload			Delete

Add

Comments

Search Save Submit



Status Change : Details Form ID 372255

Highlights Enabled:  Yes Current Values

Action/Reason

*Action	*Reason Code
1 Retirement	Retirement

Separation Information

\*Last Date Employed

File Attachments

Status	Action	*Description	File Name	Remove
1	Upload			Delete

Add

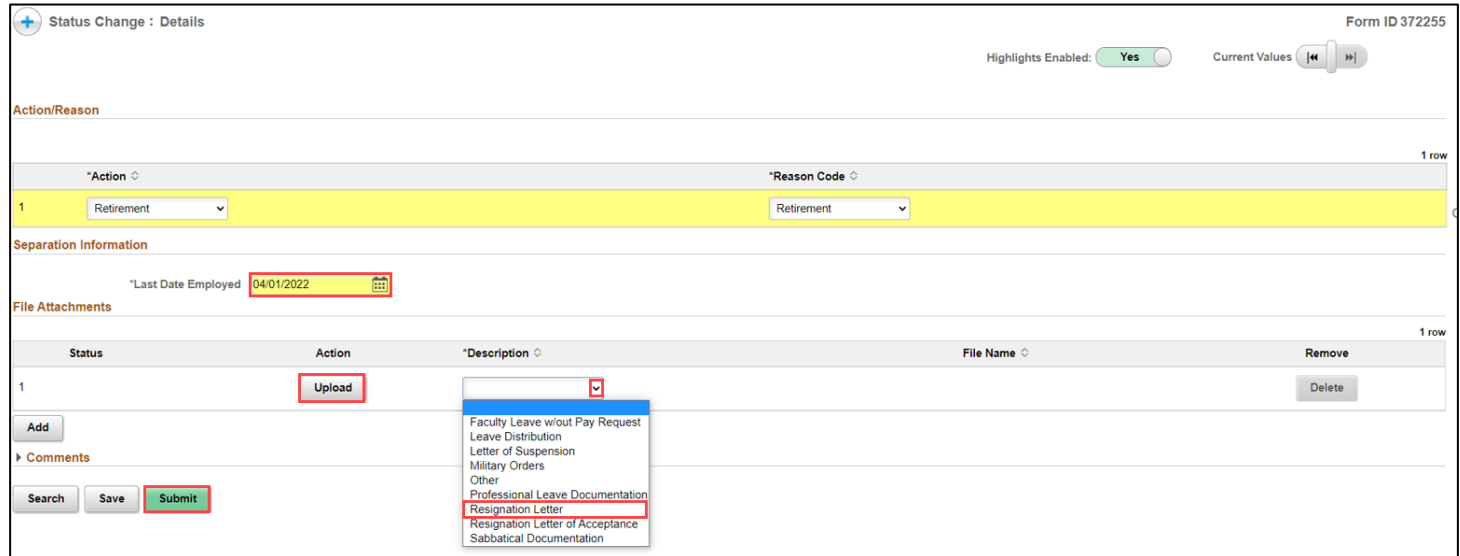
Comments

Search Save Submit

3. Enter the **Last Date Employed** for the employee. This is the last day the individual is in an 'active' employment status with UofSC.
  - a. If an employee has elected to utilize accrued leave prior to their separation, ensure the Last Date Employed encompasses these dates.

**Retirement** actions should be submitted accompanied by the employee's **Resignation Letter**. We cannot require a letter, but we can request one.

4. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.
5. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.



Status Change : Details Form ID 372255

Highlights Enabled:  Yes Current Values

**Action/Reason**

*Action	*Reason Code
1 Retirement	Retirement

**Separation Information**

\*Last Date Employed: 04/01/2022

**File Attachments**

Status	Action	*Description	File Name	Remove
1	Upload			Delete


**File Attachments Dropdown:**

- Faculty Leave w/out Pay Request
- Leave Distribution
- Letter of Suspension
- Military Orders
- Other
- Professional Leave Documentation
- Resignation Letter**
- Resignation Letter of Acceptance
- Sabbatical Documentation

**Buttons:** Add, Search, Save, **Submit**

1. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
2. 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**.
3. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Retirement** action!

 **Status Change : Results**

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=372217 Pending


**Basic Path**

 **Pending**


[Multiple Approvers](#)  
Dept\_Approver\_1

 **Not Routed**

[Multiple Approvers](#)  
Dept\_Approver\_2

 **Not Routed**

[Multiple Approvers](#)  
HR Operations

 **Not Routed**

[Multiple Approvers](#)  
Payroll Acct