

How to initiate a recall from suspension in HCM:

This job aid outlines how to initiate a recall from suspension action.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

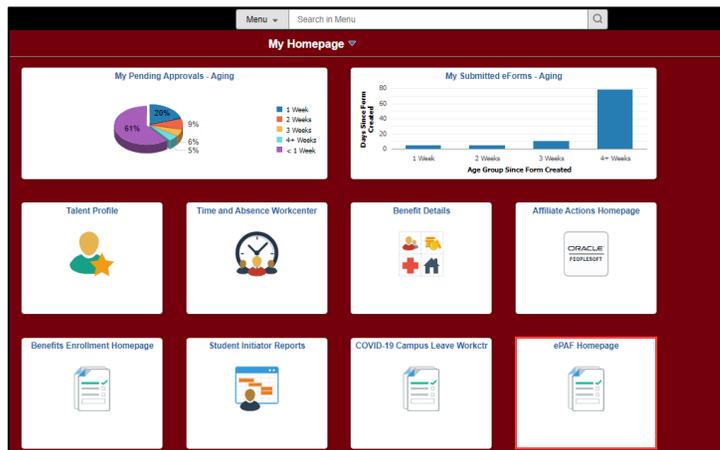
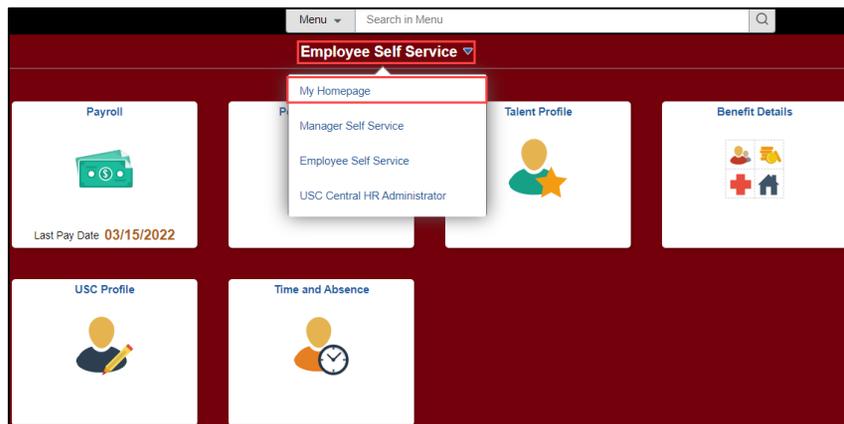
Those with HR Initiator access can take this action for employees within their security scope.

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

Initiating a recall from suspension action: In order to recall one of your employees from suspension, 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

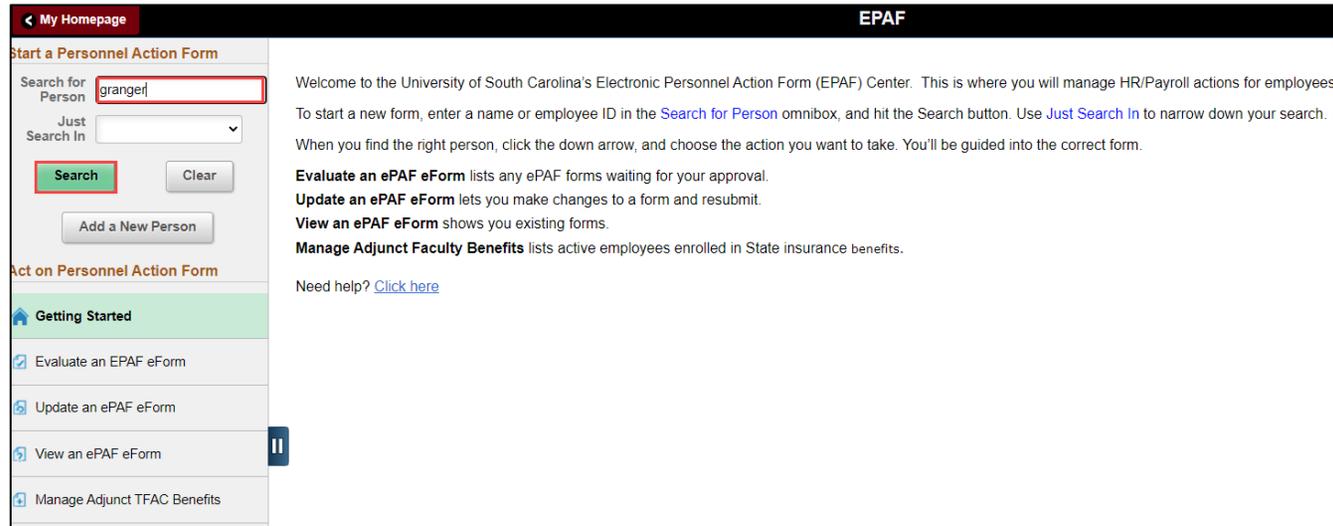


University of South Carolina HCM HR Contact Resources Status Change eForm: Recall from Suspension

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:

Action 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:

Current Employee

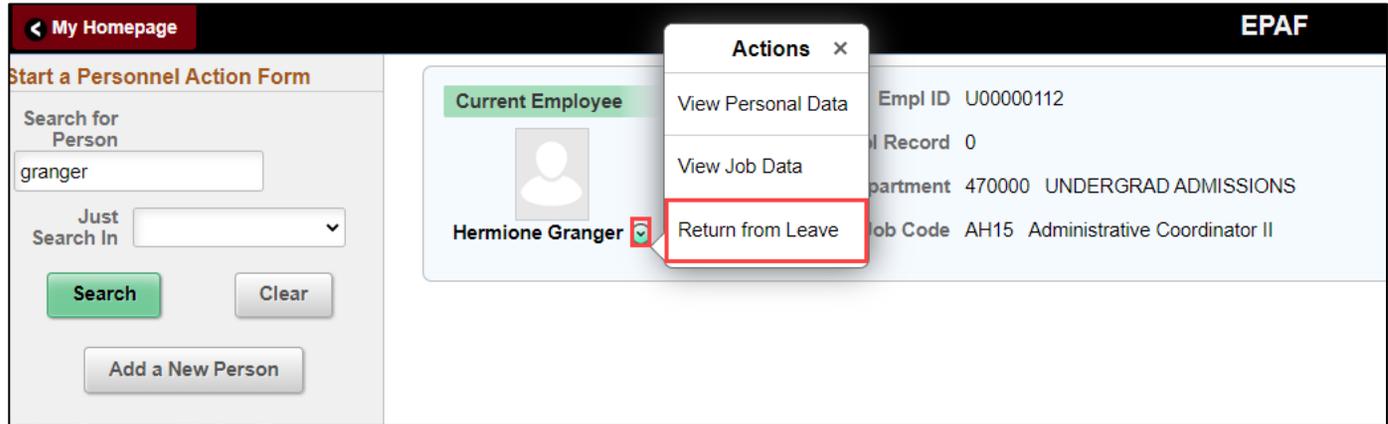
	Empl ID U00000112	Business Unit SCCOL USC Columbia
Hermione Granger	Empl Record 0	Job Indicator Primary Job
	Department 47000 UNDERGRAD ADMISSIONS	Empl Class FTE Full Time Equivalent
	Job Code AH15 Administrative Coordinator II	Faculty/Staff Staff

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

For employees currently out on Leave of Absence (Leave without Pay) or faculty in a Paid Leave status (sabbatical or professional leave) or on Suspension, the only available action in the **Related Actions Menu** is **Return from Leave**.

From the Related Actions Menu, click the **Return from Leave** option.

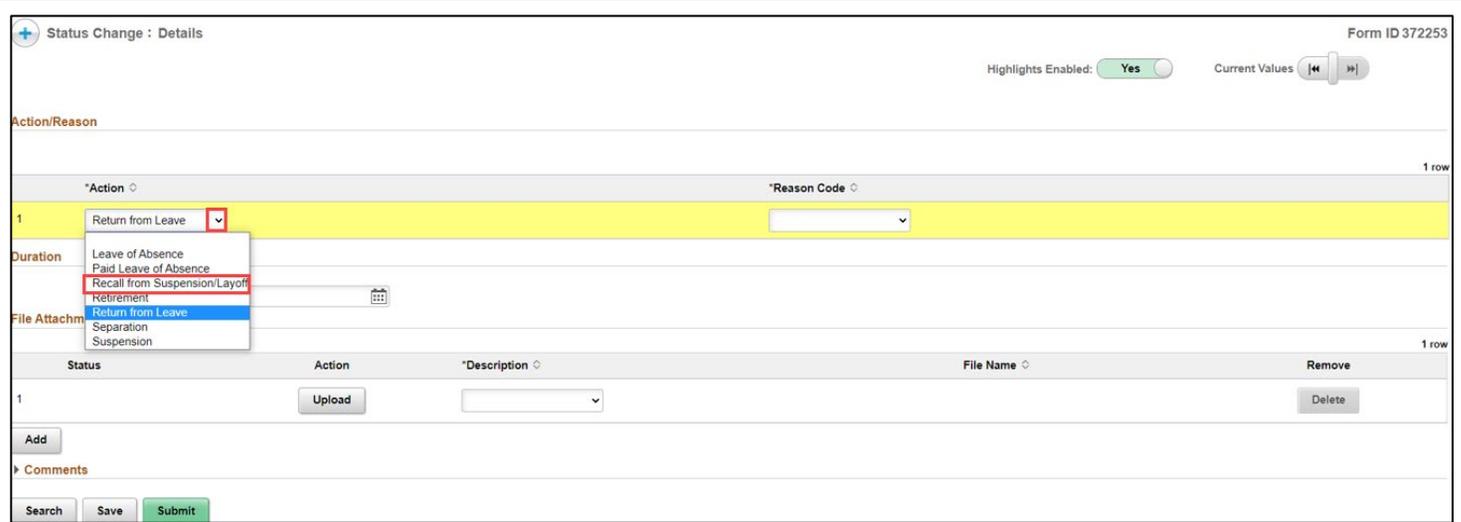


The screenshot shows the 'My Homepage' interface for 'EPAF'. On the left, there is a search section titled 'Start a Personnel Action Form' with a search box containing 'granger', a 'Just Search In' dropdown, and 'Search' and 'Clear' buttons. Below this is an 'Add a New Person' button. On the right, a card for 'Current Employee' shows a profile for 'Hermione Granger'. An 'Actions' dropdown menu is open over the profile, listing 'View Personal Data', 'View Job Data', and 'Return from Leave'. The 'Return from Leave' option is highlighted with a red box. To the right of the profile, employee details are visible: Empl ID U00000112, Record 0, Department 470000 UNDERGRAD ADMISSIONS, and Job Code AH15 Administrative Coordinator II.

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Completing the Status Change eForm:

1. The **Action** of **Return from Leave** has pre-populated based on your selection on the Related Actions Menu. However, since the employee is suspended, we must change the action. Click the **Action** drop-down menu button and select **Recall from Suspension**.
2. There is only one **Reason Code** associated with the **Action** of **Recall from Suspension**. Click the **Reason Code** drop-down menu button and select **Return- Suspension**.



Form ID 372253

Highlights Enabled: Yes

Current Values: [Navigation Buttons]

Action/Reason

*Action	*Reason Code
1 Return from Leave	

Duration: [Calendar Icon]

File Attachments: [Add Icon]

Status	Action	*Description	File Name	Remove
1	Upload			Delete

Comments: [Add]

Search Save Submit



Form ID 372253

Highlights Enabled: Yes

Current Values: [Navigation Buttons]

Action/Reason

*Action	*Reason Code
1 Recall from Suspensior	Return- Suspension

Duration: [Calendar Icon]

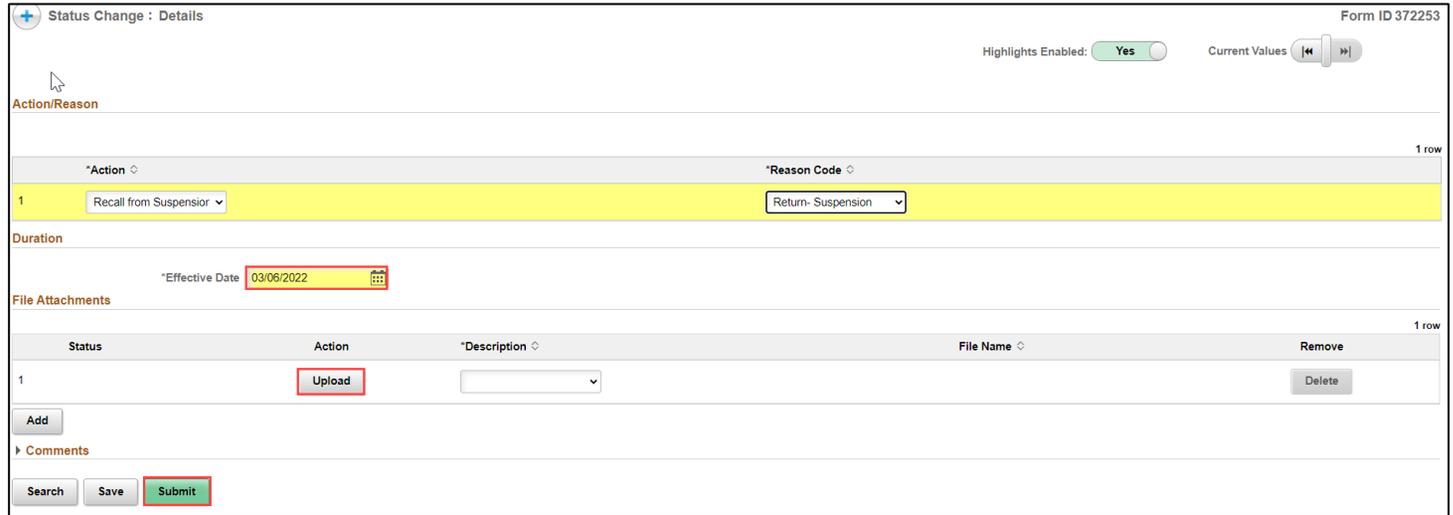
*Effective Date: [Calendar Icon]

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Status Change eForm: Recall from Suspension**

3. Enter the **Effective Date** that the employee is returning to work. This should be the first day the employee is back to work/no longer on suspension.

Recall from Suspension actions should be submitted accompanied by the original suspension letter. However, as there are some scenarios where the suspension letter does not have an expected return date for the suspension no attachment is required for submission of the eForm.

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.



Form ID 372253

Highlights Enabled: Yes

Current Values: [Navigation icons]

Action/Reason

*Action	*Reason Code
1 Recall from Suspensor	Return- Suspension

Duration

*Effective Date: 03/06/2022

File Attachments

Status	Action	*Description	File Name	Remove
1	Upload			Delete

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

6. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
7. The Approval Route shows the workflow steps for the specific action you submitted. Status Change eForms have a shortened workflow, only requiring one internal approver before routing to 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**.
8. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Recall from Suspension** 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**

You have successfully submitted your eForm. **Done**

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=671101 Pending

Basic Path

 **Pending**

[Multiple Approvers](#)
Dept Approver_1 >

▶

 **Not Routed**

[Multiple Approvers](#)
HR Operations >

▶

 **Not Routed**

[Multiple Approvers](#)
Payroll Acct >