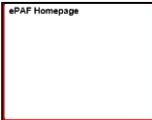
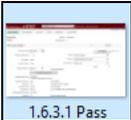
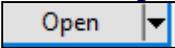


Separation

Step	Action
1.	To view or update information on the USC Personnel Action Form, you must first navigate to the My Workplace fluid home page. Click the Choose other homepages drop-down button. 
2.	From the list displayed, select My Workplace . 
3.	Click the ePAF Homepage tile. 
4.	Click in the Search for Person field and enter " granger ". 
5.	Click the Search button. 
6.	Click the Related Action Menu button. 
7.	The Related Action Menu only shows actions available for a particular employee. In this scenario, you are processing a Separation
8.	Click the Separation/Retirement option. 
9.	Click the Reason Code drop-down menu button. 

Step	Action
10.	<p>Note that different Reason Codes may have varying information and/or fields that are required.</p> <p>For example, if the Reason Code is Deceased, the date field changes to Date of Death. If the Reason Code is Military Service, then Military Orders are required in the File Attachments area.</p>
11.	<p>In the Reason Code drop-down menu, select the Personal option.</p> 
12.	<p>Ensure you enter the Last Date Employed correctly. The field is asking for the last day worked/on leave.</p> <p>Note that the actual effective date of the Separation will be the day after the last day worked. The system will automatically advance the day for you. When you look in the history, the separation date will be 12/22/2018 for this scenario.</p>
13.	<p>Click in the Last Date Employed field and enter "12/21/2018".</p> 
14.	<p>An attachment is not required for a Separation when the Reason Code is Personal, however the attachment field is available. You may select to upload a Resignation Letter of Acceptance.</p> <p>You may elect to include a second attachment with the Description of Resignation Letter. Remember that even when attachments are not required there is still space to include applicable documentation.</p> <p>To add additional file attachment fields, simply click the Add button at the bottom of the File Attachments section of the form.</p>
15.	<p>Click the Upload button.</p> 
16.	<p>Click the My Device button.</p> 
17.	<p>Click the document titled 1.6.3.1 Pass.</p> 
18.	<p>Click the Open button.</p> 
19.	<p>Click the Upload button.</p> 

Step	Action
20.	Click the Done button. 
21.	Click the View Description drop-down menu button. 
22.	In the View Description drop-down menu, select the Resignation Letter of Acceptance option. 
23.	Click the Submit button. 
24.	Congratulations! You have successfully learned how to submit a Separation. Continue your learning by completing the next topic. End of Procedure.