

How to initiate an affiliate appointment in HCM:

This job aid outlines how to initiate an affiliate appointment eForm.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

Users with Affiliate Initiator access can initiate this eForm.

Affiliates are non-paid associates of USC and governed by the President’s policy [UNIV 2.50](#).

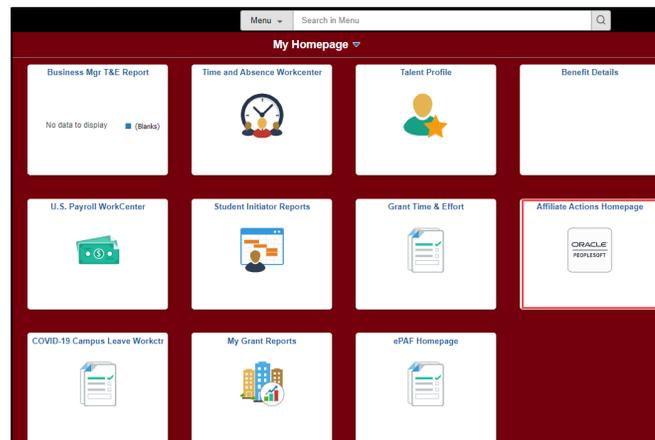
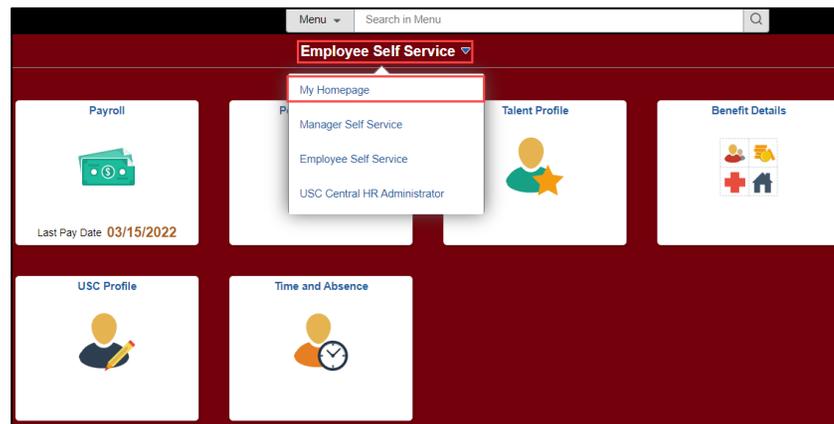
For Non-US Citizen Affiliates:

Departments must submit the [Intent to Appoint Non-U.S. Citizen Affiliate Form](#) and a **draft** affiliate appointment letter using this [template](#) to College/Division with cc: to OIS@sc.edu at least 90 days in advance of the target appointment start date. This is done outside of the HCM system.

Initiating an affiliate appointment: To initiate an affiliate appointment, 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 **Affiliate Actions Homepage** tile.

Screenshots

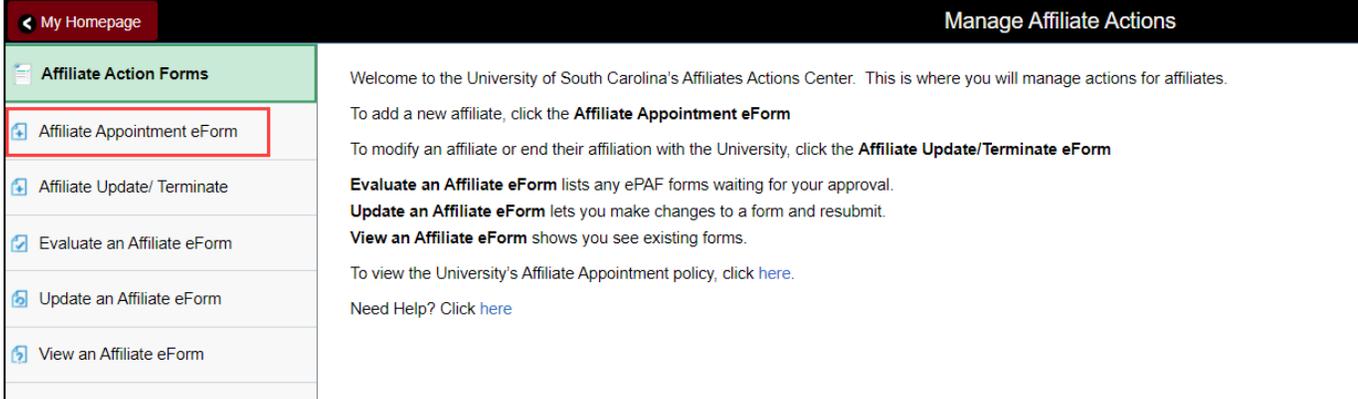


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On the Affiliate Actions homepage click the **Affiliate Appointment eForm** option from the left-hand menu.

Completing the Additional Assignment eForm:

1. In the Affiliate Appointment eForm, first click the **Type of Appointment** drop-down menu button to indicate the type of affiliate.
 - a. **Academic** – Sponsored by an academic unit to perform specific activities related to teaching or research. May also be used to appoint individuals who hold primary appointments in other departments to formally recognize contributions to program outside their home department.
 - b. **Non-Academic** – Individuals fulfilling roles related to support services.



My Homepage **Manage Affiliate Actions**

Affiliate Action Forms

- Affiliate Appointment eForm**
- Affiliate Update/ Terminate
- Evaluate an Affiliate eForm
- Update an Affiliate eForm
- View an Affiliate eForm

Welcome to the University of South Carolina's Affiliates Actions Center. This is where you will manage actions for affiliates.

To add a new affiliate, click the **Affiliate Appointment eForm**

To modify an affiliate or end their affiliation with the University, click the **Affiliate Update/Terminate eForm**

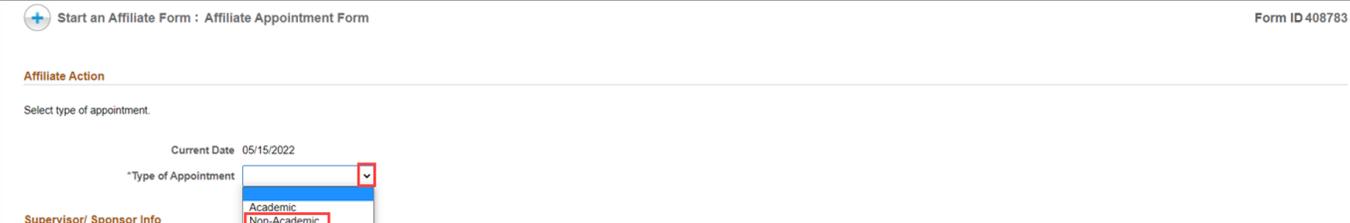
Evaluate an Affiliate eForm lists any ePAF forms waiting for your approval.

Update an Affiliate eForm lets you make changes to a form and resubmit.

View an Affiliate eForm shows you see existing forms.

To view the University's Affiliate Appointment policy, click [here](#).

Need Help? Click [here](#)



Start an Affiliate Form : Affiliate Appointment Form Form ID 408783

Affiliate Action

Select type of appointment.

Current Date 05/15/2022

*Type of Appointment

- Academic
- Non-Academic**

Supervisor/ Sponsor Info

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2. Click the **Supervisor/Sponsor USC ID** lookup button (magnifying glass icon) to search for the supervisor's USC ID or enter directly in the field.
 - a. Upon selecting the supervisor/sponsor ID, the data fields associated with that individual will populate. These are used to complete other fields later in the form.

Supervisor/ Sponsor Info

*Supervisor/ Sponsor USC ID	<input type="text" value="U00000111"/>	<input type="button" value="Q"/>	Phone	<input type="text"/>
Sponsor Name	Potter,Harry James		Location	Darla Moore School Of Business
Email Address	xxhpotter@zed.zed			
Sponsor Department	150000	DARLA MOORE SCH OF BUSINESS		

Affiliate Personal Info

Has A USCID	<input checked="" type="radio"/> Yes <input type="radio"/> No	*USCID	<input type="text"/>	<input type="button" value="Q"/>
*First Name	<input type="text"/>	Middle Name	<input type="text"/>	
*Last Name	<input type="text"/>			
*Telephone	<input type="text"/>			
*Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>	
*City	<input type="text"/>	*State	<input type="text"/>	<input type="button" value="v"/>
Postal Code	<input type="text"/>			
*US Citizen	<input type="text"/>			<input type="button" value="v"/>

Enter the **Affiliate's Personal Info** as provided by the Affiliate on the required Affiliate Appointment Form ([PDF form on the HR Toolbox](#)).

The **Has a USCID** field defaults to Yes due to the number of reappointments that we have. *If this affiliate is brand new to the university, click the **Yes/No toggle button** to **No** and additional required fields will appear for you to complete using the Affiliate Appointment Form.*

3. Complete the Affiliate Personal Info section based on the **Affiliate Appointment** Form provided by the affiliate.

Notes on the Personal Info section:

- The **Social Security #** field is required for anyone who has an SSN. The only time it should be blank is if the individual does not yet have a SSN (e.g., some non-U.S. citizens).
- The **US Citizen** question is either Yes or No. For non-U.S. Citizens, the eForm will automatically route to the Division of HR Office of International Services (HR-OIS) to ensure the affiliate has a valid and eligible visa status.

See additional steps on page 1 of this guide for non-U.S. citizens.

Affiliate Personal Info

Has A USCID <input type="radio"/> No		Middle Name <input type="text" value="M"/>
*First Name <input type="text" value="Tom"/>		
*Last Name <input type="text" value="Riddle"/>		
*Email Address <input type="text" value="tomiddle@zed.zed"/>	*Telephone <input type="text" value="803/777-7777"/>	
Social Security # <input type="text" value="111111111"/>	*Date of Birth <input type="text" value="09/10/1953"/>	
*Gender <input type="text" value="Male"/>	Address Line 2 <input type="text"/>	
*Address Line 1 <input type="text" value="121 Test Drive"/>	*State <input type="text" value="South Carolina"/>	
*City <input type="text" value="Lexington"/>		
Postal Code <input type="text" value="29063"/>		
*US Citizen <input type="text" value="Yes"/>		

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4. Complete the **Affiliate Job Information** section.

- The **Business Unit, Department, and Location** pre-populate based on the data associated with the Supervisor/Sponsor indicated earlier in the eForm.
- For **Research Affiliates**, choose Job Code XA05.
- Affiliate appointments cannot be for more than 5 years from the date the eForm is initiated (regardless of what date is entered in the **Begin Date** field).
- **For Non-U.S. citizens, start and end dates will depend on visa status validity dates.**
- If a background check is required but is not yet on file for the affiliate, the Background Check section will appear providing a link to help you determine if a check is required. If a check is needed, complete the [PDF request form](#) and email to your assigned Service Team.

Affiliate Job Information

*Job Code	XA05	Research Affiliate	USC Title	
*Begin Date	02/22/2024			
*Business Unit	SCCOL	USC Columbia		
*Department	150040	OFFICE OF DEAN	*Location Code	234 Darla Moore School Of Business
*Background Check on File?	No			
*Expected Job End Date	02/21/2029			

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5. As the initiator submitting this eForm you must click the **I attest** yes/no toggle button to **Yes**. This is stating that the affiliate has been provided UNIV 2.50 (linked in this question for quick reference).
6. The PDF **Affiliate Appointment Form** that the affiliate completed is a required attachment. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
7. **For Non-US Citizens**, the fully signed *Affiliate Appointment Letter* and fully signed *Intent to Appoint non-US Citizen Affiliate Form* must also be attached. See links on page 1.
8. Click the **Submit** button.
9. Once eForm has successfully submitted, always click the **View Approval Route** button to see the workflow steps for the action.

Supervisor/Sponsor Attestation

By checking this indicator, I attest that the Affiliate has been provided information regarding all relevant University policies and procedures as outlined in University Policy Policy UNIV 2.50.

I attest Yes No

File Attachments

Please attach the required affiliate information below in the attachment section under the drop down description box.

Attachment Required	Action	Description	File Name	Delete
1	Upload	*Required Affiliate Attachment		Delete

[Add](#)

Comments

[Save](#) [Submit](#)

File Attachments

Please attach the required affiliate information below in the attachment section under the drop down description box.

Attachment Uploaded	Action	Description	File Name	Delete
1	View	*Required Affiliate Attachment	hr27.pdf	Replace

[Add](#)

Comments

[Save](#) [Submit](#)

Start an Affiliate Form : Results Form ID 408783

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 05/15/2022 10:25:26AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)

10. The Approval Route shows the workflow steps for the specific action you submitted. If the affiliate is a non-US Citizen, HR-OIS is at the end of the workflow.

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

Once the eForm is fully approved through the workflow, the Affiliate's information will route to Identity and Access Management (IAM) for the creation/reactivation of University credentials (email address, USC ID, etc.).

You have successfully initiated an **Affiliate Appointment** eForm!

Cancel
You have successfully submitted your eForm.
Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408783
Pending

Basic Path

Pending

Multiple Approvers

SCHGT_WF_CAMPUS_DEPT_ - Original Oprid