

**How to initiate a monetary cash award (cash award) request in HCM:**

This job aid outlines how to request a Monetary Cash Award payment.

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

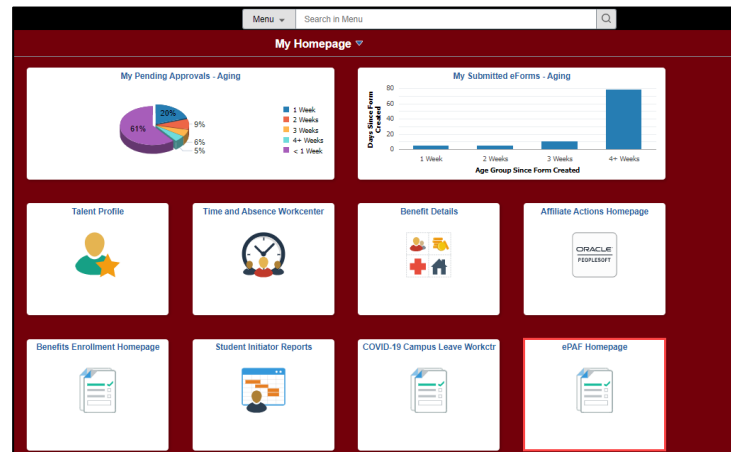
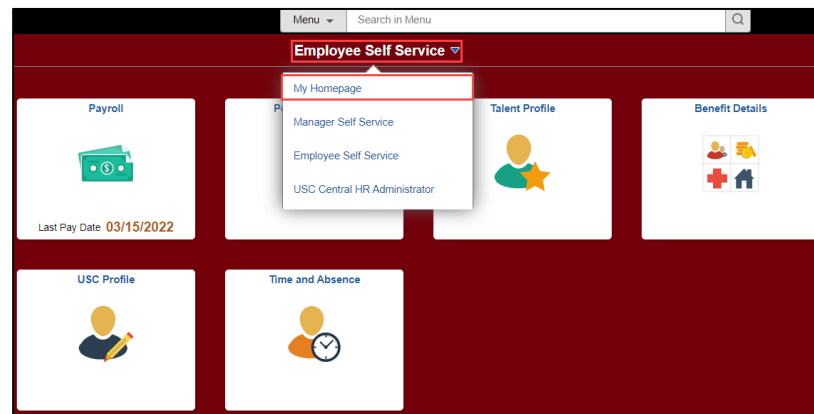
**Information**

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

**Requesting a Monetary Cash Award payment:** In order to request a cash award payment for 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**

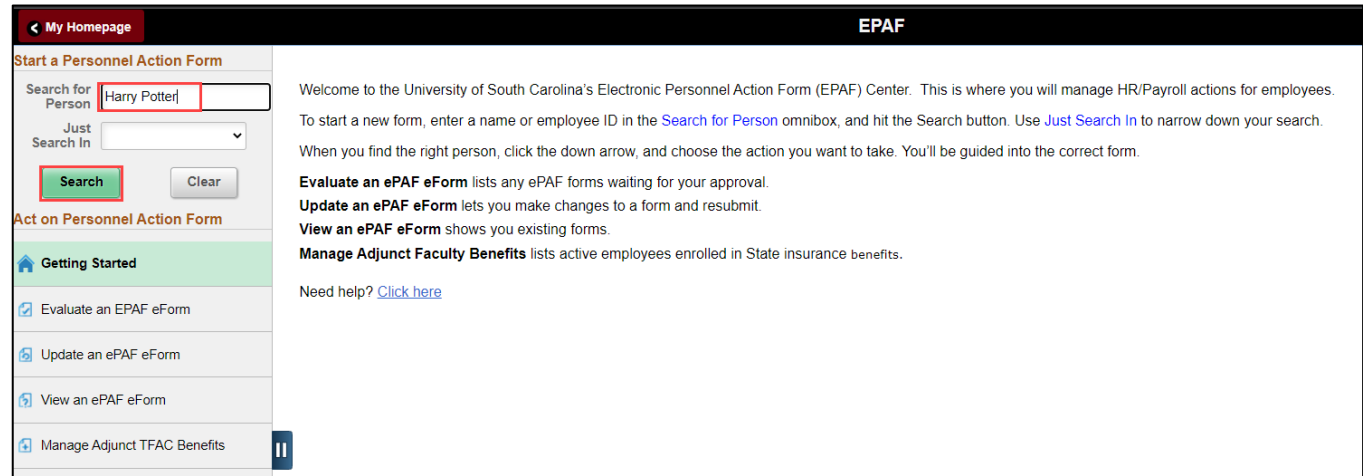


## University of South Carolina HCM HR Contact Resources Additional Pay eForm: Monetary Cash Award

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:

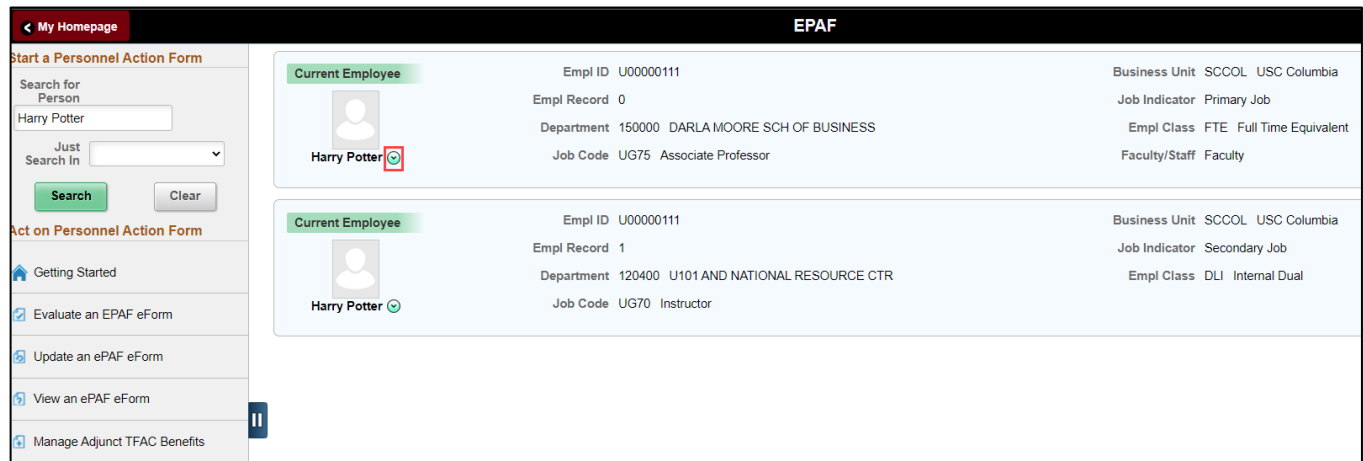
**Act on Personnel Action Form**

- 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:

**Act on Personnel Action Form**

- Getting Started
- Evaluate an ePAF eForm
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- Manage Adjunct TFAC Benefits

<b>Current Employee</b>	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
<b>Harry Potter</b>	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
<b>Current Employee</b>	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 1	Job Indicator Secondary Job
<b>Harry Potter</b>	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Job Code UG70 Instructor	

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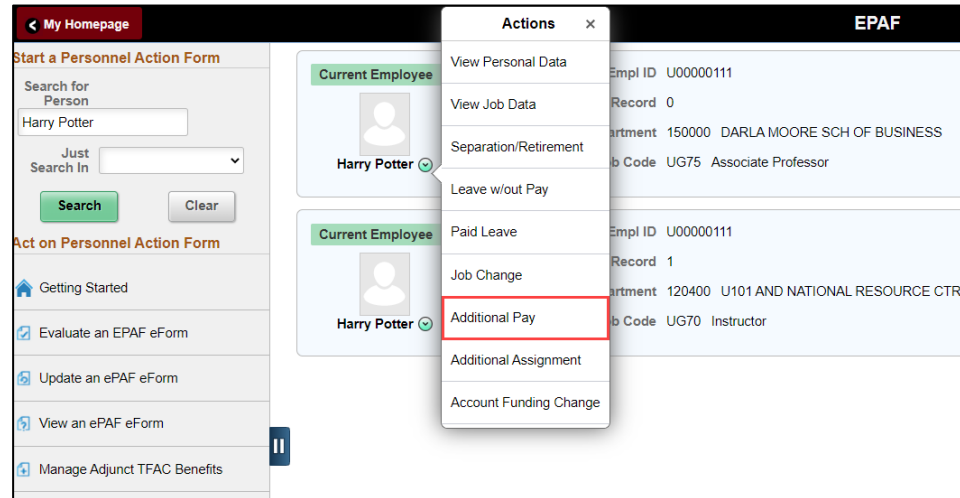
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Additional Pay eForm** is used to establish or update existing non-base salary adjustments. These can be either one-time or on-going based on the earnings code. All salary adjustments are considered temporary; on-going salary adjustments must have end-dates. The eForm logic only displays the earnings codes for which a specific employee is eligible (based on employee type).

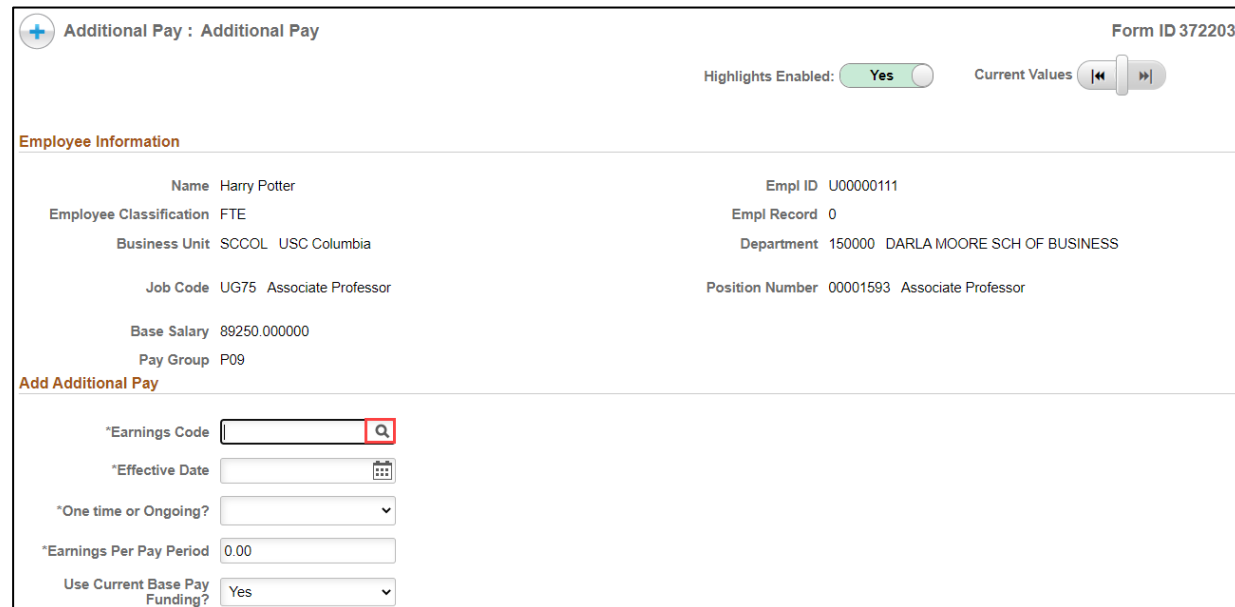
From the Related Actions Menu, select the **Additional Pay** option.

**Completing the Additional Pay eForm:**

1. In the Additional Pay eForm, click **the Earnings Code** lookup button (magnifying glass icon) to select the appropriate earnings code.



The screenshot shows the 'My Homepage' interface. On the left, there are sections for 'Start a Personnel Action Form' and 'Act on Personnel Action Form'. The 'Act on Personnel Action Form' section includes links for 'Getting Started', 'Evaluate an EPAF eForm', 'Update an ePAF eForm', 'View an ePAF eForm', and 'Manage Adjunct TFAC Benefits'. In the center, there are two 'Current Employee' cards for 'Harry Potter'. An 'Actions' dropdown menu is open over the second card, listing options: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Paid Leave', 'Job Change', 'Additional Pay' (highlighted in red), 'Additional Assignment', and 'Account Funding Change'. On the right, the 'EPAF' section displays details for two records: Record 0 (Empl ID U00000111, Department 150000, Job Code UG75) and Record 1 (Empl ID U00000111, Department 120400, Job Code UG70).



The screenshot shows the 'Additional Pay : Additional Pay' eForm. At the top right, it says 'Form ID 372203'. Below this, there are controls for 'Highlights Enabled' (set to 'Yes') and 'Current Values' (with navigation arrows). The 'Employee Information' section displays the following details:

Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	150000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

The 'Add Additional Pay' section contains the following fields:

- \*Earnings Code: [ ] [Q]
- \*Effective Date: [ ] [📅]
- \*One time or Ongoing?: [ ] [v]
- \*Earnings Per Pay Period: 0.00 [ ]
- Use Current Base Pay Funding?: Yes [ ] [v]

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Additional Pay eForm: Monetary Cash Award**

Note: The **Additional Pay eForm** has logic that only displays the Earnings Codes available to that employee based on employee type.

- In the **Earnings Code** Lookup select the **Monetary Cash Award** option.

Cancel
Lookup

Search for: Earnings Code

▶ Search Criteria

▼ Search Results

📄
☰

11 rows

Value	Description
ASA	Administrative Salary Adjstmnt
AWD	Monetary Cash Awards
BON	Bonus
CAR	Car Allowance Cash
CHR	Chair Professorship
FOV	Faculty Overload
GSA	Grant Salary Adjustment
HOU	Housing Allowance Cash
SAP	Special Assignment Pay
TSA	Temporary Salary Adjustment
VAR	Variable Pay

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Additional Pay eForm: Monetary Cash Award**

3. Enter a future dated **Effective Date**. One-time additional pay actions must be effective at the start of a pay period (the 1<sup>st</sup> or 16<sup>th</sup> of the month).
4. Click the **Cash Award** lookup button (magnifying glass icon) to search for the appropriate award.
  - a. The **Cash Award** lookup displays all Board of Trustees approved awards currently active. If you know your award number you can search for it in the **Value** field. If you know only the award name you can search in the **Description** field. If you don't know either, simply scroll through the results to find your area's award.

**Employee Information**

Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	150000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

**Add Additional Pay**

\*Earnings Code   Monetary Cash Awards

\*Effective Date

One time or Ongoing?  One-Time

\*Cash Award

\*Amount

Earnings Per Pay Period 0.00

Use Current Base Pay Funding?

**Lookup**

Search for: Cash Award

▼ **Search Criteria**

Value (begins with)

Description (begins with)

▼ **Search Results**

189 rows

Value	Description
1	Outstanding Administrative/Professional/Technical Employee of the Year
10	Chemical Engineering Publication Award
101	Women's Studies Teaching Award
102	Gerry Sue Arnold Award
103	Norman J. Arnold Alumni Medal
104	University Advancement Staff Award

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Additional Pay eForm: Monetary Cash Award**

5. Enter the **Amount** for the **Cash Award**. Notice once you complete the field it will automatically populate in the **Earnings per Pay Period** field.
  - a. The amount requested on the eForm must align with amount approved by the Board of Trustees.
  
6. **Optional:** If you need to change the funding source, click the User **Current Base Pay Funding** drop-down and change to No. This will then open the funding string for edit.
  
7. **Optional:** Attachments are not required by the initiator. However, at time of central HR review/ approval of the Cash Award request, they will add a copy of the Board of Trustees approved award to the eForm.
  
8. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.

**Employee Information**

Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	150000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

**Add Additional Pay**

\*Earnings Code:  Monetary Cash Awards

\*Effective Date:

One time or Ongoing?:

\*Cash Award:  Women's Studies Teaching Award

Earnings Per Pay Period: **1000.00**

\*Amount:

Use Current Base Pay Funding?:

**New Additional Pay Funding**

Amount	Percent	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1000.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	<input type="button" value="+"/>	<input type="button" value="-"/>

**Total Distribution**

Percent Total: **100.00**

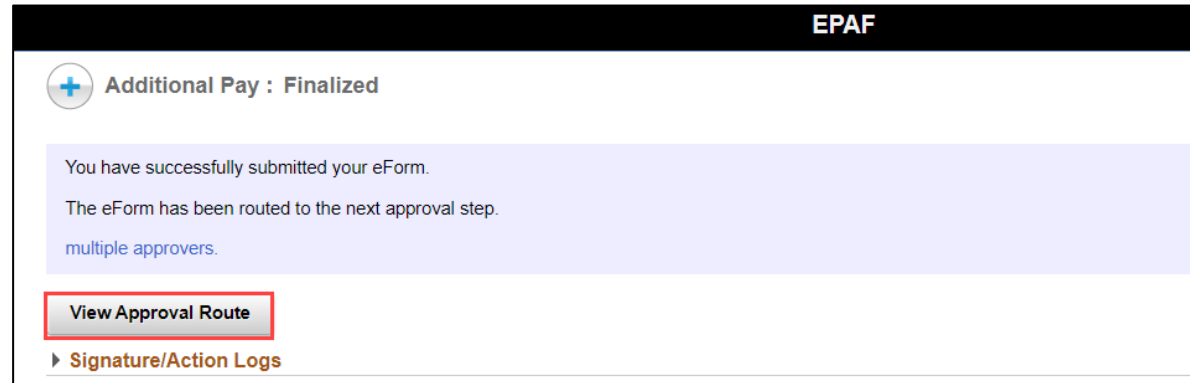
**File Attachments**

Status	Action	Description	File Name	Remove
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

**Comments**

9. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
  
10. 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**.
  
11. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Monetary Cash Award** request!



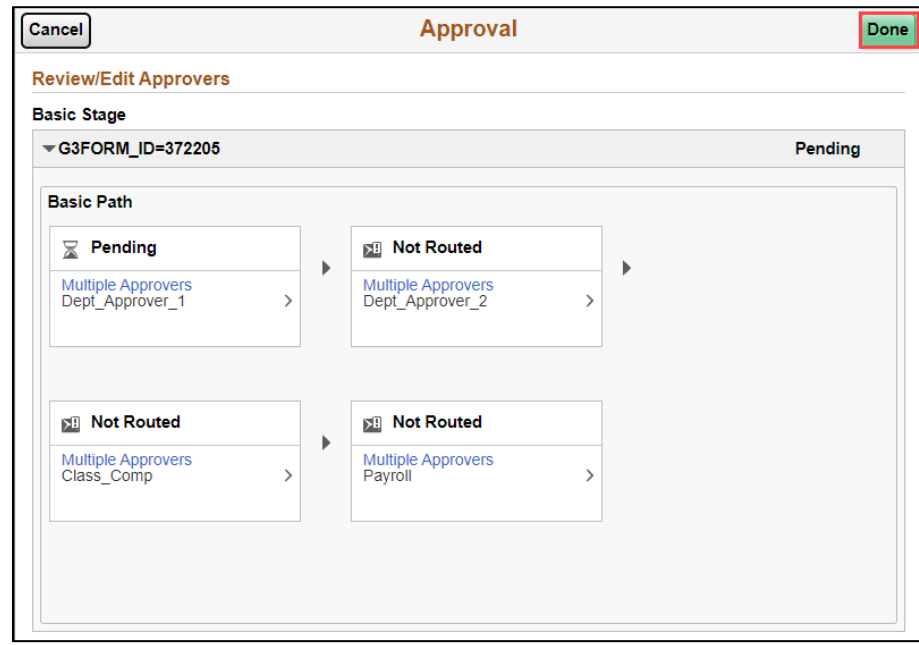
**EPAF**

**+ Additional Pay : Finalized**

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

**View Approval Route**

▸ **Signature/Action Logs**



**Approval**

**Cancel** **Done**

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=372205 Pending

**Basic Path**

```

graph LR
    A["⌚ Pending  
Multiple Approvers  
Dept Approver_1"] --> B["📧 Not Routed  
Multiple Approvers  
Dept Approver_2"]
    B --> C["📧 Not Routed  
Multiple Approvers  
Class Comp"]
    C --> D["📧 Not Routed  
Multiple Approvers  
Payroll"]
  
```