

This job aid outlines how to initiate a summer job change eForm for an end date or supervisor change.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

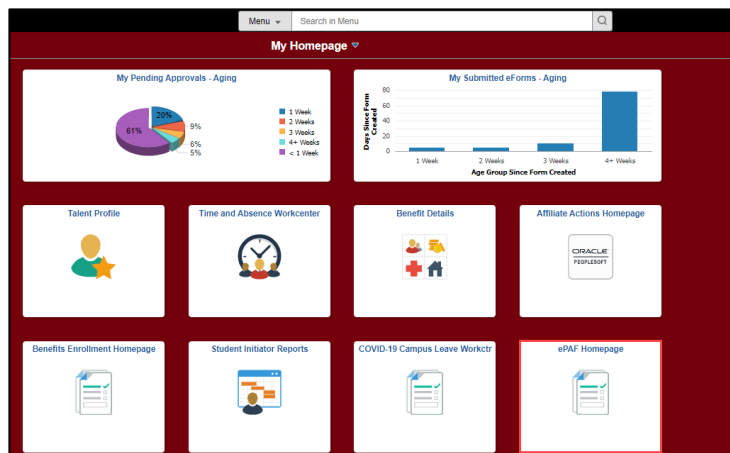
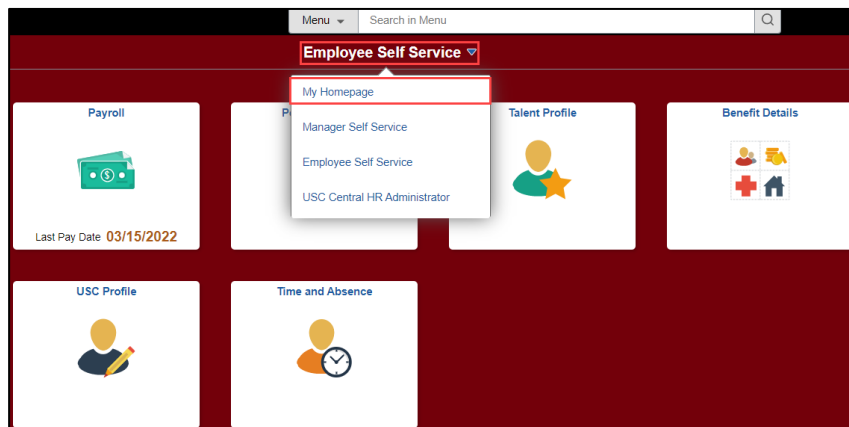
Information

Those with HR Initiator access can take this action for all FTE Faculty across the university system.

Initiating a Summer Job Change eForm for an end date or supervisor change: To initiate a summer job change 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



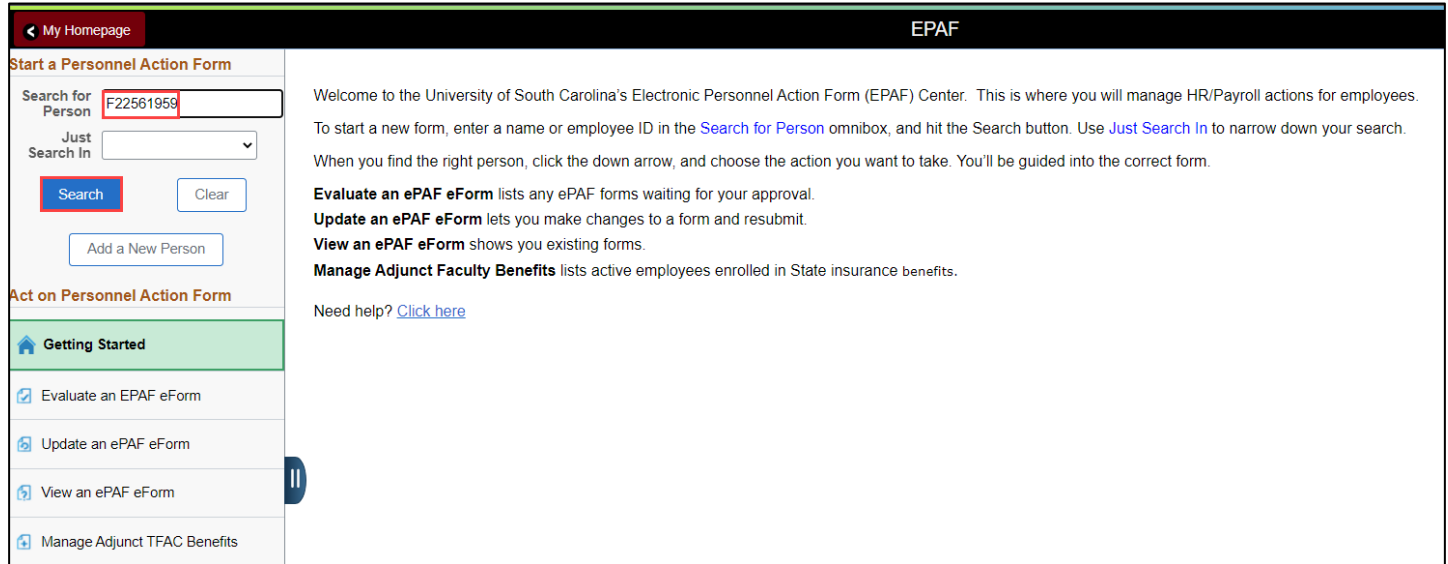
**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Summer Job Change (End Date/Supervisor)**

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.

Currently active summer hires will appear with the Job Code of **VSUM Summer**.

On the appropriate active Summer EMPL Record, 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](#)

Current Employee	Empl ID F22561959	Business Unit SCAIK USC Aiken
	Empl Record 0	Job Indicator Primary Job
	Department 911046 SOCIOLOGY	Empl Class FTE Full Time Equivalent
	Job Code UG74 Assistant Professor	Faculty/Staff Faculty
Current Employee	Empl ID F22561959	Business Unit SCAIK USC Aiken
	Empl Record 1	Job Indicator Secondary Job
	Department 911044 HIST POL SCI & PHIL	Empl Class TFC Temporary Faculty
	Job Code VSUM Summer	

Summer Compensation FTE Faculty: Summer Job Change (End Date/Supervisor)

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

The **Summer Job Change eForm** is used to make changes to currently active FTE faculty summer appointments. Note this option will only appear in the **Related Actions Menu** for FTE Faculty EMPL records with **VSUM Summer** as the Job Code.

From the Related Actions Menu, click the **Summer Job Change** option.



Current Employee	Actions	Empl ID	Record	Business Unit
	View Personal Data	F22561959	0	SCAIK USC Aiken
	View Job Data	Department 911046 SOCIOLOGY		Job Indicator Primary Job
	Separation/Retirement	Job Code UG74 Assistant Professor		Empl Class FTE Full Time Equivalent
				Faculty/Staff Faculty
	Leave w/out Pay	F22561959	1	SCAIK USC Aiken
	Account Funding Change	Department 911044 HIST POL SCI & PHIL		Job Indicator Secondary Job
	Summer Job Change	Job Code VSUM Summer		Empl Class TFC Temporary Faculty

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Completing the Summer Job Change eForm:

1. Enter the **Effective Date** of the change.
2. If changing the End Date for this job, enter the new **Expected Job End Date**.
3. Click the **Reason Code** drop-down menu button and select either **Correction: End Date** or **Supervisor Change** as applicable.

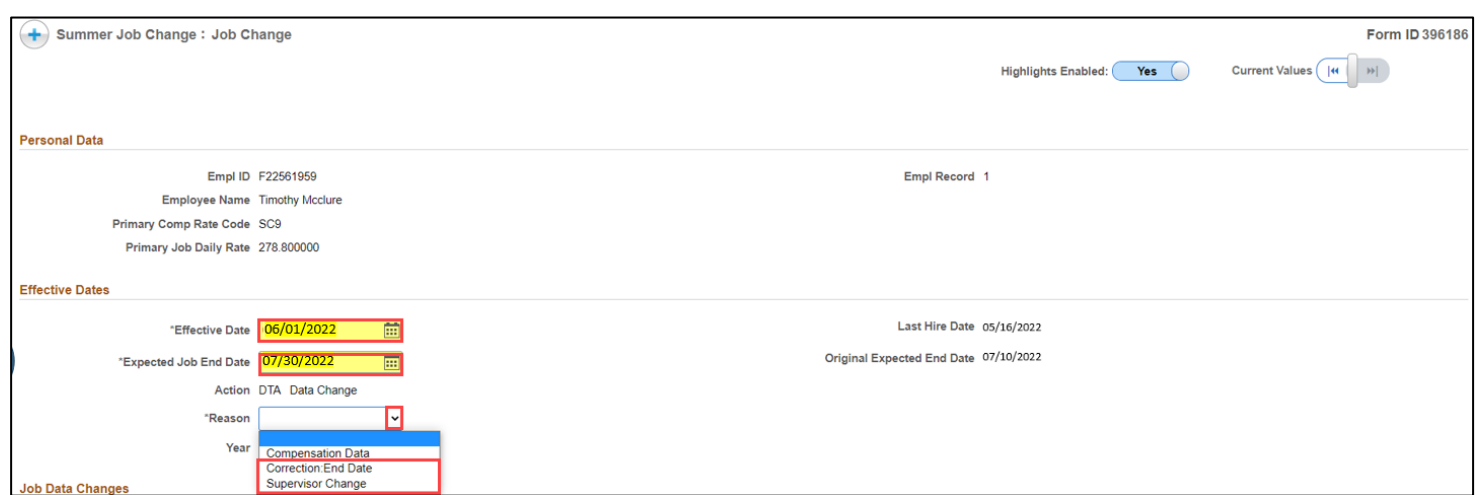
Summer Job Change Reasons listed below. eForms can only have one **Reason** selected.

Compensation Data – the salary needs to increase or decrease.

Correction End Date – the job end-date has changed and needs to extend or end earlier than initially submitted.

- **If the new end-date is greater than 4 weeks from the current date, initiators should utilize the Summer Job Change eForm to change the end-date. This helps avoid mid-stack errors. Utilize the Status Change eForm if the new end-date is less than one month from the current date.**

Supervisor Change – the supervisor of record needs to be changed.



Summer Job Change : Job Change Form ID 396186

Highlights Enabled: Yes Current Values

Personal Data

Empl ID F22561959 Empl Record 1
 Employee Name Timothy McClure
 Primary Comp Rate Code SC9
 Primary Job Daily Rate 278.800000

Effective Dates

*Effective Date
 *Expected Job End Date
 Action DTA Data Change Last Hire Date 05/16/2022
 *Reason
 Year Original Expected End Date 07/10/2022

Job Data Changes

Compensation Data
 Correction End Date
 Supervisor Change

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4. If changing the supervisor, enter the new supervisor's Supervisor ID.

Job Data Changes

Business Unit SCAIK USC Aiken
Location Code 910 Science Building
Department 911044 HIST POL SCI & PHIL
*Supervisor ID
*Compensation Rate
Comp Rate Code SUMRES Summer Research Contract
Base salary 54366.00
Pay Group SRC SUMMER RESEARCH CURRENT

Research/Extra Compensation (ECOM)

ECOM Hours/Day 4.00
Standard Hours 20.00
Daily Rate 278.800000
ECOM # of Days **95.00**
Hourly Rate 34.850000
Compensation Limit (33% of Base Salary) 18402.891000

Other Summer Jobs and Compensation

Effective Date	Expected Job End Date	Year	Empl Record	Compensation Rate	Comp Rate Code	Summer Session Code	Course #	Form ID	Form Status/Empl Status
1			0	0.000000					

Total Compensation

Summer Total Compensation 15500.00

Research/Extra Compensation (ECOM)

ECOM Hours/Day 4.00
Standard Hours 20.00
Daily Rate 278.800000
ECOM # of Days **95.00**
Hourly Rate 34.850000
Compensation Limit (33% of Base Salary) 18402.891000

Other Summer Jobs and Compensation

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1			0	0.000000					

Total Compensation

Summer Total Compensation 15500.00

▶ **Comments**

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5. Review your work on the eForm, once you've confirmed the data click the **Submit** button.
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. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
8. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Job Change eForm** to change the end date or supervisor!

Other Summer Jobs and Compensation

Effective Date	Expected Job End Date	Year	Empl Record	Compensation Rate	Comp Rate Code	Summer Session Code	Course #	Form ID	Form Status/Empl Status
1			0	0.000000					

Total Compensation

Summer Total Compensation **42050.00**

Comments

Search Save **Submit**

Summer Job Change : Results Form ID 396186

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 03/29/2022 3:55:47PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

[Refresh Log](#)

You have successfully submitted your eForm.

[Cancel](#) **Done**

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=396186 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  
HR Operations"]
  
```