

This job aid outlines how to initiate a summer hire action on an FTE faculty who has other active summer jobs.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

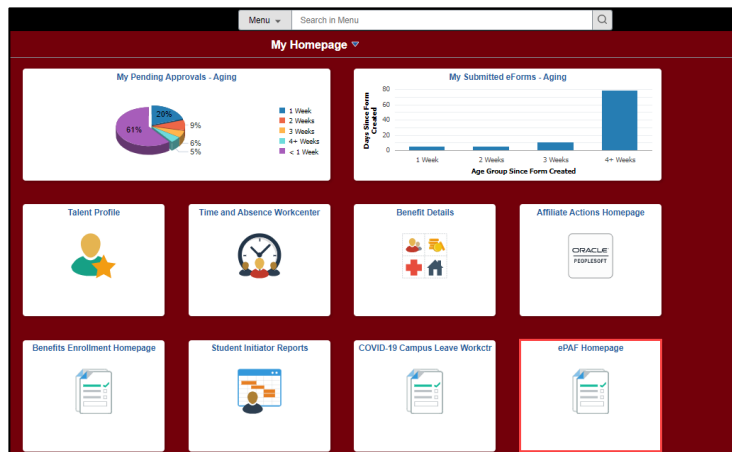
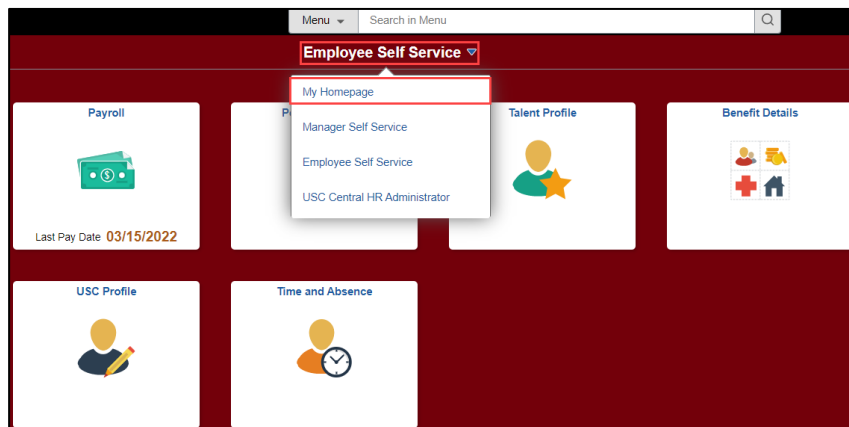
Information

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

Initiating a Summer Hire eForm for an FTE faculty who has other active summer jobs: To initiate a summer hire 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

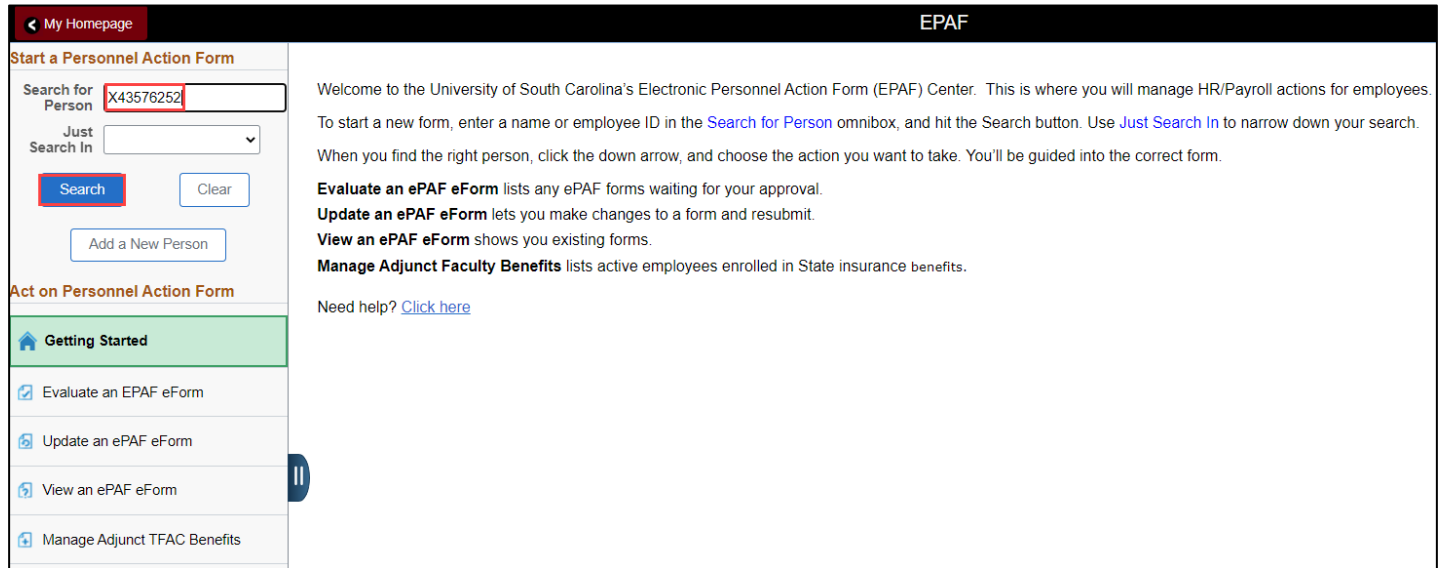


University of South Carolina HCM HR Contact Resources Summer Compensation FTE Faculty: Hire with Other Active Summer Job

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.



EPAF

My Homepage

Start a Personnel Action Form

Search for Person: X43576252

Just Search In: [Dropdown]

[Search] [Clear]

[Add a New Person]

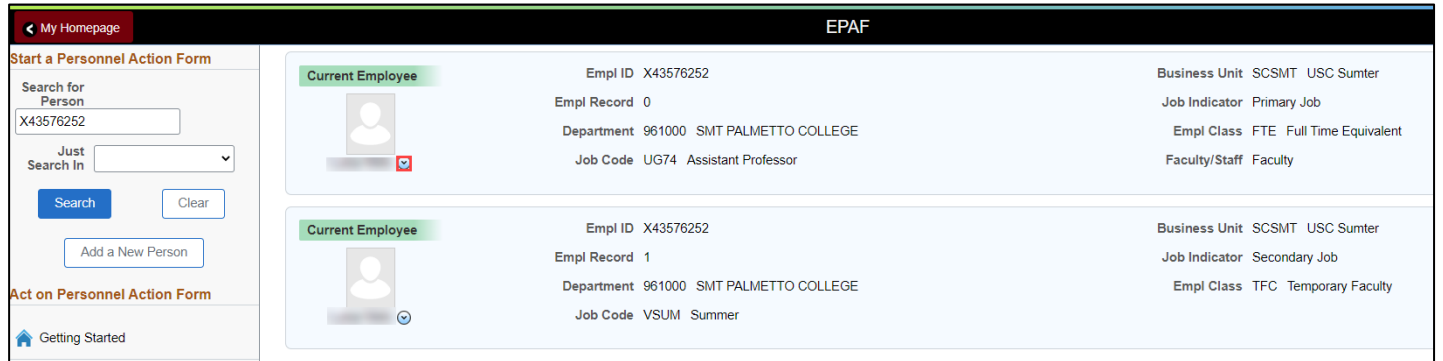
Act on Personnel Action Form

- 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](#)



EPAF

My Homepage

Start a Personnel Action Form

Search for Person: X43576252

Just Search In: [Dropdown]

[Search] [Clear]

[Add a New Person]

Act on Personnel Action Form

- Getting Started

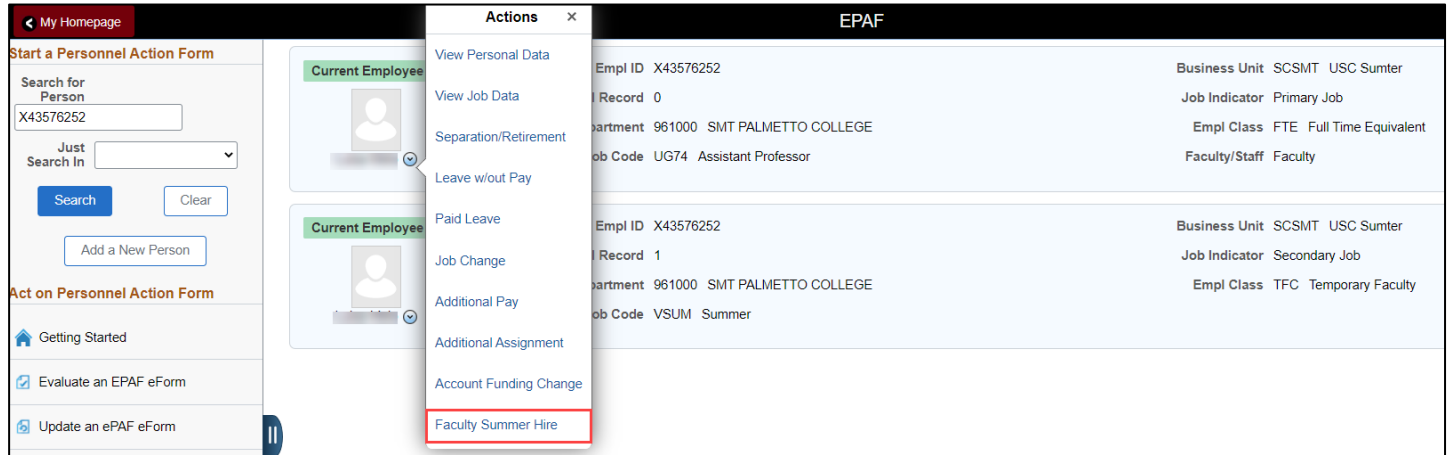
Current Employee	Empl ID	Business Unit
	X43576252	SCSMT USC Sumter
	Empl Record 0	Job Indicator Primary Job
	Department 961000 SMT PALMETTO COLLEGE	Empl Class FTE Full Time Equivalent
	Job Code UG74 Assistant Professor	Faculty/Staff Faculty
Current Employee	Empl ID X43576252	Business Unit SCSMT USC Sumter
	Empl Record 1	Job Indicator Secondary Job
	Department 961000 SMT PALMETTO COLLEGE	Empl Class TFC Temporary Faculty
	Job Code VSUM Summer	

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

The **Faculty Summer Hire eForm** is used to hire FTE faculty into summer appointments for either Instruction or ECOM/Research. Note this option will only appear in the **Related Actions Menu** for FTE faculty.

From the Related Actions Menu on the employee's FTE position, click the **Faculty Summer Hire** option.



The screenshot displays the HR system interface. On the left, there is a search bar for a person with the ID 'X43576252'. Below it are buttons for 'Search', 'Clear', and 'Add a New Person'. The main area shows two 'Current Employee' cards. An 'Actions' dropdown menu is open over the first card, listing various options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, Job Change, Additional Pay, Additional Assignment, Account Funding Change, and **Faculty Summer Hire** (highlighted with a red box). The background shows an 'EPAF' record for Empl ID X43576252, with details for Business Unit (SCSMT USC Sumter), Job Indicator (Primary Job), Empl Class (FTE Full Time Equivalent), and Faculty/Staff (Faculty).

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Completing the Faculty Summer Hire eForm:

1. The **Action** of **Additional Job** pre-populates and is the only option.
2. Click the **Reason Code** dropdown menu button and select **Summer Instruction**.
3. Upon selection of **Summer Instruction** as the **Reason**, a new field appears for **Summer Session Code**. Click the **Lookup** button (magnifying glass icon) to search for and select the appropriate summer term for this course.
 - a. If the course dates fall outside of the set schedule, please select the **Open Session** option.
 - b. Upon selecting the **Summer Session Code** for all options other than **Open Session**, the effective and end-date fields will auto-populate.

Summer Hire : Hire Information Form ID 396181

Highlights Enabled: Yes Current Values

Primary Job Info

Name [REDACTED] Empl ID X43576252
 Empl Record 0 Employee Classification FTE

Job Code UG74
 Business Unit SCSMT Department 961000

Hire Info

*Action: Additional Job *Reason: ▼
Summer Instruction
Summer Research

Year 2022 *Expected Job End Date [REDACTED]

*Effective Date [REDACTED]

Summer Hire : Hire Information Form ID 396181

Highlights Enabled: Yes Current Values

Primary Job Info

Name [REDACTED] Empl ID X43576252
 Empl Record 0 Employee Classification FTE

Job Code UG74
 Business Unit SCSMT Department 961000

Hire Info

*Action: Additional Job *Reason: Summer Instruction ▼ Summer Instruction

*Summer Session Code: RSB Lancaster Summer II Year 2022

Effective Date: 06/06/2022 Expected Job End Date: 06/27/2022

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4. Enter the applicable data points for the below Job Info fields. You can type in the fields directly or use the **Lookup** button to search for the information.

- a. Business Unit (Campus)
- b. Location Code
- c. Supervisor ID
- d. Full/Part Time indicator
- e. Department number

There are view-only fields in this section.

- **Last Hire Date/Basis Start Date** is the date that employee started their FTE position.
- **Pay Group** is based on the employee's FTE pay group. For example: If the FTE is paid current in the FTE the summer hires will also be current.
- **Base Salary** is the employee's base salary as of the prior spring semester. This is the salary for calculation of the summer earnings cap.
- **EMPL Record Selected** lets you know which record the summer hire will appear as once fully executed in the system. The Summer Hire eForm will reuse old/inactive EMPL Records.
- **Pay Basis** is the employee's FTE basis.

Job Info	
*Business Unit	SCLAN <input type="text"/> SCLAN
*Location Code	825 <input type="text"/> James Bradley Arts&Scienc Ctr
*Supervisor ID	A00019619 <input type="text"/> [REDACTED]
*Full/Part Time	Part-Time <input type="text"/>
Last Hire Date/Basis Start Date	08/16/2021
Pay Group	SIL SUMMER INSTRUCTION LAG
Base salary	78500.00
Employee Record Selected	2
*Department	941000 <input type="text"/> USC Lancaster - Palmetto College
Job Code	VSUM
Pay Basis	SC9

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5. Enter the **Course #** that the employee will be teaching. This is a freeform field.

6. Enter the number of **Credit Hours** associated with the course. Upon entry of the Credit Hours the **Standard Hours** field out to the right will automatically populate with the hours per week.

7. Enter the **Salary** the employee should receive for teaching this course.

The view-only fields in this section:

- **Compensation Limit** shows the employee's compensation earnings limit for the summer. This field displays 3 digits after the decimal but the eForm will automatically drop any digits after the 2nd decimal place in the Salary field.
- The **Summer Compensation** section shows all approved summer hires and Summer Hire eForms in flight for this employee.
- **Summer Total Compensation** is the total salary amount for this hire plus all other summer hires approved/in flight.

Summer Instruction

- For faculty with a 10.5-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.
- For faculty with an 11-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.

*Course# CHEM101
 *Credit Hours 4.00 Standard Hours 13.00
 *Salary 18047.250000
 Compensation Limit 26572.250000

Summer Compensation

Effective Date	Expected Job End Date	Empl Record	Year	Compensation Rate	Comp Rate Code	Summer Session Code	Course Number	Form ID	Form Status/Empl Status
03/16/2022	04/01/2022	1	2022	8525.000000	SUMRES			396131	Active

Total Compensation

Summer Total Compensation 26572.25

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8. Click the **Select Funding** button to add the applicable funding source for this summer hire.
 - a. Note the **Account** code for Summer Instruction is **51330**.

9. Enter the **Budget Amount** or **Percent of Distribution**. Click the Plus **+** button to add additional rows of funding if applicable.

10. **Offer letters** are required for all summer hires. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
 - a. Summer hire actions submitted without an offer letter will be recycled to the initiator which may delay payment to the employee.

Account Funding

Budget Amount	Percent of Distribution	Select Funding	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
0.000000	0.000000	Select Funding											+	-


PercentTotal 0.000000

Account Funding

Budget Amount	Percent of Distribution	Select Funding	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
18047.250000	100.000000	Select Funding	LA000	941000	A0001	51330	458					A00000011591	+	-

PercentTotal 100.000000

File Attachments

Attachment Required	Action	Description	File Name	Delete
1 	Upload	Offer Letter		Delete

Add

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11. Review your work on the eForm, once you've confirmed the data click the **Submit** button.
12. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
13. The Approval Route shows the workflow steps for the specific action you submitted. Summer Hire eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
 - a. If a portion of the summer hire is paid using grant or sponsored project funds, the eForm will route to Grant Approver prior to HR Operations.
14. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Hire eForm** for an employee with other active summer jobs!

File Attachments

Attachment Uploaded	Action	Description	File Name	Delete
1	View	Offer Letter	hr27.pdf	Replace

[Add](#)

▶ **Comments**

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

Summer Hire : Results Form ID 396181

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 12:12:00PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

[Refresh Log](#)

You have successfully submitted your eForm.

[Cancel](#) [Done](#)

Review/Edit Approvers

Basic Stage

▼ **G3FORM_ID=396181** Pending

Basic Path

Pending
Multiple Approvers
Dept_Approver_1 >

Not Routed
Multiple Approvers
Dept_Approver_2 >

Not Routed
Multiple Approvers
HR Operations >