

This quick reference guide outlines the use of PeopleSoft HCM eForms for initiation of HR and Payroll actions. Actions on employees are initiated through the 'ePAF Homepage' (electronic personnel action form) tile located in the 'My Workplace' page.

HR and Payroll actions that must be submitted via paper process are denoted with two **.

PeopleSoft HCM eForm	PeopleSoft Action/Reason
<p>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).</p>	
Additional Pay eForm	Administrative Salary Adjustment (ASA)
Additional Pay eForm	Athletic Contract Pay (ATC)
Additional Pay eForm	Bonus (BON)
Additional Pay eForm	Car Allowance Cash (CAR)
Additional Pay eForm	Chair Professorship: Endowed Chair Professorship (CHR)
Additional Pay eForm	Chair Professorship: Carolina Distinguished Professor (CHR)
Additional Pay eForm	Chair Professorship: Smart State Chair CoEE (CHR)
Additional Pay eForm	Chair Professorship: Fixed Term Chair (CHR)
Additional Pay eForm	Faculty Overload (FOV)
Additional Pay eForm	Grant Salary Adjustment (GSA)
Additional Pay eForm	Housing Allowance Cash (HOU)
Additional Pay eForm	Market Geographic Differential (GEO)
Additional Pay eForm	Monetary Cash Award (AWD)
Additional Pay eForm	Special Assignment Pay (SAP)
Additional Pay eForm	Temporary Salary Adjustment (TSA)
Additional Pay eForm	Variable Pay (VAR)

THE JOB CHANGE EFORM is used to make permanent changes to position and/or base salary. As noted at the top of this document, *position related changes for all employee types with position descriptions (FTE, RGP, and TL Staff; RGP and TL Faculty; and exempt temporary staff) must be initiated in PeopleAdmin*. Once approved in PeopleAdmin, the nightly interface feeds these actions into HCM on the Job Change eForm for Central HR to validate and approve. Base salary changes not tied to the position (i.e. Additional Skills Knowledge, Performance Increase, Retention, etc.) should be initiated on the Job Change eForm.

FTE Faculty, Temp Faculty, and non-exempt temporary staff position and salary changes are initiated directly on the Job Change eForm.

Job Change eForm	Data Change: FLSA Change
Job Change eForm	Data Change: Increase/Decrease in Work Hours
Job Change eForm	Data Change: Internal Title Change
Job Change eForm	Data Change: Modified Duties
Job Change eForm	Data Change: Pay Basis Change
Job Change eForm	Data Change: Reappointment
Job Change eForm	Data Change: Supervisor Change
Job Change eForm	Demotion: Disciplinary
Job Change eForm	Demotion: Involuntary/Non-Disciplinary
Job Change eForm	Demotion: Performance
Job Change eForm	Demotion: RIF Demotion
Job Change eForm	Demotion: Voluntary
Job Change eForm	Pay Rate Change: Additional Duties/Responsibilities
Job Change eForm	Pay Rate Change: Additional Skills/Knowledge
Job Change eForm	Pay Rate Change: Demotion Decrease – 6 months
Job Change eForm	Pay Rate Change: Job Reclass (FTE Faculty)
Job Change eForm	Pay Rate Change: Library Tenure
Job Change eForm	Pay Rate Change: Performance/Disciplinary Salary Decrease

Job Change eForm	Pay Rate Change: Perf/Disciplinary-Salary Decrease
Job Change eForm	Pay Rate Change: Performance Increase
Job Change eForm	Pay Rate Change: Post Tenure Review
Job Change eForm	Pay Rate Change: Promotional Increase
Job Change eForm	Pay Rate Change: Remove Addl Duty/Responsibility - 6-month limit
Job Change eForm	Pay Rate Change: Retention
Job Change eForm	Pay Rate Change: Salary Decrease – Temporary
Job Change eForm	Pay Rate Change: Salary Decrease – Research Grant
Job Change eForm	Pay Rate Change: Salary Decrease – Time Limited
Job Change eForm	Pay Rate Change: Salary Increase – Research Grant
Job Change eForm	Pay Rate Change: Salary Increase – Time Limited
Job Change eForm	Pay Rate Change: Salary Increase – Temporary
Job Change eForm	Pay Rate Change: Special Salary Adjustment Equity
Job Change eForm	Pay Rate Change: Transfer Increase
Job Change eForm	Pay Rate Change: Voluntary Salary Decrease
Job Change eForm	Promotion: Faculty Rank Promotion
Job Change eForm	Promotion: Promotion
Job Change eForm	Transfer: Reassignment
<p>THE STATUS CHANGE EFORM is used to change the HR and/or Payroll status of an employee from ‘Active’ to something else and vice versa.</p> <p><i>Note:</i> The Status Change eForm action ‘Paid Leave of Absence’ refers strictly to Faculty who are going on sabbatical or professional leave. Leave earning employees enter leave hours through the Time and Absence module of HCM.</p>	
Status Change eForm	Leave of Absence: Family and Medical Leave Act (* only use this if the employee will go into LWOP status. If they have accrued leave to cover the time, do not enter in HCM.)
Status Change eForm	Leave of Absence: Leave without Pay – Military

Status Change eForm	Leave of Absence: Leave without Pay – Workers Comp
Status Change eForm	Leave of Absence: Leave without Pay – Prof Leave
Status Change eForm	Leave of Absence: Leave without Pay – Extended Disability
Status Change eForm	Paid Leave of Absence: Sabbatical Leave – Full/Partial Pay (Faculty Only)
Status Change eForm	Paid Leave of Absence: Professional Leave – Full/Partial Pay (Faculty Only)
Status Change eForm	Recall from Suspension: Return – Suspension
Status Change eForm	Retirement: Retirement or Disability Retirement
Status Change eForm	Return from Leave: Return – LWOP
Status Change eForm	Return from Leave: Return – Paid LOA
Status Change eForm	Separation (all reasons other than Retirement)
Status Change eForm	Suspension: Conduct Pending Investigation
Status Change eForm	Suspension: Disciplinary - Conduct
<p>THE ADDITIONAL ASSIGNMENT EFORM has only one use – creating an internal dual assignment for an FTE employee. This eForm only appears as an option on FTE employees.</p> <p><i>Note:</i> RGP and TL employees cannot serve in an internal dual assignment but are eligible for ‘Additional Compensation’ which is currently a paper process.</p>	
Additional Assignment eForm	Additional Assignment: Internal Dual Employment
Additional Compensation for RGP/TL	**This is currently a paper process** 2 forms are required. Forms found on the HR Toolbox.
<p>THE AFFILIATE APPOINTMENT EFORM and Update/Terminate Affiliate eForm are the only eForms housed in a separate tile on ‘My Workplace’. Affiliates will not appear in the normal ePAF search because they are not actual employees (as they are not paid by or benefited through UofSC, etc.). The ‘Affiliate Actions Homepage’ is where you can pull their information/take actions.</p>	
Affiliate Appointment eForm	Affiliate Appointment
Update/Terminate Affiliate eForm	Update or Terminate an Affiliate Appointment

THE ACCOUNT FUNDING CHANGE EFORM is used to change an employee’s funding distribution for current or future payrolls. This eForm does not cover retroactive changes, which are a paper process managed by the Controller’s Office.

Account Funding Change eForm	Account Funding Change (current and future dates)
Retro Funding Change (Journal Entry)	**This is currently a paper process** Information on the Controller’s website

THE STUDENT EFORMS are used to hire student employees, make updates to job data, and terminate prior to the expected end-date. Some situations arise where a student cannot be hired through HCM so the Manual Student Hire form should be utilized.

Student Hire eForm	Student Hire
Manual Student Hire	**This is currently a paper process** Student Hire Request form is found on the HR Toolbox.
Student Job Change eForm	Student Job Change includes updates to: supervisor, location, hours per week, salary or hourly rate, and changing the end-date.
Student Status Change eForm	Student Status Change is used for termination prior to the end-date on file.

THE SUMMER COMPENSATION EFORMS are used to hire FTE faculty during their out-of-basis time to perform summer research/ECOM or summer instruction, and to make certain job data changes to summer appointments.

Summer Hire eForm	Summer hire for FTE faculty.
Summer Job Change eForm	Summer Job Change allows updates to: compensation data, supervisor, and the position end-date.