

How to initiate an additional skills/knowledge increase for staff in HCM:

This job aid outlines how to request an additional skills/knowledge (ASK) increase for an FTE or RGP/TL staff employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

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

Note: Temporary employees are not eligible for this type of increase.

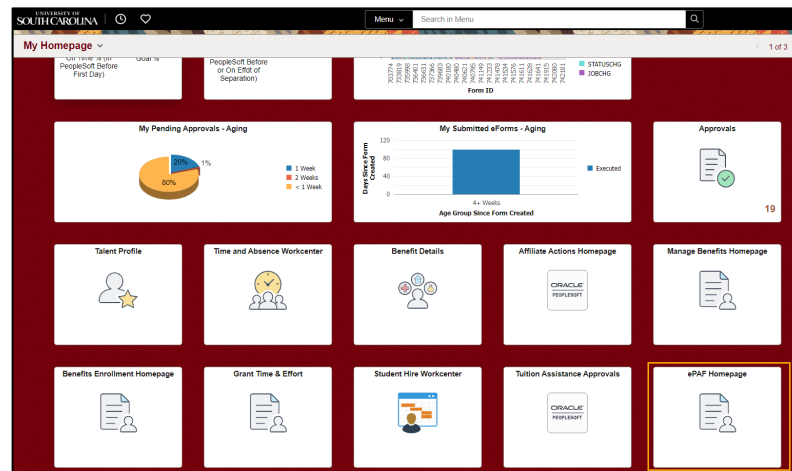
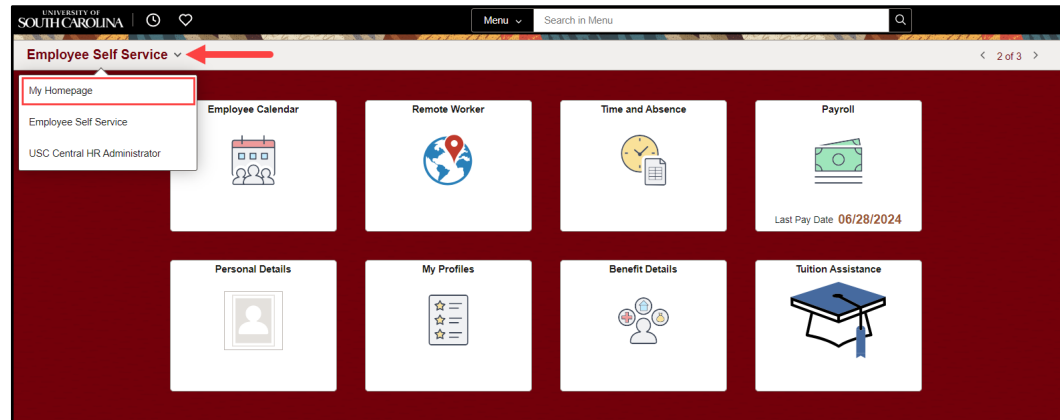
Requesting an ASK for staff: In order to request an ASK for one of your staff employees, take the following steps:

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.

Note:

To be eligible for an ASK the staff member must have completed requirements and been awarded a degree or certification that is directly related to the area of employment. This cannot be a minimum requirement of the position, but rather an additional skill/knowledge attained by the employee.

Screenshots

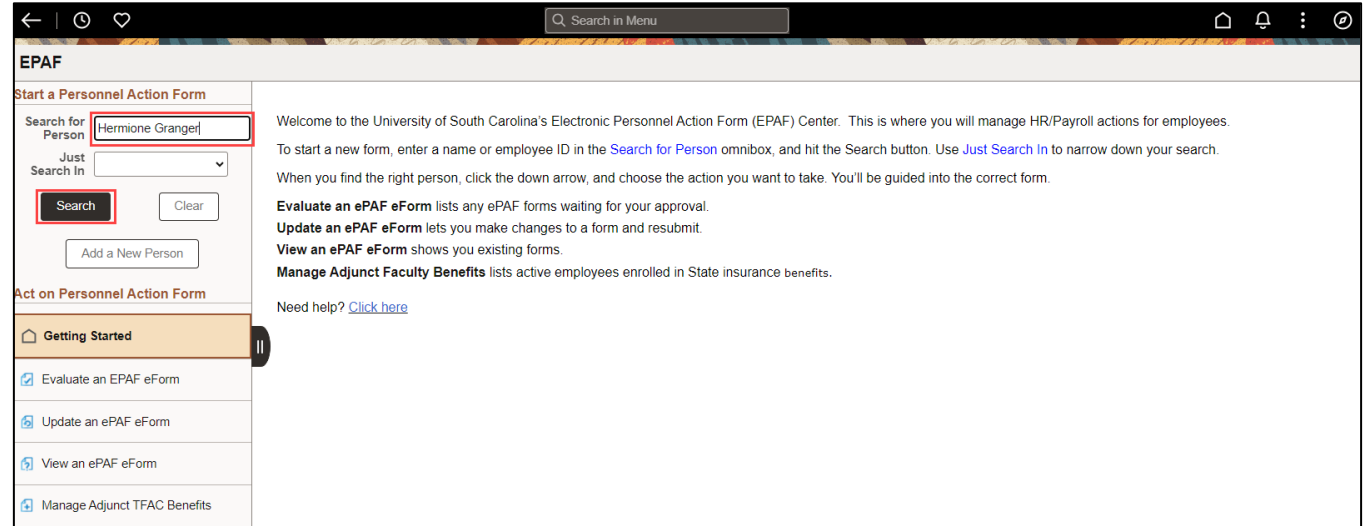


University of South Carolina HCM HR Contact Resources Job Change eForm: Additional Skills/Knowledge for Staff

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.



EPAPF

Start a Personnel Action Form

Search for Person: Just Search In: Search

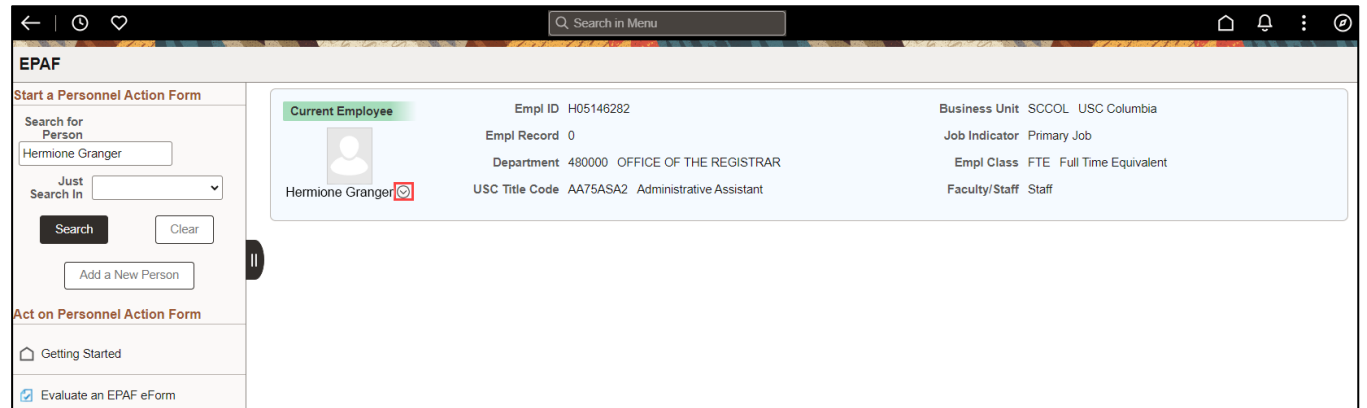
Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAPF) Center. This is where you will manage HR/Payroll actions for employees. To start a new form, enter a name or employee ID in the [Search for Person](#) omnibox, and hit the Search button. Use [Just Search In](#) to 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](#)

Act on Personnel Action Form

- Getting Started
- Evaluate an EPAPF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits



EPAPF

Start a Personnel Action Form

Search for Person: Just Search In: Search

Current Employee

Empl ID	H05146282	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	480000 OFFICE OF THE REGISTRAR	Empl Class	FTE Full Time Equivalent
USC Title Code	AA75ASA2 Administrative Assistant	Faculty/Staff	Staff

Act on Personnel Action Form

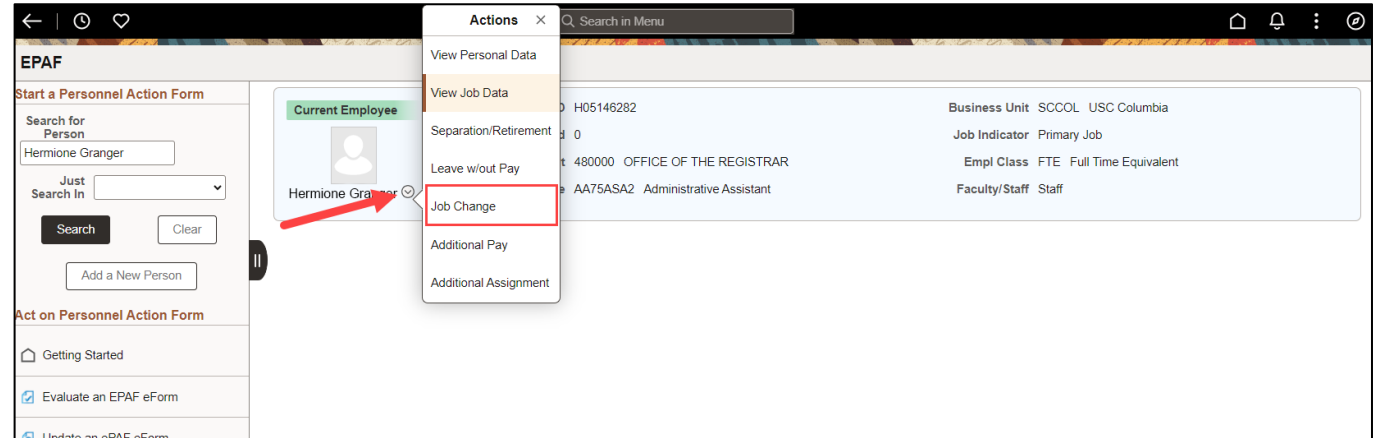
- Getting Started
- Evaluate an EPAPF eForm

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 **Job Change eForm** is used to make permanent changes to position and/or base salary. 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 also initiated directly on the Job Change eForm.

- 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.

From the Related Actions Menu, select the **Job Change** option.



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Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the Additional Skills/Knowledge increase.
 - a. ASKs must be effective at the start of a pay period, either the 1st or the 16th of the month.

Since FTE and RGP/TL staff position related changes are initiated in PeopleAdmin, all those fields on the Job Change eForm are locked and cannot be edited.

EPAF

Hermione Granger
U00000112
Record: 0
[View Job Data](#)

Job Change : Job Change Form ID 733320

Highlights Enabled: Yes Current Values [←](#) [→](#)

Transaction Information

*Effective Date: 07/16/2024

Employee Group: FTS FTE Staff

Other Active Jobs

Empl Record ¹	Department ¹	Description ¹	Standard Hours ¹
1	0		0.00

Job Position Information

Position Number 00001598 Administrative Specialist	Reports To Position 00002152 Asst Regs for Trnsfr Cred Proc
Job Code AA75 Administrative Assistant	Supervisor ID
USC Title Code AA75ASA2 Administrative Assistant	Reports To Incumbent
Standard Hours 37.50	Regular/Temporary Regular
Department 480000 EM Office of the Registrar	Employee Classification FTE Full Time Equivalent
Full/Part Time Full-Time	Location Code 139 1244 Blossom Street
Business Unit SCCOL USC Columbia	

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2. Enter the **New Comp Rate** for the ASK increase and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field. Note that entering the **Percent Increase or Decrease** and clicking the tab button will then populate the **New Comp Rate**.

3. Upon entering the increase for **FTE** Staff, a new question will appear: **Is this pay for performance?** (this does not appear until you have entered a salary increase). Click the drop-down menu button and select **No**.

Notes:

In band base salary increases are typically limited to 15% of the employee's base salary, but exceptions can be requested. If you enter more than a 15% increase you will receive a warning message. Click **OK** to acknowledge and continue in the eForm.

Staff base salaries cannot exceed the max of the Market Range. Market Range minimum, midpoint, and maximum are populated on the eForm. If you enter a salary above the max of the Market Range you will receive a hard coded error message. You cannot advance to the next page in the eForm until you make the **New Comp Rate** within the limits of the Market Range.

Additional Job Information	
Tax Location Code	SC
FICA Status-Employee	Subject
FTE	1.000000
Weeks Per Year	52
Position Specific SOC	43-6014
Slot	259
Holiday Schedule	USC
Standard Work Period	W
Payroll and Compensation	
Salary Administration Plan	MCLA
Comp Rate Code	SC12
Pay Group	C12
Employee Type	Salaried Employees
Salary Grade	M03
Compensation Frequency	SC12
Compensation Information	
Current Comp Rate	39944.00
New Comp Rate	44737.280000
Percent Increase or Decrease	12.000000
Is this pay for performance?	No
Salary Range	

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4. **Optional** – If a funding change is needed you can click the **Select Funding** button to change the funding allocation. If additional sources are needed for funding, click the plus + button to add a new funding row. **Total Percent** must equal 100.00 across all rows of funding. The funding change will be effective the same date as the ASK.
5. Click the **Next** button.
6. The **Action of Pay Rate Change** will prepopulate based on the entries made in the eForm. Click the **Reason Code** drop-down menu button and select the **Addl Skills/Know** option.

Upon selecting the **Reason Code of Addl Skills/Know**, the File Attachments section will change to required. To submit an ASK request, you must provide documentation of the degree or certification being earned by the employee. Additionally, upon initial eForm submission, a completed Pay Evaluator tool (in excel format) is a required attachment. The excel should be fully completed but contain no signatures. Upon approval of the requested increase, the Class/Comp team will convert the excel into a discoverable PDF and add their signature of approval before routing through workflow. The eForm will then route through your area's established workflow for Department Approver 1 and Department Approver 2 where required signatures must occur on the Pay Evaluator PDF. Class/Comp will review again as final approver of this action.

7. Click the **Upload** button and follow the on-screen prompts to attach the documents from your device.
8. Click the **Submit** button.

Salary Range

Minimum 37735.000000
Midpoint 47168.000000
Maximum 56602.000000

Current Base Pay Funding

Amount %	Percent of Distribution %	Select Funding	Operating Unit	Department %	Fund Code	Account %	Class Field	Business Unit	Project/Grant %	Activity ID	Cost Share	Combo Code	Insert A Row	Delete A Row
1	44737.280000	100.000000	Select Funding	CL085	480000	A0001	51200	508				A00000003333	+	-

Total Percent 100.00

State Position Fields

State Percent 1.000000
Federal Percent 0.000000
Other Percent 0.000000

Search Next Save

Job Change : Action - Reason Form ID 779342

Highlights Enabled: Yes No Current Values <- ->

Action Reason Grid

*Action %	*Reason Code %	Insert A Row	Delete A Row
1	Pay Rate Change	Addl Skills/Know	+

File Attachments

Attachment Required	Action	Description %	File Name %	Delete
1	Upload	Additional Skills/Knowledge Supporting Doc		Delete
2	Upload	Pay Evaluator		Delete

Add

> Comments

Previous Save Submit

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9. The eForm has been 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. Upon approval of the requested increase, the Class/Comp team will approve before routing through the workflow. The eForm will then route through your area's established workflow for Department Approver 1 and Department Approver 2. Class/Comp is the final approval for this action
11. Upon review of the workflow, click the **Done** button.

You have successfully initiated an **Additional Skills/Knowledge** request for FTE or RGP/TL staff!

Form ID 733321

Job Change : Results

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

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
07/10/2024 8:23:02AM	Initiated	FULLER26	Jalen Fuller	Submit	

[Refresh Log](#)

View Approval Route

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

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=779239 Pending

Basic Path

Pending

Multiple Approvers
Class_Comp

▶

Not Routed

Multiple Approvers
Dept_Approver_1

▶

Not Routed

Multiple Approvers
Dept_Approver_2

▶

Not Routed

Multiple Approvers
Class_Comp

▶