

How to initiate faculty pay basis change in HCM:

This job aid outlines how to request a pay basis change for a faculty employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

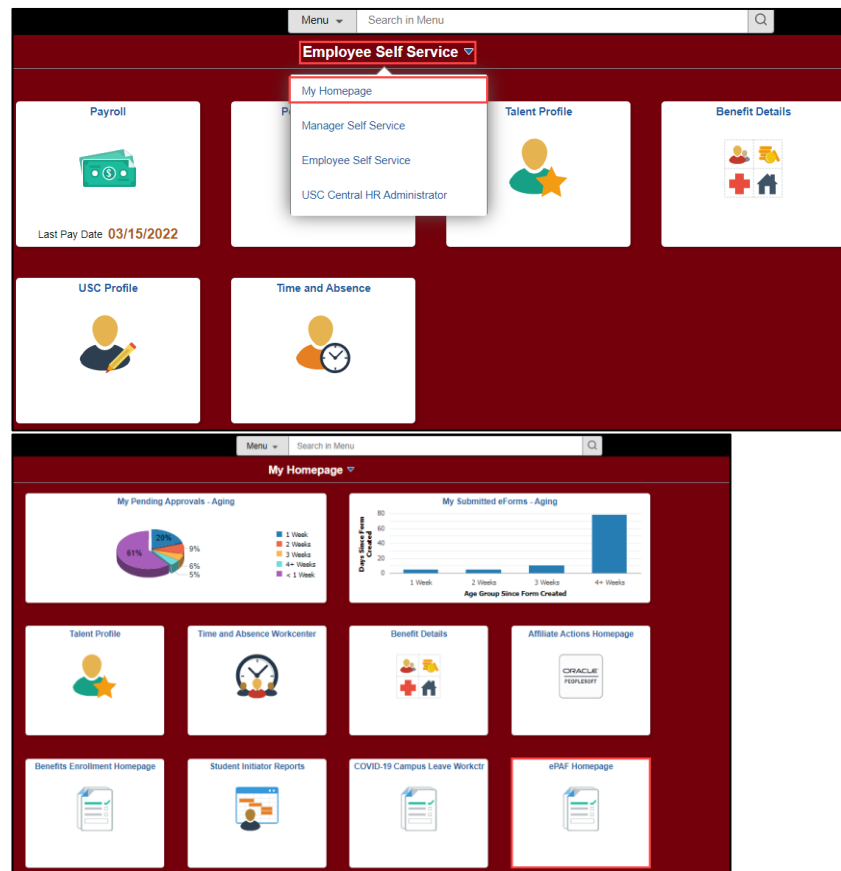
Those with HR Initiator access can take this action for employees within their security scope.

FTE faculty pay basis changes are initiated in HCM. RGP/TL faculty pay basis changes are initiated in PeopleAdmin as a position description modification.

Requesting a faculty pay basis change: In order to request a pay basis change for one of your faculty 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

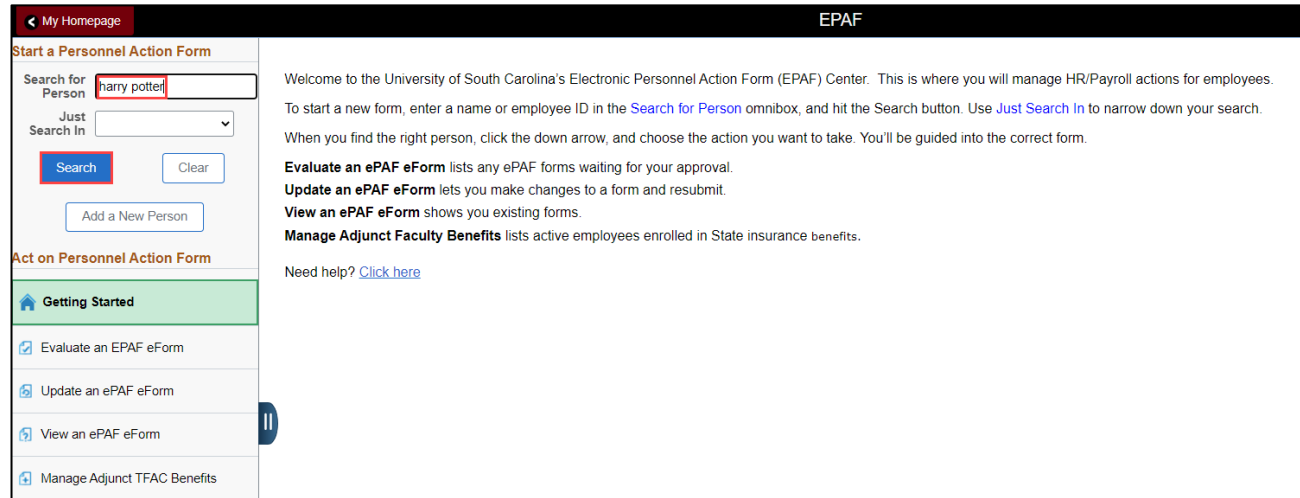


University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Pay Basis Change

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:

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.

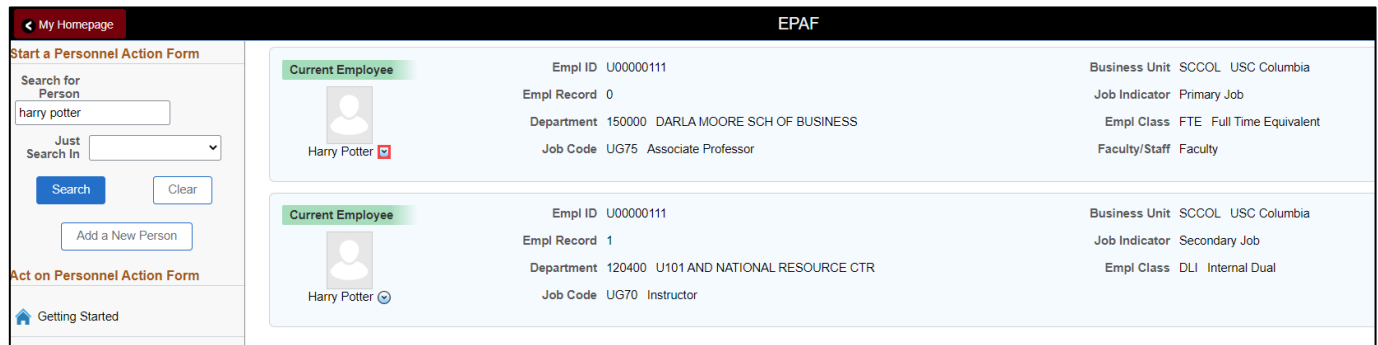
Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.

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](#)



EPAF

My Homepage



Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

- Getting Started

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

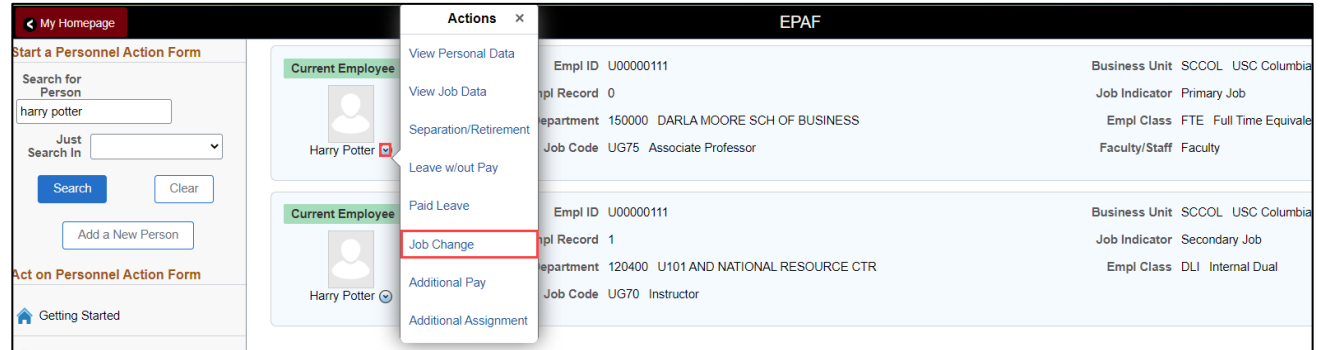
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Job Change eForm: Faculty Pay Basis Change**

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. 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.



The screenshot displays the HCM HR interface. On the left, there is a search section for 'Start a Personnel Action Form' with a search box containing 'harry potter' and a dropdown for 'Just Search In'. Below this is an 'Add a New Person' button. In the center, there are two 'Current Employee' cards for 'Harry Potter'. An 'Actions' dropdown menu is open over the top card, listing options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, **Job Change** (highlighted in red), Additional Pay, and Additional Assignment. On the right, there is a table titled 'EPAF' showing employee details for two records.

Empl ID	Business Unit	SCCOL	USC Columbia
U00000111	SCCOL	USC Columbia	
Empl Record 0	Job Indicator	Primary Job	
Department 150000	Empl Class	FTE Full Time Equivale	
Job Code UG75	Faculty/Staff	Faculty	
Empl ID	Business Unit	SCCOL	USC Columbia
U00000111	SCCOL	USC Columbia	
Empl Record 1	Job Indicator	Secondary Job	
Department 120400	Empl Class	DLI Internal Dual	
Job Code UG70		Instructor	

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Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the pay basis change.
 - a. Pay basis changes are typically effective on either 8/16/xxxx or 1/1/xxxx but circumstances may warrant another date throughout the year. The changes must occur at the start of a pay period, either the 1st or the 16th of the month.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit.

2. Click in the **Weeks Per Year** field and update as applicable.
 - a. 9 months = 39 weeks
 - b. 10.5 months = 45 weeks
 - c. 11 months = 47 weeks
 - d. 12 months = 52 weeks
3. Scroll to the bottom of the page and click the **Next** button.

Harry Potter
U0000111
Record: 0
[View Job Data](#)

Job Change : Job Information Form ID 408778

Highlights Enabled: Yes Current Values

Transaction Information

*Effective Date:
Employee Group: FTF FTE Faculty

Other Active Jobs

Empl Record	Department	Description	Standard Hours
1	1 120400	U101 AND NATIONAL RESOURCE CTR	10.00

Job Position Information

Position Number: 00001593 Associate Professor
 *Job Code: Associate Professor
 *Department: DMSB Darla Moore School of Business
 Standard Hours:
 *Full/Part Time:
 *Business Unit: USC Columbia

Reports To Position: Professor
 Supervisor ID:
 Reports To Incumbent:
 Regular/Temporary: Regular
 Employee Classification: FTE Full Time Equivalent
 *Location Code: Darla Moore School Of Business

Additional Job Information

Tax Location Code: SC
 FICA Status-Employee: Subject
 FTE: 1.000000
 Weeks Per Year:
 Position Specific SOC: 25-1000
 Slot:
 Holiday Schedule: USC

Standard Work Period: W

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4. Click the **Comp Rate Code** lookup button (magnifying glass icon).
5. From the **Comp Rate Code** lookup select the applicable pay basis option. In this example we are changing the basis from 9 month to 12 month.

Changing the **Comp Rate Code** will automatically change the **Pay Group** and the **Compensation Frequency** accordingly. These two fields are not editable.

Job Change : Compensation Information Form ID 408778

Highlights Enabled: Yes Current Values:

Payroll and Compensation

Salary Administration Plan UNCL Salary Grade B00

Comp Rate Code Compensation Frequency SC9

Pay Group P09

Employee Type

Lookup

Cancel

Search for: Comp Rate Code

▶ Search Criteria

▼ Search Results

8 rows

Value	Description
NAANNL	Default NA Annual
NAHRLY	Hourly Employees
SC105	10.5 month Employees
SC11	11 month Employees
SC12	Annual (12 month Employees)
SC9	9 month Employees

Job Change : Compensation Information Form ID 408778

Highlights Enabled: Yes Current Values:

Payroll and Compensation

Salary Administration Plan UNCL Salary Grade B00

Comp Rate Code Compensation Frequency SC12

Pay Group P12

Employee Type

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Basis changes require the current base salary be converted to the updated pay basis and entered into the **New Comp Rate** field.

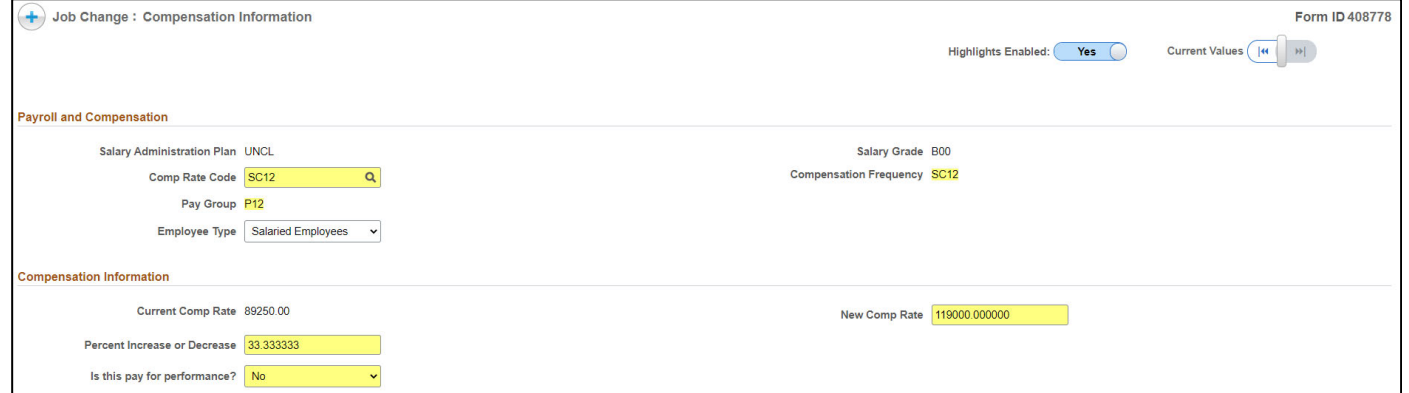
- 9 months = 18 pay periods, 1560 hours
- 10.5 months = 1800 hours
- 11 months = 1880 hours
- 12 months = 24 pay periods, 2080 hours

The formula used to convert salaries is simple, take the current base salary and divide by the number of months in the current appointment to get the monthly rate then multiply that number by the number of months in the new appointment.

- Example: $\$89,250 / 9 = \$916.66 \times 12 = \$119,000$

6. Enter the **New Comp Rate** 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**.

7. Upon entering the increase, 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**.



Job Change : Compensation Information Form ID 408778

Highlights Enabled: Yes Current Values

Payroll and Compensation

Salary Administration Plan UNCL Salary Grade B00

Comp Rate Code SC12 Compensation Frequency SC12

Pay Group P12

Employee Type Salaried Employees

Compensation Information

Current Comp Rate 89250.00 New Comp Rate 119000.000000

Percent Increase or Decrease 33.333333

Is this pay for performance? No

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8. **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 PFP.

9. Click the **Next** button.

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
119000.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Percent 100.00

Additional Pay

Effective Date	Earnings Code	Earnings Per Pay Period	Select Non-Base Funding	Combination Code	Insert A Row	Delete A Row
		0.00	Select Non-Base Funding		+	-

Previous Next Save

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10. The **Action** prepopulates as Pay Rate Change, this must be changed. Click the **Action** drop-down menu button and select the **Position Change** option.

11. Click the **Reason Code** drop-down menu button and select the **Pay Basis Change** option.

While the File Attachments section does not appear as required, you must attach the appointment letter or other documentation acknowledged by the employee of the pay basis change. **Pay Basis Change actions submitted without supporting documentation will be recycled for edits.**

12. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

13. Click the **Submit** button.



Job Change : Action - Reason Form ID 447865

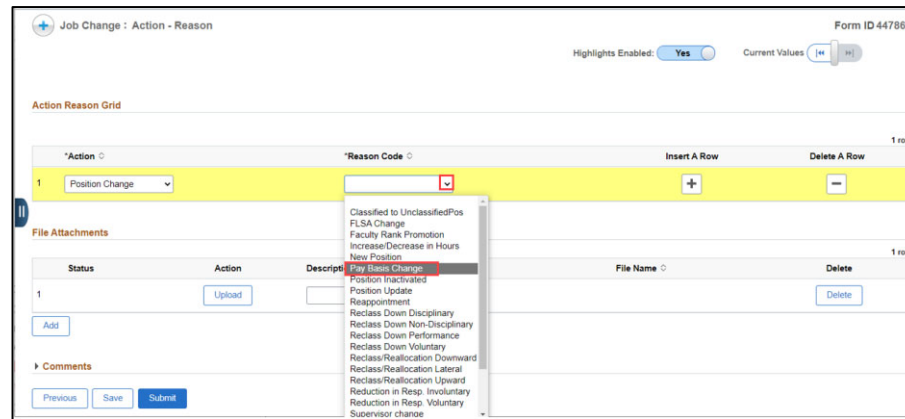
Highlights Enabled: Yes Current Values

Action Reason Grid

*Action	*Reason Code	Insert A Row	Delete A Row
1 Pay Rate Change		+	-

File Att

Action	Description	File Name	Delete



Job Change : Action - Reason Form ID 447865

Highlights Enabled: Yes Current Values

Action Reason Grid

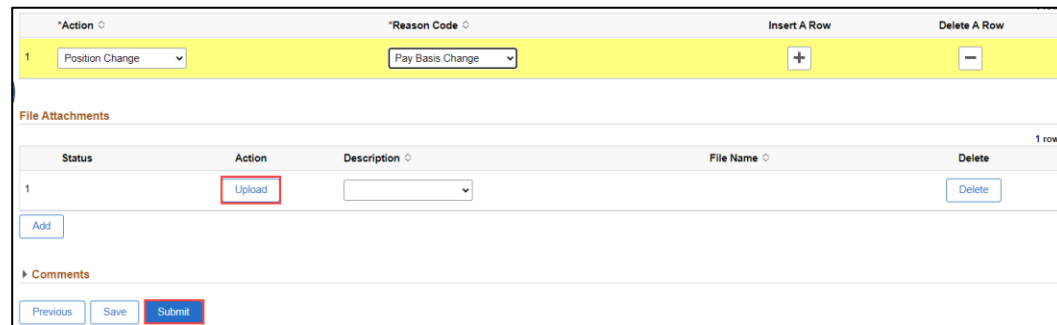
*Action	*Reason Code	Insert A Row	Delete A Row
1 Position Change		+	-

File Attachments

Status	Action	Description	File Name	Delete
1	Upload			Delete

Comments

Previous Save Submit



*Action *Reason Code Insert A Row Delete A Row

*Action	*Reason Code	Insert A Row	Delete A Row
1 Position Change	Pay Basis Change	+	-

File Attachments

Status	Action	Description	File Name	Delete
1	Upload			Delete

Comments

Previous Save Submit

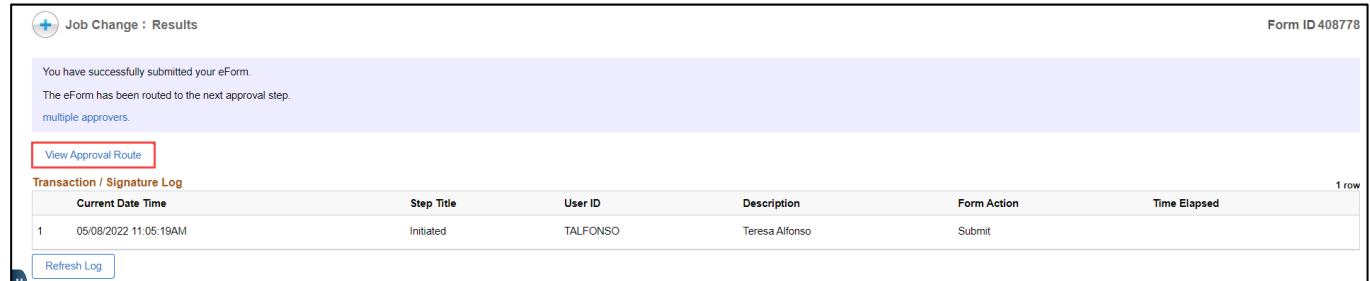
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14. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

15. 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**.

16. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Pay Basis Change** request for a faculty employee!



Job Change : Results Form ID 408778

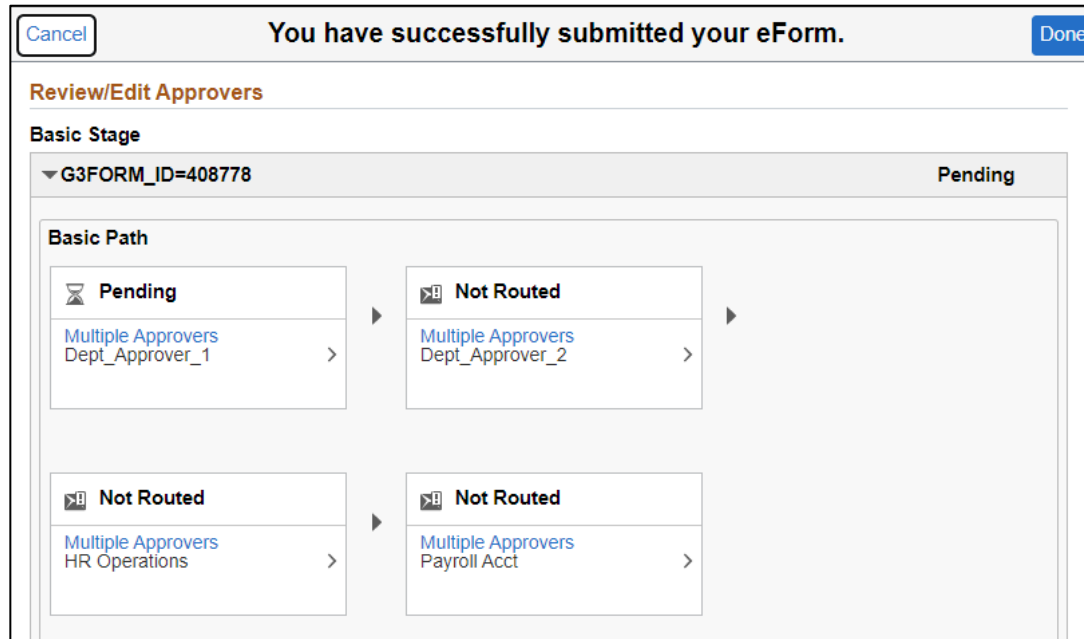
You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
05/08/2022 11:05:19AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)



[Cancel](#) **You have successfully submitted your eForm.** [Done](#)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408778 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"]
    C --> D["⚠ Not Routed  
Multiple Approvers  
Payroll Acct"]
  
```