

How to initiate faculty rank promotion with or without tenure for faculty in HCM:

This job aid outlines how to request a faculty rank promotion for an FTE faculty employee .

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

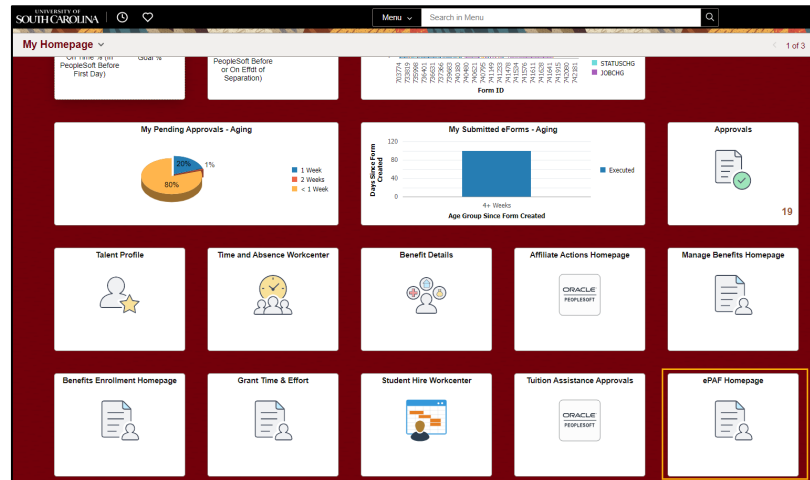
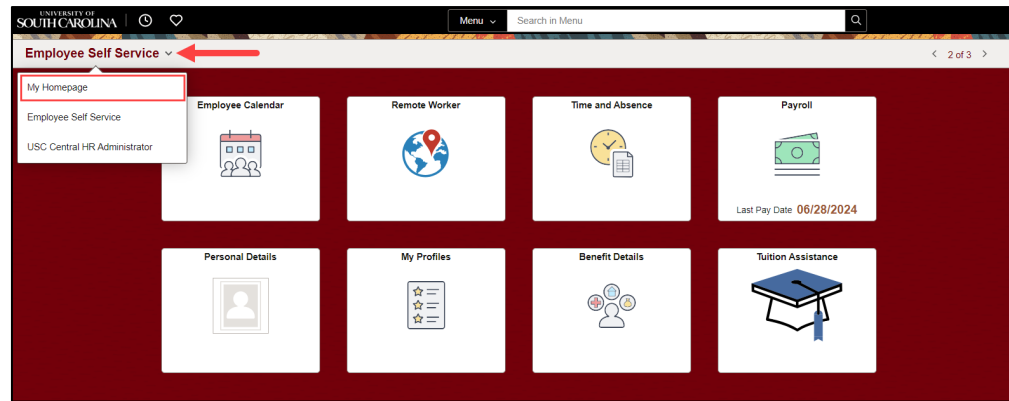
Those with HR Initiator access can take this action for employees within their security scope.

Note: Temporary and RGP/TL employees are not eligible for this type of increase.

Requesting a faculty rank promotion for faculty: In order to request this increase 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

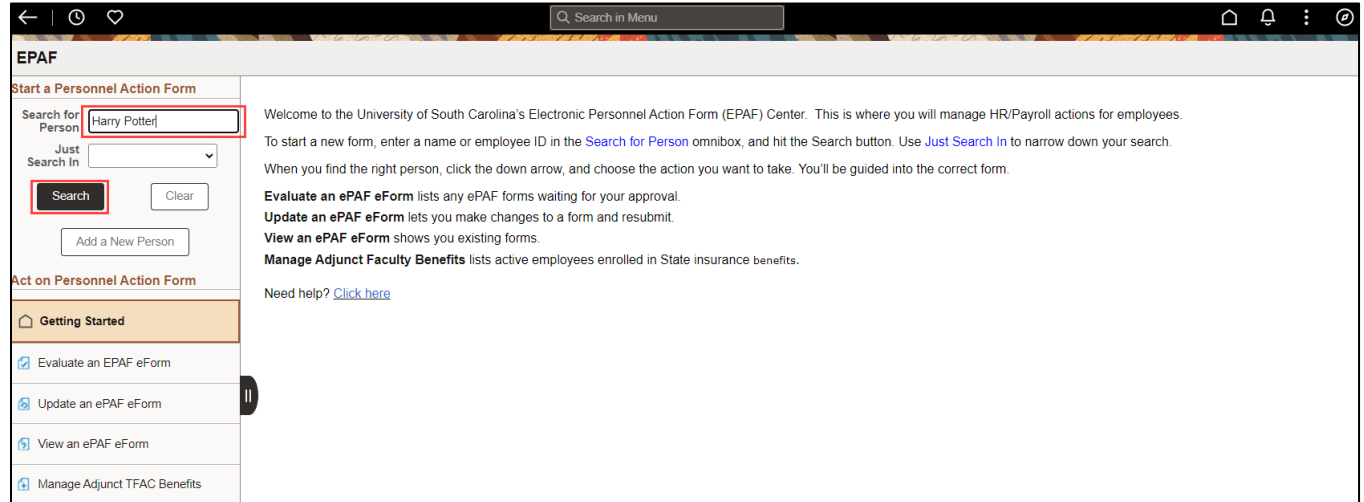


University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Rank Promotion (w/ or w/out Tenure)

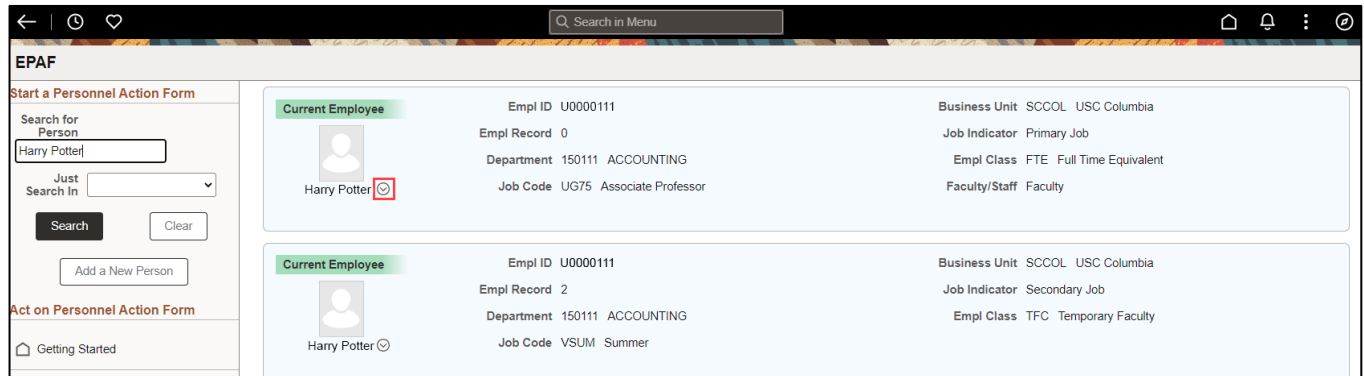
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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.



The screenshot shows the EPAF homepage. On the left, under "Start a Personnel Action Form", there is a "Search for Person" field containing "Harry Potter", a "Just Search In" dropdown, a "Search" button, and a "Clear" button. Below this is an "Add a New Person" button. Under "Act on Personnel Action Form", there is a "Getting Started" button and a list of actions: "Evaluate an ePAF eForm", "Update an ePAF eForm", "View an ePAF eForm", and "Manage Adjunct TFAC Benefits". On the right, a welcome message states: "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." Below this are links for "Evaluate an ePAF eForm", "Update an ePAF eForm", "View an ePAF eForm", and "Manage Adjunct Faculty Benefits". A "Need help? Click here" link is also present.



The screenshot shows the search results for "Harry Potter". On the left, the search interface is identical to the previous screenshot. The main content area displays two "Current Employee" search cards. The first card shows: Empl ID U0000111, Empl Record 0, Department 150111 ACCOUNTING, Job Code UG75 Associate Professor, Business Unit SCCOL USC Columbia, Job Indicator Primary Job, Empl Class FTE Full Time Equivalent, and Faculty/Staff Faculty. The second card shows: Empl ID U0000111, Empl Record 2, Department 150111 ACCOUNTING, Job Code VSUM Summer, Business Unit SCCOL USC Columbia, Job Indicator Secondary Job, and Empl Class TFC Temporary Faculty. Each card has a "Harry Potter" name with a dropdown arrow.

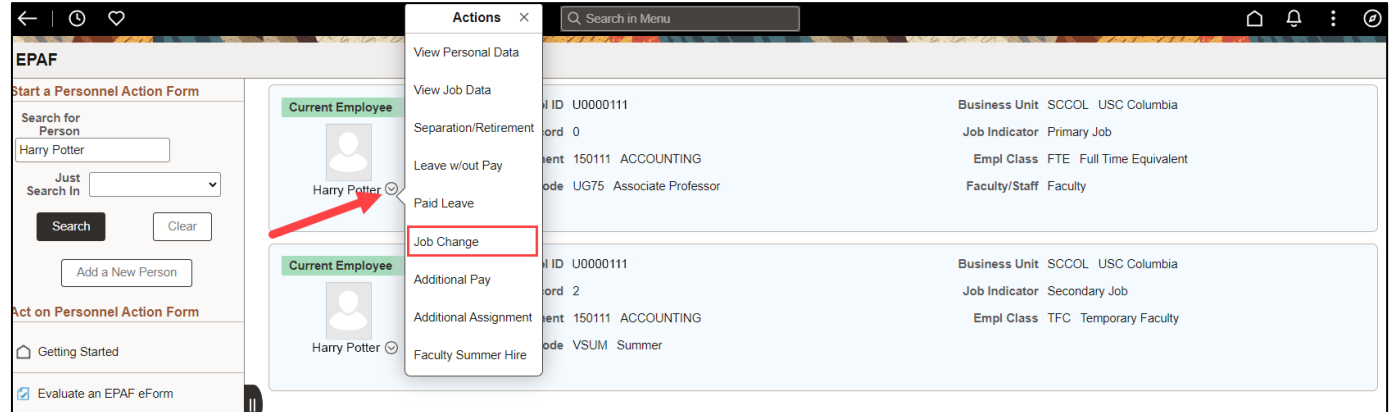
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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.



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Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the rank promotion action.
 - a. Faculty rank promotions are effective on either 8/16/xxxx or 1/1/xxxx as approved by the Board of Trustees (tenure track) or Provost Office (professional track).

2. Click the **Job Code lookup button** (magnifying glass icon) or enter the new Job Code directly in the field.

3. Click in the **Business Title** field and enter the new title associated with the rank promotion, this is usually the new Job Code description unless the faculty member has an administrative appointment.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. **However, rank promotion actions should not be accompanied by any other change requests.** RGP/TL Faculty position related changes are initiated in PeopleAdmin, all those fields on the Job Change eForm are locked and cannot be edited.



Harry Potter
U0000011
Record: 0
[View Job Data](#)

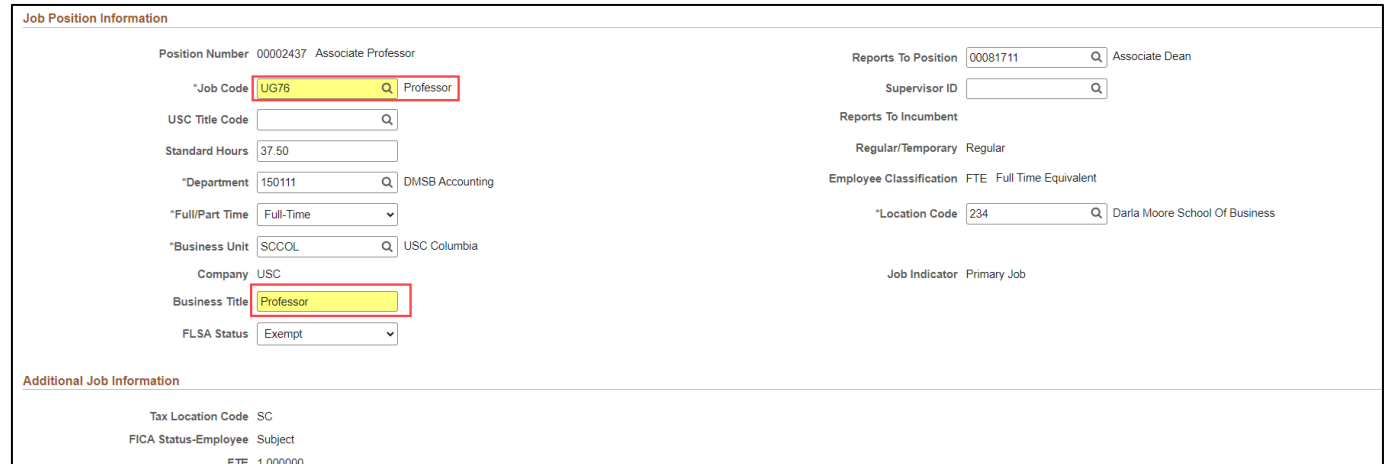
Job Change : Job Change Form ID 745828

Highlights Enabled: Yes No Current Values: [←](#) [→](#)

Transaction Information

*Effective Date:

Employee Group: FTF FTE Faculty



Job Position Information

Position Number: 00002437 Associate Professor

*Job Code: Professor

USC Title Code:

Standard Hours:

*Department: DMSB Accounting

*Full/Part Time:

*Business Unit: USC Columbia

Company: USC

Business Title:

FLSA Status:

Reports To Position: Associate Dean

Supervisor ID:

Reports To Incumbent:

Regular/Temporary: Regular

Employee Classification: FTE Full Time Equivalent

*Location Code: Darla Moore School Of Business

Job Indicator: Primary Job

Additional Job Information

Tax Location Code: SC

FICA Status-Employee: Subject

EFT: 1.000000

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4. Scroll to the **Compensation Information** section.
5. Enter the **New Comp Rate** for the rank promotion 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**.
 - a. The **New Comp Rate** should align with your unit's criteria for promotion.
6. Upon entering the increase for **FTE** faculty, 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**.

Payroll and Compensation	
Salary Administration Plan	UNCL
Salary Grade	B00
Comp Rate Code	SC9
Compensation Frequency	SC9
Pay Group	P09
Employee Type	Salaried Employees
Compensation Information	
Current Comp Rate	249365.00
New Comp Rate	260000.000000
Percent Increase or Decrease	4.264833
Annualized Salary	346666.666666
Is this pay for performance?	No

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The only change that can be submitted with the faculty rank promotion is a change to the base salary funding allocation. If the increase is associated with a change in funding distribution, take the optional steps listed below.

7. **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.

8. Click the **Next** button.

Current Base Pay Funding													1 row	
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	260000.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101				A00000005595	+	-
Total Percent 100.00														
Additional Pay													1 row	
Effective Date %	Earnings Code %	Earnings Per Pay Period %	Select Non-Base Funding	Combination Code %	Insert A Row	Delete A Row								
1		0.00	Select Non-Base Funding		+	-								
State Position Fields														
State Percent 1.000000														
Federal Percent 0.000000														
Other Percent 0.000000														
<input type="button" value="Search"/> <input type="button" value="Next"/> <input type="button" value="Save"/>														

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The **Action Reason** grid prepopulates one row based on eForm logic from the change in Job Code. **Action** is **Promotion** and the **Reason** is **Faculty Rank Promotion**. **A second Action Reason row is required!**

A second Action Reason row is required!

9. Click the plus + button to add an additional row.
10. Click the **Action** drop-down menu and select **Position Change**.
11. Click the **Reason** drop-down menu and select **Faculty Rank Promotion**.

Both rows in the Action Reason grid are required as they communicate the promotion to different parts of the HCM system.

Action Reason Grid				1 row
	*Action T1	*Reason Code T1	Insert A Row	Delete A Row
1	Promotion	Faculty Rank Promotio	+	-

Action Reason Grid				2 rows
	*Action T1	*Reason Code T1	Insert A Row	Delete A Row
1	Promotion	Faculty Rank Promotio	+	-
2	Position Change	Faculty Rank Promotio	+	-

Tenure Information fields (these fields are required if the faculty member is in the tenure track):

- **Tenure Begin Date** – This field should pre-populate based on the faculty member’s hire date in the tenure track.
- **Tenure Received Date** – If the faculty member already has tenure, this field should pre-populate. If the faculty member is receiving tenure with this rank promotion, enter the same effective date as the date of the rank promotion in this field.
- **Tenure Department** – This is the department in which the faculty member is awarded tenure. If the faculty member is receiving tenure with this rank promotion, enter the department as outlined in the associated BOT/Provost letter.
- **Tenure Status** – This field will have the current status (if in the tenure track the current status will say tenure track). If the faculty member is receiving tenure with this rank promotion, click the drop-down to change the status to Tenured. **This is the only required field in this section if the faculty member is in the professional track.**

Tenure Information

Tenure Begin Date	<input type="text"/>	*Tenure Received Date	<input type="text" value="08/16/2020"/>
*Tenure Department	<input type="text" value="150111"/> ACCOUNTING	*Tenure Status	<input type="text" value="Tenured"/>

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To submit a faculty rank promotion action, you must attach the BOT letter (tenure track faculty) or Provost letter (professional track faculty).

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

13. Click the **Submit** button.

Action Reason Grid 2 rows

*Action	*Reason Code	Insert A Row	Delete A Row
1 Promotion	Faculty Rank Promotio	+	-
2 Position Change	Faculty Rank Promotio	+	-

Tenure Information

Tenure Begin Date: 08/16/2024 *Tenure Received Date: 08/16/2024

*Tenure Department: 150111 ACCOUNTING *Tenure Status: Tenured

File Attachments 1 row

Attachment Required	Action	Description	File Name	Delete
1	Upload	BOT Tenure Approval Letter		Delete

Comments

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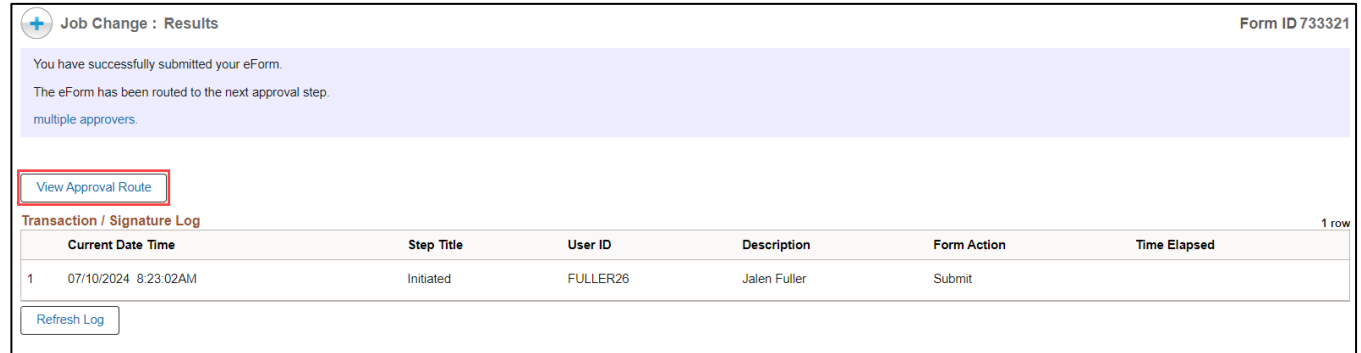
14. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

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. Faculty Rank Promotion requests will route to the Provost Office for approval prior to final authorization at HR Operations.

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

You have successfully initiated a Faculty Rank Promotion request for FTE faculty!



Job Change : Results Form ID 733321

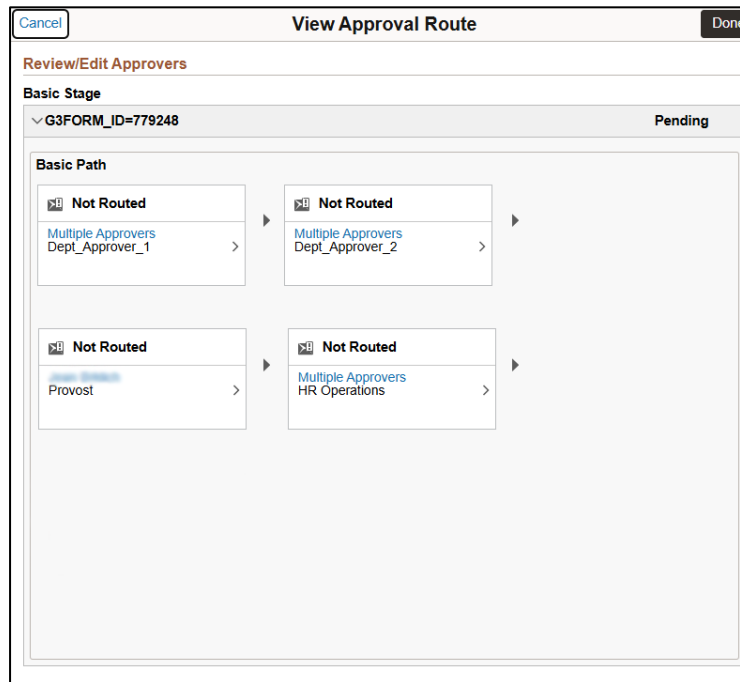
You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[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](#)



Cancel Done

View Approval Route

Review/Edit Approvers

Basic Stage
G3FORM_ID=779248 Pending

Basic Path

```

graph LR
    A["Not Routed  
Multiple Approvers  
Dept_Approver_1"] --> B["Not Routed  
Multiple Approvers  
Dept_Approver_2"]
    C["Not Routed  
Provost"] --> D["Not Routed  
Multiple Approvers  
HR Operations"]
  
```