

How to initiate a pay for performance increase for faculty in HCM:

This job aid outlines how to request a Pay for Performance (PFP) for an FTE faculty employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

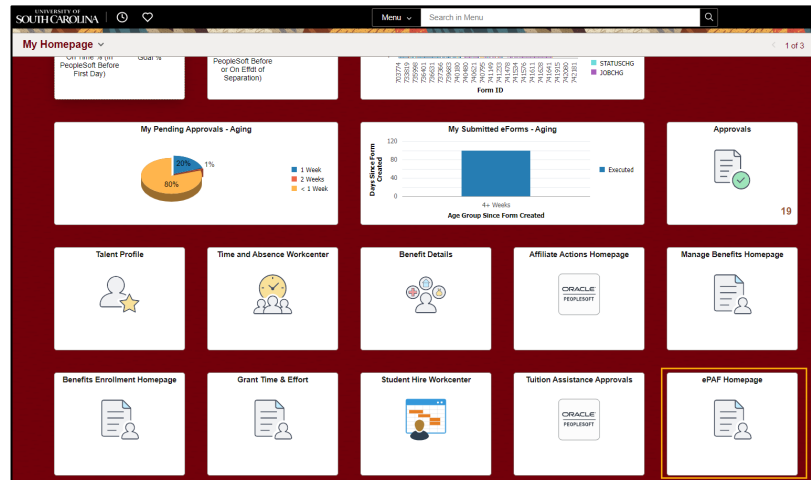
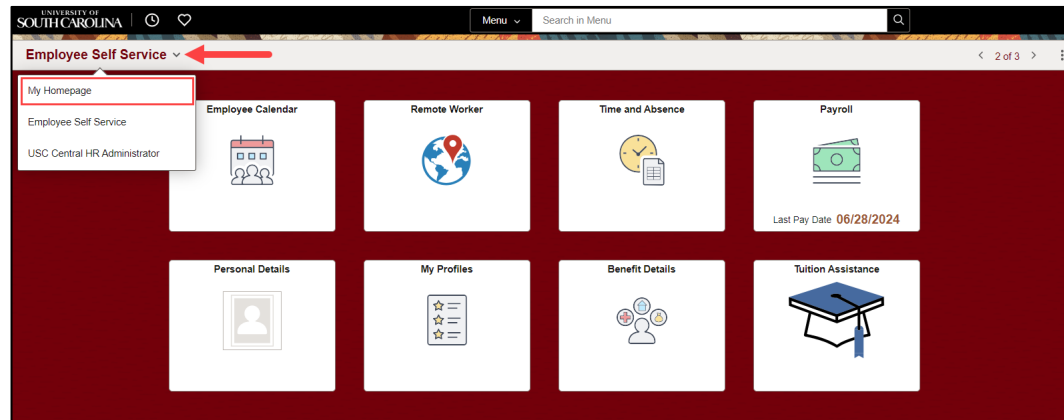
Those with HR Initiator access can take this action for employees within their security scope.

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

Requesting a PFP for faculty: In order to request a PFP for one of your FTE 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

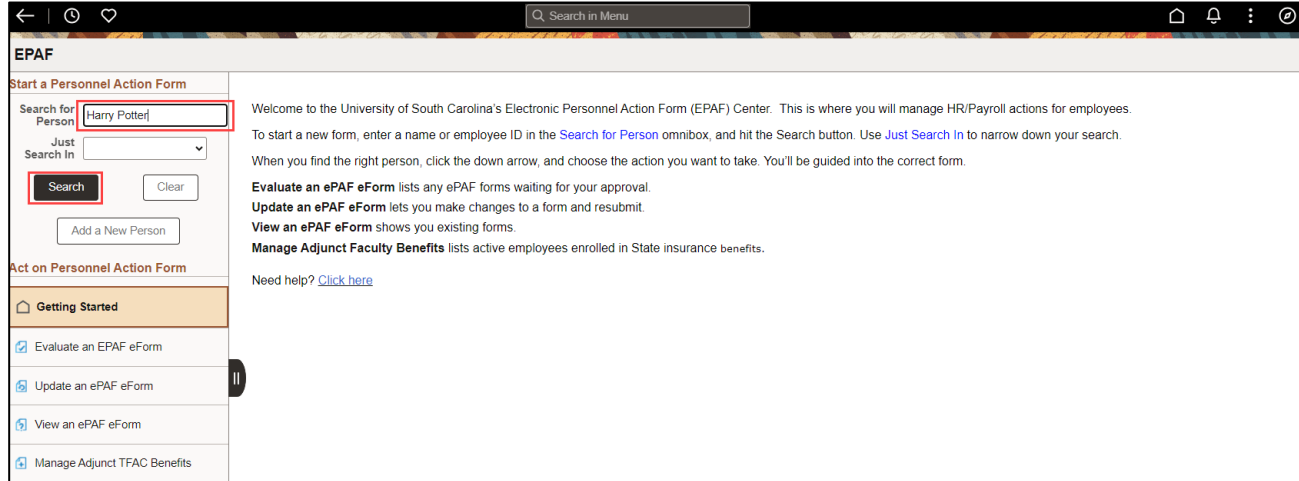


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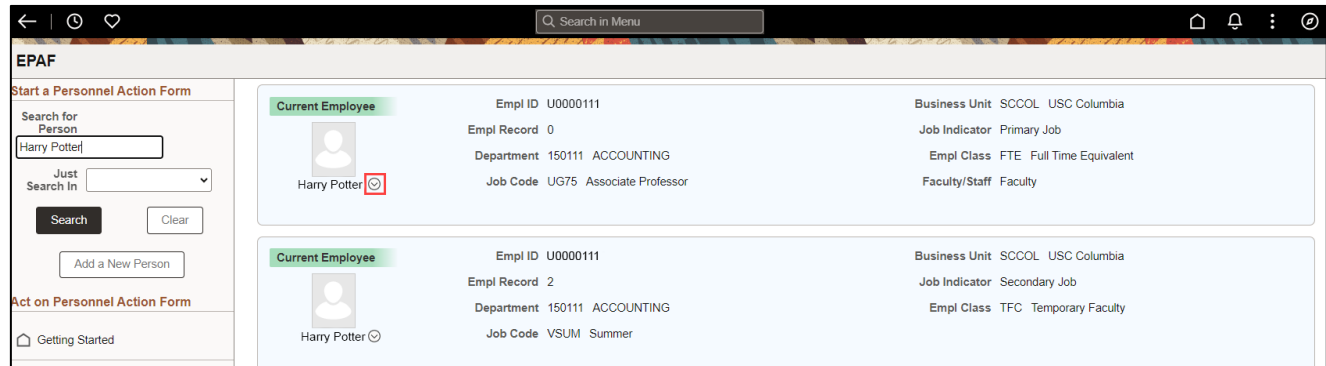
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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 EPAP homepage. On the left, there is a search section titled "Start a Personnel Action Form" with a "Search for Person" field containing "Harry Potter", a "Just Search In" dropdown, and "Search" and "Clear" buttons. Below this is an "Add a New Person" button and a section titled "Act on Personnel Action Form" with 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". The main content area on the right contains a welcome message and instructions, followed by a list of actions: "Evaluate an ePAF eForm", "Update an ePAF eForm", "View an ePAF eForm", and "Manage Adjunct Faculty Benefits".



The screenshot shows the search results for "Harry Potter". On the left, the search interface is visible. The main content area displays two search cards, each titled "Current Employee".

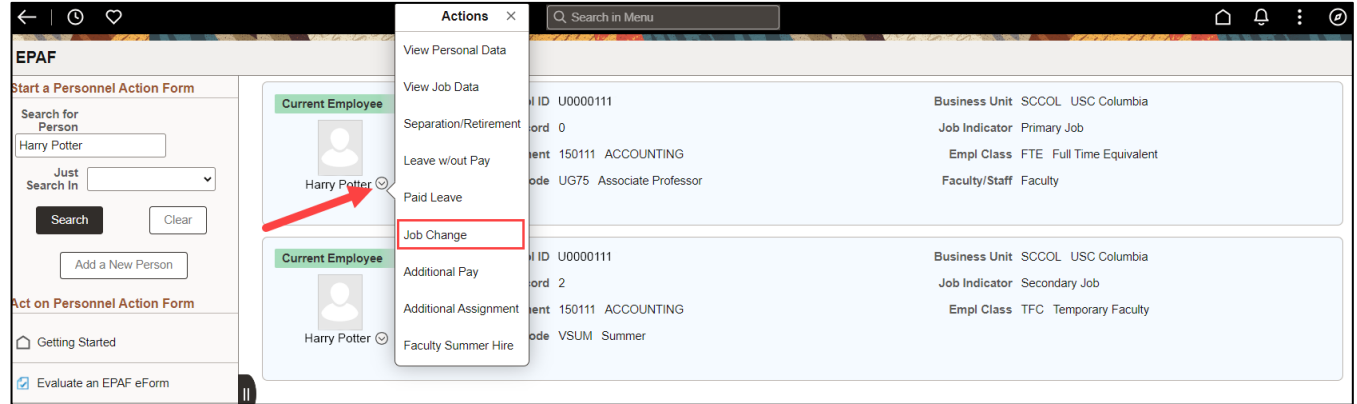
Employee Name	Empl ID	Empl Record	Department	Job Code	Business Unit	Job Indicator	Empl Class	Faculty/Staff
Harry Potter	U0000111	0	150111 ACCOUNTING	UG75 Associate Professor	SCCOL USC Columbia	Primary Job	FTE Full Time Equivalent	Faculty
Harry Potter	U0000111	2	150111 ACCOUNTING	VSUM Summer	SCCOL USC Columbia	Secondary Job	TFC Temporary Faculty	

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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.

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 Pay for Performance increase.
 - a. PFPs must be effective 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.

However, PFP submissions should not be accompanied by any other change requests.

2. Scroll to the **Compensation Information** section.

Harry Potter
U00000111
Record: 0

[View Job Data](#)

Form ID 745828

Job Change : Job Change Highlights Enabled: Yes Current Values ← →

Transaction Information

*Effective Date

Employee Group FTF FTE Faculty

Other Active Jobs

Empl Record ^{TL}	Department ^{TL}	Description ^{TL}	Standard Hours ^{TL}
1	2 150111	ACCOUNTING	37.50

Job Position Information

Position Number 00002437 Associate Professor	Reports To Position <input type="text" value="00081711"/> Associate Dean
*Job Code <input type="text" value="UG75"/> Associate Professor	Supervisor ID <input type="text"/>
USC Title Code <input type="text"/>	Reports To Incumbent
Standard Hours <input type="text" value="37.50"/>	Regular/Temporary Regular
*Department <input type="text" value="150111"/> DMSB Accounting	Employee Classification FTE Full Time Equivalent

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- Enter the **New Comp Rate** for the PFP 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**.

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 **Yes**. This step is crucial as it signals to the eForm to populate the required PFP criteria.
- Upon selecting **Yes** to **Is this pay for performance?** the **Pay for Performance Criteria** appear. You must select one or more of the criteria options. **eForms submitted without the Pay for Performance Criteria will be recycled for edits which may delay the effective date of the action as PFPs cannot be approved retroactively.**

Compensation Information

Current Comp Rate 249365.00 New Comp Rate 261833.250000

Percent Increase or Decrease 5.000000

Annualized Salary 349110.999999

Is this pay for performance? Yes

Pay for Performance Criteria

One or more of the following criteria must be met. Check all that apply.

	Select	Description
1	<input checked="" type="checkbox"/> Yes	Consistently outstanding teaching evaluations
2	<input type="checkbox"/> No	Outstanding record of publication, research, scholarship, or creative activity
3	<input type="checkbox"/> No	A significant record of public or professional service
4	<input checked="" type="checkbox"/> Yes	Significant academic honors or awards from internal or external sources

4 rows

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The only change that can be submitted with the PFP request is a change to the base salary funding allocation. If the PFP is associated with a change in funding distribution, take the optional step 6 listed below.

6. **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.

7. 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
261833.250000	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
		0.00	Select Non-Base Funding		+	-

State Position Fields

State Percent 1.000000
Federal Percent 0.000000
Other Percent 0.000000

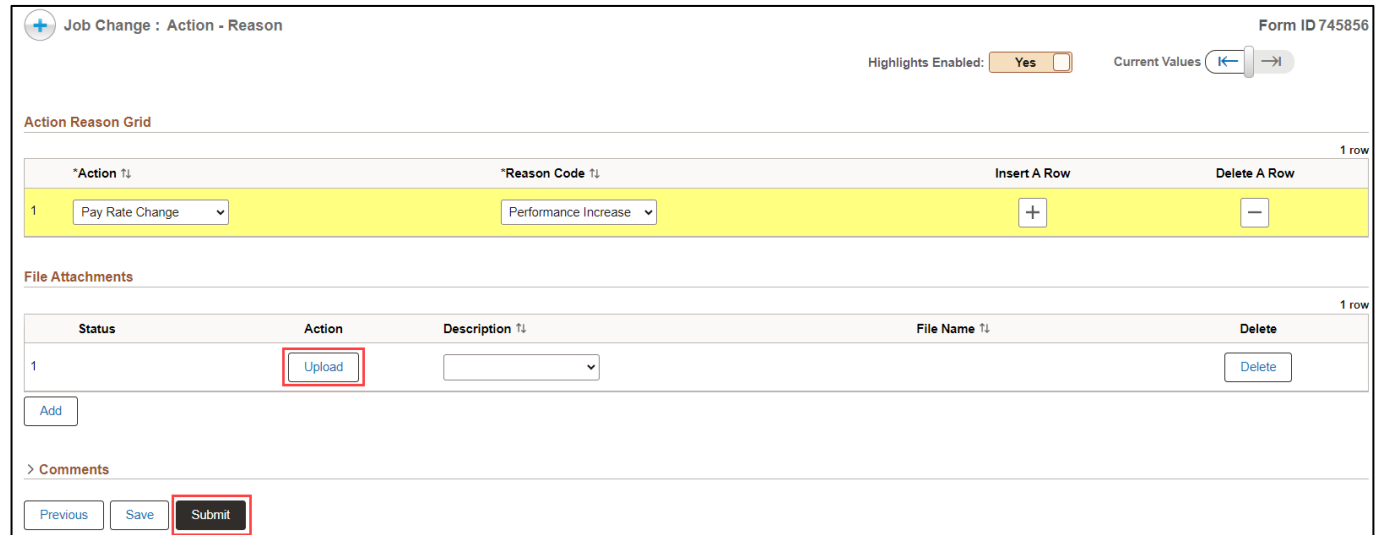
Search Next Save

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8. The **Action** and **Reason** will prepopulate based on the entries made in the eForm. **Action** is always **Pay Rate Change** and **Reason** is always **Performance Increase**. Note if the **Reason** does not prepopulate, stop and click the **Previous** button to review your work. Likely you did not select **Yes to the is this pay for performance?** question which also means you did not select the required criteria.

9. No attachments are required for this submission. If you have an attachment, click the **Upload** button and follow the on-screen prompts to attach the document from your device.

10. Click the **Submit** button.



Job Change : Action - Reason Form ID 745856

Highlights Enabled: Yes Current Values

Action Reason Grid 1 row

*Action T1	*Reason Code T1	Insert A Row	Delete A Row
1 Pay Rate Change	Performance Increase	+	-

File Attachments 1 row

Status	Action	Description T1	File Name T1	Delete
1	<input type="button" value="Upload"/>			<input type="button" value="Delete"/>

> **Comments**

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

12. 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 PFP requests will route to the Provost Office for approval prior to final authorization at HR Operations.

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

You have successfully initiated a **Pay for Performance** request for FTE faculty!

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=779248 Pending

Basic Path

Not Routed

Multiple Approvers
Dept_Approver_1

Not Routed

Multiple Approvers
Dept_Approver_2

Not Routed

Provost

Not Routed

Multiple Approvers
HR Operations