

How to initiate a Salary Increase for RGP/TL employees in HCM:

This job aid outlines how to request a Pay for Performance (PFP) for Faculty and Staff in a Research Grant or Time Limited (RGP/TL) position.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

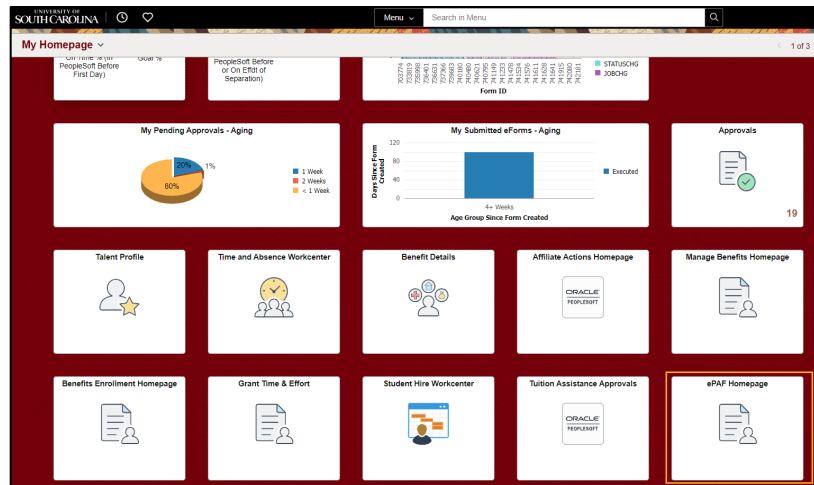
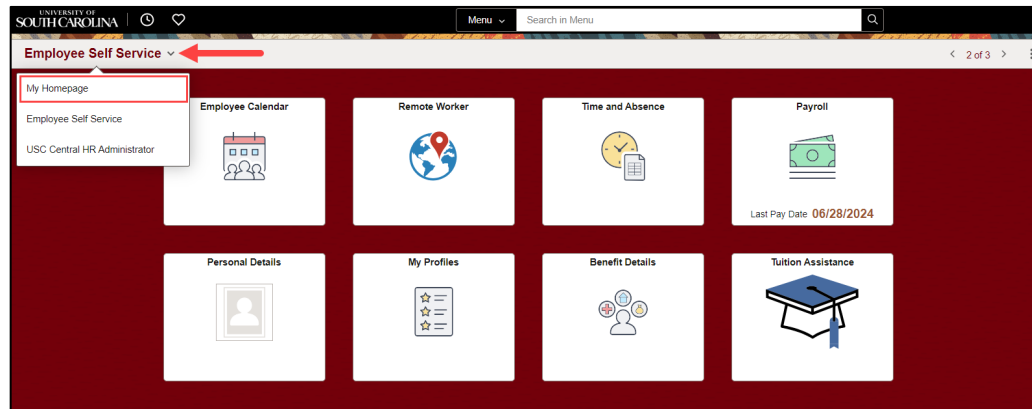
Those with HR Initiator access can take this action for employees within their security scope.

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

Requesting a PFP for Faculty or Staff in an RGP/TL position: In order to request a PFP for one of your RGP/TL 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

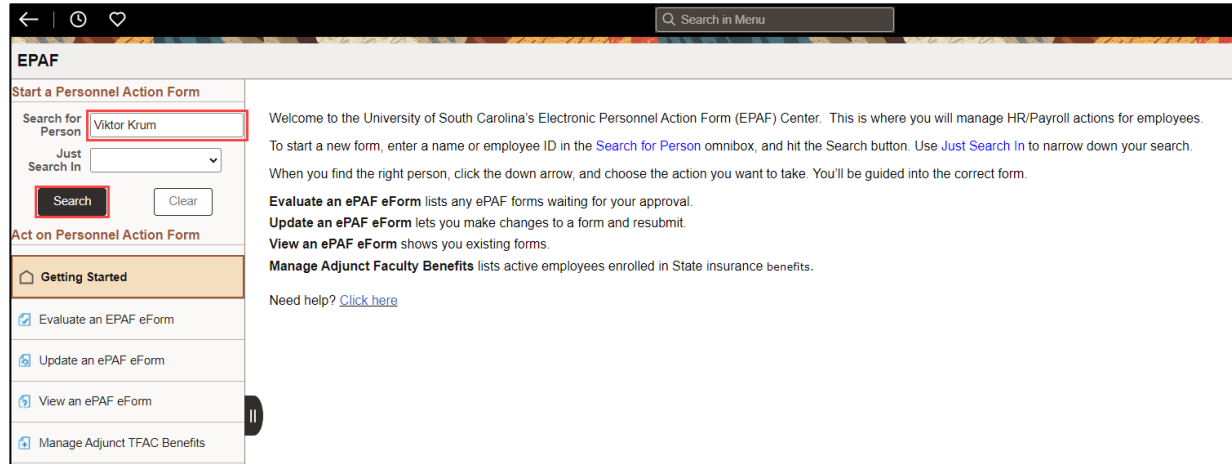


University of South Carolina HCM HR Contact Resources Job Change eForm: Pay for Performance for RGP/TL Employees

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

Start a Personnel Action Form

Search for Person: Viktor Krum

Just Search In: [Dropdown]

Search Clear

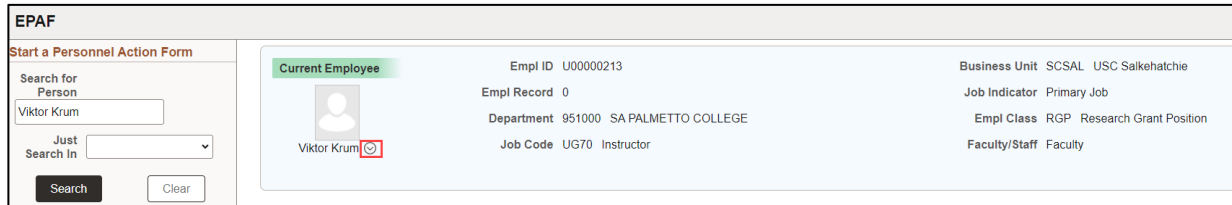
Act on Personnel Action Form

- 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

Start a Personnel Action Form

Search for Person: Viktor Krum

Just Search In: [Dropdown]

Search Clear

Current Employee

Empl ID	U00000213	Business Unit	SCSAL USC Salkehatchie
Empl Record	0	Job Indicator	Primary Job
Department	951000 SA PALMETTO COLLEGE	Empl Class	RGP Research Grant Position
Job Code	UG70 Instructor	Faculty/Staff	Faculty

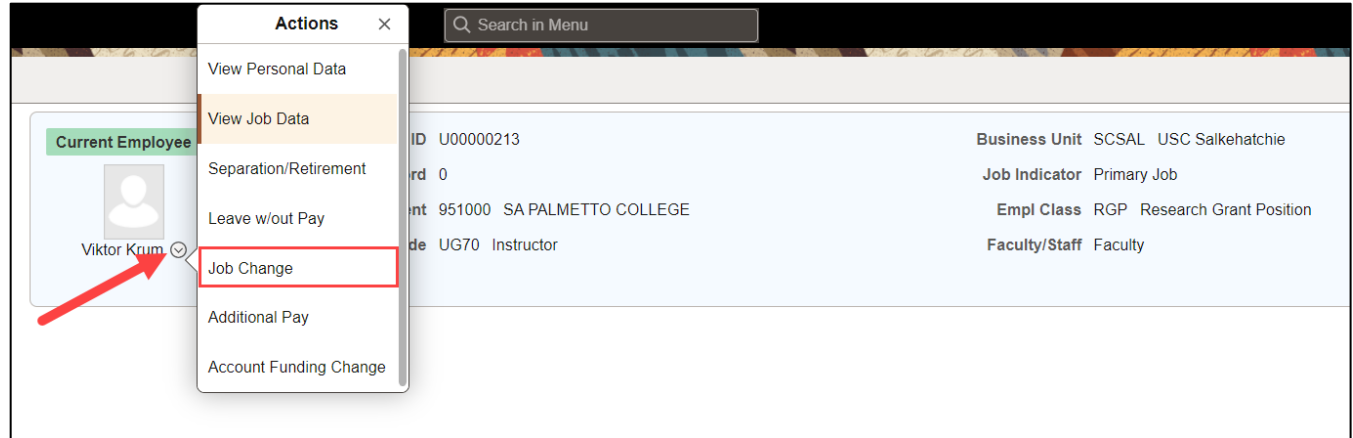
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Job Change eForm** is used to make permanent changes to position and/or base salary. 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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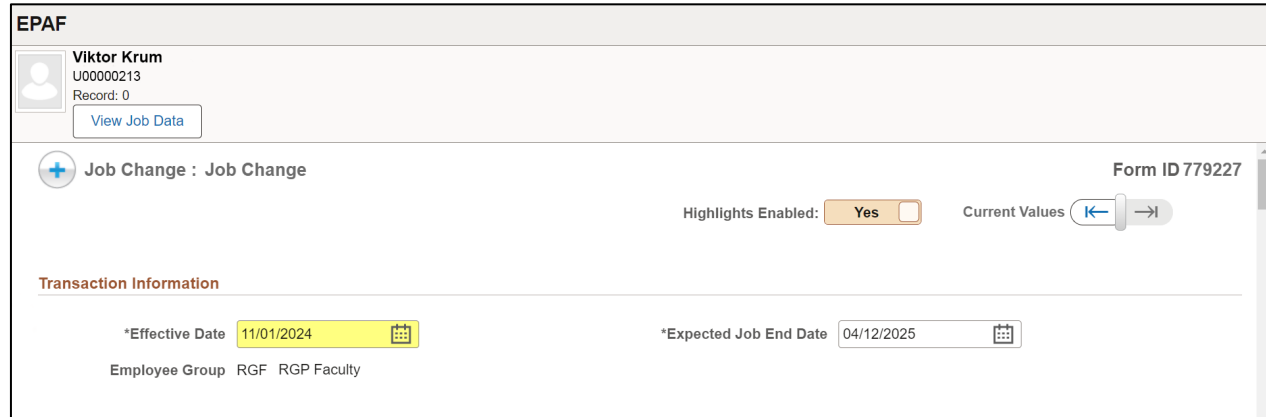
Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the Pay for Performance increase.
 1. PFP increases must be effective at the start of a pay period, either the 1st or the 16th of the month.

The **Expected Job End Date** will automatically populate and should not be modified in a PFP action. A reappointment action must be completed as its own, separate action.

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

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



The screenshot shows the EPAP (Employee Pay Action) interface for Viktor Krum. At the top, the employee's name and ID (U00000213) are displayed, along with a 'Record: 0' indicator and a 'View Job Data' button. Below this, the job change details are shown: 'Job Change : Job Change' with a plus icon, and 'Form ID 779227'. There is a 'Highlights Enabled' toggle set to 'Yes' and 'Current Values' navigation buttons. The 'Transaction Information' section includes fields for '*Effective Date' (11/01/2024) and '*Expected Job End Date' (04/12/2025), both with calendar icons. The 'Employee Group' is listed as 'RGF RGP Faculty'.

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3. Enter the **New Comp Rate** for the Salary 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**.

Per policy, RGP/TL **Staff** are only eligible for a PFP if they've received a Performance Feedback Assessment rating of successful or higher for the current year.

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.

RGP/TL staff 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.

Compensation Information	
Current Comp Rate	82500.00
New Comp Rate	90000.000000
Percent Increase or Decrease	9.090909
Annualized Salary	120000.000000

Percent Increase or Decrease	20.000
Annualized Salary	132000.000000
Current Base Pay Funding	<p align="center">Increase exceeds 15%</p> <p align="center">Increases are typically limited to 15% of base pay. Exceptions may be requested with written justification.</p> <p align="center"><input type="button" value="OK"/></p>

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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 PFP.
5. Click the **Next** button.
6. The **Action** will prepopulate based on the entries made in the eForm. **Action** is always **Pay Rate Change**. The **Reason** selected should be **Performance Increase**.
7. One or two attachments are required for RGP/TL **Staff**:
 1. A current year [Performance Feedback Assessment](#) is required for RGP/TL **Staff** to receive a PFP.
 2. Upon initial eForm submission, a completed Pay Evaluator tool (in excel format) is a required attachment for RGP/TL **Staff** only. The excel should be fully completed but contain no signatures.

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
46696.320000	100.000000	Select Funding	CL085	480000	A0001	51200	506					A00000003333	+	-

Total Percent 100.00

State Position Fields

State Percent 1.000000
Federal Percent 0.000000
Other Percent 0.000000

Search Next Save

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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.

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

8. Click the **Submit** button.

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

Job Change : Action - Reason Form ID 745856

Highlights Enabled: Yes Current Values

Action Reason Grid

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

File Attachments

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

> **Comments**

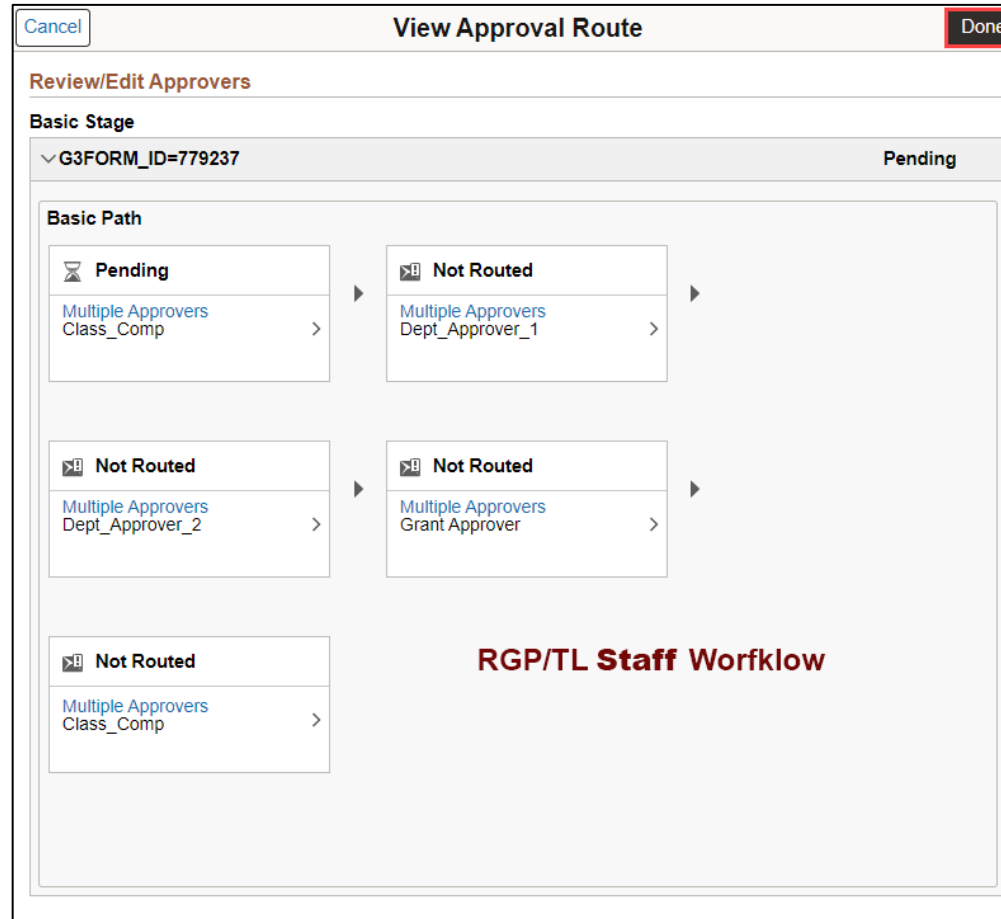
Job Change : Results Form ID 733321

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

Transaction / Signature Log

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	07/10/2024 8:23:02AM	Initiated	FULLER26	Jalen Fuller	Submit	

10. The Approval Route shows the workflow steps for the specific action you submitted.
1. For RGP/TL **Staff**: 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.
 2. For RGP/TL **Faculty**: Provost approval is required for RGP/TL Faculty increases and the eForm will automatically workflow to the Provost's Office after Department Approver 1 and Department Approver 2. HR Operations is the final approval for this action.



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

12. You have successfully initiated a **Pay for Performance** request for an RGP/TL employee!

Cancel
View Approval Route
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

RGP/TL Faculty Workflow