

How to initiate a retention increase for faculty in HCM:

This job aid outlines how to request a retention increase for an FTE or RGP/TL faculty employee .

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

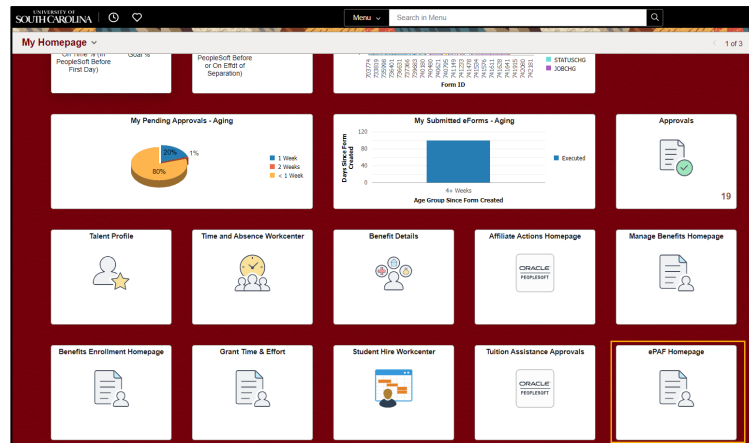
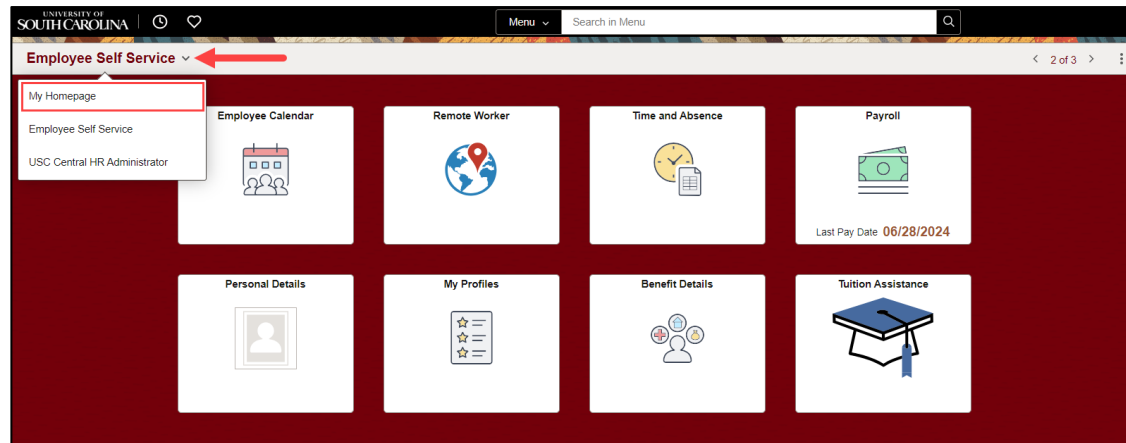
Those with HR Initiator access can take this action for employees within their security scope.

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

Requesting a Retention for faculty: In order to request a retention 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

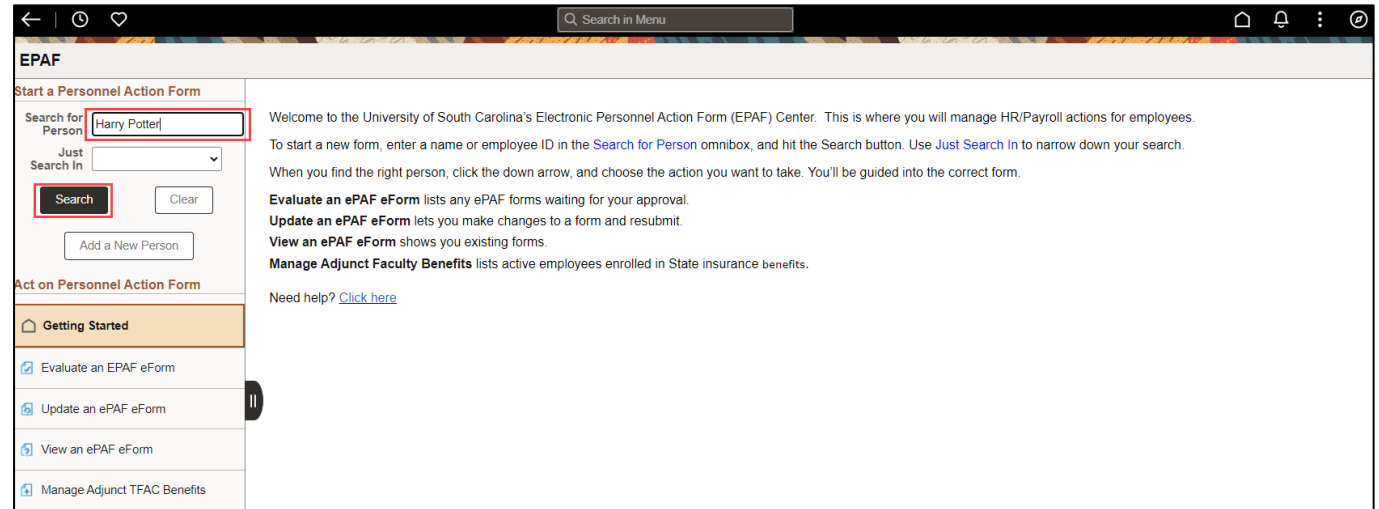


University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Faculty

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: (highlighted with red box)

Just Search In:

Search (highlighted with red box) Clear

Add a New Person

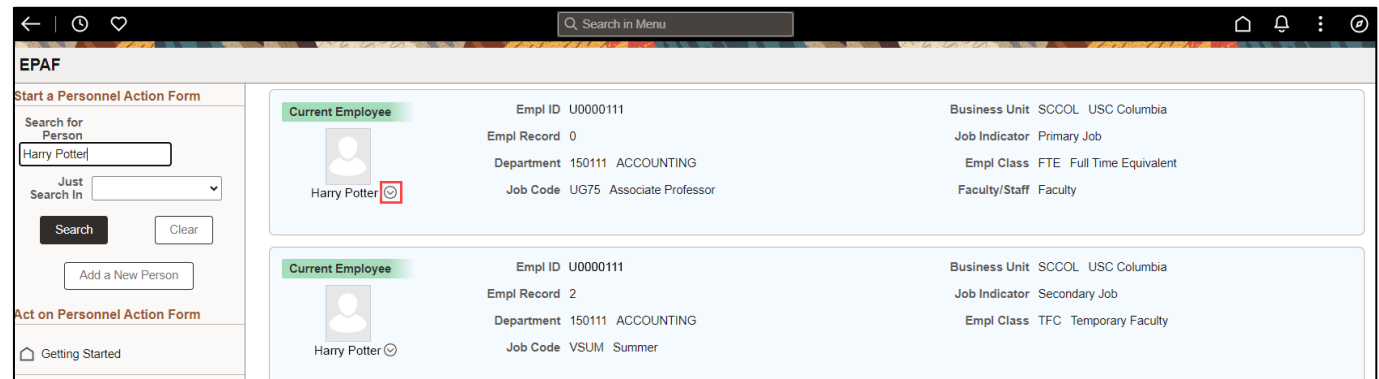
Act on Personnel Action Form

- 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:

Just Search In:

Search Clear

Add a New Person

Act on Personnel Action Form

- Getting Started

Current Employee

Empl ID	U0000111	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	150111 ACCOUNTING	Empl Class	FTE Full Time Equivalent
Job Code	UG75 Associate Professor	Faculty/Staff	Faculty

Current Employee

Empl ID	U0000111	Business Unit	SCCOL USC Columbia
Empl Record	2	Job Indicator	Secondary Job
Department	150111 ACCOUNTING	Empl Class	TFC Temporary Faculty
Job Code	VSUM Summer		

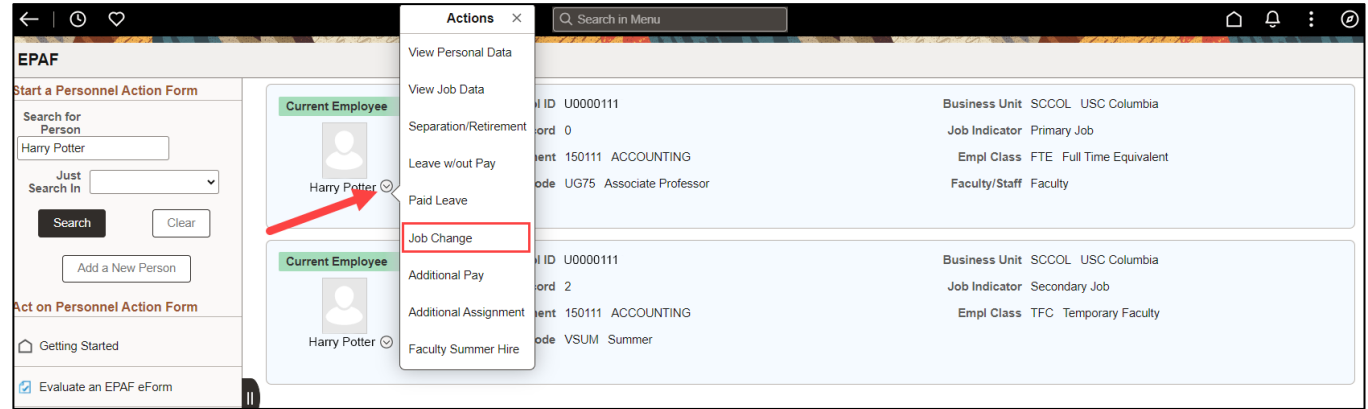
University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Faculty

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 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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Job Change eForm: Retention for Faculty**

Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the Retention increase.
 - a. Retentions 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, Retention increase submissions 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.

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

Harry Potter
U00000111
Record: 0
[View Job Data](#)

Form ID 745828

Highlights Enabled: Yes No

Current Values ← →

Transaction Information

*Effective Date: 07/16/2024 📅

Employee Group: FTF FTE Faculty

Other Active Jobs

1 row	Empl Record	Department	Description	Standard Hours
1	2	150111	ACCOUNTING	37.50

Job Position Information

Position Number: 00002437 Associate Professor

*Job Code: Associate Professor

USC Title Code:

Standard Hours:

*Department: DMSB Accounting

Reports To Position: Associate Dean

Supervisor ID:

Reports To Incumbent:

Regular/Temporary: Regular

Employee Classification: FTE Full Time Equivalent

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3. Enter the **New Comp Rate** for the Retention 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**.
4. 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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5. **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.
6. Click the **Next** button.
7. 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 **Retention** option.

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
260000.000000	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		+	-

State Position Fields

State Percent: 1.000000
Federal Percent: 0.000000
Other Percent: 0.000000

Search Next Save

Job Change : Action - Reason Form ID 745845

Highlights Enabled: Yes Current Values

Action Reason Grid

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

File Attachments

Status	Action	Description	File Name	Delete
	Upload			Delete

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8. Upon selecting the **Reason Code** of **Retention**, the File Attachments section will change to required. To submit a retention request, a bona fide offer letter from an external company must be provided. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

9. Click the **Submit** button.

Note:

An individual who has an offer from another department or campus within USC is not considered a Retention as that is within the same state agency. Retention can only be granted if the individual has an offer from an external company or another state agency.

Action Reason Grid

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

File Attachments

Attachment Required	Action	Description ↕	File Name ↕	Delete
1 !	Upload	Offer Letter for Retention		Delete

Add

> Comments

Previous Save Submit

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

11. 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 Retention Increase requests will route to the Provost Office for approval prior to final authorization at HR Operations.

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

You have successfully initiated a **Retention** request for an FTE or RGP/TL faculty member!

+ 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
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

▶