

**How to initiate special salary adjustment equity increase for faculty in HCM:**

This job aid outlines how to request a special salary adjustment equity increase for an FTE or RGP/TL faculty employee.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

**Information**

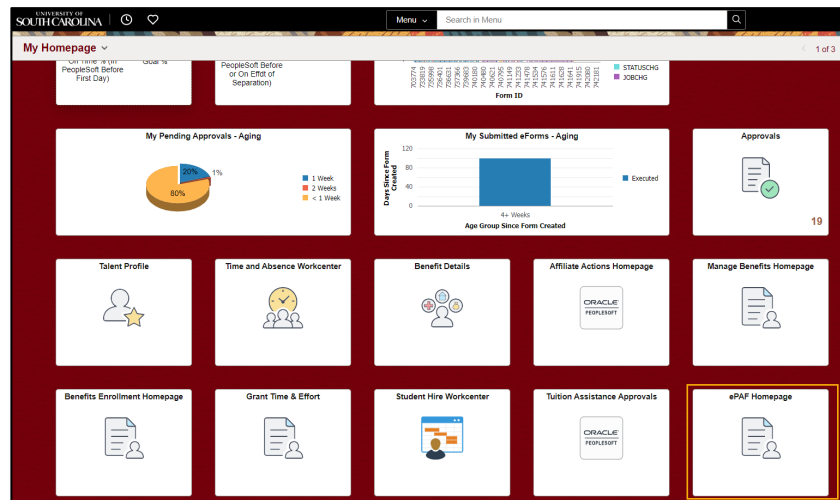
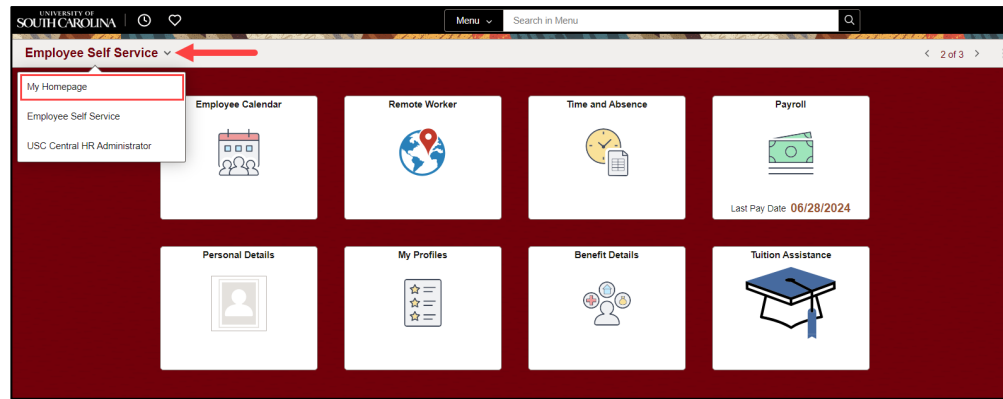
Those with HR Initiator access can take this action for employees within their security scope.

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

**Requesting a special salary adjustment equity 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**

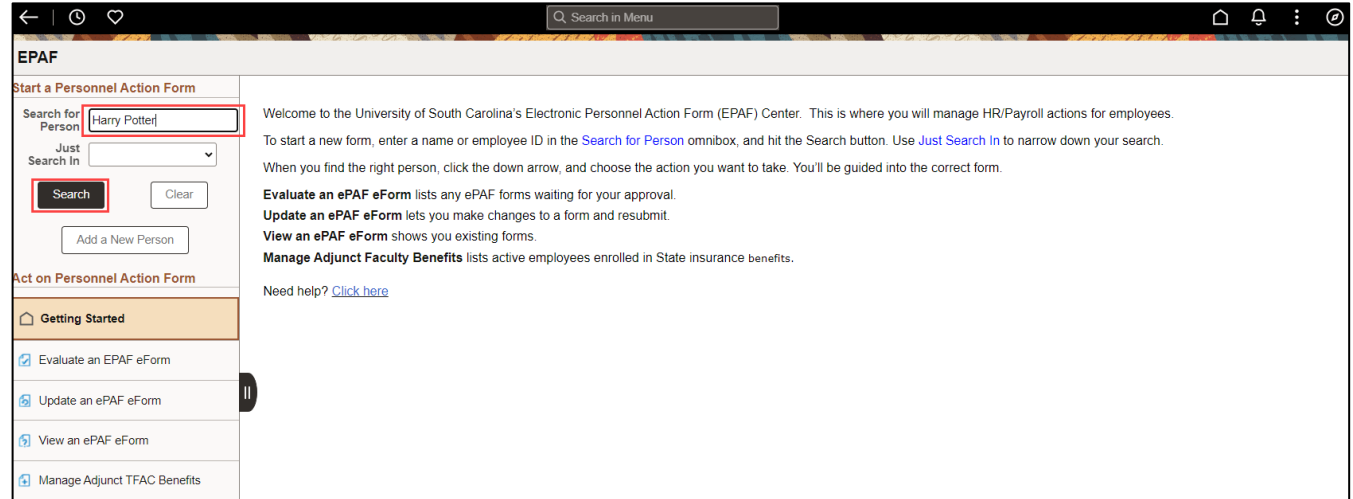


**University of South Carolina  
HCM HR Contact Resources  
Job Change eForm: Special Salary Adjustment-Equity for Faculty**

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

Just Search In

**Search** Clear

Add a New Person

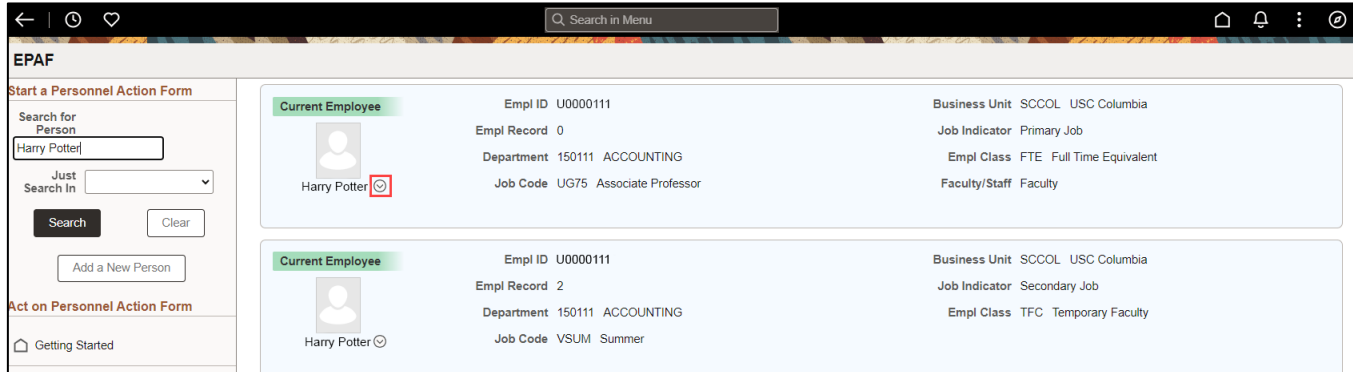
Act on Personnel Action Form

- 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

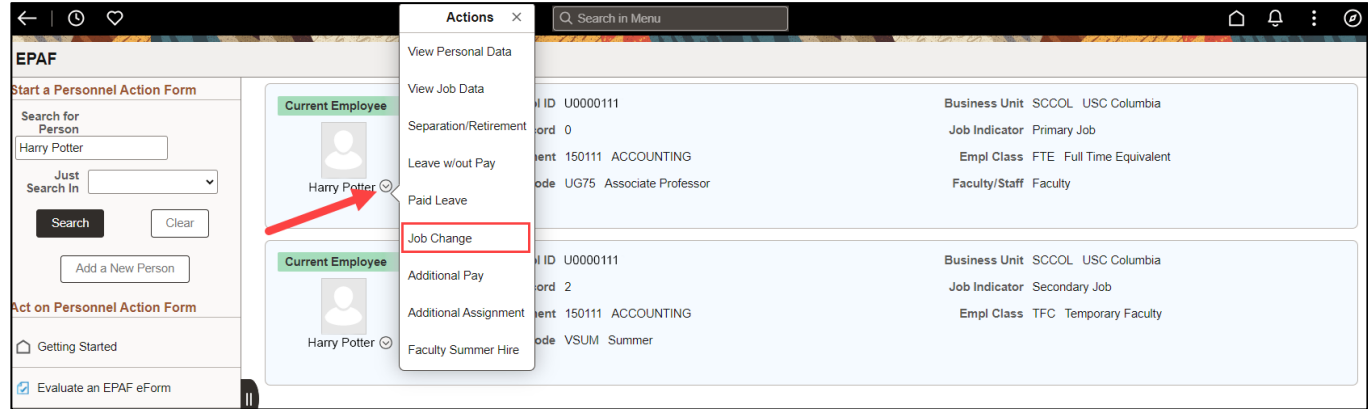
<b>Current Employee</b>	Empl ID U0000111	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
Harry Potter	Department 150111 ACCOUNTING	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
<b>Current Employee</b>	Empl ID U0000111	Business Unit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

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.




**Completing the Job Change eForm:**

1. In the Job Change eForm, first provide an **Effective Date** for the special salary adjustment equity increase.
  - a. Special salary adjustment equity must be effective at the start of a pay period, either the 1<sup>st</sup> or the 16<sup>th</sup> 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, special salary adjustment equity 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

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**Job Change : Job Change** Highlights Enabled:  Yes  Current Values [←](#) [→](#)

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**Transaction Information**

\*Effective Date: 07/16/2024 

Employee Group: FTF FTE Faculty

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**Other Active Jobs** 1 row

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

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**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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Job Change eForm: Special Salary Adjustment-Equity for Faculty**

- Enter the **New Comp Rate** for the special salary adjustment equity 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 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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Job Change eForm: Special Salary Adjustment-Equity for Faculty**

**The only change that can be submitted with the special salary adjustment equity request is a change to the base salary funding allocation.** If the increase is associated with a change in funding distribution, take the optional step 5 listed below.

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 special salary adjustment equity increase.
  
6. 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
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

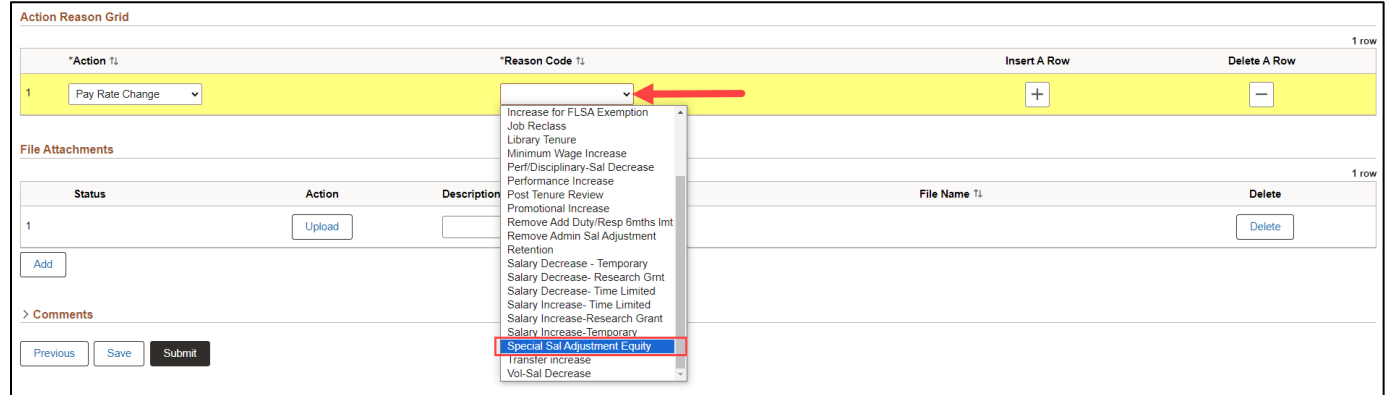
State Percent: 1.000000  
Federal Percent: 0.000000  
Other Percent: 0.000000

Search Next Save

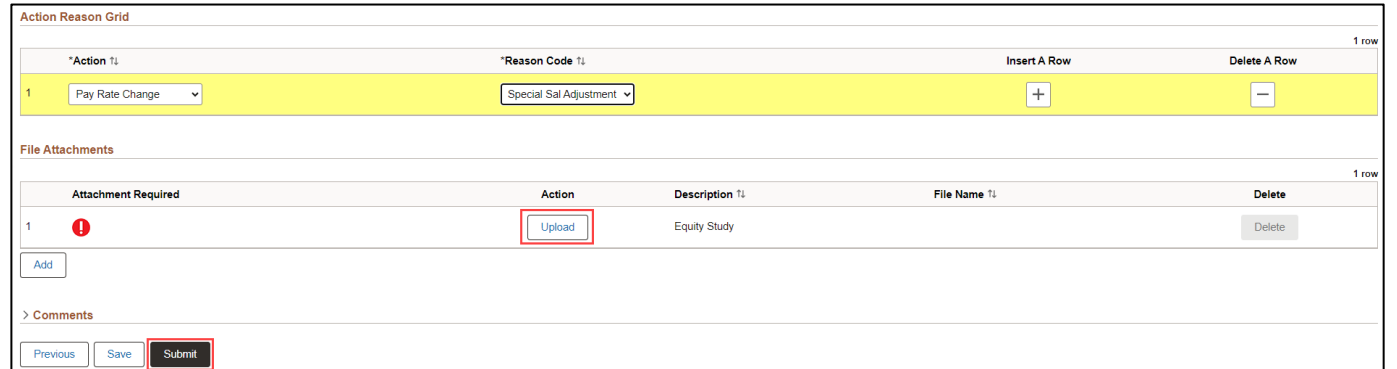
- The **Action** of **Pay Rate Change** will prepopulate based on the entries made in the eForm. Click the **Reason Code** drop-down menu button and select the **Special Sal Adjustment Equity** option.

Upon selecting the **Reason Code** of **Special Sal Adjustment Equity**, the File Attachments section will change to required. **To submit special salary adjustment equity request, you must provide documentation of the equity study or review that was performed.**

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



The screenshot shows the 'Action Reason Grid' section of the eForm. The 'Action' dropdown is set to 'Pay Rate Change'. The 'Reason Code' dropdown is open, showing a list of options. 'Special Sal Adjustment Equity' is highlighted in blue. A red arrow points to the dropdown menu. Below the grid is the 'File Attachments' section, which is currently empty. At the bottom are 'Previous', 'Save', and 'Submit' buttons.



The screenshot shows the eForm after selecting 'Special Sal Adjustment' as the Reason Code. The 'Action Reason Grid' now shows 'Special Sal Adjustment' in the Reason Code dropdown. The 'File Attachments' section is now active and shows a table with one row. The 'Attachment Required' column has a red exclamation mark icon. The 'Action' column has an 'Upload' button highlighted with a red box. The 'Description' column contains 'Equity Study'. At the bottom are 'Previous', 'Save', and 'Submit' buttons.

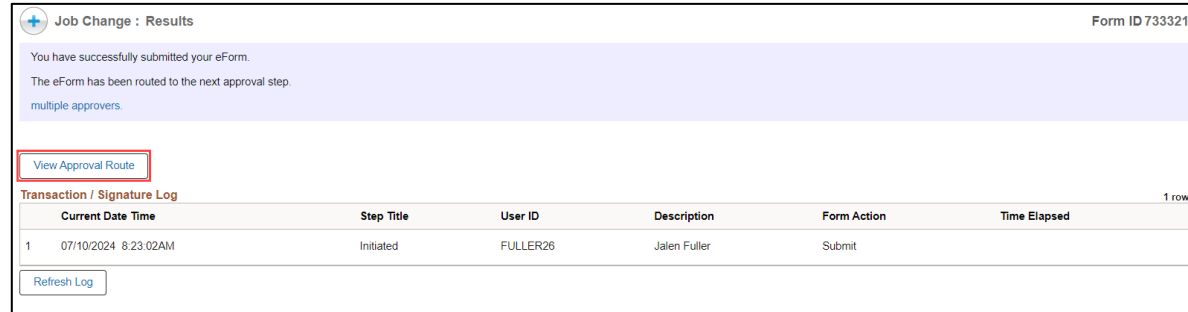
10. The eForm has been successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

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 Equity 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 **Special Salary Adjustment Equity** request for a faculty employee!



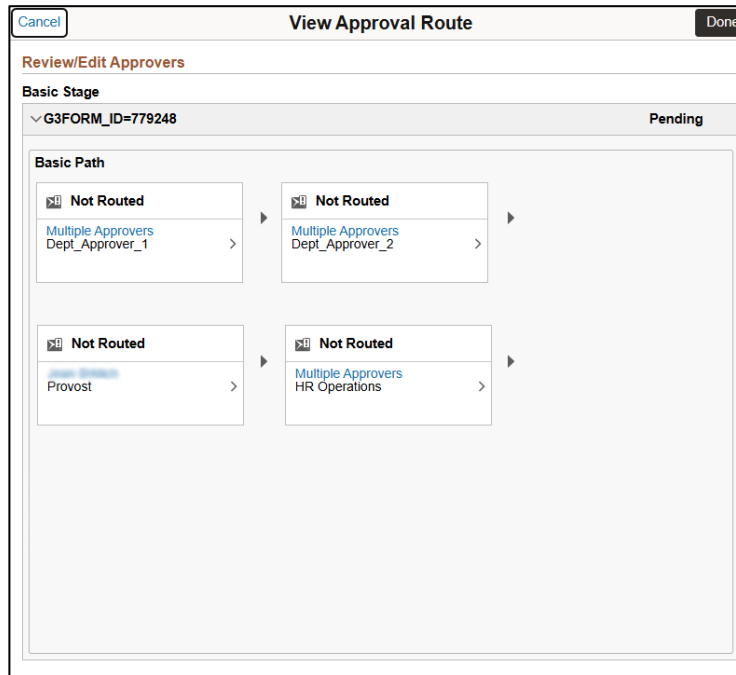
Job Change : Results Form ID 733321

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"]
  
```