

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

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

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

**Information**

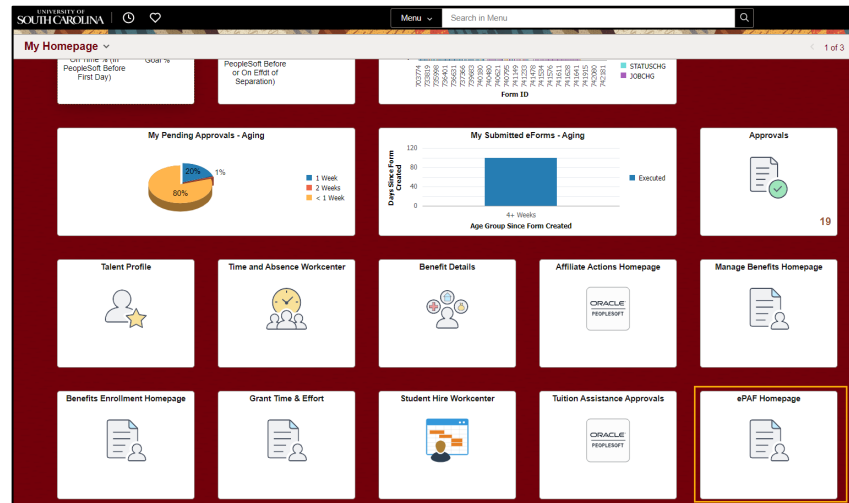
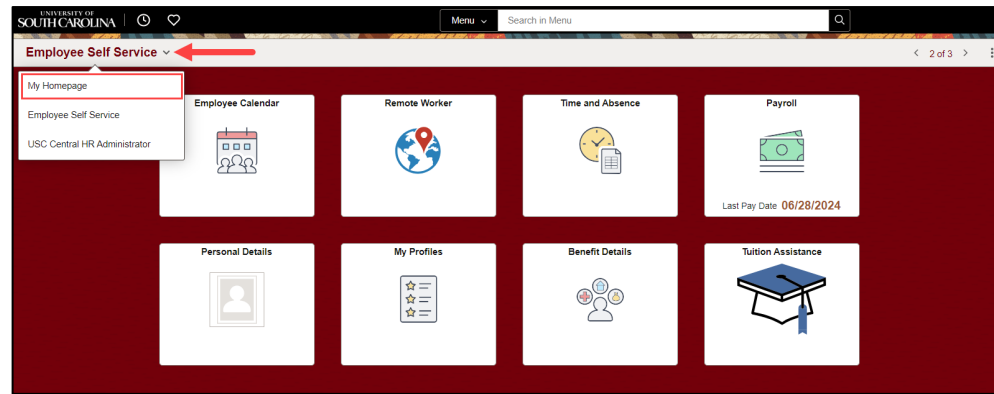
Those with HR Initiator access can take this action for employees within their security scope.

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

**Requesting a special salary adjustment equity for staff:** In order to request this increase for one of your staff 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**

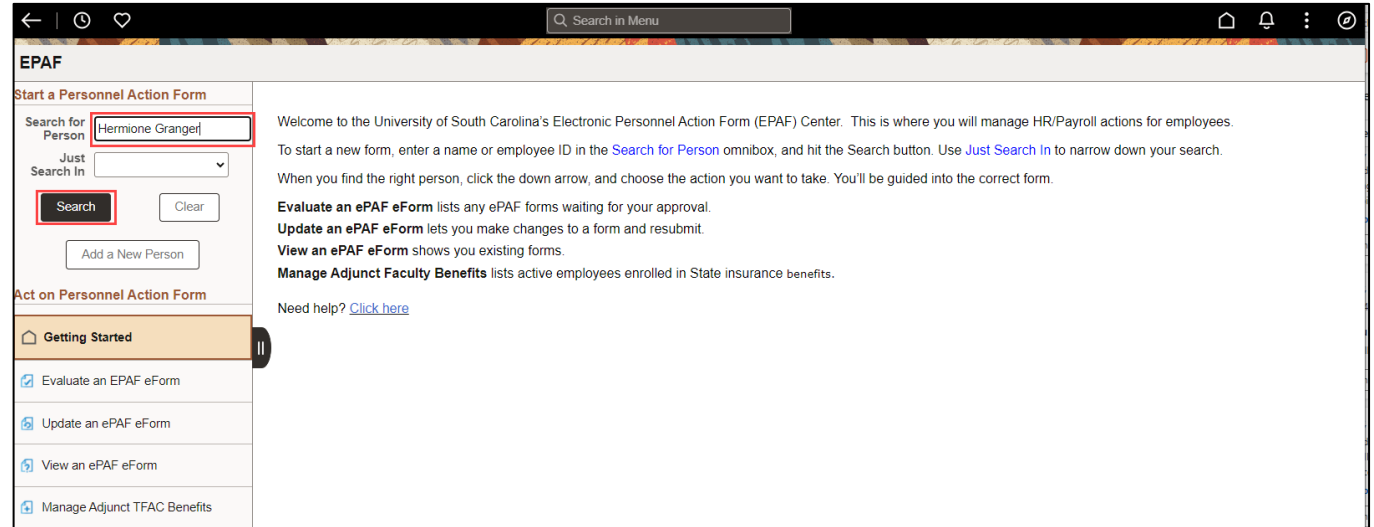


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Job Change eForm: Special Salary Adjustment-Equity for Staff**

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

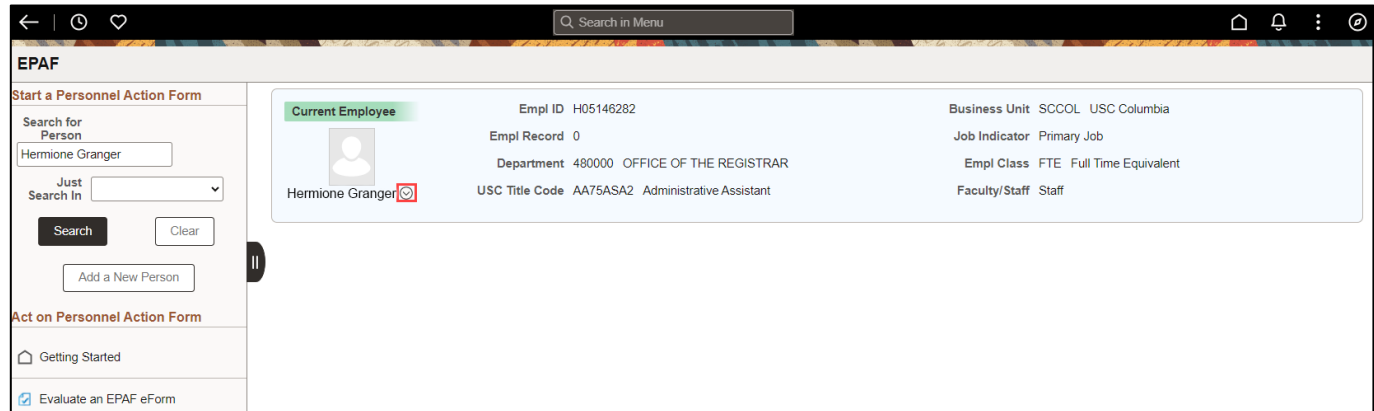
Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees. To start a new form, enter a name or employee ID in the [Search for Person](#) omnibox, and hit the Search button. Use [Just Search In](#) to narrow 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](#)

**Act on Personnel Action Form**

- Getting Started
- Evaluate an EPAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits



**EPAF**

**Start a Personnel Action Form**

Search for Person:

Just Search In:

**Search** Clear

Add a New Person

**Current Employee**

Empl ID	H05146282	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	480000 OFFICE OF THE REGISTRAR	Empl Class	FTE Full Time Equivalent
USC Title Code	AA75ASA2 Administrative Assistant	Faculty/Staff	Staff

**Act on Personnel Action Form**

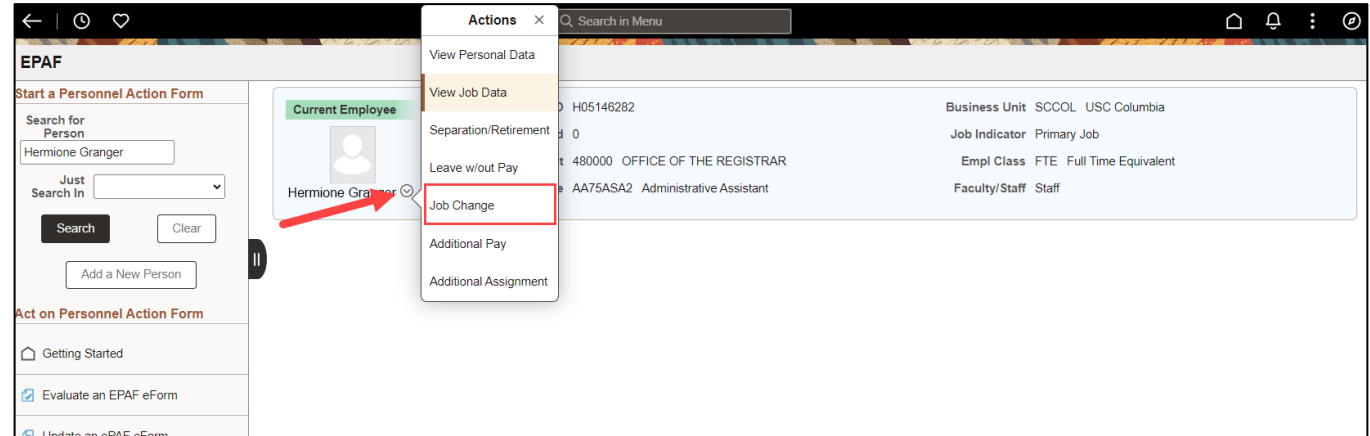
- Getting Started
- Evaluate an EPAF eForm

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 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 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 RGP/TL and FTE staff 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.

**EPAF**

Hermione Granger  
U00000112  
Record: 0  
[View Job Data](#)

Job Change : Job Change Form ID 733320

Highlights Enabled:  Yes Current Values

**Transaction Information**

\*Effective Date:    
Employee Group: FTS FTE Staff

**Other Active Jobs**

Empl Record <sup>1</sup>	Department <sup>1</sup>	Description <sup>1</sup>	Standard Hours <sup>1</sup>
1	0		0.00

**Job Position Information**

Position Number: 00001598 Administrative Specialist	Reports To Position: 00002152 Asst Regs for Tmsfr Cred Proc
Job Code: AA75 Administrative Assistant	Supervisor ID
USC Title Code: AA75ASA2 Administrative Assistant	Reports To Incumbent
Standard Hours: 37.50	Regular/Temporary: Regular
Department: 480000 EM Office of the Registrar	Employee Classification: FTE Full Time Equivalent
Full/Part Time: Full-Time	Location Code: 139 1244 Blossom Street
Business Unit: SC00L USC Columbia	

FLSA Status: Nonexempt

**Additional Job Information**

Tax Location Code: SC  
FICA Status-Employee: Subject  
FTE: 1.000000  
Weeks Per Year: 52  
Position Specific SOC: 43-6014  
Slot:  Standard Work Period: W  
Holiday Schedule: USC

**Payroll and Compensation**

Salary Administration Plan: MCLA Salary Grade: M03  
Comp Rate Code: SC12 Compensation Frequency: SC12  
Pay Group: C12  
Employee Type:  ▼

**Compensation Information**

Current Comp Rate: 42451.20 New Comp Rate:   
Percent Increase or Decrease:

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3. 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**.

4. Upon entering the increase for **FTE** staff, 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**.

**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.

Staff base 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	42451.20
New Comp Rate	45000.000000
Percent Increase or Decrease	6.004071
Is this pay for performance?	No
Salary Range	
Minimum	37735.000000
Midpoint	47168.000000
Maximum	56602.000000

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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 special salary adjustment equity increase.
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 **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 a special salary adjustment equity request, you must provide documentation from Class/Comp of the equity study or review that was performed.** Additionally, upon initial eForm submission, a completed Pay Evaluator tool (in excel format) is a required attachment. The excel should be fully completed but contain no signatures. 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. The eForm will then route through your area’s established workflow for Department Approver 1 and Department Approver 2 where required signatures must occur on the Pay Evaluator PDF. Class/Comp will review again as final approver of this action.

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

**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
45000.000000	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

Job Change : Action - Reason Form ID 779367

Highlights Enabled:  Yes  No Current Values <- ->

**Action Reason Grid**

*Action %	*Reason Code %	Insert A Row	Delete A Row
Pay Rate Change	Special Sal Adjustment	+	-

**File Attachments**

Attachment Required	Action	Description %	File Name %	Delete
1	Upload	Equity Study		Delete
2	Upload	Pay Evaluator		Delete

Add

> Comments

Previous Save Submit

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9. Click the **Submit** button. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
  
10. The Approval Route shows the workflow steps for the specific action you submitted. 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
  
11. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Special Salary Adjustment Equity** request for FTE or RGP/TL staff!

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=779239 Pending

**Basic Path**

**Pending**

Multiple Approvers  
Class\_Comp >

**Not Routed**

Multiple Approvers  
Dept\_Approver\_1 >

**Not Routed**

Multiple Approvers  
Dept\_Approver\_2 >

**Not Routed**

Multiple Approvers  
Class\_Comp >