

**How to initiate faculty data change in HCM:**

This job aid outlines how to initiate a data change for a 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.

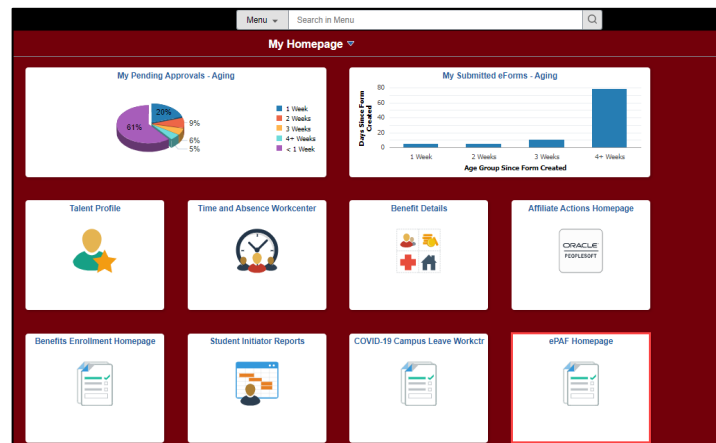
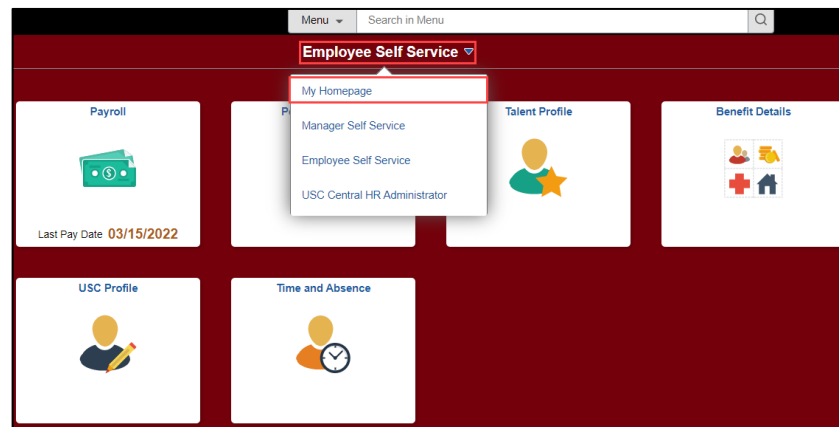
**Data Changes for faculty employees refer to position related changes that generally do not impact compensation or classification.**

- **Supervisor Change**
- **Internal Title Change**
- **Location Change**
- **Department Change**
- **Standard Hours and Full/Part Time Change (*this may impact compensation*)**

**Requesting a faculty data change:** In order to request a data change 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**

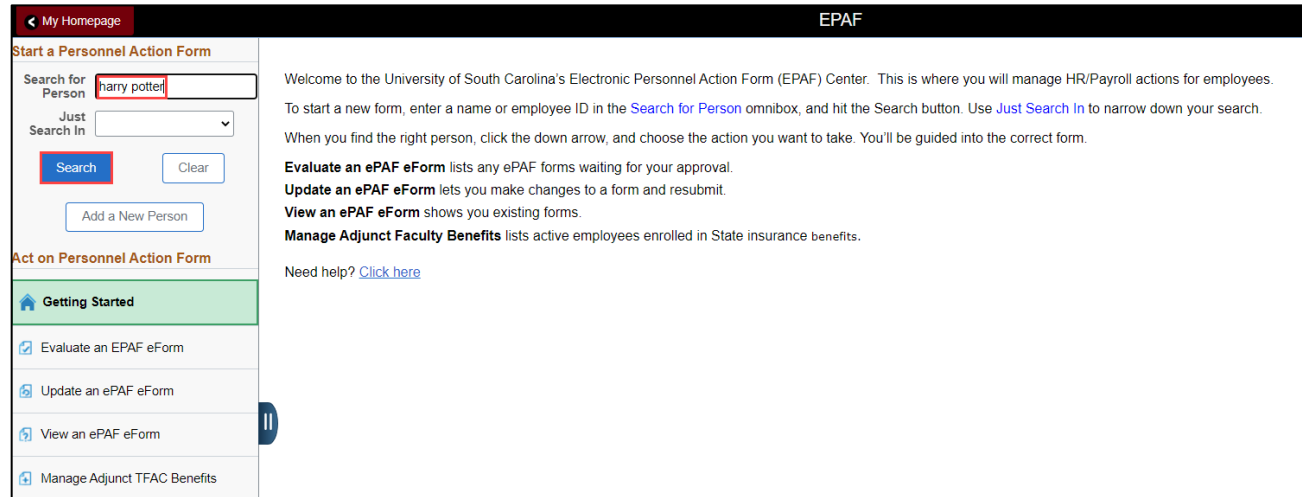


## University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Data Change

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**

My Homepage

**Start a Personnel Action Form**

Search for Person:

Just Search In:

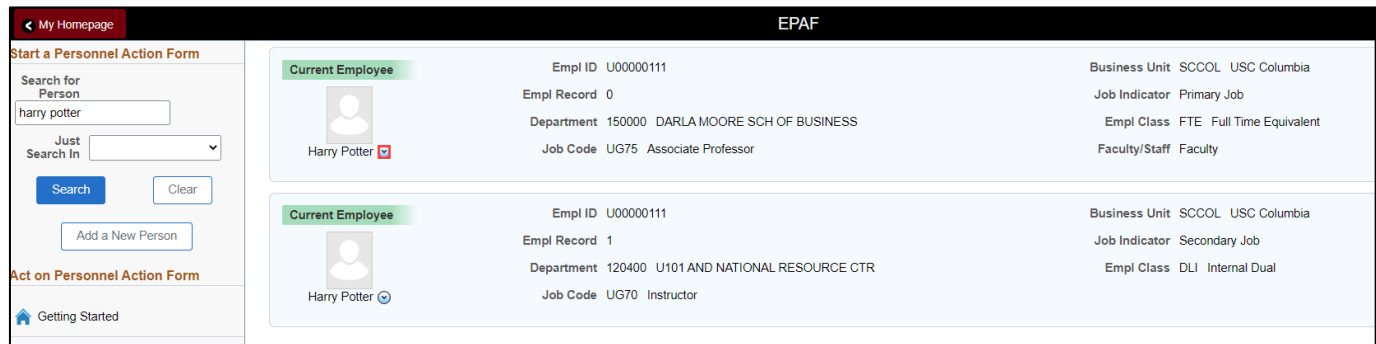
**Act on Personnel Action Form**

- 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**

My Homepage



**Start a Personnel Action Form**

Search for Person:

Just Search In:

**Act on Personnel Action Form**

- Getting Started

<b>Current Employee</b>	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
<b>Current Employee</b>	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 1	Job Indicator Secondary Job
	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Job Code UG70 Instructor	

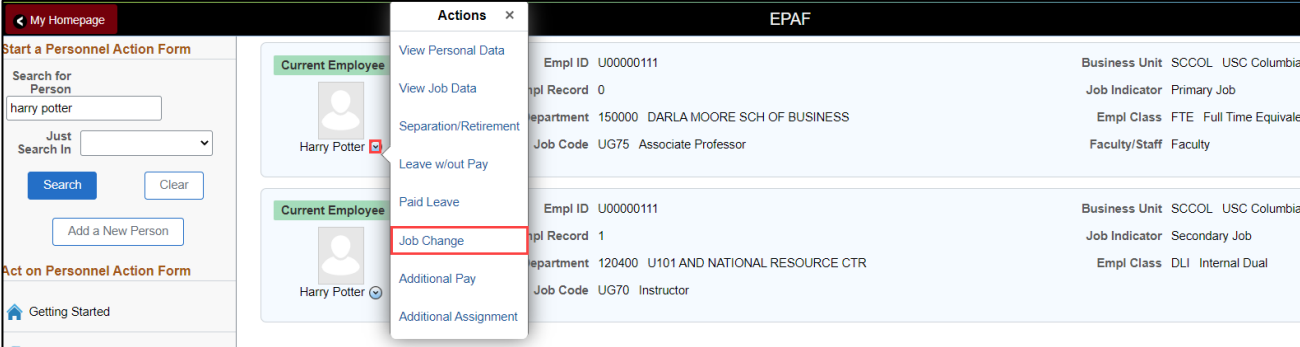
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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.

- 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.



The screenshot displays the HCM HR interface. On the left, there is a search bar for a person named 'Harry Potter'. In the center, there are two 'Current Employee' cards for 'Harry Potter'. An 'Actions' dropdown menu is open over the top card, with 'Job Change' highlighted in red. The background shows a table of employee records with columns for Empl ID, Empl Record, Department, and Job Code.

Empl ID	Empl Record	Department	Job Code	Business Unit	Job Indicator	Empl Class	Faculty/Staff
U00000111	0	DARLA MOORE SCH OF BUSINESS	UG75 Associate Professor	SCCOL USC Columbia	Primary Job	FTE Full Time Equivale	Faculty
U00000111	1	U101 AND NATIONAL RESOURCE CTR	UG70 Instructor	SCCOL USC Columbia	Secondary Job	DLI Internal Dual	

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**Completing the Job Change eForm:**

1. In the Job Change eForm, first provide an **Effective Date** for the data change.
  - a. Data changes should be effective on the actual date the change is set to occur. Since these do not impact compensation, they are not required to occur on payroll effective dates.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. In this scenario we are changing the department number and the business title.

2. Click in the **Department** field and update as applicable.
3. Click in the **Business Title** field and enter the new title.
4. Scroll to the bottom of the page and click the **Next** button.

**Transaction Information**

\*Effective Date  

Employee Group FTF FTE Faculty

**Other Active Jobs**

Empl Record	Department	Description	Standard Hours
1	1 120400	U101 AND NATIONAL RESOURCE CTR	10.00

**Job Position Information**

Position Number 00001593 Associate Professor

\*Job Code  Associate Professor

\*Department  DMSB Accounting

Standard Hours

\*Full/Part Time

\*Business Unit  USC Columbia

Company USC

Business Title

FLSA Status

Reports To Position  Professor

Supervisor ID

Reports To Incumbent

Regular/Temporary Regular

Employee Classification FTE Full Time Equivalent

\*Location Code  Darla Moore School Of Business

Job Indicator Primary Job

**Additional Job Information**

Tax Location Code SC

FICA Status-Employee Subject

FTE 1.000000

Weeks Per Year

Position Specific SOC 25-1000

Slot

Holiday Schedule USC

Standard Work Period W

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No salary changes are associated with data changes, except in the case of a change in full time/part time status and/or hours per week.

5. Scroll to the bottom of the page and click the **Next** button.

**Compensation Information**

Current Comp Rate 89250.00 New Comp Rate

Percent Increase or Decrease

Annualized Salary 118999.997

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**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
1 89250.000000	100.000000	<input type="button" value="Select Funding"/>	CL038	150000	A0001	51300	101					A00000005595	<input type="button" value="+"/>	<input type="button" value="-"/>

Total Percent 100.00

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**Additional Pay**

Effective Date	Earnings Code	Earnings Per Pay Period	Select Non-Base Funding	Combination Code	Insert A Row	Delete A Row
1		0.00	<input type="button" value="Select Non-Base Funding"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

## University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Data Change

The Action Reason grid will appear blank. A Row should be inserted for all data changes made. In this scenario we made two data changes.

6. Click the **Action** drop-down menu button and select the **Data Change** option.
7. Click the **Reason Code** drop-down menu button and select the appropriate option.
8. *Optional* – If you made more than one data change, click the + plus button to add another Action Reason row.
9. *Optional* – Follow steps 6 and 7 to indicate the other change made.

No attachments are required for these data changes. If you have documentation to provide, 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 408779

Highlights Enabled:  Yes Current Values

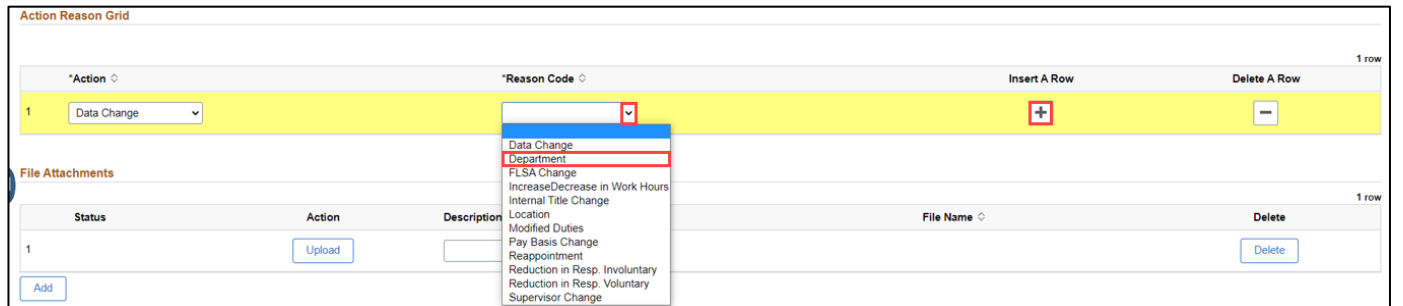
**Action Reason Grid**

	*Action ◊	*Reason Code ◊	Insert A Row	Delete A Row
1	Data Change	Department	+	-

File Attachments

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

1 row



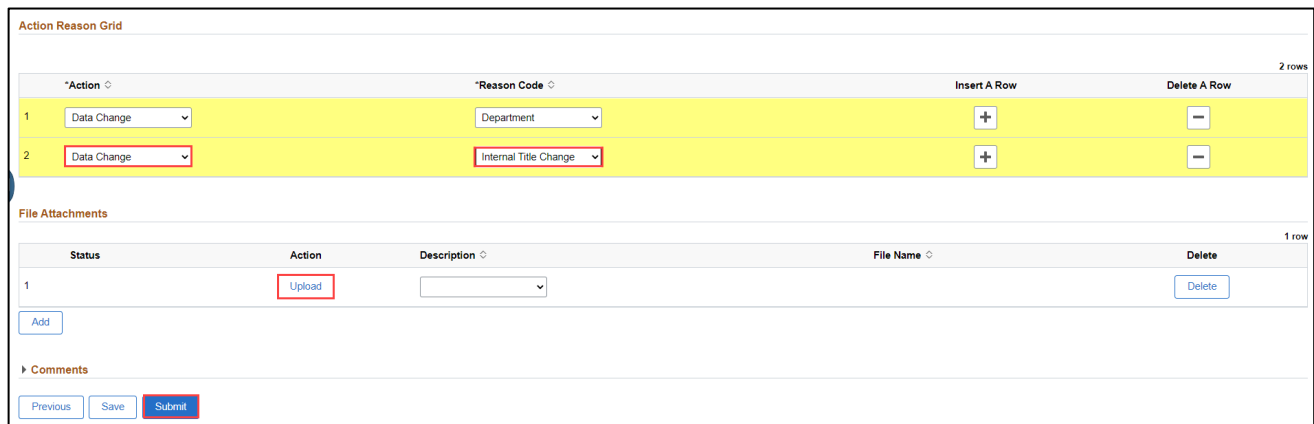
**Action Reason Grid**

	*Action ◊	*Reason Code ◊	Insert A Row	Delete A Row
1	Data Change	Department	+	-
2	Data Change	Internal Title Change	+	-

File Attachments

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

1 row



**Action Reason Grid**

	*Action ◊	*Reason Code ◊	Insert A Row	Delete A Row
1	Data Change	Department	+	-
2	Data Change	Internal Title Change	+	-

File Attachments

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

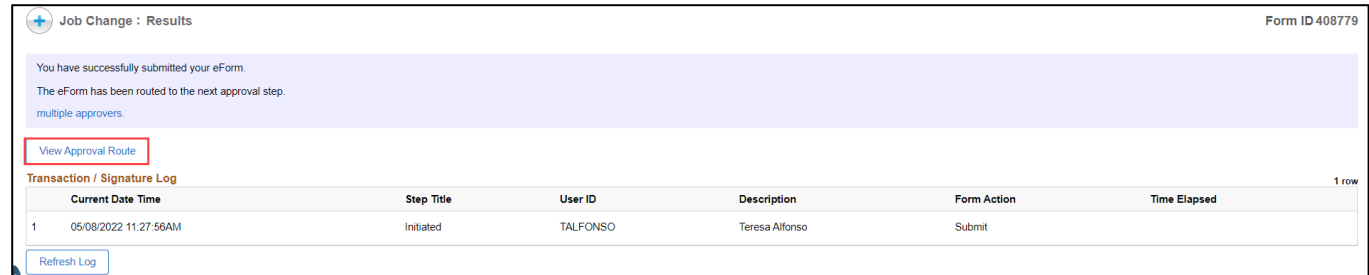
1 row

Comments

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11. The eForm has 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. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say **Not Routed**.
  
13. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Data Change** request for a faculty employee!



Job Change : Results Form ID 408779

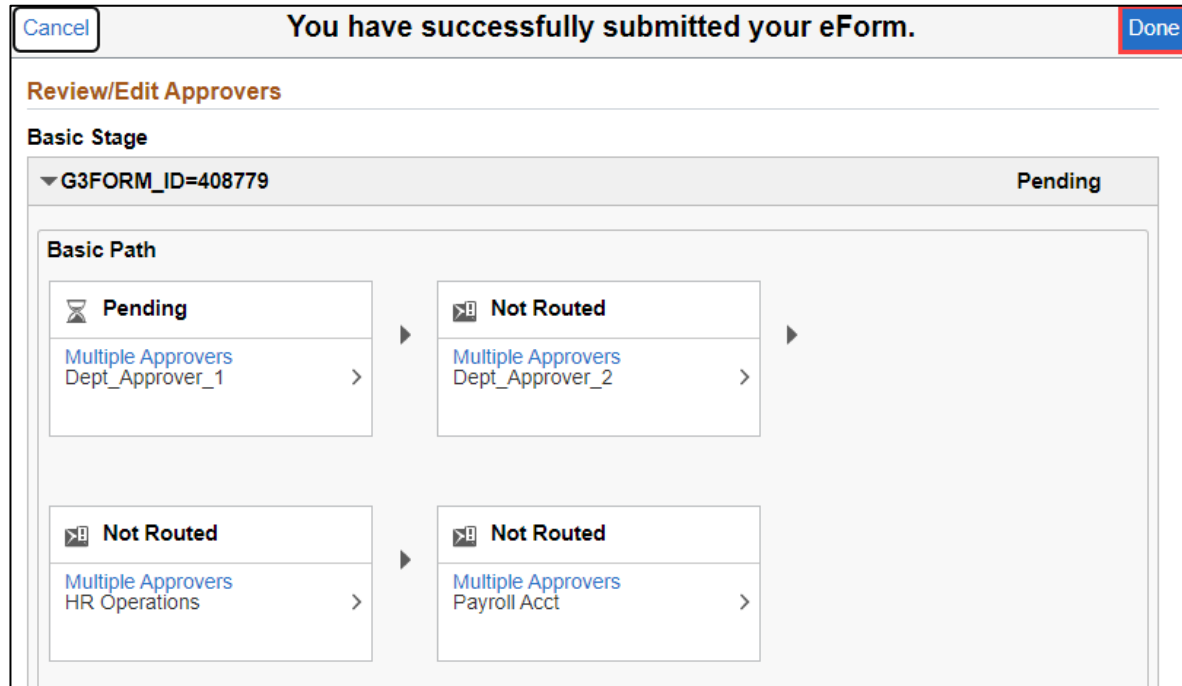
You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
05/08/2022 11:27:56AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)



[Cancel](#) **You have successfully submitted your eForm.** [Done](#)

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=408779 Pending

**Basic Path**

```

graph LR
    A["Pending  
Multiple Approvers  
Dept_Approver_1"] --> B["Not Routed  
Multiple Approvers  
Dept_Approver_2"]
    C["Not Routed  
Multiple Approvers  
HR Operations"] --> D["Not Routed  
Multiple Approvers  
Payroll Acct"]
  
```