

Action Crosswalk

This job aid shows current actions and forms – and the new eForms and action terminology that will take effect with implementation of the new HR/Payroll system in April 2019.

		Beginning April 2019	
Current Action	Current Form	PeopleSoft Form	PeopleSoft Action/Reason
Cash Award	PBP-4/5	Additional Pay eForm	Monetary Cash Award
Temporary Salary Supplement	PBP-4/5	Additional Pay eForm	Temporary Salary Adjustment
Change/Remove Temporary Salary Supplement	PBP-4/5	Additional Pay eForm	Temporary Salary Adjustment
Change/Remove Administrative Salary Supplement	PBP-4/5	Additional Pay eForm	Administrative Salary Adjustment
Housing Allowance	PBP-4/5	Additional Pay eForm	Housing Allowance Cash
Car Allowance	PBP-4/5	Additional Pay eForm	Car Allowance Cash
Market/Geographical Increase	PBP-4/5	Additional Pay eForm	Market Geographic Differential
Variable Pay	PBP-4/5	Additional Pay eForm	Variable Pay
Special Assignment Pay	PBP-4/5	Additional Pay eForm	Special Assignment Pay
Research Grant Supplement	PBP-4/5	Additional Pay eForm	Grant Salary Adjustment
Change/Remove Research Grant Supplement	PBP-4/5	Additional Pay eForm	Grant Salary Adjustment
Athletic Contract	PBP-4/5	Additional Pay eForm	Athletic Contract Pay
Endowed Chair	PBP-4/5	Additional Pay eForm	Chair Professorship: Endowed Chair Professorship
Carolina Distinguished Professor	PBP-4/5	Additional Pay eForm	Chair Professorship: Carolina Distinguished Professor
SmartState Chair	PBP-4/5	Additional Pay eForm	Chair Professorship: Smart State Chair CoEE
Fixed Term Chair	N/A	Additional Pay eForm	Chair Professorship: Fixed Term Chair
Bonus	Bonus Request Form	Additional Pay eForm	Bonus
Administrative Salary Supplement	PBP-4/5	Job Change eForm	Administrative Salary Adjustment
Pay for Performance - Faculty	Pay for Performance Form	Job Change eForm	Performance Increase
Pay for Performance - Staff	Pay for Performance Form	Job Change eForm	Performance Increase

Current Action	Current Form	PeopleSoft Form	PeopleSoft Action/Reason
Pay for Performance - Unclassified Staff	Pay for Performance Form	Job Change eForm	Performance Increase
Performance/Disciplinary Decrease	PBP-4/5	Job Change eForm	Perf/Disciplinary-Salary Decrease
Internal Equity/Equity with Market	PBP-4/5	Job Change eForm	Special Salary Adjustment Equity
Retention Increase	PBP-4/5	Job Change eForm	Retention
Additional Skills/Knowledge Increase	PBP-4/5	Job Change eForm	Additional Skills/Knowledge
RGP/TL Increase	PBP-4/5	Job Change eForm	Salary Increase – Research Grant
RGP/TL Increase	PBP-4/5	Job Change eForm	Salary Increase – Time Limited
Salary or Hourly Rate	PBP-4/5	Job Change eForm	Salary Increase – Temporary
Salary or Hourly Rate	PBP-4/5	Job Change eForm	Salary Decrease – Temporary
Salary or Hourly Rate	PBP-4/5	Job Change eForm	Salary Decrease – Research Grant
Salary or Hourly Rate	PBP-4/5	Job Change eForm	Salary Decrease – Time Limited
Demotion (FTE Faculty Only, all others remain in PeopleAdmin)	PBP-4/5	Job Change eForm	Demotion
Reappointment or Appointment Period	PBP-4/5	Job Change eForm	Reappointment
Reassignment (FTE Faculty only, all others remain in PA)	PBP-4/5	Job Change eForm	Reassignment
Hours a Week (Those with PDs remain in PA)	PBP-4/5	Job Change eForm	Increase/Decrease in Work Hours
Rank Promotion	PBP-4/5	Job Change eForm	Faculty Rank Promotion
Reclass (FTE Faculty Only, all others remain in PeopleAdmin)	PBP-4/5	Job Change eForm	Faculty FTE – Job Reclass
Titles (FTE Faculty Only, all others remain in PeopleAdmin)	PBP-4/5	Job Change eForm	Internal Title Change
Additional Duties/Responsibilities (FTE Faculty Only, all others remain in PeopleAdmin)	PBP-4/5	Job Change eForm	Additional Duties/Responsibilities
Remove Additional Duties/Responsibilities – 6-month limit (FTE Faculty Only, all others remain in PeopleAdmin)	PBP-4/5	Job Change eForm	Remove Additional Duties/Responsibilities – 6-month limit
Going on Sabbatical Leave with Full/Partial Pay	PBP-4/5	Status Change eForm	Sabbatical Leave – Full/Partial Pay
Going on Professional Leave with Full/Partial Pay	PBP-4/5	Status Change eForm	Professional Leave – Full/Partial Pay
Returning from Sabbatical Leave with Full/Partial Pay	PBP-4/5	Status Change eForm	Return from Leave: Return – Paid LOA

Current Action	Current Form	PeopleSoft Form	PeopleSoft Action/Reason
Returning from Professional Leave with Full/Partial Pay	PBP-4/5	Status Change eForm	Return from Leave: Return – Paid LOA
Separation/Termination	PBP-7	Status Change eForm	Separation (all reasons other than Retirement)
Retirement	PBP-7	Status Change eForm	Retirement
Request for Longer Term Leave without Pay: Family Medical Leave Act (FMLA) (10 consecutive days or less – remains in ITAMS)	PBP-7-LWOP	Status Change eForm	Leave of Absence: Family and Medical Leave Act
Request for Longer Term Leave without Pay: Military Leave (10 consecutive days or less – remains in ITAMS)	PBP-7-LWOP	Status Change eForm	Leave of Absence: Leave without Pay – Military
Request for Longer Term Leave without Pay: Workers Comp (10 consecutive days or less – remains in ITAMS)	PBP-7-LWOP	Status Change eForm	Leave of Absence: Leave without Pay – Workers Comp
Request for Longer Term Leave without Pay: Faculty Leave without Pay (10 consecutive days or less – remains in ITAMS)	PBP-7-LWOP	Status Change eForm	Leave of Absence: Leave without Pay – Prof Leave
Request for Longer Term Leave without Pay: Extended Disability (10 consecutive days or less – remains in ITAMS)	PBP-7-LWOP	Status Change eForm	Leave of Absence: Leave without Pay – Extended Disability
Return from Leave without Pay	PBP-7-LWOP	Status Change eForm	Return from Leave: Return-LWOP
Internal Dual Assignment	PBP-2 and Dual Employment Request	Additional Job eForm	Additional Job: Internal Dual Employment
Affiliate Appointment	USC Affiliate Appointment Form	Affiliate Appointment eForm	Affiliate Appointment
Account Change (Current and Future Dated)	PBP-4/5	Account Funding Change eForm	Account Funding Change
Journal Entry (Retroactive Account Changes)	Payroll Journal Entry Form	Retro Funding Change eForm	Retro Funding Change
Student Hire	VIP: Student Hire eForm	Student Hire eForm	Student Hire
Student Hire: Terminate	PBP-3 and PBP-3G	(Processed outside of PeopleSoft) Paper form submitted to HR Ops	HR Ops will manually terminate the appointment
Carolina Rewards Orientation Worksheet	CROW	Benefits Enrollment eForm	New Hire/Rehire
Salary Reduction Agreement	403(b)	403(b) eForm	n/a