

### How to initiate faculty pay basis change in HCM:

This job aid outlines how to request a pay basis change for a faculty employee.

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

#### Information

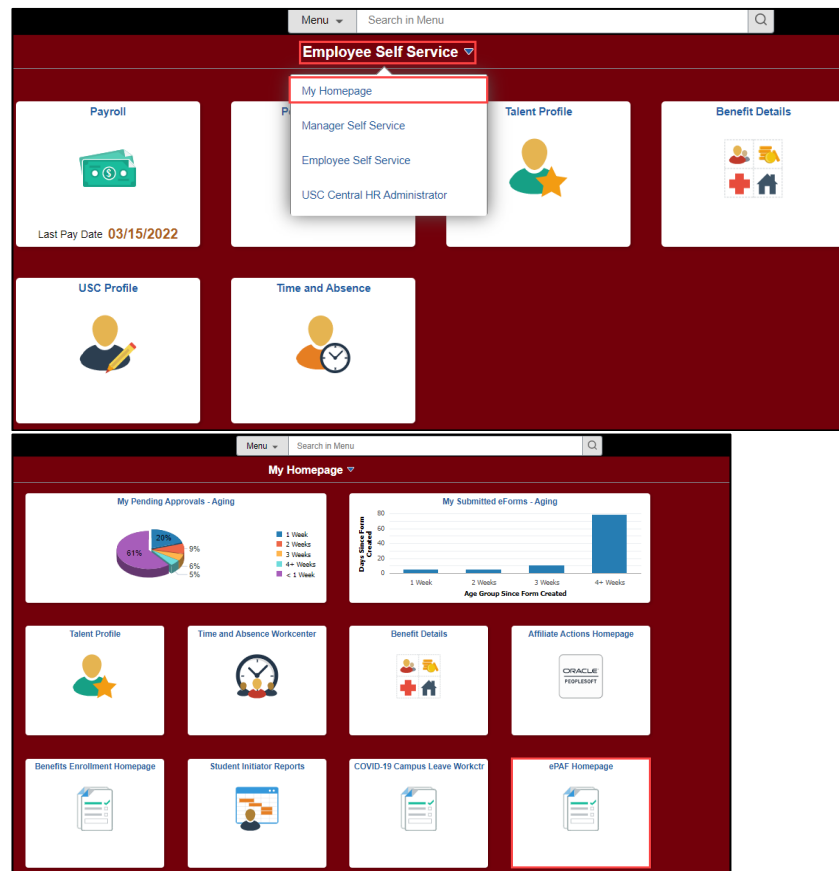
Those with HR Initiator access can take this action for employees within their security scope.

**FTE faculty pay basis changes are initiated in HCM. RGP/TL faculty pay basis changes are initiated in PeopleAdmin as a position description modification.**

**Requesting a faculty pay basis change:** In order to request a pay basis 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



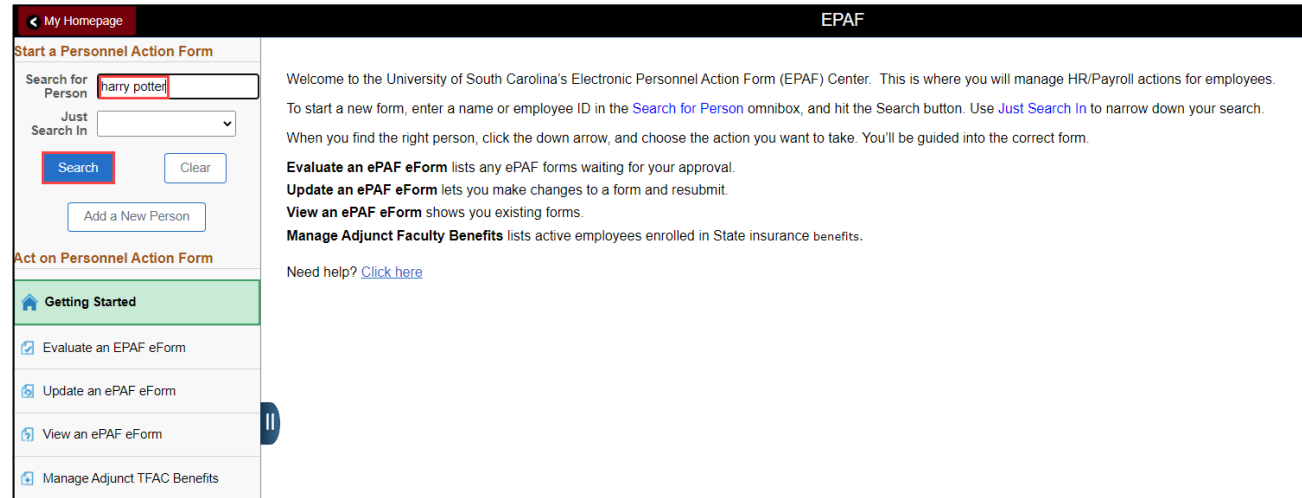
The top screenshot shows the 'Employee Self Service' drop-down menu with the following options: My Homepage, Manager Self Service, Employee Self Service, and USC Central HR Administrator. The bottom screenshot shows the 'My Homepage' dashboard with the following tiles: My Pending Approvals - Aging (pie chart), My Submitted eForms - Aging (bar chart), Talent Profile, Time and Absence Workcenter, Benefit Details, Affiliate Actions Homepage, Benefits Enrollment Homepage, Student Initiator Reports, COVID-19 Campus Leave Workctr, and ePAF Homepage.

## University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Pay Basis 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.



**< My Homepage** 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.

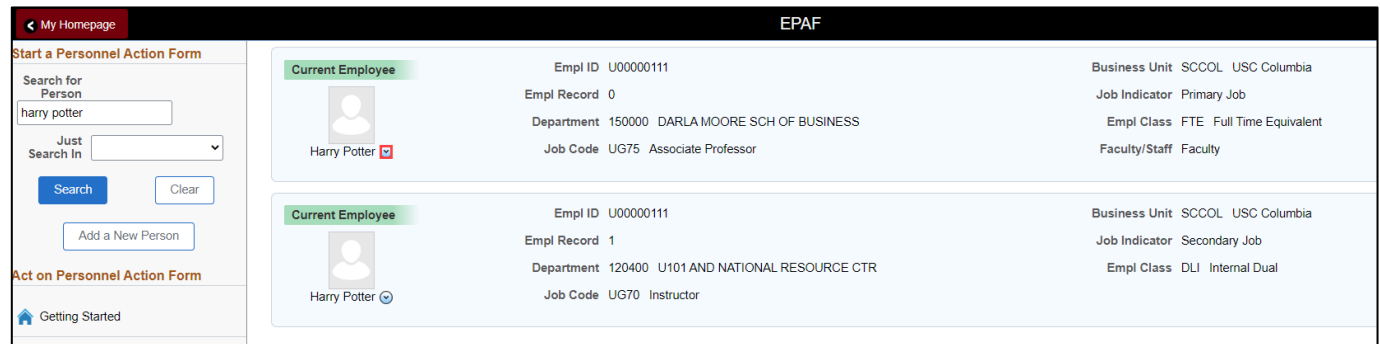
**Evaluate an ePAF eForm** lists any ePAF forms waiting for your approval.

**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](#)



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

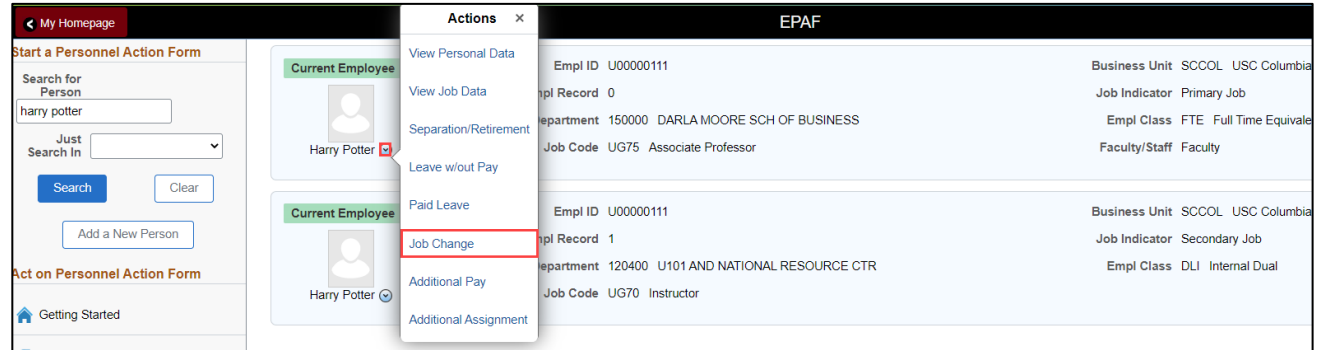
## University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Pay Basis Change

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 Contact Resources interface. On the left, there is a search bar with the text "Search for Person" and "harry potter" entered. Below the search bar are buttons for "Search" and "Clear", and a link to "Add a New Person". The main area shows a list of employees, with "Harry Potter" selected. An "Actions" menu is open, showing options like "View Personal Data", "View Job Data", "Separation/Retirement", "Leave w/out Pay", "Paid Leave", "Job Change" (highlighted), "Additional Pay", and "Additional Assignment". The right side of the interface shows a table of employee records.

| EPAF          |                                       |
|---------------|---------------------------------------|
| 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 Equivale                |
| Job Code      | UG75 Associate Professor              |
| Faculty/Staff | Faculty                               |
|               |                                       |
| 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                       |

**University of South Carolina  
HCM HR Contact Resources  
Job Change eForm: Faculty Pay Basis Change**

**Completing the Job Change eForm:**

1. In the Job Change eForm, first provide an **Effective Date** for the pay basis change.
  - a. Pay basis changes are typically effective on either 8/16/xxxx or 1/1/xxxx but circumstances may warrant another date throughout the year. The changes must occur 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.

2. Click in the **Weeks Per Year** field and update as applicable.
  - a. 9 months = 39 weeks
  - b. 10.5 months = 45 weeks
  - c. 11 months = 47 weeks
  - d. 12 months = 52 weeks
3. Scroll to the bottom of the page and click the **Next** button.

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

Job Change : Job Information
 

Highlights Enabled: ☒ Yes
 Current Values 14

Form ID 408778

**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
 Reports To Position  Professor

\*Job Code  Associate Professor
 Supervisor ID

\*Department  DMSB Darla Moore School of Business
 Reports To Incumbent

Standard Hours 
 Regular/Temporary Regular

\*Full/Part Time 
 Employee Classification FTE Full Time Equivalent

\*Business Unit  USC Columbia
 \*Location Code  Darla Moore School Of Business

**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

[Search](#)
[Next](#)
[Save](#)

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

4. Click the **Comp Rate Code** lookup button (magnifying glass icon).
5. From the **Comp Rate Code** lookup select the applicable pay basis option. In this example we are changing the basis from 9 month to 12 month.

Changing the **Comp Rate Code** will automatically change the **Pay Group** and the **Compensation Frequency** accordingly. These two fields are not editable.

+ Job Change : Compensation Information
Form ID 408778

Highlights Enabled: ☒ Yes    Current Values:

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**Payroll and Compensation**

Salary Administration Plan UNCL  
 Comp Rate Code    
 Pay Group P09  
 Employee Type Salaried Employees

Salary Grade B00  
 Compensation Frequency SC9

Cancel
Lookup

Search for: Comp Rate Code

Search Criteria

Search Results

8 rows

| Value  | Description                 |
|--------|-----------------------------|
| NAANNL | Default NA Annual           |
| NAHRLY | Hourly Employees            |
| SC105  | 10.5 month Employees        |
| SC11   | 11 month Employees          |
| SC12   | Annual (12 month Employees) |
| SC9    | 9 month Employees           |

+ Job Change : Compensation Information
Form ID 408778

Highlights Enabled: ☒ Yes    Current Values:

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**Payroll and Compensation**

Salary Administration Plan UNCL  
 Comp Rate Code    
 Pay Group P12  
 Employee Type Salaried Employees

Salary Grade B00  
 Compensation Frequency SC12

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HCM HR Contact Resources  
**Job Change eForm: Faculty Pay Basis Change**

Basis changes require the current base salary be converted to the updated pay basis and entered into the **New Comp Rate** field.

- 9 months = 18 pay periods, 1560 hours
- 10.5 months = 1800 hours
- 11 months = 1880 hours
- 12 months = 24 pay periods, 2080 hours

There are two formulas you may use to compute the new base salary (10.5 and 11 month basis are paid over 12 months, so use option 1 listed below).

*Option 1:* Current salary / hours in old appointment  
x hours in new appointment = new base salary

- $\$89250 / 1560 = \$57.2115385 \times 2080 = \$119,000$

*Option 2:* Current salary/number of pay periods in old appointment x number of pay periods in new appointment = new base salary

- $\$89250 / 18 = \$4958.33333 \times 24 = \$119,000$

- Enter the **New Comp Rate** 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, 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**.

Job Change : Compensation Information Form ID 408778

Highlights Enabled: ☒ Yes Current Values

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**Payroll and Compensation**

Salary Administration Plan UNCL Salary Grade B00

Comp Rate Code SC12 Compensation Frequency SC12

Pay Group P12

Employee Type Salaried Employees

---

**Compensation Information**

Current Comp Rate 89250.00 New Comp Rate 119000.000000

Percent Increase or Decrease 33.333333

Is this pay for performance? No

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Job Change eForm: Faculty Pay Basis Change**

8. **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.
9. 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 |
|--------|-------------------------|----------------|----------------|------------|-----------|---------|-------------|---------------|---------------|-------------|------------|--------------|--------------|--------------|
| 1      | 119000.000000           | 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 |
|----------------|---------------|-------------------------|-------------------------|------------------|--------------|--------------|
| 1              |               | 0.00                    | Select Non-Base Funding |                  | +            | -            |

Previous Next Save

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HCM HR Contact Resources  
**Job Change eForm: Faculty Pay Basis Change**

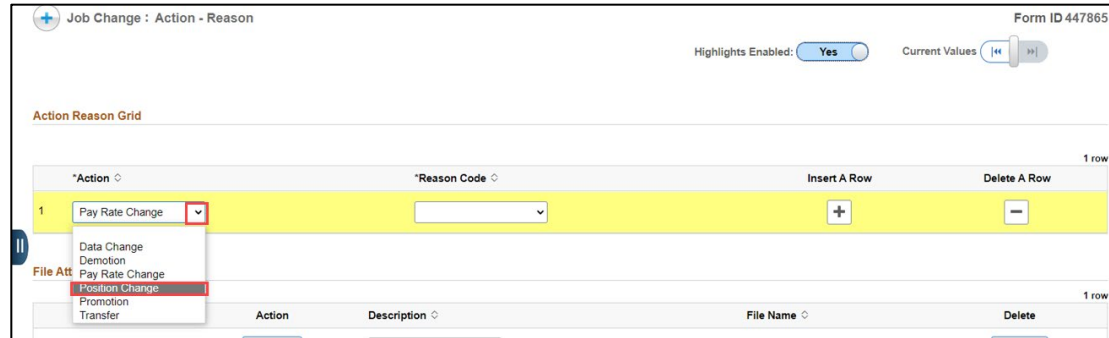
10. The **Action** prepopulates as Pay Rate Change, this must be changed. Click the **Action** drop-down menu button and select the **Position Change** option.

11. Click the **Reason Code** drop-down menu button and select the **Pay Basis Change** option.

While the File Attachments section does not appear as required, you must attach the appointment letter or other documentation acknowledged by the employee of the pay basis change. **Pay Basis Change actions submitted without supporting documentation will be recycled for edits.**

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

13. Click the **Submit** button.



Job Change : Action - Reason Form ID 447865

Highlights Enabled: Yes Current Values

Action Reason Grid

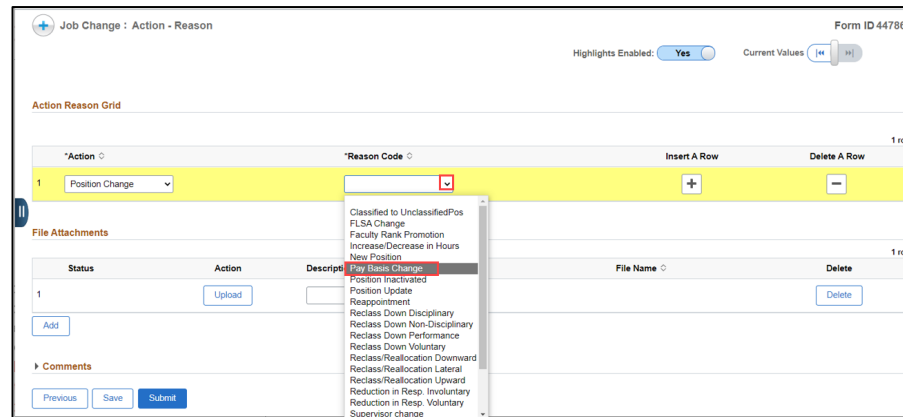
| *Action           | *Reason Code | Insert A Row | Delete A Row |
|-------------------|--------------|--------------|--------------|
| 1 Pay Rate Change |              | +            | -            |

File Attachments

| Status | Action | Description | File Name | Delete |
|--------|--------|-------------|-----------|--------|
| 1      | Upload |             |           | Delete |

Comments

Previous Save Submit



Job Change : Action - Reason Form ID 447865

Highlights Enabled: Yes Current Values

Action Reason Grid

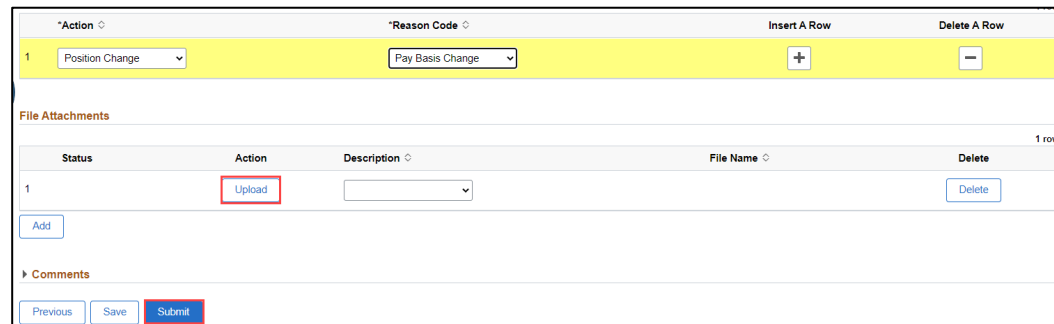
| *Action           | *Reason Code | Insert A Row | Delete A Row |
|-------------------|--------------|--------------|--------------|
| 1 Position Change |              | +            | -            |

File Attachments

| Status | Action | Description | File Name | Delete |
|--------|--------|-------------|-----------|--------|
| 1      | Upload |             |           | Delete |

Comments

Previous Save Submit



Job Change : Action - Reason Form ID 447865

Highlights Enabled: Yes Current Values

Action Reason Grid

| *Action           | *Reason Code     | Insert A Row | Delete A Row |
|-------------------|------------------|--------------|--------------|
| 1 Position Change | Pay Basis Change | +            | -            |

File Attachments

| Status | Action | Description | File Name | Delete |
|--------|--------|-------------|-----------|--------|
| 1      | Upload |             |           | Delete |

Comments

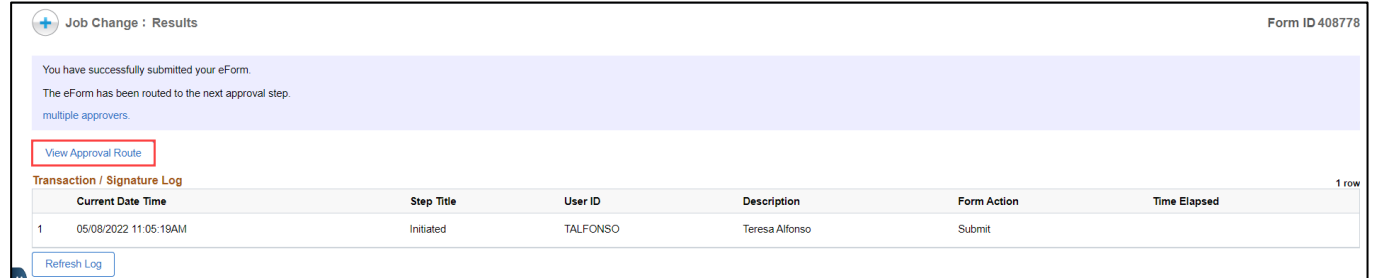
Previous Save Submit



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Job Change eForm: Faculty Pay Basis Change**

14. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
15. 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**.
16. Upon review of the workflow, click the **Done** button.

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



Job Change : Results Form ID 408778

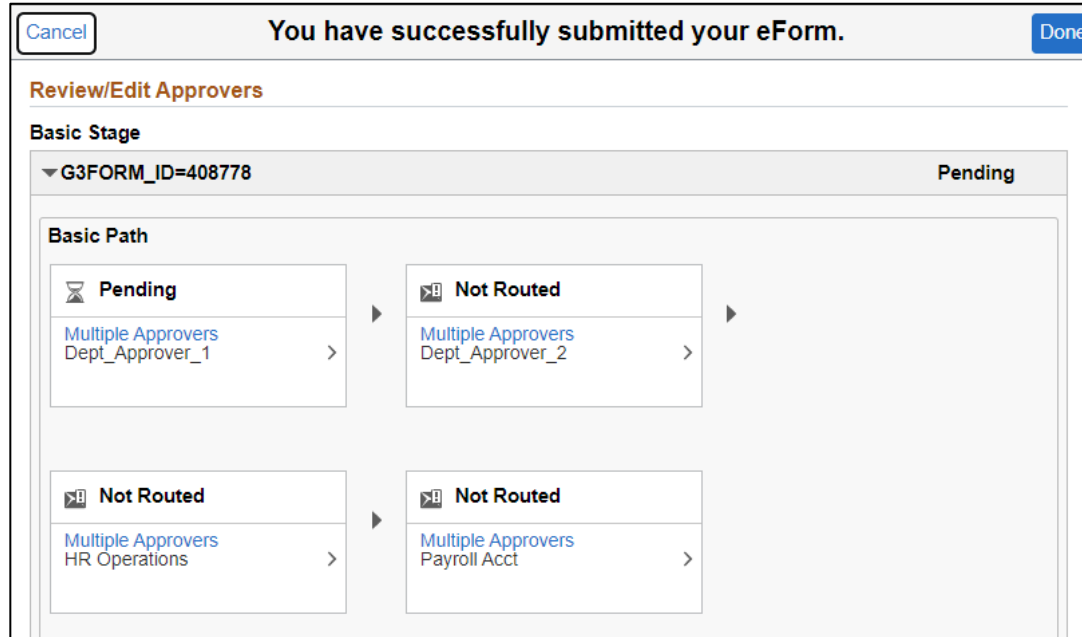
You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log

| Current Date Time     | Step Title | User ID  | Description    | Form Action | Time Elapsed |
|-----------------------|------------|----------|----------------|-------------|--------------|
| 05/08/2022 11:05:19AM | Initiated  | TALFONSO | Teresa Alfonso | Submit      |              |

[Refresh Log](#)



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

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=408778 Pending

**Basic Path**

```

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