

How to initiate an additional skills/knowledge increase for staff in HCM:

This job aid outlines how to request an additional skills/knowledge (ASK) increase for an FTE staff employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

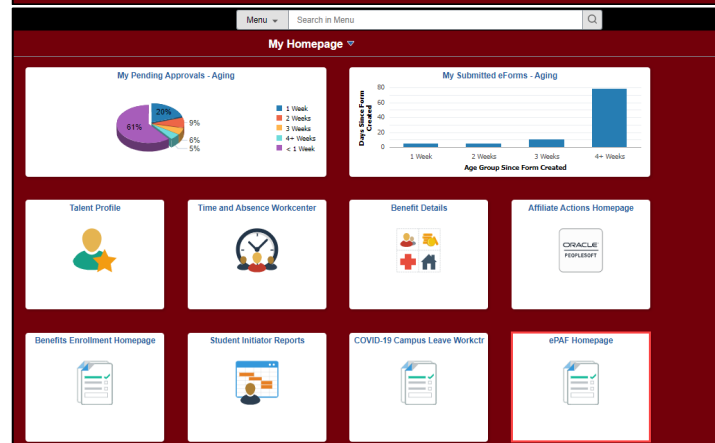
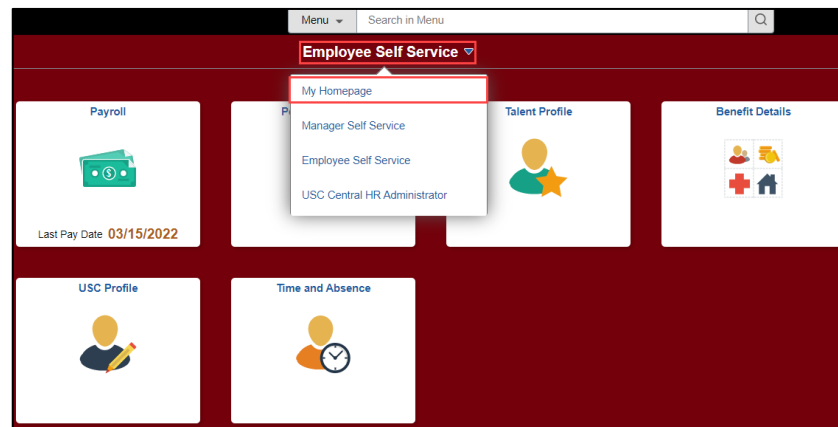
Those with HR Initiator access can take this action for employees within their security scope.

Additional Skills/Knowledge increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.

Requesting an ASK for staff: In order to request an ASK for one of your FTE 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

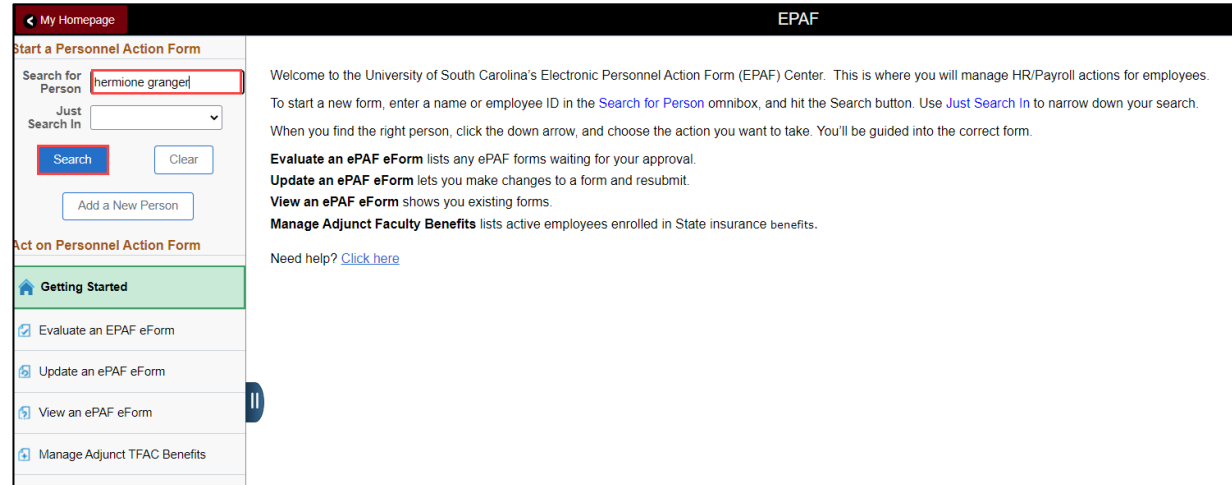


University of South Carolina HCM HR Contact Resources Job Change eForm: Additional Skills/Knowledge for Staff

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:

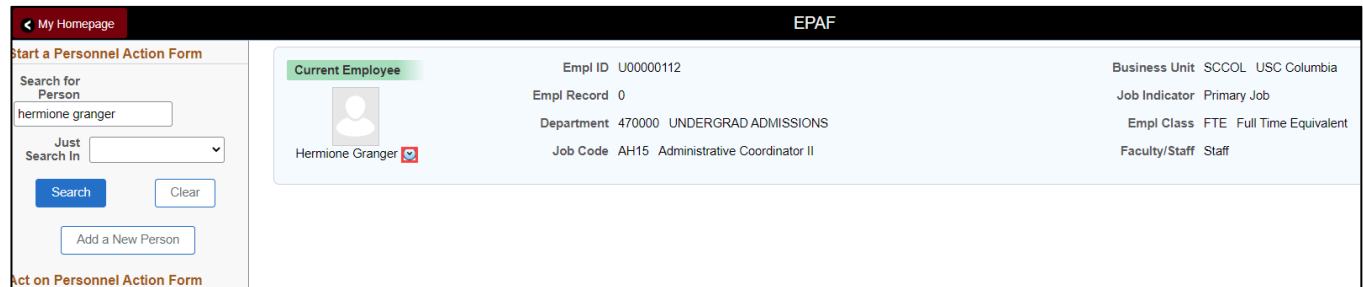
Act on Personnel Action Form

-
-
-
-
-

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:

Act on Personnel Action Form

Current Employee

Empl ID	U00000112	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	470000 UNDERGRAD ADMISSIONS	Empl Class	FTE Full Time Equivalent
Job Code	AH15 Administrative Coordinator II	Faculty/Staff	Staff

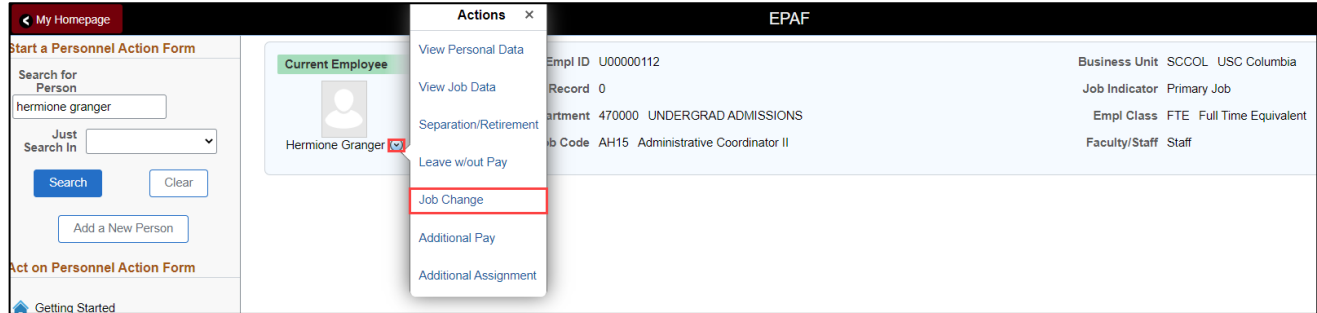
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Job Change eForm** is used to make permanent changes to position and/or base salary. 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 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 system interface. On the left, there is a search bar for a person named 'hermione granger'. In the center, a 'Current Employee' card for 'Hermione Granger' is shown. An 'Actions' dropdown menu is open, listing several options: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Job Change' (highlighted in red), 'Additional Pay', and 'Additional Assignment'. On the right, a table displays employee details for 'EPAF'.

EPAF	
Empl ID	U00000112
Record	0
Department	470000 UNDERGRAD ADMISSIONS
Job Code	AH15 Administrative Coordinator II
Business Unit	SCCOL USC Columbia
Job Indicator	Primary Job
Empl Class	FTE Full Time Equivalent
Faculty/Staff	Staff


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Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the Additional Skills/Knowledge increase.
 - a. ASKs must be effective at the start of a pay period, either the 1st or the 16th of the month.

Since 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 bottom of the page and click the **Next** button.




Hermione Granger
U00000112
Record: 0

[View Job Data](#)

Form ID 408715

Job Change : Job Information Highlights Enabled: Yes Current Values

Transaction Information

*Effective Date: 06/01/2022 

Employee Group: FTS FTE Staff

Other Active Jobs

1 row	Empl Record	Department	Description	Standard Hours
1	0			0.00

Job Position Information

Position Number: 00003828 Administrative Coordinator II	Reports To Position: 00001728 Dir of Finance and Admin
Job Code: AH15 Administrative Coordinator II	Supervisor ID:
Department: 470000 SAAS Undergraduate Admissions	Reports To Incumbent:
Standard Hours: 37.50	Regular/Temporary: Regular
Full/Part Time: Full-Time	Employee Classification: FTE Full Time Equivalent
Business Unit: SCCOL USC Columbia	Location Code: 074 Lieber College
Company: USC	Job Indicator: Primary Job
Business Title: Administrative Coordinator II	

Additional Job Information

Tax Location Code: SC

FICA Status-Employee: Subject

FTE: 1.000000

Weeks Per Year:

Position Specific SOC: 43-6014

Slot: Standard Work Period: W

Holiday Schedule: USC

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

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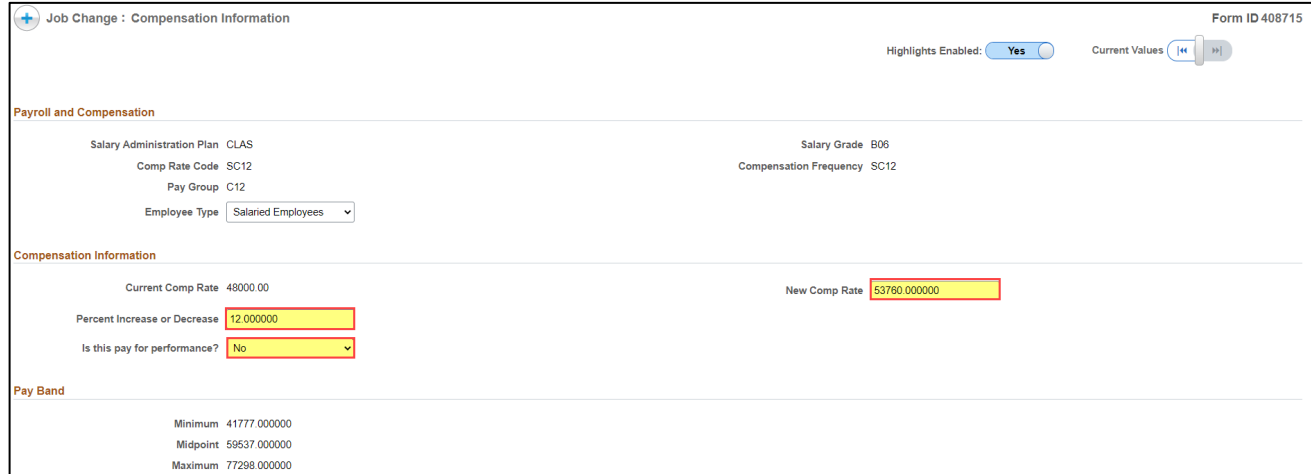
3. Enter the **New Comp Rate** for the ASK increase and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field. Note that entering the **Percent Increase or Decrease** and clicking the tab button will then populate the **New Comp Rate**.

4. Upon entering the increase, 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.

Classified staff base salaries cannot exceed the max of the pay band. Pay band minimum, midpoint, and maximum are populated on the eForm. If you enter a salary above the max of the pay band 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 pay band.



Job Change : Compensation Information Form ID 408715

Highlights Enabled: Yes Current Values

Payroll and Compensation

Salary Administration Plan	CLAS	Salary Grade	B06
Comp Rate Code	SC12	Compensation Frequency	SC12
Pay Group	C12		
Employee Type	Salaried Employees <input type="text"/>		

Compensation Information

Current Comp Rate	48000.00	New Comp Rate	53780.000000
Percent Increase or Decrease	12.000000		
Is this pay for performance?	No <input type="text"/>		

Pay Band

Minimum	41777.000000
Midpoint	59537.000000
Maximum	77298.000000

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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 ASK.
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 **Add Skills/Know** option.

Upon selecting the **Reason Code** of **Add Skills/Know**, the File Attachments section will change to required. To submit an ASK request, you must provide documentation of the degree or certification being earned by the employee.

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

Note:

To be eligible for an ASK the staff member must have completed requirements and been awarded a degree or certification that is directly related to the area of employment. This cannot be a minimum requirement of the position, but rather an additional skill/knowledge attained by the employee.

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
53760.000000	100.000000	Select Funding	CL085	470000	A0001	51200	505					A00000003330	+	-
Total Percent 100.00														

Additional Pay

Effective Date	Earnings Code	Earnings Per Pay Period	Earnings End Date	Select Non-Base Funding	Combination Code	Insert A Row
02/01/2022	SAP	300.00	01/31/2024	Select Non-Base Funding	A00000003330	+

Previous Next Save

Job Change : Action - Reason Form ID 408715

Highlights Enabled: Yes Current Values

Action Reason Grid

*Action	*Reason Code	Insert A Row	Delete A Row
Pay Rate Change	Add Skills/Know	+	-

File Attachments

Attachment Required	Action	Description	File Name	Delete
	Upload	Additional Skills/Knowledge Supporting Doc		Delete

Add

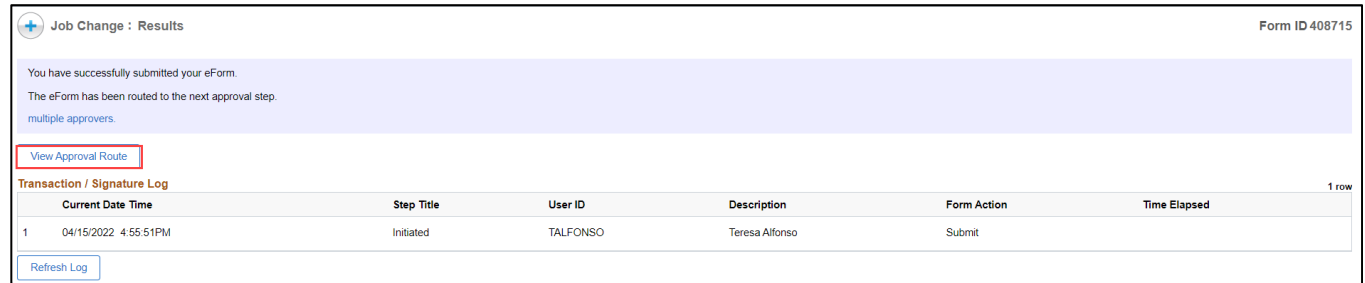
Comments

Previous Save Submit

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10. The eForm has 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. 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**.
12. Upon review of the workflow, click the **Done** button.

You have successfully initiated an **Additional Skills/Knowledge** request for FTE staff!



Job Change : Results Form ID 408715

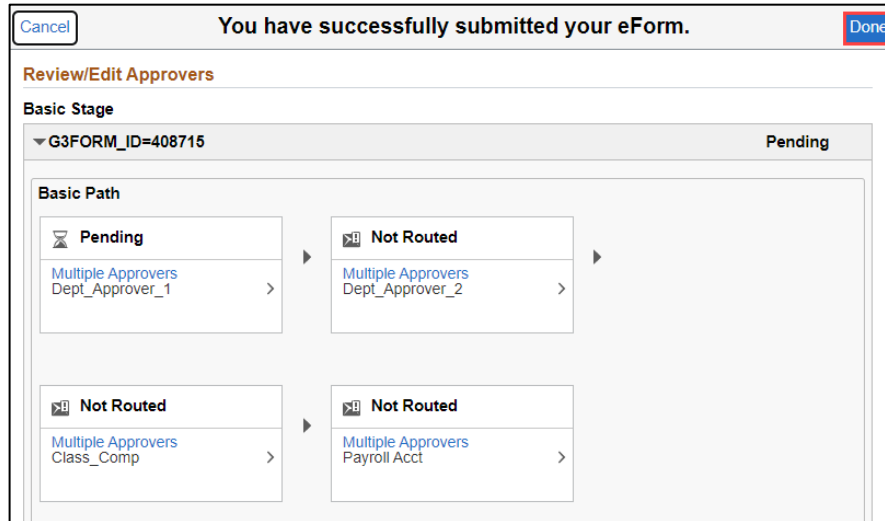
You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
04/15/2022 4:55:51PM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)



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

Review/Edit Approvers

Basic Stage

G3FORM_ID=408715 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  
Class_Comp"] --> D["Not Routed  
Multiple Approvers  
Payroll Acct"]
  
```