

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

This job aid outlines how to request a special salary adjustment equity increase for an FTE faculty employee.

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

**Information**

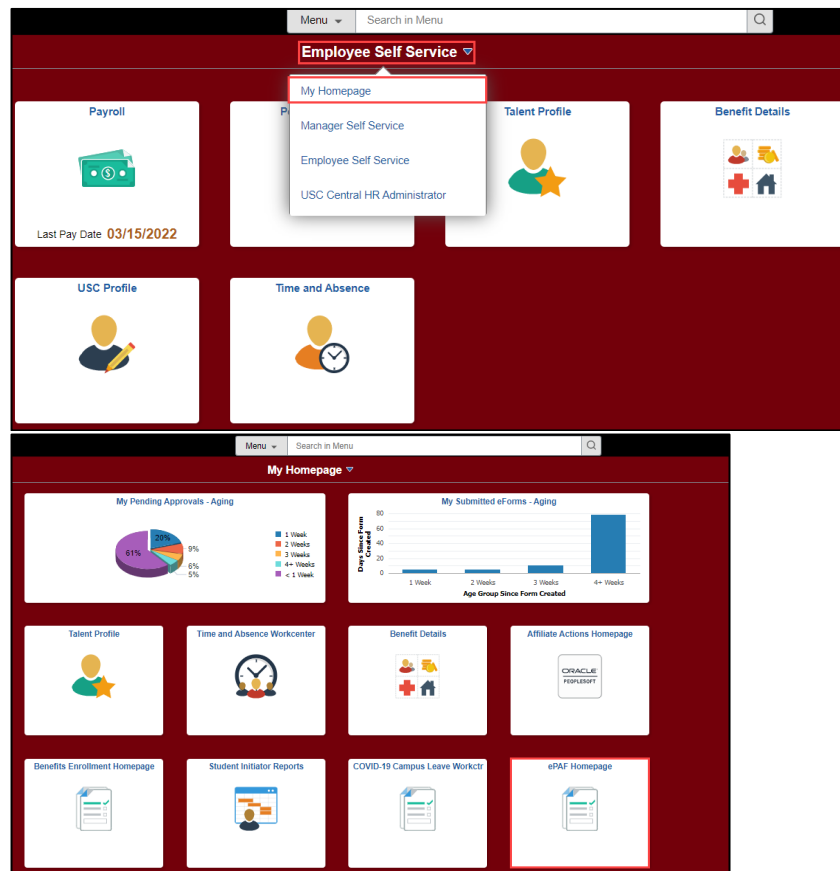
Those with HR Initiator access can take this action for employees within their security scope.

**Special salary adjustment equity increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.**

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

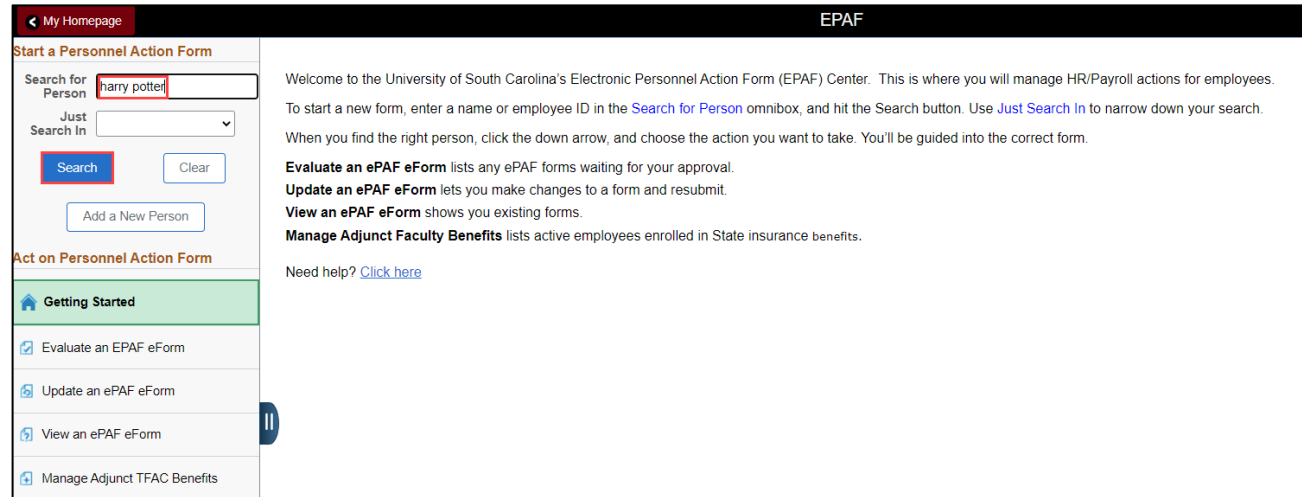


## University of South Carolina HCM HR Contact Resources Job Change eForm: Special Salary Adjustment-Equity for Faculty

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:

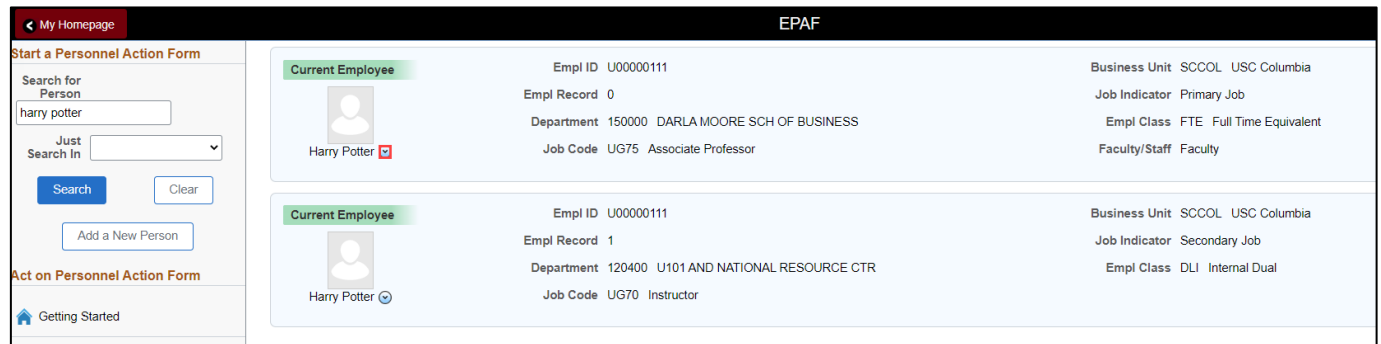
**Act on Personnel Action Form**

- 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:

**Act on Personnel Action Form**

- Getting Started

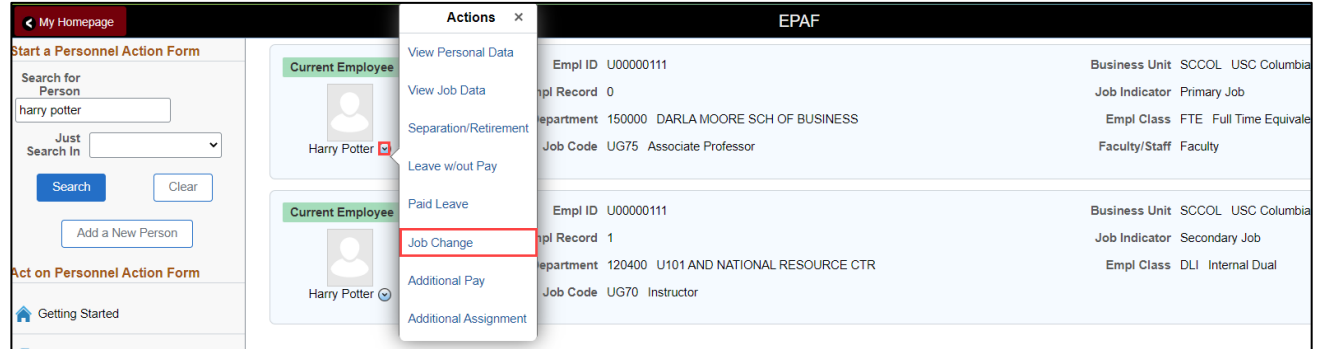
<b>Current Employee</b>	Empl ID: U00000111	Business Unit: SCCOL USC Columbia
	Empl Record: 0	Job Indicator: Primary Job
Harry Potter <input checked="" type="checkbox"/>	Department: 150000 DARLA MOORE SCH OF BUSINESS	Empl Class: FTE Full Time Equivalent
	Job Code: UG75 Associate Professor	Faculty/Staff: Faculty
<b>Current Employee</b>	Empl ID: U00000111	Business Unit: SCCOL USC Columbia
	Empl Record: 1	Job Indicator: Secondary Job
Harry Potter <input type="checkbox"/>	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 initiated directly on the Job Change eForm.

From the Related Actions Menu, select the **Job Change** option.



The screenshot displays the 'My Homepage' interface for an employee named Harry Potter. An 'Actions' dropdown menu is open, listing various options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, **Job Change** (highlighted in red), Additional Pay, and Additional Assignment. The background shows two employee records:

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

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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 FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. **However, special salary adjustment equity increase submissions should not be accompanied by any other change requests.**

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

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

Job Change : Job Information Form ID 408776

Highlights Enabled:  Yes Current Values

**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  Standard Work Period W

Holiday Schedule USC

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

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, 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 408776

Highlights Enabled:  Yes Current Values

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**Payroll and Compensation**

Salary Administration Plan UNCL	Salary Grade B00
Comp Rate Code SC9 <input type="text"/>	Compensation Frequency SC9
Pay Group P09	
Employee Type Salaried Employees <input type="button" value="v"/>	

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**Compensation Information**

Current Comp Rate 89250.00	New Comp Rate <input style="border: 2px solid red;" type="text" value="92150.000000"/>
Percent Increase or Decrease <input style="border: 2px solid red;" type="text" value="3.249300"/>	
Annualized Salary 122866.666666	
Is this pay for performance? <input style="border: 2px solid red;" type="button" value="No"/>	

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**The only change that can be submitted with the special salary adjustment equity request is a change to the base salary funding allocation.** If the increase is associated with a change in funding distribution, take the optional step 5 listed below.

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.

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
92150.000000	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								
		0.00	Select Non-Base Funding		+	-								

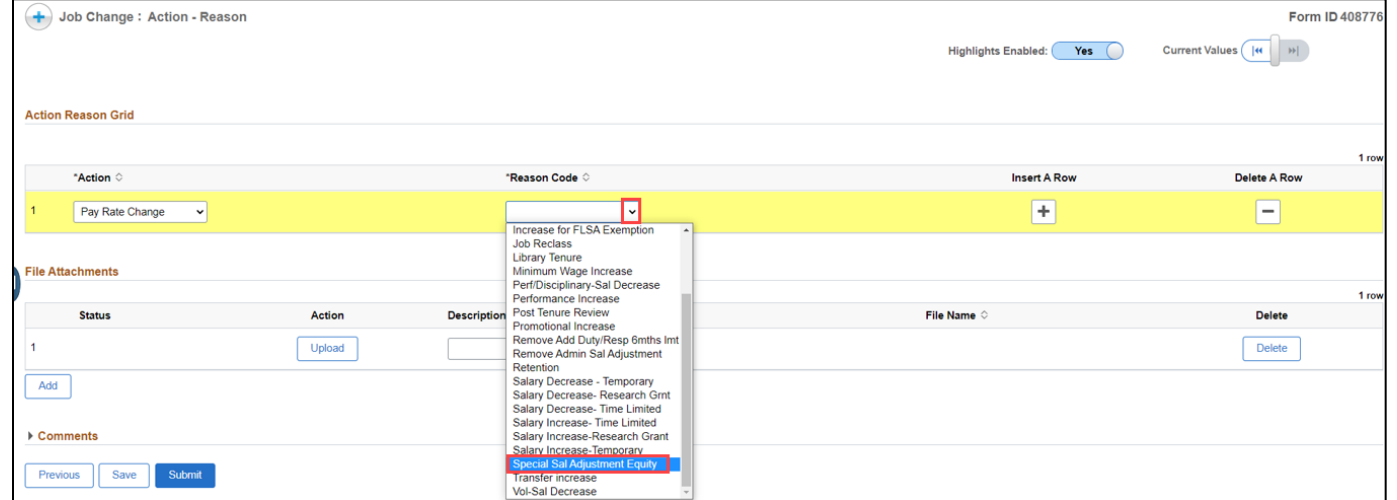
Previous Next Save

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- 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 special salary adjustment equity request, you must provide documentation of the equity study or review that was performed.**

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



Job Change : Action - Reason Form ID 408776

Highlights Enabled:  Yes Current Values

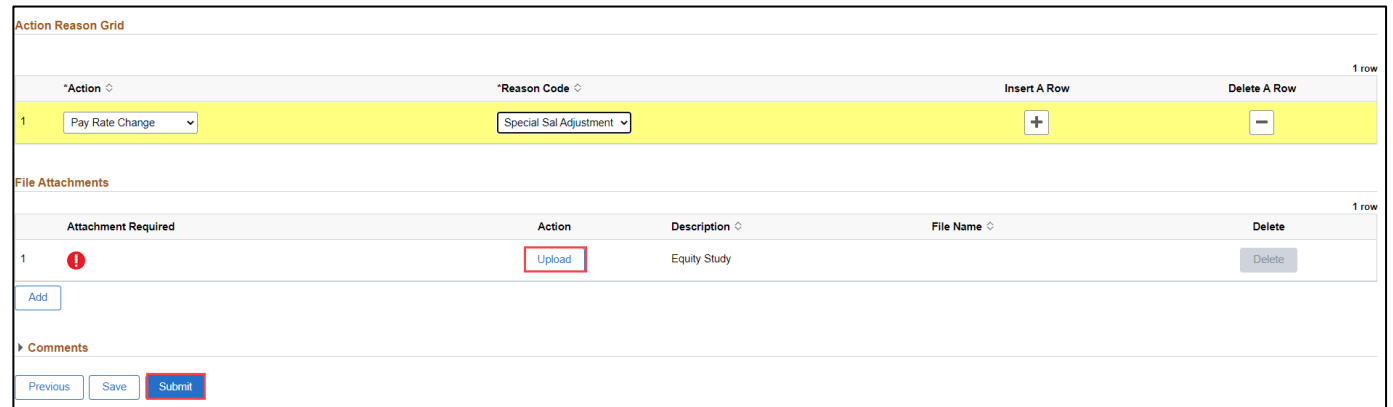
**Action Reason Grid** 1 row

*Action	*Reason Code	Insert A Row	Delete A Row
1 Pay Rate Change	Special Sal Adjustment	<input type="button" value="+"/>	<input type="button" value="-"/>

**File Attachments** 1 row

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

**Comments**



**Action Reason Grid** 1 row

*Action	*Reason Code	Insert A Row	Delete A Row
1 Pay Rate Change	Special Sal Adjustment	<input type="button" value="+"/>	<input type="button" value="-"/>

**File Attachments** 1 row

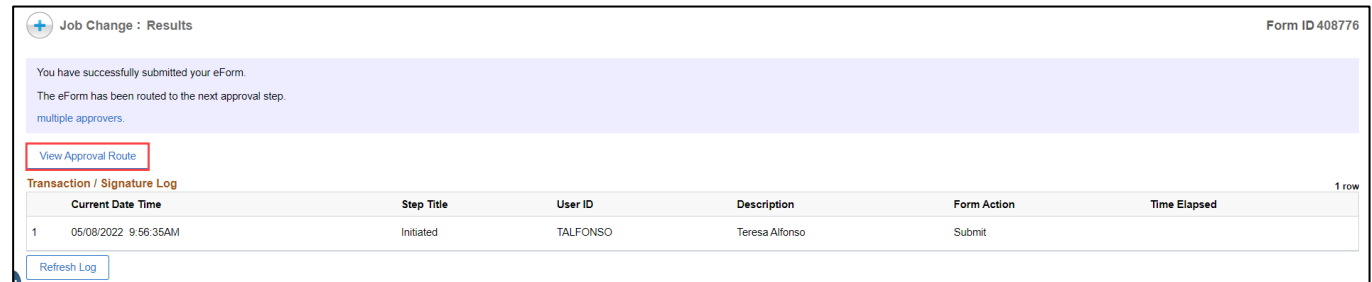
Attachment Required	Action	Description	File Name	Delete
1 <span style="color: red;">!</span>	<input type="button" value="Upload"/>	Equity Study		<input type="button" value="Delete"/>

**Comments**

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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 a **Special Salary Adjustment Equity** request for FTE faculty!



Job Change : Results Form ID 408776

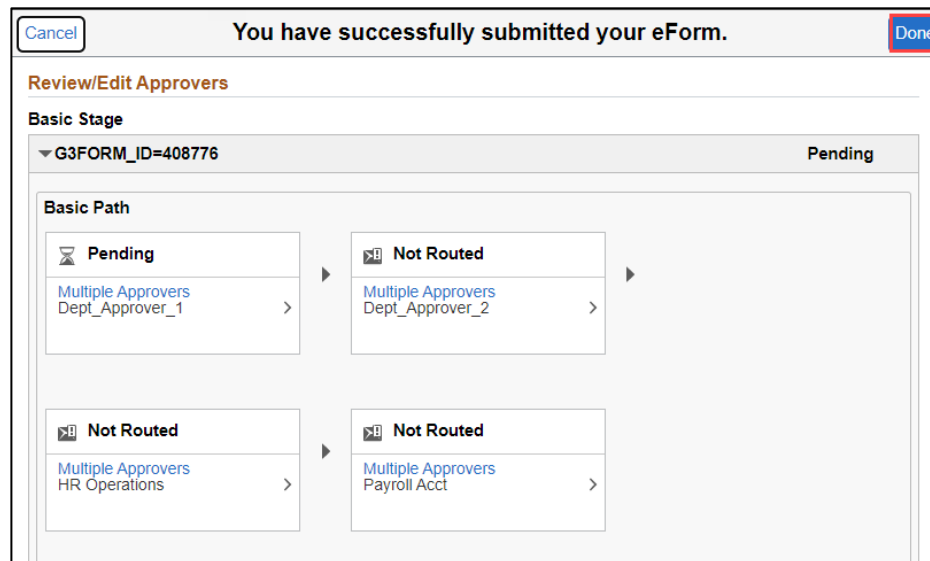
You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log 1 row

Transaction ID	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	05/08/2022 9:56:35AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)



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

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=408776 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"]
  
```