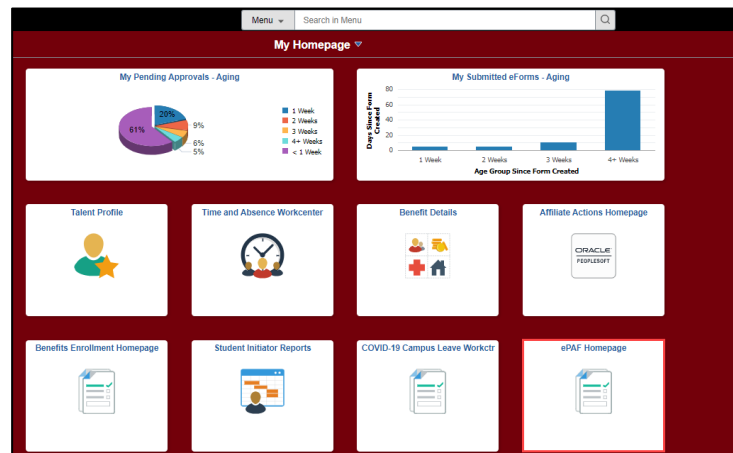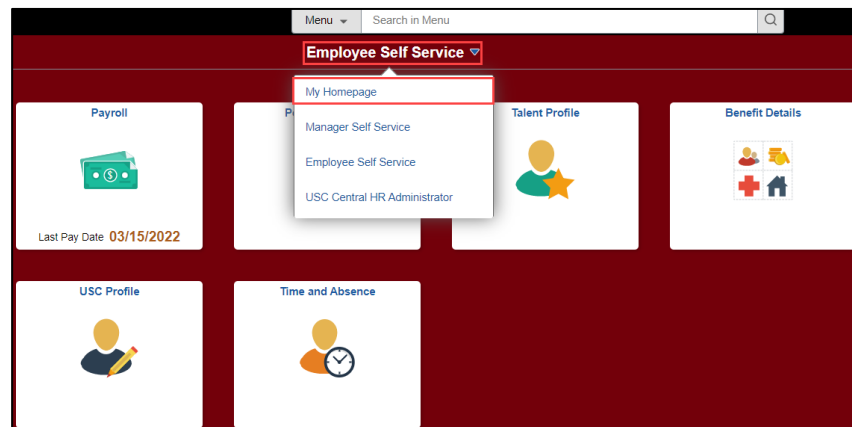| How to initiate a chair professorship payment request in HCM: |
|---|
| This job aid outlines how to request a Chair Professorship payment. |
| **Navigation:** Employee Self Service > My Homepage > ePAF Homepage |

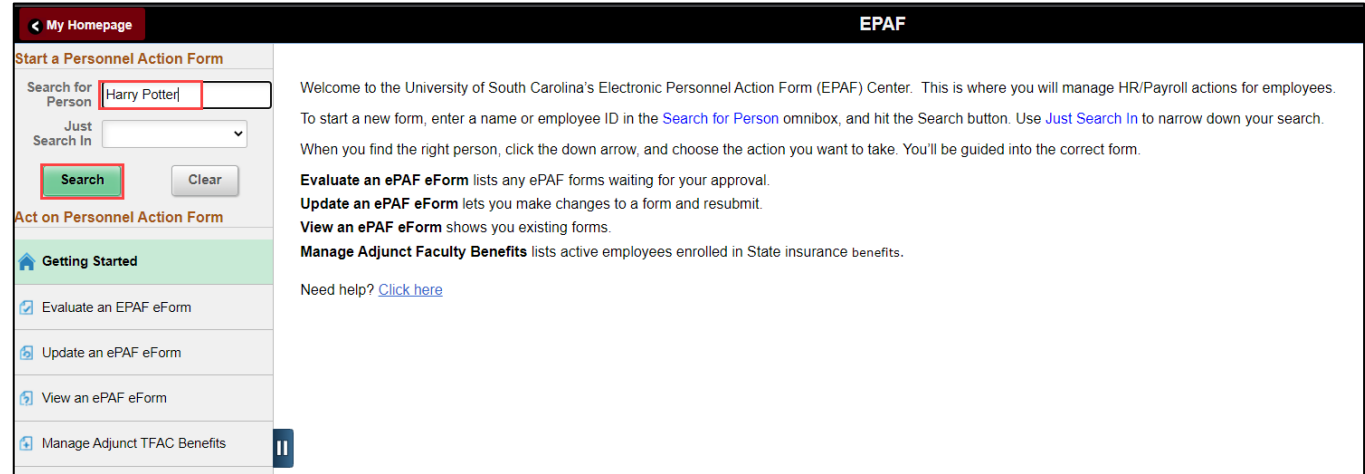| Information | Screenshots |
|---|---|
| **Those with HR Initiator access can take this action for employees within their security scope.**<br><br>**Requesting a Chair Professorship payment**: In order to request a chair professorship payment for one of your employees, take the following steps:<br>1. Click the **Employee Self-Service** drop-down menu button.<br>2. Click the **My Homepage** option in the drop-down.<br>3. Click the **ePAF Homepage** tile. | |

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: Harry Potter
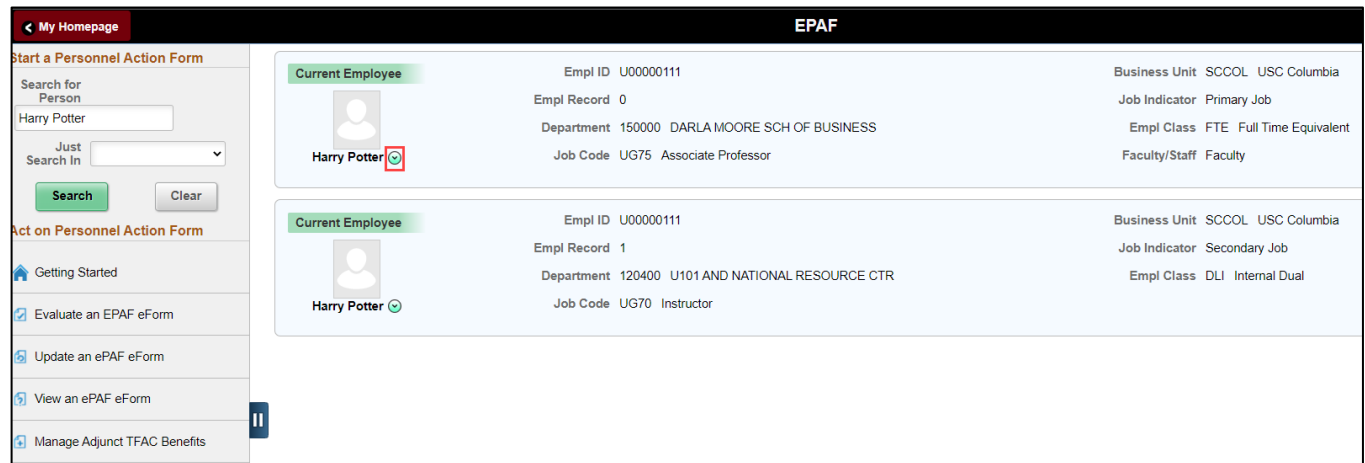
Just Search In: [dropdown]

[Search] [Clear]

**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**

**Start a Personnel Action Form**

Search for Person: Harry Potter

Just Search In: [dropdown]

[Search] [Clear]

**Act on Personnel Action Form**

🏠 Getting Started

📄 Evaluate an EPAF eForm

📄 Update an ePAF eForm

📄 View an ePAF eForm

📄 Manage Adjunct TFAC Benefits

**Current Employee**

Harry Potter ⊙

| | |
|---|---|
| Empl ID | U00000111 |
| Empl Record | 0 |
| Department | 150000 DARLA MOORE SCH OF BUSINESS |
| Job Code | UG75 Associate Professor |
| Business Unit | SCCOL USC Columbia |
| Job Indicator | Primary Job |
| Empl Class | FTE Full Time Equivalent |
| Faculty/Staff | Faculty |

**Current Employee**

Harry Potter ⊙

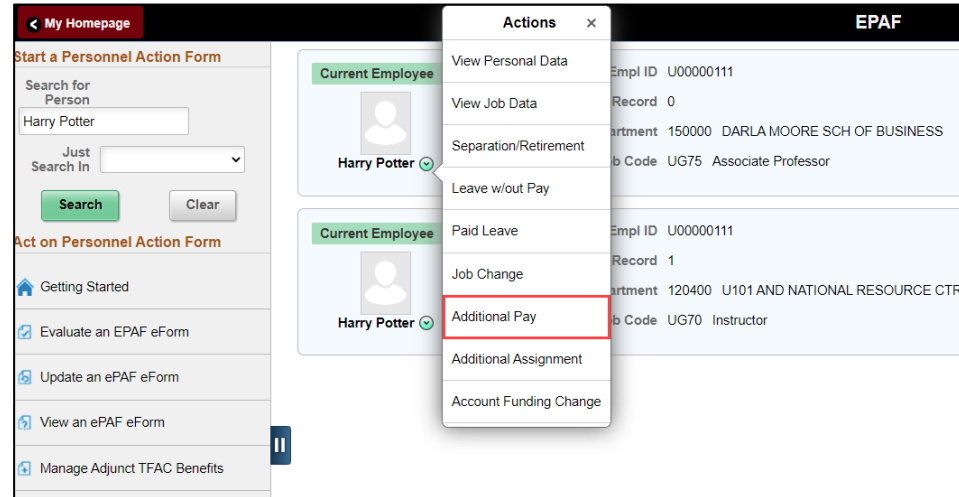| | |
|---|---|
| Empl ID | U00000111 |
| Empl Record | 1 |
| Department | 120400 U101 AND NATIONAL RESOURCE CTR |
| Job Code | UG70 Instructor |
| Business Unit | SCCOL USC Columbia |
| Job Indicator | Secondary Job |
| Empl Class | DLI Internal Dual |

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 **Additional Pay eForm** is used to establish or update existing non-base salary adjustments. These can be either one-time or on-going based on the earnings code. All salary adjustments are considered temporary; on-going salary adjustments must have end-dates. The eForm logic only displays the earnings codes for which a specific employee is eligible (based on employee type).

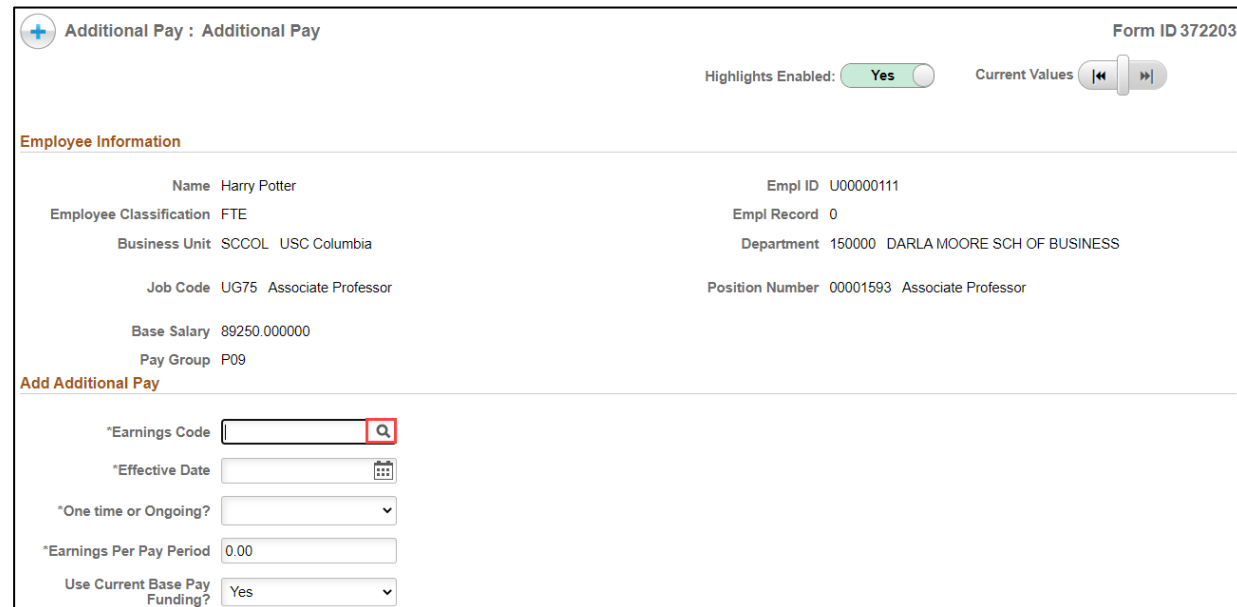From the Related Actions Menu, select the **Additional Pay** option.

**Completing the Additional Pay eForm:**

1. In the Additional Pay eForm, click **the Earnings Code** lookup button (magnifying glass icon) to select the appropriate earnings code.

Note: The **Additional Pay eForm** has logic that only displays the Earnings Codes available to that employee based on employee type.

2. In the **Earnings Code** Lookup select the **Chair Professorship** option.
   a. Note this **Earnings Code** only appears in the lookup for faculty.

| | Lookup |
|---|---|

Cancel

Search for: Earnings Code

▶ Search Criteria

▼ Search Results

11 rows

| Value ◇ | Description ◇ |
|---|---|
| ASA | Administrative Salary Adjstmnt |
| AWD | Monetary Cash Awards |
| BON | Bonus |
| CAR | Car Allowance Cash |
| CHR | Chair Professorship |
| FOV | Faculty Overload |
| GSA | Grant Salary Adjustment |
| HOU | Housing Allowance Cash |
| SAP | Special Assignment Pay |
| TSA | Temporary Salary Adjustment |
| VAR | Variable Pay |

3. Enter a future dated **Effective Date**. One-time additional pay actions must be effective at the start of a pay period (the 1st or 16th of the month).

   a. **Chair Professorship** payments are made twice annually (October and March) in accordance with guidelines from the Office of the Provost.

4. Click the **Reason for Additional Pay** drop-down menu button to select for the appropriate type of chair payment.

5. Enter the **Amount** for the **Chair Professorship** payment. Notice once you complete the field it will automatically populate in the **Earnings per Pay Period** field.

   a. The amount requested on the eForm must be half of the total annual amount provided in the Chair Professorship appointment letter. This letter is the required attachment for submission of this eForm.

**Employee Information**

| | | | |
|---|---|---|---|
| Name | Harry Potter | Empl ID | U00000111 |
| Employee Classification | FTE | Empl Record | 0 |
| Business Unit | SCCOL USC Columbia | Department | 150000 DARLA MOORE SCH OF BUSINESS |
| Job Code | UG75 Associate Professor | Position Number | 00001593 Associate Professor |
| Base Salary | 89250.000000 | | |
| Pay Group | P09 | | |

**Add Additional Pay**

*Earnings Code  CHR  🔍 Chair Professorship

*Effective Date  03/16/2022  📅

One time or Ongoing?  One-Time

Earnings Per Pay Period  0.00

*Amount  0.00

Use Current Base Pay Funding?  Yes

*Reason for Additional Pay  [ ▾ ]
- Carolina Distinguished Profess
- Endowed Chairs Professorships
- Fixed Term Chair
- Smart State Chair CoEE

**Employee Information**

| | | | |
|---|---|---|---|
| Name | Harry Potter | Empl ID | U00000111 |
| Employee Classification | FTE | Empl Record | 0 |
| Business Unit | SCCOL USC Columbia | Department | 150000 DARLA MOORE SCH OF BUSINESS |
| Job Code | UG75 Associate Professor | Position Number | 00001593 Associate Professor |
| Base Salary | 89250.000000 | | |
| Pay Group | P09 | | |

**Add Additional Pay**

*Earnings Code  CHR  🔍 Chair Professorship

*Effective Date  03/16/2022  📅

*One time or Ongoing?  One-Time

Earnings Per Pay Period  10000.00

*Amount  10000.00

Use Current Base Pay Funding?  Yes

*Reason for Additional Pay  Endowed Chairs Profes ▾

6. *Optional*: If you need to change the funding source, click the User **Current Base Pay Funding** drop-down and change to No. This will then open the funding string for edit.

   a. Some **Chair Professorships**, such as SmartState, are funded by a central office. Funding information will be provided to you by that office.

7. The file attachment section of the eForm doesn't appear as required, however the Chair Professorship appointment letter is required as part of the submission. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.

   a. eForms submitted without the appointment letter will be recycled back to the initiator.

**Employee Information**

| | | | |
|---|---|---|---|
| Name | Harry Potter | Empl ID | U00000111 |
| Employee Classification | FTE | Empl Record | 0 |
| Business Unit | SCCOL   USC Columbia | Department | 150000   DARLA MOORE SCH OF BUSINESS |
| Job Code | UG75   Associate Professor | Position Number | 00001593   Associate Professor |
| Base Salary | 89250.000000 | | |
| Pay Group | P09 | | |

**Add Additional Pay**

| | | | |
|---|---|---|---|
| *Earnings Code | AWD | Monetary Cash Awards | |
| *Effective Date | 03/01/2022 | | |
| One time or Ongoing? | One-Time | | |
| *Cash Award | 101 | Women's Studies Teaching Award | Earnings Per Pay Period  1000.00 |
| *Amount | 1000.00 | | |
| Use Current Base Pay Funding? | Yes | | |

**New Additional Pay Funding**

1 row

| | Amount | Percent | Operating Unit | Department | Fund Code | Account | Class Field | Business Unit | Project/Grant | Activity ID | Cost Share | Combination Code | Insert A Row | Delete A Row |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 10000.000000 | 100.000000 | CL038 | 150000 | A0001 | 51300 | 101 | | | | | A00000005595 | + | − |

**Total Distribution**

Percent Total  100.00

**File Attachments**

1 row

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

Add

▸ Comments

Search   Save   Submit

8. Once you've uploaded the appointment letter, you must select the document description. Click the **Description** dropdown menu button and select the **Chair Professorship Justification** option.

9. Review your work on the eForm. Once you've confirmed the data click the *Submit* button.

**New Additional Pay Funding**

1 row

| | Amount | Percent | Operating Unit | Department | Fund Code | Account | Class Field | Business Unit | Project/Grant | Activity ID | Cost Share | Combination Code | Insert A Row | Delete A Row |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 10000.000000 | 100.000000 | CL038 | 150000 | A0001 | 51300 | 101 | | | | | A00000005595 | + | − |

**Total Distribution**

Percent Total 100.00

**File Attachments**

ASA Appointment Letter
Athletic Contract Justification
Board Approved Award
Bonus Justification
**Chair Professorship Justification**
GSA Justification
Market Geo Justification
SAP Justification
TSA Justification
Variable Pay Justification

1 row

| Status | Action | | File Name | Remove |
|---|---|---|---|---|
| 1 ✅ | View | ▾ | TALFONSO2022-02-23-12.03.47attestation_pa.pdf | Delete |

Add

▸ Comments

Search  Save  Submit

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**New Additional Pay Funding**

1 row

| | Amount | Percent | Operating Unit | Department | Fund Code | Account | Class Field | Business Unit | Project/Grant | Activity ID | Cost Share | Combination Code | Insert A Row | Delete A Row |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 10000.000000 | 100.000000 | CL038 | 150000 | A0001 | 51300 | 101 | | | | | A00000005595 | + | − |

**Total Distribution**

Percent Total 100.00

**File Attachments**

1 row

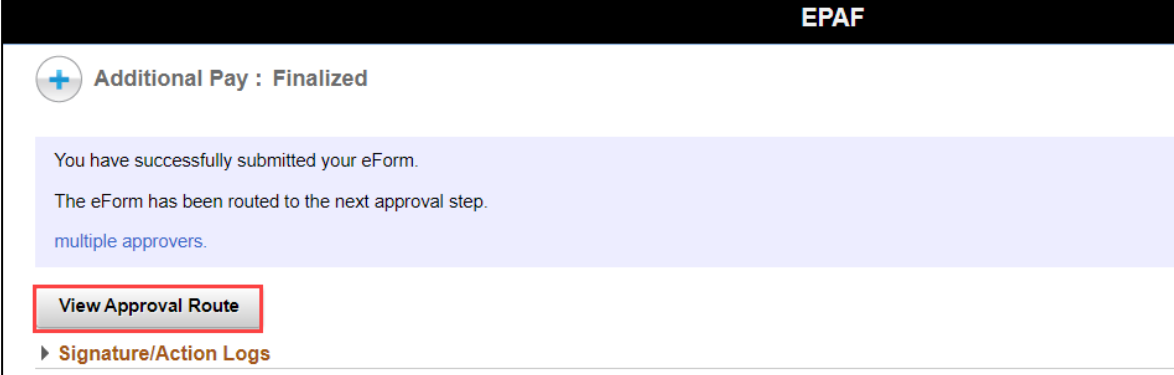| Status | Action | *Description | File Name | Remove |
|---|---|---|---|---|
| 1 ✅ | View | Chair Professorship Jus ▾ | TALFONSO2022-02-23-12.03.47attestation_pa.pdf | Delete |

Add

▸ Comments

Search  Save  Submit

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. **Chair Professorships** route to the Office of the Provost for approval prior to landing with central HR for final approval.
    b. 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.

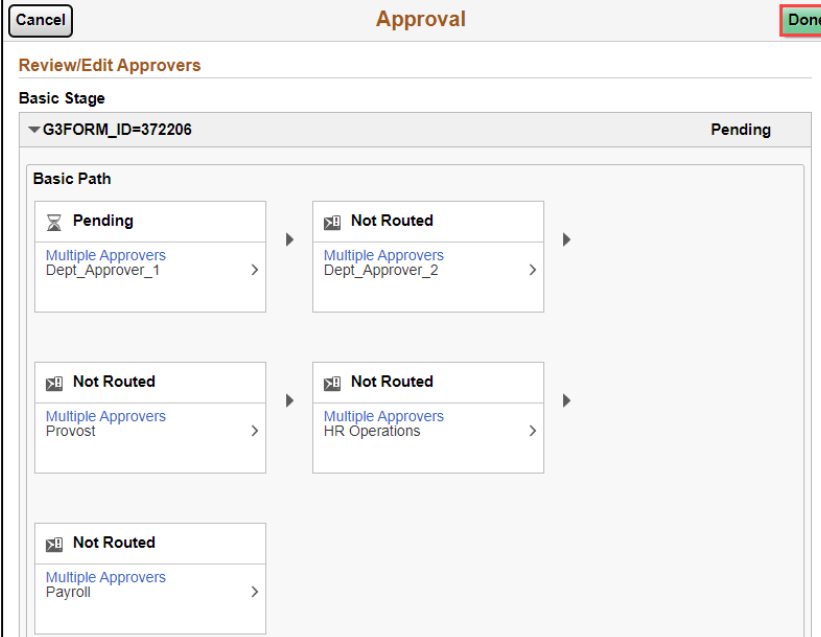You have successfully initiated a **Chair Professorship** request!

**EPAF**

➕ Additional Pay : Finalized

You have successfully submitted your eForm.

The eForm has been routed to the next approval step.

multiple approvers.

**View Approval Route**

▶ Signature/Action Logs

| Cancel | **Approval** | Done |

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM_ID=372206 — Pending

**Basic Path**

⏳ **Pending**
Multiple Approvers
Dept_Approver_1 →

✉ **Not Routed**
Multiple Approvers
Dept_Approver_2 →

✉ **Not Routed**
Multiple Approvers
Provost →

✉ **Not Routed**
Multiple Approvers
HR Operations →

✉ **Not Routed**
Multiple Approvers
Payroll →