

| How to initiate a chair professorship pa<br>This job aid outlines how to request a Chair   |                        |
|--|------------------------|
| <b>Navigation:</b> Employee Self Service > My Ho   | mepage > ePAF Homepage |
| Information  | Screenshots            |
| Those with HR Initiator access can take<br>this action for employees within their<br>security scope. Requesting a Chair Professorship<br>payment: In order to request a chair<br>professorship payment for one of your<br>employees, take the following steps: <ol> <li>Click the Employee Self-Service<br/>drop-down menu button.</li> <li>Click the My Homepage option in<br/>the drop-down.</li> <li>Click the ePAF Homepage tile.</li> </ol> |                        |



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.

| Start a Personnel Action Form  |   |   |
|--|---|---|
| Search for<br>Person Harry Potter  | Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is whe   |   |
| Just<br>Search In  |   |   |
|  | When you find the right person, click the down arrow, and choose the action you want to take. You'll be guide   | ed into the correct form.   |
| Search   | Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.  |   |
| Act on Personnel Action Form   | Update an ePAF eForm lets you make changes to a form and resubmit.<br>View an ePAF eForm shows you existing forms.  |   |
| A Getting Started  | Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.  |   |
| Evaluate an EPAF eForm   | Need help? Click here   |   |
| 5 Update an ePAF eForm   |   |   |
| 5 View an ePAF eForm   |   |   |
| Manage Adjunct TFAC Benefits   | 0   |   |
|  |   |   |
|  |   |   |
| K My Homepage  | EPAF  |   |
| tart a Personnel Action Form<br>Search for   | Current Employee Empl ID U00000111  | Business Unit SCCOL USC Columbia  |
|  | Empl Record 0   | Job Indicator Primary Job   |
| Person   |   |   |
| Harry Potter   | Department 150000 DARLA MOORE SCH OF BUSINESS   | Empl Class FTE Full Time Equivalent   |
|  | Department 150000 DARLA MOORE SCH OF BUSINESS Harry Potter  |   |
| Harry Potter   |   | Empl Class FTE Full Time Equivalent   |
| Harry Potter<br>Just<br>Search In<br>Search Clear  |   | Empl Class FTE Full Time Equivalent   |
| Harry Potter<br>Just<br>Search In<br>Search Clear<br>ct on Personnel Action Form   | Harry Potter 🞯 Job Code UG75 Associate Professor  | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia<br>Job Indicator Secondary Job |
| Harry Potter<br>Just<br>Search In<br>Search Clear<br>ct on Personnel Action Form   | Harry Potter 💿 Job Code UG75 Associate Professor  Current Employee Empl ID U00000111  Empl Record 1  Department 120400 U101 AND NATIONAL RESOURCE CTR                                       | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia                                |
| Harry Potter Just Search Clear Clear Ct on Personnel Action Form Getting Started   | Harry Potter 🕞 Job Code UG75 Associate Professor Current Employee Empl ID U00000111 Empl Record 1   | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia<br>Job Indicator Secondary Job |
| Harry Potter Just Search Clear Clear Clear Getting Started Evaluate an EPAF eForm  | Harry Potter 💿 Job Code UG75 Associate Professor  Current Employee Empl ID U00000111  Empl Record 1  Department 120400 U101 AND NATIONAL RESOURCE CTR                                       | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia<br>Job Indicator Secondary Job |
| Harry Potter  Just Search Clear  ct on Personnel Action Form  Getting Started  Evaluate an EPAF eForm  Update an ePAF eForm  | Harry Potter 💿 Job Code UG75 Associate Professor  Current Employee Empl ID U00000111 Empl Record 1 Department 120400 U101 AND NATIONAL RESOURCE CTR Harry Potter 💿 Job Code UG70 Instructor | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia<br>Job Indicator Secondary Job |
| Harry Potter  Just Search Clear Clea | Harry Potter 💿 Job Code UG75 Associate Professor  Current Employee Empl ID U00000111  Empl Record 1  Department 120400 U101 AND NATIONAL RESOURCE CTR                                       | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia<br>Job Indicator Secondary Job |
| Harry Potter  Just Search Clear  Clear  Con Personnel Action Form  Getting Started  Evaluate an EPAF eForm  Update an ePAF eForm  View an ePAF eForm  View an ePAF eForm   | Harry Potter 💿 Job Code UG75 Associate Professor  Current Employee Empl ID U00000111 Empl Record 1 Department 120400 U101 AND NATIONAL RESOURCE CTR Harry Potter 💿 Job Code UG70 Instructor | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia<br>Job Indicator Secondary Job |
| Harry Potter<br>Just<br>Search Clear<br>Clear<br>Act on Personnel Action Form  | Harry Potter 💿 Job Code UG75 Associate Professor  Current Employee Empl ID U00000111 Empl Record 1 Department 120400 U101 AND NATIONAL RESOURCE CTR Harry Potter 💿 Job Code UG70 Instructor | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia<br>Job Indicator Secondary Job |
| Harry Potter  Just Search Clear  Clear  Con Personnel Action Form  Getting Started  Evaluate an EPAF eForm  Update an ePAF eForm  View an ePAF eForm  View an ePAF eForm   | Harry Potter 💿 Job Code UG75 Associate Professor  Current Employee Empl ID U00000111 Empl Record 1 Department 120400 U101 AND NATIONAL RESOURCE CTR Harry Potter 💿 Job Code UG70 Instructor | Empl Class FTE Full Time Equivalent<br>Faculty/Staff Faculty<br>Business Unit SCCOL USC Columbia<br>Job Indicator Secondary Job |



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:

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

| K My Homepage   |  | Actions ×              | EPAF  |                  |
|---|--|------------------------|---|------------------|
| Start a Personnel Action Form   | Current Employee                                 | View Personal Data     | Empl ID U00000111   |                  |
| Search for<br>Person  |  |                        | Record 0  |                  |
| Harry Potter  | Harry Dattar                                     | Separation/Retirement  | artment 150000 DARLA MOORE SCH OF BUSINESS<br>b Code UG75 Associate Professor |                  |
| Search In Clear   | Harry Potter 🕑                                   | Leave w/out Pay        | b Code 0075 Associate Professor   |                  |
| Act on Personnel Action Form  | Current Employee                                 | Paid Leave             | Empl ID U00000111   |                  |
| Setting Started   |  | Job Change             | Record 1  |                  |
| <ul> <li>Evaluate an EPAF eForm</li> </ul>  | Harry Potter 🕑                                   | Additional Pay         | artment 120400 U101 AND NATIONAL RESOURCE CTR<br>b Code UG70 Instructor       |                  |
|   |  | Additional Assignment  |   |                  |
| Update an ePAF eForm  |  | Account Funding Change |   |                  |
| View an ePAF eForm  | 1  |                        |   |                  |
| Manage Adjunct TFAC Benefits  |  |                        |   |                  |
| + Additional Pay : Additional   | l Pay  |                        | Highlights Enabled: Yes   | Form ID 372203   |
| Additional Pay : Additional     Employee Information  | Pay  |                        | Highlights Enabled: Yes   |                  |
|   | -  |                        | Highlights Enabled: Yes   |                  |
| Employee Information  | -  |                        |   |                  |
| Employee Information Name Harry Pott  | er   |                        | Empl ID U00000111   | Current Values ( |
| Employee Information<br>Name Harry Pott<br>Employee Classification FTE  | ter<br>JSC Columbia                              |                        | Empl ID U00000111<br>Empl Record 0  | Current Values   |
| Employee Information<br>Name Harry Pott<br>Employee Classification FTE<br>Business Unit SCCOL U<br>Job Code UG75 As<br>Base Salary 89250.000  | ier<br>JSC Columbia<br>ssociate Professor        |                        | Empl ID U00000111<br>Empl Record 0<br>Department 150000 DARLA MOOF            | Current Values   |
| Employee Information<br>Name Harry Pott<br>Employee Classification FTE<br>Business Unit SCCOL U<br>Job Code UG75 As   | ier<br>JSC Columbia<br>ssociate Professor        |                        | Empl ID U00000111<br>Empl Record 0<br>Department 150000 DARLA MOOF            | Current Values   |
| Employee Information<br>Name Harry Pott<br>Employee Classification FTE<br>Business Unit SCCOL U<br>Job Code UG75 As<br>Base Salary 89250.000<br>Pay Group P09<br>Add Additional Pay                                     | er<br>USC Columbia<br>ssociate Professor<br>2000 |                        | Empl ID U00000111<br>Empl Record 0<br>Department 150000 DARLA MOOF            | Current Values   |
| Employee Information<br>Name Harry Pott<br>Employee Classification FTE<br>Business Unit SCCOL U<br>Job Code UG75 As<br>Base Salary 89250.000<br>Pay Group P09   | ier<br>JSC Columbia<br>ssociate Professor        |                        | Empl ID U00000111<br>Empl Record 0<br>Department 150000 DARLA MOOF            | Current Values   |
| Employee Information<br>Name Harry Pott<br>Employee Classification FTE<br>Business Unit SCCOL U<br>Job Code UG75 As<br>Base Salary 89250.000<br>Pay Group P09<br>Add Additional Pay<br>*Earnings Code                   | er<br>JSC Columbia<br>ssociate Professor<br>0000 |                        | Empl ID U00000111<br>Empl Record 0<br>Department 150000 DARLA MOOF            | Current Values   |
| Employee Information<br>Name Harry Pott<br>Employee Classification FTE<br>Business Unit SCCOL U<br>Job Code UG75 As<br>Base Salary 89250.000<br>Pay Group P09<br>Add Additional Pay<br>*Earnings Code<br>Effective Date | er<br>JSC Columbia<br>ssociate Professor<br>D000 |                        | Empl ID U00000111<br>Empl Record 0<br>Department 150000 DARLA MOOF            | Current Values   |



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.

| University of South Carolina              |
|---|
| HCM HR Contact Resources                  |
| Additional Pay eForm: Chair Professorship |

| ancel                              | Lookup                         |         |
|------------------------------------|--------------------------------|---------|
| earch for: Earnings Code           |                                |         |
| Search Criteria                    |                                |         |
| <ul> <li>Search Results</li> </ul> |                                |         |
| Ⅲ ∷Ξ                               |                                | 11 rows |
| Value 🗘                            | Description $\Diamond$         |         |
| 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                   |         |



| Enter a future dated Effective   | Employee Information   |  |
|--|--|--|
| Date. One-time additional pay  |  | Empl ID U00000111  |
| actions must be effective at the   | Employee Classification FTE  | Empl Record 0  |
| start of a pay period (the 1 <sup>st</sup> or  | Business Unit SCCOL USC Columbia   | Department 150000 DARLA MOORE SCH OF BUSINESS  |
| 16 <sup>th</sup> of the month).  | Job Code UG75 Associate Professor  | Position Number 00001593 Associate Professor   |
| a. Chair Professorship   | Base Salary 89250.000000   |  |
| payments are made twice  | Pay Group P09<br>Add Additional Pay  |  |
| annually (October and  |  |  |
| March) in accordance   | "Earnings Code CHR Q Chair Professorship   |  |
| with guidelines from the   | "Effective Date 03/16/2022   |  |
| Office of the Provost.   | One time or Ongoing? One-Time  | *Reason for Additional Pay   |
|  |  | Carolina Distinguished Profess<br>Endowed Chairs Professorships  |
| Click the Reason for Additional  |  | Fixed Term Chair<br>Smart State Chair CoEE   |
| Pay drop-down menu button to   | ose current base nay running: Tes  |  |
| select for the appropriate type of   | Employee Information   |  |
| chair payment.   |  | Empl ID U00000111  |
|  | Employee Classification FTE  | Empl Record 0  |
| Enter the Amount for the Chair   | Business Unit SCCOL USC Columbia   | Department 150000 DARLA MOORE SCH OF BUSINESS  |
| Professorship payment. Notice  | Job Code UG75 Associate Professor  | Position Number 00001593 Associate Professor   |
| once you complete the field it will  | Base Salary 89250.000000   |  |
| automatically populate in the  | Pay Group P09  |  |
| Earnings per Pay Period field.   |  |  |
| a The amount requested on  | *Earnings Code CHR Q Chair Professorship   |  |
| a. The amount requested on   |  |  |
| the eForm must be half of  | "Effective Date 03/16/2022   |  |
|  |  | "Reason for Additional Pay Endowed Chairs Profes 🗸   |
| the eForm must be half of  | *Effective Date 03/16/2022   | *Reason for Additional Pay Endowed Chairs Profes V   |
| the eForm must be half of the total annual amount  | *Effective Date 03/16/2022  The second secon | *Reason for Additional Pay Endowed Chairs Profes 🗸   |
| the eForm must be half of<br>the total annual amount<br>provided in the Chair  | *Effective Date 03/16/2022 ( ☐☐☐<br>*One time or Ongoing? One-Time  ✓ Earnings Per Pay Period 10000.00   | *Reason for Additional Pay Endowed Chairs Profes 🗸   |
| the eForm must be half of<br>the total annual amount<br>provided in the Chair<br>Professorship   | *Effective Date 03/16/2022<br><sup>™</sup> One time or Ongoing? One-Time<br>Earnings Per Pay Period 10000.00<br><sup>™</sup> Amount 10000.00   | *Reason for Additional Pay Endowed Chairs Profes 🗸   |
| the eForm must be half of<br>the total annual amount<br>provided in the Chair<br>Professorship<br>appointment letter. This   | *Effective Date 03/16/2022<br><sup>™</sup> One time or Ongoing? One-Time<br>Earnings Per Pay Period 10000.00<br><sup>™</sup> Amount 10000.00   | "Reason for Additional Pay Endowed Chairs Profes 🗸   |
| the eForm must be half of<br>the total annual amount<br>provided in the Chair<br>Professorship<br>appointment letter. This<br>letter is the required                   | *Effective Date 03/16/2022<br><sup>™</sup> One time or Ongoing? One-Time<br>Earnings Per Pay Period 10000.00<br><sup>™</sup> Amount 10000.00   | "Reason for Additional Pay Endowed Chairs Profes 🗸   |
| the eForm must be half of<br>the total annual amount<br>provided in the Chair<br>Professorship<br>appointment letter. This<br>letter is the required<br>attachment for | *Effective Date 03/16/2022<br><sup>™</sup> One time or Ongoing? One-Time<br>Earnings Per Pay Period 10000.00<br><sup>™</sup> Amount 10000.00   | *Reason for Additional Pay Endowed Chairs Profee 🗸   |
|  | <ul> <li>Date. One-time additional pay actions must be effective at the start of a pay period (the 1<sup>st</sup> or 16<sup>th</sup> of the month).</li> <li>a. Chair Professorship payments are made twice annually (October and March) in accordance with guidelines from the Office of the Provost.</li> <li>Click the Reason for Additional Pay drop-down menu button to select for the appropriate type of chair payment.</li> <li>Enter the Amount for the Chair Professorship payment. Notice once you complete the field it will automatically populate in the</li> </ul>  | Date. One-time additional pay<br>actions must be effective at the<br>start of a pay period (the 1st or<br>16 <sup>th</sup> of the month).       a. Chair Professorship<br>payments are made twice<br>annually (October and<br>March) in accordance<br>with guidelines from the<br>Office of the Provost.       Job Code U075 Associate Professor<br>Pay Group P09         Click the Reason for Additional<br>Pay drop-down menu button to<br>select for the appropriate type of<br>chair payment.       Image Pay Period 0.00<br>"Amount 0.00"         Enter the Amount for the Chair<br>Professorship payment. Notice<br>once you complete the field it will<br>automatically populate in the<br>Earnings per Pay Period field.       Name Harry Potter |



- Optional: If you need to change the funding source, click the User Current Base Pay Funding dropdown 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.
- 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.

| Name   | Harry Potter  |                                |   |  | Empl ID U00000111                       |                   |                       |
|--|---|--------------------------------|---|--|---|-------------------|-----------------------|
| Employee Classification  | FTE   |                                |   | E                                      | Empl Record 0                           |                   |                       |
| Business Unit  | SCCOL USC Columbia  |                                |   |  | Department 150000 DAR                   | LA MOORE SCH (    | OF BUSINESS           |
| Job Code   | UG75 Associate Professor  |                                |   | Posi                                   | tion Number 00001593 As                 | sociate Professor |                       |
| Base Salary  | 89250.000000  |                                |   |  |   |                   |                       |
| Pay Group  | P09   |                                |   |  |   |                   |                       |
| dd Additional Pay  |   |                                |   |  |   |                   |                       |
| *Earnings Code   | AWD Q   | Monetary Cash Awards           |   |  |   |                   |                       |
| *Effective Date  | 03/01/2022  |                                |   |  |   |                   |                       |
| One time or Ongoing?   | One-Time  |                                |   |  |   |                   |                       |
| *Cash Award  | 101 <b>Q</b>  | Women's Studies Teaching Award |   | Earnings Pe                            | r Pay Period 1000.00                    |                   |                       |
| *Amount  | 1000.00   |                                |   |  |   |                   |                       |
|  |   |                                |   |  |   |                   |                       |
| Use Current Base Pay Funding?  | Yes v   |                                |   |  |   |                   |                       |
| ew Additional Pay Funding  |   | Code ≎ Account ≎ Class Field ≎ | Business Unit ◇ Project/Grant ①                   | ≎ Activity ID ⇔ Cost Sh                | are 🌣 Combination Code 🜣                | Insert A Row      | 1 row<br>Delete A Row |
| ew Additional Pay Funding Amount  Percent  Operating Unit  |   |                                | Business Unit 🌣 Project/Grant 🔇                   | : Activity ID ≎ Cost Sh:               | are ○ Combination Code ○<br>A0000005595 | Insert A Row      |                       |
| ew Additional Pay Funding Amount  Percent  Operating Unit 10000 000000 100 000000 CL038  | ○ Department ○ Fund C   |                                | Business Unit ◇ Project/Grant ◇                   | c Activity ID ≎ Cost Shi               |   |                   | Delete A Row          |
| Amount C Percent C Operating Unit<br>10000 000000 100.000000 CL038<br>tal Distribution<br>Percent Total 100.00   | ○ Department ○ Fund C   |                                | Business Unit ◇ Project/Grant ◇                   | c Activity ID ≎ Cost Shi               |   |                   | Delete A Row          |
| ew Additional Pay Funding Amount  Percent  Operating Unit 10000.000000 100.000000 CL038 otal Distribution Percent Total 100.00 le Attachments          | <ul> <li>Department <i>Fund C</i></li> <li>150000</li> <li>A0001</li> </ul>                 | 51300 101                      | Business Unit ○ Project/Grant <                   |  |   | ÷                 | Delete A Row          |
| ew Additional Pay Funding Amount  Percent  Operating Unit 1 0000.000000 100.000000 CL038 otal Distribution Percent Total 100.00 ile Attachments Status | <ul> <li>Department <i>Fund C</i></li> <li>150000</li> <li>A0001</li> <li>Action</li> </ul> | 51300 101<br>Description ≎     | Business Unit ◇ Project/Grant 〈                   | c Activity ID ○ Cost Sh<br>File Name ○ |   | Remove            | Delete A Row          |
| ew Additional Pay Funding Amount  Percent  Operating Unit 10000.000000 100.000000 CL038 Otal Distribution Percent Total 100.00 Ie Attachments          | <ul> <li>Department <i>Fund C</i></li> <li>150000</li> <li>A0001</li> </ul>                 | 51300 101                      | Business Unit ◇ Project/Grant 〈                   |  |   | ÷                 | Delete A Row          |
| ew Additional Pay Funding Amount  Percent  Operating Unit 1 0000.000000 100.000000 CL038 otal Distribution Percent Total 100.00 ile Attachments Status | <ul> <li>Department <i>Fund C</i></li> <li>150000</li> <li>A0001</li> <li>Action</li> </ul> | 51300 101<br>Description ≎     | Business Unit $\diamond$ Project/Grant $\diamond$ |  |   | Remove            | Delete A Row          |
| ew Additional Pay Funding Amount  Percent Operating Unit 10000.000000 100.000000 CL038 Otal Distribution Percent Total 100.00 Ie Attachments Add Add   | <ul> <li>Department <i>Fund C</i></li> <li>150000</li> <li>A0001</li> <li>Action</li> </ul> | 51300 101<br>Description ≎     | Business Unit O Project/Grant O                   |  |   | Remove            | Delete A Row          |
| ew Additional Pay Funding Amount  Percent Operating Unit 10000.00000 100.00000 CL038 Otal Distribution Percent Total 100.00 Ile Attachments Status     | <ul> <li>Department <i>Fund C</i></li> <li>150000</li> <li>A0001</li> <li>Action</li> </ul> | 51300 101<br>Description ≎     | Business Unit O Project/Grant G                   |  |   | Remove            | Delete A Row          |



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

| University of South Carolina              |
|---|
| HCM HR Contact Resources                  |
| Additional Pay eForm: Chair Professorship |

|                                    | Amount O   | Percent U                    | Operating Unit | Uepa       | rtment 0                          | Fund Code 0  | Account 0   | Class Field O | Business Unit 🗘         | Project/Grant O       | Activity ID O   | Cost Share O          | Combination Code O                          | Insert A Row | Delete A F   |
|------------------------------------|--|------------------------------|----------------|------------|-----------------------------------|--------------|-------------|---------------|-------------------------|-----------------------|-----------------|-----------------------|---|--------------|--------------|
| 1                                  | 10000.000000   | 100.000000                   | CL038          | 15000      | 00                                | A0001        | 51300       | 101           |                         |                       |                 |                       | A0000005595                                 | +            |              |
| Total I                            | Distribution   |                              |                | ASA Appo   | ointment Lette<br>Contract Justif | er           |             |               |                         |                       |                 |                       |   |              |              |
| iotai t                            | Distribution   |                              |                | Board Ap   | proved Award                      |              |             |               |                         |                       |                 |                       |   |              |              |
| File At                            | ttachments   | Percen                       | Total 100.00   |            | fessorship Ju                     | ustification |             |               |                         |                       |                 |                       |   |              |              |
|                                    |  |                              |                |            | eo Justificatio                   | on           |             |               |                         |                       |                 |                       |   |              | 1            |
|                                    | Status   |                              | Action         | TSA Justi  | ification                         |              |             | File M        | Name O                  |                       |                 |                       |   | R            | emove        |
| 1                                  | 0  |                              | View           | Variable F | Pay Justificati                   |              |             | TALF          | ONSO2022-02-23-12.0     | 3.47attestation_pa.pd | f               |                       |   | C            | Delete       |
|                                    | -  |                              |                |            |                                   |              |             |               |                         |                       |                 |                       |   |              |              |
| Add                                | d  |                              |                |            |                                   |              |             |               |                         |                       |                 |                       |   |              |              |
| Con                                | mments   |                              |                |            |                                   |              |             |               |                         |                       |                 |                       |   |              |              |
|                                    |  |                              |                |            |                                   |              |             |               |                         |                       |                 |                       |   |              |              |
| Sea                                | arch Save  | Submit                       |                |            |                                   |              |             |               |                         |                       |                 |                       |   |              |              |
| Jean                               |  |                              |                |            |                                   |              |             |               |                         |                       |                 |                       |   |              |              |
|                                    | w Additional Pay   | Funding                      | Operating Un   | it ≎ Dej   | partment ◊                        | Fund Code 4  | > Account © | Class Field 4 | ≎ Business Unit ⊲       | ● Project/Grant 〈     | Activity ID ◊   | Cost Share ≎          | Combination Code ≎                          | Insert A Row | 7 Delete A   |
| New                                | w Additional Pay<br>Amount ≎   | Funding<br>Percent           | Operating Un   |            | partment ≎                        | Fund Code 4  |             |               | ≎ Business Unit ∢       | Project/Grant         | > Activity ID ◊ | Cost Share 🗘          |   |              |              |
|                                    | w Additional Pay   | Funding<br>Percent           |                |            | partment ≎<br>0000                | Fund Code 3  | Account 0   | Class Field   | ≎ Business Unit ⊲       | Project/Grant <       | > Activity ID ≎ | Cost Share 🛇          | Combination Code $\Diamond$<br>A00000005595 | Insert A Row | 7 Delete A F |
| New<br>1                           | w Additional Pay<br>Amount ≎   | Funding<br>Percent           |                |            |                                   |              |             |               | ≎ Business Unit ∢       | Project/Grant 4       | > Activity ID ◊ | Cost Share ≎          |   |              |              |
| New<br>1<br>Tota                   | w Additional Pay<br>Amount ©<br>10000.000000<br>al Distribution  | Percent                      |                | 150        |                                   |              |             |               | ≎ Business Unit ⊄       | - Project/Grant 🤇     | > Activity ID 0 | Cost Share ≎          |   |              |              |
| New<br>1<br>Tota                   | w Additional Pay<br>Amount<br>10000.000000   | Percent                      | 0 CL038        | 150        |                                   |              |             |               | ≎ Business Unit (       | ፦ Project/Grant ≤     | > Activity ID 0 | Cost Share $\Diamond$ |   |              |              |
| New<br>1<br>Tota                   | w Additional Pay<br>Amount ©<br>10000.000000<br>al Distribution  | Percent                      | 0 CL038        | 150        | 0000                              |              |             | 101           | ○ Business Unit  e Name | Project/Grant <       | > Activity ID ◊ | Cost Share ≎          |   | +            | E            |
| New<br>1<br>Tota                   | w Additional Pay<br>Amount ©<br>10000.000000<br>al Distribution<br>e Attachments                                   | Percent                      | 0 CL038        | *Descrip   | 0000                              | A0001        |             | 101<br>File   |                         |                       |                 | Cost Share ◊          |   | +            |              |
| New<br>1<br>Tota<br>File           | Amount<br>Amount<br>10000 000000<br>al Distribution<br>Attachments<br>Status                                       | Percent                      | 0 CL038        | *Descrip   | 0000<br>otion ≎                   | A0001        |             | 101<br>File   | e Name ◇                |                       |                 | Cost Share 0          |   | +            | Remove       |
| New<br>1<br>Tota<br>1<br>1         | Amount<br>Amount<br>10000.00000<br>al Distribution<br>Attachments<br>Status<br>Atda                                | Percent                      | 0 CL038        | *Descrip   | 0000<br>otion ≎                   | A0001        |             | 101<br>File   | e Name ◇                |                       |                 | Cost Share ≎          |   | +            | Remove       |
| New<br>1<br>Tota<br>1<br>1         | Amount<br>Amount<br>10000 000000<br>al Distribution<br>Attachments<br>Status                                       | Percent                      | 0 CL038        | *Descrip   | 0000<br>otion ≎                   | A0001        |             | 101<br>File   | e Name ◇                |                       |                 | Cost Share 0          |   | +            | Remove       |
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| New<br>1<br>Tota<br>File<br>1<br>A | w Additional Pay<br>Amount ©<br>10000.000000<br>al Distribution<br>e Attachments<br>Status<br>©<br>Ndd<br>Comments | Percent<br>100.00000<br>Perc | 0 CL038        | *Descrip   | 0000<br>otion ≎                   | A0001        |             | 101<br>File   | e Name ◇                |                       |                 | Cost Share O          |   | +            | Remove       |



- 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                           |         |  |
| cel Approval  | Done    |  |
| view/Edit Approvers   |         |  |
| sic Stage   |         |  |
| G3FORM_ID=372206  | Pending |  |
| asic Path   |         |  |
| Pending Not Routed  |         |  |
| Multiple Approvers Dept_Approver_1   Multiple Approver_2            | >       |  |
|   |         |  |
|   |         |  |
| Not Routed 🗾 Not Routed   |         |  |
| Multiple Approvers<br>Provost   Multiple Approvers<br>HR Operations | >       |  |
|   |         |  |
|   |         |  |
| ∑ Not Routed  |         |  |
| Not Routed  Multiple Approvers Payroll                              |         |  |