

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

Start a Personnel Action Form		
Search for Person Harry Potter	Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is whe	
Just 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. 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 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 Just Search In Search Clear		Empl Class FTE Full Time Equivalent
Harry Potter Just Search In Search Clear ct on Personnel Action Form	Harry Potter 🞯 Job Code UG75 Associate Professor	Empl Class FTE Full Time Equivalent Faculty/Staff Faculty Business Unit SCCOL USC Columbia Job Indicator Secondary Job
Harry Potter Just Search In Search Clear 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 Faculty/Staff Faculty 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 Faculty/Staff Faculty Business Unit SCCOL USC Columbia Job Indicator Secondary Job
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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 Faculty/Staff Faculty Business Unit SCCOL USC Columbia Job Indicator Secondary Job
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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 Faculty/Staff Faculty Business Unit SCCOL USC Columbia 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 Person			Record 0	
Harry Potter	Harry Dattar	Separation/Retirement	artment 150000 DARLA MOORE SCH OF BUSINESS 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	
 Evaluate an EPAF eForm 	Harry Potter 🕑	Additional Pay	artment 120400 U101 AND NATIONAL RESOURCE CTR 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 Name Harry Pott Employee Classification FTE	ter JSC Columbia		Empl ID U00000111 Empl Record 0	Current Values
Employee Information Name Harry Pott Employee Classification FTE Business Unit SCCOL U Job Code UG75 As Base Salary 89250.000	ier JSC Columbia ssociate Professor		Empl ID U00000111 Empl Record 0 Department 150000 DARLA MOOF	Current Values
Employee Information Name Harry Pott Employee Classification FTE Business Unit SCCOL U Job Code UG75 As	ier JSC Columbia ssociate Professor		Empl ID U00000111 Empl Record 0 Department 150000 DARLA MOOF	Current Values
Employee Information Name Harry Pott Employee Classification FTE Business Unit SCCOL U Job Code UG75 As Base Salary 89250.000 Pay Group P09 Add Additional Pay	er USC Columbia ssociate Professor 2000		Empl ID U00000111 Empl Record 0 Department 150000 DARLA MOOF	Current Values
Employee Information Name Harry Pott Employee Classification FTE Business Unit SCCOL U Job Code UG75 As Base Salary 89250.000 Pay Group P09	ier JSC Columbia ssociate Professor		Empl ID U00000111 Empl Record 0 Department 150000 DARLA MOOF	Current Values
Employee Information Name Harry Pott Employee Classification FTE Business Unit SCCOL U Job Code UG75 As Base Salary 89250.000 Pay Group P09 Add Additional Pay *Earnings Code	er JSC Columbia ssociate Professor 0000		Empl ID U00000111 Empl Record 0 Department 150000 DARLA MOOF	Current Values
Employee Information Name Harry Pott Employee Classification FTE Business Unit SCCOL U Job Code UG75 As Base Salary 89250.000 Pay Group P09 Add Additional Pay *Earnings Code Effective Date	er JSC Columbia ssociate Professor D000		Empl ID U00000111 Empl Record 0 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.

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HCM HR Contact Resources
Additional Pay eForm: Chair Professorship

ancel	Lookup	
earch for: Earnings Code		
Search Criteria		
 Search Results 		
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 st or	Business Unit SCCOL USC Columbia	Department 150000 DARLA MOORE SCH OF BUSINESS
16 th 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 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 Endowed Chairs Professorships
Click the Reason for Additional		Fixed Term Chair 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		
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		"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 the total annual amount provided in the Chair	*Effective Date 03/16/2022 (☐☐☐ *One time or Ongoing? One-Time ✓ Earnings Per Pay Period 10000.00	*Reason for Additional Pay Endowed Chairs Profes 🗸
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the eForm must be half of the total annual amount provided in the Chair Professorship appointment letter. This letter is the required	*Effective Date 03/16/2022 [™] One time or Ongoing? One-Time Earnings Per Pay Period 10000.00 [™] Amount 10000.00	"Reason for Additional Pay Endowed Chairs Profes 🗸
the eForm must be half of the total annual amount provided in the Chair Professorship appointment letter. This letter is the required attachment for	*Effective Date 03/16/2022 [™] One time or Ongoing? One-Time Earnings Per Pay Period 10000.00 [™] Amount 10000.00	*Reason for Additional Pay Endowed Chairs Profee 🗸
	 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. Click the Reason for Additional Pay drop-down menu button to select for the appropriate type of chair payment. Enter the Amount for the Chair Professorship payment. Notice once you complete the field it will automatically populate in the 	Date. One-time additional pay actions must be effective at the start of a pay period (the 1st or 16 th of the month). a. Chair Professorship payments are made twice annually (October and March) in accordance with guidelines from the Office of the Provost. Job Code U075 Associate Professor Pay Group P09 Click the Reason for Additional Pay drop-down menu button to select for the appropriate type of chair payment. Image Pay Period 0.00 "Amount 0.00" 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. 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 Q	Women's Studies Teaching Award		Earnings Pe	r Pay Period 1000.00		
*Amount	1000.00						
Use Current Base Pay Funding?	Yes v						
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- 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.

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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
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- 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	
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Multiple Approvers Dept_Approver_1 Multiple Approver_2	>	
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