

This job aid outlines how to initiate a summer instruction hire action.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

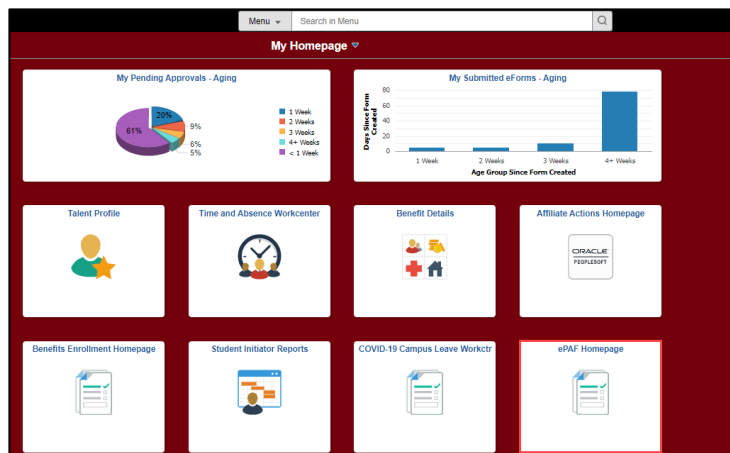
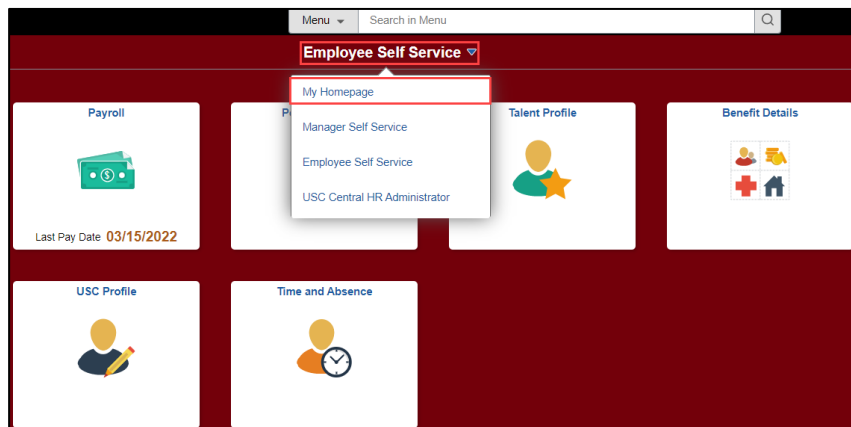
Information

Those with HR Initiator access can take this action for all FTE Faculty across the university system.

Initiating a Summer Hire eForm for summer instruction: To initiate a summer hire for one of your 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

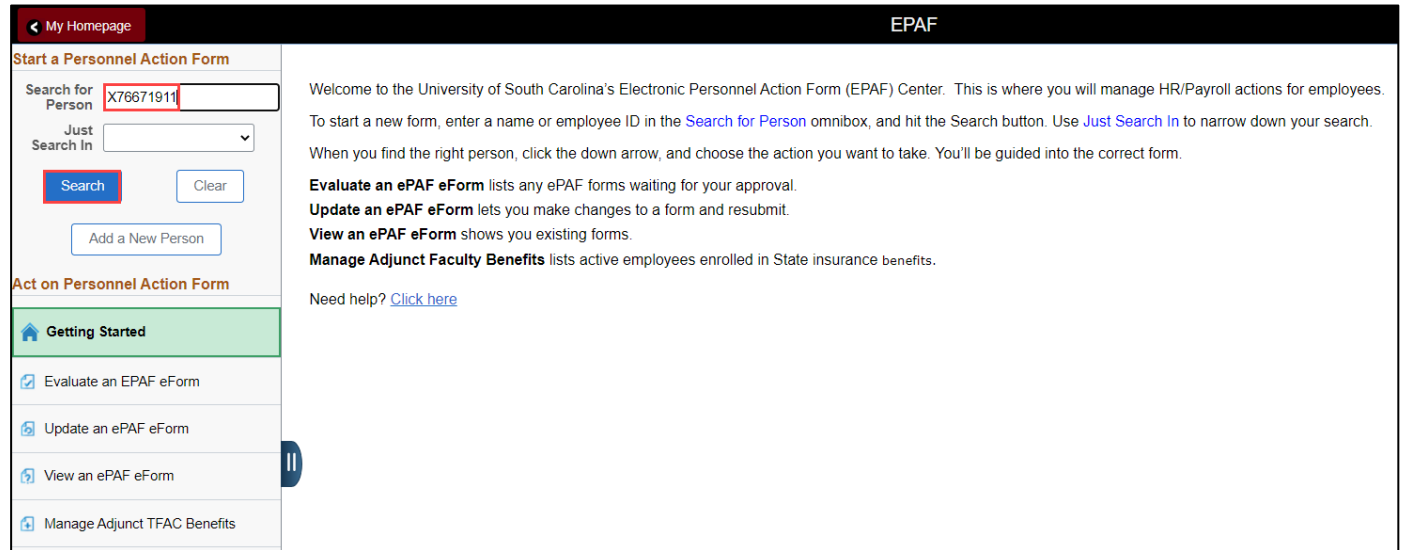


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On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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

My Homepage

Start a Personnel Action Form

Search for Person: X76671911

Just Search In: [Dropdown]

Search Clear

Add a New Person

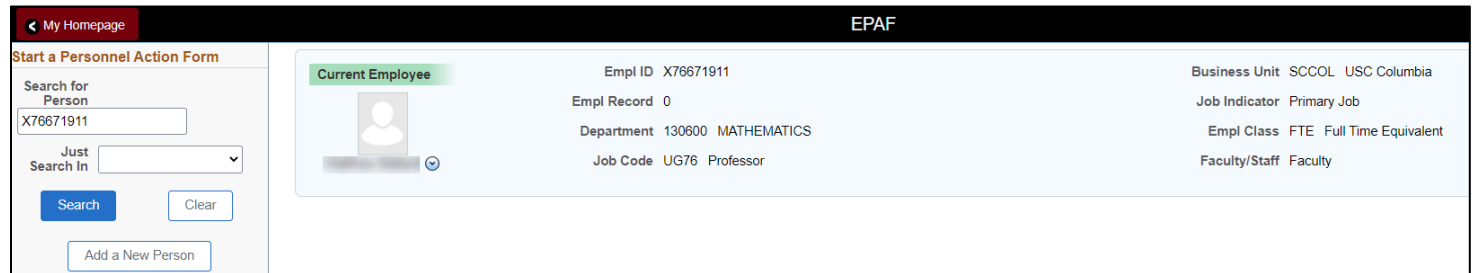
Act on Personnel Action Form

- 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

My Homepage

Start a Personnel Action Form

Search for Person: X76671911

Just Search In: [Dropdown]

Search Clear

Add a New Person

Current Employee

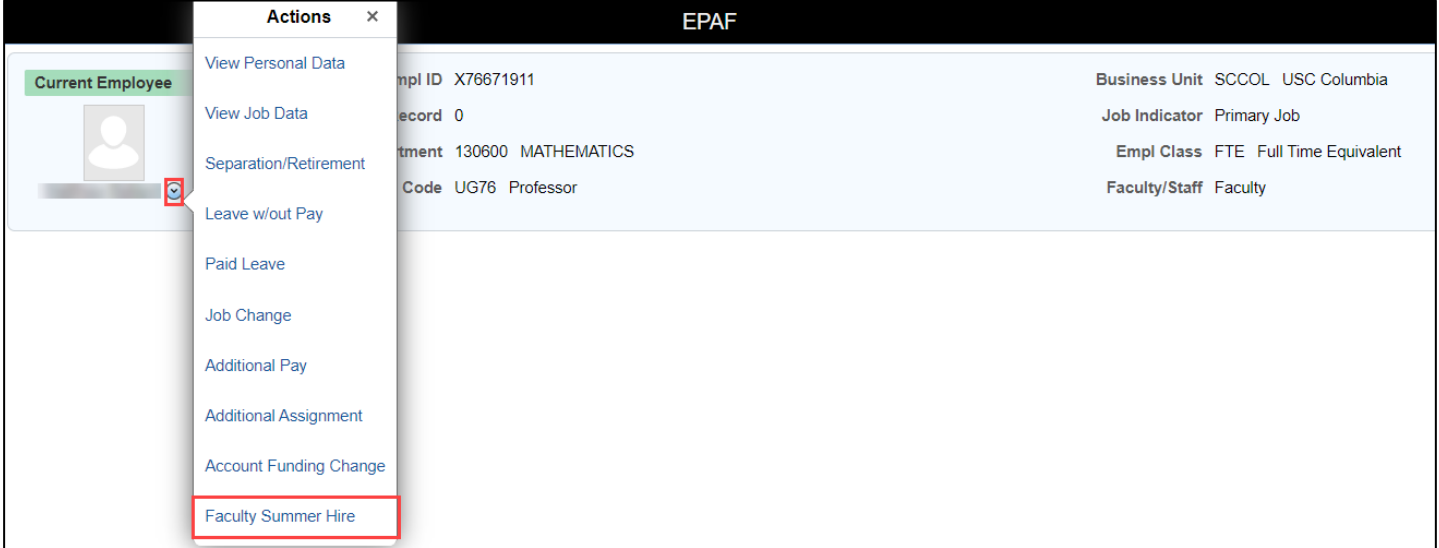
Empl ID	X76671911	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	130600 MATHEMATICS	Empl Class	FTE Full Time Equivalent
Job Code	UG76 Professor	Faculty/Staff	Faculty

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

The **Faculty Summer Hire eForm** is used to hire FTE faculty into summer appointments for either Instruction or ECOM/Research. Note this option will only appear in the **Related Actions Menu** for FTE faculty.

From the Related Actions Menu, click the **Faculty Summer Hire** option.



The screenshot displays the EPAP system interface. On the left, a 'Current Employee' profile is shown with a dropdown arrow. The 'Actions' menu is open, listing various options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, Job Change, Additional Pay, Additional Assignment, Account Funding Change, and Faculty Summer Hire. The 'Faculty Summer Hire' option is highlighted with a red box. The background shows an employee record for 'X76671911' with details such as 'Business Unit: SCCOL USC Columbia', 'Job Indicator: Primary Job', 'Empl Class: FTE Full Time Equivalent', and 'Faculty/Staff: Faculty'.

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Completing the Faculty Summer Hire eForm:

1. The **Action** of **Additional Job** pre-populates and is the only option.
2. Click the **Reason Code** dropdown menu button and select **Summer Instruction**.
3. Upon selection of **Summer Instruction** as the **Reason**, a new field appears for **Summer Session Code**. Click the **Lookup** button (magnifying glass icon) to search for and select the appropriate summer term for this course.
 - a. If the course dates fall outside of the set schedule, please select the **Open** option.
 - b. Upon selecting the **Summer Session Code** for all options other than **Open**, the effective and end-date fields will auto-populate.

Summer Hire : Hire Information Form ID 396169

Highlights Enabled: Yes Current Values

Primary Job Info

Name	Empl ID X76671911
Empl Record 0	Employee Classification FTE
Job Code UG76	Department 130600
Business Unit SCCOL	

Hire Info

*Action Additional Job	*Reason
Year 2022	<div style="border: 1px solid red; padding: 2px;"> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0;">Summer Instruction <li style="background-color: #e0e0e0;">Summer Research </div>
*Effective Date	*Expected Job End Date

Summer Hire : Hire Information Form ID 396169

Highlights Enabled: Yes Current Values

Primary Job Info

Name	Empl ID X76671911
Empl Record 0	Employee Classification FTE
Job Code UG76	Department 130600
Business Unit SCCOL	

Hire Info

*Action Additional Job	*Reason Summer Instruction
*Summer Session Code BSO <input type="button" value="🔍"/>	Year 2022
Effective Date 05/09/2022	Expected Job End Date 07/30/2022

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4. Enter the applicable data points for the below Job Info fields. You can type in the fields directly or use the **Lookup** button to search for the information.
- Business Unit (Campus)
 - Location Code
 - Supervisor ID
 - Full/Part Time indicator
 - Department number

There are several view-only fields in this section.

- **Last Hire Date/Basis Start Date** is the date that employee started their FTE position.
- **Pay Group** is based on the employee's FTE pay group. For example: If the FTE is paid current in the FTE the summer hires will also be current.
- **Base Salary** is the employee's base salary as of the prior spring semester. This is the salary for calculation of the summer earnings cap.
- **EMPL Record Selected** lets you know which record the summer hire will appear as once fully executed in the system. The Summer Hire eForm will reuse old/inactive EMPL Records.
- **Pay Basis** is the employee's FTE basis.

Job Info

*Business Unit <input type="text" value="SCCOL"/> <input type="button" value="Q"/>	SCCOL	*Department <input type="text" value="130600"/> <input type="button" value="Q"/>	CAS Mathematics
*Location Code <input type="text" value="060"/> <input type="button" value="Q"/>	Leconte College	Job Code	VSUM
*Supervisor ID <input type="text" value="J23996842"/> <input type="button" value="Q"/>	<input type="text" value=""/>		
*Full/Part Time <input type="text" value="Part-Time"/>			
Last Hire Date/Basis Start Date 08/16/2013		Pay Basis SC9	
Pay Group SIC SUMMER INSTRUCTION CURRENT			
Base salary 121525.00			
Employee Record Selected 1			

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5. Enter the **Course #** that the employee will be teaching. This is a freeform field.
6. Enter the number of **Credit Hours** associated with the course. Upon entry of the Credit Hours the **Standard Hours** field out to the right will automatically populate with the hours per week.
7. Enter the **Salary** the employee should receive for teaching this course.

There are three view-only fields in this section:

- **Compensation Limit** shows the employee's compensation earnings limit for the summer. This field displays 3 digits after the decimal but the eForm will automatically drop any digits after the 2nd decimal place in the Salary field.
- The **Summer Compensation** section shows all approved summer hires and summer Hire eForms in flight for this employee.
- **Summer Total Compensation** is the total salary amount for this hire and all other summer hires.

Summer Instruction

- For faculty with a 10.5-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.
- For faculty with an 11-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.

*Course# Standard Hours **10.00**

*Credit Hours

*Salary

Compensation Limit **41136.212500**

Summer Compensation

Effective Date	Expected Job End Date	Empl Record	Year	Compensation Rate	Comp Rate Code	Summer Session Code	Course Number	Form ID	Form Status/Empl Status
1		0		0.000000					

Total Compensation

Summer Total Compensation **9250.00**

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8. Click the **Select Funding** button to add the applicable funding source for this summer hire.
- Note the **Account** code for Summer Instruction is **51330**.

Account Funding

	Budget Amount	Percent of Distribution	Select Funding	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	0.000000	0.000000	Select Funding											+	-

PercentTotal 0.000000

9. Enter the **Budget Amount** or **Percent of Distribution**. Click the Plus **+** button to add additional rows of funding if applicable.

Account Funding

	Budget Amount	Percent of Distribution	Select Funding	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	9250.000000	100.000000	Select Funding	CL071	130600	A0001	51330	101					A00000011096	+	-

PercentTotal 100.000000

10. **Offer letters** are required for all summer hires. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

File Attachments

	Attachment Required	Action	Description	File Name	Delete
1	!	Upload	Offer Letter		Delete

Add

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NOTE:

If the summer instruction exceeds the maximum allowable summer compensation 33.xx% for the number of days in the current summer, you will see a warning message.

Once you submit the eForm it will route to Office of the Provost for approval (Columbia campus only) prior to coming to HR Operations.

Summer Instruction

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*Course# **MATH101**
 *Credit Hours **3.00**
 *Salary **41400**
 Compensation Limit **41136.212500**

The calculated total compensation has exceeded 33.85 % of base salary.
 Provost approval is required for this transaction.

Hours **10.00**

You have successfully submitted your eForm.

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=412040 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  
Provost"]
    C --> D["✉ Not Routed  
Multiple Approvers  
HR Operations"]
  
```


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11. Review your work on the eForm, once you've confirmed the data click the **Submit** button.

12. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

13. The Approval Route shows the workflow steps for the specific action you submitted. Summer Hire eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
 - a. If a portion of the summer hire is paid using grant or sponsored project funds, the eForm will route to Grant Approver prior to HR Operations.

14. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Hire eForm** for summer instruction!

File Attachments

Attachment Uploaded	Action	Description	File Name	Delete
1	View	Offer Letter	hr27.pdf	Replace

[Add](#)

▶ **Comments**

[Search](#) [Save](#) [Submit](#)

Summer Hire : Results Form ID 396174

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

[View Approval Route](#)

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 03/29/2022 1:13:16PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

[Refresh Log](#)

You have successfully submitted your eForm.

[Cancel](#) [Done](#)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=396174 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"]
  
```