This job aid outlines how to request a reappointment action for an RGP, TL, or FTE employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

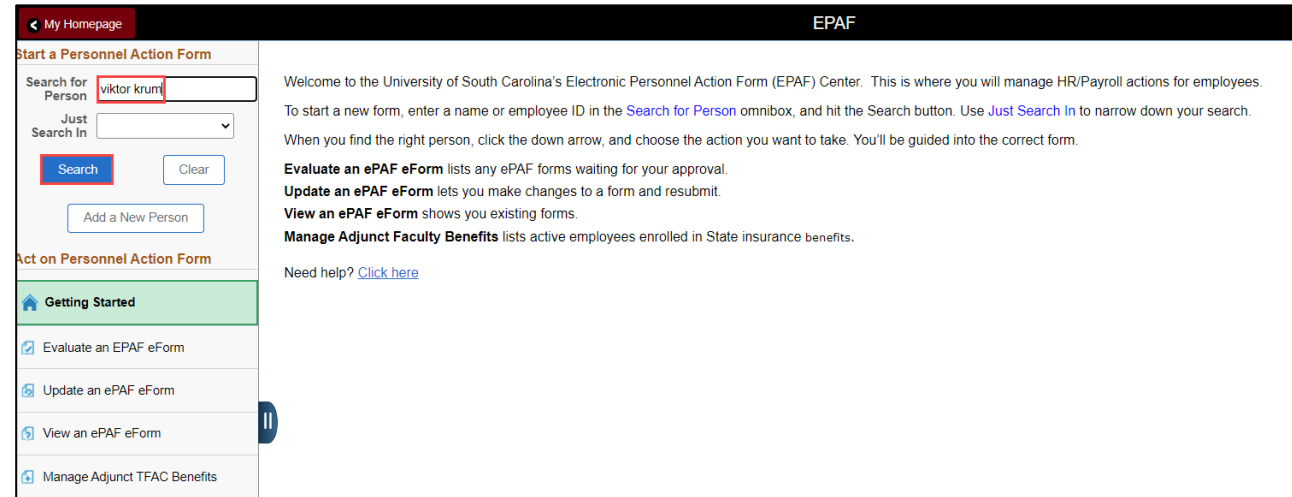| Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **Research Grant/Time Limited (RGP/TL) employees are subject to the auto-termination process in HCM and must be reappointed with an effective date prior to the current end-date. If not reappointed timely, RGP/TL employees must be reinstated through the special hire process in PeopleAdmin which may delay compensation. FTE faculty employees have end-dates but are not subject to the auto-termination process.** **Reappointment actions should be submitted as a standalone request, no other changes (including salary increases) can be made at that time.** **Initiating a Reappointment action**: In order to initiate this action 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.	
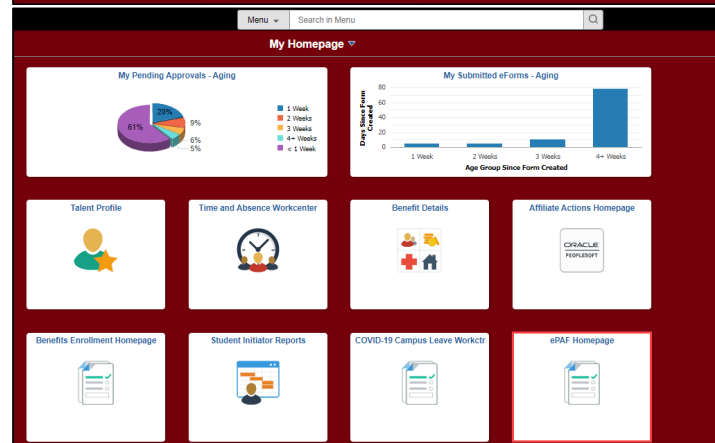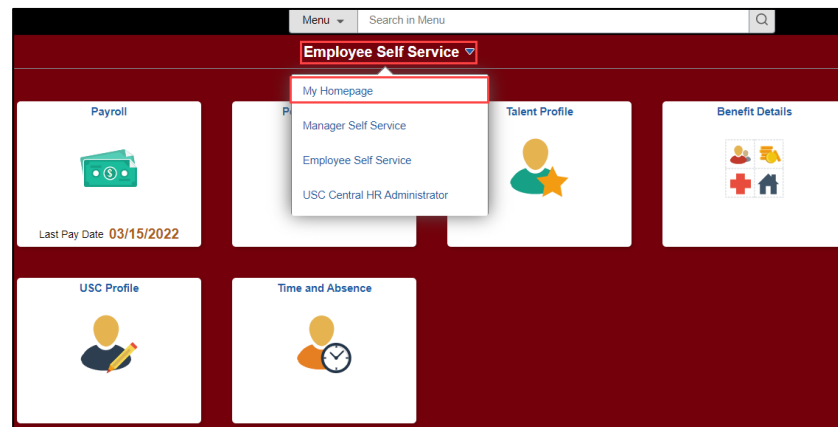
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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.

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.

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

Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the reappointment action.

   a. Reappointments should be effective using the current date. The effective date must be prior to the current end-date as appearing on this eForm. This date will differ than the true reappointment date on the reappointment letter.

2. Enter the new **Expected Job End Date**. This date must align with the end-ate in the reappointment letter.

   a. The eForm will populate the current end-date which must be changed. Forgetting to change this field will result in auto-termination of the employee since the end-date was not extended.

All RGP/TL position related changes are initiated in PeopleAdmin, thus the position related fields on the Job Change eForm are locked and cannot be edited.

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

Viktor Krum
U00000213
Record: 0

[View Job Data]

Job Change : Job Information

Form ID 408773

Highlights Enabled: Yes | Current Values |◄ | ►|

Transaction Information

*Effective Date 04/15/2022   *Expected Job End Date 05/15/2022

Employee Group RGF RGP Faculty

Transaction Information

*Effective Date 04/15/2022   *Expected Job End Date 05/15/2023

Employee Group RGF RGP Faculty

Other Active Jobs

1 row

	Empl Record	Department	Description	Standard Hours
1		0		0.00

Job Position Information

Position Number	00772702 Instructor	Reports To Position	00105425 Senior Director
Job Code	UG70 Instructor	Supervisor ID	
Department	951000 USC Salkehatchie Palmetto College	Reports To Incumbent	
Standard Hours	37.50	Regular/Temporary	Research Grant
Full/Part Time	Full-Time	Employee Classification	RGP Research Grant Position
Business Unit	SCSAL USC Salkehatchie	Location Code	858 Walterboro Main Building
Company	USC	Job Indicator	Primary Job
Business Title	Instructor		

Additional Job Information

Tax Location Code	SC		
FICA Status-Employee	Subject		
FTE	1.000000		
Weeks Per Year	52		
Position Specific SOC	25-1032		
Slot		Standard Work Period	W
Holiday Schedule	USC		

[Search] [Next] [Save]

The only change that can be submitted with the Reappointment action is a change to the base salary funding allocation. If the reappointment is associated with a change in funding distribution, take the optional step 4 listed below.

4. *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 PFP.

5. Click the **Next** button.

Payroll and Compensation

Salary Administration Plan	UNCL
Comp Rate Code	SC9
Pay Group	P09
Employee Type	Salaried Employees

Salary Grade	B00
Compensation Frequency	SC9

Compensation Information

Current Comp Rate 82500.00
Percent Increase or Decrease 0.000000
Annualized Salary 109999.997
New Comp Rate 0.000000

Current Base Pay Funding

1 row

	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
1	82500.000000	100.000000	Select Funding	SA000	957822	F1000	51300	301	USCSP	10006960	1		A00000007921	+	−

Total Percent 100.00

Additional Pay

1 row
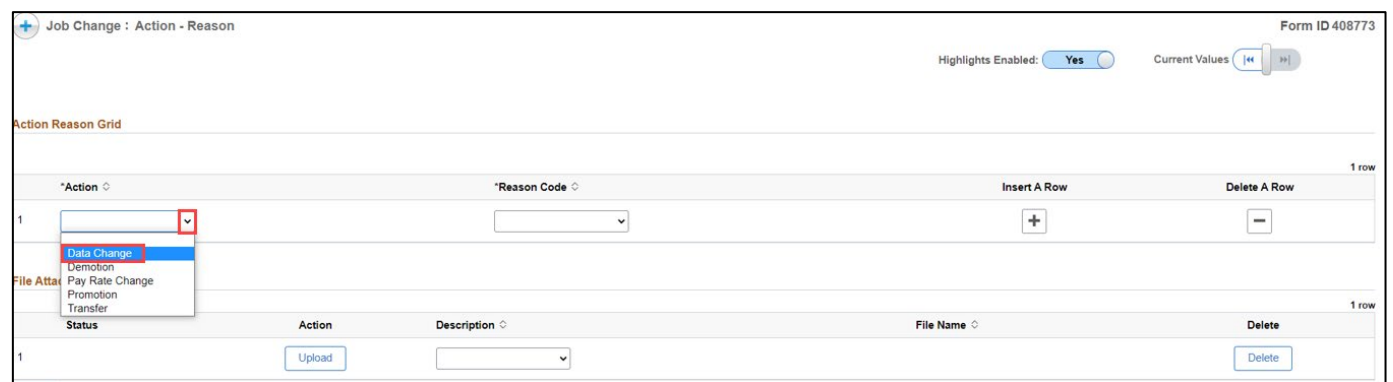
	Effective Date ⬦	Earnings Code ⬦	Earnings Per Pay Period ⬦	Select Non-Base Funding	Combination Code ⬦	Insert A Row	Delete A Row
1			0.00	Select Non-Base Funding		+	−

Previous Next Save

The **Action Reason** grid will appear blank.

6. Click the **Action** drop-down menu button and select the **Data Change** option.
7. Click the **Reason Code** drop-down menu button and select the **Reappointment** option.

Upon selecting the **Reason Code** of **Reappointment**, two changes appear on the eForm: a Benefits section pops up asking if the reappointment will result in changes to the benefits currently offered to the employee, and the File Attachments section will change to required.

8. ***Optional*** – if the reappointment will change the benefits offerings to the employee click the **Yes/No** toggle button to **Yes**. Changing the **Response** field to **Yes** will open the four eligibility fields shown here. Update the eligibility as applicable.

9. Click the **Upload** button and follow the on-screen prompts to attach the Reappointment Letter from your device.

10. Click the **Submit** button.

Benefits

Is the grant or project funding changing with this reappointment that will affect the benefits currently offered to the employee, e.g., no longer funding state health insurance?

Response	Yes
Retirement Eligibility	Yes
Insurance Eligibility	Yes
Annual Leave Eligibility	No
Position Sick Leave Eligibilit	Yes

File Attachments

1 row

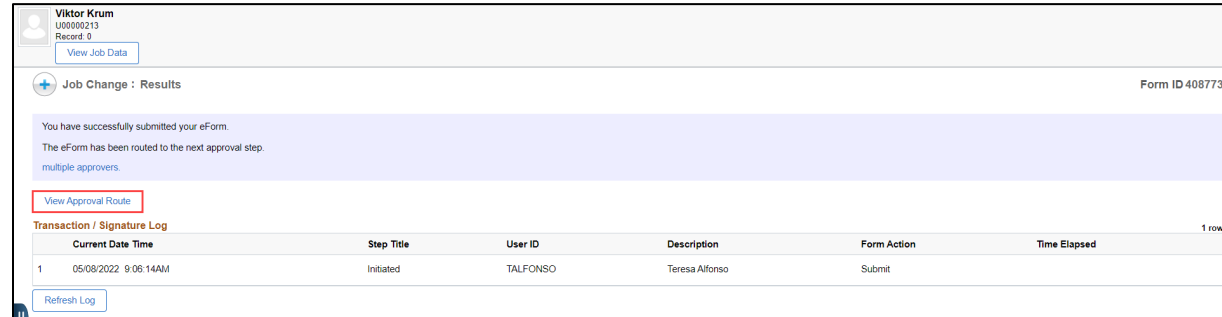|	Attachment Required	Action	Description ◇	File Name ◇	Delete
1	❗	Upload	Reappointment Letter		Delete

Add

▸ Comments

Previous   Save   Submit

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

12. 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**.

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

You have successfully initiated a **Reappointment** action!