





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.

University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Faculty

< My Homepage	EPAF
Start a Personnel Action Form	
Search for Person harry potter Search Clear Add a New Person	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.
Act on Personnel Action Form	Need help? Click here
🚖 Getting Started	
Evaluate an EPAF eForm	
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Start a Personnel Action Form       Empl ID U00000111       Business Unit SCCOL USC Columbia         Search for       Empl Record 0       Job Indicator Primary Job         harry potter       Department 150000 DARLA MOORE SCH OF BUSINESS       Empl Class FTE Full Time Equivalent         Search In       Job Code UG75 Associate Professor       Faculty/Staff Faculty         Current Employee       Empl ID U0000111       Business Unit SCCOL USC Columbia         Add a New Person       Empl Record 1       Job Indicator Secondary Job
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Search         Clear           Add a New Person         Empl ID U00000111           Business Unit SCCOL USC Columbia           Job Indicator Secondary Job
Lct on Personnel Action Form     Department     120400     U101 AND NATIONAL RESOURCE CTR     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 **Job Change eForm** is used to make permanent changes to position and/or base salary. FTE Faculty, Temp Faculty, and nonexempt temporary staff position and salary changes are initiated directly on the Job Change eForm.

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

K My Homepage		Actions ×	EPAF	
Start a Personnel Action Form	Current Employee	View Personal Data	Empl ID U00000111	Business Unit SCCOL USC Columbia
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Search In	Harry Potter 🖸		Job Code UG75 Associate Professor	Faculty/Staff Faculty
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Act on Personnel Action Form		Additional Pay	epartment 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Harry Potter 📀	Additional ray	Job Code UG70 Instructor	
Getting Started		Additional Assignment		



Completing the Job Change eForm:		
1. In the Job Change eForm, first	Harry Potter	
provide an <b>Effective Date</b> for the	View Job Data	
Potontion increase	(+) Job Change : Job Information	Form ID 408775
Retention increase.		Highlights Enabled: Yes Current Values (+ )
a. Retentions must be		
effective at the start of a	Transaction Information	
pay period, either the 1 <sup>st</sup> or	'Effective Date 05/16/2022	
the 16 <sup>th</sup> of the month.	Employee Group FTF FTE Faculty	
	Other Active Jobs	
Since FTE faculty do not have position		
descriptions, all the position related fields	I Empi Record ⇔ Department ⇔ Description ⇔	1 row Standard Hours ≎
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submissions should not be accompanied by	Position Number 00001593 Associate Professor	Reports To Position 00001564 Q Professor
any other change requests.	*Job Code UG75 Q Associate Professor	Supervisor ID Q
	*Department 150000 Q DMSB Darla Moore School of Business	Reports To Incumbent
2. Scroll to the bottom of the page and	Standard Hours 37.50	Regular/Temporary Regular
click the <b>Next</b> button.	"Full/Part Time V	Employee Classification FTE Full Time Equivalent
	"Business Unit SCCOL Q USC Columbia	*Location Code 234 Q Darla Moore School Of Business
	Additional tab Information	
	Tax Location Code SC FICA Status-Employee Subject	
	FTE 1.000000	
	Weeks Per Year 39	
	Position Specific SOC 25-1000	
	Slot 03619	Standard Work Period W
	Holiday Schedule USC	
	Search Next Save	



- 3. Enter the New Comp Rate for the Retention increase and click the tab button on your keyboard. This will calculate the Percent Increase or Decrease field. Note that entering the Percent Increase or Decrease and clicking the tab button will then populate the New Comp Rate.
- 4. Upon entering the increase, a new question will appear: Is this pay for performance? (this does not appear until you have entered a salary increase). Click the drop-down menu button and select No.

+ Job Change : Compensation I	Information	Form ID 40877
<u> </u>		Highlights Enabled: Yes Current Values (+)
Payroll and Compensation		
Salary Administration Plan	UNCL	Salary Grade B00
Comp Rate Code	SC9 Q	Compensation Frequency SC9
Pay Group	P09	
Employee Type	Salaried Employees	
Compensation Information		
Current Comp Rate	89250.00	New Comp Rate 95000.000000
Percent Increase or Decrease	6.442577	
Annualized Salary	126666.666666	
Is this pay for performance?	No 🗸	



- 5. 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.
- 6. Click the **Next** button.
- The Action of Pay Rate Change will prepopulate based on the entries made in the eForm. Click the Reason Code drop-down menu button and select the Retention option.

Amo	Int $\diamond$ 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
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- 8. Upon selecting the **Reason Code** of **Retention**, the File Attachments section will change to required. To submit a retention request, a bona fide offer letter from an external company must be provided. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
- 9. Click the **Submit** button.

#### Note:

An individual who has an offer from another department or campus within UofSC is not considered a Retention as that is within the same state agency. Retention can only be granted if the individual has an offer from an external company or another state agency.

Action Reason Grid				
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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. 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 **Retention** request for FTE faculty!

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