

How to initiate an ongoing additional pay request for faculty in HCM:

This job aid outlines how to request an ongoing additional pay for faculty.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

Those with HR Initiator access can take this action for employees within their security scope.

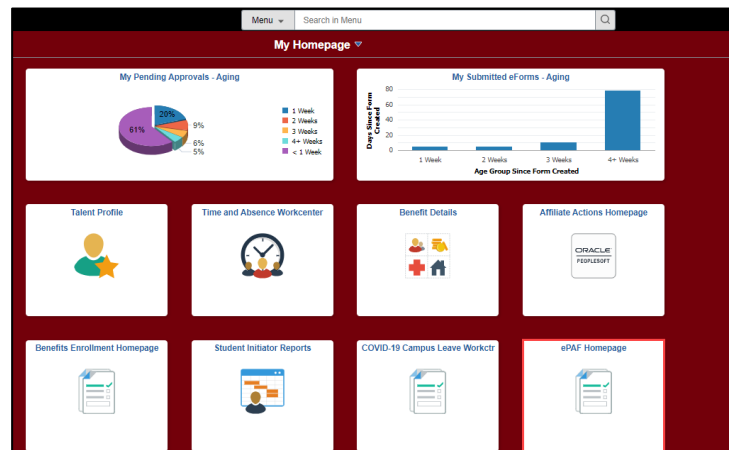
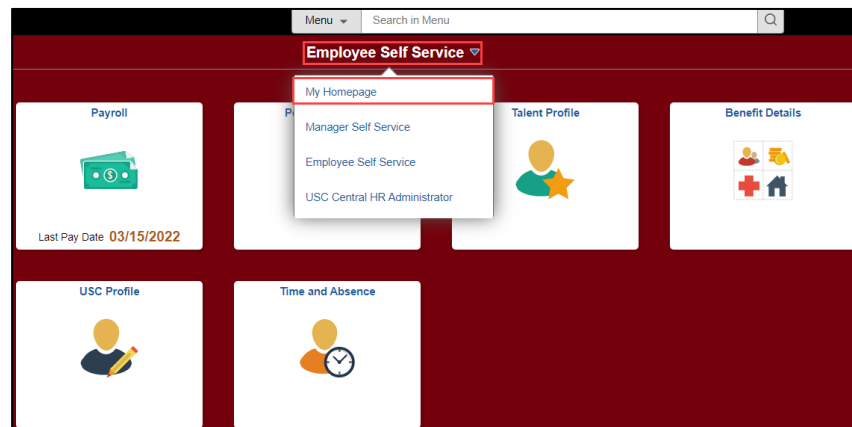
Ongoing Additional Pay Earnings Codes for faculty:

Administrative Salary Adjustment, Grant Salary Adjustment, Special Assignment Pay, Temporary Salary Adjustment, and Variable Pay.

Requesting an ongoing additional pay for faculty: In order to request an ongoing additional pay payment for one of your faculty, 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

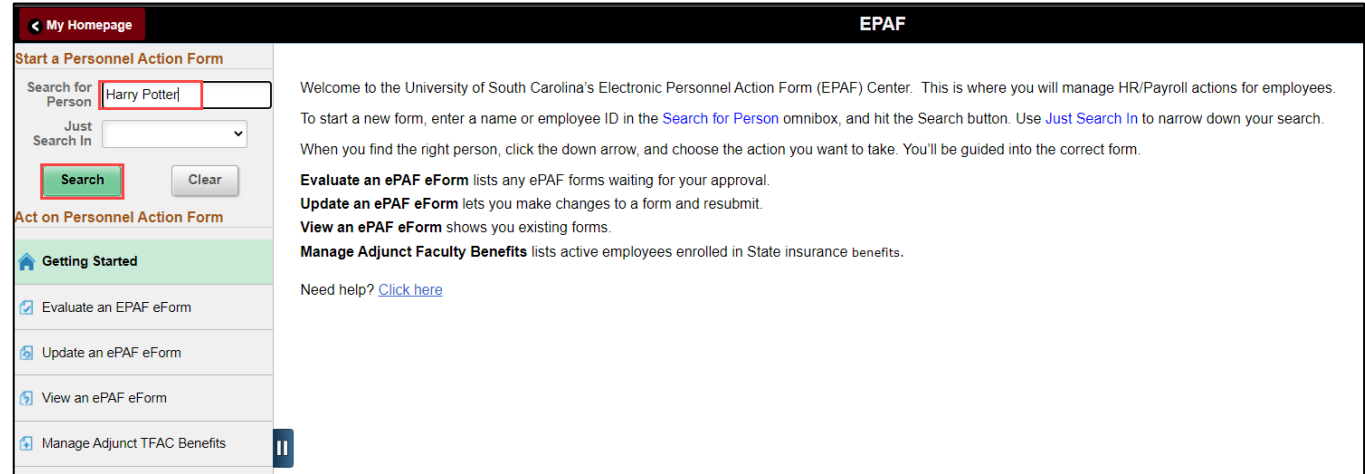


University of South Carolina HCM HR Contact Resources Additional Pay eForm: Ongoing Faculty Additional Pay

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.



My Homepage EPAF

Start a Personnel Action Form

Search for Person: Just Search In: ▼

Search Clear

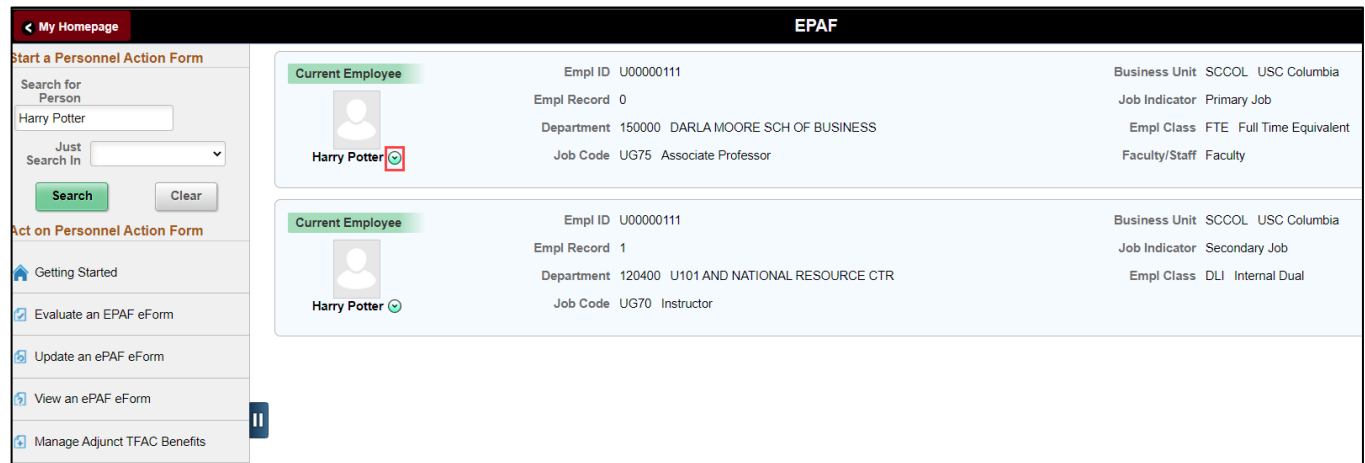
Act on Personnel Action Form

- [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](#)



My Homepage EPAF

Start a Personnel Action Form

Search for Person: Just Search In: ▼

Search Clear

Act on Personnel Action Form

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<p>Current Employee</p> <div style="display: flex; align-items: center;"> <div> <p>Harry Potter ⊕</p> </div> </div>	<p>Empl ID U00000111 Empl Record 0 Department 150000 DARLA MOORE SCH OF BUSINESS Job Code UG75 Associate Professor</p>	<p>Business Unit SCCOL USC Columbia Job Indicator Primary Job Empl Class FTE Full Time Equivalent Faculty/Staff Faculty</p>
<p>Current Employee</p> <div style="display: flex; align-items: center;"> <div> <p>Harry Potter ⊕</p> </div> </div>	<p>Empl ID U00000111 Empl Record 1 Department 120400 U101 AND NATIONAL RESOURCE CTR Job Code UG70 Instructor</p>	<p>Business Unit SCCOL USC Columbia Job Indicator Secondary Job Empl Class DLI Internal Dual</p>

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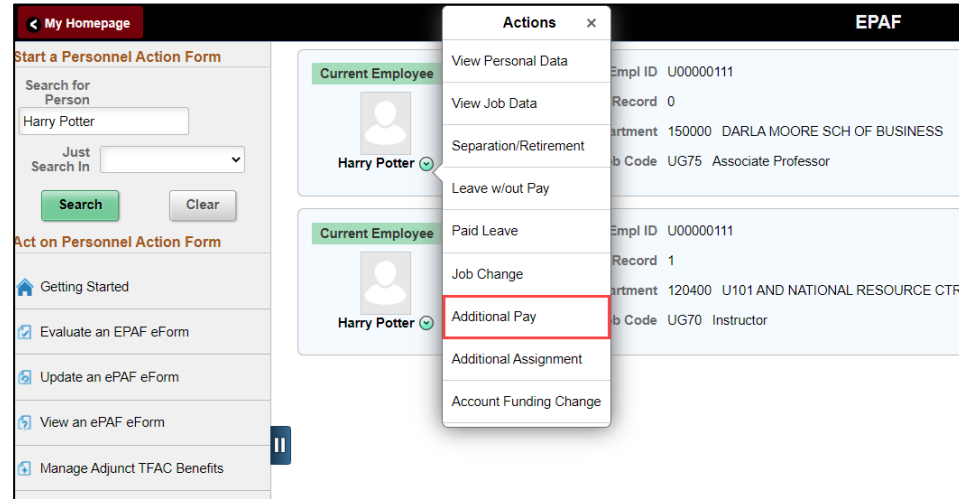
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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).

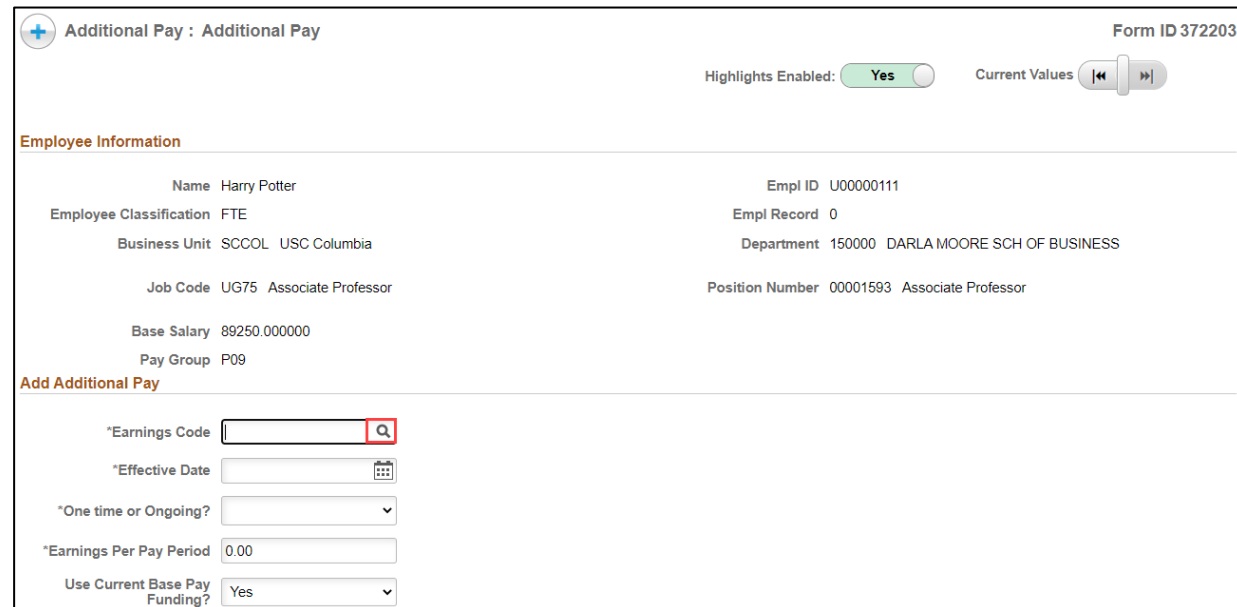
From the Related Actions Menu, select the **Additional Pay** option.

Completing the Additional Pay eForm:

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



The screenshot shows the 'My Homepage' interface. On the left, there is a search bar for 'Personnel Action Form' with 'Harry Potter' entered. Below it are several action buttons: 'Getting Started', 'Evaluate an ePAF eForm', 'Update an ePAF eForm', 'View an ePAF eForm', and 'Manage Adjunct TFAC Benefits'. In the center, there are two 'Current Employee' cards for 'Harry Potter'. An 'Actions' dropdown menu is open over the second card, listing options: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Paid Leave', 'Job Change', 'Additional Pay' (highlighted in red), 'Additional Assignment', and 'Account Funding Change'. On the right, the 'EPAF' section shows two records for 'Harry Potter' with details like Empl ID, Record, Department, and Job Code.



The screenshot shows the 'Additional Pay : Additional Pay' eForm. At the top right, it says 'Form ID 372203'. Below that, there are toggle switches for 'Highlights Enabled: Yes' and 'Current Values'. The 'Employee Information' section displays the following details:

Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	15000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

The 'Add Additional Pay' section contains the following fields:

- *Earnings Code: [] [magnifying glass icon]
- *Effective Date: [] [calendar icon]
- *One time or Ongoing?: [] [dropdown arrow]
- *Earnings Per Pay Period: 0.00 [input field]
- Use Current Base Pay Funding?: Yes [dropdown arrow]

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Note: The **Additional Pay eForm** has logic that only displays the Earnings Codes available to that employee based on employee type.

Administrative Salary Adjustment (ASA): Can be multi-year. Is solely for faculty taking on the administrative role of Dean, Associate Dean, Assistant Dean, Department Chair, Associate Department Chair, or Assistant Department Chair. Appointment letter must be attached.

Grant Salary Adjustment (GSA): Can be multi-year. Compensation for duties funded by a grant that are not considered part of the employee's base appointment.

Special Assignment Pay (SAP): Can be multi-year. Normally used for administrative appointments not covered under the ASA (i.e. Director, Coordinator, etc.).

Temporary Salary Adjustment (TSA): Cannot exceed one year. Salary adjustment for short-term duties outside of normal responsibilities.

Variable Pay (VAR): Typically used for medical or research faculty, college guarantees a variable supplement for a certain amount of time, then faculty has to bring in enough funding to support the adjustment.

Cancel		Lookup
Search for: Earnings Code		
▶ Search Criteria		
▼ Search Results		
<input type="checkbox"/> <input type="checkbox"/>		11 rows
Value	Description	
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	

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2. In the **Earnings Code** Lookup select the **Administrative Salary Adjustment** option.
 - a. Note this **Earnings Code** only appears in the lookup for faculty.

Cancel		Lookup
Search for: Earnings Code		
▶ Search Criteria		
▼ Search Results		
<input type="checkbox"/> <input type="checkbox"/>		11 rows
Value ▾	Description ▾	
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	

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3. Enter the **Effective Date** of the ongoing additional pay.
4. Enter the **Earnings per Pay Period** for the ongoing additional pay.
 - a. To determine the **Earnings Per Pay Period**, take the total amount of the ongoing additional pay and divide by the number of pay periods from the begin and end-date. If the request is multi-year, then you divide the total annual amount by the number of pay periods in the faculty member's pay basis (9 month = 18 pay periods per year). There is a calculator tool available on the HR Toolbox.
5. Enter the **Earnings End Date** of the ongoing additional pay.
6. **Optional:** Enter the **Total Additional Pay**.
 - a. Note this field is for informational purposes only! It does not feed into the system, so it is vital that the amount in the **Earnings per Pay Period** be accurate.

Add Additional Pay

*Earnings Code Administrative Salary Adjstmnt

*Effective Date

One time or Ongoing?

*Earnings Per Pay Period

*Earnings End Date

Total Additional Pay

Use Current Base Pay Funding?

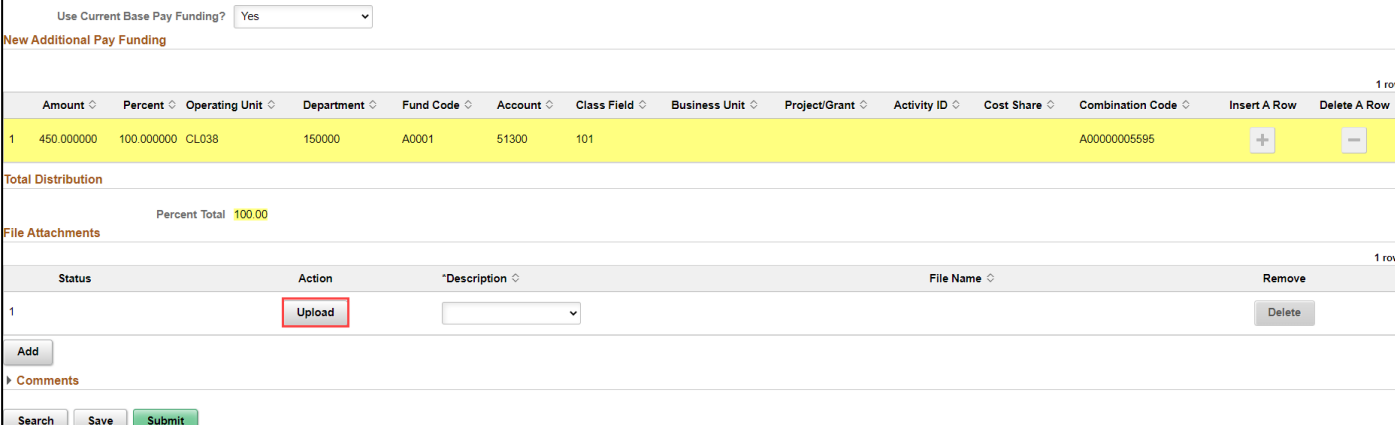
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7. **Optional:** If you need to change the funding source, click the **Use Current Base Pay Funding** drop-down and change to No. This will then open the funding string for edit.

8. Ongoing additional pay for faculty requires an attachment documenting the temporary functions performed/role assumed (this is usually an appointment letter). Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.
 - a. eForms submitted without proper documentation will be recycled back to the initiator.

9. Once the justification is attached click the **Description** drop-down menu to select the appropriate option.

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



Use Current Base Pay Funding? Yes

New Additional Pay Funding

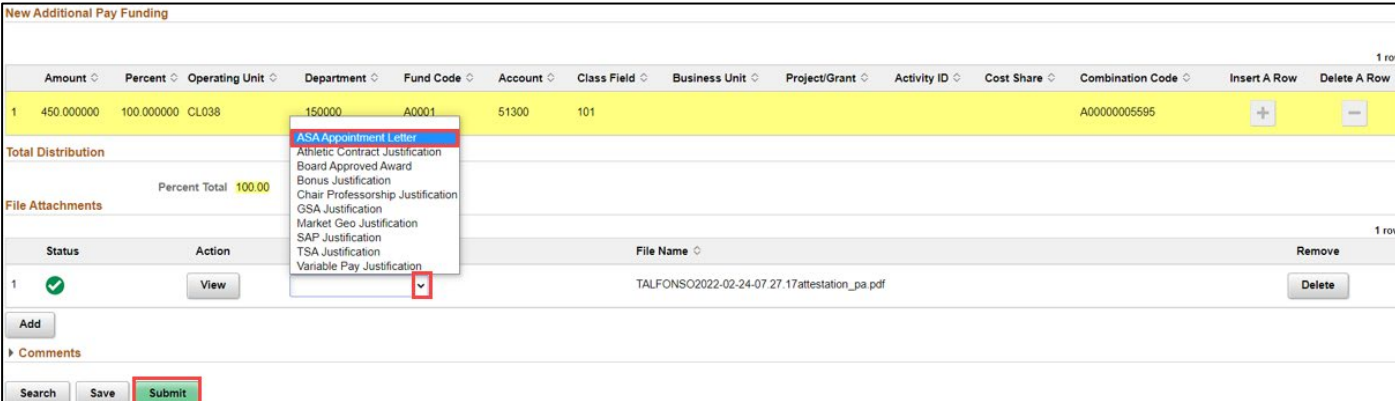
Amount	Percent	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
450.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Distribution
Percent Total 100.00

File Attachments

Status	Action	Description	File Name	Remove
1	Upload			Delete

Search Save **Submit**



New Additional Pay Funding

Amount	Percent	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
450.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Distribution
Percent Total 100.00

File Attachments

Status	Action	Description	File Name	Remove
1	View	ASA Appointment Letter	TALFONSO2022-02-24-07.27.17attestation_pa.pdf	Delete

Search Save **Submit**

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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 an **ongoing faculty additional pay** request!

