

**How to initiate a student job change in HCM:**

This job aid outlines how to initiate a student job change.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

**Information**

Those with Student Hire Representative Initiator access can take this action for employees within their security scope.

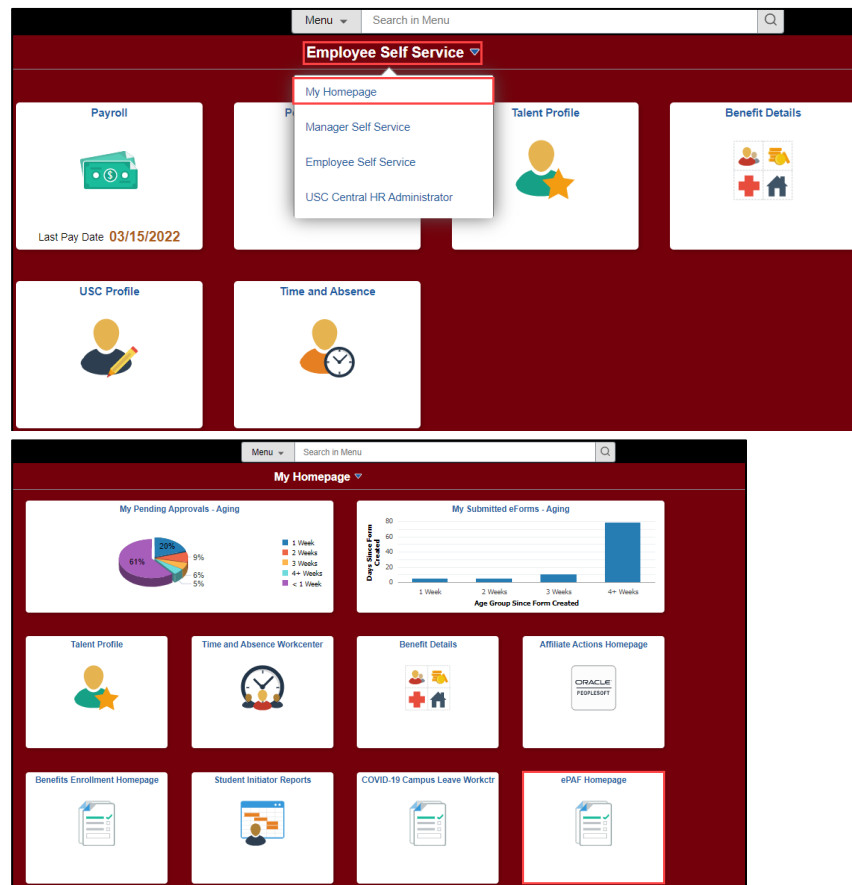
**Types of student job changes:**

- Department
- Location
- Supervisor
- Internal title
- Full/Part time
- Standard hours
- Expected job end-date
- New hourly or salary rate

**Initiating a student job change:** In order to initiate a student job change, 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**

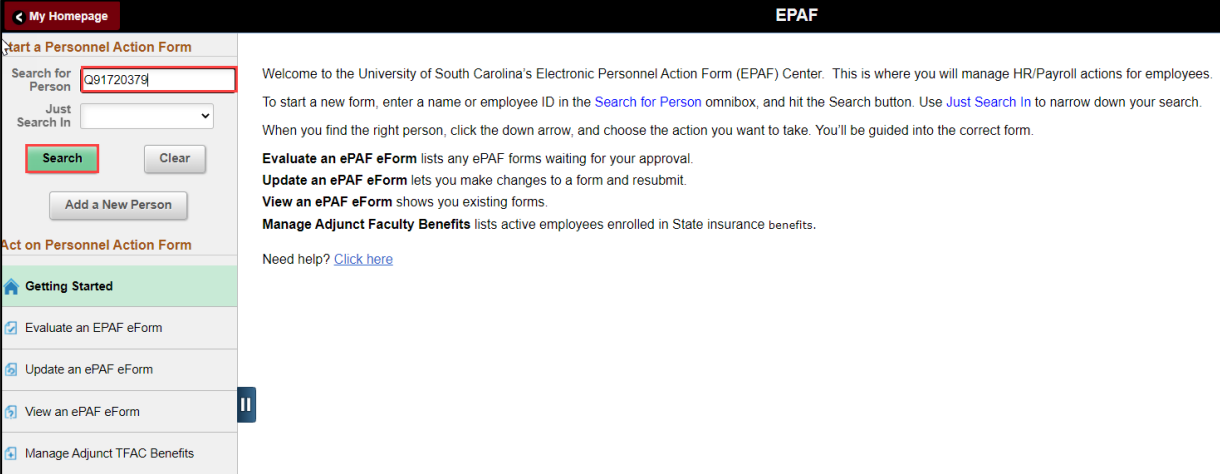


## University of South Carolina HCM HR Contact Resources Student Actions: Student Job Change

On the ePAF homepage enter the student's full name (as displayed in Banner) or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. If the student has more than one active hire numerous search cards will appear. To initiate a student Job Change, find the appropriate EMPL record and click the **Related Actions Menu** button.

The security for student Job Change eForms is tied to the department which the student is actively hired in that EMPL record. If you do not have access to that department you will not have the option to initiate this eForm.



**My Homepage** EPAF

**Start a Personnel Action Form**

Search for Person:

Just Search In:

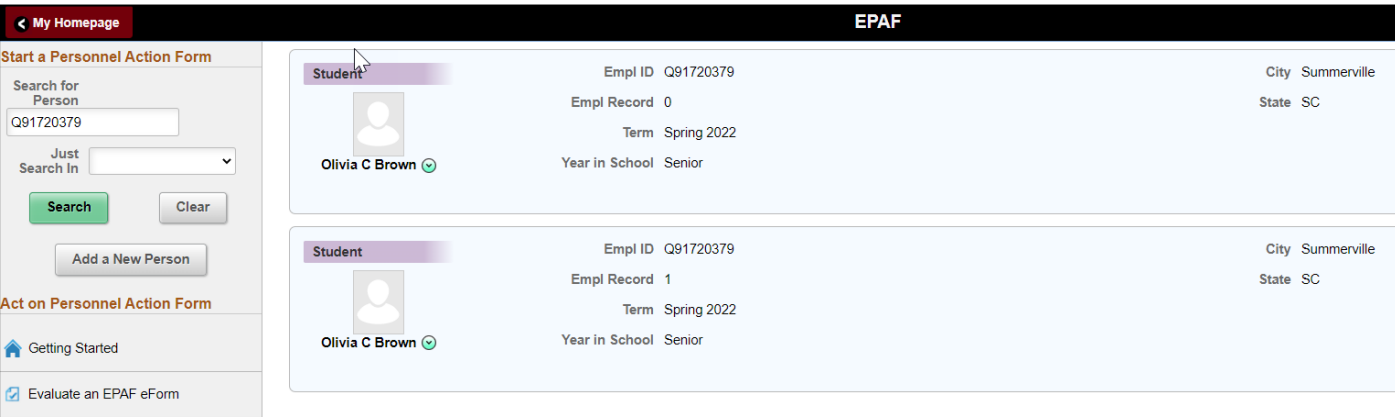
**Act on Personnel Action Form**

- 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:

**Act on Personnel Action Form**

- Getting Started
- Evaluate an ePAF eForm

|                |                       |                  |
|----------------|-----------------------|------------------|
| <b>Student</b> | Empl ID Q91720379     | City Summerville |
|                | Empl Record 0         | State SC         |
| Olivia C Brown | Term Spring 2022      |                  |
|                | Year in School Senior |                  |
| <b>Student</b> | Empl ID Q91720379     | City Summerville |
|                | Empl Record 1         | State SC         |
| Olivia C Brown | Term Spring 2022      |                  |
|                | Year in School Senior |                  |

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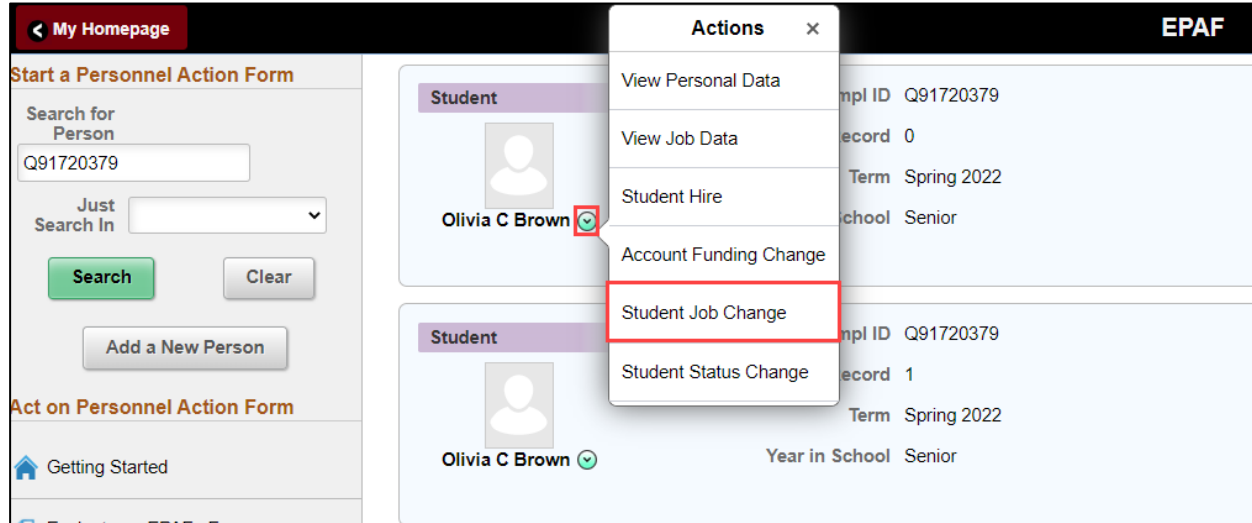
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Student Job Change eForm** is used to change job data on a currently active student job.

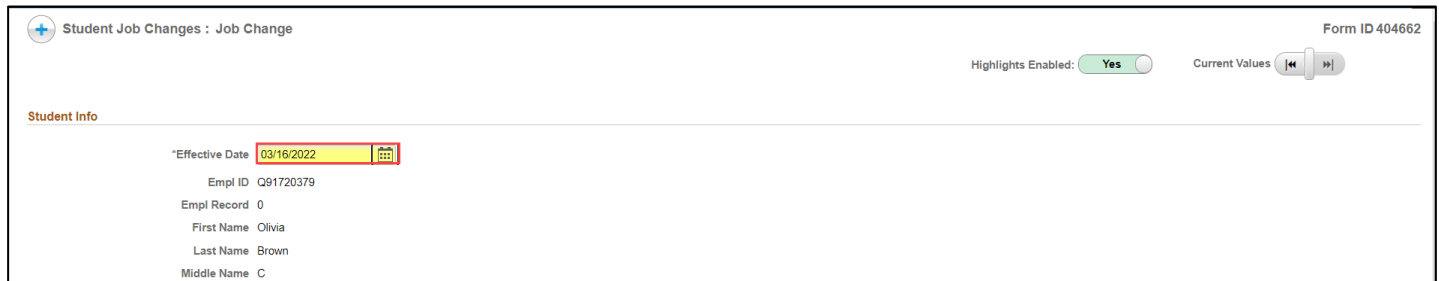
From the Related Actions Menu, select the **Student Job Change eForm** option.

**Completing the Student Job Change eForm:**

1. First provide an **Effective Date** for the requested change(s).



The screenshot shows the 'My Homepage' interface. On the left, there is a search box for a person with the ID 'Q91720379'. The main area displays two student records for 'Olivia C Brown'. An 'Actions' dropdown menu is open over the first record, with 'Student Job Change' highlighted in red. The menu options include: View Personal Data, View Job Data, Student Hire, Account Funding Change, Student Job Change, and Student Status Change. The background shows details for the selected student, including Empl ID Q91720379, Term Spring 2022, and Year in School Senior.



The screenshot shows the 'Student Job Changes : Job Change' eForm. At the top right, it says 'Form ID 404662'. Below that, there are toggle switches for 'Highlights Enabled: Yes' and 'Current Values'. The 'Student Info' section contains the following fields:

- \*Effective Date: 03/16/2022 (with a calendar icon)
- Empl ID: Q91720379
- Empl Record: 0
- First Name: Olivia
- Last Name: Brown
- Middle Name: C

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Note: The **Student Job Change eForm** does not display the student's current enrollment data or other active jobs as is displayed on the Student Hire eForm.

Note: The **Job Code, FLSA Status/Employee Type, Comp Rate Code and Pay Group** are all display only fields on this eForm and cannot be changed. If a change is needed to the Job Code, that would indicate a new job is being performed. In this scenario you would initiate a **Student Status Change eForm** to end the current job and initiate a new **Student Hire eForm** for the new duties.

**Current and Future Enrollment**

| Term          | Term Begin Date | Term End Date | Hours Enrolled | Student Classification | Student Type |
|---------------|-----------------|---------------|----------------|------------------------|--------------|
| 1 Spring 2022 | 01/01/2022      | 05/15/2022    | 16.000000      | FR                     | Freshman     |

**Other Active Jobs**

| Empl Record | Department | Description          | Standard Hours | Start Date | End Date   |
|-------------|------------|----------------------|----------------|------------|------------|
| 1           | 0 941000   | LAN PALMETTO COLLEGE | 20.00          | 12/03/2021 | 05/06/2022 |
| 2           | 1 941000   | LAN PALMETTO COLLEGE | 20.00          | 02/22/2022 | 05/15/2022 |

**Proposed Changes**

Business Unit: SCCOL

\*Department:  SAAS Visitor Center

\*Location Code:  Mckissick

Job Code: SUEA Undergraduate Assistant

Internal Title:

\*Supervisor ID:  Natalie Thomson

Employee Type: Hourly Employees

FLSA Status: Nonexempt

\*Full/Part Time:

\*Standard Hours:

Expected Job End Date:

Action: DTA Data Change

Reason Code: STU Student Data Change

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**Compensation**

Comp Rate Code: NAHRLY

Current Hourly Rate: 8.50

New Hourly Rate:

Percent Increase or Decrease:

Pay Group: HRL

**Overview of the types of changes that can be made on the Student Job Change eForm:**

**Department** – May be tied to change in location and/or supervisor within the same College, Division, or Campus.

**Location** – May be tied to change in department and/or supervisor within the same College, Division, or Campus.

**Supervisor** – May be tied to change in department and/or location within the same College, Division, or Campus. Or may be a result of the prior supervisor separating employment.

**Internal Title** – May be used to further specify the job so the student knows on which timesheet to enter hours worked.

**Full/Part Time** – Used in conjunction with an increase/decrease to standard hours usually around a university holiday or break period.

**Standard Hours** – Increasing or decreasing hours per week, usually around a university holiday or break period. May require a change in the full/part time indicator.

**Expected Job End-Date** – Change this field when extending an appointment (note cannot be extended more than 1 year from the effective date of this hire) or to end the appointment earlier than initially indicated.

**New Hourly or Salary Rate** – Increasing or decreasing hourly or salary rate can be tied to standard hours changes but can be independent of any other change requested solely by the manager. Note the **Percent Increase or Decrease** field automatically populates upon entry of the new hourly or salary rate.

**Proposed Changes**

|                         |                              |                     |
|-------------------------|------------------------------|---------------------|
| Business Unit           | SCCOL                        |                     |
| ★ *Department           | 643010                       | SAAS Visitor Center |
| Job Code                | SUEA Undergraduate Assistant |                     |
| ★ *Supervisor ID        | K09310890                    | Natalie Thomson     |
| Employee Type           | Hourly Employees             |                     |
| ★ *Full/Part Time       | Part-Time                    |                     |
| ★ Standard Hours        | 10.00                        |                     |
| ★ Expected Job End Date | 05/15/2022                   |                     |
| Action                  | DTA Data Change              |                     |
| ★ *Location Code        | 015                          | Mckissick           |
| ★ Internal Title        | University Ambassador        |                     |
| FLSA Status             | Nonexempt                    |                     |
| Reason Code             | STU Student Data Change      |                     |

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**Compensation**

|                                |          |  |
|--------------------------------|----------|--|
| Comp Rate Code                 | NAHRLY   |  |
| Current Hourly Rate            | 8.50     |  |
| ★ New Hourly Rate              | 8.500000 |  |
| ★ Percent Increase or Decrease | 0.000000 |  |
| Pay Group                      | HRL      |  |

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2. Enter all applicable changes associated with the request.

All student job changes require either a comment or an attachment to document/justify the change as outlined below:

- **Department** - comment
- **Location** - comment
- **Supervisor** - comment
- **Internal title** - comment
- **Full/Part time** - comment or attachment.
- **Standard hours** - comment or attachment.
- **Expected job end-date** - attachment. An updated offer letter or acknowledgement from student of the change in appointment dates is required.
- **New hourly or salary rate** - comment or attachment.

**Proposed Changes**

Business Unit: SCCOL

\*Department: 643010 SAAS Visitor Center \*Location Code: 015 Mckissick

Job Code: SUEA Undergraduate Assistant Internal Title: University Ambassador

\*Supervisor ID: K09310890 Natalie Thomson

Employee Type: Hourly Employees FLSA Status: Nonexempt

\*Full/Part Time: Part-Time

\*Standard Hours: 15.00

Expected Job End Date: 05/15/2022 Reason Code: STU Student Data Change

Action: DTA Data Change

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**Compensation**

Comp Rate Code: NAHRLY

Current Hourly Rate: 8.50

New Hourly Rate: 8.750000

Percent Increase or Decrease: 2.941176

Pay Group: HRL

**File Attachments**

| Status | Action | *Description | File Name | Remove |
|--------|--------|--------------|-----------|--------|
| 1      | Upload |              |           | Delete |

Add

Comments

Search Save Submit

3. Either click the **Upload** button on both attachments and follow the on-screen prompts to attach the documents from your device or click the **Comments** link to expand the open comments field to write your justification.
4. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.
5. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

File Attachments

| Status | Action        | Description | File Name | Remove |
|--------|---------------|-------------|-----------|--------|
| 1      | <b>Upload</b> |             |           | Delete |

Add

▶ Comments

Search Save **Submit**

**+** Student Job Changes : Job Change

**Completed**

You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
[multiple approvers.](#)

**View Approval Route**

▶ **Signature/Action Logs**

6. The Approval Route shows the workflow steps for the specific action you submitted. All student action eForms route to the Student Campus Approver and HR Operations. Depending on the action other workflow steps may be inserted before final approval at HR Operations.
7. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Student Job Change!**

Cancel
Approval
Done

Review/Edit Approvers

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**Basic Stage**

▼ G3FORM\_ID=160350
Pending

**Basic Path**

|  |     |   |
|--|-----|---|
| <div style="display: flex; align-items: center; margin-bottom: 5px;"> <span style="margin-right: 5px;">⌚</span> <span style="font-weight: bold;">Pending</span> </div> <div style="font-size: small; color: #0070c0;"> <a href="#">Multiple Approvers</a><br/>           Student Campus Appr by Dept &gt;         </div> | Dir | <div style="display: flex; align-items: center; margin-bottom: 5px;"> <span style="margin-right: 5px;">✉</span> <span style="font-weight: bold;">Not Routed</span> </div> <div style="font-size: small; color: #0070c0;"> <a href="#">Multiple Approvers</a><br/>           HR Operations &gt;         </div> |
|--|-----|---|