

How to initiate an additional assignment eForm for an exempt employee in HCM:

This job aid outlines how to initiate an additional assignment eForm (internal dual assignment) for an exempt employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

Those with HR Initiator access can take this action for ALL FTEs across the university system.

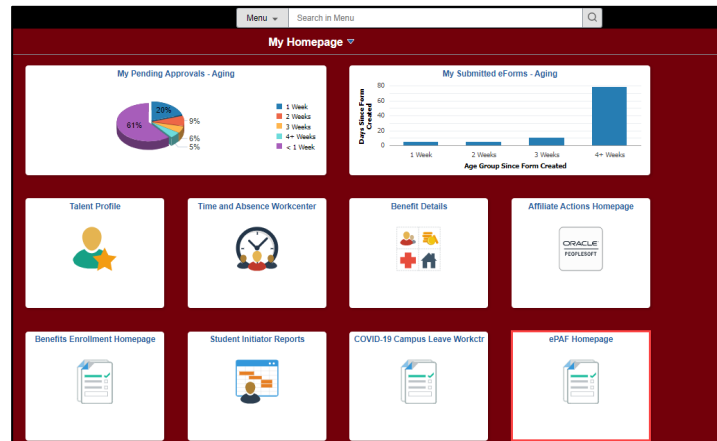
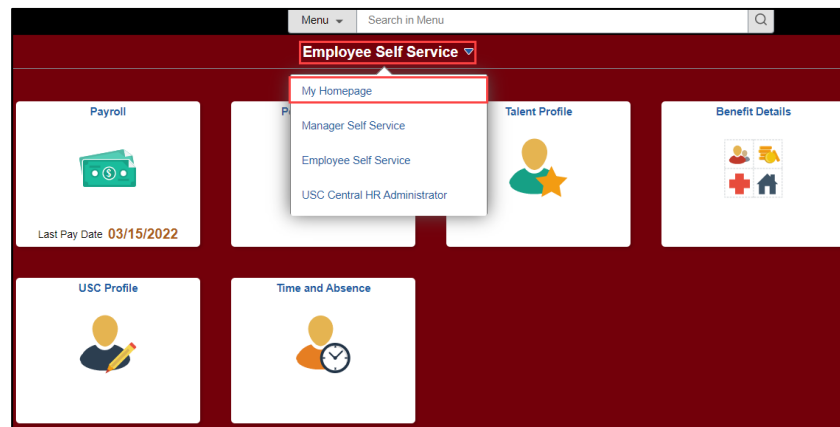
Only FTE employees are eligible for additional assignment eForms (internal dual). RGP/TL employees are eligible to be hired in a temporary capacity for 'Additional Compensation' which is initiated in PeopleAdmin.

The security on this eForm allows all with HR Initiator the ability to initiate, but once the action is submitted it is not visible in View an ePAF for any employee outside your regular security scope.

Initiating an additional assignment for an exempt employee: In order to initiate an additional assignment for an FTE employee, 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

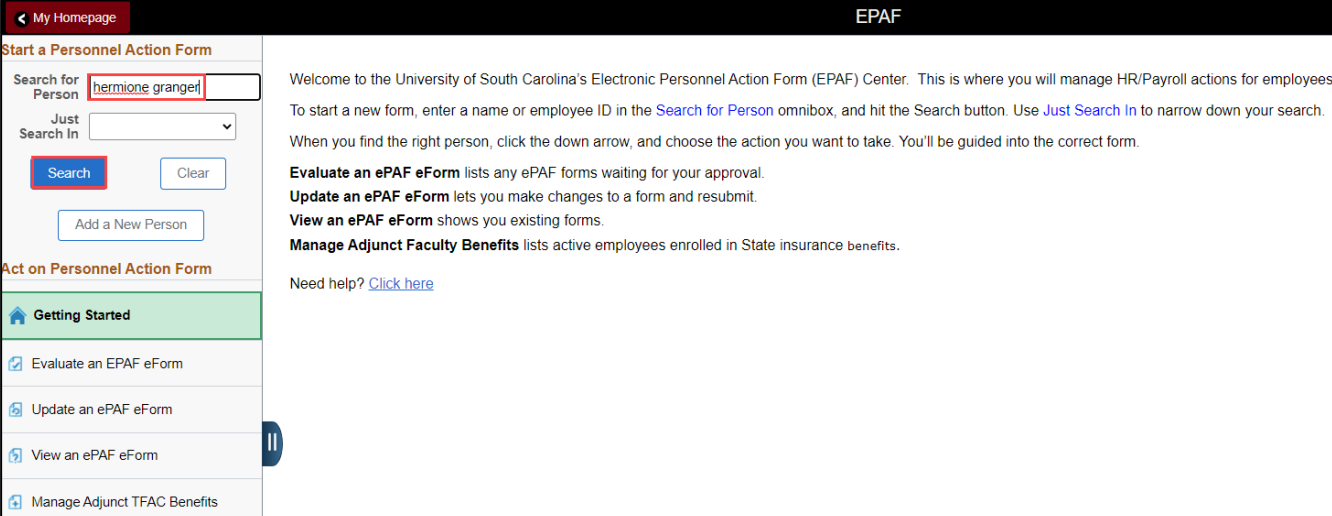


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HCM HR Contact Resources
Additional Assignment eForm: FLSA Exempt Hire**

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

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](#)



EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

Current Employee

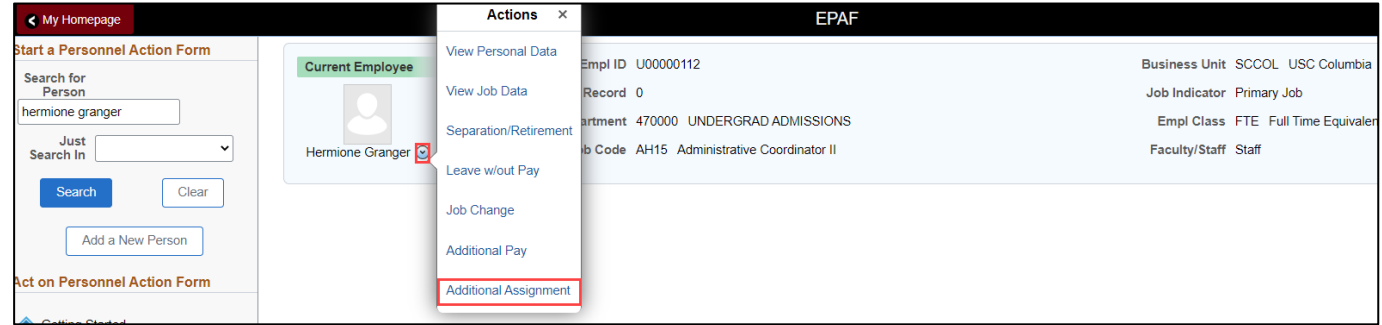
Empl ID	U00000112	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	470000 UNDERGRAD ADMISSIONS	Empl Class	FTE Full Time Equivalent
Job Code	AH15 Administrative Coordinator II	Faculty/Staff	Staff

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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 Assignment eForm** has only one use – creating an internal dual assignment for an FTE employee. This eForm only appears as an option in the Related Actions Menu for FTE employees.

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

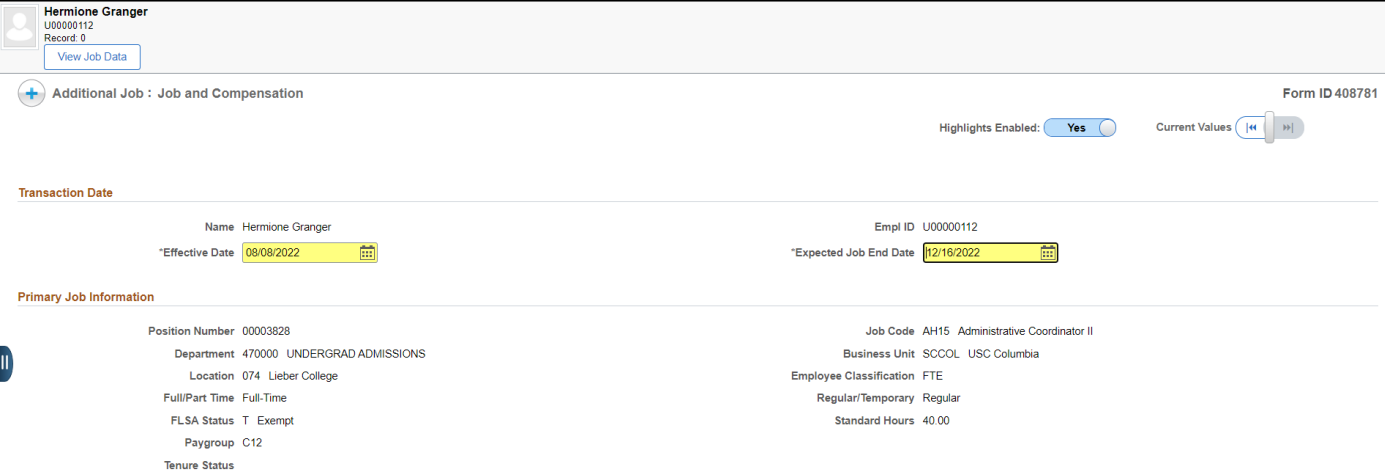


Completing the Additional Assignment eForm:

1. In the Additional Assignment eForm, first provide an **Effective Date** for the internal dual assignment to begin.
2. Provide an **Expected Job End Date**.
 - a. Internal dual assignments cannot last more than 1 year.

The **Primary Job Information** section of the eForm provides key information about the employee's FTE position. Pay close attention to the **FLSA Status** and **Paygroup**.

- **FLSA Exempt** – Employees who are exempt in their FTE position are eligible to be hired in the internal dual assignment as either exempt or non-exempt based on job duties performed. (i.e. Teaching is usually exempt and paid a flat salary, but grading papers would be non-exempt and paid just for the hours worked.)
- **FLSA Non-exempt** – Employees who are non-exempt in their FTE position must be hired as non-exempt and paid hourly in the internal dual assignment. The eForm will default these fields and they are not editable.
- **Paygroup** – Exempt employees hired as exempt in the internal dual assignment will default to the same pay group. Exempt or non-exempt employees hired as non-exempt in the internal dual assignment will be in an hourly pay group which is on a pay lag.



Hermione Granger
U00000112
Record: 0
[View Job Data](#)

Additional Job : Job and Compensation Form ID 408781

Highlights Enabled: Yes Current Values

Transaction Date

Name: Hermione Granger	Empl ID: U00000112
*Effective Date: 08/08/2022	*Expected Job End Date: 11/2/18/2022

Primary Job Information

Position Number: 00003828	Job Code: AH15 Administrative Coordinator II
Department: 470000 UNDERGRAD ADMISSIONS	Business Unit: SCCOL USC Columbia
Location: 074 Lieber College	Employee Classification: FTE
Full/Part Time: Full-Time	Regular/Temporary: Regular
FLSA Status: T Exempt	Standard Hours: 40.00
Paygroup: C12	
Tenure Status:	

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Complete all fields in the **Additional Assignment** and **Compensation information** sections of the eForm based on the internal dual assignment that will be performed.

3. Click the **Job Code** lookup button (magnifying glass icon) to search for the job code or enter directly in the field.
4. Click the **Business Unit** lookup button (magnifying glass icon) to search for the campus on which the assignment will be performed or enter directly in the field.
 - a. Note **Department** and **Location** options will not populate until you have selected the **Business Unit**.
5. Click the **Department** lookup button (magnifying glass icon) to search for the department number or enter directly in the field.
6. Click the **Location** lookup button (magnifying glass icon) to search for the building in which the assignment will be performed or enter directly in the field.
7. Click the **Supervisor ID** lookup button (magnifying glass icon) to search for the supervisor's USC ID or enter directly in the field.
8. If changing the **FLSA Status** from exempt to non-exempt, click the drop-down.
9. Click in the **Standard Hours** and enter the hours per week.

Additional Assignment

*Job Code Instructor

*Business Unit USC Columbia

*Department SAAS U101 and National Resource Center

*Location Russell House

Employee Classification DLI

Full/Part Time Part-Time Regular/Temporary Temporary

*Supervisor ID Fred Weasley

*FLSA Status

*Standard Hours

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10. Since this employee is exempt in the FTE position you can click the drop-down and **Select a Payment Method** of salaried or hourly.
11. Enter the **Base Salary** and click the tab button on your keyboard.
12. Upon clicking the tab button, the Base Salary will populate in the **Amount** field of the distribution grid.

Compensation Information

Comp Rate Code SC12 Compensation Frequency SC12
 Pay Group C12

*Select a Payment Method: Salaried

*Base Salary: 3200.000000

Annualized Salary 8892.631579

Distribution Grid

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
3200.000000	100.000000	Select Funding	CL085	470000	A0001	51200	505					A00000003330	+	-

Percent Total 100.00

Search Next Save

The funding that populates in this eForm is the employee's FTE base salary distribution. You must change this to align with the funding of the internal dual assignment.

13. Click the **Select Funding** button.
14. In the **Select Chartstring** search, clear out all populated fields and then enter your funding information.
15. Click the **Search** button.
16. Select the applicable **Combination Code** from the search results.
17. **Optional** – If multiple funding sources are needed, click the + Plus button to add another row and follow steps 14-16.
18. Click the **Next** button.

Select Chartstring

Combination Code

Operating Unit Department Fund Code Account Class Field Business Unit Project/Grant Activity ID

Cost Share

Search

Combination Code	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
A00000006598	CL067	120400	A0001	51300	101				

Distribution Grid

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
3200.000000	100.000000	Select Funding	CL067	120400	A0001	51300	101					A00000006598	+	-

Percent Total 100.00

Search Next Save

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All fields on the Secondary Dept Hours & Duties page are required!

19. Enter the **From** and **To** hours of the internal dual assignment each day. If the assignment hours vary (i.e. working special events or grading papers) enter 'varies' in these fields.
20. Enter the **Description of Duties** to be performed in the internal dual assignment.
21. Click the **Next** button.

The blank space on this page is only blank for the initiator and 'requesting' department approver. The employee's home department approvers have required fields on this page they must complete. If any fields on this page are left blank, the eForm will be recycled back to the initiator for edits which may delay the approval and compensation.

Form ID 408781

Additional Job : Additional Information

Highlights Enabled: Yes Current Values:

Secondary Dept. Hours & Duties

Indicate hours to be worked in XXX AM/PM format. Provide a detailed description of the duties, including course numbers if teaching.

From: To:

Description of Duties:

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22. The **Action Reason** grid pre-populates correctly as this is the only available action/reason on this eForm.

23. **Optional** – No attachments are required for submission of an additional assignment eForm. However, if your unit issues offer/appointment letters for these assignments please attach here. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

24. Click the **Submit** button.

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

Additional Job : Action/Reason Form ID 408781

Highlights Enabled: Yes Current Values:

Action Reason Grid

Action	Reason Code
1 Additional Job	Internal Dual Employm...

File Attachments

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>			<input type="button" value="Delete"/>

Comments

Additional Job : Results Form ID 408781

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

Transaction / Signature Log

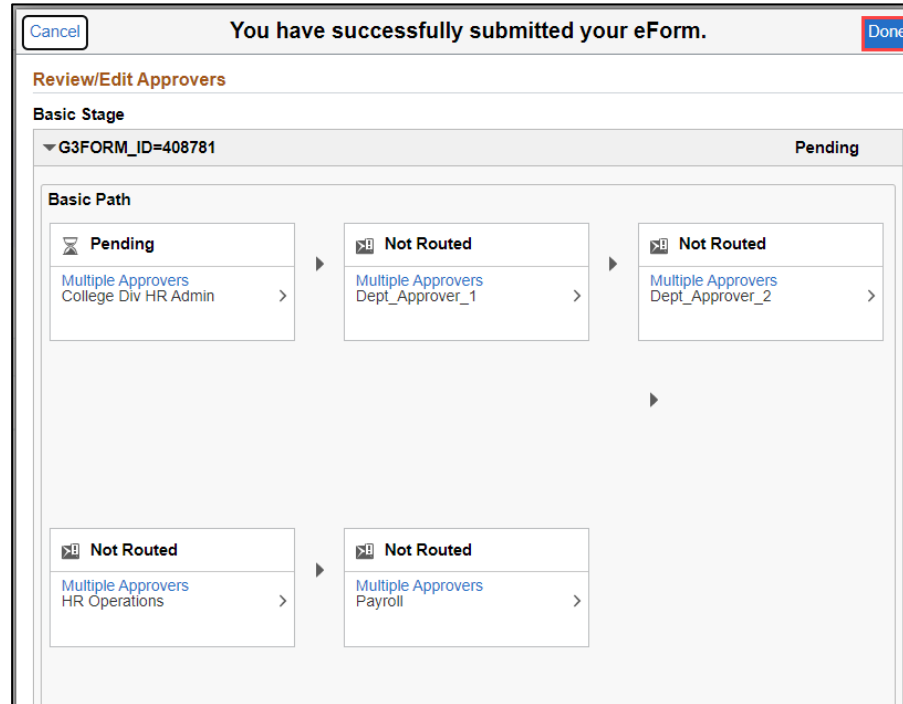
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 05/15/2022 9:14:23AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

26. The Approval Route shows the workflow steps for the specific action you submitted. The Additional Assignment eForm has a unique workflow to obtain all required approvals. The College Div HR Admin is the requesting department approver. Approver 1 and Approver 2 are from the employee's home department approvers (where their FTE position lies). HR Operations is the final approval for this action.

- 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**.

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

You have successfully initiated an **Additional Assignment** eForm for an exempt employee!



The screenshot shows a confirmation message: "You have successfully submitted your eForm." with "Cancel" and "Done" buttons. Below is the "Review/Edit Approvers" section for "Basic Stage" G3FORM_ID=408781, which is in a "Pending" state. The "Basic Path" consists of five sequential steps:

- Step 1: Pending (Multiple Approvers, College Div HR Admin)
- Step 2: Not Routed (Multiple Approvers, Dept_Approver_1)
- Step 3: Not Routed (Multiple Approvers, Dept_Approver_2)
- Step 4: Not Routed (Multiple Approvers, HR Operations)
- Step 5: Not Routed (Multiple Approvers, Payroll)