

**How to initiate a faculty overload request in HCM:**

This job aid outlines how to request a Faculty Overload payment.

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

**Information**

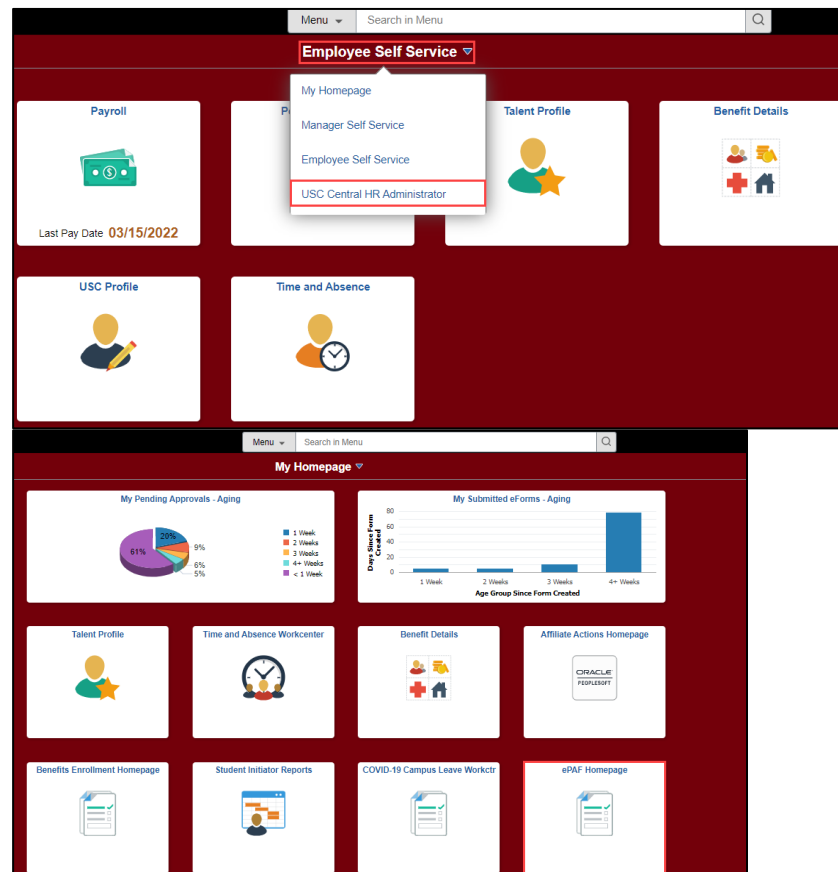
Those with HR Initiator access can take this action for employees within their security scope.

**Requesting a Faculty Overload payment:**

In order to request a faculty overload payment 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.

**Screenshots**

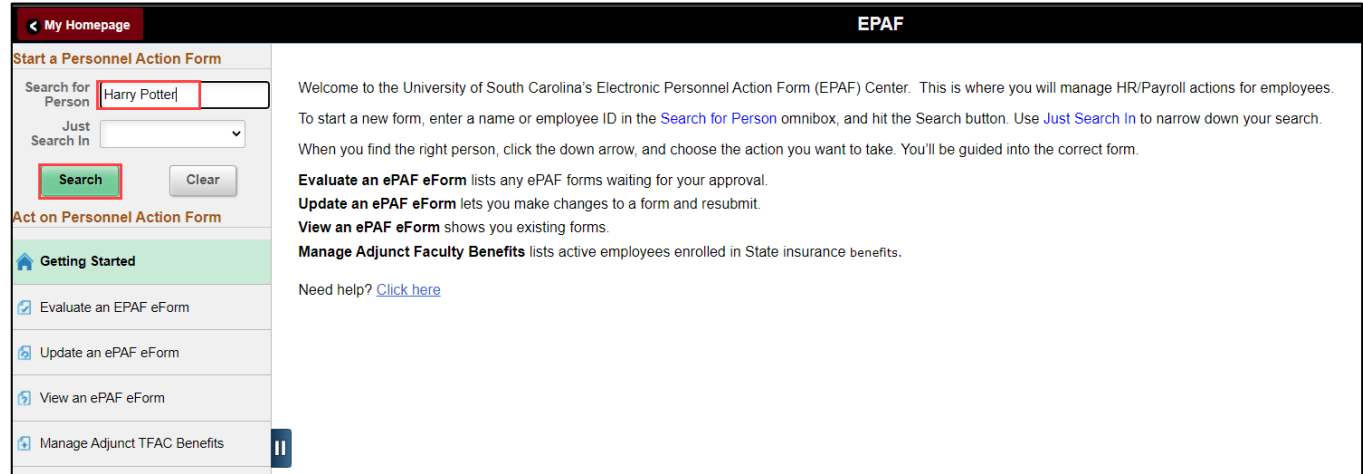


**University of South Carolina  
HCM HR Contact Resources  
Additional Pay eForm: Faculty Overload**

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:

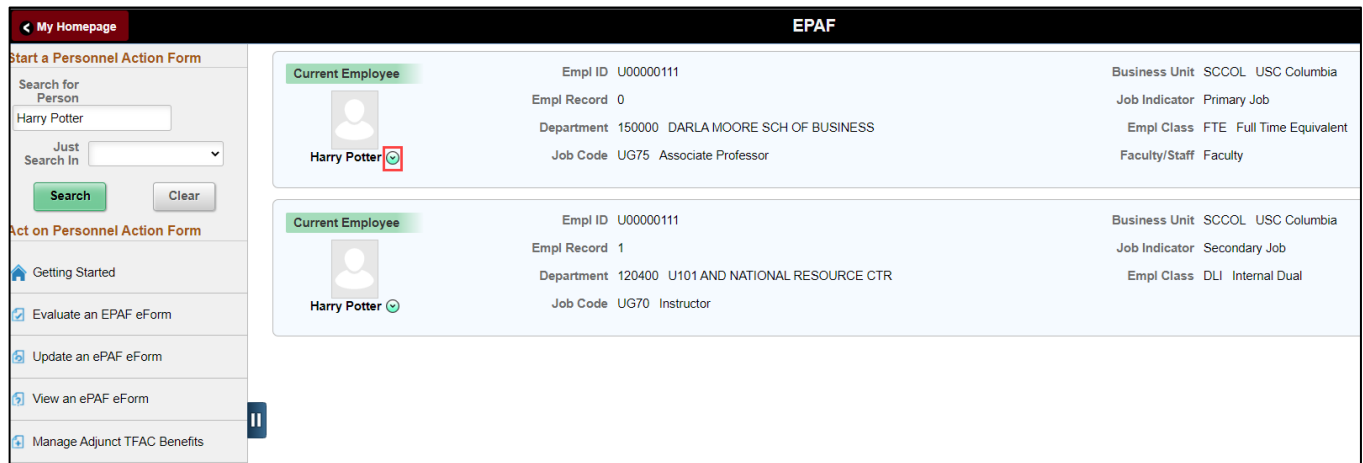
**Act on Personnel Action Form**

- 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
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<b>Current Employee</b>	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
Harry Potter	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty

<b>Current Employee</b>	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 1	Job Indicator Secondary Job
Harry Potter	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Job Code UG70 Instructor	

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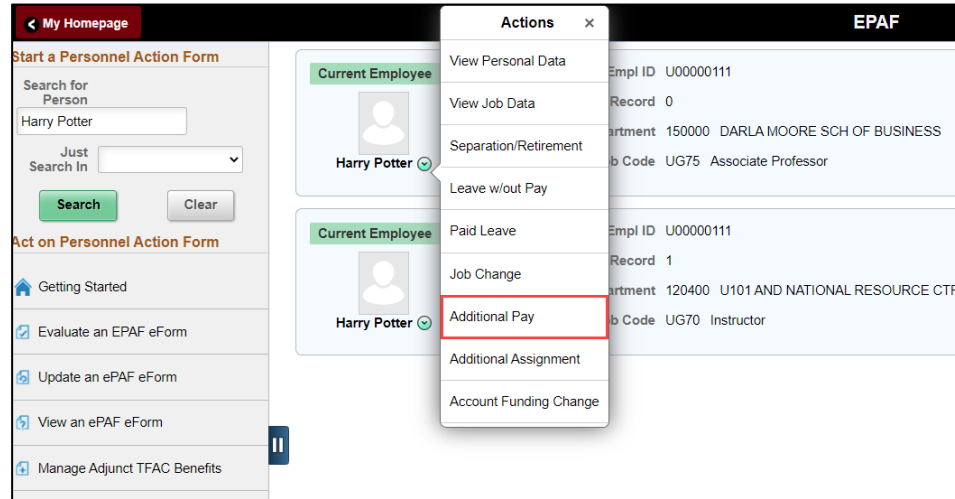
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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).

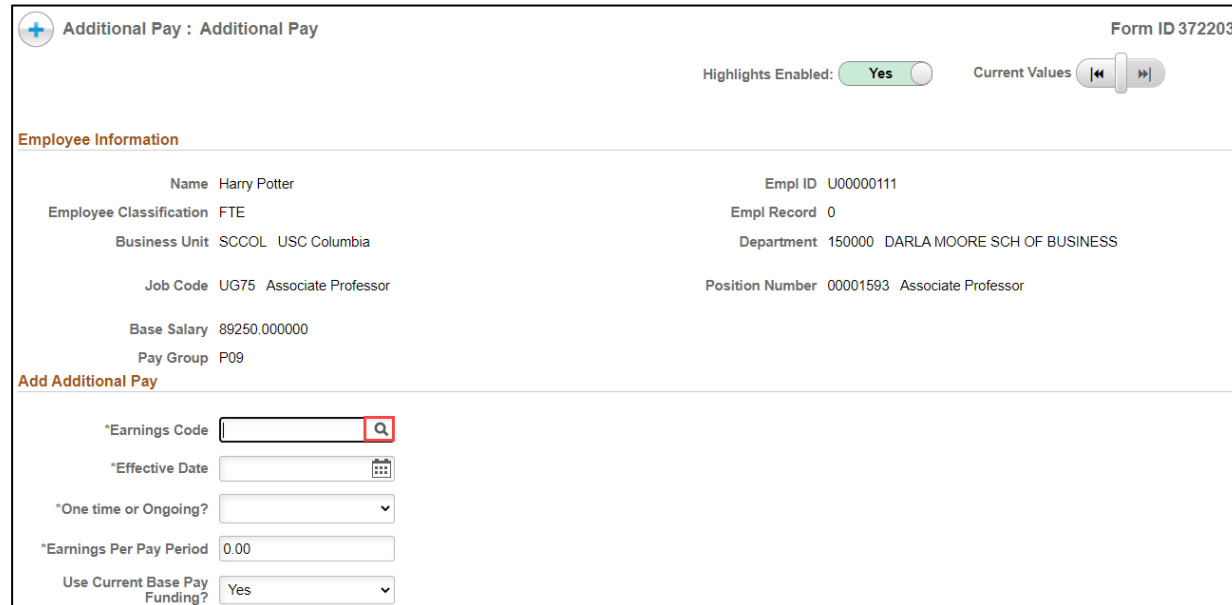
From the Related Actions Menu, select the **Additional Pay** option.

**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 are sections for 'Start a Personnel Action Form' and 'Act on Personnel Action Form'. The 'Act on Personnel Action Form' section includes links for '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 displays employee details for two records, including 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 this, there are 'Highlights Enabled: Yes' and 'Current Values' with navigation arrows. 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	150000 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: [ ] [Q]
- \*Effective Date: [ ] [📅]
- \*One time or Ongoing?: [ ] [v]
- \*Earnings Per Pay Period: 0.00 [ ]
- Use Current Base Pay Funding?: Yes [ ] [v]

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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.

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

Cancel
Lookup

Search for: Earnings Code

▶ Search Criteria

▼ Search Results

📄
☰

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 first day of the class in the **Effective Date** field.
4. Enter the **Earnings per Pay Period** for the **Faculty Overload**.
  - a. To determine the **Earnings Per Pay Period**, take the total amount of the **Faculty Overload** payment and divide by the number of pay periods from the begin and end-date. There is a calculator tool available on the HR Toolbox.
5. Enter the last day of the class in the **Earnings End Date** field.
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.

Employee Information	
Name	Harry Potter
Employee Classification	FTE
Business Unit	SCCOL USC Columbia
Job Code	UG75 Associate Professor
Base Salary	89250.000000
Pay Group	P09
Empl ID	U00000111
Empl Record	0
Department	150000 DARLA MOORE SCH OF BUSINESS
Position Number	00001593 Associate Professor

Add Additional Pay	
*Earnings Code	FOV Faculty Overload
*Effective Date	03/07/2022
One time or Ongoing?	Ongoing
*Earnings Per Pay Period	250.00
*Earnings End Date	05/15/2022
Total Additional Pay	1250
Use Current Base Pay Funding?	Yes

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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. Faculty Overload requires either an attachment or comment documenting the class(es) to be taught as part of the overload assignment. Either click the **Comments** link to expand the comments section and provide the course information, or if you have a memo/documentation to provide simply click the **Upload** button and follow the on-screen prompts to upload the letter from your device.
  - a. eForms submitted without justification will be recycled back to the initiator.
  
9. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.

**Add Additional Pay**

\*Earnings Code:  Faculty Overload

\*Effective Date:

One time or Ongoing?

\*Earnings Per Pay Period:

\*Earnings End Date:

Total Additional Pay:

Use Current Base Pay Funding?

**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
250.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Distribution

Percent Total: **100.00**

**File Attachments**

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

**File Attachments**

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1	<input type="button" value="Upload"/>			<input type="button" value="Delete"/>

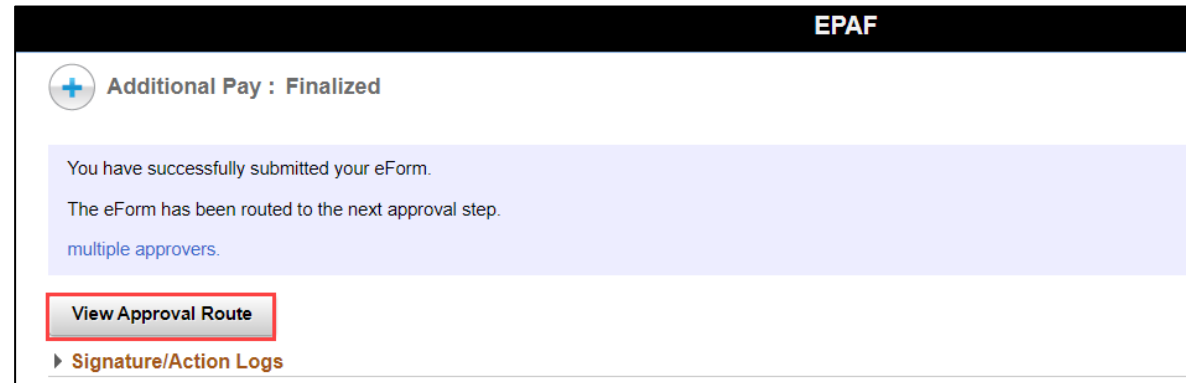
10. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

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.

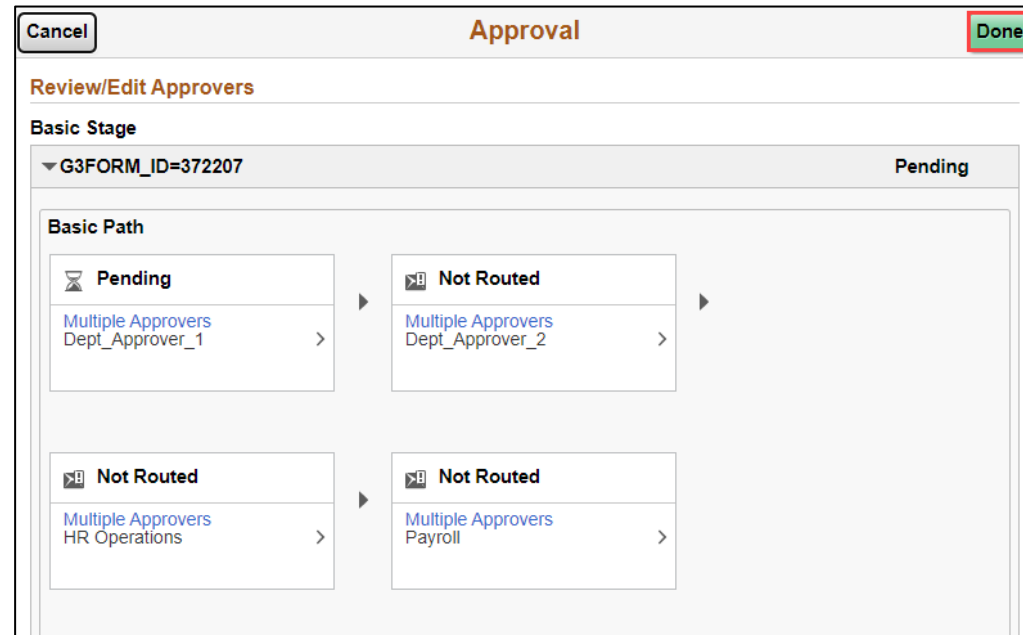
- a. Payroll is not in the workflow for any HR eForm, rather they have view access to all eForms. This workflow step will always say **Not Routed**.

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

You have successfully initiated a **Faculty Overload** request!



The screenshot shows the top portion of the EPAF interface. At the top, it says 'EPAF' in a black bar. Below that, a blue header reads '+ Additional Pay : Finalized'. A light blue message box contains the text: 'You have successfully submitted your eForm. The eForm has been routed to the next approval step. multiple approvers.' Below the message box, there is a button labeled 'View Approval Route' which is highlighted with a red rectangle. At the bottom of this section, there is a link for 'Signature/Action Logs'.



The screenshot shows the 'Approval' workflow diagram. At the top, there are 'Cancel' and 'Done' buttons, with 'Done' highlighted in a red box. The title is 'Approval' and the subtitle is 'Review/Edit Approvers'. Under 'Basic Stage', there is a dropdown for 'G3FORM\_ID=372207' and a status of 'Pending'. The 'Basic Path' section shows a flowchart with four steps: 1. 'Pending' (Multiple Approvers Dept\_Approver\_1) with a right arrow; 2. 'Not Routed' (Multiple Approvers Dept\_Approver\_2) with a right arrow; 3. 'Not Routed' (Multiple Approvers HR Operations) with a right arrow; 4. 'Not Routed' (Multiple Approvers Payroll) with a right arrow.