

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

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

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

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

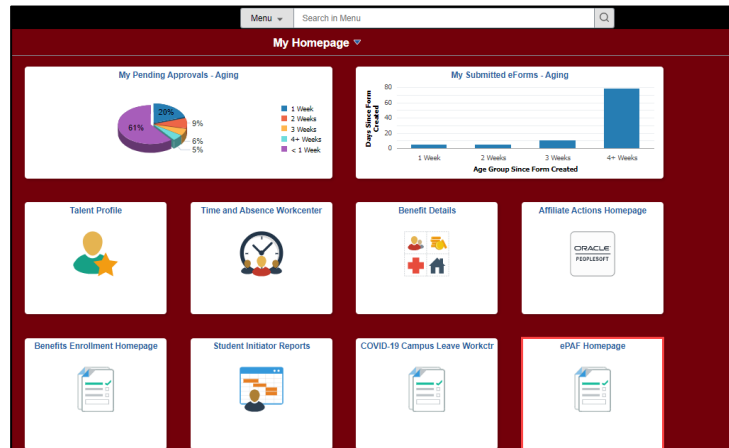
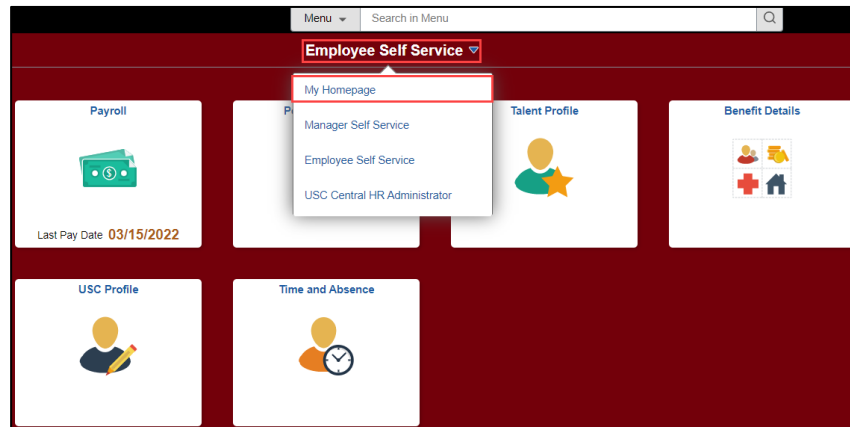
Ongoing Additional Pay Earnings Codes for staff:

Grant Salary Adjustment, Market Geographic Differential, Special Assignment Pay, and Temporary Salary Adjustment.

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

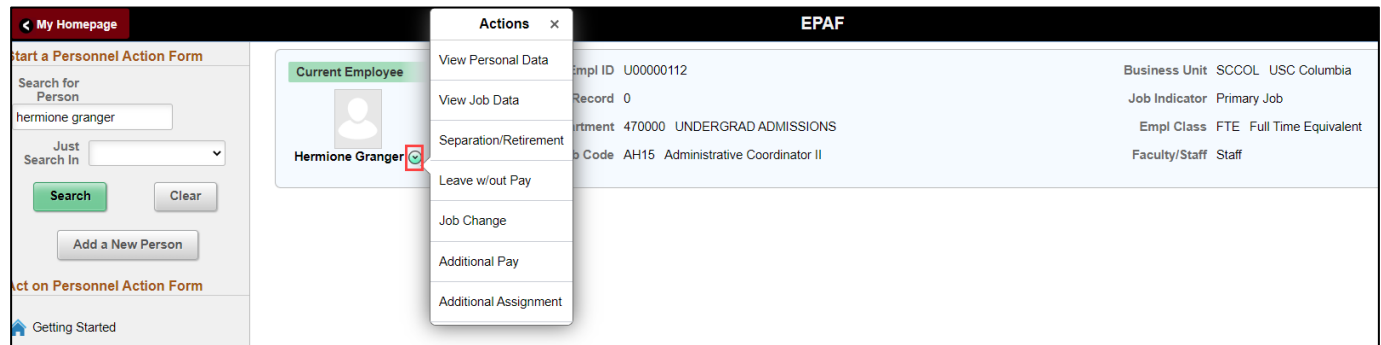


The screenshot shows the ePAF homepage with a search for 'hermione granger'. The search results display a 'Current Employee' card for Hermione Granger with the following details:

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

The left sidebar contains the following options under 'Act on Personnel Action Form':

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits



This screenshot shows the same search results as above, but with the 'Actions' menu open for the employee card. The menu options are:

- View Personal Data
- View Job Data
- Separation/Retirement
- Leave w/out Pay
- Job Change
- Additional Pay
- Additional Assignment

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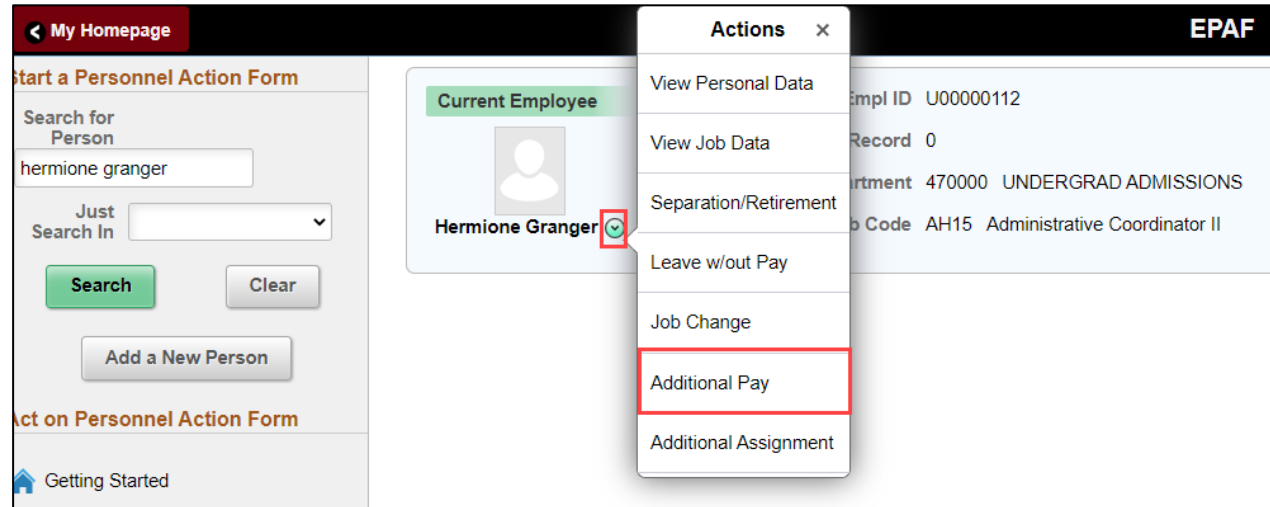
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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).

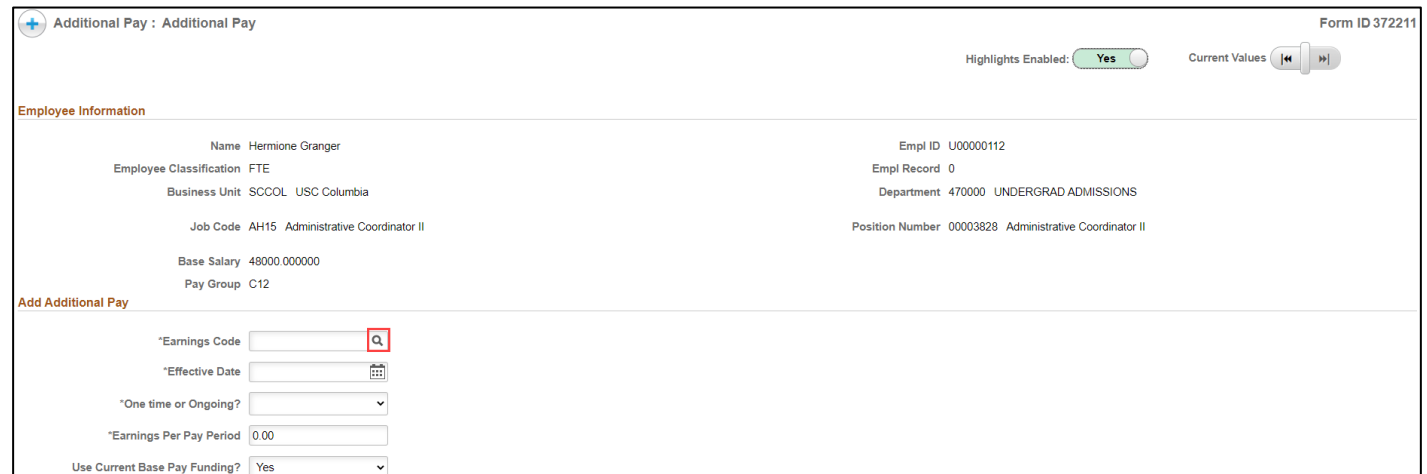
From the Related Actions Menu, select the **Additional Pay** option.

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 box for 'Person' containing 'hermione granger'. Below the search box are buttons for 'Search', 'Clear', and 'Add a New Person'. In the center, a 'Current Employee' card displays 'Hermione Granger' with a magnifying glass icon next to the name. To the right, an 'Actions' dropdown menu is open, listing options: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Job Change', 'Additional Pay' (highlighted with a red box), and 'Additional Assignment'. On the far right, a partial view of the employee's record shows details like 'Empl ID U00000112', 'Record 0', 'Department 470000 UNDERGRAD ADMISSIONS', and 'Job Code AH15 Administrative Coordinator II'.



The screenshot shows the 'Additional Pay : Additional Pay' eForm. At the top right, it says 'Form ID 372211'. Below the title bar, there are toggle switches for 'Highlights Enabled: Yes' and 'Current Values'. The 'Employee Information' section displays the following details: Name: Hermione Granger, Employee Classification: FTE, Business Unit: SCCOL USC Columbia, Job Code: AH15 Administrative Coordinator II, Base Salary: 48000 000000, Pay Group: C12, Empl ID: U00000112, Empl Record: 0, Department: 470000 UNDERGRAD ADMISSIONS, and Position Number: 00003828 Administrative Coordinator II. The 'Add Additional Pay' section contains several fields: '*Earnings Code' with a magnifying glass icon (highlighted with a red box), '*Effective Date' with a calendar icon, '*One time or Ongoing?' dropdown, '*Earnings Per Pay Period' (0.00), and 'Use Current Base Pay Funding?' (Yes).

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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. Below are the staff ongoing additional pay earnings codes.

Market Geographic Differential (GEO): Can be multi-year. Is solely for paying a market-based salary differential for staff positions that are hired specifically to work in another state (primarily used in areas of student recruitment).

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

Special Assignment Pay (SAP): Can be multi-year. Salary adjustment for longer-term special duties outside scope of the primary job. Staff may be relieved of some or all of their normal job duties during this time.

Temporary Salary Adjustment (TSA): Cannot exceed one year. Salary adjustment for short-term duties outside of normal responsibilities, but within scope of the primary job.

Lookup

Search for: Earnings Code

▶ **Search Criteria**

▼ **Search Results**

9 rows

Value	Description
ATC	Athletic Contract Pay
AWD	Monetary Cash Awards
BON	Bonus
CAR	Car Allowance Cash
GEO	★ Market Geographic Diff
GSA	★ Grant Salary Adjustment
HOU	Housing Allowance Cash
SAP	★ Special Assignment Pay
TSA	★ Temporary Salary Adjustment

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2. In the **Earnings Code** Lookup select the **Special Assignment Pay** option.

Cancel
Lookup

Search for: Earnings Code

▶ Search Criteria

▼ Search Results

📄
☰

9 rows

Value ◊	Description ◊
ATC	Athletic Contract Pay
AWD	Monetary Cash Awards
BON	Bonus
CAR	Car Allowance Cash
GEO	Market Geographic Diff
GSA	Grant Salary Adjustment
HOU	Housing Allowance Cash
SAP	Special Assignment Pay
TSA	Temporary Salary Adjustment

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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 staff member's pay basis (12 months = 24 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 Special Assignment Pay

*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 staff additional pay require either an attachment or comment as justification. Either click the **Comments** link to expand the comments section and provide justification 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. **Market Geographic Differential** requires an attachment detailing the market rate for comparable position in the area.
 - b. **Temporary Salary Adjustment, Special Assignment Pay, and Grant Salary Adjustment** allow either comments or attachment to provide justification/details on the duties being performed.
 - c. eForms submitted without justification will be recycled back to the initiator.

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
1	300.000000	100.000000	CL085	470000	A0001	51200	505				A00000003330	+	-

Total Distribution

Percent Total **100.00**

File Attachments

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

Add

▶ Comments

Search Save Submit

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

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

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
300.000000	100.000000	CL085	470000	A0001	51200	505					A00000003330	+	-

Total Distribution
Percent Total **100.00**

File Attachments

Status	Action	*Description	File Name	Remove
✓	View	SAP_Justification	TALFONSO2022-02-28-15.27.57hr27.pdf	Delete

[Add](#)

▶ **Comments**

[Search](#) [Save](#) [Submit](#)

EPAF

+ Additional Pay : Finalized

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

[View Approval Route](#)

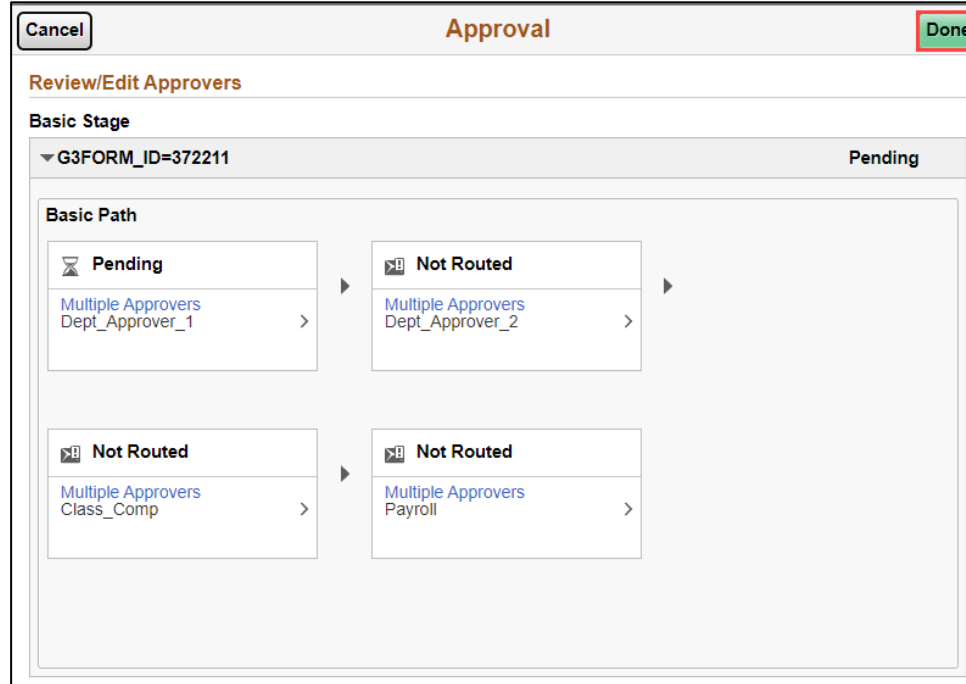
▶ [Signature/Action Logs](#)

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 an **ongoing staff additional pay** request!



The screenshot displays the 'Approval' workflow for form ID G3FORM_ID=372211. The status is 'Pending'. The workflow path consists of four steps:

- Step 1:** Pending (Multiple Approvers Dept_Approver_1)
- Step 2:** Not Routed (Multiple Approvers Dept_Approver_2)
- Step 3:** Not Routed (Multiple Approvers Class_Comp)
- Step 4:** Not Routed (Multiple Approvers Payroll)

The interface includes 'Cancel' and 'Done' buttons at the top.