How to initiate an update to an existing additional pay in HCM:	
This job aid outlines how to initiate an update for an existing additional pay.	

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

Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **Requesting an update to an existing ongoing additional pay**: In order to initiate an update to an existing additional pay 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.	
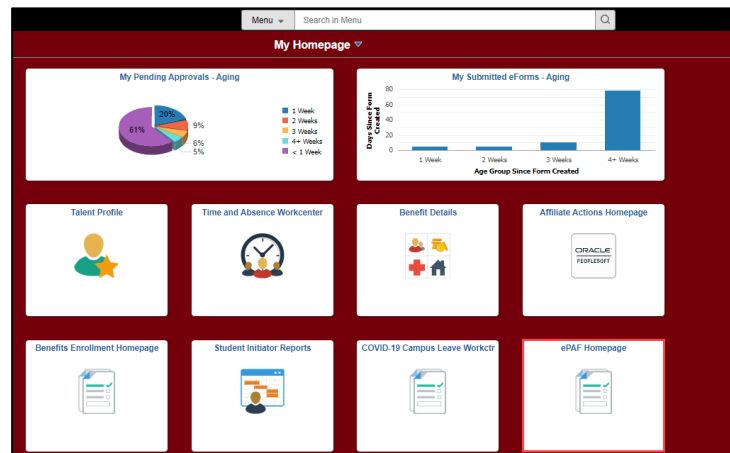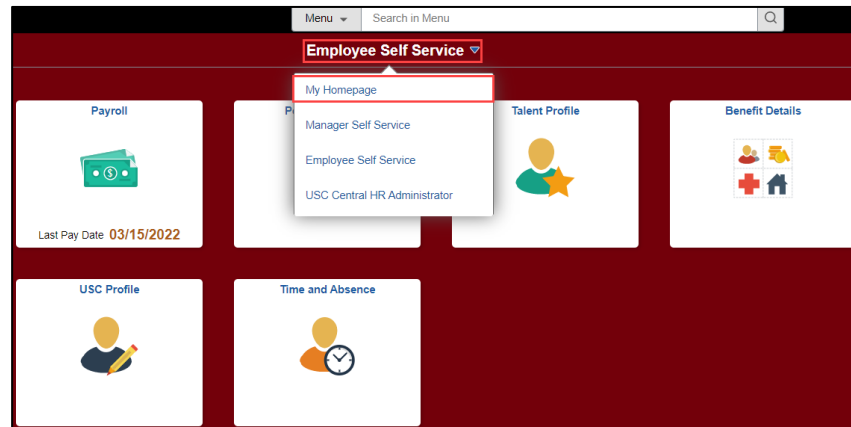
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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
[hermione granger]

Just Search In [▾]
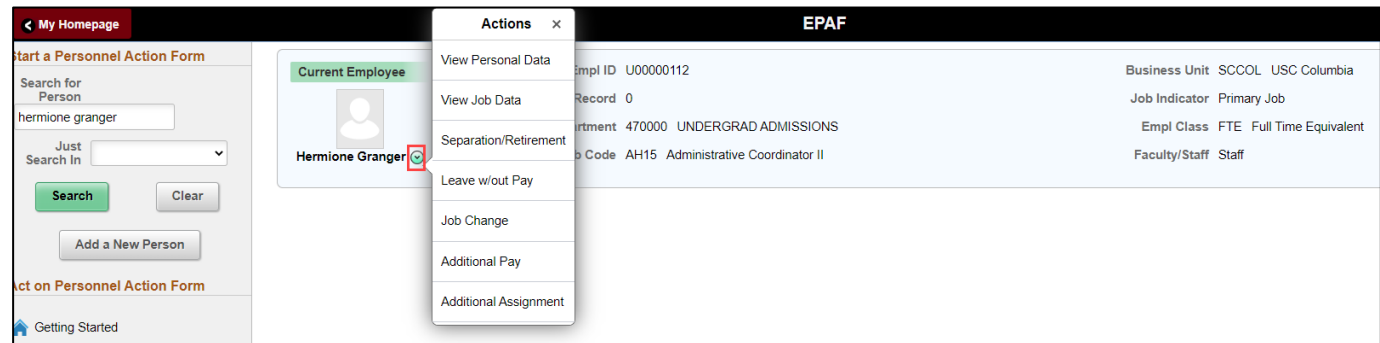
[Search]   [Clear]

[Add a New Person]

Act on Personnel Action Form

🏠 Getting Started

📄 Evaluate an EPAF eForm

📄 Update an ePAF eForm

📄 View an ePAF eForm

📄 Manage Adjunct TFAC Benefits

Current Employee

Hermione Granger ⊙

Empl ID	U00000112
Empl Record	0
Department	470000 UNDERGRAD ADMISSIONS
Job Code	AH15 Administrative Coordinator II

Business Unit	SCCOL USC Columbia
Job Indicator	Primary Job
Empl Class	FTE Full Time Equivalent
Faculty/Staff	Staff

‹ My Homepage   **EPAF**

Start a Personnel Action Form

Search for Person
[hermione granger]

Just Search In [▾]

[Search]   [Clear]

[Add a New Person]

Act on Personnel Action Form

🏠 Getting Started

Current Employee

Hermione Granger ⊙

Actions ✕

View Personal Data

View Job Data

Separation/Retirement

Leave w/out Pay

Job Change

Additional Pay

Additional Assignment

Empl ID	U00000112
Record	0
rtment	470000 UNDERGRAD ADMISSIONS
Code	AH15 Administrative Coordinator II

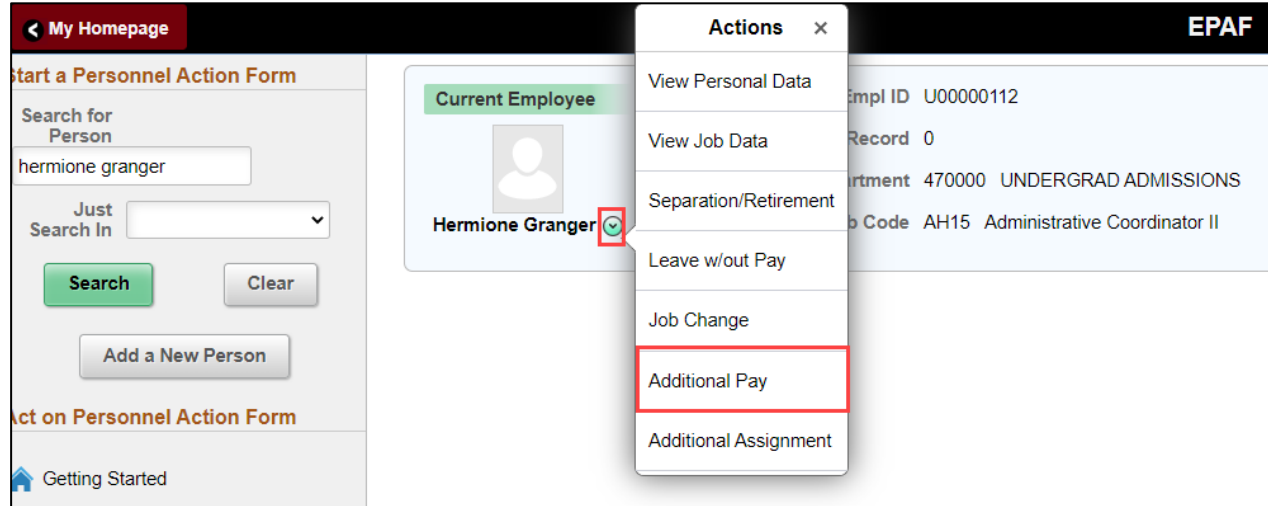|	
Business Unit	SCCOL USC Columbia
Job Indicator	Primary Job
Empl Class	FTE Full Time Equivalent
Faculty/Staff	Staff

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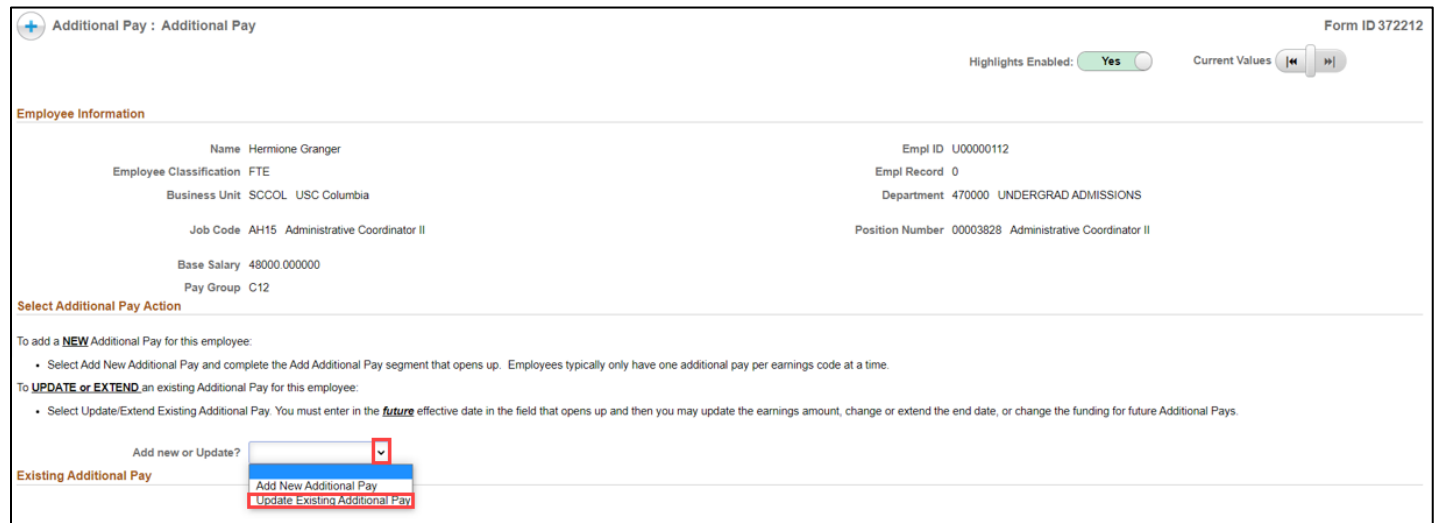
From the Related Actions Menu, select the **Additional Pay** option.

Completing the Additional Pay eForm:
1. In the Additional Pay eForm, for an employee with an active additional pay on file, the first field that appears is a selector. Click the **Add New or Update** drop-down menu button and select the **Update Existing Additional Pay** option.

2. Enter the **Effective Date** of the update to the ongoing additional pay.

Changes that can be made to an existing additional pay:

a) **Earnings per Pay Period:** Change this field if there has been an increase or decrease in the amount the employee should receive per paycheck.

b) **Earnings End Date**: Update this field if the additional pay should end sooner or should be extended. Note the new end-date must be the same or greater than the eForm effective date.

c) **Select Non-Base Pay Funding:** Click this button to change funding allocation for the additional pay. Note this eForm can only change funding for current/future dates it cannot be used for retro funding changes.

Select Additional Pay Action

To add a **NEW** Additional Pay for this employee:
- Select Add New Additional Pay and complete the Add Additional Pay segment that opens up. Employees typically only have one additional pay per earnings code at a time.

To **UPDATE or EXTEND** an existing Additional Pay for this employee:
- Select Update/Extend Existing Additional Pay. You must enter in the *future* effective date in the field that opens up and then you may update the earnings amount, change or extend the end date, or change the funding for future Additional Pays.

Add new or Update? **Update Existing Additio ▾**

*Effective Date **03/16/2022** 🗓

Existing Additional Pay

1 row

	Earnings Code ◇	Effective Date ◇	Sequence ◇	Earnings Per Pay Period ◇	*Earnings End Date ◇	Select Non-Base Pay Funding	Combination Code ◇
1	SAP	02/01/2022	1	300.00	01/31/2024 🗓	Select Non-Base Pay Funding	A00000003330

File Attachments

1 row

	Status	Action	*Description ◇	File Name ◇	Remove
1		Upload	▾		Delete

Add

▸ Comments

Search   Save   Submit

3. Make the applicable updates to the **Earnings Per Pay Period, Earnings End Date,** and/or **Select Non-Base Pay Funding**.

4. Updates to existing additional pay require either an attachment or comment documenting the change. Either click the **Comments** link to expand the comments section and provide the 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.

5. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.
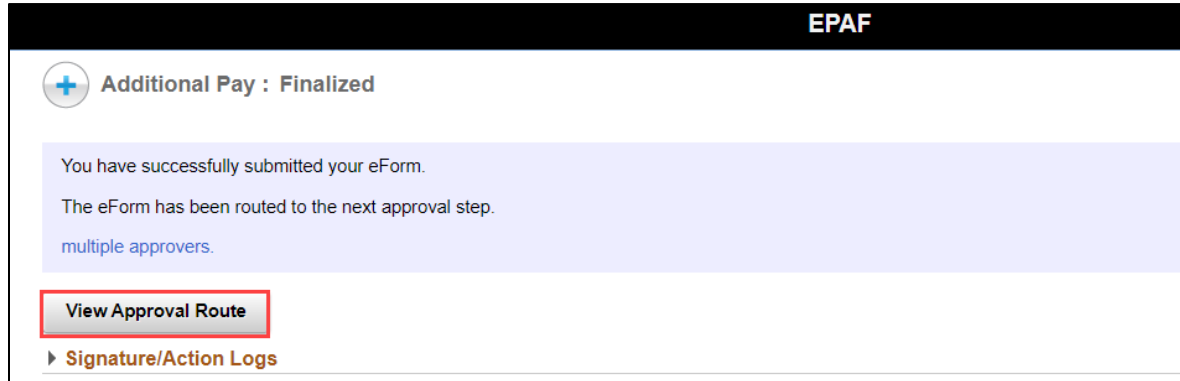
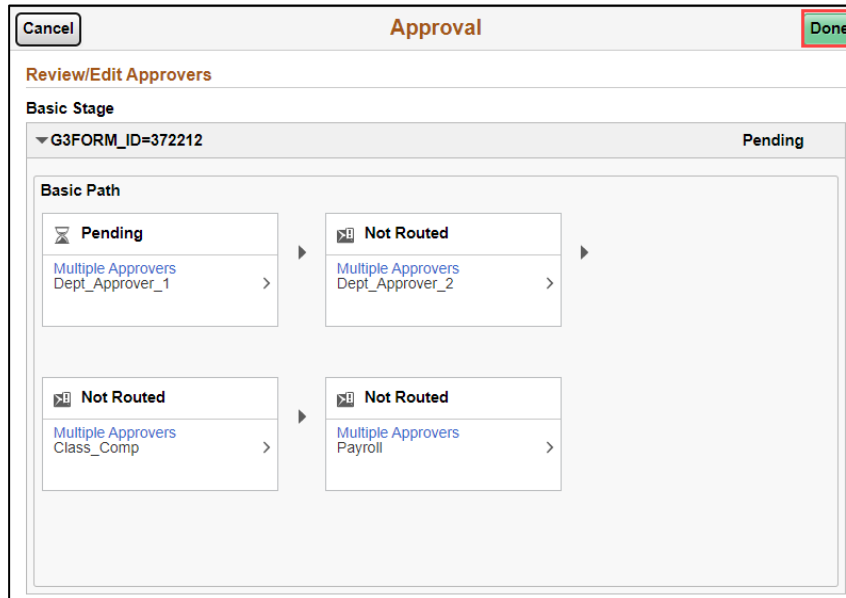6. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

7. 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**.

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

   You have successfully initiated an **update to existing additional pay**!

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**

Cancel   **Approval**   Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=372212   Pending

Basic Path

⏳ Pending	▶	📧 Not Routed	▶
Multiple Approvers Dept_Approver_1 >		Multiple Approvers Dept_Approver_2 >	

📧 Not Routed	▶	📧 Not Routed
Multiple Approvers Class_Comp >		Multiple Approvers Payroll >