

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

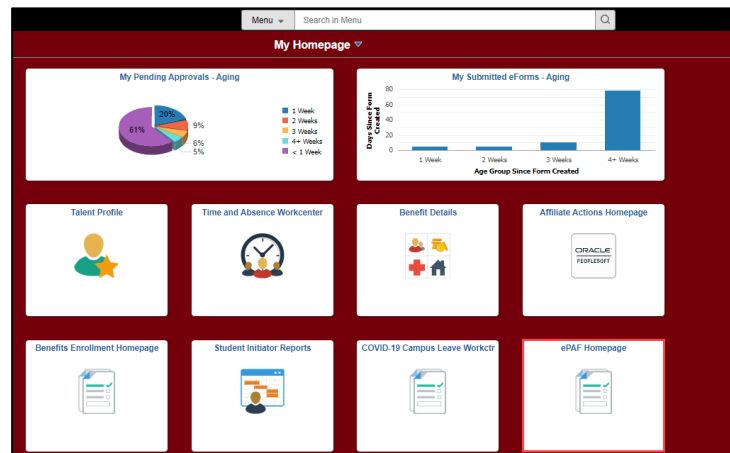
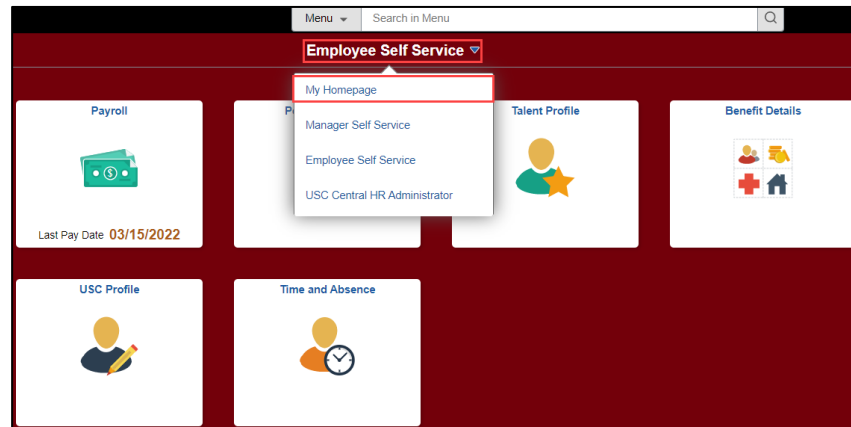
Information

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.

Screenshots



University of South Carolina HCM HR Contact Resources Additional Pay eForm: Update Existing 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.



My Homepage EPAF

Start a Personnel Action Form

Search for Person
hermione granger

Just Search In [Dropdown]

Search Clear

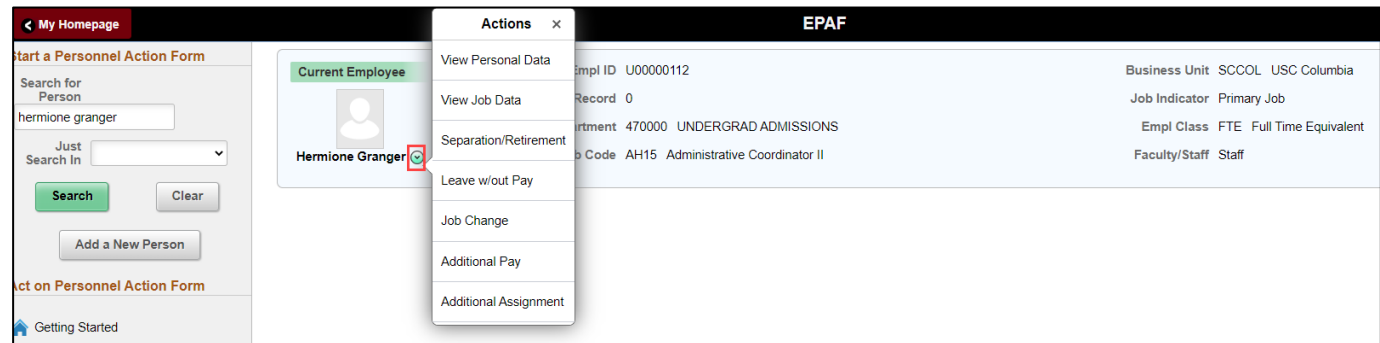
Add a New Person

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

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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Actions

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

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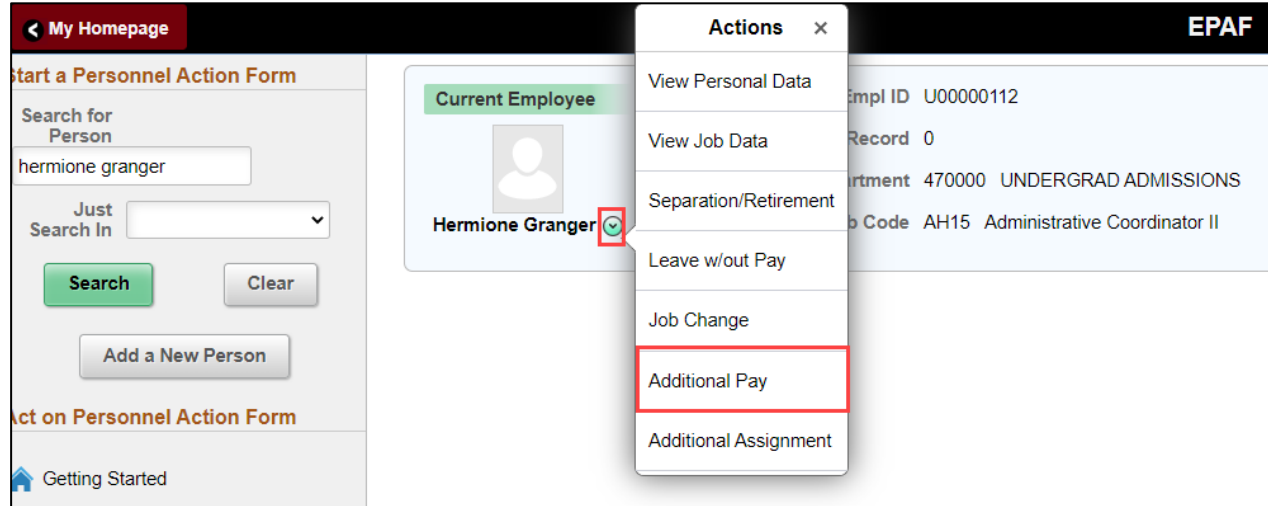
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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).

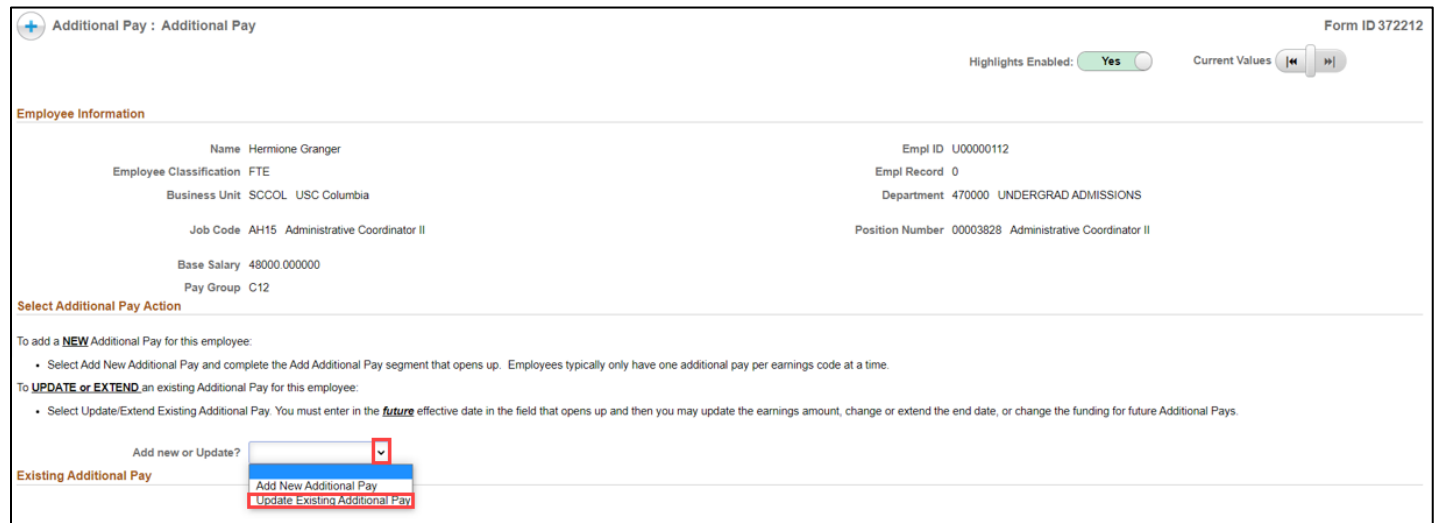
From the Related Actions Menu, select the **Additional Pay** option.

Completing the Additional Pay eForm:

1. In the Additional Pay eForm, 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.



The screenshot shows the 'My Homepage' interface. On the left, there is a search box for a person named 'hermione granger'. In the center, a 'Current Employee' card for 'Hermione Granger' is displayed. An 'Actions' menu is open over this card, listing various 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 right, the 'EPAF' section shows employee details for 'U00000112'.



The screenshot shows the 'Additional Pay : Additional Pay' eForm. At the top right, it says 'Form ID 372212'. Below that, there are toggle switches for 'Highlights Enabled: Yes' and 'Current Values'. The 'Employee Information' section displays details for 'Hermione Granger', including Employee Classification (FTE), Business Unit (SCCOL USC Columbia), Job Code (AH15 Administrative Coordinator II), Base Salary (48000.000000), and Pay Group (C12). Below this, there is a section for 'Select Additional Pay Action' with instructions on how to add new or update existing pay. At the bottom, the 'Add new or Update?' dropdown menu is open, showing 'Add New Additional Pay' and **Update Existing Additional Pay** (highlighted with a red box).

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Additional Pay eForm: Update Existing Additional Pay**

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

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

Status	Action	Description	File Name	Remove
1	Upload			Delete

Add

Comments

Search Save Submit

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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.

Add new or Update? **Update Existing Additio** ▾
 *Effective Date 03/16/2022 📅

Existing Additional Pay

Earnings Code	Effective Date	Sequence	Earnings Per Pay Period	*Earnings End Date	Select Non-Base Pay Funding	Combination Code
1 SAP	03/16/2022	1	325.00	01/31/2024 📅	Select Non-Base Pay Funding	A00000003330

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File Attachments

Status	Action	*Description	File Name	Remove
✓	View	SAP_Justification	TALFONSO2022-02-28-16.32.28hrv27.pdf	Delete

Add

Comments

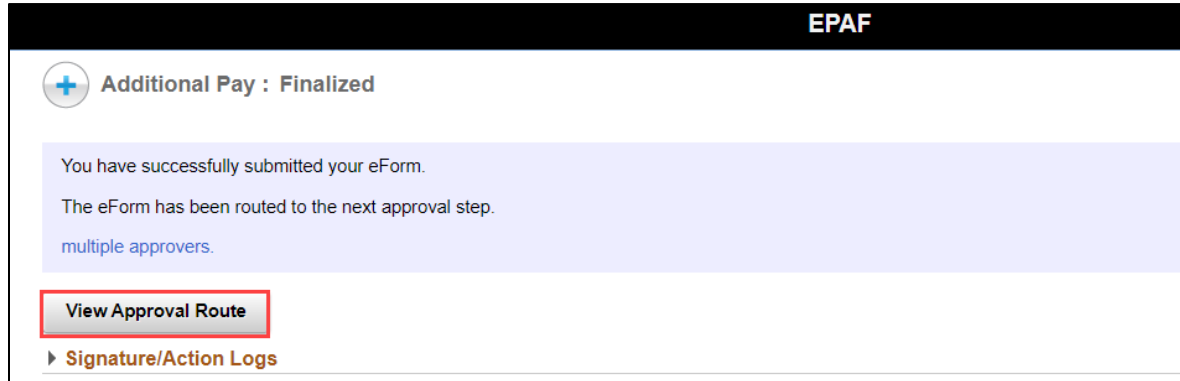
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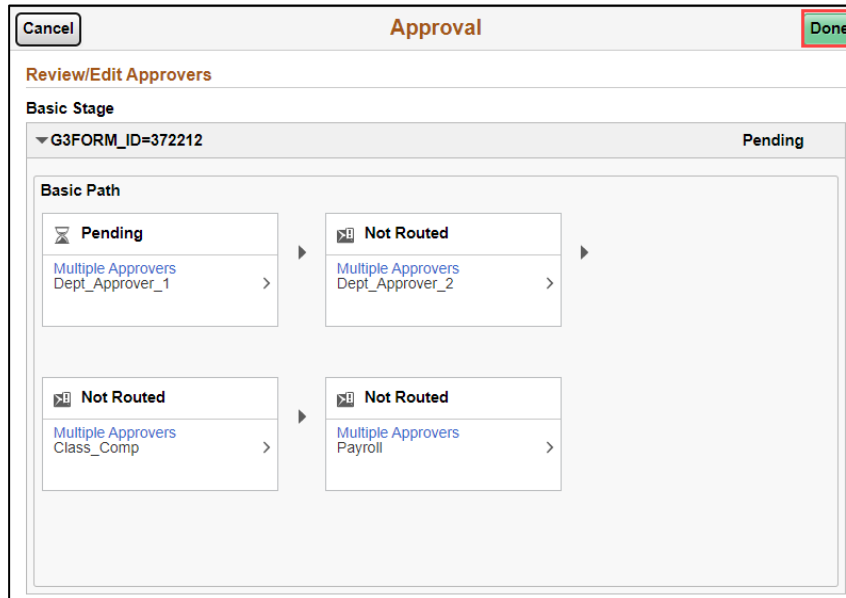
6. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

 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!**



The screenshot shows a confirmation message in a light blue box: "You have successfully submitted your eForm. The eForm has been routed to the next approval step. multiple approvers." Below the message is a red-bordered button labeled "View Approval Route" and a link for "Signature/Action Logs". The top of the screen has a black header with "EPAF" in white.



The screenshot shows the "Approval" workflow review screen. At the top, there are "Cancel" and "Done" buttons. The main heading is "Review/Edit Approvers". Under "Basic Stage", it shows "G3FORM_ID=372212" and "Pending". The "Basic Path" section contains a flowchart with 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)

 Arrows indicate the flow from step 1 to 2, and from 3 to 4.