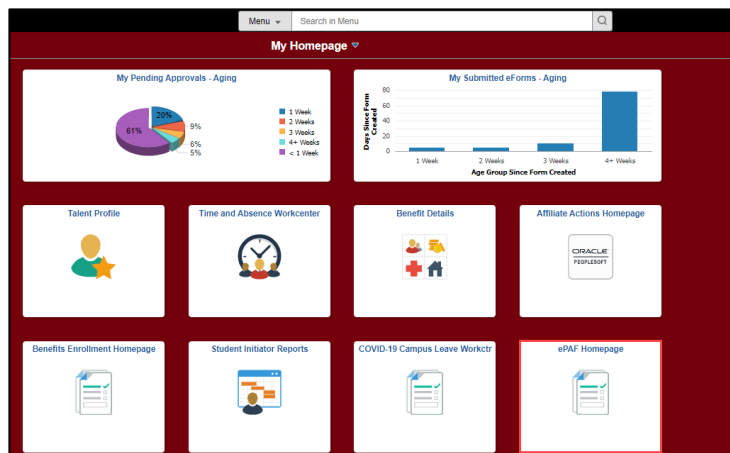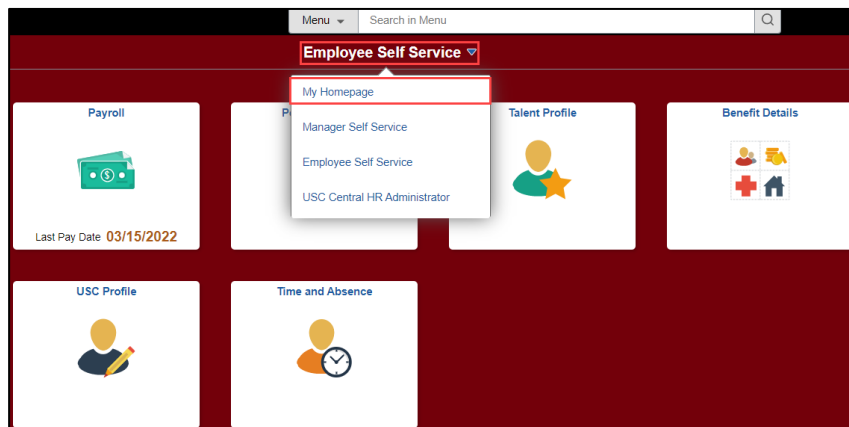| This job aid outlines how to initiate a summer job change eForm for a compensation change. |
| --- |
| **Navigation:** Employee Self Service > My Homepage > ePAF Homepage |

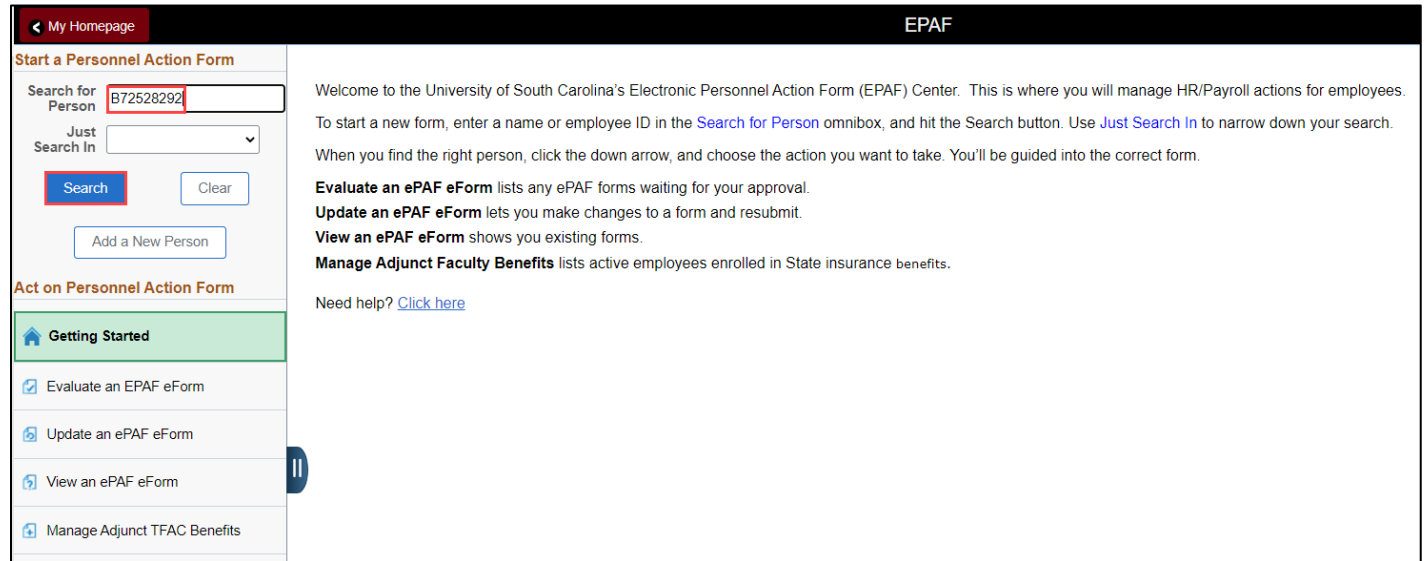| Information	Screenshots
Those with HR Initiator access can take this action for all FTE Faculty across the university system. **Initiating a Summer Job Change eForm to change compensation**: To initiate a summer job change for one of your employees, take the following steps: 1. Click the **Employee 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.

Currently active summer hires will appear with the Job Code of **VSUM Summer**.

On the appropriate active Summer EMPL Record, click the **Related Actions Menu** button.

< My Homepage   EPAF

Start a Personnel Action Form

Search for Person   B72528292

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

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

Current Employee

Empl ID   B72528292   Business Unit   SCCOL   USC Columbia

Empl Record   0   Job Indicator   Primary Job

Department   150111   ACCOUNTING   Empl Class   FTE   Full Time Equivalent

Job Code   UG76   Professor   Faculty/Staff   Faculty

Current Employee

Empl ID   B72528292   Business Unit   SCCOL   USC Columbia

Empl Record   2   Job Indicator   Secondary Job

Department   115000   ARNOLD SCHOOL OF PUBLIC HEALTH   Empl Class   TFC   Temporary Faculty

Job Code   VSUM   Summer

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

The **Summer Job Change eForm** is used to to make changes to currently active FTE faculty summer appointments. Note this option will only appear in the **Related Actions Menu** for FTE Faculty EMPL records with **VSUM Summer** as the Job Code.

From the Related Actions Menu, click the **Summer Job Change** option.

Actions	✕
View Personal Data	
View Job Data	
Separation/Retirement	
Leave w/out Pay	
Account Funding Change	
Summer Job Change	

Current Employee — Empl ID B72528292, Record 0, Department 150111 ACCOUNTING, Job Code UG76 Professor
Business Unit SCCOL USC Columbia, Job Indicator Primary Job, Empl Class FTE Full Time Equivalent, Faculty/Staff Faculty

Current Employee — Empl ID B72528292, Record 2, Department 115000 ARNOLD SCHOOL OF PUBLIC HEALTH, Job Code VSUM Summer
Business Unit SCCOL USC Columbia, Job Indicator Secondary Job, Empl Class TFC Temporary Faculty
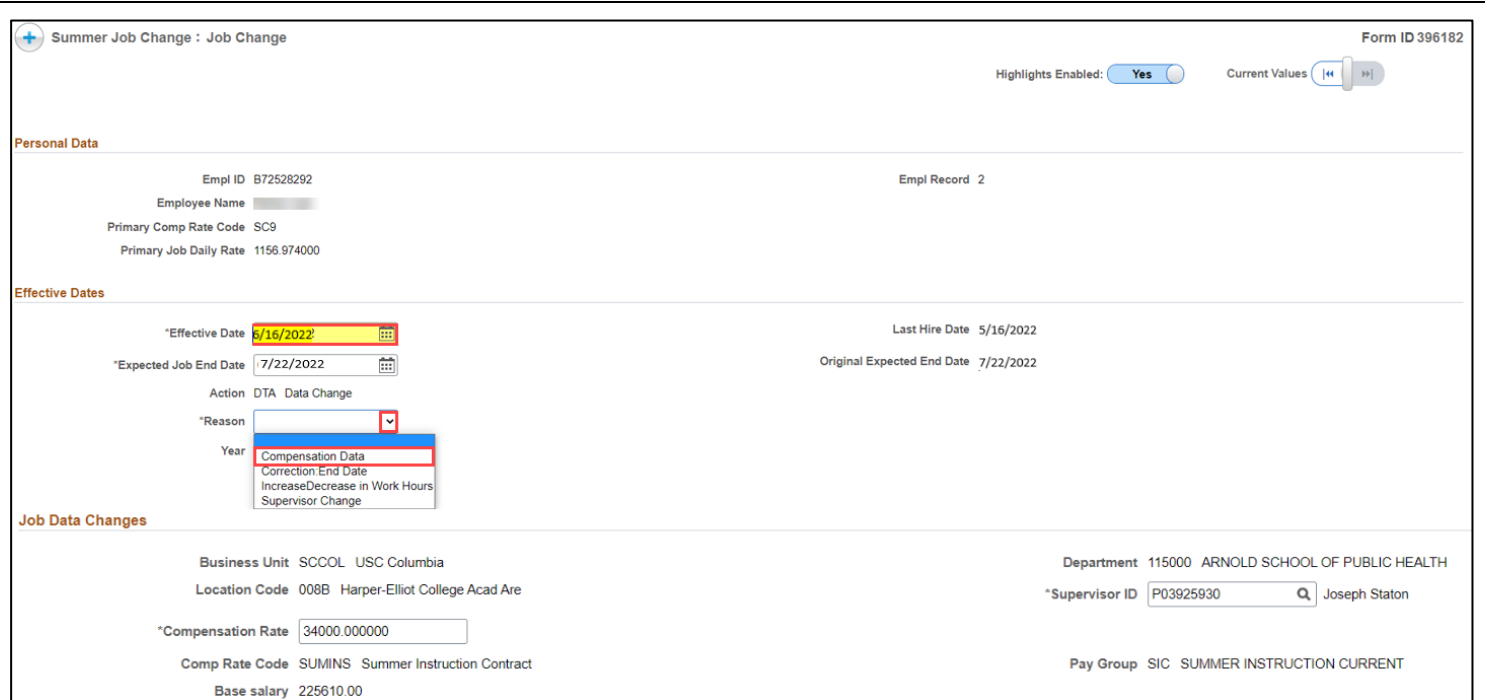
Completing the Summer Job Change eForm:

1. Enter the **Effective Date** of the compensation change.

   a. Compensation changes must occur on the 1st or 16th of the month.

2. Click the **Reason Code** drop-down menu button and select **Compensation Data**.

Summer Job Change Reasons listed below. eForms can only have one **Reason** selected.

- **Compensation Data** – the salary needs to increase or decrease.
- **Correction End Date** – the job end-date has changed and needs to extend or end earlier than initially submitted.
- **Supervisor Change** – the supervisor of record needs to be changed.

3. Enter the new **Compensation Rate** for this summer job.
   a. The new rate cannot exceed the **Compensation Limit** listed on the eForm.
   b. The new rate also cannot exceed the **Compensation Limit** listed on the eForm when combined with other summer jobs.

Job Data Changes

Business Unit	SCCOL USC Columbia
Location Code	008B Harper-Elliot College Acad Are
*Compensation Rate	42050.000000
Comp Rate Code	SUMINS Summer Instruction Contract
Base salary	225610.00

Department	115000 ARNOLD SCHOOL OF PUBLIC HEALTH
*Supervisor ID	P03925930 🔍 Joseph Staton
Pay Group	SIC SUMMER INSTRUCTION CURRENT

Summer Instruction

Summer Session Code	Z1
Course #	5b
Standard Hours	10.00
Compensation Limit (33% of Base Salary)	76368.985000

Credit Hours	3.00

Other Summer Jobs and Compensation

1 row

Effective Date ⇅	Expected Job End Date ⇅	Year ⇅	Empl Record ⇅	Compensation Rate ⇅	Comp Rate Code ⇅	Summer Session Code ⇅	Course # ⇅	Form ID ⇅	Form Status/Empl Status ⇅
1			0	0.000000					

Total Compensation

Summer Total Compensation	42050.00

4. Review your work on the eForm, once you've confirmed the data click the **Submit** button.

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

6. The Approval Route shows the workflow steps for the specific action you submitted. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.

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

You have successfully initiated a **Summer Job Change eForm** to change compensation!

Other Summer Jobs and Compensation

Effective Date	Expected Job End Date	Year	Empl Record	Compensation Rate	Comp Rate Code	Summer Session Code	Course #	Form ID	Form Status/Empl Status
1			0	0.000000					

Total Compensation

Summer Total Compensation 42050.00

▸ Comments

[Search] [Save] [Submit]

⊕ Summer Job Change : Results   Form ID 396183

You have successfully submitted your eForm.

The eForm has been routed to the next approval step.

multiple approvers.

[View Approval Route]

Transaction / Signature Log   1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	03/29/2022 1:47:33PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

[Refresh Log]

[Cancel]   **You have successfully submitted your eForm.**   [Done]

Review/Edit Approvers

Basic Stage

▼G3FORM_ID=396183   **Pending**

Basic Path

⏳ Pending		▷ Not Routed		▷ Not Routed
Multiple Approvers Dept_Approver_1 ❯	▶	Multiple Approvers Dept_Approver_2 ❯	▶	Multiple Approvers HR Operations ❯