This job aid outlines how to initiate a summer hire action on an FTE faculty who has other active summer jobs.

Navigation: Employee Self Service > My Homepage > ePAF Homepage
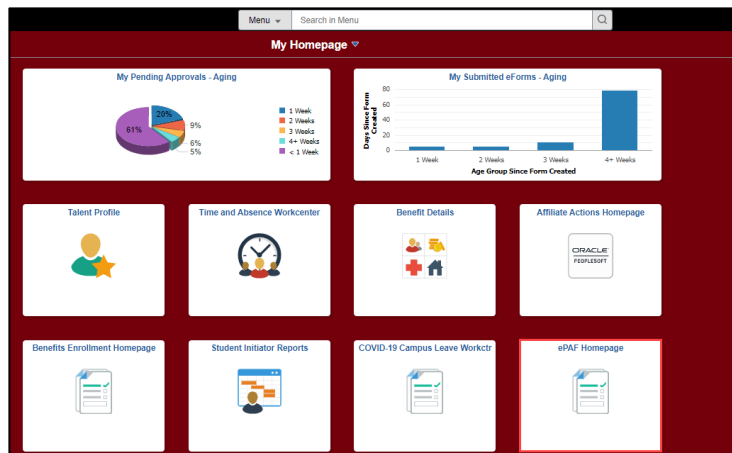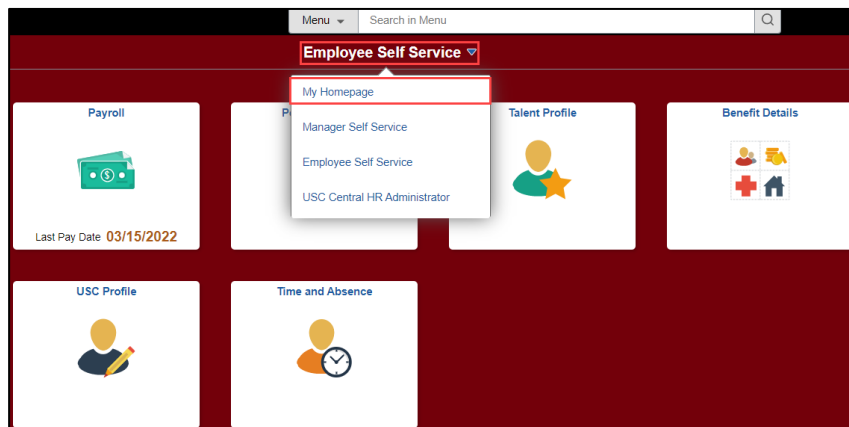
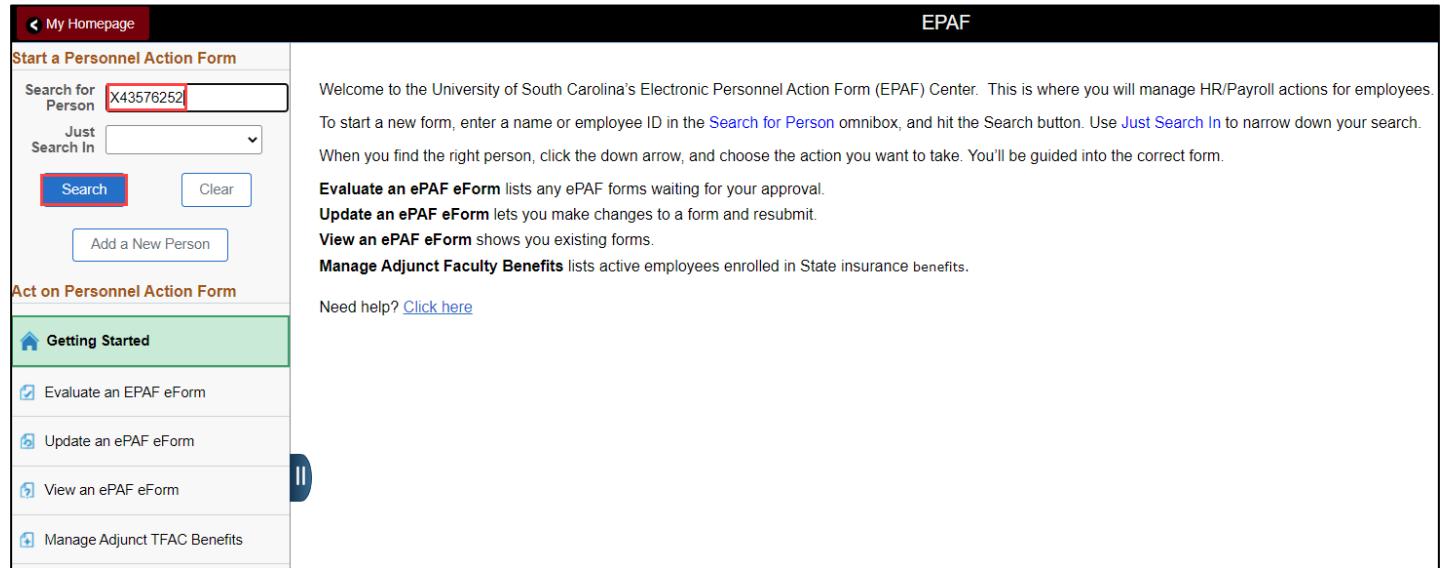| Information	Screenshots
Those with HR Initiator access can take this action for all FTE Faculty across the university system. **Initiating a Summer Hire eForm for an FTE faculty who has other active summer jobs**: To initiate a summer hire for one of your employees, take the following steps: 1. Click 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.

EPAF

Start a Personnel Action Form

Search for Person: X43576252

Just Search In: [ ]

[Search]   [Clear]
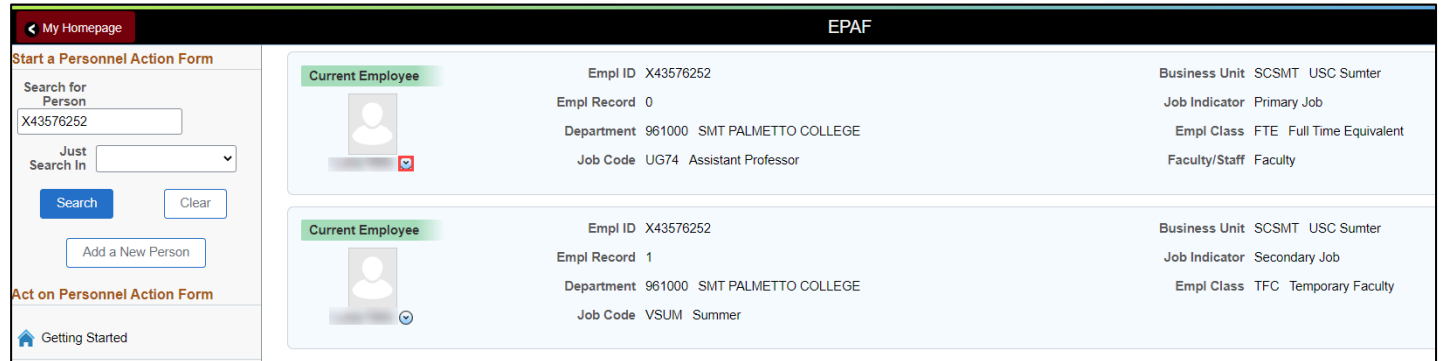
[Add a New Person]

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

EPAF

Start a Personnel Action Form

Search for Person: X43576252

Just Search In: [ ]

[Search]   [Clear]

[Add a New Person]

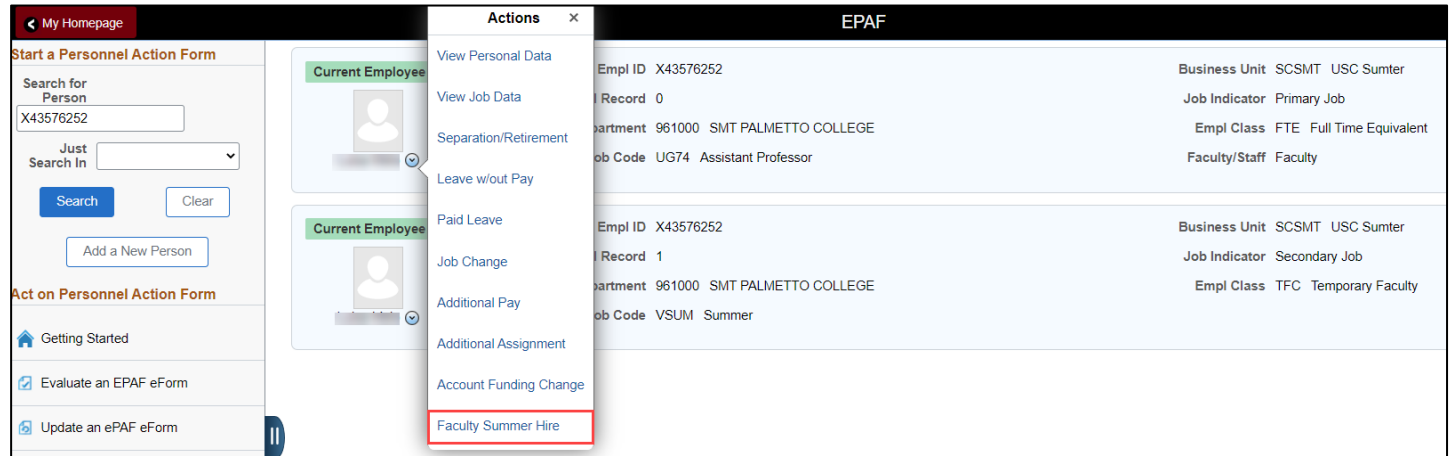**Act on Personnel Action Form**

🏠 Getting Started

Current Employee

Empl ID	X43576252		Business Unit	SCSMT USC Sumter
Empl Record	0		Job Indicator	Primary Job
Department	961000 SMT PALMETTO COLLEGE		Empl Class	FTE Full Time Equivalent
Job Code	UG74 Assistant Professor		Faculty/Staff	Faculty

Current Employee

Empl ID	X43576252		Business Unit	SCSMT USC Sumter
Empl Record	1		Job Indicator	Secondary Job
Department	961000 SMT PALMETTO COLLEGE		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 **Faculty Summer Hire eForm** is used to hire FTE faculty into summer appointments for either Instruction or ECOM/Research. Note this option will only appear in the **Related Actions Menu** for FTE faculty.

From the Related Actions Menu on the employee's FTE position, click the **Faculty Summer Hire** option.

Completing the Faculty Summer Hire eForm:

1. The **Action** of **Additional Job** pre-populates and is the only option.

2. Click the **Reason Code** drop-down menu button and select **Summer Instruction**.

3. Upon selection of **Summer Instruction** as the **Reason**, a new field appears for **Summer Session Code**. Click the **Lookup** button (magnifying glass icon) to search for and select the appropriate summer term for this course.

    a. If the course dates fall outside of the set schedule, please select the **Open Session** option.

    b. Upon selecting the **Summer Session Code** for all options other than **Open Session**, the effective and end-date fields will auto-populate.

Summer Hire : Hire Information   Form ID 396181

Highlights Enabled: Yes   Current Values |◄◄ ►►|

Primary Job Info

Name L_____   Empl ID X43576252
Empl Record 0   Employee Classification FTE
Job Code UG74
Business Unit SCSMT   Department 961000

Hire Info

*Action [Additional Job ▼] Additional Job   *Reason [▼]
                                                              Summer Instruction
Year 2022   Summer Research
*Effective Date [📅]   *Expected Job End Date [📅]

Summer Hire : Hire Information   Form ID 396181

Highlights Enabled: Yes   Current Values |◄◄ ►►|

Primary Job Info

Name _____   Empl ID X43576252
Empl Record 0   Employee Classification FTE
Job Code UG74
Business Unit SCSMT   Department 961000

Hire Info

*Action [Additional Job ▼] Additional Job   *Reason [Summer Instruction ▼] Summer Instruction
*Summer Session Code [4SB 🔍] Lancaster Summer II   Year 2022
Effective Date 06/06/2022   Expected Job End Date 06/27/2022

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4. Enter the applicable data points for the below Job Info fields. You can type in the fields directly or use the **Lookup** button to search for the information.
   a. Business Unit (Campus)
   b. Location Code
   c. Supervisor ID
   d. Full/Part Time indicator
   e. Department number

There are view-only fields in this section.

- **Last Hire Date/Basis Start Date** is the date that employee started their FTE position.
- **Pay Group** is based on the employee's FTE pay group. For example: If the FTE is paid current in the FTE the summer hires will also be current.
- **Base Salary** is the employee's base salary as of the prior spring semester. This is the salary for calculation of the summer earnings cap.
- **EMPL Record Selected** lets you know which record the summer hire will appear as once fully executed in the system. The Summer Hire eForm will reuse old/inactive EMPL Records.
- **Pay Basis** is the employee's FTE basis.

Job Info

Field	Value		Field	Value
*Business Unit	SCLAN	SCLAN	*Department	941000 — USC Lancaster - Palmetto College
*Location Code	825	James Bradley Arts&Scienc Ctr	Job Code	VSUM
*Supervisor ID	A00018619			
*Full/Part Time	Part-Time			
Last Hire Date/Basis Start Date	08/16/2021		Pay Basis	SC9
Pay Group	SIL	SUMMER INSTRUCTION LAG		
Base salary	78500.00			
Employee Record Selected	2			

5. Enter the **Course #** that the employee will be teaching. This is a freeform field.

6. Enter the number of **Credit Hours** associated with the course. Upon entry of the Credit Hours the **Standard Hours** field out to the right will automatically populate with the hours per week.

7. Enter the **Salary** the employee should receive for teaching this course.

The view-only fields in this section:

- **Compensation Limit** shows the employee's compensation earnings limit for the summer. This field displays 3 digits after the decimal but the eForm will automatically drop any digits after the 2nd decimal place in the Salary field.
- The **Summer Compensation** section shows all approved summer hires and Summer Hire eForms in flight for this employee.
- **Summer Total Compensation** is the total salary amount for this hire plus all other summer hires approved/in flight.

Summer Instruction

- For faculty with a 10.5-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.

- For faculty with an 11-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by theunit.

*Course#	CHEM101
*Credit Hours	4.00
*Salary	18047.250000
Compensation Limit	26572.250000

Standard Hours 13.00

Summer Compensation

1 row

	Effective Date ⬦	Expected Job End Date ⬦	Empl Record ⬦	Year ⬦	Compensation Rate ⬦	Comp Rate Code ⬦	Summer Session Code ⬦	Course Number ⬦	Form ID ⬦	Form Status/Empl Status ⬦
1	03/16/2022	04/01/2022	1	2022	8525.000000	SUMRES			396131	Active

Total Compensation

Summer Total Compensation   26572.25

8. Click the **Select Funding** button to add the applicable funding source for this summer hire.
    a. Note the **Account** code for Summer Instruction is **51330**.

Account Funding

	Budget Amount	Percent of Distribution	Select Funding	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	0.000000	0.000000	Select Funding											+	−

PercentTotal 0.000000

9. Enter the **Budget Amount** or **Percent of Distribution**. Click the Plus **+** button to add additional rows of funding if applicable.

Account Funding

	Budget Amount	Percent of Distribution	Select Funding	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	18047.250000	100.000000	Select Funding	LA000	941000	A0001	51330	458					A00000011591	+	−

PercentTotal 100.000000

10. **Offer letters** are required for all summer hires. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
    a. Summer hire actions submitted without an offer letter will be recycled to the initiator which may delay payment to the employee.

File Attachments

	Attachment Required	Action	Description	File Name	Delete
1	❗	Upload	Offer Letter		Delete

Add

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

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

13. The Approval Route shows the workflow steps for the specific action you submitted. Summer Hire eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
    a. If a portion of the summer hire is paid using grant or sponsored project funds, the eForm will route to Grant Approver prior to HR Operations.

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

You have successfully initiated a **Summer Hire eForm** for an employee with other active summer jobs!

File Attachments

	Attachment Uploaded	Action	Description ◇	File Name ◇	Delete
1	✅	View	Offer Letter	hr27.pdf	Replace

Add

▸ **Comments**

Search | Save | **Submit**

➕ Summer Hire : Results   Form ID 396181

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 12:12:00PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

Refresh Log

Cancel | **You have successfully submitted your eForm.** | Done

Review/Edit Approvers

Basic Stage

▾ G3FORM_ID=396181   **Pending**

Basic Path

⏳ Pending	▶	📨 Not Routed	▶	📨 Not Routed
Multiple Approvers Dept_Approver_1 ›		Multiple Approvers Dept_Approver_2 ›		Multiple Approvers HR Operations ›