How to initiate faculty pay basis change in HCM:
This job aid outlines how to request a pay basis change for a faculty employee.
Navigation: Employee Self Service > My Homepage > ePAF Homepage

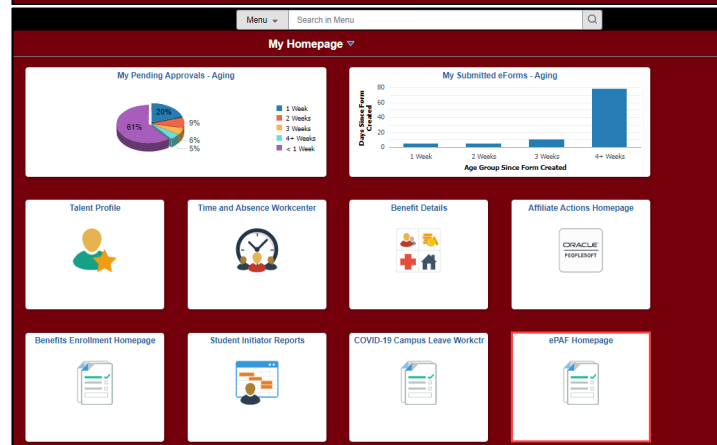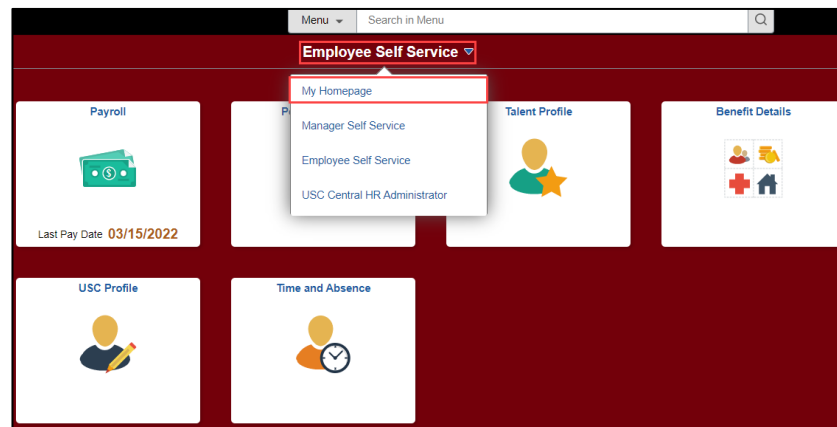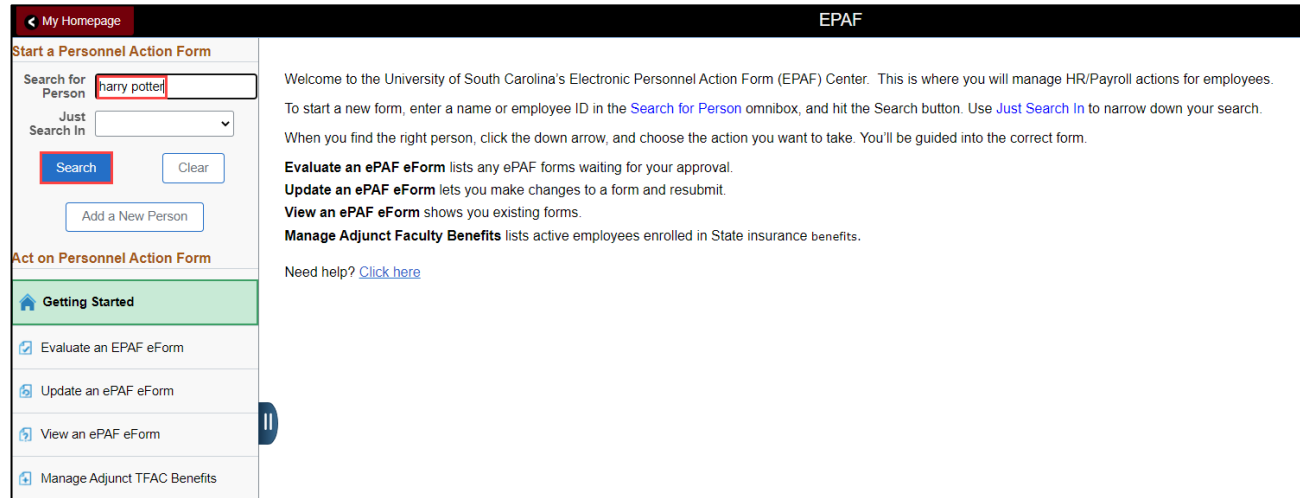| **Information**	**Screenshots**
Those with HR Initiator access can take this action for employees within their security scope. **FTE faculty pay basis changes are initiated in HCM. RGP/TL faculty pay basis changes are initiated in PeopleAdmin as a position description modification.** **Requesting a faculty pay basis change**: In order to request a pay basis change for one of your faculty 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.

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 **Job Change eForm** is used to make permanent changes to position and/or base salary. FTE Faculty, Temp Faculty, and non-exempt temporary staff position and salary changes are also initiated directly on the Job Change eForm.

- Position related changes for all employee types with position descriptions (FTE, RGP, and TL Staff; RGP and TL Faculty; and exempt temporary staff) must be initiated in PeopleAdmin. Once approved in PeopleAdmin, the nightly interface feeds these actions into HCM on the Job Change eForm for Central HR to validate and approve.

From the Related Actions Menu, select the **Job Change** option.

Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the pay basis change.

   a. Pay basis changes are typically effective on either 8/16/xxxx or 1/1/xxxx but circumstances may warrant another date throughout the year. The changes must occur at the start of a pay period, either the 1st or the 16th of the month.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit.

2. Click in the **Weeks Per Year** field and update as applicable.

   a. 9 months = 39 weeks
   b. 10.5 months = 45 weeks
   c. 11 months = 47 weeks
   d. 12 months = 52 weeks

3. Scroll to the bottom of the page and click the **Next** button.

Harry Potter
U00000111
Record: 0
[View Job Data]

Job Change : Job Information   Form ID 408778

Highlights Enabled: Yes   Current Values

Transaction Information

*Effective Date 08/16/2022

Employee Group FTF FTE Faculty

Other Active Jobs

1 row

Empl Record	Department	Description	Standard Hours
1	1 120400	U101 AND NATIONAL RESOURCE CTR	10.00

Job Position Information

Position Number 00001593 Associate Professor		Reports To Position 00001564 Professor
*Job Code UG75 Associate Professor		Supervisor ID
*Department 150000 DMSB Darla Moore School of Business		Reports To Incumbent
Standard Hours 37.50		Regular/Temporary Regular
*Full/Part Time Full-Time		Employee Classification FTE Full Time Equivalent
*Business Unit SCCOL USC Columbia		*Location Code 234 Darla Moore School Of Business

Additional Job Information

Tax Location Code SC
FICA Status-Employee Subject
FTE 1.000000
Weeks Per Year 52
Position Specific SOC 25-1000
Slot 03619   Standard Work Period W
Holiday Schedule USC

[Search] [Next] [Save]

4. Click the **Comp Rate Code** lookup button (magnifying glass icon).

5. From the **Comp Rate Code** lookup select the applicable pay basis option. In this example we are changing the basis from 9 month to 12 month.

Changing the **Comp Rate Code** will automatically change the **Pay Group** and the **Compensation Frequency** accordingly. These two fields are not editable.

Job Change : Compensation Information — Form ID 408778

Highlights Enabled: Yes Current Values

Payroll and Compensation

Salary Administration Plan	UNCL
Comp Rate Code	SC9 🔍
Pay Group	P09
Employee Type	Salaried Employees

Salary Grade B00
Compensation Frequency SC9

Lookup

Cancel

Search for: Comp Rate Code

▸ Search Criteria

▾ Search Results

8 rows

Value	Description
NAANNL	Default NA Annual
NAHRLY	Hourly Employees
SC105	10.5 month Employees
SC11	11 month Employees
SC12	Annual (12 month Employees)
SC9	9 month Employees

Job Change : Compensation Information — Form ID 408778

Highlights Enabled: Yes Current Values

Payroll and Compensation

Salary Administration Plan	UNCL
Comp Rate Code	SC12 🔍
Pay Group	P12
Employee Type	Salaried Employees

Salary Grade B00
Compensation Frequency SC12

Basis changes require the current base salary be converted to the updated pay basis and entered into the **New Comp Rate** field.

- 9 months = 18 pay periods, 1560 hours
- 10.5 months = 1800 hours
- 11 months = 1880 hours
- 12 months = 24 pay periods, 2080 hours

There are two formulas you may use to compute the new base salary (10.5 and 11 month basis are paid over 12 months, so use option 1 listed below).

Option 1: Current salary / hours in old appointment x hours in new appointment = new base salary
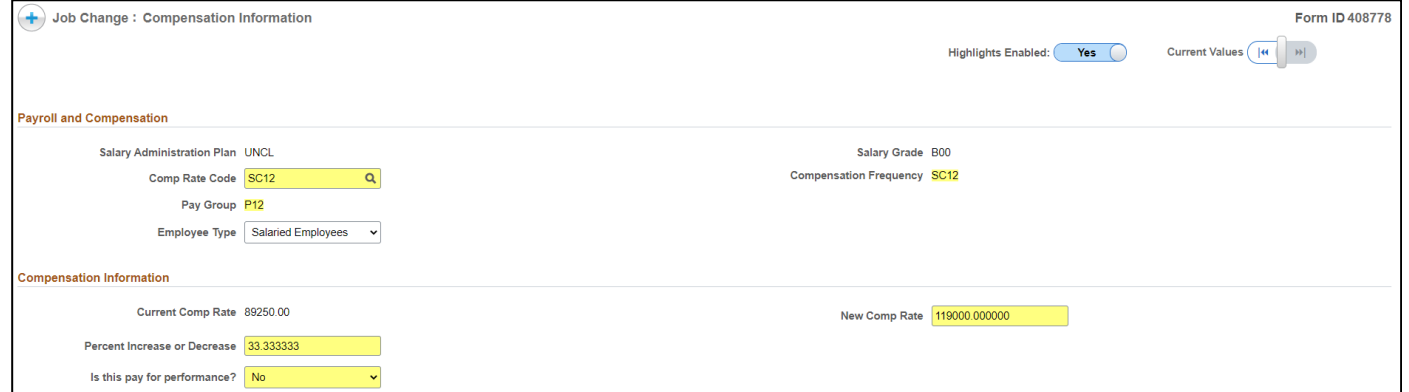- $89250/1560 = $57.2115385 x 2080 = $119,000

Option 2: Current salary/number of pay periods in old appointment x number of pay periods in new appointment = new base salary
- $89250/18 = $4958.33333 x 24 = $$119,000

6. Enter the **New Comp Rate** and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field. Note that entering the **Percent Increase or Decrease** and clicking the tab button will then populate the **New Comp Rate**.

7. Upon entering the increase, a new question will appear: **Is this pay for performance?** (this does not appear until you have entered a salary increase). Click the drop-down menu button and select **No**.

Job Change : Compensation Information   Form ID 408778

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

Payroll and Compensation

Salary Administration Plan UNCL   Salary Grade B00

Comp Rate Code SC12   Compensation Frequency SC12

Pay Group P12

Employee Type Salaried Employees

Compensation Information

Current Comp Rate 89250.00   New Comp Rate 119000.000000

Percent Increase or Decrease 33.333333

Is this pay for performance? No

8. ***Optional*** – If a funding change is needed you can click the **Select Funding** button to change the funding allocation. If additional sources are needed for funding, click the plus + button to add a new funding row. **Total Percent** must equal 100.00 across all rows of funding. The funding change will be effective the same date as the PFP.

9. Click the **Next** button.

Current Base Pay Funding

1 row

	Amount	Percent of Distribution	Select Funding	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combo Code	Insert A Row	Delete A Row
1	119000.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A00000005595	+	−

Total Percent 100.00

Additional Pay

1 row

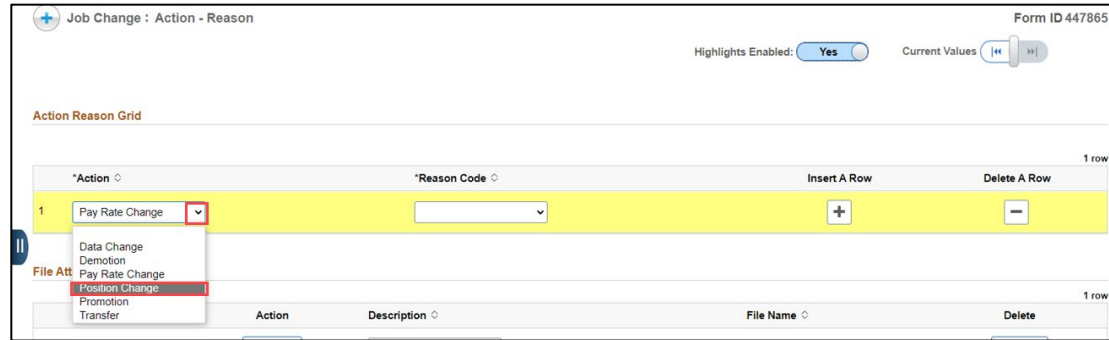|	Effective Date	Earnings Code	Earnings Per Pay Period	Select Non-Base Funding	Combination Code	Insert A Row	Delete A Row
1			0.00	Select Non-Base Funding		+	−

| Previous | Next | Save |

10. The **Action** prepopulates as Pay Rate Change, this must be changed. Click the **Action** drop-down menu button and select the **Position Change** option.

11. Click the **Reason Code** drop-down menu button and select the **Pay Basis Change** option.

While the File Attachments section does not appear as required, you must attach the appointment letter or other documentation acknowledged by the employee of the pay basis change. Pay Basis Change actions submitted without supporting documentation will be recycled for edits.

12. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

13. Click the **Submit** button.

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

15. 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**.

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

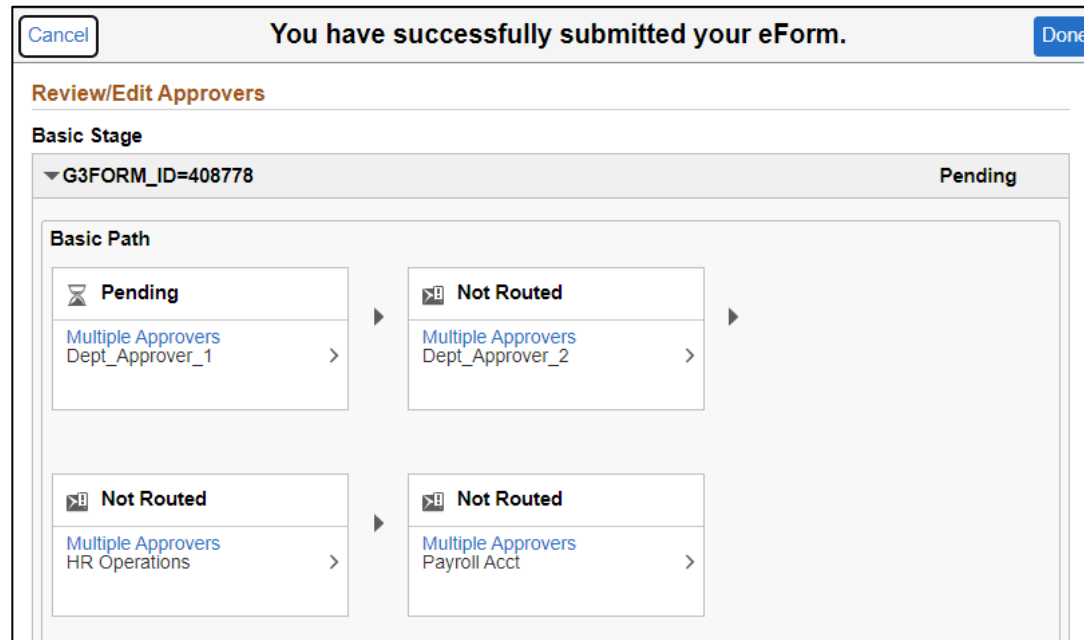You have successfully initiated a **Pay Basis Change** request for a faculty employee!