

How to initiate a pay for performance inc	crease for faculty in	HCM:				_
This job aid outlines how to request a Pay for	Performance (PFP) fo	r an FTE faculty em	ployee.			
Navigation: Employee Self Service > My Hom	hepage > ePAF Homep	bage				
Information	Screenshots					
Those with HR Initiator access can take this action for employees within their security scope.	Menu Search in Menu Employee Self Service My Homepage Payroll P Manager Self Service Talent Profile			Q Benefit Details		
Pay for Performance increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase. Requesting a PFP for faculty: In order to	Last Pay Date 03/15/2022 USC Profile	Employee Self Service USC Central HR Administrator Time and Absence		* *		
 request a PFP for one of your FTE 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. 	My Pending Approvals - Aging 05 05 Talent Profile Comparison Time and 05 05 05 05 05 05 05 05 05 05	Menu v Search in Menu My Homepage * 4 9 wink 4 9 wink 5 9 wink 6 9 wink 7 wi	2 Wests 3 Wests 4+ Wests Age Group Since Form Created Affiliate Actions Homepage			
	Benefits EuroItment Homepage Studen	COVID-19 Campus Lawe W	ePAF Homepage			



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.

K My Homepage	EPAF
Start a Personnel Action Form	
Search for harry potted Just v Search In Clear Add a New Person Act on Personnel Action Form	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
襘 Getting Started	
Evaluate an EPAF eForm	
Update an ePAF eForm	
[5] View an ePAF eForm	
Manage Adjunct TFAC Benefits	

a mj riemepage			
Start a Personnel Action Form Search for Person harry potter Just Search In	Current Employee	Empl ID U00000111 Empl Record 0 Department 150000 DARLA MOORE SCH OF BUSINESS Job Code UG75 Associate Professor	Business Unit SCCOL USC Columbia Job Indicator Primary Job Empl Class FTE Full Time Equivale Faculty/Staff Faculty
Search Clear Add a New Person Act on Personnel Action Form	Current Employee	Empl ID U00000111 Empl Record 1 Department 120400 U101 AND NATIONAL RESOURCE CTR Job Code UG70 Instructor	Business Unit SCCOL USC Columbia Job Indicator Secondary Job Empl Class DLI Internal Dual



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 nonexempt temporary staff position and salary changes are also initiated directly on the Job Change eForm.

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

K My Homepage		Actions ×	EPAF	
Start a Personnel Action Form Search for Person harry potter Just Search In	Current Employee	View Personal Data View Job Data Separation/Retirement Leave w/out Pay	Empl ID U00000111 Ipl Record 0 epartment 150000 DARLA MOORE SCH OF BUSINESS Job Code UG75 Associate Professor	Business Unit SCCOL USC Columbia Job Indicator Primary Job Empl Class FTE Full Time Equivale Faculty/Staff Faculty
Search Clear Add a New Person	Current Employee	Paid Leave Job Change	Empl ID U00000111 Ipl Record 1	Business Unit SCCOL USC Columbia Job Indicator Secondary Job
Act on Personnel Action Form	Harry Potter 📀	Additional Pay Additional Assignment	epartment 120400 U101 AND NATIONAL RESOURCE CTR Job Code UG70 Instructor	Empi Class DLI Internal Dual



Completing the Job Change eForm:		
1. In the Job Change eForm, first	Harry Potter U00000111	
provide an Effective Date for the	View Job Data	
Pay for Performance increase.	Job Change : Job Information	Form ID 408774
a PEPs must be effective at	Highlight	.s Enabled: Yes Current Values (++)
the start of a nay period		_
either the 1^{st} or the 16^{th} of	Transaction Information	
the month.	*Effective Date 05/16/2022	
	Other Active Jobs	
Since FTE faculty do not have position		1 row
descriptions, all the position related fields on	I Empl Record ◊ Department ◊ Description ◊	Standard Hours \Diamond
the Job Change eForm are unlocked for edit.	1 1 120400 U101 AND NATIONAL RESOURCE CTR	10.00
However, PFP submissions should not be	Job Position Information	
accompanied by any other change requests.	Position Number 00001593 Associate Professor Beports To Bacilian 00001564	Professor
	*Job Code UG75 Q Associate Professor Supervisor ID	
2. Scroll to the bottom of the page and	*Department 150000 Q DMSB Daria Moore School of Business Reports To Incumbent	
click the Next button.	Standard Hours 37.50 Regular/Temporary Regular	
	*Full/Part Time Full-Time Employee Classification FTE Full Time	ie Equivalent
	*Business Unit SCCOL Q USC Columbia *Location Code 234	Q Darla Moore School Of Business
	FICA Status-Employee Subject	
	FTE 1.00000	
	Weeks Per Year 39	
	Slot 03619 Standard Work Period W	
	Holiday Schedule USC	
	Search Next Save	



3. Enter the New Comp Rate for the PFP increase 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.

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).

- 4. Click the drop-down menu button and select **Yes**. This step is crucial as it signals to the eForm to populate the required PFP criteria.
- 5. Upon selecting Yes to Is this pay for performance? the Pay for Performance Criteria appear. You must select one or more of the criteria options. eForms submitted without the Pay for Performance Criteria will be recycled for edits which may delay the effective date of the action as PFPs cannot be approved retroactively.

Angle and compensation Safety Administration Plan UK Comparisation Prequency So Compensation Prequency So Pay Group Pay Group So Compensation Prequency So Pay Group So Compensation Prequency So Compensation Prevent Brite So Compensation Prevent Brite So Compensation Prevent Brite So Compensation Prevent Prevent Brite So Compensation Prevent	and and and a set of	+ Job Char	ge : Compensation Info	ormation			Highlights Enabled: Yes	Current Values (**)
stary Administration Plane Comparisation Plane and By Grain Plane By Grain Plane By Grain Plane By Grain Plane Comparisation Plane and By Grain Plane Comparisation Plane and By Grain Plane By Grai	Stary Administration Nu VuC. Stary Administration Nu VuC. Completize do local Completize do local Ny Gorey Rie Completize do local Commentation Numver Num Comp Rie Commentation Numver Num Comp Rie Commentation Numver Num Comp Rie Stary Edwards Ries Stary Edwards Stary Edwards Ries Stary Edwards Year Houses on Decesse France Stary Edwards Ries Stary Edwards Year Houses on Decesse Stary Edwards Year Houses on Decesse France Year Houses on Decesse Stary Edwards Year Houses on Decesse Stary Edwards Year Houses on Decesse Stary Edwards Year House on Decesse on Decesse on Decesse on Decesse Stary Edwards Year House on Decesse on Decese on Decesse o	ayroll and Com	pensation					
Compensation Frequency SCP Pay Group P0 Employee Type Salained Employees • Concentionation Concent Comp Pate 8020 00 Percent Inforesse on Decrease 155005 Annualized Salary 155005 Annualized Salary 155005 The performance? Test The or more of the following orderia must be met. Check all that apply. Selection 1 Selection	Compensation Program (SP) Bry Group Description	Sa	lary Administration Plan UN	ICL		Salary Grade	B00	
Pig Group Pig Employee Type Sained Employee Current Comp Rate 92000 Person Locate F56005 Annalized Sainy 200000000 Bott person Yes Verson Verson Select Contract Select Deresse Select Contract Select Deresse Verson Select Deresse Select Or Select Deresse Select Or Deresse Select Deresse <	By Group PO Employee Try Saland Employee Ourset Comp Rase Correct Comp Rase Saland Salan		Comp Rate Code S	C9 Q		Compensation Frequency	SC9	
Employee Type Salande Employees ompensation Information Current Comp Rate 8050.00 Percent incase or Decrease 7.85025 Anualized Salary 2000000000 Is this pay for performance? ************************************	Employer Type Statustic Employers = omperation Information Current Comp Rate 8050.00 Percent Increases or Decrease 195025 Annualized Salary 192000000 Is this pay for performance 7 or Performance Criteria or one of the following criteria must be met. Check all that apply. Sec.		Pay Group P0	9				
ampensation Information Current Comp Rat 9825.00 Percent Increase or Decreas 755805. Annualized Satary 1800000000 Is this pay for performance? ************************************	any persention Information Current Comp Rate 255005 Percent Increase 255005 Annualized Starly 250000000 Is this pay for performance 755005 Is this pay for performance 7550 Fercent Increase 2550 Current Cutraf Current Cur		Employee Type S	Calaried Employees 🗸 🗸				
Area Comp Rate 95000 Percent russe or Decress 7.583025 Annualized Statist 128000,00000 Is this > or performance? Yes To Performance? Properties Ves Select © Description © Considering reaching reachi	Current Comp Rate 900.000000 Persent Increase or Decrease 7.85025 Annualized Salary 18000.00000 Is this pay for parformance Image: Comp Rate and parformance Contract Contract Select in participation or creative activity No Select in participation or publication, research, scholarship, or creative activity No No No Select in participation or publication, research, scholarship, or creative activity Select in participation or publication, research, scholarship, or creative activity No No Select in participation or publication, research, scholarship, or creative activity No No Select in participation or publication, research, scholarship, or creative activity No No Select in participation or publication, research, scholarship, or creative activity Select in participation or publication, research, scholarship, or creative activity Select in participation or publication, research, scholarship, or creative activity Select in participation or publication, research, scholarship, or creative activity Select in participation or publication, research, scholarship, or creative activity Select in participation or publication, research, scholarship, or creative activity Select in participation or publication, research, scholarship, or creative activity	ompensation Ir	formation					
Percent Increase or Decrease 7.563025 Annualized Salary 128000.00000 Is this pay for performance Ves Annualized Salary 12800.000000 Is this pay for performance Ves Annualized Salary 12800.000000 Is this pay for performance Ves Annualized Salary 12800.000000 Decreption contrast west the net. Check all that apply. Select C Decreption C Consistently outstanding reaching evaluations No Outstanding reaching evaluations No Outstanding reach scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or creative activity No Outstanding record of publication, research, scholarship, or cr	Percent horass or Decress 155025 Annualized Salary 125000000 Is this pay for performance? Vies vor performance Criteria te or more of the following orteria must be met. Check all that appl. Select O Decription O Vee Consistently outstanding teaching evaluations Outstanding record of publication, research, scholarship, or creative activity No No No No No Significant academic horors or awards from internal or external sources		Current Comp Rate 892	250.00		New Comp Rate	96000.000000	
Annualized Salary 128000.000000 Is this pay for performance? Yes any for Performance Criteria ter or more of the following criteria must be met. Check all that apply. Select ° Description ° Select ° Description ° Yes Outstanding record of publication, research, scholarship, or creative activity A significant record of public or professional service Significant record of public or professional service Significant record of public or professional service	Ansalzed Salary 12500000000 Is this pay for performance Yos are once of the following ortenia must be met. Check all that apply: Sector Decorption 0 Yes Consistently outstanding reaching evaluations Outstanding record of publication, research, scholarship, or creative activity Nes Nes Sector Decorption 0 Sector Decorption 0 Sec	Perce	ent Increase or Decrease 7.	563025				
Is this pay for performance? Yes at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. Check all that apply. at y for Performance Criteria be or more of the following criteria must be met. at y for Performance Criteria be or more of the following criteria must be met. be or more of the following criteria must be met. be of the following criteria must be or more of the following criteria must be met. be of the following criteria must be or more of the following criteria must be met. be of the following criteria must be of the following criteria must be met. be of the following criteria must be of the following criteria must be met. be of the following criteria must be of the following criteria must be	s this pay for performance? Ves ver Performance Criteria se or more of the following orientia must be met. Check all that apply. Select O Description O Ves Outstanding record of publications, research, scholarship, or creative activity A significant record of public or professional service Significant academic honors or awards from internal or external sources		Annualized Salary 12	8000.00000				
ay for Performance Criteria te or more of the following criteria must be met. Check all that apply.	ay for Performance Criteria te or more of the following criteria must be met. Check all that apply. Select Description Consistently outstanding teaching evaluations Cutstanding record of publication, research, scholarship, or oreative activity Consistent cord of publication, research, scholarship, or oreative activity Consistent cord of publication research, scholarship, or oreative activity Significant academic honors or awards from internal or external sources	ls th	is pay for performance?	′es 🗸				
Yes Consistently outstanding teaching evaluations No Outstanding record of publication, research, scholarship, or creative activity No A significant record of public or professional service Yes Significant academic honors or awards from internal or external sources	Ves Consistently outstanding teaching evaluations No Outstanding record of publication, research, scholarship, or creative activity A significant record of public or professional service Ves Significant academic honors or awards from internal or external sources	y for Performa le or more of the t	nce Criteria	Check all that apply.				
No Outstanding record of publication, research, scholarship, or creative activity No A significant record of public or professional service Yes Significant academic honors or awards from internal or external sources	No Outstanding record of publication, research, scholarship, or creative activity No A significant record of public or professional service Yes Significant academic honors or awards from internal or external sources	y for Performa te or more of the f Select \Diamond	nce Criteria ollowing criteria must be met. C Description ◇	Check all that apply.				4 ro
No A significant record of public or professional service Yes Significant academic honors or awards from internal or external sources	No A significant record of public or professional service Yes Significant academic honors or awards from internal or external sources	ay for Performance of the formance of the form	nce Criteria ollowing criteria must be met. (Description Consistently outstanding	Check all that apply.				4 ros
Yes Significant academic honors or awards from internal or external sources	Yes Significant academic honors or awards from internal or external sources	y for Performa te or more of the f Select \diamond Yes No	nce Criteria ollowing criteria must be met. (Description ≎ Consistently outstanding Outstanding record of put	Check all that apply. teaching evaluations blication, research, scholars	hip, or creative activity			4 ro
		ay for Performance or more of the formation of the format	Ince Criteria Ince Criteria must be met. O Description Consistently outstanding Outstanding record of put A significant record of put	Check all that apply. teaching evaluations blication, research, scholars blic or professional service	hip, or creative activity			4 ro
		ay for Performa ne or more of the t Select O Yes No Yes	Ince Criteria ollowing criteria must be met. (Description Consistently outstanding Outstanding record of put A significant record of put Significant academic hom	Check all that apply. teaching evaluations blication, research, scholars blic or professional service ors or awards from internal o	hip, or creative activity or external sources			4 rov
		ay for Performa ne or more of the f Select O Yes No No Yes	Ince Criteria Ince Criteria must be met. O Description Consistently outstanding Outstanding record of put A significant record of put Significant academic hom	Check all that apply. teaching evaluations blication, research, scholars blic or professional service ors or awards from internal o	hip, or creative activity or external sources			4 rov
		ay for Performa ne or more of the I Select O Yes No No Yes	Ince Criteria Ince Criteria must be met. O Description Consistently outstanding Outstanding record of put A significant record of put Significant academic hon	Check all that apply. teaching evaluations blication, research, scholars blic or professional service ors or awards from internal i	hip, or creative activity or external sources			4 rov
		ay for Performa ne or more of the I Select O Yes No A Yes	Ince Criteria Ince Criteria must be met. O Description Consistently outstanding Outstanding record of put A significant record of put Significant academic hon	Check all that apply. teaching evaluations blication, research, scholars blic or professional service ors or awards from internal of	hip, or creative activity or external sources			4 rov
		ay for Performa ne or more of the t Select © Yes No Yes	Ince Criteria Ince Criteria must be met. O Description Consistently outstanding Outstanding record of put A significant record of put Significant academic hon	Check all that apply. teaching evaluations blication, research, scholars blic or professional service ors or awards from internal of	hip, or creative activity or external sources			4 rov
		ay for Performa ne or more of the I Select © No No Yes	Ince Criteria Ince Criteria must be met. O Description Consistently outstanding Outstanding record of put A significant record of put Significant academic hon	Check all that apply. teaching evaluations blication, research, scholars blic or professional service ors or awards from internal i	hip, or creative activity or external sources			4 ro



The only change that can be submitted with the PFP request is a change to the base salary funding allocation. If the PFP is associated with a change in funding distribution, take the optional step 6 listed below.

- 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.
- 7. Click the **Next** button.

Current Base Pay	Funding														
															1 rov
	Amount 🗘	Percent of Distribution \Diamond	Select Funding	Operating Unit	Department ◇	Fund Code ≎	Account \Diamond	Class Field ≎	Business Unit	Project/Grant ≎	Activity ID	Cost Share	Combo Code	Insert A Row	Delete A Row
960	00.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A0000005595	+	-
	То	tal Percent 100.00													
ditional Pay															
															1 m
Effective Date	0	Earnings Code 🗘		Earn	ings Per Pay Pe	eriod 🗘	Selec	t Non-Base Fu	nding	Combination C	ode 🗘		Insert A Row	Delete	A Row
						0.00	Sele	ct Non-Base Fur	iding				+		-
Previous	vt Sau														
Ne Ne	- Jav	<u> </u>													



- 8. The Action and Reason will prepopulate based on the entries made in the eForm. Action is always Pay Rate Change and Reason is always Performance Increase. Note if the Reason does not prepopulate, stop and click the Previous button to review your work. Likely you did not select Yes to the is this pay for performance? question which also means you did not select the required criteria.
- No attachments are required for this submission. If you have an attachment, click the Upload button and follow the on-screen prompts to attach the document from your device.
- 10. Click the **Submit** button.

+ Job Change : Action - Reason				Form ID 40877
			Highlights Enabled: Yes	Current Values
tion Reason Grid				
				1 ro
*Action \Diamond		*Reason Code ⇔	Insert A Row	Delete A Row
Ben Bete Change		References Incomes and		
Fay Rate Change			• • • • • • • • • • • • • • • • • • •	
Fay Rate Change V			+	
e Attachments			+	
e Attachments			*	110
e Attachments	Action	Description O	Tile Name O	T ro Delete
s Attachments	Action Upload	Description O	+ File Name ○	1 ro Delete
e Attachments Status Add	Action Upload	Description ©	+ File Name ○	1 ro Delete Delete
e Attachments Status Add	Action Upload	Description ©	+ File Name ○	1 ro Delete Delete
Ie Attachments Status Add Comments	Action Upload	Description ©	File Name O	1 ro Delete Delete
e Attachments Status Add Comments Save Submit	Action Upload	Description ©	+ File Name ◇	1 ro Delete



- The eForm has successfully submitted! Always click the View Approval Route button to see the workflow steps for the action.
- 12. 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. Faculty PFP requests will route to the Provost Office for approval prior to final authorization at HR Operations.
 - b. 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**.
- 13. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Pay for Performance** request for FTE faculty!

Harry Potter U00000111 Record: 0 View Job Data						
Job Change : Results						Form ID 408774
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 05/08/2022 9:21:09AM	Initiated	TALFONSO	Teresa Alfonso	Submit		
Refresh Log						

G3FORM_ID=408774						Pe	nding
asic Path							
Pending			Not Routed			Not Routed	
Multiple Approvers Dept_Approver_1	>	•	Multiple Approvers Dept_Approver_2	>	•	Multiple Approvers Provost	>
						•	
🕅 Not Routed			▶ Not Routed				
Multiple Approvers		•	Multiple Approvers				