University of South Carolina
HCM HR Contact Resources
Job Change eForm: Pay for Performance for Faculty

How to initiate a pay for performance increase for faculty in HCM:
This job aid outlines how to request a Pay for Performance (PFP) for an FTE faculty employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage
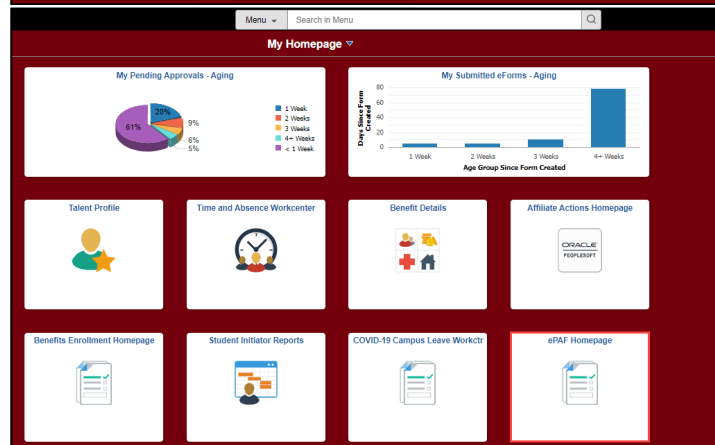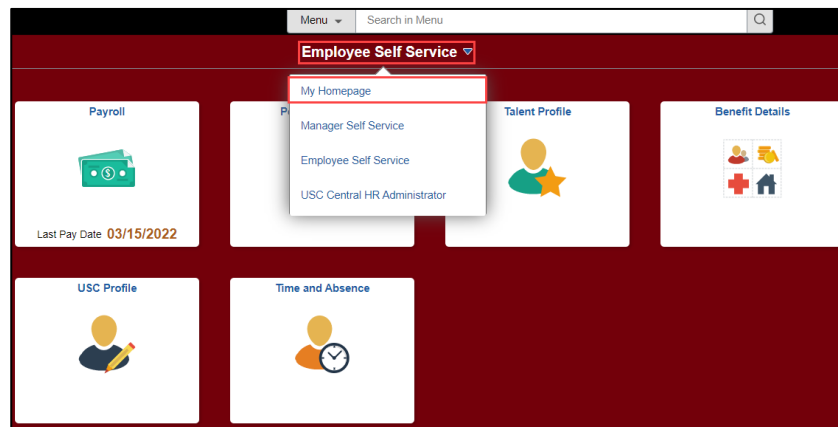
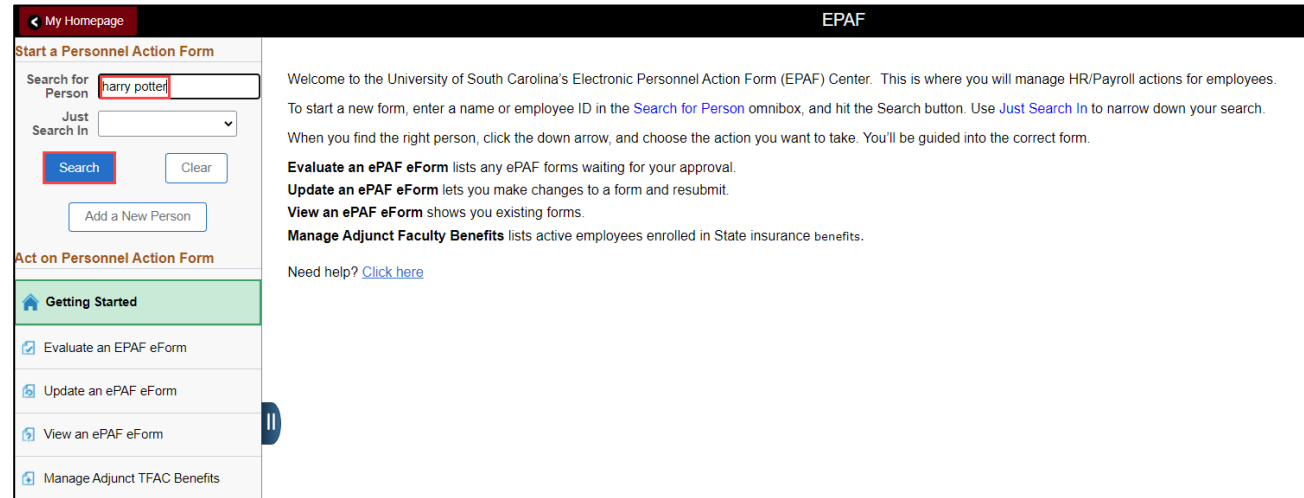| Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **Pay for Performance increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.** **Requesting a PFP for faculty**: In order to 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.	

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: harry potter

Just Search In:
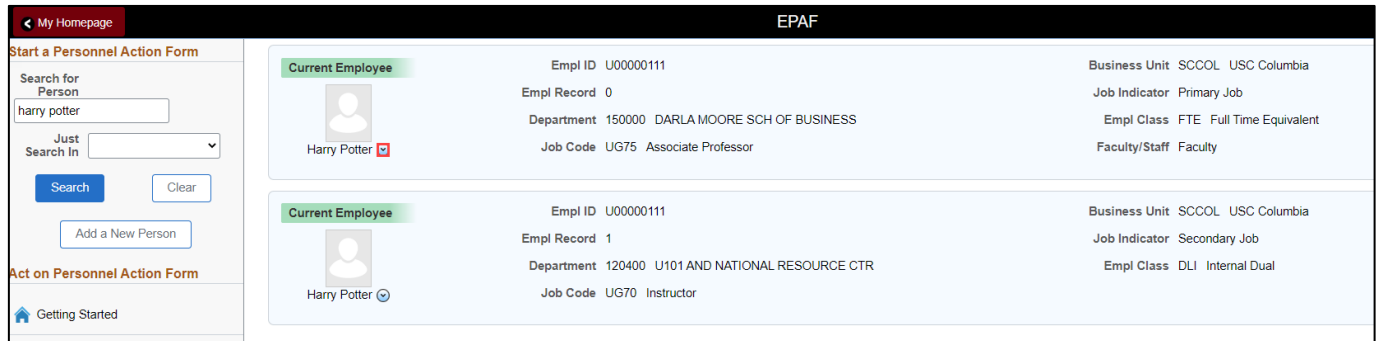
[Search] [Clear]

[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: harry potter

Just Search In:

[Search] [Clear]

[Add a New Person]

Act on Personnel Action Form

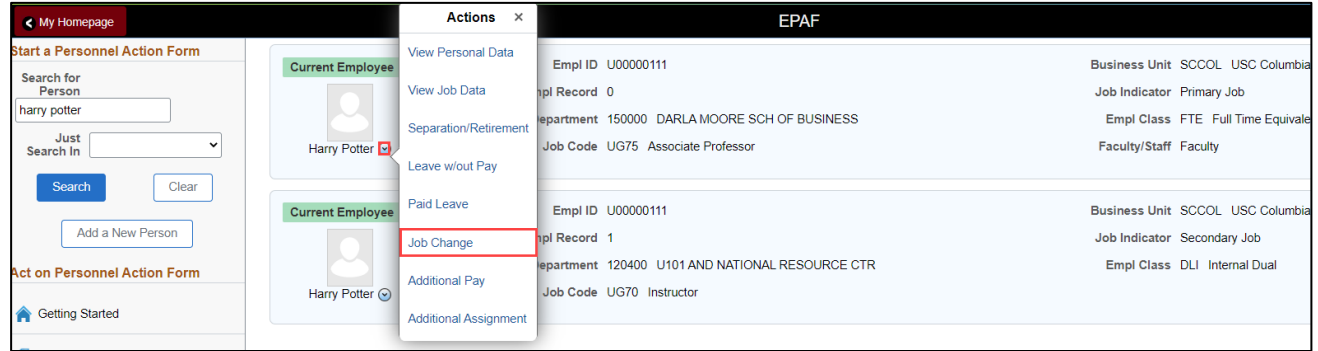🏠 Getting Started

Current Employee		
Harry Potter ▾	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty

Current Employee		
Harry Potter ▾	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 1	Job Indicator Secondary Job
	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Job Code UG70 Instructor	

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.

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 for Performance increase.
   a. PFPs must be effective 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. **However, PFP submissions should not be accompanied by any other change requests.**

2. 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 408774

Highlights Enabled: Yes   Current Values

Transaction Information

*Effective Date 05/16/2022
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 39
Position Specific SOC 25-1000
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.**

Job Change : Compensation Information   Form ID 408774

Highlights Enabled: Yes   Current Values |◀◀ ▶▶|

Payroll and Compensation

Salary Administration Plan UNCL   Salary Grade B00
Comp Rate Code SC9   Compensation Frequency SC9
Pay Group P09
Employee Type Salaried Employees

Compensation Information

Current Comp Rate 89250.00   New Comp Rate 96000.000000
Percent Increase or Decrease 7.563025
Annualized Salary 128000.000000
Is this pay for performance? Yes

Pay for Performance Criteria

One or more of the following criteria must be met. Check all that apply.

4 rows

	Select	Description
1	Yes	Consistently outstanding teaching evaluations
2	No	Outstanding record of publication, research, scholarship, or creative activity
3	No	A significant record of public or professional service
4	Yes	Significant academic honors or awards from internal or external sources

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.

6. *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 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	96000.000000	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		+	−
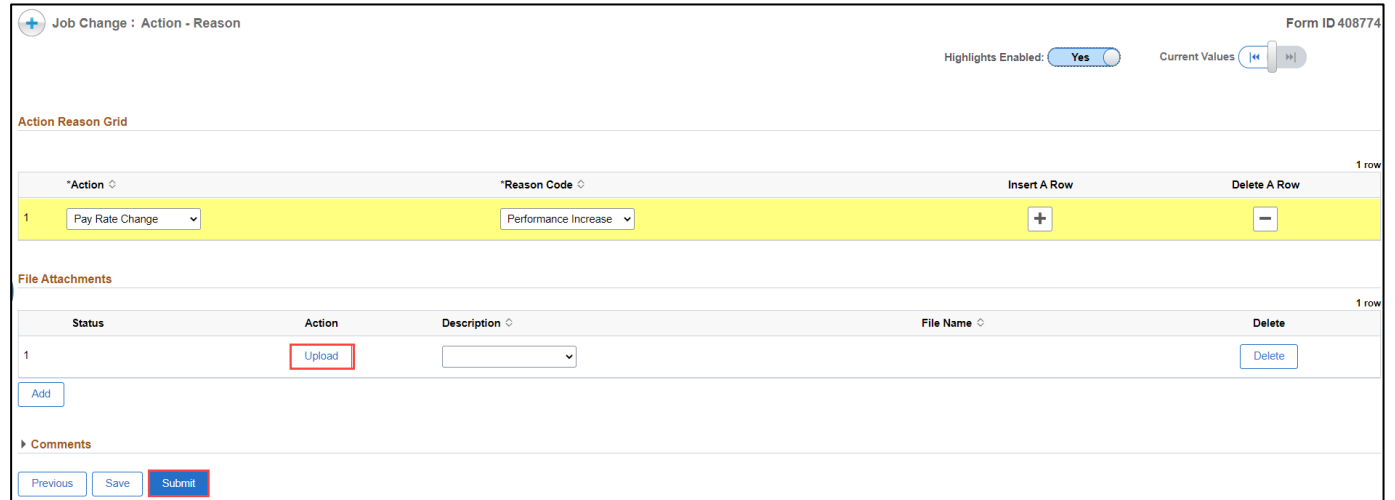
Previous | Next | Save

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.

9. 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.

<table>
<tr><td colspan="5">Job Change : Action - Reason   Form ID 408774</td></tr>
<tr><td colspan="5">Highlights Enabled: Yes   Current Values</td></tr>
<tr><td colspan="5">**Action Reason Grid**</td></tr>
<tr><td colspan="5" align="right">1 row</td></tr>
<tr><td>*Action ◇</td><td>*Reason Code ◇</td><td>Insert A Row</td><td>Delete A Row</td></tr>
<tr><td>1   Pay Rate Change ▾</td><td>Performance Increase ▾</td><td>＋</td><td>−</td></tr>
</table>

File Attachments

Status	Action	Description ◇	File Name ◇	Delete
1	Upload	▾		Delete

Add

▸ Comments

Previous   Save   Submit
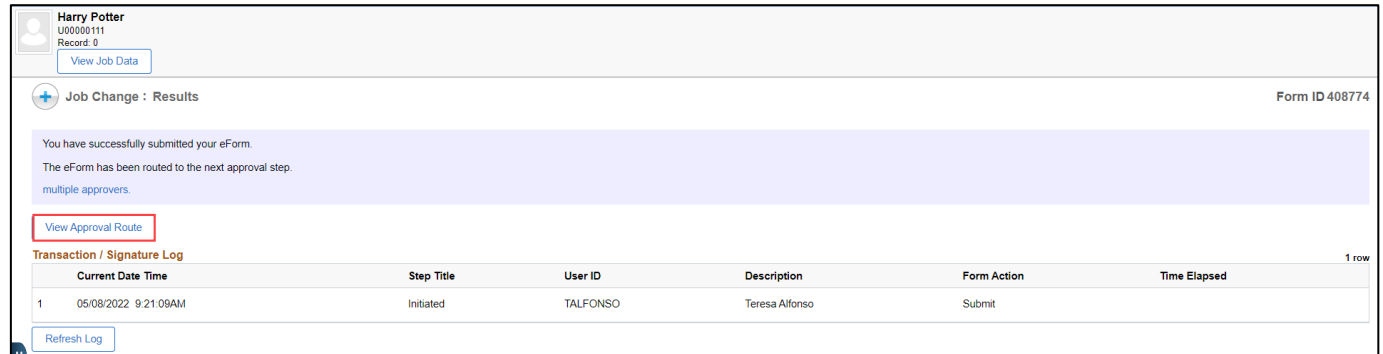
11. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
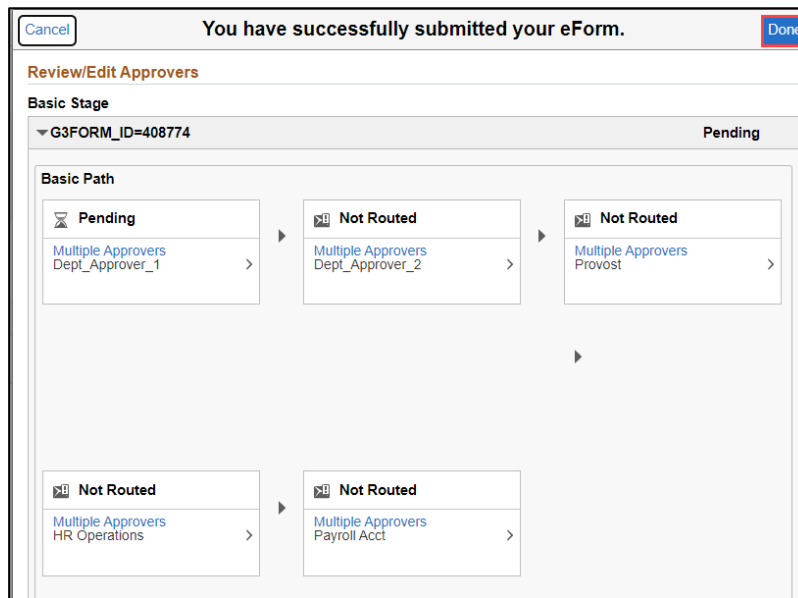
12. The Approval Route shows the workflow steps for the specific action you submitted. All HR eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and the applicable central HR office.

    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]

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

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408774   Pending

Basic 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 HR Operations ❯		Multiple Approvers Payroll Acct ❯