

How to initiate a retention increase for faculty in HCM:

This job aid outlines how to request a retention increase for an FTE faculty employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

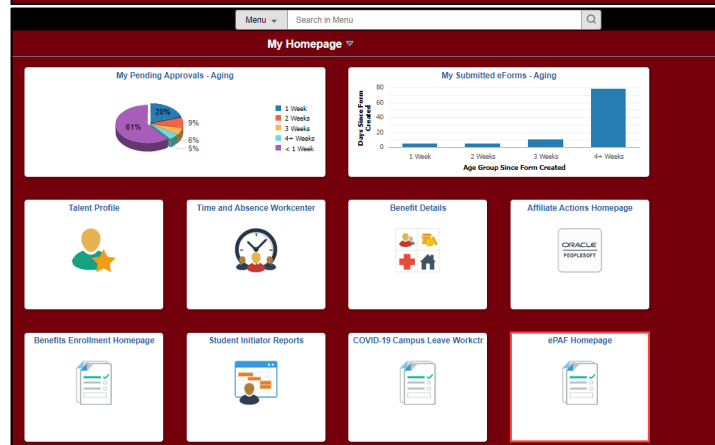
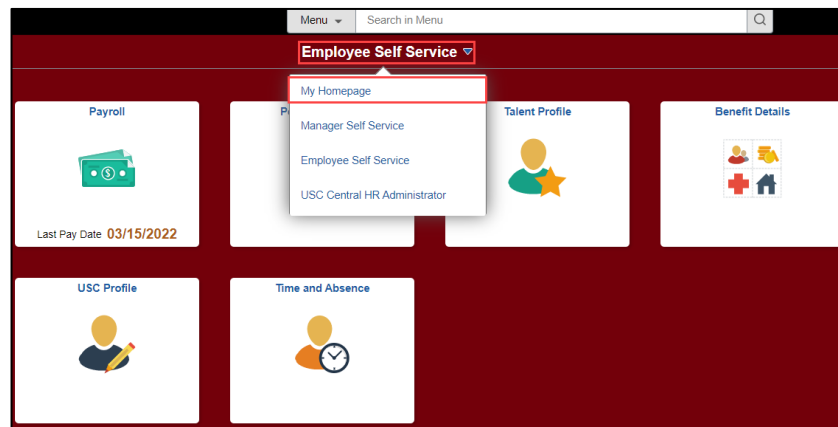
Those with HR Initiator access can take this action for employees within their security scope.

Retention increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.

Requesting a Retention for faculty: In order to request a retention increase 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.

Screenshots

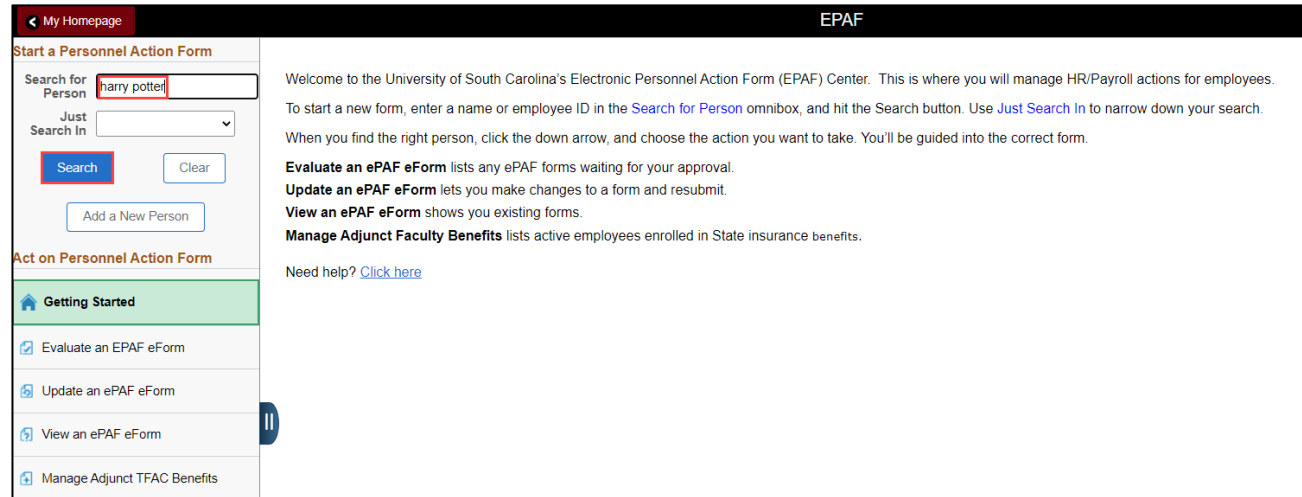


University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Faculty

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.



My Homepage EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

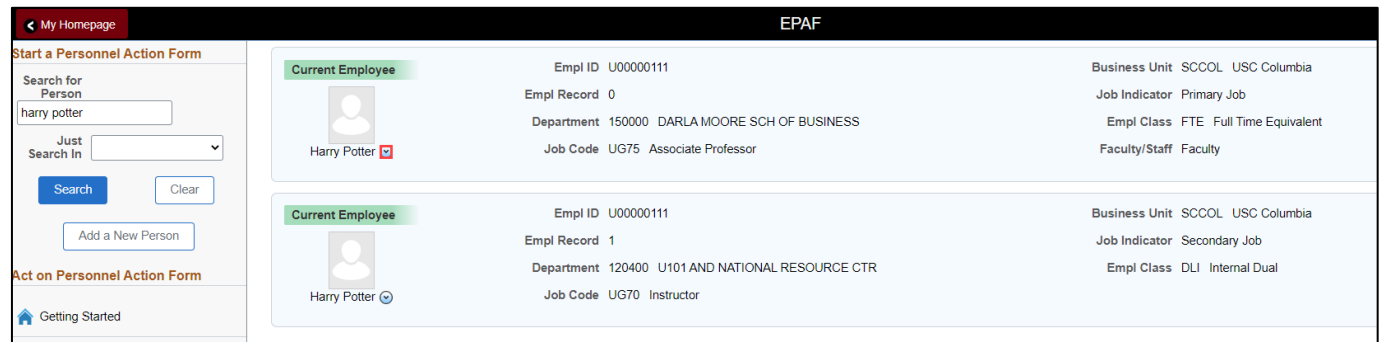
Act on Personnel Action Form

- 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](#)



My Homepage EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

- Getting Started

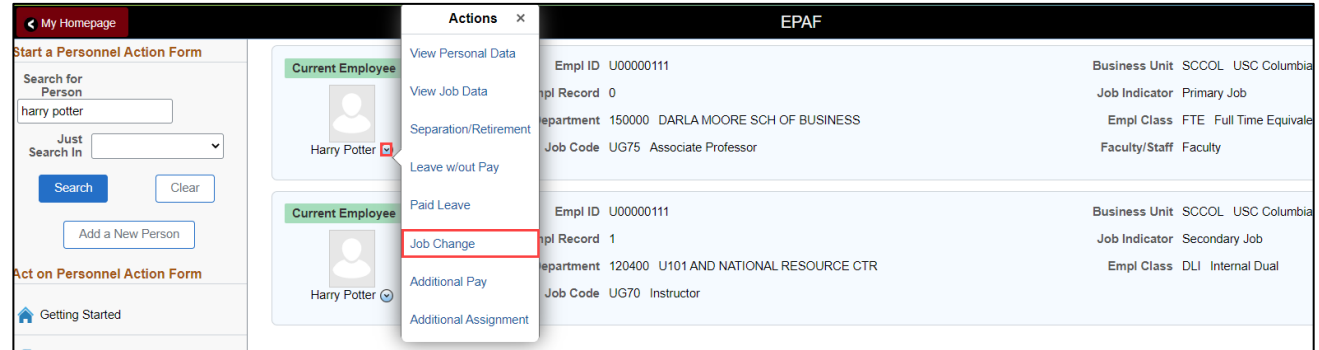
Current Employee	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
Harry Potter	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
Current Employee	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 1	Job Indicator Secondary Job
Harry Potter	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Job Code UG70 Instructor	

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

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 initiated directly on the Job Change eForm.

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



The screenshot displays the 'My Homepage' interface for an employee named Harry Potter. An 'Actions' dropdown menu is open, listing various options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, **Job Change** (highlighted in red), Additional Pay, and Additional Assignment. The background shows two employee records:

Employee Record 0		Employee Record 1	
Empl ID	U00000111	Empl ID	U00000111
Empl Record	0	Empl Record	1
Department	150000 DARLA MOORE SCH OF BUSINESS	Department	120400 U101 AND NATIONAL RESOURCE CTR
Job Code	UG75 Associate Professor	Job Code	UG70 Instructor
Business Unit	SCCOL USC Columbia	Business Unit	SCCOL USC Columbia
Job Indicator	Primary Job	Job Indicator	Secondary Job
Empl Class	FTE Full Time Equivalent	Empl Class	DLI Internal Dual
Faculty/Staff	Faculty		

**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Faculty**

Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the Retention increase.
 - a. Retentions 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, Retention increase 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
U0000111
Record: 0
[View Job Data](#)

Job Change : Job Information Form ID 408775

Highlights Enabled: Yes Current Values [←](#) [→](#)

Transaction Information

*Effective Date
Employee Group FTF FTE Faculty

Other Active Jobs

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 Professor

*Job Code Associate Professor Supervisor ID

*Department DMSB Darla Moore School of Business Reports To Incumbent

Standard Hours Regular/Temporary Regular

*Full/Part Time Employee Classification FTE Full Time Equivalent

*Business Unit USC Columbia *Location Code Darla Moore School Of Business

Additional Job Information

Tax Location Code SC

FICA Status-Employee Subject

FTE 1.000000

Weeks Per Year

Position Specific SOC 25-1000

Slot Standard Work Period W

Holiday Schedule USC

[Search](#) [Next](#) [Save](#)

**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Faculty**

3. Enter the **New Comp Rate** for the Retention 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**.
4. 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 408775

Highlights Enabled: Yes Current Values

Payroll and Compensation

Salary Administration Plan	UNCL	Salary Grade	B00
Comp Rate Code	SC9 <input type="button" value="Q"/>	Compensation Frequency	SC9
Pay Group	P09		
Employee Type	Salaried Employees <input type="button" value="v"/>		

Compensation Information

Current Comp Rate	89250.00	New Comp Rate	95000.000000 <input type="button" value="Q"/>
Percent Increase or Decrease	6.442577 <input type="button" value="Q"/>		
Annualized Salary	126666.666666		
Is this pay for performance?	No <input type="button" value="v"/>		

**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Faculty**

5. **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.
6. Click the **Next** button.
7. The **Action of Pay Rate Change** will prepopulate based on the entries made in the eForm. Click the **Reason Code** drop-down menu button and select the **Retention** option.

Current Base Pay Funding

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
95000.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A00000005595	+	-
Total Percent 100.00														

Additional Pay

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

Previous Next Save

Harry Potter
U00000111
Record: 0
[View Job Data](#)

Job Change : Action - Reason Form ID 408775

Highlights Enabled: Yes Current Values:

Action Reason Grid

*Action	*Reason Code	Insert A Row	Delete A Row
Pay Rate Change	Retention	+	-

File Attachments

Status	Action	Description	File Name	Delete
	Upload			Delete

Comments

Previous Save Submit

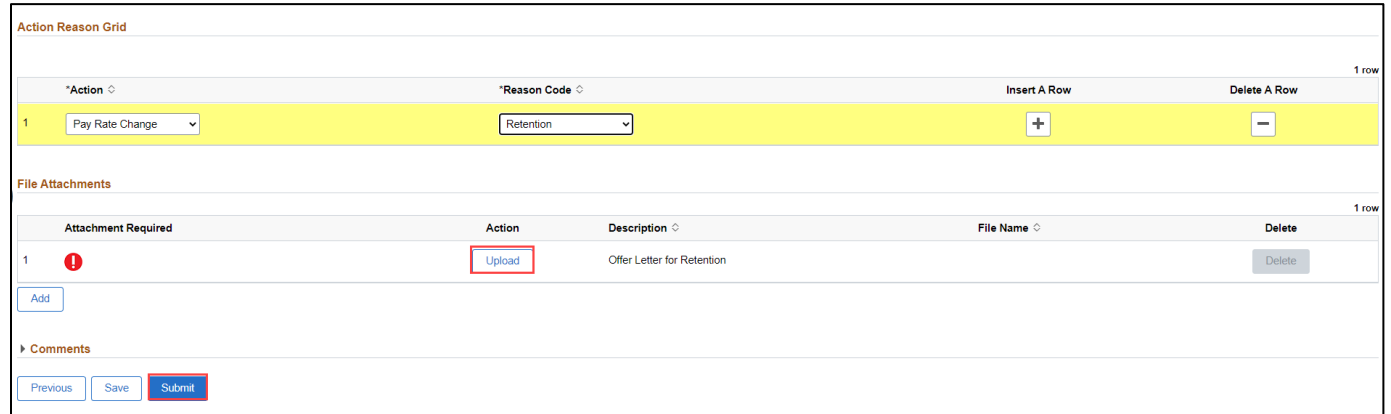
**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Faculty**

8. Upon selecting the **Reason Code** of **Retention**, the File Attachments section will change to required. To submit a retention request, a bona fide offer letter from an external company must be provided. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

9. Click the **Submit** button.

Note:

An individual who has an offer from another department or campus within UofSC is not considered a Retention as that is within the same state agency. Retention can only be granted if the individual has an offer from an external company or another state agency.



Action Reason Grid

*Action	*Reason Code	Insert A Row	Delete A Row
1 Pay Rate Change	Retention	+	-

File Attachments

Attachment Required	Action	Description	File Name	Delete
1 !	Upload	Offer Letter for Retention		Delete

Comments

Previous Save **Submit**

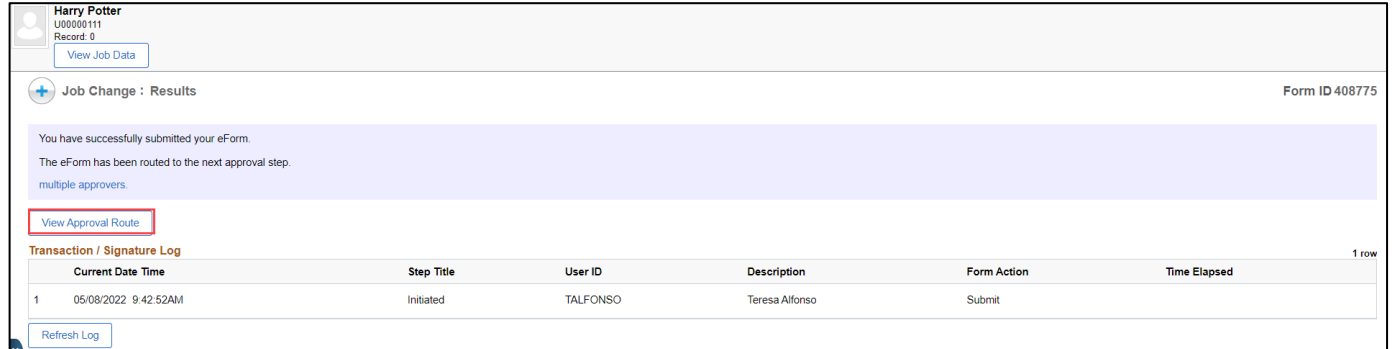
**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Faculty**

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

11. 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**.

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

You have successfully initiated a **Retention** request for FTE faculty!



Harry Potter
00000111
Record: 0
[View Job Data](#)

Job Change : Results Form ID 408775

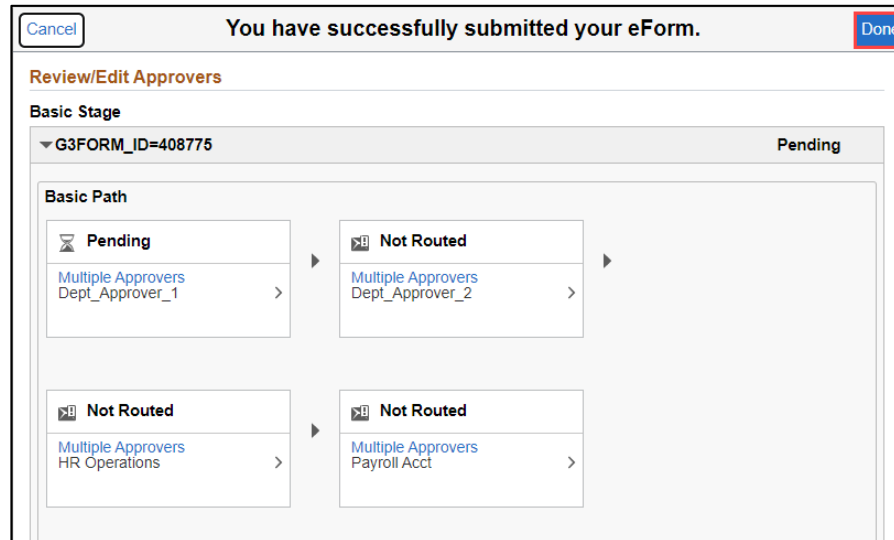
You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
05/08/2022 9:42:52AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)



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

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408775 Pending

Basic Path

```

graph LR
    A["Pending  
Multiple Approvers  
Dept_Approver_1"] --> B["Not Routed  
Multiple Approvers  
Dept_Approver_2"]
    B --> C["Not Routed  
Multiple Approvers  
HR Operations"]
    C --> D["Not Routed  
Multiple Approvers  
Payroll Acct"]
  
```