University of South Carolina
HCM HR Contact Resources
Job Change eForm: Temporary Data Change

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

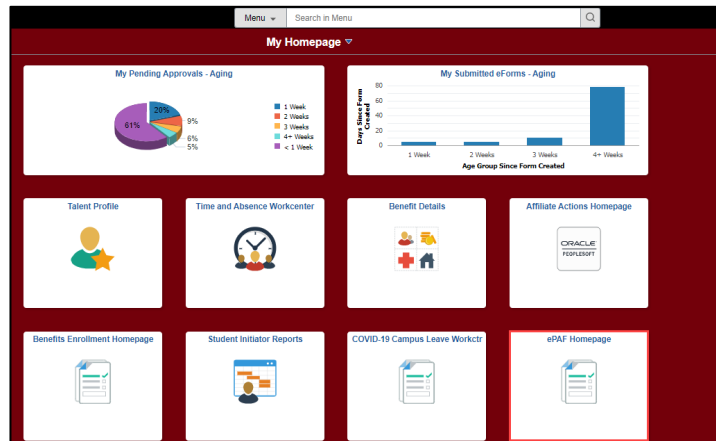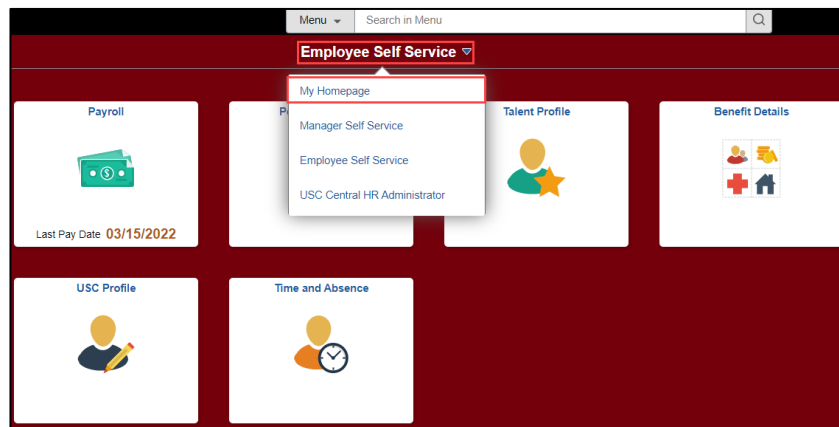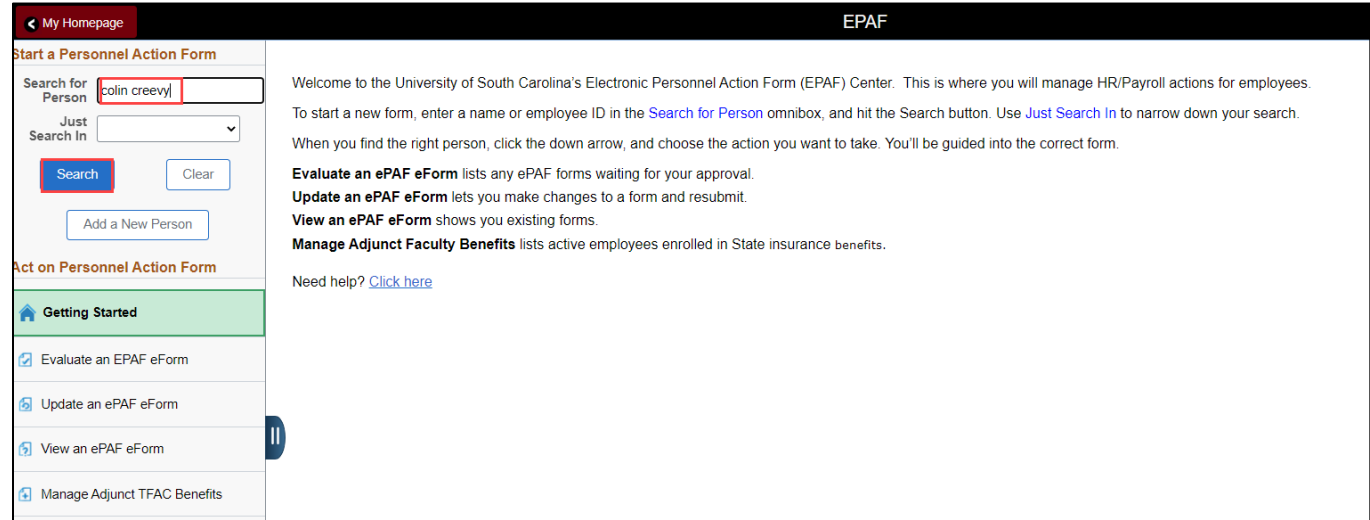| Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **Data Changes for temporary employees refer to job related changes that generally do not impact compensation or classification.** • **Supervisor Change** • **Internal Title Change** • **Location Change** • **Department Change** • **Standard Hours and Full/Part Time Change (*this may impact compensation*)** **Requesting a temporary data change**: In order to request a data change for one of your temporary 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.

< My Homepage	**EPAF**

Start a Personnel Action Form

Search for Person: colin creevy

Just Search In: [dropdown]

[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

Start a Personnel Action Form

Search for Person: colin creevy

Just Search In: [dropdown]

[Search] [Clear]

[Add a New Person]

Act on Personnel Action Form

Current Employee

Colin Creevy ▾

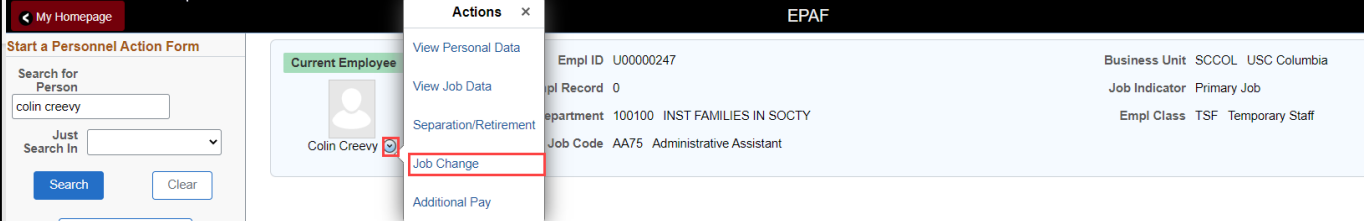|		
Empl ID	U00000247	Business Unit SCCOL USC Columbia
Empl Record	0	Job Indicator Primary Job
Department	100100 INST FAMILIES IN SOCTY	Empl Class TSF Temporary Staff
Job Code	AA75 Administrative Assistant	

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.

Completing the Job Change eForm:

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

   a. Data changes should be effective on the actual date the change is set to occur. Since these do not impact compensation, they are not required to occur on payroll effective dates.

Since temporary faculty and non-exempt temporary staff do not have position descriptions, all the job related fields on the Job Change eForm are unlocked for edit. In this scenario we are changing the supervisor.

2. Click in the **Supervisor ID** field and enter the new Supervisor's USC ID or click the lookup button (magnifying glass icon) and search for the ID.

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

Job Change : Job Information   Form ID 408780

Highlights Enabled: Yes   Current Values |◄ ►|

Transaction Information

*Effective Date 05/09/2022   *Expected Job End Date 08/15/2022
Employee Group TSF Temporary Staff

Other Active Jobs

1 row

Empl Record	Department	Description	Standard Hours
1	0		0.00

Job Position Information

Reports To Position [   ]
*Job Code AA75 Administrative Assistant   Supervisor ID U00000112 Hermione Granger
*Department 100100 COSW Institute for Families in Society   Reports To Incumbent
Standard Hours 30.00   Regular/Temporary Temporary
*Full/Part Time Part-Time   Employee Classification TSF Temporary Staff
*Business Unit SCCOL USC Columbia   *Location Code 029 1600 Hampton Street

Additional Job Information

Tax Location Code SC
FICA Status-Employee Subject
FTE 0.750000
Position Specific SOC
Standard Work Period W
Holiday Schedule USCNON

[Search] [Next] [Save]

No salary changes are associated with data changes, except in the case of a change in full time/part time status and/or hours per week.

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

	Comp Rate Code	NAHRLY		Compensation Frequency	H
	Pay Group	HRL			
	Employee Type	Hourly Employees			

Compensation Information

| | Current Hourly Rate | 15.00 | New Hourly Rate | 0.000000 |
| | Percent Increase or Decrease | 0.000000 | | |

Pay Band

	Minimum	28215.000000
	Midpoint	40209.000000
	Maximum	52203.000000

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	15.000000	100.000000	Select Funding	CL018	641008	A0001	51600	605					A00000025424	+	−

Total Percent 100.00

Previous Next Save

The Action Reason grid will appear blank. A Row should be inserted for all data changes made. In this scenario we made one data change.

5. Click the **Action** drop-down menu button and select the **Data Change** option.

6. Click the **Reason Code** drop-down menu button and select the appropriate option.

7. *Optional* – If you made more than one data change, click the **+** plus button to add another Action Reason row.

8. *Optional* – Follow steps 5 and 6 to indicate the other change made.

No attachments are required for these data changes. If you have documentation to provide, click the **Upload** button and follow the on-screen prompts to attach the document from your device.
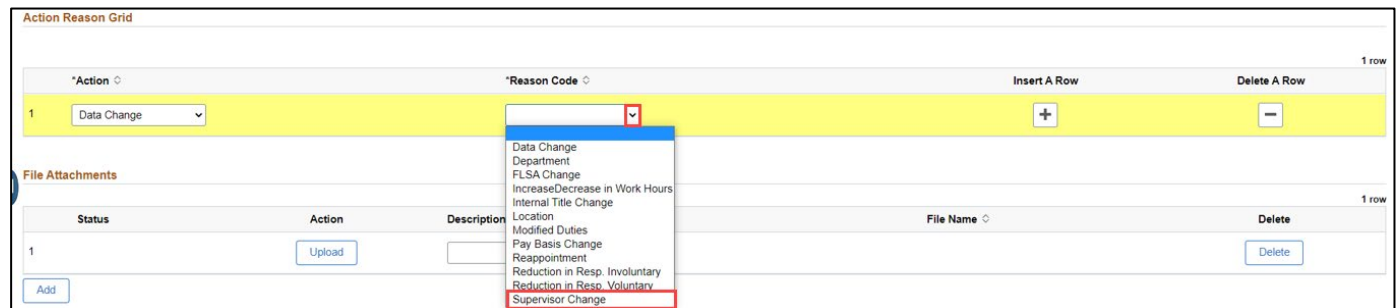
9. Click the **Submit** button.

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 **Data Change** request for a temporary employee!

Job Change : Results — Form ID 408780

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 11:46:09AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log]

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

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408780   Pending

Basic Path

⌛ Pending	▸	▷ Not Routed	▸
Multiple Approvers Dept_Approver_1 >		Multiple Approvers Dept_Approver_2 >	

▷ Not Routed	▸	▷ Not Routed
Multiple Approvers HR Operations >		Multiple Approvers Payroll Acct >