University of South Carolina

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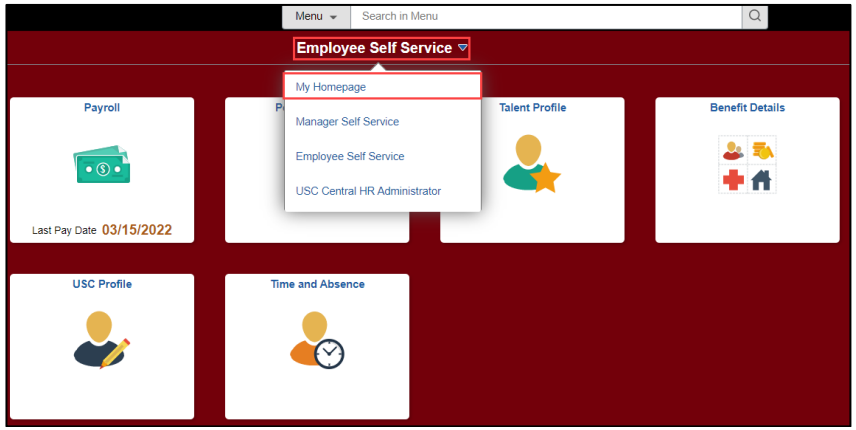
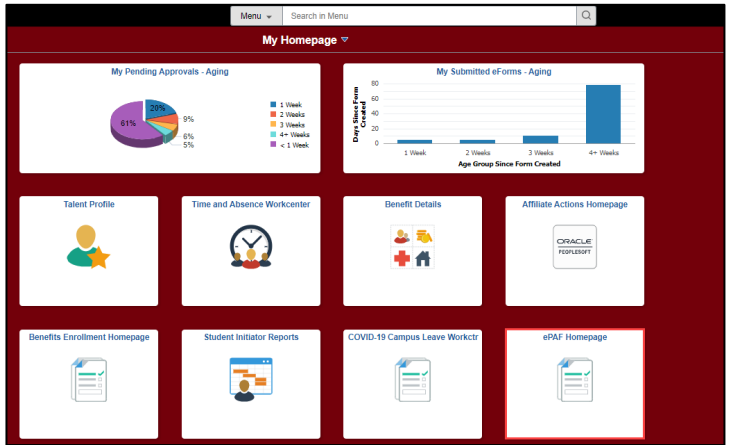
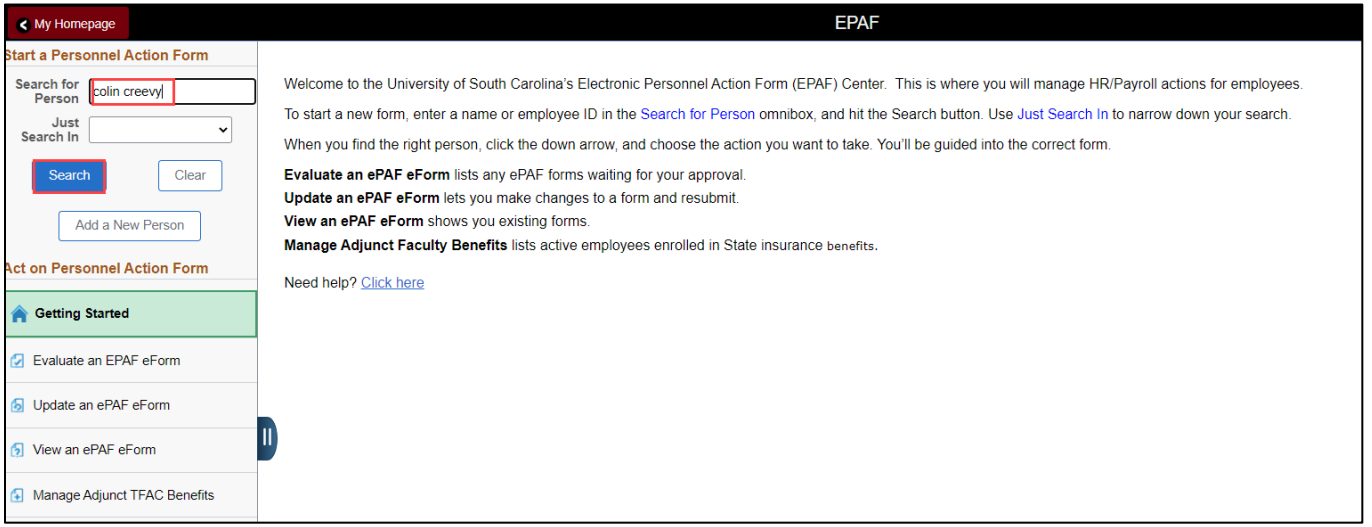
HCM HR Contact Resources
Job Change eForm: Temporary Data Change

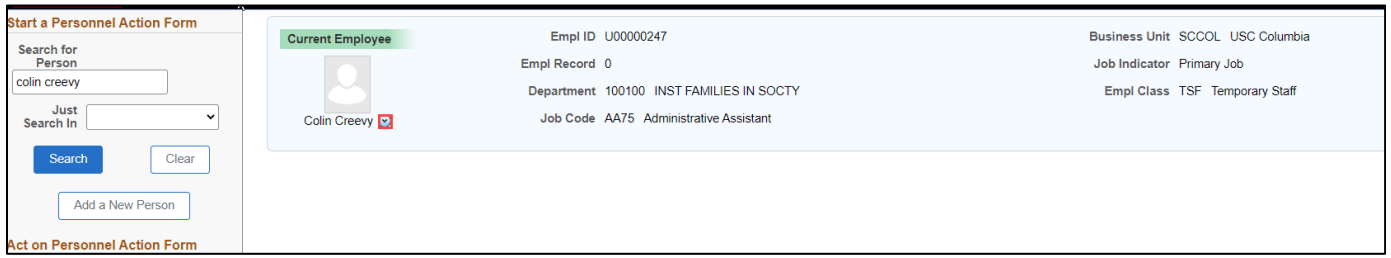
How to initiate data change for a temporary employee in HCM: This job aid outlines how to initiate a data change for a temporary employee.	
Navigation: Employee Self Service > My Homepage > ePAF Homepage	
Information	**Screenshots**
Those with HR Initiator access can take this action for employees within 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.

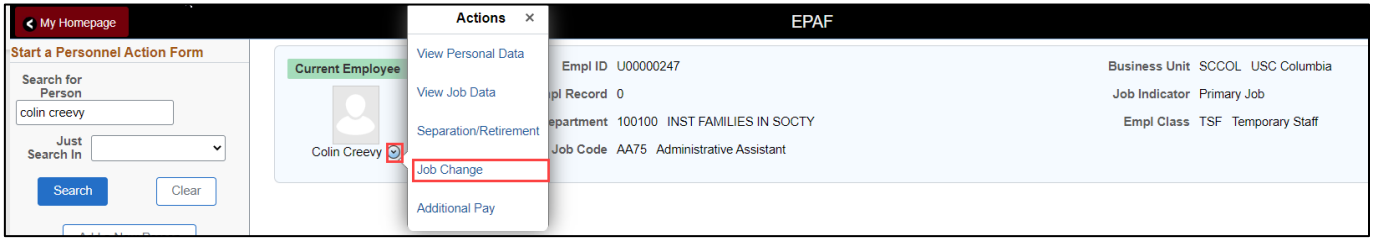




The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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.



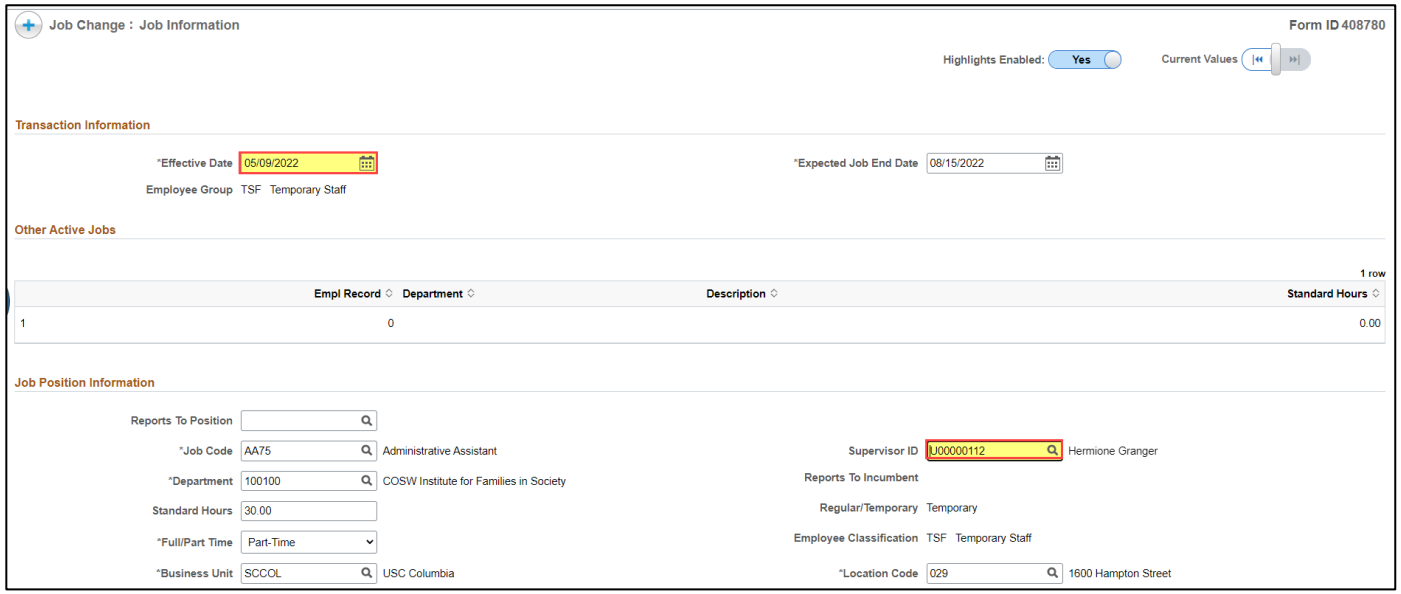
Completing the Job Change eForm:

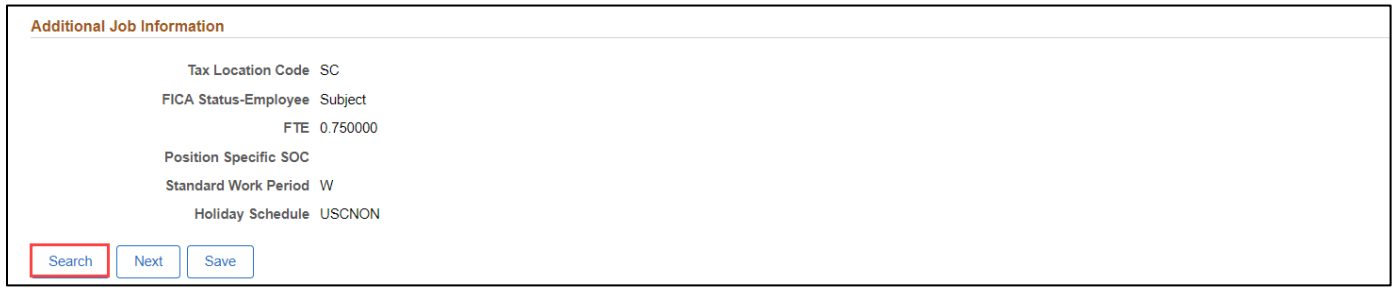
1. In the Job Change eForm, first provide an **Effective Date** for the data change.
    a. Data changes should be effective on the actual date the change is set to occur. Since these do not impact compensation, they are not required to occur on payroll effective dates.

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.

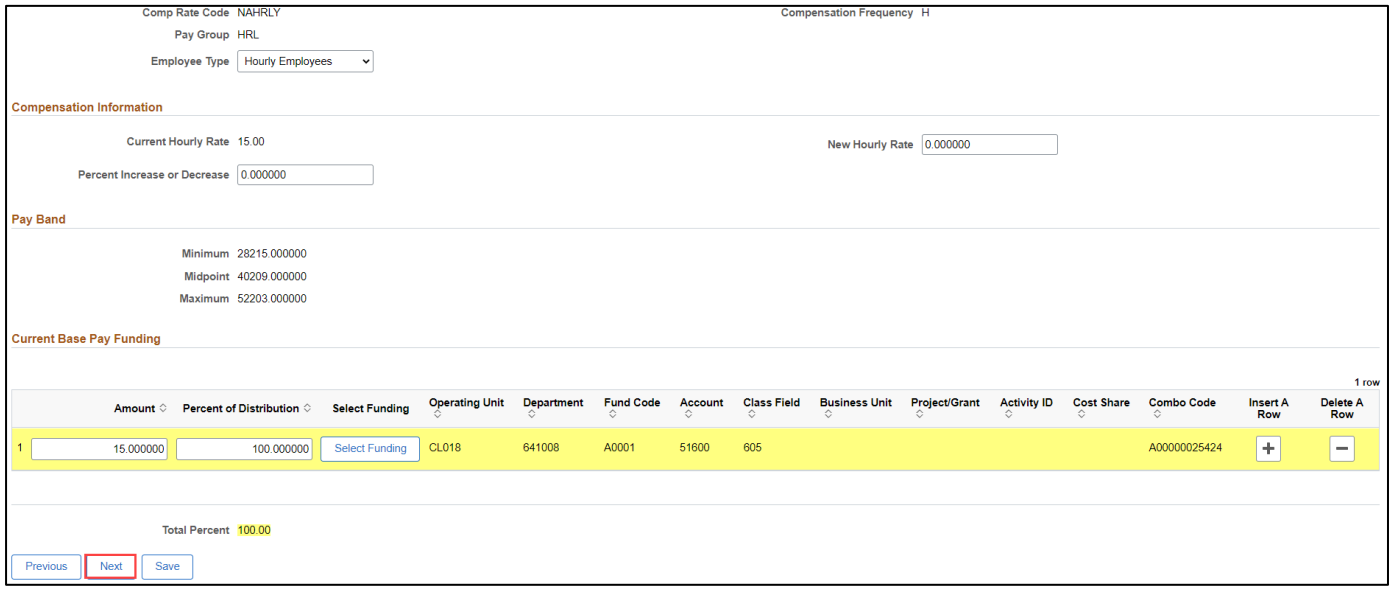
3. Scroll to the bottom of the page and click the **Next** button.





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.



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.

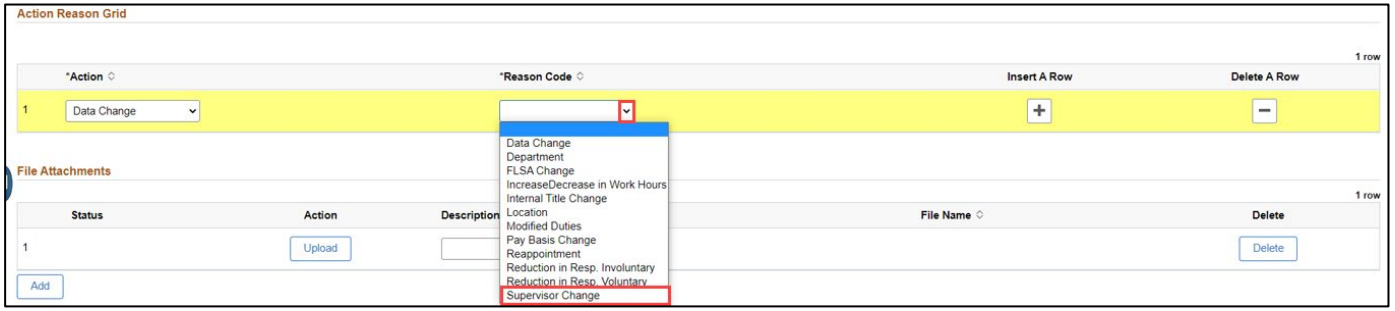
6. Click the **Reason Code** drop-down menu button and select the appropriate option.

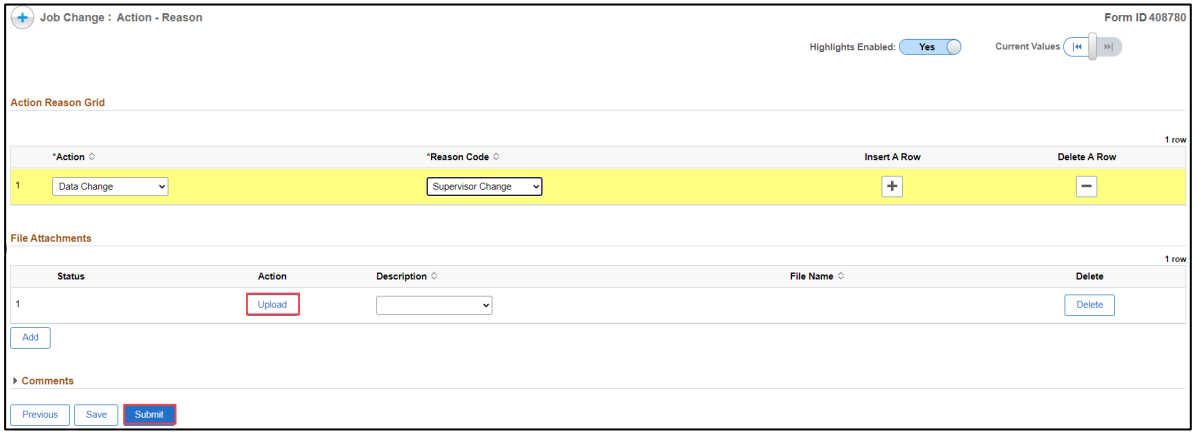
7. ***Optional*** – If you made more than one data change, click the **+** plus button to add another Action Reason row.

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.

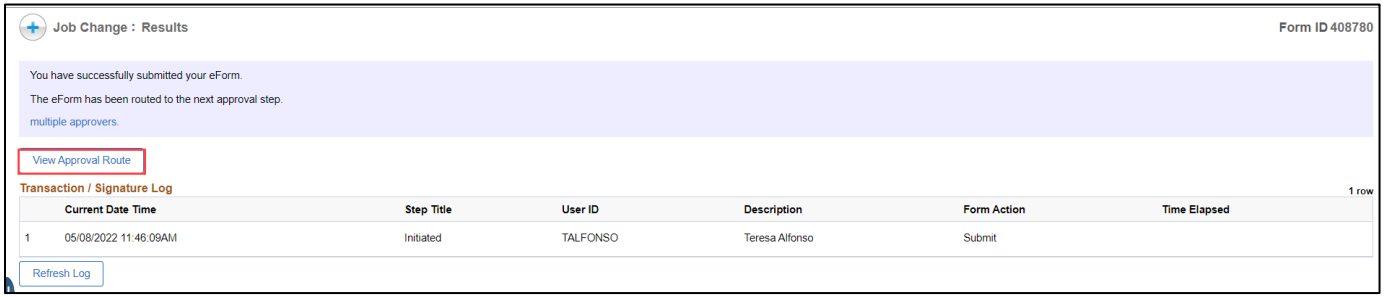
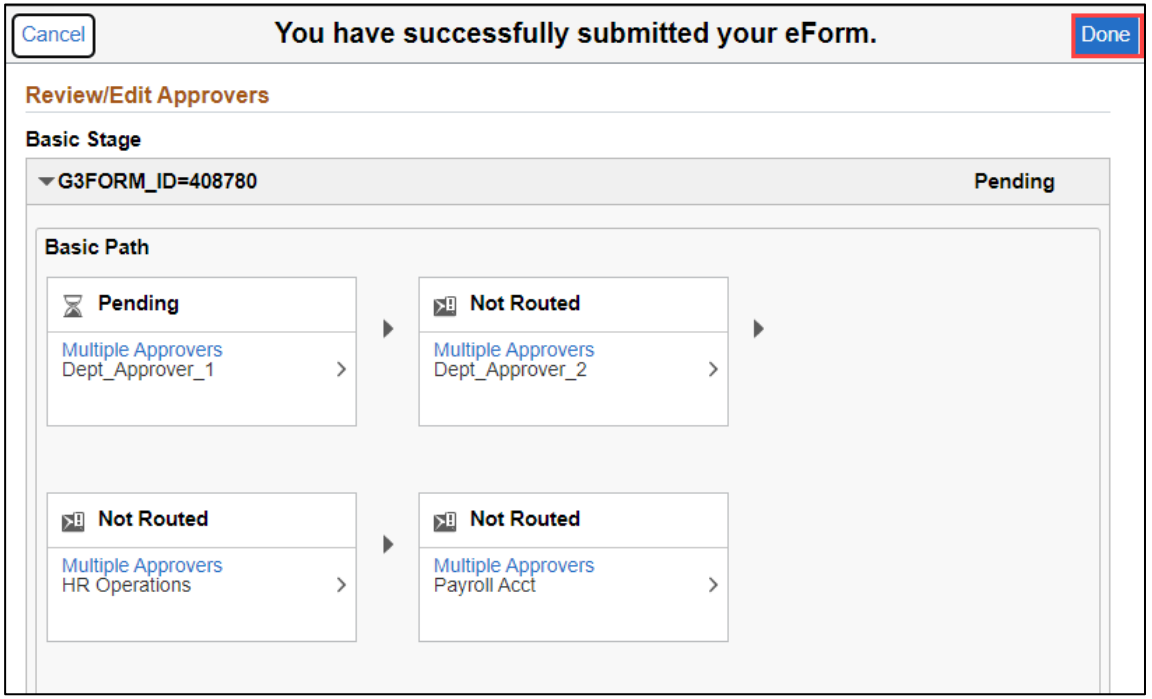
9. Click the **Submit** button.





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!