

How to initiate an hours per week change for faculty in HCM:

This job aid outlines how to request an hours per week increase or decrease for an FTE faculty employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

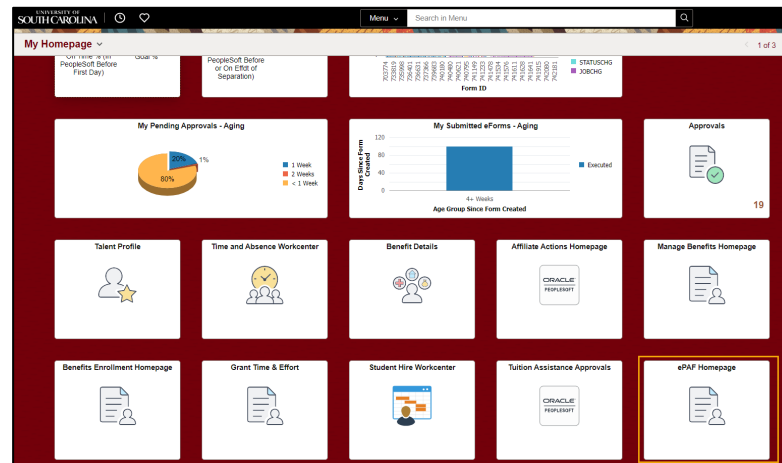
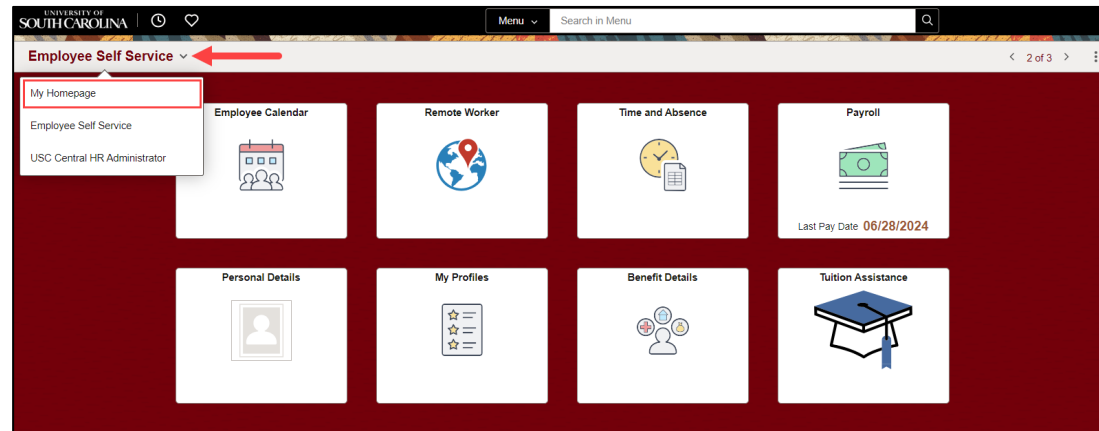
Those with HR Initiator access can take this action for employees within their security scope.

FTE faculty hours per week changes are initiated in HCM. RGP/TL faculty hours per week changes are initiated in PeopleAdmin as a position description modification.

Requesting a faculty hours per week change: In order to request an hours per week change for one of your 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

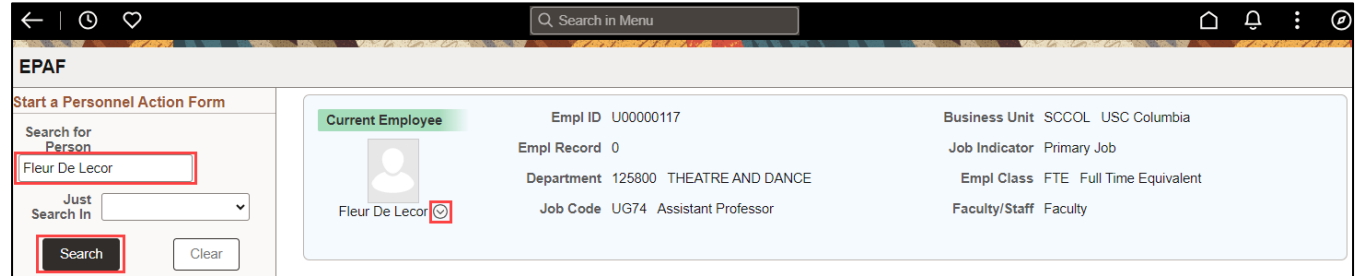


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On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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 screenshot shows the EPAP (Employee Personnel Action Form) interface. On the left, there is a search form titled "Start a Personnel Action Form". The "Search for Person" field contains the name "Fleur De Lecor". Below this field is a dropdown menu labeled "Just Search In" and two buttons: "Search" and "Clear". On the right, a "Current Employee" card displays the following information:

Current Employee	Empl ID U00000117	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
Fleur De Lecor 	Department 125800 THEATRE AND DANCE	Empl Class FTE Full Time Equivalent
	Job Code UG74 Assistant Professor	Faculty/Staff Faculty

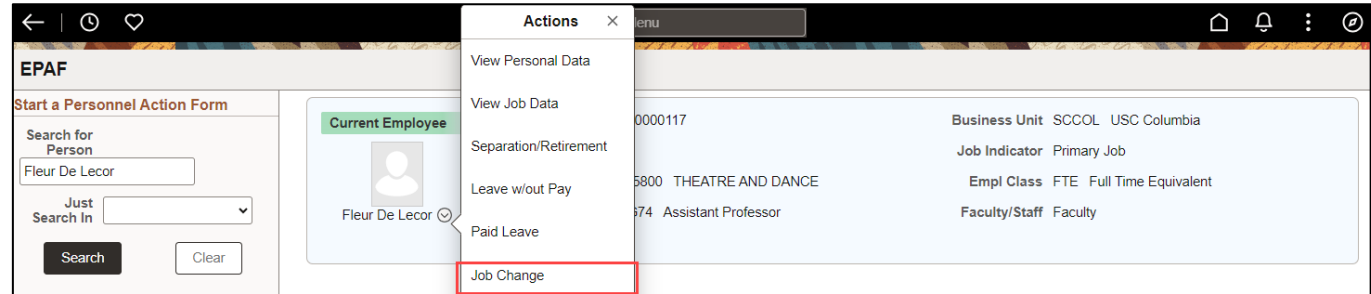
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee’s EMPL record.

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.

- Position related changes for all employee types with position descriptions (FTE, RGP, and TL Staff; RGP and TL Faculty; and exempt temporary staff) must be initiated in PeopleAdmin. Once approved in PeopleAdmin, the nightly interface feeds these actions into HCM on the Job Change eForm for Central HR to validate and approve.

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



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Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the hours per week change.
 - a. Hours per week changes must occur 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.

2. Enter the new number of hours per week in the **Standard Hours** field.
3. Click the **Full/Part Time** drop-down menu and select the appropriate change.
4. Scroll to the bottom of the page and click the **Next** button.

Fleur De Lecor
U0000117
Record: 0
[View Job Data](#)

Job Change : Job Change Form ID 745849

Highlights Enabled: Yes No
Current Values ← →

Transaction Information

*Effective Date: 08/16/2024

Employee Group: FTF - FTE Faculty

Other Active Jobs

Empl Record	Department	Description	Standard Hours
1	0		0.00

Job Position Information

Position Number: 00003843 Assistant Professor	Reports To Position: <input type="text" value="00004911"/> Professor
*Job Code: <input type="text" value="UG74"/> Assistant Professor	Supervisor ID: <input type="text"/>
USC Title Code: <input type="text"/>	Reports To Incumbent:
Standard Hours: 30.00	Regular/Temporary: Regular
*Department: <input type="text" value="125800"/> CAS Theatre and Dance	Employee Classification: FTE - Full Time Equivalent
*Full/Part Time: Part-Time	*Location Code: <input type="text" value="102"/> Longstreet Theatre
*Business Unit: <input type="text" value="SCCOL"/> USC Columbia	Job Indicator: Primary Job
Company: USC	
Business Title: Assistant Professor	
FLSA Status: Exempt	

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A change in the hours per week means a change must be made to the salary. If decreasing the hours per week, as in this example, the salary must decrease accordingly. If increasing the hours per week, the salary must increase accordingly.

The formula to determine new salary is:
 Current salary / hours in old appointment = hourly rate x hours in new appointment = new base salary

- Example: $\$79,448 / 1560 = \$50.93 \times 1170 = \$59,586$

To find the hours in a part-time appointment, simply multiply the new hours per week by number of weeks in the appointment.

- Example: $30 \times 39 = 1170$ hours

Full-time appointment hours:

- 9 months = 1560 hours
- 10.5 months = 1800 hours
- 11 months = 1880 hours
- 12 months = 2080 hours

Weeks per year:

- 9 months = 39 weeks
- 10.5 months = 45 weeks
- 11 months = 47 weeks
- 12 months = 52 weeks

5. Enter the **New Comp Rate** and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field.

Payroll and Compensation	
Salary Administration Plan	UNCL
Salary Grade	B00
Comp Rate Code	SC9
Compensation Frequency	SC9
Pay Group	C09
Employee Type	Salaried Employees
Compensation Information	
Current Comp Rate	79448.00
New Comp Rate	59586.000000
Percent Increase or Decrease	-25.000000
Annualized Salary	79448.000000

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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 hours per week change.

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
59586.000000	100.000000	Select Funding	CL071	125800	A0001	51300	101					A00000006743	+	-

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
		0.00	Select Non-Base Funding		+	-

State Position Fields

State Percent 1.000000
Federal Percent 0.000000
Other Percent 0.000000

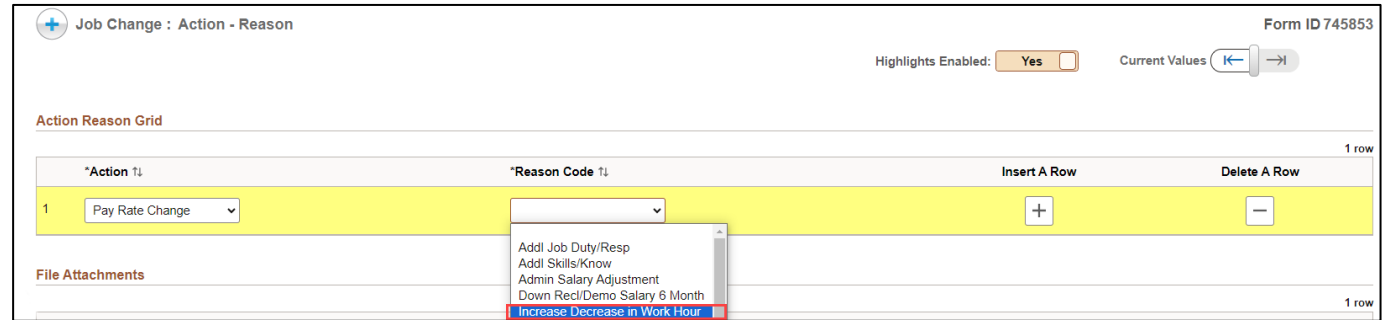
Search **Next** Save

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8. One **Action** prepopulates as **Pay Rate Change**. Click the **Reason** drop-down menu button and select the **Increase Decrease in Work Hour** option.
9. A second Action/Reason is needed to account for the position change. Click the Plus sign + to Insert a Row.
10. Click the **Action** drop-down menu and select **Position Change**. Then click the **Reason Code** drop-down menu button and select the **Increase/Decrease in Hours** option.

While the File Attachments section does not appear as required, you must attach the appointment letter or other documentation acknowledged by the employee of the hours per week change. **Hours per week change actions submitted without supporting documentation will be recycled for edits.**

11. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
12. Click the **Submit** button.



Job Change : Action - Reason Form ID 745853

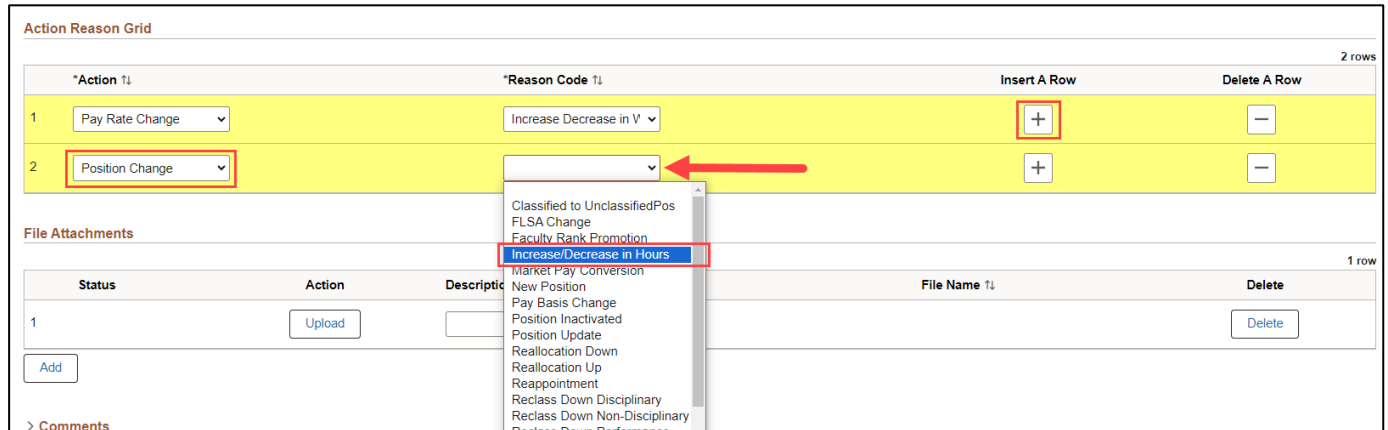
Highlights Enabled: Yes Current Values ← →

Action Reason Grid 1 row

*Action <small>TL</small>	*Reason Code <small>TL</small>	Insert A Row	Delete A Row
1 Pay Rate Change	Increase Decrease in Work Hour	+	-

File Attachments 1 row

Status	Action	Description <small>TL</small>	File Name <small>TL</small>	Delete
	Upload			Delete

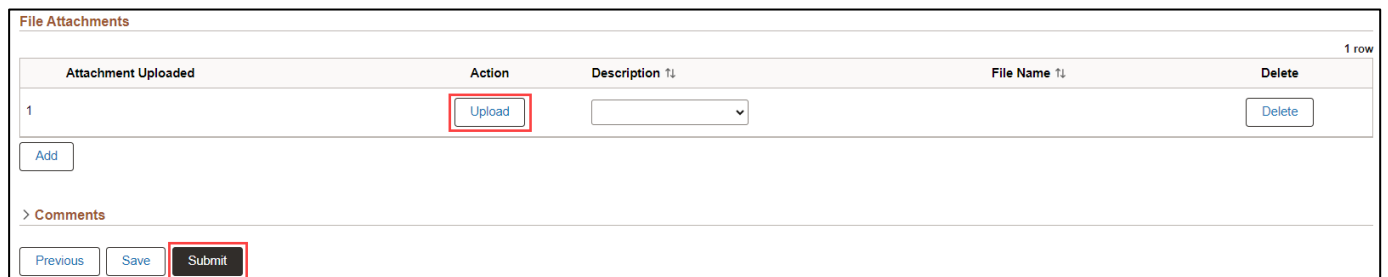


Action Reason Grid 2 rows

*Action <small>TL</small>	*Reason Code <small>TL</small>	Insert A Row	Delete A Row
1 Pay Rate Change	Increase Decrease in Work Hour	+	-
2 Position Change	Increase/Decrease in Hours	+	-

File Attachments 1 row

Status	Action	Description <small>TL</small>	File Name <small>TL</small>	Delete
	Upload			Delete



File Attachments 1 row

Attachment Uploaded	Action	Description <small>TL</small>	File Name <small>TL</small>	Delete
	Upload			Delete

Comments

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

14. 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**.

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

You have successfully initiated an **Hours per Week Change** request for a faculty employee!

Form ID 733321

+ Job Change : Results

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
07/10/2024 8:23:02AM	Initiated	FULLER26	Jalen Fuller	Submit	

[Refresh Log](#)

View Approval Route

[Cancel](#) [Done](#)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=745827 Pending

Basic Path

Pending

Multiple Approvers
Dept_Approver_1

Not Routed

Multiple Approvers
Dept_Approver_2

Not Routed

Multiple Approvers
HR Operations

Not Routed

Multiple Approvers
Payroll Acct