

How to initiate faculty pay basis change in HCM:

This job aid outlines how to request a pay basis change for a faculty employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

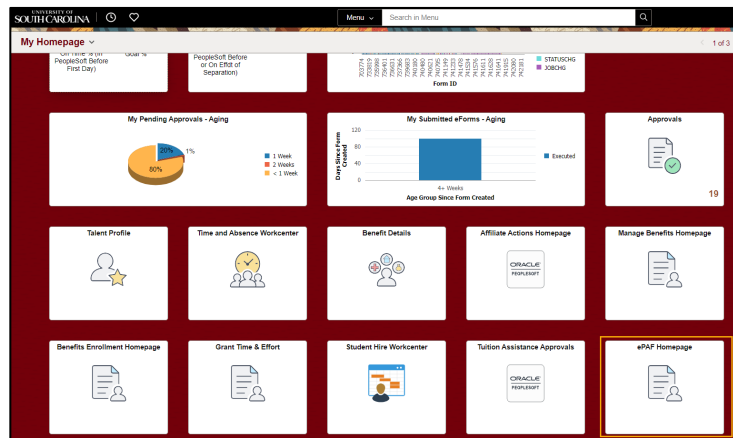
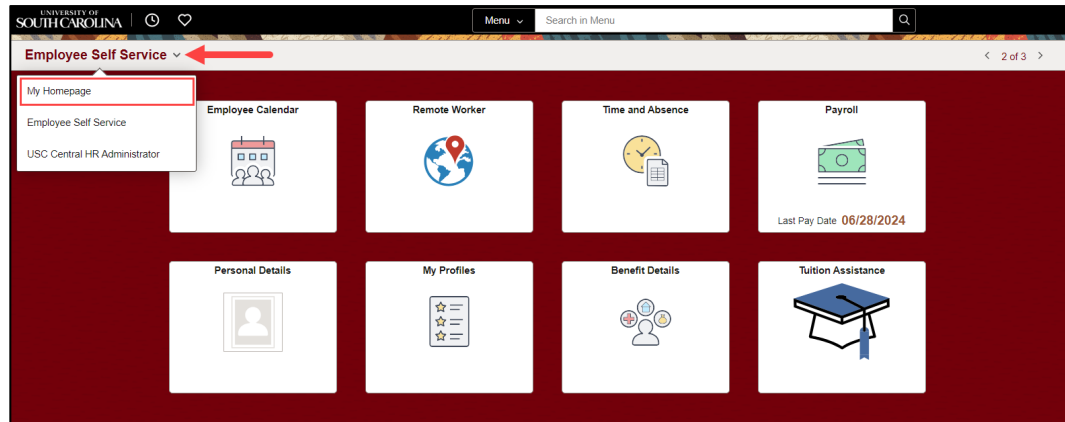
Those with HR Initiator access can take this action for employees within their security scope.

FTE faculty pay basis changes are initiated in HCM. RGP/TL faculty pay basis changes are initiated in PeopleAdmin as a position description modification.

Requesting a faculty pay basis change: In order to request a pay basis 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

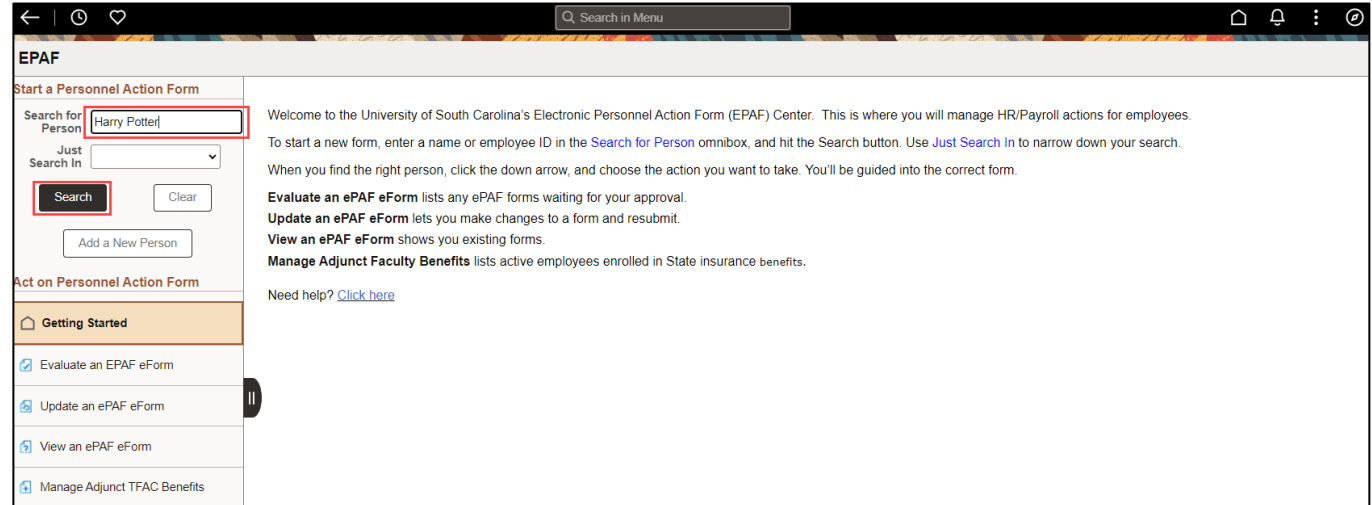


University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Pay Basis Change

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 ePAF homepage. On the left, there is a sidebar with the following sections:

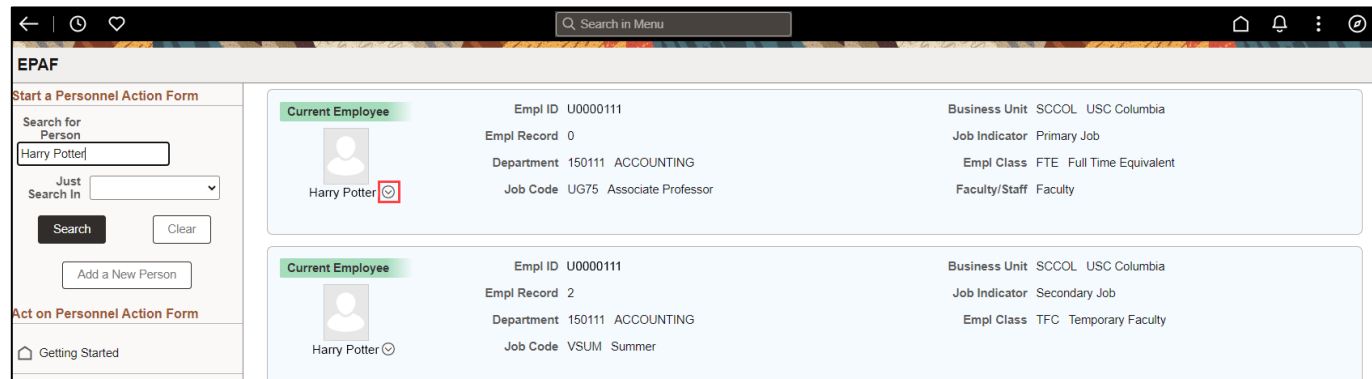
- Start a Personnel Action Form**
 - Search for Person:
 - Just Search In:
 - Search** button
 - Clear button
 - Add a New Person button
- Act on Personnel Action Form**
 - Getting Started
 - Evaluate an ePAF eForm
 - Update an ePAF eForm
 - View an ePAF eForm
 - Manage Adjunct TFAC Benefits

The main content area contains the following text:



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](#)



The screenshot shows the search results page. The sidebar is identical to the previous screenshot. The main content area displays two search cards for the employee 'Harry Potter'.

Current Employee	Empl ID	Business Unit
 Harry Potter	U0000111	SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
	Department 150111 ACCOUNTING	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
<hr/>		
Current Employee	Empl ID	Business Unit
 Harry Potter	U0000111	SCCOL USC Columbia
	Empl Record 2	Job Indicator Secondary Job
	Department 150111 ACCOUNTING	Empl Class TFC Temporary Faculty
	Job Code VSUM Summer	

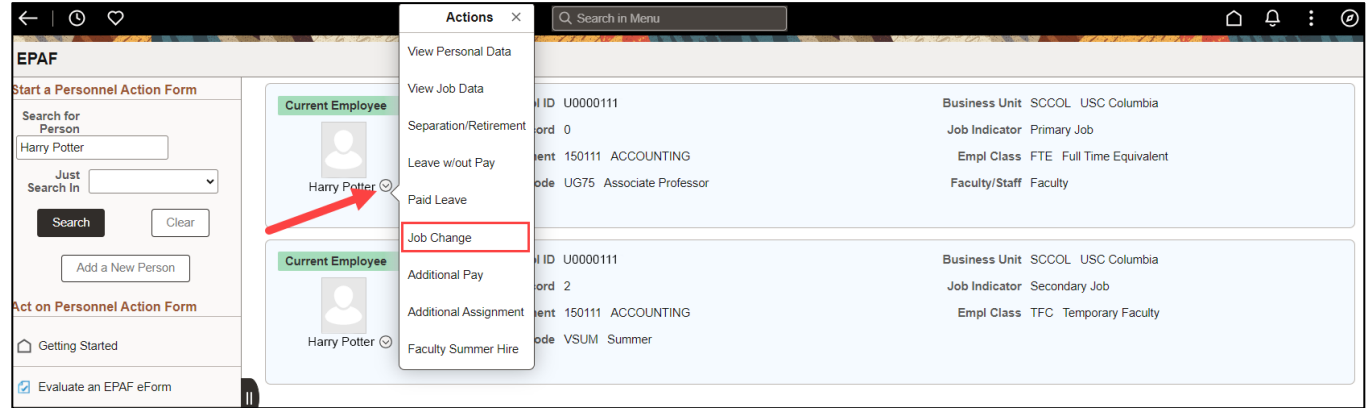
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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 pay basis change.
 - a. Pay basis changes are typically effective on either 8/16/xxxx or 1/1/xxxx but circumstances may warrant another date throughout the year. The 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. Click in the **Weeks Per Year** field and update as applicable.
 - a. 9 months = 39 weeks
 - b. 10.5 months = 45 weeks
 - c. 11 months = 47 weeks
 - d. 12 months = 52 weeks
3. Scroll to the **Payroll and Compensation** section.

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

+ Job Change : Job Change Form ID 745828

Highlights Enabled: Yes Current Values ← →

Transaction Information

*Effective Date: 
Employee Group: FTF FTE Faculty

Other Active Jobs

Empl Record	Department	Description	Standard Hours
1	2 150111	ACCOUNTING	37.50

Job Position Information

Position Number: 00002437 Associate Professor
Reports To Position: Associate Dean
*Job Code: Associate Professor
Supervisor ID:
USC Title Code:
Reports To Incumbent:
Standard Hours:
Regular/Temporary: Regular
*Department: DMSB Accounting
Employee Classification: FTE Full Time Equivalent

Additional Job Information

Tax Location Code: SC
FICA Status-Employee: Subject
FTE: 1.000000
Weeks Per Year:
Position Specific SOC: 25-1192
Slot: Standard Work Period: W
Holiday Schedule: USC

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4. Click the **Comp Rate Code** lookup button (magnifying glass icon).
5. From the **Comp Rate Code** lookup select the applicable pay basis option. In this example we are changing the basis from 9 month to 12 month.

Changing the **Comp Rate Code** will automatically change the **Pay Group** and the **Compensation Frequency** accordingly. These two fields are not editable.

Payroll and Compensation

Salary Administration Plan UNCL Salary Grade B00

Comp Rate Code SC9 Compensation Frequency SC9

Pay Group P09

Employee Type Salaried Employees

Lookup

Search for: Comp Rate Code

> Search Criteria

Search Results

8 rows

Value	Description
NAANNL	Default NA Annual
NAHRLY	Hourly Employees
SC105	10.5 month Employees
SC11	11 month Employees
SC12	Annual (12 month Employees)
SC9	9 month Employees

Payroll and Compensation

Salary Administration Plan UNCL Salary Grade B00

Comp Rate Code SC12 Compensation Frequency SC12

Pay Group P12

Employee Type Salaried Employees

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Basis changes require the current base salary be converted to the updated pay basis and entered into the **New Comp Rate** field.

- 9 months = 18 pay periods, 1560 hours
- 10.5 months = 1800 hours
- 11 months = 1880 hours
- 12 months = 24 pay periods, 2080 hours

The formula used to convert salaries is simple, take the current base salary and divide by the number of months in the current appointment to get the monthly rate then multiply that number by the number of months in the new appointment.

- Example: $\$249,365 / 9 = \$27,702.22 \times 12 = \$332,486.66$

6. Enter the **New Comp Rate** 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**.

7. 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**.

Payroll and Compensation	
Salary Administration Plan	UNCL
Salary Grade	B00
Comp Rate Code	SC12
Compensation Frequency	SC12
Pay Group	P12
Employee Type	Salaried Employees
Compensation Information	
Current Comp Rate	249365.00
New Comp Rate	332486.660000
Percent Increase or Decrease	33.333331
Is this pay for performance?	No

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8. **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.

9. 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	332486.660000	100.000000	<input type="button" value="Select Funding"/>	CL038	150000	A0001	51300	101				A00000005595	<input type="button" value="+"/>	<input type="button" value="-"/>

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	<input type="button" value="Select Non-Base Funding"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

State Position Fields

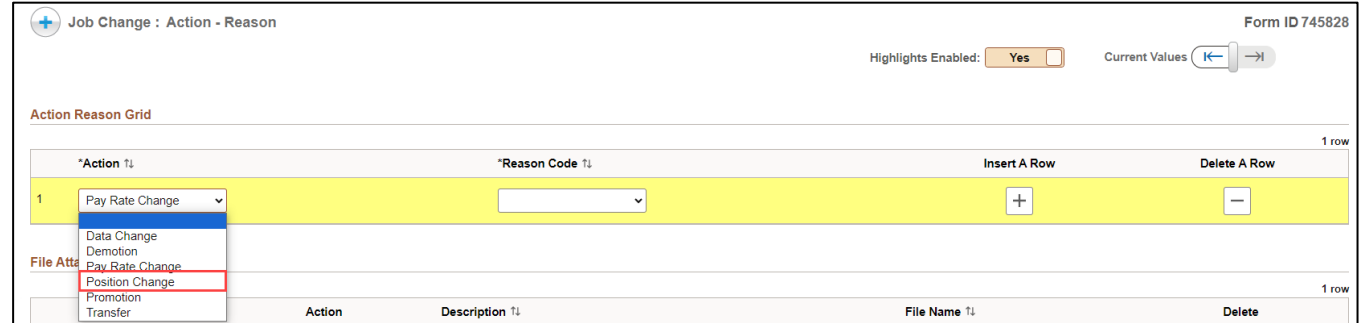
State Percent 1.000000
Federal Percent 0.000000
Other Percent 0.000000

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10. The **Action** prepopulates as Pay Rate Change, this must be changed. Click the **Action** drop-down menu button and select the **Position Change** option.
11. Click the **Reason Code** drop-down menu button and select the **Pay Basis Change** 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 pay basis change. **Pay Basis Change actions submitted without supporting documentation will be recycled for edits.**

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



Job Change : Action - Reason Form ID 745828

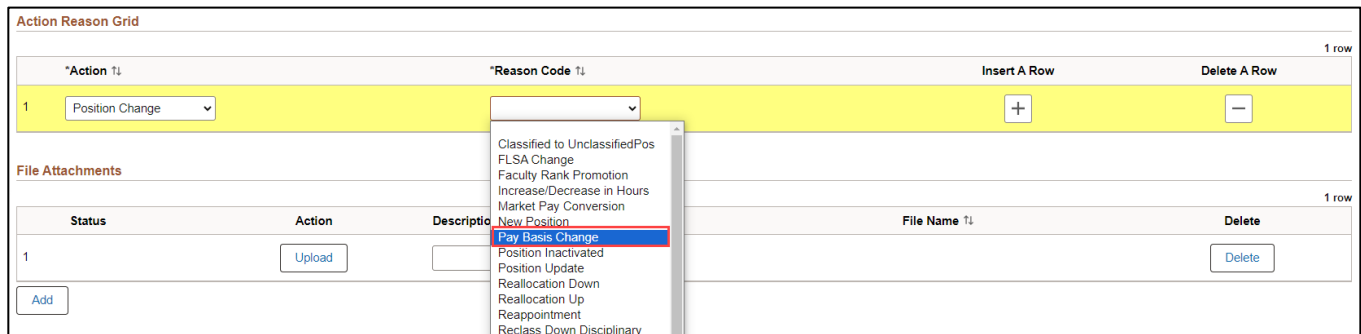
Highlights Enabled: Yes Current Values

Action Reason Grid

*Action ^{TL}	*Reason Code ^{TL}	Insert A Row	Delete A Row
1	<input type="text"/>	+	-

File Attachments

Status	Action	Description ^{TL}	File Name ^{TL}	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>



Action Reason Grid

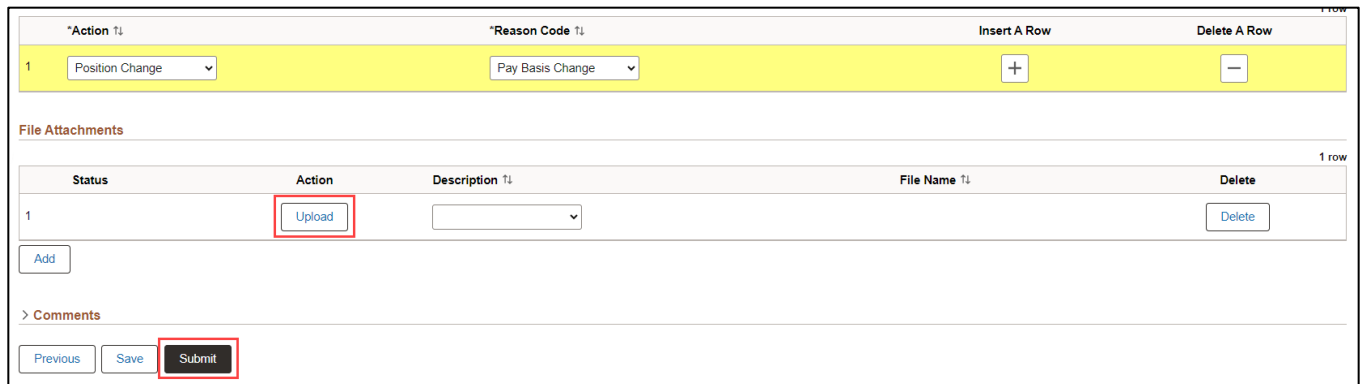
*Action ^{TL}	*Reason Code ^{TL}	Insert A Row	Delete A Row
1	<input type="text"/>	+	-

File Attachments

Status	Action	Description ^{TL}	File Name ^{TL}	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

Reason Code Dropdown Menu:

- Classified to UnclassifiedPos
- FLSA Change
- Faculty Rank Promotion
- Increase/Decrease in Hours
- Market Pay Conversion
- New Position
- Pay Basis Change**
- Position Inactivated
- Position Update
- Reallocation Down
- Reallocation Up
- Reappointment
- Reclass Down Disciplinary



Action Reason Grid

*Action ^{TL}	*Reason Code ^{TL}	Insert A Row	Delete A Row
1	Pay Basis Change	+	-

File Attachments

Status	Action	Description ^{TL}	File Name ^{TL}	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

Comments

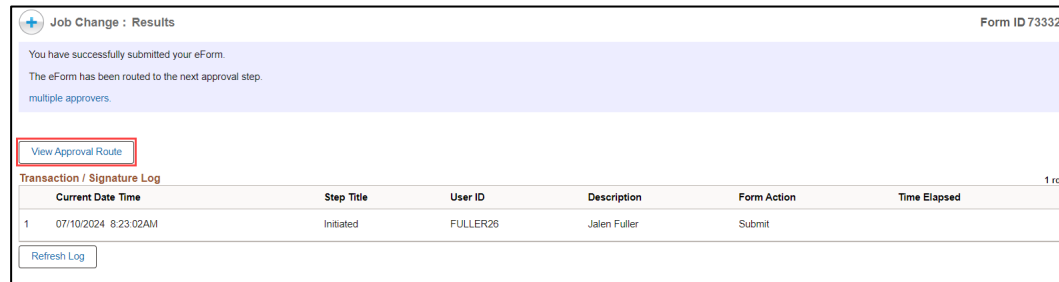
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14. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

15. 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**.

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

You have successfully initiated a **Pay Basis Change** request for a faculty employee!



Job Change : Results Form ID 733321

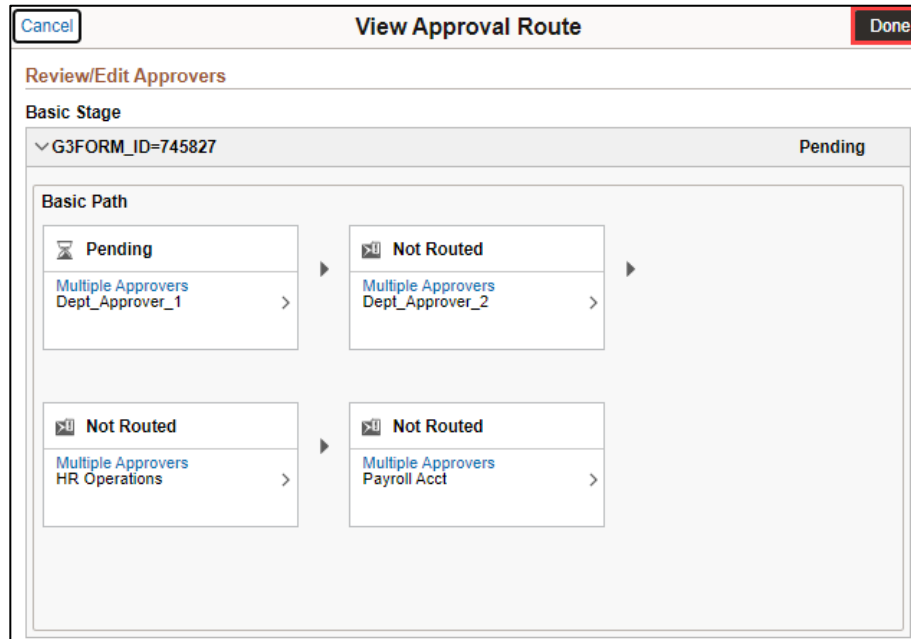
You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

[Transaction / Signature Log](#)

Transaction	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	07/10/2024 8:23:02AM	Initiated	FULLER26	Jalen Fuller	Submit	

[Refresh Log](#)



[Cancel](#) **Done**

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=745827 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"]
  
```