





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. Currently active summer hires will appear with the Job Code of VSUM Summer. On the appropriate active Summer	 ✓ My Homepage Start a Personnel Action Form Search for Person Just Search In Clear Add a New Person Act on Personnel Action Form ✓ Getting Started ✓ Evaluate an EPAF eForm ✓ Update an ePAF eForm ✓ View an ePAF eForm ✓ Nanage Adjunct TFAC Benefits 	Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) C To start a new form, enter a name or employee ID in the Search for Person omnibox, and I When you find the right person, click the down arrow, and choose the action you want to ta 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 bend Need help? <u>Click here</u>	PAF eenter. This is where you will manage HR/Payroll actions for employees. hit the Search button. Use Just Search In to narrow down your search. ake. You'll be guided into the correct form. efits.
EMPL Record, click the Related Actions Menu button.	Current Employee	Empl ID B72528292 Empl Record 0 Department 150111 ACCOUNTING Job Code UG76 Professor Empl ID B72528292 Empl Record 2 Department 115000 ARNOLD SCHOOL OF PUBLIC HEALTH Job Code VSUM Summer	Business Unit SCCOL USC Columbia Job Indicator Primary Job Empl Class FTE Full Time Equivalent Faculty/Staff Faculty Business Unit SCCOL USC Columbia Job Indicator Secondary Job Empl Class TFC Temporary Faculty



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

The **Summer Job Change eForm** is used to make changes to currently active FTE faculty summer appointments. Note this option will only appear in the **Related Actions Menu** for FTE Faculty EMPL records with **VSUM Summer** as the Job Code.

From the Related Actions Menu, click the **Summer Job Change** option.

Current Employes	Actions ×	Empl ID B72528292	Business Unit	SCCOL USC Columbia
	View Personal Data	Record 0	Job Indicator	Primary Job
		partment 150111 ACCOUNTING	Empl Class	FTE Full Time Equivalent
	View Job Data	ob Code UG76 Professor	Faculty/Staff	Faculty
	Separation/Retirement			
Current Employes	Leave w/out Pay	Empl ID B72528292	Business Unit	SCCOL USC Columbia
	Account Funding Change	I Record 2	Job Indicator	Secondary Job
		partment 115000 ARNOLD SCHOOL OF PUBLIC HEALTH	Empl Class	TFC Temporary Faculty
	Summer Job Change	ob Code VSUM Summer		



 1. Enter the Effective Date of the compensation change. a. Compensation changes must occur on the 1st or 16th of the month. 2. Click the Reason Code drop- down menu button and select Compensation Data. Summer Job Change Reasons listed below. eForms can only have one Reason selected. Compensation Data – the salary needs to increase or decrease. Correction End Data – the job end-date has changed and needs to extend or end areastion Reasons Reason Subted to be changed. Supervisor of record needs to be changed. 	Completing the Summer Job Change	• Summer Job Change : Job Change	Form ID 396182
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3. Ent Coi sur	ter the new mpensation Rate for this mmer job. a. The new rate cannot exceed the Compensation Limit listed on the eForm.	Job Data Changes Business Location f "Compensation Comp Rate Base s Summer Instruction	Unit SCCOL USC Columbia code 0088 Harper-Elliot College Aca 42050 00000 code SUMINS Summer Instruction C alary 225610.00	id Are			Department 115000 ARN *Supervisor ID P03925930 Pay Group SIC SUMME	IOLD SCHOOL OF P Q Jose R INSTRUCTION CI	PUBLIC HEALTH ph Staton		
	b. The new rate also cannot exceed the Compensation Limit listed on the eForm when combined with	Summer Session I Cou Standard H Compensation Limit (33% of Base Sc Other Summer Jobs and Compens	ode Z1 se# 5b purs 10.00 lary) 76368.985000 ation				Credit Hours 3.00				1 row
Changes in	compensation (increase	Effective Date Expected Total Compensation	Job End Date ◇ Year ◇	Empl Record ☆ 0	Compensation Rate 0.000000	Comp Rate Code ◇	Summer Session Code 🛇	Course # ♢	Form ID 🛇	Form Status/Empl Status 🛇	
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Compensat without jus back to the delay comp	tion changes submitted stification will be recycled e initiator which may pensation.	Status 1 Add		Action		Description \Diamond					
4. Clic wri the an	ck the Comments box to ite a justification or click e Upload button to include attachment.	Comments Ryan Boggs Sun, Jul 31 22, 10:10:09 Al Additional students added to	/ 2SYC.502.01V								



5.	Review your work on the
	eForm, once you've
	confirmed the data click the
	Submit button.

- The eForm has successfully submitted! Always click the View Approval Route button to see the workflow steps for the action.
- The Approval Route shows the workflow steps for the specific action you submitted. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
- 8. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Job Change eForm** to change compensation!

	ear 🌣 Empl Record 🗘	Compensation Rate Comp Rate Com	de 🌣 Summer Session Code 🗘	Course # \diamond Form ID \diamond	Form Status/Empl Status 🜣	
1	0	0.000000				_
otal Compensation						_
Summer Total Compensation 42050.00						
Comments						_
Search Save Submit						
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Summer Job Change : Results						Form ID 396183
You have successfully submitted your eForm						
The eForm has been routed to the next approval step.						
multiple approvers.						
View Approval Route						
ansaction / Signature Log						1 row
Current Date Time	Step Title	User ID	Description	Form Acti	on Time Ela	apsed
03/29/2022 1:47:33PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit		
Refresh Log						
Refresh Log						

Pending

5

Not Routed

Multiple Approvers

HR Operations

Basic Stage

Basic Path

📓 Pending

Multiple Approvers

Dept_Approver_1

-G3FORM_ID=396183

Not Routed

Multiple Approvers

Dept_Approver_2

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