

#### How to initiate an additional skills/knowledge increase for staff in HCM:

This job aid outlines how to request an additional skills/knowledge (ASK) increase for an FTE staff 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.

Additional Skills/Knowledge increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.

Requesting an ASK for staff: In order to request an ASK for one of your FTE staff 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.

$\leftarrow$   O $\heartsuit$	Q. Search in Menu
EPAF	
Start a Personnel Action Form Search for Just Search In Clear Add a New Person Act on Personnel Action Form	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? <u>Click here</u>
Getting Started	
Evaluate an EPAF eForm	
Update an ePAF eForm	
View an ePAF eForm  Manage Adjunct TFAC Benefits	

art a Personnel Action Form	Current Employee	Empl ID H05146282	Business Unit SCCOL USC Columbia
earch for Person	Current Employee	Empl Record 0	Job Indicator Primary Job
lermione Granger		Department 480000 OFFICE OF THE REGISTRAR	Empl Class FTE Full Time Equivalent
Just Search In	Hermione Granger 🖸	USC Title Code AA75ASA2 Administrative Assistant	Faculty/Staff Staff
Search Clear			
Add a New Person			
t on Personnel Action Form			
Getting Started			
Evaluate an EPAF eForm			



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. Base salary changes not tied to the position (i.e. Additional Skills Knowledge, Performance Increase, Retention, etc.) should be initiated on the Job Change eForm. 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.

$\leftarrow$   $\odot$ $\heartsuit$		Actions ×	Q. Search in Menu	∆ ÷
EPAF	nie przysta – Veter Lewiszanie szan	View Personal Data		
Start a Personnel Action Form	Current Employee	View Job Data	H05146282	Business Unit SCCOL USC Columbia
Search for Person		Separation/Retirement	я O	Job Indicator Primary Job
Hermione Granger		Leave w/out Pay	t 480000 OFFICE OF THE REGISTRAR	Empl Class FTE Full Time Equivalent
Search In	Hermione Granner ⊙	Job Change	AA75ASA2 Administrative Assistant	Faculty/Staff Staff
Search Clear		Additional Pay		
Add a New Person		Additional Assignment		
Act on Personnel Action Form				
Getting Started				
Evaluate an EPAF eForm				
Undate an oPAE oForm				



Completing the Job Change eForm:		
1 In the Joh Change eForm first	EPAF	
1. In the Job Change er offit, first	Hermione Granger	
provide an <b>Effective Date</b> for the	Record: 0	
Additional Skills/Knowledge increase.	View Job Data	
a. ASKs must be effective at the	Job Change : Job Change	Form ID 733320
start of a pay period, either		Highlights Enabled: Yes Current Values (
the 1 <sup>st</sup> or the 16 <sup>th</sup> of the		
menth	Transaction Information	
month.	*Effective Date 07/16/2024	
	Employee Group FTS FTE Staff	
Since FTE staff position related changes are	Other Active Jobs	
initiated in PeopleAdmin, all those fields on		1 row
the Job Change eForm are locked and cannot	Empl Record ↑↓ Department ↑↓	Description 12 Standard Hours 12
he edited	1 0	0.00
be eulted.		
	Job Position Information	
	Position Number 00001598 Administrative Specialist	Reports To Position 00002152 Asst Regs for Trnsfr Cred Proc
	Job Code AA75 Administrative Assistant	Supervisor ID
	USC Title Code AA/5ASA2 Administrative Assistant	Reports To Incumbent
	Department 480000 EM Office of the Registrar	Employee Classification FTE Full Time Equivalent
	Full/Part Time Full-Time	Location Code 139 1244 Blossom Street
	Business Unit SCCOL USC Columbia	



- 2. Enter the **New Comp Rate** for the ASK increase 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**.
- 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.

#### Notes:

In band base salary increases are typically limited to 15% of the employee's base salary, but exceptions can be requested. If you enter more than a 15% increase you will receive a warning message. Click **OK** to acknowledge and continue in the eForm.

Staff base salaries cannot exceed the max of the Market Range. Market Range minimum, midpoint, and maximum are populated on the eForm. If you enter a salary above the max of the Market Range you will receive a hard coded error message. You cannot advance to the next page in the eForm until you make the **New Comp Rate** within the limits of the Market Range.

Additional Job Information		
Tax Location Code	SC	
FICA Status-Employee	 Subject	
FTE	1.000000	
Weeks Per Year	52	
Position Specific SOC	43-6014	
Slot	259	Standard Work Period W
Holiday Schedule	USC	
Payroll and Compensation		
Salary Administration Plan	MCLA	Salary Grade M03
Comp Rate Code	SC12	Compensation Frequency SC12
Pay Group	C12	
Employee Type	Salaried Employees	
Compensation Information		
Current Comp Rate	39944.00	New Comp Rate 44737.280000
Percent Increase or Decrease	12.000000	
la this and for a family of		
is this pay for performance?	No	
Salany Panga		
Salary Kange		



- 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 ASK.
- 5. Click the **Next** button.
- 6. The Action of Pay Rate Change will prepopulate based on the entries made in the eForm. Click the Reason Code drop-down menu button and select the Addl Skills/Know option.

Upon selecting the **Reason Code** of **Addl Skills/Know**, the File Attachments section will change to required. To submit an ASK request, you must provide documentation of the degree or certification being earned by the employee.

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

#### 8. Click the **Submit** button.

Note:

To be eligible for an ASK the staff member must have completed requirements and been awarded a degree or certification that is directly related to the area of employment. This cannot be a minimum requirement of the position, but rather an additional skill/knowledge attained by the employee.

	Minimum 37726.000000														
	Midpoint 47168.000000														
	Maximum 56602.000000														
urrent Base Pay Funding															1 ro
Amount †↓	Percent of Distribution 11	Select Funding	Operating Unit	1↓ Department 1	N⊔ Fund Code	1↓ Account	↑↓ Class Field	1↓ Business Unit	î↓ Project/G	rant ↑↓ Activit ID	y <sub>î↓</sub> Cost Share	↑↓ Co	ombo †	↓ Insert A Row	Delete A Row
1 44737.280000	100.000000	Select Funding	CL085	480000	A0001	51200	506					A	0000003333	+	-
Тс	otal Percent 100.00														
State Regition Fields															
ate i Usitiun Fields	ate Bernant 1 00000														
St	ate Percent 1.000000 eral Percent 0.000000														
Oti	her Percent 0.000000														
County New Cours															
Job Change : Action	- Reason								Highl	ights Enabled:	Yes	) Cu	urrent Values	F € (I←)→I	orm ID 73332
Job Change : Action	- Reason								Highl	ights Enabled:	Yes	) Cı	urrent Values	F € ()→)	orm ID 73332
Job Change : Action	- Reason								Highl	ights Enabled:	Yes	] Cı	urrent Values	F	orm ID 73332
Job Change : Action	- Reason			*Reason Code 11					Highi	ights Enabled: Insert	Yes A Row	] Cı	urrent Values	F THE AROUT	orm ID 73332
Job Change : Action tion Reason Grid 'Action 14 Pay Rate Change	- Reason			*Reason Code 11 Addi Skills/Know					High	ights Enabled; Inser	Yes Arow	] Cı	urrent Values	F () ) Delete A Rov	orm ID 73332
Job Change : Action tion Reason Grid 'Action 12 Pay Rate Change le Attachments	- Reason			*Reason Code 14 Addl Skills/Know					Hight	ights Enabled: Inser	Yes ARow	] Οι	urrent Values	F (+-) →1 Delete A Row	orm ID 73332 I I V
Job Change : Action Cition Reason Grid  *Action 14 Pay Rate Change le Attachments Attachment Resulted	- Reason	Át		*Reason Code 11 Addi Skills/Know	<b></b>				Нарі	ights Enableda Insen	Yes  A Row	] cı	urrent Values	F Telete A Roy	orm ID 73332
Job Change : Action Ution Reason Grid  *Action 14 Pay Rate Change le Attachments Attachment Required	- Reason	Act	ion	*Reason Code 11 Addl Skills/Know Description 11 Additional Skills/	Knowledge S	Supporting Doc			High	ights Enabled; Insert	Yes ARow	] Cı	urrent Values	F () Delete A Row Delete Delete A Row	orm ID 73332
Job Change : Action Ulon Reason Grid  *Action 12 Pay Rate Change le Attachments Attachment Required	- Reason	Act	ion	*Reason Code 11 Addl Skills/Know Description 14 Additional Skills/P	× Knowledge S	Supporting Doc			High	ights Enabled; Inser	Yes ARow	] c.	urrent Values	F (IIII) ->	orm ID 73332
Job Change : Action tion Reason Grid *Action 12 Pay Rate Change le Attachments Attachment Required Add	- Reason	Act	ion aad	*Reason Code 14 Addl Skills/Know Description 14 Additional Skills/F	Y (nowledge \$	Supporting Doc			High	ights Enabled: Inser	Yes A Row + File Name 12	] Cı	urrent Values	F (IC) →1 Delete A Rov De De	orm ID 73332
Job Change : Action tion Reason Grid 'Action 14 Pay Rate Change le Attachments Attachment Required Add Comments	- Reason	Act Upt	lon ad	*Reason Code 11 Addl Skills/Know Description 11 Additional Skills/P	<b>v</b>	Supporting Doc			Hight	ights Enabled:	Yes A Row + File Name 14	) c.	urrent Values	F (K) →I	orm ID 73332 1 1 re v v 1 re slete
Job Change : Action Union Reason Grid  Action 12  Pay Rate Change  Ie Attachments  Attachment Required  Attachments  Attachments  Previous Save Subor	- Reason	Act Upl	ion [	*Reason Code 11 Addl Skills/Know Description 11 Additional Skills/P	۲ ۲ (nowledge S	Supporting Doc			High	ights Enabled:	Yes  A Row File Name 12	] c.	urrent Values	F CHE A Rov Delete A Rov Delete A Rov	orm ID 73332
Job Change : Action  tion Reason Grid  Action 11  Pay Rate Change  e Attachments  Attachment Required  Attachments  Attachments  Attachments  Previous Save Save Save Save	- Reason	Act Upt	ion	*Reason Code 11 Addi Skills/Know Description 14 Additional Skills/H	<b>v</b>	Supporting Doc			Hight	ights Enabled:	Yes  ARow File Name 12	] Ci	urrent Values	F Delete A Rov Delete A Rov	orm ID 7333;



- The eForm has been successfully submitted! Always click the View Approval Route button to see the workflow steps for the action.
- 10. 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.
  - 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.
- 11. Upon review of the workflow, click the **Done** button.

You have successfully initiated an **Additional Skills/Knowledg**e request for FTE staff!

Job Change : Results						Forn	n ID 7333
ou have successfully submitted you	ur eForm.						
ne eForm has been routed to the n	ext approval ste	p.					
ultiple approvers.							
iew Approval Route							
nsaction / Signature Log							1 г
Current Date Time		Step Title	User ID	Description	Form Action	Time Elapsed	
07/10/2024 8:23:02AM		Initiated	FULLER26	Jalen Fuller	Submit		
lefresh Log							
ncel		View Approval Ro	ute	Done			
view/Edit Approvers							
sic Stage							
G3FORM ID=733321				Pending			
Basic Path							
Jusic Putti							
Pending		▶ Not Routed					
Pending Multiple Approvers	•	Not Routed  Multiple Approvers	•				
Pending Multiple Approvers Dept_Approver_1	>	Not Routed Multiple Approvers Dept_Approver_2	>				
Pending Multiple Approvers Dept_Approver_1	>	Not Routed Multiple Approvers Dept_Approver_2	>				
Pending Multiple Approvers Dept_Approver_1	>	Not Routed Multiple Approvers Dept_Approver_2	>				
Pending Multiple Approvers Dept_Approver_1	>	Not Routed Multiple Approvers Dept_Approver_2	>				
Pending Multiple Approvers Dept_Approver_1  Not Routed	>	Not Routed Multiple Approvers Dept_Approver_2 Not Routed	>				
Pending Multiple Approvers Dept_Approver_1  Not Routed Multiple Approver	>	Not Routed Multiple Approvers Dept_Approver_2 Not Routed Multiple Approverp	>				
Pending  Multiple Approvers  Dept_Approver_1  Not Routed  Multiple Approvers Class Comp	>	Not Routed Multiple Approvers Dept_Approver_2  Not Routed Multiple Approvers Pavroll Acct	>				
Pending Multiple Approvers Dept_Approver_1  Not Routed  Multiple Approvers Class_Comp	>	Not Routed           Multiple Approvers           Dept_Approver_2             Image: Not Routed           Multiple Approvers           Payroll Acct	>				
Pending Multiple Approvers Dept_Approver_1  Not Routed Multiple Approvers Class_Comp	>	Not Routed           Multiple Approvers           Dept_Approver_2             Not Routed           Multiple Approvers           Payroll Acct	>				
Pending Multiple Approvers Dept_Approver_1  Not Routed Multiple Approvers Class_Comp	>	Not Routed           Multiple Approvers           Dept_Approver_2             Not Routed           Multiple Approvers           Payroll Acct	>				
Pending Multiple Approvers Dept_Approver_1  Not Routed Multiple Approvers Class_Comp	>	Not Routed Multiple Approvers Dept_Approver_2 Not Routed Multiple Approvers Payroll Acct	>				
Pending Multiple Approvers Dept_Approver_1  Not Routed  Multiple Approvers Class_Comp	>	Not Routed Multiple Approvers Dept_Approver_2 Not Routed Multiple Approvers Payroll Acct	> >				
Pending  Multiple Approvers Dept_Approver_1   Not Routed  Multiple Approvers Class_Comp	>	Not Routed Multiple Approvers Dept_Approver_2 Not Routed Multiple Approvers Payroll Acct	>				