

How to initiate faculty rank promotion with or without tenure for faculty in HCM: This job aid outlines how to request a faculty rank promotion for an FTE faculty employee. **Navigation:** Employee Self Service > My Homepage > ePAF Homepage Information Screenshots SOUTH CAROLINA O Menu 🗸 Search in Menu Q Those with HR Initiator access can take this Employee Self Service V < 2 of 3 > action for employees within their security My Homenage Employee Calendar Remote Worke Time and Absence Payroll Employee Self Service scope. **9** 000 USC Central HR Administrator 0 AR Faculty rank promotion actions are strictly Last Pay Date 06/28/2024 for FTE employees. Research Grant, Time Personal Detail Limited, and Temporary employees are not ☆ == ☆ == ☆ == eligible for this type of increase. €<mark>0</mark>0 Requesting a faculty rank promotion for faculty: In order to request this increase for one of your FTE faculty employees, take the SOUTH CAROLINA O following steps: My Homepage pleSoft Before First Day) STATUSCH STATUS 1. Click the **Employee Self-Service** drop-down menu button. 2. Click the **My Homepage** option in 1 Week
2 Weeks
< 1 Week</p> Execute the drop-down. 4+ Weeks Age Group Since Form Create 3. Click the **ePAF Homepage** tile. 2 ORACLE -PEOPLESOFT

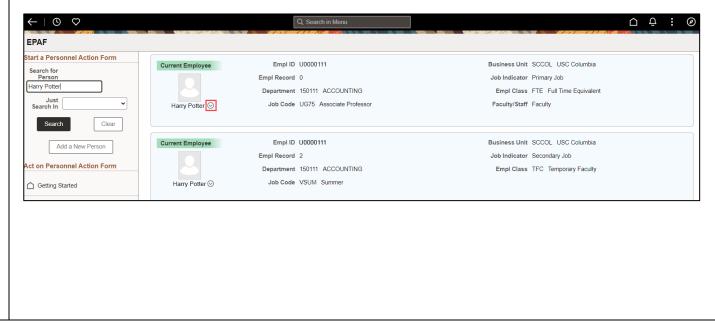


On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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.

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EPAF	
EPAF tart a Personnel Action Form Search for Harry Potter Just Just Search In Clear Add a New Person Add a New Person Clear Add a New Person Clear Cle	<ul> <li>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.</li> <li>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.</li> <li>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.</li> <li>Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.</li> <li>Update an ePAF eForm lets you make changes to a form and resubmit.</li> <li>View an ePAF eForm shows you existing forms.</li> <li>Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.</li> <li>Need help? Click here</li> </ul>
Manage Adjunct TFAC Benefits	





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 nonexempt temporary staff position and salary changes are also initiated directly on the Job Change eForm.

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

$\leftarrow$   $\odot$ $\heartsuit$		Actions ×	Q Search in Menu	△ ÷ € Ø
EPAF	and the second of the second	View Personal Data		
Start a Personnel Action Form	Current Employee	View Job Data	NID U0000111	Business Unit SCCOL USC Columbia
Search for Person		Separation/Retirement	ord 0	Job Indicator Primary Job
Harry Potter		Leave w/out Pay	ent 150111 ACCOUNTING	Empl Class FTE Full Time Equivalent
Search In	Harry Potter ⊙	Paid Leave	ode UG75 Associate Professor	Faculty/Staff Faculty
Search Clear		Job Change		
Add a New Person	Current Employee	Additional Pav	ID U0000111	Business Unit SCCOL USC Columbia Job Indicator Secondary Job
Act on Personnel Action Form		Additional Assignment	ent 150111 ACCOUNTING	Empl Class TFC Temporary Faculty
Getting Started	Harry Potter ⊙	Faculty Summer Hire	ode VSUM Summer	
Evaluate an EPAF eForm				



Completing the Job Change eForm: 1. In the Job Change eForm, first provide an Effective Date for the rank promotion action. a. Faculty rank promotions are effective on either 8/16/xxxx or 1/1/xxxx as approved by the Board of Trustees (tenure track) or	Harry Potter U0000011 Record: 0 View Job Data	Form ID 745828 Highlights Enabled: Yes Current Values (K←) →1
Provost Office (professional	Job Position Information	
track).	Position Number 00002437 Associate Professor	Reports To Position 00081711 Q Associate Dean
	"Job Code UG76 Q Professor	Supervisor ID Q Reports To Incumbent
2. Click the Job Code lookup button	USC Title Code Q Standard Hours 37.50	Regular/Temporary Regular
(magnifying glass icon) or enter the	"Department 150111 Q, DMSB Accounting	Employee Classification FTE Full Time Equivalent
new Job Code directly in the field.	*Full/Part Time V	*Location Code 234 Q Darla Moore School Of Business
3. Click in the <b>Business Title</b> field and enter the new title associated with the rank promotion, this is usually the new Job Code description unless the faculty member has an administrative appointment.	"Business Unit SCCOL Q USC Columbia Company USC Business Title Professor FLSA Status Exempt → Additional Job Information Tax Location Code SC FICA Status-Employee Subject FTE 1.000000	Job Indicator Primary Job
Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. However, rank promotion actions should not be accompanied by any other change requests. 4. Scroll to the Compensation Information section.		



- 5. Enter the **New Comp Rate** for the rank promotion 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**.
  - a. The **New Comp Rate** should align with your unit's criteria for promotion.
- 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	SC9 Q	Compensation Frequency SC9
Pay Group	P09	
Employee Type	Salaried Employees	
Compensation Information		
Current Comp Rate	249365.00	New Comp Rate 260000.000000
Percent Increase or Decrease	4.264833	
Annualized Salary	346666.666666	
Is this pay for performance?	No	



The only change that can be submitted with the faculty rank promotion is a change to the base salary funding allocation. If the increase is associated with a change in funding distribution, take the optional steps listed below.

- 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.
- 8. Click the **Next** button.

Amo	unt 🗘 Percent of Distribution ᡝ	Select Funding	Operating Unit	1 Department	Fund Code	1↓ Account 1↓	Class Field	↑↓ Business Unit	↑↓ Project/Grant ↑↓ Activity ID	↑↓ Cost Share	t↓ Combo t↓ Code	Insert A Row	Delete A Row
260000.0	100.000000	Select Funding	CL038	150000	A0001	51300	101				A0000005595	+	-
	Total Percent 100.00												
litional Pay													
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Effective Date 1	Earnings Code 1		1	Earnings Per Pay Pe	eriod î↓	Select	Non-Base	Funding	Combination Code 1		Insert A Row	Dele	te A Row
					0.00	Select	t Non-Base	Funding			+		—
te Position Fields													
	State Percent 1.000000												
	Federal Percent 0.000000												
	Other Percent 0.000000												



The Action Reason grid prepopulates one row based on eForm logic from the change in Job Code. Action is Promotion and the Reason is Faculty Rank Promotion. A second Action Reason row is required!

- 9. Click the plus + button to add an additional row.
- 10. Click the **Action** drop-down menu and select **Position Change**.
- 11. Click the **Reason** drop-down menu and select **Faculty Rank Promotion**.

Both rows in the Action Reason grid are required as they communicate the promotion to different parts of the HCM system.

Action Reason Grid			
			1 row
*Action ↑↓	*Reason Code ↑↓	Insert A Row	Delete A Row
1 Promotion V	Faculty Rank Promotion 🗸	+	-
Action Reason Grid			
Action Reason Grid			2 rows
Action Reason Grid	"Reason Code 1⊥	Insert A Row	2 rows Delete A Row
	*Reason Code 1⊥ Faculty Rank Promotior ↓	Insert A Row	



**Tenure Information** fields (these fields are required if the faculty member is in the tenure track):

- **Tenure Begin Date** This field should pre-populate based on the faculty member's hire date in the tenure track.
- Tenure Received Date If the faculty member already has tenure, this field should pre-populate. If the faculty member is receiving tenure with this rank promotion, enter the same effective date as the date of the rank promotion in this field.
- **Tenure Department** This is the department in which the faculty member is awarded tenure. If the faculty member is receiving tenure with this rank promotion, enter the department as outlined in the associated BOT/Provost letter.
- Tenure Status This field will have the current status (if in the tenure track the current status will say tenure track). If the faculty member is receiving tenure with this rank promotion, click the drop-down to change the status to Tenured. This is the only required field in this section if the faculty member is in the professional track.

Tenure Information					
Tenure Begin Date	<b></b>		*Tenure Received Date	08/16/2020	
*Tenure Department	150111 Q	ACCOUNTING	*Tenure Status	Tenured ~	



### **University of South Carolina HCM HR Contact Resources** Job Change eForm: Faculty Rank Promotion (w/ or w/out Tenure)

o submit a faculty rank promotion action,	Action Reason Grid			2 rows
ou must attach the BOT letter (tenure	*Action ↑↓	*Reason Code ↑↓	Insert A Row	Delete A Row
rack faculty) or Provost letter	1 Promotion	Faculty Rank Promotion 🗸	+	—
professional track faculty).	2 Position Change	Faculty Rank Promotion V	+	
12. Click the <b>Upload</b> button and follow	Tenure Information			
-	Tenure Begin Date 09/16/2024		"Tenure Received Date 08/16/2024	
the on-screen prompts to attach the	*Tenure Department 150111 Q ACCOU	INTING	*Tenure Status Tenured	
document from your device.	File Attachments			
				1 row
13. Click the <b>Submit</b> button.	Attachment Required	Action Description 1	File Name ↑↓	Delete
	1	Upload BOT Tenure Approval Letter		Delete
	Add			
	> Comments			
	Previous Save Submit			

9

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

UNIVERSITY OF

South Carolina

- 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.
  - 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 **Faculty Rank Promotion** request for FTE faculty!

✦ Job Change:Results						For	m ID 733321
You have successfully submitted your eForm.							
he eForm has been routed to the next approval st	ep.						
nultiple approvers.							
View Approval Route							
ransaction / 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							
ancel		View Approva	Route		Done		
Review/Edit Approvers							
Basic Stage							
~G3FORM_ID=745827				Per	ding		
· · · · · · · · · · · · · · · · · · ·							
Basic Path							
	1						
Pending	•	Not Routed					
Multiple Approvers		Multiple Approvers					
Dept_Approver_1 >		Dept_Approver_2	>				
	-						
Mot Routed		Mot Routed					
	•						
Multiple Approvers HR Operations		Multiple Approvers Payroll Acct	>				
		Payroll Acct					
·							