

How to initiate a reappointment for RGP/TL/FTE employees in HCM: This job aid outlines how to request a reappointment action for an RGP, TL, or FTE employee. **Navigation:** Employee Self Service > My Homepage > ePAF Homepage Information **Screenshots** SOUTH CAROLINA O Menu Search in Menu α Those with HR Initiator access can take this Employee Self Service ~ < 2 of 3 > action for employees within their security My Homepage scope. Employee Calendar Remote Worke Time and Absence Payroll Employee Self Service USC Central HR Administrato **Research Grant/Time Limited (RGP/TL)** employees are subject to the auto-Last Pay Date 06/28/2024 termination process in HCM and must be Personal Details Benefit Details My Profiles reappointed with an effective date prior to ☆ || ☆ || ☆ || the current end-date. If not reappointed timely, RGP/TL employees must be reinstated through the special hire process in PeopleAdmin which may delay compensation. FTE faculty employees have end-dates but are SOUTH CAROLINA SOUTH CAROLINA not subject to the auto-termination process. My Homepage v pleSoft Before First Day) STATUSCHG or On Effdt of Separation) **Reappointment actions should be submitted** as a standalone request, no other changes Pending Approvals - Aging My Submitted eForms - Aging Approvals (including salary increases) can be made at Execut 1 Week 2 Weeks < 1 Week that time. Initiating a Reappointment action: In order to initiate this action for one of your employees, @<u>@</u>@ R PEOPLESOFT take the following steps: 1. Click the Employee Self-Service dropdown menu button. Grant Time & Effort ePAF Homepag 2. Click the My Homepage option in the 3-PEOPLESOFT 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.

$\leftarrow \mid \odot \circ$	Q Search in Menu
EPAF	
Start a Personnel Action Form Search for Person Viktor Krum	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.
Just v	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.
Search Clear Act on Personnel Action 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.
☐ Getting Started	Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.
Evaluate an EPAF eForm	
Opdate an ePAF eForm	
View an ePAF eForm	
Manage Adjunct TFAC Benefits	-

Search for Person Viktor Krum Just Search In	Current Employee	Empl ID U00000213 Empl Record 0 Department 951000 SA PALMETTO COLLEGE Job Code UG70 Instructor	Business Unit SCSAL USC Salkehatchin Job Indicator Primary Job Empl Class RGP Research Grant Pos Faculty/Staff Faculty
Search			



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.

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

	Actions	C Search in Menu	
V K G CON F L	View Personal Data		
Current Employee	View Job Data	ID U00000213	Business Unit SCSAL USC Salkehatchie
	Separation/Retirement	rd 0	Job Indicator Primary Job
	Leave w/out Pay	nt 951000 SA PALMETTO COLLEGE	Empl Class RGP Research Grant Position
Viktor Krum 🛇	Job Change	de UG70 Instructor	Faculty/Staff Faculty
	Additional Pay		
	Account Funding Change		



Compl	eting the Job Change eForm:	EPAF
1.	In the Job Change eForm, first	Viktor Krum U00000213 Record: 0
	provide an Effective Date for the	View Job Data
	reappointment action.	Tob change .

- a. Reappointments should be effective using the current date. The effective date must be prior to the current end-date as appearing on this eForm. This date will differ than the true reappointment date on the reappointment letter.
- 2. Enter the new **Expected Job End Date**. This date must align with the end-date in the reappointment letter.
 - a. The eForm will populate the current end-date, which must be changed. Forgetting to change this field will result in auto-termination of the employee since the enddate was not extended.

All RGP/TL position related changes are initiated in PeopleAdmin, thus the position related fields on the Job Change eForm are locked and cannot be edited.

View Job Data	
+ Job Change	Form ID 733302
	Highlights Enabled: Yes Current Values ↔
Transaction Information	
"Effective Date 07/08/2024	"Expected Job End Date 05/15/2025
Employee Group RGF RGP Faculty	
Other Active Jobs	
Empl Decord 11 Department 11	1 row Description 11 Standard Houre 11
Position Number 00772702 Instructor	Reports To Position 00105425 Senior Director
Job Code UG70 Instructor	Supervisor ID
Job Code UG70 Instructor USC Title Code	Supervisor ID Reports To Incumbent
Job Code UG70 Instructor USC Title Code Standard Hours 37.50	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position Location Code 858 Walterboro Main Building
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP: Research Grant Position Location Code 858 Walterboro Main Building
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Company USC	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP. Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Company USC Business Title Instructor	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Company USC Business Title Instructor FLSA Status Exempt	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP. Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Company USC Business Title Instructor FLSA Status Exempt Additional Job Information	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Company USC Business Title Instructor FLSA Status Exempt Additional Job Information Tax Location Code SC	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business UNI SCSAL USC Salkehatchie Company USC Business Title Instructor FLSA Status Exempt Additional Job Information Tax Location Code SC FICA Status-Employee Subject	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Company USC Business Title Instructor FLSA Status Exempt Additional Job Information Tax Location Code SC FICA Status-Employee Subject FTE 1.00000	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Company USC Business Title Instructor FLSA Status Exempt Additional Job Information Tax Location Code SC FICA Status-Employee Subject FTE 1.00000 Weeks Per Year 52	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 951000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Company USC Company USC Business Title Instructor FLSA Status Exempt Additional Job Information Tax Location Code SC FICA Status-Employee Subject FTE 1.000000 Weeks Per Year 52 Position Specific SOC 25-1123	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RCP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code UG70 Instructor USC Title Code Standard Hours 37.50 Department 961000 USC Salkehatchie Palmetto College Full/Part Time Full-Time Business Unit SCSAL USC Salkehatchie Business Title Instructor Business Title Instructor FLSA Status Exempt	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RGP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job
Job Code USC Title Code USC Title Code 37.0 Department 961000 Full/Part Time Business UH Business Title Instructor Business Title Instructor FLAS A status Exempt Additional Job Information SC Tax Location Code SC FICA Status-Employee Subject Title 1.00000 Weeks Per Year 52 Position Specifie SOC 25:1123 Stot Holiday Schedule USC	Supervisor ID Reports To Incumbent Regular/Temporary Research Grant Employee Classification RCP Research Grant Position Location Code 858 Walterboro Main Building Job Indicator Primary Job



The only change that can be submitted with the Reappointment action is a change to the base salary funding allocation. If the reappointment is associated with a change in funding distribution, take the optional step 3 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.
- 4. Click the **Next** button.

ayron and compensation															
Salary Administration	Plan UNCL							Salary (Grade B00						
Comp Rate	Code SC9						С	ompensation Frequ	uency SC9						
Pay G	Broup P09														
Employee	Type Salaried Emplo	yees 🗸													
Compensation Information															
Current Comp	Rate 82500.00							New Comp	Rate 0.000000]				
Percent Increase or Decr	0.00000														
	rease 0.000000														
	0.000000														
Current Base Pay Funding	0.00000														
Current Base Pay Funding	cent of Distribution 14	Select Funding	Operating Unit	t↓ Department t	Fund Code	1↓ Account 1↓	Class Field	t↓ Business Unit	î↓ Project/Grant î↓	Activity ID	†↓ Cost Share	1↓ Combo Code	t↓	Insert A Row	1 ro Delete A Row
Amount 11 Perc 1 82500.0000000	cent of Distribution 14	Select Funding	Operating Unit SA000	1↓ Department 1↓ 957822	Fund Code F1000	1↓ Account 1↓ 51300	Class Field 301	11 Business Unit	100006960	Activity ID 1	†↓ Cost Share	t↓ Combo Code	†↓ 7921	Insert A Row	1 rc Delete A Row
Amount 11 Perc 1 82500.0000000	cent of Distribution 11 100.000000	Select Funding	Operating Unit SA000	11 Department 12 957822	Fund Code	1↓ Account 1↓ 51300	Class Field 301	tu Business Unit USCSP	12 Project/Grant 12 100006960	Activity ID 1	1↓ Cost Share	ti Combo Code A0000000	†↓ 7921	Insert A Row	1 rd Delete A Row
Current Base Pay Funding Amount 11 Perce 1 82500.000000 Total Per	cent of Distribution 14 100.000000	Select Funding Select Funding	Operating Unit SA000	14 Department 1/2 957822	Fund Code	12 Account 12 51300	Class Field 301	11 Business Unit USCSP	12 Project/Grant 12 100006960	Activity ID 1	1↓ Cost Share	1⊥ Combo Code A0000000	1↓ 7921	Insert A Row	1 n Delete A Row

Effective Date 1 Earnings	s Code ↑↓	Earnings Per Pay Period 輝	Select Non-Base Funding	Combination Code 1	Insert A Row	Delete A Row
1		0.00	Select Non-Base Funding		+	—
State Position Fields						
State Percent 0.0	00000					
Federal Percent 0.0	00000					
Other Percent 0.0	00000					
Search Next Save						

University of South Carolina HCM HR Contact Resources

Job Change eForm: Reappointment



The Action Reason grid will appear blank.	Dob Change : Action - Reason		Highlights Enabled: Yes Current V	Form ID 733302 /alues (I←)→
 Click the Action drop-down menu button and select the Data Change option. Click the Reason Code drop-down 	Action Reason Grid	"Reason Code 14	Insert A Row +	1 row Delete A Row
menu button and select the Reappointment option.	Add	Description 12	File Name 12	1 row Delete Delete
Upon selecting the Reason Code of Reappointment , two changes appear on the eForm: a Benefits section pops up asking if	Action Reason Grid			
the reappointment will result in changes to	*Action 1↓	*Reason Code ↑↓	Insert A Row	1 row Delete A Row
the benefits currently offered to the	1 Data Change 🗸		+	
employee, and the File Attachments section will change to required.	File Attachments Status Action 1 Upload Add	Data Change Department FLSA Change Increase Decrease in Work Hours Increase Decrease in Work Hours Internal Title Change Descriptic Location Modified Duties Pay Bais Change Reduction in Resp. Involuntary Reduction in Resp. Voluntary Supervisor Change	File Name 11	1 row Delete Delete
	Action Reason Grid			
	*Action 1↓	*Reason Code ↑↓	Insert A Row	1 row Delete A Row
	1 Data Change 🗸	Reappointment	+	Ξ
	Benefits Is the grant or project funding changing with this reappointment that will Response No File Attachments	affect the benefits currently offered to the employee, e.g., no longer funding state I	health insurance?	
	Attachment Required	Action Description 14	File Name ↑↓	1 row Delete
	1	Upload Reappointment Letter		Delete
	Add			



- Optional if the reappointment will change the benefits offerings to the employee click the Yes/No toggle button to Yes. Changing the Response field to Yes will open the four eligibility fields shown here. Update the eligibility as applicable.
- 8. Click the **Upload** button and follow the on-screen prompts to attach the Reappointment Letter from your device. To submit a reappointment, the current reappointment letter must be provided.
- 9. Click the **Submit** button.

Response	Yes		
Retirement Eligibility	Yes	~	
Insurance Eligibility	Vec		
Annual Leave Eligibility	No	~	
Position Sick Leave Eligibilit	Yes	~	

File Attachments				
Attachment Required	Action	Description 1↓	File Name ↑↓	1 rov Delete
1	Upload	Reappointment Letter		Delete
Add				
> Comments				
Previous Save Submit				



- The eForm has been 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. 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**.
- 12. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Reappointment** action!

University of South Carolina HCM HR Contact Resources Job Change eForm: Reappointment

F						
Viktor Krum U00000213 Record: 0 View Job Data						
Job Change : Results						Form ID 733302
You have successfully submitted your eForm.						
The eForm has been routed to the next approval step.						
numple approvers.						
View Approval Route						
ansaction / Signature Log Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	1 row
07/08/2024 9:27:08AM	Initiated	FULLER26	Jalen Fuller	Submit		
Refresh Log						
ncel	View Approval I	Poute	Dr	nne		
	View Approvari	Noute				
eview/Edit Approvers						
isic Stage						
G3FORM ID=733304						
			Pending			
Basic Path			Pending			
Basic Path	Not Routed		Pending			
Basic Path Basic Path Image: Second Secon	Not Routed		Pending			
Basic Path Pending Multiple Approvers Dept_Approver_1 >	Multiple Approvers Dept_Approver_2	>	Pending			
Basic Path Pending Multiple Approvers Dept_Approver_1	Not Routed Multiple Approvers Dept_Approver_2	>	Pending			
Basic Path Pending Multiple Approvers Dept_Approver_1 >	Not Routed Multiple Approvers Dept_Approver_2	>	Pending			
Basic Path Pending Multiple Approvers Dept_Approver_1 > Not Routed	Not Routed Multiple Approvers Dept_Approver_2 Not Routed	> >	Pending			
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Basic Path Pending Multiple Approvers Dept_Approver_1 Not Routed Multiple Approvers Grant Approver	Not Routed Multiple Approvers Dept_Approver_2 Not Routed Multiple Approvers HR Operations	> •	Pending			
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Basic Path Pending Multiple Approvers Dept_Approver_1 Not Routed Multiple Approvers Grant Approver Sea Not Routed Multiple Approvers Payroll Acct	Not Routed Multiple Approvers Dept_Approver_2 Not Routed Multiple Approvers HR Operations	> • >	Pending			