

## How to initiate a retention increase for faculty in HCM:

This job aid outlines how to request a retention increase for an FTE faculty employee.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

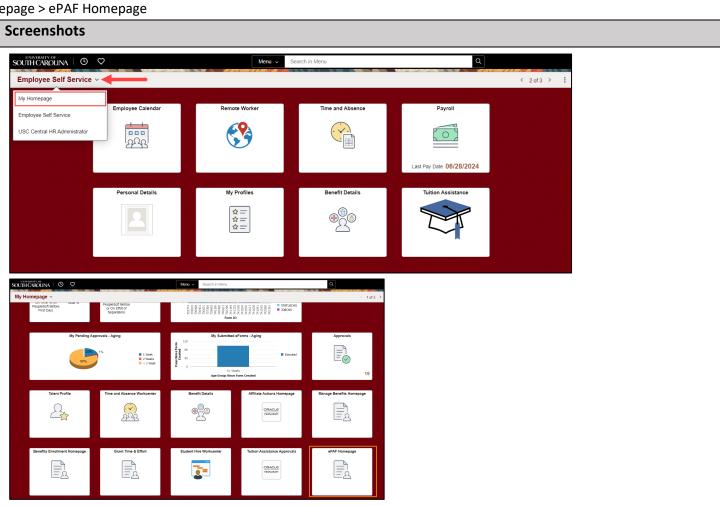
## Information

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

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

**Requesting a Retention for faculty**: In order to request a retention increase for one of your FTE 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.





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.

$\Leftrightarrow$ $\bigcirc$ $\bigcirc$	Q. Search in Menu
EPAF	
Search for Person Harry Potter Just Search In Clear Add a New Person Add a New Person	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 hows you existing forms. Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits. Need help? <u>Click here</u>
Getting Started	
Opdate an ePAF eForm	
5 View an ePAF eForm	
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 initiated directly on the Job Change eForm.

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

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EPAF		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		Job Change		
Add a New Person	Current Employee	Additional Pay	U0000111	Business Unit SCCOL USC Columbia
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Act on Personnel Action Form		Additional Assignment	ient 150111 ACCOUNTING	Empl Class TFC Temporary Faculty
Getting Started	Harry Potter ⊙	Faculty Summer Hire	ode VSUM Summer	
Evaluate an EPAF eForm				



<ul> <li>Completing the Job Change eForm:</li> <li>1. In the Job Change eForm, first provide an Effective Date for the Retention increase.</li> <li>a. Retentions must be effective at the start of a pay period, either the 1<sup>st</sup> or the 16<sup>th</sup> of the month.</li> </ul>	Harry Potter U00000111 Record: 0 View Job Data Transaction Information "Effective Date Employee Group F Other Active Jobs		Highlights Enabled: Yes	Form ID 745828 Current Values (I←) →1
Since FTE faculty do not have position		Empl Record 1 Department 1	Description ↑↓	1 row Standard Hours ↑↓
descriptions, all the position related fields	1	2 150111	Accounting	Standard Hours 11 37.50
on the Job Change eForm are unlocked for edit. However, Retention increase submissions should not be accompanied by any other change requests. 2. Scroll to the Compensation Information section.	Job Position Information Position Number O "Job Code USC Title Code Standard Hours "Department	0002437 Associate Professor JG75 Q Associate Professor Q 37.50	Reports To Position 00081711	Q Associate Dean Q



- 3. Enter the New Comp Rate for the Retention 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.

Payroll and Compensation		
Salary Administration Plan	UNCL	Salary Grade B00
Comp Rate Code	SC9 Q Compensation	on Frequency SC9
Pay Group	P09	
Employee Type	Salaried Employees	
Compensation Information		
Current Comp Rate	249365.00 Ne	w Comp Rate 260000.000000
Percent Increase or Decrease	4.264833	
Annualized Salary	346666.666666	
Is this pay for performance?	No	



- 5. 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.
- 6. Click the **Next** button.
- 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 Retention option.

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- 8. Upon selecting the **Reason Code** of **Retention**, the File Attachments section will change to required. To submit a retention request, a bona fide offer letter from an external company must be provided. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
- 9. Click the **Submit** button.

## Note:

An individual who has an offer from another department or campus within USC is not considered a Retention as that is within the same state agency. Retention can only be granted if the individual has an offer from an external company or another state agency.

University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Faculty

Action Reason Grid			1 row
*Action ↑↓	*Reason Code ↑↓	Insert A Row	Delete A Row
1 Pay Rate Change	Retention	+	
ile Attachments			1 row
Attachment Required	Action Description 🛝	File Name ↑↓	Delete
1 🌗	Upload Offer Letter for Retention		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.
- 11. 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 **Retention** request for FTE faculty!

Job Change : Results					Form ID 7333
You have successfully submitted your eForm.					
The eForm has been routed to the next approval step.					
multiple approvers.					
View Approval Route Transaction / Signature Log					1
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