

How to initiate FTE faculty position change in HCM:

This job aid outlines how to initiate a position change 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.

Position Changes for FTE faculty employees refer to any position related changes:

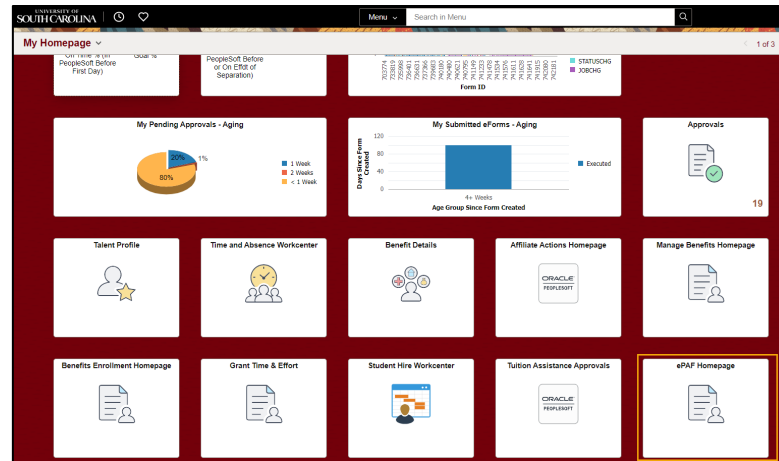
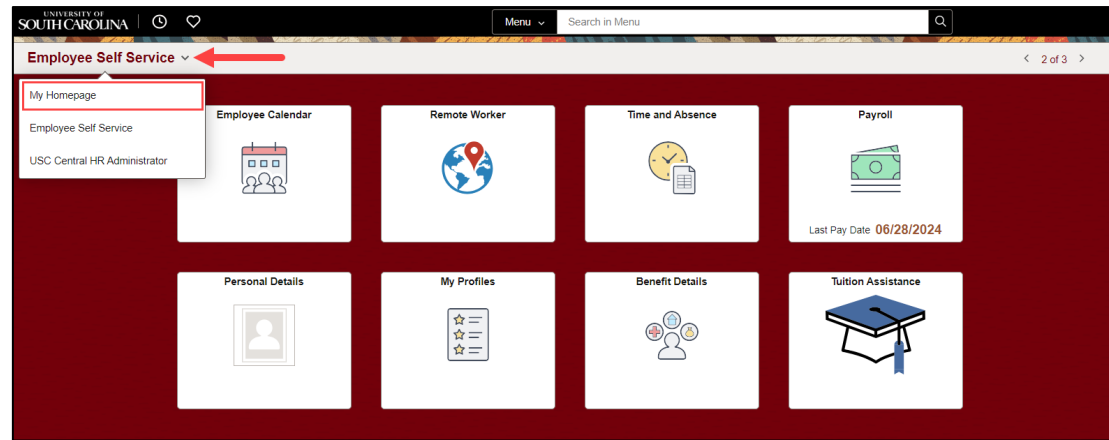
- **Supervisor Change**
- **Internal Title Change**
- **Location Change**
- **Department Change**

Requesting an FTE faculty position change:

In order to request a position change 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.

Screenshots

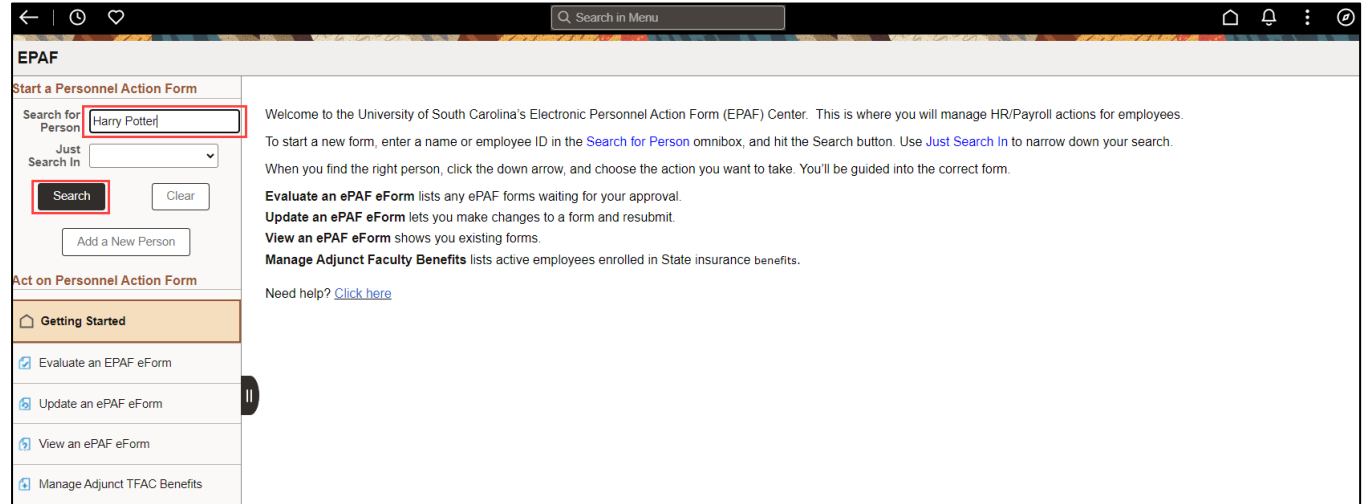


University of South Carolina HCM HR Contact Resources Job Change eForm: FTE Faculty Position Change

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.



EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits

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.

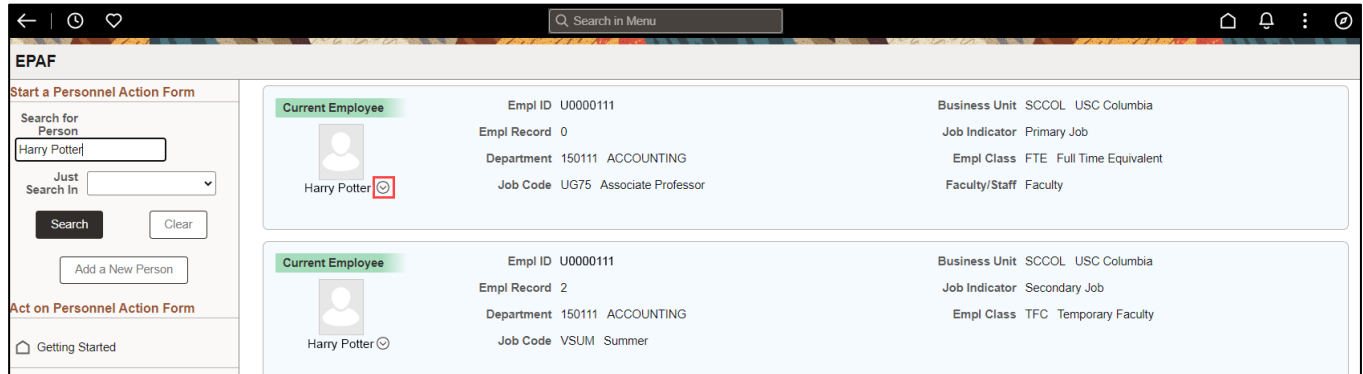
Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.

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? [Click here](#)



EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

- Getting Started

Current Employee	Empl ID	Business Unit
Harry Potter	U0000111	SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
	Department 150111 ACCOUNTING	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
Current Employee	Empl ID	Business Unit
Harry Potter	U0000111	SCCOL USC Columbia
	Empl Record 2	Job Indicator Secondary Job
	Department 150111 ACCOUNTING	Empl Class TFC Temporary Faculty
	Job Code VSUM Summer	

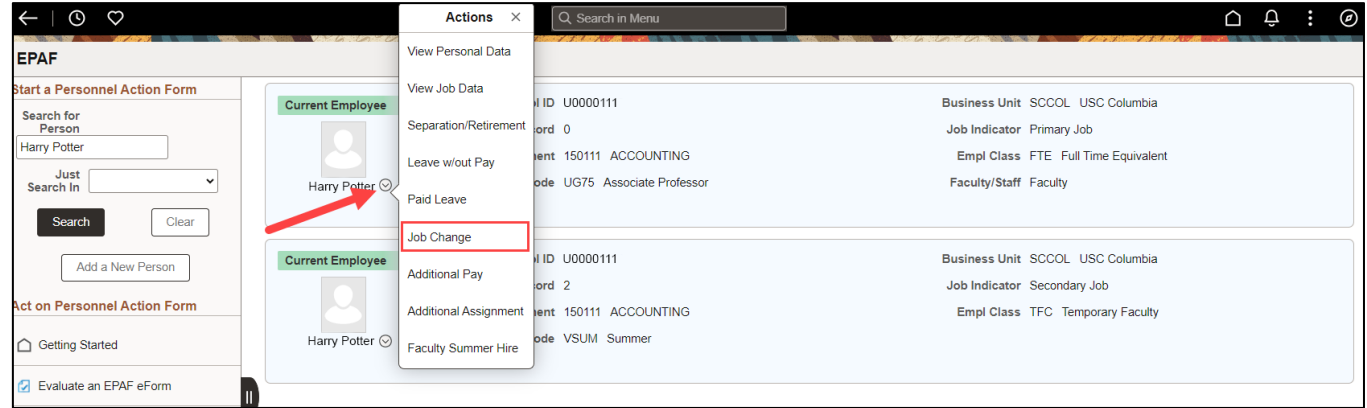
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The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Job Change eForm** is used to make permanent changes to position and/or base salary. FTE Faculty, Temp Faculty, and 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.



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Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the position change.
 - a. Position changes should be effective on the actual date the change is set to occur. Since these do not impact compensation, they are not required to occur on payroll effective dates.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. In this scenario we are changing the supervisor and the business title.

2. Click in the **Reports to Position** field and update as applicable.
3. Click in the **Business Title** field and enter the new title.

Harry Potter
U00000111
Record: 0
[View Job Data](#)

Form ID 745852

Job Change : Job Change Highlights Enabled: Yes Current Values ← →

Transaction Information

*Effective Date 07/31/2024 📅

Employee Group FTF FTE Faculty

Other Active Jobs

1 row	Empl Record	Department	Description	Standard Hours
1	2	150111	ACCOUNTING	37.50

Job Position Information

Position Number 00002437 Associate Professor

*Job Code Associate Professor

USC Title Code

Standard Hours

*Department DMSB Accounting

*Full/Part Time

*Business Unit USC Columbia

Company USC

Business Title Assoc Prof/Graduate Dir

FLSA Status

Reports To Position 00001648 🔍 Associate Dean

Supervisor ID

Reports To Incumbent [Name]

Regular/Temporary

Employee Classification FTE Full Time Equivalent

*Location Code 🔍 Darla Moore School Of Business

Job Indicator Primary Job

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No salary changes are associated with position changes, except in the case of a change in full time/part time status and/or hours per week.

4. Scroll to the bottom of the page and click the **Next** button.

Payroll and Compensation

Salary Administration Plan UNCL Salary Grade B00
 Comp Rate Code SC9 Compensation Frequency SC9
 Pay Group P09
 Employee Type Salaried Employees

Current Base Pay Funding 1 row

	Amount %	Percent of Distribution %	Select Funding	Operating Unit %	Department %	Fund Code %	Account %	Class Field %	Business Unit %	Project/Grant %	Activity ID %	Cost Share %	Combo Code %	Insert A Row	Delete A Row
1	249365.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Percent 100.00

Additional Pay 1 row

	Effective Date %	Earnings Code %	Earnings Per Pay Period %	Select Non-Base Funding	Combination Code %	Insert A Row	Delete A Row
1			0.00	Select Non-Base Funding		+	-

State Position Fields

State Percent 1.000000
 Federal Percent 0.000000
 Other Percent 0.000000

Search Next Save

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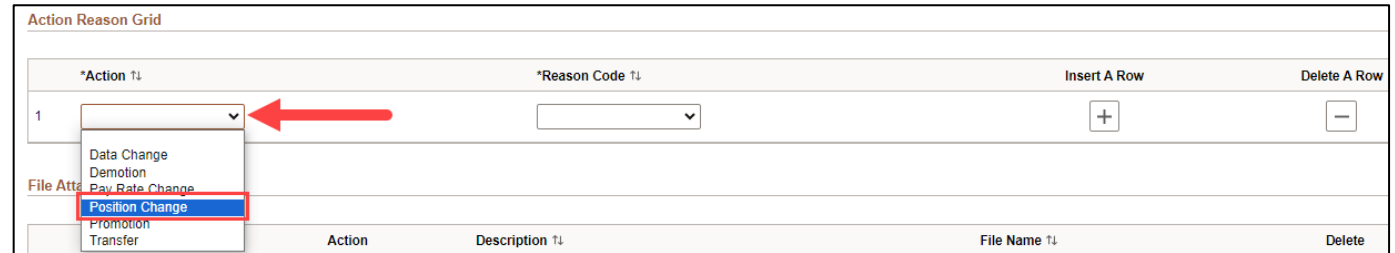
The Action Reason grid will appear blank. A Row should be inserted for all position changes made. In this scenario we made two changes.

5. Click the **Action** drop-down menu button and select the **Position Change** option.
6. Click the **Reason Code** drop-down menu button and select the appropriate option.
7. **Optional** – If you made more than one change, click the + plus button to add another Action Reason row.
8. **Optional** – Follow steps 6 and 7 to indicate the other change(s) made.

No attachments are required for these position changes. If you have documentation to provide, click the **Upload** button and follow the on-screen prompts to attach the document from your device.

9. Click the **Submit** button.

Note: All changes to position data will use the 'Position Change' action. The 'Data Change' action is only used for FTE reappointments.

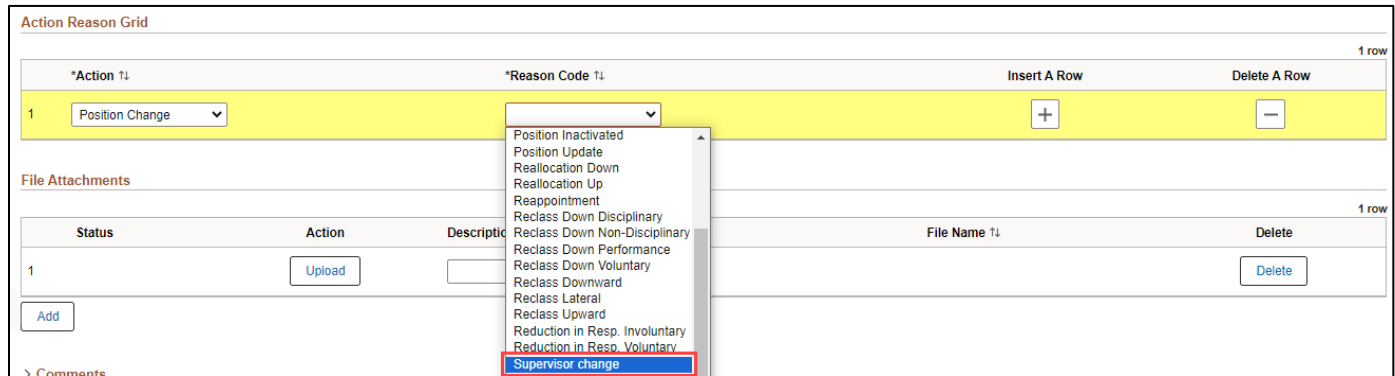


Action Reason Grid

*Action	*Reason Code	Insert A Row	Delete A Row
1		+	-

File Attachments

Status	Action	Description	File Name	Delete
	Upload			Delete

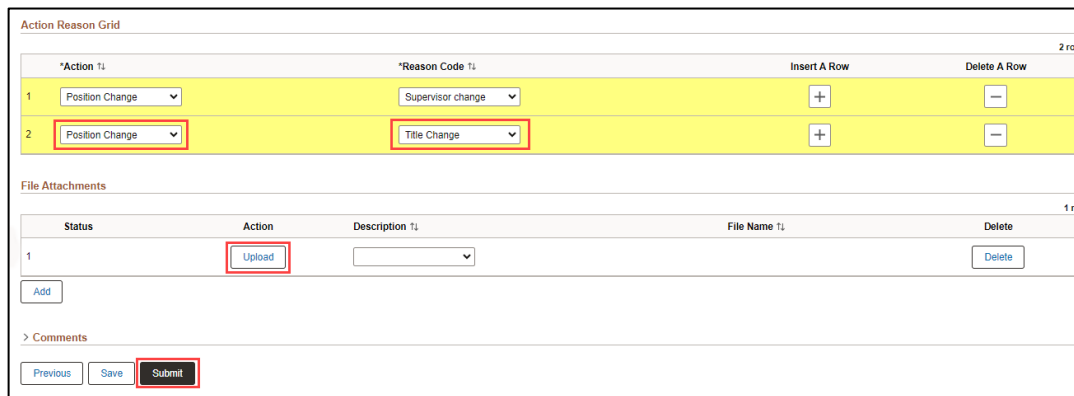


Action Reason Grid

*Action	*Reason Code	Insert A Row	Delete A Row
1	Position Change	+	-

File Attachments

Status	Action	Description	File Name	Delete
1	Upload			Delete



Action Reason Grid

*Action	*Reason Code	Insert A Row	Delete A Row
1	Position Change	+	-
2	Title Change	+	-

File Attachments

Status	Action	Description	File Name	Delete
1	Upload			Delete

Previous Save **Submit**

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10. The eForm has 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 **Position Change** request for a faculty employee!

Form ID 733321

+ Job Change : Results

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 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](#)

View Approval Route

[Cancel](#) [Done](#)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=745827 Pending

Basic Path

Pending

Multiple Approvers
Dept_Approver_1

▶

Not Routed

Multiple Approvers
Dept_Approver_2

▶

Not Routed

Multiple Approvers
HR Operations

▶

Not Routed

Multiple Approvers
Payroll Acct

▶