| **How to initiate a summer ECOM/Research hire action in HCM:** |
|---|
| This job aid outlines how to initiate a summer ECOM/Research hire action. |
| **Navigation:** Employee Self Service > My Homepage > ePAF Homepage |

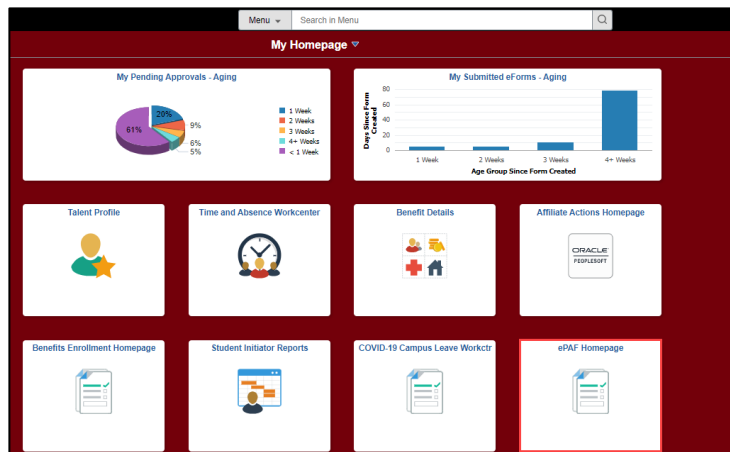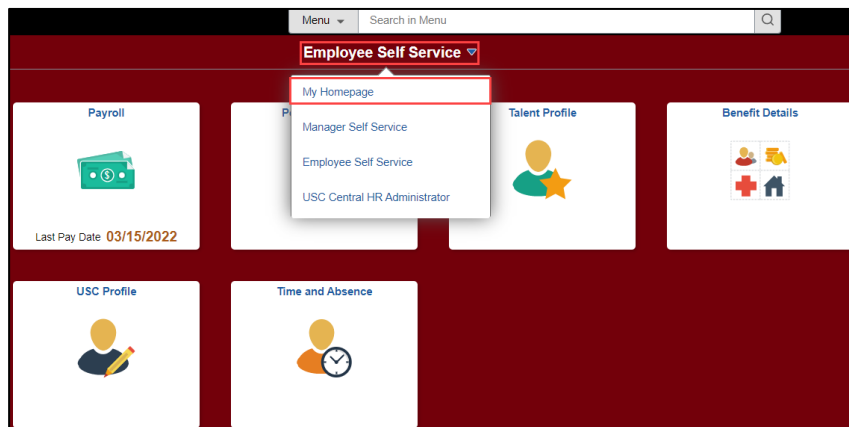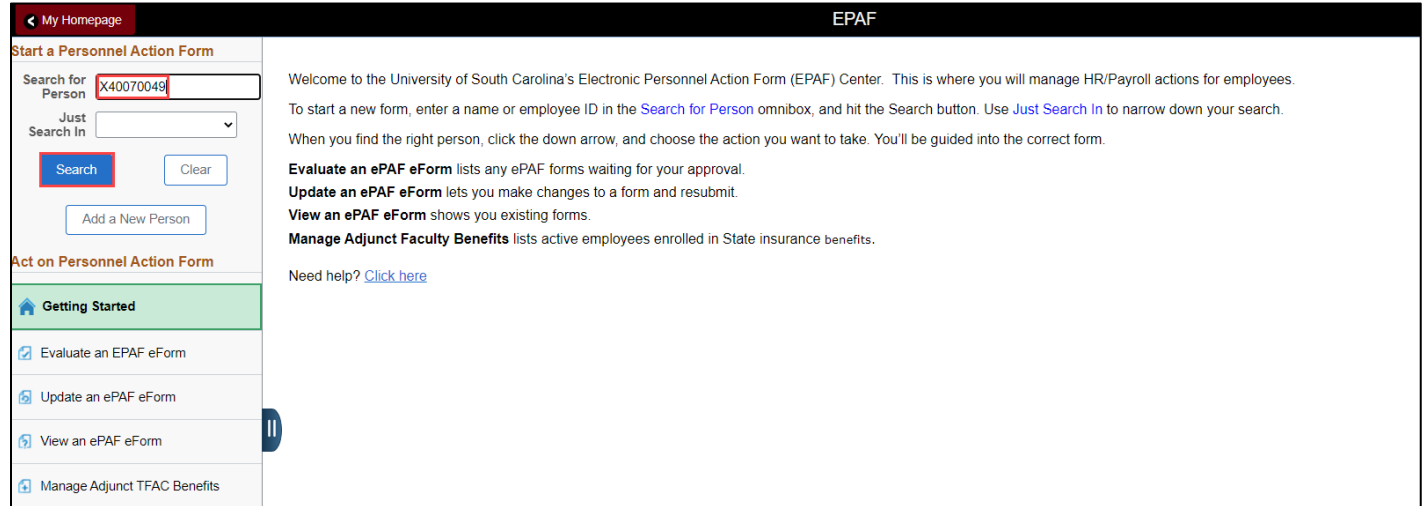| **Information** | **Screenshots** |
|---|---|
| **Those with HR Initiator access can take this action for all FTE Faculty across the university system.** <br><br> **Initiating a Summer Hire eForm for summer ECOM/Research**: To initiate a summer hire for one of your employees, take the following steps: <br> 1. Click the **Employee Self-Service** drop-down menu button. <br> 2. Click the **My Homepage** option in the drop-down. <br> 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.

**EPAF**

**Start a Personnel Action Form**

Search for Person: X40070049

Just Search In: [ ]

[Search] [Clear]

[Add a New Person]

**Act on Personnel Action Form**

- 🏠 Getting Started
- ☑ Evaluate an EPAF eForm
- ◉ Update an EPAF eForm
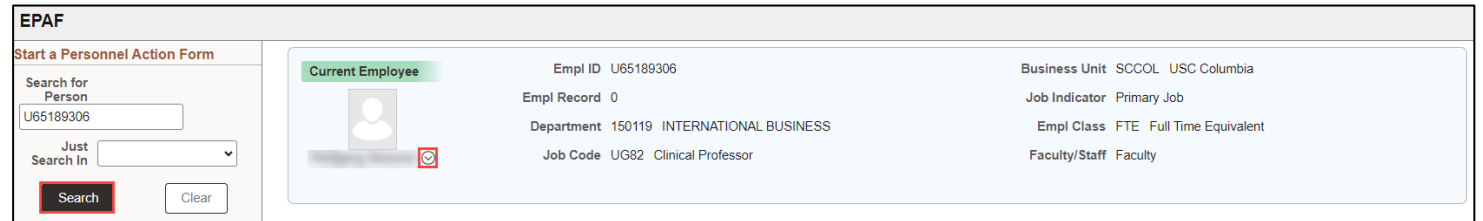- ↪ View an EPAF eForm
- ⬆ Manage Adjunct TFAC Benefits

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**

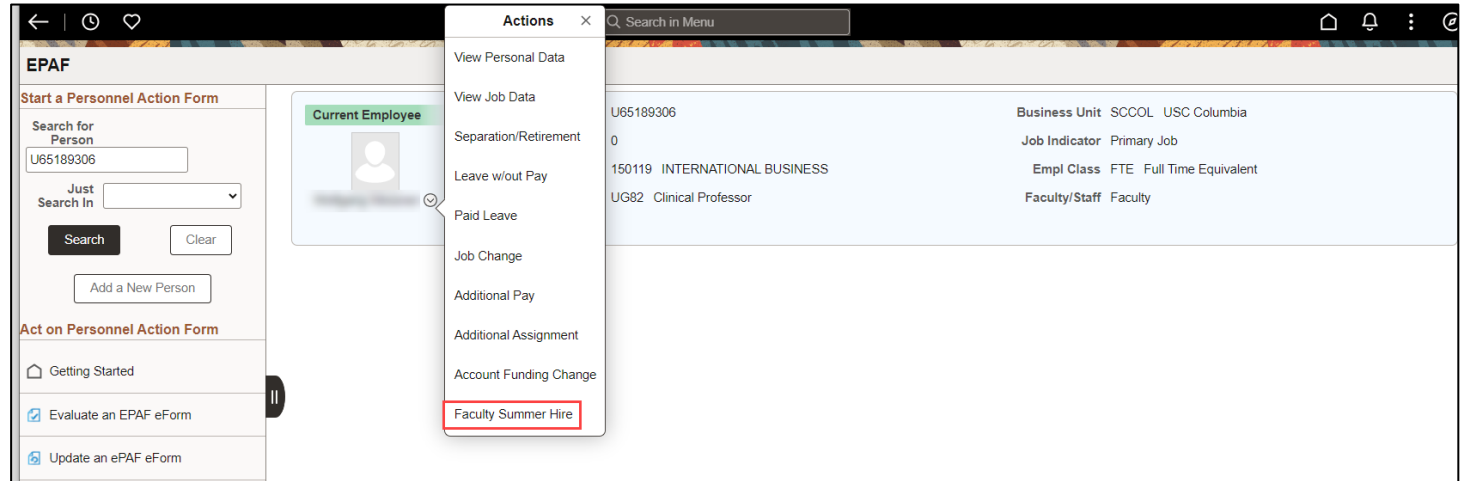Search for Person: U65189306

Just Search In: [ ]

[Search] [Clear]

Current Employee

| | |
|---|---|
| Empl ID | U65189306 |
| Empl Record | 0 |
| Department | 150119 INTERNATIONAL BUSINESS |
| Job Code | UG82 Clinical Professor |
| Business Unit | SCCOL USC Columbia |
| Job Indicator | Primary Job |
| Empl Class | FTE Full Time Equivalent |
| Faculty/Staff | Faculty |

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

The **Faculty Summer Hire eForm** is used to hire FTE faculty into summer appointments for either Instruction or ECOM/Research. Note this option will only appear in the **Related Actions Menu** for FTE faculty.

From the Related Actions Menu, click the **Faculty Summer Hire** option.

**Completing the Faculty Summer Hire eForm:**

1. The **Action** of **Additional Job** pre-populates and is the only option.

2. Click the **Reason Code** drop-down menu button and select **Summer Research**.

3. Enter the **Effective D**ate and **Expected Job End Date** associated with this ECOM/Research hire.

   a. Under no circumstances will summer hires for ECOM/Research begin before 5/16/xxxx nor extend beyond 8/15/xxxx.

4. Enter the applicable data points for the below Job Info fields. You can type in the fields directly or use the **Lookup** button to search for the information.
   a. Business Unit (Campus)
   b. Location Code
   c. Supervisor ID
   d. Full/Part Time indicator (defaults to part-time. Anything less than 37.5 hours per week is part-time)
   e. Department number

There are several view-only fields in this section.

- **Last Hire Date/Basis Start Date** is the date that employee started their FTE position.
- **Pay Group** is based on the employee's FTE pay group. For example: If the FTE is paid current in the FTE the summer hires will also be current.
- **Base Salary** is the employee's base salary as of the prior spring semester. _This is the salary for calculation of the summer earnings cap._
- **EMPL Record Selected** lets you know which record the summer hire will appear as once fully executed in the system. The Summer Hire eForm will reuse old/inactive EMPL Records.
- **Pay Basis** is the employee's FTE basis.

**Job Info**

| Field | Value | | Field | Value |
|---|---|---|---|---|
| *Business Unit | SCUPS | SCUPS | *Department | 981065 — UPS Div of Math and Computer Sci. |
| *Location Code | 974 | Library Class | Job Code | VSUM |
| *Supervisor ID | A00247995 | Dillon Buff | | |
| *Full/Part Time | Full-Time | | | |
| Last Hire Date/Basis Start Date | 01/01/2013 | | Pay Basis | SC9 |
| Pay Group | SRC | SUMMER RESEARCH CURRENT | | |
| Base salary | 94358.00 | | | |
| Employee Record Selected | 1 | | | |

5. Enter the **ECOM Hours/Day** that the employee will be performing work associated with this hire.

6. Enter the **Salary** the employee should receive for performing this ECOM/Research.

There are several view-only fields in this section:

- **Daily Rate** is an automatic calculation of the employee's daily maximum compensation.
- **Hourly rate** is an automatic calculation of the employee's hourly rate for the max daily compensation.
- **Compensation Limit** shows the employee's compensation earnings limit for the summer. This field displays 3 digits after the decimal but the eForm will automatically drop any digits after the 2nd decimal place in the Salary field.
- **ECOM # of Days** shows the number of workdays between the effective and end-dates on this eForm.
- **Standard Hours** are the hours per week based on the **Full/Part Time** and **ECOM Hours/Day** fields. If the employee works 7.5 hours/day the system will round this to 38. *IF this field appears as 38-40 be sure that the Full/Part Time field says **Full Time**.*

**Extra Compensation/Research**

- For faculty with a 10.5-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.

- For faculty with an 11-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.

| | |
|---|---|
| *ECOM Hours/Day | 7.50 |
| *Salary | 31940.180000 |
| Daily Rate | 483.887000 |
| Hourly Rate | 60.485875 |
| Compensation Limit | 31940.183000 |
| ECOM # of Days | 66.00 |
| Standard Hours | 38.00 |

There are two view-only sections:

- The **Summer Compensation** section shows all approved summer hires and summer Hire eForms in flight for this employee.
- **Summer Total Compensation** is the total salary amount for this hire and all other summer hires.

7. Click the **Select Funding** button to add the applicable funding source for this summer hire.

   a. Note the **Account** code for Summer ECOM/Research is **51300** (the same as unclassified appointments).

8. Enter the **Budget Amount** or **Percent of Distribution**. Click the Plus **+** button to add additional rows of funding if applicable.

**Summer Compensation**

1 row

| | Effective Date | Expected Job End Date | Empl Record | Year | Compensation Rate | Comp Rate Code | Summer Session Code | Course Number | Form ID | Form Status/Empl Status |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | 0 | | 0.000000 | | | | | |

**Total Compensation**

Summer Total Compensation  31940.18

**Account Funding**

1 row

| | Budget Amount | Percent of Distribution | Select Funding | Operating Unit | Department | Fund Code | Account | Class Field | Business Unit | Project/Grant | Activity ID | Cost Share | Combination Code | Insert A Row | Delete A Row |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0.000000 | 0.000000 | Select Funding | | | | | | | | | | | + | − |

PercentTotal  0.000000

**Account Funding**

1 row

| | Budget Amount | Percent of Distribution | Select Funding | Operating Unit | Department | Fund Code | Account | Class Field | Business Unit | Project/Grant | Activity ID | Cost Share | Combination Code | Insert A Row | Delete A Row |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 31940.180000 | 100.000000 | Select Funding | UP000 | 981065 | A0001 | 51300 | 101 | | | | | A00000008046 | + | − |

PercentTotal  100.000000

9. **Offer letters** are required for all summer hires. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
   a. Offer letters must match all data on the Summer Hire eForm.
   b. Summer hire actions submitted without an offer letter or with mismatch information will be recycled to the initiator which may delay payment to the employee.

10. Review your work on the eForm, once you've confirmed the data click the **Submit** button.

**File Attachments**

| | Attachment Required | Action | Description | File Name | Delete |
|---|---|---|---|---|---|
| 1 | ❗ | Upload | Offer Letter | | Delete |

Add

**File Attachments**

| | Attachment Uploaded | Action | Description | File Name | Delete |
|---|---|---|---|---|---|
| 1 | ✅ | View | Offer Letter | hr27.pdf | Replace |

Add

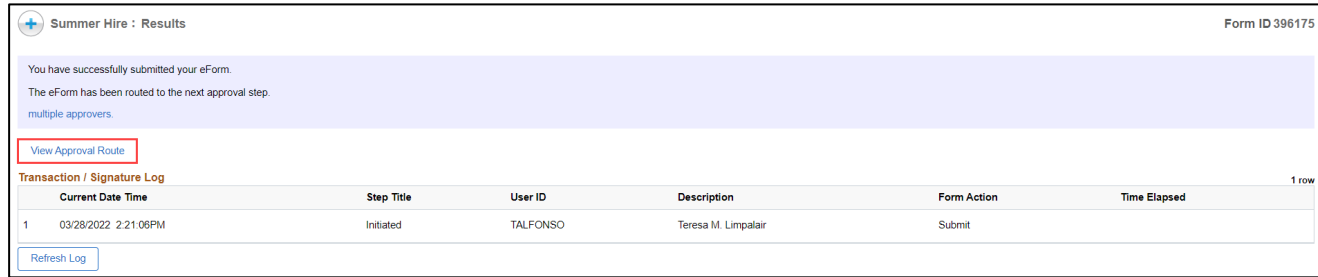▸ Comments

Search | Save | Submit

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

12. The Approval Route shows the workflow steps for the specific action you submitted. Summer Hire eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
    a. If a portion of the summer hire is paid using grant or sponsored project funds, the eForm will route to Grant Approver prior to HR Operations.

13. Upon review of the workflow, click the **Done** button.

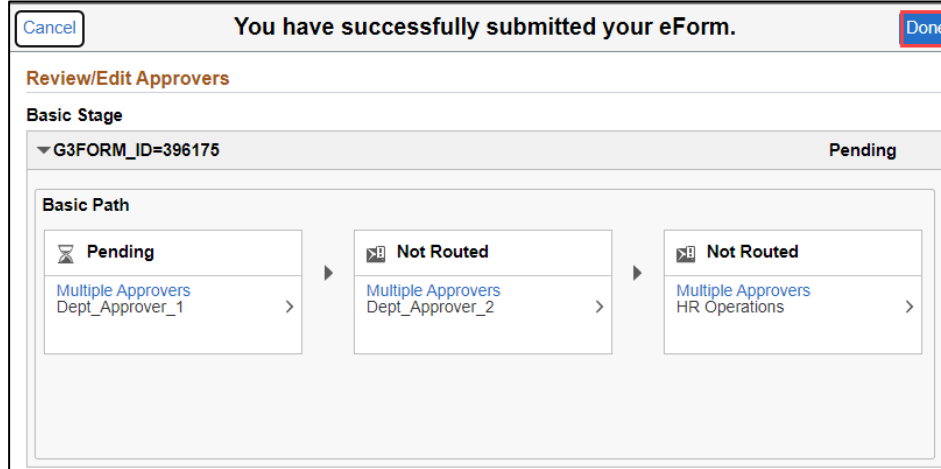You have successfully initiated a **Summer Hire eForm** for summer ECOM/Research!