

How to initiate a summer job change eForm for a compensation change in HCM:

This job aid outlines how to initiate a summer job change eForm for a compensation change.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

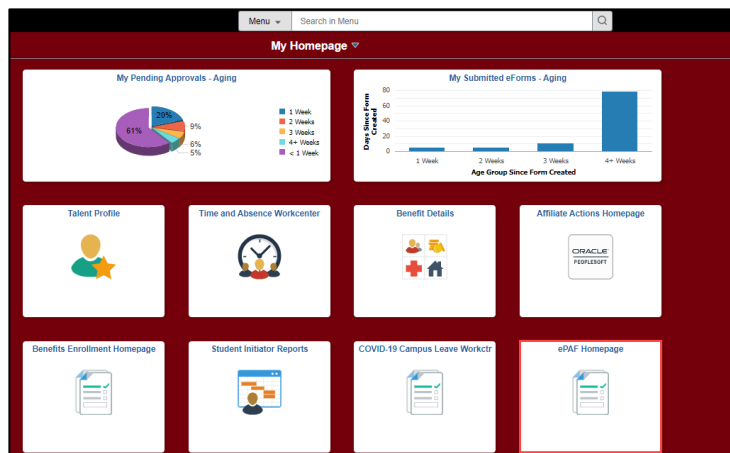
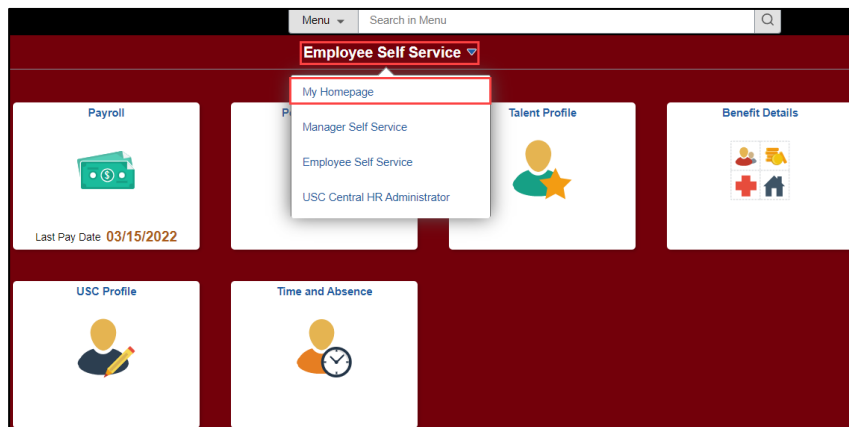
Information

Those with HR Initiator access can take this action for all FTE Faculty across the university system.

Initiating a Summer Job Change eForm to change compensation: To initiate a summer job change for one of your 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



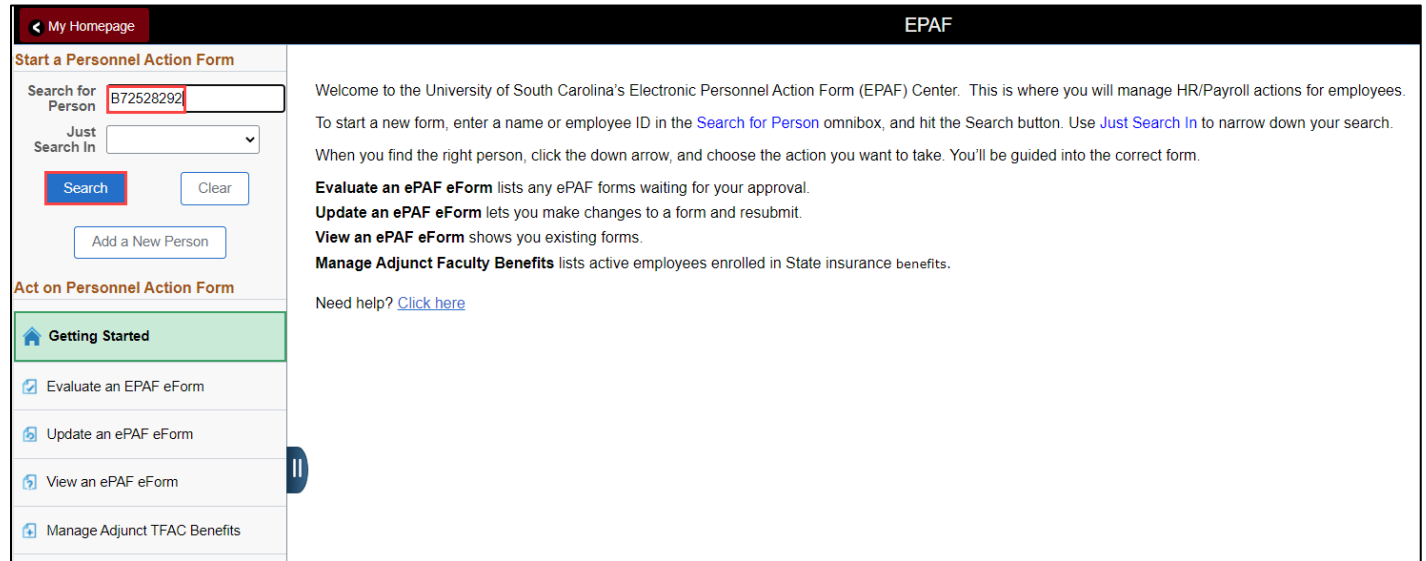
Summer Compensation FTE Faculty: Summer Job Change (Compensation Change)



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.

Currently active summer hires will appear with the Job Code of **VSUM Summer**.

On the appropriate active Summer EMPL Record, click the **Related Actions Menu** button.



Current Employee	Empl ID B72528292	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
	Department 150111 ACCOUNTING	Empl Class FTE Full Time Equivalent
	Job Code UG76 Professor	Faculty/Staff Faculty
Current Employee	Empl ID B72528292	Business Unit SCCOL USC Columbia
	Empl Record 2	Job Indicator Secondary Job
	Department 115000 ARNOLD SCHOOL OF PUBLIC HEALTH	Empl Class TFC Temporary Faculty
	Job Code VSUM Summer	

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

The **Summer Job Change eForm** is used to make changes to currently active FTE faculty summer appointments. Note this option will only appear in the **Related Actions Menu** for FTE Faculty EMPL records with **VSUM Summer** as the Job Code.

From the Related Actions Menu, click the **Summer Job Change** option.



Employee	Actions	Empl ID	Business Unit
Current Employee	<ul style="list-style-type: none"> View Personal Data View Job Data Separation/Retirement Leave w/out Pay Account Funding Change Summer Job Change 	B72528292	SCCOL USC Columbia
Current Employee	<ul style="list-style-type: none"> View Personal Data View Job Data Separation/Retirement Leave w/out Pay Account Funding Change Summer Job Change 	B72528292	SCCOL USC Columbia

Employee 1 Details:
 I Record: 0
 Department: 150111 ACCOUNTING
 Job Code: UG76 Professor
 Job Indicator: Primary Job
 Empl Class: FTE Full Time Equivalent
 Faculty/Staff: Faculty

Employee 2 Details:
 I Record: 2
 Department: 115000 ARNOLD SCHOOL OF PUBLIC HEALTH
 Job Code: VSUM Summer
 Job Indicator: Secondary Job
 Empl Class: TFC Temporary Faculty

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Completing the Summer Job Change eForm:

1. Enter the **Effective Date** of the compensation change.
 - a. Compensation changes must occur on the 1st or 16th of the month.

2. Click the **Reason Code** drop-down menu button and select **Compensation Data**.

Summer Job Change Reasons listed below. eForms can only have one **Reason** selected.

- **Compensation Data** – the salary needs to increase or decrease.
- **Correction End Date** – the job end-date has changed and needs to extend or end earlier than initially submitted.
- **Supervisor Change** – the supervisor of record needs to be changed.

Form ID 396182

Summer Job Change : Job Change Highlights Enabled: Yes Current Values

Personal Data

Empl ID B72528292 Empl Record 2
 Employee Name
 Primary Comp Rate Code SC9
 Primary Job Daily Rate 1156.974000

Effective Dates

*Effective Date Last Hire Date 5/16/2022
 *Expected Job End Date Original Expected End Date 7/22/2022
 Action DTA Data Change
 *Reason
 Year

Job Data Changes

Business Unit SCCOL USC Columbia Department 115000 ARNOLD SCHOOL OF PUBLIC HEALTH
 Location Code 008B Harper-Elliott College Acad Are *Supervisor ID Joseph Staton
 *Compensation Rate
 Comp Rate Code SUMINS Summer Instruction Contract Pay Group SIC SUMMER INSTRUCTION CURRENT
 Base salary 225610.00

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3. Enter the new **Compensation Rate** for this summer job.
 - a. The new rate cannot exceed the **Compensation Limit** listed on the eForm.
 - b. The new rate also cannot exceed the **Compensation Limit** listed on the eForm when combined with other summer jobs.

Changes in compensation (increase or decrease) must be accompanied by a justification either in the comments section or as an attachment detailing the change. Compensation changes submitted without justification will be recycled back to the initiator which may delay compensation.

4. Click the **Comments** box to write a justification or click the **Upload** button to include an attachment.

Job Data Changes

Business Unit: SCCOL USC Columbia
 Location Code: 008B Harper-Elliott College Acad Are
 Department: 115000 ARNOLD SCHOOL OF PUBLIC HEALTH
 *Supervisor ID: P03925930 Joseph Staton
 *Compensation Rate: 42050.000000
 Comp Rate Code: SUMINS Summer Instruction Contract
 Base salary: 225610.00
 Pay Group: SIC SUMMER INSTRUCTION CURRENT

Summer Instruction

Summer Session Code: Z1
 Course #: 5b
 Standard Hours: 10.00
 Credit Hours: 3.00
 Compensation Limit (33% of Base Salary): 76368.985000

Other Summer Jobs and Compensation

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

Total Compensation

Summer Total Compensation: 42050.00

File Attachments

Status	Action	Description
1	Upload	

Add

Comments

** Ryan Boggs
 ** Sun, Jul 31 22, 10:10:09 AM
 Additional students added to PSYC.502.01V

Summer Compensation FTE Faculty: Summer Job Change (Compensation Change)

5. Review your work on the eForm, once you've confirmed the data click the **Submit** button.
6. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
7. The Approval Route shows the workflow steps for the specific action you submitted. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
8. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Job Change eForm** to change compensation!

Other Summer Jobs and Compensation

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

Total Compensation

Summer Total Compensation **42050.00**

Comments

Search Save **Submit**

Summer Job Change : Results Form ID 396183

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 03/29/2022 1:47:33PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

Refresh Log

You have successfully submitted your eForm. **Done**

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=396183 Pending

Basic Path

```

graph LR
    A["Pending  
Multiple Approvers  
Dept_Approver_1"] --> B["Not Routed  
Multiple Approvers  
Dept_Approver_2"]
    B --> C["Not Routed  
Multiple Approvers  
HR Operations"]
  
```