How to initiate an additional assignment eForm for a non-exempt employee in HCM:
This job aid outlines how to initiate an additional assignment eForm (internal dual assignment) for an non-exempt employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

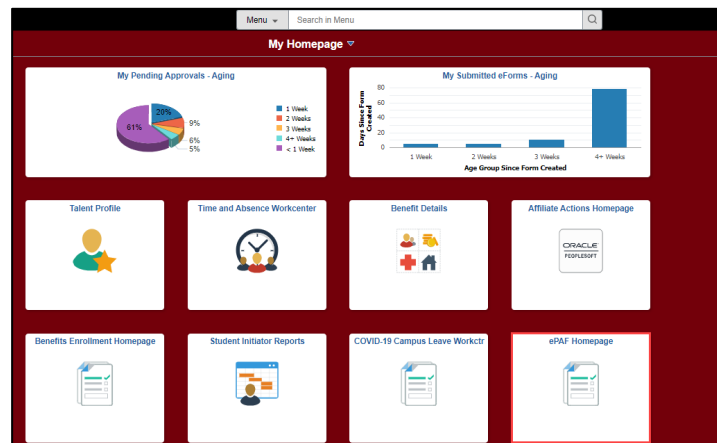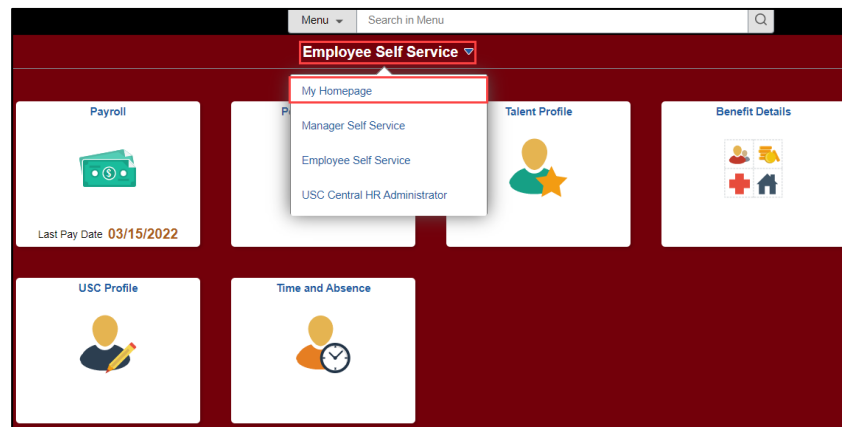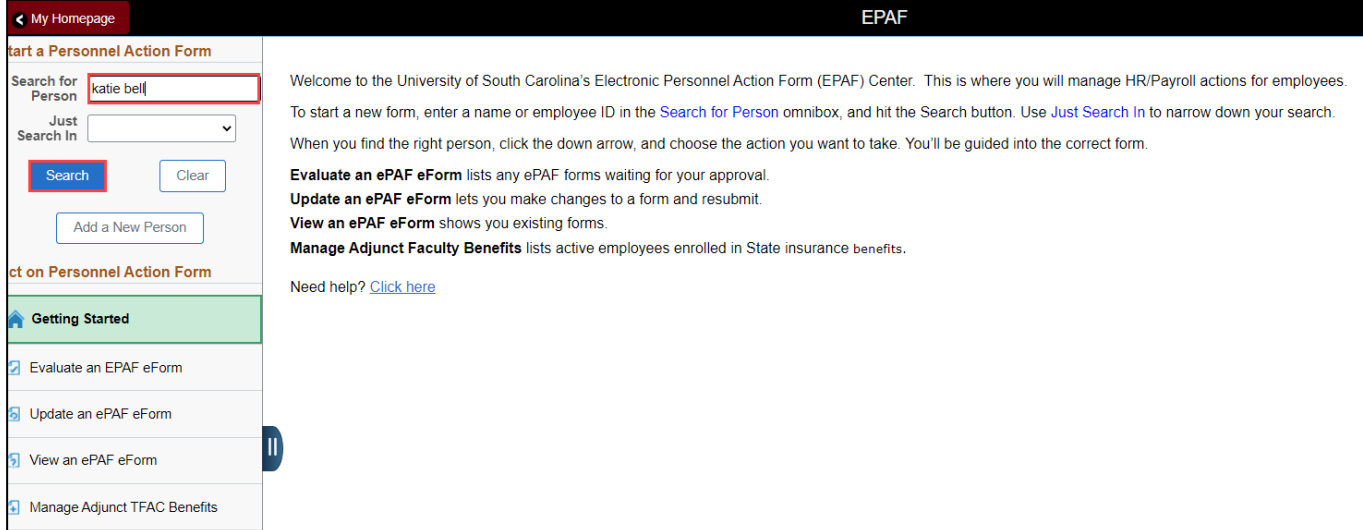| Information	Screenshots
Those with HR Initiator access can take this action for ALL FTEs across the university system. **Only FTE employees are eligible for additional assignment eForms (internal dual). RGP/TL employees are eligible to be hired in a temporary capacity for 'Additional Compensation' which is initiated in PeopleAdmin.** **The security on this eForm allows all with HR Initiator the ability to initiate, but once the action is submitted it is not visible in View an ePAF for any employee outside your regular security scope.** **Initiating an additional assignment for a non-exempt employee:** In order to initiate an additional assignment for an FTE employee, 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.

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 **Additional Assignment eForm** has only one use – creating an internal dual assignment for an FTE employee. This eForm only appears as an option in the Related Actions Menu for FTE employees.

From the Related Actions Menu, select the **Additional Assignment** option.

Completing the Additional Assignment eForm:

1. In the Additional Assignment eForm, first provide an **Effective Date** for the internal dual assignment to begin.

2. Provide an **Expected Job End Date**.
   a. Internal dual assignments cannot last more than 1 year.

The **Primary Job Information** section of the eForm provides key information on the employee's FTE position. Pay close attention to the **FLSA Status** and **Paygroup**.

- *FLSA Exempt* – Employees who are exempt in their FTE position are eligible to be hired in the internal dual assignment as either exempt or non-exempt based on job duties performed. (i.e. Teaching is usually exempt and paid a flat salary, but grading papers would be non-exempt and paid just for the hours worked.)

- *FLSA Non-exempt* – Employees who are non-exempt in their FTE position must be hired as non-exempt and paid hourly in the internal dual assignment. The eForm will default these fields and they are not editable.

- *Paygroup* – Exempt employees hired as exempt in the internal dual assignment will default to the same pay group. Exempt or non-exempt employees hired as non-exempt in the internal dual assignment will be in an hourly pay group which is on a pay lag.

Katie Bell
U00000251
Record: 0
View Job Data

Additional Job : Job and Compensation   Form ID 408782

Highlights Enabled: Yes   Current Values

Transaction Date

Name	Katie Bell	Empl ID	U00000251
*Effective Date	06/01/2022	*Expected Job End Date	05/30/2023

Primary Job Information

Position Number	00003878	Job Code	AG30 Instructor/Tng Coordinator I
Department	620120 ORGANIZATIONAL AND PROF DEV	Business Unit	SCCOL USC Columbia
Location	029 1600 Hampton Street	Employee Classification	FTE
Full/Part Time	Full-Time	Regular/Temporary	Regular
FLSA Status	N Nonexempt	Standard Hours	40.00
Paygroup	P12		
Tenure Status			

Complete all fields in the **Additional Assignment** and **Compensation information** sections of the eForm based on the internal dual assignment that will be performed.

3. Click the **Job Code** lookup button (magnifying glass icon) to search for the job code or enter directly in the field.

4. Click the **Business Unit** lookup button (magnifying glass icon) to search for the campus on which the assignment will be performed or enter directly in the field.

   a. Note **Department** and **Location** options will not populate until you have selected the **Business Unit.**

5. Click the **Department** lookup button (magnifying glass icon) to search for the department number or enter directly in the field.

6. Click the **Location** lookup button (magnifying glass icon) to search for the building in which the assignment will be performed or enter directly in the field.

7. Click the **Supervisor ID** lookup button (magnifying glass icon) to search for the supervisor's USC ID or enter directly in the field.

8. The **FLSA Status** is not editable since the employee is non-exempt in the FTE.

9. Click in the **Standard Hours** and enter the hours per week.

Additional Assignment

*Job Code	AA50	Administrative Specialist II
*Business Unit	SCCOL	USC Columbia
*Department	600341	Colonial Life Arena
Employee Classification	DLI	
Full/Part Time	Part-Time	
*Supervisor ID	U00000117	Fleur De Lecor
FLSA Status	Nonexempt	

*Location 158 Colonial Life Arena
Regular/Temporary Temporary
*Standard Hours 10.00

Since this employee is non-exempt in the FTE position the Comp Rate Code, Pay Group, Compensation Frequency and Payment Method have defaulted to hourly and cannot be changed.

10. Enter the **Hourly Rate** and click the tab button on your keyboard.
    a. The only requirement is that the hourly rate be at least minimum wage. Hours worked over 40 in the work week (Sunday – Saturday) between the FTE and internal dual position will have weighted overtime rate applied. Overtime rate = 1.5 times the hourly rate. Note hours worked does not include leave time usage or university holidays where the employee did not work.

11. Upon clicking the tab button, the hourly rate will populate in the **Amount** field of the distribution grid.

The funding that populates in this eForm is the employee's FTE base salary distribution. You must change this to align with the funding of the internal dual assignment.

12. Click the **Select Funding** button.

Compensation Information

Comp Rate Code	NAHRLY
Pay Group	HRL
Select a Payment Method:	Hourly
*Hourly Rate	13.00

Compensation Frequency   H

Distribution Grid

1 row

	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	13.000000	100.000000	Select Funding	CL016	620100	A0001	51200	603					A00000000734	+	−

PercentTotal   100.00

Search   Next   Save

13. In the **Select Chartstring** search, clear out all populated fields and then enter your funding information.

14. Click the **Search** button.

15. Select the appliable **Combination Code** from the search results.

16. *Optional* – If multiple funding sources are needed, click the **+** Plus button to add another row and follow steps 14-16.

17. Click the **Next** button.

Select Chartstring

| Combination Code | | | | |

Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID
	600341		51200				

Cost Share

Search

Combination Code	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
A00000000529	CL003	600341	CA500	51200	805				

Distribution Grid

1 row

	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	13.000000	100.000000	Select Funding	CL003	600341	CA500	51200	805					A00000000529	+	−

PercentTotal 100.00

Search   Next   Save

All fields on the Secondary Dept Hours & Duties page are required!

18. Enter the **From** and **To** hours of the internal dual assignment each day. If the assignment hours vary (i.e. working special events or grading papers) enter 'varies' in these fields.

19. Enter the **Description of Duties** to be performed in the internal dual assignment.

20. Click the **Next** button.

The blank space on this page is only blank for the initiator and 'requesting' department approver. The employee's home department approvers have required fields on this page they must complete. If any fields on this page are left blank, the eForm will be recycled back to the initiator for edits which may delay the approval and compensation.

Additional Job : Additional Information   Form ID 408782

Highlights Enabled: Yes   Current Values

Secondary Dept. Hours & Duties

Indicate hours to be worked in X:XX AM/PM format. Provide a detailed description of the duties, including course numbers if teaching.
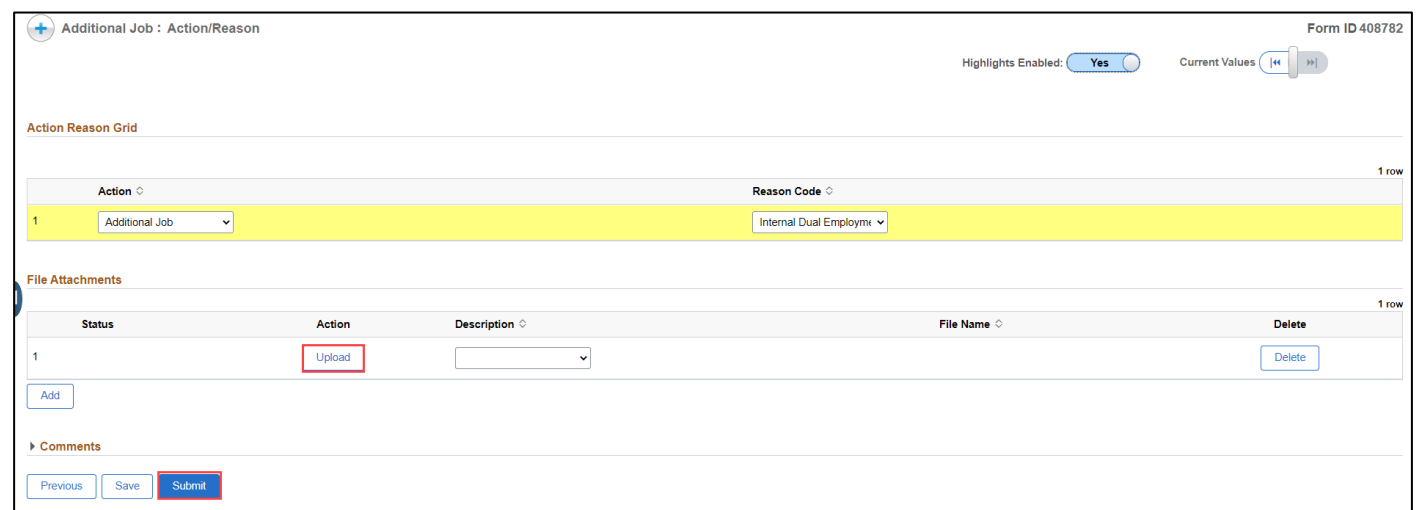
From   varies   To   varies

Description of Duties   Work as ticket taker for various Colonial Life Arena special events.

[Previous] [Next] [Save]

---

21. The **Action Reason** grid pre-populates correctly as this is the only available action/reason on this eForm.

22. *Optional* – No attachments are required for submission of an additional assignment eForm. However, if your unit issues offer/appointment letters for these assignments please attach here. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

23. Click the **Submit** button.

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

Additional Job : Action/Reason

Form ID 408782

Highlights Enabled: Yes   Current Values

Action Reason Grid

1 row

	Action	Reason Code
1	Additional Job	Internal Dual Employm

File Attachments

1 row
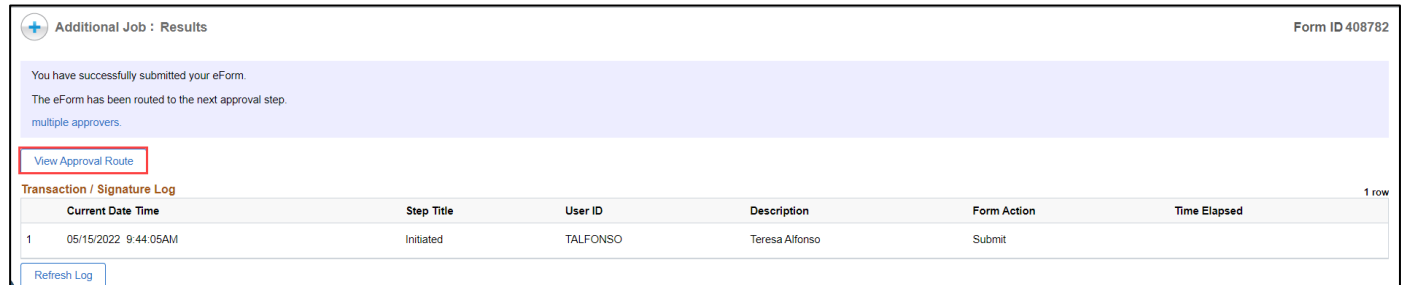
	Status	Action	Description	File Name	Delete
1		Upload			Delete

Add

▸ Comments

Previous   Save   Submit

Additional Job : Results

Form ID 408782

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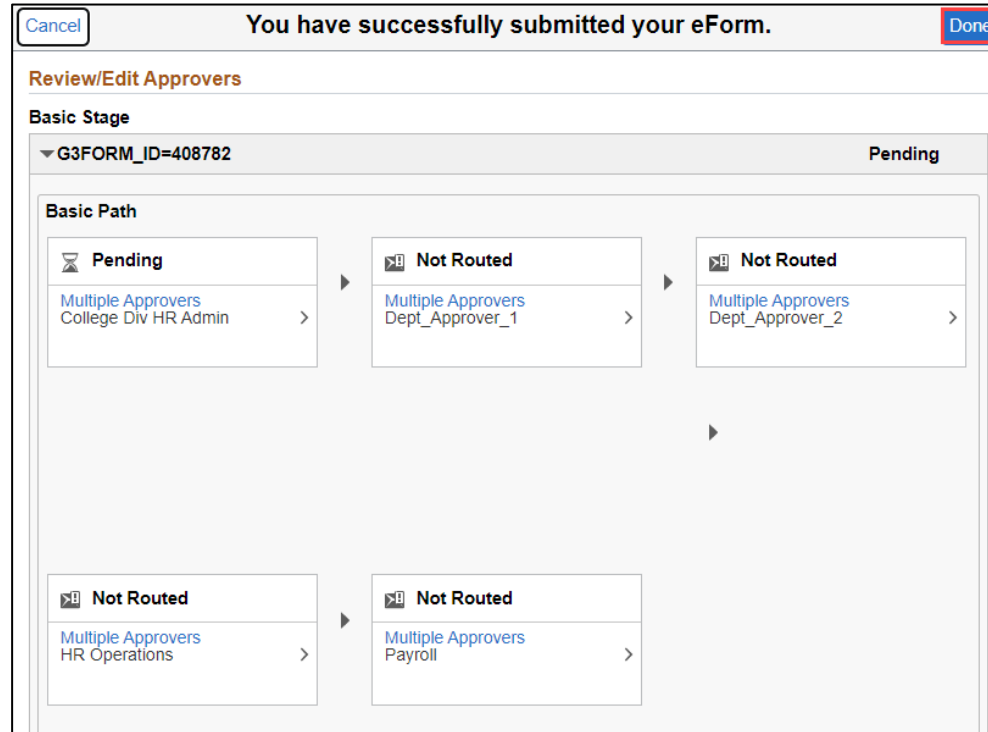
View Approval Route

Transaction / Signature Log

1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	05/15/2022 9:44:05AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

Refresh Log

25. The Approval Route shows the workflow steps for the specific action you submitted. The Additional Assignment eForm has a unique workflow to obtain all required approvals. The College Div HR Admin is the requesting department approver. Approver 1 and Approver 2 are from the employee's home department approvers (where their FTE position lies). HR Operations is the final approval for this action.

    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**.

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

You have successfully initiated an **Additional Assignment** eForm for a non-exempt employee!

Cancel	You have successfully submitted your eForm.	Done

Review/Edit Approvers

Basic Stage

▼G3FORM_ID=408782 — Pending

Basic Path

⧗ Pending	▶	▶🗔 Not Routed	▶	▶🗔 Not Routed
Multiple Approvers College Div HR Admin >		Multiple Approvers Dept_Approver_1 >		Multiple Approvers Dept_Approver_2 >

▶

▶🗔 Not Routed	▶	▶🗔 Not Routed
Multiple Approvers HR Operations >		Multiple Approvers Payroll >