

How to initiate data change for a temporary employee in HCM:

This job aid outlines how to initiate a data change for a temporary 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.

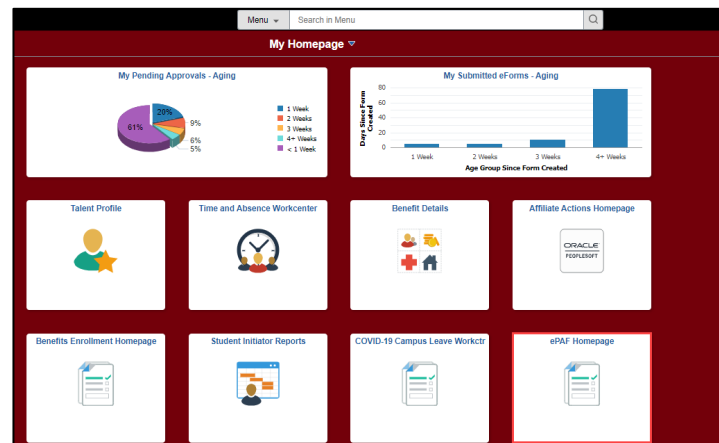
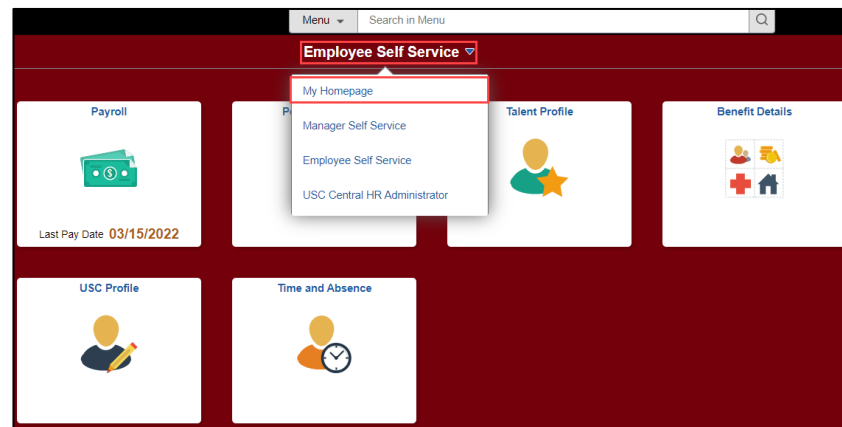
Data Changes for temporary employees refer to job related changes that generally do not impact compensation or classification.

- **Supervisor Change**
- **Internal Title Change**
- **Location Change**
- **Department Change**
- **Standard Hours and Full/Part Time Change (this may impact compensation)**

Requesting a temporary data change: In order to request a data change for one of your temporary 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

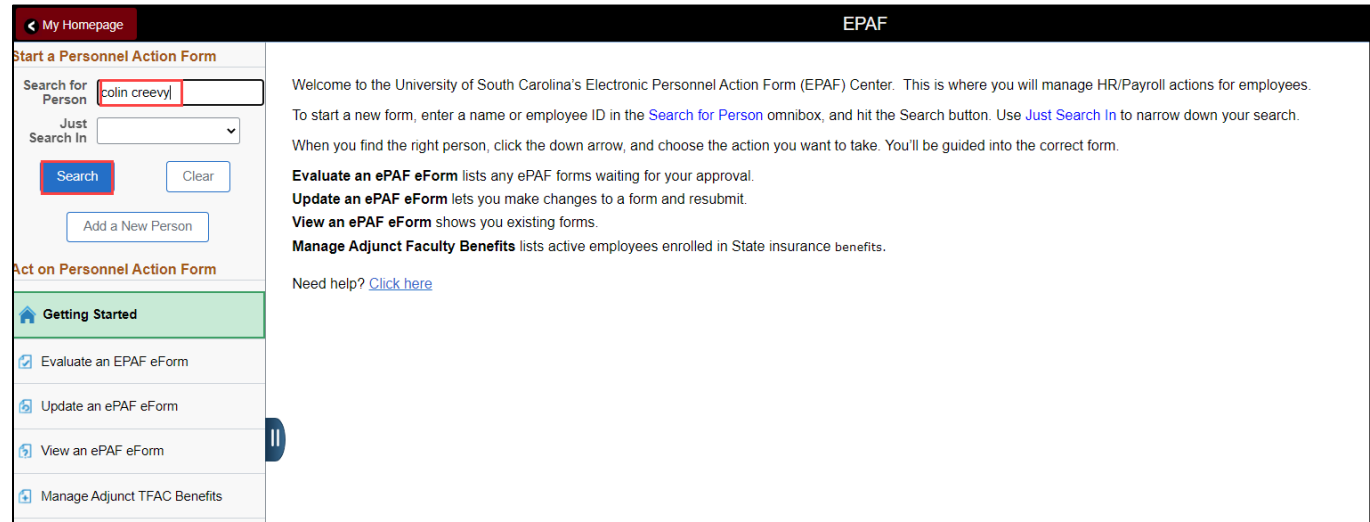


University of South Carolina HCM HR Contact Resources Job Change eForm: Temporary Data Change

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](#)



Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

Current Employee

Empl ID	U00000247	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	100100 INST FAMILIES IN SOCTY	Empl Class	TSF Temporary Staff
Job Code	AA75 Administrative Assistant		

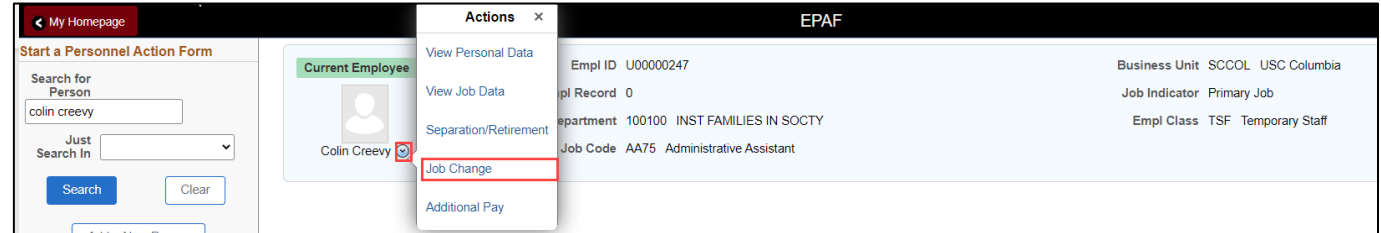
Colin Creevy

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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 initiated directly on the Job Change eForm.

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 data change.
 - a. Data 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 temporary faculty and non-exempt temporary staff do not have position descriptions, all the job related fields on the Job Change eForm are unlocked for edit. In this scenario we are changing the supervisor.

2. Click in the **Supervisor ID** field and enter the new Supervisor's USC ID or click the lookup button (magnifying glass icon) and search for the ID.
3. Scroll to the bottom of the page and click the **Next** button.

Form ID 408780

Job Change : Job Information Highlights Enabled: Yes Current Values

Transaction Information

*Effective Date *Expected Job End Date

Employee Group TSF Temporary Staff

Other Active Jobs

Empl Record	Department	Description	Standard Hours
1	0		0.00

Job Position Information

Reports To Position

*Job Code Administrative Assistant Supervisor ID Hermione Granger

*Department COSW Institute for Families in Society Reports To Incumbent

Standard Hours Regular/Temporary Temporary

*Full/Part Time Employee Classification TSF Temporary Staff

*Business Unit USC Columbia *Location Code 1600 Hampton Street

Additional Job Information

Tax Location Code SC

FICA Status-Employee Subject

FTE 0.750000

Position Specific SOC

Standard Work Period W

Holiday Schedule USCNON

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No salary changes are associated with data 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.

Comp Rate Code: NAHRLY Compensation Frequency: H
 Pay Group: HRL
 Employee Type:

Compensation Information

Current Hourly Rate: 15.00 New Hourly Rate:
 Percent Increase or Decrease:

Pay Band

Minimum: 28215.000000
 Midpoint: 40209.000000
 Maximum: 52203.000000

Current Base Pay Funding

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
15.000000	100.000000	<input type="button" value="Select Funding"/>	CL018	641008	A0001	51600	605					A00000025424	<input type="button" value="+"/> 1 row	<input type="button" value="-"/>

Total Percent: 100.00

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

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

No attachments are required for these data 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.



Job Change : Action - Reason Form ID 408779

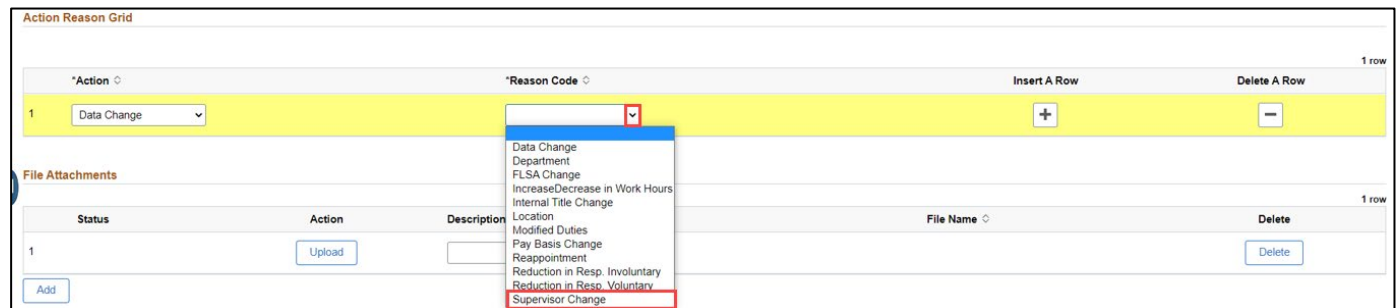
Highlights Enabled: Yes Current Values

Action Reason Grid

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

File Attachments

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>			<input type="button" value="Delete"/>

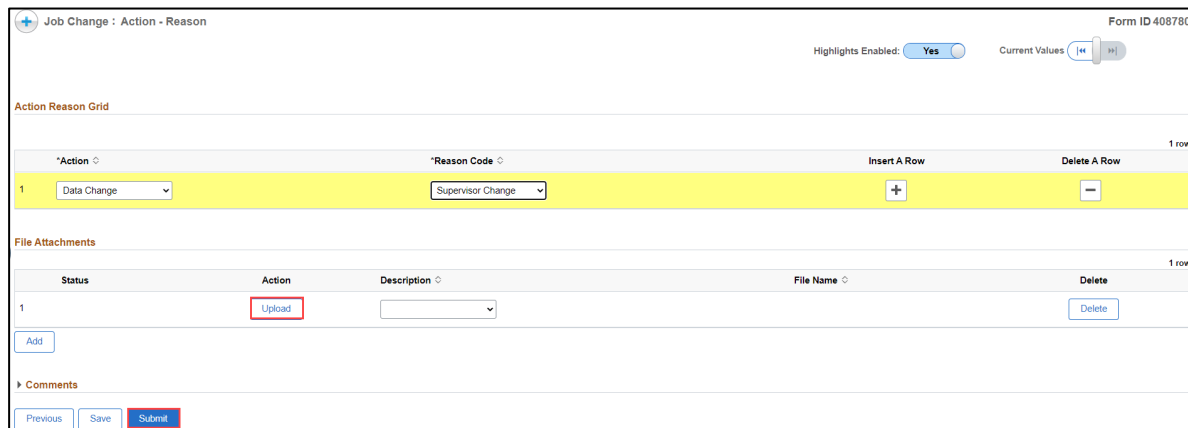


Action Reason Grid

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

File Attachments

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>			<input type="button" value="Delete"/>



Job Change : Action - Reason Form ID 408780

Highlights Enabled: Yes Current Values

Action Reason Grid

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

File Attachments

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>			<input type="button" value="Delete"/>

Comments

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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 **Data Change** request for a temporary employee!

Job Change : Results Form ID 408780

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		
05/08/2022 11:46:09AM	Initiated	TALFONSO	Teresa Alfonso	Submit			

[Refresh Log](#)

You have successfully submitted your eForm.

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

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408780 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 >