

**How to initiate a retention increase for faculty in HCM:**

This job aid outlines how to request a retention increase for an FTE faculty employee.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

**Information**

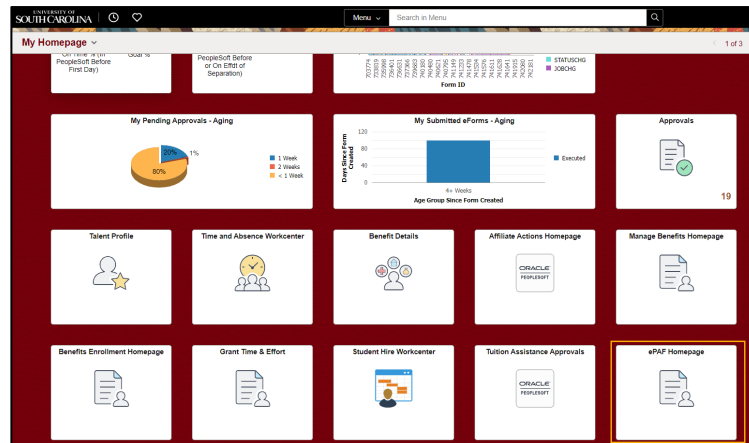
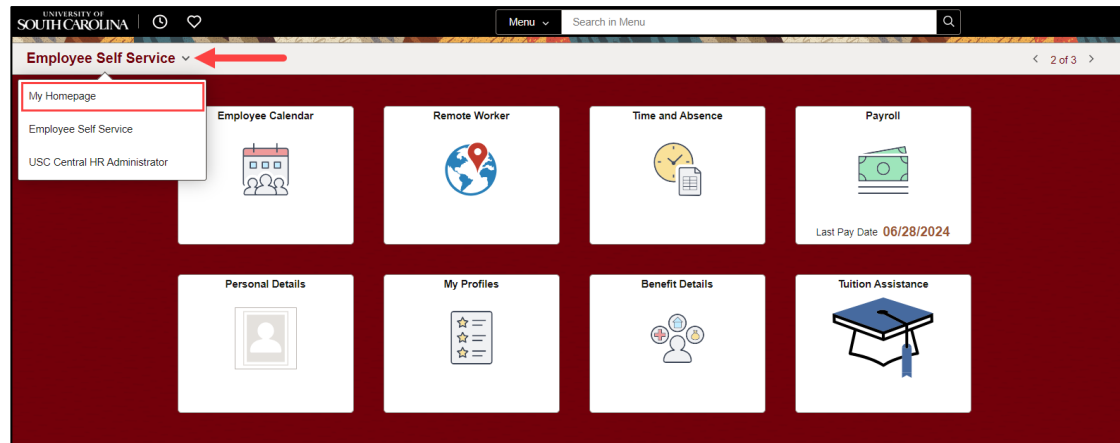
Those with HR Initiator access can take this action for employees within their security scope.

**Retention increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.**

**Requesting a Retention for faculty:** In order to request a retention increase 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**

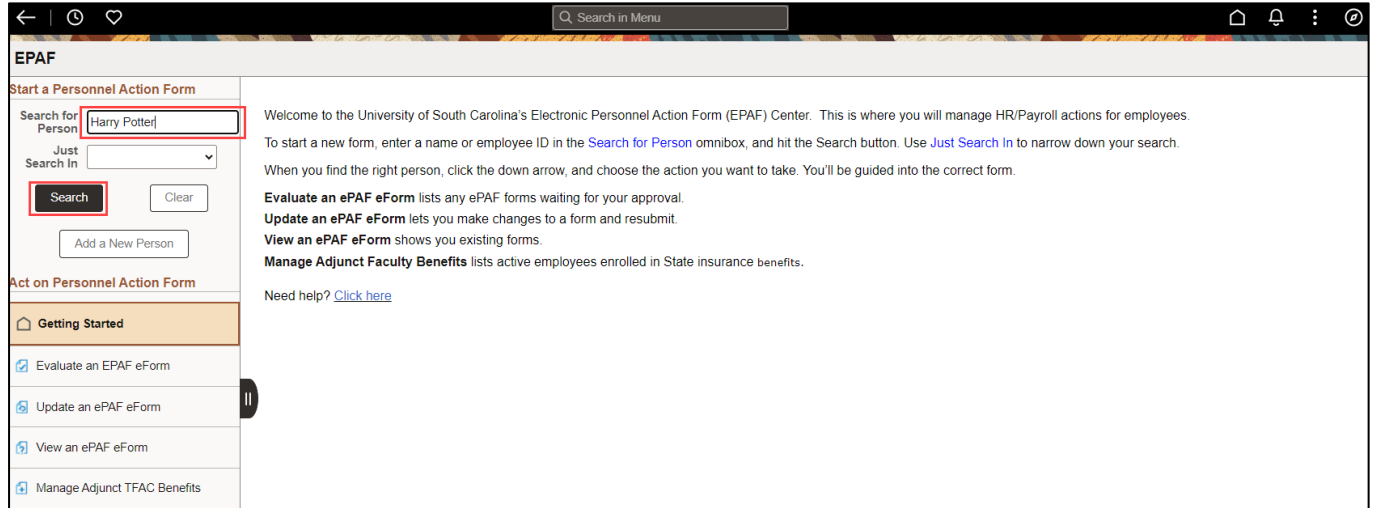


## University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Faculty

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:  (highlighted with red box)

Just Search In:

**Search** (highlighted with red box) Clear

Add a New Person

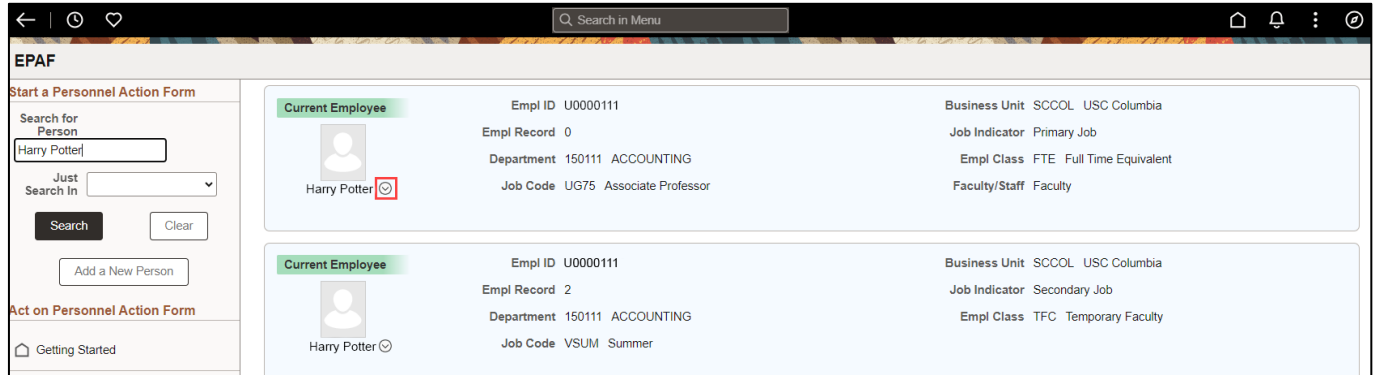
**Act on Personnel Action Form**

- 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:



Just Search In:

**Search** Clear

Add a New Person

**Act on Personnel Action Form**

- Getting Started

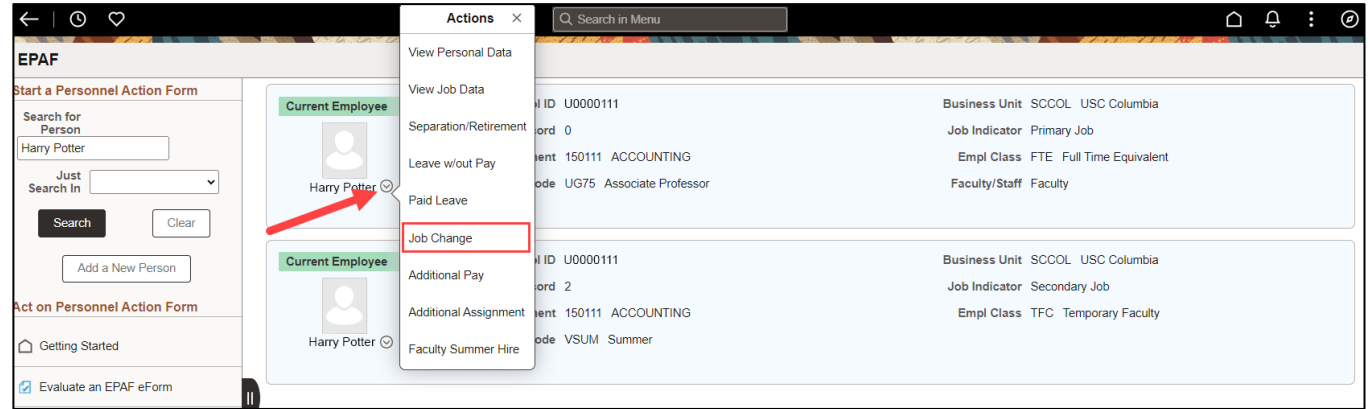
Current Employee	Empl ID	Business Unit
 Harry Potter (highlighted with red box)	U0000111	SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
	Department 150111 ACCOUNTING	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
Current Employee	Empl ID	Business 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	

## University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Faculty

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.



The screenshot displays the 'EPAF' (Personnel Action Form) interface. On the left, there is a search section for 'Person' with 'Harry Potter' entered. Below this are buttons for 'Search', 'Clear', and 'Add a New Person'. The main area shows a list of 'Current Employee' records for 'Harry Potter'. An 'Actions' menu is open over the first record, listing options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, **Job Change** (highlighted with a red box), Additional Pay, Additional Assignment, and Faculty Summer Hire. A red arrow points to the 'Job Change' option. The background shows details for two employee records, including IDs, business units, job indicators, and classes.

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Job Change eForm: Retention for Faculty**

**Completing the Job Change eForm:**

1. In the Job Change eForm, first provide an **Effective Date** for the Retention increase.
  - a. Retentions must be effective at the start of a pay period, either the 1<sup>st</sup> or the 16<sup>th</sup> of the month.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. **However, Retention increase submissions should not be accompanied by any other change requests.**

2. Scroll to the **Compensation Information** section.

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

Form ID 745828

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

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**Transaction Information**

\*Effective Date: 07/16/2024

Employee Group: FTF FTE Faculty

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**Other Active Jobs**

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

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**Job Position Information**

Position Number: 00002437 Associate Professor      Reports To Position:  Associate Dean

\*Job Code:  Associate Professor      Supervisor ID:

USC Title Code:

Standard Hours:       Reports To Incumbent:

\*Department:  DMSB Accounting      Regular/Temporary: Regular      Employee Classification: FTE Full Time Equivalent

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3. Enter the **New Comp Rate** for the Retention increase and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field. Note that entering the **Percent Increase or Decrease** and clicking the tab button will then populate the **New Comp Rate**.
4. Upon entering the increase, a new question will appear: **Is this pay for performance?** (this does not appear until you have entered a salary increase). Click the drop-down menu button and select **No**.

Payroll and Compensation	
Salary Administration Plan UNCL	Salary Grade B00
Comp Rate Code SC9	Compensation Frequency SC9
Pay Group P09	
Employee Type Salaried Employees	
Compensation Information	
Current Comp Rate 249365.00	New Comp Rate 260000.000000
Percent Increase or Decrease 4.264833	
Annualized Salary 346666.666666	
Is this pay for performance? No	

## University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Faculty

5. **Optional** – If a funding change is needed you can click the **Select Funding** button to change the funding allocation. If additional sources are needed for funding, click the plus + button to add a new funding row. **Total Percent** must equal 100.00 across all rows of funding. The funding change will be effective the same date as the PFP.
6. Click the **Next** button.
7. The **Action of Pay Rate Change** will prepopulate based on the entries made in the eForm. Click the **Reason Code** drop-down menu button and select the **Retention** option.

**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
260000.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Percent: 100.00

**Additional Pay**

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

**State Position Fields**

State Percent: 1.000000  
Federal Percent: 0.000000  
Other Percent: 0.000000

Search Next Save

Job Change : Action - Reason Form ID 745845

Highlights Enabled:  Yes Current Values

**Action Reason Grid**

*Action	*Reason Code	Insert A Row	Delete A Row
Pay Rate Change	Retention	+	-

**File Attachments**

Status	Action	Description	File Name	Delete
	Upload			Delete

**Comments**

Previous Save Submit

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8. Upon selecting the **Reason Code** of **Retention**, the File Attachments section will change to required. To submit a retention request, a bona fide offer letter from an external company must be provided. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

9. Click the **Submit** button.

**Note:**

An individual who has an offer from another department or campus within USC is not considered a Retention as that is within the same state agency. Retention can only be granted if the individual has an offer from an external company or another state agency.

**Action Reason Grid**

*Action ↕	*Reason Code ↕	Insert A Row	Delete A Row
1 Pay Rate Change	Retention	+	-

**File Attachments**

Attachment Required	Action	Description ↕	File Name ↕	Delete
1 !	<b>Upload</b>	Offer Letter for Retention		Delete

**Comments**

Previous Save **Submit**

## University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Faculty

10. The eForm has been 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 **Retention** request for FTE faculty!

+ Job Change : Results
Form ID 733321

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

Cancel
**View Approval Route**
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 >