University of South Carolina

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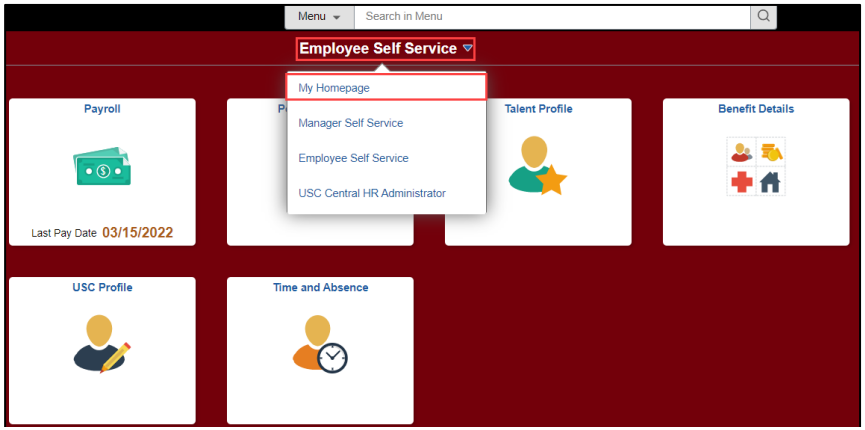
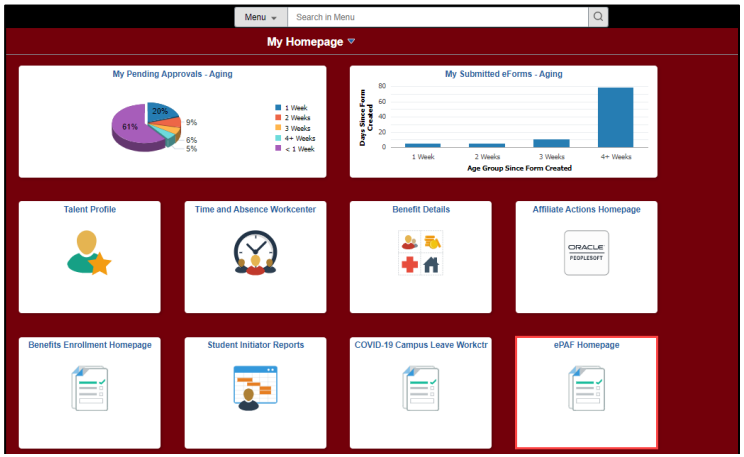
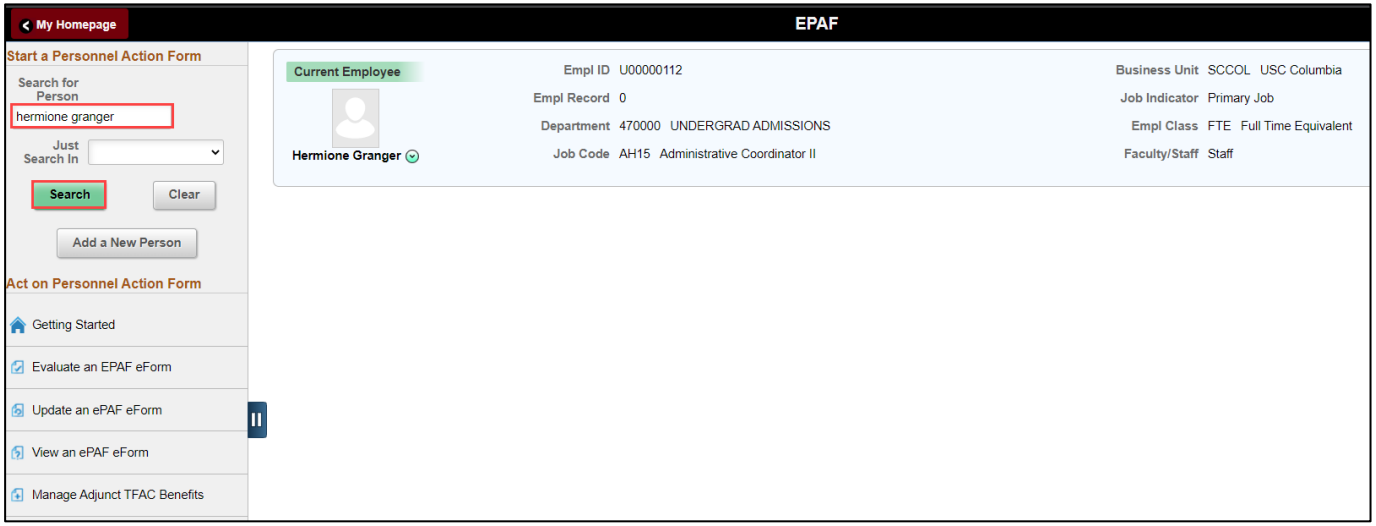
HCM HR Contact Resources
Additional Pay eForm: Ongoing Staff Additional Pay

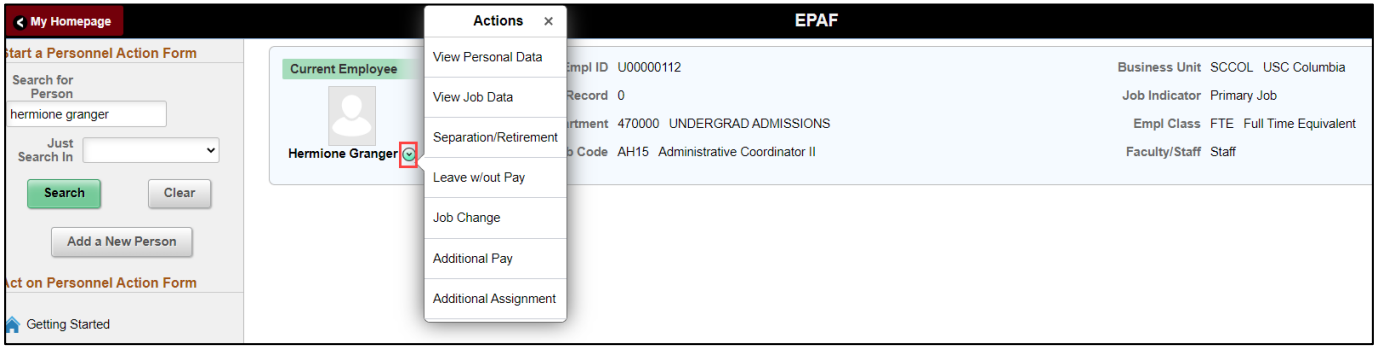
How to initiate an ongoing additional pay request for staff in HCM: This job aid outlines how to request an ongoing additional pay for staff.	
Navigation: Employee Self Service > My Homepage > ePAF Homepage	
Information	**Screenshots**
Those with HR Initiator access can take this action for employees within their security scope. **Ongoing Additional Pay Earnings Codes for staff:** Grant Salary Adjustment, Market Geographic Differential, Special Assignment Pay, and Temporary Salary Adjustment. **Requesting an ongoing additional pay for staff**: In order to request an ongoing additional payment for one of your staff, 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.





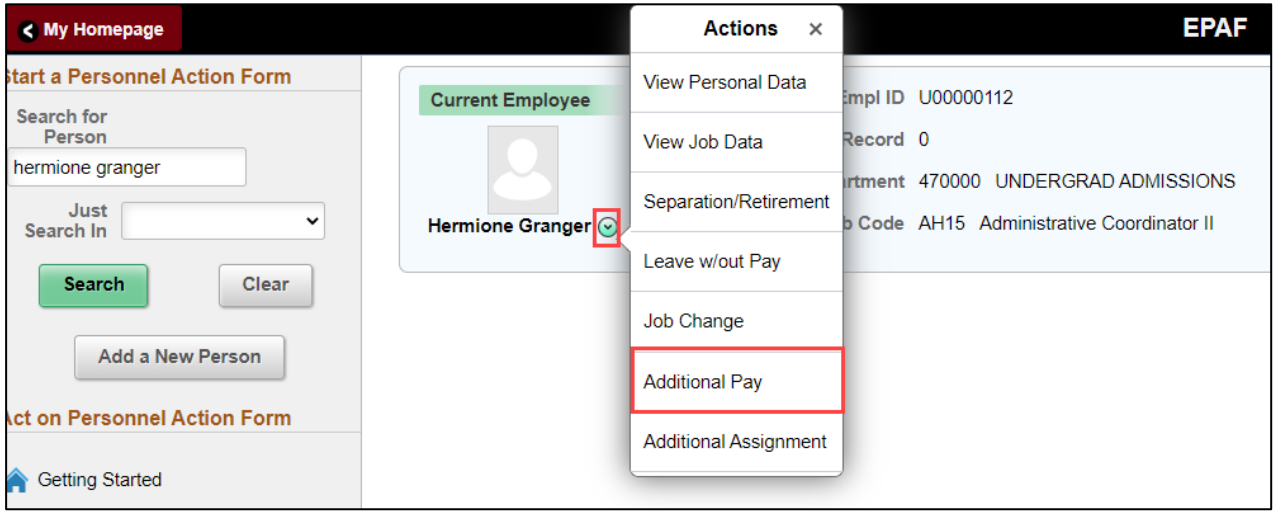
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Additional Pay eForm** is used to establish or update existing non-base salary adjustments. These can be either one-time or on-going based on the earnings code. All salary adjustments are considered temporary; on-going salary adjustments must have end-dates. The eForm logic only displays the earnings codes for which a specific employee is eligible (based on employee type).

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

Completing the Additional Pay eForm:

1. In the Additional Pay eForm, click **the Earnings Code** lookup button (magnifying glass icon) to select the appropriate earnings code.



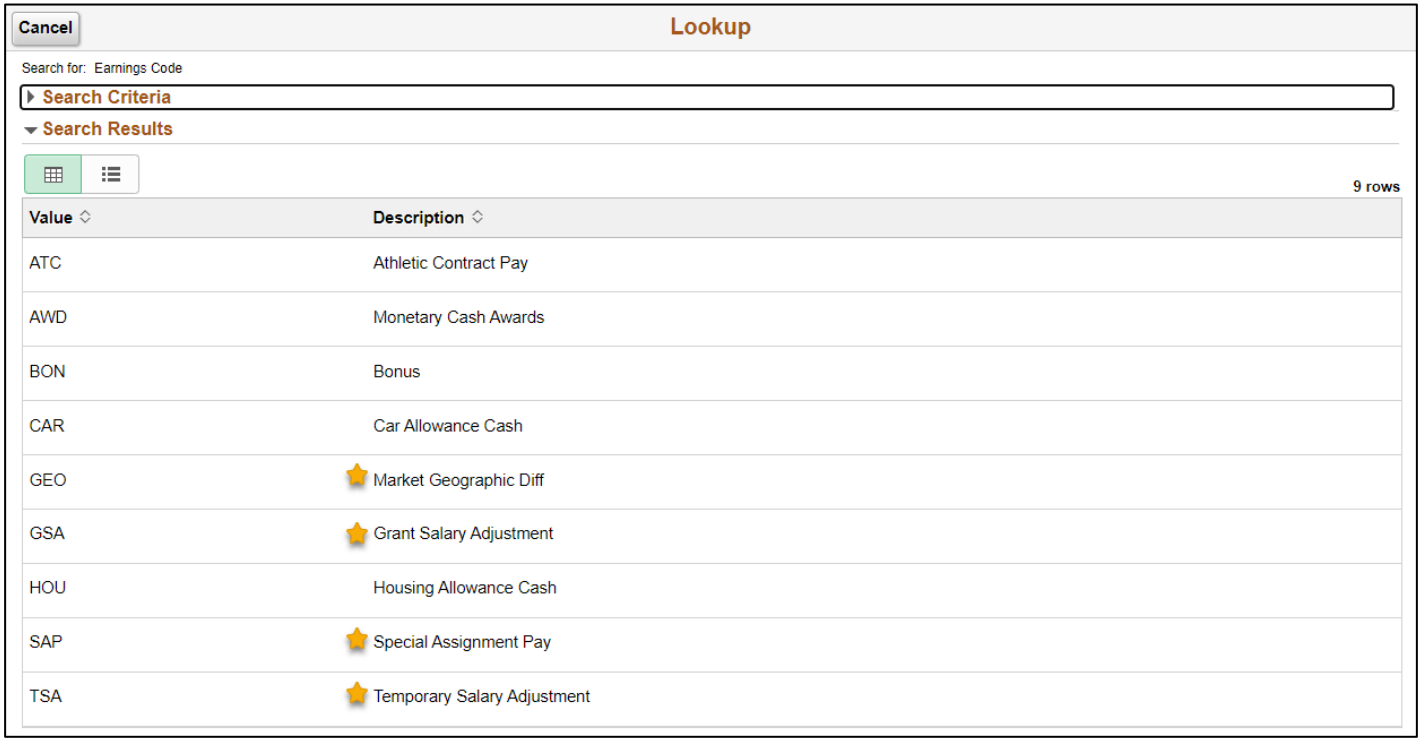
Note: The **Additional Pay eForm** has logic that only displays the Earnings Codes available to that employee based on employee type. Below are the staff ongoing additional pay earnings codes.

Market Geographic Differential (GEO): Can be multi-year. Is solely for paying a market-based salary differential for staff positions that are hired specifically to work in another state (primarily used in areas of student recruitment).

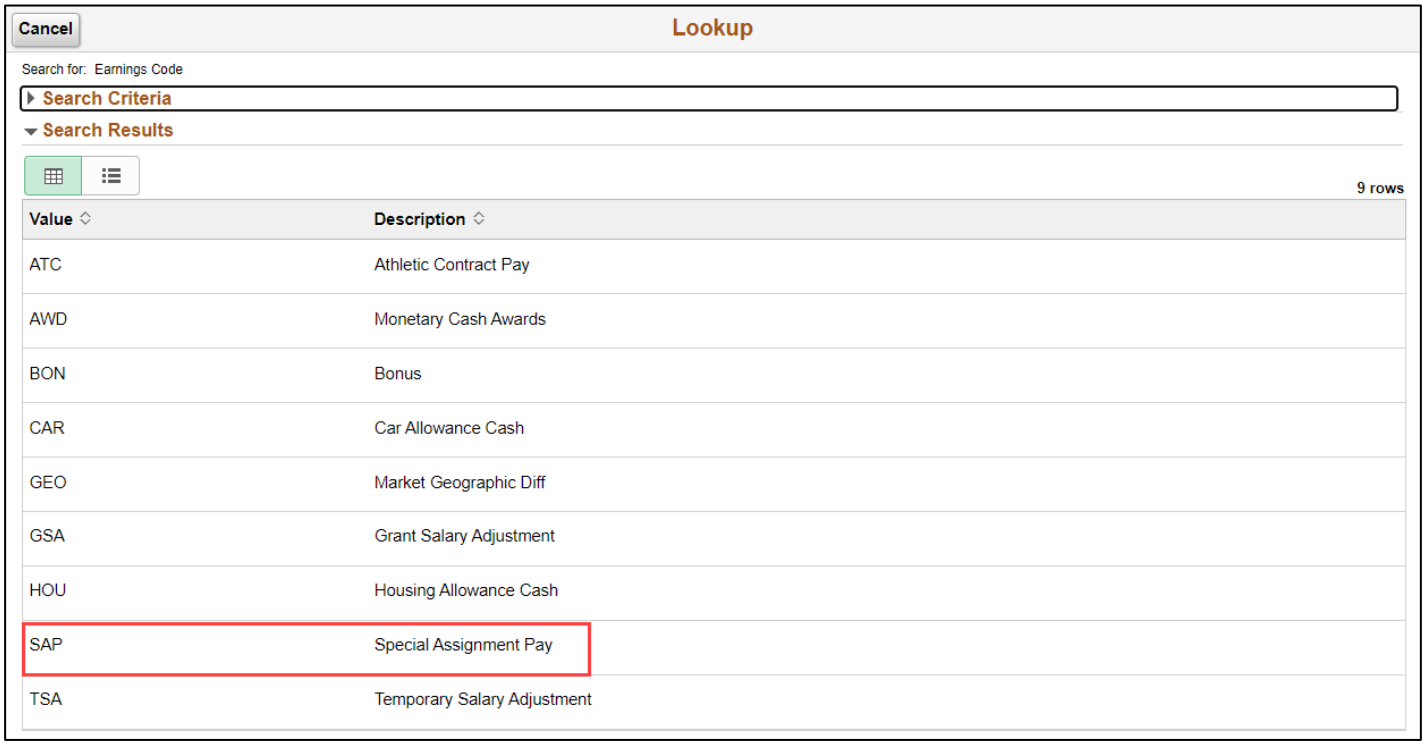
Grant Salary Adjustment (GSA): Can be multi-year. Compensation for duties funded by a grant that are not considered part of the employee's primary job.

Special Assignment Pay (SAP): Can be multi-year. Salary adjustment for longer-term special duties outside scope of the primary job. Staff may be relieved of some or all of their normal job duties during this time.

Temporary Salary Adjustment (TSA): Cannot exceed one year. Salary adjustment for short-term duties outside of normal responsibilities, but within scope of the primary job.



2. In the **Earnings Code** Lookup select the **Special Assignment Pay** option.

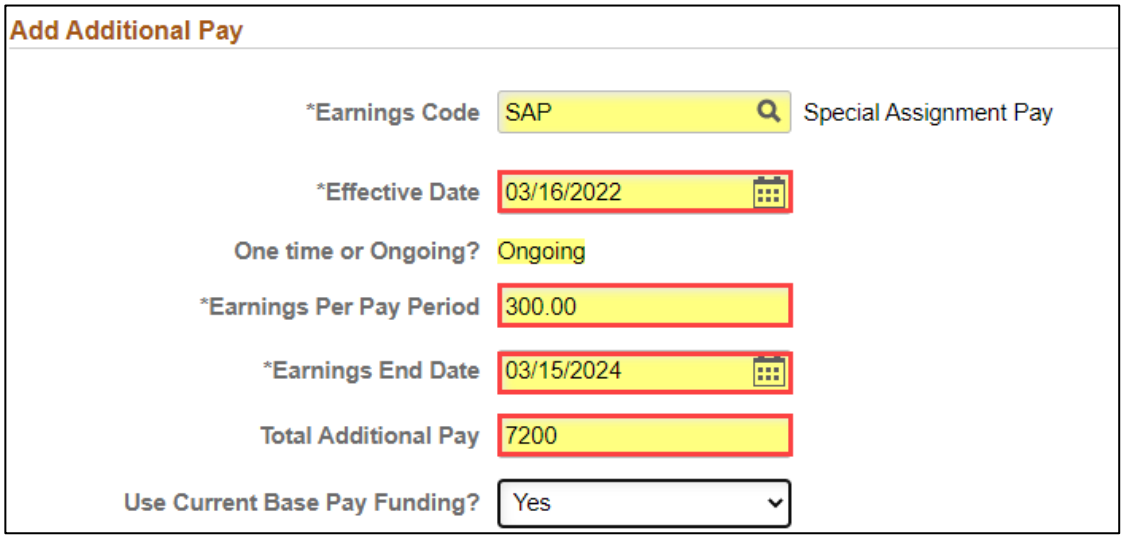


3. Enter the **Effective Date** of the ongoing additional pay.

4. Enter the **Earnings per Pay Period** for the ongoing additional pay.
    a. To determine the **Earnings Per Pay Period,** take the total amount of the ongoing additional pay and divide by the number of pay periods from the begin and end-date. If the request is multi-year, then you divide the total annual amount by the number of pay periods in the staff member's pay basis (12 months = 24 pay periods per year). There is a calculator tool available on the HR Toolbox.

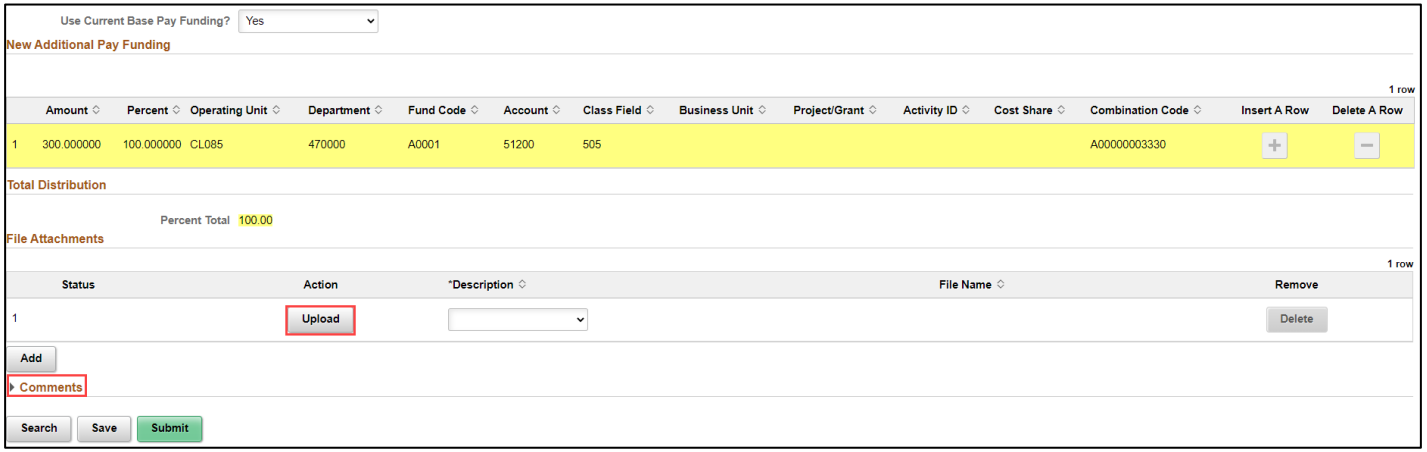
5. Enter the **Earnings End Date** of the ongoing additional pay.

6. ***Optional:*** Enter the **Total Additional Pay**.
    a. Note this field is for informational purposes only! It does not feed into the system, so it is vital that the amount in the **Earnings per Pay Period** be accurate.



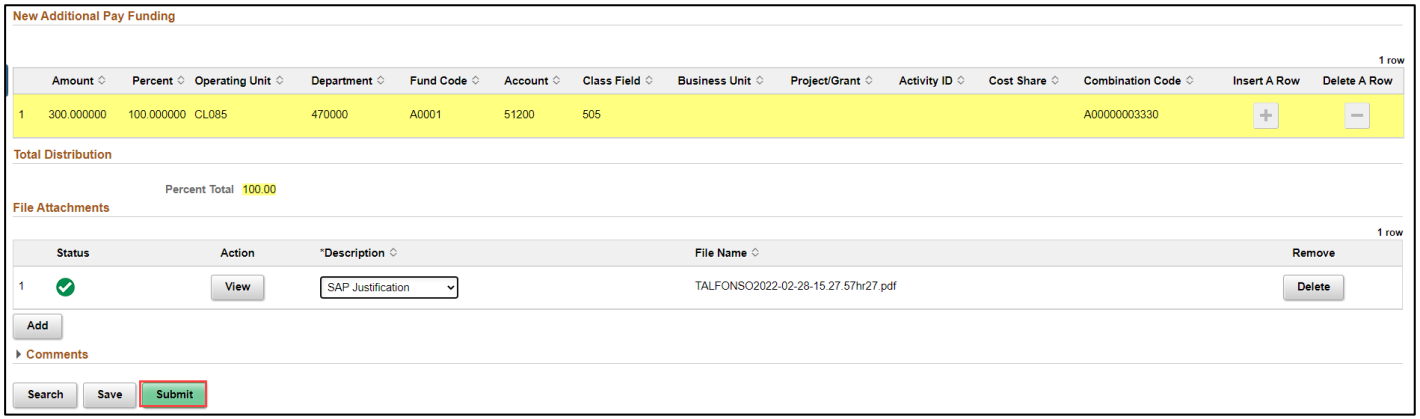
7. ***Optional***: If you need to change the funding source, click the **Use Current Base Pay Funding** drop-down and change to No. This will then open the funding string for edit.

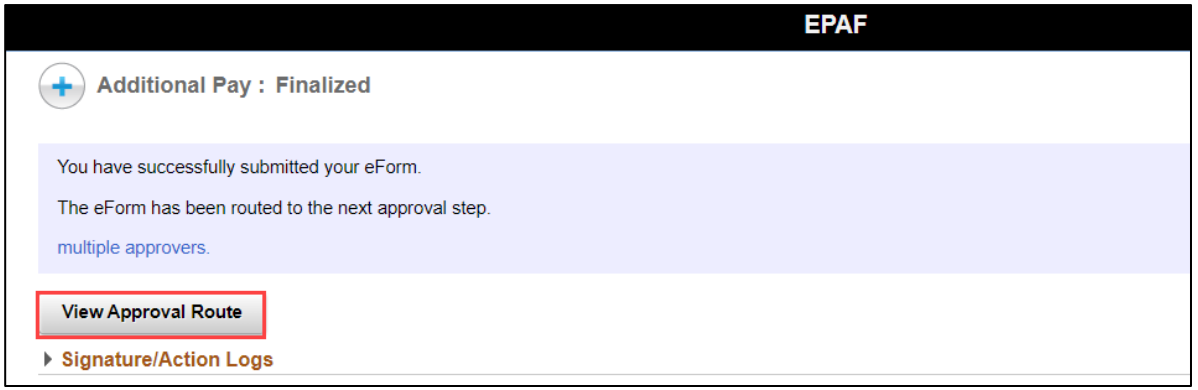
8. Ongoing staff additional pay require either an attachment or comment as justification. Either click the **Comments** link to expand the comments section and provide justification or if you have a memo/documentation to provide simply click the **Upload** button and follow the on-screen prompts to upload the letter from your device.
    a. **Market Geographic Differential** requires an attachment detailing the market rate for comparable position in the area.
    b. **Temporary Salary Adjustment, Special Assignment Pay,** and **Grant Salary Adjustment** allow either comments or attachment to provide justification/details on the duties being performed.
    c. eForms submitted without justification will be recycled back to the initiator.



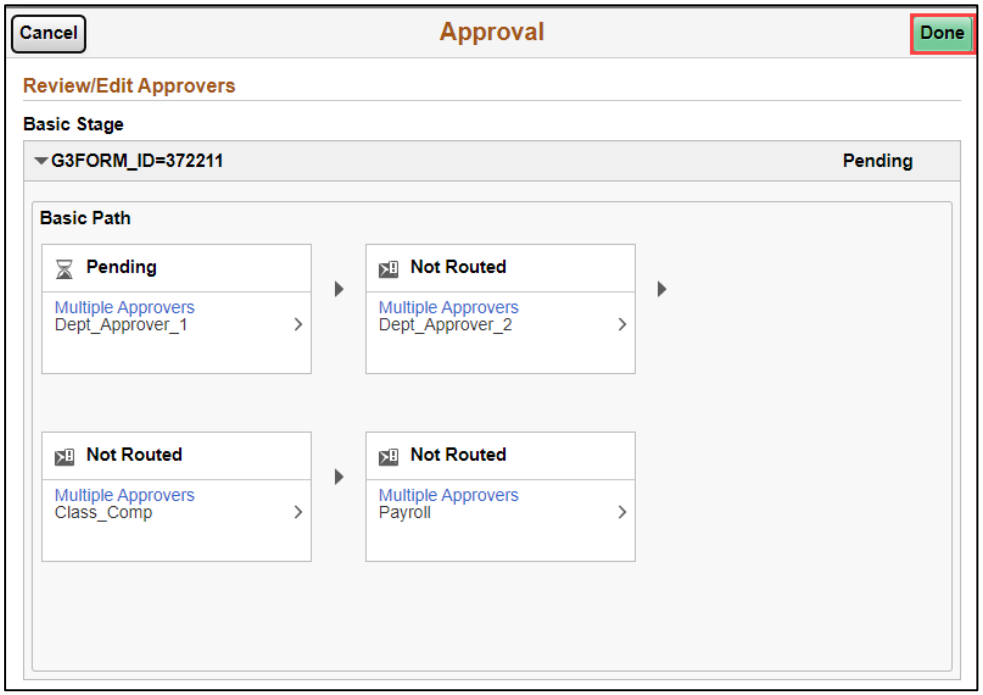
9. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.

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 an **ongoing staff additional pay** request!