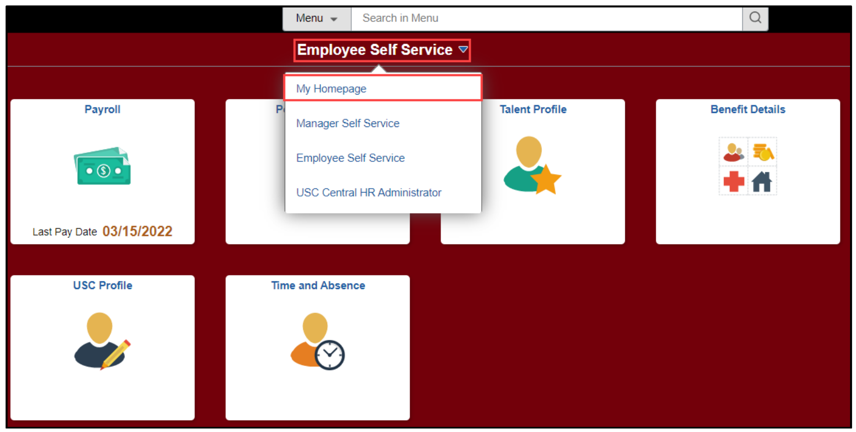
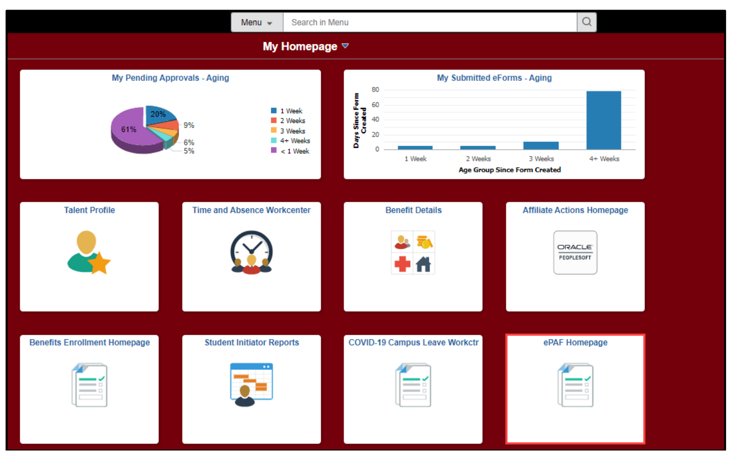
University of South Carolina
HCM HR Contact Resources
Job Change eForm: Faculty Data Change

How to initiate faculty data change in HCM:
This job aid outlines how to initiate a data change for a faculty employee.

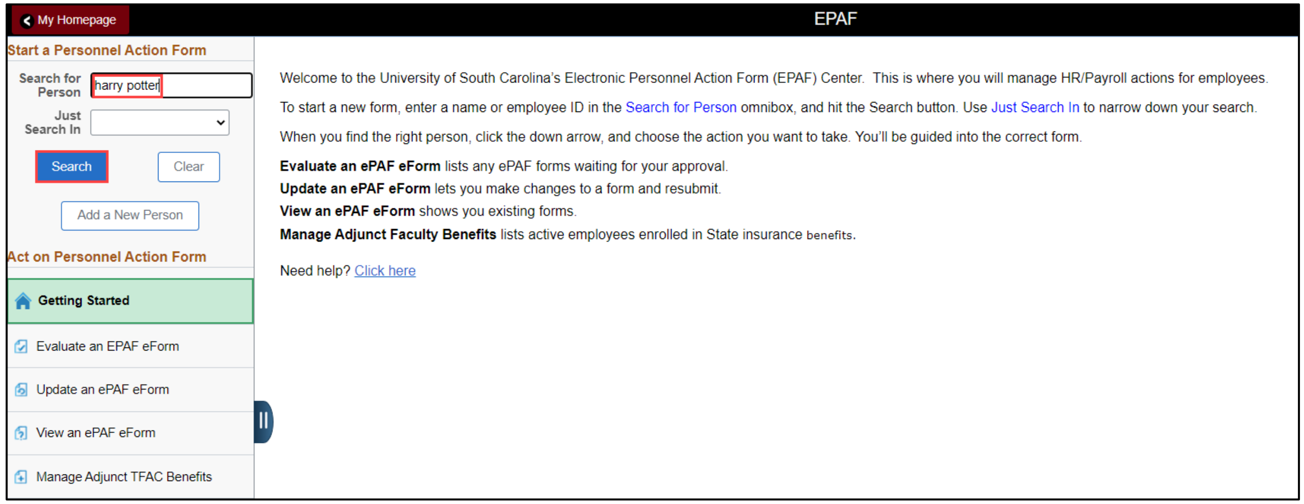
Navigation: Employee Self Service > My Homepage > ePAF Homepage

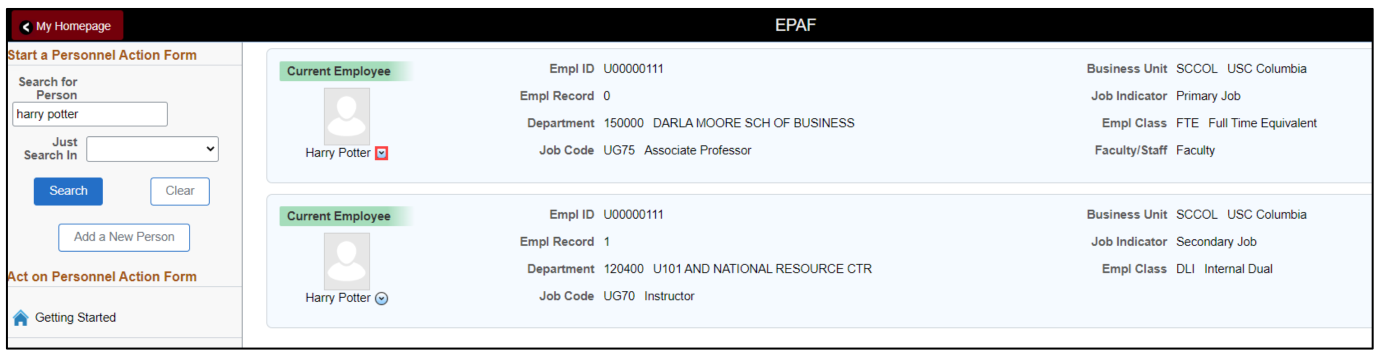
Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **Data Changes for faculty employees refer to position related changes that generally do not impact compensation or classification.** • **Supervisor Change** • **Internal Title Change** • **Location Change** • **Department Change** • **Standard Hours and Full/Part Time Change (*this may impact compensation*)** **Requesting a faculty data change**: In order to request a data change for one of your 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.	 

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.





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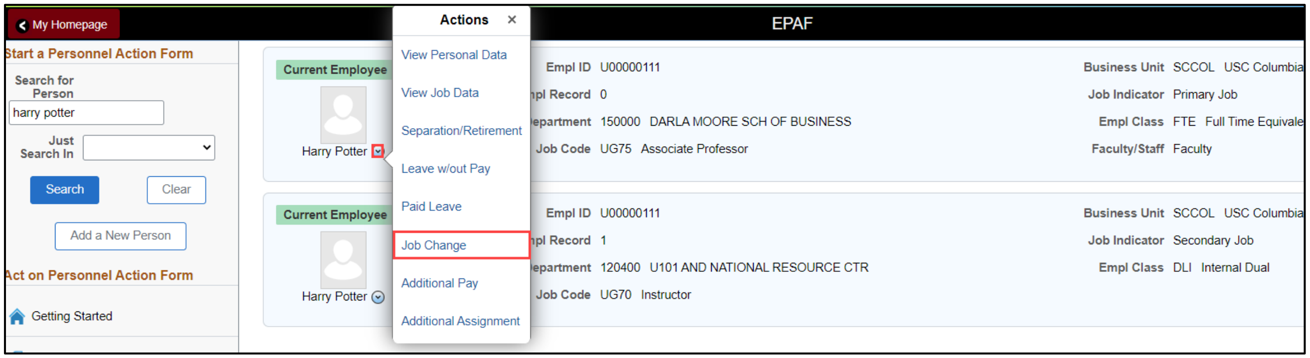
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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 also initiated directly on the Job Change eForm.

- Position related changes for all employee types with position descriptions (FTE, RGP, and TL Staff; RGP and TL Faculty; and exempt temporary staff) must be initiated in PeopleAdmin. Once approved in PeopleAdmin, the nightly interface feeds these actions into HCM on the Job Change eForm for Central HR to validate and approve.

From the Related Actions Menu, select the **Job Change** option.



Completing the Job Change eForm:

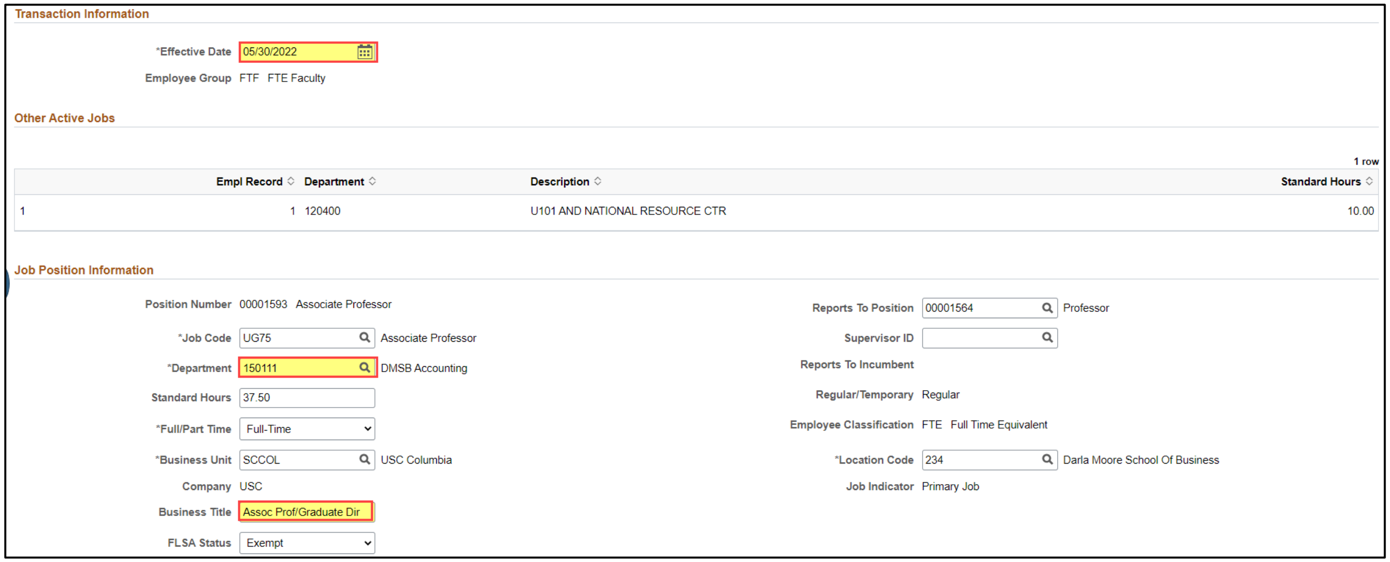
1. In the Job Change eForm, first provide an **Effective Date** for the data change.
    a. Data changes should be effective on the actual date the change is set to occur. Since these do not impact compensation, they are not required to occur on payroll effective dates.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. In this scenario we are changing the department number and the business title.

2. Click in the **Department** field and update as applicable.

3. Click in the **Business Title** field and enter the new title.

4. Scroll to the bottom of the page and click the **Next** button.



Transcation Information

*Effective Date 05/30/2022
Employee Group FTF FTE Faculty

Other Active Jobs

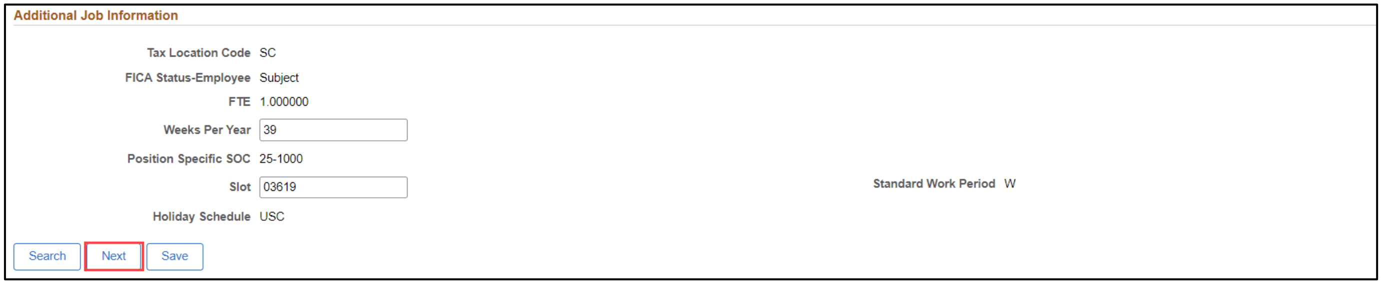
1 row

	Empl Record	Department	Description	Standard Hours
1	1	120400	U101 AND NATIONAL RESOURCE CTR	10.00

Job Position Information

Position Number 00001593 Associate Professor
*Job Code UG75 Associate Professor
*Department 150111 DMSB Accounting
Standard Hours 37.50
*Full/Part Time Full-Time
*Business Unit SCCOL USC Columbia
Company USC
Business Title Assoc Prof/Graduate Dir
FLSA Status Exempt

Reports To Position 00001564 Professor
Supervisor ID
Reports To Incumbent
Regular/Temporary Regular
Employee Classification FTE Full Time Equivalent
*Location Code 234 Darla Moore School Of Business
Job Indicator Primary Job



Additional Job Information

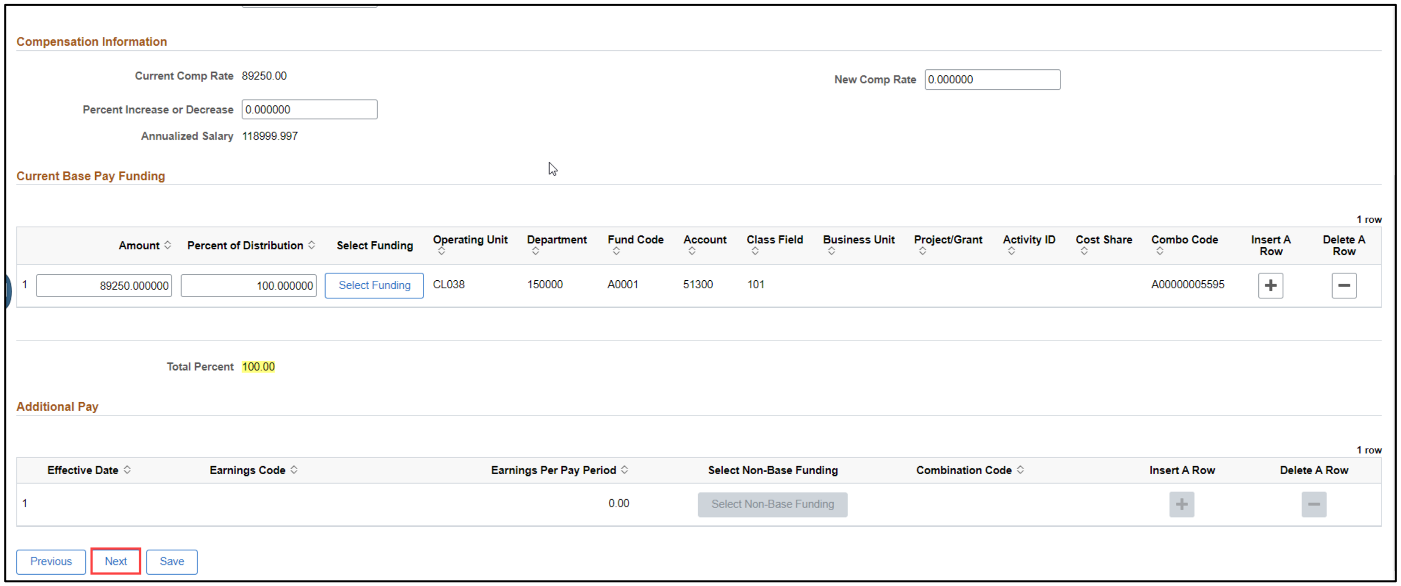
Tax Location Code SC
FICA Status-Employee Subject
FTE 1.000000
Weeks Per Year 39
Position Specific SOC 25-1000
Slot 03619
Holiday Schedule USC

Standard Work Period W

Search Next Save

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.

5. Scroll to the bottom of the page and click the **Next** button.

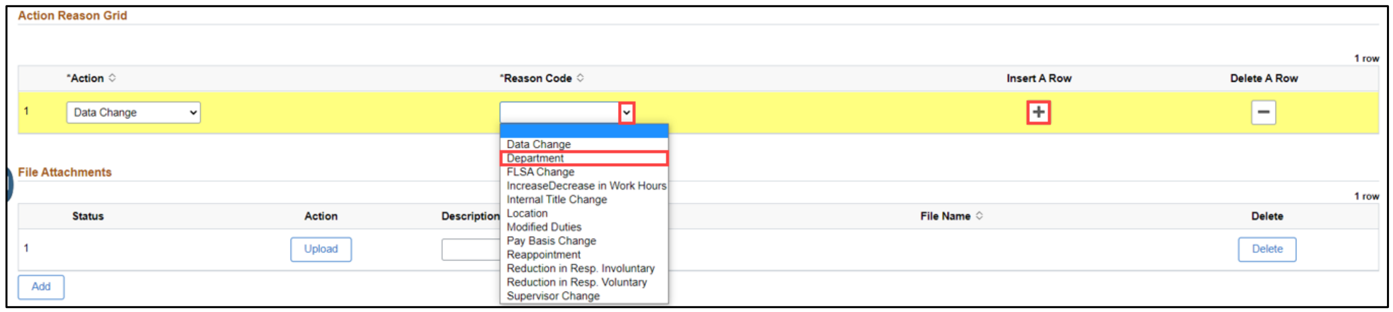


The Action Reason grid will appear blank. A Row should be inserted for all data changes made. In this scenario we made two data changes.

6. Click the **Action** drop-down menu button and select the **Data Change** option.

7. Click the **Reason Code** drop-down menu button and select the appropriate option.

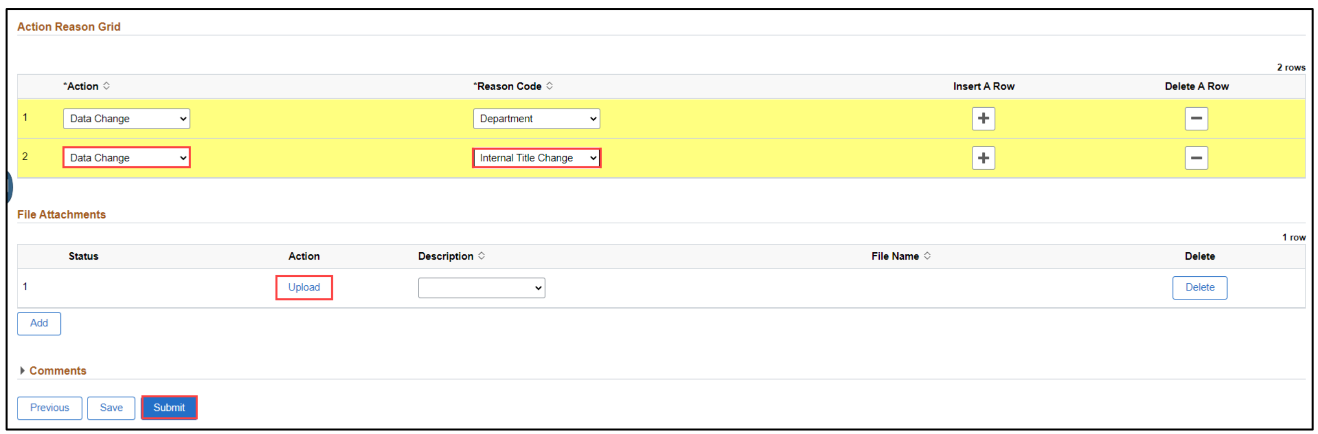
8. ***Optional*** – If you made more than one data change, click the **+** plus button to add another Action Reason row.



9. ***Optional*** – Follow steps 6 and 7 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.

10. Click the **Submit** button.



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

12. 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**.

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

You have successfully initiated a **Data Change** request for a faculty employee!