

This job aid outlines how to request a reappointment action for an RGP, TL, or FTE 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.

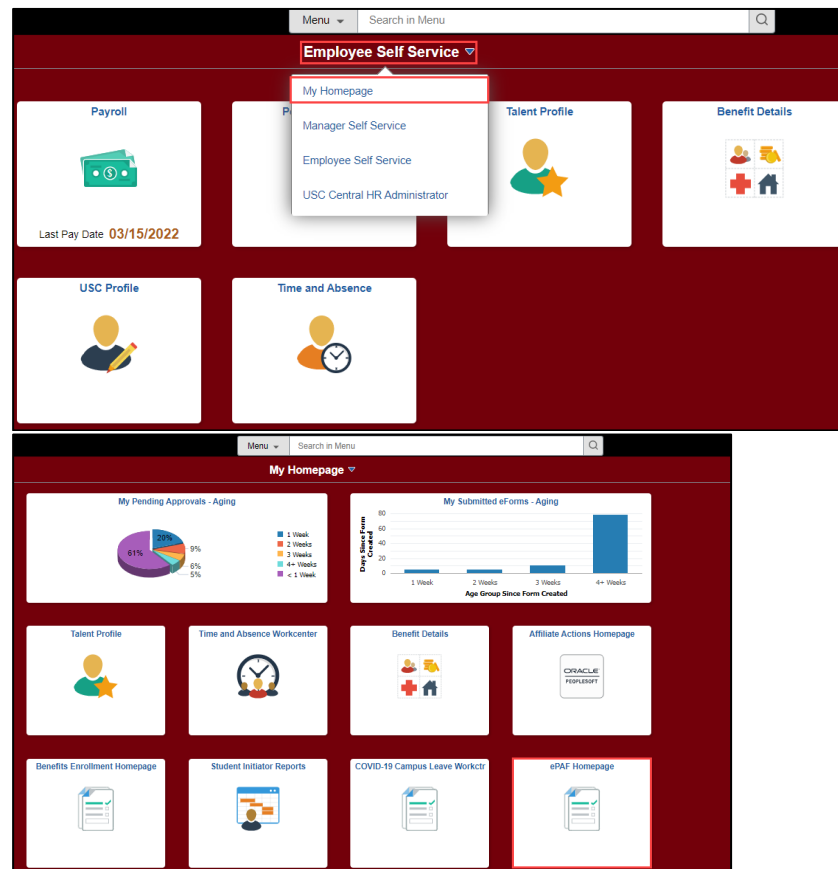
**Research Grant/Time Limited (RGP/TL) employees are subject to the auto-termination process in HCM and must be reappointed with an effective date prior to the current end-date. If not reappointed timely, RGP/TL employees must be reinstated through the special hire process in PeopleAdmin which may delay compensation. FTE faculty employees have end-dates but are not subject to the auto-termination process.**

**Reappointment actions should be submitted as a standalone request, no other changes (including salary increases) can be made at that time.**

**Initiating a Reappointment action:** In order to initiate this action for one of your 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**

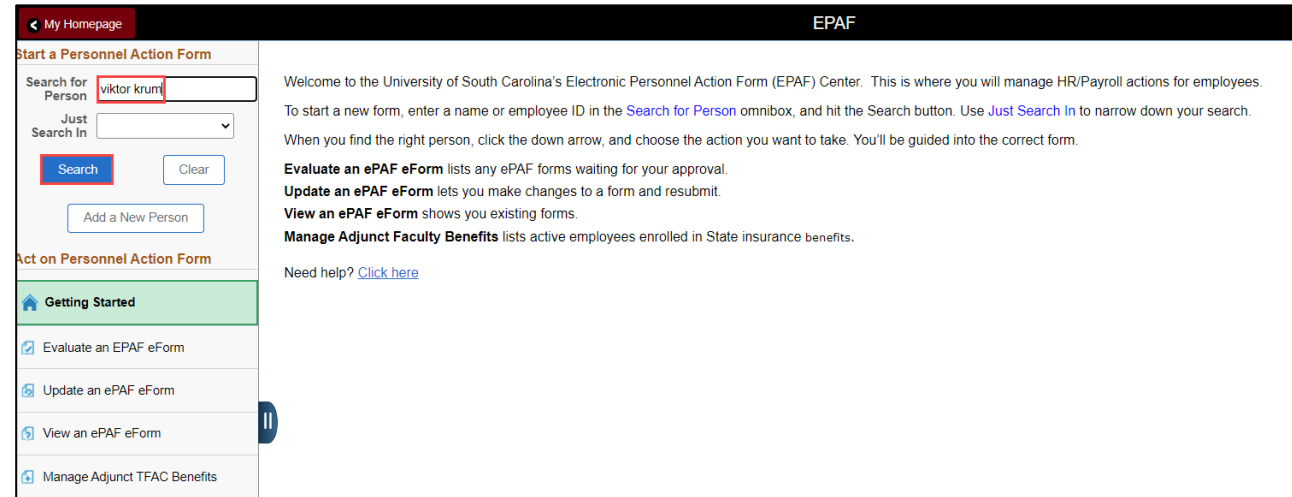


## University of South Carolina HCM HR Contact Resources Job Change eForm: Reappointment

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: viktor krum

Just Search In: [Dropdown]

Buttons: Search, 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: viktor krum

Just Search In: [Dropdown]

Buttons: Search, Clear, Add a New Person

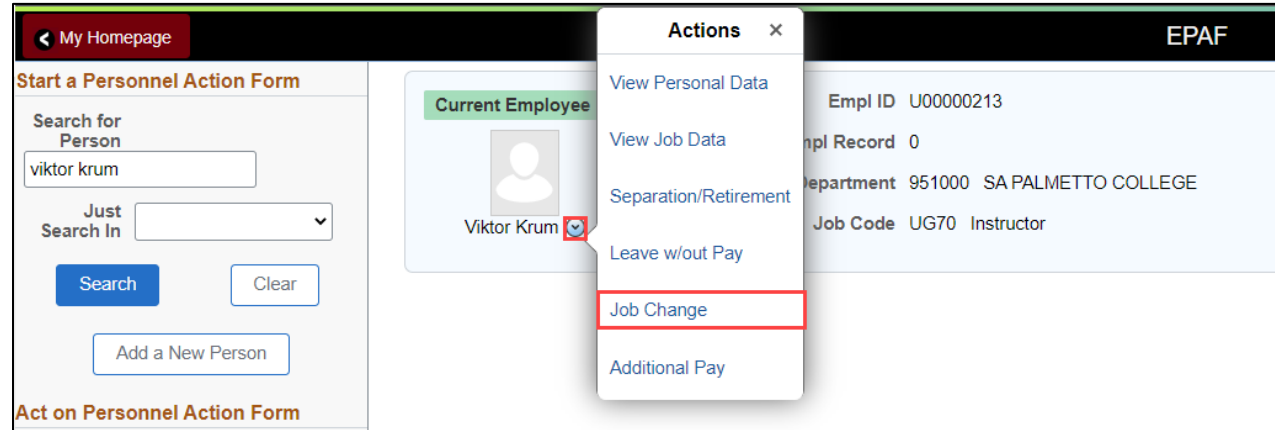
**Current Employee**

Empl ID	U00000213	Business Unit	SCSAL USC Salkehatchie
Empl Record	0	Job Indicator	Primary Job
Department	951000 SA PALMETTO COLLEGE	Empl Class	RGF Research Grant Position
Job Code	UG70 Instructor	Faculty/Staff	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.

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



The screenshot displays the 'My Homepage' interface for the 'EPAF' system. On the left, there is a 'Start a Personnel Action Form' section with a search input containing 'viktor krum' and a 'Just Search In' dropdown menu. Below this are 'Search' and 'Clear' buttons, and an 'Add a New Person' button. In the center, a 'Current Employee' card shows a profile for 'Viktor Krum'. An 'Actions' dropdown menu is open over this card, listing options: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Job Change' (highlighted with a red box), and 'Additional Pay'. On the right, a summary card for the employee shows details: 'Empl ID U00000213', 'Empl Record 0', 'Department 951000 SA PALMETTO COLLEGE', and 'Job Code UG70 Instructor'.

**Completing the Job Change eForm:**

1. In the Job Change eForm, first provide an **Effective Date** for the reappointment action.
  - a. Reappointments should be effective using the current date. The effective date must be prior to the current end-date as appearing on this eForm. This date will differ than the true reappointment date on the reappointment letter.
2. Enter the new **Expected Job End Date**. This date must align with the end-date in the reappointment letter.
  - a. The eForm will populate the current end-date which must be changed. Forgetting to change this field will result in auto-termination of the employee since the end-date was not extended.

All RGP/TL position related changes are initiated in PeopleAdmin, thus the position related fields on the Job Change eForm are locked and cannot be edited.

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

**Viktor Krum**  
U00000213  
Record: 0  
[View Job Data](#)

Job Change : Job Information Form ID 408773

Highlights Enabled:  Yes Current Values

**Transaction Information**

\*Effective Date   \*Expected Job End Date

Employee Group RGF RGP Faculty

**Transaction Information**

\*Effective Date   \*Expected Job End Date

Employee Group RGF RGP Faculty

**Other Active Jobs**

Empl Record	Department	Description	Standard Hours
1	0		0.00

**Job Position Information**

Position Number 00772702 Instructor	Reports To Position 00105425 Senior Director
Job Code UG70 Instructor	Supervisor ID
Department 951000 USC Salkehatchie Palmetto College	Reports To Incumbent
Standard Hours 37.50	Regular/Temporary Research Grant
Full/Part Time Full-Time	Employee Classification RGP Research Grant Position
Business Unit SCSAL USC Salkehatchie	Location Code 858 Waterboro Main Building
Company USC	Job Indicator Primary Job
Business Title Instructor	

**Additional Job Information**

Tax Location Code SC

FICA Status-Employee Subject

FTE 1.000000

Weeks Per Year

Position Specific SOC 25-1032

Slot

Holiday Schedule USC

Standard Work Period W

**The only change that can be submitted with the Reappointment action is a change to the base salary funding allocation.** If the reappointment is associated with a change in funding distribution, take the optional step 4 listed below.

- 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.
- Click the **Next** button.

**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 82500.00      New Comp Rate 0.000000  
 Percent Increase or Decrease 0.000000  
 Annualized Salary 109999.997

**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
82500.000000	100.000000	Select Funding	SA000	957822	F1000	51300	301	USCSP	10006960	1		A00000007921	+	-

Total Percent 100.00

**Additional Pay**

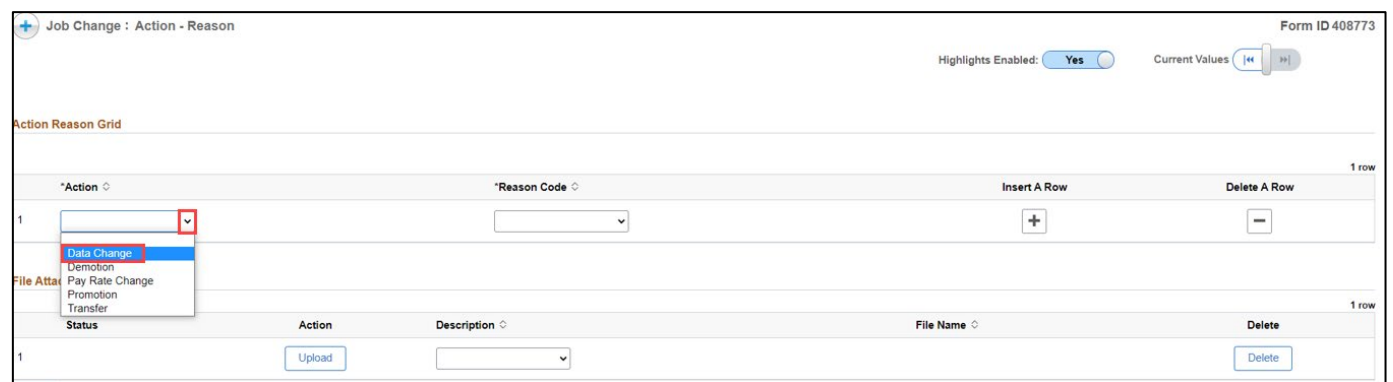
Effective Date	Earnings Code	Earnings Per Pay Period	Select Non-Base Funding	Combination Code	Insert A Row	Delete A Row
		0.00	Select Non-Base Funding		+	-

Previous Next Save

The **Action Reason** grid will appear blank.

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 **Reappointment** option.

Upon selecting the **Reason Code** of **Reappointment**, two changes appear on the eForm: a Benefits section pops up asking if the reappointment will result in changes to the benefits currently offered to the employee, and the File Attachments section will change to required.



Job Change : Action - Reason Form ID 408773

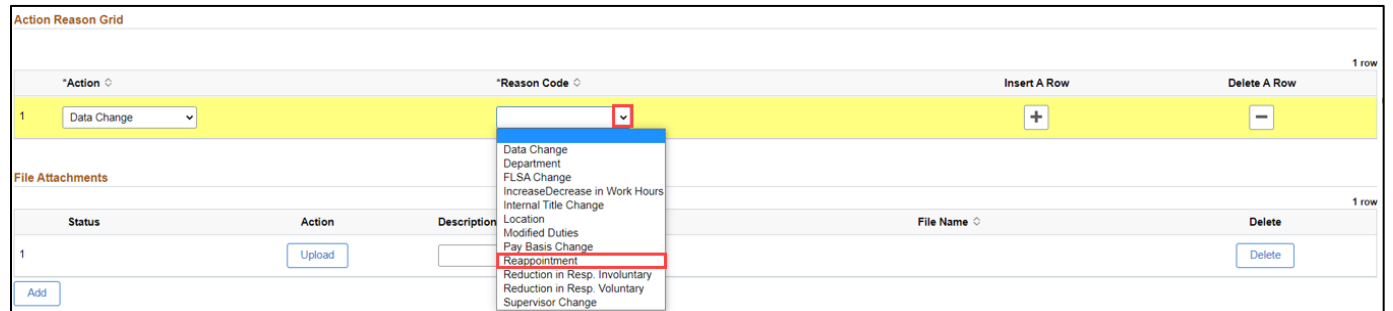
Highlights Enabled:  Yes Current Values:

**Action Reason Grid**

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

**File Attachments**

Status	Action	Description	File Name	Delete
1	Upload			Delete

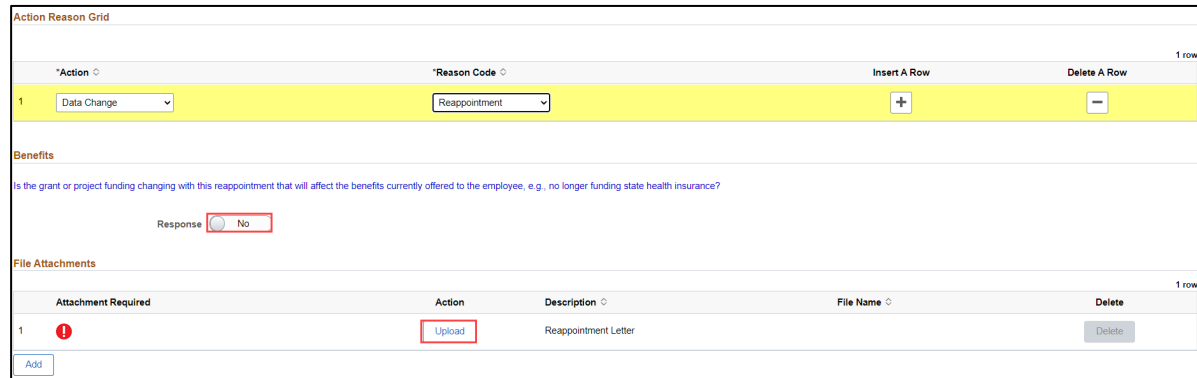


**Action Reason Grid**

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

**File Attachments**

Status	Action	Description	File Name	Delete
1	Upload			Delete



**Action Reason Grid**

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

**Benefits**

Is the grant or project funding changing with this reappointment that will affect the benefits currently offered to the employee, e.g., no longer funding state health insurance?

Response:  No

**File Attachments**

Attachment Required	Action	Description	File Name	Delete
1	Upload	Reappointment Letter		Delete

8. **Optional** – if the reappointment will change the benefits offerings to the employee click the **Yes/No** toggle button to **Yes**. Changing the **Response** field to **Yes** will open the four eligibility fields shown here. Update the eligibility as applicable.
9. Click the **Upload** button and follow the on-screen prompts to attach the Reappointment Letter from your device.
10. Click the **Submit** button.

**Benefits**

Is the grant or project funding changing with this reappointment that will affect the benefits currently offered to the employee, e.g., no longer funding state health insurance?

Response  Yes  No


Retirement Eligibility Yes ▾

Insurance Eligibility Yes ▾

Annual Leave Eligibility No ▾

Position Sick Leave Eligibilit Yes ▾

**File Attachments** 1 row

Attachment Required	Action	Description	File Name	Delete
1 	<a href="#">Upload</a>	Reappointment Letter		<a href="#">Delete</a>

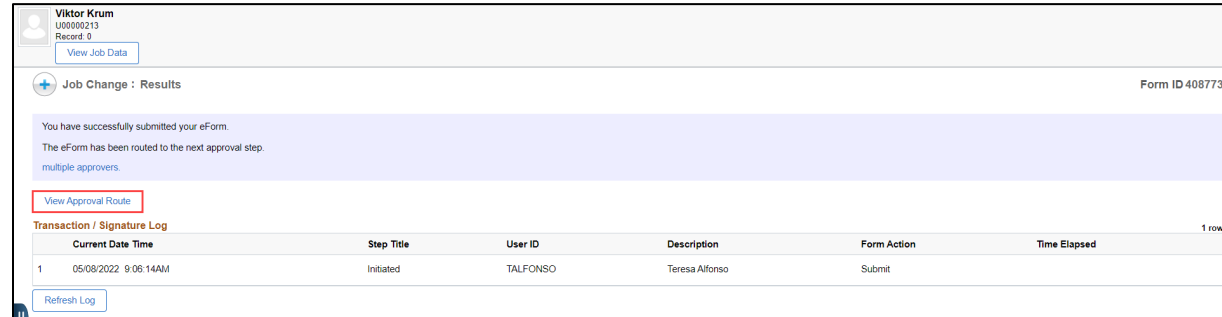
[Add](#)

**Comments**

[Previous](#) [Save](#) [Submit](#)

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 **Reappointment** action!



**Viktor Krum**  
U00000213  
Record: 0  
[View Job Data](#)

Job Change : Results Form ID 408773

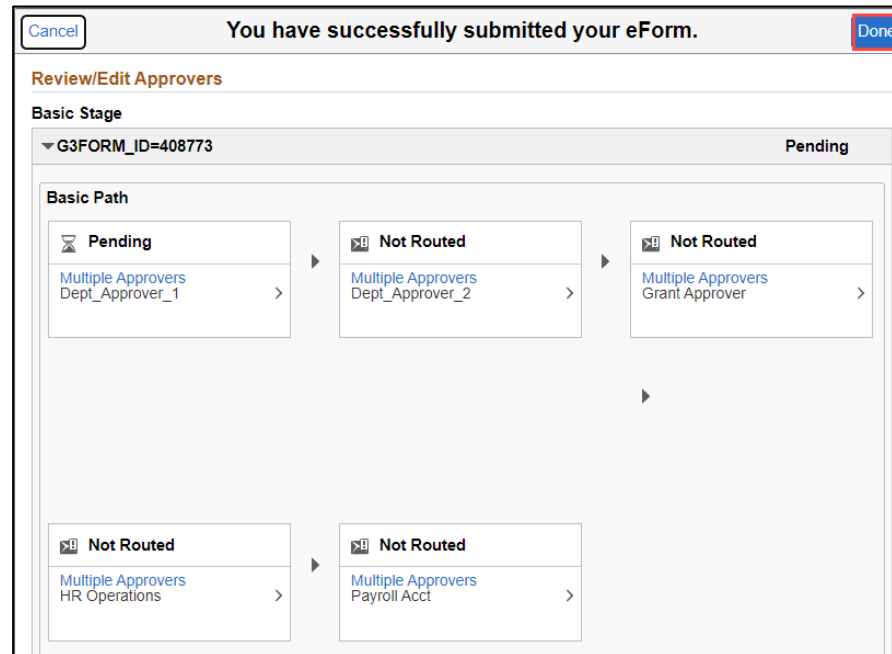
You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
05/08/2022 9:06:14AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)



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

**You have successfully submitted your eForm.**

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=408773 Pending

**Basic Path**

```

graph LR
    A["Pending  
Multiple Approvers  
Dept_Approver_1"] --> B["Not Routed  
Multiple Approvers  
Dept_Approver_2"]
    B --> C["Not Routed  
Multiple Approvers  
Grant Approver"]
    C --> D["Not Routed  
Multiple Approvers  
HR Operations"]
    D --> E["Not Routed  
Multiple Approvers  
Payroll Acct"]
  
```