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

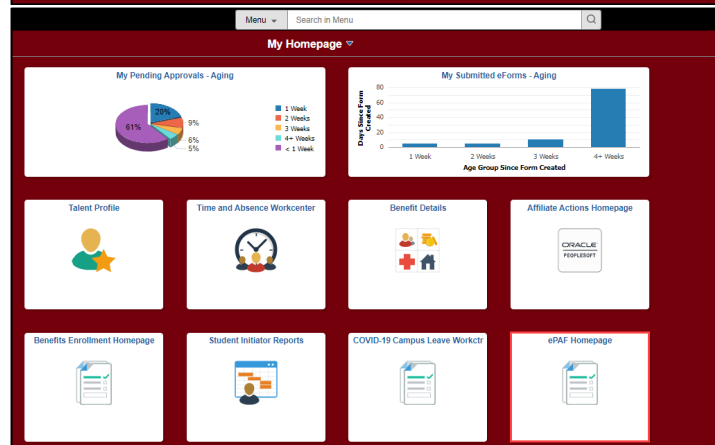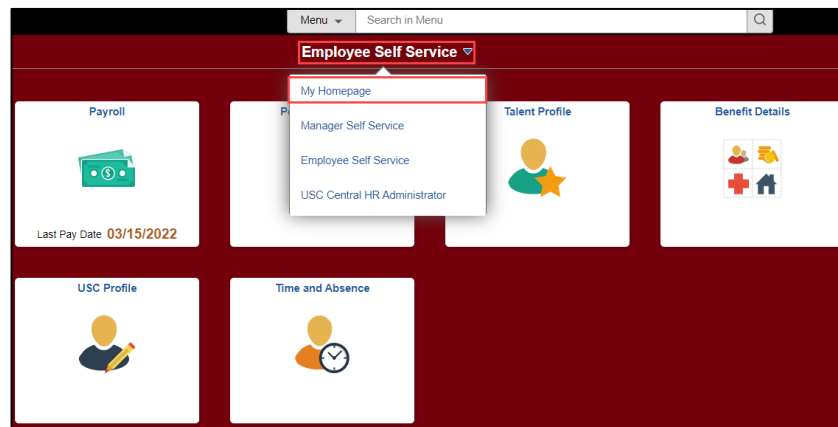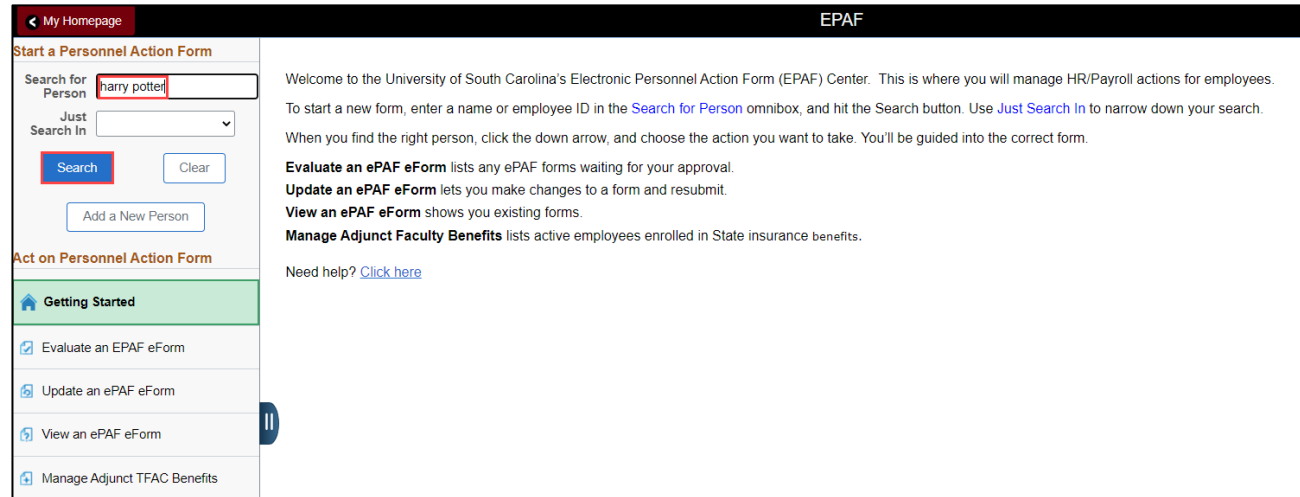| Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **Retention increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.** **Requesting a Retention for 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.	

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: harry potter

Just Search In: [dropdown]
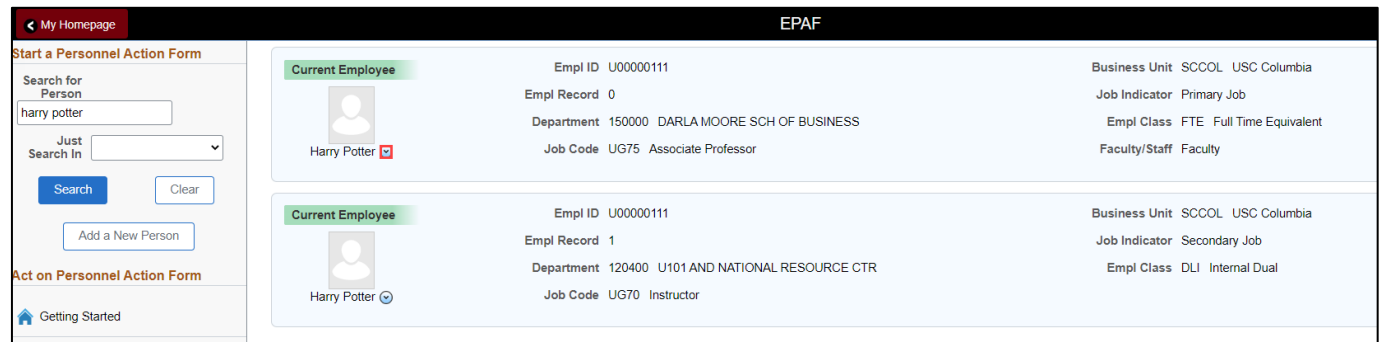
[Search] [Clear]

[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: harry potter

Just Search In: [dropdown]

[Search] [Clear]

[Add a New Person]

Act on Personnel Action Form

🏠 Getting Started

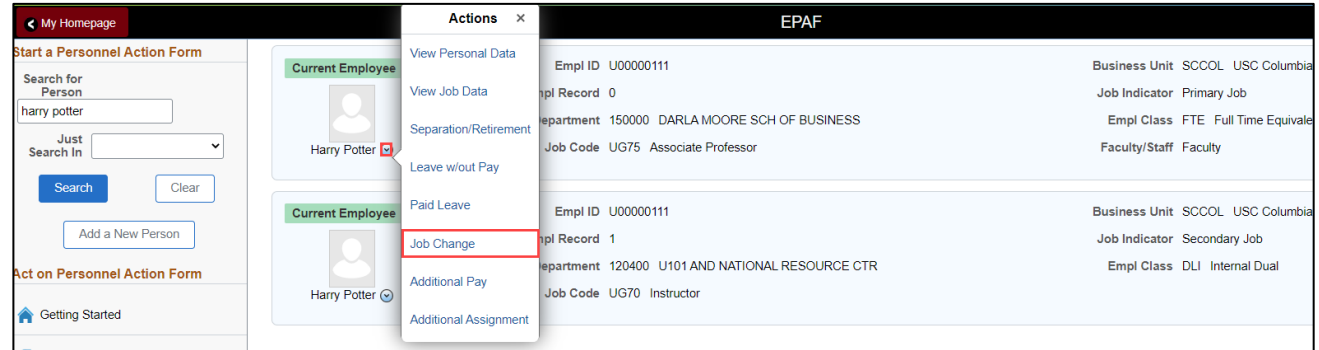| Current Employee			
Harry Potter	Empl ID U00000111	Business Unit SCCOL USC Columbia	
	Empl Record 0	Job Indicator Primary Job	
	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent	
	Job Code UG75 Associate Professor	Faculty/Staff Faculty	

Current Employee			
Harry Potter	Empl ID U00000111	Business Unit SCCOL USC Columbia	
	Empl Record 1	Job Indicator Secondary Job	
	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual	
	Job Code UG70 Instructor		

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.

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 1st or the 16th 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 bottom of the page and click the **Next** button.

Harry Potter
U00000111
Record: 0

[View Job Data]

⊕ Job Change : Job Information   Form ID 408775

                                                      Highlights Enabled: (Yes ⚪)   Current Values |◄◄ | ►►|

Transaction Information

*Effective Date 05/16/2022 📅

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   Reports To Position 00001564 🔍 Professor

*Job Code UG75 🔍 Associate Professor   Supervisor ID 🔍

*Department 150000 🔍 DMSB Darla Moore School of Business   Reports To Incumbent

Standard Hours 37.50   Regular/Temporary Regular

*Full/Part Time Full-Time ⌄   Employee Classification FTE Full Time Equivalent

*Business Unit SCCOL 🔍 USC Columbia   *Location Code 234 🔍 Darla Moore School Of Business

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   Standard Work Period W

Holiday Schedule USC

[Search] [Next] [Save]

---

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**.

Job Change : Compensation Information   Form ID 408775

Highlights Enabled: Yes   Current Values

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 89250.00   New Comp Rate 95000.000000
Percent Increase or Decrease 6.442577
Annualized Salary 126666.666666
Is this pay for performance? No

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

1 row

	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 ◇
1	95000.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A00000005595	+	−

Total Percent 100.00

Additional Pay

1 row

	Effective Date ◇	Earnings Code ◇	Earnings Per Pay Period ◇	Select Non-Base Funding	Combination Code ◇	Insert A Row ◇	Delete A Row ◇
1			0.00	Select Non-Base Funding		+	−

Previous   Next   Save

Harry Potter
U00000111
Record: 0
View Job Data

⊕ Job Change : Action - Reason   Form ID 408775

Highlights Enabled: Yes   Current Values |◀ ▶▶|

Action Reason Grid

1 row

	*Action ◇	*Reason Code ◇	Insert A Row	Delete A Row
1	Pay Rate Change	⌄	+	−

Addl Job Duty/Resp
Addl Skills/Know
Admin Salary Adjustment
Down Recl/Demo Salary 6 Month
Increase Decrease in Work Hour
Increase for FLSA Exemption
Job Reclass
Library Tenure
Minimum Wage Increase
Perf/Disciplinary-Sal Decrease
Performance Increase
Post Tenure Review
Promotional Increase
Remove Add Duty/Resp 6mths lmt
Remove Admin Sal Adjustment
Retention
Salary Decrease - Temporary
Salary Decrease- Research Grnt
Salary Decrease- Time Limited

File Attachments

1 row

	Status	Action	Description	File Name ◇	Delete
1		Upload			Delete
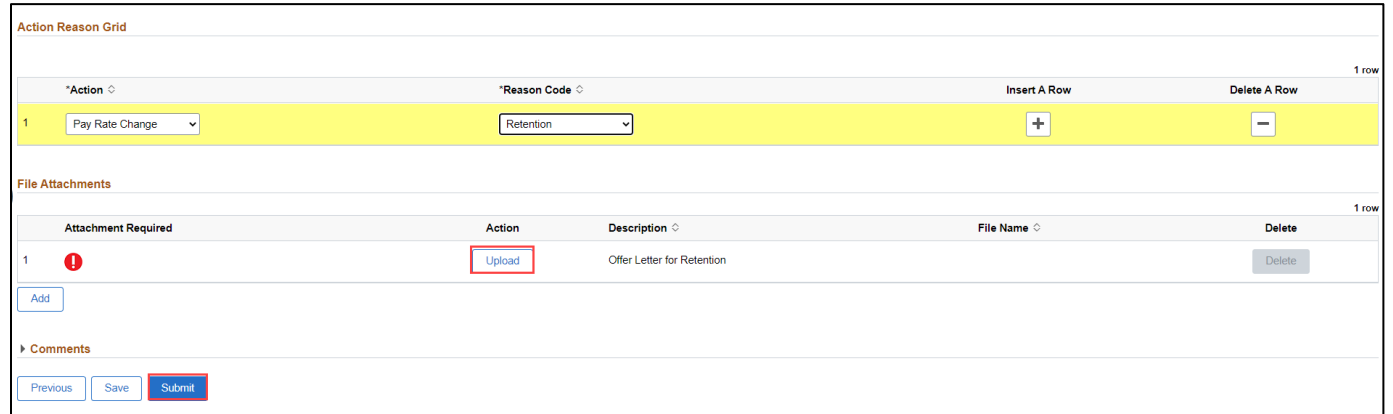
Add

▸ Comments

Previous   Save   Submit

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 UofSC 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

1 row

	*Action ◇	*Reason Code ◇	Insert A Row	Delete A Row
1	Pay Rate Change ⌄	Retention ⌄	+	−

File Attachments

1 row

	Attachment Required	Action	Description ◇	File Name ◇	Delete
1	❗	Upload	Offer Letter for Retention		Delete
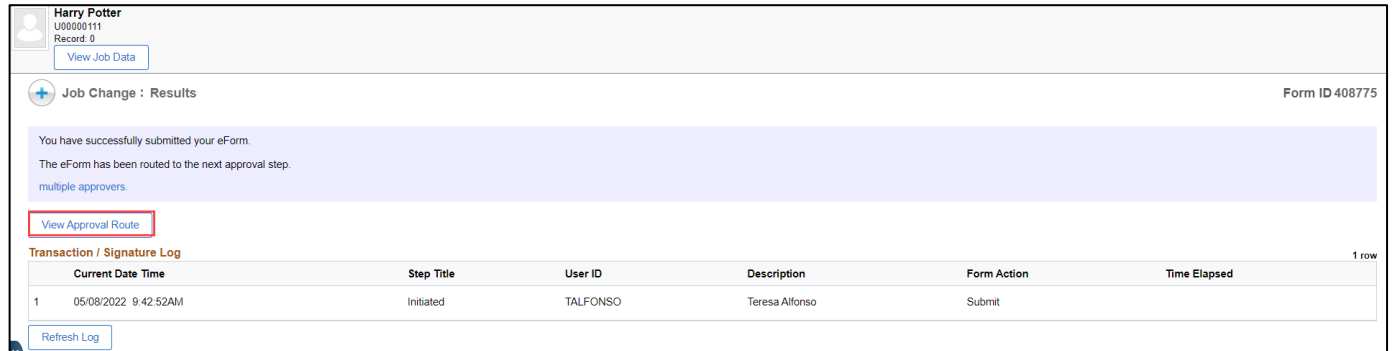
Add

▸ Comments

Previous   Save   Submit

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 **Retention** request for FTE faculty!

Harry Potter
U00000111
Record: 0

View Job Data

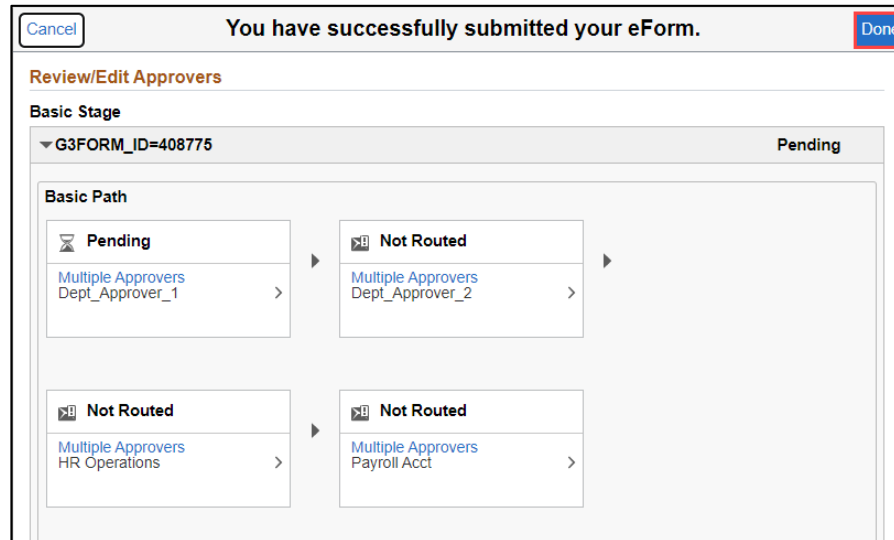Job Change : Results   Form ID 408775

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
1	05/08/2022 9:42:52AM	Initiated	TALFONSO	Teresa Alfonso	Submit	

Refresh Log

Cancel   **You have successfully submitted your eForm.**   Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408775   Pending

Basic Path

⌛ **Pending**   ▶   📱 **Not Routed**   ▶

Multiple Approvers   Multiple Approvers
Dept_Approver_1   >   Dept_Approver_2   >

📱 **Not Routed**   ▶   📱 **Not Routed**

Multiple Approvers   Multiple Approvers
HR Operations   >   Payroll Acct   >