

This job aid outlines how to initiate a summer ECOM/Research hire action.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

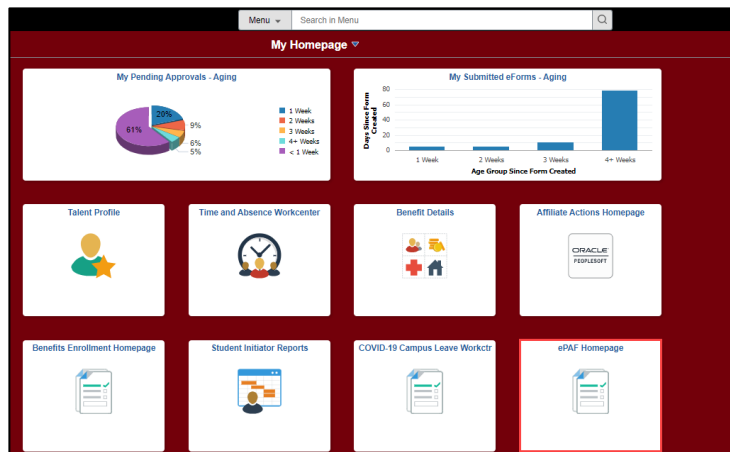
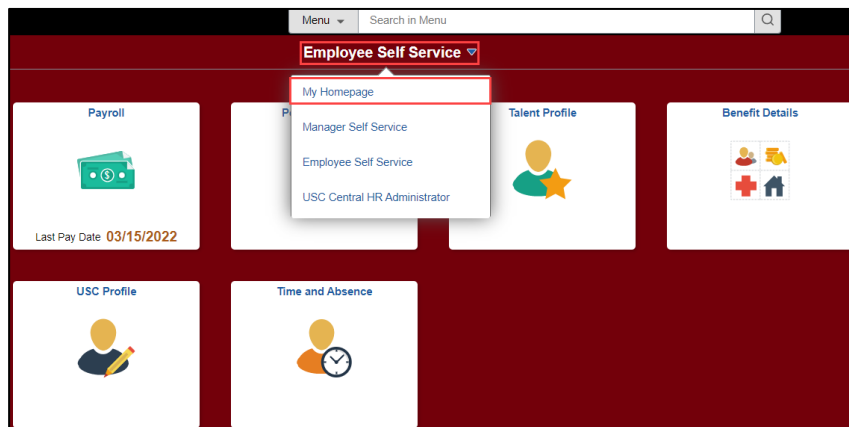
Information

Those with HR Initiator access can take this action for all FTE Faculty across the university system.

Initiating a Summer Hire eForm for summer ECOM/Research: To initiate a summer hire 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

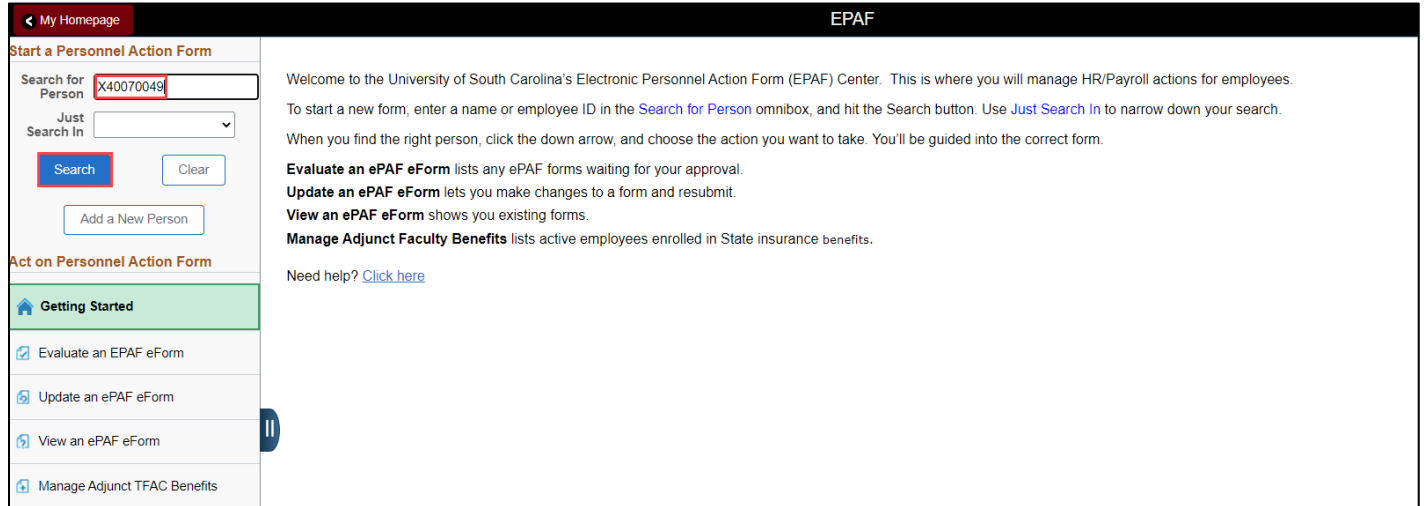


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Summer Compensation FTE Faculty: Summer ECOM/Research Hire**

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

My Homepage

Start a Personnel Action Form

Search for Person: X40070049

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

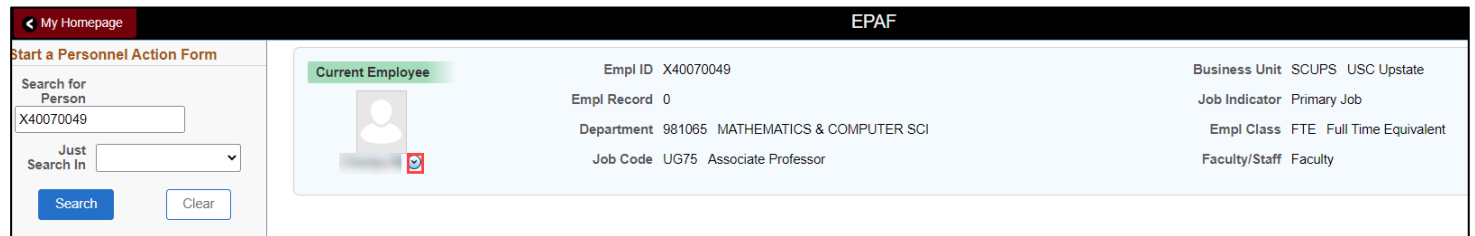
Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees.

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

My Homepage

Start a Personnel Action Form

Search for Person: X40070049

Just Search In: [Dropdown]

Buttons: Search, Clear

Current Employee

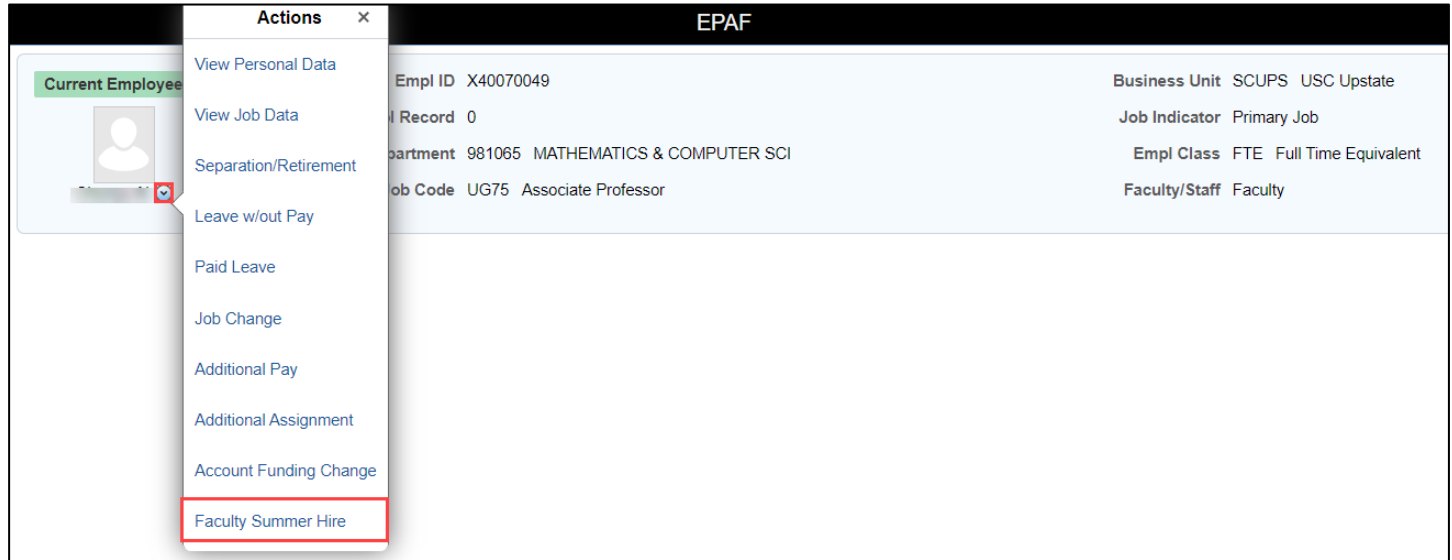
Empl ID	X40070049	Business Unit	SCUPS USC Upstate
Empl Record	0	Job Indicator	Primary Job
Department	981065 MATHEMATICS & COMPUTER SCI	Empl Class	FTE Full Time Equivalent
Job Code	UG75 Associate Professor	Faculty/Staff	Faculty

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

The **Faculty Summer Hire eForm** is used to hire FTE faculty into summer appointments for either Instruction or ECOM/Research. Note this option will only appear in the **Related Actions Menu** for FTE faculty.

From the Related Actions Menu, click the **Faculty Summer Hire** option.



The screenshot shows the EPAP system interface. On the left, there is a 'Current Employee' profile card with a dropdown arrow. An 'Actions' menu is open, listing various options. The 'Faculty Summer Hire' option at the bottom of the menu is highlighted with a red box. The background shows an employee record for Empl ID X40070049, Department 981065 MATHEMATICS & COMPUTER SCI, and Job Code UG75 Associate Professor. Other details include Business Unit SCUPS USC Upstate, Job Indicator Primary Job, Empl Class FTE Full Time Equivalent, and Faculty/Staff Faculty.

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Completing the Faculty Summer Hire eForm:

1. The **Action of Additional Job** pre-populates and is the only option.
2. Click the **Reason Code** drop-down menu button and select **Summer Research**.
3. Enter the **Effective Date** and **Expected Job End Date** associated with this ECOM/Research hire.
 - a. ECOM/Research hires cannot start before 5/16/xxxx and cannot extend past 8/15/xxxx.

Summer Hire : Hire Information Form ID 396175

Highlights Enabled: Yes Current Values

Primary Job Info

Name	Empl ID X40070049
Empl Record 0	Employee Classification FTE
Job Code UG75	Department 981065
Business Unit SCUPS	

Hire Info

*Action <input type="button" value="Additional Job"/> Additional Job	*Reason <input type="button" value="Reason Code"/>
Year 2022	
*Effective Date <input type="button" value="Effective Date"/>	*Expected Job End Date <input type="button" value="Expected Job End Date"/>

Summer Hire : Hire Information Form ID 396175

Highlights Enabled: Yes Current Values

Primary Job Info

Name	Empl ID X40070049
Empl Record 0	Employee Classification FTE
Job Code UG75	Department 981065
Business Unit SCUPS	

Hire Info

*Action <input type="button" value="Additional Job"/> Additional Job	*Reason <input type="button" value="Summer Research"/> Summer Research
Year 2022	
*Effective Date <input type="button" value="05/16/2022"/>	*Expected Job End Date <input type="button" value="08/15/2022"/>

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4. Enter the applicable data points for the below Job Info fields. You can type in the fields directly or use the **Lookup** button to search for the information.
- Business Unit (Campus)
 - Location Code
 - Supervisor ID
 - Full/Part Time indicator
 - Department number

There are several view-only fields in this section.

- **Last Hire Date/Basis Start Date** is the date that employee started their FTE position.
- **Pay Group** is based on the employee's FTE pay group. For example: If the FTE is paid current in the FTE the summer hires will also be current.
- **Base Salary** is the employee's base salary as of the prior spring semester. This is the salary for calculation of the summer earnings cap.
- **EMPL Record Selected** lets you know which record the summer hire will appear as once fully executed in the system. The Summer Hire eForm will reuse old/inactive EMPL Records.
- **Pay Basis** is the employee's FTE basis.

Job Info

*Business Unit <input type="text" value="SCUPS"/> <input type="button" value="Q"/>	SCUPS	*Department <input type="text" value="981065"/> <input type="button" value="Q"/>	UPS Div of Math and Computer Sci.
*Location Code <input type="text" value="974"/> <input type="button" value="Q"/>	Library Class	Job Code	VSUM
*Supervisor ID <input type="text" value="A00247995"/> <input type="button" value="Q"/>	Dillon Buff		
*Full/Part Time <input type="text" value="Full-Time"/>			
Last Hire Date/Basis Start Date 01/01/2013		Pay Basis SC9	
Pay Group SRC SUMMER RESEARCH CURRENT			
Base salary 94358.00			
Employee Record Selected 1			

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5. Enter the **ECOM Hours/Day** that the employee will be performing work associated with this hire.

6. Enter the **Salary** the employee should receive for performing this ECOM/Research.

There are several view-only fields in this section:

- **Daily Rate** is an automatic calculation of the employee's daily maximum compensation.
- **Hourly rate** is an automatic calculation of the employee's hourly rate for the max daily compensation.
- **Compensation Limit** shows the employee's compensation earnings limit for the summer. This field displays 3 digits after the decimal but the eForm will automatically drop any digits after the 2nd decimal place in the Salary field.
- **ECOM # of Days** shows the number of workdays between the effective and end-dates on this eForm.
- **Standard Hours** are the hours per week based on the **Full/Part Time** and **ECOM Hours/Day** fields. If the employee works 7.5 hours/day the system will round this to 38.

Extra Compensation/Research

- For faculty with a 10-5-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.
- For faculty with an 11-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.

*ECOM Hours/Day	7.50	ECOM # of Days	66.00
*Salary	31940.180000	Standard Hours	38.00
Daily Rate	483.887000		
Hourly Rate	60.485875		
Compensation Limit	31940.183000		

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There are two view-only sections:

- The **Summer Compensation** section shows all approved summer hires and summer Hire eForms in flight for this employee.
 - **Summer Total Compensation** is the total salary amount for this hire and all other summer hires.
7. Click the **Select Funding** button to add the applicable funding source for this summer hire.
 - a. Note the **Account** code for Summer ECOM/Research is **51300**.
 8. Enter the **Budget Amount** or **Percent of Distribution**. Click the Plus **+** button to add additional rows of funding if applicable.

Summer Compensation

Effective Date	Expected Job End Date	Empl Record	Year	Compensation Rate	Comp Rate Code	Summer Session Code	Course Number	Form ID	Form Status/Empl Status
1		0		0.000000					

Total Compensation

Summer Total Compensation **31940.18**

Account Funding

Budget Amount	Percent of Distribution	Select Funding	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1	0.000000	0.000000	<input type="button" value="Select Funding"/>										<input type="button" value="+"/> <input type="button" value="-"/>	

PercentTotal 0.000000

Account Funding


Budget Amount	Percent of Distribution	Select Funding	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1	31940.180000	100.000000	<input type="button" value="Select Funding"/>	UP000	981065	A0001	51300	101				A00000008046	<input type="button" value="+"/> <input type="button" value="-"/>	

PercentTotal 100.000000

9. **Offer letters** are required for all summer hires. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
 - a. Summer hire actions submitted without an offer letter will be recycled to the initiator which may delay payment to the employee.


10. Review your work on the eForm, once you've confirmed the data click the **Submit** button.

File Attachments 1 row

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

[Add](#)

File Attachments 1 row

Attachment Uploaded	Action	Description	File Name	Delete
1 	View	Offer Letter	hr27.pdf	Replace

[Add](#)

▶ **Comments**

[Search](#) [Save](#) [Submit](#)

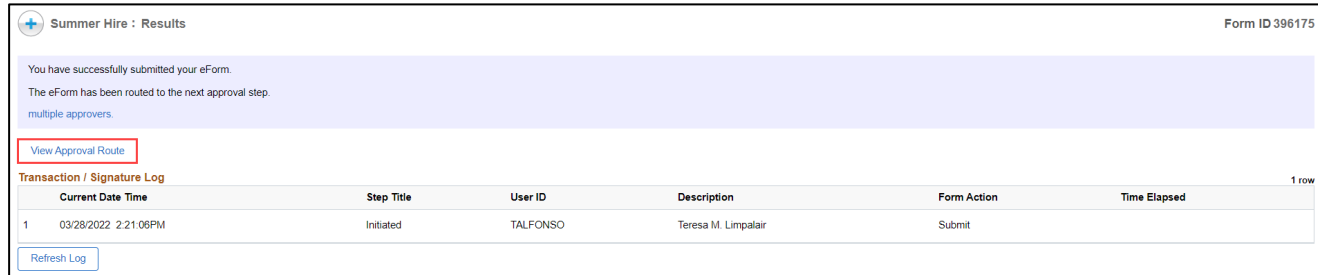
11. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

12. The Approval Route shows the workflow steps for the specific action you submitted. Summer Hire eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.

- a. If a portion of the summer hire is paid using grant or sponsored project funds, the eForm will route to Grant Approver prior to HR Operations.

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

You have successfully initiated a **Summer Hire eForm** for summer ECOM/Research!



Summer Hire : Results Form ID 396175

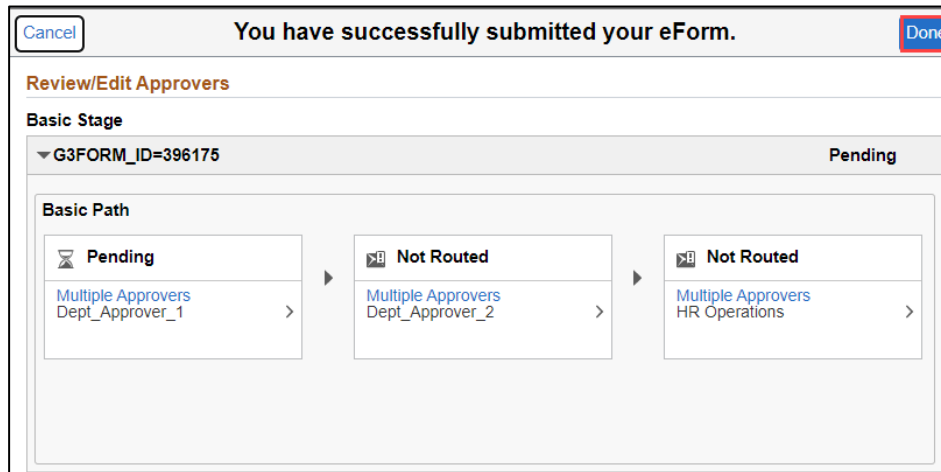
You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 03/28/2022 2:21:06PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

[Refresh Log](#)



[Cancel](#) **You have successfully submitted your eForm.** [Done](#)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=396175 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  
HR Operations"]
  
```