

How to initiate faculty rank promotion with or without tenure for faculty in HCM:

This job aid outlines how to request a faculty rank promotion for an FTE faculty employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

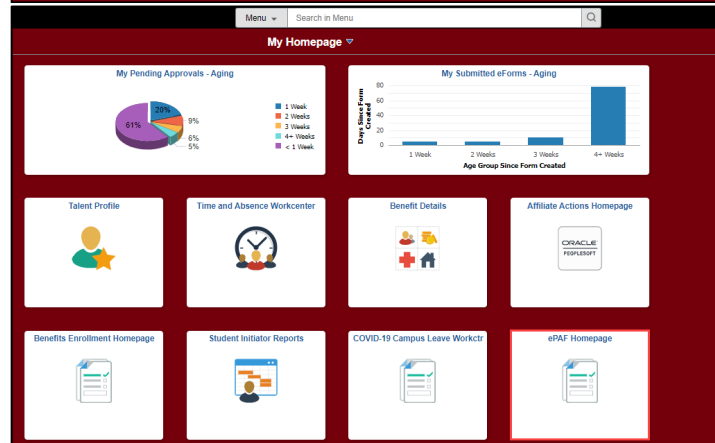
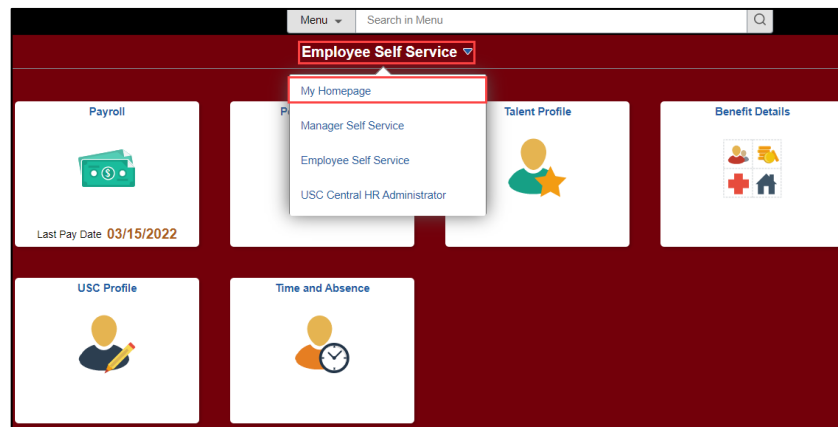
Those with HR Initiator access can take this action for employees within their security scope.

Faculty rank promotion actions are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.

Requesting a faculty rank promotion for faculty: In order to request this 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.

Screenshots

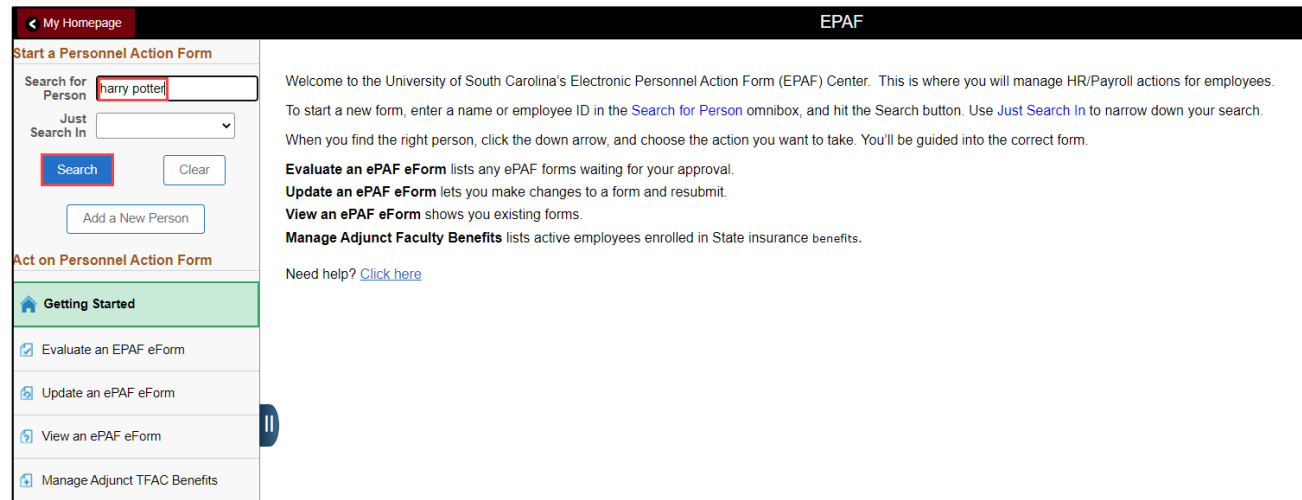


University of South Carolina HCM HR Contact Resources Job Change eForm: Faculty Rank Promotion (w/ or w/out Tenure)

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.



My Homepage EPAF

Start a Personnel Action Form

Search for Person:

Just Search In:

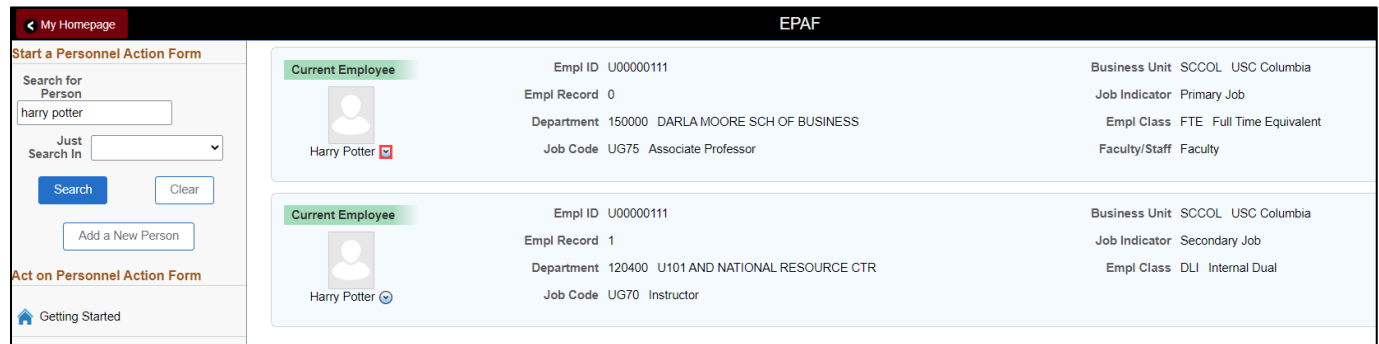
Act on Personnel Action Form

- 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](#)



My Homepage EPAF



Start a Personnel Action Form

Search for Person:

Just Search In:

Act on Personnel Action Form

- Getting Started

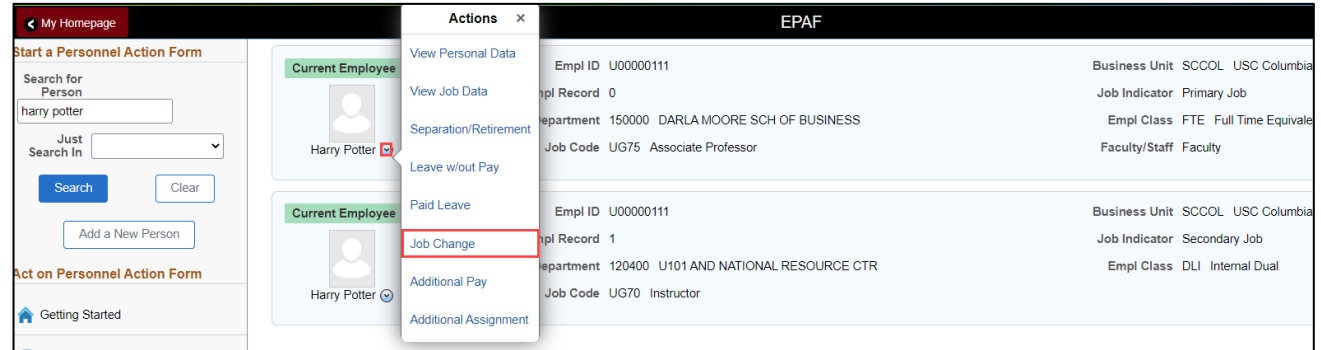
Current Employee	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
Harry Potter	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
Current Employee	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 1	Job Indicator Secondary Job
Harry Potter	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Job Code UG70 Instructor	

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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.

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



The screenshot displays the 'My Homepage' interface for an employee named Harry Potter. An 'Actions' dropdown menu is open, listing various options: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, **Job Change** (highlighted in red), Additional Pay, and Additional Assignment. The background shows a table of employee records:

EPAF	
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 Equivale
Job Code	UG75 Associate Professor
Faculty/Staff	Faculty
<hr/>	
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

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Completing the Job Change eForm:

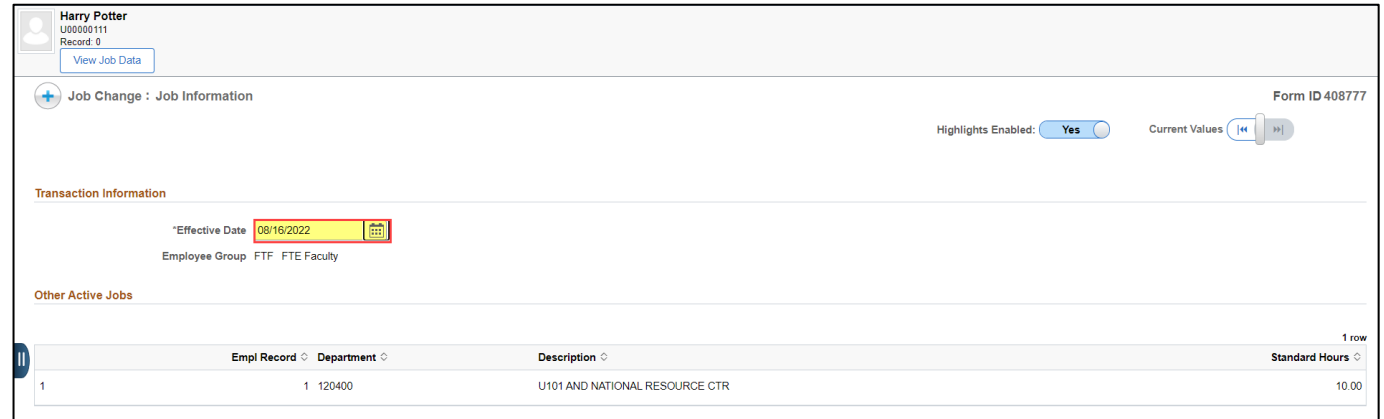
1. In the Job Change eForm, first provide an **Effective Date** for the rank promotion action.
 - a. Faculty rank promotions are effective on either 8/16/xxxx or 1/1/xxxx as approved by the Board of Trustees (tenure track) or Provost Office (professional track).

2. Click the **Job Code lookup button** (magnifying glass icon) or enter the new Job Code directly in the field.

3. Click in the **Business Title** field and enter the new title associated with the rank promotion, this is usually the new Job Code description unless the faculty member has an administrative appointment.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. **However, rank promotion actions should not be accompanied by any other change requests.**

4. 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 408777

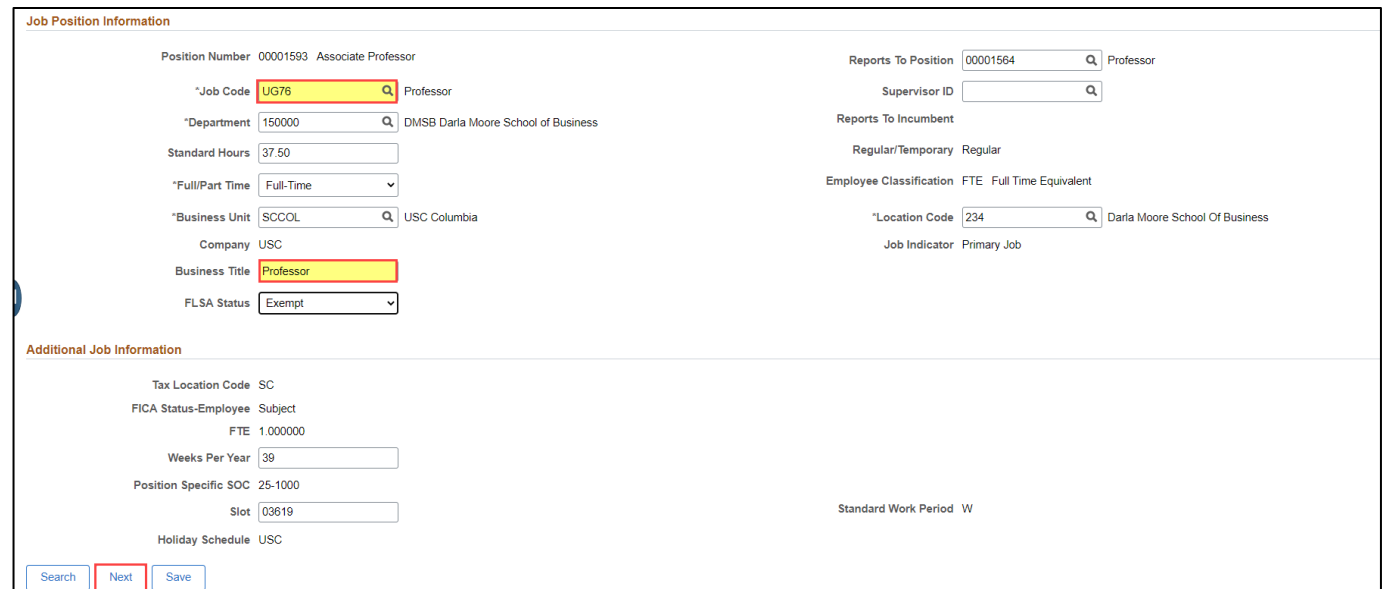
Highlights Enabled: Yes Current Values

Transaction Information

*Effective Date: 08/16/2022
Employee Group: FTF FTE Faculty

Other Active Jobs

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



Job Position Information

Position Number: 00001593 Associate Professor

*Job Code: UG76 Professor

*Department: 150000 DMSB Darla Moore School of Business

Standard Hours: 37.50

*Full/Part Time: Full-Time

*Business Unit: SCCOL USC Columbia

Company: USC

Business Title: Professor

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

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5. Enter the **New Comp Rate** for the rank promotion 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**.
- a. The **New Comp Rate** should align with your unit's criteria for promotion.

6. 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 408777

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 97250.000000

Percent Increase or Decrease 8.963585

Annualized Salary 129866.666666

Is this pay for performance? No

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The only change that can be submitted with the faculty rank promotion is a change to the base salary funding allocation. If the increase is associated with a change in funding distribution, take the optional steps listed below.

7. **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.

8. Click the **Next** button.

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
97250.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A00000005595	+	-
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

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The **Action Reason** grid prepopulates one row based on eForm logic from the change in Job Code. **Action** is **Promotion** and the **Reason** is **Faculty Rank Promotion**. **A second Action Reason row is required!**

9. Click the plus + button to add an additional row.
10. Click the **Action** drop-down menu and select **Position Change**.
11. Click the **Reason** drop-down menu and select **Faculty Rank Promotion**.

Both rows in the Action Reason grid are required as they communicate the promotion to different parts of the HCM system.

Action Reason Grid

*Action ◯		*Reason Code ◯		Insert A Row	Delete A Row
1	Promotion	Faculty Rank Promotion		+	-

1 row

Action Reason Grid

*Action ◯		*Reason Code ◯		Insert A Row	Delete A Row
1	Promotion	Faculty Rank Promotion		+	-
2	Position Change	Faculty Rank Promotion		+	-

2 rows

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Tenure Information fields (these fields are required if the faculty member is in the tenure track):

- **Tenure Begin Date** – This field should pre-populate based on the faculty member’s hire date in the tenure track.
- **Tenure Received Date** – If the faculty member already has tenure, this field should pre-populate. If the faculty member is receiving tenure with this rank promotion, enter the same effective date as the date of the rank promotion in this field.
- **Tenure Department** – This is the department in which the faculty member is awarded tenure. If the faculty member is receiving tenure with this rank promotion, enter the department as outlined in the associated BOT/Provost letter.
- **Tenure Status** – This field will have the current status (if in the tenure track the current status will say tenure track). If the faculty member is receiving tenure with this rank promotion, click the drop-down to change the status to Tenured. **This is the only required field in this section if the faculty member is in the professional track.**

Tenure Information

Tenure Begin Date 08/16/2019		*Tenure Received Date 08/16/2019
*Tenure Department 150000	DARLA MOORE SCH OF BUSINESS	*Tenure Status Tenured

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To submit a faculty rank promotion action, you must attach the BOT letter (tenure track faculty) or Provost letter (professional track faculty).

12. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
13. Click the **Submit** button.

Action Reason Grid				
*Action	*Reason Code	Insert A Row	Delete A Row	
1	Promotion	Faculty Rank Promotion	+	-
2	Position Change	Faculty Rank Promotion	+	-

Tenure Information

Tenure Begin Date: 08/16/2019
 *Tenure Received Date: 08/16/2019
 *Tenure Department: 150000 DARLA MOORE SCH OF BUSINESS
 *Tenure Status: Tenured

File Attachments				
Attachment Required	Action	Description	File Name	Delete
1	Upload	BOT Tenure Approval Letter		Delete

Add

Comments

Previous Save **Submit**

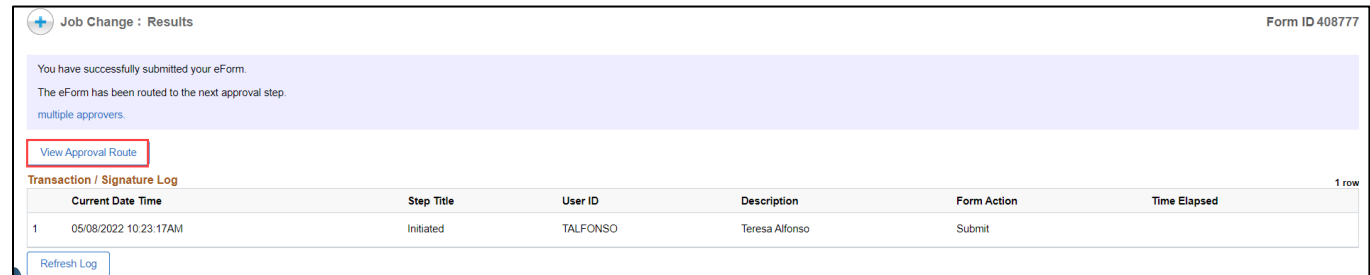
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14. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

15. 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**.

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

You have successfully initiated a **Faculty Rank Promotion** request for FTE faculty!



Job Change : Results Form ID 408777

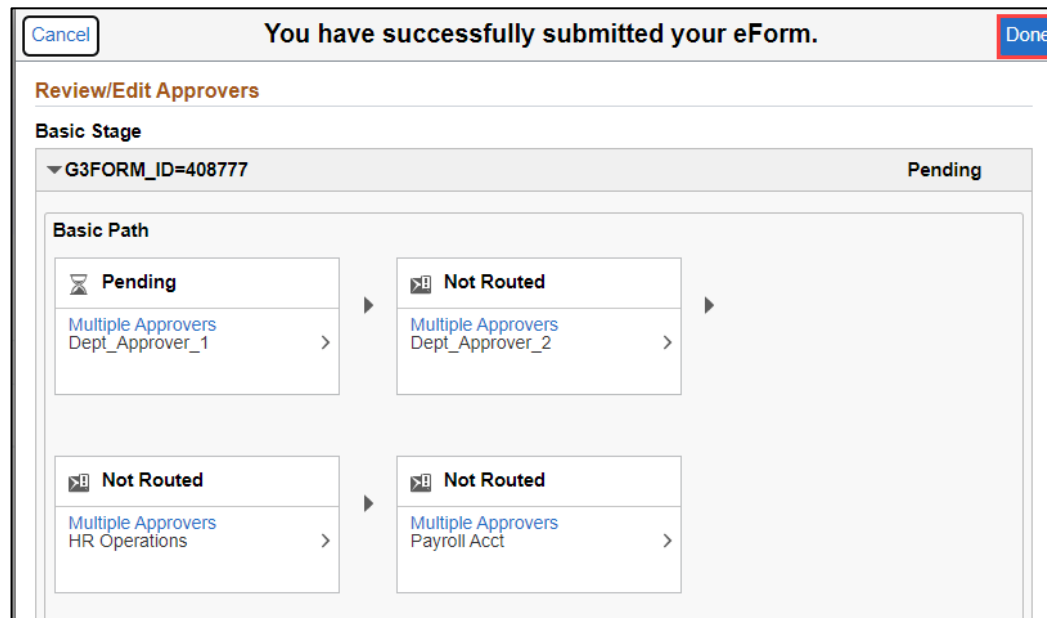
You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log

Transaction / Signature Log	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	1 row
	05/08/2022 10:23:17AM	Initiated	TALFONSO	Teresa Alfonso	Submit		

[Refresh Log](#)



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

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=408777 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"]
    C --> D["✉ Not Routed  
Multiple Approvers  
Payroll Acct"]
  
```