

**How to initiate a retention increase for staff in HCM:**

This job aid outlines how to request a retention increase for an FTE staff employee.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

**Information**

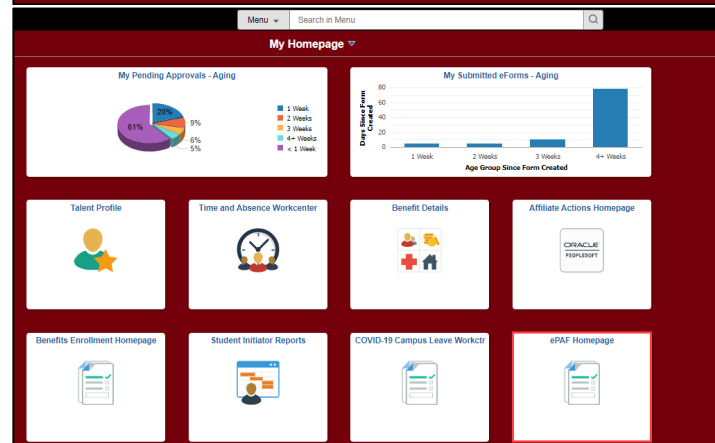
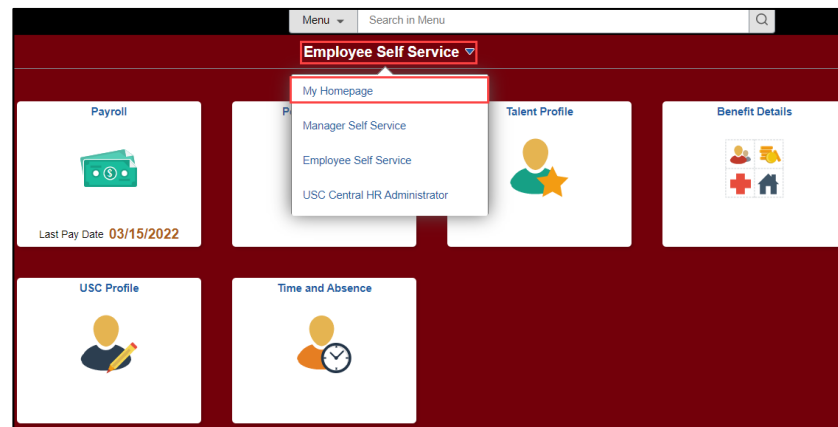
Those with HR Initiator access can take this action for employees within their security scope.

**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 staff:** In order to request a retention increase for one of your FTE staff 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**

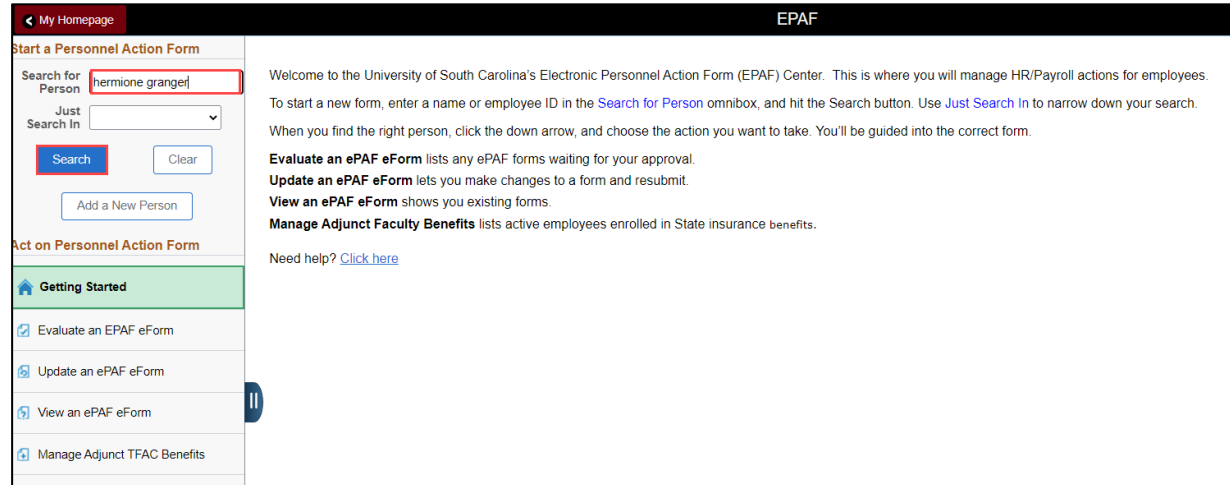


## University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Staff

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:

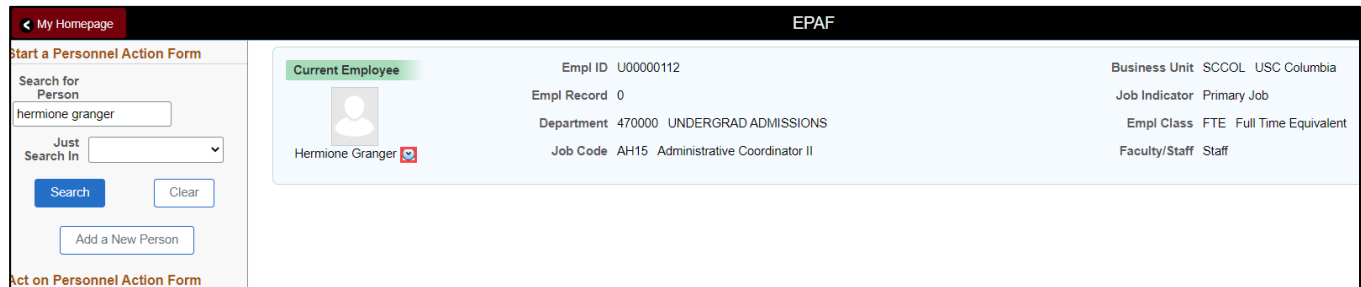
**Act on Personnel Action Form**

- 
- 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**

**Current Employee**

Empl ID	U00000112	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	470000 UNDERGRAD ADMISSIONS	Empl Class	FTE Full Time Equivalent
Job Code	AH15 Administrative Coordinator II	Faculty/Staff	Staff

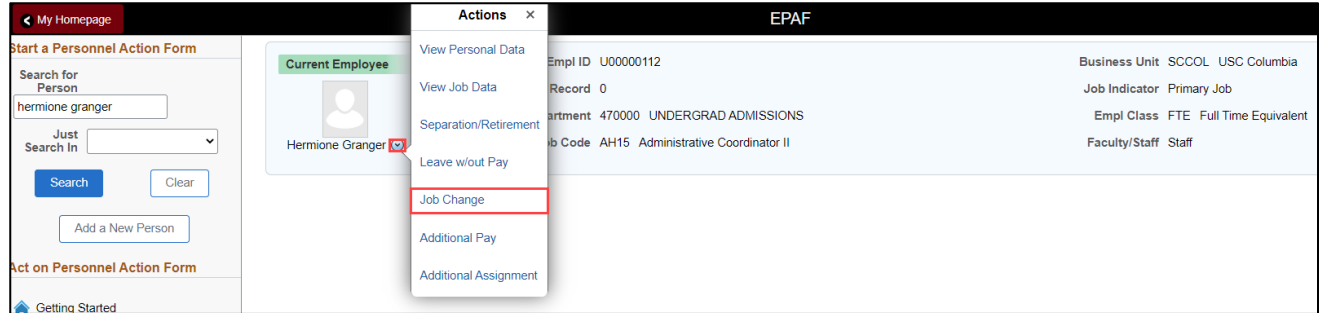
## University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Staff

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. Base salary changes not tied to the position (i.e. Additional Skills Knowledge, Performance Increase, Retention, etc.) should be initiated on the Job Change eForm. FTE Faculty, Temp Faculty, and non-exempt temporary staff position and salary changes are 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.



The screenshot shows the HCM HR system interface. On the left, there is a search bar for a person named 'hermione granger'. In the center, there is a 'Current Employee' card for 'Hermione Granger'. A dropdown menu titled 'Actions' is open, showing several options: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Job Change' (highlighted in red), 'Additional Pay', and 'Additional Assignment'. On the right, there is a table with employee details for 'EPAF'.

EPAF	
Empl ID	U00000112
Record	0
Department	470000 UNDERGRAD ADMISSIONS
Job Code	AH15 Administrative Coordinator II
Business Unit	SCCOL USC Columbia
Job Indicator	Primary Job
Empl Class	FTE Full Time Equivalent
Faculty/Staff	Staff

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**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 1<sup>st</sup> or the 16<sup>th</sup> of the month.

Since FTE staff position related changes are initiated in PeopleAdmin, all those fields on the Job Change eForm are locked and cannot be edited.

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

**Hermione Granger**  
U00000112  
Record: 0  
[View Job Data](#)

Form ID 408713

Job Change : Job Information Highlights Enabled:  Yes Current Values

**Transaction Information**

\*Effective Date:    
Employee Group: FTS FTE Staff

**Other Active Jobs**

Empl Record	Department	Description	Standard Hours
1	0		0.00

**Job Position Information**

Position Number: 00003828 Administrative Coordinator II	Reports To Position: 00001728 Dir of Finance and Admin
Job Code: AH15 Administrative Coordinator II	Supervisor ID:
Department: 470000 SAAS Undergraduate Admissions	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: 074 Lieber College
Company: USC	Job Indicator: Primary Job
Business Title: Administrative Coordinator II	

**Additional Job Information**

Tax Location Code: SC  
FICA Status-Employee: Subject  
FTE: 1.000000  
Weeks Per Year:   
Position Specific SOC: 43-6014  
Slot:  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**.

**Notes:**

In band base salary increases are typically limited to 15% of the employee's base salary, but exceptions can be requested. If you enter more than a 15% increase you will receive a warning message. Click **OK** to acknowledge and continue in the eForm.

Classified staff base salaries cannot exceed the max of the pay band. Pay band minimum, midpoint, and maximum are populated on the eForm. If you enter a salary above the max of the pay band you will receive a hard coded error message. You cannot advance to the next page in the eForm until you make the **New Comp Rate** within the limits of the pay band.

Payroll and Compensation	
Salary Administration Plan	CLAS
Comp Rate Code	SC12
Pay Group	C12
Employee Type	Salaried Employees
Salary Grade	B06
Compensation Frequency	SC12
Compensation Information	
Current Comp Rate	48000.00
Percent Increase or Decrease	14.583333
Is this pay for performance?	No
New Comp Rate	55000.000000
Pay Band	
Minimum	41777.000000
Midpoint	59537.000000
Maximum	77298.000000

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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.
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.

**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
55000.000000	100.000000	Select Funding	CL085	470000	A0001	51200	505					A00000003330	+	-
Total Percent 100.00														

**Additional Pay**

Effective Date	Earnings Code	Earnings Per Pay Period	Earnings End Date	Select Non-Base Funding	Combination Code	Insert A Row
02/01/2022	SAP	300.00	01/31/2024	Select Non-Base Funding	A00000003330	+

Previous Next Save

Job Change : Action - Reason Form ID 408714

Highlights Enabled:  Yes Current Values [←] [→]

**Action Reason Grid**

*Action	*Reason Code	Insert A Row	Delete A Row
Pay Rate Change	Retention	+	-

**File Attachments**

Attachment Required	Action	Description	File Name	Delete
	Upload	Offer Letter for Retention		Delete

Add

Comments

Previous Save Submit

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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 staff!

Job Change : Results Form ID 408714

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
04/11/2022 12:58:10PM	Initiated	TALFONSO	Teresa Alfonso	Submit	

[Refresh Log](#)

**You have successfully submitted your eForm.**

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

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=408714 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  
Class_Comp"]
    C --> D["Not Routed  
Multiple Approvers  
Payroll Acct"]
  
```