

How to initiate a summer hire action on an FTE faculty who has other active summer jobs in HCM:

This job aid outlines how to initiate a summer hire action on an FTE faculty who has other active summer jobs.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

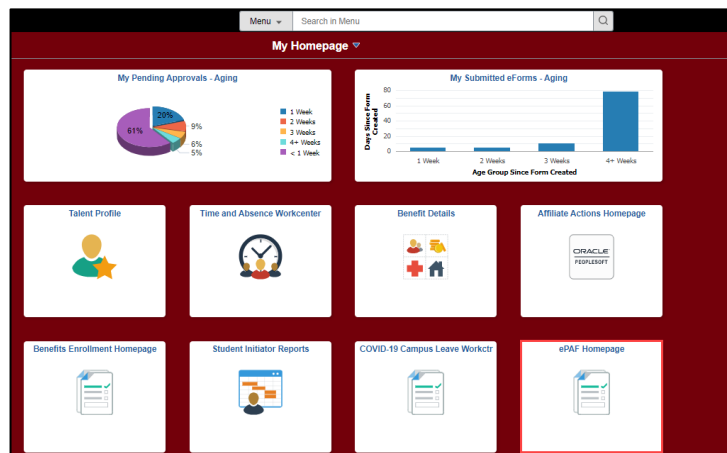
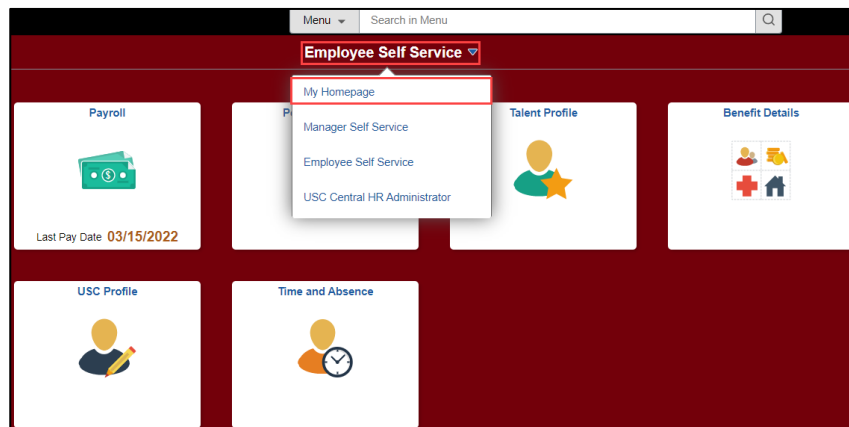
Information

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

Initiating a Summer Hire eForm for an FTE faculty who has other active summer jobs: 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

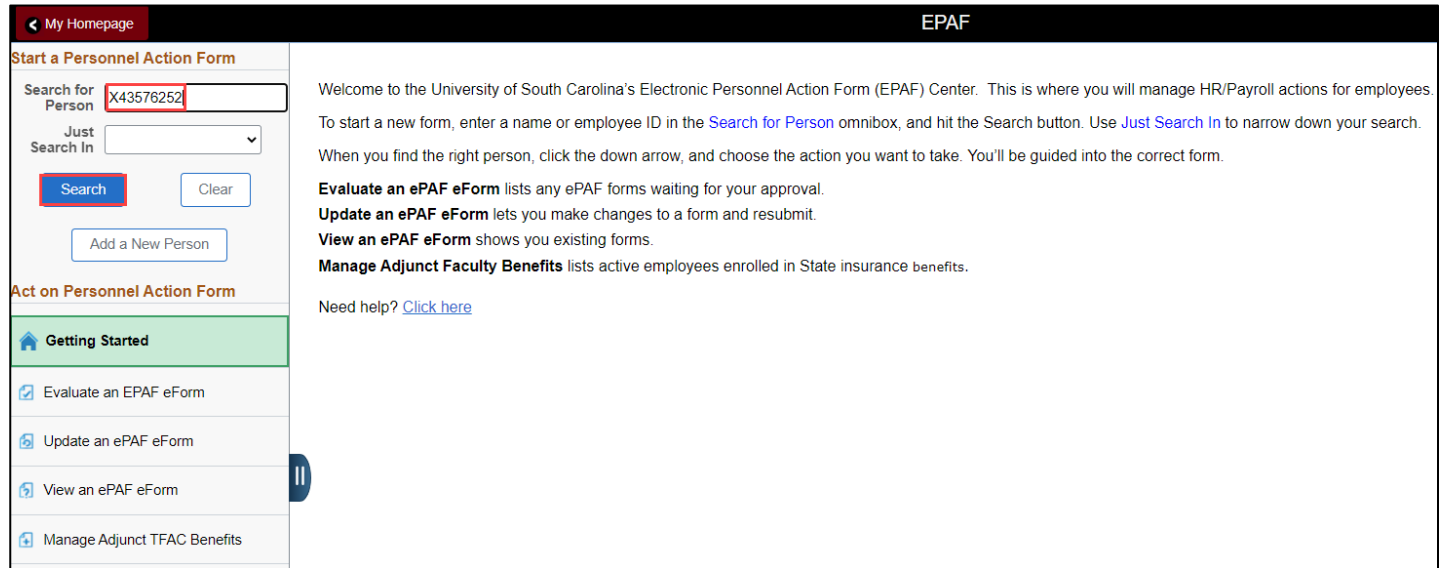


**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

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: X43576252

Just Search In: [Dropdown]

[Search] [Clear]

[Add a New Person]

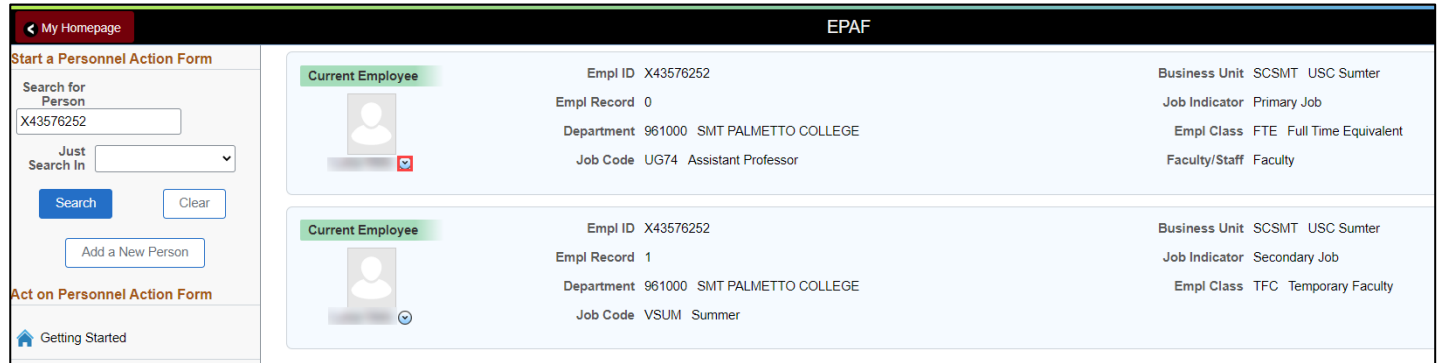
Act on Personnel Action Form

- 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

My Homepage

Start a Personnel Action Form

Search for Person: X43576252

Just Search In: [Dropdown]

[Search] [Clear]

[Add a New Person]

Act on Personnel Action Form

- Getting Started

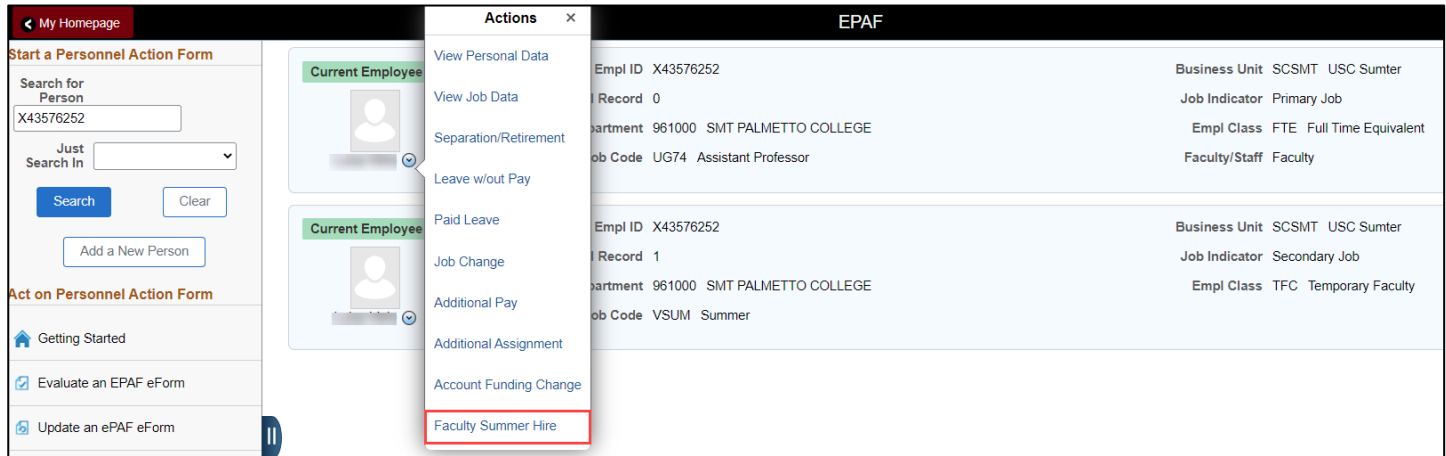
Current Employee	Empl ID	Business Unit
	X43576252	SCSMT USC Sumter
	Empl Record 0	Job Indicator Primary Job
	Department 961000 SMT PALMETTO COLLEGE	Empl Class FTE Full Time Equivalent
	Job Code UG74 Assistant Professor	Faculty/Staff Faculty
Current Employee	Empl ID	Business Unit
	X43576252	SCSMT USC Sumter
	Empl Record 1	Job Indicator Secondary Job
	Department 961000 SMT PALMETTO COLLEGE	Empl Class TFC Temporary Faculty
	Job Code VSUM Summer	

**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

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 on the employee's FTE position, click the **Faculty Summer Hire** option.



The screenshot shows the 'My Homepage' interface with an 'Actions' dropdown menu open. The menu items include: View Personal Data, View Job Data, Separation/Retirement, Leave w/out Pay, Paid Leave, Job Change, Additional Pay, Additional Assignment, Account Funding Change, and **Faculty Summer Hire** (highlighted with a red box). The background shows an 'EPAF' table with employee records.

EPAF	
Empl ID X43576252 Record 0 Department 961000 SMT PALMETTO COLLEGE Job Code UG74 Assistant Professor	Business Unit SCSMT USC Sumter Job Indicator Primary Job Empl Class FTE Full Time Equivalent Faculty/Staff Faculty
Empl ID X43576252 Record 1 Department 961000 SMT PALMETTO COLLEGE Job Code VSUM Summer	Business Unit SCSMT USC Sumter Job Indicator Secondary Job Empl Class TFC Temporary Faculty

**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

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 Instruction**.
3. Enter the **Effective Date** and **Expected Job End Date** for the Summer Instruction. Note that these dates must align with the dates on the offer letter.

NOTE: Maymester course dates may begin before 5/15/xxx (which is the end of the 9-month basis/academic year). But under no circumstances will Summer Instruction extend beyond 8/16/xxxx (which is the start of the 9-month pay basis/academic year). If you enter an end-date outside this timeframe you will receive an error message as displayed here.

Summer Hire : Hire Information Form ID 396181

Highlights Enabled: Yes Current Values

Primary Job Info

Name	Empl ID X43576252
Empl Record 0	Employee Classification FTE
Job Code UG74	Department 961000
Business Unit SCSMT	

Hire Info

*Action	Additional Job	*Reason	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Reason Code</div> <div style="background-color: #e0e0e0; padding: 2px;">Summer Instruction</div> <div style="background-color: #e0e0e0; padding: 2px;">Summer Research</div> </div>
Year	2022	*Expected Job End Date	
*Effective Date			

Hire Info

*Action	Additional Job	*Reason	Summer Instruction
Year	2022	*Expected Job End Date	06/27/2022
*Effective Date	06/06/2022		

**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

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.

- a. Business Unit (Campus)
- b. Location Code
- c. Supervisor ID
- d. Full/Part Time (defaults to part-time. Anything less than 37.5 hours per week is part-time)indicator
- e. 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="SCLAN"/> <input type="button" value="Q"/>	SCLAN	*Department	<input type="text" value="941000"/> <input type="button" value="Q"/>	USC Lancaster - Palmetto College
*Location Code	<input type="text" value="825"/> <input type="button" value="Q"/>	James Bradley Arts&Scienc Ctr	Job Code	VSUM	
*Supervisor ID	<input type="text" value="A00018619"/> <input type="button" value="Q"/>	██████████			
*Full/Part Time	<input type="text" value="Part-Time"/>				
Last Hire Date/Basis Start Date 08/16/2021			Pay Basis SC9		
Pay Group SIL SUMMER INSTRUCTION LAG					
Base salary 78500.00					
Employee Record Selected 2					

**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

5. Enter the **Course #** that the employee will be teaching. This is a freeform field.
6. Enter the number of **Credit Hours** associated with the course. Upon entry of the Credit Hours the **Standard Hours** field out to the right will automatically populate with the hours per week.
7. Enter the **Salary** the employee should receive for teaching this course.

There are several view-only fields in this section:

- **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.
- 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 plus all other summer hires approved/in flight.

Summer Instruction

- 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.

*Course# Standard Hours **13.00**

*Credit Hours

*Salary

Compensation Limit **26572.250000**

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
03/16/2022	04/01/2022	1	2022	8525.000000	SUMRES			396131	Active

Total Compensation

Summer Total Compensation **26572.25**

**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

8. Click the **Select Funding** button to add the applicable funding source for this summer hire.
- Note the **Account** code for Summer Instruction is **51330**.

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
0.000000	0.000000	Select Funding											+	-

PercentTotal 0.000000

9. Enter the **Budget Amount** or **Percent of Distribution**. Click the Plus **+** button to add additional rows of funding if applicable.


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
18047.250000	100.000000	Select Funding	LA000	941000	A0001	51330	458					A00000011591	+	-

PercentTotal 100.000000

10. **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.

File Attachments

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

Add

**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

NOTE:
If the summer instruction exceeds the maximum allowable summer compensation 33.xx% for the number of days in the current summer, you will see a warning message.

Once you submit the eForm it will route to Office of the Provost for approval (Columbia campus only) prior to coming to HR Operations.

Summer Instruction

- 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.

*Course#

*Credit Hours

*Salary

Compensation Limit: 41136.212500

Hours: 10.00

The calculated total compensation has exceeded 33.85 % of base salary. Provost approval is required for this transaction.

You have successfully submitted your eForm.

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=412040 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  
Provost"]
      C --> D["✉ Not Routed  
Multiple Approvers  
HR Operations"]
  
```


**University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

11. Review your work on the eForm, once you've confirmed the data click the **Submit** button.
12. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
13. 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.
14. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Hire eForm** for an employee with other active summer jobs!

File Attachments

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

[Add](#)

▶ **Comments**

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

Summer Hire : Results Form ID 396181

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

[View Approval Route](#)

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 03/29/2022 12:12:00PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

[Refresh Log](#)

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

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=396181 Pending

Basic Path

Pending

Multiple Approvers
Dept_Approver_1 >

Not Routed

Multiple Approvers
Dept_Approver_2 >

Not Routed

Multiple Approvers
HR Operations >