| **How to initiate an additional skills/knowledge increase for staff in HCM:** |
|---|
| This job aid outlines how to request an additional skills/knowledge (ASK) increase for an FTE staff employee. |
| **Navigation:** Employee Self Service > My Homepage > ePAF Homepage |

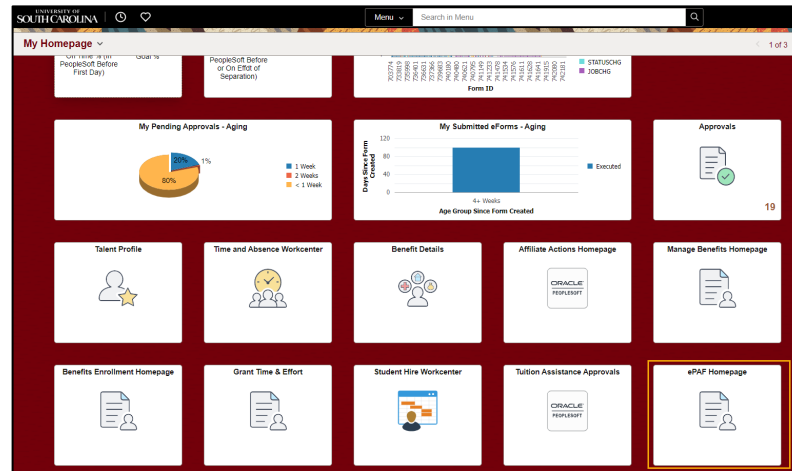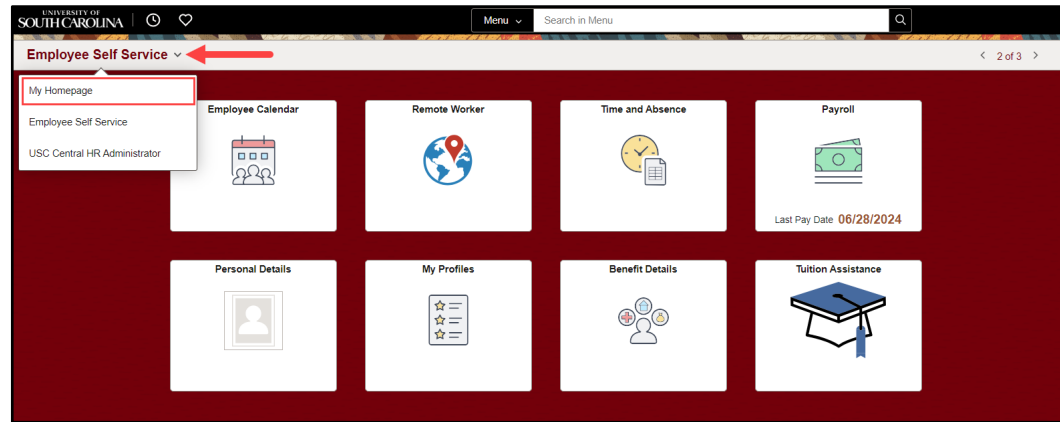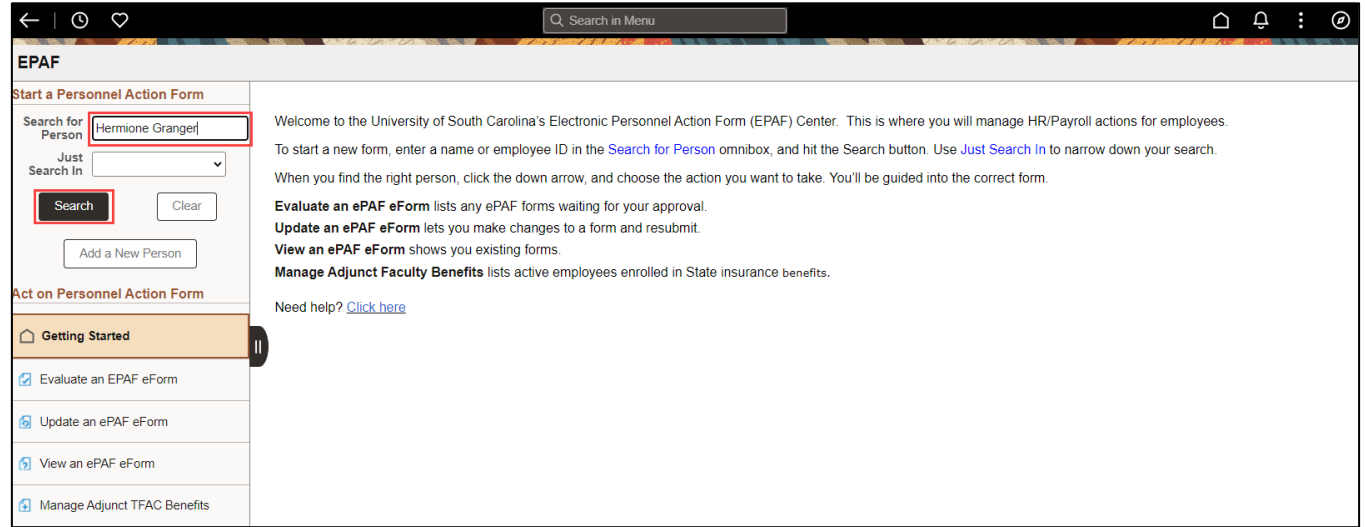| **Information** | **Screenshots** |
|---|---|
| **Those with HR Initiator access can take this action for employees within their security scope.**<br><br>**Additional Skills/Knowledge increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.**<br><br>**Requesting an ASK for staff**: In order to request an ASK for one of your FTE staff employees, take the following steps:<br>1. Click the **Employee Self-Service** drop-down menu button.<br>2. Click the **My Homepage** option in the drop-down.<br>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: Hermione Granger

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
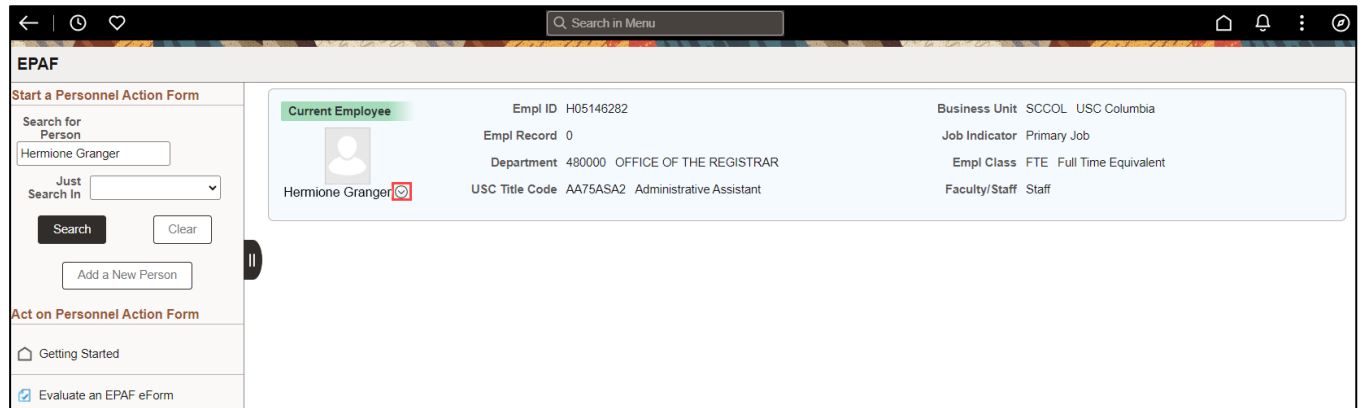- View an ePAF eForm
- Manage Adjunct TFAC Benefits

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: Hermione Granger

Just Search In: [dropdown]

[Search] [Clear]

[Add a New Person]

**Act on Personnel Action Form**

- Getting Started
- Evaluate an EPAF eForm

**Current Employee**

Hermione Granger ⌄

| | |
|---|---|
| Empl ID | H05146282 |
| Empl Record | 0 |
| Department | 480000 OFFICE OF THE REGISTRAR |
| USC Title Code | AA75ASA2 Administrative Assistant |

| | |
|---|---|
| Business Unit | SCCOL USC Columbia |
| Job Indicator | Primary Job |
| Empl Class | FTE Full Time Equivalent |
| Faculty/Staff | 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 also 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.
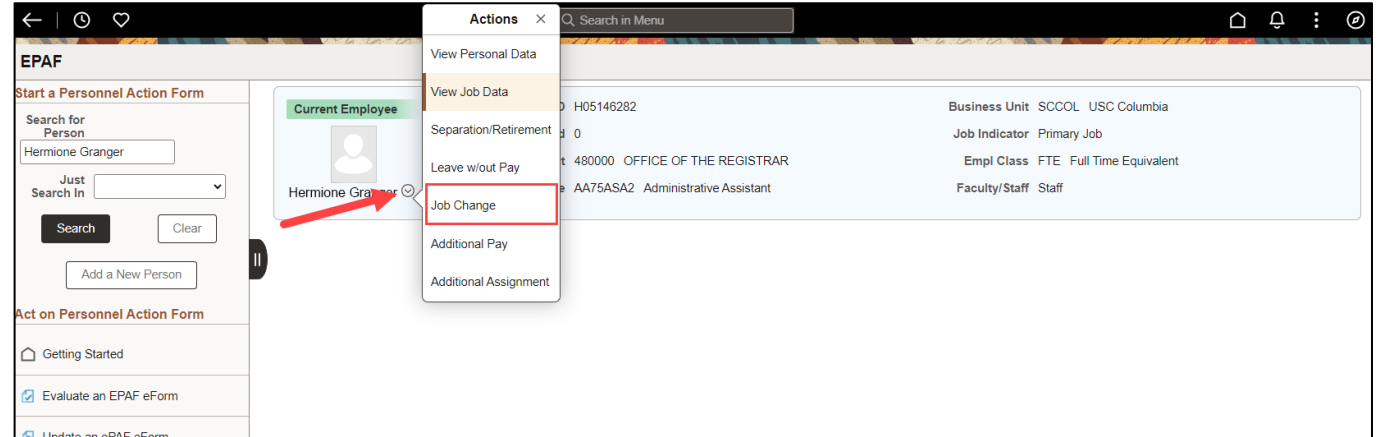
**Completing the Job Change eForm:**

1. In the Job Change eForm, first provide an **Effective Date** for the Additional Skills/Knowledge increase.

   a. ASKs must be effective at the start of a pay period, either the 1st or the 16th 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.

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**EPAF**

Hermione Granger
U00000112
Record: 0

[View Job Data]

⊕ Job Change : Job Change                                                                   Form ID 733320

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

**Transaction Information**

*Effective Date  07/16/2024  📅

Employee Group  FTS   FTE Staff

**Other Active Jobs**

1 row

| | Empl Record ↑↓ | Department ↑↓ | Description ↑↓ | Standard Hours ↑↓ |
|---|---|---|---|---|
| 1 | | 0 | | 0.00 |

**Job Position Information**

| | | | | |
|---|---|---|---|---|
| Position Number | 00001598  Administrative Specialist | | Reports To Position | 00002152  Asst Regs for Trnsfr Cred Proc |
| Job Code | AA75  Administrative Assistant | | Supervisor ID | |
| USC Title Code | AA75ASA2  Administrative Assistant | | Reports To Incumbent | |
| Standard Hours | 37.50 | | Regular/Temporary | Regular |
| Department | 480000  EM Office of the Registrar | | Employee Classification | FTE  Full Time Equivalent |
| Full/Part Time | Full-Time | | Location Code | 139  1244 Blossom Street |
| Business Unit | SCCOL  USC Columbia | | | |

2. Enter the **New Comp Rate** for the ASK 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**.

3. 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.

Staff base salaries cannot exceed the max of the Market Range. Market Range minimum, midpoint, and maximum are populated on the eForm. If you enter a salary above the max of the Market Range 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 Market Range.

**Additional Job Information**

| | |
|---|---|
| Tax Location Code | SC |
| FICA Status-Employee | Subject |
| FTE | 1.000000 |
| Weeks Per Year | 52 |
| Position Specific SOC | 43-6014 |
| Slot | 259 |
| Holiday Schedule | USC |

Standard Work Period  W

**Payroll and Compensation**

| | | | |
|---|---|---|---|
| Salary Administration Plan | MCLA | Salary Grade | M03 |
| Comp Rate Code | SC12 | Compensation Frequency | SC12 |
| Pay Group | C12 | | |
| Employee Type | Salaried Employees | | |

**Compensation Information**

| | | | |
|---|---|---|---|
| Current Comp Rate | 39944.00 | New Comp Rate | 44737.280000 |
| Percent Increase or Decrease | 12.000000 | | |
| Is this pay for performance? | No | | |

**Salary Range**

4. *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 ASK.

5. Click the **Next** button.

6. 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 **Addl Skills/Know** option.

Upon selecting the **Reason Code** of **Addl Skills/Know**, the File Attachments section will change to required. To submit an ASK request, you must provide documentation of the degree or certification being earned by the employee.

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

8. Click the **Submit** button.

**Note:**

To be eligible for an ASK the staff member must have completed requirements and been awarded a degree or certification that is directly related to the area of employment. This cannot be a minimum requirement of the position, but rather an additional skill/knowledge attained by the employee.

**Salary Range**

Minimum 37735.000000
Midpoint 47168.000000
Maximum 56602.000000

**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 | 44737.280000 | 100.000000 | Select Funding | CL085 | 480000 | A0001 | 51200 | 506 | | | | | A00000003333 | + | – |

Total Percent 100.00

**State Position Fields**

State Percent 1.000000
Federal Percent 0.000000
Other Percent 0.000000

Search    Next    Save

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⊕ Job Change : Action - Reason                                   Form ID 733321

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

**Action Reason Grid**

1 row

| | *Action ↑↓ | *Reason Code ↑↓ | Insert A Row | Delete A Row |
|---|---|---|---|---|
| 1 | Pay Rate Change ▾ | Addl Skills/Know ▾ | + | – |

**File Attachments**

1 row

| | Attachment Required | Action | Description ↑↓ | File Name ↑↓ | Delete |
|---|---|---|---|---|---|
| 1 | ❗ | Upload | Additional Skills/Knowledge Supporting Doc | | Delete |

Add

> Comments

Previous    Save    Submit

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

10. 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**.

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

You have successfully initiated an **Additional Skills/Knowledge** request for FTE staff!