University of South Carolina

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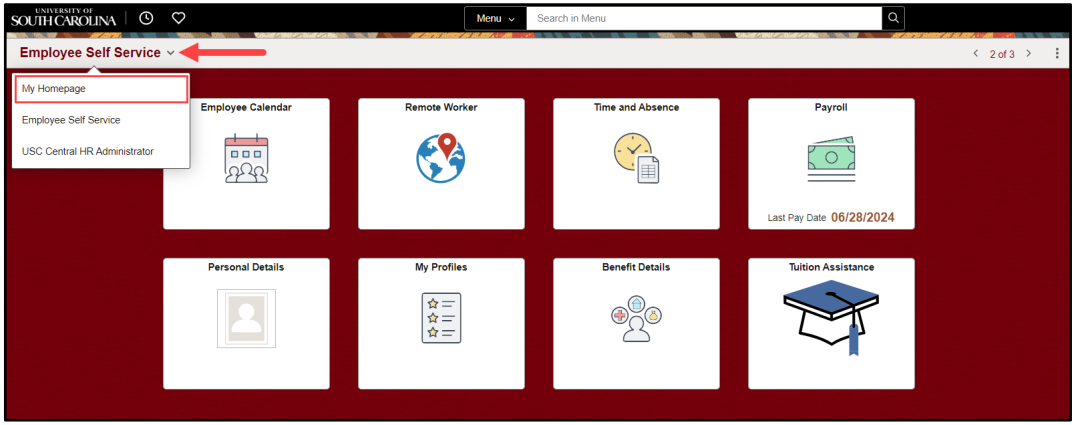
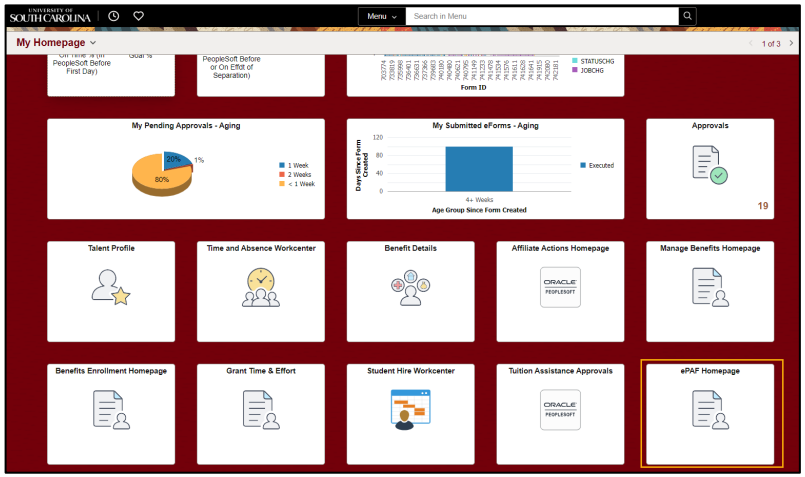
# HCM HR Contact Resources
# Job Change eForm: Additional Skills/Knowledge for Staff

**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.

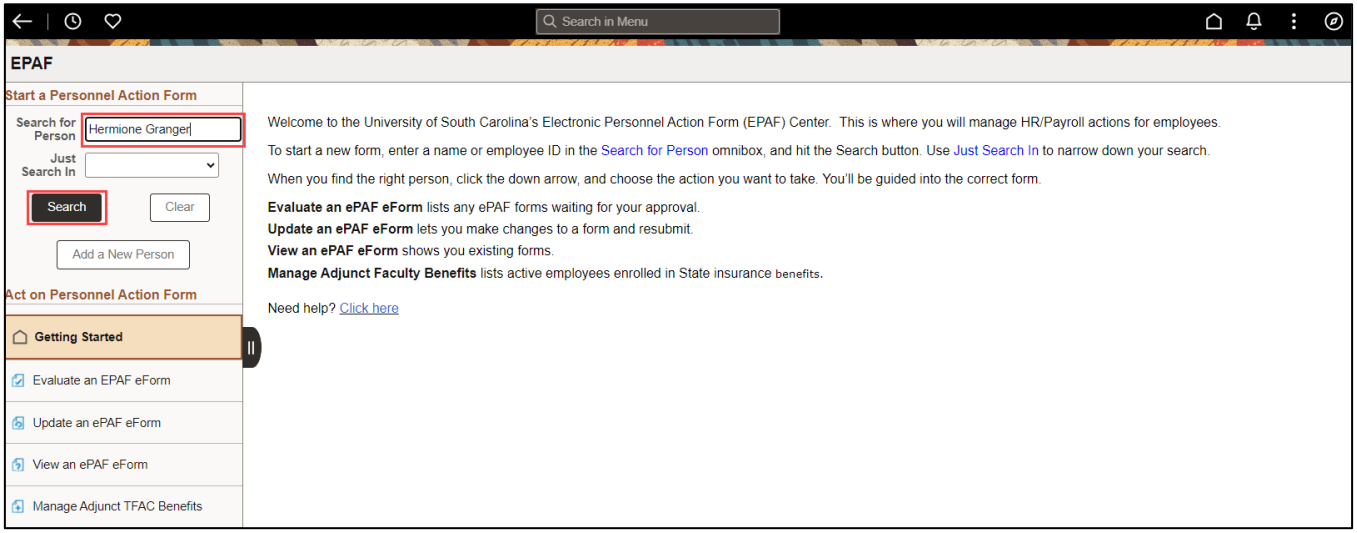
**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

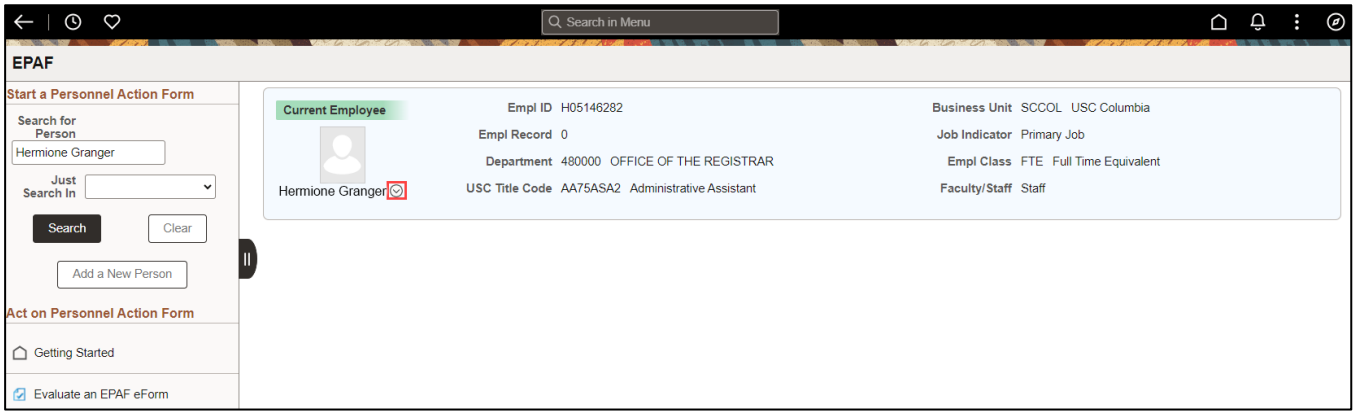
| Information | Screenshots |
|---|---|
| **Those with HR Initiator access can take this action for employees within their security scope.**<br><br>**Additional Skills/Knowledge increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type 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. |  <br>  |

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.



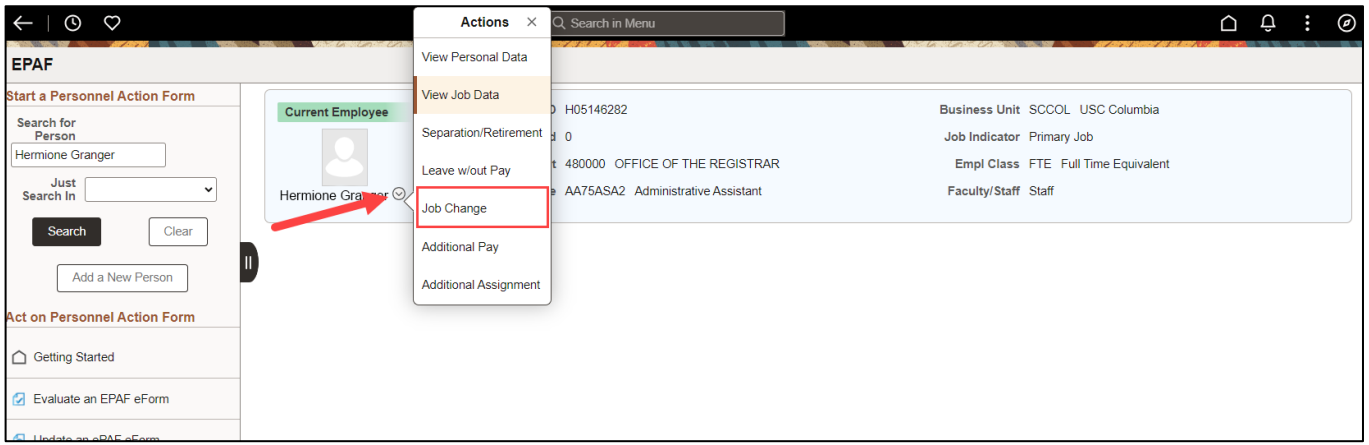



The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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.

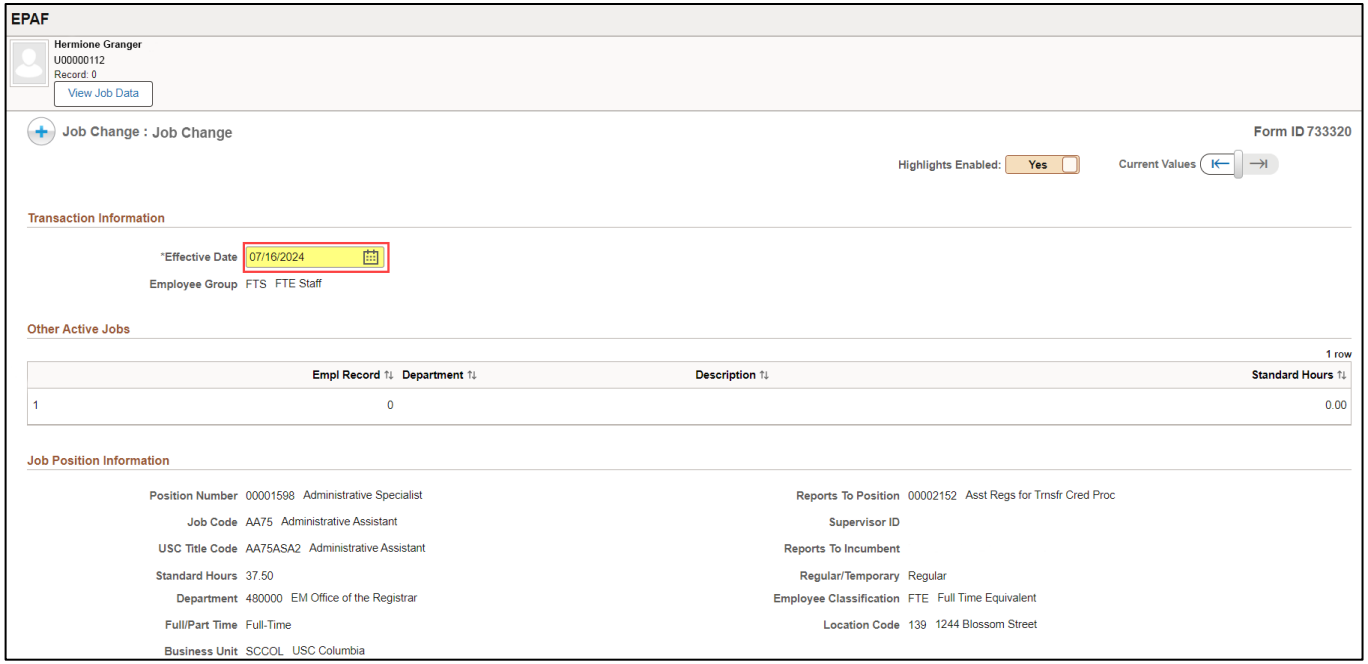
From the Related Actions Menu, select the **Job Change** option.



**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.



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.

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.

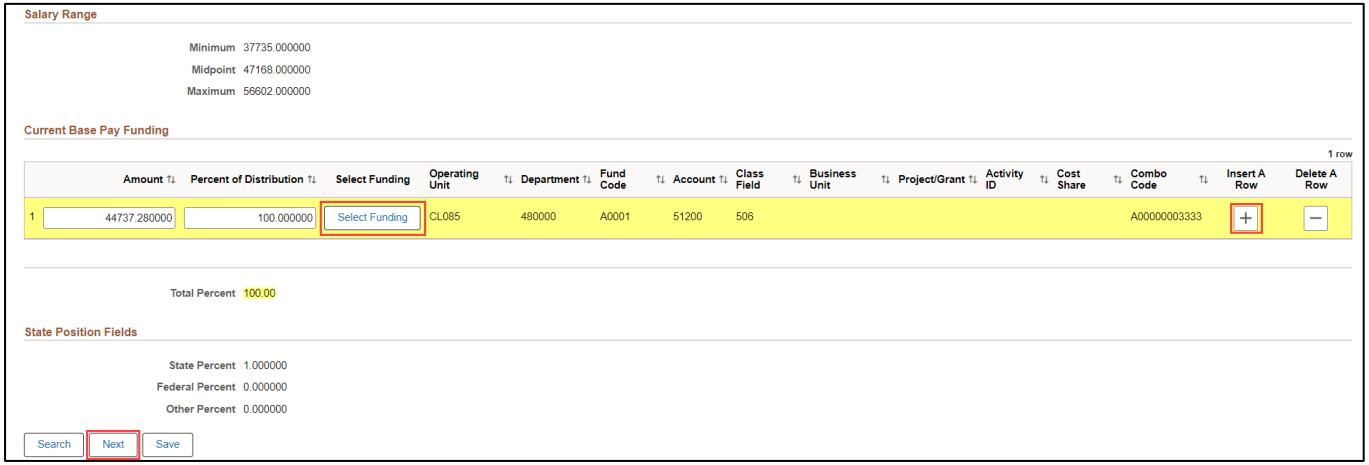
Upon selecting the **Reason Code** of **Addl Skills/Know**, the File Attachments section will change to required. To submit an ASK request, you must provide documentation of the degree or certification being earned by the employee.

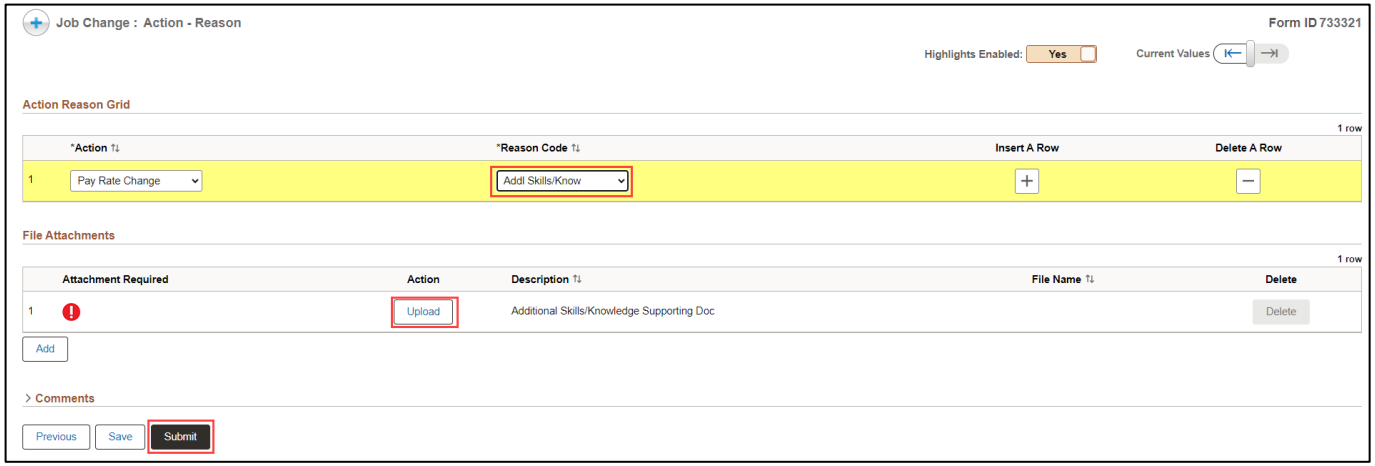
7. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

8. Click the **Submit** button.

**Note:**

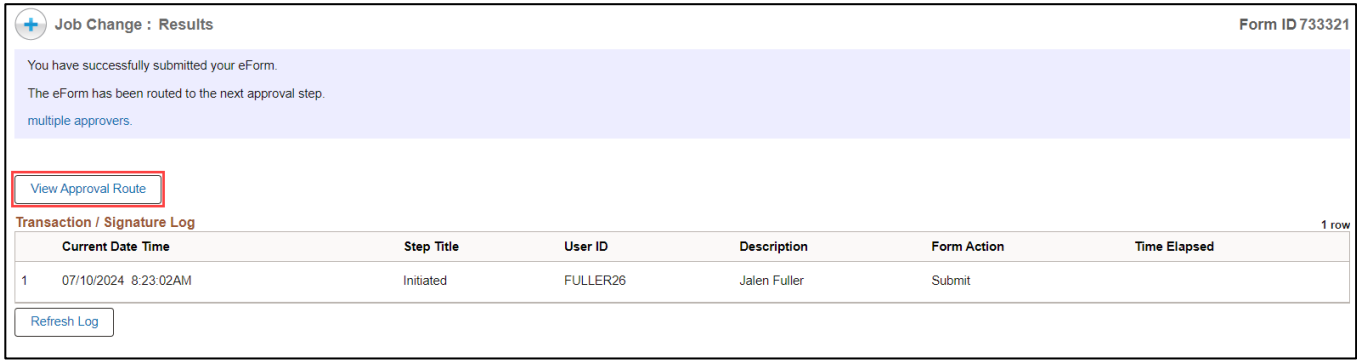
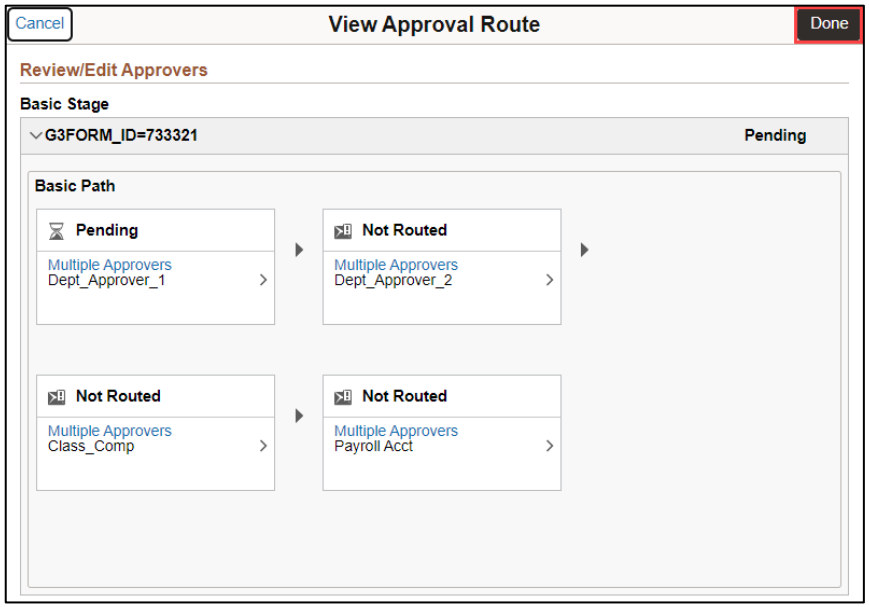
To be eligible for an ASK the staff member must have completed requirements and been awarded a degree or certification that is directly related to the area of employment. This cannot be a minimum requirement of the position, but rather an additional skill/knowledge attained by the employee.



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!