

**How to initiate a pay for performance increase for staff in HCM:**

This job aid outlines how to request a Pay for Performance (PFP) for an FTE staff employee.

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

**Information**

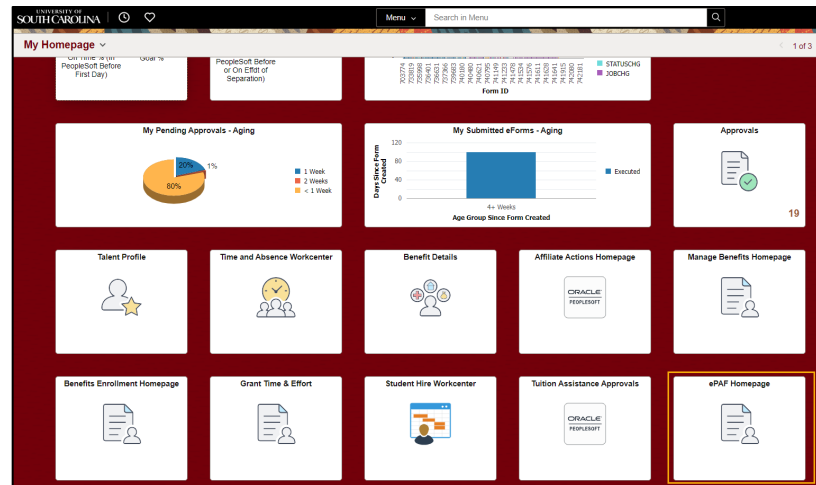
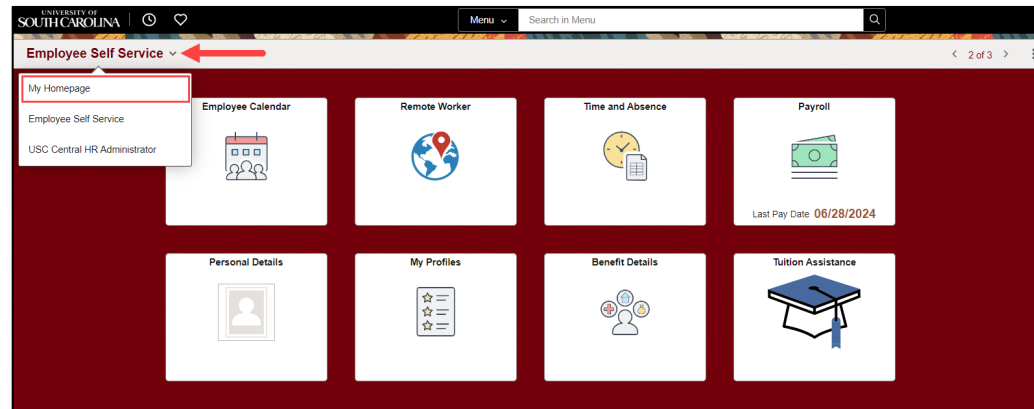
Those with HR Initiator access can take this action for employees within their security scope.

**Pay for Performance increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.**

**Requesting a PFP for staff:** In order to request a PFP 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**

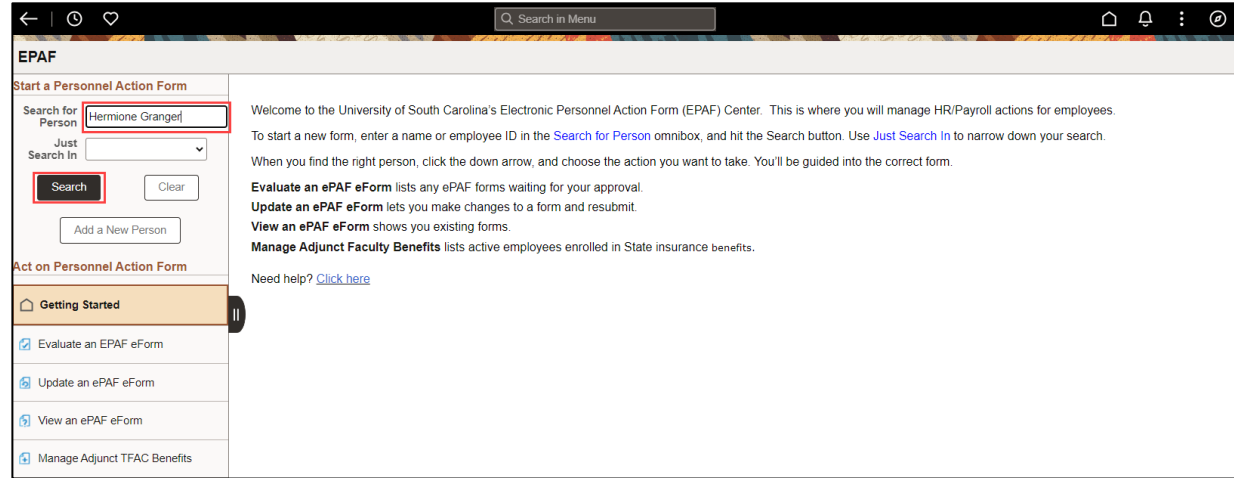


## University of South Carolina HCM HR Contact Resources Job Change eForm: Pay for Performance for Staff

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.



**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](#)



**EPAF**

Start a Personnel Action Form

Search for Person

Just Search In

Act on Personnel Action Form

- Getting Started
- Evaluate an ePAF eForm

**Current Employee**

Empl ID	H05146282	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	480000 OFFICE OF THE REGISTRAR	Empl Class	FTE Full Time Equivalent
USC Title Code	AA75ASA2 Administrative Assistant	Faculty/Staff	Staff

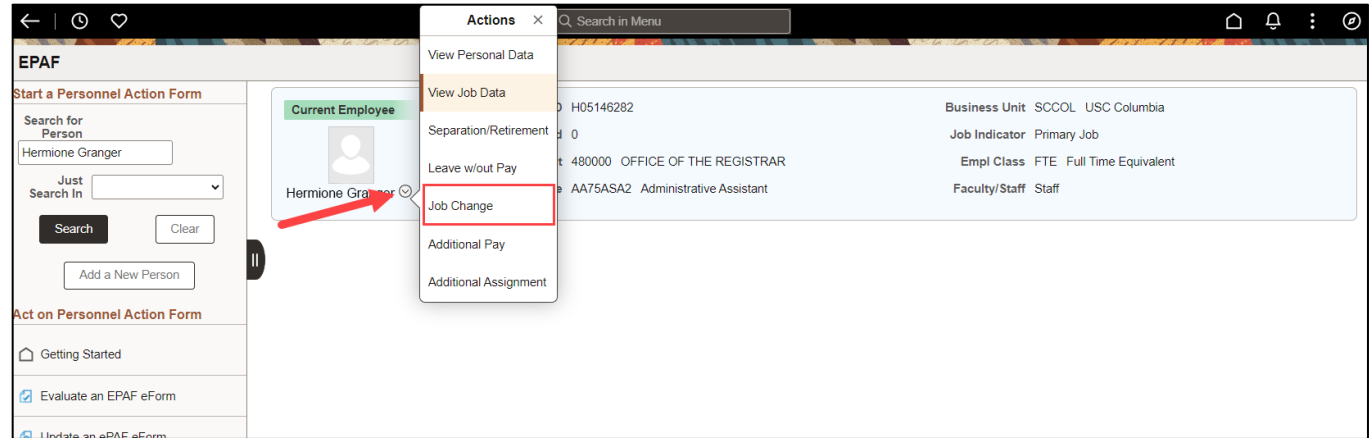
## University of South Carolina HCM HR Contact Resources Job Change eForm: Pay for Performance for Staff

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 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.



**University of South Carolina  
HCM HR Contact Resources  
Job Change eForm: Pay for Performance for Staff**

**Completing the Job Change eForm:**

1. In the Job Change eForm, first provide an **Effective Date** for the Pay for Performance increase.
  - a. PFPs 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 **Compensation Information** section.

**EPAF**

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

---

+ Job Change : Job Change Form ID 733320

Highlights Enabled:  Yes  No    Current Values

---

**Transaction Information**

\*Effective Date: 07/16/2024   
Employee Group: FTS FTE Staff

---

**Other Active Jobs**

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 Tmsfr 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	

**University of South Carolina  
HCM HR Contact Resources  
Job Change eForm: Pay for Performance for Staff**

3. Enter the **New Comp Rate** for the PFP 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**.

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).

4. Click the drop-down menu button and select **Yes**. This step is crucial as it signals to the eForm to populate the required PFP criteria.

The PFP Last Awarded Date will auto populate based on system data. Enter the date of the employee's **Last EPMS Review**. Per Policy FTE staff are only eligible for a PFP if they've received an EPMS rating of successful or higher on the current year EPMS.

Compensation Information	
Current Comp Rate	42451.20
New Comp Rate	46696.320000
Percent Increase or Decrease	10.000000
Is this pay for performance?	Yes
PFP Last awarded Date	10/01/2022
Last EPMS Review	05/01/2024

**University of South Carolina  
HCM HR Contact Resources  
Job Change eForm: Pay for Performance for Staff**

5. Upon selecting **Yes** to **Is this pay for performance?** (in step 4 on the previous page) the **Pay for Performance Criteria** appear. You must select one or more of the criteria options. **eForms submitted without the Pay for Performance Criteria will be recycled for edits which may delay the effective date of the action as PFPs cannot be approved retroactively.**

**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.

Pay for Performance Criteria	
One or more of the following criteria must be met. Check all that apply.	
Select <sup>1</sup>	Description <sup>1</sup>
<input type="checkbox"/> No	A significant increase in service or productivity through innovation
<input checked="" type="checkbox"/> Yes	Demonstrated positive working relations and spirit of service and cooperation
<input type="checkbox"/> No	A substantial contribution to the goals of the unit through the performance of special assignments or the provision of exceptional customer service not previously included in performance objectives
<input checked="" type="checkbox"/> Yes	A record of exceptional professional or community service

**University of South Carolina  
HCM HR Contact Resources  
Job Change eForm: Pay for Performance for Staff**

6. **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.
7. Click the **Next** button.
8. The **Action** and **Reason** will prepopulate based on the entries made in the eForm. **Action** is always **Pay Rate Change** and **Reason** is always **Performance Increase**. Note if the **Reason** does not prepopulate, stop and click the **Previous** button to review your work. Likely you did not select **Yes to the is this pay for performance?** question which also means you did not select the required criteria.
9. No attachments are required for this submission. If you have an attachment, click the **Upload** button and follow the on-screen prompts to attach the document from your device.
10. Click the **Submit** 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
46696.320000	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

Job Change : Action - Reason Form ID 745856

Highlights Enabled:  Yes  No Current Values

**Action Reason Grid**

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

**File Attachments**

Status	Action	Description	File Name	Delete
	Upload			Delete

Add

> Comments

Previous Save Submit

**University of South Carolina  
HCM HR Contact Resources  
Job Change eForm: Pay for Performance for Staff**

11. The eForm has been successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
  
12. 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**.
  
13. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Pay for Performance** request for FTE staff!

Form ID 733321

**Job Change : Results**

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	
1 07/10/2024 8:23:02AM	Initiated	FULLER26	Jalen Fuller	Submit		

[Refresh Log](#)

**View Approval Route**

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

**Review/Edit Approvers**

**Basic Stage**

▼ G3FORM\_ID=733321 Pending

**Basic Path**

**Pending**

Multiple Approvers  
Dept\_Approver\_1

**Not Routed**

Multiple Approvers  
Dept\_Approver\_2

**Not Routed**

Multiple Approvers  
Class\_Comp

**Not Routed**

Multiple Approvers  
Payroll Acct