### How to initiate an additional assignment eForm for an exempt employee in HCM:

This job aid outlines how to initiate an additional assignment eForm (internal dual assignment) for an exempt employee.

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

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those with HR Initiator access can take this action for ALL FTEs across the university system.</td>
<td><img src="image1.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td>Only FTE employees are eligible for additional assignment eForms (internal dual). RGP/TL employees are eligible to be hired in a temporary capacity for ‘Additional Compensation’ which is initiated in PeopleAdmin. The security on this eForm allows all with HR Initiator the ability to initiate, but once the action is submitted it is not visible in View an ePAF for any employee outside your regular security scope.</td>
<td><img src="image2.png" alt="My Homepage" /></td>
</tr>
<tr>
<td>Initiating an additional assignment for an exempt employee: In order to initiate an additional assignment for an FTE employee, 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.</td>
<td><img src="image3.png" alt="My Homepage" /></td>
</tr>
</tbody>
</table>
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 Additional Assignment eForm has only one use – creating an internal dual assignment for an FTE employee. This eForm only appears as an option in the Related Actions Menu for FTE employees.

From the Related Actions Menu, select the Additional Assignment option.
Completing the Additional Assignment eForm:

1. In the Additional Assignment eForm, first provide an **Effective Date** for the internal dual assignment to begin.

2. Provide an **Expected Job End Date**.
   a. Internal dual assignments cannot last more than 1 year.

3. The **Action Reason grid** pre-populates correctly as this is the only available action/reason on this eForm.

The **Primary Job Information** section of the eForm provides key information about the employee’s FTE position. Pay close attention to the **FLSA Status** and **Paygroup**.

- **FLSA Exempt** — Employees who are exempt in their FTE position are eligible to be hired in the internal dual assignment as either exempt or non-exempt based on job duties performed. (i.e. Teaching is usually exempt and paid a flat salary, but grading papers would be non-exempt and paid just for the hours worked.)

- **FLSA Non-exempt** — Employees who are non-exempt in their FTE position must be hired as non-exempt and paid hourly in the internal dual assignment. The eForm will default these fields and they are not editable.

- **Paygroup** — Exempt employees hired as exempt in the internal dual assignment will default to the same pay group. Exempt or non-exempt employees hired as non-exempt in the internal dual assignment will be in an hourly pay group which is on a pay lag.
Complete all fields in the **Additional Assignment** and **Compensation information** sections of the eForm based on the internal dual assignment that will be performed.

4. Click the **Job Code** lookup button (magnifying glass icon) to search for the job code or enter directly in the field.

5. Click the **Business Unit** lookup button (magnifying glass icon) to search for the campus on which the assignment will be performed or enter directly in the field.
   
   a. Note **Department** and **Location** options will not populate until you have selected the **Business Unit**.

6. Click the **Department** lookup button (magnifying glass icon) to search for the department number or enter directly in the field.

7. Click the **Location** lookup button (magnifying glass icon) to search for the building in which the assignment will be performed or enter directly in the field.

8. Click the **Supervisor ID** lookup button (magnifying glass icon) to search for the supervisor’s USC ID or enter directly in the field.

9. If changing the **FLSA Status** from exempt to non-exempt, click the drop-down.

10. Click in the **Standard Hours** and enter the hours per week.
11. Since this employee is exempt in the FTE position you can click the drop-down and **Select a Payment Method** of salaried or hourly.

12. Enter the **Base Salary** and click the tab button on your keyboard.

13. Upon clicking the tab button, the Base Salary will populate in the **Amount** field of the distribution grid.

The funding that populates in this eform is the employee’s FTE base salary distribution. You must change this to align with the funding of the internal dual assignment.

14. Click the **Select Funding** button.

15. In the **Select Chartstring** search, clear out all populated fields and then enter your funding information.

16. Click the **Search** button.

17. Select the appliable **Combination Code** from the search results.

18. **Optional** – If multiple funding sources are needed, click the + Plus button to add another row and follow steps 14-16.
All fields on the Secondary Dept Hours & Duties section are required!

19. Enter the From and To hours of the internal dual assignment each day. If the assignment hours vary (i.e. working special events or grading papers) enter ‘varies’ in these fields.

20. Enter the Description of Duties to be performed in the internal dual assignment.

*The employee’s home department approvers have required fields in this section that they must complete. These fields will not show for the initiator and ‘requesting’ department approver. If any fields in this section are left blank, the eForm will be recycled back to the initiator for edits which may delay the approval and compensation.
21. **Optional** – No attachments are required for submission of an additional assignment eForm. However, if your unit issues offer/appointment letters for these assignments please attach here. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

22. Click the **Submit** button.

23. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
24. The Approval Route shows the workflow steps for the specific action you submitted. The Additional Assignment eForm has a unique workflow to obtain all required approvals. The College Div HR Admin is the requesting department approver. Approver 1 and Approver 2 are from the employee’s home department approvers (where their FTE position lies). HR Operations is the final approval for this action.
   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**.

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

You have successfully initiated an **Additional Assignment** eForm for an exempt employee!