How to initiate a bonus request in HCM:
This job aid outlines how to request a bonus payment.

**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 employees within their security scope.</td>
<td><img src="image1.png" alt="Employee Self Service Menu" /> <img src="image2.png" alt="My Homepage" /> <img src="image3.png" alt="ePAF Homepage" /></td>
</tr>
<tr>
<td><strong>Requesting a Bonus payment:</strong> In order to request a bonus payment for one of your employees, take the following steps:</td>
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</tr>
<tr>
<td>1. Click the <strong>Employee Self-Service</strong> drop-down menu button.</td>
<td><img src="image1.png" alt="Employee Self Service Menu" /></td>
</tr>
<tr>
<td>2. Click the <strong>My Homepage</strong> option in the drop-down.</td>
<td><img src="image2.png" alt="My Homepage" /></td>
</tr>
<tr>
<td>3. Click the <strong>ePAF Homepage</strong> tile.</td>
<td><img src="image3.png" alt="ePAF 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 Pay eForm is used to establish or update existing non-base salary adjustments. These can be either one-time or on-going based on the earnings code. All salary adjustments are considered temporary; on-going salary adjustments must have end dates. The eForm logic only displays the earnings codes for which a specific employee is eligible (based on employee type).

From the Related Actions Menu, select the Additional Pay option.

Completing the Additional Pay eForm:
1. In the Additional Pay eForm, click the Earnings Code lookup button (magnifying glass icon) to select the appropriate earnings code.
Note: The Additional Pay eForm has logic that only displays the Earnings Codes available to that employee based on employee type.

2. In the Earnings Code Lookup select the Bonus option.
3. Enter a future dated **Effective Date**. One-time additional pay actions must be effective at the start of a pay period (the 1st or 16th of the month).

4. Click the **Reason for Additional Pay** drop-down menu and select the appropriate reason.
   a. If you select **Other Contributions**, please be sure to add an attachment or comments at the end of the form for required justification. If utilizing one of the other available reasons, no supporting documentation is required.

5. Enter the **Amount** for the Bonus. Notice once you complete the field it will automatically populate in the **Earnings per Pay Period** field.
   a. Employees are eligible to receive up to $3,000 per fiscal year provided their base salary is less than $100,000. There is logic in the eForm to enforce this limit.

6. **Optional**: If you need to change the funding source, click the User **Current Base Pay Funding** drop-down and change to No. This will then open the funding string for edit.
7. **Optional:** As noted in step 4 above, if you select Other Contributions, you must add an attachment or comments at the end of the form providing details for the required justification. If utilizing one of the other available reasons, no supporting documentation is required.

8. Review your work on the eForm, once you’ve confirmed the data click the **Submit** button.

9. The eForm has 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 a Bonus request!