

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

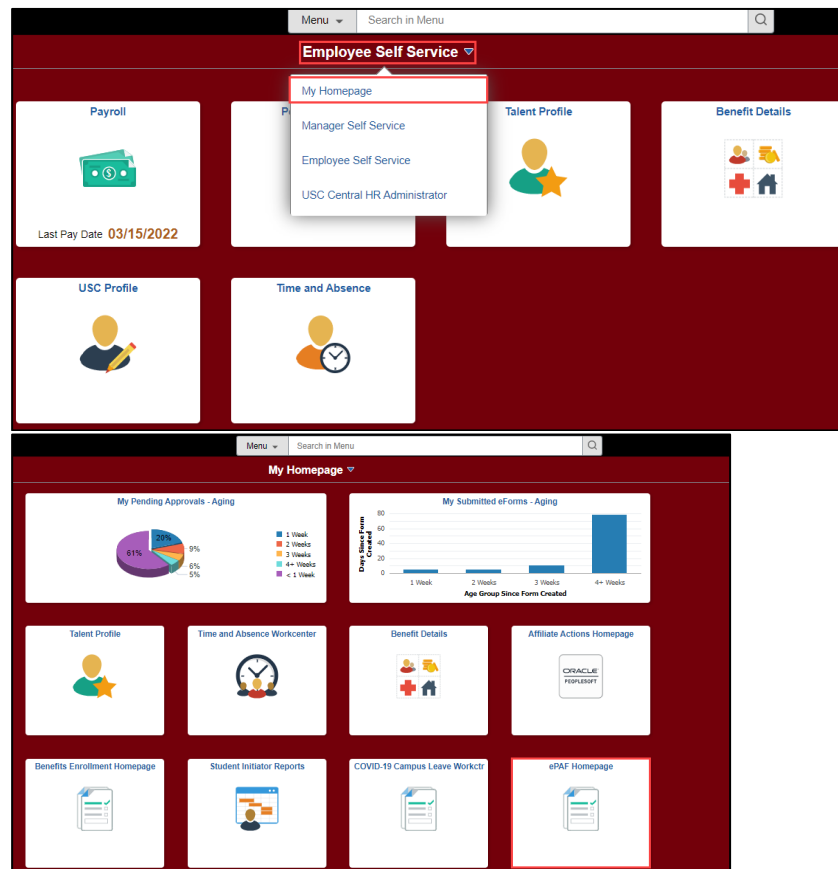
Information

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

Requesting a Bonus payment: In order to request a bonus payment for one of your 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



The top screenshot shows the 'Employee Self Service' dropdown menu with the following options: My Homepage, Manager Self Service, Employee Self Service, and USC Central HR Administrator. The 'My Homepage' option is highlighted.

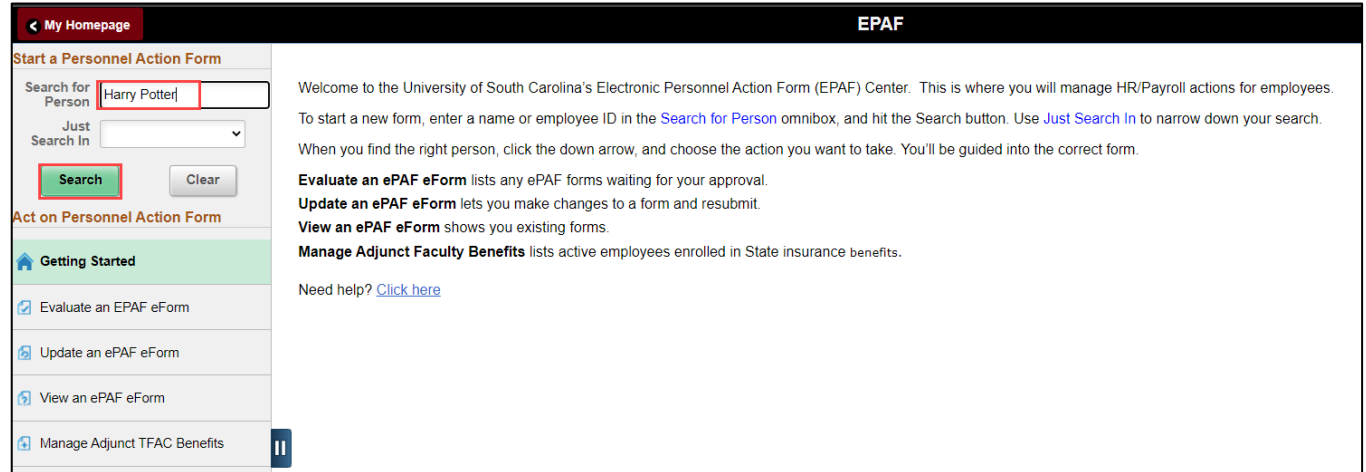
The bottom screenshot shows the 'My Homepage' dashboard. It includes a 'My Pending Approvals - Aging' pie chart, a 'My Submitted eForms - Aging' bar chart, and several tiles for 'Talent Profile', 'Time and Absence Workcenter', 'Benefit Details', 'Affiliate Actions Homepage', 'Benefits Enrollment Homepage', 'Student Initiator Reports', 'COVID-19 Campus Leave Workce', and 'ePAF Homepage'.

University of South Carolina HCM HR Contact Resources Additional Pay eForm: Bonus

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.



< My Homepage **EPAF**

Start a Personnel Action Form

Search for Person: Just Search In:

Search **Clear**

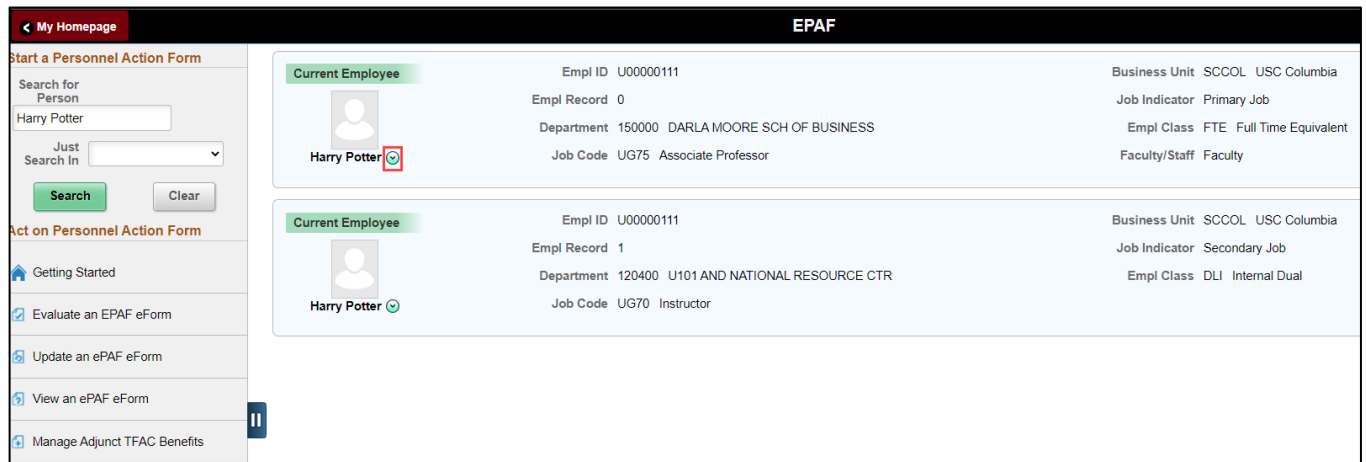
Act on Personnel Action Form

- 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](#)



< My Homepage **EPAF**

Start a Personnel Action Form

Search for Person: Just Search In:

Search **Clear**

Act on Personnel Action Form

- Getting Started
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Current Employee

| | | | |
|-------------|------------------------------------|---------------|--------------------------|
| Empl ID | U00000111 | Business Unit | SCCOL USC Columbia |
| Empl Record | 0 | Job Indicator | Primary Job |
| Department | 150000 DARLA MOORE SCH OF BUSINESS | Empl Class | FTE Full Time Equivalent |
| Job Code | UG75 Associate Professor | Faculty/Staff | Faculty |

Current Employee

| | | | |
|-------------|---------------------------------------|---------------|--------------------|
| Empl ID | U00000111 | Business Unit | SCCOL USC Columbia |
| Empl Record | 1 | Job Indicator | Secondary Job |
| Department | 120400 U101 AND NATIONAL RESOURCE CTR | Empl Class | DLI Internal Dual |
| Job Code | UG70 Instructor | | |

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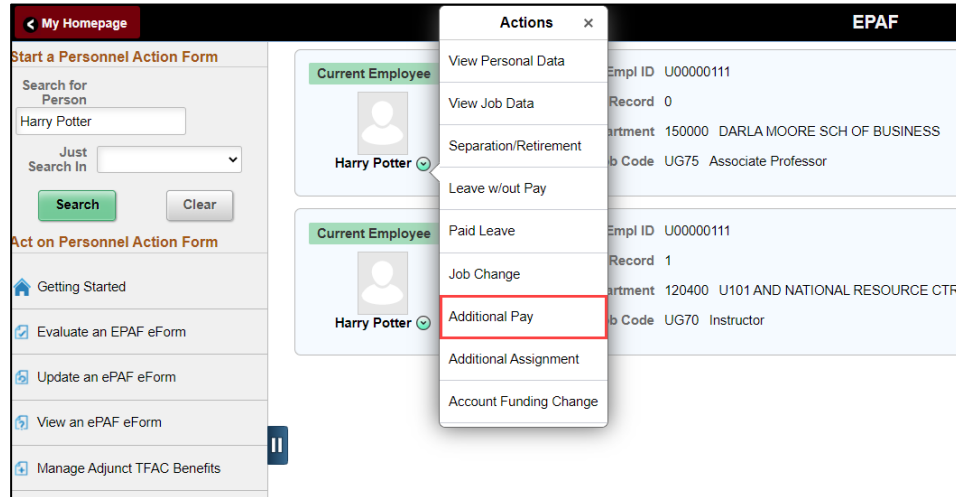
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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).

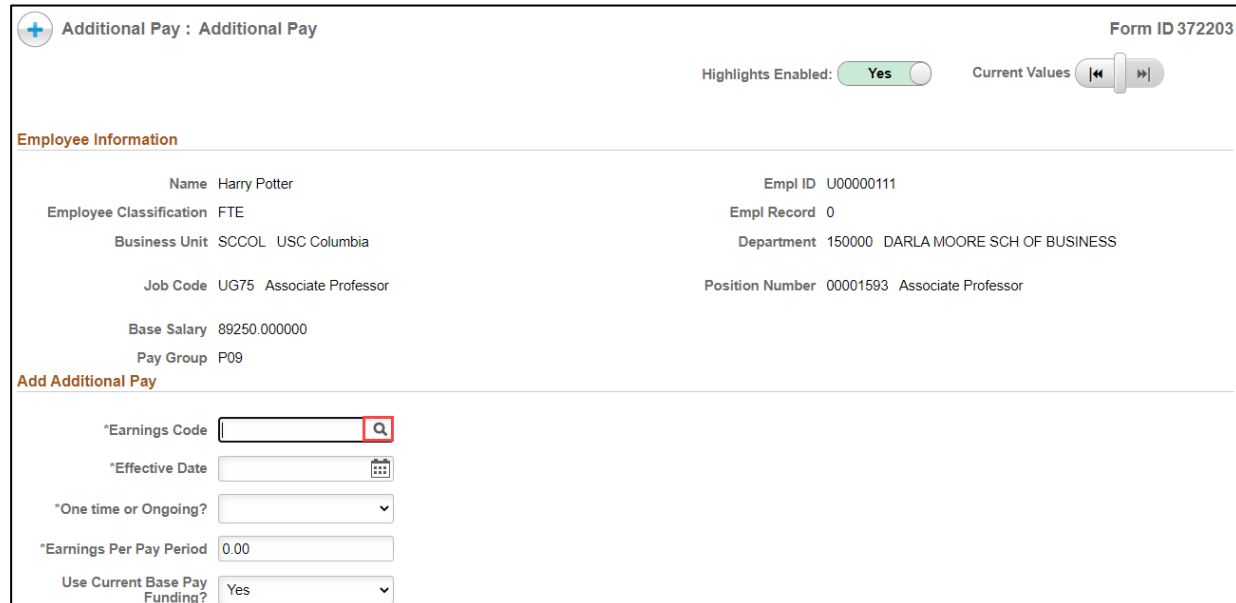
From the Related Actions Menu, select the **Additional Pay** option.

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.



The screenshot shows the 'My Homepage' interface. On the left, there's a 'Start a Personnel Action Form' section with a search bar for 'Harry Potter' and a 'Search' button. Below it is an 'Act on Personnel Action Form' section with links like 'Getting Started', 'Evaluate an EPAF eForm', 'Update an ePAF eForm', 'View an ePAF eForm', and 'Manage Adjunct TFAC Benefits'. In the center, there's a 'Current Employee' section showing 'Harry Potter' with a magnifying glass icon. To the right, an 'Actions' menu is open, listing options: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Paid Leave', 'Job Change', 'Additional Pay' (highlighted in red), 'Additional Assignment', and 'Account Funding Change'. On the far right, there's an 'EPAF' section showing employee details for 'Harry Potter' with two records.



The screenshot shows the 'Additional Pay : Additional Pay' eForm. At the top, there's a header with a plus icon, the title 'Additional Pay : Additional Pay', and 'Form ID 372203'. Below the header, there's a 'Highlights Enabled' toggle set to 'Yes' and 'Current Values' with navigation arrows. The main section is titled 'Employee Information' and contains the following details:

- Name: Harry Potter
- Employee Classification: FTE
- Business Unit: SCCOL USC Columbia
- Job Code: UG75 Associate Professor
- Base Salary: 89250.000000
- Pay Group: P09
- Empl ID: U00000111
- Empl Record: 0
- Department: 150000 DARLA MOORE SCH OF BUSINESS
- Position Number: 00001593 Associate Professor

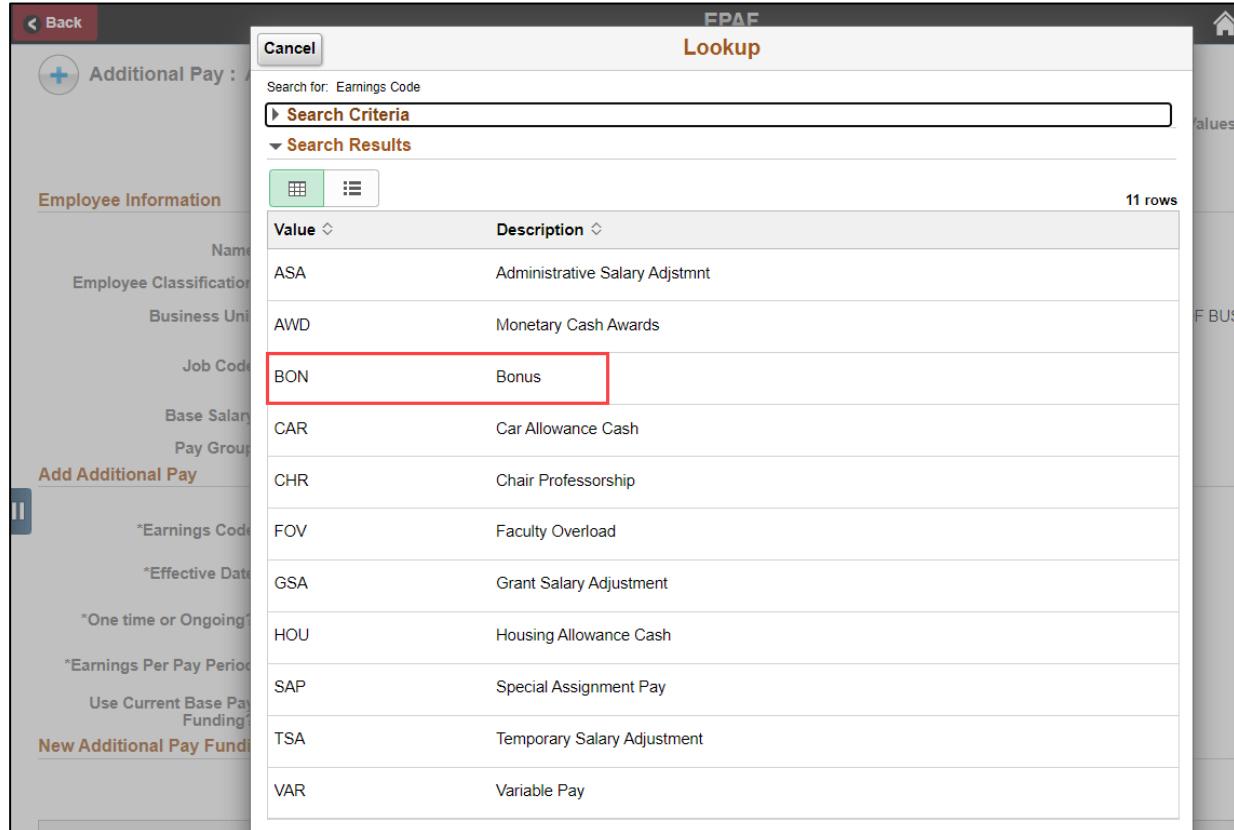
Below the employee information, there's a section titled 'Add Additional Pay' with the following fields:

- *Earnings Code: [Input field with a magnifying glass icon]
- *Effective Date: [Date picker icon]
- *One time or Ongoing?: [Dropdown menu]
- *Earnings Per Pay Period: 0.00
- Use Current Base Pay Funding?: Yes

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Additional Pay eForm: Bonus**

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.



The screenshot shows the 'Additional Pay' form with a modal window titled 'Lookup' open. The modal contains a search bar and a table of earnings codes. The 'BON' code, corresponding to 'Bonus', is highlighted with a red rectangle.

| Value | Description |
|------------|-------------------------------|
| ASA | Administrative Salary Adjtmnt |
| AWD | Monetary Cash Awards |
| BON | Bonus |
| CAR | Car Allowance Cash |
| CHR | Chair Professorship |
| FOV | Faculty Overload |
| GSA | Grant Salary Adjustment |
| HOU | Housing Allowance Cash |
| SAP | Special Assignment Pay |
| TSA | Temporary Salary Adjustment |
| VAR | Variable Pay |

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Additional Pay eForm: Bonus

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.

Additional Pay : Additional Pay Form ID 372203

Highlights Enabled: ☒ Yes Current Values

Employee Information

| | |
|------------------------------------|------------------------------------------------|
| Name: Harry Potter | Empl ID: U00000111 |
| Employee Classification: FTE | Empl Record: 0 |
| Business Unit: SCCOL USC Columbia | Department: 150000 DARLA MOORE SCH OF BUSINESS |
| Job Code: UG75 Associate Professor | Position Number: 00001593 Associate Professor |
| Base Salary: 89250.000000 | |
| Pay Group: P09 | |

Add Additional Pay

*Earnings Code: Bonus

*Effective Date:

One time or Ongoing? ☒ One-Time

*Reason for Additional Pay:

Exceptional Customer Service
 Increased Productivity
 Other Contributions
 Process Improvement
 Realized Cost Savings

Earnings Per Pay Period:

*Amount:

Use Current Base Pay Funding?

New Additional Pay Funding

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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.

New Additional Pay Funding

| Amount | Percent | Operating Unit | Department | Fund Code | Account | Class Field | Business Unit | Project/Grant | Activity ID | Cost Share | Combination Code | Insert A Row | Delete A Row |
|---------------|------------|----------------|------------|-----------|---------|-------------|---------------|---------------|-------------|------------|------------------|--------------|--------------|
| 1 3000.000000 | 100.000000 | CL038 | 150000 | A0001 | 51300 | 101 | | | | | A00000005595 | + | - |

Total Distribution

Percent Total **100.00**

File Attachments

| Status | Action | *Description | File Name | Remove |
|--------|--------|--------------|-----------|--------|
| 1 | Upload | | | Delete |

Add

► **Comments**

Search Save **Submit**

EPAF

+ Additional Pay : Finalized

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

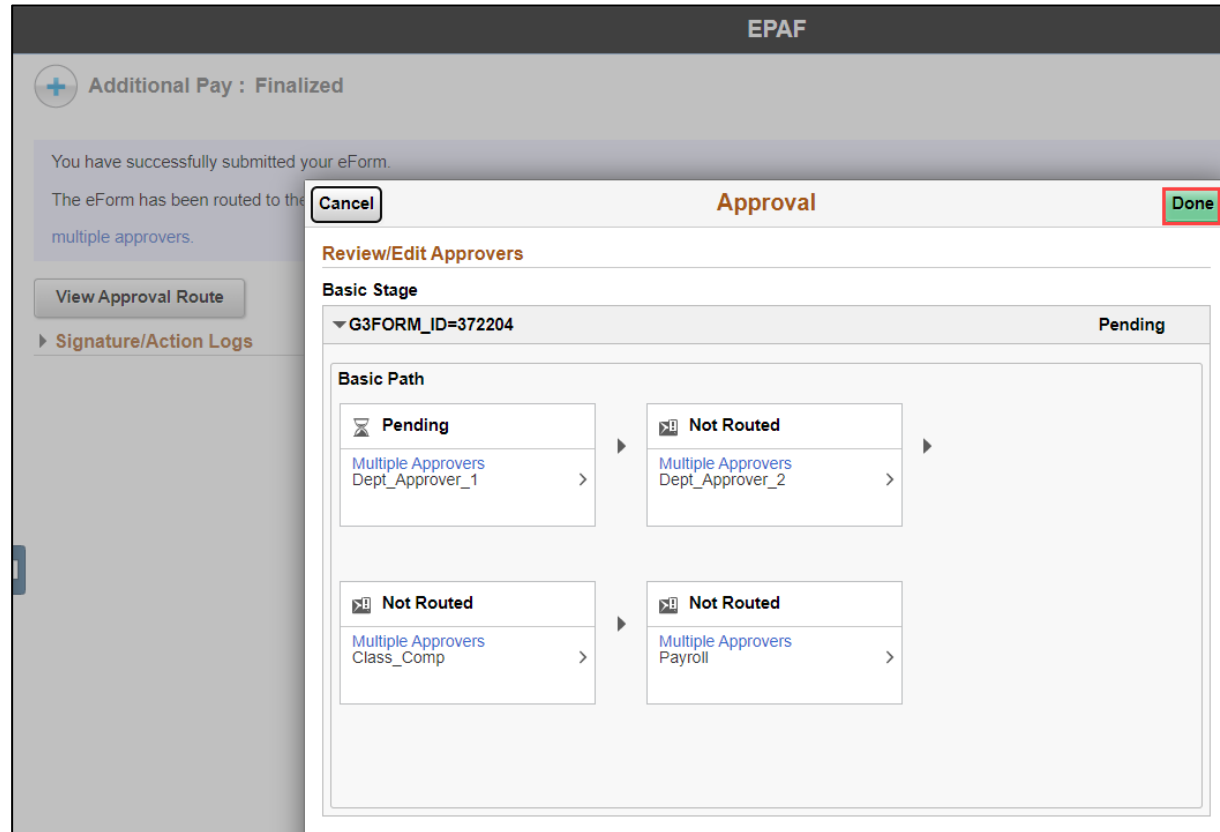
View Approval Route

► **Signature/Action Logs**

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.
- 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!



The screenshot displays the EPAF (Electronic Payroll Action Form) interface for an 'Additional Pay : Finalized' request. The status is 'Pending'. The workflow is titled 'Approval' and shows a 'Basic Path' with four steps:

- Step 1:** Pending (Multiple Approvers, Dept_Approver_1)
- Step 2:** Not Routed (Multiple Approvers, Dept_Approver_2)
- Step 3:** Not Routed (Multiple Approvers, Class_Comp)
- Step 4:** Not Routed (Multiple Approvers, Payroll)

Navigation buttons include 'Cancel', 'Done', 'View Approval Route', and 'Signature/Action Logs'. A message at the top states: 'You have successfully submitted your eForm. The eForm has been routed to the multiple approvers.'