### How to initiate a faculty overload request in HCM:
This job aid outlines how to request a Faculty Overload payment.

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

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<td><strong>Those with HR Initiator access can take this action for employees within their security scope.</strong></td>
<td><img src="image1" alt="Employee Self Service" /></td>
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<tr>
<td><strong>Requesting a Faculty Overload payment:</strong> In order to request a faculty overload payment for one of your employees, take the following steps:</td>
<td><img src="image2" alt="My Homepage" /></td>
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<tr>
<td>1. Click the <strong>Employee Self-Service</strong> drop-down menu button.</td>
<td><img src="image3" alt="ePAF Homepage" /></td>
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<tr>
<td>2. Click the <strong>My Homepage</strong> option in the drop-down.</td>
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<td>3. Click the <strong>ePAF Homepage</strong> tile.</td>
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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 **Faculty Overload** option.
   a. Note this **Earnings Code** only appears in the lookup for faculty.
3. Enter the first day of the class in the **Effective Date** field.

4. Enter the **Earnings per Pay Period** for the **Faculty Overload**.
   a. To determine the **Earnings Per Pay Period**, take the total amount of the **Faculty Overload** payment and divide by the number of pay periods from the begin and end-date. There is a calculator tool available on the HR Toolbox.

5. Enter the last day of the class in the **Earnings End Date** field.

6. **Optional**: Enter the **Total Additional Pay**.
   a. Note this field is for informational purposes only! It does not feed into the system, so it is vital that the amount in the **Earnings per Pay Period** be accurate.
7. **Optional**: If you need to change the funding source, click the **Use Current Base Pay Funding** drop-down and change to No. This will then open the funding string for edit.

8. Faculty Overload requires either an attachment or comment documenting the class(es) to be taught as part of the overload assignment. Either click the **Comments** link to expand the comments section and provide the course information, or if you have a memo/documentation to provide simply click the **Upload** button and follow the on-screen prompts to upload the letter from your device.
   a. eForms submitted without justification will be recycled back to the initiator.

9. Review your work on the eForm. Once you’ve confirmed the data click the **Submit** button.
10. The eForm has successfully submitted! Always click the View Approval Route button to see the workflow steps for the action.

11. 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.

12. Upon review of the workflow, click the Done button.

You have successfully initiated a Faculty Overload request!