This job aid outlines how to initiate a summer job change eForm for a compensation change.

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

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<td>Those with HR Initiator access can take this action for all FTE Faculty across the university system.</td>
<td><img src="image1.png" alt="Employee Self Service" /> <img src="image2.png" alt="My Homepage" /> <img src="image3.png" alt="ePAF Homepage" /></td>
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**Initiating a Summer Job Change eForm to change compensation:** To initiate a summer job change 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.
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.

Currently active summer hires will appear with the Job Code of **VSUM Summer**.

On the appropriate active Summer EMPL Record, click the **Related Actions Menu** button.
The Related Actions Menu shows all the actions/eForms which the user has authority to initiate on this specific employee’s EMPL record.

The Summer Job Change eForm is used to make changes to currently active FTE faculty summer appointments. Note this option will only appear in the Related Actions Menu for FTE Faculty EMPL records with VSUM Summer as the Job Code.

From the Related Actions Menu, click the Summer Job Change option.
Completing the Summer Job Change eForm:

1. Enter the **Effective Date** of the compensation change.
   a. Compensation changes must occur on the 1st or 16th of the month.

2. Click the **Reason Code** drop-down menu button and select **Compensation Data**.

Summer Job Change Reasons listed below. eForms can only have one **Reason** selected.

- **Compensation Data** – the salary needs to increase or decrease.
- **Correction End Date** – the job end-date has changed and needs to extend or end earlier than initially submitted.
- **Supervisor Change** – the supervisor of record needs to be changed.
3. Enter the new Compensation Rate for this summer job.
   a. The new rate cannot exceed the Compensation Limit listed on the eForm.
   b. The new rate also cannot exceed the Compensation Limit listed on the eForm when combined with other summer jobs.
4. Review your work on the eForm, once you’ve confirmed the data click the **Submit** button.

5. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

6. The Approval Route shows the workflow steps for the specific action you submitted. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.

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

You have successfully initiated a **Summer Job Change eForm** to change compensation!