This job aid outlines how to initiate a summer hire action on an FTE faculty who has other active summer jobs.

**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 FTE Faculty across the university system.</td>
<td><img src="image1" alt="Employee Self Service" /> <img src="image2" alt="My Homepage" /> <img src="image3" alt="ePAF Homepage" /></td>
</tr>
</tbody>
</table>

**Initiating a Summer Hire eForm for an FTE faculty who has other active summer jobs:** To initiate a summer hire 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.

On the appropriate Search Card, click the **Related Actions Menu** button.

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**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.

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**Current Employee**

<table>
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<tr>
<th>Empl ID</th>
<th>X43676252</th>
</tr>
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<tbody>
<tr>
<td>Email</td>
<td>0</td>
</tr>
<tr>
<td>Department</td>
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</tr>
<tr>
<td>Job Code</td>
<td>USC SUMMER</td>
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The Related Actions Menu shows all the actions/eForms which the user has authority to initiate on this specific employee’s EMPL record.

The Faculty Summer Hire eForm is used to hire FTE faculty into summer appointments for either Instruction or ECOM/Research. Note this option will only appear in the Related Actions Menu for FTE faculty.

From the Related Actions Menu on the employee’s FTE position, click the Faculty Summer Hire option.
Completing the Faculty Summer Hire eForm:

1. The **Action** of Additional Job pre-populates and is the only option.

2. Click the **Reason Code** drop-down menu button and select **Summer Instruction**.

3. Upon selection of **Summer Instruction** as the **Reason**, a new field appears for **Summer Session Code**. Click the **Lookup** button (magnifying glass icon) to search for and select the appropriate summer term for this course.
   a. If the course dates fall outside of the set schedule, please select the **Open Session** option.
   b. Upon selecting the **Summer Session Code** for all options other than **Open Session**, the effective and end-date fields will auto-populate.

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**University of South Carolina**

**HCM HR Contact Resources**

**Summer Compensation FTE Faculty: Hire with Other Active Summer Job**

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**Summer Compensation FTE Faculty**

**Hire with Other Active Summer Job**

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**March 2022**
4. Enter the applicable data points for the below Job Info fields. You can type in the fields directly or use the Lookup button to search for the information.

   a. Business Unit (Campus)
   b. Location Code
   c. Supervisor ID
   d. Full/Part Time indicator
   e. Department number

There are view-only fields in this section.

- **Last Hire Date/Basis Start Date** is the date that employee started their FTE position.
- **Pay Group** is based on the employee’s FTE pay group. For example: If the FTE is paid current in the FTE the summer hires will also be current.
- **Base Salary** is the employee’s base salary as of the prior spring semester. This is the salary for calculation of the summer earnings cap.
- **EMPL Record Selected** lets you know which record the summer hire will appear as once fully executed in the system. The Summer Hire eForm will reuse old/inactive EMPL Records.
- **Pay Basis** is the employee’s FTE basis.
5. Enter the **Course #** that the employee will be teaching. This is a freeform field.

6. Enter the number of **Credit Hours** associated with the course. Upon entry of the Credit Hours the **Standard Hours** field out to the right will automatically populate with the hours per week.

7. Enter the **Salary** the employee should receive for teaching this course.

The view-only fields in this section:

- **Compensation Limit** shows the employee’s compensation earnings limit for the summer. This field displays 3 digits after the decimal but the eForm will automatically drop any digits after the 2nd decimal place in the Salary field.
- The **Summer Compensation** section shows all approved summer hires and Summer Hire eForms in flight for this employee.
- **Summer Total Compensation** is the total salary amount for this hire plus all other summer hires approved/in flight.
8. Click the **Select Funding** button to add the applicable funding source for this summer hire.
   a. Note the **Account** code for Summer Instruction is **51330**.

9. Enter the **Budget Amount** or **Percent of Distribution**. Click the **Plus +** button to add additional rows of funding if applicable.

10. **Offer letters** are required for all summer hires. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
   a. Summer hire actions submitted without an offer letter will be recycled to the initiator which may delay payment to the employee.
11. Review your work on the eForm, once you’ve confirmed the data click the Submit button.

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

13. The Approval Route shows the workflow steps for the specific action you submitted. Summer Hire eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
   a. If a portion of the summer hire is paid using grant or sponsored project funds, the eForm will route to Grant Approver prior to HR Operations.

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

You have successfully initiated a Summer Hire eForm for an employee with other active summer jobs!