How to initiate an hours per week change for faculty in HCM:
This job aid outlines how to request an hours per week increase or decrease for an FTE faculty employee.

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

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<td>Those with HR Initiator access can take this action for employees within their security scope.</td>
<td>![Employee Self Service screenshot]</td>
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<td>FTE faculty hours per week changes are initiated in HCM. RGP/TL faculty hours per week changes are initiated in PeopleAdmin as a position description modification.</td>
<td>![My Homepage screenshot]</td>
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<td>Requesting a faculty hours per week change: In order to request an hours per week change for one of your faculty employees, take the following steps:</td>
<td>![ePAF Homepage screenshot]</td>
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<tr>
<td>1. Click the Employee Self-Service drop-down menu button.</td>
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<td>2. Click the My Homepage option in the drop-down.</td>
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<td>3. Click the ePAF Homepage 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 **Job Change eForm** is used to make permanent changes to position and/or base salary. FTE Faculty, Temp Faculty, and non-exempt temporary staff position and salary changes are also initiated directly on the Job Change eForm.

- Position related changes for all employee types with position descriptions (FTE, RGP, and TL Staff; RGP and TL Faculty; and exempt temporary staff) must be initiated in PeopleAdmin. Once approved in PeopleAdmin, the nightly interface feeds these actions into HCM on the Job Change eForm for Central HR to validate and approve.

From the Related Actions Menu, select the **Job Change** option.
**Completing the Job Change eForm:**

1. In the Job Change eForm, first provide an **Effective Date** for the hours per week change.
   - Hours per week changes must occur at the start of a pay period, either the 1st or the 16th of the month.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit.

2. Enter the new number of hours per week in the **Standard Hours** field.

3. Click the **Full/Part Time** drop-down menu and select the appropriate change.

4. Scroll to the bottom of the page and click the **Next** button.
A change in the hours per week means a change must be made to the salary. If decreasing the hours per week, as in this example, the salary must decrease accordingly. If increasing the hours per week, the salary must increase accordingly.

The formula to determine new salary is: Current salary / hours in old appointment = hourly rate x hours in new appointment = new base salary
- Example: $79,200 / 1560 = $50.769 x 1170 = $59,400.

To find the hours in a part-time appointment, simply multiply the new hours per week by number of weeks in the appointment.
- Example: 30 x 39 = 1170 hours

Full-time appointment hours:
- 9 months = 1560 hours
- 10.5 months = 1800 hours
- 11 months = 1880 hours
- 12 months = 2080 hours

Weeks per year:
- 9 months = 39 weeks
- 10.5 months = 45 weeks
- 11 months = 47 weeks
- 12 months = 52 weeks

5. Enter the **New Comp Rate** and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field.
6. **Optional** – If a funding change is needed you can click the **Select Funding** button to change the funding allocation. If additional sources are needed for funding, click the plus + button to add a new funding row. **Total Percent** must equal 100.00 across all rows of funding. The funding change will be effective the same date as the hours per week change.

7. Click the **Next** button.
8. One Action prepopulates as Pay Rate Change. Click the Reason drop-down menu button and select the Increase Decrease in Work Hour option.

9. A second Action/Reason is needed to account for the position change. Click the Plus sign + to Insert a Row.

10. Click the Action drop-down menu and select Position Change. Then click the Reason Code drop-down menu button and select the Increase/Decrease in Hours option.

While the File Attachments section does not appear as required, you must attach the appointment letter or other documentation acknowledged by the employee of the hours per week change. Hours per week change actions submitted without supporting documentation will be recycled for edits.

11. Click the Upload button and follow the on-screen prompts to attach the document from your device.

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

14. 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.

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

You have successfully initiated an Hours Per Week Change request for a faculty employee!