How to initiate faculty pay basis change in HCM:
This job aid outlines how to request a pay basis change for a faculty employee.

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**FTE faculty pay basis changes are initiated in HCM. RGP/TL faculty pay basis changes are initiated in PeopleAdmin as a position description modification.**

**Requesting a faculty pay basis change:** In order to request a pay basis change for one of your faculty 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.
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 pay basis change.
   a. Pay basis changes are typically effective on either 8/16/xxxx or 1/1/xxxx but circumstances may warrant another date throughout the year. The 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. Click in the **Weeks Per Year** field and update as applicable.
   a. 9 months = 39 weeks
   b. 10.5 months = 45 weeks
   c. 11 months = 47 weeks
   d. 12 months = 52 weeks

3. Scroll to the **Payroll and Compensation** section.
4. Click the **Comp Rate Code** lookup button (magnifying glass icon).

5. From the **Comp Rate Code** lookup select the applicable pay basis option. In this example we are changing the basis from 9 month to 12 month.

Changing the **Comp Rate Code** will automatically change the **Pay Group** and the **Compensation Frequency** accordingly. These two fields are not editable.
Basis changes require the current base salary be converted to the updated pay basis and entered into the **New Comp Rate** field.

- 9 months = 18 pay periods, 1560 hours
- 10.5 months = 1800 hours
- 11 months = 1880 hours
- 12 months = 24 pay periods, 2080 hours

The formula used to convert salaries is simple, take the current base salary and divide by the number of months in the current appointment to get the monthly rate then multiply that number by the number of months in the new appointment.

- Example: \( \frac{249,365}{9} = 27,702.22 \times 12 = 332,486.66 \)

6. Enter the **New Comp Rate** and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field. Note that entering the **Percent Increase or Decrease** and clicking the tab button will then populate the **New Comp Rate**.

7. Upon entering the increase, a new question will appear: **Is this pay for performance?** (this does not appear until you have entered a salary increase). Click the drop-down menu button and select **No**.
8. **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 PFP.

9. Click the **Next** button.
10. The **Action** prepopulates as Pay Rate Change, this must be changed. Click the **Action** drop-down menu button and select the **Position Change** option.

11. Click the **Reason Code** drop-down menu button and select the **Pay Basis Change** 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 pay basis change. Pay Basis Change actions submitted without supporting documentation will be recycled for edits.

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

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

15. 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.

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

You have successfully initiated a Pay Basis Change request for a faculty employee!