How to initiate FTE faculty position change in HCM:
This job aid outlines how to initiate a position change for an FTE faculty employee.

**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.png" alt="Employee Self Service Drop-down Menu" /></td>
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<td><strong>Position Changes for FTE faculty employees refer to any position related changes:</strong></td>
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**Requesting an FTE faculty position change:**
In order to request a position change for one of your FTE 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 position change.
   a. Position changes should be effective on the actual date the change is set to occur. Since these do not impact compensation, they are not required to occur on payroll effective dates.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. In this scenario we are changing the supervisor and the business title.

2. Click in the **Reports to Position** field and update as applicable.

3. Click in the **Business Title** field and enter the new title.
No salary changes are associated with position changes, except in the case of a change in full time/part time status and/or hours per week.

4. Scroll to the bottom of the page and click the Next button.
The Action Reason grid will appear blank. A Row should be inserted for all position changes made. In this scenario we made two changes.

5. Click the Action drop-down menu button and select the Position Change option.

6. Click the Reason Code drop-down menu button and select the appropriate option.

7. **Optional** – If you made more than one change, click the + plus button to add another Action Reason row.

8. **Optional** – Follow steps 6 and 7 to indicate the other change(s) made.

No attachments are required for these position changes. If you have documentation to provide, click the Upload button and follow the on-screen prompts to attach the document from your device.

9. Click the Submit button.

**Note:** All changes to position data will use the ‘Position Change’ action. The ‘Data Change’ action is only used for FTE reappointments.
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 Position Change request for a faculty employee!