# How to initiate a summer instruction hire action in HCM:

This job aid outlines how to initiate a summer instruction hire action.

**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" alt="Employee Self Service" /> <img src="image2" alt="My Homepage" /></td>
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**Initiating a Summer Hire eForm for summer instruction:** 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.
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, 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. Enter the **Effective Date** and **Expected Job End Date** for the Summer Instruction. Note that these dates must align with the dates on the offer letter.

**NOTE:** Maymester course dates may begin before 5/15/xxx (which is the end of the 9-month basis/academic year). But under no circumstances will Summer Instruction extend beyond 8/16/xxxx (which is the start of the 9-month pay basis/academic year). If you enter an end-date outside this timeframe you will receive an error message as displayed here.
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 (defaults to part-time. Anything less than 37.5 hours per week is part-time)
   e. Department number

There are several 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.

There are three 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 and all other summer hires.
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. Offer letters must match all data on the Summer Hire eForm.
    b. Summer hire actions submitted without an offer letter or with mismatch information will be recycled to the initiator which may delay payment to the employee.
NOTE: If the summer instruction exceeds the maximum allowable summer compensation 33.xx% for the number of days in the current summer, you will see a warning message.

Once you submit the eForm it will route to Office of the Provost for approval (Columbia campus only) prior to coming to HR Operations.
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 summer instruction!