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

<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.png" alt="Employee Self Service" /></td>
</tr>
<tr>
<td><em>Initiating a Summer Hire eForm for summer instruction:</em> To initiate a summer hire for one of your employees, take the following steps:</td>
<td><img src="image2.png" alt="My Homepage" /></td>
</tr>
<tr>
<td>1. Click the Employee Self-Service drop-down menu button.</td>
<td><img src="image3.png" alt="ePAF Homepage" /></td>
</tr>
<tr>
<td>2. Click the My Homepage option in the drop-down.</td>
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</tr>
<tr>
<td>3. Click the ePAF Homepage tile.</td>
<td></td>
</tr>
</tbody>
</table>
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. 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 option.
   b. Upon selecting the Summer Session Code for all options other than Open, the effective and end-date fields will auto-populate.
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 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. Summer hire actions submitted without an offer letter 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!