

How to initiate data change for a temporary employee in HCM:
This job aid outlines how to initiate a data change for a temporary employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

Those with HR Initiator access can take this action for employees within their security scope.

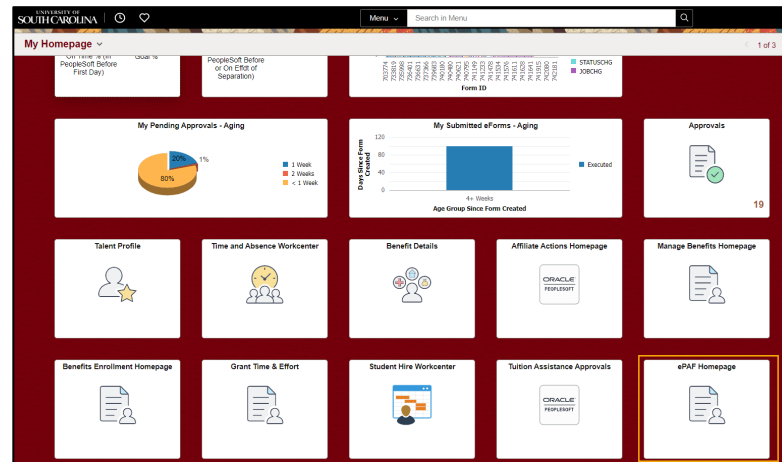
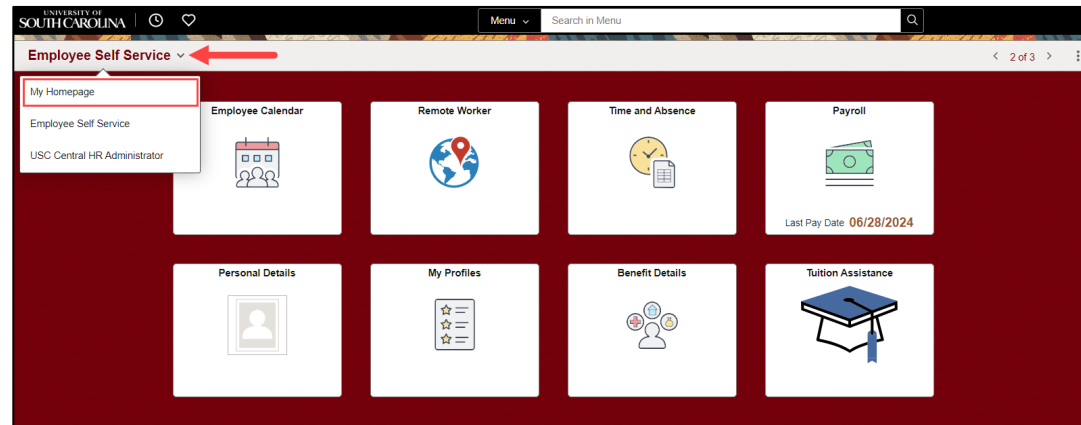
Data Changes for temporary employees refer to job related changes that generally do not impact compensation or classification.

- **Supervisor Change**
- **Internal Title Change**
- **Location Change**
- **Department Change**
- **Standard Hours and Full/Part Time Change (this may impact compensation)**

Requesting a temporary data change: In order to request a data change for one of your temporary 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.

Screenshots

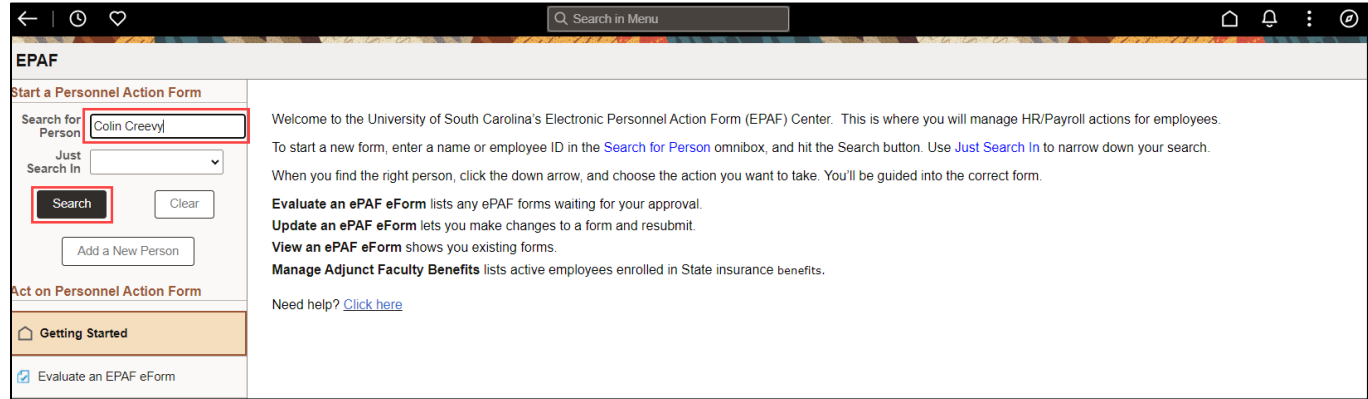


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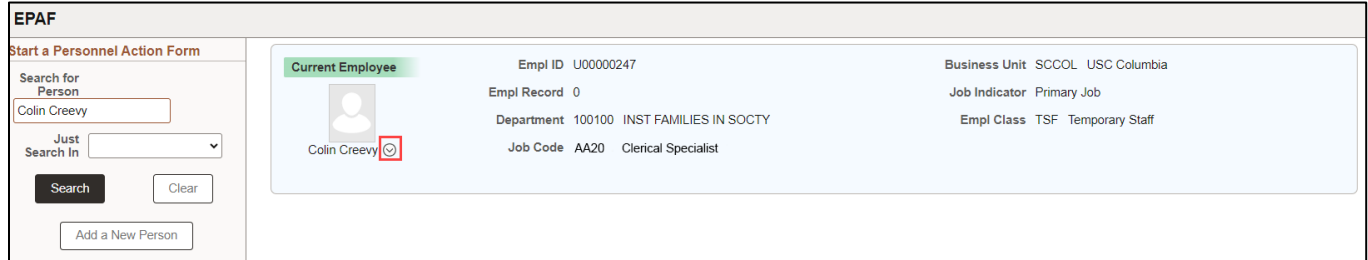
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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 screenshot shows the ePAF homepage. On the left, under "Start a Personnel Action Form", there is a search box labeled "Search for Person" containing "Colin Creevy". Below it are "Just Search In" dropdown, "Search" and "Clear" buttons, and an "Add a New Person" button. On the right, there is a welcome message and instructions. Below the search box, there are links for "Evaluate an ePAF eForm", "Update an ePAF eForm", "View an ePAF eForm", and "Manage Adjunct Faculty Benefits". At the bottom left, there is a "Getting Started" section with a link to "Evaluate an ePAF eForm".



The screenshot shows the search results page. On the left, the search box now contains "Colin Creevy". The main area displays a "Current Employee" search card for Colin Creevy. The card includes a profile picture and a "Related Actions Menu" button (indicated by a red box). The employee details are as follows:

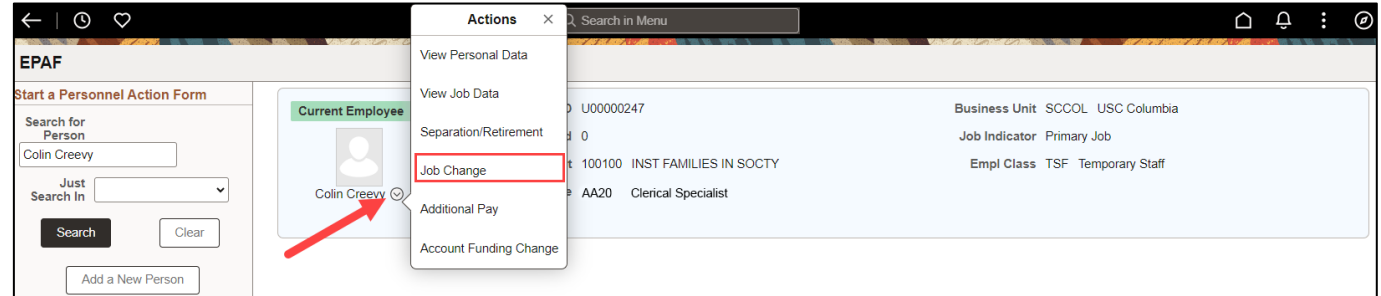
Empl ID	U00000247	Business Unit	SCCOL USC Columbia
Empl Record	0	Job Indicator	Primary Job
Department	100100 INST FAMILIES IN SOCTY	Empl Class	TSF Temporary Staff
Job Code	AA20 Clerical Specialist		

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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 initiated directly on the Job Change eForm.

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



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Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the data change.
 - a. Data 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 temporary faculty and non-exempt temporary staff do not have position descriptions, all the job related fields on the Job Change eForm are unlocked for edit. In this scenario we are changing the supervisor.

2. Click in the **Supervisor ID** field and enter the new Supervisor's USC ID or click the lookup button (magnifying glass icon) and search for the ID.

Form ID 745854

Job Change : Job Change Highlights Enabled: Yes Current Values ← →

Transaction Information

*Effective Date *Expected Job End Date

Employee Group TSF Temporary Staff

Other Active Jobs

Empl Record	Department	Description	Standard Hours
1	0		0.00

1 row

Job Position Information

Reports To Position

*Job Code Clerical Specialist

Supervisor ID Hermione Granger

USC Title Code Reports To Incumbent



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No salary changes are associated with data changes, except in the case of a change in full time/part time status and/or hours per week.

3. Scroll to the bottom of the page and click the **Next** button.

Salary Range

Minimum 15080.000000
Midpoint 25214.000000
Maximum 34765.000000

Current Base Pay Funding 2 rows

	Amount ↑	Percent of Distribution ↑	Select Funding	Operating Unit ↑	Department ↑	Fund Code ↑	Account ↑	Class Field ↑	Business Unit ↑	Project/Grant ↑	Activity ID ↑	Cost Share ↑	Combo Code ↑	Insert A Row	Delete A Row
1	<input type="text" value="11.250000"/>	<input type="text" value="75.000000"/>	<input type="button" value="Select Funding"/>	CL061	100100	EN700	51600	202	USCIP	80000063	1		A00000027148	<input style="border: 1px solid black;" type="button" value="+"/>	<input style="border: 1px solid black;" type="button" value="-"/>
2	<input type="text" value="3.750000"/>	<input type="text" value="25.000000"/>	<input type="button" value="Select Funding"/>	CL061	100100	G1000	51600	201	USCSP	10014126	1		A00000115802	<input style="border: 1px solid black;" type="button" value="+"/>	<input style="border: 1px solid black;" type="button" value="-"/>

Total Percent **100.00**

State Position Fields

State Percent 0.000000
Federal Percent 0.000000
Other Percent 0.000000

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The Action Reason grid will appear blank. A Row should be inserted for all data changes made. In this scenario we made one data change.

4. Click the **Action** drop-down menu button and select the **Data Change** option.
5. Click the **Reason Code** drop-down menu button and select the appropriate option.
6. **Optional** – If you made more than one data change, click the + plus button to add another Action Reason row.
7. **Optional** – Follow steps 5 and 6 to indicate the other change made.

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

8. Click the **Submit** button.

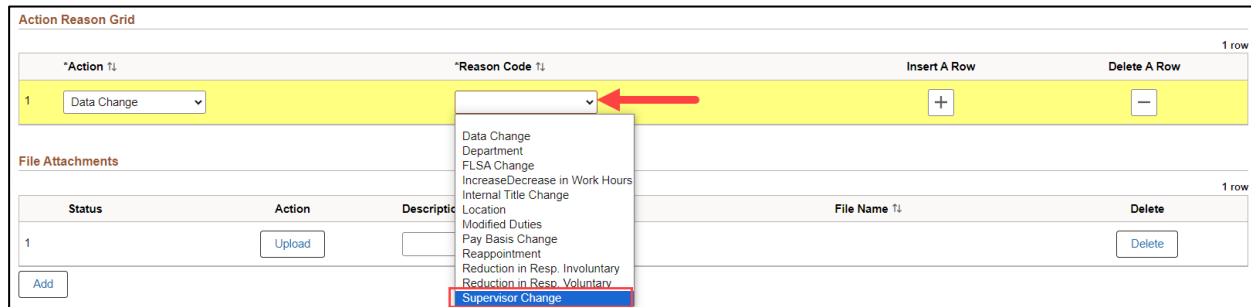


Action Reason Grid

*Action T1	*Reason Code T1	Insert A Row	Delete A Row
1		+	-

File Attachments

Status	Action	Description T1	File Name T1	Delete
1	Upload			Delete

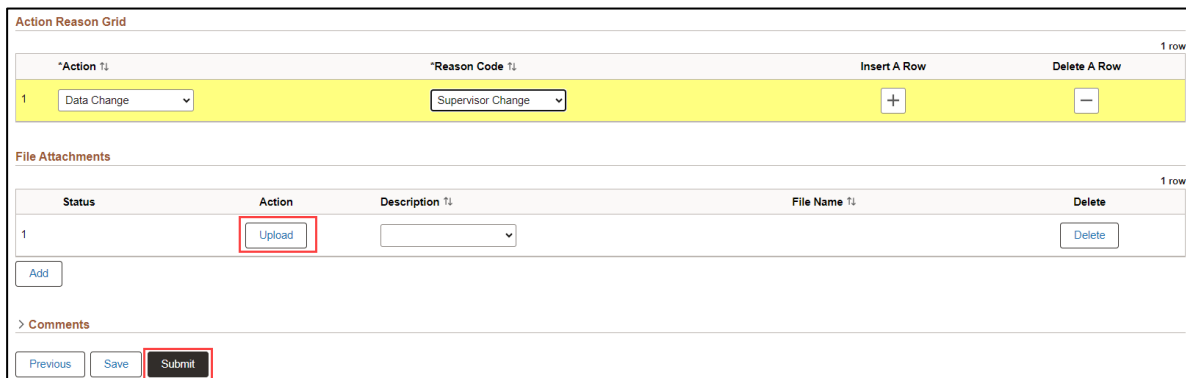


Action Reason Grid

*Action T1	*Reason Code T1	Insert A Row	Delete A Row
1	Data Change	+	-

File Attachments

Status	Action	Description T1	File Name T1	Delete
1	Upload			Delete



Action Reason Grid

*Action T1	*Reason Code T1	Insert A Row	Delete A Row
1	Data Change	+	-

File Attachments

Status	Action	Description T1	File Name T1	Delete
1	Upload			Delete

Comments

Previous Save **Submit**

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9. The eForm has been successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

10. 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**.

11. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Data Change** request for a temporary employee!

Form ID 733321

Job Change : Results

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
07/10/2024 8:23:02AM	Initiated	FULLER26	Jalen Fuller	Submit	

[Refresh Log](#)

View Approval Route

[Cancel](#) [Done](#)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=745855 Pending

Basic Path

Pending

Multiple Approvers
Dept_Approver_1

▶

Not Routed

Multiple Approvers
Dept_Approver_2

Not Routed

Multiple Approvers
Grant Approver

▶

Not Routed

Multiple Approvers
HR Operations

Not Routed

Multiple Approvers
Payroll Acct