

How to initiate a chair professorship payment request in HCM:

This job aid outlines how to request a Chair Professorship payment.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

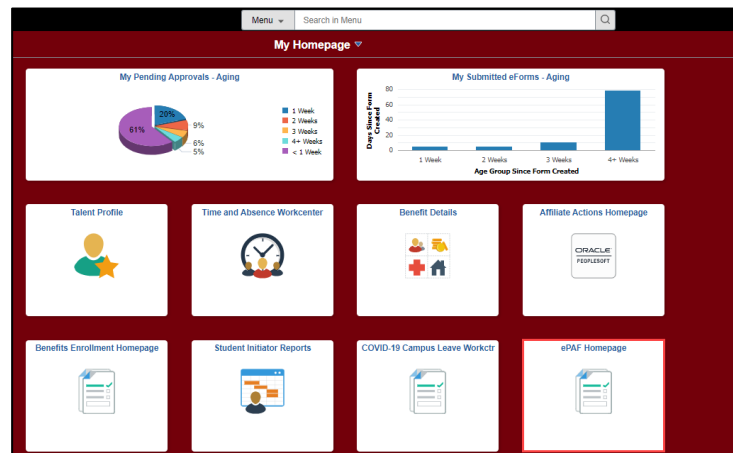
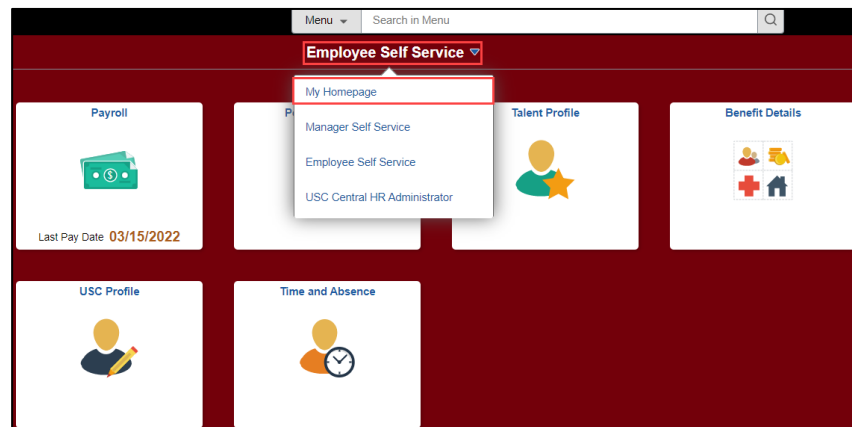
Those with HR Initiator access can take this action for employees within their security scope.

Requesting a Chair Professorship

payment: In order to request a chair professorship payment 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.

Screenshots

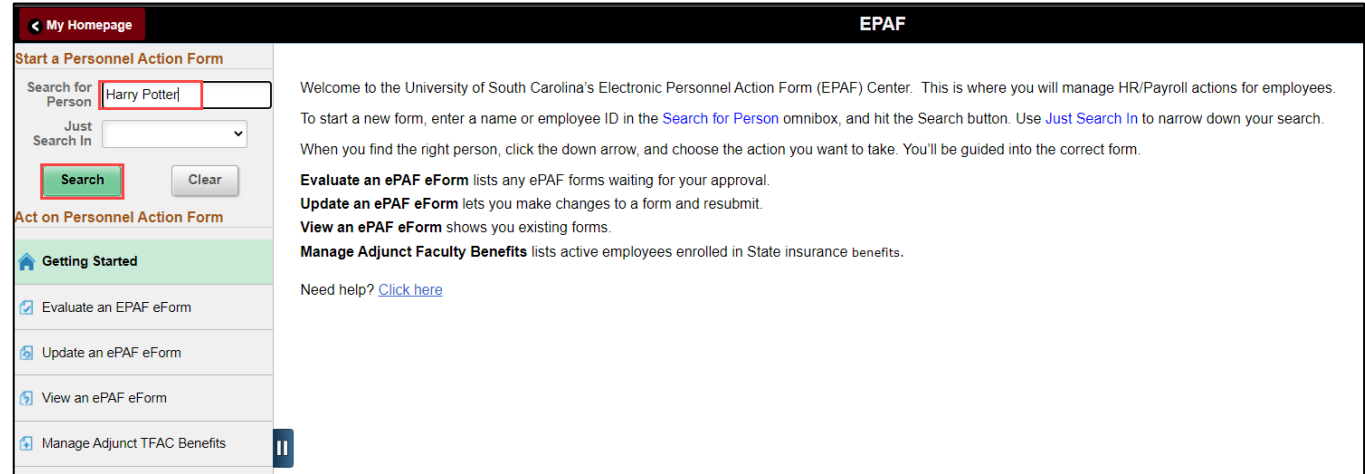


**University of South Carolina
HCM HR Contact Resources
Additional Pay eForm: Chair Professorship**

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.



EPAF

Start a Personnel Action Form

Search for Person: Just Search In:

Search

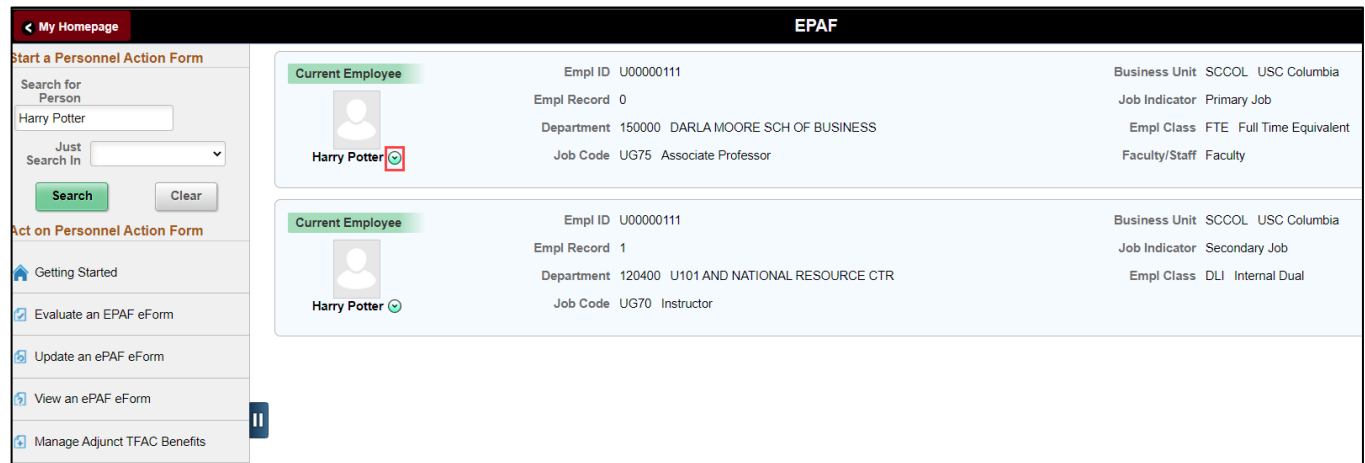
Act on Personnel Action Form

- Getting Started
- Evaluate an ePAF eForm
- Update an ePAF eForm
- View an ePAF eForm
- Manage Adjunct TFAC Benefits

Welcome to the University of South Carolina's Electronic Personnel Action Form (EPAF) Center. This is where you will manage HR/Payroll actions for employees. To start a new form, enter a name or employee ID in the [Search for Person](#) omnibox, and hit the Search button. Use [Just Search In](#) to narrow down your search. When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.

Evaluate an ePAF eForm lists any ePAF forms waiting for your approval.
Update an ePAF eForm lets you make changes to a form and resubmit.
View an ePAF eForm shows you existing forms.
Manage Adjunct Faculty Benefits lists active employees enrolled in State insurance benefits.

Need help? [Click here](#)



EPAF



Start a Personnel Action Form

Search for Person: Just Search In:

Search

Act on Personnel Action Form

- Getting Started
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Current Employee	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 0	Job Indicator Primary Job
Harry Potter	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent
	Job Code UG75 Associate Professor	Faculty/Staff Faculty
Current Employee	Empl ID U00000111	Business Unit SCCOL USC Columbia
	Empl Record 1	Job Indicator Secondary Job
Harry Potter	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual
	Job Code UG70 Instructor	

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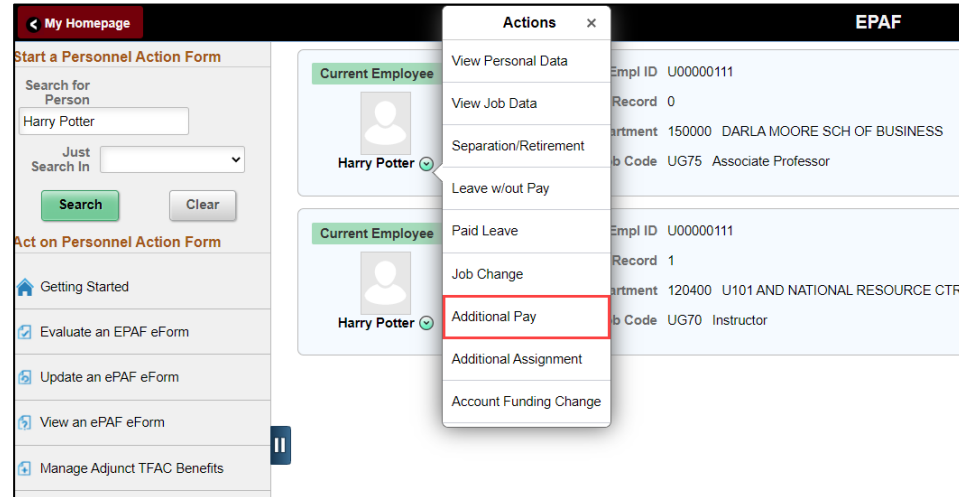
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Additional Pay eForm** is used to establish or update existing non-base salary adjustments. These can be either one-time or on-going based on the earnings code. All salary adjustments are considered temporary; on-going salary adjustments must have end-dates. The eForm logic only displays the earnings codes for which a specific employee is eligible (based on employee type).

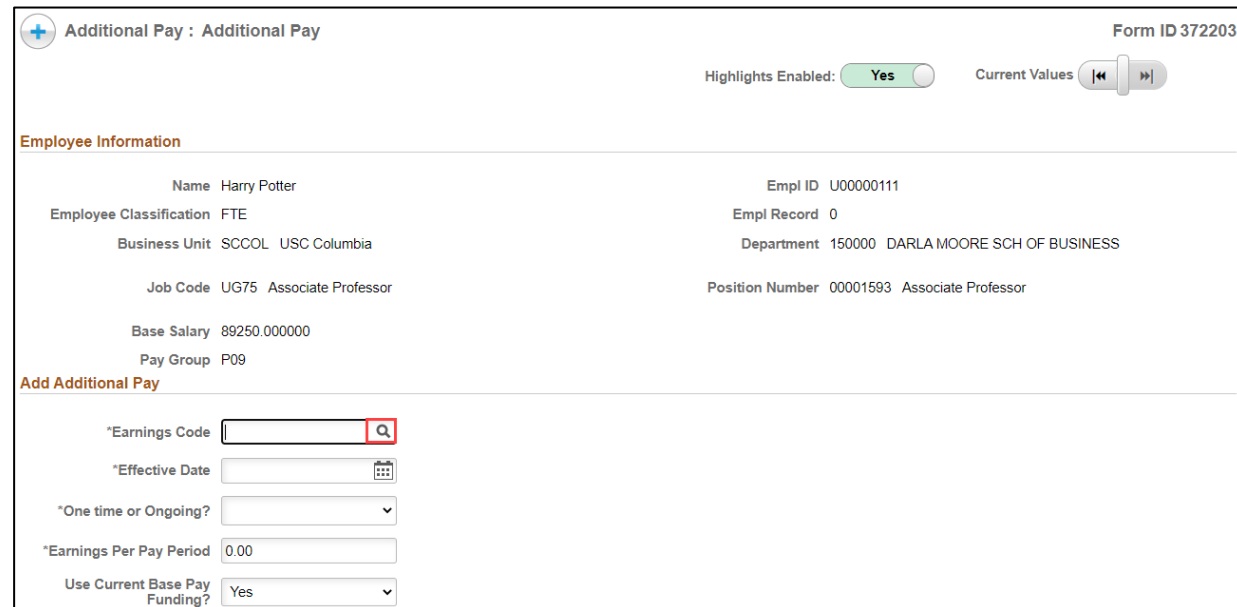
From the Related Actions Menu, select the **Additional Pay** option.

Completing the Additional Pay eForm:

1. In the Additional Pay eForm, click **the Earnings Code** lookup button (magnifying glass icon) to select the appropriate earnings code.



The screenshot shows the 'My Homepage' interface. On the left, there is a search bar for 'Harry Potter' and a list of actions: 'Getting Started', 'Evaluate an ePAF eForm', 'Update an ePAF eForm', 'View an ePAF eForm', and 'Manage Adjunct TFAC Benefits'. In the center, there are two 'Current Employee' cards for 'Harry Potter'. An 'Actions' dropdown menu is open over the second card, listing options: 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Paid Leave', 'Job Change', 'Additional Pay' (highlighted in red), 'Additional Assignment', and 'Account Funding Change'. On the right, the 'EPAF' section shows two records for 'Harry Potter' with details like Empl ID, Record, Department, and Job Code.



The screenshot shows the 'Additional Pay : Additional Pay' eForm. At the top right, it says 'Form ID 372203'. Below that, there are toggle switches for 'Highlights Enabled: Yes' and 'Current Values'. The 'Employee Information' section displays the following details:

Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	15000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

The 'Add Additional Pay' section contains the following fields:

- *Earnings Code: [] [Magnifying Glass Icon]
- *Effective Date: [] [Calendar Icon]
- *One time or Ongoing?: [] [Dropdown Arrow]
- *Earnings Per Pay Period: 0.00 []
- Use Current Base Pay Funding?: Yes [] [Dropdown Arrow]

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Note: The **Additional Pay eForm** has logic that only displays the Earnings Codes available to that employee based on employee type.

2. In the **Earnings Code** Lookup select the **Chair Professorship** option.
 - a. Note this **Earnings Code** only appears in the lookup for faculty.

Cancel
Lookup

Search for: Earnings Code

▶ Search Criteria

▼ Search Results

Grid
 List

11 rows

Value ◊	Description ◊
ASA	Administrative Salary Adjtmnt
AWD	Monetary Cash Awards
BON	Bonus
CAR	Car Allowance Cash
CHR	Chair Professorship
FOV	Faculty Overload
GSA	Grant Salary Adjustment
HOU	Housing Allowance Cash
SAP	Special Assignment Pay
TSA	Temporary Salary Adjustment
VAR	Variable Pay

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3. Enter a future dated **Effective Date**. One-time additional pay actions must be effective at the start of a pay period (the 1st or 16th of the month).
 - a. **Chair Professorship** payments are made twice annually (October and March) in accordance with guidelines from the Office of the Provost.

4. Click the **Reason for Additional Pay** drop-down menu button to select for the appropriate type of chair payment.

5. Enter the **Amount** for the **Chair Professorship** payment. Notice once you complete the field it will automatically populate in the **Earnings per Pay Period** field.
 - a. The amount requested on the eForm must be half of the total annual amount provided in the Chair Professorship appointment letter. This letter is the required attachment for submission of this eForm.

Employee Information

Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	150000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

Add Additional Pay

*Earnings Code: Chair Professorship

*Effective Date:

One time or Ongoing? One-Time

Earnings Per Pay Period: 0.00

*Amount:

Use Current Base Pay Funding? Yes

*Reason for Additional Pay:

- Carolina Distinguished Professors
- Endowed Chairs Professorships**
- Fixed Term Chair
- Smart State Chair CoEE

Employee Information

Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	150000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

Add Additional Pay

*Earnings Code: Chair Professorship

*Effective Date:

*One time or Ongoing? One-Time

Earnings Per Pay Period: 10000.00

*Amount:

Use Current Base Pay Funding? Yes

*Reason for Additional Pay:

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6. **Optional:** If you need to change the funding source, click the User **Current Base Pay Funding** drop-down and change to No. This will then open the funding string for edit.

a. Some **Chair Professorships**, such as SmartState, are funded by a central office. Funding information will be provided to you by that office.

7. The file attachment section of the eForm doesn't appear as required, however the Chair Professorship appointment letter is required as part of the submission. Click the **Upload** button and follow the on-screen prompts to upload the letter from your device.

a. eForms submitted without the appointment letter will be recycled back to the initiator.

Employee Information

Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	150000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

Add Additional Pay

*Earnings Code Monetary Cash Awards

*Effective Date

One time or Ongoing?

*Cash Award Women's Studies Teaching Award

Earnings Per Pay Period **1000.00**

*Amount

Use Current Base Pay Funding?

New Additional Pay Funding

Amount	Percent	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
10000.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Distribution
Percent Total **100.00**

File Attachments

Status	Action	*Description	File Name	Remove
1	<input type="button" value="Upload"/>			<input type="button" value="Delete"/>

Comments

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8. Once you've uploaded the appointment letter, you must select the document description. Click the **Description** dropdown menu button and select the **Chair Professorship Justification** option.
9. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.

New Additional Pay Funding

Amount	Percent	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
10000.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Distribution
Percent Total 100.00

File Attachments

Status	Action	Description	File Name	Remove
1	View	Chair Professorship Justification	TALFONSO2022-02-23-12.03.47attestation_pa.pdf	Delete

Search Save **Submit**

New Additional Pay Funding

Amount	Percent	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
10000.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Distribution
Percent Total 100.00

File Attachments

Status	Action	Description	File Name	Remove
1	View	Chair Professorship Ju	TALFONSO2022-02-23-12.03.47attestation_pa.pdf	Delete

Search Save **Submit**

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. **Chair Professorships** route to the Office of the Provost for approval prior to landing with central HR for final approval.
- b. 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 **Chair Professorship** request!

