How to initiate an hours per week change for faculty in HCM:
This job aid outlines how to request an hours per week increase or decrease for an FTE faculty employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

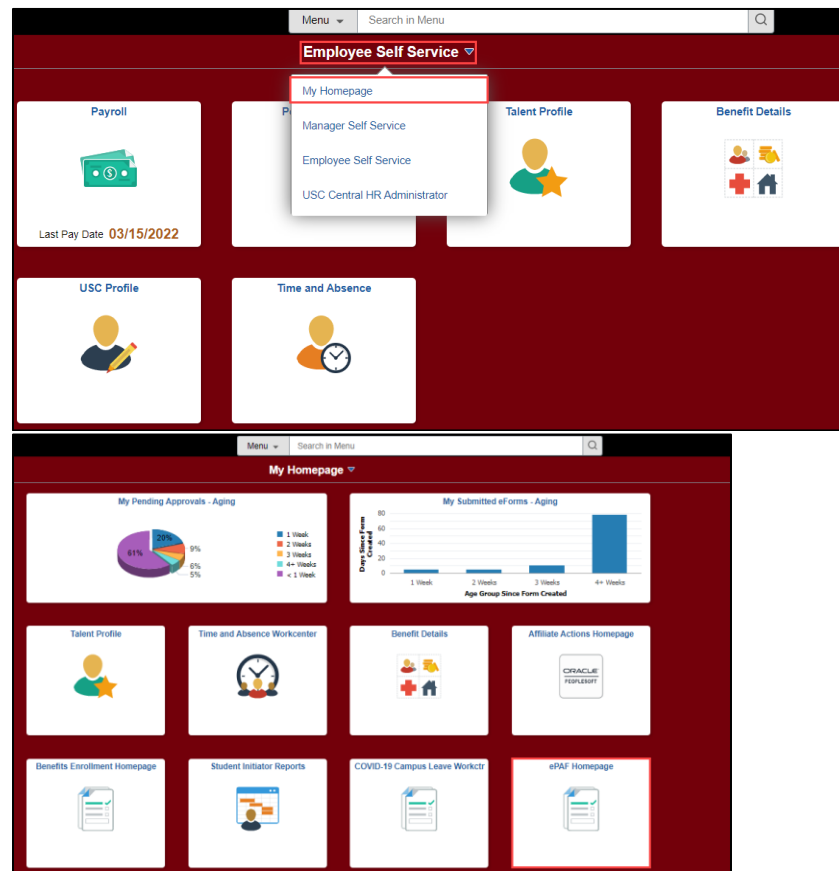| Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **FTE faculty hours per week changes are initiated in HCM. RGP/TL faculty hours per week changes are initiated in PeopleAdmin as a position description modification.** **Requesting a faculty hours per week change**: In order to request an hours per week change for one of your 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.

	EPAF	
Start a Personnel Action Form		
Search for Person		
U00000117		
Just Search In		
Search Clear		

Current Employee

Fleur De Lecor ⌄

|	
Empl ID U00000117	Business Unit SCCOL USC Columbia
Empl Record 0	Job Indicator Primary Job
Department 125800 THEATRE AND DANCE	Empl Class FTE Full Time Equivalent
Job Code UG74 Assistant Professor	Faculty/Staff Faculty

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.

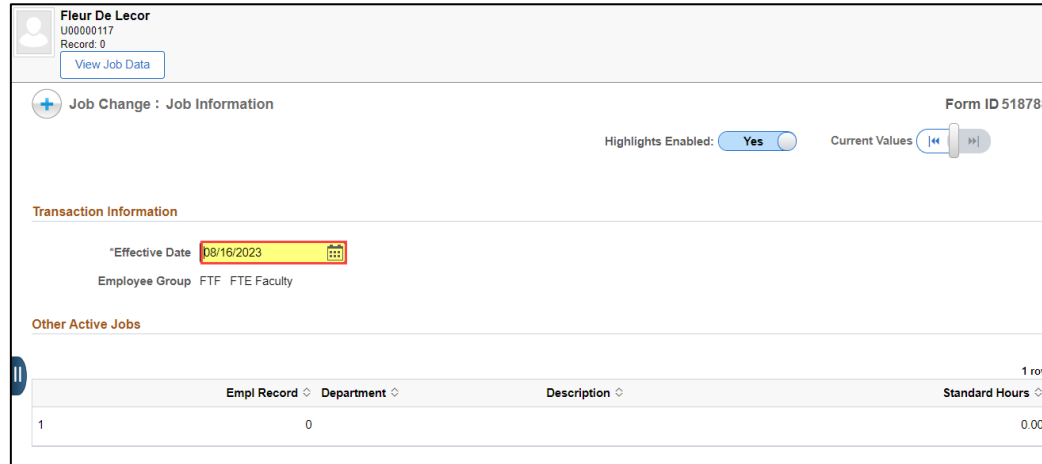From the Related Actions Menu, select the **Job Change** option.
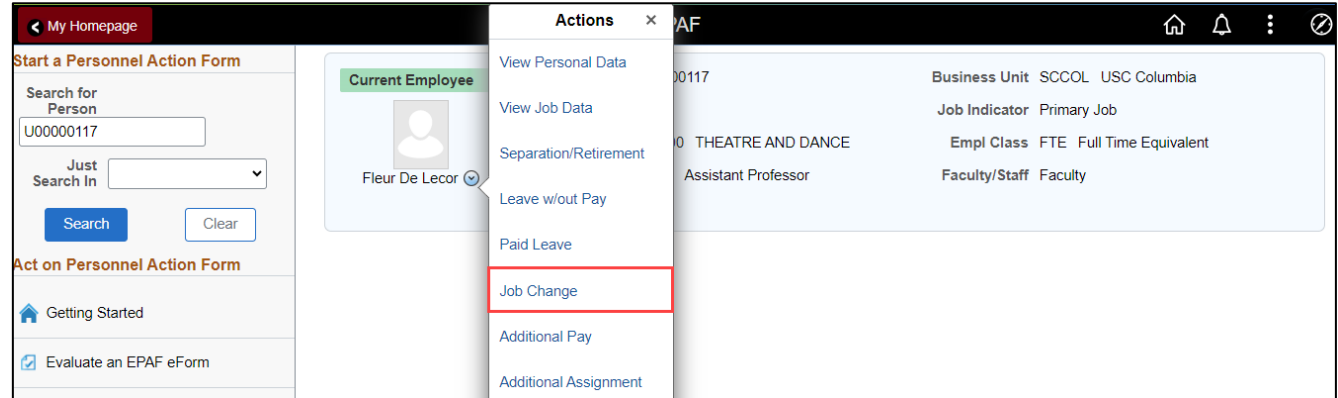
Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the hours per week change.

    a. Hours per week changes must occur at the start of a pay period, either the 1st or the 16th of the month.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit.

2. Enter the new number of hours per week in the **Standard Hours** field.

3. Click the **Full/Part Time** drop-down menu and select the appropriate change.

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

Fleur De Lecor
U00000117
Record: 0

View Job Data

Job Change : Job Information   Form ID 518788

Highlights Enabled: Yes   Current Values ⏮ ⏭

Transaction Information

*Effective Date 08/16/2023 🗓

Employee Group FTF FTE Faculty

Other Active Jobs

1 row

Empl Record	Department	Description	Standard Hours
1	0		0.00

Job Position Information

Position Number	00001692 Assistant Professor		Reports To Position	00148820 🔍 Professor
*Job Code	UG74 🔍 Assistant Professor		Supervisor ID	🔍
*Department	125800 🔍 CAS Theatre and Dance		Reports To Incumbent	
Standard Hours	30.00		Regular/Temporary	Regular
*Full/Part Time	Part-Time ▾		Employee Classification	FTE Full Time Equivalent
*Business Unit	SCCOL 🔍 USC Columbia		*Location Code	102 🔍 Longstreet Theatre
Company	USC		Job Indicator	Primary Job
Business Title	Assistant Professor			
FLSA Status	Exempt ▾			

Additional Job Information

Tax Location Code	SC		
FICA Status-Employee	Subject		
FTE	1.000000		
Weeks Per Year	39		
Position Specific SOC	25-9099		
Slot	5688	Standard Work Period	W
Holiday Schedule	USC		

Search   Next   Save

A change in the hours per week means a change must be made to the salary. If decreasing the hours per week, as in this example, the salary must decrease accordingly. If increasing the hours per week, the salary must increase accordingly.

The formula to determine new salary is:
Current salary / hours in old appointment = hourly rate x hours in new appointment = new base salary

- Example: $79,200 / 1560 = $50.769 x 1170 = $59,400.

To find the hours in a part-time appointment, simply multiply the new hours per week by number of weeks in the appointment.

- Example: 30 x 39 = 1170 hours

Full-time appointment hours:
- 9 months = 1560 hours
- 10.5 months = 1800 hours
- 11 months = 1880 hours
- 12 months = 2080 hours

Weeks per year:
- 9 months = 39 weeks
- 10.5 months = 45 weeks
- 11 months = 47 weeks
- 12 months = 52 weeks

5. Enter the **New Comp Rate** and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field.

Payroll and Compensation

Salary Administration Plan	UNCL
Comp Rate Code	SC9
Pay Group	P09
Employee Type	Salaried Employees
Salary Grade	B00
Compensation Frequency	SC9

Compensation Information

Current Comp Rate 79200.00

New Comp Rate 59400.000000

Percent Increase or Decrease -25.000000

Annualized Salary 79200.000000

Current Base Pay Funding

1 row

	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	59400.000000	100.000000	Select Funding	CL071	125800	A0001	51300	101					A00000006743	+	−

Total Percent 100.00

6. *Optional* – If a funding change is needed you can click the **Select Funding** button to change the funding allocation. If additional sources are needed for funding, click the plus + button to add a new funding row. **Total Percent** must equal 100.00 across all rows of funding. The funding change will be effective the same date as the hours per week change.

7. Click the **Next** button.

Current Base Pay Funding

1 row

	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	59400.000000	100.000000	Select Funding	CL071	125800	A0001	51300	101					A00000006743	+	−

Total Percent 100.00

Additional Pay

1 row

	Effective Date ◇	Earnings Code ◇	Earnings Per Pay Period ◇	Select Non-Base Funding	Combination Code ◇	Insert A Row	Delete A Row
1			0.00	Select Non-Base Funding		+	−

State Position Fields

State Percent 1.000000
Federal Percent 0.000000
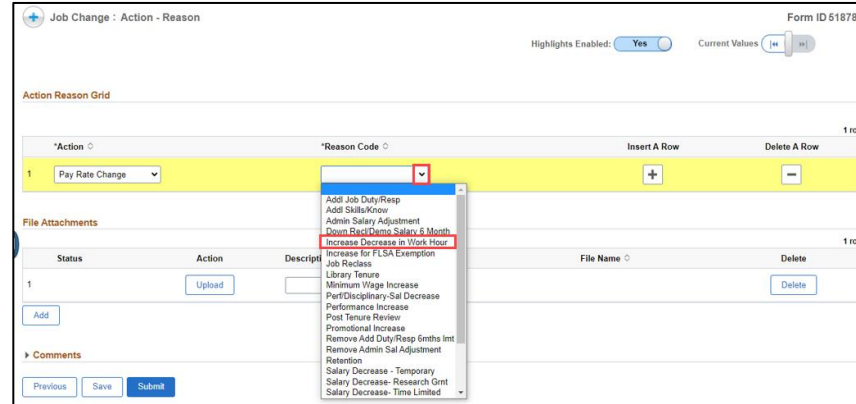Other Percent 0.000000

Previous | Next | Save

8. One **Action** prepopulates as **Pay Rate Change**. Click the **Reason** drop-down menu button and select the **Increase Decrease in Work Hour** option.

9. A second Action/Reason is needed to account for the position change. Click the Plus sign **+** to Insert a Row.
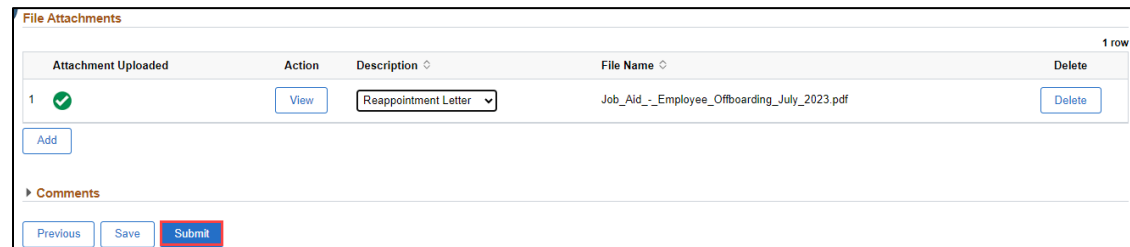
10. Click the **Action** drop-down menu and select **Position Change**. Then click the **Reason Code** drop-down menu button and select the **Increase/Decrease in Hours** option.

While the File Attachments section does not appear as required, you must attach the appointment letter or other documentation acknowledged by the employee of the hours per week change. Hours per week change actions submitted without supporting documentation will be recycled for edits.

11. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.

12. Click the **Submit** button.

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

14. 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**.

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

You have successfully initiated an **Hours Per Week Change** request for a faculty employee!

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
1	07/10/2023 3:54:19PM	Initiated	U00000209	Minerva McGonagal	Submit	

Refresh Log

Cancel — **You have successfully submitted your eForm.** — Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=518789   Pending

Basic Path

⧗ Pending		✉ Not Routed		✉ Not Routed
Multiple Approvers Dept_Approver_1 >	▶	Multiple Approvers Dept_Approver_2 >	▶	Multiple Approvers HR Operations >

▶

✉ Not Routed
Multiple Approvers Payroll Acct >