

**How to initiate a summer job change eForm for an end date or supervisor change in HCM:**

This job aid outlines how to initiate a summer job change eForm for an end date or supervisor change.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

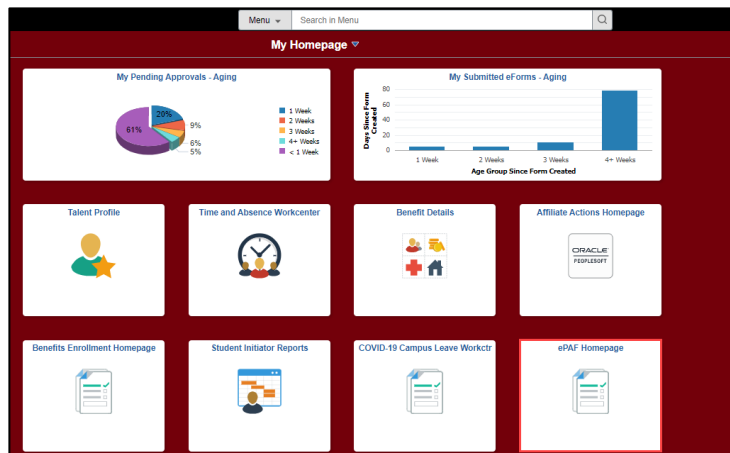
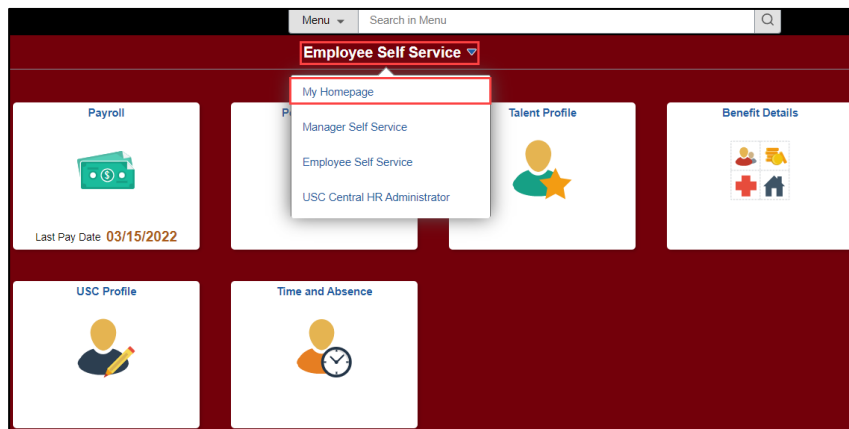
**Information**

Those with HR Initiator access can take this action for all FTE Faculty across the university system.

**Initiating a Summer Job Change eForm for an end date or supervisor change:** To initiate a summer job change 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**



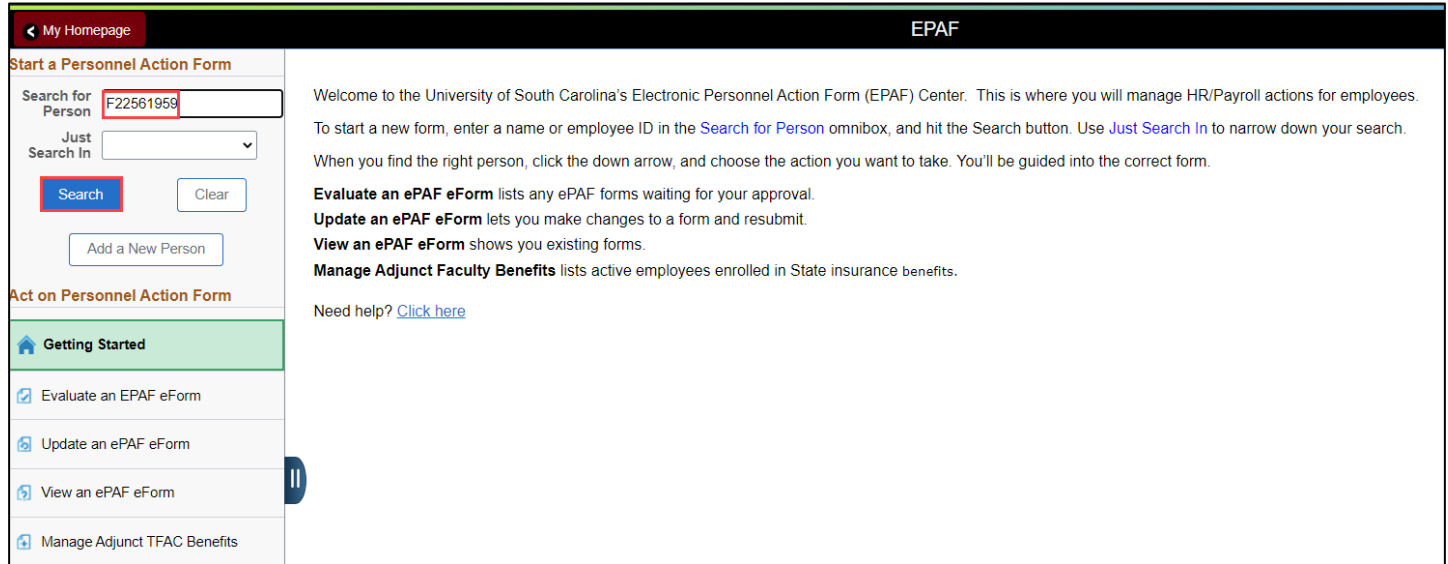
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Summer Compensation FTE Faculty: Summer Job Change (End Date/Supervisor)**

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.

Currently active summer hires will appear with the Job Code of **VSUM Summer**.

On the appropriate active Summer EMPL Record, click the **Related Actions Menu** button.



The screenshot shows the ePAF homepage with a search bar containing 'F22561959'. The left sidebar includes 'Getting Started' with options like 'Evaluate an ePAF eForm', 'Update an ePAF eForm', 'View an ePAF eForm', and 'Manage Adjunct TFAC Benefits'. The main content area provides instructions on how to use the system and lists key actions like 'Evaluate an ePAF eForm', 'Update an ePAF eForm', 'View an ePAF eForm', and 'Manage Adjunct Faculty Benefits'.

<b>Current Employee</b>	Empl ID F22561959	Business Unit SCAIK USC Aiken
	Empl Record 0	Job Indicator Primary Job
	Department 911046 SOCIOLOGY	Empl Class FTE Full Time Equivalent
	Job Code UG74 Assistant Professor	Faculty/Staff Faculty
<b>Current Employee</b>	Empl ID F22561959	Business Unit SCAIK USC Aiken
	Empl Record 1	Job Indicator Secondary Job
	Department 911044 HIST POL SCI & PHIL	Empl Class TFC Temporary Faculty
	Job Code VSUM Summer	

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

The **Summer Job Change eForm** is used to make changes to currently active FTE faculty summer appointments. Note this option will only appear in the **Related Actions Menu** for FTE Faculty EMPL records with **VSUM Summer** as the Job Code.

From the Related Actions Menu, click the **Summer Job Change** option.



Current Employee	Actions	Empl ID	Record	Business Unit
	View Personal Data	F22561959	0	SCAIK USC Aiken
	View Job Data	Department 911046 SOCIOLOGY		Job Indicator Primary Job
	Separation/Retirement	Job Code UG74 Assistant Professor		Empl Class FTE Full Time Equivalent
				Faculty/Staff Faculty
	Leave w/out Pay	F22561959	1	SCAIK USC Aiken
	Account Funding Change	Department 911044 HIST POL SCI & PHIL		Job Indicator Secondary Job
	<b>Summer Job Change</b>	Job Code VSUM Summer		Empl Class TFC Temporary Faculty

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**Completing the Summer Job Change eForm:**

1. Enter the **Effective Date** of the change.
2. If changing the End Date for this job, enter the new **Expected Job End Date**.
3. Click the **Reason Code** drop-down menu button and select either **Correction: End Date** or **Supervisor Change** as applicable.

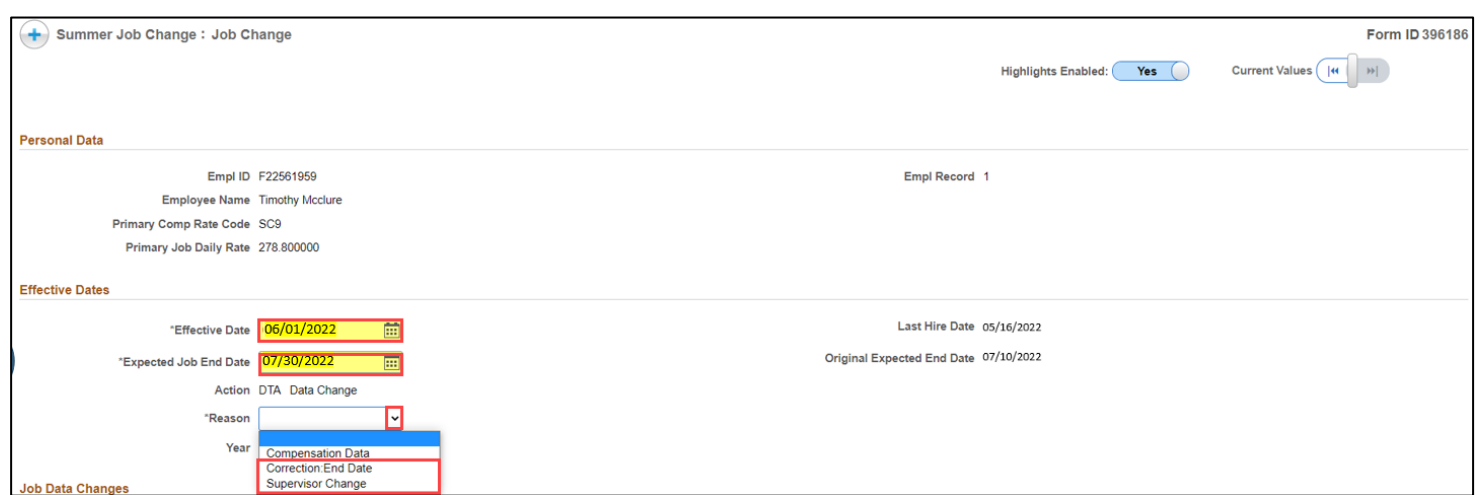
Summer Job Change Reasons listed below. eForms can only have one **Reason** selected.

**Compensation Data** – the salary needs to increase or decrease.

**Correction End Date** – the job end-date has changed and needs to extend or end earlier than initially submitted.

- **If the new end-date is greater than 4 weeks from the current date, initiators should utilize the Summer Job Change eForm to change the end-date. This helps avoid mid-stack errors. Utilize the Status Change eForm if the new end-date is less than one month from the current date.**

**Supervisor Change** – the supervisor of record needs to be changed.



The screenshot shows the 'Summer Job Change : Job Change' eForm interface. At the top right, it indicates 'Form ID 396186', 'Highlights Enabled: Yes', and 'Current Values' with navigation arrows. The form is divided into several sections:

- Personal Data:** Displays employee information for Timothy McClure (Empl ID: F22561959, Empl Record: 1). It also shows the Primary Comp Rate Code as SC9 and the Primary Job Daily Rate as 278.800000.
- Effective Dates:** Shows the \*Effective Date as 06/01/2022 and the \*Expected Job End Date as 07/30/2022. Other dates include Last Hire Date (05/16/2022) and Original Expected End Date (07/10/2022). The Action is set to 'DTA Data Change'.
- Reason Selection:** The \*Reason dropdown menu is open, showing options: 'Compensation Data', 'Correction End Date', and 'Supervisor Change'. The 'Supervisor Change' option is highlighted with a red box.
- Job Data Changes:** This section is partially visible at the bottom of the form.

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4. If changing the supervisor, enter the new supervisor's **Supervisor ID**.

**Job Data Changes**

Business Unit SCAIK USC Aiken  
Location Code 910 Science Building  
Department 911044 HIST POL SCI & PHIL  
\*Supervisor ID     
\*Compensation Rate   
Comp Rate Code SUMRES Summer Research Contract  
Base salary 54366.00  
Pay Group SRC SUMMER RESEARCH CURRENT

**Research/Extra Compensation (ECOM)**

ECOM Hours/Day 4.00  
Standard Hours 20.00  
Daily Rate 278.800000  
ECOM # of Days **95.00**  
Hourly Rate 34.850000  
Compensation Limit (33% of Base Salary) 18402.891000

**Other Summer Jobs and Compensation**

Effective Date	Expected Job End Date	Year	Empl Record	Compensation Rate	Comp Rate Code	Summer Session Code	Course #	Form ID	Form Status/Empl Status
1			0	0.000000					

**Total Compensation**

Summer Total Compensation 15500.00

**Research/Extra Compensation (ECOM)**

ECOM Hours/Day 4.00  
Standard Hours 20.00  
Daily Rate 278.800000  
ECOM # of Days **95.00**  
Hourly Rate 34.850000  
Compensation Limit (33% of Base Salary) 18402.891000

**Other Summer Jobs and Compensation**

Effective Date	Expected Job End Date	Year	Empl Record	Compensation Rate	Comp Rate Code	Summer Session Code	Course #	Form ID	Form Status/Empl Status
1			0	0.000000					

**Total Compensation**

Summer Total Compensation 15500.00

▶ **Comments**

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5. Review your work on the eForm, once you've confirmed the data click the **Submit** button.
  
6. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
  
7. The Approval Route shows the workflow steps for the specific action you submitted. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
  
8. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Job Change eForm** to change the end date or supervisor!

Other Summer Jobs and Compensation

Effective Date	Expected Job End Date	Year	Empl Record	Compensation Rate	Comp Rate Code	Summer Session Code	Course #	Form ID	Form Status/Empl Status
1			0	0.000000					1 row

Total Compensation

Summer Total Compensation **42050.00**

Comments

Search Save **Submit**

Summer Job Change : Results Form ID 396186

You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 03/29/2022 3:55:47PM	Initiated	TALFONSO	Teresa M. Limpalair	Submit	

[Refresh Log](#)

[Cancel](#) **You have successfully submitted your eForm.** [Done](#)

**Review/Edit Approvers**

Basic Stage

▼ G3FORM\_ID=396186 Pending

Basic Path

**Pending**

Multiple Approvers  
Dept\_Approver\_1

▶

**Not Routed**

Multiple Approvers  
Dept\_Approver\_2

▶

**Not Routed**

Multiple Approvers  
HR Operations