How to initiate a reappointment for RGP/TL/FTE employees in HCM:
This job aid outlines how to request a reappointment action for an RGP, TL, or FTE 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. **Research Grant/Time Limited (RGP/TL) employees are subject to the auto-termination process in HCM and must be reappointed with an effective date prior to the current end-date. If not reappointed timely, RGP/TL employees must be reinstated through the special hire process in PeopleAdmin which may delay compensation. FTE faculty employees have end-dates but are not subject to the auto-termination process.** **Reappointment actions should be submitted as a standalone request, no other changes (including salary increases) can be made at that time.** **Initiating a Reappointment action**: In order to initiate this action 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.	

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: Viktor Krum

Just Search In:

[Search] [Clear]

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: Viktor Krum

Just Search In:

[Search] [Clear]

Current Employee

Viktor Krum

Empl ID U00000213
Empl Record 0
Department 951000 SA PALMETTO COLLEGE
Job Code UG70 Instructor

Business Unit SCSAL USC Salkehatchie
Job Indicator Primary Job
Empl Class RGP Research Grant Position
Faculty/Staff Faculty

HCM HR Contact Resources
Job Change eForm: Reappointment

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.

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 reappointment action.
   a. Reappointments should be effective using the current date. The effective date must be prior to the current end-date as appearing on this eForm. This date will differ than the true reappointment date on the reappointment letter.

2. Enter the new **Expected Job End Date**. This date must align with the end-date in the reappointment letter.
   a. The eForm will populate the current end-date, which must be changed. Forgetting to change this field will result in auto-termination of the employee since the end-date was not extended.

All RGP/TL position related changes are initiated in PeopleAdmin, thus the position related fields on the Job Change eForm are locked and cannot be edited.

EPAF

Viktor Krum
U00000213
Record: 0
[View Job Data]

⊕ Job Change : Job Change   Form ID 733302

Highlights Enabled: Yes [ ]   Current Values |← →|

Transaction Information

*Effective Date 07/08/2024 📅   *Expected Job End Date 05/15/2025 📅
Employee Group RGF RGP Faculty

Other Active Jobs

1 row

	Empl Record ↑↓	Department ↑↓	Description ↑↓	Standard Hours ↑↓
1	0			0.00

Job Position Information

Position Number	00772702 Instructor	Reports To Position	00105425 Senior Director
Job Code	UG70 Instructor	Supervisor ID	
USC Title Code		Reports To Incumbent	
Standard Hours	37.50	Regular/Temporary	Research Grant
Department	951000 USC Salkehatchie Palmetto College	Employee Classification	RGP Research Grant Position
Full/Part Time	Full-Time	Location Code	858 Walterboro Main Building
Business Unit	SCSAL USC Salkehatchie		
Company	USC	Job Indicator	Primary Job
Business Title	Instructor		
FLSA Status	Exempt		

Additional Job Information

Tax Location Code	SC		
FICA Status-Employee	Subject		
FTE	1.000000		
Weeks Per Year	52		
Position Specific SOC	25-1123		
Slot		Standard Work Period	W
Holiday Schedule	USC		

Payroll and Compensation

The only change that can be submitted with the Reappointment action is a change to the base salary funding allocation. If the reappointment is associated with a change in funding distribution, take the optional step 3 listed below.

3. *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.

4. Click the **Next** button.

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 82500.00
Percent Increase or Decrease 0.000000

New Comp Rate 0.000000

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	82500.000000	100.000000	Select Funding	SA000	957822	F1000	51300	301	USCSP	100006960	1		A00000007921	+	−

Total Percent 100.00

Additional Pay

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 0.000000
Federal Percent 0.000000
Other Percent 0.000000

Search   Next   Save

The **Action Reason** grid will appear blank.

5. Click the **Action** drop-down menu button and select the **Data Change** option.
6. Click the **Reason Code** drop-down menu button and select the **Reappointment** option.

Upon selecting the **Reason Code** of **Reappointment**, two changes appear on the eForm: a Benefits section pops up asking if the reappointment will result in changes to the benefits currently offered to the employee, and the File Attachments section will change to required.

7. *Optional* – if the reappointment will change the benefits offerings to the employee click the **Yes/No** toggle button to **Yes**. Changing the **Response** field to **Yes** will open the four eligibility fields shown here. Update the eligibility as applicable.

8. Click the **Upload** button and follow the on-screen prompts to attach the Reappointment Letter from your device. To submit a reappointment, the current reappointment letter must be provided.

9. Click the **Submit** button.

Benefits

Is the grant or project funding changing with this reappointment that will affect the benefits currently offered to the employee, e.g., no longer funding state health insurance?

Response	Yes
Retirement Eligibility	Yes
Insurance Eligibility	Yes
Annual Leave Eligibility	No
Position Sick Leave Eligibilit	Yes

File Attachments

1 row

Attachment Required	Action	Description	File Name	Delete
1 ⛔	Upload	Reappointment Letter		Delete

Add

> Comments

Previous Save Submit

10. The eForm has been 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. 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 **Reappointment** action!

EPAF

Viktor Krum
U00000213
Record: 0
View Job Data

Job Change : Results   Form ID 733302

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

View Approval Route
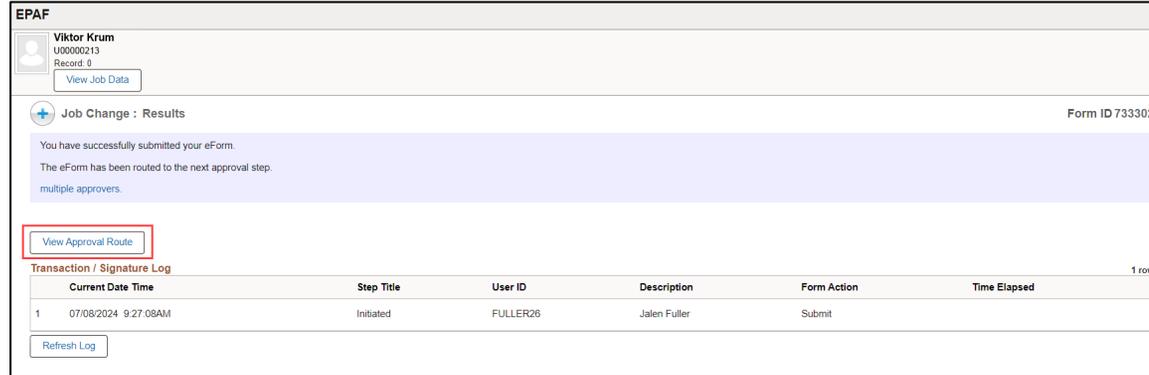
Transaction / Signature Log   1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	07/08/2024 9:27:08AM	Initiated	FULLER26	Jalen Fuller	Submit	

Refresh Log
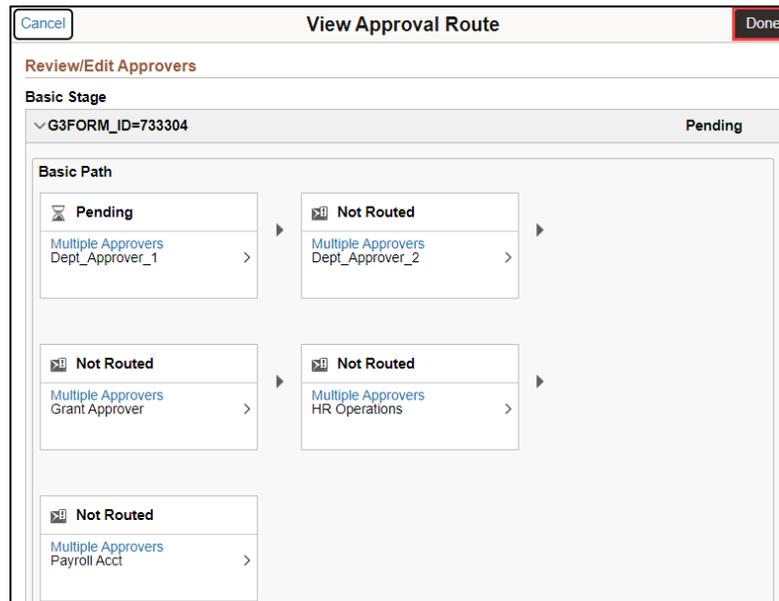
Cancel   **View Approval Route**   Done

Review/Edit Approvers

Basic Stage

G3FORM_ID=733304   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