

How to initiate a retention increase for staff in HCM:

This job aid outlines how to request a retention increase for an FTE staff employee.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

Information

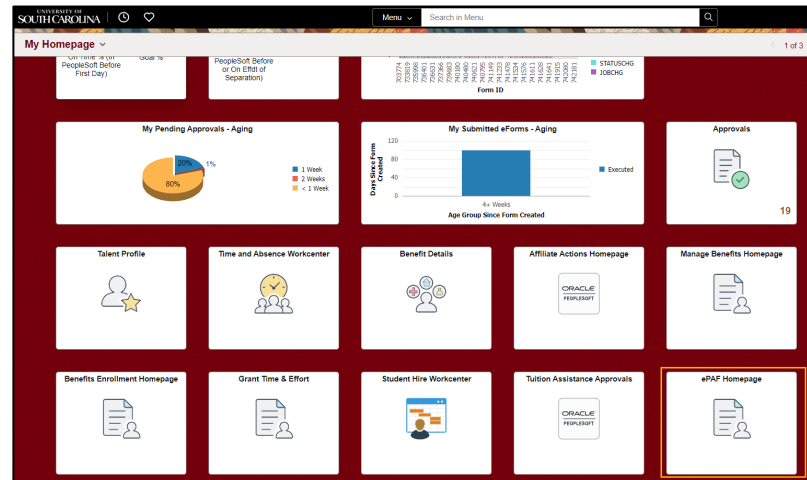
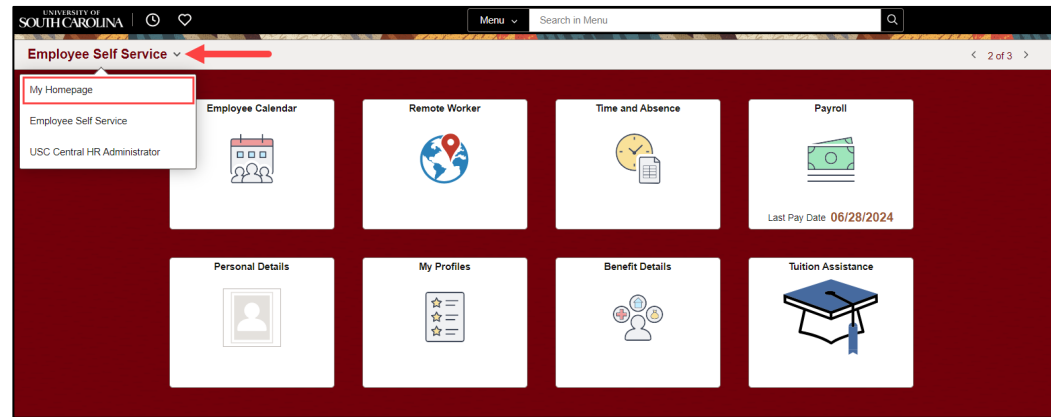
Those with HR Initiator access can take this action for employees within their security scope.

Retention increases are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.

Requesting a Retention for staff: In order to request a retention increase for one of your FTE staff 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

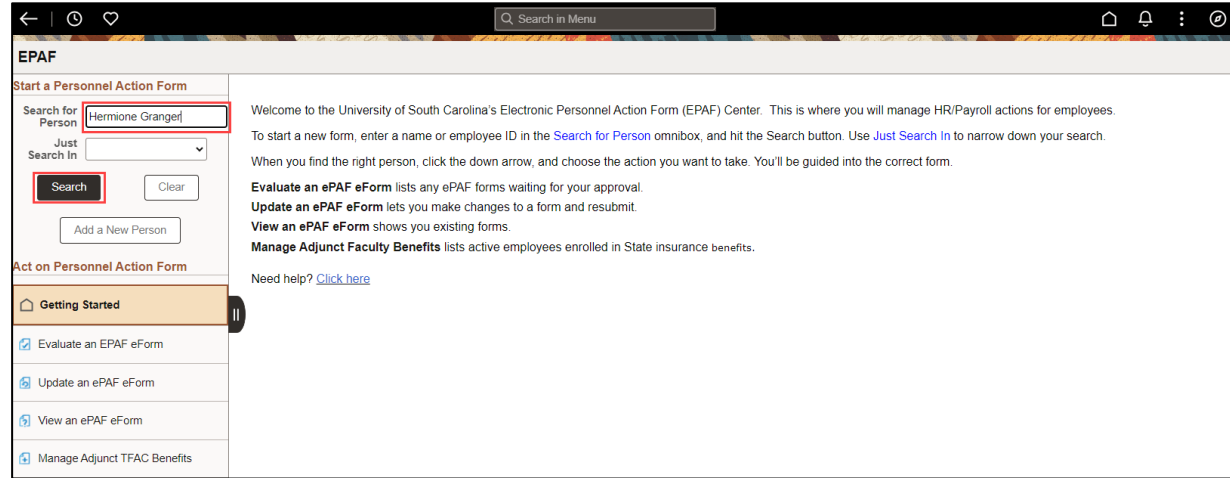


University of South Carolina HCM HR Contact Resources Job Change eForm: Retention for Staff

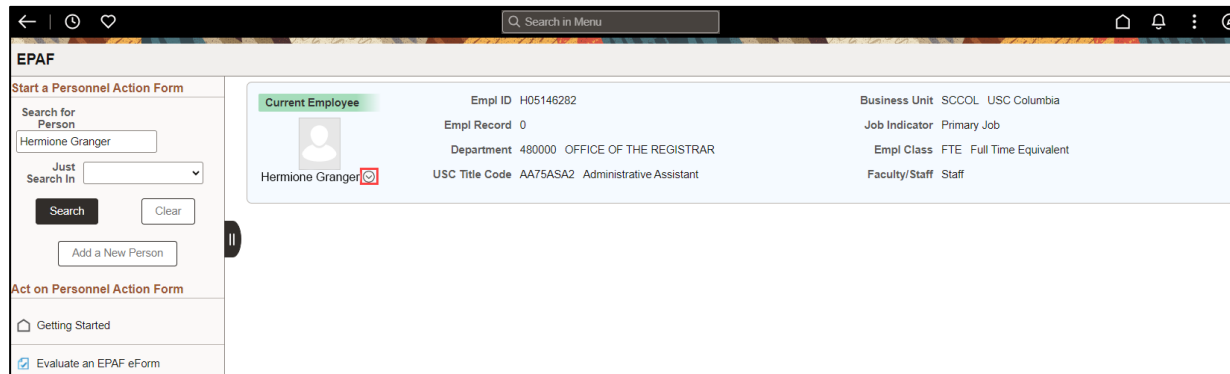
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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, there is a search section titled "Start a Personnel Action Form" with a "Search for Person" field containing "Hermione Granger", a "Just Search In" dropdown, and "Search" and "Clear" buttons. Below this is an "Add a New Person" button and a "Getting Started" menu with options: Evaluate an ePAF eForm, Update an ePAF eForm, View an ePAF eForm, and Manage Adjunct TFAC Benefits. The main content area on the right contains a welcome message and instructions: "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." It also lists actions: Evaluate an ePAF eForm, Update an ePAF eForm, View an ePAF eForm, and Manage Adjunct Faculty Benefits. A "Need help? Click here" link is at the bottom.



The screenshot shows the search results page for "Hermione Granger". The search section on the left is identical to the previous screenshot. The main content area on the right displays a "Current Employee" card for Hermione Granger with the following details: Empl ID H05146282, Empl Record 0, Department 480000 OFFICE OF THE REGISTRAR, USC Title Code AA75ASA2 Administrative Assistant, Business Unit SCCOL USC Columbia, Job Indicator Primary Job, Empl Class FTE Full Time Equivalent, and Faculty/Staff Staff. Below the card is a "Getting Started" menu with the option "Evaluate an ePAF eForm".

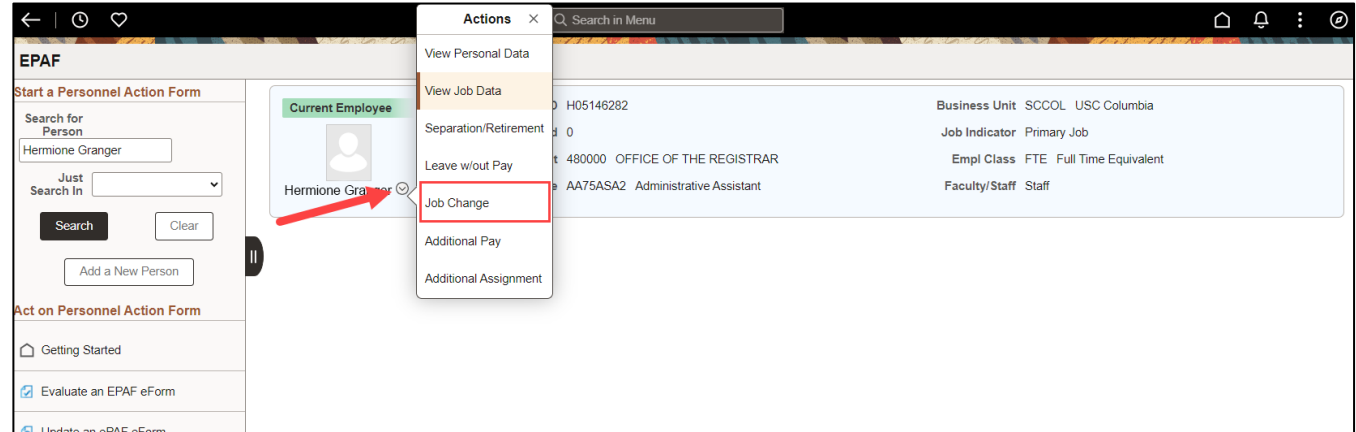
**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Staff**

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. Base salary changes not tied to the position (i.e. Additional Skills Knowledge, Performance Increase, Retention, etc.) should be initiated on the Job Change eForm. FTE Faculty, Temp Faculty, and non-exempt temporary staff position and salary changes are 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.



**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Staff**

Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the Retention increase.
 - a. Retentions must be effective at the start of a pay period, either the 1st or the 16th of the month.

Since FTE staff position related changes are initiated in PeopleAdmin, all those fields on the Job Change eForm are locked and cannot be edited.

2. Scroll to the **Compensation Information** section.


EPAF

Hermione Granger
U00000112
Record: 0
[View Job Data](#)

Job Change : Job Change Form ID 733320

Highlights Enabled: Yes No Current Values [←](#) [→](#)

Transaction Information

*Effective Date: 07/16/2024 
Employee Group: FTS FTE Staff

Other Active Jobs

Empl Record %	Department %	Description %	Standard Hours %
1	0		0.00

Job Position Information

Position Number: 00001598 Administrative Specialist	Reports To Position: 00002152 Asst Regs for Trnsfr Cred Proc
Job Code: AA75 Administrative Assistant	Supervisor ID:
USC Title Code: AA75ASA2 Administrative Assistant	Reports To Incumbent:
Standard Hours: 37.50	Regular/Temporary: Regular
Department: 480000 EM Office of the Registrar	Employee Classification: FTE Full Time Equivalent
Full/Part Time: Full-Time	Location Code: 139 1244 Blossom Street
Business Unit: SCCOL USC Columbia	

FLSA Status: Nonexempt

Additional Job Information

Tax Location Code: SC
FICA Status-Employee: Subject
FTE: 1.000000
Weeks Per Year: 52
Position Specific SOC: 43-8014
Slot: Standard Work Period: W
Holiday Schedule: USC

Payroll and Compensation

Salary Administration Plan: MCLA Salary Grade: M03
Comp Rate Code: SC12 Compensation Frequency: SC12
Pay Group: C12
Employee Type:

Compensation Information

Current Comp Rate: 42451.20 New Comp Rate:
Percent Increase or Decrease:

**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Staff**

3. Enter the **New Comp Rate** for the Retention increase and click the tab button on your keyboard. This will calculate the **Percent Increase or Decrease** field. Note that entering the **Percent Increase or Decrease** and clicking the tab button will then populate the **New Comp Rate**.

4. Upon entering the increase, a new question will appear: **Is this pay for performance?** (this does not appear until you have entered a salary increase). Click the drop-down menu button and select **No**.

Notes:

In band base salary increases are typically limited to 15% of the employee's base salary, but exceptions can be requested. If you enter more than a 15% increase you will receive a warning message. Click **OK** to acknowledge and continue in the eForm.

Staff base salaries cannot exceed the max of the Market Range. Market Range minimum, midpoint, and maximum are populated on the eForm. If you enter a salary above the max of the Market Range you will receive a hard coded error message. You cannot advance to the next page in the eForm until you make the **New Comp Rate** within the limits of the Market Range.

Compensation Information

Current Comp Rate 42451.20

New Comp Rate

Percent Increase or Decrease

Is this pay for performance?

▾

Salary Range

Minimum 37735.000000

Midpoint 47168.000000

Maximum 56602.000000

**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Staff**

5. **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 Retention increase.
6. Click the **Next** button.
7. The **Action of Pay Rate Change** will prepopulate based on the entries made in the eForm. Click the **Reason Code** drop-down menu button and select the **Retention** option.
8. Upon selecting the **Reason Code of Retention**, the File Attachments section will change to required. To submit a retention request, a bona fide offer letter from an external company must be provided. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
9. Click the **Submit** button.

Note:

An individual who has an offer from another department or campus within USC is not considered a Retention as that is within the same state agency. Retention can only be granted if the individual has an offer from an external company or another state agency.

Current Base Pay Funding

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
45000.000000	100.000000	Select Funding	CL085	480000	A0001	51200	506					A00000003333	+	-

Total Percent 100.00

State Position Fields

State Percent 1.000000
Federal Percent 0.000000
Other Percent 0.000000

Search Next Save

Job Change : Action - Reason Form ID 745824

Highlights Enabled: Yes No Current Values <- ->

Action Reason Grid

*Action %	*Reason Code %	Insert A Row	Delete A Row
Pay Rate Change	Retention	+	-

File Attachments

Attachment Required	Action	Description %	File Name %	Delete
!	Upload	Offer Letter for Retention		Delete

Add

> Comments

Previous Save **Submit**

**University of South Carolina
HCM HR Contact Resources
Job Change eForm: Retention for Staff**

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. 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 **Retention** request for FTE staff!

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
1 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=733321 Pending

Basic Path

Pending

Multiple Approvers
Dept_Approver_1

Not Routed

Multiple Approvers
Dept_Approver_2

Not Routed

Multiple Approvers
Class_Comp

Not Routed

Multiple Approvers
Payroll Acct