How to initiate faculty rank promotion with or without tenure for faculty in HCM:
This job aid outlines how to request a faculty rank promotion for an FTE faculty employee.
Navigation: Employee Self Service > My Homepage > ePAF Homepage

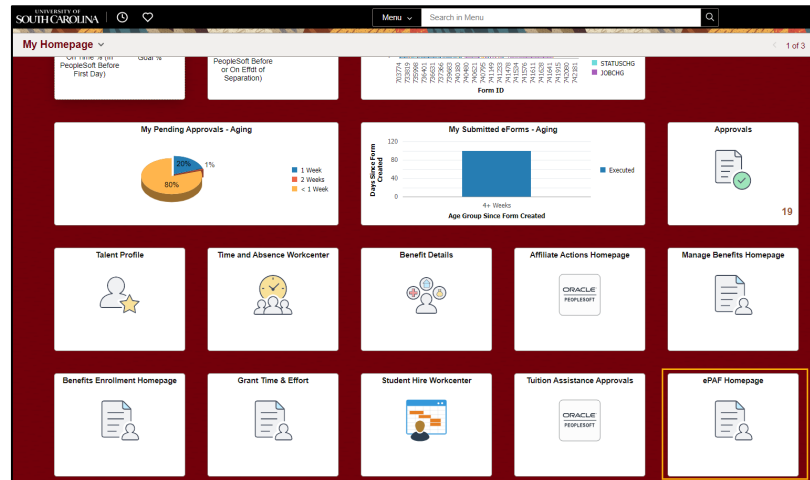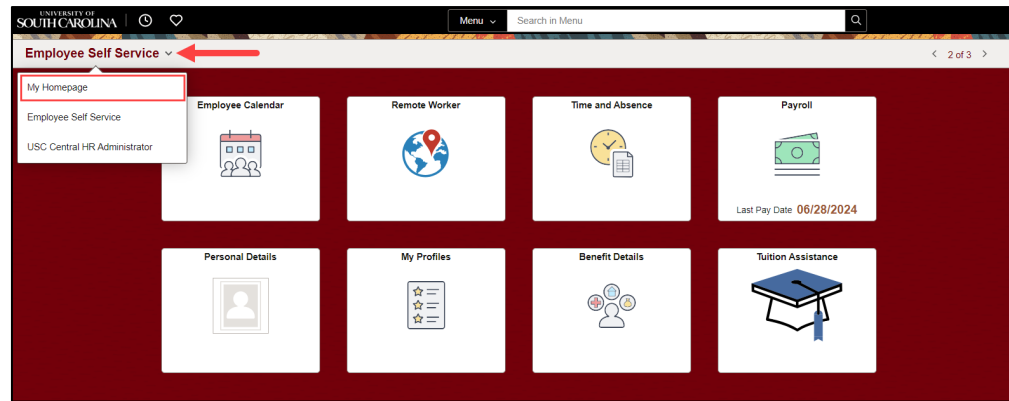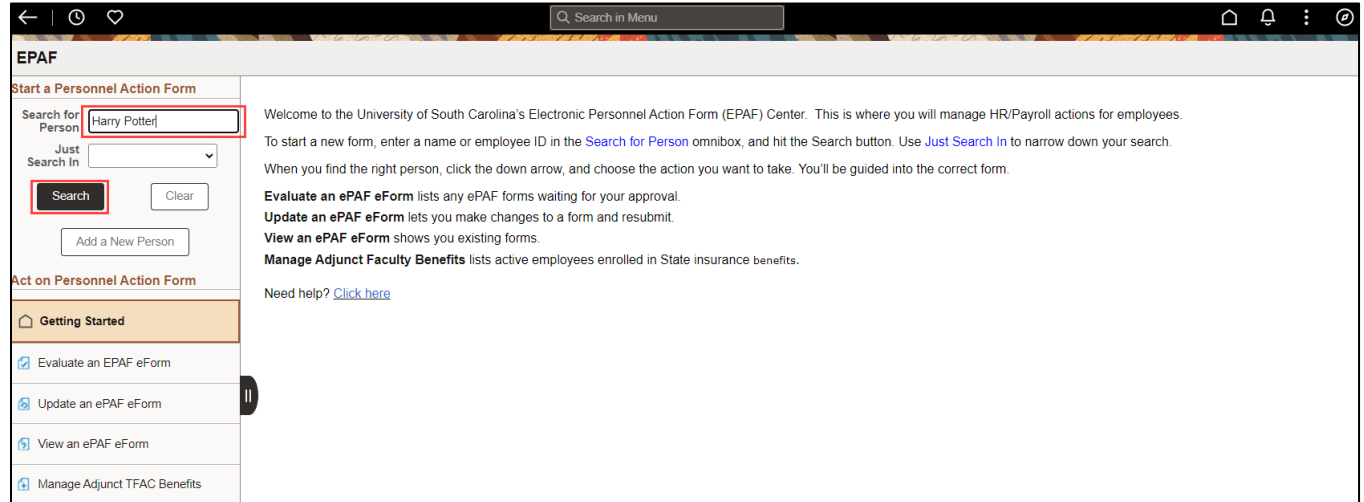| Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **Faculty rank promotion actions are strictly for FTE employees. Research Grant, Time Limited, and Temporary employees are not eligible for this type of increase.** **Requesting a faculty rank promotion for faculty**: In order to request this increase for one of your FTE 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.

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.

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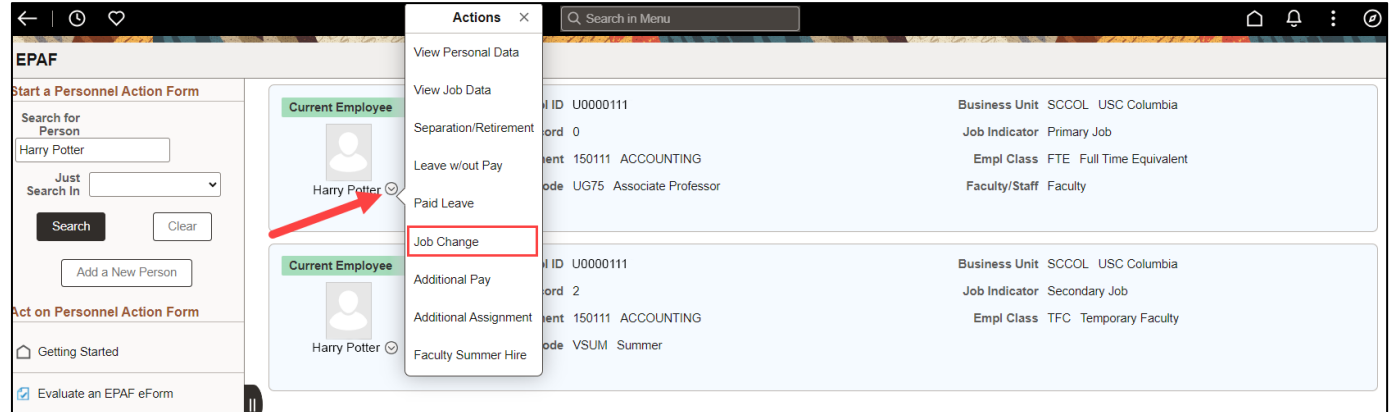
Completing the Job Change eForm:

1. In the Job Change eForm, first provide an **Effective Date** for the rank promotion action.
   a. Faculty rank promotions are effective on either 8/16/xxxx or 1/1/xxxx as approved by the Board of Trustees (tenure track) or Provost Office (professional track).

2. Click the **Job Code lookup button** (magnifying glass icon) or enter the new Job Code directly in the field.

3. Click in the **Business Title** field and enter the new title associated with the rank promotion, this is usually the new Job Code description unless the faculty member has an administrative appointment.

Since FTE faculty do not have position descriptions, all the position related fields on the Job Change eForm are unlocked for edit. **However, rank promotion actions should not be accompanied by any other change requests.**

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

Harry Potter
U0000011
Record: 0
[View Job Data]
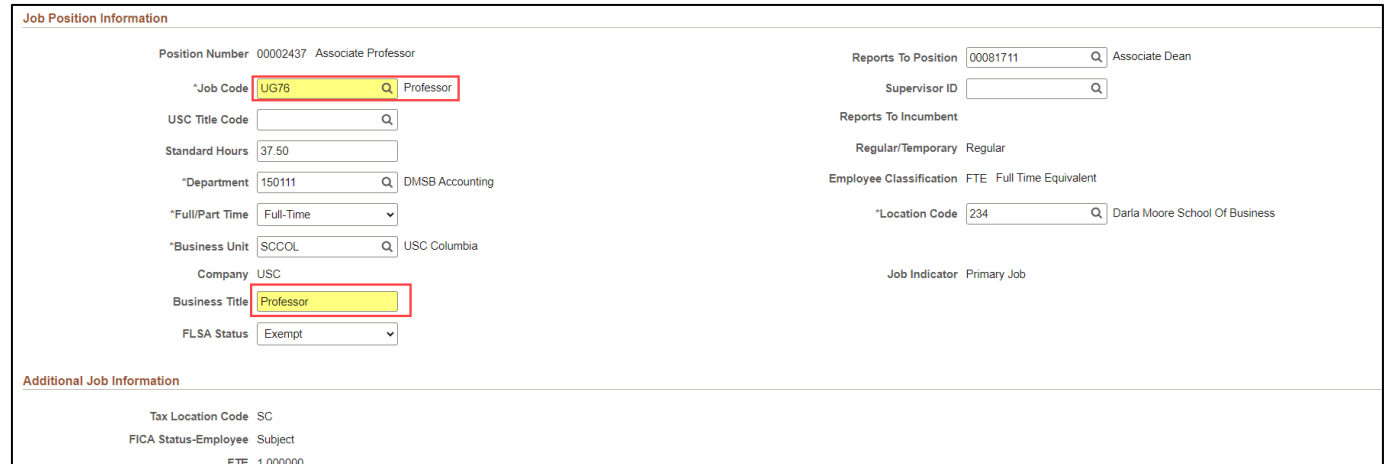
(+) Job Change : Job Change   Form ID 745828

Highlights Enabled: Yes   Current Values ⟵ ⟶

Transaction Information

*Effective Date 08/16/2024 📅

Employee Group FTF FTE Faculty

Job Position Information

Field	Value		Field	Value
Position Number	00002437 Associate Professor		Reports To Position	00081711 🔍 Associate Dean
*Job Code	UG76 🔍 Professor		Supervisor ID	🔍
USC Title Code	🔍		Reports To Incumbent	
Standard Hours	37.50		Regular/Temporary	Regular
*Department	150111 🔍 DMSB Accounting		Employee Classification	FTE Full Time Equivalent
*Full/Part Time	Full-Time ▾		*Location Code	234 🔍 Darla Moore School Of Business
*Business Unit	SCCOL 🔍 USC Columbia		Job Indicator	Primary Job
Company	USC			
Business Title	Professor			
FLSA Status	Exempt ▾			

Additional Job Information

Tax Location Code SC
FICA Status-Employee Subject
FTE 1.000000

---

5. Enter the **New Comp Rate** for the rank promotion 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**.

   a. The **New Comp Rate** should align with your unit's criteria for promotion.

6. 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**.

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	249365.00
Percent Increase or Decrease	4.264833
Annualized Salary	346666.666666
Is this pay for performance?	No

New Comp Rate 260000.000000

The only change that can be submitted with the faculty rank promotion is a change to the base salary funding allocation. If the increase is associated with a change in funding distribution, take the optional steps listed below.

7. *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 PFP.

8. 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	260000.000000	100.000000	Select Funding	CL038	150000	A0001	51300	101					A00000005595	+	−

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

Search	Next	Save

The **Action Reason** grid prepopulates one row based on eForm logic from the change in Job Code. **Action** is **Promotion** and the **Reason** is **Faculty Rank Promotion**. **A second Action Reason row is required!**

9. Click the plus **+** button to add an additional row.

10. Click the **Action** drop-down menu and select **Position Change**.

11. Click the **Reason** drop-down menu and select **Faculty Rank Promotion**.

Both rows in the Action Reason grid are required as they communicate the promotion to different parts of the HCM system.

Action Reason Grid

1 row

	*Action ↑↓	*Reason Code ↑↓	Insert A Row	Delete A Row
1	Promotion	Faculty Rank Promotion	+	−

Action Reason Grid

2 rows

	*Action ↑↓	*Reason Code ↑↓	Insert A Row	Delete A Row
1	Promotion	Faculty Rank Promotion	+	−
2	Position Change	Faculty Rank Promotion	+	−

Tenure Information fields (these fields are required if the faculty member is in the tenure track):

- **Tenure Begin Date** – This field should pre-populate based on the faculty member's hire date in the tenure track.
- **Tenure Received Date** – If the faculty member already has tenure, this field should pre-populate. If the faculty member is receiving tenure with this rank promotion, enter the same effective date as the date of the rank promotion in this field.
- **Tenure Department** – This is the department in which the faculty member is awarded tenure. If the faculty member is receiving tenure with this rank promotion, enter the department as outlined in the associated BOT/Provost letter.
- **Tenure Status** – This field will have the current status (if in the tenure track the current status will say tenure track). If the faculty member is receiving tenure with this rank promotion, click the drop-down to change the status to Tenured. **This is the only required field in this section if the faculty member is in the professional track.**

Tenure Information			
Tenure Begin Date		*Tenure Received Date	08/16/2020
*Tenure Department	150111 ACCOUNTING	*Tenure Status	Tenured

To submit a faculty rank promotion action, you must attach the BOT letter (tenure track faculty) or Provost letter (professional track faculty).

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

13. Click the **Submit** button.

Action Reason Grid

2 rows

	*Action ↑↓	*Reason Code ↑↓	Insert A Row	Delete A Row
1	Promotion	Faculty Rank Promotion	+	−
2	Position Change	Faculty Rank Promotion	+	−

Tenure Information

Tenure Begin Date 08/16/2024   *Tenure Received Date 08/16/2024
*Tenure Department 150111 ACCOUNTING   *Tenure Status Tenured

File Attachments

1 row

	Attachment Required	Action	Description ↑↓	File Name ↑↓	Delete
1	❗	Upload	BOT Tenure Approval Letter		Delete

Add

〉 Comments

Previous   Save   Submit

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

15. 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**.

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

You have successfully initiated a **Faculty Rank Promotion** request for FTE faculty!

Job Change : Results   Form ID 733321

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]

Cancel   **View Approval Route**   Done

Review/Edit Approvers

Basic Stage

∨ G3FORM_ID=745827   Pending

Basic Path

⧗ Pending		▷ Not Routed
Multiple Approvers Dept_Approver_1 >	▶	Multiple Approvers Dept_Approver_2 >

▷ Not Routed		▷ Not Routed
Multiple Approvers HR Operations >	▶	Multiple Approvers Payroll Acct >