| How to initiate a bonus request in HCM: |
|---|
| This job aid outlines how to request a bonus payment. |
| **Navigation:** Employee Self Service > My Homepage > ePAF Homepage |

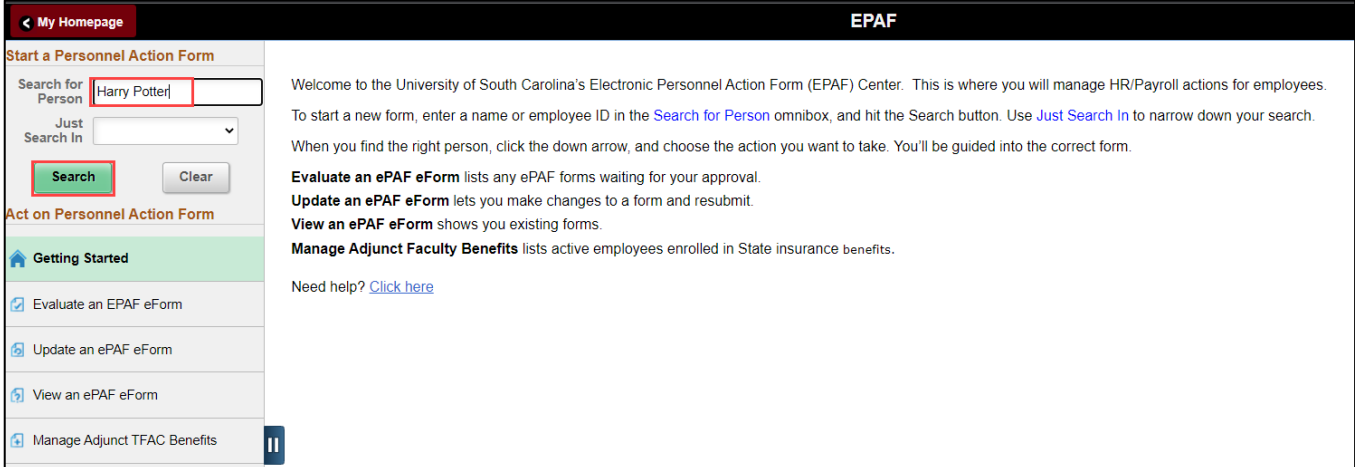| Information	Screenshots
Those with HR Initiator access can take this action for employees within their security scope. **Requesting a Bonus payment**: In order to request a bonus payment for one of your employees, take the following steps: 1. Click the **Employee Self-Service** drop-down menu button. 2. Click the **My Homepage** option in the drop-down. 3. Click the **ePAF Homepage** tile.	
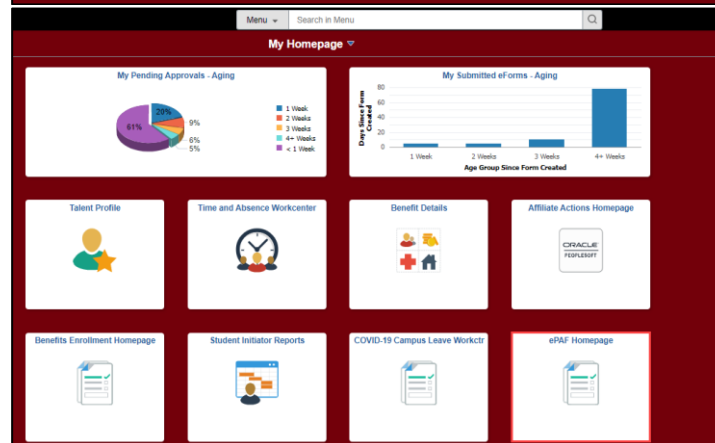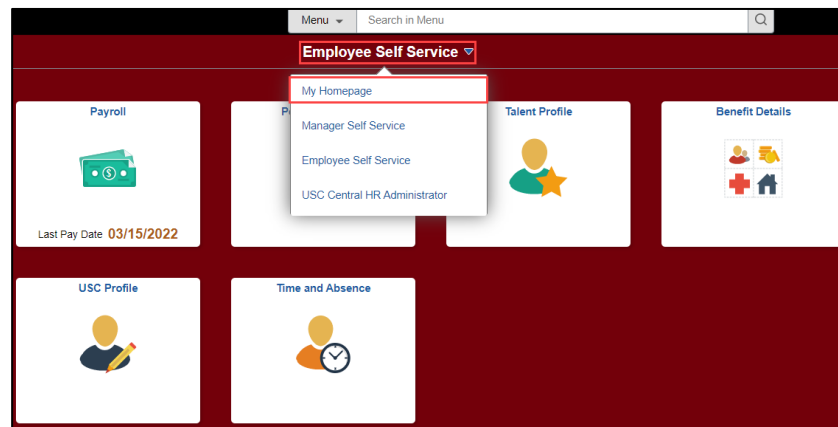
On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

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: Harry Potter

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

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	Current Employee		
Harry Potter ⊙	Empl ID U00000111	Business Unit SCCOL USC Columbia	
	Empl Record 0	Job Indicator Primary Job	
	Department 150000 DARLA MOORE SCH OF BUSINESS	Empl Class FTE Full Time Equivalent	
	Job Code UG75 Associate Professor	Faculty/Staff Faculty	

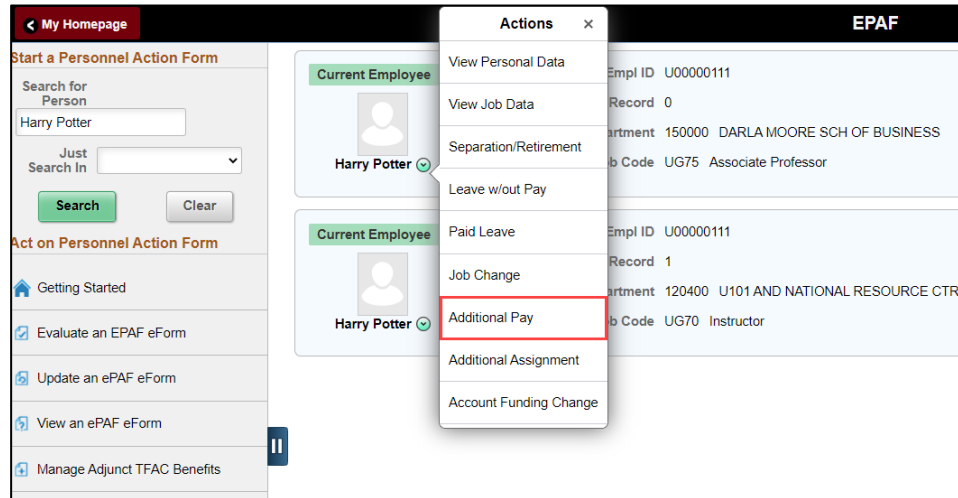|	Current Employee		
Harry Potter ⊙	Empl ID U00000111	Business Unit SCCOL USC Columbia	
	Empl Record 1	Job Indicator Secondary Job	
	Department 120400 U101 AND NATIONAL RESOURCE CTR	Empl Class DLI Internal Dual	
	Job Code UG70 Instructor		

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 **Additional Pay eForm** is used to establish or update existing non-base salary adjustments. These can be either one-time or on-going based on the earnings code. All salary adjustments are considered temporary; on-going salary adjustments must have end-dates. The eForm logic only displays the earnings codes for which a specific employee is eligible (based on employee type).
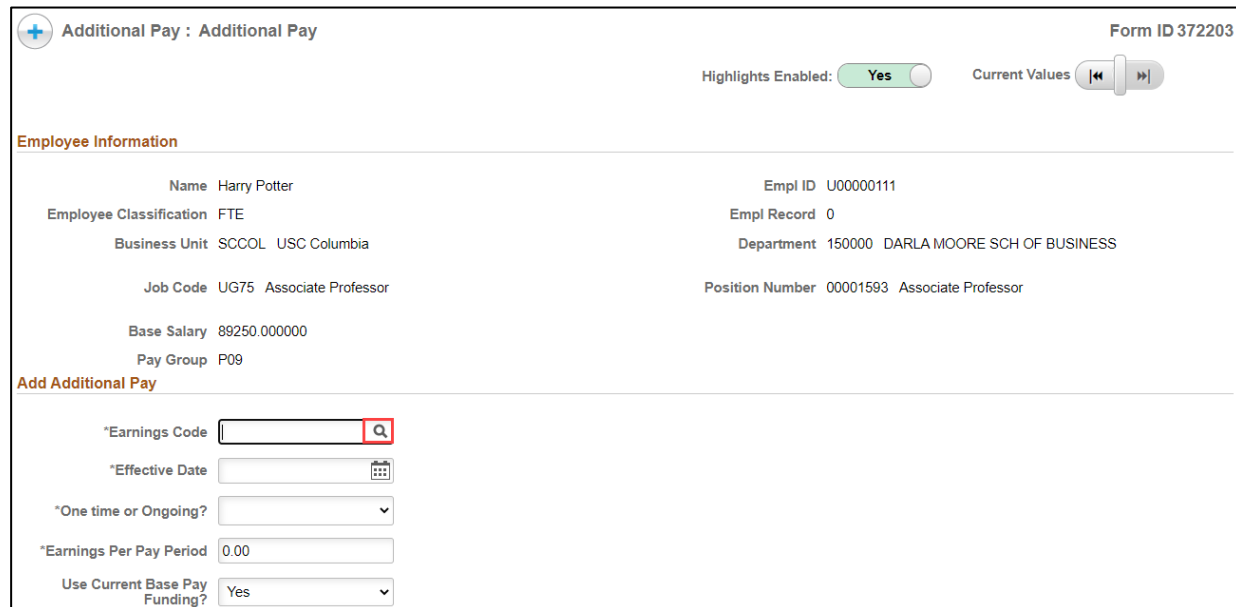
From the Related Actions Menu, select the **Additional Pay** option.

Completing the Additional Pay eForm:
1. In the Additional Pay eForm, click **the Earnings Code** lookup button (magnifying glass icon) to select the appropriate earnings code.

Note: The **Additional Pay eForm** has logic that only displays the Earnings Codes available to that employee based on employee type.

2. In the **Earnings Code** Lookup select the **Bonus** option.

Value	Description
ASA	Administrative Salary Adjstmnt
AWD	Monetary Cash Awards
BON	Bonus
CAR	Car Allowance Cash
CHR	Chair Professorship
FOV	Faculty Overload
GSA	Grant Salary Adjustment
HOU	Housing Allowance Cash
SAP	Special Assignment Pay
TSA	Temporary Salary Adjustment
VAR	Variable Pay

3. Enter a future dated **Effective Date**. **One-time additional pay actions must be effective at the start of a pay period (the 1st or 16th of the month).**

4. Click the **Reason for Additional Pay** drop-down menu and select the appropriate reason.
    a. If you select **Other Contributions,** please be sure to add an attachment or comments at the end of the form for required justification. If utilizing one of the other available reasons, no supporting documentation is required.

5. Enter the **Amount** for the Bonus. Notice once you complete the field it will automatically populate in the **Earnings per Pay Period** field.
    a. Employees are eligible to receive up to $3,000 per fiscal year.

6. *Optional*: If you need to change the funding source, click the User **Current Base Pay Funding** drop-down and change to No. This will then open the funding string for edit.

Additional Pay : Additional Pay   Form ID 372203

Highlights Enabled: Yes   Current Values

Employee Information
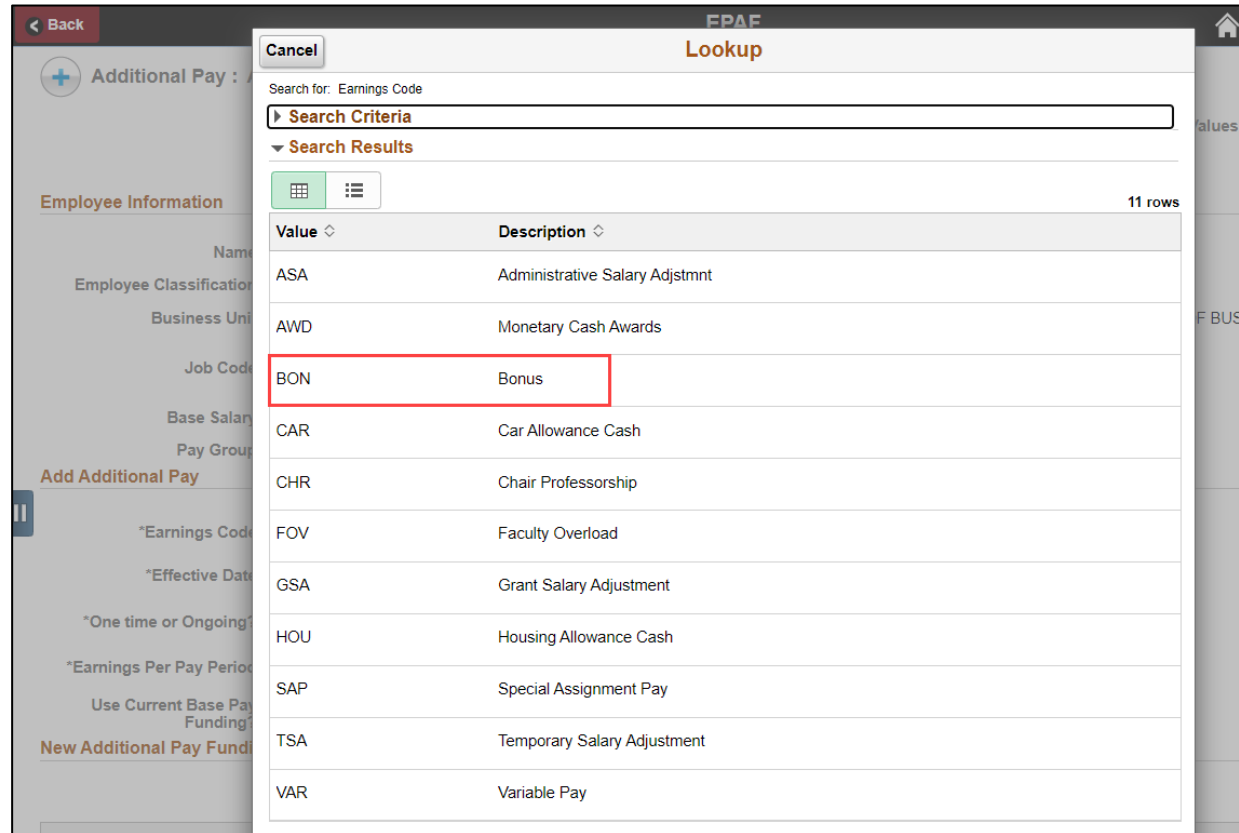
Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	150000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

Add Additional Pay

*Earnings Code BON   Bonus
*Effective Date 03/01/2022
One time or Ongoing? One-Time   *Reason for Additional Pay [dropdown]
Earnings Per Pay Period 3000.00
*Amount 3000.00
Use Current Base Pay Funding? Yes

Exceptional Customer Service
Increased Productivity
Other Contributions
Process Improvement
Realized Cost Savings

New Additional Pay Funding

7. *Optional:* As noted in step 4 above, if you select **Other Contributions,** you must add an attachment or comments at the end of the form providing details for the required justification. If utilizing one of the other available reasons, no supporting documentation is required.

8. Review your work on the eForm, once you've confirmed the data click the *Submit* button.

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

New Additional Pay Funding

1 row

	Amount	Percent	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1	3000.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	+	−

Total Distribution

Percent Total 100.00

File Attachments

1 row

Status	Action	*Description	File Name	Remove
1	Upload	⌄		Delete

Add

▸ Comments

Search   Save   Submit

EPAF

⊕ Additional Pay : Finalized

You have successfully submitted your eForm.

The eForm has been routed to the next approval step.
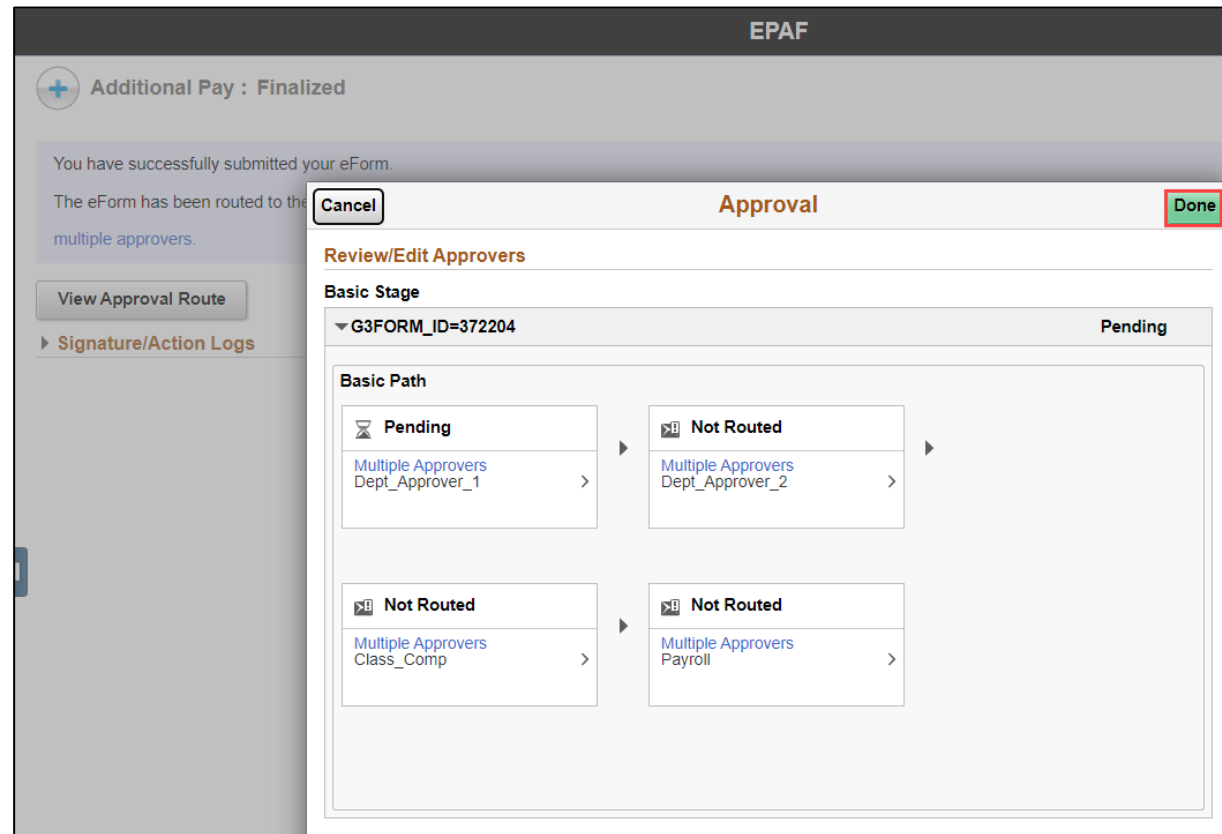
multiple approvers.

View Approval Route

▸ Signature/Action Logs

10. 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**.

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

You have successfully initiated a **Bonus** request!