

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

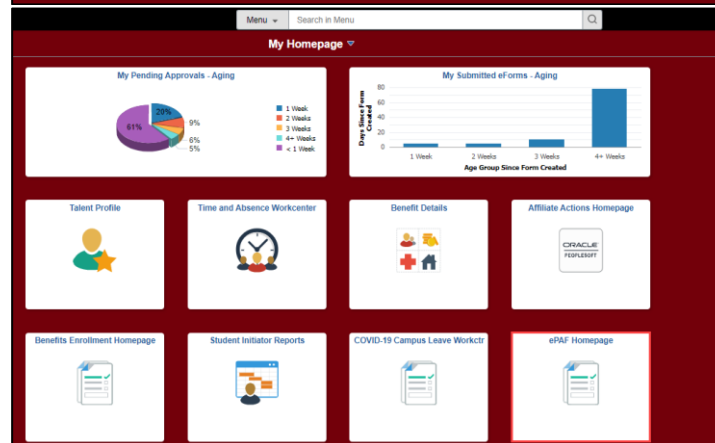
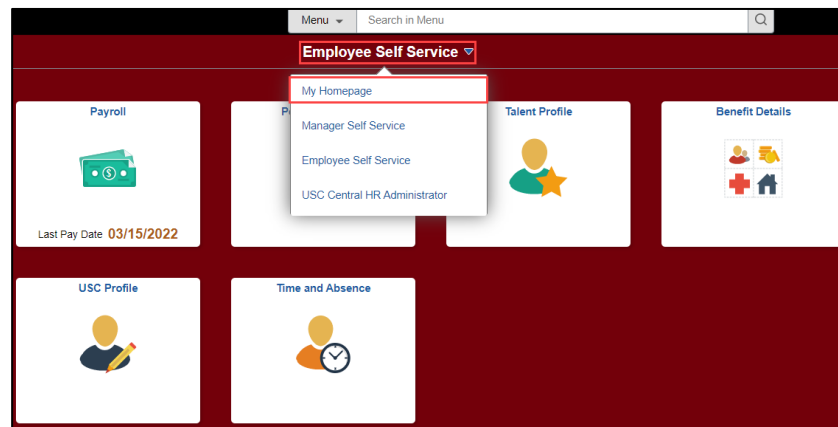
Information

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.

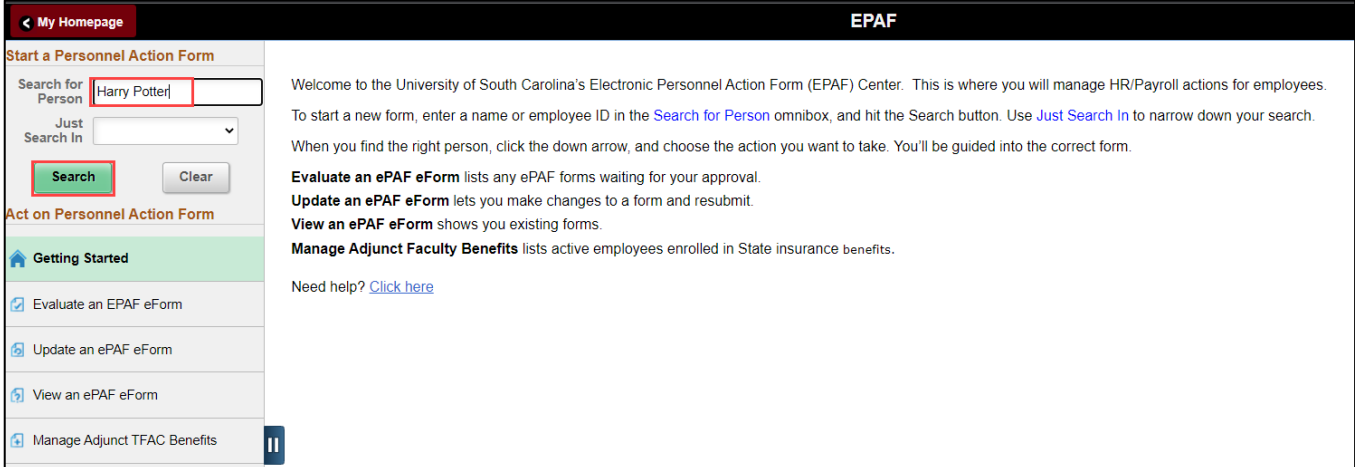
Screenshots



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

< My Homepage

Start a Personnel Action Form

Search for Person:

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

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Search for Person:

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Act on Personnel Action Form

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

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

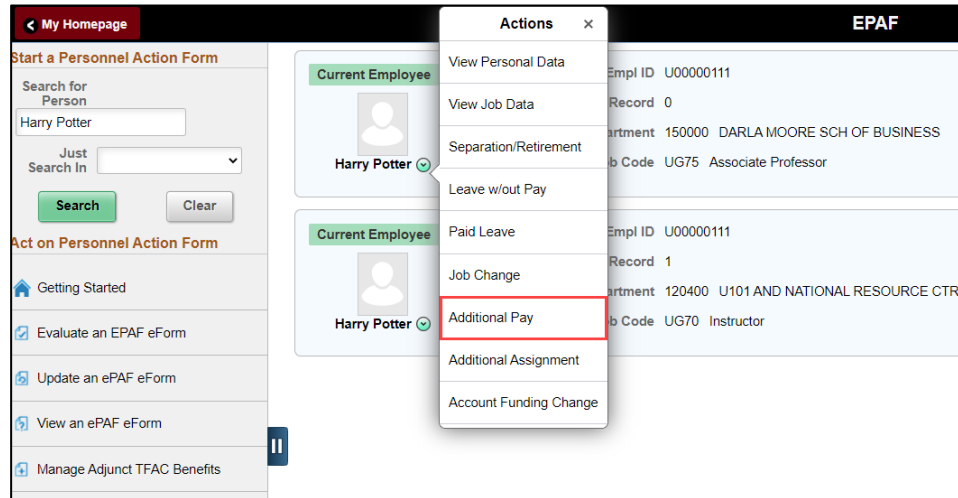
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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).

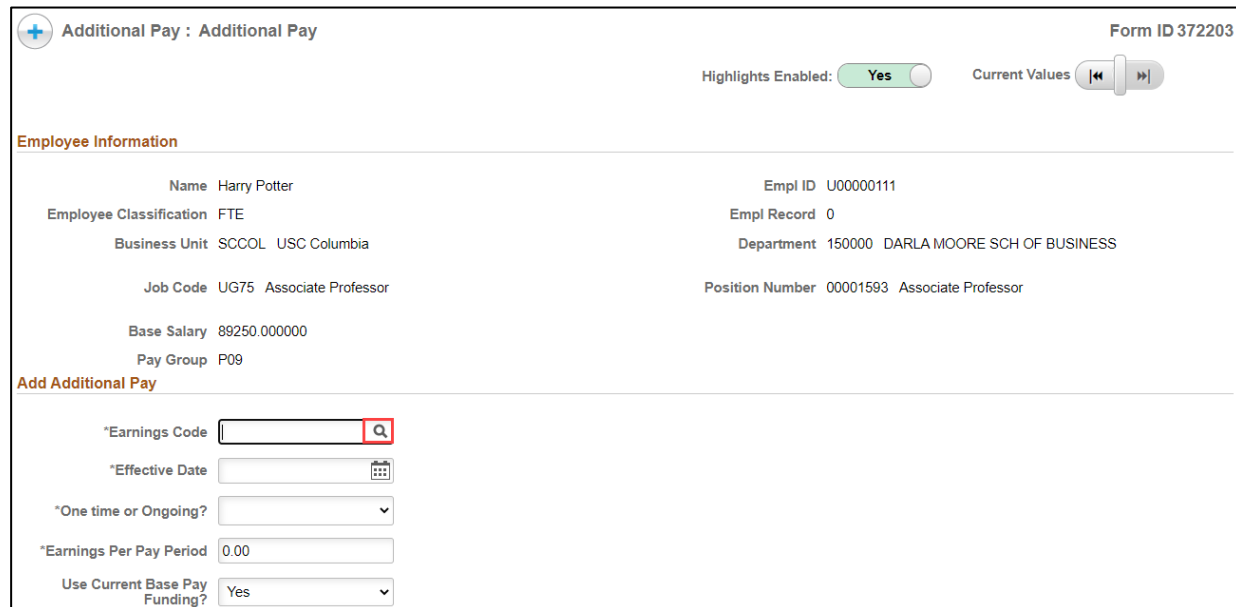
From the Related Actions Menu, select the **Additional Pay** option.

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.



The screenshot shows a user interface with a sidebar on the left containing options like 'Start a Personnel Action Form', 'Act on Personnel Action Form', and 'Getting Started'. The main area displays two 'Current Employee' cards for 'Harry Potter'. An 'Actions' dropdown menu is open over the second card, listing various actions such as 'View Personal Data', 'View Job Data', 'Separation/Retirement', 'Leave w/out Pay', 'Paid Leave', 'Job Change', 'Additional Pay' (highlighted in red), 'Additional Assignment', and 'Account Funding Change'. To the right, an 'EPAF' table shows employee records for 'Harry Potter' with details like Empl ID, Record, Department, and Job Code.



The screenshot shows the 'Additional Pay : Additional Pay' eForm. At the top right, it says 'Form ID 372203'. Below this, there are toggle switches for 'Highlights Enabled: Yes' and 'Current Values'. The 'Employee Information' section displays the following details:

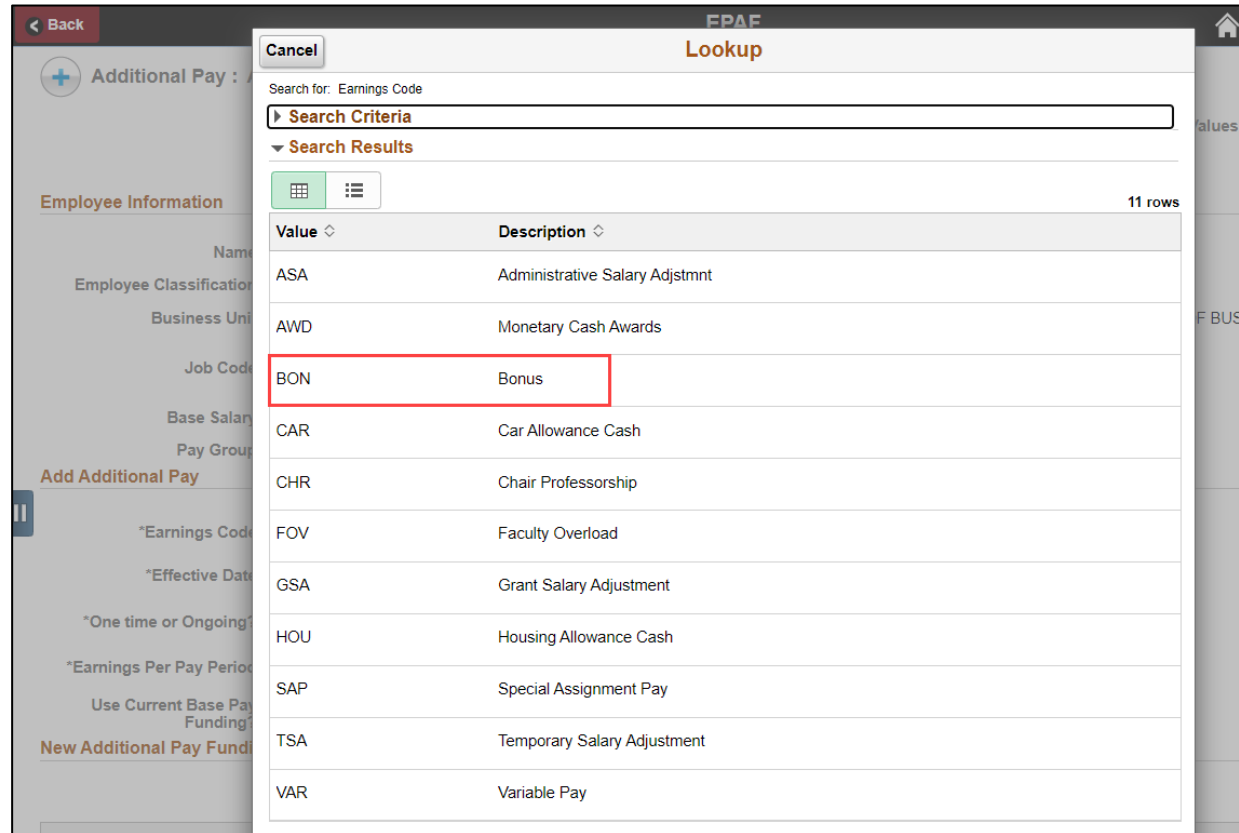
Name	Harry Potter	Empl ID	U00000111
Employee Classification	FTE	Empl Record	0
Business Unit	SCCOL USC Columbia	Department	150000 DARLA MOORE SCH OF BUSINESS
Job Code	UG75 Associate Professor	Position Number	00001593 Associate Professor
Base Salary	89250.000000		
Pay Group	P09		

The 'Add Additional Pay' section contains the following fields:

- *Earnings Code: [Input field with magnifying glass icon]
- *Effective Date: [Date picker icon]
- *One time or Ongoing?: [Dropdown menu]
- *Earnings Per Pay Period: [Input field with value 0.00]
- Use Current Base Pay Funding?: [Dropdown menu with value Yes]

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.



The screenshot shows a mobile application interface for an 'Earnings Code Lookup'. The background is a dimmed 'Additional Pay' form. A modal window is open with a search bar and a table of results. The 'BON' row is highlighted with a red border.

Value	Description
ASA	Administrative Salary Adjtmnt
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		
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Add Additional Pay

*Earnings Code Bonus

*Effective Date

One time or Ongoing?

Earnings Per Pay Period

*Amount

Use Current Base Pay Funding?

*Reason for Additional Pay

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

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
3000.000000	100.000000	CL038	150000	A0001	51300	101					A00000005595	+	-

Total Distribution

Percent Total **100.00**

File Attachments

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

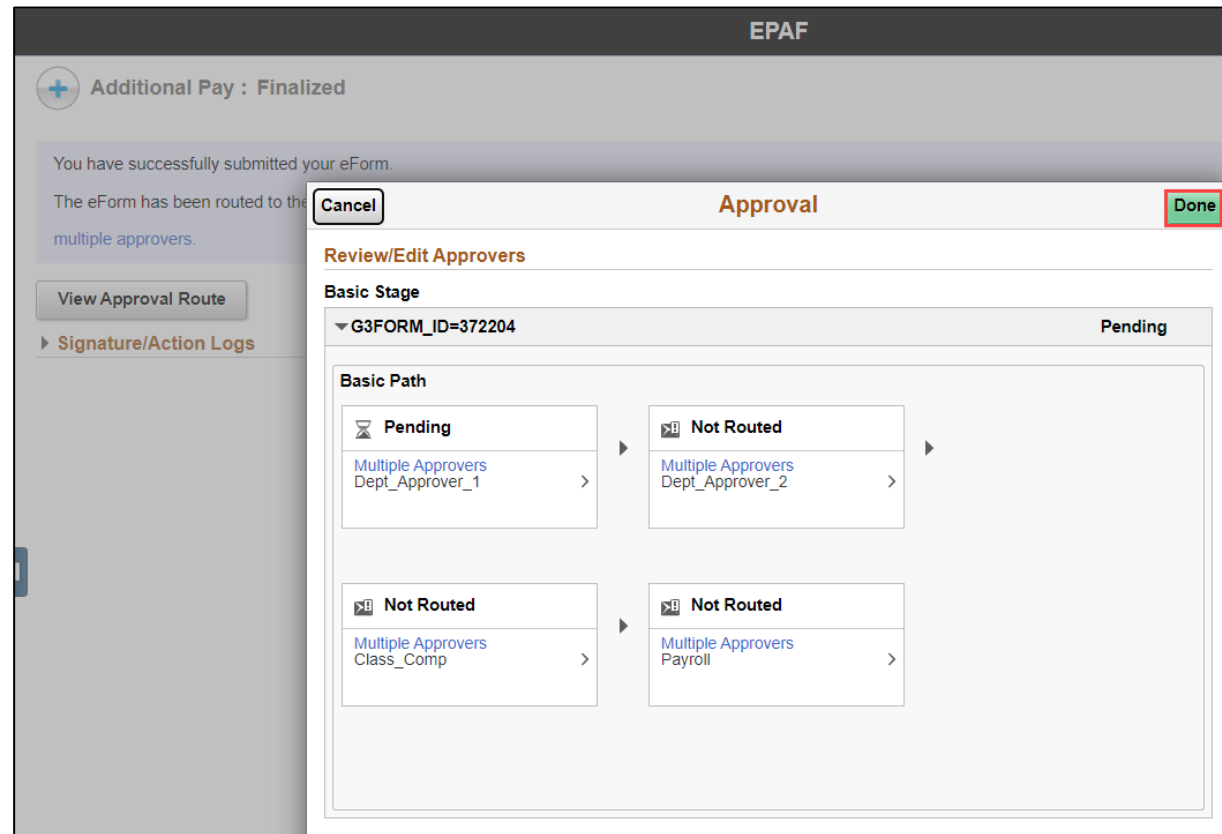
▶ **Signature/Action Logs**

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!



The screenshot displays the EPAF (Electronic Payroll Action Form) interface. At the top, it shows 'Additional Pay : Finalized' with a plus icon. Below this, a message states: 'You have successfully submitted your eForm. The eForm has been routed to the multiple approvers.' There are 'Cancel' and 'Done' buttons at the top of the approval section. The 'Done' button is highlighted with a red box. The main area is titled 'Review/Edit Approvers' and shows a 'Basic Stage' for 'G3FORM_ID=372204' with a 'Pending' status. The 'Basic Path' consists of four steps:

- Step 1: Pending (Multiple Approvers Dept_Approver_1)
- Step 2: Not Routed (Multiple Approvers Dept_Approver_2)
- Step 3: Not Routed (Multiple Approvers Class_Comp)
- Step 4: Not Routed (Multiple Approvers Payroll)