

UNIVERSITY OF SOUTH CAROLINA

Hiring Document for Non-FTE/Non-Student Positions



Semi-Amt. \$ _____
 Override \$ _____
 Total \$ _____

ACTION _____

TO BE FILLED IN BY DEPARTMENT:

Social Security No. _____ Name _____
First Middle Last

Position: USC Class _____ Slot _____ Effective Date: Mo ____ Day ____ Year ____ Title _____

Salary \$ _____ Hourly Rate \$ _____ Part-time/Full-time (P/F) Basis _____



Hiring Department _____ Campus Phone _____ Ext. _____

Job Location: Building _____ Room Number _____

Appointment Dates: From: Mo ____ Day ____ Year ____ Through: Mo ____ Day ____ Year ____

Dual Employment (Y/N) Primary Dept. No. _____ Timecard/Turnaround/Voucher

Supervisor: SSN _____ Class _____ Slot _____

What are the expected earnings for the Appointment Dates? _____ Hours/Week _____ Hours/Appointment _____

Is this position a: New Position Reappointment Extra Compensation

USC Employees acting as consultants with the University and paid from grants must attach a statement of information (see Policies and Procedures Manual - Dual Employment) to this form.

ACCOUNTING INFORMATION

Dept.	Fund	Class	Analytical	F	V	FS	O	C	Dates		PCS	OC	Percent Or Amount	FY Pay
									Begin	End				

Justification: _____

Permanent Mailing Address: _____
Street or Box No. Apt. No. City State Zip

TO BE FILLED IN BY PAYROLL/BUDGET/HUMAN RESOURCES

Title 1 Employee Type

Cola./4yr-2yr/Other (M,R,B) Secondary Timecard/Turnaround/Voucher FLSA (1/2/3)

Paycheck Distribution No. _____ Timecard Distribution No. _____ Withholding: Federal (Y/N) State (Y/N)

FICA (Y/N) State Retirement (Y/N) Police (Y/N) Override Pay \$ _____ (+/-) Voting Faculty (Y/N)

Faculty/Staff (F/S) Non-employee Type Active/Inactive

Signatures

Department/ Campus	Dates
HR	

Payroll	Dates
Contract & Grant Actg.	

Sign original in blue ink