

## Employment Checklist

### Dual Employment

Last Name:		First Name:		Middle:			
Dept. Name:			Dept. No.:				
Position Title:							
<b>Required Pre-Employment Considerations</b>							
<a href="#">Advance Notice of Prospective Non-U.S. Citizen Employee or Visitor (IS-1 Form)</a> (Contact ISFS prior to making an offer of employment)							
If hiring a retired member of one of the retirement systems administered by the <a href="#">South Carolina Public Employee Benefit Authority (PEBA)</a> , please refer to the guidelines provided on the <a href="#">PEBA</a> website (including the earnings limitation and waiting period) for further clarification. Please refer to the <a href="#">Retirement Program Guidelines for Dual Employment</a> (as applicable) for important information.							
Does this hiring action potentially make the employee eligible for insurance based on ACA? (Refer to <a href="#">ACA Administrator FAQs.</a> )			Yes:	No:			
Is a background check required? (Refer to <a href="#">Background Check Policy 1.90</a> )		Yes:	No:	Background Check on File:			
<b>Required Forms for all Positions</b>							
Submit original <a href="#">Employment Eligibility Verification (Form I-9)</a> and copy of the completed E-Verify (typically required only for new hires into the university system who do not have a current Form I-9 on file with USC).							
<b>1) Internal Dual Employment</b>		<b>2) External Dual Employment – USC as Requesting Agency</b>		<b>3) External Dual Employment – USC as Home Agency</b>			
<a href="#">Dual Employment Request Form</a>		<a href="#">Dual Employment Request Form</a>		<a href="#">USC Dual Employment Request Form</a> or applicable dual employment request form from hiring agency			
<a href="#">PBP-2 Hiring Document</a>		<a href="#">PBP-2 Hiring Document</a>					
Has an appropriate object code been selected for the dual hire? One of the following object codes must be used:		Dual Employment – Retirement Form (and the referenced S.C. Retirement Systems forms)					
<u>Code</u>	<u>Defined Use</u>	Each employee must be given a copy of the <a href="#">Affordable Care Act (ACA) Marketplace Notice</a> <b>within 14 days of the hire date</b> . Please have the employee sign the <a href="#">ACA Marketplace Acknowledgment of Receipt Document</a> so that you may forward with the hiring packet.					
51312	Dual Comp. – Teaching						
51313	Dual Comp. – Research						
51314	Dual Comp. – Administrative						
51315	Dual Comp. – Other						
51316	Dual Comp. – Development of Correspondence Courses						
51317	Dual Comp. – Grading of Correspondence Courses						
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51317	Dual Comp. – Grading of Correspondence Courses						

**Post-Employment Considerations:** [IRS W-4 Form](#), [Authorization Agreement for Electronic Deposits](#), and [Foreign National Tax Information](#). For Faculty Dual Hires: official records of faculty credentials must be obtained and maintained by the office of the hiring authority for as long as the individual is in a faculty or instructional position.