

Employment Checklist
Full-Time Equivalent (FTE), Research Grant, Time Limited & Temporary Positions

Last Name:		First Name:		Middle:		
Dept. Name:			Dept. No.:			
Position Title:			Proposed Hire Date:			
Required Pre-Employment Considerations						
Advance Notice of Prospective Non-U.S. Citizen Employee or Visitor (IS-1 Form) (Contact ISFS prior to making an offer of employment)						
Certain positions must be advertised (see policies: ACAF 1.00 , ACAF 1.01 , HR 1.24 , HR 1.85).						
If hiring for a tenure-track faculty position and recruiting from a global talent pool, the position must be advertised for a minimum of thirty days. For additional guidance contact ISFS.						
Hires with fund commitments, in part or whole, from the Office of the Provost on the USC Columbia Campus, must obtain approval from the Office of the Provost before extension of the offer.						
Approved Hire Above Minimum Approval Form (HR 27 Form) (must be approved by Salary Administration prior to making an offer of employment). Applies to Classified FTE, Classified Research Grant, and Classified Time Limited Positions only.						
If hiring a retired member of one of the retirement systems administered by the South Carolina Public Employee Benefit Authority (PEBA) , please refer to the guidelines provided on the PEBA website (including the earnings limitation and waiting period) for further clarification. Please refer to the Retirement Program Guidelines for Temporary Employees (as applicable) for important information.						
Does this hiring action potentially make the employee eligible for insurance based on ACA? (Refer to Administrator ACA FAQ'S.)						
					Yes	No
A background check is required for this position. Has the request for a background check been submitted? (Refer to Background Check Policy 1.90.)						
					Yes	No
Required Documents						
Submit original Employment Eligibility Verification (Form I-9) 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).						
Each new hire must be given a copy of the Affordable Care Act (ACA) Marketplace Notice within 14 days of the hire date. Please have the newly hired employee sign the ACA Marketplace Acknowledgment of Receipt document so that you may forward with the hiring packet.						
1) Faculty FTE Positions (Required for all Hires)		2) Unclassified Non-Faculty FTE Positions		4) Research Grant/Time Limited Positions		
BPP-1 Hiring Document		BPP-1 Hiring Document (new hires) or HR-27 Form (internal reassignments)		BPP-2 Hiring Document		
Signed Academic Personnel Information Form (API)		Signed Application		Signed Application		
Curriculum Vitae		Offer and Acceptance Letter		Research Grant/Time Limited Employment Agreement		
Offer and Acceptance Letter		Signed Position Description		Signed Position Description		
Approved Academic Position Request/FTE Form (for all hires)		Approved FTE Request Form for Non Academic Units (if baseline is exceeded)		Attestation of Hiring Process		
Copy of print or online Advertisement		Attestation of Hiring Process				
EEO Recruitment Summary		3) Classified FTE Positions		4A) Research Grant/Time Limited Positions Reappointment/ Extension		
Attestation of Hiring Process		BPP-1 Hiring Document (new hires) or HR-27 Form (internal reassignments)		BPP-4/5 HR Action Form for Non-Students		
Recommendation Letters (minimum of three signed letters on letterhead)		Signed Application		Research Grant/Time Limited Employment Agreement		
1A) Hire at rank of Professor		Offer and Acceptance Letter (if applicable)				
Provost Approval (required)		Signed Position Description		5B) Rehire of Summer Temporary Faculty (If Employed in Spring)		
1B) Hire with Tenure or Professor, Tenure-Track		Approved FTE Request Form for Non-Academic Units (if baseline is exceeded)				
President Approval (required)		Attestation of Hiring Process		BPP-2-S Hiring Document for Summer Employment		
BOT Approval (Hire with Tenure; if available)						

Post-Employment Considerations: [IRS W-4 Form](#), [Authorization Agreement for Electronic Deposits](#), [Retirement](#), [Foreign National Tax Information](#), and Benefits Enrollment or Non-Enrollment Forms. For Faculty 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.