

## Request for Salary Approval

The HR-27 form is used to request approval to extend a salary offer that is above the advertised rate for new hires, promotions, demotions, reassignments, or transfers. This form must be completed and submitted to the Division of Human Resources for review and approval **PRIOR TO EXTENDING AN OFFER**. **If hiring at the advertised rate, prior approval is not required.**

### Applicant Information

USC ID (if available):	Name (Last, First, Middle):		
Is applicant currently employed with USC or SC state government?	Yes	No	If yes, please provide current Class/Band:

### Information for Advertised/Vacant Position

Band:	Min.:	Mid.:	Max.:
Class /Slot:	Position No.:	Part/Full (P/F):	Hrs./Wk.:
Pay Basis:	Home Dept.:		Dept. No.:

### Requested Salary Information

Requested Base Salary:	Supplement (if applicable):	Total Salary:
Advertised Rate:	Dollar Increase:	Percent Increase:
Current Salary:	Dollar Increase:	Percent Increase:

Justification:

### Supporting Documents

Application/Resume (required)	Applicable Certifications, Licenses, Etc.
Equity Analysis/Related Salary Data (if applicable) Please see Justification Worksheet for details.	

### Signatures

**By the authorizing signature below, we certify funding is available to support this request.**

Department/HR Representative Signature:	Date:
Chancellor/Vice President/Dean Signature:	Date:

### To Be Completed by Division of Human Resources

	Salary	State Service	Job Service
<b>State Averages:</b>			
<b>Agency Averages:</b>			
<b>Campus Averages:</b>			
<b>External (if applicable):</b>			

### Approvals

Approved:	Salary:	Action Type:	New Hire	Promotion	Transfer	Demotion	Reassignment
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HR Analysis:

HR Approval:	Date Approved:
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## Request for Salary Approval – Justification Worksheet

Please consider the following factors and provide detailed justification to support each one.

### Applicant's Education, Experience and Salary

Provide the applicant's years of education and related experience, including current salary.

Highest Level of Education:

Additional Years of Education:

Years of Related Work Experience (full time and part time)

Most Recent Salary

Does the applicant exceed the minimum advertised requirements for the position?    Yes          No

If no, please contact the Division of HR at 803-777-3111 before proceeding.

### Internal Equity

Will the requested salary create inequity with others in the same classification within your department/unit/campus?    Yes          No

**Please attach a list** of all current employees in the same classification along with analysis and explanation of why this requested salary will not create inequity.

### Recruiting Summary

Did your department experience recruiting difficulty for this position?    Yes          No          If Yes, Explain:

Is your department/unit/position location in a higher geographical market?    Yes          No          Provide Location:

Is this position in a highly specialized field that possibly limits qualified applicants and creates a higher market demand?  
 Yes          No          If Yes, Explain:

Does the applicant possess education, training, experience, skills, certification, licensure, etc., that is unique to this position?    Yes          No          If Yes, Explain:

What was the salary for the previous incumbent? (only applicable for specialized fields)

### Summary of Request (To be Completed by Department)