

## Employment Checklist

### Post-TERI/Post-Retirement Positions

Last Name:		First Name:		Middle:	
Dept. Name:			Dept. No.:		
Position Title:			Proposed Hire Date:		
<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 for a tenure-track faculty position and recruiting from a global talent pool, the position must be advertised for a minimum of thirty days. <b>For additional guidance contact ISFS.</b>					
Approved <a href="#">Hire Above Minimum Approval (HR-27 Form)</a> (must be approved by Salary Administration prior to making an offer of employment.) <b>Applies to FTE only.</b>					
When 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 Temporary Employees</a> for important information.					
<b>Insurance Note:</b> At the point Medicare-eligible employees and their dependents are extended a right to active group coverage Medicare will become secondary- regardless of whether active group coverage is taken or coverage is refused. If they are enrolled in PEBA's retiree insurance (and are Medicare eligible), they will be required to refuse retiree's coverage upon qualifying for active group coverage. Please contact PEBA or the Benefits Office for more information.					
A background check is required for this position. Has the request for a background check been submitted? (Refer to <a href="#">Background Check Policy 1.90.</a> )				Yes	No
<b>Required Forms</b>					
Submit original, <a href="#">Employment Eligibility Verification (Form I-9)</a> and copy of the completed E-Verify (typically only required for new hires into the University system or those who do not have a current Form I-9 on file with USC).					
Each <b>new</b> hire 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 newly hired employee sign the <a href="#">ACA Marketplace Acknowledgment of Receipt</a> document so that you may forward with the hiring packet.					
<b>1)</b>	<b>2)</b>	<b>3)</b>	<b>4)</b>		
<b>Faculty FTE Positions (Required for all Hires)</b>		<b>Unclassified Non-Faculty FTE Positions</b>		<b>Classified FTE Positions</b>	
<b>Temporary Faculty/ Temporary Positions</b>					
<a href="#">PBP-1 Hiring Document</a>		<a href="#">PBP-1 Hiring Document</a>		<a href="#">PBP-1 Hiring Document</a>	
Signed <a href="#">Academic Personnel Information Form (API)</a> (initial appointment only)		Signed Application (initial appointment only)		Signed Application (initial appointment only)	
<a href="#">Post-TERI/Post-Retirement Offer Letter (FTE Appt.)</a>		<a href="#">Post-TERI/Post-Retirement Offer Letter (FTE Appt.)</a>		<a href="#">Post-TERI/Post-Retirement Offer Letter (FTE Appt.)</a>	
Exception Letter from the President		Exception Letter from the President		Exception Letter from the President	
				<b>4A) Extension of Temporary Positions</b>	
<b>1A) Reappointment -Faculty FTE Positions</b>		<b>2A) Reappointment Unc Non- Faculty FTE Positions</b>		<b>3A) Reappointment Classified FTE Positions</b>	
<a href="#">PBP-1 Hiring Document</a>		<a href="#">PBP-1 Hiring Document</a>		<a href="#">PBP-1 Hiring Document</a>	
<a href="#">Post-TERI/Post-Retirement Offer Letter (FTE Appt.)</a>		<a href="#">Post-TERI/Post-Retirement Offer Letter (FTE Appt.)</a>		<a href="#">Post-TERI/Post-Retirement Offer Letter (FTE Appt.)</a>	
Exception Letter from the President		Exception Letter from the President		Exception Letter from the President	
				<b>4B) Rehire of Temporary Positions</b>	
				<a href="#">Rehire/Extension Document for Temporary Positions</a> . (must not exceed one year from the start of the first appointment)	
				<a href="#">Rehire/Extension Document for Post-TERI/Post-Retirement Temporary Positions</a>	
				<a href="#">USC Temporary Employment Application Update</a> (must meet requirements as outlined in instructions)	
				If this position is a practicing physician, practicing attorney, or teacher, please attach the <a href="#">Post-TERI/Post-Retirement Offer Letter (Temp. Appt.)</a>	

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