



University of South Carolina
HR Contact Resources
Summer Compensation 2023
TFAC Summer Compensation Instructions

Temporary Faculty (TFACs) who taught in the Spring 2023 semester should be hired for summer 2023 on the paper form. The form is only to be used for TFAC hires. ***TFAC employees are only eligible to be hired for summer instruction.***

1. You must download the PDF and then open in Adobe. Opening the form in an internet browser limits the form's built-in functionality.
2. This form is used for TFACs who taught in Spring 2023 and will teach in Summer 2023. If the faculty did not teach in Spring, the hire must be completed as a PeopleAdmin Quickhire.
3. TFACs are not eligible for summer ECOM earnings.
4. This form is used for HIRE, CHANGE and/or SEPARATION. *You must first select the applicable Action in order for the form to populate the specific fields required for that action type.
5. Ensure accounting information is completed **AND** type the combination code (combo code) in the Comments section.
6. TFACs, like FTE faculty, require an offer letter attached to the form. Summer hire forms submitted without an offer letter will be returned for edits which may delay the employee's compensation.
7. Completed summer hire forms with offer letter must be scanned and emailed to saladmin@mailbox.sc.edu.
8. DO NOT email forms to service teams or individuals in HR Operations unless specifically requested by someone in HR Operations.