

Employment Checklist

Dual Employment

Last Name:		First Name:		Middle:			
Dept. Name:			Dept. No.:				
Position Title:							
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)							
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 Dual Employment (as applicable) for important information.							
Does this hiring action potentially make the employee eligible for insurance based on ACA? (Refer to ACA Administrator FAQs.)			Yes:	No:			
Is a background check required? (Refer to Background Check Policy 1.90)		Yes:	No:	Background Check on File:			
Required Forms for all Positions							
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).							
1) Internal Dual Employment		2) External Dual Employment – USC as Requesting Agency		3) External Dual Employment – USC as Home Agency			
Dual Employment Request Form		Dual Employment Request Form		USC Dual Employment Request Form or applicable dual employment request form from hiring agency			
PBP-2 Hiring Document		PBP-2 Hiring Document					
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 Affordable Care Act (ACA) Marketplace Notice within 14 days of the hire date . Please have the employee sign the ACA Marketplace Acknowledgment of Receipt Document 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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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.