

DOCUMENT TYPE	TYPE OF HIRE						
		<i>FTE Staff</i>	<i>RGP/TL Staff</i>	<i>FTE Faculty</i>	<i>RGP/TL Faculty</i>	<i>Temp Staff</i>	<i>Temp Faculty (TFAC/Adjunct)</i>
Hire Above Minimum Approval	X <small>If required, uploaded by Division of Human Resources</small>	X <small>If required, uploaded by Division of Human Resources</small>					
Attestation of Hiring Process	X	X	X	X			
Adjusted State Service and/or Leave Accrual Date Calculation	If the employee has prior state of SC service, the documentation will be uploaded by Division of Human Resources during the review/approval process.						
Provost/ President Approval			X <small>Required if hiring with Tenure and/or at rank of Professor</small>				
Board of Trustees Approval			X <small>Required if hiring with Tenure</small>				
Signed Offer /Acceptance Letter	X	X	X	X	X	X	X
ACA Calculation Worksheet							X
Hire Above Minimum Request Form	X <small>Required if hiring above the minimum advertised salary</small>	X <small>Required if hiring above the minimum advertised salary</small>					
Post TERI Post Retirement Approval Letter	Required for any position type if the individual is a Post TERI or Post Retirement hire (employees who retired from UofSC or another employer participating in a PEBA administered retirement program).						
State Service Verification	If the employee has prior state of SC service, the documentation will be uploaded by Division of Human Resources during the review/approval process.						
Dual Request Approval					X <small>Required if External Dual</small>	X <small>Required if External Dual</small>	
New Hire Justification Form	X	X					
Signed Position Description*	X*	X*		X*	X* <small>Required if exempt temporary with PD</small>		
Supporting Documents (3 fields)	Additional space to attach supporting documentation. This may include letters of recommendation for FTE faculty or other items necessary to accompany the hiring proposal.						

Documents marked with an **X** must be attached to the hiring proposal once at the workflow state *Offer Accepted/Create Onboarding*.
*Signed position descriptions may be emailed to hropsvc@mailbox.sc.edu within 30 days from the date of hire if not attached at hire.