

Hiring Document for FTE Positions

Semi-Amt \$ _____

Override \$ _____

Total \$ _____

Action: _____

To Be Completed by Department												
USC ID:			Name: (Last, First, Middle)									
Position Class:			Slot:		Band:		Eff. Date:		Position No.:			
Job Title(s):					Base Salary:			Supplement:				
Total Comp:			New Position/Replacement: (N/R)			Replacement For:						
Part/Full: (P/F)		Perm/Temp: (P/T)		Basis:			Hours/Week:		Hours/Appt.:			
Dept. Name:						Campus Phone:			Ext:			
EE Primary Email:				Job Location/Building:				Room No.:				
Supervisor Name:						Supervisor Class/Slot:						
Appointment Dates Begin:				End:			Date Started Tenure Track:					
Date Received Tenure:			Check Dist.:			Timecard Dist.:			Adept No.:			
Department Accounting Information									Payroll Use Only			
Dept.	Fund	Obj. Class	Analytical	FV	FSO	C	Percent	Amount				
To Be Completed by Division of Human Resources/Payroll												
SOC:		Title 1:		Title 2:		Referral:		HAM(Y/N):		How Position Entered:		
EE Type:		Campus Type:		Work County:			Primary/Secondary:			TTV:	FLSA:	
Review Date:				Offer End Date:				Tenure Dept. No.:				
Withholding: FIT:			SIT:		FICA:		Retirement:				PORS:	
OR: \$		(+/-)		Voting Faculty:			Tenure:	Fac/Stf:		Leave Base Date:		
State Service Date:				EEOC:			Leave Indicator:				Active/Inactive:	
Comments:												
Signatures				Dates			Signatures				Dates	
Dept/Campus:							Payroll:					
							ISFS:					
Salary Administration:							Contract/Grant:					