

Employment Checklist
Special Contract Positions

Last Name:	First Name:	Middle:
Dept. Name:		Dept. No.:
Position Title:		Proposed Hire Date:
Required Pre-Employment Considerations		
IS-1: Advance Notice of Prospective Non-U.S. Citizen Employee or Visitor (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.		
A background check is required for this position. Has the request for the background check been submitted? (Refer to Background Check Policy 1.90.)		Yes No
Required Forms		
Submit original Form I-9 , Employment Eligibility Verification 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.)		
Each new employee must be given a copy of the Affordable Care Act (ACA) Marketplace Notice within 14 days of the hire date . Please have the newly hired employee sign the ACA Marketplace Acknowledgment of Receipt document so that you may forward with the hiring packet.		

Hire		Reappointment	
	PBP-2 Hiring Document		PBP-2 Hiring Document
	Signed Application for Temporary Employment		Special Employment Contract
	Special Employment Contract		
	Non-Election Form or Enrollment (and Beneficiary) Form for retirement (See Retirement Program Guidelines for Temporary Employee for detailed information)		
Accounting Note: For paperwork, use Object Class 51415.			

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