



**University of South Carolina**  
**HR Contact Resources**  
**Summer Compensation 2022**  
**TFAC Summer Compensation Instructions**

Temporary Faculty (TFACs) who taught in the Spring 2022 semester should be hired for summer 2022 on the paper form. The form has been modified to only accommodate TFAC hires. TFAC employees are only eligible to be hired for summer instruction.

1. This form is used for TFACs who taught in Spring 2022 and will teach in Summer 2022. If the faculty did not teach in Spring, the hire must be completed as a PeopleAdmin Quickhire.
2. TFACs are not eligible for summer ECOM earnings.
3. This form is used for HIRE, CHANGE and/or SEPARATION. \*You must first select the applicable Action first in order for the form to populate the fields required for that action type.
4. Ensure accounting information is completed **AND** type the combination code (combo code) in the Comments section.
5. 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.
6. Completed summer hire forms with offer letter must be scanned and emailed to [saladmin@mailbox.sc.edu](mailto:saladmin@mailbox.sc.edu).
7. DO NOT email forms to service teams or individuals in HR Operations unless specifically requested by a member of the Summer Comp team.