

**University of South Carolina
Division of Human Resources
PeopleAdmin Hiring Proposal Attachment Grid**

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 your assigned Service Team within 30 days from the date of hire if not attached at hire.

	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 Div. HR</small>	X <small>If required, uploaded by Div. HR</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
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 temp with PD</small>	
Additional Compensation Request for RGP/TL					X <small>Required if Addl. Comp for RGP/TL empl</small>	X <small>Required if Addl. Comp for RGP/TL empl</small>
Moving Agreement (Staff and Faculty FTE)	X		X			
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.					

DOCUMENT TYPE