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.

DOCUMENT TYPE	TYPE OF HIRE					
	FTE Staff	*RGP/TL Staff*	*FTE Faculty*	*RGP/TL Faculty*	*Temp Staff*	*Temp Faculty (TFAC/Adjunct)*
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 — Required if hiring with Tenure and/or at rank of Professor			
Board of Trustees Approval			X — Required if hiring with Tenure			
Signed Offer /Acceptance Letter	X	X	X	X	X	X
ACA Calculation Worksheet						X
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 — Required if External Dual	X — Required if External Dual
Pay Evaluator©	X	X				
Signed Position Description*	X*	X*		X*	X* — Required if exempt temp with PD	
Additional Compensation Request for RGP/TL					X — Required if Addl. Comp for RGP/TL empl	X — Required if Addl. Comp for RGP/TL empl
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.					