

**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						
		<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>
	<b>Hire Above Minimum Approval</b>	<b>X</b> <small>If required, uploaded by Division of Human Resources</small>	<b>X</b> <small>If required, uploaded by Division of Human Resources</small>				
	<b>Attestation of Hiring Process</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		
	<b>Adjusted State Service and/or Leave Accrual Date Calculation</b>	If the employee has prior state of SC service, the documentation will be uploaded by Division of Human Resources during the review/approval process.					
	<b>Provost/ President Approval</b>			<b>X</b> <small>Required if hiring with Tenure and/or at rank of Professor</small>			
	<b>Board of Trustees Approval</b>			<b>X</b> <small>Required if hiring with Tenure</small>			
	<b>Signed Offer /Acceptance Letter</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	<b>ACA Calculation Worksheet</b>						<b>X</b>
	<b>Hire Above Minimum Request Form</b>	<b>X</b> <small>Required if hiring above the minimum advertised salary</small>	<b>X</b> <small>Required if hiring above the minimum advertised salary</small>				
<b>Post TERI Post Retirement Approval Letter</b>	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).						
<b>State Service Verification</b>	If the employee has prior state of SC service, the documentation will be uploaded by Division of Human Resources during the review/approval process.						
<b>Dual Request Approval</b>					<b>X</b> <small>Required if External Dual</small>	<b>X</b> <small>Required if External Dual</small>	
<b>New Hire Justification Form</b>	<b>X</b>	<b>X</b>					
<b>Signed Position Description*</b>	<b>X*</b>	<b>X*</b>		<b>X*</b>	<b>X*</b> <small>Required if exempt temporary with PD</small>		
<b>Additional Compensation Request for RGP/TL</b>					<b>X</b> <small>Required if Addl. Comp for RGP/TL empl</small>	<b>X</b> <small>Required if Addl. Comp for RGP/TL empl</small>	
<b>Supporting Documents (3 fields)</b>	Additional space to attach supporting documentation. This may include letters of recommendation for FTE faculty or other items necessary to accompany the hiring proposal.						