

Temporary Employment Template

Request For:

Position Type:

If RGP: Will the department payout annual leave upon separation? Yes No

Candidates Full Legal Name	
EMPL ID (If applicable)	
Email Address	
Phone Number	
Job Title	
Supervisors Full Name	

Start Date	
End Date	
Pay Type (Salary/Hourly)	
Pay Rate	
Hours per Week	
Employee's Building Location	

Faculty, including Instructors and Adjuncts, must provide official transcripts immediately upon hire.

Note: No payment made beyond designated end date without proper approval of re-hire or extension. Requests will end automatically on the end date and may be subject to payroll lag if exempt appointment upon rehire/re-appointment.

https://www.sc.edu/about/offices_and_divisions/human_resources/docs/employees_hired_4.1.19_or_after_pay_lag.pdf

PeopleSoft Funding (1)	
Operating Unit	
Department	
Fund	
Class	
Project	
Project Costing Business Unit	

(2) (If needed)	
Operating Unit	
Department	
Fund	
Class	
Project	
Project Costing Business Unit	

Background Screening Funding Background Screening Policy HR 1.90	
Operating Unit	
Department	
Fund	
Class	
Project	
Project Costing Business Unit	

Position Description	
Advertised Job Summary	
Qualifications(ex. Type of Degree Needed, etc.):	

Requestor: _____ Phone#: _____