



UNIVERSITY OF
SOUTH CAROLINA

Human Resources

MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: September 7, 2018

RE: **UPDATED FORMS AND PROCEDURES** - Request for FTE Baseline Increase form (system wide) and Academic Position Request form (Columbia campus only)

The [Request for FTE Baseline Increase form](#) has been revised. This form is to be used system wide when **exceeding your current FTE baseline**. The FTE Baseline summary can be found [here](#).

The [Academic Position Request form](#) has been revised. This form is applicable to the Columbia campus only.

The revised forms have been posted to our [website](#) and are attached for your convenience. Below are the procedures to request an increase to the current FTE baseline for your area.

FTE Staff Positions – System Wide:

The completed Request for FTE Baseline Increase form must be sent to Human Resources' Classification and Compensation Office by attaching the form when creating an FTE position for staff in PeopleAdmin in the Position Description Documents section. **The Request for FTE Baseline Increase form is only to be used if exceeding your current FTE Baseline.** Classification and Compensation will review the request, coordinate with the Budget Office and communicate whether the FTE request has been approved.

FTE Faculty Positions – Comprehensive Campuses and Palmetto College:

The Request for FTE Baseline Increase form must be sent to Human Resources' Operations and Services if the position will **exceed** your FTE baseline. When

needed, send the completed Request for FTE Baseline Increase form to saladmin@mailbox.sc.edu. HR Operations and Services will review the request, coordinate with the Budget Office and communicate whether the FTE request has been approved.

FTE Faculty Positions – Columbia Campus Only:

The college completes the [Academic Position Request form](#). If the request places the college **over** their FTE baseline, the Request for FTE Baseline Increase form must be attached when sending to the Provost Office. If the Provost approves the Academic Position Request form, the Provost will also approve the Request for FTE Baseline Increase form. If approved, both forms will be forwarded by the Provost Office to Human Resources' Operations and Services for review. HR Operations and Services will review the request, coordinate with the Budget Office and communicate whether the FTE request has been approved.

Should you have any questions concerning the Request for FTE Baseline Increase form, contact Belinda Ogorek, Director of HR Operations and Services, at 777-3259.

For questions concerning the Academic Position Request form (applicable to the Columbia campus only), contact Vicki Lewter, HR Coordinator for the Provost Office, at 777-4030.

Thank you for your cooperation throughout this process. We look forward to your continued partnership.