



Supervisor _____ Date _____
 Dept. Head _____ Date _____
 Assoc. Dean _____ Date _____
 Bus Mgr. _____ Date _____
 Dean _____ Date _____

PERSONNEL REQUEST FORM

First Name: _____ Last Name: _____ USC ID: _____

Email Address: _____ Telephone Number _____

Beginning Date: _____ Ending Date: _____ Number of Hours / Week: _____

Hours in Appointment: _____ Hourly Rate: _____ Expected Earnings for Appointment: _____

Scheduled Work Days & Times (Ex. Mon. – Fri. from 8:30am – 5:00pm) _____

Supervisor's Name: _____ Supervisor's USC ID _____

CHECK Applicable: Student Asst. _____ New _____
 Temporary _____ Rehire _____

JOB DESCRIPTION / TITLE / JUSTIFICATION

SEPARATION Last Date Employed: _____

Reason for Separation: _____

CHANGES

Hourly Rate (From) _____ To _____ Hours (From) _____ To _____

ACCOUNTING INFORMATION Temp – 51600 Student Asst. – 51400

OPERATING UNIT LA000 **DEPARTMENT** _____ **FUND CODE** _____

CLASS FIELD _____ **PC BUSINESS UNIT** _____ **PROJECT** _____

Departmental Signatures & Accounting Info must be **COMPLETE** before hiring documents can be processed.

Supervisors of New Hires (Student/TEMP) will receive an email from the Human Resources Department stating the date the employee is authorized to start working.
All Student Assistants and Temporary Employees employed by the University of South Carolina must report the hours they work by using the Time and Absence tile in the HR/Payroll system each week.
As the Supervisor of a student assistant or a temporary employee you must approve the employee's timesheet each week. When approving you are verifying that the employee worked on the days and the number of hours they have reported. If the timesheet is not correct either correct it before approval or use the Push Back feature to return the timesheet to the employee for correction and resubmission.
For additional information about the Time and Absence system please view the reference materials located on the web at https://sc.edu/about/offices_and_divisions/payroll/my_payroll/time_keeping/index.php
Questions about the Time and Absence System or problems accessing or utilizing the system should be directed to a campus Human Resources Officer or TL/ABS Approver for guidance.
Your initial and date above denotes your understanding of your supervisory responsibility to approve the timesheets of your student assistant or temporary employee on a weekly basis and to seek immediate guidance with questions or problems about the Time and Absence system.