



**USC UPSTATE
Human Resources
Forms
And
Important Information**

IMPORTANT INFORMATION

- **All academic paperwork must be sent to Academic Affairs.**
- **All other paperwork should be sent to Human Resources.**
- **As you may know, forms change from time to time and you will always need to check to see if they have been updated, especially if you save these forms when you are completing the PBP-1, 2 or 4/5.**
- **Very important - employee's need to be notified to call Human Resources by phone to see if they have any paperwork to be completed. This is for all employees. Note: New hire I-9's must be completed in Human Resources on or before the 1st day of hire. If not, late letter will be required.**
- **Blackboard: Contact Tom Davis, ext. 5502 in IT to create temporary usernames and passwords for new faculty so they can get immediate access to Blackboard. NOT TO VIP.**
- **If paperwork is not received in Columbia within 30 days of hire date, a detailed late letter will be requested from the hiring department.**
- **DON'T PIECE MAIL PAY DOCUMENTS, (Ex. PBP-2's and contracts, duals-PBP-2, C-20, P-300, etc.) All should be sent together.**

OBJECT CODES

- 51200 classified positions
- 51300 unclassified administrative personnel
- 51310 teaching faculty, deans and academic departments heads
- 51311 part-time teaching faculty
- 51321 temporary grant personnel (fulltime only- with benefits)
- 51340 professional librarians
- 51390 other unclassified personnel (coaches)
- 51410 temporary help non-student

OBJECT CODES

Dual Employment/Extra Compensation

- 51312 dual comp – teaching – fall and spring
8/16-5/15
- 51314 dual comp – administrative/other duties
– faculty 8/16-5/15 or 12 month staff
- 51318 extra comp faculty-non-teaching-
summer 5/16-8/15

OBJECT CODES

Summer School

- 51330 summer I and II faculty teaching
- 51332 maymester faculty teaching

Staff PBP-1

- Contact Nirav Patel in Human Resources at ext. 5379 or email him at npatel@uscupstate.edu. He will give you all the information to complete the PBP-1 and any additional documents that you will need to complete.
- Information for the Criminal Background Check for staff has to be sent to Sarah Gurley in Human Resources at ext. 5322 or email her at sgurley@uscupstate.edu for her to process.
- See next slide.

Example – PBP-1 Staff

- PBP-1 form
- Home department will be USC Upstate/XXXX
- Campus phone is always 52
- On justification line always type reference checks were completed successfully.
- On justification line always type exempt or non-exempt.

Faculty PBP-1

- Contact Elaine Guest at ext. 5328 or email her at eguest@uscupstate.edu. She will give you all the information to complete the PBP-1 and any additional documents that you will need to complete.
- Information for the Criminal Background Check for faculty has to be sent to Sarah Gurley in Human Resources at ext. 5322 or email her at sgurley@uscupstate.edu for her to process.
- See next slide.

EXAMPLE – PBP-1 FACULTY

- PBP-1form
- Home department will be USC Upstate/XXXX
- Campus phone is always 52
- On justification line always type reference checks were completed successfully.

Guidelines for Full Time Faculty

- [Guidelines for Full time hires.docx](#)

Temporary Staff PBP-2

- Use most updated PBP-2 from Human Resources website
- Employee's current address
- Amount should reflect whole number. (Ex. \$599.00 not \$599.95).
- Ensure social security numbers are correct.
- Pay should be hourly or salary **not both** .
- Title , class and slot are **always** blank.
- Basis should be days, weeks or months.
- Effective date/appointment dates/begin and end date should be the same.
- Remember paperwork has to go through proper channels – chair, deans, etc.
- All **brand new** temporary staff must have job description attached with PBP-2. Contact Nirav Patel at ext. 5379 or email him at npatel@uscupstate.edu . He will assist you with the title and salary information.
- Mission Critical Form must be attached for all A & D funded accounts.
- All temporary staff must have a 15 day break before being rehired. Contact Ella Mae at ext. 5320 or Shirley at ext. 5319.
- See next slide.

Example PBP-2 Temporary Staff

- PBP-2 form
- Part-time/Full-time will always be P
- Basis will be days, weeks or months
- Hiring Department will always be USC Upstate/XXXX
- Campus phone is always 52.
- Under Accounting Information class will always be 51410

Example Job Description

- Job Description form
- Form must be completed for all brand new part-time temporary staff and attached to the PBP-2.
- Contact Nirav Patel at ext. 5379 or email him at npatel@uscupstate.edu he will assist you with completion.
- Supervisor has to sign and date.

Example Mission Critical Position Request Form

- Mission Critical Form
 - Form must be completed for all new hire full time employees (faculty and staff).
 - Form must be completed for only A & D funded accounts for new temporary hires and rehires.
 - Anticipated salary and fringe cost must be completed. ex. (\$16,000 x 22.19% = \$3,550).
 - Any questions regarding fringe cost, contact Connie Holloman at ext. 5324.
 - Forms should be signed by:
 - Supervisor/V-Chancellor
 - Connie Holloman
 - Chancellor
- Before being sent to HR.**

Example Permission to Search Form

- Permission To Search Form
- Form must be completed for new hire full time employees:
 - All faculty
 - All (A & D account) Staff

Part-Time Faculty PBP-2

- Use most updated PBP-2 from Human Resources website
- Employee's current address
- Amount should reflect whole number. (Ex. \$599.00 not \$599.95).
- Ensure social security numbers are correct.
- Title, class and slot are **always** blank.
- Basis should be fall, spring, summer I, summer II or maymester.
- Effective date/appointment dates/begin and end date should be the same (contact Elaine Guest for these dates).
- Salary amounts should be the same in all places.
- Remember paperwork has to go through proper channels – chair, deans, etc.
- Contract for faculty must be sent with PBP-2. ([example part-time contract letter](#))
Contact Elaine Guest for instructions.
- [Part-Time pay schedule](#)
- For any changes to PBP-2, always contact Human Resources to see if it has been sent to Columbia before completing PBP-4/5.
- See next slide.

Example PBP-2 Part-Time Faculty

- PBP-2 part-time form
- Part-time/Full-time will always be P
- Basis will be fall, spring, sum I, sum II or maymester
- Hiring Department will always be USC Upstate/XXX
- Campus phone will always be 52
- Accounting Information class will always be 51311.

Guidelines for Brand New Part-Time Faculty and Rehires

- [Guidelines for Brand New Part Time Hires and Rehires.docx](#)

Miscellaneous Change Form

PBP-4/5

- Multiple change form for:
 - Salary or hourly rate
 - Changing accounts
 - Extend appointments
 - Increase salary due to adding a class
 - Decrease salary due to cancelling a class
 - Hours per week
 - Before completing PBP-4/5 to increase/decrease salary, contact Human Resources.
 - **Remember this is a change document and you only complete the areas you are changing.**
 - See next slide.

Example PBP-4/5

- PBP-4/5 form

DUAL EMPLOYMENT

INTERNAL/EXTERNAL

- Internal dual employment – if it will be received in Columbia near or after 30 days of the start date, you must have a late letter. Must be explained in detail why it is late.
- Forms need to be signed by appropriate agency and department(s) before being sent to HR.
- **DO NOT PIECE MAIL.** Hold till you get all documentation.
- See required forms and instructions on next slide.

Dual Employment Forms and Instructions

- Dual forms and Instructions

PBP-7

- Terminations – the effective date is always the last day worked or take annual/sick leave.
- See next slide.

EXAMPLE PBP-7

- PBP-7 form

DEPS

Direct Expenditure for Personal Services

- Have to be completed on 6 months intervals, (ex. Jan. –June) (July – Dec.)
- Must not be over 10 days or 80 hours in each 6 month intervals.
- If in the SC Retirement system, 6.5% will be deducted.
- I-9's have to be completed on or before 1st date of service in Human Resources office.
- This form is not on HR forms page. Print from the slide on next page.
- If paid from “F” fund (Grant) account employees will have to sign back of sheet, contact HR for 2nd sheet.
- If being paid for working anywhere else on campus or state agency, cannot be paid from DEPS during same time.
- Paperwork **can not** be sent to Human Resources for payment until after the work has been completed.

EXAMPLE - DEPS

- [Direct Expenditure for Personal Services.pdf](#)

Example Affiliate Form

- PBP-21 form

AFFILIATE FORM INSTRUCTIONS

- [Affiliate Form Instructions.pdf](#)

APPLICATIONS

Full/Part-time Faculty and Temporary Staff

- Academic Personal Information – full time faculty and part-time faculty

<http://hr.sc.edu/forms/acadapp.pdf>

- Application for temporary employment

<http://hr.sc.edu/forms/tempjob.pdf>

POST TERI & POST- RETIREMENT OFFER LETTER

Temporary Appointment

- http://hr.sc.edu/policies/Post-TERI_Temp_Offer.pdf
- This form is only for employees who retired from USC Upstate and comes back to work part-time.

IS-1 for Immigration

- To be completed by appointing department and the International office in Columbia. Please contact Jean Saunders-Blank at 803-777-4740.
- This has to be approved by the International office before being sent to Human Resources.
- <http://hr.sc.edu/forms/is1.pdf>