Category	Form Title	Form Code	Initial Date of Change	Type of Change	Description of Changes	Additional Change Requests		Additional Change Requests		Additional Change Requests		Additional Change Requests		Additional Change Requests		Additional Change Requests		Additional Change Requests	
						Date of Change	Reason for Change	Date of Change	Reason for Change	Date of Change	Reason for Change	Date of Change	Reason for Change	Date of Change	Reason for Change	Date of Change	Reason for Change	Date of Change	Reason for Change
Checklists																			
	Employment Checklist (FTE, Research Grant, Time-Limited, and Temporary Positions)		4/29/2013	Content Change	Under Required Pre-Employment Considerations, added a reminder about hiring a retiree from a PEBA retirement systems and the recent statutory changes (including the earnings limitation and waiting periods). Also included link to new Retirement Program Guidelines for Temporary Employees.	9/4/2013	Removed "Non-Faculty Only" from Offer of Temporary Employment section, due to PEBA changes (Retirement earnings limitation) May 2013	9/25/2013	Added Affordable Care Act Notice	4/9/2014	Revised to clarify the process for new hires into FTE positions versus internal reassignments and which form to use in each circumstance.	12/10/2014	Updated to include information regarding the primary duty of the position and FLSA requirements. Revised to support/comply with the implementation of the ACA.	3/17/2015	Changed background check wording to state that it is required for this position.	4/17/2015	Added section 5C for Rehire of Temporary Faculty (if employed in Spring 2015). Renamed section 5B from Rehire of Temporary Positions to Temporary Faculty/Temporary Staff.	10/19/2015	Removed section 5A- Extension of Temporary Positions.
	Employment Checklist (Post-TERI/Post-Retirement Positions)		4/29/2013	Combined Forms	Combined Post-TERI or Post-Retirement Employment Checklists for Temporary and FTE Appointments into one. Removed reference to Mission Critical Approval form and updated retirement information. Under Required Pre-Employment Considerations, added a reminder about hiring a retiree from a PEBA retirement systems and the recent statutory changes (including the earnings limitation and waiting periods). Also included link to new Retirement Program Guidelines for Temporary Employees.	9/25/2013	Added Affordable Care Act Notice	12/10/2014	Updated to include information regarding the primary duty of the position and FLSA requirements. Revised to support/comply with the implementation of the ACA.	3/17/2015	Changed background check wording to state that it is required for this position.								
	Special Contract Positions Checklist		9/27/2013	Content Change	Removed Mission Critical Approval Form requirement and added information on earnings limitation and Affordable Care Act Notice.	9/25/2013	Added Affordable Care Act Notice	3/17/2015	Changed background check wording to state that it is required for this position.										
	Dual Employment Checklist		9/27/2013	Combined Forms	Combined three checklists into one for Dual Employment and added information on earnings limitation and Affordable Care Act notice, where applicable.	9/25/2013	Added Affordable Care Act Notice	12/10/2014	Revised to support/comply with the implementation of the ACA.	6/15/2015	Revised Section 3 to show that we can accept applicable dual forms from other hiring agencies.	9/14/2015	Added link to Retirement Program Guidelines for Dual Employment.	5/25/2016	Retired the P-300 and CC-CL-020 forms and created a one-page Dual Form.				
Applications																			
	Application for Temporary Employment					3/2/2015	Changed criminal history question, added nepotism question and Post-Offer Invitation to Self-Identify.	4/13/2015	Removed field for social security number.										
	Academic Personal Information	API				3/2/2015	Changed criminal history question, added nepotism question and Post-Offer Invitation to Self-Identify.	4/13/2015	Removed field for social security number.	8/13/2015	Removed the question asking if you have been in government or military service and replaced it with a question asking if you have been discharged or forced to resign. Also added a field for the applicant's email address.								
Hiring																			
	Acknowledgement and Authorization for Background Check Request		6/18/2015	Discontinued Forms	This form was discontinued to comply with The Fair Credit Reporting Act (FCRA) which requires employers to provide applicants with a separate disclosure form and authorization form, prior to obtaining a background check.														
	Background Check Authorization		6/18/2015	New Form	This form was created to comply with The Fair Credit Reporting Act (FCRA) which requires employers to provide applicants with a separate disclosure form and authorization form, prior to obtaining a background check.														
	Background Check Disclosure		6/18/2015	New Form	This form was created to comply with The Fair Credit Reporting Act (FCRA) which requires employers to provide applicants with a separate disclosure form and authorization form, prior to obtaining a background check.														
	Department Request for Background Check		6/18/2015	Content Change	Revised to comply with The Fair Credit Reporting Act (FCRA) which requires employers to provide applicants with a separate disclosure form and authorization form, prior to obtaining a background check.	10/20/2015	Added a box for State Driver's License Verfication to accommodate the change in policy. The requirement for a Driver's Record Check has been elimintaed, except for those posistions which require the incumbent to have a valed driver's license.												
	Hiring Document for FTE Positions	PBP-1	4/29/2013	Content Change	Added Base Salary, Supplement, Hours per Appointment, Supervisor Name, Check Distribution number, Timecard Distribution number, and Affirmative Action Department number (ADept - for 4/yr or 2/yr campuses) to be completed by the Department.	5/20/2014	Changed Leave Base Date to Leave Accrual Date to be consistent with revised Leave policies	4/17/2015	Added field for working email address.										

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	Hiring Document for Non-FTE/Non-Student Positions	PBP-2	4/29/2013	Content Change	Created a drop down for Action to include the 4 position types and dual employment. Added Supervisor Name, Check Distribution number, Timecard Distribution number, Affirmative Action Department number (ADept), and the selection of Timecard, Turnaround, or Voucher to be completed by the Department. Added in the Description of Job Duties a request to include courses being taught as well as credit and contact hours.	9/16/2013	Modified existing form to include credit hour formula for Faculty and Non-FTE positions based on the 3.33 hours per 1 credit hour formula.	11/13/2013	Added automatic calculation of the hours per appointment for Faculty and Non-Faculty in the "Hrs Per Appt" field(s) based on the entry of dates in the "Appointment Dates" and "Through" fields.	12/10/2014	Revised to support/comply with the implementation of the ACA.	4/17/2015	Renamed "Non-Faculty" field to "Staff/Faculty Exceptions" and added a comment to describe the use for the field (staff and TFAC's approved for credit hour exceptions and labs). Added fields for working email address and department number.						
	Hiring Document for Summer Employment	PBP-2-S	4/29/2013	New Form	Developed new form and instructions to process summer compensation according to new summer schedule.	6/21/2013	Added 2 additional lines for ECOM and allowed use of any basis for all ECOM lines, Removed 2 Accounting Lines, Updated Instructions	10/3/2013	Added ability to do split funding in accounting section	10/28/2013	Added Principal Investigator Signature Block; Added 40% of Base Salary Block in HR Section; Updated Instructions for 2014	11/20/2013	Updated Session Dates for 2014 Summer Sessions.	4/17/2015	Adjusted some fields on the form to accommodate use for temporary faculty. Added a field on the form for working email address. Revised instructions to indicate that it can be used for Summer TFAC hires if the faculty member was employed the previous spring semester.				
	Offer of Temporary Employment		4/29/2013	Content Change	Expanded the retirement options available for selection by temporary employees and provided helpful information in the new Retirement Program Guidelines for Temporary Employees. The Expanded options include more detailed information regarding the statutory changes to the PEBA retirement systems (including earnings limitation and waiting period).	8/15/2014	Updated to include an indicator regarding the primary duty of the position and FLSA requirements.	12/10/2014	Updated to include information regarding the primary duty of the position and FLSA requirements. Revised to support/comply with the implementation of the ACA.	9/14/2015	Updated the Retirement Program Guidelines with new electronic enrollment instructions and inforamtion.								
	Post-TERI/Post-Retirement Offer Letter (FTE Appointment)		4/29/2013	Content Change	Revised language regarding grievance rights, and added reminder about recent statutory changes to PEBA retirement systems (including earnings limitation and waiting period).	11/20/2013	Remove information on terms of employment.	4/4/2014	Clarified that there must be at least one work day break (outside of TERI period) prior to coming back in an FTE capacity.	12/10/2014	Revised to support/comply with the implementation of the ACA.								
	Post-TERI/Post-Retirement Offer Letter (Temporary Appointment)		4/29/2013	Content Change	Revised language regarding grievance rights, and added reminder about recent statutory changes to PEBA retirement systems (including earnings limitation and waiting period).	11/20/2013	Remove information on terms of employment.	4/4/2014	Clarified that there must be at least one work day break (outside of TERI period) prior to coming back in an FTE capacity.	12/10/2014	Revised to support/comply with the implementation of the ACA.								
	RG/TL Employment Agreement		7/30/2014	Content Change	Updated to be consistent with new policy, to require more information on benefits offered to employee and to provide more detail on the retirement election.	12/10/2014	Revised to support/comply with the implementation of the ACA.	10/23/2015	Added fields for salary, pay basis and hours per week.	2/9/2016	Revised salary offered, pay basis, hours per week and benefits language to comply with ACA changes that became effitive 1/1/2016.								
	Request for RG Position		7/30/2014	Content Change	Updated to eliminate Time-limited positions since the State Budget Division requires specific forms for those positions.	2/19/2016	Revised to reflect the same benefits language that is included on the employment agreement form.												
Re-Hire																			
	Temporary Employment Application Update		4/29/2013	Format Conversion Only		12/10/2014	Revised to support/comply with the implementation of the ACA.	3/2/2015	Changed criminal history question and added nepotism question .										
	Rehire/Extension Document for Temporary Positions	PBP-2-TR	4/29/2013	Combined Forms	Under Retirement Election, provided two options for the temporary employees who are being rehired or extended - to change or continue with previous selection. If change is selected, a new Offer of Temporary Employment must be completed. Added Check Distribution Number, Timecard Distribution number, Affirmative Action Department (ADept) number, and the selection of Timecard, Turnaround, or Voucher to be completed by the Department.	9/16/2013	Modified existing form to include credit hour formula for Faculty and Non-FTE positions based on the 3.33 hours per 1 credit hour formula.	5/21/2013	Made USC-ID field larger by moving Name field over to allow SSN to be written in beside USC-ID	11/13/2013	Added automatic calculation of the hours per appointment for Faculty and Non-Faculty in the "Hrs Per Appt" field(s) based on the entry of dates in the "Appointment Dates" and "Through" fields.	4/17/2015	Renamed "Non-Faculty" field to "Staff/Faculty Exceptions" and added a comment to describe the use for the field (staff and TFAC's approved for credit hour exceptions and labs).	9/14/2015	Added insurance to Retirement Election section.		

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	Rehire/Extension Document for Post-TERI/Post-Retirement Temporary Positions	PBP-2-PT-R	4/29/2013	Combined Forms	Revised language regarding grievance rights, and added reminder about recent statutory changes to PEBA retirement systems (including earnings limitation and waiting period). Added Check Distribution Number, Timecard Distribution number, Affirmative Action Department (ADept) number, and the selection of Timecard, Turnaround, or Voucher to be completed by the Department.	9/16/2013	Modified existing form to include credit hour formula for Faculty and Non-FTE positions based on the 3.33 hours per 1 credit hour formula.	11/13/2013	Added automatic calculation of the hours per appointment for Faculty and Non-Faculty in the "Hrs Per Appt" field(s) based on the entry of dates in the "Appointment Dates" and "Through" fields.	11/20/2013	Remove information on terms of employment.								
Actions/Pay																			
	Request for Human Resources Action	HR 27	4/29/2013	Content Change	Removed actions no longer processed on this form, added Hours per Week, Requested Base Salary, Supplement, Total Compensation to be completed by the Department, and created Accounting section.														
	Employee Information Update Sheet	PBP-16	4/29/2013	Content Change	Removed Change in SSN, added Change in FLSA status option, clarified county of residence, and added Institution to education information.														
	Miscellaneous HR Action Form for Non-Students	PBP-4/5	4/29/2013	Content Change	Added multiple actions to the drop down selection and removed those no longer processed on this form. Replaced Adm Sal Adj or Long Amt with Supplement. Added section for change in rank, voting status, and tenure information to be completed by Department.	12/10/2014	Revised to support/comply with the implementation of the ACA.	10/17/2016	Removed Journal Entry from selection.										
	Authorization for Supervisory Updates		4/29/2013	Content Change	Removed outdated request for notification of Supervisor of TFACs, Temporary staff, or Student employees.														
	Request for Bonus Payment		4/29/2013	Content Change	Added option to Source of Funds to be consistent with current policy. Reorganized signatures and clarified HR approval process.	4/25/2014	To allow departments to request a bonus for an employee outside of their department and to add appropriate approval signatures for the requesting department and the primary employing department.	10/17/2016	Moved the VP HR/VP's Designee signature line under "HR Use Only"										
	Pay for Performance - Classified Staff		4/29/2013	Content Change	Updated to be consistent with current policy requirements. Added Last EPMS Review Date, Date Last PFP Awarded, Supplement, and Current and Recommended Total Salary to be completed by the Department.	10/18/2013	Added Band Max Field and updated terminology												
	Pay for Performance - Unclassified Administrators		4/29/2013	Content Change	Updated to be consistent with current policy requirements. Added Date Last PFP Awarded, Supplement, and Current and Proposed Total Salary to be completed by the Department.	8/7/2014	Updated to clarify the requirements regarding using PFP for retention.												
	Pay for Performance - Faculty		4/29/2013	Content Change	Updated to be consistent with current policy requirements. Added Date Last PFP Awarded, Supplement, Current and Proposed Total Salary, Current and Proposed 9 Month Conversion Salary to be completed by the Department.	8/7/2014	Updated to clarify the requirements regarding using PFP for retention.												
	Additional Compensation Request for Research Grant/Time-Limited Positions		4/29/2013	Content Change	Renamed form to introduce the concept of multiple assignment and added current hourly rate for Home Department to complete.	12/10/2014	Revised to support/comply with the implementation of the ACA.												
	Dual Employment Request Form	CC-CL-020	4/29/2013	Content Change	Added Pay Basis, Actual Base Salary, Supplement, Total Salary, and Annualized Base Salary to be completed by the Employing (Home) Agency.	12/10/2014	Revised to support/comply with the implementation of the ACA.	5/25/2016	Retired the P-300 and CC-CL-020 forms and created a one-page Dual Form.										
	Internal Approval of Dual Employment	P-300	5/25/2016	Retired Form	Retired the P-300 and CC-CL-020 forms and created a one-page Dual Form.														
	Dual Employment Request Form	DUAL	5/25/2016	Created New Document	Retired the P-300 and CC-CL-020 forms and created a one-page Dual Form.														
	Request for Leave Without Pay/Return from Leave Without Pay	PBP-7-LWOP	4/29/2013	Content Change	Removed Separation information.	9/16/2014	Updated to include more information on insurance coverage/benefits in the employee and supervisor signature statements.												
	Notice of Separation	PBP-7-SEP	4/29/2013	Content Change	Removed LWOP information, added question about foreign national, and added request for forwarding address for tax purposes.														
	Universal Name/Address Change Form		4/29/2013	Fix broken field	Corrected work phone number to allow entry of the full work phone number / 5/28/13 / Changed form after using the form and it did not work properly	8/25/2014	Updated to be consistent with the SC PEBA form in regards to requiring a Social Security card for a name change												

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	Leave Donation Request	P71	3/22/2016		Added language to indicate temporary, research grant and time-limited employees are not eligible to donate to or receive leave from the leave pool.	7/14/2016	Converted to new format and added fields to designate a leave recipient.												
	Request for Leave Transfer	P72	3/22/2016		Added language to indicate temporary, research grant and time-limited employees are not eligible to donate to or receive leave from the leave pool.														
ISFS																			
	Guidelines by Which ISFS Operates		4/29/2013	New Document	Requested by Lorraine Aunn via email on 6/27/13 to Megan Joyner and Jennifer Lauer to add this new guideline document to the "Hosting or Hiring an International Faculty Member or Researcher?" link on the ISFS website														
	Checklist for International Support on Hosting or Hiring Internationals Since 9/11		4/29/2013	Content Change	Updated document on ISFS website for highlighted content change indicated in Lorraine Aunn's email to Megan Joyner and Jennifer Lauer, dated 6/27/13														
	IS-4 Honorarium Attestation Form for Int'ls		4/29/2013	New Document															
	IS-5 Travel Attestation Form for Reimbursement to Intl's		4/29/2013	New Document															
Tuition Asst.																			
	Tuition Assistance Application for FTE Faculty/Staff or ROTC Faculty		9/27/2013	Content Change	Updated form to reflect new procedures for Tuition Assistance/Reimbursement pursuant to policy change.	4/23/2014	Addition of Dept. Number for ease of administering.	10/17/2016	Added a second line for course approval; Included in the instructions that applicant will only be notified if the tuition assistance was not approved.										
	Tuition Reimbursement Application for Research Grant and Time Limited Employees		9/27/2013	Content Change	Updated form to reflect new procedures for Tuition Assistance/Reimbursement pursuant to policy change.	4/23/2014	Addition of Dept. Number for ease of administering.	10/17/2016	Added a second line for course approval; Included in the instructions that applicant will only be notified if the tuition assistance was not approved.										
Professional Development																			
	Request to Establish Employee Recognition Program		4/21/2014	New Document	New form to allow Columbia campus departments to request an Employee Recognition Program														