# PeopleAdmin Quick Reference Guide

## New Hire and Rehire – Greater Than 1 Year Checklist/Matrix

**A new hire is a candidate who has never worked for USC.**

**A rehire – greater than 1 year** is a candidate who previously worked for USC but has had a break in service in excess of or equal to 1 year.

If the candidate was a student employee in the past, this does not count as having worked for USC for this purpose.

Complete Application in PeopleAdmin (with Required Attachments Listed)

Complete Hiring Proposal in PeopleAdmin (with Required Attachments Listed)

Complete Onboarding in PeopleAdmin¹ (with Checklists to Assign Listed)

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Faculty FTE Positions</th>
<th>Staff FTE Positions (Classified &amp; Unclassified)</th>
<th>Faculty Research Grant/Time-Limited (RGP/TL) Positions</th>
<th>Staff Research Grant/Time-Limited (RGP/TL) Positions</th>
<th>Adjunct Faculty Positions</th>
<th>Temporary Staff Positions</th>
<th>External Dual</th>
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<tbody>
<tr>
<td>Required Attachments</td>
<td>• Curriculum Vitae&lt;br&gt; • If requested through posting – a minimum of 3 signed recommendation letters on letterhead</td>
<td>No additional required attachments, unless desired</td>
<td>• Signed Offer/Acceptance Letter&lt;br&gt; • Attestation of Hiring Process Form</td>
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<td>No additional required attachments, unless desired</td>
<td>• ACA Calculation Worksheet&lt;br&gt; • Signed Offer/Acceptance letter</td>
<td>• Dual Employment Request Form</td>
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<tr>
<td>Checklist/Matrix</td>
<td>• Critical New Hire Tasks&lt;br&gt; • Faculty FTE New Hire Tasks&lt;br&gt; • Campus New Hire Tasks&lt;br&gt; • New Supervisor, if applicable</td>
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<td>• Critical New Hire Tasks&lt;br&gt; • RGP/TL New Hire Tasks&lt;br&gt; • Insurance Benefits, if eligible&lt;br&gt; • Campus New Hire Tasks&lt;br&gt; • New Supervisor, if applicable</td>
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<td>• Critical New Hire Tasks&lt;br&gt; • Adjunct Faculty New Hire Tasks&lt;br&gt; • Insurance Benefits, if eligible&lt;br&gt; • Campus New Hire Tasks&lt;br&gt; • New Supervisor, if applicable</td>
<td>• Critical New Hire Tasks&lt;br&gt; • Temporary Staff New Hire Tasks&lt;br&gt; • Insurance Benefits, if eligible&lt;br&gt; • Campus New Hire Tasks&lt;br&gt; • New Supervisor, if applicable</td>
<td>• Critical New Hire Tasks&lt;br&gt; • Retirement</td>
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</tbody>
</table>

¹ For non-U.S. citizen hires at USC Columbia, ISFS will assign the onboarding checklists. Specifics for each checklist are noted in the [Onboarding Checklists Matrix](#).

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