



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 PeopleAdmin <sup>1</sup> (with Checklists to Assign Listed)
<b>Faculty FTE Positions</b>	<ul style="list-style-type: none"> <li>Curriculum Vitae</li> <li>If requested through posting – a minimum of 3 signed recommendation letters on letterhead</li> </ul>	<ul style="list-style-type: none"> <li>Signed Offer/Acceptance Letter</li> <li>Attestation of Hiring Process Form</li> <li>If provided from an outside source – a minimum of 3 signed recommendation letters on letterhead</li> <li>If hiring at rank of professor - approval letter from the Provost</li> <li>If hiring with tenure or professor, tenure-track – approval letter from the President and the Board of Trustees (BOT)</li> </ul>	<ul style="list-style-type: none"> <li>Critical New Hire Tasks</li> <li>Faculty FTE New Hire Tasks</li> <li>Campus New Hire Tasks</li> <li>New Supervisor, <i>if applicable</i></li> </ul>
<b>Staff FTE Positions (Classified &amp; Unclassified)</b>	No additional required attachments, unless desired	<ul style="list-style-type: none"> <li>Hire Above Minimum (HAM) Approval, <i>if applicable</i></li> <li>Signed Offer/Acceptance Letter</li> <li>Attestation of Hiring Process Form</li> </ul>	<ul style="list-style-type: none"> <li>Critical New Hire Tasks</li> <li>Staff FTE New Hire Tasks</li> <li>Campus New Hire Tasks</li> <li>New Supervisor, <i>if applicable</i></li> </ul>
<b>Faculty Research Grant/Time-Limited (RGP/TL) Positions</b>	<ul style="list-style-type: none"> <li>Curriculum Vitae</li> <li>If requested through posting – a minimum of 3 signed recommendation letters on letterhead</li> </ul>	<ul style="list-style-type: none"> <li>Signed Offer/Acceptance Letter</li> <li>Attestation of Hiring Process Form</li> <li>If provided from outside source – a minimum of 3 signed recommendation letters on letterhead</li> </ul>	<ul style="list-style-type: none"> <li>Critical New Hire Tasks</li> <li>RGP/TL New Hire Tasks</li> <li>Insurance Benefits, <i>if eligible</i></li> <li>Campus New Hire Tasks</li> <li>New Supervisor, <i>if applicable</i></li> </ul>
<b>Staff Research Grant/Time-Limited (RGP/TL) Positions</b>	No additional required attachments, unless desired	<ul style="list-style-type: none"> <li>Hire Above Minimum (HAM) Approval, <i>if applicable</i></li> <li>Signed Offer/Acceptance Letter</li> <li>Attestation of Hiring Process Form</li> </ul>	<ul style="list-style-type: none"> <li>Critical New Hire Tasks</li> <li>RGP/TL New Hire Tasks</li> <li>Insurance Benefits, <i>if eligible</i></li> <li>Campus New Hire Tasks</li> <li>New Supervisor, <i>if applicable</i></li> </ul>
<b>Adjunct Faculty Positions</b>	No additional required attachments, unless desired	<ul style="list-style-type: none"> <li>ACA Calculation Worksheet</li> <li>Signed Offer/Acceptance letter</li> </ul>	<ul style="list-style-type: none"> <li>Critical New Hire Tasks</li> <li>Adjunct Faculty New Hire Tasks</li> <li>Insurance Benefits, <i>if eligible</i></li> <li>Campus New Hire Tasks</li> <li>New Supervisor, <i>if applicable</i></li> </ul>
<b>Temporary Staff Positions</b>	No additional required attachments, unless desired	<ul style="list-style-type: none"> <li>ACA Calculation Worksheet</li> <li>Signed Offer/Acceptance Letter</li> <li>If special contract position – Special Employment Contract</li> </ul>	<ul style="list-style-type: none"> <li>Critical New Hire Tasks</li> <li>Temporary Staff New Hire Tasks</li> <li>Insurance Benefits, <i>if eligible</i></li> <li>Campus New Hire Tasks</li> <li>New Supervisor, <i>if applicable</i></li> </ul>
<b>External Dual</b>	No additional required attachments, unless desired	<ul style="list-style-type: none"> <li>Dual Employment Request Form</li> </ul>	<ul style="list-style-type: none"> <li>Critical New Hire Tasks</li> <li>Retirement</li> </ul>

<sup>1</sup> 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](#).