# PeopleAdmin Quick Reference Guide

## Rehire – Less Than 1 Year & Other Actions Checklist/Matrix

A rehire - less than 1 year is a candidate who previously worked at USC but has had a break in service of less than 1 year. This includes the typical rehire of adjunct faculty or temporary staff. Other actions include promotion, demotion and reassignment. If the candidate was a student employee in the past, this does not count as having worked for USC for this purpose.

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Complete Application in PeopleAdmin (with Required Attachments Listed)</th>
<th>Complete Hiring Proposal in PeopleAdmin (with Required Attachments Listed)</th>
<th>Complete Onboarding in PeopleAdmin</th>
</tr>
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</table>
| Faculty FTE Positions | • Curriculum Vitae  
• If requested through posting – a minimum of 3 signed recommendation letters on letterhead | • Signed Offer/Acceptance Letter  
• Attestation of Hiring Process Form  
• If provided from an outside source – a minimum of 3 signed recommendation letters on letterhead  
• If hiring at rank of professor – approval letter from the Provost  
• If hiring with tenure or professor, tenure-track, - approval letter from the President and the Board of Trustees (BOT) | • Assigned by HR Operations or OIS |
| Staff FTE Positions (Classified & Unclassified) | No additional required attachments, unless desired | • Hire Above Minimum (HAM) Approval, if applicable  
• Signed Offer/Acceptance letter  
• Attestation of Hiring Process Form | • Assigned by HR Operations |
| Faculty Research Grant/Time-Limited (RGP/TL) Positions | • Curriculum Vitae  
• If requested through posting – a minimum of 3 signed recommendation letters on letterhead | • Signed Offer/Acceptance Letter  
• Attestation of Hiring Process Form | • Assigned by HR Operations or OIS |
| Staff Research Grant/Time-Limited (RGP/TL) Positions | No additional required attachments, unless desired | • Hire Above Minimum (HAM) Approval, if applicable  
• Signed Offer/Acceptance Letter  
• Attestation of Hiring Process Form | • Assigned by HR Operations or OIS |
| Adjunct Faculty Positions | No additional required attachments, unless desired | • ACA Calculation Worksheet  
• Signed Offer/Acceptance Letter | • Assigned by HR Operations or OIS  
• Benefits to monitor for insurance/retirement and assign as appropriate |
| Temporary Staff Positions | No additional required attachments, unless desired | • ACA Calculation Worksheet  
• Signed Offer/Acceptance Letter  
• If special contract position – Special Employment Contract | • Assigned by HR Operations or OIS  
• Benefits to monitor for insurance/retirement and assign as appropriate |
| External Dual | No additional required attachments, unless desired | • Dual Employment Request Form | • Retirement assigned by HR Operations |