



Internal Dual Hiring

Step-by-step Guide to Hiring Internal Duals

(from *within* of the College of Arts and Sciences)

1. Complete an [Internal Dual Request](#) and email it to your [assigned HR Contact](#).
2. Once approved, your assigned HR Contact will reply to your original email with the approved request attached.
*Please be sure to take note of any comments at the bottom of the form.
3. Complete the [Internal Dual Appointment Letter](#) based on the approved request and have the employee sign.
4. As the requesting unit, initiate the additional assignment action in HCM PeopleSoft, attaching the signed letter.
*At this time you may want to take note as to who is included as an *Approver* in each of the workflow steps.
5. Send an email to your assigned HR Contact to approve as the *Requesting College/Division*, asking for them to reply once they have done so.
6. Once you receive confirmation that the College has approved, send an email to the employee's home department HR Contact to have the Chair/Director approve as the *Home Department Approver*, asking for them to reply once they have done so.
*If you are not able to obtain the contact from checking the HCM workflow, you may need to search the University website to find the HR contact in their home department.
7. Once you receive confirmation that the Chair/Director has approved, send another email to your assigned HR Contact to approve as *Home College/Division*, which is the final approver before transitioning to HR or Provost (faculty).

Step-by-step Guide to Hiring Internal Duals

(from *outside* of the College of Arts and Sciences)

1. Complete an [Internal Dual Request](#) and email it to your [assigned HR Contact](#).
2. Once approved, your HR Contact will reply to your original email with the approved request attached.
*Please be sure to take note of any comments at the bottom of the form.
3. Complete the [Internal Dual Appointment Letter](#) based on the approved request and have the employee sign.
4. As the requesting unit, initiate the additional assignment action in HCM PeopleSoft, attaching the signed letter.
*Since the employee's primary position is outside of the College, take note of who is included in the HCM workflow as the 3rd and 4th approvers (*Home Department* and *Home College/Division*). You can also find their home dept. info by searching the UofSC website.
5. Send an email to your assigned HR Contact to approve as the *Requesting College/Division*, asking for them to reply once they have done so.
6. Once you receive confirmation that the College has approved, send an email to the employee's home department HR Contact to have the Chair/Director approve as the *Home Department Approver*. Request that they have their College approve the action next as the *Home College/Division*, which is the final approver before transitioning to HR or Provost.