



USC BEAUFORT
CLASSIFIED STAFF OR RESEARCH GRANT EMPLOYEE (RGP)
EMPLOYMENT REQUEST FORM

Initiated By:

Phone:

Email:

Staff Employee Object Codes
51200 - Classified Staff
51322 - Time Limited (RGP) Staff

All Staff positions must be advertised for a minimum of seven (7) days. All positions are posted through USCJobs.sc.edu. To discuss additional posting placement contact USCB HR.

CHECK ONE:

- New Position (Attach Position Description) Replacement for
Position never filled before Existing Position filled with new employee

Current Position Description Accurate: Yes No (If No, attach updated position description)

Anticipated Hire Date: to End (End date only applies to RGP position)

Anticipated Salary Range: No. of Hours per week:

Job Title: Job Class: Slot:

Brief Job Description:

Suggested Posting period (7 day minimum) plus additional days

ACCOUNTS: Department: Fund: Object Code: %:
Department: Fund: Object Code: %:

SUPERVISOR INFORMATION (Class and Slot information can be found on your employment screen on VIP)

Name: USCID: Class: Slot:

REQUIRED SIGNATURES (Signatures must be obtained in order listed below)

Department Head Date

Unit Vice Chancellor (Chancellor, EVCAA, VC, Athletic Director, CIO) Date

Budget Date

Human Resources Date

Approved Budget Authorization Form required BEFORE position can be filled.