Print Form

RESET

USC BEAUFORT
PERSONNEL INFORMATION FORM (PIF)

Initiated By: _____ **Phone:** _____ **Email:** _____

NO EMPLOYEE MAY BE OFFERED A POSITION PRIOR TO HR APPROVAL
NO EMPLOYEE MAY BEGIN WORK PRIOR TO COMPLETION OF THE I-9 FORM
FORM MUST BE FILLED OUT COMPLETELY

(No Employment offer will be approved by HR prior to receipt of Applicant Review Forms)

☐ New Hire ☐ Reappointment ☐ Dual ☐ Temporary ☐ Grant

Last Name: _____ First Name: _____ MI: _____

Job Title: _____ Requested Salary / Hourly Rate:_____

Requested Effective Date: _____ Class: _____ Slot: _____ Band: _____

ACCOUNTS: **Department:** _____ **Fund:** _____ **Object Code:** _____ **% or Amount:** _____

Department: _____ **Fund:** _____ **Object Code:** _____ **% or Amount:** _____

JUSTIFICATION:

New Position/Replacement _____ (N/R) Replacement For: _____

Part-time/Fulltime: P (P/F) Permanent/Temporary P (P/T) Basis: _____ Hours Week: ___

Home Department & No: _____ Campus Phone: _____

Job Location: _____ Room Number: _____

Appointment Dates: From: _____ Through: _____

Date Started Tenure Track: _____ Date Received Tenure: _____

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

_____ _____
Grants Administrator (Required is Source of Funds is a Grant) Date

_____ _____
Budget Date

PRINT

Human Resources Use Only
PIN # _____
Class _____ Slot _____

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Revised 9/2013