



University of South Carolina Aiken

REQUEST FOR POSITION (FORM 12)

<p>CHECK ONE:</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Reappointment</p> <p><input type="checkbox"/> Replacement</p> <p><input type="checkbox"/> Dual/Extra Compensation</p>	<p>CHECK ONE:</p> <p><input type="checkbox"/> Classified (Attach PD if new)</p> <p><input type="checkbox"/> Unclassified (Attach A1)</p> <p><input type="checkbox"/> Temporary</p>
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Date: _____

From: _____

To: Human Resources Office

Position Title/Description:

Does this position require a Background Check? Yes No

Person to be hired (if known): _____

Rate of Pay (and Expected Total Earnings): _____

Dates of Employment: _____

Accounting Information: _____

Department

Fund

Class

Approvals: _____ Department Chair/School Head

_____ Vice/Assistant Chancellor

_____ Budget Officer

_____ Chancellor

THIS FORM IS TO BE USED PRIOR TO COMMITMENT OF ANY FUNDS FOR PERSONNEL SERVICES, I.E. ANY PAYROLL EXPENDITURES. THIS APPLIES TO TEMPORARY HIRES AND PERMANENT HIRES, DUAL EMPLOYMENT, OR EXTRA COMPENSATION.