



University of South Carolina Aiken

REQUEST FOR POSITION (FORM 12)

<p>CHECK ONE:</p> <p>New Reappointment Replacement <i>Prior Employee:</i></p> <p>_____</p> <p>Dual/Extra Compensation</p>	<p>CHECK ONE:</p> <p>Classified (Attach PD if new) Unclassified (Attach A1) Temporary</p> <p>Pay Basis:</p> <p>9 Months 11 Months 10.5 Months 12 Months</p>	<p>HQ'T GRANTS ONLY</p> <p>List the Following Information:</p> <p>Lead PI: Award Type: Proposal Number:</p> <p>BUDGET OFFICE ONLY</p> <p>Salary Expected: _____</p> <p>Estimated Fringe: _____</p> <p>Total Amount: _____</p>
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To: **Human Resources Office**

From: _____ Date: _____

Position Title/Description: _____

Does this position require a Background Check? Yes No

Person to be hired (if known): _____

Salary Expected, Not Including Fringe: \$ _____

Dates of Employment: _____ to _____ Hours Per Week Working: _____

Does this require additional Funding: Yes, Amount: _____ No *Note: If response is "No" the action will be covered by requestor's budget*

PeopleSoft Accounting Information

OPERATING UNIT	AK000	BUSINESS UNIT
DEPARTMENT		PROJECT
FUND		ACTIVITY
CLASS		
ACCOUNT		

<p>Approvals: _____</p> <p style="text-align: center;">Signature Date</p> <p>_____</p> <p style="text-align: center;">Signature Date</p> <p>_____</p> <p style="text-align: center;">Signature Date</p> <p>_____</p> <p style="text-align: center;">Signature Date</p> <p>_____</p> <p style="text-align: center;">Signature Date</p>	<p>Department Chair/School Head</p> <p>Vice/Assistant Chancellor</p> <p>Budget Officer</p> <p>Grant Accountant</p> <p>Chancellor</p>
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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.