



# University of South Carolina Aiken

## REQUEST FOR POSITION (FORM 12)

<p><b>CHECK ONE:</b></p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Reappointment</p> <p><input type="checkbox"/> Replacement</p> <p style="margin-left: 20px;"><i>Prior Employee:</i></p> <p>_____</p> <p><input type="checkbox"/> Dual/Extra Compensation</p>	<p><b>CHECK ONE:</b></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> <p><b>Pay Basis:</b></p> <p><input type="checkbox"/> 9 Months      <input type="checkbox"/> 11 Months</p> <p><input type="checkbox"/> 10.5 Months      <input type="checkbox"/> 12 Months</p>	<p><b>FOR GRANTS ONLY</b> _____</p> <p>List the Following Information:</p> <p>Lead PI: _____</p> <p>Award Type: _____</p> <p>Proposal Number: _____</p> <p><b>BUDGET OFFICE ONLY</b></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	NONE
DEPARTMENT		PROJECT	
FUND		ACTIVITY	
CLASS			
ACCOUNT			

**Approvals:**

Signature	Date	<b>Department Chair/School Head</b>
Signature	Date	<b>Vice/Assistant Chancellor</b>
Signature	Date	<b>Budget Director</b>
Signature	Date	<b>Chief Financial Officer</b>
Signature	Date	<b>Grant Accountant (if applicable)</b>
Signature	Date	<b>Chancellor</b>

**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.**