



Non-FTE Position Request

Date: _____ Unit Name: _____ Unit HR Contact: _____

Requested Dates of Appointment: _____ to _____

Position Type

Please note, positions marked with an asterisk (*) below require a Position Description (PD).

Research Grant Position (RGP)* [Requested Salary: \$_____ Hours Week: _____]

New Position

Reappointment _____
EMPLOYEE NAME

Fill Vacant Position _____
PD modification required INCUMBENT NAME POSITION NUMBER

Time-Limited (TL)* [Requested Salary: \$_____ Hours Week: _____]

New Position

Reappointment _____
EMPLOYEE NAME

Fill Vacant Position _____
PD modification required INCUMBENT NAME POSITION NUMBER

Renewal of Existing Time-Limited Position _____
POSITION NUMBER

Temporary Salary* [Requested Salary: \$_____ Hours Week: _____]

New Position

Rehire Current Employee _____
EMPLOYEE NAME

Fill Vacant Position _____
PD modification required INCUMBENT NAME POSITION NUMBER

Temporary Hourly (no PD required)

New Position

Rehire Current Employee _____
EMPLOYEE NAME

Requested Hourly Rate: \$_____ Hours per Week: _____ Total Expected Earnings: \$_____

Title of Position:	Direct Supervisor:
Detailed Justification for Position:	
Source of Funding (full chart-string required):	
Job Summary:	
Position Qualifications (minimum degree; knowledge; skills; experience):	

For College HR Office Only

Date Unit Notified: _____

APPROVED

DENIED

APPROVED WITH MODIFICATIONS

Approved Effective Dates of Employment: _____

Comments:

COLLEGE OF ARTS AND SCIENCES

Non-FTE Position Request

This **Non-FTE Position Request** form should be used for the following position types:

Research Grant Position (RGP):

- Non-FTE position established to support research activities.
- **Paid from Grant Funds**
- Exempt/Non-Exempt (as determined by FLSA guidelines) – Salary **only**
- Position description **required**
- Job advertisement on USC Jobs website - **must be posted for a minimum of 5 business days.**
- Continuous employment/**no** mandatory two (2) weeks break-in-service is required
- Can allow AL/SL depending on grant

Time-Limited (TL):

- Non-FTE position established to perform work directly associated with a time-limited project.
- **Paid from A or E funds**
- Exempt/Non-Exempt (as determined by FLSA guidelines) – Salary **only**
- Position description **required**
- Job advertisement on USC Jobs website - **must be posted for a minimum of 5 business days.**
- Continuous employment/**no** mandatory two (2) weeks break-in-service is required
- Can allow AL/SL
- **Please note: TL positions must also be approved by State OHR (will require additional documentation)**

Temporary Salary:

- Non-FTE position
- **Can be paid from grant or state funds**
- Exempt status **only**
- Position description **required**
- **No** job advertisement on USC Jobs website is required
- Employee required to take the mandatory 15-day break-in-service after twelve (12) months of continuous employment
- No AL/SL allowed

Temporary Hourly:

- Non-FTE position
- **Can be paid from grant or state funds**
- Non-Exempt status only - **employee submits weekly timesheets in iTAMS**
- Position description **not required**
- **No** job advertisement on USC Jobs website is required
- Employee required to take the mandatory 15-day break-in-service after twelve (12) months of continuous employment
- No AL/SL allowed

Reappointment vs. Rehire

- ❖ **Reappointment:** With College approval, RGP/TL employees can be reappointed into their positions by extending the end-date of the position. This action is performed on the job change form in HCM PeopleSoft.
Required attachment: *RGP/TL Reappointment Letter*
- ❖ **Rehire:** With College approval, temporary employees can be rehired into temporary positions after taking their mandatory 15-day break (after 12 continuous months of employment). They are required to be fully rehired in PeopleAdmin.

Please submit the completed request form to your assigned College HR team contact's email address.