

Name _____ Social Security Number _____
Last, First, Middle Last 4 Digits

CLASSIFICATION

☐ Administrative Staff/Exempt ☐ Staff/Non-Exempt (Hourly) ☐ Graduate Assistant (Stipend)

Job Title _____ Department _____

☐ New Position ☐ Replacement – last held by _____
Name

NATURE OF ACTION

☐ New Hire ☐ Change in Pay ☐ Retirement Date _____ (Last Day Worked)
☐ Rehire ☐ Change in Title ☐ Termination Date _____ (Last Day Worked)
☐ Transfer ☐ Other - Explain _____ (Last Day Worked)
Eligible for Rehire ☐ Yes ☐ No

Comments _____

EMPLOYMENT STATUS

☐ Full-time ☐ Part-time ☐ Temporary

Benefit Eligible ☐ Yes ☐ No

Hours per week _____ Weeks per year _____

Months per year _____ Paid over _____
(Specify January – December) (# of months)

Graduate Assistant (Policy details on Panthernet)

☐ Full Tuition Waiver
☐ Partial Tuition Waiver \$ _____
☐ Housing Waiver
☐ Meals Waiver

Cell Phone (Policy details on Panthernet)

☐ Executive Team
☐ Emergency Responders
☐ Employees who spend equal to or more than ¼ time on the road
☐ Coaches who recruit
☐ Graduate Assistant Coaches who recruit

Beginning Date _____ Ending Date _____

Recommended Salary \$ _____ ☐ annual ☐ per hour

Account Number _____

Payroll Instructions _____

PERSONNEL CHANGES

Current

New

Department	_____	_____	
Job Title	_____	_____	
Employment Status	_____	_____	
Salary	_____	_____	% Change
Employment Period	_____	_____	
Account Number	_____	_____	
Other	_____	_____	

Recommended by Manager/Supervisor/Athletic Director	Signature	Date
Approved by Cabinet Member	_____	_____
Approved by Vice President for Finance/CFO	_____	_____
Approved by President	_____	_____

CUPA/HR Job Match Number/Position _____
CUPA/HR Salary Range (minimum-median-maximum) _____

NEW HIRE CHECKLIST (Supervisor/Hiring Manager to coordinate each step)

- ☐ Follow the Hiring Process Checklist – Non-teaching Employees
- ☐ Complete the PAF with all appropriate signatures; include the Hiring Process Checklist, job description, application and resume. Forward to Human Resources
- ☐ Extend verbal offer of the position to the candidate, communicate applicant's acceptance/refusal, and request the offer letter be sent from Human Resources
- ☐ Make appointment with Human Resources to complete new hire paperwork
- ☐ Request e-mail account, computer passwords, voice mail access through the new employee form at <http://helpdesk.greenville.edu/content/view/224/551/>
- ☐ Employees must confirm possession of a valid driver's license and complete the driving application/test with the Marston Business Office before driving a college vehicle
- ☐ Contact Campus Safety and Security to arrange for the employee I.D. Card, Parking Pass and Emergency Notification set-up
- ☐ Request and pick up keys from Facilities at the Kelsey Building
- ☐ Order Business Cards (?)

EMPLOYEE CHECK OUT LIST (Employee with Supervisor/Hiring Manager coordination)

- ☐ Provide a Letter of Resignation to Supervisor and forward to Human Resources
- ☐ Complete the Exit Interview Questionnaire provided by Human Resources
- ☐ Provide and confirm the last day of work in the office to Human Resources
(Employees may not extend their last day with the use of paid time off)
- ☐ Confirm all vacation time is recorded in the online timekeeping system
- ☐ Provide Human Resources with a change of address and phone number
- ☐ Turn in outstanding travel/cash advance to Accounts Payable
- ☐ Turn in keys, employee I.D. Card and Parking Pass to Supervisor or Human Resources
(These items must be returned to the issuing office)
- ☐ Turn in any books to the Library. (HR - Check with Library for any charges or amounts owed)
- ☐ Human Resources check with the dining commons for any charges
- ☐ Human Resources – cancel e-mail account, computer passwords, voice mail access, and building access

CLASSIFICATION

All current positions are classified by the Fair Labor Standards Act (FLSA) as exempt or non-exempt as applicable.

- **Administrative Staff/Exempt** employees are required to keep records of sick, personal and vacation days or other allowable absences via the online timekeeping system. Overtime is not applicable.
- **Staff/Non-Exempt** employees are required to keep a record of hours worked by day and by week. It is expected that each employee will maintain their hours on a daily basis and submit this information each pay period via the online timekeeping system. Overtime must be authorized by the supervisor, and will be paid at one and one-half times the regular rate for hours worked over 40 hours per week.
- **Graduate Assistants (GAs)** are students, not employees of the college. Please refer to the Graduate Assistant Terms and Policies updated December 6, 2011.

EMPLOYMENT STATUS

- **Full-time** employees work at least 35 hours per week during the academic year. They are eligible for benefits according to the terms and conditions of the various benefit programs.
- **Part-time** employees work less than 35 hours per week. Part-time employees are eligible for benefits when they work at least 1000 hours during a 12-month period.
- **Temporary** employees work jobs of limited duration, up to six months and up to 37.5 hours per week, related to special projects, abnormal work loads, emergencies, and other non-permanent situations. Temporary employees do not qualify for employee benefits, including pay for holidays that may occur during their work.
- **Retired** employees must have at least twenty (20) years equivalent full-time service at Greenville College or must be at least 60 years of age and have at least 10 years equivalent full-time service at Greenville College.