



University of South Carolina
HR Contact Resources
Summer Compensation 2025
TFAC Summer Compensation Instructions

Temporary Faculty (TFACs) who taught in the Spring 2025 semester should be hired for summer 2025 on the paper form. The form is only to be used for TFAC hires. ***TFAC employees are only eligible to be hired for summer instruction.***

1. You must download the Summer Instruction (PBP2S) form as a PDF and then open in Adobe. *Opening the form in an internet browser limits the form's built-in functionality.*
2. This form is only to be used for TFACs who taught in Spring 2025 and will teach in Summer 2025. If the faculty did not teach in Spring 2025, the hire must be completed as a PeopleAdmin Quickhire.
3. TFACs are not eligible for summer ECOM/Research earnings.
4. This form is used for HIRE and CHANGE. *You must first select the applicable Action (by clicking the radial button at the top of the page) in order for the form to populate the specific fields required for that action type.
5. Separation actions are submitted directly in HCM via the Status Change eForm as normal. This is to end a summer appointment before the expected end-date listed at time of hire.
6. Ensure accounting information is completed **AND** type the combination code (combo code) in the Comments section.
7. All TFAC hires are paid on a lag.
8. TFACs, like FTE faculty, require an offer letter attached to the form. Summer hire forms submitted without an offer letter will be returned for edits which may delay the employee's compensation. Two offer letter templates are provided for temporary employee summer hires: 1) a standard rehire offer, and 2) a retiree rehire offer letter.
9. Completed summer hire forms with signed offer letters must be scanned and emailed to saladmin@mailbox.sc.edu.
10. DO NOT email summer hire documents to individuals in HR Operations unless specifically requested by someone in HR Operations.