

- Use the most current template when creating Offer Letters. Grant Funded offer letters must have an end date.
- Approved candidate review packets are required for all changes in position unless a signed waiver has been received from DEO. Lateral position transfers do not require a candidate review packet.
- FTE changes require prior approval from Classification & Compensation and may also require additional documentation. FTE changes are made in *Careers@USF*. Contact your Employment Center Representative in your Service Center for assistance and to review the changes. Employee must be counseled on the possible effects that an FTE change may have on their benefits.
- Special Pay Increase (SPI) requests must include an Appointment Status Form (ASF), the SPI form and any accompanying documentation. The SPI must be reviewed and approved by Classification & Compensation before it can be processed by your Service Center.
- Leaves of Absence must include a copy of the supporting approved paperwork along with the ASF.
- All reappointments or extensions for Acting, Provisional or Visiting appointments must be approved by HR Recruiting prior to the ASF and new Offer Letter being completed.
- Non-reappointments must include appropriate documentation attached to the ASF.
- It is very important that all Administration employees have the correct Faculty Administrative Code. For questions, review the *Faculty Administrative Code Chart* (see FIND IT) or contact your HR Service Consultant in your Service Center.