



Return this form to:

Office of Talent Acquisition
Division of Human Resources
1600 Hampton Street, Suite 117
Email: HRFloat@mailbox.sc.edu
Phone: (803) 777-3821

Request for Floater Assistance

Department/Unit Information

Requesting Department:	
Physical Address:	
Contact Person:	
Telephone Extension:	
Contact Email:	

Billing Information

Department Number: _____ Fund Number: _____

Reason for Request

Position Vacancy Annual Leave Increased Workload/Project
Sick Leave Maternity Leave Other (explain): _____

Assignment Details:

Level of Position:

- Entry Level- performs routine administrative support or clerical duties (i.e. Administrative Specialist)
- Intermediate- performs administrative support or clerical duties with a moderate level of individual or customer accountability (i.e. Administrative Assistant)
- Advanced- performs a variety of complex administrative support or technical support duties (i.e. Administrative Coordinator)
- Custom- performs duties that are non-administrative (i.e. IT Services Specialist, Postal Courier)

Period of time needed: (*Time Period can be extended if requested*)



Desired Start Date:	Anticipated End Date:
Work Schedule:	
Dress Code:	

Permanent Position Posted: Yes No

Detailed Job Description: *(Include job duties, equipment used, physical and mental demands, and lifting requirements):* If this request is due to a position vacancy, please attach the position description located in the PeopleAdmin system in lieu of completing this section.

Qualifications/Skills Required:

Approvals

Department Head:

Printed Name

Date

Signature: _____

OFFICE OF TA USE ONLY

Extension Date: _____

Floater Assigned: _____

Filled Date: _____

Access: _____

If vacant position was floater hired: Yes No