

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Method of Compensation	Section: III
	Subject: A
SUBJECT: New Hire Compensation	Effective: 01/01/06
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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**NEW HIRE COMPENSATION**

The hiring department will transmit, (through appropriate administrative channels and the Budget Office) to the Office of Human Resource Management the Personnel Action Request ([Form P-4](#)) upon selection of a new employee. The approved [Form P-4](#), together with the Employee's Withholding Allowance Certificate (U.S. Form W-4), appropriate retirement forms executed by the employee and other supporting documents will constitute authorization for salary payment to the new employee.