

**PROCEDURE NUMBER:** FINA 6.00 Procedure

**SECTION:** Administration and Finance

**SUBJECT:** Employee Payroll

**DATE:** July 1, 2025

**REVISION:**

**Procedure for:** All Campuses

**Authorized by:** Mandy Kibler

**Issued by:** Administration and Finance – Controller’s Office

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## Procedure

The University Administration and Finance Division, Controller’s Office, will ensure compliance with University Policy FINA 6.00 and the established chart of accounts. This procedure is applicable to campuses, units, and departments. The purpose of this procedure is to provide details and references regarding certain payroll matters.

### A. Employment Abroad

University Policy FINA 6.00 states, “Any international appointment, which encompasses any employee working abroad, requires special approval from the University Controller and should be time limited in nature.” Below is the required procedure:

1. Departments must complete the **Request for Employment Outside of United States** Form and submit it to the Payroll Team at [payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu). It must be signed by the Dean or an individual with Dean-level authority (e.g., Director for support units). Refer to the last page of this procedure for the required form.
2. The Payroll Team will complete an initial review of the form for completeness and then forward it to the University Controller for final review. Approval is not guaranteed.
3. If approved by the University Controller, the Payroll Team will forward the signed form back to the department to upload with the respective hire form. If denied, the Payroll Team will also communicate this information to the department.
4. The Payroll Team will document approved international appointments within its internal records and adjust tax withholding accordingly, as applicable.

**History of Revisions:**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
July 1, 2025	New Procedure



# Request for Employment Outside of United States

Note: This form must be completed and signed by the Dean or Dean level authority and submitted to the Controller's Office for approval.

Employee ID (USC ID)	
First Name	
Last Name	
Position Title	
U.S. Citizen?	
Tenure/Tenure-Track Faculty	
FTE, Temporary, or Student Position?	
Dept./College/Division	
Position Begin	
Position End	
Department Contact	
Country Working From	
(Expected) Exit Date from US	
Expected Date of Return	
Confirm Employee has a US Bank Acct	

Please list all work duties that will be performed while overseas in detail:

Please give a brief explanation on reason for work outside US and why an exception should be made for this employee:

*By signing below I understand that there are inherent risks involved with employees working outside of the United States and I will accept these on behalf of my College. I understand that if the employee does not return by the requested date it is understood this employee may need to be terminated or placed on leave without pay.*

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Request Accepted by Associate Vice President for Finance and Controller:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_