

How to initiate an undergraduate student hire in HCM:

This job aid outlines how to initiate an undergraduate student hire.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

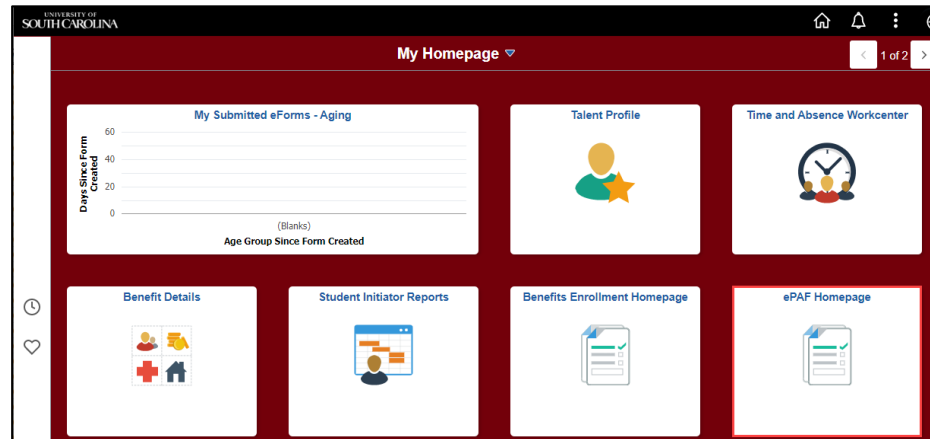
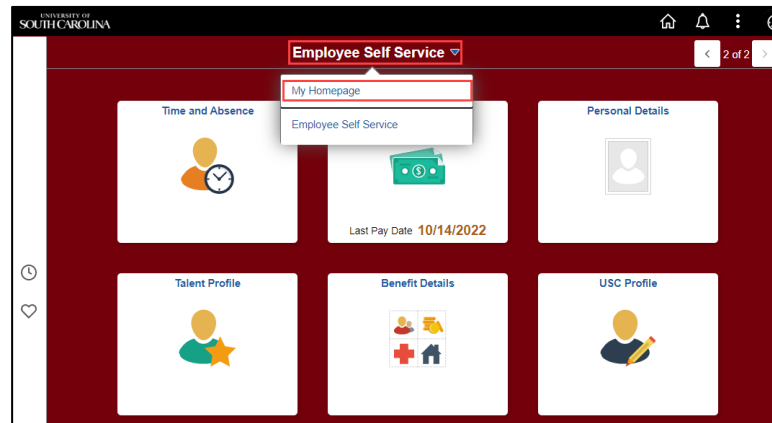
Information

Those with Student Hire Representative Initiator access can take this action on all students enrolled on their campus.

Initiating an undergraduate student hire: In order to initiate a hire for an undergraduate student, take the following steps:

1. Click the **Employee Self-Service** drop-down menu button.
2. Click the **My Homepage** option in the drop-down.
3. Click the **ePAF Homepage** tile.

Screenshots

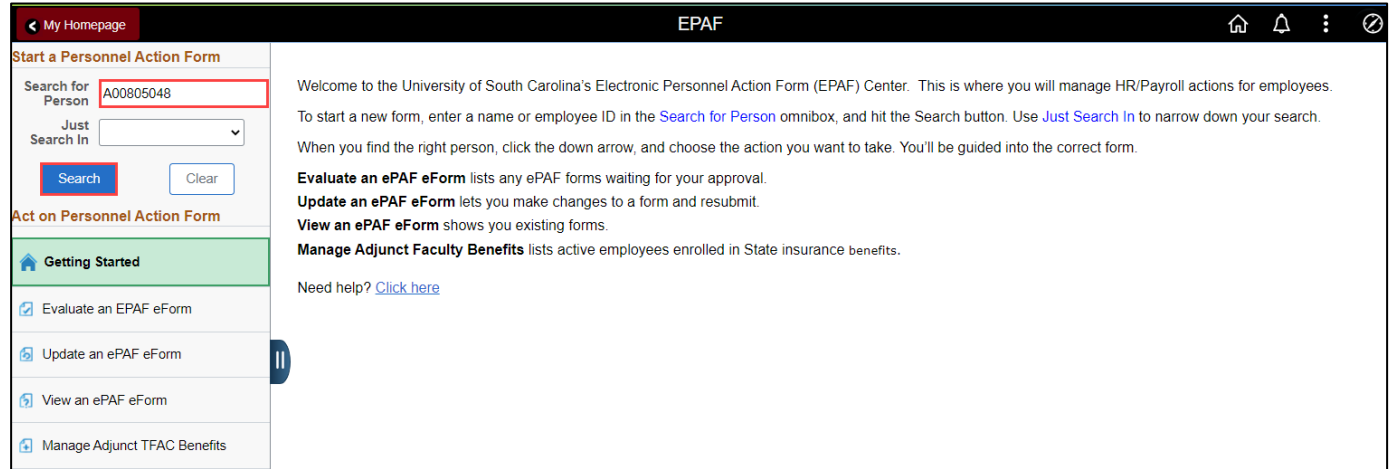


University of South Carolina HCM HR Contact Resources Student Actions: Undergraduate Student Hire

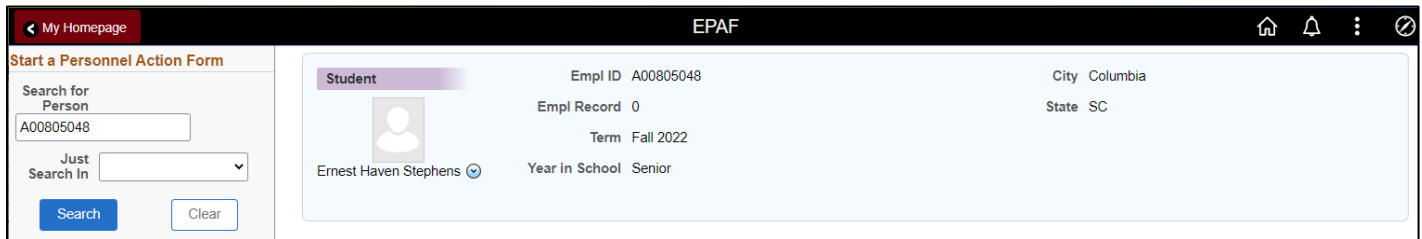
On the ePAF homepage enter the student's full name (as displayed in Banner) or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. If the student has more than one active hire numerous search cards will appear. To initiate a new hire, it does not matter which search card you select. Click the **Related Actions Menu** button.

The security for students is tied to the campus on which they are enrolled in classes. Any authorized Student Hire Representative with security access to a department on that campus has the ability to initiate a Student Hire eForm for the student. However, if the Student Hire Representative's security access is for a department on the Columbia campus but the student is enrolled at USC Aiken, the individual will not be able to initiate the eForm. In these scenarios complete and submit the paper student hire request to your assigned Service Team in central HR.



The screenshot shows the EPAF homepage. On the left, there is a search section titled "Start a Personnel Action Form" with a "Search for Person" field containing "A00805048" and a "Search" button. Below this is a "Just Search In" dropdown menu and a "Clear" button. Underneath is another section titled "Act on Personnel Action Form" with a "Getting Started" header and a list of actions: "Evaluate an ePAF eForm", "Update an ePAF eForm", "View an ePAF eForm", and "Manage Adjunct TFAC Benefits". On the right, there is a welcome message and instructions on how to use the system, including links for "Just Search In" and "Click here".



The screenshot shows the EPAF search results page. On the left, the search section is identical to the previous screenshot. On the right, a student profile card is displayed for "Ernest Haven Stephens". The card includes a "Student" header, a profile picture placeholder, and the following information: Empl ID: A00805048, City: Columbia, Empl Record: 0, State: SC, Term: Fall 2022, and Year in School: Senior.

**University of South Carolina
HCM HR Contact Resources
Student Actions: Undergraduate Student Hire**

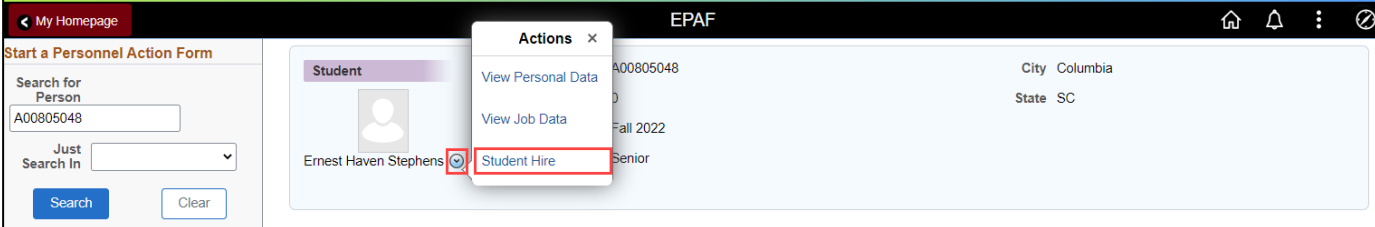
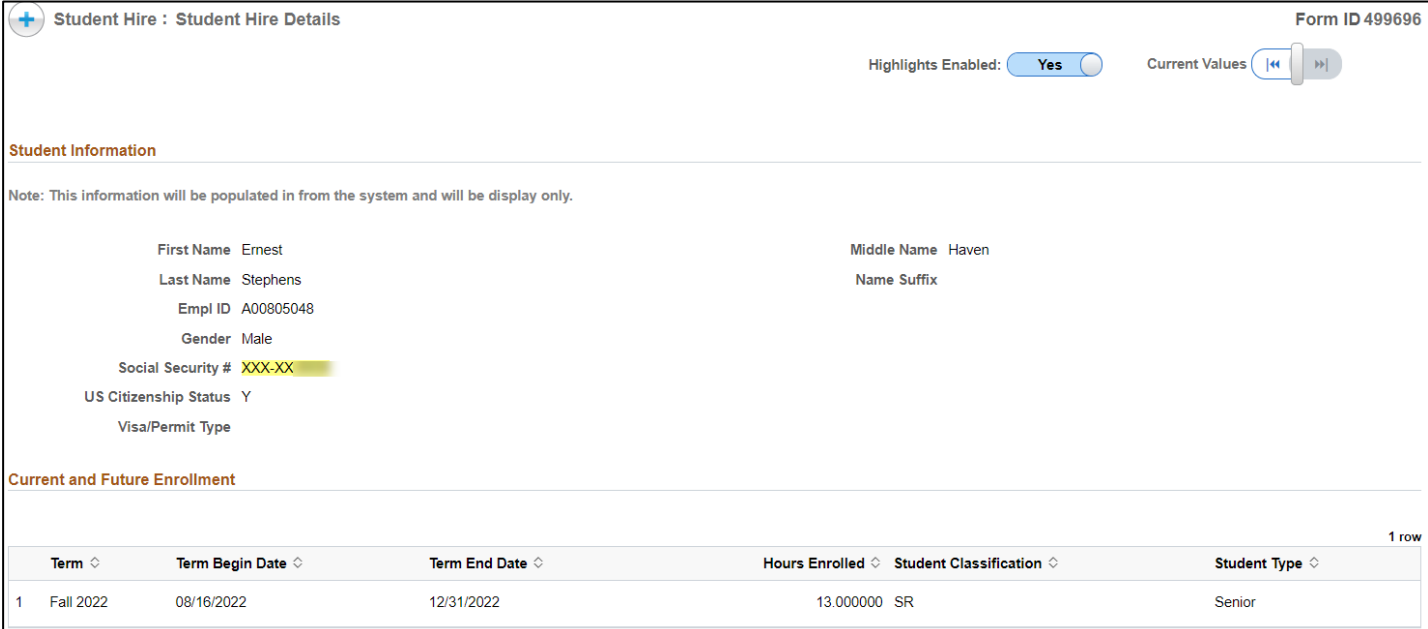
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Student Hire eForm** is used to hire current students in a student employment capacity.

From the Related Actions Menu, select the **Student Hire** option.

Note: The **Student Hire eForm** will display the student's enrollment data as of the date the eForm is initiated (the data is based on a set point in time and does not update once initiated).

- **Undergrad students** must be enrolled in 6 credit hours during the fall/spring semesters. No enrollment requirement for the summer.

Student Information

Note: This information will be populated in from the system and will be display only.

First Name	Ernest	Middle Name	Haven
Last Name	Stephens	Name Suffix	
Empl ID	A00805048		
Gender	Male		
Social Security #	XXX-XX		
US Citizenship Status	Y		
Visa/Permit Type			

Current and Future Enrollment

Term	Term Begin Date	Term End Date	Hours Enrolled	Student Classification	Student Type
1	Fall 2022	08/16/2022	12/31/2022	13.000000 SR	Senior

**University of South Carolina
HCM HR Contact Resources
Student Actions: Undergraduate Student Hire**

Note: The **Student Hire eForm** also displays the student's other active jobs (if applicable) as of the date the eForm is initiated (the data is based on a set point in time and does not update once initiated). If no other active jobs the section does not appear on the eForm.

- **Undergraduate students** are recommended to work no more than 20 hours per week during the academic year. However, they must not work over 40 hours per week across all active on-campus appointments.
- **International students** cannot work more than 20 hours per week during the academic year while classes are in session. They may work over 20 hours per week during official university breaks or during the summer if they intend to enroll for the subsequent semester.

Other Active Jobs					
Empl Record	Department	Description	Standard Hours	Start Date	End Date
1	0 600301	ACADEMIC SUPPORT SERVICES	8.00	09/07/2022	04/24/2023

1 row



**University of South Carolina
HCM HR Contact Resources
Student Actions: Undergraduate Student Hire**


Completing the Student Hire eForm:

1. Enter the **Job Begin Date**.
2. Enter the **Job End Date**.
3. Click the **Job Code** lookup button (magnifying glass icon) to select the appropriate job code for this student hire.


Note: FLSA and employee type automatically populate based on the Job Code selection and cannot be edited.

Hire Information


*Job Begin Date  *Job End Date 

*Job Code 

Internal Title



*Campus 

Lookup

Cancel 

Search for: Job Code

▼ Search Results

  15 rows

Value	Description
SFNG	Grad Work Study-Sum NonEnroll
SFNU	Ugrad Work Study-Sum NonEnroll
SFWG	Grad Work Study with Asstship
SFWR	Undergraduate Work Study
SGAA	Graduate Athletics Assistant
SGIA	Graduate Instructional Asst
SGNA	Graduate Student - No Asstship
SGRA	Graduate Research Assistant
SGRH	Graduate Residence Assistant
SGST	Graduate Staff Assistant
SGTA	Graduate Teaching Assistant
SUEA	Undergraduate Assistant
SURA	Undergraduate Research Asst
SURH	Undergraduate Residence Asst

**University of South Carolina
HCM HR Contact Resources
Student Actions: Undergraduate Student Hire**

4. Enter an **Internal Title** for the student, if applicable. This step is primarily important for hourly students as that is what they see displayed in their timesheet selector.

If you do not enter an **Internal Title**, you must acknowledge the Action Item prior to submission of the eForm.

5. Enter the **Department** number (the name will populate to the right of the field).
6. Enter the **Location** code of the building (the name will populate to the right of the field).
7. Enter the **Supervisor's USC ID** (the name will populate to the right of the field).
8. Enter the **Tax Location Code**.
9. Enter the **Salary or Hourly Rate** for the hire.

If you enter an hourly rate more than \$25.00 or a salary more than \$4,000, you will receive a pop-up warning message that the amount is higher than expected for a student employee. If the amount is accurate, simply click OK on the warning.

10. Enter the **Standard Hours** (hours per week).

Hire Information

*Job Begin Date	12/01/2022	*Job End Date	05/07/2023
*Job Code	SUEA Undergraduate Assistant	Internal Title	Office Assistant
*Campus	SCCOL	*Location	173 Swearingen Engineering Center
*Department	155101 CEC Chemical Engineering	FLSA Status	Nonexempt
*Supervisor ID	S19452074 Ravi Narayanaswamy		
*Tax Location Code	SC South Carolina		
Employee Type	Hourly Employees		
*Hourly Rate	15.000000		
*Full/Part Time	Part-Time		
*Standard Hours	12.00		

Action Items

Acknowledgement	
2	<input type="radio"/> No WARNING: The internal title field was left blank. Internal title appears in the timesheet and helps students, who have multiple jobs and record working hours, identify which job to record working time. If this was missed, please enter an internal title. If the job doesn't have an internal title, click 'Yes' and proceed with submitting the student hire form.

**University of South Carolina
HCM HR Contact Resources
Student Actions: Undergraduate Student Hire**

11. Click the **Select Chartstring** button to enter the funding for this hire.
12. In the **Select Chartstring** search fields enter information for your department funding.

Account Funding

Amount	Percent of Distribution	Select Chartstring	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1	0.000000	0.000000											+	-

Funding Distribution Total

Percent Total 0.00

Student Account codes:

- 51400 – all non-workstudy students
- 51422 – all workstudy students

13. Click the **Search** button and select the appropriate **Combination Code** link from the search results.

Select Chartstring

Combination Code

Operating Unit	Department	Fund Code	Account	Class Field	Business Unit
<input type="text"/>	<input type="text" value="155101"/>	<input type="text"/>	<input type="text" value="51400"/>	<input type="text"/>	<input type="text"/>
Project/Grant	Activity ID	Cost Share			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

Combination Code	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
A00000018271	CL040	155101	A0001	51400	101				
A00000018272	CL040	155101	A0001	51400	103				
A00000056033	CL040	155101	D2000	51400	502	USCSA	S0000539	1	
A00000068915	CL040	155101	K0127	51400	301				

14. If this is the only source of funding for the hire enter **100** in the **Percent of Distribution** field. If another funding source is needed enter the Percent of Distribution associated with this chartstring and then click the **Plus +** button to add another row of funding (following steps 11-14).

Account Funding

Amount	Percent of Distribution	Select Chartstring	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1	15.000000	100.000000	CL040	155101	A0001	51400	101					A00000018271	+	-

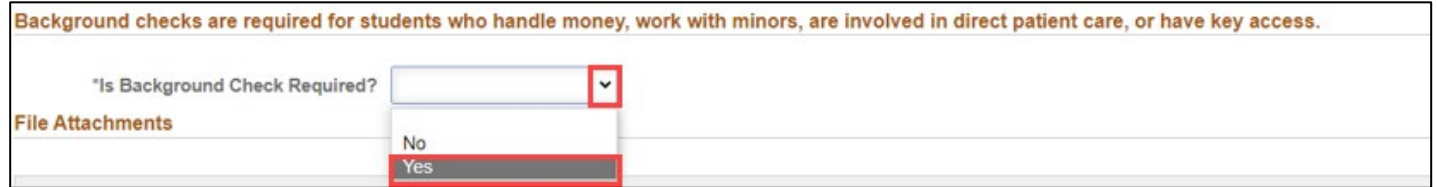
Funding Distribution Total

Percent Total 100.00

15. Click the **Is Background Check Required?** drop-down menu button and select **Yes** or **No**.

Most students do not require a background screening unless they fall into certain categories such as:

- Handling money
- Working with minors
- Involved with direct patient care
- Have key access



Background checks are required for students who handle money, work with minors, are involved in direct patient care, or have key access.

*Is Background Check Required?

File Attachments

No

Yes

I-9 completion is a federal requirement for all employment types. Employees should have only one valid I-9 on file. To confirm if an individual has a valid I-9 on file, reach out to your assigned Service Team. Duplicate cases may result in fines from the Federal Government which will be passed to the department responsible for the duplication.

- **Future Dated Hire** – The hire is future dated, and the I-9 will be completed at time of hire.
- **I-9 Verified as Current** – The I-9 is completed and current, meaning the student has not had more than a 1-year gap in employment with USC.
- **New Case Created** – First time hire or the individual has had more than a 1-year gap in employment with USC.

16. Click the **Select Student I-9 Status** drop-down menu button and select the applicable status.

I9 VERIFICATION

As a Student Hire Representative, you are required to validate a student's eligibility to work in the US before they can start working.

[Click here](#) to verify the student's eligibility to work in the University's I9 Verification system.

- **Select Student I-9 Status**
 - [Future Dated Hire](#)
 - The hire is future dated and I-9 will be verified at time of hire.
 - [I9 Verified as Current](#)
 - The I-9 case is valid as long as the student employee is continuously employed by UofSC or has not had a gap in employment of 1 year or more. Contact your Service Team to verify I-9 status of a student who has worked outside of your assigned area.
 - [New Case Created](#)
 - If the student employee is a first time hire or has been separated for 1 year or more, you must initiate a new I-9 Advantage case and verify the employee's documents.
 - NOTE: There should only be one current I-9 Advantage case on file for each employee, duplication of cases may result in fines from the Federal Government which will be passed to the department responsible for the duplication.

*Select Student I-9 Status

Future Dated Hire


I9 Verified as Current

New Case Created

The only time an attachment is required for an undergraduate student hire is if the student is international. In these scenarios, the **Payroll International Tax Form** will automatically appear as required.

Offer letters are not a required attachment. At time of final approval, the student will receive an automated confirmation email detailing the specifics of this work assignment.

17. If hiring an international student, click the **Upload** button and follow the onscreen prompts to attach the **Payroll International Tax Form** from your desktop.

File Attachments					
Attachment Required	Action	Description	Instructions	File Name	Delete
1 	Upload	Payroll International Tax Form	Payroll requires a new/updated Foreign National Tax Information form with each student hire. Have you verified the signature date on this form matches the employment dates of this hire?		Delete

Depending on the type of student and hire situation there are three **Acknowledgements** you may see when hiring an undergraduate student.

- **Background screening** requirement. This acknowledgement appears when you select Yes to the background screening question earlier in the eForm.
- **Seniors** cannot work beyond their graduation date. This acknowledgement auto populates when the student hired is a registered senior.
- **Internal title** field blank. This acknowledgement appears when the internal title field is blank. This field is important for hourly students as it appears on their timesheet.

18. Click the Yes/No toggle button to **Yes** on all acknowledgements.

19. Review your work on the eForm. Once you've confirmed the data click the **Submit** button. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for this action.

File Attachments 1 row

Status	Action	Description	File Name	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

Action Items 2 rows

Acknowledgement

1	<input checked="" type="checkbox"/> Yes	I acknowledge that a background check is required for students handling money, working with minors, involved in direct patient care, or have key access. I have initiated a background check if required or verified the student has an existing background check on file that is not more than 3 years old.
2	<input checked="" type="checkbox"/> Yes	WARNING: This student is a senior and cannot be employed beyond their graduation date. Please check to make sure the expected end date does not extend past the graduation date. If the expected end date does not exceed the student's graduation date, please click 'Yes.' If expected end date exceeds student's graduation date, please adjust the expected end date to end before graduation date.
3	<input checked="" type="checkbox"/> Yes	WARNING: The internal title field was left blank. Internal title appears in the timesheet and helps students, who have multiple jobs and record working hours, identify which job to record working time. If this was missed, please enter an internal title. If the job doesn't have an internal title, click 'Yes' and proceed with submitting the student hire form.

Comments

Student Hire : Finalized Form ID 499696

Completed

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

Transaction / Signature Log 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 11/07/2022 1:06:16PM	Initiated	RAVILALI	Lalitha Ravi	Submit	

Action Item Log 2 rows

Acknowledgement	Description	User	Time Stamp
1 Yes	I acknowledge that a background check is required for students handling money, working with minors, involved in direct patient care, or have key access. I have initiated a background check if required or verified the student has an existing background check on file that is not more than 3 years old.	RAVILALI	11/07/22 1:00:42.000000PM
2 Yes	WARNING: This student is a senior and cannot be employed beyond their graduation date. Please check to make sure the expected end date does not extend past the graduation date. If the expected end date does not exceed the student's graduation date, please click 'Yes.' If expected end date exceeds student's graduation date, please adjust the expected end date to end before graduation date.	RAVILALI	11/07/22 1:00:43.000000PM

20. The Approval Route shows the workflow steps for the specific action you submitted. All student action eForms route to the Student Campus Approver. Depending on the action, the action may route to Financial Aid or Grant Approver before executing in the system.

The Division of HR is not in the workflow for approval of an undergraduate student hire, so it is vital to ensure eForm accuracy prior to submission.

21. Upon review of the workflow, click the **Done** button.

Once the eForm is approved by the last approver in the workflow, the eForm will execute into the system. At time of final approval, the student will receive an automated confirmation email detailing the specifics of this work assignment.

Students being hired for the first time (new hires) will receive a consolidated email that addresses both onboarding and hire confirmation.

You have successfully initiated an **Undergraduate Student Hire!**

Cancel
You have successfully acted on your eForm.
Done

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=499696
Pending

Basic Path

⌚
Pending

Multiple Approvers

Student Campus Appr by Dept >