MEMORANDUM

TO: Student Hire Contacts

FROM: Division of Human Resources

DATE: March 4, 2019

RE: Student Employment Transitioning to HR April 1 and I9 Advantage Webinar on March 18

Student employment will transition to the Division of Human Resources from the Payroll Office effective April 1, 2019. As we prepare for go-live, we would like to remind those who hire students of the following:

- Students will be hired through PeopleSoft using the Student Hire e-form effective April 1, 2019.

- All students will be required to complete an ACA Acknowledgement of Receipt when hired in PeopleSoft. The completed ACA Acknowledgement of Receipt should be uploaded in the Student Hire e-form at the time of hire.

- Students will use I9 Advantage to complete a Form I-9 electronically. All students are expected to complete a Form I-9 in I9 Advantage. Students who have previously completed a paper I-9 will be required to complete an electronic Form I-9 in I9 Advantage the next time the student is hired.

- The Division of Human Resources requires student hire representatives who complete the Form I-9 to be trained as an authorized preparer and complete the E-Verify Tutorial and E-Verify Test before access is granted to I9 Advantage.

- Employees who complete Form I-9s and E-Verify for students who are not authorized users in I9 Advantage must provide the signed Form I-9 Authorized
Representative Agreement, E-Verify General User Agreement, Access/Removal Request to Human Resource Systems and the E-Verify results to HR Operations and Services before access will be granted.

- The Division of Human Resources will host an I9 Advantage webinar on March 18th from 2 – 4 p.m. All faculty and staff responsible for completing I-9 and E-Verify for student hires are encouraged to participate in the webinar. To participate in this webinar, please register online.

- The Division of Human Resources has developed a UofSC Student Change Request form for changes to a student employee’s supervisor, hours, pay, or location code. It will also be used to separate students earlier than their original expected end date. The Student Change Request form is for BOTH undergraduate and graduate students. The completed form must be sent to Human Resources Operations and Services. Effective dates should be future dated and not retroactive. A matrix of student job codes and types of pay has been developed to assist with changes.

- Should student employees stop working in their student position earlier than their original expected end date, the student must be separated. The Student Change Request form must be completed and sent to HR Operations and Services.

- For international students hires, the International Tax Information Form will be required at time of submission. Initiators will assist the student with completion of the form. The form will workflow to the International Payroll Office. Once the hire is approved, International Student Services will receive notification. Any questions about the International Tax Information Form should be directed to Jacob Kiehl in Payroll at 803-777-4819.

Deborah Richardson is the Student Employment Coordinator for the Division of Human Resources. For student employment questions, please email Deborah at RICHA562@mailbox.sc.edu. Project related information is available at sc.edu/hrpayrollproject. For HR memos and tips to prepare for the transition, please visit the HR Toolbox.