How to access the Student Hire Workcenter in HCM:
This job aid outlines how to access and navigate the Student Hire Workcenter within HCM.

**Navigation:** Employee Self Service > My Homepage > Student Hire Workcenter

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those with Student Hire Representative Initiator access can access the Workcenter.</td>
<td></td>
</tr>
<tr>
<td>The Student Hire Workcenter is your one-stop shop for tools, resources, announcements, and reports needed to successfully perform your role as a Student Hire Representative!</td>
<td><img src="screenshot1.png" alt="" /></td>
</tr>
<tr>
<td>Navigating to the Student Hire Workcenter:</td>
<td><img src="screenshot2.png" alt="" /></td>
</tr>
<tr>
<td>1. Click the Employee Self-Service drop-down menu button.</td>
<td></td>
</tr>
<tr>
<td>2. Click the My Homepage option in the drop-down.</td>
<td></td>
</tr>
<tr>
<td>3. Click the Student Hire Workcenter tile.</td>
<td></td>
</tr>
</tbody>
</table>

*Information about queries (reports) begins on page 5.*
On the Student Hire Workcenter homepage, you will find timely reminders and/or updates from the Division of HR under the Student Hire Rep News section.

Welcome to the Student Hire Workcenter!

The Workcenter is your one-stop shop for tools, resources, announcements, and reports needed to successfully perform your role as Student Hire Representative!

Important Reminders:

• Upcoming HR Action Deadlines – The June and July 2024 deadlines as well as corresponding system lockout begin date are listed below. Please ensure separations are submitted timely to avoid overpayment. If you have late actions, be sure to alert your Service Team as early as possible.

<table>
<thead>
<tr>
<th>Pay Period Ending</th>
<th>Deadline to Have Actions to HR by NOON</th>
<th>Payroll Lockdown Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/15/2024</td>
<td>Thursday, May 29, 2024</td>
<td>Thursday, June 6th at 5pm</td>
</tr>
<tr>
<td>6/22/2024</td>
<td>Friday, June 7, 2024</td>
<td>Thursday, June 20 at 5pm</td>
</tr>
<tr>
<td>7/15/2024</td>
<td>Thursday, June 20, 2024</td>
<td>Friday, July 5 at 5pm</td>
</tr>
<tr>
<td>7/19/2024</td>
<td>Thursday, July 3, 2024</td>
<td>Tuesday, July 24 at 5pm</td>
</tr>
</tbody>
</table>

• Update to Attachment Instructions for International Tax Form on Student Hire eForm – The HR and Payroll teams are working together on some improvements/additional information related to international student employment. The International Tax Form description on the Student Hire eForm has been updated to read: “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? Please include copies of the student hire’s visa, passport, and other supporting immigration documents that are applicable on the Foreign National Tax Form.” Please ensure when submitting hires for international students that the international tax form is accurate and up-to-date.
Also housed on the Workcenter homepage are three interactive tiles. You can filter the data presented by changing the defaulted values, you can also change the default bar chart view to display a line, pie, or horizontal bar chart.

- **On Time Student Hires** – Refer to page 10 of this job aid for detailed information about on time student hires.

- **On Time Student Separations** – Refer to page 11 of this job aid for detailed information about on time student separations.

- **My Student Forms** – Refer to page 8 of this job aid for detailed information about student forms.
The **Links** section is your lifeline for all Student Hire Representative resources.

**Information/Updates** (opens within current internet browser window)
- **USC Student Hire Rep News & Updates** – This is where you can read the current news and updates provided by the Division of HR.
- **Hiring a Student** – This takes you to the Student Employment webpage titled *Hiring a Student* which contains vital information and resources related to student employment.

**Job Aids** – These open the PDF job aids for initiation of each student action (i.e. hires, job changes and status changes). These will open in a new internet browser window.

**Onboarding** – This opens the PDF job aid for new student onboarding in a new internet browser window.
The **Queries** section contains seven queries (reports) with pertinent data for your student employees. All reports can be downloaded in an Excel Spreadsheet so you can filter/sort as applicable for your needs.

**Active Student Jobs with Enrollment Data** – This report pulls all active student employees within your assigned security (the department(s) for which you are authorized to hire students). This also includes their current enrollment data from Banner.

**Roster of Inactive Students** – This report pulls all student employees that are no longer actively employed but have historical employment within your assigned security (the department(s) for which you are authorized to hire students).

**Status of Student Forms** – This report shows an overview of all student eForms (Hire, Job Change, and Status Change) that a specific initiator has created.

**Status of Onboarding** – This report shows the onboarding completion status for new student employees hired within your assigned security (the department(s) for which you are authorized to hire students).

**On Time Hire Details and On Time Separation Details** – These two reports provide the details associated with the two bar charts on the home page of the Workcenter.

**Future Hires** – This report shows future dated appointments for student employees hired within your assigned security (the department(s) for which you are authorized to hire students).
The Roster of Active Students with Enrollment shows all active student employees within your assigned security (the department(s) for which you are authorized to hire students).

There are no search parameters for this report. The data populates upon clicking Roster of Active Students from the My Reports menu on the lefthand menu.

This report shows key employment data including:

- Current enrollment data (Banner feeds data into HCM through a nightly interface)
- EMPL record (employee record)
- Job Code and Job Code Title
- Internal Title
- Supervisor ID and Name
- Hire date and expected end date
- Compensation type (salary or hourly)
- Standard hours per week
- Salary
The **Roster of Inactive Students** shows all student employees that are no longer actively employed but have historical employment within your assigned security (the department(s) for which you are authorized to hire students).

This report offers the search criteria of student EMPLID (USC ID) if you want to search for all prior employment of one individual, or you can leave this field blank to pull all inactive student employment records.

This report shows key employment data including:

- EMPL record (employee record)
- Job Code and Job Code Title
- Internal Title
- Supervisor ID and Name
- Last hire date and last day worked
- Compensation type (salary or hourly)
- Standard hours per week
- Salary or hourly rate

<table>
<thead>
<tr>
<th>Row</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>EMPLID</th>
<th>Campus</th>
<th>Operating Unit</th>
<th>Dept ID</th>
<th>Dept Descr</th>
<th>Job Code</th>
<th>Job Code Title</th>
<th>Internal Title</th>
<th>Supervisor Name</th>
<th>Last Hire Date</th>
<th>Last Day Worked</th>
<th>Expected Job End Date</th>
<th>Salient Org Unit</th>
<th>Start Date</th>
<th>Overtime Pay</th>
<th>Standard Hours</th>
<th>Salary or Hourly Rate</th>
<th>Salary or Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John</td>
<td>Doe</td>
<td></td>
<td>123456</td>
<td>USC</td>
<td>SCCOL CL065</td>
<td>20006</td>
<td>EM Financial</td>
<td>SFNU</td>
<td>Ugrad Work</td>
<td>Study-Sum</td>
<td>NonExact</td>
<td>Student Assistant</td>
<td>05/23/2023</td>
<td>06/15/2023</td>
<td>H</td>
<td>20.00</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jane</td>
<td>Smith</td>
<td></td>
<td>654321</td>
<td>USC</td>
<td>SCCOL CL065</td>
<td>20006</td>
<td>EM Financial</td>
<td>SFNU</td>
<td>Ugrad Work</td>
<td>Study-Sum</td>
<td>NonExact</td>
<td>Student Assistant</td>
<td>05/23/2023</td>
<td>06/15/2023</td>
<td>H</td>
<td>20.00</td>
<td>10.25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mary</td>
<td>Brown</td>
<td></td>
<td>543216</td>
<td>USC</td>
<td>SCCOL CL065</td>
<td>20006</td>
<td>EM Financial</td>
<td>SFNU</td>
<td>Ugrad Work</td>
<td>Study-Sum</td>
<td>NonExact</td>
<td>Student Assistant</td>
<td>05/23/2023</td>
<td>06/15/2023</td>
<td>H</td>
<td>30.00</td>
<td>11.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>John</td>
<td>Doe</td>
<td></td>
<td>123456</td>
<td>USC</td>
<td>SCCOL CL065</td>
<td>47000</td>
<td>Undergrad Adm</td>
<td>SFNU</td>
<td>Undergrad</td>
<td>Assistant</td>
<td></td>
<td></td>
<td></td>
<td>06/20/2023</td>
<td>12/16/2023</td>
<td>H</td>
<td>8.00</td>
<td>11.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Jane</td>
<td>Smith</td>
<td></td>
<td>654321</td>
<td>USC</td>
<td>SCCOL CL065</td>
<td>47000</td>
<td>Undergrad Adm</td>
<td>SFNU</td>
<td>Undergrad</td>
<td>Assistant</td>
<td></td>
<td></td>
<td></td>
<td>01/08/2024</td>
<td>06/04/2024</td>
<td>H</td>
<td>8.00</td>
<td>11.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Mary</td>
<td>Brown</td>
<td></td>
<td>543216</td>
<td>USC</td>
<td>SCCOL CL065</td>
<td>47000</td>
<td>Undergrad Adm</td>
<td>SFNU</td>
<td>Undergrad</td>
<td>Assistant</td>
<td></td>
<td></td>
<td></td>
<td>05/23/2023</td>
<td>06/15/2023</td>
<td>H</td>
<td>20.00</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>John</td>
<td>Doe</td>
<td></td>
<td>123456</td>
<td>USC</td>
<td>SCCOL CL065</td>
<td>54100</td>
<td>EM Visitor Cen</td>
<td>SFNU</td>
<td>University</td>
<td>Ambassador</td>
<td></td>
<td></td>
<td></td>
<td>09/18/2023</td>
<td>12/22/2023</td>
<td>H</td>
<td>3.00</td>
<td>12.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The **Status of Student Forms** shows an overview of all student eForms (Hire, Job Change, and Status Change) that a specific initiator has created.

You must enter the **USERID of Form Initiator** in all capital letters (USC Network ID) for the person who initiated the eForm(s). The optional search parameters of **Form Creation Date** > and **Form Status** allow you to further specify the results you need.

This report shows important form and status data to include:

- Form ID
- Form Type
- Current Form Status, Last Action, and ‘Currently Pending Approval by’ should be viewed together. Note: fully approved eForms will show as **Executed**.
- Job Code and Job Code Title
- Internal Title
- Pay Group
- Last Date of Action on form

The associated bar chart on the Workcenter homepage can be sorted by Form Type.
The **Status of Onboarding** shows the onboarding completion status for new student employees hired within your assigned security (the department(s) for which you are authorized to hire students).

The required search field is **Form Creation Date >**. You want to enter a date in the past that will capture your recent hires.

This report shows the onboarding status for first-time student employees. Monitor this data and urge your new student employees to complete the required onboarding. Onboarding tasks are only required for first-time student employees.
The On Time Hire Details presents the details associated with the bar chart on the home page of the Workcenter. Student Hire Reps should utilize this information to improve their internal workflow process for timeliness of hires.

This report shows key important hire information, including:

- On time or Late Designation
- Effective Date and Date Approved in PeopleSoft
- Student Name, USC ID, and associated EMPL Record
- Department Number and Name
- Action Type and Reason Code
- Job Code

The associated bar chart on the Workcenter homepage can be sorted by department ID (department number). On Time Hires have executed in HCM before the first day of employment. USC goal is 85%. Note that the goal percentage is only 85% due to the fact that the HCM system is on Payroll Lockdown for 6 days each month during which time eForms do not execute.
The On Time Separation Details presents the details associated with the bar chart on the home page of the Workcenter. Student Hire Reps should utilize this information to improve their internal workflow process for timeliness of separations.

This report shows key important separation information, including:

- On time or Late Designation
- Effective Date and Date Approved in PeopleSoft
- Student Name, USC ID, and associated EMPL Record
- Department Number and Name
- Action Type and Reason Code
- Job Code

The associated bar chart on the Workcenter homepage can be sorted by department ID (department number). On Time Separations have executed in HCM before or on the effective date of the separation (the day after the last day worked). USC goal is 100%.
The **Future Hires** report shows future dated appointments for student employees hired within your assigned security (the department(s) for which you are authorized to hire students).

This report shows key upcoming appointment information, including:

- Business Title
- Effective Date
- Student Name, USC ID, and associated EMPL Record
- Department Number and Name
- Supervisor Name and USC ID
- Job Code