

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 > ePAF Homepage

Information

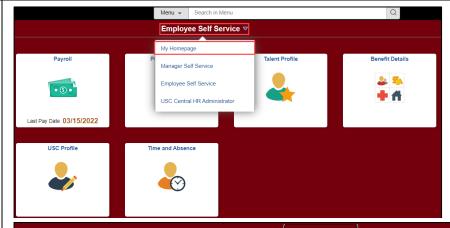
Those with Student Hire Representative Initiator access can access the workcenter.

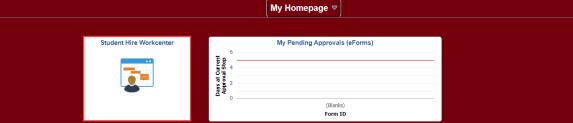
The Student Hire Workcenter is your one-stop shop for tools, resources, announcements, and reports needed to successfully perform your role as Student Hire Representative!

Navigating to the student hire workcenter:

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

Screenshots

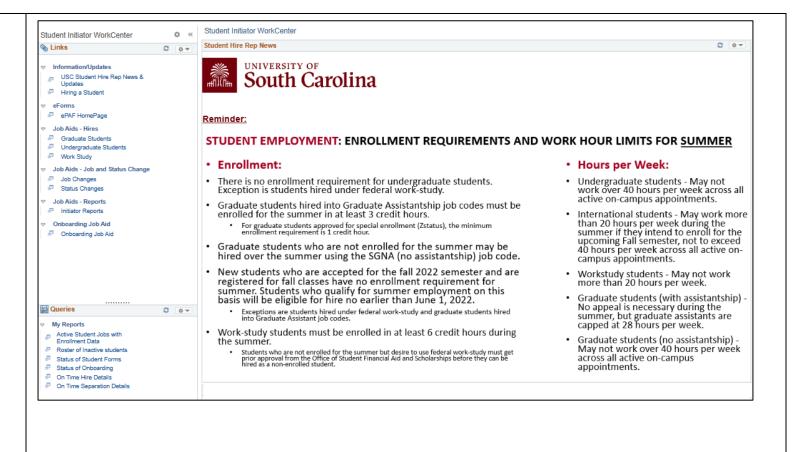






The **Student Hire WorkCenter** homepage welcomes you with timely reminders and/or updates from the Division of HR under the **Student Hire**

Rep News section.



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.

- 2023 On Time Student Hires Refer to page 10 of this job aid for detailed information about on time student hires.
- 2023 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.

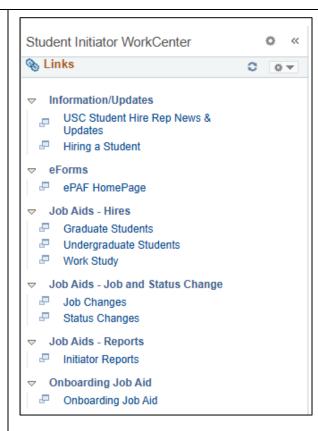
Information/Updates (opens within current internet browser window) –

- 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.

eForms – This takes you to ePAF Homepage in a new internet browser window so you can initiate student hire, student job change, or student status change eForms.

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 six 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.

Roster of Active Students 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.





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 enddate
- Compensation type (salary or hourly)
- Standard hours per week
- Salary

View		Its in : Excel	SpreadShe	et CSV	lext File	XML	-ile (62 kb)														First 1-51 of 51 Las					
low	Last Name	First Name	Middle Name	Term Code	Campus ID	Student Type	Student Type Descr	Enrolled Hrs	Section	Class Descr	EMPLID	Empl Record	Campus	Resp Code	Resp Code Descr	Dept ID	Dept Descr	Job Code	Job Code Title	Internal Title	Supv ID	Supervisor Name	Last Hire Date	Expected Job End Date	Stnd Hrs/Wk	Days Until Job Expires
				202301	COL	С	Continuing	20.000	RX	College of Pharmacy	ı	1	SCCOL	CL032	College of Pharmacy	111500	COP Clinical Pharmacy and Outcomes Sciences	SUEA	Undergraduate Assistant	Undergraduate Assistant	G85850026	Kathy Moore	08/22/2022	05/15/2023	10.00	35
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				202301	COL	1	Graduate Assistant/Full- Time	6.000	GR	Graduate	,	1	SCCOL	CL032	College of Pharmacy	111000	COP College of Pharmacy	SGRA	Graduate Research Assistant	Graduate Research Assistant	D80729274	Sajish Mathew	08/16/2022	05/15/2023	20.00	35
	-			202301	COL	С	Continuing	15.000	SO	Sophomore	ı	0	SCCOL	CL032	College of Pharmacy	111500	COP Clinical Pharmacy and Outcomes Sciences	SURA	Undergraduate Research Asst	Undergraduate Research Asst	B56406442	Bryan Love	09/09/2022	04/15/2023	5.00	ŧ
				202301	COL	1	Graduate Assistant/Full- Time	9.000	GR	Graduate	(1	SCCOL	CL032	College of Pharmacy	111500	COP Clinical Pharmacy and Outcomes Sciences	SGRA	Graduate Research Assistant	Graduate Research Assistant	H76023481	Tessa Hastings	01/01/2023	05/15/2023	20.00	35
				202301	COL	С	Continuing	16.000	RX	College of Pharmacy	1	0	SCCOL	CL032	College of Pharmacy	111500	COP Clinical Pharmacy and Outcomes Sciences	SGNA	Graduate Student - No Asstship	Graduate Student - No Asstship	G85850026	Kathy Moore	08/22/2022	05/15/2023	10.00	3

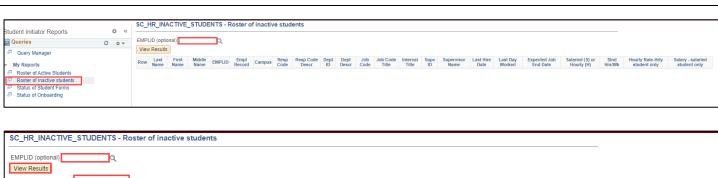


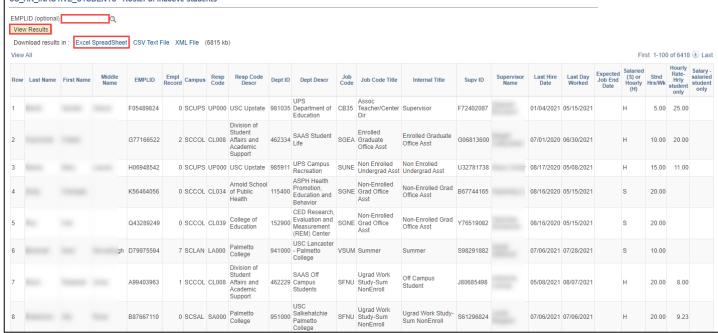
The Roster of Inactive Students shows all student employees that are no longer actively employed but have historical employment within your assigned security (the department(s) for which you are authorized to hire students).

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







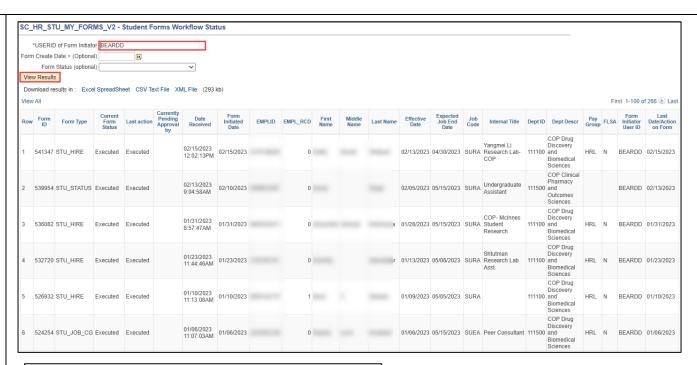
The Status of Student Forms shows an overview of all student eForms (Hire, Job Change, and Status Change) that a specific initiator has created.

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%.

