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.
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.

Student Employment: Enrollment Requirements and Work Hour Limits for Summer

- **Enrollment:**
  - There is no enrollment requirement for undergraduate students. Exception is students hired under federal work-study.
  - Graduate students hired into Graduate Assistantship job codes must be enrolled in the summer in at least 3 credit hours.
  - For graduate students approved for special enrollment (2status), the minimum enrollment requirement is 3 credit hours.
  - Graduate students who are not enrolled for the summer may be hired over the summer using the SGNA (no assistantship) job code.
  - New students who are accepted for the fall 2022 semester and are registered for fall classes have no enrollment requirement for summer. Students who qualify for summer employment on this basis will be eligible for hire no earlier than June 1, 2022.
  - Work-study students must be enrolled in at least 6 credit hours during the summer.
    - Students who are not enrolled for the summer but desire to use federal work-study must get prior approval from the Office of Student Financial Aid and Scholarships before they can be hired as a work-study student.

- **Hours per Week:**
  - Undergraduate students - May not work over 40 hours per week across all active on-campus appointments.
  - International students - May work more than 20 hours per week during the summer if they intend to enroll for the upcoming fall semester, not to exceed 40 hours per week across all active on-campus appointments.
  - Workstudy students - May not work more than 20 hours per week.
  - Graduate students (with assistantship) - No appeal is necessary during the summer, but graduate assistants are capped at 28 hours per week.
  - Graduate students (no assistantship) - May not work over 40 hours per week across all active on-campus appointments.
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.

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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 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
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%.