**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

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<td>Those with Student Hire Representative Initiator access can take this action on all students enrolled on their campus.</td>
<td><img src="image1.png" alt="Employee Self Service" /> <img src="image2.png" alt="My Homepage" /></td>
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<td>Initiating an undergraduate student hire: In order to initiate a hire for an undergraduate student, take the following steps:</td>
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<td>1. Click the <strong>Employee Self-Service</strong> drop-down menu button.</td>
<td><img src="image3.png" alt="ePAF Homepage" /></td>
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<td>2. Click the <strong>My Homepage</strong> option in the drop-down.</td>
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<td>3. Click the <strong>ePAF Homepage</strong> tile.</td>
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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 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.
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.
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.
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).
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.

**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.

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).
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
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.

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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 I-9 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.
- I-9 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.
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.
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.
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!