How to initiate an undergraduate hire student 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 for employees within their security scope.</td>
<td><img src="image1.png" alt="Employee Self Service dropdown menu" /></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>
<td><img src="image2.png" alt="My Homepage" /></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** 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.

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 **Hourly Rate** for the hire.

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

All student hires require a complete/signed offer letter of employment. Offer letter templates are available in Word format on the Student Employment website. Data in the offer letter must match the date entered in the Student Hire eForm. Discrepancies will result in the action being recycled to the initiator. Recycling actions often delays the hire so please confirm your work before submitting. International students are also required to complete and upload the **Payroll International Tax Form**.

16. Click the **Upload** button on both attachments and follow the on-screen prompts to attach the documents from your device.
17. Review your work on the eForm, once you’ve confirmed the data click the **Submit** button.

18. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.
19. The Approval Route shows the workflow steps for the specific action you submitted. All student action eForms route to the Student Campus Approver and HR Operations. Depending on the action other workflow steps may be inserted before final approval at HR Operations.

20. Upon review of the workflow, click the Done button.

You have successfully initiated an Undergraduate Student Hire!