# How to initiate a workstudy student in HCM:
This job aid outlines how to initiate a workstudy student hire.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

<table>
<thead>
<tr>
<th>Information</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those with Student Hire Representative Initiator access can take this action on all students enrolled on their campus.</td>
<td><img src="image1" alt="Employee Self Service" /></td>
</tr>
</tbody>
</table>

**Initiating a workstudy student hire:** In order to initiate a workstudy student hire, take the following steps:

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

**NOTE:** You can also access ePAF Homepage from within the Student Initiator Workcenter.
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 Job Change** option.

**Completing the Student Hire eForm:**

1. In the Student Hire eForm, if a student has an awarded financial aid workstudy for the current year the Federal Work Study Information section will appear as the first section to complete on the eForm. Click **Use Workstudy** drop-down menu button to select **Yes**.
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 workstudy students** must be enrolled in 6 credit hours during the fall/spring semesters. No enrollment requirement for the summer.
- **Graduate workstudy students (no assistantship)** must be enrolled in 6 credit hours during the fall/spring semesters. No enrollment requirement for the summer.
- **Graduate workstudy students (with assistantship)** must be enrolled in 6 credit hours during the fall/spring semesters or have approved Z-status from Grad School allowing for less enrollment. No enrollment requirement for the summer.

Note: The Student Hire eForm also displays the student’s other active employment 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).

- **Workstudy students** cannot work more than 20 hours per week across all active positions.
2. Enter the **Job Begin Date**.

3. Enter the **Job End Date**.

4. 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 Job Code selection and cannot be edited.
5. Enter an **Internal Title** for the student. This step is 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.

6. Enter the **Department** number (the name will populate to the right of the field).

7. Enter the **Location** code of the building (the name will populate to the right of the field).

8. Enter the **Supervisor's USC ID** (the name will populate to the right of the field).

9. Enter the **Tax Location Code**. This is vital to ensure the student is taxed appropriately for the state in which the work is being performed.

10. Enter the **Hourly Rate** for the hire. Minimum compensation for graduate students is $14.00 per hour (Columbia campus), minimum for undergrad is $7.25 per hour. If you enter an hourly rate greater than $25.00 an Acknowledgement will trigger at the bottom of the form.

11. Enter the **Standard Hours** (hours per week).

12. Click the **Select Chartstring** button.
13. In the **Select Chartstring** search fields enter information for your department funding.

**Student Account codes:**
- 51400 – all non-workstudy students
- 51422 – all workstudy students

14. Click the **Search** button and select the appropriate **Combination Code** link from the search results.

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.
File Attachments Section:
The only time an attachment is required for an undergraduate or graduate 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. Click the Upload button for required attachments and follow the on-screen prompts to attach the documents from your device.
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 (undergraduate only).
- **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.
- **Salary** entered is above the typical rates for workstudy hires ($25.00/hr)

18. Click the Yes/No toggle button to Yes on all acknowledgements.

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.
The Approval Route shows the workflow steps for the specific action you submitted.

All workstudy student hire eForms route to the Student Campus Approver. If the hire is paid for by grant funding, it will workflow to Grant Approver before routing to Campus Financial Aid. The Division of HR is not in the workflow for approval of any student hire, so it is vital to ensure eForm accuracy prior to submission.

19. 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 a Workstudy Student Hire!