

Important Information for Student Employment at UofSC

1. Upon hire, you will receive an email to your **UofSC email** account from I-9Advantage. The Department of Homeland Security requires every employee working in the U.S. to complete an I-9 as proof of eligibility to work legally in the United States. You as the employee must complete Section 1 in our automated system. You will then need to bring original identification/employment eligibility verification documents no later than the 3rd day of work. Description of acceptable documents can be found on the US Citizenship and Immigration Services website: <https://www.uscis.gov/i-9-central/acceptable-documents>.
2. You may require a background screening, depending on your student employment role. If so, you will receive an e-mail from HireRight that will direct you to complete on-line forms. The background invitation must be completed within 5 business days or the invitation will expire, and your department will be notified. To ensure that there is no delay in processing your background screening provide all required information.
3. Your direct supervisor will provide the details on your work schedule, location to report, and expectations of your job.
4. UofSC presently requires all new student employees complete Form W-4 and SC W-4 for tax withholdings. The completed forms should be submitted to the Payroll Department at 1600 Hampton Street (7th Floor) on or before the hire date, or as soon as possible. The W-4 form and corresponding worksheet can be found on the Internal Revenue Service website: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. The SC W-4 Form and corresponding worksheet can be found on the South Carolina Department of Revenue website: <https://dor.sc.gov/forms-site/Forms/SCW4.pdf>. Additional information can be found on the payroll website https://sc.edu/about/offices_and_divisions/payroll/index.php.
5. Once your effective date of employment has been reached and your hire record has been established in the HR/Payroll system, you will be able to log in to UofSC's Employee Self Service at <hcm.ps.sc.edu>. When logging in, you will use your Network Username and password. You will be able to view your current and previous paychecks, view your tax withholdings (W-4), and enter your direct deposit account information. It is important you log in soon after you begin employment to ensure your direct deposit elections are ready for your first paycheck.
6. You will be paid on a pay lag. A pay lag means earnings for the first half of the month will be paid at the end of the month and earnings for the second half of the month will be paid the following month on the 15th day. All University employees are paid on the 15th and last day of each month. Please note, your first paycheck will be deposited into your bank account approximately one month after you begin work.
7. **If you are paid hourly**, you will be paid an hourly rate for the work you perform and you are considered non-exempt under the Fair Labor Standards Act. Your supervisor will provide the hourly rate to you for the job you were hired to perform.
 - a. In order to be paid on time, you must complete your timesheet in ITAMS by the timesheet deadlines. Directions are available [here](#). The time sheet deadlines are published by the Payroll Office and are listed by pay period along with all the paydays for the year: https://sc.edu/about/offices_and_divisions/payroll/pay_dates/index.php.
8. **If you are paid a salary**, you will be paid a flat salary amount for the work you perform and you are considered exempt under the Fair labor Standards Act. Your supervisor will provide the salary to you for the job you were hired to perform.
9. International Student Employees must complete UofSC's Foreign National Tax Information Form: https://sc.edu/about/offices_and_divisions/payroll/documents/forms_tax_information_form_revised71417.pdf Completed forms can be either submitted directly to the Payroll Office or your Student Hire Representative can attach to your hire documentation.

This acknowledges my receipt of the Affordable Care Act (ACA) Market Exchange Notice. I understand that the Notice includes answers to the following questions which are designed to assist in my understanding of the Health Insurance Marketplace:

- What is the Health Insurance Marketplace?
- Can I save money on my health insurance premiums in the marketplace?
- Does employer health coverage affect eligibility for premium savings through the marketplace?
- How can I get more information?

I understand that I may qualify to save money and lower my monthly premium via the Health Insurance Marketplace, but only if my employer does not offer me qualified coverage, or offers coverage that doesn't meet certain standards. Note: If you purchase a health plan through the marketplace instead of accepting health coverage offered to you by your employer, then you may lose the employer contribution (if any) to the employer- offered coverage. Also, this employer contribution -as well as your employee contribution to employer- offered coverage- is often excluded from income for federal and state income tax purposes. Your payments for coverage through the marketplace are made on an after-tax basis.

I (print legal name) _____ certify that I have received and read the aforementioned Important Information for Student Employment at UofSC on (today's date) _____.

Student Employee Signature _____