Student is selected to be hired

Student Hire Rep receives notice that student is to be hired

Student Hire Rep
- Prepare and provide student with Student Offer Letter
  The Offer Letter can be given to the student in person, sent by regular or internal mail, or sent by email as an attachment.

All U.S. Students
- Sign and return Student Offer Letter

All International Students
- Sign and return two forms: Student Offer Letter and Foreign National Tax Information Form

Student Hire Rep
- Initiate I-9 process for the student

Student Hire Rep
- If applicable: Initiate background check process

Options for sending in the signed Student Offer Letter:
- Send by email (attachment)
- Use Adobe Fill & Sign app to sign and send
- Send/deliver by regular mail

Department Approver
- Check funding, etc. (In some units, this is done by the Student Hire Rep)

Grants and Contracts
- If funding includes grants, determine if paid through Payroll or AP, and confirm sufficient funds available

Financial Aid
- If Federal Work Study is included, review and approve or recycle

Graduate School
- For all graduate assistant job codes, review and approve or recycle

HR Operations
- Review and approve or recycle

If there are errors or omissions, the student hire ePAF is RECYCLED

After the hire is processed:
Student receives system generated email with instructions for HCM login

These steps are required of all student employees in order to get paid

Student Employee
- Log in to HCM https://hcm.ps.sc.edu
- Click on Employee Self Service dropdown and choose Onboarding to complete the following 3 tasks:
  1. Set up Direct Deposit information
  2. Complete federal and state W-4 forms
  3. Acknowledge receipt of the Affordable Care Act (ACA) Marketplace Exchange

For all student employees:
Upon final approval by HR Operations, data for the student hire is written into HCM PeopleSoft system

For all student employees:
If you are paid hourly, enter your hours worked in the ITAMS time and attendance system. Log in at: https://itams.csd.sc.edu

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