Form W-2 reports wages paid and taxes withheld. The W-2 is processed by January 31 for the preceding tax year.

Required of student employees paid hourly:

- Log in to HCM https://hcm.ps.sc.edu
- Click on Payroll and consent to receive W-2 electronically

If you are paid hourly, enter your hours worked in the time and attendance system. Log in at: https://hcm.ps.sc.edu

For international student employees:
Notification is automatically sent via the system to the International Payroll Tax Office

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

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

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.

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

If applicable:
- Initiate background check process

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

After receiving the required form(s):
- Complete and submit Student Hire ePAF with required forms and documents

When the student hire is submitted via ePAF, workflow prompts the following offices to review and respond as needed.

- Student Hire Rep
- Department Approver
- Grants and Contracts
- Financial Aid
- Graduate School
- Student Hire Rep
- All International Students
- Sign and return two forms: Student Offer Letter and Foreign National Tax Information Form

If these don’t apply for a given student employee, the action goes straight to HR Operations

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

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

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

HR Operations
- Review and approve or recycle

Student Employee
- Required in order to get paid
- Watch for email about Form I-9
- Follow the link and complete it.

Student 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

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

All Students
- Sign and return Student Offer Letter

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

If you are paid hourly, enter your hours worked in the time and attendance system. Log in at: https://hcm.ps.sc.edu

If this is not done, you will be sent a paper W-2.

For international student employees:
Notification is automatically sent via the system to the International Payroll Tax Office

Required of student employees paid hourly:

- 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:
- Watch for email about Form I-9
- Follow the link and complete it.

Student is selected to be hired:

- 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.

Student Hire Rep
- Initiate I-9 process for the student
- If applicable:
  - Initiate background check process

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