STUDENT EMPLOYMENT

Checklist for Supervisors of Student Employees

✔ When you decide to hire a student

☐ **Submit the following information to your student hire representative**

All of this information is required:

Student name, USC ID, student email address, start and end date, hours per week, pay rate (hourly or salary), job title, job code, funding source (i.e., chartfield string), and supervisor name.

☐ **Work with the student hire rep to initiate the I-9 process**

For the employee, Section 1 of Form I-9 can be completed as early as the date an offer of employment is accepted, but **must be completed no later than the first day of employment**.

For the authorized representative, Section 2 can be completed as early as the date an offer of employment is accepted, but **must be completed within three business days of the employee's first day of employment**.

☐ Possible: **Background Check**

Most student employees do not require a background check unless they fall into certain categories. For example, student employees who are handling money, working with minors, involved in direct patient care, or have key access will require a background check. If a background check is required, your student hire representative will notify the student and initiate the background check.

☐ Possible: **Accessibility Resources**

If the student you want to hire self-discloses any accommodations they will need, work with the Student Disability Resource Center to ensure that the accommodations are reasonable and can be met by the university.

☐ **Review relevant policy**

- Student Non-Discrimination and Non-Harassment Policy
- ACAF 4.00 Graduate Assistantships

DIGITAL DOCUMENT

South Carolina

✓ Before the student employee's first day on the job

☐ **Direct the student to the New Student Employee Checklist**

☐ **Check to see if the student has questions before their first day**

Reaching out and providing answers will ease any concerns. If you get a question you can't answer, find a person or office who can, and connect them with the student.

☐ **Make sure the student knows where to report for their first day of work**

Provide an exact location (address, floor, office) so the student's first day on the job starts smoothly.

☐ **Inform staff so they will be ready to welcome the student employee**

Meet with them to discuss the student's role and identify several ways to ensure that the student's employment experience gets off to a great start – and ends up being a success.

✓ On the student's first day of work

☐ **Remind the student of the New Student Employee Checklist**

☐ **Verify that the student has completed Section 1 of Form I-9**

For the student employee, Section 1 can be completed as early as the date an offer of employment is accepted, but **must be completed no later than his or her first day of employment.** (Students are required to complete Form I-9 before they can work or receive a paycheck. If you have a student employee working who has not completed Form I-9, contact your student hire representative.) Note: If the student worked for USC previously and completed an I-9 at that time, no new I-9 is required so long as there was less than a one-year break in employment.

☐ **Remind the student to complete onboarding process in HR/Payroll system**

For first time student hires, an onboarding checklist is assigned in the HR/Payroll system that includes setting up direct deposit, Form W-4, Form SC W-4, and an ACA Acknowledgment. For rehires, no onboarding is assigned but all information in system should be verified as accurate.

☐ **Introduce the student to everyone in the workplace**

The first day is the best day to ensure that the student employee feels welcome.

South Carolina

✓ During the student's first week on the job

☐ **Meet with the student to discuss the following:**

- Job responsibilities and expectations
- Work schedule and weekly hours
- Logging and approving hours worked in the Time and Absence System
- Review of pay schedules and the pay lag for students
- Provide any written guidelines, instructions, or manuals that may apply to the job (including FERPA, HIPPA, and any required confidentiality forms)
- Remind the student that they are expected to abide by the Carolinian Creed and Student Code of Conduct. Violations of the honor code could result in termination.

☐ **Assist the student in getting an access card**

If your work area requires a card or key code for certain doors, make sure the student employee has what they need so they can gain access.

☐ If applicable to the job: **Provide the Patent and Invention Policy**

- ACAF 1.33 Intellectual Property Policy

☐ If applicable to the job: **Ensure completion of required training**

Depending on the job and UofSC policy, the student might be required to complete compliance and/or safety training. The Environmental Health and Safety (EHS) department offers a wide variety of classes to meet employee training needs. All employees should check with their supervisors/managers to obtain their required safety related training.