Student is selected to be hired.

Student Hire Rep receives notice that student is to be hired.

Student Hire Rep checks with assigned Service Team to see if a valid I-9 is on file. If not, initiates I-9 process for student.

Student Hire Rep initiates background check process, if applicable.

All International Students
Sign and return Foreign National Tax Information Form.

Student Hire Rep completes and submits Student Hire ePAF with required forms and documents.

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

Department Approver
Check employment dates, pay rate/salary, job code, supervisor, hours per week, and funding.

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.

Student Hire Rep checks with assigned Service Team to see if a valid I-9 is on file. If not, initiates I-9 process for student.

All Students
(required to work in U.S.) Watch for email for Form I-9 and complete, if applicable.

After the hire is processed:
Student receives system generated email confirmation of employment and HCM log in link.

If errors or omissions, student hire ePAF is RECYCLED.

Student Employees
Upon final approval, data for the student hire is written into HCM PeopleSoft system.

International Student Employees
Notification is automatically sent via the system to the International Payroll Tax Office.

Undergraduate Student Hire Process
Division of Human Resources
1600 Hampton Street
Columbia, SC 29208
803-777-6650
sc.edu/hr
An Equal Opportunity Institution

Student Employees
(Required to be paid)
*Log into HCM
https://hcm.ps.sc.edu
*Click onboarding tile to complete the 3 tasks:
1) Set up direct deposit.
2) Complete federal and state W-4 forms.
3) Acknowledge receipt of the Affordable Care Act (ACA) Marketplace.

Student Employees
After receiving your first paycheck, if you want to receive your W-2 electronically:
*Log into HCM
https://hcm.ps.sc.edu
*Click on Payroll and consent to receive W-2 electronically.
If not completed, you will be sent a paper W-2.

Student Employees
(Required if paid hourly)
If you are paid hourly, enter your hours worked in the time and attendance system. Log in to https://hcm.ps.sc.edu.

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

Student Employees
(Recycling)
If this workflow does not apply for student employee, action goes into HCM.