

How to initiate a graduate student hire in HCM:

This job aid outlines how to initiate a graduate student hire.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

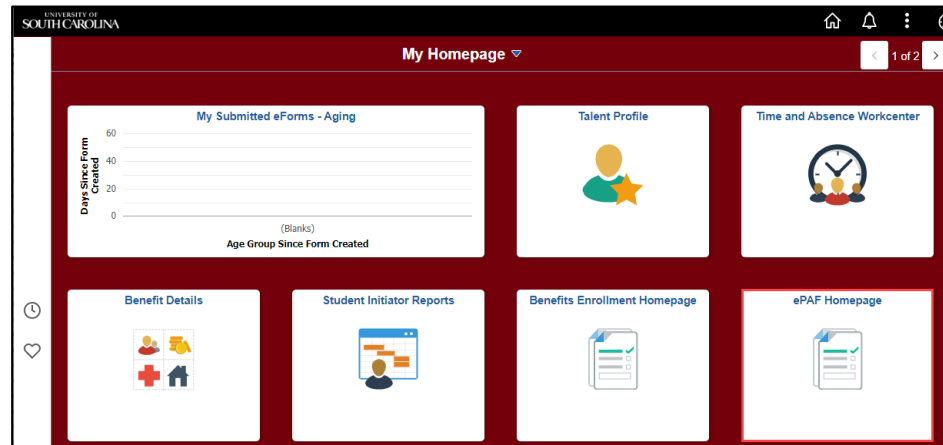
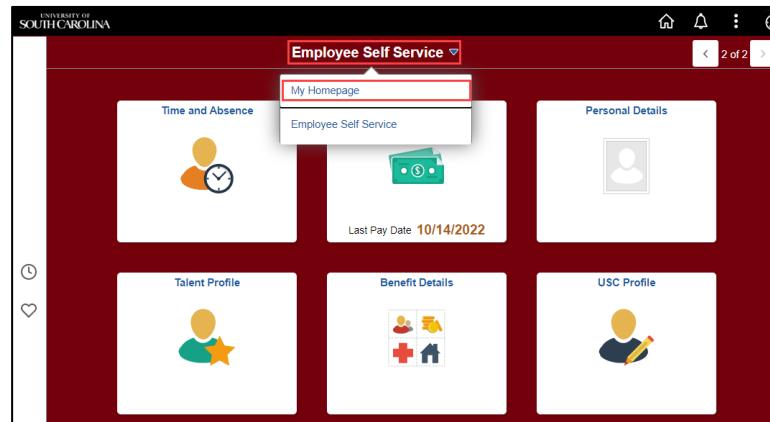
Information

Those with Student Hire Representative Initiator access can take this action on all students enrolled on their campus.

Initiating a graduate student hire: In order to initiate a graduate student hire, take the following steps:

1. Click the **Employee Self-Service** drop-down menu button.
2. Click the **My Homepage** option in the drop-down.
3. Click the **ePAF Homepage** tile.

Screenshots

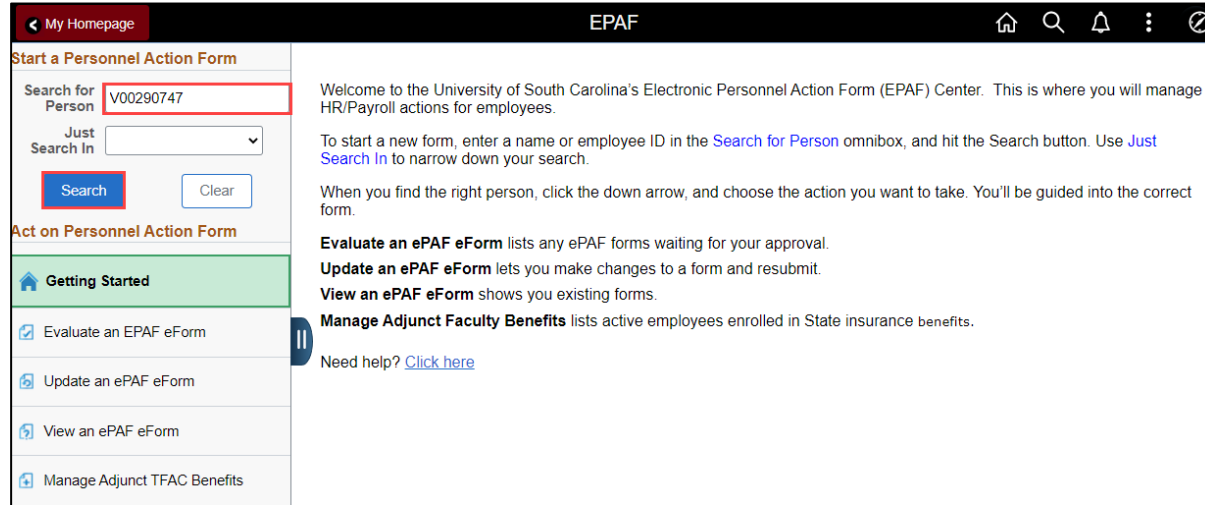


**University of South Carolina
HCM HR Contact Resources
Student Actions: Graduate Student Hire**

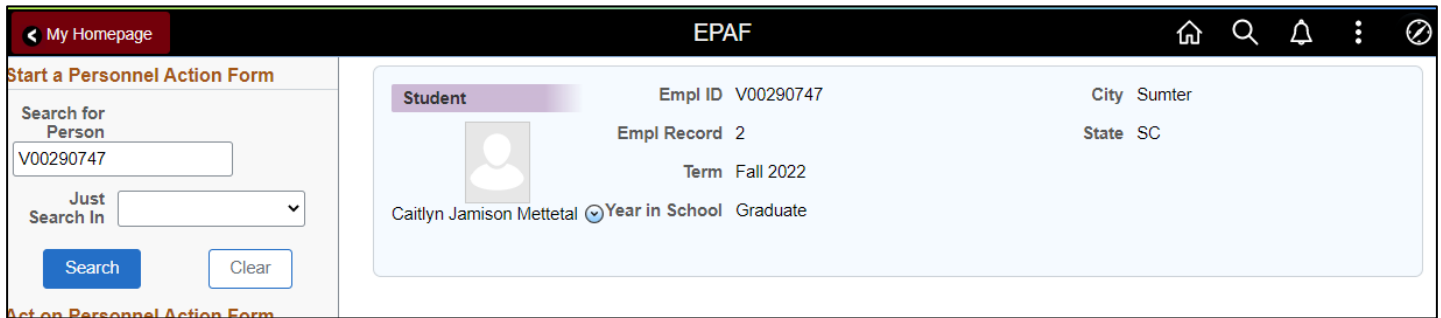
On the ePAF homepage enter the student's full name (as displayed in Banner) or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. If the student has more than one active hire numerous search cards will appear. To initiate a new hire, it does not matter which search card you select. Click the **Related Actions Menu** button.

The security for students is tied to the campus on which they are enrolled in classes. Any authorized Student Hire Representative with security access to a department on that campus has the ability to initiate a Student Hire eForm for the student. However, if the Student Hire Representative's security access is for a department on the Columbia campus but the student is enrolled at USC Aiken, the individual will not be able to initiate the eForm. In these scenarios complete and submit the paper student hire request to your assigned Service Team in central HR.



The screenshot shows the ePAF homepage. On the left, there is a search section titled "Start a Personnel Action Form" with a "Search for Person" field containing "V00290747" and a "Search" button. Below this is an "Act on Personnel Action Form" section with a "Getting Started" header and a list of actions: "Evaluate an ePAF eForm", "Update an ePAF eForm", "View an ePAF eForm", and "Manage Adjunct TFAC Benefits". On the right, there is a welcome message and instructions on how to use the search and action features.



The screenshot shows the ePAF homepage with search results for a student. The search field contains "V00290747". The results card displays the following information: Student, Empl ID V00290747, City Sumter, Empl Record 2, State SC, Term Fall 2022, and Caitlyn Jamison Mettetal (Year in School Graduate).

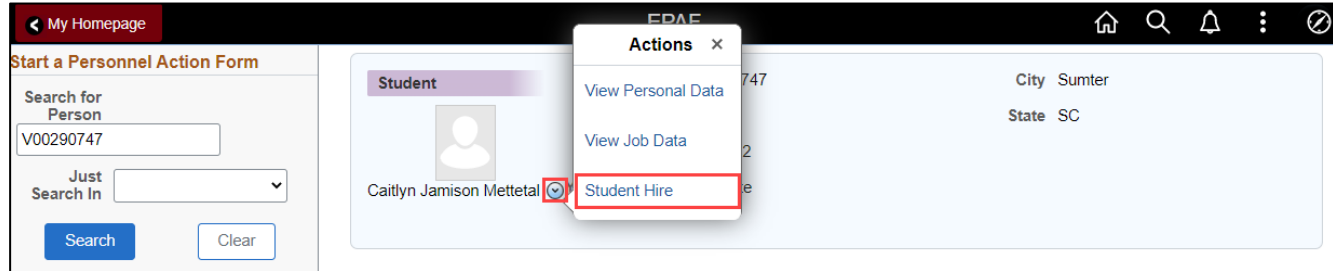
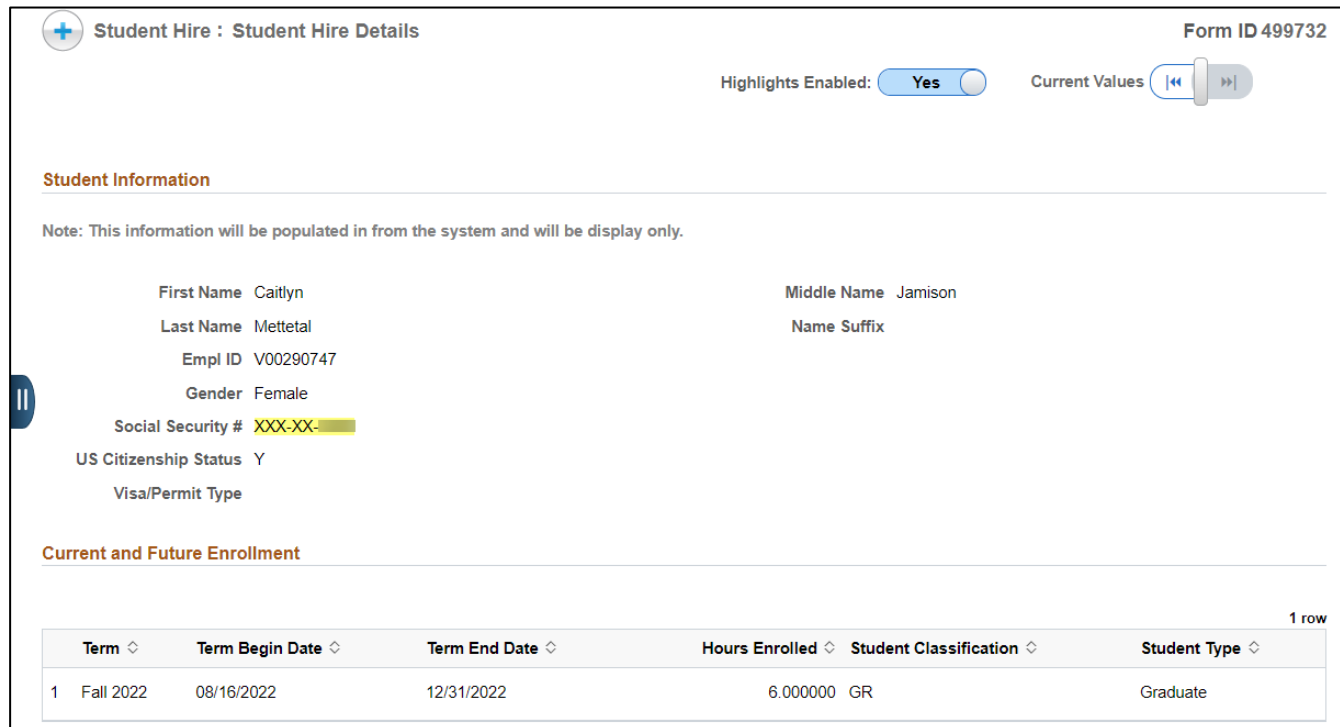
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Student Hire eForm** is used to hire current students in a student employment capacity.

From the Related Actions Menu, select the **Student Hire** option.

Note: The **Student Hire eForm** will display the student's enrollment data as of the date the eForm is initiated (the data is based on a set point in time and does not update once initiated).

- **Graduate students (no assistantship)** must be enrolled in 6 credit hours during the fall/spring semesters. No enrollment requirement for the summer.
- **Graduate students (with assistantship)** must be enrolled in 6 credit hours during the fall/spring semesters or have approved Z-status from Grad School allowing for less enrollment. No enrollment requirement for the summer.

Student Hire : Student Hire Details Form ID 499732

Highlights Enabled: Yes Current Values

Student Information

Note: This information will be populated in from the system and will be display only.

First Name	Caitlyn	Middle Name	Jamison
Last Name	Mettetal	Name Suffix	
Empl ID	V00290747		
Gender	Female		
Social Security #	XXX-XX-XXXX		
US Citizenship Status	Y		
Visa/Permit Type			

Current and Future Enrollment

Term	Term Begin Date	Term End Date	Hours Enrolled	Student Classification	Student Type
1 Fall 2022	08/16/2022	12/31/2022	6.000000	GR	Graduate

1 row

**University of South Carolina
HCM HR Contact Resources
Student Actions: Graduate Student Hire**

Note: The **Student Hire eForm** also displays the student's other active jobs (if applicable) as of the date the eForm is initiated (the data is based on a set point in time and does not update once initiated). If no other active jobs the section does not appear on the eForm.

- **International students** cannot work more than 20 hours per week during the academic year while classes are in session. They may work over 20 hours per week during official university breaks or during the summer if they intend to enroll for the subsequent semester.
- **Graduate students (with assistantship)** are capped at 20 hours per week, however graduate students may submit an Appeal to the Graduate School to request increased hours during the Fall and Spring semesters up to 25 hours per week. No appeal is necessary during the summer, but graduate students are capped at 28 hours per week.
- **Graduate students (no assistantship)** must not work over 40 hours per week across all active on-campus appointments.

Other Active Jobs


1 row						
	Empl Record ◇	Department ◇	Description ◇	Standard Hours ◇	Start Date ◇	End Date ◇
1	2	130100	BIOLOGICAL SCIENCES	10.00	08/16/2022	12/31/2022


**University of South Carolina
HCM HR Contact Resources
Student Actions: Graduate Student Hire**


Completing the Student Hire eForm:

1. Enter the **Job Begin Date**.
2. Enter the **Job End Date**.
3. Click the **Job Code** lookup button (magnifying glass icon) to select the appropriate job code for this student hire. Note FLSA and employee type automatically populate based on the job code selection and cannot be edited.


Hire Information

*Job Begin Date 

*Job End Date 

*Job Code 

Internal Title

*Campus 

Lookup

Search for: Job Code

Search Criteria

Search Results

15 rows

Value	Description
SFHG	Grad Work Study - No Asstship
SFNG	Grad Work Study-Sum NonEnroll
SFNU	Ugrad Work Study-Sum NonEnroll
SFWG	Grad Work Study with Asstship
SFWR	Undergraduate Work Study
SGAA	Graduate Athletics Assistant
SGIA	Graduate Instructional Asst
SGNA	Graduate Student - No Asstship
SGRA	Graduate Research Assistant
SGRH	Graduate Residence Assistant
SGST	Graduate Staff Assistant
SGTA	Graduate Teaching Assistant
SUEA	Undergraduate Assistant
SURA	Undergraduate Research Asst

**University of South Carolina
HCM HR Contact Resources
Student Actions: Graduate Student Hire**

4. Enter an **Internal Title** for the student, if applicable. This step is primarily important for hourly students as that is what they see displayed in their timesheet selector.
5. Enter the **Department** number (the name will populate to the right of the field).
6. Enter the **Location** code of the building (the name will populate to the right of the field).
7. Enter the **Supervisor's USC ID** (the name will populate to the right of the field).
8. Enter the **Tax Location Code**.
9. Enter the **Salary/Total Payment** for the hire.
10. Enter the **Standard Hours** (hours per week). Based on the amount entered, the **Annualized Salary** will automatically calculate.
11. Click the **Select Chartstring** button to enter the funding for this hire.

Hire Information

*Job Begin Date	11/21/2022	*Job End Date	05/15/2023
*Job Code	SGIA Graduate Instructional Asst	Internal Title	SGIA for MGMT 101
*Campus	SCCOL	*Department	150115 DMSB Management
*Supervisor ID	A01755324 Andrew Wijesekera	*Location	234 Darla Moore School Of Business
*Tax Location Code	SC South Carolina	FLSA Status	Exempt
Employee Type	Salaried Employees		
*Salary/Total Payment	5000.00	*Full/Part Time	Part-Time
*Standard Hours	10.00		

Account Funding

Amount	Percent of Distribution	Select Chartstring	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1	0.000000	0.000000											+	-

Funding Distribution Total

Percent Total 0.00

**University of South Carolina
HCM HR Contact Resources
Student Actions: Graduate Student Hire**

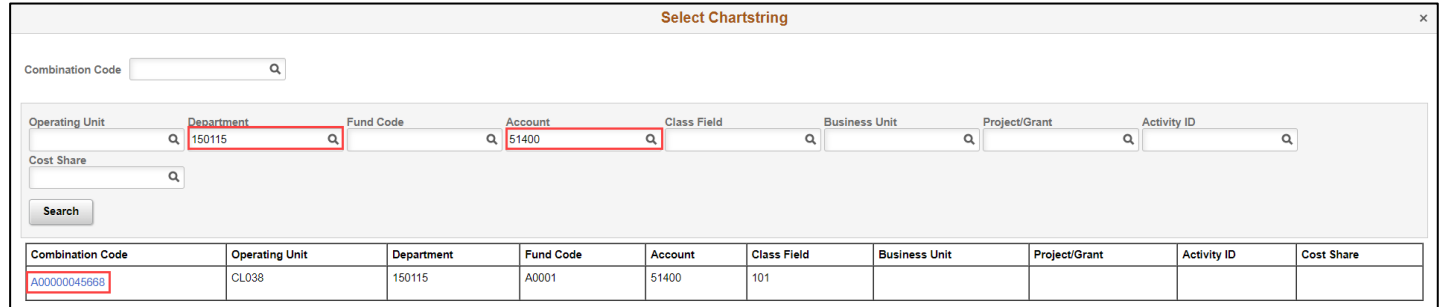
12. In the **Select Chartstring** search fields enter information for your department funding.

Student Account codes:

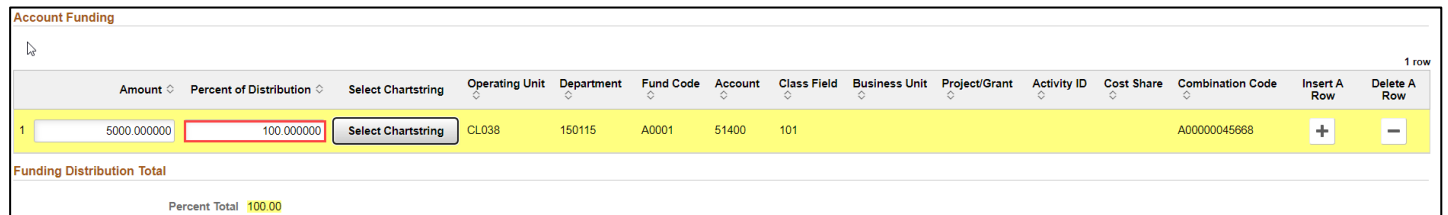
- 51400 – all non-workstudy students
- 51422 – all workstudy students

13. Click the **Search** button and select the appropriate **Combination Code** link from the search results.

14. If this is the only source of funding for the hire enter **100** in the **Percent of Distribution** field. If another funding source is needed enter the Percent of Distribution associated with this chartstring and then click the **Plus +** button to add another row of funding (following steps 11-14).



Combination Code	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
A00000045668	CL038	150115	A0001	51400	101				



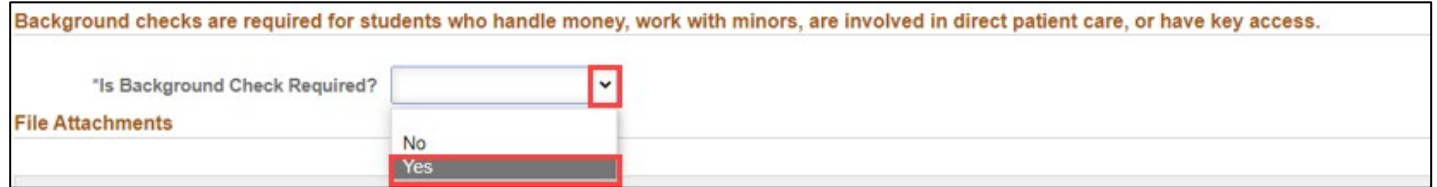
	Amount	Percent of Distribution	Select Chartstring	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1	5000.000000	100.000000	Select Chartstring	CL038	150115	A0001	51400	101					A00000045668	+	-

Funding Distribution Total
Percent Total 100.00

15. Click the **Is Background Check Required?** drop-down menu button and select **Yes** or **No**.

Most students do not require a background screening unless they fall into certain categories such as:

- Handling money
- Working with minors
- Involved with direct patient care
- Have key access



Background checks are required for students who handle money, work with minors, are involved in direct patient care, or have key access.

*Is Background Check Required?

File Attachments

No

Yes

I-9 completion is a federal requirement for all employment types. Employees should have only one valid I-9 on file. To confirm if an individual has a valid I-9 on file, reach out to your assigned Service Team. Duplicate cases may result in fines from the Federal Government which will be passed to the department responsible for the duplication.

- **Future Dated Hire** – The hire is future dated, and the I-9 will be completed at time of hire.
- **I-9 Verified as Current** – The I-9 is completed and current, meaning the student has not had more than a 1-year gap in employment with USC.
- **New Case Created** – First time hire or the individual has had more than a 1-year gap in employment with USC.

16. Click the **Select Student I-9 Status** drop-down menu button and select the applicable status.

I9 VERIFICATION

As a Student Hire Representative, you are required to validate a student's eligibility to work in the US before they can start working.

[Click here](#) to verify the student's eligibility to work in the University's I9 Verification system.

- Select Student I-9 Status
 - [Future Dated Hire](#)
 - The hire is future dated and I-9 will be verified at time of hire.
 - [I9 Verified as Current](#)
 - The I-9 case is valid as long as the student employee is continuously employed by UofSC or has not had a gap in employment of 1 year or more. Contact your Service Team to verify I-9 status of a student who has worked outside of your assigned area.
 - [New Case Created](#)
 - If the student employee is a first time hire or has been separated for 1 year or more, you must initiate a new I-9 Advantage case and verify the employee's documents.
 - NOTE: There should only be one current I-9 Advantage case on file for each employee, duplication of cases may result in fines from the Federal Government which will be passed to the department responsible for the duplication.

*Select Student I-9 Status

Future Dated Hire
I9 Verified as Current
New Case Created

Graduate student hires require a complete/signed offer letter of employment. Offer letter templates are available in Word format on the Student Employment website. Data in the offer letter must match the date entered in the Student Hire eForm. Discrepancies will result in the action being recycled to the initiator. Recycling actions often delays the hire so please confirm your work before submitting.

International students are also required to complete and upload the **Payroll International Tax Form**.

17. Click the **Upload** button on both attachments and follow the on-screen prompts to attach the documents from your device.

18. If you answered **Yes** to requiring a background screening you must click the Yes/No toggle button to acknowledge the background statement.

19. Review your work on the eForm. Once you've confirmed the data click the **Submit** button.

File Attachments 2 rows

Status	Action	Description	File Name	Remove
1 <input checked="" type="checkbox"/>	View	Offer Letter	TALFONSO2022-03-03-12.09.23hr27.pdf	Replace
2 <input checked="" type="checkbox"/>	View	Payroll International Tax Form	TALFONSO2022-03-03-12.09.40hr27.pdf	Replace

[Add](#)

Action Items 1 row

Acknowledgement	
1	<input type="checkbox"/> No I acknowledge that a background check is required for students handling money, working with minors, involved in direct patient care, or have key access. I have initiated a background check if required or verified the student has an existing background check on file that is not more than 3 years old.

▶ **Comments**

20. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

21. The Approval Route shows the workflow steps for the specific action you submitted. All Graduate student action eForms route to the Student Campus Approver and HR Operations. Depending on the action, other workflow steps may be inserted before final approval at HR Operations.

22. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Graduate Student Hire!**

