

### How to run student initiator reports in HCM:

This job aid outlines how to run student initiator reports.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

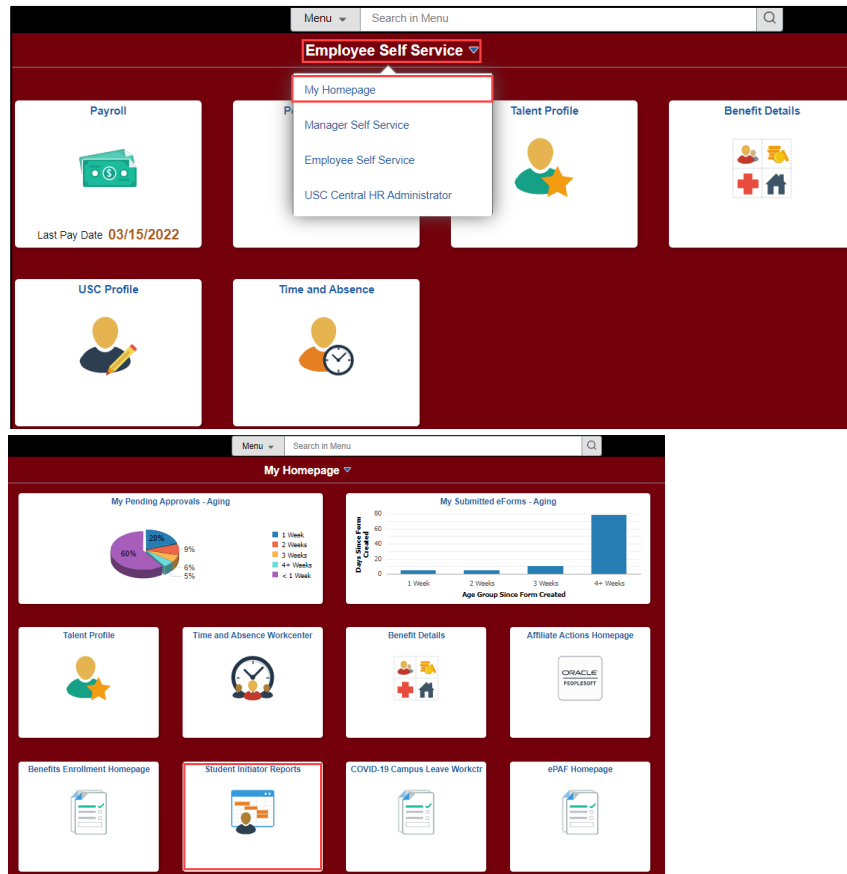
#### Information

Those with Student Hire Representative Initiator access can access these reports.

**Navigating to the student initiator reports:**

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

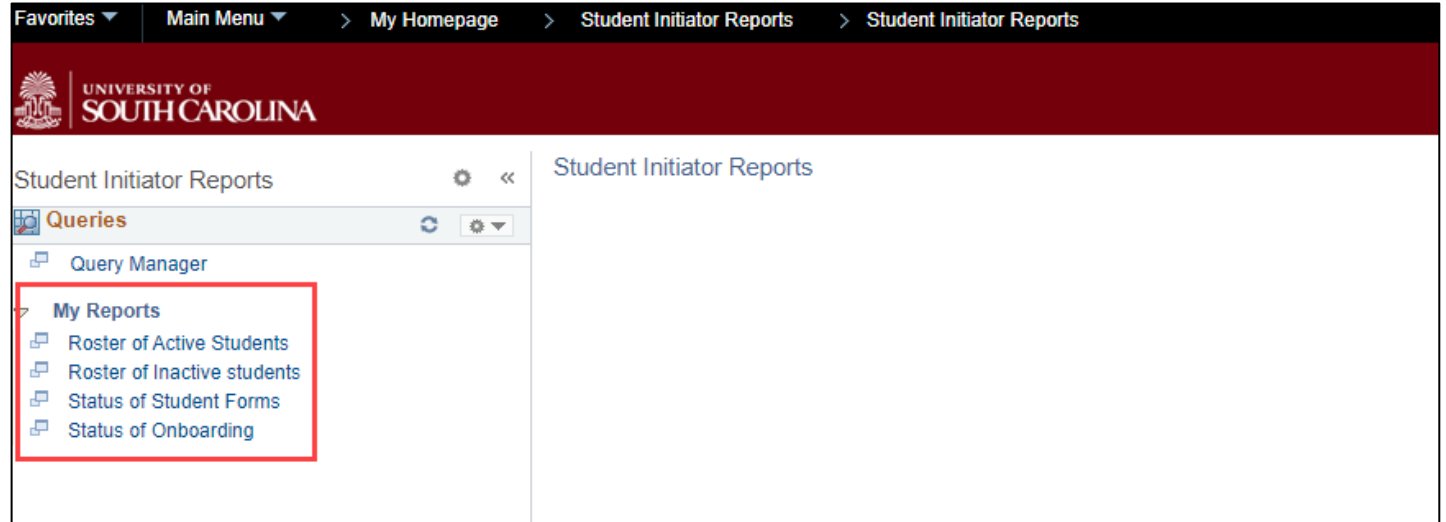
#### Screenshots



University of South Carolina  
HCM HR Contact Resources  
Student Actions: Student Initiator Reports

The **Student Initiator Reports** page contains four queries (reports) with pertinent data for your student employees.

- **Roster of Active Students** – this report pulls all active students employees within your assigned security (the department(s) for which you are authorized to hire students).
- **Roster of Inactive Students** – this report pulls all student employees that are no longer actively employed but have historical employment within your assigned security (the department(s) for which you are authorized to hire students).
- **Status of Student Forms** – this report shows an overview of all student eForms (Hire, Job Change, and Status Change) that a specific initiator has created.
- **Status of Onboarding** – this report shows the onboarding completion status for new student employees hired within your assigned security (the department(s) for which you are authorized to hire students).



## University of South Carolina HCM HR Contact Resources Student Actions: Student Initiator Reports

The **Roster of Active Students** shows all active student employees within your assigned security (the department(s) for which you are authorized to hire students).

There are no search parameters for this report. The data populates upon clicking **Roster of Active Students** from the My Reports menu on the lefthand menu.

This report shows key employment data including:

- EMPL record (employee record)
- Job Code and Job Code Title
- Internal Title
- Supervisor ID and Name
- Hire date and expected end-date
- Compensation type (salary or hourly)
- Standard hours per week
- Salary

You have the option to download the results in an Excel Spreadsheet so you can filter/sort as applicable for your needs.

Student Initiator Reports

Download results in: [Excel Spreadsheet](#) CSV Text File XML File (7405 kb)

View All

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Row	Last Name	First Name	Middle Name	EMPLID	Empl Record	Campus	Resp Code	Resp Code Descr	Dept ID	Dept Descr	Job Code	Job Code Title	Internal Title	Supv ID	Supervisor Name	Last Hire Date	Expected Job End Date	Salaried (S) or Hourly (H)	Std Hrs/Wk	Salary	Days Until Job Expires
1				Q07441087	0	SCCOL	CL034	Arnold School of Public Health	115100	ASPH Environmental Health Sciences	SGRA	Graduate Research Assistant	Graduate Research Assistant	J77834660		08/16/2021	05/15/2022	S	20.00	15000.00	60
2				B44839359	0	SCCOL	CL071	College of Arts and Sciences	130200	CAS Chemistry and Biochemistry	SGIA	Graduate Instructional Asst	Graduate Instructional Asst	S51826858		08/16/2021	05/15/2022	S	20.00	20000.00	60
3				P25552825	0	SCBFT	BF000	USC Beaufort	925530	BFT Communication Studies	SURA	Undergraduate Research Asst	Undergraduate Research Asst	H24807098		02/01/2022	05/15/2022	H	10.00	12.00	60
4				P25552825	1	SCBFT	BF000	USC Beaufort	925020	BFT Athletics	SUEA	Undergraduate Assistant	Student Assistant	U74659257		01/20/2022	05/13/2022	H	10.00	8.00	58
5				Y66033343	0	SCCOL	CL071	College of Arts and Sciences	135700	CAS Political Science	SGTA	Graduate Teaching Assistant	Graduate Teaching Assistant	U49100202		08/16/2021	05/15/2022	S	20.00	15250.00	60
6				W91812772	0	SCCOL	CL043	School of Law	158000	LAW School of Law	SGNA	Graduate Student - No Asstship	Research Assistant	F13288618		08/16/2021	05/15/2022	H	10.00	13.00	60
7				W91812772	2	SCCOL	CL043	School of Law	158000	LAW School of Law	SGNA	Graduate Student - No Asstship	Research Assistant	N99050410		08/16/2021	05/15/2022	H	10.00	13.00	60
8				T27403710	0	SCAIK	AK000	USC Aiken	911530	AIK Athletics	SFVR	Undergraduate Work Study	Events/Operations Assistant	N73786282		03/01/2022	05/03/2022	H	20.00	7.50	48
9				T90154431	1	SCCOL	CL008	Division of Student Affairs and Academic Support	708003	SAAS Residence Life Central Area	SUEA	Undergraduate Assistant	RM Holiday Pay	C58608828		02/25/2022	05/14/2022	H	5.00	10.00	59
10				T90154431	0	SCCOL	CL008	Division of Student Affairs and Academic Support	708003	SAAS Residence Life Central Area	SURH	Undergraduate Assistant	Resident Mentor	C58608828		02/25/2022	05/14/2022	S	10.00	1250.12	59
11				Q71011000	1	SCCOL	CL040	College of Engineering and Computing	155301	CEC Electrical Engineering	SGRA	Graduate Research Assistant	Graduate Research Assistant	M00339361		08/16/2021	05/15/2022	S	20.00	15300.00	60
12				N39306431	0	SCCOL	CL003	Athletics	600200	Department of Athletics	SUEA	Undergraduate Assistant	Student Asst/Hospitality	Q32639674		09/01/2021	05/15/2022	H	10.00	8.00	60

## University of South Carolina HCM HR Contact Resources Student Actions: Student Initiator Reports

**The Roster of Inactive Students** shows all student employees that are no longer actively employed but have historical employment within your assigned security (the department(s) for which you are authorized to hire students).

This report offers the search criteria of student EMPLID (USC ID) if you want to search for all prior employment of one individual, or you can leave this field blank to pull all inactive student employment records.

This report shows key employment data including:

- EMPL record (employee record)
- Job Code and Job Code Title
- Internal Title
- Supervisor ID and Name
- Last hire date and last day worked
- Compensation type (salary or hourly)
- Standard hours per week
- Salary or hourly rate

You have the option to download the results in an Excel Spreadsheet so you can filter/sort as applicable for your needs.

Student Initiator Reports

SC\_HR\_INACTIVE\_STUDENTS - Roster of inactive students

EMPLID (optional)

[View Results](#)

Row	Last Name	First Name	Middle Name	EMPLID	Empl Record	Campus	Resp Code	Resp Code Descr	Dept ID	Dept Descr	Job Code	Job Code Title	Internal Title	Supv ID	Supervisor Name	Last Hire Date	Last Day Worked	Expected Job End Date	Salaried (\$ or Hourly (H))	Std Hrs/Wk	Hourly Rate-Hrly student only	Salary - salaried student only
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My Reports

- Roster of Active Students
- Roster of Inactive students**
- Status of Student Forms
- Status of Onboarding

SC\_HR\_INACTIVE\_STUDENTS - Roster of inactive students

EMPLID (optional)

[View Results](#)

Download results in: [Excel Spreadsheet](#) CSV Text File XML File (6815 kb)

View All

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Row	Last Name	First Name	Middle Name	EMPLID	Empl Record	Campus	Resp Code	Resp Code Descr	Dept ID	Dept Descr	Job Code	Job Code Title	Internal Title	Supv ID	Supervisor Name	Last Hire Date	Last Day Worked	Expected Job End Date	Salaried (\$ or Hourly (H))	Std Hrs/Wk	Hourly Rate-Hrly student only	Salary - salaried student only
1				F05489824	0	SCUPS	UP000	USC Upstate	981035	UPS Department of Education	CB35	Assoc Teacher/Center Dir	Supervisor	F72402087		01/04/2021	05/15/2021		H	5.00	25.00	
2				G77166522	2	SCCOL	CL008	Division of Student Affairs and Academic Support	462334	SAAS Student Life	SGEA	Enrolled Graduate Office Asst	Enrolled Graduate Office Asst	G06813600		07/01/2020	06/30/2021		H	10.00	20.00	
3				H06948542	0	SCUPS	UP000	USC Upstate	985911	UPS Campus Recreation	SUNE	Non Enrolled Undergrad Asst	Non Enrolled Undergrad Asst	U32781738		08/17/2020	05/08/2021		H	15.00	11.00	
4				K56464056	0	SCCOL	CL034	Arnold School of Public Health	115400	ASPH Health Promotion, Education and Behavior	SGNE	Non-Enrolled Grad Office Asst	Non-Enrolled Grad Office Asst	B67744165		08/16/2020	05/15/2021		S	20.00		
5				Q43289249	0	SCCOL	CL039	College of Education	152900	CED Research, Evaluation and Measurement (REM) Center	SGNE	Non-Enrolled Grad Office Asst	Non-Enrolled Grad Office Asst	Y76519082		08/16/2020	05/15/2021		S	20.00		
6				D79975594	7	SCLAN	LA000	Palmetto College	941000	USC Lancaster - Palmetto College	VSUM	Summer	Summer	S98291882		07/06/2021	07/28/2021		S	10.00		
7				A99403963	1	SCCOL	CL008	Division of Student Affairs and Academic Support	462229	SAAS Off Campus Students	SFNU	Ugrad Work Study-Sum NonEnroll	Off Campus Student	J80685498		05/08/2021	08/07/2021		H	20.00	8.00	
8				B87667110	0	SCSAL	SA000	Palmetto College	951000	USC Salkehatchie Palmetto College	SFNU	Ugrad Work Study-Sum NonEnroll	Ugrad Work Study-Sum NonEnroll	S61296824		07/06/2021	07/06/2021		H	20.00	9.23	

## University of South Carolina HCM HR Contact Resources Student Actions: Student Initiator Reports

The **Status of Student Forms** shows an overview of all student eForms (Hire, Job Change, and Status Change) that a specific initiator has created.

You must enter the **USERID** (USC Network ID) for the person who initiated the eForms. This must be entered in all capital letters.

This report shows important form and status data to include:

- Form ID
- Form Type
- Current form status, Last action, and currently pending approval by should be viewed together. Note: fully approved eForms will show as **Executed**.
- Job Code and Job Code Title
- Internal Title
- Pay group
- Last date of action on form

You have the option to download the results in an Excel Spreadsheet so you can filter/sort as applicable for your needs.

Student Initiator Reports

SC\_HR\_STU\_MY\_FORMS\_V2 - Student Forms Workflow Status

USERID of Form Initiator: **CLARKSPO**

[View Results](#)

Download results in: [Excel Spreadsheet](#) CSV Text File XML File (584 kb)

View All

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Row	Form ID	Form Type	Current Form Status	Last action	Currently Pending Approval by	Date Received	Form Initiated Date	EMPLID	EMPL_RCD	First Name	Middle Name	Last Name	Effective Date	Expected Job End Date	Job Code	Internal Title	Dept ID	Dept Descr	Pay Group	FLSA	Form Initiator User ID	Last Date/Action on Form
1	385600	STU_HIRE	Pending	Approved	Grad School	03/16/2022 3:45:21PM	01/19/2022	V09269178	0				01/25/2022	05/06/2022	SGRA	Dahmen RA	130600	CAS Mathematics	T12	T	CLARKSPO	03/16/2022
2	404805	STU_JOB_CG	Partially Approved	Recycled		03/15/2022 11:43:38AM	03/08/2022	D98423993	0				04/01/2022	05/06/2022	SGTA	Graduate Teaching Assistant	130600	CAS Mathematics	T12	T	CLARKSPO	03/15/2022
3	404913	STU_JOB_CG	Executed	Executed		03/15/2022 11:19:35AM	03/08/2022	S93999289	0				08/16/2021	05/06/2022	SGTA	Graduate Teaching Assistant	130600	CAS Mathematics	T12	T	CLARKSPO	03/15/2022
4	392542	STU_HIRE	Pending	Approved	HR Operations	02/14/2022 7:53:38AM	02/07/2022	J36874687	0				01/17/2022	05/05/2022	SUEA	Grader	130600	CAS Mathematics	HRL	N	CLARKSPO	02/14/2022
5	367457	STU_HIRE	Pending	Approved	HR Operations	02/02/2022 12:14:02PM	11/29/2021	H99092153	0				01/12/2022	04/22/2022	SGRA	H. Wang research	130600	CAS Mathematics	I12	T	CLARKSPO	02/02/2022
6	386805	STU_HIRE	Pending	Approved	HR Operations	02/02/2022 11:33:52AM	01/24/2022	A28625087	0				01/25/2022	05/05/2022	SUEA	Grader	130600	CAS Mathematics	HRL	N	CLARKSPO	02/02/2022
7	386996	STU_HIRE	Executed	Executed		02/02/2022 11:30:15AM	01/24/2022	K77861562	0				01/25/2022	05/05/2022	SUEA	Grader	130600	CAS Mathematics	HRL	N	CLARKSPO	02/02/2022
8	380446	STU_HIRE	Partially Approved	Recycled		02/01/2022 2:52:10PM	01/07/2022	S66638008	1				01/10/2022	05/06/2022	SGRA	Yee Commitment #20-3093	130600	CAS Mathematics	T12	T	CLARKSPO	02/01/2022
9	305346	STU_HIRE	Pending	Approved	HR Operations	01/31/2022 1:24:45PM	11/18/2021	Y20289208	0				01/01/2022	05/15/2022	SGRA	Ju DOE	130600	CAS Mathematics	I12	T	CLARKSPO	01/31/2022
10	382698	STU_HIRE	Pending	Approved	HR Operations	01/31/2022 12:13:52PM	01/12/2022	Y61052601	0				03/14/2022	05/05/2022	SUEA	Grader accelerated class	130600	CAS Mathematics	HRL	N	CLARKSPO	01/31/2022
11	384152	STU_JOB_CG	Pending	Approved	HR Operations	01/25/2022 7:57:47PM	01/14/2022	N26363070	0				01/16/2022	05/06/2022	SGTA	Graduate Teaching Assistant	130600	CAS Mathematics	T12	T	CLARKSPO	01/25/2022
12	384151	STU_JOB_CG	Executed	Executed		01/25/2022 7:47:07PM	01/14/2022	B76689849	0				01/16/2022	05/06/2022	SGTA	Graduate Teaching Assistant	130600	CAS Mathematics	I12	T	CLARKSPO	01/25/2022

## University of South Carolina HCM HR Contact Resources Student Actions: Student Initiator Reports

The **Status of Onboarding** shows the onboarding completion status for new student employees hired within your assigned security (the department(s) for which you are authorized to hire students).

There are no search parameters for this report, the data populates upon clicking **Status of Onboarding** from the My Reports menu on the lefthand menu.

This report shows the onboarding status for first time student employees. Monitor this data and urge your new student employees to complete the required onboarding. Onboarding tasks are only required for first-time student employees.

You have the option to download the results in an Excel Spreadsheet so you can filter/sort as applicable for your needs.

You have learned how to run each of the four **Student Initiator Reports**!

USC\_STU\_ONB\_STATUS\_DEPT- Status of Onboarding

Download results in: [Excel Spreadsheet](#) CSV Text File XML File (2838 kb)

View All

Row	Form ID	First Name	Middle Name	Last Name	EMPLID	Empl Record	Status of Onboarding	Final Form Approval Date	Future Dated Hire?	Hire Date	Expected Job End Date	Dept ID	Dept Descr	Email ID	HR Status
1	324790				A00149690	0	Complete	08/22/2021	N	08/23/2021	04/29/2022	150111	DMSB Accounting		A
2	209046				A00215224	0	Complete	08/24/2020	N	08/17/2020	05/15/2021	463125	SAAS Campus Recreation Students		A
3	297425				A00247998	0	Complete	06/17/2021	N	07/01/2021	08/15/2021	480000	SAAS Office of the Registrar		A
4	386319				A00313534	0	Complete	02/01/2022	N	01/20/2022	05/13/2022	925020	BFT Athletics		A
5	335200				A01099961	0	Complete	09/21/2021	N	09/06/2021	05/03/2022	981045	UPS Division of Languages, Literature, and Composition		A
6	371730				A01689788	0	Complete	02/02/2022	N	01/16/2022	05/15/2022	115200	ASPH Epidemiology and Biostatistics		A
7	331117				A01755324	0	In Progress	08/24/2021	N	08/16/2021	05/15/2022	130200	CAS Chemistry and Biochemistry		A
8	316897				A01984700	0	Complete	08/05/2021	N	08/16/2021	05/15/2022	125800	CAS Theatre and Dance		A
9	381957				A02443454	0	In Progress	01/25/2022	N	01/11/2022	05/15/2022	155020	CEC College of Engineering and Computing		A
10	331457				A02836664	0	In Progress	09/22/2021	N	08/19/2021	12/13/2021	150004	DMSB Marketing & Communications		A
11	399579				A03262648	0		03/13/2022	N	02/04/2022	04/30/2022	213000	CAS South Carolina Institute of Archaeology and Anthropology		A
12	204085				A05720254	0	Complete	08/24/2020	N	08/16/2020	05/15/2021	135800	CAS Psychology		A
13	325968				A06113470	0	Complete	08/15/2021	N	08/19/2021	05/06/2022	125500	MUS School of Music		A
14	380019				A06473915	0		01/31/2022	N	01/14/2022	05/14/2022	985911	UPS Campus Recreation		A
15	322358				A06637759	0	Complete	08/10/2021	N	08/16/2021	12/15/2021	157000	CIC School of Library and Information Science		A
16	338152				A06834367	0	Complete	09/01/2021	N	09/07/2021	05/15/2022	641000	DEV Development Office		A
17	218874				A07030974	0	Complete	09/15/2020	N	09/01/2020	12/23/2020	300050	LIBR Circulation		A
18	323201				A07325887	0	Complete	08/11/2021	N	08/16/2021	12/31/2021	130100	CAS Biological Sciences		A
19	208060				A07358648	0	Complete	08/25/2020	N	08/19/2020	05/15/2021	971000	USC Union Palmetto College		A
20	399973				A07522495	0		02/22/2022	N	02/21/2022	05/15/2022	463125	SAAS Campus Recreation Students		A
21	391639				A07580031	0	Complete	02/07/2022	N	02/07/2022	05/15/2022	155401	CEC Mechanical Engineering		A
22	199437				A08079547	0	Complete	07/28/2020	N	08/20/2020	11/30/2020	155401	CEC Mechanical Engineering		A
23	218378				A08374459	0	Complete	09/09/2020	N	09/02/2020	05/15/2021	155301	CEC Electrical Engineering		A
24	205643				A08964286	0	Complete	09/03/2020	N	08/19/2020	12/31/2020	130200	CAS Chemistry and Biochemistry		A

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