

Student Hire Change Impacts

Below are changes to the student-hire process that will come about with implementation of the new HR/Payroll system in April 2019. Listed for each change is the current approach – and the future approach when the new system is in place.

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| <p>Currently: Payroll owns the process for hiring student employees.</p> | <p>With the new system: HR will own the student-hire process.</p> |
| <p>Currently: Paper I-9 forms are still acceptable.</p> | <p>With the new system: I-9s will be processed through I-9 Advantage, which is USC's vendor enabling electronic I-9 and E-verify to occur simultaneously. Paper I-9s will no longer be accepted. <i>Note: For additional information, please refer to the memo sent from Human Resources October 1, 2018.</i></p> |
| <p>Currently: VIP is the student hire system. VIP shows if a student has other active positions, but information is limited.</p> | <p>With the new system: In PeopleSoft, the student hire eForm will show all active jobs for a given student – including department names and hours per week.</p> |
| <p>Currently: VIP does not restrict the input for the hourly rate. Therefore, all hourly rates must be reviewed manually to ensure they meet federal minimum wage requirements.</p> | <p>With the new system: In PeopleSoft, the student hire eForm prohibits an hourly rate less than the federal minimum wage. The form will show the error by highlighting the field in red.</p> |
| <p>Currently: The hiring department must complete a number of items identified on the VIP hire screen.</p> | <p>With the new system: The initiator will have to enter several additional fields, including Tax Location and Work Location.</p> |
| <p>Currently: When a student hire is submitted, there is no way for an initiator to view the progress of the action.</p> | <p>With the new system: Initiators and approvers will be able to view the status of the student-hire eForm as it routes through workflow.</p> |

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| <p>Currently:</p> <p>The department must contact the Office of Financial Aid prior to initiating a Federal Work Study hire if they are aware that financial aid funds are available. The available funds are not disclosed in VIP automatically without manual intervention from the Office of Financial Aid.</p> | <p>With the new system:</p> <p>The eForm will automatically populate any available financial aid work study awards (based on information loaded by the campus Financial Aid Office) when awards are communicated.</p> <p>This feature should encourage departments to utilize this funding.</p> |
| <p>Currently:</p> <p>In VIP, all graduate student hires route to the Graduate School for review and approval prior to submission to Payroll.</p> | <p>With the new system:</p> <p>The student hire eForm will only route to the Graduate School if the hire is for a salaried graduate student.</p> <p>(Hourly students that meet the minimum wage requirement will not route to the Graduate school for approval.)</p> |
| <p>Currently:</p> <p>In VIP, there is no way to upload attachments to a student hire form.</p> <p>International Tax Information Forms are processed outside of the system and submitted separately to Payroll.</p> | <p>With the new system:</p> <p>Student hire eForms will allow attachments.</p> <p>For international students hires, the International Tax Information Form will be required at time of submission. Initiators will assist the student with completion of the form.</p> <p>The form will workflow to the International Payroll Office. Once the hire is approved, International Student Services will receive notification.</p> |
