Essential FAQs for Student Hire Representatives

The process for hiring students will see important changes with implementation of the new HR/Payroll system. These FAQs provide important information about the I-9 process, I-9 Advantage, Payroll, ACA, taxes and more.

Q. What processes are changing with the new system?
A. The new system provides a collaborative approach to recording and viewing key information about student employees, while streamlining processes that previously involved manual steps and paper forms. Within the new system, students will be able to view their paycheck online, and the process for initiating I-9 Forms is streamlined.

Form I-9 Processing Questions

Q. Why is the I-9 process changing?
A. Student hires will be moving under the Division of Human Resources with the implementation of the new HR/Payroll system on April 1. Due to this shift, we are requiring all new student hires and rehires to submit their part of the I-9 form through I-9 Advantage – and the Student Hire Representative will also complete the USC portion of the I-9 form and E-Verify using I-9 Advantage.

Q. Is the new I-9 process for all existing employees or just new employees?
A. The new process applies to both new and existing employees who are being rehired. The I-9 form for an existing employee is valid as long as the employee is continuously employed by USC or has not had a gap in employment of 1 year or more. If the employee has been separated for 1 year or more, the HR Contact must initiate a new I-9 form in I-9 Advantage and verify the employee’s documents.

Q. Are student I-9 forms still good for 3 years?
A. The three-year validation period is a form retention requirement by United States Citizenship and Immigration Services (USCIS). It does not pertain to the validity of the documents for new student hires and rehires. Students currently employed will not require a new I-9 form to be completed in I-9 Advantage until their current appointment ends and they are rehired.

If you have used I-9 Advantage for the student’s current employment, it is not necessary to repeat the process again unless the student employee has a gap in employment of 1 year or more.

Q. Why do I have to complete a new I-9 form in I-9 Advantage on my student employee if I just did a paper document last semester?
A. Each time a student is rehired, it is considered a new period of employment. If the I-9 form was not completed in I-9 Advantage for last semester’s employment, you must initiate a new form using I-9 Advantage.

If the student’s I-9 form was previously completed using I-9 Advantage, and the student has not had a gap in employment of 1 year or more, it is not necessary to complete a new form.

Q. How do I access I-9 Advantage?
A. Access it via the portal at https://secure.i9advantage.com/login/login.aspx. I-9 Advantage is outside of PeopleSoft HCM (the new HR/Payroll system).
Q. What are the timelines for completing the I-9 form in I-9 Advantage?
A. Student employees must complete Section 1 of the I-9 form in I-9 Advantage no later than the first day of work, but they can complete it as soon as the offer of employment has been accepted and the Student Hire Representative initiates the I-9 notification in I-9 Advantage. The notification triggers an email to the student containing a link that is valid for 48 hours. If the student does not access I-9 Advantage and complete Section 1 within that period, the Student Hire Representative will need to initiate a new notification and cancel the first action.

After Section 1 is completed, the authorized I-9 representative must complete Section 2 of the I-9 form in I-9 Advantage within three business days. The E-Verify step cannot be started under Section 2 is completed.

USC Human Resources recommends the employer’s portion be completed no later than the employee’s first day of employment.

Failure to complete either one of the sections on the I-9 form with these timelines could result in termination of the student’s position by USC.

Q. How do I know if an I-9 form has already been completed for an employee in I-9 Advantage?
A. You can check in I-9 Advantage to verify if the student’s I-9 form already exists for a given period of employment. If not, you will need to complete a new I-9 form using I-9 Advantage.

Q. Do students need to be physically present to give me their forms of identification so I can make a copy and upload it in Section 2 of the I-9 form in I-9 Advantage?
A. Yes, this is required by federal law. The student needs to present their document(s) for verification (originals only – no copies). When you sign off on the electronic I-9 form, you are certifying that you physically reviewed the original document(s). If you do not, you are falsifying the form I-9. U.S. Citizenship and Immigration Services regulations that define what documents must be uploaded. Per their regulations, only items listed in Column A are to be copied and uploaded. Items from Columns B and C should not be copied and uploaded. Please remember that you cannot dictate which form(s) of identification the student may use for verification.

Q. If the student is a US citizen, are we required to make copies of their identification to have on file even though there are no documents to upload in Column A of Section 2?
A. No, you are not required to keep copies of any documents in Columns B or C. You only need to physically verify the actual documents.

Q. How do you complete a Form I-9 for students who need to apply for a Social Security Number?
A. See these Quick Reference Guides on Form I-9 Processing in I-9 Advantage/E-Verify. They address the question of how to proceed when the employee does not have a social security number.

Initiating Section 1 and Completing Section 2 of the Form I-9
Logging In, Navigation, Actions & Status Updates

Refer questions on international students to the Office of International Services.

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Payroll and Tax Questions

Q. Is VIP going away?
A. Yes, with one exception: VIP will maintain employee paycheck information for pay dates prior to April 2019. The new system will show pay information for pay dates beginning on April 15, 2019. You should encourage students to download and save/print any paycheck information stored in VIP. VIP is on track to be retired, and with each passing month, the system is holding one less month of historical pay information.

Q. How will students be able to view their paycheck information beginning in April, 2019?
A. Students will be able to view their paycheck information via the self service functionality in PeopleSoft HCM (the new HR/Payroll system). Additional information about Employee Self Service is at sc.edu/hrpayrollproject. Among the resources is a one-page Student Employee Self Service Quick Reference.
Q. Can students work in multiple jobs/positions around 10 to 15 hours a week in each job position?
A. While there is nothing to prohibit a student from working more than 20 hours a week on campus, the UofSC Career Center recommends fifteen hours/week as the optimal amount of time for a full-time student to work while he/she takes classes. Working too many hours can interfere with a student's academic and extracurricular activities. Graduate Students need permission from the Graduate School to work over 20 hours. Please note that any student who works more than 30 hours a week is eligible for USC benefits. If the student is working for more than one department at USC, each department is responsible for funding a portion of those benefits. All departments involved must determine the cost breakout and provide that information to the USC Payroll team.

Q. Can I use the same ACA Acknowledgement form if the student has multiple jobs/positions in the same time frame, but different departments?
A. No. You can reuse the same ACA Acknowledgement form for multiple hires in the same time frame within the same department. However, new forms must be completed for each department and for subsequent rehire (e.g., for the new academic term).

Q. Whom can I contact with questions regarding the Foreign National Tax Information Form?
A. Jacob Kiehl • kiehl@mailbox.sc.edu • (803) 777-4819

Getting Connected and Staying Informed

Q. How do I join the list of Student Hire Representatives at USC?
A. The address for this group is student-hire-con@listserv.sc.edu Megan Joyner is the listserv administrator. Contact her at meganf@mailbox.sc.edu to be added to the group.

Q. What additional resources are available to assist me in understanding the new processing steps?
A. See this memo from March 4, 2019, with a general overview of the new process. Use the learning resources at this web page for Student Hire Reps – included is a webinar, eLearning resources that show you the eForm and screens, and more.

Q. Whom can I contact if I still have questions?
A. Deborah Richardson, Student Hire Coordinator • richa562@mailbox.sc.edu • (803) 777-3253 Kris Mayer, I-9 and E-Verify Administrator • kmayer@mailbox.sc.edu • (803) 777-5949

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