HR Student Hire Process Students hired for the first time or rehired Watch for email On hire date, new first If an international Depending on job, If paid hourly, after a one year break Student Student may need from Division of time hired students must student, completes Student is selected ensure work hours in employment must Start and returns Foreign packground screening **Human Resources** log in to HCM PeopleSoft have a valid I-9. Watch are entered into confirming to complete onboarding: National Tax Form Watch for email from HCM PeopleSoft or for an email from employment details direct deposit set up, W-4 noreply@hireright.com service@peopleadmir submitted to a and providing log in forms and ACA manager com to HCM PeopleSof Acknowledgement Manager For hourly paid **Notifies Student** students, approve submitted hours Hire Rep worked in a timely manner Student Hire Rep Checks with Receives Foreign assigned Service Completes and eceives notice that Requests Foreign nitiates background National Tax Form Team to see if a submits Student National Tax Form student is to be screening process, if Hire ePAF with international? from international valid I-9 is on file. If hired be completed applicable required form student not, initiates I-9 process for studen Checks employment dates pay rate/salary, job code, Approved? supervisor, hours per week and funding Grants and Contracts If funding includes grants, determine if paid through Approved? Payroll or AP and confirm sufficient funds available Financial Aid If Federal Work study is Approved? included ₹ If any graduate assistant Approved? job code is used PS HCM South Carolina Student Hire is processed in **HCM PeopleSoft**