

**How to initiate a workstudy student hire in HCM:**

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

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

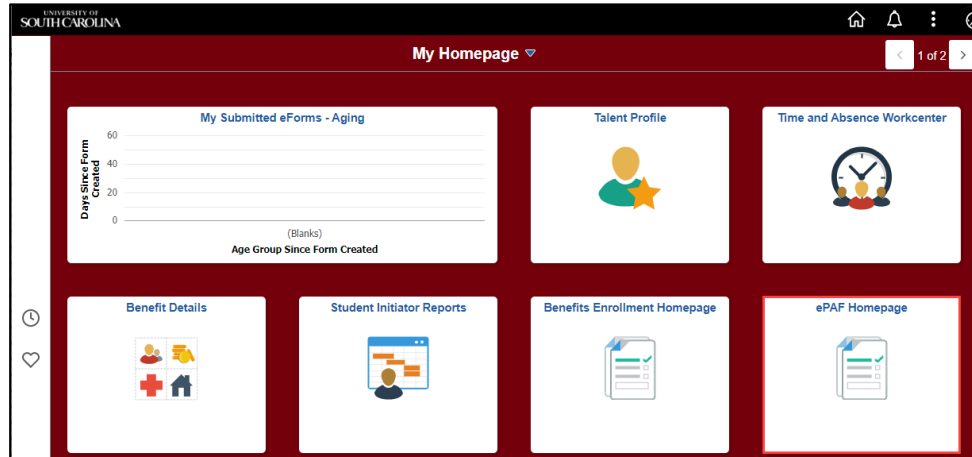
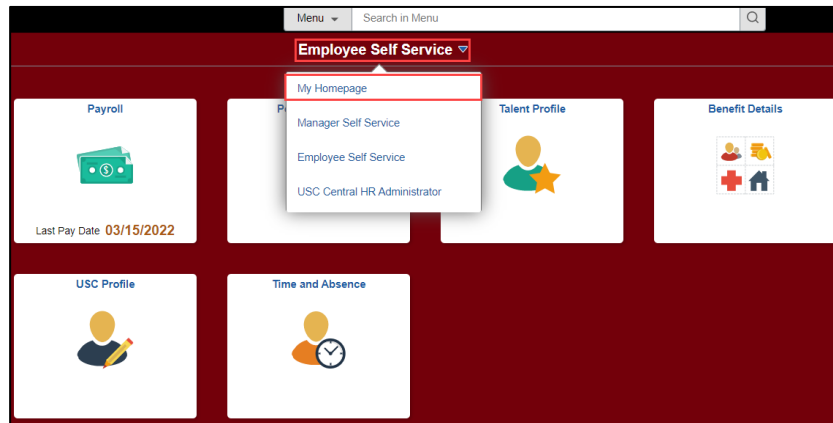
**Information**

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

**Initiating a workstudy student hire:** In order to initiate a workstudy 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**

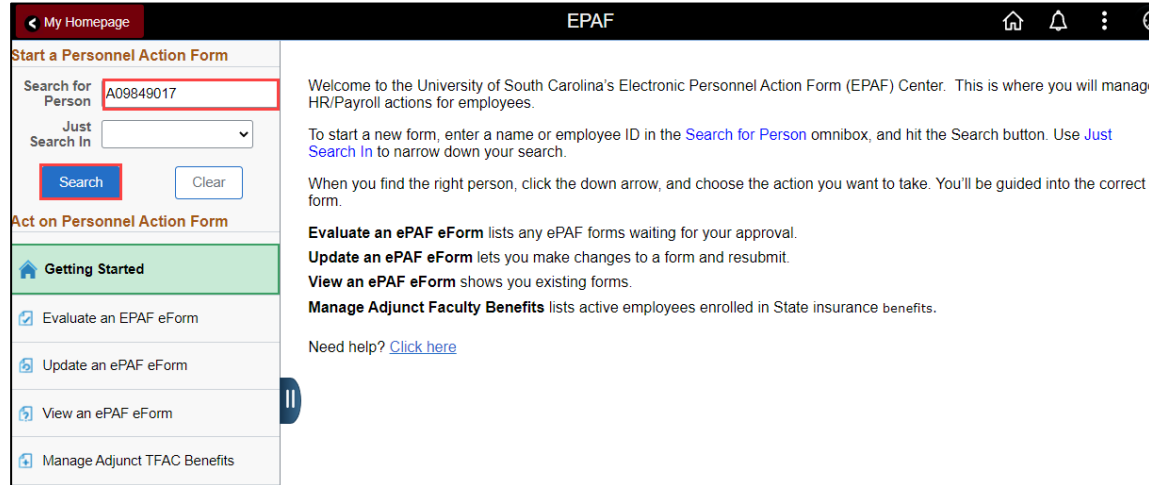


## University of South Carolina HCM HR Contact Resources Student Actions: Workstudy Hire

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.

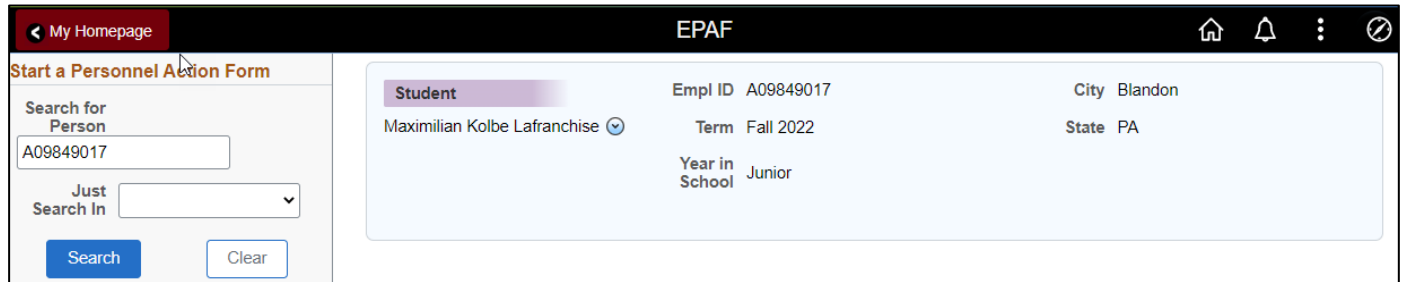
The results that appear are referred to as **Search Cards**. If the student has more than one active hire numerous search cards will appear. To initiate a new hire, it does not matter which search card you select. Click the **Related Actions Menu** button.

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 with the following elements:

- Search for Person:** A text input field containing "A09849017" with a red box around it. Below it is a "Just Search In" dropdown menu and a "Search" button with a red box around it.
- Act on Personnel Action Form:** A list of actions:
  - Getting Started
  - Evaluate an ePAF eForm
  - Update an ePAF eForm
  - View an ePAF eForm
  - Manage Adjunct TFAC Benefits
- Right Column:** Welcome message and instructions.
  - Welcome to the University of South Carolina's Electronic Personnel Action Form (ePAF) Center. This is where you will manage HR/Payroll actions for employees.
  - To start a new form, enter a name or employee ID in the [Search for Person](#) omnibox, and hit the Search button. Use [Just Search In](#) to narrow down your search.
  - When you find the right person, click the down arrow, and choose the action you want to take. You'll be guided into the correct form.
  - Evaluate an ePAF eForm** lists any ePAF forms waiting for your approval.
  - Update an ePAF eForm** lets you make changes to a form and resubmit.
  - View an ePAF eForm** shows you existing forms.
  - Manage Adjunct Faculty Benefits** lists active employees enrolled in State insurance benefits.
  - Need help? [Click here](#)



The screenshot shows the ePAF homepage with search results for a student:

- Search for Person:** A text input field containing "A09849017". Below it is a "Just Search In" dropdown menu and a "Search" button.
- Search Results Card:**

<b>Student</b>	Empl ID A09849017	City Blandon
Maximilian Kolbe Lafranchise	Term Fall 2022	State PA
	Year in School Junior	

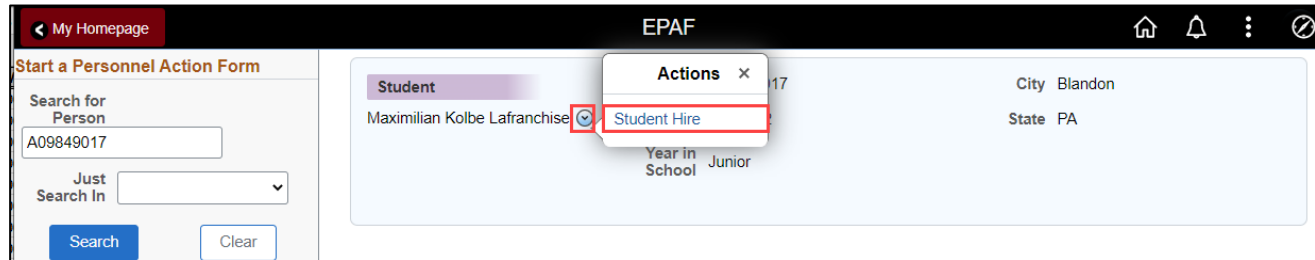
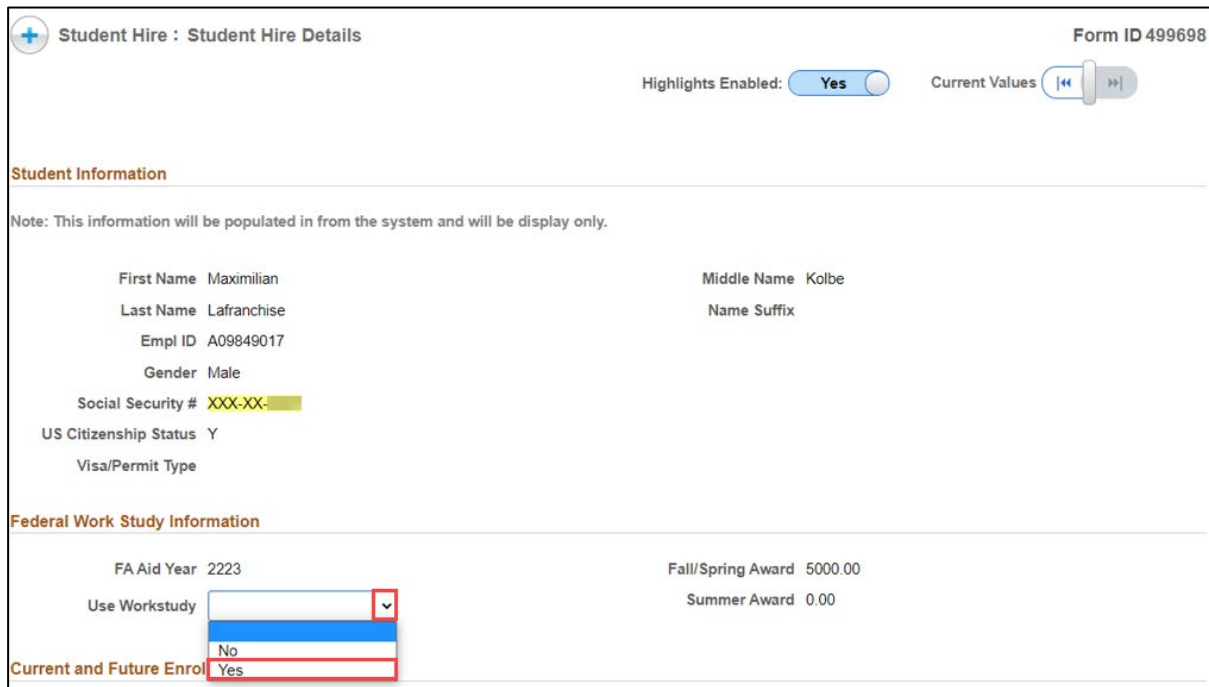
The **Related Actions Menu** shows all of the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

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

From the Related Actions Menu, select the **Student Job Change** option.

**Completing the Student Hire eForm:**

1. In the Student Hire eForm, if a student has an awarded financial aid workstudy for the current year the Federal Work Study Information section will appear as the first section to complete on the eForm. Click **Use Workstudy** drop-down menu button to select **Yes**.

**Student Hire : Student Hire Details** Form ID 499698

Highlights Enabled:  Yes Current Values:  |<< >>|

**Student Information**

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

First Name	Maximilian	Middle Name	Kolbe
Last Name	Lafranchise	Name Suffix	
Empl ID	A09849017		
Gender	Male		
Social Security #	XXX-XX-		
US Citizenship Status	Y		
Visa/Permit Type			

**Federal Work Study Information**

FA Aid Year	2223	Fall/Spring Award	5000.00
Use Workstudy	<input type="text" value="Yes"/>	Summer Award	0.00

**Current and Future Enrol**

**University of South Carolina  
HCM HR Contact Resources  
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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).

- **Undergrad workstudy students** must be enrolled in 6 credit hours during the fall/spring semesters. No enrollment requirement for the summer.
- **Graduate workstudy students (no assistantship)** must be enrolled in 6 credit hours during the fall/spring semesters. No enrollment requirement for the summer.
- **Graduate workstudy 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.

Note: The **Student Hire eForm** also displays the student's other active employment 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).

- **Workstudy students** cannot work more than 20 hours per week across all active positions.

**Current and Future Enrollment**




1 row						
Term	Term Begin Date	Term End Date	Hours Enrolled	Student Classification	Student Type	
1 Fall 2022	08/16/2022	12/31/2022	12.000000	SR	Senior	

**Other Active Jobs**

2 rows						
Empl Record	Department	Description	Standard Hours	Start Date	End Date	
1	2 463125	CAMPUS RECREATION STUDENT	5.00	10/16/2022	05/05/2023	
2	3 463125	CAMPUS RECREATION STUDENT	5.00	08/16/2022	05/05/2023	

2. Enter the **Job Begin Date**.
3. Enter the **Job End Date**.
4. 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 Job Code selection and cannot be edited.

**Hire Information**

*Job Begin Date	<input type="text" value="11/21/2022"/>		*Job End Date	<input type="text" value="04/28/2023"/>	
*Job Code	<input type="text"/>		Internal Title	<input type="text"/>	

5. Enter an **Internal Title** for the student. This step is important for hourly students as that is what they see displayed in their timesheet selector.
6. Enter the **Department** number (the name will populate to the right of the field).
7. Enter the **Location** code of the building (the name will populate to the right of the field).
8. Enter the **Supervisor's USC ID** (the name will populate to the right of the field).
9. Enter the **Tax Location Code**.
10. Enter the **Hourly Rate** for the hire.
11. Enter the **Standard Hours** (hours per week).

**Hire Information**

\*Job Begin Date: 11/21/2022      \*Job End Date: 04/28/2023

\*Job Code: SFWR Undergraduate Work Study      Internal Title: Workstudy Assistant

\*Campus: SCCOL

\*Department: 112000 CON College of Nursing      \*Location: 056 Williams-Brice Building

\*Supervisor ID: A00215231 Abigail Kreuser

\*Tax Location Code: SC South Carolina      FLSA Status: Nonexempt

Employee Type: Hourly Employees

\*Hourly Rate: 9.750000

\*Full/Part Time: Part-Time

\*Standard Hours: 10.00

**Account Funding**

2 rows

	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	7.313000	75.000000	Select Chartstring	CL085	430000	FAFC1	51422	504						+	-
2	2.438000	25.000000	Select Chartstring											+	-

**Funding Distribution Total**

Percent Total: 100.00

Two lines of funding automatically appear for workstudy hires. The first is the financial aid account paying 75% of the student's hourly rate. The second is where the hiring department adds their funding for the remaining 25% of the hourly rate.

12. Click the **Select Chartstring** button.

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

Student Account codes:

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

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

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

**Select Chartstring**

Combination Code

---

Operating Unit  Department  Fund Code  Account  Class Field  Business Unit

Project/Grant  Activity ID  Cost Share

Combination Code	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
<a href="#">A00000021362</a>	CL031	112000	A0001	51422	101				

**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?

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



**File Attachments Section:**

**Undergraduate Workstudy Students-** The only time an attachment is required for an undergraduate student hire is if the student is international. In these scenarios, the **Payroll International Tax Form** will automatically appear as required.


Offer letters are not a required attachment. At time of final approval, the student will receive an automated confirmation email detailing the specifics of this work assignment.

**Graduate Workstudy Students-** 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.

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

**Undergraduate:**

File Attachments					
Attachment Required	Action	Description	Instructions	File Name	Delete
1		<a href="#">Upload</a>	Payroll International Tax Form	Payroll requires a new/updated <a href="#">Foreign National Tax Information form</a> with each student hire. Have you verified the signature date on this form matches the employment dates of this hire?	<a href="#">Delete</a>

**Graduate:**

File Attachments					
Status	Action	Description	Instructions	Remove	
1		<a href="#">Upload</a>	Offer Letter	<a href="#">Delete</a>	
2		<a href="#">Upload</a>	Payroll International Tax Form	Payroll requires a new/updated <a href="#">Foreign National Tax Information form</a> with each student hire. Have you verified the signature date on this form matches the employment dates of this hire?	<a href="#">Delete</a>
<a href="#">Add</a>					

Depending on the type of student and hire situation there are three **Acknowledgements** you may see when hiring an undergraduate student.

- **Background screening** requirement. This acknowledgement appears when you select Yes to the background screening question earlier in the eForm.
- **Seniors** cannot work beyond their graduation date. This acknowledgement auto populates when the student hired is a registered senior.
- **Internal title** field blank. This acknowledgement appears when the internal title field is blank, this field is important for hourly students as it appears on their timesheet.

18. Click the Yes/No toggle button to **Yes** on all acknowledgements.

Review your work on the eForm, once you've confirmed the data click the **Submit** button. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for this action.

**File Attachments** 1 row

Status	Action	Description	File Name	Delete
1	<a href="#">Upload</a>			<a href="#">Delete</a>

[Add](#)

**Action Items** 2 rows

**Acknowledgement**

1	<input checked="" type="checkbox"/> Yes	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.
2	<input checked="" type="checkbox"/> Yes	WARNING: This student is a senior and cannot be employed beyond their graduation date. Please check to make sure the expected end date does not extend past the graduation date. If the expected end date does not exceed the student's graduation date, please click 'Yes.' If expected end date exceeds student's graduation date, please adjust the expected end date to end before graduation date.
3	<input checked="" type="checkbox"/> Yes	WARNING: The internal title field was left blank. Internal title appears in the timesheet and helps students, who have multiple jobs and record working hours, identify which job to record working time. If this was missed, please enter an internal title. If the job doesn't have an internal title, click 'Yes' and proceed with submitting the student hire form.

**Comments**

[Search](#) [Save](#) [Submit](#)

**Student Hire : Finalized** Form ID 499726

**Completed**

You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
multiple approvers.

[View Approval Route](#)

**Transaction / Signature Log** 1 row

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
11/11/2022 2:58:04PM	Initiated	RAVILALI	Lalitha Ravi	Submit	

[Refresh Log](#)

**Action Item Log** 1 row

Acknowledgement	Description	User	Time Stamp
1	Yes	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.	RAVILALI 11/11/22 2:58:03.000000PM

The **Approval Route** shows the workflow steps for the specific action you submitted.

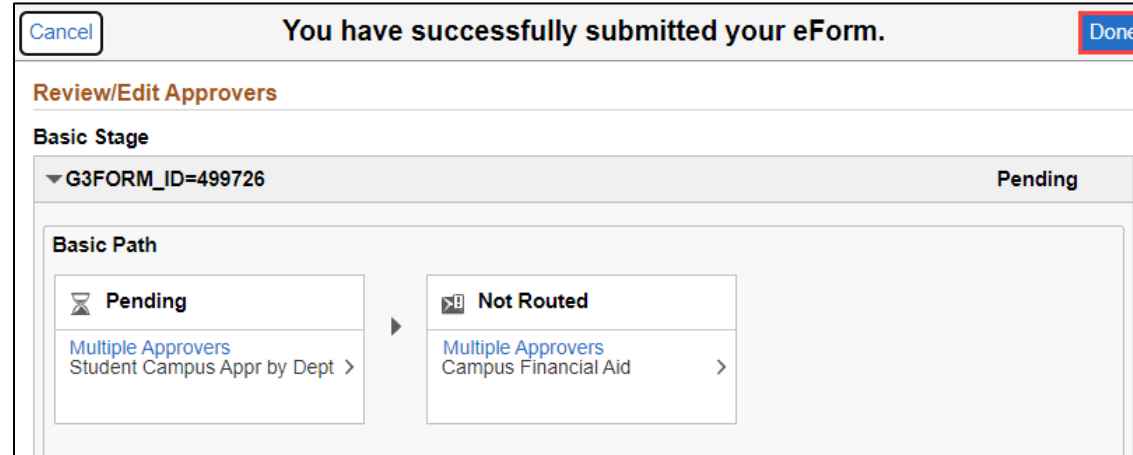
All workstudy student hire eForms route to the Student Campus Approver. If the hire is paid for by grant funding, it will workflow to Grant Approver before routing to Campus Financial Aid. **The Division of HR is not in the workflow for approval of undergraduate workstudy student hires**, so it is vital to ensure eForm accuracy prior to submission.

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

**Undergraduate hires** - Once the eForm is approved by the last approver in the workflow, the eForm will execute into the system. At time of final approval, the student will receive an automated confirmation email detailing the specifics of this work assignment. Students being hired for the first time (new hires) will receive a consolidated email that addresses both onboarding and hire confirmation.

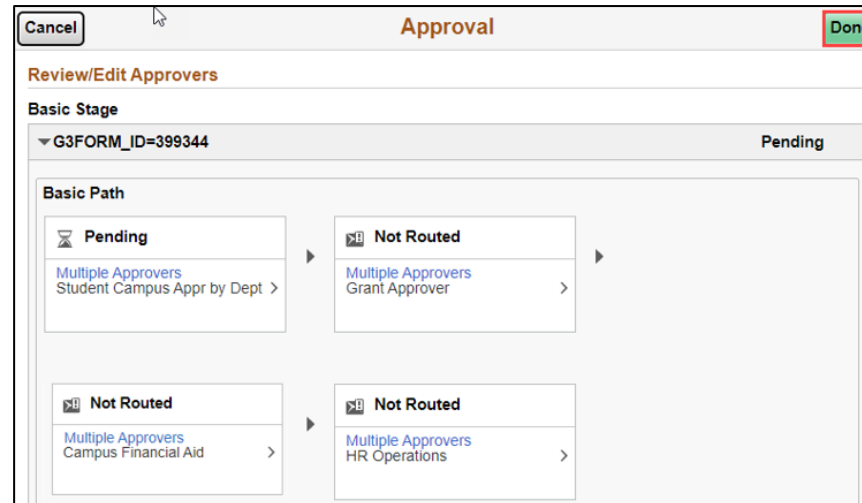
You have successfully initiated a **Workstudy Student Hire!**

### Undergraduate Approval Route:



The screenshot shows a confirmation message: "You have successfully submitted your eForm." with "Cancel" and "Done" buttons. Below is the "Review/Edit Approvers" section for "Basic Stage" with "G3FORM\_ID=499726" and a "Pending" status. The "Basic Path" shows a flow from "Pending" (Multiple Approvers Student Campus Appr by Dept) to "Not Routed" (Multiple Approvers Campus Financial Aid).

### Graduate Approval Route:



The screenshot shows a confirmation message: "Approval" with "Cancel" and "Done" buttons. Below is the "Review/Edit Approvers" section for "Basic Stage" with "G3FORM\_ID=399344" and a "Pending" status. The "Basic Path" shows a flow from "Pending" (Multiple Approvers Student Campus Appr by Dept) to "Not Routed" (Multiple Approvers Grant Approver), and then to another "Not Routed" (Multiple Approvers Campus Financial Aid) and finally "Not Routed" (Multiple Approvers HR Operations).



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