How to initiate a graduate student hire in HCM:
This job aid outlines how to initiate a graduate student hire.

Navigation: Employee Self Service > My Homepage > ePAF Homepage

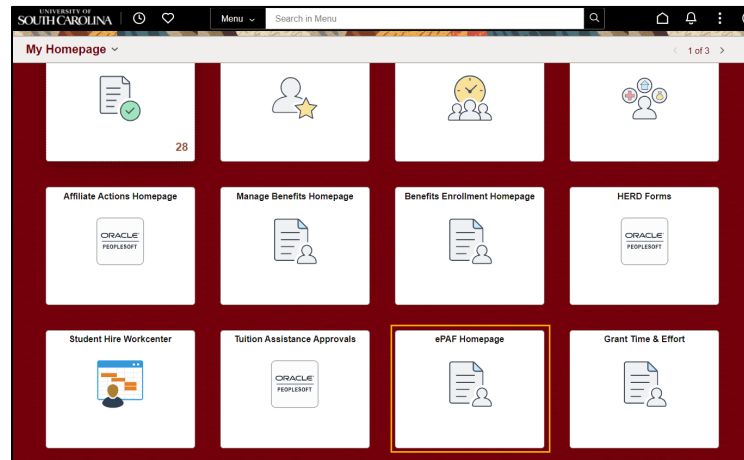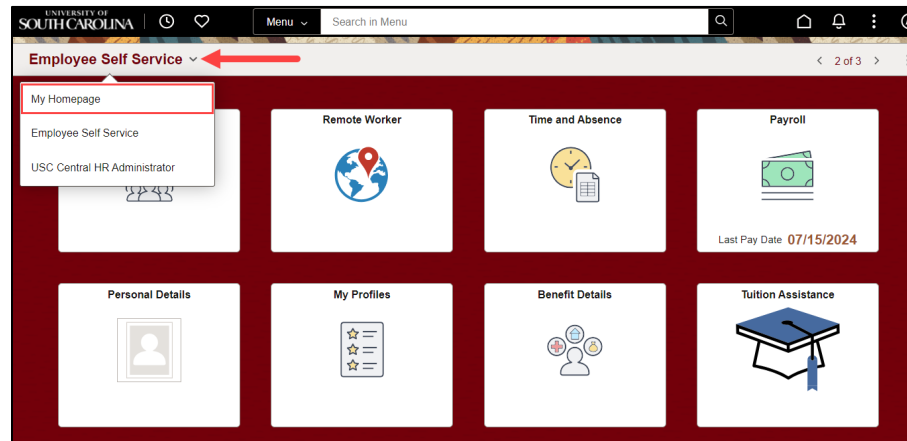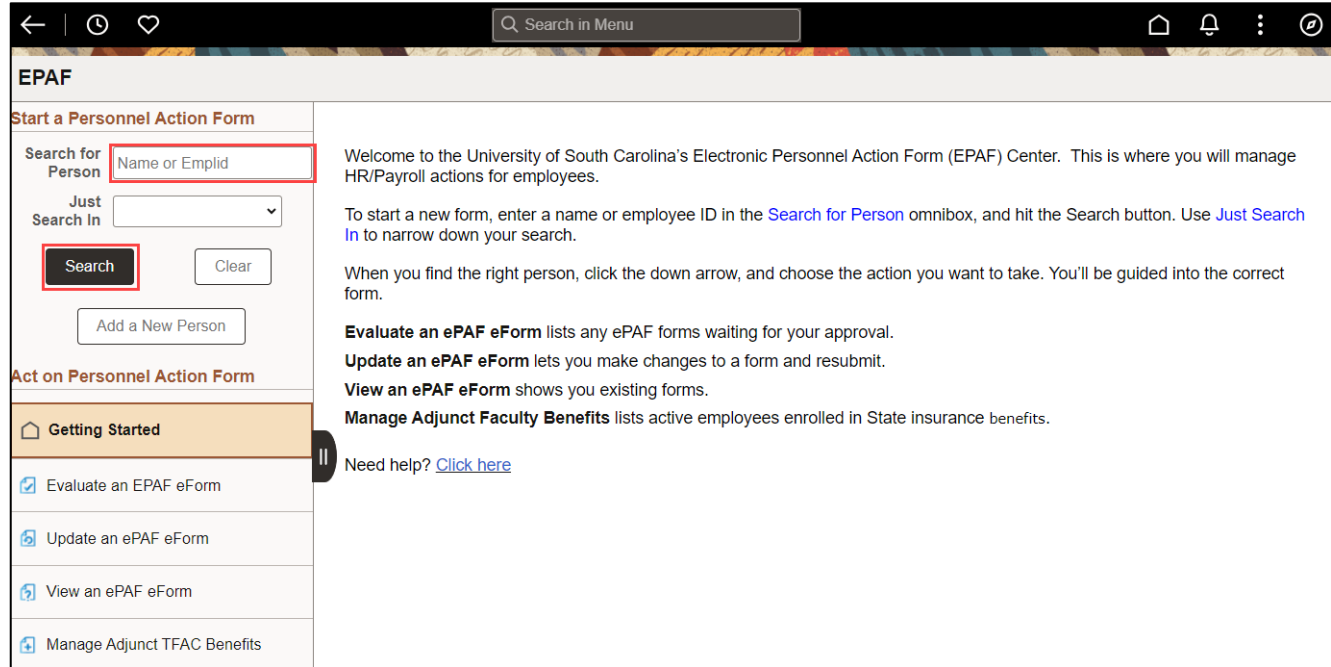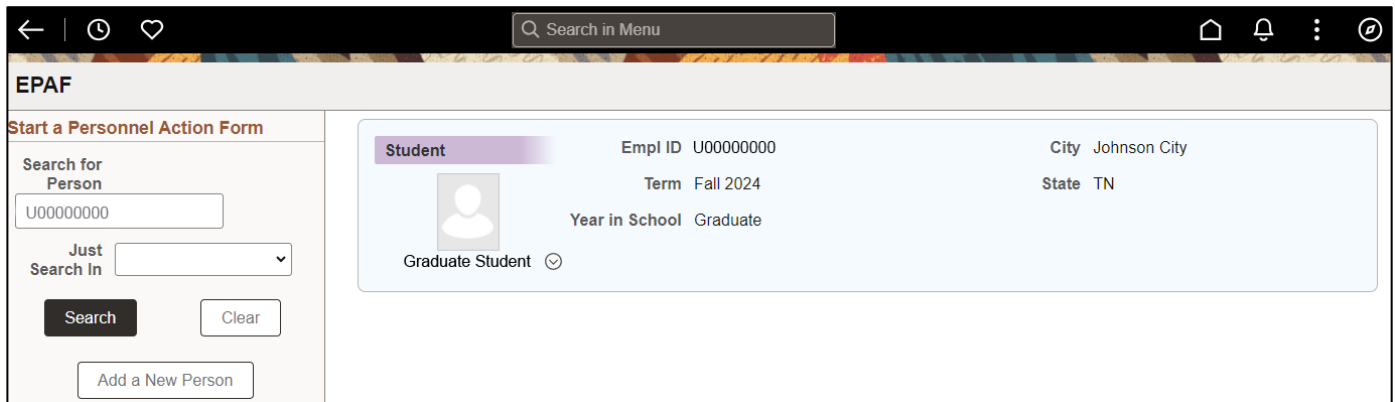| Information	Screenshots
Those with Student Hire Representative Initiator access can take this action on all students enrolled on their campus. **Initiating a graduate student hire**: In order to initiate a graduate student hire, take the following steps: 1. Click the **Employee Self-Service** drop-down menu button. 2. Click the **My Homepage** option in the drop-down. 3. Click the **ePAF Homepage** tile. **Note**: You can also access ePAF Homepage from within the **Student Initiator Workcenter**.	

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.

EPAF

Start a Personnel Action Form

Search for Person [Name or Emplid]

Just Search In [▼]

[Search] [Clear]

[Add a New Person]

Act on Personnel Action Form

🏠 Getting Started

☑ Evaluate an EPAF eForm

📄 Update an EPAF eForm

📄 View an EPAF eForm

📄 Manage Adjunct TFAC Benefits

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

EPAF

Start a Personnel Action Form

Search for Person [U00000000]

Just Search In [▼]

[Search] [Clear]

[Add a New Person]

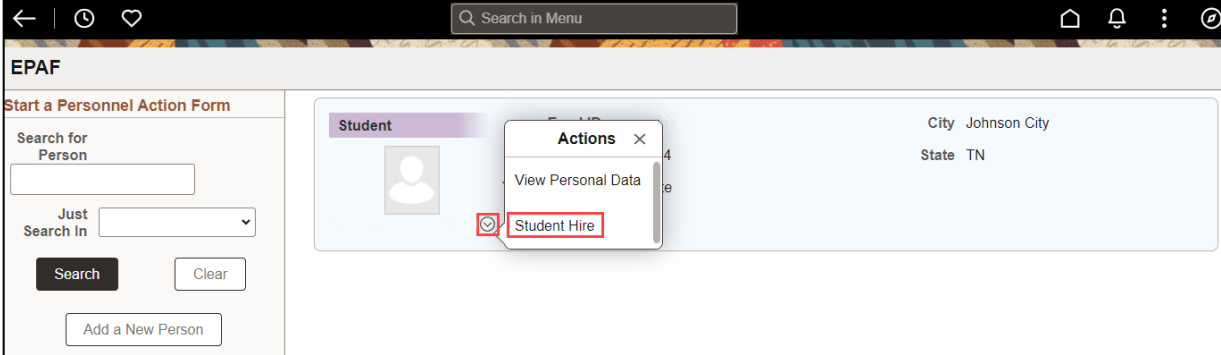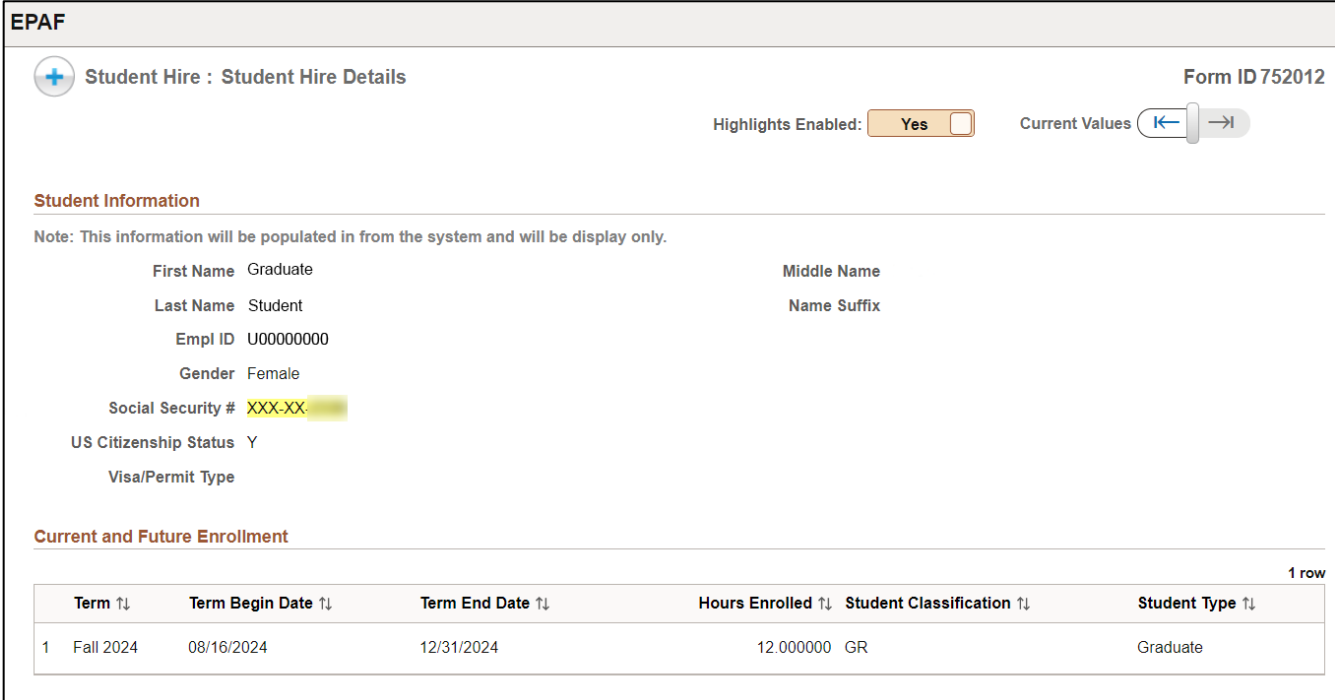| Student		
	Empl ID U00000000	City Johnson City
	Term Fall 2024	State TN
	Year in School Graduate	
Graduate Student ⌄		

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 Hire** option.

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).

- **Graduate students (no assistantship)** must be enrolled in 6 credit hours during the fall/spring semesters. No enrollment requirement for the summer.
- **Graduate 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 jobs (if applicable) as of the date the eForm is initiated (the data is based on a set point in time and does not update once initiated). If no other active jobs the section does not appear on the eForm.

- **International students** cannot work more than 20 hours per week during the academic year while classes are in session. They may work over 20 hours per week during official university breaks or during the summer if they intend to enroll for the subsequent semester.
- **Graduate students (with assistantship)** are capped at 20 hours per week, however graduate students may submit an Appeal to the Graduate School to request increased hours during the Fall and Spring semesters up to 25 hours per week. No appeal is necessary during the summer, but graduate students are capped at 28 hours per week.
- **Graduate students (no assistantship)** must not work over 40 hours per week across all active on-campus appointments.

Other Active Jobs

1 row

	Empl Record ⇅	Department ⇅	Description ⇅	Standard Hours ⇅	Start Date ⇅	End Date ⇅
1	1	470001	NEW STUDENT ORIENTATION	10.00	08/06/2024	10/20/2024

Completing the Student Hire eForm:

1. Enter the **Job Begin Date**.

2. Enter the **Job End Date**.

3. 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 the job code selection and cannot be edited.

Hire Information

*Job Begin Date [09/01/2024]   *Job End Date [12/16/2024]

*Job Code [   ]   Internal Title [   ]

*Campus [SCCOL ▾]

Lookup

Search for: Job Code

> Search Criteria

∨ Search Results

15 rows

Value ⇅	Description ⇅
SFHG	Grad Work Study - No Asstship
SFNG	Grad Work Study-Sum NonEnroll
SFNU	Ugrad Work Study-Sum NonEnroll
SFWG	Grad Work Study with Asstship
SFWR	Undergraduate Work Study
SGAA	Graduate Athletics Assistant
SGIA	Graduate Instructional Asst
SGNA	Graduate Student - No Asstship
SGRA	Graduate Research Assistant
SGRH	Graduate Residence Assistant
SGST	Graduate Staff Assistant

4. Enter an **Internal Title** for the student, if applicable. This step is primarily important for hourly students as that is what they see displayed in their timesheet selector.
5. Enter the **Department** number (the name will populate to the right of the field).
6. Enter the **Location** code of the building (the name will populate to the right of the field).
7. Enter the **Supervisor's USC ID** (the name will populate to the right of the field).
8. Enter the **Tax Location Code**. This is vital to ensure the student is taxed appropriately for the state in which the work is being performed.
9. Enter the **Salary/Total Payment** for the hire. <u>Minimum compensation for graduate students on the Columbia campus is $15.00 per hour (salary rates must equate to this hourly rate minimum).</u>

If you enter an hourly rate greater than $25.00 or a salary greater than $20,000, an Acknowledgement will trigger at the bottom of the form.

10. Enter the **Standard Hours** (hours per week). Based on the amount entered, the **Annualized Salary** will automatically calculate (for students paid a salary).
11. Click the **Select Chartstring** button to enter the funding for this hire.

Hire Information

*Job Begin Date	09/01/2024
*Job Code	SGIA — Graduate Instructional Asst
*Campus	SCCOL
*Department	150115 — DMSB Management
*Supervisor ID	
*Tax Location Code	SC — South Carolina
Employee Type	Salaried Employees
*Salary/Total Payment	5000.00
*Standard Hours	10.00

*Job End Date	12/16/2024
Internal Title	SGIA for MGMT 101
*Location	234 — Darla Moore School Of Business
FLSA Status	Exempt
*Full/Part Time	Part-Time

Account Funding

1 row

	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	0.000000	0.000000	Select Chartstring											+	−

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

Student Account codes:
- 51400 – all non-workstudy students
- 51422 – all workstudy students

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

14. If this is the only source of funding for the hire enter **100** in the **Percent of Distribution** field. If another funding source is needed enter the Percent of Distribution associated with this chartstring and then click the **Plus +** button to add another row of funding (following steps 11-14).

Select Chartstring   ×

Combination Code [🔍]

Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant
🔍	150115 🔍	🔍	51400 🔍	🔍	🔍	🔍

Activity ID	Cost Share
🔍	🔍

Search

Combination Code	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
A00000045668	CL038	150115	A0001	51400	101				

Account Funding

1 row

	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	5000.000000	100.000000	Select Chartstring	CL038	150115	A0001	51400	101					A00000045668	+	−

Funding Distribution Total

Percent Total 100.00

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

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

I9 VERIFICATION

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 eligiblity 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

The only time an attachment is required for a graduate 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.

17. If hiring an international student, click the **Upload** button and follow the onscreen prompts to attach the **Payroll International Tax Form** from your desktop.

File Attachments

1 row

Attachment Uploaded	Action	Description ↑↓	Instructions ↑↓	File Name ↑↓	Delete
1 ✅	View	Payroll International Ta▾	Payroll requires a new/updated Foreign National Tax Information form with each student hire. Have you verified the signature date on this form matches the employment dates of this hire? Please include copies of the student hire's visa, passport, and other supporting immigration documents that are applicable on the Foreign National Tax Form.	Grad_Student_Payroll_International_Tax_Form.pdf	Delete

Add

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

- **Background screening** requirement. This acknowledgement appears when you select Yes to the background screening question earlier in the eForm.
- **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.
- **Salary** entered is above the typical rates for undergrad hires ($25.00/hr or $20,000 salary)

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

19. 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.

Form Action Items

3 rows

	Acknowledgement	
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.
2	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.
3	Yes	WARNING: The salary entered is higher than what is typically expected for a student employee. Please verify the salary has been entered correctly. If the salary is correct, please click Yes and proceed. If the salary is not correct, please correct and proceed.

> Comments

[Search] [Save] [**Submit**]

(+) **Student Hire : Finalized**   Form ID 752012

Completed

You have successfully submitted your eForm.

The eForm has been routed to the next approval step.

multiple approvers.

[View Approval Route]

20. The Approval Route shows the workflow steps for the specific action you submitted. All student action eForms route to the Student Campus Approver. Depending on the action, the action may route to Financial Aid, Grant Approver, and/or the Graduate School before executing in the system.
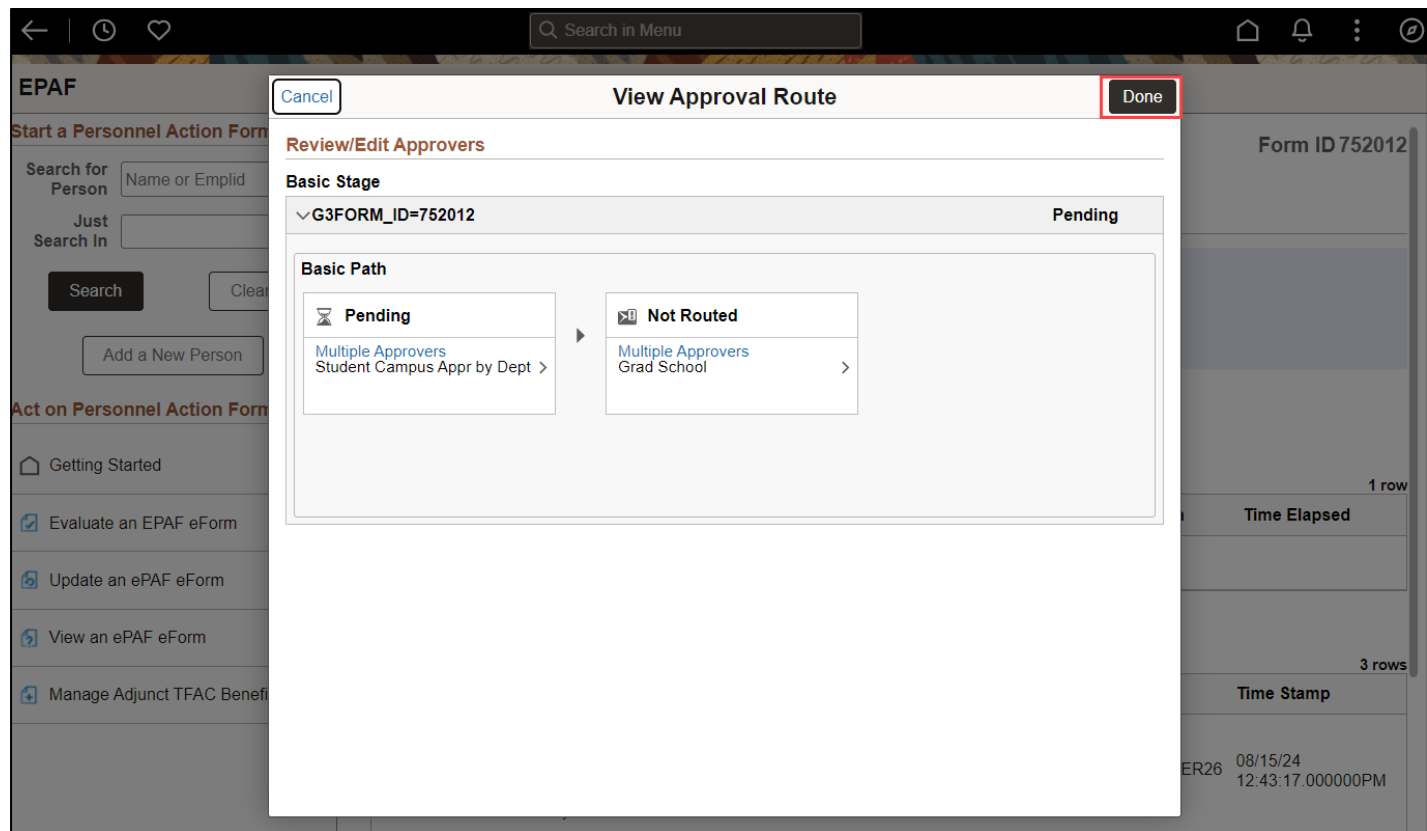
The Division of HR is not in the workflow for approval of graduate student hires, so it is vital to ensure eForm accuracy prior to submission.

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

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 **Graduate Student Hire**!