University of South Carolina
HCM HR Contact Resources
Student Hire Workcenter

How to access the Student Hire Workcenter in HCM:
This job aid outlines how to access and navigate the Student Hire Workcenter within HCM.
Navigation: Employee Self Service > My Homepage > Student Hire Workcenter

Information	Screenshots
Those with **Student Hire Representative Initiator access** can access the Workcenter. The **Student Hire Workcenter** is your one-stop shop for tools, resources, announcements, and reports needed to successfully perform your role as a Student Hire Representative! Navigating to the **Student Hire Workcenter**: 1. Click the **Employee Self-Service** drop-down menu button. 2. Click the **My Homepage** option in the drop-down. 3. Click the **Student Hire Workcenter** tile. *Information about queries (reports) begins on page 5.	(screenshots of Employee Self Service homepage and My Homepage with Student Hire Workcenter tile highlighted)

On the **Student Hire Workcenter** homepage, you will find timely reminders and/or updates from the Division of HR under the **Student Hire Rep News** section.
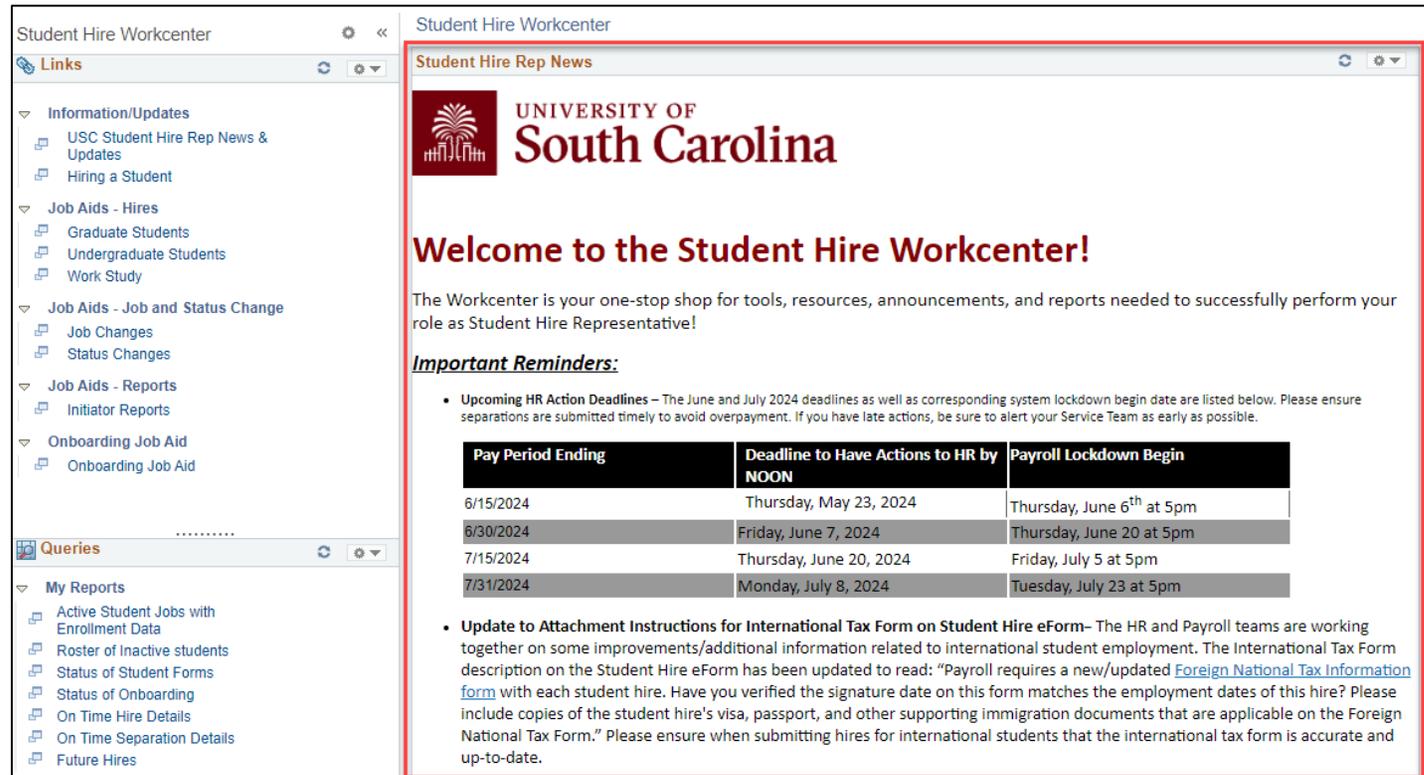
Student Hire Workcenter ⚙ «

🔗 Links 🔄 ⚙▾

▽ **Information/Updates**
- USC Student Hire Rep News & Updates
- Hiring a Student

▽ **Job Aids - Hires**
- Graduate Students
- Undergraduate Students
- Work Study

▽ **Job Aids - Job and Status Change**
- Job Changes
- Status Changes

▽ **Job Aids - Reports**
- Initiator Reports

▽ **Onboarding Job Aid**
- Onboarding Job Aid

....

🔲 Queries 🔄 ⚙▾

▽ **My Reports**
- Active Student Jobs with Enrollment Data
- Roster of Inactive students
- Status of Student Forms
- Status of Onboarding
- On Time Hire Details
- On Time Separation Details
- Future Hires

Student Hire Workcenter

Student Hire Rep News 🔄 ⚙▾

UNIVERSITY OF **South Carolina**

Welcome to the Student Hire Workcenter!

The Workcenter is your one-stop shop for tools, resources, announcements, and reports needed to successfully perform your role as Student Hire Representative!

Important Reminders:

- **Upcoming HR Action Deadlines** – The June and July 2024 deadlines as well as corresponding system lockdown begin date are listed below. Please ensure separations are submitted timely to avoid overpayment. If you have late actions, be sure to alert your Service Team as early as possible.

Pay Period Ending	Deadline to Have Actions to HR by NOON	Payroll Lockdown Begin
6/15/2024	Thursday, May 23, 2024	Thursday, June 6th at 5pm
6/30/2024	Friday, June 7, 2024	Thursday, June 20 at 5pm
7/15/2024	Thursday, June 20, 2024	Friday, July 5 at 5pm
7/31/2024	Monday, July 8, 2024	Tuesday, July 23 at 5pm

- **Update to Attachment Instructions for International Tax Form on Student Hire eForm**– The HR and Payroll teams are working together on some improvements/additional information related to international student employment. The International Tax Form description on the Student Hire eForm has been updated to read: "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." Please ensure when submitting hires for international students that the international tax form is accurate and up-to-date.

Also housed on the Workcenter homepage are three interactive tiles. You can filter the data presented by changing the defaulted values, you can also change the default bar chart view to display a line, pie, or horizontal bar chart.

- **On Time Student Hires** – Refer to page 10 of this job aid for detailed information about on time student hires.

- **On Time Student Separations** – Refer to page 11 of this job aid for detailed information about on time student separations.

- **My Student Forms** – Refer to page 8 of this job aid for detailed information about student forms.

2024 On Time STU Hires

2024 On Time STU Separations

My Student Forms
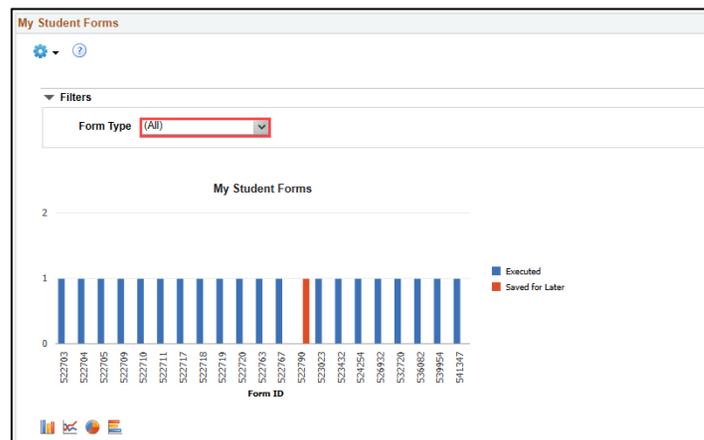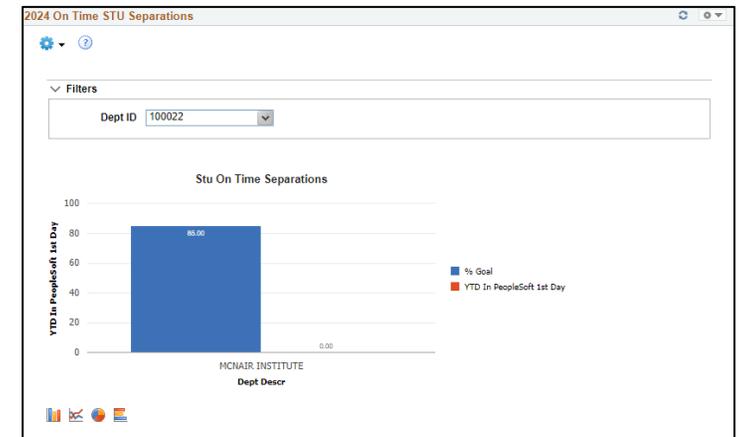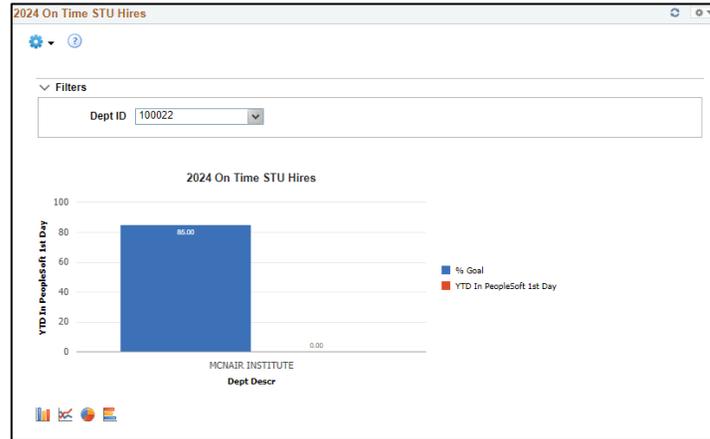
The **Links** section is your lifeline for all Student Hire Representative resources.

Information/Updates (opens within current internet browser window)
- **USC Student Hire Rep News & Updates** – This is where you can read the current news and updates provided by the Division of HR.
- **Hiring a Student** – This takes you to the Student Employment webpage titled *Hiring a Student* which contains vital information and resources related to student employment.

Job Aids – These open the PDF job aids for initiation of each student action (i.e. hires, job changes and status changes). These will open in a new internet browser window.

Onboarding – This opens the PDF job aid for new student onboarding in a new internet browser window.

Student Hire Workcenter

Links

▽ Information/Updates
- USC Student Hire Rep News & Updates
- Hiring a Student

▽ Job Aids - Hires
- Graduate Students
- Undergraduate Students
- Work Study

▽ Job Aids - Job and Status Change
- Job Changes
- Status Changes

▽ Job Aids - Reports
- Initiator Reports

▽ Onboarding Job Aid
- Onboarding Job Aid

The **Queries** section contains seven queries (reports) with pertinent data for your student employees. All reports can be downloaded in an Excel Spreadsheet so you can filter/sort as applicable for your needs.

Active Student Jobs with Enrollment Data – This report pulls all active student employees within your assigned security (the department(s) for which you are authorized to hire students). This also includes their current enrollment data from Banner.

Roster of Inactive Students – This report pulls all student employees that are no longer actively employed but have historical employment within your assigned security (the department(s) for which you are authorized to hire students).

Status of Student Forms – This report shows an overview of all student eForms (Hire, Job Change, and Status Change) that a specific initiator has created.

Status of Onboarding – This report shows the onboarding completion status for new student employees hired within your assigned security (the department(s) for which you are authorized to hire students).

On Time Hire Details and **On Time Separation Details** – These two reports provide the details associated with the two bar charts on the home page of the Workcenter.

Future Hires – This report shows future dated appointments for student employees hired within your assigned security (the department(s) for which you are authorized to hire students).

Queries

My Reports
- Active Student Jobs with Enrollment Data
- Roster of Inactive students
- Status of Student Forms
- Status of Onboarding
- On Time Hire Details
- On Time Separation Details
- Future Hires

The **Roster of Active Students with Enrollment** shows all active student employees within your assigned security (the department(s) for which you are authorized to hire students).

There are no search parameters for this report. The data populates upon clicking **Roster of Active Students** from the My Reports menu on the lefthand menu.

This report shows key employment data including:

- Current enrollment data *(Banner feeds data into HCM through a nightly interface)*
- EMPL record (employee record)
- Job Code and Job Code Title
- Internal Title
- Supervisor ID and Name
- Hire date and expected end date
- Compensation type (salary or hourly)
- Standard hours per week
- Salary

SC_HR_ACTIVE_STUDENT_WRKR_ENRO- Active Stu Job Enrollment Data

Download results in : Excel SpreadSheet   CSV Text File   XML File   (224 kb)

View All

First 1-100 of 1

Row	Last Name	First Name	Middle Name	Term Code	Campus ID	Student Type	Student Type Descr	Enrolled Hrs	Section	Class Descr	EMPLID	Empl Record	Campus	Operating Unit	Oper Unit Descr	Dept ID	Dept Descr	Salaried (S) or Hourly (H)	Job Code	Job Code Title	Internal Title	Supv ID	Supervisor Name	Last Hire Date	Expected Job End Date	Stnd Hrs/Wk	Sala
1				202408	COL	C	Continuing	12.000	JR	Junior		1	SCCOL	CL085	Enrollment Management	430000	EM Financial Aid and Scholarships	H	SFWR	Undergraduate Work Study	Student Asst - Summer			05/05/2024	08/03/2024	20.00	10
2				202405	COL	C	Continuing	6.000	JR	Junior		1	SCCOL	CL085	Enrollment Management	430000	EM Financial Aid and Scholarships	H	SFWR	Undergraduate Work Study	Student Asst - Summer			05/05/2024	08/03/2024	20.00	10
3				202408	COL	C	Continuing	16.000	SR	Senior		0	SCCOL	CL085	Enrollment Management	643003	EM Visitor Center Visitor Center and Tours	H	SUEA	Undergraduate Assistant	VC Service Specialist			05/17/2024	08/19/2024	30.00	11
4				202408	COL	Q	Transient @Non-USC Institution	16.000	JR	Junior		0	SCCOL	CL085	Enrollment Management	470000	EM Undergraduate Admissions	H	SUEA	Undergraduate Assistant	ACC			05/06/2024	08/19/2024	40.00	12

The **Roster of Inactive Students** shows all student employees that are no longer actively employed but have historical employment within your assigned security (the department(s) for which you are authorized to hire students).

This report offers the search criteria of student EMPLID (USC ID) if you want to search for all prior employment of one individual, or you can leave this field blank to pull all inactive student employment records.

This report shows key employment data including:

- EMPL record (employee record)
- Job Code and Job Code Title
- Internal Title
- Supervisor ID and Name
- Last hire date and last day worked
- Compensation type (salary or hourly)
- Standard hours per week
- Salary or hourly rate

The **Status of Student Forms** shows an overview of all student eForms (Hire, Job Change, and Status Change) that a specific initiator has created.

You must enter the **USERID of Form Initiator** in all capital letters (USC Network ID) for the person who initiated the eForm(s). The optional search parameters of **Form Creation Date >** and **Form Status** allow you to further specify the results you need.

This report shows important form and status data to include:
- Form ID
- Form Type
- Current Form Status, Last Action, and 'Currently Pending Approval by' should be viewed together. Note: fully approved eForms will show as **Executed**.
- Job Code and Job Code Title
- Internal Title
- Pay Group
- Last Date of Action on form

The associated bar chart on the Workcenter homepage can be sorted by Form Type.

SC_HR_STU_MY_FORMS_V2 - Student Forms Workflow Status

USERID of Form Initiator: FULLER26
Form Create Date > (Optional): [   ]
Form Status (Optional): [   ]

View Results

Download results in: Excel SpreadSheet   CSV Text File   XML File   (850 kb)

View All   First 1-100 of 770 Last

Row	Form ID	Form Type	Current Form Status	Last action	Currently Pending Approval by	Date Received	Form Initiated Date	EMPLID	EMPL_RCD	First Name	Middle Name	Last Name	Effective Date	Expected Job End Date	Job Code	Internal Title	Dept ID	Dept Descr	Pay Group	FLSA	Form Initiator User ID	Last Date/Action on Form
1	723832	STU_JOB_CG	Executed	Executed		05/30/2024 3:05:56PM	05/21/2024		2				05/21/2024	08/19/2024	SUEA	McKissick Greeter	470000	EM Undergraduate Admissions	HRL	N	FULLER26	05/30/2024
2	722222	STU_HIRE	Executed	Executed		05/23/2024 12:43:51PM	05/16/2024		2				07/15/2024	08/03/2024	SFWR	University Ambassador	643003	EM Visitor Center Visitor Center and Tours	HRL	N	FULLER26	05/23/2024
3	724929	STU_HIRE	Executed	Executed		05/23/2024 9:53:44AM	05/22/2024		0				06/25/2024	07/13/2024	SUEA	SS Counselor	470000	EM Undergraduate Admissions	HRL	N	FULLER26	05/23/2024
4	724922	STU_HIRE	Executed	Executed		05/23/2024 9:53:27AM	05/22/2024		0				06/25/2024	07/13/2024	SUEA	SS Counselor	470000	EM Undergraduate Admissions	HRL	N	FULLER26	05/23/2024

My Student Forms

Filters
Form Type: (All)

My Student Forms

■ Executed
■ Saved for Later

Form ID
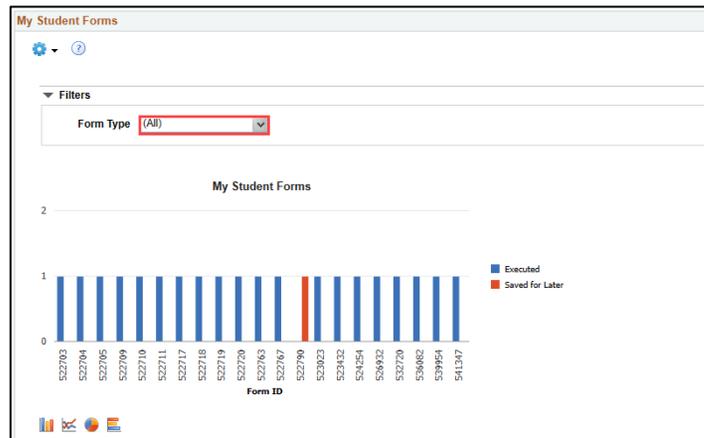
The **Status of Onboarding** shows the onboarding completion status for new student employees hired within your assigned security (the department(s) for which you are authorized to hire students).

The required search field is **Form Creation Date >**. You want to enter a date in the past that will capture your recent hires.

This report shows the onboarding status for first-time student employees. Monitor this data and urge your new student employees to complete the required onboarding. Onboarding tasks are only required for first-time student employees.

USC_STU_ONB_STATUS_DEPT - Status of Onboarding

*Form Creation Date > 05/30/2024

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (44 kb)

View All   First 1-60 of 60 Last

Row	Form ID	First Name	Middle Name	Last Name	EMPLID	Empl Record	Status of Onboarding	Final Form Approval Date	Future Dated Hire?	Hire Date	Expected Job End Date	Dept ID	Dept Descr	Email ID	HR Status
1	734737					0	In Progress	06/20/2024	N	07/01/2024	07/31/2024	135800	CAS Psychology		A
2	738174					0		07/01/2024	N	07/01/2024	07/27/2024	160900	SOMG Biomedical Sciences		A
3	736166					0	Complete	06/26/2024	N	06/26/2024	08/15/2024	150003	DMSB PMBA Graduate Program		A
4	735786					0	Complete	06/24/2024	N	06/25/2024	08/01/2024	915019	AIK Veterans Affairs		A
5	734735					0	In Progress	06/20/2024	N	06/20/2024	12/31/2024	600200	Department of Athletics		A
6	734735					0	Complete	06/20/2024	N	06/20/2024	12/31/2024	600200	Department of Athletics		A

The **On Time Hire Details** presents the details associated with the bar chart on the home page of the Workcenter. Student Hire Reps should utilize this information to improve their internal workflow process for timeliness of hires.

This report shows key important hire information, including:

- On time or Late Designation
- Effective Date and Date Approved in PeopleSoft
- Student Name, USC ID, and associated EMPL Record
- Department Number and Name
- Action Type and Reason Code
- Job Code

The associated bar chart on the Workcenter homepage can be sorted by department ID (department number). On Time Hires have executed in HCM before the first day of employment. USC goal is 85%. Note that the goal percentage is only 85% due to the fact that the HCM system is on Payroll Lockdown for 6 days each month during which time eForms do not execute.

2023_USC_ON_TIME_STU_HIRE_DET- On Time Hire Details

Download results in : Excel SpreadSheet CSV Text File XML File (335 kb)

View All   First 1-100 of 550 Last

Row	On Time or Late Hire	Eff Date	Date Approved in PeopleSoft	Display Name	EMPLID	Empl Record	Dept ID	Dept Descr	HR Status	Action	Reason	Job Code
1	LATE HIRE	12/19/2023	12/21/2023			2	470000	EM Undergraduate Admissions	A	Hire	Multiple Temp Jobs	SUEA
2	LATE HIRE	11/17/2023	11/17/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
3	LATE HIRE	10/27/2023	10/27/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
4	LATE HIRE	10/26/2023	10/26/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
5	LATE HIRE	10/26/2023	10/26/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
6	LATE HIRE	10/26/2023	11/02/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SFWR
7	LATE HIRE	10/26/2023	10/26/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
8	LATE HIRE	10/26/2023	10/26/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
9	LATE HIRE	10/26/2023	10/26/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
10	LATE HIRE	10/26/2023	10/26/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
11	LATE HIRE	10/26/2023	10/26/2023			1	643003	EM Visitor Center Visitor Center and Tours	A	Hire	Multiple Temp Jobs	SUEA
12	LATE HIRE	10/23/2023	10/23/2023			0	643003	EM Visitor Center Visitor Center and Tours	A	Hire	New Hire (Original Appt)	SFWR
13	LATE HIRE	10/04/2023	10/05/2023			0	217100	EM TRIO Programs	A	Hire	New Hire (Original Appt)	SURA
14	LATE HIRE	10/04/2023	10/11/2023			0	217100	EM TRIO Programs	A	Hire	New Hire (Original Appt)	SFWR

2024 On Time STU Hires

Filters

Dept ID 100022

2024 On Time STU Hires

■ % Goal
■ YTD In PeopleSoft 1st Day
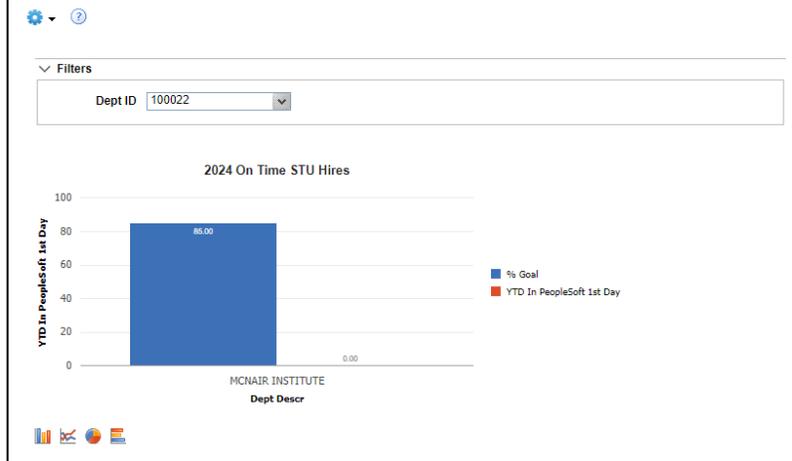
The **On Time Separation Details** presents the details associated with the bar chart on the home page of the Workcenter. Student Hire Reps should utilize this information to improve their internal workflow process for timeliness of separations.

This report shows key important separation information, including:

- On time or Late Designation
- Effective Date and Date Approved in PeopleSoft
- Student Name, USC ID, and associated EMPL Record
- Department Number and Name
- Action Type and Reason Code
- Job Code

The associated bar chart on the Workcenter homepage can be sorted by department ID (department number). On Time Separations have executed in HCM before or on the effective date of the separation (the day after the last day worked). USC goal is 100%.

2023_USC_ON_TIME_STU_SEP_DETA- On Time Separation Details

Download results in : Excel SpreadSheet   CSV Text File   XML File   (9254 kb)

View All   First 1-100 of 15072   Last

Row	On Time or Late Hire	Eff Date	Date Approved in PeopleSoft	Display Name	EMPLID	Empl Record	Dept ID	Dept Descr	HR Status	Action	Reason	Job Code	Type
1	LATE	12/31/2023	01/04/2024			1	701000	SAAS Custodial, Move Crew and Facilities Administration	I	Separation	End Temporary Employment	SUEA	H
2	LATE	12/31/2023	02/01/2024			0	462550	SAAS Substance Abuse Prevention and Education	I	Separation	End Temporary Employment	SUEA	H
3	LATE	12/31/2023	01/29/2024			2	600341	Colonial Life Arena	I	Separation	End Temporary Employment	SUEA	H
4	LATE	12/31/2023	01/22/2024			0	125300	CAS English	I	Separation	End Temporary Employment	SGTA	S
5	LATE	12/31/2023	01/04/2024			0	701000	SAAS Custodial, Move Crew and Facilities Administration	I	Separation	End Temporary Employment	SUEA	H
6	LATE	12/31/2023	02/05/2024			0	462550	SAAS Substance Abuse Prevention and Education	I	Separation	End Temporary Employment	SUEA	H
7	LATE	12/30/2023	01/30/2024			0	440000	SAAS Student Success Center	I	Separation	Employed Outside of State Govt	SUEA	H
8	LATE	12/30/2023	02/07/2024			3	115300	ASPH Exercise Science	I	Separation	End Temporary Employment	SGNA	H
9	LATE	12/30/2023	01/03/2024			0	135800	CAS Psychology	I	Separation	End Temporary Employment	SGRA	S
10	LATE	12/27/2023	01/29/2024			1	981042	UPS Center for Child Advocacy Studies	I	Separation	End Temporary Employment	SFWR	H
11	LATE	12/24/2023	01/09/2024			3	988001	UPS Housing	I	Separation	End Temporary Employment	SFWR	H
12	LATE	12/23/2023	01/09/2024			1	463125	SAAS Campus Recreation Students	I	Separation	End Temporary Employment	SUEA	H
13	LATE	12/23/2023	01/09/2024			0	150032	DMSB Alumni Engagement	I	Separation	End Temporary Employment	SUEA	H
14	LATE	12/23/2023	01/09/2024			0	128100	MUS Koger Center	I	Separation	End Temporary Employment	SUEA	H

2024 On Time STU Separations
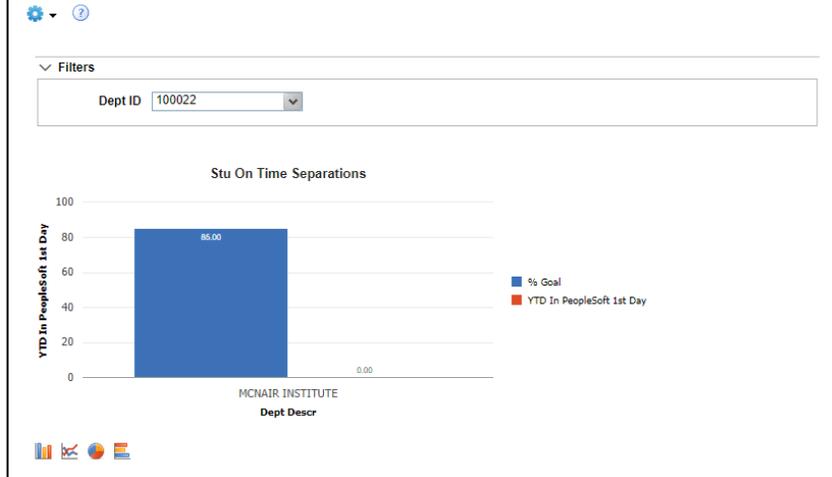
Filters

Dept ID   100022

Stu On Time Separations

The **Future Hires** report shows future dated appointments for student employees hired within your assigned security (the department(s) for which you are authorized to hire students).

This report shows key upcoming appointment information, including:

- Business Title
- Effective Date
- Student Name, USC ID, and associated EMPL Record
- Department Number and Name
- Supervisor Name and USC ID
- Job Code

USC_STUDENT_FUTURE_HIRES

Download results in : Excel SpreadSheet   CSV Text File   XML File   (2 kb)

View All

First 1-2 of 2 Last

Row	EMPLID	Empl Record	Eff Date	Name	Business Unit	Resp Code	Resp Code Descr	Dept ID	Dept Descr	Job Code	Job Code Descr	Business Title	FLSA Status	Full/Part	Stnd Hrs/Wk	Hourly/Salaried	Hrly Rate	Salary	Supv ID	Supervisor Name
1		1	12/19/2024		SCCOL	CL085	Enrollment Management	470000	EM Undergraduate Admissions	SUEA	Undergraduate Assistant	Lieber Consultant	Nonexempt	P	20.00	H	11.000000			
2		2	07/15/2024		SCCOL	CL085	Enrollment Management	643003	EM Visitor Center Visitor Center and Tours	SFWR	Undergraduate Work Study	University Ambassador	Nonexempt	P	30.00	H	12.000000			