## **HR Student Hire Process** Students hired for the New first time hired If paid hourly, first time or rehired students must log in Depending on job, from Division of ensure work If an international after a one year break to HCM PeopleSoft Student may need **Human Resources** nours are entere Student is selected student, completes and in employment must to complete Start background screening confirming into HCM to be hired returns Foreign have a valid I-9. Watch onboarding: direct Watch for email from employment details PeopleSoft or for an email from **National Tax Form** deposit set up, W-4 noreply@hireright.com and providing log in submitted to a service@peopleadmin forms and ACA to HCM PeopleSoft manager For hourly paid students, **Notifies Student** approve Hire Rep submitted hours worked in a timely manner **Student Hire Rep** Checks with assigned **Receives Foreign** Completes and Initiates background Request Foreign Service Team to see if a Receives notice Is student an **National Tax Form** ubmits Student Hire that student is to National Tax Form be valid I-9 is on file. If screening process, if ePAF with required from international be hired completed not, initiates I-9 applicable student form process for student -No-Department Approver 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 **Graduate School** If any graduate assistant Approved? job code is used South Carolina PS HCM Student Hire is processed in HCM PeopleSoft