



Student Hire Workcenter Guidebook

This document outlines how to access and navigate the Student Hire Workcenter within PeopleSoft HCM. 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!

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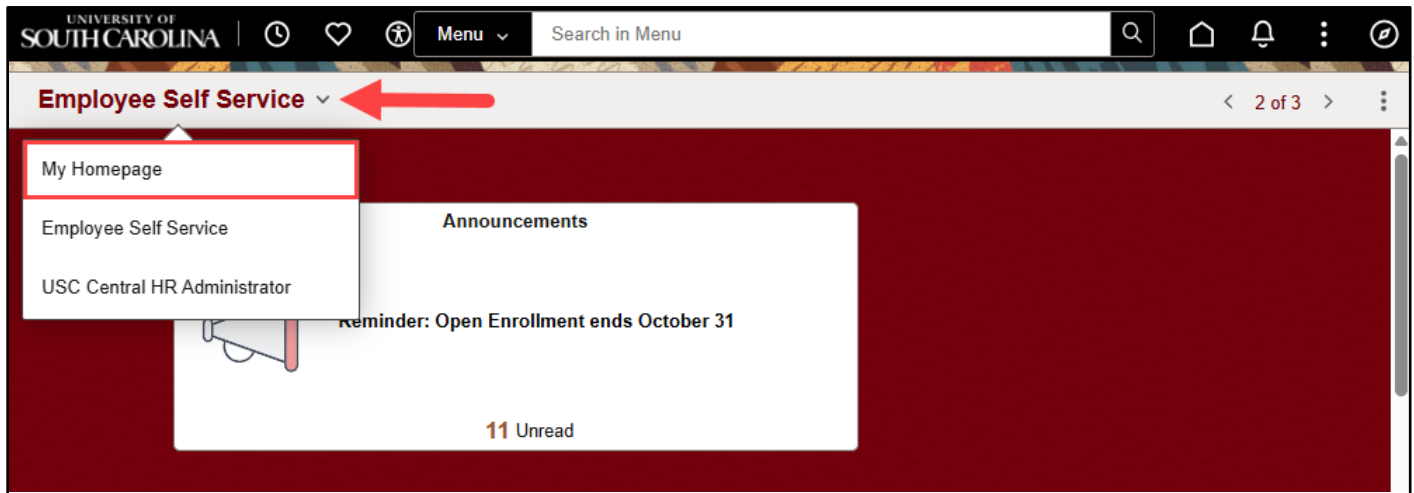
To access the Student Hire Workcenter, navigate to HCM PeopleSoft at <https://hcm.ps.sc.edu>.

***Information about queries (reports) begins on page 6**

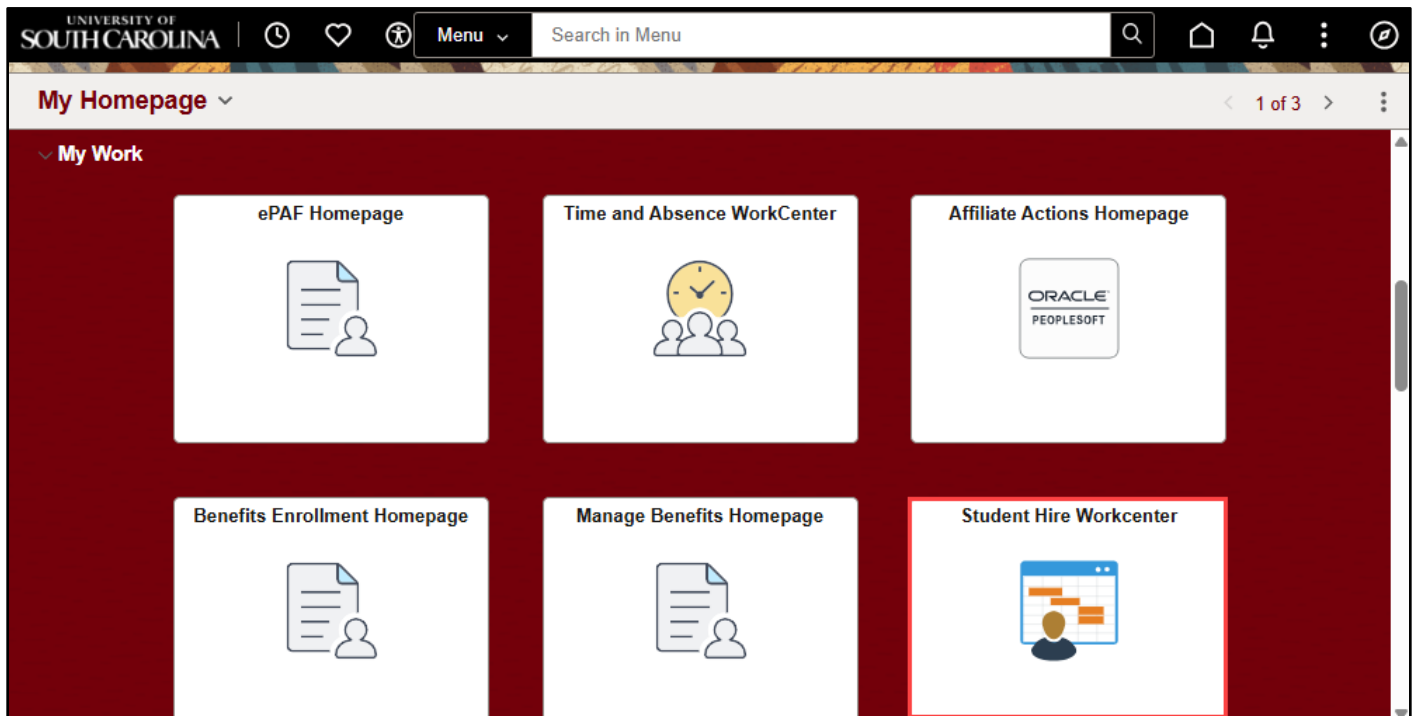
NOTE: PeopleSoft HCM utilizes multiple layers of security to properly limit access to data. As part of this security structure, limits are placed on content within the system. These limits are directly tied to your role at USC. Throughout this document, you may see menus and pages that you will not be able to access in the database. Your content will be tailored to reflect your role at USC. If your role changes in the future, your access to pages and people will be updated in accordance with the change.

Navigation

- 1) Begin at the Employee Self Service Landing page. Click the Employee Self-Service drop-down menu and select **My Homepage**.



- 2) Scroll to the My Work section and click the **Student Hire Workcenter** tile.



Homepage / Student Hire Rep News

The Student Hire Workcenter homepage welcomes you with timely reminders and/or updates from the Division of Human Resources under the **Student Hire Rep News** section.

2025 On Time STU Separations

Filters: Dept ID 100019

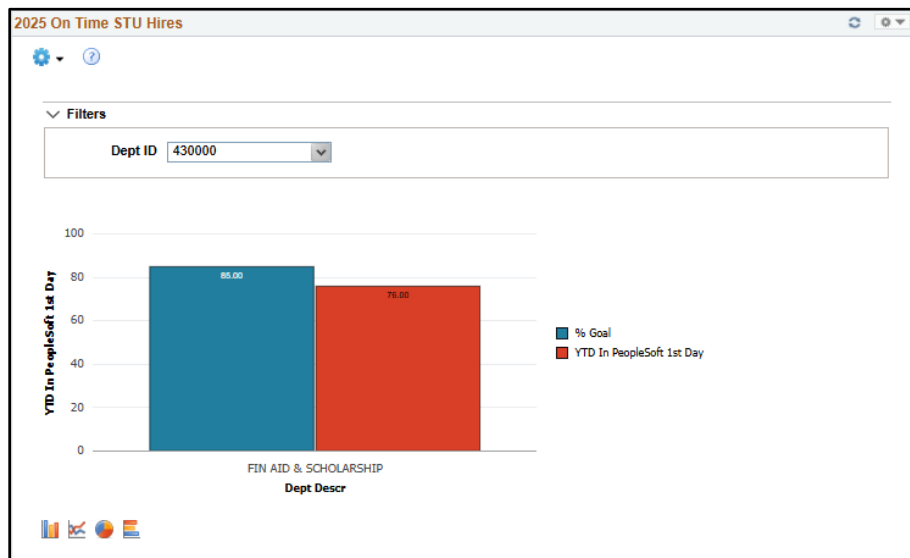
YTD In PeopleSoft 1st Day

Pay Period Ending	Deadline to Have Actions to HR by NOON	Payroll Lockdown Begin
11/15/2025	Wednesday, October 22, 2025	Thursday, November 6th at 5pm
11/30/2025	Monday, November 3, 2025	Tuesday, November 18th at 5pm
12/15/2025	Monday, November 17th, 2025	Friday, December 5th at 5pm
12/31/2025 (pay date 12/22/2025)	Wednesday, November 26th, 2025	Friday, December 12th at 5pm

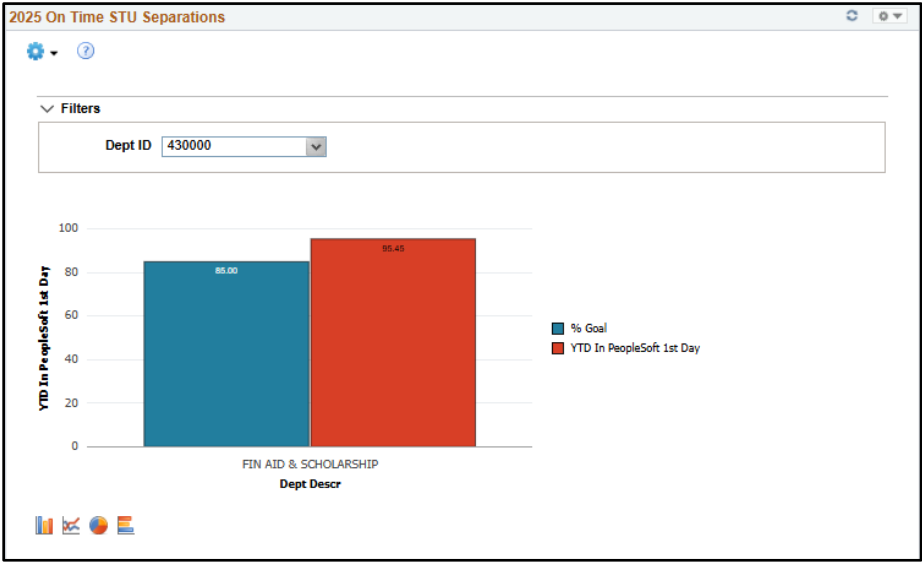
UNIVERSITY ADVISING CENTER

Also housed on the Workcenter homepage are two interactive dashboards. You can filter the data presented by changing the defaulted values and change the defaulted bar chart view to display a line, pie, or horizontal bar chart.

On Time Student Hires – Refer to page 9 of this job aid for detailed information about on-time student hires.

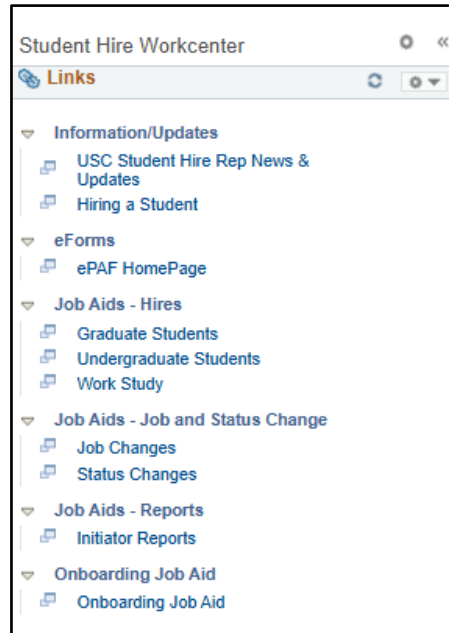


On Time Student Separations – Refer to page 10 of this job aid for detailed information about on-time student separations.



Links

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



Information /Updates (Opens within the current internet browser tab)

- *USC Student Hire Rep News & Updates* – This is where you can read current news and updates provided by the Division of Human Resources.
- *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.

eForms (Opens in a new internet browser tab)

- *ePAF Homepage* – This takes you to the ePAF homepage so you that can initiate student hire, student job change, or student status change eForms.

Job Aids – Hires (Opens PDF job aids in a new internet browser tab)

- *Graduate Students* – This job aid outlines how to initiate a graduate student hire.
- *Undergraduate Students* – This job aid outlines how to initiate an undergraduate student hire.
- *Work Study* – This job aid outlines how to initiate a work study student hire.

Job Aids – Job and Status Change (Opens PDF job aids in a new internet browser tab)

- *Job Changes* - This job aid outlines how to initiate a student job change.
- *Status Changes* - This job aid outlines how to initiate a student status change.

Job Aids – Reports (Opens PDF job aids in a new internet browser tab)

- *Initiator Reports* – This links to the Student Hire Workcenter Guidebook. Information on reports (Queries) begins on page **6**.

Onboarding Job Aid (Opens PDF job aids in a new internet browser tab)

- *Onboarding Job Aid* - This job aid provides Students and Student Hire Representatives with an overview of the New Student Employee Onboarding tasks in HCM PeopleSoft.

Queries

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.



The section includes the following reports:

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.

- There are no search parameters for this report. The data will populate upon clicking *Active Student Jobs with Enrollment Data* from the *My Reports* Menu.
- The 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 (10826 kb)														
View All														
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
1				202508	COL	1	Graduate Assistant/Full-Time	9.000	GR	Graduate		0	SCCOL	CL071
2				202508	COL	1	Graduate Assistant/Full-Time	9.000	GR	Graduate		0	SCCOL	CL037
3				202508	COL	B	Graduate Fellowship	9.000	GR	Graduate		0	SCCOL	CL040

(Screenshot of report continued on next page)

First 1-100 of 8525  Last															
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	Std Hrs/Wk	Salary	Hrly Rate	Days Until Job Expires
CL071	College of Arts and Sciences	125300	CAS English	S	SGIA	Graduate Instructional Asst	GIA			08/16/2025	05/15/2026	10.00	825	21.153846	197
CL037	College of Hospitality, Retail and Sport Management	140100	HRSM Retail	S	SGRA	Graduate Research Assistant	MIRETL- Graduate Assistant			08/19/2025	05/15/2026	10.00	583	15.032230	197
CL040	College of Engineering and Computing	155401	CEC Mechanical Engineering	H	SGNA	Graduate Student - No Asstship	Yiwang IT asst.			08/14/2025	12/31/2025	20.00	600	15.000000	62

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).

- 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

SC_HR_INACTIVE_STUDENTS - Roster of inactive students											
EMPLID (optional)											
View Results											
Download results in : Excel Spreadsheet CSV Text File XML File (10882 kb)											
View All											
Row	Last Name	First Name	Middle Name	EMPLID	Empl Record	Campus	Operating Unit	Oper Unit Descr	Dept ID	Dept Descr	Job Code
1						2 SCCOL	CL087	Health Services	463125	SAAS UHS Campus Recreation Students	SFHG
2						3 SCCOL	CL087	Health Services	463125	SAAS UHS Campus Recreation Students	SFHG
3						5 SCCOL	CL087	Health Services	463125	SAAS UHS Campus Recreation Students	SFHG

(Screenshot of report continued below)

First 1-100 of 10247 Last											
Job Code	Job Code Title	Internal Title	Supv ID	Supervisor Name	Last Hire Date	Last Day Worked	Expected Job End Date	Salaried (S) or Hourly (H)	Std Hrs/Wk	Hourly Rate-Hrly student only	Salary - salaried student only
SFHG	Grad Work Study - No Asstship	WFC Recreation Leaders			08/05/2024	05/09/2025		H	5.00	15.00	
SFHG	Grad Work Study - No Asstship	Blatt Recreation Leaders			08/05/2024	05/09/2025		H	5.00	15.00	
SFHG	Grad Work Study - No Asstship	WFC Recreation Manager			08/05/2024	05/09/2025		H	10.00	15.00	

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.

- **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, which should be viewed together.
 - Job Code and Job Code Title
 - Internal Title
 - Pay Group
 - Last Date/Action on Form

SC_HR_STU_MY_FORMS_V2 - Student Forms Workflow Status

USERID of Form Initiator

Form Create Date > (Optional)

Form Status (Optional)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (853 kb)

[View All](#)

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
1	899364	STU_HIRE	Executed	Executed		07/29/2025 8:51:29AM	07/28/2025		0		
2	899361	STU_HIRE	Executed	Executed		07/29/2025 8:51:12AM	07/28/2025		2		
3	899345	STU_HIRE	Executed	Executed		07/29/2025 8:50:56AM	07/28/2025		2		

(Screenshot of report continued below)

First 1-100 of 773 Last

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
		08/18/2025	12/06/2025	SGNA	IT Student Worker	111000	COP College of Pharmacy	HRL	N		07/29/2025
		08/18/2025	12/06/2025	SGNA	IT Student Worker	111000	COP College of Pharmacy	HRL	N		07/29/2025
		08/18/2025	12/06/2025	SGNA	IT Student Worker	111000	COP College of Pharmacy	HRL	N		07/29/2025

NOTE: Fully approved eForms will show as Executed.

(Continued on next page)

Status of Onboarding – This report shows 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 will need 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 > 06/01/2025 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

[View All](#)

First 1-19 of 19 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	930748					0	In Progress	09/19/2025	N	09/29/2025	12/15/2025	470000	EM Undergraduate Admissions		A
2	927999					0	In Progress	09/12/2025	N	09/22/2025	12/05/2025	470000	EM Undergraduate Admissions		A
3	927990					0	In Progress	09/12/2025	N	09/22/2025	12/05/2025	470000	EM Undergraduate Admissions		A

On Time Hire Details – This report resents 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 hire information, including:
 - On time or late designation
 - Effective date and date approved in PeopleSoft HCM
 - Student name, USCID, and associated EMPL record
 - Department number and name
 - Action type and reason code
 - Job Code

2025_USC_ON_TIME_STU_HIRE_DET- On Time Hire Details

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (9691 kb)

[View All](#)

First 1-100 of 15888  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	10/31/2025	10/31/2025			2	600200	ATH Department of Athletics	A	Hire	Multiple Temp Jobs	SUEA
2	LATE HIRE	10/30/2025	10/30/2025			1	120200	CAS African American Studies	A	Hire	Multiple Temp Jobs	SFWR

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.

On Time Separation Details – This reports provides 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 Hire
 - Effective Date and Date Approved in PeopleSoft
 - Display Name (Student Name), USCID, and associated EMPL record
 - Department number and name
 - Action type and reason code
 - Job Code

2025_USC_ON_TIME_STU_SEP_DETA- On Time Separation Details													
Download results in : Excel Spreadsheet CSV Text File XML File (8760 kb)													
View All										First 1-100 of 14268 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	10/30/2025	10/30/2025			1	650300	MKTG Printing Services	I	Separation	End Temporary Employment	SFWR	H
2	LATE	10/30/2025	10/30/2025			0	120200	CAS African American Studies	I	Separation	End Temporary Employment	SUEA	H

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). The university wide goal is 100% for on time separations.

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).

- This report shows key upcoming appointment information, including:
 - Business Title
 - Effective Date
 - Student Name, USCID, and associated EMPL Record
 - Department Number and Name
 - Supervisor Name and USCID Job Code

(Screenshot of report on next page)

USC_STUDENT_FUTURE_HIRES											
Download results in : Excel SpreadSheet CSV Text File XML File (7 kb)											
View All											
Row	EMPLID	Empl Record	Eff Date	Name	Business Unit	Resp Code	Resp Code Descr	Dept ID	Dept Descr	Job Code	Job Code Descr
1		2	01/01/2026		SCCOL	CL071	College of Arts and Sciences	135800	CAS Psychology	SGRA	Graduate Research Assistant
2		4	01/01/2026		SCCOL	CL039	College of Education	152200	CED Child Development Research Center	SGRA	Graduate Research Assistant
3		1	12/16/2025		SCCOL	CL040	College of Engineering and Computing	155901	CEC Computer Science and Engineering	SGRA	Graduate Research Assistant

(Screenshot of report continued below)

Job Code Descr	Business Title	FLSA Status	Full/Part	Std Hrs/Wk	Hourly/Salaried	Hrly Rate	Salary	Supv ID	Supervisor Name	Action	Reason
Graduate Research Assistant	Bradshaw RA	Exempt	Part-Time	20.00	S	26.923077	10500			HIR	MTJ
Graduate Research Assistant	IREC	Exempt	Part-Time	10.00	S	51.282051	10000			HIR	MTJ
Graduate Research Assistant	Graduate Research Assistant	Exempt	Part-Time	20.00	S	27.115385	1175			REH	REH

Congratulations! You have learned how to access and navigate the Student Hire Workcenter within PeopleSoft HCM!