

STUDENT EMPLOYMENT



Checklist for New Student Employees

Follow these steps for a smooth start to your work as a student employee.

Note that some of these checklist items are required of all student employees – while other items are required of some students or simply recommended.

Required of Graduate students only: Sign, date, and return the offer letter you received

- Send it by email (as an attachment) to the email address provided –or–
- Use the Adobe Fill & Sign app to sign and send from your phone –or–
- Deliver or send by regular mail to the mailing address provided

Required of all international students: Sign/return Foreign National Tax Information Form

This UofSC form must be completed by all international student employees to determine your U.S. residency status and whether you are exempt from payroll and other related taxes. [The form is in fill/save PDF format.](#)

- Print, sign, and send by mail to the address provided –or–
- Send it by email (as an attachment) to the email address provided

Required of all students: Complete Form I-9

I-9 is a federally required form to verify the identity and legal authorization to work of all paid employees in the United States. It applies to everyone – U.S. citizens and citizens of other countries. You must complete Section 1 of the I-9 on or before your first day of work, or your work will be paused and a paycheck will not be issued.

- You will receive an email to your UofSC email account from I-9 Advantage. Watch for “Form I-9 Request for Completion” in the subject field.
- Follow the instructions in the email to complete portions of Form I-9 online.
- No later than your third day of work, bring original documents to verify your identification and employment eligibility. Bring these to your Student Hire Representative. [Here are examples of acceptable documents.](#)
- If you worked for UofSC previously and completed an I-9 at that time, no new I-9 is required so long as you have had less than a one-year break in employment.

Required of some students: Background Screening

Depending on your student employment role, you might require a background screening. If so, you will receive an email from HireRight, with the subject of “University of South Carolina Background Verification Request.”

The email will point you to the required online form with a 5-day deadline.

Division of Human Resources • 1600 Hampton Street • Columbia, South Carolina 29208 • 803-777-3824 • sc.edu/hr

An Equal Opportunity Institution

Required of all students: Communicate any needed resources for accessibility

Notify your student hire representative or student employment supervisor of any accommodations you will need. The [Student Disability Resource Center](#) can serve as a resource.

For Graduate students with an assistantship: Learn more

Visit Graduate School online for information about [assistantships](#) and the [range of options](#) for funding graduate education and research.

After your information is entered into the university HR/Payroll system (HCM), you will receive a system-generated email with instructions on logging into HCM and completing several additional tasks. For students hired for the first time, completing the onboarding tasks is essential – they finalize your hire and ensure that you get paid.

- Log into [HCM Employee Self Service](#)
 - For first time student hires, click on the **Onboarding** tile and complete the tasks.
 - For rehires, simply verify that the direct deposit bank account and other information is accurate
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Required of all student employees: Set up your direct deposit information

Direct deposit is mandatory for all UofSC employees, including student employees. You can have your pay direct deposited into up to three bank and/or credit union accounts. The HCM system makes set-up easy.

Required of all student employees: Complete and submit W-4 forms

There are two required forms: the federal W-4 and the South Carolina SC W-4. You will complete both in the HCM system. These forms tell your employer how much federal and state taxes to withhold from each paycheck. UofSC will remit the tax withheld from each paycheck to the IRS and to the state on your behalf.

Required of all student employees: Acknowledge receipt of ACA notice

Federal law requires you to acknowledge that you have received the Affordable Care Act Market Exchange Notice and that you understand its provisions regarding health insurance. You will do this in the HCM system.
