

# STUDENT EMPLOYMENT

## Checklist for Supervisors of Student Employees

---



### When you decide to hire a student

☐ **Submit the following information to your student hire representative**

All of this information is required:

Student name, USC ID, student email address, start and end date, pay rate (hourly or salary), job title, job code, funding source (i.e., chartfield string), and supervisor name.

☐ **Work with the USC Upstate Office of HR to initiate the I-9 process**

For the employee, Section 1 of Form I-9 can be completed as early as the date an offer of employment is accepted, but **must be completed no later than the first day of employment**.

For the authorized representative, Section 2 can be completed as early as the date an offer of employment is accepted, but **must be completed within three business days of the employee's first day of employment**.

☐ Possible: **Background Check**

Most student employees do not require a background check unless they fall into certain categories. For example, student employees who are handling money, working with minors, involved in direct patient care, or have key access will require a background check. If a background check is required, your student hire representative will notify the student and initiate the background check.

☐ Possible: **Accessibility Resources**

If the student you want to hire self-discloses any accommodations they will need, work with the USC [Upstate Office of Accessibility](#) to ensure that the accommodations are reasonable and can be met by the university.

☐ **Review relevant policy**

- [Student Non-Discrimination and Non-Harassment Policy](#)
- [ACAF 4.00 Graduate Assistantships](#)



## Before the student employee's first day on the job

- ☐ **Direct the student to the New Student Employee Checklist**

- ☐ **Check to see if the student has questions before their first day**

Reaching out and providing answers will ease any concerns. If you get a question you can't answer, find a person or office who can, and connect them with the student.

- ☐ **Make sure the student knows where to report for their first day of work**

Provide an exact location (address, floor, office) so the student's first day on the job starts smoothly.

- ☐ **Inform staff so they will be ready to welcome the student employee**

Meet with them to discuss the student's role and identify several ways to ensure that the student's employment experience gets off to a great start – and ends up being a success.

---



## On the student's first day of work

- ☐ **Remind the student of the New Student Employee Checklist**

- ☐ **Verify that the student has completed Section 1 of Form I-9**

For the student employee, Section 1 can be completed as early as the date an offer of employment is accepted, but **must be completed no later than his or her first day of employment**. (Students are required to complete Form I-9 before they can work or receive a paycheck. If you have a student employee working who has not completed Form I-9, contact your student hire representative.)

- ☐ **Remind the student to complete all other required forms**

This includes setting up or updating direct deposit information, Form W-4, Form SC W-4, and any other tax or work authorization forms.

- ☐ **Introduce the student to everyone they will be working with**

USC Upstate HR • 800 University Way • Spartanburg, South Carolina 29303 • 864-503-5322 • [hr@uscupstate.edu](mailto:hr@uscupstate.edu)

An Equal Opportunity Institution

The first day is the best day to ensure that the student employee feels welcome.

---



## During the student's first week on the job

### ☐ Meet with the student to discuss the following:

- Job responsibilities and expectations
- Work schedule and weekly hours
- Logging and approving hours worked in ITAMS
- Review of pay schedules and the pay lag for students
- Provide any written guidelines, instructions, or manuals that may apply to the job.  
(including FERPA, HIPPA, and any required confidentiality forms)
- Remind the student that they are expected to abide by the [USC Upstate Code of Conduct](#).  
Violations of the honor code could result in termination.

### ☐ Assist the student in getting an access card

If your work area requires a card or key code for certain doors, make sure the student employee has what they need so they can gain access.

### ☐ If applicable to the job: **Provide the Patent and Invention Policy**

- [ACAF 1.33 Intellectual Property Policy](#)

### ☐ If applicable to the job: **Ensure completion of required training**

Depending on the job, the student might be required to complete compliance and/or safety training. The Environmental Health and Safety (EHS) department offers a wide variety of classes to meet employee training needs. All employees should check with their supervisors/managers to obtain their required safety related training.

---