



Student Hire Request

Student Type: REGS (Regular Student position) CWS (College Work Study position)

Academic Term: Fall/Spring Summer

Student is currently enrolled in classes at USC: Yes No

Student has worked for USC prior to this position: Yes No

EMPLOYEE NAME: _____ SSN: Please call with this info.

BEGIN DATE: _____ END DATE: _____ HOURS/WEEK: _____

DEPT#: _____ ACCT #: _____ SALARY/HOURLY RATE: _____

SUPERVISOR: _____ SUPERVISOR CLASS: _____ SUPERVISOR SLOT: _____

Required Documentation

Current Position Description (Must be updated each term)

Provide the following hiring documents for all "first time" hires:

I-9: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

Summer Yarborough will complete the E-Verify process on the employee

W-4: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Direct Deposit Form: <http://payroll.sc.edu/doc/direct.pdf> (or go here to complete the process electronically: <http://www.payroll.sc.edu/deposit2.asp>)

Copy of SSN Card

Copy of Driver's License

If the student plans on driving University vehicles, they will need to obtain a copy of their official driving record from the Highway Department at their own expense. (This will need to be renewed every August).

Date Department Supervisor Signature Department Supervisor Name

Date Vice Chancellor/Dean Signature Vice Chancellor/Dean Name

Date Chancellor Signature Chancellor Name

**Note: All approvals are required before offer of employment*