Student Employment Checklist for Supervisors  
valid through 5/20/2018

I. Advertise Your Job

II. New Student Employee Onboarding

☐ Refer your new hire to the New Hire Paperwork forms.

☐ Collect a Work Clearance. Your receipt of a USF Student Employment Work Clearance is required prior to scheduling your new hire for work. The student will provide you with a hard-copy work clearance or send you a PDF electronic copy, once obtained. Review the Work Clearance to understand your employee’s rights and obligations.

☐ If your student employee is an international student, provide your employee with a USF Employment Confirmation Letter.

☐ Establish and communicate your employee’s start date.

☐ Establish Payroll Authorization via the Electronic Personnel Action Form (EPAF)

☐ Inform your Electronic Personnel Action Form (EPAF) initiator, if this is not you, of the name, CWID, position number (found near the upper, right corner of the Work Clearance) and start date of your new employee. Your EPAF initiator may request a copy of the student’s Work Clearance.

☐ If you are the EPAF initiator, submit an EPAF for your employee prior to the EPAF approval deadline of the payroll period during which your student will begin working.

III. Compensation and Supervision

☐ Identify your timesheet deadlines

☐ Note the first timesheet due date for your student employee.

☐ Prior to the first timesheet deadline, determine if your student has access to the electronic timesheet (ask your student employee).

☐ If your student has access, you will begin receiving timesheet approval reminders.

☐ If your student does not have access, then

☐ Ensure your EPAF initiator has submitted an EPAF for your student’s assignment and,

☐ Ask your student to document hours worked on a paper timesheet and submit the timesheet to Payroll Services.

☐ Refer to the Student Employment Performance Evaluation to support your employee’s performance and development.

☐ Have a termination EPAF (STUEND) submitted upon completion of the student’s employment term.

Refer to https://myusf.usfca.edu/onestop/student-employment/supervisors for additional or new information.