

College of Arts & Humanities Human Resources & Payroll Duties and Workflow Processes

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Human Resource & Payroll Tasks - Student Hires

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Task	Step 1	Step 2	Step 3	Timeline
Domestic Student Hires	Department submits Student Employee Form . HRPL receives form and contacts student for personal information necessary for employee data entry.	HRPL completes onboarding process to include PeopleSoft HR employee data entry, I-9 documentation and data entry. HRPL notifies department once completed	Department enters GS61 employee data, if applicable	<ul style="list-style-type: none"> - Student Hire Form due 10 days before start date. - Prepare for a 2 to 7 day turnaround for employee onboarding. Students must not begin work until onboarding is completed.
International Student Hires	Department submits Student Employee Form . HRPL receives form and contacts student for personal information necessary for employee data entry.	HRPL and Int'l Employment Office completes onboarding process to include PeopleSoft HR employee data and I-9 documentation. HRPL notifies department once completed.	Department enters GS61 employee data, if applicable	<ul style="list-style-type: none"> - Allow for up to a 30-day turnaround time. Students must not begin work until onboarding is completed.

Human Resource & Payroll Tasks - Student Hires

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Task	Step 1	Step 2	Step 3	Timeline
Student Hires requiring adding an Instance/Additional Job (does not apply to editing an existing record, taking or putting a student off/on break)	Department submits Student Employee Form .	HRPL enters instance and notifies department.		- Allow for up to a 2-day turnaround time. Students must not begin work until onboarding is completed
Student Terminations, Breaks, & Rehires (students tasked with the same job assignments within the same department)	Department submits Student Change Hire Form .	HRPL will share changes with BO Liaison and forward to Data Center.	HRPL will update department staff once changes have been processed.	- Data Center turnaround can be up to 5 business days.

Human Resource & Payroll Tasks - Faculty/Staff Hires

Task	Department's Responsibility	HRPL Responsibility	Process Details	Submission Due HRPL
Employee Hire Requests (Domestic and International Hires)	Department submits hire request for general faculty and staff using New Hire Request Form . Please use the Tenure Track Faculty hire form for TT and Visiting Assistant Professor hires.	HRPL routes for signatures, then submits to Provost Hiring Team. HRPL notifies approval/on hold/denial status once decisions are communicated.	HRPL enters into Tiger Talent once hire is approved. Department proceeds with search process.	Please see the CAH New Hire & Salary Adj Approval Process Workflow .
Employee Hire Requests (International Only)	Department enters an international hire request in PeopleSoft HR (Main Menu > Workforce Administration > CU Reports/Processes > International Hire Request)	Once candidate is approved by International Services, HRPL emails Visa and I-9 instructions and the New Employee Data Sheet to the candidate.	HRPL processes information via HR Service Manager.	- International candidate PSHR data should be entered at least 3 weeks before start date
Personnel Action Requests Forms, Dual Employment Forms, Overload Forms	Department HR Liaisons are to complete documents and collect department-level signatures and upload to the appropriate department's Box folder.	HRPL will collect college-level signatures and forward to HR Service Manager for processing.		If paperwork effective date is less than 14 business days in advance to the submission date, attach an Administrative Error Letter.