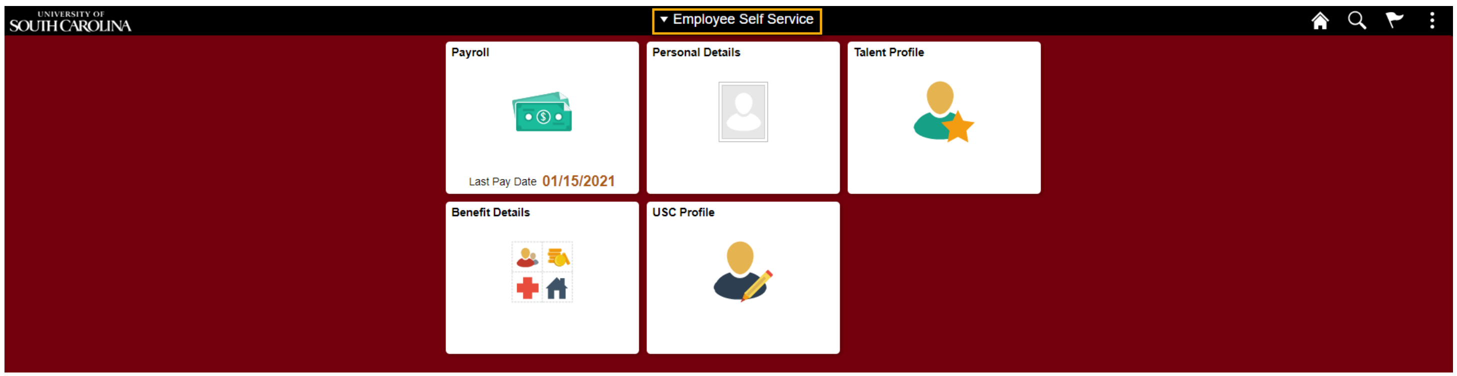
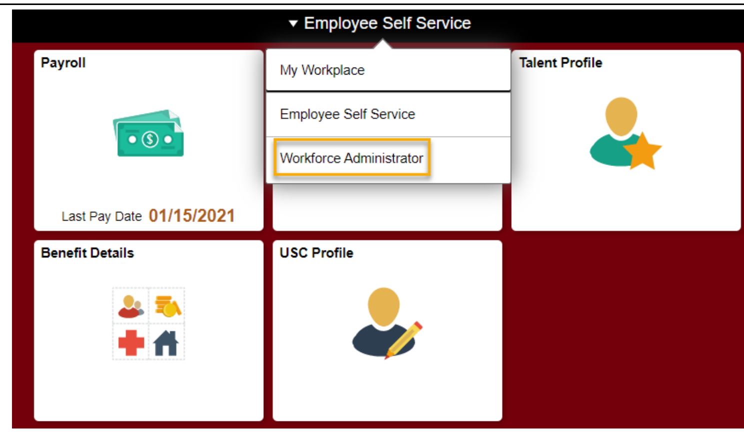
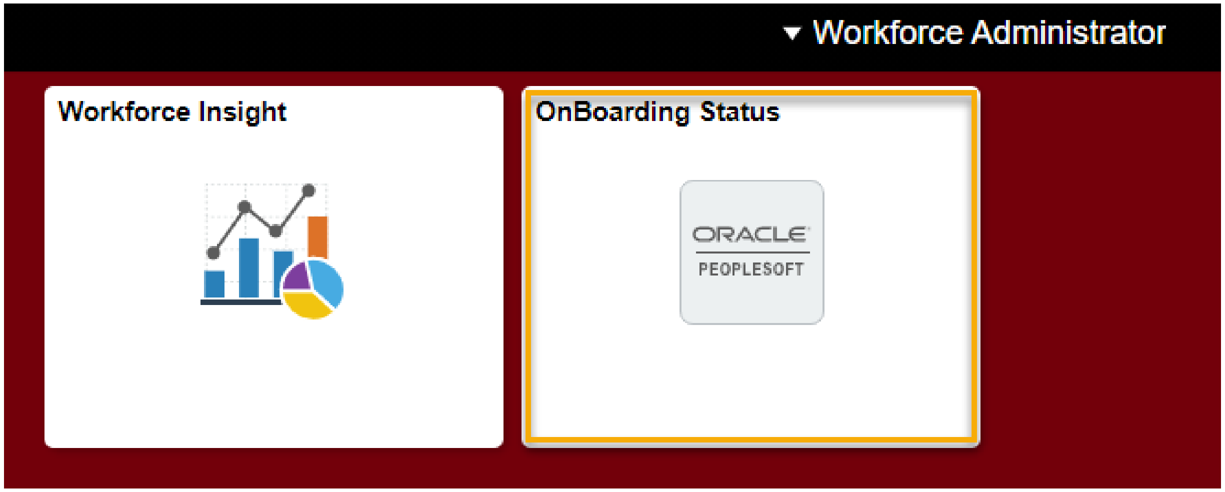
University of South Carolina - Division of Human Resources
HR Contact View New Employee Onboarding Summary in HCM

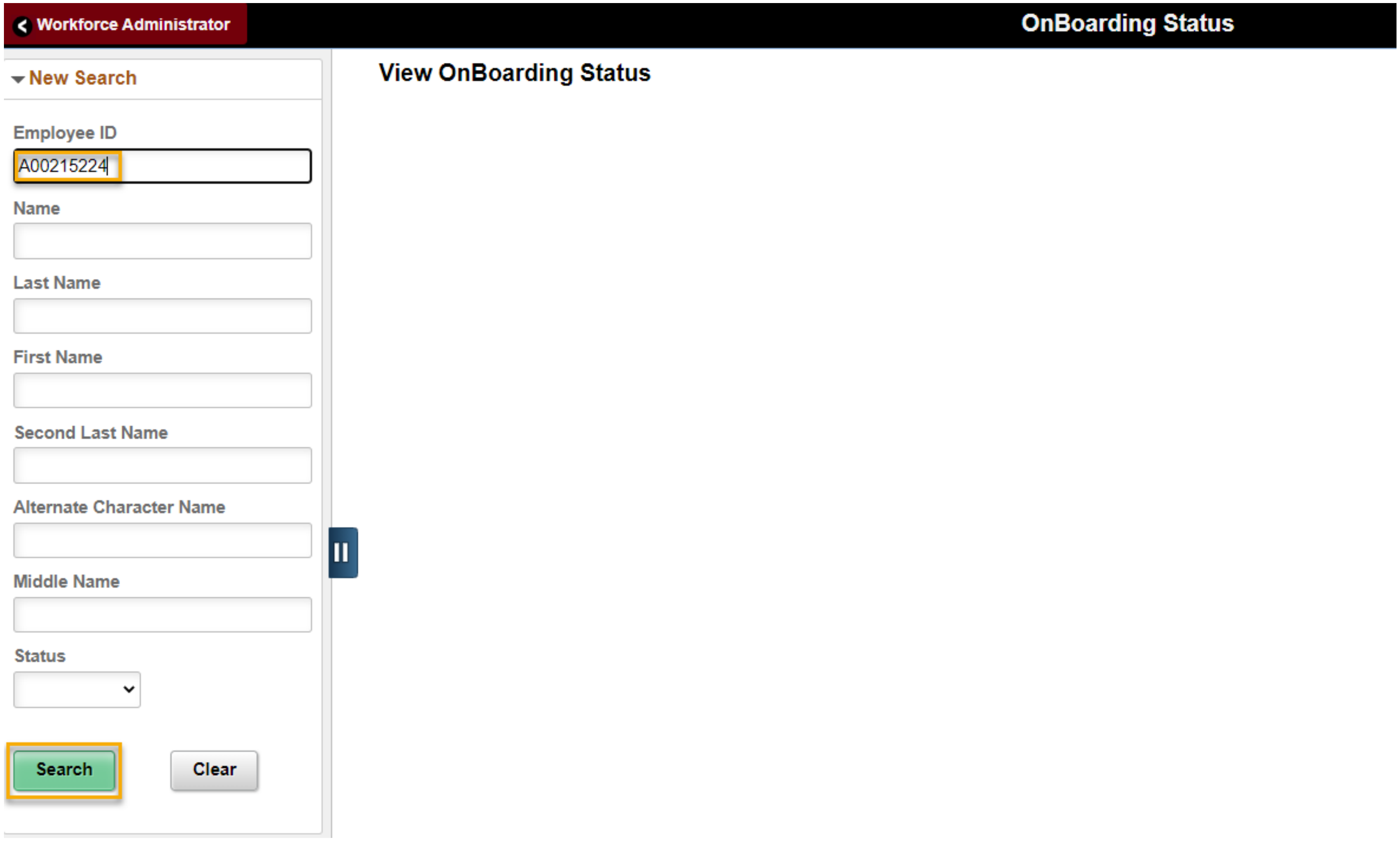
This job aid outlines the process for College, Division, and Campus level HR Contacts to view the onboarding summary for their new employees in HCM PeopleSoft. *Please note this is not available to those with Department HR Contacts.

Processing Steps	Screenshots
Step 1: On the main homepage, click the **Employee Self Service** drop-down menu button.	
Step 2: Click the **Workforce Administration** option.	

Step 3: Click the **Onboarding Status** tile to begin.	

Step 4: On the View **Onboarding Status** page, you must enter search criteria to pull. Once criteria is entered, click the green **Search** button.

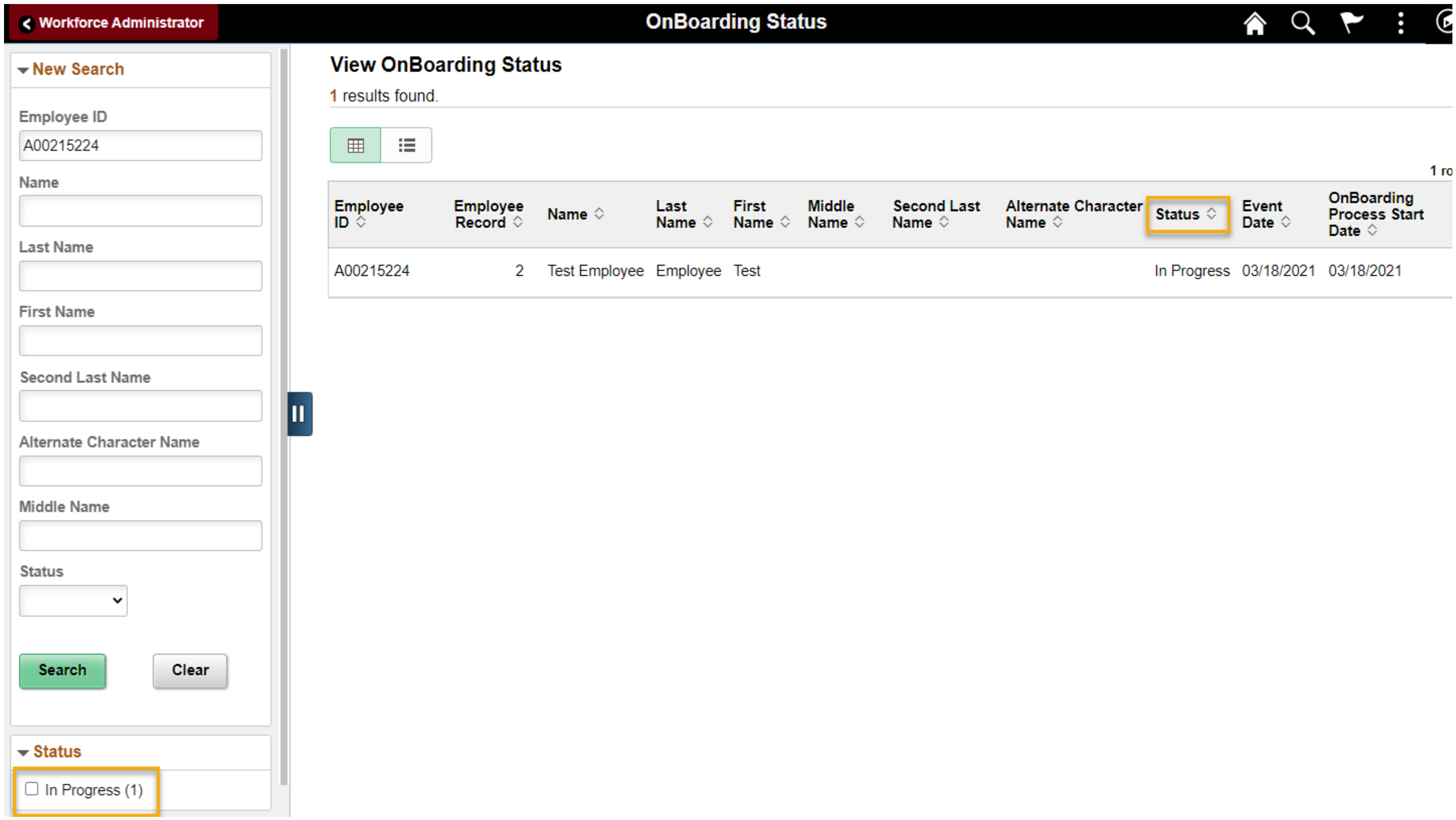
In this scenario we are searching for a specific employee by Employee ID (USC ID).



Step 5: What is the status of Onboarding?

In this scenario, *Test Employee* has started their HCM Onboarding activities. You can quickly determine the status by looking at the **Status** field in the bottom left corner and also the **Status** column in the search results as shown in the screenshot.

Starting Step 6: Click on the employee's search result row.



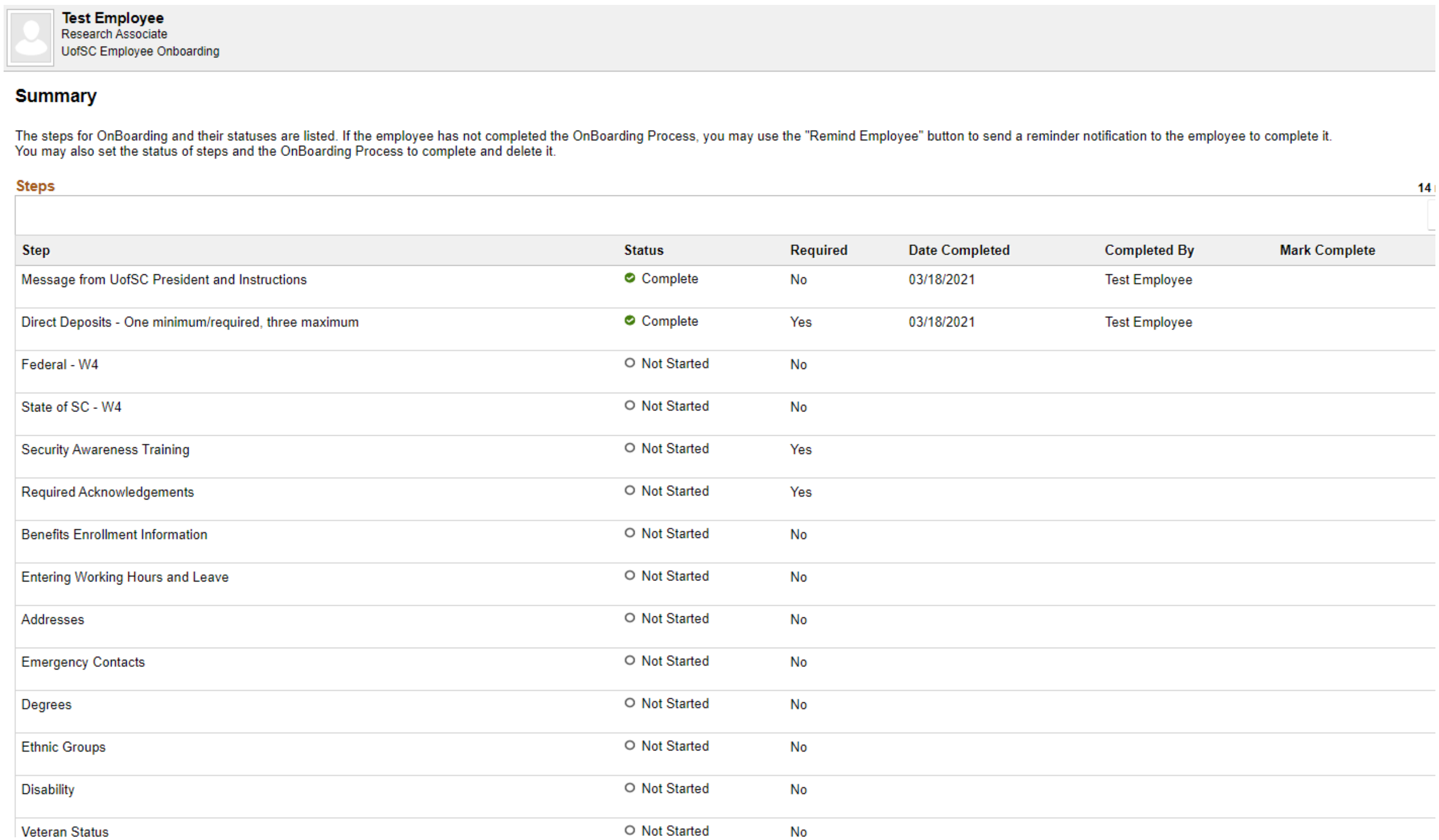
Step 6a: View the summary of Onboarding tasks for the employee.

You can quickly reference the **Status** column to see:

- Not Started
- In progress
- Complete (steps will not appear as complete until the employee clicks the **Mark Complete** button.)

Note the onboarding steps shown are the same for all new hires regardless of employee type (*excluding student employees*).

If a new employee has not started certain tasks or has incomplete tasks, their manager has the ability to remind them to complete their onboarding by sending a system generated email from within MSS.



Test Employee
Research Associate
UofSC Employee Onboarding

Summary

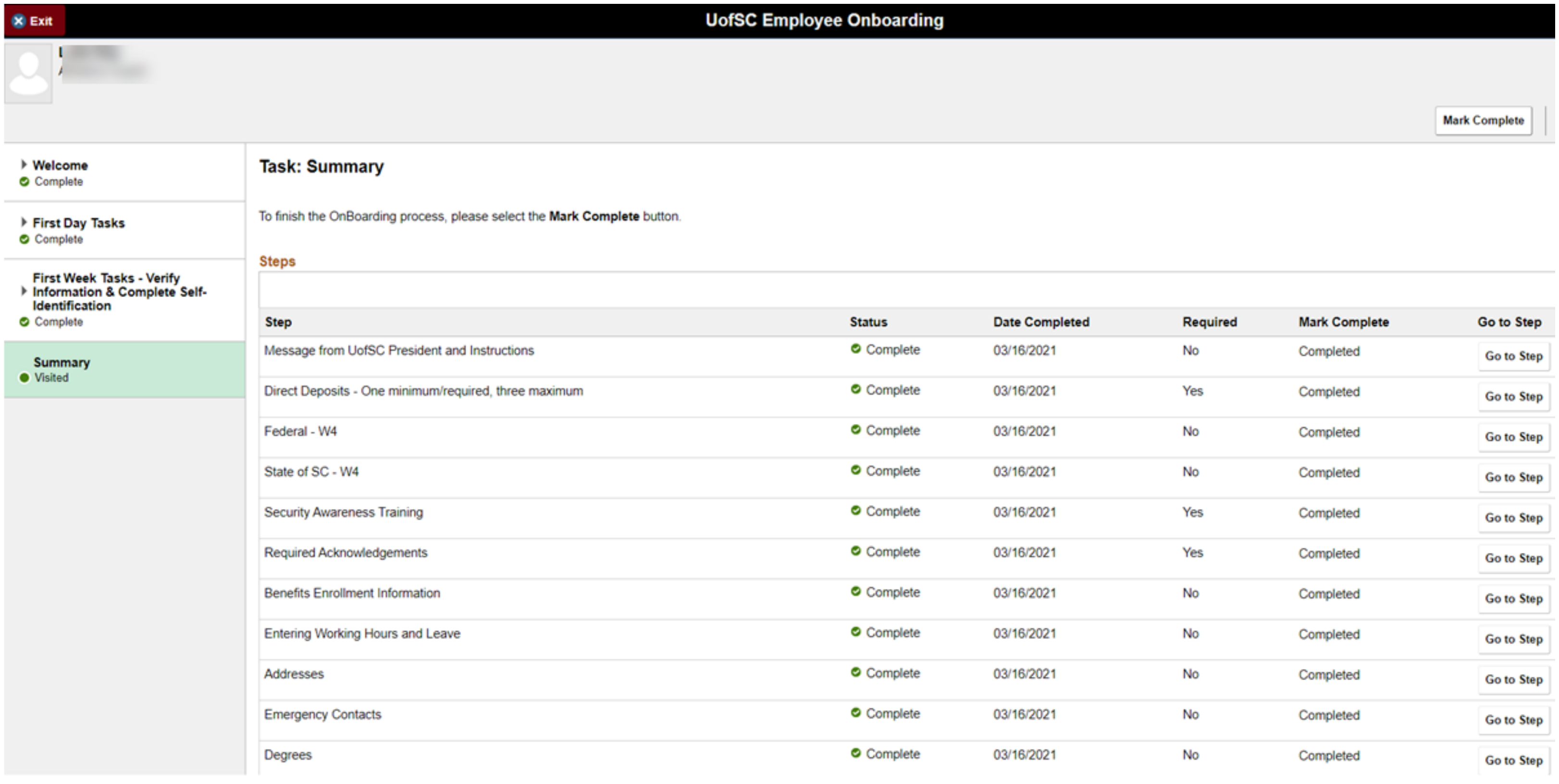
The steps for OnBoarding and their statuses are listed. If the employee has not completed the OnBoarding Process, you may use the "Remind Employee" button to send a reminder notification to the employee to complete it.
You may also set the status of steps and the OnBoarding Process to complete and delete it.

Steps 14

Step	Status	Required	Date Completed	Completed By	Mark Complete
Message from UofSC President and Instructions	Complete	No	03/18/2021	Test Employee	
Direct Deposits - One minimum/required, three maximum	Complete	Yes	03/18/2021	Test Employee	
Federal - W4	Not Started	No			
State of SC - W4	Not Started	No			
Security Awareness Training	Not Started	Yes			
Required Acknowledgements	Not Started	Yes			
Benefits Enrollment Information	Not Started	No			
Entering Working Hours and Leave	Not Started	No			
Addresses	Not Started	No			
Emergency Contacts	Not Started	No			
Degrees	Not Started	No			
Ethnic Groups	Not Started	No			
Disability	Not Started	No			
Veteran Status	Not Started	No			

Step 6b: View the summary of Onboarding tasks for the employee *continued.*

Once the employee has completed their Onboarding tasks, their **Onboarding Status** summary page will display all steps marked as Complete.



Step	Status	Date Completed	Required	Mark Complete	Go to Step
Message from UofSC President and Instructions	Complete	03/16/2021	No	Completed	Go to Step
Direct Deposits - One minimum/required, three maximum	Complete	03/16/2021	Yes	Completed	Go to Step
Federal - W4	Complete	03/16/2021	No	Completed	Go to Step
State of SC - W4	Complete	03/16/2021	No	Completed	Go to Step
Security Awareness Training	Complete	03/16/2021	Yes	Completed	Go to Step
Required Acknowledgements	Complete	03/16/2021	Yes	Completed	Go to Step
Benefits Enrollment Information	Complete	03/16/2021	No	Completed	Go to Step
Entering Working Hours and Leave	Complete	03/16/2021	No	Completed	Go to Step
Addresses	Complete	03/16/2021	No	Completed	Go to Step
Emergency Contacts	Complete	03/16/2021	No	Completed	Go to Step
Degrees	Complete	03/16/2021	No	Completed	Go to Step