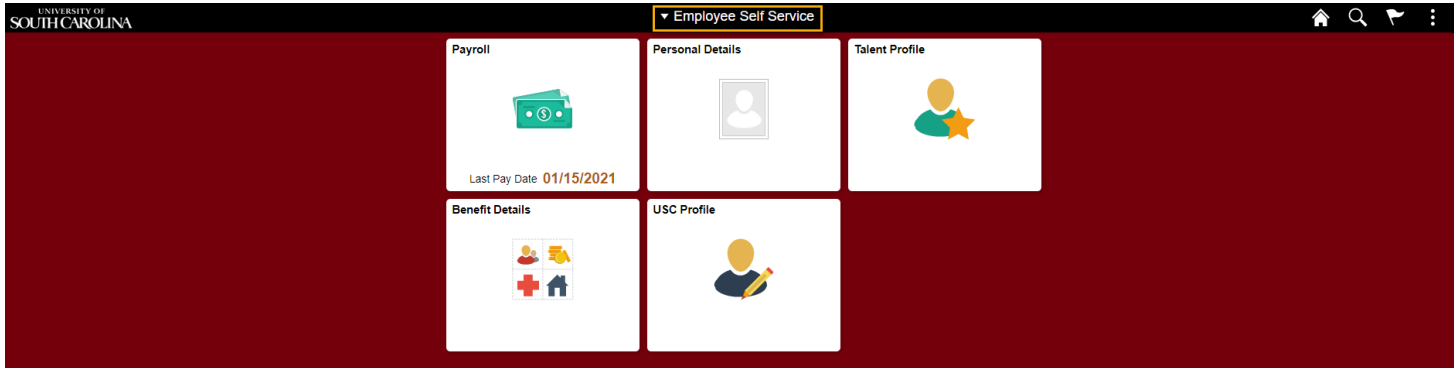
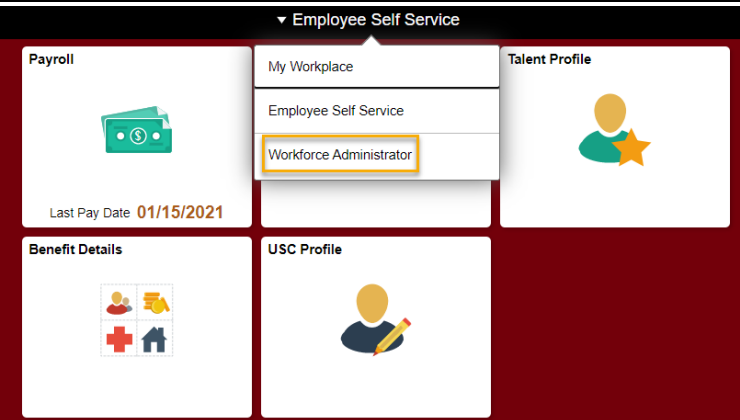
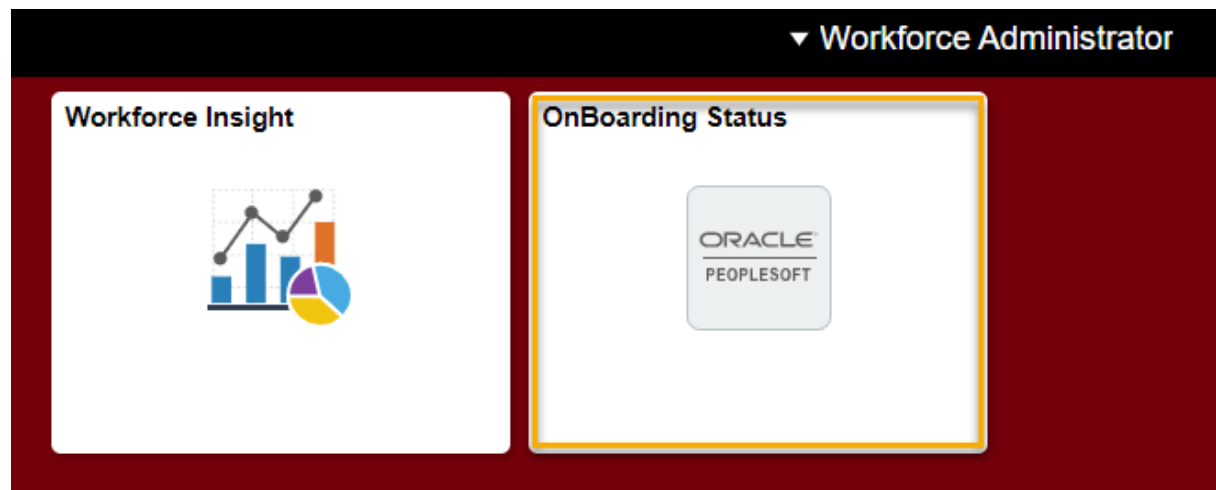


This job aid outlines the process for College, Division, and Campus level HR Contacts to view the onboarding summary for their new employees in HCM PeopleSoft. *Please note this is not available to those with Department HR Contacts.

| Processing Steps | Screenshots |
|---|---|
| <p>Step 1: On the main homepage, click the Employee Self Service drop-down menu button.</p> |  <p>The screenshot shows the 'Employee Self Service' dashboard. At the top, there is a navigation bar with the University of South Carolina logo on the left and a dropdown menu labeled 'Employee Self Service' on the right. Below the navigation bar, there are five main tiles: 'Payroll' (with a last pay date of 01/15/2021), 'Personal Details', 'Talent Profile', 'Benefit Details', and 'USC Profile'.</p> |
| <p>Step 2: Click the Workforce Administration option.</p> |  <p>This screenshot shows the same 'Employee Self Service' dashboard as in Step 1. The 'Employee Self Service' dropdown menu is open, and the 'Workforce Administration' option is highlighted with a yellow border. Other options visible in the menu include 'My Workplace' and 'Employee Self Service'.</p> |

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).

Workforce Administrator
OnBoarding Status

New Search

Employee ID

Name

Last Name

First Name

Second Last Name

Alternate Character Name

Middle Name

Status

Search
Clear

View OnBoarding Status

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.

Workforce Administrator
OnBoarding Status

▼ New Search

Employee ID

Name

Last Name

First Name

Second Last Name

Alternate Character Name

Middle Name

Status

▼ Status

In Progress (1)

View OnBoarding Status

1 results found.

1 row

| Employee ID | Employee Record | Name | Last Name | First Name | Middle Name | Second Last Name | Alternate Character Name | Status | Event Date | OnBoarding Process Start Date |
|-------------|-----------------|---------------|-----------|------------|-------------|------------------|--------------------------|-------------|------------|-------------------------------|
| A00215224 | 2 | Test Employee | Employee | Test | | | | In Progress | 03/18/2021 | 03/18/2021 |


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 | <input checked="" type="checkbox"/> Complete | No | 03/18/2021 | Test Employee | |
| Direct Deposits - One minimum/required, three maximum | <input checked="" type="checkbox"/> Complete | Yes | 03/18/2021 | Test Employee | |
| Federal - W4 | <input type="checkbox"/> Not Started | No | | | |
| State of SC - W4 | <input type="checkbox"/> Not Started | No | | | |
| Security Awareness Training | <input type="checkbox"/> Not Started | Yes | | | |
| Required Acknowledgements | <input type="checkbox"/> Not Started | Yes | | | |
| Benefits Enrollment Information | <input type="checkbox"/> Not Started | No | | | |
| Entering Working Hours and Leave | <input type="checkbox"/> Not Started | No | | | |
| Addresses | <input type="checkbox"/> Not Started | No | | | |
| Emergency Contacts | <input type="checkbox"/> Not Started | No | | | |
| Degrees | <input type="checkbox"/> Not Started | No | | | |
| Ethnic Groups | <input type="checkbox"/> Not Started | No | | | |
| Disability | <input type="checkbox"/> Not Started | No | | | |
| Veteran Status | <input type="checkbox"/> 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.

✕ Exit
UofSC Employee Onboarding



- ▶ Welcome ✔ Complete
- ▶ First Day Tasks ✔ Complete
- ▶ First Week Tasks - Verify Information & Complete Self-Identification ✔ Complete
- ▶ **Summary** ● Visited

Task: Summary

To finish the Onboarding process, please select the **Mark Complete** button.

Steps

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