How to complete your onboarding tasks in HCM PeopleSoft:
This job aid outlines the process for new employees to complete their first day and first week onboarding tasks in Employee Self-Service in the HCM PeopleSoft System. Note you will not be able to log into Employee Self-Service until your start date. [Employee Self-Service log in](https://hcm-uat.ps.edu/pt/HUAT/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&DB=HC_HC_OBD_DASHBOARD).

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
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<tbody>
<tr>
<td>Once your Hire action has been fully approved in the HR/Payroll system, you will receive an autogenerated email with a link to complete the next critical steps in your onboarding process. Note you cannot access HCM PeopleSoft until your start date as listed on your offer letter.</td>
<td><a href="https://hcm-uat.ps.edu/pt/HUAT/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&amp;DB=HC_HC_OBD_DASHBOARD">-----Original Message-----</a></td>
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On your first day, you may receive an email that provides you a direct link into Onboarding. If so, you will skip steps 1 and 2 below.

Dear Test Employee,

Good news! Your hire form has been successfully received and processed.

Once you reach your start date (which is your effective date of hire on your offer letter), you will have access to log into Employee Self-Service (ESS) below to complete the next critical steps in your onboarding process.


In the meantime, we encourage you to visit your campus website for new employee resources. Please do not hesitate to contact your supervisor or HR representative with any questions.

Welcome to the team!

UofSC Division of Human Resources
Step 1: On the main Employee Self Service homepage click the Onboarding tile.

Step 2: Click the Onboarding Activities tile to begin the onboarding process.
Step 3: Completing your Onboarding.

Onboarding is divided into the following four parts:
1. Welcome
2. First Day Tasks
3. First Week Tasks
4. Summary

Once you have completed the steps in each section of Onboarding, be sure to click the Mark Complete button in the top right corner.
Step 4: Welcome.

On the Welcome and Instructions page click to view the welcome aboard video.

Don’t forget to Mark Complete before moving on to the next step.
Step 4: First Day Tasks – Direct Deposit(s).

UofSC requires direct deposit for all employees. You can add up to three accounts.

Click the **Add Account** button.

Complete all fields as shown in the screenshot. Once fields are complete click the green **Save** button in the top right corner.

Note you can list a Checking or Savings account, and the Deposit type has three options:

1. Amount
2. Percent
3. Remaining Balance (select this if only adding one account).

Upon hitting **Save**, you are taken to the Direct Deposit Summary page. Click the + to add another account. If no other accounts, click the **Mark Complete** button.
Step 5: First Day Tasks – Federal W4 and State of SC W4 forms

UofSC has created eForm versions of both the Federal and State of SC W4 forms. Please complete both of these forms the same as you would on paper.

Be sure to click the Submit button at the bottom of both the Federal W4 and State of SC W4 form. Once you have submitted each form click the Mark Complete button in the top right corner before moving to the next task.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit
Step 6: First Day Tasks – Security Awareness Training

Complete this task by clicking the **Security Awareness Training** link and viewing 10 videos. The entire course should take about 30 minutes to complete.

Once you have viewed all 10 videos and passed the knowledge check quiz associated with each topic, return to this Onboarding task and click the box attesting to viewing all videos. Click the green **Save** button. Note on this page, by clicking the Save button you are also Marking Complete.
Step 7: First Day Tasks – Required Acknowledgements

Complete this task by clicking the four Download buttons to access each of the documents listed in Step 1. Once you have read each of the documents you can then click the corresponding Acknowledge button in Step 2.

Note the Acknowledge buttons will not appear as clickable options until you have downloaded the related document in Step 1.

The Employee Standards of Ethical Conduct document contains vital information about what it means to be a Carolinian including links to policies on topics of Equal Opportunity, handling of student records and personnel files, financial integrity, and campus safety.

Once you have completed the acknowledgements, click the Mark Complete button in the top right corner.
Step 8: First Day Tasks – Benefits Enrollment Information

This task is strictly informational as it takes you to the New Employee Benefits page on the Division of Human Resources website.

Please read all information available on this website and be sure to click links to visit Public Employee Benefit Authority (PEBA) website.

Bookmark the New Employee Benefits webpage then click the Mark Complete button. You will receive two email communications to complete your benefits elections and may need to refer back to this website.

New Employee Benefits

The University of South Carolina provides a comprehensive benefits package that has been designed with a variety of choices so that you can determine what level of coverage best suits your needs.

Beyond your paycheck, employee benefits are one of your most valuable assets. Benefits can encourage good health and provide peace of mind for you and your family.

Are you Eligible for Benefits?

Insurance Benefits Eligibility
Retirement Benefits Eligibility

Learn More About Your Benefits Options

State Insurance Benefits »

Find the level of health, dental, vision, life and long-term disability insurance that works best for you and your family.
**University of South Carolina - Division of Human Resources**

**Your First Day and First Week New Employee Onboarding Tasks in Employee Self-Service**

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### Step 9: First Day Tasks – Entering Working Hours and Leave

This task links you to the Payroll Department website which houses training guides and resources for UofSC’s Time and Absence System.

Please review the job aids and resources available under the *Employee Job Aids* section.

Once you have viewed all applicable information about the Time and Absence System, return to this page in Onboarding and click the **Mark Complete** button.

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**Time/Labor and Absence Management Implementation**

August 1, 2021, UofSC employees started using a new time reporting and leave request system. This new system replaced ITAMS and implemented additional modules in HCM PeopleSoft bringing pay, time, and absence management together into one system.

- Log in to the HCM PeopleSoft system
  - To log in, use your network username and password. This requires two-factor authentication (DUO).
  - The HCM PeopleSoft system replaces Time and Attendance System.

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**Time and Absence Queries and Reports are Now Available on the WorkCenter!**

Time and Absence queries and reports are now available on the Time and Absence WorkCenter for individuals that approve timesheets and absence requests as either manager or TUABS approver. The below Time and Absence Queries and Reports Reference Guide provides detailed information about each query/report, along with some helpful tips.

- **Time and Absence Queries**
- **Time and Absence Reports Reference Guide**

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If you have any questions, please contact HRSC.ESS@uofsc.edu.
Step 10: First Week Tasks – Addresses

Your home address will automatically populate in HCM from your Pre-hire Tasks completed in PeopleAdmin.

Confirm your home address is accurate or make changes if needed. To make changes, click the > arrow on the right side of the row for your home address. Update the applicable fields and then click the green Save button.

To add a separate mailing address, click the > arrow on the right side of the row for mailing address. Update the applicable fields and then click the green Save button.

Once address verification and/or correction is complete, click the Mark Complete button.
Step 11: First Week Tasks – Emergency Contacts

UofSC does not require Emergency Contact information for employees, but it is highly encouraged that you provide at least one person to contact in the event of an emergency. Your supervisor, area HR Contact, and UofSC Division of HR have access to this information.

Click the Add Emergency Contact button to add an entry. Enter the Contact Name of your Emergency Contact and select a Relationship from the drop-down menu.

Click the Add Address button to provide an address for your Emergency Contact.

Click the Add Phone Number button to provide a good contact number (this is the most important data point for an Emergency Contact).

Click the green Save button. You can enter a second Emergency Contact by clicking the + button, or click Mark Complete to finish this task.
Step 12: First Week Tasks – Degrees
Your degree information will automatically populate in HCM from your Pre-Hire Tasks as entered in PeopleAdmin. Note if there was missing or incomplete data entered in PeopleAdmin, your degree will not feed into HCM.

To add a degree, click the Add button. Complete all fields on the page by clicking the associated lookup button (magnifying glass icon) to see valid options.

Note once you select a Major Code and School Code the fields School Description and Major Description fields default and are not editable.

Click the Graduated toggle button to Yes and then click the green Save button.

If you have another degree to add click the + button and repeat the previous steps. Once all degrees are entered click the Mark Complete button.

University of South Carolina - Division of Human Resources
Your First Day and First Week New Employee Onboarding Tasks in Employee Self-Service

New Employee Onboarding in Employee Self-Service (HCM PeopleSoft) 13 May 2022
### Step 13: First Week Tasks – Ethnic Groups

Your Ethnic Group information will automatically populate in HCM from your **Critical Information Task** as entered in PeopleAdmin.

If the data did not come into HCM accurately or you need to make changes, click Yes or No for question 1 and click as many options as applicable in question 2.

If you are uncertain what the question is asking or what specific answers mean, click the applicable **Explain** link.

Once all selections are made click the green **Save** button. Note for this step clicking **Save** also marks the task as complete.

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#### Task: First Week Tasks - Verify Information & Complete Self-Identification - Ethnic Groups

1) **Are you Hispanic or Latino?**
   - [ ] Yes
   - [ ] No

2) **What is your race? Select one or more.**
   - [ ] American Indian or Alaska Native
   - [ ] Asian
   - [ ] Black or African American
   - [ ] Native Hawaiian or Pacific Islander
   - [ ] White

**Voluntary Self-Identification**

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.
Step 14: First Week Tasks – Disability

This section is voluntary.

If you elect to complete this section, read all information provided and click the appropriate checkbox for yourself.

Once you have provided your answer click the green Submit button. Note for this step clicking the Submit button also marks the task as complete.

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- Arthritis
- Asthma
- Autistic disorder, for example, Asperger’s
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Cellulitis
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn’s Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson’s disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression
- Seizures
- Speech impediments
- Traumatic brain injury
- Visual impairments

Please check one of the boxes below:

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don’t Have A Disability, Or A History/Record Of Having A Disability
- I Don’t Wish To Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.
Step 15: First Week Tasks – Veteran Status

Read all information provided on this page (not all definitions pictured in the screenshot) and make the applicable Self-Identification election. If applicable enter your Military Discharge Date.

Once you have entered your information click the green Submit button. Note clicking the Submit button also marks this page as complete.
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Your First Day and First Week New Employee Onboarding Tasks in Employee Self-Service

Step 16: Summary

This page shows a summary view of all onboarding tasks along with their status, date completed and gives you the ability to Mark Complete any that you may have forgotten.

If your summary page looks like this screenshot with all statuses showing as Complete, you have finished onboarding!

Click the Mark complete button to finalize your onboarding. Upon marking all onboarding tasks as complete, you now see that your Onboarding Activities tile appears as completed!