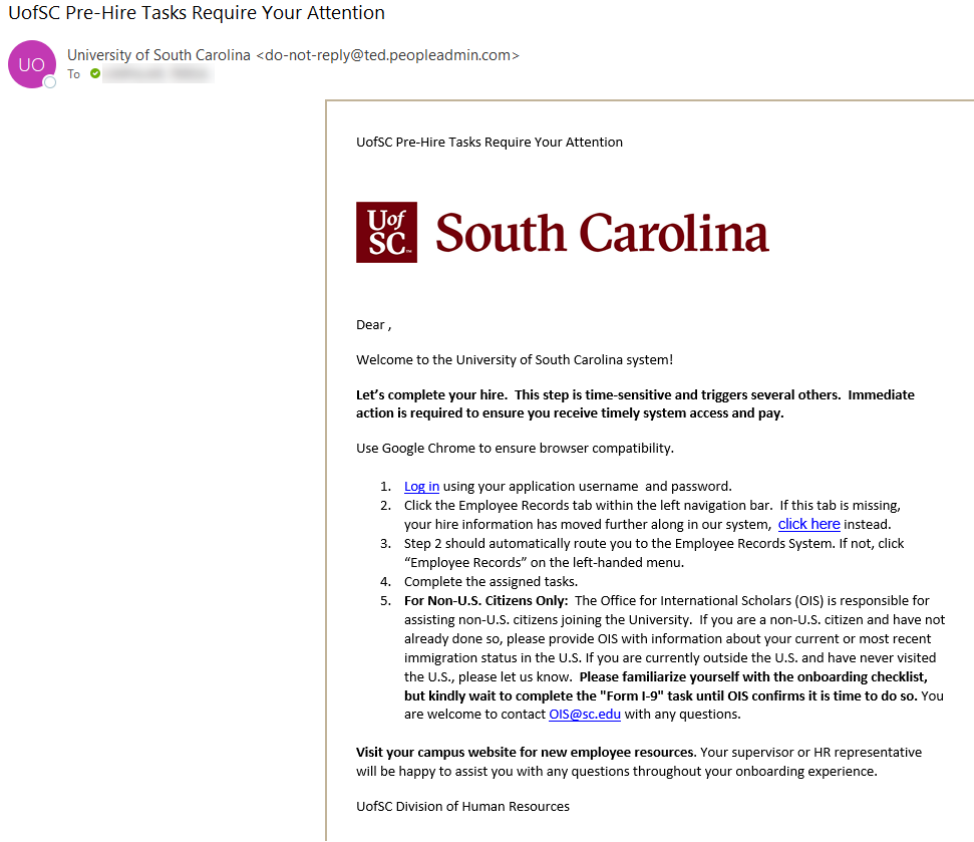


University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

How to complete onboarding tasks in PeopleAdmin as a new Faculty employee:

This job aid outlines the process for new faculty employees to complete their pre-hire tasks in PeopleAdmin.

Processing Steps	Screenshots
<p>Pre-Step: Welcome email</p> <p>Welcome to the University of South Carolina system!</p> <p>Your new hire action has been approved and you will receive this email to your personal email address provided in your application, notifying you to begin the Pre-Hire Tasks.</p>	 <p>The screenshot shows an email from the University of South Carolina. The header reads 'UofSC Pre-Hire Tasks Require Your Attention'. The email body includes a welcome message, a list of steps to complete pre-hire tasks, and contact information for the Division of Human Resources. The steps are: 1. Log in using your application username and password. 2. Click the Employee Records tab within the left navigation bar. 3. Step 2 should automatically route you to the Employee Records System. 4. Complete the assigned tasks. 5. For Non-U.S. Citizens Only: The Office for International Scholars (OIS) is responsible for assisting non-U.S. citizens joining the University. The email also mentions that the hire information has moved further along in the system and that the user should familiarize themselves with the onboarding checklist.</p>

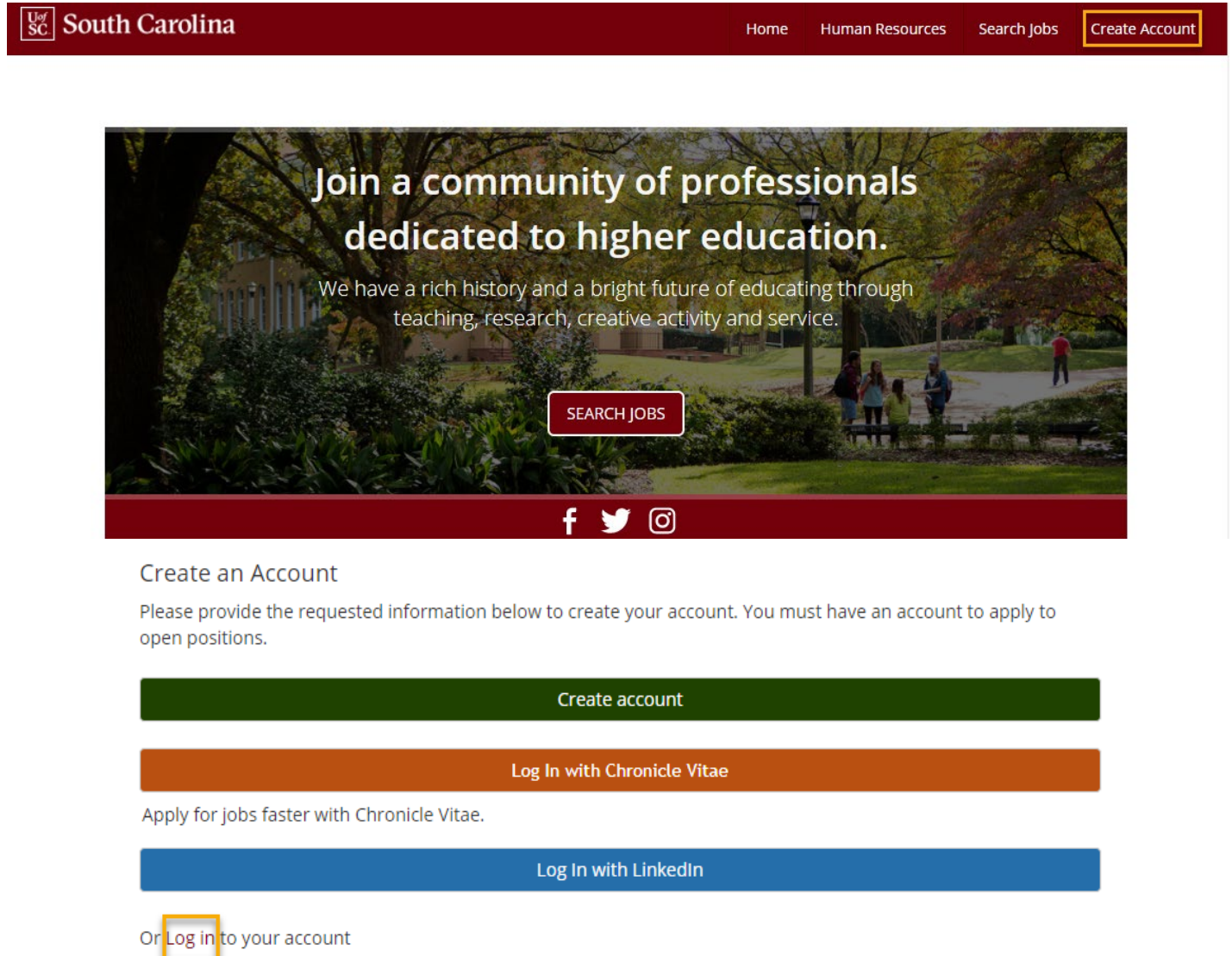
University of South Carolina - Division of Human Resources Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

Step 1a: Log in to PeopleAdmin through your applicant account.

<http://uscjobs.sc.edu>

Click **Create Account** in the top right corner.

On the next screen, click the **Log In** link to log into your applicant account.



The screenshot shows the University of South Carolina PeopleAdmin website. At the top, there is a dark red navigation bar with the 'USC South Carolina' logo on the left and links for 'Home', 'Human Resources', 'Search Jobs', and 'Create Account' on the right. The 'Create Account' link is highlighted with a yellow box. Below the navigation bar is a large banner image of a university campus with the text 'Join a community of professionals dedicated to higher education.' and 'We have a rich history and a bright future of educating through teaching, research, creative activity and service.' A 'SEARCH JOBS' button is visible in the banner. Below the banner are social media icons for Facebook, Twitter, and Instagram. The main content area is titled 'Create an Account' and includes the instruction: 'Please provide the requested information below to create your account. You must have an account to apply to open positions.' There are three large buttons: 'Create account' (green), 'Log In with Chronicle Vitae' (orange), and 'Log In with LinkedIn' (blue). Below these buttons is a link that says 'Or Log in to your account', where the 'Log in' text is highlighted with a yellow box.

Step 1b: Log in to PeopleAdmin continued.

Enter your username and password which you created at time of initial application. Click the green **Log In** button.

Once you have successfully logged in you will see a green banner on the top of your screen. Click the menu button with three lines in the top right corner to expand the menu.

Log in to your account

*Required fields are indicated with an asterisk **

* Username

test-faculty

* Password

.....

[Forgot your username or password?](#)

Log In



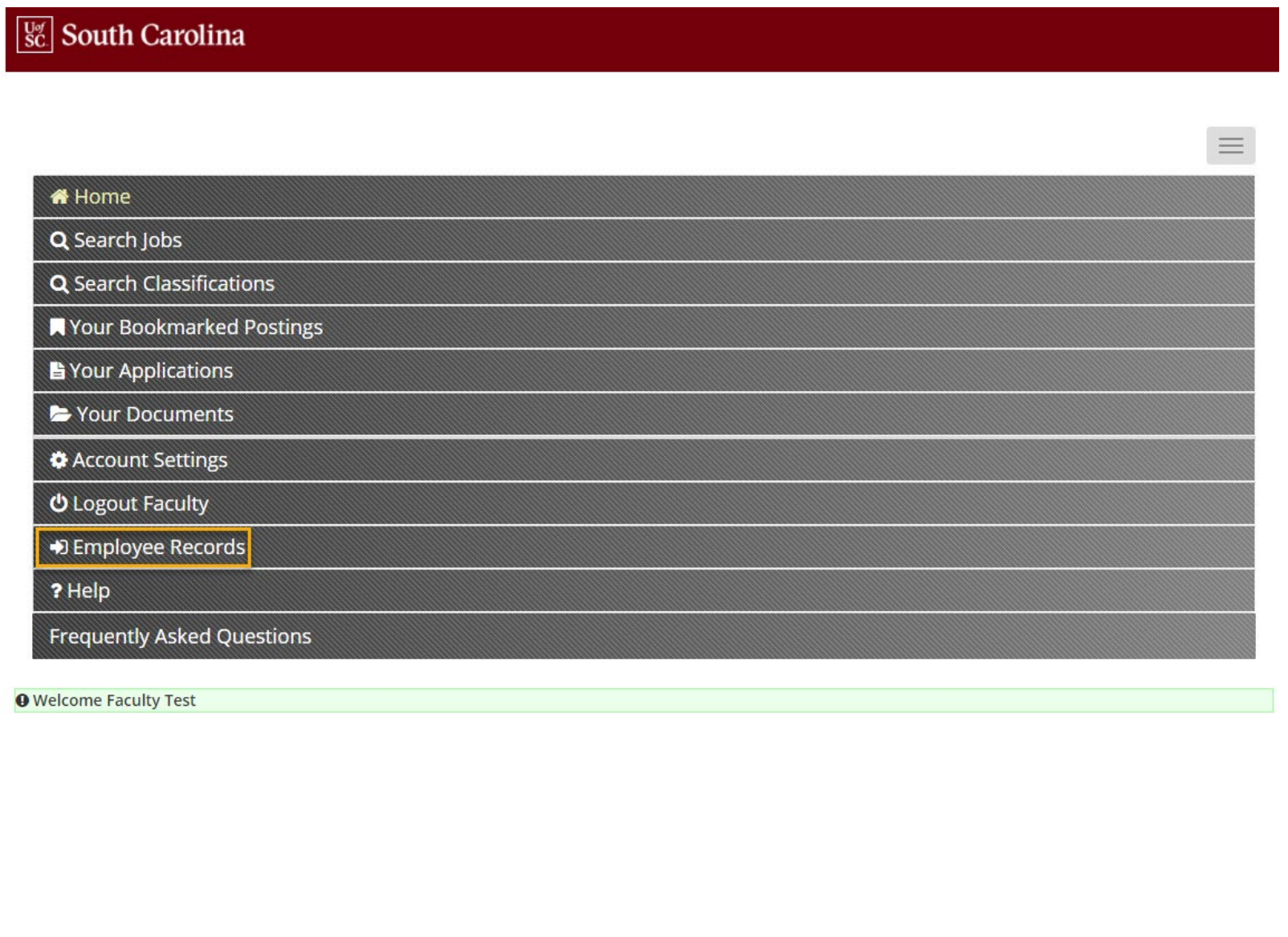
Welcome Faculty Test

Step 2: Click the **Employee Records** option to access your Faculty Pre-Hire Tasks.

Note clicking **Employee Records** will open a new window in your browser.

If the **Employee Records** option is not available in the menu, your hire information has moved further along in the system and you should use this link instead, which should automatically route you to the **Employee Records System**:

<https://uscjobs.sc.edu/hr/>



Uof SC South Carolina

- Home
- Search Jobs
- Search Classifications
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Logout Faculty
- Employee Records**
- Help
- Frequently Asked Questions

Welcome Faculty Test

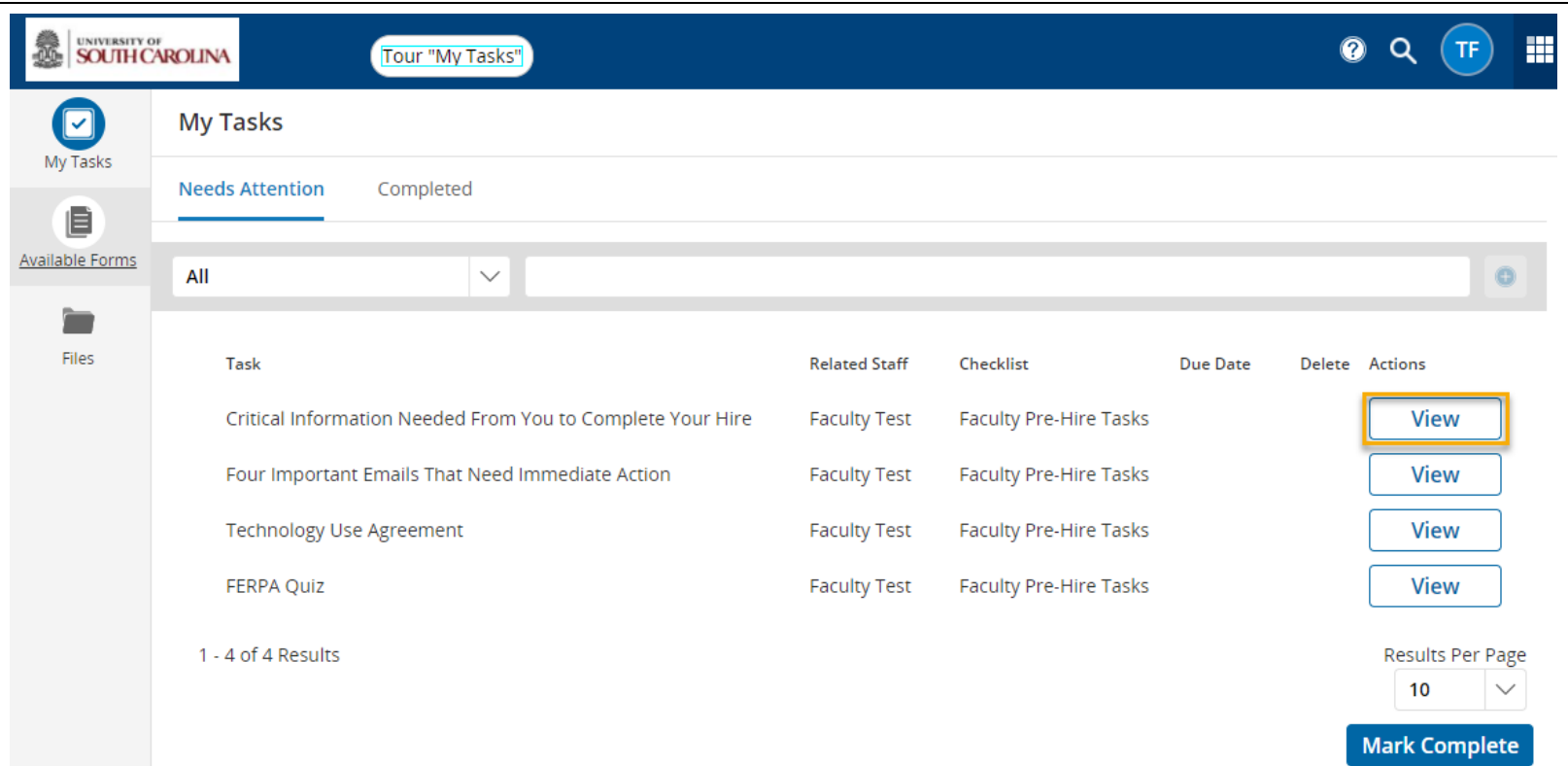
University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

Step 3a: Completing Faculty Pre-Hire Tasks - *Critical Information Needed From You to Complete Your Hire.*

Click the **View** button to
begin this task.

(Continued on next page)



My Tasks

[Needs Attention](#) [Completed](#)

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks			View
Four Important Emails That Need Immediate Action	Faculty Test	Faculty Pre-Hire Tasks			View
Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks			View
FERPA Quiz	Faculty Test	Faculty Pre-Hire Tasks			View

1 - 4 of 4 Results

Results Per Page
10

[Mark Complete](#)

Step 3b: Completing Faculty Pre-Hire Tasks - Critical Information continued.

Complete all fields marked as **Required** in each of the three sections:

- Personal Information
- Federal Ethnicity and Race Identification
- Education

Once you have completed all information, click the **Save Final** button in the bottom right. If you need to stop but are not ready to save as final, click the **Save Draft** button to keep your place.

(Continued on next page)

UofSC - Critical Employee Information



Please complete the short form below to confirm your personal information and verify your retirement status and education.

1. Personal Information

Full Name with Middle required

Please provide your Full Legal Name as it is shown on your Social Security Card or Passport. This is the name that will be used for payroll purposes.

Suffix

Social Security Number required

If you are a non-US citizen and do not have a SSN please put XXX-XX-XXXX in the box.

University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

Step 3c: Completing Faculty Pre-Hire Tasks - Critical Information continued.

Click in the **Signature** field to type your name. Click the check box attesting that you have read and accept the **Electronic Signature Statement**.

Note you can click the **Print as PDF** button to save this page for your records.

Click the **Submit** button.

Once you click the **Submit** button you are brought back to the main **My Tasks** page. The Task list we just finished now appears under the **Completed** tab.

Please Click to View/Hide the Workflow

Sign

Current User: test Faculty

Date: 3/25/2021

Signature required Test Faculty

☒ have read and accept the Electronic Signature Statement required

Close
Print
Print as PDF
Submit

<div>My Tasks</div> <div>Available Forms</div> <div>Files</div>	My Tasks				
	Needs Attention <u>Completed</u>				
	All ▼				
	Task	Related Staff	Checklist	Submitted	Actions
	Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	View
1 - 1 of 1 Results					Results Per Page




University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

Step 4a: Completing Faculty Pre-Hire Tasks – Four Important Emails That Need Immediate Action.

Click the **View** button to begin this task.

(Continued on next page)

 My Tasks
 Available Forms
 Files

My Tasks

Needs Attention Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Four Important Emails That Need Immediate Action	Faculty Test	Faculty Pre-Hire Tasks			View
Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks			View
FERPA Quiz	Faculty Test	Faculty Pre-Hire Tasks			View

1 - 3 of 3 Results

Results Per Page

Step 4b: Completing Faculty Pre-Hire Tasks – Four Important Emails continued.
This task is informational. To complete, thoroughly read all information and click links where provided to know what to expect next for four crucial steps:

- Completing the I-9 Process
- Completing your Background Screening
- Claiming your University Account
- Completing your First Day/First Week Tasks

Once you have read all the information, click **Save Final** in the bottom right corner. By clicking the **Save Final** button you are brought back to the main **My Tasks** page. The two task lists we have finished now appear under the **Completed** tab.

UofSC - Four Important Emails That Need Immediate Action



Close

Print

Print as PDF

Save Draft

Save Final



My Tasks



Available Forms



Files

My Tasks

Needs Attention

Completed

All

Task

Related Staff

Checklist

Submitted

Actions



Four Important Emails That Need Immediate Action

Faculty Test

Faculty Pre-Hire Tasks

3/25/2021

View



Critical Information Needed From You to Complete Your Hire

Faculty Test

Faculty Pre-Hire Tasks

3/25/2021

View

1 - 2 of 2 Results

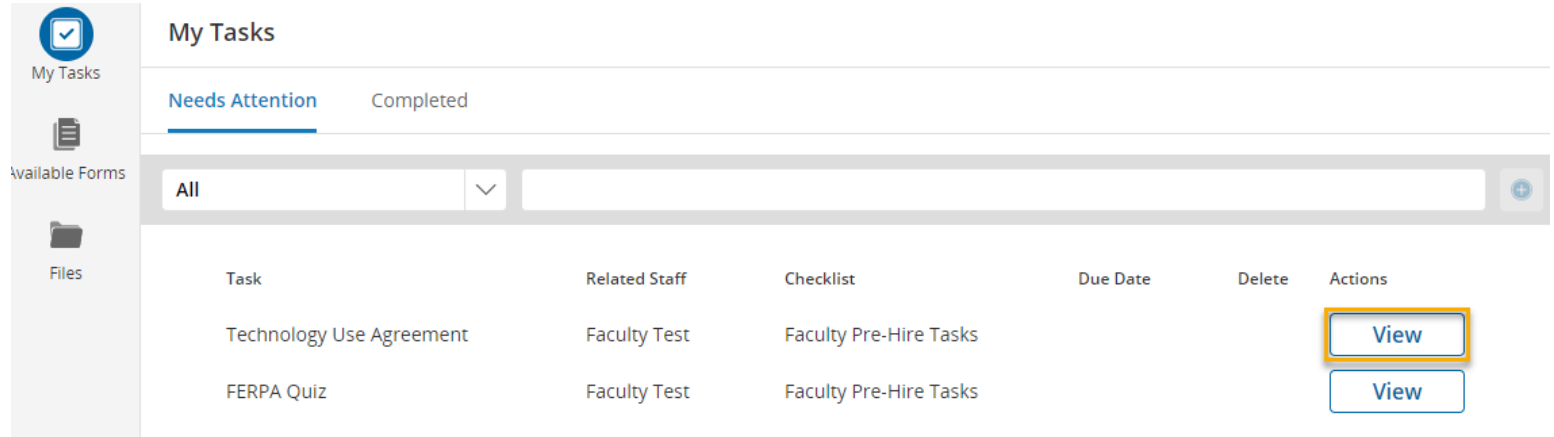
Results Per Page

University of South Carolina - Division of Human Resources
Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

Step 5a: Completing Faculty Pre-Hire Tasks – Technology Use Agreement.

Click the **View** button to begin this task.

(Continued on next page)



My Tasks

Needs Attention Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks			View
FERPA Quiz	Faculty Test	Faculty Pre-Hire Tasks			View

Step 5b: Completing Faculty Pre-Hire Tasks – Technology Use Agreement continued.

To begin this task, click the two links to view and read applicable UofSC Policies:

- Responsible Use of Data, Technology, and User Credentials
- Information Security

(Continued on next page)

UofSC Technology Use Agreement



By virtue of my employment with the University of South Carolina, I may have access to University Technology Assets, including data, technology, user credentials, and other assets, which must be protected according to laws, regulations, procedures and guidelines, including the following university policies:

APPLICABLE UofSC POLICIES:

- [Responsible Use of Data, Technology, and User Credentials](#)
- [Information Security](#)

University of South Carolina - Division of Human Resources
Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

**Step 5b: Completing
Faculty Pre-Hire Tasks –
Technology Use
Agreement continued.**

Once you have read the two policies, click Yes to acknowledge on this page. Click the blue **Save Final** button in the bottom right.

(Continued on next page)

I acknowledge that:

- I have read and understand the above policies.
- Unauthorized access, disclosure, or deletion through my deliberate actions or negligence, could lead to criminal and civil penalties imposed by law, or to disciplinary action by the university, including referral to student or employee disciplinary processes.
- If I am ever in doubt about my responsibilities, I should immediately consult my supervisor. My manager may present additional policies and procedures directly related to my employment with the university.

required

☐ Yes

Please Click to View/Hide the Workflow

Current User

test Faculty

Date

3/25/2021

Signature

required

Click Save Final to move onto the signature step to sign the form

☐ I have read and accept the [Electronic Signature Statement](#)

required

Close

Print

Print as PDF

Save Draft

Save Final

University of South Carolina - Division of Human Resources
Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

Step 5c: Completing Faculty Pre-Hire Tasks – Technology Use Agreement continued.

Click in the **Signature** field to type your name. Click the check box attesting that you have read and accept the **Electronic Signature Statement**.

Note you can click the **Print as PDF** button to save this page for your records.

Click the **Submit** button.

By clicking the **Submit** button you are brought back to the main **My Tasks** page. All required task lists we have finished now appear under the **Completed** tab.

Please Click to View/Hide the Workflow

Sign

Current User

test Faculty

Date

3/25/2021

Signature required

Test Faculty


☒ I have read and accept the Electronic Signature Statement required


Close


Print

Print as PDF

Submit


My Tasks





Available Forms


Files

My Tasks

Needs Attention
Completed

All
▼

Task	Related Staff	Checklist	Submitted	Actions
 Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<div style="border: 1px solid #0056b3; padding: 2px 5px; text-align: center;">View</div>
 Four Important Emails That Need Immediate Action	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<div style="border: 1px solid #0056b3; padding: 2px 5px; text-align: center;">View</div>
 Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<div style="border: 1px solid #0056b3; padding: 2px 5px; text-align: center;">View</div>

1 - 3 of 3 Results
Results Per Page


**Step 6a: Completing
Faculty Pre-Hire Tasks –
FERPA Quiz.**


Click the **View** button to
begin this task.


There are 10 situational
questions which you must
answer in Yes or No
format. Click the drop-
down button below each
question.

Note that explanations
and additional information
are provided at the end of
this task.

(Continued on next page)


My Tasks


Available Forms


Files

My Tasks

[Needs Attention](#)
[Completed](#)

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
FERPA Quiz	Faculty Test	Faculty Pre-Hire Tasks			View

1 - 1 of 1 Results

Results Per Page

UofSC - FERPA Quiz

Question 1

An individual walks into a faculty member's office with a signed letter that gives consent to release grades of a current student. Should the faculty member give the grade information to him/her? required

University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

Step 6b: Completing Faculty Pre-Hire Tasks – FERPA Quiz continued.

Once you have answered the ten required questions in the previous step, you must attest to the FERPA related statements. Click the checkbox next to **I Agree**.

Click the **Save Final** button.

Click in the **Signature** field to type your name. Click the check box attesting that you have read and accept the **Electronic Signature Statement**.

Note you can click the **Print as PDF** button to save this page for your records.

Click the **Submit** button.

(Continued on next page)

FERPA Quiz Completed

Congratulations! You have successfully completed the USC FERPA Tutorial and Quiz for Faculty and Staff and hereby understand and agree to the following:

- I understand that it is the policy of the University to protect the privacy of each student's information.
- I will not release student information to any person or organization outside the University, or to any other office or individual within the University community.
- I will keep the information I retrieve in such a way that it cannot be accessed by unauthorized personnel.
- When it is no longer needed for my purposes, I will destroy or erase the data so that it is no longer recognizable.

required

☐ I agree.

Close

Print

Print as PDF

Save Draft

Save Final

Please Click to View/Hide the Workflow

Sign

Current User test Faculty

Date 3/25/2021

Signature required Test Faculty

☒ I have read and accept the **Electronic Signature Statement** required

Close

Print

Print as PDF

Submit


University of South Carolina - Division of Human Resources


Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty


Step 6c: Completing Faculty Pre-Hire Tasks – FERPA Quiz continued.

By clicking the **Submit** button you are brought back to the main **My Tasks** page. All required task lists we have finished now appear under the **Completed** tab.

You can reference your completed pre-hire tasks at any time by following steps 1 and 2 in this job aid to log in and access your Employee Records. By clicking the **View button, you have the option to print or save completed tasks as needed.*


 My Tasks


 Available Forms






 Files

My Tasks

Needs Attention
Completed

All
▼

+

Task	Related Staff	Checklist	Submitted	Actions
 FERPA Quiz	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	View
 Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	View
 Four Important Emails That Need Immediate Action	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	View
 Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	View

1 - 4 of 4 Results
Results Per Page



University of South Carolina - Division of Human Resources
Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

**Next Steps: Onboarding
Tasks in HCM PeopleSoft
on your First Day.**

Now that you have successfully completed the **Faculty Pre-Hire Tasks**, look for an email with information regarding next steps for completing onboarding tasks through Employee Self-Service in HCM PeopleSoft.

-----Original Message-----

From: [REDACTED] >
Sent: Thursday, March 18, 2021 9:07 AM
To: [REDACTED] >
Subject: UofSC - New Hire Onboarding

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.

https://hcm-uat.ps.sc.edu/psc/HUAT/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&DB=HC_HR_OBD_DASHBOARD

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