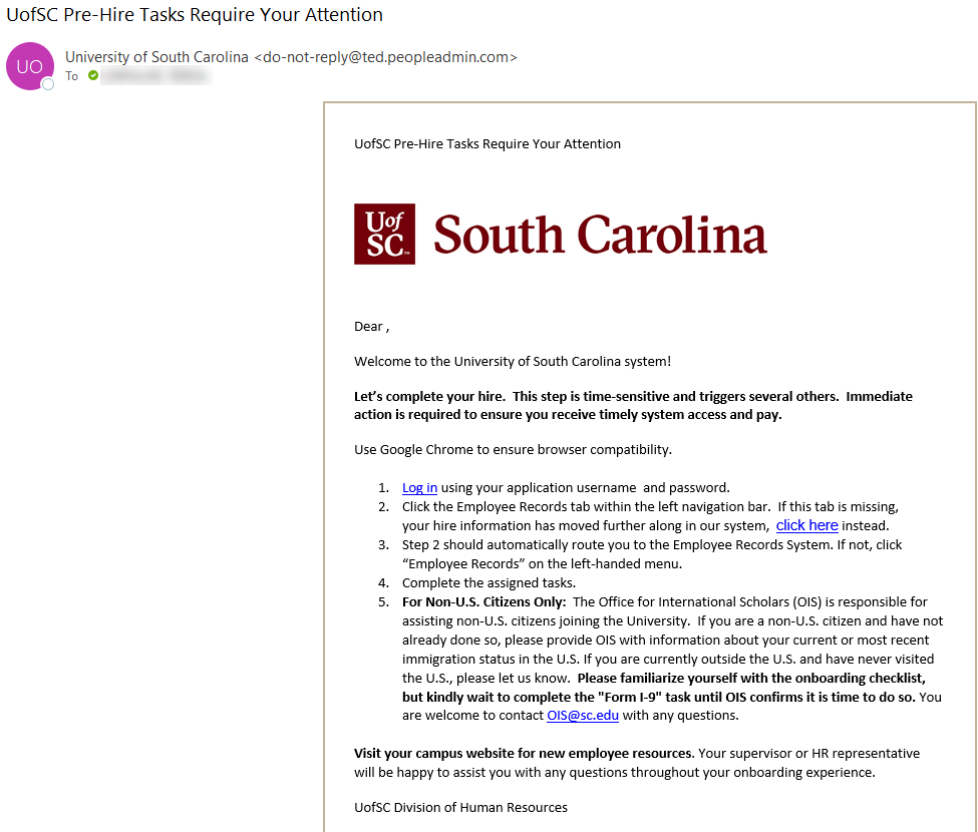# University of South Carolina - Division of Human Resources
Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New International Staff

How to complete onboarding tasks in PeopleAdmin as a new international staff employee:
This job aid outlines the process for new international staff employees to complete their pre-hire tasks in PeopleAdmin.

Processing Steps	Screenshots
Pre-Step: Welcome email Welcome to the University of South Carolina system! 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.	UofSC Pre-Hire Tasks Require Your Attention UO University of South Carolina <do-not-reply@ted.peopleadmin.com> To UofSC Pre-Hire Tasks Require Your Attention **U of SC. South Carolina** Dear , Welcome to the University of South Carolina system! **Let's complete your hire. This step is time-sensitive and triggers several others. Immediate action is required to ensure you receive timely system access and pay.** Use Google Chrome to ensure browser compatibility. 1. Log in using your application username and password. 2. Click the Employee Records tab within the left navigation bar. If this tab is missing, your hire information has moved further along in our system, click here instead. 3. Step 2 should automatically route you to the Employee Records System. If not, click "Employee Records" on the left-handed menu. 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. If you are a non-U.S. citizen and have not already done so, please provide OIS with information about your current or most recent immigration status in the U.S. If you are currently outside the U.S. and have never visited the U.S., please let us know. **Please familiarize yourself with the onboarding checklist, but kindly wait to complete the "Form I-9" task until OIS confirms it is time to do so.** You are welcome to contact OIS@sc.edu with any questions. **Visit your campus website for new employee resources.** Your supervisor or HR representative will be happy to assist you with any questions throughout your onboarding experience. UofSC Division of Human Resources

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.

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Create account

Log In with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae.

Log In with LinkedIn

Or Log in to your account

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-international-staff

* Password

••••••••••

Forgot your username or password?

Log In
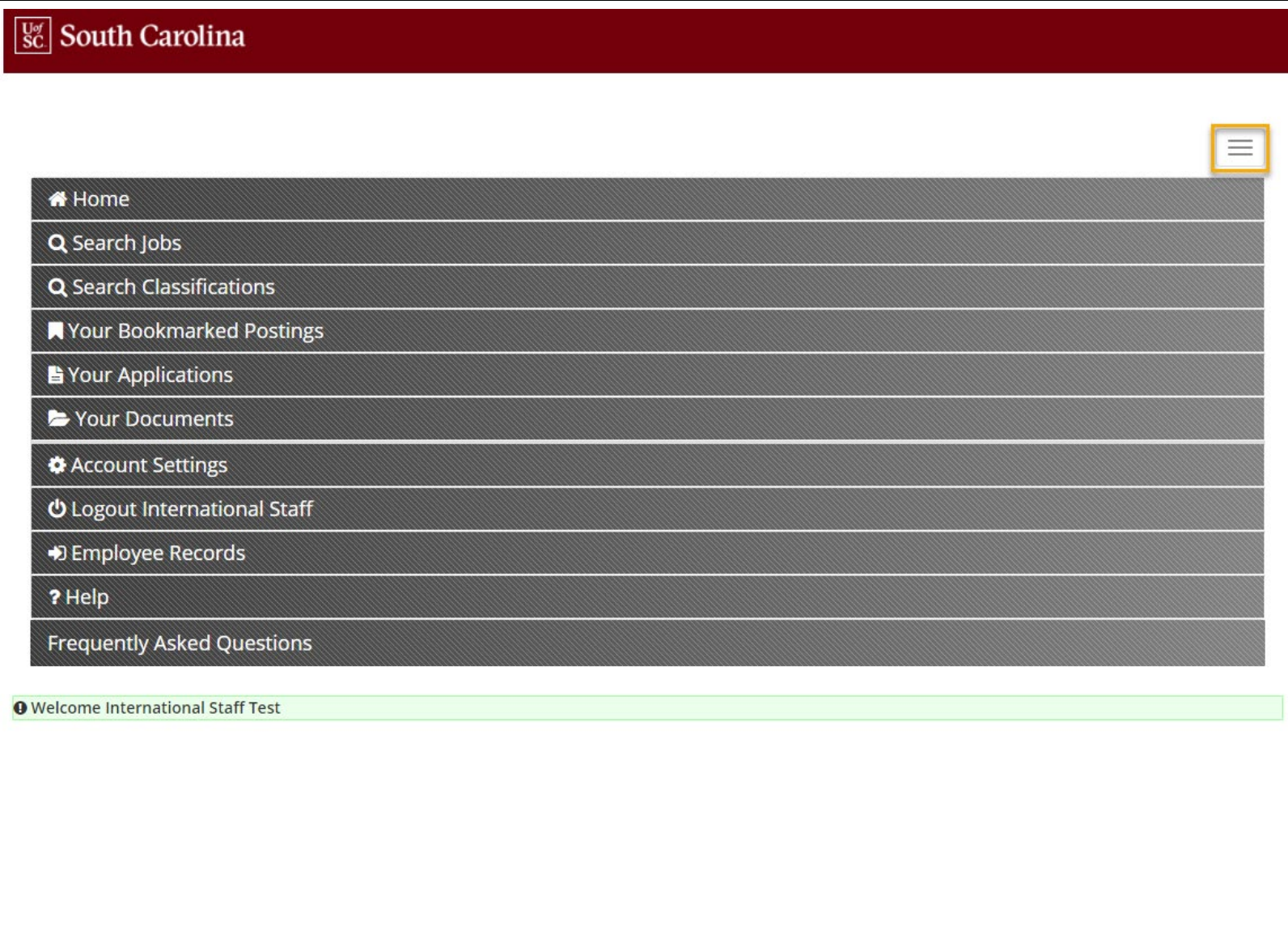
≡

❶ Welcome International Staff Test

Step 2: Click the **Employee Records** option to access your International Staff 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/*

South Carolina

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- ⌂ Home
- 🔍 Search Jobs
- 🔍 Search Classifications
- 🔖 Your Bookmarked Postings
- 📄 Your Applications
- 📂 Your Documents
- ⚙ Account Settings
- ⏻ Logout International Staff
- ➲ Employee Records
- ❓ Help
- Frequently Asked Questions

ⓘ Welcome International Staff Test

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

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

(Continued on next page)

UNIVERSITY OF **SOUTH CAROLINA**

Tour "My Tasks"

My Tasks

My Tasks

Available Forms

Files

My Tasks

Needs Attention   Completed

All	∨		

Task	Related Staff	Checklist	Due Date	Delete	Actions
Critical Information Needed From You to Complete Your Hire	International Staff Test	International Staff Pre-Hire Tasks			View
Four Important Emails That Need Immediate Action	International Staff Test	International Staff Pre-Hire Tasks			View
Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks			View
OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			View
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			View

1 - 5 of 5 Results

Results Per Page

10 ∨

Mark Complete

Step 3b: Completing International Staff 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 **South Carolina** 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] [International] [Middle Name] [Test] 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] [XXX-XX-XXXX or XXXXXXX] If you are a non-US citizen and do not have a SSN please put XXX-XX-XXXX in the box. Close	Print	Print as PDF	Save Draft	**Save Final**

Step 3c: Completing International Staff 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	International Staff Test
Date	3/24/2021
Signature [required]	International Staff Test

☑ 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
Critical Information Needed From You to Complete Your Hire	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	View

Step 4a: Completing International Staff Pre-Hire Tasks – *Four Important Emails That Need Immediate Action.* Click the **View** button to begin this task. (Continued on next page)	**My Tasks** My Tasks Available Forms Files Needs Attention Completed All ▼ | Task	Related Staff	Checklist	Due Date	Delete	Actions
---	---	---	---	---	---
Four Important Emails That Need Immediate Action	International Staff Test	International Staff Pre-Hire Tasks			View
Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks			View
OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			View
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			View	 1 - 4 of 4 Results Results Per Page

Step 4b: Completing International Staff 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 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

Step 5a: Completing International Staff Pre-Hire Tasks – *Technology Use Agreement.* Click the **View** button to begin this task.	**My Tasks** My Tasks / Available Forms / Files Needs Attention Completed All Task	Related Staff	Checklist	Due Date	Delete	Actions Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks			**View** OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			View Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			View
Step 5b: Completing International Staff Pre-Hire Tasks – *Technology Use Agreement continued.* To begin this task, click the two links to access and read applicable UofSC Policies: • Responsible Use of Data, Technology, and User Credentials • Information Security (Continued on next page)	**UofSC Technology Use Agreement** **South Carolina** 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

Step 5b: Completing International Staff 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   International Staff Test

Date   3/24/2021

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

Step 5c: Completing International Staff 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	International Staff Test
Date	3/24/2021
Signature [required]	International Staff Test

☑ I have read and accept the Electronic Signature Statement [required]

Close   Print   Print as PDF   Submit

My Tasks

Needs Attention   **Completed**

All ⌄

Task	Related Staff	Checklist	Submitted	Actions
✅ Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	View
✅ Four Important Emails That Need Immediate Action	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	View
✅ Critical Information Needed From You to Complete Your Hire	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	View

1 - 3 of 3 Results

Results Per Page

Step 6: Completing International Staff Pre-Hire Tasks – *OIS Approval.*

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

Once you are Viewing the *OIS Approval* Task you see the message '*This section to be completed by Office for International Scholars*'. Please reach out to The Office for International Scholars to schedule a time to complete the required information on this page.

The Office of International Scholars can be reached via email: OIS@sc.edu

My Tasks

My Tasks

Available Forms

Files

My Tasks

Needs Attention   Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			View
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			View

1 - 2 of 2 Results   Results Per Pag

OIS Approval

South Carolina

This section to be completed by Office for International Scholars.
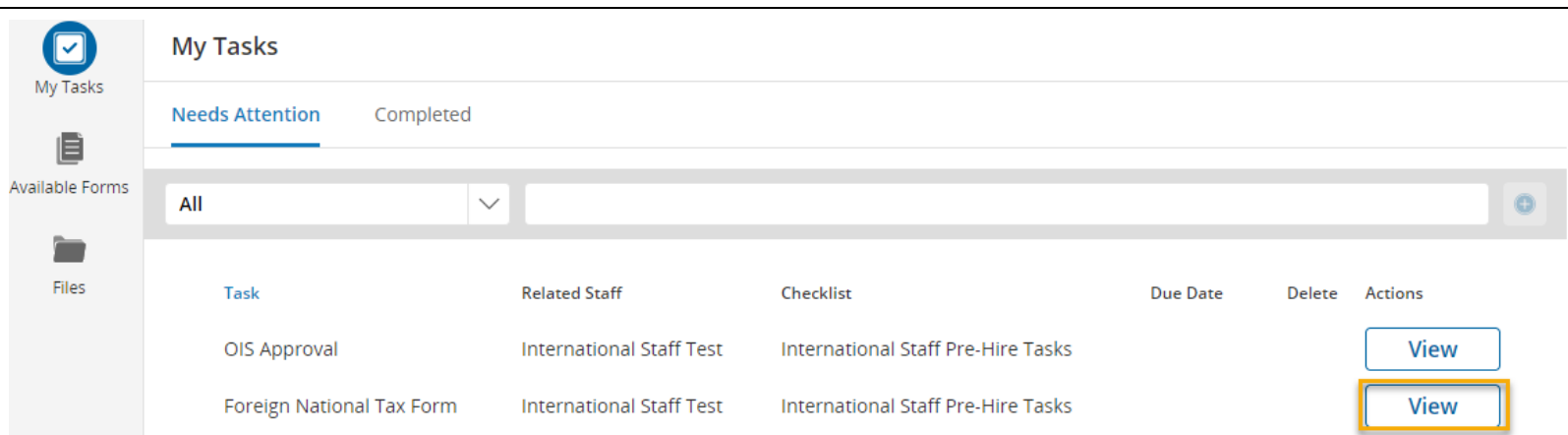
Step 7a: Completing International Staff Pre-Hire Tasks – *Foreign National Tax Form.*

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

To complete this task, click the **Foreign National Tax Information Form** link. This takes you to a fillable PDF which should be filled out and printed for signature. Note you will attach the completed form in the next step.

(Continued on next page)

My Tasks

Needs Attention   Completed

All ▾

Task	Related Staff	Checklist	Due Date	Delete	Actions
OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			View
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			View

The International Payroll Team helps ensure the appropriate US and state income tax withholding rates and social security tax withholding rates are applied correctly to wages paid to non-US citizens or legal permanent residents. The employees subject to this tax review include F-1, J-1 and H1-B visa holders, as well as others, who are present in the U.S. on a temporary visa. In order to determine the employee's U.S. residency status for FICA withholding purposes (a resident or non-resident employee), and to properly evaluate whether an international employee is eligible for tax treaty benefits, a Foreign National Tax Information Form must be completed and returned to the Payroll Office prior to employment beginning or as soon as possible thereafter.

Please access the Foreign National Tax Information Form, complete, print, sign/date and attach below for the International Payroll Office to review. Note: The form is an editable PDF and can be completed using the computer but it will need to be printed as it requires a wet signature. Please upload copies of your visa and passport, and any other documents that are applicable to your Foreign National Tax Information Form in the Supporting Documents section.

Step 7b: Completing International Staff Pre-Hire Tasks – *Foreign National Tax Form continued.*

Two attachments are required before this task can be marked as complete. Click the **Upload a File** link under *Foreign National Tax Information Form* to attach the form you completed and signed in the previous step. Click the **Upload a File** link under the *Supporting Documents Based on Visa Status* to attach copies of your visa and passport, and any other documents that are applicable to your Foreign National Tax Information Form.

Once all files are uploaded, click the **Save Final** button.

(Continued on next page)

Attachments

Foreign National Tax Information Form [required]
Upload a file

Supporting Documents based on Visa Status [required]
Upload a file

Please Click to View/Hide the Workflow

| Current User | International Staff Test |
| Date | 3/25/2021 |

Close   Print   Print as PDF   Save Draft   Save Final

Step 7c: Completing International Staff Pre-Hire Tasks – *Foreign National Tax Form continued.*

By clicking the **Save Final** button in the previous step, you are brought back to the main **My Tasks** page. All required task lists we have finished now appear under the **Completed** tab.

Note the OIS Approval Task will not appear as Completed until OIS Staff have completed their process reviewing supporting documentation you provided.

*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

Needs Attention   Completed

All ▾

Task	Related Staff	Checklist	Submitted	Actions
Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	View
Four Important Emails That Need Immediate Action	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	View
Critical Information Needed From You to Complete Your Hire	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	View

Next Steps: Onboarding Tasks in HCM PeopleSoft on your First Day. Now that you have successfully completed the ***International Staff 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: Sent: Thursday, March 18, 2021 9:07 AM To: 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