

**How to View Onboarding in PeopleAdmin:**

This job aid outlines the process for Managers to view the status of pre-hire tasks in PeopleAdmin Records.

**Processing Steps**

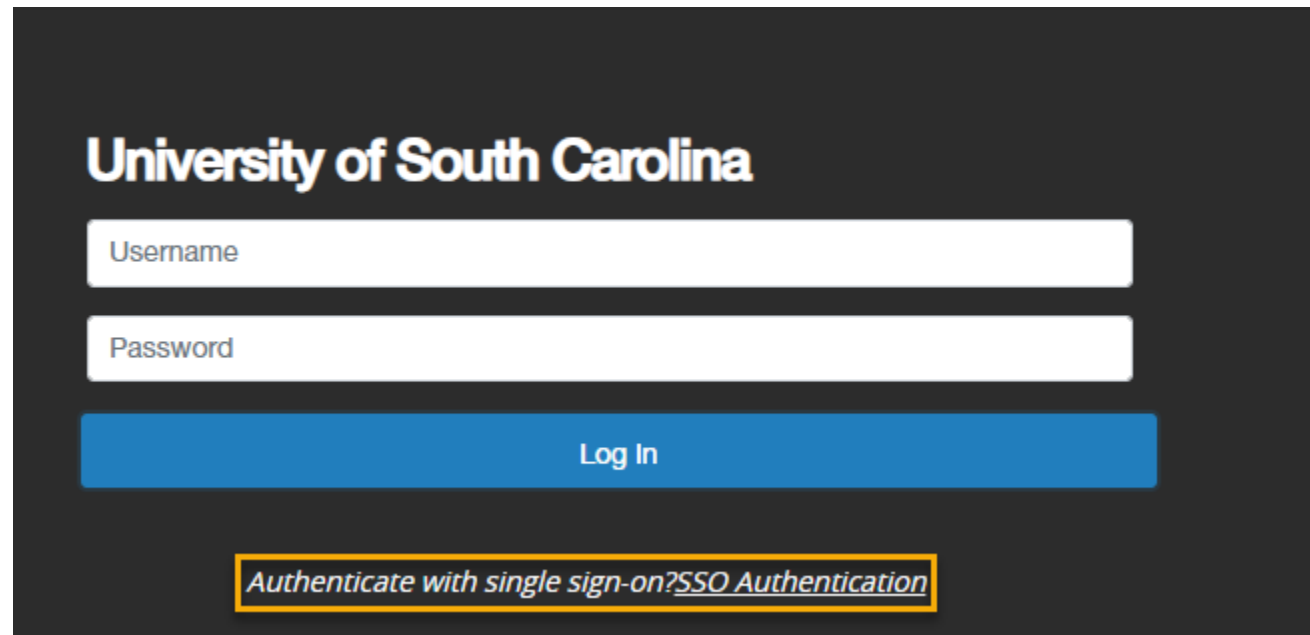
**Screenshots**

**Step 1: Sign-in to PeopleAdmin**

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

Click the link above to access PeopleAdmin.

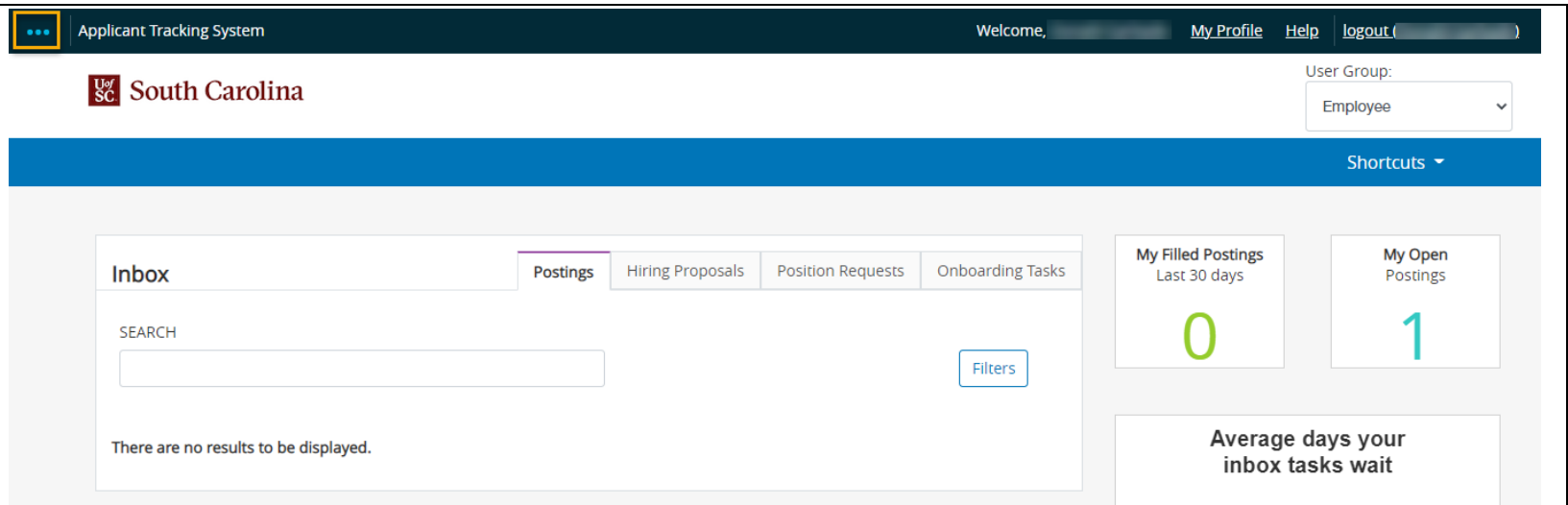
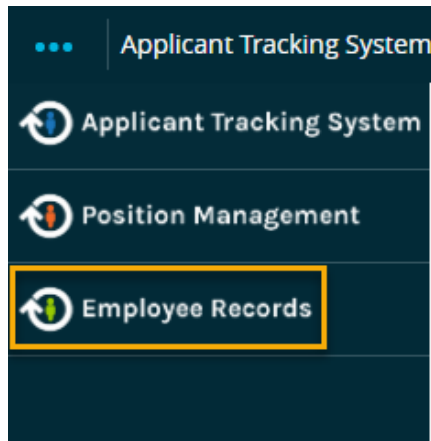
On the main log in page, do not enter credentials in the username and password fields. Click the small white link under the log in button for **SSO Authentication**. This will take you to the UofSC Multifactor authentication log in.



**Step 2: Navigate to Employee Records**

From the PeopleAdmin homepage, click the **three blue dots** in the top left corner to access the module menu.

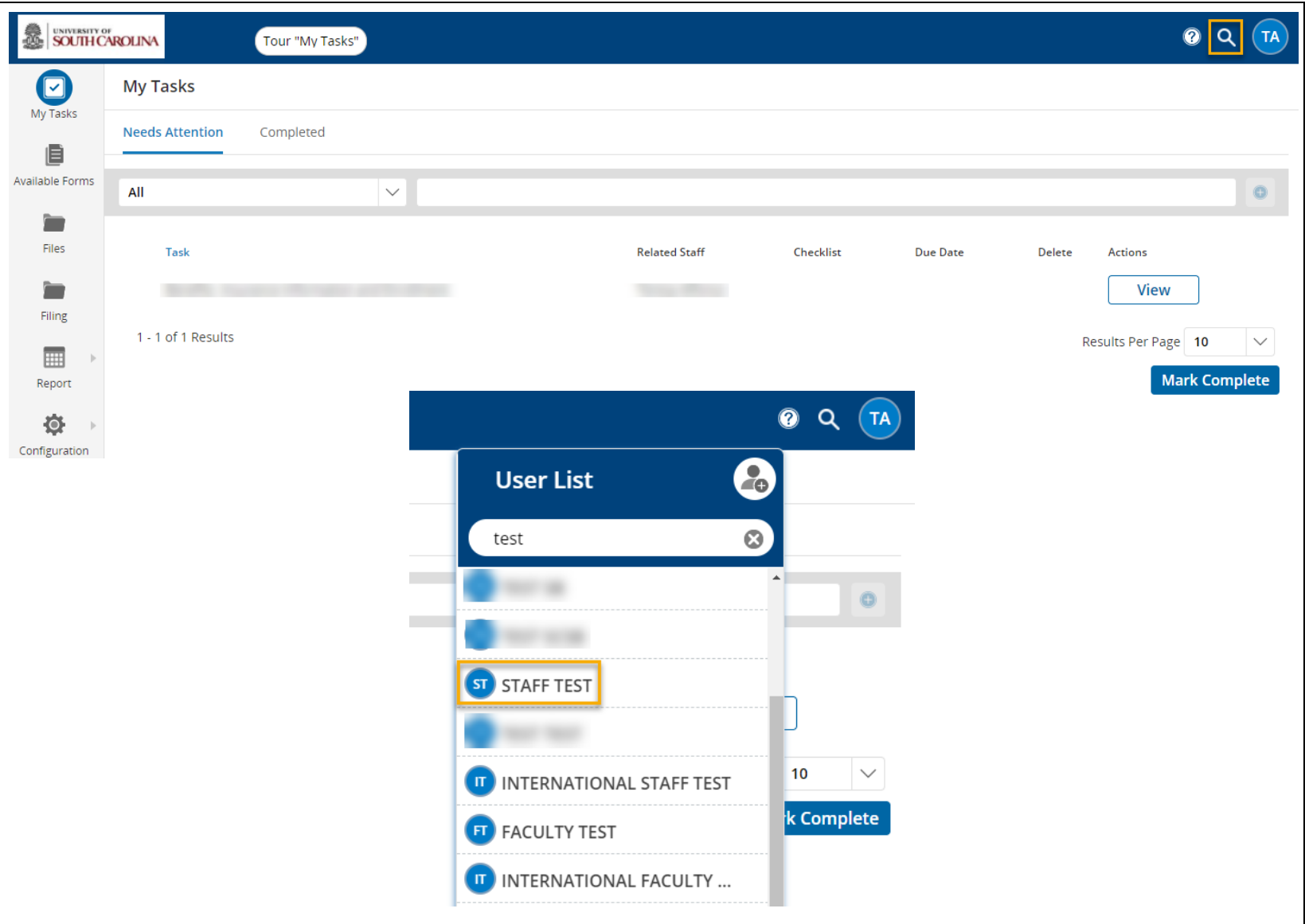
Select the **Employee Records** option from the module the menu. Note this will open a new tab in your internet browser.

**Step 3: Searching for Your New Employee**

In PeopleAdmin Records the default view is for you as an employee. To get to your new employee's onboarding tasks click the **magnifying glass icon** in the top right corner.

In the **User List** search, type your new employee's first and/or last name. Once you have finished typing the system will populate applicable results for you to select from. Click the **name** of your new employee.



The screenshot displays the PeopleAdmin interface. At the top, there is a navigation bar with the University of South Carolina logo, a search icon, and a 'TA' button. Below this is a 'My Tasks' section with tabs for 'Needs Attention' and 'Completed'. A search bar is visible with the text 'All'. A table of tasks is shown with columns for 'Task', 'Related Staff', 'Checklist', 'Due Date', 'Delete', and 'Actions'. A 'View' button is present. Below the table, it says '1 - 1 of 1 Results' and 'Results Per Page 10'. A 'Mark Complete' button is also visible.

An overlay window titled 'User List' is shown, featuring a search bar with the text 'test'. Below the search bar, a list of search results is displayed, including 'ST STAFF TEST', 'IT INTERNATIONAL STAFF TEST', 'FT FACULTY TEST', and 'IT INTERNATIONAL FACULTY ...'. The 'ST STAFF TEST' result is highlighted with a yellow box. A 'Mark Complete' button is also visible at the bottom right of the overlay.

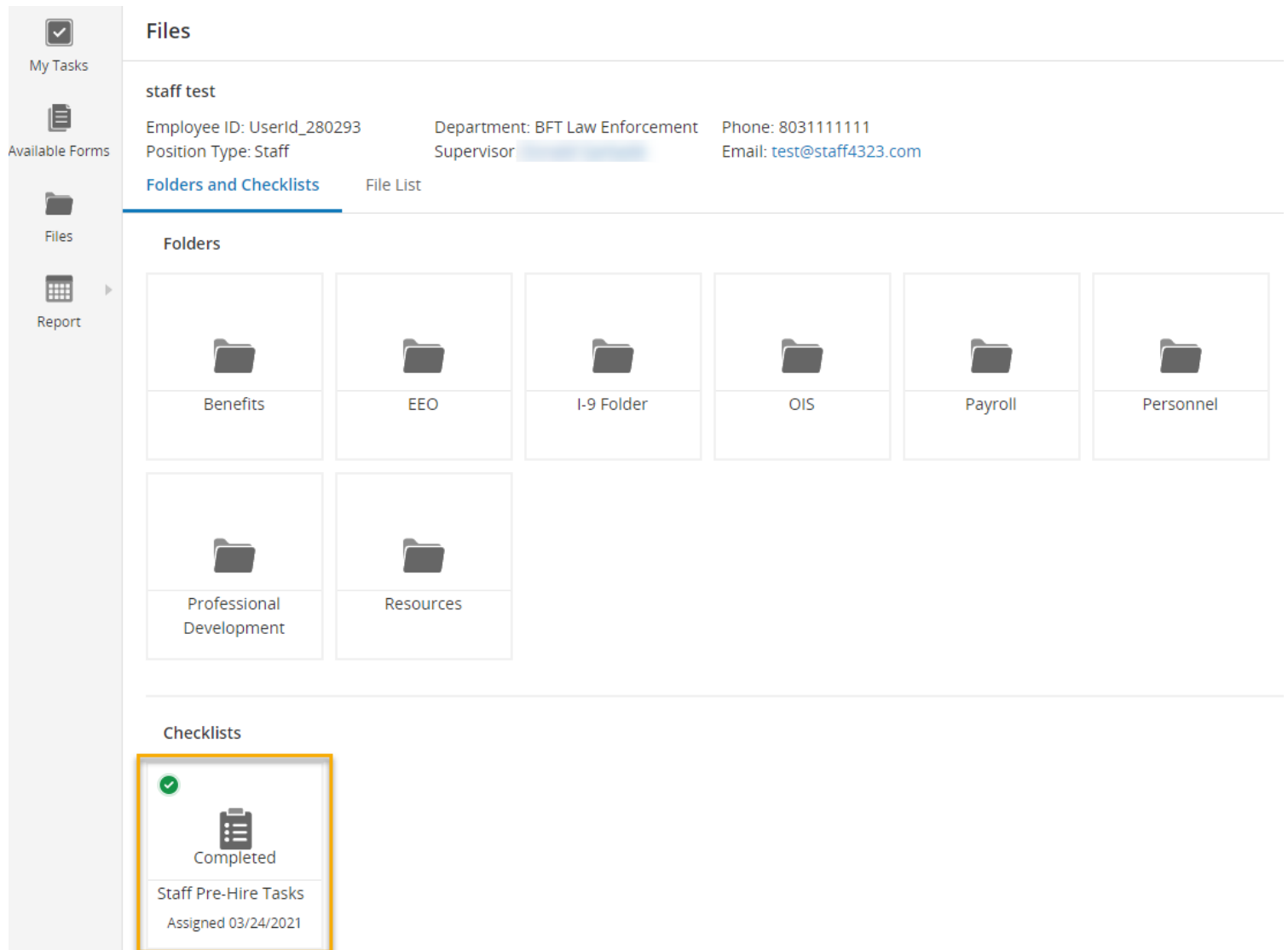
**Step 4a: Viewing Pre-Hire Task Status in PeopleAdmin Records**

Only one Checklist will appear, as your area's HR Contact assigned when they finalized the hire action in PeopleAdmin.

The Checklists you may see assigned to your employees are based on faculty or staff and international status:

- Staff Pre-Hire Tasks
- International Staff Pre-Hire Task
- Faculty Pre-Hire Tasks
- International Faculty Pre-Hire Task

Click on the **Staff Pre-Hire Tasks** checklist to view the status of each task. (Continued on next page)



The screenshot shows the 'Files' section in PeopleAdmin for an employee named 'staff test'. The employee's details are: Employee ID: UserId\_280293, Department: BFT Law Enforcement, Phone: 8031111111, Position Type: Staff, Supervisor: [redacted], and Email: test@staff4323.com. Under the 'Folders and Checklists' tab, there are several folders: Benefits, EEO, I-9 Folder, OIS, Payroll, Personnel, Professional Development, and Resources. In the 'Checklists' section, a checklist titled 'Completed Staff Pre-Hire Tasks' is highlighted with a yellow box. It includes a green checkmark icon and the text 'Assigned 03/24/2021'.

**Step 4b: Viewing Pre-Hire Task Status in PeopleAdmin Records**  
*continued.*




Quickly reference the status of each task within this checklist by reviewing the **Status** column. The **Responsible** individual is the new employee.

Note you can click any of the tasks to view the information.

Reminder, PeopleAdmin Pre-Hire Tasks are step one in the Onboarding Process. Once the new employee is active in HCM they must complete a separate set of tasks. Please refer to the job aid entitled: **Manager View New Employee Onboarding Summary and MSS in HCM.**

STAFF TEST ✕

 **Complete**  
Staff Pre-Hire Tasks (100%)

	Task	Responsible	Status
<input checked="" type="checkbox"/>	 <a href="#">Critical Information Needed From You to Complete Your Hire</a>	staff test	Filed
<input checked="" type="checkbox"/>	 Four Important Emails That Need Immediate Action	staff test	Filed
<input checked="" type="checkbox"/>	 Technology Use Agreement	staff test	Filed