UNIVERSITY OF South Carolina

New Staff Pre-Hire & OnBoarding Guidebook

This document contains Job Aids for pre-hire and onboarding actions in PeopleAdmin and HCM PeopleSoft System. You may click on the sections below to jump to their location in the document.

To access PeopleAdmin, navigate to https://uscjobs.sc.edu.

To access Employee Self Service in HCM PeopleSoft, navigate to https://hcm.ps.sc.edu. Click the drop-down menu from the Employe Self Service title, then select Employee Self Service.

NOTE: PeopleAdmin and HCM PeopleSoft utilize multiple layers of security to properly limit access to data. As part of this security structure, limits are placed on content within the system. These limits are directly tied to your role at USC. Throughout these job aids, you may see menus and pages that you will not be able to access in the database. Your content will be tailored to reflect your role at USC. If your role changes in the future, your access to pages and people will be updated in accordance with the change.

New Staff Pre-Hire Tasks in PeopleAdmin

Pre-Step: Welcome Email

Welcome to the University of South Carolina system! You will receive the following email, sent to your personal email address provided in your application, notifying you to begin the Pre-Hire Tasks.

Immediate Action Required: USC Pre-Hire Tasks Require Your Attention - University of South Carolina

UNIVERSITY OF South Carolina

Dear [redacted]

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.

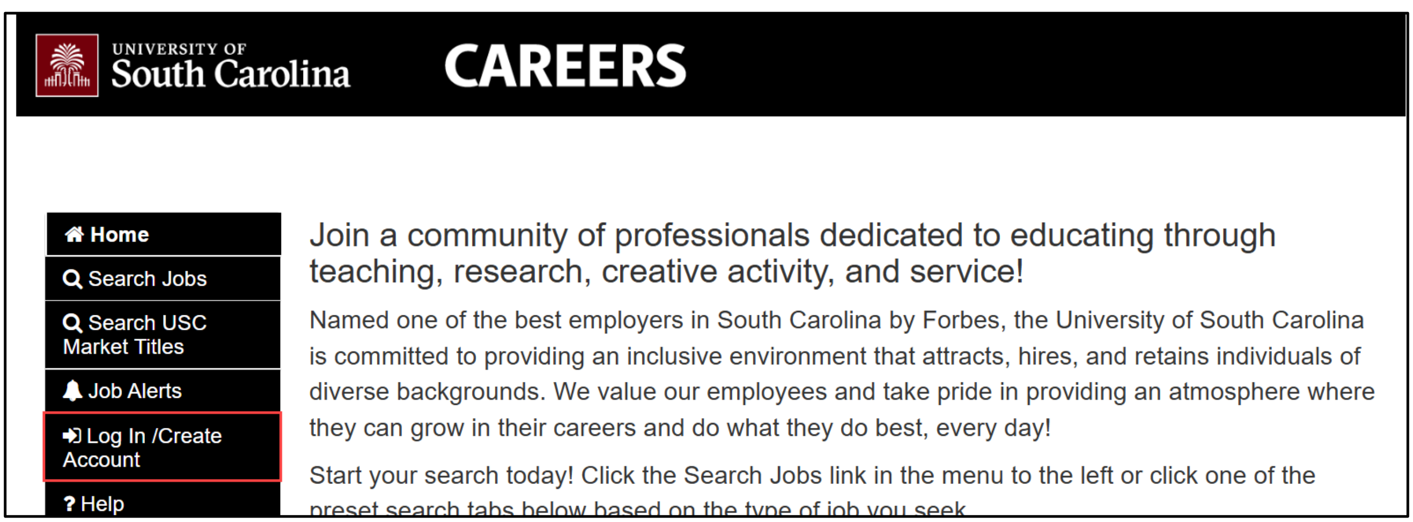
Use Google Chrome to ensure browser compatibility.

U.S. Citizens: Please complete steps 1-4 below. Please contact HR at peoplead@mailbox.sc.edu with any questions.

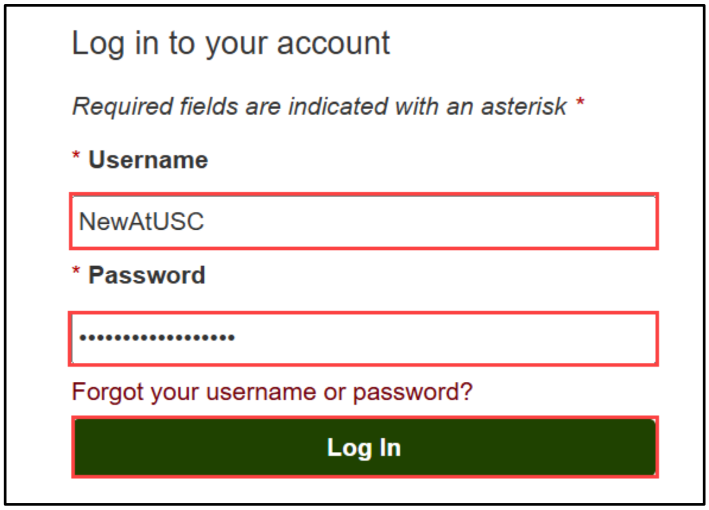
For Non-U.S. Citizens Only: The Immigration Compliance Specialist in the Division of Human Resources is responsible for assisting non-U.S. citizens joining the University. If you are a non-U.S. citizen and have not already done so, please provide the Immigration Compliance Specialist with information 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 pre-hire tasks by following steps 1-4 below, but kindly wait to complete them until the HR Immigration Compliance Specialist confirms it is time to do so.** ***Non-U.S. Citizens*** *are welcome to contact HROPSVC@mailbox.sc.edu with any questions.*

1. Log in using your application username and password. If you do not remember your username or password, you can retrieve that information at https://uscjobs.sc.edu/user/forgot.
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. When signing in, ***do NOT click the SSO Authentication link to sign in;*** **instead, enter your username and password in the username and password fields.**
3. Step 2 should automatically route you to the Employee Records System. If not, click the **three blue dots** in the upper left corner and select "Employee Records".
4. Complete the assigned tasks.

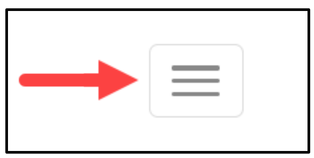
1) Log in to PeopleAdmin through your applicant account. Go to **http://uscjobs.sc.edu**. Click the **Log In/Create Account** link from the lefthand menu.



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.



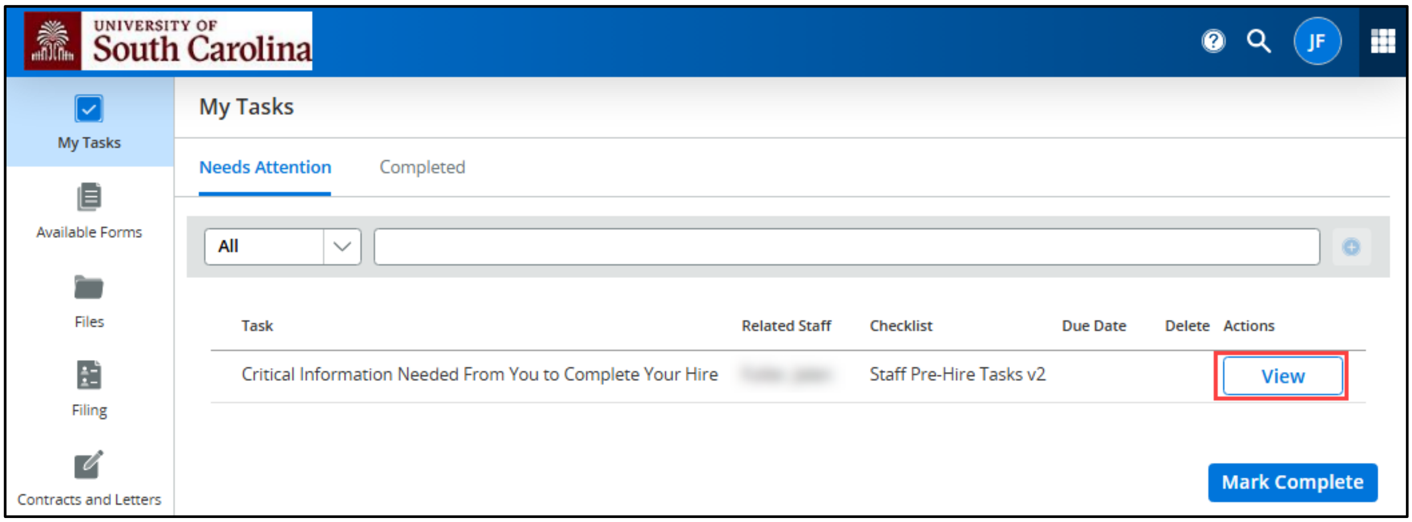
NOTE: Depending on your browser settings, the navigation menu may be hidden. In these cases, click the menu button with three lines in the top right corner to expand the menu.



2) Click the **Employee Records** option to access your Staff Pre-Hire Tasks.

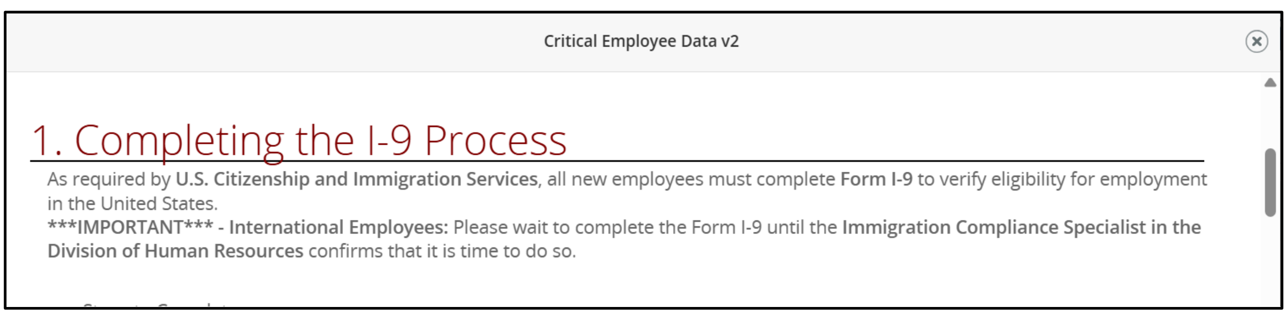
NOTE: Clicking **Employee Records** will open a new window in your browser. If the Employee Records option is not available in the menu, your hire information has moved further along in the system and you should use **this** link instead, which should automatically route you to the Employee Records System.

3) After clicking Employee Records, you will arrive on the **My Tasks** page. This page contains a link to complete necessary Pre-Hire tasks in PeopleAdmin. You will complete the ***Critical Information Needed From You to Complete Your Hire*** task. Click the **View** button to begin this task.



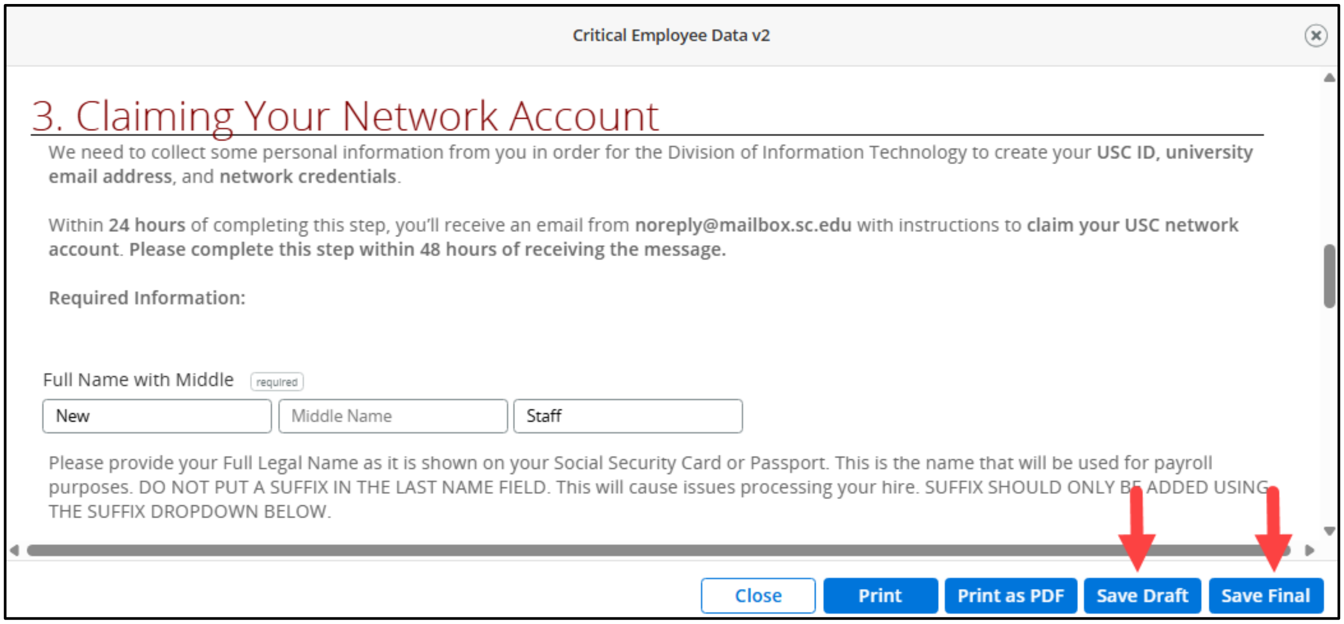
Complete all fields marked as **Required** in each of the four sections within this task:

- Completing the I-9 Process
- Completing your Background Screening
- Claiming Your Network Account
- Completing Your Pre-Boarding and Onboarding Tasks

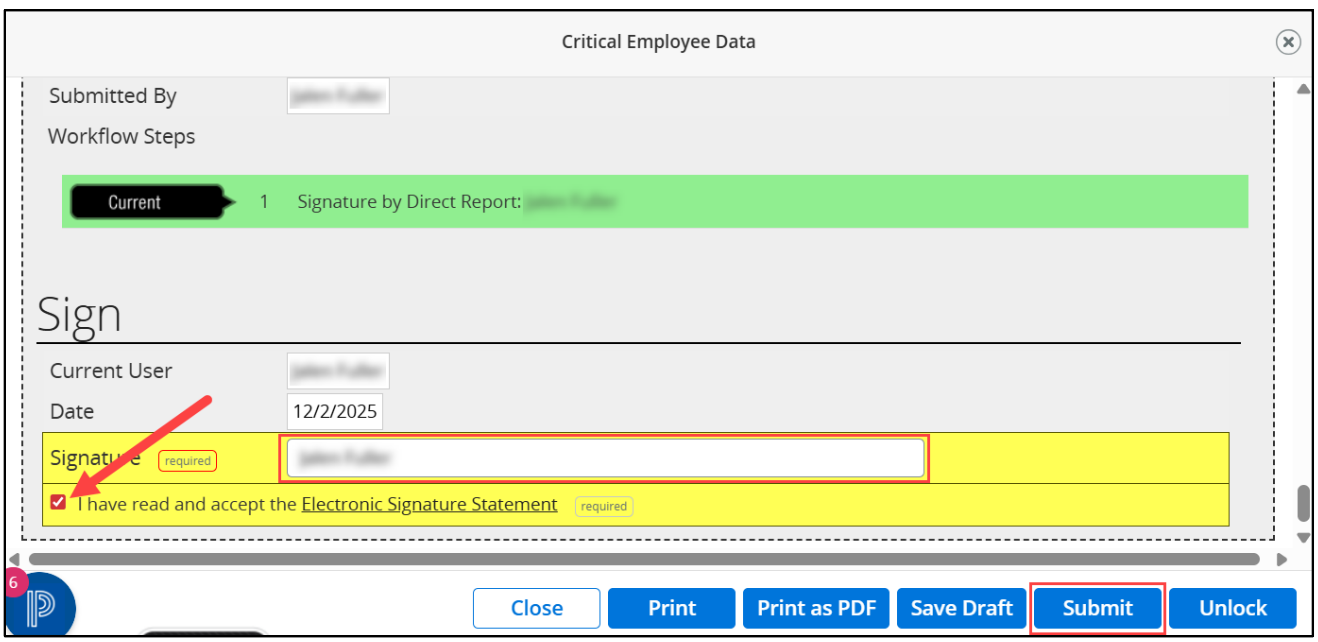


Once you have completed all required information and *carefully read* through each section, click the **Save Final** button on the bottom right. If you need to stop but are not ready to save as final, click the **Save Draft** button to keep your place.

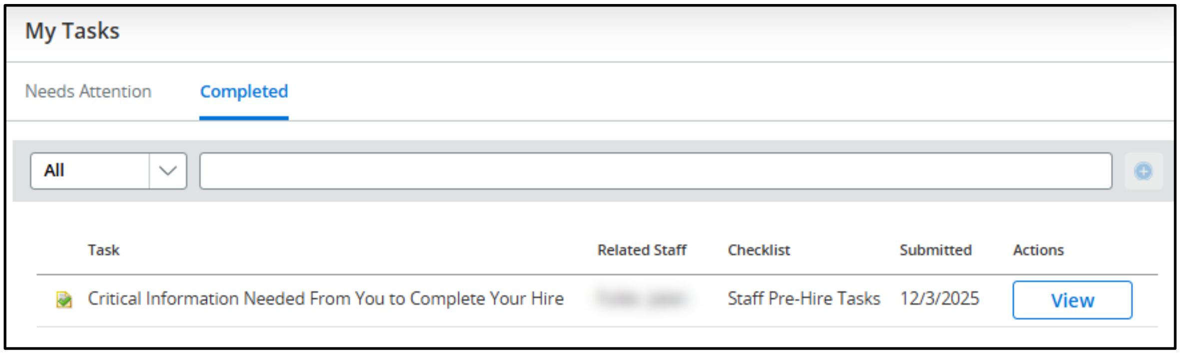
(Screenshot on following page)



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



This task list will appear under the **Completed** tab.



NOTE: 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.

Next Steps: Onboarding Tasks in HCM PeopleSoft

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

Instructions for completing these tasks can be found on the following page.

New Employee PreBoarding & OnBoarding in HCM PeopleSoft

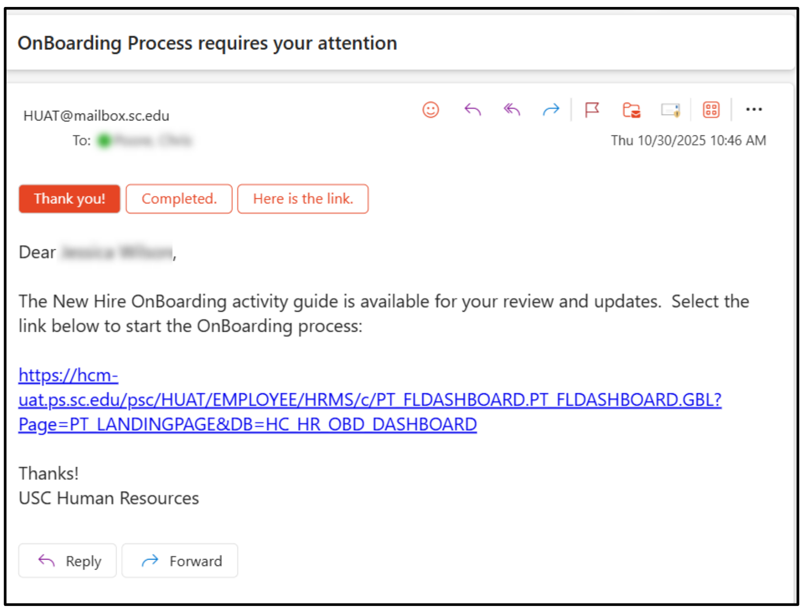
Employee PreBoarding & Onboarding Tasks in Employee Self-Service

This job aid outlines the process for new employees to complete their PreBoarding and OnBoarding tasks in Employee Self-Service in the HCM PeopleSoft System. You can access Employee Self Service by clicking **here**.

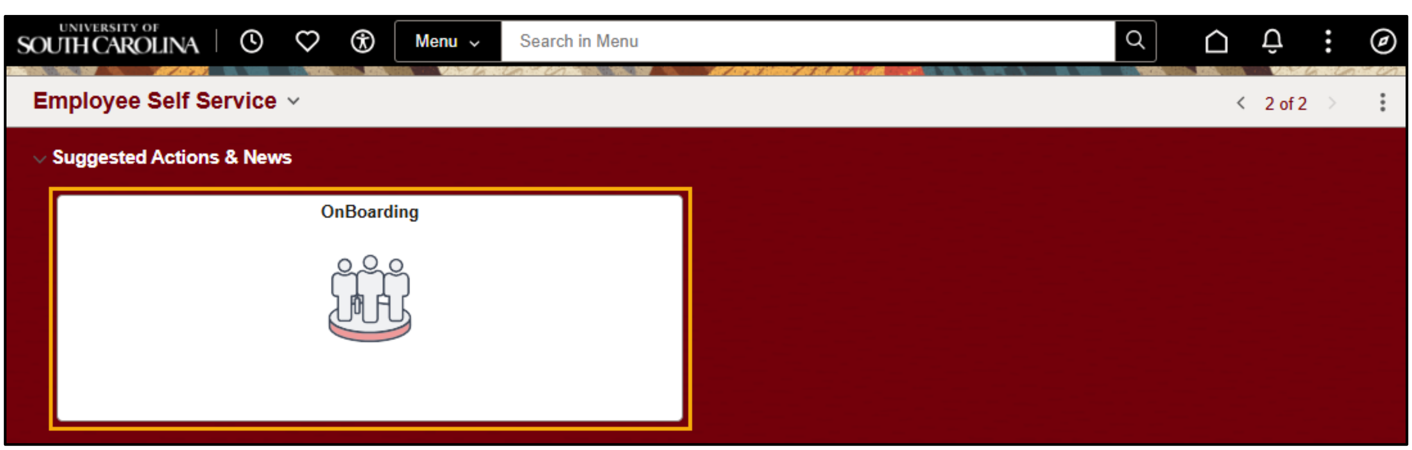
PreBoarding refers to tasks that can be completed before you reach your start date. *OnBoarding* refers to tasks that are completed on or after reaching your start date.

PreBoarding

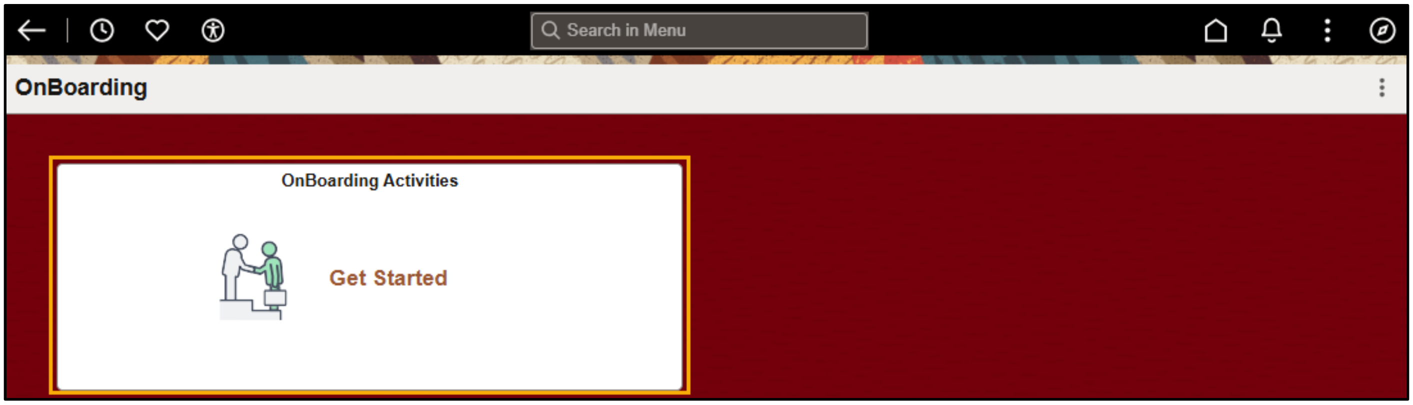
USC New Hire Onboarding Email: Once your Hire action has been fully approved in the HR/Payroll system, you will receive an auto-generated email with a link to complete the next critical steps in your onboarding process. Before your first day, you may receive an email that provides you a direct link to PreBoarding and Onboarding tasks. **If so, you will skip steps 1 and 2 below.**



1) On the Employee Self Service landing page click the **OnBoarding** tile.



2) Next, click the **OnBoarding Activities** tile to begin the preboarding process.

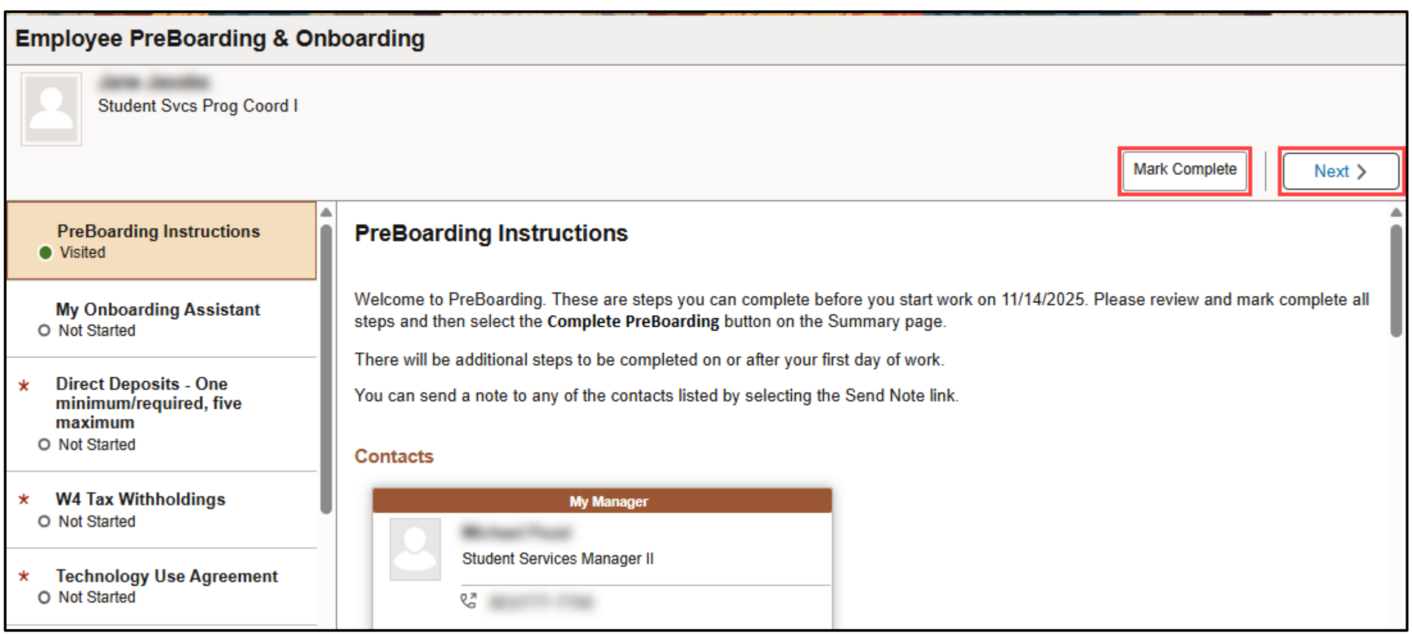


3) After clicking the OnBoarding Activities tile, you will be taken to the **PreBoarding Instructions** page. On this page, you will find contact information for your supervisor (manager) and a list of all steps you can complete *before* reaching your start date.

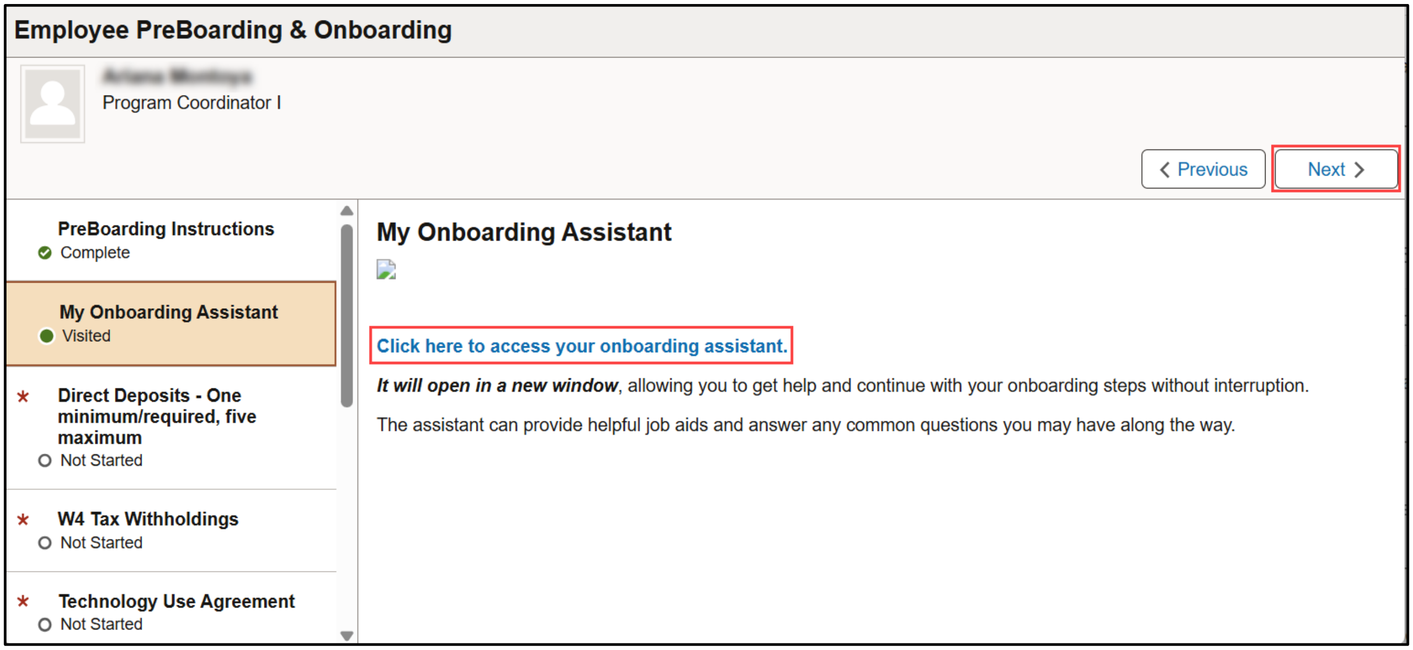
Preboarding allows you to complete the following tasks:

1. My OnBoarding Assistant
2. Direct Deposits
3. W4 Tax Withholdings
4. Technology Use Agreement
5. Document Acknowledgment
6. Personal Details
7. Benefit Information
8. Preboarding Summary

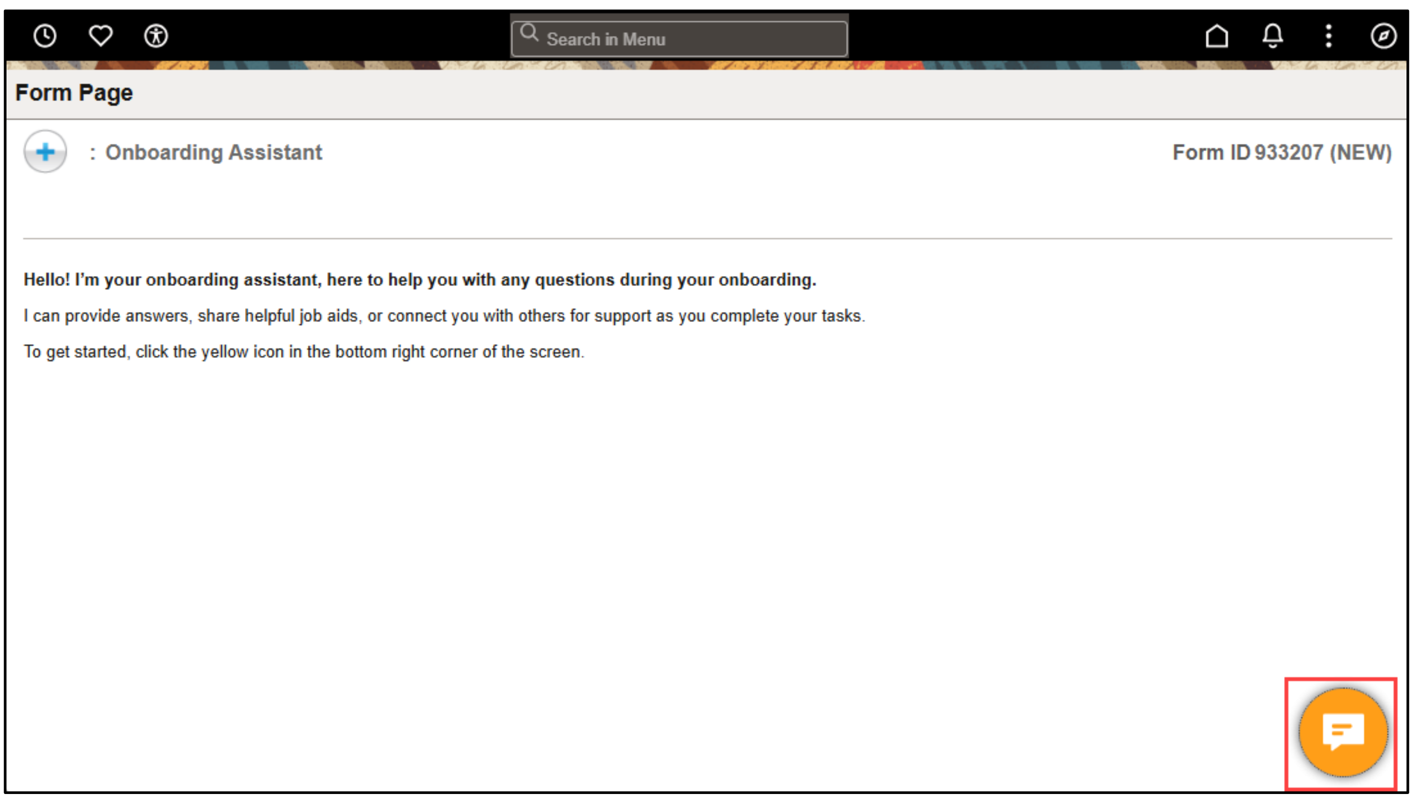
Once you have completed the steps in each section of PreBoarding, be sure to click the **Mark Complete** button in the top right corner. Don't forget to mark the **PreBoarding Instructions** page as complete before moving on to the next step.



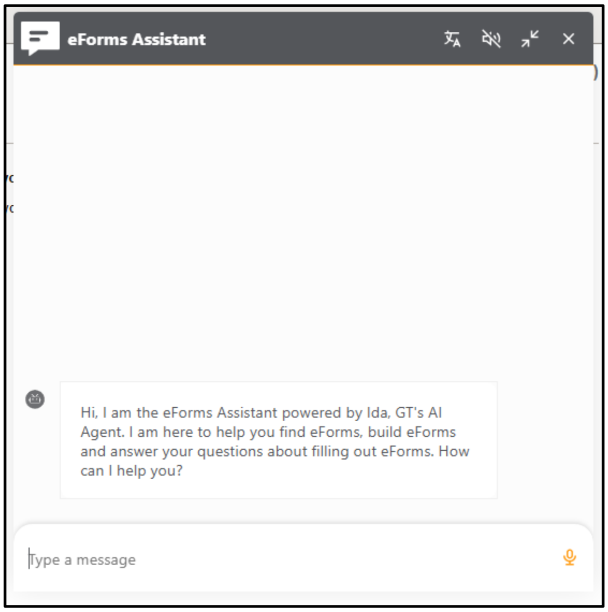
4) The first step in Preboarding is the **My Onboarding Assistant** page. To access the assistant, click the link circled below in red. Click **Next** when you are ready to proceed to the next step.



Once you click on the link, a new window will open. To access the assistant, click the yellow chat icon in the bottom right corner.



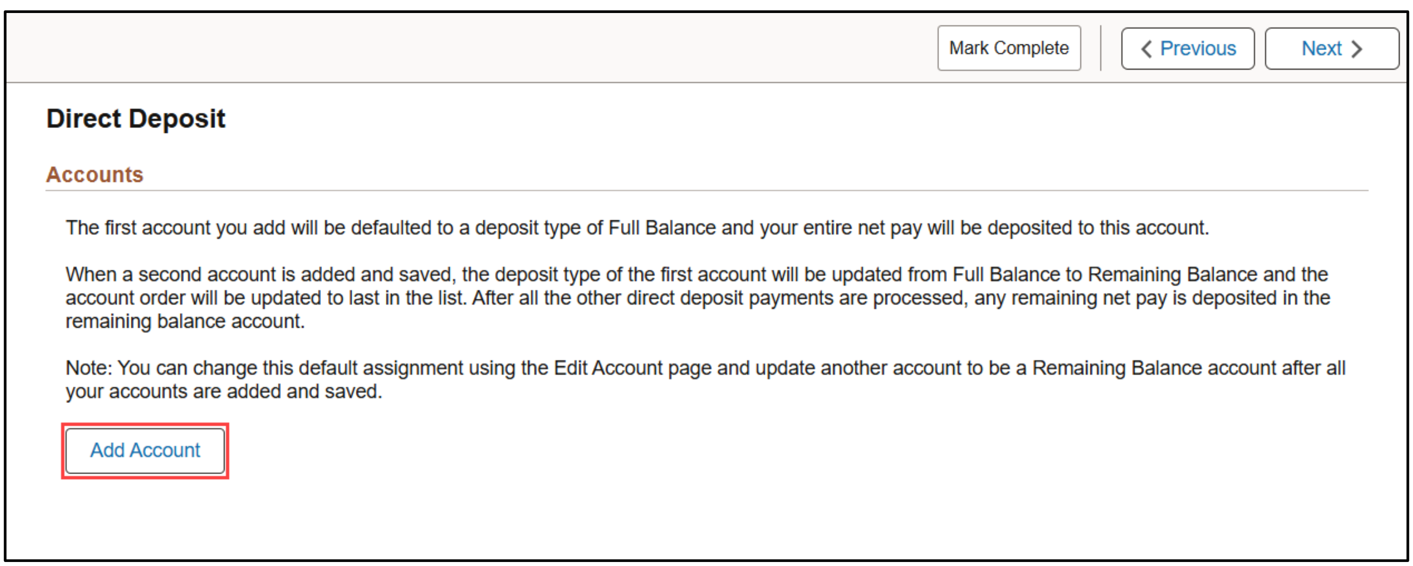
The Onboarding Assistant can provide helpful job aids and answer common questions regarding the onboarding process. If you encounter any issues or have questions about the Onboarding Assistant's responses, please reach out to your HR Contact for additional support.



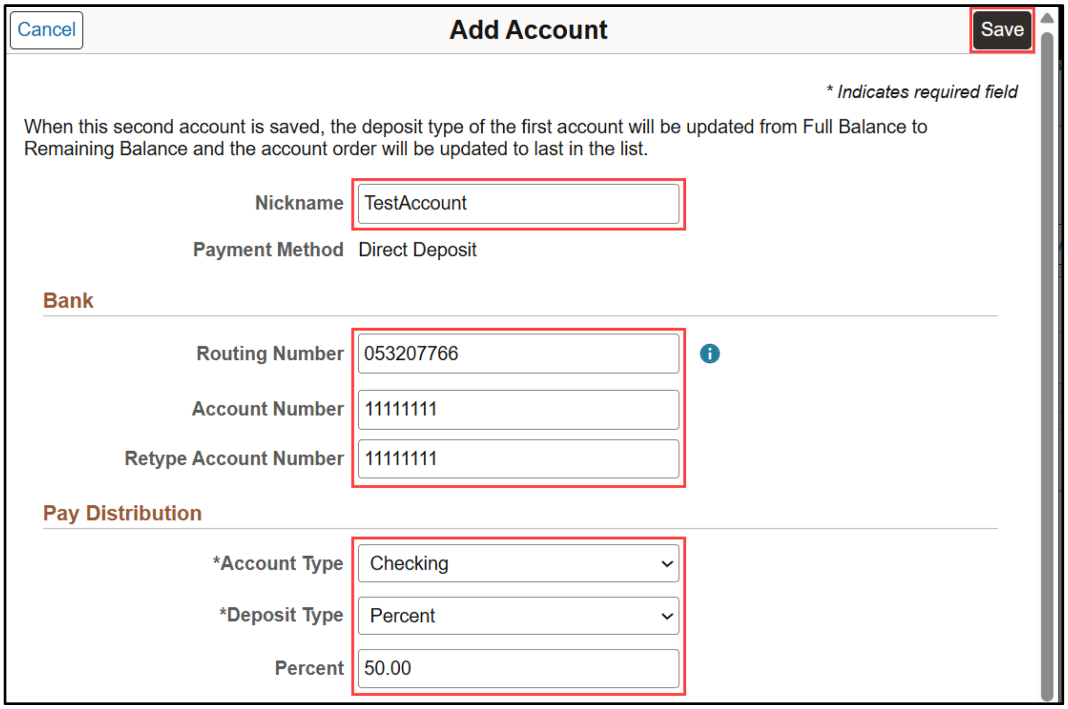
NOTE: You do not need to mark this step as complete.

5) The next step in Preboarding will ask you to set up your Direct Deposit(s). USC requires direct deposit for all employees. You can add up to five accounts.

Click the **Add Account** button.



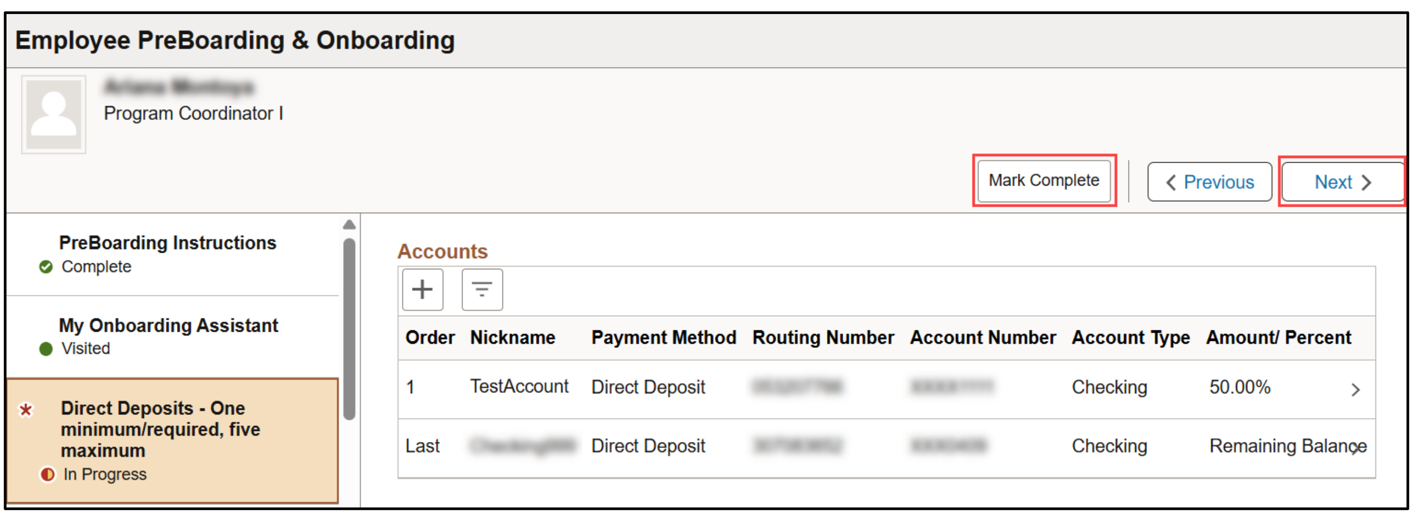
Complete all fields as shown in the screenshot. Once all fields are complete, click the **Save** button in the top right corner.



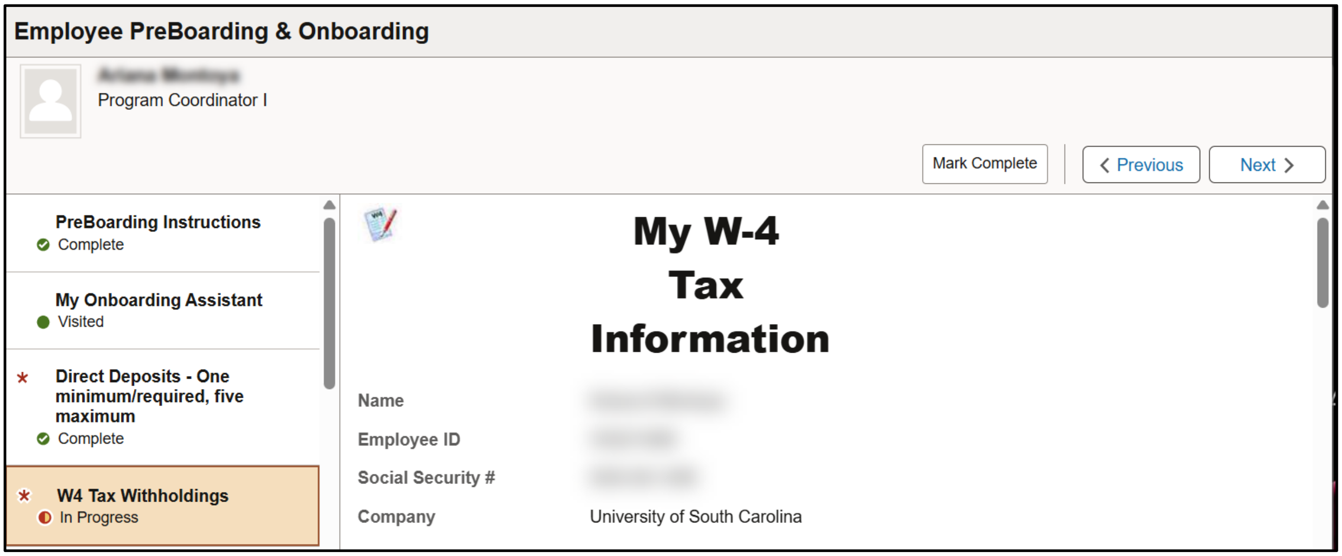
NOTE: You can list a Checking or Savings account for your primary Direct Deposit account. You can add up to 5 accounts. Additional accounts have two deposit options:

1. Amount
2. Percent

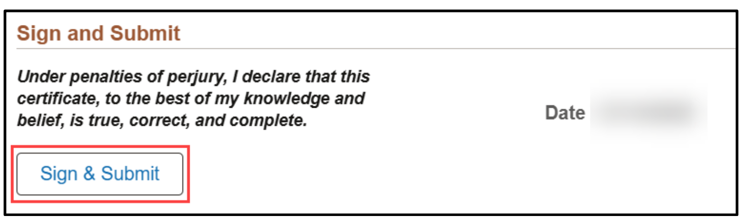
Upon hitting Save, you are taken to the Direct Deposit summary page. Click the **+** to add another account. If you do not have other accounts to list, click the **Mark Complete** button and click **Next**.



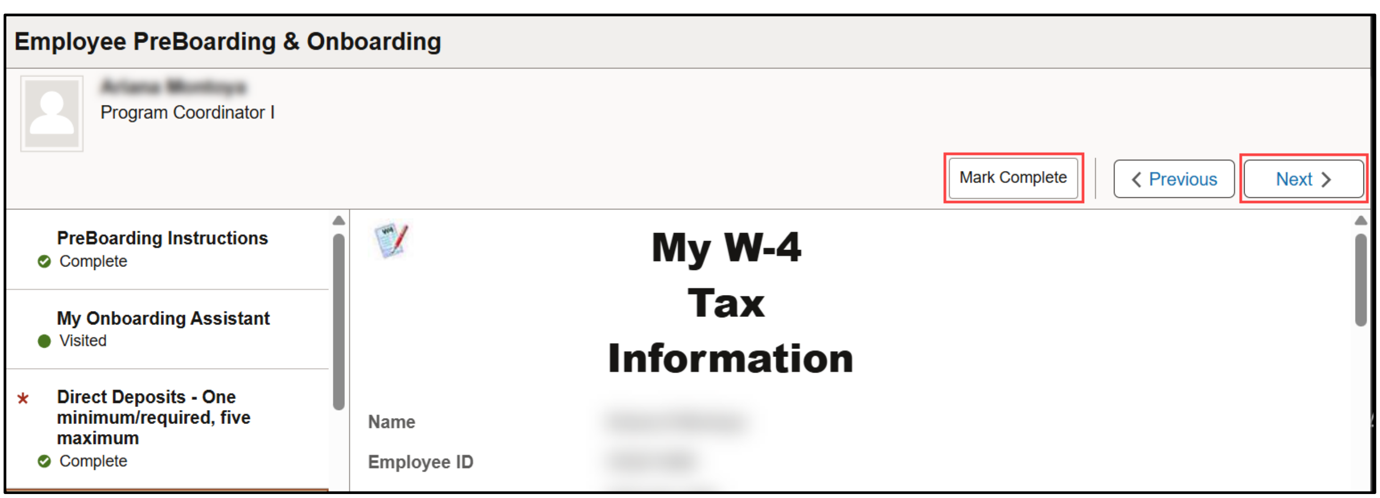
6) The next step in Preboarding allows you to complete your Federal W4 and any applicable State W4 Forms.



Tax withholding forms are pre-populated with address information entered on the Pre-Hire tasks. A section for the Federal W4, South Carolina W4 (as the primary work location), and any home state (that is not SC) will populate on this page. Click into each tax form to fill them out by using the **Update Your Tax Information** buttons corresponding to the Federal or State(s) forms. You should complete the tax withholding information, referencing the directions available in each form. For each form, you will need to click the **Sign & Submit** button near the bottom of the tax form once it has been completed.

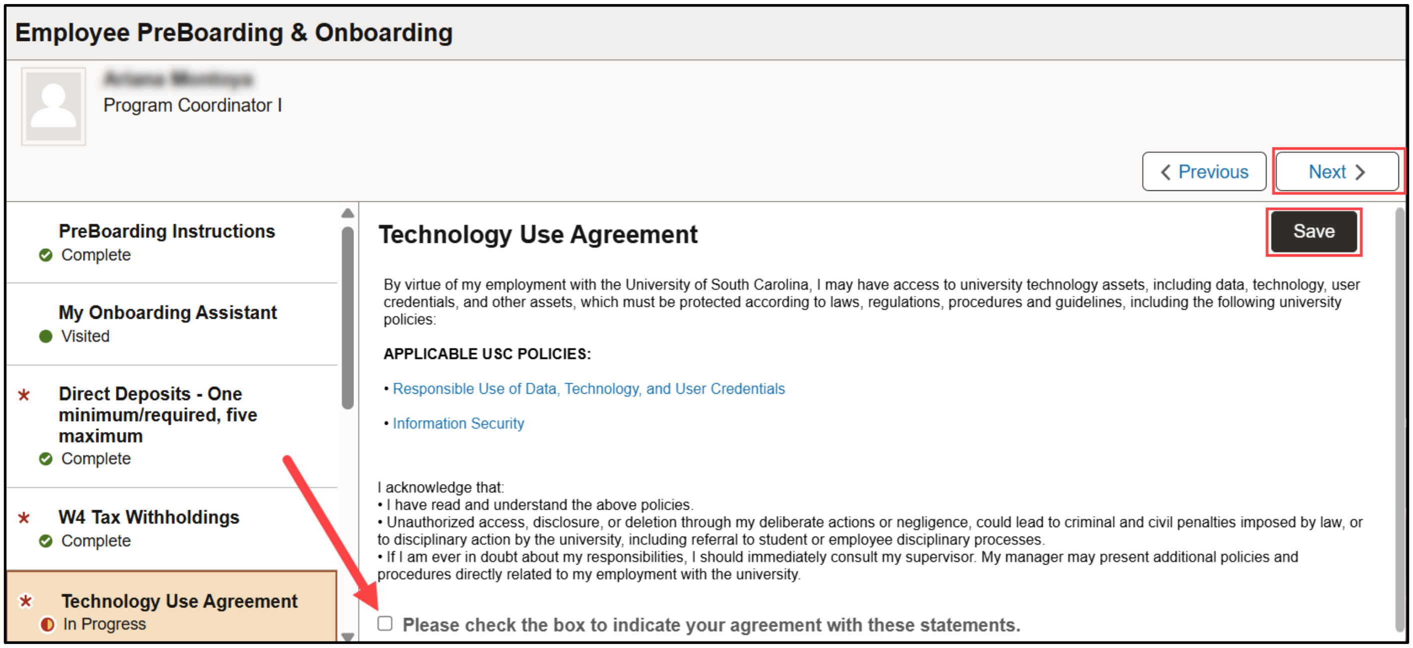


Once you have submitted each form, mark the step as complete and click the **Next** button to proceed to the next task.

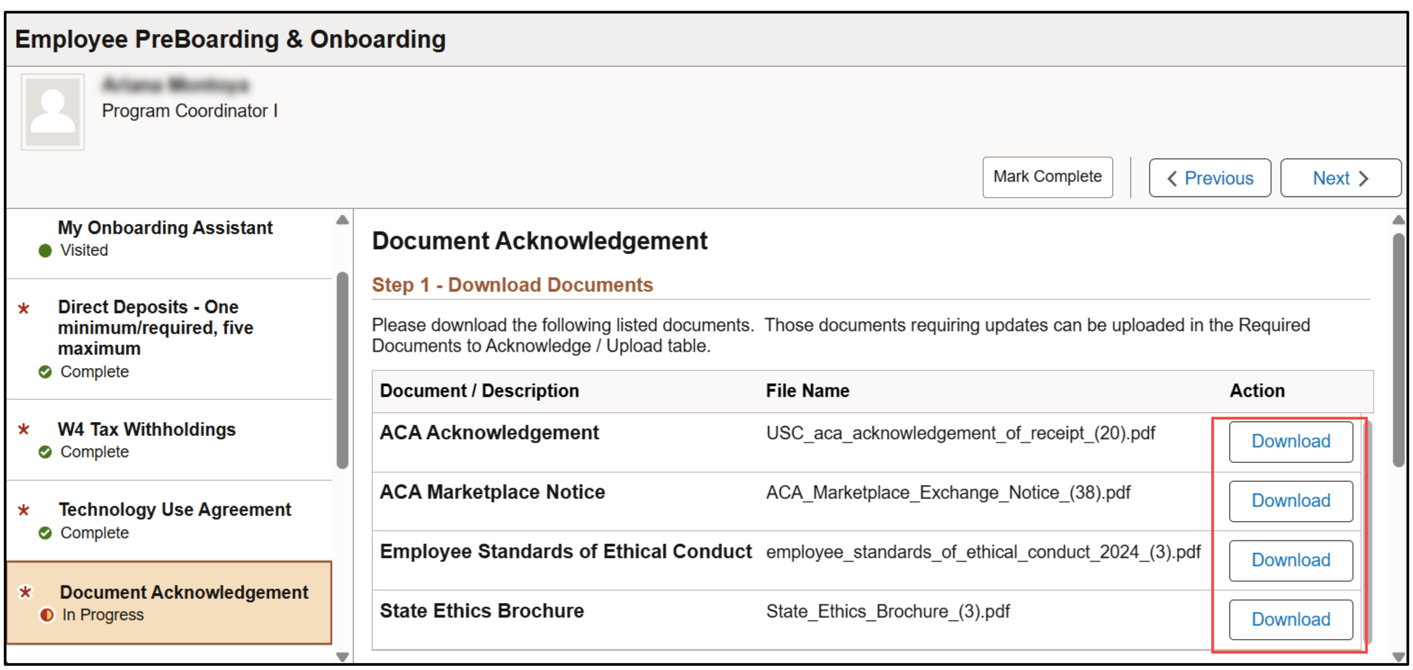


NOTE: Contact the Payroll Department via email at **payroll@mailbox.sc.edu** for additional information on tax withholding forms.

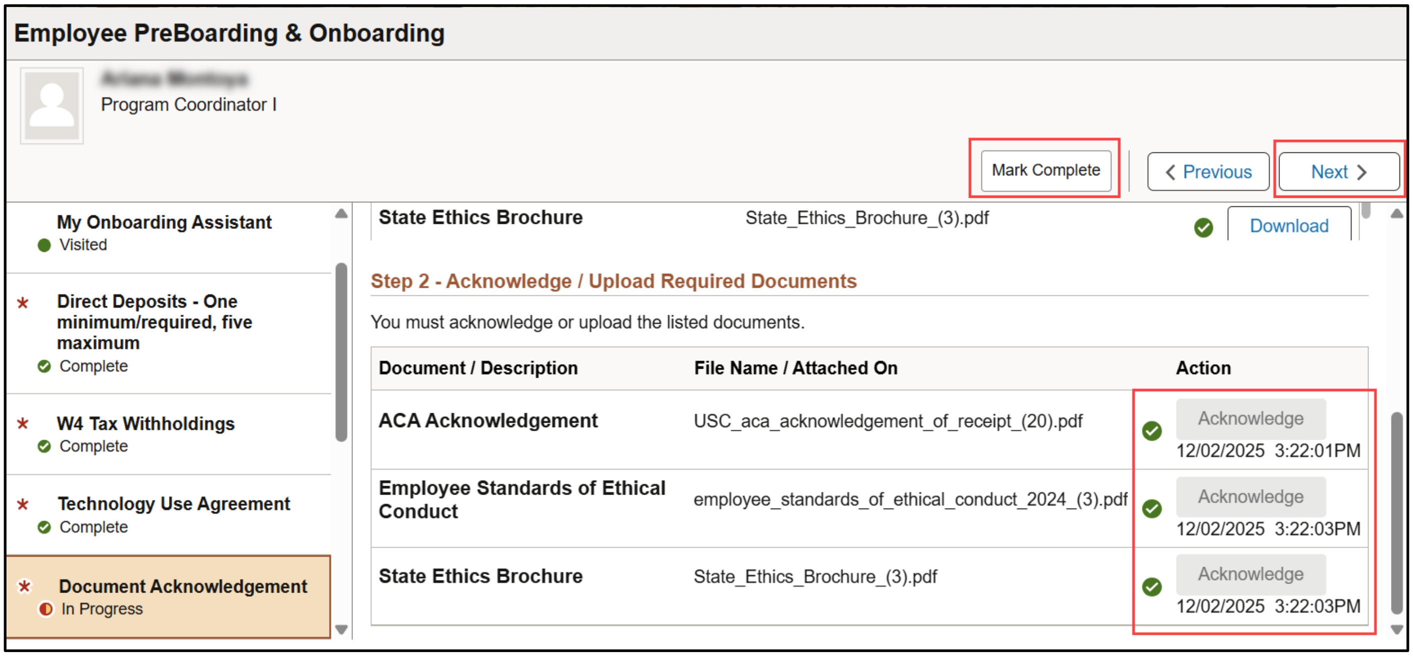
7) The next step in PreBoarding requires you to complete the Technology Use Agreement. On this page, you will read the linked USC policies and make an acknowledgment. Once you have read each policy, click the checkbox near the bottom of the page and then click **Save**. When you are ready to proceed, click **Next**.



8) The next step in PreBoarding requires you to complete a **Document Acknowledgment**. Click the **Download** button next to each file name to download and review the document. *You must* download each document to make the appropriate acknowledgment.



Once you have reviewed each document, scroll down and click the **Acknowledge** button next to each file name. The button will “grey-out” once you have completed your acknowledgment. When you have finished acknowledging each document, mark the page complete and click **Next**.



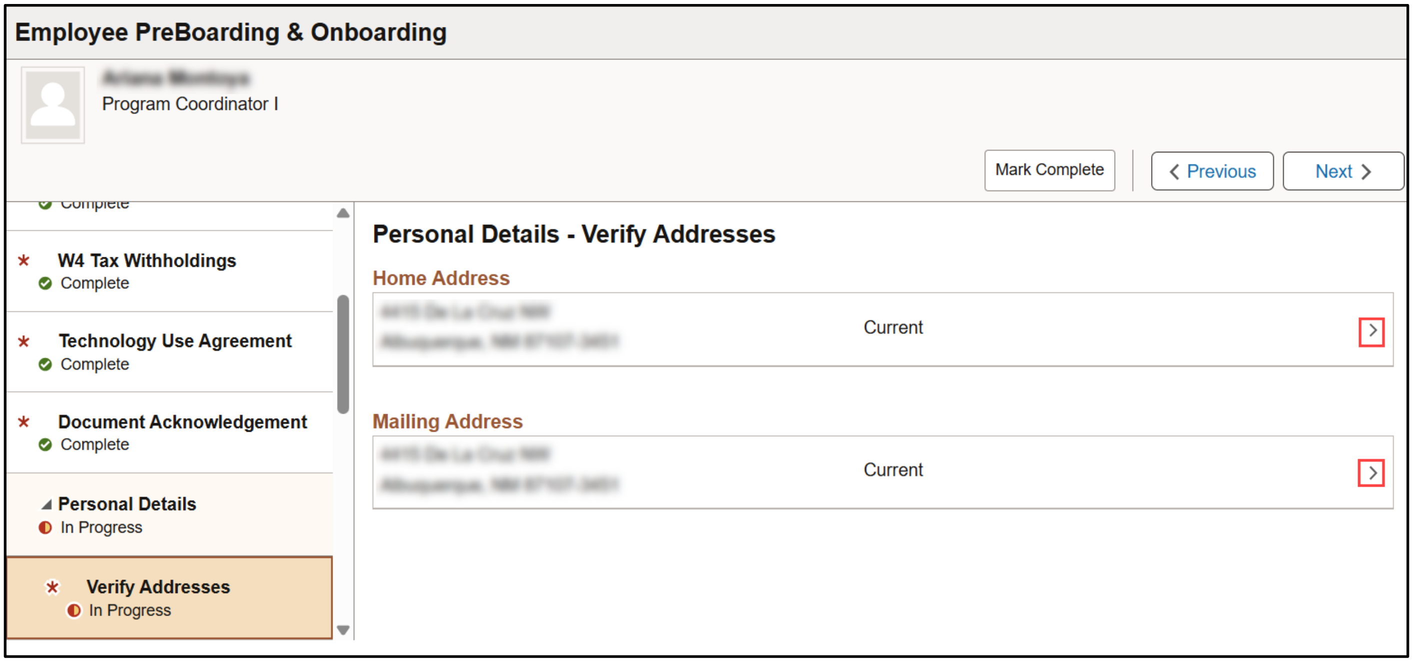
9) The next step in PreBoarding will require you to submit **Personal Details**. There are several sub-pages within this section. The first is **Verify Addresses**. When you click Next in the previous step or navigate directly to this page, you will receive a warning which states that you must click on your address and hit Save before you can proceed to the next step. Click **OK**.

Your home address will automatically populate in HCM from the Pre-Hire Tasks that you completed in PeopleAdmin.

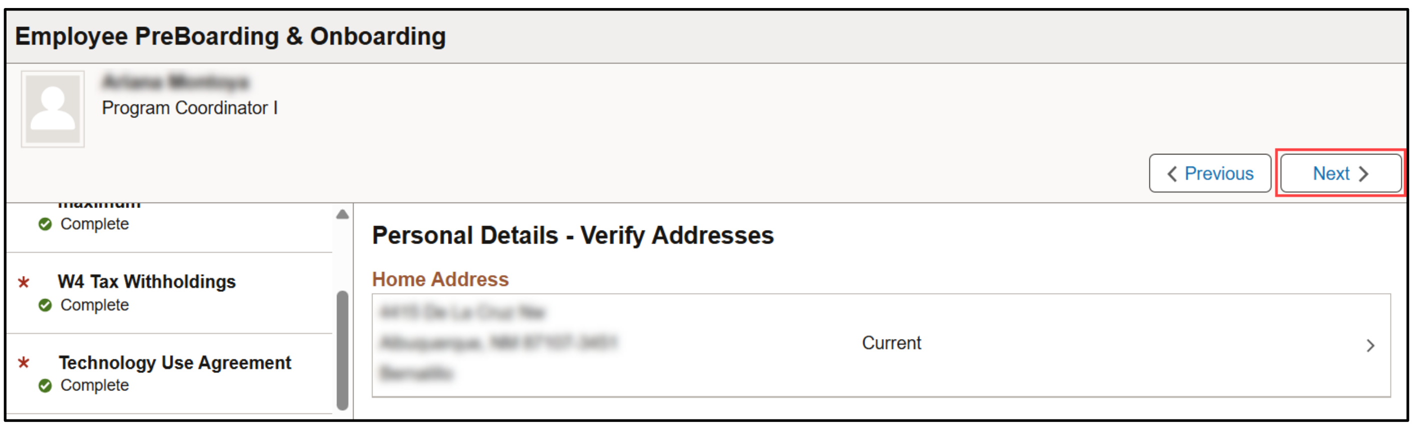
Confirm that your home address is accurate or make changes if needed. To make changes, click the **>** arrow on the right side of the row for your home address. Update the applicable fields, then click the **Save** button in the top right.

To add a separate mailing address, click the **Add Mailing Address** button. Update any applicable fields, and then click the **Save** button in the top right.

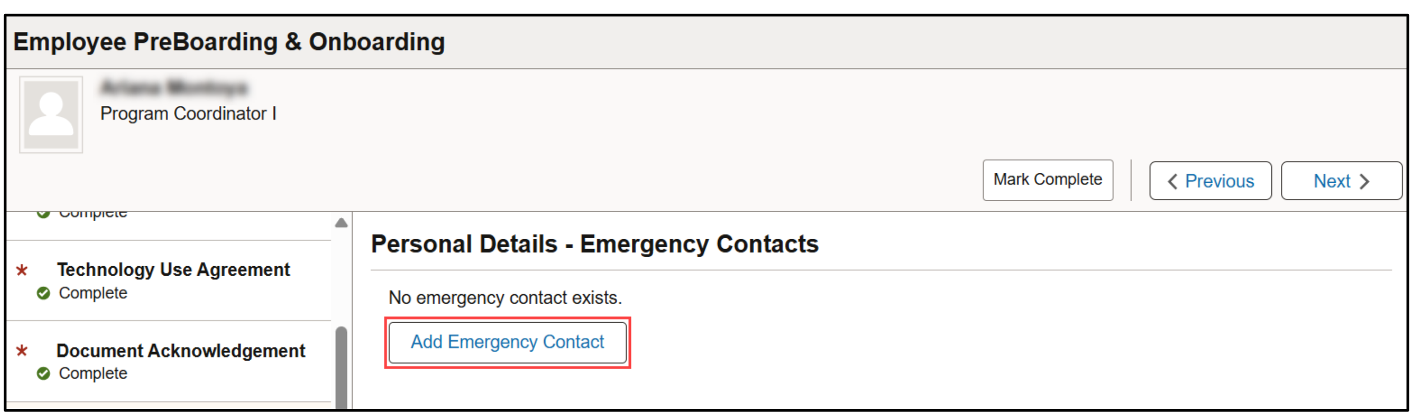
(Screenshot on following page)



Once you verify your address(es), this step will be automatically marked as complete. Click the **Next** button.



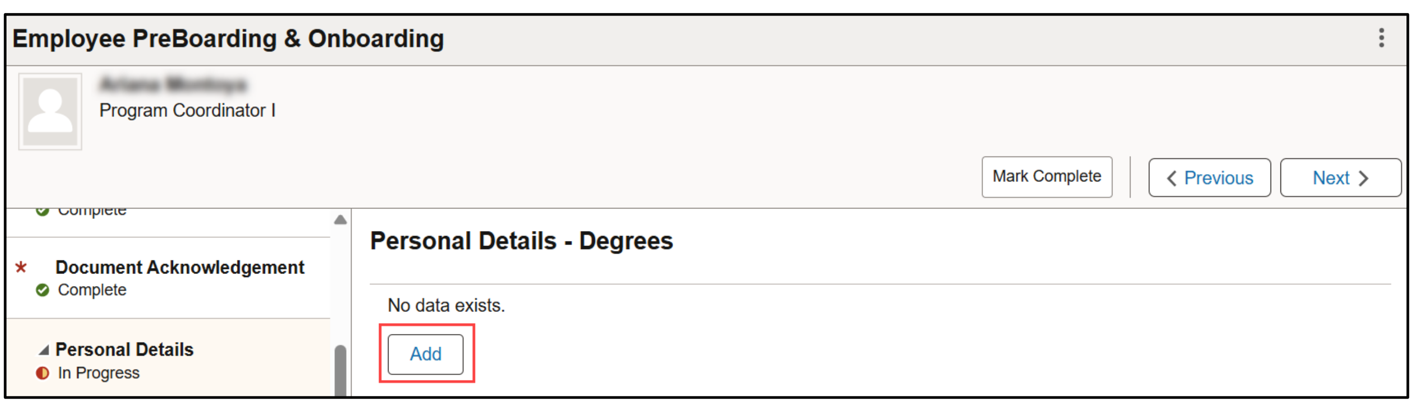
10) The next page in Personal Details will allow you to add **Emergency Contacts**. USC does not require Emergency Contact information for employees, but it is highly encouraged that you provide at least one person to contact in the event of an emergency. Your supervisor, area HR Contact, and the USC 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. You can click the **Add Address** button to provide an address for your Emergency Contact, and the **Add Phone Number** button to provide a good contact number (this is the most important data point for an Emergency Contact). Once complete, click the **Save** button.

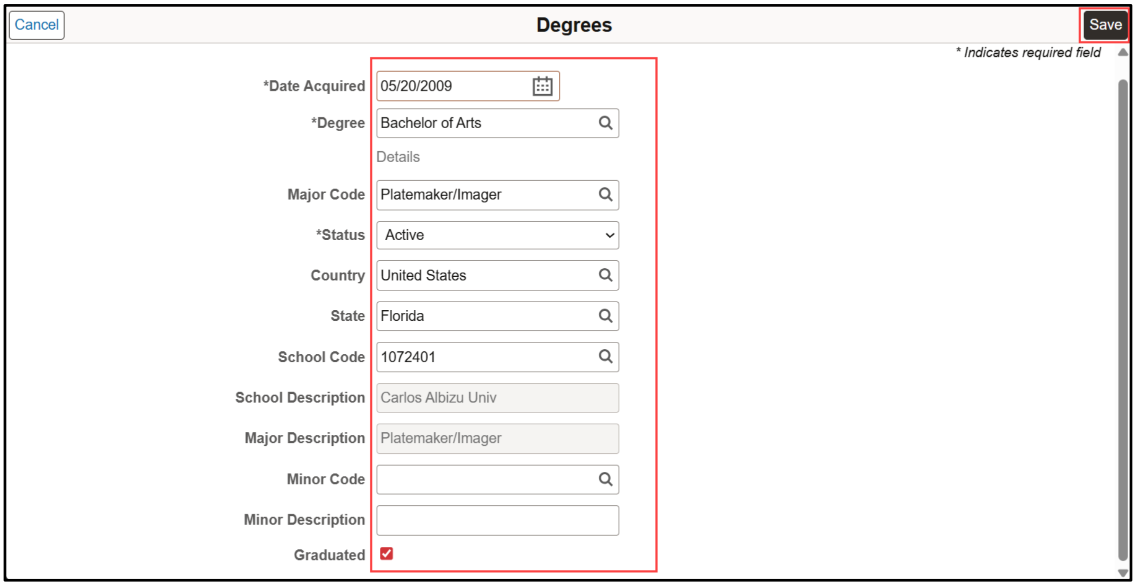
You can enter a second Emergency Contact by clicking the **+** button or mark the page complete and click **Next** to proceed.

11) The next page in Personal Details will require you to add your **Degrees**. To add a degree, click the **Add** button.

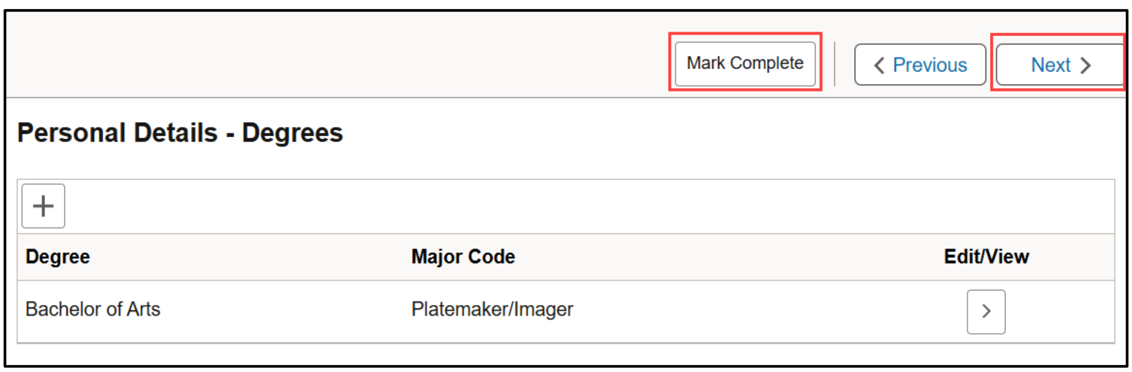


Complete all fields on the page by clicking the associated lookup button (magnifying glass icon) to see valid options. Once you select a Major and School Code, the fields 'School Description' and 'Major Description' will populate automatically.

Click the 'Graduated' checkbox, then click the **Save** button.

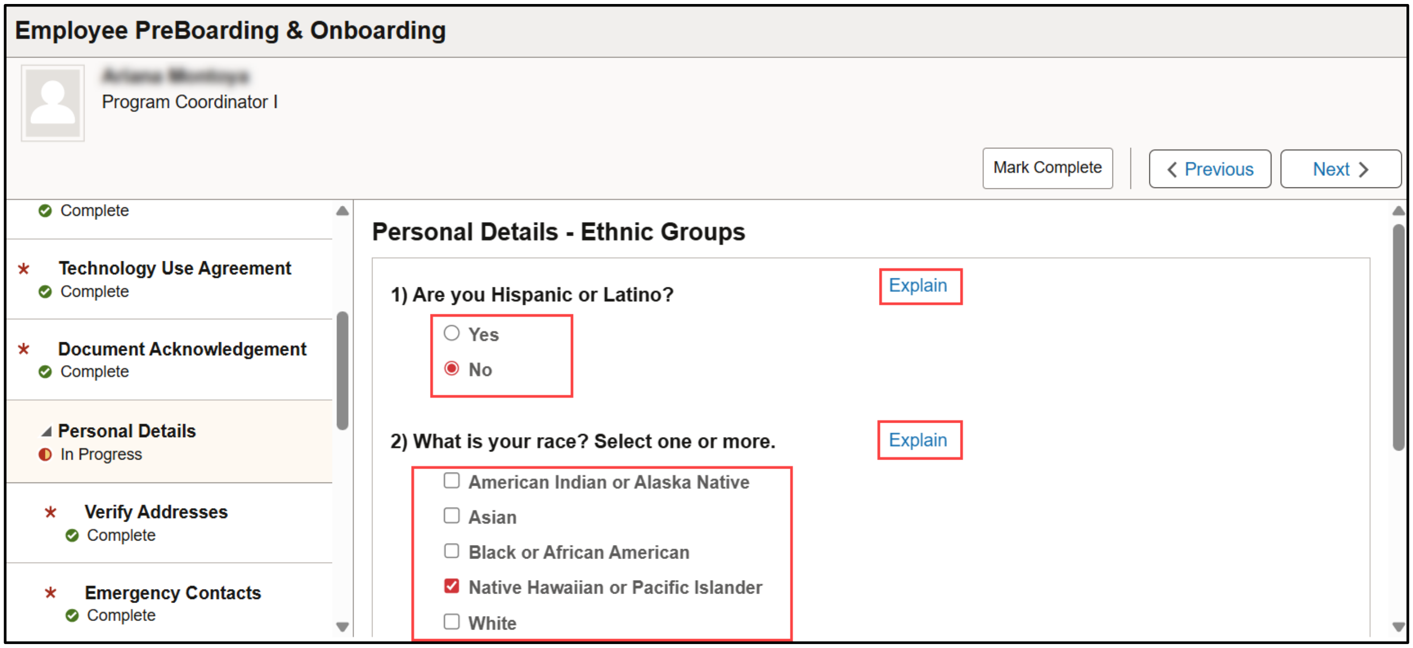


If you have another degree to add, click the **+** button and repeat the previous steps. Once all degrees have been entered, mark the page complete and click **Next**.



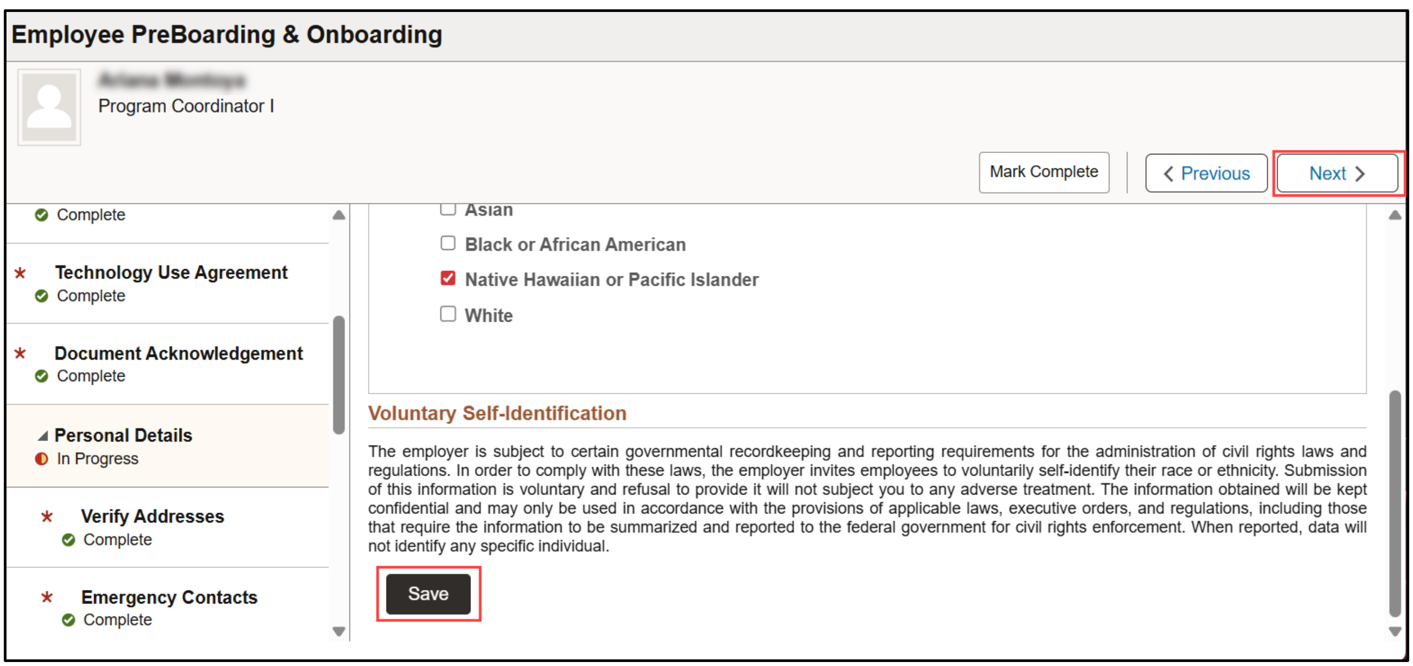
12) The next page in Personal Details will allow you to enter information regarding your **Ethnic Groups**. Click **Yes** or **No** for Question 1 and click as many options as applicable in Question 2.

(Screenshot on the next page)

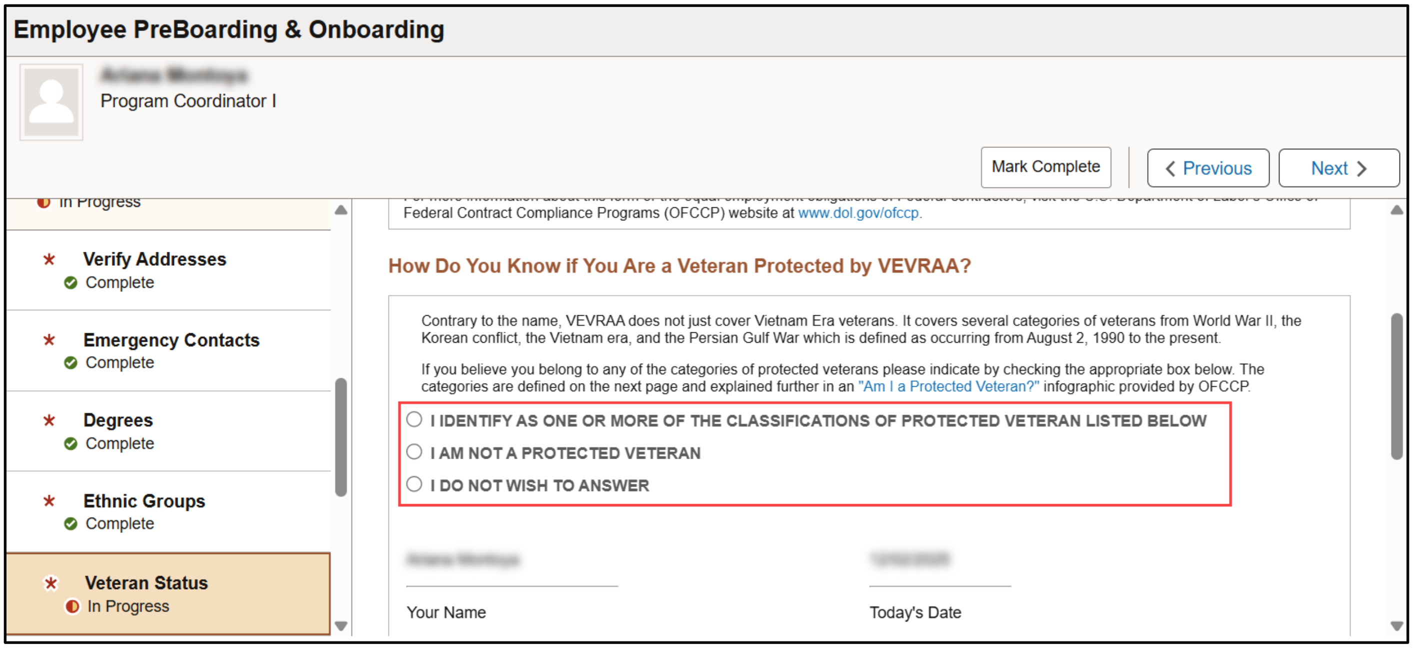


If you are uncertain what the question is asking or what specific answers mean, click the **Explain** link to the right of the question.

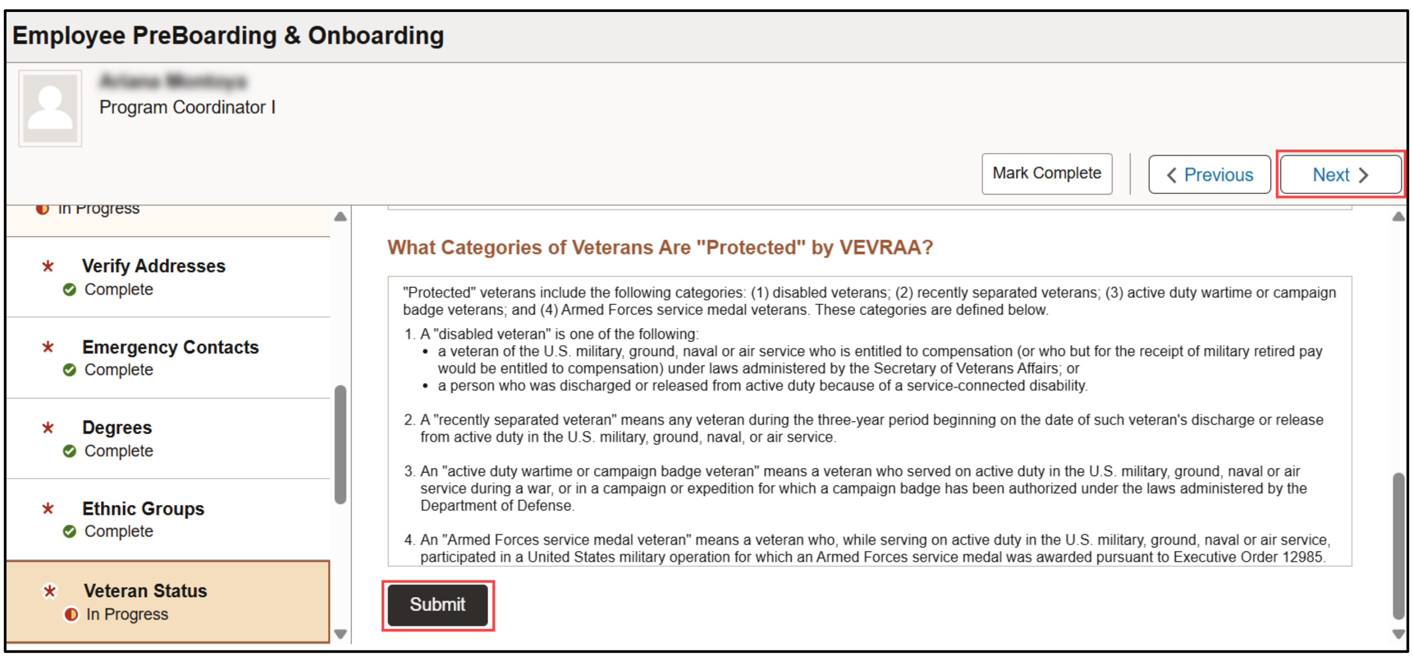
Once all selections have been made click the **Save** button. For this step, clicking Save also marks the task as complete. Click **Next**.



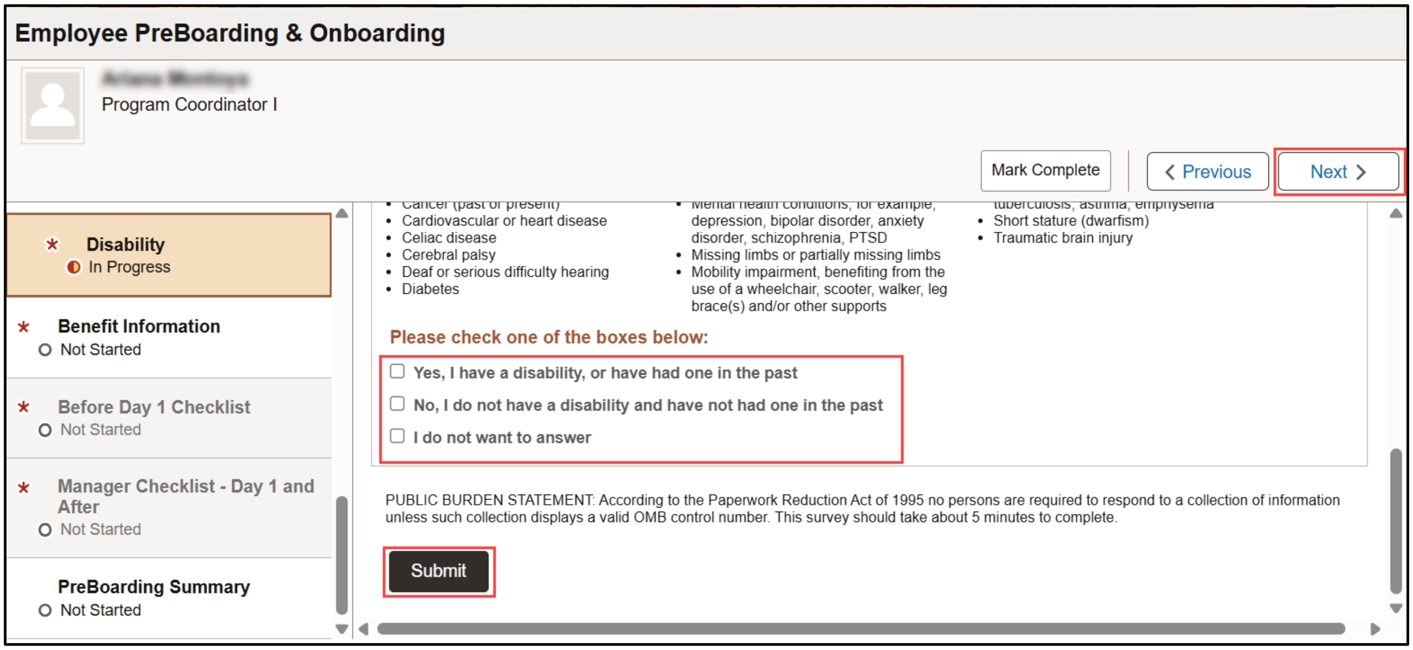
13) The next page in Personal Details will ask about your **Veteran Status**. Read all information provided on this page and make the applicable Self-Identification election.



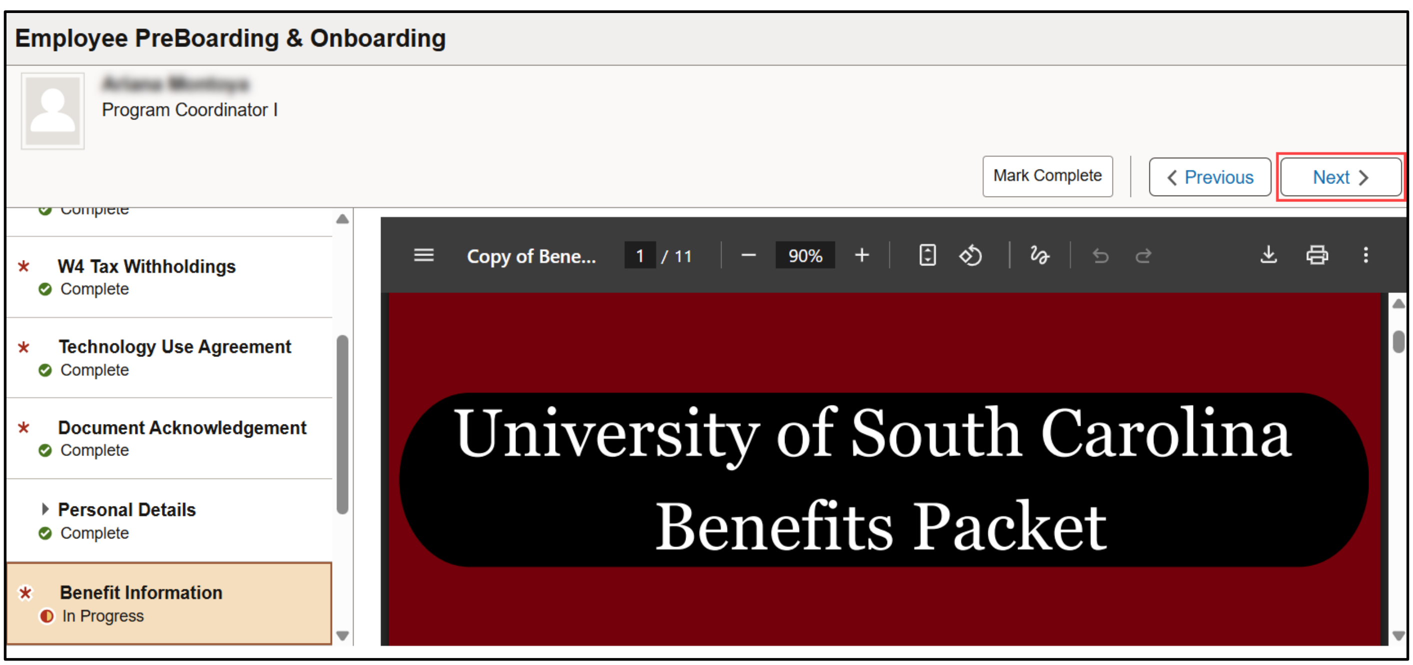
Once you have made your selection, scroll to the bottom of the page and click the **Submit** button. For this step, clicking the Submit button also marks this page as complete. Click **Next**.



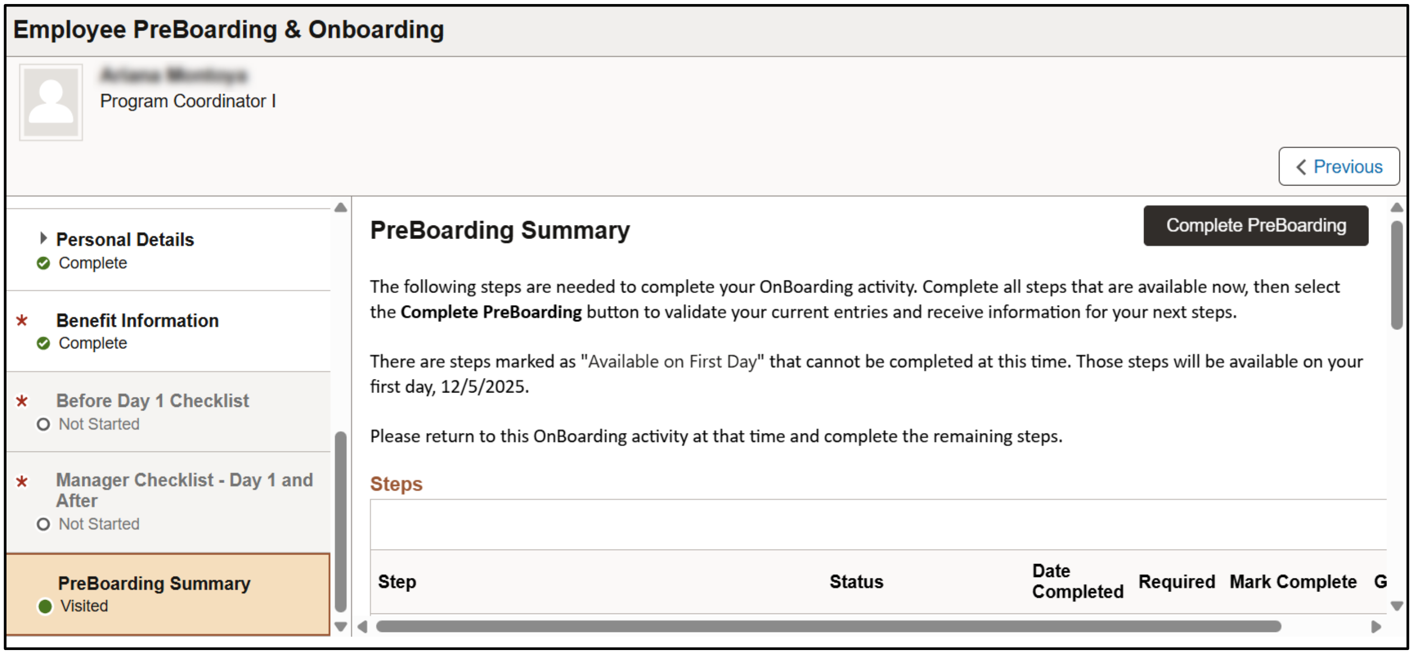
14) The final page in the Personal Details section asks about **Disability**. This section is voluntary. If you elect to complete this section, read all information provided and click the appropriate checkbox for yourself. Once you have provided your answer click the **Submit** button. For this step, clicking the **Submit** button also marks the task as complete. Click **Next**.



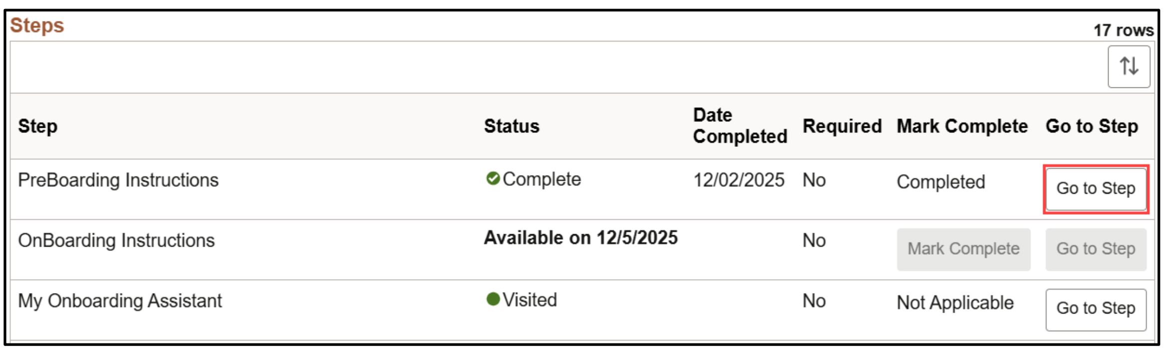
15) The final section in PreBoarding will provide you with **Benefit Information**. On this page, you will be able to view the University of South Carolina Benefits Packet. You can download this file or print it out using the built-in PDF viewer. Once you have reviewed the information, mark the page as complete and click **Next**.



16) After reviewing Benefit Information, you will be taken to the **PreBoarding Summary** page. This page will allow you to view all required Onboarding tasks. Details include the Status, Date Completed, and whether the task has been marked complete or not.



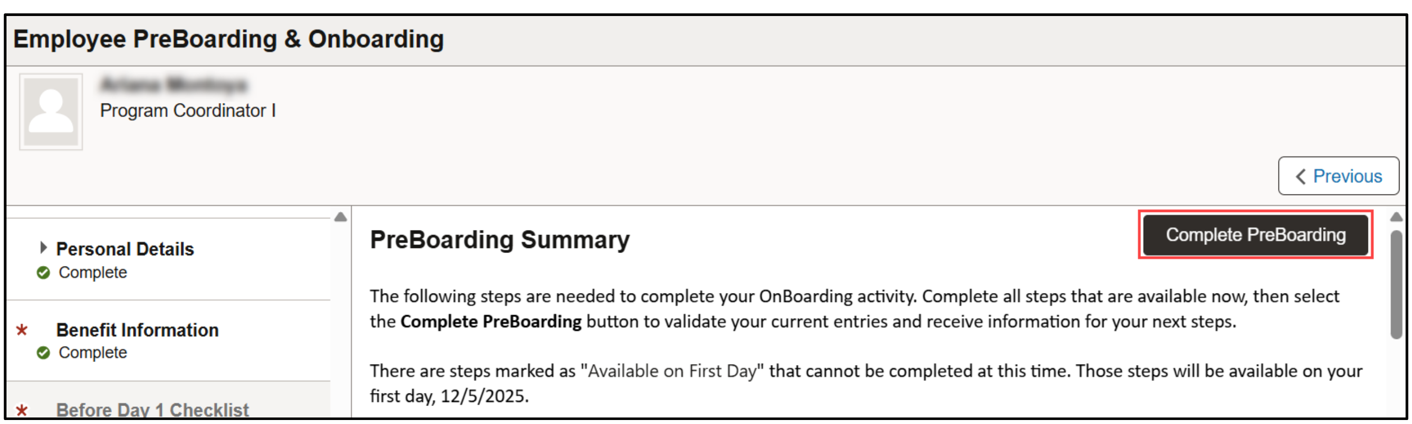
The Status field will indicate if and when a step can be completed. Onboarding tasks cannot be completed until the start date. To view a step that you have previously visited or completed, locate the step and click **Go To Step** on the righthand side of the page.


Steps

17 rows

Step	Status	Date Completed	Required	Mark Complete	Go to Step
PreBoarding Instructions	Complete	12/02/2025	No	Completed	Go to Step
OnBoarding Instructions	Available on 12/5/2025		No	Mark Complete	Go to Step
My Onboarding Assistant	Visited		No	Not Applicable	Go to Step

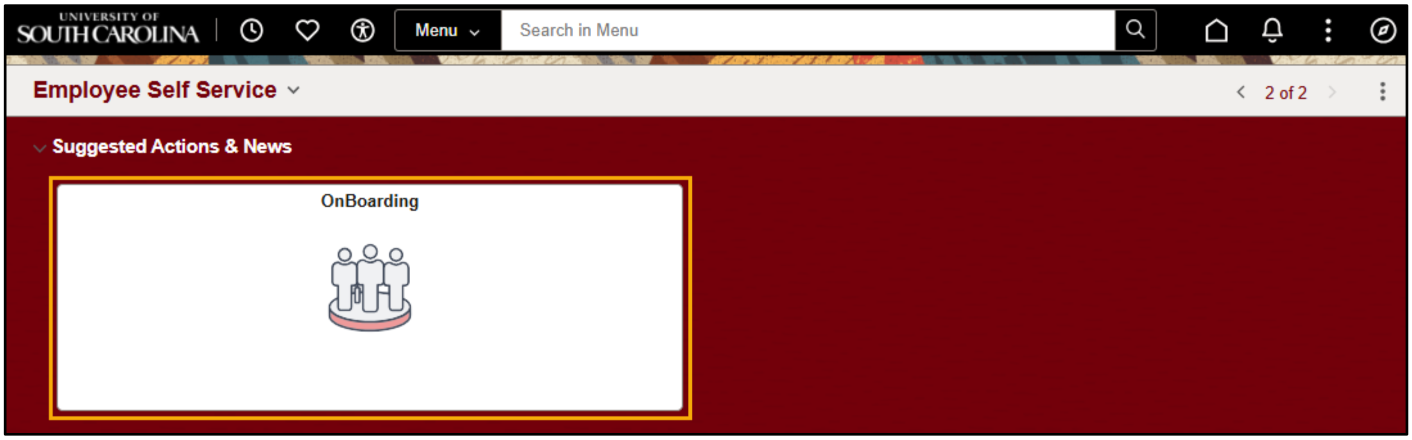
Once you have ensured that all PreBoarding Steps have been completed, click **Complete PreBoarding**.



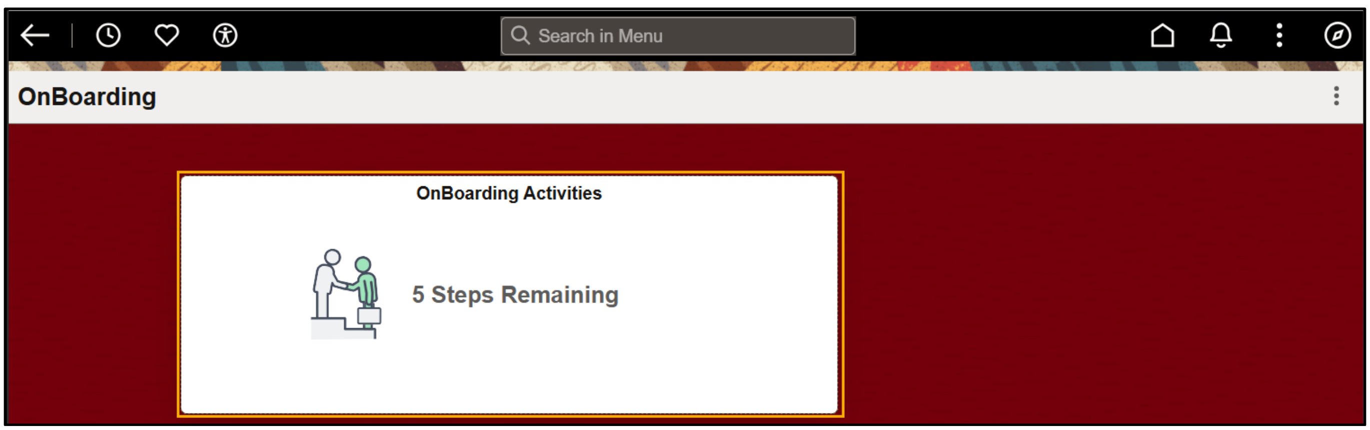
Congratulations! You have completed PreBoarding. Return to the Onboarding tile on your first day to complete the Remaining Onboarding tasks. Steps to complete Onboarding Tasks are located below.

Onboarding

1) On the Employee Self Service landing page click the **OnBoarding** tile.



2) Next, click the **OnBoarding Activities** tile to finish the Onboarding process.



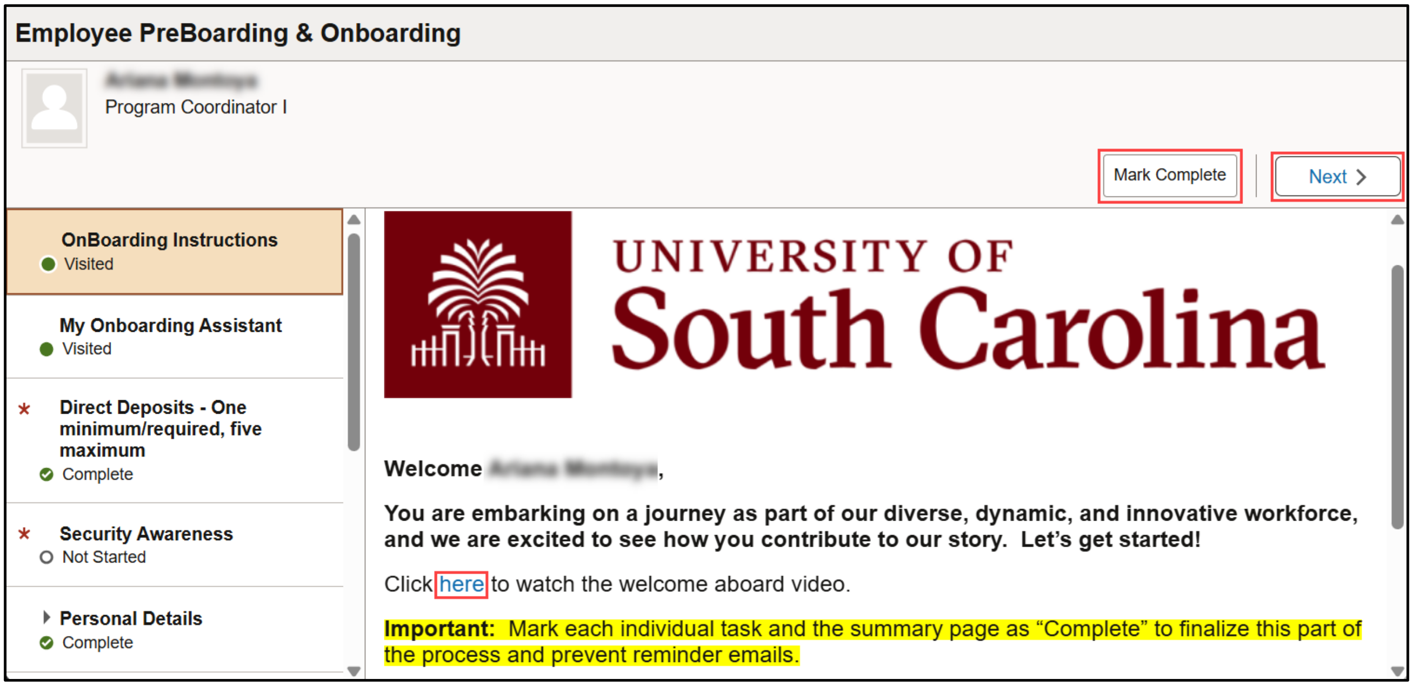
3) After clicking the OnBoarding Activities tile, you will be taken to the **OnBoarding Instructions** page. On this page, you will find a greeting from USC and a link to watch the welcome aboard video.

Onboarding allows you to complete the following tasks:

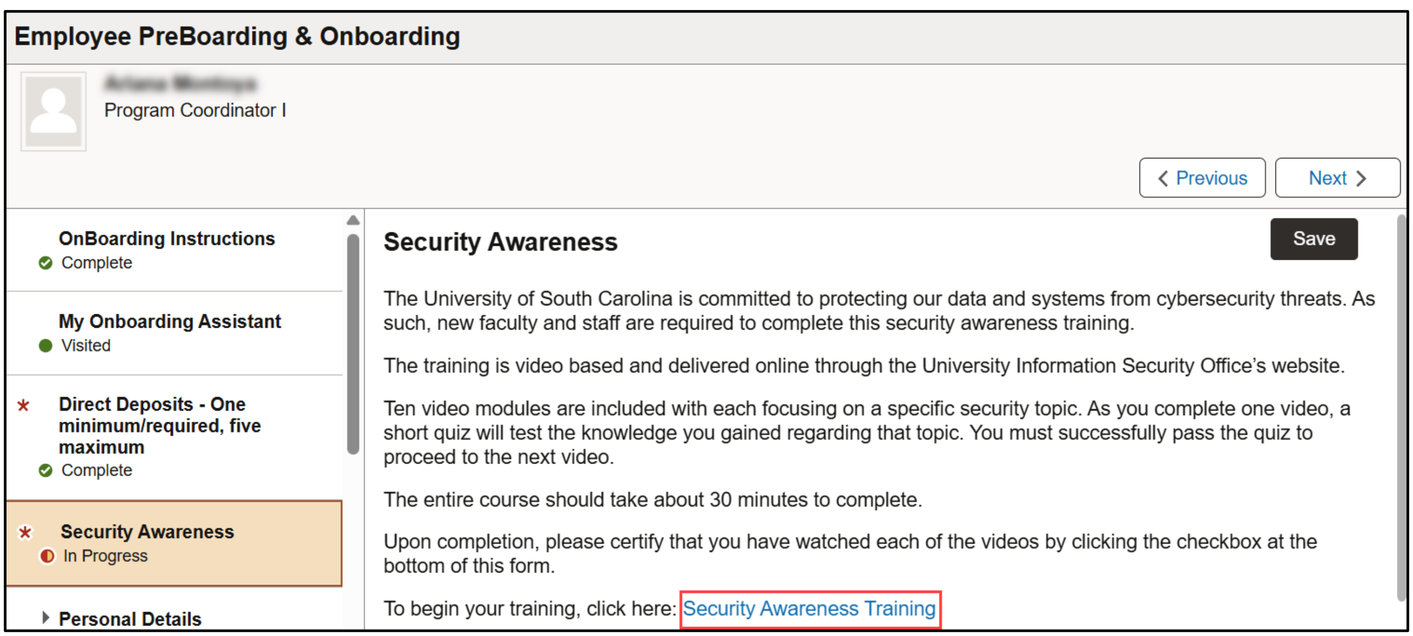
1. Onboarding Instructions
2. Security Awareness
3. Entering Working Hours and Leave
4. Overall Summary

Once you have completed the steps in each section of OnBoarding, be sure to click the **Mark Complete** button in the top right corner. Don't forget to mark the **Onboarding Instructions** page as complete before moving on to the next step.

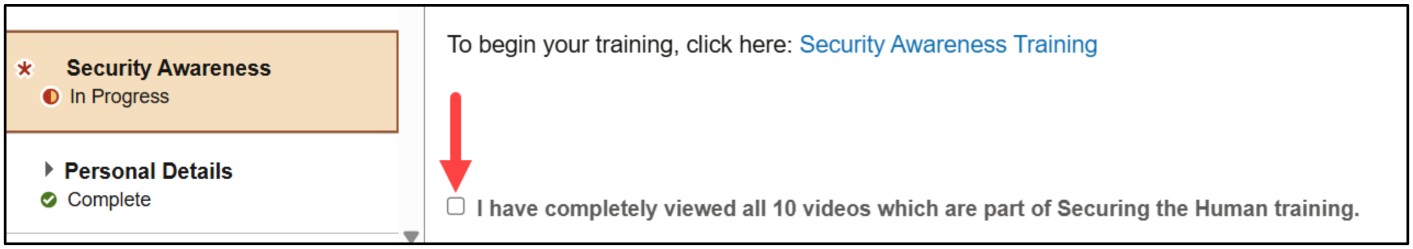
Click the link circled in red to watch the welcome aboard video. After you have completed the video, mark the page as complete and click **Next**.



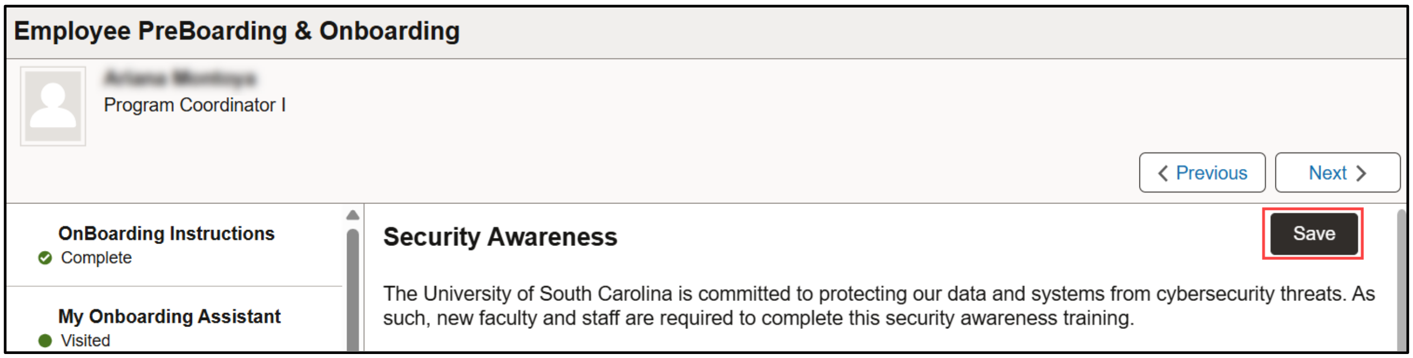
4) The first task to complete for Onboarding is **Security Awareness Training**. Complete this task by clicking the **Security Awareness Training** link and viewing the 10 videos. The entire course should take around 30 minutes to complete.



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 that you have viewed all videos.



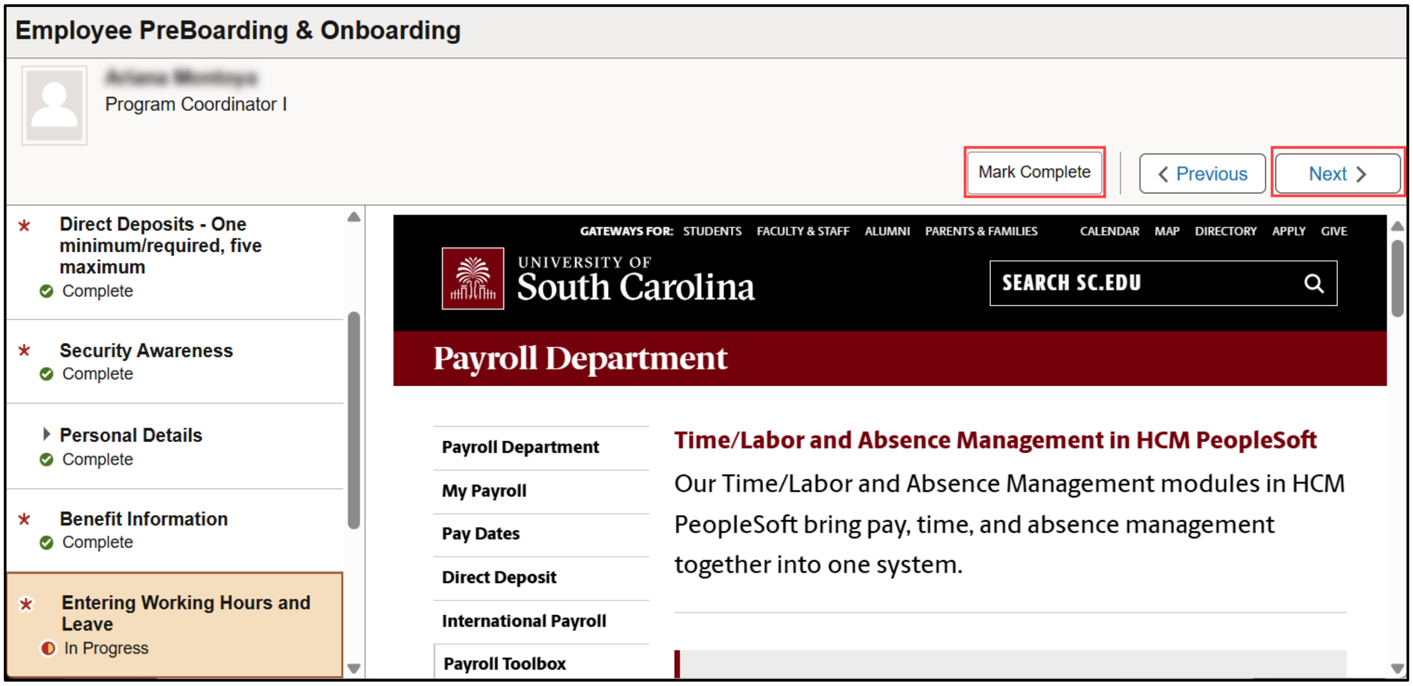
Click the **Save** button. For this task, clicking the Save button also marks the task as complete.



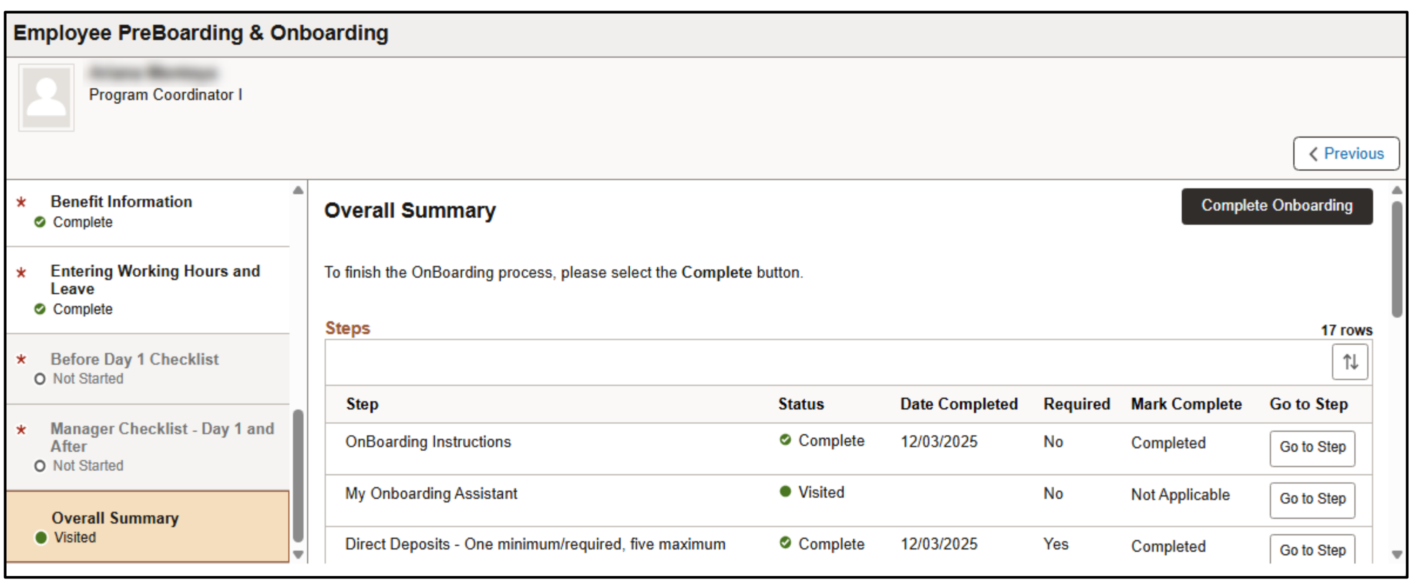
5) The final step in Onboarding provides you with information regarding **Entering Working Hours and Leave**. To navigate to this step, locate and click on **Entering Working Hours and Leave** within the lefthand navigation menu.

This task links you to the Payroll Department website, which houses training guides and resources for USC's Time and Absence System. Please review the job aids and resources available under the **Employee Job Aids** section.

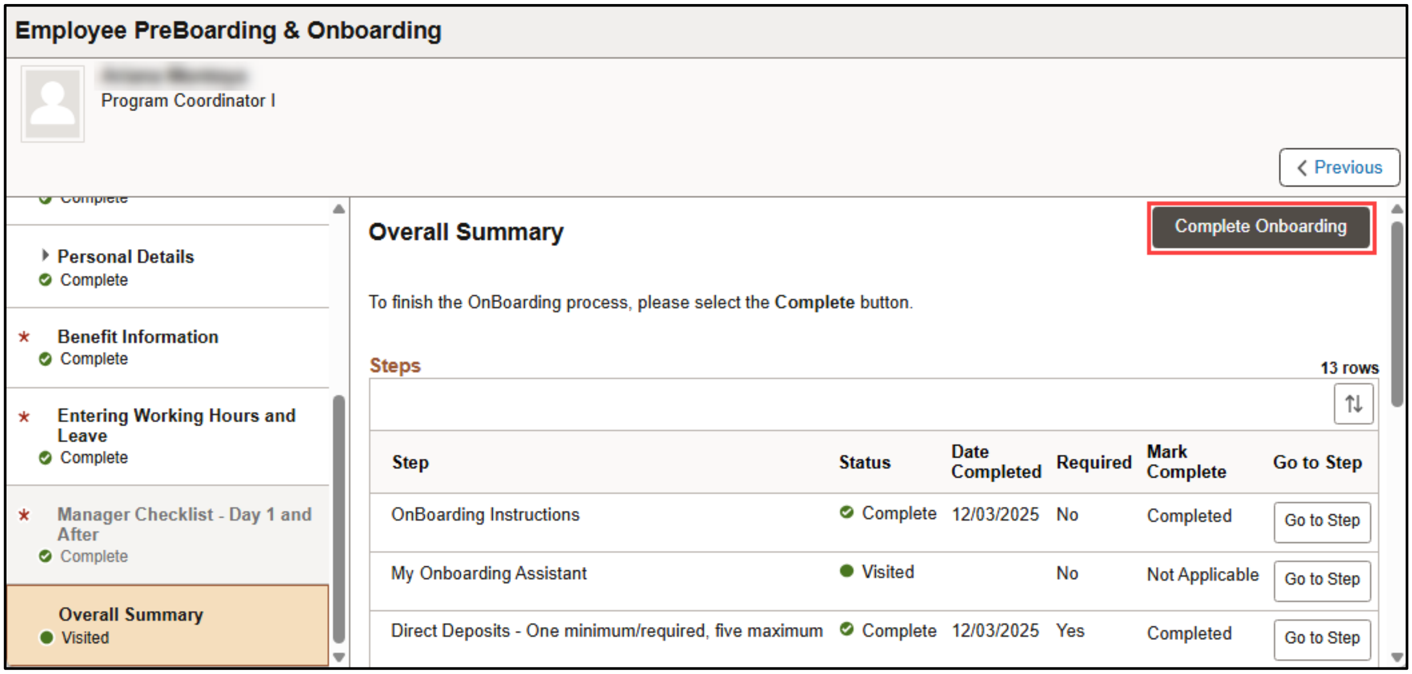
Once you have viewed all applicable information about the Time and Absence System, return to this page in Onboarding and click the **Mark Complete** button. Then, click **Next**.

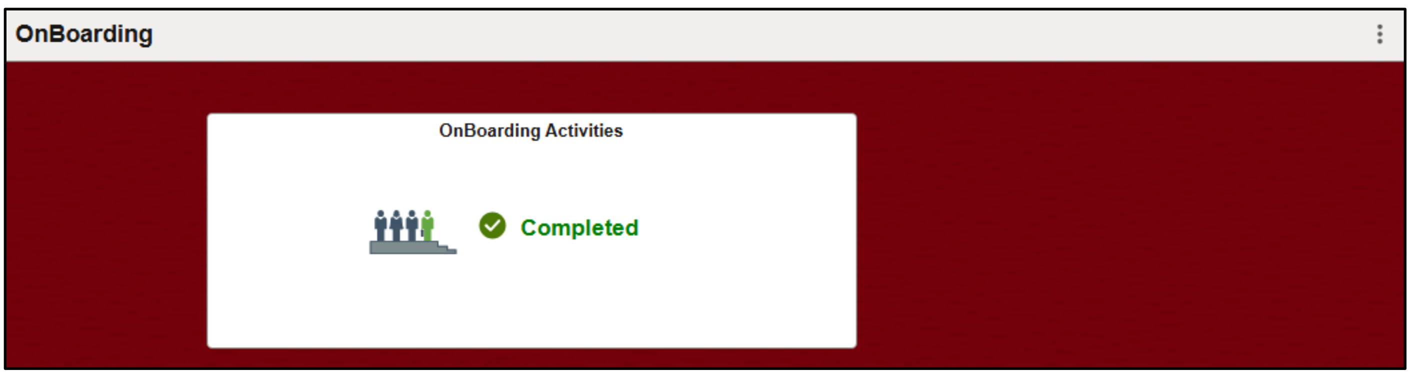


6) After all Onboarding steps have been completed, you will be taken to the **Overall Summary** page. This page shows a summary view of all onboarding tasks along with their status and date completed. It also gives you the ability to *Mark Complete* any that you may have forgotten. If your summary page shows that all statuses are Complete, you have finished onboarding!



Click the **Complete Onboarding** button to finalize your onboarding. Upon marking all onboarding tasks as complete, you will see that your Onboarding Activities tile appears as 'Completed'!





NOTE: If your manager has not completed their assigned Onboarding steps, you will be unable to mark Onboarding as Complete. In this case, you will not need to take additional action.

Congratulations! You have completed Onboarding for your new role at USC!