

## Student Employee Self Service Quick Reference

Upon your hire as a student employee at UofSC, you were assigned an Onboarding tile in Employee Self Service with tasks to complete including direct deposit, both State and Federal W-4's, and the ACA Acknowledgement. The Onboarding tile will remain viewable even after the tasks are completed.

As long as you are an active employee in our HR/Payroll system, you may make updates or changes to your information through ESS. This guide highlights key functions you will use in the HCM PeopleSoft system to view and manage pay information.

**To access and/or update this information in HCM PeopleSoft, navigate to <https://hcm.ps.sc.edu>.**

When you log in to the system, you will arrive at a web page that displays a Payroll and Time and Absence tile. Click on the Payroll tile to pull up menu options below.

### PAYROLL Tile

#### Paychecks

- **View your current paycheck.** This will be available approximately 2 days before the check date. Click on "Paychecks" to display each paycheck by row, then click further for detail.
- **View previous paychecks** – and view, save, and print a paystub. [Click here](#) to view a sample.

#### Tax Withholding

- **View and update your tax withholdings.** You should have completed in Onboarding your Federal and SC State W-4 forms so that UofSC can withhold the correct federal or state income tax from your pay. However, if you need to update or view your withholding details, you may at any time.

**Please note:** If you are an international student employee, you must contact Payroll to complete these forms as they will be display only in ESS.

#### W-2/W-2c Consent and View W-2/W-2c Forms

- **Consent to receive your W-2 or W-2c in electronic format.** Please note that this option is only available after you have received your first paycheck. If you consent to receive these in an electronic format, please ensure you have an up-to-date address in Banner as that address will be fed over into the HR/Payroll system. If consent is not selected, a paper W-2/W-2c will be available at the Payroll Office.

#### Direct Deposit

- **You should have set up your direct deposit in Onboarding.** However, you may change your direct deposit elections at any time. You may have your pay direct deposited into up to three bank and/or credit union accounts. If you set up 2-3 accounts, you will indicate the amounts/percentages to be deposited into each, with one account marked as "Balance of Net Pay." Edits to this information can be made once per day. The [Direct Deposit Quick Reference](#) provides additional guidance.
- **7 days in advance:** When changing your direct deposit elections, do so by 5 p.m. at least 7 days prior to the pay date when you want the new direct-deposit information to take effect. Note that all changes are subject to validation. **Pay dates are online.**

#### Paycheck Modeler

- **Perform your own on-screen "what if" net-pay analysis** to see the implications of changing your W-4 withholding details.

### TIME AND ABSENCE TILE

- **Entering Time Worked:** If you are paid on an hourly basis, click on this tile to enter your hours worked each week. This is a critical step to ensure you are paid in a timely manner.

