When the system goes live on April 1, you will be able to log in at hcm.ps.sc.edu.

When logging in, you will use your Network Username and password. This single sign-on requires two-factor authentication (DUO).

“HCM” stands for Human Capital Management, and “PS” is for PeopleSoft. PeopleSoft HCM is a single integrated system for managing a wide range of functions relating to HR, Payroll, Benefits and Self Service. The new HCM system replaces VIP.

Quick Reference guides are available for Faculty/Staff Employees and Student Employees. Click here if this document is on your screen, or go to the Employee Self Service section at sc.edu/hrpayrollproject.

When you log in to the system as an Affiliate, you will arrive at a web page that displays two Self Service options (or “tiles”): Personal Details and Talent Profile.

PERSONAL DETAILS

Addresses and Contact Details

• Important: This information has been brought into the new system from VIP and Self Service Carolina (Banner), so you will see it when you first log in. No setup is needed, but please review for completeness and accuracy.

• Update your information as needed. (Exception: Student employees will see address information in the new system, but they will continue to use Self Service Carolina to enter updates.)

Emergency Contacts

• Enter emergency contact information, and keep it up to date. If you have two or more emergency contacts, the system will prompt you to indicate your “preferred” contact.

• One-time update needed: All emergency contact information was moved from the old system to the new system, but it will display as “Other” in the field that defines each contact’s relationship to you. In April 2019, soon after the new system goes live, log in and update this field for each of your emergency contacts – using the Relationship dropdown list to indicate Sibling, Lawful Spouse, Parent, etc.

TALENT PROFILE

Education

• View and edit an existing entry. Click on a row to expand/view and edit current information.

• Add an entry by clicking the + button to create a new row, then click the row and enter the new information.