Sign in to the new HR/Payroll System 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 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 set-up 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. Follow the on-screen prompts, providing required fields and making selections from the drop-down menus. If you have two or more emergency contacts, the system will prompt you to indicate your “preferred” contact.

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.