**System Set-Up Checklist**

This checklist is for new university employees (faculty and staff), new student employees and new affiliates. It shows required and optional set-up actions to be completed when you first log in to the HR/Payroll system.

### Set up your Direct Deposit account(s)
You can have your pay direct deposited into up to three bank and/or credit union accounts. Direct deposit is mandatory for all employees.
- Where to go to set up your account(s): Click on the **Payroll** tile, then click the **Direct Deposit** tab
- Need guidance? Use this [Direct Deposit Quick Reference](#).

### Review your Tax Withholding elections (W-4)
You were prompted to complete a W-4 as part of your onboarding activities. Confirm that this information is in the system as you want it.
- Where to go: **Payroll** tile > **Tax Withholding** tab

### Enter your Emergency Contact information
Use the system’s dropdown list to indicate the contact’s relationship to you. If you have two or more emergency contacts, indicate your “preferred” contact.
- Where to go: **Personal Details** tile > **Emergency Contacts** tab

### Review your info in USC Employee Profile
Verify that the information is accurate. If any corrections need to be made, notify your campus or department HR Contact.
- Where to go: **USC Profile** tile

### If you are eligible for benefits and have not yet completed the form:
#### Complete the Benefits Enrollment Form
Use this form for your initial enrollment in state insurance benefits.
- Where to go to access the Benefits Enrollment Form: Click on **Employee Self Service** at the top center of the screen, and scroll down to **My Workplace**. Click on the **Benefits Enrollment Homepage** tile, then click on **Submit Initial Benefits eForm** tab.

### Review Addresses and Contact Details
Check your home address and personal phone numbers, and update as needed. Note that you cannot change your work phone or email, or add email addresses.
- Where to go: **Personal Details** tile > tabs for **Addresses, Contact Details**

### Add information to Personal Details
Use this section of the system for voluntary self-identification and self-reporting of ethnicity, disability, and/or veteran status.
- Where to go: **Personal Details** tile > tabs for **Ethnic Groups, Disability, Veteran Status**

### Review your Education information
Check for accuracy and completeness, and update as needed.
- Where to go: **Talent Profile** tile

### If you are eligible for benefits:
#### Add a 403(b) Plan election
Enroll in a Section 403(b) annuity plan provided by USC.
- Where to go to access the Benefits Enrollment Form: Click on **Employee Self Service** at the top center of the screen, and scroll down to **My Workplace**. Click on the **Benefits Enrollment Homepage** tile, then click on the **Submit (403)b eForm** tab.

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### Additional Information
To learn about key features and functions in the system, visit [sc.edu/hrpayrollproject](http://sc.edu/hrpayrollproject). Click below for tip sheets in PDF format.

- **Employee Self Service Quick Reference**
- **Student Employee Quick Reference**
- **Affiliate Self Service Quick Reference**
- **Direct Deposit Quick Reference**
- **Sample Paycheck Stub**