When you sign in to the system, you will arrive at a web page that displays five Employee Self Service options (or “tiles”): Payroll, Personal Details, Benefit Details, USC Profile and Talent Profile.

**PAYROLL**

**Paychecks**

- **View your current paycheck.** This will be available approximately 2 days before the check date. Simply click on “Paychecks” to display each paycheck by row, then click further for detail.
- **View previous paychecks** – and view, save, and print a paycheck stub in PDF format.

  The paycheck stub with the new system will provide more information. Click to see a sample.
- **Note:** Paycheck info from pay dates prior to April 2019 will remain accessible to you through VIP.

**Tax Withholding**

- **View and update your tax withholdings.** You can view your withholding details at any time, but the option to change your W-4 online is temporarily unavailable. To make a change at this time, print Form W-4, complete it, and return a signed copy to the Payroll Department.

  Payroll Department, 1600 Hampton Street (7th Floor), University of South Carolina, Columbia SC 29208 • 803-777-4227

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

- **Please note:** The “Consent” function, where you consent to receive your W-2 or W-2c in electronic format, will become available later in 2019. The “View” function will be operational at the start of 2020. If consent is not selected, a paper W-2/W-2c will be mailed to you.

**Direct Deposit**

- **Important:** The direct deposit account information that is on file for you in VIP will carry over into the new system. No action is needed, but we recommend that you access the Direct Deposit page in early April to verify your information.
- **Change your direct deposit elections.** With the new system, you will be able to 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.
- **7 business days in advance:** When changing your direct deposit elections, do so at least 7 business 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.
- **Credit union deductions:** If you currently have credit-union deductions, with part of your pay going to a credit union, please note that all credit union deductions will cease with the paycheck issued on March 29, 2019. If you want to continue having part of your pay go to a credit union account, you will need to set up a second direct deposit account specific for your credit union amount. This is especially important if you use this credit union account to pay on a mortgage or car loan. April 5 is the deadline for updating your direct deposit information in the new system, for it to be reflected in your April 15 paycheck.
• **9 over 12 deductions:** If you are a 9-month faculty member who elected to have 9 over 12 deductions in the academic year 2018-19, you may want to set up a second direct deposit account for the same amount as your 9 over 12 deduction. All 9 over 12 deductions will cease with the paycheck issued March 29, 2019.

**Paycheck Modeler**

• Perform your own on-screen “what if” net-pay analysis to see the implications of receiving a pay increase and/or bonus, changing your benefits elections, changing your W-4 withholding details, etc.

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**USC PROFILE**

**USC Employee Profile**

• **Read-only:** This screen shows select job and personal information in read-only format. Review to make sure the information in the new system is complete and accurate. You can update some of the info in other areas of Employee Self Service. Where you see needed updates you cannot make, reach out to your HR Contact.

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**PERSONAL DETAILS**

**Addresses** and **Contact Details**

• **Important:** This information has been brought into the new system from VIP and Self Service Carolina (also known as Banner, for student employees), 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 update.)

**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 person – using the Relationship dropdown list to indicate Sibling, Lawful Spouse, Parent, etc.

**Ethnic Groups**

• **Voluntary Self-Identification:** Indicate ethnicity, race. Click the “explain” links for explanation and guidance. Click the edit button to add/update information.

  The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of the information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations.

**Disability**

• **Voluntary Self-Reporting:** Update as needed. The screen provides explanatory information.

  Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please inform the appropriate work contact if you require a reasonable accommodation to apply for a job or to perform your job.

**Veteran Status**

• **Voluntary Self-Identification:** Update as needed.

  The university is required to submit a report to the United States Department of Labor each year identifying the number of employees belonging to each specified “protected veteran” category. Submission of the information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

• **Please note:** Some information for these self-reporting tabs will already be in the new system, but all employees are encouraged to review when the system goes live in April – to check for completeness, and to make corrections/additions as needed.
**BENEFIT DETAILS**

**Benefits Summary**

- **View benefits summary.** Specify “as of” date at the top. Click on a row (listing a specific benefit) for more information, such as plan name, plan provider, and who is covered. This summary is especially helpful as you prepare for open enrollment each year.

**Affordable Care Act**

- **Note:** This functionality will be available late 2019 or early 2020.
- **Complete consent to receive electronic Form 1095-C.** If you do not consent, you will receive a mailed paper copy. If you do consent, you will see it in the “View” screen.
- **View your Form 1095-C.** If you have consented to receive the form electronically, you can view, save and/or print a PDF each year when it is available in the system. The form provides information about the health coverage offered by your employer and may also provide information about whether you are enrolled in this coverage.

**BENEFITS ENROLLMENT**

**Important navigation note:** To go to the Benefits Enrollment section, click on **Employee Self Service** at the top of the screen, and scroll down to **My Workplace** – then click on the **Benefits Enrollment Homepage** tile.

**Submit 403(b) eForm**

- **Add, change, or remove your 403(b) Plan elections.** The system allows this to be done once per day. A series of screens will provide explanation and the required fields and drop-down selections. Depending on when you submit the change, the deductions tied to the elections may not be reflected in the next paycheck you receive.

**Submit Initial Benefits eForm**

- **Important:** This is only for new hires and rehires beginning April 1, 2019. New and rehired employees will use the Benefits Enrollment eForm for initial enrollment in state insurance benefits. (For everyone else, this information will already be in the system.)

**View Benefits eForms**

- **View the details** of a Benefits Initial Enrollment eForm and/or 403(b) elections you previously submitted. This is a quick way to verify the elections you made and reconcile them against your paycheck details.

- **Recommended:** Search by **EMPLID** to view your Benefits information. “EMPL” is the short-hand term used by the system for “employee.” Your EMPLID is your USC ID, which is found at the back of your Carolina Card. The system does not use Social Security Numbers; EMPLID will serve as the primary identifier.

**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.

Go to [sc.edu/hrpayrollproject](http://sc.edu/hrpayrollproject) for learning resources, including a recorded Employee Self Service Webinar and eLearning tools.