University of South Carolina - Division of Human Resources
Your First Day and First Week New Employee Onboarding Tasks in Employee Self-Service

How to complete your onboarding tasks in HCM PeopleSoft:
This job aid outlines the process for new employees to complete their first day and first week onboarding tasks in Employee Self-Service in the HCM PeopleSoft System. Note you will not be able to log into Employee Self-Service until your start date. Employee Self-Service log in.

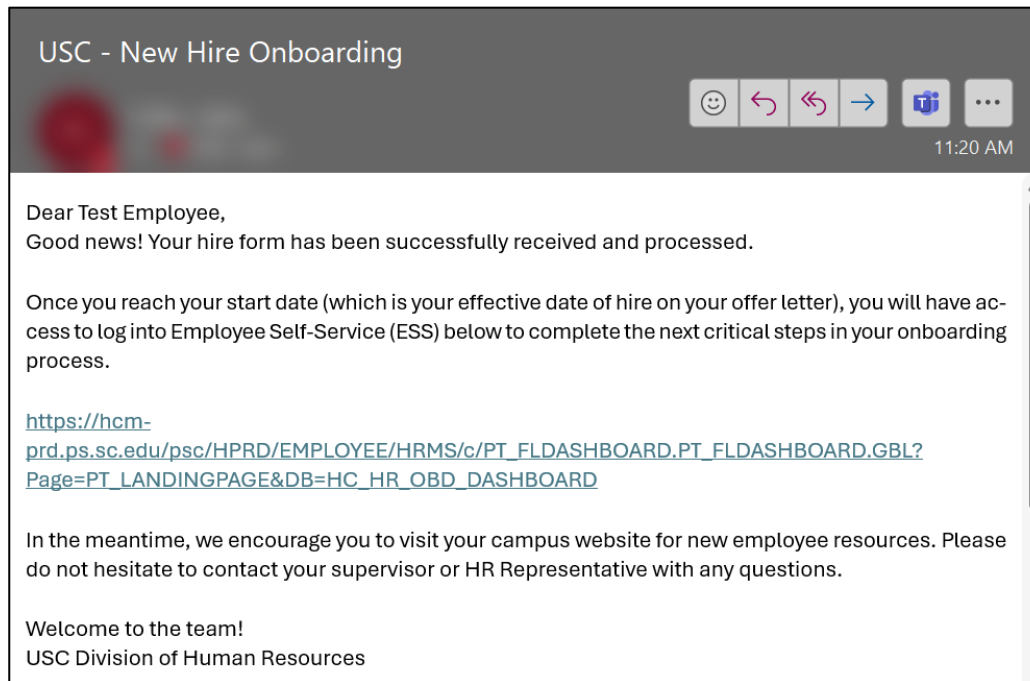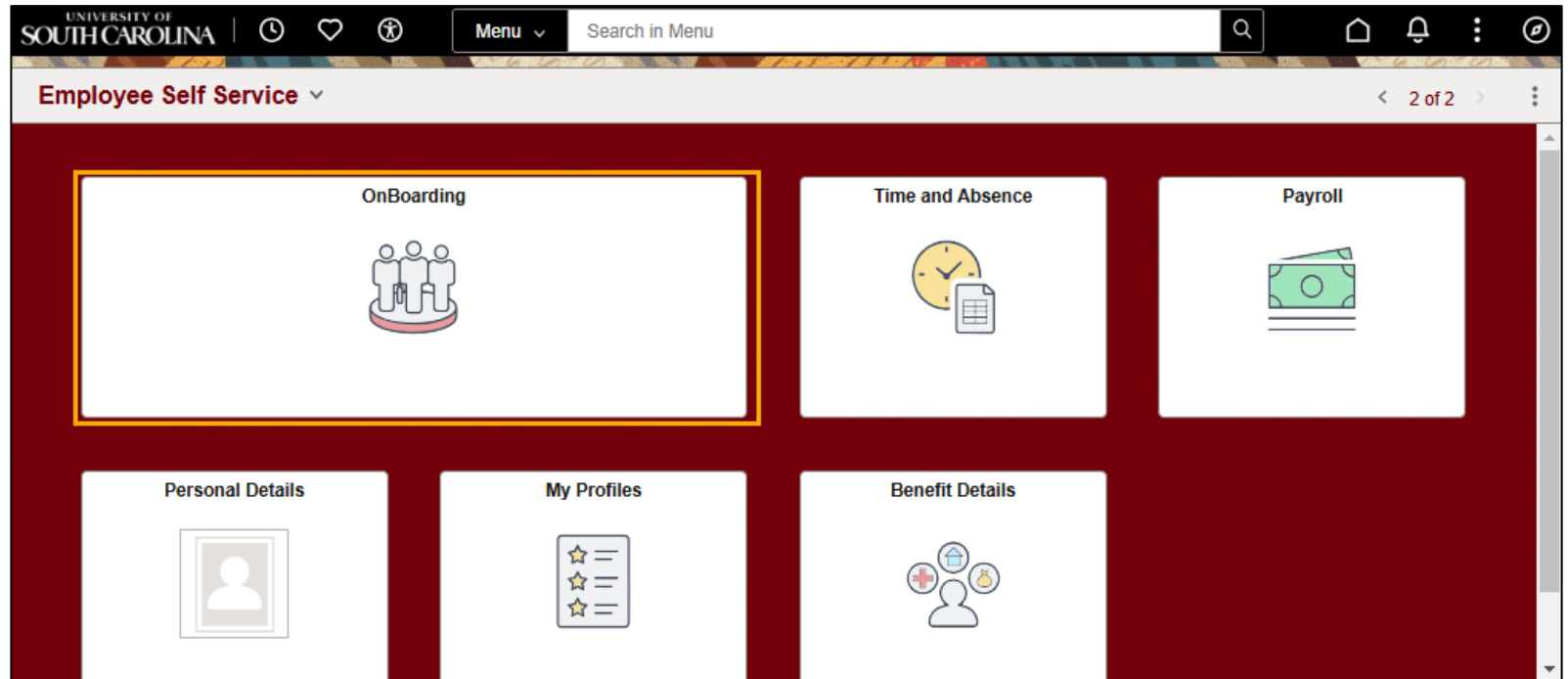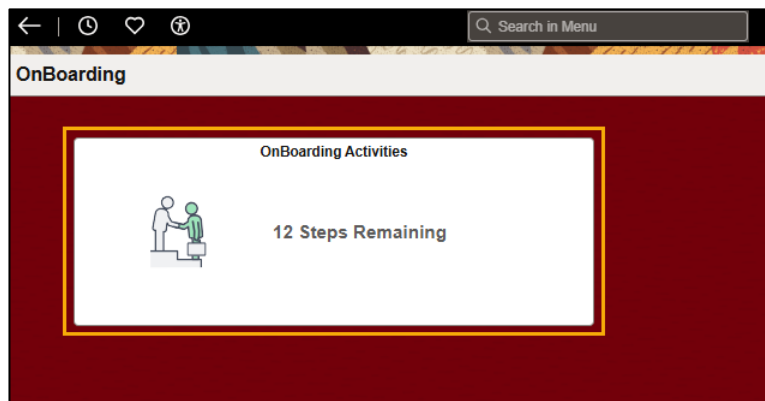| Processing Steps	Screenshots
Pre-Step: USC New Hire Onboarding Email. Once your Hire action has been fully approved in the HR/Payroll system, you will receive an autogenerated email with a link to complete the next critical steps in your onboarding process. On your first day, you may receive an email that provides you a direct link into Onboarding. **If so, you will skip steps 1 and 2 below.** **Note**: You cannot access HCM PeopleSoft <u>until your start date</u> as listed on your offer letter.	USC - New Hire Onboarding 11:20 AM Dear Test Employee, Good news! Your hire form has been successfully received and processed. Once you reach your start date (which is your effective date of hire on your offer letter), you will have access to log into Employee Self-Service (ESS) below to complete the next critical steps in your onboarding process. https://hcm-prd.ps.sc.edu/psc/HPRD/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&DB=HC_HR_OBD_DASHBOARD In the meantime, we encourage you to visit your campus website for new employee resources. Please do not hesitate to contact your supervisor or HR Representative with any questions. Welcome to the team! USC Division of Human Resources

Step 1: On the main Employee Self Service landing page click the **Onboarding** tile.

Step 2: Click the **Onboarding Activities** tile to begin the onboarding process.
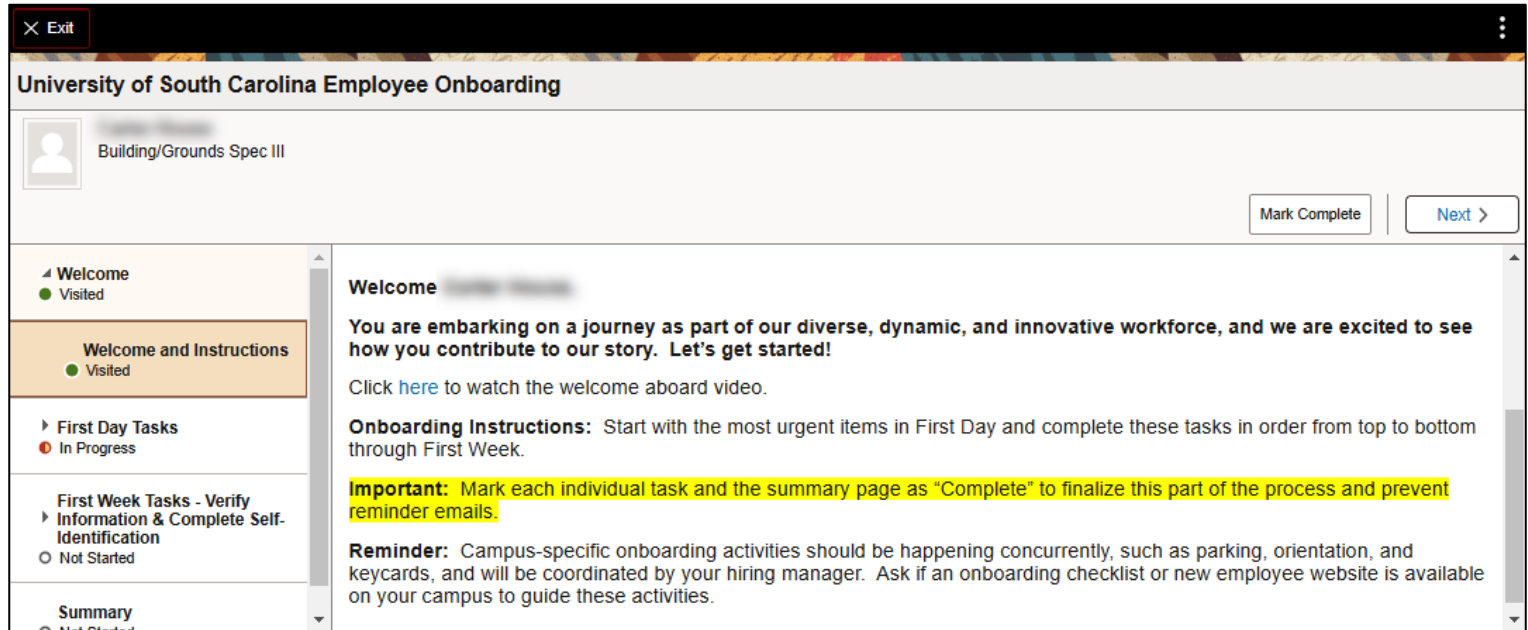
Step 3: Completing your Onboarding.

Onboarding is divided into the following four parts:
1. Welcome
2. First Day Tasks
3. First Week Tasks
4. Summary

Once you have completed the steps in each section of Onboarding, be sure to click the **Mark Complete** button in the top right corner.

✕ Exit

University of South Carolina Employee Onboarding

Building/Grounds Spec III

Mark Complete | Next >

◢ **Welcome**
● Visited

   Welcome and Instructions
   ● Visited

▶ **First Day Tasks**
◑ In Progress

▶ **First Week Tasks - Verify Information & Complete Self-Identification**
○ Not Started

Summary

Welcome

You are embarking on a journey as part of our diverse, dynamic, and innovative workforce, and we are excited to see how you contribute to our story. Let's get started!

Click here to watch the welcome aboard video.

Onboarding Instructions: Start with the most urgent items in First Day and complete these tasks in order from top to bottom through First Week.
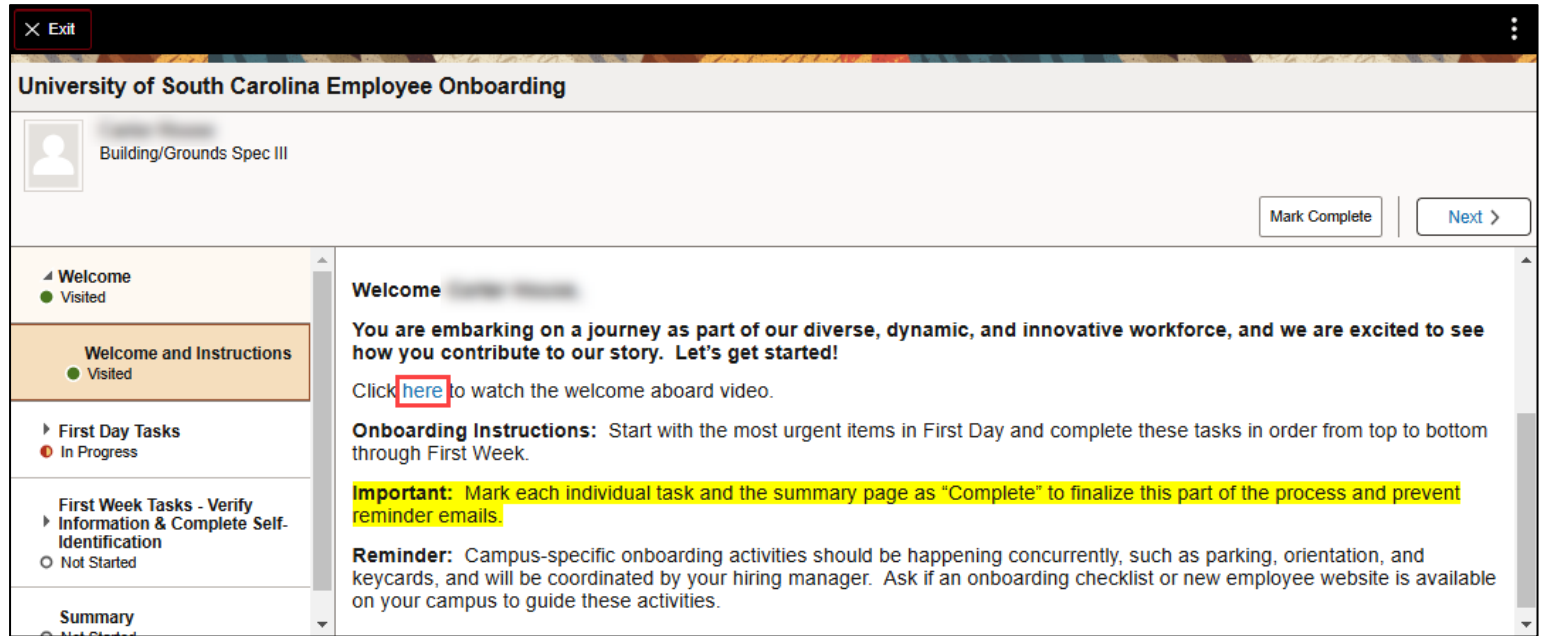
Important: Mark each individual task and the summary page as "Complete" to finalize this part of the process and prevent reminder emails.

Reminder: Campus-specific onboarding activities should be happening concurrently, such as parking, orientation, and keycards, and will be coordinated by your hiring manager. Ask if an onboarding checklist or new employee website is available on your campus to guide these activities.

Step 4: Welcome tab

On the **Welcome and Instructions** page click on 'here' to view the welcome aboard video.

Don't forget to **Mark Complete** before moving on to the next step.

Step 5: First Day Tasks – Direct Deposit(s).
USC requires direct deposit for all employees. You can add up to three accounts.

Click the **Add Account** button.

Complete all fields as shown in the screenshot. Once fields are complete click the **Save** button in the top right corner.

Note: You can list a Checking or Savings account for your primary Direct deposit Account. You can add up to 5 accounts; Additional accounts have two deposit options.
1. Amount
2. Percent

Upon hitting **Save**, you are taken to the Direct Deposit Summary page. Click the **+** to add another account.
If no other accounts, click the **Mark Complete** button.

| | Mark Complete | ‹ Previous | Next › |

Direct Deposit

Accounts

The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.

| Add Account |

| Cancel | **Add Account** | Save |

Indicates required field

| Nickname | Test Account |
| Payment Method | Direct Deposit |

Bank

Routing Number	053207766
Account Number	11111111
Retype Account Number	11111111

Pay Distribution

| *Account Type | Checking |

| | Mark Complete | ‹ Previous | Next › |

Direct Deposit

Accounts

| + | ≡ |

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Test Account	Direct Deposit			Checking	Full Balance	›

Step 6: First Day Tasks – Addresses

Your home address will automatically populate in HCM from the Pre-Hire Tasks you completed in PeopleAdmin.

Confirm your home address is accurate or make changes if needed. To make changes, click the **>** arrow on the right side of the row for your home address. Update the applicable fields and then click the **Save** button.

To add a separate mailing address, click **Add Mailing Address** button. Update any applicable fields, and then click the **Save** button.

Once address verification and/or correction is complete, click the **Mark Complete** button.

First Day Tasks - Addresses

Home Address

1060 W Addison St		
Chicago, IL 60613-4566	Current	>
Richland		

Mailing Address

No Mailing Address exists.

Add Mailing Address

Cancel	**Home Address**	Save

Instructions

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of	01/09/2025
Address Type	Home
*Country	United States
Address 1	1060 W Addison St
Address 2	
Address 3	
*City	Chicago
*State	Illinois
*Postal	60613-4566
County	Cook

Step 7: First Day Tasks – Federal W4 and State W4 forms

Tax withholding forms are pre-populated with address information entered on the Pre-Hire tasks. A section for the Federal W4, South Carolina W4 (as the primary work location), and any home state (that is not SC) will populate on this page. Click into each tax form to fill them out by using the **Update Your Tax Information** buttons corresponding to the Federal or State(s) forms. You should complete the tax withholding information, referencing the directions available in each form. For each form, you will need to click the **Sign & Submit** button near the bottom of the tax form once it has been completed.

Once you have submitted each form, click the **Next** button in the top right corner or use the left-hand menu to proceed to the next task.

Note: Contact the Payroll Department via email at payroll@mailbox.sc.edu for additional information on tax withholding forms.

University of South Carolina Employee Onboarding

Building/Grounds Spec III

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▶ Welcome
● Visited

◢ First Day Tasks
❶ In Progress

★ Direct Deposits - One minimum/required, five maximum
✓ Complete

Addresses
✓ Complete

W4 Tax Withholdings
✓ Complete

My W-4 Tax Information

Name

Employee ID

Social Security #

Company   University of South Carolina

🏠   ⌂
Resident Address   **Primary Work Address**

1060 W Addison St   University of South Carolina

Chicago IL 60613-4566   Columbia SC 29208

You may claim exemption from withholding for 2024 if you meet both of the following conditions:
- you had no federal income tax liability in 2023
  and
- you expect to have no federal income tax liability in 2024.

Step 5: Sign Here

Sign and Submit

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Date 12/18/2024

Sign & Submit

Update your Federal Tax Information | Update your tax information for South Carolina

Step 8: First Day Tasks – Security Awareness Training

Complete this task by clicking the **Security Awareness Training** link and viewing 10 videos. The entire course should take about 30 minutes to complete.

Once you have viewed all 10 videos and passed the knowledge check quiz associated with each topic, return to this Onboarding task and click the box, attesting that you have viewed all videos. Click the **Save** button.

Note: On this page, by clicking the Save button you are also **Marking Complete**.

University of South Carolina Employee Onboarding

Building/Grounds Spec III

Mark Complete | ‹ Previous | Next ›

Save

▶ Welcome
● Visited

◢ First Day Tasks
◑ In Progress

★ Direct Deposits - One minimum/required, five maximum
✔ Complete

Addresses
✔ Complete

W4 Tax Withholdings
✔ Complete

★ Security Awareness Training
◑ In Progress

First Day Tasks - Security Awareness Training

The University of South Carolina is committed to protecting our data and systems from cybersecurity threats. As such, new faculty and staff are required to complete this security awareness training.

The training is video based and delivered online through the University Information Security Office's website.

Ten video modules are included with each focusing on a specific security topic. As you complete one video, a short quiz will test the knowledge you gained regarding that topic. You must successfully pass the quiz to proceed to the next video.

The entire course should take about 30 minutes to complete.

Upon completion, please certify that you have watched each of the videos by clicking the checkbox at the bottom of this form.

To begin your training, click here: Security Awareness Training

☐ have completely viewed all 10 videos which are part of Securing the Human training.
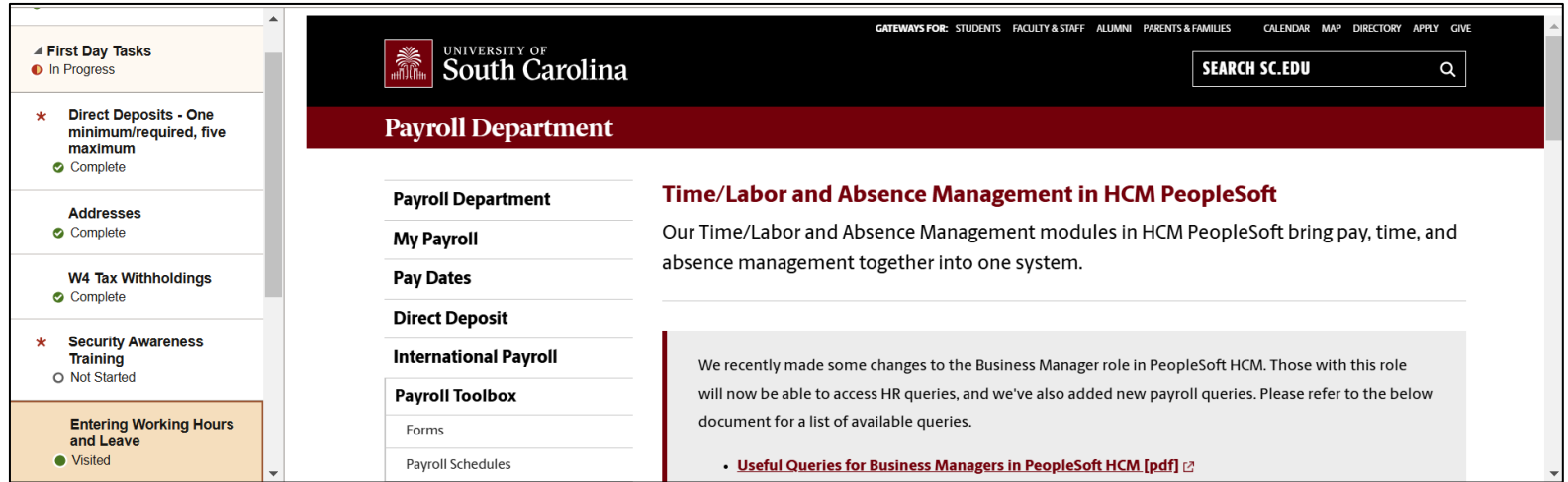
Step 9: First Day Tasks – Entering Working Hours and Leave

This task links you to the Payroll Department website which houses training guides and resources for USC's Time and Absence System.

Please review the job aids and resources available under the *Employee Job Aids* section.

Once you have viewed all applicable information about the Time and Absence System, return to this page in Onboarding and click the **Mark Complete** button.

Step 10: First Day Tasks – Required Acknowledgements

Complete this task by clicking the four **Download** buttons to access each of the documents listed in *Step 1*. Once you have read each of the documents you can then click the corresponding **Acknowledge** button *in Step 2*.

Note the **Acknowledge** buttons will not appear as clickable options until you have downloaded the related document in *Step 1*.

The *Employee Standards of Ethical Conduct* document contains vital information about what it means to be a Carolinian, including links to policies on topics of Equal Opportunity, handling of student records and personnel files, financial integrity, and campus safety.

Once you have completed the acknowledgements, click the **Mark Complete** button in the top right corner.

University of South Carolina Employee Onboarding

Building/Grounds Spec III

[Mark Complete]   ‹ Previous   Next ›

(navigation)	First Day Tasks - Required Acknowledgements
★ **Direct Deposits - One minimum/required, five maximum** ⊘ Complete	**Step 1 - Download Documents**
Addresses ⊘ Complete	Please download the following listed documents. Those documents requiring updates can be uploaded in the Required Documents to Acknowledge / Upload table.
W4 Tax Withholdings ⊘ Complete	
★ **Security Awareness Training** ○ Not Started	
Entering Working Hours and Leave ● Visited	
★ **Required Acknowledgements** ◑ In Progress	

Step 1 - Download Documents

Please download the following listed documents. Those documents requiring updates can be uploaded in the Required Documents to Acknowledge / Upload table.

Document / Description	File Name	Action
ACA Acknowledgement	USC_aca_acknowledgement_of_receipt.pdf	Download
ACA Marketplace Notice	ACA_Marketplace_Exchange_Notice.pdf	Download
Employee Standards of Ethical Conduct	employee_standards_of_ethical_conduct_2024.pdf	Download
State Ethics Brochure	State_Ethics_Brochure.pdf	Download

Step 2 - Acknowledge / Upload Required Documents

You must acknowledge or upload the listed documents.

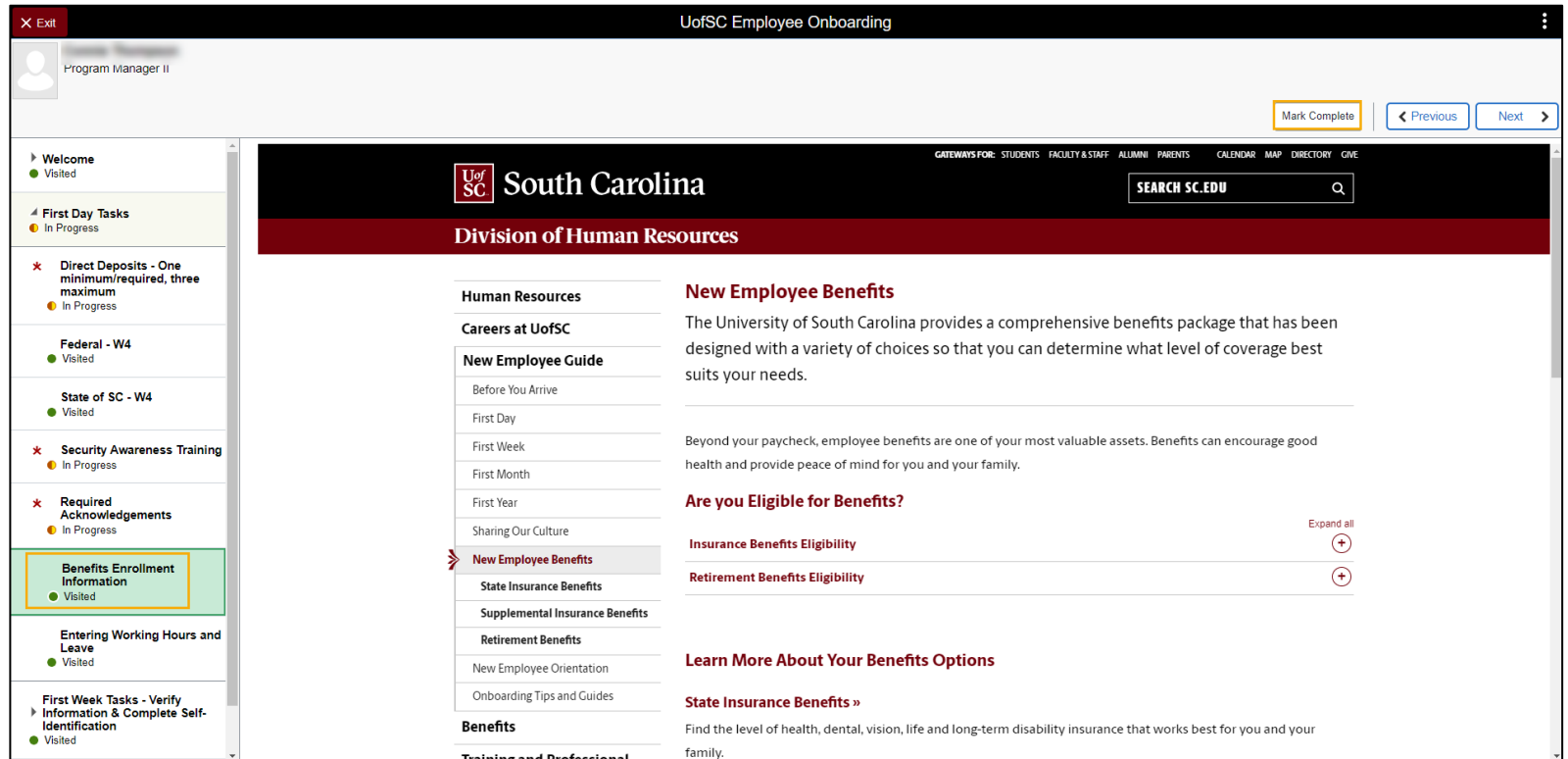| Document / Description	File Name / Attached On	Action

Step 11: First Day Tasks – Benefits Enrollment Information

This task is strictly informational as it takes you to the *New Employee Benefits* page on the Division of Human Resources website.

Please read all information available on this website and be sure to click links to visit Public Employee Benefit Authority (PEBA) website.

Bookmark the *New Employee Benefits* webpage then click the **Mark Complete** button.

Note: You will receive two email communications to complete your benefits elections and may need to refer back to this website.

UofSC Employee Onboarding

Program Manager II

Mark Complete | ❮ Previous | Next ❯

Navigation panel
- ▶ Welcome — Visited
- ◢ First Day Tasks — In Progress
  - ✱ Direct Deposits - One minimum/required, three maximum — In Progress
  - Federal - W4 — Visited
  - State of SC - W4 — Visited
  - ✱ Security Awareness Training — In Progress
  - ✱ Required Acknowledgements — In Progress
  - Benefits Enrollment Information — Visited
  - Entering Working Hours and Leave — Visited
- ▶ First Week Tasks - Verify Information & Complete Self-Identification — Visited

Division of Human Resources website

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS   CALENDAR MAP DIRECTORY GIVE

SEARCH SC.EDU 🔍

Division of Human Resources

- Human Resources
- Careers at UofSC
- **New Employee Guide**
  - Before You Arrive
  - First Day
  - First Week
  - First Month
  - First Year
  - Sharing Our Culture
  - » New Employee Benefits
  - State Insurance Benefits
  - Supplemental Insurance Benefits
  - Retirement Benefits
  - New Employee Orientation
  - Onboarding Tips and Guides
- **Benefits**
- **Training and Professional**

New Employee Benefits

The University of South Carolina provides a comprehensive benefits package that has been designed with a variety of choices so that you can determine what level of coverage best suits your needs.

Beyond your paycheck, employee benefits are one of your most valuable assets. Benefits can encourage good health and provide peace of mind for you and your family.

Are you Eligible for Benefits?

Expand all

Insurance Benefits Eligibility ⊕

Retirement Benefits Eligibility ⊕

Learn More About Your Benefits Options

State Insurance Benefits »

Find the level of health, dental, vision, life and long-term disability insurance that works best for you and your family.

Step 12: First Week Tasks – Disability

This section is voluntary.

If you elect to complete this section, read all information provided and click the appropriate checkbox for yourself.

Once you have provided your answer click the **Submit** button.

Note: For this step, clicking the **Submit** button also marks the task as complete.

University of South Carolina Employee Onboarding

Building/Grounds Spec III

Mark Complete | ‹ Previous | Next ›

First Week Tasks - Verify Information & Complete Self-Identification
● Visited

Disability
● Visited

Degrees
○ Not Started

Ethnic Groups
○ Not Started

Veteran Status
○ Not Started

Emergency Contacts
○ Not Started

Summary
○ Not Started

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

☐ Yes, I have a disability, or have had one in the past
☑ No, I do not have a disability and have not had one in the past
☐ I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

[Submit]

Step 13: First Week Tasks – Degrees

Your degree information will automatically populate in HCM from your *Pre-Hire Tasks* as entered in PeopleAdmin.
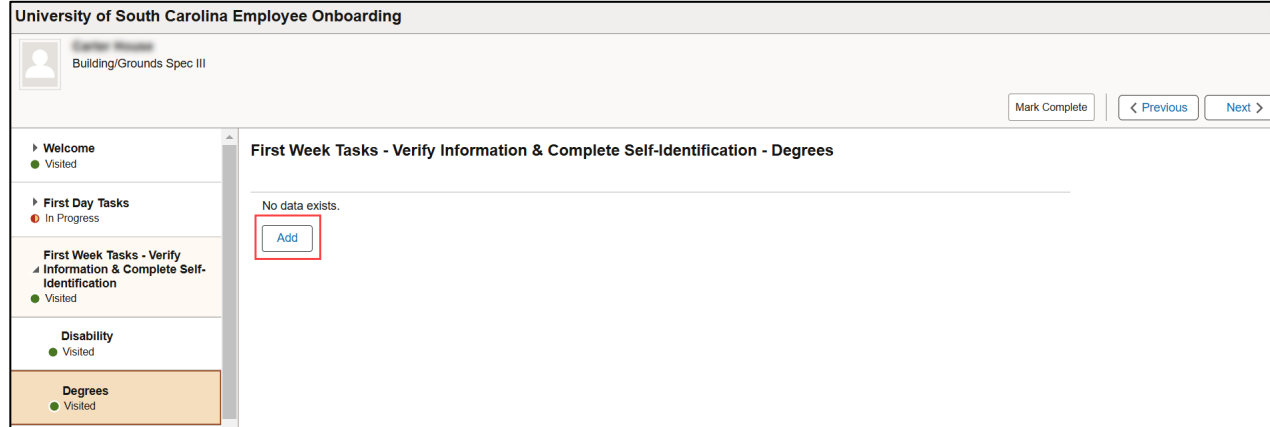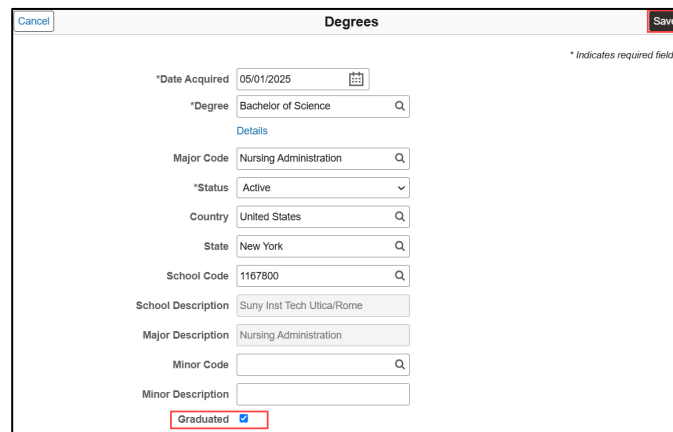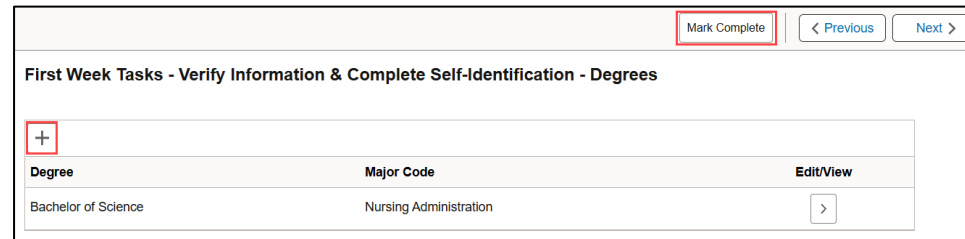
Note: If there was missing or incomplete data entered in PeopleAdmin, your degree will *not* feed into HCM.

To add a degree, click the **Add** button. Complete all fields on the page by clicking the associated lookup button (magnifying glass icon) to see valid options.

Note: Once you select a **Major Code** and **School Code** the fields **School Description** and **Major Description** fields default and are not editable.

Click the **Graduated** checkbox, then click the **Save** button.

If you have another degree to add, click the **+** button and repeat the previous steps. Once all degrees have been entered click the **Mark Complete** button.

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Mark Complete | ‹ Previous | Next ›

- ▶ Welcome
  ● Visited
- ▶ First Day Tasks
  ◐ In Progress
- ▲ First Week Tasks - Verify Information & Complete Self-Identification
  ● Visited
  - Disability
    ● Visited
  - Degrees
    ● Visited

First Week Tasks - Verify Information & Complete Self-Identification - Degrees

No data exists.

[Add]

Cancel | **Degrees** | Save

* Indicates required field

*Date Acquired	05/01/2025 📅
*Degree	Bachelor of Science 🔍
	Details
Major Code	Nursing Administration 🔍
*Status	Active ▾
Country	United States 🔍
State	New York 🔍
School Code	1167800 🔍
School Description	Suny Inst Tech Utica/Rome
Major Description	Nursing Administration
Minor Code	🔍
Minor Description	
Graduated	☑

Mark Complete | ‹ Previous | Next ›

First Week Tasks - Verify Information & Complete Self-Identification - Degrees

[+]

Degree	Major Code	Edit/View
Bachelor of Science	Nursing Administration	›

Step 14: First Week Tasks – Ethnic Groups

Your Ethnic Group information will automatically populate in HCM from your *Critical Information Task* as entered in PeopleAdmin.

If the data did not come into HCM accurately or you need to make changes, click **Yes** or **No** for *Question 1* and click as many options as applicable in *Question 2*.

If you are uncertain what the question is asking or what specific answers mean, click the applicable **Explain** link to the right.

Once all selections have been made click the **Save** button.

Note: For this step, clicking **Save** also marks the task as complete.

University of South Carolina Employee Onboarding

Building/Grounds Spec III

Mark Complete | < Previous | Next >

| Welcome ● Visited |
| First Day Tasks ◑ In Progress |
| First Week Tasks - Verify Information & Complete Self-Identification ● Visited |
| Disability ● Visited |
| Degrees ● Visited |
| Ethnic Groups ● Visited |
| Veteran Status ○ Not Started |
| Emergency Contacts ○ Not Started |

First Week Tasks - Verify Information & Complete Self-Identification - Ethnic Groups

1) Are you Hispanic or Latino?   Explain
   ○ Yes
   ● No

2) What is your race? Select one or more.   Explain
   ☐ American Indian or Alaska Native
   ☐ Asian
   ☐ Black or African American
   ☐ Native Hawaiian or Pacific Islander
   ☑ White

Voluntary Self-Identification

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 this 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, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Save

Step 15: First Week Tasks – Veteran Status

Read all information provided on this page and make the applicable **Self-Identification** election.

Once you have entered your information click the **Submit** button.

Note: For this step, clicking the **Submit** button also marks this page as complete.

University of South Carolina Employee Onboarding

Building/Grounds Spec III

Mark Complete | ‹ Previous | Next ›

▶ Welcome ● Visited	Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.
▶ First Day Tasks ◐ In Progress	If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

○ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW
○ I AM NOT A PROTECTED VETERAN
○ I DO NOT WISH TO ANSWER

_____   01/09/2025
Your Name   Today's Date

First Week Tasks - Verify Information & Complete Self-Identification
● Visited

Disability
● Visited

Degrees
● Visited

Ethnic Groups
● Visited

Veteran Status
● Visited

Emergency Contacts
○ Not Started

Summary
○ Not Started

What Categories of Veterans Are "Protected" by VEVRAA?

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

1. A "disabled veteran" is one of the following:
   - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
   - a person who was discharged or released from active duty because of a service-connected disability.

2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

4. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Submit

Step 16: First Week Tasks – Emergency Contacts

USC does not require Emergency Contact information for employees, but it is highly encouraged that you provide *at least* one person to contact in the event of an emergency. Your supervisor, area HR Contact, and the USC Division of HR have access to this information.

Click the **Add Emergency Contact** button to add an entry. Enter the **Contact Name** of your Emergency Contact and select a **Relationship** from the drop-down menu.

Click the **Add Address** button to provide an address for your Emergency Contact.

Click the **Add Phone Number** button to provide a good contact number (this is the most important data point for an Emergency Contact).

Click the **Save** button. You can enter a second Emergency Contact by clicking the **+** button, or click **Mark Complete** to finish this task.

Building/Grounds Spec III

Mark Complete | ‹ Previous | Next ›

First Week Tasks - Verify Information & Complete Self-Identification - Emergency Contacts

No emergency contact exists.

Add Emergency Contact

First Week Tasks - Verify Information & Complete Self-Identification
● Visited

Disability
● Visited

Degrees
● Visited

Ethnic Groups
● Visited

Veteran Status
● Visited

Emergency Contacts
● Visited

Cancel | **Emergency Contact** | Save

*Contact Name Test Emergency Contact
*Relationship Friend
Preferred Contact ☑

Address

No data exists.

Add Address

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

Step 17: Summary

This page shows a summary view of all onboarding tasks along with their status, date completed and gives you the ability to Mark Complete any that you may have forgotten.

If your summary page looks like this screenshot with all statuses showing as **Complete**, you have finished onboarding!

Click the **Mark complete** button to finalize your onboarding. Upon marking all onboarding tasks as complete, you now see that your **Onboarding Activities** tile appears as completed!

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Building/Grounds Spec III

Mark Complete | ‹ Previous

▸ Welcome
  ● Complete

▸ First Day Tasks
  ● Complete

▸ First Week Tasks - Verify Information & Complete Self-Identification
  ● Complete

Summary
  ● Visited

To finish the OnBoarding process, please select the **Mark Complete** button.

Steps   13 rows

Step	Status	Date Completed	Required	Mark Complete	Go to Step
Welcome and Instructions	● Complete	01/09/2025	No	Completed	Go to Step
Direct Deposits - One minimum/required, five maximum	● Complete	01/09/2025	Yes	Completed	Go to Step
Addresses	● Complete	12/18/2024	No	Completed	Go to Step
W4 Tax Withholdings	● Complete	12/18/2024	No	Completed	Go to Step
Security Awareness Training	● Complete	01/09/2025	Yes	Completed	Go to Step
Entering Working Hours and Leave	● Complete	01/09/2025	No	Completed	Go to Step

OnBoarding Activities

✔ **Completed**