NEW EMPLOYEE ONBOARDING TASK DEADLINES

PRE-HIRE
Complete as soon as you receive. Some tasks expire as quickly as 1, 2 or 5 days from receipt. Delays could impact timely system access.

These emails will deliver to your personal email address and have the following deadlines upon receipt.

**PeopleAdmin**: due upon receipt; ASAP; this task triggers all subsequent tasks
Look for: University of South Carolina <do-not-reply>@ted.peopleadmin.com

**I-9 Advantage**: section 1 due in 24 hours, section 2 in 3 days
Look for: service@peopleadmin.com

**HireRight**: due in 5 business days
Look for: noreply@hireright.com

**University Account Claiming**: due in 48 hours
Look for: noreply@mailbox.sc.edu
Register for new faculty orientation.

FIRST DAY
Complete these items on your first day of employment. Mark items as complete throughout or you may receive reminder emails.

This email will deliver to your work email address and each task has a respective deadline noted within the PeopleSoft ESS system of first day, first week, or first month.

**PeopleSoft ESS**: A list of onboarding tasks to setup and edit your employee profile to include direct deposit, W-4’s (federal and state), ACA Acknowledgement, how to enter work time and absences, and compliance awareness and training.
Look for: HPRD@mailbox.sc.edu

FIRST WEEK
Download important apps, attend orientation, review your benefits, supervisors sign up for required LEAD training

FIRST MONTH
Complete these items within your first 30 and 31 days of employment.
These emails will deliver to your work email address.

**PeopleSoft Benefits enrollment email**: Eligible employees may refuse or enroll in state insurance benefits within 31 days of their date of hire or you will miss your opportunity for initial enrollment until the next open enrollment or a qualifying life event.
Look for: HPRD@mailbox.sc.edu

If Eligible: PEBA Retirement Email
Eligible employees have 30 days from their date of hire or date of eligibility to make a selection in state retirement benefits or elect non-membership if applicable.
If you do not respond to the email from PEBA within 30 days of your initial date of hire you will default into SCRS (or PORS if applicable), which is irrevocable.
Look for: Noreply@retirement.sc.gov