This job aid outlines the process for College, Division, and Campus level HR Contacts to view the onboarding summary for their new employees in HCM PeopleSoft. *Please note this is not available to those with Department HR Contacts.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the main homepage, click the <strong>Employee Self Service</strong> drop-down menu button.</td>
<td><img src="image1.png" alt="Step 1: Employee Self Service" /></td>
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<tr>
<td><strong>Step 2:</strong> Click the <strong>Workforce Administration</strong> option.</td>
<td><img src="image2.png" alt="Step 2: Workforce Administration" /></td>
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</tbody>
</table>
Step 3: Click the Onboarding Status tile to begin.
Step 4: On the View Onboarding Status page, you must enter search criteria to pull. Once criteria is entered, click the green Search button.

In this scenario we are searching for a specific employee by Employee ID (USC ID).
Step 5: What is the status of Onboarding?

In this scenario, Test Employee has started their HCM Onboarding activities. You can quickly determine the status by looking at the Status field in the bottom left corner and also the Status column in the search results as shown in the screenshot.

Starting Step 6: Click on the employee’s search result row.
Step 6: View the summary of Onboarding tasks for the employee.

You can quickly reference the Status column to see:
- Not Started
- In progress
- Complete (steps will not appear as complete until the employee clicks the Mark Complete button.)

Note the onboarding steps shown are the same for all new hires regardless of employee type (excluding student employees).

If a new employee has not started certain tasks or has incomplete tasks, their manager has the ability to remind them to complete their onboarding by sending a system generated email from within MSS.
Step 6b: View the summary of Onboarding tasks for the employee continued.

Once the employee has completed their Onboarding tasks, their Onboarding Status summary page will display all steps marked as Complete.