

How to View Onboarding in PeopleAdmin:

This job aid outlines the process for Managers to view the status of pre-hire tasks in PeopleAdmin Records.

Processing Steps

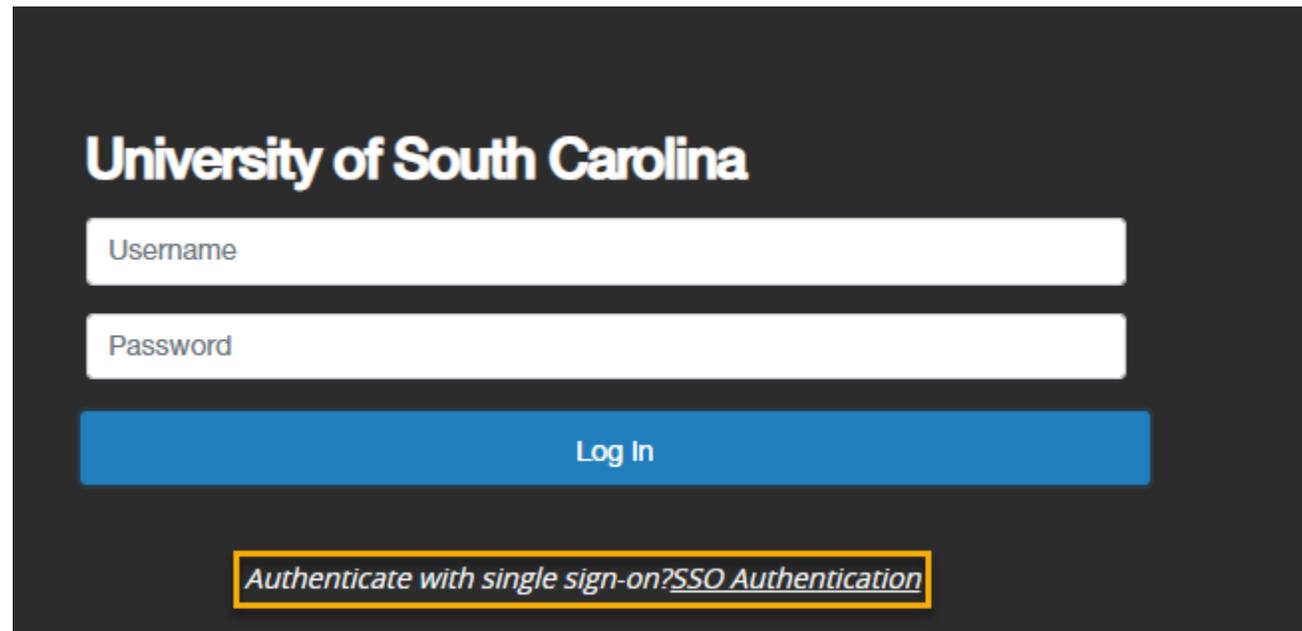
Screenshots

Step 1: Sign-in to PeopleAdmin

<https://uscjobs.sc.edu/hr>

Click the link above to access PeopleAdmin.

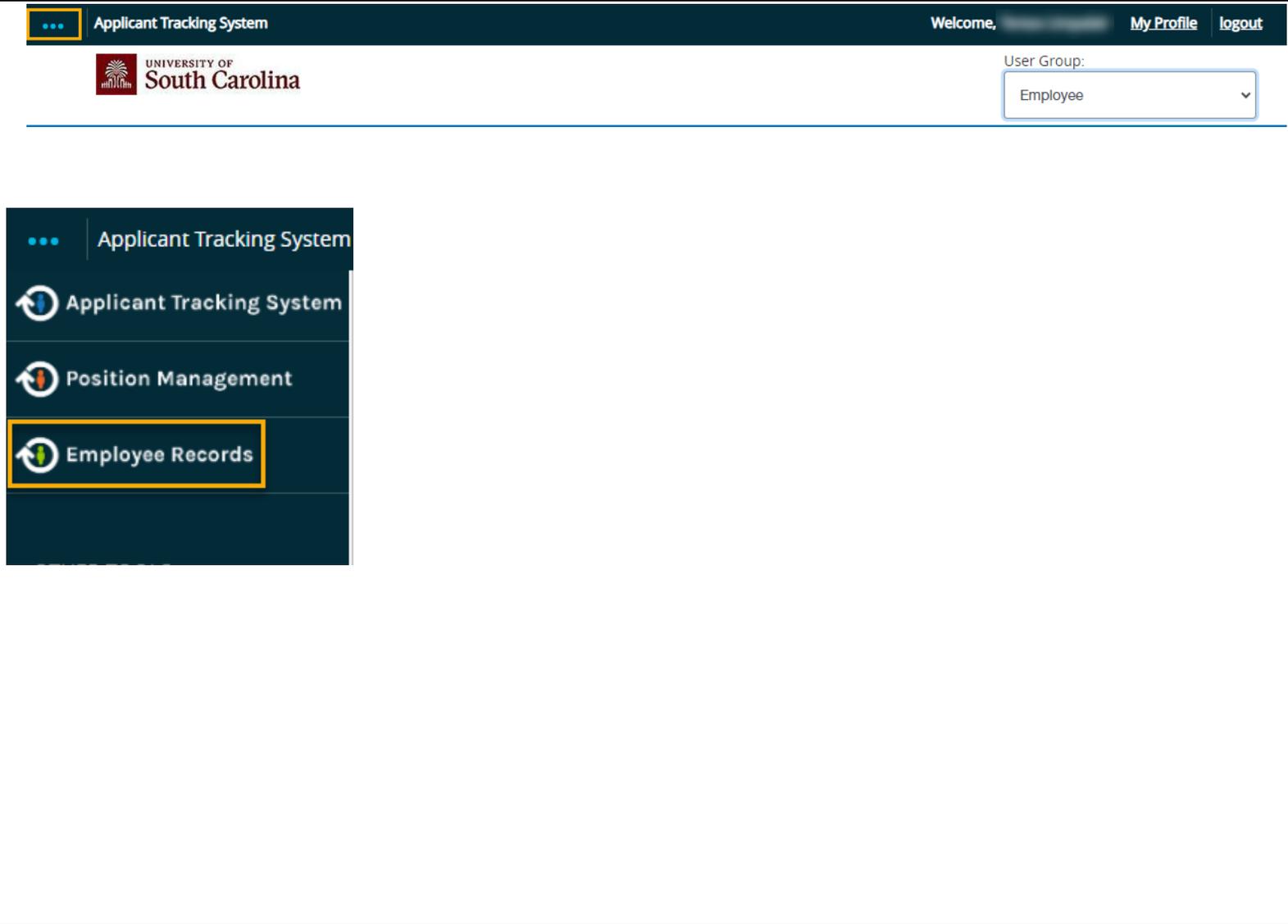
On the main log in page, do not enter credentials in the username and password fields. Click the small white link under the log in button for **SSO Authentication**. This will take you to the USC Multifactor authentication log in.



Step 2: Navigate to Employee Records

From the PeopleAdmin homepage, click the **three blue dots** in the top left corner to access the module menu.

Select the **Employee Records** option from the module the menu. Note this will open a new tab in your internet browser.



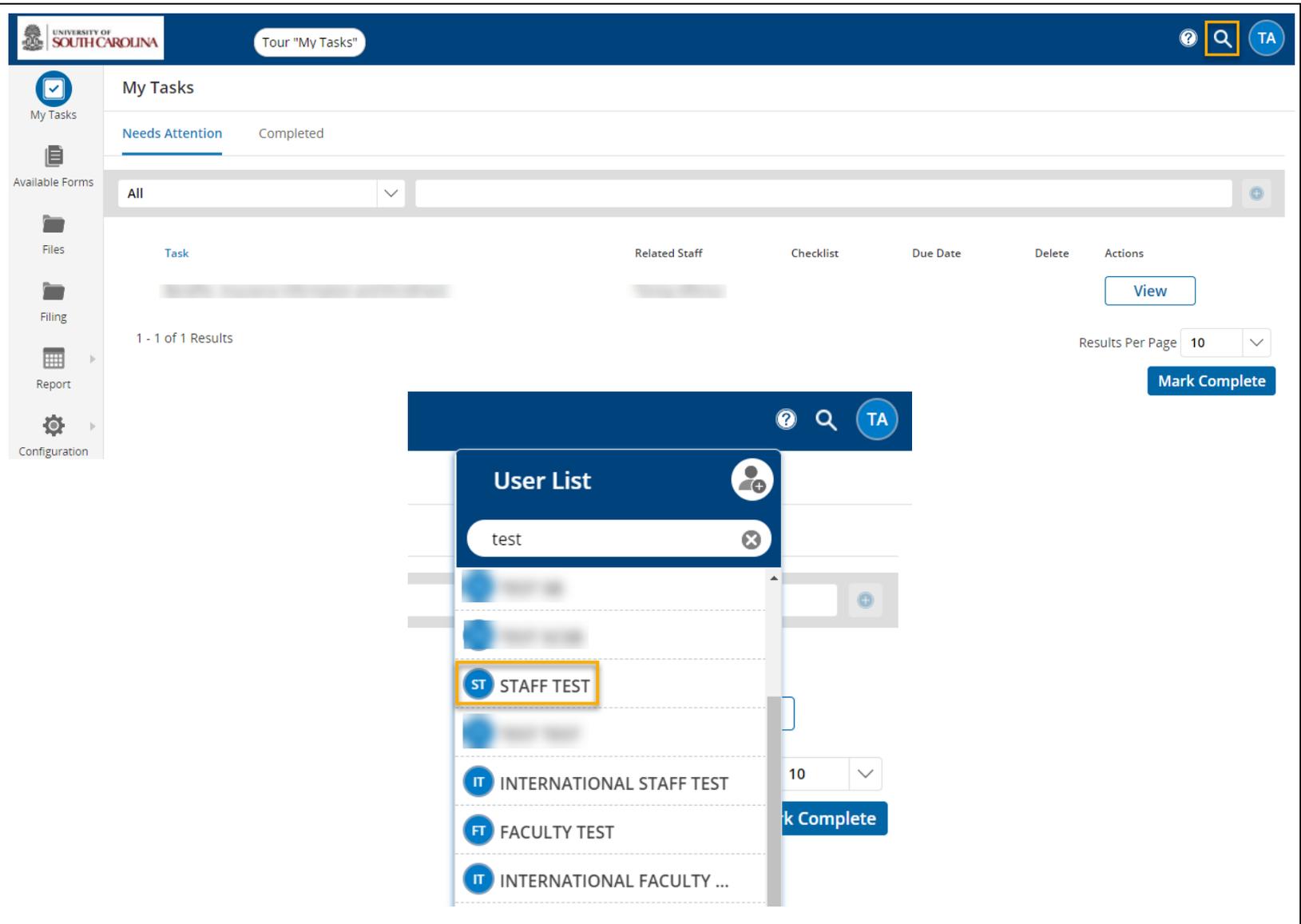
The screenshot displays the PeopleAdmin interface. At the top, there is a dark blue header with the text "Applicant Tracking System" on the left, "Welcome, [redacted]" in the center, and "My Profile" and "logout" on the right. Below the header, the University of South Carolina logo is visible on the left, and a "User Group:" dropdown menu is on the right, currently set to "Employee".

In the center of the page, a dark blue module menu is shown. It contains three items: "Applicant Tracking System" (with a blue circular arrow icon), "Position Management" (with a red circular arrow icon), and "Employee Records" (with a green circular arrow icon). The "Employee Records" option is highlighted with a yellow rectangular border.

Step 3: Searching for Your New Employee

In PeopleAdmin Records the default view is for you as an employee. To get to your new employee's onboarding tasks click the **magnifying glass icon** in the top right corner.

In the **User List** search, type your new employee's first and/or last name. Once you have finished typing the system will populate applicable results for you to select from. Click the **name** of your new employee.



The screenshot displays the PeopleAdmin interface for a manager. At the top, there is a navigation bar with the University of South Carolina logo, a search icon, and a 'TA' button. Below this is a 'My Tasks' section with tabs for 'Needs Attention' and 'Completed'. A search bar is present, and a table of tasks is shown with columns for Task, Related Staff, Checklist, Due Date, Delete, and Actions. A 'View' button is visible next to the task. A 'User List' modal is open, showing a search bar with 'test' entered and a list of results including 'ST STAFF TEST', 'INTERNATIONAL STAFF TEST', 'FACULTY TEST', and 'INTERNATIONAL FACULTY ...'. The 'ST STAFF TEST' result is highlighted with a yellow box. A magnifying glass icon in the top right corner of the main interface is highlighted with a yellow box.

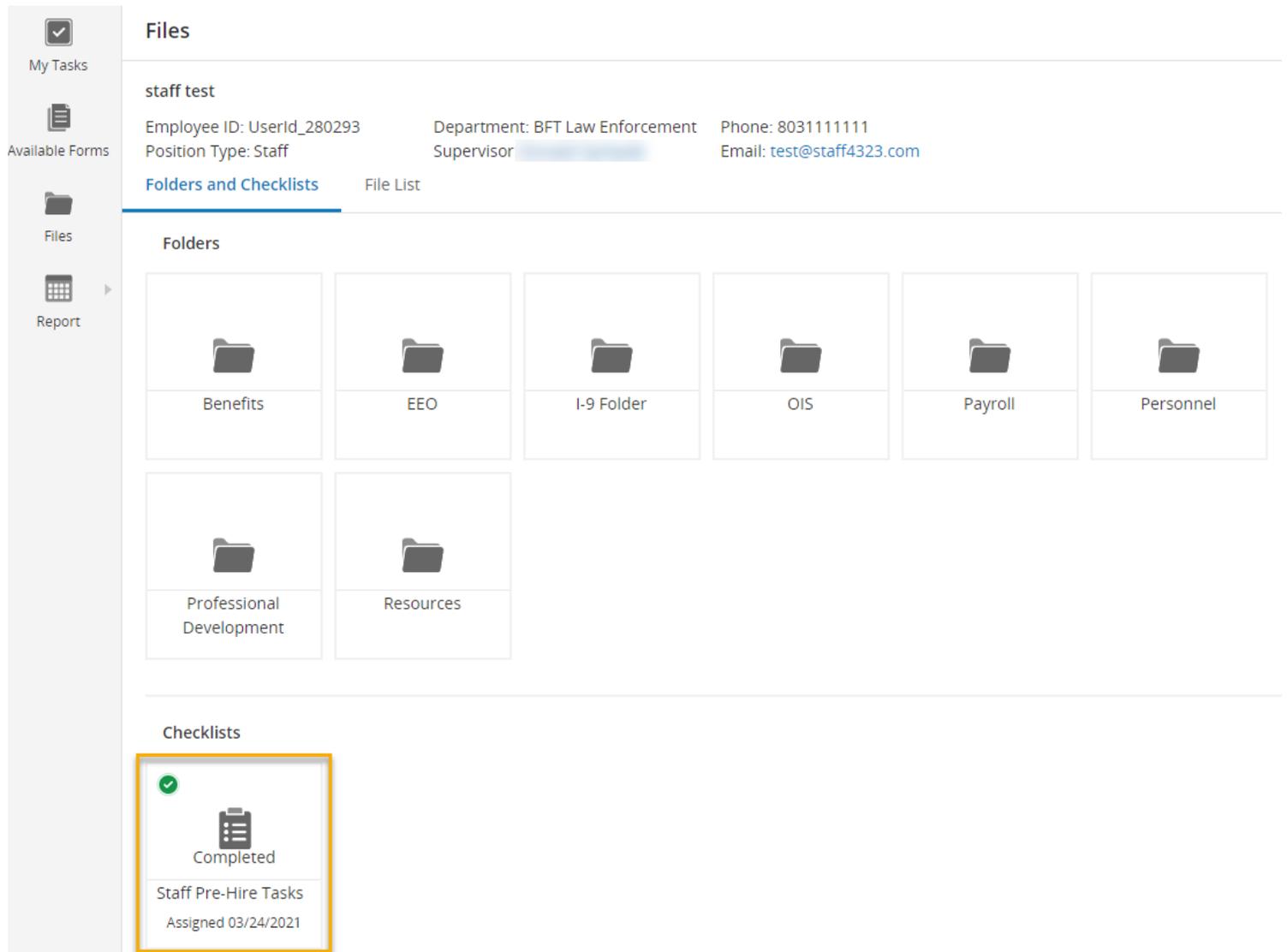
Step 4a: Viewing Pre-Hire Task Status in PeopleAdmin Records

Only one Checklist will appear, as your area's HR Contact assigned when they finalized the hire action in PeopleAdmin.

The Checklists you may see assigned to your employees are based on faculty or staff and international status:

- Staff Pre-Hire Tasks
- International Staff Pre-Hire Task
- Faculty Pre-Hire Tasks
- International Faculty Pre-Hire Task

Click on the **Staff Pre-Hire Tasks** checklist to view the status of each task.
(Continued on next page)



The screenshot shows the 'Files' section in PeopleAdmin for an employee named 'staff test'. The employee's details are: Employee ID: UserId_280293, Department: BFT Law Enforcement, Position Type: Staff, Supervisor: [redacted], Phone: 8031111111, and Email: test@staff4323.com. Under the 'Folders and Checklists' tab, there are several folders: Benefits, EEO, I-9 Folder, OIS, Payroll, Personnel, Professional Development, and Resources. In the 'Checklists' section, a checklist titled 'Completed Staff Pre-Hire Tasks' is highlighted with a yellow border. It includes a green checkmark icon and the text 'Assigned 03/24/2021'.

Step 4b: Viewing Pre-Hire Task Status in PeopleAdmin Records
continued.

Quickly reference the status of each task within this checklist by reviewing the **Status** column. The **Responsible** individual is the new employee.

Note you can click any of the tasks to view the information.

Reminder, PeopleAdmin Pre-Hire Tasks are step one in the Onboarding Process. Once the new employee is active in HCM they must complete a separate set of tasks. Please refer to the job aid entitled: **Manager View New Employee Onboarding Summary and MSS in HCM.**

STAFF TEST ✕

✔ Complete
Staff Pre-Hire Tasks (100%)

	Task	Responsible	Status
<input checked="" type="checkbox"/>	 Critical Information Needed From You to Complete Your Hire	staff test	Filed
<input checked="" type="checkbox"/>	 Four Important Emails That Need Immediate Action	staff test	Filed
<input checked="" type="checkbox"/>	 Technology Use Agreement	staff test	Filed