# How to complete onboarding tasks in PeopleAdmin as a new Faculty employee:

This job aid outlines the process for new faculty employees to complete their pre-hire tasks in PeopleAdmin.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Step: Welcome email</strong></td>
<td><img src="image" alt="Welcome email" /></td>
</tr>
</tbody>
</table>

Welcome to the University of South Carolina system!

Your new hire action has been approved and you will receive this email to your personal email address provided in your application, notifying you to begin the Pre-Hire Tasks.

- **Log in** using your application username and password. If you do not remember your username or password, you can retrieve that information at [https://usajobs.sc.edu/user/login](https://usajobs.sc.edu/user/login).
- **Click the Employee Records tab** within the left navigation bar. If this tab is missing, your hire information has moved further along in our system; click here instead. When signing in, do **NOT** click the login link; instead, enter your username and password in the username and password fields.
- **Step 2 should automatically route you to the Employee Records System.** If not, click the **Employee Records** link in the upper left corner and select **Employee Records**.
- Complete the assigned tasks.

For a detailed guide on completing the steps above, please select the link below appropriate for your new position:

- [New Staff Pre-Hire Tasks in PeopleAdmin](#)
- [New International Staff Pre-Hire Tasks in PeopleAdmin](#)
- [New Faculty Pre-Hire Tasks in PeopleAdmin](#)
- [New International Faculty Pre-Hire Tasks in PeopleAdmin](#)

Visit your campus website for new employee resources. Your supervisor or HR representative will be happy to assist you with any questions throughout your onboarding experience.

USC Division of Human Resources
<table>
<thead>
<tr>
<th>Step 1a: Log in to PeopleAdmin through your applicant account.</th>
</tr>
</thead>
</table>

http://uscjobs.sc.edu

Click the **Log In/Create Account** link from the lefthand menu.
Step 1b: Log in to PeopleAdmin continued.

Enter your username and password which you created at time of initial application. Click the green Log In button.

Once you have successfully logged in you will see a green banner on the top of your screen. Click the menu button with three lines in the top right corner to expand the menu.
University of South Carolina - Division of Human Resources
Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

Step 2: Click the Employee Records option to access your Faculty Pre-Hire Tasks.

Note clicking Employee Records will open a new window in your browser.

If the Employee Records option is not available in the menu, your hire information has moved further along in the system and you should use this link instead, which should automatically route you to the Employee Records System:

https://uscjobs.sc.edu/hr/
Step 3a: Completing Faculty Pre-Hire Tasks - Critical Information Needed From You to Complete Your Hire.

Click the View button to begin this task.

(Continued on next page)
Step 3b: Completing Faculty Pre-Hire Tasks - Critical Information continued.

Complete all fields marked as Required in each of the three sections:
- Personal Information
- Federal Ethnicity and Race Identification
- Education

Once you have completed all information, click the Save Final button in the bottom right. If you need to stop but are not ready to save as final, click the Save Draft button to keep your place.

(Continued on next page)
Step 3c: Completing Faculty Pre-Hire Tasks - Critical Information continued.

Click in the **Signature** field to type your name. Click the check box attesting that you have read and accept the **Electronic Signature Statement**.

Note you can click the **Print as PDF** button to save this page for your records.

Click the **Submit** button.

Once you click the **Submit** button you are brought back to the main **My Tasks** page. The Task list we just finished now appears under the **Completed** tab.
Step 4a: Completing Faculty Pre-Hire Tasks – Four Important Emails Coming To Your Personal Email Address.

Click the View button to begin this task.

(Continued on next page)
Step 4b: Completing Faculty Pre-Hire Tasks – *Four Important Emails continued.*

This task is informational. To complete, thoroughly read all information and click links where provided to know what to expect next for four crucial steps:

- Completing the I-9 Process
- Completing your Background Screening
- Claiming your University Account
- Completing your First Day/First Week Tasks

Once you have read all the information, click **Save Final** in the bottom right corner. By clicking the **Save Final** button you are brought back to the main **My Tasks** page. The two task lists we have finished now appear under the **Completed** tab.
Step 5a: Completing Faculty Pre-Hire Tasks – Technology Use Agreement.

Click the View button to begin this task.

(Continued on next page)

Technology Use Agreement

By virtue of my employment with the University of South Carolina, I may have access to university technology assets, including data, technology, user credentials, and other assets, which must be protected according to laws, regulations, procedures and guidelines, including the following university policies:

APPLICABLE USC POLICIES:

- Responsible Use of Data, Technology, and User Credentials
- Information Security

(Continued on next page)
Step 5b: Completing Faculty Pre-Hire Tasks – Technology Use Agreement continued.

Once you have read the two policies, click Yes to acknowledge on this page. Click the blue Save Final button in the bottom right.

(Continued on next page)
Step 5c: Completing Faculty Pre-Hire Tasks – Technology Use Agreement continued.

Click in the Signature field to type your name. Click the check box attesting that you have read and accept the Electronic Signature Statement.

Note you can click the Print as PDF button to save this page for your records.

Click the Submit button.

By clicking the Submit button you are brought back to the main My Tasks page. All required task lists we have finished now appear under the Completed tab.
Step 6a: Completing Faculty Pre-Hire Tasks – FERPA Quiz.

Click the View button to begin this task.

There are 10 situational questions which you must answer in Yes or No format. Click the drop-down button below each question.

Note that explanations and additional information are provided at the end of this task.

As a University of South Carolina employee who has access to educational records, the Office of the University Registrar asks that you complete the following ten question Family Educational Rights and Privacy Act (FERPA) Quiz. Prior to taking this quiz, you should read the FERPA Tutorial. Do not hesitate to contact your campus records or registrar’s office if you have additional FERPA questions.
Step 6b: Completing Faculty Pre-Hire Tasks – FERPA Quiz continued.

Once you have answered the ten required questions in the previous step, you must attest to the FERPA related statements. Click the checkbox next to I Agree.

Click the Save Final button.

Click in the Signature field to type your name. Click the check box attesting that you have read and accept the Electronic Signature Statement.

Note you can click the Print as PDF button to save this page for your records.

Click the Submit button.

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Step 6c: Completing Faculty Pre-Hire Tasks – FERPA Quiz continued.

By clicking the Submit button you are brought back to the main My Tasks page. All required task lists we have finished now appear under the Completed tab.

*You can reference your completed pre-hire tasks at any time by following steps 1 and 2 in this job aid to log in and access your Employee Records. By clicking the View button, you have the option to print or save completed tasks as needed.
Next Steps: Onboarding Tasks in HCM PeopleSoft on your First Day.

Now that you have successfully completed the Faculty Pre-Hire Tasks, look for an email with information regarding next steps for completing onboarding tasks through Employee Self-Service in HCM PeopleSoft.

--- Original Message ---
From: [Redacted]  
Sent: Thursday, March 18, 2021 9:07 AM  
To: [Redacted]  
Subject: USC - New Hire Onboarding

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-uat.ps.sc.edu/psc/HUAT/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