How to complete onboarding tasks in PeopleAdmin as a new international Faculty employee:
This job aid outlines the process for new international faculty employees to complete their onboarding pre-hire tasks in PeopleAdmin.

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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.

1. **Log in** using your application username and password. If you do not remember your username or password, you can retrieve that information at [https://us=yes.com/user/forget](https://us=yes.com/user/forget).
2. Click the Employee Records tab within the left navigation bar. If the tab is missing, your hire information has moved further along in our system. Click here or log out and log back in to access the Employee Records tab.
3. Step 2 should automatically route you to the Employee Records System. If not, click the [Employee Records](https://us=yes.com) tab.
4. 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.
Step 1a: Log in to PeopleAdmin through your applicant account.

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.
Step 2: Click the **Employee Records** option to access your International 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/](https://uscjobs.sc.edu/hr/)
Step 3a: Completing International Faculty Pre-Hire Tasks - Critical Information Needed From You to Complete Your Hire.

Click the View button to begin this task.

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Step 3b: Completing International 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.

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Step 3c: Completing International 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 International Faculty Pre-Hire Tasks – Four Important Emails Coming To Your Personal Email Address.

Click the **View** button to begin this task.

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Step 4b: Completing International 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 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.
### Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New International Faculty

**Step 5a: Completing International Faculty Pre-Hire Tasks – Technology Use Agreement.**

Click the View button to begin this task.

![View button image](image)

### Step 5b: Completing International Faculty Pre-Hire Tasks – Technology Use Agreement continued.

To begin this task, click the two links to access and read applicable UofSC Policies:

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

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**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](#)
### Step 5b: Completing International Faculty Pre-Hire Tasks – Technology Use Agreement continued.

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

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Step 5c: Completing International 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 International 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 dropdown button below each question.

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

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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 International 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 International 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.
Step 7: Completing International Faculty Pre-Hire Tasks – OIS Approval.

Click the View button to begin this task.

Once you are Viewing the OIS Approval Task you see the message ‘This section to be completed by Office of International Services’. Please reach out to The Office of International Services to schedule a time to complete the required information on this page.

The Office of International Services can be reached via email: OIS@sc.edu
Step 8a: Completing International Faculty Pre-Hire Tasks – *Foreign National Tax Form*.

Click the View button to begin this task.

To complete this task, click the *Foreign National Tax Information Form* link. This takes you to a fillable PDF which should be filled out and printed for signature. Note you will attach the completed form in the next step.

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The International Payroll Team helps ensure the appropriate US and state income tax withholding rates and social security tax withholding rates are applied correctly to wages paid to non-US citizens or legal permanent residents. The employees subject to this tax review include F-1, J-1 and H1-B visa holders, as well as others, who are present in the U.S. on a temporary visa. In order to determine the employee's U.S. residency status for FICA withholding purposes (a resident or non-resident employee), and to properly evaluate whether an international employee is eligible for tax treaty benefits, a Foreign National Tax Information Form must be completed and returned to the Payroll Office prior to employment beginning or as soon as possible thereafter.

Please access the [Foreign National Tax Information Form](#), complete, print, sign/date and attach below for the International Payroll Office to review. Note: The form is an editable PDF and can be completed using the computer but it will need to be printed as it requires a wet signature. Please upload copies of your visa and passport, and any other documents that are applicable to your Foreign National Tax Information Form in the Supporting Documents section.
Step 8b: Completing International Faculty Pre-Hire Tasks – Foreign National Tax Form continued.

Two attachments are required before this task can be marked as complete. Click the **Upload a File** link under *Foreign National Tax Information Form* to attach the form you completed and signed in the previous step. Click the **Upload a File** link under the *Supporting Documents based on Visa Status* to attach copies of your visa and passport, and any other documents that are applicable to your Foreign National Tax Information Form.

Once all files are uploaded, click the **Save Final** button.

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Step 8c: Completing International Faculty Pre-Hire Tasks – Foreign National Tax Form continued.

By clicking the Save Final button in the previous step, you are brought back to the main My Tasks page. All required task lists we have finished now appear under the Completed tab.

Note the OIS Approval Task will not appear as Completed until OIS Staff have completed their process reviewing supporting documentation you provided.

*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 International 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