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

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| **Pre-Step: Welcome email** | USC Pre-Hire Tasks Require Your Attention -
Dear [Name],

Welcome to the University of South Carolina system!

Let's complete your hire. This step is time-sensitive and triggers several others. Immediate action is required to ensure you receive timely system access and pay.

Use Google Chrome to ensure browser compatibility.

**U.S. Citizens**: Please complete steps 1-4 below. Please contact HR at peopleadminmailbox.sc.edu with any questions.

**For Non-U.S. Citizens Only**: The HR Office of International Services (HR-OIS) is responsible for assisting non-U.S. citizens joining the University. If you are a non-U.S. citizen and have not already done so, please provide HR-OIS with information about your current or most recent immigration status in the U.S. If you are currently outside the U.S. and have never visited the U.S., please let us know. Please familiarize yourself with the pre-hire tasks by following steps 1-4 below, but kindly wait to complete them until HR-OIS confirms it is time to do so. Non-U.S. Citizens are welcome to contact OIS@usc.edu with any questions.

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://reception.sc.edu/user/login.
2. 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 logging in, do not click the login button. Instead, enter your username and password in the username and password fields.
3. Step 2 should automatically route you to the Employee Records system. If not, click the Employee Records tab in the upper right corner and select "Employee Records".
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.
Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New International Staff

**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 Staff 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 International Staff 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 Staff 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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**Critical Employee Information**

Please complete the short form below to confirm your personal information and verify your retirement status and education. Please complete all education that you have attained, as it is important for institutional accreditation.

### 1. Personal Information

Full Name with Middle [required]

| international | test |

Please provide your Full Legal Name as it is shown on your Social Security Card or Passport. This is the name that will be used for payroll purposes. **DO NOT PUT A SUFFIX IN THE LAST NAME FIELD.** This will cause issues processing your hire. **SUFFIX SHOULD ONLY BE ADDED USING THE SUFFIX DROPDOWN BELOW.**

Suffix

Social Security Number [required]

If you are a non-US citizen and do not have a SSN, please put XXX-XX-XXXX in the box.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

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Step 3c: Completing International Staff 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 Staff 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 Staff 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 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 International Staff Pre-Hire Tasks – Technology Use Agreement.

Click the View button to begin this task.

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

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

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

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

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Step 5b: Completing International Staff 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.

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Step 5c: Completing International Staff 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 6: Completing International Staff 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 7a: Completing International Staff 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 7b: Completing International Staff 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 7c: Completing International Staff 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 Staff 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: [email redacted]
Sent: Thursday, March 18, 2021 9:07 AM
To: [email 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.


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