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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<th>Processing Steps</th>
<th>Screenshots</th>
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<tbody>
<tr>
<td><strong>Pre-Step: Welcome email</strong></td>
<td><img src="image" alt="Welcome email" /></td>
</tr>
<tr>
<td>Welcome to the University of South Carolina system!</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
Step 1a: Log in to PeopleAdmin through your applicant account.

http://uscjobs.sc.edu

Click Create Account in the top right corner.

On the next screen, click the Log In link to log into your applicant account.
**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.

![Log in to your account](image)
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/](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.

(Continued on next page)
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.

(Continued on next page)
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 That Need Immediate Action.

Click the View button to begin this task.

(Continued on next page)
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 UofSC 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.

(Continued on next page)
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 for International Scholars’. Please reach out to The Office for International Scholars to schedule a time to complete the required information on this page.

The Office of International Scholars 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: [Redacted]
Sent: Thursday, March 18, 2021 9:07 AM
To: [Redacted]
Subject: UofSC - 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!
UofSC Division of Human Resources