How to complete onboarding tasks in PeopleAdmin as a new staff employee:
This job aid outlines the process for new staff 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="UofSC Pre-Hire Tasks Require Your Attention" /></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.

Dear,

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.

1. **Log in** using your application username and password.
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 help instead.
3. Step 2 should automatically route you to the Employee Records system. If not, click “Employee Records” on the left-hand menu.
4. Complete the assigned tasks.
5. **For Non-U.S. Citizens Only**: The Office for International Scholars (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 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 onboarding checklist, but kindly wait to complete the “Your-IT” task until OIS confirms it is time to do so. You are welcome to contact OIS@sc.edu with any questions.

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.

UofSC Division of Human Resources
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.
Step 2: Click the Employee Records option to access your 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 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 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 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 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 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 of 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 Staff Pre-Hire Tasks — Technology Use Agreement.

Click the View button to begin this task.

(Continued on next page)
Step 5b: Completing 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

(Continued on next page)
Step 5b: Completing Staff 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.

(Continued on next page)
Step 5c: Completing 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.

*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 **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: [Test Employee]
Sent: Thursday, March 18, 2021 9:07 AM
To: [Test Employee]
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.


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