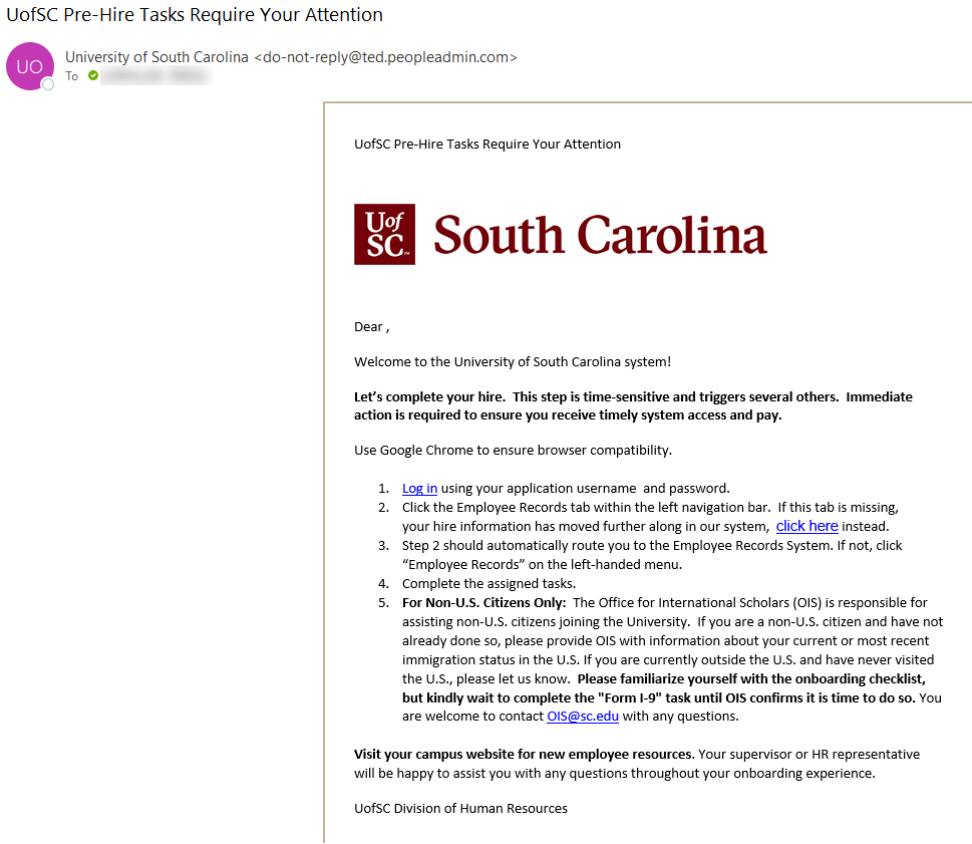


University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff

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.

Processing Steps	Screenshots
<p>Pre-Step: Welcome email</p> <p>Welcome to the University of South Carolina system!</p> <p>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.</p>	

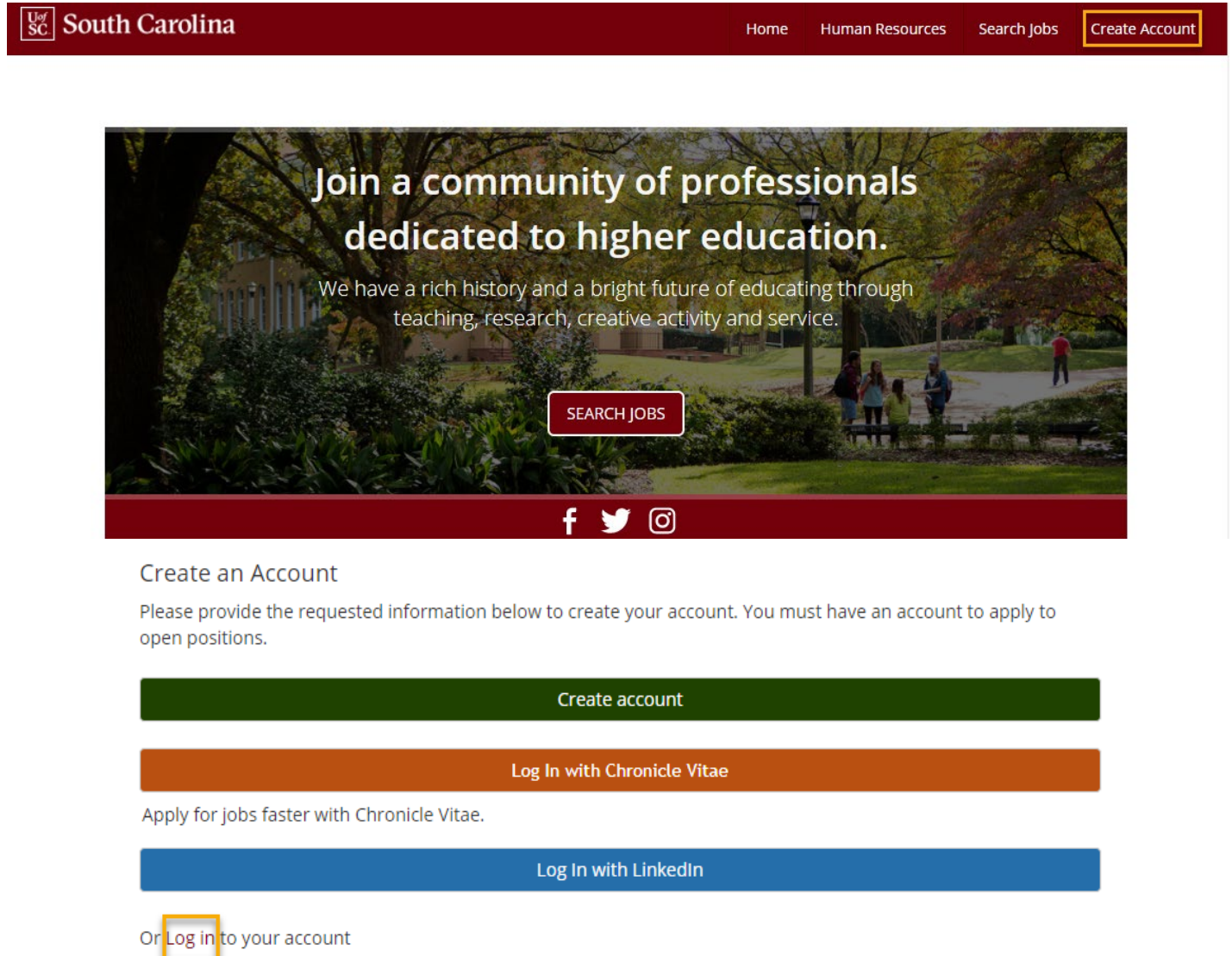
University of South Carolina - Division of Human Resources Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff

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.



The screenshot shows the University of South Carolina PeopleAdmin website. At the top is a dark red navigation bar with the 'USC South Carolina' logo on the left and links for 'Home', 'Human Resources', 'Search Jobs', and 'Create Account' on the right. The 'Create Account' link is highlighted with a yellow box. Below the navigation bar is a large banner image of a university campus with the text 'Join a community of professionals dedicated to higher education.' and 'We have a rich history and a bright future of educating through teaching, research, creative activity and service.' A 'SEARCH JOBS' button is visible in the banner. Below the banner are social media icons for Facebook, Twitter, and Instagram. The main content area is titled 'Create an Account' and includes the instruction: 'Please provide the requested information below to create your account. You must have an account to apply to open positions.' There are three large buttons: 'Create account' (green), 'Log In with Chronicle Vitae' (orange), and 'Log In with LinkedIn' (blue). Below these buttons is the text 'Or Log in to your account' with the 'Log in' link highlighted by a yellow box.

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

*Required fields are indicated with an asterisk **

* Username

test-staff

* Password

.....

[Forgot your username or password?](#)

Log In



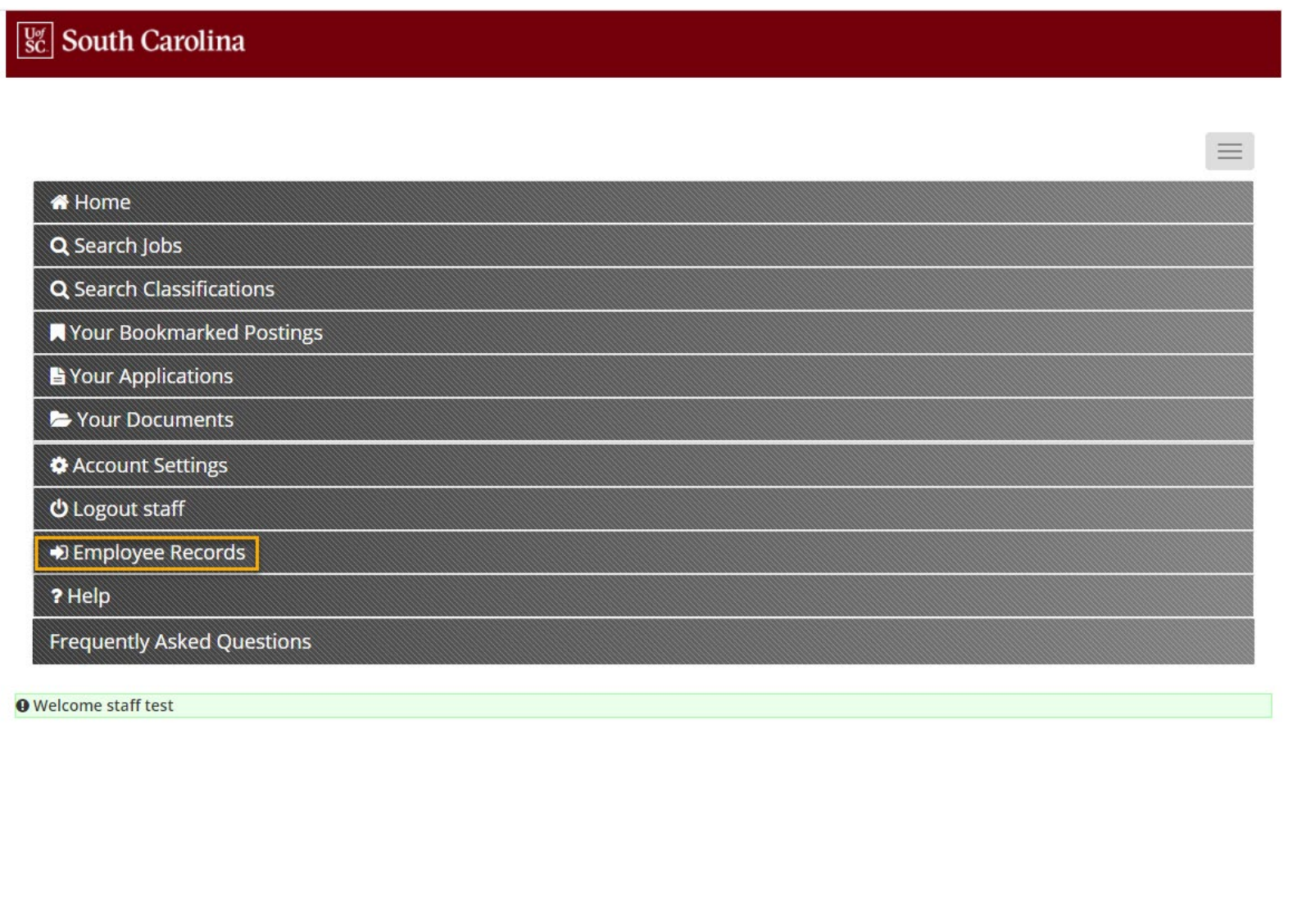
Welcome staff test

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/>



Uof SC South Carolina

- Home
- Search Jobs
- Search Classifications
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Logout staff
- Employee Records**
- Help
- Frequently Asked Questions

Welcome staff test

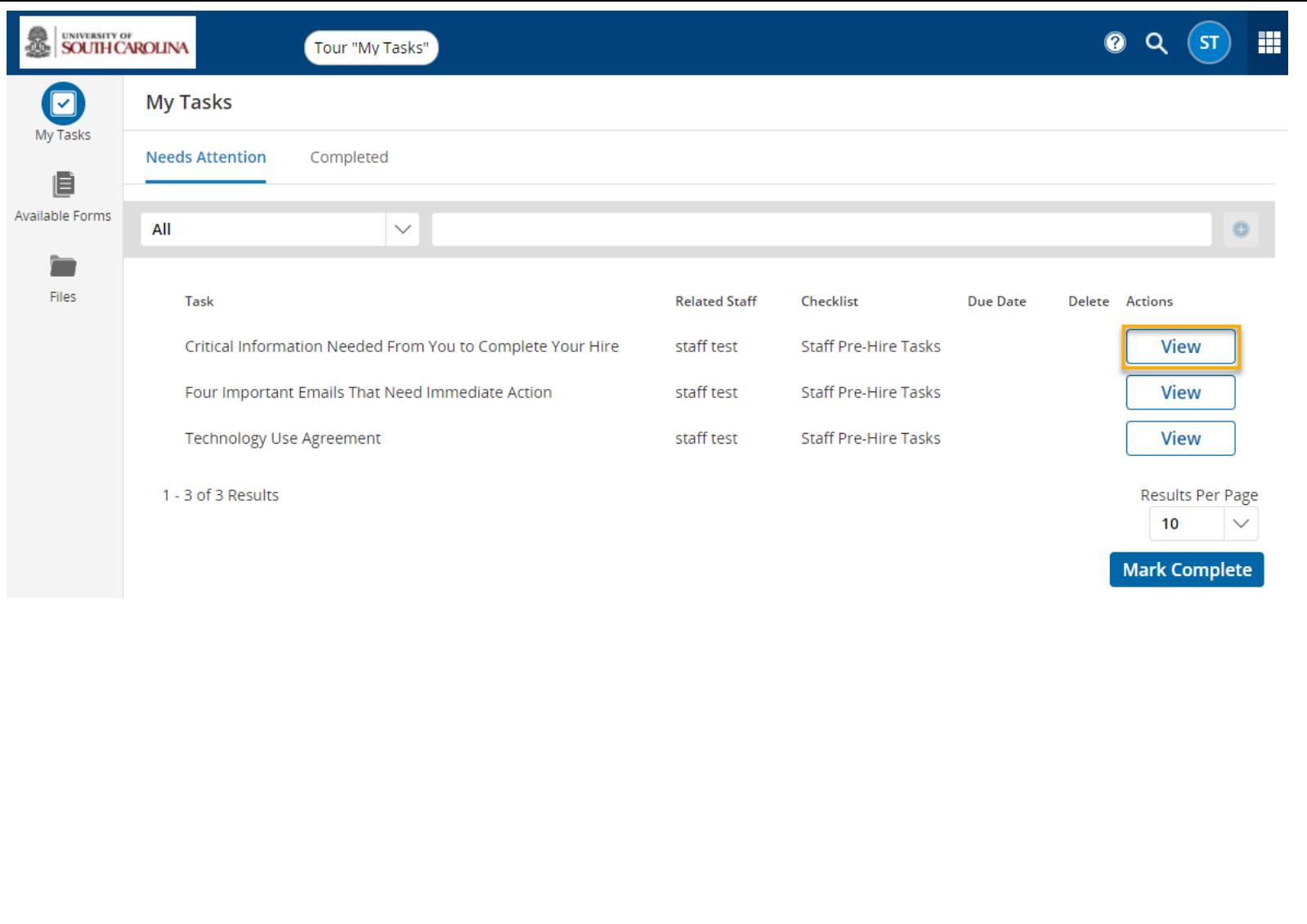
University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff

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)



My Tasks

[Needs Attention](#) [Completed](#)

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Critical Information Needed From You to Complete Your Hire	staff test	Staff Pre-Hire Tasks			View
Four Important Emails That Need Immediate Action	staff test	Staff Pre-Hire Tasks			View
Technology Use Agreement	staff test	Staff Pre-Hire Tasks			View

1 - 3 of 3 Results

Results Per Page
10

[Mark Complete](#)

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)

UofSC - Critical Employee Information



Please complete the short form below to confirm your personal information and verify your retirement status and education.

1. Personal Information

Full Name with Middle required

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.

Suffix

Social Security Number required

University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff

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.

Please Click to View/Hide the Workflow

Sign


Current User: staff test


Date: 3/24/2021


Signature required

☐ I have read and accept the Electronic Signature Statement required

Close Print Print as PDF **Submit**

 My Tasks


 Available Forms

 Files

My Tasks

Needs Attention **Completed**

All

Task	Related Staff	Checklist	Submitted	Actions
 Critical Information Needed From You to Complete Your Hire	staff test	Staff Pre-Hire Tasks	3/24/2021	View




University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff

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)


My Tasks
 
Available Forms
 
Files

My Tasks

Needs Attention Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Four Important Emails That Need Immediate Action	staff test	Staff Pre-Hire Tasks			View
Technology Use Agreement	staff test	Staff Pre-Hire Tasks			View

1 - 2 of 2 Results

Results Per 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.

UofSC - Four Important Emails That Need Immediate Action



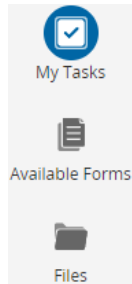
Close

Print

Print as PDF

Save Draft

Save Final



My Tasks

Needs Attention

Completed

Available Forms

All



Files

Task

Related Staff

Checklist

Submitted

Actions



Four Important Emails That Need Immediate Action

staff test

Staff Pre-Hire Tasks

3/24/2021

View



Critical Information Needed From You to Complete Your Hire

staff test

Staff Pre-Hire Tasks

3/24/2021

View

1 - 2 of 2 Results

Results Per Page


University of South Carolina - Division of Human Resources


Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff


Step 5a: Completing Staff Pre-Hire Tasks – Technology Use Agreement.

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

(Continued on next page)


My Tasks


Available Forms


Files

My Tasks

[Needs Attention](#)
[Completed](#)

Task	Related Staff	Checklist	Due Date	Delete	Actions
Technology Use Agreement	staff test	Staff Pre-Hire Tasks			<div>View</div>

**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)

UofSC 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 UofSC POLICIES:

- [Responsible Use of Data, Technology, and User Credentials](#)
- [Information Security](#)

University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff

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)

I acknowledge that:

- I have read and understand the above policies.
- Unauthorized access, disclosure, or deletion through my deliberate actions or negligence, could lead to criminal and civil penalties imposed by law, or to disciplinary action by the university, including referral to student or employee disciplinary processes.
- If I am ever in doubt about my responsibilities, I should immediately consult my supervisor. My manager may present additional policies and procedures directly related to my employment with the university.

required

☐ Yes

Please Click to View/Hide the Workflow

Current User

staff test

Date

3/24/2021

Signature

required

Click Save Final to move onto the signature step to sign the form

☐

I have read and accept the [Electronic Signature Statement](#)

required

Close

Print

Print as PDF

Save Draft

Save Final

University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff

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.*

Please Click to View/Hide the Workflow

Sign


Current User: staff test

Date: 3/24/2021


Signature required

☐ I have read and accept the Electronic Signature Statement required


Close Print Print as PDF **Submit**



My Tasks



Available Forms






Files

My Tasks

Needs Attention

Completed

All

Task	Related Staff	Checklist	Submitted	Actions
 Technology Use Agreement	staff test	Staff Pre-Hire Tasks	3/24/2021	<div>View</div>
 Four Important Emails That Need Immediate Action	staff test	Staff Pre-Hire Tasks	3/24/2021	<div>View</div>
 Critical Information Needed From You to Complete Your Hire	staff test	Staff Pre-Hire Tasks	3/24/2021	<div>View</div>

1 - 3 of 3 Results

Results Per Page

10

University of South Carolina - Division of Human Resources
Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New Staff

**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: [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