How to view new student employee onboarding summary in HCM PeopleSoft:
This job aid outlines the process for supervisors to view the onboarding summary for their new student employees in HCM PeopleSoft. In addition, this job aid details the manager view of specific job/personal information.

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<th>Processing Steps</th>
<th>Screenshots</th>
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<tr>
<td><strong>Step 1:</strong> On the main homepage, click the <strong>Employee Self Service</strong> drop-down menu button.</td>
<td><img src="image1" alt="Screenhots" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Manager Self Service</strong> option.</td>
<td><img src="image2" alt="Screenhots" /></td>
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Step 3a: Click the My Team tile to begin.

Step 3b: Upon entering the My Team tile you are brought to a list of student employees that report to you.
Step 4: Click the Related Action Menu button (small green circle next to the student’s name). From the action menu, select the Onboarding Status option.

Note only new student employees (hired for the first time) will have the Onboarding Status option in the Related Action Menu. This option becomes visible for Managers once the student has started their onboarding tasks.

Rehired students have already completed the required onboarding tasks. The Related Action Menu for rehired student employees will appear as shown in the second screenshot.
Step 5: Viewing Onboarding Status page.
As manager you can view the status of onboarding tasks for your new student employees. New student employees must complete all onboarding tasks.

Check the Status column on the Onboarding Status page to see if the student has completed their tasks. If tasks have not been completed timely, you can click the Remind Employee button in the top right corner and an email reminder will be sent to the student.

The first screenshot shows onboarding is incomplete. They have only visited two tasks. The second screenshot shows all tasks as complete along with the date completed.
Step 6: Click the Related Action Menu button (small green circle next to the student’s name). From the action menu, select the Job and Personal Information option.

Select the View Employee Personal Info option.

The Employee Information page displays information about the student employee’s position.
Step 7: Click the Related Action Menu button (small green circle next to the student’s name). From the action menu, select the View in Talent Summary option.

The Talent Summary page displays information about the student employee’s position.