Tip Sheet for Onboarding

- **DO NOT** assign Onboarding for rehires less than 1 year or other actions types. (See below.) HR Operations will assign Onboarding for **ALL** of the following hiring action types, if onboarding is needed:

  - **Rehires (less than 1 year)** - A candidate who previously worked at USC, but has had a break in service of less than 1 year. This includes the typical rehire of Adjunct Faculty or Temporary Staff. This could also be a temporary to an FTE, FTE to RGP, etc. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
  - **Promotions** - The assignment of an employee from one position to a different position having a higher band or, for unclassified positions, having a higher rate of pay. Must be from FTE to FTE, RGP to RGP or TL to TL.
  - **Demotions** - The assignment of an employee from one position to a different position having a lower band or, for employees in unclassified positions, assignment of a lower rate of pay to the employee except when the employee's job duties also are decreased for nonpunitive reasons. Must be from FTE to FTE, RGP to RGP or TL to TL.
  - **Reassignments** - The movement of an employee from one position to another position having the same band, or the movement of a position that does not require reclassification. Must be from FTE to FTE, RGP to RGP or TL to TL.

- College/Division and Campus HR Contacts are responsible for making sure Onboarding tasks are completed. All College/Division and Campus HR Contacts should be monitoring these regularly.
- Double check your work! Verify name, DOB and social security number before submitting.
- Do **NOT** enter N/A in the Employee ID field. **Leave it blank.**
- If you assigned Onboarding and there was an error or issue and you think that checklists were not assigned, please review to be sure no checklists are reassigned. If you do not have access to view Onboarding, please contact your College/Division or Campus HR Contact. This will prevent duplicate checklists being assigned and multiple unnecessary emails being sent out to the employee.
- If you go to select the supervisor and there are duplicate names, please contact Dontrice Manigo at dmanigo2@mailbox.sc.edu before assigning the supervisor so that we can be sure we are assigning the correct supervisor (especially for RGP/TL and Staff FTE due to the PD assignment).

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- College/Division HR Contact is the only role with full security access to view all Onboarding for all departments in the college/division. College/Division HR contact must submit a request for access to allow Department HR contacts to have full onboarding access. This change will allow Department HR contacts to have access to all employees in the college/division not just that department.
- Supervisors need to be added to the position description as Initiator for them to have access to upload the PD in Onboarding. If they do not have Initiator access, the position description can be saved and sent to them to upload into Onboarding. The Supervisor has to upload the PD. The College/Division or Campus HR Contact **CANNOT** upload the position description for the Supervisor in Onboarding. To give a Supervisor the initiator role, complete the System Access Request form that can be found on the PeopleAdmin website.
- New hires **WILL NOT** be able to complete the VIP and the Security Awareness tasks until they are given VIP access. They will not receive VIP access until up to 48 hours after their hire paperwork has been entered into the system. HR Operations and Services still has to manually enter all hires into the HR/Payroll system.
- International Support for Faculty and Staff (ISFS) will assign Onboarding for all international hires, please do not assign any Onboarding for anyone who states that they are not a US Citizen.