New Student Employee Onboarding Tasks in HCM PeopleSoft Job Aid for Student Hire Reps

This job aid provides Student Hire Representatives an overview of the New Student Employee Onboarding tasks in HCM PeopleSoft. As a Student Hire Rep you will not be able to access/duplicate the onboarding information that the student employee is required to complete, so please reference the below screenshots. Note this process is strictly for new student employees, rehires will not be required to complete the Onboarding tasks.

Step 1: Upon HR approval of the hire, all new student employees receive an email from the HR/Payroll system (peoplesoft@peoplesoft.com) advising them to complete Onboarding tasks in HCM PeopleSoft.

Step 2: The student logs into HCM PeopleSoft on or after the start date of their employment. Note they cannot access HCM prior to their start date even if the hire was approved in advance, this is for security reasons. From the main homepage of HCM, the student clicks the Employee Self Service drop-down menu button.
Step 3: From the Employee Self Service drop-down menu, the student will select the **OnBoarding (Student)** option.

Step 4: The student clicks the **OnBoarding Activities** tile to **Get Started** on the OnBoarding (Student) page.
Step 5: The student should click all the links on the ‘welcome’ screen of Onboarding. Vital information on how to create a Direct Deposit account, FAQs for Completing the SC state and Federal W-4 forms, and information for recording hours worked in ITAMS.

Step 6: The student should click in and take applicable actions in each of the tabs on the left-hand menu.
**Step 7**: Direct Deposit tab - The student, having read the guide provided on the welcome page, should click the *Add Account* button to setup their direct deposit.
**Step 7:** Federal W4 and State of SC W4 tabs – Screenshots not provided as personal information appears on the page. The student should enter their tax withholding information, referencing the FAQ link/directions on the welcome tab. Once the information is entered on the page, the student must click the **Submit** button at the bottom.

**Step 8:** Required Documents tab – Student should click the **Download** button to obtain copies of the ACA Marketplace Notice and the ACA Acknowledgement of Receipt. Once the student has reviewed the ACA documentation they should proceed to step 2 on the page to Acknowledge receipt. The student should click the **Acknowledge** button in step 2.
Step 9: Summary tab – Student can either click the **Mark Complete** button next to each tab from this page, or they can simply click the green **Complete** button in the right corner to mark all items as complete.

Step 10: The student can tell they’ve completed the Onboarding tasks when they see the green check mark and the Onboarding Activities tile says Complete. Note If a student does not complete the onboarding tasks they will receive reminders via email from peoplesoft@peoplesoft.com.