

OFFICE OF THE CONTROLLER

Payroll:
Employee Self Service Payroll Tile

October 2026





Table of Contents

Payroll Tile	3
Resources and Contacts	15



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Payroll Tile



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What You Can Do in the Payroll Tile

Use the Payroll tile to:

- View and print paycheck stubs
- Access W-2 and W-2c information
- Update federal and state tax withholding
- View or update direct deposit elections
- Estimate the impact of pay, benefit, or tax changes
- Submit eligible payroll documents securely

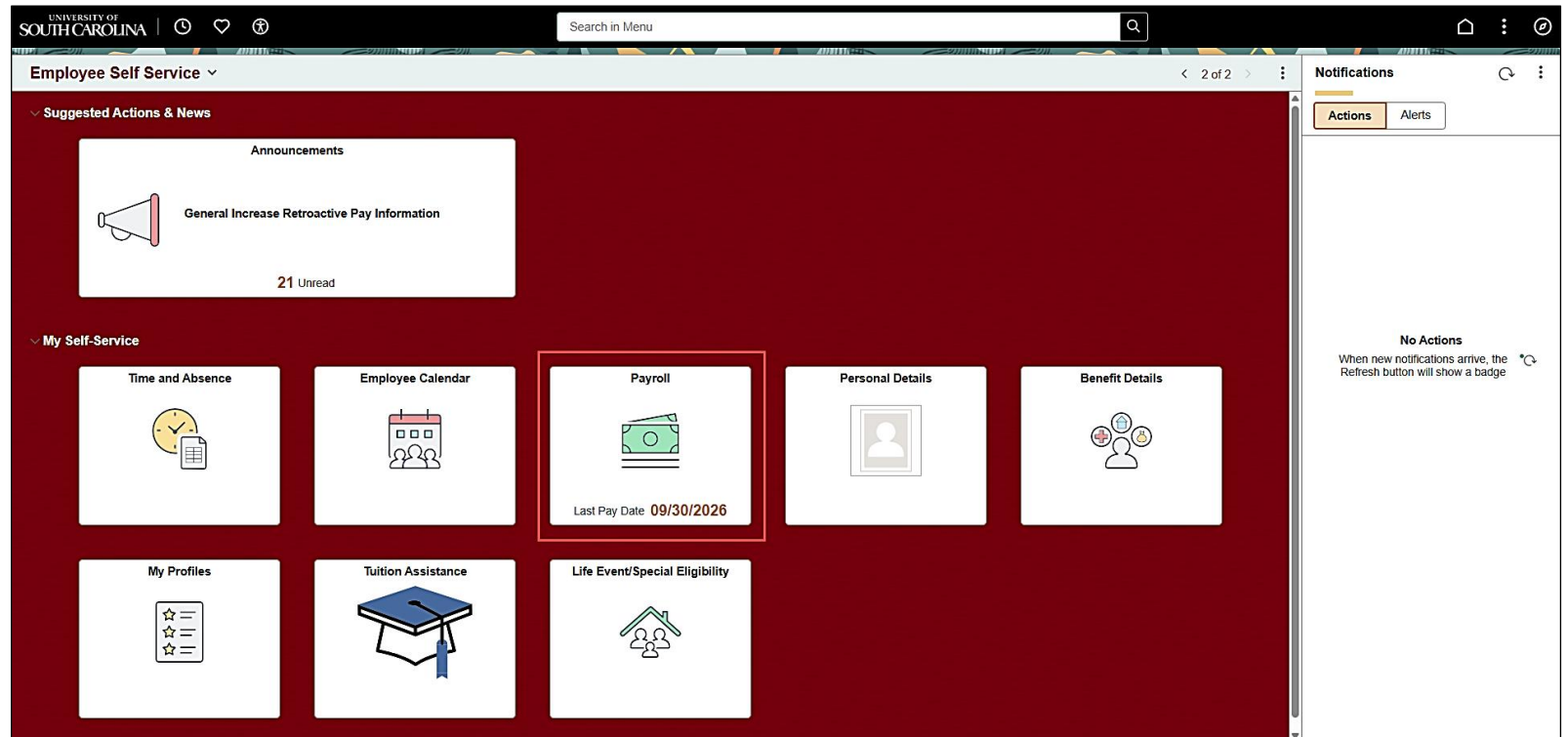


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Accessing the Payroll Tile

1. Go to **hcm.ps.sc.edu**.
2. Sign in using your USC network username and password.
3. Complete multifactor authentication, if prompted.
4. From the Employee Self Service homepage, select the **Payroll** tile.

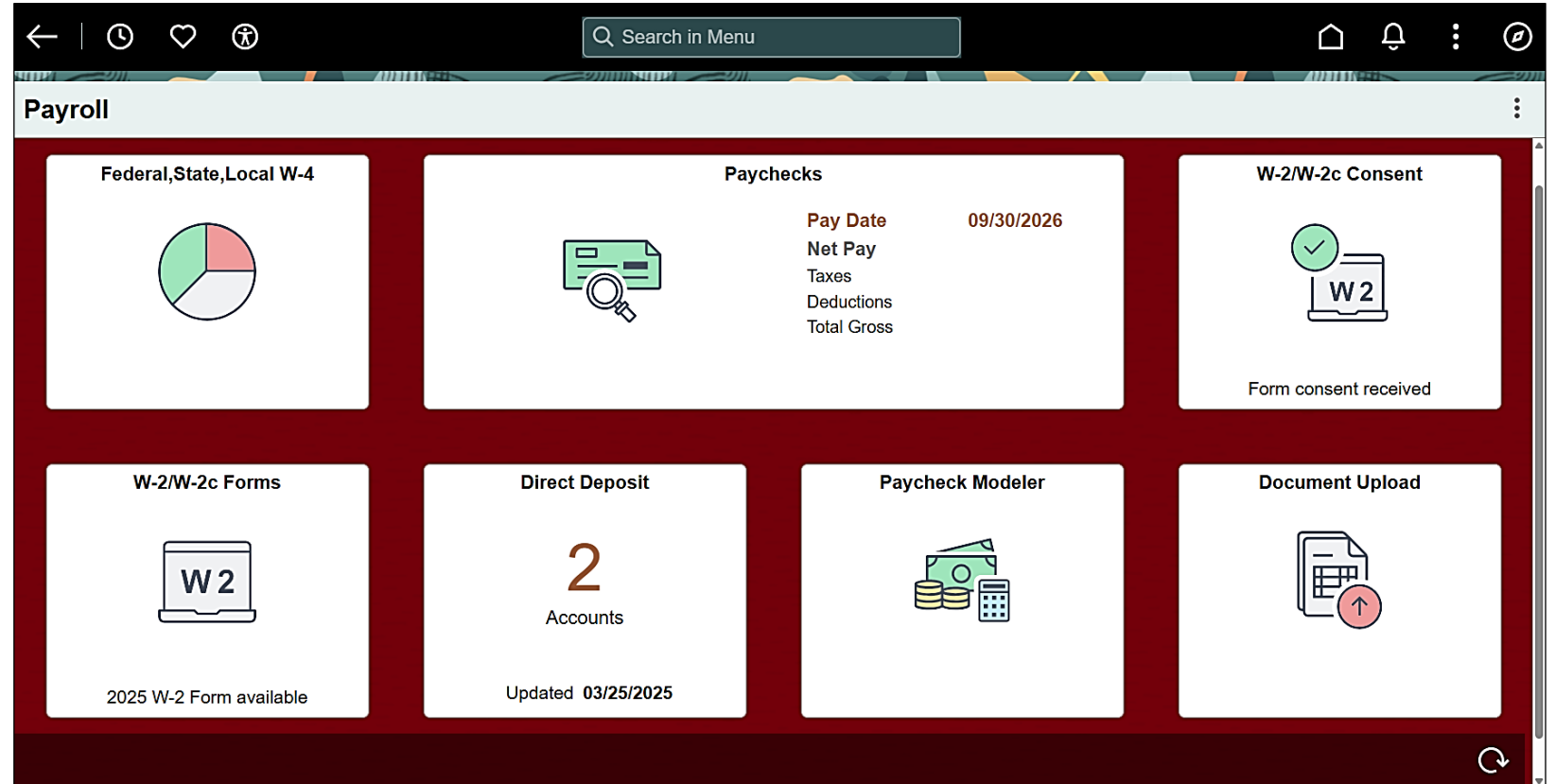
Tip: Your available tiles and options may vary based on your employee role.



Payroll Tile Overview

The Payroll tile includes these options:

- Paychecks
- W-2/W-2c Consent
- View W-2/W-2c Forms
- USC Tax Withholding
- Direct Deposit
- Paycheck Modeler
- Document Upload



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Paychecks

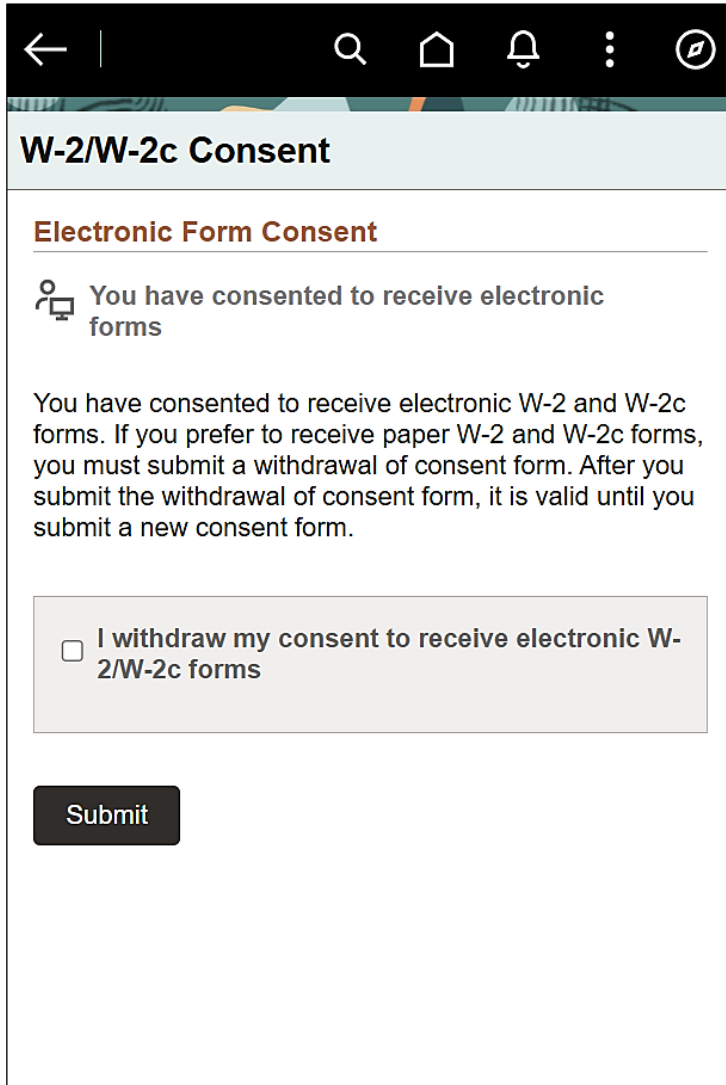
Use Paychecks to:

- View your current paycheck
- Access current pay information approximately two days before the check date
- Review previous paychecks
- Open paycheck details
- Save or print paycheck stubs in PDF format. To access a paycheck, click on the row of the desired paycheck and it will download as a pdf.

The screenshot shows a web application titled "Paychecks". At the top, there is a navigation bar with a search bar labeled "Search in Menu" and several icons. Below the navigation bar, the main heading "Paychecks" is displayed. A text block explains that the date range is default 3 months based on the last issued check date. Below this, there are input fields for "*From Date" (06/30/2026) and "*To Date" (09/30/2026), each with a calendar icon, and an "Apply" button. The main content area features a table with the following columns: "Check Date", "Company", "Pay Begin Date / Pay End Date", "Net Pay", and "Paycheck Number". The table contains five rows of data, all for the "University of South Carolina". Each row has a right-pointing chevron icon in the "Paycheck Number" column. A vertical scrollbar is visible on the right side of the table.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
09/30/2026	University of South Carolina	09/01/2026 09/15/2026		>
09/15/2026	University of South Carolina	08/16/2026 08/31/2026		>
08/31/2026	University of South Carolina	08/01/2026 08/15/2026		>
08/14/2026	University of South Carolina	07/16/2026 07/31/2026		>
07/31/2026	University of South Carolina	07/01/2026 07/15/2026		>

W-2/W-2c Consent Forms



The screenshot shows a mobile application interface for the 'W-2/W-2c Consent' form. At the top is a dark navigation bar with icons for back, search, home, notifications, and a profile icon. Below the navigation bar is a light blue header with the text 'W-2/W-2c Consent'. The main content area has a title 'Electronic Form Consent' in orange. Below the title is a section with a computer icon and the text 'You have consented to receive electronic forms'. A paragraph follows, stating: 'You have consented to receive electronic W-2 and W-2c forms. If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form.' Below this paragraph is a light gray box containing a checkbox and the text 'I withdraw my consent to receive electronic W-2/W-2c forms'. At the bottom left of the form is a dark gray 'Submit' button.

Use these options to manage your year-end tax forms.

- Select **W-2/W-2c Consent** to choose electronic delivery
- Electronic consent is available after you receive your first paycheck
- Keep your address current in Employee Self Service
- Select **View W-2/W-2c Forms** to access available electronic tax forms
- If electronic consent is not selected, paper forms are available through the Payroll Office

W-2/W-2c Forms Access

To view or download an electronic W-2/W-2c:

1. Select the **Payroll** tile.
2. Select **W-2/W-2c Forms**.
3. Select **View Form** under the Year End Form column.
4. Download or print the PDF.

View W-2/W-2c Forms

Tax Year 2025

University of South Carolina

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/23/2026	View Form	i

W-2 forms are issued no later than **January 31**. Electronic forms can be accessed and downloaded once released.

To request a duplicate W-2, email payroll@mailbox.sc.edu and include your employee ID or the last four digits of your Social Security number.



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USC Tax Withholding

The screenshot displays a web application for managing tax withholding. At the top, there is a navigation bar with a search menu and icons for back, home, and notifications. The main content area is titled "W-4 Information". A red "NOTE" is present, advising users to review their address information. Below the note, it states "Information as of 10/09/2025". The interface is divided into two main sections: "Federal W-4 Tax Information" and "Current State Tax Data for South Carolina". The Federal section lists various fields like Current Form, Marital Status, Special Tax Status, etc., with a red box highlighting the "Update your Federal Tax Information" button. The South Carolina section lists fields like State, Current Form, Filing Status, etc., with a red box highlighting the "Update your tax information for South Carolina" button.

W-4 Information

NOTE:
Please review your address information. Your addresses must be correct in order to present you with the correct tax forms.
If your Home address is incorrect, please update it in Employee Self-Service [Address Change](#) before updating your tax data.

Information as of 10/09/2025

Federal W-4 Tax Information

Current Form: W4

Marital Status

Special Tax Status

Dependent Amount

Deductions

Other Income

Additional Amount

Multiple Jobs or Spouse Works

[Update your Federal Tax Information](#)

Current State Tax Data for South Carolina

State	South Carolina	Withholding Allowances
Current Form	W4	Additional Allowances
Filing Status		SWT Additional Amount
Work Location		Special Tax Status
Resident		SDI Status

[Update your tax information for South Carolina](#)

Use **USC Tax Withholding** to review or update:

- **Federal Tax Withholding**
 - Complete or update Form W-4
- **State Tax Withholding**
 - Complete or update SC W-4
 - Update allowances or request an additional dollar amount to be withheld

You may review or update your withholding details at any time.

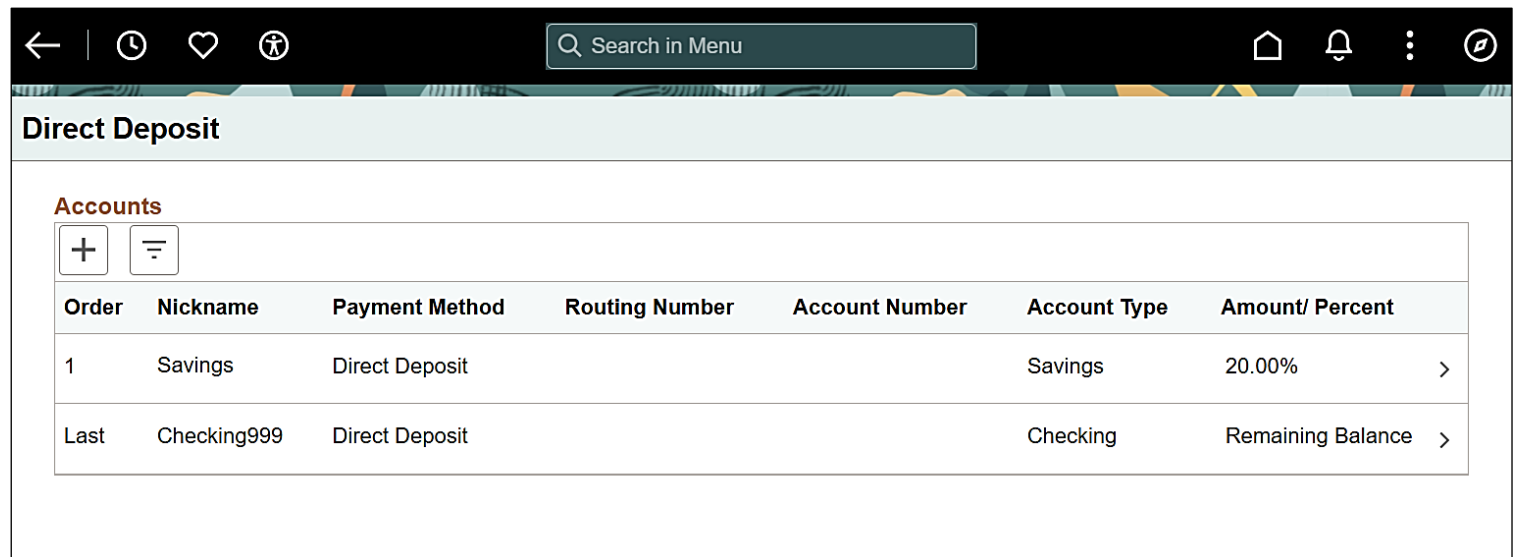
Note: For individual tax advice, consult a qualified tax professional.

Payroll can assist with navigating the Employee Self Service process, but cannot advise employees on W-4 elections, tax returns, or which withholding choices to make.

Direct Deposit

Use **Direct Deposit** to manage where your pay is deposited.

- Direct deposit is required for USC employees
- You may direct your pay to up to **five** bank and/or credit union accounts
- You may distribute funds by:
 - Remaining balance
 - Fixed amount
 - Percentage
- One account must receive the remaining balance
- Select an account row to view or edit its details



The screenshot shows a mobile application interface for managing direct deposits. At the top is a dark navigation bar with icons for back, clock, heart, and a person icon, along with a search bar labeled 'Search in Menu'. Below this is a light blue header with the text 'Direct Deposit'. The main content area is titled 'Accounts' and features a table with two rows of account information. Each row has a plus icon for adding and a minus icon for deleting. The table columns are Order, Nickname, Payment Method, Routing Number, Account Number, Account Type, and Amount/ Percent. The first row shows '1' for Order, 'Savings' for Nickname, 'Direct Deposit' for Payment Method, and '20.00%' for Amount/ Percent. The second row shows 'Last' for Order, 'Checking999' for Nickname, 'Direct Deposit' for Payment Method, and 'Remaining Balance' for Amount/ Percent. Both rows have a right arrow icon for more details.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit			Savings	20.00% >
Last	Checking999	Direct Deposit			Checking	Remaining Balance >

Direct Deposit: Important Reminders



For help, use the following resources:

- [Direct Deposit - Quick Reference](#)
- [Direct Deposit - Job Aid](#)

- Direct deposit information may be updated **once per day**
- Submit additions or changes by **5 p.m. at least seven days before the pay date**
- Changes are subject to validation by your financial institution
- You will receive a notification after adding or editing an account
- Review routing and account numbers carefully before saving

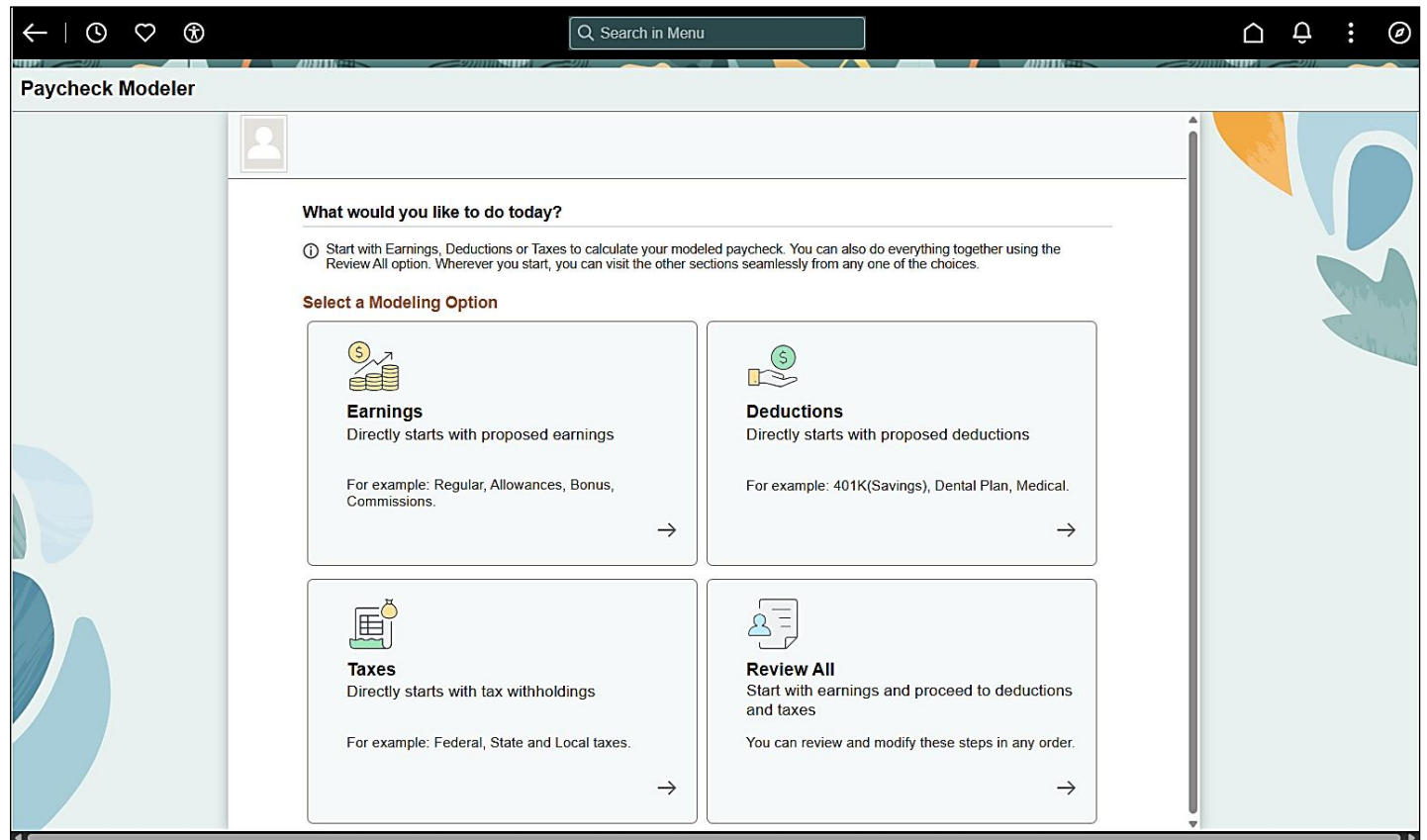
Paycheck Modeler

Use **Paycheck Modeler** to estimate how changes may affect your net pay.

You can explore “what if” scenarios involving:

- A pay increase or bonus
- Changes to benefit elections
- Changes to federal or state withholding

Remember: Modeler results are estimates and may not reflect every payroll situation.



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Payroll Document Upload

Document Upload

Document Upload : Form ID 1090801

Information and Instructions

Select document type and upload.

Empl ID
Empl Record
Name

File Attachments

Attach document(s) below.

Status	Action	Description ↑↓	File Name ↑↓	Delete
1	Upload			Delete

Add

> Comments

Save Submit

javascriptvoid(0);

Use **Document Upload** to securely submit eligible documents to Payroll without mailing or visiting the Payroll Office.

To upload a document:

- Select **Document Upload**
- Click **Upload**
- Select the appropriate document description
- Click **My Device** and choose your file
- Click **Upload**, then **Save**
- Confirm that the success message appears

Payroll reviews submitted documents daily.

Resources and Communications



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Resources

Visit the [Payroll Website](#) for more resources.

Access [PeopleSoft HCM](#) using your Network Username and password.

Reminder

Use separate browsers for PeopleSoft HCM and Finance to avoid the Invalid Portal Name error.

The screenshot shows the official website of the University of South Carolina Payroll Department. At the top, there is a navigation bar with links for 'GATEWAYS FOR: STUDENTS, FACULTY & STAFF, ALUMNI, PARENTS & FAMILIES, CALENDAR, MAP, DIRECTORY, APPLY, GIVE'. The main header features the University of South Carolina logo and a search bar labeled 'SEARCH SC.EDU'. Below the header, a red banner reads 'Payroll Department'. The main content area includes a large image of a woman in a blue coat walking outdoors, and a red sidebar with the heading 'MONEY MATTERS' and text stating: 'In cooperation with Human Resources and University departments, we fulfill the obligation of paying all University of South Carolina employees accurately and timely.' Below the image, a section titled 'Payroll Department' lists services: 'My Payroll', 'Pay Dates', 'Direct Deposit', 'International Payroll', 'Payroll Toolbox', and 'Office Contacts'. To the right, a paragraph states: 'We are responsible for preparing payrolls for the University of South Carolina in accordance with university policies and federal/state rules and regulations.' Further down, a section titled 'Payroll Department Communication Hours and Contact Information' provides details about the team's relocation to the 6th floor of 1600 Hampton Street, their hours (Wednesdays 9 a.m. to 4 p.m.), and contact information (email: payroll@mailbox.sc.edu, phone: 803-777-4227). A final section, 'PEOPLESOFT HCM Login to the HCM PeopleSoft System', instructs users to use their Network Username and password for two-factor authentication (DUO) and mentions that the HCM PeopleSoft system replaces ITAMS. A 'Contact Payroll' button is located at the bottom right.

Questions or Need Help?

For questions about Payroll Tile functions or Payroll processes, email payroll@mailbox.sc.edu.

Before contacting Payroll, have the following ready when applicable:

- Your name and USC ID
- The Payroll Tile option you were using
- A brief description of the issue
- A screenshot of any error message, if available

Student employees: Update address information in Banner. Changes transfer to HCM through a nightly interface and generally appear the next business day.



Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.

**Address:**

1600 Hampton Street
Columbia, SC 29208

**Contact Number:**

Phone: 803-777-2602
Fax: 803-777-9586

**Email Address:**

controller@sc.edu



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