



New Intl Faculty Pre-Hire & Onboarding Job Aids

This document contains Job Aids for pre-hire and onboarding actions in PeopleAdmin and HCM PeopleSoft. You may click on the sections below to jump to their location in the document.

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To access PeopleAdmin, navigate to <https://uscjobs.sc.edu>.

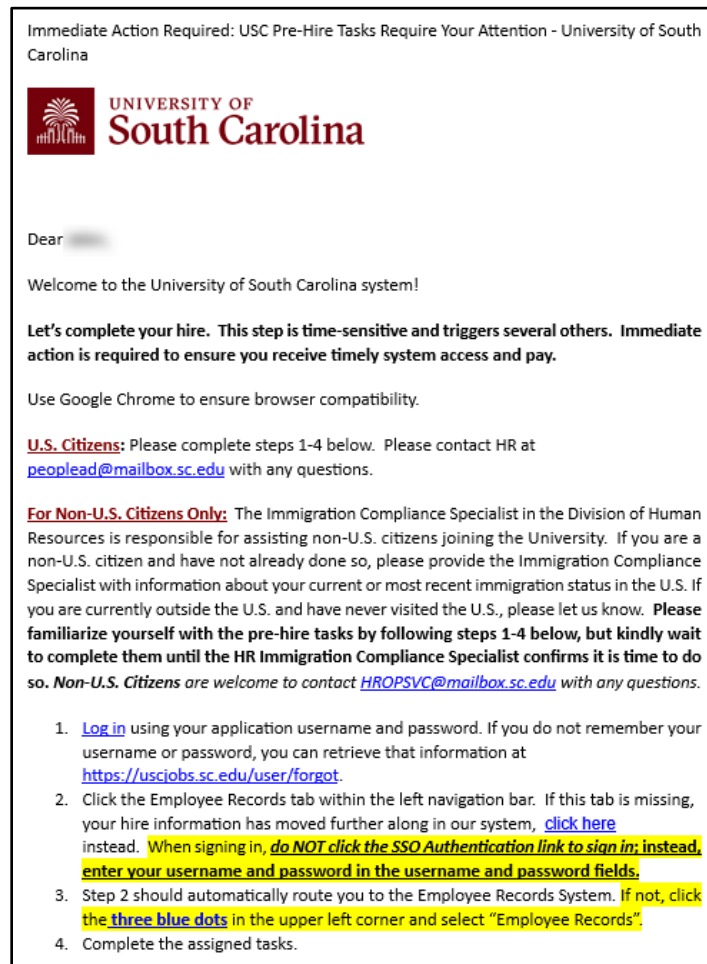
**To access Employee Self Service in HCM PeopleSoft, navigate to <https://hcm.ps.sc.edu>.
Click the drop-down menu from the Employee Self Service title, then select
Employee Self Service.**

NOTE: PeopleAdmin and HCM PeopleSoft utilize multiple layers of security to properly limit access to data. As part of this security structure, limits are placed on content within the system. These limits are directly tied to your role at USC. Throughout these job aids, you may see menus and pages that you will not be able to access in the database. Your content will be tailored to reflect your role at USC. If your role changes in the future, your access to pages and people will be updated in accordance with the change.

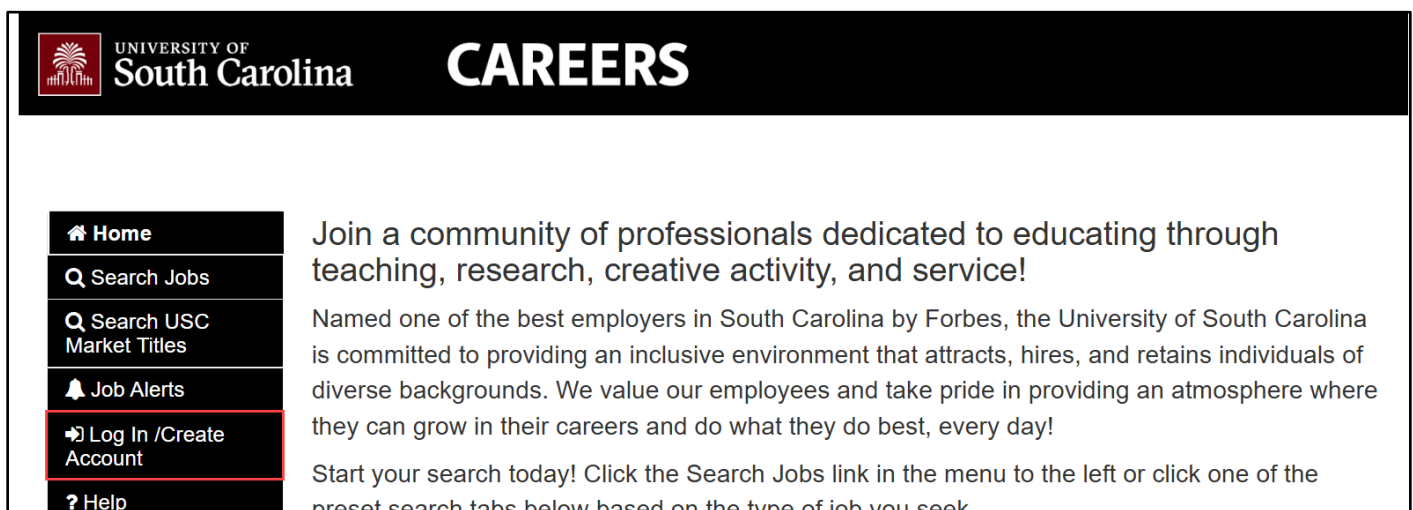
New International Faculty Pre-Hire Tasks in PeopleAdmin

Pre-Step: Welcome Email

Welcome to the University of South Carolina system! You will receive the following email, sent to your personal email address provided in your application, notifying you to begin the Pre-Hire Tasks.



- 1) Log in to PeopleAdmin through your applicant account. Go to **<http://uscjobs.sc.edu>**. Click the **Log In/Create Account** link from the lefthand menu.



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.

Log in to your account

*Required fields are indicated with an asterisk **

*** Username**

*** Password**

Forgot your username or password?

Log In

NOTE: Depending on your browser settings, the navigation menu may be hidden. In these cases, click the menu button with three lines in the top right corner to expand the menu.



2) Click the **Employee Records** option within the navigation menu to access your International Faculty Pre-Hire Tasks.

Home

Search Jobs

Search USC Market Titles

Job Alerts

Employee Records

Help

Frequently Asked Questions

Employee Login to View Position Description

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.

- 3) After clicking Employee Records, you will arrive on the **My Tasks** page. This page contains links to view and complete necessary Pre-Hire tasks in PeopleAdmin. You will begin with the **Critical Information Needed From You to Complete Your Hire** task. Click the **View** button to begin this task.

The screenshot shows the 'My Tasks' page in PeopleAdmin. The left sidebar contains navigation links: My Tasks (selected), Available Forms, Files, Filing, Contracts and Letters, and Reports. The main content area has tabs for 'Needs Attention' and 'Completed'. Below the tabs is a search bar with a dropdown set to 'All'. A table lists tasks with columns: Task, Related Staff, Checklist, Due Date, Delete, and Actions. The first task, 'Critical Information Needed From You to Complete Your Hire', has a 'View' button highlighted with a red box. The second task is 'Foreign National Tax Form' and the third is 'FERPA Quiz', both with 'View' buttons. A 'Mark Complete' button is located at the bottom right of the table.

Task	Related Staff	Checklist	Due Date	Delete	Actions
Critical Information Needed From You to Complete Your Hire		International Faculty Pre-Hire Tasks v2			View
Foreign National Tax Form		International Faculty Pre-Hire Tasks v2			View
FERPA Quiz		International Faculty Pre-Hire Tasks v2			View

[Mark Complete](#)

Complete all fields marked as **Required** in each of the four sections within this task:

- Completing the I-9 Process
- Completing your Background Screening
- Claiming Your Network Account
- Completing Your Pre-Boarding and Onboarding Tasks

The screenshot shows a window titled 'Critical Employee Data v2'. The main heading is '1. Completing the I-9 Process'. Below the heading, the text states: 'As required by U.S. Citizenship and Immigration Services, all new employees must complete Form I-9 to verify eligibility for employment in the United States. ***IMPORTANT*** - International Employees: Please wait to complete the Form I-9 until the Immigration Compliance Specialist in the Division of Human Resources confirms that it is time to do so.'

Once you have completed all required information and *carefully read* through each section, click the **Save Final** button on 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.

(Screenshot on following page)

Critical Employee Data v2

3. Claiming Your Network Account

We need to collect some personal information from you in order for the Division of Information Technology to create your USC ID, university email address, and network credentials.

Within 24 hours of completing this step, you'll receive an email from noreply@mailbox.sc.edu with instructions to claim your USC network account. Please complete this step within 48 hours of receiving the message.

Required Information:

Full Name with Middle required

New Intl Faculty

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. DO NOT PUT A SUFFIX IN THE LAST NAME FIELD. This will cause issues processing your hire. SUFFIX SHOULD ONLY BE ADDED USING THE SUFFIX DROPDOWN BELOW.

Close Print Print as PDF Save Draft Save Final

Click in the **Signature** field to type your name. Click the check box attesting that you have read and accept the **Electronic Signature Statement**. 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.

Critical Employee Data

Submitted By

Workflow Steps

Current 1 Signature by Direct Report:

Sign

Current User

Date 12/2/2025

Signature required

☒ I have read and accept the **Electronic Signature Statement** required

Close Print Print as PDF Save Draft Submit Unlock

This task list will appear under the **Completed** tab.

My Tasks

Needs Attention **Completed**

All

Task	Related Staff	Checklist	Submitted	Actions
 Critical Information Needed From You to Complete Your Hire		International Faculty Pre-Hire Tasks v2	12/3/2025	View

- 4) The next task to complete is the **Foreign National Tax Form**. Click the **View** button to begin this task.

My Tasks

Needs Attention Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Foreign National Tax Form		International Faculty Pre-Hire Tasks v2			View
FERPA Quiz		International Faculty Pre-Hire Tasks v2			View

To begin this task, read through the provided information and download the **Foreign National Tax Information Form** by clicking the link circled below.

Foreign National Tax Form

Foreign National Tax Form

The International Payroll Team helps ensure the appropriate US and state income tax withholding rates and social security tax withholding rates are applied correctly to wages paid to non-US citizens or legal permanent residents. The employees subject to this tax review include F-1, J-1 and H1-B visa holders, as well as others, who are present in the U.S. on a temporary visa. In order to determine the employee's U.S. residency status for FICA withholding purposes (a resident or non-resident employee), and to properly evaluate whether an international employee is eligible for tax treaty benefits, a Foreign National Tax Information Form must be completed and returned to the Payroll Office prior to employment beginning or as soon as possible thereafter.

Please access the [Foreign National Tax Information Form](#), complete, print, sign/date and attach below for the International Payroll Office to review. Note: The form is an editable PDF and can be completed using the computer but it will need to be printed as it requires a wet signature. Please upload copies of your visa and passport, and any other documents that are applicable to your Foreign National Tax Information Form in the Supporting Documents section.

[Close](#) [Print](#) [Print as PDF](#) [Save Draft](#) [Save Final](#)

Once you have completed the Foreign National Tax Information Form and assembled the required supporting documentation, click Upload a File next to each attachment to submit your documents.

Attachments

Foreign National Tax Information Form required

Upload a file

Supporting Documents based on Visa Status required

Upload a file

Once you have successfully uploaded your attachments, click **Save Final**. After clicking Save Final, you are brought back to the main **My Tasks** page.

Attachments

Foreign National Tax Information Form required Form.pdf

Delete

Supporting Documents based on Visa Status required Supporting Documents.pdf

Delete

Please Click to View/Hide the Workflow

Current User

Date

12/3/2025

Close

Print

Print as PDF

Save Draft

Save Final

This task list will appear under the **Completed** tab.

5) The final task to complete is the **FERPA Quiz**. Click the **View** button to begin this task.

My Tasks

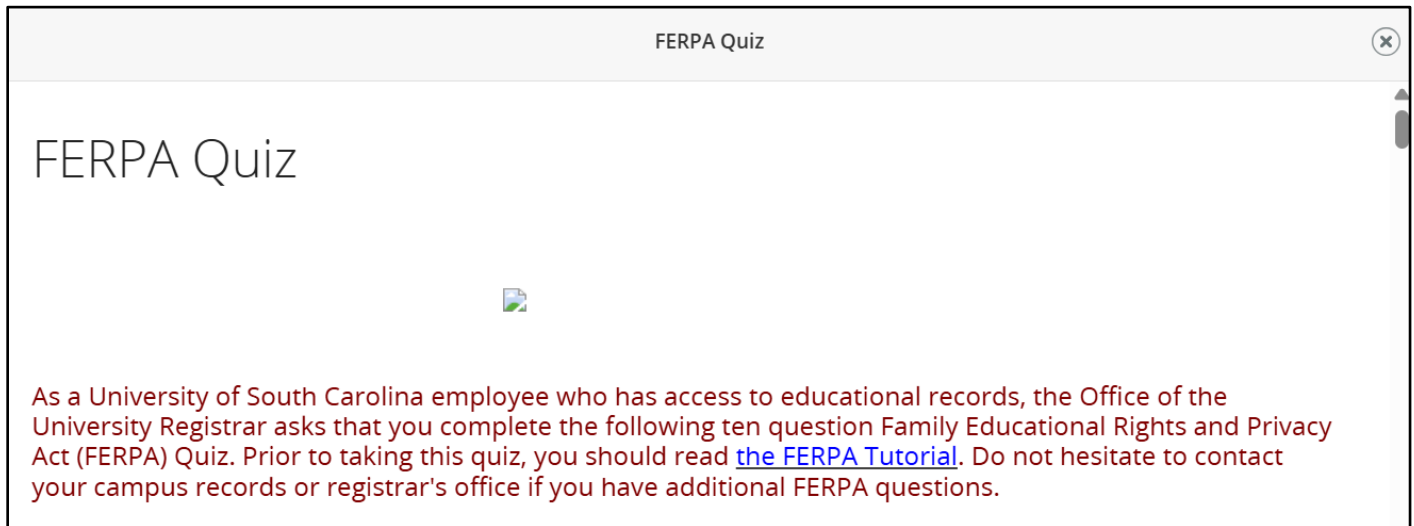
Needs Attention
Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
FERPA Quiz		International Faculty Pre-Hire Tasks v2			View

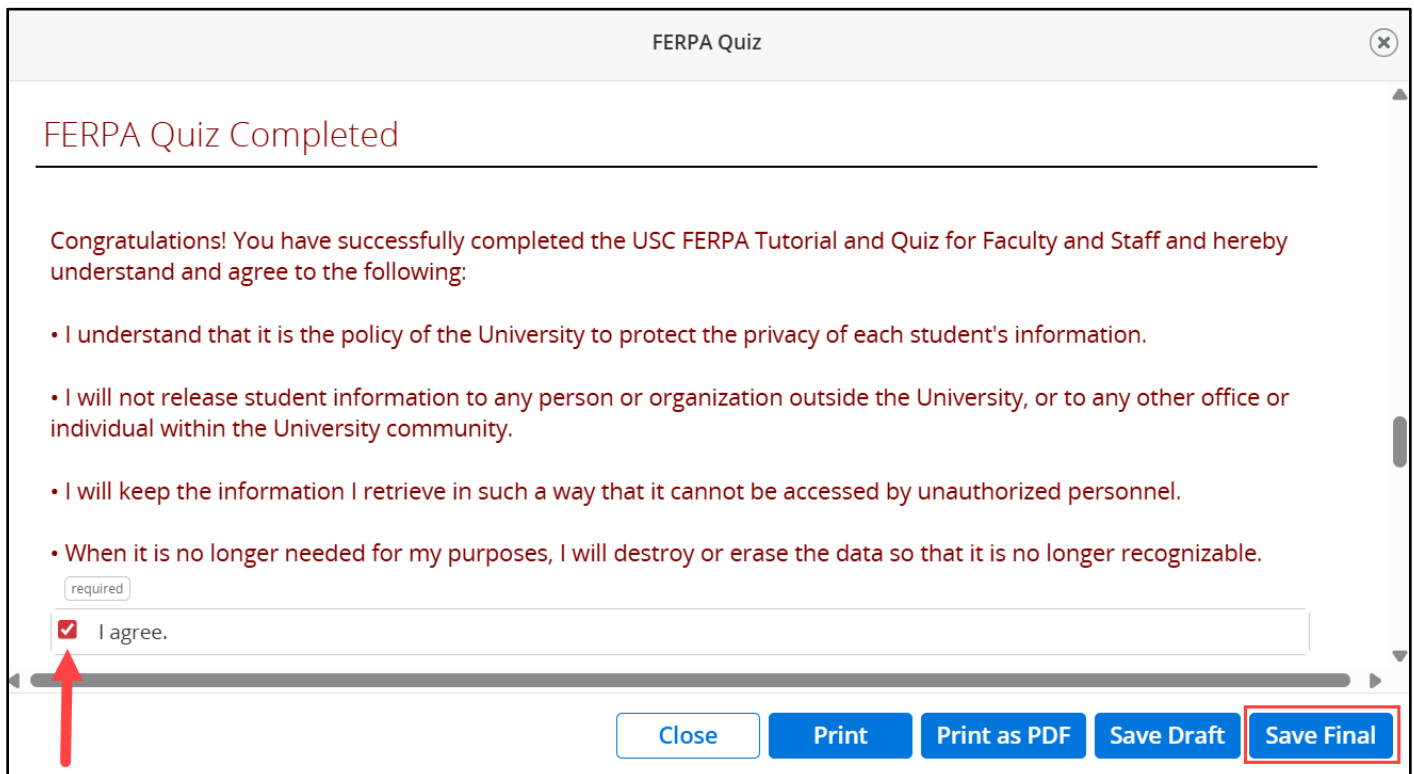
Mark Complete

There are 10 situational questions which you must answer in Yes or No format. Click the drop-down button below each question. Explanations and additional information are provided at the end of this task.



The screenshot shows a window titled "FERPA Quiz". The main heading is "FERPA Quiz". Below the heading is a small icon of a document with a green checkmark. The text below the icon reads: "As a University of South Carolina employee who has access to educational records, the Office of the University Registrar asks that you complete the following ten question Family Educational Rights and Privacy Act (FERPA) Quiz. Prior to taking this quiz, you should read [the FERPA Tutorial](#). Do not hesitate to contact your campus records or registrar's office if you have additional FERPA questions."

Once you have answered the ten required questions in the previous step, you must attest to the FERPA related statements. Click the checkbox next to **I Agree**. Click the **Save Final** button.



The screenshot shows a window titled "FERPA Quiz" with the heading "FERPA Quiz Completed". The text below the heading reads: "Congratulations! You have successfully completed the USC FERPA Tutorial and Quiz for Faculty and Staff and hereby understand and agree to the following:"

- I understand that it is the policy of the University to protect the privacy of each student's information.
- I will not release student information to any person or organization outside the University, or to any other office or individual within the University community.
- I will keep the information I retrieve in such a way that it cannot be accessed by unauthorized personnel.
- When it is no longer needed for my purposes, I will destroy or erase the data so that it is no longer recognizable.

Below the list is a "required" label and a checkbox labeled "I agree." which is checked. A red arrow points to the checkbox. At the bottom of the window are five buttons: "Close", "Print", "Print as PDF", "Save Draft", and "Save Final". The "Save Final" button is highlighted with a red border.

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 now appear under the **Completed** tab.

NOTE: 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.

My Tasks

Needs Attention

Completed

All

Task	Related Staff	Checklist	Submitted	Actions
FERPA Quiz		International Faculty Pre-Hire Tasks v2	12/3/2025	View
Critical Information Needed From You to Complete Your Hire		International Faculty Pre-Hire Tasks v2	12/3/2025	View

Next Steps: Onboarding Tasks in HCM PeopleSoft

Now that you have successfully completed the **International Faculty Pre-Hire Tasks** in PeopleAdmin, look for an email with information regarding next steps for completing onboarding tasks through Employee Self-Service in HCM PeopleSoft.

Instructions for completing these tasks can be found on the following page.

New Employee PreBoarding & OnBoarding in HCM PeopleSoft

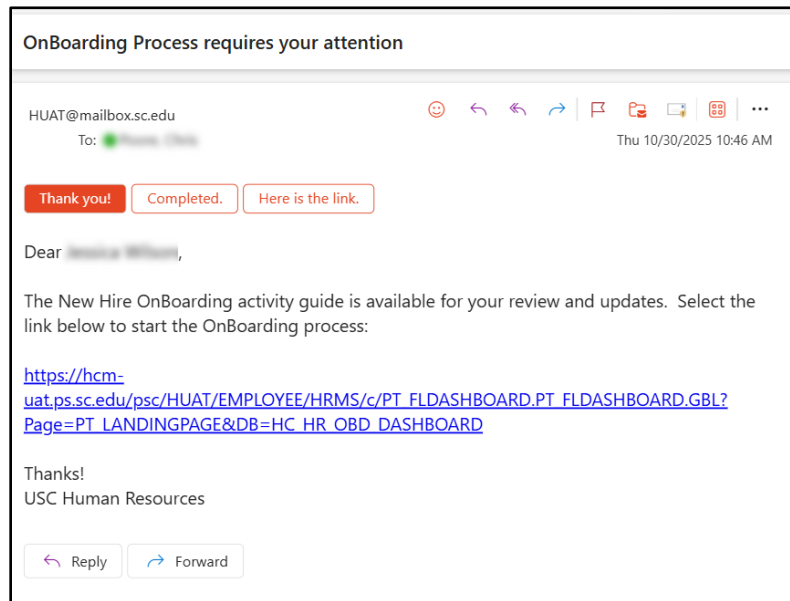
Employee PreBoarding & Onboarding Tasks in Employee Self-Service

This job aid outlines the process for new employees to complete their PreBoarding and OnBoarding tasks in Employee Self-Service in the HCM PeopleSoft System. You can access Employee Self Service by clicking [here](#).

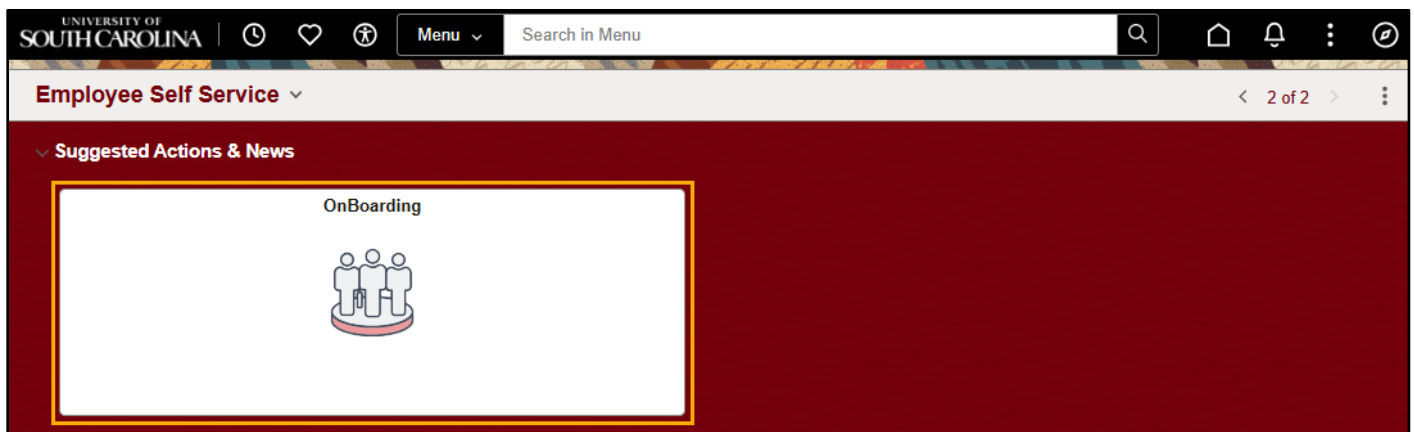
PreBoarding refers to tasks that can be completed before you reach your start date.
OnBoarding refers to tasks that are completed on or after reaching your start date.

PreBoarding

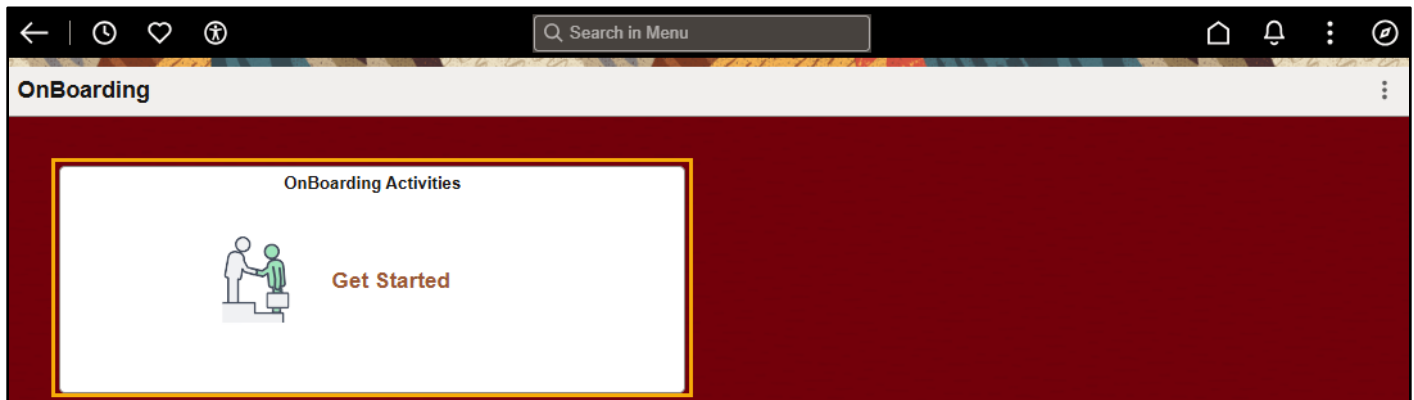
USC New Hire Onboarding Email: Once your Hire action has been fully approved in the HR/Payroll system, you will receive an auto-generated email with a link to complete the next critical steps in your onboarding process. Before your first day, you may receive an email that provides you a direct link to PreBoarding and Onboarding tasks. **If so, you will skip steps 1 and 2 below.**



1) On the Employee Self Service landing page click the **OnBoarding** tile.



2) Next, click the **OnBoarding Activities** tile to begin the preboarding process.

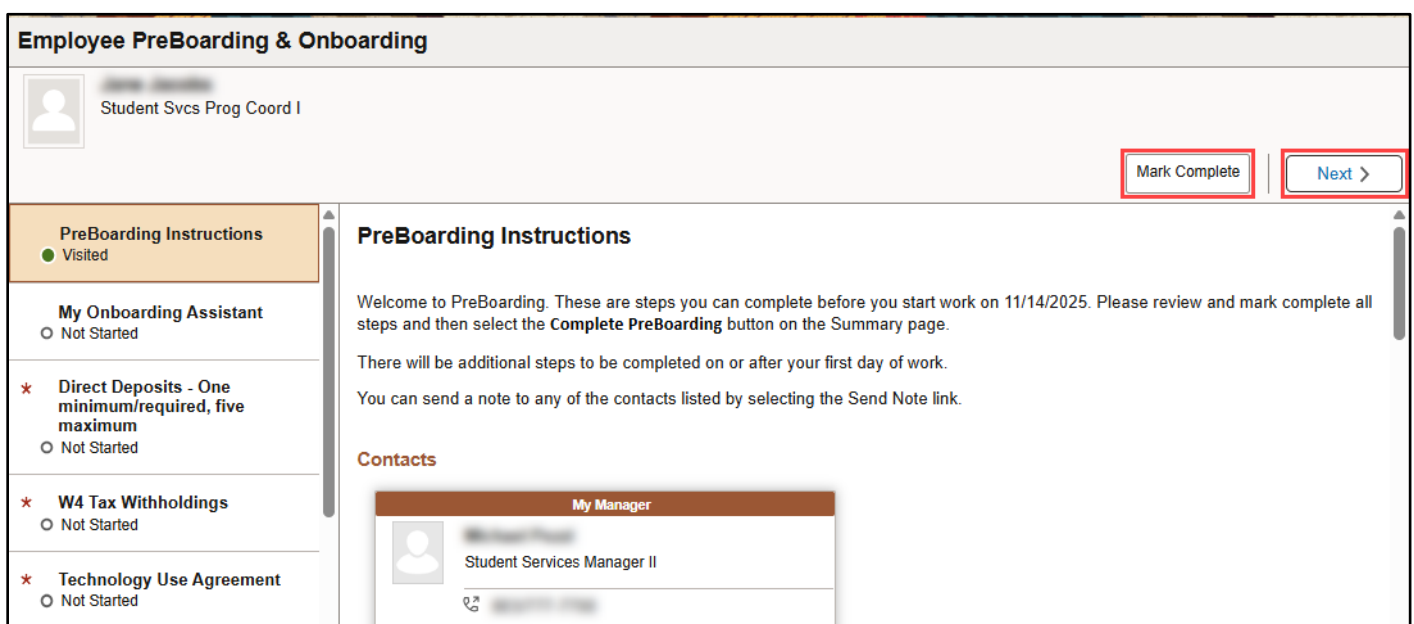


3) After clicking the OnBoarding Activities tile, you will be taken to the **PreBoarding Instructions** page. On this page, you will find contact information for your supervisor (manager) and a list of all steps you can complete *before* reaching your start date.

Preboarding allows you to complete the following tasks:

1. My OnBoarding Assistant
2. Direct Deposits
3. W4 Tax Withholdings
4. Technology Use Agreement
5. Document Acknowledgment
6. Personal Details
7. Benefit Information
8. Preboarding Summary

Once you have completed the steps in each section of PreBoarding, be sure to click the **Mark Complete** button in the top right corner. Don't forget to mark the **PreBoarding Instructions** page as complete before moving on to the next step.



- 4) The first step in Preboarding is the **My Onboarding Assistant** page. To access the assistant, click the link circled below in red. Click **Next** when you are ready to proceed to the next step.

Employee PreBoarding & Onboarding

Arden Williams
Program Coordinator I

< Previous **Next >**

PreBoarding Instructions
✓ Complete

My Onboarding Assistant
● Visited

★ **Direct Deposits - One minimum/required, five maximum**
○ Not Started

★ **W4 Tax Withholdings**
○ Not Started

★ **Technology Use Agreement**
○ Not Started

My Onboarding Assistant

[Click here to access your onboarding assistant.](#)

It will open in a new window, allowing you to get help and continue with your onboarding steps without interruption.
The assistant can provide helpful job aids and answer any common questions you may have along the way.

Once you click on the link, a new window will open. To access the assistant, click the yellow chat icon in the bottom right corner.

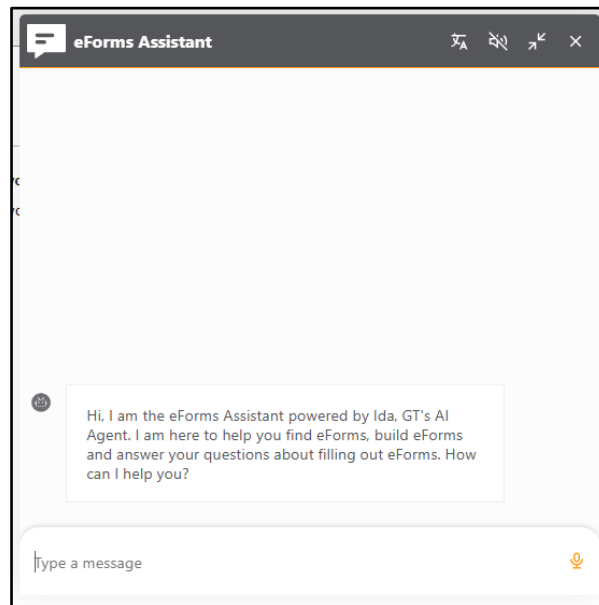
🕒 ❤️ 🔄 Search in Menu 🏠 🔔 ⋮ 🔄

Form Page

⊕ : Onboarding Assistant **Form ID 933207 (NEW)**

Hello! I'm your onboarding assistant, here to help you with any questions during your onboarding.
I can provide answers, share helpful job aids, or connect you with others for support as you complete your tasks.
To get started, click the yellow icon in the bottom right corner of the screen.

The Onboarding Assistant can provide helpful job aids and answer common questions regarding the onboarding process. If you encounter any issues or have questions about the Onboarding Assistant's responses, please reach out to your HR Contact for additional support.



NOTE: You do not need to mark this step as complete.

5) The next step in Preboarding will ask you to set up your Direct Deposit(s). USC requires direct deposit for all employees. You can add up to five accounts.

Click the **Add Account** button.

[Mark Complete](#)
[< Previous](#)
[Next >](#)

Direct Deposit

Accounts

The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.

[Add Account](#)

Complete all fields as shown in the screenshot. Once all fields are complete, click the **Save** button in the top right corner.

Cancel
Add Account
Save

** Indicates required field*

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

Payment Method Direct Deposit

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Percent

NOTE: You can list a Checking or Savings account for your primary Direct Deposit account. You can add up to 5 accounts. Additional accounts have two deposit options:

1. Amount
2. Percent

Upon hitting Save, you are taken to the Direct Deposit summary page. Click the **+** to add another account. If you do not have other accounts to list, click the **Mark Complete** button and click **Next**.

Employee PreBoarding & Onboarding

Aracelis Rodriguez

Program Coordinator I

Mark Complete
< Previous
Next >

PreBoarding Instructions

Complete

My Onboarding Assistant

Visited

Direct Deposits - One minimum/required, five maximum
In Progress

+
-

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	TestAccount	Direct Deposit	053207766	11111111	Checking	50.00% >
Last	Checking	Direct Deposit	053207766	11111111	Checking	Remaining Balance

- 6) The next step in Preboarding allows you to complete your Federal W4 and any applicable State W4 Forms.

Employee PreBoarding & Onboarding

Aranya Montague
Program Coordinator I

Mark Complete | < Previous | Next >

PreBoarding Instructions
✓ Complete

My Onboarding Assistant
● Visited

★ **Direct Deposits - One minimum/required, five maximum**
✓ Complete

★ **W4 Tax Withholdings**
● In Progress

My W-4 Tax Information

Name
Employee ID
Social Security #
Company: University of South Carolina

Tax withholding forms are pre-populated with address information entered on the Pre-Hire tasks. A section for the Federal W4, South Carolina W4 (as the primary work location), and any home state (that is not SC) will populate on this page. Click into each tax form to fill them out by using the **Update Your Tax Information** buttons corresponding to the Federal or State(s) forms. You should complete the tax withholding information, referencing the directions available in each form. For each form, you will need to click the **Sign & Submit** button near the bottom of the tax form once it has been completed.

Sign and Submit

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Date

Sign & Submit

Once you have submitted each form, mark the step as complete and click the **Next** button to proceed to the next task.

Employee PreBoarding & Onboarding

Aranya Montague
Program Coordinator I

Mark Complete | < Previous | Next >

PreBoarding Instructions
✓ Complete

My Onboarding Assistant
● Visited

★ **Direct Deposits - One minimum/required, five maximum**
✓ Complete

My W-4 Tax Information

Name
Employee ID

NOTE: Contact the Payroll Department via email at payroll@mailbox.sc.edu for additional information on tax withholding forms.

- 7) The next step in PreBoarding requires you to complete the Technology Use Agreement. On this page, you will read the linked USC policies and make an acknowledgment. Once you have read each policy, click the checkbox near the bottom of the page and then click **Save**. When you are ready to proceed, click **Next**.

Aracelis Williams

Program Coordinator I

< Previous

Next >

PreBoarding Instructions

Complete

My Onboarding Assistant

Visited

Direct Deposits - One minimum/required, five maximum

Complete

W4 Tax Withholdings

Complete

Technology Use Agreement

In Progress

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 USC POLICIES:

- Responsible Use of Data, Technology, and User Credentials
- Information Security

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.

☐ Please check the box to indicate your agreement with these statements.

Save

- 8) The next step in PreBoarding requires you to complete a **Document Acknowledgment**. Click the **Download** button next to each file name to download and review the document. *You must* download each document to make the appropriate acknowledgment.

Aracelis Williams

Program Coordinator I

Mark Complete

< Previous

Next >

My Onboarding Assistant

Visited

Direct Deposits - One minimum/required, five maximum

Complete

W4 Tax Withholdings

Complete

Technology Use Agreement

Complete

Document Acknowledgement

In Progress

Document Acknowledgement

Step 1 - Download Documents

Please download the following listed documents. Those documents requiring updates can be uploaded in the Required Documents to Acknowledge / Upload table.

Document / Description	File Name	Action
ACA Acknowledgement	USC_aca_acknowledgement_of_receipt_(20).pdf	Download
ACA Marketplace Notice	ACA_Marketplace_Exchange_Notice_(38).pdf	Download
Employee Standards of Ethical Conduct	employee_standards_of_ethical_conduct_2024_(3).pdf	Download
State Ethics Brochure	State_Ethics_Brochure_(3).pdf	Download

Once you have reviewed each document, scroll down and click the **Acknowledge** button next to each file name. The button will “grey-out” once you have completed your acknowledgment. When you have finished acknowledging each document, mark the page complete and click **Next**.

Ardena Williams

Program Coordinator I

Mark Complete

< Previous

Next >

My Onboarding Assistant

Visited

Direct Deposits - One minimum/required, five maximum

Complete

W4 Tax Withholdings

Complete

Technology Use Agreement

Complete

Document Acknowledgement

In Progress

State Ethics Brochure

State_Ethics_Brochure_(3).pdf

Download

Step 2 - Acknowledge / Upload Required Documents

You must acknowledge or upload the listed documents.

Document / Description	File Name / Attached On	Action
ACA Acknowledgement	USC_aca_acknowledgement_of_receipt_(20).pdf	Acknowledge 12/02/2025 3:22:01PM
Employee Standards of Ethical Conduct	employee_standards_of_ethical_conduct_2024_(3).pdf	Acknowledge 12/02/2025 3:22:03PM
State Ethics Brochure	State_Ethics_Brochure_(3).pdf	Acknowledge 12/02/2025 3:22:03PM

9) The next step in PreBoarding will require you to submit **Personal Details**. There are several sub-pages within this section. The first is **Verify Addresses**. When you click Next in the previous step or navigate directly to this page, you will receive a warning which states that you must click on your address and hit Save before you can proceed to the next step. Click **OK**.

On this step you need to click your address, verify it's correct, and then click Save. You must click on your address and click Save before you can move to the next step.

OK

Your home address will automatically populate in HCM from the Pre-Hire Tasks that you completed in PeopleAdmin.

Confirm that your home address is accurate or make changes if needed. To make changes, click the > arrow on the right side of the row for your home address. Update the applicable fields, then click the **Save** button in the top right.

To add a separate mailing address, click the **Add Mailing Address** button. Update any applicable fields, and then click the **Save** button in the top right.

(Screenshot on following page)

Aracelis Montoya

Program Coordinator I

Mark Complete

< Previous

Next >

Complete

W4 Tax Withholdings

Complete

Technology Use Agreement

Complete

Document Acknowledgement

Complete

Personal Details

In Progress

Verify Addresses

In Progress

Personal Details - Verify Addresses

Home Address

4475 De La Cruz Blvd

Alhambra, CA 91801

Current

>

Mailing Address

4475 De La Cruz Blvd

Alhambra, CA 91801

Current

>

Once you verify your address(es), this step will be automatically marked as complete. Click the **Next** button.

Aracelis Montoya

Program Coordinator I

< Previous

Next >

Complete

W4 Tax Withholdings

Complete

Technology Use Agreement

Complete

Personal Details - Verify Addresses

Home Address

4475 De La Cruz Blvd

Alhambra, CA 91801

Current

>

10) The next page in Personal Details will allow you to add **Emergency Contacts**. USC does not require Emergency Contact information for employees, but it is highly encouraged that you provide at least one person to contact in the event of an emergency. Your supervisor, area HR Contact, and the USC Division of HR have access to this information. Click the **Add Emergency Contact** button to add an entry.

Aracelis Montoya

Program Coordinator I

Mark Complete

< Previous

Next >

Complete

Technology Use Agreement

Complete

Document Acknowledgement

Complete

Personal Details - Emergency Contacts

No emergency contact exists.

Add Emergency Contact

December 2025 • Page 18 of 29

Enter the Contact Name of your Emergency Contact and select a Relationship from the drop-down menu. You can click the **Add Address** button to provide an address for your Emergency Contact, and the **Add Phone Number** button to provide a good contact number (this is the most important data point for an Emergency Contact). Once complete, click the **Save** button.

Emergency Contact

*Contact Name: Emergency Person

*Relationship: Friend

Preferred Contact: ☐

Address: No data exists. [Add Address](#)

Phone Numbers: No data exists. At least one phone number is required. [Add Phone Number](#)

* Indicates required field

You can enter a second Emergency Contact by clicking the **+** button or mark the page complete and click **Next** to proceed.

Personal Details - Emergency Contacts

+

Contact Name	Relationship	Preferred Contact
Emergency Person	Friend	☒

Mark Complete | < Previous | Next >

11) The next page in Personal Details will require you to add your **Degrees**. To add a degree, click the **Add** button.

Employee PreBoarding & Onboarding

Arlene Whittaker
Program Coordinator I

Mark Complete | < Previous | Next >

Complete

- ★ Document Acknowledgement
 - Complete
- Personal Details
 - In Progress

Personal Details - Degrees

No data exists.

[Add](#)

Complete all fields on the page by clicking the associated lookup button (magnifying glass icon) to see valid options. Once you select a Major and School Code, the fields 'School Description' and 'Major Description' will populate automatically.

Click the 'Graduated' checkbox, then click the **Save** button.

The screenshot shows a form titled "Degrees" with a "Cancel" button on the top left and a "Save" button on the top right. The form contains the following fields:

- *Date Acquired: 05/20/2009 (with a calendar icon)
- *Degree: Bachelor of Arts (with a magnifying glass icon)
- Details:
- Major Code: Platemaker/Imager (with a magnifying glass icon)
- *Status: Active (dropdown menu)
- Country: United States (with a magnifying glass icon)
- State: Florida (with a magnifying glass icon)
- School Code: 1072401 (with a magnifying glass icon)
- School Description: Carlos Albizu Univ
- Major Description: Platemaker/Imager
- Minor Code: (with a magnifying glass icon)
- Minor Description: (empty field)
- Graduated: ☒

A red box highlights the "Date Acquired", "Degree", "Major Code", "Status", "Country", "State", "School Code", "School Description", "Major Description", "Minor Code", "Minor Description", and "Graduated" fields. A note in the top right corner states: "* Indicates required field".

If you have another degree to add, click the **+** button and repeat the previous steps. Once all degrees have been entered, mark the page complete and click **Next**.

The screenshot shows the "Personal Details - Degrees" section. At the top right, there are three buttons: "Mark Complete", "< Previous", and "Next >". The "Mark Complete" and "Next >" buttons are highlighted with red boxes. Below the buttons is a table with the following data:

+	Degree	Major Code	Edit/View
	Bachelor of Arts	Platemaker/Imager	>

12) The next page in Personal Details will allow you to enter information regarding your **Ethnic Groups**. Click **Yes** or **No** for Question 1 and click as many options as applicable in Question 2.

(Screenshot on the next page)

Employee PreBoarding & Onboarding



Aracelis Montoya
Program Coordinator I

Mark Complete | < Previous | Next >

Complete

Technology Use Agreement
Complete

Document Acknowledgement
Complete

Personal Details
In Progress

Verify Addresses
Complete

Emergency Contacts
Complete

Personal Details - Ethnic Groups

1) Are you Hispanic or Latino? [Explain](#)
☐ Yes
☒ No

2) What is your race? Select one or more. [Explain](#)
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☒ Native Hawaiian or Pacific Islander
☐ White

If you are uncertain what the question is asking or what specific answers mean, click the **Explain** link to the right of the question.

Once all selections have been made click the **Save** button. For this step, clicking Save also marks the task as complete. Click **Next**.

Employee PreBoarding & Onboarding



Aracelis Montoya
Program Coordinator I

Mark Complete | < Previous | **Next >**

Complete

Technology Use Agreement
Complete

Document Acknowledgement
Complete

Personal Details
In Progress

Verify Addresses
Complete

Emergency Contacts
Complete

☐ Asian
☐ Black or African American
☒ Native Hawaiian or Pacific Islander
☐ White

Voluntary Self-Identification

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Save

- 13)** The next page in Personal Details will ask about your **Veteran Status**. Read all information provided on this page and make the applicable Self-Identification election.

Employee PreBoarding & Onboarding

Active Workings

Program Coordinator I

Mark Complete

< Previous

Next >

In Progress

Verify Addresses

Complete

Emergency Contacts

Complete

Degrees

Complete

Ethnic Groups

Complete

Veteran Status

In Progress

Federal Contract Compliance Programs (OFCCP) website at www.doi.gov/ofccp.

How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

☐ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW
 ☐ I AM NOT A PROTECTED VETERAN
 ☐ I DO NOT WISH TO ANSWER

Active Workings

Your Name

Today's Date

Once you have made your selection, scroll to the bottom of the page and click the **Submit** button. For this step, clicking the Submit button also marks this page as complete. Click **Next**.

Employee PreBoarding & Onboarding

Active Workings

Program Coordinator I

Mark Complete

< Previous

Next >

In Progress

Verify Addresses

Complete

Emergency Contacts

Complete

Degrees

Complete

Ethnic Groups

Complete

Veteran Status

In Progress

What Categories of Veterans Are "Protected" by VEVRAA?

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Submit

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- 14)** The final page in the Personal Details section asks about **Disability**. This section is voluntary. If you elect to complete this section, read all information provided and click the appropriate checkbox for yourself. Once you have provided your answer click the **Submit** button. For this step, clicking the **Submit** button also marks the task as complete. Click **Next**.

Active Workings

Program Coordinator I

Mark Complete

< Previous

Next >

★ Disability

In Progress

★ Benefit Information

Not Started

★ Before Day 1 Checklist

Not Started

★ Manager Checklist - Day 1 and After

Not Started

PreBoarding Summary

Not Started

Cancer (past or present)

Cardiovascular or heart disease

Celiac disease

Cerebral palsy

Deaf or serious difficulty hearing

Diabetes

Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD

Missing limbs or partially missing limbs

Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports

tuberculosis, asthma, emphysema

Short stature (dwarfism)

Traumatic brain injury

Please check one of the boxes below:

☐ Yes, I have a disability, or have had one in the past

☐ No, I do not have a disability and have not had one in the past

☐ I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

15) The final section in PreBoarding will provide you with **Benefit Information**. On this page, you will be able to view the University of South Carolina Benefits Packet. You can download this file or print it out using the built-in PDF viewer. Once you have reviewed the information, mark the page as complete and click **Next**.

Active Workings

Program Coordinator I

Mark Complete

< Previous

Next >

Complete

★ W4 Tax Withholdings

Complete

★ Technology Use Agreement

Complete

★ Document Acknowledgement

Complete

Personal Details

Complete

★ Benefit Information

In Progress

Copy of Bene... 1 / 11 90%

University of South Carolina

Benefits Packet

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- 16)** After reviewing Benefit Information, you will be taken to the **PreBoarding Summary** page. This page will allow you to view all required Onboarding tasks. Details include the Status, Date Completed, and whether the task has been marked complete or not.

Employee PreBoarding & Onboarding

Active Workflows

Program Coordinator I

[< Previous](#)

Personal Details

Complete

Benefit Information

Complete

Before Day 1 Checklist

Not Started

Manager Checklist - Day 1 and After

Not Started

PreBoarding Summary

Visited

PreBoarding Summary

Complete PreBoarding

The following steps are needed to complete your OnBoarding activity. Complete all steps that are available now, then select the **Complete PreBoarding** button to validate your current entries and receive information for your next steps.

There are steps marked as "Available on First Day" that cannot be completed at this time. Those steps will be available on your first day, 12/5/2025.

Please return to this OnBoarding activity at that time and complete the remaining steps.

Steps

Step	Status	Date Completed	Required	Mark Complete	Go To Step
PreBoarding Instructions	Complete	12/02/2025	No	Completed	Go to Step
OnBoarding Instructions	Available on 12/5/2025		No	Mark Complete	Go to Step
My Onboarding Assistant	Visited		No	Not Applicable	Go to Step

The Status field will indicate if and when a step can be completed. Onboarding tasks cannot be completed until the start date. To view a step that you have previously visited or completed, locate the step and click **Go To Step** on the righthand side of the page.

Step	Status	Date Completed	Required	Mark Complete	Go to Step
PreBoarding Instructions	Complete	12/02/2025	No	Completed	Go to Step
OnBoarding Instructions	Available on 12/5/2025		No	Mark Complete	Go to Step
My Onboarding Assistant	Visited		No	Not Applicable	Go to Step

Once you have ensured that all PreBoarding Steps have been completed, click **Complete PreBoarding**.

Employee PreBoarding & Onboarding

Active Workflows

Program Coordinator I

[< Previous](#)

Personal Details

Complete

Benefit Information

Complete

Before Day 1 Checklist

Not Started

PreBoarding Summary

Complete PreBoarding

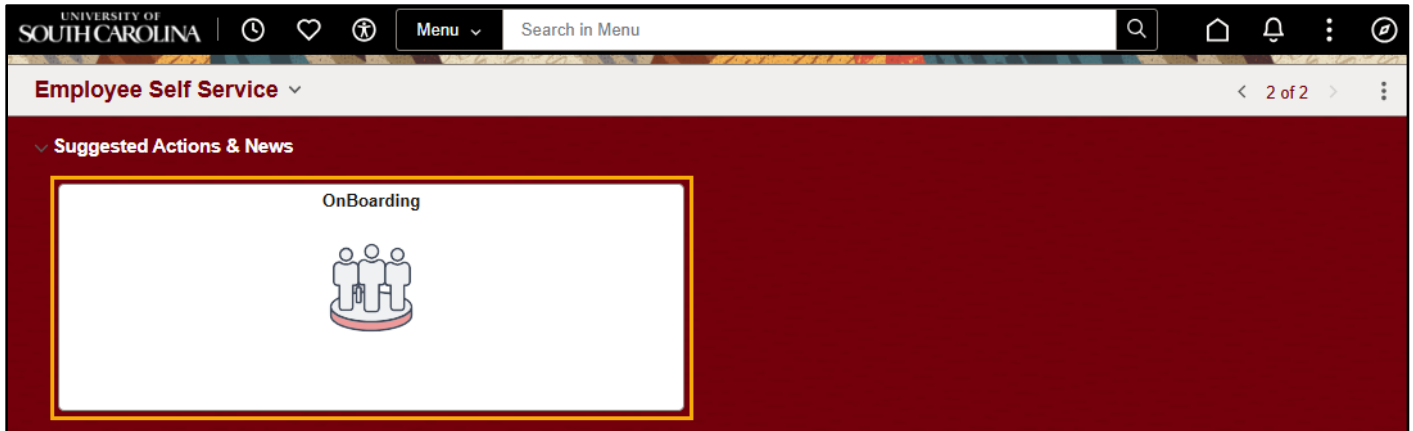
The following steps are needed to complete your OnBoarding activity. Complete all steps that are available now, then select the **Complete PreBoarding** button to validate your current entries and receive information for your next steps.

There are steps marked as "Available on First Day" that cannot be completed at this time. Those steps will be available on your first day, 12/5/2025.

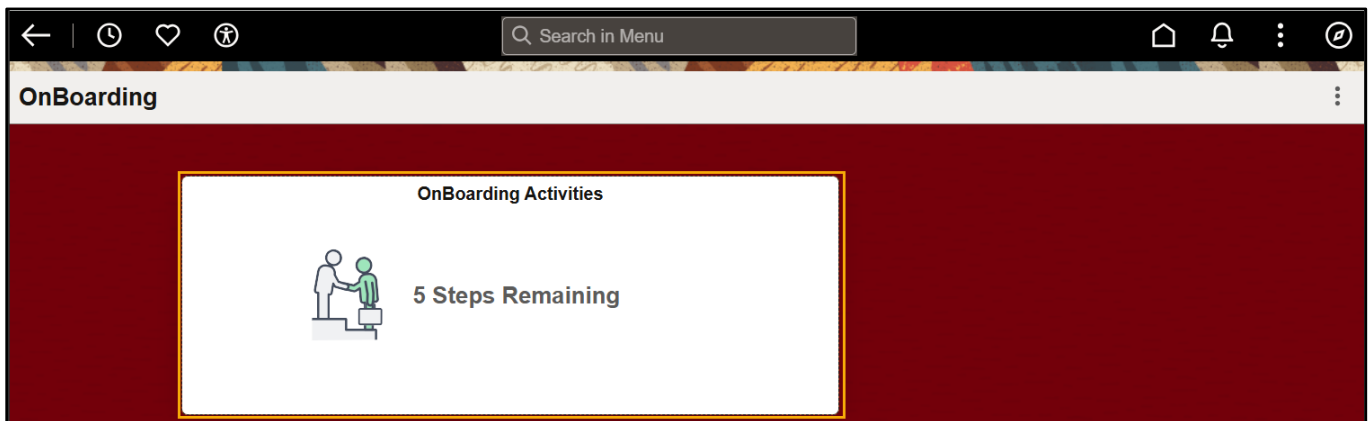
Congratulations! You have completed PreBoarding. Return to the Onboarding tile on your first day to complete the Remaining Onboarding tasks. Steps to complete Onboarding Tasks are located below.

Onboarding

1) On the Employee Self Service landing page click the **OnBoarding** tile.



2) Next, click the **OnBoarding Activities** tile to finish the Onboarding process.



3) After clicking the OnBoarding Activities tile, you will be taken to the **OnBoarding Instructions** page. On this page, you will find a greeting from USC and a link to watch the welcome aboard video.

Onboarding allows you to complete the following tasks:

1. Onboarding Instructions
2. Security Awareness
3. Entering Working Hours and Leave
4. Overall Summary

Once you have completed the steps in each section of OnBoarding, be sure to click the **Mark Complete** button in the top right corner. Don't forget to mark the **Onboarding Instructions** page as complete before moving on to the next step.

Click the link circled in red to watch the welcome aboard video. After you have completed the video, mark the page as complete and click **Next**.

Employee PreBoarding & Onboarding

Arjuna Montoya

Program Coordinator I

Mark Complete

Next >

OnBoarding Instructions

● Visited

My Onboarding Assistant

● Visited

★ Direct Deposits - One minimum/required, five maximum

● Complete

★ Security Awareness

○ Not Started

▶ Personal Details

● Complete

UNIVERSITY OF South Carolina

Welcome Arjuna Montoya,

You are embarking on a journey as part of our diverse, dynamic, and innovative workforce, and we are excited to see how you contribute to our story. Let's get started!

Click [here](#) to watch the welcome aboard video.

Important: Mark each individual task and the summary page as "Complete" to finalize this part of the process and prevent reminder emails.

- 4) The first task to complete for Onboarding is **Security Awareness Training**. Complete this task by clicking the **Security Awareness Training** link and viewing the 10 videos. The entire course should take around 30 minutes to complete.

Employee PreBoarding & Onboarding

Arjuna Montoya

Program Coordinator I

< Previous

Next >

OnBoarding Instructions

● Complete

My Onboarding Assistant

● Visited

★ Direct Deposits - One minimum/required, five maximum

● Complete

★ Security Awareness

● In Progress

▶ Personal Details

Security Awareness

Save

The University of South Carolina is committed to protecting our data and systems from cybersecurity threats. As such, new faculty and staff are required to complete this security awareness training.

The training is video based and delivered online through the University Information Security Office's website.

Ten video modules are included with each focusing on a specific security topic. As you complete one video, a short quiz will test the knowledge you gained regarding that topic. You must successfully pass the quiz to proceed to the next video.

The entire course should take about 30 minutes to complete.

Upon completion, please certify that you have watched each of the videos by clicking the checkbox at the bottom of this form.

To begin your training, click here: [Security Awareness Training](#)

Once you have viewed all 10 videos and passed the knowledge check quiz associated with each topic, return to this Onboarding task and click the box, attesting that you have viewed all videos.

✱ Security Awareness ● In Progress	To begin your training, click here: Security Awareness Training  ☐ I have completely viewed all 10 videos which are part of Securing the Human training.
▶ Personal Details ✔ Complete	

Click the **Save** button. For this task, clicking the Save button also marks the task as complete.

Employee PreBoarding & Onboarding	
 Alicia Williams Program Coordinator I < Previous Next > OnBoarding Instructions ✔ Complete My Onboarding Assistant ● Visited	Security Awareness The University of South Carolina is committed to protecting our data and systems from cybersecurity threats. As such, new faculty and staff are required to complete this security awareness training. Save

5) The final step in Onboarding provides you with information regarding **Entering Working Hours and Leave**. To navigate to this step, locate and click on **Entering Working Hours and Leave** within the lefthand navigation menu.

✱ Direct Deposits - One minimum/required, five maximum ✔ Complete
✱ Security Awareness ✔ Complete
▶ Personal Details ✔ Complete
✱ Benefit Information ✔ Complete
✱ Entering Working Hours and Leave ● In Progress

This task links you to the Payroll Department website, which houses training guides and resources for USC's Time and Absence System. Please review the job aids and resources available under the **Employee Job Aids** section.

Once you have viewed all applicable information about the Time and Absence System, return to this page in Onboarding and click the **Mark Complete** button. Then, click **Next**.

Employee PreBoarding & Onboarding

Arlene Williams

Program Coordinator I

Mark Complete

< Previous

Next >

- ★

Direct Deposits - One minimum/required, five maximum

✓

Complete
- ★

Security Awareness

✓

Complete
- ▶

Personal Details

✓

Complete
- ★

Benefit Information

✓

Complete
- ★

Entering Working Hours and Leave

●

In Progress

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

UNIVERSITY OF South Carolina

SEARCH SC.EDU

Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Time/Labor and Absence Management in HCM PeopleSoft

Our Time/Labor and Absence Management modules in HCM PeopleSoft bring pay, time, and absence management together into one system.

- 6) After all Onboarding steps have been completed, you will be taken to the **Overall Summary** page. This page shows a summary view of all onboarding tasks along with their status and date completed. It also gives you the ability to *Mark Complete* any that you may have forgotten. If your summary page shows that all statuses are Complete, you have finished onboarding!

Employee PreBoarding & Onboarding

Arlene Williams

Program Coordinator I

< Previous

Complete Onboarding

- ★

Benefit Information

✓

Complete
- ★

Entering Working Hours and Leave

✓

Complete
- ★

Before Day 1 Checklist

○

Not Started
- ★

Manager Checklist - Day 1 and After

○

Not Started
- Overall Summary

●

Visited

Overall Summary

To finish the OnBoarding process, please select the Complete button.

Steps

17 rows

Step	Status	Date Completed	Required	Mark Complete	Go to Step
OnBoarding Instructions	✓ Complete	12/03/2025	No	Completed	Go to Step
My Onboarding Assistant	● Visited		No	Not Applicable	Go to Step
Direct Deposits - One minimum/required, five maximum	✓ Complete	12/03/2025	Yes	Completed	Go to Step

Click the **Complete Onboarding** button to finalize your onboarding. Upon marking all onboarding tasks as complete, you will see that your Onboarding Activities tile appears as 'Completed'!

Employee PreBoarding & Onboarding

Program Coordinator I

< Previous

Complete Onboarding

Complete

Personal Details

Complete

Benefit Information

Complete

Entering Working Hours and Leave

Complete

Manager Checklist - Day 1 and After

Complete

Overall Summary

Visited

Overall Summary

To finish the OnBoarding process, please select the Complete button.

Steps

13 rows

Step	Status	Date Completed	Required	Mark Complete	Go to Step
OnBoarding Instructions	Complete	12/03/2025	No	Completed	Go to Step
My Onboarding Assistant	Visited		No	Not Applicable	Go to Step
Direct Deposits - One minimum/required, five maximum	Complete	12/03/2025	Yes	Completed	Go to Step

OnBoarding

OnBoarding Activities

Completed

NOTE: If your manager has not completed their assigned Onboarding steps, you will be unable to mark Onboarding as Complete. In this case, you will not need to take additional action.

Congratulations! You have completed Onboarding for your new role at USC!

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