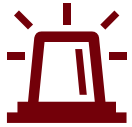


# NEW EMPLOYEE ONBOARDING TASK DEADLINES



## PRE-HIRE

Complete **as soon as you receive**. Some tasks expire as quickly as 1, 2, or 5 days from receipt. **Delays could impact timely system access.**

These first four emails will be delivered to your personal email address.

**PeopleAdmin:** due upon receipt; ASAP; this task triggers all subsequent tasks

Look for: University of South Carolina  
<do-not-reply>@ted.peopleadmin.com

**I-9 Advantage:** section 1 due in 24 hours, section 2 in 3 days

Look for: [service@peopleadmin.com](mailto:service@peopleadmin.com)

**HireRight:** due in 5 business days

Look for: [noreply@hireright.com](mailto:noreply@hireright.com)

**University Account Claiming:** due in 48 hours

Look for: [noreply@mailbox.sc.edu](mailto:noreply@mailbox.sc.edu)

This next email will be delivered to your work email address.

**PeopleSoft ESS:** A list of onboarding tasks to include setting up direct deposit, W-4s (federal and state), Technology Use Agreement, ACA Acknowledgement, emergency contacts, and other employee profile data

Look for: [HPRD@mailbox.sc.edu](mailto:HPRD@mailbox.sc.edu)



## DAY ONE

Complete these items **on your first day of employment**. Mark items as complete throughout, or you may receive reminder emails.

This email will be delivered to your work email address.

**PeopleSoft ESS:** Complete outstanding onboarding tasks in ESS, including learning how to enter Time and Absence and Compliance Awareness training

Look for: [HPRD@mailbox.sc.edu](mailto:HPRD@mailbox.sc.edu)

**FIRST WEEK:** Download important apps, attend orientation, review your benefits, supervisors sign up for required LEAD training



## FIRST MONTH

Complete these items **within your first 30 and 31 days of employment**.

These emails will be delivered to your work email address.

**PeopleSoft Benefits enrollment email:**

Eligible employees may refuse or enroll in state insurance benefits within **31 days** of their date of hire, or **you will miss your opportunity for initial enrollment until the next open enrollment or a qualifying life event**.

Look for: [HPRD@mailbox.sc.edu](mailto:HPRD@mailbox.sc.edu)

**If Eligible: PEBA Retirement Email**

Eligible employees have 30 days from their date of hire or date of eligibility to make a selection in state retirement benefits or elect non-membership if applicable.

If you do not respond to the email from PEBA within 30 days of your initial date of hire, you **will default** into SCRS (or PORS if applicable), which is **irrevocable**.

Look for: [Noreply@retirement.sc.gov](mailto:Noreply@retirement.sc.gov)