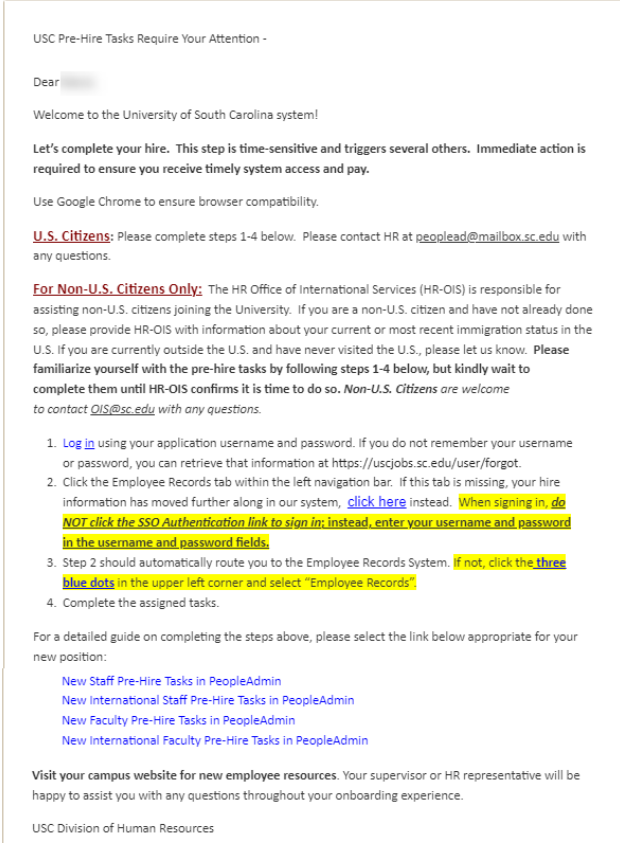


## University of South Carolina - Division of Human Resources Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

### How to complete onboarding tasks in PeopleAdmin as a new Faculty employee:

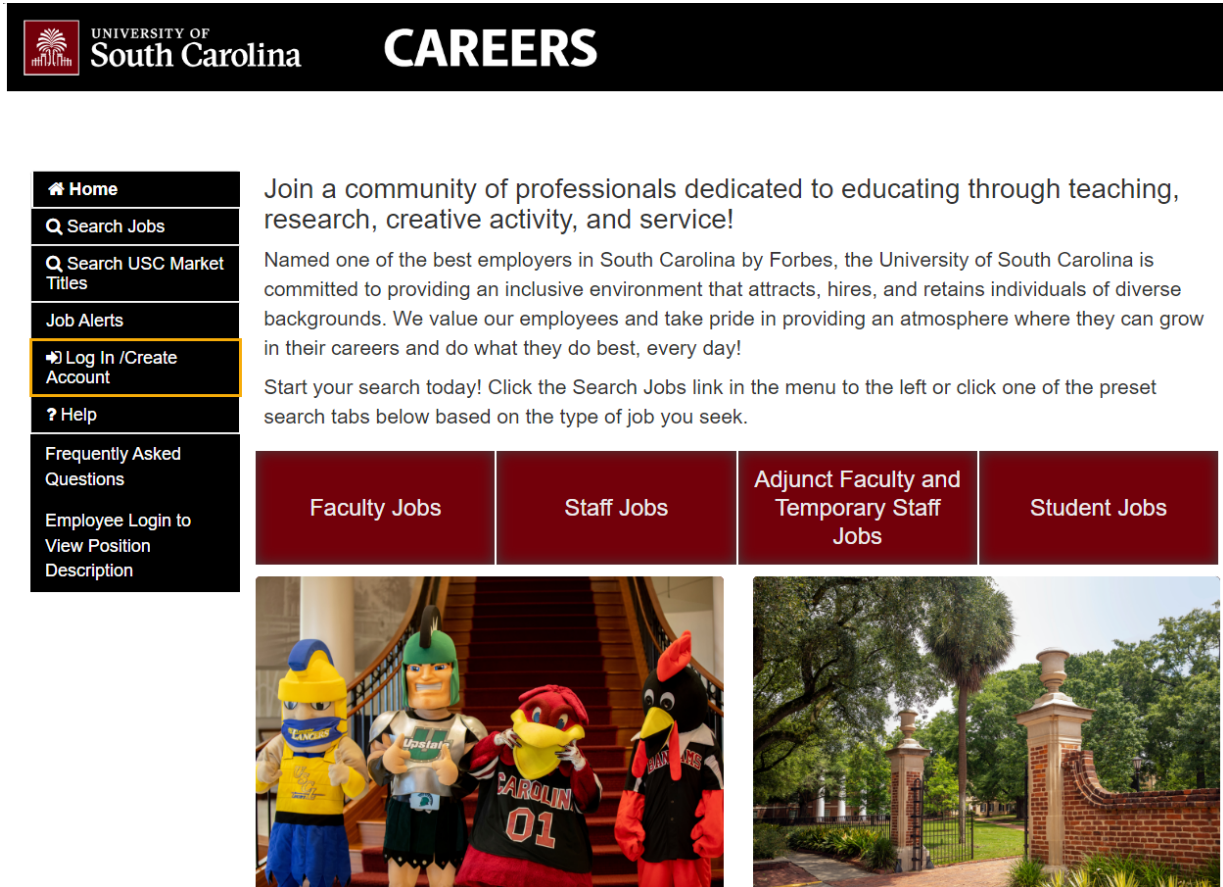
This job aid outlines the process for new faculty employees to complete their pre-hire tasks in PeopleAdmin.

Processing Steps	Screenshots
<p><b>Pre-Step: Welcome email</b></p> <p>Welcome to the University of South Carolina system!</p> <p>Your new hire action has been approved and you will receive this email to your personal email address provided in your application, notifying you to begin the Pre-Hire Tasks.</p>	 <p>USC Pre-Hire Tasks Require Your Attention -</p> <p>Dear [redacted]</p> <p>Welcome to the University of South Carolina system!</p> <p>Let's complete your hire. This step is time-sensitive and triggers several others. Immediate action is required to ensure you receive timely system access and pay.</p> <p>Use Google Chrome to ensure browser compatibility.</p> <p><b>U.S. Citizens:</b> Please complete steps 1-4 below. Please contact HR at <a href="mailto:peoplead@mailbox.sc.edu">peoplead@mailbox.sc.edu</a> with any questions.</p> <p><b>For Non-U.S. Citizens Only:</b> The HR Office of International Services (HR-OIS) is responsible for assisting non-U.S. citizens joining the University. If you are a non-U.S. citizen and have not already done so, please provide HR-OIS with information about your current or most recent immigration status in the U.S. If you are currently outside the U.S. and have never visited the U.S., please let us know. <b>Please familiarize yourself with the pre-hire tasks by following steps 1-4 below, but kindly wait to complete them until HR-OIS confirms it is time to do so. Non-U.S. Citizens are welcome to contact <a href="mailto:OIS@sc.edu">OIS@sc.edu</a> with any questions.</b></p> <ol style="list-style-type: none"> <li>1. <b>Log in</b> using your application username and password. If you do not remember your username or password, you can retrieve that information at <a href="https://uscjobs.sc.edu/user/forgot">https://uscjobs.sc.edu/user/forgot</a>.</li> <li>2. Click the Employee Records tab within the left navigation bar. If this tab is missing, your hire information has moved further along in our system. <b>click here</b> instead. <b>When signing in, do NOT click the SSO Authentication link to sign in; instead, enter your username and password in the username and password fields.</b></li> <li>3. Step 2 should automatically route you to the Employee Records System. <b>if not, click the three blue dots in the upper left corner and select "Employee Records"</b></li> <li>4. Complete the assigned tasks.</li> </ol> <p>For a detailed guide on completing the steps above, please select the link below appropriate for your new position:</p> <ul style="list-style-type: none"> <li><a href="#">New Staff Pre-Hire Tasks in PeopleAdmin</a></li> <li><a href="#">New International Staff Pre-Hire Tasks in PeopleAdmin</a></li> <li><a href="#">New Faculty Pre-Hire Tasks in PeopleAdmin</a></li> <li><a href="#">New International Faculty Pre-Hire Tasks in PeopleAdmin</a></li> </ul> <p>Visit your campus website for new employee resources. Your supervisor or HR representative will be happy to assist you with any questions throughout your onboarding experience.</p> <p>USC Division of Human Resources</p>

**Step 1a:** Log in to PeopleAdmin through your applicant account.

<http://uscjobs.sc.edu>

Click the **Log In/Create Account** link from the lefthand menu.



The screenshot shows the 'CAREERS' page of the University of South Carolina. At the top left is the university logo and the word 'CAREERS' in large white letters on a black background. Below this is a navigation menu with the following items: Home, Search Jobs, Search USC Market Titles, Job Alerts, Log In /Create Account (highlighted with a yellow border), Help, Frequently Asked Questions, and Employee Login to View Position Description. To the right of the menu is a welcome message: 'Join a community of professionals dedicated to educating through teaching, research, creative activity, and service!' followed by a paragraph about the university's commitment to an inclusive environment. Below the text are four red buttons labeled 'Faculty Jobs', 'Staff Jobs', 'Adjunct Faculty and Temporary Staff Jobs', and 'Student Jobs'. At the bottom of the page are two images: one showing four mascots (Spartan, Gamecock, Palmetto, and Palmetto) and another showing a brick gate to a campus.

**Step 1b:** Log in to PeopleAdmin continued.

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. Click the menu button with three lines in the top right corner to expand the menu.

Log in to your account

*Required fields are indicated with an asterisk \**

\* **Username**

test-faculty

\* **Password**

.....

[Forgot your username or password?](#)

**Log In**



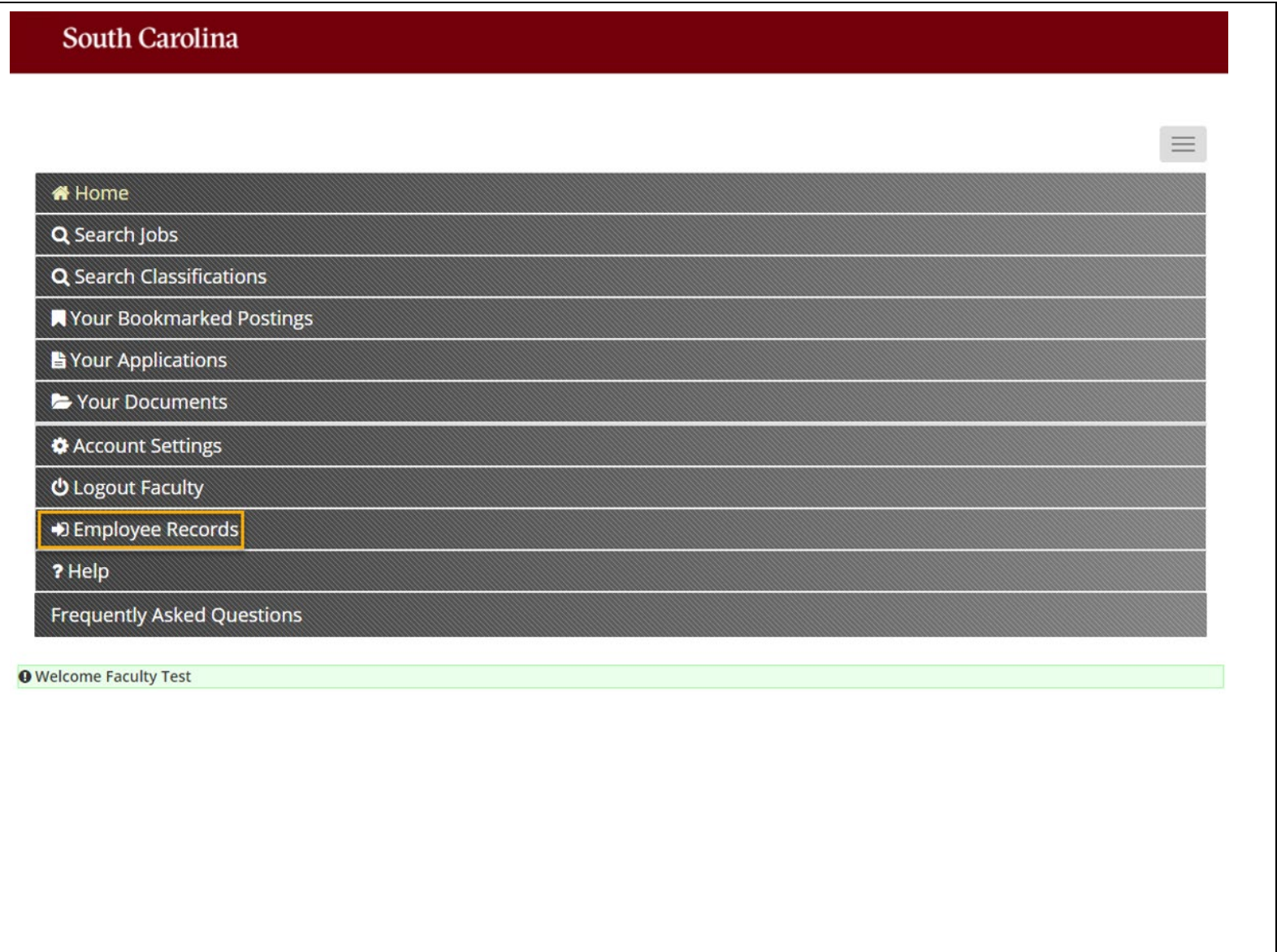
Welcome Faculty Test

**Step 2:** Click the **Employee Records** option to access your Faculty Pre-Hire Tasks.

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**:

<https://uscjobs.sc.edu/hr/>

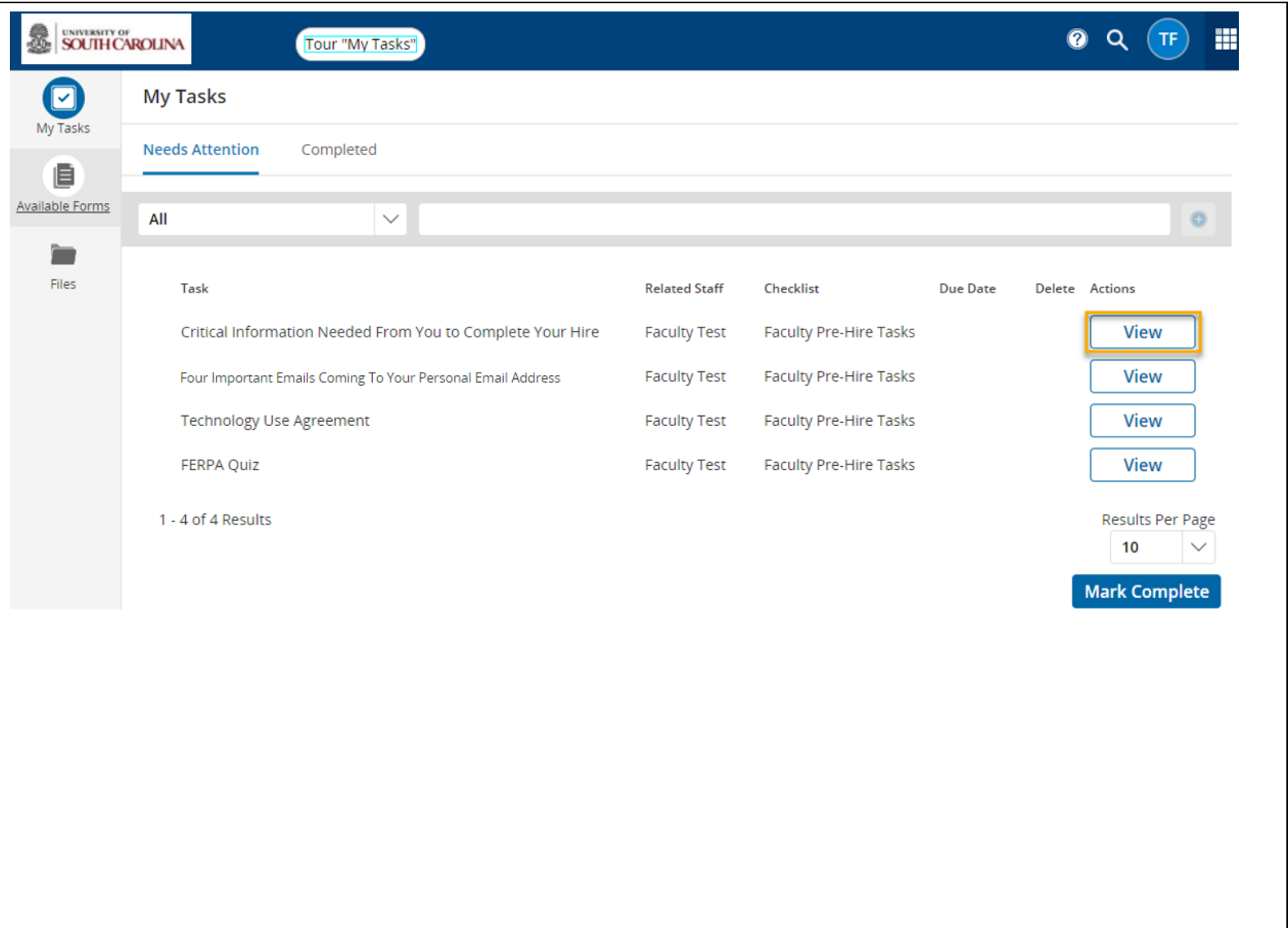


The screenshot shows the South Carolina PeopleAdmin interface. At the top, there is a dark red header with the text "South Carolina". Below the header is a navigation menu with the following items: Home, Search Jobs, Search Classifications, Your Bookmarked Postings, Your Applications, Your Documents, Account Settings, Logout Faculty, Employee Records (highlighted with a yellow box), Help, and Frequently Asked Questions. At the bottom of the menu, there is a green bar with the text "Welcome Faculty Test".

**Step 3a: Completing Faculty Pre-Hire Tasks - Critical Information Needed From You to Complete Your Hire.**

Click the **View** button to begin this task.

(Continued on next page)



**My Tasks**

Tour "My Tasks"

Needs Attention | Completed

Available Forms

Files

Task	Related Staff	Checklist	Due Date	Delete	Actions
Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>
Four Important Emails Coming To Your Personal Email Address	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>
Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>
FERPA Quiz	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>

1 - 4 of 4 Results

Results Per Page: 10

[Mark Complete](#)

**Step 3b: Completing Faculty Pre-Hire Tasks - Critical Information continued.**

Complete all fields marked as **Required** in each of the three sections:

- Personal Information
- Federal Ethnicity and Race Identification
- Education

Once you have completed all information, click the **Save Final** button in 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.

(Continued on next page)

## Critical Employee Information

Please complete the short form below to confirm your personal information and verify your retirement status and education. Please complete all education that you have attained, as it is important for institutional accreditation.

### 1. Personal Information

Full Name with Middle required

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.

Suffix

Social Security Number required

If you are a non-US citizen and do not have a SSN please put XXX-XX-XXXX in the box.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

**Step 3c: Completing Faculty Pre-Hire Tasks - Critical Information continued.**

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.

Once you click the **Submit** button you are brought back to the main **My Tasks** page. The Task list we just finished now appears under the **Completed** tab.

Please Click to View/Hide the Workflow

## Sign

Current User: test Faculty

Date: 3/25/2021

Signature required: Test Faculty

have read and accept the Electronic Signature Statement required

**My Tasks**

Needs Attention **Completed**

Available Forms: All

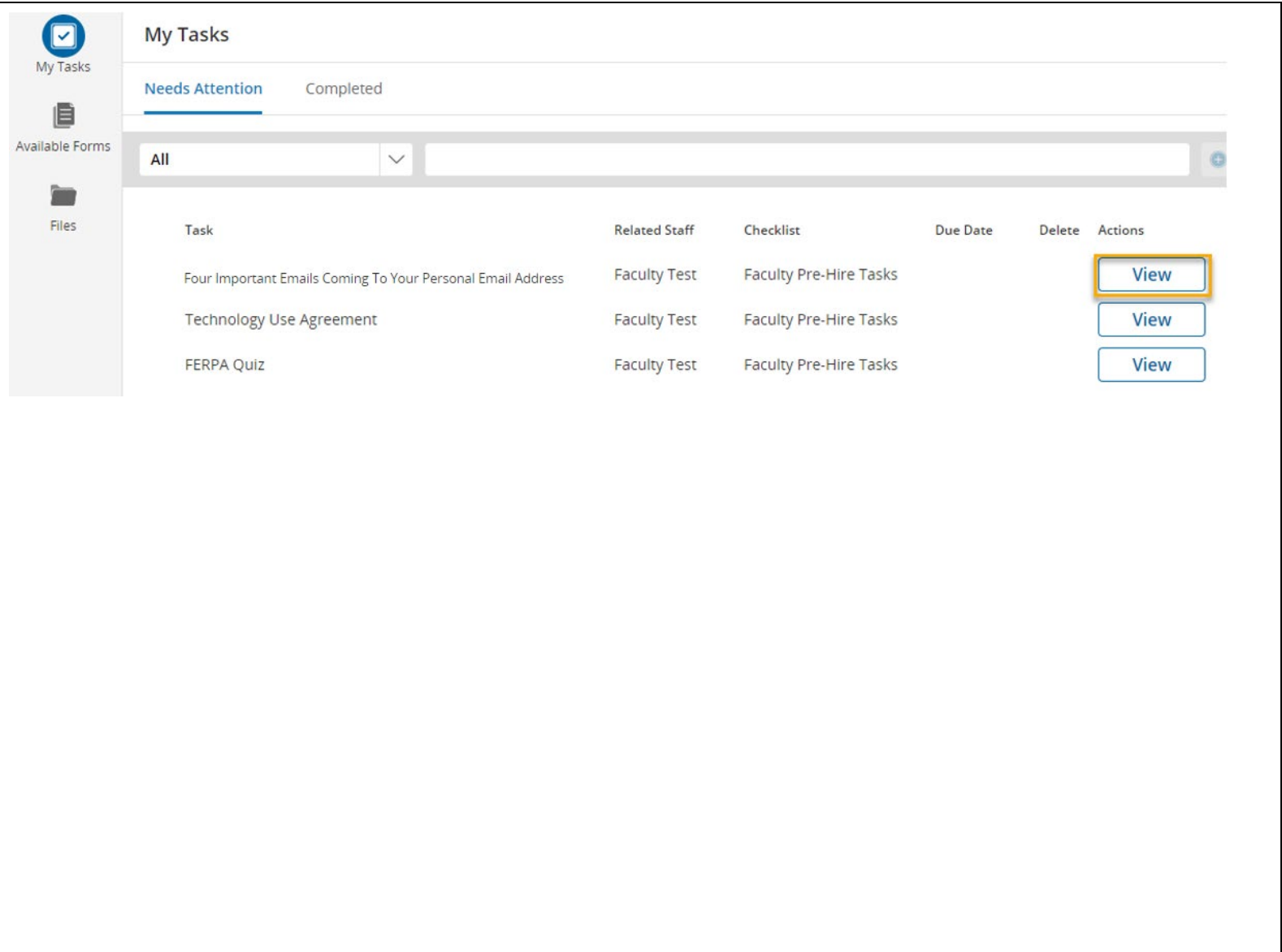
Task	Related Staff	Checklist	Submitted	Actions
Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<input type="button" value="View"/>

1 - 1 of 1 Results Results Per Page

**Step 4a: Completing Faculty Pre-Hire Tasks – Four Important Emails Coming To Your Personal Email Address.**

Click the **View** button to begin this task.

(Continued on next page)



**My Tasks**

Needs Attention    Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Four Important Emails Coming To Your Personal Email Address	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>
Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>
FERPA Quiz	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>



**Step 4b: Completing Faculty Pre-Hire Tasks – Four Important Emails continued.**

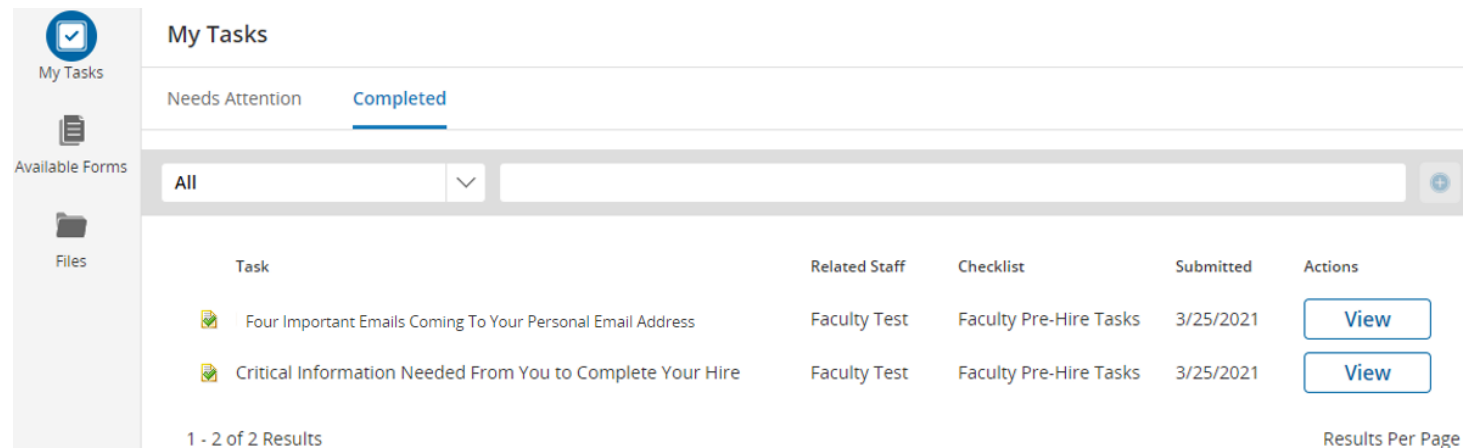
This task is informational. To complete, thoroughly read all information and click links where provided to know what to expect next for four crucial steps:

- Completing the I-9 Process
- Completing your Background Screening
- Claiming your University Account
- Completing your First Day/First Week Tasks

Once you have read all the information, click **Save Final** in the bottom right corner. By clicking the **Save Final** button you are brought back to the main **My Tasks** page. The two task lists we have finished now appear under the **Completed** tab.

## Four Important Emails That Need Immediate Action

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



**My Tasks**

Needs Attention **Completed**

All

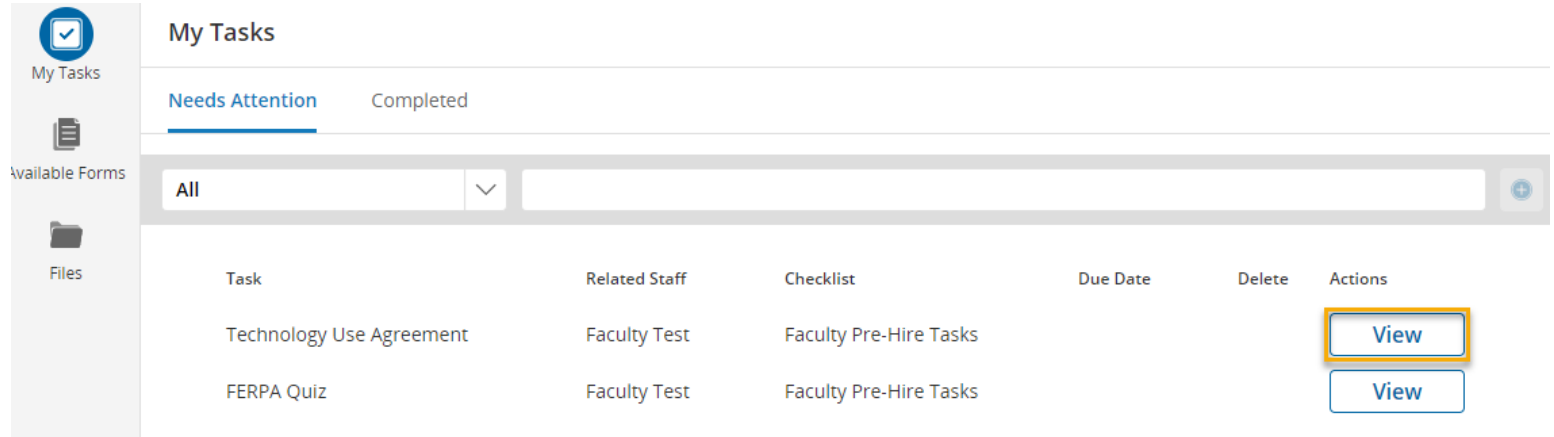
Task	Related Staff	Checklist	Submitted	Actions
Four Important Emails Coming To Your Personal Email Address	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<a href="#">View</a>
Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<a href="#">View</a>

1 - 2 of 2 Results [Results Per Page](#)

**Step 5a: Completing Faculty Pre-Hire Tasks – Technology Use Agreement.**

Click the **View** button to begin this task.

(Continued on next page)



Task	Related Staff	Checklist	Due Date	Delete	Actions
Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>
FERPA Quiz	Faculty Test	Faculty Pre-Hire Tasks			<a href="#">View</a>

**Step 5b: Completing Faculty Pre-Hire Tasks – Technology Use Agreement continued.**

To begin this task, click the two links to view and read applicable USC Policies:

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

(Continued on next page)

## 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](#)

required

Yes

**Step 5b: Completing Faculty Pre-Hire Tasks – Technology Use Agreement continued.**

Once you have read the two policies, click Yes to acknowledge on this page. Click the blue **Save Final** button in the bottom right.

(Continued on next page)

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.

required

Yes

Please Click to View/Hide the Workflow

Current User

Date

Signature required

I have read and accept the [Electronic Signature Statement](#) required

Close

Print

Print as PDF

Save Draft

Save Final

**Step 5c: Completing Faculty Pre-Hire Tasks – Technology Use Agreement continued.**

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 we have finished now appear under the **Completed** tab.

Please Click to View/Hide the Workflow

## Sign


Current User: test Faculty


Date: 3/25/2021


Signature required

I have read and accept the Electronic Signature Statement required

Close
Print
Print as PDF
Submit

  
My Tasks




  
Available Forms

  
Files

### My Tasks

Needs Attention Completed

Available Forms: All

Task	Related Staff	Checklist	Submitted	Actions
 Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<span style="border: 1px solid blue; padding: 2px 5px;">View</span>
 Four Important Emails Coming To Your Personal Email Address	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<span style="border: 1px solid blue; padding: 2px 5px;">View</span>
 Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<span style="border: 1px solid blue; padding: 2px 5px;">View</span>

1 - 3 of 3 Results Results Per Page

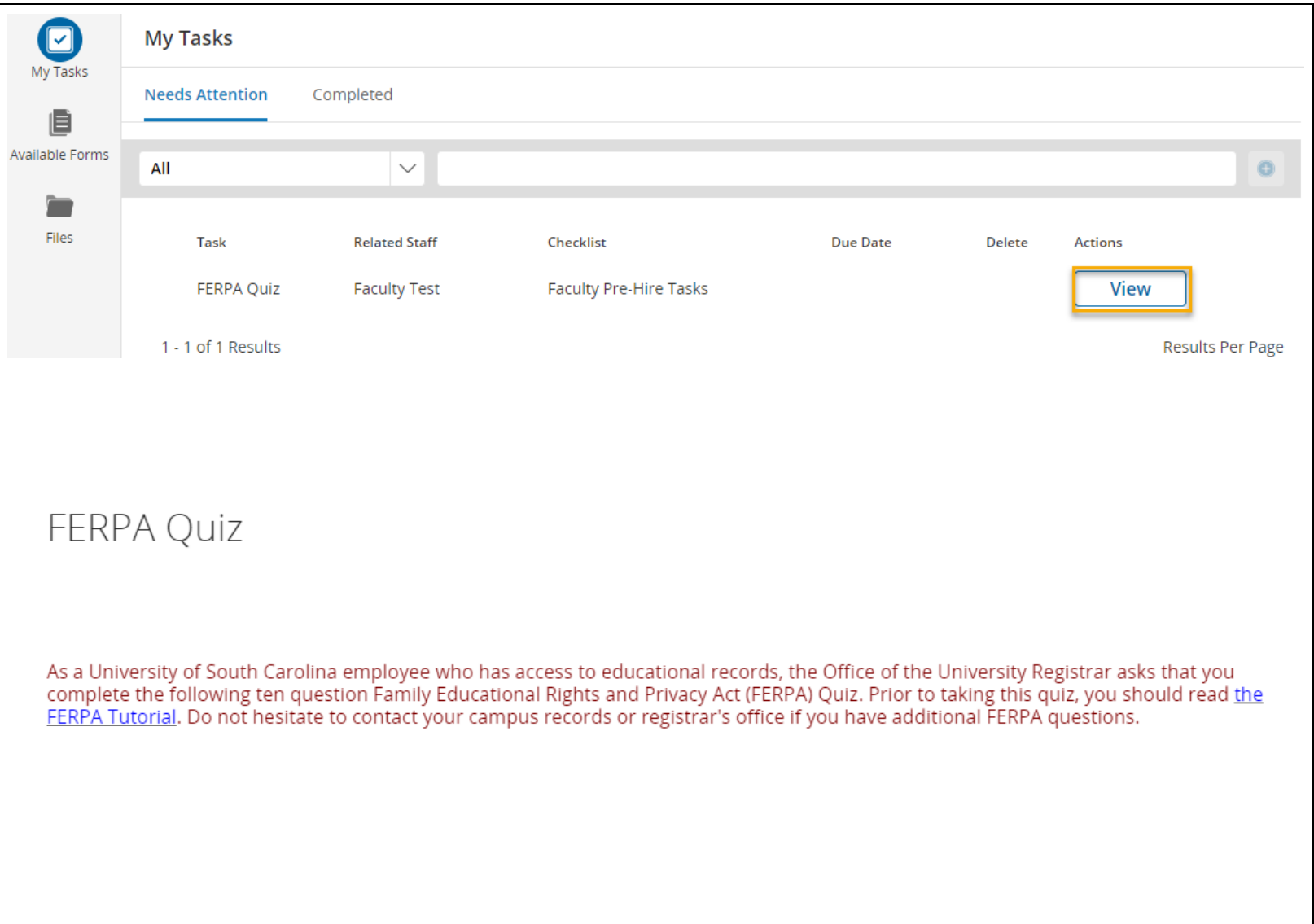
**Step 6a: Completing Faculty Pre-Hire Tasks – FERPA Quiz.**

Click the **View** button to begin this task.

There are 10 situational questions which you must answer in Yes or No format. Click the drop-down button below each question.

Note that explanations and additional information are provided at the end of this task.

(Continued on next page)



The screenshot shows the 'My Tasks' section in PeopleAdmin. On the left is a sidebar with 'My Tasks', 'Available Forms', and 'Files'. The main area has a 'Needs Attention' tab selected. Below the tabs is a filter bar with 'All' selected. A table lists tasks with columns: Task, Related Staff, Checklist, Due Date, Delete, and Actions. One task is listed: 'FERPA Quiz' by 'Faculty Test' with a 'View' button in the Actions column. Below the table, it says '1 - 1 of 1 Results' and 'Results Per Page'.

FERPA Quiz

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.

**Step 6b: Completing Faculty Pre-Hire Tasks – FERPA Quiz continued.**

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.

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.

(Continued on next page)

**FERPA Quiz Completed**

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.

required  
 I agree.

Please Click to View/Hide the Workflow

---

**Sign**

Current User: test Faculty  
 Date: 3/25/2021

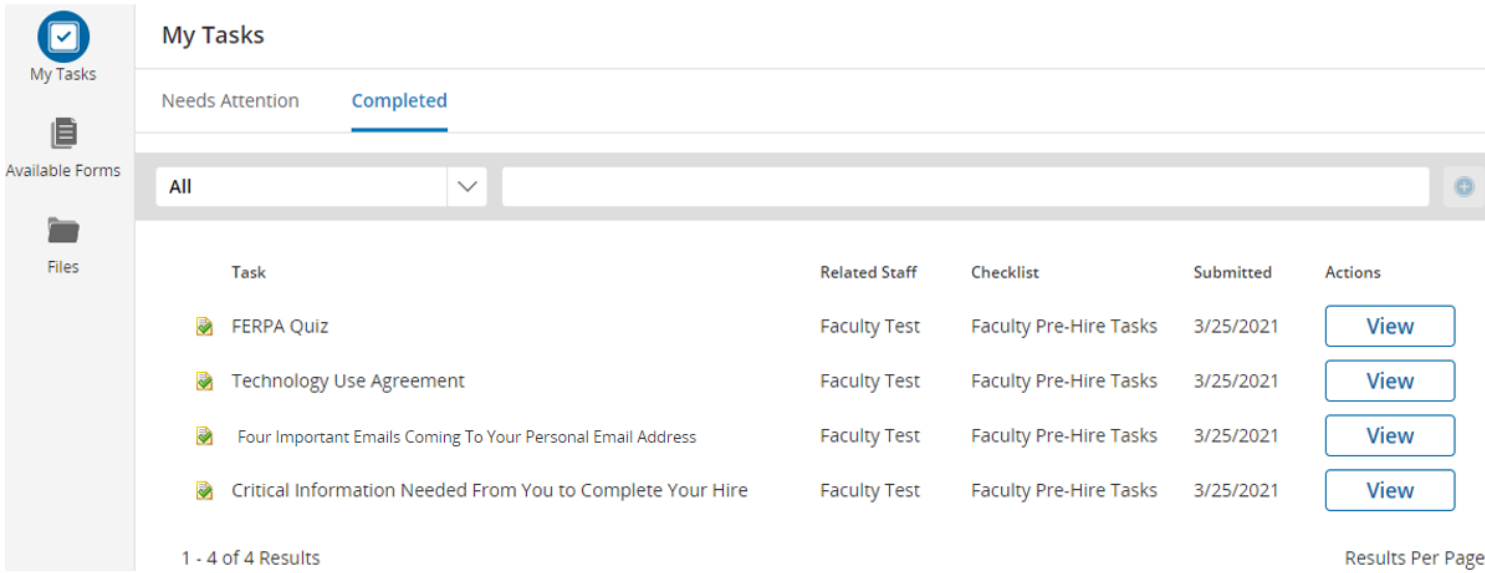
Signature required: Test Faculty

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

**Step 6c: Completing Faculty Pre-Hire Tasks – FERPA Quiz continued.**

By clicking the **Submit** button you are brought back to the main **My Tasks** page. All required task lists we have finished now appear under the **Completed** tab.

*\*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	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<a href="#">View</a>
Technology Use Agreement	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<a href="#">View</a>
Four Important Emails Coming To Your Personal Email Address	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<a href="#">View</a>
Critical Information Needed From You to Complete Your Hire	Faculty Test	Faculty Pre-Hire Tasks	3/25/2021	<a href="#">View</a>

1 - 4 of 4 Results Results Per Page



University of South Carolina - Division of Human Resources  
Before you Arrive, Pre-Hire Task in PeopleAdmin – New Faculty

**Next Steps: Onboarding Tasks in HCM PeopleSoft on your First Day.**

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

-----Original Message-----

From: [REDACTED] >  
Sent: Thursday, March 18, 2021 9:07 AM  
To: [REDACTED] >  
Subject: USC - New Hire Onboarding

Dear Test Employee,  
Good news! Your hire form has been successfully received and processed.

Once you reach your start date (which is your effective date of hire on your offer letter), you will have access to log into Employee Self-Service (ESS) below to complete the next critical steps in your onboarding process.

[https://hcm-uat.ps.sc.edu/psc/HUAT/EMPLOYEE/HRMS/c/PT\\_FLDASHBOARD.PT\\_FLDASHBOARD.GBL?Page=PT\\_LANDINGPAGE&DB=HC\\_HR\\_OBD\\_DASHBOARD](https://hcm-uat.ps.sc.edu/psc/HUAT/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&DB=HC_HR_OBD_DASHBOARD)

In the meantime, we encourage you to visit your campus website for new employee resources. Please do not hesitate to contact your supervisor or HR representative with any questions.

Welcome to the team!  
USC Division of Human Resources