



South Carolina

System Set-Up Checklist

This checklist is for **new university employees** (faculty and staff), **new student employees** and **new affiliates**. It shows required and optional set-up actions to be completed when you first log in to the HCM PeopleSoft system.

	New Faculty and Staff Employees	New Student Employees	New Affiliates
<p>Set up your Direct Deposit account(s)</p> <p>You can have your pay direct deposited into up to three bank and/or credit union accounts. Direct deposit is mandatory for all employees.</p> <ul style="list-style-type: none"> Where to go to set up your account(s): Click on the Payroll tile, then click the Direct Deposit tab Need guidance? Use this Direct Deposit Quick Reference. 	Required for new Faculty and Staff Employees	Required for new Student Employees	N/A
<p>Complete your Tax Withholding elections (W-4)</p> <p>You were prompted to complete a W-4 as part of your onboarding activities. Confirm that this information is in the system as you want it.</p> <ul style="list-style-type: none"> Where to go: Payroll tile > Tax Withholding tab 	Required for new Faculty and Staff Employees	Required for new Student Employees	N/A
<p>Enter your Emergency Contact information</p> <p>Use the system's dropdown list to indicate the contact's relationship to you. If you have two or more emergency contacts, indicate your "preferred" contact.</p> <ul style="list-style-type: none"> Where to go: Personal Details tile > Emergency Contacts tab 	Required for new Faculty and Staff Employees	N/A	Required for new Affiliates
<p>Review your info in USC Employee Profile</p> <p>Verify that the information is accurate. If any corrections need to be made, notify your campus or department HR Contact.</p> <ul style="list-style-type: none"> Where to go: USC Profile tile 	Required for new Faculty and Staff Employees	N/A	N/A
<p><i>If you are eligible for benefits and have not yet completed the form:</i></p> <p>Complete the Benefits Enrollment Form</p> <p>Use this form for your initial enrollment in state insurance benefits.</p> <ul style="list-style-type: none"> Where to go to access the Benefits Enrollment Form: <ul style="list-style-type: none"> Click on Employee Self Service at the top center of the screen, and scroll down to My Workplace. Click on the Benefits Enrollment Homepage tile, then click on Submit Initial Benefits eForm tab. 	Required for new Faculty and Staff Employees	N/A	N/A
<p>Review Addresses and Contact Details</p> <p>Check your home address and personal phone numbers, and update as needed. Note that you cannot change your work email. To update work phone and personal email go to www.mysc.edu.</p> <ul style="list-style-type: none"> Where to go: Personal Details tile > tabs for Addresses, Contact Details 	Optional for new Faculty and Staff Employees	N/A	Optional for new Affiliates
<p>Add information to Personal Details</p> <p>Use this section of the system for <u>voluntary</u> self-identification and self-reporting of ethnicity, disability, and/or veteran status.</p> <ul style="list-style-type: none"> Where to go: Personal Details tile > tabs for Ethnic Groups, Disability, Veteran Status 	Optional for new Faculty and Staff Employees	N/A	Optional for new Affiliates
<p>Review your Education information</p> <p>Check for accuracy and completeness, and update as needed.</p> <ul style="list-style-type: none"> Where to go: Talent Profile tile 	Optional for new Faculty and Staff Employees	N/A	N/A
<p><i>If you are eligible for benefits:</i></p> <p>Add a 403(b) Plan election</p> <p>Enroll in a Section 403(b) annuity plan provided by USC.</p> <ul style="list-style-type: none"> Click on Employee Self-Service at the top center of the screen, and scroll down to My Workplace Click on the Benefits Enrollment Homepage tile, then click on the the Submit (403)b eForm tab. 	Optional for new Faculty and Staff Employees	N/A	N/A