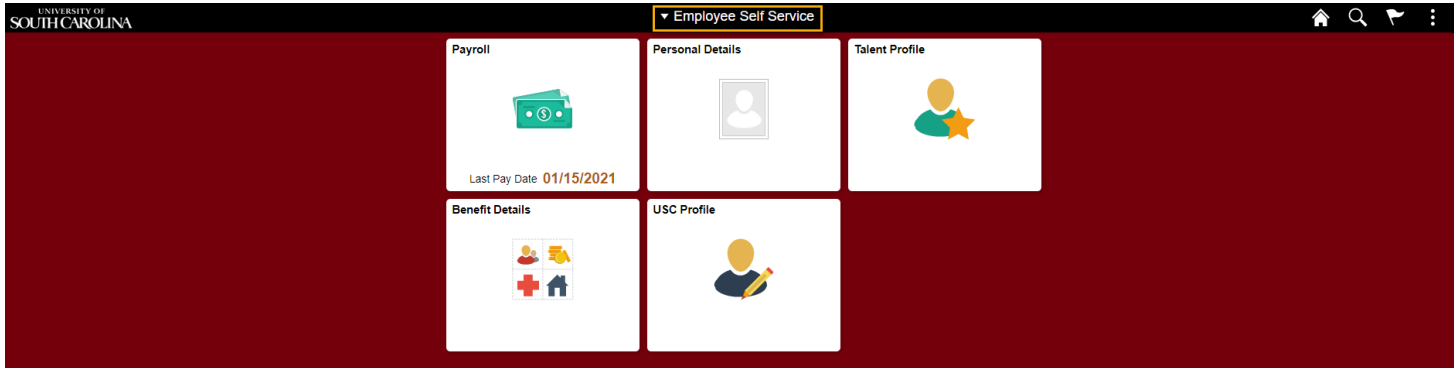
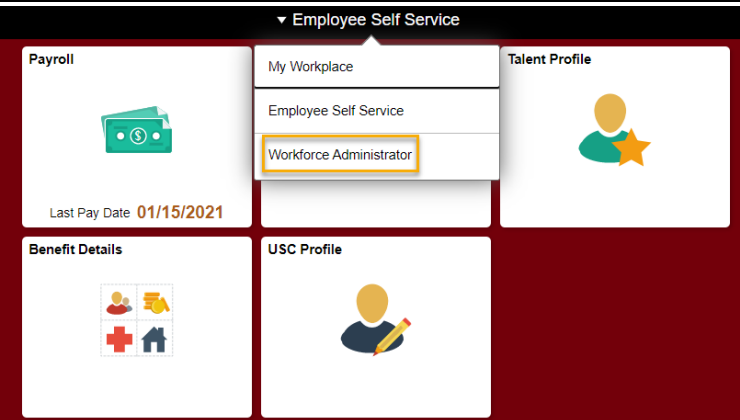
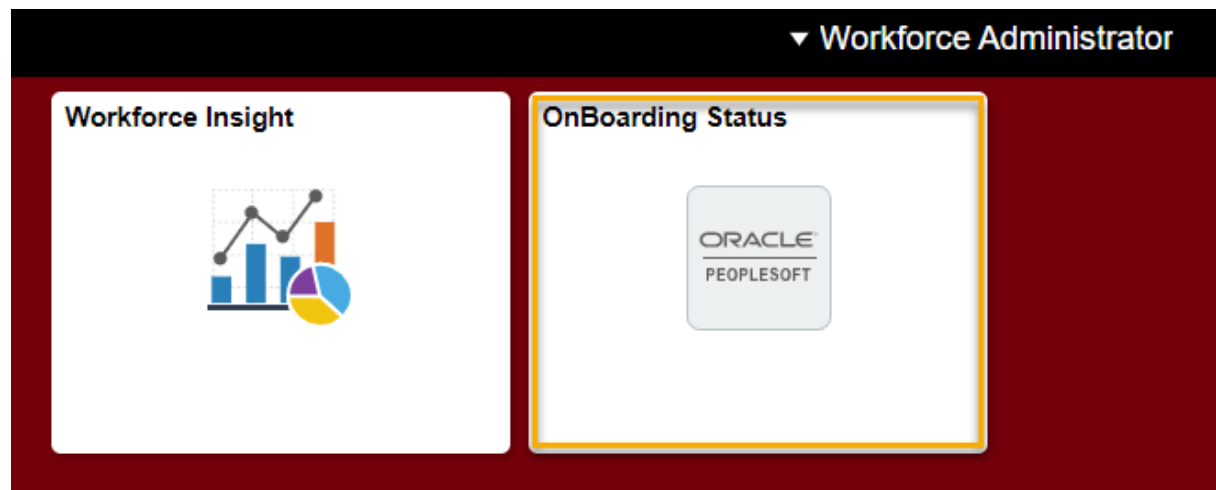


This job aid outlines the process for College, Division, and Campus level HR Contacts to view the onboarding summary for their new employees in HCM PeopleSoft. \*Please note this is not available to those with Department HR Contacts.

Processing Steps	Screenshots
<p><b>Step 1:</b> On the main homepage, click the <b>Employee Self Service</b> drop-down menu button.</p>	 <p>The screenshot shows the 'Employee Self Service' dashboard. At the top, there is a navigation bar with the University of South Carolina logo on the left and a dropdown menu labeled 'Employee Self Service' on the right. Below the navigation bar, there are five main tiles: 'Payroll' (with a last pay date of 01/15/2021), 'Personal Details', 'Talent Profile', 'Benefit Details', and 'USC Profile'.</p>
<p><b>Step 2:</b> Click the <b>Workforce Administration</b> option.</p>	 <p>This screenshot shows the same 'Employee Self Service' dashboard as in Step 1. The 'Employee Self Service' dropdown menu is open, and the 'Workforce Administrator' option is highlighted with a yellow border. The other tiles (Payroll, Personal Details, Talent Profile, Benefit Details, and USC Profile) remain visible in the background.</p>

**Step 3:** Click the **Onboarding Status** tile to begin.



**Step 4:** On the View Onboarding Status page, you must enter search criteria to pull. Once criteria is entered, click the green **Search** button.

In this scenario we are searching for a specific employee by Employee ID (USC ID).

Workforce Administrator
OnBoarding Status

▼ **New Search**

Employee ID

Name

Last Name

First Name

Second Last Name

Alternate Character Name

Middle Name

Status

Search
Clear






### View OnBoarding Status

**Step 5:** What is the status of Onboarding?

In this scenario, *Test Employee* has started their HCM Onboarding activities. You can quickly determine the status by looking at the **Status** field in the bottom left corner and also the **Status** column in the search results as shown in the screenshot.

**Starting Step 6:** Click on the employee's search result row.

Workforce Administrator
OnBoarding Status

▼ New Search

Employee ID

Name

Last Name

First Name

Second Last Name

Alternate Character Name

Middle Name

Status

▼ Status

In Progress (1)

**View OnBoarding Status**

1 results found.

1 row

Employee ID	Employee Record	Name	Last Name	First Name	Middle Name	Second Last Name	Alternate Character Name	Status	Event Date	OnBoarding Process Start Date
A00215224	2	Test Employee	Employee	Test				In Progress	03/18/2021	03/18/2021

HR Contact View New Employee Onboarding Summary in HCM

4

March 2021


**Step 6a:** View the summary of Onboarding tasks for the employee.

You can quickly reference the **Status** column to see:

- Not Started
- In progress
- Complete (steps will not appear as complete until the employee clicks the **Mark Complete** button.)

Note the onboarding steps shown are the same for all new hires regardless of employee type (*excluding student employees*).

If a new employee has not started certain tasks or has incomplete tasks, their manager has the ability to remind them to complete their onboarding by sending a system generated email from within MSS.



**Test Employee**  
Research Associate  
UofSC Employee Onboarding

**Summary**

The steps for OnBoarding and their statuses are listed. If the employee has not completed the OnBoarding Process, you may use the "Remind Employee" button to send a reminder notification to the employee to complete it. You may also set the status of steps and the OnBoarding Process to complete and delete it.


**Steps** 14

Step	Status	Required	Date Completed	Completed By	Mark Complete
Message from UofSC President and Instructions	✔ Complete	No	03/18/2021	Test Employee	
Direct Deposits - One minimum/required, three maximum	✔ Complete	Yes	03/18/2021	Test Employee	
Federal - W4	○ Not Started	No			
State of SC - W4	○ Not Started	No			
Security Awareness Training	○ Not Started	Yes			
Required Acknowledgements	○ Not Started	Yes			
Benefits Enrollment Information	○ Not Started	No			
Entering Working Hours and Leave	○ Not Started	No			
Addresses	○ Not Started	No			
Emergency Contacts	○ Not Started	No			
Degrees	○ Not Started	No			
Ethnic Groups	○ Not Started	No			
Disability	○ Not Started	No			
Veteran Status	○ Not Started	No			

**Step 6b:** View the summary of Onboarding tasks for the employee *continued*.

Once the employee has completed their Onboarding tasks, their **Onboarding Status** summary page will display all steps marked as Complete.

✕ Exit
UofSC Employee Onboarding



- ▶ Welcome ✔ Complete
- ▶ First Day Tasks ✔ Complete
- ▶ First Week Tasks - Verify Information & Complete Self-Identification ✔ Complete
- ▶ Summary ● Visited

**Task: Summary**

To finish the Onboarding process, please select the **Mark Complete** button.

**Steps**

Step	Status	Date Completed	Required	Mark Complete	Go to Step
Message from UofSC President and Instructions	✔ Complete	03/16/2021	No	Completed	<input type="button" value="Go to Step"/>
Direct Deposits - One minimum/required, three maximum	✔ Complete	03/16/2021	Yes	Completed	<input type="button" value="Go to Step"/>
Federal - W4	✔ Complete	03/16/2021	No	Completed	<input type="button" value="Go to Step"/>
State of SC - W4	✔ Complete	03/16/2021	No	Completed	<input type="button" value="Go to Step"/>
Security Awareness Training	✔ Complete	03/16/2021	Yes	Completed	<input type="button" value="Go to Step"/>
Required Acknowledgements	✔ Complete	03/16/2021	Yes	Completed	<input type="button" value="Go to Step"/>
Benefits Enrollment Information	✔ Complete	03/16/2021	No	Completed	<input type="button" value="Go to Step"/>
Entering Working Hours and Leave	✔ Complete	03/16/2021	No	Completed	<input type="button" value="Go to Step"/>
Addresses	✔ Complete	03/16/2021	No	Completed	<input type="button" value="Go to Step"/>
Emergency Contacts	✔ Complete	03/16/2021	No	Completed	<input type="button" value="Go to Step"/>
Degrees	✔ Complete	03/16/2021	No	Completed	<input type="button" value="Go to Step"/>