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 emails will deliver to your personal email address and have the following deadlines upon receipt.

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

HireRight: due in 5 business days

Look for: noreply@hireright.com

University Account Claiming: due in 48 hours

Look for: noreply@mailbox.sc.edu

Register for new faculty orientation.

FIRST DAY

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

This email will deliver to your work email address and each task has a respective deadline noted within the PeopleSoft ESS system of first day, first week, or first month.

PeopleSoft ESS: A list of onboarding tasks to setup and edit your employee profile to include direct deposit, W-4's (federal and state), ACA Acknowledgement, how to enter work time and absences, and compliance awareness and training.

Look for: 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 deliver 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

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