



University of South Carolina - Division of Human Resources

Before you Arrive, Pre-Hire Tasks in PeopleAdmin – New International Faculty

How to complete onboarding tasks in PeopleAdmin as a new international Faculty employee:
 This job aid outlines the process for new international faculty employees to complete their onboarding pre-hire tasks in PeopleAdmin.

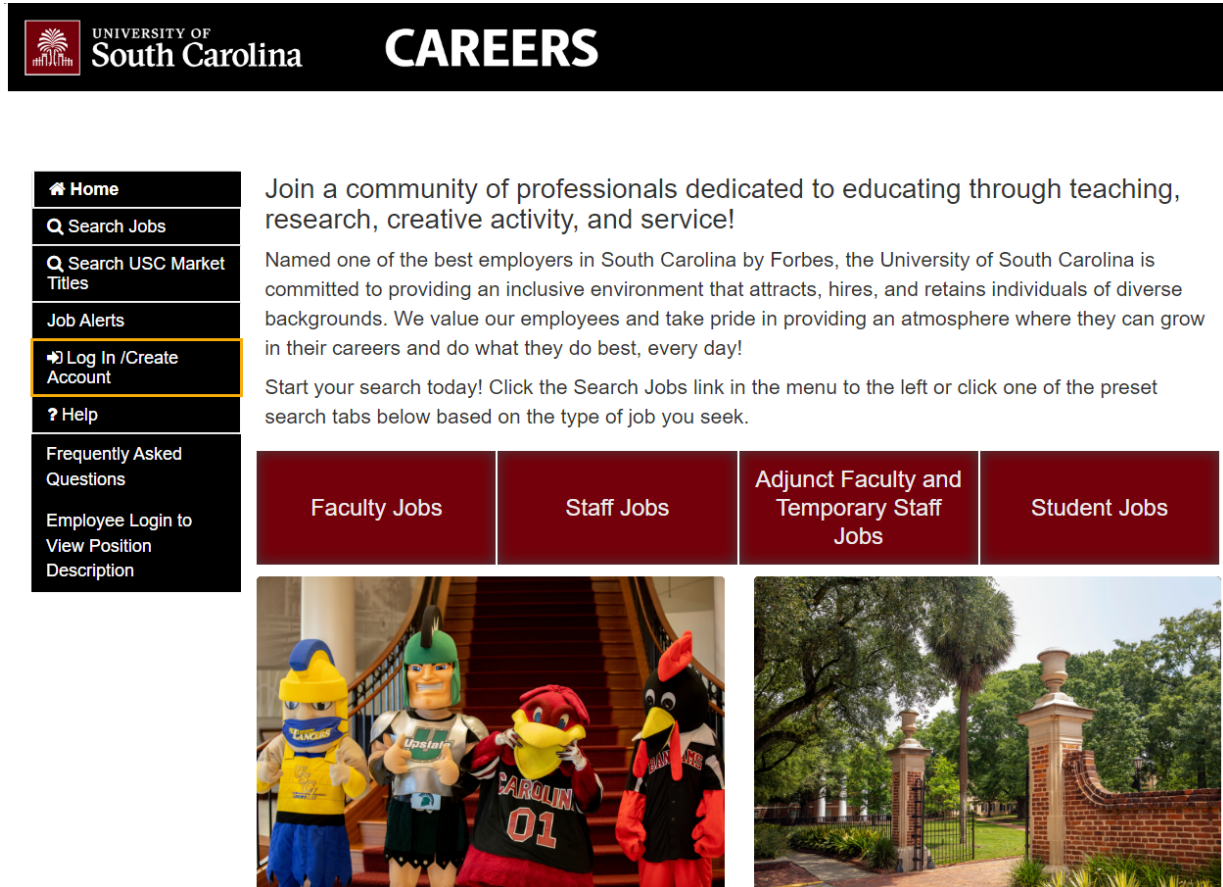
Processing Steps	Screenshots
<p><u>Pre-Step: Welcome email</u></p> <p>Welcome to the University of South Carolina system!</p> <p>Your new hire action has been approved and you will receive this email to your personal email address provided in your application, notifying you to begin the Pre-Hire Tasks.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p style="font-size: small;">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>U.S. Citizens: Please complete steps 1-4 below. Please contact HR at peolead@mailbox.sc.edu with any questions.</p> <p>For Non-U.S. Citizens Only: 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. 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 OIS@sc.edu with any questions.</p> <ol style="list-style-type: none"> 1. Log in using your application username and password. If you do not remember your username or password, you can retrieve that information at https://uscjobs.sc.edu/user/forgot. 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, click here instead. 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. 3. Step 2 should automatically route you to the Employee Records System. If not, click the three blue dots in the upper left corner and select "Employee Records" 4. Complete the assigned tasks. <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"> New Staff Pre-Hire Tasks in PeopleAdmin New International Staff Pre-Hire Tasks in PeopleAdmin New Faculty Pre-Hire Tasks in PeopleAdmin New International Faculty Pre-Hire Tasks in PeopleAdmin <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> </div>

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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 (Leviathan, Gamecock, Gamecock, and Gamecock) 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-international-faculty

* Password

.....

[Forgot your username or password?](#)

Log In

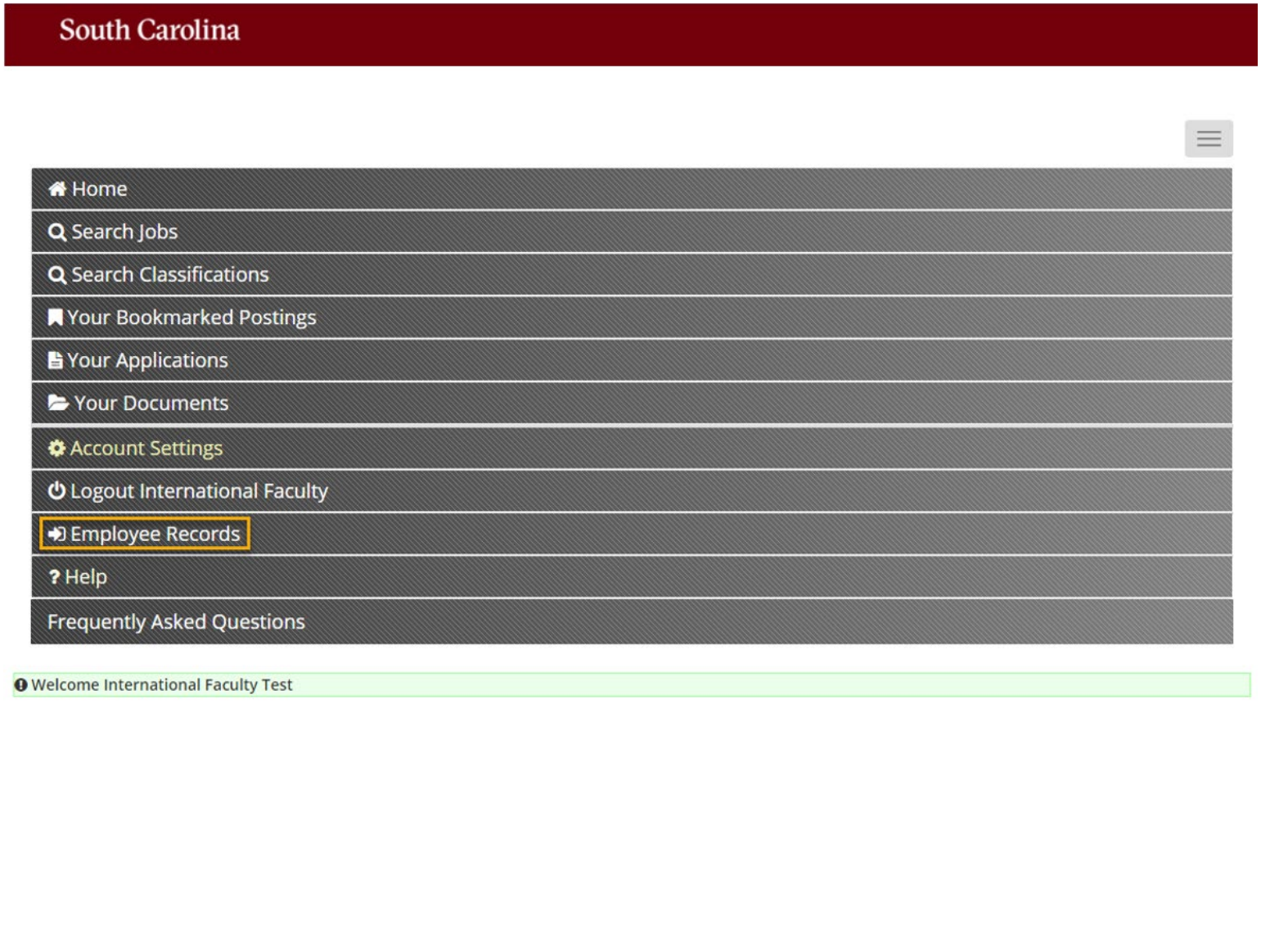


Welcome International Faculty Test

Step 2: Click the **Employee Records** option to access your International 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/>



South Carolina

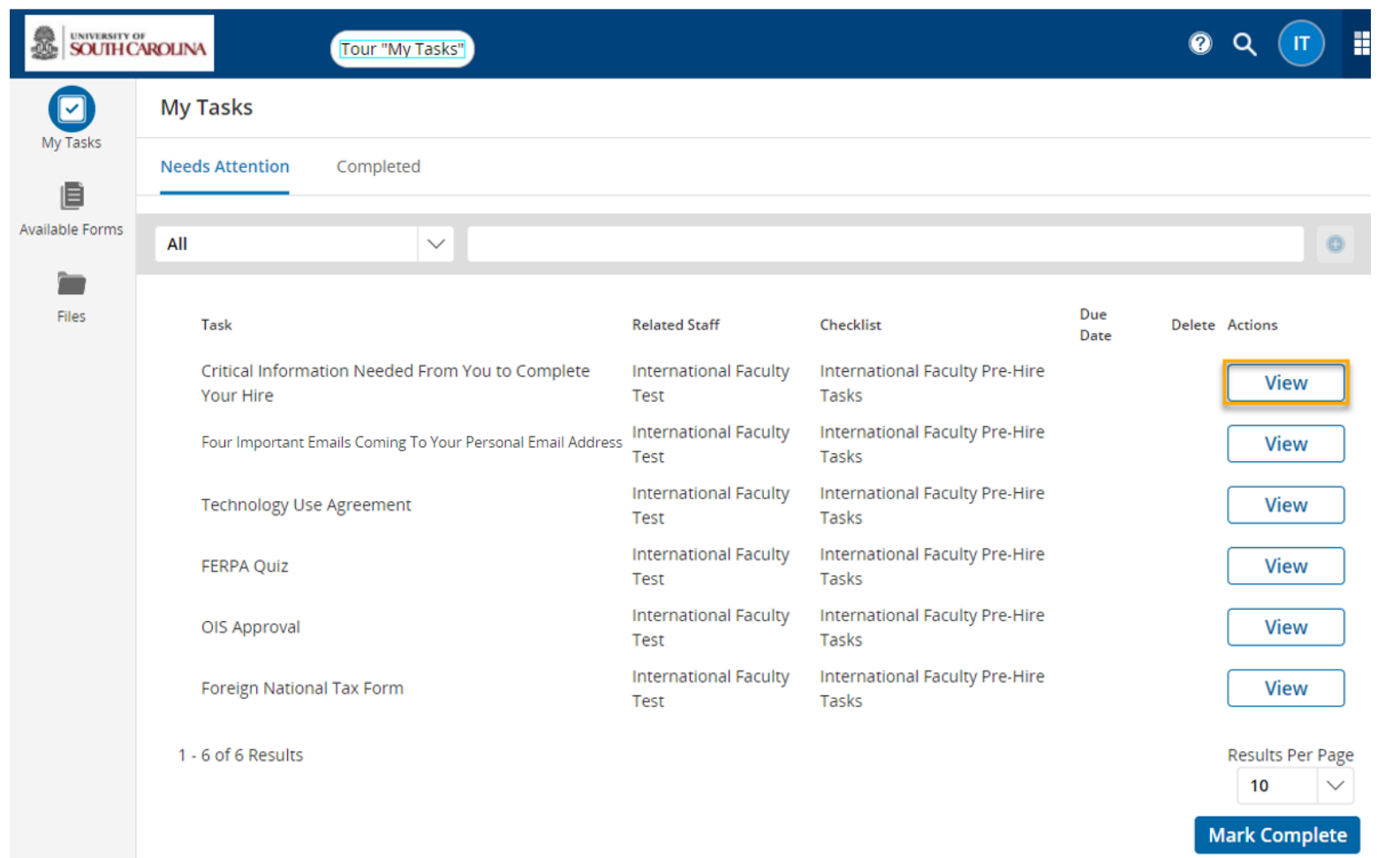
- Home
- Search Jobs
- Search Classifications
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Logout International Faculty
- Employee Records**
- Help
- Frequently Asked Questions

Welcome International Faculty Test

Step 3a: Completing International 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

Needs Attention | Completed

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Critical Information Needed From You to Complete Your Hire	International Faculty Test	International Faculty Pre-Hire Tasks			View
Four Important Emails Coming To Your Personal Email Address	International Faculty Test	International Faculty Pre-Hire Tasks			View
Technology Use Agreement	International Faculty Test	International Faculty Pre-Hire Tasks			View
FERPA Quiz	International Faculty Test	International Faculty Pre-Hire Tasks			View
OIS Approval	International Faculty Test	International Faculty Pre-Hire Tasks			View
Foreign National Tax Form	International Faculty Test	International Faculty Pre-Hire Tasks			View

1 - 6 of 6 Results

Results Per Page: 10

[Mark Complete](#)



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

Step 3b: Completing International 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 International 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: International Faculty Test
 Date: 3/25/2021

Signature required: International Faculty Test

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

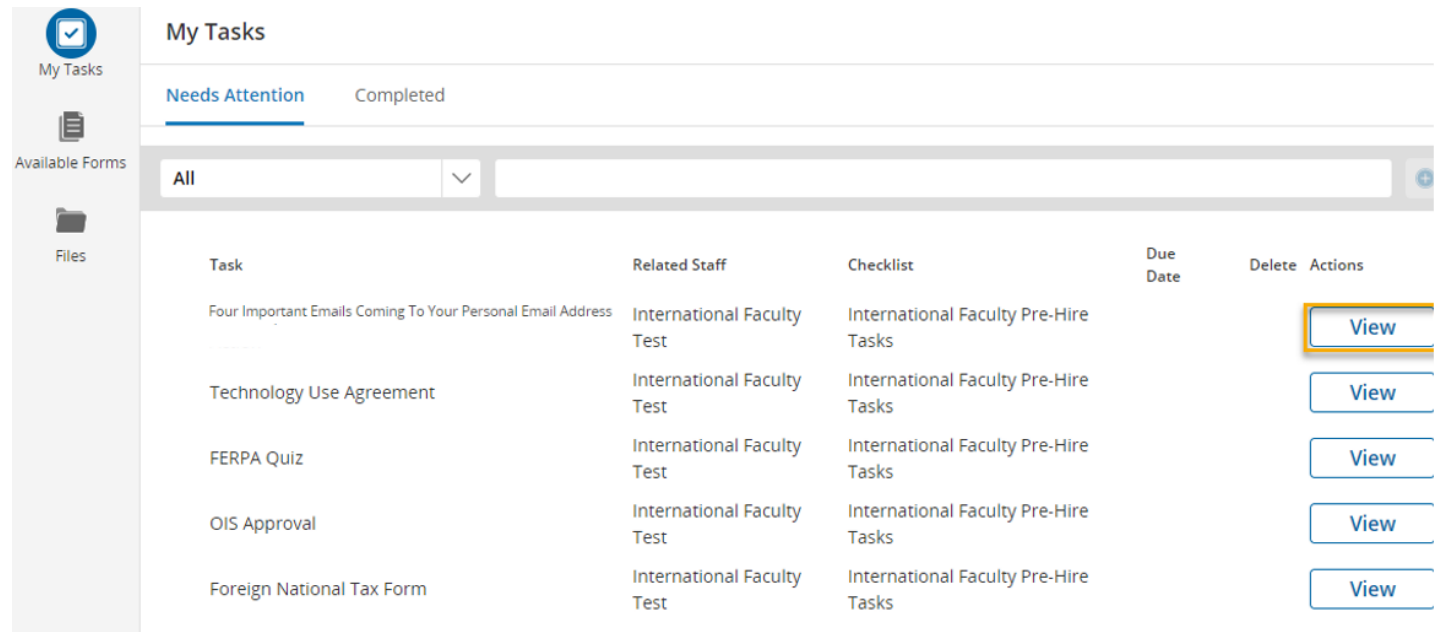
My Tasks				
Needs Attention	Completed			
Available Forms				
All				
Task	Related Staff	Checklist	Submitted	Actions
Critical Information Needed From You to Complete Your Hire	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	<input type="button" value="View"/>
1 - 1 of 1 Results				Results Per Page

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

Step 4a: Completing International 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)



Task	Related Staff	Checklist	Due Date	Delete	Actions
Four Important Emails Coming To Your Personal Email Address	International Faculty Test	International Faculty Pre-Hire Tasks			View
Technology Use Agreement	International Faculty Test	International Faculty Pre-Hire Tasks			View
FERPA Quiz	International Faculty Test	International Faculty Pre-Hire Tasks			View
OIS Approval	International Faculty Test	International Faculty Pre-Hire Tasks			View
Foreign National Tax Form	International Faculty Test	International Faculty Pre-Hire Tasks			View

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

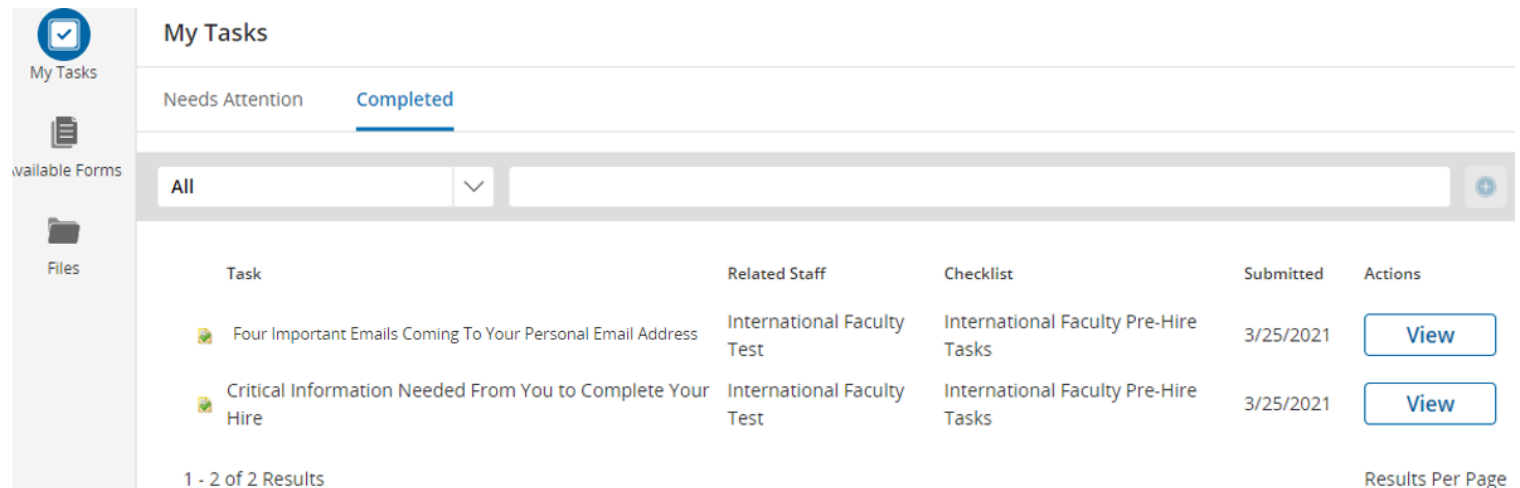
This task is informational. To complete, thoroughly read all information and click links where provided to know what to expect next for four crucial steps:

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

Once you have read 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**

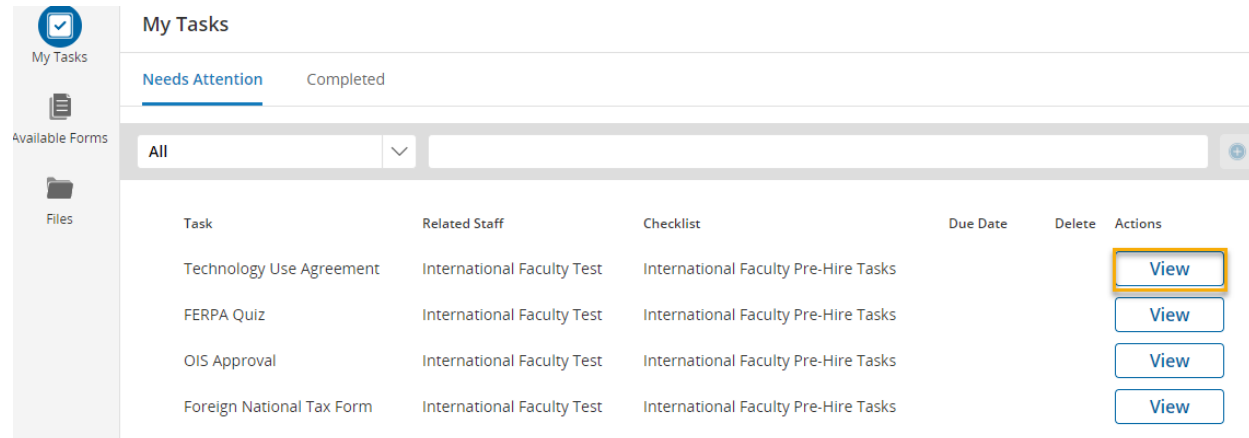
Available Forms: All

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

1 - 2 of 2 Results Results Per Page

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

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



Task	Related Staff	Checklist	Due Date	Delete	Actions
Technology Use Agreement	International Faculty Test	International Faculty Pre-Hire Tasks			View
FERPA Quiz	International Faculty Test	International Faculty Pre-Hire Tasks			View
OIS Approval	International Faculty Test	International Faculty Pre-Hire Tasks			View
Foreign National Tax Form	International Faculty Test	International Faculty Pre-Hire Tasks			View

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

To begin this task, click the two links to access and read applicable UofSC Policies:

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

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

(Continued on next page)

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

Once you have read the two policies, click Yes to acknowledge on this page. Click the **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: International Faculty Test

Date: 3/25/2021

Signature required: Click Save Final to move onto the signature step to sign the form

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

Step 5c: Completing International 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:

Date:

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: +

Task	Related Staff	Checklist	Submitted	Actions
Technology Use Agreement	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View
Four Important Emails Coming To Your Personal Email Address	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View
Critical Information Needed From You to Complete Your Hire	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View

1 - 3 of 3 Results Results Per Page

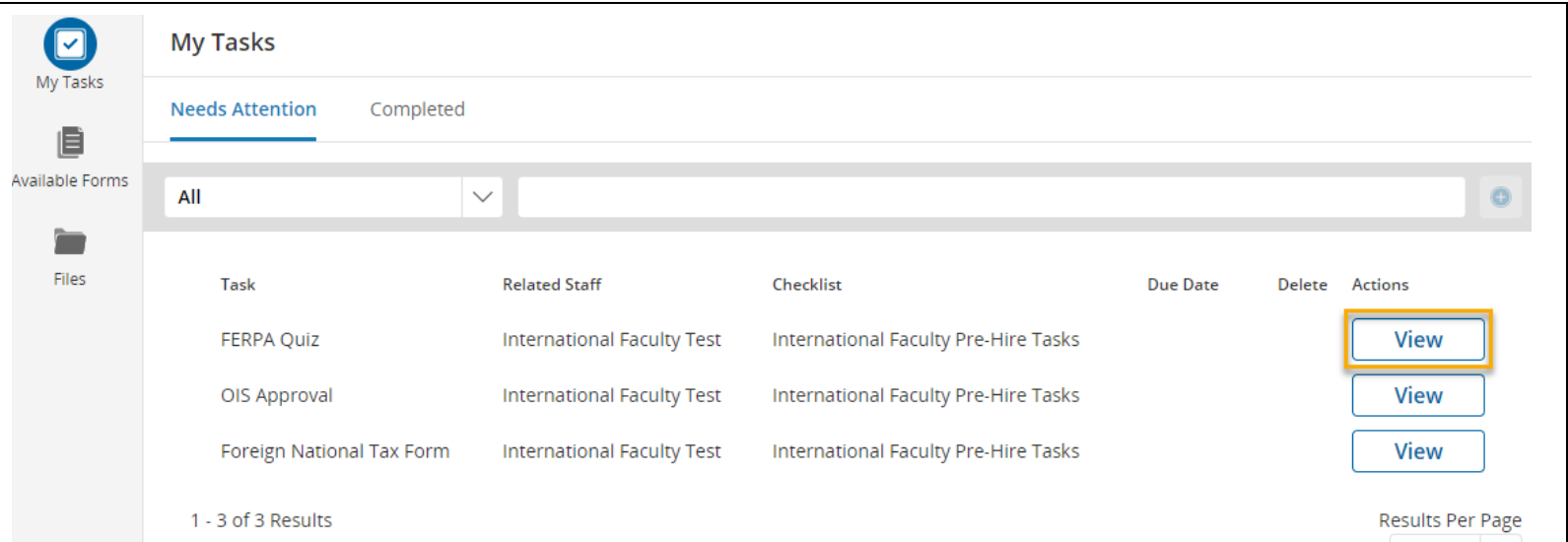
Step 6a: Completing International Faculty Pre-Hire Tasks – FERPA Quiz.

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)



My Tasks

Needs Attention | Completed

Available Forms: All

Task	Related Staff	Checklist	Due Date	Delete	Actions
FERPA Quiz	International Faculty Test	International Faculty Pre-Hire Tasks			View
OIS Approval	International Faculty Test	International Faculty Pre-Hire Tasks			View
Foreign National Tax Form	International Faculty Test	International Faculty Pre-Hire Tasks			View

1 - 3 of 3 Results

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 International 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: International Faculty Test
 Date: 3/25/2021

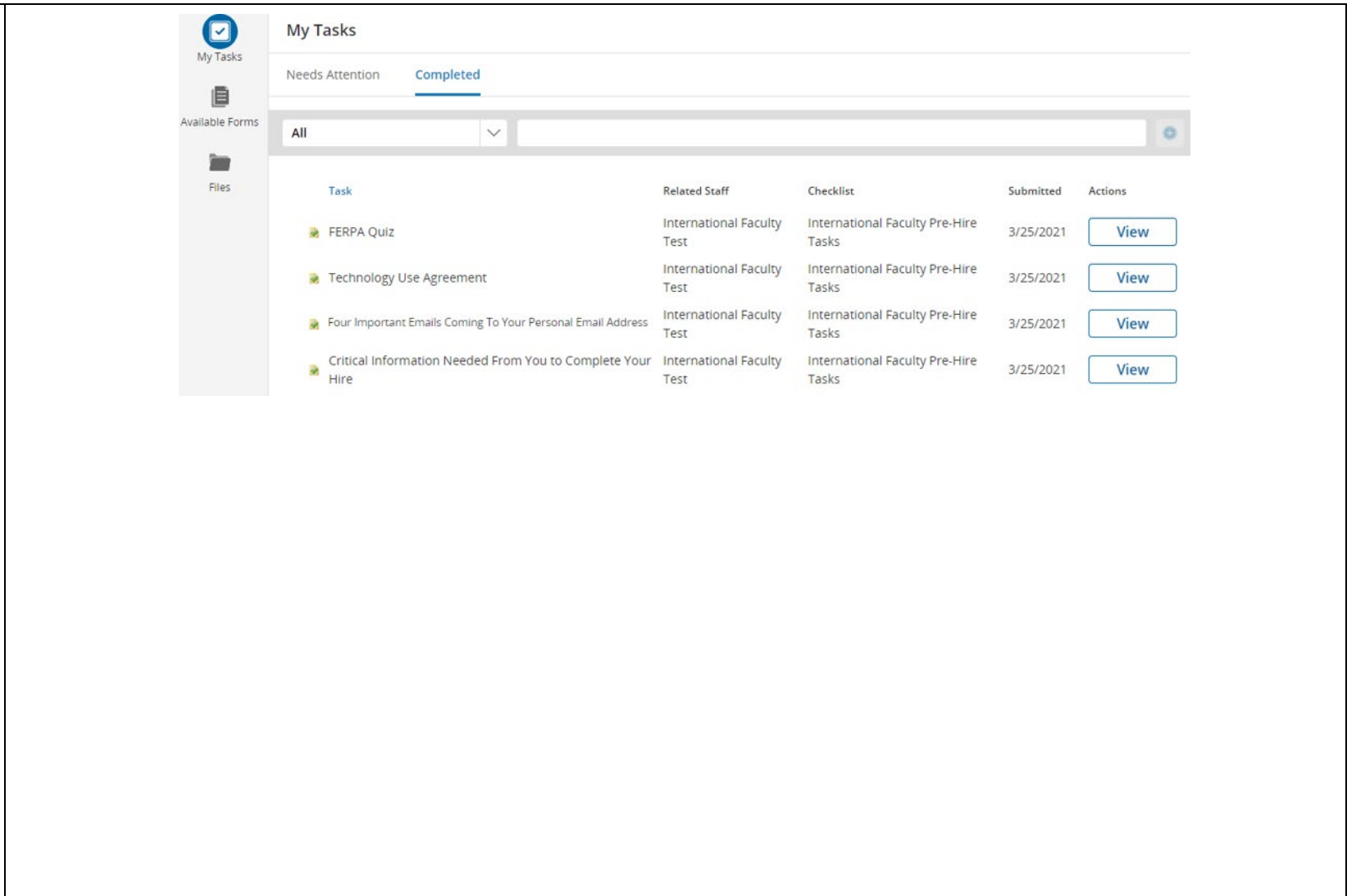
Signature required:

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

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Step 6c: Completing International 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.



The screenshot shows the 'My Tasks' interface with the 'Completed' tab selected. A table lists the following tasks:

Task	Related Staff	Checklist	Submitted	Actions
FERPA Quiz	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View
Technology Use Agreement	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View
Four Important Emails Coming To Your Personal Email Address	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View
Critical Information Needed From You to Complete Your Hire	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View

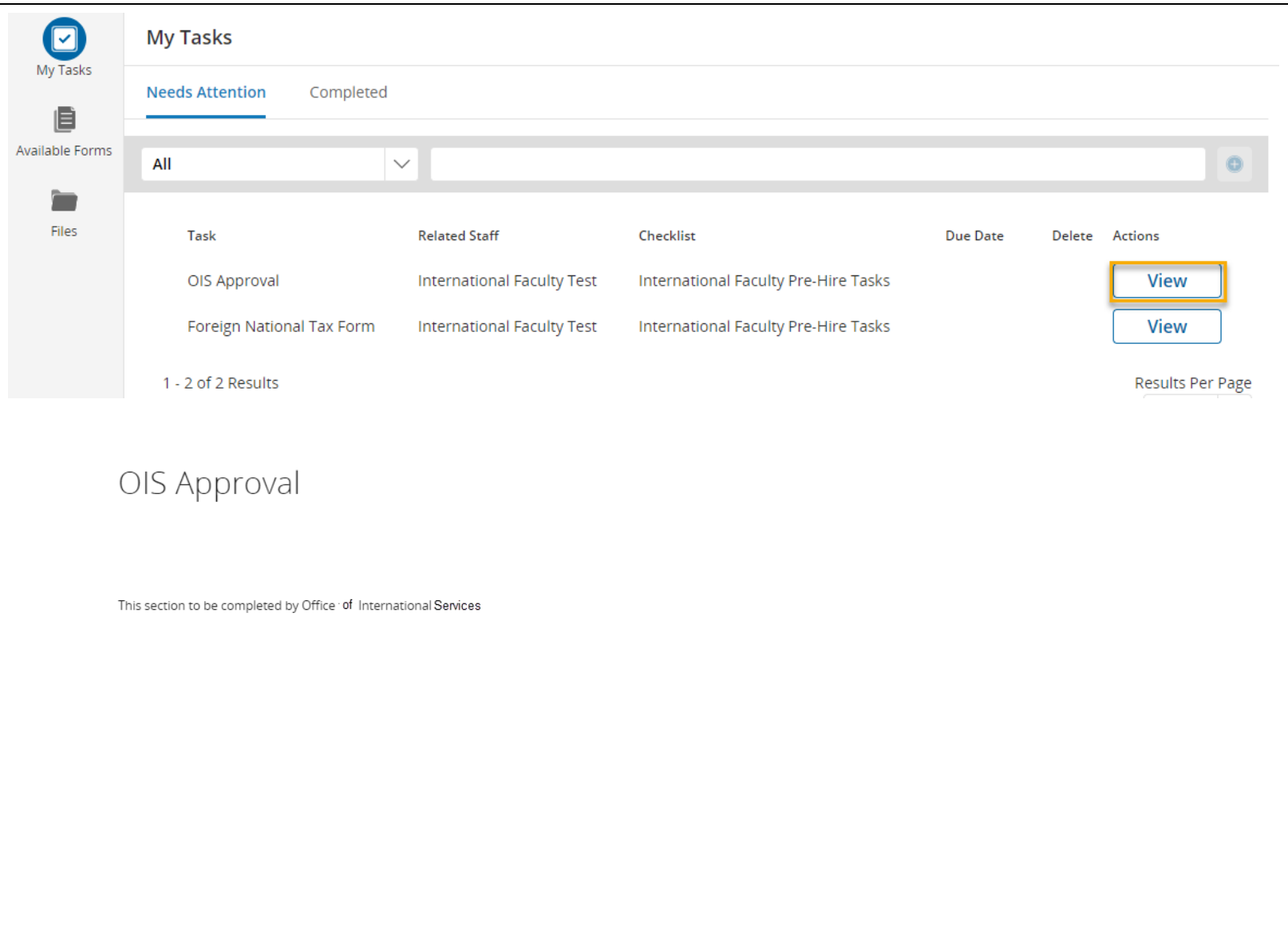
Step 7: Completing International Faculty Pre-Hire Tasks – OIS Approval.

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

Once you are Viewing the **OIS Approval** Task you see the message *'This section to be completed by Office of International Services'*.

Please reach out to The Office of International Services to schedule a time to complete the required information on this page.

The Office of International Services can be reached via email: OIS@sc.edu



The screenshot shows the 'My Tasks' interface in PeopleAdmin. The 'Needs Attention' tab is selected. A table lists two tasks:

Task	Related Staff	Checklist	Due Date	Delete	Actions
OIS Approval	International Faculty Test	International Faculty Pre-Hire Tasks			View
Foreign National Tax Form	International Faculty Test	International Faculty Pre-Hire Tasks			View

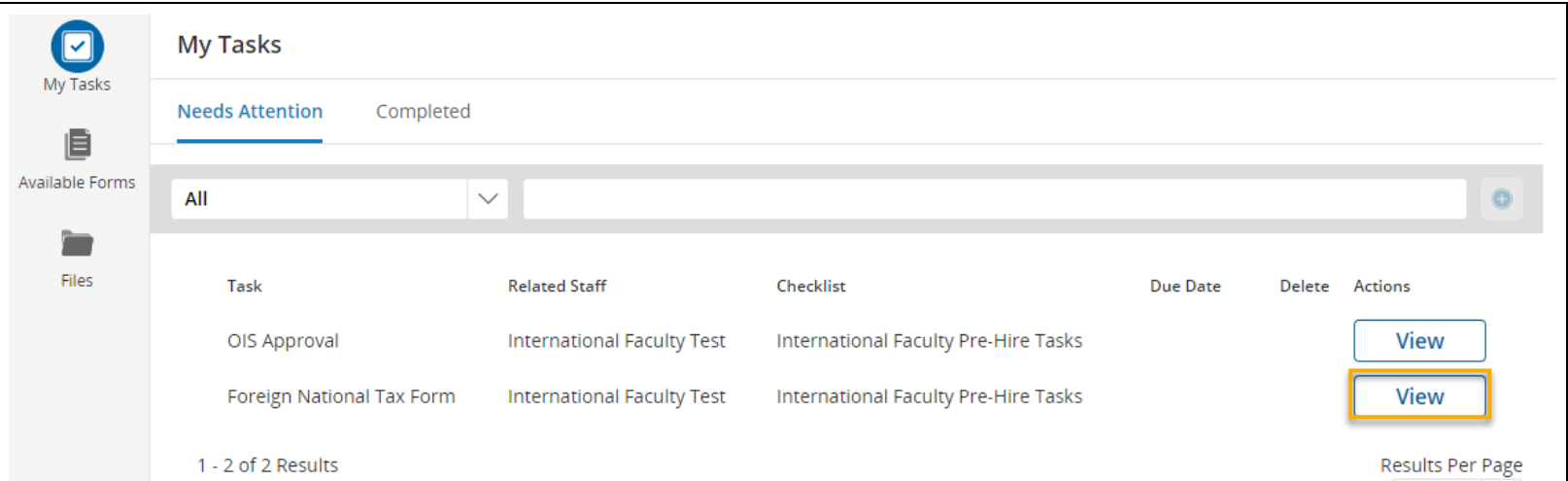
Below the table, the text 'OIS Approval' is displayed, followed by the message: 'This section to be completed by Office of International Services'. The 'View' button for the 'OIS Approval' task is highlighted with a yellow box.

Step 8a: Completing International Faculty Pre-Hire Tasks – Foreign National Tax Form.

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

To complete this task, click the **Foreign National Tax Information Form** link. This takes you to a fillable PDF which should be filled out and printed for signature. Note you will attach the completed form in the next step.

(Continued on next page)



Task	Related Staff	Checklist	Due Date	Delete	Actions
OIS Approval	International Faculty Test	International Faculty Pre-Hire Tasks			View
Foreign National Tax Form	International Faculty Test	International Faculty Pre-Hire Tasks			View

1 - 2 of 2 Results Results Per Page

The International Payroll Team helps ensure the appropriate US and state income tax withholding rates and social security tax withholding rates are applied correctly to wages paid to non-US citizens or legal permanent residents. The employees subject to this tax review include F-1, J-1 and H1-B visa holders, as well as others, who are present in the U.S. on a temporary visa. In order to determine the employee's U.S. residency status for FICA withholding purposes (a resident or non-resident employee), and to properly evaluate whether an international employee is eligible for tax treaty benefits, a Foreign National Tax Information Form must be completed and returned to the Payroll Office prior to employment beginning or as soon as possible thereafter.

Please access the [Foreign National Tax Information Form](#), complete, print, sign/date and attach below for the International Payroll Office to review. Note: The form is an editable PDF and can be completed using the computer but it will need to be printed as it requires a wet signature. Please upload copies of your visa and passport, and any other documents that are applicable to your Foreign National Tax Information Form in the Supporting Documents section.

Step 8b: Completing International Faculty Pre-Hire Tasks – Foreign National Tax Form continued.

Two attachments are required before this task can be marked as complete. Click the **Upload a File** link under *Foreign National Tax Information Form* to attach the form you completed and signed in the previous step. Click the **Upload a File** link under the *Supporting Documents Based on Visa Status* to attach copies of your visa and passport, and any other documents that are applicable to your Foreign National Tax Information Form.

Once all files are uploaded, click the **Save Final** button.

(Continued on next page)

Attachments

Foreign National Tax Information Form required

Upload a file

Supporting Documents based on Visa Status required

Upload a file

Please Click to View/Hide the Workflow

Current User International Faculty Test

Date 3/25/2021

Close

Print

Print as PDF

Save Draft

Save Final

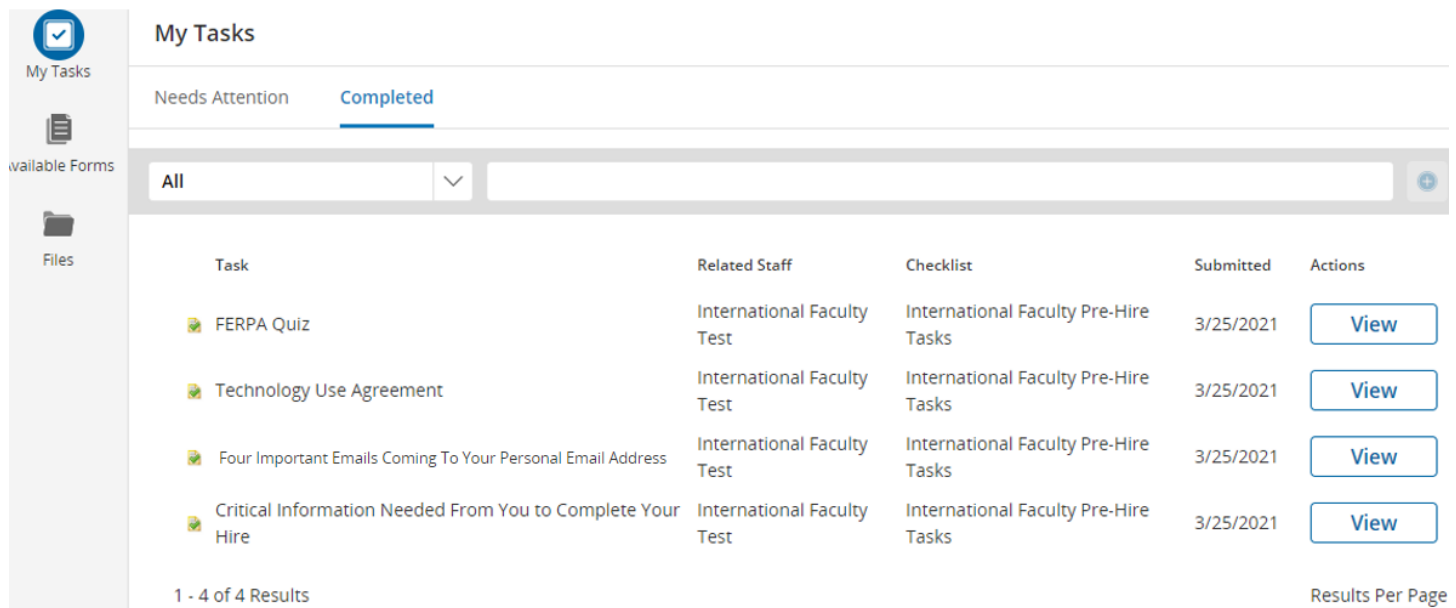
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Step 8c: Completing International Faculty Pre-Hire Tasks – Foreign National Tax Form continued.

By clicking the **Save Final** button in the previous step, you are brought back to the main **My Tasks** page. All required task lists we have finished now appear under the **Completed** tab.

Note the **OIS Approval** Task will not appear as Completed until OIS Staff have completed their process reviewing supporting documentation you provided.

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.*



The screenshot shows the 'My Tasks' interface with the 'Completed' tab selected. A table lists four tasks, each with a 'View' button. The tasks are: FERPA Quiz, Technology Use Agreement, Four Important Emails Coming To Your Personal Email Address, and Critical Information Needed From You to Complete Your Hire. All tasks are associated with 'International Faculty Test' and have a submission date of 3/25/2021.

Task	Related Staff	Checklist	Submitted	Actions
FERPA Quiz	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View
Technology Use Agreement	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View
Four Important Emails Coming To Your Personal Email Address	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View
Critical Information Needed From You to Complete Your Hire	International Faculty Test	International Faculty Pre-Hire Tasks	3/25/2021	View

1 - 4 of 4 Results Results Per Page



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

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

Now that you have successfully completed the **International 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

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