



## University of South Carolina - Division of Human Resources

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

**How to complete onboarding tasks in PeopleAdmin as a new international staff employee:**  
 This job aid outlines the process for new international staff 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>	<div style="border: 1px solid #ccc; padding: 10px;"> <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><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, <a href="#">click here</a> 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> <p style="font-size: x-small;"> <a href="#">New Staff Pre-Hire Tasks in PeopleAdmin</a>  <a href="#">New International Staff Pre-Hire Tasks in PeopleAdmin</a>  <a href="#">New Faculty Pre-Hire Tasks in PeopleAdmin</a>  <a href="#">New International Faculty Pre-Hire Tasks in PeopleAdmin</a> </p> <p>Visit your <b>campus website</b> for new employee resources. Your supervisor or HR representative will be happy to assist you with any questions throughout your onboarding experience.</p> </div>

**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.

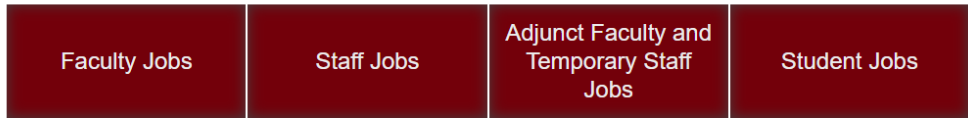


- Home
- Search Jobs
- Search USC Market Titles
- Job Alerts
- Log In /Create Account**
- Help
- Frequently Asked Questions
- Employee Login to View Position Description

Join a community of professionals dedicated to educating through teaching, research, creative activity, and service!

Named one of the best employers in South Carolina by Forbes, the University of South Carolina is committed to providing an inclusive environment that attracts, hires, and retains individuals of diverse backgrounds. We value our employees and take pride in providing an atmosphere where they can grow in their careers and do what they do best, every day!

Start your search today! Click the Search Jobs link in the menu to the left or click one of the preset search tabs below based on the type of job you seek.



**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-staff

\* Password

.....

[Forgot your username or password?](#)

**Log In**

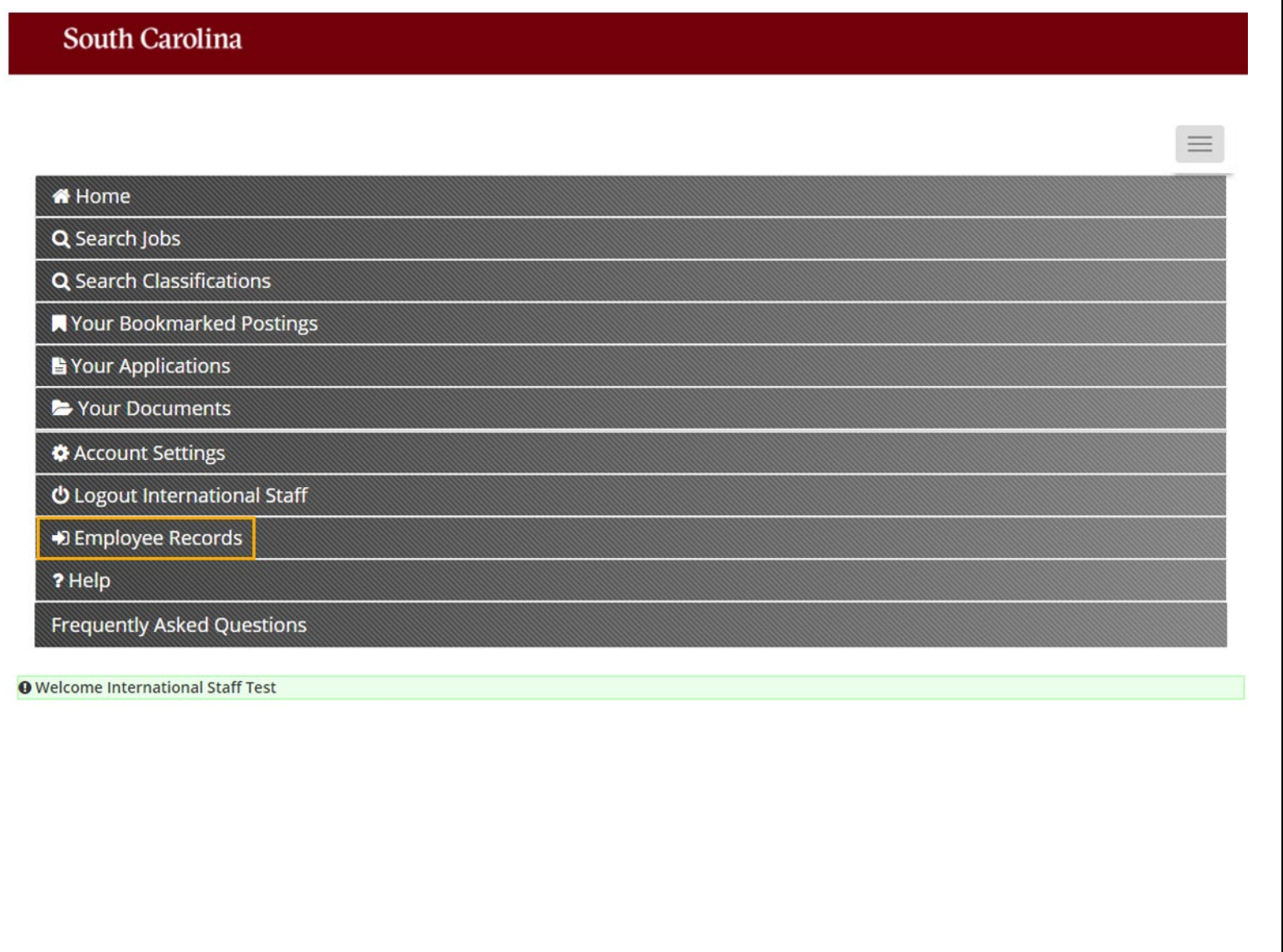


Welcome International Staff Test

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

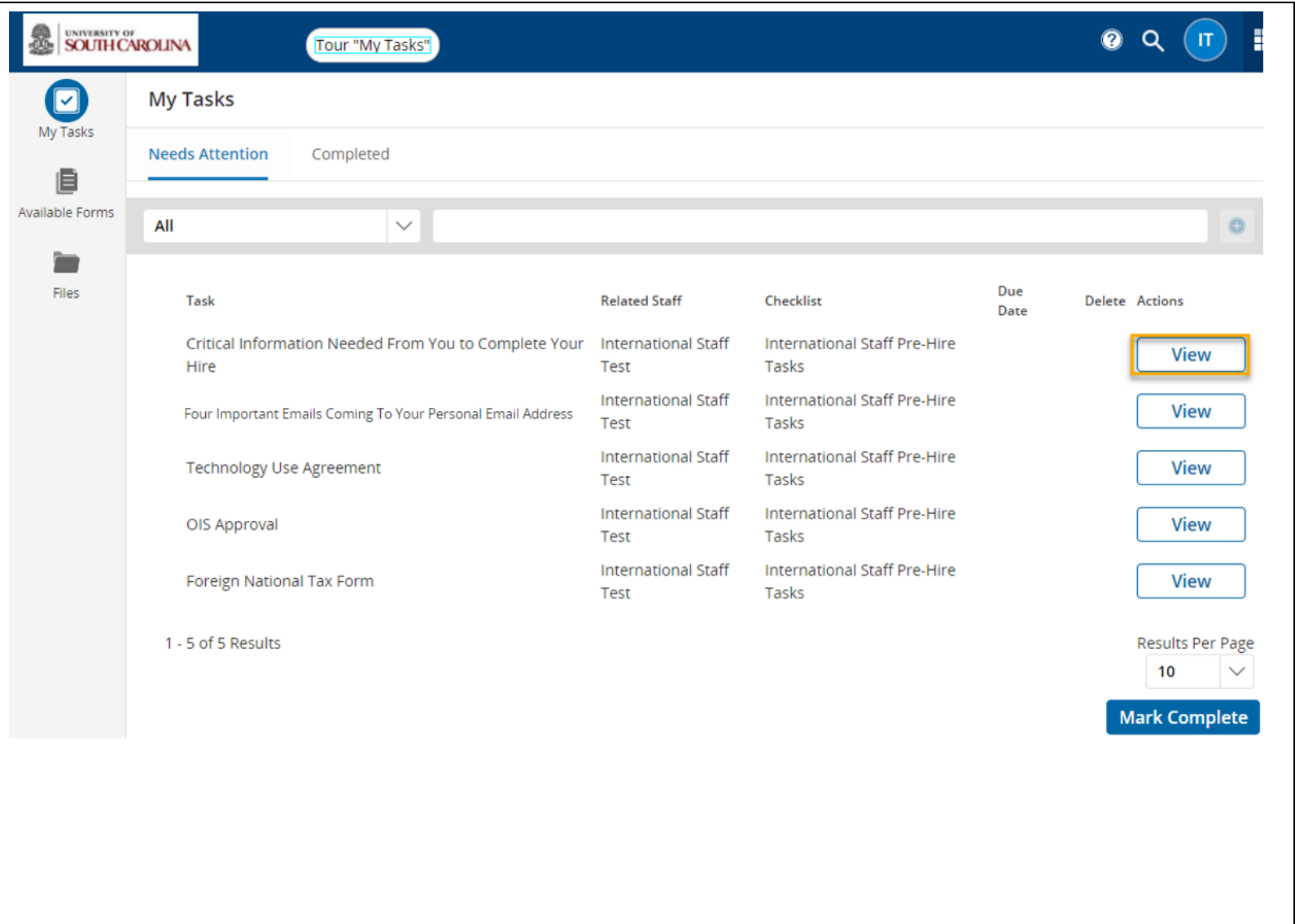


The screenshot shows the 'South Carolina' header in a dark red bar. Below it is a navigation menu with the following items: Home, Search Jobs, Search Classifications, Your Bookmarked Postings, Your Applications, Your Documents, Account Settings, Logout International Staff, Employee Records (highlighted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

**Step 3a: Completing International Staff 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 Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
Four Important Emails Coming To Your Personal Email Address	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>

1 - 5 of 5 Results

Results Per Page: 10

[Mark Complete](#)

**Step 3b: Completing International Staff 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 Staff 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 Staff Test

Date: 3/24/2021

Signature required: International Staff Test

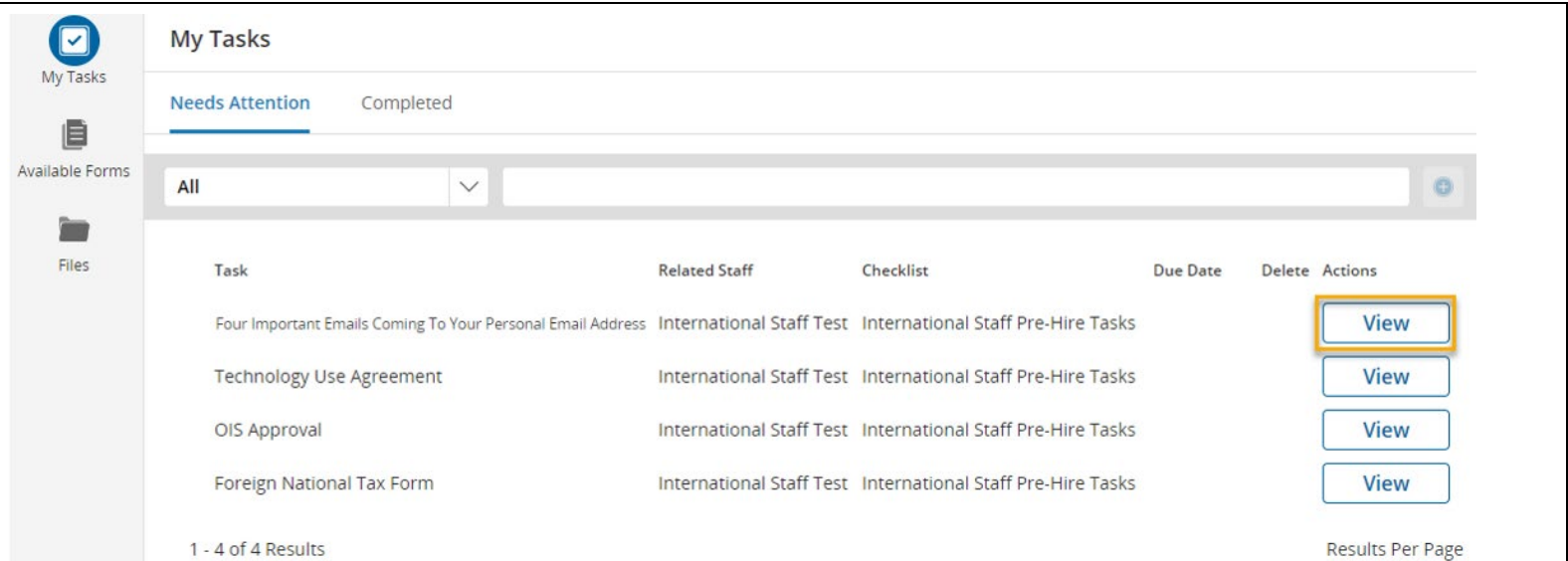
I have read and accept the Electronic Signature Statement required

My Tasks					
Needs Attention		Completed			
Available Forms	All				
Task	Related Staff	Checklist	Submitted	Actions	
Critical Information Needed From You to Complete Your Hire	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<input type="button" value="View"/>	

**Step 4a: Completing International Staff 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 Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>

1 - 4 of 4 Results

Results Per Page



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

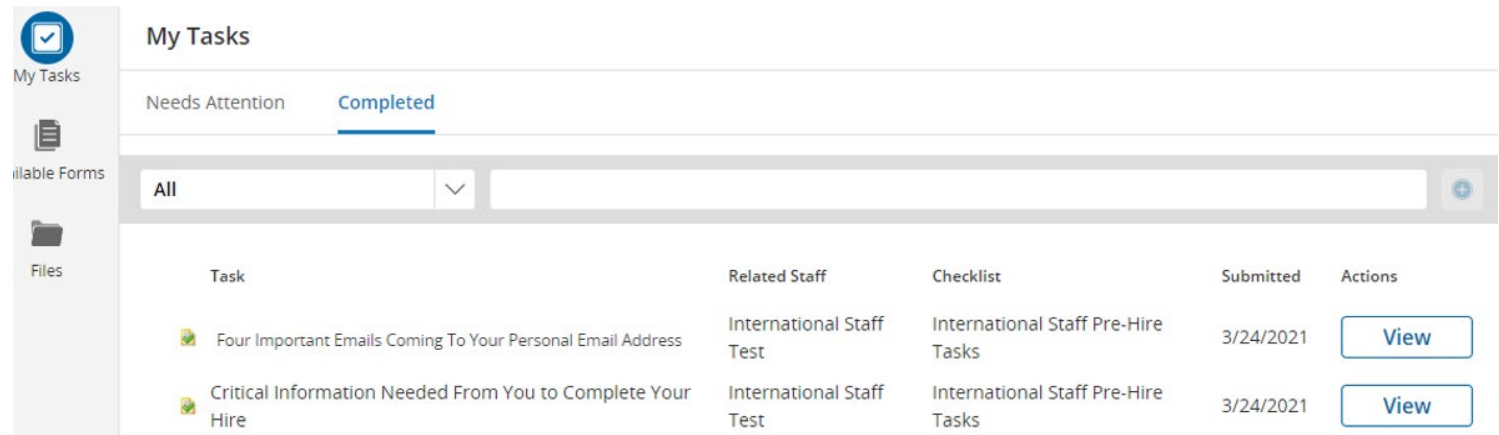
This task is informational. To complete, thoroughly read all information and click links where provided to know what to expect next for four crucial steps:

- 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 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

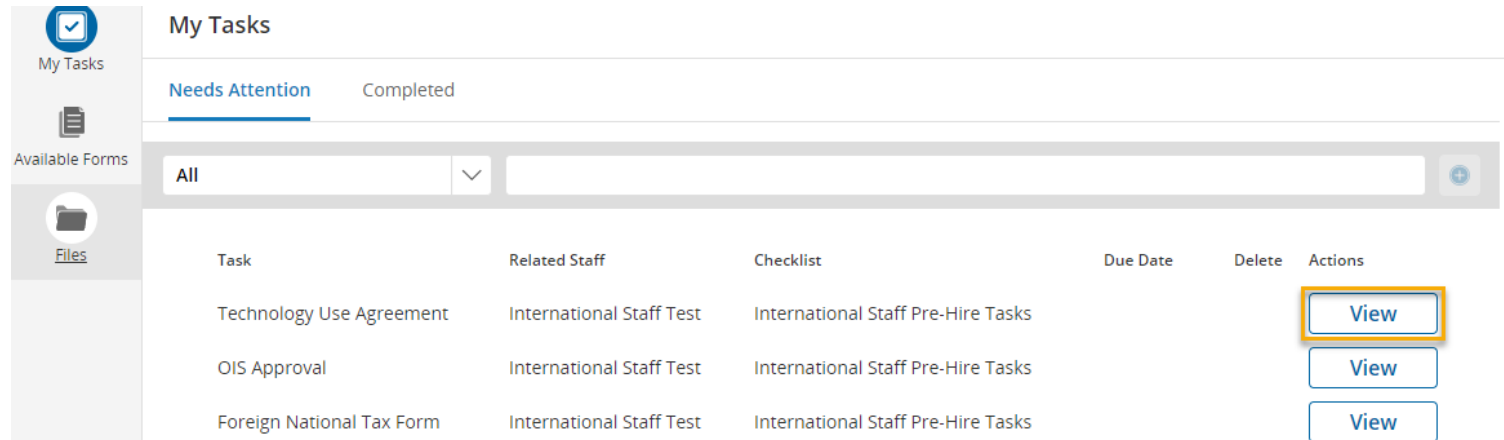
[Close](#)
[Print](#)
[Print as PDF](#)
[Save Draft](#)
[Save Final](#)



Task	Related Staff	Checklist	Submitted	Actions
Four Important Emails Coming To Your Personal Email Address	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<a href="#">View</a>
Critical Information Needed From You to Complete Your Hire	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<a href="#">View</a>

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

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



The screenshot shows the 'My Tasks' section in PeopleAdmin. It features a sidebar with 'My Tasks', 'Available Forms', and 'Files'. The main area has tabs for 'Needs Attention' and 'Completed'. Below is a search bar and a table of tasks. The first task, 'Technology Use Agreement', has a 'View' button highlighted with a yellow box.

Task	Related Staff	Checklist	Due Date	Delete	Actions
Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>

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

To begin this task, click the two links to access 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 International Staff 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

International Staff Test

Date

3/24/2021

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

Close

Print

Print as PDF

Save Draft

Save Final

**Step 5c: Completing International Staff 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: International Staff Test  
Date: 3/24/2021

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

All ⌵

Task	Related Staff	Checklist	Submitted	Actions
Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<span style="border: 1px solid gray; padding: 2px 5px;">View</span>
Four Important Emails Coming To Your Personal Email Address	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<span style="border: 1px solid gray; padding: 2px 5px;">View</span>
Critical Information Needed From You to Complete Your Hire	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<span style="border: 1px solid gray; padding: 2px 5px;">View</span>

1 - 3 of 3 Results Results Per Page

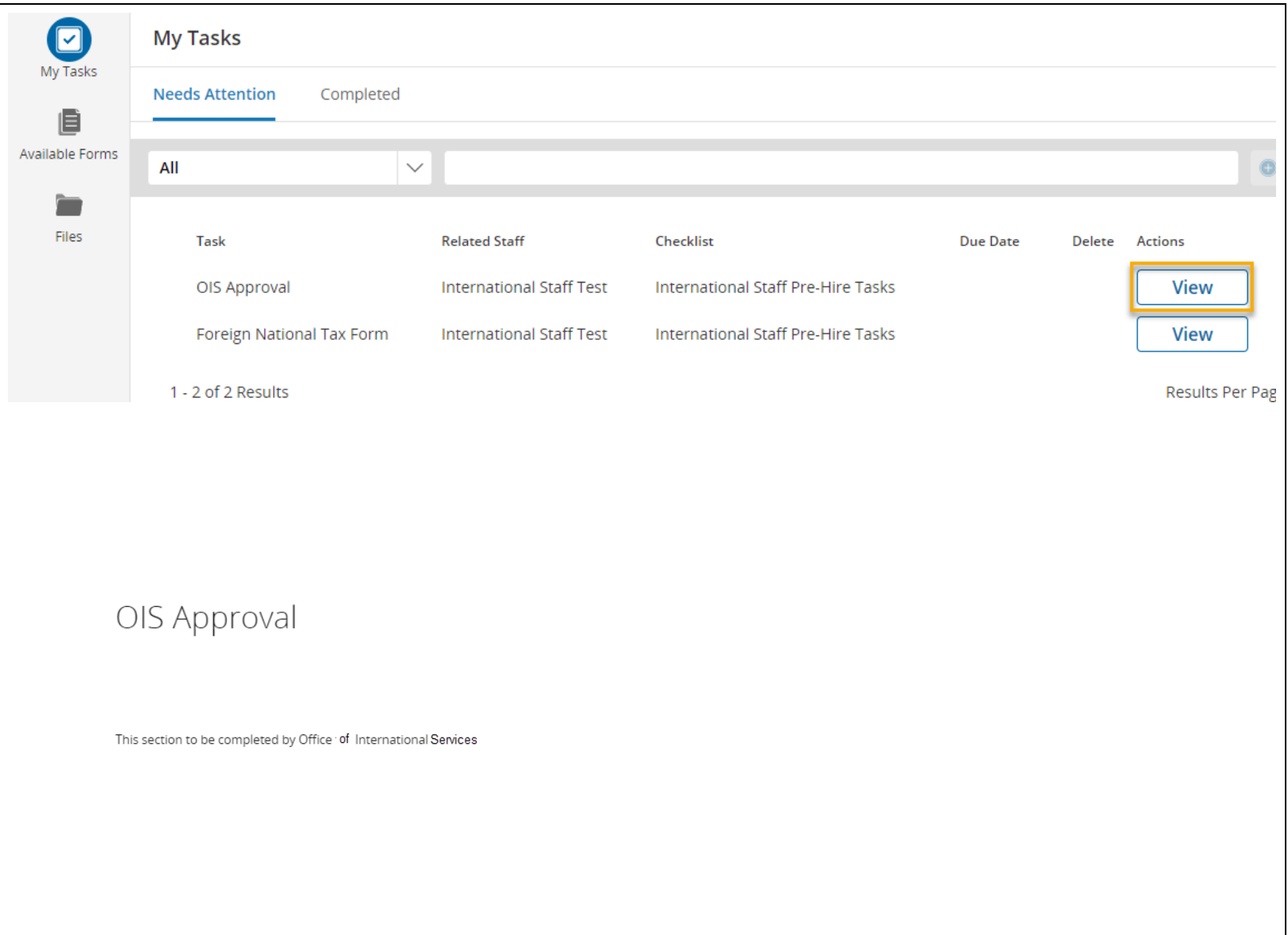
**Step 6: Completing International Staff Pre-Hire Tasks – OIS Approval.**

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](mailto:OIS@sc.edu)



The screenshot shows the 'My Tasks' interface in PeopleAdmin. On the left is a sidebar with 'My Tasks', 'Available Forms', and 'Files'. The main area has tabs for 'Needs Attention' (selected) and 'Completed'. A search bar is set to 'All'. Below is a table with columns: Task, Related Staff, Checklist, Due Date, Delete, and Actions. Two tasks are listed: 'OIS Approval' and 'Foreign National Tax Form', both related to 'International Staff Test' and 'International Staff Pre-Hire Tasks'. The 'View' button in the Actions column for the 'OIS Approval' task is highlighted with a yellow box. Below the table, it says '1 - 2 of 2 Results' and 'Results Per Pag'. At the bottom, there is a section titled 'OIS Approval' with the message: 'This section to be completed by Office of International Services'.

Task	Related Staff	Checklist	Due Date	Delete	Actions
OIS Approval	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>

1 - 2 of 2 Results Results Per Pag

**OIS Approval**

This section to be completed by Office of International Services

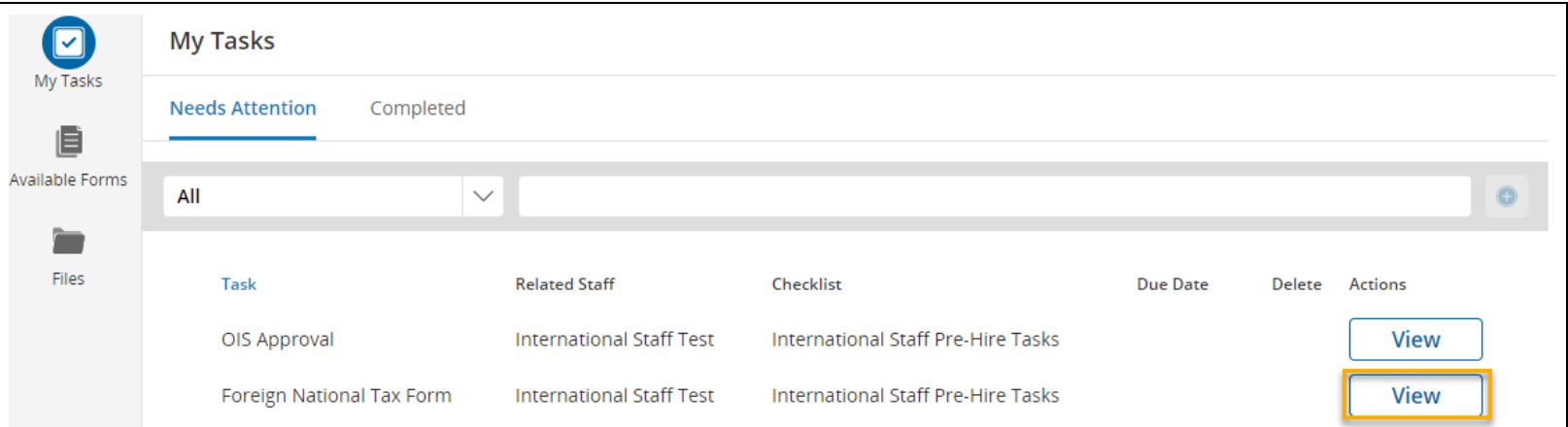
**Step 7a: Completing International Staff Pre-Hire Tasks – Foreign National Tax Form.**

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 Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>
Foreign National Tax Form	International Staff Test	International Staff Pre-Hire Tasks			<a href="#">View</a>

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 7b: Completing International Staff 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

Supporting Documents based on Visa Status required

Please Click to View/Hide the Workflow

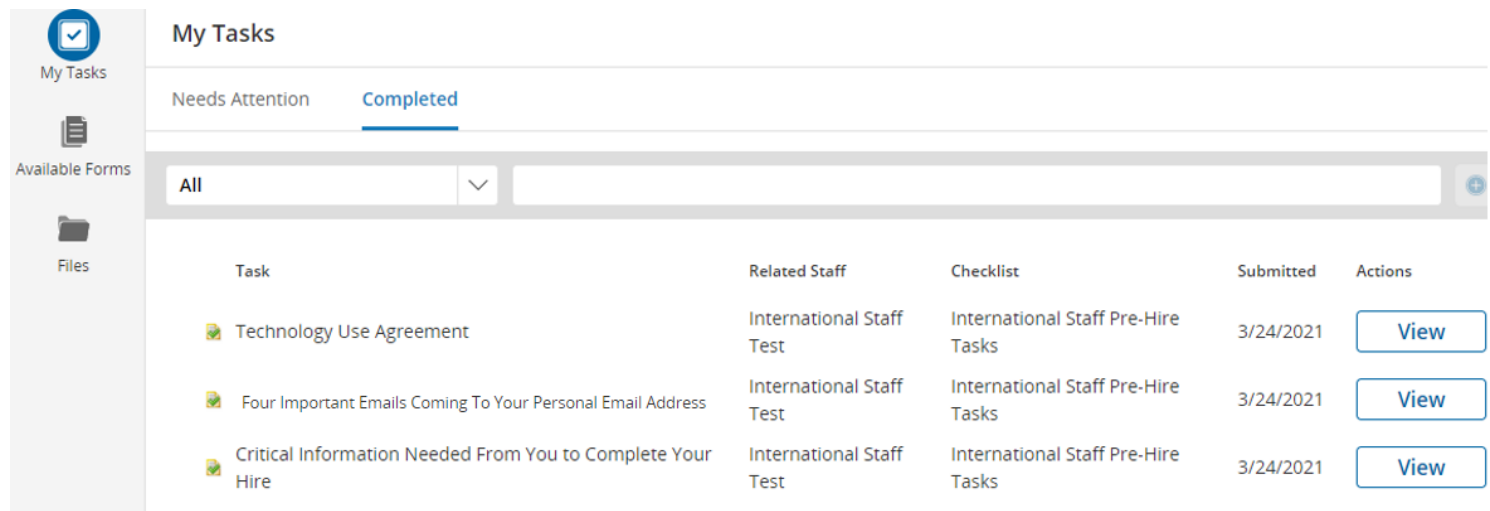
Current User	<input type="text" value="International Staff Test"/>
Date	<input type="text" value="3/25/2021"/>

**Step 7c: Completing International Staff 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.*



Task	Related Staff	Checklist	Submitted	Actions
Technology Use Agreement	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<a href="#">View</a>
Four Important Emails Coming To Your Personal Email Address	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<a href="#">View</a>
Critical Information Needed From You to Complete Your Hire	International Staff Test	International Staff Pre-Hire Tasks	3/24/2021	<a href="#">View</a>





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

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

Now that you have successfully completed the **International Staff 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