



Student PreBoarding & OnBoarding Job Aid

This job aid outlines the process for new student employees to complete their PreBoarding and OnBoarding tasks in Employee Self-Service in the HCM PeopleSoft System. You can access Employee Self Service by clicking **here**.

PreBoarding refers to tasks that can be completed before you reach your start date.
OnBoarding refers to tasks that are completed on or after reaching your start date.

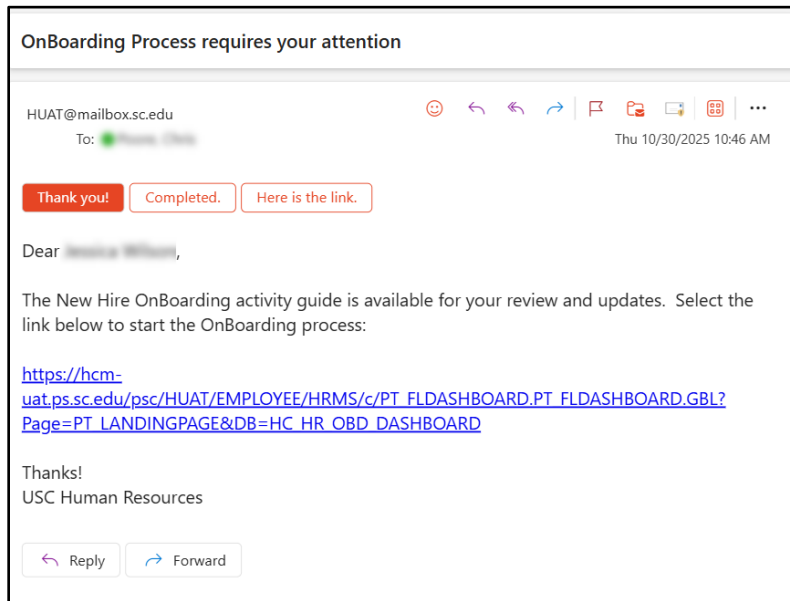
PreBoarding	2
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To access Employee Self Service in HCM PeopleSoft, navigate to <https://hcm.ps.sc.edu>. Click the drop-down menu from the Employee Self Service title, then select Employee Self Service.

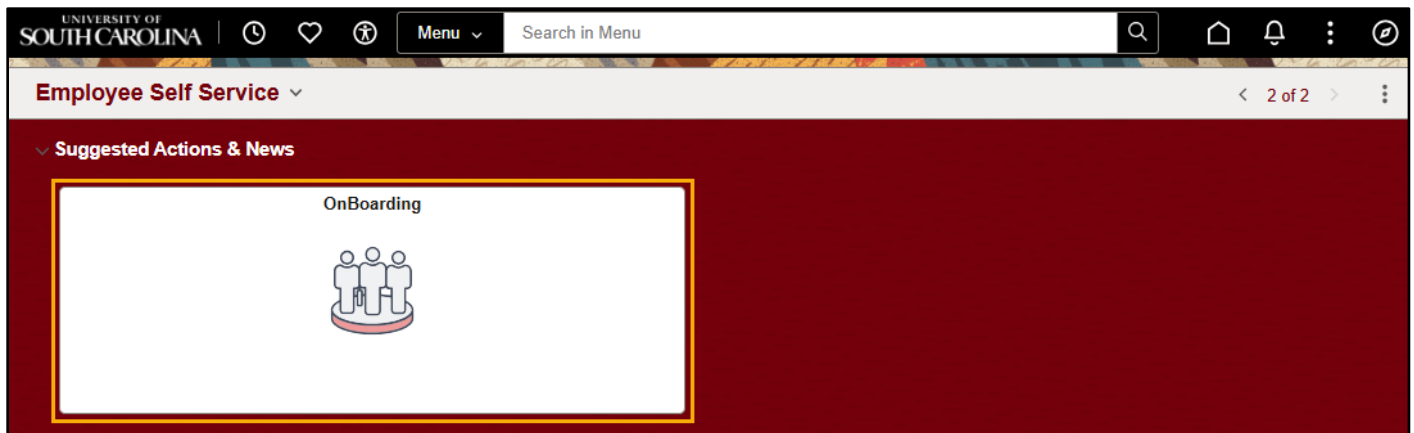
NOTE: HCM PeopleSoft utilize multiple layers of security to properly limit access to data. As part of this security structure, limits are placed on content within the system. These limits are directly tied to your role at USC. Throughout these job aids, you may see menus and pages that you will not be able to access in the database. Your content will be tailored to reflect your role at USC. If your role changes in the future, your access to pages and people will be updated in accordance with the change.

PreBoarding

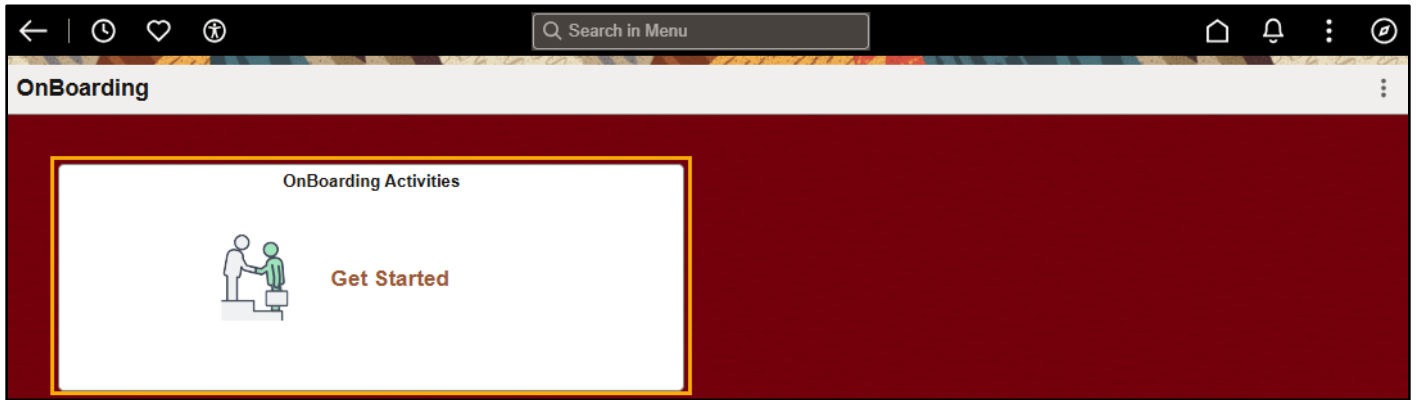
USC New Hire Onboarding Email: Once your Hire action has been fully approved in the HR/Payroll system, you will receive an auto-generated email with a link to complete the next critical steps in your onboarding process. Before your first day, you may receive an email that provides you with a direct link to PreBoarding and Onboarding tasks. **If so, you will skip steps 1 and 2 below.**



1) On the Employee Self Service landing page click the **OnBoarding** tile.



2) Next, click the **OnBoarding Activities** tile to begin the preboarding process.

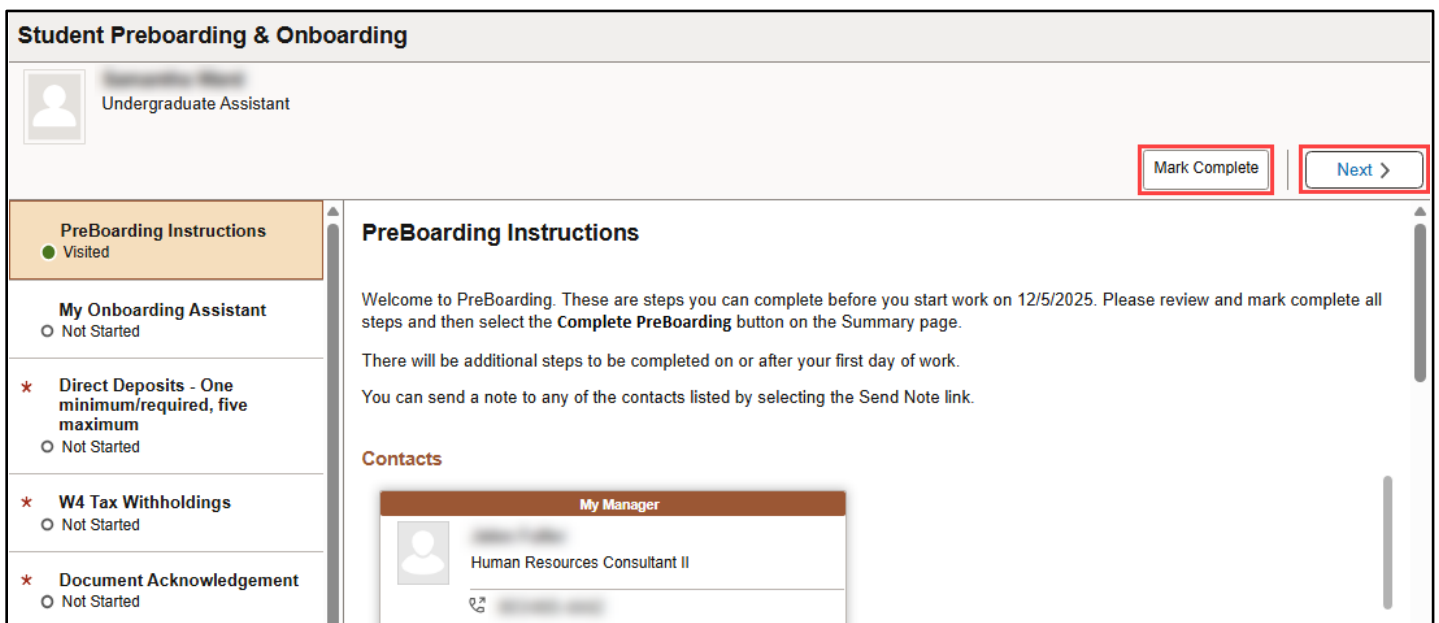


3) After clicking the OnBoarding Activities tile, you will be taken to the **PreBoarding Instructions** page. On this page, you will find contact information for your supervisor (manager) and a list of all steps you can complete *before* reaching your start date.

PreBoarding allows you to complete the following tasks:

1. My OnBoarding Assistant
2. Direct Deposits
3. W4 Tax Withholdings
4. Document Acknowledgement
5. Preboarding Summary

Once you have completed the steps in each section of PreBoarding, be sure to click the **Mark Complete** button in the top right corner. Don't forget to mark the **PreBoarding Instructions** page as complete before moving on to the next step.



- 4) The first step in Preboarding is the **My Onboarding Assistant** page. To access the assistant, click the link circled below in red. Click **Next** when you are ready to proceed to the next step.

Student Preboarding & Onboarding

Undergraduate Assistant

< Previous

Next >

PreBoarding Instructions

Complete

My Onboarding Assistant

Visited

★ Direct Deposits - One minimum/required, five maximum

Not Started

★ W4 Tax Withholdings

Not Started

★ Document Acknowledgement

Not Started

My Onboarding Assistant

UNIVERSITY OF

South Carolina

[Click here to access your onboarding assistant.](#)

It will open in a new window, allowing you to get help and continue with your onboarding steps without interruption.

The assistant can provide helpful job aids and answer any common questions you may have along the way.

Once you click on the link, a new window will open. To access the assistant, click the yellow chat icon in the bottom right corner.

🕒 ❤️ ⓘ

🔍 Search in Menu

🏠 🔔 ⋮ 🌐

Form Page

: Onboarding Assistant

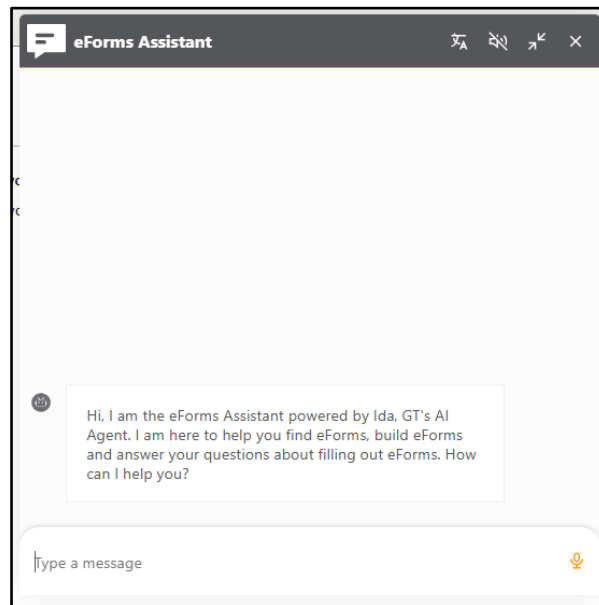
Form ID 933207 (NEW)

Hello! I'm your onboarding assistant, here to help you with any questions during your onboarding.

I can provide answers, share helpful job aids, or connect you with others for support as you complete your tasks.

To get started, click the yellow icon in the bottom right corner of the screen.

The Onboarding Assistant can provide helpful job aids and answer common questions regarding the onboarding process. If you encounter any issues or have questions about the Onboarding Assistant's responses, please reach out to your HR Contact for additional support.



NOTE: You do not need to mark this step as complete.

5) The next step in Preboarding will ask you to set up your Direct Deposit(s). USC requires direct deposit for all employees. You can add up to five accounts.

Click the **Add Account** button.

Mark Complete
< Previous
Next >

Direct Deposit

Accounts

The first account you add will be defaulted to a deposit type of Full Balance and your entire net pay will be deposited to this account.

When a second account is added and saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list. After all the other direct deposit payments are processed, any remaining net pay is deposited in the remaining balance account.

Note: You can change this default assignment using the Edit Account page and update another account to be a Remaining Balance account after all your accounts are added and saved.

[Add Account](#)

Complete all fields as shown in the screenshot. Once all fields are complete, click the **Save** button in the top right corner.

Cancel

Add Account

Save

** Indicates required field*

Nickname

Payment Method Direct Deposit

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

NOTE: You can list a Checking or Savings account for your primary Direct Deposit account. You can add up to 5 accounts. Additional accounts have two deposit options:

1. Amount
2. Percent

Upon hitting Save, you are taken to the Direct Deposit summary page. Click the **+** to add another account. If you do not have other accounts to list, click the **Mark Complete** button and click **Next**.

Student Preboarding & Onboarding

Undergraduate Assistant

Mark Complete

< Previous

Next >

PreBoarding Instructions

Complete

My Onboarding Assistant

Visited

* Direct Deposits - One minimum/required, five maximum

In Progress

Accounts

+

≡

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Test Account	Direct Deposit	053207766	XXX1111	Checking	Full Balance >

- 6) The next step in Preboarding allows you to complete your Federal W4 and any applicable State W4 Forms.

Tax withholding forms are pre-populated with address information entered on the Pre-Hire tasks. A section for the Federal W4, South Carolina W4 (as the primary work location), and any home state (that is not SC) will populate on this page. Click into each tax form to fill them out by using the **Update Your Tax Information** buttons corresponding to the Federal or State(s) forms. You should complete the tax withholding information, referring to the directions available in each form. For each form, you will need to click the **Sign & Submit** button near the bottom of the tax form once it has been completed.

Once you have submitted each form, mark the step as complete and click the **Next** button to proceed to the next task.

NOTE: Contact the Payroll Department via email at payroll@mailbox.sc.edu for additional information on tax withholding forms.

NOTE: International student employees will **not** complete w4 Forms and **must** complete a Foreign National Tax Form.

- 7) The final step in PreBoarding requires you to complete a **Document Acknowledgement**. Click the **Download** button next to each file name to download and review the document. *You must* download each document to make the appropriate acknowledgement.

Student Preboarding & Onboarding

Undergraduate Assistant

Mark Complete
Previous
Next >

PreBoarding Instructions

Complete

My Onboarding Assistant

Visited

Direct Deposits - One minimum/required, five maximum

Complete

W4 Tax Withholdings

Complete

Document Acknowledgement

In Progress

Document Acknowledgement

Step 1 - Download Documents

Please download the following listed documents. Those documents requiring updates can be uploaded in the Required Documents to Acknowledge / Upload table.

Document / Description	File Name	Action
ACA Acknowledgement	USC_aca_acknowledgement_of_receipt_(20).pdf	Download
ACA Marketplace Notice	ACA_Marketplace_Exchange_Notice_(38).pdf	Download

Step 2 - Acknowledge / Upload Required Documents

You must acknowledge or upload the listed documents.

Once you have reviewed each document, scroll down and click the **Acknowledge** button next to each file name. The button will “grey-out” once you have completed your acknowledgement. When you have finished acknowledging each document, mark the page complete and click **Next**.

Student Preboarding & Onboarding

Undergraduate Assistant

Mark Complete
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PreBoarding Instructions

Complete

My Onboarding Assistant

Visited

Direct Deposits - One minimum/required, five maximum

Complete

W4 Tax Withholdings

Complete

Document Acknowledgement

In Progress

Document Acknowledgement

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Step 2 - Acknowledge / Upload Required Documents

You must acknowledge or upload the listed documents.

Document / Description	File Name / Attached On	Action
ACA Acknowledgement	USC_aca_acknowledgement_of_receipt_(20).pdf	Acknowledge 12/04/2025 10:56:32AM

The Status field will indicate if and when a step can be completed. *Onboarding* tasks cannot be completed until your start date. To view a step that you have previously visited or completed, locate the step and click **Go to Step** on the righthand side of the page.

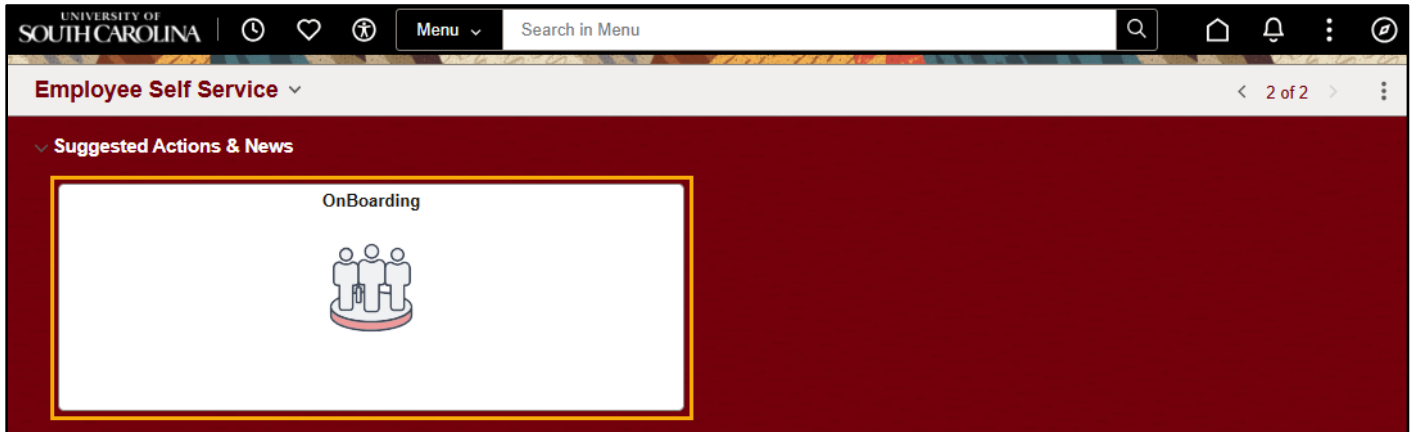
Once you have ensured that all PreBoarding Steps have been completed, click **Complete PreBoarding**.

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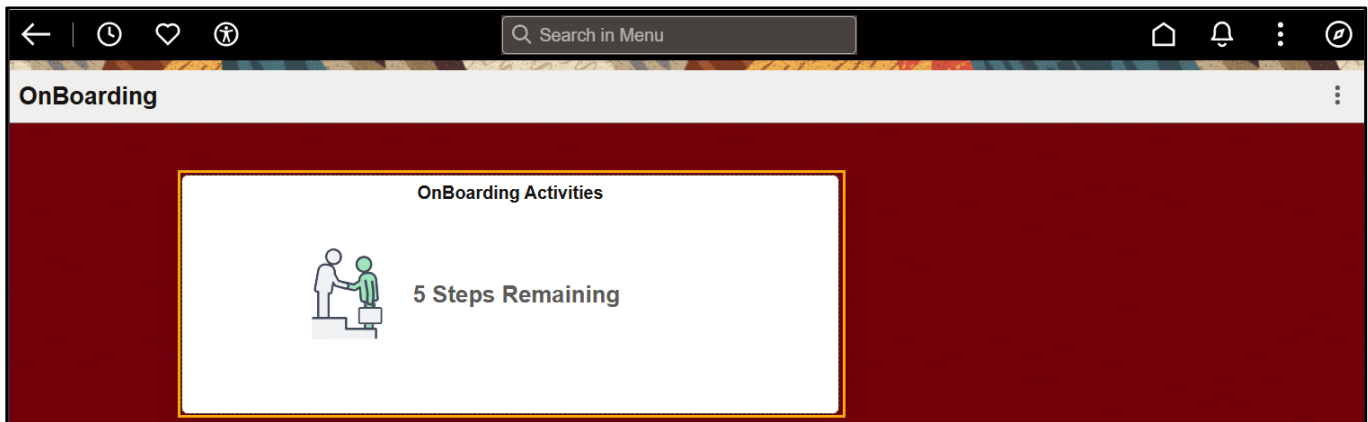
Congratulations! You have completed PreBoarding. Return to the Onboarding tile on your first day to complete the Remaining Onboarding tasks. Steps to complete Onboarding Tasks are located below.

OnBoarding

1) On the Employee Self Service landing page click the **OnBoarding** tile.



2) Next, click the **OnBoarding Activities** tile to finish the Onboarding process.



3) After clicking the OnBoarding Activities tile, you will be taken to the **OnBoarding Instructions** page. On this page, you will find a greeting from USC.

Onboarding allows you to complete the following tasks:

1. Getting Paid
2. Overall Summary

Once you have completed the steps in each section of OnBoarding, be sure to click the **Mark Complete** button in the top right corner. Don't forget to mark the **Onboarding Instructions** page as complete before moving on to the next step.

After you have reviewed the welcome, click the **Mark Complete** button.

Student Preboarding & Onboarding

Undergraduate Assistant

Mark Complete | **Next >**

OnBoarding Instructions
● Visited


My Onboarding Assistant
● Visited

* **Direct Deposits - One minimum/required, five maximum**
● Complete

* **W4 Tax Withholdings**
● Complete

* **Document Acknowledgement**
● Complete

OnBoarding Instructions

 **UNIVERSITY OF South Carolina**

Congratulations on your new student job as an *Undergraduate Assistant*. We are excited for you to be a part of the University of South Carolina work experience and have the opportunity to contribute to the campus we all love.

- 4) The final step in Onboarding provides you with information regarding **Getting Paid**. To navigate to this step, locate and click on **Getting Paid** within the lefthand navigation menu.

* **Document Acknowledgement**
● Complete

* **Getting Paid**
○ Not Started


Overall Summary
○ Not Started

This task links you to the Division of Human Resources website, which houses information regarding Reporting Your Hours, Pay Checks, and more. Additionally, the page links to training guides and resources from the Payroll Department. Please review the job aids and resources available under each section.

Once you have viewed all applicable information about Getting Paid, return to this page in Onboarding and click the **Mark Complete** button. Then, click **Next**.

(Screenshot on following page)

- ## Student Preboarding & Onboarding


Undergraduate Assistant

[< Previous](#)

- Visited

 - ★ Direct Deposits - One minimum/required, five maximum
✓ Complete

 - ★ W4 Tax Withholdings
✓ Complete

 - ★ Document Acknowledgement
✓ Complete

 - ★ Getting Paid
✓ Complete

 - Overall Summary**
● Visited

Overall Summary

To finish the OnBoarding process, please select the **Complete** button.

Complete Onboarding


Steps

Step	Status	Date Completed	Required	Mark Complete	Go to Step
OnBoarding Instructions	✓ Complete	12/04/2025	No	Completed	<button>Go to Step</button>
My Onboarding Assistant	● Visited		No	Not Applicable	<button>Go to Step</button>
Direct Deposits - One minimum/required, five maximum	✓ Complete	12/04/2025	Yes	Completed	<button>Go to Step</button>

OnBoarding

⋮

OnBoarding Activities



✓

Completed

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