



University of South Carolina - Division of Human Resources
Your First Day and First Week New Employee Onboarding Tasks in Employee Self-Service

How to complete your onboarding tasks in HCM PeopleSoft:

This job aid outlines the process for new employees to complete their first day and first week onboarding tasks in Employee Self-Service in the HCM PeopleSoft System. Note you will not be able to log into Employee Self-Service until your start date. [Employee Self-Service log in.](#)

Processing Steps

Pre-Step: UofSC New Hire Onboarding Email.

Once your Hire action has been fully approved in the HR/Payroll system, you will receive an autogenerated email with a link to complete the next critical steps in your onboarding process.

Note you cannot access HCM PeopleSoft until your start date as listed on your offer letter.

On your first day, you may receive an email that provides you a direct link into Onboarding. If so, you will skip steps 1 and 2 below.

Screenshots

-----Original Message-----
 From: [Redacted] >
 Sent: Thursday, March 18, 2021 9:07 AM
 To: [Redacted] >
 Subject: UofSC - New Hire Onboarding

Dear Test Employee,
 Good news! Your hire form has been successfully received and processed.

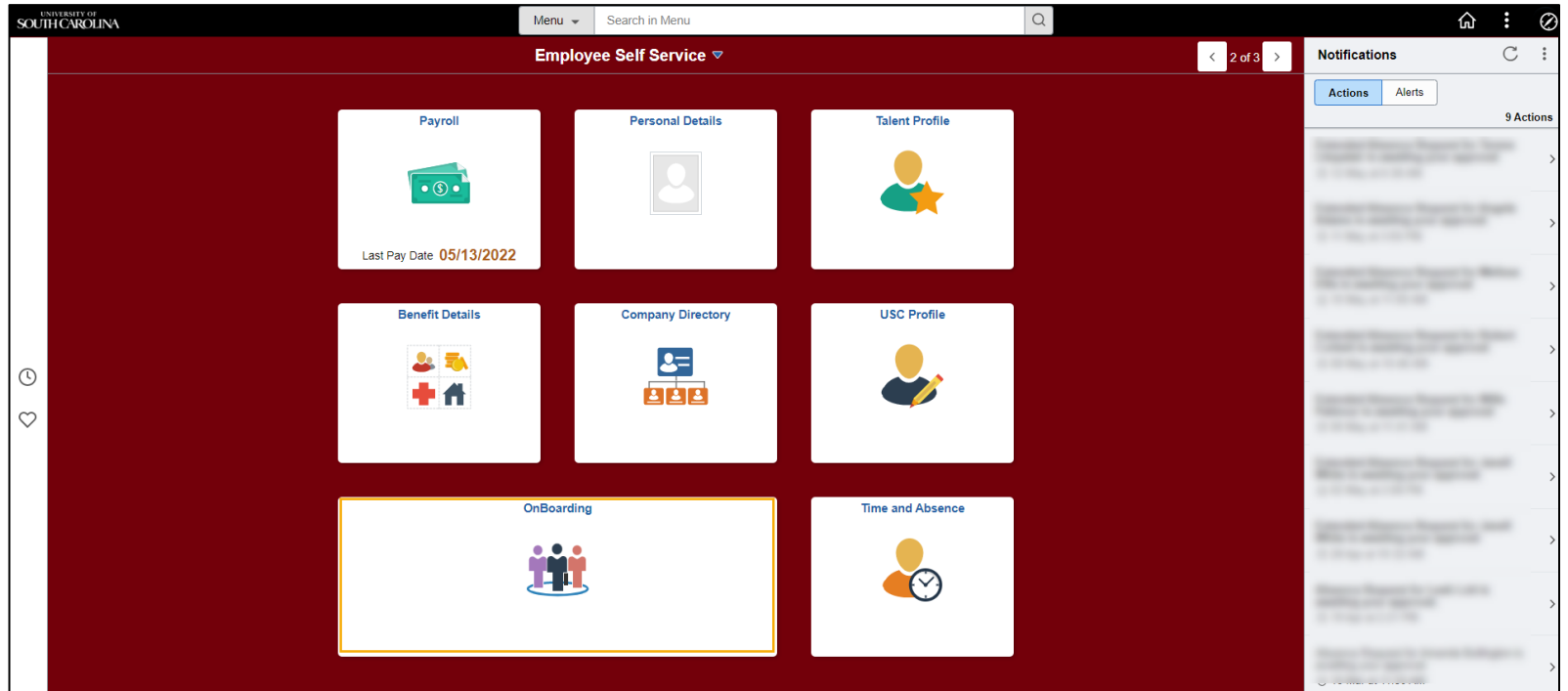
Once you reach your start date (which is your effective date of hire on your offer letter), you will have access to log into Employee Self-Service (ESS) below to complete the next critical steps in your onboarding process.

https://hcm-uat.ps.sc.edu/psc/HUAT/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&DB=HC_HR_OBD_DASHBOARD

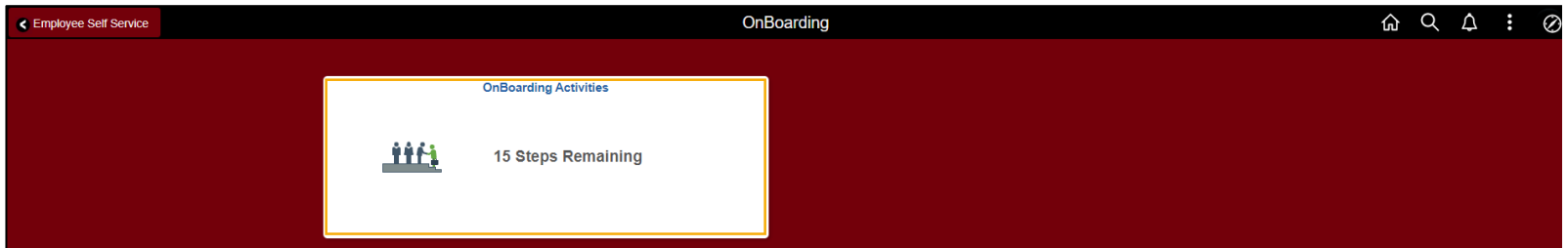
In the meantime, we encourage you to visit your campus website for new employee resources. Please do not hesitate to contact your supervisor or HR representative with any questions.

Welcome to the team!
 UofSC Division of Human Resources

Step 1: On the main **Employee Self Service** homepage click the **Onboarding** tile.



Step 2: Click the **Onboarding Activities** tile to begin the onboarding process.

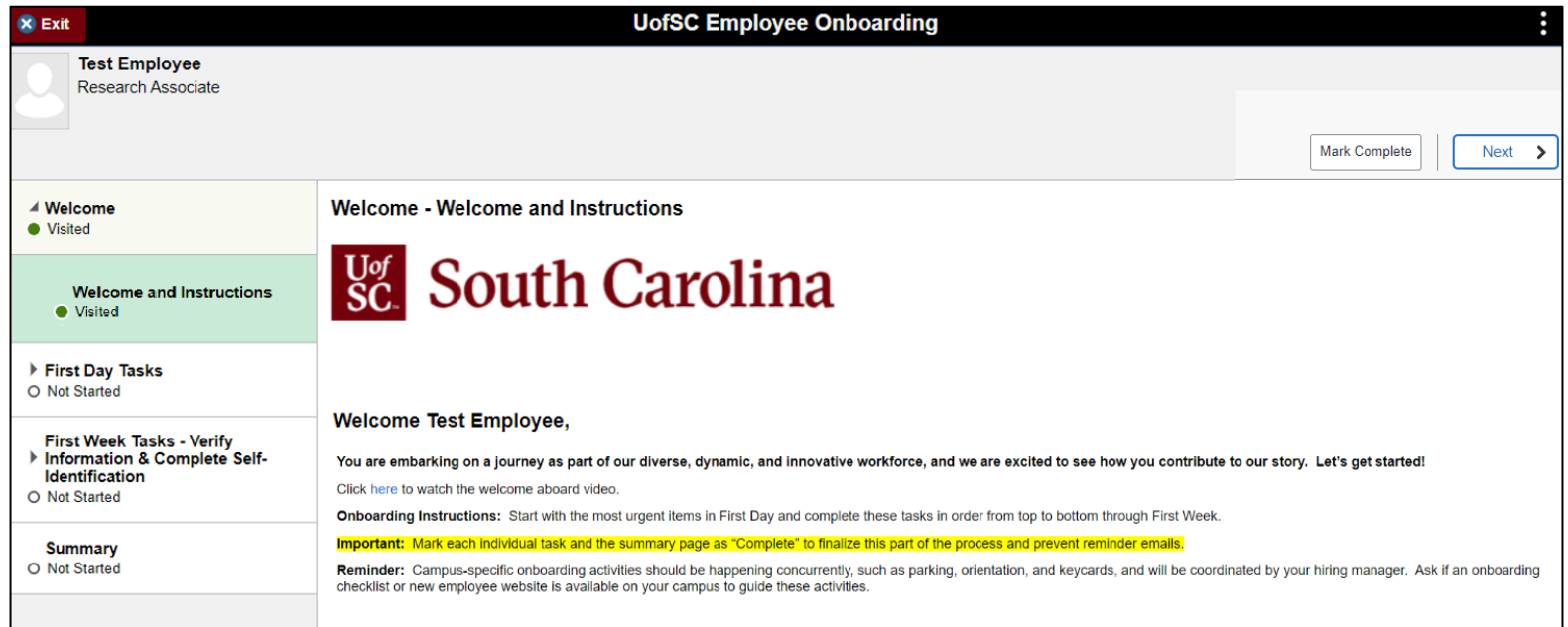


Step 3: Completing your Onboarding.

Onboarding is divided into the following four parts:

1. Welcome
2. First Day Tasks
3. First Week Tasks
4. 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.



The screenshot shows the 'UofSC Employee Onboarding' interface for a 'Test Employee' (Research Associate). The interface includes a navigation sidebar on the left with the following sections:

- Welcome** (Visited)
- Welcome and Instructions** (Visited)
- First Day Tasks** (Not Started)
- First Week Tasks - Verify Information & Complete Self-Identification** (Not Started)
- Summary** (Not Started)

The main content area displays the 'Welcome - Welcome and Instructions' page, featuring the University of South Carolina logo and the following text:

Welcome Test Employee,

You are embarking on a journey as part of our diverse, dynamic, and innovative workforce, and we are excited to see how you contribute to our story. Let's get started! Click [here](#) to watch the welcome aboard video.

Onboarding Instructions: Start with the most urgent items in First Day and complete these tasks in order from top to bottom through First Week.

Important: Mark each individual task and the summary page as "Complete" to finalize this part of the process and prevent reminder emails.

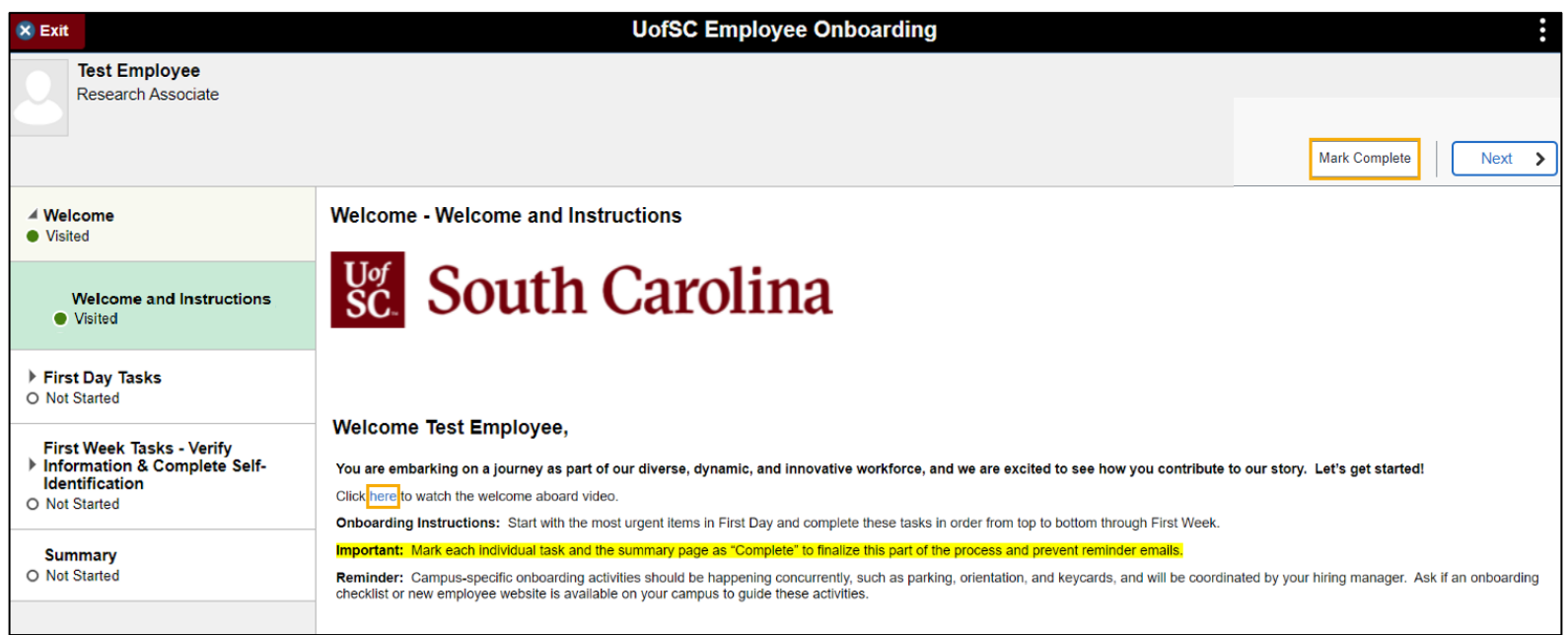
Reminder: Campus-specific onboarding activities should be happening concurrently, such as parking, orientation, and keycards, and will be coordinated by your hiring manager. Ask if an onboarding checklist or new employee website is available on your campus to guide these activities.

Buttons for 'Mark Complete' and 'Next' are visible in the top right corner of the interface.

Step 4: Welcome.

On the **Welcome and Instructions** page click to view the welcome aboard video.

Don't forget to **Mark Complete** before moving on to the next step.



The screenshot shows the 'UofSC Employee Onboarding' interface for a 'Test Employee' (Research Associate). The interface includes a navigation sidebar on the left with the following items:

- Welcome (Visited)
- Welcome and Instructions** (Visited)
- First Day Tasks (Not Started)
- First Week Tasks - Verify Information & Complete Self-Identification (Not Started)
- Summary (Not Started)

The main content area displays the 'Welcome - Welcome and Instructions' page. It features the UofSC logo and the following text:

Welcome Test Employee,

You are embarking on a journey as part of our diverse, dynamic, and innovative workforce, and we are excited to see how you contribute to our story. Let's get started!

Click [here](#) to watch the welcome aboard video.

Onboarding Instructions: Start with the most urgent items in First Day and complete these tasks in order from top to bottom through First Week.

Important: Mark each individual task and the summary page as 'Complete' to finalize this part of the process and prevent reminder emails.

Reminder: Campus-specific onboarding activities should be happening concurrently, such as parking, orientation, and keycards, and will be coordinated by your hiring manager. Ask if an onboarding checklist or new employee website is available on your campus to guide these activities.

At the top right of the interface, there are two buttons: 'Mark Complete' (highlighted with a yellow box) and 'Next >'.

Step 4: First Day Tasks – Direct Deposit(s).
UofSC requires direct deposit for all employees. You can add up to three accounts.

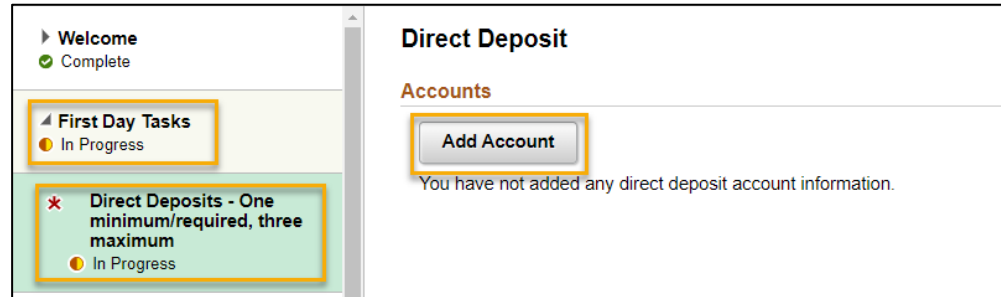
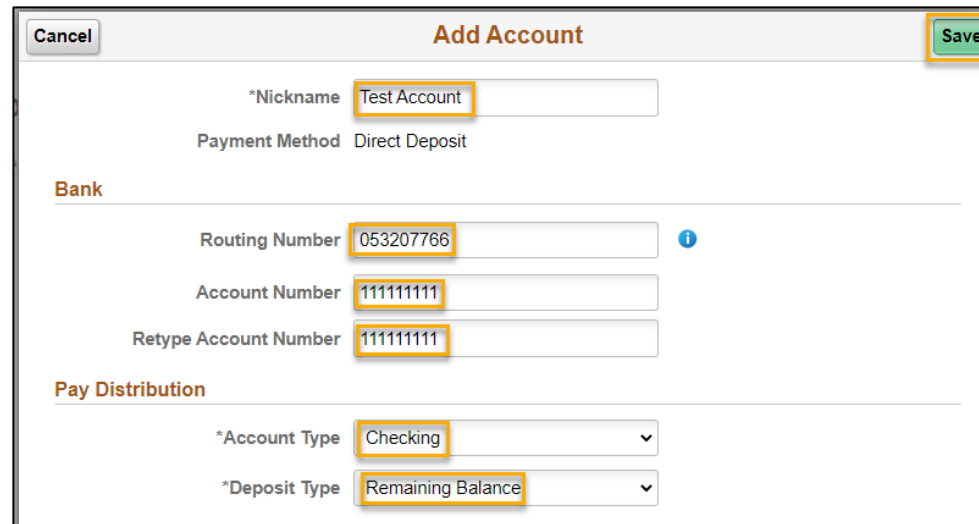
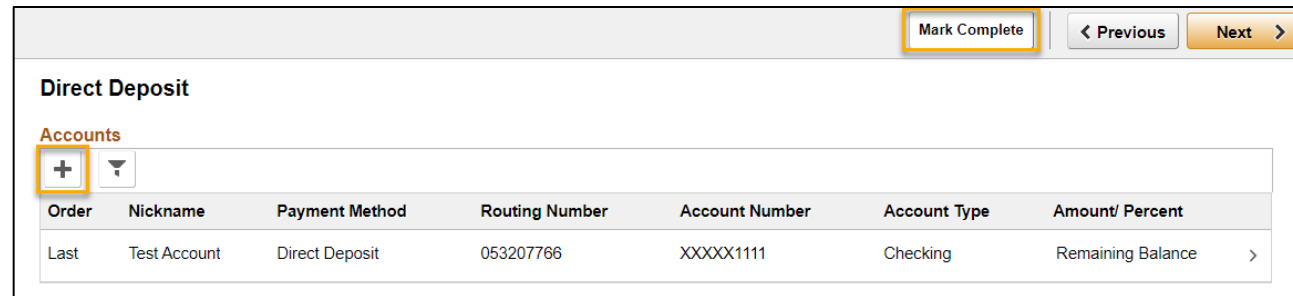
Click the **Add Account** button.

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

Note you can list a Checking or Savings account, and the Deposit type has three options.

1. Amount
2. Percent
3. Remaining Balance (select this if only adding one account).

Upon hitting **Save**, you are taken to the Direct Deposit Summary page. Click the + to add another account. If no other accounts, click the **Mark Complete** button.

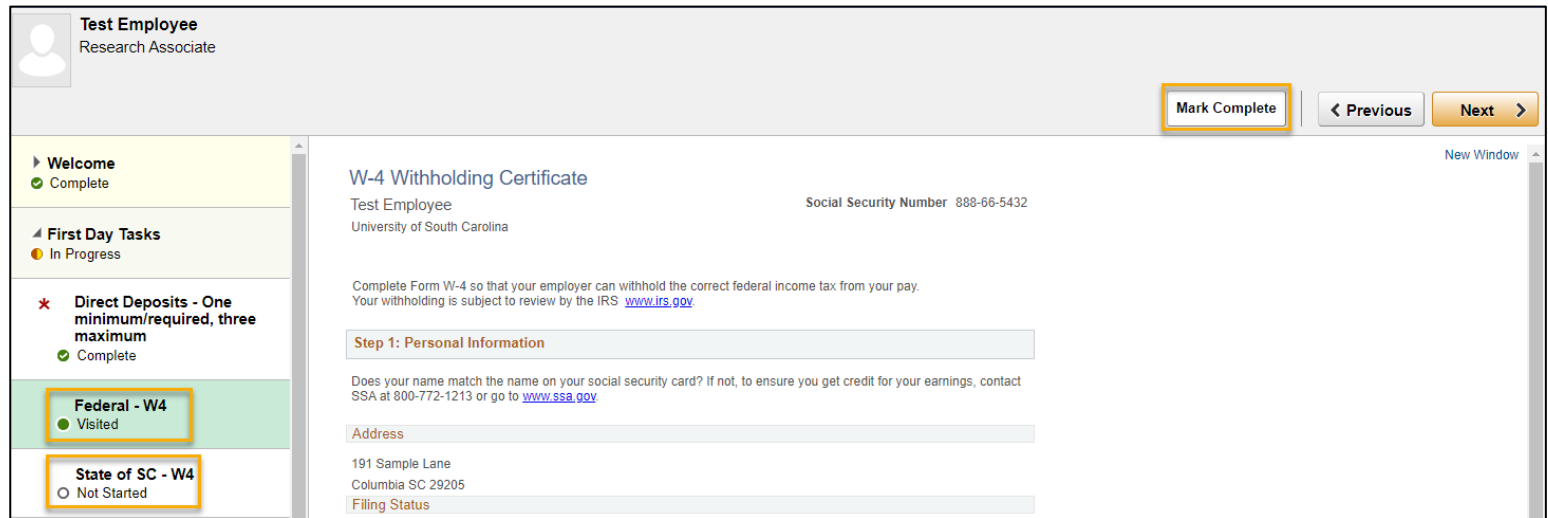




Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Test Account	Direct Deposit	053207766	XXXX1111	Checking	Remaining Balance

**Step 5: First Day Tasks –
Federal W4 and State of SC
W4 forms**

UofSC has created eForm versions of both the Federal and State of SC W4 forms. Please complete both of these forms the same as you would on paper.

Be sure to click the **Submit** button at the bottom of both the Federal W4 and State of SC W4 form. Once you have submitted each form click the **Mark Complete** button in the top right corner before moving to the next task.



Test Employee
Research Associate

Mark Complete < Previous Next >

Welcome
Complete

First Day Tasks
In Progress

Direct Deposits - One minimum/required, three maximum
Complete

Federal - W4
Visited

State of SC - W4
Not Started

W-4 Withholding Certificate

Test Employee Social Security Number 888-66-5432
University of South Carolina

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

191 Sample Lane
Columbia SC 29205

Filing Status


Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

Step 6: First Day Tasks – Security Awareness Training

Complete this task by clicking the **Security Awareness Training** link and viewing 10 videos. The entire course should take about 30 minutes to complete.

Once you have viewed all 10 videos and passed the knowledge check quiz associated with each topic, return to this Onboarding task and click the box attesting to viewing all videos. Click the green **Save** button. Note on this page, by clicking the Save button you are also Marking Complete.



Test Employee
Research Associate

Mark Complete
< Previous
Next >

- ▶ **Welcome**
✔ Complete
- ▲ **First Day Tasks**
● In Progress
- ✖ **Direct Deposits - One minimum/required, three maximum**
✔ Complete
- **Federal - W4**
● Visited
- **State of SC - W4**
● Visited
- ✖ **Security Awareness Training**
● In Progress

Task: First Day Tasks - Security Awareness Training

The University of South Carolina is committed to protecting our data and systems from cybersecurity threats. As such, new faculty and staff are required to complete this security awareness training.

The training is video based and delivered online through the University Information Security Office's website.

Ten video modules are included with each focusing on a specific security topic. As you complete one video, a short quiz will test the knowledge you gained regarding that topic. You must successfully pass the quiz to proceed to the next video.

The entire course should take about 30 minutes to complete.

Upon completion, please certify that you have watched each of the videos by clicking the checkbox at the bottom of this form.

To begin your training, click here: Security Awareness Training

I have completely viewed all 10 videos which are part of Securing the Human training.

Save


Step 7: First Day Tasks – Required Acknowledgements

Complete this task by clicking the four **Download** buttons to access each of the documents listed in Step 1. Once you have read each of the documents you can then click the corresponding **Acknowledge** button in Step 2.

Note the **Acknowledge** buttons will not appear as clickable options until you have downloaded the related document in Step 1.

The **Employee Standards of Ethical Conduct** document contains vital information about what it means to be a Carolinian including links to policies on topics of Equal Opportunity, handling of student records and personnel files, financial integrity, and campus safety.

Once you have completed the acknowledgements, click the **Mark Complete** button in the top right corner.



Test Employee
Research Associate

Mark Complete
< Previous
Next >

▶ **Welcome**
✔ Complete

◀ **First Day Tasks**
● In Progress

✱ **Direct Deposits - One minimum/required, three maximum**
✔ Complete

● **Federal - W4**
● Visited

● **State of SC - W4**
● Visited

✱ **Security Awareness Training**
✔ Complete

✱ **Required Acknowledgements**
● In Progress

○ **Benefits Enrollment Information**
○ Not Started

○ **Entering Working Hours and Leave**
○ Not Started

Task: First Day Tasks - Required Acknowledgements

Step 1 - Download Documents

Please download the documents listed below. If you see documents in the Step 2 table, you must acknowledge or upload the updated documents.

Document / Description	File Name	Action
ACA Acknowledgement	UofSC_aca_acknowledgement_of_receipt.pdf	Download
ACA Marketplace Notice	ACA_Marketplace_Exchange_Notice.pdf	Download
Employee Standards of Ethical Conduct	standards_of_ethical_conduct-final_2-19-2021.pdf	Download
State Ethics Brochure	State_Ethics_Brochure.pdf	Download

Step 2 - Acknowledge / Upload Required Documents

You must acknowledge or upload the listed documents.

Document / Description	File Name / Attached On	Action
ACA Acknowledgement	UofSC_aca_acknowledgement_of_receipt.pdf	Acknowledge
Employee Standards of Ethical Conduct	standards_of_ethical_conduct-final_2-19-2021.pdf	Acknowledge
State Ethics Brochure	State_Ethics_Brochure.pdf	Acknowledge

New Employee Onboarding in Employee Self-Service (HCM PeopleSoft)

8

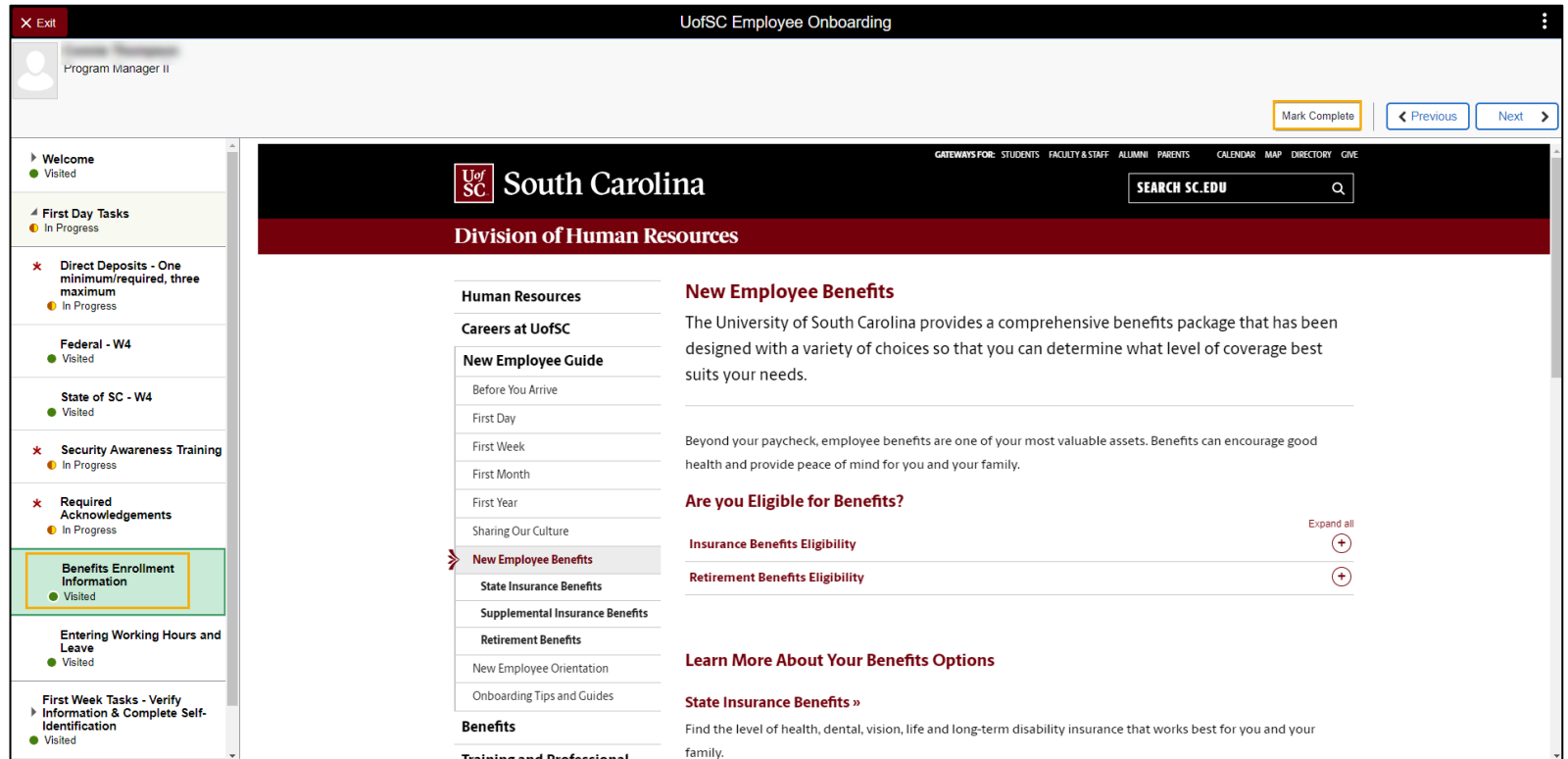
May 2022

**Step 8: First Day Tasks –
Benefits Enrollment
Information**

This task is strictly informational as it takes you to the **New Employee Benefits** page on the Division of Human Resources website.

Please read all information available on this website and be sure to click links to visit Public Employee Benefit Authority (PEBA) website.

Bookmark the **New Employee Benefits** webpage then click the **Mark Complete** button. You will receive two email communications to complete your benefits elections and may need to refer back to this website.



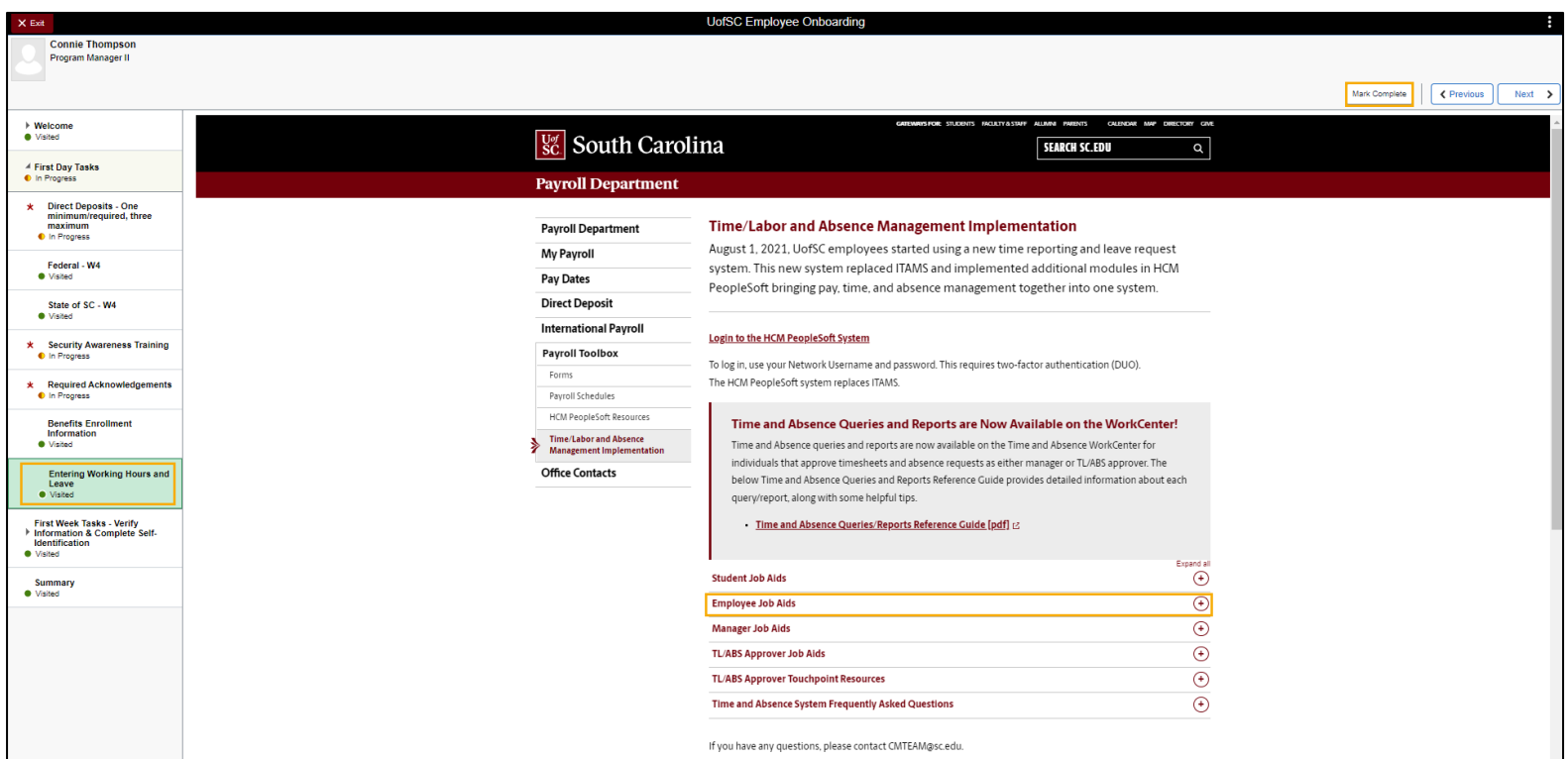
The screenshot shows the 'UofSC Employee Onboarding' interface. On the left sidebar, a list of tasks is shown, with 'Benefits Enrollment Information' highlighted in a green box and marked as 'Visited'. The main content area displays the 'New Employee Benefits' page, which includes a navigation menu on the left with 'New Employee Benefits' selected, and a main text area on the right providing information about the university's benefits package. The 'Mark Complete' button is highlighted in a yellow box at the top right of the page.

Step 9: First Day Tasks – Entering Working Hours and Leave

This task links you to the Payroll Department website which houses training guides and resources for UofSC’s Time and Absence System.

Please review the job aids and resources available under the **Employee Job Aids** section.

Once you have viewed all applicable information about the Time and Absence System, return to this page in Onboarding and click the **Mark Complete** button.



The screenshot displays the UofSC Employee Onboarding interface. At the top, the user is identified as Connie Thompson, Program Manager II. The page features a navigation menu on the left with items like 'Welcome', 'First Day Tasks', 'Direct Deposits', 'Federal - W4', 'State of SC - W4', 'Security Awareness Training', 'Required Acknowledgements', 'Benefits Enrollment Information', 'Entering Working Hours and Leave' (highlighted), 'First Week Tasks', and 'Summary'. The main content area is titled 'Payroll Department' and includes sections for 'Time/Labor and Absence Management Implementation', 'Login to the HCM PeopleSoft System', and 'Time and Absence Queries and Reports are Now Available on the WorkCenter!'. A list of 'Employee Job Aids' is visible at the bottom, with 'Employee Job Aids' highlighted.


Step 10: First Week Tasks – Addresses

Your home address will automatically populate in HCM from your Pre-hire Tasks completed in PeopleAdmin.

Confirm your home address is accurate or make changes if needed. To make changes, click the > arrow on the right side of the row for your home address. Update the applicable fields and then click the green **Save** button.

To add a separate mailing address, click the > arrow on the right side of the row for mailing address. Update the applicable fields and then click the green **Save** button.

Once address verification and/or correction is complete, click the **Mark Complete** button.



Test Employee
Research Associate

Mark Complete
< Previous
Next >

▶ **Welcome**
✔ Complete

▶ **First Day Tasks**
● In Progress

▶ **First Week Tasks - Verify Information & Complete Self-Identification**
● Visited

▶ **Addresses**
● Visited

Task: First Week Tasks - Verify Information & Complete Self-Identification - Addresses

Home Address

191 Sample Lane Columbia, SC 29205 Richland	Current	>
---	---------	---


Mailing Address

191 Sample Lane Columbia, SC 29205 Richland	Current	>
---	---------	---


Cancel
Address
Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 03/18/2021 

Address Type Home


Country United States 

Address 1 191 Sample Lane

Address 2

Address 3

City Columbia

State South Carolina 

Postal 29205

County Richland

Clear

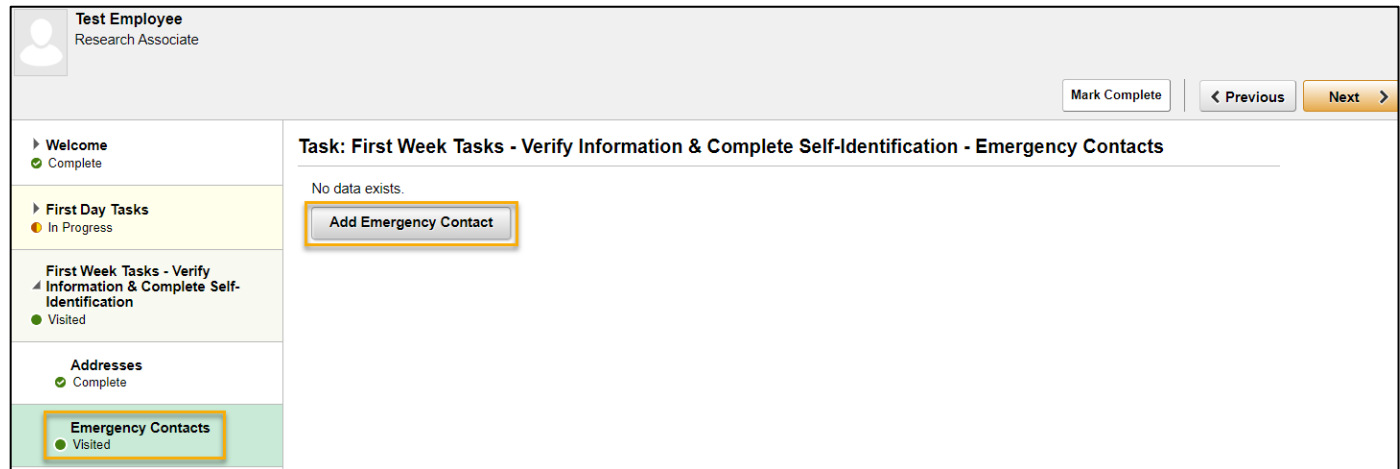
Step 11: First Week Tasks – Emergency Contacts
UofSC does not require Emergency Contact information for employees, but it is highly encouraged that you provide at least one person to contact in the event of an emergency. Your supervisor, area HR Contact, and UofSC Division of HR have access to this information.

Click the **Add Emergency Contact** button to add an entry. Enter the **Contact Name** of your Emergency Contact and select a **Relationship** from the drop-down menu.

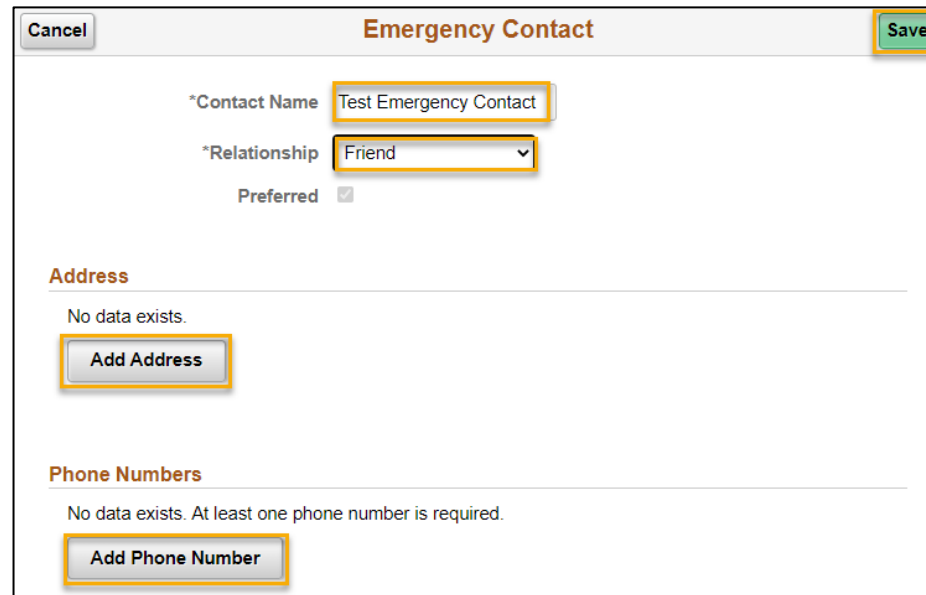
Click the **Add Address** button to provide an address for your Emergency Contact.

Click the **Add Phone Number** button to provide a good contact number (this is the most important data point for an Emergency Contact).

Click the green **Save** button. You can enter a second Emergency Contact by clicking the **+** button, or click **Mark Complete** to finish this task.



The screenshot shows the 'Test Employee' profile page for a 'Research Associate'. The task 'First Week Tasks - Verify Information & Complete Self-Identification - Emergency Contacts' is highlighted in the left sidebar. The main content area shows 'No data exists.' and an 'Add Emergency Contact' button.



The 'Emergency Contact' form is shown with the following fields:

- *Contact Name: Test Emergency Contact
- *Relationship: Friend (dropdown menu)
- Preferred:
- Address: No data exists. Add Address button.
- Phone Numbers: No data exists. At least one phone number is required. Add Phone Number button.

 The form has 'Cancel' and 'Save' buttons at the top.

Step 12: First Week Tasks – Degrees

Your degree information will automatically populate in HCM from your **Pre-Hire Tasks** as entered in PeopleAdmin. Note if there was missing or incomplete data entered in PeopleAdmin, your degree will not feed into HCM.

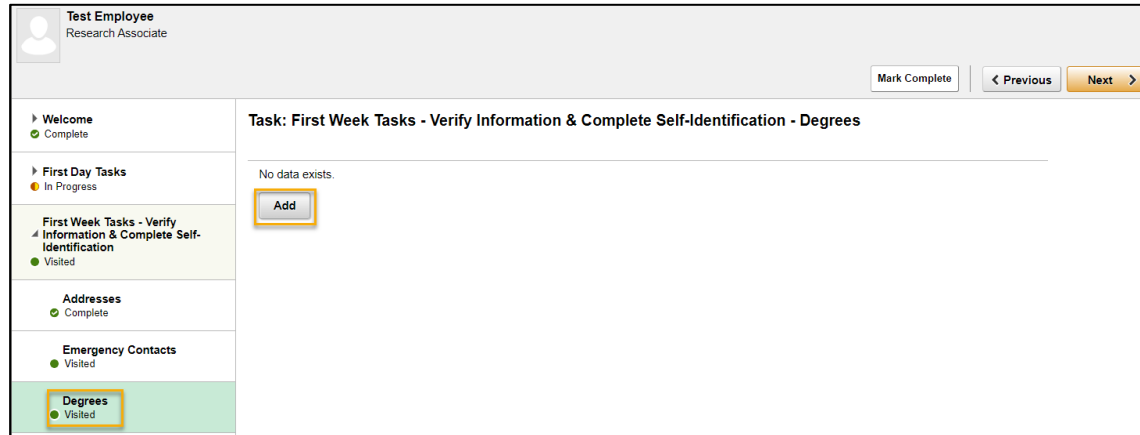
To add a degree, click the **Add** button.

Complete all fields on the page by clicking the associated lookup button (magnifying glass icon) to see valid options.

Note once you select a **Major Code** and **School Code** the fields **School Description** and **Major Description** fields default and are not editable.

Click the **Graduated** toggle button to **Yes** and then click the green **Save** button.

If you have another degree to add click the + button and repeat the previous steps. Once all degrees are entered click the **Mark Complete** button.



Test Employee
Research Associate

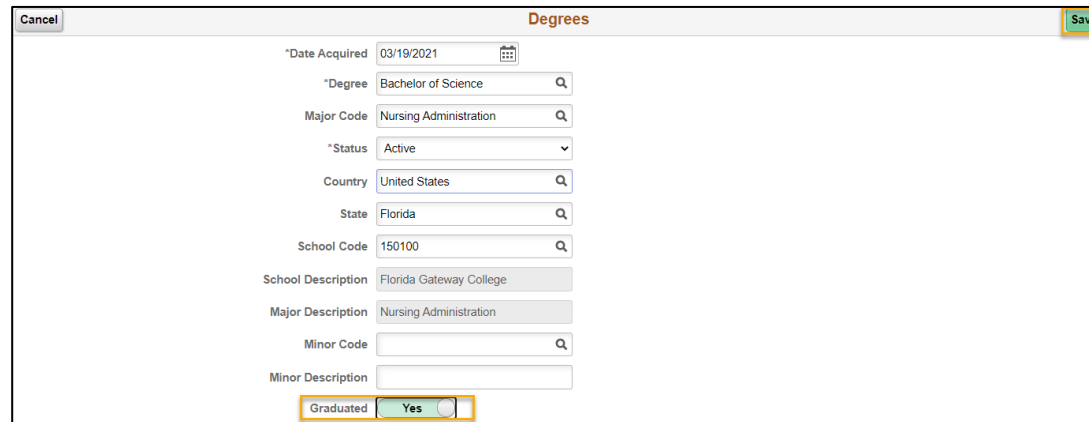
Mark Complete | < Previous | Next >

Task: First Week Tasks - Verify Information & Complete Self-Identification - Degrees

No data exists.

Add

Welcome Complete
 First Day Tasks In Progress
First Week Tasks - Verify Information & Complete Self-Identification Visited
 Addresses Complete
 Emergency Contacts Visited
Degrees Visited



Cancel | Degrees | Save

*Date Acquired 03/19/2021

*Degree Bachelor of Science

Major Code Nursing Administration

*Status Active

Country United States

State Florida

School Code 150100

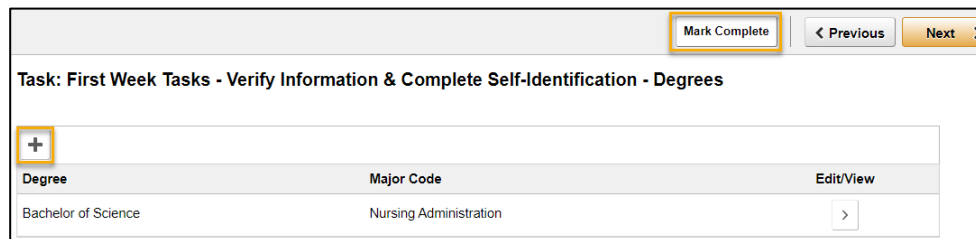
School Description Florida Gateway College

Major Description Nursing Administration

Minor Code

Minor Description

Graduated **Yes**



Mark Complete | < Previous | Next >

Task: First Week Tasks - Verify Information & Complete Self-Identification - Degrees

+

Degree	Major Code	Edit/View
Bachelor of Science	Nursing Administration	>


Step 13: First Week Tasks – Ethnic Groups

Your Ethnic Group information will automatically populate in HCM from your **Critical Information Task** as entered in PeopleAdmin.

If the data did not come into HCM accurately or you need to make changes, click Yes or No for question 1 and click as many options as applicable in question 2.

If you are uncertain what the question is asking or what specific answers mean, click the applicable **Explain** link.

Once all selections are made click the green **Save** button. Note for this step clicking **Save** also marks the task as complete.



Test Employee
Research Associate

Mark Complete | < Previous | Next >

- ▶ **Welcome**
✔ Complete
- ▶ **First Day Tasks**
● In Progress
- ▶ **First Week Tasks - Verify Information & Complete Self-Identification**
● Visited
- ▶ **Addresses**
✔ Complete
- ▶ **Emergency Contacts**
✔ Complete
- ▶ **Degrees**
✔ Complete
- ▶ **Ethnic Groups**
● Visited
- ▶ **Disability**
○ Not Started

Task: First Week Tasks - Verify Information & Complete Self-Identification - Ethnic Groups

1) Are you Hispanic or Latino? [Explain](#)

Yes

No

2) What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

Voluntary Self-Identification

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.


Save

Step 14: First Week Tasks – Disability

This section is voluntary.

If you elect to complete this section, read all information provided and click the appropriate checkbox for yourself.

Once you have provided your answer click the green **Submit** button. Note for this step clicking the **Submit** button also marks the task as complete.



Test Employee
Research Associate

Mark Complete
← Previous
Next →

▶ **Welcome**
✔ Complete

▶ **First Day Tasks**
● In Progress

▶ **First Week Tasks - Verify Information & Complete Self-Identification**
● Visited

▶ **Addresses**
✔ Complete

▶ **Emergency Contacts**
✔ Complete

▶ **Degrees**
✔ Complete

▶ **Ethnic Groups**
✔ Complete

▶ **Disability**
● Visited

▶ **Veteran Status**
○ Not Started

▶ **Summary**
○ Not Started

Task: First Week Tasks - Verify Information & Complete Self-Identification - Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 05/31/2023

Name: Test Employee Date: 03/19/2021

Employee ID: A00215224
(if applicable)

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

• Autism	• Deaf or hard of hearing	• Missing limbs or partially missing limbs
• Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS	• Depression or anxiety	• Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
• Blind or low vision	• Diabetes	• Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression
• Cancer	• Epilepsy	
• Cardiovascular or heart disease	• Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome	
• Celiac disease	• Intellectual disability	
• Cerebral palsy		

Please check one of the boxes below:

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

No, I Don't Have A Disability, Or A History/Record Of Having A Disability

I Don't Wish To Answer


PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

Step 15: First Week Tasks – Veteran Status

Read all information provided on this page (not all definitions pictured in the screenshot) and make the applicable **Self-Identification** election. If applicable enter your **Military Discharge Date**.

Once you have entered your information click the green **Submit** button. Note clicking the **Submit** button also marks this page as complete.



Test Employee
Research Associate

Mark Complete | < Previous | Next >

- ▶ **Welcome**
✔ Complete
- ▶ **First Day Tasks**
● In Progress
- First Week Tasks - Verify Information & Complete Self-Identification**
● Visited
- ✔ **Addresses**
✔ Complete
- ✔ **Emergency Contacts**
✔ Complete
- ✔ **Degrees**
✔ Complete
- ✔ **Ethnic Groups**
✔ Complete
- ✔ **Disability**
✔ Complete
- Veteran Status**
● Visited
- **Summary**
○ Not Started

- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. You must contact your Division/Department HR contact to begin the interactive process and receive assistance in facilitating any needed accommodation. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

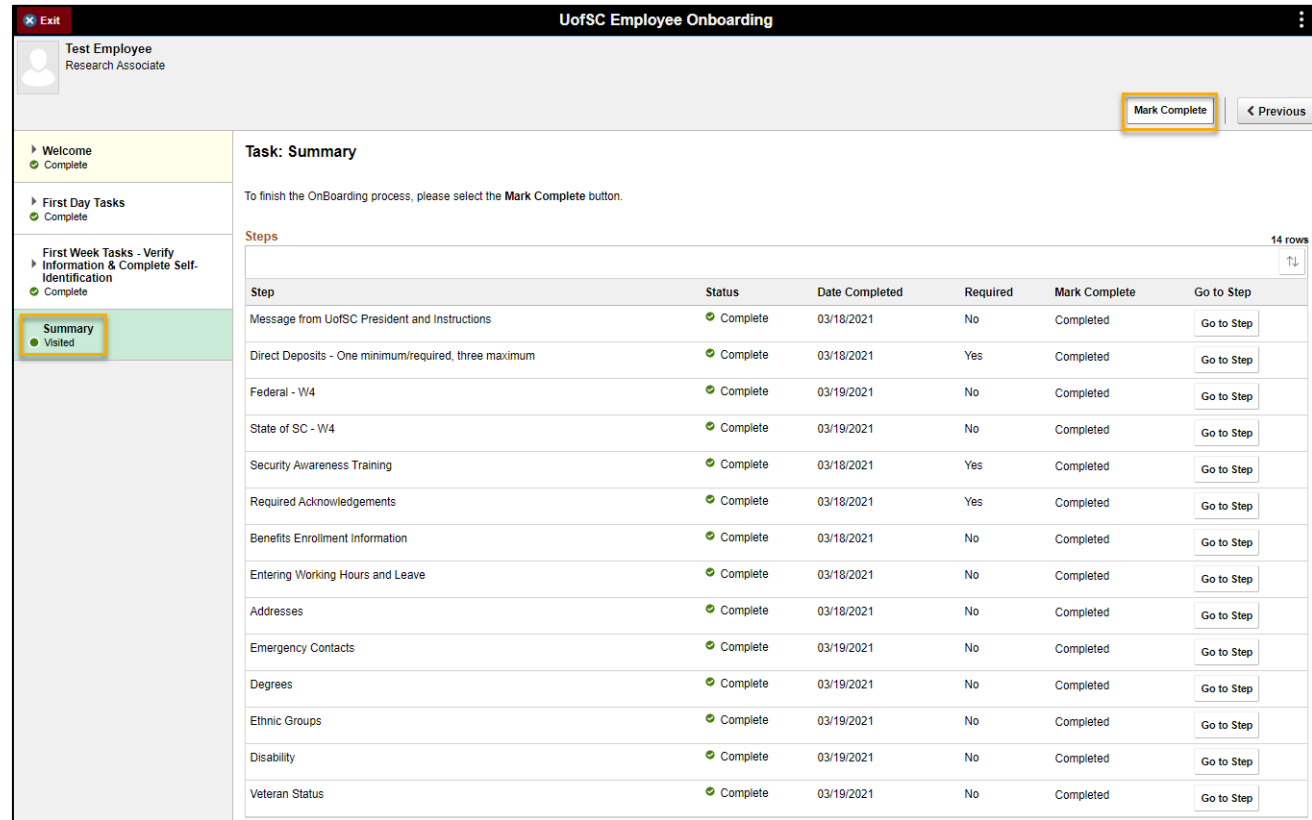
Submit

Step 16: Summary

This page shows a summary view of all onboarding tasks along with their status, date completed and gives you the ability to Mark Complete any that you may have forgotten.

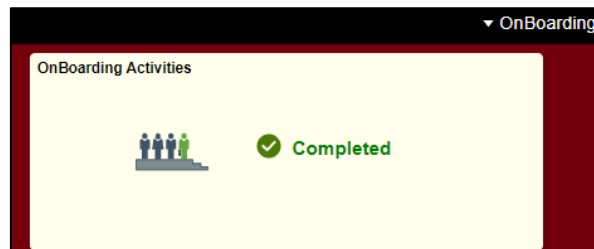
If your summary page looks like this screenshot with all statuses showing as **Complete**, you have finished onboarding!

Click the **Mark complete** button to finalize your onboarding. Upon marking all onboarding tasks as complete, you now see that your **Onboarding Activities** tile appears as completed!



The screenshot shows the 'UofSC Employee Onboarding' interface for a 'Test Employee' (Research Associate). A 'Mark Complete' button is highlighted in the top right. The left sidebar shows a navigation menu with 'Summary' selected. The main content area displays a 'Task: Summary' section with instructions to click 'Mark Complete'. Below this is a table of 14 onboarding steps, all of which are marked as 'Complete'.

Step	Status	Date Completed	Required	Mark Complete	Go to Step
Message from UofSC President and Instructions	Complete	03/18/2021	No	Completed	Go to Step
Direct Deposits - One minimum/required, three maximum	Complete	03/18/2021	Yes	Completed	Go to Step
Federal - W4	Complete	03/19/2021	No	Completed	Go to Step
State of SC - W4	Complete	03/19/2021	No	Completed	Go to Step
Security Awareness Training	Complete	03/18/2021	Yes	Completed	Go to Step
Required Acknowledgements	Complete	03/18/2021	Yes	Completed	Go to Step
Benefits Enrollment Information	Complete	03/18/2021	No	Completed	Go to Step
Entering Working Hours and Leave	Complete	03/18/2021	No	Completed	Go to Step
Addresses	Complete	03/18/2021	No	Completed	Go to Step
Emergency Contacts	Complete	03/19/2021	No	Completed	Go to Step
Degrees	Complete	03/19/2021	No	Completed	Go to Step
Ethnic Groups	Complete	03/19/2021	No	Completed	Go to Step
Disability	Complete	03/19/2021	No	Completed	Go to Step
Veteran Status	Complete	03/19/2021	No	Completed	Go to Step



The 'Onboarding Activities' tile is shown with a green checkmark and the word 'Completed' in green text, indicating that all onboarding tasks have been successfully finished.