Human Resources
UNIVERSITY OF SOUTH CAROLINA

HCM PeopleSoft Job Aids

HCM Navigation: USC Employment Data

How to navigate to USC employment data in HCM: This job aid outlines how those with Department, College/Division or Campus HR access navigate to USC Employment Data in HCM.

Navigation: Employee Self Service > NavBar > Classic Home

Those with Department, College/Division and Campus HR Contact access have the ability to view USC Employment data for employees within their security scope.

Note: if you have **USC Employment Data** saved as a favorite, you can navigate directly there using your favorites and skip the basic navigation steps below.

Viewing USC Employment Data: Take the following navigation steps:

1) Click the **NavBar** (compass icon) in the top right corner of the page.
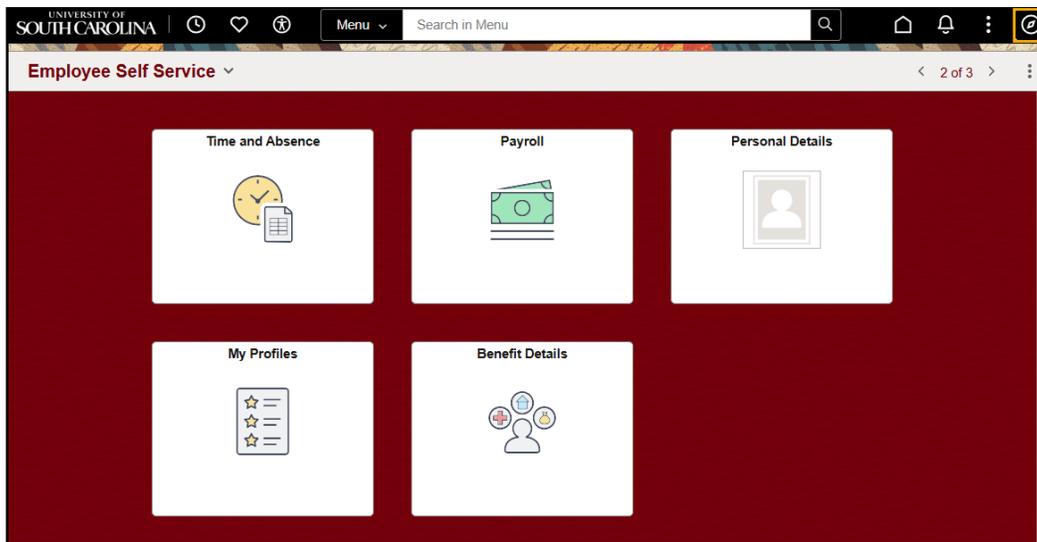
2) Click the **Classic Home** option.
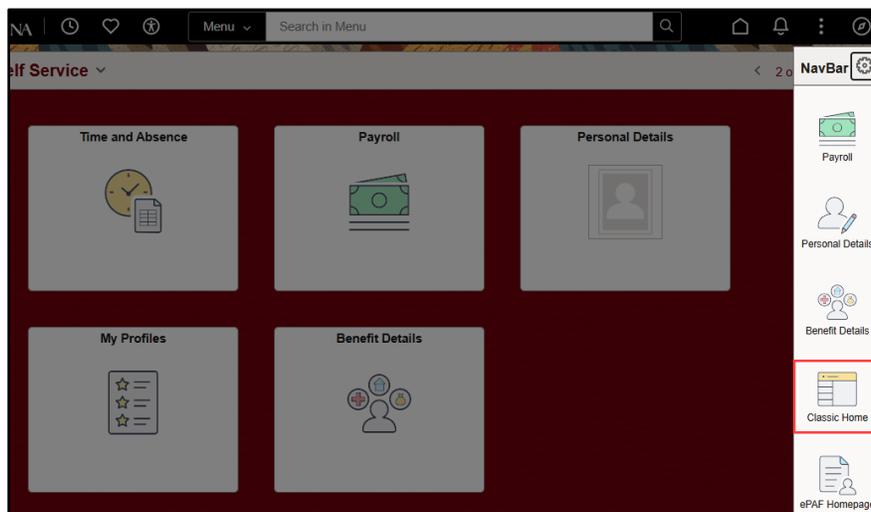
3) Once in **Classic Home** click the Main Menu drop-down button in the top left.

4) Make the following selections: **Workforce Administration > Job Information > USC Employment Data**.
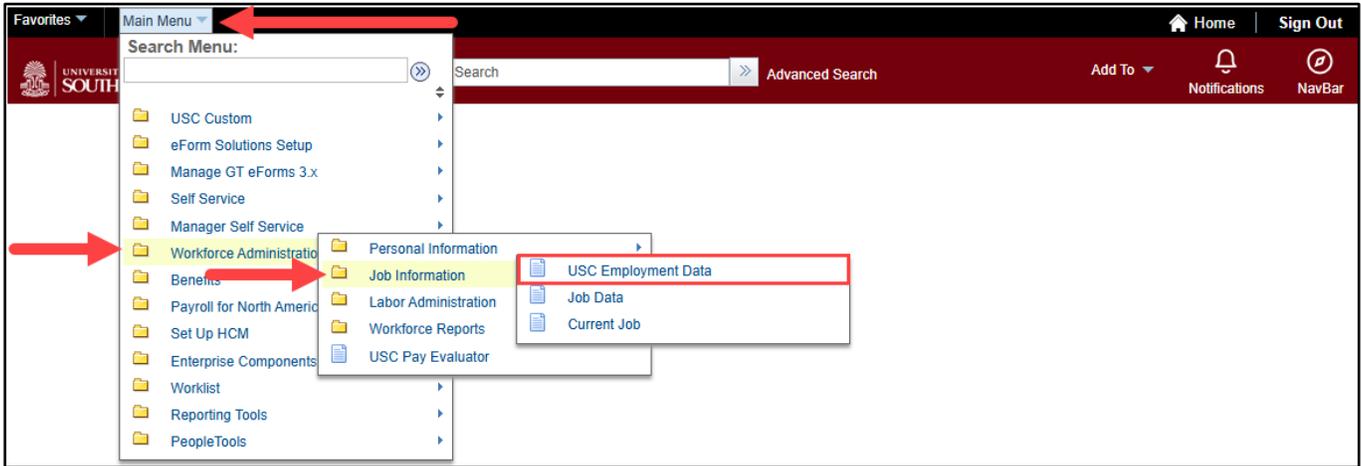
5) Search for individual employees by **Name** or **USC ID**.

6) Click the **Search** button.

7) Once you have located the employee, you will see various dates associated with the employee.

Service Dates section:
Provides key dates associated with employment including hire date, title date, state service date, and leave accrual date. If the employee is in a position subject to the EPMS process, the applicable EPMS review date will populate.

FTE Faculty Example:

USC Service Dates

Harry Potter

Employee ID U00000111   Empl Record   0

PositionTitle Professor   Position Type FTE   Position Number   00001593

Service Dates

USC Hire Date	08/16/2019		
Class/Unclass State Title Date	08/16/2019	☐ Override	Covered/Grievance Status ☐ ☐ Override
Band Date	08/16/2019	☐ Override	State Service Date 08/16/2019 ☐ Override
Probationary Period End Date		☐ Override	Continuous State Service Date ☐ Override
Trial Period End Date		☐ Override	Leave Accrual Date
EPMS Review Date			Original Start Date 08/16/2019

Tenure Dates

Tenure Track Begin Date	08/16/2019	Tenure Received Date	08/16/2019
Tenure Status	TEN	Date of Rank	08/16/2019
Tenure Department	150000	DARLA MOORE SCH OF BUSINESS	

Retirement Dates

Retirement Date		USC Retiree ☐
Membership Date		State Agency or College Retiree ☐
		Other PEBA Employee Retiree ☐

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FTE Staff Example:

USC Service Dates

Luna Lovegood

Employee ID   Empl Record   0

PositionTitle Student Services Manager   Position Type FTE   Position Number

Service Dates

USC Hire Date	06/12/2012		
Class/Unclass State Title Date	01/01/2023	☐ Override	Covered/Grievance Status ☑ ☐ Override
Band Date	01/01/2023	☐ Override	State Service Date 06/12/2012 ☐ Override
Probationary Period End Date		☐ Override	Continuous State Service Date 06/12/2012 ☐ Override
Trial Period End Date		☐ Override	Leave Accrual Date 06/12/2012
EPMS Review Date	05/01/2025		Original Start Date 06/12/2012

Tenure Dates

Tenure Track Begin Date		Tenure Received Date	
Tenure Status		Date of Rank	
Tenure Department			

Retirement Dates

Retirement Date		USC Retiree ☐
Membership Date	06/12/2012	State Agency or College Retiree ☐
		Other PEBA Employee Retiree ☐

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- ***Band Date*** = The date the first time an employee is put into a different pay band through hire, rehire, promotion, or reclassification.
- ***Class/Unclass State Title Date*** = The date an employee enters the current job code (class or unclassified State title).
- ***Continuous State Service Date*** = The date that reflects the first date of State employment in an FTE position without a break in service.
  - **Note:** While query results may show Continuous State Service Date for all position types, it is not relevant to Faculty FTE, Research Grant or Time-Limited positions. It is applicable to Staff FTE only, to be used for RIF if necessary.
- ***EPMS Review Date*** = The date of upcoming performance review (the first day which marks the beginning of a new performance review period).
- ***Leave Accrual Date*** = The date used to calculate an employee's rate of annual leave earnings which includes (1) all State service in an FTE position, including part-time service, adjusted to reflect periods where there was a break in service; and (2) all service as a certified employee in a permanent position of a school district of this State
- ***Membership Date*** = The date maintained by PEBA reflecting an employee's date of membership in the State Retirement System.
- ***Original Start Date*** = The employee's first hire date with USC regardless of position type (date converted from PBP; not maintained after conversion).
- ***State Hire Date*** = This date reflects the first date of employment in an FTE position with the State adjusted to reflect periods when there were breaks in service (state service is total employment defined in years, months, and days in which an employee has occupied an FTE position, including part-time service).
  - **Note:** While query results may show State Service Date for all position types, it is not relevant to Research Grant or Time-Limited positions; It is relevant to FTE positions only.
- ***USC Hire Date*** = The date an employee begins their current employment with USC without any adjustments

Tenure Dates section:
Provides tenure data for faculty positions. If the individual is not in a faculty position these fields will all be blank.

Retirement Dates section:
Provides applicable retirement information for the employee. If they have retired from USC, State of SC, or another PEBA retirement program that information would appear.

You have successfully navigated through USC Employment Data!