UNIVERSITY OF South Carolina

Manager Onboarding Guidebook

This document contains Job Aids that outline the process for supervisors to complete OnBoarding tasks for their new employees and to use the OnBoarding Manager Insight dashboards. Additionally, this document details how managers can view the status of Pre-Hire tasks in PeopleAdmin.

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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 Employe Self Service title, then select Employee Self Service.

To access PeopleAdmin, navigate to https://uscjobs.sc.edu.

NOTE: HCM PeopleSoft and PeopleAdmin 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.

Manager OnBoarding Tasks in HCM

This job aid details how managers can complete required OnBoarding Tasks for new employees in HCM PeopleSoft. You can access Manager Self Service by clicking **here**.

New Employees are assigned the following tasks for OnBoarding:

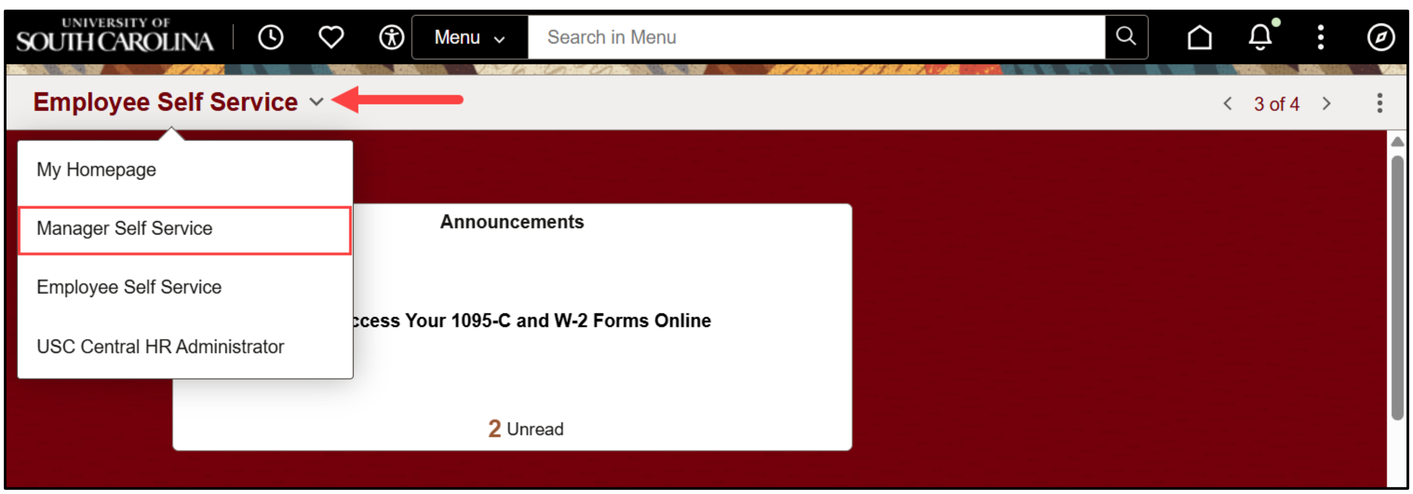
1. My OnBoarding Assistant
2. Direct Deposits
3. W4 Tax Withholdings
4. Technology Use Agreement
5. Document Acknowledgment
6. Personal Details
7. Benefit Information
8. Security Awareness
9. Entering Working Hours and Leave

Managers are assigned the following tasks for their new employee's OnBoarding:

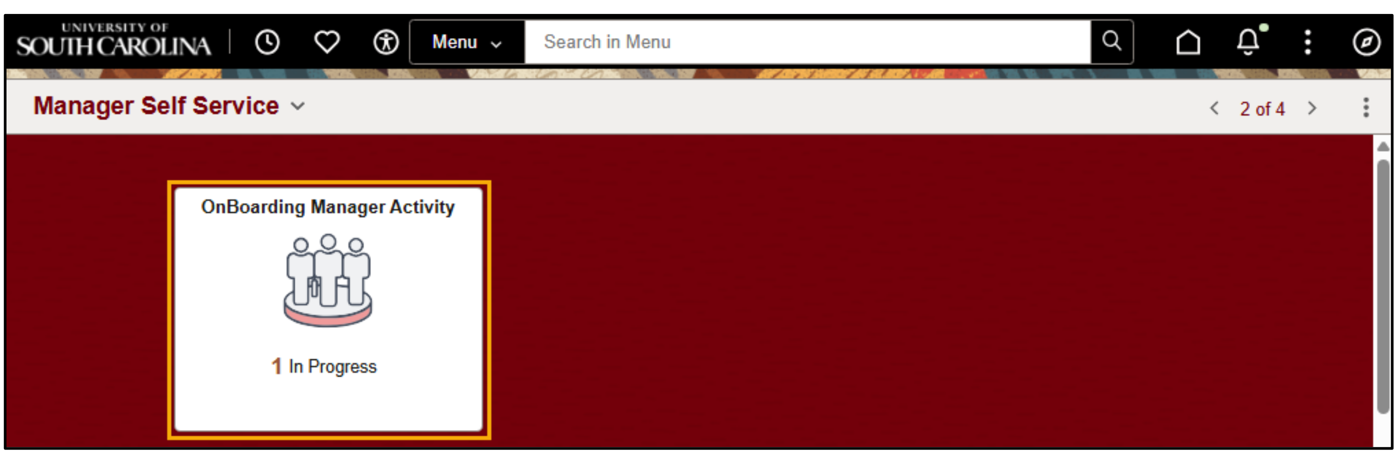
1. Before Day 1 Checklists
2. Manager Checklist – Day 1 and After

Managers can complete these required tasks by taking the following steps.

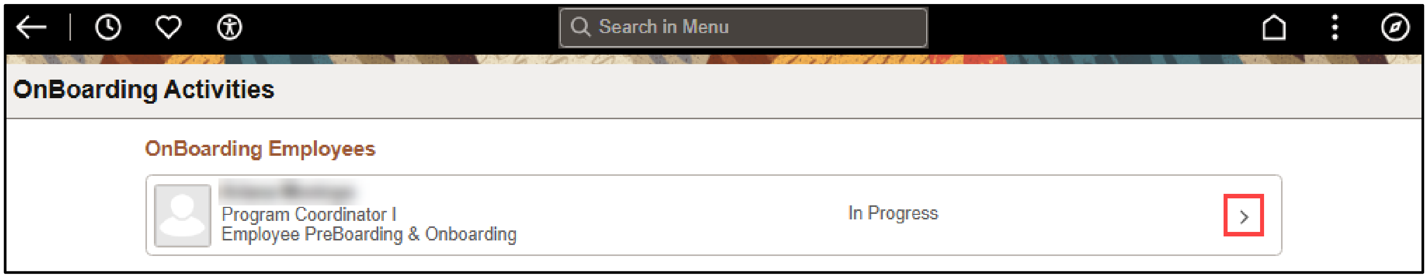
1) On the Employee Self Service homepage, click the **Employee Self Service** drop-down menu button and select **Manager Self Service**.



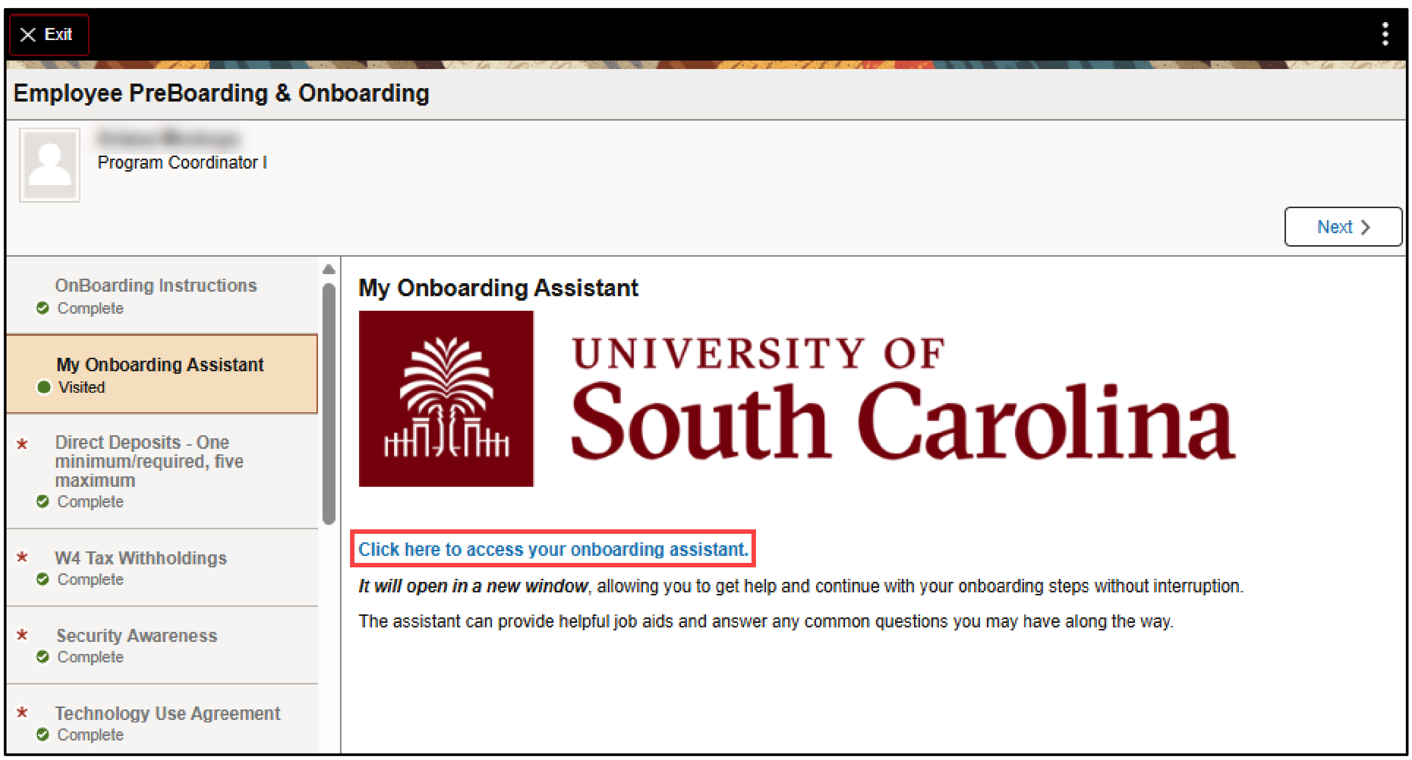
2) Click the **OnBoarding Manager Activity** tile to begin.



3) Upon entering the **OnBoarding Activities** page, you are brought to a list of employees that report to you. You will see the status of their OnBoarding Tasks in the righthand column. Click the arrow icon to complete the required tasks for each individual employee.

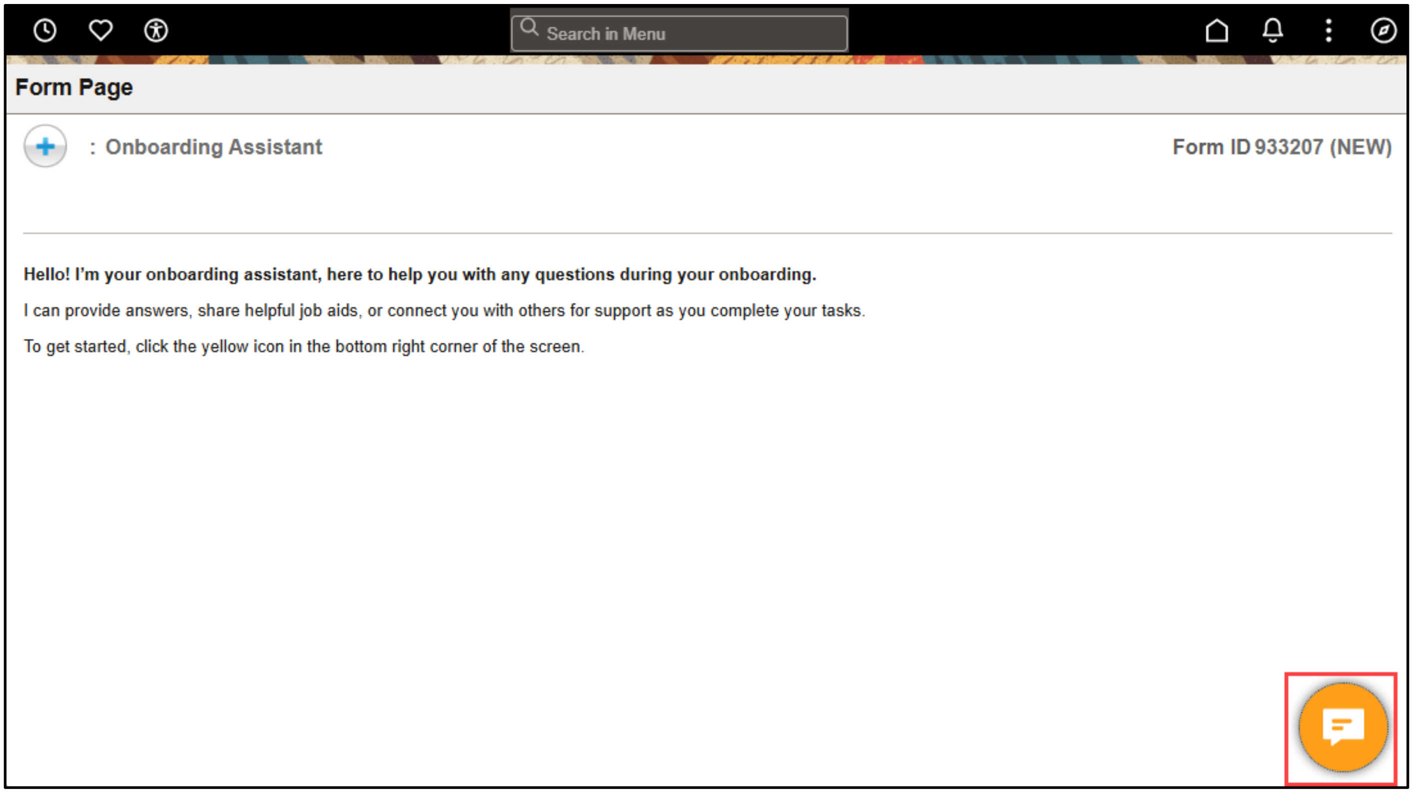


4) After clicking on the employee, you will see a list of the OnBoarding tasks that have been assigned, and the status of the tasks. Tasks that have been completed will be marked *Complete*. You will begin on the **My OnBoarding Assistant** page. To access the assistant, click the link circled below in red. Click **Next** when you are ready to proceed to the next step.

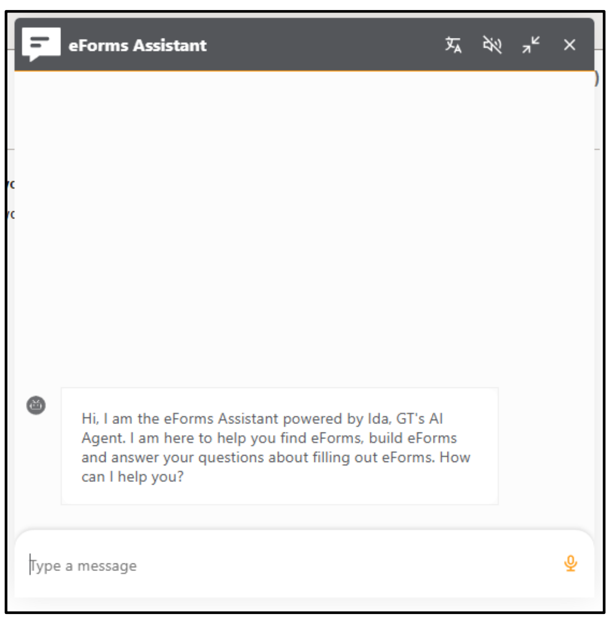


Once you click on the link, a new window will open. To access the assistant, click the yellow chat icon in the bottom right corner.

(Screenshot on following page)

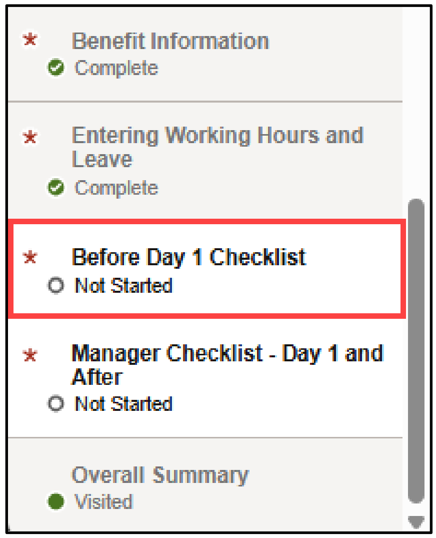


The Onboarding Assistant can provide helpful job aids and answer common questions regarding the onboarding process. If you encounter any issues or have questions about the Onboarding Assistant's responses, please reach out to your HR Contact for additional support.

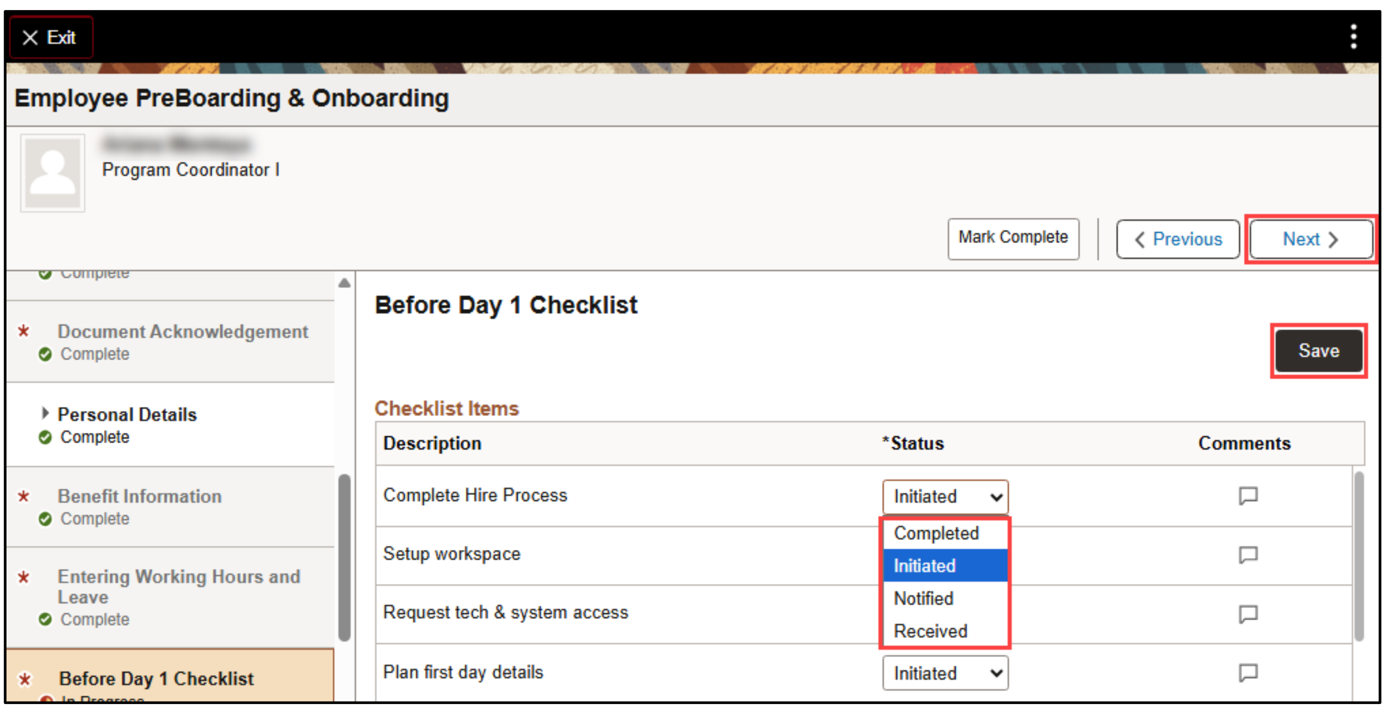


NOTE: You do not need to mark this step as complete.

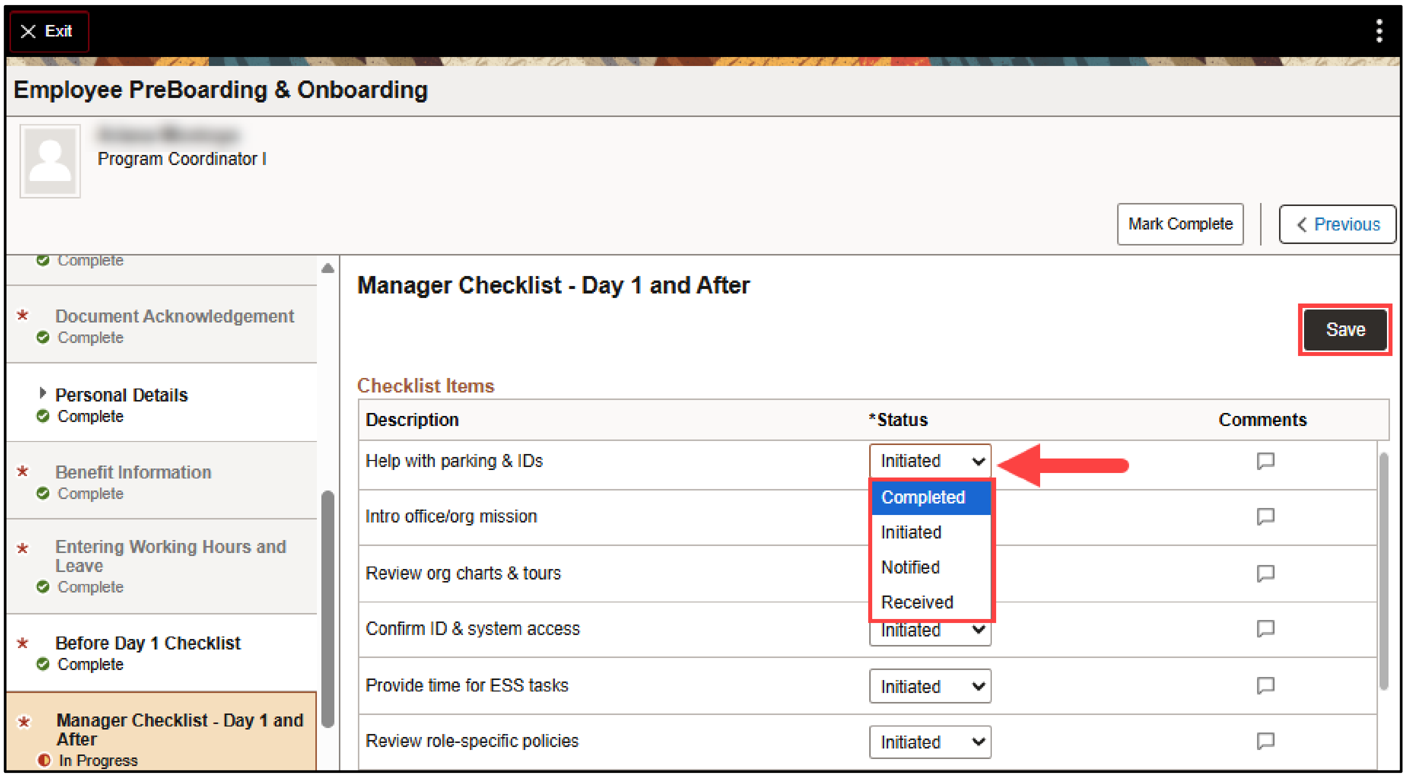
5) To complete the OnBoarding tasks which are required for managers, scroll down and click **Before Day 1 Checklist** within the lefthand navigation menu.



6) The **Before Day 1 Checklist** includes various items that managers should complete before their new employee's start date. Use the My Onboarding Assistant (from the previous step) to learn more about these tasks. As you work on each task, use the drop-down menu in the Status column to mark your progress. Click **Save** to save your progress. Once a task has been completed, use the drop-down menu to mark it as *Complete*. Once all checklist items have been marked as *Complete*, clicking Save will mark the step as complete. Click **Next** to proceed.



7) Once the new employee has reached their start date, you will be able to complete the tasks on **Manager Checklist – Day 1 and After**. This step includes various items that managers should complete once their new employee has reached their start date. As you work on each task, use the drop-down menu in the Status column to mark your progress. Click **Save** to save your progress. Once a task has been completed, use the drop-down menu to mark it as *Complete*. Once all checklist items have been marked as *Complete*, clicking Save will mark the step as complete.



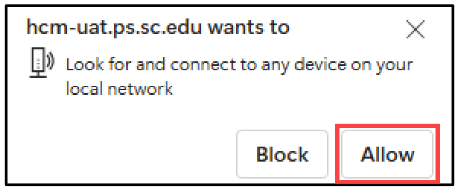
NOTE: Completing the Manager Onboarding tasks is important and necessary to set our new employees up for success. Without completing these tasks, new employees will be unable to successfully complete their onboarding. Thanks for doing your part in onboarding your new employees!

Congratulations! You have successfully completed the required OnBoarding tasks for managers of new employees!

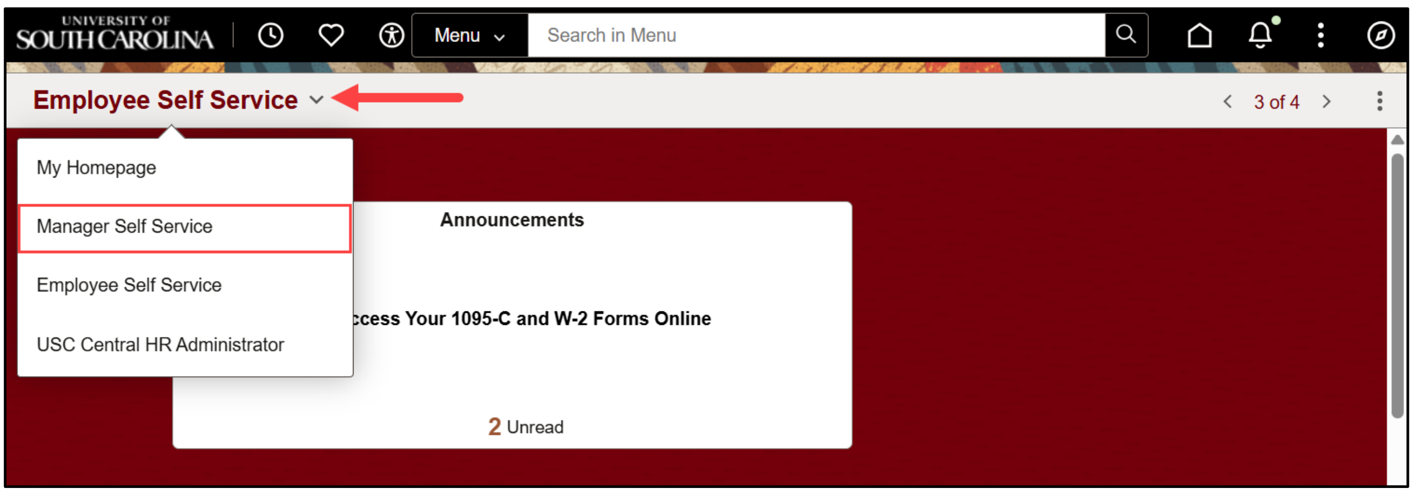
OnBoarding Manager Insight Dashboards

This job aid details how managers can utilize the OnBoarding Manager Insight dashboards in HCM PeopleSoft. You can access Manager Self Service by clicking **here**.

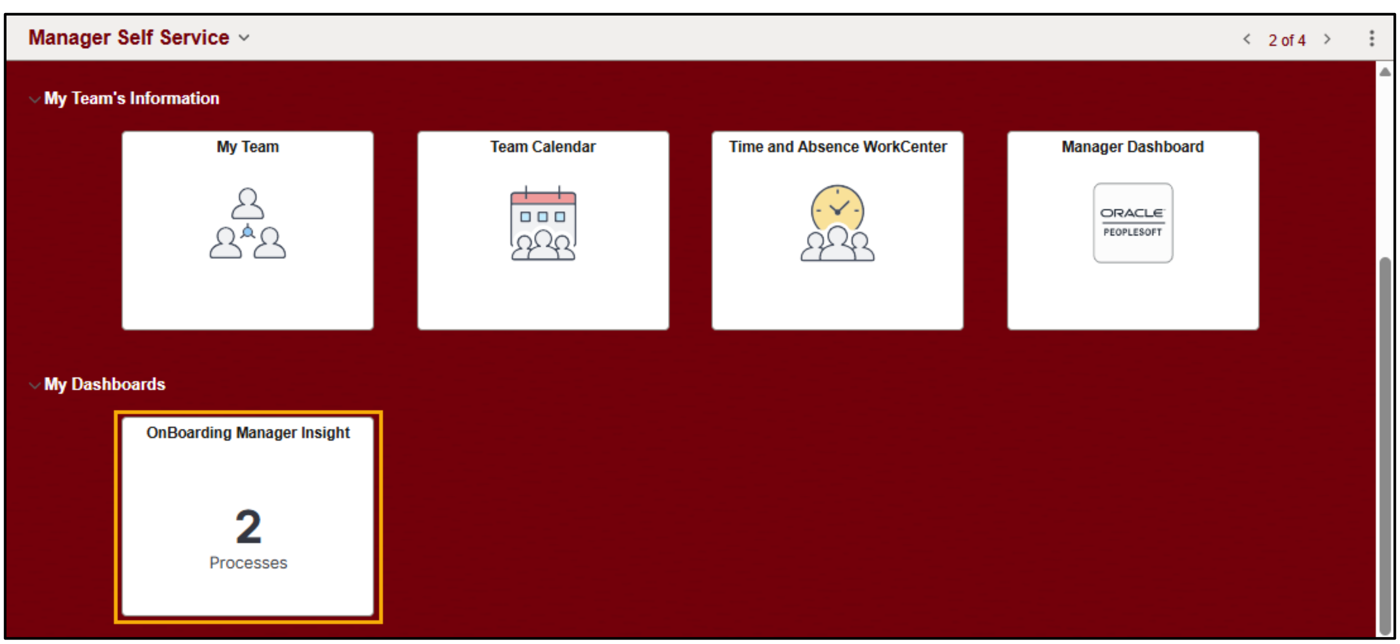
NOTE: To access the OnBoarding Manager Insight dashboards, you must be connected to the VPN and allow PeopleSoft HCM to look for and connect to any device on your local network.



1) On the Employee Self Service homepage, click the **Employee Self Service** drop-down menu button and select **Manager Self Service**.

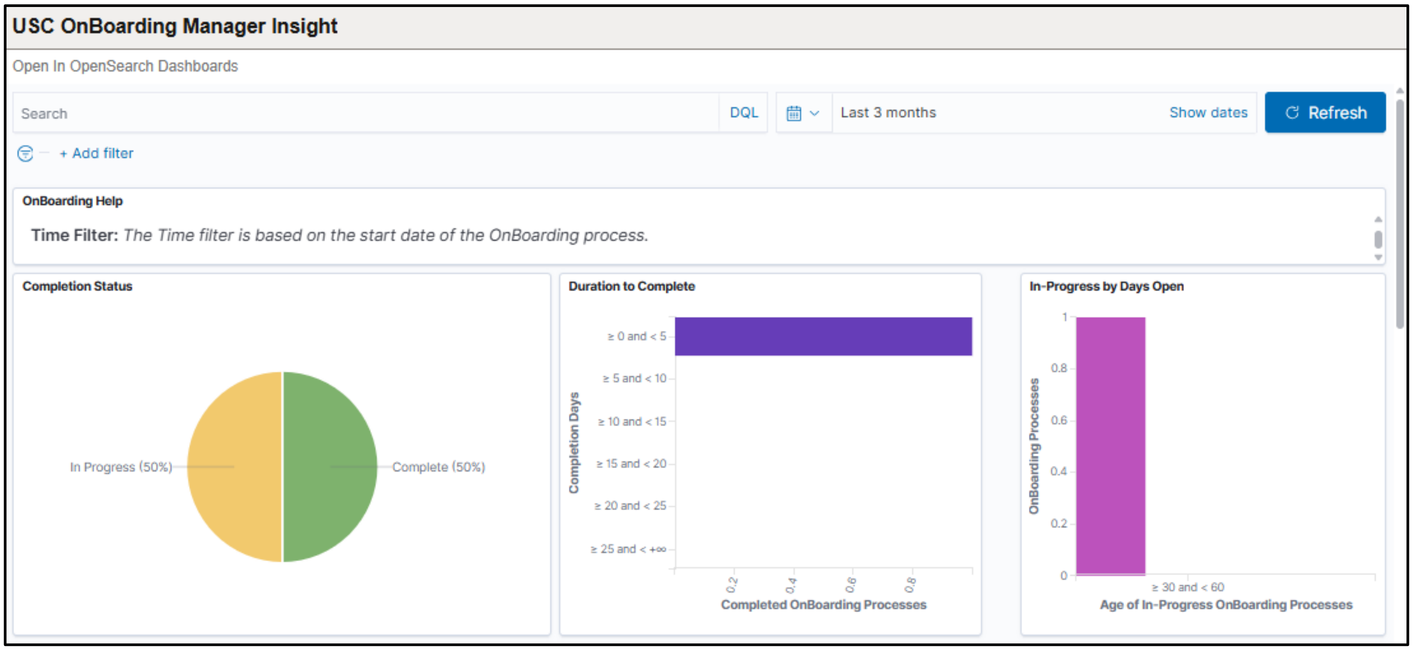


2) Scroll to the My Dashboards section and click the **OnBoarding Manager Insight** tile to begin.



3) The **OnBoarding Manager Insight** page displays several interactive dashboards regarding your new employee's onboarding. Dashboards Include:

- **Completion Status** – If the employee has completed their OnBoarding tasks.
- **Duration to Complete** – How many days were necessary to complete OnBoarding tasks.
- **In-Progress by Days Open** – Age of In-Progress OnBoarding Processes.



Additional dashboards include:

- **USC Manager Checklist Status** – The status of the manager OnBoarding tasks.
- **USC Employee Onboarding Step Status** – Detailed dashboard indicating which OnBoarding steps have been Completed, Visited, or Not Started.

3) The final dashboard displays a list of your new employees who have been assigned OnBoarding tasks. The list includes the type of OnBoarding (template), the status, the start date, and the day that the tasks were last updated. You can download this list as raw or formatted data (excel file) by clicking the **Raw** and **Formatted** buttons below the dashboard.

OnBoarding Employees

Employee	Template	Status	Start Date	Last Update
[illegible]	Student Preboarding & Onboarding	Complete	Dec 3, 2025	Dec 4, 2025
[illegible]	Employee PreBoarding & Onboarding	In Progress	Dec 7, 2025	Dec 8, 2025

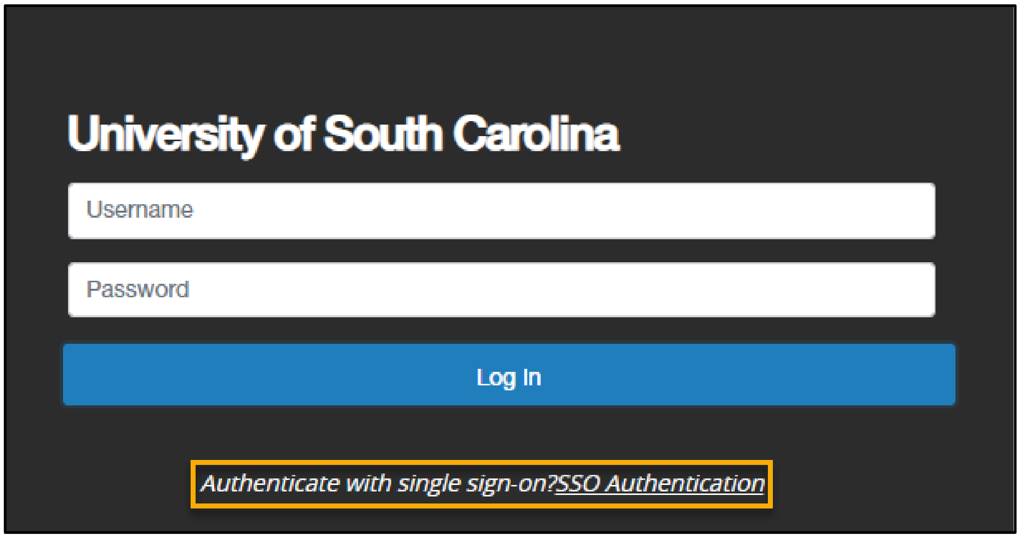
Export: Raw Formatted

Congratulations! You have successfully navigated the OnBoarding Manager Insight Dashboard!

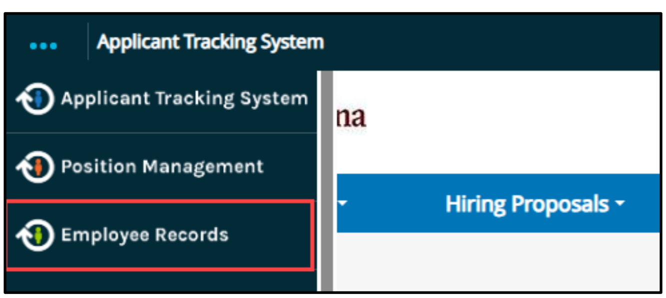
View Pre-Hire Tasks in PeopleAdmin

This job aid details how managers can view Pre-Hire tasks assigned to new employees in PeopleAdmin. You can access PeopleAdmin by clicking **here**.

1) Begin by logging into PeopleAdmin. DO NOT enter credentials in the username and password fields. Instead, click the **SSO Authentication** Link and sign in via the USC Multifactor Authentication login.

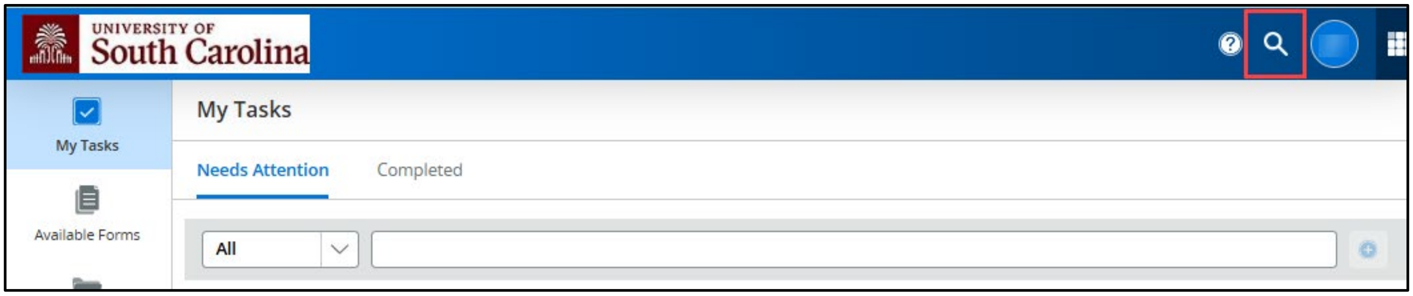


2) To view the status of onboarding for your new employees, navigate to Employee Records. On the PeopleAdmin homepage, click the three dots in the top left corner. Then select **Employee Records**.

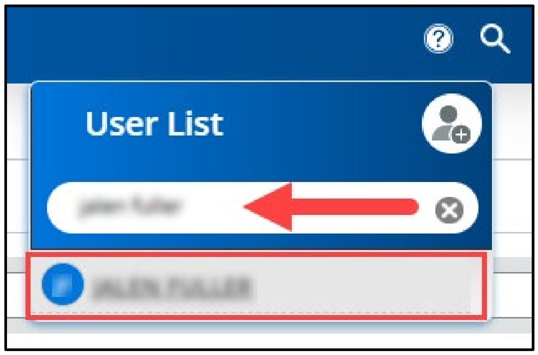


NOTE: This will open in a new tab within your browser.

In Employee Records, the default view is for you as an employee. To access a new employee's onboarding tasks, click the magnifying glass icon at the top right.



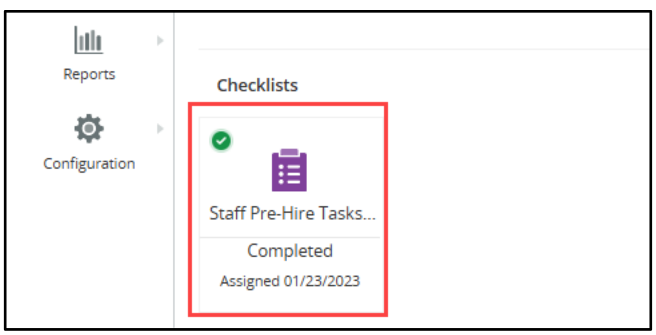
3) Type the employee's name in the **User List** search box that appears and then click the appropriate individual from the list. In the example below, we will view a staff member.



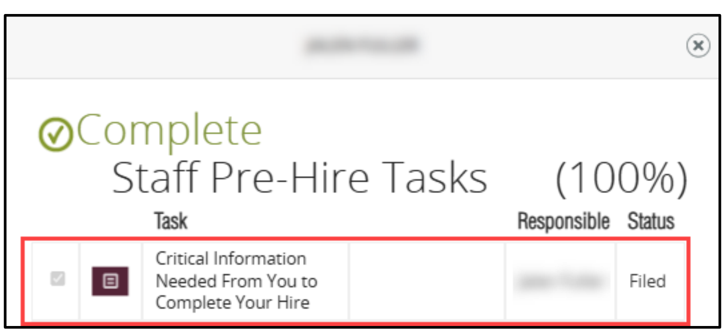
4) Only one Checklist will appear, as assigned by an HR Contact or HR OIS. The options are:

- Staff Pre-Hire Tasks
- International Staff Pre-Hire Task
- Faculty Pre-Hire Tasks
- International Faculty Pre-Hire Task

Click on the **Pre-Hire Tasks** to view the status.



4) Quickly reference the status of each task within this checklist by reviewing the **Status** column. The **Responsible** individual is the new employee. You can click any of the tasks to review the information.



Reminder, PeopleAdmin Pre-Hire Tasks are step one in the Onboarding Process. Once the new employee is active in HCM they must complete a separate set of tasks. See the Job Aids at the beginning of this document to review.

Congratulations! You have successfully viewed your new employee's Pre-Hire tasks in PeopleAdmin!