

## New Student Employee Onboarding Tasks in HCM PeopleSoft Job Aid for Student Hire Reps

8.01.2021

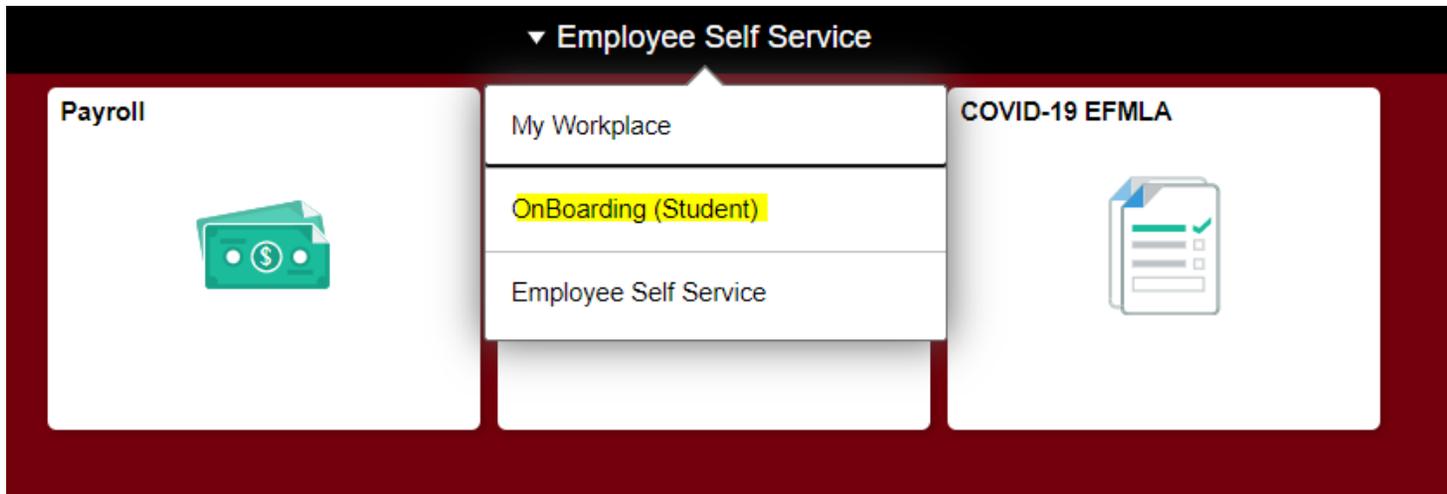
This job aid provides Student Hire Representatives an overview of the New Student Employee Onboarding tasks in HCM PeopleSoft. As a Student Hire Rep you will not be able to access/duplicate the onboarding information that the student employee is required to complete, so please reference the below screenshots. Note this process is strictly for new student employees, rehires will not be required to complete the Onboarding tasks.

**Step 1:** Upon HR approval of the hire, all new student employees receive an email from the HR/Payroll system (peoplesoft@peoplesoft.com) advising them to complete Onboarding tasks in HCM PeopleSoft.

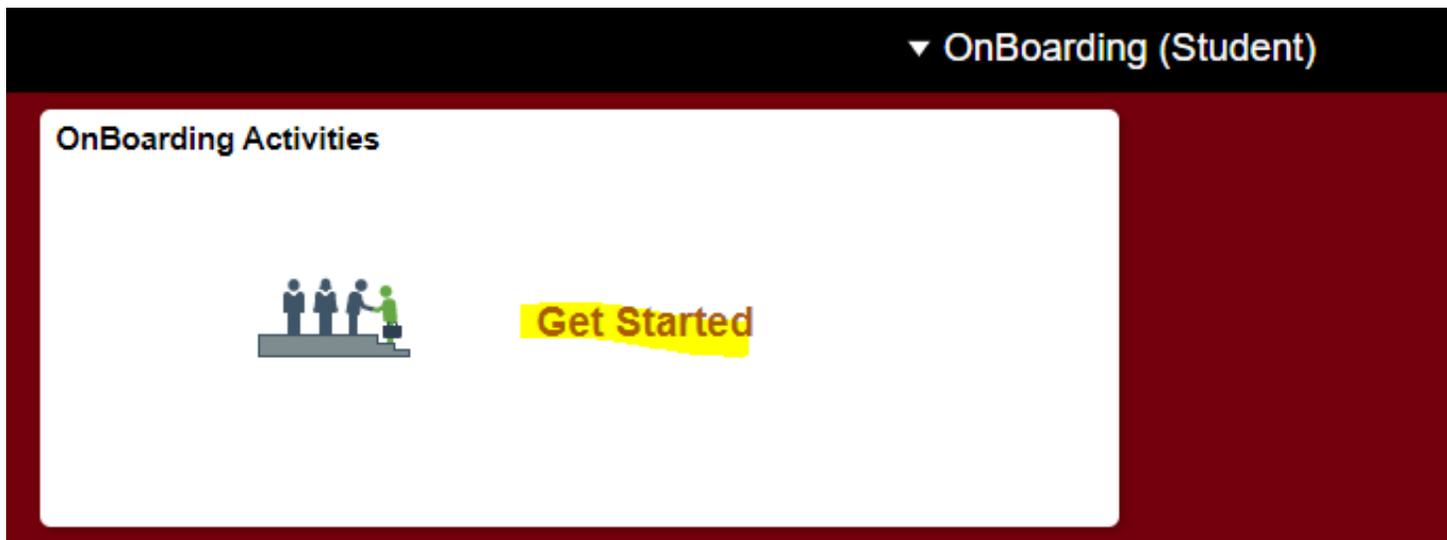
**Step 2:** The student logs into HCM PeopleSoft on or after the start date of their employment. Note they cannot access HCM prior to their start date even if the hire was approved in advance, this is for security reasons. From the main homepage of HCM, the student clicks the **Employee Self Service** drop-down menu button.



**Step 3:** From the Employee Self Service drop-down menu, the student will select the *OnBoarding (Student)* option.



**Step 4:** The student clicks the *OnBoarding Activities* tile to *Get Started* on the OnBoarding (Student) page.



**Step 5:** The student should click all the links on the ‘welcome’ screen of Onboarding. Vital information on how to create a Direct Deposit account, FAQs for Completing the SC state and Federal W-4 forms, and information for recording hours worked in the Time and Absence System.

**Step 6:** The student should click in and take applicable actions in each of the tabs on the left-hand menu.

**UofSC Student Onboarding**

Deana Baughman  
Undergraduate Assistant

Mark Complete | Next >

**Welcome**  
● Visited

Direct Deposits  
○ Not Started

Federal - W4  
○ Not Started

State of SC - W4  
○ Not Started

Required Documents  
○ Not Started

Summary  
○ Not Started

**Task: Welcome**

**UofSC South Carolina**

Deana Baughman,

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

We have provided some instructions and help links to assist you in completing the steps required to be paid.

**IMPORTANT:** As you complete a step, click mark complete or use Summary step at the end to mark steps complete.

Payroll Setup Steps

- Step 1. Setup Direct Deposit (\*required step)
  - [Setup Direct Deposit \(How To Guide\)](#)
- Step 2. W-4 Tax Withholdings (\*required step)
  - [Complete W-4 Tax Withholding\\_\(FAQs\)](#)
- Step 3. ACA Acknowledgement (Required Documents)

Hourly Employees - Record Working Hours

- [FAQS for Recording Working Hours](#)

**Step 7:** Direct Deposit tab - The student, having read the guide provided on the welcome page, should click the **Add Account** button to setup their direct deposit.

The screenshot shows a user interface for a student named Deana Baughman, an Undergraduate Assistant. The interface has a dark header with an 'Exit' button and the text 'UofSC Student'. Below the header is a profile section with a placeholder icon and the name 'Deana Baughman' and title 'Undergraduate Assistant'. A sidebar on the left contains a list of navigation items: 'Welcome' (Visited), 'Direct Deposits' (Visited), 'Federal - W4' (Not Started), 'State of SC - W4' (Not Started), 'Required Documents' (Not Started), and 'Summary' (Not Started). The 'Direct Deposits' item is highlighted in green. The main content area is titled 'Direct Deposit' and shows the name 'Deana Baughman'. Below this, it states 'You have not added any direct deposit account information.' and features a prominent 'Add Account' button.

**Step 7:** Federal W4 and State of SC W4 tabs – Screenshots not provided as personal information appears on the page. The student should enter their tax withholding information, referencing the FAQ link/directions on the welcome tab. Once the information is entered on the page, the student must click the **Submit** button at the bottom.

**Step 8:** Required Documents tab – Student should click the **Download** button to obtain copies of the ACA Marketplace Notice and the ACA Acknowledgement of Receipt. Once the student has reviewed the ACA documentation they should proceed to step 2 on the page to Acknowledge receipt. The student should click the **Acknowledge** button in step 2.

✕ Exit
UofSC Student Onboarding
⋮

**Deana Baughman**  
Undergraduate Assistant

Mark Complete

< Previous

Next >

<p><b>Welcome</b> <input checked="" type="radio"/> Visited</p>	<p><b>Task: Required Documents</b></p> <p><b>Step 1 - Download Documents</b></p> <p>Please download the documents listed below. If you see documents in the Step 2 table, you must acknowledge or upload the updated documents.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Document / Description</th> <th style="width: 30%;">File Name</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td><b>ACA Marketplace Notice</b></td> <td>ACA_Marketplace_Exchange_Notice.pdf</td> <td style="text-align: center;"><a href="#" style="border: 1px dashed gray; padding: 2px 10px;">Download</a></td> </tr> <tr> <td><b>ACA Acknowledgement</b></td> <td>UofSC_aca_acknowledgement_of_receipt.pdf</td> <td style="text-align: center;"><a href="#" style="border: 1px solid gray; padding: 2px 10px;">Download</a></td> </tr> </tbody> </table>	Document / Description	File Name	Action	<b>ACA Marketplace Notice</b>	ACA_Marketplace_Exchange_Notice.pdf	<a href="#" style="border: 1px dashed gray; padding: 2px 10px;">Download</a>	<b>ACA Acknowledgement</b>	UofSC_aca_acknowledgement_of_receipt.pdf	<a href="#" style="border: 1px solid gray; padding: 2px 10px;">Download</a>
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**Step 9:** Summary tab – Student can either click the **Mark Complete** button next to each tab from this page, or they can simply click the green **Complete** button in the right corner to mark all items as complete.

The screenshot shows the 'UofSC Student Onboarding' interface for user Deana Baughman. The left sidebar lists tasks: Welcome, Direct Deposits, Federal - W4, State of SC - W4, Required Documents, and Summary (highlighted). The main area shows a 'Task: Summary' section with a 'Complete' button. Below is a table of steps.

Step	Status	Mark Complete	Go to Step
Welcome	● Visited	Mark Complete	Go to Step
Direct Deposits	● Visited	Mark Complete	Go to Step
Federal - W4	● Visited	Mark Complete	Go to Step
State of SC - W4	● Visited	Mark Complete	Go to Step
Required Documents	● Visited	Mark Complete	Go to Step

**Step 10:** The student can tell they’ve completed the Onboarding tasks when they see the green check mark and the Onboarding Activities tile says Complete. Note If a student does not complete the onboarding tasks they will receive reminders via email from peoplesoft@peoplesoft.com.

