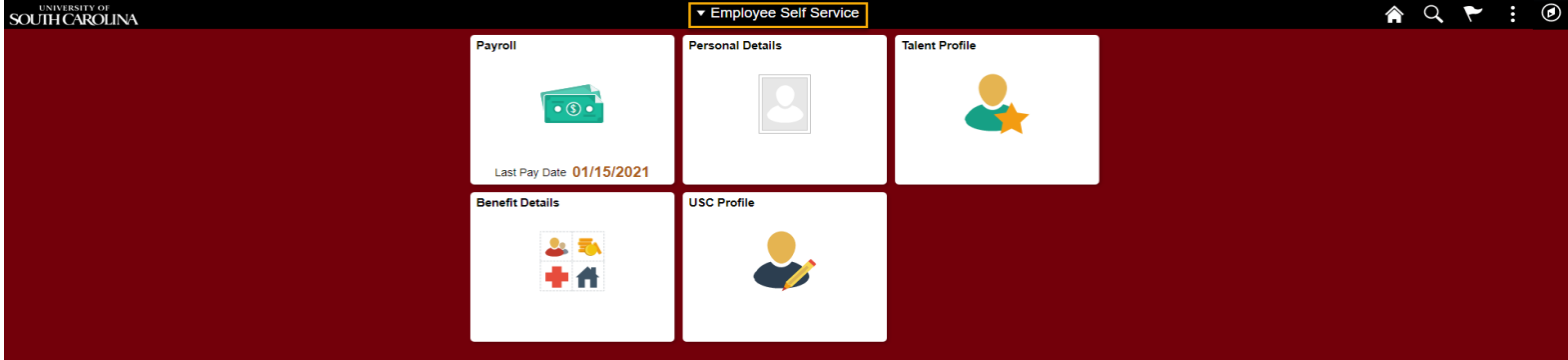
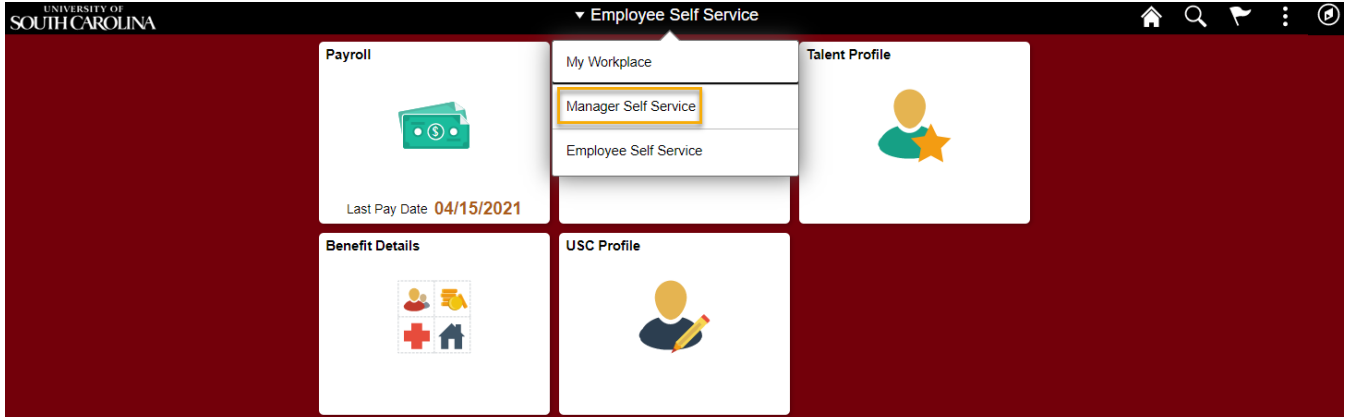
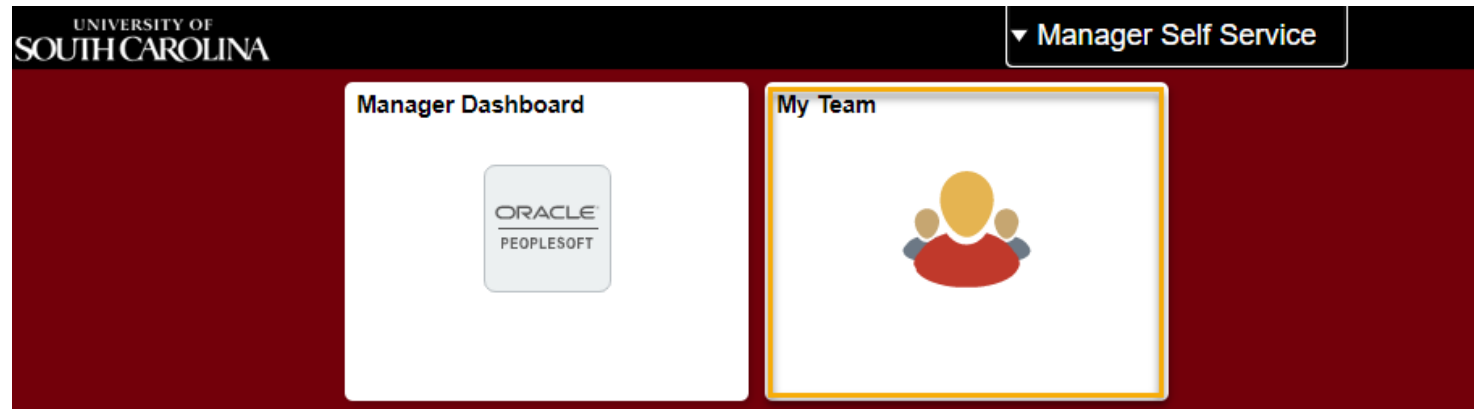


**How to view new student employee onboarding summary in HCM PeopleSoft:**  
 This job aid outlines the process for supervisors to view the onboarding summary for their new student employees in HCM PeopleSoft. In addition, this job aid details the manager view of specific job/personal information.

Processing Steps	Screenshots
<p><b>Step 1:</b> On the main homepage, click the <b>Employee Self Service</b> drop-down menu button.</p>	 <p>The screenshot shows the HCM PeopleSoft homepage with a dark red background. At the top, there is a navigation bar with the University of South Carolina logo on the left and a search bar on the right. Below the navigation bar, there is a grid of five white tiles: 'Payroll' (with a last pay date of 01/15/2021), 'Personal Details', 'Talent Profile', 'Benefit Details', and 'USC Profile'. The 'Employee Self Service' dropdown menu is highlighted in yellow at the top of the page.</p>
<p><b>Step 2:</b> Click the <b>Manager Self Service</b> option.</p>	 <p>The screenshot shows the same HCM PeopleSoft homepage as in Step 1. The 'Employee Self Service' dropdown menu is open, and the 'Manager Self Service' option is highlighted in yellow. The other tiles and navigation elements remain the same.</p>

**Step 3a:** Click the **My Team** tile to begin.



**Step 3b:** Upon entering the **My Team** tile you are brought to a list of student employees that report to you.

Name / Title		Directs / Total	Department / Location	Email / Phone	Today's Status
	Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	...@email.sc.edu	
	Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	...@email.sc.edu	
	Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	...@email.sc.edu	
	Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	...@email.sc.edu	

**University of South Carolina - Division of Human Resources**  
**Manager View New Student Employee Onboarding Summary and Employee Information in HCM**

**Step 4:** Click the **Related Action Menu** button (small green circle next to the student's name). From the action menu, select the **Onboarding Status** option.

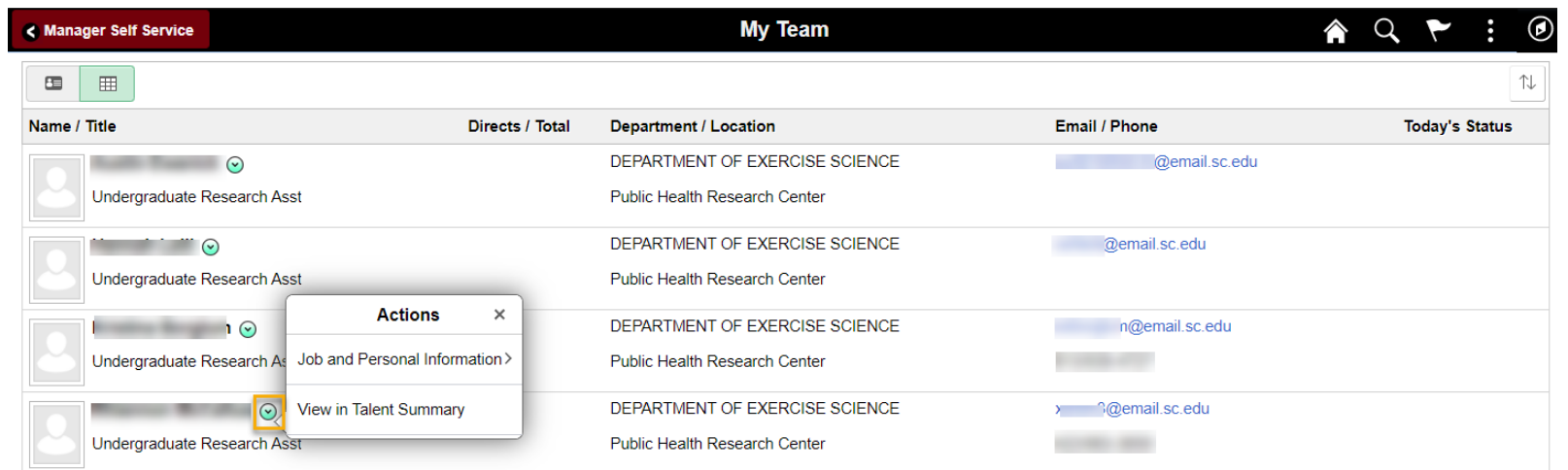
Note only new student employees (hired for the first time) will have the **Onboarding Status** option in the **Related Action Menu**. This option becomes visible for Managers once the student has started their onboarding tasks.

Rehired students have already completed the required onboarding tasks. The **Related Action Menu** for rehired student employees will appear as shown in the second screenshot.



The screenshot shows the 'My Team' page in the HCM system. A table lists employees with columns for Name / Title, Directs / Total, Department / Location, Email / Phone, and Today's Status. An 'Actions' menu is open over the first row, which is for an 'Undergraduate Research' employee. The menu options are 'Job and Personal Information >', 'View in Talent Summary', and 'OnBoarding Status'. The 'OnBoarding Status' option is highlighted with a yellow box.

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
Undergraduate Research		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	n@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	3@email.sc.edu	



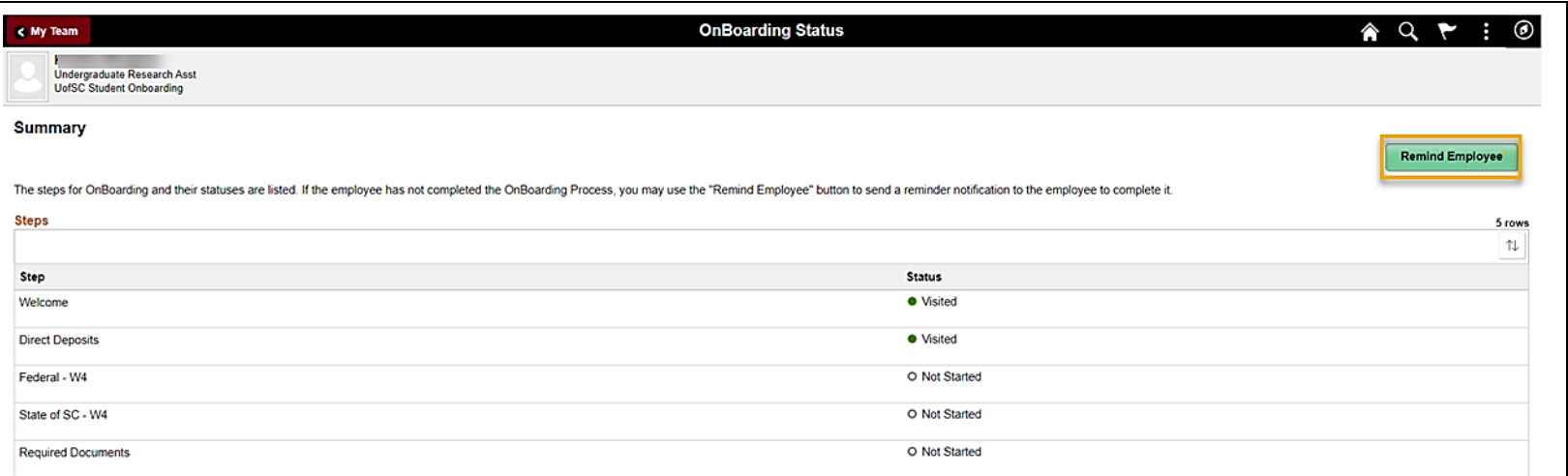
The screenshot shows the 'My Team' page in the HCM system. A table lists employees with columns for Name / Title, Directs / Total, Department / Location, Email / Phone, and Today's Status. An 'Actions' menu is open over the last row, which is for an 'Undergraduate Research Asst' employee. The menu options are 'Job and Personal Information >' and 'View in Talent Summary'. The 'View in Talent Summary' option is highlighted with a yellow box.

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	n@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	@email.sc.edu	

**Step 5: Viewing Onboarding Status** page. As manager you can view the status of onboarding tasks for your new student employees. New student employees must complete all onboarding tasks.

Check the **Status** column on the **Onboarding Status** page to see if the student has completed their tasks. If tasks have not been completed timely, you can click the **Remind Employee** button in the top right corner and an email reminder will be sent to the student.

The first screenshot shows onboarding is incomplete. They have only visited two tasks. The second screenshot shows all tasks as complete along with the date completed.



**Onboarding Status**

Undergraduate Research Asst  
UofSC Student Onboarding

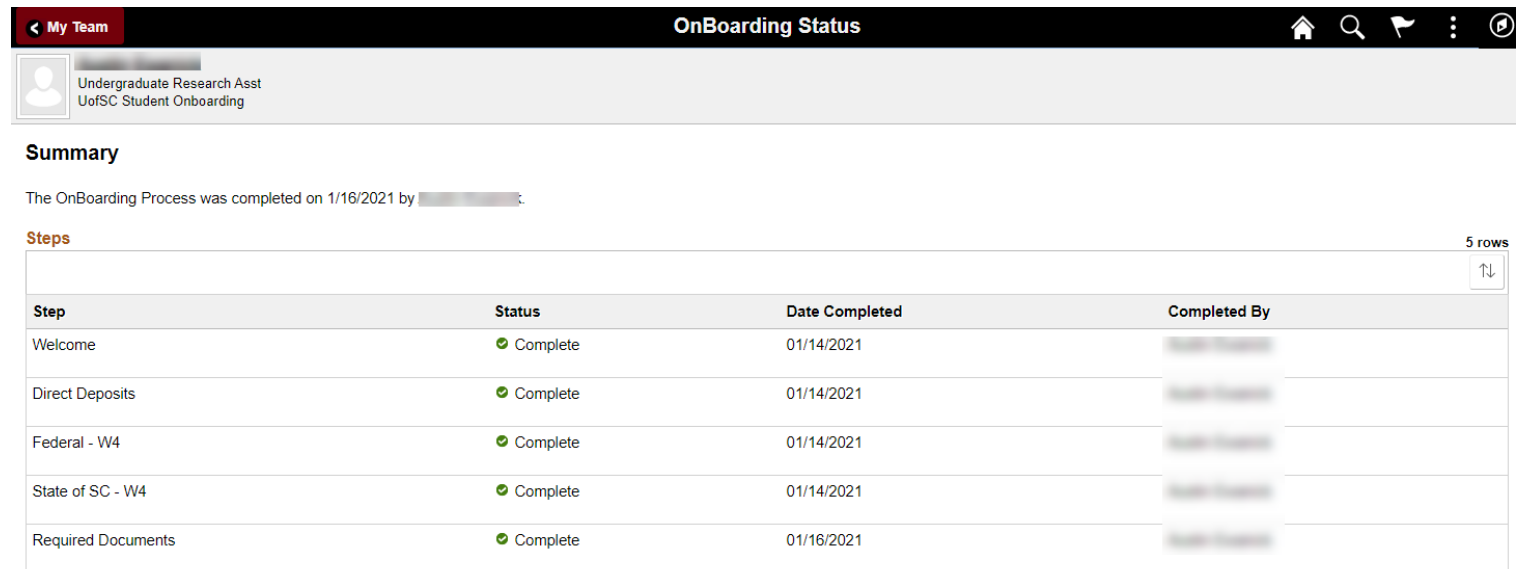
**Summary**

The steps for OnBoarding and their statuses are listed. If the employee has not completed the OnBoarding Process, you may use the "Remind Employee" button to send a reminder notification to the employee to complete it.

**Steps** 5 rows

Step	Status
Welcome	● Visited
Direct Deposits	● Visited
Federal - W4	○ Not Started
State of SC - W4	○ Not Started
Required Documents	○ Not Started

**Remind Employee**



**Onboarding Status**

Undergraduate Research Asst  
UofSC Student Onboarding

**Summary**

The OnBoarding Process was completed on 1/16/2021 by [redacted].

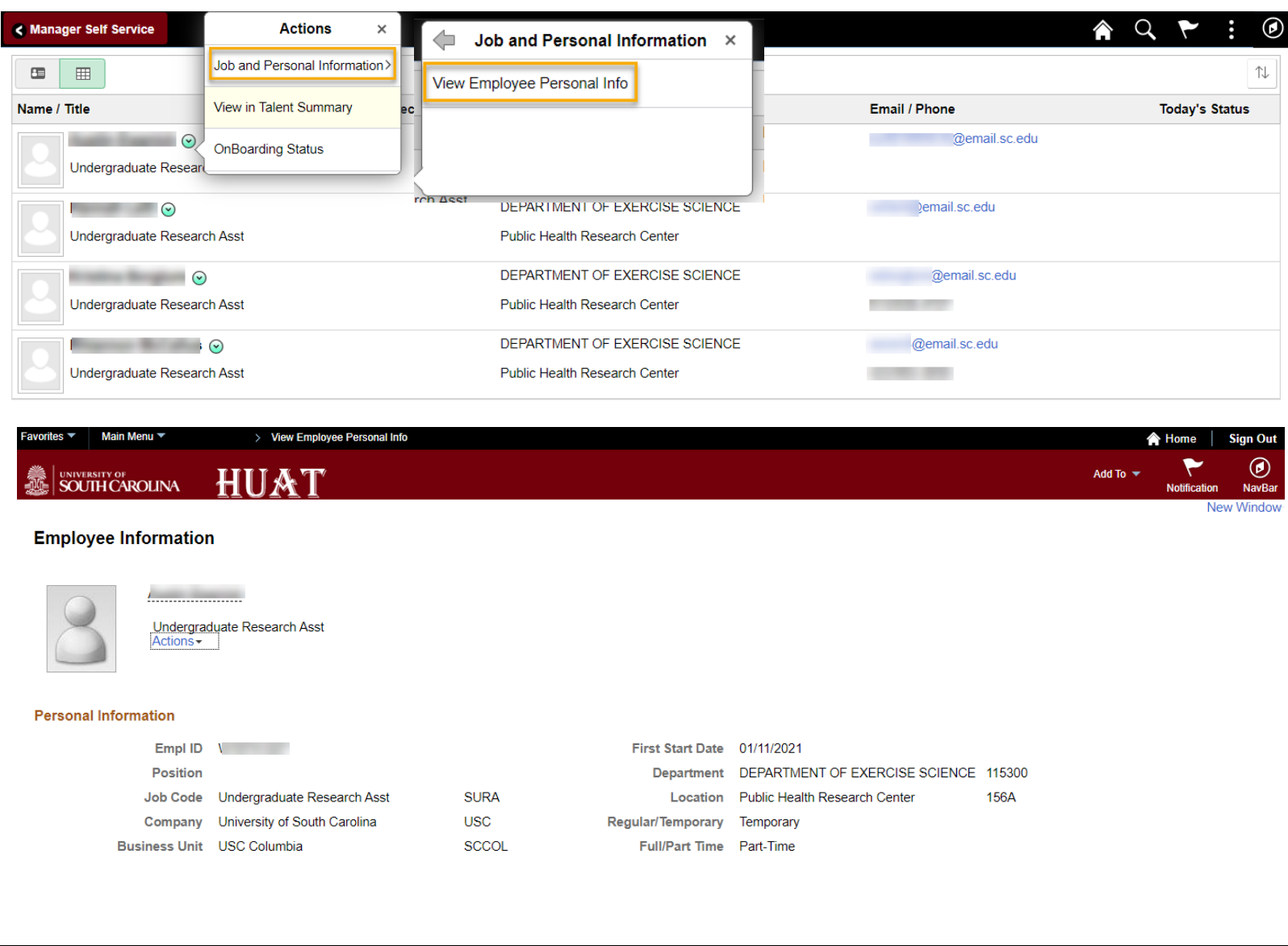
**Steps** 5 rows

Step	Status	Date Completed	Completed By
Welcome	✔ Complete	01/14/2021	[redacted]
Direct Deposits	✔ Complete	01/14/2021	[redacted]
Federal - W4	✔ Complete	01/14/2021	[redacted]
State of SC - W4	✔ Complete	01/14/2021	[redacted]
Required Documents	✔ Complete	01/16/2021	[redacted]

**Step 6:** Click the **Related Action Menu** button (small green circle next to the student's name). From the action menu, select the **Job and Personal Information** option.

Select the **View Employee Personal Info** option.

The **Employee Information** page displays information about the student employee's position.



The screenshot shows the 'Manager Self Service' interface. An 'Actions' menu is open over a list of employees, with 'Job and Personal Information' selected. A secondary window titled 'Job and Personal Information' is open, showing 'View Employee Personal Info' as the selected option. Below, the 'View Employee Personal Info' page is displayed, showing employee details for an 'Undergraduate Research Asst'.

Name / Title	Department	Email / Phone	Today's Status
Undergraduate Research Asst	DEPARTMENT OF EXERCISE SCIENCE	@email.sc.edu	
Undergraduate Research Asst	DEPARTMENT OF EXERCISE SCIENCE	@email.sc.edu	
Undergraduate Research Asst	DEPARTMENT OF EXERCISE SCIENCE	@email.sc.edu	
Undergraduate Research Asst	DEPARTMENT OF EXERCISE SCIENCE	@email.sc.edu	

**Employee Information**

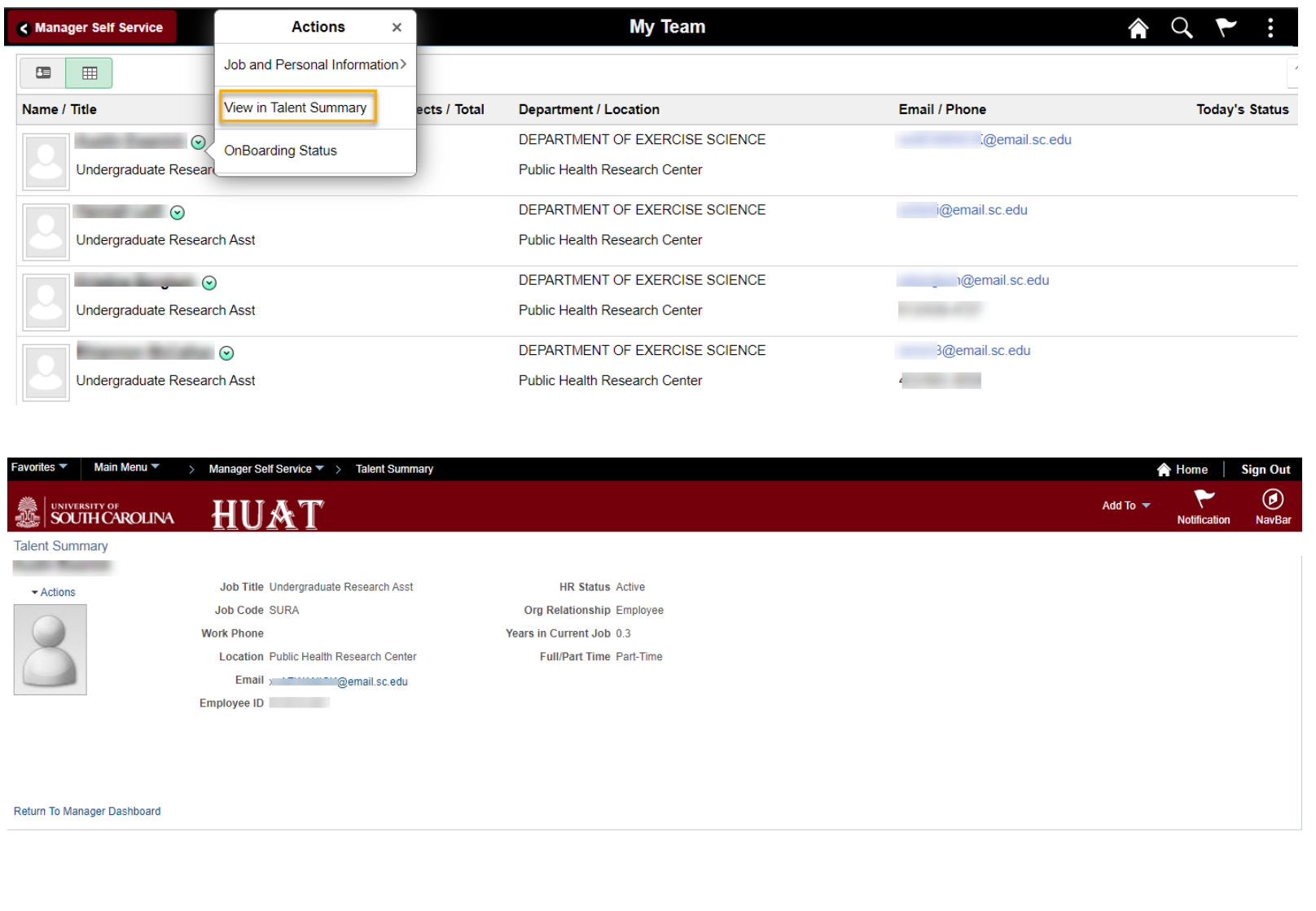
Undergraduate Research Asst

**Personal Information**

Empl ID		First Start Date	01/11/2021
Position		Department	DEPARTMENT OF EXERCISE SCIENCE 115300
Job Code	Undergraduate Research Asst	Location	Public Health Research Center 156A
Company	University of South Carolina	Regular/Temporary	Temporary
Business Unit	USC Columbia	Full/Part Time	Part-Time

**Step 7:** Click the **Related Action Menu** button (small green circle next to the student's name). From the action menu, select the **View in Talent Summary** option.

The **Talent Summary** page displays information about the student employee's position.



**Manager Self Service** | **My Team**

Name / Title	Projects / Total	Department / Location	Email / Phone	Today's Status
Undergraduate Researcher		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	...@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	...@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	...@email.sc.edu	
Undergraduate Research Asst		DEPARTMENT OF EXERCISE SCIENCE Public Health Research Center	...@email.sc.edu	

**Talent Summary**

**Actions**

	Job Title Undergraduate Research Asst	HR Status Active
	Job Code SURA	Org Relationship Employee
	Work Phone	Years in Current Job 0.3
	Location Public Health Research Center	Full/Part Time Part-Time
	Email ...@email.sc.edu	
	Employee ID ...	

[Return To Manager Dashboard](#)