# Employee Self Service Quick Reference

This summary highlights key features and functions in the HCM PeopleSoft system. All of these are a part of the system's Employee Self-Service. As long as you are an active employee in our HR/Payroll system, you may make updates or changes to your information through ESS.

To access employee sef-service information in HCM PeopleSoft, navigate to https://hcm.ps.sc.edu.

When you sign in to the system, you will arrive at a web page that displays five Employee Self Service options (or "tiles"): **Payroll**, **Personal Details**, **Benefit Details**, **USC Profile** and **Talent Profile**.
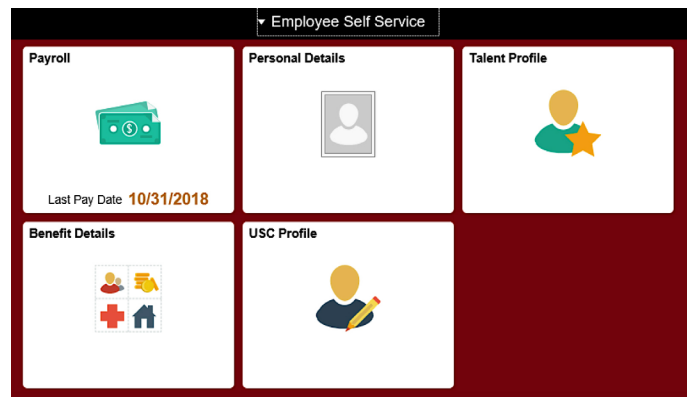
PAYROLL

Paychecks

• **View your current paycheck.** This will be available approximately 2 days before the check date. Simply click on "Paychecks" to display each paycheck by row, then click further for detail.

• **View previous paychecks** – and view, save, and print a paycheck stub in PDF format.

W-2/W-2c Consent and View W-2/W-2c Forms

• **Consent** to receive your W-2 or W-2c in electronic format. Please note that this option is only available after you havereceived your first paycheck. If you consent to receive these in an electronic format, please ensure you have an up-to-date address in ESS. If consent is not selected, a paperW-2/W-2c will be available at the Payroll Office.

USC Tax Withholding

• **Federal Tax Withholding.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

• **State Tax Withholding.** Complete SC W-4 so that your employer can withhold the correct South Carolina Income Tax from your pay. South Carolina income tax is withheld from your wages based on the number of allowances claimed on this form. You may also specify that anadditional dollar amount be withheld.

• You may view or update your withholding details at any time.

Direct Deposit

• **You may change your direct deposit elections at any time.** You mayhave your pay direct-deposited into up to three bank and/or creditunion accounts. If you set up 2-3 accounts, you will indicate theamounts/percentages to be deposited into each, with one account marked as "Balance of Net Pay." Edits to thisinformation can be made once per day.

• **7 days in advance**: When changing your direct deposit elections, do so by 5 p.m. at least 7 days prior to the pay datewhen you want the new direct-deposit information to take effect. Note that all changes are subject to validation.

Paycheck Modeler

• **Perform your own on-screen "what if" net-pay analysis** to see the implications of receiving a pay increase and/or bonus, changing your benefits elections, changing your W-4 withholding details, etc.
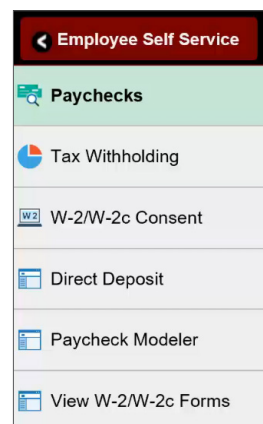
USC PROFILE

USC Employee Profile

- **Read-only:** This screen shows select job and personal information in view-only format. You can update some of theinformation in other areas of Employee Self-Service. Where you see needed updates you cannot make, reach out toyour HR Contact.

PERSONAL DETAILS

Addresses and Contact Details

- **Addresses:** View and Update home and mailing addresses as applicable.
- **Contact Details:** Add or update phone numbers on file as well as view personal email. Note University email cannot be changed nor can you change the preferred indicator from the business email. To update work phone and personal email go to www.my.sc.edu.

Emergency Contacts

- **Enter emergency contact information**, and keep it up to date. If you have two or more emergency contacts, the system will prompt you to indicate your "preferred" contact.

Ethnic Groups*

- **Voluntary Self-Identification: Indicate ethnicity, race.** Click the "explain" links for explanation and guidance. Click the edit button to add/update information.

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 the 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.

Disability*

- **Voluntary Self-Reporting: Update as needed.** The screen provides explanatory information.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please inform the appropriate work contact if you require a reasonable accommodation to apply for a job or to perform your job.

Veteran Status*

- **Voluntary Self-Identification: Update as needed.**

The university is required to submit a report to the United States Department of Labor each year identifying the number of employees belonging to each specified "protected veteran" category. Submission of the 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.

BENEFIT DETAILS

Benefits Summary

• **View benefits summary.** Specify "as of" date at the top. Click on a row (listing a specific benefit) for more information, such as plan name, plan provider, and who is covered. This summary is especially helpful as you prepare for open enrollment each year.

Affordable Care Act

• **Complete consent to receive electronic Form 1095-C.** If you do not consent, you will receive a mailed paper copy.

• **View your Form 1095-C.** If you have consented to receive the form electronically, you can view, save and/or print a PDF each year when it is available in the system. The form provides information about the health coverage offered by UofSC and may also provide information about whether you are enrolled in this coverage.

BENEFITS ENROLLMENT

Navigation: To go to the Benefits Enrollment section, click on **Employee Self Service** at the top of the screen, and scroll down to **My Workplace** – then click on the **Benefits Enrollment Homepage** tile.


Submit 403(b) eForm

• **Add, change, or remove your 403(b) Plan elections.** The system allows this to be done once per day. A series of screens will provide explanation and the required fields and drop-down selections. Depending on when you submit the change, the deductions tied to the elections may not be reflected in the next paycheck you receive.

Submit Initial Benefits eForm

• **Important: This is only for new hires and rehires.** New and rehired employees will use the Benefits Enrollment eForm for initial enrollment in state insurance benefits. Rehired employees who experienced a break in service alsocomplete this eForm.

View Benefits eForms

• **View the details** of a Benefits Initial Enrollment eForm and/or 403(b) elections you previously submitted. This is a quick way to verify the elections you made and reconcile them against your paycheck details.

• **Recommended: Search by EMPLID** to view your Benefits information. "EMPL" is the short-hand term used by the system for "employee." Your EMPLID is your USC ID, which is found at the back of your Carolina Card.
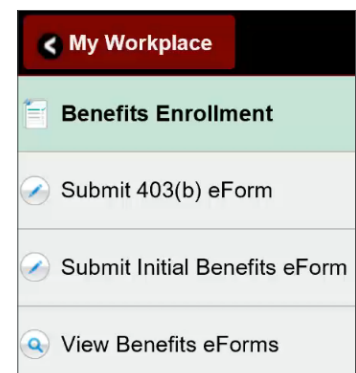
TALENT PROFILE

Education

• **View and edit an existing entry.** Click on a row to expand/view and edit current information.

• **Please Note:** If you need to change your major or degree, you will need to delete the current entry and add a new one.

• **Add an entry** by clicking the + button to create a new row, then click the row and enter the new information.