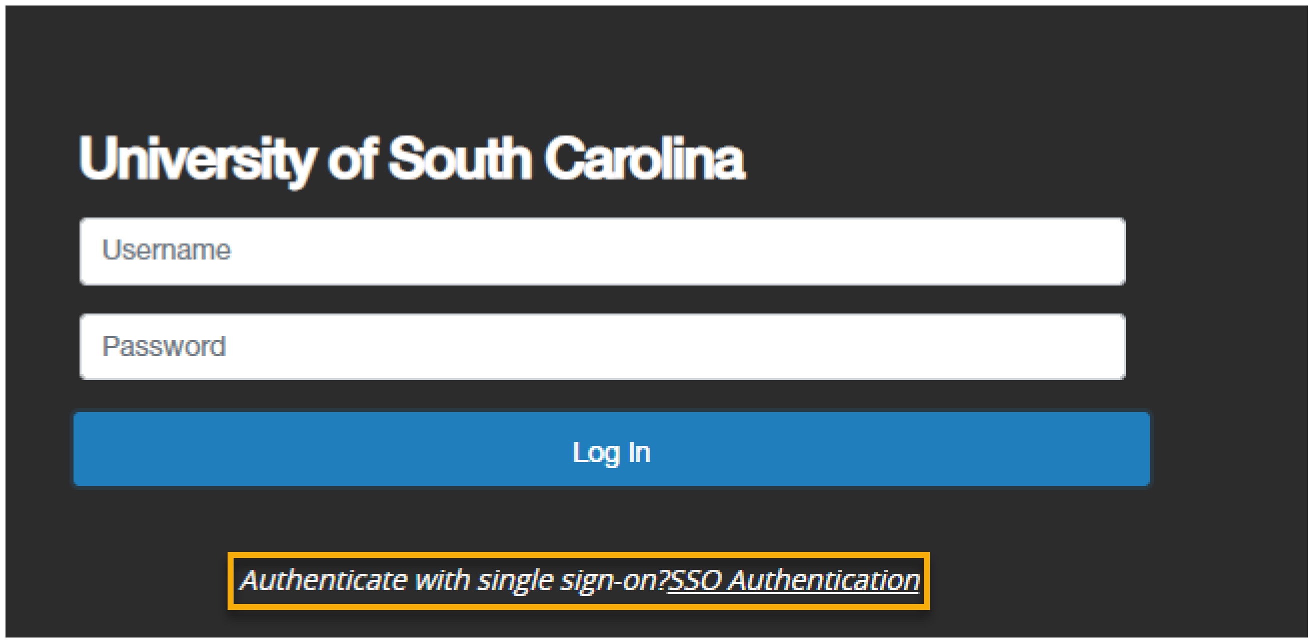
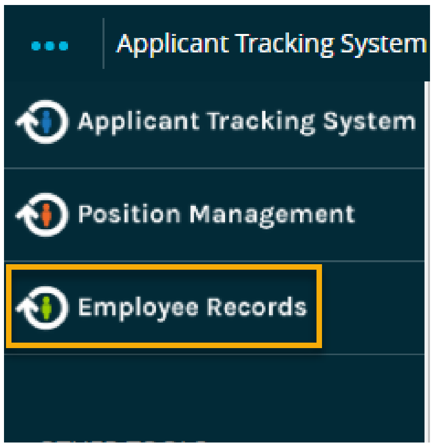
University of South Carolina - Division of Human Resources
Manager View Pre-Hire Tasks in PeopleAdmin

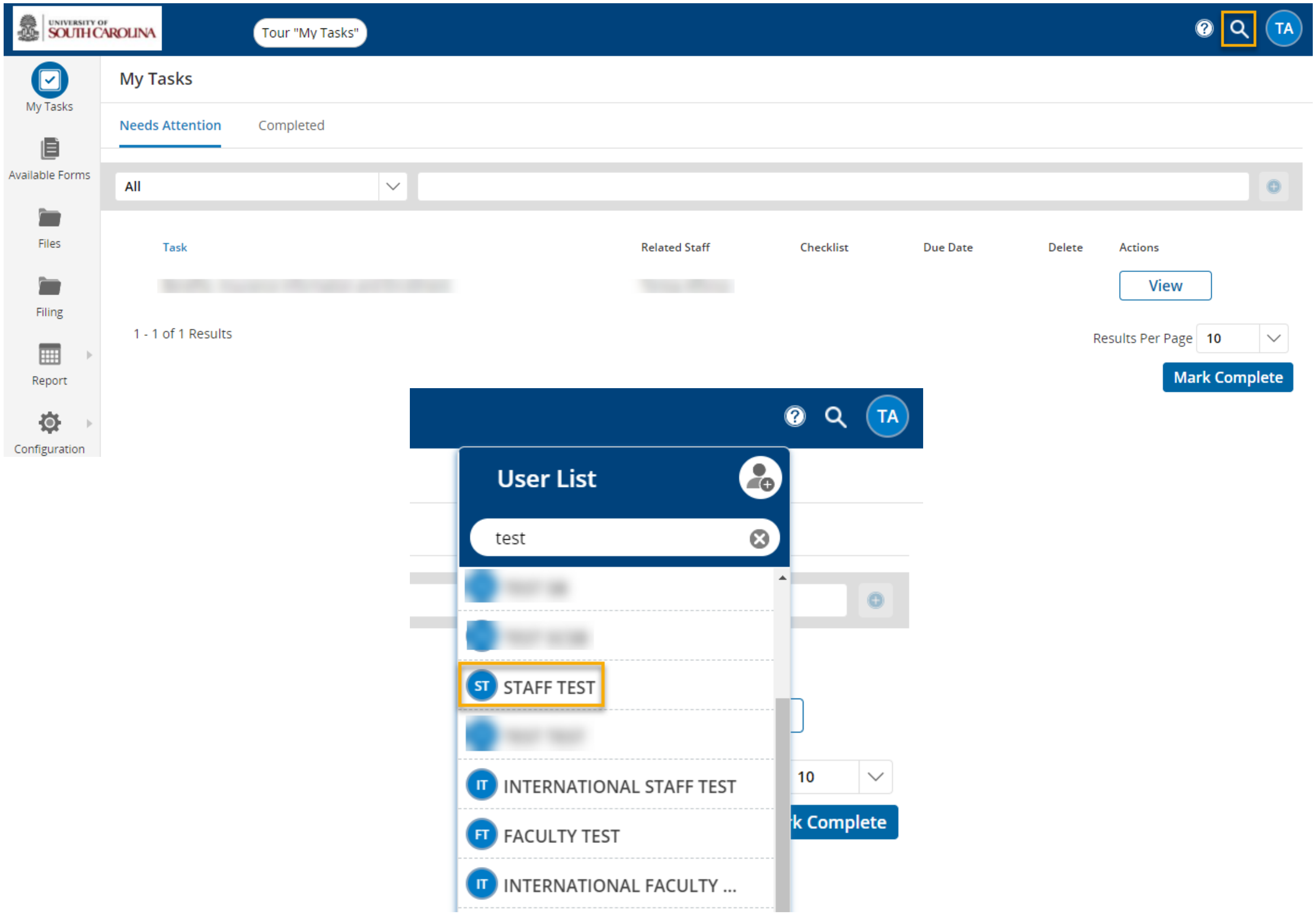
How to View Onboarding in PeopleAdmin:	
This job aid outlines the process for Managers to view the status of pre-hire tasks in PeopleAdmin Records.	
Processing Steps	**Screenshots**
Step 1: Sign-in to PeopleAdmin https://uscjobs.sc.edu/hr **Click** the link above to access PeopleAdmin. On the main log in page, do not enter credentials in the username and password fields. Click the small white link under the log in button for **SSO Authentication**. This will take you to the USC Multifactor authentication log in.	

Step 2: Navigate to Employee Records From the PeopleAdmin homepage, click the ***three blue dots*** in the top left corner to access the module menu. Select the **Employee Records** option from the module the menu. Note this will open a new tab in your internet browser.	 

Step 3: Searching for Your New Employee

In PeopleAdmin Records the default view is for you as an employee. To get to your new employee's onboarding tasks click the ***magnifying glass icon*** in the top right corner.

In the **User List** search, type your new employee's first and/or last name. Once you have finished typing the system will populate applicable results for you to select from. Click the ***name*** of your new employee.



Step 4a: Viewing Pre-Hire Task Status in PeopleAdmin Records

Only one Checklist will appear, as your area's HR Contact assigned when they finalized the hire action in PeopleAdmin.

The Checklists you may see assigned to your employees are based on faculty or staff and international status:

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

Click on the **Staff Pre-Hire Tasks** checklist to view the status of each task.
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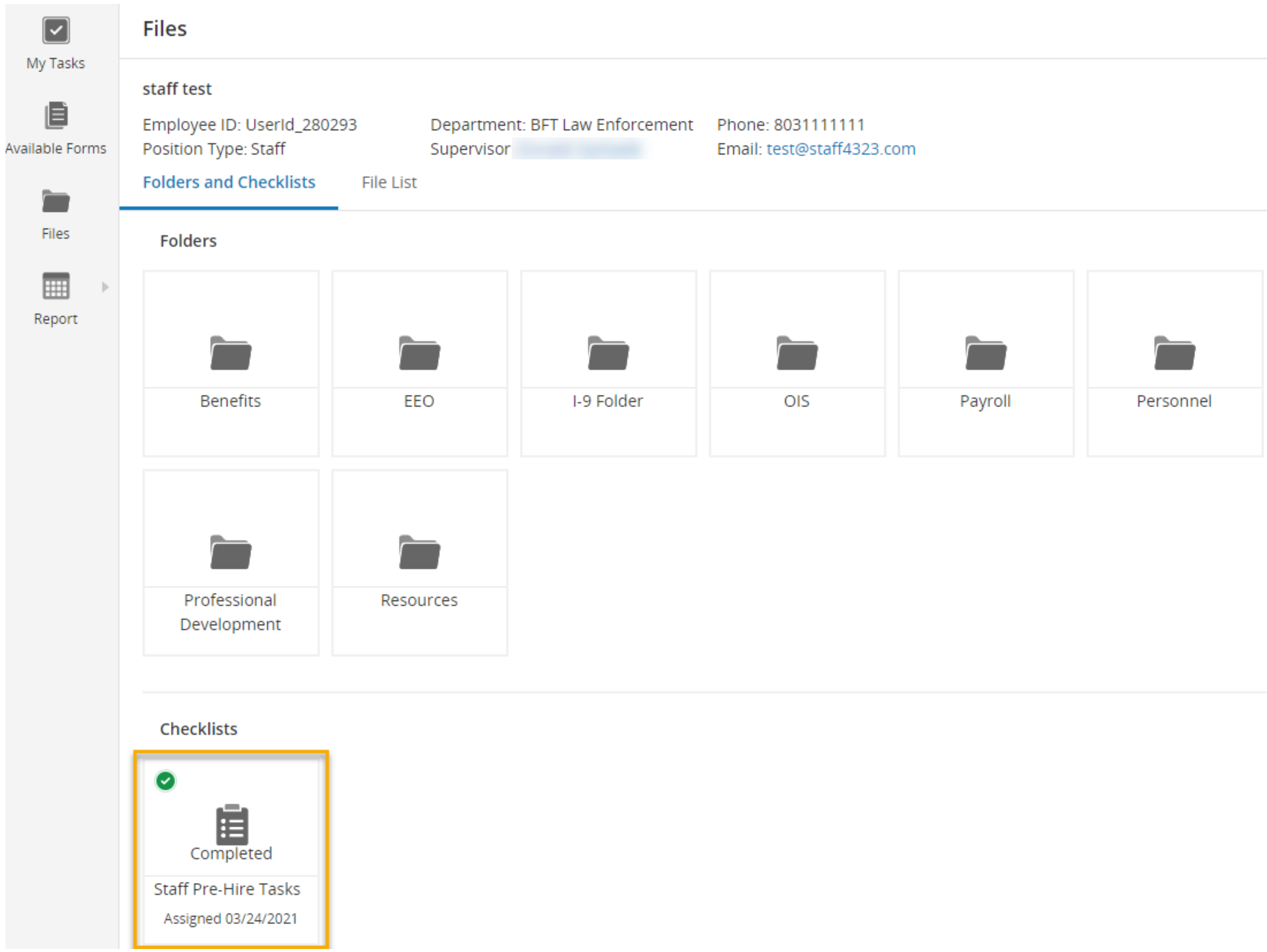

Step 4b: Viewing Pre-Hire Task Status in PeopleAdmin Records *continued*.

Quickly reference the status of each task within this checklist by reviewing the **Status** column. The **Responsible** individual is the new employee.

Note you can click any of the tasks to view 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. Please refer to the job aid entitled: ***Manager View New Employee Onboarding Summary and MSS in HCM.***