



Employee Self Service Fundamentals

This document contains Job Aids for basic actions in Employee Self Service. You may click on the sections below to jump to their location in the document.

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To access Employee Self Service in HCM PeopleSoft, navigate to <https://hcm.ps.sc.edu>.

NOTE: PeopleSoft HCM utilizes 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.

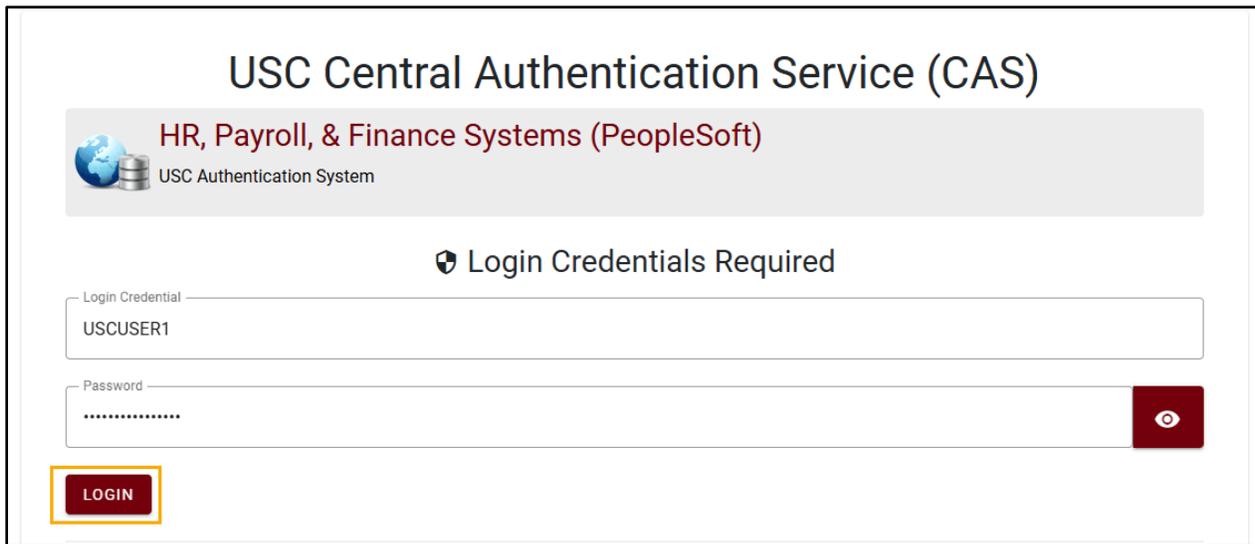
Basic Navigation

Signing In to PeopleSoft

1) Access the PeopleSoft HCM URL (<https://hcm.ps.sc.edu/>) in your computer's web browser. The USC Central Authentication Service (CAS) login page will appear.

NOTE: If you are also using PeopleSoft Finance, you will need to use an incognito window or a different browser. PeopleSoft Finance and PeopleSoft HCM **DO NOT** work in the same browser.

2) Enter your Network Username in the **Login Credential** field and your password in the corresponding field. Next, click **LOGIN**.



USC Central Authentication Service (CAS)

HR, Payroll, & Finance Systems (PeopleSoft)
USC Authentication System

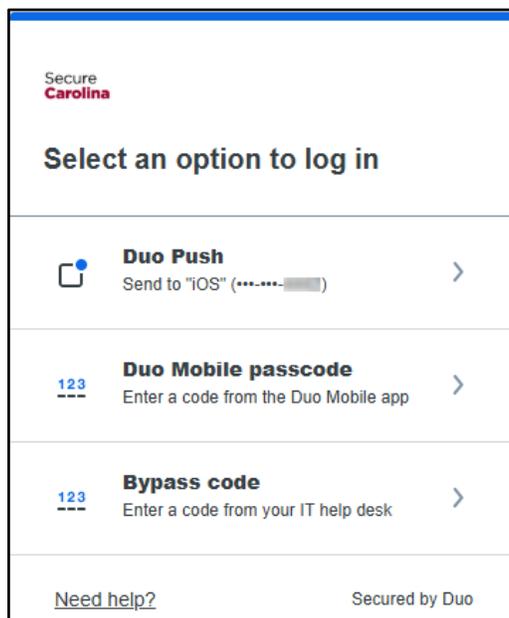
Login Credentials Required

Login Credential
USCUSER1

Password
.....

LOGIN

3) The USC CAS will display the Multifactor Authentication screen. Select one of the options to log in via the Duo Mobile app or IT help desk. Information on Multifactor Authentication can be found [here](#).



Secure
Carolina

Select an option to log in

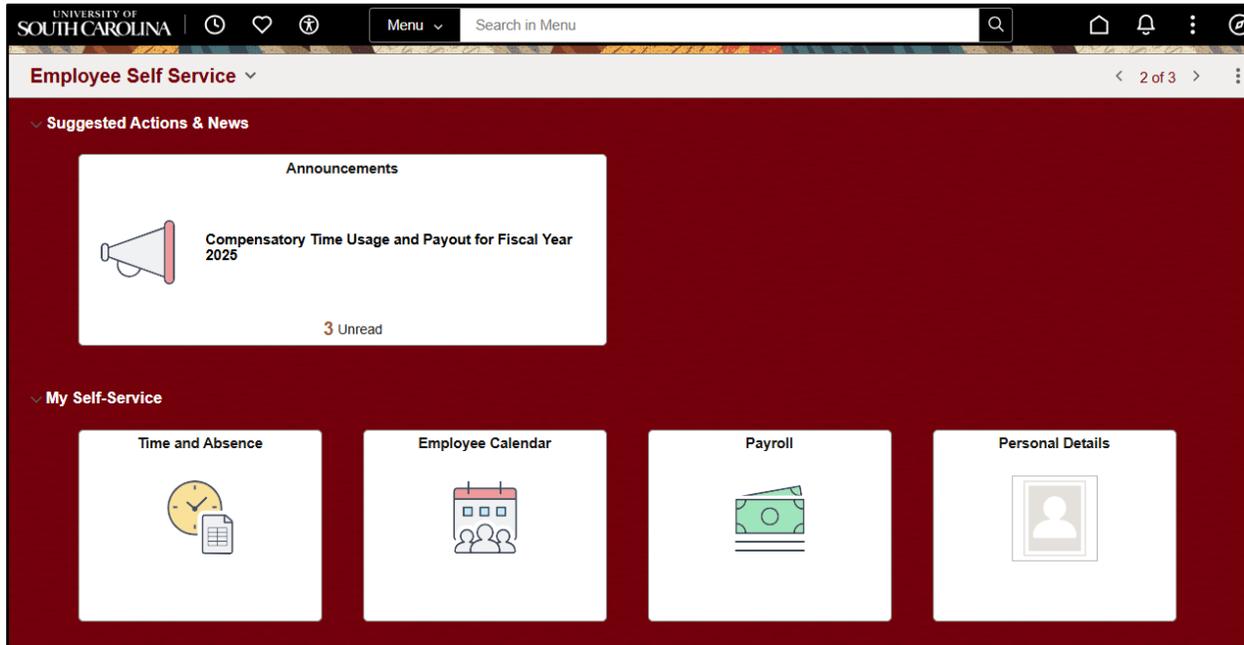
Duo Push
Send to "iOS" (.....)

Duo Mobile passcode
Enter a code from the Duo Mobile app

Bypass code
Enter a code from your IT help desk

[Need help?](#) Secured by Duo

- 4) The Employee Self Service Home Page will be displayed once you have completed two-factor authentication. This page is used to perform non-benefit related self-service tasks.

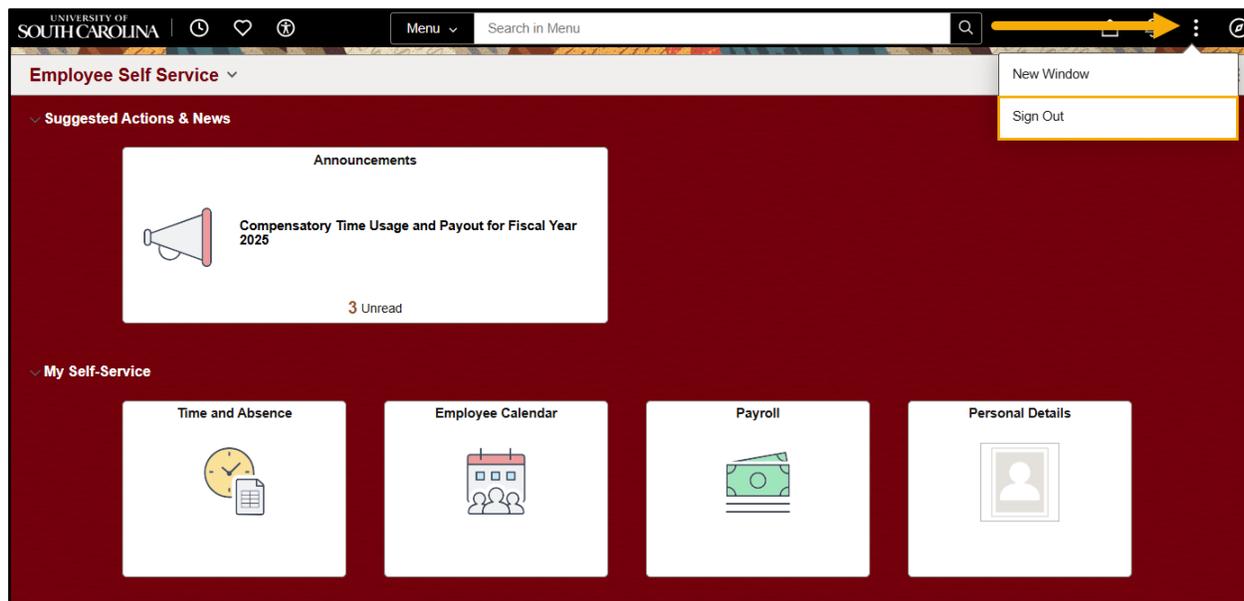


- 5) Congratulations! You successfully learned how to sign in to Peoplesoft.

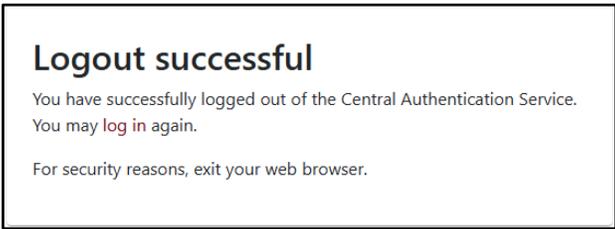
NOTE: For security purposes, PeopleSoft will automatically log you out after 20 minutes of inactivity. Two minutes prior to this logout, you will receive a warning message telling you that your session will expire. You must close that message and return to PeopleSoft and access/enter date in at least one new field or page to keep your session open.

Signing Out of PeopleSoft

- 1) Navigate to the Employee Self Service homepage.
- 2) Click the menu button (3 vertical dots) on the black bar at the top of the page and click **Sign Out**.

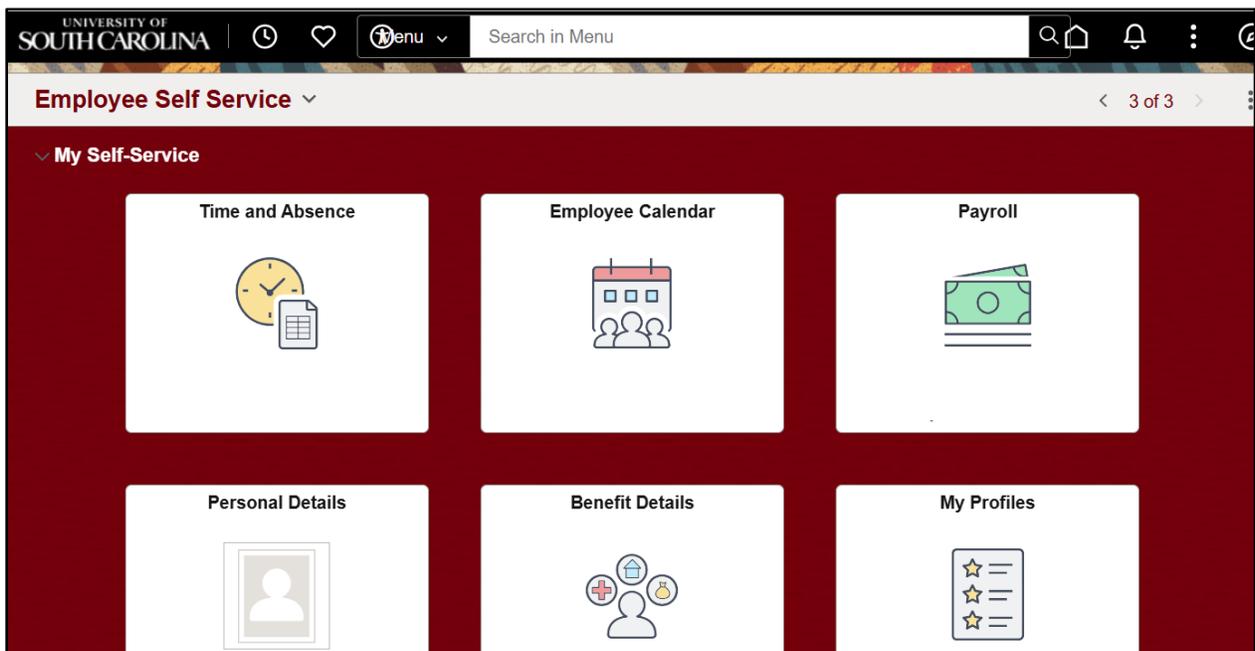
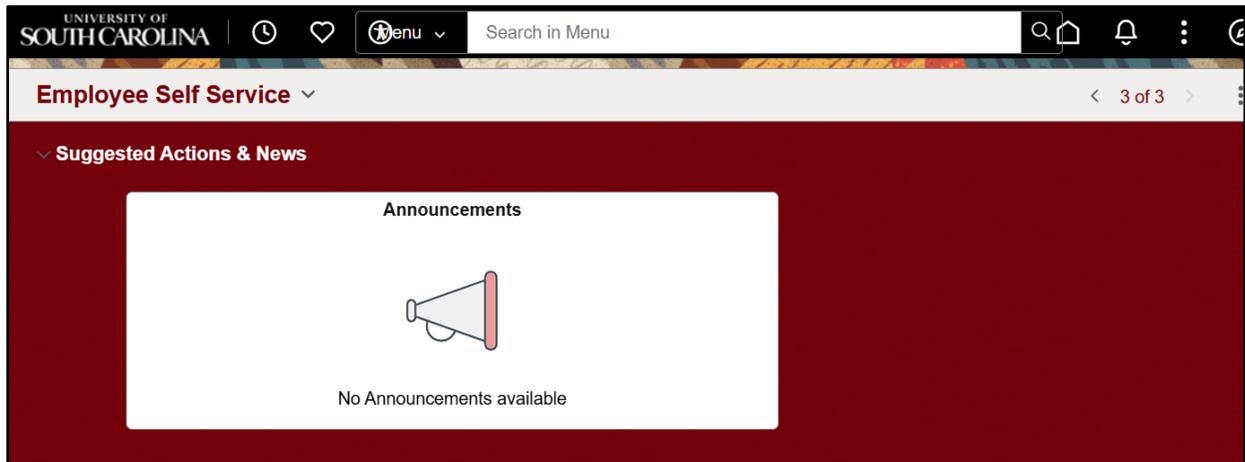


3) Congratulations! You have successfully signed out of PeopleSoft HCM. A confirmation message will appear when successfully logged out.



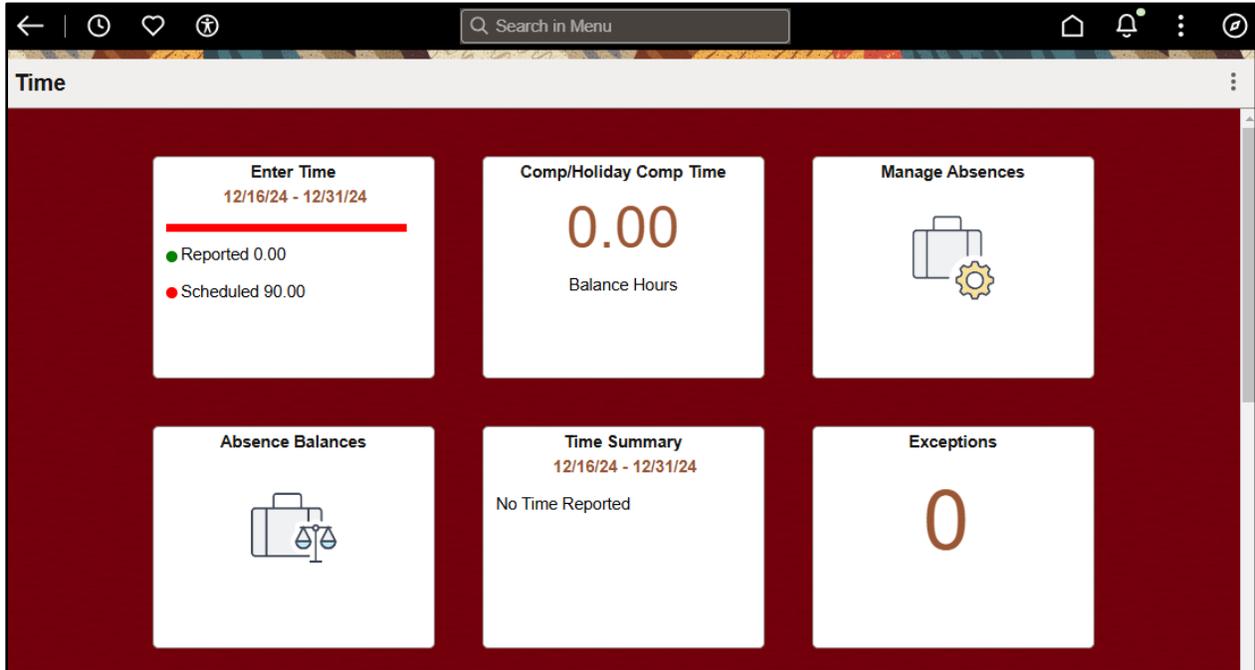
Home Pages and Content Overview

When you first log into PeopleSoft, the Employee Self Service Home Page is displayed. The first section displayed is for **Suggested Actions & News**, which shows important updates from USC DHR and Payroll. Further down is the **My Self-Service** section. This is the main screen where you will access the pages used to complete activities that are not related to your USC Benefits enrollment. If you are a manager at USC (e.g., you have employees who report to you), you will also have access to the **Manager Self Service** home page. Standard tiles for USC employees include: **Time and Absence**, **Employee Calendar**, **Payroll**, **Personal Details**, **Benefits Details**, and **My Profiles**.

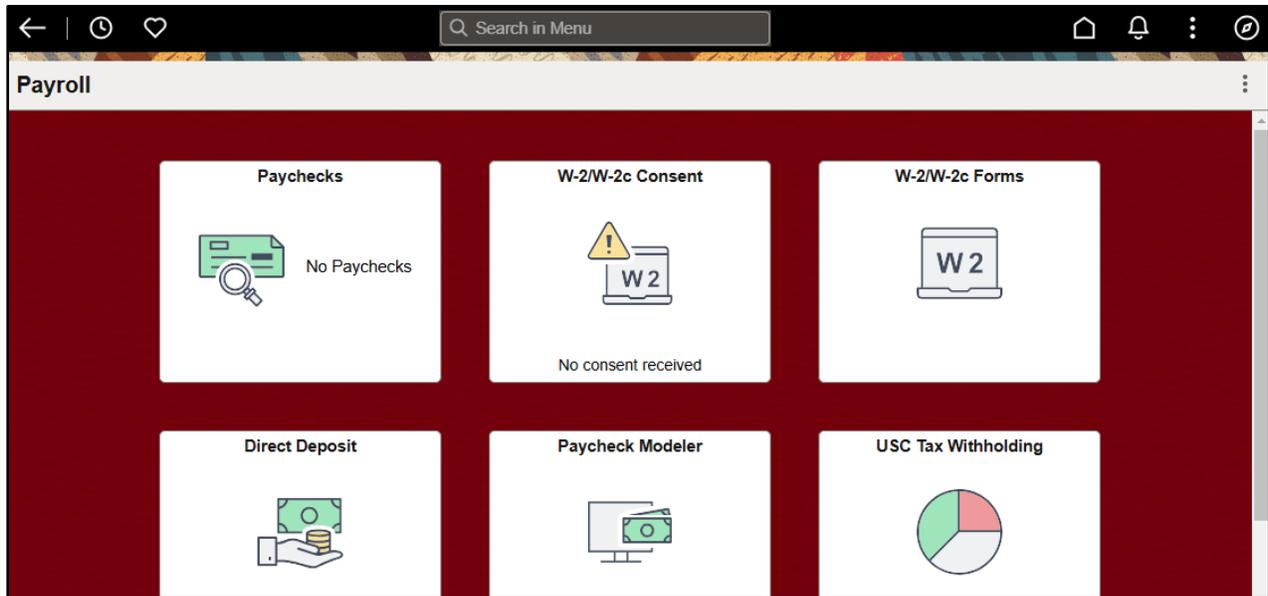


NOTE: To navigate backwards, click the arrow in the top left of the black bar at the top of any tile/page. To return to the home page, click the house icon on the top right of the black bar.

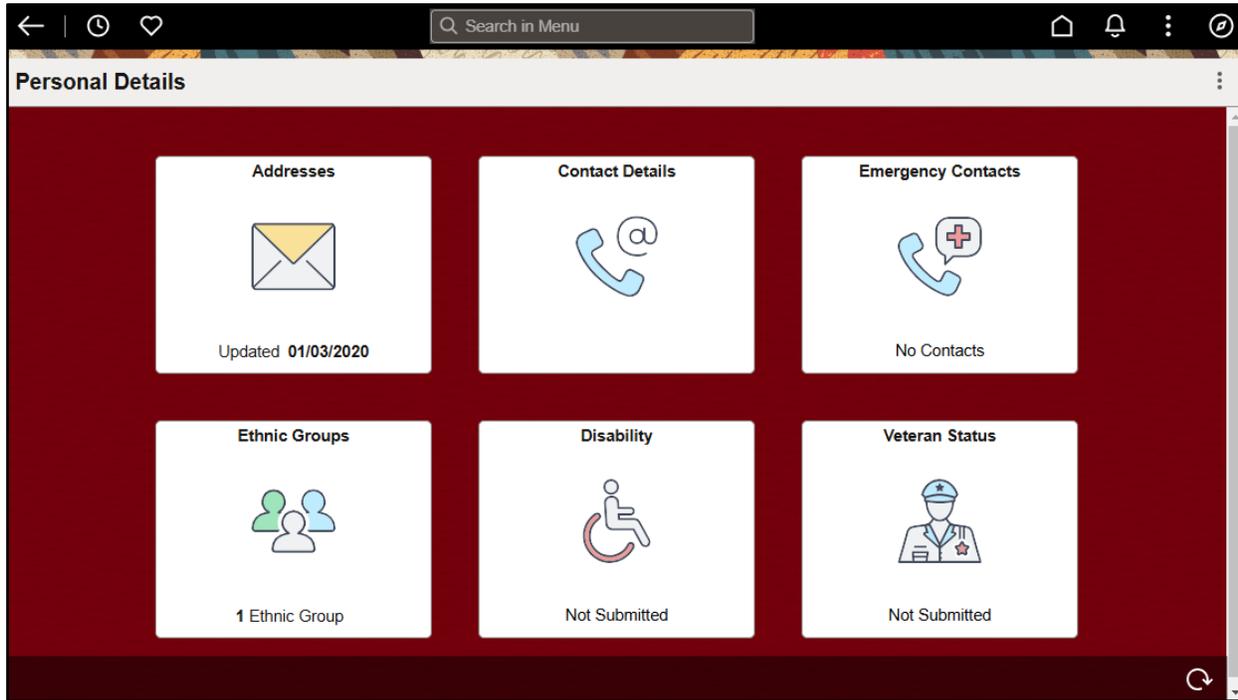
Time and Absence: This tile allows you to complete various actions related to timesheets and absence management; including submitting timesheets, submitting absence requests, and viewing absence balances.



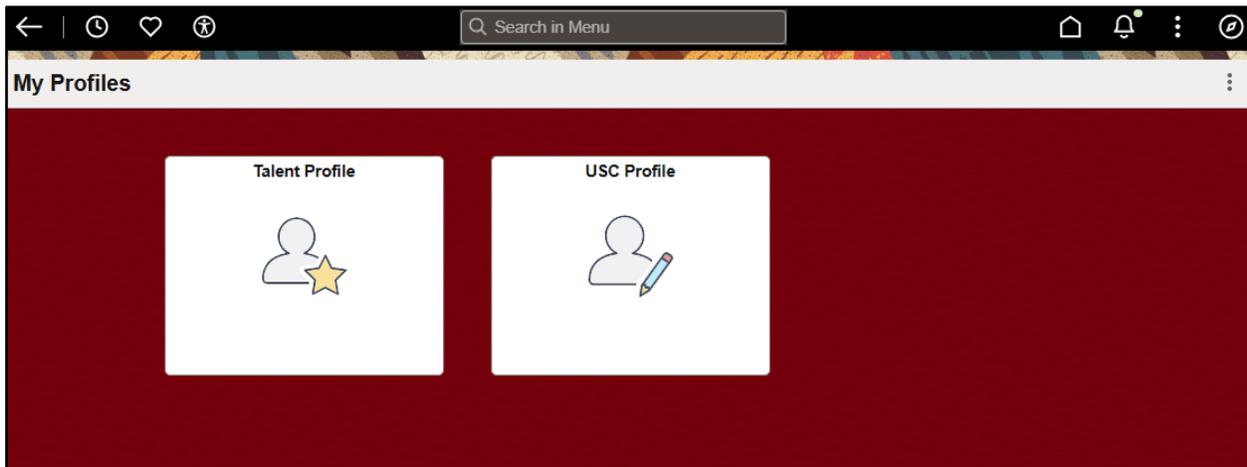
Payroll: This tile allows you to complete various payroll-related activities. Some of these activities are time-sensitive (e.g., new W-2/W-2c forms are only available in January each year). However, historical documents are also available year-round.



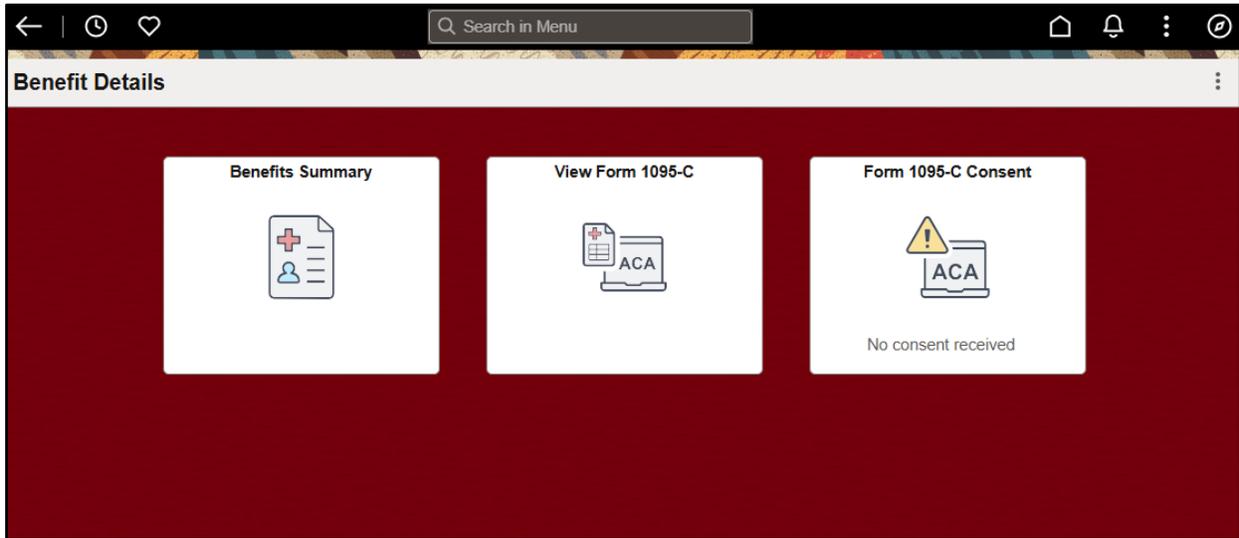
Personal Details: This tile allows you to complete various HR-related activities. Some of these activities are completed more frequently than others. For example, changes in Ethnicity, Disability, and Veteran Status may only be needed once, or on an as-applicable basis. Changes in Addresses, Contact Details and/or Emergency Contacts are more likely to occur on a regular basis.



My Profiles: This tile allows you to update your Talent Profile, or your USC profile. In the Talent Profile, you may view or update your education details. Your USC Profile is a display-only page that contains a combination of your personal and job-related data. No updates can be made via the USC Profile.



Benefit Details: This tile is used for viewing your current benefit elections and viewing a copy of your 1095-C each year. You cannot make updates to your benefit enrollments using this tile.



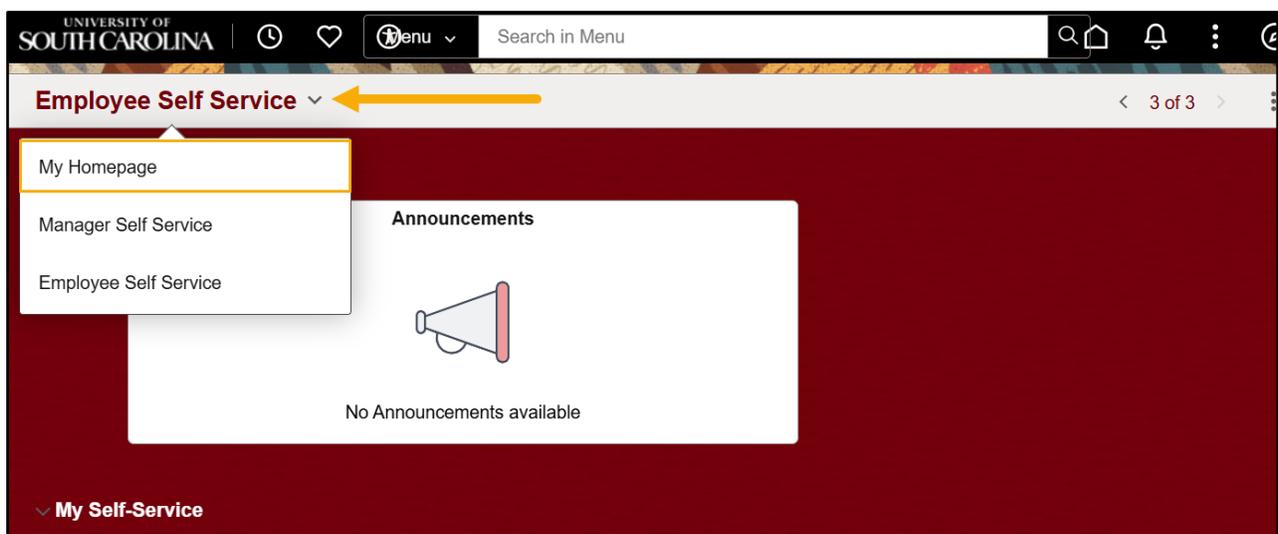
NOTE: There are other tiles that may appear on the Self Service homepage depending on the employee's position and division. For example, if an employee qualifies for the Tuition Assistance benefit, a 'Tuition Assistance' tile will appear on the homepage. For additional information about Tuition Assistance, check out [this job aid](#).



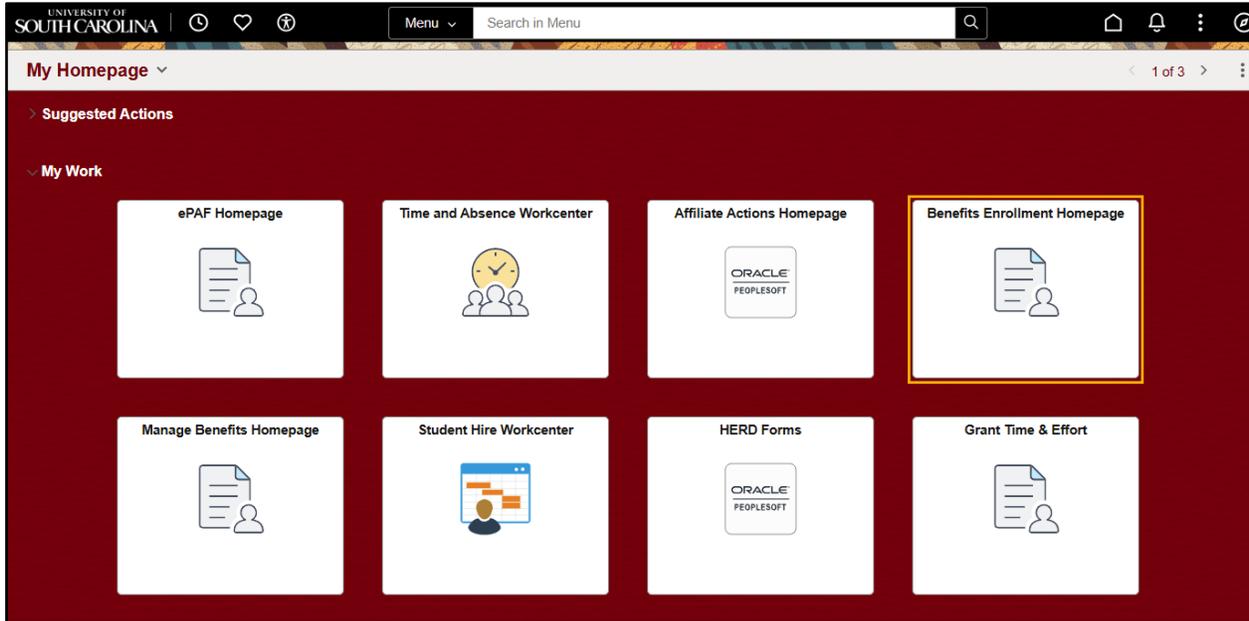
Benefits Enrollment Self Service

To view the benefit enrollment self service page, you must first navigate to the My workplace home page.

- 1) Begin at the Employee Self Service landing page. Click the drop down menu from the **Employee Self Service** title, and then select **My Homepage**.

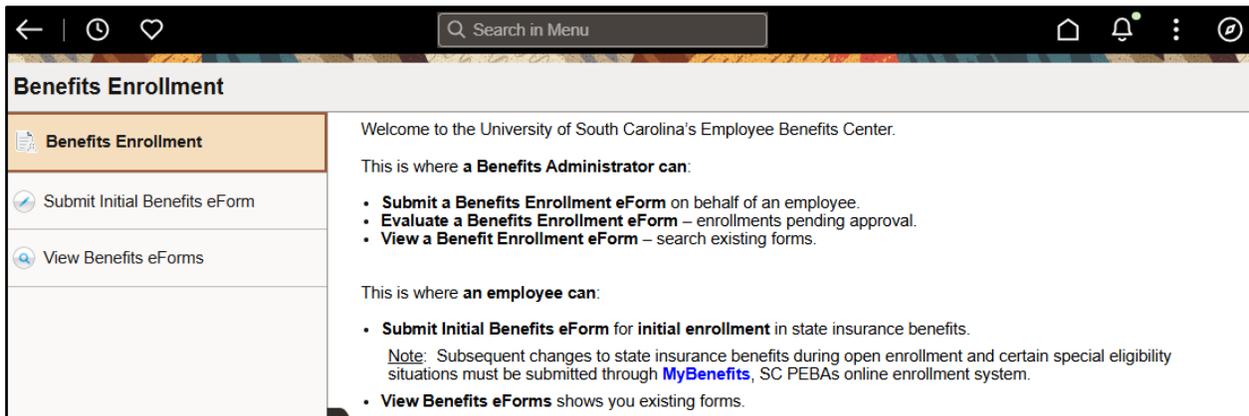


2) Scroll to the My Work section. From there, click the **Benefits Enrollment Homepage** tile.



NOTE: Depending on your role at USC, you may not see all of the tiles displayed on this home page. The only tile used for self-service activities is the Benefits Enrollment Homepage.

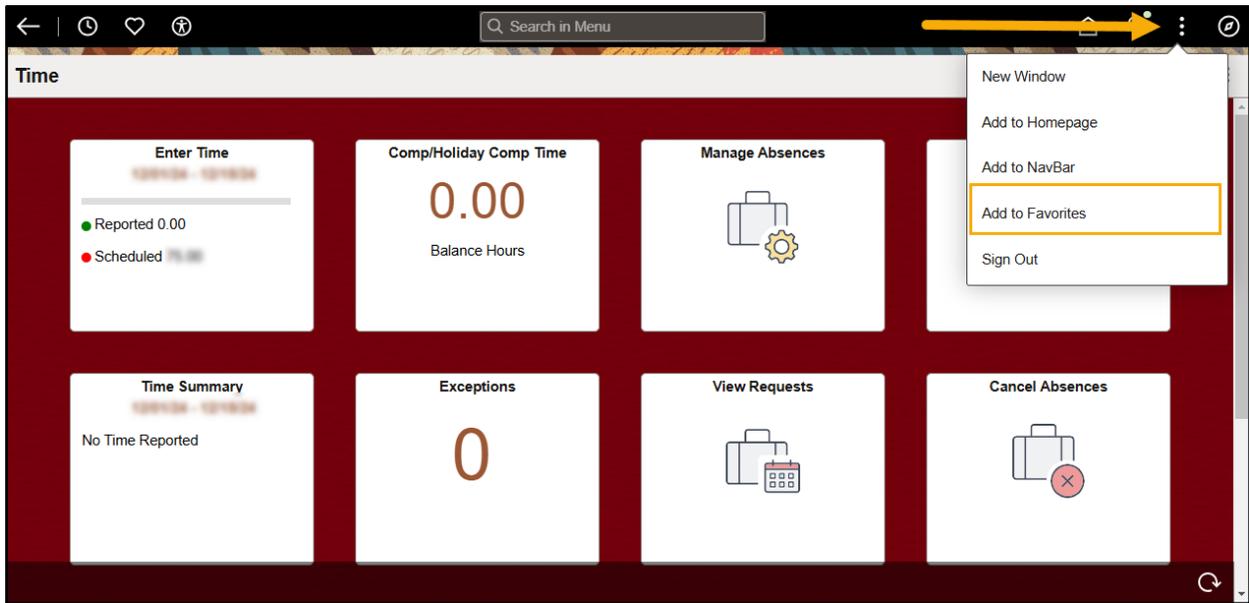
3) Congratulations! You have navigated to the Benefits Enrollment self-service page. This tile is used to submit initial Benefits Enrollment and view the status of any benefit enrollment forms completed using PeopleSoft.



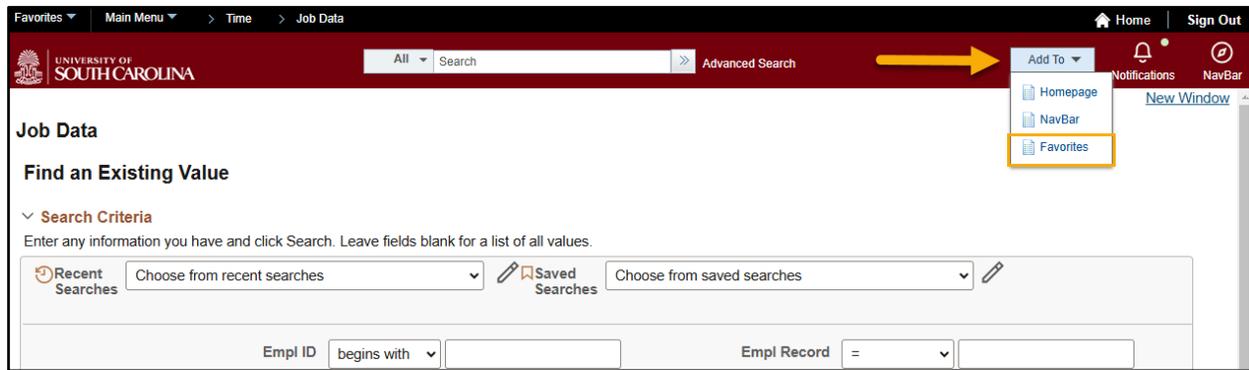
NOTE: The Initial Enrollment Form is only used **once** when you are hired or rehired. All other enrollments are completed using the SC PEBA MyBenefits system.

Creating Favorites

- 1) To create a favorite, navigate to the tile that you wish to favorite. For this example, we will use the **Time and Absence** tile - though any tile can be added to your favorites using this method.
- 2) After navigating to the desired tile, click the menu button (3 vertical dots) on the black bar at the top of the page, and select **Add to Favorites**.



3) If you are looking to favorite a tile/page outside of Employee Self Service in the “Classic Home,” you will click **Add To** and then select **Favorites**.



4) You may view your favorites by clicking the **Heart** icon from the black bar at the top of any page or tile.



5) To edit your favorites, click the Heart icon, and select the pencil icon to edit your Favorites list.



6) Congratulations! You have successfully created a favorite in PeopleSoft HCM.