

**How to navigate to USC employment data in HCM:**

This job aid outlines how those with Department, College/Division or Campus HR access navigate to USC employment data in HCM.

**Navigation:** Employee Self Service > NavBar > Classic Home

**Information**

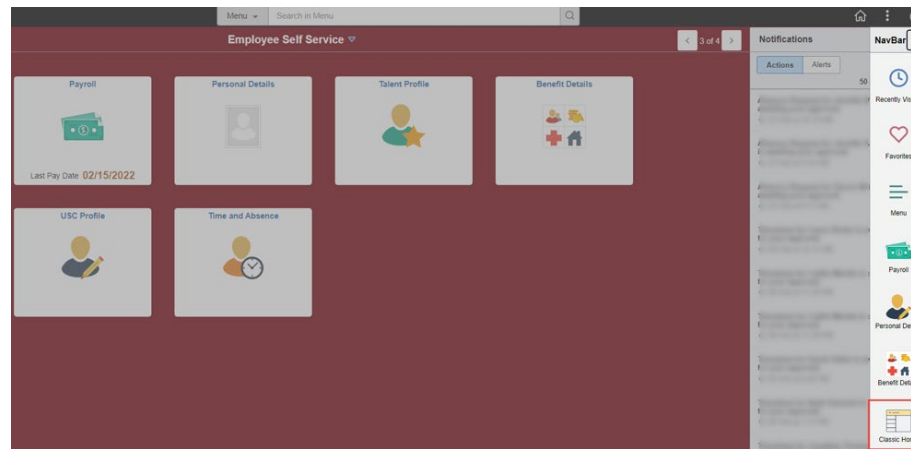
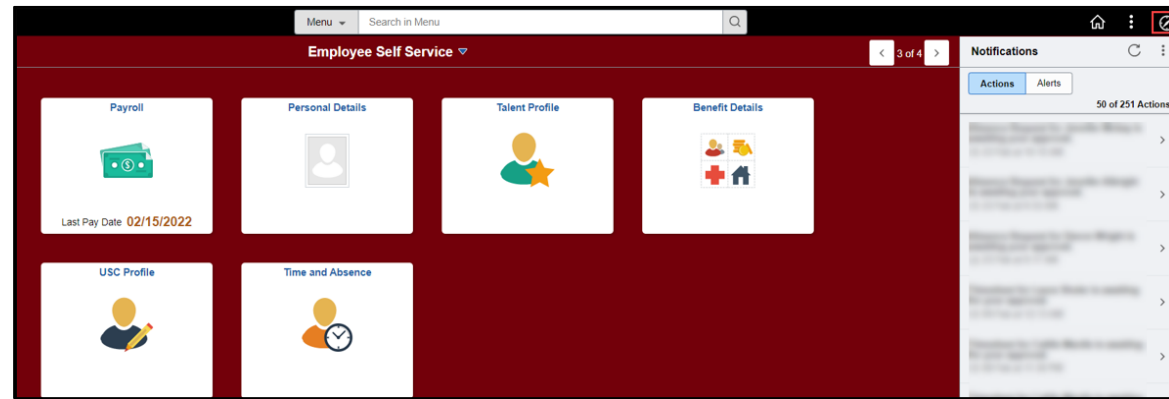
Those with Department, College/Division and Campus HR Contact access have the ability to view USC Employment data for employees within their security scope.

Note if you have **USC Employment Data** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.

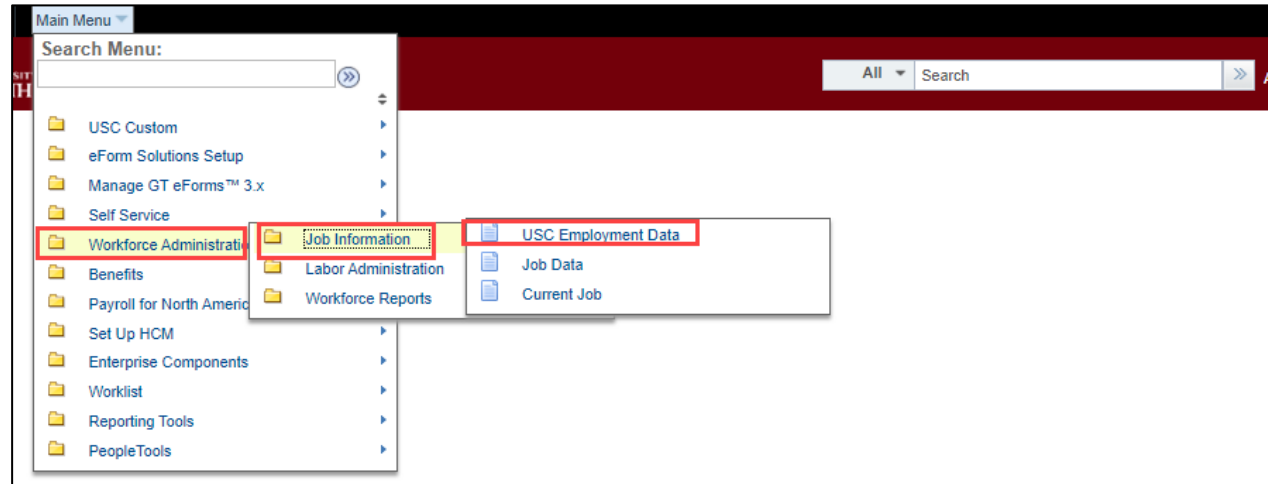
**Viewing USC Employment Data:** Take the following navigation steps:

1. Click the **NavBar** (compass icon) in the top right corner of the page.
2. Click the **Classic Home** option.

**Screenshots**



3. Once in **Classic Home** click the Main Menu drop-down button.
4. Make the following selections:  
**Workforce Administration > Job Information > USC Employment Data.**
5. Search for individual employees by **Name** or **USC ID.**
6. Click the **Search** button.



**USC Employment Data**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID  begins with ▼

Empl Record  = ▼

Name  begins with ▼


Last Name  begins with ▼

Second Last Name  begins with ▼

Middle Name  begins with ▼

First Name  begins with ▼

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

**Service Dates section:**

Provides key dates associated with employment including hire date, title date, state service date, and leave accrual date. If the employee is in a position subject to the EPMS process, the applicable EPMS review date will populate.

**Tenure Dates section:**

Provides tenure data for faculty positions. If the individual is not in a faculty position these fields will all be blank.

**Retirement Dates section:**

Provides applicable retirement information for the employee. If they have retired from USC, State of SC, or another PEBA retirement program that information would appear.

You have successfully navigated through  
**USC Employment Data!**

USC Service Dates			
Harry Potter		Employee ID	U00000111
		Empl Record	0
Position Title	Associate Professor	Position Type	FTE
		Position Number	00001593
Service Dates			
USC Hire Date	08/16/2019	Covered/Grievance Status	<input type="checkbox"/> Override
Class/Unclass State Title Date	08/16/2019	State Service Date	08/16/2019 <input type="checkbox"/> Override
Band Date		Continuous State Service Date	08/16/2019 <input type="checkbox"/> Override
Probationary Period End Date		Leave Accrual Date	
Trial Period End Date		Original Start Date	08/16/2019
EPMS Review Date			
Tenure Dates			
Tenure Track Begin Date	08/16/2019	Tenure Received Date	08/16/2019
Tenure Status	TEN	Date of Rank	08/16/2019
Tenure Department	150000	DARLA MOORE SCH OF BUSINESS	
Retirement Dates			
Retirement Date		USC Retiree	<input type="checkbox"/>
Membership Date	08/16/2019	State Agency or College Retiree	<input type="checkbox"/>
		Other PEBA Employee Retiree	<input type="checkbox"/>
Updated By		TALFONSO	Last Updated
			09/09/2021 7:14:44AM
Save		Return to Search	