

Communication		From	To	When	Deadline	Purpose and Any Action Required
1.	Offer Letter		Personal email	Pre-hire / Before You Arrive	<b>As indicated</b>	Sign and return to accept the terms of your employment.
2.	PeopleAdmin Email	University of South Carolina <do-not-reply>@ted.peopleadmin.com			<b>ASAP -Upon receipt</b>	Complete your hire.  Time sensitive pre-hire tasks for system access; triggers all other steps.  <i>Reminder emails will continue to arrive until completed.</i>
3.	I-9 Advantage	service@peopleadmin.com			<b>1 by 1<sup>st</sup> Day 2 by 3<sup>rd</sup> Day</b>	Complete to verify your identity and employment authorization. (Section 1 = by 1st day & 2 = 3 <sup>rd</sup> day)
4.	HireRight	noreply@hireright.com			<b>5 business days from receipt</b>	Complete your background screening.  If expires, will have to reinitiate & could delay hire.
5.	University Account Claiming	noreply@mailbox.sc.edu			<b>48 hours from receipt</b>	Claim your Network Username, set your password, and register for the Carolina Alert Notification System.
6.	PeopleSoft Email #1	HPRD@mailbox.sc.edu			UofSC email	First Day
7.	PeopleSoft Email #2	HPRD@mailbox.sc.edu	<b>Complete on your first day</b>	Happy first day! Complete onboarding tasks in ESS.  <i>Late hires do not receive this email. They will only receive PeopleSoft Email #1 indicating to complete onboarding tasks on their start date.</i>  <i>PeopleSoft Email #4 reminder arrives if you have not completed your onboarding tasks as indicated in PeopleSoft Emails #1 and #2.</i>		
8.	PeopleSoft Email #3	HPRD@mailbox.sc.edu	<b>31 days from hire date</b>	Benefits enrollment email.  <i>Eligible employees may refuse or enroll in state insurance benefits within 31 days of their date of hire or you will miss your opportunity for initial enrollment until the next open enrollment or a qualifying life event.</i>		
10.	If Eligible: PEBA Retirement Email	<a href="mailto:Noreply@retirement.sc.gov">Noreply@retirement.sc.gov</a>	UofSC or Personal	Pre-hire/Before You Arrive to First Week	<b>30 days from hire date</b>	Eligible employees have 30 days from their date of hire or date of eligibility to make a selection in state retirement benefits or elect non-membership if applicable.  If you do not respond to the email from PEBA within 30 days of your initial date of hire you <b>will default</b> into SCRS (or PORS if applicable), which is <b>irrevocable</b> .
11.	Onboarding Survey Email	HPRD@mailbox.sc.edu	UofSC	45 days	<b>14 days from receipt</b>	Assessment about your onboarding experience. Aids in future onboarding improvements decisions.  <i>&lt;Columbia campus only currently.&gt;</i>

\*Caution: December hires – benefits timelines include days the university may be closed for the holiday. Enrollments may be due prior to closure to process in time. Please check Junk/Spam mail then contact your HR Representative if an email is missing.