



# **E-FORMS ONBOARDING NEW EMPLOYEE USER GUIDE**

The following guide provides information for new employees using the South Carolina DHEC e-Forms Onboarding application to complete New Employee paperwork. e-Forms Onboarding allows new employees to complete their documents electronically, allows the onboarding process activities to be tracked throughout the process for greater visibility, reduces errors and duplication in completing paper documents, and retains security and confidentiality of submitted information.

### Completing the Onboarding Forms

Clicking on the retirement form will direct you to the PEBA website. New, full-time employees will complete all the forms listed on the onboarding forms page. COVID-19 Rapid Hires will only complete the following forms:

- DHEC Employee Data Information Form
- Federal W-4
- South Carolina W-4
- Employee Eligibility Verification Form I-9
- DHEC Employee Confidentiality Agreement
- DHEC Copyrights/Patents Policy & Disclaimer
- PEBA - Retirement (if applicable)
- DHEC Upload Supporting Documents (to upload important documents such as driver's license, Social Security Card, etc.)