



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.

DHEC Authorization Agreement for Electronic Deposits

Complete this form to request automatic deposit of paychecks to the specified financial institution. When you have completed the form, enter your electronic signature, and click **Submit** to send the form to your Human Resources Representative.



Employee Onboarding ID

State of South Carolina Authorization Agreement for Electronic Deposits

NEW DELETE ADD (Only for Adding 2nd Account)

J040 DHEC
Agency # & Agency Name

EMPLOYEE NAME:
Smith Stacy
Last First Middle

I authorize the State of South Carolina (hereinafter "the State") to initiate credit entries to my checking and/or savings account(s) indicated below and the financial institution identified below (hereinafter "the depository") to credit the same to such account(s) by electronic means. I understand that all payments and reimbursements made to me by the State, including payroll and expense reimbursements, may be made to these accounts in this manner. In the event of overpayment to my account, I authorize the State to make an adjusting debit entry to my account up to the amount of the overpayment. I acknowledge that direct deposits to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control- I affirm that the entire payment amount is not subject to being transferred to a foreign bank account.

ANY TWO ACCOUNTS (When two accounts, put definite amount for one account and write "Remaining Balance" for the other account).

ACCOUNT TYPE: Checking Savings