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.

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Office of Personnel Services

Patent/Copyright Statement:

As part of the consideration of my employment by DHEC, I agree that DHEC has an

interest in any invention, discovery or copyrighted material that I may develop while an

employee of DHEC to the extent and degree stated in the policies of DHEC* and further

agree to be bound by and comply with all the terms and conditions contained in said

DHEC policy as exists now or may be subsequently amended or revised.

_____   _____
Date   Signature

_____
Witness