




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 Employee Confidentiality Agreement

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Click **Read DHEC Employee Confidentiality Agreement** to review the agency's confidentiality policy. When you have finished, electronically sign the agreement, and then click **Submit**.



Employee Onboarding ID

**DHEC Employee / Volunteer
Confidentiality Agreement**

I understand and agree to the following terms.

- (1) The South Carolina Department of Health and Environmental Control (DHEC) has a legal and ethical responsibility to protect confidential information given or made available to DHEC in administering the agency's programs and services;
- (2) During the course of my employment, volunteer services, or other work relationship with DHEC, I may have access to confidential information in many forms, oral, written, and electronic;
- (3) Confidential information may consist of various types of information, typically including personal, employment, financial, health-related, legal and litigation-related, and confidential business information;
- (4) I will follow any specific laws, policies and procedures that protect the specific type of confidential information handled by my program area, and will not disclose confidential information unless the disclosure complies with DHEC policies and procedures and is required to do my job;

THIS CONFIDENTIALITY AGREEMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN ME AND THE DHEC.

Print name:

Signature:

Date:

Work Location:

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