



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 Data Information Form

Enter demographic and emergency contact information. This form must be completed first, as the information from this form is transferred to other required forms (i.e., W-4 forms, I-9 form, etc.). *Note: Please enter your **legal** name (the name on your Social Security Card) in the Employee Name field.*

When all information has been entered, click to place your cursor in the **employee signature** box:

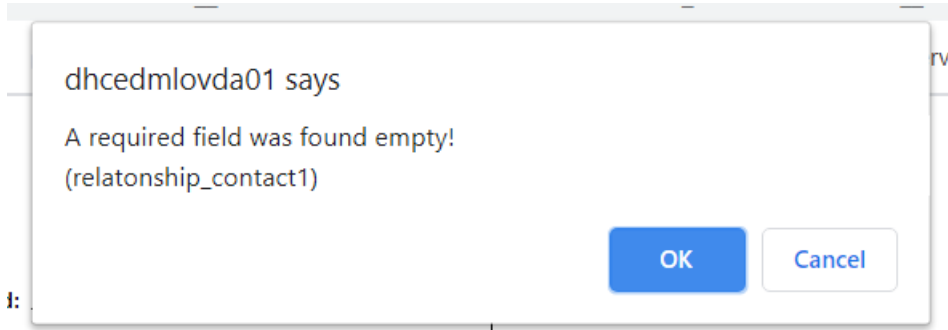
In case of emergency, the above individual(s) may be contacted. I agree to update this information as changes occur.

employee signature 

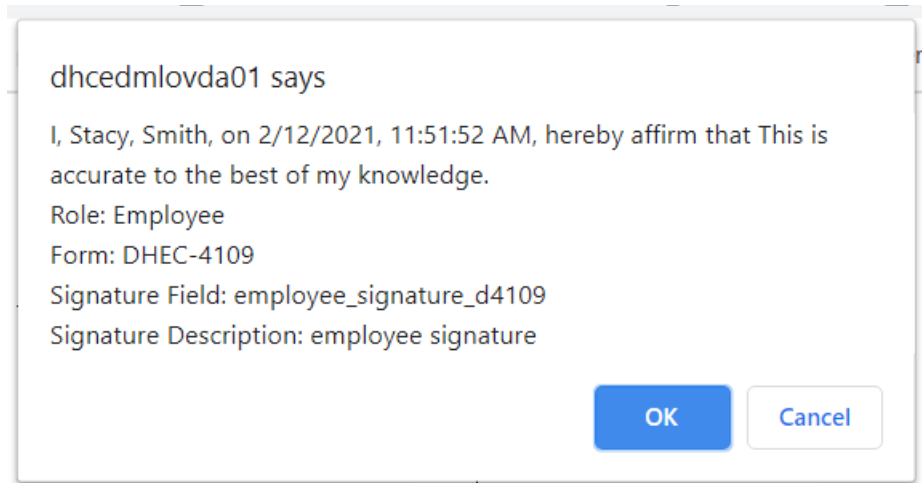
Signature

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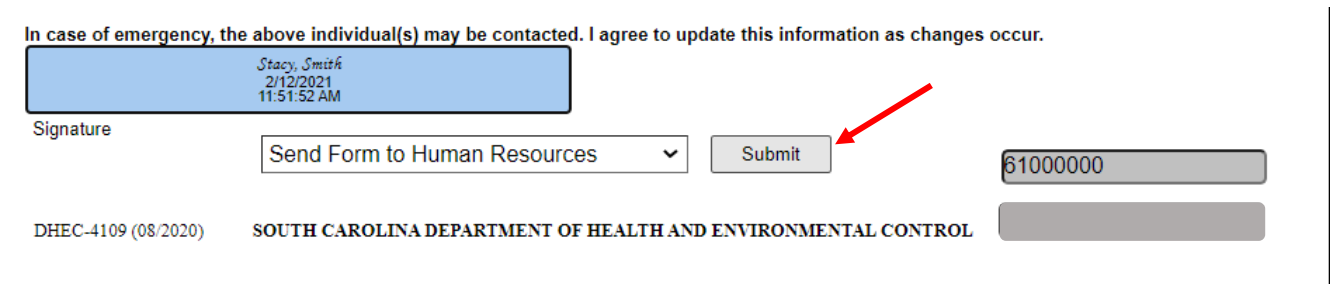
If any required fields are incomplete, an alert message similar to the one below will be displayed:



Complete the required fields and again place the cursor in the employee signature box. If there are no errors, the following message will be displayed:



Click OK and your electronic signature now appears in the employee signature field:



Click **Submit** to submit the information to your Human Resources Representative and go back to the onboarding forms page. Note that there is a checkmark next to the report name; this means that the form has been completed. Each form should have this checkmark once it has been completed. If the system does not automatically place the check in the checkbox, click



at the top of the page.

