



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 Information Guide and Disclaimer

□ DHEC Employee Information Guide & Disclaimer

- [Read DHEC Employee Information Guide](#)
- [Sign Disclaimer](#)

Click **Read DHEC Employee Information Guide & Disclaimer** to view the agency employee information guide. When you have reviewed the manual, click **Sign Disclaimer** to access the disclaimer page. Electronically sign the agreement, and then click **Submit**.



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Employee Information Guide

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Employee Signature: _____ Date: _____