



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 Overtime Policy & Agreement

DHEC Overtime Policy & Agreement

- [Read DHEC Overtime Policy](#)
- [Sign Agreement](#)

Click **Read DHEC Overtime Policy & Agreement** to review the agency's overtime policy. When you have reviewed the policy, click **Sign Agreement** to access the agreement page. Electronically sign the agreement, and then click **Submit**.

	AGREEMENT OF UNDERSTANDING REGARDING THE USE OF COMPENSATORY OVERTIME
<p>The South Carolina Department of Health and Environmental Control and _____ (employee) agree regarding the use of FLSA compensatory time as follows:</p> <ol style="list-style-type: none">1. This agreement was reached prior to the performance of work for which compensatory time was earned.2. Compensatory time will be the first option for crediting overtime work. DHEC will provide compensatory time off in lieu of cash overtime compensation. The employee agrees to accept compensatory time in lieu of cash overtime compensation.3. Compensatory time earned will be used at a time mutually agreed upon by both the employer and employee and within _____ months of the time it is earned.4. DHEC may substitute cash payment for compensatory time earned at any time.5. The employee is aware that the compensatory time received may be preserved, used, or cashed out consistent with the provisions of Section 7(o) of the Fair Labors Standards Act which allows the use of compensatory time in lieu of cash payment for public employees.6. The employee knowingly and voluntarily agrees to the provisions contained in this agreement.	
_____ DHEC Representative	_____ Employee
_____ Date	_____ Date