



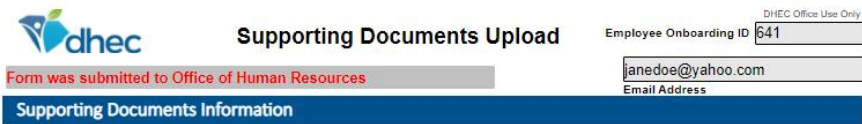
E-FORMS ONBOARDING NEW EMPLOYEE USER GUIDE

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 Upload Supporting Documents

DHEC Upload Supporting Documents

When all necessary forms have been completed, click **DHEC Upload Supporting Documents**. Please review the Supporting Documents Information; it will provide you with a list of all supporting documents that need to be uploaded and sent to your Human Resources Representative.



General

- Driver License
Please use the following format to name your attachment: DLCard-LastName-FirstName.JPG or DLCard-LastName-FirstName.PDF
Example: DLCard-Doe-Joe.JPG or DLCard-Doe-Joe.PDF
- Social Security Card (signed)
Please use the following format to name your attachment: SNCARD-LastName-FirstName.JPG or SNCARD-LastName-FirstName.PDF
Example: SNCARD-Doe-Joe.JPG or SNCARD-Doe-Joe.PDF
- Headshot Photo for an ID Badge
(Please send a professional headshot picture with no white background for your ID Badge. The picture needs to be JPEG formatted with no images/objects in the background.)
Please use the following format to name your attachment : BadgePhoto-LastName-FirstName.JPG
Example: BadgePhoto-Doe-Joe.JPG

I-9 Form

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-245)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-651 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-799)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

PEBA Retirement Enrollment Form

Employees should upload a complete PDF file for each of the form (if applicable) below:

- PEBA Form 1100
Please use the following format to name your attachment: PEBA-1100-LastName-FirstName.PDF
Example: PEBA-1100-Doe-Joe.PDF
- PEBA Form 1102
Please use the following format to name your attachment: PEBA-1102-LastName-FirstName.PDF
Example: PEBA-1102-Doe-Joe.PDF
- PEBA Form 1104
Please use the following format to name your attachment: PEBA-1104-LastName-FirstName.PDF
Example: PEBA-1104-Doe-Joe.PDF
- PEBA Form 1106
Please use the following format to name your attachment: PEBA-1106-LastName-FirstName.PDF
Example: PEBA-1106-Doe-Joe.PDF
- Verification of Completing an Online Vendor's Application (if selected the State ORP Plan)
Please use the following format to name your attachment: PEBA-Vendor-LastName-FirstName.PDF
Example: PEBA-Vendor-Doe-Joe.PDF

Secure Document Upload

Please upload supporting documents.

- ADD**
- REMOVE**
- VIEW**

Documents already submitted to OHR.

Note: Documents already submitted can't be removed. Dhec Office of Human Resources will have to remove the document during the final onboarding phase.

2021 Retirement Enrollment 1100 form ,

Send Form to Human Resources Submit

Click **Add** to upload the supporting documents. Once all documents are uploaded and you are ready to submit them to Human Resources, click **Submit**.