



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.

New Employee Welcome Center

Click **Visit** to access the New Employee Welcome Center. This directs the user back to the DHEC Onboarding home page. Click your browser's **Back** arrow to return to the Onboarding home page.



The image shows the DHEC Onboarding Welcome Center page. It features a header with the DHEC logo and the text "DHEC New Employee Welcome Center". Below the header is a banner image with the text "DHEC Onboarding". The main content area includes a "Welcome Message From the Director" with a photo of Dr. Edward Simmer, MD, and a "Useful Links" section with various links. There are also sections for "What is Needed To Get Started", "Required Onboarding Documents", "Required Benefits Documents", "To Get Started", "Mission", "Vision", "Core Values", and "Who We Are".

Welcome Message From the Director

The South Carolina Department of Health and Environmental Control is dedicated to helping people live healthy lives in healthy communities. With more than 3,500 employees in 105 offices across the state, SC DHEC has a diverse team of employees who are leaders in their fields and share a passion for making a difference.

As the state agency charged with promoting and protecting South Carolina's public health and environment, SC DHEC has a legacy of attracting and retaining talented individuals who want to build rewarding and successful careers doing work that touches people's lives every day.

Useful Links

- Agency Organizational Chart
- DHEC Strategic Plan
- State Holiday Schedule
- SC Public Employee Benefit Authority
- SCDHEC Time Entry Procedures and Policies for Overtime Compensation
- Required Training

What is Needed To Get Started

Required Onboarding Documents

- Driver's license
- Social Security card(s)
- Handheld photo for an ID Badge (No White Background)

Required Benefits Documents

- Marriage License or First 140 page of your Federal Tax Form (if applicable)
- Long form birth certificate for each child (if applicable)

To Get Started

Click here to access OHR onboarding Portal

Mission

To improve the quality of life for all South Carolinians by protecting and promoting the health of the public and the environment.

Vision

Healthy people living in healthy communities

Core Values

- Embracing Service - We embrace our responsibility to reliably serve our communities, our customers, and each other in a respectful manner, relying upon clear and uncompromised commitments to integrity, trust, dependability, and responsiveness.
- Inspiring Innovation - We encourage and empower our teams to find creative solutions to problems and protect the health of the public and the environment.
- Promoting Teamwork - We foster an inclusive and collaborative environment, valuing the diversity of thoughts, experience, and expertise of every team member, our stakeholders, and our communities.

Who We Are

The South Carolina Department of Health and Environmental Control (DHEC) is the state regulatory agency charged with promoting and protecting the state's public health and its land, air, coastal resources, and water quality as authorized by federal and state law. The agency has employees working and serving across the state to make a difference in the lives of South Carolinians every day. The agency provides a wide range of resources and services that support a vision of healthy people living in healthy communities. This vision is supported by the agency's four divisions:

- Environmental Affairs issues and enforces environmental permits and operates the state's ocean and coastal resource management program.
- Healthcare Quality oversees the licensing and certification of healthcare facilities, Emergency Medical Services (EMS) providers, Radiological Health and Healthcare Planning/Construction Office of Policy/Communication and drug control enforcement.
- Public Health operates the agency's public health and state laboratory functions, including 74 statewide health departments.
- Operations provides strategic planning, project management, information technology, communications, legal services, human resources, and facility support.