

## USC Beaufort New Employee Welcome Message

Welcome to the University of South Carolina's Beaufort Campus. The Human Resources Office would like to make your hiring process convenient. Below is some helpful information you will need both prior to your start date and your first day of employment. Some of the required forms are attached for your completion and signature and can be hand-carried when you arrive your first day. NOTE: Due to some of the sensitive information on the forms, you may want to avoid emailing them. Please schedule a time with one of the HR Staff listed below to review, complete and sign all documentation.

### **First Day of Employment:**

- [I-9 Eligibility of Employment](#) – this form needs to be completed on or before your employment start date. For a list of required documents, [click here](#).
- [W-4 Form](#) – complete the form and sign in **blue**.
- [Direct Deposit Form](#) – Direct deposit is required. You will need to submit a copy of a voided check or a bank authorization for direct deposit to include both the routing number and account number.
  - Payroll – paydays are the 15<sup>th</sup> and the last working day of the month. The first paycheck must be picked up in the Cashier's Office in the Hargray Bldg. All other paychecks will be direct deposited to your account. Bank account changes can be made through VIP on-line.
- [Authorization for Background Checks](#) – this form needs completed and submitted on your first day of hire.
- [Statement of User Responsibility](#)

There are additional required forms that will be provided to you from the HR Office your first day of employment.

### **Parking:**

- Parking permits are required. To complete the parking decal request, [click here](#). For further assistance, contact:  
D. Henry Garbade  
Office: 843-208-8911  
Fax: 843-208-8015  
E-mail: [hgarbade@uscb.edu](mailto:hgarbade@uscb.edu)

### **Computer Accounts/Email/USCB ID Card (Carolina Card):**

- Contact the IT Department located in the Library Building:  
IT Administrative Assistant's Office: 843-208-8085  
Help Desk: 843-208-8086

### **VIP Account:**

- Once all your hiring paperwork is complete, you will have access to your VIP account. VIP is used to access your personal information to include employment information, benefits, technology and pay vouchers. Go to <https://vip.sc.edu>
  - Enter your USCB ID# without spaces or hyphens. Your Social Security number is your ID number, but VIP will offer the option of a different number once you have logged on for the first time.
  - Enter your PIN number. The first time you log-in your PIN is 4 digits representing your month and date of birth. For instance, if your birthday is February 7, your PIN will be 0207. Once you are logged in, VIP will ask you to create a new PIN. Be sure the new PIN is a number you won't forget!! If you do forget it, contact the Registrar's office, 208-8050.

### **ITAMS Account:**

- [ITAMS](#) is the University's on-line Time & Attendance web site.
  - Your USCB ID Number is your nine-digit social security number
  - Employee PIN is a 4-digit number
    - ❖ NOTE: Once an employee has successfully entered VIP and changed their pin number, it will take 24 hours before they can access ITAMS.

### **Blackboard:**

- The Blackboard portal system allows for easy student and professor interaction. The system allows faculty to easily create a course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more, all with no knowledge of web site design or HTML. Blackboard is used as an extension for most classes and the actual classroom for many online and distance education classes.
  - [Click here for access to Blackboard](#)
  - [Click here for Blackboard Help](#)

### **Benefits:**

- My Benefits is the Employee Insurance Program's new online enrollment system – a newer, better way to access, change and control benefits information. Visit them at [www.eip.sc.gov](http://www.eip.sc.gov)
  - An employee has 30 days from the date of hire to choose their benefits.
  - Required documents you will need when enrolling for benefits are:
    - ✓ Marriage license -- if married and opting to cover your spouse under the benefits plan.

- If you don't have a marriage license, then the front page of your most recent IRS 1040 Form will be sufficient. You can black out salary information on this page. This is to verify your spouse/children(s) social security information.
  - ✓ Social Security numbers of all persons being covered under the plan (spouse/children)
- You can visit the [HR Dependent Care](#) coverage page for more information.
- Other helpful tools for choosing benefits, you can view the following:
  - ❖ [Insurance video](#)
  - ❖ [My Benefits Flyer](#)
  - ❖ [My Benefits On-line Enrollment Form](#)
  - ❖ [Health Insurance Guide Book](#)
  - ❖ [Insurance Enrollment Form](#) (Notice of Election)
- Retirement – It's your choice: SCRS Plan or State ORP. To learn more about each plan, watch the video at <http://www.retirement.sc.gov/video/videos/yourchoice/yourchoice.htm>. If you do not wish to participate in the retirement options, you must complete the [Form 1104](#). Complete the top portion and sign in **blue**. If enrolling in retirement, you will be invited for a retirement session.
  - You can also [view the pre-retirement presentation](#)
- Employee Assistance Program (EAP) & Work/Life Program– This is a free service provided for you and your dependents by the University. This program offers a wide variety of counseling, referral and consultation services, which are designed to assist you and your family in resolving work/life issues in order to live happier, healthier, more balanced lives. These services are completely **confidential** and can be easily accessed by calling the toll-free Helpline listed on the website. Their web address is <http://www.deeroaks.com>

### Informational Items:

- [EPMS \(Employee Performance Management System\)](#)
  - [Disciplinary Processes Presentation](#)
  - [The Plan for Discussing Poor Performance and The 2 Minute Challenge](#)
  - [Progressive Discipline Policy](#)

[University Technology Services \(UTS\)](#) has a wide range of helpful training videos to include computer security and email tips. Visit some of the tutorials listed below.

- [The Dark Side of Email: How Email Works \(2:31\)](#): Information contained in this video is applicable to both Windows and Mac users. In its most commonly used form, email should be treated as an insecure communications medium. To better understand the risks inherent with email use, a basic understanding of how email typically works is necessary.

- [The Dark Side of Email: Phishing \(5:00\)](#): Information contained in this video is applicable to both Windows and Mac users. Have you ever received an email message asking you to update your username and password that looks legitimate but somehow feels like a scam? This video will clearly demonstrate how to spot a particular type of scam email, known as phishing, so you will not be a victim.
- [IT Security News and Tips](#) video

[HR Policies & Procedures website](#) – includes work ethics, leaves, tuition reimbursement, dual employment and other important information.

[USCB HR website](#) – get access to benefits information, forms, training, policy & procedures and other information.

#### **CAMPUS MAPS**

- [Historic Beaufort Campus Large Map \(PDF\)](#)
- [Hilton Head Gateway Campus Large Map \(PDF\)](#) (error here, also errors on USCB website)

The University of South Carolina utilizes an on-line system (<https://USCJobs.sc.edu>) for posting vacant positions and for accepting applications. All applications for any position must be submitted through the on-line system.

To schedule an HR meeting, please contact Sarah Turrubiate (843)-208-8146 or [turrubia@email.sc.edu](mailto:turrubia@email.sc.edu).

For additional Human Resource assistance, please contact:

Dr. Sue Golabek, Human Resources Director  
Phone: (843) 208-8144  
Email: [sgolabek@uscb.edu](mailto:sgolabek@uscb.edu)

Amy Bonnette, Human Resources Specialist  
Phone: (843) 208-8151  
Email: [abonnette@uscb.edu](mailto:abonnette@uscb.edu)

We look forward to meeting you soon.

