

How to navigate to USC employment data in HCM:

This job aid outlines how those with Department, College/Division or Campus HR access navigate to USC employment data in HCM.

Navigation: Employee Self Service > NavBar > Classic Home

Information

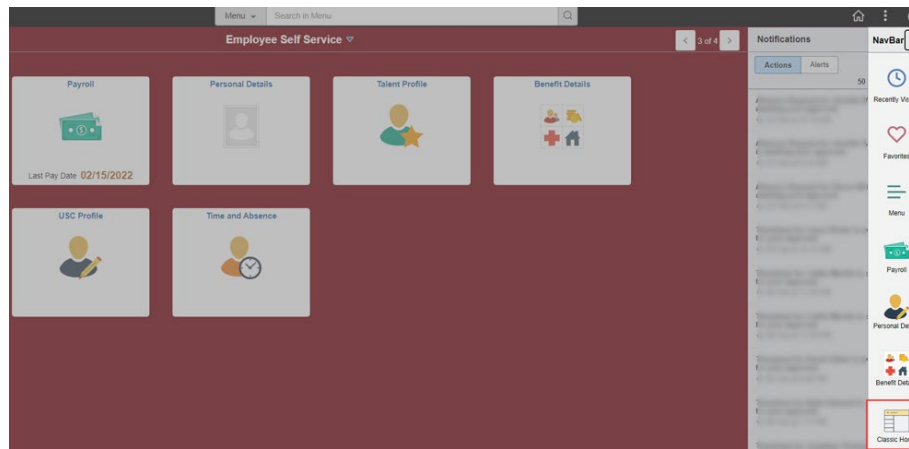
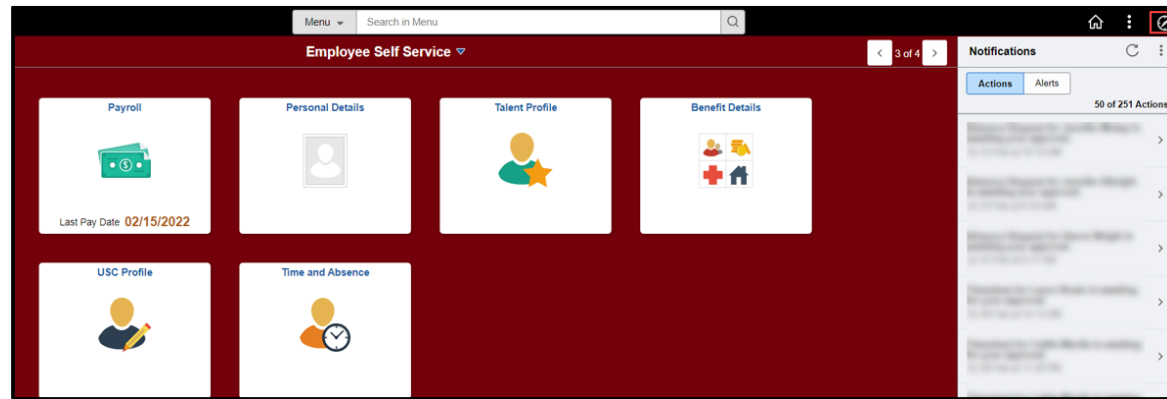
Those with Department, College/Division and Campus HR Contact access have the ability to view USC Employment data for employees within their security scope.

Note if you have **USC Employment Data** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.

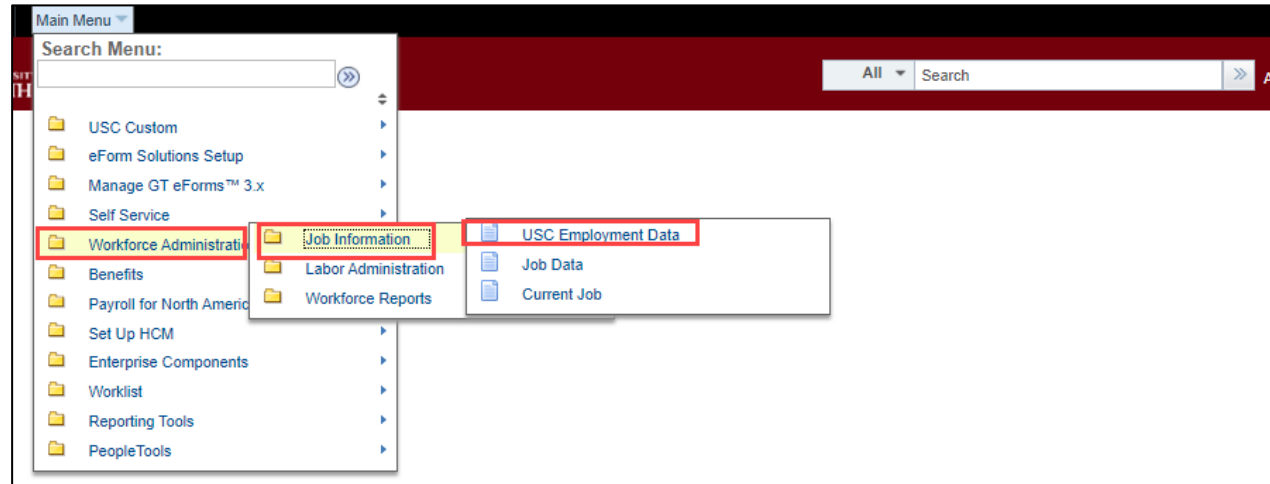
Viewing USC Employment Data: Take the following navigation steps:

1. Click the **NavBar** (compass icon) in the top right corner of the page.
2. Click the **Classic Home** option.

Screenshots



3. Once in **Classic Home** click the Main Menu drop-down button.
4. Make the following selections:
Workforce Administration > Job Information > USC Employment Data.
5. Search for individual employees by **Name** or **USC ID.**
6. Click the **Search** button.



USC Employment Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼


Last Name begins with ▼

Second Last Name begins with ▼

Middle Name begins with ▼

First Name begins with ▼

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Service Dates section:

Provides key dates associated with employment including hire date, title date, state service date, and leave accrual date. If the employee is in a position subject to the EPMS process, the applicable EPMS review date will populate.

Tenure Dates section:

Provides tenure data for faculty positions. If the individual is not in a faculty position these fields will all be blank.

Retirement Dates section:

Provides applicable retirement information for the employee. If they have retired from USC, State of SC, or another PEBA retirement program that information would appear.

You have successfully navigated through
USC Employment Data!

USC Service Dates			
Harry Potter		Employee ID	U00000111
		Empl Record	0
Position Title	Associate Professor	Position Type	FTE
		Position Number	00001593
Service Dates			
USC Hire Date	08/16/2019	Covered/Grievance Status	<input type="checkbox"/> Override
Class/Unclass State Title Date	08/16/2019	State Service Date	08/16/2019 <input type="checkbox"/> Override
Band Date		Continuous State Service Date	08/16/2019 <input type="checkbox"/> Override
Probationary Period End Date		Leave Accrual Date	
Trial Period End Date		Original Start Date	08/16/2019
EPMS Review Date			
Tenure Dates			
Tenure Track Begin Date	08/16/2019	Tenure Received Date	08/16/2019
Tenure Status	TEN	Date of Rank	08/16/2019
Tenure Department	150000	DARLA MOORE SCH OF BUSINESS	
Retirement Dates			
Retirement Date		USC Retiree	<input type="checkbox"/>
Membership Date	08/16/2019	State Agency or College Retiree	<input type="checkbox"/>
		Other PEBA Employee Retiree	<input type="checkbox"/>
Updated By TALFONSO		Last Updated 09/09/2021 7:14:44AM	
Save		Return to Search	