



Payroll Uploads Quick Reference

Employees can submit secure documents remotely to Payroll via Employee Self-Service. This will allow employees to securely submit these forms without mailing them or visiting the Payroll Office in person.

Payroll reviews and approves submitted documents daily.

To access the Payroll Document Upload in PeopleSoft HCM, navigate to <https://hcm.ps.sc.edu>.

Select the **Payroll tile**, then click the **Document Upload tile**.

To upload a document:

Step 1: Click the **Upload** button.

Step 2: Select the correct document from from the **Description** drop-down menu.

- Document Upload Options: 8233 treaty, W9 treaty, W4, SC W4, and Non-SC W4.
- If you do not recognize any of these, please select "Other".

The screenshot shows the 'Document Upload' interface. At the top, there is a search bar and a 'Form ID' field. Below that, there is a section for 'Information and Instructions' with fields for 'Empl ID', 'Empl Record', and 'Name'. The 'File Attachments' section contains a table with columns for 'Status', 'Action', 'Description', 'File Name', and 'Delete'. A red box highlights the 'Upload' button in the 'Action' column. Another red box highlights the 'Description' dropdown menu, which is open and shows options: '8233 - Treaty', 'Federal W4', 'Non-SC W4', 'Other', 'SC W4', and 'W9 - Treaty'. At the bottom, there are 'Save' and 'Submit' buttons.

Step 3: Click the **My Device** icon.

Step 4: Choose the file from your computer.

Step 5: Click the **Upload** button.

The screenshot shows the 'File Attachment' dialog box. It has a title bar with a close button. Below the title bar, there is a 'Choose From' section with a red box around an icon representing a computer and a smartphone, labeled 'My Device'.

Step 6: Click the **Save** button.

Step 7: You will receive a message indicating the upload was successful.

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If you have questions regarding this new process, please reach out to payroll@mailbox.sc.edu.