



## Request for New Onboarding Form

### Instructions

To initiate the creation of an onboarding form in the USA Staffing system, please provide the following information about your agency, and the form to be replicated in USA Staffing. The purpose of this form is to document information about the form, and to obtain an agency POC who will we contact directly with any questions pertaining to the development of the form.

Once this form is complete, please submit it to your USA Staffing Account Manager. Please include a blank copy of the form being requested for creation and if possible, a sample version that has been completed.

### Form Information

<b>Form Name and Number</b> (# is max 40 characters)	<b>Form Expiration Date</b> (if applicable)
<b>Is this an update to an existing form already available in USA Staffing?</b> <b>Yes</b> <b>No</b> If yes, proceed to special instructions and explain the update being requested. If no, please complete all sections below.	
<b>USA Staffing Form Configurations</b> <b>Permission Category:</b> <b>Workflow Number (22-48):</b> <i>For more information on selecting a form workflow, please review the Onboarding Forms Configuration Guide and consult with your USA Staffing Account Manager.</i>	
<b>Transmit to eOPF:</b> <b>Yes</b> <b>No</b> If Yes, answer following two questions: 1. <b>Folder Name</b> 2. <b>Form Type</b>	
<b>Special Instructions (if any) and a brief statement describing how the form is completed (i.e., it starts with HR, then the new hire completes and signs it, or, the new hire completes the whole form, etc.). If this is a request to an existing form in USA Staffing, detail here the updates being requested at this time.</b>	

### Agency Information

<b>Agency Name</b>	
<b>Agency POC</b>	
<b>POC Phone</b>	<b>POC Email</b>

