

New Hires Training Exercise 3: Accessing USA Staffing Onboard as the New Hire

Now that you have completed the online portion of training for the New Hires area, it is time to log into the Stage environment of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

This practice exercise will walk you through accessing the USA Staffing Onboard system as the new hire. Since you will be taking these steps as the new hire, you will need to do the following before you begin:

- Complete New Hires Practice Exercises 1 or 2 to create a new hire record.
- Assign tasks to the new hire record.
- Send the Tentative Job Offer e-mail notification to the new hire.
- Be sure you have access to the e-mail account for the new hire selected from the certificate or the manual record.
- Have access to the login.gov (for USAJOBS) account for the new hire. You will need to create a login.gov account if the new hire does not have an existing account.

New Hire Name: ____

1. Check the e-mail account you have created for the new hire to access the **Tentative Offer** e-mail. Click the unique access link in the e-mail.

Tentative Job Offer		Yahoo/Inbox 🜟
Usastaffingoffice@opm.gov <usastaffingoffice@opm.gov> To: tammy.brown1900e@yahoo.com</usastaffingoffice@opm.gov>	Ē	Aug 1 at 4:52 PM 🚖
Hello Tammy!		
Congratulations on this tentative offer! You have been selected for the Program Analyst posi-	ition.	
This offer is contingent upon your ability to successfully pass a background investigation. Yo to have a background investigation conducted to determine your suitability for Federal empl purposes, if required by the position. This must be initiated prior to receiving an official offer	ou are required by oyment and for n of employment.	y law and regulation ational security
Your actual entrance-on-duty date will be established after a pre-employment check is comp identity credential and will establish your initial level to Government facilities and information clearance investigation, as applicable, may be completed after your entrance-on-duty date. suitability/security clearance forms through the separate e-QIP system.	oleted which will a n systems. Your f Note, you will be	assign you an ull suitability/security submitting all
This notification also serves as your invitation to the USA Staffing entrance-on-duty system employment screening process. You will utilize your USAJOBS account information to login	and the initiation to the system.	of the pre-
You will complete all forms required for the onboarding process within this system. Once log questions and your answers will be used to automatically populate the required forms. All fo completed, signed and submitted back to the Human Resources Office within the system.	ged in, you will b rms assigned to	e asked a series of you must be
Please click this link to respond to the tentative offer and to continue with accessing your on https://onboard.stage.usastaffing.gov/?selectee=5756ffc5-c5d8-49f2-aeb2-b37bdd588af7&type=	board account:	
If you have any questions regarding your new position, please feel free to contact me.		
Respectfully,		
Dana Robinson		
(202) 000-0000 DANA ROBINSON/@OPM GOV		

Image 1: The Tentative Offer e-mail received by the new hire.

- 2. After clicking on the unique link, you will be directed to the Tentative Job Offer response page.
- 3. Click Accept.
- 4. Click the **Continue** button on the Tentative Job Offer response page.

Tentative Job Offe	≥r		
To continue the onboarding process, t position:	he Office of Personnel Management needs you	to complete additional actions in order to	determine your suitability for the following
Position Title: Program Analyst Pay Plan: GS Series: 0343 Grade: 12			
After reviewing the details of the offer offer below. For questions regarding y your offer.	you received, please indicate your acceptance o our offer, select the <i>Request to be Contacted</i> op	of the conditions of employment by electr tion below or directly contact the Human	onically providing your response to the Resources point of contact identified in
I, Tammy Brown:			
Accept			
Decline			
Request to be Contacted			
To continue the process, click Continu Continue	e below. You will be prompted to log in to USAJI	OBS using Login.gov, and then you will b	e able to complete onboarding tasks.
• ••••••	Debuger & Constine	R ODV	* 118A mark

Image 2: Tentative Job Offer Response page.

5. After clicking the **Continue** button, you will be directed to the login.gov page for USAJOBS. As the new hire, enter your **Email** address and **Password** and follow the system prompts to access your account. If you do not have a login.gov account, click the **Create an account** link. You will need to create an account to access the Onboard system. For more information, refer to the login.gov help center: https://www.login.gov/help/creating-an-account/how-to-create-an-account

U LOGIN.GOV WISAJOBS is using login.gov to allow you to sign in to your account safely and securely. Is first time here from USAJOBS // You rold USAJOBS Lusername and password wort work.
USAJOBS is using login.gov to allow you to sign in to your account safely and securely.
First time here from USAJOBS? Your old USAJOBS username and password won't work.
Please <u>create a login gov account</u> using the same email address you use for USAJOBS. <u>Learn more.</u>
Email address
Password C Show password
Sign In
Don't have an account? <u>Create an account</u>

Image 3: login.gov sign-in page for USAJOBS.

6. Once signed in, you will be directed to the USA Staffing Onboard Welcome Page. Review the information on the page and click **Start** to begin completing the assigned tasks.



Image 4: USA Staffing Onboard Welcome page.

7. Begin by clicking the Complete New Hire Questionnaire task link.

sks	Help Center	- Contact Us							Logged in a	s: Tammy Brown
	UNITED STAT	ES OFFICE OF PERSONNEL MAN	AGEMENT	Onboarding Progre	ress 0%					
		A New Day for locant brain		Position Title: I Pay Plan-Series Duty Location:	Program Analyst -Grade: GS-0343- Washington DC, Di	-12 Vistrict of Columbia				
	-						Incomplete	🕑 = Complet	te	
	lasks									
	The tasks belo Name for each or Continue w	w have been assigned by Humar individual task to view the instru- orking on the task. Note the due	n Resources to co ictions provided b date for each ass	ommunicate the required i by Human Resources and signment, and track your p	information and acti mark the task as co progress by reference	ions necessary for you omplete. Some tasks ha cing the completed date	to enter on duty. Clic ave quick links that al a.	k the Task llow you to Star	 rt	
	The tasks belo Name for each or Continue w Task Name	w have been assigned by Humar Individual task to view the instru orking on the task. Note the due	n Resources to co ictions provided b date for each ass	ommunicate the required i y Human Resources and signment, and track your p	information and acti mark the task as co progress by reference	ions necessary for you omplete. Some tasks ha cing the completed date Due	to enter on duty. Clici ave quick links that al a. Completed	k the Task Now you to Star	rt	
	The tasks belo Name for each or Continue w Task Name C Complete	w have been assigned by Humar individual task to view the instru- orking on the task. Note the due New Hire Questionnaire	n Resources to co ictions provided b date for each ass	ommunicate the required i y Human Resources and lignment, and track your p	Information and acti mark the task as co progress by reference t	ions necessary for you omplete. Some tasks hi cing the completed date Due 09/06/2019	to enter on duty. Click ave quick links that al a. Completed	k the Task llow you to Star	rt	
	The tasks belo Name for each or Continue w Task Name Complete	w have been assigned by Humar individual task to view the instru- orking on the task. Note the due New Hire Questionnaire eclaration of Federal Employmen	n Resources to co ictions provided b date for each ass	ommunicate the required i y Human Resources and signment, and track your p	Information and act mark the task as oc progress by reference I	Ions necessary for you omplete. Some tasks h cing the completed date Due 09/06/2019 09/06/2019	to enter on duty. Clicitate quick links that al	k the Task llow you to Star	rt	
	The tasks belo Name for each or Continue w Task Name Complete OF-306 Di Schedule	w have been assigned by Humar individual task to view the instru- orking on the task. Note the due of New Hire Questionnaire eclaration of Federal Employmen Fingerprint appointment	n Resources to cc ictions provided b date for each ass it	ommunicate the required i y Human Resources and signment, and track your p	Information and acti mark the task as cc progress by reference I	lons necessary for you omplete. Some tasks hi cing the completed date Due 09/06/2019 09/06/2019	to enter on duty. Click ave quick links that al b. Completed	k the Task liow you to Star	rt	
	The tasks belo Name for each or Continue w Task Name Complete OF-306 Dr Schedule I-9 Employ	w have been assigned by Humar Individual task to view the instru- orking on the task. Note the due of New Hire Questionnaire eclaration of Federal Employmen Fingerprint appointment rment Eligibility Verification	n Resources to co ictions provided b date for each ass	ommunicate the required i y Human Resources and signment, and track your p	Information and acti mark the task as cc progress by reference I	tions necessary for you omplete. Some tasks hi cing the completed data Due 09/06/2019 09/06/2019 09/06/2019 09/06/2019	to enter on duty. Click ave quick links that all b. Completed	k the Task llow you to Star	rt	

Image 5: USA Staffing Onboard Tasks page.

8. After you have opened the **Complete New Hire Questionnaire** task, the Task Details page will display all questionnaires associated with the task. Complete each questionnaire. The information you enter into the questionnaires will be used to automatically populate the onboarding forms assigned to the new hire record.

	Center 🖵 Co	ntact Us			Logged in as
UNITI	ED STATES OFF	CE OF PERSONNEL MANAGEMENT	Onboarding Progress		
*	*	h New Day	Position Title: Program Analyst Pay Plan-Series-Grade: GS-0343-12 Duty Location: Washington DC, District of C	Columbia	
Task	Details			O = Incomplete	2
Due D	Date 2019	Task Name Complete New Hire Questionnaire			
Task I The ta forms Que:	Instructions able below conta which your Hum stionnaires Tr	ins a list of questionnaires for you to respond to an Resources office has assigned to you throug o Complete	Your responses to the questions within these que h various tasks.	estionnaires will be used to populate data onto the	
Que	stionnaire Nam	e	Status	Action	
O B	iographic Inform	ation	Incomplete	Continue	
O E	mployment Infor	mation	Incomplete	Continue	
O E	ackground Infor	mation	Incomplete Incomplete	Continue	
0 E 0 B	mployment Infor ackground Inforr ompensation Inf	mation nation ormation	Incomplete Incomplete Incomplete	Continue Continue Continue	
O E O B O C Comp	mployment Infor ackground Inforr ompensation Inf oletion Date	mation nation ormation	Incomplete Incomplete Incomplete	Continue Continue Continue	
O E O B O C Comp	mployment Infor ackground Infor ompensation Inf oletion Date	mation nation ormation	Incomplete Incomplete Incomplete	Continue Continue Continue	
O E O B O C Comp	mpioyment Inforr ackground Inforr ompensation Inf	mation nation ormation	Incomplete Incomplete Incomplete	Continue Continue Continue	

Image 6: USA Staffing Onboard Tasks Details page.

 After you have completed all questionnaires within the Complete New Hire Questionnaire task, a green checkbox will display next to each questionnaire section, the progress bar will update and the Completion Date will automatically populate. Click the Close button to return to the main Tasks page.

Welcome	O Tasks	Help Center	Contact Us				Logged in as	: Tammy Brown +
		UNITED STAT	es Office of Personnel Management	Onboarding Progress 20% Position Title: Program Pay Plan-Series-Grade: Duty Location: Washing	Analyst GS-0343-12 ton DC, District of Columbia			
		Task Details	6			C = Incomplete C = Complete	e	
		Due Date 09/06/2019 Task Instructio The table below forms which you Questionna	Task Name Complete New Hire Questionnaire ons w contains a list of questionnaires for you to respond to pur Human Resources office has assigned to you throug irres To Complete	 Your responses to the quesign various tasks. 	tions within these questionnaires will b	be used to populate data onto the		
		Questionnai	re Name		Status	Action		
		🕑 Biographic	c Information		Complete	Update		
		C Employme	ent Information		Complete	Update		
		C Backgroun	nd Information		Complete	Update		
		Compensa	ation Information		Complete	Update		
		Completion D 08/31/2019	ate	Close				

Image 7: USA Staffing Onboard Tasks Details page displaying the completed list of questionnaires.

10. The main Tasks page will display a green checkbox next to the **Complete New Hire Questionnaire** task and the **Completed** date will automatically populate for this task. Click the next task listed to begin reviewing the details for the task.

Welcome	O Tasks	Contact Us				Logged in as:	Tammy Brown 👻
		United States Office of Personnel Management	Onboarding Progress 20% Position Title: Program Analyst Pay Plan-Series-Grade: GS-034 Duty Location: Washington DC,	3-12 District of Columbia			
		Tasks		(🕽 = Incomplete 🛛 🗹 = Complet	e	
		The tasks below have been assigned by Human Resources to oommu Name for each individual task to view the instructions provided by Hun or Continue working on the task. Note the due date for each assignme	nicate the required information and a nan Resources and mark the task as ent, and track your progress by refere	ctions necessary for you to en complete. Some tasks have qu noing the completed date.	er on duty. Click the Task lick links that allow you to Star	t	
		Task Name		Due	Completed		
		Complete New Hire Questionnaire		09/06/2019	08/31/2019		
		OF-306 Declaration of Federal Employment		09/06/2019			
		I-9 Employment Eligibility Verification		09/06/2019			
		Schedule Fingerprint appointment		09/06/2019			
		W4 - Review, Sign, and Submit Form		09/06/2019			

Image 8: USA Staffing Onboard Tasks page displaying the Complete New Hire Questionnaire task as Completed.

11. Click on the form name to begin reviewing the populated form.

Welcome O Tasks	Help Center Contact Us			Logged in as:	Tammy Brown 🗸
	UNITED STATES OFFICE OF PERSONNEL MANAGEMENT	Onboarding Progress 20% Position Title: Program Analyst Pay Plan-Series-Orade: GS-0343-12 Duty Location: Washington DC, Dist	2 rict of Columbia		
	Task Details		O = Incomplete	e	
	Task Name OF-306 Declaration of Federal Employment Instructions Review, sign and submit the form.				
	Form Name		Next Action		
	OF 306: Declaration of Federal Employment		Review, Sign, and Submit Form to HR before First Day		
	Completion Date	Close			

Image 9: USA Staffing Onboard Tasks Details page displaying the instructions for a form.

12. Once you have reviewed the accuracy of the information provided on the form, click the **Confirm** button.

Welcome	O Tasks	Help Center	Contact	tUs				Logged in as Tammy Brown -
				OF 306: Declaration of Federal The form displayed below is read-only. If y questionnaire and modify your response to	Employment ou need to make chang the question(s) used to	es to any data displa populate the form.	yed on the form, you must return to the appropr	× niste
				Decl	aration for Fe	ederal Empl	for Approved CHE No. 2006-0162 act employment)	
			Task Detai	GENERAL INFORMATION - 1. FULL NAME (Provide your full name. If indicate "No Middle Name". If you are a "Ji	ou have only initials in your na ,""Sr.," etc. enter this under St	me, provide them and indic ffix. First, Middle, Last, Sc	ate "Initial only". If you do not have a middle name, (f(x)	
			Task Name	Tammy Nicole Brown				
			OF-306 Deck	2. SOCIAL SECURITY NUMBER	3a. PLACE OF BIRTH	(Include city and state or o	country)	
				♦ 000-00-0000	Annapolis, MD	, United States		
			Instructions	3b. ARE YOU A U.S. CITIZEN?	80		4. DATE OF BIRTH (MM / DD / YYYY)	
			Review, sign	X YES NO (# "NO", provide cour	try of citizenship) 🔶		• 04/21/1985	
			_	5. OTHER NAMES EVER USED (For exa	mple, maiden name, nickname	, etc)	6. PHONE NUMBERS (Include area codes)	
			Form Name	•			Day 🔶 703-555-0000	
			0.05.000	Salastius Capuisa Pagistratian			Night + 763-665-0000	
			U OF 305	If you are a male born after December 31, must register with the Selective Service S	1959, and are at least 18 y	ears of age, civil service ain exemptions.	employment law (5 U.S.C. 3328) requires that you	
			Completion I	7a. Are you a male born after December	31, 19597	YES	NO (If "NO", proceed to 8.)	
				7h. Idams una mainteand with the Calendar	Contine Custom?			
				Month you are able to your the appareted it	W torm by alickies (1a	aton Ituau connet	the DDV form in the wordow share, alonge t	
				our online help to troubleshoot the issue.	PDF Ioth by clicking Co	naim: ii you cannot :	see the PDP totht in the window above, please v	new.
					Contra	Close		
					Commi	Close		
			Da	ininese, sealur	nep occossino o			and the second se

Image 10: USA Staffing Onboard PDF form display page.

13. After confirming that you have reviewed the form, click the Sign and Submit button to return the form to HR. Then, proceed with reviewing, signing and submitting all other assigned forms and ensure that you have completed all other tasks. (Note: If you receive a message that you cannot sign a form until the start date, log into USA Staffing as the HR User or Onboarding User, open the record, and complete the Verify New Hire Arrived for First Day of Duty task from the Overview page. Then return to the form to apply the signature as the new hire).

Welcome	O Tasks O H	lelp Center 🛛 🗮 Contac	t Us					Logged in as; T	ammy Brown ~
			OF 306: Declaration of Federa The form displayed below is read-only. If questionnaire and modify your response t	I Employment you need to make chan to the question(s) used	ges to any data displa o populate the form.	yed on the form, you must return to the appropria	te		
			Dec	laration for F	ederal Empl	oyment* First Approved Cate No: 3238-5462			
		Task Deta	GENERAL INFORMATION = 1. FULL NAME (Provide your full name. If indicate "No Middle Name". If you are a "J	you have only initials in your r r, " "Sr, " etc. enter this under t	ame, provide them and indic suffix First, Middle Last, Su	ate "Initial only". If you do not have a middle name, fix)	Complete		
		Task Name	Tammy Nicole Brown						
		OF-306 Deck	2. SOCIAL SECURITY NUMBER	3a. PLACE OF BIRT	f (Include city and state or o	ountry)			
			♦ 000-00-0000	 Annapolis, Mi 	D, United States				
		Instructions	3b. ARE YOU A U.S. CITIZEN?			4. DATE OF BIRTH (MM/DD/YYYY)			
		Review, sign	X YES NO (If "ND", provide cour	ntry of olizenship) 🔶		04/21/1985			
			5. OTHER NAMES EVER USED (For ex	ample, maiden name, nicknam	e, etc)	6. PHONE NUMBERS (Include area codes)			
		1 months and 1	• •			Day \$ 703-555-0000			
		Form Name	•			Night 6 703-555-0000			
		O OF 308:1	Selective Service Registratio	n —		regri			
		Completion	If you are a male born after December 31 must register with the Selective Service S	, 1959, and are at least 18 System, unless you meet ce	years of age, civil service rtain exemptions.	employment law (5 U.S.C. 3328) requires that you			
		Completion	7a. Are you a male born after December	31, 1959?	YES	X NO (If "NO", proceed to 8.)			
			7h. Mana and trainformed with the Columb	n Panina Simlam?	1 MPP. ACIA				
			Verify you are able to view the generated	PDF form by clicking C	onfirm. If you cannot s	ee the PDF form in the window above, please vie	w		
			our online help to troubleshoot the issue.						
				Sign and S	ubmit Close				
		and the second se		Contraction of the local division of the loc					

Image 11: USA Staffing Onboard PDF form Sign and Submit page.

14. After you have completed all of the assigned tasks, the **Congratulations!** message will display indicating you have completed the onboarding process in USA Staffing as the new hire. Click the **Close** button on the message and the **Close** button on the Task Details page to return to the main Tasks page.

Welcome C	🕽 Tasks 🛛 😝 I	Help Center	Contact Us		Logged in	as: Tammy Brown 🕶
		Task Deta Task Name W4 - Review	Congratulations! You have successfully completed all tasks currently assigned by Human Resources. Note: Human Resources may notify you when additional tasks have been assigned at a later date. If this occurs, log in to the complete all the newly assigned tasks.	× he system and Close	= Complete	
		Please comple	tie ine vv4 torm.			
		Form Name	Ne	ext Action		
		CW 4: Fede	eral Tax Withholding Allowance Certificate Co	omplete		
		Completion D	Nate			
			Close			

Image 12: USA Staffing Onboard Congratulations message.

15. The Tasks page will display green checkmarks next to all tasks indicating they are complete.

Note: Depending on your agency's onboarding guidelines, the HR office may need to assign additional tasks to the new hire throughout different phases of the onboarding process. When this occurs, the new hire's progress bar percentage will update to less than 100%. And, the newly assigned tasks will display on the new hire's Tasks page for further action.

e O Tasks	s 💿 Help Center	Contact Us				Logged in as:	Tarnn
		IS OFFICE OF PERSONNEL MANAGEMENT	Onboarding Progress 100% Position Title: Program Analyst Pay Plan-Series-Grade: GS-03 Duty Location: Washington DC	43-12 District of Columbia		~	
	Tasks				C = Incomplete C = Comple	ete	
	The tasks belo Name for each or Continue w	ow have been assigned by Human Resources h individual task to view the instructions providi vorking on the task. Note the due date for each	to communicate the required information and a ed by Human Resources and mark the task as assignment, and track your progress by refer	actions necessary for you to complete. Some tasks hav encing the completed date.	enter on duty. Click the Task e quick links that allow you to Star	rt	
	The tasks belo Name for each or Continue w Task Name	ow have been assigned by Human Resources h Individual task to view the Instructions provid vorking on the task. Note the due date for each	to communicate the required information and a ed by Human Resources and mark the task as assignment, and track your progress by refer	actions necessary for you to complete. Some tasks hav encing the completed date. Due	enter on duty. Click the Task e quick links that allow you to Star Completed	rt	
	The tasks belo Name for each or Continue w Task Name	ow have been assigned by Human Resources h Individual task to view the Instructions providi vorking on the task. Note the due date for each New Hire Questionnaire	to communicate the required information and ed by Human Resources and mark the task as assignment, and track your progress by refer	actions necessary for you to complete. Some tasks hav encing the completed date. Due 09/06/2019	enter on duty. Click the Task e quick links that allow you to Star Completed 08/31/2019	rt	
	The tasks belo Name for each or Continue w Task Name Complete	ow have been assigned by Human Resources h Individual task to view the Instructions provid vorking on the task. Note the due date for each New Hire Questionnaire eclaration of Federal Employment	to communicate the required information and a ed by Human Resources and mark the task as assignment, and track your progress by refer	complete. Some tasks hav encing the completed date. Due 09/06/2019 09/06/2019	enter on duty. Click the Task e quick links that allow you to Star Completed 08/31/2019 08/31/2019	rt	
	The tasks bek Name for each or Continue w Task Name Complete OF-306 D S I-9 Employ	ow have been assigned by Human Resources h Individual task to view the Instructions provid vorking on the task. Note the due date for each New Hire Questionnaire lectaration of Federal Employment yment Eligibility Verification	to communicate the required information and i ed by Human Resources and mark the task as assignment, and track your progress by refer	actions necessary for you to complete. Some tasks hav encing the completed date. Due 09/06/2019 09/06/2019 09/06/2019	enter on duty. Click the Task e quick links that allow you to Star Completed 08/31/2019 08/31/2019	rt	
	The tasks belo Name for each or Continue w Task Name © Complete © OF-306 D © I-9 Employ © Schedule	ow have been assigned by Human Resources h Individual task to view the Instructions provid working on the task. Note the due date for each New Hire Questionnaire leclaration of Federal Employment yment Eligibility Verification Fingerprint appointment	to communicate the required information and a ed by Human Resources and mark the task as assignment, and track your progress by refer	Actions necessary for you to complete. Some tasks have encing the completed date. Due 09/06/2019 09/06/2019 09/06/2019 09/06/2019	enter on duty. Click the Task e quick links that allow you to Star Completed 08/31/2019 08/31/2019 08/31/2019 08/31/2019	rt	
	The tasks belo Name for each or Continue w Task Name © Complete © OF-306 D © I-9 Emplo © Schedule © W4 - Revi	ow have been assigned by Human Resources h Individual task to view the Instructions providi working on the task. Note the due date for each New Hire Questionnaire eclaration of Federal Employment yment Eligibility Verification Fingerprint appointment ew, Sign, and Submit Form	to communicate the required information and a ed by Human Resources and mark the task as assignment, and track your progress by refer	actions necessary for you to complete. Some tasks haven encing the completed date. Due 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019 09/06/2019	enter on duty. Click the Task e quick links that allow you to Stat 08/31/2019 08/31/2019 08/31/2019 08/31/2019 08/31/2019	rt	

Image 13: USA Staffing Onboard Tasks page displaying all tasks as Completed.

This concludes the lesson on Accessing USA Staffing Onboard as the New Hire.

Notes for Onboard					