



Onboarding Workgroup

February 25, 2021

Created by the OPM Automated Systems Management Group

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Agenda

- 1. Welcome**
- 2. Current Focus & Upcoming Priorities**
 - Selective Service System
 - State Tax Forms Update
 - Data Inserts for New Hire Notifications
 - NHI Task Update
- 3. Recently Added Features**
 - Favorite New Hires on the New Hire Dashboard
 - Document Review Task
 - Set Onboarding Type for Application Documents Task
- 4. Open Questions/Demos**



But first, we Menti!

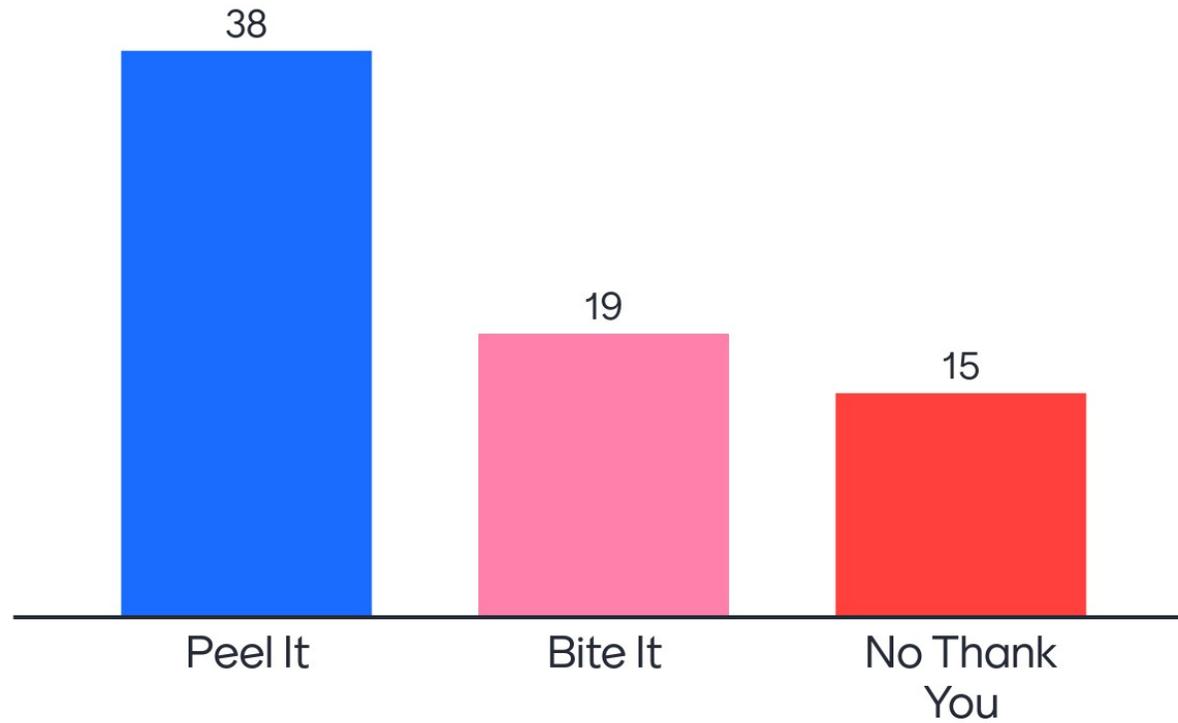
Please click the link in chat or go to [menti.com](https://www.menti.com) and enter code

38 92 37 9



How do you eat your String Cheese?

Mentimeter





Current Development Priorities



State Tax Form Updates



Task API for New Hire Interconnection



Additional Onboarding Data Inserts



Implementation of System-wide Interconnections



Upcoming Development Priorities



Updates to New Hire Document Management



Branding of Notifications



Additional Activity Summary Content for HR



Selective Service/ USA Staffing Interconnection Goal

Reduce **duplicate data entry**, improve **data quality** and improve **transparency** into the Selective Service verification process by sending new hire information via a data interconnection from USA Staffing to the Selective Service System (SSS).

Initiate SSS verification through USA Staffing New Hire Interconnection (NHI) & Receive Task Results & Status

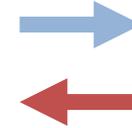


1 New Hire submits OF-306 to USA Staffing



2 USA Staffing sends **basic data from OF-306** to Selective Service System if New Hire is male

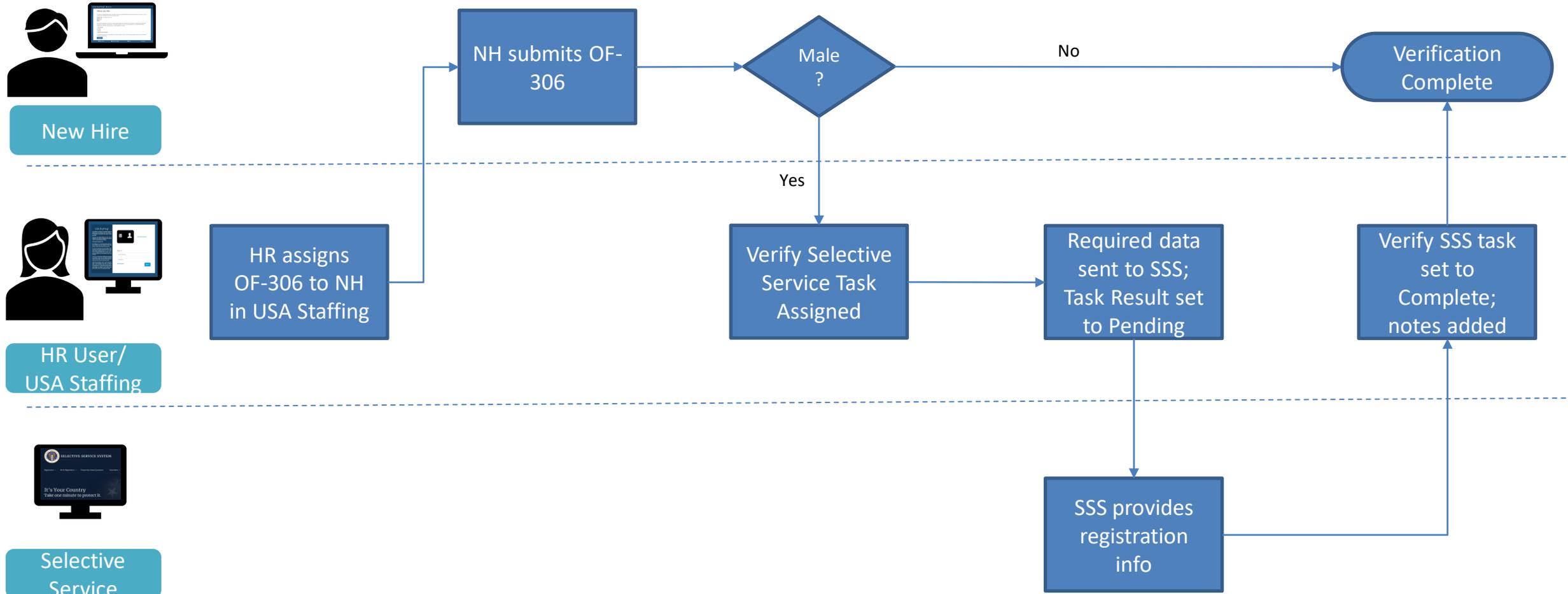
- Last Name
- SSN
- DOB



3 SSS **initiates verification for New Hire** based on data sent from USA Staffing and **sends verification status** updates to USA Staffing



Proposed Selective System Verification Process





State Tax Form Update





2021 State Tax Forms

- **47** State Tax forms currently in Production.
 - Includes PR and a few states with multiple forms (regional)
- As of 2021, **12** states do not have state tax forms due to no state income tax and/or leveraging the W-4 for state taxes.
- **26** State Tax forms requiring updates identified for 2021.



2021 State Tax Forms

- Production Release 2/12/21
 - **16** tax forms updated
 - AR, IA, ID, IN, KY, ME, MI, MO, NE, NY, NY IT-2104E, OH, OR, RI
 - Production Release 3/12/21
 - Remaining **10** forms to be updated
 - AR-E*, IL, MD, MN, MS, MT-ETM, NC, NJ, SC, WI
- *Pending clarification from Arkansas Tax Department





2021 State Tax Forms

EIN Question Updated

- Used on W-4 and many state tax forms.
- Added a required lead-in item asking if your agency uses this number.
- If you answer 'Yes,' the EIN field will appear and is required to enter for form completion.
- This allows for agencies that do not use the EIN field to answer 'No' and be able to complete forms without input of EIN.

The screenshot shows a user interface for a questionnaire. At the top, there are navigation tabs: Overview, Assignments, Questionnaires, and Position Information (DNM). Below the tabs, the user's name 'DEMI L MOORE' is displayed, along with their role 'Customer' and 'Customer C2', and their 'New Hire Number' 'HGDTI-3HCY'. A progress bar indicates the current step is 'Payroll Office', with previous steps 'Employer', 'Position', and 'Entry on Duty' completed. The main content area contains a question: 'Does your agency require input of the Employer Identification Number (EIN) on tax withholding forms?' with a red asterisk indicating it is required. The 'Yes' radio button is selected. Below the question is a text input field labeled 'Employer Identification Number' with a red asterisk, which is currently empty.



Data Inserts for New Hire Notifications





Available Data Inserts

- Authentication

Login.gov/USAJOBS Username New Hire Login URL

- Employer

Activity/Unit Agency/Department Agency/Department Address Line 1
Agency/Department Address Line 2 Agency/Department Address Line 3
Agency/Department City Agency/Department Postal Code
Agency/Department State Branch/Organization Bureau/Division

- New Hire

Address 1 Address 2 Apartment City Country First Name Last Name
Middle Name Postal Code State Suffix

- Position

Announcement Number Appointment Type Date HR Confirmed Entry on Duty
Duty Location - Address Line 1 Duty Location - Address Line 2
Duty Location - City Duty Location - Country Duty Location - State
Effective Date of Appointment Grade Not To Exceed
Official Offer Response Due Date Pay Plan Position Description Number
Position Title Projected EOD Date Promotion Potential Request Number
Salary Salary Type Series Step Tentative Offer Response Due Date

- Contacts

Benefits Contact Email Benefits Contact Name Benefits Contact Phone
HR Contact Email HR Contact Name HR Contact Phone Logged In User Name
Payroll Contact Email Payroll Contact Name Payroll Contact Phone
Process Owner Email Process Owner Name Process Owner Phone
Supervisor/Manager Email Supervisor/Manager Name
Supervisor/Manager Phone



Data Inserts for Onboarding Notifications

'Tentative Offer Response Due Date' & 'Official Offer Response Due Date'

Stage Release 2/22/21 → Production Release 3/12/21

- Populate the due date from the Receive Tentative Offer Response or Receive Official Offer Response **system** tasks assigned to the new hire record on the Manage Tasks page.
- The data inserts will be blank if these **system** tasks are not assigned to the new hire record or do not have a due date input.

Manage Tasks					Documents	Forms	Notes (0)	History
Tasks (8)							Assign Workflow	Add Task
All Statuses		Human Resources						
<input type="checkbox"/>	Task Name	Owner	Status	Due	Completed Date			
<input type="checkbox"/>	Receive Tentative Offer Response	Jessica Link	Active	02/01/2017				
<input type="checkbox"/>	Receive Official Offer Response	Jessica Link	Active	02/02/2017				



Data Inserts for Onboarding Notifications

Upcoming Data Insert Development

- Work Schedule
- Security Clearance
- Duty Location – Postal Code
- Current Date
- Additional Agency Contact





NHI Task Update



Send Data

Identify triggers for USAS to transmit new hire data to interconnected systems



Receive Data

Interconnected systems transmit status updates and summary task info back to USAS



Milestones

As key tasks are completed, these milestones are tracked as significant steps in the new hire's journey



Display Results for HR Users

Detailed status updates are communicated to HR through dashboards, emails, and an expanded new hire interface



Communicate with Hiring Managers & New Hires

Both hiring managers & new hires get updates from a single, user-friendly system as milestones are reached

NHI Status Updates

In Development

FY2021



NHI Current State: Data sent to Interconnected Systems based on Task Completions

USA Staffing®

ADMINISTRATION

Workflow: VA - Step 5: EOD

Workflow Name: VA - Step 5: EOD

Workflow Properties | Workflow Activities

Activities 42

Task Name	Task Rules	Purpose
Upload DG-61 SCD Worksheet	1	Onboarding
Initiate e-Verify	2	Onboarding
Retrieve e-Verify Results	2	Onboarding
I-9 Employment Eligibility Verification	1	Onboarding
In-person Swearing-in Completed	1	Onboarding
Physically Reviewed I-9 Supporting Documents	1	Onboarding
Upload Drug Test Memo	1	Onboarding
Upload Recruitment/Relocation form (VA-10016) document	1	Onboarding
Upload Supporting Documentation for I-9 Employment Eligibility (Virtually Reviewed)	1	Onboarding
Virtually Reviewed I-9 Supporting Documents	1	Onboarding
Upload SF-144A Statement of Prior Service - Worksheet	1	Onboarding

Current State



1. Workflow includes tasks for manually initiating E-Verify
2. HRA creates E-Verify record using New Hire's I-9 form data
3. HRA marks task complete in USA Staffing



NHI Future State: Bi-directional Data Transfer via Task Update API



Future State



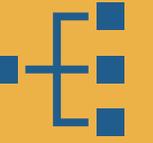
1. New Hire's I-9 and other form data flows into E-Verify, NBIS, & agency systems
2. HRA and Personnel Security Officer processes record in system of record
3. Results & status updates flow back into USA Staffing



National Background Investigations Bureau



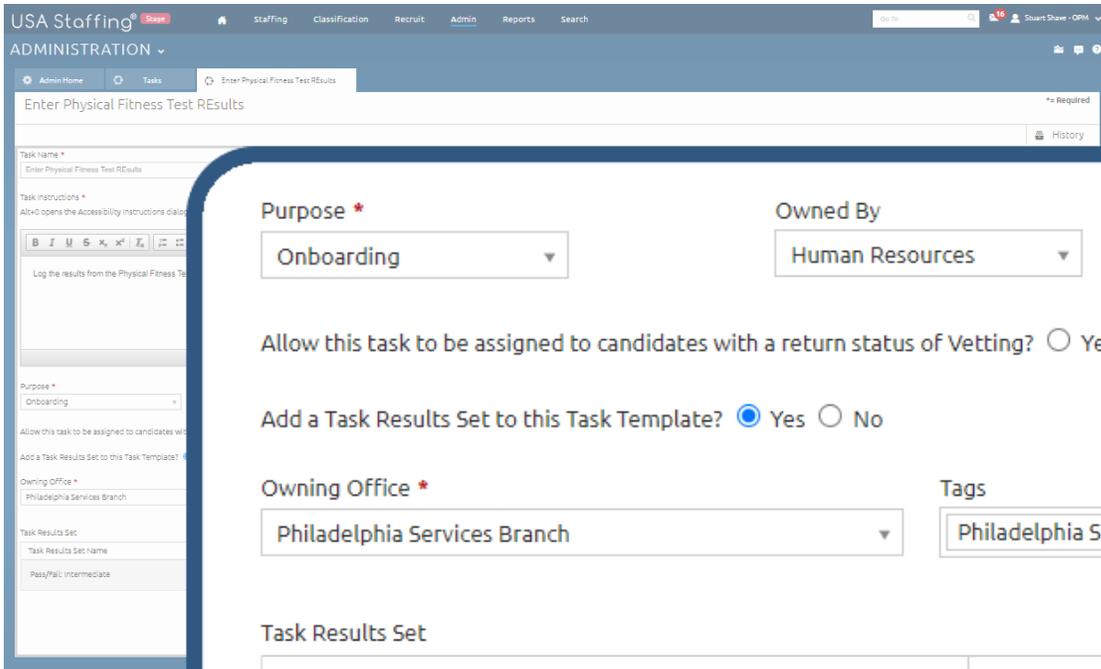

Agency Provisioning Systems



Other Interconnected Systems



Configure Tasks with Result Sets



Purpose *
 Owned By
 State
 Task Type

Allow this task to be assigned to candidates with a return status of Vetting? Yes No

Add a Task Results Set to this Task Template? Yes No

Owing Office *
 Tags
 Task Definition ID

Task Results Set		Change Task Result Set
Task Results Set Name	Task Results Set Description	Delete
Pass/Fail: Intermediate	Results Include: Pass, Fail, Retest Required	

The name of the assigned Task Results Set

Our standard configuration for Task Results Sets will include a brief explanation of results content

We will display Task Definition ID for tasks here. This can be used to identify which task to update for a New Hire



Display Results in Task Details

USA Staffing® Stage [Home](#) [Staffing](#) [Classification](#) [Recruit](#) [Admin](#) [Reports](#) [Search](#) Stuart Shave - OPM

NEW HIRE JOHN BURTON

[Overview](#) [Assignments](#) [Questionnaires](#) [Enter Physical Fitness Test Results](#)

JOHN BURTON
TESTINGSTUART@GMAIL.COM

Customer
Customer A

New Hire Number
HDCDL-TAQU

Status
Active

[Task Details](#) [Notes](#) (0) [History](#)

Due Date	Task Name	Active Date	Activating Task
03/12/2021	Enter Physical Fitness Test Results	02/24/2021	

Task Instructions
Log the results from the Physical Fitness Test

Completion Date	Task Result	Task Definition ID
<input type="text"/>	No Result Entered	41584

[Edit](#) [Save](#)



Update Results in Task Details

USA Staffing® Stage Staffing Classification Recruit Admin Reports Search Stuart Shave - OPM

NEW HIRE JOHN BURTON

Overview | Assignments | Questionnaires | **Enter Physical Fitness Test Re...**

JOHN BURTON
TESTINGSTUART@GMAIL.COM

Customer
Customer A

New Hire Number
HDCDL-TAQU

Status
Active

Task Details | Notes (0) | History

Due Date: 03/12/2021 | Task Name: Enter Physical Fitness Test Results | Active Date: | Activating Task: *

Task Instructions

Log the results from the Physical Fitness Test

Completion Date:

Task Result:

Task Result

- Select a result
- Select a result
- Pass
- Fail
- Retest Required

Save



Task Result Sets Concept Examples

Task	Sample Result Options
Retrieve e-Verify Results	Pass Fail Unknown
Initiate Physical Exam	Exam Scheduled Exam Cancelled Status Unknown
Confirm Physical Exam Completion	Pass Fail Contact Task Owner
Retrieve Drug Test Results	Pass Fail Unknown
Receive Background Investigation/Security Clearance Results	Pass Fail Contact NBIS



Let's check in on Menti!

Please click the link in chat or go to [menti.com](https://www.menti.com) and enter code

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Do you think your agency will use Task Result Sets?

Mentimeter





What sorts of Task Results Sets would you like to add? (include response options if you can)



thinking...

You all did a great job under the circumstances!
Thanks!

Would like to track if the HR user is completing the task which would then trigger the next task for the applicant. (if that makes sense).

Something about Fingerprints, maybe?

Credentialing?

New Hire Record Close out for those records where applicants had to complete documents outside of the system because they had issues logging in to complete a form.





Recently Added Features



Favorite New Hires on the Dashboard

Enable the toggle as applicable then apply the Favorites filter to narrow down the New Hires on your dashboard

Welcome | Tasks | Requests | Vacancies | **New Hires** | Create Request

New Hires (2)

Modify Filters | Favorites Only: True | Status: Active | Process Owner: Carrie Dever | Name or Start Date | Search

Filters

Status: Active | Office: All Offices | Customer: All Customers | Process Owner: Carrie Dever

★ Favorites Only:

Show Advanced Options | Reset Filters

Apply | Cancel

<input type="checkbox"/>	Name	Customer	Process Owner	Status	Start Date	Active Tasks	Logged In	
<input type="checkbox"/>	Dev, Mark	CM Test Customer	Carrie Dever	Active	1/11/2021	5	Yes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Gates, Morgan	CM Test Customer	Carrie Dever	Active		2	No	<input type="checkbox"/>



Set Onboarding Document Type for Application Documents

If you do not assign a *New Hire Document Type* in the Applicant Record, the New Hire will be assigned the *Set Onboarding Document Type for Application Documents* task.

Overview | Assignments | Questionnaires | Set Onboarding Document Type f...

MAYA HARTMAN
MAYAHARTMAN18@GMAIL.COM

Customer: Customer A

New Hire Number: HYYR-KSWF

Status: Active

Manage Tasks | Documents | Forms

Tasks (7) [Assign Workflow] [Add Task]

All Statuses | Human Resources

<input type="checkbox"/>	Task Name	Owner	Status	Due	Completed Date
<input type="checkbox"/>	Set Onboarding Document Type for Application Documents	Carrie Dever	Active		

Overview | Assignments | Questionnaires

MAYA HARTMAN
MAYAHARTMAN18@GMAIL.COM

Customer: Customer A

New Hire Number: HYYR-KSWF

Status: Active

Manage Tasks | Documents | Forms

Documents (1) [Notes (0)] [History]

Documents ready for transmission below cannot be added to the transmission queue until the Verify the New Hire Arrived for Their First Day of Duty task has been completed.

<input type="checkbox"/>	Document Type	Document Name	Document Source	Received	Transmission Status	Scheduled Transmit Date	Status Date	Delete
<input type="checkbox"/>	DG 05: Copy of School Transcripts	USAJOBS Resume Builder	Application	2/13/2021 18:56 EST	Ready to Transmit			[Add Document]

DG 05: Copy of School Transcripts
 DG 15: Employment Applications and Resumes
 DG 23: Peace Corps, Action, VISTA Service Verification



Assign a New Hire Document Type in the Applicant Record

For *NH Viewable* documents, with appropriate permissions to Edit Documents, assign the *New Hire Document Type* in the applicant record. This designation will flow over to the New Hire record, as applicable.

Application Number: **AOQIR-SKUP** Applicant: **Marcus Deaver** Email: **MAKDEV214@GMAIL.COM** Address: **1414 Maple Ave, Vienna, Virginia 22181, United States**

Eligibilities and Ratings | Application | Assessment | Applicant Information | Documents 5

Documents

Filter by Document Name: All Document Types

Document Name	Document Type	Required	HM Viewable	NH Viewable	Received	
dd214	DD-214/ Statement of Service	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/23/2020 9:46 EDT	

Manage Document

New Hire Document Type



Open Demo and Q&A

Is there anything you'd like us to show you?

Is there anything you'd like to show the group?





Resources and Contacts

USA Staffing Resource Center

Under the New Hire & Onboarding Resources section:

[https://help.usastaffing.gov/USAS/index.php?title=USA Staffing Resource Center](https://help.usastaffing.gov/USAS/index.php?title=USA_Staffing_Resource_Center)

<https://help.usastaffing.gov/ResourceCenter/index.php/Resources>

Online Help

Search for information by Page and by Task

[https://help.usastaffing.gov/USAS/index.php?title=Help for USA Staffing HR Users](https://help.usastaffing.gov/USAS/index.php?title=Help_for_USA_Staffing_HR_Users)

Future Questions?

Your USA Staffing Account Manager can assist in answering any questions and can include the applicable onboarding team member.



Check out the Resource Center for recently updated documents such as:

- [Available Onboarding Forms List](#)
- [eOPF System Certification SOP](#)