



# Onboarding Manager: New System Features and Enhancements

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## NEW SYSTEM FEATURE

The **Send to Onboarding** link will display for all applicants on the Certificate Audit page in USA Staffing regardless of the application source. Previously, this link displayed only for applicants who applied online through Application Manager, and fax or key-entered records had to be manually created in Onboarding Manager. Faxed and key-entered applications must include the SSN, e-mail address, and street address for the **Send to Onboarding** link to display on the Certificate Audit page once an applicant is audited as Selected. If the biographic information is not complete on the applicant record, the **Send to Onboarding** link will not display on the Audit page. Users will need to complete this information for the link to display.

## HR USER INTERFACE SYSTEM CORRECTIONS

### Edit Position Information Page

The Position Information page now allows HR users to edit the following fields: **Position Title**, **Position Pay Plan**, **Position Series**, **Position Grade**, and the **Request Tracking Number**.

### Key Dates Lock After Form Transmission

The **Actual EOD Date** and **Date of Appointment** on the Key Dates page are no longer editable after at least one form has been transmitted to a system of record. This maintains the integrity of the data in the selectee record.

### Key Dates Warning Message

The system will display a warning message to HR users when attempting to change the **Actual EOD Date** or **Date of Appointment** after forms have been accepted, and prior to at least one form being transmitted. If the HR user accepts the warning message by clicking OK, all forms in “Ready to Submit” status are returned to “Submitted” status and the HR user will have to accept all the forms again.

### Process Owner Names Available

The **Process Owner Name** drop-down menu properly displays the list of names based on the USA Staffing office to which the selectee record is associated.

### Initial Login Date Display

The **Initial Login** date on the Selectee List page will no longer display the last date the selectee accessed the system. This field now populates the date selectees verify their identity and create a password to access the system and begin the onboarding process.

### International Code Character Limit

The character limit for the **Home Phone# International Code (If outside US)** field on the Selectee Details page has been increased from three characters to five characters. Also, zero can be used as the first number in the country code.

### Assignments Page Due Dates

The Assignments Page will retain the original due date for previously assigned forms. Clicking **Set All Dates** will no longer override the previously entered due dates. The new due date used when clicking **Set All Dates** will apply only to forms without an assigned due date.

### Vacancy Number Default Removed

The **Vacancy Number** on the Position Information page no longer defaults to zero (0) for manually created selectee records.

### E-Verify Field Option

The **E-Verify Status** field on the Key Dates page has been removed. An **E-Verify Case Number** field has been added to the I9 page in the Form Data section for agencies that use this field for internal tracking purposes.

## SELECTEE INTERFACE SYSTEM CORRECTIONS

### Return Forms For Additional Signature

The selectee can successfully sign a form a second time after the HR user returns a form (e.g., OF-306) for additional signature. The Office of Personnel Management’s Enterprise Human Resources Integration (EHRI) e-initiative allows selectees to sign the OF-306 form as the appointee prior to the EOD date.

### Field of Instruction Required

The Education Details page requires selectees to select one of the options listed in the **Field of Instruction** drop-down menu to be able to submit the form to the hiring office.