



Onboarding Manager

New System Features and Enhancements

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HR USER INTERFACE

Smart Card Login

An update has been made to the Smart Card login which will require all users to re-register their Smart Cards such as a Personal Identity Verification (PIV) or Common Access Card (CAC) the first time you log in after this system release. For additional information on the Smart Card registration process, refer to the [USA Staffing® PIV Login Quick Start Guide](#). This guide is also available on the [Onboarding Manager Resource Center](#) page.

Security

A new security procedure for all USA Staffing systems, including Onboarding Manager, requires that password resets may only occur once within a 24-hour period. HR users who attempt to reset their password more than once within a 24 hour period will receive the error, *“For security reasons, you may only reset your password once every 24 hours.”* This new procedure does not apply to selectees using Onboarding Manager.

Create Selectee

When manually creating a selectee record, the **Hiring USA Staffing Customer Name** is now a required field. HR users must select a customer office before the action can be saved. If no

customer office is selected, the system will display a warning message instructing the user to select a customer office.

The screenshot shows the 'ONBOARDING MANAGER' interface. At the top, there are navigation tabs for 'Selectee List', 'Administration', and 'Reports'. Below the header, a welcome message reads 'Welcome Dana D Johnson ! [Log Out]'. The main content area is titled 'Create Selectee Record' and includes a dropdown for 'Organization: Onboarding Manager Test Division' and 'Office: USAS Testing Office'. A list of required fields is provided, with some values entered: First Name (David), Last Name (Smith), Social Security Number (000000000), E-mail Address (David.Smith1900E@gmail.com), Position Title (Engineer), Position Pay Plan (GS), Position Series (0801), Position Grade (13), and Tracking Number (12345). The 'Hiring USA Staffing Customer Name' dropdown is open, showing options: '- Select Customer -', 'ASMB DC Office', and 'ASMB KC Office'. 'Save' and 'Cancel' buttons are at the bottom left.

Assignments

Tasks tab

The HR user now has the ability to edit the task instructions field assigned to a selectee. This allows the HR user to add selectee specific information to the task. The task instructions field also includes a text editor toolbar that provides additional formatting features for the task instructions and information.

The screenshot shows the 'ONBOARDING MANAGER' interface with the 'Assignments' tab selected. The main content area is titled 'DRUG TEST APPOINTMENT'. A text editor toolbar is visible at the top of the task instructions field, containing various formatting options like bold, italic, underline, strikethrough, and text color. The text in the field reads: 'As a condition of your employment, you are required to take a drug test. Your test has been scheduled for: [DATE] The testing location is: OPM 1900 E Street, NW Washington, DC 20416'. Below the text editor, there are input fields for 'Task Completion Date:' and 'Task Comments:'. 'Back' and 'Save & Continue' buttons are at the bottom.

Documents

The navigation setting has been updated in the Documents work area. When a HR user is working in the **USA Staffing Documents** tab or the **Uploaded Documents** tab, the system will return the user back to the tab where the user is currently working in to review documents.

Toolbox

Notifications

The notification template that is designated as an initial invitation by your organization now displays a checkbox that indicates whether or not the notification includes the *Onboarding Access* email. If the box is checked, the *Onboarding Access* email will also be sent to the selectee with the selected notification. The *Onboarding Access* email contains the unique link selectees need to create their login credentials.

In addition, the **Reply To** field must contain an email address. If this field is blank, the notification will not be sent, and a warning message will display instructing you to enter an email address in the field.

The **Subject** line has been updated to display all 255 allowable characters in this field. The text will wrap and users can view all of the text by using the up and down arrows on the right side of the **Subject** line text box.

ONBOARDING MANAGER Selectee List Administration Reports

Welcome Dana D Johnson ! [Log Out]

DAVID SMITH

Send Selectee Email *HR user will automatically receive a copy of any email sent

*email addresses must be separated by a semi-colon (;)

To: David.Smith1900E@gmail.com

CC:

Reply To: dana.johnson@opm.gov

Subject: Onboarding Invitation - This invitation contains information you will need to complete the online onboarding process. Please carefully read the invitation and the instructions

Onboarding Access Email: Send Onboarding Access e-mail (if not previously sent by another notification)

Body:

Hello DAVID SMITH!

This email is your invitation to the Onboarding Manager Entrance on Duty System. This system will help you complete all of your required forms electronically. I am your HR Contact, Dana Johnson, and I will help you complete the onboarding process. I can be reached at dana.johnson@opm.gov or 2026061007. You must complete the requested assignments by the dates indicated in order to come on board without delay. The system will ask you a series of questions, and your answers will be used to fill out the forms automatically. You do not need to print or write on any forms. You may also have been assigned one or more tasks to complete as part of your Onboarding process. You will be receiving an additional email with instructions on how to create a login to the onboarding system. If you have already created the login account you can browse to <http://Onboarding.USAStaffing.gov/Default.aspx> and log in. Please call or email me if you have any

Attachments

Browse...

Add Another Attachment

Send Email Cancel

Reports

Selectee Data Report

The *Selectee Data Report* has been added to the Reports area. This report provides biographic, position and onboarding agency information related to selectees. Due to the significant amount of Personally Identifiable Information (PII) contained within the report, a password is required to generate the data. A warning message regarding the PII information is also included on the page when this report is selected. In addition, if the *Selectee Data Report* is saved to a local drive the same password is required to access the report information.

ONBOARDING MANAGER

Selectee List Administration Reports

Welcome Dana D Johnson ! [Log Out]

Organization: Onboarding Manager Test Division

VIEW HR USER REPORTS

Select a report from the drop-down list below and enter any requested report criteria. All reports are output into Excel format.

Report Name: **Selectee Data Report**

Description: This report provides personal, position, and agency information related to Selectees. The date parameters you define below should be based on the selectee record's Actual EOD Date.

Select Office(s):

Air Force Testing Office Army Testing Office HHS Testing Office Navy Testing Office OPM Testing Office SSA Testing Office USAS Testing Office	USAS Testing Office
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Start Date: 10/01/2012

End Date: 09/30/2013

Please Enter a Password for the Selectee Data Report:

Password must have a minimum length of 9 characters, include one non-alphanumeric character such as !@#%&*^() and must contain 2 out of the following:

- Include one upper case character
- Include one lower case character
- Include one number

*** Warning message for downloading Personally Identifiable Information (PII) data:**

In accordance with privacy and information technology security guidelines, all system users of the Onboarding Manager website are required to properly handle and protect PII. The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. You are obligated to protect PII from unauthorized disclosure by:

1. Encrypting any PII data that is downloaded from this website, and
2. Erasing any PII data downloaded from this website within 90 days unless its official use is still required, and
3. Ensure proper protection and disposition of printed documents containing PII obtained from this website.

Thank you for complying with these requirements.

Export Cancel

SELECTEE INTERFACE

Review Assignments

Tasks tab

The selectee now has the ability to mark a task complete within Onboarding Manager by entering a completion date. This **Task Completion Date** will also populate on the HR user interface indicating to the HR user the task is complete.

The screenshot displays the ONBOARDING MANAGER web interface. At the top, the header includes the system name 'ONBOARDING MANAGER' on the left and a user welcome message 'Welcome DAVID SMITH | [Log Out]' on the right. Below the header, there are navigation links: 'My Data | Review Assignments | Documents' on the left and HR contact information 'HR Contact: Dana Johnson (202) 606-1007 | dana.johnson@opm.gov' on the right, accompanied by a help icon. The main content area is titled 'DRUG TEST APPOINTMENT' and contains the following text:

As a condition of your employment, you are required to take a drug test.

Your test has been scheduled for: [DATE]

The testing location is:

OPM
1900 E Street, NW
Washington, DC 20416

Additional instructions:

- Report 10 minutes prior to your scheduled appointment
- Be sure to take a picture ID with you

Failure to successfully complete the drug test will result in withdrawal of the tentative job offer.

At the bottom of the notification, there is a 'Task Completion Date: 10/22/2013' field and three buttons: 'Print', 'Back', and 'Save & Continue'.

System Corrections

HR USER INTERFACE

Toolbox

The CKEditor is a text editor that has been incorporated into the Onboarding Manager system to allow HR users to use advanced formatting features when viewing the body of notification emails and sending notifications, editing tasks, as well as utilizing the buttons within the **Record Management** tab. The CKEditor is compatible with the following internet browser versions:

- Internet Explorer 7, 8, 9 and 10
- Google Chrome
- Mozilla Firefox

SELECTEE INTERFACE

Login Creation

This release corrects the selectee login issue for records that include spaces in the first and/or last name (e.g. Mary Ann or Van de Kamp) fields. The system will accommodate for such spaces within the name fields and will appropriately create the system generated user name for the selectee.