



Onboarding Manager

1302 Part 1 – System Enhancements

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ENHANCEMENTS

Security

All Onboarding Manager HR users will be required to reset their passwords upon initial login after the release to comply with strengthened password encryption. Selectees are not required to reset their passwords.

Performance

The **Organization** and **Office** drop-down lists on the Selectee List page now display only the USA Staffing organizations and offices in which Onboarding Manager is activated and HR users have access based on their user profile.



System Corrections

HR USER INTERFACE

Selectee List

Create Selectee Record

HR users may create selectee records and enter selectee email addresses that include only one character before the address domain (e.g., selecteename@q.com).

Transmit Forms

The **Date** column on the **Transmission Status** tab populates with the date the form or document was marked for electronic transmission to the eOPF system. The **Date** field will populate when the transmission status is *Successful*.

Uploaded documents that are not eligible for electronic transmission will not display on the **eOPF Documents** tab. The document type assigned will determine if the document is eligible for electronic transmission. The document types available on the **Uploaded Documents** tab are established by the Enterprise Human Resources Integration (EHRI) eOPF system and your organization.

eOPF Interconnection

The eOPF system will now use an agency-specified date field from Onboarding Manager as the effective date for each transmitted form or document. This effective date will display on the **My eOPF** area of the eOPF system.

Reports

The eOPF Transmission Report properly displays with active selectee record information when the **Active** box is checked.

The eOPF Transmission Report displays the date in the *eOPF Confirmation Date* column when a form is successfully received by the eOPF system. An error code displays in the *Error Code* column if the form was not received by the eOPF system. These columns are mutually exclusive. Therefore, this release ensures that the report does not populate data in both columns for the same form.

The Forms Status Report now populates the *First Signature Date* and the *Second Signature Date* columns. Currently, data from the OF-306 is the only form that will populate these columns. These are the dates the selectee signed the form as the Applicant and then as the Appointee.