



# Onboarding Manager

## New System Features and Enhancements

### TABLE OF CONTENTS

- New System Features and Enhancements ..... 1
- HR User Interface..... 1
  - USAJOBS Resume Builder resumes ..... 1
  - Selectee List ..... 2
  - Selectee Data ..... 2
  - Assignments ..... 3
  - Reports..... 3
  - Administration ..... 4
- Selectee Interface ..... 5
  - Basic Information ..... 5
  - Identity Verification ..... 5
- System Corrections ..... 5
  - HR User Interface..... 5
    - Login page ..... 5
    - Administration ..... 5
  - Selectee Interface ..... 5
    - System generated emails and the Identity Verification page ..... 5
    - My Data > Beneficiary share percentage ..... 5

### HR USER INTERFACE

#### USAJOBS Resume Builder resumes

This release allows USAJOBS Resume Builder resumes to be viewed and marked for electronic transmission in Onboarding Manager. The USAJOBS Resume Builder resume will now display on the **USA Staffing Documents** tab on the Documents page when a selectee’s record is sent to Onboarding Manager from USA Staffing. After the document type is set, the USAJOBS Resume Builder resume can be marked for transmission to eOPF.

The screenshot shows the 'ONBOARDING MANAGER' interface. At the top, there are navigation tabs for 'Selectee List', 'Administration', and 'Reports'. Below this, a user greeting reads 'Welcome Dana D Johnson! [Log Out]'. A secondary navigation bar includes 'Selectee Data', 'Assignments', 'Documents', 'Transmit Forms', and 'Toolbox'. The user's name 'DAVID SMITH' is displayed next to a help icon.

The main content area is titled 'DOCUMENTS' and features two tabs: 'USA Staffing Documents' and 'Uploaded Documents'. A message states: 'The table lists all documents that were uploaded by the applicant and submitted as part of their application package in USA Staffing.' Below this message, there is a search bar and a 'Show All entries' dropdown.

Preview	File Name	Date Uploaded	eOPF Doc Type
<a href="#">View</a>	DD214	6/10/2013 2:09:19 PM	
<a href="#">View</a>	Transcript	6/10/2013 2:09:19 PM	
<a href="#">View</a>	USAJobs Resume	6/13/2013 10:37:12 AM	DG 05:Resume

At the bottom of the table, there are navigation controls: 'First', 'Previous', '1', 'Next', and 'Last'.

## Selectee List

HR users can reactivate multiple selectee records at one time by clicking **Show Inactive**, **Select All Checkboxes**, and **Activate Selectee(s)**.



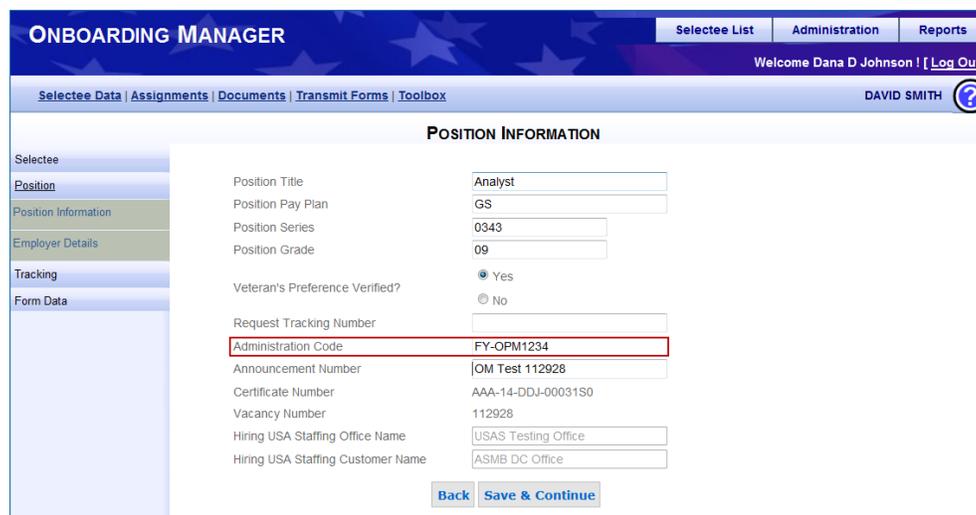
## Selectee Data

### Selectee Details

An Organization or Office Administrator now has the ability to edit the SSN and the First, Middle, and Last name fields within a selectee record after selectee identity validation. This feature is defaulted to active for all Organization and Office Administrators unless your agency requests to restrict the functionality. Onboarding Manager also allows HR users to enter a foreign address and postal code into a selectee record. The postal code accepts alpha characters, numeric characters, and dashes.

### Position Information

HR users may enter information into the **Administration Code** field for reporting and interconnection purposes. This field accepts up to 15 alpha and/or numeric characters as well as dashes.



## HR Contacts

The **Process Owner** field has been renamed **HR Owner**. For manually created selectee records, this field automatically defaults to the HR user who created the record. For records sent from USA Staffing to Onboarding Manager, the **HR Owner** field will default to *Select HR Owner*.

**ONBOARDING MANAGER** Selectee List Administration Reports

Welcome Dana D Johnson! [ Log Out ]

Selectee Data | Assignments | Documents | Transmit Forms | Toolbox DAVID SMITH ?

### HR CONTACTS

\* Indicates a Required Field

Please complete the following information for the person whom the selectee should contact with questions. This information will appear on each screen in the selectee questionnaire.

\*Contact Name

\*Contact Email

Address

\*Contact Phone Number

Please identify the person responsible for managing this selectee's on-boarding process. This is for internal tracking only and will not be displayed to the selectee at any time.

HR Owner

## Assignments

### Warning message when declining a form

Onboarding Manager displays a warning message when HR users attempt to decline a form with the options to continue declining the form or to cancel the declination of the form. Cancelling the declination action will not change the form's status. If HR users choose to decline the form, the email template will display, allowing HR users to send a detailed message to the selectee about the reason the form was declined. The declined form will also be placed in *Incomplete* status. **Note:** Each time the **Decline Form** button is clicked and the email template is displayed, the form status will change to *Incomplete* whether or not the user elects to send the email.

## Reports

Additional columns have been added to all Onboarding Manager reports. The new columns are listed below after each report name.

- **Forms Status** - HR Contact Name, HR Contact Email, and HR Contact Phone. Process Owner has been renamed to HR Owner. The Form Signature Date and Second Signature Date columns have been changed to First Selectee Signature and Second Selectee Signature respectively.
- **eOPF Transmission** - Appointment Date, Actual EOD Date, HR Contact Name, HR Contact Email, HR Contact Phone, and HR Owner.
- **Task Status** - Task Status, Task Comments, HR Contact, HR Contact Email, HR Contact Phone, HR Owner. The USA Staffing Organization Name column has been removed.
- **Workload** - Selectee Email. The USA Staffing Organization Name column has been removed.

- *Cycle Time Metrics* - Selectee Email. The USA Staffing Organization Name column has been removed.

In addition, the Form Status Report and the eOPF Transmission Report results will display all published and unpublished forms that have been assigned to the selectee. When creating the report criteria, HR users have the option of selecting the published and unpublished version of a form by clicking on the desired form with the version label listed within the **Select Form(s)** box.

**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: Form Status Report

Description: This report displays selectee form(s) status for the selected forms based on Record Creation date.

Select Office(s):

- Air Force Testing Office
- Army Testing Office
- EOP Testing Office
- HHS Testing Office
- Navy Testing Office
- OPM Testing Office
- SSA Testing Office
- USAS Testing Office
- VA Testing Office

USAS Testing Office

Select Form(s):

- 298-42 (1)
- DG 60 (1)
- I 9 (08/2012)
- I 9 (03/2016)
- OF 306 (01/2001)
- OF 306 (06/2012)
- SF 1152 (06/2002)
- SF 1199a (06/1987)
- SF 144 (10/1995)
- SF 15 (08/2008)
- SF 2823 (04/2001)
- SF 3102 (12/2006)
- SF 61 (08/2002)
- TSP 3 (08/2010)
- W 4 (01/2013)

Start Date:

End Date:

Include:  Active  Inactive  Purged

Export Cancel

## Administration

### User Maintenance

An Organization or Office Administrator has the ability to restrict:

- HR user's ability to invite a selectee to access Onboarding Manager (the **Invite** button will not display in the **Toolbox** area).
- HR user's ability to resend a selectee's login information (the **Resend Login** button will not display in the **Toolbox** area).

## Task Maintenance

Organization and Office Administrators can create a **Task Name** with up to 255 characters. The task **Description** field now allows for an unlimited number of characters.

## SELECTEE INTERFACE

### Basic Information

Onboarding Manager allows a selectee to enter a foreign address and postal code. The postal code accepts alpha characters, numeric characters, and dashes.

### Identity Verification

The **Zip Code** field has been removed from the Identity Verification page.

# System Corrections

## HR USER INTERFACE

### Login page

The log in process has been corrected allowing newly created HR users to log into Onboarding Manager successfully without first logging into USA Staffing.

### Administration

#### Customer Restrictions

The customer restriction process has been corrected allowing customer restrictions to apply when the customer office name is modified in USA Staffing after the selectee record was created.

## SELECTEE INTERFACE

### System generated emails and the Identity Verification page

The Onboarding Access email and the Identify Verification page displays updated language. This language provides improved instructions to the selectees explaining that the unique link included in the Onboarding Access email will expire within 72 hours after the email was sent by the HR user and the unique link will expire immediately after it is clicked by the selectee. Therefore, the selectee must complete the verification and credentialing process at the time the unique linked is accessed. Otherwise, the HR user will need to resend the login information to the selectee.

### My Data > Beneficiary share percentage

The **Beneficiary Share** field(s) that displays the share to be paid to each beneficiary has been adjusted to require a total of 100%.