



# Onboarding Manager: New System Features and Enhancements

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## SYSTEM

### Availability Notice

The USA Staffing Program Office now has the ability to post system availability information on the login page for Onboarding Manager.

## HR USER INTERFACE

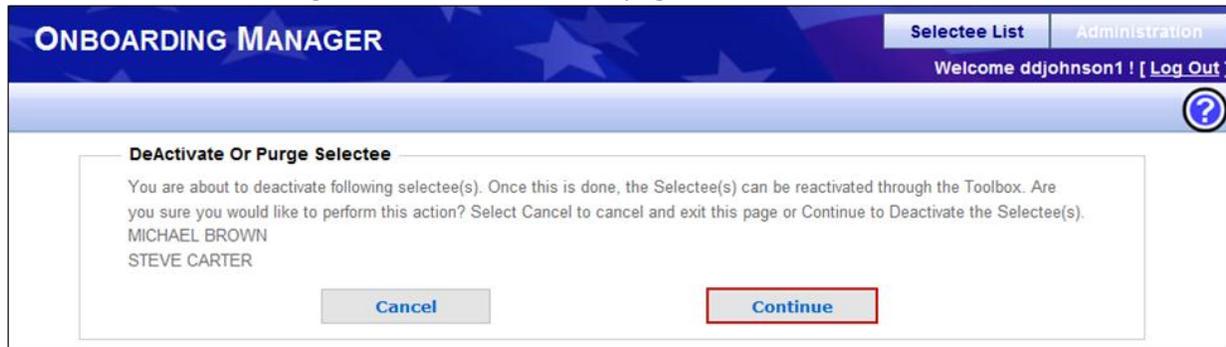
### Mass Deactivate and Purge

Onboarding Manager now allows users to deactivate and purge multiple selectee records at a time.

To deactivate multiple records, go to the Selectee List page. Click the box next to each record you want to deactivate. Next, click the **Select Action** dropdown box and select **DeActivate Selectee(s)**.

Selectee Name	Invited	Initial Login	EOD	Assigned	Submitted	Ready to Send	Transmitted	Customer	HR Owner
BACHRACH, PETER ALMY	4/5/2012		4/18/2012	0	0	0	0	ASMB DC Office	Meadows, Sherron L
BASTONE, LIONEL X	4/5/2012		4/9/2012	0	0	0	0	ASMB KC Office	Jenks, Robert
BAXTER, BETTY B				0	0	0	0	00060 US FLEET FORCES COMMAND	
BEA, ALANA			4/9/2012	0	0	0	0	ASMB KC Office	
BECKER, BETTY BOB				0	0	0	0	00060 US FLEET FORCES COMMAND	
BETO, NENITA T	4/5/2012	4/5/2012	5/13/2012	0	0	0	0	ASMB KC Office	Kopp, Kristopher T
BOBBY, RICKY			4/29/2012	0	0	0	0	Human Resources HQ	AZSTRESS, STRESSAZ
BOEHKE, TENA Y	4/4/2012		4/9/2012	0	0	0	0	ASMB KC Office	Perez, Jaime L
BOND, JAMES D	4/5/2012	4/5/2012	4/29/2012	0	0	0	0	ASMB DC Office	Fainacci, Alison
BOSCH, BARB B			3/13/2012	0	0	0	0	SM AF Customer	

On the DeActivate or Purge Selectee confirmation page, select **Continue**.



To purge multiple records, HR users must first deactivate a record. Once a record has been deactivated, go to the Selectee List page and click **Show Inactive**. Click the box next to each record you want to purge. Next, click the **Select Action** dropdown box and select **Purge Selectee(s)**.

### Transmissions to eOPF and PARIS

The following changes have been made to the eOPF forms transmission process and the **Transmission Status** of the forms:

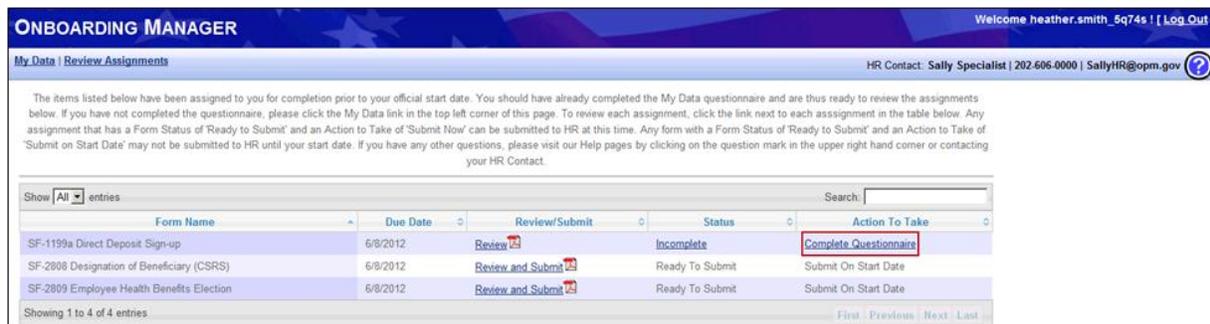
- **On Hold.** Forms marked for transmission and the current date is within 10 business days from the **Actual EOD Date**.
- **Pending.** Forms marked for transmission are batched and sent to eOPF once the **Actual EOD Date** is more than or equal to 10 business days from the current date.
- **Successful.** Forms which have received a confirmation of transmission from eOPF.
- No forms can be transmitted to eOPF if the **Actual EOD Date** field is blank.

These changes also apply to the PARIS system transmission process and the **Transmission Status** of the forms:

- **On Hold.** Forms marked for transmission and the current date is within 1 business day from the **Actual EOD Date**.
- **Sent.** Forms that have been transmitted PARIS.
- No forms can be transmitted to PARIS if the **Actual EOD Date** field is blank.

### Incomplete Question Link

When a selectee forgets to complete required information in the questionnaire, the system will now display a link in the **Action to Take** column, directing the selectee to the first page where information is missing.



## HR USER INTERFACE SYSTEM CORRECTIONS

### Navigation, Forms, and Required Fields

- The left navigation menu now consistently displays the same topics and sub-topics on the My Data pages. These topics and sub-topics will only appear if information is needed. When declining forms, the HR user is now routed back to the Assignments page instead of the Selectee Data page at the beginning of the selectee record.
- The system will no longer allow HR users to un-assign forms after the form was sent to a system of record. When the HR user accesses the **Assign/Unassign Forms** page after transmitting forms (manually or electronically), the transmitted forms cannot be unselected and the **Due Date** indicates **Sent**.
- The **Announcement Number** field has been added to the Position Information page and is not required.
- Certification periods are now based only on the **Actual EOD Date** field. If the **Actual EOD Date** field is blank, forms with a certification period on or after EOD cannot be signed and submitted. Forms with a certification period prior to EOD can be submitted. If the **Actual EOD Date** field is populated, forms with a certification period on or after EOD can be signed and submitted.
- The **Scheduled EOD Date** field is no longer required. This field is now located within the Key Dates sub-topic and is only used for reporting purposes.

## SELECTEE INTERFACE SYSTEM CORRECTIONS

### Navigation, Save and Edit Features, and Returned Forms

- The left navigation menu now consistently displays the same topics and sub-topics on the My Data pages. These topics and sub-topics will only appear if information is needed. The system will no longer display a generic message indicating that the page does not require responses.
- The **Save and Continue** button has been removed under questions accepting multiple responses (ex. Alias, Military Service, etc.). When a selectee is adding a new item, the page will only display the **Add** button to reduce confusion and limit instances of data not being saved.
- Pages containing tables now have an **Edit** button that allows selectees to modify entries as needed.
- Forms returned for additional signature will no longer be available for selectees to sign and/or submit until on or after their EOD date. Before the EOD date, the **Action to Take** column will display "Submit on Start Date". On or after the EOD date, the **Action to Take** column will display "Submit Now".