

New Hire Training Exercise 4: Completing the New Hire Record

Now that you have completed the online portion of training for New Hire, it is time to log into the Training environment of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

You can access the entire practice training series on the USA Staffing Training Resources page at: https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources.

This practice exercise will walk you through completing the new hire record. You will need to complete New Hires Exercises 1 or 2 and 3 before proceeding with this exercise.

New Hire Name: _____

- Now that the new hire has completed the assigned tasks, open the record and go to the **Forms** page and view the information in the **Agency Next Action** column. This column will display the actions you need to take on the forms.

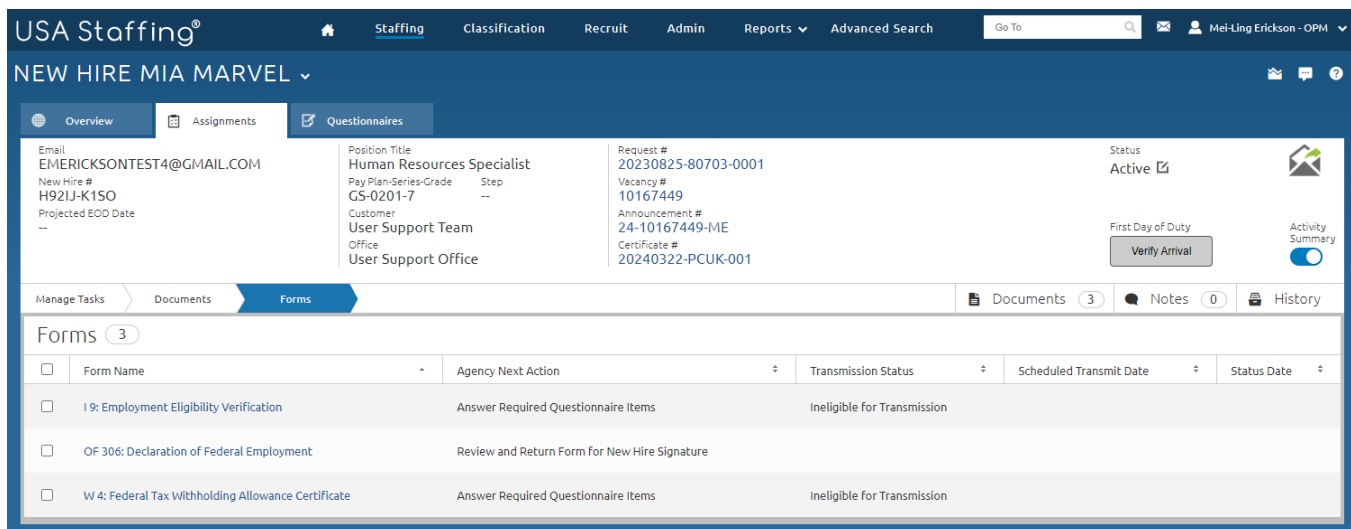


Image 1: A new hire’s record opened on the Assignments tab displaying the Forms page.

- Select **Questionnaires** to open each questionnaire and complete all items within the questionnaires.

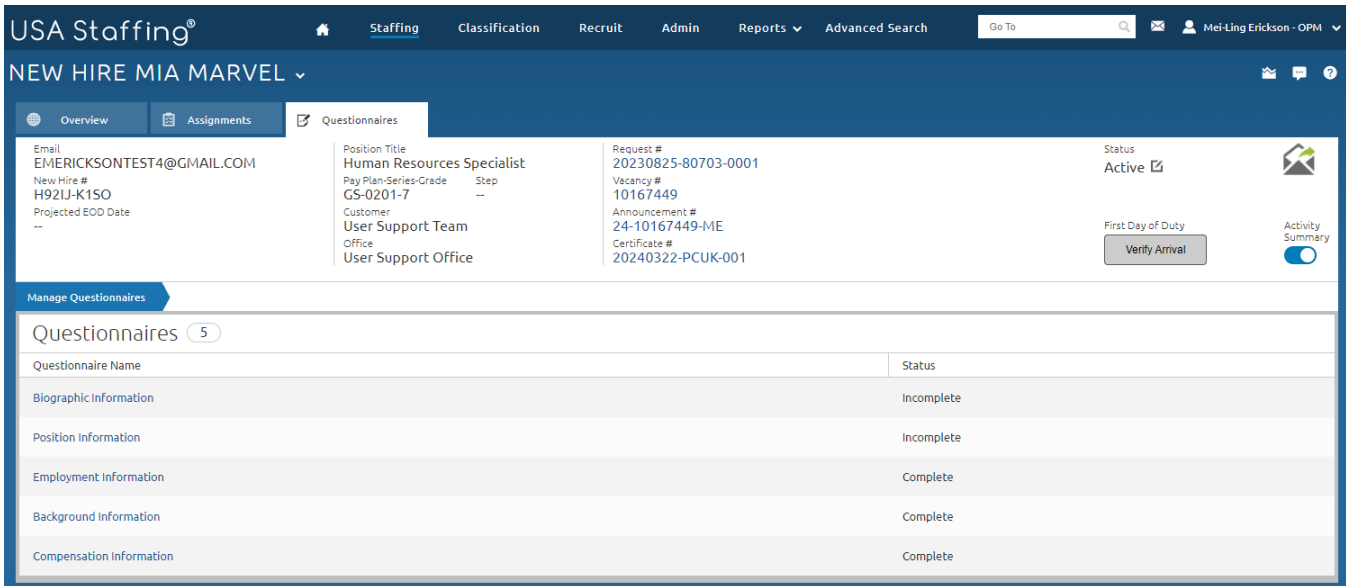


Image 2: Questionnaires tab displaying the Manage Questionnaires page.

3. Once you have completed the questionnaires, the Status will display as Complete.

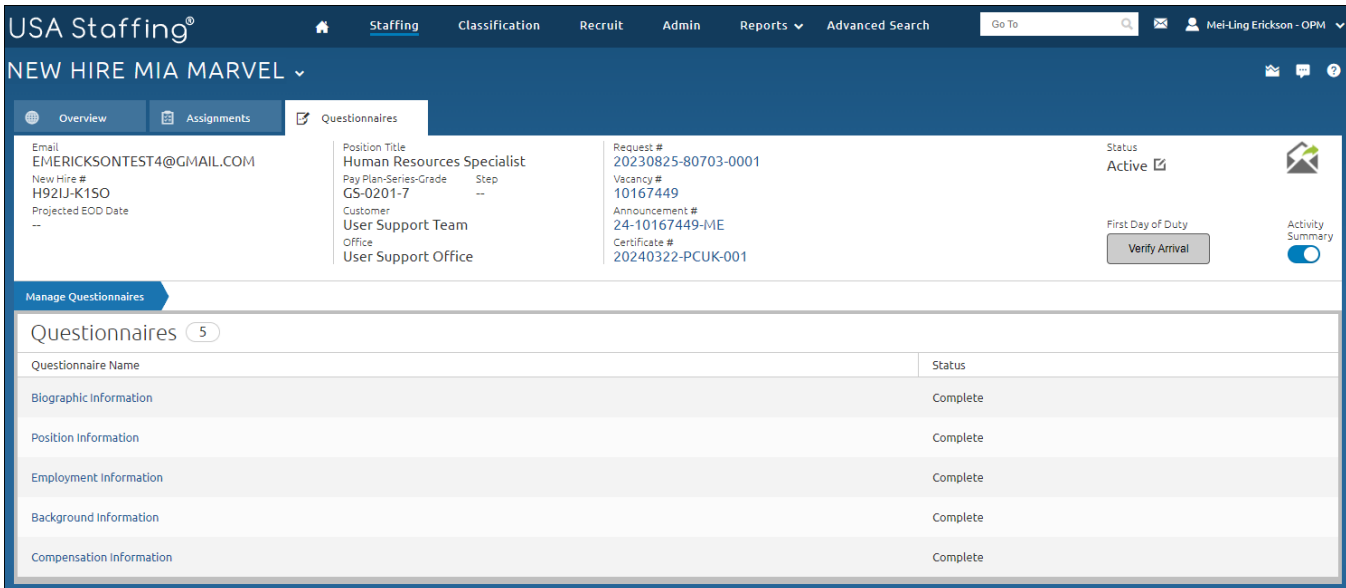


Image 3: Questionnaires tab displaying the Manage Questionnaires page with all questionnaires in Complete status.

4. Go to the **Assignments** tab, **Forms** page, open each form and review it for accuracy.

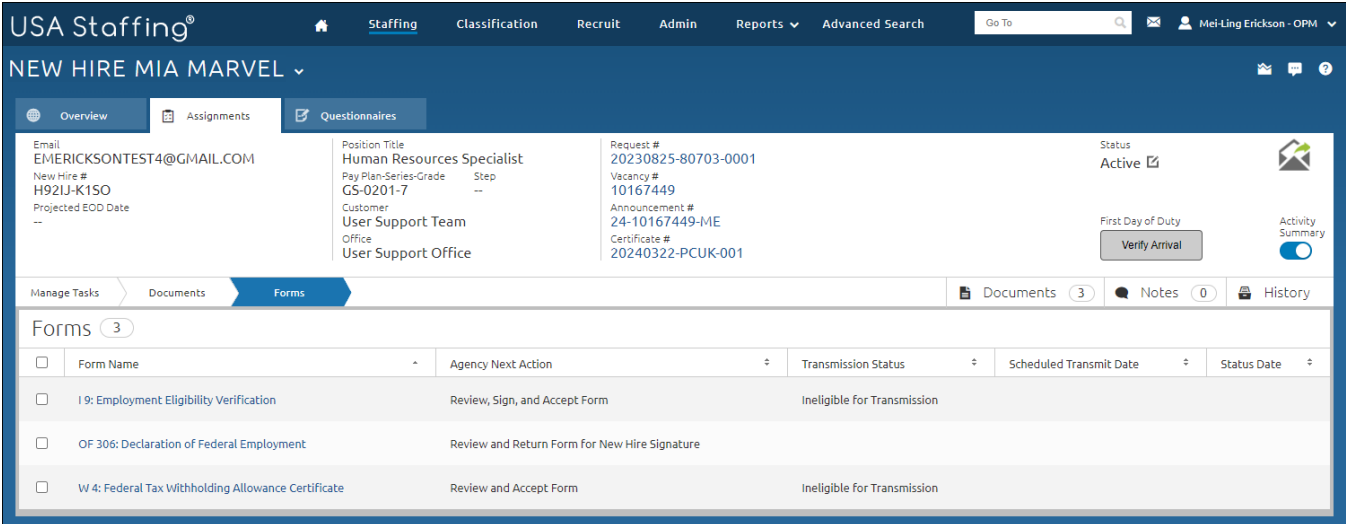


Image 4: Assignments tab displaying the Forms page and the Agency Next Action information.

5. **Sign and accept** each assigned form.

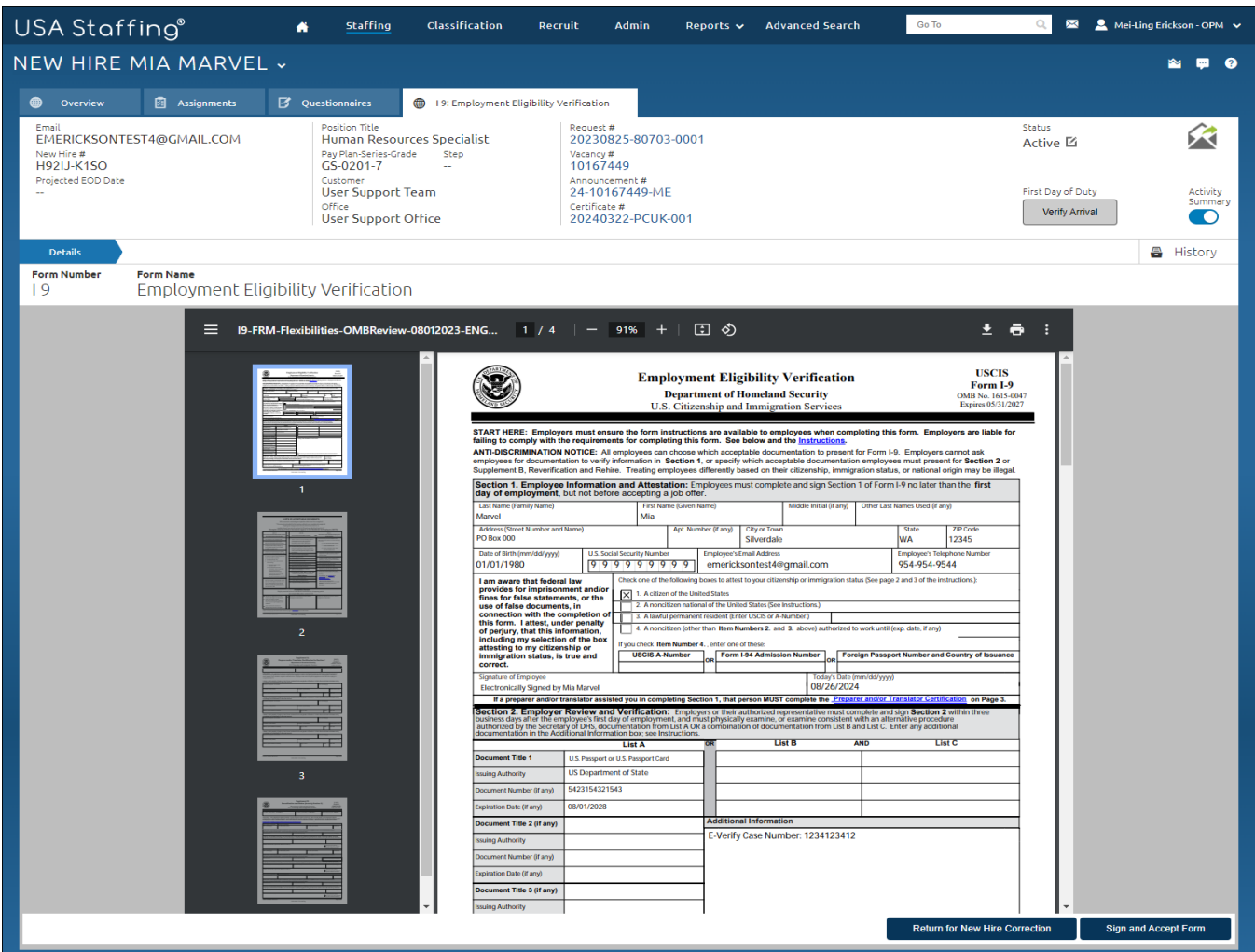


Image 5: Forms page displaying the PDF version of the form.

6. Next, go to the **Assignments** page and complete the remaining Human Resources tasks. You will need to:
 - a. Send the **Official Offer** notification by using the envelope icon.
 - b. Ensure the **Due** date for the Send Official Offer task is populated.
 - c. As the new hire, you can respond to the Official Offer by selecting **Accept, Decline, or Request to be Contacted**. For this exercise you will select **Accept**. You then need to log into the Onboarding account for the job offer response to be recorded in USA Staffing.

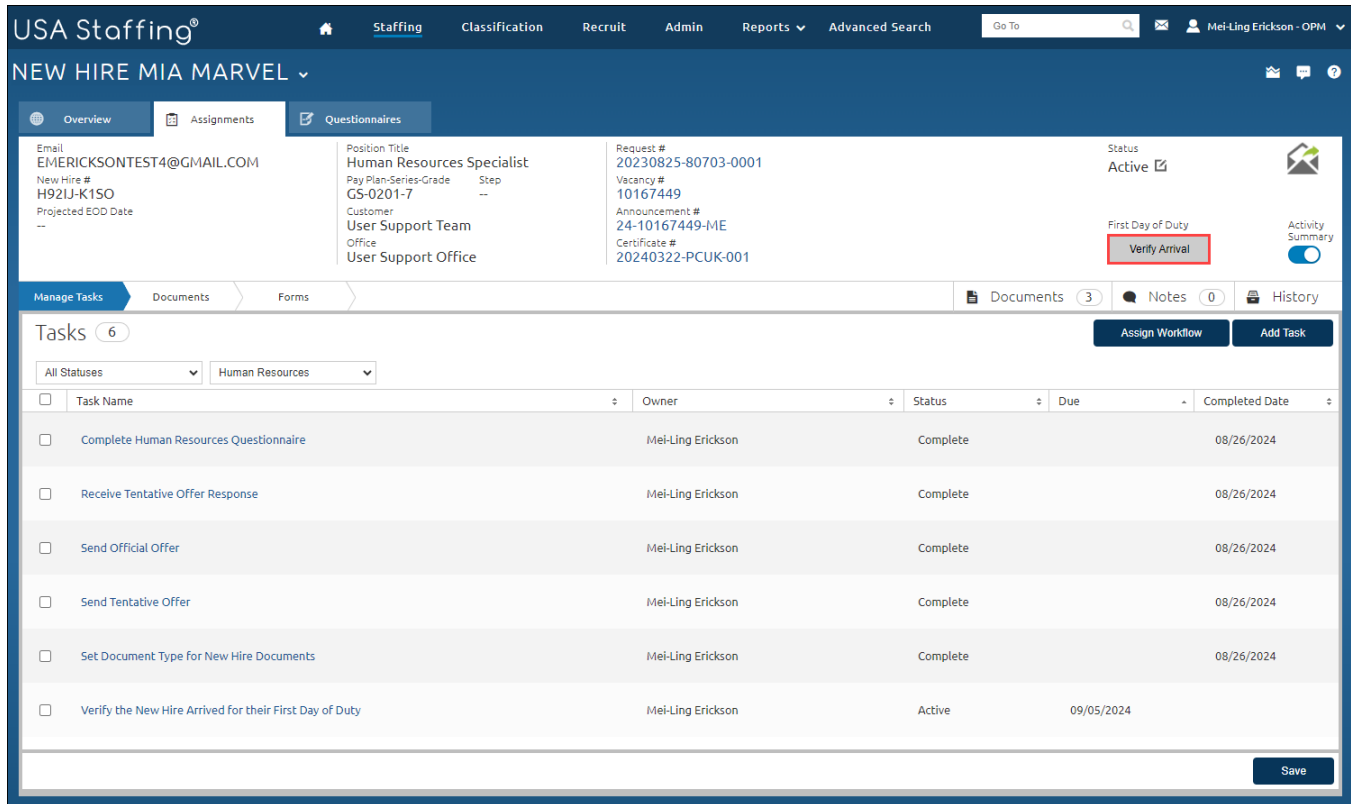


Image 6: Verify New Hire Arrived for First Day of Duty button located under the Overview Page.

7. To electronically record the new hire has reported for the first day of work, from the New Hire Header, select the **Verify Arrival** button. Selecting this button enters the Completed Date for the Verify the New Hire Arrived for their First Day of Duty task listed on the Manage Tasks page. The completion date for this task is considered the new hire's official start date.
 - a. Once the **Verify New Hire Arrived for First Day of Duty** task is in Complete status. The task has to be completed in order for the new hire to complete all of the assigned forms (e.g. the SF-61 form). (Note: The **Verify New Hire Arrived for First Day of Duty** task should only be completed by the HR user on the day the new hire reports for their first day of work).
 - b. The **Transmit Documents to eOPF** and the **Transmit Forms to eOPF** tasks display now due to the assigned forms and documents being in a Complete status and ready for transmission.

The screenshot shows the 'Manage Tasks' page for a new hire. The tasks are as follows:

Task Name	Owner	Status	Due	Completed Date
Complete Human Resources Questionnaire	Kasey Acres	Complete		03/28/2024
Send Official Offer	Kasey Acres	Complete		03/28/2024
Set Document Type for New Hire Documents	Kasey Acres	Complete		03/28/2024
Establish Projected Entry on Duty Date	Kasey Acres	Complete	03/28/2024	03/28/2024
Verify the New Hire Arrived for their First Day of Duty	Kasey Acres	Complete	03/30/2024	03/28/2024
Send Tentative Offer	Kasey Acres	Complete	03/31/2024	03/28/2024
Receive Tentative Offer Response	Kasey Acres	Complete	03/31/2024	03/28/2024
Transmit Documents to eOPF	Mei-Ling Erickson	Active	06/26/2024	
Transmit Forms to eOPF	Mei-Ling Erickson	Active	06/26/2024	

Image 7: Assignments tab displaying the Manage Tasks page filtered to the Human Resources tasks.

- Now that you have completed the HR tasks and the forms have been signed and accepted, you can update the transmission status for the files. Go to the **Forms** page and select all the forms on the page that are eligible for transmission and select the **Don't Transmit to eOPF** button. **Note:** Since this is a practice exercise, the new hire will not have an active Social Security Number (SSN). Therefore, you will use the **Don't Transmit to eOPF** button instead of the **Add to eOPF Queue** button to complete this exercise without having to send files to the eOPF system through the Training site. (Contact your Office Administrator if your agency has access to test SSNs to transmit files to eOPF in Training)

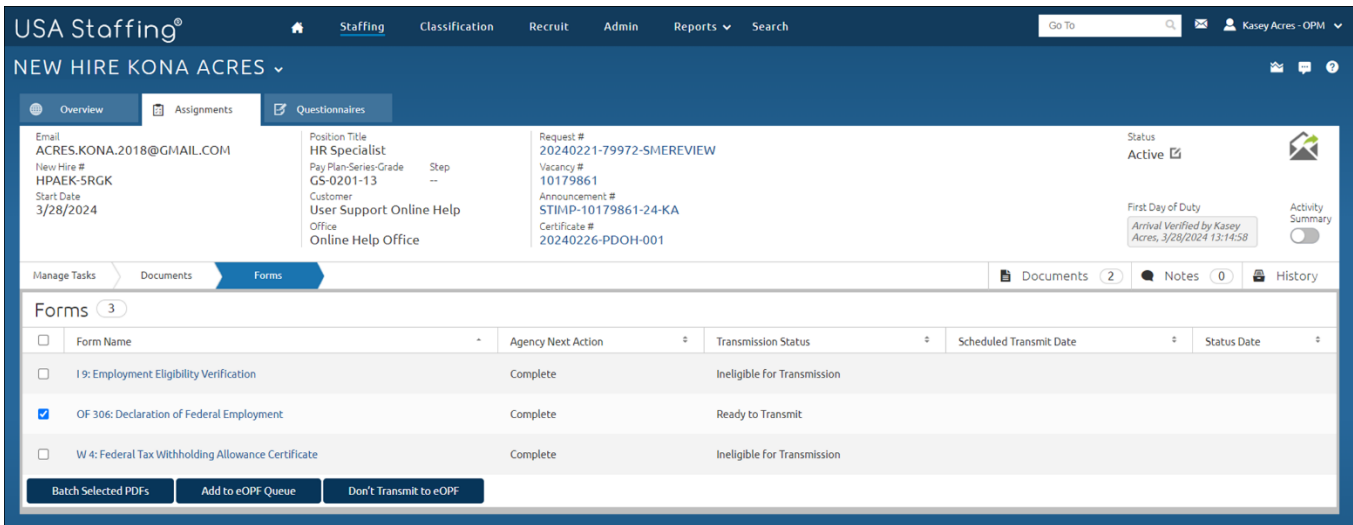


Image 8: Assignments tab displaying the Forms page with all forms in Complete status for the Agency Next Action.

9. The Transmission Status will display Elected Not to Transmit and the Status Date will populate for the forms.

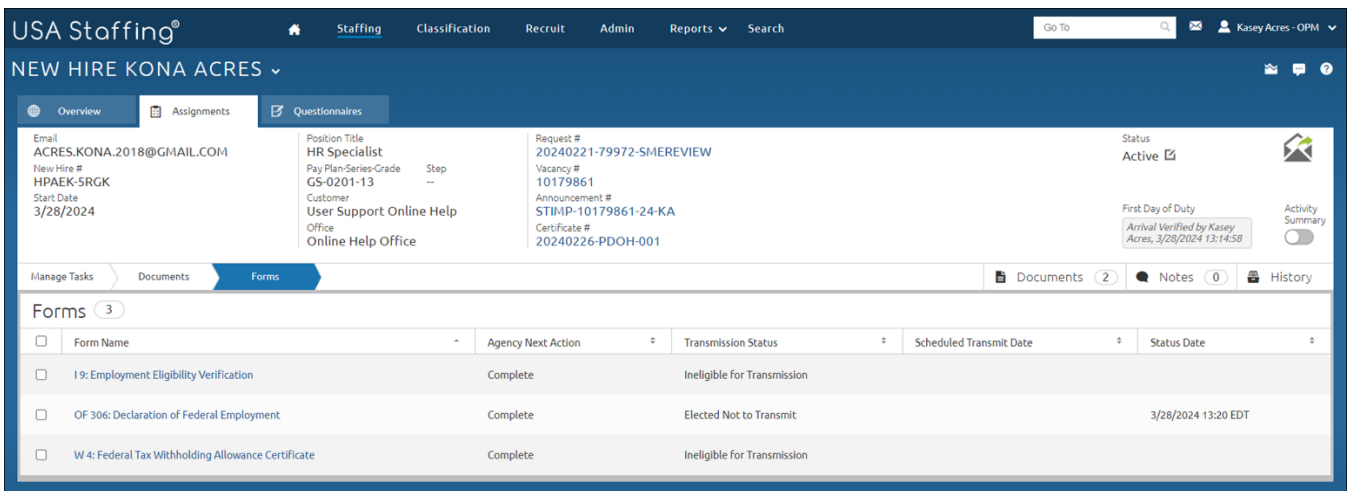


Image 9: Assignments tab displaying the Forms page with all forms in Transmission Status of Elected Not to Transmit.

10. Next, go to the **Documents** page and review the documents, select the document(s), and select the **Don't Transmit to eOPF** button.

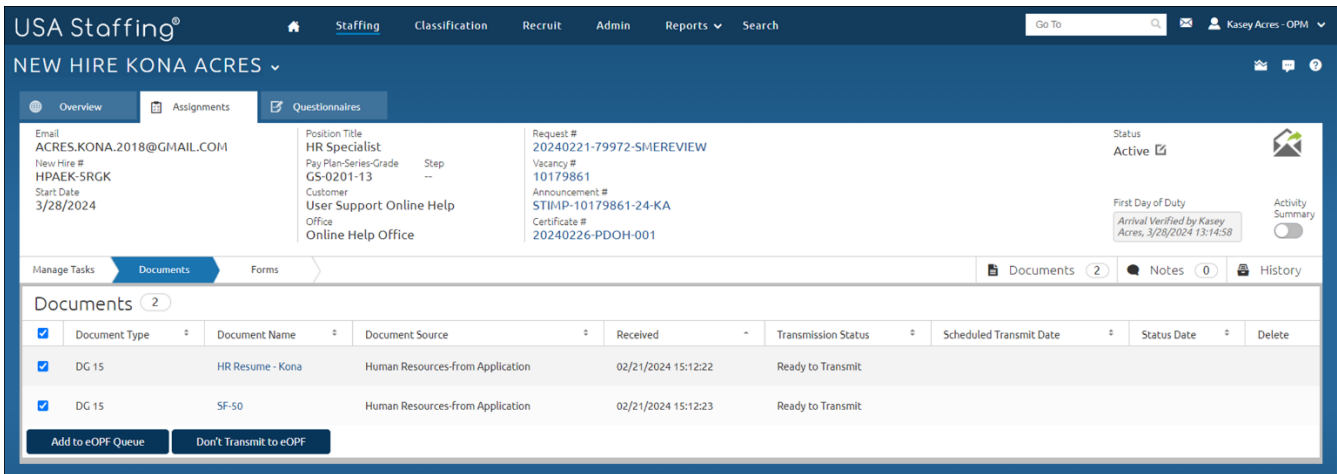


Image 10: Assignments tab displaying the Documents page.

11. The Transmission Status will display Elected Not to Transmit and the Status Date will populate for the document(s).

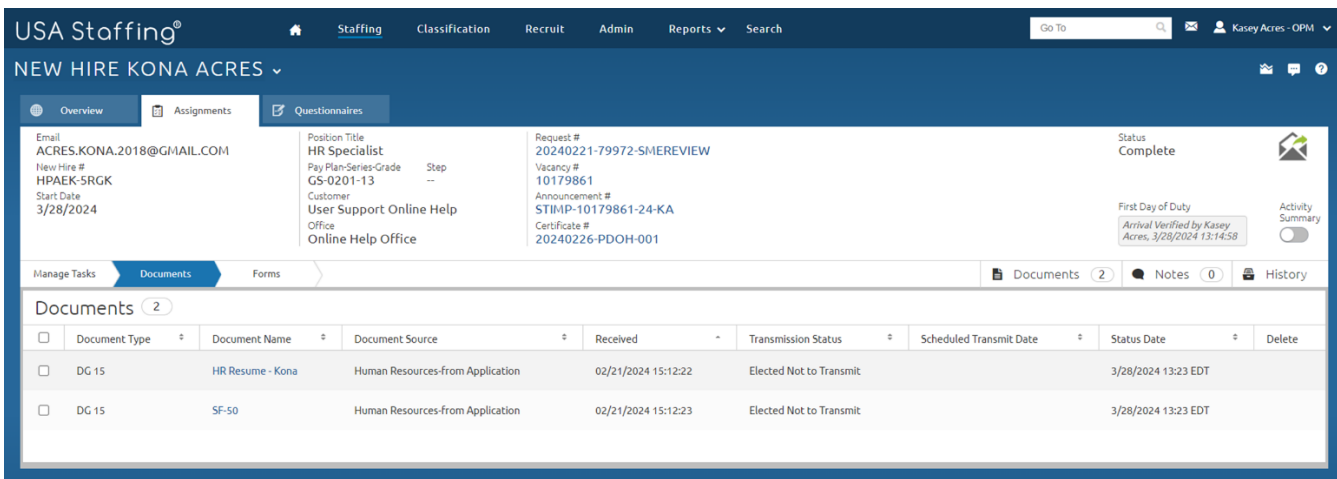


Image 11: Assignments tab displaying the Documents page with all documents in Transmission Status of Elected Not to Transmit.

12. Go to the **Manage Tasks** page. The record is now complete. The Completed Date will automatically populate with the date the transmission tasks were completed.

USA Staffing®

Staffing Classification Recruit Admin Reports Search

Go To

Kasey Acres - OPM

NEW HIRE KONA ACRES

Overview Assignments Questionnaires

Email: ACRES.KONA.2018@GMAIL.COM
 New Hire #: HPAEK-SRGK
 Start Date: 3/28/2024

Position Title: HR Specialist
 Pay Plan-Series-Grade: GS-0201-13
 Step: --
 Customer: User Support Online Help
 Office: Online Help Office

Request #: 20240221-79972-SMEREVIEW
 Vacancy #: 10179861
 Announcement #: STIMP-10179861-24-KA
 Certificate #: 20240226-PDOH-001

Status: Complete

First Day of Duty: Arrival Verified by Kasey Acres, 3/28/2024 13:14:58

Activity Summary

Manage Tasks Documents Forms Documents (2) Notes (0) History

Tasks (9) Assign Workflow Add Task

All Statuses Human Resources

Task Name	Owner	Status	Due	Completed Date
Complete Human Resources Questionnaire	Kasey Acres	Complete		03/28/2024
Send Official Offer	Kasey Acres	Complete		03/28/2024
Set Document Type for New Hire Documents	Kasey Acres	Complete		03/28/2024
Establish Projected Entry on Duty Date	Kasey Acres	Complete	03/28/2024	03/28/2024
Verify the New Hire Arrived for their First Day of Duty	Kasey Acres	Complete	03/30/2024	03/28/2024
Send Tentative Offer	Kasey Acres	Complete	03/31/2024	03/28/2024
Receive Tentative Offer Response	Kasey Acres	Complete	03/31/2024	03/28/2024
Transmit Documents to eOPF	Mei-Ling Erickson	Complete	06/26/2024	03/28/2024
Transmit Forms to eOPF	Mei-Ling Erickson	Complete	06/26/2024	03/28/2024

Save

Image 12: Assignments tab displaying the Manage Tasks page and the record is in Complete status.

This concludes the lesson on Completing the Record.