USA Staffing Onboarding New Hire Questionnaire and Forms Submission Guide for NIH New Hires

This guide provides NIH New Hires guidance on completing their questionnaire and forms submission via the USA Staffing Onboarding System prior to New Employee Orientation.

Accessing System

Your initial login to the system will be made through the Tentative Offer Letter that you received via email.

- Click the **Tentative Offer Link** provided in the email to review and accept the job offer

NOTE: After you’ve accepted the Tentative Offer Letter you can access the system by logging into https://onboard.usastaffing.gov/

Once you have clicked the link in your Tentative Offer Letter, you will be taken to your Tentative Job Offer. Here you will review your job offer information and Accept or Decline your offer.
Once the Tentative Offer is accepted, you will be directed to the login.gov page to create or sign into USAJOBS.

If you do not have an established USAJOBS/Login.gov account, you will need to click on Create an account and follow the prompts to create your USAJOBS/Login.gov account. If you need assistance creating an account please review USAJOBS Login.gov After you have created an account, refer to the Accessing System section of this guide.

If you already have an established USAJOBS/Login account, Click Sign in
You will then be asked to enter your **email address** and **password** to enter the system and begin the Onboarding Process.

- Click Next

The email address cannot be altered once you have received your Tentative Offer letter. You will have to continue to use the email address associated with your Tentative Offer Letter to Onboard.
Welcome Screen
Upon system login, the Welcome page will appear.

- Click Start.

Tasks
Based on your appointment type, a group of Tasks will be assigned to you by your Human Resources contact.
Below is some helpful information regarding your use of the Onboarding system.

- As a **New Hire**, you can log in and log out and return to the system at any time during the process.
- A **Progress Bar** is provided so that you can monitor your progress throughout the Onboarding process.
- **Tasks** are the forms provided for completion based on the appointment type your HR contact assigned.
  - The “red” boxes indicate the task has not been completed - Once Complete, the task box will turn “green”
- The **New Hire Questionnaire** must be completed beforehand, as the answers from the New Hire Questionnaire will populate onto the forms.
- **Due Dates** are assigned to all forms. Some forms will be due prior to New Employee Orientation while others are due later.
  - Complete **New Hire Questionnaire** and **OF-306** tasks are due 2 days after you have accepted the Tentative Offer Letter.
All other **Non-Benefit** forms are due prior to New Employee Orientation. You have up to 60 days from your Appointment Effective date to complete your **Benefit** forms.

- Once a form has been completed the date of completion will populate in the **Completed** column.

**Complete New Hire Questionnaire**

The **Complete New Hire Questionnaire** task is comprised of several different questionnaires. The information you enter in the questionnaires will populate on your forms.

In the screenshot above:

- The questionnaires will display an **Incomplete** Status until you have completed the tasks.
- There is no **Completion Date** - Once the questionnaires are complete a completion date will populate below.
- All check boxes next to the questionnaires are currently “red” indicating the questionnaire is not complete.
- Once the questionnaire has been completed the check box will turn “green”, the status will be “complete” and you will have the option to “update” the Questionnaire.
Updating Forms

You can click **Update** to modify any information in the Questionnaires *if none of the forms have been submitted*. If you have submitted your forms and need to make corrections, you will need to contact your HR Point of Contact.
Once you click the Close button you are taken back to the Tasks page. The following information assumes you have completed all the questions.

- Based on the questionnaires completed, your progress bar should have changed
- The Complete New Hire Questionnaire check box will be green
- The date has populated in the Completed section
- The Benefits Questionnaire may not be marked complete, there will not be a completed date because your benefit forms are not due until after New Employee Orientation.

Submitting the Forms

I-9, OF-306, & SF-61 Forms

Please upload your completed SF 61 Appointment Affidavit Form, I-9 Employment Eligibility Verification Form, and OF 306 Declaration of Federal Appointment Form. These forms were provided via the Onboarding notification (email) you were sent. You will need to complete, sign and date these forms and upload them to your Onboarding record.

- I-9 Employment Eligibility Verification
- SF-61 Appointment Affidavit
- OF 306 Declaration of Federal Appointment

In the following example, the SF-61 is being uploaded to your Onboarding record.

- From the Task page click on New Hire Document Upload
• Click **Add Document**

• Click **Browse** to upload your saved document

• Select the correct **document type**

*It is important to select the correct document type when uploading your documents.*
• Click **Upload Documents**

The SF-61 has been added to the Onboarding record
- Click **Add Document** and follow the same process to add the OF-306 and I-9 forms
- Enter a **Completed** date after these documents have been added
- Click **Save and Close**

**Uploading Supporting Documents**

After uploading the required documents, it is now time to upload the supporting documents. On page three of the I-9 you will find a list of Acceptable Supporting Documents.

*In the following example, a supporting document for the I-9 is being uploaded to your Onboarding record.*

- From the Task page click on **I-9 Supporting Document(s) Upload**
• Click Add Document

• Click Browse to upload your saved document
• Select the correct document type
• Click Upload Document

It is important to select the correct document type when uploading your documents.
Forms that Require Electronic Signature

There are several forms that require an electronic signature for processing. You will have to confirm that you reviewed the PDF document for accuracy and then sign the form electronically.

These forms include:

- FS-2331 Fast Start Direct Deposit
- HHS 476 Record of Home Address
- State Tax form
- W-4 Federal Tax Form
- SF-144 Statement of Prior Federal Service
- USAS EDU -01 New Hire Education Data Form

In the following example, the FS-2331 form is used to review how you will submit a form that requires an electronic signature. You will follow the same process for all forms listed above.

- Click on the Form name/Form Number to open the form
- Verify that you can view the PDF and Review all the information
- Click Confirm

- Click Sign and Submit
Click I Agree

I have reviewed the information for the form displayed and I consent that the information is accurate and true. By signing, as applicable, and/or submitting this form electronically, I acknowledge my approval of the information being submitted. I understand that an electronic signature is equivalent to signing the form. I understand there are legal implications if information has been stated fraudulently. I consent to the electronic release of information as appropriate.

Click Close

Upon completion the form will have a “green” checkbox, the next action will reflect “Complete” and the date will populate in the Completion Date box.
Forms that Do Not Require Electronic Signature

The following forms do not require a signature. You will need to confirm that you can view the PDF, verify that the information is correct in the system and submit your documents.

- SF-181 Ethnicity and Race Identification
- SF-256 Self-Identification of Disability

Review the screenshots below of the SF-181 form as an example of how you will review and submit the forms listed above.

- Click on the Form name/Form Number to open the form
- Verify that you can view the PDF and all the information in the form is correct
- Click Confirm
Click Submit

Upon completion the form will have a “green” checkbox, the next action will reflect “Complete” and the
date will populate in the Completion Date box

- Click Close

Benefits Forms
Depending on your appointment type, benefits forms may have been assigned to you. You have up to 60 days from your appointment effective date to complete your benefits forms.

- SF-2809 Health Benefits Registration Form (FEHB)
- SF-2817 Federal Employees Group Life Insurance (FEGLI)
- TSP 1 1 Thrift Savings Plan (TSP) Election

Review the screenshots below of the SF-2809 form as an example of how you review, sign and submit the forms listed above.

- Click on the **Form name/Form Number** to open the form
- Verify that you can view the PDF and all the information in the form is correct
- Click Confirm

- Click Sign and Submit
• Click I Agree

Upon completion the form will have a “Green” checkbox, the next action will reflect “Complete” and the date will populate in the Completion Date box

• Click Close

NOTE: If you attempt to submit one of the Benefits forms listed above Before your Entry on Duty Date you will receive the following error
“The SF 2809: Employee Health Benefits Election Form cannot be signed and submitted until Human Resources has confirmed you arrived for your first day on duty. If you have already arrived for your first day on duty and continue to receive this message, please contact your Human Resources contact. ”

Beneficiary Forms
Depending on your appointment type, beneficiary forms may have been assigned to you. Beneficiary forms include:

- SF-1152 Designation of Beneficiary Unpaid Compensation
- SF-3102 FERS Designation of Beneficiary
- SF-2823 FEGLI Designation of Beneficiary
- TSP-3 Thrift Savings Plan (TSP) Designation of Beneficiary

You may complete the forms via the Onboarding system. However, the system will force you to print the forms as beneficiary forms require wet signature and submissions via hard copy to the NIH Benefits office. You may also choose to complete the benefits forms at Orientation.

Completed Profile
Once you have submitted and printed all the required forms, your new hire record will be complete.
Congratulations!
You have successfully completed all tasks currently assigned by Human Resources.

**Note:** Human Resources may notify you when additional tasks have been assigned at a later date. If this occurs, log in to the system and complete all the newly assigned tasks.

- All tasks will display a completed date and a “green” box
- The progress bar will display 100% progress