



# USA STAFFING ONBOARDING

IDNG-Human Resources Office



# Overview

- Job Announcement Approval
- DoD Onboarding
- User Types and Permissions
- Flow Chart
- Advantages
- Onboarding Process

# DOD USA Staffing-ONBOARDING

- “Onboarding is the process of integrating new employees into an organization and equipping them to become successful and productive.” It is an ongoing process and requires involvement from all levels.
- Onboarding is part of DCPAS’ consolidation and standardization initiative.
- Research has shown that employees whose managers provided them with a good onboarding experience greatly benefitted.
  - *They were more productive two months earlier after entrance on duty*
  - *Stayed with their organization three years or more*

# DOD USA Staffing-ONBOARDING-Objectives

- Increase employee engagement level
- Support an integrated military/civilian culture in the National Guard
- Increase communication between Human Resources Office, Hiring Managers, and Employees
- Establish security requirements
- Support DCHRMS migration (currently DCPDS) and utilize eOPF transmission efficiency

# USA STAFFING ONBOARDING USER TYPES

- HR User- License required (paid only 1 per state)
- Onboarding only- No license required (non-paid)
  - *HR (Staffing User)- assigned to Human Resource Office level*
  - *HR (Benefits User)- assigned to Human Resource Benefits*
  - *Payroll User- assigned to appropriate Finance/USPFO employees*
  - *Hiring Manger/Selecting Official (1 assigned to each vacancy announcement)*
  - *Reviewer (up to 2 assigned to each vacancy announcement)*

*HRO will create/manage onboarding accounts internally (form required for 1<sup>st</sup> use)*

# USA STAFFING ONBOARDING USER TYPES

- **Onboarding Benefits-** access to tasking's documents, forms, and eOPF transmissions for New Hire eOPF. (Does not replace face to face New Employee Orientation (NEO)).
- **Onboarding Payroll-** View only access. FOUO. Only able to access applicable documents. i.e. W-4, DD 2058, Direct Deposit.



# Advantages

- Reduce eOPF scan time
- Reduce New Employee Orientation time
- Enable document completion for majority of forms prior to orientation
- Improve communication between management levels and new hire
- Enforce internal organization processes

# Onboarding - Hiring Manager

- Review applicants
- Conduct Interviews
- Complete Certificate of Eligible
- Selection made by Hiring Manager (HM)
  - *Print and sign certificate*
  - *Return certificate to HR within USA Staffing*



# Onboarding – HRO Staffer

- Audit Certificate of Eligible
- Creates New Hire (NH) Record and assigns workflow based on need. Security vs. Non-Security.
  - *Complete necessary fields in New Hire Record for Tentative Job Offer (TJO)*
- Issues TJO via email with any documents required and awaits response.

# Onboarding – Selectee/New Hire

- Receive/respond to Tentative Job Offer (TJO)
- Complete tasks/forms associated with TJO

# Onboarding – Security

- HR Staffer receives TJO response
- Security reviews forms, initiates and completes e-QIP process (T5 takes longer to complete)

# Onboarding - Hiring Manager

- Hiring Manager submits special requests
  - Superior Quals
  - Recruitment Incentive
  - Relocation Incentive
  - Higher Leave Accrual
  - 180 Day Waiver
  - Highest Previous Rate
- HR Staffer sends Official Job Offer (OJO)

# Onboarding – Selectee/New Hire

- Receives and Responds to Official Job Offer
- Completes tasks/forms associated with OJO inside USA Jobs

# Onboarding - Benefits

- Completes New Employee Orientation
- Obtains final signatures
- Transmits documents to eOPF within 14 days of EOD date

# Notes for HIRING MANAGER

- Hiring Manager will be CC'd on all USA Staffing emails to the applicant throughout the process
- The effective start date is worked out between HRO, the Hiring Manger and the selected applicant
- The selected applicant **CANNOT** be brought onboard until onboarding process is complete
- Hiring Manger is responsible for ensuring the selected applicant completes all paperwork timely
  - *Human Resources Office must have appropriate time to work the SF-52 personnel action. We cannot start this process until onboarding is complete.*
  - ***Effective Dates for Personnel Actions must be received at least 10 calendar days prior to the start of the pay period.***

## Onboarding Process

### Supervisor

- Review applicants/Interview
- Make selection
- Complete Certificate of Eligible
  - Print and sign certificate
  - Return certificate to HR within USA Staffing



### HRO

- Audit Certificate of Eligible & create the new hire record
- Prepare and send Tentative Job Offer (TJO) email to new hire



### Selectee/New Hire

- Receive/respond to TJO
- Complete tasks/forms associated with TJO



### HRO / Security User

- HR user receives TJO response
- Security reviews forms, initiates and completes e-QIP process (T5 takes longer to complete)
- HR user send Official Job Offer (OJO)



### Selectee/New Hire

- Receive/respond to OJO
- Complete tasks/forms associated with OJO



### HRO/Payroll User

- Manages Tasks assigned to Users
- Reviews completed forms



### HRO/Benefits

- Completes New Employee Orientation
- Obtains final signatures
- Transmits documents to eOPF within 14 days of EOD date



# QUESTIONS?

- The PowerPoint, Hiring Manger Quick Reference Guide, Onboarding user video and flowchart will be posted to IDNG HRO website in the Supervisor's Toolbox.
- <https://inghro.idaho.gov/hr/SupervisorsToolbox/supervisortoolbox.htm>