

USA Staffing - Day One Forms (Confirm Forms are Complete)

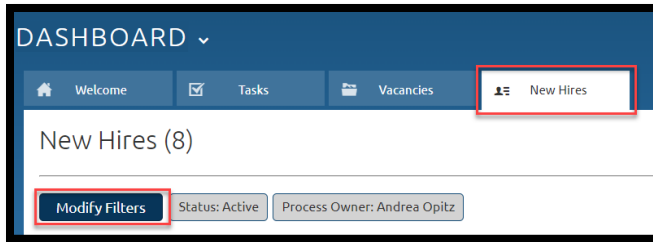
ONBOARDING BUDDIES ARE RESPONSIBLE FOR COMPLETING THE FOLLOWING DAY ONE FORMS

- I-9 (Employment Eligibility Verification)
- OF-306 (Declaration for Federal Employment)
- SF-61 (Appointment Affidavits)

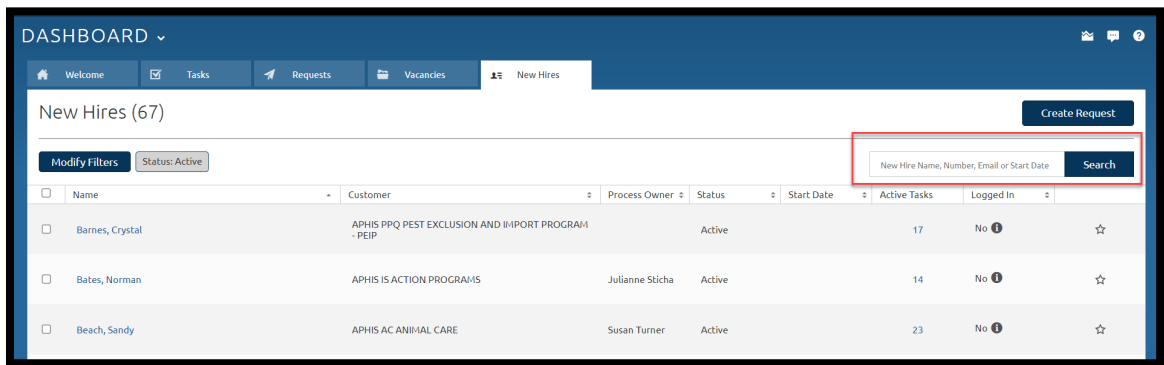
*The listed forms may vary for each new hire.

HOW TO CHECK IF THE DAY ONE FORMS ARE COMPLETE

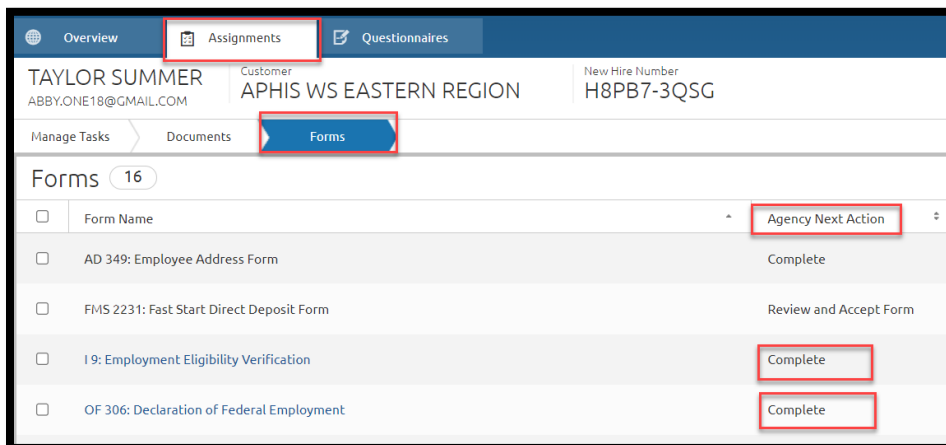
1. Login to USAS as the onboarding buddy.
2. On the Dashboard screen, click on the **New Hires** tab.



3. Click on **Modify Filters**.
4. Modify Process Owner - Click on the down arrow and choose **All Owners under Process Owner**.
5. Enter the New Hire's Last Name - In the upper right corner click in the Search field and **type the last name** of your new hire.



6. Click on the **New Hire's Name** in blue text to automatically go to the new hire record.
7. Click on the **Forms** tab.
8. Check **Agency Next Action Column**. If the day one form statuses are 'Complete', you are done! If not, see next page.



'AGENCY NEXT ACTION' COLUMN DEFINITIONS

Pending New Hire Action:

The new hire needs to login to their record, open the form and click Confirm and Sign and Submit. Once submitted, the status will update in USAS.

Answer Required Questionnaire Items:

➤ **For the I-9:**

Click on the **Questionnaire** tab, next click on the **Biographic Information** questionnaire. Click on the **Verification** tab. Click **Add** to enter identification document information. Review the Documents tab as needed to open the uploaded identification documents.

Answer 'No' to the question, *Do you want to enter an e-Verify Case Number?* Click Save and Continue. Return to the Forms tab, view the I-9 form, Click Confirm and Sign and Accept.

➤ **For the SF-61:**

Click on the **Questionnaire** tab, next click on the **Position Information** questionnaire. Click on the **Entry on Duty** tab. **Answer 'Yes'** to the question, *Was the oath of office administered at the new hire's duty location?* Click Save and Continue.

Return to the Forms tab, view the SF-61 form, Click Confirm and Sign and Accept.

Review, Sign, and Accept Form:

Click on the form name to open and review. Click to **Confirm** and **Sign and Accept**.