

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. www.usastaffing.gov
2. On the Dashboard screen, click on the **New Hires** tab.
3. Modify Process Owner - Click on the down arrow and choose **'All Owners'** under **Onboarding Process Owner**.
4. Enter the New Hire's Last Name - In the 'Filter By' field, **type the last name** of your new hire.
5. Click 'Apply'.

New Hires (4)

Applied Filters: Filter By: Smith Status: Active

Filter By: Smith

Status: Active Office: All Offices Customer: All Customers Onboarding Process Owner: All Owners

New Hire Logged In: Select New Hire Logged In PCS Eligibility: Select PCS Eligibility eOPF Transmission Status: Select eOPF Transmission St... Invitation/Offer Response: Select Offer Response

Form Status: Select Form Status Date Milestones: Select Date Milestone between Select Start Date and Select End Date

★ Favorites Only

Apply Reset Filters Cancel Changes

6. Click on the **New Hire's Name** in blue text to automatically go to the new hire record.

Apply Reset Filters

| Name | Custom |
|-------------|-------------|
| Smith, Evan | APHIS BIOLO |

7. Click on the **Forms** tab.

Manage Tasks Documents Forms

Forms 3

8. Check **Agency Next Action Column**. If the day one form statuses are 'Complete', you are done! If not, see next page.

The screenshot shows the USAS system interface for Taylor Summer. The 'Forms' tab is active, displaying a list of forms. The 'Agency Next Action' column is highlighted, showing the status of each form. The forms listed are:

| Form Name | Agency Next Action |
|---|------------------------|
| AD 349: Employee Address Form | Complete |
| FMS 2231: Fast Start Direct Deposit Form | Review and Accept Form |
| I-9: Employment Eligibility Verification | Complete |
| OF 306: Declaration of Federal Employment | Complete |

'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'**.