

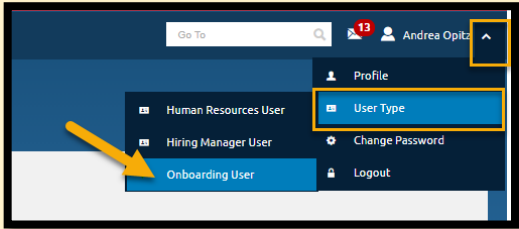

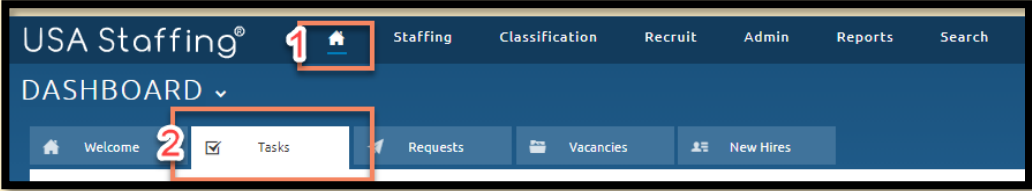
USA Staffing - New Hire and Onboarding Buddy Day One Guide

Effective: July 20, 2021

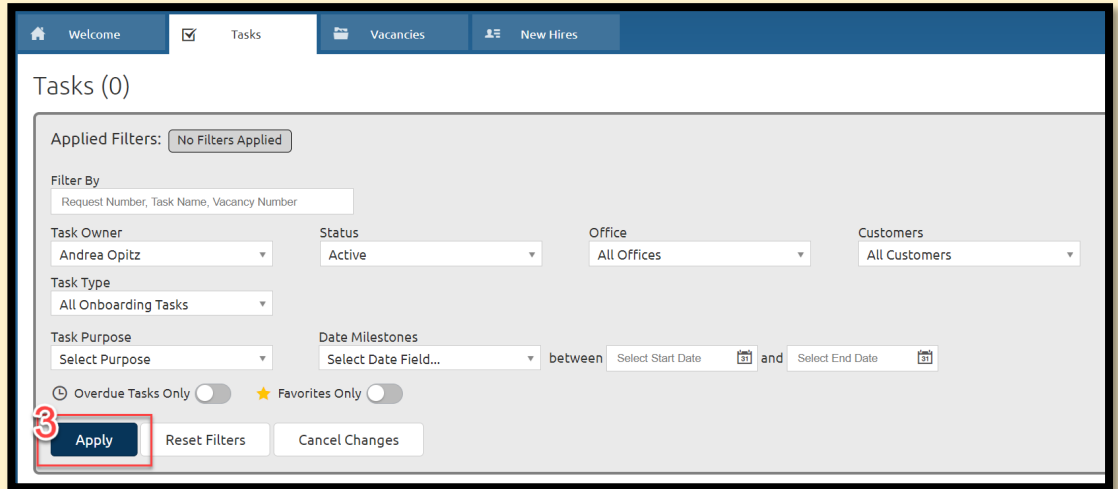
Revised: March 21, 2024

Overview:

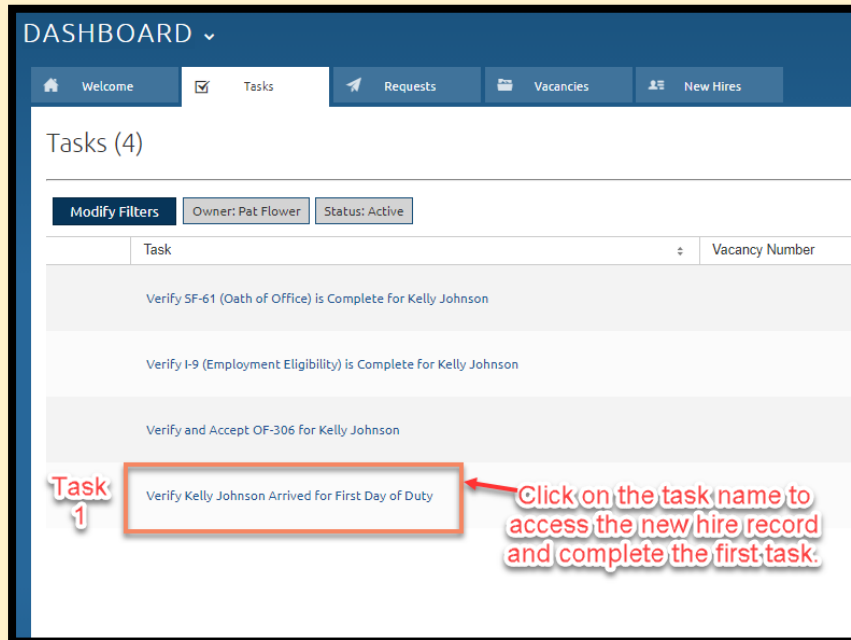
This guide displays the **Onboarding Buddy steps highlighted in yellow** and **the New Hire steps highlighted in green**.

<p>Login to USAS: Onboarding Buddy</p>	<p>The Onboarding Buddy will need permission to USA Staffing as an Onboarding User. To request Onboarding Buddy access or for issues accessing the system, please email HR.System.Access@usda.gov.</p> <p>Login to USA Staffing Onboarding</p> <ol style="list-style-type: none">1. Type www.USAStaffing.gov into your web browser.2. Log in with your PIV credentials (click sign in with smart card). <p>NOTE: If the Onboarding Buddy has a Hiring Manager User role in USA Staffing, they will need to make sure they are working within their Onboarding User type. To change a User Type, navigate to the User Type by clicking the drop-down caret next to the user's name in the top right corner of the system.</p>  <p>NOTE: The New Hire can access their onboarding record using their unique link that is listed in the USA Staffing Onboarding notifications sent to their personal email address on file or this site - onboard.usastaffing.gov.</p>
<p>STEP 1: Onboarding Buddy</p>	<p>Complete the <i>Verify the New Hire Arrived for the First Day of Duty</i> Task</p> <p> It is critical that the Onboarding Buddy completes the <i>Verify New Hire Arrived for First Day of Duty</i> task in the system before anything else. This step will unlock the day one forms for the New Hire to complete and return them in the system.</p> <p>It is also critical to wait until the New Hire has started their first day. Please do not push the button prior to their reporting date to ensure they arrive. *If the New Hire does not arrive due to a recent declination, please notify HR as soon as possible.</p> <ol style="list-style-type: none">1. From the home screen, Select the Tasks tab. 

2. To view your Active and Assigned Tasks, Click Apply to conduct the search.



3. Locate the task titled, **Verify New Hire Arrived for First Day of Duty**. Click on the task name to open the New Hire record.



NOTE: If you do not see the day one task for the new hire in your list of tasks, the task may not be assigned to you as a task owner.

4. Click on the **Verify New Hire Arrived for First Day of Duty** task from the **Tasks tab**. This will bring you to the **Overview Tab**.

5. Scroll down to the very bottom of the page and click on the **Verify New Hire Arrived for First Day of Duty** button. See image below.

NEW HIRE JACKIE MORRIS

Overview | Assignments | Questionnaires

Email: ABBY.ONE18@GMAIL.COM | Position Title: Budget Analyst | Request #: 20240321-72262 | Status: Active

New Hire #: H2T11-O9WM | Pay Plan-Series-Grade: GS-0560-12 | Step: 01

Start Date: 3/24/2024 | Customer: APHIS AC ANIMAL CARE | Office: APHIS Hiring

Onboarding Information | Notification History | Data Transmission History | Documents (1) | Notes (0) | History

Summary | Other Information

Offer Information

Invitation: --

Tentative Offer Accepted: 3/21/2024
Login.gov/USAJOBS Username: abby.one18@gmail.com

Contacts

Supervisor/Manager: Rebecca Meyer

Onboarding Process Owner: Andrea Opitz

6. Select **Continue** on the pop-up window.

7. **IMPORTANT:** Type/select the New Hire's **effective date** (typically, the first Sunday of the pay period) in the field titled ***Date New Hire Arrived for First Day of Duty.*** Next click **Confirm**.

Verify New Hire Arrived for First Day of Duty

Warning!

You are confirming that Human Resources or another agency representative has verified that the new hire has arrived for their first day on duty. After performing this action, the status of the 'Verify the New Hire Arrived for their First Day of Duty' task will change from Active to Complete.

Once this task is complete:

- The audit status on the certificate cannot be modified for this record.
- Human Resources will be able to add Forms and documents associated with this record to be queued for transmission to eOPF.
- If this is the only HR task assigned to the new hire record, the record will change to Complete status. Assigning another HR task will be required to place the record in Active status.

Are you sure you want to continue?

Date New Hire Arrived for First Day of Duty

Type the Effective Date in this field (typically, the first Sunday in the pay period)

Confirm | Cancel

8. Click **Save** at the bottom right of the Overview tab.

STEP 2:
New Hire

New Hire Completes Their Day One Forms (May include OF-306, SF-61, I-9, SF-181, & SF-256)

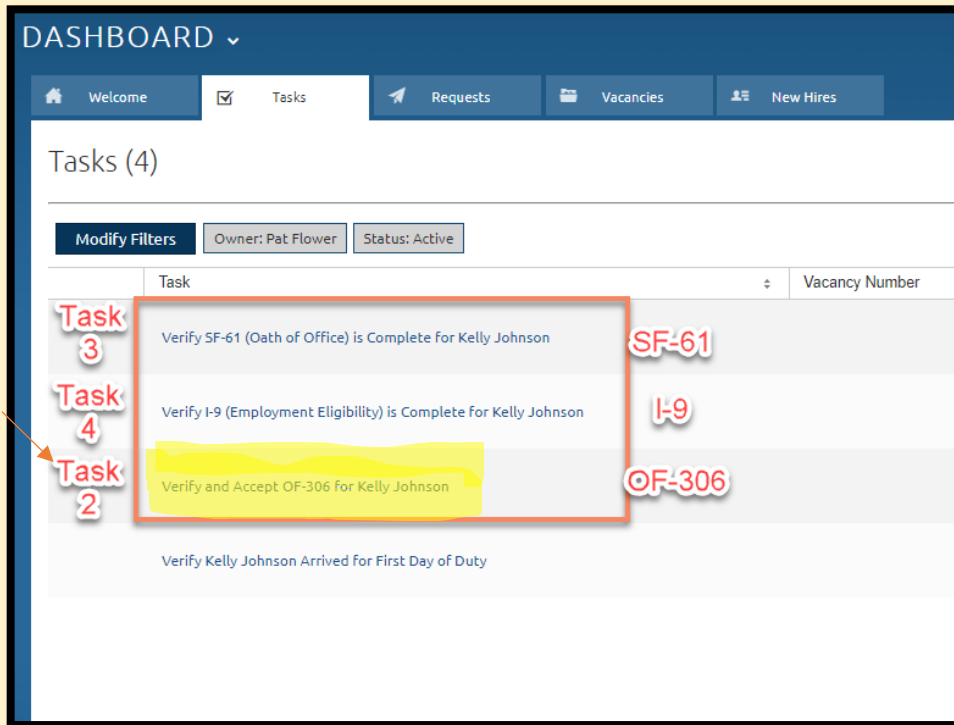
The day one forms assigned to the New Hire will vary depending on their prior federal service and the type of appointment they were hired under.

Use the New Hire Guide to assist as needed. See the *MRP USAS Onboarding New Hire Guide* in the resources list in the Onboarding Buddy Resources [website](#).

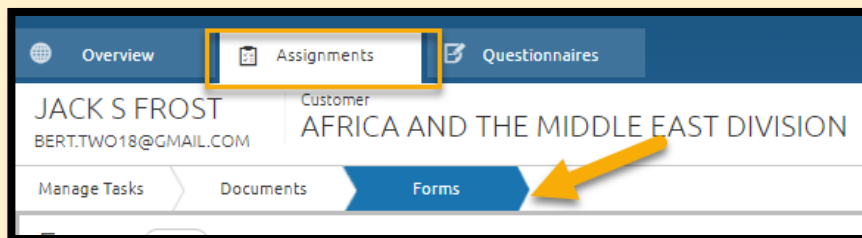
The New Hire guidance is provided to them via email – They can refer to the *Final Offer USAS Onboarding Task Instructions* email to find the guide attached.

The New Hire will need to use a designated office computer or personal device to access their Onboarding record to complete day one tasks.

	<p>New Hire Login Information: The New Hire can access their onboarding record using their unique link that is listed in the USA Staffing Onboarding notifications sent to their personal email address on file or this site -onboard.usastaffing.gov.</p> <p><u>The day one tasks may include the following forms to be completed by the New Hire:</u></p> <ul style="list-style-type: none"> • Employment Eligibility Verification Form (I-9) • Appointment Affidavits (SF-61) <ul style="list-style-type: none"> *New Hire reads the oath of office to the Onboarding Buddy/witness, have a U.S. flag and they raise their right hand. • Declaration of Federal Employment (OF-306) *See note below for OF-306 updates. • Ethnicity and Race Identification (SF-181) • Self-Identification of Disability (SF-256) <p>Once the New Hire completes for forms above, the Onboarding Buddy will need to complete any remaining steps.</p> <p>*NOTE for OF-306 updates: If the New Hire reviews the OF-306 form in the Onboarding system and needs to make updates from their previous responses, they will need to complete a OF-306 PDF outside of the system. Please direct them to the following link, https://www.opm.gov/forms/pdf_fill/of0306.pdf, to complete and return to the Onboarding Buddy. The Onboarding Buddy should verify the New Hire signed and dated by the Appointee Signature 17 b. line. The PDF form should be returned to the HR personnel processing contact in a password protected email. Please view the contact list here: https://www.aphis.usda.gov/aphis/ourfocus/business-services/contact_us/hrd</p>
	<p>Although the New Hire may complete up to five forms in the system, the Onboarding Buddy may only need to complete one to three forms.</p> <ul style="list-style-type: none"> ➤ Declaration of Federal Employment (OF-306) ➤ Appointment Affidavits (SF-61) ➤ Employment Eligibility Verification (I-9)
<p>STEP 3: Onboarding Buddy</p>	<p style="text-align: center;"><u>Verify and Accept the Declaration of Federal Employment (OF-306)</u></p> <p>Note: If the New Hire was a current USDA employee (prior to starting this new position) an OF-306 may not be required.</p> <ol style="list-style-type: none"> 1. Navigate to the New Hire record (click on the task <u>Verify and Accept OF-306</u> from the Task tab).



2. Navigate to the **Forms chevron** from the **Assignments Tab**.

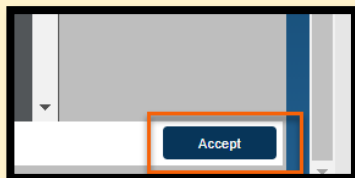


3. Click on the form name ***OF 306: Declaration of Federal Employment.***

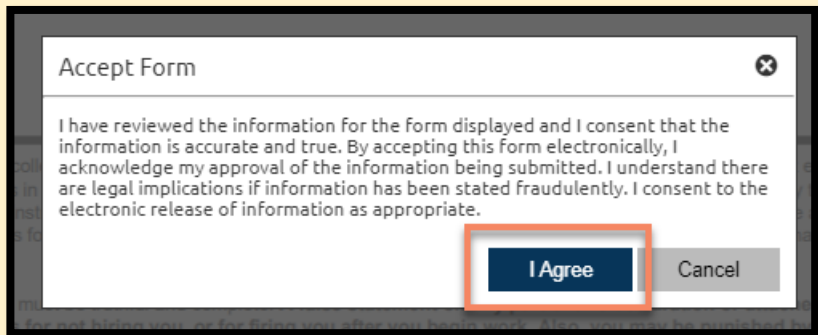
4. Click the **Confirm** bottom in the bottom right corner of the page.



5. Click **Accept**.



6. Select **"I Agree"**.



The status in the **Agency Next Action** column will change to **Complete**.
The **Verify and Accept OF-306** task is now complete.

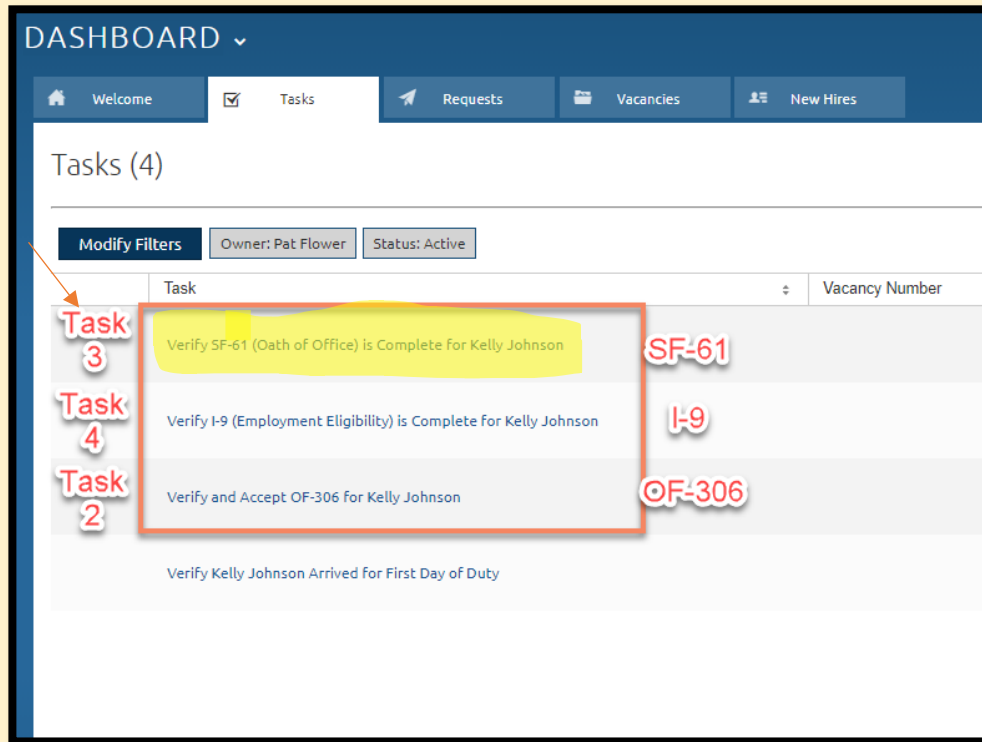
NOTE - If the new hire is a current employee who only needs to complete the OF-306 and does not need to complete the I-9 & SF-61 on their first day: When you review and accept the OF-306 document, the system will automatically assign you as the task owner to a new task titled **"Transmit Forms to eOPF"**. NO ACTION IS NEEDED, YOU MAY DISREGARD THIS TASK - HR will reassign the task to the appropriate HR task owner.

STEP 4:
Onboarding Buddy

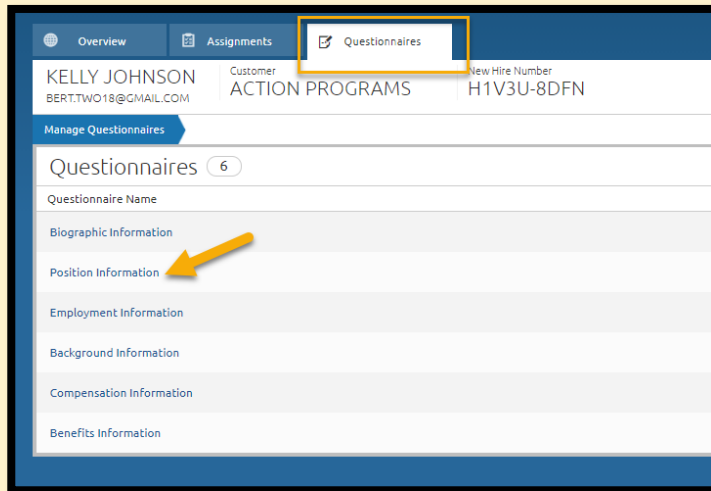
Review/Submit Appointment Affidavits (SF-61)

Note: If the New Hire was a current USDA employee (prior to starting this new position) an SF-61 is not required.

1. If you are not already in the New Hire record, navigate to the New Hire record by clicking on the task **Verify SF-61 (Oath of Office) is Complete** from the Task tab.



2. When you are in the New Hire record, navigate to the **Questionnaires** tab.

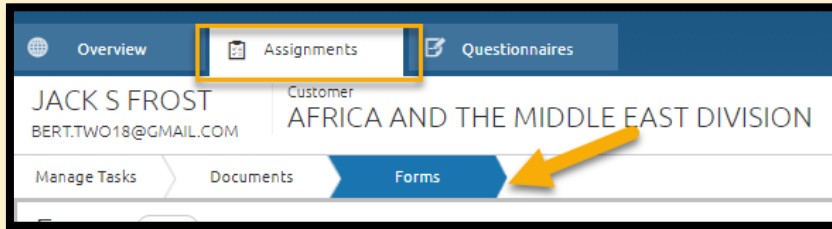


3. Select **Position Information**.

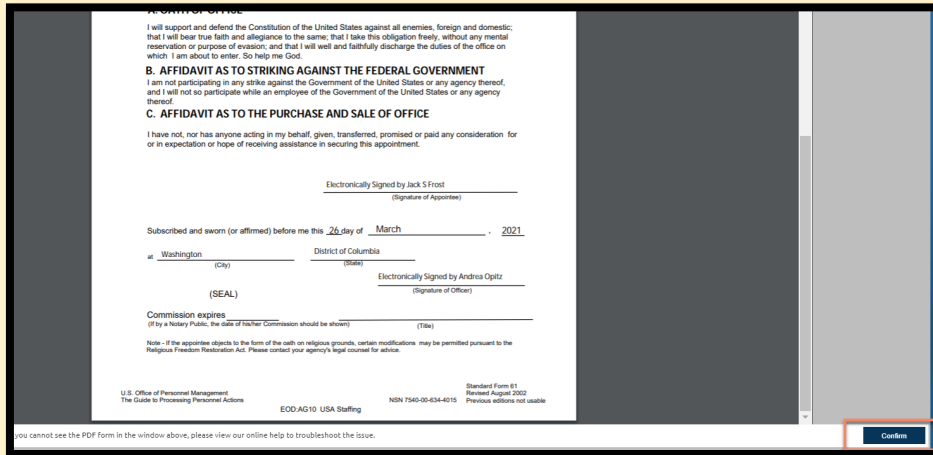
4. Select **Entry on Duty** and answer the question: *Was the oath of office administered at the new hire's duty location?* (**Yes** or **No**) *If the New Hire did not yet read the oath of office, please have them do so prior to answering Yes.

5. Click the **Save and Continue** button on the bottom right of the page.

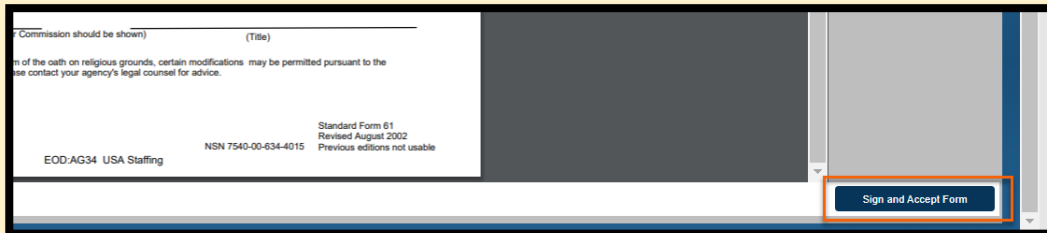
6. Navigate to the **Assignments** tab and click on the **Forms chevron**.



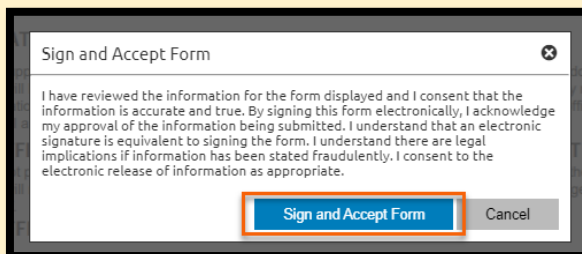
7. Click on the form name **SF-61: Appointment Affidavits** to open and verify the appointee's electronic signature is complete.
8. Click the **Confirm** button in the bottom right corner of the page.



9. Select the **Sign and Accept Form** button.



10. A window will pop-up asking you to sign and accept the form, select the **Sign and Accept Form** button.



The status in the **Agency Next Action** column will change to Complete.
The **Verify SF-61 (Oath of Office)** task is now complete.

STEP 5:
Onboarding Buddy

Review/Submit Identification Documents for I-9

Note: If the New Hire was a current USDA employee (prior to starting this new position) an I-9 is not required.

Verify the identity of the New Hire in Section 2 of the Employment Eligibility Verification ([I-9](#)).

Onboarding Virtually:

If the New Hire did not already upload their identification document(s) in the USA Staffing Onboarding system, please ask that they do so. You must visually witness the documents are in their possession and compare the supporting documents while viewing the face of the New Hire. This can be done via Microsoft Teams or another connection.

Onboarding in Person:

If the New Hire did not already upload their identification document(s) in the USA Staffing Onboarding system, make copies of the identification document(s) and upload the file(s) into USA Staffing (see Page 14).

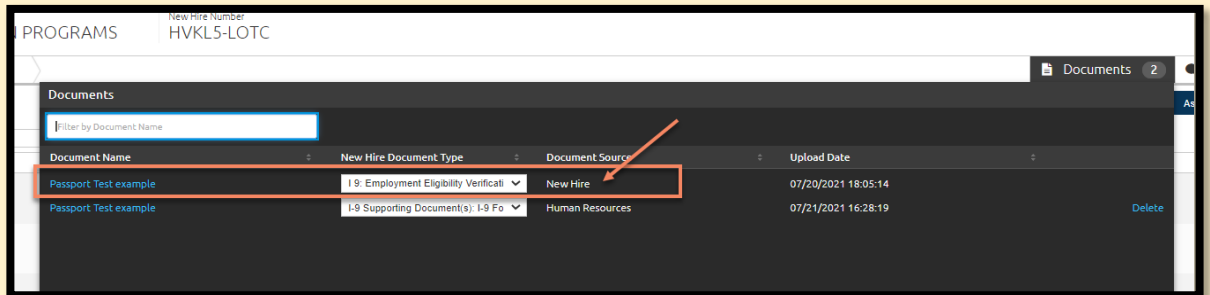
How to check if the New Hire uploaded their identification document(s) in their Onboarding record:

Navigate to the New Hire record, by clicking on the task **Verify I-9 (Employment Eligibility) is Complete** from the task tab. When you are on the Assignments tab, click on the **Documents** tab on the right of the screen.



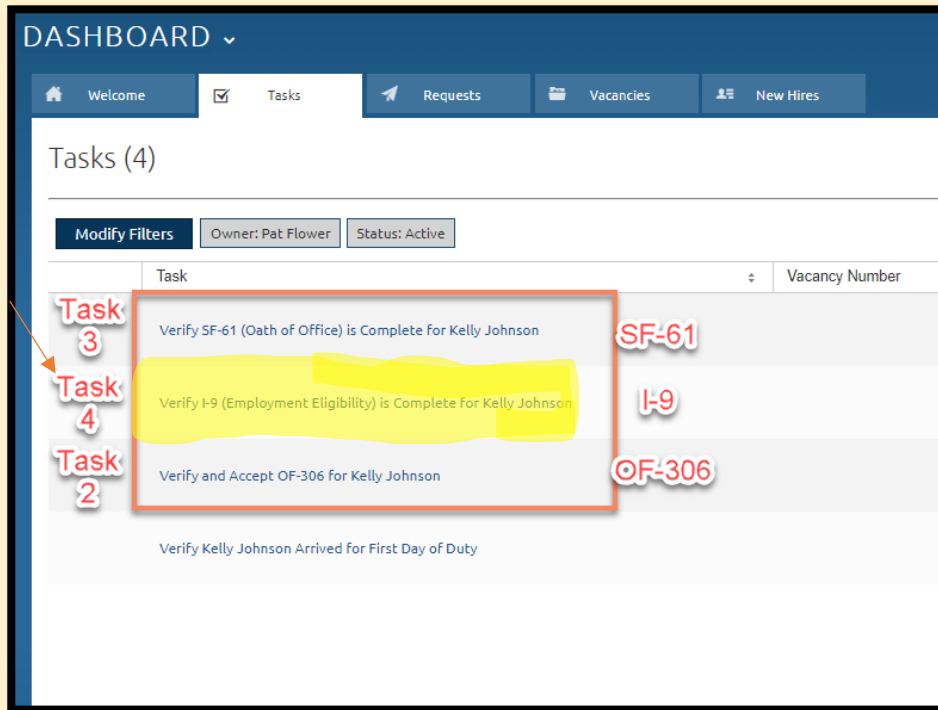
Click on the document name to open and view the document. Check the Document Source column to verify the New Hire submitted the document.

*Tip: Right Click on the Document Name and select 'Open in a New Tab' to view and complete the questionnaire simultaneously.

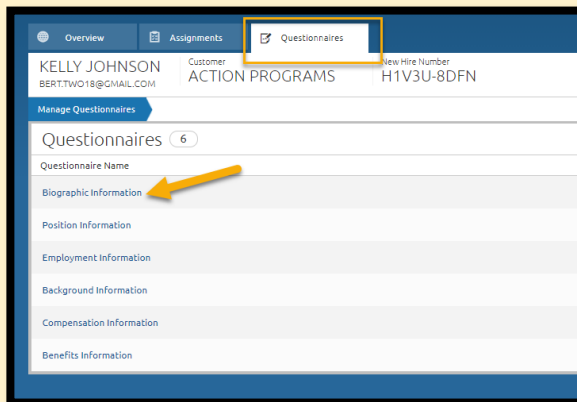


Review/Submit Employment Eligibility Verification (I-9 form) in the New Hire record:

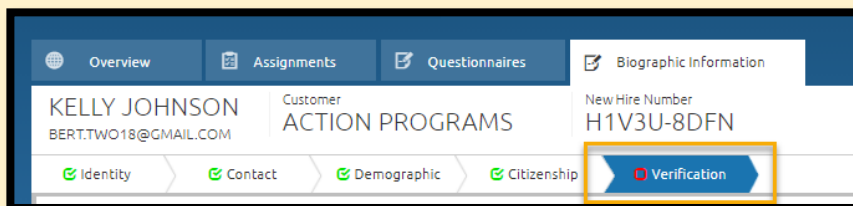
1. If you are not already in the New Hire record, navigate to the New Hire record by clicking on the task **Verify I-9 (Employment Eligibility) is Complete** from the Task tab.



2. Navigate to the **Questionnaires** tab.
 - The **I-9** form will not be complete without the **Verification** tab completed.
 - a. Select **Biographic Information**.



- b. Select **Verification**.



3. To locate the **Add** button, Select a Response.

Select the appropriate list(s) of documents you or an authorized representative physically examined, or examined consistent with an employment authorization. Review the instructions and/or lists of acceptable documents here: <https://www.uscis.gov/i-9-central>.

Note, the new hire may present one selection from List A or a combination of one selection from List B and one selection from List C considered acceptable List A documentation. If the employee presents a combination of documents for List A, you will identify the selection in a subsequent question(s).

Select a Response... 

Do you want to enter an e-Verify Case Number? *

- Yes
- No

Enter any additional information for the I-9 form.

Text input field for additional information.

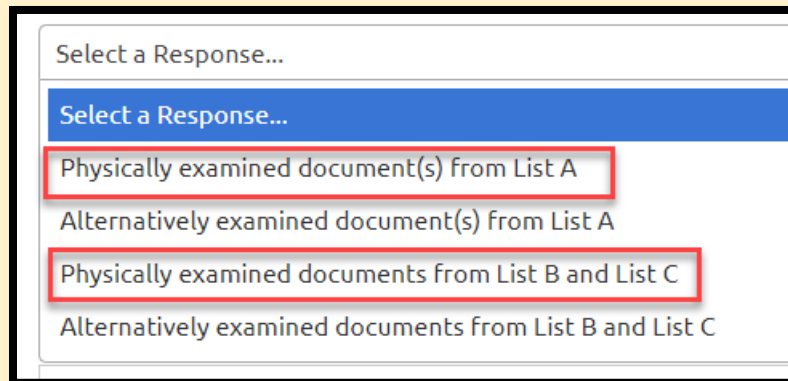
Previous

To view a list of acceptable documents: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

4. **NEW** with Form I-9 Edition 08/ 01/23:

If you **physically examined** document(s), select one of the two options –

- Physically examined the document(s) from List A (e.g., passport) OR
- Physically examined the document(s) from List B (e.g., driver’s license) and List C (e.g., SSN)



Select a Response...

Select a Response...

Physically examined document(s) from List A

Alternatively examined document(s) from List A

Physically examined documents from List B and List C

Alternatively examined documents from List B and List C

If you **examined the identification document(s) remotely**, select one of the two options –

- Alternatively examined the document(s) from List A (e.g., passport) OR
- Alternatively examined the document(s) from List B (e.g., driver’s license) and List C (e.g., SSN)

Select a Response...

Select a Response...

Physically examined document(s) from List A

Alternatively examined document(s) from List A

Physically examined documents from List B and List C

Alternatively examined documents from List B and List C

5. Select the **Add document** button.

Physically examined document(s) from List A

Enter details about the **List A** document(s) provided by the new hire to establish their identity a

List A documents

Add document

6. A screen will pop-up with fields to complete verifying the I-9 documents.

Add document

List A documents

Select a Response...

Issuing Authority *

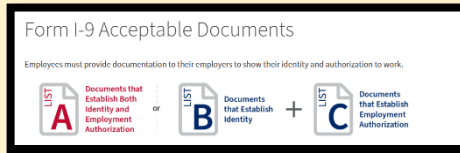
Document Number

Expiration Date

Add Cancel

- a. Use the drop-down option to select the document type and complete the required fields in the window, along with expiration date if one is annotated on the document.
- b. Select the **Add** button.

The New Hire needs to provide **one item from List A OR one item from List B & one item from List C.**



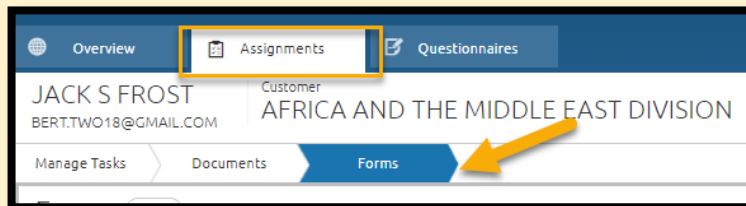
*Be sure you add both documents if documenting from the B and C options.

7. Once all documents are added, **select NO** to the question, “Do you want to enter an e-Verify Case Number?”

A screenshot of a web form asking "Do you want to enter an e-Verify Case Number?". The "No" radio button is selected. Below the question is a text input field labeled "Enter any additional information for the I-9 form." and a "Previous" button at the bottom left.

8. Select the **Save and Continue** button at the bottom right of the page.

9. Navigate to **Assignments tab**, select **Forms**.



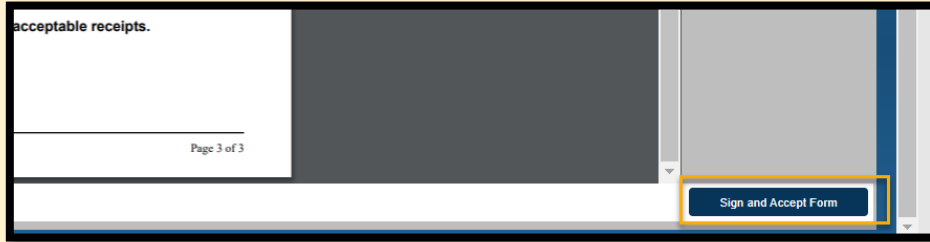
10. Select the **I-9: Employment Eligibility Verification** link to view, sign, and accept the form.

11. Select the **Confirm** button in the bottom right corner of the page.

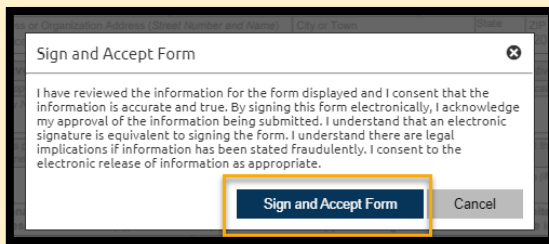
A screenshot of the I-9 form. The "Confirm" button is highlighted with a blue box in the bottom right corner. The form shows fields for employee information and a date field with "3/26/2021".

12. Verify the information in **Section 1** of the form is accurate. If everything looks correct, select the **Sign and Accept Form** button. * If information in Section 1

needs to be corrected, select the Return for New Hire Correction button to return it to the New Hire. The New Hire would need to login to their record and return to the New Employee Questionnaire task to make changes to the appropriate information and then return the I-9 form back in the system.



13. A window will pop-up asking you to sign and accept the form, select the **Sign and Accept Form** button.



The status in the **Agency Next Action** column will change to Complete. The **Verify I-9 (Employment Eligibility)** task is now complete.

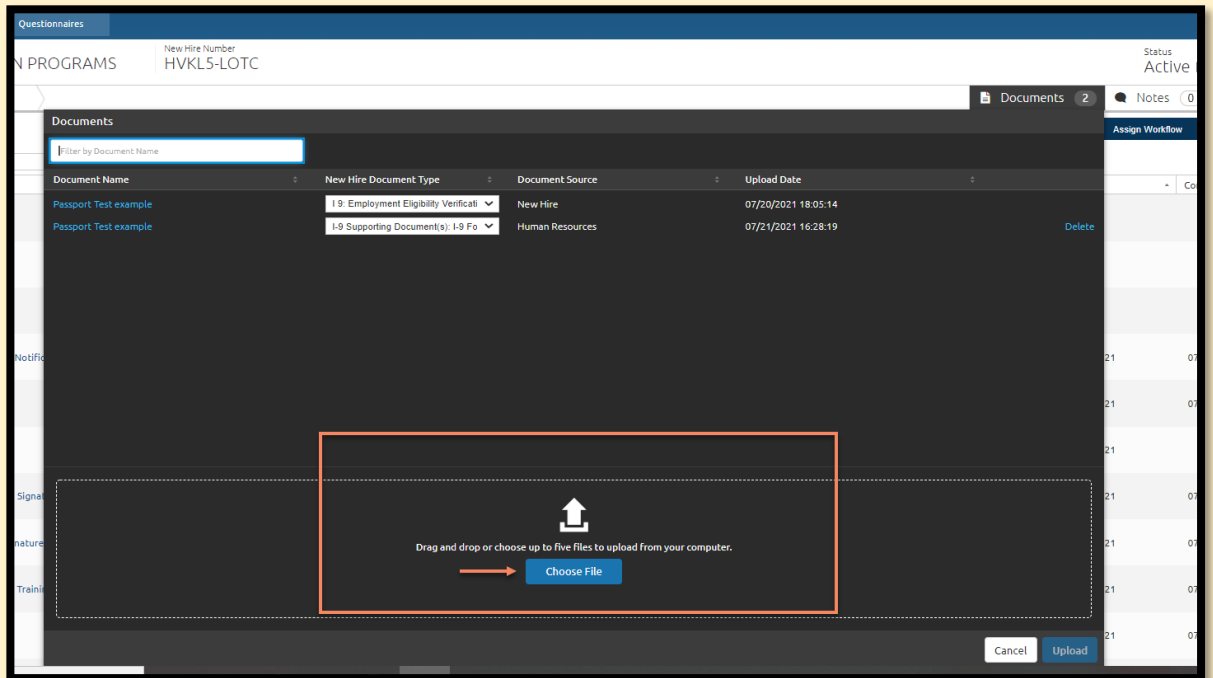
If needed: How to upload copies of the identification document(s) into the New Hire Onboarding record (if the New Hire was not able to complete this task):

If the new hire did not already upload their identification document(s) into their Onboarding record, scan the documents or take an image of the document(s) and save a copy on your computer or device.

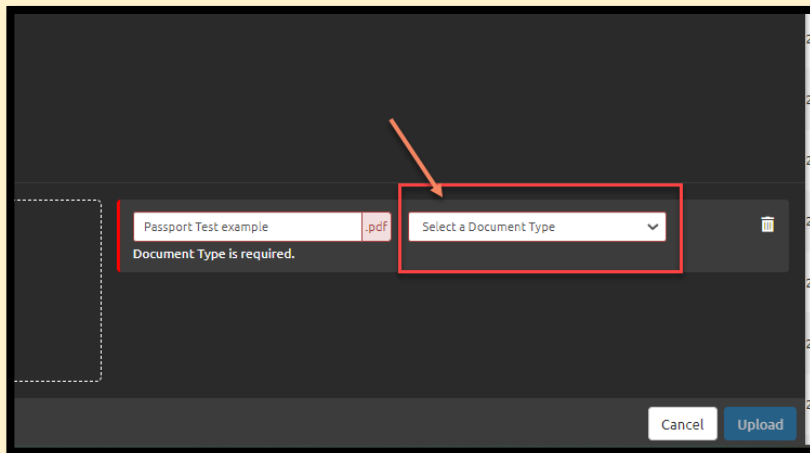
Once saved, you can navigate to the Assignments tab, click on the **Documents** tab on the right of the screen.



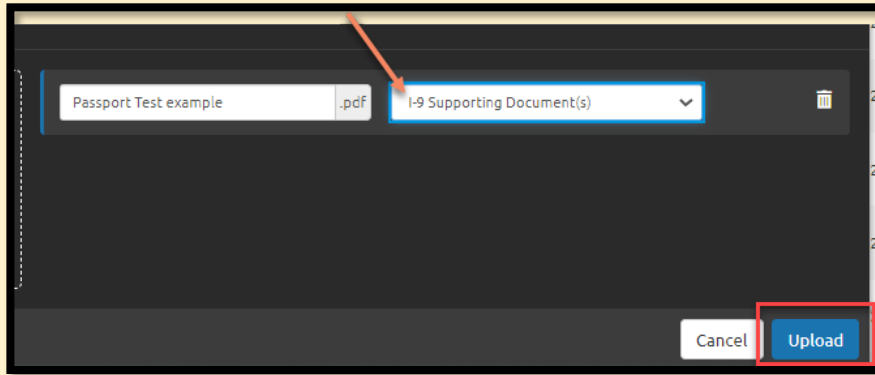
Once you clicked on Documents, Click **Choose File**.



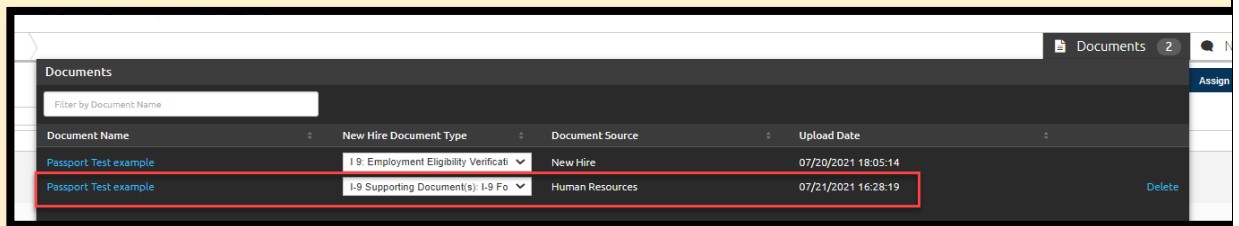
Search for the document file on your computer or device and click **Open**.
 Select the **Document Type - I-9 Supporting Document(s)**.



Once the document type is selected and displayed in the drop-down, click **Upload**.
NOTE: Please select a file before clicking "Upload". Files must be less than 5MB and can be in one of the following formats: .GIF, .JPG, .JPEG, .PNG, .TXT, .RTF, .PDF, .DOC, .DOCX.



You should now see the document displayed in the list. You can click the document name to open and view.



If you need to add more documents, you can click **Choose File** and work through the process again.

Step 6:
Onboarding
Buddy

Verify and Complete Your System Tasks



IMPORTANT!

Before you log out of the New Hire record/USA Staffing, navigate to the **Assignments tab and the Manage Tasks chevron**, and ensure the following tasks are complete. Note: The list of tasks assigned to you will vary based on the new hire’s prior federal employment and the New Hire’s appointment type.

Tasks that may be listed for you to mark complete:

- Verify the New Hire Arrived for their First Day of Duty
- Verify and Accept OF-306
- Verify I-9 (Employment Eligibility) is Complete
- Verify SF-61 (Oath of Office) is Complete

Tip: To organize the tasks assigned to you, click on the Owner Column to sort the task owners in Alpha order.

Be sure all the tasks assigned to you are marked complete.

Continue
Onboarding
Orientation

This completes the day one onboarding activities in the USA Staffing system. The New Hire and Onboarding Buddy can now log out of the USA Staffing Onboarding system. If you have any system issues, please email HR.System.Access@usda.gov.

Additional
Resources

Onboarding a new hire is more than just getting them to sign documents on their first day. Onboarding acclimates employees to their role, identifies USDA, Agency and Program

	<p>philosophies. It engages employees, creating workers committed to success and helps retain them because when they feel like a member of the team.</p> <p>There are many onboarding resources on the New Employee Orientation site – https://www.aphis.usda.gov/aphis/ourfocus/business-services/new-employee-onboarding</p> <ul style="list-style-type: none">• Employee Checklists• Employee Guide• Supervisor Guide & Checklists• Links to Benefits information – remind new hires that all benefit decisions are personal ones, and they need to do their research to determine what is best for them. The Benefits Team is available to help with benefit forms.• New Hire Presentation (with script)• Videos from President Biden and USDA Secretary Vilsack Information about eAuthentication and Linc Pass – new hires should see email invitations for these in the first pay period
	<p>If you need additional assistance, please contact HR.System.Access@usda.gov THANK YOU!</p>

APPENDIX

Appendix A: USA Staffing Rules of Behavior

RULES OF BEHAVIOR

In accordance with the Office of Management and Budget (OMB) Memorandum M-06-16, Protection of Sensitive Agency Information, and to protect the confidentiality, integrity and availability of the U.S. Office of Personnel Management's (OPM's) USA Staffing system, rules of behavior on the safe handling of data must be followed when accessing Personally Identifiable Information (PII) in USA Staffing. The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information.

- I acknowledge that I have access to download Controlled Unclassified Information (CUI) in the USA Staffing system.
- I acknowledge my responsibility to ensure the confidentiality, integrity, and availability of USA Staffing information in a manner consistent with its sensitivity.
- By being granted access to Controlled Unclassified Information (CUI), I am obligated to protect this information from unauthorized disclosure.
- I agree that my obligation to safeguard the confidentiality of Controlled Unclassified Information (CUI) shall be in effect until a transfer of duties no longer requires access to this data or until termination of my employment.
- I will obtain, use or disclose such data only in connection with the performance of my official duties solely for authorized purposes. I will not disclose any data to other agencies or persons not expressly authorized to receive or have access to it. I will make any such authorized disclosures in accordance with established regulations and procedures.
- I will encrypt any PII data downloaded from USA Staffing on any portable storage device, including laptops, PDAs, iPods, thumb drives, external hard drives, etc.
- I will erase PII data downloaded from USA Staffing within 90 days unless its official use is still required.
- I will immediately report any security breach, password compromises, anomalies in system performance, or suspicious activities. I will ensure that security breaches are reported to a Federal incident response center, US-CERT, located within the Department of Homeland Security.
- I will protect my passwords and authentication tokens from disclosure and loss at all times. I will employ passwords in accordance with USA Staffing's password policy.
- I will change my default passwords immediately when assigned. I will never reveal my passwords to unauthorized individuals. I will not construct my password from obvious personal data, (i.e. social security number, telephone numbers, relative's names, pet's name, etc.).
- I will not allow others to use my User ID and I will not access other users' accounts. I will not attempt to access accounts or data that are not expressly authorized to me. I understand that I am accountable for all actions taken under my User ID.
- I understand that any changes in my employment status or changes in my job responsibilities may require my access to be modified or terminated.
- I will ensure that any work performed remotely or off-site will be provided the same level of protection as provided at the office.

- I will ensure proper protection and disposition of printed documents containing PII obtained through the USA Staffing system.
- I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to the USA Staffing system. I understand I am being granted permission to access OPM's USA Staffing system and data as specified above, and that my use of this access may be monitored for compliance.
- I understand that any system user who does not comply with these rules is subject to penalties including suspension or cancellation of system privileges and possible criminal prosecution. OPM will enforce the use of penalties against any user who willfully violates Federal system security.

These restrictions are consistent with and do not supersede, conflict with or otherwise alter the employee obligations, rights or liabilities created by Executive Order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents), and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798 and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)). This agreement shall not nullify or affect in any manner any other secrecy or nondisclosure Agreement which I have executed or may execute with the United States Government.

Appendix B: Browser Compatibility

USA Staffing requires HTML5 compatible browsers including current versions of:

- Chrome
- Edge
- Firefox

The Online Application and Onboarding interfaces support current versions of: Chrome, Firefox, Edge, and Safari.

Appendix C: Clearing your cache or temporary internet files

Edge:

Press *Control (Ctrl), Shift, Delete (Del)* on your keyboard.

1. Select *All time* from the Time range drop-down list.
2. Check *Browsing history*.
3. Check *Download history*.
4. Check *Cookies and other site data*.
5. Check *Cached images and files*.
6. Click *Clear now*.

Firefox:

1. Click *Open Menu* (three horizontal lines on the right side of the toolbar).

2. Click *Options*.
3. Click *Privacy & Security*.
4. Under *Privacy & Security*, click *Clear Data*.
5. Ensure *Cookies and Site Data*, and *Cached Web Content*, are checked.
6. Click the *Clear*.

Chrome:

1. Click the Chrome menu on the browser toolbar (three vertical dots on the right side of the toolbar).
2. Click *More Tools*.
3. Click *Clear browsing data*.
4. In the dialog that appears, select the check-boxes for the types of information that you want to remove. Make sure *Browsing history*, *Download history*, *Cookies and other site and plugin data*, and *Cached images and files* boxes are checked.
5. Use the drop-down list at the top to select the amount of data that you want to delete. Select *beginning of time* to delete everything.
6. Click *Clear Browsing Data*.

Safari:

1. Click *History* on the top menu bar.
2. Click *Clear History* button.
3. Choose *All History* from the drop-down.
4. Click *Clear History*.

If the browser you are using is not identified on this page, please search for "Clearing my cache" on your browser help page or search the internet to find browser-specific instructions.