

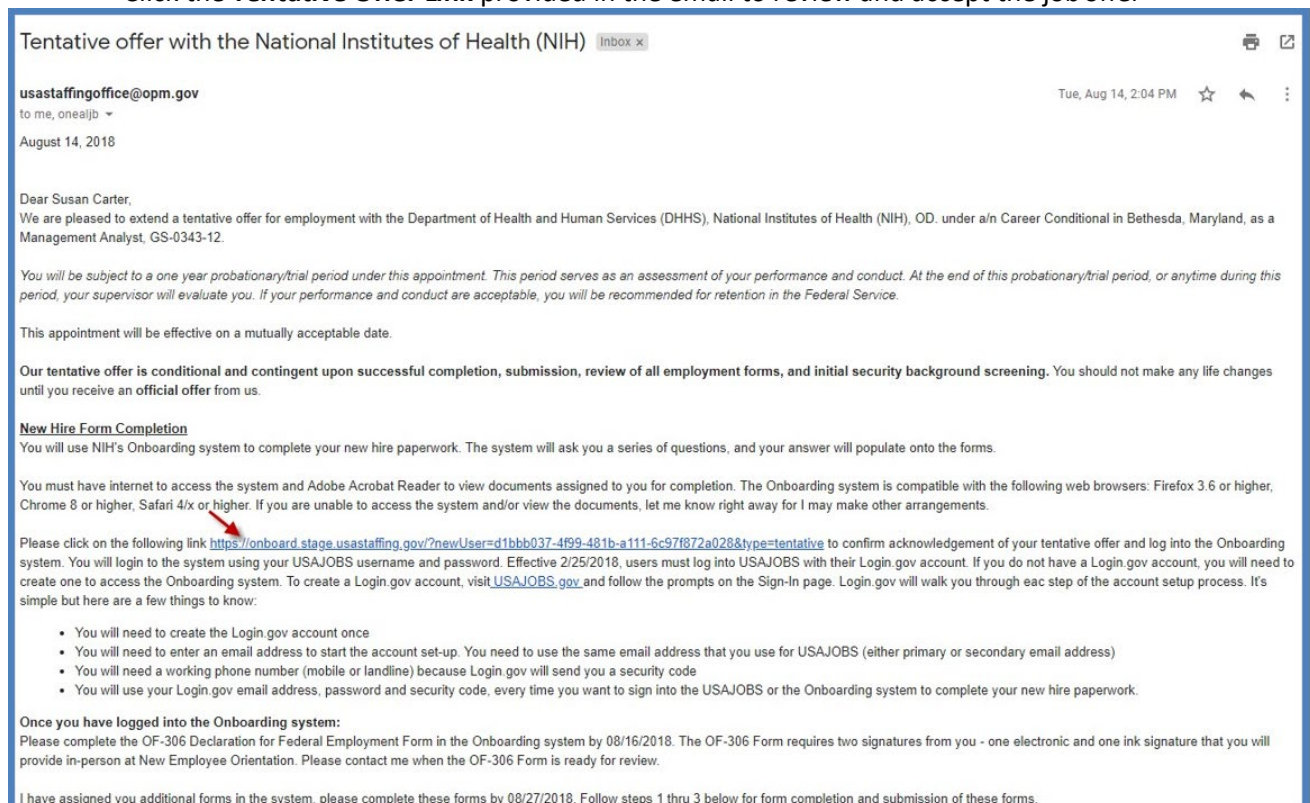
USA Staffing Onboarding New Hire Questionnaire and Forms Submission Guide for NIH New Hires

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.

USA Staffing® Help Center

Tentative Job Offer

To continue the onboarding process, the National Institutes of Health needs you to complete additional actions in order to determine your suitability for the following position:

Position Title: Management analyst
Pay Plan: GS
Series: 0343
Grade: 11

After reviewing the details of the offer you received, please indicate your acceptance of the conditions of employment by electronically providing your response to the offer below. For questions regarding your offer, select the *Request to be Contacted* option below or directly contact the Human Resources point of contact identified in your offer.

I, Susan Carter:

☐ Accept
☐ Decline
☐ Request to be Contacted

Once the Tentative Offer is accepted, you will be directed to the login.gov page to create or sign into USAJOBS.

USAJOBS

You now need to create a login.gov account to sign in to USAJOBS

USE YOUR EXISTING USAJOBS EMAIL ADDRESS TO MAINTAIN YOUR PROFILE

 **Continue**

to LOGIN.GOV

Already created a login.gov account? **Sign in** 

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

An official website of the United States government

LOGIN.GOV USAJOBS

First time here from USAJOBS?
Your old USAJOBS username and password won't work.
Please [create a login.gov account](#) using the same email address you use for USAJOBS.
[Learn more.](#)

Sign in to continue to USAJOBS

→ Email address

→ Password ☐ Show password

→ **Next**

[Security Practices and Privacy Act Statement](#)



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.

Tasks

□ = Incomplete ✔ = Complete

The tasks below have been assigned by Human Resources to communicate the required information and actions necessary for you to enter on duty. Click the **Task Name** for each individual task to view the instructions provided by Human Resources and mark the task as complete. Some tasks have quick links that allow you to **Start** or **Continue** working on the task. Note the due date for each assignment, and track your progress by referencing the completed date.

Task Name	Due	Completed
□ Complete New Hire Questionnaire		
□ FMS 2231 Supporting Document	09/08/2023	
□ FMS2231	09/08/2023	
□ HHS 476	09/08/2023	
□ New Hire Document Upload	09/08/2023	
□ OF-306	09/08/2023	
□ SF 1152	09/08/2023	
□ SF 144	09/08/2023	
□ SF 181/SF 256 Document Upload	09/08/2023	
□ SF 2809	09/08/2023	
□ SF 2809 Supporting Documents	09/08/2023	
□ SF 2817	09/08/2023	
□ SF 2823	09/08/2023	
□ SF 3102	09/08/2023	
□ SF 61	09/08/2023	
□ TSP 1 Thrift Savings Plan Election Form	09/08/2023	
□ USAS EDU-01	09/08/2023	
□ W-4	09/08/2023	

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 Virtual 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.

Discover a career at NIH: It's about life

Onboarding Progress 0%

Position Title: HR Specialists
Pay Plan-Series-Grade: GS-0201-12
Duty Location: Bethesda, Maryland

Task Details

Due Date: 05/01/2018
Task Name: Complete New Hire Questionnaire

Task Instructions
The table below contains a list of questionnaires for you to respond to. Your responses to the questions within these questionnaires will be used to populate data onto the forms which your Human Resources office has assigned to you through various tasks.

Questionnaires To Complete


Questionnaire Name	Status	Action
<input type="checkbox"/> Biographic Information	Incomplete	Continue
<input type="checkbox"/> Employment Information	Incomplete	Continue
<input type="checkbox"/> Background Information	Incomplete	Continue
<input type="checkbox"/> Compensation Information	Incomplete	Continue
<input type="checkbox"/> Benefits Information	Incomplete	Continue

Completion Date:

[Close](#)

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.



Discover a career at NIH: It's about life

Onboarding Progress 5%

Position Title: HR Specialists
Pay Plan-Series-Grade: GS-0201-12
Duty Location: Bethesda, Maryland

Task Details

Due Date: 08/01/2018 Task Name: Complete New Hire Questionnaire

Task Instructions
The table below contains a list of questionnaires for you to respond to. Your responses to the questions within these questionnaires will be used to populate data onto the forms which your Human Resources office has assigned to you through various tasks.

Questionnaires To Complete

Questionnaire Name	Status	Action
Biographic Information	Complete	
Employment Information	Complete	
Background Information	Complete	
Compensation Information	Complete	
Benefits Information	Complete	

Completion Date: 08/07/2018

Updating Forms

Forms must be updated in the Questionnaire. Information from the Questionnaire automatically populates onto the 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

OF-306 Declaration of Federal Appointment

The OF-306 form requires you to sign the form one time electronically (as an “applicant”) and then print the document to sign at Virtual New Employee Orientation. You will then upload the wet ink signed copy to your profile (instructions in the Uploading the OF-306, I-9, and SF-61 section of this document) . After your HR Point of Contact reviews your initial submission of the form, they will return the form to you. You will receive an email notification advising that the form was returned for printing. You will need to log back into the system and click on the **OF 306** Form link, where you will be prompted by the system to **Print** the form.

- Click on the **Form name/Form Number** to open the form

Task Details ❑ = Incomplete ✅ = Complete

Task Name
OF-306

Instructions

Form Name	Next Action
❑ OF 306: Declaration of Federal Employment	Sign and Submit Form

Completion Date
→

[Close](#)

- Verify that you can view the PDF and Review all the information
- Click **Confirm**

OF 306: Declaration of Federal Employment

The form displayed below is read-only. If you need to make changes to any data displayed on the form, you must return to the appropriate questionnaire and modify your response to the question(s) used to populate the form.

Optional Form 306 (Rev. October 2011) 1 / 3

Declaration for Federal Employment*
(*This form may also be used to assess fitness for federal contract employment)

Form Approved:
OMB No. 3206-0182

GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)
◆ Jill Vega (No Middle Name)

2. **SOCIAL SECURITY NUMBER**
◆ 111-11-1111

3a. **PLACE OF BIRTH** (Include city and state or country)
◆ Bethesda, MD, United States

3b. **ARE YOU A U.S. CITIZEN?**
☒ YES ☐ NO (If "NO", provide country of citizenship) ◆

4. **DATE OF BIRTH** (MM / DD / YYYY)
◆ 01/01/1999

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)
◆

6. **PHONE NUMBERS** (Include area codes)
Day ◆ 202-214-5417
Night ◆

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959? ☐ YES ☒ NO (If "NO", proceed to 8.)

7b. Have you registered with the Selective Service System? ☐ YES (If "YES", proceed to 8.) ☐ NO (If "NO", proceed to 7c.)

Verify you are able to view the generated PDF form by clicking Confirm. If you cannot see the PDF form in the window above, please view our online help to troubleshoot the issue.



Confirm

Close

- Click **Sign and Submit**



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Office of Management

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10/10/2024

OF 306: Declaration of Federal Employment

The form displayed below is read-only. If you need to make changes to any data displayed on the form, you must return to the appropriate questionnaire and modify your response to the question(s) used to populate the form.

Optional Form 306 (Rev. October 2011) 1 / 3

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved:
OMB No. 3206-0182

GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)
 ♦ Jill Vega (No Middle Name)

2. **SOCIAL SECURITY NUMBER** ♦ 111-11-1111

3a. **PLACE OF BIRTH** (Include city and state or country)
 ♦ Bethesda, MD, United States

3b. **ARE YOU A U.S. CITIZEN?**
☒ YES ☐ NO (If "NO", provide country of citizenship) ♦

4. **DATE OF BIRTH** (MM / DD / YYYY)
 ♦ 01/01/1999

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)
 ♦

6. **PHONE NUMBERS** (Include area codes)
 Day ♦ 202-214-5417
 Night ♦

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959? ☐ YES ☒ NO (If "NO", proceed to 8.)

7b. Have you registered with the Selective Service System? ☐ YES (If "YES", proceed to 8.) ☐ NO (If "NO", proceed to 7c.)

→ **Sign and Submit** **Close**

- 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.

→ **I Agree** **Cancel**

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**

Task Details

= Incomplete
 = Complete

Task Name

OF-306

Instructions

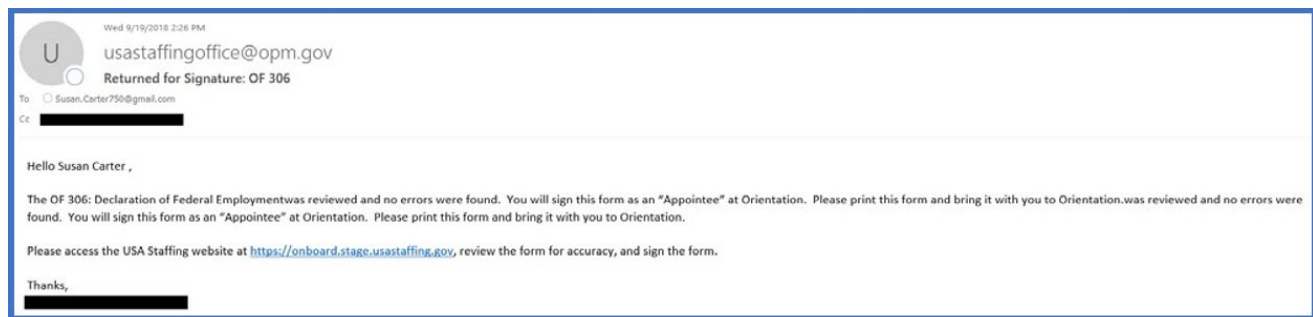
Form Name	Next Action
<div></div> OF 306: Declaration of Federal Employment	Complete

Completion Date

08/08/2018

Close

- After the HR Point of Contact returns the form, you will receive an email instructing you to print the form and bring it with you to New Employee Orientation for wet signature.



NOTE: The above is an example of the letter you will receive once the OF-306 form is returned to you after initial review. This screenshot above was taken from our testing site, the link displayed in your letter is <https://onboard.usastaffing.gov>.

The following screenshots display the steps prompted by the system to print the OF 306 form

- Click on the **Form name/Form Number** to open the form

Task Details

Task Name
OF-306

Instructions

Form Name	Next Action
OF 306: Declaration of Federal Employment	Review and Print Form

Completion Date

Close

- Verify that you can view the PDF and all the information in the form is correct
- Click **Confirm**
- Click **Print** icon
- Click **Form Printed**



If you clicked **Form Printed** and did not actually print the form, you can open the task again and print the document.

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**

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

The screenshot shows a 'Task Details' window. At the top right, there is a legend: a red circle with a white 'X' for 'Incomplete' and a green checkmark for 'Complete'. Below this, the 'Task Name' is 'FMS2231'. The 'Instructions' section says 'Complete the FMS-2231 Fast Start Deposit Direct Form'. A table with two columns, 'Form Name' and 'Next Action', contains one row: 'FMS 2231: Fast Start Direct Deposit Form' and 'Sign and Submit Form'. Red arrows point to the red 'X' icon in the 'Form Name' column and the 'Sign and Submit Form' text in the 'Next Action' column. Below the table is a 'Completion Date' field with a calendar icon. At the bottom center is a blue 'Close' button. A red arrow points to the 'Close' button.

- 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.



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**


Task Details ❌ = Incomplete ✅ = Complete

Task Name
FMS2231

Instructions
Complete the FMS-2231 Fast Start Deposit Direct Form

Form Name	Next Action
✅ FMS 2231: Fast Start Direct Deposit Form	Complete

Completion Date
08/08/2018



Forms that Do Not Require Electronic Signature

The following forms do not require a signature. These forms were attached to the Tentative Offer Letter. Please complete these forms and upload them via the SF 181/SF 256 Document Upload Task. 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 where you will upload the forms listed above.

<input type="checkbox"/> SF 181/SF 256 Document Upload	01/07/2021	
<input type="checkbox"/> SF 2809	01/07/2021	
<input type="checkbox"/> SF 2817	01/07/2021	
<input type="checkbox"/> SF 2823	01/07/2021	
<input type="checkbox"/> SF 3102	01/07/2021	

Uploading the OF-306, I-9, and SF-61

For the OF-306 and SF-61, complete the questionnaire and electronically sign. Once these forms have been reviewed by our office and your entry-on-duty date has been confirmed, print the forms for Virtual New Employee Orientation (Note: Do not sign these forms as the "Appointee" before Orientation). The I-9 was attached to your Tentative Offer Letter. This form should be completed outside of the system and uploaded to your profile once complete.

Important: The I-9 Supporting Document(s) must be physically examined, by an Authorized Representative, in-order-to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The Authorized Representative needs to then complete and sign Section 2 of the I-9.

*An Authorized Representative may be a local government employee (e.g., postal worker, police officer), a notary, or in cases where these individuals are not available, a close friend or family member may be used. If the new hire uses a notary public, the notary public is acting as an Authorized Representative of the employer (NIH), not as a notary. The notary public must perform the same required actions as an Authorized Representative. When acting as an Authorized Representative, the **notary public should not provide a notary seal** on Form I-9.*

See below for example of what the New Hire and Authorized Representative needs to fill out.

Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services				USCIS Form I-9 <small>OMB No. 1615-0047</small> <small>Expires 07/31/2026</small>	
START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions .					
ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1 , or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.					
Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment , but not before accepting a job offer.					
Last Name (Family Name)		First Name (Given Name)		Middle Initial (If any)	Other Last Names Used (If any)
19 New Hire		Betty		D.	
Address (Street Number and Name)		Apt. Number (If any)	City or Town		State ZIP Code
123 Main Str.			Bethesda		MD 20892
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number
01/01/1978	1 1 1 1 1 1 1		BettyHire@gmail.com		446-587-9586
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.					
Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the Instructions):					
<input checked="" type="checkbox"/> 1. A citizen of the United States <input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.) <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.) <input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)					
If you check Item Number 4. , enter one of these:					
USCIS A-Number		OR	Form I-54 Admission Number		OR
					Foreign Passport Number and Country of Issuance
Signature of Employee				Today's Date (mm/dd/yyyy)	
NEW HIRE SIGNATURE				DATE	
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.					
Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.					
List A		OR	List B	AND	List C
Document Title 1	PASSPORT		DRIVER'S LICENSE		SS CARD/BIRTH CERTIFICATE
Issuing Authority	DEPT. OF STATE		STATE (I.E. STATE OF MD)		SSA
Document Number (If any)	XXXXXXXXXX		XXXXXXXXXX		N/A
Expiration Date (If any)	XX/XX/XXXX		XX/XX/XXXX		N/A
Document Title 2 (If any)	Additional Information				
Issuing Authority					
Document Number (If any)					
Expiration Date (If any)					
Document Title 3 (If any)					
Issuing Authority					
Document Number (If any)					
Expiration Date (If any)					
Check this box <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Last Name, First Name Authorized Representative			Designated Person Signature		Date of Signature
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP		
National Institutes of Health			9000 Rockville Pike, Bethesda, MD 20892		
For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.					

Form I-9 Edition 08/01/23

EOD:HE38 USA Staffing

Page 1 of 4

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

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



National Institutes of Health
Office of Management

Office of Human Resources | hr.nih.gov

10/10/2024

Task Name	Due	Completed
<input type="checkbox"/> Complete New Hire Questionnaire		
<input type="checkbox"/> FMS2231	04/14/2021	
<input type="checkbox"/> HHS 476	04/14/2021	
<input type="checkbox"/> I-9 Supporting Document(s) Upload	04/14/2021	
<input type="checkbox"/> New Hire Document Upload	04/14/2021	
<input type="checkbox"/> SF 144	04/14/2021	
<input type="checkbox"/> SF 181/SF 256 Document Upload	04/14/2021	

- Click **Add Document**

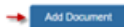
Task Details

Due Date
01/23/2019

Task Name
New Hire Document Upload

Instructions
Please upload your completed **SF 61** Appointment Affidavit Form, **I-9** Employment Eligibility Verification Form, and **QF 306** Declaration of Federal Appointment Form.

File Name	Document Type	Received	Delete
No documents have been uploaded.			

 Add Document

Completion Date

Save & Close **Close**

- 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.

Add Documents

Choose A Document

No file chosen **Browse**

Select Type

- Appointment Affidavit
- Appointment Affidavit**
- Declaration of Federal Employment
- Employment Eligibility Verification

- 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 I-9 supporting documents. You will find a list of acceptable supporting documents on pg. 3 of the I-9 Form.

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**

Task Name	Due	Completed
<input type="checkbox"/> Complete New Hire Questionnaire		
<input type="checkbox"/> FMS2231	04/14/2021	
<input type="checkbox"/> HHS 476	04/14/2021	
<input type="checkbox"/> I-9 Supporting Document(s) Upload	04/14/2021	
<input type="checkbox"/> New Hire Document Upload	04/14/2021	
<input type="checkbox"/> SF 144	04/14/2021	
<input type="checkbox"/> SF 181/SF 256 Document Upload	04/14/2021	

- 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.

Add Documents

Choose A Document

No file chosen

Browse

Select Type

I-9 Form Supporting Document(s)

I-9 Form Supporting Document(s)

Upload Document

- Enter **Date**
- Click **Save and Close**

Task Details

Due Date: 01/23/2019

Task Name: I-9 Supporting Document(s) Upload

Instructions

File Name	Document Type	Received	Delete
No documents have been uploaded.			

Add Document

Completion Date

Save & Close Close

Deleting Uploaded Documents

If you need to delete a document that you uploaded, you need to navigate to the area that you uploaded your document. In the example below we used the I-9 Supporting documents.

- Click on the link to the document upload

Tasks			<input type="checkbox"/> = Incomplete <input checked="" type="checkbox"/> = Complete
The tasks below have been assigned by Human Resources to communicate the required information and actions necessary for you to enter on duty. Click the Task Name for each individual task to view the instructions provided by Human Resources and mark the task as complete. Some tasks have quick links that allow you to Start or Continue working on the task. Note the due date for each assignment, and track your progress by referencing the completed date.			
Task Name	Due	Completed	
<input checked="" type="checkbox"/> Complete New Hire Questionnaire		06/02/2021	
<input checked="" type="checkbox"/> FMS2231	06/02/2021	06/02/2021	
<input checked="" type="checkbox"/> HHS 476	06/02/2021	06/02/2021	
<input checked="" type="checkbox"/> I-9 Supporting Document(s) Upload	06/02/2021	06/02/2021	
<input checked="" type="checkbox"/> New Hire Document Upload	06/02/2021	06/02/2021	
<input checked="" type="checkbox"/> SF 144	06/02/2021	06/02/2021	
<input checked="" type="checkbox"/> SF 181/SF 256 Document Upload	06/02/2021	06/02/2021	

- Click the delete (X) next to the document you wish to delete

Task Details

Due Date

06/30/2021

Task Name

I-9 Supporting Document(s) Upload

Instructions


File Name	Document Type	Received	Delete
I9 Supporting Doc.pdf	I-9 Form Supporting Document(s)	7/1/2021 13:43 EDT	

Add Document

Completion Date

Save & Close

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

Task Details ❑ = Incomplete ✅ = Complete

Task Name
SF 2809

Instructions
Complete the SF 2809 Health Benefits Registration Form (FEHB)

Form Name	Next Action
❑ SF 2809: Employee Health Benefits Election Form	Sign and Submit Form

Completion Date
→

→

- 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**

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.

→

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. Additionally, it is important for you to know that although family member SSNs are not a required field, the insurance plan requires this information to comply with IRS reporting requirements outlined with IRC section 6055. If you do not provide family member SSNs, the HR Office will return to the form to you requesting this information.

Beneficiary Forms

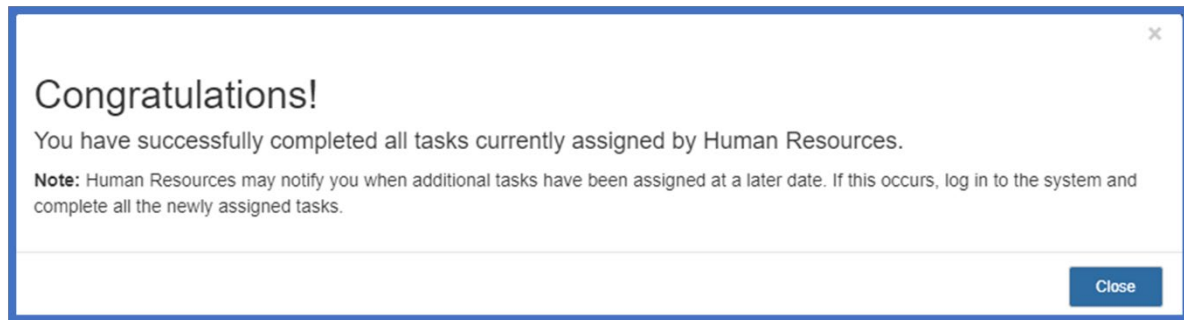
Depending on your appointment type, beneficiary forms may have been assigned to you. Beneficiary forms include:

- 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.



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

