

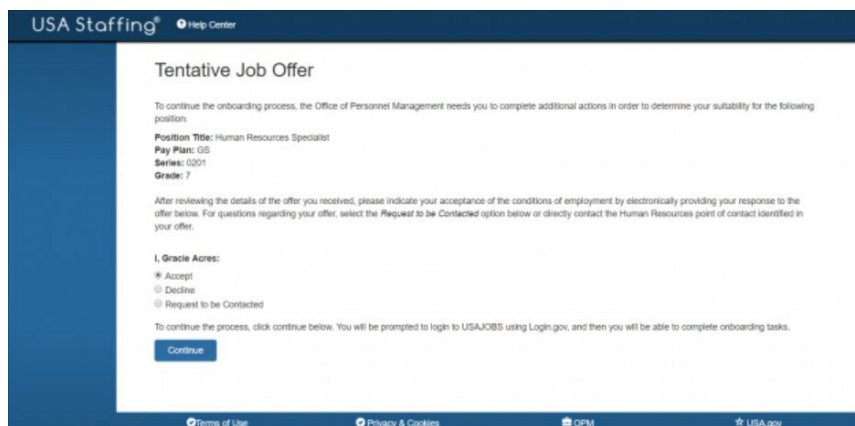
The Onboarding Process for New Employees to ICE

USAS Onboarding allows you to complete and submit your onboarding forms through an online process. In this system, you can review, complete, and electronically sign and submit onboarding forms directly to the Human Resources office. **This online onboarding process includes:**

- **Accepting** your job offer and **logging** into USAS Onboarding
- **Completing** your online questionnaire(s), **reviewing** forms and **completing** assigned tasks
- **Verifying** that you are using your **full and complete legal name** in the questionnaire and pre-employment forms: Official last name, official first (NO nickname), full middle name, include suffix (e.g., Jr., Sr., III, etc.) This must match your name on your official government documents (e.g., Passport, license).
- **Signing** and **submitting** all forms eligible for your electronic signature

1. Accept the Tentative or Official Job Offer

The first step in beginning the onboarding process, after receiving your invite or offer from the



selecting agency, is to **accept your Tentative Job Offer.**

When your suitability has been determined, you will accept your **Official Offer** in this same way.

After accepting either the Tentative or Official offer,

you must continue into USAJOBS to complete all of the tasks assigned to you. Failure to do this in a timely manner may result in your offer being rescinded.

1.a. Log into USAS Onboarding using USAJOBS

The Welcome New Hire page is where you will utilize your USAJOBS account to login to begin the onboarding process.

Welcome New Hire!

To continue the onboarding process for your position with the United States Federal government, click the **Login with USAJOBS** button below. You will be redirected to the USAJOBS login page and prompted to enter your username and password. Upon successful authentication with USAJOBS, you will be redirected to USA Staffing to complete the tasks required by the hiring agency.

Login with USAJOBS

2. Complete the Questionnaires

Most of the work you will complete inside the USAS Onboarding application will be within the Questionnaire section where you will add and/or modify information related to:

- Biographic Information
- Employment Information
- Background Information
- Benefits Information
- Compensation Information

The questionnaires will vary depending on what forms have been assigned to you. Be sure and review the questionnaire section each time new forms are assigned or returned to you.

Due Date	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.

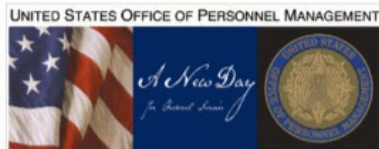
Questionnaires To Complete

Questionnaire Name	Status	Action
❑ Biographic Information	Incomplete	Continue
❑ Employment Information	Incomplete	Continue
❑ Background Information	Incomplete	Continue
❑ Compensation Information	Incomplete	Continue

Any information needed on a form will always be retrieved from information entered into these questionnaires. If a form is returned to you for correction, you will correct it by updating your answers within the appropriate questionnaire.

3. Review & Complete Tasks

The Tasks page is where you view the tasks that have been assigned to you by Human Resources. **In order to onboard – you must complete all task assigned!** Click **View** for each individual task to view the instructions provided by Human Resources and to mark the task as complete. Some tasks have quick links that allow you to **Start**, **Continue**, or **Update** a task. Some tasks require you to upload a document or to complete a process outside of USAS Onboarding. Note the due date for each assignment, and track your progress by referencing the completed date or the progress tracker at the top of the screen. The icon in front of each task will turn green when it is completed.



Onboarding Progress: 0%

Position Title: Human Resources Specialist
 Pay Plan-Series-Grade: GS-0201-13
 Duty Location: Silverdale, Washington

Tasks

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		
❑ SF-15 - Review and Submit Form	05/04/2018	
❑ SF-181 - Review and Submit Form	05/04/2018	
❑ OF-306 - Review, Sign, and Submit	05/04/2018	
❑ SF-144 - Review, Sign, and Submit Form	05/09/2018	
❑ W4 - Review, Sign, and Submit	05/09/2018	
❑ I-9 - Review, Sign, and Submit Form	05/10/2018	

4. Review – Sign – Submit Forms

When you have finished all the questionnaires, it is time to review, sign and submit the completed forms you have created.

To do this:

- Click on the link to the form
- NOTE -- At the top of the form it tells you that it is READ ONLY. Any corrections to this form must be made by updating the appropriate questionnaire
- Review the Information rendered on the form
- Click *Confirm*
- Click *Submit*
- Click *I Agree*

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
<input checked="" type="checkbox"/> Complete New Hire Questionnaire		03/17/2019
<input type="checkbox"/> Complete SF-61 (Oath of Office)	03/11/2019	
<input type="checkbox"/> Complete I-9 (Employment Eligibility)	03/11/2019	
<input type="checkbox"/> New Hire Fills out SF-144	03/12/2019	
<input type="checkbox"/> New Hire must complete OF306	03/12/2019	
<input checked="" type="checkbox"/> Complete Information Security Awareness (ISA) Training	03/12/2019	03/10/2019
<input type="checkbox"/> Complete AD-349 (Address Update)	03/12/2019	
<input type="checkbox"/> Complete FMS 2231 (Direct Deposit)	03/12/2019	
<input type="checkbox"/> Complete SF15 (10 Point Veteran Preference)	03/12/2019	
<input type="checkbox"/> Complete SF181 (RNO Data)	03/12/2019	

5. Locked Forms

Some forms in USA Staffing will be locked and won't open until your Entrance on Duty (EOD) day. These forms will include the:

- [Declaration of Federal Employment \(OF-306\)](#),
- [Appointment Affidavit \(SF-61\)](#),
- [Employment Eligibility \(I-9\)](#), as well as the *optional* forms of
- [Self-Identification of Disability and Race \(SF-256\)](#) and
- [National Origin Identification \(SF-181\)](#).

There may be additional forms that remain locked until your EOD in addition to the ones mentioned above. These forms are in USA Staffing but are linked above for use, if needed. Be prepared on your first day with [acceptable forms of ID](#) for your I-9. You will be asked to fill out and submit the locked documents during NEO and right after.

Follow all instructions provided to you by the HR Specialist coordinating your Onboarding. New Employee Orientation (NEO) will be on your first day. The NEO will be virtual for all new ICE employees. You will learn about ICE, finalized your onboarding paperwork, hear from leadership and peers about working for ICE and meet your office POC's for additional information on what your first week will include. Welcome Aboard!