

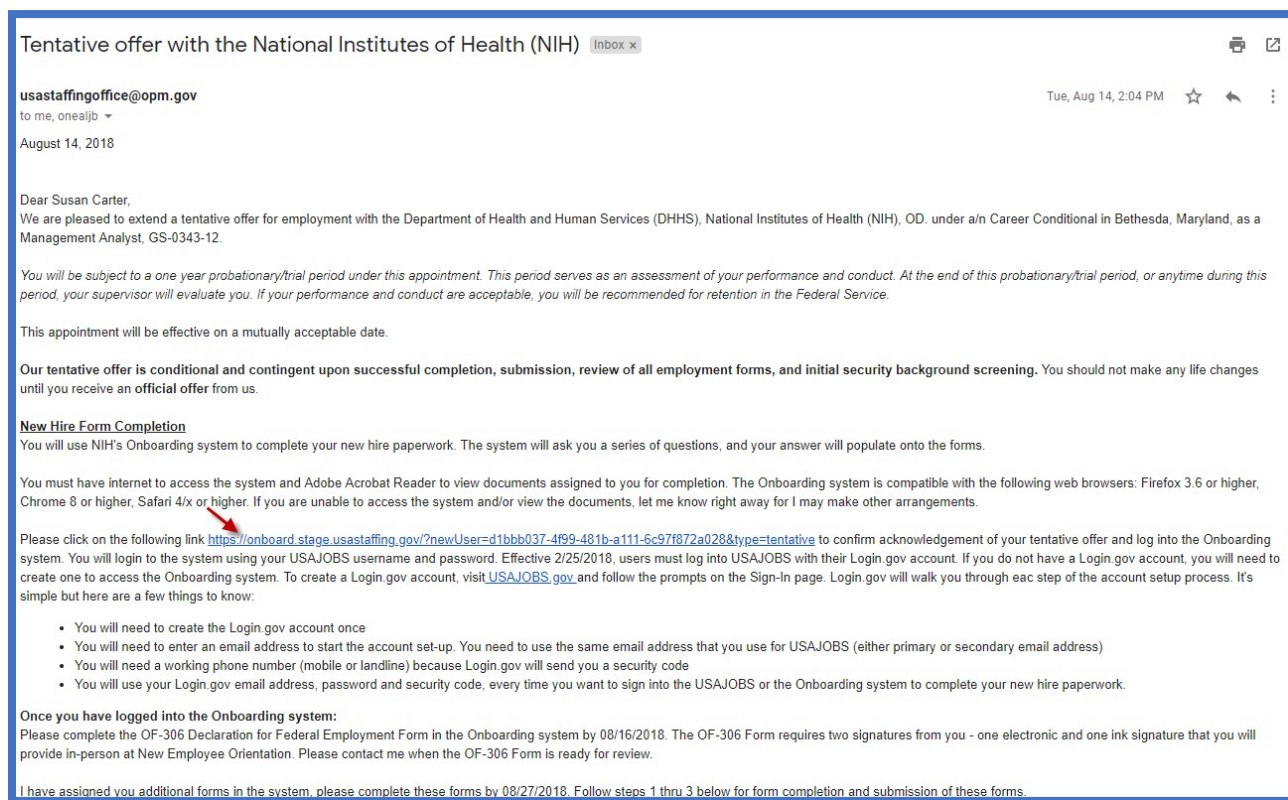
USA Staffing Onboarding New Hire Questionnaire and Forms Submission Guide for NIH New Hires

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



Tentative offer with the National Institutes of Health (NIH) Inbox x

usastaffingoffice@opm.gov Tue, Aug 14, 2:04 PM ☆ ↶ ⋮

to me, onealjb ▼

August 14, 2018

Dear Susan Carter,

We are pleased to extend a tentative offer for employment with the Department of Health and Human Services (DHHS), National Institutes of Health (NIH), OD, under a/n Career Conditional in Bethesda, Maryland, as a Management Analyst, GS-0343-12.

You will be subject to a one year probationary/trial period under this appointment. This period serves as an assessment of your performance and conduct. At the end of this probationary/trial period, or anytime during this period, your supervisor will evaluate you. If your performance and conduct are acceptable, you will be recommended for retention in the Federal Service.

This appointment will be effective on a mutually acceptable date.

Our tentative offer is conditional and contingent upon successful completion, submission, review of all employment forms, and initial security background screening. You should not make any life changes until you receive an official offer from us.

New Hire Form Completion

You will use NIH's Onboarding system to complete your new hire paperwork. The system will ask you a series of questions, and your answer will populate onto the forms.

You must have internet to access the system and Adobe Acrobat Reader to view documents assigned to you for completion. The Onboarding system is compatible with the following web browsers: Firefox 3.6 or higher, Chrome 8 or higher, Safari 4/x or higher. If you are unable to access the system and/or view the documents, let me know right away for I may make other arrangements.

Please click on the following link <https://onboard.stage.usastaffing.gov/?newUser=d1bbb037-4f99-481b-a111-6c97f872a028&type=tentative> to confirm acknowledgement of your tentative offer and log into the Onboarding system. You will login to the system using your USAJOBS username and password. Effective 2/25/2018, users must log into USAJOBS with their Login.gov account. If you do not have a Login.gov account, you will need to create one to access the Onboarding system. To create a Login.gov account, visit [USAJOBS.gov](https://www.login.gov) and follow the prompts on the Sign-In page. Login.gov will walk you through each step of the account setup process. It's simple but here are a few things to know:

- You will need to create the Login.gov account once
- You will need to enter an email address to start the account set-up. You need to use the same email address that you use for USAJOBS (either primary or secondary email address)
- You will need a working phone number (mobile or landline) because Login.gov will send you a security code
- You will use your Login.gov email address, password and security code, every time you want to sign into the USAJOBS or the Onboarding system to complete your new hire paperwork.

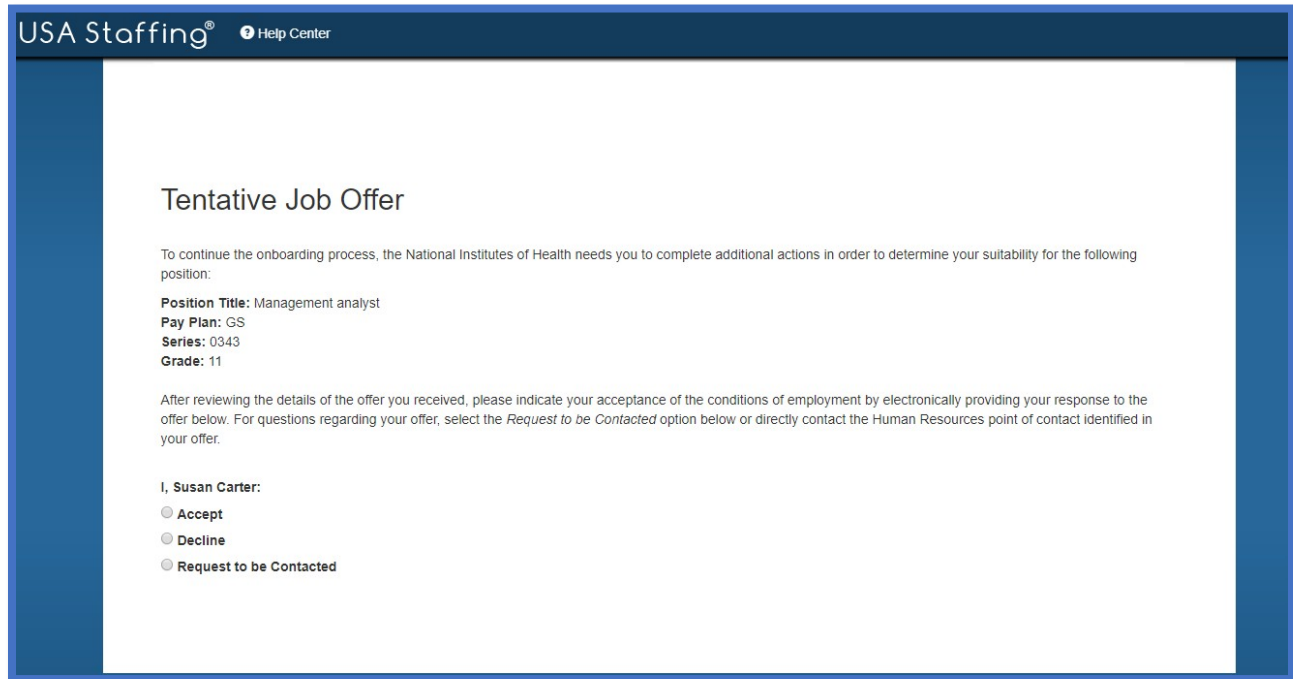
Once you have logged into the Onboarding system:

Please complete the OF-306 Declaration for Federal Employment Form in the Onboarding system by 08/16/2018. The OF-306 Form requires two signatures from you - one electronic and one ink signature that you will provide in-person at New Employee Orientation. Please contact me when the OF-306 Form is ready for review.

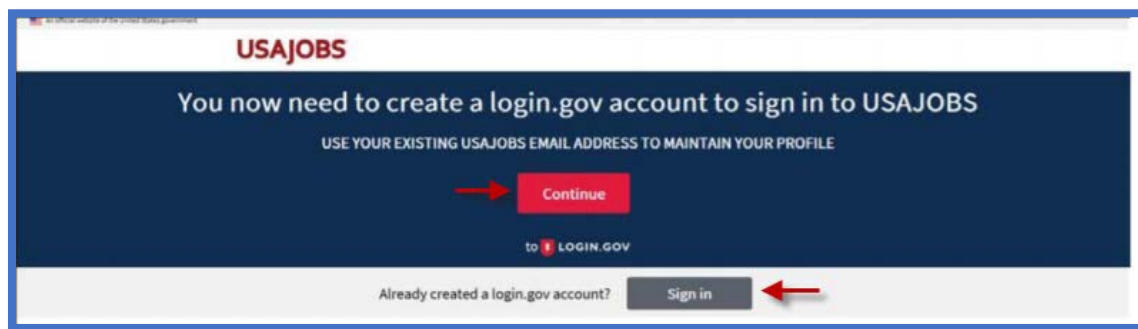
I have assigned you additional forms in the system, please complete these forms by 08/27/2018. Follow steps 1 thru 3 below for form completion and submission of these forms.

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.



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



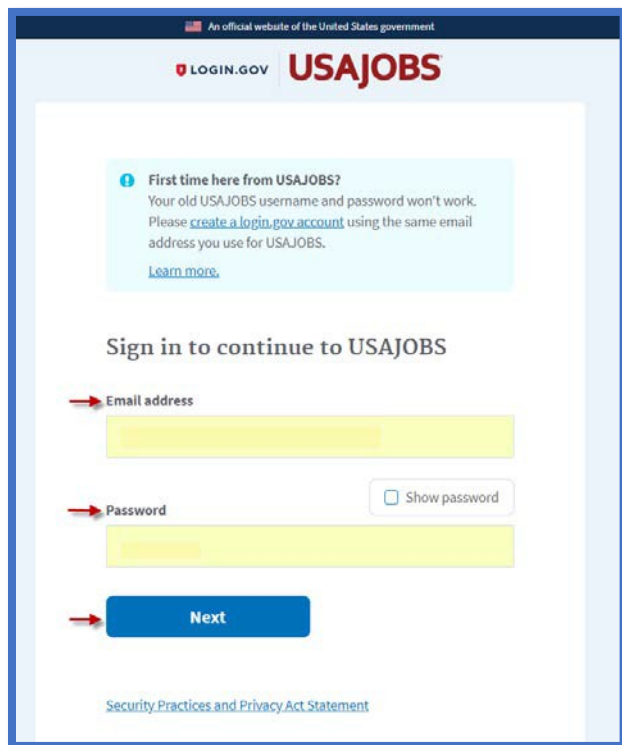
If you do not have an established USAJOBS/Login.gov account, you will need to click on **Create an account** and follow the prompts to create your USAJOBS/Login.gov account. If you need assistance creating an account please review [USAJOBS Login.gov](#) After you have created an account, refer to the [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



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.

Discover a career at NIH: it's about life

Onboarding Progress: 0%

Position Title: Human Resource Specialist
 Pay Plan-Series-Grade: GS-0201-13
 Duty Location: Bethesda, Maryland

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 type="checkbox"/> Complete New Hire Questionnaire	08/16/2018	
<input type="checkbox"/> SF 61	08/14/2018	
<input type="checkbox"/> I-9	08/16/2018	
<input type="checkbox"/> FMS2231	09/10/2018	
<input type="checkbox"/> IHS 476	09/10/2018	
<input type="checkbox"/> OF-306	09/10/2018	
<input type="checkbox"/> SF 1152	09/10/2018	
<input type="checkbox"/> SF 144	09/10/2018	
<input type="checkbox"/> SF 161	09/10/2018	
<input type="checkbox"/> SF 256	09/10/2018	
<input type="checkbox"/> SF 2823	09/10/2018	
<input type="checkbox"/> SF 3102	09/10/2018	
<input type="checkbox"/> TSP-3	09/10/2018	
<input type="checkbox"/> USAS EDU-01	09/10/2018	
<input type="checkbox"/> VA Tax Form	09/10/2018	
<input type="checkbox"/> W-4	09/10/2018	
<input type="checkbox"/> SF 2809	11/10/2018	
<input type="checkbox"/> SF 2817	11/10/2018	

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 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 🔴 = Incomplete 🟢 = Complete

Due Date **Task Name**
09/01/2018 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
[Empty Date Field]

[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 ■ = Incomplete ■ = Complete

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
<input checked="" type="checkbox"/> Biographic Information	Complete	Update
<input checked="" type="checkbox"/> Employment Information	Complete	Update
<input checked="" type="checkbox"/> Background Information	Complete	Update
<input checked="" type="checkbox"/> Compensation Information	Complete	Update
<input checked="" type="checkbox"/> Benefits Information	Complete	Update

Completion Date: 08/07/2018

[Close](#)

Updating 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.

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 ■ = Incomplete ■ = Complete

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
<input checked="" type="checkbox"/> Biographic Information	Complete	Update
<input checked="" type="checkbox"/> Employment Information	Complete	Update
<input checked="" type="checkbox"/> Background Information	Complete	Update
<input checked="" type="checkbox"/> Compensation Information	Complete	Update
<input checked="" type="checkbox"/> Benefits Information	Complete	Update

Completion Date: 08/07/2018

[Close](#)

Task Name	Due	Completed
✔ Complete New Hire Questionnaire	01/16/2019	01/15/2019
✔ FMS2231	01/23/2019	01/15/2019
✔ HHS 476	01/23/2019	01/16/2019
❌ I-9 Supporting Document(s) Upload	01/23/2019	
✔ MD Tax Form	01/23/2019	01/16/2019
❌ New Hire Document Upload ←	01/23/2019	
✔ SF 144	01/23/2019	01/16/2019
✔ SF 181	01/23/2019	01/16/2019
✔ SF 256	01/23/2019	01/16/2019
	01/23/2019	
✔ USAS EDU-01	01/23/2019	01/16/2019
✔ W-4	01/23/2019	01/16/2019

- 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 **OF 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**

Add Documents

Choose A Document

SF61-Christopher Scott.pdf

Select Type

Appointment Affidavit

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**

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 OF 306 Declaration of Federal Appointment Form.

File Name	Document Type	Received	Delete
SF61-Christopher Scott.pdf	Appointment Affidavit	1/16/2019 14:50 EST	X

Completion Date:

Uploading Supporting Documents

After uploading the required documents, it is now time to upload the supporting documents. On page three of the I-9 you will find a list of Acceptable Supporting Documents.

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**

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	01/16/2019	01/15/2019
FMS2231	01/23/2019	01/15/2019
HHS 476	01/23/2019	01/16/2019
I-9 Supporting Document(s) Upload	01/23/2019	
MD Tax Form	01/23/2019	01/16/2019
New Hire Document Upload	01/23/2019	
SF 144	01/23/2019	01/16/2019
SF 181	01/23/2019	01/16/2019
SF 256	01/23/2019	01/16/2019
USAS EDU-01	01/23/2019	01/16/2019
W-4	01/23/2019	01/16/2019

- Click **Add Document**

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**

- 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.

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

Task Details 🔴 = Incomplete 🟢 = Complete

Task Name
FMS2231

Instructions
Complete the FMS-2231 Fast Start Deposit Direct Form

Form Name	Next Action
<input type="checkbox"/> FMS 2231: Fast Start Direct Deposit Form	Sign and Submit Form

Completion Date

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

FMS 2231: Fast Start Direct Deposit Form

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.

directdep.cdr:CoreDRAW 1 / 2

F A S T S T A R T
DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, and other agency - approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc). Employee must complete items 1, 2, 3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

1. EMPLOYEE INFORMATION

(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER

EMPLOYEE NAME (as on payroll records)
(Last, First, Initials)

TELEPHONE NUMBER (WORK) (HOME)

2. TYPE OF ACCOUNT

Checking
 Savings

3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER(Use Sec. 4 for allotment
A voided personal check/sharedraft may be attached in lieu of completing this section.
See instructions on back of this form.

ROUTING TRANSIT NUMBER

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.

- Click **Sign and Submit**

FMS 2231: Fast Start Direct Deposit Form

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.

directdep.cdr:CoreIDRAW 1 / 2

F A S T S T A R T
DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, and other agency - approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc.). Employee must complete items 1,2,3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

1. EMPLOYEE INFORMATION

(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER

EMPLOYEE NAME
(as on payroll records)
(Last, First, Initials)

TELEPHONE NUMBER (WORK) (HOME)

2. TYPE OF ACCOUNT

Checking
 Savings

3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotment)
A voided personal check/sharedraft may be attached in lieu of completing this section.
See instructions on back of this form.

ROUTING TRANSIT NUMBER

- 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

[Close](#)

Forms that Do Not Require Electronic Signature

The following forms do not require a signature. 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 how you will review and submit the forms listed above.

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

Task Details 🔴 = Incomplete 🟢 = Complete

Task Name
SF 181

Instructions
Complete the SF 181 Ethnicity and Race Identification

Form Name	Next Action
🔴 SF 181: Ethnicity and Race Identification	Review and Submit Form

Completion Date
[Empty Date Field]

[Close](#)

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

SF 181: Ethnicity and Race Identification

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.

Untitled 1 / 1

ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)		
U.S. Office of Personnel Management Guide to Personnel Data Standards	Name (Last, First, Middle Initial) Vega, Jill	Social Security Number 111-11-1111
		Birthdate (Month and Year) 01/01/1999
Agency Use Only		
Privacy Act Statement		
<p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p>		

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.

➔

- Click **Submit**

SF 181: Ethnicity and Race Identification

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.

Untitled 1 / 1

ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)		
U.S. Office of Personnel Management Guide to Personnel Data Standards	Name (Last, First, Middle Initial) Vega, Jill	Social Security Number 111-11-1111
		Birthdate (Month and Year) 01/01/1999
Agency Use Only		
Privacy Act Statement		
<p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p>		

➔

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**

The screenshot shows a 'Task Details' window for 'SF 181'. The task name is 'SF 181' and the instructions are 'Complete the SF 181 Ethnicity and Race Identification'. A table lists the form name 'SF 181: Ethnicity and Race Identification' with a 'Next Action' of 'Complete'. The completion date is '03/06/2018'. A 'Close' button is at the bottom.

Form Name	Next Action
SF 181: Ethnicity and Race Identification	Complete

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

The screenshot shows a 'Task Details' window for 'SF 2809'. The task name is 'SF 2809' and the instructions are 'Complete the SF 2809 Health Benefits Registration Form (FEHB)'. A table lists the form name 'SF 2809: Employee Health Benefits Election Form' with a 'Next Action' of 'Sign and Submit Form'. The completion date field is empty. A 'Close' button is at the bottom.

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

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

SF 2809: Employee Health Benefits Election Form

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.

Uses for Standard Form (SF) 2809
Use this form to:

- Switch designated eligible family member; or
- Enroll or reenroll in the FEHB Program; or
- Elect not to enroll in the FEHB Program (employees only); or
- Change your FEHB enrollment; or
- Cancel your FEHB enrollment; or
- Suspend your FEHB enrollment (annuitants or former spouses only).

Who May Use SF 2809

1. Employees eligible to enroll in or currently enrolled in the FEHB Program. *Employees automatically participate in premium conversion unless they waive it, see page 7.*
2. Annuitants in retirement systems other than the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS), including individuals receiving monthly compensation from the Office of Workers' Compensation Programs (OWCP).

Note: Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) annuitants and former spouses and children of CSRS/FERS annuitants — Do not use this form. Instead, use form OPM 2809, which is available at www.opm.gov/forms/OPM-forms, or call the Retirement Information Office toll-free at 1-888-767-6738.

3. Former spouses eligible to enroll in or currently enrolled in the FEHB Program under the Spouse Equity law or similar statutes.

4. Individuals eligible for Temporary Continuation of Coverage (TCC) under the FEHB Program, including:

- Former employees (who separated from service);
- Children who lose FEHB coverage; and
- Former spouses who are not eligible for FEHB under item 3.

Item 9: If you are covered by other health insurance, either in your name or under a family member's policy, check yes and complete item 10.

Item 10: Provide the information requested on any other health insurance that covers you. An FEHB Self Plus One enrollment covers the enrollee and one eligible family member designated by the enrollee. An FEHB Self and Family enrollment covers the enrollee and all eligible family members. *If you or a family member is covered under another FEHB enrollment, check the FEHB box and . Contact your Human Resources office or retirement system immediately as this is a dual coverage situation. Some examples of how this could occur are:*

- You are enrolling in an FEHB Self Only plan while your spouse has either an FEHB Self Plus One or Self and Family plan, in which you are already covered.
- You are enrolling in an FEHB Self Plus One plan while you are also covered under your spouse's FEHB Self Plus One plan or FEHB Self and Family plan.
- You are enrolling in an FEHB Self and Family plan while your spouse is already enrolled in either a FEHB Self Only plan, an FEHB Self Plus One plan that covers you, or an FEHB Self and Family plan that covers you.

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**

SF 2809: Employee Health Benefits Election Form

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.

Who May Use SF 2809

1. Employees eligible to enroll in or currently enrolled in the FEHB Program. *Employees automatically participate in premium conversion unless they waive it, see page 7.*
2. Annuitants in retirement systems other than the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS), including individuals receiving monthly compensation from the Office of Workers' Compensation Programs (OWCP).

Note: Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) annuitants and former spouses and children of CSRS/FERS annuitants — Do not use this form. Instead, use form OPM 2809, which is available at www.opm.gov/forms/OPM-forms, or call the Retirement Information Office toll-free at 1-888-767-6738.

3. Former spouses eligible to enroll in or currently enrolled in the FEHB Program under the Spouse Equity law or similar statutes.

4. Individuals eligible for Temporary Continuation of Coverage (TCC) under the FEHB Program, including:

- Former employees (who separated from service);
- Children who lose FEHB coverage; and
- Former spouses who are not eligible for FEHB under item 3.

Item 9: If you are covered by other health insurance, either in your name or under a family member's policy, check yes and complete item 10.

Item 10: Provide the information requested on any other health insurance that covers you. An FEHB Self Plus One enrollment covers the enrollee and one eligible family member designated by the enrollee. An FEHB Self and Family enrollment covers the enrollee and all eligible family members. *If you or a family member is covered under another FEHB enrollment, check the FEHB box and . Contact your Human Resources office or retirement system immediately as this is a dual coverage situation. Some examples of how this could occur are:*

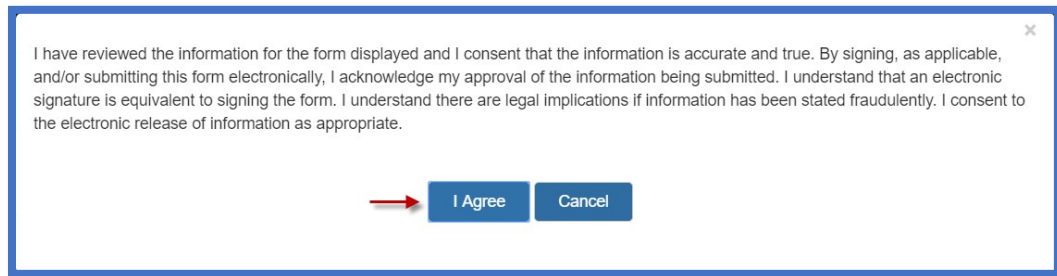
- You are enrolling in an FEHB Self Only plan while your spouse has either an FEHB Self Plus One or Self and Family plan, in which you are already covered.
- You are enrolling in an FEHB Self Plus One plan while you are also covered under your spouse's FEHB Self Plus One plan or FEHB Self and Family plan.
- You are enrolling in an FEHB Self and Family plan while your spouse is already enrolled in either a FEHB Self Only plan, an FEHB Self Plus One plan that covers you, or an FEHB Self and Family plan that covers you.
- You are an employee under age 26 and have no eligible family members. You are enrolling in your own FEHB plan while you are covered under your parent's FEHB Self Plus One plan or Self and Family plan.
- You are an annuitant who is reemployed in the Federal government. You are enrolling in an FEHB plan as an employee while you are covered under your own or a family member's FEHB plan.

No person may be covered under more than one FEHB enrollment. However, in certain unusual circumstances, your agency may allow you to enroll in order to:

- Enable an employee under age 26 who is covered under a parent's Self Plus One or Self and Family FEHB enrollment to enroll in FEHB to cover his or her own

Sign and Submit **Close**

- Click **I Agree**

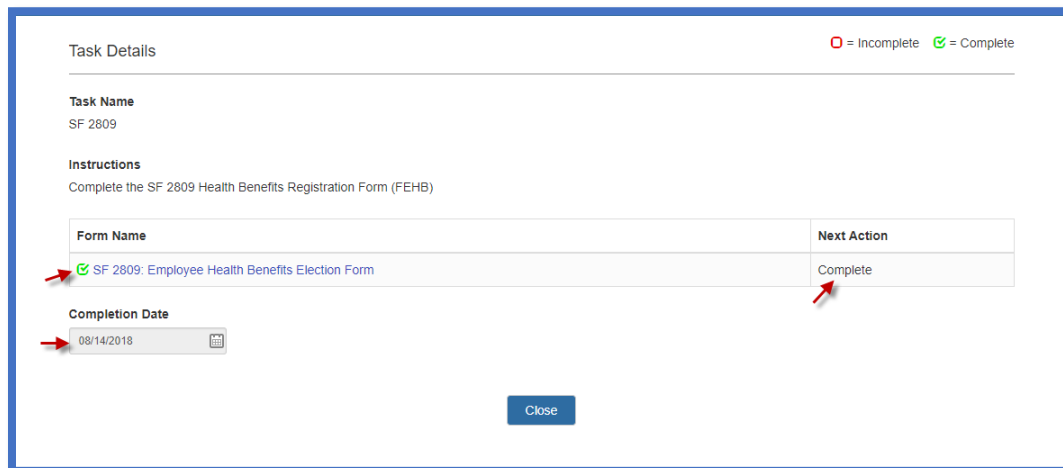


I have reviewed the information for the form displayed and I consent that the information is accurate and true. By signing, as applicable, and/or submitting this form electronically, I acknowledge my approval of the information being submitted. I understand that an electronic signature is equivalent 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.

→

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
SF 2809

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

Form Name	Next Action
✓ SF 2809: Employee Health Benefits Election Form	Complete

Completion Date
→ 03/14/2018

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. “

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.

✕

Congratulations!

You have successfully completed all tasks currently assigned by Human Resources.

Note: Human Resources may notify you when additional tasks have been assigned at a later date. If this occurs, log in to the system and complete all the newly assigned tasks.

Close

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

The screenshot shows a user interface for onboarding. At the top, there is a navigation bar with 'Welcome', 'Tasks', 'Help Center', and 'Contact Us'. On the right, it says 'Logged in as: Jil Vega'. Below the navigation, there is a 'Discover a career at NIH: it's about life' banner. To the right of the banner is an 'Onboarding Progress' bar showing 100% completion with a green checkmark. Below the progress bar, the user's details are listed: 'Position Title: NIH Specialist', 'Pay Plan-Series-Grade: GS-0201-12', and 'Duty Location: Bethesda, Maryland'. The main section is titled 'Tasks' and contains a table of tasks. A legend indicates that a red circle with a white dot represents 'Incomplete' and a green circle with a white checkmark represents 'Complete'. The table lists various tasks, all of which are marked as complete with green checkmarks and include due and completed dates.

Task Name	Due	Completed
Complete New Hire Questionnaire	08/12/2018	08/07/2018
I-9	08/12/2018	08/07/2018
FMS2/231	08/12/2018	08/08/2018
PHS 476	08/12/2018	08/08/2018
MD Task Form	08/12/2018	08/08/2018
CP-306	08/12/2018	08/08/2018
SF 1152	08/12/2018	08/08/2018
SF 144	08/12/2018	08/08/2018
SF 181	08/12/2018	08/08/2018
SF 255	08/12/2018	08/08/2018
SF 3132	08/12/2018	08/08/2018
SF 61	08/12/2018	08/08/2018
USAS EDU-01	08/12/2018	08/08/2018
W-4	08/12/2018	08/08/2018
SF 2809	10/19/2018	08/14/2018
SF 2817	10/19/2018	08/14/2018
SF 2823	10/19/2018	08/14/2018
TSP-1	10/19/2018	08/14/2018