Personal Identity Verification II (PIV-II) Employee On-Boarding in EmpowHR



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Table of Contents

How to Use this Guide	1
Part I: Overview and Business Process	2
A. On-boarding Process Overview	2
B. On-Boarding Business Process	3
Part 2: Detailed Instructions	5
A. Select Records to Prepare	5
B. Verify and Update Records in EmpowHR	5
C. Update Employee Personal Information via Self-Service	16
D. Certify Prepared Records in the Agency Certification Portal	22
Part 3: On-Boarding FAQ	28
Appendix A – On-boarding Checklist	A1

List of Figures

Figure 1: LincPass Issuance Process	2
Figure 2: Business Process	3
Figure 3: EmpowHR Login	6
Figure 4: EmpowHR Menu	7
Figure 5: HR Processing Link	7
Figure 6: Employee Search	8
Figure 7: Data Control Screen	9
Figure 8: Verifying Personal Data	9
Figure 9: Updating Personal Data	10
Figure 10: Security Clearance Link	11
Figure 11: LincPass Required Checkbox	11
Figure 12: Completing Security Clearance Screen	12
Figure 13: Card Activation Information	13
Figure 14: Adjudication Information Link	14
Figure 15: Completing the Adjudication Information Screen	15
Figure 16: Self-Service Menu	16
Figure 17: Updating Business Email	16
Figure 18: Self-Service Menu	17
Figure 19: Updating Business Phone No.	17
Figure 20: eAuthentication Screen	18
Figure 21: eAuthentication Warning Screen	18
Figure 22: eAuthentication Log-in Screen	19
Figure 23: Certification Portal Search Menu	23
Figure 24: Search Results	24
Figure 25: Select Records	25
Figure 26: Previously Submitted Records List	26
Figure 27: Display Validated Link	27
Figure 28: Printer Friendly View	27



How to Use this Guide

This guide provides instructions for HR personnel acting as HSPD-12 Sponsors and Adjudicators to initiate the LincPass issuance process for EmpowHR-based Employee Applicants. This guide will detail how to prepare and submit Employee Applicant records to the General Services Administration (GSA) HSPD-12 system, called USAccess in order to Sponsor and Adjudicate the Employee. When finished with this process HR Personnel will have:

- Selected and prepared Employee Applicant data for submission to USAccess
- Completed Sponsorship of the Applicant
- Completed Adjudication of the Applicant
- Submitted all data to USAccess so that the Applicant can then Enroll

The first half of this guide provides a high level overview of where on-boarding fits into the overall LincPass issuance process as well an on-boarding process workflow. The second half of this guide provides step by step instructions and screen shots detailing how to prepare the data, Sponsor and Adjudicate the Applicant, and submit all the data to USAccess.

If you need help or additional information, please see the contact list below:

USDA HSPD-12 Help Desk (for business process or Agency Certification portal):

- Toll Free: 888-212-9309, Local: 703-245-7888
- Email: <u>HSPD12@ftc.usda.gov</u>

EmpowHR help desk (for technical questions/issues with EmpowHR):

• Email: <u>NFCEMPOWHR@usda.gov</u>

eAuthenthentication Help:

• http://www.eauth.egov.usda.gov/eauthHelp.html



Part I: Overview and Business Process



Figure 1: LincPass Issuance Process

A. On-boarding Process Overview

The objective of this process is to select and prepare Employee data so that upon submission, it conforms to the data requirements set forth by USAccess. The On-Boarding process involves the following:

- HR personnel select records to prepare and then review and update data
- HR personnel submit the data to USAccess via the Agency Certification Portal in order to provide an authoritative data source for LincPass credentialing
- Employee is Sponsored and Adjudicated once the data is submitted
- Employee receives notice to enroll at an Enrollment Station

The figure below details the business process for on-boarding an Employee; it assumes a Background Investigation (BI) has been initiated and at least the Federal Bureau of Investigation (FBI) Fingerprint Check has been favorably adjudicated.



B. On-Boarding Business Process



Figure 2: Business Process



- 1. HR personnel identify the Employee record to prepare based on an active Employee's proximity to an Enrollment Station and if they already have a BI on file.
- 2. If the Employee's record requires updates (i.e. to Name and citizenship status), HR personnel make the updates in EmpowHR. *If this is a new Employee, HR will create a new record in EmpowHR for this Employee.*
- 3. HR personnel flag the record for requiring a LincPass and indicate if the Employee is an Emergency Response Official.
- 4. The Employee verifies (and if necessary, updates) their business phone number and email address using EmpowHR's employee self-service module or via eAuthentication.
- 5. If the Employee's record in EmpowHR does not contain their adjudication results, enter the type of BI and results in EmpowHR**.
- 6. HR personnel selects Employee's record in the HSPD-12 Agency Certification Portal and then certifies it as being complete and ready for submission to USAccess.
- 7. The record is submitted to USAccess and the Employee can then enroll after receiving notification from USAccess to do so.

**If the Employee does not have a BI or record of it cannot be found, the BI should be initiated in conjunction with the data preparation and selection (Steps 1-4). Once at least the FBI Fingerprint Check is returned and favorably adjudicated, complete steps 5-7. The Employee's record can be updated at a later date after the full BI results have been favorably adjudicated.



Part 2: Detailed Instructions

A. Select Records to Prepare

The first step in the process is to identify Employee records to submit to USAccess. HR personnel should prioritize the records based on the following criteria:

- Enrollment Station location: Applicants need to utilize an operational Enrollment Station for Enrollment, so until the deployment of all Enrollment Stations is complete. HR personnel should focus on preparing records for Applicants located near currently deployed stations.
- <u>Active Employees</u>: From the employees located near an Enrollment Station, identify the Active employees who require a LincPass.
- Completed BI: From the employees identified in, choose employees who already have at least a favorably adjudicated FBI Fingerprint Check or higher BI.

Once all Employee records with favorably adjudicated BIs have been processed, HR should move on to processing records for those without BIs or where record of a past BI cannot be found. HR should initiate the BI and then wait until at least the FBI Fingerprint Check is favorably adjudicated before submitting the Employee's record to USAccess.

B. Verify and Update Records in EmpowHR

To complete this section, HR Personnel and Employees will need to verify and update data in the following EmpowHR fields:

- Employee Status
- SSN
- First Name

Suffix

- Middle Name
- Last Name

Date of Birth

Emergency Response Official

Citizenship Status

Business Email Address

Business Phone Number

- LincPass Required
- Adjudication Information
 - Card Shipping Address Code

It is important to note that all of these attributes can be entered with any regular PAR action, i.e. *Name Chg from.* However, if updating the new HSPD-12 fields not part of a PAR action, it is important that the data is entered from the Employee Security Clearance menu item. This does not require a separate PAR action but only needs to be saved once complete.

Prerequisites:

- You have access to and a user ID and password for USDA's EmpowHR system.
- You have BI (e.g., FBI or higher) adjudication information for these employees, either from Office of Personnel Management (OPM) records or USDA HR records.
- You have experience using EmpowHR, and have access to EmpowHR user guides and procedure manuals if needed.



B (i). Verify and/or Update Employee's Information in EmpowHR

The first step for HR personnel is to look up the Employee's record in EmpowHR and verify that all the information is correct. HR personnel should ensure that all required information is present and that it is correct for the Employee.

Note: The screenshots used are from the EmpowHR test system. There may be slight variances in the EmpowHR production system you are using.

EMPOWHIR	
	User ID: JessicaF Password: EmpowHR Sign In
	Did you forget your password?
*******	***************** W A R N I N G *******************************
This is a United States Department of Agricu as otherwise permitted by regulation) by a u criminal, civil, and/or administrative action. J by and to authorized personnel for official p whether	Iture computer system, which may be accessed and used only for official Government business (or ithorized personnel. Unauthorized access or use of this computer system may subject violators to All information on this computer system may be intercepted, recorded, read, copied, and disclosed surposes, including criminal investigations. Access or use of this computer system by any person, authorized or unauthorized, constitutes consent to these terms.
*******	**************** W A R N I N G *****************************
Accessibility Statement	Privacy Policy Non-Discrimination Statement FirstGov White House

Figure 3: EmpowHR Login

Step 1. Sign in to the EmpowHR System with your User ID and Password.



USDA	Washburn N
Menu	
Search:	
My Favorites Employee Self Service Monogor Self Service	
PAR Processing Position Management Payroll Documents HR Reports Training Administration	
Manage Performance Non-Employee Processing Workforce Development	
 EmpowHR Setup Tables (HD) EmpowHR User Security (HD) Set Up HRMS)
D Worklist	
Reporting Loois PeopleTools	
 <u>Change My Password</u> 	
 My Personalizations My System Profile 	
- My Dictionary	
 EmpowHR Documentation 	



Step 2. Click on the PAR Processing.



Figure 5: HR Processing Link

Step 3. Click on HR Processing.



Menu				
- Action Table Setun				New Window Help
- Hire Employee				
- Ora Structure Mass	HR Processing USF			
Change	Enter any information you	have and click Search. Leave fields blank	for a list of all values.	
- Undate Reports To				
- Mass Reports to Undate	Find an Evicting Value)		
- Address Processing	Find an Existing value			
- Adjudication Information				
- Schools	EmpliD:	begins with ⊻		
- HR Processing	Empl Red Nbr:			
- Update Applied Action	Lingitication			
- Correct Applied Action	Social Security Number:	begins with 🔽		
- Cancel Applied Action	Hama	hoging with w		
- History Override	Name;	begins with 🞽		
- Update NFC Flags	Last Name:	begins with 🗸		
 <u>Create New Oprid</u> 				
 Employee Password Reset 	Sub-Agency:	begins with 💌	Q	
- Mass Actions		aca Sancitiva		
- Departmental Transfer		ase sensaive		
- Employee Security				
Clearance	Search Clear	Basic Search 📕 Save Search Criteria		
Position Management			p.	

Figure 6: Employee Search

Step 4. The HR Processing USF appears. Enter the employee ID in the **EmpIID** (required to Sponsor an employee) field.

Step 5. Click on the Search button.



Menu 🖬			
PAR Processing	~	New Window Hel	q
 Action Table Setup 			
- Hire Employee		Data Coutrol Personal Data Job / Position / Companyation / Employment 1 / Employment 2 / Benefit Data	
 Org Structure Mass 	1		_
Change			
- Update Reports To		YOUNG DEBORAH R EmpliD: 108081 Empl Rcd#: 0 SSN: 231-62-5599	
 Mass Reports to Update 			
 Address Processing 		Data control	
 Adjudication Information 		Effective Date: 01/21/2007 Transaction Status: Applied	
- Schools		Ellective Date, on the second status, se	
– HR Processing		Effective Sea: 1 1	
 Update Applied Action 			
 Correct Applied Action 		Auth Date: 02/01/2007	
 Cancel Applied Action 			
 History Override 		Action: HIR Hire PAR Status: PRO Processed by Human Resources	
- Update NFC Flags			
- Create New Oprid		"Reason Code: XFR Transfer from Agency	
 Employee Password Reset 			
- Mass Actions		NOA Code: 130 Transfer	
- Departmental Transfer			
- Employee Security		Authority (1); KTM REG 315.501/AG CITE	
Clearance			
Position Management		Authority (2):	
Payroll Documents			
> HR Reports		Not To Exceed Date: PAR Request#:	
Payroll Processing		Division Co.	
rraining Auministration		PAR Remarks Award Data Tracking Data Justification	
Worldore Doublement		Print SE-50	
vvorkiorce Development			
Lahor Relations			

Figure 7: Data Control Screen

Step 6. Data Control screen displays. Click on the Personal Data tab to verify HSPD-12 required Data/Fields.

Data Control Y	Personal Data 🏹 🛛 Jo	b Y Position Y Co	mpensation γ Employme	ent1 ∑ Employment∶	2 🍸 Benefit Data 🔪 💽
		EmpliD:	Empl Rcd#: 0	S	SN:
Personal Data			Fi	ind <u>View All</u> First [▲ 1 of 2 ▶ Last
Effective Date:	05/31/2007 Transacti	on#/Seq 1 1 PA	R Status: Processed by I	Human Resources	E
NOA Code:	Аст Туре	Data Change	pl Status: Active	SSN:	
First: Last:	•	Middle: Suffix:			
Name:	Ford,Lida	Alias Name			
Pref First Na	me				
Gender: O Male	e © Female Handica;	Cd: No Handicap	RNO:		•
'Date of Birth:	Draft	Status: Not Applicable	Citizenship Stat	tus 🔍 🔍	
Birth Info	Address Info	Personal Phone	Veterans Info	<u>Marital Info</u>	Education
Save Ret	urn to Search 📔 👄 Previo	is tab 🕘 Next tab		题 Update/Displa	ay Correct History
Data Control Pers	sonal Data <u>Job</u> <u>Position</u>	Compensation Employm	ent 1 Employment 2 Ber	nefit Data Checklist G	eneration

Figure 8: Verifying Personal Data

Step 7. Verify the following fields are correct and have data:

- Employee Status
- Last Name
- SSN

- Suffix
- - Date of Birth
- First Name Middle Name
- Citizenship Status *

*If Citizenship Status is specified as anything other than 1 for U.S. Citizen, the Citizenship Country must be selected in the field below.



If any of the Employee's information is missing or incorrect, HR personnel should follow standard EmpowHR PAR Action Procedures for making the necessary changes and saving the record. For example, Name changes should be done according to the **Name Chg from** Action and Date of Birth or Citizenship Status changes should be done according to the **Data Change** Action.

			<u> </u>	ind View All First L	🕙 1 of 2 🕒 Last
05/31/2007 Transa	ction#/Seq 1 1	PAR Stat	us: Processed by	Human Resources	+ -
Act Ty	pe: Data Change	Empl Sta	tus: Active	SSN:	
	м	iddle:			
·	S	uffix:	•		
Ford,Lida ne	AI	lias Name			
© Female Handid	cap Cd: No Handica	ip	RNO:	· · · · · · · · · · · · · · · · · · ·	•
Dra	aft Status: Not Appli	icable 🔽	Citizenship Sta *Citizenship Cour	itry: USA	
Address Info	Personal P	hone	Veterans Info	<u>Marital Info</u>	Education
	05/31/2007 Transa Act Ty Ford,Lida ne Ford,Lida Dra Address Info	05/31/2007 Transaction# /seq 1 1 Act Type: Data Change M Ford,Lida Al ne C Female Handicap Cd: No Handica Draft Status: Not Appl Address Info Personal P	05/31/2007 Transaction# /Seq 1 1 PAR State Act Type: Data Change Empl State Middle: Ford,Lida Alias Name ne Female Handicap Cd: No Handicap Draft Status: Not Applicable Address Info Personal Phone	05/31/2007 Transaction#/Seq 1 1 PAR Status: Processed by Act Type: Data Change Empl Status: Active Image: Impl Status: Active Image: Impl Status: Middle: Image: Impl Status: Suffix: Image: Impl Status: Suffix: Image: Ima	05/31/2007 Transaction#/Seq 1 1 PAR Status: Processed by Human Resources Act Type: Data Change Empl Status: Active SSN: Image: Suffix: Image: Suffix: Image: Suffix: Image: Suffix: Image: Suffix: Ford,Lida Atias Name Image: Suffix: Image: Suffix: Image: Suffix: Image: Suffix: Image: Suffix: Ford,Lida Atias Name Image: Suffix: Image:

Figure 9: Updating Personal Data

Step 8. Update the information where necessary and then click the **Save** button to save your changes.

Note: If the employee does not have a completed FBI background investigation or higher, the Birth Info link will need to be clicked and the three birth location information fields will need to be populated.



B (ii). Provide Sponsorship Information in EmpowHR

USDA	0		US Dept of Agriculture				
				Home	Worklist	Add to Favorites	Sign out
Menu 🗖							
 PAR Processing 	~	Main Menu >					
Hire Employee Update Reports To Mass Reports to Update Address Processing		PAR Processing					
Adjudication Information Adjudication Information HR Processing Update Applied Action Correct Applied Action Cancel Applied Action Under Applied Action		Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	Update Reports To Update Reports To		Mass Reports	<u>ts to Update</u> to Update	
- Create New Oprid - Employee Password Reset - Mass Actions - Departmental Transfer - Employee Security	10	Address Processing Address Info	Adjudication Information		HR Process Identifies pers ready for hum	ing connel action details of rec an resources to process	quest
Clearance D Position Management D Payroll Documents D HR Reports D Payroll Processing		Update Applied Action Update Applied Recs	Correct Applied Action Identifies details regarding corrections to a personnel action		Cancel Appl Identifies deta a personnel a	ied Action ils regarding the cancellat ction	ion of
Manage Performance Workforce Development EmpowHR Setup Tables (HD)		History Override History Override	Create New Oprid Create New Oprid		Employee P	assword Reset	
(HD) Set Up HRMS Worklist		Mass Actions	Departmental Transfer		Employee S Employee Sec Emplo	ecurity Clearance urity Clearance yee Security Clearance	
Reporting Tools	~						

Figure 10: Security Clearance Link

Step 1. Go back to the PAR Processing screen and click the link for Employee Security Clearance.

Step 2. Use the search field to locate the employee's record.

Employee Security Clearance						
Chevy,Martin	EmpliD:	060606 Em	pl Rcd#: 0			
Investigation						
LincPass Required	Notes]	
Security Office Identifier		OPAC/ALC Nur	nber			
Position information						
·······································						
Position Number	90108326	ASSISTANT TO MARK	KET ADMINISTRA	к		
Emergency Response Offic	al 🗌					
Save & Return to Search 1	Previous in List	↓ Next in List	Notify 🖉 Upda	ate/Display 🖉 Incl	ude History	rrect History

Figure 11: LincPass Required Checkbox

Step 3. In the Investigation block, click the LincPass Required checkbox.



Employee Security Clearance							
Chevy,Martin	EmpliD:	060606	Empl Rcd#:	0			
Investigation							
LincPass Required	Notes	OBACIAL	C Number				
Security Office Identifier		UPAC/AL	L Number				
Position information							
Position Number	90108326 A	ASSISTANT TO	MARKET ADM	INISTRA			
Emergency Response Officia	al 🗌						
		_	_	_			
Save Return to Search	Previous in List	↓ Next in List	🖃 Notify	Dpdate/Display	Include History	Correct	ct History

Figure 12: Completing Security Clearance Screen

Step 4. You may optionally enter data in the Notes field.

Note: If the employee has not completed his/her background investigation, the Employee's Submitting Office Number (SON), Security Office Identifier (SOI) and OPAC/ALC must also be entered.

Step 5. Click on Emergency Response Official check box if applicable.



EMPLOYEE ON-BOARDING IN EMPOWHR

Card Shipping	g Information	1					
EmplID:	060608	Empl Rcd#:: 0	Royce,Jor	ni E		SSN:	999-06-0608
Effective Date:	01/11/2004	Effective Seque	nce:	11			
Card Shipping i	nformation				<u>Find</u>	First 🛃 1 of 1	▶ Last
Card Shipping	information						
Card Ship Add Cd	dr	- China Chin					
Addr Header							
Address Line	1						
Address Line	2						
City							
State		Postal Code		Country			
ОК	Cancel						

Figure 13: Card Activation Information

Step 6. Use the Card Activation Information link to specify the Card Shipping Address Code. This will be the site that the HSPD-12 LincPass will be delivered to for activation. For example, if an employee is in Fort Collins, CO, you should specify this location as the Card Shipping Address. Use the lookup feature to find the appropriate code.

Step 7. Save the updates by clicking the Save button.

Step 8. Click on PAR Processing.

Note: The address selected is where the card will be delivered, but does not dictate where the Applicant will enroll. Applicants have the choice to enroll at any station of their choosing.



B (iii). Verify and/or Update Adjudication Information in EmpowHR

<u>Main Menu</u> >		
PAR Processing		
PAR Processing		
Action Table Setup Action Table Setup	Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	erg Structure Mass Change
Update Reports To Update Reports To	Mass Reports to Update Mass Reports to Update	Address Processing Address Info
Adjudication Information Adjudication Information	Define Schools.	HR Processing Identifies personnel action details of request ready for human resources to process
Update Applied Action Update Applied Recs	Correct Applied Action Identifies details regarding corrections to a personnel action	Cancel Applied Action Identifies details regarding the cancellation of a personnel action

Figure 14: Adjudication Information Link

Step 1. Click the link for Adjudication Information.

Step 2. Search for the Employee in the Begins with field.



Adjudication						
Name:		E	mpliD:			
Adjudication Inform	nation			Customize Find 🛄	First 🕙 1 of 1	🕑 Last
Investigation Type	<u>Status</u>	Adjudication Date	Adjudicator Oprid	Notes		
1 NACI	 Approved 	05/31/2007	DR123456	Emp +15 yrs - Defaulte	d	.
	N					
	13					
Bave Return to Sea	arch 🖹 Notify			Update/Display	nclude History	Correct History

Figure 15: Completing the Adjudication Information Screen

Step 3. **Investigation Type**: Use the drop-down list to select the appropriate Investigation Type the employee has completed. If the employees completed background investigation is not in the drop-down list because it is higher than a NACI, select the "**NACI**" option because that is the highest background investigation level that HSPD-12 is concerned with.

Step 4. Status: Use the drop-down list to select the "**Approved**" option for confirmed background investigation.

Step 5. Notes: This field can be used to enter in the true adjudicator name and actual adjudication date.

Note: Adjudication Date and Adjudicator OprID are populated by the system.

Step 6. Save the updates by clicking the Save button.

Note: Note: It is critical that the highest level of positive adjudication is always in the system. For example, if an employee has passed a NACI investigation but fails on a Top Secret, the positive NACI adjudication must be entered into the system to ensure the employee gets a LincPass and that the card stays active.



C. Update Employee Personal Information via Self-Service

Sponsors should contact the Employee after preparing their data in EmpowHR in order to have the Employee verify and update their business email and phone number.

Note: It is very important that either EmpowHR or eAuthentication contain an accurate email address for the Applicant. If there is no email address supplied, the Applicant will not be able to receive emails from USAccess and will not be able to digitally sign emails when that functionality is implemented.

C (i). Employees who use EmpowHR's Self-Service Module:

 Personal Information 	Main Menu > Employee Self Service >		
 Personal Information Hon Personal Information 	💋 Personal Information		Edit "Personal Information" Folder
Summary – Home and Mailing Addres	Review and update personal information.		
 Phone Numbers Email Addresses Emergency Contacts Marital Status 	Personal Information Home Navigate to all your personal information and transactions from this main page.	Review a summary of your personal information.	Review and update your home and mailing addresses.
- <u>Name Change</u> - <u>Request Leave of Absenc</u> - <u>Request Termination</u> Payroll and Compensation D Benefits	Add and update phone numbers. Designate your primary phone number.	Email Addresses Add and update your email addresses.	Emergency Contacts Add and update your emergency contact information.
Stock Activity Performance Management Recruiting Activities <u>Employee Home</u> Workflow User Preferences	Marital Status Update your marital status.	Review and update your name information.	Request Leave of Absence Request a U.S. Federal Government leave of absence and submit it to your manager for approval.
 SIMS - Availability SIMS Personal Data SIMS Background Exp. Manager Self Service 	Request Termination Request termination of a U.S. Federal Government position or a leave of absence.		

Figure 16: Self-Service Menu

Step 1. From EmpowHR's left side menu, click Employee Self Service, then click the **Personal Information** link.

Step 2. To verify/update your business email address, click the Email Addresses link.

Email Addresses		
Dana Baura		
Dana Rowan		
<u>*Email Type</u>	<u>*Email Address</u>	
Business 🔹	dana.rowan@wdc.usda.gov	Delete
,	to Employee Directory	
Note : Business Email is reported	to Employee Directory	
Add an Email Address		
* Required Field		
Save		

Figure 17: Updating Business Email



Step 3. In the *Email Type* column, use the drop-down list to select "**Business**," then enter your current business email address in the Email Address field. Click the **Save** button.

Manu			
Personal Information			
- Personal Information Hon	Main Menu > Employee Self Service >		
- Personal Information	💋 Personal Information		Edit "Personal Information" Folder
Summary – Home and Mailing Addres	Review and update personal information.		
- Phone Numbers - Email Addresses - Emergency Contacts - Morital Status	Personal Information Home Navigate to all your personal information and transactions from this main page.	Personal Information Summary Review a summary of your personal information.	Home and Mailing Address Review and update your home and mailing addresses.
Name Change Name Change Request Leave of Absenc Request Termination Payroll and Compensation	Add and update phone numbers. Designate your primary phone number.	Email Addresses Add and update your email addresses.	Emergency Contacts Add and update your emergency contact information.
Benefits Stock Activity Performance Management Recruiting Activities <u>Employee Home</u> <u>Workflow User Preferences</u>	Marital Status Update your marital status.	Review and update your name information.	Request Leave of Absence Request a U.S. Federal Government leave of absence and submit it to your manager for approval.
 <u>SIMS - Availability</u> <u>SIMS Personal Data</u> <u>SIMS Background Exp.</u> 	Request Termination Request termination of a U.S. Federal Government position or a leave of absence		

Figure 18: Self-Service Menu

Step 4. From EmpowHR's left side menu, click the <u>Phone Numbers</u> link.

Phone Numbers		
Dana Rowan		
Enter your phone numbers below.		
*Phone Type	Telephone	
Business 🔽	212/555-1235	Delete
Note : Business Phone is reported to	Employee Directory	
Add a Phone Number		
* Required Field		
Save		

Figure 19: Updating Business Phone No.

Step 5. In the Phone Type column, use the use the drop-down list to select "**Business**," then enter your current business phone number in the Telephone field. Click the **Save** button.



C (ii). Employees who use eAuthentication:

For eAuthentication help, please see the eAuthentication Help page: http://www.eauth.egov.usda.gov/eauthHelp.html



Figure 20: eAuthentication Screen

Step 1. Browse to http://www.eauth.egov.usda.gov

Step 2. Click on "Update Your Account".



Figure 21: eAuthentication Warning Screen

Step 3. Click "Continue" at the purple Warning screen.



Usba United States Department of Agriculture USDA eAuthentication		
login : VZ Password -		
	Home About eAuthentication Help	Contact Us Service Center
Quick Links	ication Login	
Create an account User ID Administrator Links Local Registration Authority Login	: Login	I Want To • Change My Password • Reset My Forgotten Password • Retrieve My Forgotten User ID
What's New		
NEW! Pass	word Requirements are Changing!	
 Password Please be your pass Click here 	rules are changing for level 1 accounts aware that you may be prompted to change vord the next time you log in! for more information!	
Import	ant! Employees and Contractors:	
 Please upo profile. Cli 	late your business email and phone in your ck here for additional details.	
eAuth	antication Home USDA.gov Site Map	

Figure 22: eAuthentication Log-in Screen

Step 4. Log in with your eAuthentication User ID and password. The "Welcome to IdentityMinder" screen will display.

Note: The Employee MUST have an Employee eAuthentication account (not a webuser or other type of account) in order for the email address in eAuthentication to be used for the Employee's Sponsorship record.



EMPLOYEE ON-BOARDING IN EMPOWHR



Step 5. Click on "Modify my profile".



Andify My Pro	file • Level 2
incarly my i to	ING - BOTOLE
UserID	userid
Credential Level	2
First Name*	John
Middle Initial	R
Last Name*	Doe
Street Address*	1234 Red Place
City*	Arlington
Home Postal/Zip Code*	54321
State*	VirginiaAA (APO/FPO)AE (APO/FPO)AP (A
Country*	United States
Email*	John.Doe@usda.gov
Confirm Email*	John Doe@usda.gov
Mother's Maiden Name*	Smith
Date of Birth*	11/10/1975
Four Digit Pit+	1234
Home Phone	703-321-1234
Business Phone	- 202-321-1234
Validate	

Step 6. Make desired changes in the online form, and then click the "submit" button in the bottom right corner to save the information.

Step 7. You may now click on "Logout" (in the upper right corner) to log out.

Note: It may take up to a day for changes made in eAuthentication to appear in the Agency Certification Portal.



D. Certify Prepared Records in the Agency Certification Portal

This section provides instructions and screenshots for Sponsors on how to find and select Employee records for submission to USAccess and to view the records already submitted. The HSPD-12 agency certification portal is a simple Web-based application for the first-time submission of employee records to USAccess. Once a record has been submitted for the first time, updates made in EmpowHR will automatically flow to USAccess and there is no need to resubmit the record via the HSPD-12 Agency Certification Portal.

It is important to note that there is no ability to input data into the portal but only to check those records that are ready to go to USAccess.

It is also important to note that the Certification Portal will only send records to USAccess for Employees located near a currently deployed Enrollment Station. You may prepare records for Employees in any location; however the Certification Portal will not allow those records to be sent to USAccess until there is a station deployed near the Employee.

The URL to access this site is: <u>https://hspd12p.sc.egov.usda.gov/hspd12preparedness/</u>

Prerequisites:

- You have a Level 2 eAuthentication ID and have been granted access to the Agency Certification portal (See Part 3 for requesting access).
- You have been designated as the individual for your agency for the submittal process. If you have questions regarding this, contact the USDA HSPD-12 Help Desk
- Data preparation has been completed for the employee records following the procedures in Part 2, Sections B and C. Once you submit the employee records from this portal, they will be sent to GSA.



D (i). Certifying and Submitting New Records

United States Department of Agriculture Homeland Security Presidential Directive (HSPD) 12
	Home About HSPD-12 Contact Us
FILTERS	
Agency:	Select
Country:	Select
State:	Select
City:	Select
Last Name:	Select
Display Va	alidated:
	Filter
HSPD-12 Home USDA.gov Policies and Links	
FOIA Accessibility Statement Privacy Policy Non-Discrimi	nation Statement Information Quality FirstGov White House

Figure 23: Certification Portal Search Menu

Step 1. First, use the Agency drop-down list to select the agency records you want to work with. (You will only see the agency or agencies to which you have been assigned.)

Step 2. Once agency is selected, the contents of the Country, State, and City drop-down list changes to reflect only those available for the agency you selected. For example, if you select an agency that is only in one country, two states, and four cities, the Country, State, and City drop-down list will only have those choices.

Step 3. The Last Name filter allows you to skip to employees with a Last Name starting with the letter specified. This makes it easier to scroll through records if you're searching for a specific employee.

Note: Unlike the Agency drop-down list, the selections you make in the Country, State, and City drop-down list have no effect on the contents of each other. Also, the application won't prevent you from selecting a state of "Colorado" and a city of "Kansas City," it will simply tell you "No records found."



EMPLOYEE ON-BOARDING IN EMPOWHR

									·
		1	FILTERS		provide the second s				
			1	Agency:	APHIS		~		
			C	ountry:	Select		~		
				State:	Select		*		
				City:	Select		~		
			Last	Name:	Select		~		
			Di	isplay Va	lidated:				
					Printe	r Friendl	y Filter]	
					Loaded in	39.45262	Seconds		
_			25 o	f 6371 Reco	ords Display	ved.			
			1	23456	78910				
Select All 📕	First Name	Last Name	Birth Month/Day	City	State	Country	Agency	Business Email	At GSA
	Jean	Ford	Sep/19	Beltsville	MD	USA	APHIS	Jean.ford@usda.gov	False
	Scott	Chevy	Mar/4	Beltsville	MD	USA	APHIS	Scott.chevy@usda.gov	False
			4	23456	78910.	**			
	WARNIN	IG: Submit sele	cted records on this	page befo	ore moving	to anothe	er page o	checkmarks will be lost.	
					1254		10082 PH		
		1	Submit Se	lacted De	corde for D	rocessing		1	
WARNIN	IG: Make sun	e the selected re	Submit Se	he proces	sed hecai	ise once	auhmitter	there is no way to "un-subm	it" them
	io. mane our	e me selected le	sonds are ready to	ne hinnen	Sec. Deede	ise shee	Submitte	a, more to no noy to the bubin	in theth

Figure 24: Search Results

Step 4. Once you select an agency, the portal will automatically list all the employees it has for that agency. The portal displays 25 records at a time (you may need to scroll down to see them all). The following example shows records filtered by Agency, City, and State.

Step 5. The employee records are listed alphabetically by employee last name. At the top and bottom of the screen are the page numbers for the first 10 groups of 25 records. Click a page number to display that group of records. Clicking the ellipses (...) will take you to the next set of 10 page numbers.



EMPLOYEE ON-BOARDING IN EMPOWHR

			FILTERS						
			A	gency:	APHIS		~		
			C	ountry:	Select		~]	
				State:	Select		~		
			1	City:	Select		~]	
			Last	Name:	Select		~		
			Di	splay V:	alidated:				
					Printe Loaded in	er Friendl 39.45262	y Filter Seconds	5	
			25 of	6371 Rec	ords Display	ved.			
			1	2 <u>3456</u>	78910				
Select All 📃	First Name	Last Name	Birth Month/Day	City	State	Country	Agency	Business Email	At GSA
	Jean	Ford	Sep/19	Beltsville	MD	USA	APHIS	Jean.ford@usda.gov	False
	Scott	Chevy	Mar/4	Beltsville	MD	USA	APHIS	Scott.chevy@usda.gov	False
				<u>23456</u>	78910				
	WARNIN	IG: Submit sel	ected records on this	page bef	ore moving	to anothe	er page o	r checkmarks will be lost.	
			Submit Sel	lected Re	cords for P	rocessing		ו	
WARNIN	IG: Make sur	e the selected	reco rds are ready to t	be proces	sed, becau	ise once	submitte	d, there is no way to "un-subm	iit" them.

Figure 25: Select Records

Step 6. Click the checkbox to the left of the employee name to select employees to submit for processing.

Step 7. Click the **Submit Selected Records for Processing** button. The page will redisplay, and that employee's record will no longer be on the list.

Important: Don't submit employee records if they don't have a valid email address. See Part 3: On-Boarding FAQ, for what to do if an employee record has a missing or incorrect email address.

WARNING: The warning at the bottom of the screen is serious. Be <u>very sure</u> the records you select and submit are ready for processing. Once submitted, there is no way to "un-submit" the records. If the Employee's work location or card ship location is in the vicinity of an open Enrollment Station, the record will be sent to USAccess and the Enrollment notification email to the Employee Applicant will be sent.



D (ii). Viewing Previously Submitted Records

	4	Agency:	APHIS		~
	C	ountry:	Select		~
		State:	Select		-
		City:	Select		~
	Last	Name:	Select		-
	D	isplay Vali	idated: 🗹		
				(-	_
	25 0	L f 2339 Record	Printer Fri oaded in 39.4 ds Displayed.	endly Filte 5262 Second	er ds.
	25 o	L f 2339 Record 2 3 4 5 6 7	Printer Fri oaded in 39.4 ds Displayed.	endly Filte 5262 Second	er ds.
Validated	25 o 1 By	L f 2339 Record 2 3 4 5 6 7 First Name	Printer Fri oaded in 39.4 ds Displayed. 2 8 9 10 Last Name	endly Filte 5262 Second Birth Montl	er] ds. h/D: <mark>y AtG</mark> S
Validated 10/21/2007 12:00:00 AM	25 o 1 By ddukart	L f 2339 Recor 2 3 4 5 6 7 First Name Jean	Printer Fri oaded in 39.4 ds Displayed. 2 8 9 10 Last Name Ford	endly Filte 5262 Second Birth Montl Jul/30	er ds. h/D: y At GS True
Validated 10/21/2007 12:00:00 AM 10/6/2007 12:00:00 AM	25 o 1 By ddukart ddukart	L f 2339 Record 2 <u>3 4 5 6 7</u> First Name Jean Scott	Printer Fri oaded in 39.4 ds Displayed. 2 8 9 10 Last Name Ford Chevy	endly Filte 5262 Second Birth Month Jul/30 May/11	er ds. h/D: y At GS. True True
Validated 10/21/2007 12:00:00 AM 10/6/2007 12:00:00 AM 10/22/2007 12:00:00 AM	25 o 1 By ddukart ddukart ddukart	L f 2339 Record 2 3 4 5 6 7 First Name Jean Scott Logan	Printer Fri oaded in 39.4 ds Displayed. 2 8 9 10 Last Name Ford Chevy Dodge	endly Filte 5262 Second Birth Month Jul/30 May/11 Apr/5	er ds. h/D: y At GS True True True

Figure 26: Previously Submitted Records List

Step 1. To display records that have already been submitted, use the filter drop-down list at the top of the screen to select the agency (and country, state, and city if needed), click the **Display Validated** option, then click the **Filter** button.

Step 2. The display shows the records already submitted for this agency, and also shows when the record was submitted and the user name of the employee who did the submitting. To return to the display of not-yet-submitted records, simply remove the checkmark in the **Display Validated** field and click the **Filter** button.

Step 3. The column on the end of this table titled **At GSA** has been added. This column provides a status for each record as to whether it has been sent to GSA or not.

If **At GSA** is set to FALSE:

- EmpowHR Users Enrollment email has not been sent to Employee yet.
- Payroll Personnel Users The USAccess System will have no knowledge of this employee yet.

If **At GSA** is set to TRUE:

- EmpowHR Users The Employee's record has been send to USAccess and is now sponsored. The Enrollment email has been sent to Employee
- Payroll Personnel Users The USAccess System has knowledge of the employee and Sponsorship can now be completed.



FILTERS					
Agency:	APHIS 💌				
Country:	Select 💌				
State:	Select 💌				
City:	Select 💌				
Last Name:	Select 💌				
Display Validated: 🗹					
	Printer Friendly Filter Loaded in 1.922492 Seconds.				

Figure 27: Display Validated Link

Step 4. A **Printer Friendly** link has been added to both the Record Validation and the Display Validated screens. To print the records on a page, click the **Printer Friendly** link and the page will reformat as shown below and can be printed out easily for a quick report.

Validated	Вү	First Name	Last Name	Birth Month/Day	Agency	At GSA
10/21/2007 12:00:00 AM	ddukart	Jean	Ford	Jul/30	APHIS	True
10/6/2007 12:00:00 AM	ddukart	Scott	Chevy	May/11	APHIS	True
10/22/2007 12:00:00 AM	ddukart	Logan	Dodge	Apr/5	APHIS	True
9/8/2007 12:00:00 AM	ddukart	Warren	Nissan	Jul/19	APHIS	True

Figure 28: Printer Friendly View

On-boarding of the Employee is now complete. The Employee has been Sponsored and Adjudicated and placed into the USAccess system. They will now receive an email from USAccess telling them that they can enroll and should schedule an Enrollment appointment through the GSA scheduling tool.



Part 3: On-Boarding FAQ

Q: I cannot find an Employee's record in the Certification Portal

Step 1. Verify the Filter Selections:

- Make sure you haven't selected incompatible data, for example, a city of Kansas City and a state of District of Columbia.
- Make sure you haven't accidentally left filters on that would exclude that record, (e.g., looking for an employee from Puerto Rico in records filtered to show USA employees).
- Check the Validated records (see Part 2, section D (ii), step 1) to see if the record has already been submitted.
- Verify the Employee's agency to make sure they are not in more than one agency. If an employee is in more than one agency, the portal will place them in the agency that is alphabetically first (i.e. Employee is in FSA and OCIO so they will appear in FSA and not OCIO)
- Verify the Employee is still an active Employee in EmpowHR

Step 2. If all this fails, send an email to the USDA HSPD-12 Help Desk and provide the following information:

- In the subject line of the email, please say "HSPD-12 Agency Certification problem – missing record"
- Agency
- Employee full name (first, middle, last),
- Month and day of birth only (**no year**)
- **DO NOT PROVIDE** any privacy data such as the social security number or the full data of birth.

Q: What if the record has a missing or incorrect business email address?

Step 1. Follow the instructions in Part 2, Section C to either update the business email address in EmpowHR (if your agency uses EmpowHR and the self-service portal), or via eAuthentication. It may take at least a day for information updated via eAuthentication to appear in the Agency Certification Portal.

Step 2. If using eAuth to make the update, verify the employee has an Employee eAuth user account type. The portal will not pull information from non-employee type accounts. When the user logs into eAuth's Identity Minder (see Part 2, Section C, Step 5), it should display "Modify My Employee Profile – Level 2" in the upper left corner. If it does not say "Employee", it is not an employee eAuth account type.

Q: What if an individual's record is in the Certification Portal and shouldn't be?

Step 1. Verify this person's record in EmpowHR first. If they should not be in the list due to being terminated, they must be terminated in EmpowHR first. If they should not be in the list due to data elements in their record (i.e. City, Agency, State, etc.) make sure that information is up to date in EmpowHR first.

Step 2. If all information is correct in EmpowHR, and the employee is showing up in the portal when they should not be send an email to USDA HSPD-12 Help Desk and provide the following information:



- In the subject line of the email, please say "HSPD-12 Agency Certification problem record shouldn't be on list"
- Agency
- Employee full name (first, middle, last),
- Month and day of birth only (**no year**)
- **DO NOT PROVIDE** any privacy data such as the social security number or the full data of birth.

Q: Where is the email address pulled from for the Applicant's record?

If EmpowHR contains the email address, the Sponsorship record will use the EmpowHR email address. If EmpowHR does not contain the email address, the Sponsorship record will use the eAuthentication email address. If the eAuthentication email address is blank the Sponsorship record will not have an email address. It is very important that the record contain an email address so that the Applicant can get emails from USAccess.

Q: Do I have to use the full middle name in the Employee's Sponsorship record?

You should strive to be as accurate as possible so that the Employee's record matches their I-9 documentation. Do not use "NMN" or something similar if the Employee does not have a middle name as they will not be able to enroll.

The following exceptions are allowed:

Sponsorship Record	I-9 Document
Middle initial only	Full middle name
Full middle name	Middle initial only
Compressed middle name e.g. "Heewan"	Properly formed middle name e.g. "Hee-wan"
Properly formed middle name e.g. "Hee-wan"	Compressed middle name e.g. "Hee-wan"
Blank middle name	Middle name or Middle Initial (this will result in a flag by the Registrar)
Middle name or middle initial	Blank middle name or middle initial (this will result in a flag by the Registrar)

If the Employee can produce a "linking document" during enrollment (i.e. Marriage certificate, court record, certified birth certificate) that can account for a difference in the name on their I-9 document versus their Sponsorship record, they WILL be permitted to enroll without having the Sponsor update their record first.

Q: Do I have to include the Employee's suffix in their Sponsorship record?

You should strive to be as accurate as possible so that the Employee's record matches their I-9 documentation. The suffix should be included in the EmpowHR suffix field and not as part of the last name field.

The following exceptions are allowed if an Employee can produce a secondary I-9 document with their SSN during enrollment:

Sponsorship Record Suffix included No suffix <u>I-9 Document</u> No suffix Suffix included



The Employee will also be allowed to enroll without needing to show their SSN if their suffix in their Sponsorship record is an alternate form of their suffix on their I-9 document (e.g. Jr and II or Sr. and I)

Q: How do I get access to the Agency Certification Portal?

Send an email to the USDA HSPD-12 Help Desk with the following information

- Subject line: Access Request for the HSPD-12 Agency Certification Portal
- Name (First, Middle, Last) of the certifier
- Email address for the certifier
- Phone number for the certifier
- eAuthentication Username of the certifier
- Agency(ies) that this certifier should be granted

Q: How often is information sent from the Certification Portal to USAccess?

Records are pushed to USAccess every 4 hours

Q: What if 4 hours has passed and a record has not been sent to USAccess?

Check the work location and card shipping address. If neither is where there is currently an open Enrollment Station, the record will not go to USAccess until there is a station there.

Q: Do I need to re-certify an employee if their information has been updated in EmpowHR since the first time they were sent to USAccess?

No, you only need to use the certification portal the very first time you send a record to USAccess. All updates to records will be pushed automatically to USAccess during one of the 4 hour data pushes.

Q: Can I submit groups of records at once in the Agency Certification Portal?

You can submit multiple records at once, but they must be in the group of 25 records displayed on the screen. As described in the warning message below the page numbers, if you make selections on one page, then navigate to another page before clicking the **Submit Changes** button, your selections will be lost.

Q: How do I select more than one record at a time for submission via the Agency Certification Portal?

You can select all the records on the displayed page by clicking the Select All checkbox in the column header. To unselect them, click the Unselect All checkbox, which only appears after the Select All checkbox has been clicked.

Q: Does an Applicant need both the NACI and Fingerprint Check Adjudication results entered in EmpowHR in order to be issued a LincPass?

An applicant is eligible to enroll for a LincPass after the successfully adjudicated FBI Fingerprint Check results have been entered into EmpowHR. Enrollment for a LincPass is not contingent upon a BI (NACI or higher) being completed, however the LincPass will have a provisional status until the BI results are entered.



Appendix A – On-boarding Checklist

The following table can be used as a checklist by Sponsors as they work through the onboarding process for an Employee.

Step	Instructions	Complete				
HR Instructions						
1	Identify records based on Enrollment Station Location.					
2	Identify active employees within your agency (or supported agency) who should receive an HSPD-12 LincPass.					
3	Identify Federal Employees from that location that have successfully completed an FBI or higher background investigation.					
4	Verify accuracy of employee name information in EmpowHR. Fix issues for all employees (i.e. Suffix combined in last name field) in the EmpowHR system following the instructions in Part 2, Section B(i).					
5	Provide Sponsorship related information such as LincPass Required, Emergency Response official, and Card Shipping info in EmpowHR following the instructions in Part 2, Section B(ii).					
6	Verify adjudication result has been entered into EmpowHR, if it hasn't, update those records following the instructions in Part 2, Section B (iii).					
Employee Instructions						
7	Update Business Email and Phone using EmpowHR's Self-Service module or eAuthentication following the instructions in Part 2, Section C.					
HR Instructions						
8	Ensure you have access to the Agency Certification Portal (See Part 3 for requesting access). (<u>https://hspd12p.sc.egov.usda.gov/hspd12preparedness/</u>)					
9	Flag, certify and submit the prepared records following the instructions in Part 2, Section D (i).					