

Onboarding Checklist

EMPLOYEE INFORMATION	SUPERVISOR INFORMATION
Name:	Name:
Duty Location:	Phone Number:
E-mail Address:	E-mail Address:
Enter on Duty (EOD) Date:	

NRCS	Partner	USDA SYSTEM ACCESS
		NRCS-IRM-03, Information System Security Request for User Access to ITS Resources Complete immediately upon notification employee has accepted the Tentative Office, partner, or contractor will be entering on duty. Send the NRCS-IRM-03 to the State Office (SO) Point of Contact (POC) with a carbon copy to the respective Client Experience Center (CEC) support person and Area Administrative Coordinator (AAC).
NA		Complete the following: <ul style="list-style-type: none"> • eQIP Invitation • OF-306, Declaration for Federal Employment • Information Security Awareness (ISA) Training Public Course NOTE: In order to complete the course, "Create Account" in new user section. Enter home e-mail address and create a password. Skip field that asks for your "Person Model ID." Add "NRCS" and continue to answer the security question. Click "Save" and wait a moment and then click "Continue." The next screen will advise an e-mail was sent to the address you registered. Look for that e-mail and click the link. You may have to change the pop-up blocker setting before launching the course. Select "Launch" and complete the course. If you receive a 70 percent or greater on the Pre-Exam, you will not need to complete the entire course. Be sure to print and/or save the course certificate of completion.
		Upon completion all four items, encrypt and e-mail to the AAC or SO POC.
		eAuthentication Should receive an e-mail by the second Thursday of the first pay period.
		LincPass PIV card Should receive an e-mail by the end of the first pay period to electronically schedule an in-person appointment to obtain a LincPass card.
NRCS	Partner	PERSONNEL ACTIONS
	NA	Employee Care Center (ECC) Portal https://usdafpacbc.servicenowservices.com/eccportal Submit tickets for Benefits and WebTA changes. NOTE: Must enroll for benefits within 60 days of hire or life event.
	NA	Farm Production and Conservation (FPAC) Portal (https://myfpac.usda.gov/) Quick links to WebTA, CONCUR, EPP (Employee Personal Page), AgLearn, and EmpowHR <ul style="list-style-type: none"> • Employee should be able to enter his/her time in WebTA the second Friday of the first pay period. If not, contact the timekeeper.

NRCS	Partner	EMPLOYEE FIRST DAY PACKAGE
	NA	ID Verification for I-9 - Show two forms of ID or passport to supervisor
	NA	AD-2001 Designation of Tour of Duty Supervisor and employee need to discuss biweekly schedule options and policy. Once form is completed, the supervisor will provide a copy to the employee and the timekeeper/AAC. The timekeeper will submit to the ECC Portal>Compensation>New Employee in WebTA/Request for WebTA Profile Setup.
	NA	Provide the following: <ul style="list-style-type: none"> • New Employee Handbook • Position Description • Requesting Leave Memo and OPM-71 Request for Leave or Approved Absence • Hazardous Weather Memo • Travel Memo • Dress Code • South Dakota Resource Unit Map • Organizational Structure
	N/A	Veterans Leave: <ul style="list-style-type: none"> • Disabled Veterans Leave (104 hours) - submit DD-214 and VA disability letter to Business Services Specialist (BSS) • Military Leave – employee notifies HR Specialist during onboarding that they are active National Guard
NRCS	Partner	FLEET
		SD-PER-19 NRCS employees, partners, and students must have a valid driver's license, complete the GSA Fleet Drive-Thru Defensive Driving Course and SD-PER-19,(Request to Serve as an Incidental Motor Vehicle Operator). The link below will take you to the SD-PER-19, which has the link and instructions to access the GSA course. https://www.nrcs.usda.gov/wps/PA_NRCSCconsumption/download?cid=nrcseprd1765049&ext=pdf
		Vehicle Management Tool (VMT) (https://usdafpacbc.servicenowservices.com/vm) Explain how to Reserve a Vehicle, Return a Vehicle, Modify Reservation, and the local vehicle reservation expectations and process.
		WEX PIN versus PIN for GSA Vehicles Explain the different PINs. Request a WEX PIN by sending an e-mail to the SO POC. The SO POC will submit the Service Now (SNOW) ticket. The employee or partner will receive an e-mail generally within 24 hours providing the WEX PIN and the link to Driver Certification training that must be completed in AgLearn within 30 days.
NRCS	Partner	TRAVEL
	NA	CONCUR Profile Set-up Employee completes and sends the following items encrypted to the AAC or the SO POC. The AAC or SO POC submits the request to myFPAC Services>Financial Management. <ul style="list-style-type: none"> • CONCUR Profile Set-up Form • AgLearn Travel Card Course titled <i>USDA Travel Charge Card Training</i> • Acknowledge and Acceptance Statement • US Bank Application
NRCS	Partner	MISCELLANEOUS ITEMS
		Add employee or partner to the Continuity of Operations Plan (COOP). Send to the Assistant State Conservationist for Field Operations (ASTC(FO)) and AAC for signature and filing.
		Provide building key.
	NA	Request business cards be ordered if permanent employee.
		Request name plate be ordered if permanent employee or partner.
	NA	Sign iPhone agreement when the device is issued.
		Review permitted use of government computer.

	NA	Review SD-FNM-11 Travel Authorization/Voucher Checklist and its use. Should be completed by the employee, signed by the supervisor, and transmitted to the travel arranger no later than three days before travel is scheduled, more notice is better.
NRCS	Partner	RETURNING PATHWAYS STUDENTS
	NA	NRCS-IRM-03, Information System Security Request for User Access to ITS Resources Complete two weeks prior to the student returning to duty. Send the NRCS-IRM-03 to the SO POC with a carbon copy to the respective CEC support person and AAC.
	NA	Timekeeper will remove hold in WebTA and delete old timesheets.
	NA	The BSS will complete two SF-52s (return to duty and change in duty location) Request for Personnel Action; route to the respective Leadership Team member and State Conservationist for signature; and submit to the ECC Portal. Must allow at least one pay period to be effective.

The list of SO POCs can be found on the state's SharePoint site under Administration

(https://usdagcc.sharepoint.com/sites/nrcs_southdakota/AdministrationW/SitePages/Home.aspx)