

New Employee Program

A JOURNEY THROUGH THE LANDSCAPE OF EMPLOYEE ONBOARDING



1. Pre EOD ...

- Complete New Hire Paperwork including these forms:**
- I-9 Employment Eligibility Verification
 - W-4 Form, State Tax Form
 - Direct Deposit Sign Up Form
 - SF813, SF256 and VA4637 Forms

2. Orientation and First Day

- Bring copies of the forms you completed
- Bring two forms of ID as listed in the I-9
- Arrive at 810 Vermont Ave NW, Room 230 at 7:45am on your EOD
- Request contact info for buddy and supervisor
- Check that phone and computer are working
- Establish tour of duty and confirm with supervisor

4. First 30 Days ...

- Confirm eOPF access
- Discuss preliminary performance feedback with your supervisor
- Take additional office/role-specific training as advised

3. First Week ...

- Review technical support issues
- Access onboarding materials on COHRS website and obtain PIV card
- Discuss overall job responsibilities and performance expectations
- Review relevant org charts, policies and procedures
- Access training system (TMS)
- Submit transit benefit application

5. First 60 Days ...

- Complete and submit to COHRS the Federal Employees Group Life Insurance (FGLI) and Federal Employee Health Benefits (FEHB) Forms
- Complete and submit the Flexible Spending Accounts (FSA) forms
- Complete and submit the Dental and Vision Plans through FEDVIP

6. First 90 Days ...

- Work with supervisor to create and submit your Individual Development Plan (IDP)
- Attend 6-month check in meeting with supervisor
- Complete and submit onboarding feedback forms

7. Things To Consider ...

- If transferring from another federal agency, contact COHRS to provide last Leave and Earning Statement to qualify for interim leave credit
- Unemployment insurance - it is your responsibility to notify the State Unemployment Office that you are now working
- The Thrift Savings Plan can be joined at anytime, research the plan and fill out TSP-1 and TSP-3
- Review MyCareer@VA for more information about career planning and Individual Development Plans (IDPs)

8. Lastly ...

If you are a new federal employee, you will remain on a probationary period for 1 to 2 years. Your performance, attitude, reliability, and suitability will be monitored throughout your trial period. During this trial period, you could be terminated at any time without formal removal procedures.

My dad got onboarded and all I got was this lousy t-shirt.

WELCOME ABOARD!

I'M WITH THE NEW GUY

Want to know more?

For more information
Check out the COHRS website
or email us at
COHRSinquiries@va.gov

• *Thanks for visiting!* •

