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COHRS

New Employee PROGRAM

VACO
Veterans Affairs
Central Office

New Employee Roadmap

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

3. First Week

- Review technical support issues
- Access onboarding materials on COHRS website
- 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

4. First 30 Days

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



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5. First 60 Days

- Complete the Federal Employees Group Life Insurance (FGLI) and Federal Employee Health Benefits (FEHB) Forms and submit to COHRS
- 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.

Want to know more?

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



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ADVANCE is an HR&A initiative to invest in people development, workforce engagement and talent management for the delivery of high-quality healthcare, benefits and other services to Veterans and their families.



U.S. Department
of Veterans Affairs

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