



## NASA Welcomes New Employees (In-Processing)

### **The NSSC Welcomes New NASA Employees!**

The NASA Shared Services Center (NSSC) caseworkers provide each identified NASA employee with an important Point of Contact (POC) throughout their in-processing activities. As well as providing in-processing services to new NASA civil servants, the team assists transferred employees, re-employed annuitants, reinstated, converted and reassigned employees. The team tracks information and gathers documentation required to initiate administrative activities to build the applicant's record.

In-Processing includes, but is not limited to, contacting hires for counseling, ensuring all required documents are received, ensuring applicant forms are electronically accessible and scheduling a benefits counseling session based on an employee's appointment type. At this time, these services are not provided to the Office of Inspector General employees.

The team provides up-to-date documents on the Web that applicants must complete prior to arriving for in-processing. NASA's Entrance on Duty System (EODS) allows the employee to log-in to a secure Web environment to complete the necessary paperwork.

The NSSC caseworkers review forms for accuracy, prior to being signed electronically or printed, and sent to the NSSC. The team strives to simplify the on-boarding process as much as possible by providing a caseworker at the beginning of the process. Welcome to NASA!

### **Transferred Employees**

Civil servants transferring from another Federal Agency to NASA will follow the same on-boarding process as new civil servants; however, there is less paperwork. Benefits elections will carryover from the previous position. If a transfer also involves a geographical move, please ensure your

benefits programs are not affected because of the change in location. With a change of location, please remember you must complete and submit a new State Tax form in the EODS.

### **Reassigned Employees**

NASA employees reassigned from one NASA Center to another have very little paperwork to complete, but must review State Tax and benefits information in Employee Express (if there is a geographical move) at: [www.employeeexpress.gov](http://www.employeeexpress.gov).

### **Unique Circumstances**

Certain appointment types are unique and require more in-depth counseling. Please contact the NSSC if you are:

- A re-employed annuitant (an individual who has retired from federal service and is returning to the workplace);
- A Pathways Program conversion (a member of the NASA Pathways Program who is being converted to another position); or
- Retired military who may be interested in buying back retirement time.

### **The On-Boarding Process**

Once the hiring Center documents the appointment in the Workforce Transformation Tracking System (WTTS), the employee will receive two emails from EODS. One will contain an EODS User ID and the other will be a temporary password.

- EODS may be accessed by visiting the Employee Orientation Program website at: [www.employeeorientation.nasa.gov](http://www.employeeorientation.nasa.gov). Select the Entrance on Duty System link.
- In-Processing forms are provided to new employees at all of the NASA Centers with automated forms through EODS.

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- An NSSC caseworker will contact you to discuss EODS, assist with paperwork, counsel you on the optional benefit programs and answer any additional questions.
- Once the required paperwork is complete, and any optional programs have been selected, please submit the forms electronically in EODS and await an email from EODS with further instructions to complete the form.
- The NSSC caseworker monitors the completion of forms, reviews and approves forms and suggests corrections if necessary.
- Once the forms have been approved by an NSSC caseworker, please follow the instructions provided in the EODS email. Some forms will be completed upon reporting for duty; others need to be printed, hard copy signed and then mailed to the NSSC.
- Forms such as the Optional Form (OF)-306, Declaration of Federal Employment, Standard Form (SF)-61, Appointment Affidavits, and the Form I-9, Employment Eligibility Verification must be printed and brought with you on your first day of work. The OF-306 and SF-61 must be signed before a witness.
- Federal Long Term Care Insurance Program (FLTCIP)
- Flexible Spending Accounts (FSA)
- Federal Employee Dental and Vision Program (FEDVIP)

### **NSSC Benefits Counseling Session**

A caseworker from the NSSC contacts the employee to schedule a benefits overview session based on the type of appointment. Prior to the overview session, a confirmation email is sent from the NSSC caseworker requesting you to confirm your attendance for the benefits overview session. Please contact your NSSC caseworker if you are not able to attend and need to reschedule, or if you have any additional questions. The caseworker is a valuable contact during in-processing. During this session, the caseworker provides an overview of information such as the retirement plan, leave accrual rates, FEHB, FEGLI, and much more.

The overview counseling session takes about 40 minutes to complete, and a brief question and answer period follows the overview.

### **In-Processing Tips**

- If your position is a financial disclosure designated position, you are required to file an Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure Report, or the OGE Form 278, Public Financial Disclosure Report and if applicable, the OGE Form 278-T, Periodic Transaction Report. You will receive an email, from NASA's Ethics Program Tracking System (EPTS) shortly after your entry on duty date, that provides a link to NASA's EPTS to file the report electronically.
- Please complete SF-1199A, Direct Deposit Sign-Up Form, to ensure your paycheck is deposited directly into your bank account. Follow the directions on the form carefully.
- Your first paycheck will be deposited the Friday after the end of the pay period in which you were hired. Please access the NASA schedule for holidays, pay periods and pay dates at the NSSC Payroll website at: [www.nssc.nasa.gov/payroll](http://www.nssc.nasa.gov/payroll). It is located under the References section at the bottom of the page.
- You are encouraged to view the Welcome to NASA video. The video is segmented by chapter and provides an overview of NASA, the NSSC, the EODS, benefits and much more. You may access the video by going to the NSSC In-Processing webpage at: [www.nssc.nasa.gov/in-processing](http://www.nssc.nasa.gov/in-processing)

### **Utilizing Center Resources**

Contact your Center POC if you have questions on the following topics:

- Reporting date and duty station location
- Offer letter
- Electronic Questionnaires for Investigations Processing (e-QIP) access
- Badging

### **Utilizing NSSC Resources**

The NSSC caseworker provides counseling based on the appointment type, third party contact information and offers assistance on several employee programs including:

- Federal Employee Health Benefits (FEHB) Program
- Federal Employee Group Life Insurance (FEGLI)
- NASA Employee Benefit Association (NEBA)
- Thrift Savings Plan (TSP)
- Federal Employees Retirement System (FERS)
- Leave Policies

**About the NSSC**

The NSSC provides services across the Agency in five functional areas including, Agency information technology services and selected activities in financial management, human resources, procurement and business support services.

The NSSC strives to provide customer-focused, consistent, high-quality, easily-accessible and timely support services.

Access the NSSC website at:

<https://www.nssc.nasa.gov>

**NSSC Shared Services Center****Attn: In-Processing Team**

Building 1111, C Road  
Stennis Space Center, MS 39529

**NSSC Customer Contact Center**

**Phone:** 1-877-677-2123 (1-877-NSSC123)

**Fax:** 1-866-779-6772 (1-866-779-NSSC)

**Email:** [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

**Web:** <https://www.nssc.nasa.gov>