

In-Processing Tips

- If your position is a financial disclosure designated position, you are required to file a Confidential Financial Disclosure Office of Government Ethics Form 450, or the Public Financial Disclosure Standard Form 278. NASA's Ethics Program Tracking System (EPTS) will generate and send an e-mail shortly after your entry on duty date that provides a link to NASA's EPTS to file the report electronically.
- If your position is a drug testing designated position, an NSSC Caseworker will contact you to verify your mailing address prior to mailing a drug testing package. You must fulfill the requirements noted in the contents of the package within 48 hours of receipt of the package.
- Please complete Standard Form (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 Web site at: www.nssc.nasa.gov/payroll. It is located under the References section at the bottom of the page.



Contact Us

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Fax:
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Visit:
www.nssc.nasa.gov/customerservice

www.nasa.gov

National Aeronautics and
Space Administration



Have you transitioned to a new position?

One-on-one assistance is available. Your NSSC Caseworker is only a phone call away!

NSSC
NASA Shared Services Center

quick
reference
guide

NSQRG-3300-0001

Customer Focused



The NSSC Welcomes New NASA Employees!

NSSC Caseworkers provide each identified NASA employee with a single point of contact 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 necessary paperwork. The NSSC Caseworker reviews the forms for accuracy prior to being printed, signed, and sent to the NSSC. This permits the Team to assist the employee to correct any inadvertent errors. 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 carry over 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 a new State Tax Form.

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.

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 Cooperative Education (CO-OP) conversion (a member of the NASA CO-OP program who is being converted to a full time 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 e-mails 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 Web site at:
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.
- 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 e-mail 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 e-mail. Some forms will be completed upon reporting for duty; others need to be printed, signed, and then mailed or faxed 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 the first day of work to be signed before a witness.

Utilizing Center Resources

Contact your Center Point of Contact (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 (FGLI)
- NASA Employee Benefit Association (NEBA)
- Thrift Savings Plan (TSP)
- Federal Employees Retirement System (FERS)
- Leave Policies
- Long Term Care Insurance
- Flexible Spending Accounts
- 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. 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, Federal Employee Health Benefits, Federal Employee Group Life Insurance, and much more.

The overview counseling session takes about forty minutes to complete, and a brief question and answer period follows the overview. Prior to the overview session, a confirmation e-mail is sent from the NSSC Caseworker. Please confirm your attendance for the benefits overview session when contacted. Please contact your NSSC Caseworker if you are not able to attend and need to reschedule, or if you have any additional questions.

