



INFORMATION FOR NEW HIRES

Congratulations on your selection to a position with the Centers for Disease Control and Prevention (CDC). This information will help you get started if you:

- Have never worked for the federal government; or
- Are returning to federal service after an absence of 90 days or more; or
- Are transferring from another federal agency without a break in service.

Before You Arrive, You Should...

1. Receive a written offer of employment from the Atlanta Human Resources Center (AHRC) within 15 days of the verbal offer of employment. The offer letter will include information about:
 - The New Employee Orientation
 - Accessing E-Induction, an automated system for preparing and submitting your employment information *prior* to your attending the New Employee Orientation
2. Submit your employment information on-line using [E-Induction](#). Completing your employment information on-line is simple, secure, and saves time during the New Employee Orientation.

Submitting Employment Information Using E-Induction

Follow these steps to complete your employment information using E-Induction.

Step 1 – Check Internet Browser

Check your Internet browser. For best results, access [E-Induction \(https://einduction.lmi.org/\)](https://einduction.lmi.org/) using Internet Explorer 6.0 (or higher).

To confirm your Internet version, click on your internet browser icon; select *Help* on the menu bar; and select *About Internet Explorer*.

Step 2 – Check Acrobat Reader

Check your Acrobat Reader version. You must have Acrobat Reader 6.0 (or higher) to view and complete employment forms.

To confirm your Acrobat Reader version, open your Acrobat program and select *Help* on the menu bar. The current version will be displayed. You may download the latest Acrobat Reader version by [clicking on this link: Download Adobe Acrobat](#).

Step 3 – Access E-Induction

1. Access [E-Induction: On-Line Induction for New Hires \(https://einduction.lmi.org\)](https://einduction.lmi.org/).
 - You will be prompted for your *username* and *password* when you first access E-Induction. Unless you received a different username and password in your offer of employment, your
 - username is the first letter of your first name and your full last name in all capital letters (e.g., John Doe = JDOE).
 - initial password is your user name and the last four digits of your social security number (e.g.,

JDOE8765).

2. Select “*Login.*” Read the security notice and select “*Yes-I-Accept*” if you accept the terms and conditions. You will not be able to complete the E-induction process if you select “*No-I-Do-Not-Accept*” and processing your paperwork for employment will be delayed.
3. Create a new password. Your new password must be between 8 and 20 characters and contain at least one uppercase letter, one lower case letter, and one special character (e.g., !, @, #, %, etc.)
4. Log in to [E-induction](#) again using your new password to begin the process.

Step 4 - Complete the E-Induction Process

1. Print the *On-Line Help* instructions from the menu options located in the bottom right corner of the screen. You will need these instructions to complete the process. *On-line Help* is available during any point in the process.
2. Select the “X” in the upper right hand corner to close the screen and return to the E-Induction homepage.
3. Select “General” from the main menu.
4. Complete all the forms listed and verify that the information you are entering is accurate. The other required forms will be automatically populated with the identifying information you enter.
5. Select “Save Information.”
6. Complete the *Dependents* information screen. Eligible dependents include:
 - current spouse and unmarried dependent children under age 22, including legally adopted children and recognized natural children born out of wedlock.
 - stepchildren and foster children (including grandchildren, if they qualify as foster children) are included if they live with you in a regular parent-child relationship.
 - unmarried dependent child, age 22 or over, who is incapable of self support because of a mental or physical incapacity which existed before age 22, may qualify for coverage under certain conditions.

Visit the [Office of Personnel Management's \(OPM\) Web site](#)

(<http://www.opm.gov/insure/health/qa/qa.asp?family>) for more information on family coverage.

NOTE: At this point, you can not delete information for a dependent whose information has been entered and saved.

7. Select *Proceed to Forms* from the main menu. Each form you are required to complete is highlighted as a [hyperlink in blue](#).
8. Select a form to complete and enter the required information.
9. Select *Submit* to securely transmit your information to your servicing human resources specialist or *Draft* to save your information for further use. *Draft* forms cannot be viewed by the servicing human resources specialist responsible for processing your employment information.
10. Print a copy of each form for your records (*optional*).
11. Log-out of E-Induction using the main menu.

Monitoring Form Status: You can monitor the status of your forms on-line:

1. Pre-Draft No part of the form has been completed.
2. Draft Forms have been partially completed.
3. Submitted Forms have been completed and submitted.
4. Approved Forms have been completed and approved by the servicing human resources office.

IMPORTANT:

- The servicing human resources specialist reviews the completed forms for accuracy and provides a printed copy for you to sign during the New Employee Orientation.
- Complete as many forms as possible. You may save your information in “Draft” and resume later. The form status is located in the top left corner of each form. Select “Forms” from the “Information” menu to check the status of your forms.

- Access to your forms will expire 90 days after your scheduled date of entrance on duty (EOD).
- Your servicing human resources specialist will notify you of which forms have not been received to date.
- State tax forms are available at <http://www.paycheckcity.com/pages/Taxforms.asp>. Complete the state tax form and bring a hardcopy to the New Employee Orientation.

Step 5 – Documents to Bring to New Employee Orientation

The following documents are required. Please bring them with you when you report for your New Employee Orientation:

A. Identification and Employment Eligibility

You are required to provide proof of identity and employment eligibility as a condition of your appointment with the federal government. Generally, a copy of your U. S. passport or two (2) of the following: state driver's license, original social security card, or birth certificate is acceptable to verify identification and employment eligibility. You may access <http://www.uscis.gov/graphics/formsfee/forms/files/i-9.pdf> for a complete list of acceptable documents

**Forms are required only if you are currently employed by the federal government.*

B. Final Earnings and Leave Statement*

A copy of your final earnings and leave statement is required to transfer your leave balances.

C. Thrift Savings Plan (TSP)*

A copy of Form TSP-22, Loan Payment Allotment Form, is required to continue your loan payment if you have a loan from the Thrift Savings Plan.

D. Flexible Spending Account*

If you are enrolled in the Flexible Spending Account Program (FSAFEDS), contact FSAFEDS at 1-877-372-3337 (TTY Line 1-800-952-0450) *prior to your transfer to CDC* and provide the following information: Your name, social security number, account number, effective date of transfer, and Payroll Office Identifier – 97-38-1500.

E. Long Term Care (LTC)*

If you are enrolled in Long Term Care (LTC) and currently have premiums deducted via payroll allotment contact LTC at 1-800-582-3337, Option #3 (TTY Line 1-800-843-3557) *prior to your transfer to CDC* and provide the following information: Your name, social security number, account number, effective date of transfer and Payroll Office Identifier – 97-38-1500.

F. Military Service

A copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member's Copy 4), is required if you have served in the military. Military service may be creditable for leave and/or retirement purposes. You may request a copy of your DD-214 from [The National Archives](http://www.archives.gov/veterans/military-service-records/get-service-records.html) online (<http://www.archives.gov/veterans/military-service-records/get-service-records.html>).

Step 6 – Provide Information for Completion of a Background Investigation

A background investigation is required as a condition of employment and will be initiated by the Personnel Security Branch. Fax the following information to the Personnel Security Office's secure fax at 770-488-1708.

- Full Name (First, Middle, Last) (middle name as shown on birth certificate)
- Position Title
- Social Security Number
- Date of Birth (mm/dd/yyyy)
- Place of Birth (city/state or city/country)
- Email Address
- Phone Number

Upon receipt of the required information, a personnel security specialist will e-mail you the Web link to access the on-line security system, instructions, and additional forms to initiate the suitability background investigation.

You must follow the instructions above to ensure that the background investigation is completed properly. Access to CDC property will be denied if you do not follow these processing guidelines.

Step 7 – Review Standards of Ethical Conduct

Public service employees have a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws, and ethical principles above private gain. Each employee shall respect and adhere to the principles of ethical conduct to ensure citizens have confidence in the integrity of the Federal Government.

The URLs below link to information to assist you in meeting your public service obligations. Please read the information carefully. Contact your supervisor if you have any questions.

Standards of Ethical Conduct for Employees of the Executive Branch

http://www.usoge.gov/pages/forms_pubs_otherdocs/fpo_files/reference/rfsoc_02.pdf

Supplement Standards of Ethical Conduct for Employees of the Department of Health and Human Services

http://www.usoge.gov/pages/laws_regs_fedreg_stats/lrfs_files/fedreg/61fedreg/61fr39756.pdf

Standards of Official Conduct

http://www.usoge.gov/pages/daeograms/dgr_files/2001/do01004a.pdf

Contact for Assistance

Contact the Human Resources Customer Service Center at hrcs@cdc.gov or (770) 488-1725 or (770) 488-1228 TTY/TDD if you are unable to access E-induction prior to the New Employee Orientation or need assistance.