



HELPFUL HINTS - E-INDUCTION



ARE YOU NEW TO HCG? NEED ACCESS TO E-INDUCTION?

- Your WiTS Super User or Branch Chief will submit a Systems Access Request for you in WiTS.
- To log in, visit <https://einduction.lmi.org/>

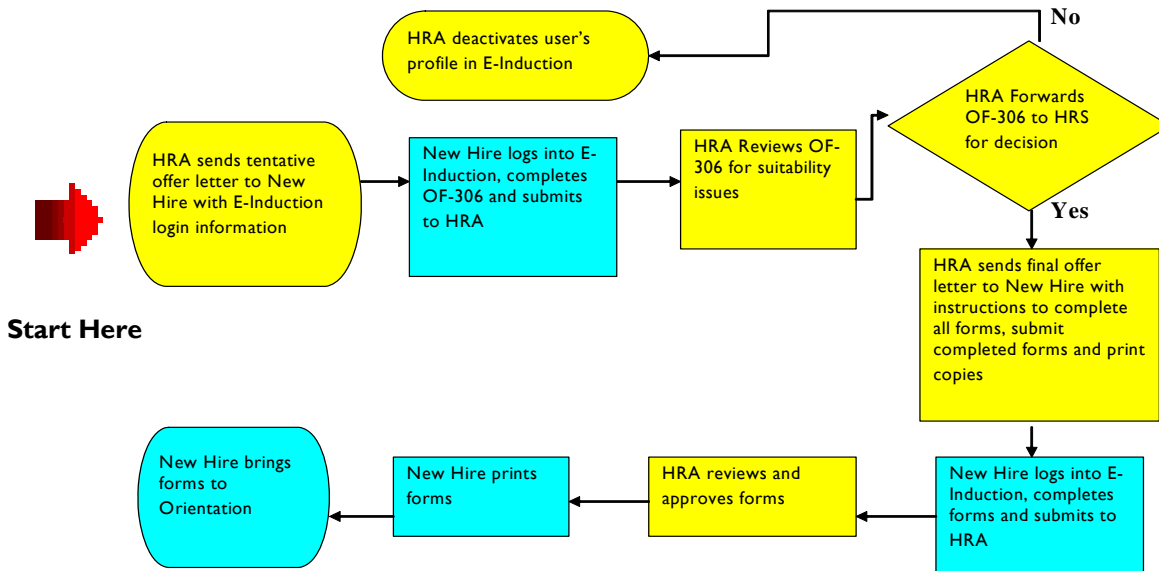
WHAT DATE SHOULD BE USED FOR THE EOD DATE IN E-INDUCTION?

- Regardless of whether the date falls in the middle of the pay period, the EOD date should be the same as the EHRP effective date, usually the first Sunday of the pay period. (Please ensure the EOD date is the same in both E-Induction and EHRP.)

REGISTERING A NEW HIRE? YOU WILL NEED THE FOLLOWING INFORMATION:

- New Hire's Name (first, middle, last)
- Social Security Number
- Home Phone
- E-mail
- EOD Date (mm/dd/yyyy)
- Agency (IC)
- Position Title
- Organization (IC, Division, Branch, etc.)
- Duty Station (including Zip Code)
- Appointment Type
- Pay Plan

NEW-HIRE E-INDUCTION PROCESS WORKFLOW DIAGRAM



FOR ADDITIONAL INFORMATION AND RESOURCES GO TO:

[HTTP://HR.OD.NIH.GOV/HRSYSTEMS/EINDUCTION/INFOFORHRUSERS.HTM](http://hr.od.nih.gov/hrsystems/einduction/infoforhrusers.htm)



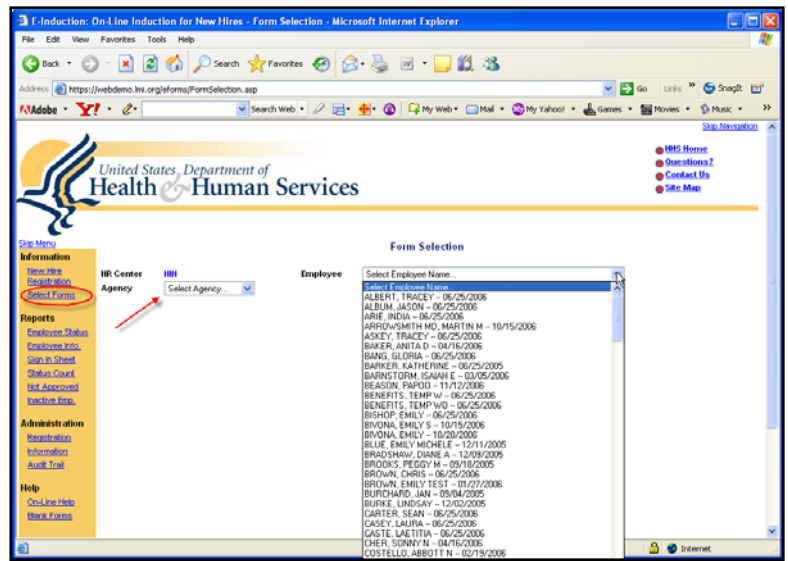
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SINCE THE EMPLOYEE STATUS REPORT IS GENERATED BY EOD DATE, HOW CAN I FIND MY NEW HIRE IF I DON'T REMEMBER THE EOD DATE?



Follow these instructions to locate the New Hire: Click "Select Forms" from the menu, select the Agency (IC) and look for your New Hire in the Employee alphabetical drop down list. The Employee listing only includes new hires in the Agency (IC) selected. The EOD date will be listed next to the name. If you are still unable to locate the New Hire, contact HR Systems Support by submitting a WiTS ticket.

Note: If you are not sure about the Agency (IC) then do not select anything for the Agency(IC) and proceed to view the names listed in the Employee drop down list. All names in the system will be listed in alphabetical order. See the screenshot.



WHEN ENTERING A NEW HIRE, IF THE SYSTEM SAYS THAT THE SOCIAL SECURITY NUMBER ALREADY EXISTS, WHAT SHOULD I DO?

You will need to reactivate the new hire. To reactivate the new hire, locate the new hire by choosing "Inactive Emp" from the left menu bar. You will then be able to view the old profile, change the account status to "Active" and update the EOD date. You may then update all fields to the appropriate values and click "Save Information." See the screenshot.

