NTIS, in conjunction with our Joint Venture partner HRWorX, now offers **EODonline,** a COTS application that automates the collection of information required to complete the EOD form filling processes. The application is setup and fully supported by HRWorX and requires nothing more than a package of EOD forms and an understanding of the EOD process for each of our clients. **EODonline** also integrates the collected data directly to EHRI, eOPF, HRIS, payroll systems and provides a data file in an XML standard format.

EODonline allows the agencies to collect the necessary information required to initiate or validate the following information for pre-hire or contingency hire:

- Drug testing
- Credit checks
- Security checks
- Certifications
- Education
- Prior employment
- Veterans information

EODonline then walks the new hire through an interview process to collect the needed information to produce the following sample paper forms:

Required forms (example):
- I9 (Employment Eligibility Verification)
- Federal W4
- State Tax Form (with appropriate reciprocity from neighboring states)
- Beneficiary Designation
- Employee Emergency Information
- Payroll Direct Deposit Authorization
- Metro Transit Bus Card
- Employee Payroll Deduction
- Electronic key card application
- Parking Contract
- Any other form required for in-processing
- Any other form required to collect information on a regular basis such as annual 'Financial Disclosure' information such as the OGE 450
- Document sets can be setup to be completed in unlimited separate sessions throughout the onboarding process (pre-EOD for security background checks, EOD prior to orientation day, post EOD-30 for benefits and Financial Disclosure, post EOD-60 for beneficiaries, etc) through to the off-boarding process.

HRWorX's application can provide notification to appropriate departments that a new employee is starting and they require:

- EOD session scheduling
- An office, cubicle, or desk
- A computer

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pioneering the future.

- A network and Email account
- Business cards
- A cell phone
- A notification to their new manager with start date and other appropriate information
- A training schedule

Other current functionality:
- 508/disability compliancy
- Context sensitive help dialogues for new hires
- Interactive HTML user guide for Admins
- Interfaces to other agencies for validation; E-Verify

Proven security:
- Is currently hosted service in a Government approved facility with no hardware or software for agency to maintain
- Can be hosted on client site
- Ability to create a new hire account manually or automatically
- SOAP transfers to integration points
- Ability to be supported by local resources (hardware, connectivity, etc.)
- System can be stand alone if security requirements demand it

New hire benefits:
- Automatic notification with a 'Welcome letter' email that will have an imbedded link to the EOD application
- Only requires a web browser interface
- The ability to complete EOD forms at home
- A checklist of required information for first day
- Date, time, and location for first day
- Easy step by step interview that requires no training and provides context sensitive detailed help on each screen.
- Information is only asked once, regardless of the number of forms or other requirements
- Information is collected in a logical order and the new hire is asked for information that is unique for them based on personal information, job, agency, and location
- Ability to collect information about the employee that requires special consideration or action

Staff benefits:
- Ability to create document sets that are unique to each new hire
- Ability to add unique forms
- Ability to add a new form after the new hire has started their process
- Ability to completely control access to the EOD process
- Can print to forms and send the collected information to the appropriate HRIS, payroll, security, IT, or other internal systems.
- Hiring managers (or other internal departments; IT, security, etc.) only see the new employees they are responsible for.
- Ability to re-activate a new hire session if needed
- Staff can enter information about an new hire's; supervisor, office location, phone number, EOD date, post EOD activities and obligations, etc.
- Ability to notify other departments with information necessary to provide appointee with what they specifically need for the first day of work; desktop or

laptop computer, cell phone, business cards, email and network accounts, etc.

Solution benefits:

- Is currently hosted in a secure government approved facility.
- Has the capability to provide for multiple levels of control, i.e. Parent agency will unlimited number of child agencies with control for each level granted by the parent agency.
- There are multiple levels of groups, roles and permissions that allow detailed control to a single function or a single form if necessary.
- Ease of setup allows it to be up and running within a few weeks
- Can be customized or branded to client "look and feel" for each agency
- Independent of any Applicant Tracking System and uses government development, data and integration standards (Java, XML, HRXML, other data structures, legacy databases) to ensure seamless integration
- Currently integrated with USA Staffing and Peoplesoft systems
- Integration to the backend to all of OPM's internal systems
  - EHRI
  - eOPF
  - Payroll
  - HRIS
  - Security
  - IT
- Can provide Orientation Portal
  - Can be unique to each new hire
  - Can make available to the new hire:
    - Policies and procedures
    - Compliancy information
    - Computer based training
    - Performance plans
    - Welcome videos
    - Activity calendars
    - Contact information
    - Organizational charts