# United Stated Coast Guard New Employee Check-In Sheet

**During orientation, you received information from CG-123 Office of Civilian Human Resources Operations that will help you as a new employee and this checklist provides links to documents and sites presented. It also serves as a reminder for <u>actions and/or actions items</u> you must take as a new employee.**

Employee Name: _____ EOD Date: _____

HR Representatives: Name/Phone: _____

Name/Phone: _____

| Date Completed | Items To Be Completed |
|---|---|
| **Time and Attendance** | |
| | **Have you met with your Supervisor to discuss your work schedule?** |
| | **Have you met with your Timekeeper?** |
| | **Did you review the Time and Attendance for New Employees handout provided during orientation?** *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/* |
| **Access** | |
| | **Have you set up your Computer Account?** Typically, the office you report to handles your computer account setup before coming on board. If your computer account has not been set up, discuss with your supervisor. Contact CGFIXIT at: 1-855-243-4948. |
| | **Have you received your Employee ID Number?** Your HR Representatives (listed above) will provide you with an EMPLID within your first three weeks. This is required for access to certain CG systems. |
| | **Do you have an appointment for your Common Access Card (CAC)?** You may obtain your CAC once your CG civilian record is established on the DEERS database. If you haven't received an appointment date/time to obtain your CAC, contact your HR representative. |
| | **Have you met with your supervisor regarding the building emergency procedures?** |
| **Benefits** | |
| | **Have you turned in your Life Insurance Form?** You must complete the SF-2817, FEGLI Election Form, and return it to your servicing HR Representative within 60 days. Review your Benefits Package. |
| | **Have you turned in your Health Insurance Form?** You must complete the SF-2809, Health Benefits Registration Form, and return it to your servicing HR Representative within 60 days. Review your Benefits Package. |
| | **Have you turned in your TSP (Thrift Savings Plan) form(s)?** You automatically contribute 3% to the TSP. As a new employee, you may use the TSP-1, TSP Election Form, to make an immediate change to your initial election. Use My EPP (*https://www.nfc.usda.gov/personal*) to make all subsequent elections. |
| | **Have you enrolled on other applicable programs available to you through third parties?** The following programs are available to you through third parties. Contact these companies for questions/concerns, NOT your HR Representative: Long Term Care (*www.LTCFEDS.com*), Flexible Spending Accounts (*www.FSAFEDS.com*), and Federal Vision/Dental Supplemental Program (*www.BENEFEDS.com*) |
| | **Have you turned in your beneficiary forms?** Turn in the following beneficiary forms to your HR Representatives: Designation of Beneficiary for Unpaid Compensation (SF-1152), FEGLI Designation of Beneficiary (SF-2823), and FERS Designation of Beneficiary (SF-3102). NOTE: TSP BENEFICIARY FORMS ARE SENT DIRECTLY TO TSP VIA THE FAX ADDRESS ON THE TSP-3 FORM BY THE EMPLOYEE. |
| **Leave** | |
| | **Do you know your leave category?** *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Leave/Annual-Leave/* |

| Pay | |
|---|---|
| | **Have you verified your Pay Deductions on your leave and earnings statement?** Your first paycheck should be deposited into your account in about 3 weeks (See Pay Period Calendar for specific date: *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/WebTA/*. When you receive your first Leave and Earnings statement, verify all deductions are correct. If you notice a discrepancy, report this to your HR Representative right away. You will receive an email to set up your MyEPP account (*https://www.nfc.usda.gov/personal*). MyEPP Brochure: *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/* |
| **Performance** | |
| | **Were you provided with a copy of your position description?** |
| | **Have you discussed your performance plan with your supervisor? Plans must be established within 30 days.** |
| | **Did your supervisor provide your position status (excepted, exempt, or non-exempt)? This information is used during potential furlough situations.** |
| | **Have you reviewed the USCG Performance Plan and Evaluation instructions and the Performance and Awards guidance?** *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Performance/EARS/* |
| **Policy** | |
| | **Several policy documents were reviewed during new hire orientation,** such as Anti-Discrimination and Anti-Harassment, Diversity Equal Opportunity Statement, Hiring Policy, Merit System Principles, No Fear Act, Prohibited Personnel Practices, Right to Work, and Unemployment Benefits. If it applies to your position, reference the AFGE Union Handout. *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/* |
| | **DHS Orientation Modules were reviewed during orientation and available on the Welcome New Hire link above.** |
| | **If you need information on Reasonable Accommodation, please inform your supervisor.** |
| **Systems** | |
| | **Do you know how to view your SF-50 and Official Personnel Folder (OPF) online?** For SF-50, go to *https://eopf.opm.gov/dhs*. You will receive an email to set up your e-OPF account. |
| | **If you ever need employment verification, remember the Work Number Handout.** *https://www.dcms.uscg.mil/Portals/10/CG-1/cg121/docs/pdf/TWN.pdf?ver=2017-03-06-111814-857* |
| **Training** | |
| | **Have you reviewed the Civilian Training guidance, Mandatory Training List, and the Commandant Instruction 12410.12 Coast Guard Civilian Orientation Training presented during orientation**? Review and ensure you complete. *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/* |
| | **Have you reviewed the Ethics Orientation Memo and ensure you comply with required ethics training?** |
| | **If interested in future professional developmental opportunities, reference here:** *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Civilian-Training/* |
| **Veterans** | |
| | **If you are a veteran and if the SF-813 process applies to you, please view the SF-813 and Vet Guide Appendix A**: *https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/Welcome/* |
| | **If you are a veteran and the RI 20-97 Estimated Earnings During Military Service Form applies to you, please view the RI 20-97 here:** *https://www.opm.gov/forms/pdf_fill/RI20-97.pdf* |

**For up-to-date information on Human Relations topics and a list of HR representatives, visit the Coast Guard Office of Civilian Personnel site:** https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Contact-CG-121/