

# Non-Federal Employee Information System

Screen Shots



## Module C: Finding or Creating a Non-Employee Information Record

Non Employee Info

EmplID: NEW      Empl Rcd#: 0

Data Control Find | View All    First 1 of 1 Last

\*Effective Date 08/11/2008 **C-6** + -

Social Security Number 567-45-9865 **C-7**

Name

First: CYNTHIA      Middle: KIM

Last: CANG      Suffix:

Name: CANG,CYNTHIA KIM

Pref First Name

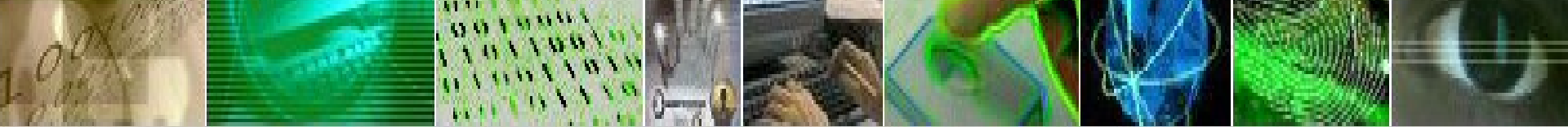
Alias Name

Date of Birth

Gender

**Step C-6. Effective Date:** Enter the effective date of contract performance.

**Step C-7. Social Security Number:** Enter the Non-Employee's 9-digit Social Security Number (SSN) with hyphens included.



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\*Effective Date: 08/11/2008

Social Security Number: 567-45-9865

**Name**

First: CYNTHIA      Middle: KIM

Last: CANG      Suffix: [v]

Name: CANG,CYNTHIA KIM

Pref First Name: [ ]

Alias Name: [ ]

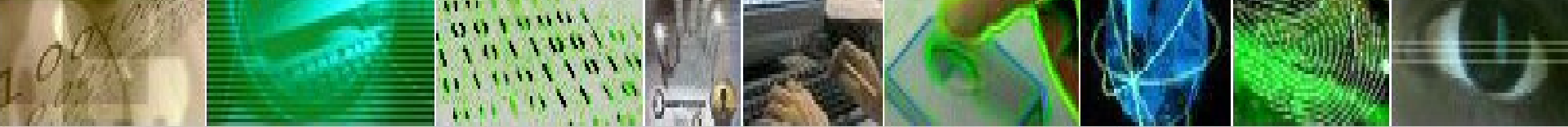
Date of Birth: [ ]

Gender: [v]

**C-8**

**Step C-8. Name (First, Middle, Last, and Suffix):** Enter the Non-Employee's name in these fields. If the Non-Employee does not have a middle name, leave this field blank. Please note that Preferred First Name is masked and therefore does not permit user entry.

**Note:** You must enter the person's name as shown on their government-issued ID, such as a driver's license or passport. If the information does not match, the Non-Employee will have problems during the enrollment process.



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Non Employee Info

EmplID: NEW      Empl Rcd#: 0

Data Control Find | View All    First 1 of 1 Last

\*Effective Date

Social Security Number

Name

First:       Middle:

Last:       Suffix:

Name: CANG,CYNTHIA KIM

Pref First Name

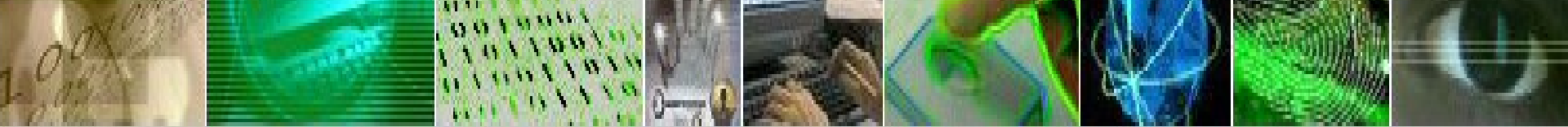
Alias Name  **C-9**

Date of Birth   **C-10**

Gender

**Step C-9. Alias Name:** This field is masked and therefore does not permit data entry.

**Step C-10. Date of Birth:** Enter the Non-Employee's date of birth (mm/dd/yyyy), or use the lookup function to select it from the calendar.



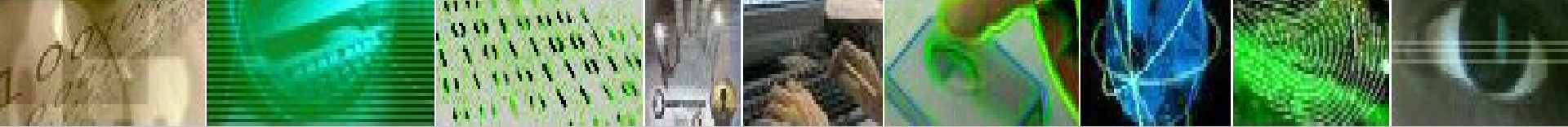
## Module C: Finding or Creating a Non-Employee Information Record

Gender	<input type="text"/>	C-11
Business Email	<input type="text"/>	C-12
Country of Citizenship	<input type="text"/>	C-13
RNO:	<input type="text"/>	
Handicap Cd	<input type="text"/>	
Effective Date of status	<input type="text" value="08/11/2008"/>	
Non Employee Status	<input type="text" value="Active"/>	Non-Employee Type <input type="text"/>
Work Phone	<input type="text"/>	

**Step C-11. Gender:** This field is masked and therefore does not permit data entry.

**Step C-12. Business Email:** Enter the Non-Employee's business email address. This will be used for enrollment notification. The applicant will not receive enrollment notifications if business email is entered incorrectly. If the Non-Employee does not have an email address, enter the email address for a Point of Contact who will coordinate enrollment activities, such as a Human Resources Manager or Security Officer.

**Step C-13. Country of Citizenship:** Use the drop down list to select the 3-letter code for the Non-Employee's Country of Citizenship.



## Module C: Finding or Creating a Non-Employee Information Record

Gender

Business Email

Country of Citizenship

RNO:  C-14

Handicap Cd  C-15

Effective Date of status 08/11/2008 C-16

Non-Employee Status Active C-17 Non-Employee Type

Work Phone

**Step C-14. RNO:** This field is masked and therefore does not permit data entry.

**Step C-15. Handicap Cd:** This field is masked and therefore does not permit data entry.

**Step C-16. Effective Date of Status:** This field is masked and therefore does not permit data entry.

**Step C-17. Non-Employee Status:** This field is masked and therefore does not permit data entry.

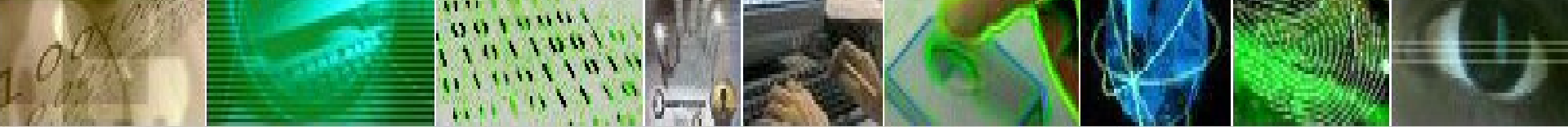


## Module C: Finding or Creating a Non-Employee Information Record

Gender	<input type="text"/>
Business Email	Cynthia@gmail.com
Country of Citizenship	BEL <input type="text"/>
RNO:	<input type="text"/>
Handicap Cd	<input type="text"/>
Effective Date of status	08/11/2008
Non Employee Status	Active <input type="text"/>
Non-Employee Type	Contractor <input type="text"/> <b>C-18</b>
Work Phone	<input type="text"/> <b>C-19</b>

**Step C-18. Non-Employee Type:** Use the drop down list to select the appropriate Non-Employee type.

**Step C-19. Work Phone:** This field is masked and therefore does not permit data entry.



## Module C: Finding or Creating a Non-Employee Information Record

Effective Date of status

Non Employee Status  Non-Employee Type

Work Phone

Investigation

Emergency Response Official **C-20**  Notes **C-21**

Submitting Office Number  OPAC/ALC Number

Security Office Identifier

[Birth Info](#) [Address Info](#)

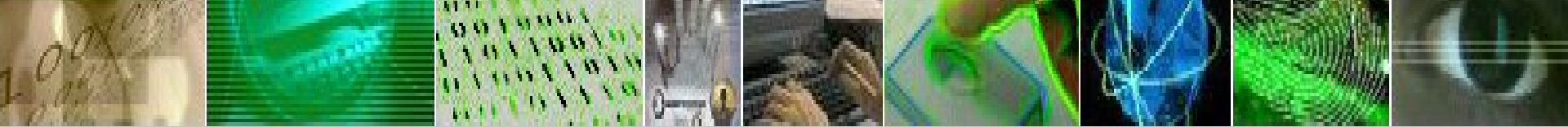
### Step C-20. Emergency Response Official.

**Caution:** This optional field only applies to an Agency-identified contractor-employee serving in an Emergency Response Official capacity. Contact your Security Officer for more information. \_\_

If the Non-Employee has emergency response duties in the event of a disaster, check this option. This designation will be printed on the Non-Employee's USDA LincPass.

**Step C-21. Notes:** This field is masked and therefore does not permit data entry.





## Module C: Finding or Creating a Non-Employee Information Record

Effective Date of status

Non Employee Status  Non-Employee Type

Work Phone

Investigation

Emergency Response Official  Notes

Submitting Office Number  OPAC/ALC Number

Security Office Identifier

[Birth Info](#) [Address Info](#)

**Step C-22. Submitting Office Number:** This field is masked and therefore does not permit data entry.

**Step C-23. OPAC/ALC Number:** This field is masked and therefore does not permit data entry.

**Step C-24. Security Office Identifier:** This field is masked and therefore does not permit data entry.



## Module C: Finding or Creating a Non-Employee Information Record

Submitting Office Number  OPAC/ALC Number

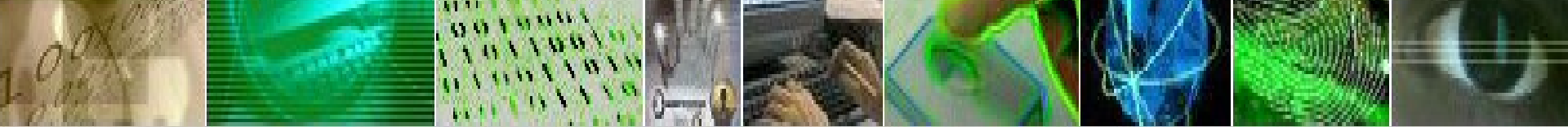
Security Office Identifier

[Birth Info C-25](#) [Address Info](#)

**C-26**

**Step C-25. Do not click the **Birth Info** hyperlink.** If you click this link before you will be redirected to another screen and will lose information entered on this page. Information accessed by this link is masked and therefore does not permit data entry.

**Step C-26.** When you are finished entering information on this screen, click **Save**.



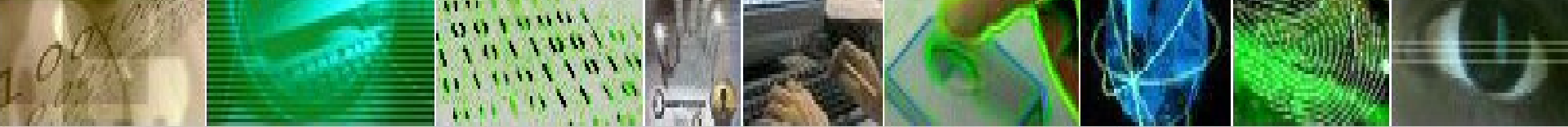
## Module C: Finding or Creating a Non-Employee Information Record

Submitting Office Number  OPAC/ALC Number

Security Office Identifier

[Birth Info](#) [Address Info](#) **C-27**

**Step C-27.** After saving, click the **Address Info** hyperlink at the bottom of the screen. You will be redirected to another screen where you will enter the Non-Employee's Address Information.



## Module C: Finding or Creating a Non-Employee Information Record

**Address Information**

**Home Address**

Country:  United States **C-28**

Address: [Edit Address](#) **C-29**

**Work Address**

Country - Other:  United States

Work Address:

Address Line 2:

City - Other:

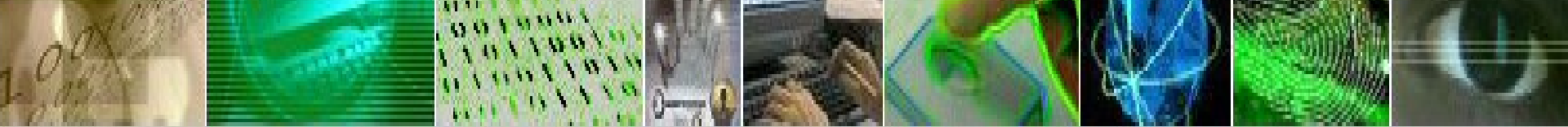
State:

Postal:

Geog Location Code:

**Step C-28.** On the Address Information screen, use the lookup feature (magnifying glass) to select the **Country Code** for the Non-Employee's Home Address.

**Step C-29.** Next, click the **Edit Address** hyperlink.



## Module C: Finding or Creating a Non-Employee Information Record

**Edit Address**

Country: United States [Change Country](#)

Address 1: 123 LITTLE RIVER **C-30**

Address 2: ADDRESS 2

Address 3: ADDRESS 3

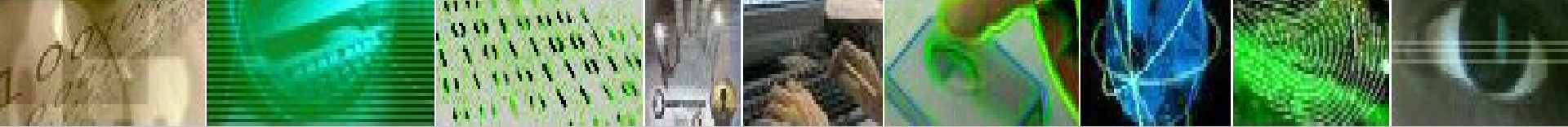
City: FAIRFAX State: VA Virginia Postal: 22222

County: FAIRFAX

**C-31**

**Step C-30.** Enter the Non-Employee's home address. **Address 2 and Address 3** are optional. County is not required; however, this information is populated based on City and State selected.

**Step C-31.** When you are done, click the **OK** button to return to the Address Information screen.



## Module C: Finding or Creating a Non-Employee Information Record

Work Address

Country - Other:	USA	United States	C-32
Work Address:			C-33
Address Line 2:			C-34
City - Other:	FAIRFAX		
State:	VA		
Postal:			
Geog Location Code:	510900600		

OK Cancel

**Step C-32.** Now you will enter information on the Non-Employee's Work Address.  
**Country:** This field is masked and therefore does not permit data entry.

**Step C-33. Work Address:** This field is masked and therefore does not permit data entry.

**Step C-34. Address Line 2:** This field is masked and therefore does not permit data entry.



## Module C: Finding or Creating a Non-Employee Information Record

**Work Address**

Country - Other:  United States

Work Address:

Address Line 2:

City - Other:  **C-35**

State:   **C-36**

Postal:  **C-37**

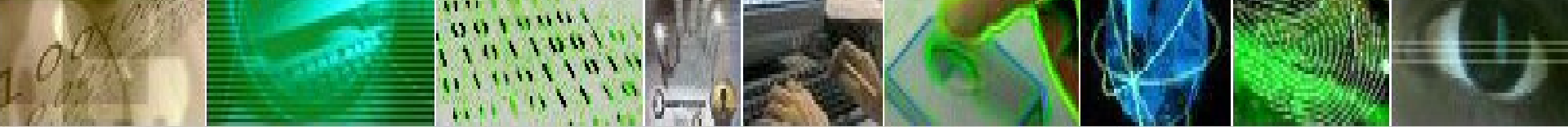
Geog Location Code: 510900600 **C-38**

**Step C-35. City-Other:** Use the lookup feature (magnifying glass) to select the City.

**Step C-36. State:** Use the lookup feature (magnifying glass) to select the State.

**Step C-37. Postal:** This field is masked and therefore does not permit data entry.

**Step C-38. Geog Location Code:** The information in this field will be populated based on the City and State selected. This field is masked and therefore does not permit data entry.



## Module C: Finding or Creating a Non-Employee Information Record

**Work Address**

Country - Other:  United States

Work Address:

Address Line 2:

City - Other:  🔍

State:  🔍

Postal:

Geog Location Code: 510900600

**C-39**

**Step C-39.** Click the **OK** button to save information entered. If you click the **Cancel** button, information on this screen will not be saved.

After you click **OK**, you will return to the main Non-Employee Information screen. Now the Non-Employee record is ready to be sponsored.