Department of Transportation

Electronic Official Personnel Folder (eOPF)

Version 4.1

Quick Reference Guide for Employees

April 2009



Table of Contents

A.	Logging in to eOPF	. 3
В.	Viewing Documents Using My eOPF	. 5
C.	Searching for eOPF Documents	. 6
D.	Printing an Individual eOPF Document	. 7
E.	Printing an Entire eOPF Folder	. 9
F.	Adding or Changing Your E-mail Address	11
G.	Entering or Updating Emergency Data	12
H.	Changing Your Password	13
I.	eOPF System Requirements	14
J.	eOPF Support	15

NOTE: This document is provided as a quick reference guide only. For additional information, please refer to the eOPF online help by clicking on the **'Help'** link within the eOPF application.

Before you can perform any activity within eOPF, you need to log on. Logging on requires that you have a valid user ID and password. You should have received an eOPF Welcome letter that contains your User ID and password information. If you have not received your Welcome letter, please contact your eOPF Operating Administration Point of Contact.

A. Logging in to eOPF



Request Password Page



appear

eOPF

eOPF Logon Page 5. Once you receive your temporary 🎒 eOPF Login – Microsoft Internet Expla password, re-open the eOPF Logon Office of Personnel Management Workin Page. Enter your User ID and ENTERPRISEHR password in the provided fields and click 'Submit' eHR eOPF R4.1 Training Instance 5 Enter your eOPF ID and Password to log in. **E**.GOV Result: The 'Change your Password' (Web Server - TRNO2) eOPF ID: page will appear PASSWORD: 6. Enter your temporary password and new password in the required SUBMIT 🔗 RESET * Forgot your Password? Forgot your eOPF ID? New User - Request Passw fields and click 'Reset Password' Result: The 'Security Questions' page will appear orized use only. Unauthorized use of this system or the information (ing into eOPF indicates you have read and accepted the <u>Terms and</u> 7. Please answer 6 security questions and click 'Submit'. These security questions will be used to verify your Change Password Page identity if you forget your User ID or Reset Password Request - Microsoft Internet Explorer Password Result: The eOPF Welcome Page will appear 6 Please change your password. **NOTE:** Answers to the security You must change your password. questions are required to proceed Note: Password must contain at least one upper-case letter, one lower-case letter, one number and one special character and must be at least 8 characters in length. into eOPF. Clicking Cancel will exit you out of the application Old Password: New Password: ord Confirm: RESET PASSWORD CANCEL 💋

Security Question Page

	Select and answer your security questions	
	Purpose: The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login.	ı
	Email Address: BrownT@xyz.com	
	Check here, if you are using assistive technology? (ex: Screen Reader)	
	Personal Questions	
	Please select and answer three unique personal questions from the list provided below.	
	Personal Question 1: What is your Birth State?(Ex: VA)	
	Personal Question 2: What is your Birth State?(Ex:VA)	
	Personal Question 3: What is your Birth State?(Ex: VA)	
	Helphoek Verification Questions	
	Please select and answer three unique helpdesk questions from the list provided below.	
1000	Helpdesk Question 1: What is your mother's birth date?(Ex: 09/14/1950)	
	Helpdesk Question 2: What is your mother's birth date?(Ex: 09/14/1950)	
	Helpdesk Question 3: What's your mother's birth date?(Ex: 09/14/1950)	
	Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.	

In I VI

B. Viewing Documents Using My eOPF



File Download Box



C. Searching for eOPF Documents



My eOPF Page

	Mar and a		PE Point Status										
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Search edity	View: With	watermark											
	STOCKING.		0										
Print Status													
Legent	Action	SSN	Latest E	f. Date	POID	Org Code	Activity Cod						
	-	000-04-0035	8/4/3003	12-08-00 AM	6001	0403							
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	28 document(s) returned.												
						Prev 1 Next							
	Action	Effective Date	Form Number	Туре		NOA Code	NOA Code	Side	Create Dat				
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	0	05/04/2001	SF 50-8			702							
		View	52	PROMOTION		702		Temporary	05/30/2003				
	14	Add to Clip	-	EMPLOYEE				Permanent	05/30/2007				
	1 1 1 1 1 1					224		Permanent	05/30/2003				
	,	toloches/hgs	50-8	PAY ADJ									
	.0	01/02/2000	50-8 SF 50-8	PAY ADJ PAY ADJ		894		Permanent	05/30/2007				
	•	01/02/2000 12/03/1999	50-8 5F 50-8 0THER	PAY ADJ PAY ADJ EMPLOYEE		894		Permanent Temporary	05/30/2007				

eOPF Welcome Page



File Download Box

D. Printing an Individual eOPF Document

Printing an eOPF Document

From the opened eOPF document page:

1. Click the Print icon or select 'File' and 'Print' from the Adobe Reader menu toolbar

Result: The Print dialogue box opens

2. Click the 'OK' button

Result: The document will print to the selected printer

NOTE: eOPF documents are recognized as official documents. When printing documents from eOPF as an official document, the following watermark must be printed on the bottom of all documents: *"This is an 'official' document generated from the EHRI eOPF system*" (refer to the **"Help**" link for additional information on printing documents with watermark)

File Ed	e.ader - [View t View Doc	vPDF[1].pd ument Too	ls Window	Help									
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50	\Basic User	eOPF v4.0	Changes.pdf	7	pt 6-A. Code 6-B. Nature of Action								
1	BWA	OPM	Delegation	n Agr No.		6-C. Code	6-D	6-D. Legal Authority					
Ш.	5-IL Code	S-F. Lega	Authority	-502		6-E. Code	6-F. Legal Authority						
7. FROM: Position Title and Number HR SPECIALIST PD: 000092 Pos			Positi	on: 00107	905	IS TO: Position Tiles and Namber HUMAN RESOURCES SPECIALIST PD: 04P048 Position: 00108707							
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Print Dialog Box



E. Printing an Entire eOPF Folder



My eOPF Page

My eOPF Page

eOPF - My eOPF - Microso	oft Internet Explo	prer					
My e	OPF My	eOPF Print Status					
My eOPF To select a	document to print,	select the check box	next to the document and	d click on the Prin	t Documents butt	ton.	
earch eOPF	LE SIDED PRINT DOUB	LE SIDED ADD TO CL	IP CANCEL 🙆				
/ Profile CHECK	ALL UNCHEC	K ALL					
rint Status	r friendly version	n of result list					
ogout <u>20 docum</u>	ent(s) returned.						
					Prev 1 No	ext	
Che	ck Effective Date	Form Number	Туре	NOA Code 1	NOA Code 2	Side	Create Date
	05/06/2002	OTHER	PERSONNEL ACTION/SUPPORT	893		Permanent	05/30/2007
	05/05/2002	SF 50	WITHIN-GRADE INC	893		Permanent	05/30/2007
	05/06/2001	SF 50-B	PROMOTION	702		Permanent	05/30/2007
	05/06/2001	SF 52	PROMOTION	702		Temporary	05/30/2007
	03/14/2001	OTHER	EMPLOYEE			Permanent	05/30/2007
	01/14/2001	SF 50-B	PAY ADJ	894		Permanent	05/30/2007
	01/02/2000	SF 50-B	PAY ADJ	894		Permanent	05/30/2007
	12/03/1999	OTHER	EMPLOYEE			Temporary	05/30/2007
	10/20/1999	OTHER	PAYROLL			Permanent	05/30/2007
E	10/01/1999	SF 1152	BENEFITS			Temporary	05/30/2007
Г	09/23/1999	SF 52	TRANSFER	130		Temporary	05/30/2007
	09/11/1999	OF 306	EMPLOYEE			Permanent	05/30/2007
-	< l					1	

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4. Click the 'Print Single Sided' button or the 'Print Double Sided' button located at the top of the page

Result: You will receive the message "Your print request has been submitted for processing"

NOTE: If you are printing a doublesided document, make sure the printer selected is capable of performing duplex printing

5. Click on 'My eOPF Print status' to see your print job status and to view printed file

Result: My eOPF – Print Status page displayed"

6. To remove the print request that is no longer needed click the 'Delete' link

	erosont.	internet explo			1				
	My eOP	F Mye	OPF Print Status						
My eOPF	elect a do	cument to print	select the check box	next to the document and	d click on the Prin	t Documents but	on.		
Search eOPF	ANT SINGLES	IDED PARINT DOUB	LE SIDED ADD TO CL	IP CANCEL 🧭					
My Profile	CHESTAL	UNCHECK	CALL						
Print Status	Printer fi	iendly version	of result list						
Le gout 20 c	locumen	t(s) returned.							
						Prev 1 No	ext		
	Check	Effective Date	Form Number	Туре	NOA Code 1	NOA Code 2	Side	Create Date	
		05/06/2002	OTHER	PERSONNEL ACTION/SUPPORT	893		Permanent	05/30/2007	
		05/05/2002	SF 50	WITHIN-GRADE INC	893		Permanent	05/30/2007	
		05/06/2001	SF 50-B	PROMOTION	702		Permanent	05/30/2007	
	V	05/06/2001	SF 52	PROMOTION	702		Temporary	05/30/2007	
		03/14/2001	OTHER	EMPLOYEE			Permanent	05/30/2007	
	7	01/14/2001	SF 50-B	PAY ADJ	894		Permanent	05/30/2007	
	7	01/02/2000	SF 50-B	PAY ADJ	894		Permanent	05/30/2007	
	V	12/03/1999	OTHER	EMPLOYEE			Temporary	05/30/2007	
		10/20/1999	OTHER	PAYROLL			Permanent	05/30/2007	
	•	10/01/1999	SF 1152	BENEFITS			Temporary	05/30/2007	
	7	09/23/1999	SF 52	TRANSFER	130		Temporary	05/30/2007	
	V	09/11/1999	OF 306	EMPLOYEE			Permanent	05/30/2007	

My eOPF - Print Status Page



My eOPF Page

F. Adding or Changing Your E-mail Address



Email Address Page



eOPF Welcome Page

G. Entering or Updating Emergency Data



Address (cont):

Zip/Postal Code:

Notify First:

City:

State: VA

Country:

Home Town

22222

eOPF Welcome Page

•

Bldg ation:

City

State

Country: UNITED STATES

Zip/Postal Code:

Notify Second:

H. Changing Your Password

lcome to eOPF - Microsoft Internet Explorer Help Welcome to the eOPF System Search eOPF 1 My Profile Introduction: The eOPF System contains electronic copies of the documents that make up your Official Personnel File. Your eOPF may not contain copies of all documents that were created, as many of these documents have not been scanned in yet. If you have questions concerning the technical aspects of the eOPF, email the eOPF administrator at eopfadmin@opm.gov Print Stat Lonou Questions concerning specific personnel actions should be sent to the appropriate HR representative. OPM Web Page User Info: Email: MartinC@xyz.com Emergency Data last updated on:1/1/2000 My Profile Page My Profile - WhoAmI - Microsoft Internet Explo Change Password General Preferences Emergency Data Change Security Questions WhoAmI? Change Email WhoAmI? : My e0PF Search eOPF Purnose: The WhoAmI? feature will all to get a quick read-only listing about your account. Mv Print Status Value Logout Full Name: RICKY MARTIN Birth Date: 12/19/1975 Email Address: MartinR@xyz.com PO ID: 6001 2 Ora Code: 04G3 Activity code: Group(s): eOPF Users Folder Side(s): Overseas, Performance, Permanent, Temporary, Training

eOPF Welcome Page

Change Password Page

PO ID(s) Manageo



Changing Your Password

From the eOPF Welcome Page:

1. Click the 'My Profile' button on the left hand side of the page

Result: The 'My Profile' Page will appear

2. Click on the 'Change Password' tab at the top of the page

Result: The 'Change Password' page will appear

3. Enter your current password in the Old Password field

4. In the New Password field, enter your new password

5. In the Verify Password field, enter your new password again

6. Click the 'Update' button, which will update your new password in eOPF

I. eOPF System Requirements

To access and utilize the eOPF, you must use two basic "off-the-shelf" software components: a Web browser application and Adobe Acrobat Reader. The Web browser enables you to view the various system screens such as Logon and Search. Adobe Acrobat Reader enables you to view documents.

Browsers

You can use commercially available Web browsers to access the eOPF. For best results, it is recommended that you use the latest version of Microsoft Internet Explorer.

Downloading and Configuring the Viewer (Adobe Reader)

The eOPF stores documents as Portable Document Format (PDF) files, which can be viewed and printed using Adobe Reader. If you do not have Adobe Reader installed on your computer, it is available as a free download on the Internet.

NOTE: The Adobe Reader "options" should be set to "not" view inside the browser. This option can be assessed by selecting Edit -- Preferences -- Internet in Adobe Reader v6.x version.

J. eOPF Support

If you have forgotten your user ID or if you have forgotten your password or do not have a password, go to the eOPF application, accept the "Rules and Behavior" and follow the links for "forgot ID" or "forgot password"

If you have other questions or concerns of a technical nature, e.g., inability to open documents, and/or questions related to your user account, you can access online help by clicking the **Help** link in the upper right hand corner of each eOPF screen.

You can also call the eOPF Help Desk at 1-866-275-8518 or send an email to the eOPF Help Desk at eopf hd@telesishq.com

If you have questions or concerns related to the content of your eOPF, e.g., missing documents, incorrect documents, etc., contact your eOPF Help Desk.

Additional eOPF Resources:

Online Help – When logged into the system, click the **Help** link or the **FAQs** link in the upper right hand corner for general assistance.

DOT eOPF Website: http://dothr.ost.dot.gov/hrprograms/automation/eopf

If you are having a problem with your PC, operating system, network, server, or printer, contact your local IT helpdesk or support organization. Local IT support will also assist you in downloading and installing the appropriate browser or document viewer if necessary.