



Non-Employee Identity System (NEIS) *New Features and Updates*



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Introduction

The Non-Employee Identity System (NEIS) has been upgraded to include **new features**, including:

- Addition of a Contract Company Information page
- New Contract Information features, including DUNS Number
- Unmasked fields on the Non-Employee Information page
- New Contract Assignment search criteria
- Reporting capabilities

This presentation will review the new features and updated functionalities.





Updated: Home Page

US Dept of Agriculture

Home Worklist A

Menu

Search:

My Favorites

Employee Self-Service

Non-Employee Processing

NEIS Reports

Contract Company

Contract Information

Non Employee Information

Contract Assignment

NEIS Reports

DUNS/Company Report

Non Emp Current Contract Rpt

Non Employee Roster

5 More...

Non Employee Information

Contract Assignment

Once you are logged into NEIS, you will be directed to the home page. Click the link for **Non-Employee Processing** on the menu to perform required actions.

You will see that the Home page has changed slightly. **New links include NEIS Reports and Contract Company.**



***New Feature:* Finding or Creating a Contract Company Record**

NEIS users can now add information about Contract Companies in NEIS (or verify that it is already in the system).

Note: Certain Non-Employees sponsored in NEIS may not be employed by a Contracting Company. Do not create a Contracting Company record unless you have identified the DUNS Number for the Contracting Company. When entering Contract Company Information, DUNS is required.

Only a Federal employee, such as a Contracting Officer Representative (COR), may create or edit Contract Assignments in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



New Feature: Contract Company Record

The screenshot displays the EmpowHR interface for the US Dept of Agriculture. On the left, a navigation menu is shown with 'Contract Company' highlighted under the 'Non-Employee Processing' section, marked with a red box and the number '1'. The main content area is titled 'Contract Company' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search form contains three input fields: 'DUNS: begins with', 'Company: begins with', and 'Company Name: begins with'. There are also checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer link 'Find an Existing Value | Add a New Value' is also present.

Step 1. From the **Non-Employee Processing** menu, select **Contract Company**. You can find an existing company in the system or add a new one.



New Feature: Contract Company Record

US Dept of Agriculture

EMPowHR

Menu

Search:

My Favorites

Employee Self Service

Non-Employee Processing

NEIS Reports

Contract Company

Contract Information

Non Employee Information

Contract Assignment

EmpowHR Setup Tables (HD)

Worklist

Reporting Tools

Change My Password

My Personalizations

My System Profile

My Dictionary

EmpowHR Documentation

Contract Company

Enter any information you have and click Search. Leave fields blank for a list of all values.

2 Find an Existing Value Add a New Value 3

DUNS: begins with

Company: begins with

Company Name: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step 2. To find an existing company, click on the **Find an Existing Value** tab. Enter the search terms to narrow your results. If no search terms are entered, the first 300 records will display. Select the applicable hyperlink from the list of search results.

Note: While "Company" is available as a search term, this field is masked on Contracting Company records.

Step 3. To add a new **Contracting Company**, click the **Add a New Value** tab.



New Feature: Contract Company Record

The screenshot shows the EmpowHR web application interface. At the top, it says "US Dept of Agriculture" and "EMPOWHR". On the left is a "Menu" with options like "My Favorites", "Employee Self Service", "Non-Employee Processing", "Contract Company", "Contract Information", "Non Employee Information", "Contract Assignment", "EmpowHR Setup Tables (HD)", "Worklist", "Reporting Tools", "Change My Password", "My Personalizations", and "My System Profile". The "Contract Company" option is selected. The main content area is titled "Contract Company" and has two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs are three input fields: "4 DUNS:" (highlighted with a red box), "Company:", and "Company Name:". There is an "Add" button and two links at the bottom: "Find an Existing Value" and "Add a New Value".

Step 4. DUNS: Enter the **DUNS Number** for the Contracting Company. The DUNS Number is a 9-digit unique identifier for the Company. You may also enter a 9-digit +4 number used to identify a specific unit within a larger entity.

Note: A DUNS Number uniquely identifies a Contracting Company, therefore the system will check to ensure there is no duplication of DUNS numbers within the system.



New Feature: Contract Company Record

US Dept of Agriculture

EMPowHR

Menu

Search:

My Favorites

Employee Self Service

Non-Employee Processing

NEIS Reports

Contract Company

Contract Information

Non Employee Information

Contract Assignment

EmpowHR Setup Tables (HD)

Worklist

Reporting Tools

Change My Password

My Personalizations

My System Profile

Contract Company

Find an Existing Value | Add a New Value

DUNS:

5 Company:

6 Company Name:

Add

Find an Existing Value | Add a New Value

Step 5. Company: Do not enter information in this field. While Company appears on this screen, it is masked (“grayed out”) on all data entry screens.

Step 6. Company Name: Enter the **Contracting Company Name** and click **Add**. This field allows 30 characters. You may enter letter, numbers, and special characters as needed.

Once completed, NEIS will direct you to a new page where you can add additional information. The DUNS and Company Name will be populated on the detail page.



New Feature: Contract Company Record

US Dept of Agriculture

EMPOWHR

Menu

Search:

- My Favorites
- Employee Self Service
- Non-Employee Processing
 - NEIS Reports
 - Contract Company**
 - Contract Information
 - Non Employee Information
 - Contract Assignment
- EmpowHR Setup Tables (HD)
- Worklist
- Reporting Tools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - EmpowHR Documentation

Contract Company

Company Details

DUNS 321457892

*Company Name ABC Staffing

Entered by

7 *Contact Name Smith, Jane

8 *Contact Phone # 876/456-7893

Company Address

*Address Line 1 10 NORTH CAPITOL AVENUE

Address Line 2 SUITE 300

*City WASHINGTON

*State DC

Postal Code 20009

Save Add Update/Display Include History Correct History

Step 7. Contact Name: Enter the name of the point of contact for the Contracting Company. You must enter it in the following format: last,first.

Step 8. Contact Phone #: Enter the phone number for the Contracting Company.

Acceptable formats are as follows:

9999999

999-9999

9999999999

999/999-9999





New Feature: Contract Company Record

US Dept of Agriculture

EmpowHR

Menu

Search:

- My Favorites
- Employee Self Service
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 - NEIS Reports
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Company Address

*Address Line 1 10 NORTH CAPITOL AVENUE

Address Line 2 SUITE 300

*City WASHINGTON

*State DC

Postal Code 20009

9

10 Save

Add Update/Display Include History Correct History

Step 9. Company Address: Enter the **Address** for the Contracting Company. Use the lookup function to enter the State, or key in the two-letter abbreviation.

Step 10. Click **Save**.



***Updated:* Finding or Creating a Contract Information Record**

Congratulations! You have just learned how to find, enter, and save a Contract Company record in NEIS.

The next few screens show changes made to the Contract Information pages in NEIS. Only a Federal employee, such as a Contracting Officer Representative (COR), may create or edit Contract Information records in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Updated: Finding or Creating a Contract Information Record

The screenshot shows the EmpowHR interface for the US Dept of Agriculture. On the left is a navigation menu with options like 'My Favorites', 'Employee Self Service', and 'Contract Information'. The main area is titled 'Contract Info' and contains a search form. The form has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search fields include: 'PIID/Contract ID' (dropdown: begins with), 'Company' (dropdown: begins with), 'Sub-Agency' (dropdown: begins with), 'DUNS' (dropdown: begins with, value: 321457892), and 'Company Name' (dropdown: begins with, value: ABC Staffing). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

To search for an existing contract record, select the **Find an Existing Value** tab. You can now search for Contracts by **DUNS** or **Company Name** in addition to PIID/Contract ID and Sub-Agency.



Updated: Finding or Creating a Contract Information Record

The screenshot shows the EmpowHR web application interface for the US Dept of Agriculture. The main heading is "US Dept of Agriculture". On the left is a "Menu" sidebar with a search box and a list of navigation options. The "Contract Information" option is highlighted. The main content area is titled "Contract Info" and features two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected and highlighted with a red box. Below the tabs is a form with the following fields: "PIID/Contract ID:" (text input), "Company:" (text input), "Sub-Agency:" (text input with a search icon), "DUNS:" (text input with the value "321457892" and a search icon), and "Company Name:" (text input with the value "ABC Staffing"). A yellow "Add" button is located below the form. At the bottom of the form area, there are two links: "Find an Existing Value" and "Add a New Value".

To add a new contract record, click the **Add a New Value** tab. You will be prompted to enter the **PIID/Contract ID**, **Sub-Agency**, **DUNS** (lookup function), and **Company Name**.

Data entry is not required on this page. If you prefer, you can select **Add** to start with a blank record (covered on the next slide).

When you have finished entering information on this screen, click the **Add** button.



Updated: Finding or Creating a Contract Information Record

PIID/Contract ID

*Sub Agency Office of the Secretary

DUNS [Contract Company](#)

Contract Expiration Date

Notes

Delegated Staff				Customize Find <input type="button" value="📄"/>		First <input type="button" value="⏪"/> 1 of 1 <input type="button" value="⏩"/> Last	
EmpID	Name	Date	Granted By				
1		07/08/2009	NEISMG07				<input type="button" value="+"/> <input type="button" value="-"/>

Note: Any information you entered on the previous screen will be populated on this screen.

DUNS (optional): Use the lookup function (magnifying glass) to find the **DUNS Number**. The DUNS Number is a 9-digit (or 9-digit +4) unique identifier for the Company.

If you looked up the DUNS in the previous step, this field will be populated.



Updated: Finding or Creating a Contract Information Record

PIID/Contract ID

*Sub Agency Office of the Secretary

DUNS

Contract Expiration Date

Notes

[Contract Company](#)

Delegated Staff				Customize	Find	First	1 of 1	Last
EmpID	Name	Date	Granted By					
1		07/08/2009	NEISMG07					<input type="button" value="+"/> <input type="button" value="-"/>

Contract Company (optional): To view or edit information about the **Contract Company**, click this hyperlink. You will be brought to a pop-up window. Be sure to save any changes you make.



***Updated:* Finding or Creating a Non-Employee Record**

The next few screens show changes to the Non-Employee Information record in NEIS (or verify that it is already in the system). Only a Federal employee, such as a Contracting Officer Representative (COR), may create or edit Non-Employee Information records in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Updated: Finding or Creating a Non-Employee Information Record

The screenshot to the right shows a Non-Employee Information record.

Fields and hyperlinks that have been unmasked or changed are circled. **None of the new/updated fields are required to save a record.**

The slides that follow will show changes to this page.

Non Employee Info

Name: O'SHEA-LAMOTHE,LAURA Z EmpID: 179543 Empl Rcd#: 0

Data Control Find | View All First 1 of 1 Last

*Effective Date: 07/10/2009

Social Security Number: 765-23-0987

Name

*First: LAURA Middle: Z

*Last: O'SHEA-LAMOTHE Suffix:

Name: O'SHEA-LAMOTHE,LAURA Z

Pref First Name:

Alias Name:

*Date of Birth: 09/29/1977

Gender: Female

*Business Email: laura@abcd.gov

*Country of Citizenship: IRL

RNO:

Handicap Cd:

Effective Date of status: 07/22/2009

Non Employee Status: Active *Non-Employee Type: Intern

Work Phone:

Investigation

Emergency Response Official: Notes:

Submitting Office Number: OPAC/ALC Number:

Security Office Identifier:

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

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History



Updated: Finding or Creating a Non-Employee Information Record

Gender	Female	▼
*Business Email	laura@abcd.gov	
*Country of Citizenship	IRL	🔍
RNO:	▼	
Handicap Cd	▼	
Effective Date of status	07/22/2009	
Non Employee Status	Active	▼
*Non-Employee Type	Intern	
Work Phone		

Gender (optional): Click on the dropdown list to select the Non-Employee's **Gender** from the drop-down list. This is not a required field.

Work Phone (optional): Enter the **Work Phone** for the Non-Employee. This is not a required field. Acceptable formats are as follows:

9999999
999-9999
9999999999
999/999-9999



Updated: Finding or Creating a Non-Employee Information Record

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](#)

Investigation (optional): All investigation fields have been unmasked. None of these are required fields.

- **Notes:** Enter the Non-Employee's ERO title or duties in this field.
- **Submitting Office Number:** Enter the Submitting Office Number.
- **OPAC/ALC Number:** Enter the OPAC/ALC Number.
- **Security Office Identifier:** Enter the Security Officer Identifier.



Updated: Finding or Creating a Non-Employee Information Record

Security Office Identifier

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

Add Birth Info

Birth Location:

Birth State:

Birth Country: Ireland

Birth Info (optional): Click on the **Birth Info** hyperlink to enter additional information.

You will be redirected to another screen where you can enter the Non-Employee's Birth Location (covered on the next screen).



Updated: Finding or Creating a Non-Employee Information Record

Add Birth Info

Birth Location:	<input type="text" value="Dublin"/>
Birth State	<input type="text"/> 🔍
Birth Country	<input type="text" value="IRL"/> 🔍 Ireland

Birth Location (optional): Enter the **Birth Location (City)** for the applicant.

Birth State (optional): Use the lookup function (magnifying glass) to find the **Birth State** for the applicant. **Leave this field blank for Non-U.S. locations.**

Birth Country (optional): This field defaults to USA.

Use the lookup function (magnifying glass) if you need to change the **Birth Country** to a Non-U.S. location. This will bring you to a separate screen where you will locate the Country Code (covered on the next slide).



Updated: Finding or Creating a Non-Employee Information Record

Birth Country: Select the three-character Country Code for the applicant's **Birth Country**.

To narrow the list of options, enter the first few letters of the Birth Country you wish to select. You may search by **Country** (three-character country code) or **Description** (country name).

Note: Not all three-character country codes reflect the country name as listed in NEIS (Example: the three-character country code for **Chad** is **TCD**). You may find it easier to search by **Description** (country name).

Once you have selected the Birth Country, Select **OK** on the Birth Country page. You will be redirected to the Non-Employee Information record.

Look Up Birth Country

Search by: begins with

 [Advanced Lookup](#)

Search Results

View All First 1-4 of 4 Last

Description	Country
Chad	TCD
Chile	CHL
China	CHN
Christmas Island	CXR



Updated: Finding or Creating a Non-Employee Information Record

Security Office Identifier

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

Work Address

Country - Other: United States

Work Address:

Address Line 2:

City - Other:

State - Other:

Postal: Building #:

Geog Location Code: Room Number:

Work Address (optional): Click the **Address Info** hyperlink at the bottom of the Non-Employee Information screen. You will be redirected to another screen where you will enter the Non-Employee's **Work Address** Information. Work Address Information is not required.



***Updated:* Contract Assignment**

The next few screens show changes made to the Contract Assignment screen in NEIS. Only a Federal employee, such as a Contracting Officer Representative (COR), may create or edit Contract Assignments in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Updated: Contract Assignment

The screenshot displays the 'Contract Assignment' search interface. On the left is a 'Menu' sidebar with a search box and a list of navigation options. The 'Contract Assignment' option is highlighted with a red box. The main content area is titled 'Contract Assignment' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section labeled 'Find an Existing Value' which contains a search form. The search form has a 'Search by:' dropdown menu with a red box around it, currently showing 'PIID/Contract ID' and a list of other options: 'Company Name', 'DUNS', 'PIID/Contract ID', and 'Sub-Agency'. To the right of the dropdown is a 'begins with' text input field. There is also an 'Include History' checkbox and a 'Search' button. The label 'E-2' is located in the bottom right corner of the screenshot area.

Contract Assignment Search Criteria: Use the search criteria to find the contract to which the Non-Employee will be assigned. You can search by **Company Name, DUNS, PIID/Contract ID, or Sub-Agency** to help narrow your search.



Updated: Contract Assignment

Contract Assignment

PIID/Contract ID 1234

DUNS 321457892
ABC Staffing

Contract Expiration Date 03/11/2010

Select

De Select All

Contract Assignment							Customize Find First 1-2 of 2 Last
#	*EmpID	Name	*Assignment Date	*Contractor Status	LincPass Required	Card Shipping Information	
1	179516	PAST,JOE	03/11/2010	Active ▼	<input type="checkbox"/>	Card Shipping Information	+
2	179530	PERKINS,JAMES STEIN	07/08/2009	Active ▼	<input checked="" type="checkbox"/>	Card Shipping Information	+

Contract Assignment: After selecting the PIID/Contact ID, you will be redirected to the Contract Assignment screen. You will see that the PIID/Contract ID, Contract Expiration Date, and **Company DUNS/Name** (if available) are populated at the top of the screen.

Select: To check LincPass Required for all applicants on a contract, check **Select**. To de-select LincPass Required, uncheck the **Select** box.



New Feature: NEIS Reporting

The Non-Employee Identity System (NEIS) Report Service allows NEIS users to check Applicant status to determine where Applicants are in the LincPass sponsorship and adjudication process. The report can also be used to troubleshoot issues with specific Applicant records.

The screenshot displays the EmpowHR web application interface. At the top, the header reads "US Dept of Agriculture" and includes navigation links for "Home", "Worklist", and "Add to Favor". The left sidebar contains a "Menu" with a search field and a list of options, including "Non-Employee Processing" and "NEIS Reports". The main content area shows the "NEIS Reports" section, which lists several report types:

- [DUNS/Company Report](#) (DUNS/Company Report)
- [Non Emp Current Contract Rpt](#) (Non Emp Current Contract Rpt)
- [Non Employee Roster](#)
- [Non History Contract Rpt](#) (Non History Contract Rpt)
- [Period of Performance Report](#) (NEIS Period of Performance Report)
- [Process Adjudication Report](#) (Process Adjudication Report)
- [Process All Non Empl Report](#) (Process All Non Empl Report)
- [Process Sponsor Report](#) (Process Sponsor Report)



***New Feature:* NEIS Reporting**

Reporting Capabilities

DUNS/Company Report allows you to search for Contracting Companies and associated Contract Assignments.

Non-Employee Current Contract Report allows you to view Non-Employees and active contracts to which they are assigned.

Non-Employee Roster allows you to view Non-Employees in the system, their sponsorship status, Contract Assignments, and Contracting Company information.

Non-Employee History Contract Report allows you to view Non-Employees and their Contract Assignment History.

Period of Performance Report allows you to view contracts in the system, periods of performance and Contracting Company information.

Process Adjudication Report allows you to view Non-Employee Adjudication status.

Process All Non-Employees Report allows you to view Non-Employees in the system, as well as information about their Sponsorship and Adjudication.

Process Sponsor Report allows you to view Non-Employee Sponsorship status.

Please refer to the NEIS Reports and ASR Guide for more information and directions on using this new reporting utility.