Electronic Official Personnel File (e-OPF)

Instructions to Certify e-OPF Documents for ESS/SSS visibility

as of September 8, 2015

Certification – All documents in an employee's e-OPF must first be certified in SAP prior to being displayed in ESS/SSS. A certified document indicates that it pertains to the correct employee and has been filed under the appropriate document type. Although all documents can and should be certified, certain certified documents will never be visible to employees/supervisors – please reference the e-OPF Required Document List.

Auto Certify - A few document types have been designated as "Auto Certify". As a result, these documents will automatically be certified and immediately visible to employees/supervisors.

| Auto-certified Document Types	
Doc_No	e-OPF Document Display Name
00001	Workers' Compensation Acknowledgement (Onboarding)
00002	Policy Acknowledgement Summary (Onboarding)
N/A	I-9 Form (Tracker)

NOTE: I-9 Forms (Doc_No 00003) that are still manually uploaded by certain agencies are NOT configured as "Auto Certify" and will still require manual certification.

HR employees who are assigned an OPF 'update' role will have the ability to certify related e-OPF documents:

- YPC>HR_OPF_UPDATE_COPA – can certify documents other than confidential, restricted, HRSC only, and SEAP
- YPC>HR_OPF_UPDATE_CONF_COPA – can certify Confidential documents
- YPC>HR_OPF_UPDATE_RESTRCT_COPA – can certify Restricted documents
- YPC>HRSC_OPF_UPDATE_COPA – can certify HRSC (benefits) documents
- YPC>HR_OPF_UPDATE_SEAP_COPA – can certify SEAP documents

Via SAP, PA20/PA30

1. Enter Personnel Number > Services for Object > DocFinity Attachment > View Attachment (DocFinity):
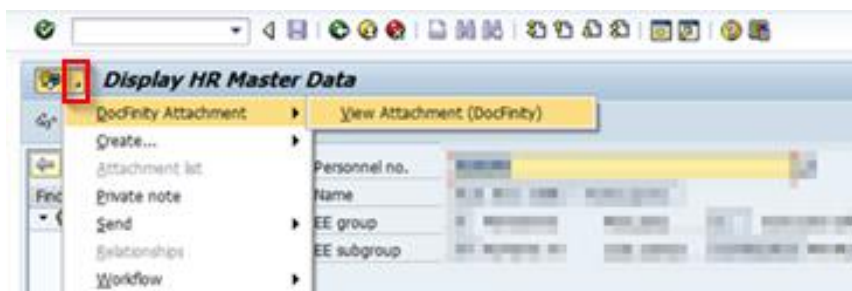
The OPF Attachments window will open:
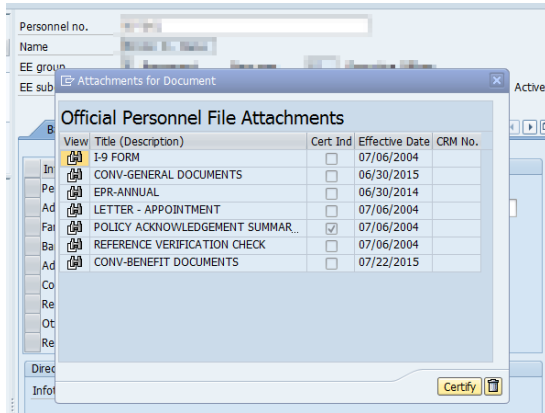
2. Select the e-OPF document to open and review, ensuring all of the following:
    a. The document belongs to the correct employee
    b. The document was appropriately filed under the correct document type
   c. The document displays the correct effective date
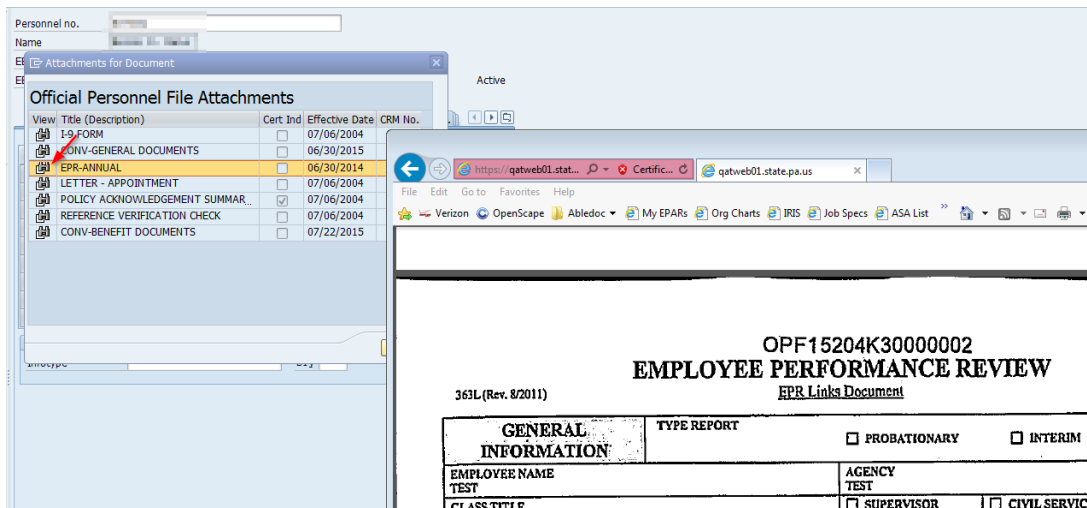
If any of these conditions cannot be met, resolve the misfiling by following these steps:
    i.   Save a copy of the incorrect document locally
    ii.   Delete the incorrect document from the e-OPF under review
    iii. Refile the saved document via Abledoc, as appropriate

NOTE: E-OPF Custodians will be contacted to resolve any misfiled documents identified by HRSC staff.

3. Once all 3 conditions specified in #2 above are met, close the file, highlight the document that was just reviewed, and click the 'Certify' button:
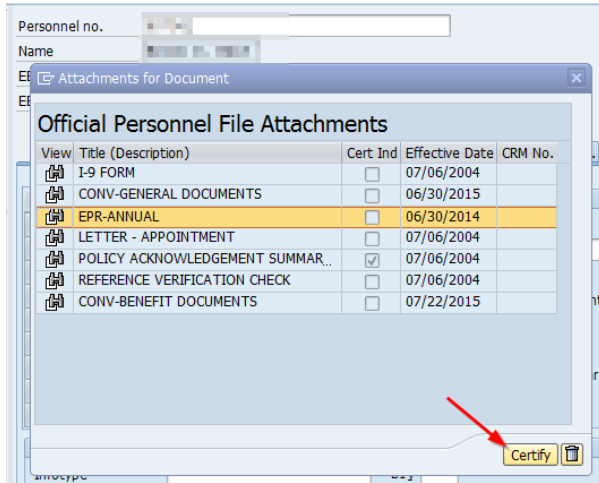
4. 'Certify supporting documents' window appears, click 'Certify':
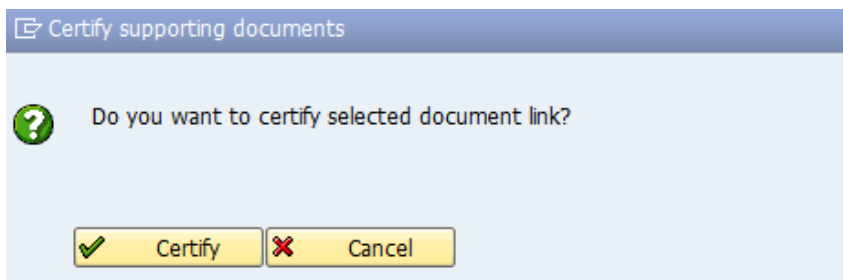
5. The 'Cert Indicator' is now checked and the document will be immediately visible to the employee and/or supervisor via ESS/SSS: