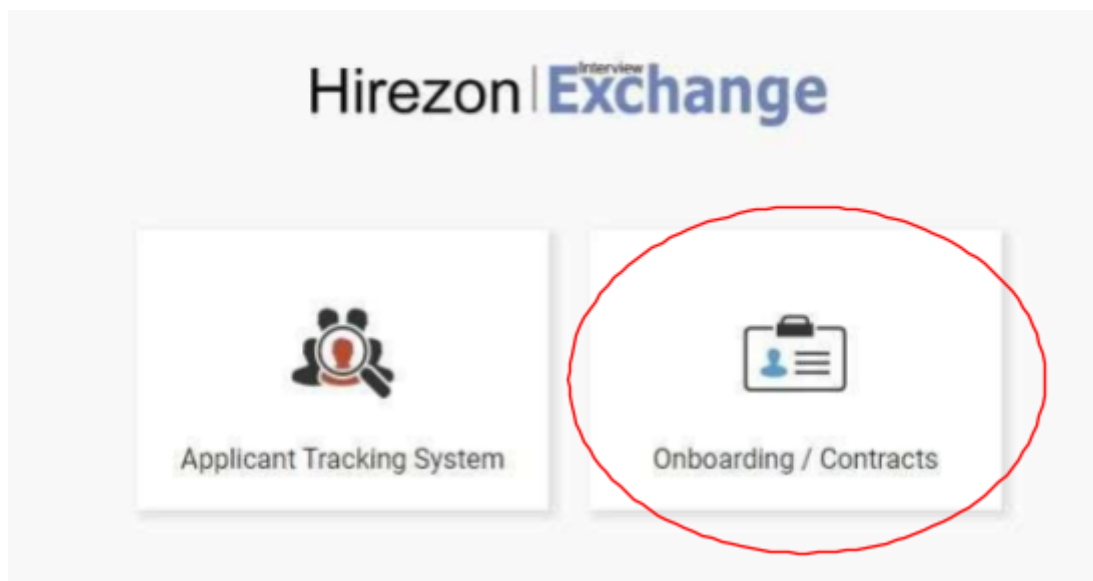


## How to Create an OBRA Only Packet-Job Aid for Managers

Students that plan to work over the summer are required to fill out an OBRA only packet. This packet includes an exemption form which provides information on whether or not the student must pay into OBRA. This paperwork should be submitted by the end of the spring semester.

1. Navigate to the [Interview Exchange login](#).
2. Select Onboarding/Contracts.



Note, if you do not see the Onboarding/Contracts button please reach out to Human Resources.

3. Click Start New Packet at the top of the screen.



4. Fill in the student's position title (for example, Office Assistant), their first and last name, email, and department. Under template, click the dropdown list and select OBRA only.
5. Then click create.

**Start New Packet** ?

Title:


Name:

E-mail:  [Existing Employee]

Department:

Template:

**Create**



6. Once the form is created it will display, and you will need to click the Publish button at the bottom of the form.

Office Assistant

Created On: 06/22/2021

Instructions to New Hire

As part of the onboarding process it is required to complete the OBRA form. If you are not a full-time employee with the Commonwealth of Massachusetts or a contract for the Commonwealth of Massachusetts collecting a position from the State Board of Education, you are required to participate in the Mandatory OBRA. All part-time, seasonal, and short-term employees must attend. Students not taking classes in the summer term to participate during the summer while employed through the university.

Worked By: [REDACTED]

Send Message

Employee Portal assigned to [REDACTED]

OBRA - Certification assigned to [REDACTED]

**Publish**

7. Once the packet is published, Interview Exchange will send an email to the students asking them to fill out the forms.

Hirezon | **Exchange**

06/22/2021

**Fitchburg State University** - Main Campus

Dear [REDACTED]

You are requested to provide information to complete your onboarding / contract process.

Please login to your [account](#) to start the onboarding / contract process.

For any onboarding / contract related assistance, please contact your HR Administrator or for any technical assistance please contact us via the online [Help Desk](#).

Interview Exchange Support

8. You can also send reminder emails to students if they have to fill out the paperwork, first find the student on your dashboard then click the edit icon displayed as paper and pencil.



The screenshot shows a table titled "In Progress" with the following columns: Actions, ID, Employee, Originator, Template, %, Status, Start Date, and Updated. The first row contains a red paper and pencil icon in the Actions column, a redacted ID, a redacted Employee name, a redacted Originator, "OSRA only" in the Template column, "0" in the % column, "In-Progress" in the Status column, and "06/22/21" in the Updated column. A blue arrow points upwards to the red paper and pencil icon.

Actions	ID	Employee	Originator	Template	%	Status	Start Date	Updated
	[REDACTED]	[REDACTED]	[REDACTED]	OSRA only	0	In-Progress		06/22/21

9. Then click on the Reminder link.
10. Once you click the Remind link you will receive a pop up message asking if you would like a copy of the reminder email with an option of responding yes or no.

Questions for Payroll: [payhelp@fitchburgstate.edu](mailto:payhelp@fitchburgstate.edu) or 978-665-3177.

Questions for Human Resources: [humanresources@fitchburgstate.edu](mailto:humanresources@fitchburgstate.edu) or 978-665-3172.