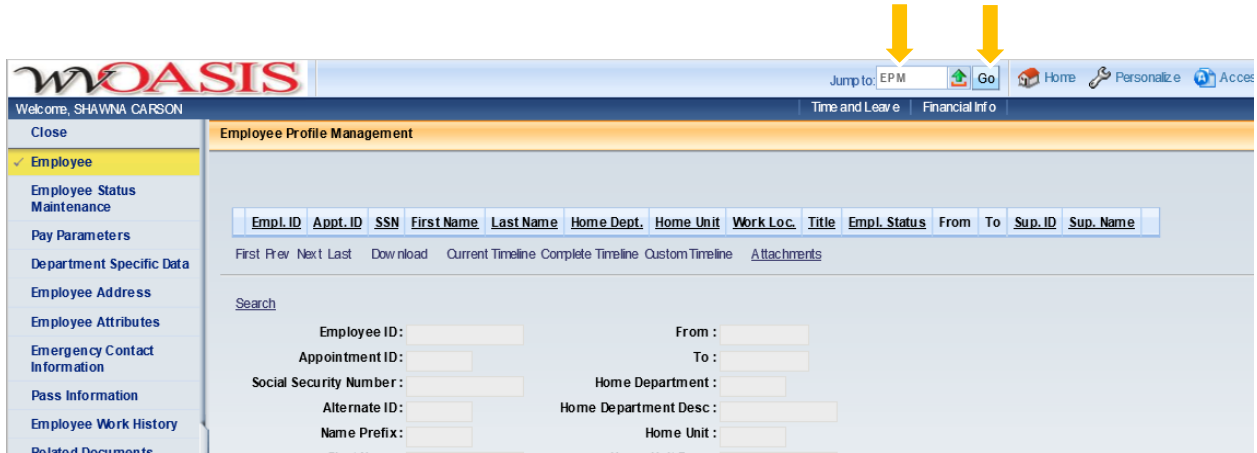


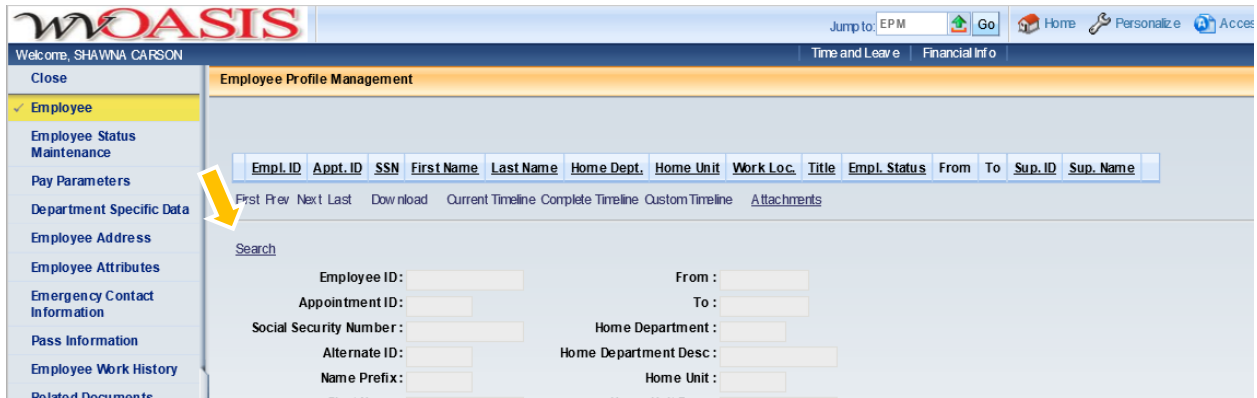
How to process a ATTR document

First, you will need to go to the Jump to field in OASIS and type EPM and click Go

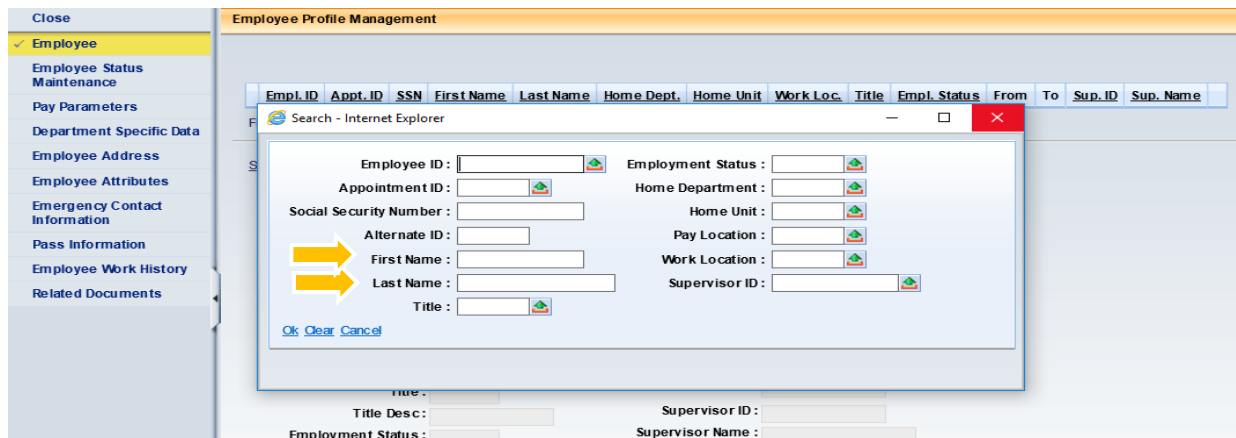
Please remember to turn on CAPS lock as everything must be in capital letters



If a search box doesn't pop up, click on Search



You will now see a search box pop up. You simply need to enter the first name and last name of the employee you are searching for and hit enter.



This will bring up the employee and their information. You will now need to click Employee Attributes on the left-hand side.

MOASIS

Welcome, SHAWNA CARSON

Employee Profile Management

Employee ID : 000001392 Name : CARSON, SHAWNA M
Appointment ID :

First Prev Next Last Attachments

Personal Information

Birth Date : 08/04/1976 Ethnicity : W
Social Security Number : ***-**-7301 Ethnicity Desc : WHITE
Place of Birth :
Gender : Female
Conviction : No
Disability :
Disability Desc :
Citizenship Status : Natural Citizen
Marital Status : M
Marital Status Desc : MARRIED
Date of Death :

Education Information
Veteran Information
User Defined Fields

Top
[Create Employee Attributes](#) [Modify Employee Attributes](#)

You will now be on the Employee Attributes screen. At the bottom, you will need to click on Create Employee Attributes

MOASIS

Welcome, SHAWNA CARSON

Employee Profile Management

Employee ID : 000001392 Name : CARSON, SHAWNA M
Appointment ID :

First Prev Next Last Attachments

Personal Information

Birth Date : Ethnicity : W
Social Security Number : Ethnicity Desc : WHITE
Place of Birth :
Gender : Female
Conviction : No
Disability :
Disability Desc :
Citizenship Status : Natural Citizen
Marital Status : M
Marital Status Desc : MARRIED
Date of Death :

Education Information
Veteran Information
User Defined Fields

Top
[Create Employee Attributes](#) [Modify Employee Attributes](#)

You now have started a transaction. Write down your ATTR number as this is what you will use to track the progress of the transaction

MOASIS
Welcome: SHAWNA CARSON
View: All 1 of 1 | Page HTML has been changed after preferences are created. Hence Pre ...
Employee Attributes(ATTR) Dept: 0608 ID: 0311190000000008924 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1, 03/11/2019

Employee Attributes
Action: No Action Update Delete
*Employee ID: [REDACTED]
Name: CARSON, SHAWNA M

Personal Information Education Information Veteran Information User Defined Fields

*Birth Date: [REDACTED] *Ethnicity: W
*Social Security Number: [REDACTED] Ethnicity Desc: WHITE
Place of Birth: [REDACTED]
*Gender: Female
*Conviction: No
Disability: [REDACTED]
Disability Desc: [REDACTED]
*Citizenship Status: Natural Citizen
Marital Status: M
Marital Status Desc: MARRIED
Date of Death: [REDACTED]

You will need to enter the Birthdate, Social Security Number and Ethnicity

The best way to get this information accurately is to use the information on the Social Security card and Driver's license to be sure you are entering it correctly.

MOASIS
Welcome: SHAWNA CARSON
View: All 1 of 1 | Page HTML has been changed after preferences are created. Hence Pre ...
Employee Attributes(ATTR) Dept: 0608 ID: 0311190000000008924 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1, 03/11/2019

Employee Attributes
Action: No Action Update Delete
*Employee ID: [REDACTED]
Name: CARSON, SHAWNA M

Personal Information Education Information Veteran Information User Defined Fields

*Birth Date: [REDACTED] *Ethnicity: W
*Social Security Number: [REDACTED] Ethnicity Desc: WHITE
Place of Birth: [REDACTED]
*Gender: Female
*Conviction: No
Disability: [REDACTED]
Disability Desc: [REDACTED]
*Citizenship Status: Natural Citizen
Marital Status: M
Marital Status Desc: MARRIED
Date of Death: [REDACTED]

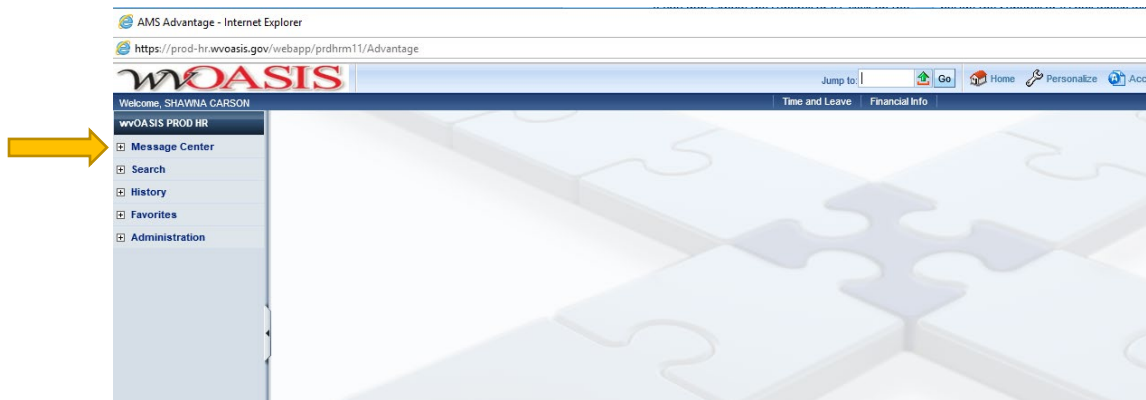
You are now ready to validate and submit the document for Central Office to approve. At the bottom of the screen, you will see a validate button and a submit button



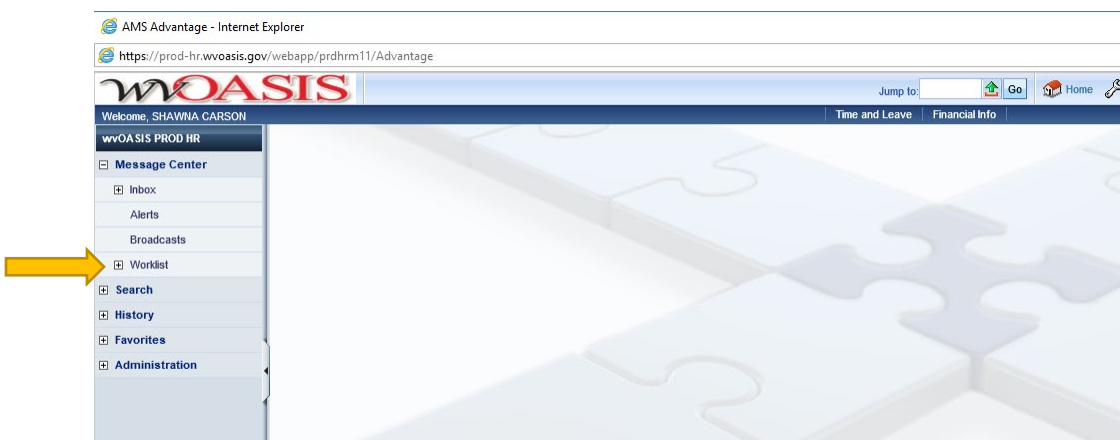
Once you have validated and there are no errors, click submit and you are finished. You can click close in the bottom right-hand corner. And you are ready to search another employee.



Please be sure you are monitoring your worklist daily so that if something has been rejected back to you for correction, you will see it. To access your worklist, from the home screen in Oasis, you will click on the plus sign beside Message Center (see below)



Then you will need to click on your worklist (see below)



Once you have clicked on the worklist, it will bring you to anything pending in your worklist (see below)

Worklist

Select Worklist: SHAWNA CARSON [Change Worklist Role Order](#)

Level:

Code:

Dept:

ID:

Submitter ID:

Escalated Item:

[Browse](#) [Clear](#)

Level	Code	Dept	ID	Escalated Item	Comments	Creator ID	Submitter ID	Date	Reason	Message	
<input type="checkbox"/>	0	ESMT	0608	03081900000000053012	No	Yes	carsonsh1	carsonsh1	3/13/2019 10:41:31 AM	Rejected/unapproved	returned to be corrected/resubmitted
<input type="checkbox"/>	0	FSMT	0608	02202000000000018175	No	Yes	carsonsh1	carsonsh1	3/9/2020 9:58:38 AM	Rejected/unapproved	returned to be corrected/resubmitted

First Prev Next Last [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Refresh](#)

[Menu](#) [Recall](#)

This is where you will see anything that needs your attention.