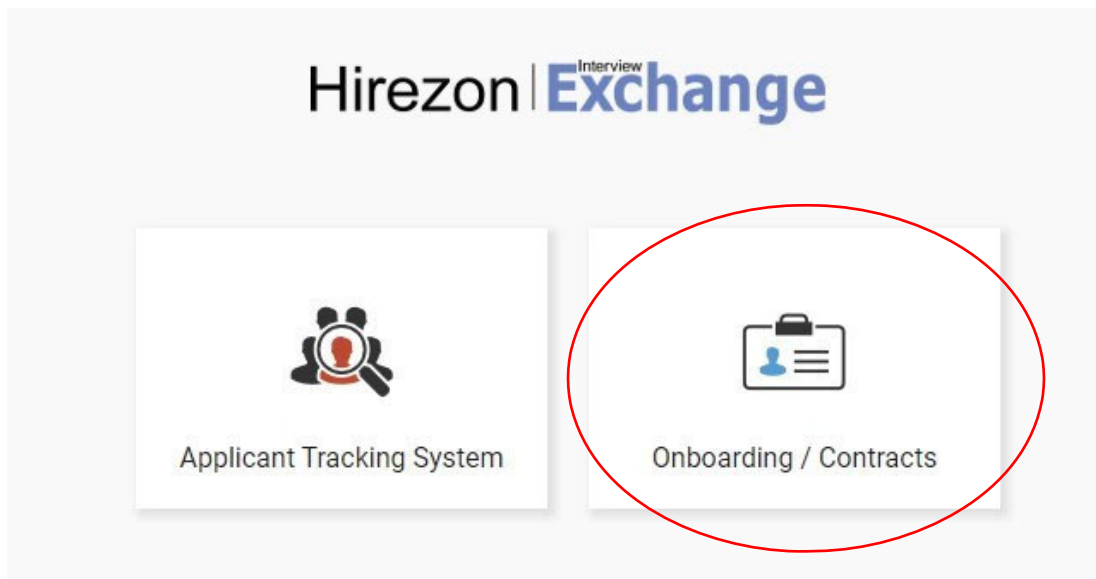


## How to create an OBRA only packet - Job Aid for Managers

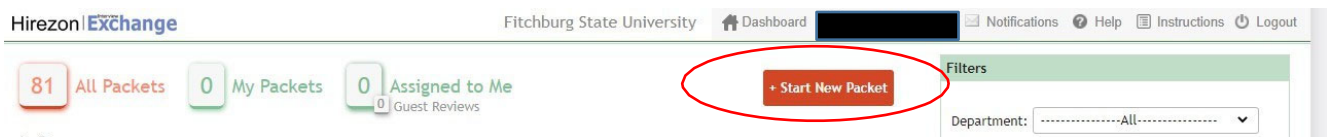
Students that plan to work over the summer are required to fill out an OBRA only packet. This packet includes an exemption form which provides information on whether or not the student must pay into OBRA. This paperwork should be submitted by the end of the spring semester.

1. Navigate to <https://www.interviewexchange.com/login.jsp> and login
2. Select Onboarding/Contracts



\*Note if you don't see the "Onboarding/Contracts" button please reach out to Human Resources\*


3. Click start a new packet at the top of the screen




\*Note if you don't see the "Start New Packet" button please reach out to Human Resources \*

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


## Start New Packet

Title: 

Name:

E-mail:   [Existing Employee]

Department:

Template:  

Create






5. Click publish

Office Assistant [ Start Date ] [ Instructions ] [ Routing ] [ Guests ]

[REDACTED]

Packet ID: 70237


**Instructions to New Hire**


**B I U**     

As part of the hiring paperwork it is required to complete the OBRA forms. If you are not a full-time employee with the Commonwealth of Massachusetts or a retiree from the Commonwealth of Massachusetts collecting a pension from the State Board of Retirement, you are required to participate in the Mandatory OBRA. All part-time, seasonal, and short-term employees must enroll. Students not taking classes in the summer need to participate during the summer while employed through the university.

Sincerely,  
Ms. Jessica Murdoch

Save Message

 **Employee Forms**  
Assigned to: Joseph Bourgeois [ Edit ] [ + Add Item ] [ Delete ] [ Routing ] [ Guests ]

 **OBRA - Verification**  
Assigned to: Multiple Assignees [ Edit ] [ + Add Item ] [ Delete ] [ Routing ] [ Guests ]

Publish

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

Hirezon | **Interview 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

7. You can also send reminder emails to students if they have not filled out the paperwork, first find the student on your dashboard then click the edit button shown below.

In Progress

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



## Click the Remind button shown below

Office Assistant

[ Start Date ] [ Instructions ] [ Close Packet ] [ Routing ] [ Guests ]



Packet ID: 70237

### Instructions to New Hire

**B I U** [ X ] [ Copy ] [ Paste ] [ Bulleted List ] [ Numbered List ] [ Source ] [ Link ]

As part of the hiring paperwork it is required to complete the OBRA forms. If you are not a full-time employee with the Commonwealth of Massachusetts or a retiree from the Commonwealth of Massachusetts collecting a pension from the State Board of Retirement, you are required to participate in the Mandatory OBRA. All part-time, seasonal, and short-term employees must enroll. Students not taking classes in the summer need to participate during the summer while employed through the university.

Sincerely,  
Ms. Jessica Murdoch

Save Message

**Employee Forms**  
Assigned to: [Redacted]

[ Routing ] [ Mark As Incomplete ] [ Guests ] [ **Remind** ]

**OBRA - Verification**  
Assigned to: Multiple Assignees

[ Edit ] [ + Add Item ] [ Delete ] [ Routing ] [ Guests ]

Dashboard

It will also ask if you want a copy of the email, if you would like a copy of the reminder email click yes, if you would not like a copy of the reminder email click 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