In Reply Refer to:
1400-900 (OR-953) P

November 19, 2002

EMS TRANSMISSION  11/22/2002
Instruction Memorandum No. OR-2003-018
Expires: 9/30/2004

To: All Employees

From: State Director

Subject: Using Employee Express

Program Area: Employee Use of Employee Express

Purpose: Reiterates the requirement for all Bureau of Land Management (BLM) Oregon/ Washington (OR/WA) employees to use EMPLOYEE EXPRESS for discretionary[1] payroll or personnel transactions.

Policy/Action: All employees need to use EMPLOYEE EXPRESS when making any payroll or personnel record changes that are allowed in the system for Department of the Interior employees.

The Department of the Interior is committed to empowering employees and helping human resources offices operate in an efficient manner. An employee can quickly and easily perform a variety of transactions, such as:

| Initiative and change financial allotments |
| Health benefit open season changes (see Information Bulletins No. OR-2003-025 and 027) |
| Federal and state tax changes |
| Direct deposit changes for payroll checks |
| Home address changes |
| Savings bond enrollment and changes |
| Some TSP enrollments and changes (see Information Bulletins No. OR-2003-005 and 016) |

[1] Optional changes made at the request of the employee that do not require legal approval, review or authorization by a human resources or payroll official.

Remember, EMPLOYEE EXPRESS can be accessed 24-hours a day, online at: http://www.employeeexpress.gov.

By telephone: (478) 757-3030
Toll Free: (800) 827-6254
TDD: (478) 757-3117
INTERnet:  http://www.employeexpress.gov
INTRAnet:  http://web.or.blm.gov/OR953
Touch Screen Kiosk:  911 NE 11th Avenue, Portland, OR

**Timeframe:** Immediately.

**Background:** Effective January 1, 1999, all BLM OR/WA employees were instructed to use EMPLOYEE EXPRESS to make all discretionary payroll or personnel record changes. These instructions were published in Information Memorandum OR 99-008, Subject: Employee Express - transition period November 1 through December 31, 1998, Full Implementation January 1, 1999.

Enhancements have been made to EMPLOYEE EXPRESS that have greatly improved the functionality of the site. A few of the enhancements that have allowed employees manage personnel and payroll related information with more ease are:

<table>
<thead>
<tr>
<th>PIN requests and changes via the web in one day or less</th>
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<tbody>
<tr>
<td>OPM (Office of Personnel Management) Knowledge Base</td>
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<tr>
<td>Optional E-mail confirmation of all transactions</td>
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<tr>
<td>Display of the effective date before end of transaction</td>
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<tr>
<td>New website design</td>
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</tbody>
</table>

Employee data is **tightly controlled**. EMPLOYEE EXPRESS uses the highest security possible. Internet browsers **must have 128-bit encryption** in order to use EMPLOYEE EXPRESS.

**Manual/Handbook Sections Affected:** None.

**Coordination:** N/A

**Contact:** Kelly Van Driesche, Human Resources Specialist (Information Systems), Oregon State Office, Branch of Human Resources. For questions regarding your information, you may contact your servicing human resources office or the Payroll Help Desk at (303) 969-7732 or (800) 662-4324 from home. For concerns or questions about the security of your browser, contact your IRM support staff.

**Districts with Unions** are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
Kathy J. Eaton  
Acting, Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

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