

HR Newsletter



January 2006

Volume 3, Issue 1

CONGRATULATIONS!

Human Resources would like to congratulate the following individuals who retired:

- Larry Hamilton
- Robert Stroud
- Anne Jeffery
- Denney Bridges
- Dan Rodwell
- Gene Lovell
- Carl Hair



DOI Learn

As required per IM 2006-057, all employees (except those in non-pay status) must be logged on to DOI Learn by January 15th, 2006.

Employees should view the tutorials available at the following website prior to logging on to DOI Learn:

<http://www.ntc.blm.gov/DOILearn/DOILearnMain.htm>

- The first tutorial shows you what you must do when logging on to DOI Learn for the first time.
- The second tutorial shows you how to edit your user profile, such as adding in your office address, phone, email address and supervisor.
- The third tutorial is for Supervisors. All Supervisors are encouraged to view this as it shows supervisors how to tie their employees to their profile and how to approve training.

If you have problems logging on, contact the help desk at (602) 906-5507.

NOTE: Supervisors, if you do not create a profile and your employees log into the DOI Learn and register for a class, their request will not be approved until you create your profile and tie your employees to you and approve the training.

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Federal Holiday

January 16th 2006



Upcoming Events

Best Western Vista Inn

Pre-Retirement Seminar 04/3-4/06

Location to be determined

40 hour Supervisory Training (first time supervisors) 03/13-18/06

National Training Center (Phoenix)

Pathways 02/6-10/06

Pathways 05/15-19/06

Leadership Challenge 04/10-14/06

Guidance Resources On-line

Interested in articles that help you with time management? Looking for ways to become a better listener? Interested in finding a Financial Planner, Daycare or Assisted Living?

All these things are available on the Guidance Resources website. This website is a FREE benefit to all employees.

www.guidanceresources.com

Click on "First Time User" and create your userid and password.
(Company/Organization ID is: FEDSOURCE)

New Hires
Richard Finerty

Departures
Tonya Montesano
Robert Pavlat
Tim Mac Isaac
Justin Mc Gregor

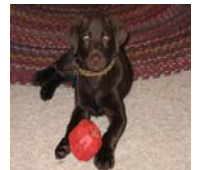
2005 W-2 Information

The 2005 for W-2's will be mailed from the National Business Center by January 31, 2006.

Employees who do not receive their W-2 may request a duplicate W-2 beginning February 6th, 2006.

The mailing address on your Leave and Earnings Statement is the address that your W-2's will be mailed to.

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