

**BLM/NPS/BIA-
NIFC**

HR Newsletter

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INSIDE THIS ISSUE:

| | |
|------------------------|----------|
| Hiring Monster | 1 |
| Social Security | 2 |
| Open Season | 2 |
| Training | 2 |
| HR Contacts | 3 |
| EAP | 3 |

Hiring Management—Quickhire

Our Hiring Management System (quickhire) went thru a system upgrade September 15-18. During this upgrade, there were some features that are new and will benefit our applicants. Before the upgrade, the only way applicants could include supplemental documents to their application was to fax them. With the new upgrade, applicants will have the ability to either “upload” or “fax” their supplemental documentation to include it with their online application.



Upload Feature: Applicants who have their supplemental documentation saved as the following file types can upload their documents to the system (DOC, PNG, GIF, J PEG, PDF, RTF and JPG). Once applicants upload their documents, they will be able to see exactly what they uploaded and are submitting before they submit their application. By choosing this option, applicants will no longer need to contact our office to see if the supplemental documentation was received as they are able to see it before they submit.

Fax Feature: Applicants will still have the ability to generate fax cover sheets and fax their supplemental documentation. If using this feature, applicants must use the fax cover sheets generated as these are coded and specific to both the vacancy and applicant. Supplemental documentation faxed to our office or to any other fax number will not be considered. All supplemental documentation must be faxed to the fax number printed on the generated fax cover sheets.

Note: Applicants must choose to either upload or fax supplemental documentation. Uploading documents, then faxing them will cancel the uploaded documents out and vice versa. Also, if you fax supplemental documentation, then fax it again, rather than saving both faxes, the system will replace the fax with the most current.

Performance/ Award Period (BLM Only):

Just a reminder that the performance rating period ends September 30th. Performance appraisals and Performance awards are due by COB October 23rd.

Social Security Information

Recently, there was an article in Government Executive that discussed Social Security and helpful items listed on their website. www.ssa.gov

Below are some of those items for employees who wish to find out more information regarding social security and the benefits:

1. There is an online calculator that employees can use to calculate future social security benefits
2. There are a variety of fact sheets regarding various topics of interest for employees such as: Windfall Elimination Provision (WEP) and Government Pension Offset (GPO).
3. An extensive frequently asked questions section.
4. You can watch a webinar or video on social security including how to apply for benefits online.
5. Learn about the disability insurance program.
6. Find out information on Medicare.
7. Apply for Social Security benefits online.

For questions or information, visit the Social Security Website



Federal Benefits Open Season

The 2009 Federal Benefits Open Season for the 2010 plan year will begin Monday, November 9th and run thru Monday, December 7th.

During this time, employees will be able to make the following choices:

- Sign up for a flexible spending account for health or dependent care under the Federal Flexible Spending Account Program (FSAFEDS),
- Enroll or change an existing dental plan under the Federal Employees Dental and Vision Insurance Program (FEDVIP),
- Enroll or change an existing vision plan under the Federal Employees Dental and Vision Insurance Program (FEDVIP), and
- Enroll or change an existing enrollment in a health insurance plan under the Federal Employees Health Benefit (FEHB) program.

As more information becomes available, I will let everyone know. Stay tuned.

2010 Open Season: November 9th
thru December 7th

Upcoming Events

Pre-Retirement Seminar (presented by Personal Benefits Service)

When: October 28-29

Time: 8 a.m. to 4 p.m. both days

Where: Cambria Suites

Retirement seminar will cover CSRS and FERS retirement. The speakers are also knowledgeable in FF/LEO Retirement.

Open to permanent BLM, BIA, NPS and FWS—NIFC employees.

