

HR Newsletter

B L M / B I A / N P S / F W S - N I F C

RETIREMENT FYI

**SPECIAL
POINTS OF
INTEREST:**

- January 16 is a Federal Holiday, HR will be closed.

For those of you who may be thinking of retiring, below are some tips to think about before you make your decision and submit the paperwork.

Interim pay: Most employees need to know that they should expect to be in interim pay status for at least 3-4 months. During this time, employees will receive a percentage of their annuity until OPM completes the final adjudication. The percentage can range anywhere from 40% to 80%.

FEHB and FEGLI: While in interim pay status your FEHB and FEGLI elections will continue but the premiums will not be deducted until your annuity has been completely adjudicated. Note: you will be billed for dental and vision until your annuity is adjudicated. If you have long term care insurance, you will need to contact them to work out payments.

Taxes: Federal taxes will be deducted from your interim payments. State taxes will not be withheld. Once your annuity is adjudicated, you can contact OPM and arrange for state taxes to be withheld from your annuity.

TSP: You must wait at least 30 days from date of separation before you can make a withdrawal from TSP.

Social Security: If at retirement, you are eligible for social security, you will need to contact them directly.

Employees with additional questions regarding retirement can contact HR at (208) 387-5523.

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USERRA TRAINING REMINDER

All DOI Managers, Supervisors and HR Professionals are required to complete the mandatory USERRA training course.

The training consists of two separate courses:

1. USERRA
2. Veteran Employment Training

The course was preloaded in DOI Learn to all individuals who met the criteria. The training course is creditable towards the required EEO training for managers and supervisors.

2012 PAYROLL REMINDERS

The following are important payroll reminders for the upcoming year.

Leave Year

The 2012 leave year ends January 12, 2013 (pay period 1302).

W-2s

Wage and Tax Statements, Forms W-2, are available for viewing and printing in Employee Express. In addition, hard copy W-2s will be provided to all employees who did not elect to turn off the printed W-2. Hard copy W-2s will be mailed no later than January 2012. Printed W-2s will be sent to the employee's address of record. The address may be verified by reviewing the latest electronic Leave and Earnings Statements in Employee Express. If you access your W-2 form via Employee Express at work, please print your electronic W-2's. Employees are discouraged from accessing their W-2's at work, then emailing them to their personal email account. **Remember, there is PII on all W-2 forms.**

State and Local Taxes

We encourage every employee to review his/her Leave and Earnings Statement to ensure that taxes are being withheld from the correct state and/or locality. If taxes are being withheld for the incorrect state or locality, the employee should identify the problem to the appropriate payroll liaison or personnel office as soon as possible. The Payroll Office has a limited capability to correct prior year tax errors, and 2011 errors not identified until 2012 may require the employee to file a tax return to recover taxes withheld for the wrong tax entity.

Health Benefits

Coverage under a new health plan will be effective the first day of the pay period beginning on or after January 1, 2012, which will be January 1, 2012, pay period 1202.

Flexible Spending Accounts

Pre-tax deductions for the Flexible Spending Program will also automatically stop after pay period 1126 unless re-authorized by the employee.

Dental and Vision Benefits

Dental and vision coverage authorized in 2011 will continue without action by the employee. It should be noted, however, that the premium rates are changing for 2012. To view the new rates or to obtain more information, the employee should go to www.benefeds.com

Thrift Savings Plan (TSP) Contributions

The TSP contribution limited for 2012 is \$17,000. Authorized biweekly contribution amounts or percentages will automatically carryover from 2011 into 2012 unless changed or canceled by the employee. Deductions may be changed at any time in Employee Express at

www.employeeexpress.gov

Thrift Catch-up Contributions

Thrift Catch-up Contributions (TCC) authorized in 2011 will stop after pay period 1126 unless re-authorized by the employee for 2012. This re-authorization may be made via Employee Express. The limit is \$5,500.00 for 2012.

HR Contacts

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E A P C O N S U L T A N T S I N C .

The EAP program is available to NIFC employees working for BLM, BIA, NPS and FWS.

In the Employee Resources page, you will find valuable information such as: Request Confidential Counseling Services; Stress Management - Learn useful tips for managing life's stressful events; Healthy Exchange - Online library provides practical information to help with relationships, stress, job issues, parenting issues, and more;

To visit the EAP website, go to

<http://www.eapconsultants.com/>

In the right hand corner, click on Member Access, this will bring up a page that will ask you for our password.

The password is nifc

