

HR Newsletter

January

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New Feature to BLM Jobs On-Line: Fax Imaging

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The Fax Imaging feature has recently been added to BLM Jobs On-Line. What does this mean to applicants who apply for BLM jobs? The main difference is, when individuals apply online for BLM positions, they are now required to use fax imaging to submit all supplemental documentation, rather than mailing or faxing these documents to the HR office. Fax imaging allows the applicant to fax documentation to a server that will image their supplemental documentation and attach it to their online application electronically.

Basics of Fax Imaging:

Once an applicant completes the online applica-

tion process, they will be prompted to print off the fax cover sheets associated to the supplemental documents, documents may include SF-50's, College Transcripts or certification information/documentation.

NOTE: Applicants **MUST** print off separate fax cover sheets for each required document and **MUST** fax these separately. For example: if you apply online and need to submit a SF-50 and college transcripts, you must print off the fax cover sheet associated to both the SF-50 and the fax cover sheet associated to the college transcripts. Then, you must fax the fax cover sheet for the SF-50 and the SF-50 together,

then you must fax the cover sheet for the transcripts and college transcripts together. Once you are complete, you would have faxed twice. Those documents will then be imaged and attached to your online application.

Applicants will be notified if their fax transmission was complete. Applicants can also contact our office to verify items were successfully transmitted.

Once again, our office is no longer accepting supplemental documentation in any format other than fax imaging for BLM vacancies. If you have questions regarding this new process, please contact our office at X5523.

Thrift Saving Plan Reminders

Employees are reminded as they make their TSP elections that if they elect a dollar amount, that dollar amount must not exceed their basic pay after deductions. Basic pay for TSP purposes include:

- locality-based pay
- AUO for LEO employees
- Night differential for prevailing rate employees

The following types of payments are not basic pay for TSP purposes:

- overtime pay
- Awards
- Lump sum payment for leave
- Payments made by OWCP

If an employee elects a dollar amount that exceeds their basic pay after deductions, NO TSP contributions will be taken. Therefore, for FERS employees, they will not receive the agency matching contributions for that pay period.

TSP Catch UP

Employees are encouraged to maximize their TSP (\$15,500) before participating in the TSP catch-up. Employees not maximizing their TSP may not benefit from contributing to TSP catch-up.

TSP contributions can be made thru employee express or by completing a TSP-1 and submitting it to our office.

Employees with TSP questions should contact their HR contact or visit:

<http://www.tsp.gov/>

"2007" pay tables are now posted on OPM's website
www.opm.gov

Fitness Reimbursement Program

Employees who are participating in the fitness reimbursement program and who are seeking reimbursement for 2006 must submit their paperwork by January 31, 2007.

Employees must submit the following paperwork for their reimbursement:

- **An Informed Consent Waiver form** must be on file with HR. If this form is not already on file with HR, employees must submit a completed form to HR with their reimbursement paperwork
- **Fitness Center Mem-**

bership Fee Reimbursement Program Self-Certification of Usage.

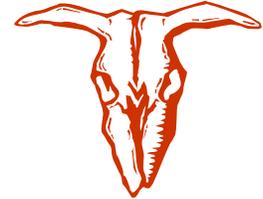
- **Paid invoice(s)** or other proof of payment for individual membership for the time period reimbursement is requested. *Proof of payment for membership fees must be provided before employees can receive reimbursement.* As well as, a copy of fitness contract or other documentation that provides information on the cost of an individual, annual member-

ship at the fitness facility.

Employees with questions regarding the program or reimbursement should contact Nanette Cambron at X5518.



January 15th is a Federal Holiday, HR will be closed.



Employee Express Changes

There are some new system features in Employee Express which are available to all employees.

- **Federal Employee Benefits System (FEBS):** provides employees with an on-line benefits statement with comprehensive personal benefits information. The information is based on current information from our payroll system.
- This statement will also provide an automatic calculation of the basic retirement annuity benefit. FEBS does not provide a calculation for employees who were CSRS and transferred to FERS.
- **Employee Emergency Contact Infor-**

mation: allows employees to update their emergency contact information at any time.

- We ask that all employees log on to employee express and complete the emergency contact information section.
- **Ethnicity/Race and Disability Update:** allows employees to update their ethnicity, race and disability information.

The National Business Center (NBC) has developed a web-based training tutorial to assist employees with navigating through the FEBS statement.

This training can be accessed thru the following website:

<http://training.nbc.gov/febs/>

Employees are encouraged to complete the training prior to logging onto employee express and accessing the new features.

Employees with questions regarding this information should contact their HR contact.



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Vacant	HR Officer	5514
Sheri Kososik	HR Specialist (ER)	5527
Sandy Tripp	HR Specialist (Classification)	5627
Wendy Little	Supv HR Specialist (Staffing)	5564
Karin Nichols	HR Specialist	5320
Suzanne Rebish	HR Specialist	5388
Pamela Burrows	HR Assistant	5498
Nanette Cambron	HR Assistant	5518
Angela Tallant	HR Assistant	5346
Kelly Jardine	HR Assistant	5523

We're on the web!

<http://www.fire.blm.gov/hr/index.htm>

Guidance Resources On-line (EAP)

Guidance Resources On-line is a free employee assistance resource. On this website, employees are able to find information on

- Health and Wellness
- Family and Relationships
- Work and Education
- Money and Investments
- Law and Regulations
- Consumer and leisure

Employees also can email or call a Guidance Expert with questions they may have.

To check out the articles and news on the Guidance Resources website, log on to:

www.guidanceresources.com

Click on "First Time User" and create your user id and password

(Company/Organization ID is: FEDSOURCE)



Retirements

Marty Nelson

Jim Knox

Jack McGavin

Kenneth Reninger