

# HR Newsletter



February 2006  
Volume 3, Issue 2

## Training Information Update

### Leadership Challenge Course

Nominations are now being accepted for the Leadership Challenge Course. The session is scheduled for April 10-14, 2006 at the National Training Center in Phoenix, AZ.

Employees who are interested and have their Supervisor's approval need to submit a request to Suzanne Rebish by close of business February 2, 2006. Your notice of interest must include information describing why you wish to attend the course.



### Pathways

Nominations are still being accepted for the May Pathways class. This session is scheduled for May 15-19, 2006 at the National Training Center in Phoenix, AZ.

Employees who are interested and have their Supervisor's approval need to submit a request to Suzanne Rebish no later that close of business February 6, 2006.

For program questions, please contact the Training Coordinator, Suzanne Rebish, at 387-5388.

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February 20<sup>th</sup> is a Federal  
Holiday



Washington

## IMPORTANT INFORMATION ABOUT YOUR W-2 STATEMENT

The Department of the Interior's National Business Center has contracted with the TALX Corporation to provide an additional electronic service for our employees. Beginning 02/03/06, employees have the option to electronically request a replacement W2 if the original was lost, stolen or never received. Replacement W2's will be available to individual employees through [www.employeeexpress.gov](http://www.employeeexpress.gov). Once logged on to Employee Express, the employee can click on "The Work Number Proof of Employment and Income" button. This provides a link to The Work Number web site where the employee can request that a duplicate W2 be sent to a fax number, mailed to the home address or an alternate address, or downloaded to the PC for printing on a local printer. In addition, the employees can download W2 data directly into Turbo Tax, TaxCut, ezTaxReturn.com, and Complete Tax beginning 02/03/06, but will be required to enter the company code (enter the appropriate code from the attached list), his or her Social Security Number, and a PIN consisting of the full year of birth and the last four digits of the Social Security Number.

All active employees currently have access to the [www.employeeexpress.gov](http://www.employeeexpress.gov) web site using the PIN provided by Employee Express. If employees cannot locate their original PIN, a new PIN can be reissued immediately by answering a series of identifying questions at [www.employeeexpress.gov](http://www.employeeexpress.gov).

Inactive employees may request reissue W2's directly through The Work Number, [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884. The employee will be required to enter the company code (Department of the Interior: 10737), his or her Social Security Number, and a PIN consisting of the full year of birth and the last four digits of the Social Security Number.

Once the employee has requested a reissue W2, a confirmation number will be given. The employee can check the status of the request by revisiting the web site and entering the confirmation number.

Questions or problems with Employee Express can be directed to the Employee Express help desk at 478-757-3030 or via email to [eexhelp@opm.gov](mailto:eexhelp@opm.gov). Problems with The Work Number reissue service should be directed to The Work Number Client Service Center at 1-800-996-7566. Any questions concerning the data on the W2 should be addressed to the payroll contact for the agency.

Hard copy W2's will also be mailed to all employees with a completion expected well before the January 31, 2006 deadline.

The first use of TALX to order a replacement W2 or to download a W2 to a tax package is free to employees. However, the second request for the same employee will incur a \$10.00 charge, payable by credit card. In addition, employees needing a replacement W2 for a tax year prior to 2005 will also incur a charge of \$15.00. Employees who do not wish to pay this charge may contact the Payroll Information Line at (303) 969-7732 or 1-800-662-4324 to request a second replacement or a replacement for a prior tax year.

For a few employees, the Payroll Operations Division will be required to issue a W2 correction (Form W2C), in addition to the original. In these few cases, if the employee attempts to obtain a duplicate W2 through Employee Express or The Work Number, he or she will be directed to contact the Payroll Information Line at the numbers above to obtain the duplicate.

### Access Information

Access to W-2 eXpress through The Work Number:  
[www.theworknumber.com](http://www.theworknumber.com)  
1-800-367-2884

Access to W-2 eXpress through Employee Express:  
[www.employeeexpress.gov](http://www.employeeexpress.gov)  
1-800-827-6254



## Pre-Retirement Seminar

The Pre-Retirement Seminar scheduled for April 3-4, 2006 is now full.

Employees who are in the class should have received a confirmation email last week. I will send out a reminder email closer to the date.

Those still wishing to attend can submit a signed SF-182 and will be placed on a cancellation list. If a spot becomes available, they will be notified.

The Pre-Retirement seminar will be held at the  
Best Western Vista Inn  
Rocky Mountain Conference Center  
2645 Airport Way (right outside the base)

### Guidance Resources

Did you know this website provides information on:

- Health & Wellness
- Family & Relationships
- Work & Education
- Money & Investments
- Home & Auto
- Law & Regulations
- Consumer & Leisure

Check out the articles and news on the Guidance Resources website at:

[www.guidanceresources.com](http://www.guidanceresources.com)

Company Web ID: FEDSOURCE

A FREE benefit for all employees!

### Departures

Robert Pavlat  
Chris Boldman  
Scott Murray  
Dawson Kelsey

### Retirements

John Steffens

### Jobs on the Web!

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<http://www.usajobs.opm.gov/>

<http://www.firejobs.doi.gov/>



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