



United States Department of Agriculture



# New Mexico Technical Services Staff



Victoria Suazo-Chanza

# Outline

- HR Office– Roles & Responsibilities
- Changes in Hiring Process (QuickHire)
- Employee Personal Page
- FMLA – Family Medical Leave Act
- FFLA – Family Friendly Leave Act
- MaxiFlex
- Credit Hours
- Federal Employees Health Benefit
- TSP
- Retirement (CSRS) & (FERS)
- Standards of Official Conduct
- AGLEARN Training System

# **NRCS New Mexico Human Resources Office**

## **Roles & Responsibilities**

- Human Resource Officer –  
Vickie Suazo-Chanza
- Personnel Management Specialist –  
Rose Navarrete
- Personnel Management Specialist –  
Elsie Barber

# Services Provided

- Recruitment and Staffing
- Classification and Position Management
- Employee Relations
- Performance Management
- Affirmative Employment
- Employee Recognition
- Employee Benefits
- Pay Administration
- Training
- Processing Personnel Actions

# Changes in Hiring Process

## QuickHire

- QuickHire's Role in the NRCS Staffing Process
- QuickHire Functionality
  - Manage Vacancies (create, copy & edit)
  - Create & Assign Questions (KSAs)
  - Manage Applicants (review qualifications, review scores, issue correspondence & certificates of eligibles)
  - Generate Reports
- Applicants submit Applications via web.
- Selecting Officials review applications on-line.

# National Finance Center (NFC)

## Employee Personal Page

- Saves Time – Allows employees to view and change data.
- Convenient – Access 24 hours a day, 7 days a week from home or at work.
- Up-to-Date – Earnings and leave information is available right after the payroll process is complete.

# National Finance Center (NFC)

## Employee Personal Page

- Employees responsibility to update personal information such as address, health, tsp, federal tax, savings bonds, direct deposit, financial allotments etc.
- You may access the EPP through the National Finance Center Web Site at [www.nfc.usda.gov](http://www.nfc.usda.gov)

# National Finance Center (NFC)

EPP allows Employees serviced by NFC to view the following information:

- Payroll,
- Leave
- Travel
- Health and life insurance
- Savings bond
- W-2
- Other personal information

# Employee Self Service

Employees should make every effort to update the following online:

- Residence address
- Federal and state tax withholding
- Financial allotments
- Direct deposit,
- Health insurance
- Savings bond,
- Thrift savings plan (TSP) contributions



Welcome Victoria Suazo Chanza!

## Financial Disclosure

- [SF-278 On-line](#)
- [OGE-450 On-line](#)

## Tools

- [PP Calendar](#)

## Links

- [www.usda.gov](#)
- [TSP Home](#)

[Log Out](#)[Accessibility](#)[Security](#)[Privacy](#)[Contact Us](#)

If you have a question about this data or believe it is in error, please contact your personnel office.

[Personal Info](#)**[Self-Service](#)**[Preferences](#)[FAQs](#)[Links](#)[Log Out](#)**News!**

Are your designations of beneficiary current? An out-of-date designation may give money to someone that you no longer wish to give it to. Visit the [OPM Designations of Authority Home Page](#) for information on designating beneficiaries for FEGLI, TSP, CSRS, FERS, and unpaid compensation.

**2005 W-2s** are now posted on the EPP. This W-2 includes salary payments for Pay Period 25, 2004 through Pay Period 24, 2005. Employees who worked during this tax year for more than one organization serviced by the NFC will receive one W-2 containing the total wages paid by NFC for all organizations. The W-2 will be issued under the name of the current employing organization.

Have a question about Federal programs, benefits, or services? Check out the [Federal Citizen Information Center](#) or call 1-800-FED-INFO (TTY 1-800-326-2996).

	<b>DIRECT DEPOSIT NET PAY</b>	<a href="#">Make Changes</a>
	<b>FEHB (HEALTH INSURANCE)</b>	
	<b>FEDERAL TAX (W-4)</b>	<a href="#">Make Changes</a>
	<b>FINANCIAL ALLOTMENTS</b>	<a href="#">Make Changes</a>
	<b>RESIDENCE ADDRESS</b>	<a href="#">Make Changes</a>
	<b>SAVINGS BONDS</b>	<a href="#">Make Changes</a>
	<b>STATE TAX CERTIFICATE</b>	<a href="#">Make Changes</a>
	<b>THRIFT SAVINGS PLAN (TSP)</b>	<a href="#">Make Changes</a>

Employees who do not have an NFC PIN number must request one using the steps outlined in the following slides.

1. Go to the [www.nfc.usda.gov](http://www.nfc.usda.gov) website.

The screenshot shows the National Finance Center website. The address bar displays <http://www.nfc.usda.gov/>. The navigation menu includes: Download Center, Reporting Center, Support Center, Pubs & Forms, News, Products, About NFC, Contact Info, and Feedback. A central text box contains the following information:

USDA CFO points-of-contact needing assistance with critical administrative payment issues, [click here](#) for a list of assigned agency desk officers.

Click [here](#) for a listing of who to call for assistance and their phone numbers.

**Attention:** Until further notice, please do not address any **regular delivery mail** to the National Finance Center using the 13800 Old Gentilly Road, New Orleans, LA, 70129, address. **Regular delivery mail** should be sent to the post office boxes assigned to the NFC organizations you are trying to reach. The main post office box address for NFC is **P.O. Box 60,000, New Orleans, LA, 70160.**

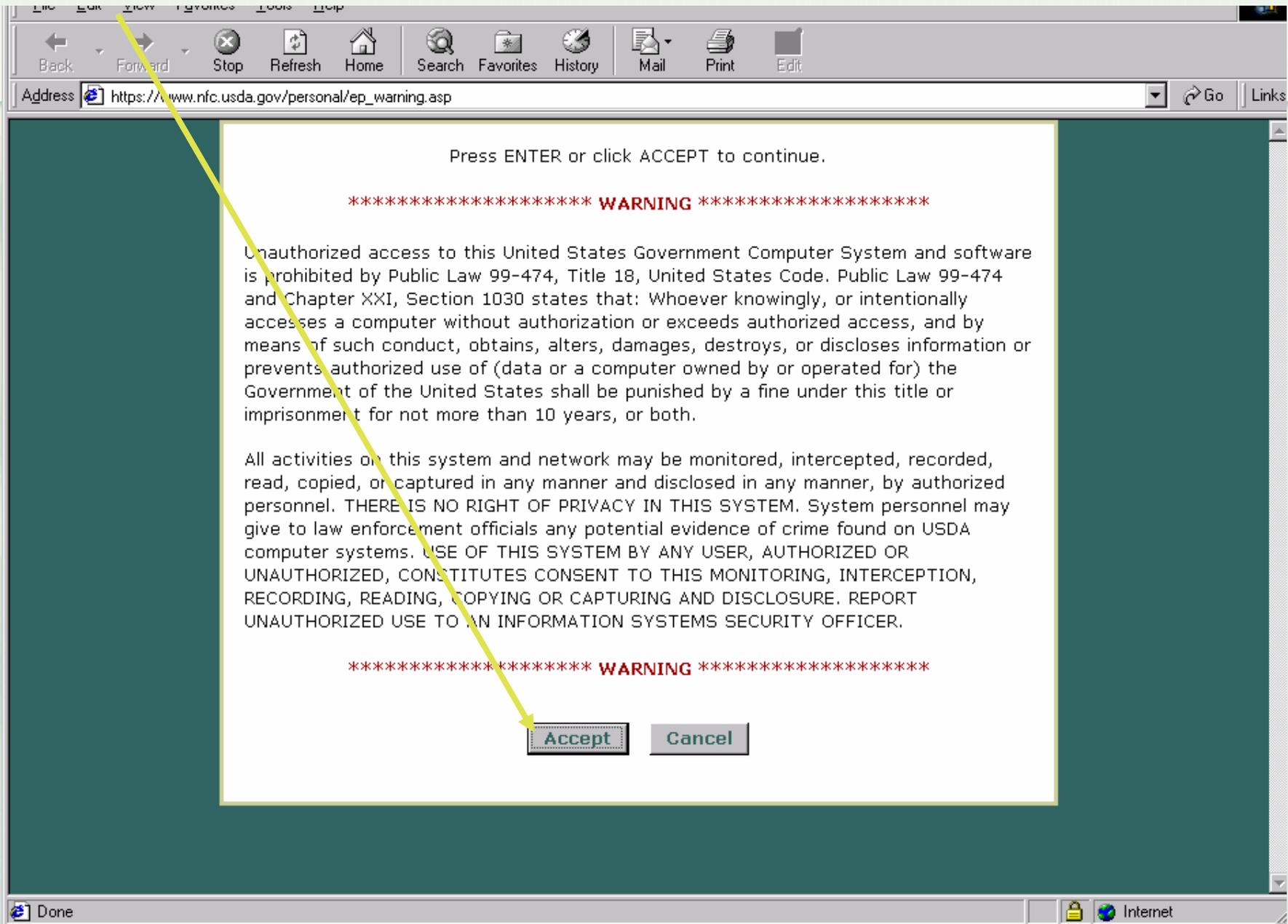
**Expedited mail delivery service** to the NFC is now currently available through **Federal Express, DHL, UPS, and USPS Express Mail.** *Please note: Expedited mail delivery service for all carriers requires the physical address of 13800 Old Gentilly Road, New Orleans LA 70129. This address is for expedited mail only.*

We apologize for any inconvenience this may cause and will continue to alert you as changes occur.

At the bottom, there is a section for **\*\* Upcoming Training Sessions \*\*** with links to training information, administrative/financial training, and the Foundation Financial Information System (FFIS). To the right is an **Application Launchpad** with the text "Select an Application...". The launchpad includes icons for My EPP (Employee Personal Page), IBLL (USDA Internet Billing), SPPS (Special Payroll Processing System), STAR (System for Time & Attendance Reporting), and CLER.

2. Click on My EPP

Read the message and click on "accept".





## Employee Personal Page

### News & Announcements

Have a question about Federal programs, benefits, or services? Check out the [Federal Citizen Information Center](#) or call 1-800-FED-INFO (TTY 1-800-326-2996).

**2005 W-2s** are now posted on the EPP. This W-2 includes salary payments for Pay Period 25, 2004 through Pay Period 24, 2005. Employees who worked during this tax year for more than one organization serviced by the NFC will receive one W-2 containing the total wages paid by NFC for all organizations. The W-2 will be issued under the name of the current employing organization.

#### System Information:

Browser: **Internet Explorer Version 6**  
Javascript: **Enabled**

### Returning User?

Social Security No.

Password

[Forgot Your Password?](#)

[Add this page to your favorites](#)

### New User?

With the **Employee Personal Page** (EPP) you can view your payroll, leave, travel, health and life insurance, savings bond, and other personal information, read news items from your agency or NFC, and link to your favorite sites.

The **Self-Service** option is available for employees whose agency has elected to offer this option. You can change your Residence Address, Federal and State Tax withholding, Financial Allotments, and Direct Deposit information.

[See A Sample](#)

Click on "sign up".

Address  [https://www.nfc.usda.gov/personal/ep\\_signup.asp?s=1](https://www.nfc.usda.gov/personal/ep_signup.asp?s=1)  Go Links

<input type="radio"/>	National Capital Planning Commission
<input type="radio"/>	National Foundation On The Arts And The Humanities
<input type="radio"/>	National Gallery Of Art
<input type="radio"/>	National Labor Relations Board
<input type="radio"/>	Occupational Safety And Health Review Commission
<input type="radio"/>	Office Of Compliance
<input type="radio"/>	Office Of Government Ethics
<input type="radio"/>	Office Of Technology Assesment
<input type="radio"/>	Peace Corps
<input type="radio"/>	Small Business Administration
<input type="radio"/>	Smithsonian Institution
<input type="radio"/>	U. S. Agency For International Development
<input type="radio"/>	U. S. Architectural And Transportation Barriers Compliance Bd
<input type="radio"/>	U. S. Botanic Garden
<input type="radio"/>	U. S. Chemical Safety And Hazard Investigation Board
<input type="radio"/>	U. S. Commission On Civil Rights
<input type="radio"/>	U. S. Congress
<input type="radio"/>	U. S. Court Of Appeals For Veterans Claims
<input checked="" type="radio"/>	U. S. Department Of Agriculture
<input type="radio"/>	U. S. Office Of Special Counsel
<input type="radio"/>	United States Information Agency

Select the organization you work for and click "continue".



## Employee Personal Page

### Attention New Users!

You now have 2 Sign-Up options for the Employee Personal Page (EPP):

#### Personal Information & Employee Self-Service (ESS)

With the Personal Information option, you can view your payroll, leave, travel, health and life insurance, and savings bonds information, read news items from your agency or NFC, and link to your favorite sites. With the Employee Self-Service (ESS) option you can update your home address, Federal Tax Withholding (W-4), State Tax Withholding, Financial Allotments, and Direct Deposit information. To sign up for this option click the "Sign Up for Both" button.

#### Employee Self-Service (ESS) only

With this option you can update your home address, Federal Tax Withholding (W-4), State Tax Withholding, Financial Allotments, and Direct Deposit information. You will NOT be able to view your personal information. To sign up for this option click the "Sign Up for ESS only" button.

### New User Signup

Enter your Social Security Number and click one "Sign Up" button below.

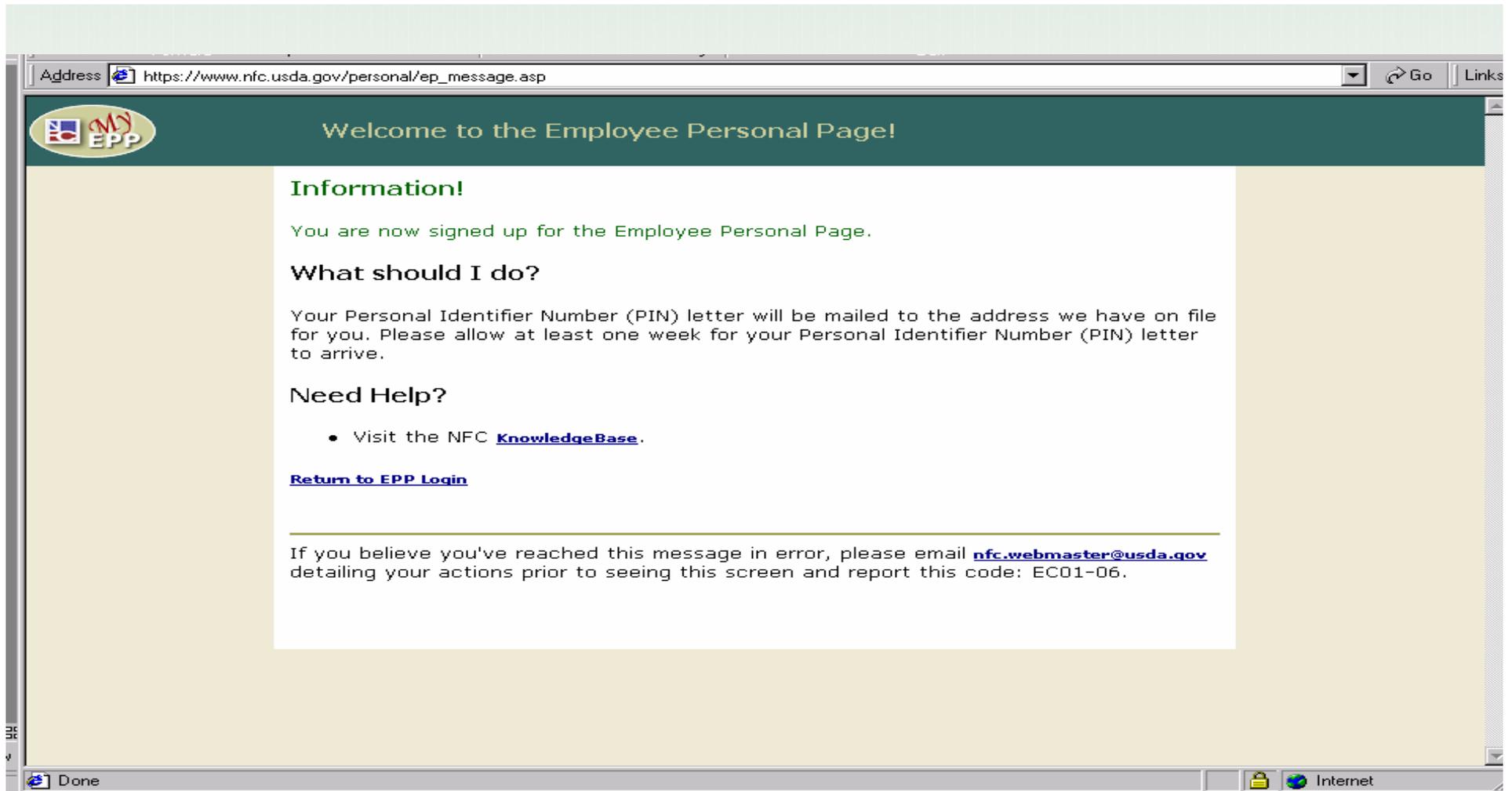
Social Security No.

[Sign Up for Both](#)

[Sign Up for ESS Only](#)

[Return to EPP Login Page](#)

Enter your SSN. Click on "sign up for both".



The employee will receive a message stating he or she is signed up for the Employee Personal Page. The PIN number will be mailed to the employee in about 1 week.

# Family Leave

- FMLA-Family Medical Leave Act
- FFLA-Family Friendly Leave Act



# Family Medical Leave Act - FMLA

May take up to 12 weeks of unpaid leave during any 12-month period for:

- Birth of a son or daughter & the care of the newborn.
- Placement of a child with the employee for adoption or foster care.
- Care of employee's spouse, son or daughter under the age of 18 or adult child developmentally unable to care for self, or parent with a serious health condition.
- A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

# Family Medical Leave Act - FMLA

## Definition of a Serious Medical Condition

- Illness, injury, surgery, impairment, physical or mental condition that involves:
  - Inpatient care in a hospital, hospice, or residence care facility.
  - Continuing outpatient therapy or treatment by a licensed or certified health care provider.
  - A health recovery period.
  - Continuing medical evaluations or examinations.



# Family Medical Leave Act - FMLA

## A Serious Medical Condition is NOT:

- Common cold
- Flu
- Earaches
- Upset stomach
- Minor ulcers
- Periodontal disease
- Headaches (other than migraines)
- Routine dental or orthodontia problems

# Family Medical Leave Act - FMLA

How to request FMLA leave:

- Provide at least 30 calendar day notice (when the need for the leave is foreseeable).
- In the event of a medical emergency or unexpected availability of a child for adoption or foster care, provide notice within a reasonable time appropriate for the circumstances.
- Employee or their personal representative may invoke the FMLA.
- Cannot be denied if leave was not foreseeable and employee unable to request due to circumstances beyond their control.

# Family Friendly Leave Act - FFLA

- Expanded coverage as of June 20, 2000 allows the use of sick leave for family care and bereavement and added care for a family member with a serious health condition.
- Definition of family member is much broader than FMLA.
- May be used in addition to invoking FMLA leave to care for family member with serious health condition.



# Family Friendly Leave Act - FFLA

## A Family member is defined as:

- Spouse and parents thereof;
- Children, including adopted children, and spouses thereof;
- Parents;
- Brothers and sisters, and spouses thereof;
- Any individual related by blood or affinity whose close association with the employee is equivalent of a family relationship.

# Family Friendly Leave Act - FFLA

- Allows employees to use up to 13 days (104 hours) of sick leave for family care or bereavement purposes.
- No restrictions on leave balance for the first five days (40 hours) used.
- To use the additional 8 days (64 hours), must maintain a sick leave balance of at least 80 hours.
- May only be advanced the first 40 hours of sick leave.

# MaxiFlex

## What is MaxiFlex?

- MaxiFlex is an optional tour of duty consisting of a basic 8 hour day.
- Employees may vary starting and ending times so long as they are between 6:00 am and 6:00 pm.
- MaxiFlex tours must have a daily posting of clock hours in the first two lines of the "Actual Hours" section of the timesheet, if different than the normal tour of duty posted on the timesheet.

# Credit Leave

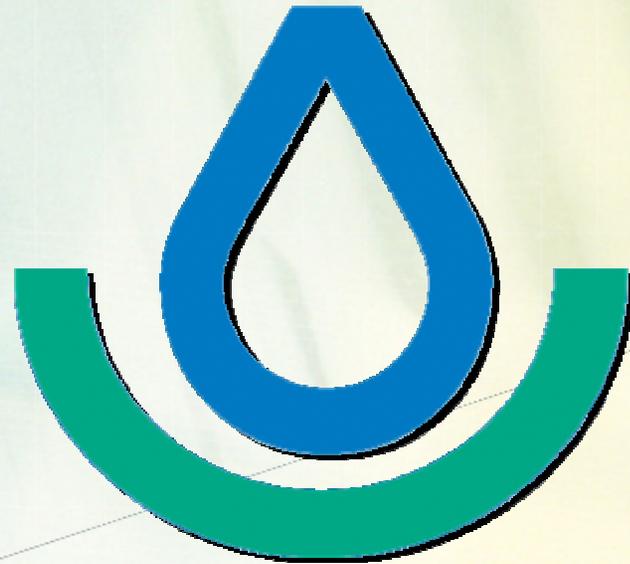
- Employees who work more than 8 hours a day are entitled to earn credit leave, up to a maximum of 2 hours per day.
- Employee must establish an estimated daily arrival time. A variation by more than ½ hour must be discussed with your supervisor in advance.
- **Earning credit leave does not require approval.**
- Credit leave can be earned and used in 15 minute increments and carried from pay period to pay period.
- No more than 24 hours of credit leave can be carried from pay period to pay period.

# Credit Leave

- Credit hours cannot be used until they are earned. Credit used must have beginning and ending clock hours on the "Leave Clock Hours" section of the timesheet.
- With prior approval from the State Conservationist, credit hours may be earned for work that begins after 6:00 pm. An employee must get approval from their supervisor before they take their credit leave.

# Credit Leave

- To change to a MaxiFlex tour of duty, the employee must request approval from their supervisor prior to the beginning of a pay period.
- Credit leave cannot be earned for travel or work on Saturday or Sunday.
- Credit leave may only be earned when the employee is performing work. Credit leave generally may not be earned for the time spent traveling to or from a temporary duty point.
- Exempt employees can earn credit leave while on travel status.



# **Federal Employees Health Benefits Program**

# Federal Employees Health Benefits Program

## Who Can Enroll?

- A permanent Federal employee with a regularly scheduled tour of duty;
- A temporary employee with an appointment for longer than one year; or
- A temporary employee with an appointment limited to one year or less and has completed one year of current continuous employment (excluding any break in service of 5 days or less)

# Federal Employees Health Benefits Program

When you first become eligible, you may decide whether to participate or not.

- New employees have within 60 days of appointment date to enroll.
- If you don't enroll when you first become eligible, you won't be able to enroll until the next Open Season (November) or until another event that permits enrollment

# Qualifying Event

## What is a Qualifying Event?

- Addition of a dependent;
- Birth or adoption of a child;
- Changes in entitlement to Medicare or Medicaid for you, your spouse, or dependent;
- Loss of a dependent;
- change in your employment status or that of your spouse or dependent from either full-time to part-time, or the reverse;

# Qualifying Event

- Death of your spouse or dependent;
- Divorce or annulment;
- Marriage;
- Significant change in the health coverage of you or your spouse related to your spouse's employment;
- Start or end of an unpaid leave of absence by you or your spouse; and
- Start or end of your spouse's employment.

## Payment for FEHB Coverage:

- Full-time employees pay 25% of the total health insurance premium.
- If you're a part-time employee, the Government contribution toward your health benefits is prorated in proportion to the percentage of full-time service you are regularly scheduled to perform.
- If you are a temporary employee, a former spouse, or a person enrolled under temporary continuation of coverage, the Government does not contribute toward the cost of your enrollment. You must pay both the Government and employee share of the cost.

# Types of Plans

- Fee for service plan – a health plan that will either reimburse you or pay the medical provider directly for each covered medical expense after you receive the service.
- When you need medical treatment, you visit the doctor or hospital of your choice.
- Either you or your provider file claims to your health plan.
- Examples: \*Mail Handlers, \*Government Employees Hospital Association, \*Blue Cross Blue Shield.
- \*(fee for service plan with a preferred provider – if you use the non preferred provider your out of pocket expenses are higher.

# Types of Plans

## Health Maintenance Organizations (HMOs)

- Health plan that provides care through a network of physicians, hospitals, and other providers in a particular geographic area.
- HMOs charge a co-payment for primary physician and specialist visits and generally no deductible or coinsurance for in-hospital care

# Types of Plans

## Health Maintenance Organizations (HMOs)

- Most HMOs ask you to choose a doctor or medical group to be your primary care physician
- You can receive care from another provider not in the HMOs if it's emergency care; you have obtained a referral for the care or the plan has a reciprocity arrangement
- Examples: Lovelace and Presbyterian

# Family Members Covered

- Your spouse
- Unmarried dependent children under age 22
- Legally adopted child and natural child
- Grandchildren (need proof as a dependent)
- Stepchild or foster child
- Disable dependent – (an unmarried dependent child age 22 or over, who is incapable of self-support because of disability that existed before age 22 - proof is required).

# Loss of Coverage

- Your spouse immediately loses coverage under your self and family enrollment when you divorce or annulment is final.
- Your child immediately loses coverage under self and family enrollment when your child reaches age 22 (unless they are incapable of self support).

# Loss of coverage

- Your child marries.
- Your disabled child age 22 or over marries or becomes capable of self-support.
- Your stepchild or foster child stops living with you in a parent-child relationship.
- Your family member will get a 31 day extension of coverage and be eligible to elect temporary continuation of FEHB coverage.

# Loss of coverage

Your former spouse may be eligible to enroll for FEHB coverage under the Spouse Equity provisions if:

- They divorced from you during your Federal employment or receipt of annuity;
- They were covered as a family member under an enrollment at least one day during the 18 months before your marriage ended;
- Is entitled to a portion of your annuity or to a former spouse survivor annuity; and
- Does not remarry before age 55.

# Loss of Coverage

- Your family members lose coverage when you change from self and family to self only enrollment.
  - You should immediately let Human Resources know when a family member loses coverage. If your plan pays for services received after your family member's coverage ends, you must repay the plan.

# Enrollment & Change in Enrollment

What events permit enrollment or change in enrollment?  
Change in family status such as:

- Marriage
- Birth or adoption of a child
- Acquisition of a foster child
- Legal separation
- Divorce
- A change in employment status.
- You are reemployed after a break in service.
- You return to pay status after your coverage terminated during leave with out pay for more than 365 days.
- Your pay increases enough for premiums to be withheld.

# Enrollment or Change in Enrollment

## Events that Permit Enrollment or a Change in Enrollment.

- You are restored to a civilian position after serving in the uniform service.
- You change from a temporary appointment to an appointment that entitles you to a Government contribution.
- You change to or from part-time to career employment.

# Enrollment or Change in Enrollment

If you or family members lose FEHB or other coverage:

- Under another federally sponsored health benefits program.
- Under Medicaid or similar State-sponsored program for the needy.
- Because your membership terminates in the employee sponsoring the FEHB plan; or
- Under a non-federal health plan.

# Enrollment or Change in Enrollment

When one of these events occur, you may:

- Enroll
- Change your enrollment from self only to self and family; or
- Change your enrollment to another FEHB plan or option.
- You may also waive or cancel your waiver of premium conversion at the same time.

# Enrollment Cancellation

- If you waived participation in premium conversion, then you can cancel your enrollment at any time.
- Your cancellation takes effect on the last day of the pay period. Your family members are not eligible for 31 day extension coverage, temporary continuation of coverage or conversion to an individual policy.

# Enrollment Cancellation

- You may not enroll again until an event occurs that will permit enrollment (such as an open season or change in family status).
  - Keep in mind that you must meet the five-year requirement for continuing health coverage into retirement. When you cancel your insurance you are accepting the risk.

# FEHB Website

- You can stay informed about the FEHB and participating plans by going to their web sites on [www.opm.gov/insure](http://www.opm.gov/insure) - where you can compare health plans and get information on their plan quality.

# Retirement

- Employee must request a retirement package from the Human Resource Office 6 months prior to anticipated retirement date
- Employee must request a pre-retirement counseling session at least 3 months prior to anticipated date.
- Not a good idea to wait until the last minute, because it will affect the timely receipt of the employees annuity and lump sum leave

# Retirement

## Items to Consider:

- Health benefits
- Life insurance
- TSP
- Survivors annuity
- Beneficiaries
- Annuity estimate

# AgLearn Training

www.aglearn.usda.gov/



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## Student

### ▶ [Login](#)

Requires a USDA eAuthentication User ID

## New User

### ▶ [Register](#)

Requires a USDA eAuthentication User ID

## AgLearn Tour

### ▶ [Start Tour](#)

Learn how to use AgLearn.

## Administrator

### ▶ [Login](#)

Restricted to designated personnel only

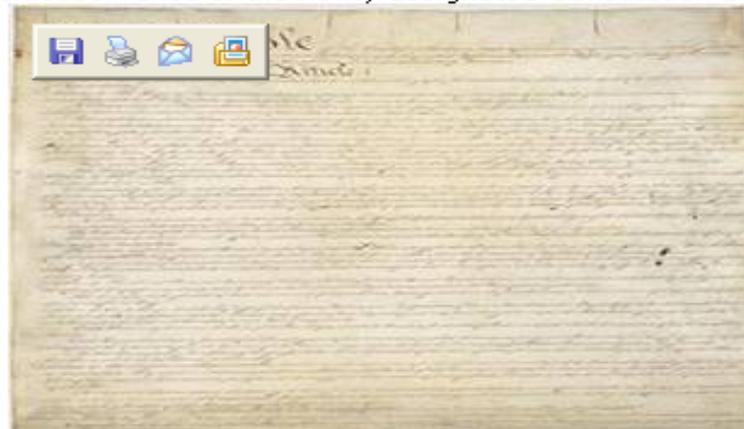
## Welcome to AgLearn

The Agriculture Learning (AgLearn) Service provides educational services for USDA federal employees, contractors, partners and customers. Learn more about AgLearn's capabilities by clicking the **Start Tour** button.

[New to AgLearn? Click here to check your computer's settings](#)

### In The Spotlight – Constitution Day Training

In observance of the newly designated Constitution Day on September 17, 2005 to mark



the signing of the Constitution in Philadelphia on September 16, 1787, USDA employees have an opportunity to review the original document, or its abridged version, through AgLearn. The Constitution will serve as the foundation piece for future related content for new employee orientation sessions throughout USDA and will remain in the AgLearn catalog indefinitely. To read the Constitution on AgLearn, log into AgLearn and type Constitution in the Search Catalog block at the top of the screen.

The End

Any Questions?

