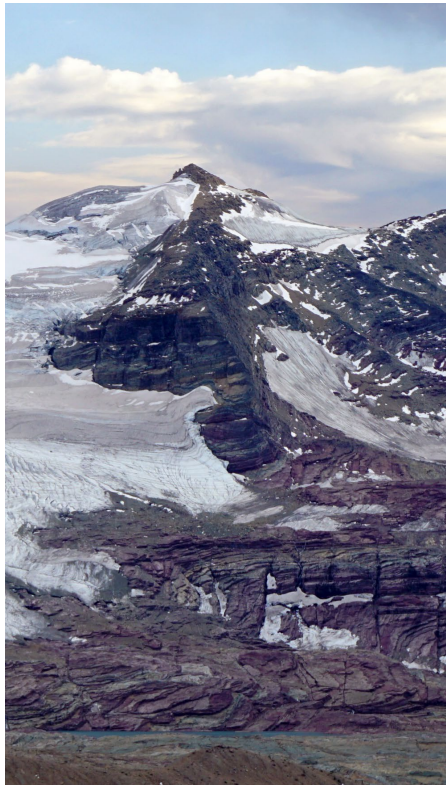


Welcome to the U.S. Geological Survey



New Employee Benefits Orientation

Be sure to download the [new hire pay and benefits fact sheet](#)

- Summary of information of each of the benefits that are available to you
- It is highly recommended that you attend a new hire benefits webinar session to receive thorough guidance on these benefits from a USGS Benefits Team member.

This information applies to employees appointed on a permanent or a time-limited appointment of more than one year.

→Schedule of the [new hire benefits training](#)

→Additional information can be found on the [Pay and Benefits](#) website

→Questions? Contact your [Benefits Specialist](#) for additional information and at any time you have a life event such as marriage, etc. - there are benefits elections you can make within a specific timeframe.

<https://www.usgs.gov/about/organization/science-support/human-capital/new-hire-pay-and-benefits-information>

On-line Resources

[HUMAN CAPITAL](#) | [PAY AND BENEFITS](#)

Helpful Links

By [Human Capital](#)



HOME
A-Z LIST
ORIENTATION (NEO) PROGRAM
PAY AND BENEFITS
Benefits
Calculators
Helpful Links
Insurance
Leave
Payroll Information
Remote Work
Retirement
Telework
Thrift Savings Plan
Workers Compensation

The Human Resources Office has gathered a comprehensive list of links to help address questions you might have regarding pay, benefits, retirement, and your life as a federal employee.

Click on one of these topics to be taken directly to that section:
[Pay](#) | [Leave](#) | [Benefits Fact Sheets & Presentations](#) | [Worklife Benefits Insurance](#) | [Retirement](#) | [Life Events](#) | [News-Resources-Tools](#)

Pay

- [Current Pay Charts \(Nationwide\)](#)
- [Employment Verification](#)
- [Pay and Payroll Information](#)
- [Pay Schedules](#)
- [Pay Statements](#)
- [Pay Period Calendars](#)
- [Quicktime Login \(Time & Attendance\)](#)
- [Quicktime Information \(Status, Manuals\)](#)
- [W-2 Tax Statements](#)
- [1095C Tax Statement](#)

Leave

- [Links to various leave sites, handbook, and Leave Share Program](#)

<https://www.usgs.gov/about/organization/science-support/human-capital/helpful-links>

USA Staffing (USAS)



Completing Benefits Tasks

Enroll in FEHB and FEGLI in USA Staffing within the first 60 days.
For changes after the 60-day window, you will need to submit [forms](#) to your [Benefits contact](#).

Tasks

 = Incomplete  = Complete

The tasks below have been assigned by Human Resources to communicate the required information and actions necessary for you to enter on duty. Click the **Task Name** for each individual task to view the instructions provided by Human Resources and mark the task as complete. Some tasks have quick links that allow you to **Start** or **Continue** working on the task. Note the due date for each assignment, and track your progress by referencing the completed date.

Task Name	Due	Completed
 Complete New Hire Questionnaire		
 SF-1152 (Unpaid Compensation Deceased Civilian Employee Dsgn of Beneficiary)-Review, Sign, & Submit		12/15/2023
 SF-2809 (Employee Health Benefits Election Form) - Review, Sign, and Submit		
 SF-2817 (Federal Employees' Group Life Insurance Election) - Review, Sign, and Submit		12/15/2023
 SF-2823 (Federal Employees Group Life Insurance Designation of Beneficiary)-Review, Sign, and Submit		12/15/2023
 SF-3102 (Designation of Beneficiary-Federal Employees Retirement System) - Review, Sign, and Submit		12/15/2023
 TSP-1 (Thrift Savings Plan Election Form) - Review, Sign, and Submit		12/15/2023

Agenda

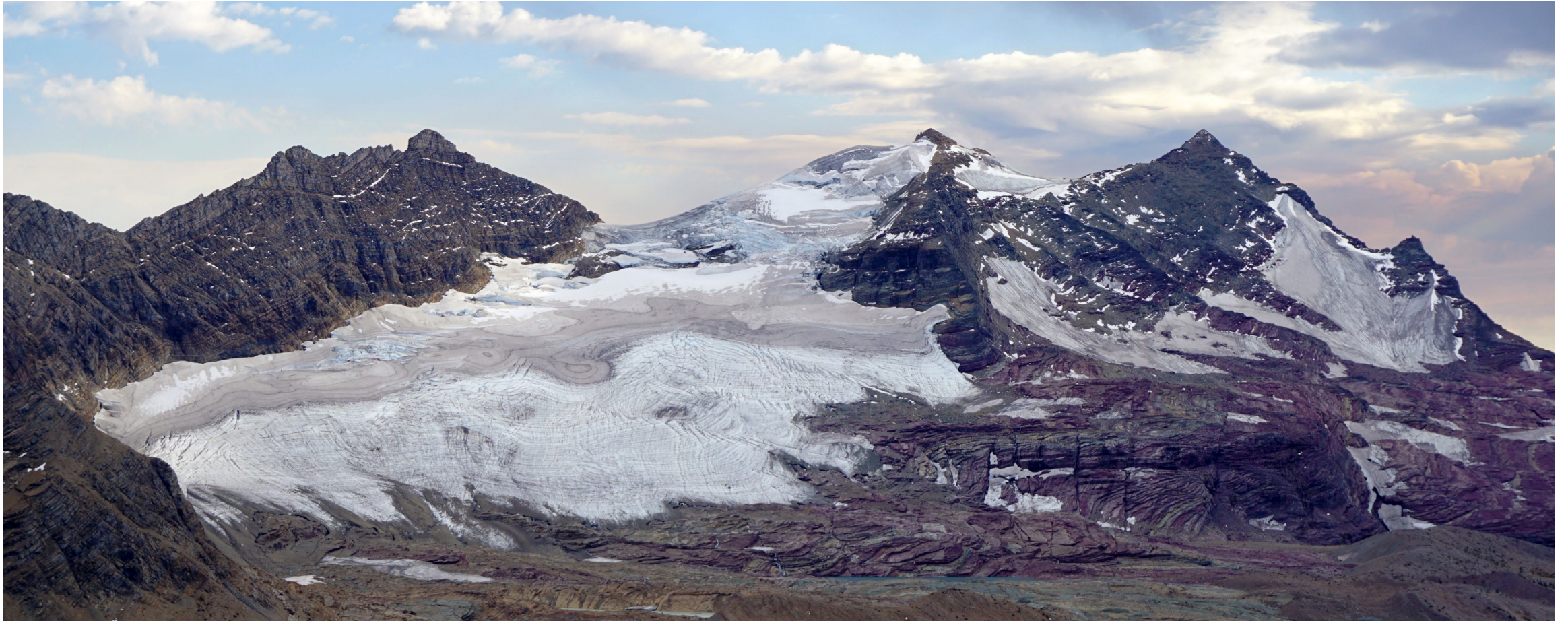
- Federal Employees Health Benefits (FEHB)
- Federal Employees Group Life Insurance (FEGLI)
- Federal Employees Dental & Vision Insurance Program (FEDVIP)
- Flexible Spending Accounts (FSA)
- SAMBA Benevolent Fund
- Federal Long Term Care Insurance Program (FLTCIP)-suspended until approximately Nov 2024
- Retirement
- Thrift Savings Plan (TSP)
- Designation of Beneficiary
- Employee Express
- Additional Information

Federal Benefits

- FEHB – Health Insurance
- FEDVIP – Dental and Vision Insurance
- FSAFEDS – Flexible Spending Accounts
- FEGLI – Life Insurance
- FLTCIP – Long Term Care (currently suspended)

Federal Employee Health Benefits

FEHB



[Sperry Glacier](#) – Photo Credit: Adam Clark

Federal Employees Health Benefits

Plan Types

- 3 types of enrollment for each plan
 - Self-only, Self & Eligible Family Members, or Self Plus One
 - No domestic partner unless in a State with Common-law
- Types of Health Plans
 - Fee-for-Service plans available for all
 - Health Maintenance Organization (HMO)
 - Point-of- Service (POS)
 - High Deductible (HDHP)
 - Consumer-Driven (CDHP)
 - Do I Have the Right Health Plan?

Federal Employees Health Benefits Premiums

- Premiums
 - Employee portion (can be anywhere between 25% and 70%)
 - Government portion (some HMO's the govt pays just 30%)
- Part time proration share of FEHB premium
 - Part-time employees pay a portion of the govt share
 - Based on number of hours scheduled to work per pay period
 - Ex. Employee scheduled to work 64 hours/PP
 - $64/80 =$ employee scheduled to work 80% of full-time
 - Employee will pay their share plus 20% of the govt's share
 - 100% (Full-time) - 80% (employee works) = 20% of the govt's share.

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/premiums/>

Premium Conversion

Pre-tax Premiums

- Premiums are automatically deducted pre-tax (premium conversion)
- Tax savings for Federal, State, Social Security, and Medicare taxes
 - Ex. If you pay 35% for taxes and your annual premium is \$1800, then you save 35% of \$1800
 - You do not have to pay taxes on the premiums later
- Opportunity to request a waiver
 - Waiving premium conversion is rare
 - Flexibility to change or drop coverage without a qualifying life event outside of Open Season

Federal Employees Health Benefits Enrollment Opportunities

- Initial Opportunity – 60 days from appointment date (in USAS)
- Annual Open Season
- [Qualifying Life Event](#)
 - Marriage
 - Divorce
 - Birth/Adoption of a child – Eligible children are covered till age 26.
 - Change in employment status
 - Employee or eligible family member loses or gains other coverage
 - Death of a spouse or dependent
- Coverage continues into next year
- List of qualifying life events begins on page 6 of the [SF-2809](#)

Federal Employees Health Benefits Enrollment Process

- 60 days from your entrance on duty to make an election
 - [Choosing a Plan](#)
- Complete your Benefits Questionnaire in USA Staffing.
- Effective the [first day of the pay period](#) after election is made
- Health plan ID cards may take up to 30 days to arrive and are mailed to the address on the SF 2809 in USA Staffing
- Even if not electing coverage, complete the questionnaire and sign the form

Federal Employee Group Life Insurance FEGLI



[Great Salt Lake](#) – Photo Credit: Hannah E. McIlwain

Federal Employees Group Life Insurance

FEGLI

- Automatically enrolled in Basic life insurance
- Employee pays \$.16 per \$1,000
- Government pays 1/3 cost of Basic
- Effective the first day in a pay and duty status unless waived before the end of first pay period
- Guaranteed coverage with no medical questions
- 60 days to elect any Optional coverage
- Optional coverage is considered waived if you do not make an election

Federal Employees Group Life Insurance

Basic Life Insurance

- Basic Life Insurance (FEGLI – REG)
 - Equal to your annual basic pay rounded up to the next \$1,000 plus \$2,000
 - Annual salary as it is listed on pay statement and SF-50

Example:

Salary	\$52,400
Round up	\$53,000
	<u>+\$2,000</u>
Total Basic	\$55,000

This employee would pay \$8.80/PP ($55 \times \$0.16 = \8.80)

Federal Employees Group Life Insurance

Optional Life Insurance

- Optional coverage premiums are based on employee's age
- Government pays no share of the premiums
- Option A, Standard — \$10,000
- Option B, Additional — up to five times your annual basic pay after rounding up to the next \$1,000
 - Ex. Option B 5x with salary \$52,400 = \$53,000 x 5 = \$265,000
- Option C, Family — coverage for spouse and eligible dependent children
 - up to 5 multiples: \$5,000 spouse, \$2,500 child

Federal Employees Group Life Insurance

Decreasing and Increasing

- You may decrease coverage at any time without a qualifying life event
- 3 ways to enroll or increase coverage (add basic and/or optional) after 60-day initial window (in USAS)
 - Qualifying Life Event (submit [SF-2817](#))
 - SF-2822 signed by a physician who then sends to OFEGLI
 - FEGLI Open Seasons are rare
- Break in service
 - Less than 180 days – may not increase coverage
 - More than 180 days – may elect more coverage

Federal Employees Group Life Insurance Resources

- [FEGLI Program Booklet](#)
- [FEGLI Handbook](#)
- [FEGLI Calculator](#)

[SF-2817](#), Life Insurance Election is required

- to confirm automatic coverage for Basic Life only
- to elect Optional insurance
- to waive parts or all of coverage

<https://www.usgs.gov/about/organization/science-support/human-capital/federal-employees-group-life-insurance-fegli>

Employee Benevolent Fund DOI Employees Only

- SAMBA
- Insurance Options:
 - \$17,500 – Premium of \$39
 - \$35,000 – Premium of \$78
- No Medical evidence required
- 60 days to elect
- Renew annually – SAMBA notifies participants
- 1-800-638-6589

<https://www.sambaplans.com/Benevolent/frmselectagency.aspx#%20>

Federal Employee Dental & Vision Insurance FEDVIP



[Mount St. Helens](#) – Photo Credit: Elizabeth Westby

Federal Employees Dental & Vision Insurance

FEDVIP

- FEDVIP is a supplemental dental and vision program
- Secondary payer after FEHB, if enrolled
- Enroll within 60 days of your appointment
- Pay full premium which is deducted before taxes
 - Government pays no share
- Do not need to enroll in the FEHB Program to be eligible

Federal Employee Dental & Vision Insurance Plan Types

- Self Only, Self plus One, or Self and Family plan
 - Eligible children are covered till age 22.
- Select from several national and regional dental plans
 - Dental premiums are based on a [rating area](#)
 - Be sure to use the [FEDVIP Comparison Tool](#) to choose a plan for your zip code
- Select from 10 national vision plans (standard and high options)

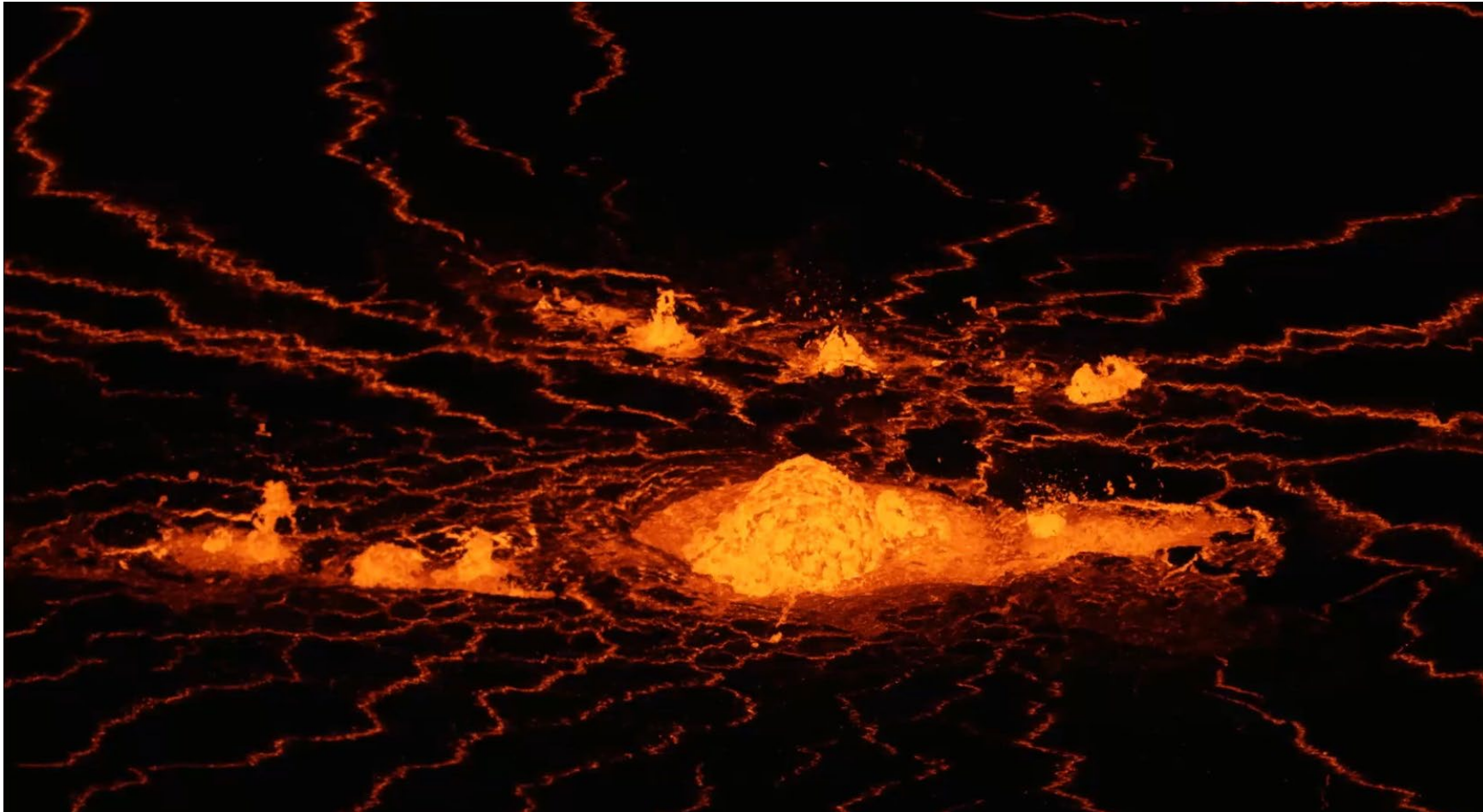
Federal Employees Dental & Vision Insurance Enrollment Opportunities

- Enroll online at www.BENEFEDS.com or by phone at 1-877-888-3337
- Initial opportunity within 60 days of appointment
- [Qualifying Life Events](#)
- Annual Open Seasons
- Enrollment continues automatically into next year

<https://www.usgs.gov/about/organization/science-support/human-capital/federal-employees-dental-vision-insurance-program>

Flexible Spending Accounts

FSA



[Halema'uma'u Crater, Kilauea volcano](#) – Photo Credit: Hawaiian Volcano Observatory

Flexible Spending Account

FSA

- Pay for certain health and dependent care expenses with pre-tax dollars
- Anyone eligible for FEHB is eligible for FSA
 - Can not have both HSA and HCFSA
- Three FSAs are offered to eligible employees:
 - [Health Care](#) FSA (HCFSA) – \$100 to \$3200
 - [Limited Expense](#) (LEX) HCFSA - \$100 to \$3200
 - [Dependent Care FSA](#) (DCFSA)
 - Maximum amount is \$5,000 (\$2,500 if married and filing a separately)
 - Minimum amount is \$100

Flexible Spending Account Expenses

- FSA allows a \$640 maximum carryover amount
 - Must re-enroll for next year
 - Money exceeding the carryover will be forfeit
- See list of [Eligible Expenses](#)
- Expenses must be claimed by April 30 or forfeit
 - Expenses incurred from Jan 1 – Dec 31 of each year
- Expenses cannot be claimed on taxes
- Contact FSAFEDS directly to let them know you've changed agencies
- [Comparison Chart for HAS/HRA/FSA/LEXFSA](#)

Flexible Spending Account Enrollment Opportunities

- Enroll online at FSAFEDS.com
 - You will need to sign in using login.gov
 - Login.gov is the same login you used for USAJobs
- Initial opportunity within 60 days of appointment
 - Except Oct 1 – Dec 31
 - Must use open season to enroll Nov-Dec
- [Qualifying Life Events](#)
- Open Season elections for following tax year
 - FSA does not continue automatically
 - Must re-enroll during Annual Open Season

Dependent Care FSA

Tax Savings Example

Employee earns \$36,000 annually and day care expenses for the children are \$5,000 per year.

	Without DFSCA	With DCFSA
Gross Pay	\$36,000	\$36,000
Pre-tax DCFSA Deduction	\$0	(\$5,000)
Taxable income	\$36,000	\$31,000
Taxes @ 24.5%	(\$8,820)	(\$7,595)
Net Take Home	\$27,180	\$23,405
Out of Pocket Costs	(\$5,000)	\$0
Income After Costs	\$22,180	\$23,405

By participating employee increased net pay by \$1,225 per year!

[Savings calculator at FSAFEDS](#)

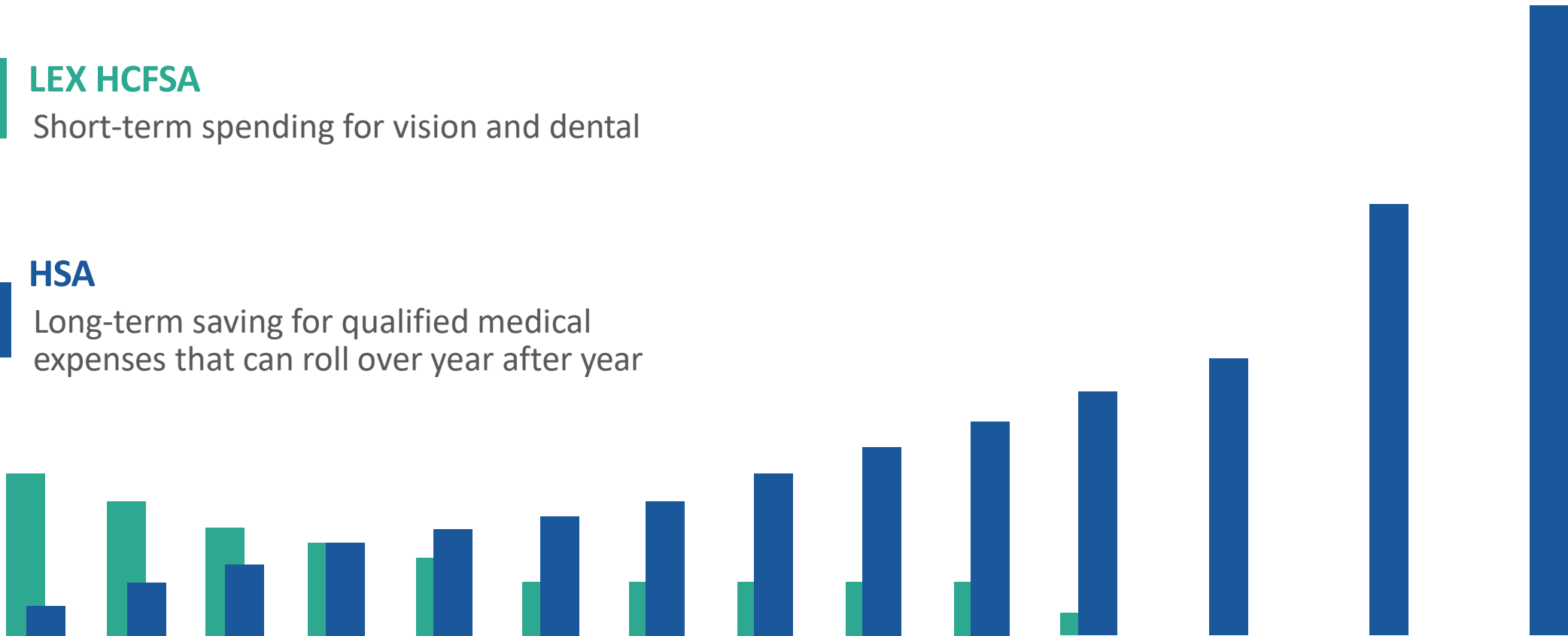
Flexible Spending Account Program Eligibility

HCFSA	DCFSA	LEX HCFSA
Must be FEHB eligible but do not have to be enrolled in an FEHB plan	Must not be an intermittent or “when actually employed” (WAE) employee who is expected to work less than 6 months in a calendar year	Must have an HSA-qualified high-deductible health plan (HDHP)

Flexible Spending Account LEX HCFSA and HSA

LEX HCFSA
Short-term spending for vision and dental

HSA
Long-term saving for qualified medical expenses that can roll over year after year



Federal Long Term Care Insurance Program FLTCIP



[Beehive Geyser](#) – Photo Credit: Communications and Publishing

Federal Long Term Care Program

LTCFEDS

Federal Long-Term Care is suspended for 24 months beginning December 19, 2022. No applications will be accepted, and current employees can not make any changes.

- LTC helps pay for costs of care when enrollees need help with daily activities or for those with a severe cognitive impairment, such as Alzheimer's disease
- Daily activities include:
 - Bathing
 - Dressing
 - Transferring
 - Toileting
 - Continence
 - Eating

Federal Long Term Care Program

Cost Factors

Cost based on type of coverage elected and age

- \$100 – 450/day
- 2, 3, or 5-year, or unlimited
- Automatic Compound Inflation option ACI or Future Purchase
- Facilities or Comprehensive
- Pre-plans or custom plans

Federal Long Term Care Program Enrollment

- Federal employees and eligible family members
 - Spouse, Children, parents, etc.
- 60 days from appointment to apply using abbreviated underwriting application
- After 60-day initial opportunity, long underwriting application
- 90-day waiting period when in use

www.ltcfeds.com

Federal Long Term Care Program

- Apply online or download an application
- Customer Service line 1-800-582-3337
- [Program Overview brochure](#)
- LTC [Learning Center](#) (videos and webinars)
- LTCFEDS [YouTube Channel](#)
- [Calculators](#)

<https://www.usgs.gov/about/organization/science-support/human-capital/federal-long-term-care-ltc-insurance-program>

Retirement



[Green River Formation](#) – Photo Credit: William C. Burton

Federal Employees Retirement System

FERS

- Mandatory participation
- 3-tier retirement system
 - Basic Benefit
 - Social Security
 - Thrift Savings Plan (TSP)
- Payroll deduction for FERS Basic Benefit
 - FERS 0.8% - started prior to 2013
 - FERS-RAE 3.1% - started in 2013
 - FERS-FRAE 4.4% - started in 2014 or later
- Social Security tax deduction is 6.2%

Federal Employees Retirement System

Types of Retirement

- Immediate – age and service years requirement
- Early
- Deferred – 5 years vested
- **Disability – 18 months eligibility to apply**
- **Death-in-Service (10 years of svc)**
 - Survivor benefits for spouse/children

For more detailed information, attend [USGS quarterly retirement webinar](#)

Creditable Service Leave and Retirement

- Contact servicing Human Resources Office
- Prior service can affect Leave Service Computation Date (SCD)
 - All Federal civilian service
 - Military service if not retired
 - Peace Corps
- Some service can affect retirement system placement (K, KR, KF)
 - Federal temporary service prior to 1989
 - Military Service if not retired
 - Peace Corps
- Retirement eligibility and computation
- Thrift Savings Plan vesting

FERS Potentially Creditable Service

Deposits

- Some service can be creditable for FERS if deposit is paid
 - Federal civilian temporary service prior to 1989
 - Peace Corps service
 - Military service if not retired
- Amount for civilian deposit is 1.3% of basic pay earned plus interest
- Amount for military deposit is about 3% of earnings plus interest (2-year grace period)
- Paying deposits are voluntary
- No FERS credit for temporary service after 1988
- Contact your Benefits Specialist

Military Deposits for FERS Credit

Process

- Must have copy of DD-214 for each period of service
 - Member-4 copy is preferred showing nature of discharge
 - Or equivalent record that shows dates and discharge nature
 - Letter from academy
- Request Military Earnings Statement
 - [Follow step 1 on our website](#)
 - Complete RI 20-97 and follow instructions on where to send it
- Send Earnings Statement to Benefits Specialist when received
 - This will become a permanent document in your eOPF
 - Specialist will provide deposit info and application
 - Choose to pay in full or make paycheck deductions as low as \$25/PP

Thrift Savings Plan TSP



[Brooks Range, Arctic National Park, Alaska](#) – Photo Credit: Joshua C Koch, Ph.D.

Thrift Savings Plan

TSP

- Retirement savings and investment plan for Federal employees
- Defined contribution plan similar to 401(k) plans
- Account access mailed to home address ~ 30 days
- 5% automatically deducted from basic pay
- Government contributions begin right away
- 90 days to apply for refund of 5% automatic deductions
- TSP-1 form to stop, decrease or increase
- Use Employee Express to make changes

Thrift Savings Plan Contributions

- Tax-deferred (traditional) and/or after-tax (Roth) contributions
- Spillover (formerly Catch-Up) into the traditional and/or Roth are also available age 50 and older
- [Retirement Savings Contributions Credit](#)
- [Annual limit TSP contributions](#)
 - Regular Contributions \$23,000 (2024)
 - Spillover (Catch-up) limit is \$7,500 (2024)

TSP Matching

% of Employee's Contribution	*Agency's Automatic 1%	**Agency's Matching	Total
0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%

* Vested after 3 years of civilian service; if separated with less than 3 years, you lose the automatic 1% only

** Gov't matches into traditional account even if your contributions going into Roth.

Thrift Savings Plan Account Management

- Use Employee Express to change contributions only
- [FERS and TSP Ballpark Estimate](#)
- Use the [TSP website](#) to
 - Access account
 - Set fund allocations – future allocations and interfund transfers
 - Complete TSP Beneficiary Form
 - Access tools to [roll over or transfer eligible funds](#)
 - Apply for a [loan](#)
 - [See rates of return](#)

Access videos about TSP on their YouTube Channel [TSP4gov](#)

www.tsp.gov

Miscellaneous Information



[Northeast Stream](#) – Photo Credit: Alan M. Cressler

Designation of Beneficiary

Order of Precedence

- Life Insurance (FEGLI) SF2823
- Unpaid Compensation SF1152
- Retirement (FERS/CSRS) SF3102/SF2808
- Thrift Savings Plan (TSP) - must make changes online at www.tsp.gov

<https://www.usgs.gov/about/organization/science-support/human-capital/designation-beneficiary-forms>

Employee Express

EEX

You will use Employee Express to:

- Change address
- Change direct deposit
- Change TSP contribution amount
- Establish allotments
- Change tax withholdings
- Health benefits open season election
- HSA elections if health plan allows
- FEHB Qualifying life event changes

www.employeeexpress.gov

The screenshot shows the Employee Express website interface. At the top left is the 'Employee Express' logo with three arrows pointing right. To its right is a 'Home' button with a house icon. Below the navigation bar is a main content area with a light gray background and a subtle hexagonal pattern. The primary section is titled 'Payroll / Personnel' in a bold, dark font. Below this title is a sub-header: 'You may view or change the following payroll-personnel information using Employee Express'. A list of services follows, including 'Direct Deposit', 'Disability Update', 'Discretionary Allotment', 'Earnings and Leave HardCopy On/Off', 'Ethnicity and Race Indicator', 'Federal Employees Health Benefits (v1)', 'Federal Tax (W4)', 'Federal Employees' Group Life Insurance (FEGLI)', 'Financial Allotment', 'Health Savings Allotment', 'Home Address', 'State Tax', 'Thrift Savings Plan/Roth', 'W-2 Hard Copy On/Off', and '1095-C Hard Copy On/Off'. A second section titled 'Miscellaneous' lists 'Earnings and Leave Summary', 'Emergency Contact Information', 'Federal Employees Benefits Statement', 'History Payroll / Personnel Actions', 'W-2', and '1095-C'.

Earning and Leave Statements

ELS

- Comprehensive statement of employee's leave and earnings showing:
 - Entitlements
 - Deductions
 - Allotments
 - Leave information
 - Tax withholding information
 - Benefits paid by government
- DOI Distribution Policy
 - DOI employees will receive statements electronically through Employee Express.
 - A waiver must be submitted to receive hard copy in the mail.

Earning and Leave Statements

***Every employee has a responsibility to review their ELS each pay period and to review personnel documents to ensure the accuracy of their pay, deductions, and leave.**

Reading and Understanding your ELS

Employee Express Leave and Earnings Statement Explanation

Department of the Interior 1		For Pay Period Ending 01/25/XXXX 2	Net Pay \$ 1,961.20 3
EARNINGS AND LEAVE STATEMENT		Pay Period # 03 4	Pay Date 02/04/XXXX 5
Name 6 DOE, JOHN	Pay Plan/ Grade /Step 7 GS 11 06	Annual Salary 8 \$ 72,599.00	Hourly Rate 9 \$ 34.79
Home Address 10 1234 ANY STREET TOWN, CO 12345	Pay Check Mailing Address 11		
BASIC INFORMATION 12			
Service Comp Date 05/05/1990		Agency OS	Cumulative Retirement Agency \$8100.00
Dept ID IN		FLSA Class NON-EXEMPT	Organization Code 00000000
Pay Begin Date 01/12/XXXX		Financial Institution BANK OF TOWN	TSP Tax Deferred Amt/% 1%
TSP Roth Amt/% 0%			
13 Your Pay Consists of		14 Tax Information	
	Current YTD	Marital Status	Exemptions Additional Withholding Current YTD
Gross	2,783.20 8,349.60	Federal M	0 0.00 7,873.11
Total Deductions	822.00 2,466.00	State - CO M	0 0.00 7,873.11
Net Pay	1,961.20		
15 EARNINGS			
TYPE	RATE	ADJUSTED	ADJ HOURS HOURS CURRENT YTD
Regular	34.79		80.00 2,783.20
16 DEDUCTIONS			
TYPE	MISC	ADJUSTED CURRENT YTD	TYPE MISC ADJUSTED CURRENT YTD
Federal Taxes		310.00 930.00	State Tax I/CO 106.73 320.19
Health Benefits -Pretax	9E2	131.00 393.00	FERS Retirement-Deduction .8 22.27 66.80
OASDI Tax	6.2	172.56 517.68	Medicare Tax 1.45 40.36 121.07
FEGLI - Regular		11.25 33.75	Thrift Savings Plan (TSP) 27.83 83.49
17 BENEFITS PAID BY GOV'T.			
TYPE	CURRENT	YTD	TYPE CURRENT YTD
FEGLI	5.63	16.89	FERS/CSRS 331.20 993.60
Medicare	40.36	121.07	OASDI 172.56 517.68
TSP Basic	27.83	83.49	FEHB 393.00 1,179.00
TSP Matching	27.83	83.49	
18 LEAVE			
TYPE	Begin Bal Current	Begin Bal Ls Yr Current	Earned YTD Current Used YTD Ending Bal
Annual	200.30 200.30	8.00 8.00	0.30 0.30 208.00
Sick	179.00 179.00	4.00 4.00	1.00 1.00 183.00
Credit Hours	14.00 14.00		
19 Annual Leave			
Category: 8	Projected Yr End Bal: 200.00	Max Carry Over: 240.00	Use or Lose Balance: 168.00
20 REMARKS			
PLEASE REVIEW YOUR LES PROMPTLY AND THOROUGHLY. IF YOU THINK YOUR PAY IS IN ERROR, NOTIFY YOUR PAYROLL CONTACT IMMEDIATELY. OVERPAYMENTS MAY CAUSE TAX IMPLICATIONS IF NOT REPaid THIS YEAR. REMARKS/MESSAGES: PAY/LEAVE QUESTIONS? CALL PAYROLL HOTLINE (303) 969-7732; FROM HOME 1-800-662-4324. EMPLOYEE IS RESPONSIBLE FOR VERIFICATION OF PAY, DEDUCTIONS, AND LEAVE.			

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

Federal Employees Benefits Statement View in EEX

- General information
- Service Dates including when next within grade due
- Value of Life Insurance
- Retirement eligibility
- Retirement calculation
- What if resigned today
- Death-in-service
- Annual Total Compensation

www.employeeexpress.gov

Additional Information

- Electronic Official Personnel Folder
 - Access once your appointment action is released
 - eOPF will send an email
- Leave Accrual (based on SCD)
 - Sick leave – 4 hours per pay
 - Annual leave
 - Up to 3 years 4 hours per pay period
 - 3 – 14 6 hours per pay period
 - 15+ 8 hours per pay period
- Within Grade Increases
 - Steps 2 – 4 1-year intervals
 - Steps 5 - 7 2-year intervals
 - Steps 8 – 10 3-year intervals

Benefits Team

<https://www.usgs.gov/about/organization/science-support/human-capital/human-resources-contacts>

 [Contact Us](#)

Contact the Specialist assigned to your Cost Center & location