FREQUENTLY ASKED QUESTIONS FOR NEW EMPLOYEES

BENEFITS

How long do I have to elect health benefits coverage (FEHB)?

Answer: You have 60 days from your first day to elect health benefits.

When will my FEHB be effective?

Answer: Once you elect coverage, your health benefits will be effective the next pay period. Please be aware that it may take up to 4 weeks to receive your enrollment card. Please contact your health benefits carrier for additional information.

How long do I have to sign up for the Thrift Savings Plan (TSP)?

Answer: You can sign up to contribute to the TSP at any time. Your contributions will begin no later than the first full pay period after your agency accepts your election. If you are a FERS employee, your agency contributions will begin once you satisfy the mandatory waiting period.

When will my FEHB and or TSP deduction come out of my paycheck?

Answer: Normally, if you make your election during the 1st week you come on board, you will see the deductions in your second paycheck.

I waived FEGLI, but the deduction still came out of my paycheck....

Answer: You are automatically covered for basic life insurance on your first day. If you elect to waive this coverage the deduction will still come out of your first paycheck, however, it will not come out of future paycheck (depending on when you submit form SF 2817 into EBIS). You must complete form SF 2817 to waive coverage or elect additional coverage.

How long do I have to elect Federal Group Life Insurance (FEGLI)?

Answer: You have 31 days from your first day to elect life insurance. Please be aware that if you do not elect life insurance that open season for life insurance is rare and in order to elect at a later date it has to be due to a life event (see life insurance booklet for life event definitions).
Where can I find more information on Flexible Spending accounts (FSA)?

Answer: You can find information on FSA’s at https://www.fsafeds.com/fsafeds/index.asp

Who do I contact for questions regarding my benefits?

Answer: For in depth questions concerning your benefits, please contact our benefits customer service line at 317-510-0454. (DFAS-Indianapolis)

Some of your questions may also be answered at the following website http://www.opm.gov/insure/

I am a temporary employee am I eligible to receive health benefits?

Answer: Eligibility to Enroll at Own Cost

If your position is excluded from coverage because your appointment is limited to one year or less, you will be eligible to enroll under 5 U.S.C 8906a when you have completed one year of current continuous employment, excluding any break in service of 5 days or less. You must pay both the employee and the Government shares of the premium.

The one-year requirement may be met at the end of a one-year appointment in a single agency or it may be based on a series of shorter appointments served in one or more agencies, as long as you have not had a break in service of more than 5 days.

In many cases, a temporary appointment lasts one year. If your appointment is renewed at the end of that year, you are eligible to enroll.

For additional information please see- http://www.opm.gov/insure/handbook/FEHB08.asp

PAY and LEAVE

Who do I ask pay leave questions?

Answer: You would contact Pattie Spruill, HR Specialist at 703-805-4936 or Jolanda Turner, HR Specialist at 703-805-5400.

When do I start earning leave?

Answer: If you start work on the first Monday of the pay period, you will earn leave the first pay period. If you start work any time after that Monday you will have to wait until the next pay period before you accrue any annual or sick leave.
Why are you holding back a weeks pay?

Answer: All pay periods end on a Saturday and you are paid the following Friday. For an example the pay period dates are 06-19 January 2008. Your pay date is 25 January 2008. You are receiving pay for 06-19 January 2008 only.

Do I have to have direct deposit?

Answer: Yes, it is now mandatory by the Federal Government that all employees have direct deposit.

Will a pay stub be mailed to my home?

Answer: Until you have an account in MYPAY a hard copy Leave and Earnings Statement (LES) will be mailed to your home address. To request a password for MYPAY please go http://www.dfas.mil.

Why haven’t I received my Leave and Earnings Statement?

Answer: Have you moved and not notified Human Resources? LES’s are not forwarded by the postal service.

Who do I notify if I am changing my address?

Answer: You would notify Pattie Spruill or Jolanda Turner Human Resources. You may complete a change of address form or send an email with your new address.

You will need to notify your health benefits carrier directly if you change your address.

What is coming out of my pay check?

Answer: Understanding your leave and earnings statement http://www.defenselink.mil

When do I get paid?

Paydays are every other Friday.

OTHER

What is a Standard Form 50 (SF 50) and what does it look like?
Answer: This is a record of your government services. Each time you are promoted, reassigned or any other type of action that is taken regarding you/or your position, you will receive one of these. It is a good idea to keep your employee copy in a personal file.

The servicing regional office DFAS-Indianapolis is responsible for keeping an Official Personnel Folder (OPF) of your government service. It will follow you throughout your government career. When you receive your copy, look it over, if you have any questions don’t hesitate to contact your personnel office.

Click here for an example of SF 50:  http://www.opm.gov/forms/pdfimage/sf50.pdf

What if some of the forms on the website do not apply to me?

Answer: Please complete all of the forms listed for your section. The forms that do not apply to you have the “not applicable” option. If you have any questions concerning your forms we can address them on your first day.