

Federal Retirement Thrift Investment Board's
HR Quick Reference Sheet

Welcome! The Office of Resource Management's Human Resources Division is committed to helping you have a smooth transition to the FRTIB. Listed below are some suggestions to ensure you get off to a great start.

Important Deadlines: If you are new to working for the Federal government or are returning after a break in service, remember you have **31 days** to enroll in the Federal Employees' Group Life Insurance Program (FEGLI) and **60 days** to select a health insurance, dental and/or vision plan.

Town Center / Agency Sharepoint: Get acquainted with this page which is located on your desktop. Some of the frequently used links on the Town Center include the FRTIB telephone directory, electronic Official Personnel File (eOPF), Quick Time and Employee Express.

Important Emails: Once you have been entered into our HR database (FPPS), you will receive emails from the following systems and programs:

Electronic Official Personnel File (eOPF) - <https://eopf.opm.gov/frtib/> – this system contains electronic copies of the documents that make up your Official Personnel Folder. The tool allows you to electronically view and print your OPF documents. The email you receive from eOPF will provide detailed information as well as logon instructions.

Employee Express - <https://www.employeeexpress.gov/> – this system contains your payroll-personnel information. You will use this system to change or view your address, tax withholdings, health coverage, direct deposit, financial allotments, Leave and Earnings statement, and more... The email you receive will provide you with your Employee Express WEB Password along with specific logon instructions.

First FRTIB Leave and Earnings Statement (LES): Your LES is equivalent to a pay stub. All employees are encouraged to look at their first FRTIB LES to ensure it is accurate. Contact HR immediately if you identify any discrepancies or erroneous information.

Prior Military Service: If you have prior military service, please contact **April Rudolph** about the Military Buy Back program.

*****Transferring Employees*****

It typically takes two to three pay periods **after we receive your SF 1150** from your prior agency before your annual and sick leave balances appear correctly on your LES **and** in QuickTime. However, if you will need to take leave sooner, please provide HR with a copy of your **last** LES from your previous agency so we may expedite the process.

If you are an FSA enrollee or have vision and/or dental coverage, **you must notify each benefit of your change in agency.** HR will *not* be able to change update this information on your behalf.

If you have a TSP loan, please provide us with the **loan account number, type of loan, and the loan amount** you pay each pay period.