

TRANSFER EMPLOYEES

This information applies to employees who are transferring to the NIH from another Federal agency outside the Department of Health & Human Services with no break in service. If you have any questions about this information, please notify your servicing Benefit Contact at 301-496-4556 or visit us in Building 31, Room B3C23. Detailed benefit information can be found on the Benefits and Payroll Liaison Branch website at <http://hr.od.nih.gov/benefits/default.htm>.

PLEASE PROVIDE THE BENEFITS & PAYROLL LIAISON BRANCH (BPLB) WITH A COPY OF YOUR FINAL LEAVE AND EARNINGS STATEMENT. UPON RECEIPT, WE WILL USE THIS TO TRANSFER IN YEAR-TO-DATE INFORMATION. YOU MAY FAX A COPY TO US AT 301-402-5506.

Federal Employees' Health Benefits (FEHB)

- If you are enrolled under the FEHB program, your coverage will automatically transfer to NIH. Please review your first Leave and Earnings Statement to ensure the correct FEHB code is reflected.
- If you are enrolled in an HMO, and have moved outside of the service area due to the transfer, you will be required to change plans to one that services your current area.
- The Guide to Federal Benefits and the plan brochures are available at <http://www.opm.gov/insure> or in the Benefits & Payroll Liaison Branch (BPLB).

Federal Employees' Group Life Insurance (FEGLI)

- If you are enrolled under the FEGLI program, your coverage will automatically transfer to NIH. Please review your first Leave and Earnings Statement to ensure the correct FEGLI code is reflected.
- If FEGLI coverage was waived, the one-year rule still applies. Once the one year from the date of the waiver has been satisfied, you may apply for coverage. Please contact your servicing Benefit contact (<http://hr.od.nih.gov/benefits/benefitscontacts.htm>) for additional information.

Federal Employees Retirement System (FERS) or Civil Service Retirement System (CSRS) (Including CSRS-Offset)

Your retirement coverage is determined based on your type of appointment and requires no election. Generally, whatever retirement system you were covered under with your prior agency will continue. Your contributions to the retirement system will be automatically deducted from your paycheck on a bi-weekly basis.

Basic Benefit:

- If you are covered under FERS, your contribution will reflect .8% of your biweekly gross salary.
- If you are covered under CSRS, your contribution will reflect 7% of your biweekly gross salary.
- If you are covered under CSRS-Offset, your contribution will reflect .8% of your biweekly gross salary until your base pay reaches the IRS maximum taxable rate. It will then change to 7% through the end of the calendar year.

Social Security's Old Age, Survivor and Disability Insurance (OASDI):

- OASDI contributions equal 6.2% of your biweekly gross until you reach the IRS maximum table rate (2008 rate is \$102,000). <http://www.ssa.gov/OACT/COLA/cbb.html>
- CSRS covered employees are excluded from OASDI unless you are CSRS-Offset.

Thrift Savings Plan (TSP)

- If you are contributing to TSP at your previous agency, the contributions will continue. Please review your Leave and Earnings Statement to ensure the correct amount is reflected.
- If you were previously eligible for TSP agency contributions, the agency contributions will continue. Please review your Leave and Earnings Statement to ensure agency contributions are reflected (See "Benefits Paid by Government for You").
- If you have a TSP loan, please provide us with a copy of your loan agreement. We need this information to ensure your loan repayment continues.
- Using myPay, you may start, stop or change your TSP contributions at any time.

Flexible Spending Accounts Program (FSA)/ Federal Employees Dental and Vision Program (FEDVIP)/Long Term Care Program (LTC)

- If you are enrolled in the FSA program, please contact FSAFEDS at 1-877-372-3337 (TTY 1-800-952-0450) or via www.FSAFEDS.com to advise them of the change in your payroll office. Your new payroll office number is 97-38-1500.
- If you are enrolled in either a dental and/or vision plan under FEDVIP, please contact BENEFEDS at 1-877-888-3337 (TTY 1-877-889-5680) or via <http://www.BENEFEDS.com> to advise them of the change in your payroll office.
- If you are enrolled in the LTC program and have the premium deducted from your salary check, please contact the LTC Partners at 1-800-582-3332 (TTY 1-800-843-3557) or via www.ltcfeds.com to advise them of the change in your payroll office.
- If your premium is direct debited from your checking or savings account or you pay directly, you do not need to notify LTC Partners.

Military Deposit/Service Payment

- If you have active duty military service after 1956 and wish to make a deposit to the retirement system to receive retirement credit for this service, please contact your servicing Benefit contact in the BPLB.
- If you are in the process of making a military deposit for post-1956 active military service to obtain retirement credit, please provide us with a copy of your Form 1514. This is needed to ensure payments will continue.

Leave:

Your former agency will provide us with a copy of your Record of Leave Data, SF-1150. Upon receipt, we will update your leave balances accordingly. The time frame varies depending on when the information is received. You must continue to review the leave portion of your Leave and Earnings Statement (LES). Once your LES reflects the prior leave balances, you must provide your timekeeper with a copy of the LES to correct your record in the Integrated Time and Attendance System (ITAS).

Designation of Beneficiary

If you filed beneficiary forms with your former agency, the forms remain valid **EXCEPT** the SF-1152, Unpaid Compensation of Deceased Civilian Employee. This form **MUST** be filed again.

There are four possible beneficiary forms you may file:

1. **Life Insurance (SF-2823).** Covers all life insurance proceeds. If filed, a copy will be in your eOPF for your review.
2. **Retirement.** Covers lump sum payments of retirement contributions if no survivor benefit is payable. **FERS (SF-3102)** – if filed, a copy will be in your eOPF for your review. **CSRS/CSRS Offset (SF-2803)** – if filed, it will be on file with the Office of Personnel Management, Retirement Operations Center, Boyers, PA 16017.
3. **Unpaid Compensation (SF-1152).** Covers any accrued annual leave, final salary check or other monies payable by the Agency. If filed, a copy will be in your eOPF for review. This form is valid only with the agency in which it was filed and does not transfer. This form becomes void upon transfer and requires a new designation.
4. **Thrift Savings Plan (TSP-3).** Covers the TSP account balance. If filed, a copy will be on file with the TSP Service Office.

Completion of these forms is optional. If not completed, in the event of your death, monetary benefits will be paid in the normal order of precedence:

- Spouse, if any
- Otherwise to children in equal shares, if any
- Otherwise to parents in equal shares, if any
- Otherwise to the executor of your estate, if any
- Otherwise to your next of kin, as applicable by State law.

If you wish to have your money paid in a different manner and to individuals not listed in the normal order of precedence, you should complete the beneficiary forms. All beneficiary forms require two witnesses. Anyone can sign as a witness as long as they are not one of the beneficiaries.

Payroll deductions

- Direct Deposit of your net salary will not continue automatically. You must submit a new direct deposit form to your servicing Client Services Division human resources contact.
<http://hr.od.nih.gov/hrintranet/hrcommunity.htm>.
- Tax withholdings previously deducted from your losing agency will not continue automatically. You must submit new tax withholding forms to your servicing Client Services Division human resources contact.
- Voluntary allotments (i.e., car payments, mortgage payments or allotments sent to other bank accounts) will not continue automatically. You must submit allotment request(s) to your servicing Client Services Division human resources contact.
- Court Ordered allotments (i.e. child support, tax levy or garnishments) will not continue automatically. Debt collection and wage garnishment is the responsibility of the Defense Finance and Accounting Service (DFAS). You must contact DFAS at 1-888-332-7411. The address is DFAS-CL, Code L, PO Box 998002, Cleveland, OH 44199-8002.

myPay Access:

If you had access to myPay with your prior agency your password will remain the same. You will still be able to access myPay and view your records from your prior agency. However, it usually takes between 4-6 weeks for your NIH employee information to be updated.

eOPF Access:

If you had access to eOPF with your prior agency, this will not transfer with you. You will be considered a new eOPF user. Within 2-4 weeks you will receive an e-mail with your ID number and instructions on accessing the system. The subject of the email will be 'Electronic Official Personnel Folder (eOPF) Logon instructions and User ID'.