

# Temporary Hire Pay and Benefits Information

To access an online version of this Fact Sheet, go to

<http://www.usgs.gov/humancapital/pb/documents/TempHireBenefitsFactSheet.pdf>

For future reference, additional information can be found on the Pay & Benefits Website at

<http://www.usgs.gov/humancapital/pb/paybenefitslinks.html>

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

**NOTE: This information applies to temporary employees**

## Health Insurance (FEHB)

Temporary [employees expected to work 130 hours per month \(30 hours per week\) or more for at least 90 consecutive days](#) are eligible for health benefit with the full government contribution. [Temporary employees who do not meet these criteria](#) will be eligible for health benefits after completing one year of current continuous employment and are required to pay the full premiums.

**FORM:** Complete the SF 2809 form found online at [www.opm.gov/forms/pdf\\_fill/sf2809.pdf](http://www.opm.gov/forms/pdf_fill/sf2809.pdf)

Return form even if you are not electing coverage

Event code in Part D is "1A"; date is your Entrance on Duty date (EOD)

**60 days** to enroll

Automatic [premium conversion](#) (pre-tax premium) - ask for form if you wish to waive

To select a plan, first review [Federal Benefits for Civilian Employees](#) brochure – lists types of plans and cost if eligible for government contributions

Second, review [individual plan brochures](#) for specific details of coverage

Effective at the beginning of the pay period after the completed form is received in the HR Office if you were in a pay and duty status the prior pay period.

Employees are responsible for their portion of the premiums while enrolled including when in a non-pay status.

## Flexible Spending Account (FSAFEDS)

**Employee eligible for FEHB are also eligible for FSAFEDS**

**Enroll** by calling FSAFEDS directly at 1-877-372-3337 or online at [www.fsafeds.com](http://www.fsafeds.com)

**60 days** to enroll

Pre-tax plan to save for medical &/or dependent care costs not covered by health plan

FSA website - [www.fsafeds.com](http://www.fsafeds.com)

## Long Term Care Insurance (FLTCIP)

**Employees eligible for FEHB are also eligible for FLTCIP**

**Apply** online or download an application at [www.ltcfeds.com](http://www.ltcfeds.com)

**60 days** to enroll with abbreviated underwriting application (fewer health questions)

Call Customer Service line with questions at 1-800-582-3337

Coverage for your family members (spouse, parents, in-laws, etc.) is also available

Review the [Program Overview brochure](#)

Calculators and additional information available on website at [www.ltcfeds.com](http://www.ltcfeds.com)

## [Employee Assistance Program \(EAP\)](#)

EAP Consultants, Inc. is the provider for all employees and eligible family members  
Contact an EAP consultant at 800-869-0276 for assistance or information

## **Unpaid Compensation Designation of Beneficiary Form**

[Access online forms](#) if needed - you can fill in online but must print for wet signatures

Forms are **not required**; if Order of Precedence (see back of each form) is acceptable, a form is not needed

If you do complete forms, it is your responsibility to review periodically to ensure that they are kept up to date; life events such as marriage, divorce, etc. do not change who you have designated to receive funds

## [Employee Express](#)

You will receive log in information to Employee Express in the mail within **about 30 days**

Electronic system gives you access to the following statements:

Earnings and Leave Statement (it is each employee's responsibility to review their statements for accuracy of benefits premiums and coverage)

Federal Employees Benefits Statement (click on link in "Related Sites" section)

It allows you to keep your personal information and elections up-to-date. You can update federal and state tax withholdings, direct deposit, voluntary allotments, home address, and more!

## [Electronic Official Personnel Folder \(eOPF\)](#)

You will receive access information within **about 30 days**

Allows easy access to your records at anytime – online

It is an electronic file that maintains all of your personnel actions throughout your Federal career

Automatic email is generated to notify you when a personnel action has been processed

## [Savings Bonds](#)

You can elect to start voluntary allotment to purchase savings bonds through payroll deduction via a TreasuryDirect account for electronic savings bonds

## **Questions?**

A [complete listing](#) by organization is provided with your Benefits Specialist.