HR CONNECTION

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Hot Topics

e-qip

The Office of Personnel Management has begun to implement a new system for agencies to initiate background investigations. The system is called "e-qip" and is an automated, internet based system. HR Offices will give all employees who require a background investigation a user name and password. The employee will log on to the system via the internet and complete the form. All the data is housed on servers owned by OPM. Once an employee has established an account, the data will always be there, so when a re-investigation is required, the employee will only need to update their data. The form is then transmitted to HR and then to OPM electronically. This process will dramiatically cut down the time frame for the process. The system automatically checks to make sure the employee has completed the entire form. Since the form is transmitted electronically, it can't be lost in the mail, and OPM does not have to type the data in once they receive it. Best of all, there is no cost to us to use e-qip. The e-qip system is one of the items on the residents Management Agenda for e-gov, and will eventually become mandatory. OPM will be meeting with members of the Secretary's Office in the next few weeks to discuss implementation for the Department. ❖

Leave and Earning Statements

Starting with the pay period that begins on November 2, 2003, and for which employees will receive their pay during the week of November 24, the Service will implement the Departmental policy to no longer print and mail leave and earnings statements to the vast majority of employees.
Employees may request a waiver if they do not have access to a Service-provided computer with internet access; if they do not have access to a printer that allows for privacy when printing out the leave and earnings statement; or if they do not have access to Employee Express (because they are serving a dual appointment). Immediate supervisors have the authority to approve requests for waiver. Employees who do not have a waiver will obtain their leave and earnings statements from Employee Express. At the present time, Employee Express will keep a history of only three statements online. Employees need to be aware that it is their responsibility to review leave and earnings statements to ensure the accuracy of their pay, deductions, leave accrual, usage and balances.❖

FYI

CARES Update

Currently there are 25, 524 registered CARES users. ❖

Job series currently available in CARES and ready for use in automated vacancies are:
GS-0025, GS-0201, GS-0203, GS-0301, GS-0303, GS-0304, GS-0318, GS-0326, GS-0341, GS-0342, GS-0343, GS-0344, GS-0460, GS-0485, GS-0560, GS-1105, and GS-1812

Series being reviewed and prepared with a end-of-year implementation target are:
GS-2210, GS-0023, GS-0455, GS-0462, GS-0561, GS-1035, GS-0401, GS-0404, GS-0408, GS-0482, GS-0486, GS-0480 and other miscellaneous series as warranted. ❖

New Template Driven Approach to Web Content

September was a time of transition of web content on the Division of Human Resources and Diversity & Civil Rights websites. The Division has moved to a more content author approach to keep our information on the web more relevant. All of the Division of Human Resources web pages (jobs.fws.gov,dcr.fws.gov and hr.fws.gov) were moved to a new template driven approach. This will enable the HR and EEO Specialists to keep their content up to date on the web, while the architecture is handled by a web designer. Anyone who links to the websites should make sure that they use the current URLs when referring to the division websites. ❖

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Significant Interest Item

Annual Federal Plan on Actions to Assist Historically Black Colleges and Universities has been Signed

The U.S. Fish and Wildlife Service's Fiscal Year 2004 Annual Federal Plan on Actions to Assist Historically Black Colleges and Universities (HBCU), as required by Executive Order 13256, was signed by the Deputy Director, September 23, 2003. (Copies are available through your servicing Diversity and Civil Rights Office). The working relationship with the HBCUs is an integral part of the Service's commitment to increase the diversity of its work force.

During FY 2004, the Service plans to continue developing partnerships and working relationships with HBCUs. As part of this effort, the Service will continue providing technical assistance to HBCUs to enrich their academic programs including, but not limited to, conducting workshops seminars, providing for the exchange of staff, sharing of resources, internships and conducting recruitment visits. University representatives are invited to Service regional and field locations to learn more about the mission of the Service.

The Service participates in recruitment and outreach initiatives to reach students attending HBCUs. A list-serve of all HBCUs has been developed to electronically send announcements for vacant positions to students and faculty members. ❖

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