

Temporary Hire Pay and Benefits Information

Access an online version of this [Fact Sheet](#)
at <https://www.usgs.gov/atom/54946>

For future reference, additional information can be found on the [Pay and Benefits](#) website
at <https://www.usgs.gov/about/organization/science-support/human-capital/pay-and-benefits>

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](#)

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

[Long Term Care Insurance \(FLTCIP\)](#)

- **Employees eligible for FEHB are also eligible for FLTCIP**
- **Apply** online or download an application at 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

[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.