

## **EMPLOYEE EXPRESS**

**1. What is Employee Express?**

Employee Express puts the employee in control of certain discretionary payroll data - without using forms, the mail system, or visiting the Servicing Personnel or Payroll Office. The Department of the Interior is running a pilot of Employee Express in certain locations in 1995. Eleven Federal agencies jointly developed Employee Express in an Inter-Agency Task Force.

**2. Who can participate in Employee Express?**

The Employee Express pilot occurs from May 1, 1995, through October 31, 1995, and covers the following organizations in the Department:

- \* All employees in the Main Interior and South Interior Buildings (Washington, DC), certain National Biological Survey employees (Arlington, Virginia), and certain Bureau of Mines employees (7th St N.W., Washington, D.C.)
- \* All National Park Service employees in the Rocky Mountain Region Office and Parks, Denver Service Center, and Denver-based WASO employees
- \* Bureau of Reclamation employees in the Administrative Service Center and in Building 67, Federal Center (Denver, Colorado)
- \* Bureau of Indian Affairs employees in the Turtle Mountain Schools (Belcourt, North Dakota).

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**3. What personnel and payroll actions does Employee Express cover?**

These actions are covered in the pilot:

- \* Change Federal Tax Withholding
- \* Direct Deposit - Net Paycheck
- \* Direct Deposit - Allotments
- \* Home Address Change

Additional types of actions (like state tax withholding, health benefits and Thrift Savings) will be added later.

**4. Does an employee have to use Employee Express?**

No, during the pilot, an employee can still send forms to the personnel or payroll office; however, we hope they will want to try this new approach to processing discretionary actions.

**5. What do I need before I take these actions?**

Change Federal Tax Withholding - you need to know the number of deductions you wish to take. Work sheets are available to help you determine this number for federal taxes if you wish to use them. To obtain a tax work sheet see your administrative office and ask for Form W-4.

You may only CHANGE Federal Tax Withholding. Internal Revenue Service (IRS) requires that your first Form W-4 be a signed paper copy; you must also file a signed paper copy if you claim more than 10 exemptions. Later this year, when State Tax Withholding is available on Employee Express, information requirements will be similar.

Direct Deposits and Allotments - you need to know your financial institution's routing number and your account number. You should obtain and verify both of these numbers with your financial institution before you use Employee Express.

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Home Address Change - you need to know the new address including the Zip Code which you wish to enter into the system. You may enter either a five-digit or a nine-digit Zip Code.

**6. How do I get into Employee Express?**

Each employee must have a PIN (personal identification number) to log onto the system. The pilot group received PIN numbers in May 1995. If you are a new hire into the pilot group, within three weeks of the effective date of your personnel action a PIN letter will be mailed to your home address. If you are part of the pilot and you do not receive a PIN, or if you forget your PIN, contact the Employee Express Help Desk.

**7. What equipment do I need to get into Employee Express?**

You can use any touch tone phone to access Employee Express, 24 hours a day, 7 days a week. (Note: Using a cellular phone cannot guarantee your privacy or security.)

ACCESS PHONE NUMBERS:

FTS (912) 757-3080

TOLL FREE (800) 827-6254

You can also use a kiosk, a special touch screen computer, to get into Employee Express. Kiosks are located at:

Main Interior Building (Room 2071), Washington, D.C.

South Interior Building (Room 44), Washington, D.C.

Bldg 67, Federal Center, Denver, Colorado

NPS Rocky Mountain Region Office (Room 106),  
Denver, Colorado

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**8. How do I get help?**

"Help" information is available on the kiosk and the telephone versions of Employee Express. On your request, the phone system will connect you with the Employee Express Help Desk; otherwise, you'll be provided phone numbers to contact the Help Desk and the Interior Department Payroll Operations Hotline.

Employee Express Help Desk FTS (912) 757-3030  
Interior Payroll Hotline FTS (303) 969-7732

After you submit the action, you can verify the action when you receive the Leave and Earnings Statement indicated while you were in Employee Express.

**9. What happens next?**

If the pilot is successful, we may be able to expand to more users in the Department and to add other personnel and payroll actions (for example, Health Benefits and Thrift Savings). We are working with the same Inter-Agency task force to maintain and expand Employee Express.