

Technician Personnel

Performance Appraisals & Plans
Federal Holidays
Telework & Alternate Work Schedule Policies

MyBiz+ Tips

State Personnel

W-4 Forms
Comp Balances
Unused Comp Payout Requests
Leave and Overtime in Same Week – 40 hours work weeks

Active Guard Reserve Personnel

Tricare Life Events
Affordable Care Act
ARNG Active Duty Service Obligation

Technician Personnel

Technician Branch Staff:

Deputy HRO	Maj Nicole Nuss	x8144
Supv Human Resource Spec	Mrs. Deb Burling	x8187
	Maj Sean O'Neill	x8175
Classification/Manpower	2LT Jessica Pan	x8182
Recruitment, Staffing & Pay	Mrs. Denise Anderson	x8177
Benefits & Services	MSgt Jody Kouma	x8190
	OC Amanda Almanza	x8197
	SSG John Winterfeld	x8173
Technician Training /Travel	Mrs. Diane Voichoski	x8184
Labor Relations	Mr. Jason Grams	x8185

Website: <https://states.gkoportal.ng.mil/states/NE/Directorates/J1/Technician-Branch/Pages/default.aspx>

PERFORMANCE APPRAISALS and Plans

Supervisors and Federal Employees, thank you for your hard work on completing PAAs, 89% of Nebraska's PAAs are completed! As a reminder the FY 16 plans are due by December 30th. As you start a new plan for each Technician employee, you can copy each Job Objective from the previous plan and paste them into the new plan. You can make changes to any of the Job Objectives as needed. Please be sure to pay attention to the plan dates and the effective dates for the Job Objectives. The Appraisal period is 1 Oct to 30 Sep each FY.

The Guide to help create a Plan in PAA is located on the Army SharePoint site – under PAA <https://states.gkoportal.ng.mil/states/NE/Directorates/J1/Pages/default.aspx>

You may also contact Mr. Grams, MSgt Kouma and Chief Courtney if you have any PAA questions.

FEDERAL HOLIDAYS-2015

Federal law establishes the following public holidays for Federal employees.

Holidays on OPM: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview>

2015

24 Dec-Christmas Eve ½ Day (Code LH)

25 Dec – Christmas

1 Jan 16 - New Years Day

When a holiday falls on a non-workday for an employee covered by a compressed work schedule and the actual holiday date is not a Sunday, the last regularly scheduled workday preceding (before) the holiday is the employee's in lieu of holiday.

If an actual holiday date falls on Sunday: Actual date holidays are 4 Jul, 11 Nov, 25 Dec and 1 Jan each year. Employees whose basic workweek is Monday through Friday the Monday immediately after is the legal holiday. For employees covered by a compressed work schedule (i.e. Tuesday – Friday) the holiday is the first regularly scheduled workday following the Sunday holiday as the in lieu of holiday off.

Telework & Alternate Work Schedule Policies

On November 16th and 17th, Maj Gen Bohac approved HRO-16-001 & HRO-002, the Telework and Alternate Work Schedule (Maxi-Flex) policies. These two policies allow for maximum flexibility for leadership and employees. These policies may be viewed at

https://states.gkoportal.ng.mil/states/NE/Command-Group/Policies/Forms/AllItems.aspx?FolderCTID=0x012000B48384B72A146A40972482C77B5977AE&View={54cd9695-9786-4e84-90b8-2392757420ed}&RootFolder=%2Fstates%2FNE%2FCommand%2DGroup%2FPolicies%2FPolicies&TreeField=Folders&TreeValue=Policies&ProcessQStringToCAML=1&SortField=Effective_x0020_Date&SortDir=Desc. If supervisors or employees have questions concerning these policies please contact HRO.

[Back to Top](#)

Technician Travel & Training

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184

FY 2016 ARNG Technician Travel and Training:

Now is the time to enter your FY2016 first quarter travel requests in Defense Travel System (DTS). Be sure to attach documentation such as registration procedures and Letters of Instruction to explain/justify why this is high priority travel for you and what happens if you do not attend.

[Back to Top](#)

[Human Resources Information Systems \(HRIS\)](#)

HRIS Staff

CMSgt Mike Courtney – HRIS Manager – x8189



This month I want to introduce another function within MyBiz+ application – Manage My Views.

Manage My Views

Manage My Views is a design tool that allows you to personalize the look and feel of the Views area and make it your own. The [Views](#) are located in the middle of the MyBiz+ homepage. The Figure below depicts the default layout for the six (6) views (Key Services, Leave, Pay, Insurance, Professional Development and Last Personnel Action) most employees will see upon initial log in.

[MyBiz+ Default Views](#)

The screenshot shows the MyBiz+ homepage for a user named 'Test Account'. The page is divided into several sections. At the top, there is a navigation bar with 'MyBiz+' logo, 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. Below the navigation bar, there is a welcome message and a notification table. The main content area is divided into six views, each with a colored header and a 'Manage My Views' link in the upper right corner. The views are: Key Services (purple header), Leave (green header), Pay (teal header), Insurance (green header), Professional Development (yellow header), and Last Personnel Action (dark blue header). Below the views, there is a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports. At the bottom, there is a footer with 'Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts'.

Read/Unread	Title	Start Date
*	An Individual Time Off Award action has been processed on your record. NPA Action is processed in DCPDS and is expected to be available in eOPF within the next 48 hours.	30-Nov-2014

\$ Pay	
Gross Pay:	654.85
Net Pay:	392.91
Pay Period End Date:	01-Mar-2014

\$ Insurance	
Health Insurance:	Blue Cross and Blue Shield (10)
Life Insurance:	Basic only

\$ Last Personnel Action	
Type of Action:	Individual Time Off Award
Effective Date:	30-Nov-2014

What You Need to Know

Use the Manage My Views link to access the edit mode. The link is located in the upper right corner of the Views area depicted in figure 1. Your screen will refresh to reflect the edit mode and the following action links will appear where the Manage My Views link once was: *Add*, *Reset* and *Done* (*Add* is only available if there are five (5) or fewer Views on the page).

The edit mode also activates the following three (3) interactive functions available on the colored headers of each View: *Reposition*, *Exchange* and *Hide*.

Action or function changes are done one at a time. Once all changes are completed, select the *Done* link to save all changes.

There are [eight \(8\) Views available](#), but only six (6) Views can display on the homepage at this time.

Available My Views

My Views will be added at the bottom of the shortest column.

Title	Description
Key Services	My Key Services
Retirement	My Retirement
Insurance	My Insurance View
Last Personnel Action	My Last Personnel Action View
Performance Information	Performance Information View
Professional Development	Professional Development
Leave	My Leave View
Pay	My Pay View
Other Responsibilities/Applications	Other Responsibilities/Applications

A minimum of one (1) View must remain on the homepage – such as Key Services. Key Services looks like the other Views, but it does not contain personal information.

Tip: If all of the Views are hidden except for one, and if you try to hide the last one, then the default Views will populate back onto the homepage and you will have to start all over again hiding each View.

[Back to Top](#)

State Personnel

HRO-SP Staff

HR Manager	Ms. Polly Putney	x8172
HR Assistant / Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant / Payroll	Ms. Bonnie Shipley	x8178

W-4 Forms

Do you need to change your exemptions or withholding so that more or less taxes are withheld from your check? Employees need to complete a W-4 form (with signature and date) and return it to the State Human Resources office (2nd floor of the Joint Forces Headquarter building).

You can get a W-4 form from the IRS website (<http://www.irs.gov>) or by contacting HR personnel. Employees can look at W-4 information on the LINK website (www.link.nebraska.gov) by clicking on the 'View W-4' link in the lower left-hand corner. You will be asked to log in to the Payroll and Financial Center (PFC) (formally NIS). If you're already in PFC you can go to the 'W-4 Review' menu selection under Self Service. In the 'W-4 Review' screen, the marital status (M or S) under Tax Marital Status (in PFC) is what the payroll system uses to calculate taxes. This may be different than what employees have in the Employee Work Center (EWC). Please note carefully the **actual** marital status and the **tax** marital status on the 'W-4 Review' screen, in PFC.

Employees can change their marital status in Employee Work Center (EWC). This does not automatically change the marital status that is used in Payroll and Financial Center (PFC). **Employees that have a marital status change, and make the change in EWC, should submit a W-4 form to the State Human Resources office** so the marital status is updated and a new W-4 can be put in the employee's file. The tax marital status in PFC will be updated by HR.

If an employee got married during the year and wanted to show that on the W-4, but not change how they were withholding taxes, they could check the box on the W-4 labeled "Married, but withhold at higher single rate".

Comp Balances

Employees can check their comp balances by going to the LINK website (www.link.nebraska.gov) and clicking on 'Review Leave Balances' in the lower left-hand corner. You can also log into the Payroll and Financial Center (PFC) and review leave balances by clicking on 'Navigator' in the menu bar in the upper left-hand corner and then clicking on State of Nebraska → Self Service → Leave Balance Inquiry. There is also a 'Leave Balance Review' link in the top part of the screen where employees enter timecards in the Employee Daily Time Entry screen.

A comp balance is not displayed on the check stub (also viewed in PFC).

Vacation, sick and comp balances are current as of the end of the last pay period that was processed. Bi-Weekly pay periods end on Sundays, 10 days before the check date for that pay period. Occasionally a check date may be moved one day because of a holiday.

Unused Comp Payout Requests

Per Section 12.11 of the NAPE/AFSCME labor contract **"Between December 25 and December 31 of each year, an employee may elect by notifying the Agency in writing, to receive payment for unused compensatory time . . . "**

Please be sure to submit your request in the proper timeframe. At times, not all comp time can be paid out to an employee, especially if it has been earned recently. Calculations will be made by HR as to how much comp can be paid out. Employees can state in their compensatory time payout request that they "would like to receive payment for all eligible unused compensatory time" or they can request a certain number of hours.

Leave and Overtime in Same Week – 40 hours work weeks

When an employee takes leave, such as vacation, sick or comp time, earlier or later in the same week that they work more than their regularly scheduled hours on one or multiple days, the leave time should be reduced until the total hours for the week equals 40 or the leave is eliminated all together. If total hours WORKED for a work week are 40 hours or less then no time be time recorded to any of the overtime pay codes (code 70 or 91).

Each work week is to be looked at separately. Time cannot be flexed from one work week in the pay period to another. As an example, employees cannot work 45 hours in one work week and then work 35 hours in the other.

The main principal that employees want to keep in mind is that only hours worked over 40, in a work week, should have overtime pay codes. Pay code 90 (COMP @1.0) should not be used except by those that work at the ANG Base fire station (employees at the fire station have different schedules and have different rules in regards to recording overtime). If you have questions please contact one of the HR staff.

[Back to Top](#)

[AGR Guard Reserve](#)

Tricare Life Events

Tricare provides information on Life Events from marriage, moving, having a baby, adoption, retirement, children going to college and other life events. The Life Events tab on [www-tricare.mil](http://www.tricare.mil) provides information on steps to take for continued Tricare coverage during life events and transitions.

Affordable Care Act

In January 2016, DFAS will provide to service members or individuals eligible for Tricare coverage during tax year 2015 either a 1095-C or 1095-B. The 1095 documents that you have the minimum essential coverage. This form will be required with your 2015 federal tax return. The 1095 will be available through myPay no later than 31 January 2016.

ARNG Active Duty Service Obligations

ARNG AGR members incur ADSOs for the following courses; Senior Service College, Intermediate Level Education, United States Sergeants Major Academy, Rotary Wing, Fixed Wing and various other aviation courses. This policy will be available on the portal under Directorates/HRO/AGR Branch/Regulations.

[Back to Top](#)