

National Aeronautics and Space Administration

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Space Administration



New Employee Experience

NASA HQ Human Resources Office

www.nasa.gov



OATH OF OFFICE



I,....., will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.



NASA



- NASA Headquarters provides overall guidance and direction to the Agency.
- Ten field centers and a variety of installations around the country conduct the day-to-day work in laboratories, on air fields, in wind tunnels, and in control rooms.

<http://www.nasa.gov/centers/hq/about/index.html>





NASA Centers



Officials in Charge



James F. Bridenstine Administrator



Officials in Charge



James W. Morhard
Deputy Administrator

General Information



- Payroll and WebTADS
- Parking and Fare Subsidy
- Work Schedules
- Alternate Work Schedule Options
- Work From Anywhere
- Leave and Holidays

Payroll and WebTADS



- First Paycheck – will be deposited into your account the Friday after your first pay period
- WebTADS is the automated system to record time and attendance.



Parking and Fare Subsidy



Subsidies

- Fare subsidy (metro, van pools, bus, VRE, etc.)
- Parking
- Online application
 - www.hq.nasa.gov/office/fasd/govpark.html

Contact: Rose Butler at 358-0184

Work Schedules



- The official work schedule for NASA Headquarters is 8:00 a.m. to 4:30 p.m.
- Basic work week:
 - A basic work week for full-time employees is fixed at 40 hours, Monday through Friday, 8 hours each day.
- Alternate work schedule options available:
 - Compressed
 - Flexitour
 - Maxiflex
 - Variable Week



Alternative Work Schedule Options



- Compressed (5/4/9)
 - 80 hours bi-weekly
 - Eight 9-hour workdays, one 8-hour workday, with a regular day off each pay period; Monday through Friday
- Flexitour
 - 40 hours per week
 - 8-hour workdays, 5 days a week, Monday through Friday
- Variable
 - 80 hours bi-weekly
 - Work scheduled on 10 workdays, Monday through Friday
- Maxiflex
 - 80 hours bi-weekly
 - Work scheduled on fewer than 10 workdays, Monday through Friday



Example Maxiflex Schedule



	Arrival	Departure	Hours
Monday	Off		0
Tuesday	6:00 am	4:30 pm	10
Wednesday	6:00 am	4:30 pm	10
Thursday	6:00 am	4:30 pm	10
Friday	6:00 am	4:30 pm	10
Week 2			
Monday	Off		0
Tuesday	6:00 am	4:30 pm	10
Wednesday	6:00 am	4:30 pm	10
Thursday	6:00 am	4:30 pm	10
Friday	6:00 am	4:30 pm	10
Total Bi-weekly Hours			80



Example Variable Week Schedule



	Arrival	Departure	Hours
Monday	7:30 am	4:00 pm	8
Tuesday	8:30 am	3:00 pm	6
Wednesday	7:00 am	5:30 pm	10
Thursday	8:00 am	3:30 pm	7
Friday	8:30 am	4:00 pm	7
Week 2			
Monday	9:00 am	4:30 p.m.	7
Tuesday	9:00 am	5:30 p.m.	8
Wednesday	8:30 am	6:00 p.m.	9
Thursday	8:30 am	5:00 p.m.	8
Friday	7:30 am	6:00 p.m.	10
Total Bi-weekly Hours			80

Telework



Telework is an arrangement that allows employees to work from a location other than their office or cubicle. Our goal at NASA is to ensure our employees are trained, equipped, and enabled to

Telework From Anywhere- the office, a lab, an airstrip, the space station, or the dining room table.

NASA believes work is what We Do; not where We Go!



Leave and Holidays



- Annual (vacation) leave accrual (for full-time employees)

Less than 3 years of service	3 years but less than 15 years of service	15 or more years of service
4 hours per pay period approx. 13 days per year	6 hours per pay period OR approx. 19.5 days per year	8 hours per pay period approx. 26 days per year

- Sick leave accrual: 4 hours per pay period (in addition to annual leave)
- Holidays: 10 paid holidays per year (in addition to annual and sick leave)
- Resources include the Office of Personnel Management's (OPM) Leave Administration Website: <http://www.opm.gov/oca/leave/INDEX.asp>

Federal Employee Benefits



FERS Pension Calculation

$$\text{High-3 Salary} \times \text{Years of Creditable Service} \times \% \text{ Pension Multiplier} = \$ \text{ Annual FERS Pension}$$



NASA Benefits and Retirement Program



Managed by the NASA Shared Services Center (NSSC)

- Phone: 1-877-NSSC123 (1-877-677-2123)
- E-mail: nssc-contactcenter@nasa.gov
- Fax: 1-877-779-NSSC (6772)



Benefits Key Dates



Benefit	Number of Days from Start Date
Health Benefits	60 days
Life Insurance (enrollment in basic coverage is automatic, unless waived)	60 days
Dental/Vision Insurance – www.benefeds.com or 1-877-FEDS	60 days
Long-Term Care Insurance – www.ltcfeds.com or 1-800-LTC-FEDS (no annual open season)	60 days
Flexible Spending Account	60 days
Thrift Savings Plan (TSP)	Anytime
NASA Employee Benefits Association	30 days

HR Portal – Home Page



Human Resources Portal

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Welcome to the NASA Human Resources Portal

Your centralized platform to provide easy, on-demand access to HR systems, information, policies and programs for all NASA employees.

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New and Noteworthy



HR Portal Orientation

Learn about the new navigation, features and functionality of the HR Portal.

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Ask Me Anything

Ask all your questions about the amazing things happening all across the agency.

[Learn more](#)



NASA's Human Capital Plan 2015

A guide to building a highly engaged workforce.

[Learn more](#)



Phased Retirement

Allows full-time employees to work part-time schedules while beginning to draw retirement benefits.

[Learn more](#)



OPM Cybersecurity Incidents

See the Frequently Asked Questions from OPM.

[Learn more](#)



Business Services Assessment (BSA)

The BSA deep dive of Human Capital is underway.

[Learn more](#)

Quicklinks

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NASA is a GREAT Place to Work!



NASA's Ranked 1st among Large Federal Agencies as the Best Place to Work in the Federal Government (8 YEARS IN A ROW) !

Questions

