



## NEW HIRE Important Information at a Glance

### Your First Paycheck

Your first paycheck will be deposited directly into your account the Friday after your first pay period.

### Parking and Fare Subsidy

NASA offers two types of subsidies:

1. Fare Subsidy (metro, van pools, bus, and VRE)
2. Parking

For a subsidy application, contact Rose Butler at 358-0184 or visit:  
[https://heckler.hq.nasa.gov/pfss/online\\_application/online\\_welcome.cfm?](https://heckler.hq.nasa.gov/pfss/online_application/online_welcome.cfm?)

### Work Schedules

The official work schedule for NASA Headquarters is 8:00 a.m.–4:30 p.m. The basic work week consists of 40 hours, Monday–Friday, 8 hours each day. The following variations of this schedule are available with **approval by management**:

1. Alternate Work Schedule:
  - a) Compressed—Four 9-hour days and one 8-hour day during 1 week, plus four 9-hour days and 1 day off during the alternate week.
  - b) Flexible—40-hour work week of 8-hour days Monday–Friday worked between the hours of 6:00 a.m. and 6:00 p.m.
2. Teleworking—Ability to work from home or other sites. This provides flexibility to both supervisor and employee. For more telework information visit:  
[http://nodis3.gsfc.nasa.gov/hq\\_Lib/hqd\\_display.cfm?Internal\\_ID=HQ\\_PR\\_3611.1\\_Chapter1&idx=10](http://nodis3.gsfc.nasa.gov/hq_Lib/hqd_display.cfm?Internal_ID=HQ_PR_3611.1_Chapter1&idx=10)

### Leave and Holiday

1. Annual Leave Accrual Rates:
  - a) Less than 3 years of service—4 hours earned per pay period (approx. 13 days per year)
  - b) 3 to less than 15 years of service—6 hours earned per pay period (approx. 19.5 days per year)
  - c) 15 plus years of service—8 hours earned per pay period (approx. 26 days per year)
2. Sick Leave Accrual Rates: 4 hours earned per pay period (regardless of years of service)
3. Holidays: There are 10 paid holidays in the year. For a listing visit:  
[http://www.opm.gov/Operating\\_Status\\_Schedules/fedhol/2010.asp](http://www.opm.gov/Operating_Status_Schedules/fedhol/2010.asp)

### Benefit Deadlines

Health Benefits—60 days from start date; Life Insurance—30 days from start date; Dental/Vision Insurance—60 days from start date; Long Term Care Insurance—60 days from start date; Flexible Spending Account—60 days from start date; NASA Employee Benefits Association—30 days from start date; Thrift Saving Plan—at anytime. For detailed benefit information visit: <http://opm.gov/insure/index.aspx>

### Training Programs and Services

NASA provides a variety of training opportunities to promote professional development. For more information visit:  
<http://nasapeople.nasa.gov/training/>



## Numbers and Web sites to Know!

### NASA Shared Services Center (NSSC)

Benefits Information and Counseling

- Web site: <http://www.nssc.nasa.gov/>
- Phone: 877-NSSC123 (877-677-2123)
- E-mail: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)
- Fax: 877-779-NSSC (877-779-6772)
- Mail: NASA Shared Services Center  
HR New Hire Processing  
Building 1111, C Road  
Stennis Space Center, MS 39529

### Electronic Official Personnel Folder (eOPF)

eOPF access: <https://hcie.nasa.gov>

### Headquarters' Operational Status

Call 202-358-3000 for the current operational status (as a result of weather conditions, etc.) and safety alerts for the NASA Headquarters' Building. This line is accessible 365 days of the year.

### Helpful Web sites

- Virtual tour of NASA Headquarters building:  
<http://employeeorientation.nasa.gov/hqs/virtualtour.htm>
- NASA home page. Information and resources for NASA Headquarters and Agency-wide data:  
<http://www.nasa.gov/centers/hq/home/index.html>
- Information on events taking place at NASA Headquarters:  
<http://www.hq.nasa.gov/hq/inside.html>
- Description of NASA Headquarters organizations:  
[http://www.nasa.gov/about/org\\_index.html](http://www.nasa.gov/about/org_index.html)
- One-stop service center for NASA human capital tools, information, and services:  
<https://hcie.nasa.gov>
- View and make changes to your payroll information online:  
<http://www.employeexpress.gov>
- The Office of Special Counsel's primary mission is to safeguard the merit system by protecting Federal employees and applicants from prohibited personnel practices, especially reprisal for whistleblowing:  
<http://www.osc.gov>
- Federal Government employee Web site providing information on human resources benefits and programs available to civil servants:  
<http://opm.gov/>
- Link to New Hire Orientation Presentation (must be accessed on NASA server):  
<X:\HQ HRMD\New Hire Orientation Presentation>
- Frequently Used Applications and Systems:  
<http://www.hq.nasa.gov/hq/applications.html>