

New Employee Orientation Packet

Below you will find links to forms and information needed to process your appointment, including information needed for you to receive your first paycheck. Answers on forms should be truthful and complete. A false statement on any form may be grounds for not hiring you, or for firing you after you begin work. Read all forms carefully, and sign and date where indicated. If you have any questions, contact your Southwestern Human Resources specialist.

IMPORTANT: Please print the forms below; complete this information as soon as possible; place it in the addressed envelope you were provided; and mail it to the Division of Human Resources at Southwestern Power Administration.

Background Investigation Memorandum

Description: Outlines Southwestern's policies regarding background investigations.

Instructions: Sign and date.

Declaration Of Federal Employment (OF-306)

Description: Determines your suitability for Federal employment.

Instructions: Sign and date in Section 17.

Designation of Unpaid Compensation (SF1152)

Description: Allows you to designate a beneficiary to receive your last paycheck if something should happen to you while you are an employee of Southwestern.

Instructions: Complete Section A and Section B. Note there are two copies of the Designation sheet, one original and one for your records.

Direct Deposit Sign-Up Form (FMS-2231)

Description: Authorizes direct deposit of your Southwestern paycheck to your selected financial institution.

Instructions: Complete Sections 1-3 and sign and date Section 5 (TYPE OF PAYMENT will be Net Pay).

Education Data Update Form

Description: Allows you to update your education level to reflect the highest level achieved.

Instructions: Determine which code best describes your highest level of education and enter it on the top right.

Employee Address Form

Description: Allows Southwestern to maintain a record of emergency contacts.

Instructions: In the bottom half of the form, list emergency contacts and sign and date.

Employee's Withholding Allowance Certificate (W-4 Form)

Description: Tells how much federal income tax to take out of each paycheck.

Instructions: Complete this form so that the correct federal income tax is withheld from your paycheck. In Oklahoma, state tax withholding is the same as federal.

Missouri Employee's Withholding Allowance Certificate (MO W-4 Form)

Description: Tells how much federal income tax to take out of each paycheck.

Instructions: Missouri residents only – Select the appropriate tax year and fill in this form so that the correct federal income tax is withheld from your paycheck.

Employment Eligibility Verification (I-9)

Description: Ensures that you are eligible to work in the United States.

Instructions: Complete Section 1 and bring two forms of ID the first day of employment for verification. See list of acceptable documents on form.

Ethnicity and Race Identification (SF-181)

Description: Used to collect statistical information on the composition of the workforce.

Instructions: Complete all information on form.

Prior Federal Service (SF-144)

Description: Lists all of your Federal government civilian and uniformed service.

Instructions: If you have not had either Federal government civilian or uniformed service, mark Yes on question 4 and fill in question 8. Otherwise, fill out applicable areas. In both cases, sign and date the document.

Self Identification of Reportable Handicap (SF-256)

Description: Used to collect statistical information on the composition of the workforce.

Instructions: Complete personal information in top boxes. Find code which describes the impairment. Enter code in the top right hand box.

Standards of Ethical Conduct for Executive Branch Employees

Description: Contains information on the ethical standards for federal employees.

Instructions: Read the information. This is for your records only.

Standards of Ethical Conduct Certification Form

Description: Contains your acknowledgement that you've received the Standards of Ethical Conduct Packet.

Instructions: Sign and date the form.

Federal Benefits Forms and Information

Below you will find links to forms and information needed to process your benefits as a Federal employee. You have 60 calendar days from the date of your appointment to elect life insurance and health benefits. Please read all forms carefully, and sign and date where indicated. If you have any questions, contact your Southwestern Human Resources Specialist.

IMPORTANT: You can either bring the following completed forms with you to new employee orientation or you can make these decisions after you enter on duty.

New Employees Benefits Information

Description: Provides an overview of Health, Life, Dental, Vision, Flexible Spending, and Long Term Care Insurance.

Instructions: Read the information. This is for your records only.

2009 Benefits Guide

Description: Provides basic information about Federal benefits to help you make informed choices about your benefits elections.

Instructions: Read the information. This is for your records only.

FERS Retirement System

Description: Provides an overview of the Federal Employees' Retirement System.

Instructions: Read the information. This is for your records only.

Health Benefits Election (SF 2809)

Description: Allows you to enroll in the Federal Employees Health Benefits (FEHB) Program, elect not to enroll in FEHB, change your FEHB enrollment, cancel your FEHB enrollment, or suspend your FEHB enrollment.

Instructions: Read the information. Follow the instructions to complete the applicable information.

Life Insurance Election (SF 2817)

Description: Allows you to sign up for or cancel life insurance coverage. (New Federal employees in eligible positions are automatically covered by Basic insurance and do not need to use this form if they want only the Basic coverage. Use the form only to elect more life insurance or waive Basic coverage.)

Instructions: Read the information. Follow the instructions to complete the applicable information.

Designation of Life Insurance Beneficiary (SF 2823)

Description: Allows you to designate a beneficiary to receive life insurance benefits if something should happen to you while you are an employee of Southwestern. This form is required only if you wish to change a previous beneficiary or if you are unsatisfied with the [standard order of precedence](#). This document supersedes a last will and testament.

Instructions: Read the information. Follow the instructions to complete the applicable information.

Designation of FERS Beneficiary (SF 3102)

Description: Allows you to designate a beneficiary to receive FERS benefits if something should happen to you while you are an employee of Southwestern. This form is required only if you wish to change a previous beneficiary or if you are unsatisfied with the [standard order of precedence](#). This document supersedes a last will and testament.

Instructions: Read the information. Follow the instructions to complete the applicable information.

TSP Summary

Description: Provides a thorough overview of the Thrift Savings Plan (TSP), the foundation of the Federal retirement plan available to employees covered by the Federal Employees' Retirement System. The TSP is similar to a 401K in private industry.

Instructions: Read the information. This is for your records only.

TSP Election (TSP 1)

Description: Allows you to start, stop, or change the amount of your contributions to the TSP.

Instructions: Complete sections I – IV.

Designation of TSP Beneficiary (TSP 3)

Description: Allows you to designate a beneficiary to receive TSP benefits if something should happen to you while you are an employee of Southwestern. This form is required to designate a beneficiary or to change a previous beneficiary. This document supersedes a last will and testament.

Instructions: Read the information. Follow the instructions to complete the applicable information. Mail or fax the form directly to the TSP as instructed.