



United States Army Dental Command

# CIVILIAN HUMAN RESOURCES UPDATE

May 2008

## **TSP UPDATE**

The Federal Retirement Thrift Investment Board (Agency) has amended interfund transfer (IFT) regulations to limit the number of transfer requests to two per calendar month. After a participant has made two interfund transfers in a calendar month, additional transfers may only be made into the Government Securities Investment (G) Fund until the first day of the next calendar month. The change is effective May 1, 2008. In 2008 the amount of income that employees may defer for tax purposes is \$15,500. When this limit is reached, employee contributions to the Thrift Savings Plan are suspended. Contributions will automatically resume the first pay date of the following year. For additional information on interfund transfer or income deferral limits visit [www.tsp.gov](http://www.tsp.gov).

## **PERFORMANCE APPRAISAL APPLICATION TIPS**

Annual Assessment. Avoid entering interim assessment in the Employee Self-Assessment for Annual Appraisal field. If this occurs, the rating official will need to transfer the “uncompleted” interim review back to the employee to allow the data to be moved to the Employee Self-Assessment for Interim Review field.

Submit to HRL Button: Performance appraisal application (PAA) users should avoid pressing the “Submit to HLR” button on the “Give Recommended Ratings: Review” page prior to the end of the rating cycle. If final HLR approval is documented prematurely, a new performance plan will have to be established to enable employee self-assessment statements to be entered.

Departures: When an NSPS employee or rating official leaves steps need to be taken within the Performance Appraisal Application (PAA). If the departure occurs before July, the employee should receive a close out rating. An early annual rating should be completed for departures after July.

Notification Messages: In order to receive Performance Appraisal Application (PAA) e-mail notifications, users must ensure that their correct e-mail address has been updated in the system. To verify this, log on and click the “My Biz” and “Update My Information” links then press the “Accept” button.

E-Mail Settings: Default junk mail settings in Microsoft Outlook may prevent users from receiving PAA notification messages. To ensure that notifications do not get blocked, click on the Outlook Actions menu bar, then select Junk E-Mail then Junk E-Mail Options. Click the “Safe Senders” tab and add: *mybiz\_myworkplace@dcpds.cpmc.osd.mil* to the list.

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