



### **BPD Human Resources Services**

Effective July 27, 2003, the Bureau of Public Debt's Administrative Resource Center started providing some of our human resources services. BPD coordinates payroll, personnel actions, personnel record-keeping, workers' compensation, and benefits processing. BPD staff is located in Parkersburg, West Virginia, and are part of the Department of the Treasury. BPD has arranged for the transfer of all current personnel file information from the OIG so you do not need to send BPD any information.

#### **What will the existing OIG Human Resources Division in the Office of Management do?**

It will oversee the agreement with BPD and continue to provide some other personnel services, such as classification, vacancy announcements, and employee relations.

#### **Will my Earnings and Leave Statement change?**

BPD uses the U.S. Department of Agriculture's Payroll/Personnel System which is administered by the National Finance Center (NFC) located in New Orleans, Louisiana. Therefore, you will not see changes in your earnings and leave statement, payday, or salary check. You will be able to continue to use your current logins and PIN for both Employee Express and the Employee Personal Page. BPD will coordinate with the NFC and with the Treasury OIG to ensure your pay and records transferred accurately.

BPD encourages employees to review their statements each payday and report any errors to Bev Browning at 304-480-6615 or [bev.browning@bpd.treas.gov](mailto:bev.browning@bpd.treas.gov) immediately. This is especially important for the first few pay periods to ensure all information transferred correctly.

#### **How should I make future changes that cannot be input to Employee Express?**

Please use employee express when possible. For changes that cannot be input to Employee Express only, forward them to Bev Browning at:

Processing, Pay and Leave Branch  
Human Resources Division, Room 206-2  
Administrative Resource Center, Bureau of the Public Debt  
P. O. Box 1328  
Parkersburg, WV 26106-1328

#### **How can I get certified copies of my employee personnel file?**

Contact Bev Browning.

#### **How will time and attendance be handled?**

Timekeepers and certifying officers will continue to report and certify your attendance and leave using PC-TARE. Direct your questions on time and attendance or leave first to your timekeeper or supervisor and then to Sue Douglas at 304-480-6611 or [payroll@bpd.treas.gov](mailto:payroll@bpd.treas.gov).

**Who should I contact with questions regarding benefits or retirement?**

Please contact Susan Yeager at 304-480-7633 or [susan.yeager@bpd.treas.gov](mailto:susan.yeager@bpd.treas.gov).

**Who should I contact with questions on worker's compensation issues?**

Please contact Karen Vincent at 304-480-6479 or [Karen.Vincent@bpd.treas.gov](mailto:Karen.Vincent@bpd.treas.gov).

**How can I contact BPD for services on the Internet?**

BPD has established an Internet site where it will update BPD Human Resources Services contact names and post notices of interest to employees. The address is <http://arc.publicdebt.treas.gov>. Scroll down and select "Customer Access Pages", then select "Treasury Office of Inspector General", or go directly to <http://arc.publicdebt.treas.gov/fs/fstoig1.htm>.

**If I am not happy with the assistance I am receiving from BPD, whom can I contact?**

If you are not satisfied with the assistance you receive from the BPD, please contact Sandra Hicks, Director, Human Resources Division, Administrative Resources Center, BPD, at 304-480-6143 or [shicks@bpd.treas.gov](mailto:shicks@bpd.treas.gov).

In addition, please let officials in the OIG Office of Management know so the OIG can discuss with BPD customer service issues in general.

**If I have a question about this policy, whom can I contact at the OIG?**

Please contact the Human Resources Division in the Office of Management at [greenipe@oig.treas.gov](mailto:greenipe@oig.treas.gov) or by phone at (202) 927-5230. If you can't reach officials in the Human Resources Division, please send an email to [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov) or call the Office of Management main line at (202) 927-5200.