



# HR Broadcast

## New Time Frames for Submitting Job Applications

The ease and convenience of applying for a job with the Marketing and Regulatory Programs (MRP) has been significantly enhanced. Since March 14, 2005, applicants for MRP jobs have been able to submit both resumes and KSA responses via the Internet. This enables job seekers to apply for a job at any time of day from any location. This automation also has resulted in changes related to the submission of applications:

- + Online and faxed applications are accepted until midnight Eastern Time on the announcement's closing date.
- + Hard copy applications that are not faxed will be accepted at the Human Resources Office (HRO) listed on the announcement until 4:30 p.m. on the announcement's closing date. **Job applicants are encouraged to apply online as applications cannot be accepted beyond the timeframes listed.**
- + Supporting documentation, e.g., DD-214, transcripts, must be received in the servicing HR office listed on the announcement within two days of the closing date, excluding Saturdays, Sundays, or U.S. Government holidays. Supporting documentation should include the announcement number and cannot be accepted via e-mail. (One set of supporting documents must be submitted for each announcement.)



## PEARS Pointers

### **Coming in the July Issue:**

❖ **City Tax Withholding**

and much more . . .

Applying for a job using PEARS? Read these Frequently Asked Questions (FAQs) for tips on applying online.

### **Q: How do I check on the status of my application?**

A. Finding out the status of your application or the status of the vacancy can be done with your QuickHire ID, your password, and a click of your mouse.

To check on your application and vacancy status:

1. Follow this link to the USDA log in site: <https://jobs.quickhire.com/scripts/aphis.exe>

2. Fill in your QuickHire ID or E-mail address and Password and select the "View My Application Status" option.
3. Scroll to the bottom of the web page and click on "Next"
4. You will now see a complete list of all vacancies you have applied to and the current status of your application for each vacancy as well as the status of the vacancy itself.

If you wish to check the status of your application (no formal notification will be sent), you may do so on-line 24 hours a day from any computer with internet access. In addition, your status is updated as soon as determinations have been made giving you the most up to date information available.

These are just a few of the many answers to frequently asked questions about PEARS available at our frequently asked questions (FAQ) web site. If you would like more information, we encourage you to browse the complete series of frequently asked questions at:

[http://www.aphis.usda.gov/mrpbs/systems/pears/pears\\_faq.html](http://www.aphis.usda.gov/mrpbs/systems/pears/pears_faq.html)

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## The Benefits Buzz

### Your CSRS Retirement Benefit: How is your Basic Annuity Calculated?

The Civil Service Retirement System (CSRS) covers most employees hired on a permanent appointment on or before December 31, 1983. It is important to know for retirement planning how much your CSRS basic benefit will be. **The amount of your benefit is based on your years and months of creditable service and your highest three years of salary.** Your high 3 average salary is usually your last 3 years of Federal service, but it could be any 3 consecutive years that give you the largest rate of basic pay. The formulas used to calculate the CSRS and FERS benefits differ.

CSRS, enacted in 1920, is a single defined benefit system, which means that a specific formula determines the amount of the CSRS benefit.

The CSRS Basic Annuity Formula is as follows:

- 1.50% X High 3 X First 5 years of service
- 1.75% X High 3 X Second 5 years of service
- 2.00% X High 3 X Years over 10

Assuming 30 years of creditable service, the CSRS Annuity would equal 56% of the high 3 average salary.

Your annual personal benefits statement provided by NFC each spring, gives you an idea of your basic annuity amount. When you are within a few years of retirement eligibility, your Benefits Specialist can provide you with a more accurate computation. If you have any questions about creditable service or retirement benefits, please contact your servicing Benefits Specialist:

[http://www.aphis.usda.gov/mrpbs/employee\\_directory/benefits.html](http://www.aphis.usda.gov/mrpbs/employee_directory/benefits.html)