



HR Broadcast

CITY TAX WITHHOLDING

An employee who wishes to have city taxes withheld from his/her earnings should submit a City Tax Withholding form to the Processing unit in Minneapolis. If NFC has an arrangement with the employee's city to withhold taxes, city taxes will be withheld once the form has been processed by Minneapolis.

If NFC does not have an agreement with the employee's city to withhold taxes, the processing unit will not be able to set up city tax deductions for the employee. If the employee still wants the city taxes withheld from his/her earnings, the employee has the following options: (1) Check with the local taxing authority to see if they will set up a withholding agreement with NFC; (2) elect to have an additional amount withheld from state taxes for the local taxing authority, if the local taxing authority has an arrangement with the city to transfer additional amount to the city; (3) set up an allotment, using Direct Deposit form SF-1199A or Fast Start Form 2231, to have deposited each pay period a portion of the expected amount of city taxes owed. That funds accumulated through that allotment can then be used to pay the city taxes when due.

For questions regarding city tax withholding agreements, please contact NFC at 504-255-5230.

HELPFUL HINT FOR DIRECT DEPOSIT FORM

When an employee completes the SF-1199A, Direct Deposit Form, be sure he/she has included the Social Security Number under **Block C, "Claim or Payroll ID Number"**

Coming in the October Issue:

- Reinstatement Eligibility
- Requesting NFC ID's



If you need your NFC Reporting **Center** password or your regular NFC id password reset, you may now call NFC Operations Control at 504-255-5037 for assistance

IDENTITY THEFT

Are you or someone you know a victim of identity theft? If so, please visit www.consumer.gov/idtheft. The information entered here becomes part of a secure database that is used by law enforcement officials across the nation to help stop identity theft. This site also has links to useful information from other federal agencies, states and consumer organizations. You can also call 1-877-ID-THEFT. This is the Federal Trade Commission's toll-free ID Theft Hotline, where there are counselors available to help individuals deal with the consequences of identity theft.

REQUIRED APPOINTMENT PAPERWORK

Security issues are being addressed all over the nation as a result of the events that took place on September 11. The President issued a mandate to all Federal agencies regarding the hiring of new employees. As a result, appointment actions (actions with codes from 100-199) **can not** be entered into the payroll/personnel system without the receipt of the following **fully completed** forms: **Declaration of Federal Employment (OF-306); Appointment Affidavit (SF-61); Employment Eligibility Verification (I-9); and either an SF-171, OF-612, or resume.**



PEARS Pointers

Q: I forgot my password!

A: To restore your password, go to the [PEARS log in screen](#) (<https://jobs.quickhire.com/scripts/aphis.exe>) and select the "Forgot your password?" option. Then click on the "Next" button and enter your QuickHire ID or email address, your zip code and date of birth, secret question and secret answer and then click the "Next" button.

If you do not have a secret question and answer, complete the rest of the information and select the option "I do not have a secret question or answer." If you do not have a secret question your password will be changed to your registered zip code.

If you have a secret question, the system will change your password to the answer to your secret question and you will be able to log in using the answer to your secret question as your password. (Note: The email address you enter must be the one you used to register.)

If you do not remember all the information requested, send an email to pears@aphis.usda.gov requesting your log in information. Please include the following information in your e-mail: full name, email address, home address and the last four digits of your social security number. Your log in information will be e-mailed back to you.