



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
1400-711 (CA-945) P

EMS TRANSMISSION: 3/8/04
Instruction Bulletin No. CA-2004-028

To: All Employees

From: DSD, Support Services

Subject: Implementation of United States Department of the Interior (USDOI),
Electronic Distribution of Leave and Earnings Statements (LES) Policy

As a result of the Department's initiative to modernize payroll operations and reduce cost, the determination has been made to electronically distribute LESs. Department of the Interior Personnel Bulletin NO. 04-01 outlines the Department's policy on electronic distribution of LES.

The intent of this new policy is to provide DOI employees their LES information electronically through the online Employee Express system at www.employeeexpress.gov. By Department policy hard copy LESs will no longer be printed and mailed to employees unless they have obtained a waiver to the Department's general policy.

The above Department policy will be effective March 21, 2004 in BLM-California and will result in all employees receiving electronic LES information unless they are provided a waiver or exception from the Department's policy of distributing LES information by electronic format.

The attached Memorandum Of Agreement (MOA) which describes the process for obtaining waivers or exemptions, is now in effect for all bargaining unit employees represented by NFFE Local 951 and 2152. Procedures identified in this MOA for requesting a waiver to the Electronic Distribution LES policy will also be used for non-bargaining unit employees.

Because of this policy change, it is very important that, if you have not already acquired an Employee Express Personal Identification Number (PIN), you do so immediately by visiting the Employee Express website at the above link. Also, all BLM-California supervisors, managers and employees should become familiar with the attached MOA,

Waiver Request Form and USDOJ Personnel Bulletin No. 04-01.

Further, please remember that when using the Employee Express system for LES information, all employees are responsible for complying with Department security requirements. This includes not sharing personal passwords and properly logging in and out of Employee Express.

To properly log into Employee Express you must accurately enter your Social Security Number without spacing and your Employee Express PIN. To properly log out of the Employee Express system, users must use the "Sign Out" buttons and click on the link "Click Here To Close This Window". It is important that you follow this procedure as failure to properly log out of Employee Express may make an employee's personal information accessible to other individuals using the same computer.

If you have questions concerning the implementation of the new LES policy, you may direct them to David Wheeler, Human Resources staff at (916) 978-4495.

Signed by:
Sherian Long
Acting DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

Attachments:

1. MOA, Electronic LES, December 16, 2003
2. USDOJ Personnel Bulletin NO. 04-01