



Your MWR at Joint Base McGuire-Dix-Lakehurst
FORCE
 SUPPORT SQUADRON



87th Force Support Squadron, NAF Human Resources Office

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HOT NEWS!!!

ANNUAL HEALTH BENEFITS OPEN ENROLLMENT

NAF Open Enrollment is scheduled from November 01, 2018 – November 30, 2018. This is the only time of the year NAF employees can make benefit elections and/or changes without experiencing a Qualifying Life Event (i.e., marriage, divorce, birth, adoption, etc.). Employees can enroll in a health plan, switch plans, add or remove dependents, or elect to enroll or re-enroll in one or both Flexible Spending Accounts (FSA). NAF employees can utilize Alex, online benefits counselor, to assist in making benefits elections/changes. Visit a local NAF Human Resources office for more information.

Helpful Links: www.nafhealthplans.com/AirForce
www.myAlex.com/AirForce

Should you have any questions regarding this change, please contact Human Resources.

NAF Human Resources Team

Building 2903, Room 39
 JB MDL, NJ 08641
 Mon, Tue, Wed, Fri: 7:30-4:30
 Thursday: 7:30-1:00
609-754-3459

Sarah Medina

Human Resources Officer
 (609) 754-6900

Shelly DeHart

HR Specialist - (609) 754-3352
 Resource Management Flight
 Training & Marketing

Roberta Lazerson

HR Assistant - (609) 754-2146
 Child & Youth Services Flight
 Workers' Compensation - Backup

Sharon Rainford

HR Assistant - (609) 754-3890
 Sustainment Services Flight
 Collocated Club & Rickenbacker's
 Workers' Compensation - Primary

Christie Ford

HR Assistant - (609) 754-3321
 Payroll – Primary
 Password Resets-Name Tags

Julie Cloy

HR Assistant - (609) 754-3388
 Community Services Flight
 Force Development Flight
 Payroll – Backup

Rebekah Hill

HR Assistant - (609) 754-3459
 NAFJobs / Hiring Lists - Primary
 Password Resets-Name Tags

USE OR LOSE / TIME OFF AWARDS

It's that time of year again when employees will need to use or lose their leave balances. Employees can carry forward 240 hours of annual leave each year. Any employee that has use or lose annual leave must use it no later than the end of the first pay period of 2019 (1/12/19). Also, please remember that TOA is to be recorded in SETS as Regular Hours. TOAs expire one year from the date they were issued.

All Managers should have received their facilities use or lose balances. If you have not, please contact Human Resources.

NAFJOBS

HRO would like to remind Managers to please be mindful of their facilities positions that are posted on NAFJOBS. It is the Managers responsibility to let HRO know when they would like a position posted. You will also need to advise an open and close date. If you have a position posted you must pull the applicant list between 5 days and 30 days. As a reminder, you must contact HRO to pull an applicant list before interviewing. Positions left open for too long give false hope for applicants and reduce applicant choices for other posted positions. NAFJOBS is for actively hiring positions. We will clean up the site on November 1, 2018 to ensure all positions posted are current and have recruit fills in the book. HRO is here to help you find the best qualified applicants so we need to have active positions to send them to.

NAF HRO CUSTOMER SERVICE HOURS:

Monday – Friday
 7:30-4:30

On Thursdays, the office closes at 1:00 for Training

87 Force Support Squadron - The Best Never Rest!

**NAF LENGTH OF SERVICE AWARDS
3RD QUARTER - 2018**

5 Years

Lauren Gephart – Dix Fitness
Judith Rodriguez – Lodging
Michael Walters – Aquatics
Jessica Burgess – Dix Youth

10 Years

Lisa Vasquez – Dix Youth
Bonnie Chaney – CDC 1
Donella Scheerer – CDC-Dix
Hiram Rodriguez – Aquatics
Jamey Weiler – Marketing
Anthony Webb – Lodging
Ryan Gauze – McGuire Youth

20 Years

Phyllis Kappus – Accounting
Arlene Melendez Edmonds – CDC Lakehurst
Ulai Roman – Collected Club
Alfred Bowers – Warehouse
Amanda Bottomley – Lakehurst Youth



Why Out-Processing with HR should be TOP Priority:

It is a misconception that out-processing is a minor and unimportant thing to do. It should be TOP priority on the list of things to do. Every NAF employee who has turned in their resignation or notice that they will be leaving the position needs to out process with NAF HRO.

All employees must contact their facility HR Assistant to set an appointment to complete out processing. This generally takes 15-30 minutes.

During the appointment, they will be shown several key things to make their transition out as smooth as possible. Additionally, HRO will inform the employee how to update their address so that they will receive the following year's W-2. The forwarding address will be used to send unemployment guidelines and their last 2545 if needed. They may also need to complete documents if they were claiming insurance benefits, 401K, etc. While out-processing they can turn in their name badges, their CAC cards, and complete an exit survey.

It is our duty and responsibility to inform and correctly out-process employees. This ensures that when they get to their new area/duty station, they find that we provided a smooth transition. A correctly out-processed employee is a happy employee who is prepared for their next job search with all of their documents in-hand or by mail and informed of their unemployment claim rights.

**EQUAL EMPLOYMENT
OPPORTUNITY**

Every applicant receives equal consideration on merit, without discrimination of color, race, creed, religion, gender, sexual orientation, origin, age, handicap or any other non-merit factor.

ADDRESS CHANGE?

Should you have a change of address, you must log onto NAF Pay and update your account to reflect your new address. **This will be the address that your tax documents will be sent to should you separate from employment.**

Additionally, you must inform your supervisor of your address change so that their records can be updated as well as complete a change of address form at Human Resources as soon as possible.

PAYROLL REMINDERS for Managers

*Employees marked as "No Timesheet" MUST have a timesheet created

- Select "Create Timesheet" located under Previous Record Next Record IF EMPLOYEE NO LONGER WORKS AT FACILITY:
- Insert a line item for No Pay Due/No Hours
- Insert 1.0 hours on Sunday's input cell

Contact Payroll HR Assistant, Christie Ford, to set up additional one-on-one training on SETS. She is happy to assist in any way.

Great Training Opportunity!!!

Working Smarter, Not Harder
through

Continuous Process Improvement

Contact Tammy Miller at 745-6838
for more information!

PAYROLL REMINDERS for Employees

Employees should be checking their LES each payday.

Remember to change URL – first 6 letters should say nafpay - contact HR if you get locked out or stop by our office and we would be happy to assist you with your account.

Things to keep an eye on: Rate of pay, hours worked are correct and deductions for benefits are being collected correctly. If you find discrepancies, you should first contact your manager.

*Keep track of your Time Off Award- You have 1 year from date it was issued to use it or you will lose it.

**For "My Money" or
NAFJobs.org password
changes and resets, please
contact the NAF-HR staff at
754-3459 or 3321**