



UNITED STATES DISTRICT COURT

EASTERN DISTRICT OF WASHINGTON
920 WEST RIVERSIDE AVENUE
P.O. BOX 1493
SPOKANE, WASHINGTON 99210
www.waed.uscourts.gov

SEAN F. MCAVOY
CLERK OF COURT

RENEA A. GROGAN
CHIEF DEPUTY CLERK

(509) 458-3400
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Dear New Employee:

Congratulations on your new appointment with the United States District Court, Eastern District of Washington! This site contains all of the necessary forms required to process your appointment. Additional reference materials and guides are also included to assist you in making informed decisions as to which health plan to choose, and whether or not you wish to participate in the Federal Employee's Life Insurance Program. Please review and fill out these forms to the best of your ability and bring them with you on your first day of work. Please do not email these forms to us.

If you have any questions or require assistance while completing your paperwork, please call 509-458-3422 or email HR@waed.uscourts.gov.

1. **AO 78 Appointment Form.** Please be sure to complete this form in detail. The information you provide concerning your education and work history is used to determine what classification level you will be placed at and could also be used in the future to help assess promotion opportunities.
2. **Form W-4, Withholding Allowance Certificate.**
3. **Form I-9, Employment Eligibility Verification.** Section 1 is to be completed and signed by you. Please bring in selected documentation as listed on the form on your first day.
4. **Direct Deposit Sign-Up Form.** Use of Electronic Funds Transfer (EFT) for payroll direct deposit is required. Section 1 needs to be completed by you and then Section 3 by your bank.

5. **Emergency Contact Sheet** for your local personnel file.
6. You have 60 days from your appointment date to enroll in the **Federal Employees Health Benefits (FEHB)** Program. In general, enrollments take effect on the first day of the pay period that begins after we receive your completed election form (SF 2809) and follows a pay period during any part of which you were in a pay status.
7. You are automatically covered by the **Basic Life** coverage described in the **FEGLI** (Federal Employees Group Life Insurance) booklet. If you do not wish to be covered, you must sign the waiver in Section 5 as the deductions for Basic Life will begin automatically.

Life insurance Designation of Beneficiary form. This form should be completed if you wish something other than the order of precedence listed on the back of the form.

8. Information on the **Thrift Savings Plan (TSP)**, which is the government's version of a 401K. Automatic enrollment will be implemented to immediately enable you to save five percent of your base pay without your need to complete an enrollment form. However, should you wish to increase your contribution or do not want to contribute at this time, you will need to fill out a TSP-1 form. You may contribute up to \$19,500 of your salary per year. Employees who are 50 years old or older may contribute an additional \$6,500 per year by completing a TSP-1-C form. Government matching contributions will start immediately.

Additionally, you may take any existing 401K or pre-tax account and roll it into the TSP. The TSP booklet and forms provide more information and you may also visit the TSP website at www.tsp.gov to learn about the various funds that are available to you.

9. Information on the **Federal Employee's Retirement System (FERS)**. As a new employee, you will begin contributing 4.4 percent of your salary to FERS each pay period. Full information about our retirement system is available in the FERS booklet located on this site and at www.opm.gov.

Other information available on the site includes the Flexible Spending Program (medical and dependent care reimbursement), booklets on the various dental and vision options

which you will be able to select once you are on board, the Court's EDR Plan and the Judicial Code of Conduct. Also available is information on holidays, salary and leave accrual.

Welcome to the United States District Court!

Sincerely,

Human Resources Department
United States District Court