

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

OK Notice
PM-1359

For: County Offices

PRES Processing Transferred to the State Office for CO Employees

Approved by: State Executive Director



1 Overview

A

Background

Beginning October 22, 1999 (pay period 21) selected PRES documents for CO employees were processed by the County Office. Due to PRES being converted to EPIC during fiscal year 2003, County Offices will no longer be processing PRES documents.

B

Effective Date

PRES documents will be processed and maintained by the State Office effective January 26, 2003 (Pay Period 2).

Disposal Date

June 1, 2003

Distribution

County Offices

OK Notice PM-1359

2 PRES Documents

A Processing PRES Documents

Effective January 26, 2003, the State Office will process all PRES documents. PRES documents are payroll documents which include:

- AD-349 (Employee Address)
- SF-1199A (Direct Deposit Sign-Up Form) - Net Pay and Financial Allotments
- W-4 (Employee Tax Withholding)
- W-5 (Earned Income Credit Advance Payment Certificate)
- TSP-1 (Thrift Savings Plan Election Form)
- SF-2809 (Health Benefits Registration Form)
- FSA-444 (JM Marketing and OKASCOE Dues)
- SB-2152 and SB-2253 (series EE and series I Savings Bonds)

When an employee submits the payroll form for a change in taxes, health benefits, TSP, etc., the county office shall review the form and mail the **original** form to the State Office for loading into PRES. The "Agency Use" or "For Employing Office Use" sections on certain forms shall be completed by the State Office. County Offices shall **not** complete these sections.

All documents shall be mailed to the attention of the Administrative Section at the State Office

All PRES documents will be effective the pay period after they are received in the State Office.

3 Employee Express

A Using Employee Express

The following changes can be made using Employee Express, if the employee chooses not to submit a hard copy form to the county office:

- Federal and State Taxes
 - Direct Deposit
 - Financial Allotment
 - Federal Employees Health Benefits (FEHB)
 - Thrift Savings Plan
 - Home Address
 - Savings Bonds
-