

## **Employee Information and Resources**

### **Furlough HCAccess Site**

In addition to monitoring public broadcasts and the Internet for the status of the continuing resolution or an appropriation for DHS, you may also visit the HCAccess website for furlough-related information (e.g., FAQs).

Go to: <https://hraccess.tsa.dhs.gov>

### **Account Information**

It may be helpful for you to have the log-in and password information for the following accounts in the event you need to access your personal accounts:

- Employee Personal Page <https://www.nfc.usda.gov>
- Electronic Official Personnel Folder <https://eopf.opm.gov/dhs>
- Thrift Savings Plan tsp.gov <https://www.tsp.gov>

### **Resources**

The following free employee resources will continue to be available during the furlough

- The Employee Assistance Program (EAP) provides professional, personal and confidential counseling. To access the EAP services: Call 1-800-222-0364 (TTY 1-888-262-7848) or visit <http://www.FOH4you.com>.
- Worklife4you is a work/life research and referral service. Worklife4you can make personalized referrals to resources in the community, such as legal/financial support, alternate child and senior care options, community services, assistance programs, etc. To access worklife4you services: Call 1-866-888-9803 (TTY 800-873-1322) or visit <http://www.Worklife4you.com>.

**NOTE:** new users visiting the Worklife4you website are required to register. To register, follow the “New Users Sign Up” link and use Registration Code: tsa.

### **Unemployment Compensation for Federal Employees Program**

Employees may be eligible for unemployment compensation depending upon the number of consecutive furlough days. Unemployment Compensation for Federal Employees is administered by States. State unemployment compensation requirements differ; some states require a 1-week waiting period before an individual qualifies for payments.

In the event employees in furlough status choose to file a claim under the Department of Labor’s Unemployment Compensation for Federal Employees program, they will need a SF-8 with the TSA agency code and a copy of their most recent SF-50. A copy of SF-8 is attached to your

furlough notice and can also be accessed by visiting HCAccess: <https://hraccess.tsa.dhs.gov/hraccess>. SF-50 can be accessed by logging on to the Electronic Official Personnel Folder (eOPF) - log-in and password required.

For additional information, employees are advised to submit questions to the appropriate State (or District of Columbia) office. The Department of Labor's website provides links to individual State offices at <http://www.servicelocator.org/OWSLinks.asp>. Additional information is also available on the DOL websites: [www.dol.gov](http://www.dol.gov).

See the attached **Information for Furloughed Federal Workers Unemployment Compensation for Federal Employees**.

### **Reminders:**

While furloughed, non-exempt employees:

- Any paid leave (annual, sick, court, etc.) approved for use during the furlough period is cancelled, and is placed in furlough status.
- Cannot work, even remotely, and must remain away from the workplace unless and until recalled.
- Cannot attend or schedule work-related meetings, conferences, training, and/or seminars.
- Are not be permitted to serve as an unpaid volunteer for the government during the furlough period.
- If have been issued a government vehicle, are not permitted to drive it during the furlough period.
- May continue to retain and monitor their DHS-issued mobile devices for status updates and emergency notifications; however, employees are prohibited from using this equipment for any other purposes during a federal funding hiatus.
- May access the HCAccess website <https://hraccess.tsa.dhs.gov> where TSA will post updates and FAQs related to the partial shutdown. As needed, TSA may also use the TSA Alerts and Warning (AWS) system to send alerts related to the partial shutdown.
- Should monitor the media and DHS website as well as their DHS-issued electronic devices for information on the status of the appropriations bill. TSA will also utilize the TSA Alerts and Warning System (AWS) to provide end of shutdown furlough related instructions, delivered to the official email addresses as well as employee's personal devices and emails based on the contact information employees have entered into the AWS.
- **Unless instructed otherwise**, are required to return to work on their next regular duty day once another continuing resolution or an appropriation bill is enacted (passed by the House and the Senate and signed by the President). Note, while it may be unusual, employees may be instructed to return to work the same day. Employees must follow event-specific instructions.