



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

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## PERSONNEL BULLETIN NO. 04-01

SUBJECT: Electronic Distribution of Leave and Earnings Statements

1. **Purpose.** This establishes the policy for distribution of Leave and Earnings Statement (LES) for all employees of the Department of the Interior. The LES contains biweekly pay and leave information for employees paid through the Federal Personnel Payroll System (FPPS).

2. **Policy.** Department of the Interior employees will receive their LES information electronically through the online Employee Express system at [www.employeeexpress.gov](http://www.employeeexpress.gov). Hard copy LESSs will be printed and mailed only to employees who have obtained waivers to the general policy.

a. An employee who is unable to access Employee Express may request a waiver from the general policy and receive a hard copy LES. The following reasons meet the criteria for a waiver:

- (1) No access to an agency computer with internet service;
- (2) No access to a printer which would allow for privacy when printing the LES; and
- (3) No access to Employee Express (e.g., employees under a dual appointment with two different agencies do not have access to Employee Express).

b. Employees who believe they meet the criteria for a waiver must submit a written request for waiver to their immediate supervisor. The request must fully explain the reason(s) a waiver is being sought. If the supervisor concludes that the request meets one of the waiver criteria set out in this policy, the supervisor will sign the memo, indicating approval, and provide the approved waiver request to the employee's servicing personnel office for entering into FPPS. Instructions for processing waivers from this policy are included in Attachment 1. If the request is denied, the supervisor will note the reason for the denial and return it to the employee. Denials of a waiver request may be appealed through the administrative or negotiated grievance procedure, as applicable.

c. Employees in the following categories will be exempt from this policy and will not have to apply for a waiver:

- (1) Employees in offices barred from internet access, e.g., under the Cobell litigation.
- (2) Employees new to the Department will receive a hard copy LES for the first three pay periods. Thereafter, employees will receive the LES through Employee Express.
- (3) Individuals separated from employment with the Department will receive their final LESSs in hardcopy.
- (4) Groups of employees without access to computers (e.g., seasonal firefighters) as identified and approved in writing by the office head. A copy of this approval must be

provided to a bureau/office servicing personnel office so the waivers can be entered into FPPS.

d. Employees who are otherwise automatically exempt, but want to receive their LES information electronically rather than by hard copy, can stop receiving the hard copy LES in two ways: (1) Provide a written request to their servicing personnel office to discontinue receipt of the hard copy LES; or (2) Press the "Hard Copy Off" button on the LES screen in Employee Express. They will then obtain their LES electronically.

e. In accordance with 410 DM 2, Limited Personal Use of Government Property, employees are allowed to access and print their LES during work hours.

**4. Requesting a Duplicate LES.** The LES on Employee Express can be printed or saved to a disk for future reference. An employee may also request a duplicate copy of an LES beyond the three pay period online view stored in Employee Express by contacting the Payroll Information Line at 1-800-662-4324 or (303) 969-7732. This also applies to employees who are temporarily unable to connect to Employee Express and have an immediate need to obtain a copy of their LES.

#### **5. Responsibilities.**

a. **Employees** are responsible for:

- (1) Obtaining their LES information from Employee Express each pay period;
- (2) Printing the LES from Employee Express if they want to keep a hard copy for their personal records, or saving the LES to a disk or their home computer; and
- (3) Reviewing their LES each pay period for accuracy and alerting their servicing personnel office or the Payroll Operations Division at 303-969-7732, of errors, if any.

b. **Supervisors** are responsible for:

- (1) Ensuring, to the extent feasible, that employees have the equipment and training needed to access and print their LES through Employee Express and are granted a reasonable amount of work time to do so;
- (2) Verifying that applicable conditions are met before approving waiver requests; and
- (3) Continuing oversight of waiver approvals/disapprovals. For example, if an employee obtains the necessary internet access and no longer meets the criteria for a waiver, a previously approved waiver should be rescinded. Similarly, employees who are unable to retrieve their LES for a significant period of time (e.g., due to long term sick leave, military leave, details, or travel) should be given temporary waivers and provided hard copies of their LES.

c. **Servicing personnel offices** are responsible for:

- (1) Providing information to employees on the use of Employee Express and waiver procedures; and
- (2) Timely input of waiver information into FPPS.

d. **Personnel Officers** are responsible for:

- (1) Coordinating the implementation of this policy within their bureau;
- (2) Coordinating and communicating bureau procedures;
- (3) Identifying groups of employees or organizations for automatic waiver and notifying the NBC Payroll Operations Division for processing in FPPS; and
- (4) Coordinating with bureau servicing personnel offices to ensure waiver requests are processed in a timely manner.

6. **Accessing Employee Express.** Employee Express is an automated system that puts employees in control of processing many personnel and payroll transactions. In addition to allowing employees to view their LES, the following personnel-payroll transactions can be processed through Employee Express:

- Change in federal and state tax deductions
- Add or change direct deposit and financial allotments
- Change in home address (for payroll purposes)
- Change in health benefits (FEHB) (during open season)
- Change in TSP contribution amounts (during open season)
- Election of TSP catch-up contribution for employees age 50 and older
- Start, change or stop savings bonds
- Change in Personal Identification Number (PIN)

Employee Express is available to all Department of the Interior employees at [www.employeeexpress.gov](http://www.employeeexpress.gov) and requires a social security number (SSN) and an Employee Express Personal Identification Number (PIN). A new PIN can be requested over the phone at (478) 757-3030. Once a PIN is received, we recommend that employees change it to something that is easy to remember. However, the PIN should not be one that is easily guessed by other individuals.

Access to Employee Express on the Internet requires Netscape version 6.2 or higher or Microsoft's Internet Explorer version 5.5 or higher. JAVA and JAVASCRIPT must be enabled. Employee Express can also be accessed by touch-tone phone from home at 1-800-827-6254 and from work at (478) 757-3080. The TTY/TDD number is 1-888-880-0412. For security reasons, use of cellular phones is not recommended.

The Employee Express Help-Desk, at (478) 757-3030, is staffed during the hours of 7:00 a.m. to 7:00 p.m., EST; at other times, a message may be left and someone will return the call. The help desk can also be contacted at [EEXHelp@opm.gov](mailto:EEXHelp@opm.gov).

Answers to questions regarding privacy, security, and access can be found at the Employee Express main page at [www.employeeexpress.gov](http://www.employeeexpress.gov). No PIN is needed to access this information.

Any questions about getting access to Employee Express at work should be directed to an employee's bureau/office servicing personnel office.

7. **Security.** Employees have a continuing responsibility to comply with Department security requirements. This includes not sharing personal passwords and properly logging in and out of systems. 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." Failure to properly log out of Employee Express may make an employee's personal information accessible to other individuals using the same computer.

8. **Labor-Management Obligations.** Bureaus are reminded to fulfill their labor-management responsibilities, as applicable, before implementation of this policy.

9. **Effective Date.** This policy is effective no earlier than October 19, 2003. Bureau headquarters representatives may contact the FPPS Help Desk at (303) 969-5500 with questions. Field office personnel should contact their regional/headquarter contacts with questions. Bureau implementation coordinators are listed in Attachment 2.

Carolyn Cohen

  
Director, Office of Personnel Policy

2 Attachments

## Servicing Personnel Office Procedures

The following LES Print Indicators are valid and referenced in these procedures:

- 'Y' (Yes) = a hard copy LES will be printed (default indicator)
- 'N' (No) = a hard copy LES will not be printed
- 'W' (Waived) = a hard copy LES will be printed where a waiver to this LES policy is in effect

Bureaus can chose to either set LES Print Indicators to 'N' and handle exceptions as described below in Paragraph I, or set LES Print Indicators to 'Y' and handle exceptions as described below in Paragraph II. The Bureau Servicing Personnel Office (SPO) should follow the procedures below that correspond to the method its Bureau decides upon to set the LES Print Indicator.

### I. LES Print Indicator 'N'.

**A.** A Bureau may elect to set the LES Print Indicator to 'N' for an organization, bureau, sub-bureau, or bargaining unit status. The SPO must forward all group changes, including whole Bureaus, Sub-bureaus, specific organization codes (cannot be a range of organization codes), or specific bargaining unit status codes, to its assigned Payroll Processing Section, NBC Payroll Operations Division, for processing (see paragraph V.).

**B.** Individuals who are otherwise automatically exempt, but want to receive their LES information electronically rather than by hard copy, may submit a written request to the SPO stating that they do not wish to receive a hard copy LES.

- The request should include the employee's name, SSN, Dept/Bureau/Sub-bureau/Organization Code.
- The SPO will change the LES Print Indicator to 'N' for individual employees, using command ADCG.
- The SPO must process these requests by the end of the pay period in order for them to be effective that pay period.

**C.** If a Bureau elects to set LES Print Indicators to 'N,' a waiver process is available to individuals and groups which allows them to receive a hard copy LES.

- The waiver process allows an employee to continue to get a hard copy LES.
- The waiver will remain in effect as long as the condition exists for the waiver. The waiver indicator cannot be overridden using the PMCG command, but can be changed to 'Y' or 'N' on an individual basis using the ADCG command.

- The waiver request should include the employee's name, SSN, Dept/Bureau/ Subbureau/Organization Code, reason for waiver, and supervisor's approval.
- The SPO will process all individual requests for waivers.

D. The SPO will enter approved waiver requests for individual employees through command ADCG using an LES Print Indicator of 'W'. The waiver requests must be processed by the end of each pay period.

E. The SPO will forward group waivers, including whole Bureaus, Sub-bureaus, specific organization codes (cannot be a range of organization codes), or specific bargaining unit status codes, to their assigned Payroll Processing Section, NBC Payroll Operations Division to be processed (see paragraph V.).

- See the Waivers section in the policy for the group categories that will automatically be granted a waiver.
- Even though some groups may be granted an automatic waiver, a group waiver request must still be submitted to the NBC Payroll Operations Division for processing.
- An employee's immediate supervisor may submit a waiver for an employee for extenuating circumstances. (If the situation is temporary, the supervisor should submit a request to the SPO to change the LES Print Indicator from 'W' back to the original indicator.)

## II. LES Print Indicator 'Y'

A. Bureaus may elect to keep the default LES Indicator setting of 'Y' and chose the following options for processing exceptions.

B. Employee Express. Employees may go through Employee Express and select the 'HARD COPY OFF' button on the Earnings and Leave Statement screen.

C. Written Request to change LES Print Indicator to 'N'. See Paragraphs I.A. and I.B., above.

D. Waiver. If the bureau would like to indicate that a waiver has been granted, the LES Print Indicator can be set to 'W'. See above paragraphs I.C., I.D., and I.E. for waiver procedures.

## III. New Accessions

The LES Mail Indicator defaults to 'Y' for all new employees. If the Bureau elected to change the LES Mail Indicator to 'N', the SPO can go back into FPPS and change the LES mail indicator to 'N' with a future effective date of three pay periods from EOD. This should allow sufficient time for the new employee to

receive a PIN from OPM to access Employee Express, or to submit a waiver request.

**IV. Separated and Deceased Employees**

**A.** A completed separation or deceased action (any separation NOAC) in FPPS will automatically change the LES print indicator to “Y” indefinitely. This includes changing all Waived indicators to “Y”. This will allow the separated employee to receive a hard copy LES thru FPPS for such payments as lump sum leave, amounts due because of T&A corrections, or awards given after an employee’s separation. Access to Employee Express is denied the day after the separation action is processed.

**B.** If a separated employee is re-accessed into FPPS, a new waiver will have to be submitted to the SPO, if a waiver condition exists.

**V. Payroll Processing Sections**

**A.** The SPO should contact their Bureau Point of Contact with processing/procedural questions.

**B.** All requests to change LES Print Flags on a group basis should provide the appropriate criteria (e.g. Department, Bureau, Subbureau, Org code) and be addressed to:

Department of the Interior  
National Business Center  
Payroll Operations Division, Mail Code - Select mail code from following table  
PO Box 272030  
Denver, CO 80227-9030

The request may also be faxed to the number as shown below:

<u>Bureau</u>	<u>Processing Section</u>	<u>Mail Code</u>	<u>Fax number</u>
Bureau of Indian Affairs Office of the Solicitor Fish & Wildlife Service	1	D-2661	303-969-7349
National Park Service Office of Surface Mining Mineral Management Service	2	D-2662	303-969-7272
Office of the Secretary US Geological Survey Bureau of Reclamation Office of the Inspector General Office of Aircraft Services Bureau of Land Management	3	D-2663	303-969-7411

## LES Bureau Contacts

<b>BIA</b>	Kathy Kogut (202) 343-2537 * no email access	<b>MMS/ OS</b>	Beth Orman Shuff (703) 787-1452 beth.orman.shuff@mms.gov
<b>BLM</b>	Valerie Turner (202) 501-6724 valerie_turner@blm.gov	<b>NBC</b>	Paula Lucey (303) 969-7255 paula_e_lucey@nbc.gov
<b>BOR</b>	Tammy Heid (303) 445-2641 theid@do.usbr.gov	<b>NPS</b>	Debbie Martin (202) 354-1994 deborah_martin@nps.gov
<b>FWS/ SOL</b>	Juanita Knutson (703) 358-2119 juanita_knutson@fws.gov	<b>OSM</b>	Theresa Savoy (202) 208-2805 tsavoy@osmre.gov
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