

Electronic Statement of Earnings and Leave

Most employees currently receive a paper version of their Statement of Earnings and Leave (SEL) in the mail. TTB is strongly encouraging employees to eliminate the paper version and retrieve the same information electronically.

Four reasons to go “paperless”:

- **User Friendly Access:** SEL is available 24 hours a day, 7 days a week, with the latest information accessible immediately after payroll processes. From any location, a mouse-click to your computer screen will access your current pay period data or a year’s worth of payroll statements.
- **One-Stop Service:** Because you have immediate access to your own payroll data, electronic SEL eliminates the need to request information from others. You, the user, are going straight to the source for your own personal pay information.
- **Peace of Mind:** Your data is protected with 128-bit Secure Socket Layer encryption when it travels over the Internet. It can only be accessed with a valid social security number and password known only to you.
- **Flexibility:** You can change from paperless SEL back to the paper version at any time you wish. The effective date of your change will be determined in the same way that the initial effective date is determined.

Frequently Asked Questions

1. Why are we encouraging you to use the electronic Statement of Earnings and Leave?

Consistent with e-Government initiatives, we are encouraging you to switch from paper statements to electronic statements. The electronic statements provide many benefits to you as well as save mailing and printing expenses for TTB.

2. Will you be able to print the electronic statement?

Yes, you can print a “print friendly statement.”

3. Will you be able to use Government time, computer equipment, and paper to access and print the electronic statement?

Yes, as long as the time and use of Government supplies is reasonable.

4. When are the statements posted?

Pay information is usually available on Sunday afternoons of pay weekend, e.g., if the official pay date is 7/22/2004, your electronic statement should be available on 7/18/2004. The bi-weekly pay process is never exactly the same from pay period to pay period; changing requirements can make run times vary.

How to Enroll:

If you have a National Finance Center – EEP password:

- Log on to www.nfc.usda.gov.
- Click on EPP-Employee Personal Page
- Click on Accept
- Enter your social security number (no dashes)
- Enter your password
- Click on Log in
- Click on Preferences
- Click on E&L Paperless Option
- Click on Continue
- Click on Stop Mail
- Logout

If you do not have a password:

- Log on to www.nfc.usda.gov.
- Click on EPP-Employee Personal Page
- Click on Accept
- Click on sign up.
- Click on Department of The Treasury
- Click on Continue
- Click on Alcohol and Tobacco Tax and Trade Bureau
- Click on Continue
- Enter your social security number (no dashes)
- Click on Sign Up for EPP
- Your password will be mailed to you