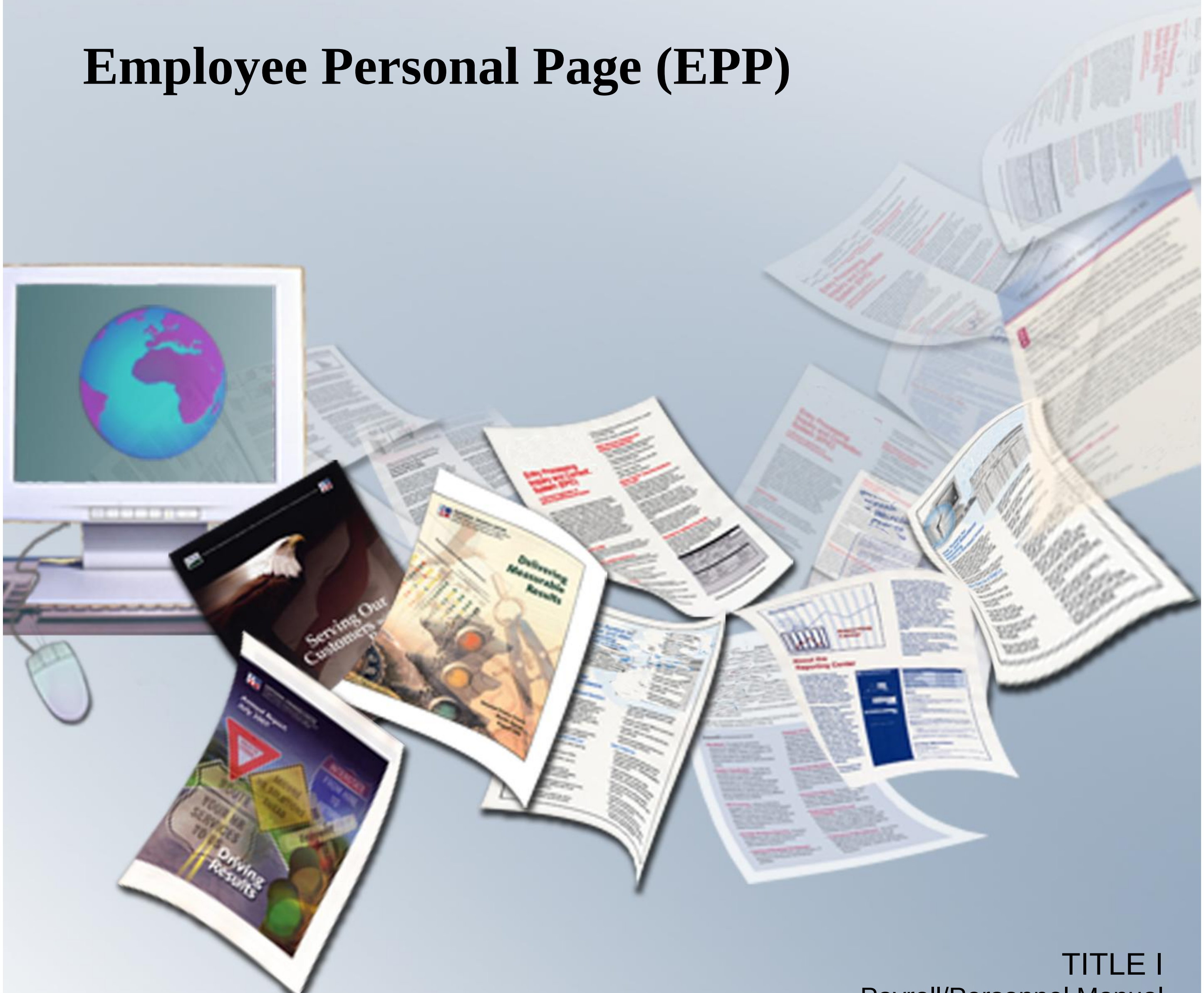
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

January 2012

Employee Personal Page (EPP)



TITLE I
Payroll/Personnel Manual

CHAPTER 30
Employee Personal Page

Table of Contents

Employee Personal Page (EPP)

The Employee Personal Page (EPP) is a Web–based application that provides employees self–service access to their personal information. EPP provides the user with the ability to view and make changes to their salary and benefit information without having to submit change requests to their agency personnel office. Users can view their payroll, leave, travel, health and life insurance, savings bond, W–2, and other personal information as well as read news items from their agency or National Finance Center (NFC). EPP also provides helpful links to valuable information sites regarding Government benefits.

This section includes the following topics:

Who To Contact For Help

For guidance and assistance with EPP, contact your Agency Servicing Personnel Office (SPO).

Hardware Requirements

You will need the following equipment to use EPP:

- A Personal Computer with internet capabilities.
- Access to EPP.
- An EPP User ID to access EPP.

Browser Requirements

The Employee Personal Page (EPP) has been upgraded to use some of the latest web technology available to support its use on mobile devices. Because Internet Explorer 6 lacks support for this technology and also has security vulnerabilities, NFC recommends using Internet Explorer 8 or greater, or another Web browser which supports modern web standards such as Firefox, Chrome, Safari, and Opera. The later versions of these browsers support the technology used by EPP.

Users must use a compatible Web browser listed above with JavaScript enabled. Whether the browser has 40 bit or 128 bit encryption, the data is protected automatically at the 128 bit level because of the Global Server Certificate that is installed at our site. This certificate can convert 40 bit browsers, while communicating with our site, to 128 bit level access. This prevents the user's personal information from being read by others on the internet while it is being transmitted between their web browser and the Employee Personal Page Web site. We recommend that Firefox 2.0 or Microsoft Internet Explorer Version 8.0 or later versions be used. Browsers typically store/save pages displayed on the monitor to the hard disk. This can allow others to see personal information if they have access to the user's machine. When operating in the SSL mode, this automatic saving or caching can be turned off. The user should verify caching is turned off before using Employee Personal Page.

Getting Started in EPP

This section includes the following topics:

Signing Up for EPP

The sign up option allows employees of agencies serviced by NFC to sign up for EPP if he/she is not employed by an organization that has requested "automatic signup". With automatic signup all new employees in the requesting organization are signed up for EPP and mailed a password letter when the "Accession" personnel action and AD–349, Residence Address Document, are processed.

To sign up for EPP:

1. Access the Employee Personal Page at https://www.nfc.usda.gov/personal. The Log In page is displayed.

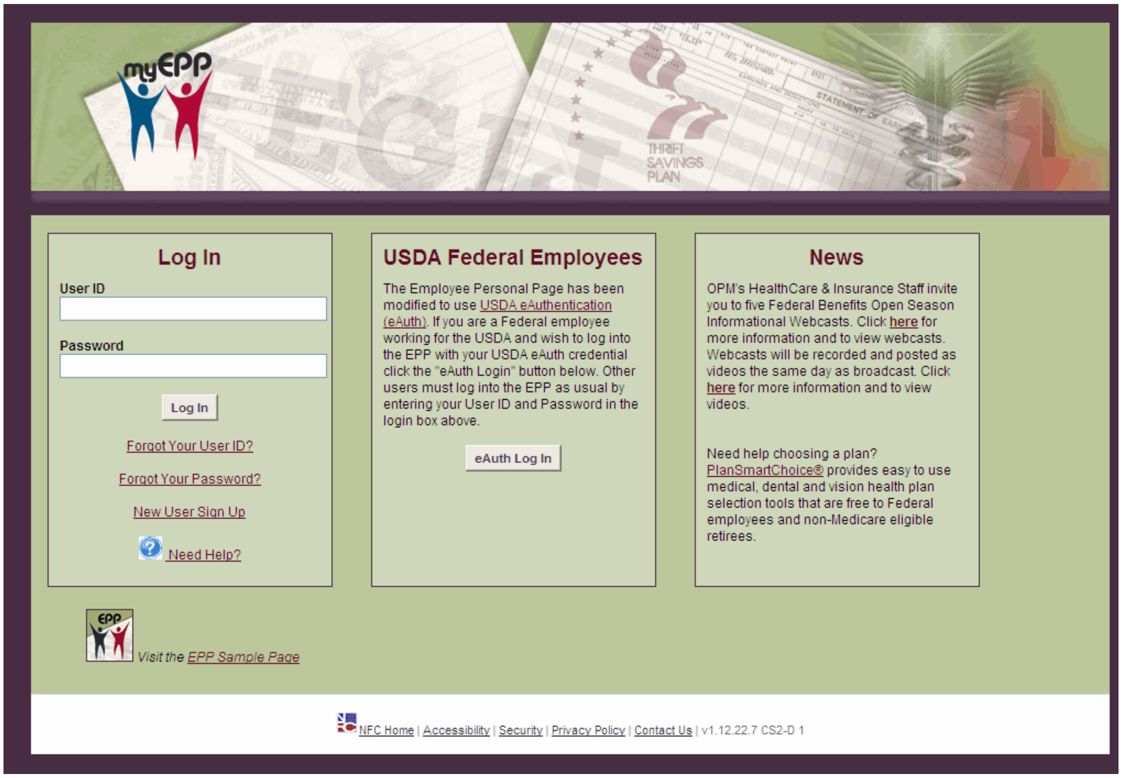
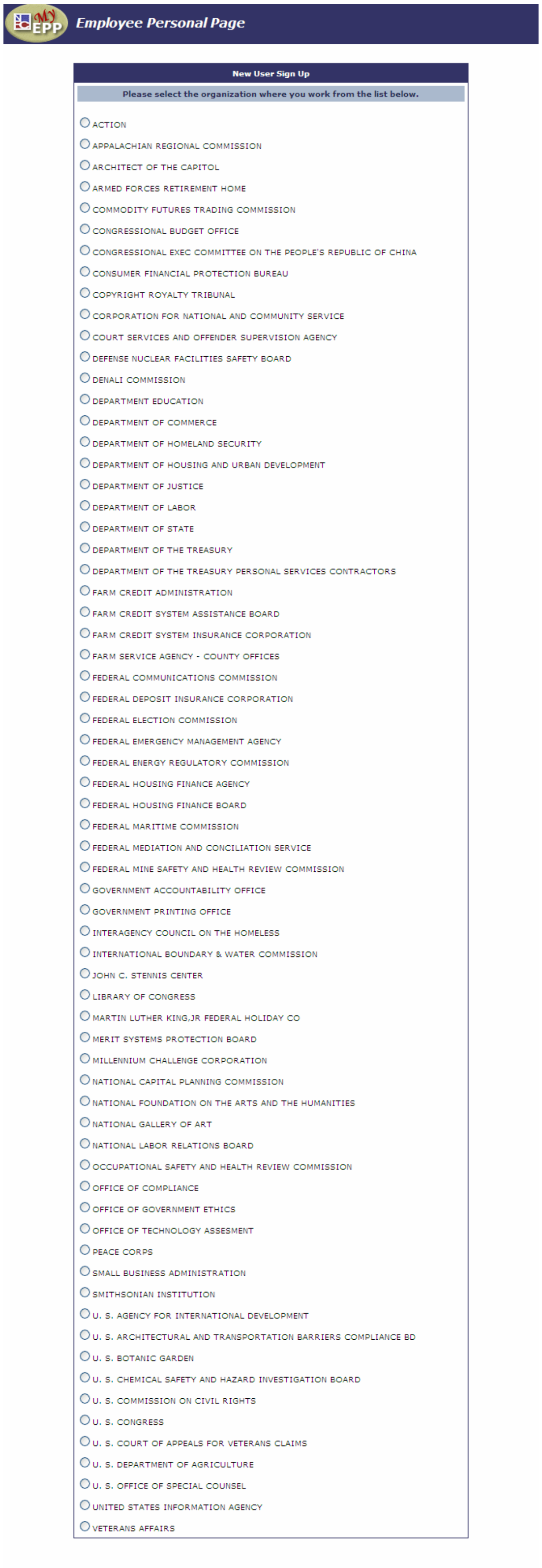


Figure 1: Log In Page

2. Click **Sign Up Here**. The Organization Selection page is displayed.



MyEPP Employee Personal Page

New User Sign Up

Please select the organization where you work from the list below.

- ACTION
- APPALACHIAN REGIONAL COMMISSION
- ARCHITECT OF THE CAPITOL
- ARMED FORCES RETIREMENT HOME
- COMMODITY FUTURES TRADING COMMISSION
- CONGRESSIONAL BUDGET OFFICE
- CONGRESSIONAL EXEC COMMITTEE ON THE PEOPLE'S REPUBLIC OF CHINA
- CONSUMER FINANCIAL PROTECTION BUREAU
- COPYRIGHT ROYALTY TRIBUNAL
- CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
- COURT SERVICES AND OFFENDER SUPERVISION AGENCY
- DEFENSE NUCLEAR FACILITIES SAFETY BOARD
- DENALI COMMISSION
- DEPARTMENT EDUCATION
- DEPARTMENT OF COMMERCE
- DEPARTMENT OF HOMELAND SECURITY
- DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
- DEPARTMENT OF JUSTICE
- DEPARTMENT OF LABOR
- DEPARTMENT OF STATE
- DEPARTMENT OF THE TREASURY
- DEPARTMENT OF THE TREASURY PERSONAL SERVICES CONTRACTORS
- FARM CREDIT ADMINISTRATION
- FARM CREDIT SYSTEM ASSISTANCE BOARD
- FARM CREDIT SYSTEM INSURANCE CORPORATION
- FARM SERVICE AGENCY - COUNTY OFFICES
- FEDERAL COMMUNICATIONS COMMISSION
- FEDERAL DEPOSIT INSURANCE CORPORATION
- FEDERAL ELECTION COMMISSION
- FEDERAL EMERGENCY MANAGEMENT AGENCY
- FEDERAL ENERGY REGULATORY COMMISSION
- FEDERAL HOUSING FINANCE AGENCY
- FEDERAL HOUSING FINANCE BOARD
- FEDERAL MARITIME COMMISSION
- FEDERAL MEDIATION AND CONCILIATION SERVICE
- FEDERAL MINE SAFETY AND HEALTH REVIEW COMMISSION
- GOVERNMENT ACCOUNTABILITY OFFICE
- GOVERNMENT PRINTING OFFICE
- INTERAGENCY COUNCIL ON THE HOMELESS
- INTERNATIONAL BOUNDARY & WATER COMMISSION
- JOHN C. STENNIS CENTER
- LIBRARY OF CONGRESS
- MARTIN LUTHER KING,JR FEDERAL HOLIDAY CO
- MERIT SYSTEMS PROTECTION BOARD
- MILLENNIUM CHALLENGE CORPORATION
- NATIONAL CAPITAL PLANNING COMMISSION
- NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES
- NATIONAL GALLERY OF ART
- NATIONAL LABOR RELATIONS BOARD
- OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION
- OFFICE OF COMPLIANCE
- OFFICE OF GOVERNMENT ETHICS
- OFFICE OF TECHNOLOGY ASSESMENT
- PEACE CORPS
- SMALL BUSINESS ADMINISTRATION
- SMITHSONIAN INSTITUTION
- U. S. AGENCY FOR INTERNATIONAL DEVELOPMENT
- U. S. ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BD
- U. S. BOTANIC GARDEN
- U. S. CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD
- U. S. COMMISSION ON CIVIL RIGHTS
- U. S. CONGRESS
- U. S. COURT OF APPEALS FOR VETERANS CLAIMS
- U. S. DEPARTMENT OF AGRICULTURE
- U. S. OFFICE OF SPECIAL COUNSEL
- UNITED STATES INFORMATION AGENCY
- VETERANS AFFAIRS

Back

Figure 2: Sample of Agency Selection Page

3. Select the applicable Agency from the list.

4. Click **Continue**. The Organization Selection page is displayed.

5. Select the applicable Organization from the list. The Sign Up page is displayed.

6. Complete the fields as follows:

Social Security Number	Enter the social security number.

7. Click **Sign Up for Both**. To sign up for access to personal information and Employee Self Service.

   OR

   Click **Sign–Up for ESS Only**. To sign up for access to Employee Self Service only.

EPP Navigating Features

EPP is designed in a Web format, providing mouse–driven, point–and–click functionality.

Starting EPP

1. Access the Employee Personal Page at *https://www.nfc.usda.gov/personal*. The EPP Warning page is displayed.

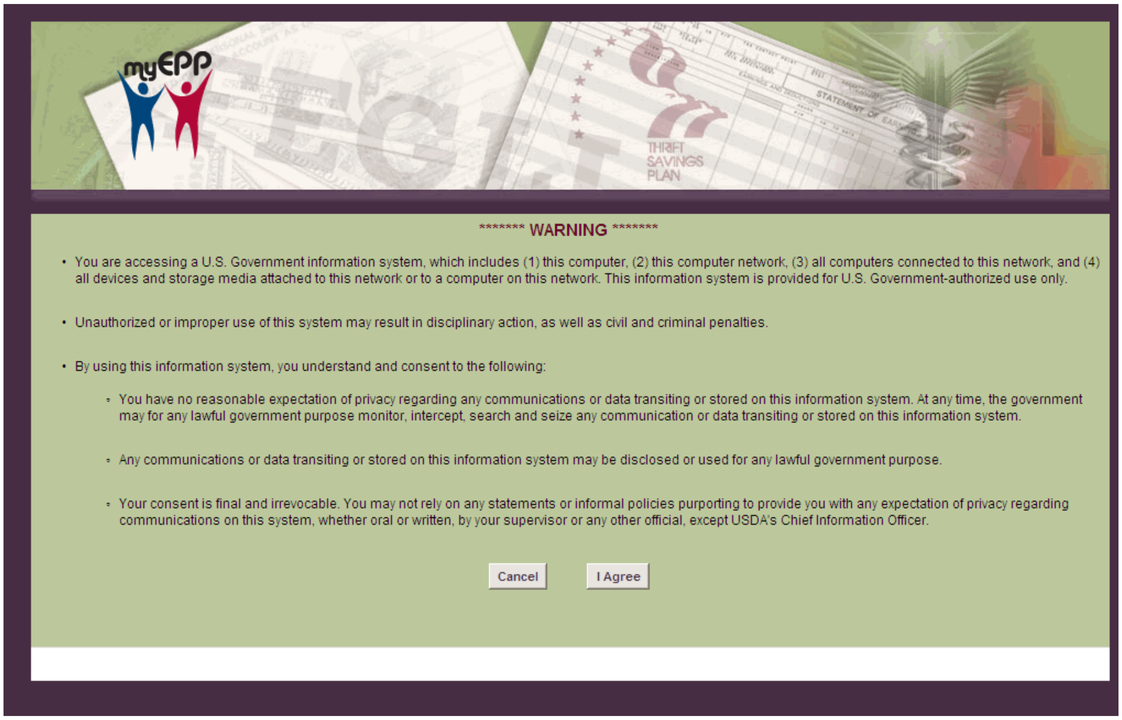


Figure 3: Warning Banner Page

2. Click **Accept** to log in to EPP.

Logging In to EPP for the First Time

The Login page allows the user to log in to EPP for the first time.

To log in to EPP for the first time:

1. From the Warning Banner page, click **Accept**. The EPP Login page is displayed.
2. Complete the fields as follows using the information provided in your EPP Sign–up Letter:

User ID	Enter the User ID provided in your EPP Sign–up Letter.
Password	Enter the password provided in your EPP Sign–up Letter.

3. Click **Log In**. The Security Measures for Your Employee Personal page is displayed.

4. Complete the fields as follows:

User ID	
New User ID	Enter the User ID that you are creating for EPP.
Confirm New User ID	Re–enter the User ID that you are creating for EPP.
Password	
New Password	Enter the password that your are creating for EPP.
Confirm New Password	Re–enter the password that your are creating for EPP.
EPP Work E–mail Address	
Enter Work E–mail Address	Enter the EPP work e–mail address that you wish to use to receive notifications from EPP.
Confirm E–mail Address	Re–enter the EPP work e–mail address that you wish to use to receive notifications from EPP.
Additional 1 E–mail Address	
Enter E–mail Address	Enter the additional 1 e–mail address that you wish to use to receive notifications from EPP.
Confirm Enter E–mail Address	Re–enter the additional 1 e–mail address that you wish to use to receive notifications from EPP.
Additional 2 E–mail Address	
Enter Secondary E–mail Address	Enter the additional 2 e–mail address that you wish to use to receive notifications from EPP.
Confirm E–mail Address	Re–enter the additional 2 e–mail address that you wish to use to receive notifications from EPP.
Security Questions	
Question 1	Select a security question from the drop–down list.
Answer 1	Enter the answer to the security question selected.
Question 2	Select a security question from the drop–down list.
Answer 2	Enter the answer to the security question selected.
Question 3	Select a security question from the drop–down list.
Answer 3	Enter the answer to the security question selected.
Question 4	Select a security question from the drop–down list.

Answer 4	Enter the answer to the security question selected.
Question 5	Select a security question from the drop–down list.
Answer 5	Enter the answer to the security question selected.
Question 6	Select a security question from the drop–down list.
Answer 6	Enter the answer to the security question selected.

5. Click **Save**. The Security Measures for Your Employee Personal Page (after clicking **Save**) is displayed with the information that your entered on the Security Measures for Your Employee Personal Page.

6. Review the information then click **Continue**.

Logging In

The Login page allows the user to log in to EPP.

To log in to EPP:

1. From the Warning Banner page, click **Accept**. The EPP Login page is displayed.

   Field Instructions for logging In

User ID	Enter the User ID.
Password	Enter the password. If unsuccessful. a message will appear stating that the User ID or password entered is invalid.

2. Click **Log In**. The EPP Home page is displayed.

Exiting EPP

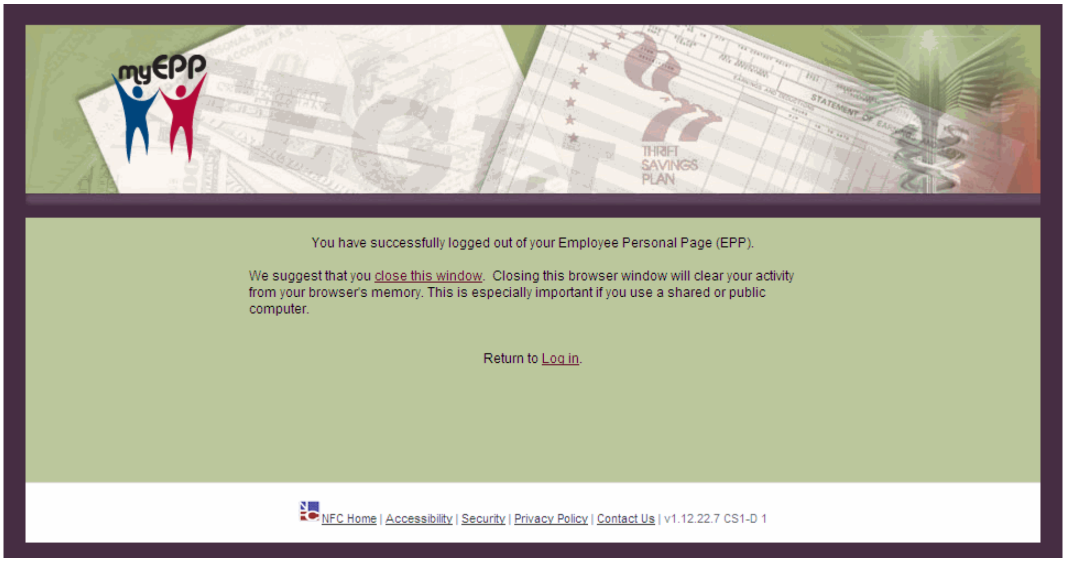


Figure 4: EPP Logout Page

The user can log out of EPP at any time by clicking **Log Out** on any page. The log out page is displayed.

EPP Mobile

The redesigned EPP includes a completely new mobile version of the application. The new EPP has been redesigned utilizing a new responsive design format that uses media queries to determine what type of device (e.g., desktop computer, tablet, or smart phone) you are using to access EPP.

Log in to the EPP application via the NFC launchpad on NFC Home Page (*http://www.nfc.usda.gov*) using your mobile device to access EPP. EPP will return the most appropriately formatted version for your device.

The new intuitive design will resize to your device screen. When EPP detects that a user is entering via a tablet device, a smaller header graphic is used to maximize viewing space. The menu is also optimized for touch navigation becoming more spaced apart as shown in the image below.

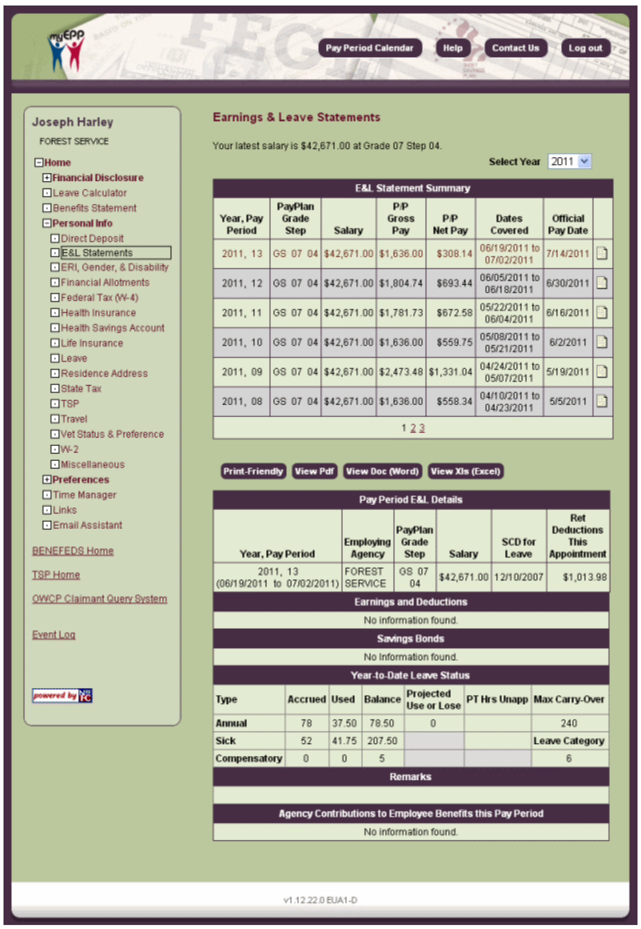


Figure 5: EPP Tablet Interface

When logging from a smart phone, users will see a completely mobilized version of EPP containing many of the common mobile navigation features users have become accustomed to. The new mobile interface of EPP was designed to enhance your navigation through and interaction with your EPP. You can view your personal information and also complete self-service requests for changes, additions, or deletions to the following:

- Residence Address
- Direct Deposits
- Financial Allotments
- Thrift Savings Plan Deductions

- Federal Tax (W-4)
- State Tax

When EPP detects a mobile device such as a smart phone, a full jQuery mobile based interface is served. Navigation throughout this mobile version of EPP is optimized for smart phones.

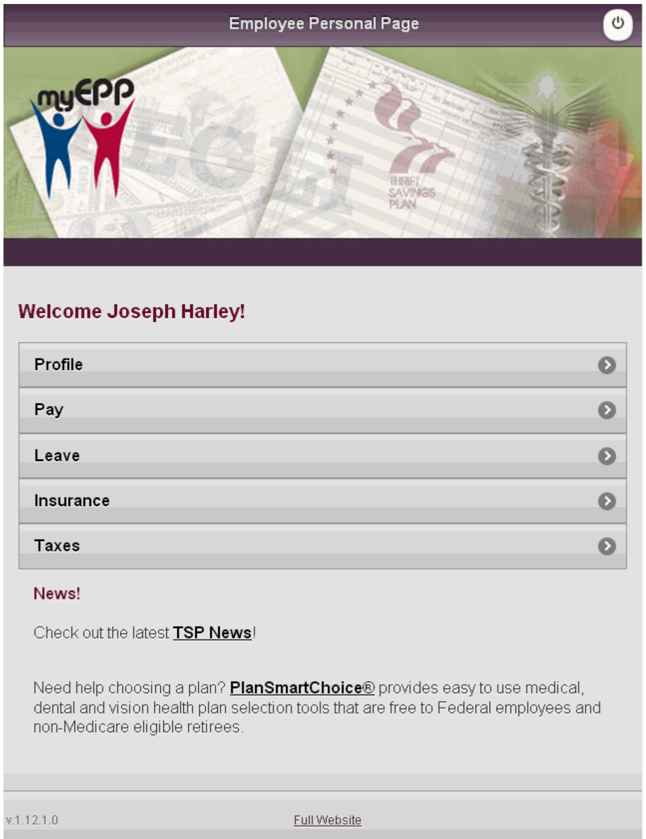


Figure 6: EPP Smartphone Interface

A link to the full version of the Web site is always available from the bottom of every page. You can access the full version of the site directly from your mobile device to view those items that, due to their large volume of content, are not suited to the mobile version of EPP.

EPP mobile is not a downloadable application; rather it is a "mobilized" interface of the Web application you know and trust. No personal information is stored on your mobile device, thus eliminating a potential vulnerability. Your interaction with EPP via the mobile interface is the same as your interaction with EPP via a desktop computer. Your personally identifiable information is protected. Do remember to log out at the end of your session as you would when using a desktop computer to ensure complete security.

EPP Home

The EPP home page allows users to access their personal information. Users can also view the latest news and announcements, which include announcements for all employees and massages targeted to specific groups of employees. Organizations can request that messages be posted in the News section of the Home page by specifying either Department, Department and Agency, or Department and Agency, and Personnel Office ID.

1. From the Log In page, click **Log In**. The EPP Home page is displayed.

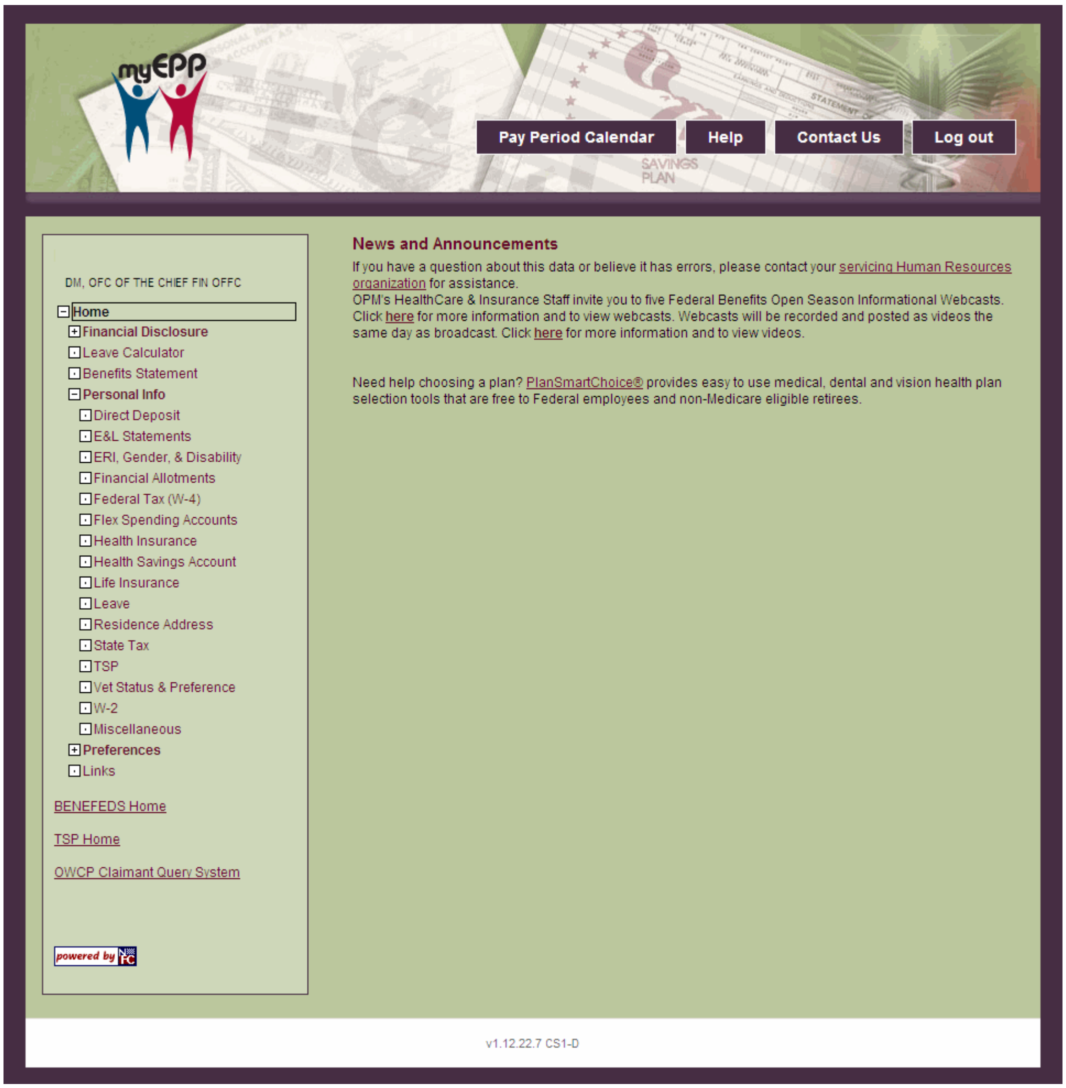


Figure 7: Home Page

This section includes the following topics:

Financial Disclosure

The Financial Disclosure option allows authorized users to access and complete the SF–278, Financial Disclosure form.

For more information see:

OGE-278

The OGE-278 is completed by candidates, nominees, new entrants, incumbents and terminees of certain high-level positions in the executive branch of the Federal Government. The OGE-278 collects pertinent financial information for conflict of interest reviews and public disclosure. The financial information collected includes assets and income, transactions, gifts, reimbursements and travel expenses, liabilities, agreements or arrangements, outside positions, and compensation. For more information regarding the OGE-278 or detailed instructions on completing this form, select the **Instructions** option from the menu at the top of the OGE-278 On-Line page.

1. Click the **OGE-278** component. The OGE-278 On-Line page is displayed.

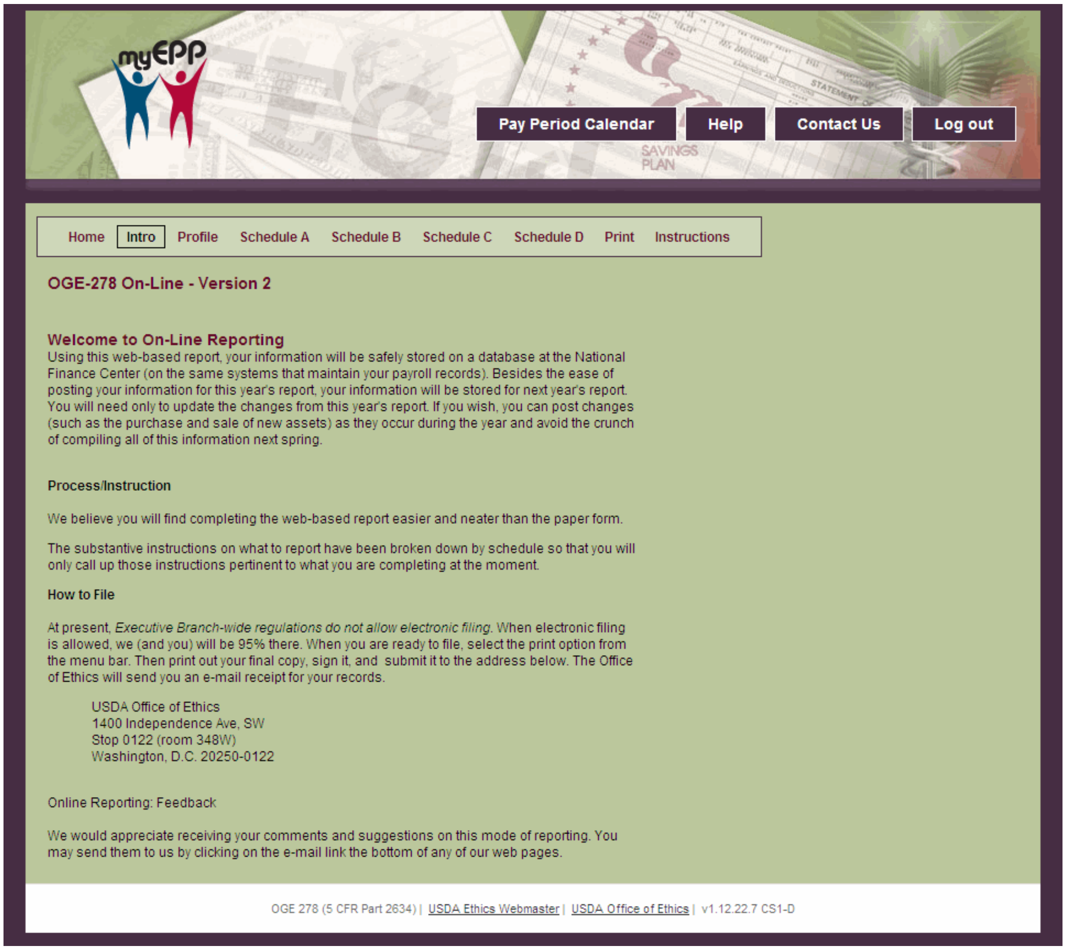


Figure 8: OGE-278 On-Line Page

2. For more information regarding the OGE-278 or detailed instructions on completing this form, select the **Instructions** option from the menu at the top of the OGE-278 On-Line page.

Leave Calculator

The Leave Calculator option allows users to view their leave information, plan their leave usage, maintain their leave history, and create leave slips. The leave calculator also displays the user's projected end-of-year annual leave accruals and if that balance is greater than 240 hours, their projected use-or-lose leave balance.

The leave calculator is not an official record of leave usage. The Earnings and Leave Statement (E&L) is the official record of leave usage. For pay periods that have already been processed, the leave calculator receives its leave balances from the E&L. For the current pay period and future pay periods, the leave calculator calculates the projected leave balances based on the most recent E&L, data entered in the leave calculator, and expected leave accruals.

Leave values are displayed and entered in quarter hour increments. For example: A leave value of thirty minutes is displayed as 0.50. A leave value of one hour and fifteen minutes is 1.25. Clock times are not used in the leave calculator, e.g., and hour and a half is displayed as 1.50 and not as 1:30.

Daily values and pay period totals in red indicate used leave. Daily values and pay period totals in green indicate earned leave. Leave balances in green indicate positive leave balances. Leave balances in red indicate negative leave balances.

For more information see:

Entering Leave Data

The Leave Calculator option allows users to plan and enter their leave on a selected pay period schedule.

To enter leave data:

1. Click the **Leave Calculator** component. The Leave Calculator page is displayed.

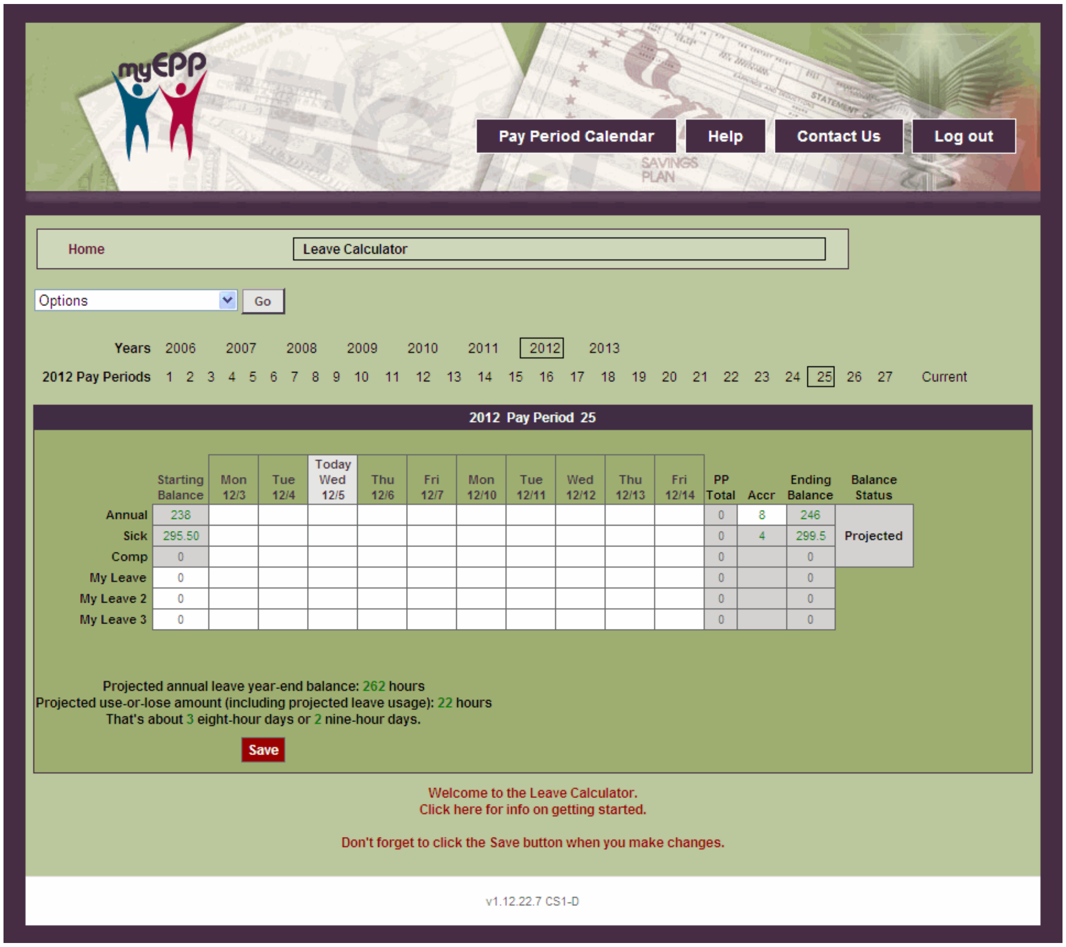


Figure 9: Leave Calculator Page

2. Select the applicable year to view or enter leave data. The current year is displayed by default.

3. Select the applicable pay period to view or enter leave data. The current pay period is displayed by default.

4. Complete the fields as follows:

Starting Balance	This column displays the starting leave balances at the beginning of the pay period.
Annual	Select the amount of annual leave used for the applicable day from the number box that appears after clicking in the cell.
Sick	Select the amount of sick leave used for the applicable day from the number box that appears after clicking in the cell.

Comp	Select the amount of comp leave used or earned for the applicable day from the number box that appears after clicking in the cell.
Other	Select the amount of other leave used or earned for the applicable day from the number box that appears after clicking in the cell.
PP Total	This field displays the total amount of annual, sick, comp and other leave used for the pay period.
Accrued	This field displays the total amount of annual, sick, comp and other leave accrued for the pay period. This field can be changed for annual leave by clicking in the cell and entering the applicable accrual amount in the field, then clicking **Enter**.
Ending Balance	This field displays the ending balance of annual, sick, comp and other leave for the pay period.

5. Click **Save** to save the leave data entered.

Show or Hide Weekends

The **Options** drop–down list allows users to show or hide weekends on the pay period schedule.

To show or hide weekends:

1. From the Leave Calculator page, select **`Show Weekends`** from the **Options** drop–down list. The weekends are displayed

   OR

   From the Leave Calculator page, select **`Hide Weekends`** from the **Options** drop–down list. The weekends are hidden.

Create Leave Slip

The **Create Leave Slip** option on the **Options** drop–down list allows users to create leave slips as PDF files.

To create a leave slip:

1. From the Leave Calculator page, select **`Create Leave Slip`** from the **Options** drop–down list.

2. The Leave Calculator with Leave Slip Creating Options page is displayed.

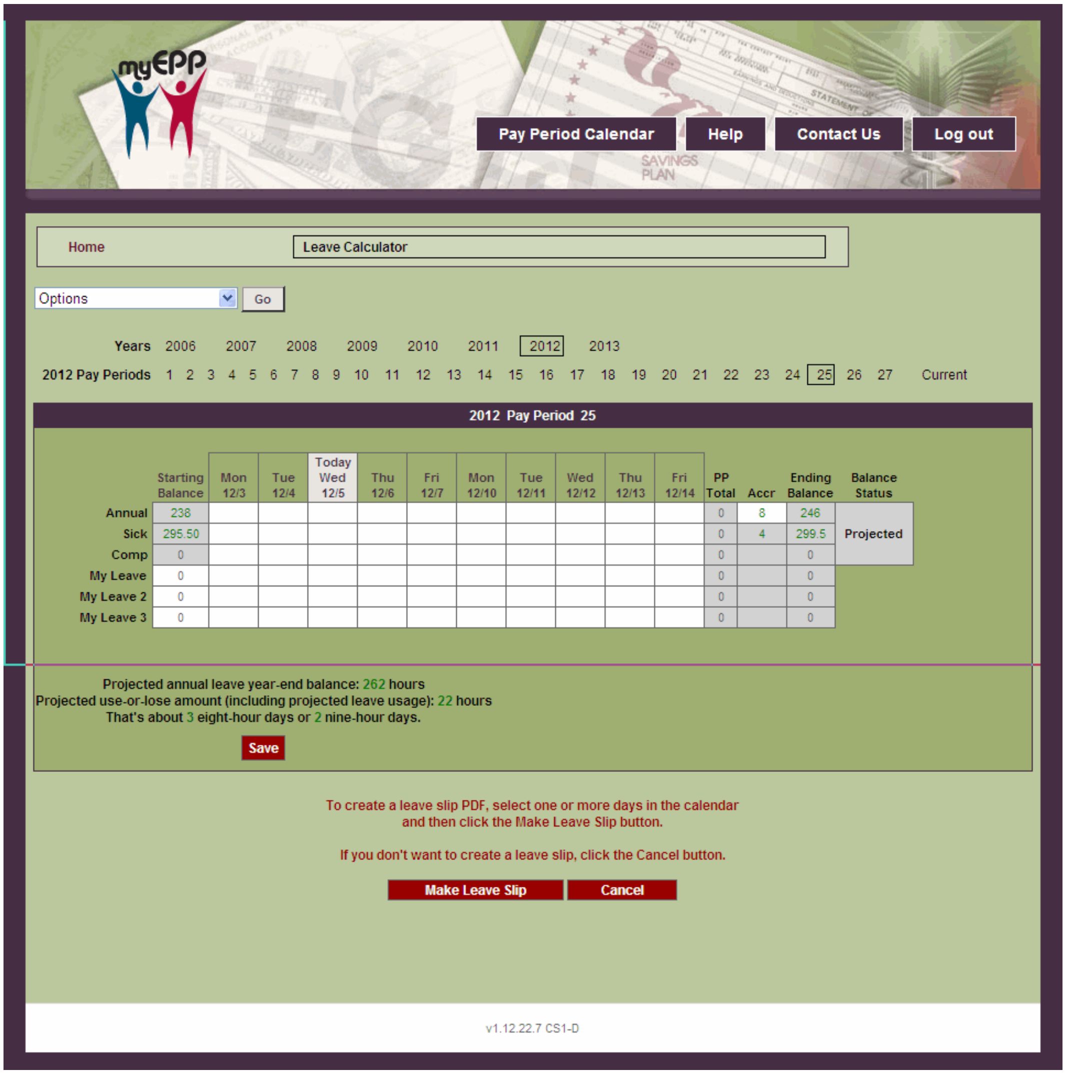


Figure 10: Leave Slip Calculator with Leave Slip Creating Options Page

3. Select the day(s) in the calendar to create the leave slip.

Note: The day(s) selected must contain an existing leave entry.

---

4. Click **Make Leave Slip** to create a leave slip for the days selected. The Leave Slip with the selected leave data is displayed in PDF form. The user has the option to edit and save the leave slip before printing.

   OR

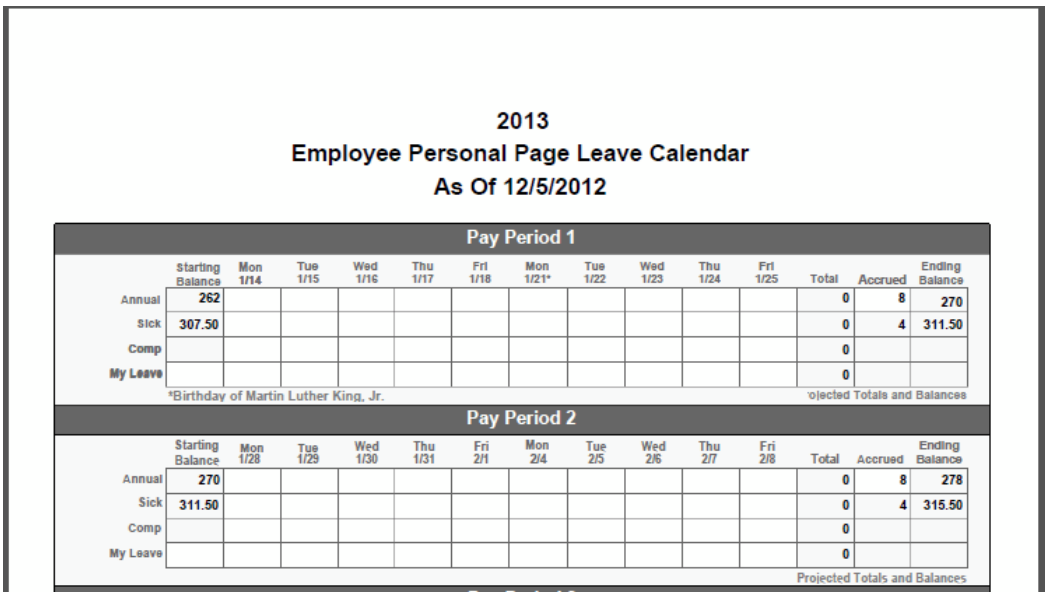
   Click **Cancel** to cancel the action.

Print Calendar

The **Print Calendar** option on the **Options** drop–down list allows users to view their pay period calendar from a selected pay period to the end of a selected year.

To print a pay period calendar:

1. From the Leave Calculator page, select the year to be included in the pay period calendar.
2. Select the pay period for the pay period calendar to begin with.
3. Select `Print Calendar` from the **Options** drop–down list.
4. Click **Go**. The Leave Calendar page is displayed for the selected year.



2013
Employee Personal Page Leave Calendar
As Of 12/5/2012

Pay Period 1														
	Starting Balance	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Mon 1/21*	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Total	Accrued	Ending Balance
Annual	262											0	8	270
Sick	307.50											0	4	311.50
Comp												0		
My Leave												0		

*Birthday of Martin Luther King, Jr. ojected Totals and Balances

Pay Period 2														
	Starting Balance	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Total	Accrued	Ending Balance
Annual	270											0	8	278
Sick	311.50											0	4	315.50
Comp												0		
My Leave												0		

Projected Totals and Balances

Figure 11: Leave Calendar Page

Print Annual Leave Summary

The **Print Annual Leave Summary** option on the **Options** drop–down list allows users to view their compensatory leave summary from a selected pay period to the end of a selected year.

To print an annual leave summary:

1. From the Leave Calculator page, select the year to be included in the leave summary.
2. Select the pay period for the leave summary to begin with.
3. Select `Print Annual Leave Summary` from the **Options** drop–down list.

4. Click **Go**. The Annual Leave Summary page is displayed for the selected year.

2013 Annual Leave Summary as of 12/5/2012

Pay Period		Week 1							Week 2									
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Accrued	Used	Balance
1	1/13/2013 - 1/26/2013									Holiday						8	0	270
2	1/27/2013 - 2/9/2013															8	0	278
3	2/10/2013 - 2/23/2013									Holiday						8	0	286
4	2/24/2013 - 3/9/2013															8	0	294
5	3/10/2013 - 3/23/2013															8	0	302
6	3/24/2013 - 4/6/2013															8	0	310
7	4/7/2013 - 4/20/2013															8	0	318
8	4/21/2013 - 5/4/2013															8	0	326
9	5/5/2013 - 5/18/2013															8	0	334
10	5/19/2013 - 6/1/2013									Holiday						8	0	342
11	6/2/2013 - 6/15/2013															8	0	350
12	6/16/2013 - 6/29/2013															8	0	358
13	6/30/2013 - 7/13/2013					Holiday										8	0	366
14	7/14/2013 - 7/27/2013															8	0	374
15	7/28/2013 - 8/10/2013															8	0	382
16	8/11/2013 - 8/24/2013															8	0	390
17	8/25/2013 - 9/7/2013									Holiday						8	0	398
18	9/8/2013 - 9/21/2013															8	0	406
19	9/22/2013 - 10/5/2013															8	0	414
20	10/6/2013 - 10/19/2013									Holiday						8	0	422
21	10/20/2013 - 11/2/2013															8	0	430
22	11/3/2013 - 11/16/2013									Holiday						8	0	438
23	11/17/2013 - 11/30/2013												Holiday			8	0	446
24	12/1/2013 - 12/14/2013															8	0	454
25	12/15/2013 - 12/28/2013											Holiday				8	0	462
26	12/29/2013 - 1/11/2014				Holiday											8	0	470

Projected Annual Leave Use-or-Lose: 230 Hours

Pay periods 1 through 26 show projected totals and balances from the Leave Calculator.
All daily values come from the Leave Calculator as entered by the employee

From NFC Employee Personal Page Leave Calculator

Figure 12: Annual Leave Summary Page

Print Sick Leave Summary

The **Print Sick Leave Summary** option on the **Options** drop-down list allows users to view their sick leave summary from a selected pay period to the end of a selected year.

To print a sick leave summary:

1. From the Leave Calculator page, select the year to be included in the leave summary.
2. Select the pay period for the leave summary to begin with.
3. Select `Print Sick Leave Summary` from the **Options** drop-down list.

4. Click **Go**. The Sick Leave Summary page is displayed for the selected year.

2013 Sick Leave Summary as of 12/5/2012

Pay Period		Week 1							Week 2									
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Accrued	Used	Balance
1	1/13/2013 - 1/26/2013									Holiday						4	0	311.50
2	1/27/2013 - 2/9/2013															4	0	315.50
3	2/10/2013 - 2/23/2013									Holiday						4	0	319.50
4	2/24/2013 - 3/9/2013															4	0	323.50
5	3/10/2013 - 3/23/2013															4	0	327.50
6	3/24/2013 - 4/6/2013															4	0	331.50
7	4/7/2013 - 4/20/2013															4	0	335.50
8	4/21/2013 - 5/4/2013															4	0	339.50
9	5/5/2013 - 5/18/2013															4	0	343.50
10	5/19/2013 - 6/1/2013									Holiday						4	0	347.50
11	6/2/2013 - 6/15/2013															4	0	351.50
12	6/16/2013 - 6/29/2013															4	0	355.50
13	6/30/2013 - 7/13/2013					Holiday										4	0	359.50
14	7/14/2013 - 7/27/2013															4	0	363.50
15	7/28/2013 - 8/10/2013															4	0	367.50
16	8/11/2013 - 8/24/2013															4	0	371.50
17	8/25/2013 - 9/7/2013									Holiday						4	0	375.50
18	9/8/2013 - 9/21/2013															4	0	379.50
19	9/22/2013 - 10/5/2013															4	0	383.50
20	10/6/2013 - 10/19/2013									Holiday						4	0	387.50
21	10/20/2013 - 11/2/2013															4	0	391.50
22	11/3/2013 - 11/16/2013									Holiday						4	0	395.50
23	11/17/2013 - 11/30/2013												Holiday			4	0	399.50
24	12/1/2013 - 12/14/2013															4	0	403.50
25	12/15/2013 - 12/28/2013											Holiday				4	0	407.50
26	12/29/2013 - 1/11/2014				Holiday											4	0	411.50

Pay periods 1 through 26 show projected totals and balances from the Leave Calculator.
All daily values come from the Leave Calculator as entered by the employee

From NFC Employee Personal Page Leave Calculator

Figure 13: Sick Leave Summary Page

Print Comp Leave Summary

The **Print Comp Leave Summary** option on the **Options** drop-down list allows users to view their compensatory leave summary from a selected pay period to the end of a selected year.

To print an comp leave summary:

1. From the Leave Calculator page, select the year to be included in the leave summary.

2. Select the pay period for the leave summary to begin with.

3. Select `Print Comp Leave Summary` from the **Options** drop-down list.

4. Click **Go**. The Comp Leave Summary page is displayed for the selected year.

2013 Comp Leave Summary as of 12/5/2012

Pay Period		Week 1							Week 2									
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Accrued	Used	Balance
1	1/13/2013 - 1/26/2013									Holiday							0	
2	1/27/2013 - 2/9/2013																0	
3	2/10/2013 - 2/23/2013									Holiday							0	
4	2/24/2013 - 3/9/2013																0	
5	3/10/2013 - 3/23/2013																0	
6	3/24/2013 - 4/6/2013																0	
7	4/7/2013 - 4/20/2013																0	
8	4/21/2013 - 5/4/2013																0	
9	5/5/2013 - 5/18/2013																0	
10	5/19/2013 - 6/1/2013									Holiday							0	
11	6/2/2013 - 6/15/2013																0	
12	6/16/2013 - 6/29/2013																0	
13	6/30/2013 - 7/13/2013					Holiday											0	
14	7/14/2013 - 7/27/2013																0	
15	7/28/2013 - 8/10/2013																0	
16	8/11/2013 - 8/24/2013																0	
17	8/25/2013 - 9/7/2013									Holiday							0	
18	9/8/2013 - 9/21/2013																0	
19	9/22/2013 - 10/5/2013																0	
20	10/6/2013 - 10/19/2013									Holiday							0	
21	10/20/2013 - 11/2/2013																0	
22	11/3/2013 - 11/16/2013									Holiday							0	
23	11/17/2013 - 11/30/2013												Holiday				0	
24	12/1/2013 - 12/14/2013																0	
25	12/15/2013 - 12/28/2013											Holiday					0	
26	12/29/2013 - 1/11/2014				Holiday												0	

Pay periods 1 through 26 show projected totals and balances from the Leave Calculator.
All daily values come from the Leave Calculator as entered by the employee

From NFC Employee Personal Page Leave Calculator

Figure 14: Comp Leave Summary Page

Print My Leave Summary

The **Print My Leave Summary** option on the **Options** drop-down list allows users to view their leave summary from a selected pay period to the end of a selected year.

To print a leave summary:

1. From the Leave Calculator page, select the year to be included in the leave summary.

2. Select the pay period for the leave summary to begin with.

3. Select `Print My Leave Summary` from the **Options** drop-down list.

4. Click **Go**. The My Leave Summary page is displayed for the selected year.

2013 My Leave Leave Summary as of 12/5/2012

	Pay Period	Week 1							Week 2									
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Accrued	Used	Balance
1	1/13/2013 - 1/26/2013									Holiday							0	
2	1/27/2013 - 2/9/2013																0	
3	2/10/2013 - 2/23/2013									Holiday							0	
4	2/24/2013 - 3/9/2013																0	
5	3/10/2013 - 3/23/2013																0	
6	3/24/2013 - 4/6/2013																0	
7	4/7/2013 - 4/20/2013																0	
8	4/21/2013 - 5/4/2013																0	
9	5/5/2013 - 5/18/2013																0	
10	5/19/2013 - 6/1/2013									Holiday							0	
11	6/2/2013 - 6/15/2013																0	
12	6/16/2013 - 6/29/2013																0	
13	6/30/2013 - 7/13/2013					Holiday											0	
14	7/14/2013 - 7/27/2013																0	
15	7/28/2013 - 8/10/2013																0	
16	8/11/2013 - 8/24/2013																0	
17	8/25/2013 - 9/7/2013									Holiday							0	
18	9/8/2013 - 9/21/2013																0	
19	9/22/2013 - 10/5/2013																0	
20	10/6/2013 - 10/19/2013									Holiday							0	
21	10/20/2013 - 11/2/2013																0	
22	11/3/2013 - 11/16/2013									Holiday							0	
23	11/17/2013 - 11/30/2013												Holiday				0	
24	12/1/2013 - 12/14/2013																0	
25	12/15/2013 - 12/28/2013											Holiday					0	
26	12/29/2013 - 1/11/2014				Holiday												0	

From NFC Employee Personal Page Leave Calculator

Figure 15: My Leave Summary Page

Switch to Manual Entry

The **Switch to Manual Entry** option on the **Options** drop-down list allows users to enter their T&A data manually instead of selecting data from the number box.

To switch to manual entry:

1. From the Leave Calculator page, select `Switch to Manual Entry` from the **Options** drop–down list.

2. Click **Go**. The pay period schedule is ready for manual entry.

Note: To stop using manual entry, select **Stop Using Manual Entry** from the **Options** drop-down list then click **Go**.

Benefits Statement

The annual statement of employee compensation and fringe benefits, the Benefits Statement (statement) is the estimated value of benefits available to an employee or his/her survivors in the event of voluntary retirement, disability retirement, or death. The Benefits Statement option also displays estimated annuity benefits and account balances from the Thrift Savings Plan, Social Security (OASDI) and/or HIT/medicare benefits, and general guidance.

The Benefits Statement option displays the employee's compensation and benefits.

FERS

YOUR PERSONAL BENEFITS STATEMENT
BASED ON YOUR ACCOUNT AS OF JANUARY 01, 2012

Social Security Number
Birth Date
Retirement SCD
Retirement Coverage **FERS (Code K)**
6C/ECBPO Retirement SCD
Leave SCD
TSP Contribution Amount
TSP Catch-up Contribution Amount

As an employee of the Federal Government, your total compensation consists of more than just the amount you are paid–it also includes your benefits package. This statement has been prepared to inform you about your benefits coverages and costs. It is provided annually and is not available on request. If you have questions concerning this statement, or if you believe it does not accurately reflect your benefits coverages, please contact the appropriate office or individual as designated by your employing organization. Annual deduction amounts shown throughout this document are the total amounts paid for the prior calendar year (pay period 01 through 26).

Benefits amounts shown in this document are estimates. If you are considering retirement, please seek more precise information from your employing organization.

Pay

The annual pay used to prepare this statement is
Unless otherwise indicated, this is your base pay as of (including pay for holidays and leave). Base pay is the amount on which your benefit deductions and coverages are based. Generally, it does not include overtime; however, it does include locality pay; environmental pay; AUO and availability pay for law enforcement officers; standby pay for firefighters, some law enforcement officers and other employees; and inspectional overtime (COPRA) for Customs and Border Protection Officers.

Total Compensation And Costs

Your total compensation (pay and benefits) for calendar year 2011 was Total compensation costs to you and the Government are shown throughout this statement. This includes only costs paid by your present employing agency. If you were not employed for the full calendar year or if you transferred from another agency during the year, costs paid may not be shown or may not reflect actual amounts.

Leave

Sick Leave

If you are unable to work because of illness or injury, your accumulated sick leave is available for use. Your full pay continues for the period of your accumulated sick leave. As of you had hours of accumulated sick leave. You may use annual leave in place of, or as an extension of, sick leave.

Annual Leave

Your annual leave balance as of hours.

Federal Employees Health Benefits (FEHB) Program

You are covered by:

Premium conversion is a tax benefit that allows employees to allot a portion of salary back to the employer, which the employer then uses to pay the employee's contribution for FEHB coverage. This allotment is made on a pre-tax basis, which means that the money is not subject to Medicare, Social Security, or Federal income taxes.

Premium Costs

	2012 Bi-Weekly	2011 Annual
Employee		
Agency		
Total		

To continue health insurance coverage in retirement you must retire on an immediate annuity and have been covered for the 5 years immediately before retirement, or since your first opportunity to enroll, if fewer that 5 years. (These coverage requirements also apply if you receive FECA benefits.) Coverage for your enrolled dependents may continue if they are eligible for either CSRS or FECA benefits. Should your dependents lose their status as family members, their participation in FEHB may continue for a limited period of time under provisions for Temporary Continuation of Coverage (TCC). The affected individual may also choose to convert coverage to a nongroup contract.

Your FEHB Contributions are Tax Deferred.

PBC10 (Rev. 1/12)

Figure 16: Benefits Statement Page

Personal Information

The Personal Information menu allows users to make change requests to their residence address, federal and state tax withholding, financial allotments, direct deposit, health insurance, savings bond, and Thrift Savings Plan (TSP) contribution information through the Employee Self Service Option (ESS). Users can elect for these changes to become effective for the current or a future pay period.

Any self-service request that was previously entered is displayed in the Self–Service History section of the page. The status types and descriptions are as follows:

Status	Description
Pending	The change request has not been entered processed. It can be modified or deleted.
In Process	The Change Request is effective in a future pay period and is being held until processing begins for that pay period. Contact your HR Office for assistance if you want to make changes to this request.
Processed/Complete	The change request has been processed and updated successfully.
Processed/Errors	The change request has been processed, but errors were found. The errors must be corrected by your HR Office before it can be processed successfully. Contact your HR office for more information.
Processed/Deleted, Duplicate Entry	The change request has been processed, but could not be completed because a matching request was found. It was deleted to prevent another request from processing successfully.
Processed/Errors, Deleted	The change request has been processed, but errors were found, and it was deleted by your HR Office. Contact your HR Office for more information.

Any self-service request that was previously entered can be changed or deleted by clicking **Edit** or **Delete** in the Pending Self-Service Request section of the selected Self-Service page.

For more information see:

Direct Deposit

The Direct Deposit option allows the user to view their current Direct Deposit data and start or change a Direct Deposit/Electronic Funds Transfer (DD/EFT).

For more information see:

View Current Direct Deposit Data

To view current direct deposit data:

1. Select the **Direct Deposit** component. The Direct Deposit page is displayed. The user's existing direct deposit that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

Figure 17: Direct Deposit Page

Start a New Direct Deposit

This options allows the user to start a new direct deposit.

Note: If the user has a pending direct deposit, a new direct deposit cannot be entered until the pending one is processed or deleted.

To start a new direct deposit:

1. From the Direct Deposit page, click **Self-Service**. The Direct Deposit Self–Service Request page is displayed.

Figure 18: DIrect Deposit Self-Service Request Page

2. Complete the fields as follows:

Direct Deposit Self-Service Request	
Bank Routing Nbr/Name	Enter the bank routing number. The bank routing number must be nine digits.
Account Nbr	Enter the bank account number.
Confirm Account Nbr	Re–enter the bank account number.
Type of Account	Select the type of bank account. Valid values are `Checking` and

	Savings.
Effective Pay Period, Year	Select the pay period and year the direct deposit is to be effective.

3. Click **Continue**. The Submit Direct Deposit Self–Service Request page is displayed.

Figure 19: Submit Direct Deposit Self-Service Request Page

4. The fields are displayed as follows:

Direct Deposit Self-Service Request	
Bank Routing Nbr/Name	This field is populated with the information entered on the Direct Deposit Self-Service Request page.
Account Nbr	This field is populated with the information entered on the Direct Deposit Self-Service Request page.

Confirm Account Nbr	This field is populated with the information entered on the Direct Deposit Self-Service Request page.
Type of Account	This field is populated with the information selected on the Direct Deposit Self-Service Request page.
Effective Pay Period, Year	This field is populated with the information selected on the Direct Deposit Self-Service Request page.

5. Verify the information displayed is correct, then click **Submit** to submit the direct deposit request. The Submit Direct Deposit Self-Service Request Confirmation page is displayed.

   OR

   Click **Back** to return to the Direct Deposit Self-Service Request page.

6. Click **Exit** to return to the Direct Deposit page.

Change an Existing Direct Deposit

1. From the Direct Deposit page, click **Self-Service**. The Pending Direct Deposit self-service Request page is displayed.

2. Click **Edit**. The Direct Deposit Self–Service Request page is displayed. Locate the fields to be modified and see field instructions for ***Start a New Direct Deposit***.

   OR

   Click **Delete** to delete the pending direct deposit. A message appears giving the option to either delete the pending direct deposit or cancel the action and return to the Direct Deposit page.

Earnings & Leave Statements

The Earnings & Leave Statements option allows users to view their current and past earnings and leave statements.

To view Earnings & Leave Statements:

1. Select the **E&L Statements** component. The Earnings and Leave statements (E&L) page is displayed. The user's existing Earnings and Leave Statement that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

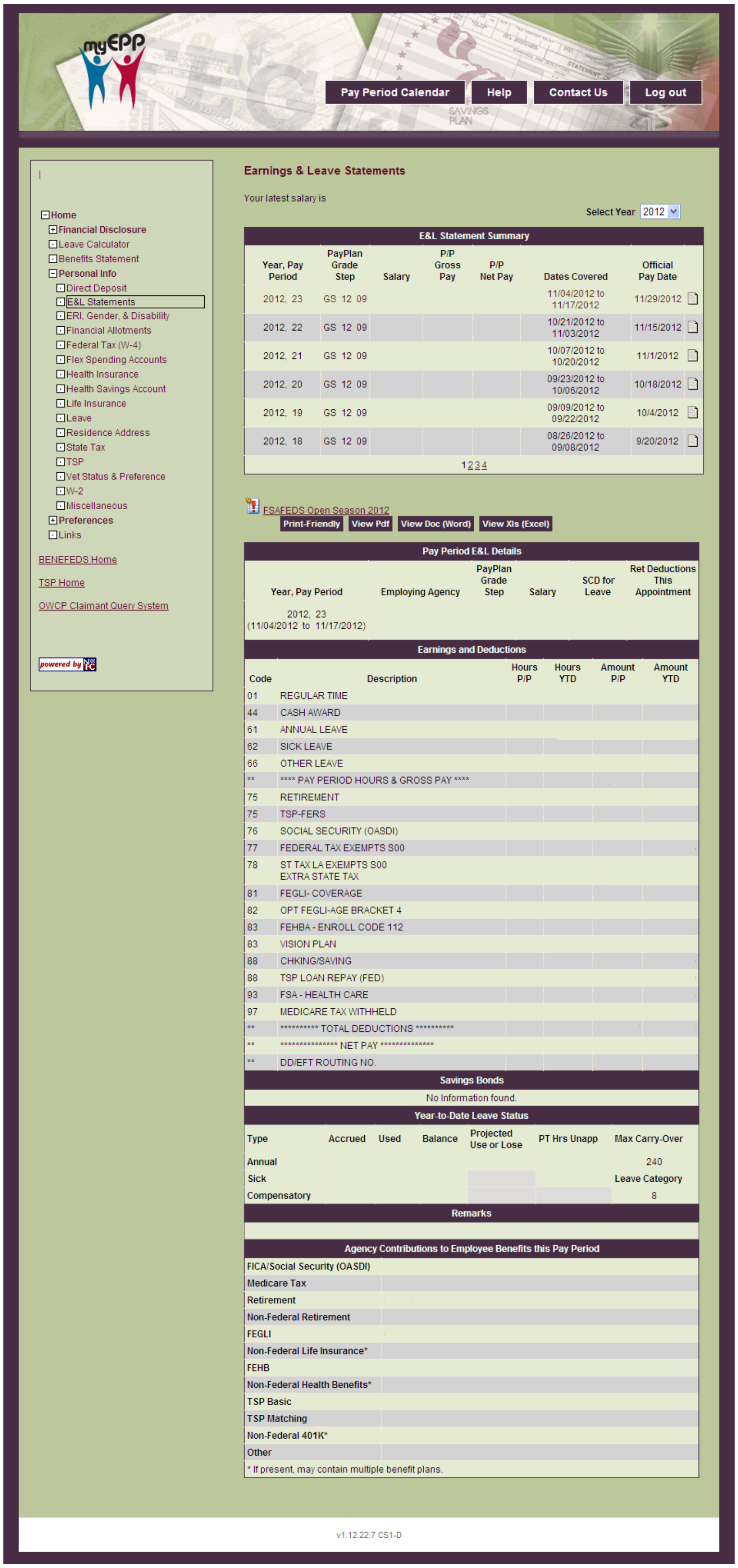


Figure 20: Earning and Leave Statement Page

2. Click the `view details` icon next to the applicable E&L statement to display the selected statement.

3. At this point the following options are available:

Step	Description
Click **Print–Friendly**	To display a printable version of the selected E&L Statement.
Click **View PDF**	To display a PDF version of the selected E&L Statement.
Click **View Doc (Word)**	To display the selected E&L Statement in a Word document.
Click **View Xls (Excel)**	To display the selected E&L Statement in an Excel document.

ERI, Gender & Disability

The ERI, Gender & Disability option allows users to add or change their Ethnicity and Race Identification (ERI) Code, as well as change their Gender and Disability Code through EPP/ESS.

1. Select the **ERI, Gender & Disability** component. The Ethnicity and Race Identification (ERI), Gender and Disability page is displayed. The user's existing ERI, gender, and disability information that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

Figure 21: Ethnicity and Race Identification (ERI), Gender and Disability Page

2. At this point the following options are available:

Step	Description
Click **Change** next to ERI.	To add new or change existing ERI information.
Click **Change** next to Gender.	To change existing gender information.

Click **Change** next to Disability.	To change existing disability information.

For more information see:

ERI

The ERI field displays the user's current ERI information. This Information can be added, if none exists, or the user can make changes to their existing information.

Note: To edit ERI information on a pending request, click **Edit** next to the ERI information on the Ethnicity and Race (ERI), Gender and Disability Self-Service Update page, then follow the instructions listed below for Adding or Changing ERI Information.

Note: To delete a pending ERI request, click **Delete**, then click **OK** on the Ethnicity and Race Identification (ERI), Gender and Disability Self-Service Delete Confirmation page.

To Add or Change ERI Information:

1. Click **Self-Service** from the Ethnicity and Race Identification (ERI), Gender and Disability page. The Ethnicity and Race Identification (ERI), Self Service Update page is displayed.

Figure 22: Ethnicity and Race Identification (ERI), Self-Service Update Page

2. Click **Change** next to ERI. The Enter Ethnicity and Race Identification (ERI) Self-Service Request page is displayed.

Figure 23: Enter Ethnicity and Race Identification (ERI) Self-Service Request Page

3. Complete the fields as follows:

Select One or More ERI Codes That Apply	Check the box(es) of the applicable race(s). Valid values are:Disability **`Hispanic or Latino`** **`American Indian or Alaska Native`** **`Asian`** **`Black or African-American`** **`Native Hawaiian or Other Pacific Islander`** **`White`**

Effective Pay Period, Year	Select the pay period and year the ERI change is to be effective. The current processing pay period and year are populated by default.

4. Click **Continue**. The Submit Ethnicity and Race Identification (ERI) Self-Service Request page is displayed.

Figure 24: Submit Ethnicity and Race Identification (ERI) Self-Service Page

5. The fields are displayed as follows:

ERI	This field displays the selection from the Enter Ethnicity and Race Identification (ERI) Self-Service Request page.
Effective Pay Period, Year	This field displays the selection from the Enter Ethnicity and Race Identification (ERI) Self-Service Request page.

6. Verify the information displayed is correct, then click **Submit**. The Ethnicity and Race Identification (ERI) Self-Service Request Confirmation page is displayed.

Figure 25: Submit Ethnicity and Race Identification (ERI) Self-Service Page

7. Click **Exit** to return to the Ethnicity and Race Identification (ERI), Gender and Disability page.

Gender

The Gender field displays your current gender information. You can make changes to your existing gender information.

Note: To edit gender information on a pending request, click **Edit** next to gender information on the Ethnicity and Race (ERI), Gender and Disability Self-Service Update page, then follow the instructions listed below for Changing Gender Information.

Note: To delete a pending gender request, click **Delete**, then click **OK** on the Ethnicity and Race Identification (ERI), Gender and Disability Self-Service Delete Confirmation page.

To Change Gender Information:

1. Click **Self-Service** from the Ethnicity and Race Identification (ERI), Gender and Disability page. The Ethnicity and Race Identification (ERI), Self Service Update page is displayed.

2. Click the **Change** button next to the Gender information. The Enter Gender Self-Service Request page is displayed.

Figure 26: Enter Gender Self-Service Request Page

3. Complete the fields as follows:

Male	Select this option if the gender is male.

Female	Select this option if the gender is female.
Effective Pay Period, Year	Select the pay period and year the gender change is to be effective. The current processing pay period and year are populated by default.

4. Click **Continue**. The Submit Gender Self-Service Request page is displayed.

Figure 27: Submit Gender Self-Service Request Page

5. The fields are displayed as follows:

Gender	This field displays the selection from the Enter Gender Self–Service Request page.
Effective Pay Period, Year	This field displays the selection from the Enter Gender Self–Service Request page.

6. Verify the information displayed is correct, then click **Submit**. The Gender Self–Service Request Confirmation page is displayed.

7. Click **Exit** to return to the Ethnicity and Race Identification (ERI), Gender and Disability page.

Disability

The Disability field displays your current disability information. You can make changes to your existing disability incorporation.

Note: To edit disability information on a pending request, click **Edit** next to disability information on the Ethnicity and Race (ERI), Gender and Disability Self-Service Update page, then follow the instructions listed below for Changing Disability Information.

Note: To delete a pending Gender request, click **Delete**, then click **OK** on the Ethnicity and Race Identification (ERI), Gender and Disability Self-Service Delete Confirmation page.

To Change Disability Information:

1. Click **Self–Service** from the Ethnicity and Race Identification (ERI), Gender and Disability page. The Ethnicity and Race Identification (ERI), Self Service Update page is displayed.

2. Click the **Change** button next to the disability information. The Enter Disability Self-Service Request page is displayed.

Figure 28: Enter Disability Self-Service Page

3. Complete the fields as follows:

Disability	Select the applicable disability code from the drop–down list. The valid values are as follows: **01 – Does not wish to identify** **05 – No Disability** **06 – Disability Not Listed** **13 – Speech Impairments Hearing O.K.** **15 – Hard of Hearing** **18 – Hearing/Total Deafness/Both Ears**

	21 – Vision/Blind **22 – Vision Impairment** **23 – Impaired Vision Non-Corr** **26 – Missing Extremities/1 Hand or 1 Foot** **30 – Missing Extremities/Multiple** **40 – Mobility Impairment** **41 – Spinal Abnormalities**
Disability	Select the applicable disability code from the drop–down list. The valid values are as follows: **44 – Non-Paralytic Orthopedic Impairment** **51 – Hiv Positive/Aids** **52 – Morbid Obesity** **61 – Partial 4Paralysis/1 Hand-Arm-Foot-Leg** **69 – Partial Paralysis/Multiple** **70 – Complete 4Paralysis of one Hand** **79 – Complete Paralysis/Multiple** **80 – Cardiovascular/Heart Disease** **82 – Epilepsy** **83 – Blood Disease** **84 – Diabetes** **86 – Pulmonary or Respiratory Condition** **87 – Kidney Dysfunction** **88 – Cancer** **90 – Severe intellectual Disability** **91 – Psychiatric Disability** **92 – Dwarfism** **93 – Disfigurement of Face Hands or Feet** **94 – Learning Disability** **95 – Gastrointestinal Disorders** **98 – History of Alcoholism**
Effective Pay Period, Year	Select the pay period and year the disability change is to be effective. The current processing pay period and year are populated by default.

4. Click **Continue**. The Submit Disability Self-Service Request page is displayed.

Figure 29: Submit Disability Self-Service Request Page

5. The fields are displayed as follows:

Disability	This field displays the selection from the Enter Disability Self-Service Request page.
Effective Pay Period, Year	This field displays the selection from the Enter Disability Self-Service Request page.

6. Verify the information displayed is correct, then click **Submit**. The Disability Self-Service Request Confirmation page is displayed.

Figure 30: Disability Self-Service Request Confirmation Page

7. Click **Exit** to return to the Ethnicity and Race Identification (ERI), Gender and Disability page.

Financial Allotments

For more information see:

View Current Financial Allotments

To view current financial allotments:

1. Select the **Financial Allotments** component. The Financial Allotments page is displayed. The user's existing financial allotment data (if any) that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

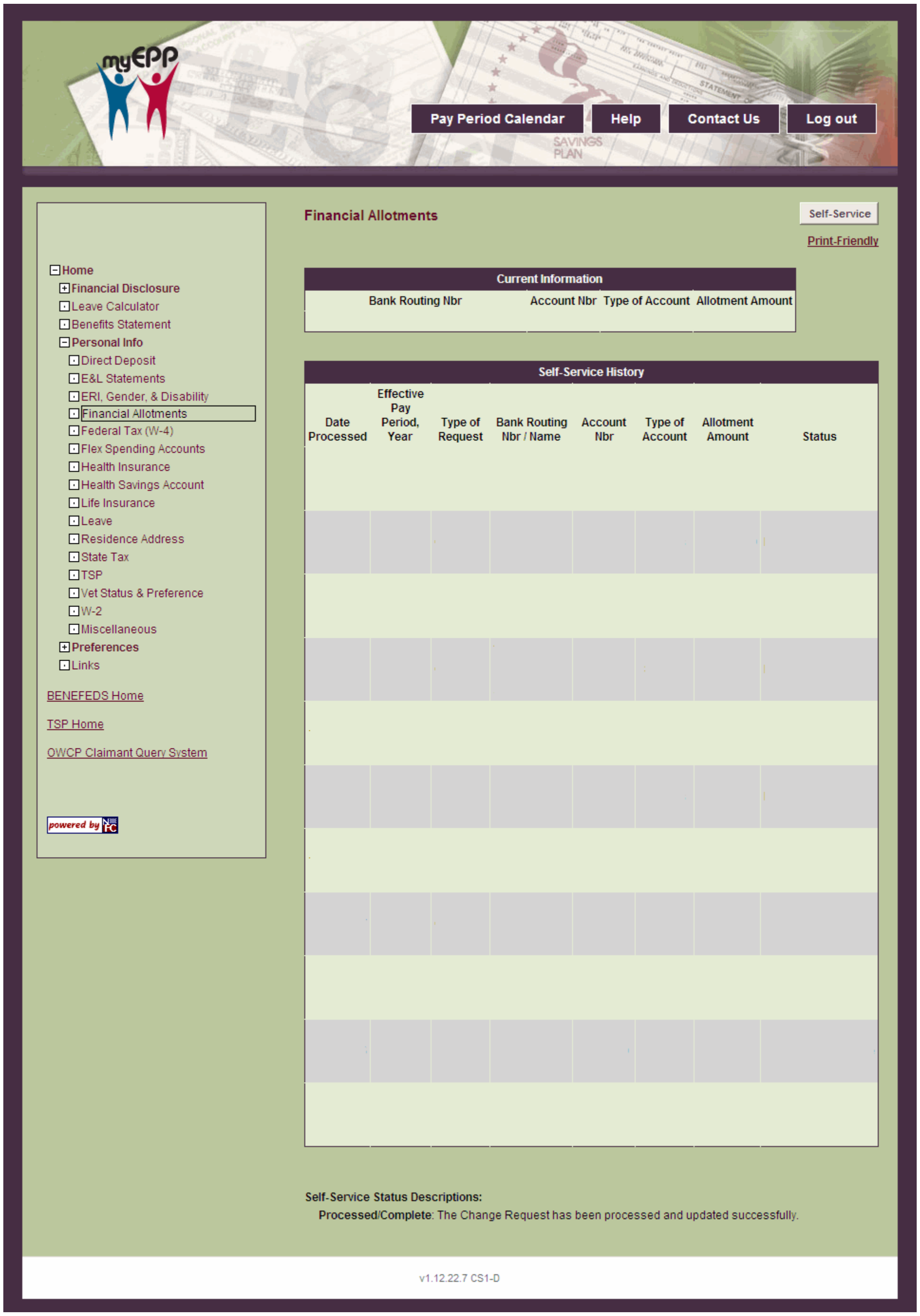


Figure 31: Financial Allotments Page

2. The fields are displayed as follows:

Current Information	
Bank Routing Nbr	This field is populated with the bank routing number of the current financial allotment.
Account Nbr	This field is populated with the account number of the current financial allotment.
Type of Account	This field is populated with the type of account of the current financial allotment.
Allotment Amount	This field is populated with the allotment amount of the current financial allotment.
Self-Service History	
Date Processed	This field is populated with the process date of the financial allotment.
Effective Pay Period, Year	This field is populated with the pay period and year the financial allotment was effective.
Type of Request	This field is populated with action taken on the financial allotment.
Bank Routing Nbr	This field is populated with the bank routing number of the financial allotment.
Account Nbr	This field is populated with the account number of the financial allotment.
Type of Account	This field is populated with the type of account of the financial allotment.
Allotment Amount	This field is populated with the allotment amount of the financial allotment.
Status	This field is populated with the status of the financial allotment. The valid values are as follows: **`Pending`** - The document has been entered into ESS but has not been sent for editing by the Personnel Input and Edit System (PINE). It can be modified or deleted by the employee. **`In Process`** - The document has been submitted to PINE and will be edited in the next pass. It cannot be modified or deleted by the employee. **`Processed/Future`** - The document has been edited by PINE and is in the future file. It cannot be modified or deleted by the employee. The employee must contact their servicing personnel office to have it modified or deleted. **`Processed/Error`** - The document failed PINE edits and is in suspense. The employee must contact their servicing personnel office to have it corrected or deleted. **`Processed/Complete`** - The document has been applied to the Payroll/Personnel database. Not action can be taken to change or delete this document. The employee can verify the change in EPP.

Start A New Financial Allotment

To start a new financial allotment:

1. From The Financial Allotments page, click **Self-Service**. The Financial Allotment Change Request page is displayed.

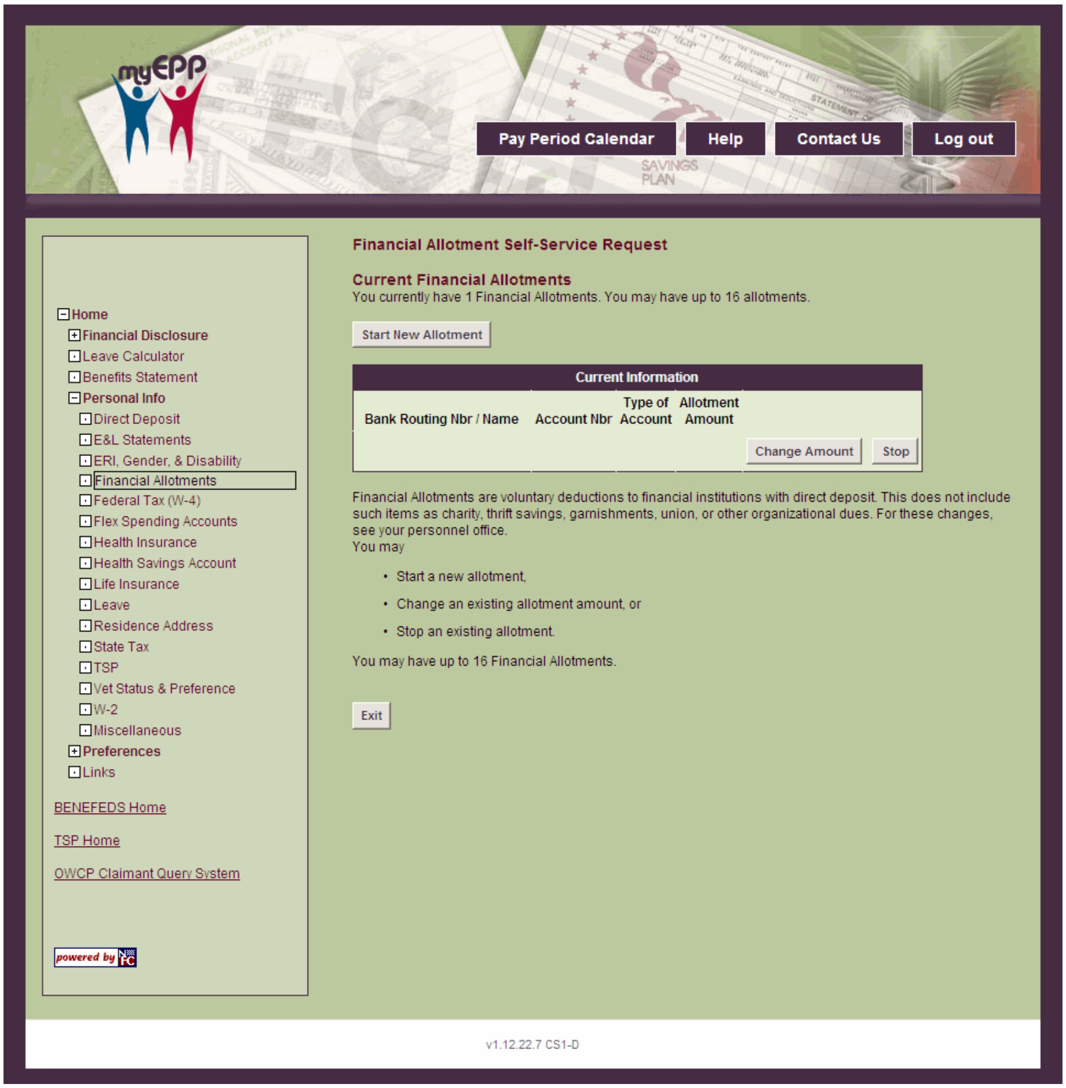


Figure 32: Financial Allotment Change Request Page

2. Click **Start New Allotment**. The Enter Financial Allotment Self-Service Request page is displayed.

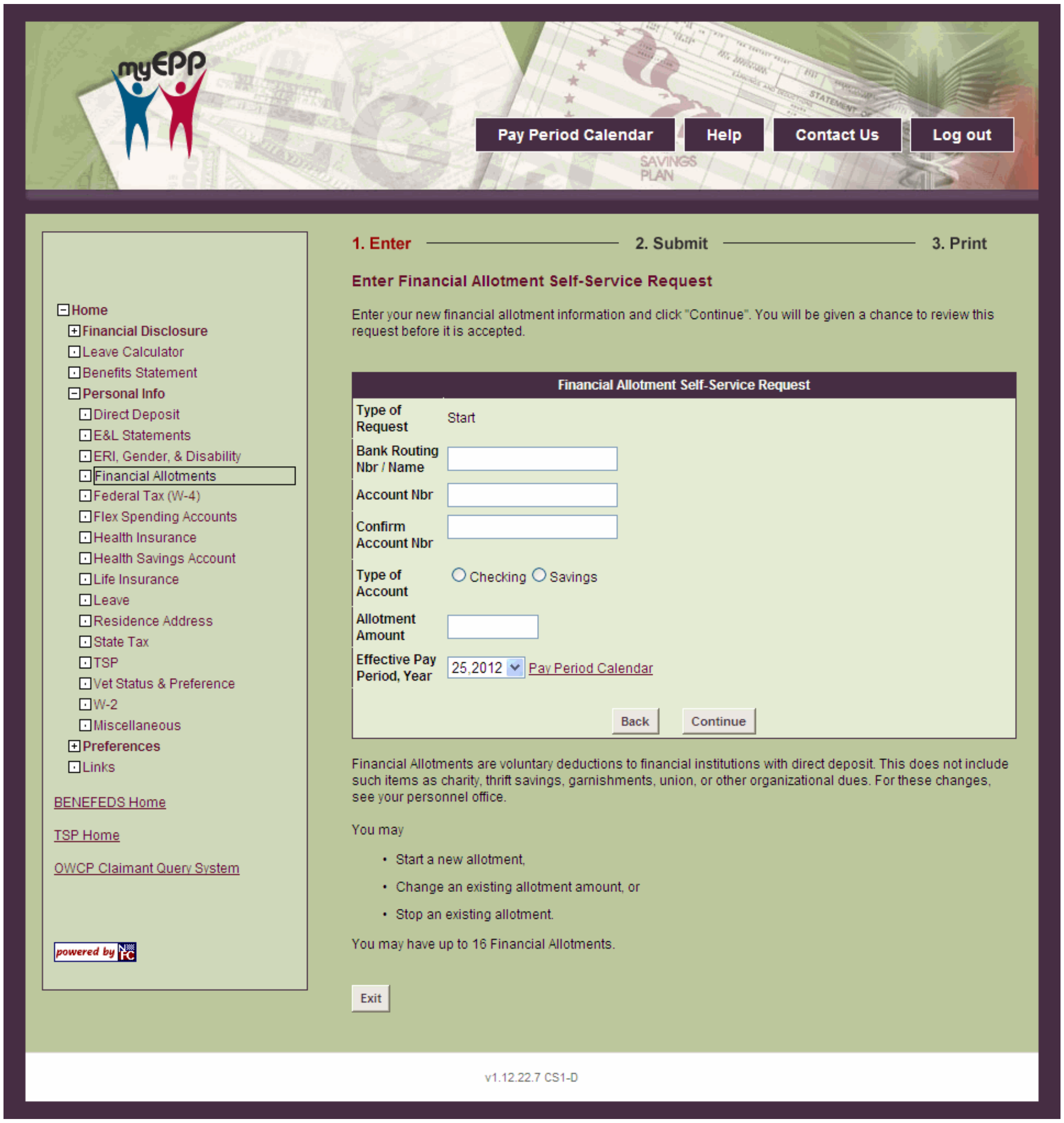


Figure 33: Enter Financial Allotment Self-Service Request Page

3. Complete the fields as follows:

Financial Allotment Self-Service Request	
Type of Request	This field is populated with `New` to reflect the action selected on the Financial Allotment Change Request page.
Bank Routing Nbr/Name	Enter the bank routing number. The bank routing number must be nine digits.
Account Nbr	Enter the bank account number.

Confirm Account Nbr	Re–enter the bank account number.
Type of Account	Select the type of bank account. Valid values are **`Checking`** and **`Savings`**.
Allotment Amount	Enter the allotment amount in dollars and cents.
Effective Pay Period, Year	Select the pay period and year the financial allotment is to be effective. The current processing pay period and year is populated by default.

4. Click **Continue**. The Submit Financial Allotment Self-Service Request page is displayed.

OR

Click **Back** to return to the Financial Allotment Change Request page.

Figure 34: Submit Financial Allotment Self-Service Request Page

5. The fields are displayed as follows:

Financial Allotment Self-Service Request	
Type of Request	This field is populated with **New** to reflect the action selected on the Financial Allotment Change Request page.
Bank Routing Nbr/Name	This field is populated with the data entered on the Enter Financial Allotment Self-Service Request page.
Account Nbr	This field is populated with the data entered on the Enter Financial Allotment Self-Service Request page.
Confirm Account Nbr	Re–enter the bank account number.
Type of Account	This field is populated with the data selected on the Enter Financial Allotment Self-Service Request page.
Allotment Amount	This field is populated with the amount entered on the Enter Financial Allotment Self-Service Request page.
Effective Pay Period, Year	This field is populated with the data selected on the Enter Financial Allotment Self-Service Request page.

6. Click **Continue** to submit the financial allotment request. The Financial Allotment Self-Service Request Confirmation page is displayed.

   OR

   Click **Back** to return to the Submit Financial Allotment Self-Service Request page.

7. Click **Exit** to return to the Financial Allotments page.

   OR

   Click **Enter Another Request** to enter a new financial allotment request.

Modify An Existing Financial Allotment

To modify an existing financial allotment:

1. From The Financial Allotments page, click **Change Allotment**. The Enter Financial Allotment Self–Service Request page is displayed. Locate the fields to be modified and see Start A New Financial Allotment for further instructions.

   OR

   Click **Stop** to terminate the financial allotment.

Federal Tax (W-4)

The Federal Tax (W-4) option allows users to view their current Federal tax data, establish a new Federal income tax withholding, make changes to their existing Federal income tax withholding data, or claim total exemption from Federal tax withholding.

The following changes can be made to existing Federal income tax withholding data:

- Change the number of exemptions
- Change the filing status
- Establish, increase, or decrease the amount of additional deduction withholding
- File exempt from paying Federal tax

If there was no Federal tax owed in the previous tax year, and it is expected that no Federal tax will be owed for the current year, total exemption from Federal tax may be claimed. However, a total exemption from Federal tax must be filed after February 15 of each year.

If the duty station is located in the Republic of Panama, Virgin Islands, Guam and the northern Mariana Islands, then exemption from Federal income tax may apply. For more information the user should contact their servicing personnel or payroll office.

If 11 or more exemptions are claimed, the Internal Revenue Service (IRS) will be notified and the user will be placed under IRS control. Once under IRS control, ESS cannot be utilized to increase the number of exemptions. To increase the number of exemptions, the W-4 must be submitted to NFC. Users can also use this option to decrease the number of exemptions. Users should contact their servicing personnel or payroll office for additional information.

If wages exceed $200 per week and total exemption from Federal tax withholding is claimed, the IRS is notified.

For more information see:

Entering and Modifying a W-4

1. Select the **Federal Tax (W-4)** component. The Federal Tax Certificate (W-4) page is displayed. The user's existing Federal tax data (if any) that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

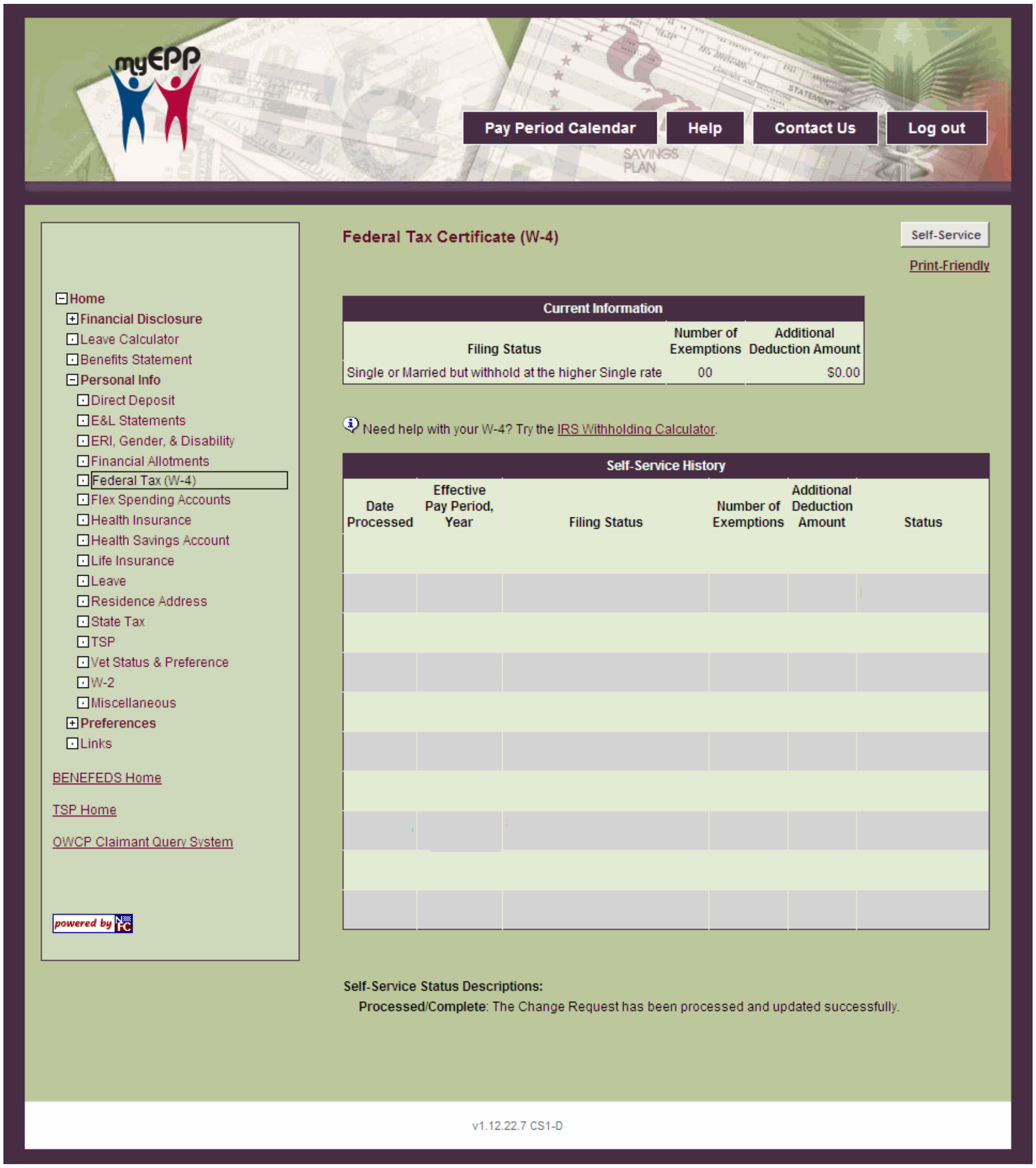


Figure 35: Federal Tax Certificate (W-4) Page

2. Click **Self–Service**. The Federal Tax Certificate (W-4) Self–Service Request page is displayed.

Figure 36: Federal Tax Certificate (W-4) Self-Service Request Page

3. Complete the fields as follows:

Federal Tax (W-4) Self–Service Request	

Filing Status	Select the applicable filing status. The valid values are:
	`Single`
	`Married`
	`Married but withhold at the higher single rate`
	`Exempt from withholding`

Number of Exemptions	Enter the number of exemptions being claimed.
Additional Deduction Amount	Enter the amount, in dollars and cents, of additional money to be withheld for Federal tax.
Effective Pay Period, Year	Select the pay period and year the W-4 is to be effective. The current processing pay period and year is populated by default.

4. Click **Continue**. The Submit Federal Tax Certificate (W-4) Self–Service Request page is displayed.

Figure 37: Submit Federal Tax Certificate (W-4) Self-Service Request Page

5. The fields are displayed as follows:

Federal Tax (W–4) Self–Service Request

Filing Status	This field is populated with the information selected on the Federal Tax Certificate (W-4) Self–Service Request page.
Number of Exemptions	This field is populated with the information entered on the Federal Tax Certificate (W-4) Self–Service Request page.
Additional Deduction Amount	This field is populated with the information entered on the Federal Tax Certificate (W-4) Self–Service Request page.
Effective Pay Period, Year	This field is populated with the information selected on the Federal Tax Certificate (W-4) Self–Service Request page.

6. Verify the information displayed is correct, then click **Submit** to submit the Federal Tax (W-4) request. The Federal Tax Certificate (W-4) Self–Service Request Confirmation page is displayed.

OR

Click **Back** to return to The Federal Tax Certificate (W-4) Self–Service Request page.

Figure 38: Federal Tax Certificate (W-4) Self-Service Request Confirmation Page

7. Click **Exit** to return to the Federal Tax Certificate (W-4) page.

Flexible Spending Account

The Flexible Spending Account options allows users to view their current Flexible Spending Account (FSA).

FSA allows employees to contribute money from their salary before taxes are withheld, then get reimbursed for their out–of–pocket expenses for health care and dependent care.

Employees can enroll in the Federal Flexible Spending Account Program (FSAFEDS) each year during the Federal Benefits Open Season (the November/December Timeframe) by visiting the FSAFEDS website at www.FSAFEDS.com and clicking **Enroll**. Open Season enrollments are effective January 1 of the following year. Current enrollees must remember to enroll each year to continue participating in FSAFEDS. Enrollment does not carry forward year to year.

New and newly eligible employees who wish to enroll in this program must do so within 60 days after they become eligible, but before October 1 of the calendar year.

To view current flexible spending accounts:

1. Select the **Flexible Spending Account** component. The Flexible Spending Account page is displayed.

Figure 39: Flexible Spending Account Page

2. The fields are displayed as follows:

Current Information	
Plan	This field displays the name of the FSA plan.
Total Amount	This field displays the total amount contribution to the FSA.
Pay Period Amount	This field displays the amount contributed to the FSA in each pay period.
Balance	This field displays the balance of the FSA.

Health Insurance

The Health Insurance option allows users to view their current health benefits. Users can only make changes to their Federal Employee Health Benefits (FEHB) coverage during open season. Open season normally occurs the Monday of the second full work week in November through the Monday of the second full work week in December. Users may also make changes to their health benefits outside of open season if they have a qualifying life event such as marriage, the birth or adoption of a child, or an eligible family member loses coverage, etc. Users should contact their servicing personnel or payroll office for more information. Users may also refer to the U.S. Office of Personnel Management's website at www.opm.gov for more detailed information.

For more information see:

View Current FEHB Coverage

To view current FEHB coverage:

1. Select the **Health Insurance** component. The Health Insurance page is displayed.

Figure 40: Health Insurance Page

2. The fields are displayed as follows:

Current Information	
Plan Code/Description	This field displays the name and code of the current health benefits.
Premium Conversion	This field displays whether or not the user has pre–tax premiums.
Employee PP Deduction	This field displays the amount deducted each pay period for health benefits.
Agency PP Contribution	This field displays the amount the agency contributes each pay period towards the users health benefits.

Employee YTD Deduction	This field displays the amount deducted year–to–date for health benefits.
Self-Service History	
Date Processed	This field displays the date an action was processed for health benefits.
Effective Pay Period, Year	This field displays the pay period and year a health benefits action was effective.
Type of Change	This field displays the type of change that was made to the health benefits.
Plan Code/Name	This field displays the name and code of the health benefits.
Status	This field displays the status of the change for the health benefits. The valid values are as follows: **`Pending`** - The document has been entered into ESS but has not been sent for editing by PINE. It can be modified or deleted by the employee. **`In Process`** - The document has been submitted to PINE and will be edited in the next pass. It cannot be modified or deleted by the employee. **`Processed/Future`** - The document has been edited by PINE and is in the future file. It cannot be modified or deleted by the employee. The employee must contact their servicing personnel office to have it modified or deleted. **`Processed/Error`** - The document failed PINE edits and is in suspense. The employee must contact their servicing personnel office to have it corrected or deleted. **`Processed/Complete`** - The document has been applied to the Payroll/Personnel database. Not action can be taken to change or delete this document. The employee can verify the change in EPP.

Modify FEHB Coverage

To modify FEHB coverage:

1. From the Health Insurance page, click **Self-Service**. The FEHB Change Request page is displayed.

Figure 41: FEHB Change Request Page

2. The fields are displayed as follows:

Pending Self-Service Request	
Type of Change	This field displays the type of change that was made to the health benefits.
Date of Request	This field displays the date a request was entered.
Effective Pay Period, Year	This field displays the pay period and year the request will be effective.

Plan Code/Name	This field displays the name and code of the health benefits.
Married?	This field displays the marital status of the user.
Daytime Phone	This field displays the daytime phone number of the user.

3. Click **Edit**. The Enter FEHB Self-Service Request page is displayed. **Note:** This option only allows users to make changes to a pending request.

   OR

   Click **Delete** to delete the pending change request.

4. Complete the fields as follows:

Effective Pay Period, Year	Select the applicable pay period and year from the drop-down list that the change request is to be effective or click the **Pay Period Calendar** link to select a pay period and year.
Plan Code/Name	This field displays the plan code and name of the health benefits included in the change request.
Married?	Select the applicable marital status. The valid values are **`No`** and **`Yes`**.
Daytime Phone	Enter the daytime phone number.

5. Click **Continue**. The Submit FEHB Self-Service Request page is displayed.

6. The fields are displayed as follows:

Effective Pay Period, Year	This field displays the effective pay period and year selected on the Enter FEHB Self-Service Request page.
Plan Code/Name	This field displays the plan code and name of the health benefits included in the change request.
Married?	This field displays the marital status selected on the Enter FEHB Self-Service Request page.
Daytime Phone	This field displays the daytime phone number enter on the Enter FEHB Self-Service Request page.

7. Click **Submit**. The FEHB Self-Service Request Confirmation page is displayed.

   OR

   Click **Back** to return to the Enter FEHB Self-Service Request page.

8. Click **Exit** to return to the Health Insurance page.

Health Savings Account

The Health Savings Account option allows users to view their Health Savings Account (HSA) data, start a new HSA, make changes to an existing HSA, or stop an existing HSA.

An HSA is a tax-sheltered trust account owned by the user for the purpose of paying qualified medical expenses for themselves, their spouse, and their dependents. When users enroll in a High Deductible Health Plan, the health plan determines whether they are eligible for an HSA based on information provided by the user.

To be eligible for an HSA, IRS regulations state that following requirements are met:

- Must be a participant in a High Deductible Health Plan (HDHP)
- Cannot be covered by any other health plan that is not an HDHP, except those specifically allowed (e.g. disability, dental, vision, long–term care, and limited expense flexible spending accounts)
- Cannot be claimed as a dependent on someone else’s tax return. (This does not include filing jointly as a spouse.)
- Cannot be enrolled in TRICARE, Medicare, or have received VA benefits within the previous three months.

For more information see:

Start A Health Savings Account

1. Select the **Health Savings Account** component. The Health Savings Account page is displayed. The user's existing Health Savings Account data (if any) that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

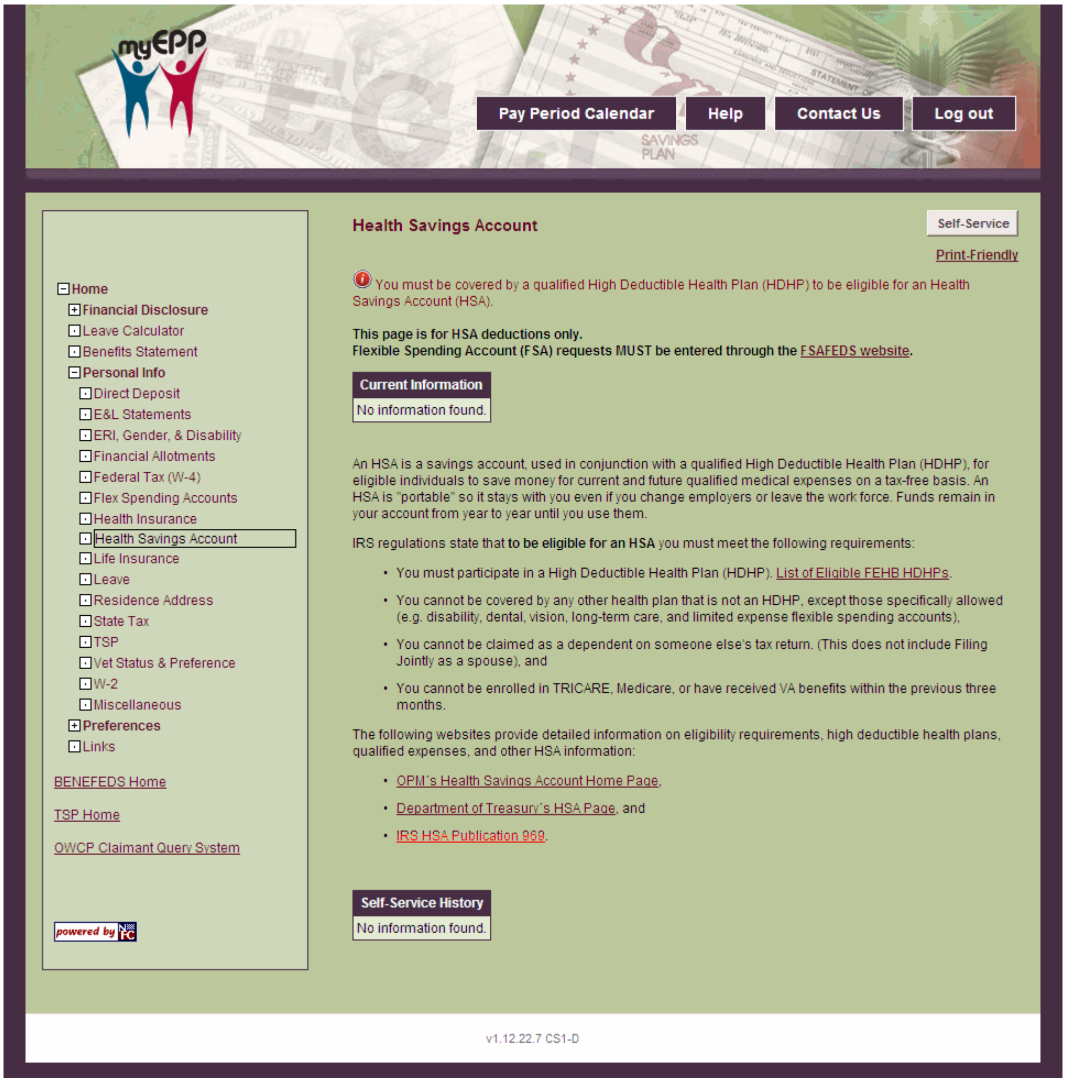


Figure 42: Health Savings Account Page

2. Click **Self-Service**. The Health Savings Account (HSA) Allotment Self–Service Request page is displayed.

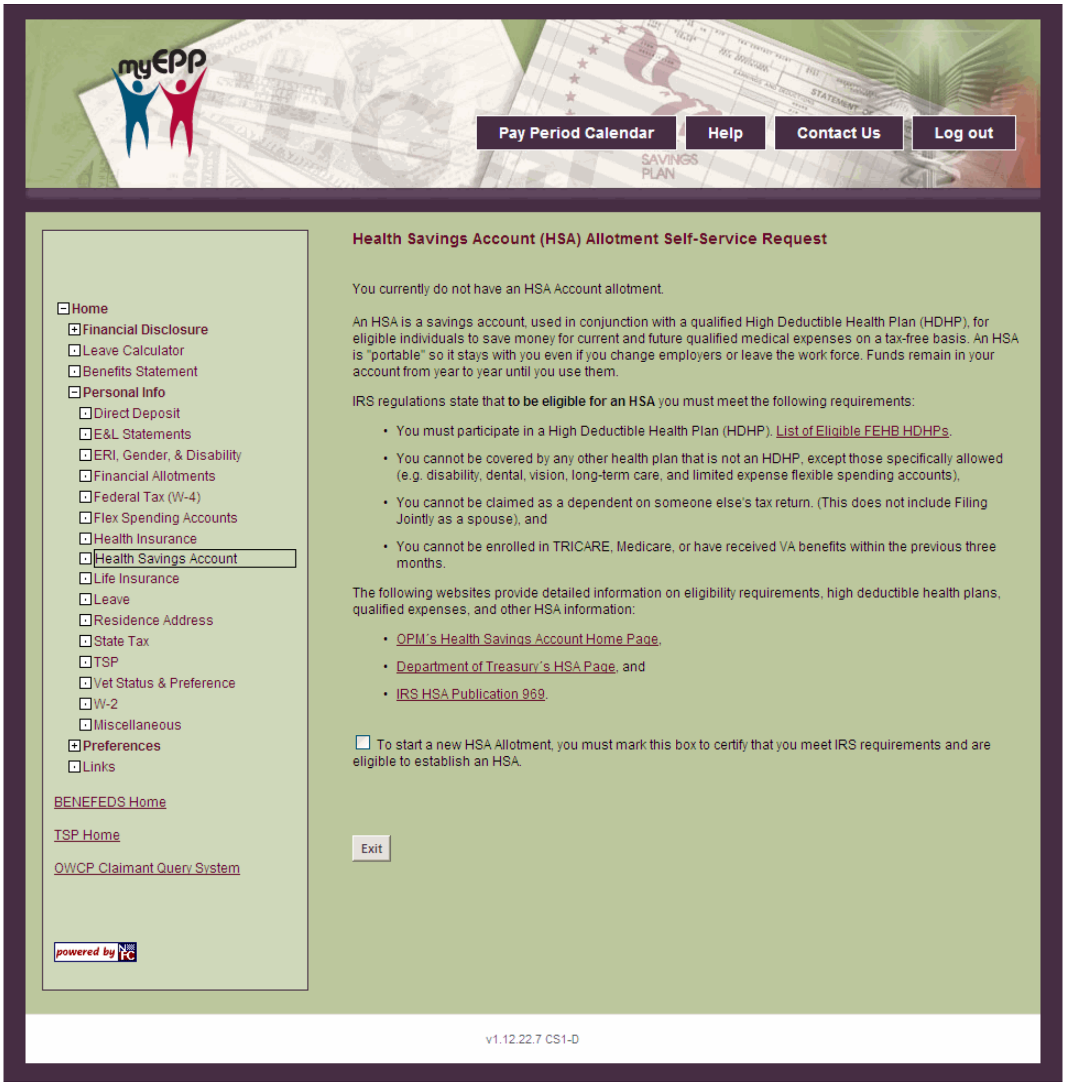


Figure 43: Health Savings Account (HSA) Allotment Self-Service Request Page

3. Check the acknowledgment box at the bottom of the page to acknowledge that eligibility is valid. The **Start New HSA Allotment** button appears.

4. Click **Start New HSA Allotment** to start a new allotment for the Health Savings Account. The Enter Health Savings Account (HSA) Self-Service Request page is displayed.

Figure 44: Enter Health Savings Account (HSA) Self-Service Request Page

5. Complete the fields as follows:

Health Savings Account (HSA) Self-Service Request	
Type of Request	This field is populated with the self-service action being taken which reflects the action selected on the Health Savings Account (HSA) Allotment Self-Service Request page.
Bank Routing Nbr/Name	Enter the bank routing number for the Health Savings Account.
Account Nbr	Enter the bank account number for the Health Savings Account.
Confirm Account Nbr	Re-enter the bank account number for the Health Savings Account.

Allotment Amount	Enter the allotment amount.
Effective Pay Period, Year	Select the pay period and year the request is to be effective.

6. Click **Continue**. The Submit Health Savings Account (HSA) Self-Service Request page is displayed.

   OR

   Click **Back** to return to the Health Savings Account (HSA) Allotment Self-Service Request page.

Figure 45: Submit Health Savings Account (HSA) Self-Service Request Page

7. The fields are displayed as follows:

Health Savings Account (HSA) Self-Service Request	
Type of Request	This field is populated with the self-service action being taken which reflects the action selected on the Health Savings Account (HSA) Allotment Self-Service Request page.
Bank Routing Nbr/Name	This field displays the bank routing number for the Health Savings Account.
Account Nbr	This field displays the bank account number for the Health Savings Account.
Allotment Amount	This field is populated with the allotment amount entered on the Enter Health Savings Account (HSA) Self-Service Request page.
Effective Pay Period, Year	This field is populated with the effective pay period and year selected on the Enter Health Savings Account (HSA) Self-Service Request page.

8. Click **Submit**. The Health Savings Account (HSA) Self-Service Request Confirmation page is displayed.

   OR

   Click **Back** to return to the Enter Health Savings Account (HSA) Self-Service Request page.

9. Click **Exit**. The Health Savings Account (HSA) Allotment Change Request page is displayed.

Modify A Health Savings Account

1. Select the **Health Savings Account** component. The Health Savings Account page is displayed. The user's existing Health Savings Account data (if any) that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

2. Click **Self–Service**. The Health Savings Account (HSA) Allotment Self–Service Request page is displayed.

3. Click **Change Amount** to change the allotment for the Health Savings Account. The Enter Health Savings Account (HSA) Self–Service Request page is displayed. For more information on completing these fields, see Start A health Savings Account.

Cancel A Health Savings Account

1. Select the **Health Savings Account** component. The Health Savings Account page is displayed. The user's existing Health Savings Account data (if any) that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

2. Click **Self–Service**. The Health Savings Account (HSA) Allotment Self–Service Request page is displayed.

3. Click **Stop** to stop allotment for the Health Savings Account. The Enter Health Savings Account (HSA) Self–Service Request page is displayed. For more information on completing these fields, see Start A Health Savings Account.

Life Insurance

The life insurance option allows users to view their life insurance information.

To view life insurance data:

1. Select the **Life Insurance** component. The Life Insurance page is displayed. The user's existing life insurance information that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

Figure 46: Life Insurance Page

2. The fields are displayed as follows:

Current Information	
Plan Name	This field displays the name of the life insurance plan.
Coverage Description	This field displays a brief description of coverage.
Basic Coverage Amount	This field displays the basic dollar amount of coverage.

Leave

To view Leave:

1. Select the **Leave** component. The Leave page is displayed.

	Prior Year Carry-Over	Accrued YTD	Used YTD	Balance	Used PP	PT Hours Unapplied Balance	Category	Max Carryover	Projected Use-or-Lose
Annual		192	169.25	229.00	9.00		8	240.00	13.00
Sick		96	97.00	295.50					
Comp Total				11.00					
Home									
Shore									
Religious									
Credit									
Comp Travel									

Figure 47: Leave Page

Residence Address

The Residence Address option allows users to enter a new residence address or modify their existing residence address. The residence address is used for mailing the W-2, the personal benefits statement, and E&L statement, unless the user elected to stop receiving a mailed copy. The residence address is also used for employees who receive their checks through the mail.

Changing the residence address will not change the mailing address for savings bonds. Users should contact their servicing personnel or payroll office to change their savings bond mailing address.

Users who are using this option to enter a new residence address because they have moved to another state should contact their servicing personnel or payroll office to find out if they must also process a change in their current state and/or city/county tax withholding data.

Users who are separating and their residence address is also changing should process a change to their residence address prior to their separation in order to prevent erroneous delivery of their final salary payment or severance payments.

To enter or modify the residence address:

1. Select the **Residence Address** component. The Residence Address page is displayed. The user's existing residence address that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

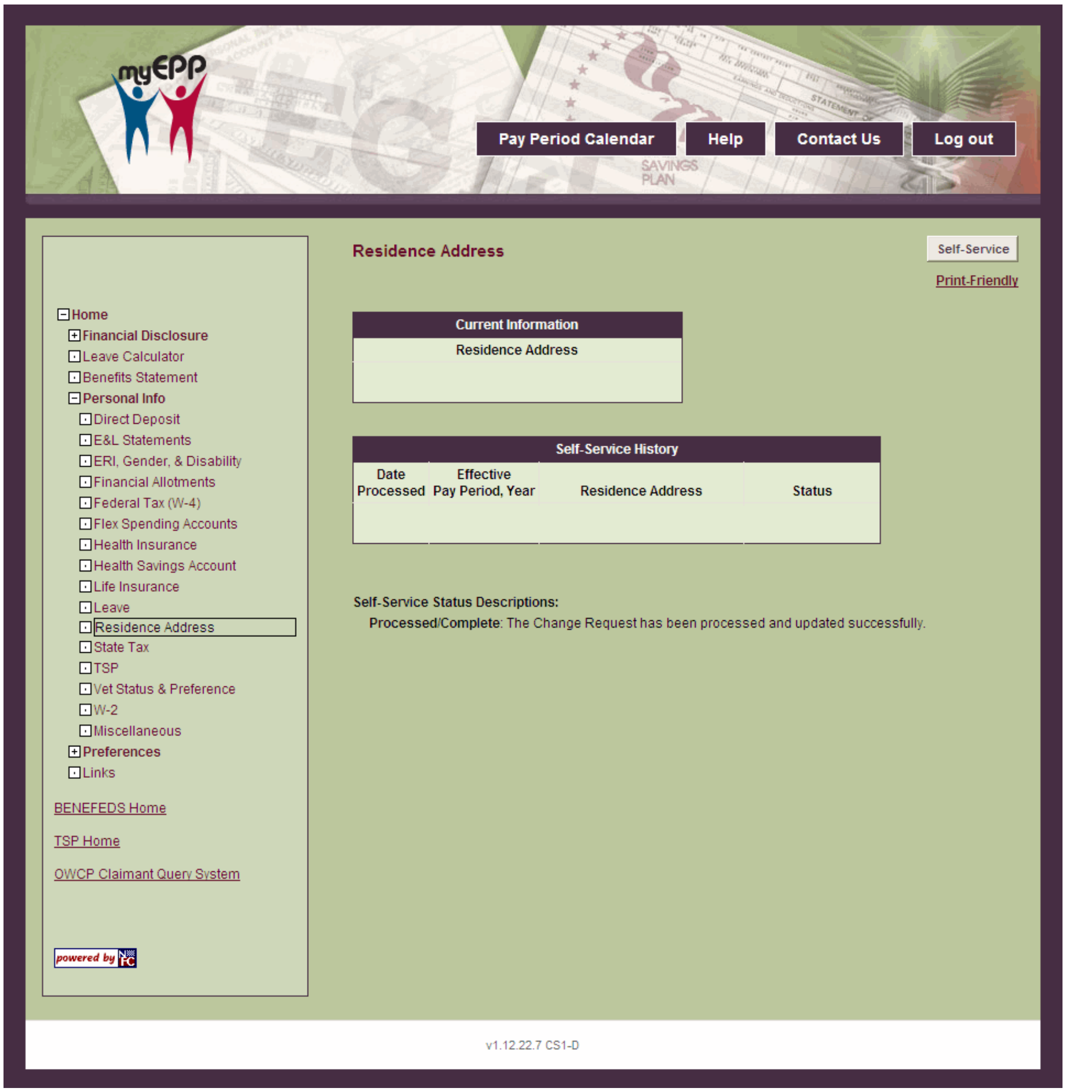


Figure 48: Residence Address Page

2. Click **Self-Service**. The Enter Residence Address Self-Service Request page is displayed.

3. Complete the fields as follows:

Residence Address Self-Service Request	
Street Address	
Line 1	Enter the first line of the address.

Line 2	Enter the second line of the address if applicable.
Line 3	Enter the third line of the address if applicable.
City/State	This field is populated based on the zip code entered. **Note:** The field will not be updated until **Continue** is clicked.
Zip Code	Enter the 5–digit zip code, and the optional Zip + 4 code.
Effective Pay Period, Year	Select the pay period and year from the drop–down list for this action to be processed.

4. Click **Continue**. The Submit Residence Address Self-Service Request page is displayed.

OR

Click **Exit** to cancel the action and return to the Residence Address page.

Figure 49: Submit Residence Address Self-Service Page

5. The fields are displayed as follows:

Residence Address Self-Service Request	
Residence Address	This field displays the address entered on the Enter Residence Address Self-Service Request page.
Effective Pay Period, Year	This field displays the pay period and year selected on the Enter Residence Address Self–Service Request page.

6. Click **Submit**. The Residence Address Self–Service Confirmation page is displayed.

OR

Click **Back** to return to the Enter Residence Address Self-Service Request page.

Figure 50: Residence Address Self-Service Request Confirmation Page

7. Click **Exit**. The Residence Address page is displayed.

State Tax

The State Tax option allows user to view their current State Tax data, establish new state income tax withholding, and make changes to their existing state income tax certificate withholding data.

Users can make the following changes to their existing state income tax withholding data:

- Change the number of exemptions

- Change the marital status
- Establish, increase, or decrease the amount of additional withholding

---

Note: Users may not change their state, file exempt from state withholding, or claim more than 15 exemptions or dependents through this option.

To change state tax data:

1. Select the **State Tax** component. The State Tax Certificate page is displayed. The user's existing state tax data that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

Figure 51: State Tax Certificate Page

2. Click **Self–Service**. The Enter State Income Tax Certificate Request page is displayed.

Figure 52: Enter State Income Tax Certificate Request Page

3. Complete the fields as follows:

Enter State Tax Request	
Effective Pay Period, Year	Select the pay period and year the tax request is to be effective.
Additional Amount to be Withheld Each Pay Period	Enter the additional dollar amount to be withheld each pay period.

4. Click **Continue**. The Submit State Income Tax Certificate Self-Service Request page is displayed.

OR

Click **Exit** to cancel the action and return to the State Tax Certificate page.

Figure 53: Submit State Income Tax Certificate Self-Service Request Page

5. The fields are displayed as follows:

Enter State Tax Request	
Effective Pay Period, Year	This field displays the effective pay period and year selected on the Enter State Income Tax Certificate Self-Service Request page.
Additional Amount to be Withheld Each Pay Period	This field displays the additional amount to be withheld entered on the Enter State Income Tax Certificate Self-Service Request page.

6. Click **Submit** to submit the new tax data. The State Income Tax Certificate Self–Service Request Confirmation page is displayed.

   OR

   Click **Back** to return to the Enter State Income Tax Certificate Request page.

   OR

   Click **Exit** to cancel the action and return to the State Tax Certificate page.

Figure 54: State Income Tax Certificate Self-Service Request Confirmation Page

7. Click **Exit**. The State Tax Certificate page is displayed.

Thrift Savings Plan

The TSP option allow users to view their current TSP data. Users can also start or change TSP contributions.

TSP is a retirement savings and investment plan for Federal employees covered by the Federal Employees' Retirement System (FERS) and the Civil Service Retirement System (CSRS).

TSP provides retirement income for participants and offers Federal employees the same type of savings and tax benefits that many private corporation offer their employees under 401(k) plans.

The Thrift Savings Plan (TSP) Enhancement Act of 2009, Public Law 111-31, signed into law on June 22, 2009, authorized the Federal Retirement Thrift Investment Board (FRTIB) to add a Roth 401(k) feature to the plan. This benefit allows participants to contribute on an after-tax basis to their TSP accounts and receive tax-free earnings when they withdraw the funds (assuming certain criteria are met). For more information on Roth requirements, see the TSP website at www.tsp.gov.

TSP contributions are voluntary in the amount chosen by the participant. TSP benefits are in addition to employees' FERS or CSRS annuity. TSP is an important part of a FERS employees' retirement package, along with their FERS Basic Annuity and Social Security benefits. For CSRS employees, TSP serves as a supplement to their CSRS annuity. For more information about TSP, see the TSP website at *www.tsp.gov*.

To make changes to TSP:

1. Select the **TSP** component. The Thrift Savings Plan (Federal and Non-Federal) page is displayed. The user's existing TSP data that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

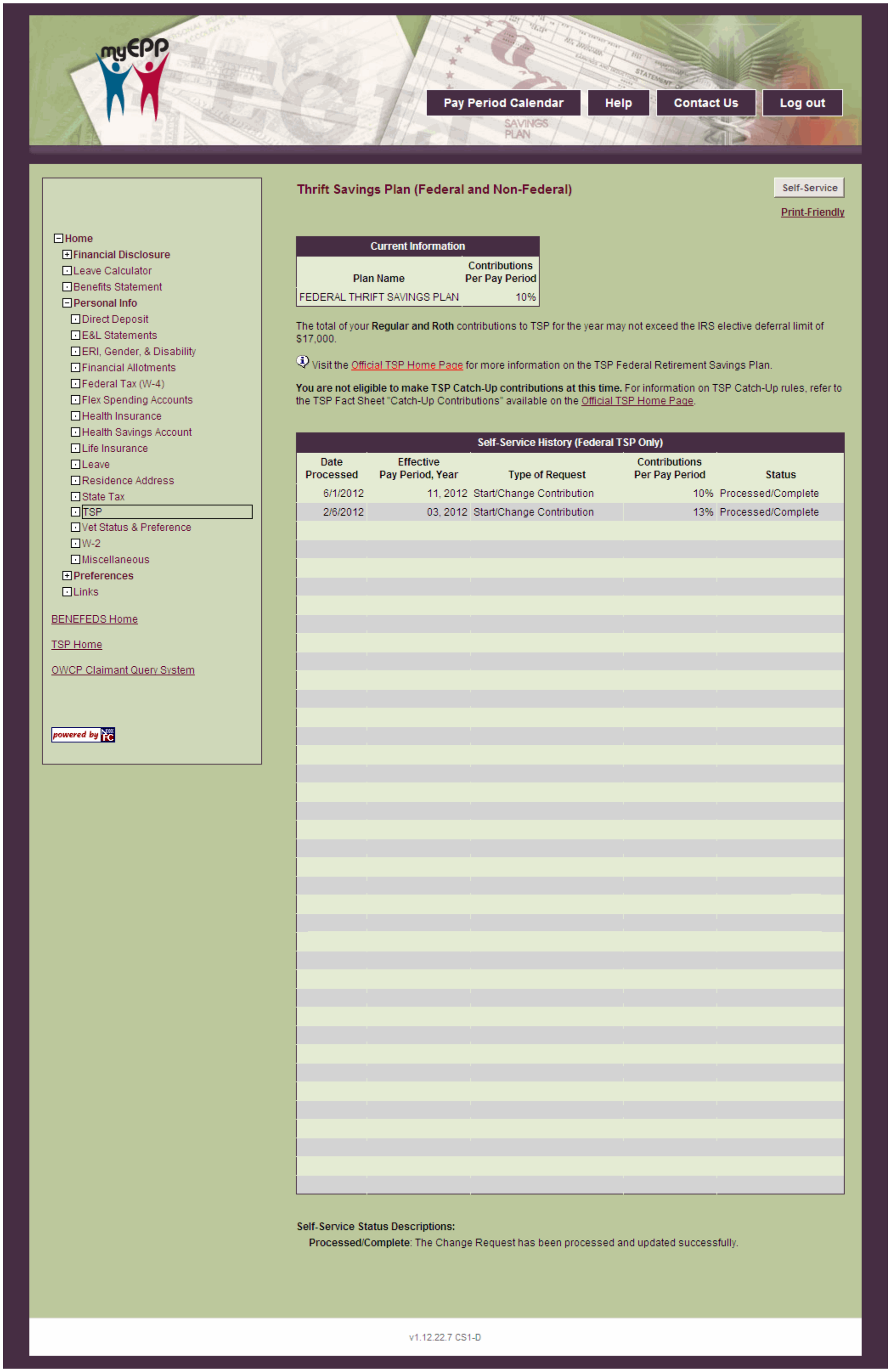


Figure 55: Thrift Savings Plan (Federal and Non-Federal) Page

2. Click **Self–Service**. The current TSP contribution information is displayed.

Figure 56: Enter TSP Self-Service Request Page

Figure 57: Enter Roth TSP Self-Service Request Page

3. Complete the TSP and/or Roth fields as follows:

TSP Self–Service Request	
Type of Election	Select the applicable type of action to be taken. Valid values are ▶`Start Contributions`◀, `Change Contributions` and `Stop Contributions`.
Contributions Per Pay Period	
Dollar Amount	Enter the dollar amount to be contributed if `Change Contributions` is selected for Type of Election. **Note:** If this field is completed, leave the Percent of Basic Pay field blank.
Percent of Basic Pay	Enter the percent of basic pay to be contributed if `Change Contributions` is selected for Type of Election. **Note:** If this field is

	completed, leave the Dollar Amount field blank.
Effective Pay Period, Year	Select the pay period and year the action is to be effective.

4. Click **Continue**. The Submit TSP Self–Service Request page is displayed.

   OR

   Click **Exit** to cancel the action. The Thrift Savings Plan (Federal and Non-Federal) page is displayed.

Figure 58: Submit TSP Self-Service Request

5. The fields are displayed as follows:

TSP Self–Service Request

Type of Election	This field displays the selection made on the Enter TSP Self-Service Request page.
Contributions Per Pay Period	
Dollar Amount	This field displays the amount entered on the Enter TSP Self-Service Request page.
Percent of Basic Pay	This field displays the percent entered on the Enter TSP Self-Service Request page.
Effective Pay Period, Year	This field displays the selection made on the Enter TSP Self-Service Request page.

6. Click **Submit** to submit the changes entered. The TSP Self-Service Request Confirmation page is displayed.

   OR

   Click **Back** to rturn to the Enter TSP Self-Service Request page.

OR

Click **Exit** to cancel the action. The Thrift Savings Plan (Federal and Non-Federal) page is displayed.

Figure 59: TSP Self-Service Request Confirmation Page

7. Click **Exit**. The Thrift Savings Plan (Federal and Non-Federal) page is displayed.

TSP Catch-Up

TSP Catch-up contributions are supplement tax–deferred employee contributions that employees can make to TSP beyond the maximum amount they can contribute through regular contributions. In 2012, employees could contribute up to $5,500.00 in catch-up contributions. The 2010 limit for catch-up contributions remains at $5,500.00.

To be eligible to make catch-up contributions, the following conditions must apply:

- The employee must be at least age 50 years or older during the calendar year in which the catch-up contributions are made (even if the employee becomes age 50 on December 31 of that year).
- The employee must be currently employed and in a pay status (TSP catch-up contributions are made through payroll deductions).
- The employee must be making regular contributions to a civilian or uniformed services TSP account (or both), and/or an equivalent employer plan (104(k), 403(b), or 408 plan), that equals the maximum allowed by IRS, which is $17,000.00 for 2012.

Note: The employee is not eligible to make catch-up contributions or regular contributions within 6 months of making a financial hardship withdrawal from TSP.

Eligible employees can contribute up to the annual maximum dollar amount allowed by the IRS elective deferral limit. Catch-up contributions have an annual IRS limit of $5,500.00 for 2012, which are subject to annual increases for inflation.

Since catch-up contributions are supplemental, they do not count against the IRS elective deferral limit. However, the combination of regular and catch–up TSP contributions cannot exceed the total IRS contribution limit for the year. For example, for 2012 TSP contributions cannot exceed $22,500.00 (i.e., the $17,000.00 elective deferral limit on regular TSP contributions, plus the $5,500.00 catch-up contributions limit).

Catch-up contributions apply to the year during which they are made, even if they are posted to the TSP account in the following year (i.e., employee contributions for the last pay date in December may not be posted until January, but will be counted toward the limit in December.

Catch-up contributions can only be made from the employee’s basic pay. Bonuses or, if you are a member of the uniformed services, special pay or incentive pay cannot be applied towards catch-up contributions.

Note: Matching contributions do not apply to catch-up contributions.

For more information see:

Enter TSP Catch-Up Contributions

1. Select the **TSP Catch-Up** component. The Thrift Savings Plan Catch-Up (Federal and Non–Federal) page is displayed. The user's existing TSP catch-up data that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

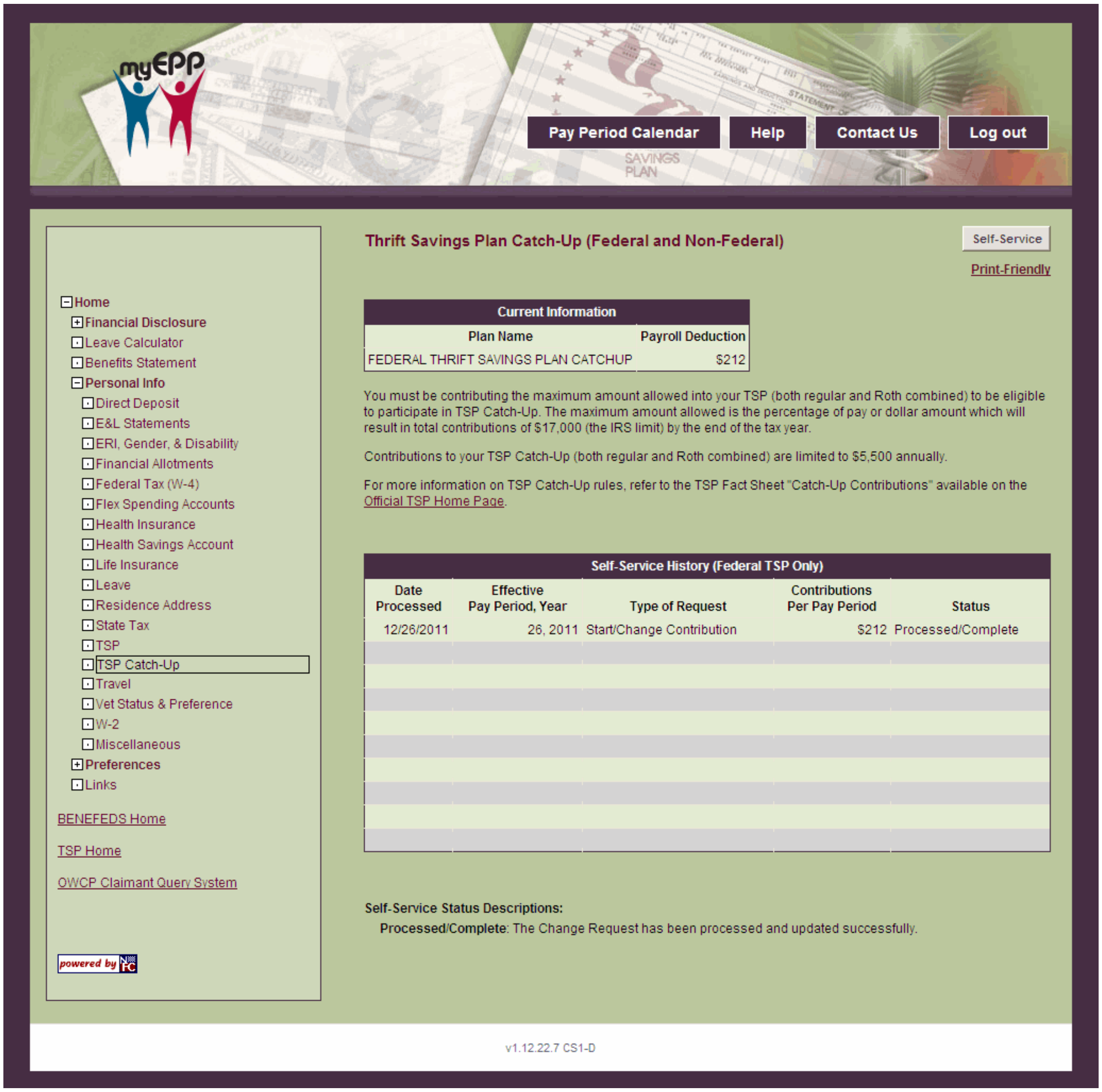


Figure 60: Thrift Savings Plan Catch-UP (Federal and Non-Federal) Page

2. Click **Self-Service**. The TSP Catch-Up Self-Service Request page is displayed.

Figure 61: TSP Catch-Up Self-Service Request Page

3. Click **Start** or **Change TSP or Roth TSP Catch-up Contribution**

Figure 62: Enter TSP Catch-Up or Roth TSP Catch-Up Self-Service Request Page

4. Complete the TSP and/or Roth Catch-up fields as follows:

Type of Election	
Change Contributions	Select this option to change the amount of the contributions.
Stop Contributions	Select this option to stop all contributions.
Contributions Per Pay Period	
Dollar Amount	This field is displayed if the Change Contributions field is selected. Enter the dollar amount of the contribution.

Stop Contributions	Click this options to stop all contributions.
Effective Pay Period	
Effective Pay Period, Year	Select the pay period and year the action is to be effective.

5. Click **Continue**. The Submit TSP Catch-Up Self–Service Request page is displayed.

   OR

   Click **Exit** to cancel the action. The Thrift Savings Plan Catch-Up (Federal and Non-Federal) page is displayed.

Figure 63: Submit TSP Catch-Up or Roth TSP Catch-Up Self-Service Request Page

6. The fields are displayed as follows:

TSP Catch-Up Self-Service Request	
Type of Election	This field is populated with the selection from the Enter TSP Catch-Up Self-Service Request page.
Contributions Per Pay Period	This field is populated with the amount entered on the Enter TSP Catch-Up Self-Service Request page.
Effective Pay Period, Year	This field is populated with the selection from the Enter TSP Catch-Up Self-Service Request page.

7. Click **Submit** to submit the changes entered. The TSP Catch-Up Self–Service Request Confirmation page is displayed.

   OR

   Click **Back** to return to the Enter TSP Catch-Up Self-Service Request page.

   OR

   Click **Exit** to cancel the action. The Thrift Savings Plan Catch-Up (Federal and Non-Federal) page is displayed.

8. Click **Exit**. The Thrift Savings Plan Catch-Up (Federal and Non-Federal) page is displayed.

Travel

The Travel option allows authorized users to view their historical travel information.

To view travel data:

1. Select the **Travel** component. The Travel page is displayed.

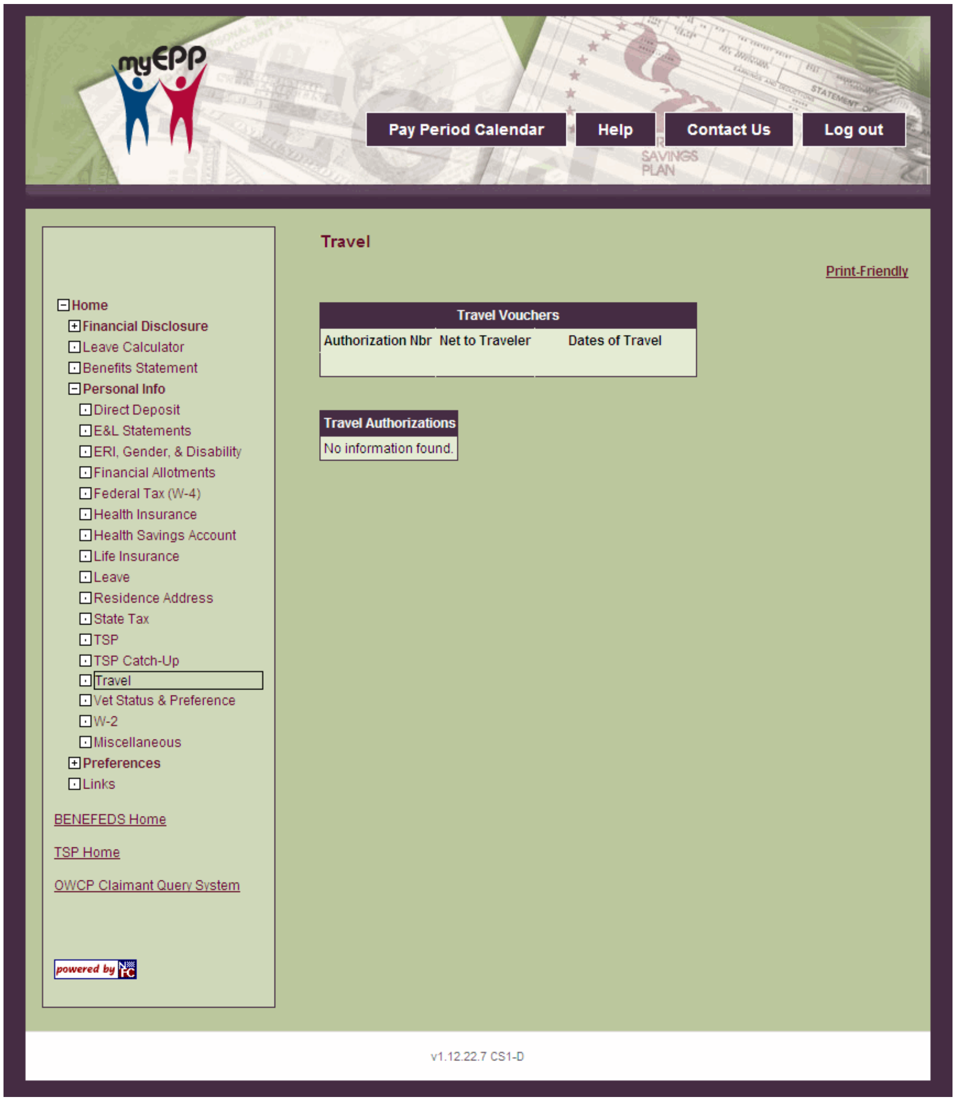


Figure 64: Travel Page

2. The fields are displayed as follows:

Travel Vouchers	
Authorization Nbr	This field displays the travel authorization number associated with the travel voucher.
Net to Traveler	This field displays the total amount disbursed to the user for the specified travel dates.
Dates of Travel	This field displays the dates of travel associated with the travel voucher.

Travel Authorizations	
Authorization Nbr	This field displays the travel authorization number.
Date Processed	This field displays the date the authorization was processed.
Dates of Travel	This field displays the dates of travel.
Amount Advanced	This field displays the amount the user was advanced prior to travel.
Advanced Balance	This field displays the balance of the amount advanced.

Vet Status & Preference

1. Select the **Vet Status and Preference** component. The Vet Status and Preference (Veterans Status and Preference) page is displayed.


myEPP

Pay Period Calendar | Help | Contact Us | Log out

- Home
  - Financial Disclosure
  - Leave Calculator
  - Benefits Statement
  - Personal Info
    - Direct Deposit
    - E&L Statements
    - ERI, Gender, & Disability
    - Financial Allotments
    - Federal Tax (W-4)
    - Flex Spending Accounts
    - Health Insurance
    - Health Savings Account
    - Life Insurance
    - Leave
    - Residence Address
    - State Tax
    - TSP
    - Vet Status & Preference
    - W-2
    - Miscellaneous
  - Preferences
  - Links

BENEFEDS Home

TSP Home

OWCP Claimant Query System

powered by NFC

Veteran Status and Preference

Print-Friendly

Current Information		
Veterans Status	Veterans Preference	Veterans Preference for RIF
N	None	Non-Veteran

UPDATE INSTRUCTIONS

Your HR Office values your help in correctly identifying those who have served, or are continuing to serve in the military. Please review your Veterans Status, Veterans Preference, and Veterans Preference RIF codes as they appear in our system. Please refer to definitions below.

If the information is **accurate** no action is needed.

If the information is **inaccurate**, please contact your servicing Personnel/Human Resources organization immediately to update this information. You will be required to provide a copy of your service discharge form (DD-214) or other separation documentation and, if applicable a DD-1300, death, birth and/or marriage certificates. (If you are a Veteran with a service connected disability, include a copy of your disability rating letter from the Veterans Administration (VA) and SF15.)

Veterans Status	
Code	Description
B Pre-Vietnam-era vet	A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964).
N Not a Vietnam-era vet	Employees may or may not be a veteran, but is not a veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964 through May 7, 1975).
P Post-Vietnam-era vet	A veteran whose service began after the Vietnam era (i.e., May 7, 1975).
V Vietnam-era vet	A veteran who served during the Vietnam era (i.e., from August 5, 1964 through May 7, 1975).
X Not a Veteran	Employee is not a veteran.

Veterans Preference	
Code	Description
1 None	Employee has no veterans preference.
2 5-point	Employee has a 5-point veterans preference.
3 10-point disability	Employee has a 10-point veterans preference due to disability.
4 10-point/compensable	Employee is entitled to a 10-point preference due to a compensable service-connected disability of less than 30%.
5 10-point other	Persons entitled to a 10-point preference in this category:(1) Both the Spouse and mother of veterans occupationally disabled because of a service-connected disability, and (2) the widow/widower and mother of a deceased wartime veteran.
6 10-point/30% compensable	Veteran is entitled to 10-point preference due to a compensable service-connected disability or 30% or more.
7 Dishonorable discharge	Veteran is not entitled to preference.

Veterans Preference RIF	
Code	Description
1 30% or more Disable	Employee is a veteran with 30% or more disability.
2 Veteran	Employee is a veteran.
3 Non-Veteran	Employee is a non-veteran.
4 Veteran (No Retention Rights)	Employee is a veteran with no retention rights.
5 Non-Veteran (Retention Rights)	Employee is a non-veteran with retention rights.

v1.12.22.7 CS1-D

Figure 65: Veterans Status and Preference Page

2. The fields are displayed as follows:

Veterans Status	
Code	Description
B Pre-Vietnam-era vet	A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964).
N Not a Vietnam-era vet	Employees may or may not be a veteran, but is not a veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964 through May 7, 1975).
P Post-Vietnam-era vet	A veteran whose service began after the Vietnam era (i.e., May 7, 1975).
V Vietnam-era vet	A veteran who served during the Vietnam era (i.e., from August 5, 1964 through May 7, 1975).
X Not a Veteran	Employee is not a veteran.
Veterans Preference	
Code	Description
1 None	Employee has no veterans preference.
2 5-Point	Employee has a 5-point veterans preference.
3 10-point disability	Employee has a 10-point veterans preference due to disability.
4 10-point/compensable	Employee is entitled to a 10-point preference due to a compensable service-connected disability of less than 30%.
5 10-point other	Persons entitled to a 10-point preference in this category:(1)Both the Spouse and mother of veterans occupationally disabled because of a service-connected disability, and (2)the widow/widower and mother of a deceased wartime veteran.
6 10-point/30% compensable	Veteran is entitled to 10-point preference due to a compensable service-connected disability or 30% or more.
7 Dishonorable discharge	Veteran is not entitled to preference.
Veterans Preference RIF	
Code	Description
1 30% or more Disable	Employee is a veteran with 30% or more disability.
2 Veteran	Employee is a veteran.
3 Non-Veteran	Employee is a non-veteran.
4 Veteran (No Retention	Employee is a veteran with no retention rights.

Rights)	
5 Non-Veteran (Retention Rights)	Employee is a non-veteran with retention rights.

W-2

1. Select the **W-2** component. The W-2 (Wage and Tax Statement) page is displayed.

Figure 66: W-2 (Wage & Tax Statement) Page

2. Click the view details icon next to the applicable W-2 to display the selected statement.

3. At this point the following options are available:

Step	Description
Click **Print–Friendly**	To display a printable version of the selected W-2.
Click **View PDF**	To display a PDF version of the selected W-2.
Click **View Doc (Word)**	To display the selected W-2 in a Word document.
Click **View Xls (Excel)**	To display the selected W-2 in an Excel document.

Miscellaneous

The Miscellaneous option provides users with their basic personnel information.

To view miscellaneous data:

1. Select the **Miscellaneous** component. The Miscellaneous page is displayed.

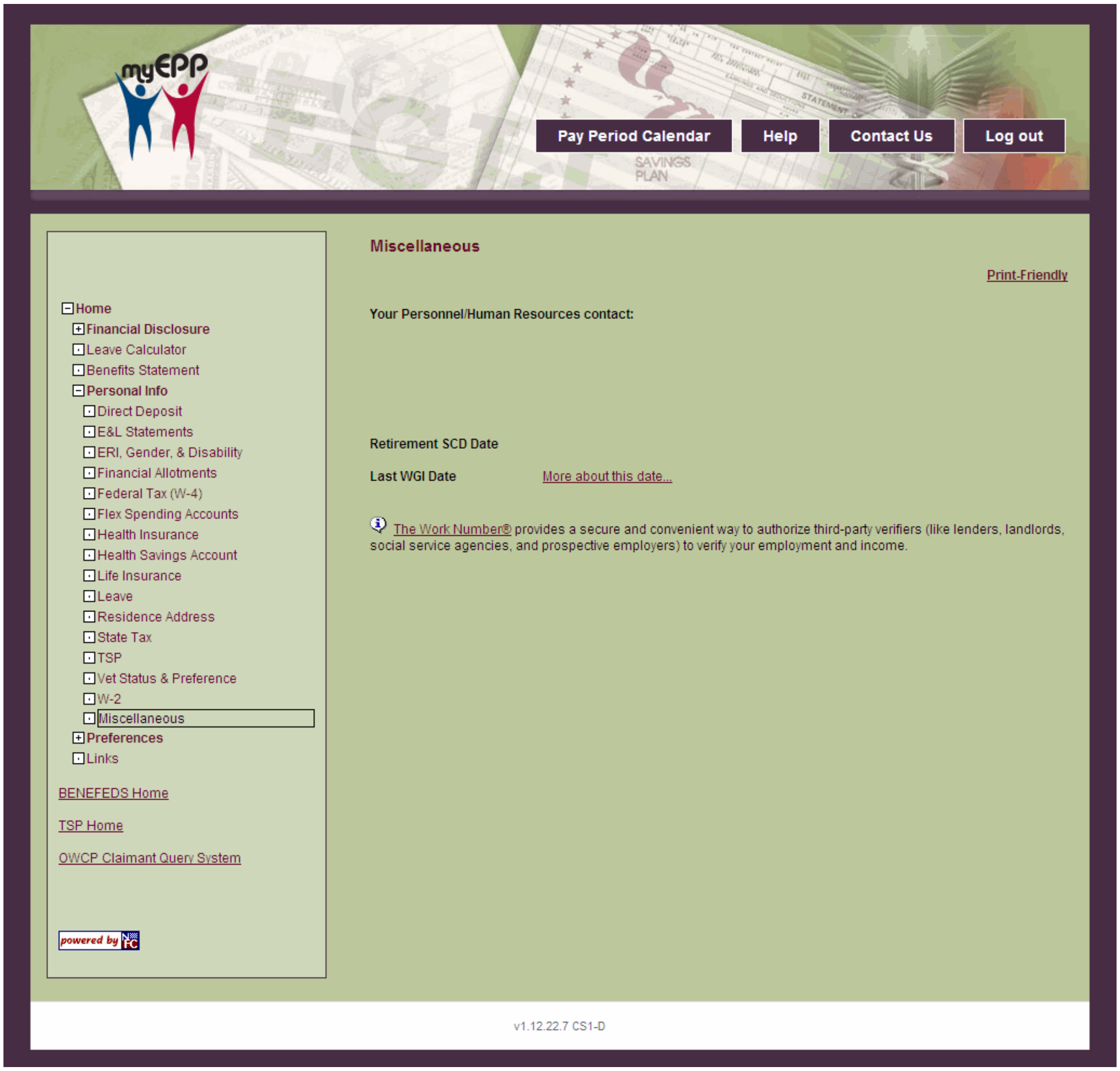


Figure 67: Miscellaneous Page

Preferences

The Preferences menu allows users to customize their EPP. Users are able to enter an email address to receive replacement passwords, verification of Self Service actions, and other email notifications. This menu also allows users to change their user ID and/or password.

For more information see:

Setting Your Preferences

The Preferences option allows users to customize their EPP.

To set your preferences:

1. Select the **Preferences** component. Valid values are **Prefs**, **Change Password**, and **Change User ID**.

2. On the EPP Home page (with Preference folder expanded), select **Prefs** to set your preferences. The Preferences page is displayed.

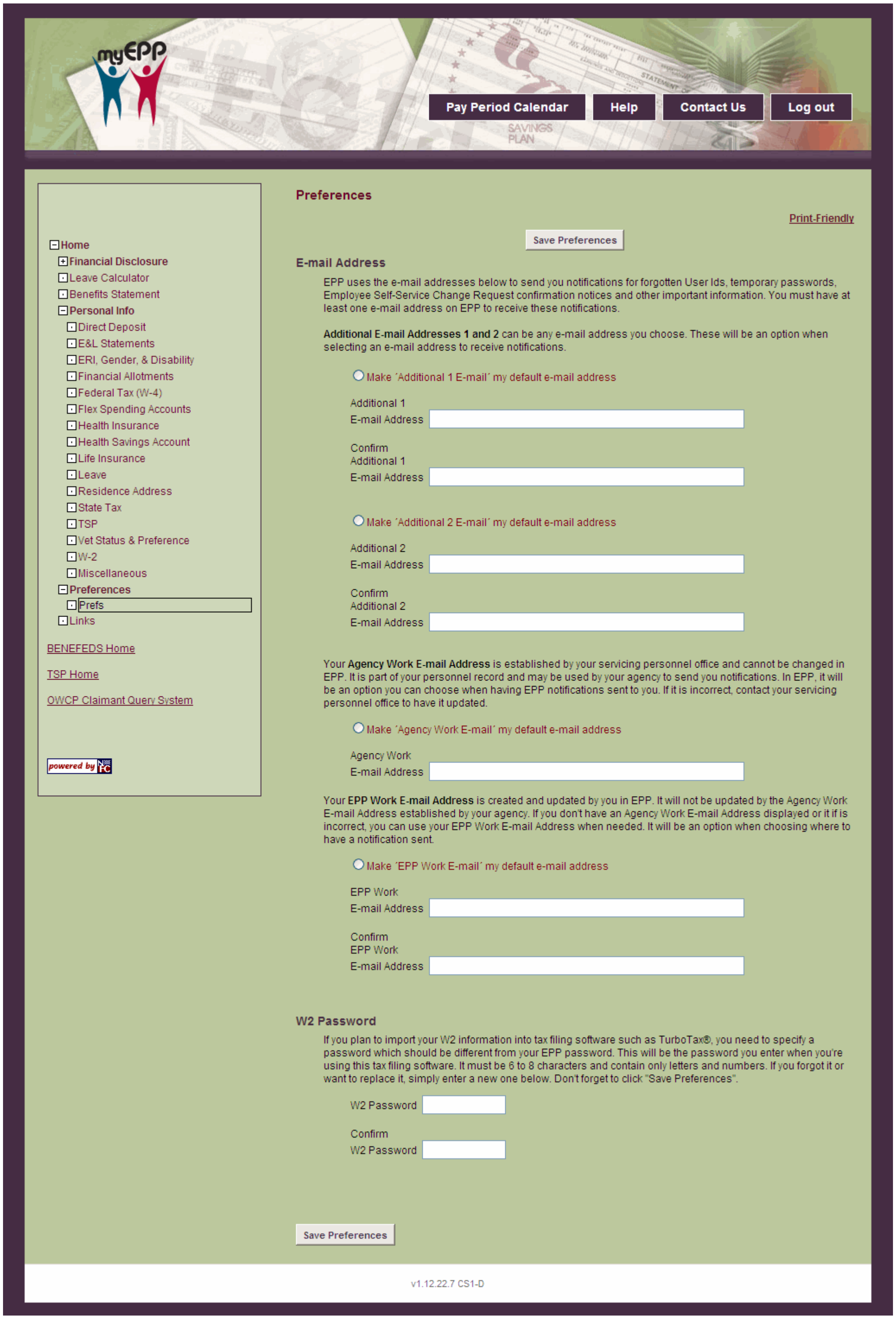


Figure 68: Preferences Page

3. Complete the fields as follows:

E-mail Address	
Additional-1 E-mail Address	Enter the applicable email address to receive notifications from EPP.
Confirm Additional-1 E–mail Address	Re-enter the applicable email address to receive notifications from EPP.
Additional-2 E-mail Address	Enter the applicable secondary email address to receive notifications from EPP.
Confirm Additional-2 E-mail Address	Re-enter the applicable secondary email address to receive notifications from EPP.
Agency Work E-mail Address	Enter the applicable secondary email address to receive notifications from EPP.
EPP Work E-mail Address	Enter the applicable secondary email address to receive notifications from EPP.
Confirm EPP Work E-mail Address	Re-enter the applicable secondary email address to receive notifications from EPP.
W-2 Password	
Enter W-2 Password	Enter the W-2 password to be used to import W–2 data into a tax filing software.
Confirm W-2 Password	Enter the W-2 password for confirmation.
Security Questions	
Question 1	Select a security question from the drop–down list.
Answer 1	Enter the answer to the security question selected.
Question 2	Select a security question from the drop–down list.
Answer 2	Enter the answer to the security question selected.
Question 3	Select a security question from the drop–down list.
Answer 3	Enter the answer to the security question selected.
Question 4	Select a security question from the drop–down list.
Answer 4	Enter the answer to the security question selected.
Question 5	Select a security question from the drop–down list.
Answer 5	Enter the answer to the security question selected.

Question 6	Select a security question from the drop–down list.
Answer 6	Enter the answer to the security question selected.

4. Click **Save Preferences** to save the data entered.

Changing Your Password

The Change Password page allows the user to change their password.

To change your password:

1. Select the **Change Password** component. The Change Password page is displayed.

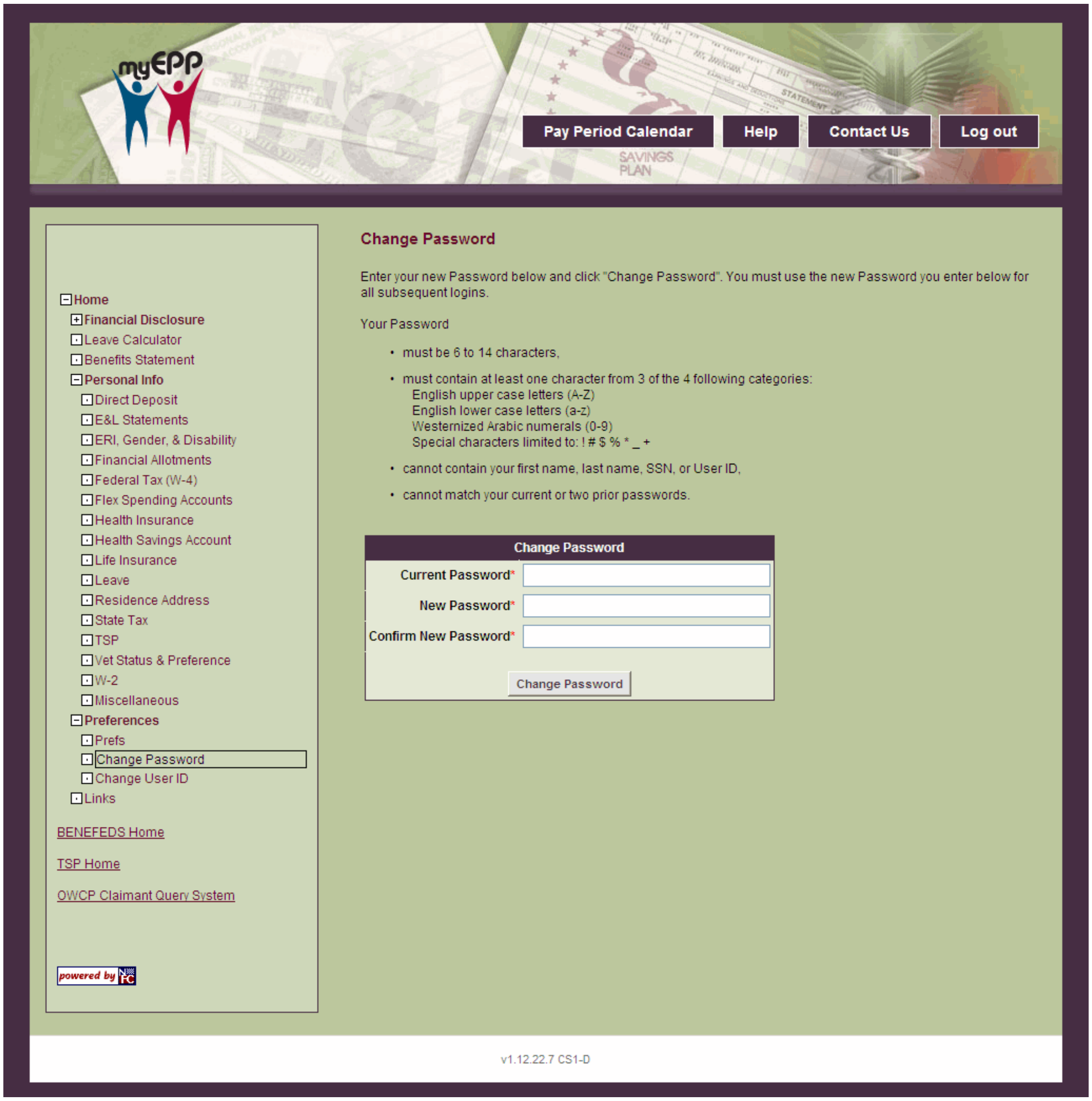


Figure 69: Change Password Page

2. Complete the fields as follows:

Change Password	
Current Password	Enter the current password.
New Password	Enter the new password.
Confirm New Password	Re–enter the new password.

3. Click **Change Password** to make the password change.

Changing Your User ID

The Change User ID page allows the user to change their User ID.

To change your User ID:

1. Select the **Change User ID** component. The Change User ID page is displayed.

Figure 70: Change User ID Page

2. Complete the fields as follows:

Change Password	
Current User ID	Enter the current user ID.
New User ID	Enter the new user ID.
Confirm New User ID	Re–enter the new user ID.

3. Click **Change User ID** to change the user ID.

Changing Paperless E&L

The **Change Paperless E&L** option allows users to decide whether or not they want their E&L mailed to their Check Mailing Address.

1. Select the **Change Paperless E&L** component. The Change Paperless E&L Option page is displayed.

2. Click **Start** to start receiving paper E&Ls in the mail. The current paperless status will be reflected along with the date the change will take effect.

   OR

   Click **Stop** to stop receiving paper E&Ls in the mail. The current paperless status will be reflected along with the date the change will take effect.

Time Manager

The Time Manager options allows users to enter time and attendance (T&A) data which can be submitted to a timekeeper for certification and submission. Users and enter T&A data on a daily basis and use a default schedule as a starting point each pay period. Each agency must elect to offer their employees the daily entry options through STAR 5.0 before they can begin using this feature of EPP. This option is activated at the contact point level.

For more information see:

Accounting Favorites

The Accounting Favorites page allows users to select their most commonly used accounting codes, add their own description, and add it to a list of favorites to use when the default schedule is updated or pay period schedule is entered.

Each agency used its unique accounting codes and formats. The accounting data is validated when the accounting table is updated. The accounting data entered on the T&A is edited for validity and field length. Each employee's record maintained by the National Finance Center contains the appropriation and accounting information used to disburse and charge the employee's pay and related expenditures to the proper accounting records.

The accounting codes assigned to the employee's organization are usually set up by an administrator assigned to that organization. The accounting codes are displayed on the Accounting Favorites option.

For more information see:

Adding Accounting Favorites

The Accounting Favorites page allows users to select their most commonly used accounting codes and add it to a list of favorites to use when entering T&A data.

To add accounting favorites:

1. Select the **Accounting Favorites** component. The Accounting Favorites page is displayed.
2. Complete the fields as follows:

Accounting Favorites	
Accounting Cd/Description	Select the accounting code from the drop–down list. The valid values will vary based on the user's agency.
Project	Enter the project number or description for the accounting code selected in the previous field.

3. Click **Add to Favorites** to add the selected accounting code to the favorites list.

   OR

   Click **Delete** to delete the selected accounting code from the favorites list.

Deleting Accounting Favorites

The Accounting Favorites page allows users to simultaneously delete their most commonly used accounting codes stored in their list of favorites.

To delete accounting favorites:

1. Select the **Accounting Favorites** component. The Accounting Favorites page is displayed.

2. Click **Delete Favorites** to delete all of the accounting codes stored in the favorites list. A confirmation is displayed on the page.

   Click **Delete** to delete the entire favorites list.

   OR

   Click **Cancel** to cancel the action and return to the Accounting Favorites page.

Default Schedule

The Default Schedule page allows users to customize their work schedule for the accounting codes, projects, hours of work, and leave that they most commonly work. The default schedule will be generated each pay period as a base schedule for the employee to enter their T&A data. The default schedule can be modified or deleted as needed by the employee by selecting the **Pay Period Schedule** option to make changes applicable for that particular pay period or by selecting the **Default Schedule** option to make changes applicable for all future pay periods.

To create a default schedule:

1. Select the **Default Schedule** component. The Default Schedule page is displayed.

2. Complete the fields as follows:

Default Schedule	
Accounting Project Type Work/Leave	This field is populated based on the selections from the Accounting Favorites and Type of work (Transaction Code) fields. For each line of accounting, enter the applicable number of hours worked or leave used for the corresponding day.
Line Total	This field is populated with the total hours entered for each line of accounting.
Daily Totals	This field is populated based on the values entered for each accounting favorite on each day of the work schedule.

Accounting Favorites	select the applicable accounting code for the drop-down list.**Note:** Accounting codes/projects must be saved in the employee's accounts favorites before they can be used on the default or pay period schedules.
Type of Work (Transaction Code)	Select the applicable transaction code for the type of work entered or leave used from the drop–down menu.
Work Descripter	Select the applicable (if any) work descripter. Valid Values are **`FMLA`**, **`OWCP (Illness)`**, and **`OWCP (Injury)`**.
Dollar Amount	This field is displayed when and applicable type of work is selected. Enter the dollar amount for the type of work selected.
Tour of Duty	
Start Time	Enter the time the tour of duty begins for the corresponding work day.
End Time	Enter the time the tour of duty ends for the corresponding work day.

3. Click **Add** to add the selected T&A data to the default schedule.

   OR

   Click **Delete** to delete the selected T&A data from the default schedule.

4. At this point, the following options are available:

Click **Save**.	To save the default schedule.
Click **Cancel**.	To cancel the action. A confirmation pop–up appears asking the user if they want to reset the current default schedule.
Click **Delete Schedule**.	To delete the default schedule.

Pay Period Schedule

The Pay Period Schedule page allows users to update their schedule each pay period with the accounting codes/projects stored in their favorites, types of work, and hours worked during the pay period. The pay period schedule can also be submitted to the timekeeper for verification and processing.

A pay period schedule with a status of "Owned by Employee" can be updated. A pay period schedule with a status of "Owned by Timekeeper" can no longer be updated by the employee.

To enter a pay period schedule:

1. Select the **Pay Period Schedule** component. The Pay Period Schedule page is displayed. If the user has a default schedule saved, the T&A data saved on the default schedule will appear on the pay period schedule.

2. Select the applicable pay period from the drop-down list.

3. Complete the fields as follows:

Default Schedule	
Accounting Project Type Work/Leave	This field is populated based on the selections from the Accounting Favorites and Type of work (Transaction Code) fields.
Daily Totals	This field is populated based on the values entered for each accounting favorite on each day of the work schedule.
Accounting Favorites	select the applicable accounting code from the drop–down list. **Note:** Accounting codes/projects must be saved in the employee's accounts favorites before they can be used on the default or pay period schedules.
Type of Work (Transaction Code)	Select the applicable transaction code for the type of work entered or leave used from the drop–down menu.
Work Descripter	Select the applicable (if any) work descripter. Valid Values are **`FMLA`**, **`OWCP (Illness)`**, and **`OWCP (Injury)`**.
Dollar Amount	This field is displayed when and applicable type of work is selected. Enter the dollar amount for the type of work selected.
Tour of Duty	
Start Time	Enter the time the tour of duty begins for the corresponding work day.
End Time	Enter the time the tour of duty ends for the corresponding work day.

4. Click **Add** to add the selected T&A data to the pay period schedule.

   OR

   Click **Delete** to delete the selected T&A data from the default schedule.

5. At this point, the following options are available:

Click **Save**.	To save the pay period schedule.
Click **Cancel**.	To cancel the action.

Click **Submit to Timekeeper**.	To submit the T&A data to the timekeeper for validation and processing.
Click **Reset to Default**.	To reset the T&A data to the pay period schedule to the data on the default schedule.
Click **Print–Friendly**.	To display a printable version of the pay period schedule.

Links

The Links option provides users with useful links to various websites that contain information regarding career, retirement, taxes etc. for Federal employees.

1. Select the **Links** option. The Links page is displayed.

Figure 71: Useful Links Page

2. Locate the applicable subject and click the link for more information.

Index

A

B

C

D

E

F

G

H

V

W