

EPIC User Group Meeting Notes
July 12, 2016, 1:00 p.m. - 3:00 p.m., EST

I. Welcome – Carolyn Landeche, National Finance Center (NFC)

Individuals in the Customer Support Office, USDA South Building and on the telephone were introduced. Meeting participants in New Orleans were recognized and acknowledged.

II. NFC Contact Center (NCC) Spotlight

Tracie Towns, NFC, provided the group with processing tips regarding Performance Appraisal Document Type 075 – In order to delete a performance appraisal from IRIS 304 (Performance Evaluation Data) screen, the following steps should be taken:

- 1) Select Performance Appraisals (document type 075)
- 2) In the “From Date” field place all zeros
- 3) Rekey all the other fields with the data shown on IRIS 304

Example: “To Date” on the document is the Performance Evaluation Anniversary End Date on IRIS 304; also, the Pattern Level should remain the same as stored on IRIS 304. Once the action applies, IRIS 304 updates and the Performance Appraisal will no longer be present. A subsequent document with the correct information will need to be processed to store the data on IRIS 304 the following pay period.

III. Community-wide Projects

- Project Number 1086075, Masking Additional Information in MyEPP – Ronald Douglas, NFC

The National Finance Center (NFC) received a request and **Project 1086075** was established, Masking Additional Information within the My Employee Personal Page (MyEPP) application. This is a community-wide initiative, as it impacts all users of EPP and the Reporting Center.

The following changes to Employee Personal Page (EPP) were requested:

- Mask the Social Security number (SSN) on the printable version on the Statement of Earnings and Leave
- Mask the financial account numbers and routing numbers on the Statement of Earnings and Leave
- Mask the home address on the Statement of Earnings and Leave
- Mask the date of birth on the Annual Personal Benefits Statement
- Mask portions of data that appears on the screen in EPP for review/update, i.e. the financial account numbers and routing numbers on the Direct Deposit /Electronic

File Transmission, financial allotments, discretionary allotments, health savings account and home address.

- Partially mask email addresses that are presented when “forgot password” is clicked, e.g. xxxxxst@msn.com

The following system modifications are being considered by NFC at this time:

- Masking the SSN except for the last 4 characters on the Statement of Earnings and Leave that can be viewed and printed from EPP. This includes the printer friendly pages, Word, Excel, PDF versions and the confirmation page. This change will also be reflected on the Statement of Earnings and Leave in the Reporting Center.
- Removal of the financial account numbers and routing numbers from all printed versions of the Statement of Earnings and Leave on EPP and in the Reporting Center.
- In EPP, partially mask the email addresses that are presented when forgot password is clicked. Leaving 2 characters visible before the @ sign, e.g., xxxxls@usda.gov.

NFC continues to analyze risk to PII data in these applications and additional changes may be forthcoming.

Please send questions and responses (if you agree or disagree with this initiative) by **Friday, July 29, 2016**, to the EPIC User Group mailbox at Epic@nfc.usda.gov.

III. Customer Comment Period

Q: Can NFC send the community a copy of the bulletin outlining the modifications in MyEPP?

A: Yes. We will share with the EPIC community.

Action Item - An email was sent to the EPIC User Group community on July 18, 2016 regarding Project 1086075 – Masking Additional Information in My Employee Personal Page (MyEPP).

IV. Future Meetings – Carolyn Landeche

- Tuesday, October 4, 2016

V. Closing Remarks – Carolyn Landeche

- Meeting adjourned.

Attendees on the Phone

Freddie Morris, NFC North
Shavon Butler, NFC North
Wendy Moore, NFC North
Vivian Hernandez, IRS
Faisal Ali, GPO
Linda Beard, OSHRC
Susan Bowie, IRS
Natalie Hernandez, IRS
Dawn J. Patterson, OTA
Stephanie Forster, TR
Kathryn Vivenzion, USPTO
Rande Young, DM
Marlo Blue, NEH
Melissa Jones, OSC
James Hoebel, DOC

Attendees at USDA/NFC

Ronald Douglas, WRB
Tracie Towns, NCC
Client Management Staff