



National Finance Center Customer Notification

2019 Personal Benefits Statements – Requirements due by December 19, 2018

October 15, 2018

Dear Customer:

The National Finance Center (NFC) is preparing for the creation of the 2019 Annual Personal Benefits Statements, herein referred to as the Benefits Statements. Employees will have access to their Benefits Statements via the Employee Personal Page (EPP) and through their Human Resource Office via NFC's Reporting Center under the *Financial Reports* menu. The projected timeframe for the posting of the 2019 Benefits Statements to EPP and the Reporting Center is the beginning of April, 2019.

Agencies are requested to submit new or modified requirements for the 2019 Benefits Statements to the NFC.GESDREQUEST@nfc.usda.gov mailbox **by Wednesday, December 19, 2018**. The GESD request should reference "Project # 36479 – 2019 Personal Benefits Statements."

Please note: NFC is **not** able to guarantee the programming of requirements received after **Wednesday, December 19, 2018**.

Customer User Acceptance Testing (CUAT) for validating the 2019 Benefits Statements is scheduled to begin **Monday, February 26, 2019**, and conclude on **Friday, March 8, 2019**. The Benefits Statements will be available to the user test community in EPP and the Reporting Center in the CUAT environment. Additional information pertaining to CUAT will be issued at a later date.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; or via ServiceNow Customer Service Portal (CSP).