



National Finance Center
Customer Notification

2020 Personal Benefits Statements–Requirements Due by December 18, 2019

October 25, 2019

Reference Number: NFC-1571769705

Dear Customer:

The National Finance Center (NFC) is preparing for the creation of the 2020 Annual Personal Benefits Statements, herein referred to as Benefits Statements. Employees will have access to their Benefits Statements via the Employee Personal Page (EPP) and through their Human Resource Office. Human Resource personnel can access employees' benefits statements through NFC's Reporting Center under the *Financial Reports* menu. The projected timeframe for the posting of the 2020 Benefits Statements to EPP and the Reporting Center is the beginning of April 2020.

Agencies are requested to submit new or modified requirements for the 2020 Benefits Statements to the NFC.GESDREQUEST@usda.gov mailbox by **Wednesday, December 18, 2019**. The request should reference "Project #39670 – 2020 Personal Benefits Statements."

Please note: NFC is **not** able to guarantee the programming of requirements received after **Wednesday, December 18, 2019**.

Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468, or via the ServiceNow Customer Service Portal (CSP).