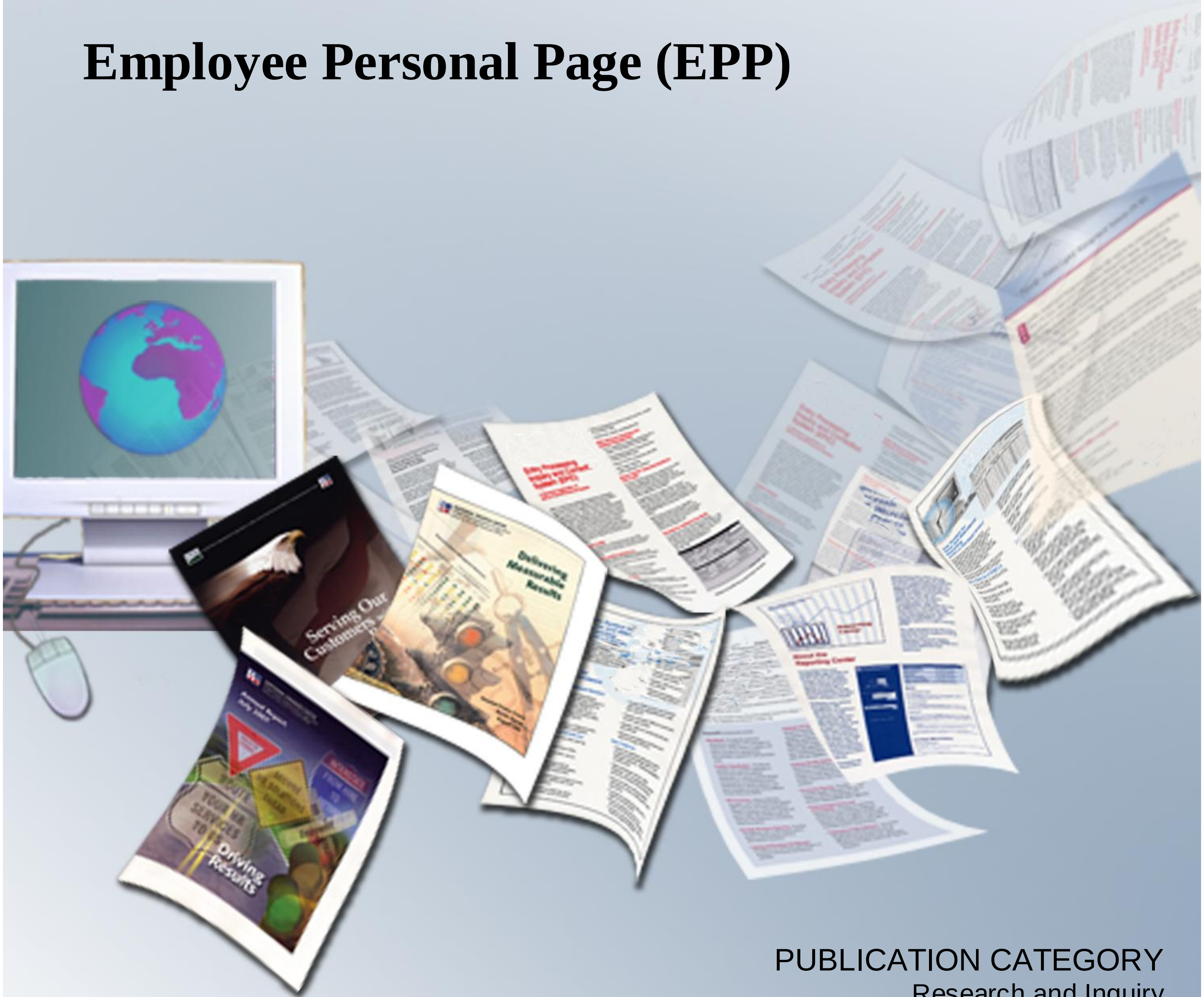
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

May 2016

Employee Personal Page (EPP)



PUBLICATION CATEGORY
Research and Inquiry

PROCEDURE MANUAL
Employee Personal Page

Table of Contents

Latest Update Information

The following changes have been made to the Employee Personal Page (EPP) procedure:

Section	Description of Change
Personal Benefits	Added 1095-C Employer-Provided Health Insurance Statement which is part of the Affordable Care Act.

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, Wage and Tax Statement (W-2), and other personal information as well as read news items from their Agency or the 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 all payroll or leave-related issues, contact your Agency Servicing Personnel Office (SPO).

Browser Requirements

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 EPP Web site. We recommend that Firefox 3.0 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 Secure Socket Layer (SSL) mode, this automatic saving or caching can be turned off. The user should verify caching is turned off before using EPP.

Getting Started in EPP

This section includes the following topics:

Signing Up for EPP

The signup option allows employees of Agencies serviced by NFC to sign up for EPP.

If you received a “Welcome to EPP” email at your Agency work email address with a temporary password and instructions for accessing EPP, then your Agency has already established you in EPP. If you did not receive a "Welcome to EPP" email at your Agency work email address, but do have a valid work email address (i.e., *john.doe@usda.gov*) you must complete the signup process in EPP.

1. Access EPP at *https://www.nfc.usda.gov/personal.* The Log In page is displayed.

Figure 1: Log In Page

2. Click **New User Sign Up**. The New User Sign Up page is displayed.

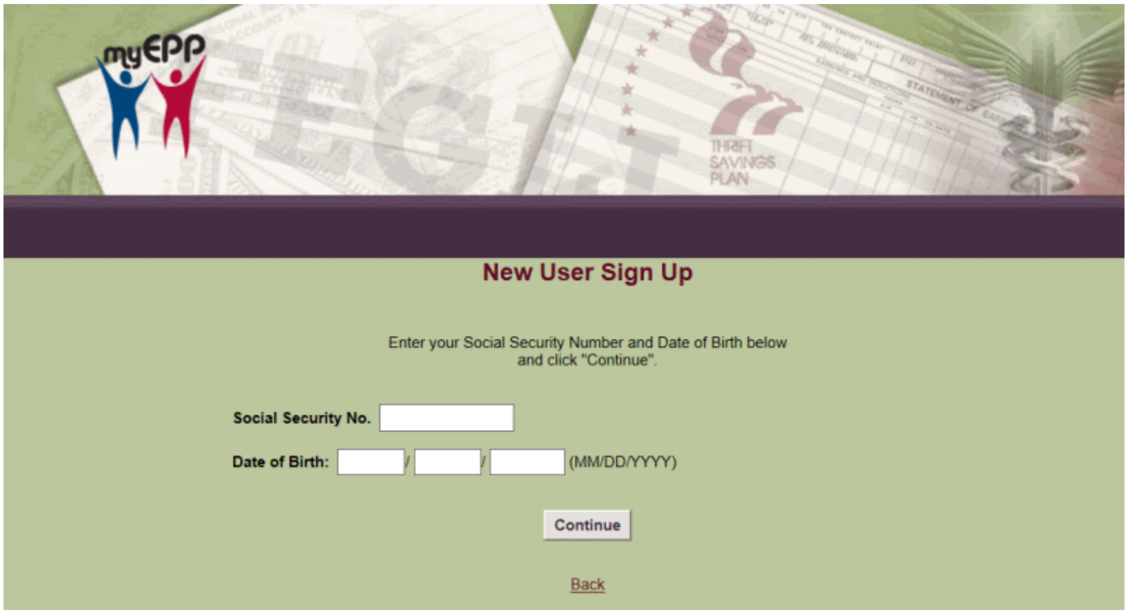


Figure 2: New User Sign Up Page

3. Complete the fields as follows:

Field	Instruction
Social Security No.	Enter your nine-digit Social Security number (SSN).
Date of Birth	Enter your date of birth using the following format MM/DD/YYYY.

4. Click **Continue**. You will be prompted to enter a new user ID and password.

Note: At this point you can establish an EPP work email address and two additional alternate email addresses. The EPP work email address should be a valid work email address on file for your Agency.

5. Click **Continue**. You will receive a message that your temporary password was emailed to you. The temporary password email will be sent to your EPP work email address. Follow the instructions provided in the email.

Logging In to EPP for the First Time

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

To Log in EPP for the First Time:

1. Access EPP at *https://www.nfc.usda.gov/personal.* The EPP Warning banner page is displayed.

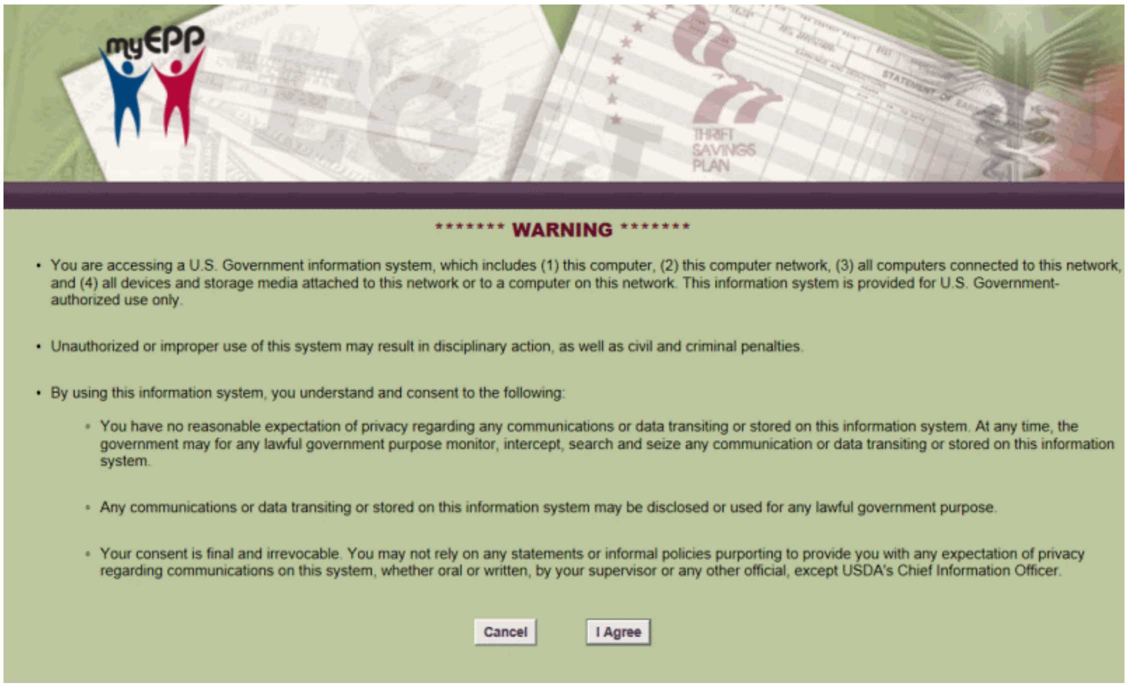


Figure 3: Warning Banner Page

2. From the Warning banner page, click **I Agree**. The EPP Log In page is displayed.

Figure 4: Log In Page

3. Complete the fields as follows using the information provided in your EPP signup letter:

Field	Instruction
User ID	Enter the user ID. **Or** Enter the user ID provided in your EPP signup letter.
Password	Enter the password. If unsuccessful, a message will appear stating that the user ID or password entered is invalid. **Or** Enter the password provided in your EPP signup letter.

4. Click **Log In**. The Security Measures for Your Employee Personal Page is displayed.

5. Complete the fields as follows:

Field	Instruction
New User ID	Enter the user ID that you are creating for EPP.
Confirm New User ID	Reenter the user ID that you are creating for EPP.

Field	Instruction
New Password	Enter the password that you are creating for EPP.
Confirm New Password	Reenter the password that you are creating for EPP.
Enter Work E-mail Address	Enter the EPP Work Email Address that you wish to use to receive notifications from EPP.
Confirm E-mail Address	Reenter the EPP Work Email Address that you wish to use to receive notifications from EPP.
Enter E-mail Address	Enter the Additional 1 Email Address that you wish to use to receive notifications from EPP.
Confirm Enter E-mail Address	Reenter the Additional 1 Email Address that you wish to use to receive notifications from EPP.
Enter Secondary E-mail Address	Enter the Additional 2 Email Address that you wish to use to receive notifications from EPP.
Confirm E-mail Address	Reenter the Additional 2 Email Address that you wish to use to receive notifications from EPP.
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.

6. Click **Save**. The Security Measures for Your EPP (after clicking **Save**) is displayed with the information that you entered.

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

Logging In

The Login page allows the user to log in EPP.

To Log in EPP:

1. From the Warning banner page, click **I Agree**. The EPP Log In page is displayed.

Figure 5: Log In Page

2. Complete the fields as follows:

Field	Instruction
User ID	Enter the user ID. **Or** Enter the user ID provided in your EPP signup letter.

Field	Instruction
Password	Enter the password. If unsuccessful, a message will appear stating that the user ID or password entered is invalid. **Or** Enter the password provided in your EPP signup letter.

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

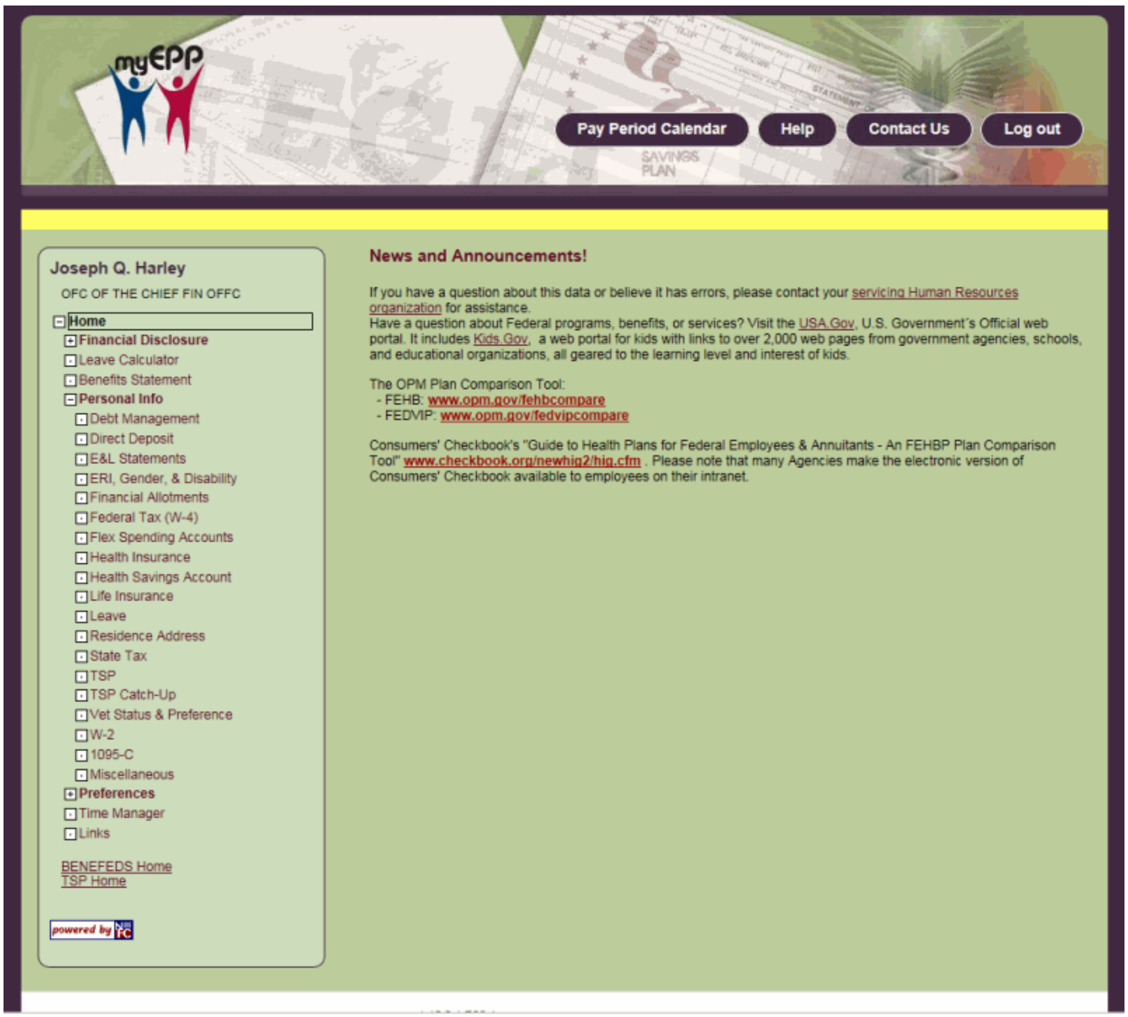


Figure 6: My EPP Home Page

Exiting EPP

The user can log out of EPP at any time by clicking **Log Out** on any page. After the user has successfully logged out of EPP, this page is displayed.

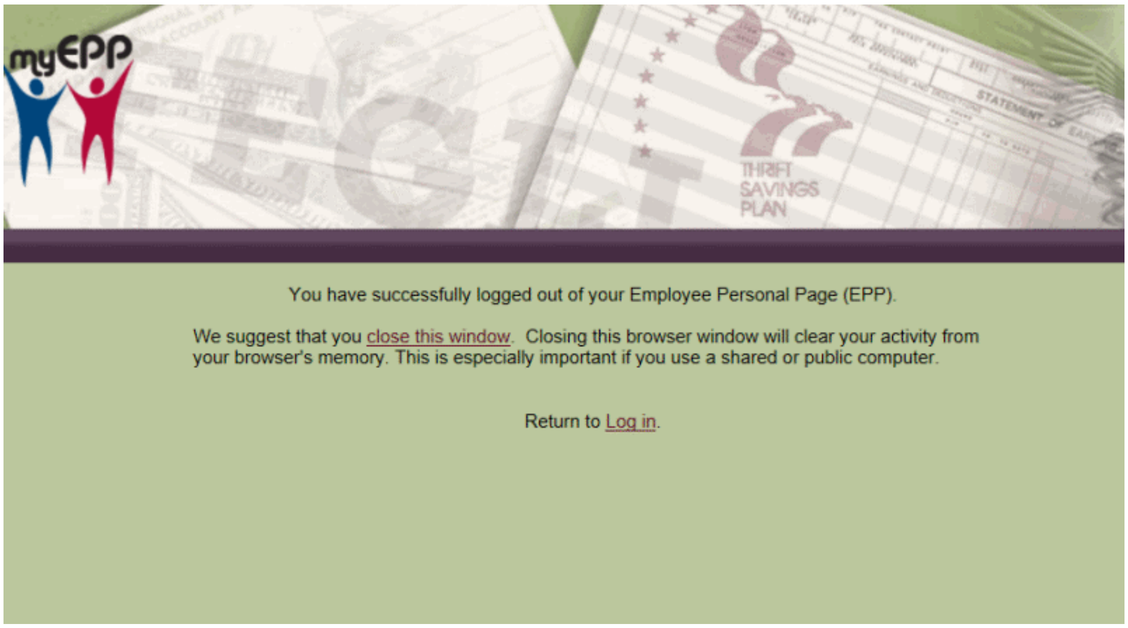


Figure 7: EPP Log Out Page

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 smartphone) you are using to access EPP.

From your mobile device, select the **Menu** button and select the ***HR and Payroll Clients*** page. Select the MyEPP icon on the Application Launchpad. 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.

myEPP

Pay Period Calendar | Help | Contact Us | Log out

Joseph Q. Harley

OFC OF THE CHIEF FIN OFFC

- Home
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    - Residence Address
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    - TSP Catch-Up
    - Vet Status & Preference
    - W-2
    - 1095-C
    - Miscellaneous
  - Preferences
  - Time Manager
  - Links

BENEFEDS Home
TSP Home

powered by NFC

Earnings & Leave Statements

Your latest salary is $40,084 at Grade 07 Step 02.

Select Year 2015

E&L Statement Summary

Year, Pay Period	PayPlan Grade Step	Salary	P/P Gross Pay	P/P Net Pay	Dates Covered	Official Pay Date	
2015, 21	GS 07 03	$41,377.00	$1,586.40	$415.93	01/11/2015 to 01/24/2015	02/05/2015	

Print-Friendly | View Pdf | View Doc (Word) | View Xls (Excel)

Pay Period E&L Details

Year, Pay Period	Employing Agency	PayPlan Grade Step	Salary	SCD for Leave	Ret Deducs This Appt
2015, 21 (01/11/2015 to 01/24/2015)	*** Sample *** Sample ***	GS 07 03	$41,377.00	12/10/2007	$856.10

Earnings and Deductions

Code	Description	Hours P/P	Hours YTD	Amount P/P	Amount YTD
01	REGULAR TIME	79.25	130.00	1,571.53	2,577.90
61	ANNUAL LEAVE		3.50		69.41
62	SICK LEAVE		1.75		34.70
64	COMPENSATORY LEAVE	0.75	0.75	14.87	14.87
66	OTHER LEAVE		24.00		475.92
**	**** PAY PERIOD HOURS and GROSS PAY ****	80.00		1,586.40	3,172.80
75	RETIREMENT			12.69	25.38
75	TSP-FERS			126.91	253.82
76	SOCIAL SECURITY (OASDI)			64.95	130.02
77	FEDERAL TAX EXEMPTS S01			163.12	326.68
78	ST TAX LA EXEMPTS S01			40.39	80.89
81	FEHBA - ENROLL CODE 314			39.99	77.01
85	CHARITABLE CONTRIBUTNS				9.62
88	SAVINGS ACCT 0881646358			200.00	400.00
88	SAVINGS ACCT 19987			50.00	100.00
88	SAVINGS ACCT 2037528938			450.00	900.00
97	MEDICARE TAX WITHHELD			22.42	44.89
**	********** TOTAL DEDUCTIONS **********			1,170.47	2,348.31
**	*************** NET PAY **************			415.93	824.49
**	DD/EFT ROUTING NO. 313185515				

Year-to-Date Leave Status

Type	Accrued	Used	Balance	Projected Use or Lose	PT Hrs Unapp	Max Carry-Over
Annual	6		44.00			240
Sick	4		201.25			Leave Category
Compensatory			3.25			6
Credit Hours			20			
Religious Comp			15			
Travel Comp			5			

Remarks

Agency Contributions to Employee Benefits this Pay Period

FICA/Social Security (OASDI)	68.71
Medicare Tax	22.42
Retirement	12.69
Non-Federal Retirement	0
FEGLI	0
Non-Federal Life Insurance*	0
FEHB	0
Non-Federal Health Benefits*	0
TSP Basic	130.88
TSP Matching	61.47
Non-Federal 401K*	0
Other	

* If present, may contain multiple benefit plans.

Figure 8: EPP Tablet Interface

When logging from a smartphone, 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, Employee's Withholding Allowance Certificate (W-4)
- State Tax

When EPP detects a mobile device such as a smartphone, a full query mobile-based interface is served. Navigation throughout this mobile version of EPP is optimized for smartphones.

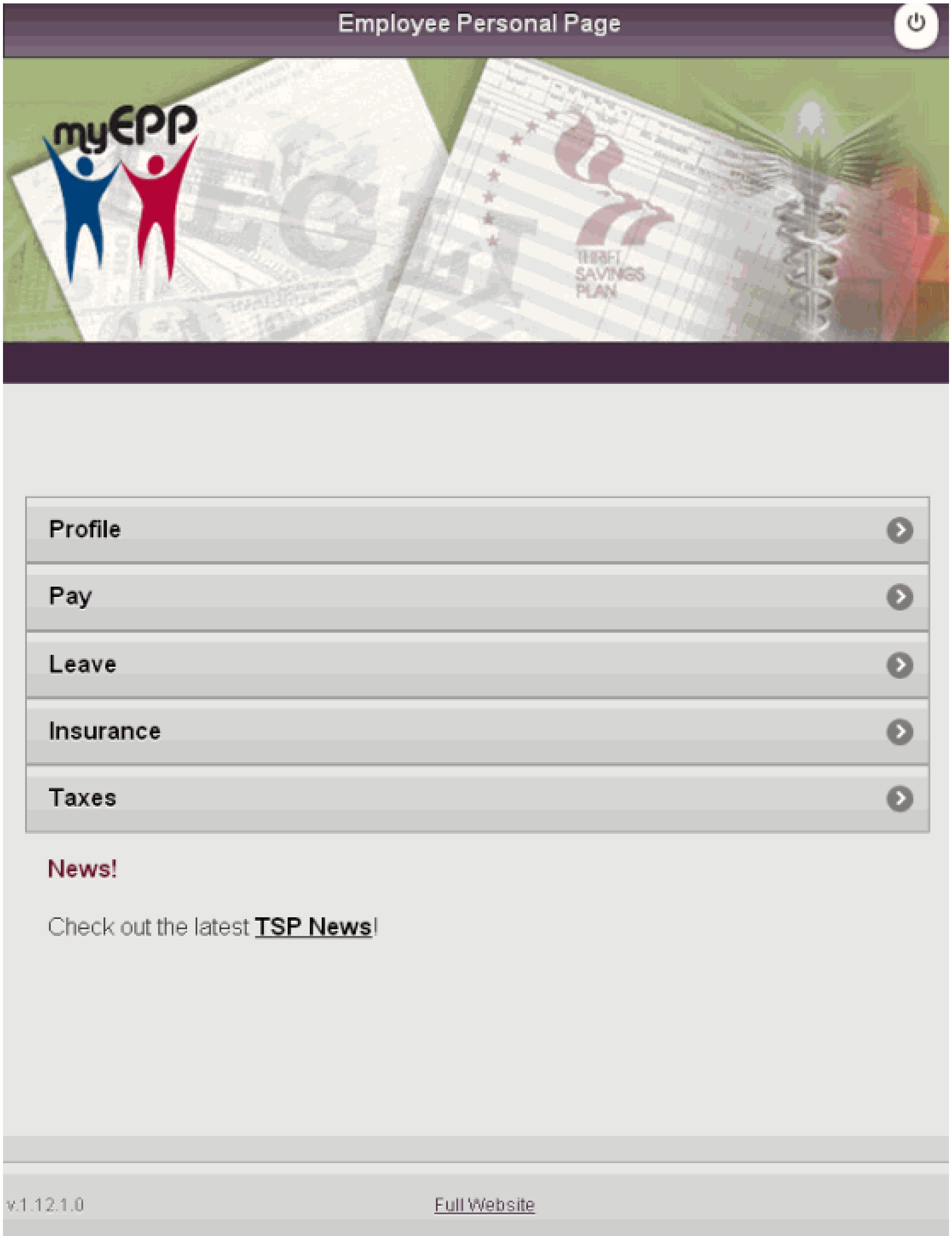


Figure 9: Employee Personal Page Smartphone Interface Page

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 Page

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 messages 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, Agency, or Department and Agency, and personnel office identifier (POI).

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

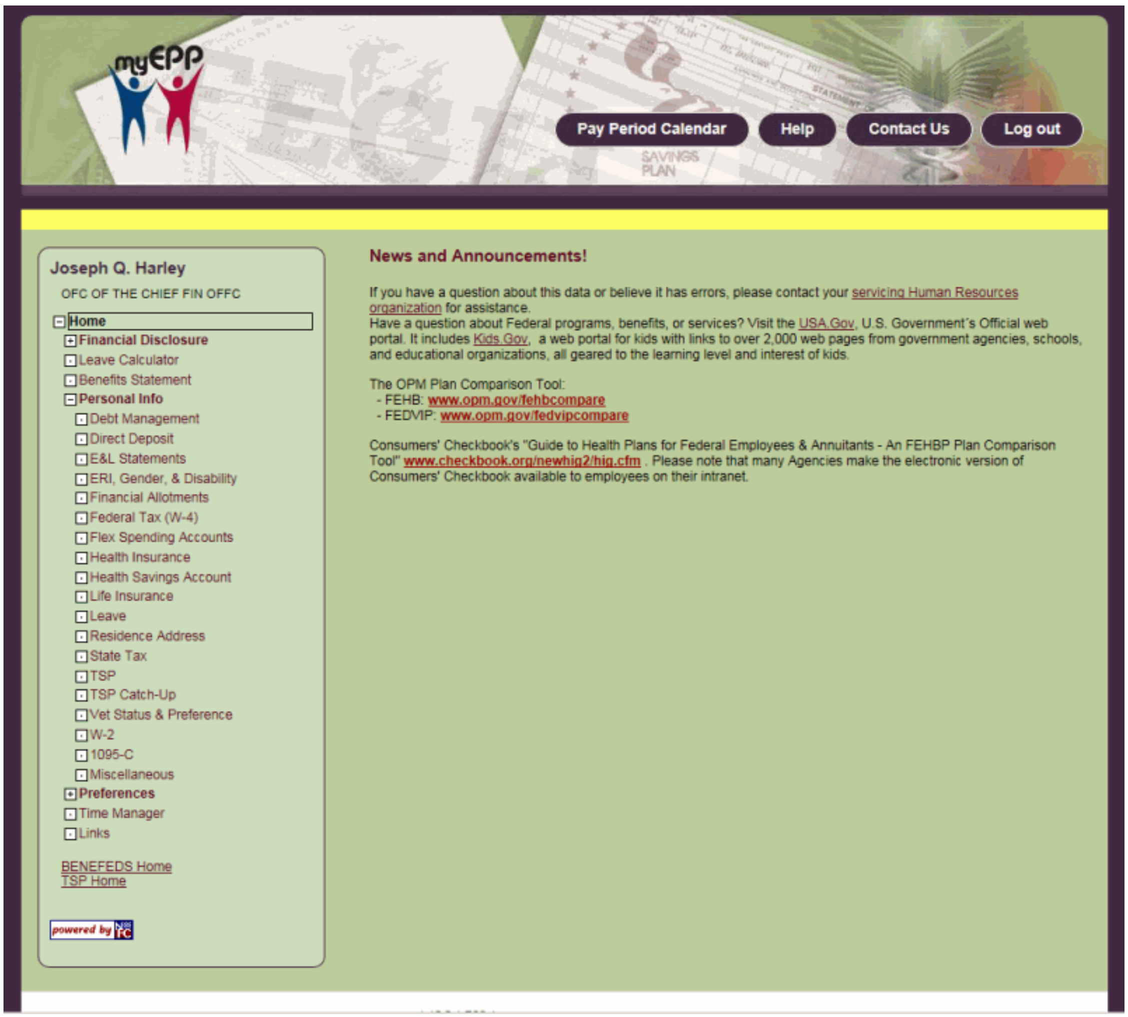


Figure 10: My EPP Home Page

This section includes the following topics:

Financial Disclosure

The ***Financial Disclosure*** option allows authorized users to access and complete the OGE-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.

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

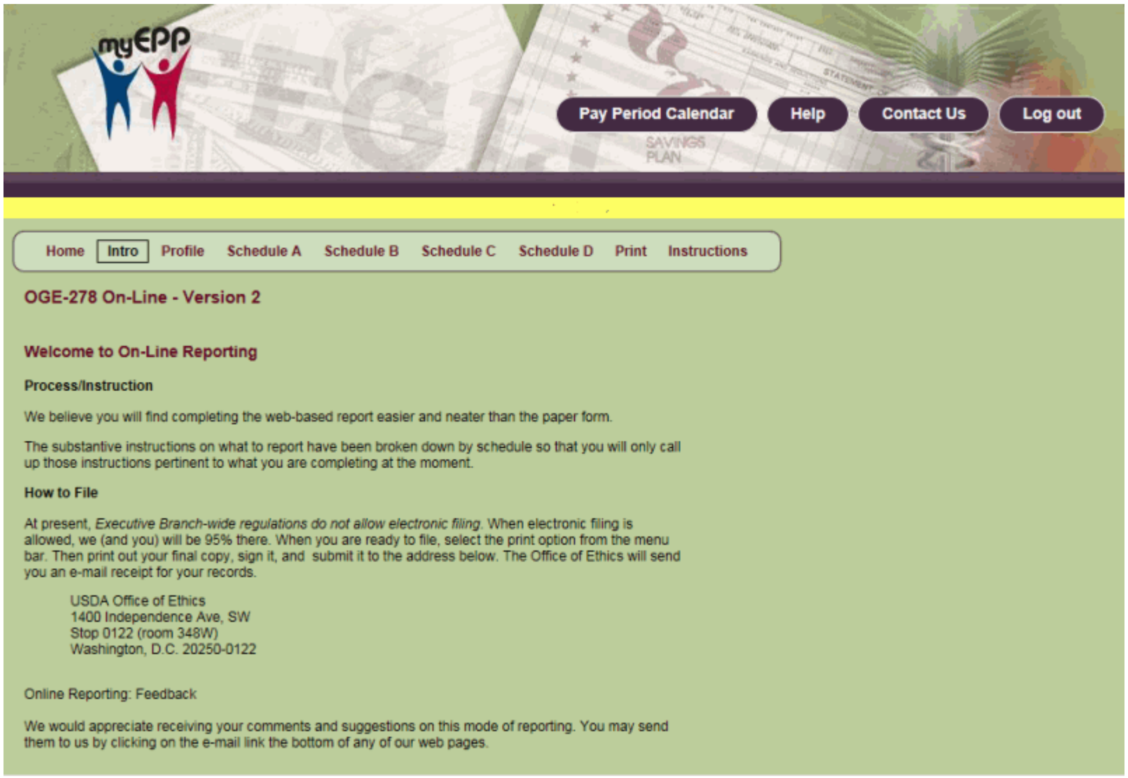


Figure 11: OGE-278 On-Line Page

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 (E&L) Statement 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 Statement. For the current pay period and future pay periods, the leave calculator calculates the projected leave balances based on the most recent E&L Statement, 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 30 minutes is displayed as 0.50. A leave value of 1 hour and 15 minutes is 1.25. Clock times are not used in the leave calculator; i.e., an 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.

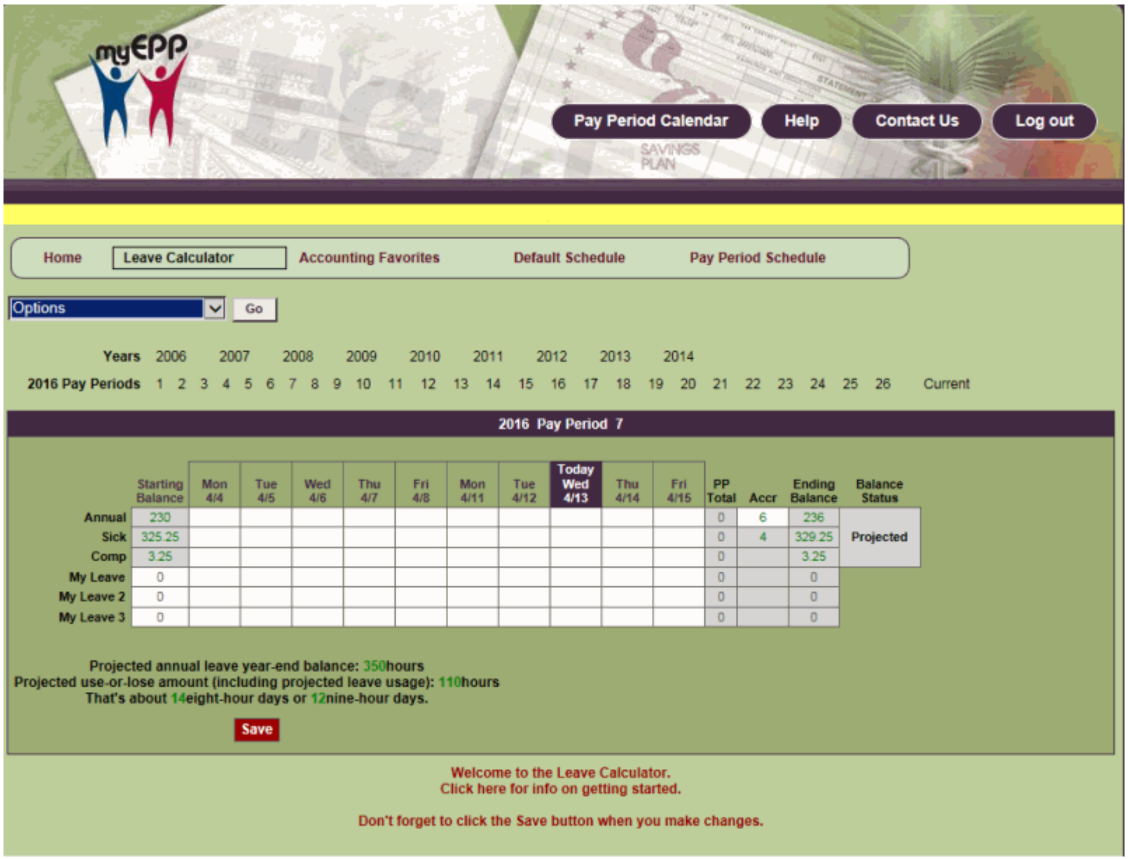


Figure 12: Leave Calculator Page

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:

Field	Instruction
Starting Balance	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.

Field	Instruction
Comp	Select the amount of compensatory (comp) leave used or earned for the applicable day from the number box that appears after clicking in the cell.
My Leave **My Leave 2** **My Leave 3**	Select the amount of other leave used or earned for the applicable day from the number box that appears after clicking in the cell. Change the name of the field from My Leave, My Leave 2, or My Leave 3 to the applicable type of leave.
PP Total	Displays the total amount of annual, sick, compensatory (comp), and other leave used for the pay period.
Accr	Displays the total amount of annual, sick, compensatory (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	Displays the ending balance of annual, sick, compensatory (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:

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

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

3. Click **GO**. The Leave Calculator with Make Leave Slip page is displayed.

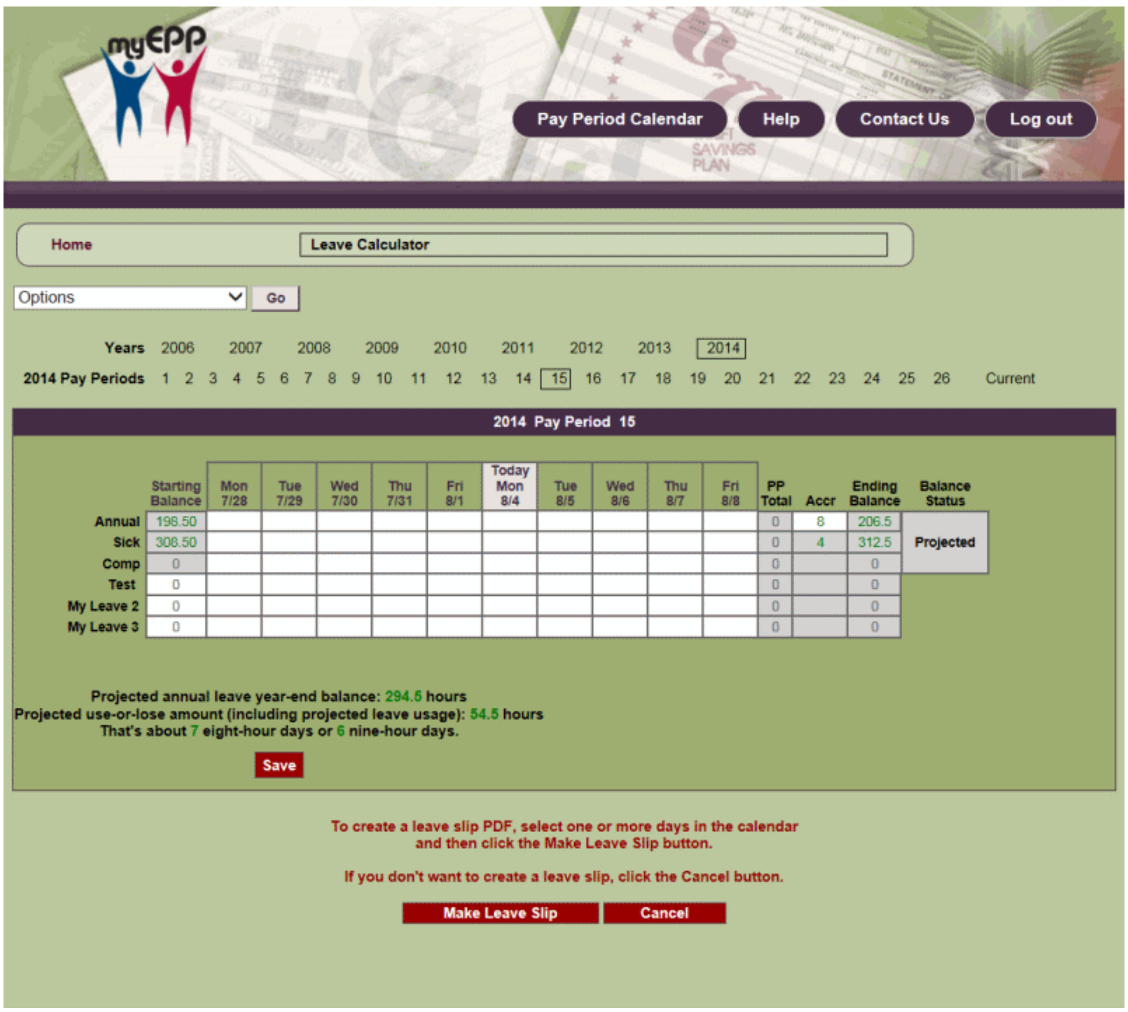


Figure 13: Leave Calculator with Make Leave Slip Page

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

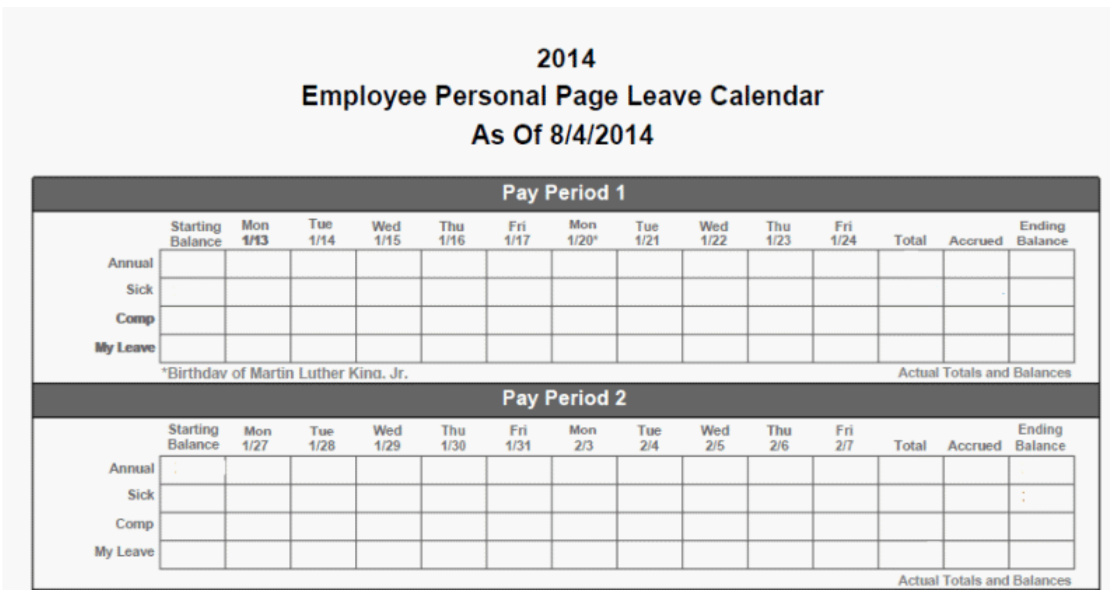
   Click **Cancel** to cancel the action.

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 Employee Personal Page Leave Calendar page is displayed for the selected year.



2014
Employee Personal Page Leave Calendar
As Of 8/4/2014

Pay Period 1

	Starting Balance	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Mon 1/20*	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Total	Accrued	Ending Balance
Annual														
Sick														
Comp														
My Leave														

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

Pay Period 2

	Starting Balance	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7	Total	Accrued	Ending Balance
Annual														
Sick														
Comp														
My Leave														

Actual Totals and Balances

Figure 14: Employee Personal Page 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 15: 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 16: 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 a 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 17: 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 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 18: My Leave Leave Summary Page

Switch to Manual Entry

The **`Switch to Manual Entry`** option on the Options drop-down list allows users to enter their Time and Attendance (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, 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 (TSP); Old-Age, Survivors, and Disability Insurance (OASDI) and/or Hospital Insurance Tax (HITS)/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.

Figure 19: Your Personel Benefits Statement Page

Personal Information

The ***Personal Info*** option allows users to make change requests to their residence address, Federal and State tax withholding, financial allotments, direct deposit, health insurance, and TSP contribution information through the Employee Self-Service (ESS) option. 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 or 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 Human Resources (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:

Dept Management

The Debt Management option is only available for the Department of the Treasury users. It allows users   to view their current debt information.

Figure 20: Debt Management Page

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:

Select the ***Direct Deposit*** component. The Direct Deposit for Net Pay 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 21: Direct Deposit for Net Pay

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 for Net Pay page, click **Self-Service**. The Enter Direct Deposit Self-Service Request page is displayed.

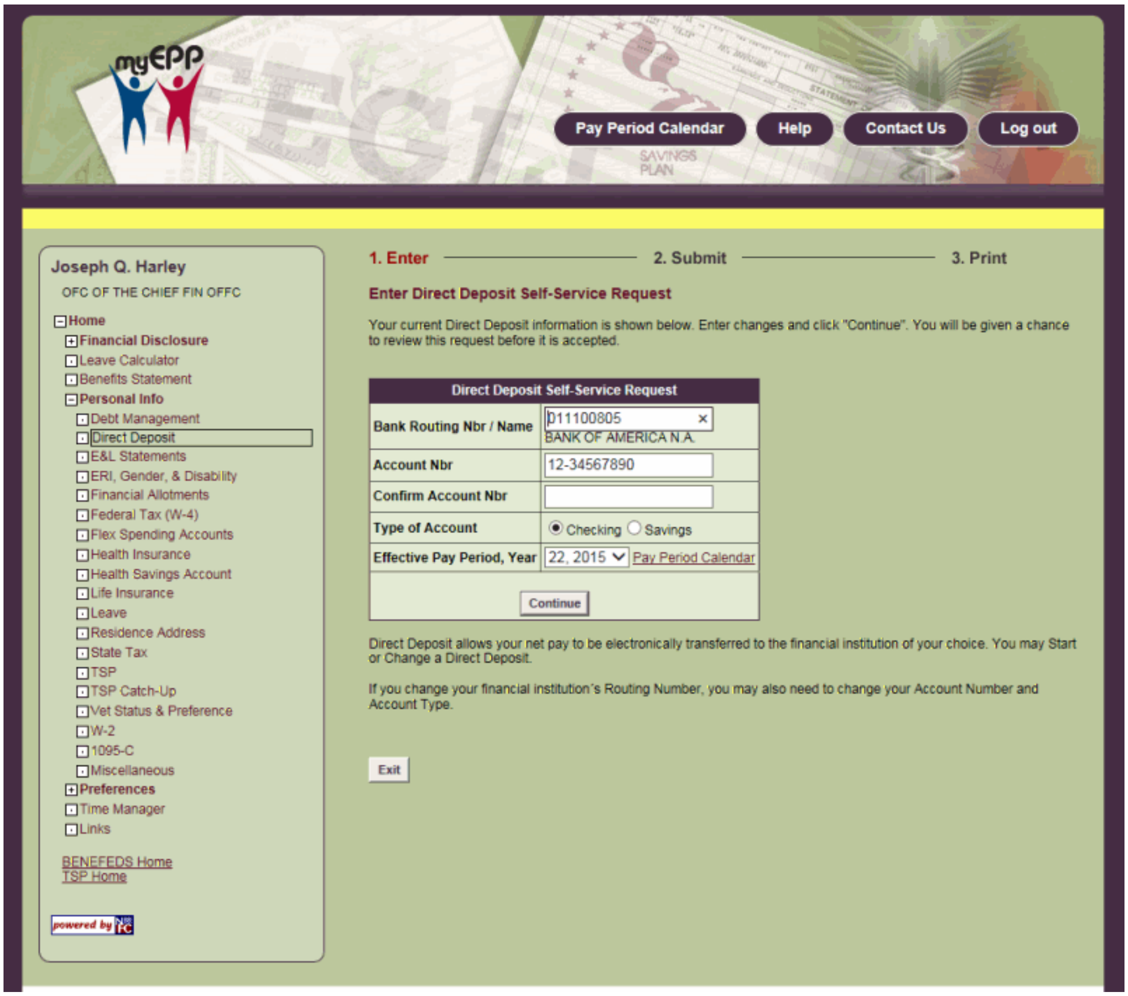


Figure 22: Enter Direct Depost Self-Service Request Page

2. Complete the fields as follows:

Field	Instruction
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	Reenter the bank account number.
Type of Account	Select the type of bank account. Valid values are **`Checking`** and **`Savings`**.

Field	Instruction
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.

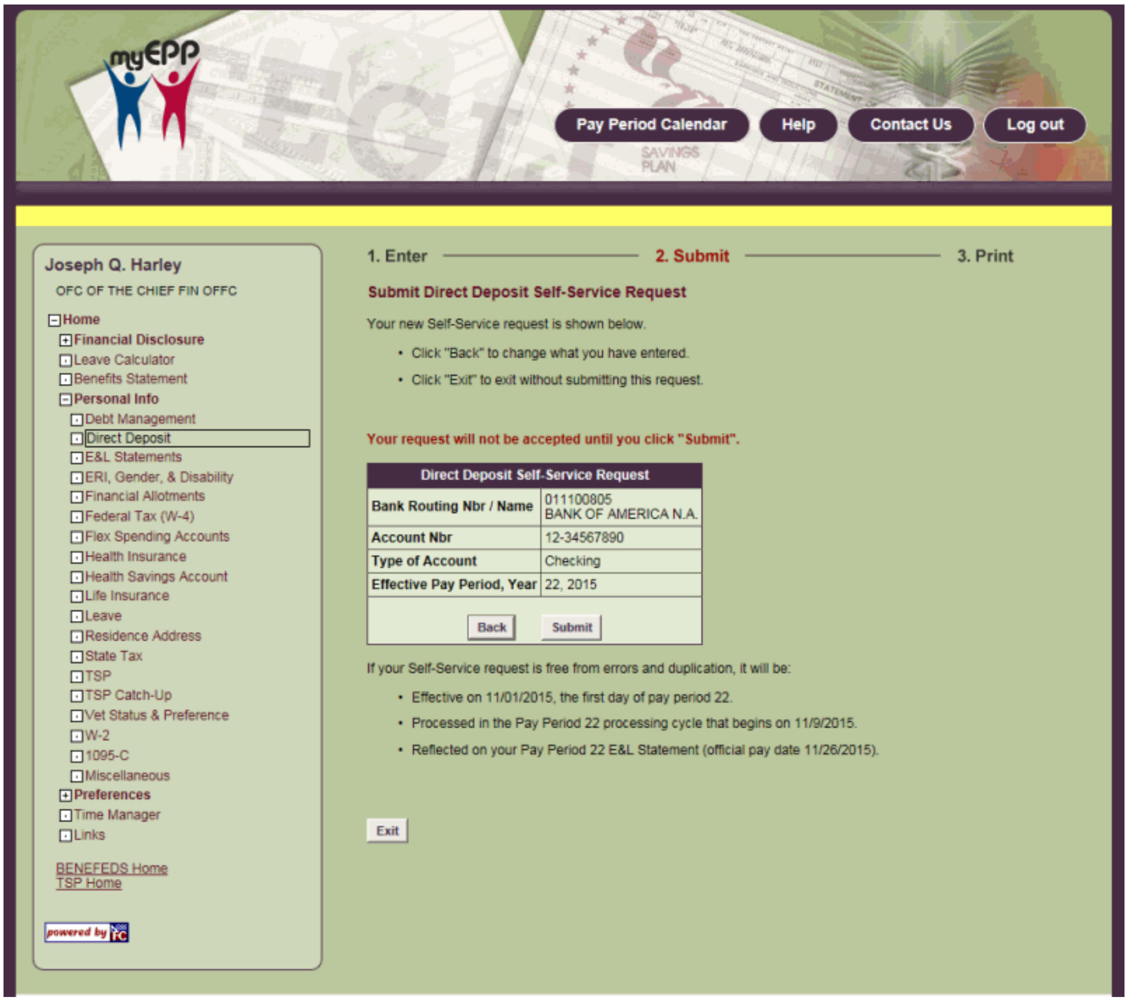


Figure 23: Submit Direct Deposit Self-Service Request Page

4. The fields are displayed as follows:

Field	Instruction
Bank Routing Nbr/Name	Populates with the bank routing number/name entered on the Direct Deposit Self-Service Request page.
Account Nbr	Populates with the account number entered on the Direct Deposit Self-Service Request page.
Type of Account	Populates with the type of account entered on the Direct Deposit Self-Service Request page.

Field	Instruction
Effective Pay Period, Year	Populates with the effective pay period/year 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*** (on page 36).

   OR

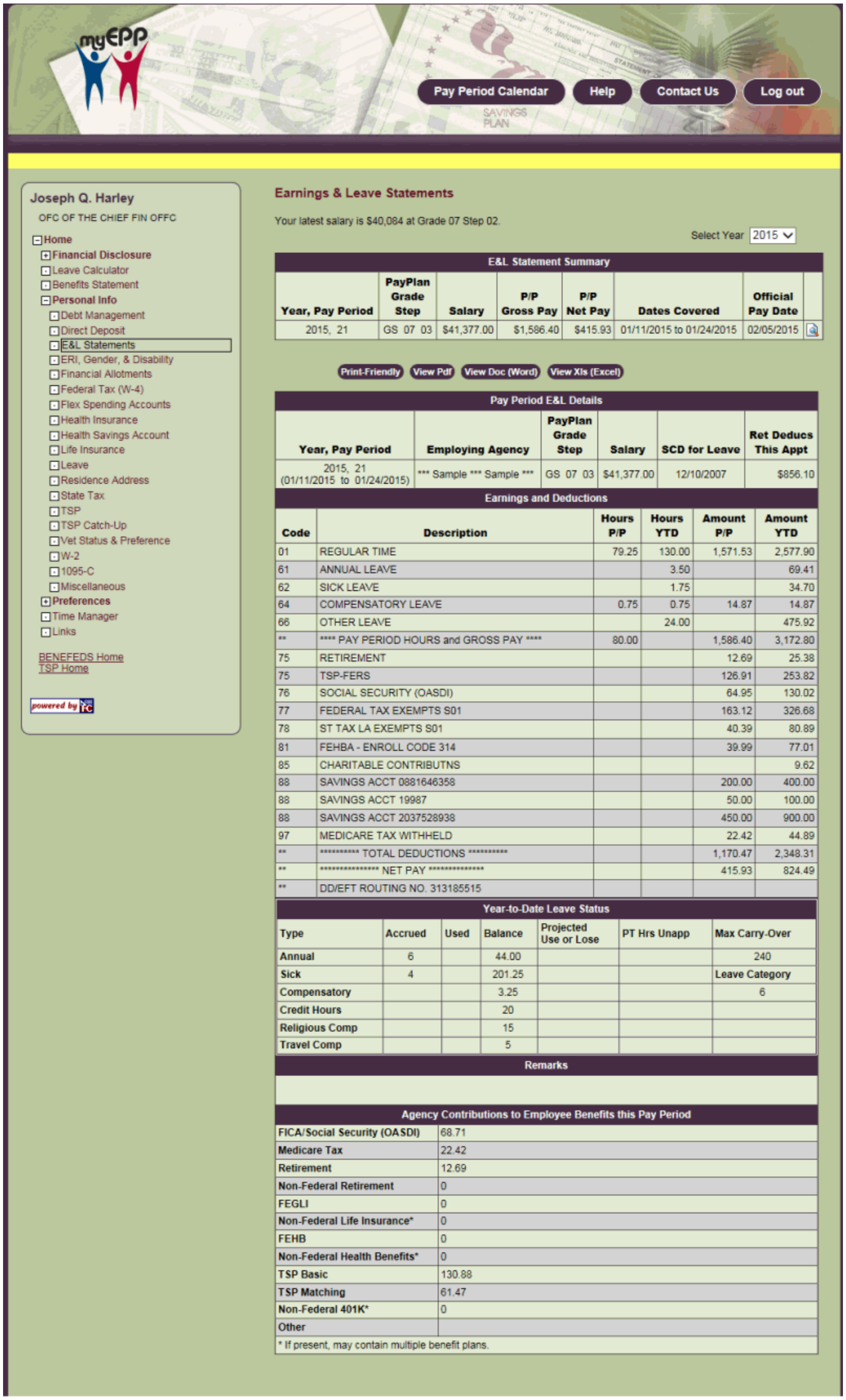
   Click **Delete** to delete the pending direct deposit. A message appears giving the option to either delete the pending direct deposit or cancel the action and return to the Direct Deposit page.

Earnings and Leave Statements

The ***E&L Statements*** option allows users to view their current and past Earnings and Leave (E&L) Statements.

To View Earnings and Leave Statements:

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



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Joseph Q. Harley
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    - Residence Address
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    - TSP Catch-Up
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    - W-2
    - 1095-C
    - Miscellaneous
  - Preferences
  - Time Manager
  - Links

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powered by NFC

Earnings & Leave Statements

Your latest salary is $40,084 at Grade 07 Step 02.

Select Year 2015

E&L Statement Summary

Year, Pay Period	PayPlan Grade Step	Salary	P/P Gross Pay	P/P Net Pay	Dates Covered	Official Pay Date
2015, 21	GS 07 03	$41,377.00	$1,586.40	$415.93	01/11/2015 to 01/24/2015	02/05/2015

Print-Friendly | View Pdf | View Doc (Word) | View Xls (Excel)

Pay Period E&L Details

Year, Pay Period	Employing Agency	PayPlan Grade Step	Salary	SCD for Leave	Ret Deducs This Appt
2015, 21 (01/11/2015 to 01/24/2015)	*** Sample *** Sample ***	GS 07 03	$41,377.00	12/10/2007	$856.10

Earnings and Deductions

Code	Description	Hours P/P	Hours YTD	Amount P/P	Amount YTD
01	REGULAR TIME	79.25	130.00	1,571.53	2,577.90
61	ANNUAL LEAVE		3.50		69.41
62	SICK LEAVE		1.75		34.70
64	COMPENSATORY LEAVE	0.75	0.75	14.87	14.87
66	OTHER LEAVE		24.00		475.92
**	**** PAY PERIOD HOURS and GROSS PAY ****	80.00		1,586.40	3,172.80
75	RETIREMENT			12.69	25.38
75	TSP-FERS			126.91	253.82
76	SOCIAL SECURITY (OASDI)			64.95	130.02
77	FEDERAL TAX EXEMPTS S01			163.12	326.68
78	ST TAX LA EXEMPTS S01			40.39	80.89
81	FEHBA - ENROLL CODE 314			39.99	77.01
85	CHARITABLE CONTRIBUTNS				9.62
88	SAVINGS ACCT 0881646358			200.00	400.00
88	SAVINGS ACCT 19987			50.00	100.00
88	SAVINGS ACCT 2037528938			450.00	900.00
97	MEDICARE TAX WITHHELD			22.42	44.89
**	********* TOTAL DEDUCTIONS *********			1,170.47	2,348.31
**	************** NET PAY **************			415.93	824.49
**	DD/EFT ROUTING NO. 313185515				

Year-to-Date Leave Status

Type	Accrued	Used	Balance	Projected Use or Lose	PT Hrs Unapp	Max Carry-Over
Annual	6		44.00			240
Sick	4		201.25			Leave Category
Compensatory			3.25			6
Credit Hours			20			
Religious Comp			15			
Travel Comp			5			

Remarks

Agency Contributions to Employee Benefits this Pay Period

FICA/Social Security (OASDI)	68.71
Medicare Tax	22.42
Retirement	12.69
Non-Federal Retirement	0
FEGLI	0
Non-Federal Life Insurance*	0
FEHB	0
Non-Federal Health Benefits*	0
TSP Basic	130.88
TSP Matching	61.47
Non-Federal 401K*	0
Other	

* If present, may contain multiple benefit plans.

Figure 24: Earnings & Leave Statements Page

2. Select the appropriate year you are trying to find from the drop-down. Select **Year** menu.

3. Click the **View Details** icon next to the applicable E&L Statement to display the selected statement.

4. 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.

Ethnicity and Race Identification (ERI), Gender, and Disability

The ***ERI, Gender, and 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 25: Ethnicity and Race Identification (ERI), Gender, and Disability Page

2. From the ERI, Gender, and Disability page click **Self-Service**. The Ethnicity Race Identification (ERI), Gender, and Disability Self Service page is displayed.

Figure 26: Ethnicity and Race Identification (ERI), Gender, and Disability Self Service Page

3. 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.

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

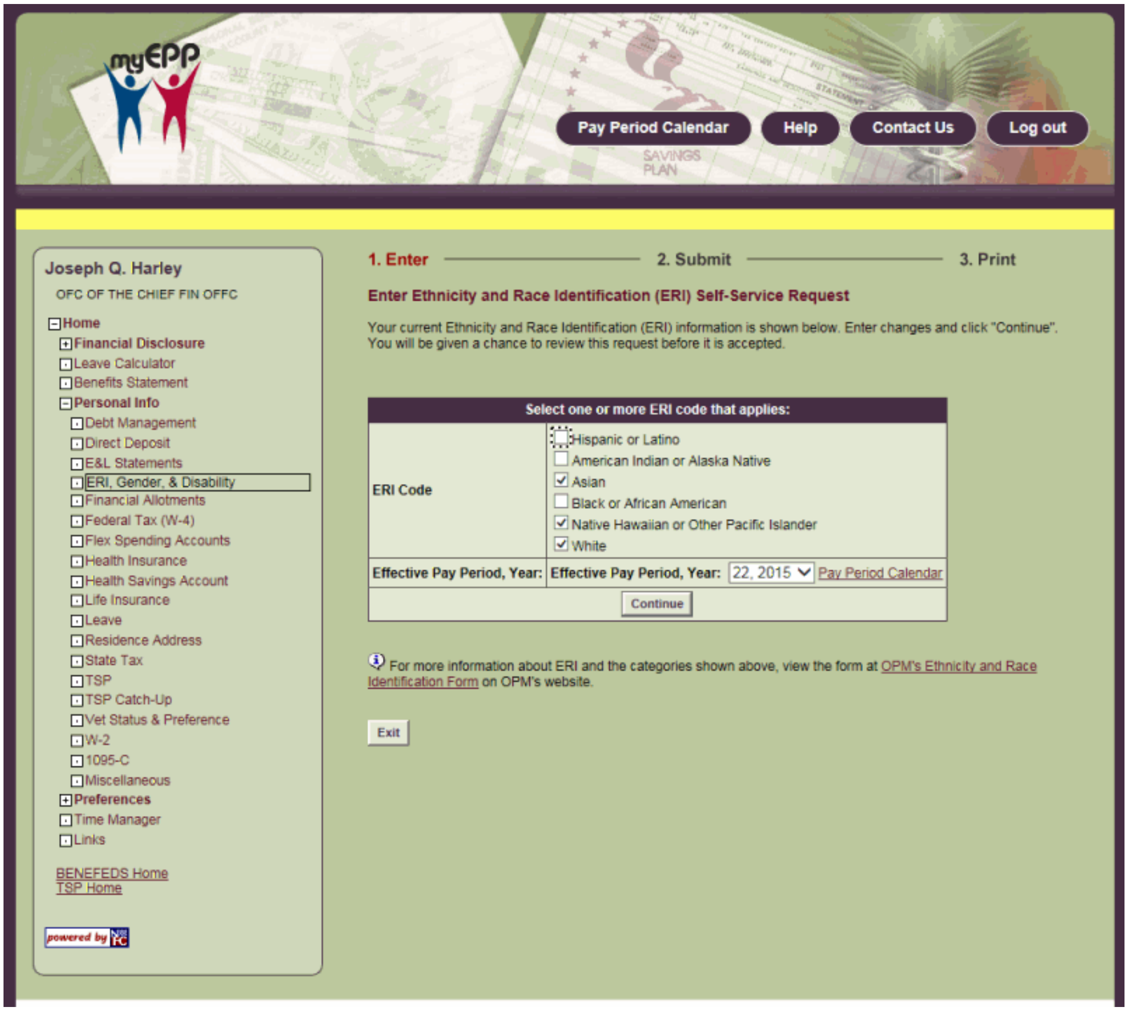

Figure 27: Enter Ethnicity and Race Identification (ERI) Self-Service Request Page

2. Complete the applicable fields on the Self-Service Request page

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

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

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

Figure 28: Submit Ethnicity and Race Identification (ERI) Self-Service Request Page

4. The fields are as follows:

Field	Instruction
ERI	Displays the ERI code selected from the Enter Ethnicity and Race Identification (ERI) Self-Service Request page.
Effective Pay Period, Year	Displays the effective pay period/year selected on the Enter Ethnicity and Race Identification (ERI) Self-Service Request page.

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

Figure 29: Ethnicity and Race Identification (ERI) Self-Service Request Confirmation Page

6. 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 page, then follow the instructions listed below for Changing Gender Information.

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

To Change Gender Information:

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

Figure 30: Enter Gender Self-Service Request Page

2. Complete the fields as follows:

Field	Instruction
Male	Select this option if the gender is male.
Female	Select this option if the gender is female.

Field	Instruction
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.

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

Figure 31: Submit Gender Self-Service Request Page

4. The fields are as follows:

Field	Instruction
Gender	Displays the gender selected on the Enter Gender Self-Service Request page.

Field	Instruction
Effective Pay Period, Year	Displays the effective pay period/year selected on the Enter Gender Self-Service Request page.

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

6. 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 information.

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 page, then follow the instructions listed below for Changing Disability Information.

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

To Change Disability Information:

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

Figure 32: Enter Disability Self-Service Request Page

2. Complete the fields as follows:

Field	Instruction
Disability	Select the applicable disability code from the drop-down list. The valid values are as follows: 01 – I do not wish to identify my disability status 05 – I do not have a disability 06 – I have a disability, but it is not listed 13 – Speech impairments 15 – Hearing impairment/hard of hearing 18 – Total deafness both ears 21 – Blind 22 – Visual impairments 26 – Missing extremities - one hand or one foot 30 – Missing extremities - more than 1 hand or foot 40 – Mobility impairment 41 – Spinal abnormalities 44 – Non-paralytic orthopedic impairment 51 – HIV Positive/AIDS 52 – Morbid obesity 61 – Partial Paralysis - 1 hand, arm, foot, leg, or any part 69 – Partial paralysis - multiple body parts 70 – Complete paralysis of one hand 79 – Complete paralysis - more than 1 hand 80 – Cardiovascular/heart disease 82 – Epilepsy 83 – Blood diseases 84 – Diabetes 86 – Pulmonary or respiratory conditions 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

Field	Instruction
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.

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

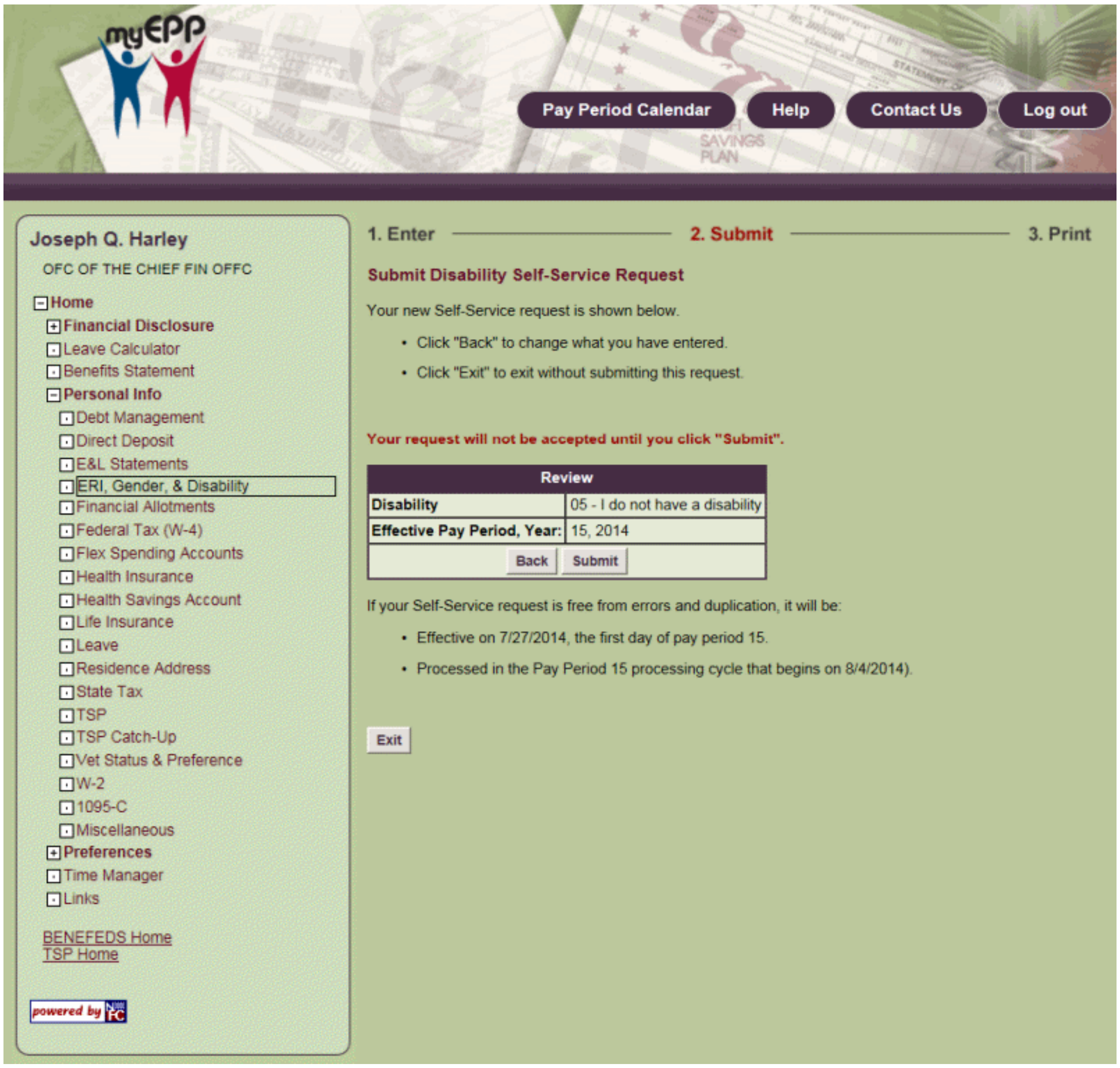

Figure 33: Submit Disability Self-Service Request Page

4. The fields are as follows:

Field	Instruction
Disability	Displays the disability code selected on the Enter Disability Self-Service Request page.

Field	Instruction
Effective Pay Period, Year	Displays the effective pay period/year selected on the Enter Disability Self-Service Request page.

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

Figure 34: Disability Self-Service Request Confirmation Page

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

Financial Allotments

The ***Financial Allotments*** option allows users to view current financial allotments, start new financial allotments, and modify an existing financial allotment.

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 35: Financial Allotments Page

2. The fields are displayed as follows:

Field	Instruction
Bank Routing Nbr	Populates with the bank routing number of the current financial allotment.
Account Nbr	Populates with the account number of the current financial allotment.

Field	Instruction
Type of Account	Populates with the type of account of the current financial allotment.
Allotment Amount	Populates with the allotment amount of the current financial allotment.
Date Processed	Populates with the process date of the financial allotment.
Effective Pay Period, Year	Populates with the pay period and year the financial allotment was effective.
Type of Request	Populates with action taken on the financial allotment.
Bank Routing Nbr/Name	Populates with the bank routing number/name entered on the Direct Deposit Self-Service Request page.
Account Nbr	Populates with the account number of the financial allotment.
Type of Account	Populates with the type of account of the financial allotment.
Allotment Amount	Populates with the allotment amount of the financial allotment.
Status	Populates with the status of the financial allotment. The valid values are as follows: `Pending` - The document has been entered into Employee Self-Service (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. No 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 Self-Service Request page is displayed.

Figure 36: Financial Allotment Self-Service Request Page

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

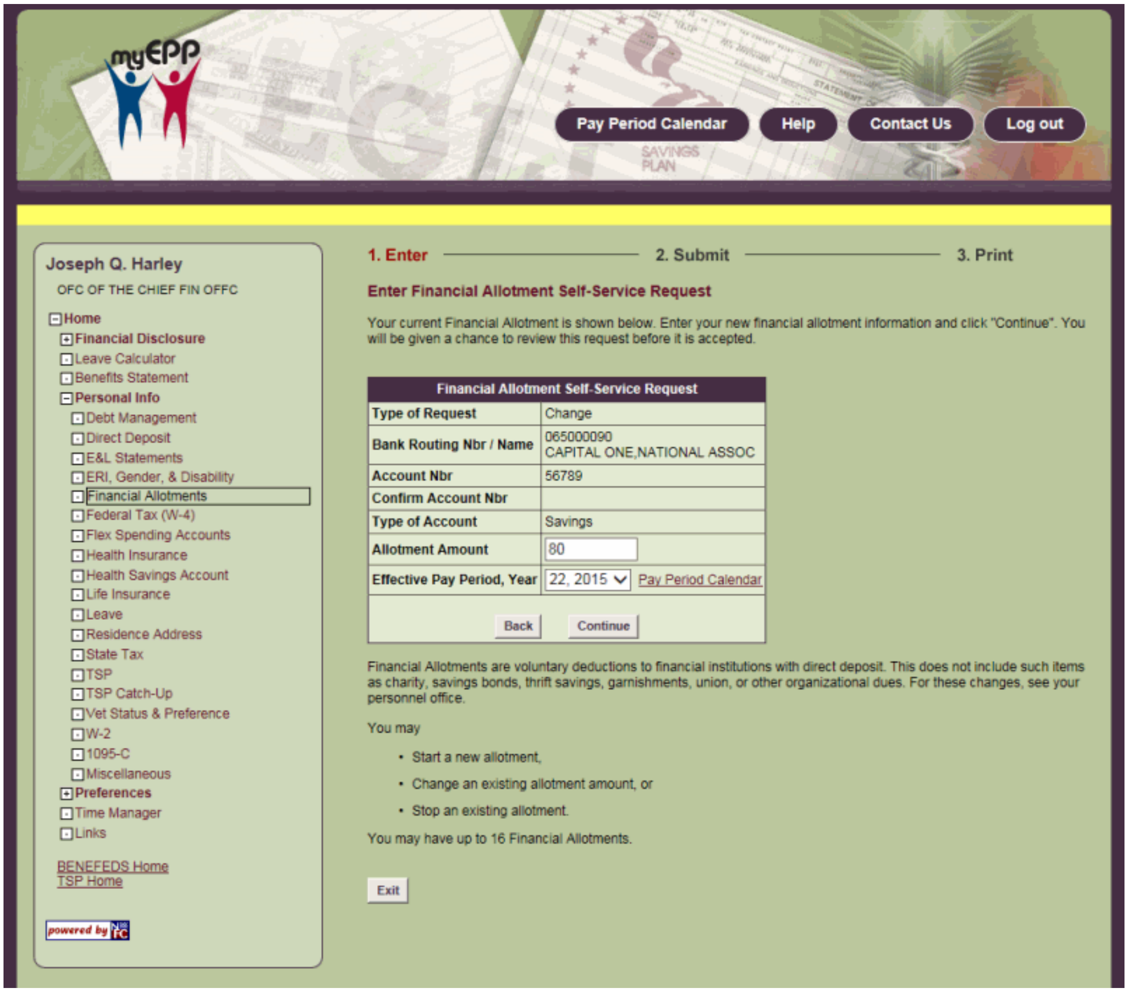

Figure 37: Enter Financial Allotment Self-Service Request Page

3. Complete the fields as follows:

Field	Instruction
Type of Request	Populates 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	Reenter the bank account number.

Field	Instruction
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 38: Submit Financial Allotment Self-Service Request Page

5. The fields are displayed as follows:

Field	Instruction
Type of Request	Populates with **New** to reflect the action selected on the Financial Allotment Change Request page.
Bank Routing Nbr/Name	Populates with the bank routing number/name entered on the Enter Financial Allotment Self-Service Request page.
Account Nbr	Populates with the account number entered on the Enter Financial Allotment Self-Service Request page.
Type of Account	Populates with the type of account selected on the Enter Financial Allotment Self-Service Request page.
Allotment Amount	Populates with the allotment amount entered on the Enter Financial Allotment Self-Service Request page.
Effective Pay Period, Year	Populates with the effective pay period 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.

Figure 39: Financial Allotment Self-Service Request Confirmation 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*** (on page 59) 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 exemption 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 Employee's Withholding Allowance Certificate (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 65

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 40: Federal Tax Certificate (W-4) Page

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

Figure 41: Enter Federal Tax (W-4) Self-Service Request Page

3. Complete the fields as follows:

Field	Instruction
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.

Field	Instruction
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 (W-4) Self-Service Request page is displayed.

Figure 42: Submit Federal Tax (W-4) Self Service Request Page

5. The fields are displayed as follows:

Field	Instruction
Filing Status	Populates with the filing status selected on the Federal Tax Certificate (W-4) Self-Service Request page.

Field	Instruction
Number of Exemptions	Populates with the number of exemptions entered on the Federal Tax Certificate (W-4) Self-Service Request page.
Additional Deduction Amount	Populates with the additional deduction amount entered on the Federal Tax Certificate (W-4) Self-Service Request page.
Effective Pay Period, Year	Populates with the effective pay period/year 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 (W-4) Self-Service Request Confirmation page is displayed.

OR

Click **Back** to return to the Enter Federal Tax (W-4) Self-Service Request page.

Figure 43: Federal Tax (W-4) Self-Service Request Confirmation Page

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

Flexible Spending Accounts

The ***Flex Spending Accounts*** option 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 Flexible Spending Accounts for Federal Employees (FSAFEDS) program each year during the Federal Benefits Open Season (November/December timeframe) by visiting the FSAFEDS Web site at *https//www.FSAFEDS.com* and clicking **Enrollment**. 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 of becoming eligible, but before October 1 of the calendar year. Otherwise, they will have to wait until the start of the open season.

To View Current FSA:

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

Figure 44: Flex Spending Accounts Page

2. The fields are as follows:

Field	Instruction
Plan	Displays the name of Flexible Spending Account plan.
Total Amount	Displays the total amount of contribution to the Flexible Spending Account.
Pay Period Amount	Displays the amount contributed to the Flexible Spending Account in each pay period.
Balance	Displays the balance of Flexible Spending Account.

Health Insurance

The ***Health Insurance*** option allows users to view their current health benefits. Users can only make changes to their Federal Employees Health Benefits (FEHB) program coverage during open season. Open season normally occurs the Monday of the second full workweek in November through the Monday of the second full workweek 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. 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 Web site 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 45: Health Insurance Page

2. The fields are as follows:

Field	Instruction
Plan Code/ Description	Displays the name and code of the current health benefits.
Premium Conversion	Displays whether or not the user has pre-tax premiums. **Note:** If the employee answers "no" in this field, there are tax consequences resulting in their FEHB being taxed.
Employee PP Deduction	Displays the amount deducted each pay period for health benefits.
Agency PP Contribution	Displays the amount the Agency contributes each pay period towards the user's health benefits.

Field	Instruction
Employee YTD Deduction	Displays the amount deducted year to date (YTD) for health benefits.
Date Processed	Displays the date an action was processed for health benefits.
Effective Pay Period, Year	Displays the pay period and year a health benefits action was effective.
Type of Change	Displays the type of change that was made to the health benefits.
Plan Code/Name	Displays the name and code of the health benefits.
Status	Displays the status of the change for the health benefits. The valid values are as follows: **`Pending`** - The document has been entered into Employee Self-Service (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. No 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*** option, click **Self-Service**. The FEHB Self-Service Request page is displayed.

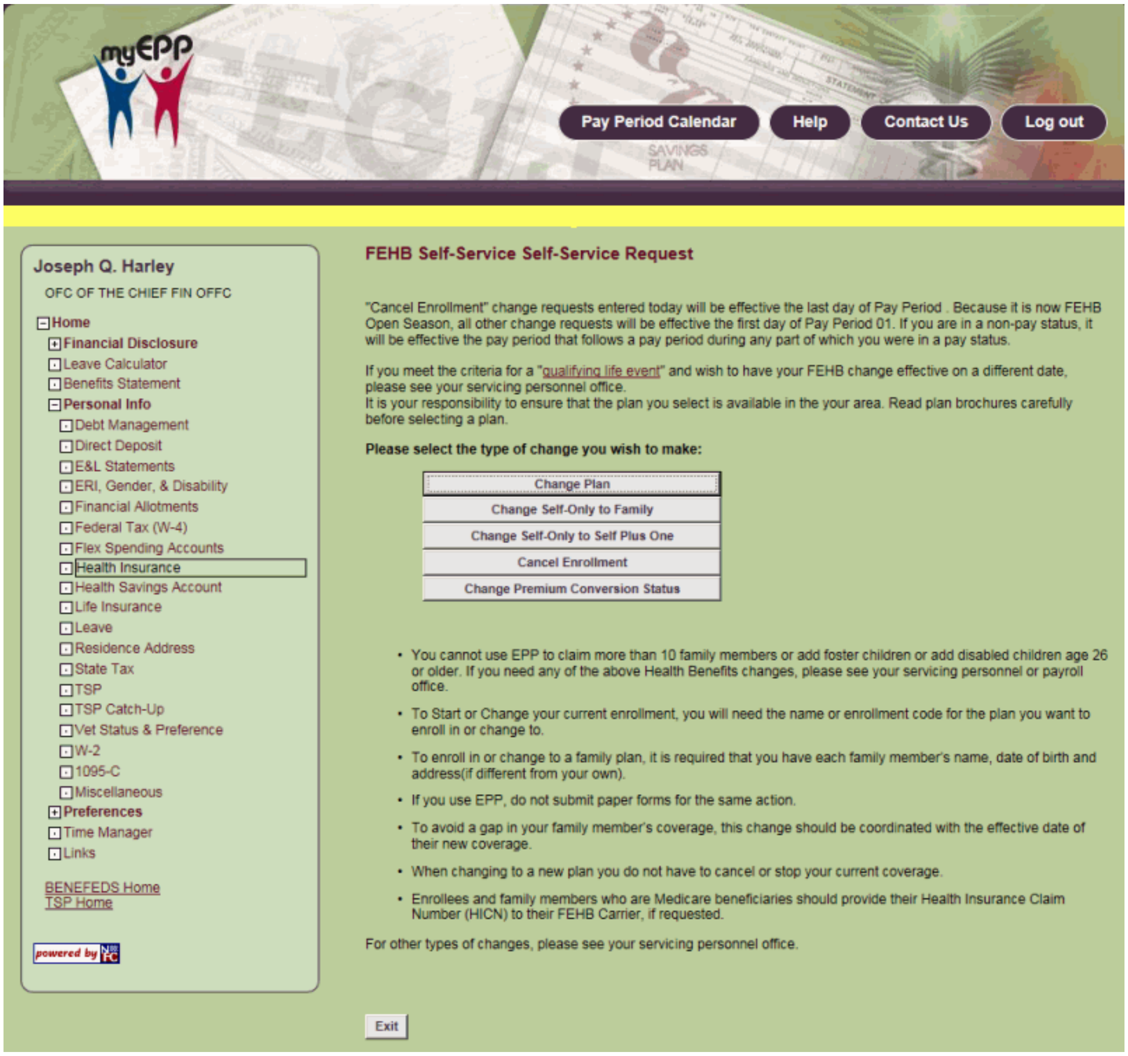

Figure 46: FEHB Self-Service Request Page

2. Click **Change Plan**. The Enter FEHB Self-Service Request page is displayed.

Figure 47: Enter FEHB Self-Service Request Page

3. Complete the fields as follows:

Field	Instruction
Plan Code/Name	Displays the plan code and name of the health benefits included in the change request.
Premium Conversion	Displays whether or not the user has pre-tax premiums. **Note:** If the employee answers "no" in this field, there are tax consequences resulting in their FEHB being taxed.
Married?	Displays the marital status that was selected on the Enter FEHB Self-Service Request page.
Preferred Phone	The preferred phone number of the user.

Field	Instruction
E-mail Address	Enter the Email Address that you wish to use.
Medicare Coverage	Displays the Medicare Coverage in which the employee receives (if applicable).
Other Insurance Coverage	Displays the other insurance coverage which the employee receives (if applicable).

4. Click **Continue**. The Submit FEHB Self-Service Page is displayed.

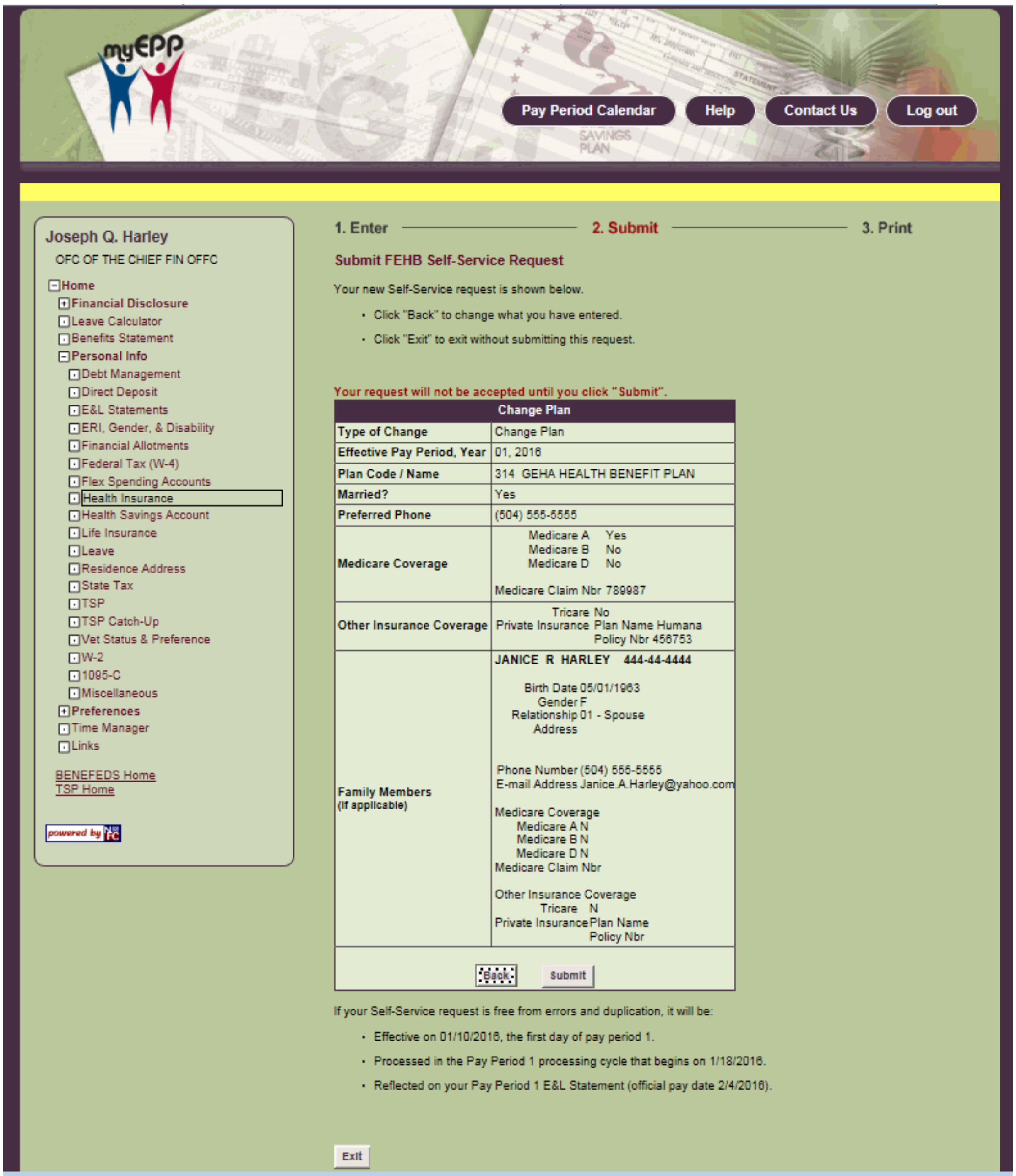

Figure 48: Submit FEHB Self-Service Request Page

5. The fields are as follows:

Field	Instruction
Type of Change	Displays the type of change that was made to the health benefits.
Effective Pay Period, Year	Displays the pay period and year the request will be effective.

Field	Instruction
Plan Code/Name	Displays the name and code of the health benefits.
Married?	Displays the marital status of user.
Preferred Phone	The preferred phone number of the user.
Medicare Coverage	Displays the Medicare Coverage in which the employee receives (if applicable).
Other Insurance Coverage	Displays the other insurance coverage which the employee receives (if applicable).
Family Members **(If applicable)**	Displays family members covered under the employee health insurance (if applicable).

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

OR

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

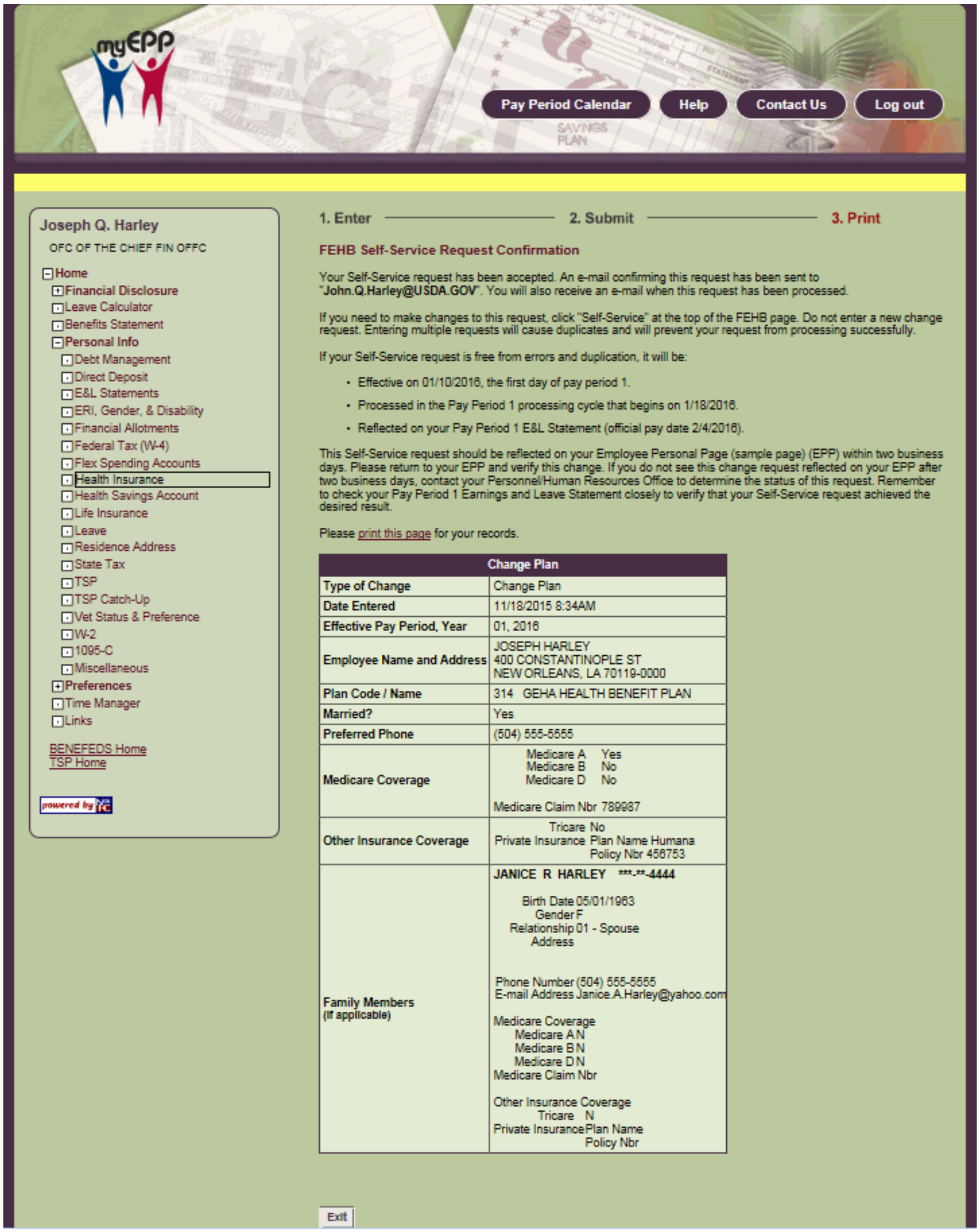

Figure 49: FEHB Self-Service Request Confirmation Page

7. 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 (HDHP), 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 an 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 Department of Veterans Affairs (VA) benefits within the previous 3 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.


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Joseph Q. Harley
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Health Savings Account

Self-Service

Print-Friendly

You must be covered by a qualified High Deductible Health Plan (HDHP) to be eligible for an Health Savings Account (HSA).

This page is for HSA deductions only.
Flexible Spending Account (FSA) requests MUST be entered through the FSAFEDS website.

Current Information
No information found.

An HSA is a savings account, used in conjunction with a qualified High Deductible Health Plan (HDHP), for eligible individuals to save money for current and future qualified medical expenses on a tax-free basis. An HSA is "portable" so it stays with you even if you change employers or leave the work force. Funds remain in your account from year to year until you use them.

IRS regulations state that **to be eligible for an HSA** you must meet the following requirements:

- You must participate in a High Deductible Health Plan (HDHP). List of Eligible FEHB HDHPs.
- You 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),
- You cannot be claimed as a dependent on someone else's tax return. (This does not include Filing Jointly as a spouse), and
- You cannot be enrolled in TRICARE, Medicare, or have received VA benefits within the previous three months.

The following websites provide detailed information on eligibility requirements, high deductible health plans, qualified expenses, and other HSA information:

- OPM's Health Savings Account Home Page,
- Department of Treasury's HSA Page, and
- IRS HSA Publication 969.

Self-Service History

Date Processed	Effective Pay Period, Year	Type of Request	Bank Routing Nbr / Name	Account Nbr	Allotment Amount	Status
11/05/2015	22, 2015	Stop	065000090 CAPITAL ONE,NATIONAL ASSOC	123456789	30.00	Processed/Complete

Self-Service Status Descriptions:
Processed/Complete: The Change Request has been processed and updated successfully.

Figure 50: Health Savings Account Page

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

Figure 51: 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.

Figure 52: Health Savings Account (HSA) Allotment Self-Service Request Start New HSA Allotment Page

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

5. Complete the fields as follows:

Field	Instruction
Type of Request	Populates 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/name for the Health Savings Account.
Account Nbr	Enter the bank account number for the Health Savings Account.
Confirm Account Nbr	Reenter the bank account number for the Health Savings Account.

Field	Instruction
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 54: Submit Health Savings Account (HSA) Self-Service Request Page

7. The fields are as follows:

Field	Instruction
Type of Request	Populates 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	Displays the bank routing number/name for the Health Savings Account.
Account Nbr	Displays the bank account number for the Health Savings Account.
Allotment Amount	Populates with the allotment amount entered on the Enter Health Savings Account (HSA) Self-Service Request page.
Effective Pay Period, Year	Populates 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.

Figure 55: Health Savings Account (HSA) Self-Service Request Confirmation 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 HSA 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 HSA. 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*** (on page 81).

Cancel a Health Savings Account

1. Select the ***Health Savings Account*** component. The Health Savings Account page is displayed. The user's existing HSA 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 HSA. 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*** (on page 81).

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 56: Life Insurance Page

2. The fields are as follows:

Field	Instruction
Plan Name	Displays the name of the life insurance plan.
Coverage Description	Populates with a brief description of coverage.
Basic Coverage Amount	Populates with the basic dollar amount of coverage.

Leave

The ***Leave*** option allows users to view their applicable leave balances.

To View Leave:

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

Figure 57: 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.

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 whose 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 58: Residence Address Page

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

Figure 59: Enter Residence Address Self-Service Request Page

3. Complete the fields as follows:

Field	Instruction
Street Address Line 1	Enter the first line of the street address.
Street Address Line 2	Enter the second line of the street address, if applicable.
Street Address Line 3	Enter the third line of the street address, if applicable.
City, State	Populates based on the ZIP Code entered. **Note:** The field will not be updated until **Continue** is clicked.

Field	Instruction
Zip Code	Enter the five-digit ZIP Code.
Zip Code (optional)	Enter 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.

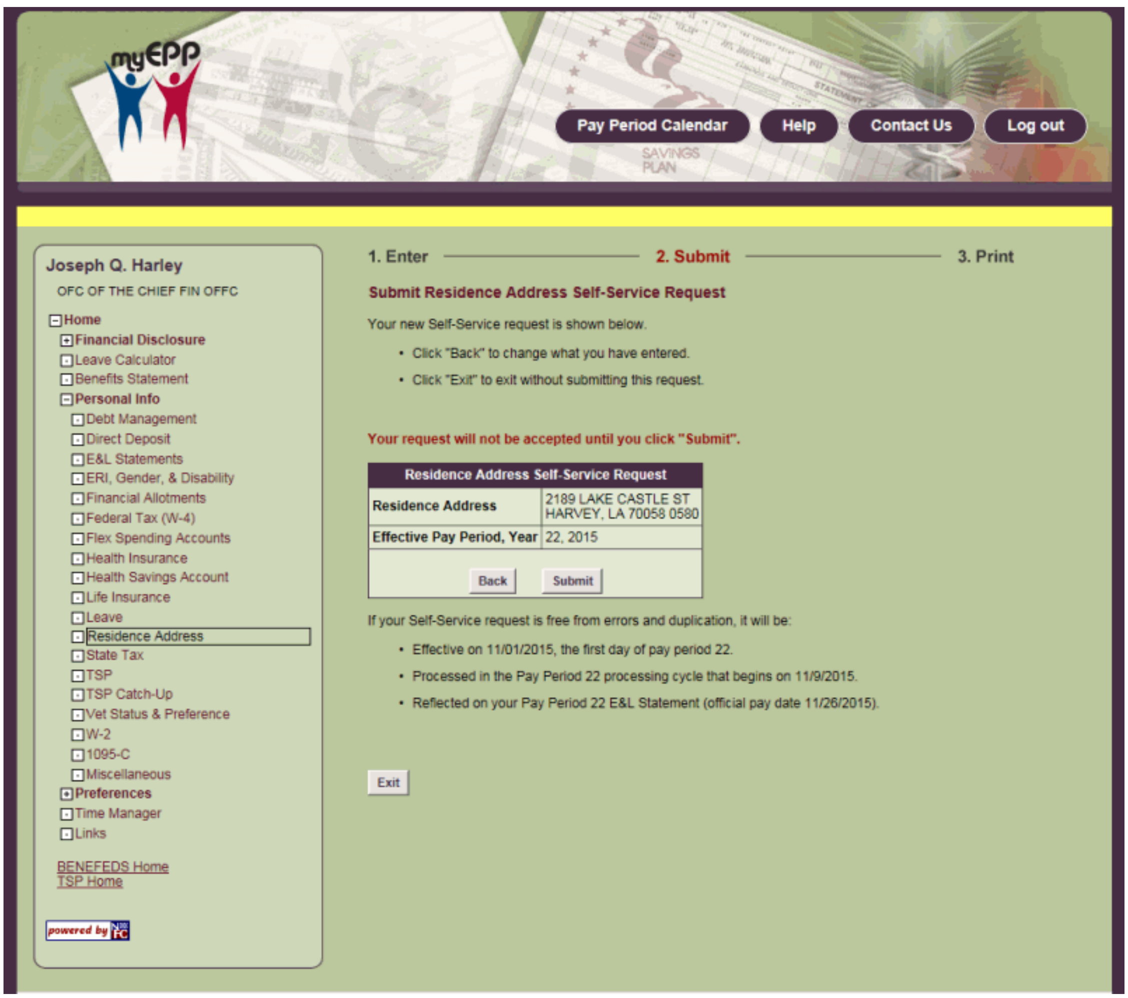

Figure 60: Submit Residence Address Self-Service Request Page

5. The fields are as follows:

Field	Instruction
Residence Address	Displays the address that was entered on the Enter Residence Address Self-Service Request page.
Effective Pay Period, Year	Displays the pay period and year that was selected on the Enter Residence Address Self-Service Request page.

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

OR

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

Figure 61: Residence Address Self-Service Request Confirmation Page

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

State Tax

The ***State Tax*** option allows users 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.

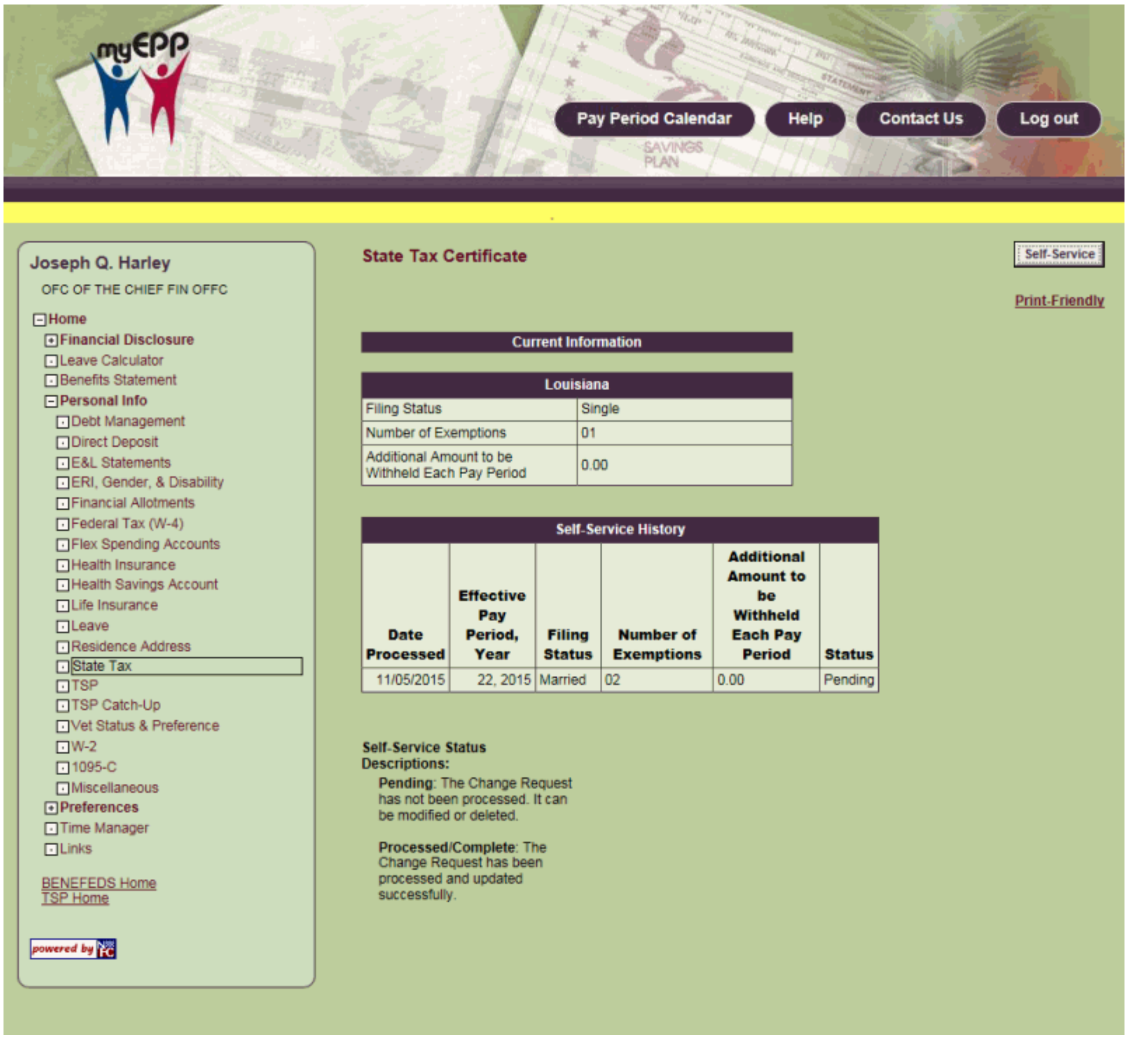

Figure 62: State Tax Certificate Page

2. Click **Self-Service**. The Enter State Tax Request page is displayed.

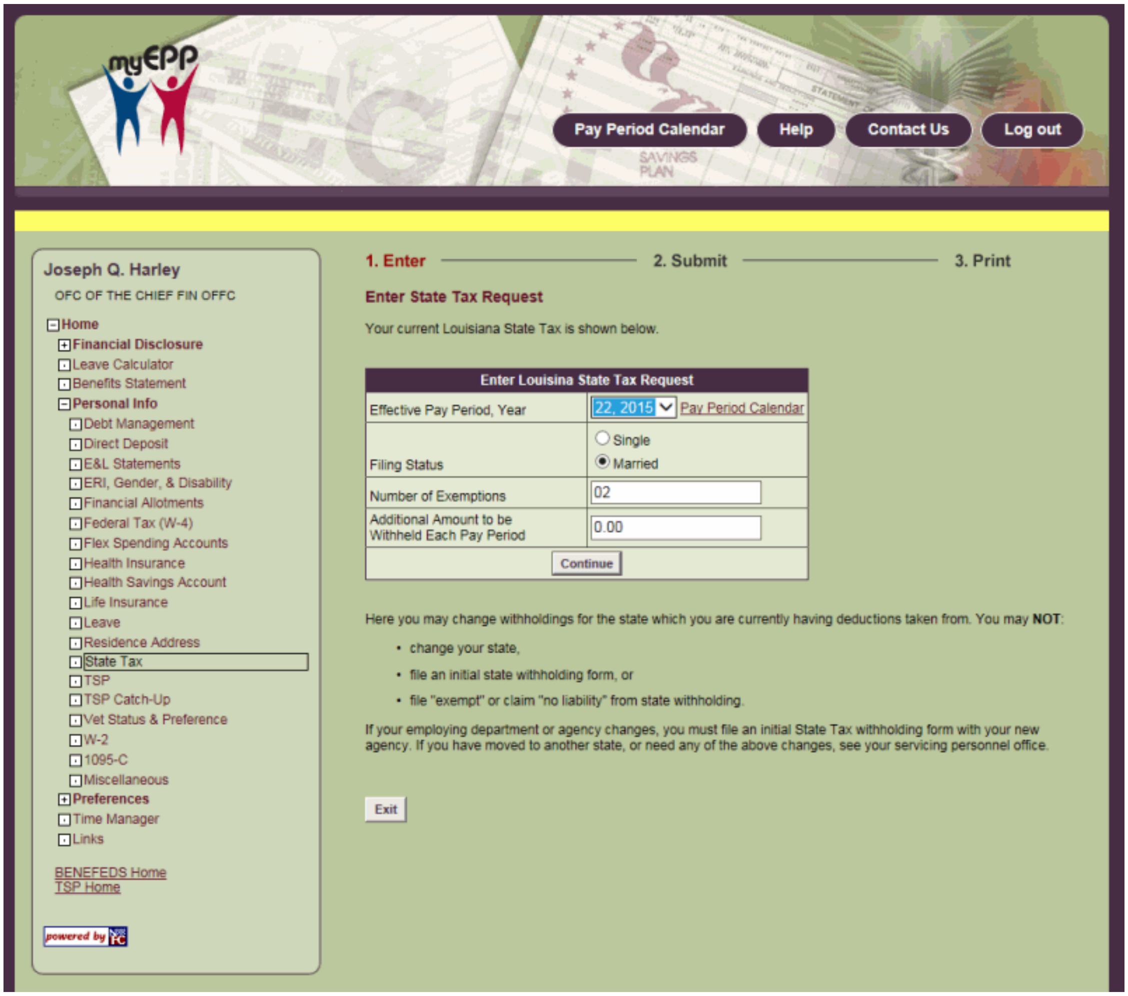

Figure 63: Enter State Tax Request Page

3. Complete the fields as follows:

Field	Instruction
Effective Pay Period, Year	Select the pay period and year the tax request is to be effective.
Filing Status	Select the applicable filing status. The valid values are: **`No Exemptions or Dependents Claimed`** **`Single`** **`Married`**
Number of Exemptions	Enter the number of exemptions being claimed.

Field	Instruction
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 Tax Certificate Self-Service Request page is displayed.

OR

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

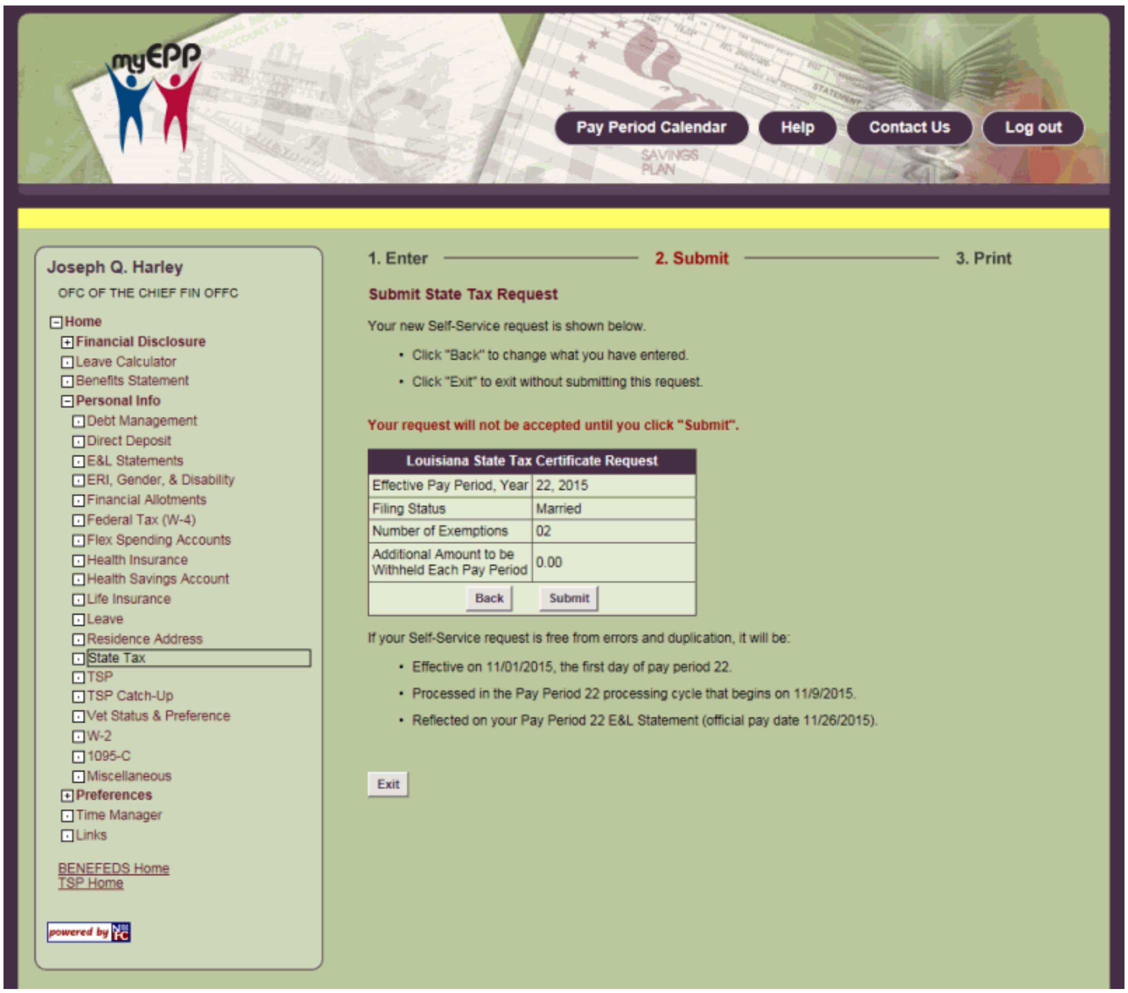

Figure 64: Submit State Tax Request Page

5. The fields are as follows:

Field	Instruction
Effective Pay Period, Year	Displays the effective pay period and year that was selected on the Enter State Tax Request page.

Field	Instruction
Filing Status	Populates with the filing status selected on the State Tax Certificate Self-Service Request page.
Number of Exemptions	Populates with the number of exemptions entered on the State Tax Certificate Self-Service Request page.
Additional Amount To Be Withheld Each Pay Period	Displays the additional amount to be withheld that was entered on the Enter State Tax Request page.

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

   OR

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

OR

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

Figure 65: State Tax Certificate Self-Service Request Confirmation Page

Thrift Savings Plan

The TSP option allows users to view their current Thrift Savings Plan (TSP) data. Users can also start, stop, 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 corporations offer their employees under 401(k) plans.

The Thrift Savings Plan 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 Web site at *https://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 employee's 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 Web site at *https://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 66: Thrift Savings Plan (Federal and Non-Federal) Page

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

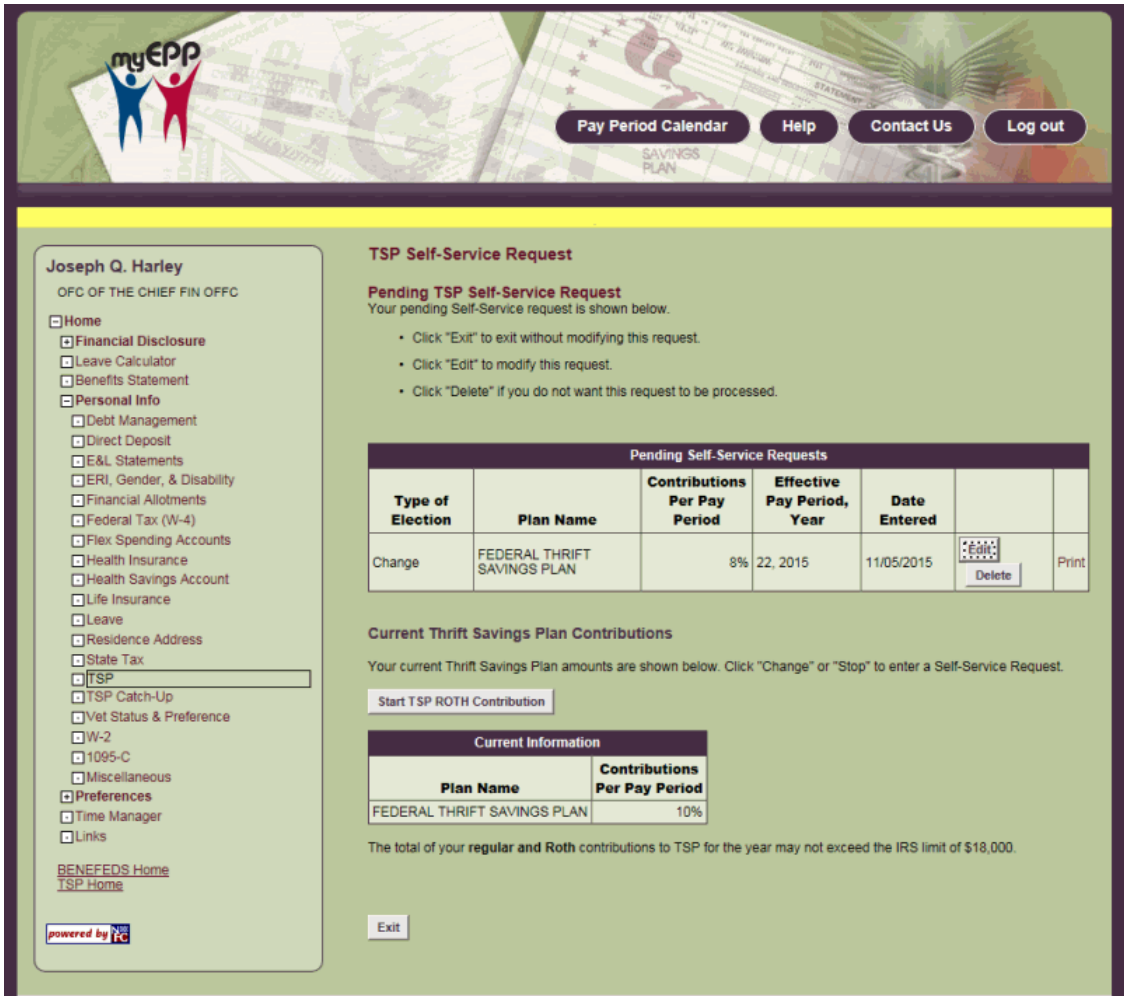

Figure 67: TSP Self-Service Request Page

3. Click **Start TSP Roth Contributions** for Roth transactions. The Enter Roth TSP Self-Service Request page is displayed.

OR

Make the applicable selection on the Pending Self-Self Requests box for TSP transactions.

Figure 68: Enter Roth TSP Self-Service Request Page

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

Field	Instruction
Type of Election	Select the applicable type of action to be taken. Valid values are **`Start Contributions`**, **`Change Contributions`**, and **`Stop Contributions`**.
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.

Field	Instruction
Effective Pay Period, Year	Select the pay period and year the action is to be effective.

5. 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.

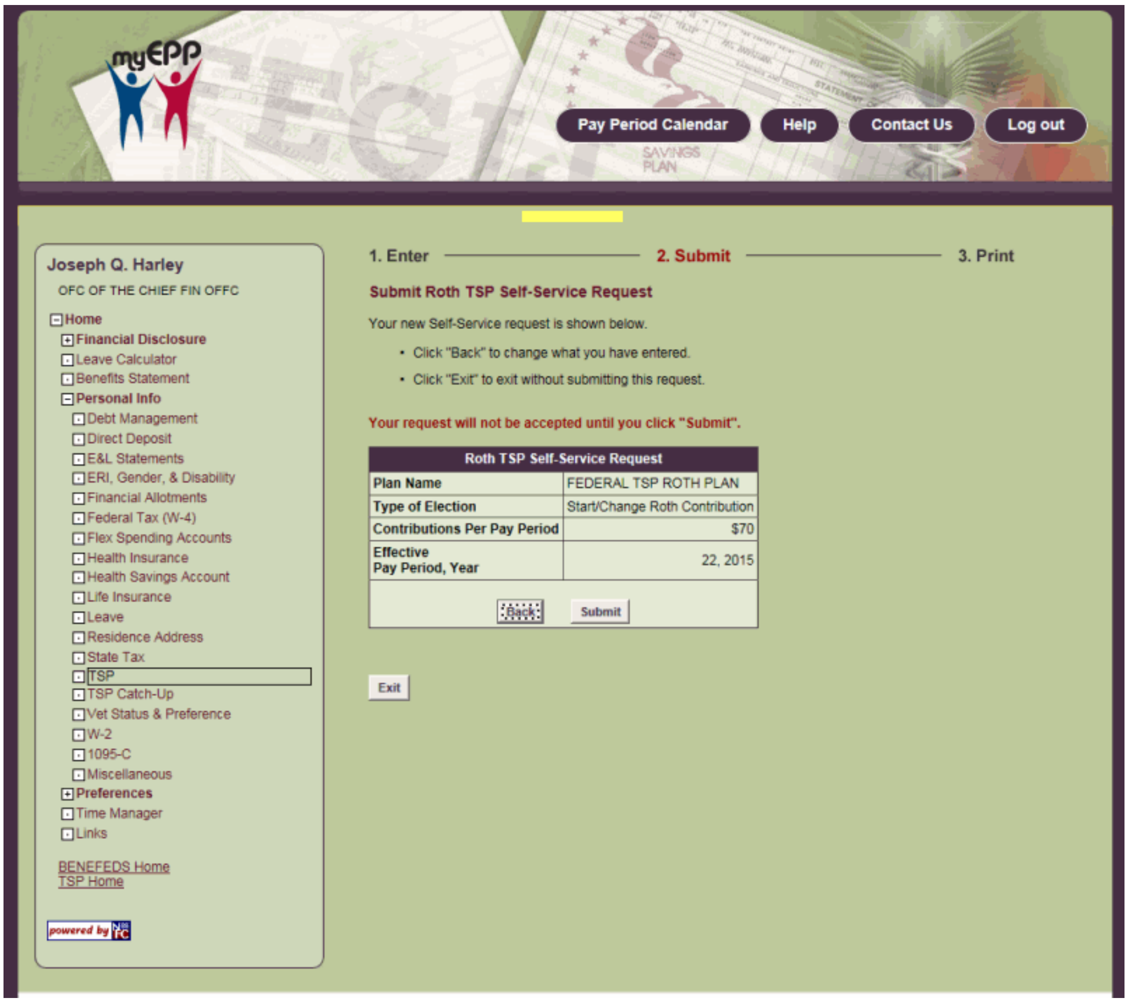

Figure 69: Submit TSP (or Roth TSP) Self-Service Request Page

6. The fields are as follows:

Field	Instruction
Type of Election	Displays the type of election that was selected on the Enter TSP Self-Service Request page.

Field	Instruction
Dollar Amount	Displays the dollar amount that was entered on the Enter TSP Self-Service Request page.
Contributions Per Pay Period	Displays the percent of basic pay that was entered on the Submit TSP Self-Service Request page.
Effective Pay Period, Year	Displays the effective pay period/year that was selected on the Enter TSP Self-Service Request page.

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

   OR

   Click **Back** to return 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.

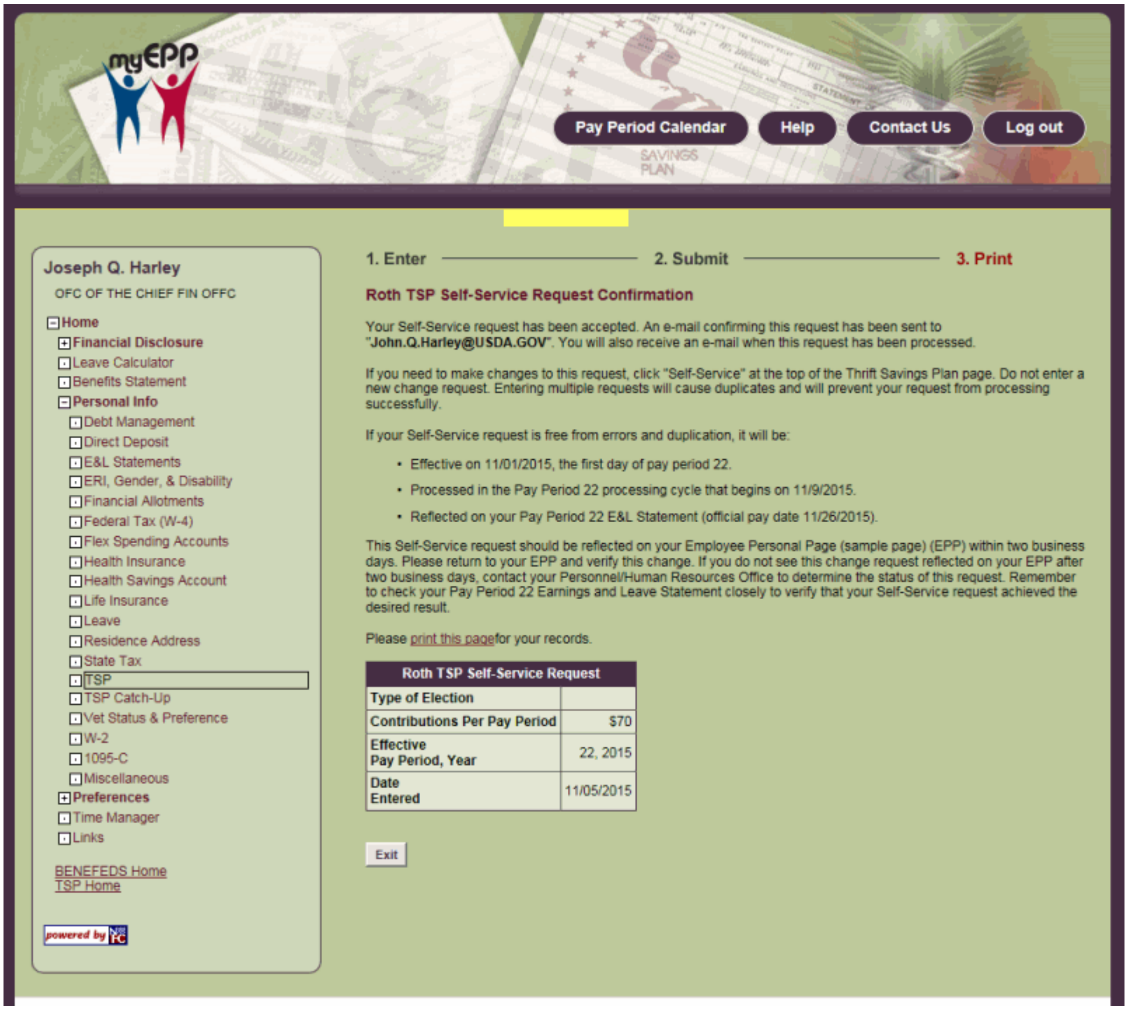

Figure 70: Roth TSP Self-Service Request Confirmation Page

8. 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 2015, employees could contribute up to $6,000 in catch-up contributions. The 2016 limit for catch-up contributions remains at $6,000.

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 (401(k) 403(b), or 408 plan) that equals the maximum allowed by IRS, which is $18,000 for 2016.

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 $6,000 for 2016, 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 2015, TSP contributions cannot exceed $24,000 (i.e., the $18,000 elective deferral limit on regular TSP contributions, plus the $6,000 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 special pay and incentive pay for members of the uniformed services, 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 110

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 71: Thfift Savings Plan Catch-UP (Federal and Non-Federal) Page

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

Figure 72: TSP Catch-Up Self-Service Request Page

3. Click **Start, Change** or **Stop (if applicable)** TSP **or Roth** TSP **Catch-Up Contribution**. The Enter TSP Catch-Up (or Roth Catch-Up) Self-Service Request page is displayed.

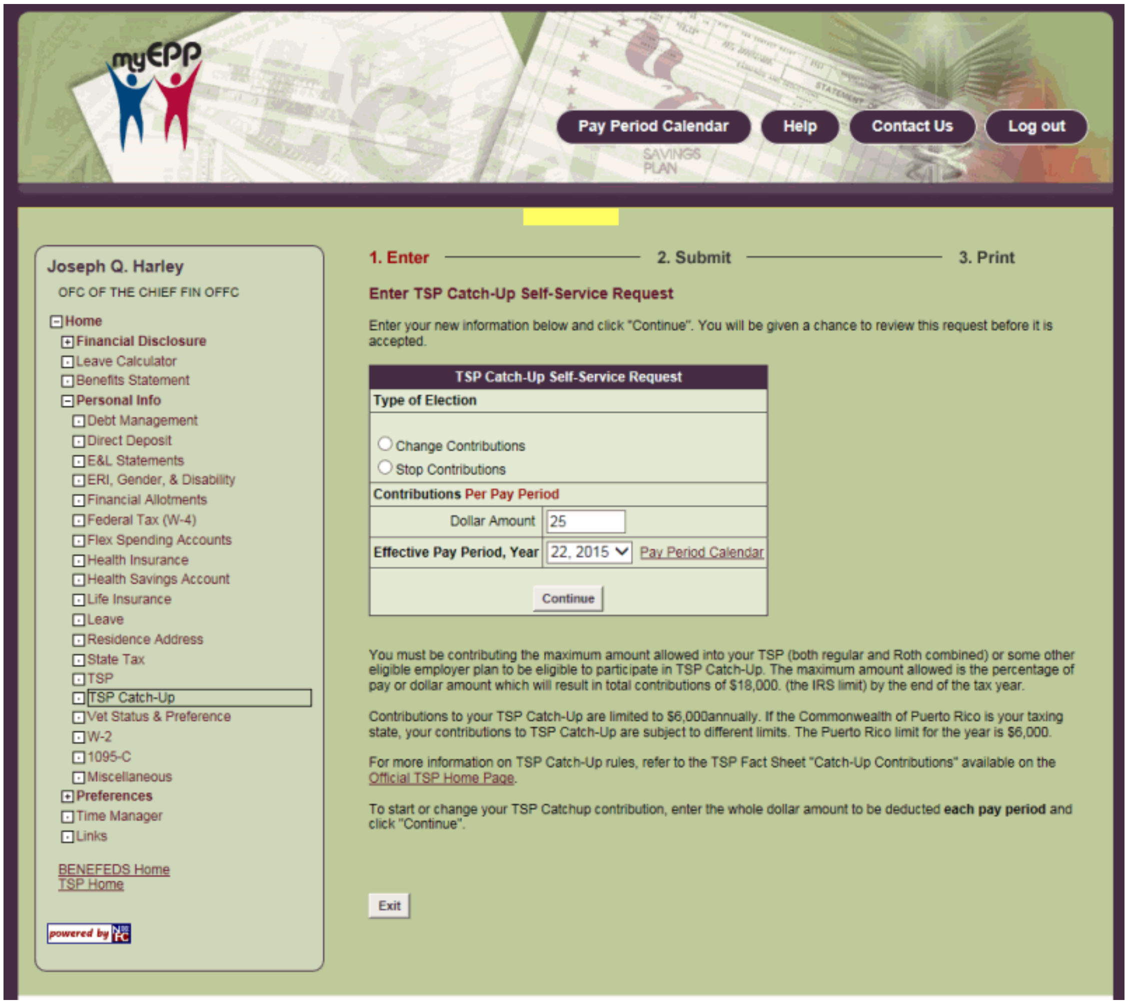

Figure 73: Enter TSP Catch-Up (or Roth TSP) Self-Service Request Page

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

Field	Instruction
Change (start) Contributions	Select this option to change (or start) the amount of the contributions.
Stop Contributions	Select this option to stop all contributions.
Dollar Amount	Displays if the Change Contributions field is selected. Enter the dollar amount of the contribution.
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.

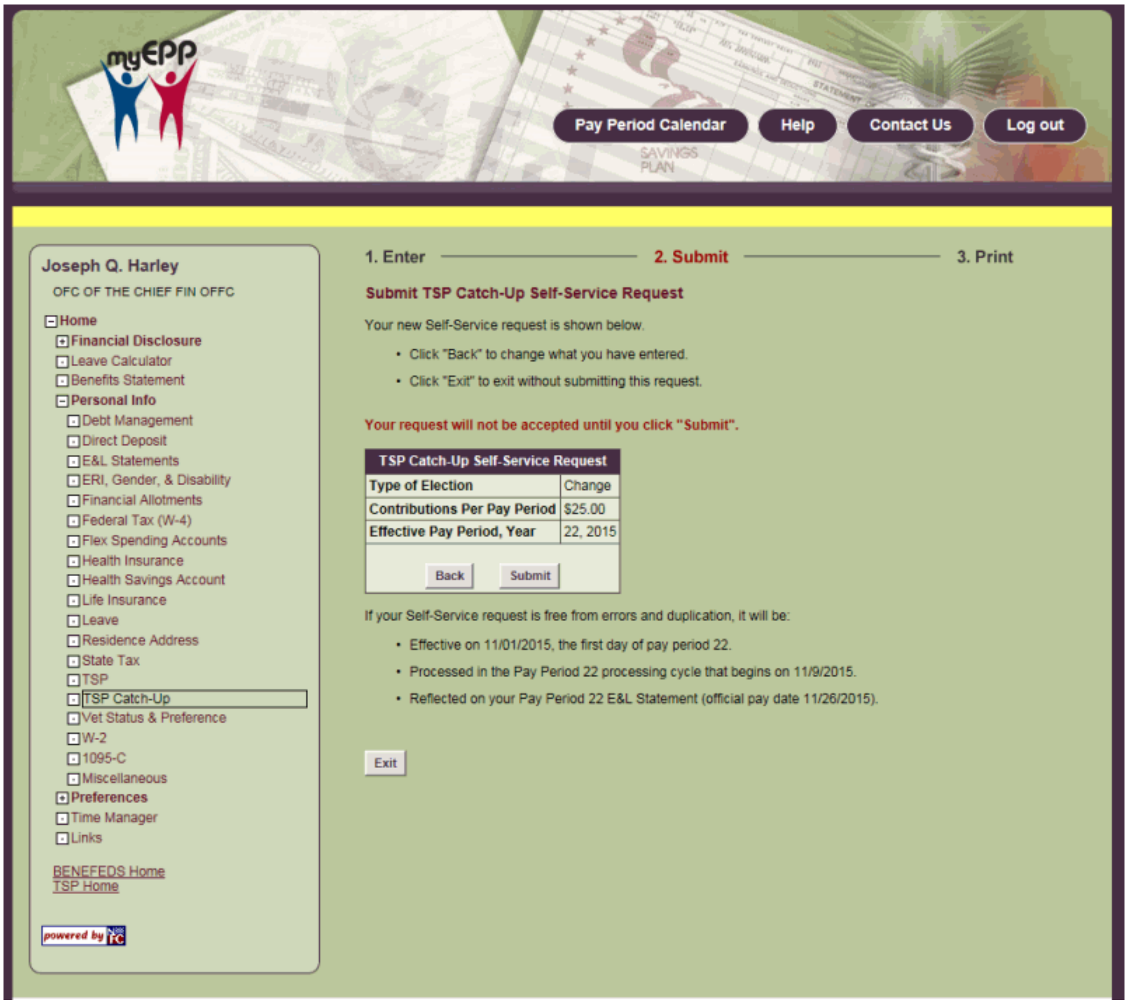

Figure 74: Submit TSP Catch-Up Self-Service Request Page

6. The fields are displayed as follows:

Field	Instruction
Type of Election	Populates with the type of election selected on the Enter TSP Catch-Up Self-Service Request page.
Contributions Per Pay Period	Populates with the contributions per pay period entered on the Enter TSP Catch-Up Self-Service Request page.

Field	Instruction
Effective Pay Period, Year	Populates with the effective pay period/year selected on 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.

Figure 75: TSP Catch-Up Self-Service Request Confirmation Page

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

Veteran Status and Preference

The ***Vet Status & Preference*** option provides current Veterans Status, Veterans Preference, and Veterans Preference for RIF, if applicable.

Select the ***Vet Status & Preference*** component. The Veteran Status and Preference page is displayed.


myEPP

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Joseph Q. Harley
OFC OF THE CHIEF FIN OFFC

Home
Financial Disclosure
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E&L Statements
ERI, Gender, & Disability
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Health Savings Account
Life Insurance
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powered by NFC

Veteran Status and Preference

Print-Friendly

Current Information		
Veteran 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 Human Resourses point-of-contact 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 No Points/Sole Survivorship Preference (SSP)	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.

Figure 76: Veteran Status and Preference Page

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	Employee who 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 who 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 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 entitled to 10-point preference due to a compensable service-connected disability of 30% or more.
7 Dishonorable discharge	Veteran 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.

W-2

The ***W-2*** option allows users to view and print their current or prior year Wage and Tax Statement (W-2). The W-2 cannot be changed. It is generated by the Internal Revenue Service. To make changes to your exemptions/withholdings, see ***Federal Tax (W-4)*** (on page 64) or ***State Tax*** (on page 96).

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

Figure 77: W-2 (Wage & Tax Statement) Page

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

3. The following options are available:

Option	Description
Click **View Pdf**	Displays a PDF version of the selected W-2
Click **View Doc (Word)**	Displays the selected W-2 in a Word document.
Click **View Xls (Excel)**	Displays the selected W-2 in an Excel document.

1095-C

The ***1095-C*** option provides users with their Employer-Provided Health Insurance Offer and Coverage Statement. This report includes information about the health insurance coverage offered by an employer.

To View 1095-C Statement:

1. Select the ***1095-C*** component. The 1095-C page is displayed.

Figure 78: 1095-C Page

2. Click the ***PDF*** icon. The Employer-Provided Health Insurance Offer and Coverage Statement is displayed.

Form **1095-C** Department of the Treasury Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage

▶ Information about Form 1095-C and its separate instructions is at *www.irs.gov/form1095c*

☐ VOID ☐ CORRECTED

600116 OMB No. 1545-2251 **2015**

Part I Employee | **Applicable Large Employer Member (Employer)**

1 Name of employee	2 Social security number (SSN)	7 Name of employer	8 Employer identification number (EIN)
JOSEPH A HARLEY	XXX-XX-XXXX	U.S. Department of Agriculture	

3 Street address (including apartment no.)	9 Street address (including room or suite no.)	10 Contact telephone number
	1400 Independence Ave SW	

4 City or town	5 State or province	6 Country and ZIP or foreign postal code	11 City or town	12 State or province	13 Country and ZIP or foreign postal code
			WASHINGTON	DC	20250

Part II Employee Offer and Coverage | **Plan Start Month** (Enter 2-digit number):

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)	1A												
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	$	$	$	$	$	$	$	$	$	$	$	$	$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)													

Part III Covered Individuals

If Employer provided self-insured coverage, check the box and enter the information for each covered individual. ☐

	(a) Name of covered individual(s)	(b) SSN	(c) DOB (If SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
19				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
21				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
22				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 60705M EPP Print Form **1095-C** (2015)

Figure 79: Employee-Provided Health Insurance Offer and Coverage Statement

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.

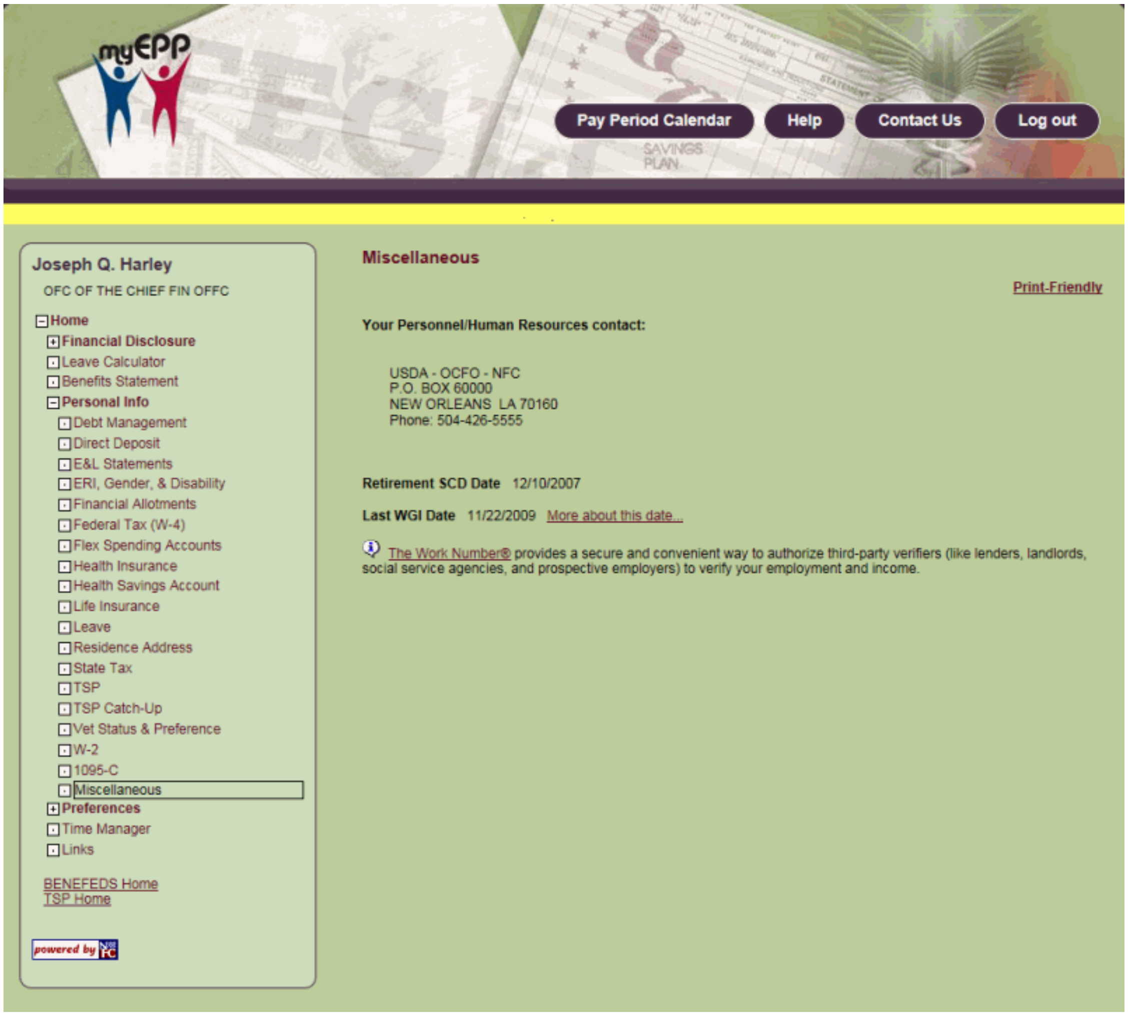


Figure 80: Miscellaneous Page

Preferences

The ***Preferences*** option 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 password, security questions, user ID, as well as create or change their W2 password to be used in conjunction with importing their Form W2 information into tax filing software such as TurboTax or At Home.

To Set Your Preferences:

Select the ***Preferences*** component. Valid values are:

- Change Email Addresses
- Change Paper W-2 & 1095-C
- Change Password
- Change Security Questions
- Change User ID
- Change W2 Password

Note: All of these options are available when using an EPP user ID and password. The options below are available when using eAuth.

- Change Email Addresses
- Change Paper W-2 & 1095-C
- Change W2 Password

For more information see:

Change Email Addresses

The ***Change Email Addresses*** option allows the user to change their email address(s).

To Change Your Email Address:

1. On the EPP Home page (with Preferences folder expanded), select **`Change Email Addresses`** to change your email address(s).

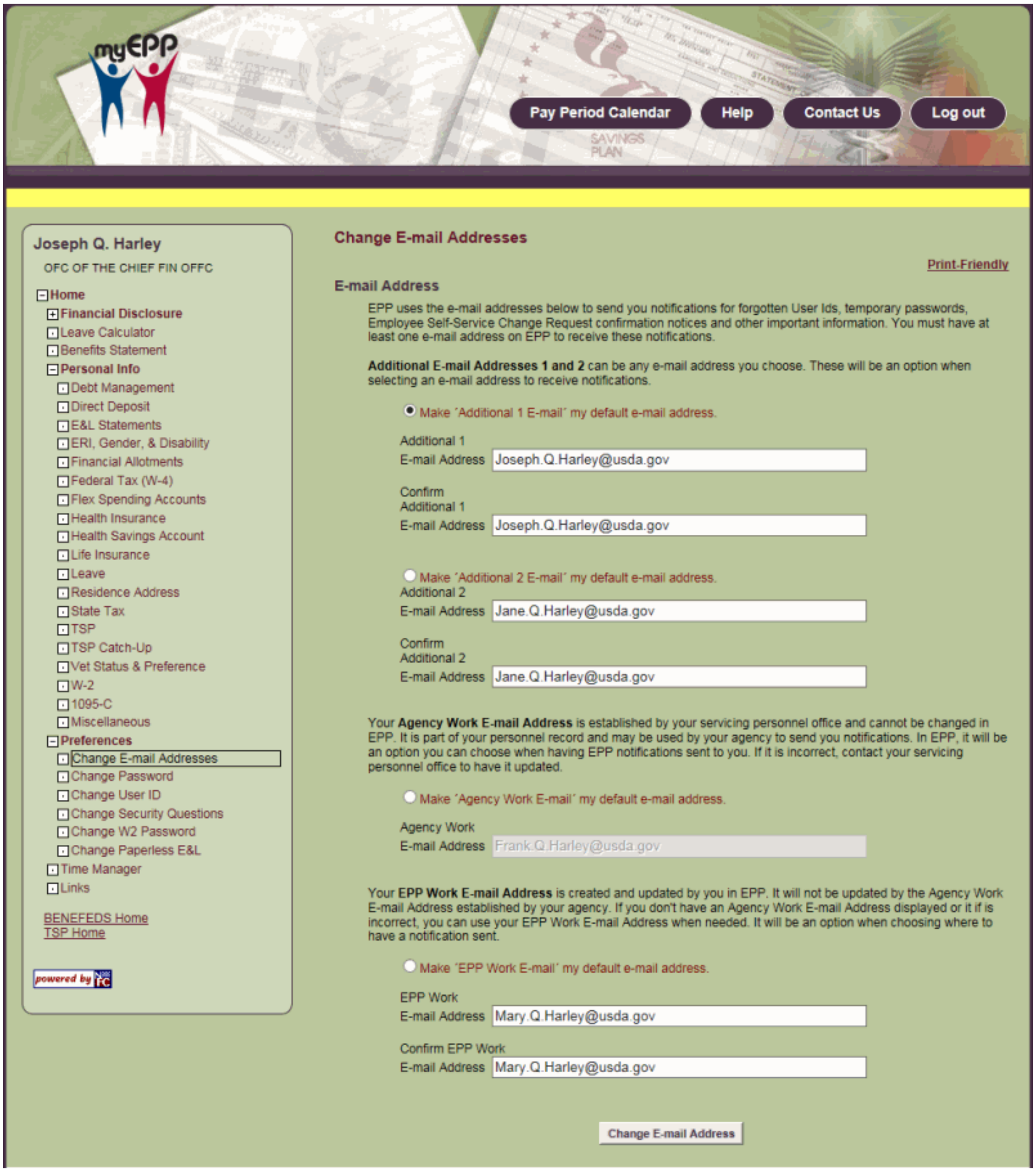


Figure 81: Change E-mail Addresses Page

2. Complete the fields as follows:

Field	Instruction
Additional 1 E-mail Address	Enter the applicable email address to receive notifications from EPP.
Confirm Additional 1 E-mail Address	Reenter 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	Reenter the applicable email address to receive notifications from EPP.
Agency Work E-mail Address	Enter the applicable Agency work email address to receive notifications from EPP.
EPP Work E-mail Address	Enter the applicable EPP work email address to receive notifications from EPP.
Confirm EPP Work E-mail Address	Reenter the applicable EPP work email address to receive notifications from EPP.

3. Click **Change E-mail Address** to save the data entered.

Change Password

The ***Change Password*** option allows the user to change their password.

To Change Your Password:

1. On the EPP Home page (with Preferences folder expanded), select **`Change Password`** to change your password.

2. Complete the fields as follows:

Field	Instruction
Current Password	Enter the current password.
New Password	Enter the new password.
Confirm New Password	Reenter the new password.

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

Change User ID

The ***Change User ID*** option allows the user to change their user ID.

To Change Your User ID:

1. On the EPP Home page (with Preferences folder expanded), select **`Change User ID`** to change your user ID.

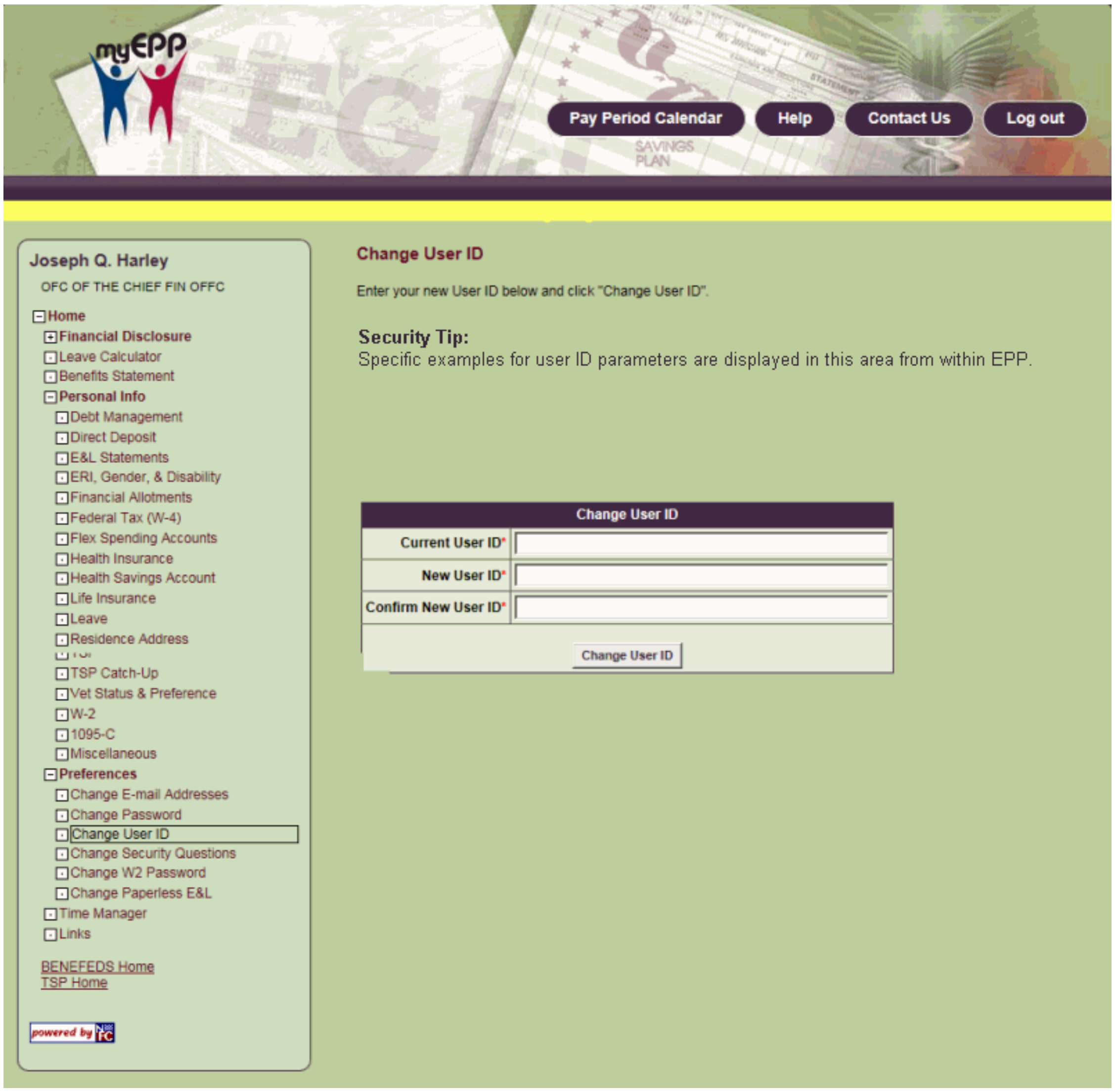


Figure 82: Change User ID Page

2. Complete the fields as follows:

Field	Instruction
Current User ID	Enter the current user ID.
New User ID	Enter the new user ID.
Confirm New User ID	Reenter the new user ID.

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

Change Security Questions

The ***Change Security Questions*** option allows the user to change their security questions.

To Change Your Security Questions:

1. On the EPP Home page (with Preferences folder expanded), select **`Change Security Questions`** to change your security questions.

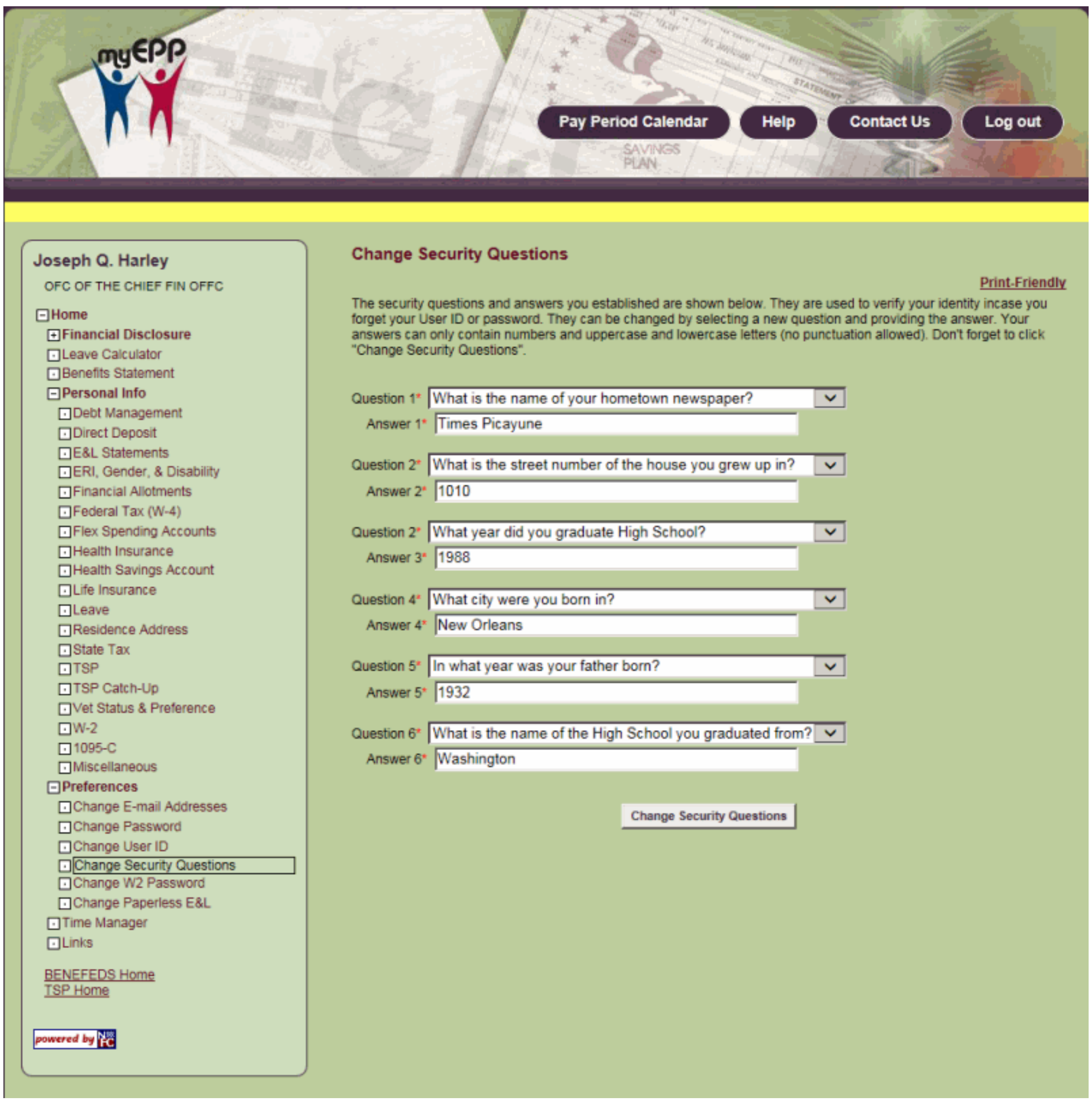


Figure 83: Change Security Questions Page

2. Select the applicable question(s) to be changed.

3. Enter the applicable answer(s).

4. Click **Change Security Questions**.

Change W2 Password

The ***Change W2 Password*** option allows the user to change their W-2 password.

To Change Your W-2 Password:

1. On the EPP Home page (with Preferences folder expanded), select ***Change W2 Password*** to change your W-2 password.

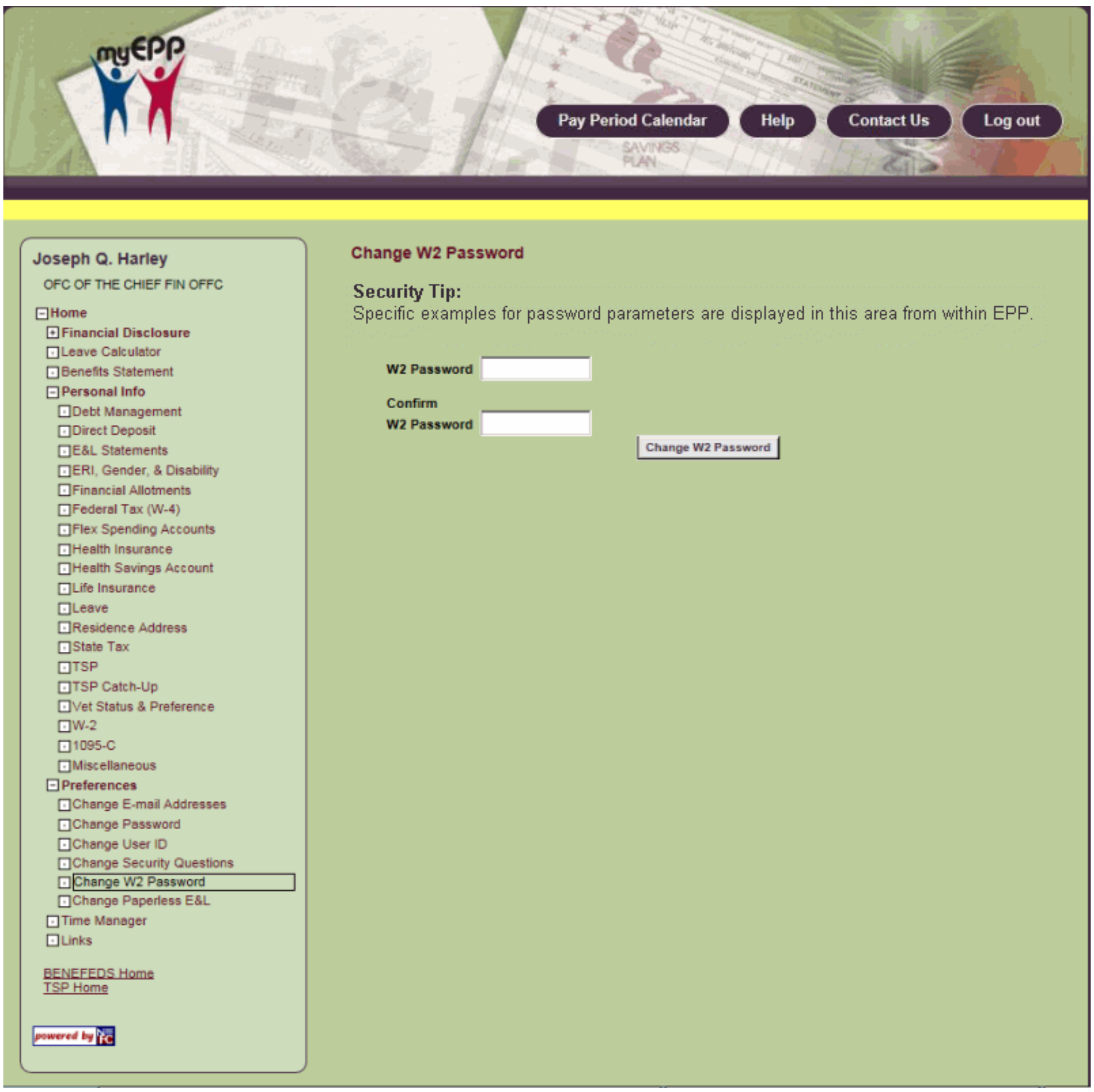


Figure 84: Change W2 Password Page

2. Complete the fields as follows:

Field	Description/Instruction
W2 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.

3. Click **Change W2 Password**.

Change Paperless E&L

The ***Change Paperless E&L*** option allows the user to change their statement of earnings and leave from a paper statement to an electronic version.

To Receive Your E&L Electronically:

1. On the EPP Home page (with Preferences folder expanded), select ***Change Paperless E&L*** to begin receiving your E&L electronically.

Figure 85: Change Paperless E&L Option Page

2. Click **Stop Paper** to begin receiving your statement electronically. The **Stop Paper** button changes to **Start Paper** after you click **Stop Paper**.

Figure 86: Change Paperless E&L Option Page (Start Paper Button)

Note: You can click **Start Paper** to resume receipt of your paper E&L statement.

Time Manager

The ***Time Manager*** option, if applicable, allows users to enter T&A data which can be submitted to a timekeeper for certification and submission. Users can 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 the System for Time and Attendance Reporting (STAR) 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*** option 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 uses 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 NFC 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*** option allows users to select their most commonly used accounting codes and add 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.

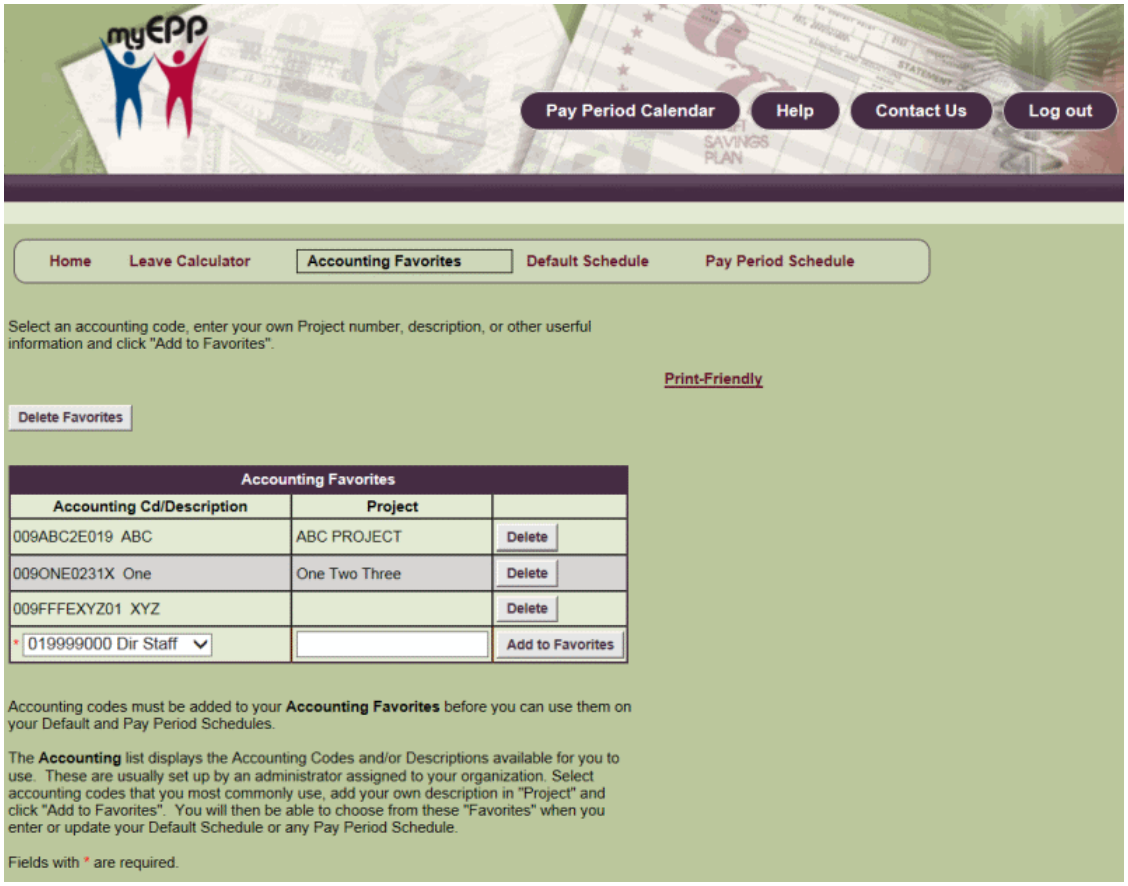


Figure 87: Accounting Favorites Page

2. Complete the fields as follows:

Field	Instruction
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*** option 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.

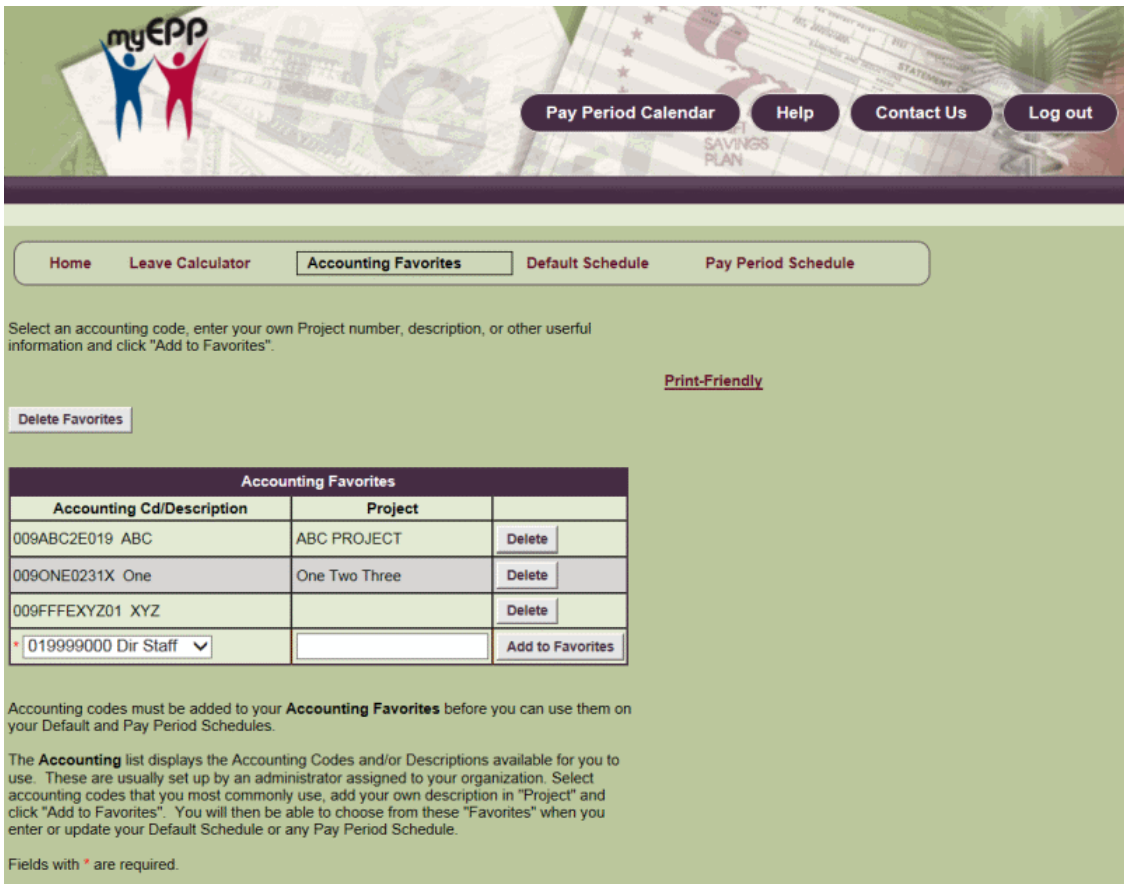


Figure 88: Accounting Favorites Page

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*** option 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.

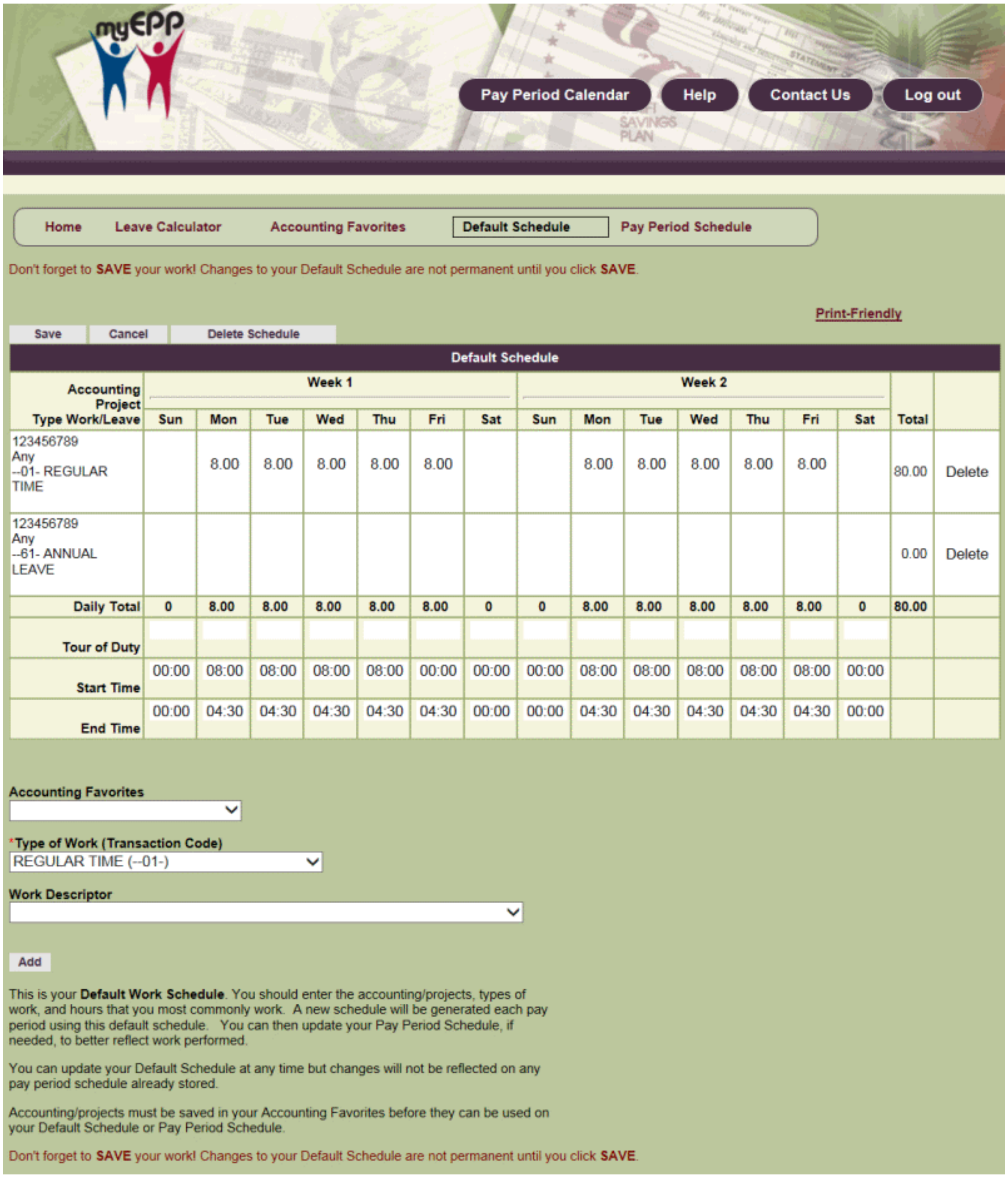


Figure 89: Default Schedule Page

2. Complete the fields as follows:

Field	Instruction
Accounting Project Type Work/Leave	Populates 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	Populates with the total hours entered for each line of accounting.
Daily Total	Populates based on the values entered for each accounting favorite on each day of the work schedule.
Tour of Duty	Enter the total number of tour of duty hours for the corresponding day.
Start Time	Enter the time the tour of duty begins for the corresponding workday.
End Time	Enter the time the tour of duty ends for the corresponding workday.
Accounting Favorites	Select the applicable accounting code for the drop-down list. **Note:** Accounting codes/projects must be saved in the employee's accounting 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 Descriptor	Select the applicable (if any) work descriptor. Valid Values are **FMLA**, **OWCP** (**Illness**), and **OWCP** (**Injury**).

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:

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

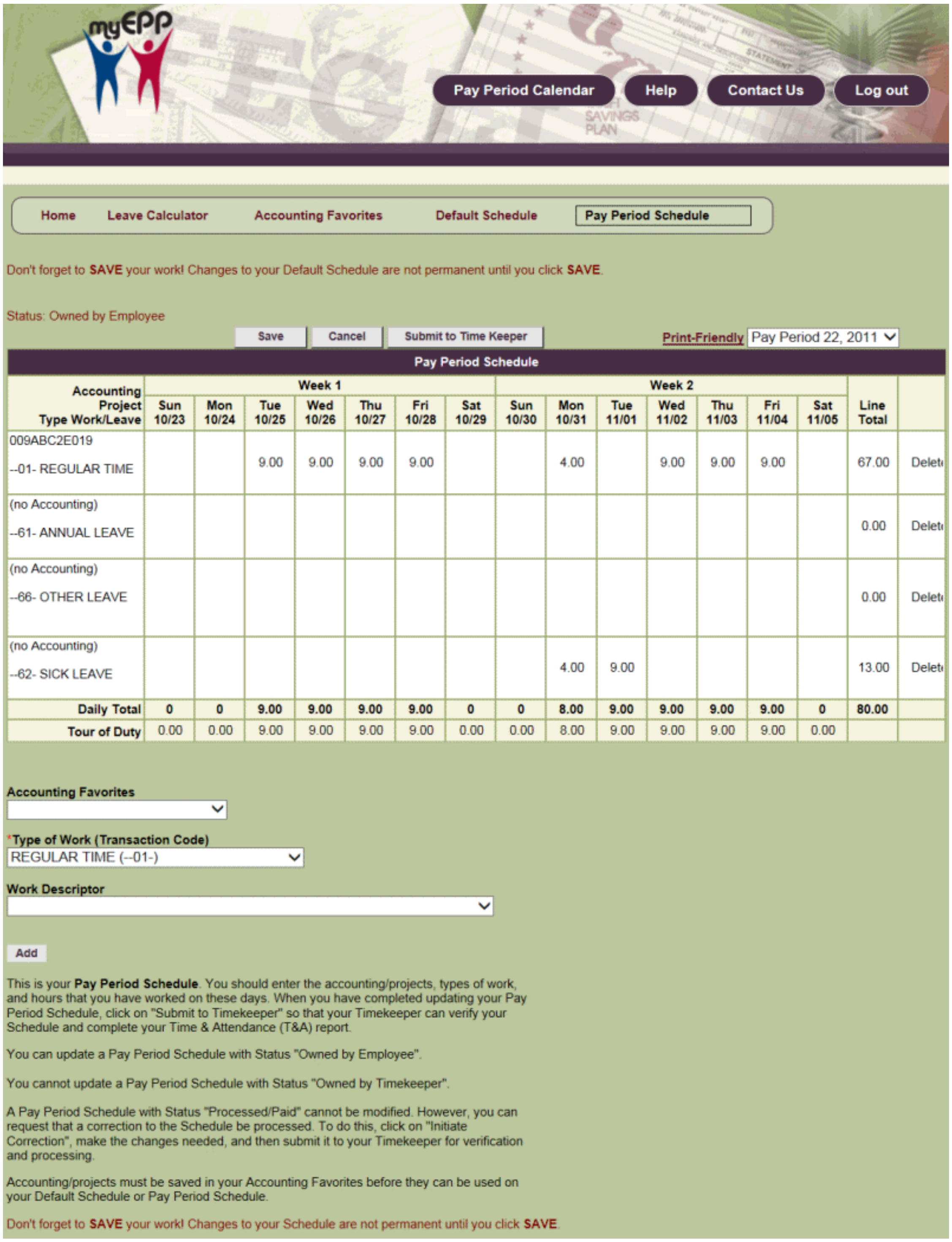
Pay Period Schedule

The ***Pay Period Schedule*** option 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.



Accounting Project Type Work/Leave	Week 1							Week 2							Line Total	
	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29	Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05		
009ABC2E019 --01- REGULAR TIME			9.00	9.00	9.00	9.00			4.00		9.00	9.00	9.00		67.00	Delet
(no Accounting) --61- ANNUAL LEAVE															0.00	Delet
(no Accounting) --66- OTHER LEAVE															0.00	Delet
(no Accounting) --62- SICK LEAVE									4.00	9.00					13.00	Delet
Daily Total	**0**	**0**	**9.00**	**9.00**	**9.00**	**9.00**	**0**	**0**	**8.00**	**9.00**	**9.00**	**9.00**	**9.00**	**0**	**80.00**	
Tour of Duty	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	8.00	9.00	9.00	9.00	9.00	0.00		

Figure 90: Pay Period Schedule Page

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

3. Complete the fields as follows:

Field	Instruction
Accounting Project Type Work/Leave	Populates based on the selections from the Accounting Favorites and Type of Work (Transaction Code) fields.
Daily Total	Populates based on the values entered for each accounting favorite on each day of the work schedule.
Tour of Duty	Enter the total number of tour of duty hours for the corresponding day.
Accounting Favorites	Select the applicable accounting code for the drop-down list. **Note:** Accounting codes/projects must be saved in the employee's accounting 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 Descriptor	Select the applicable (if any) work descriptor. Valid Values are **FMLA**, **OWCP** (**Illness**), and **OWCP** (**Injury**).

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:

Step	Description
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 Web sites that contain information regarding career, retirement, taxes, etc. for Federal employees.

1. Select the ***Links*** component. The Useful Links page is displayed.

Career-Related Links		
Benefits	Health	Federal Employees Health Benefits Program (FEHB)
	Dental	Federal Employee Dental Benefits
	Vision	Federal Employee Vision Benefits
	Life Insurance	Federal Employees Group Life Insurance Program (FEGLI)
	Flexible Spending Accounts	Federal Flexible Spending Account Program (FSAFEDS)
	Long Term Care	Federal Long Term Care Insurance Program (FLTCIP)
	Health and Wellness	OPM Work/Life Programs
	Federal Retirement	Federal Retirement Information and Services
	Leave	OPM Leave Fact Sheet
Career	USAJobs	USAJOBS is the official job site of the US Federal Government. It's a one-stop source for Federal jobs and employment information.
	USA.gov	The U.S. Government's official web portal.
	Census Bureau Employment Opportunities	Job listings with the Census Bureau, by region.
	Congressional Budget Office	Congressional Budget Office
	Department of Justice - Office of Attorney Recruitment and Management	Career opportunities with Department of Justice.
	Department of Justice Training Opportunities	This page provides links to sources of on-line information concerning job-related training.
	Department of Labor Employment and Training Administration	For Individuals: Are you looking for work, seeking to improve your skills, or need to file for unemployment compensation? Interested in the services available within America's One-Stop Career Center System? For Employers: Services and tips to help you find qualified employees, useful labor market information, resources to help you improve the skills of your employees, and descriptions of America's One-Stop Career Center System.
	Federal Bureau of Prisons Employment	The Federal Bureau of Prisons official site for employment information.
	Federal Communications	This is the current list of FCC Employment Vacancy

Figure 91: Useful Links Page

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

EPP Field Instructions/Descriptions

This section includes the following topics:

Account Nbr Field Instructions

Account Nbr	Enter the bank account number.

Account Nbr (Allotment) Field Instructions

Account Nbr	Populates with the account number of the financial allotment.

Account Nbr (Current) Field Instructions

Account Nbr	Populates with the account number of the current financial allotment.

Account Nbr (Displays) Field Instructions

Account Nbr	Populates with the account number entered on the Direct Deposit Self-Service Request page.

Account Nbr (HSA) Field Instructions

Account Nbr	Enter the bank account number for the Health Savings Account.

Account Nbr (HSA Displays) Field Instructions

Account Nbr	Displays the bank account number for the Health Savings Account.

Account Nbr (New) Field Instructions

Account Nbr	Populates with the account number entered on the Enter Financial Allotment Self-Service Request page.

Accounting Cd/Description Field Instructions

Accounting Cd/ Description	Select the accounting code from the drop-down list. The valid values will vary based on the user's Agency.

Accounting Favorites Field Instructions

Accounting Favorites	Select the applicable accounting code for the drop-down list. **Note:** Accounting codes/projects must be saved in the employee's accounting favorites before they can be used on the default or pay period schedules.

Accounting Project Type Work/Leave Field Instructions

Accounting Project Type Work/Leave	Populates 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.

Accounting Project Type Work/Leave (Default) Field Instructions

Accounting Project Type Work/Leave	Populates based on the selections from the Accounting Favorites and Type of Work (Transaction Code) fields.

Accrued Field Instructions

Accr	Displays the total amount of annual, sick, compensatory (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**.

Additional Amount To Be Withheld Each Pay Period Field Instructions

Additional Amount To Be Withheld Each Pay Period	Enter the additional dollar amount to be withheld each pay period.

Additional Amount To Be Withheld Each Pay Period (State Tax) Field Instructions

Additional Amount To Be Withheld Each Pay Period	Displays the additional amount to be withheld that was entered on the Enter State Tax Request page.

Additional Deduction Amount Field Instructions

Additional Deduction Amount	Enter the amount, in dollars and cents, of additional money to be withheld for Federal tax.

Additional Deduction Amount (Displays) Field Instructions

Additional Deduction Amount	Populates with the additional deduction amount entered on the Federal Tax Certificate (W-4) Self-Service Request page.

Additional 1 E-mail Address Field Instructions

Additional 1 E-mail Address	Enter the applicable email address to receive notifications from EPP.

Additional 2 E-mail Address Field Instructions

Additional 2 E-mail Address	Enter the applicable secondary email address to receive notifications from EPP.

Advanced Balance Field Instructions

Advanced Balance	Displays the balance of the amount advanced.

Agency PP Contribution Field Instructions

Agency PP Contribution	Displays the amount the Agency contributes each pay period towards the user's health benefits.

Agency Work E-mail Address Field Instructions

Agency Work E-mail Address	Enter the applicable Agency work email address to receive notifications from EPP.

Allotment Amount Field Instructions

Allotment Amount	Enter the allotment amount.

Allotment Amount (Current) Field Instructions

Allotment Amount	Populates with the allotment amount of the current financial allotment.

Allotment Amount (Data) Field Instructions

Allotment Amount	Populates with the allotment amount entered on the Enter Financial Allotment Self-Service Request page.

Allotment Amount (Displays) Field Instructions

Allotment Amount	Populates with the allotment amount of the financial allotment.

Allotment Amount (HSA Displays) Field Instructions

Allotment Amount	Populates with the allotment amount entered on the Enter Health Savings Account (HSA) Self-Service Request page.

Allotment Amount (New) Field Instructions

Allotment Amount	Enter the allotment amount in dollars and cents.

Amount Advanced Field Instructions

Amount Advanced	Displays the amount the user was advanced prior to travel.

Annual Field Instructions

Annual	Select the amount of annual leave used for the applicable day from the number box that appears after clicking in the cell.

Answer 1 Field Instructions

Answer 1	Enter the answer to the security question selected.

Answer 2 Field Instructions

Answer 2	Enter the answer to the security question selected.

Answer 3 Field Instructions

Answer 3	Enter the answer to the security question selected.

Answer 4 Field Instructions

Answer 4	Enter the answer to the security question selected.

Answer 5 Field Instructions

Answer 5	Enter the answer to the security question selected.

Answer 6 Field Instructions

Answer 6	Enter the answer to the security question selected.

Authorization Nbr Field Instructions

Authorization Nbr	Displays the travel authorization number.

Authorization Nbr (Voucher) Field Instructions

Authorization Nbr	Displays the travel authorization number associated with the travel voucher.

Balance Field Instructions

Balance	Displays the balance of Flexible Spending Account.

Bank Routing Nbr Field Instructions

Bank Routing Nbr	Populates with the bank routing number of the financial allotment.

Bank Routing Nbr (Current) Field Instructions

Bank Routing Nbr	Populates with the bank routing number of the current financial allotment.

Bank Routing Nbr/Name Field Instructions

Bank Routing Nbr/Name	Enter the bank routing number. The bank routing number must be nine digits.

Bank Routing Nbr/Name (Displays) Field Instructions

Bank Routing Nbr/Name	Populates with the bank routing number/name entered on the Direct Deposit Self-Service Request page.

Bank Routing Nbr/Name (HSA) Field Instructions

Bank Routing Nbr/Name	Enter the bank routing number/name for the Health Savings Account.

Bank Routing Nbr/Name (HSA Displays) Field Instructions

Bank Routing Nbr/Name	Displays the bank routing number/name for the Health Savings Account.

Bank Routing Nbr/Name (New) Field Instructions

Bank Routing Nbr/Name	Populates with the bank routing number/name entered on the Enter Financial Allotment Self-Service Request page.

Basic Coverage Amount Field Instructions

Basic Coverage Amount	Populates with the basic dollar amount of coverage.

Change Contributions Field Instructions

Change (start) Contributions	Select this option to change (or start) the amount of the contributions.

City, State Field Instructions

City, State	Populates based on the ZIP Code entered. **Note:** The field will not be updated until **Continue** is clicked.

Comp Field Instructions

Comp	Select the amount of compensatory (comp) leave used or earned for the applicable day from the number box that appears after clicking in the cell.

Confirm Account Nbr Field Instructions

Confirm Account Nbr	Reenter the bank account number.

Confirm Account Nbr (Displays) Field Instructions

Confirm Account Nbr	Populates with the account number entered on the Direct Deposit Self-Service Request page.

Confirm Account Nbr (HSA) Field Instructions

Confirm Account Nbr	Reenter the bank account number for the Health Savings Account.

Confirm Additional 1 E-mail Address Field Instructions

Confirm Additional 1 E-mail Address	Reenter the applicable email address to receive notifications from EPP.

Confirm Additional 2 E-mail Address Field Instructions

Confirm Additional 2 E-mail Address	Reenter the applicable email address to receive notifications from EPP.

Confirm E-mail Address Field Instructions

Confirm E-mail Address	Reenter the EPP Work Email Address that you wish to use to receive notifications from EPP.

Confirm E-mail Address (Secondary) Field Instructions

Confirm E-mail Address	Reenter the Additional 2 Email Address that you wish to use to receive notifications from EPP.

Confirm Enter E-mail Address Field Instructions

Confirm Enter E-mail Address	Reenter the Additional 1 Email Address that you wish to use to receive notifications from EPP.

Confirm EPP Work E-mail Address Field Instructions

Confirm EPP Work E-mail Address	Reenter the applicable EPP work email address to receive notifications from EPP.

Confirm New Password Field Instructions

Confirm New Password	Reenter the new password.

Confirm New Password (EPP) Field Instructions

Confirm New Password	Reenter the password that you are creating for EPP.

Confirm New User ID Field Instructions

Confirm New User ID	Reenter the new user ID.

Confirm New User ID (EPP) Field Instructions

Confirm New User ID	Reenter the user ID that you are creating for EPP.

Confirm W-2 Password Field Instructions

Confirm W-2 Password	Enter the W-2 password for confirmation.

Contributions Per Pay Period Field Instructions

Contributions Per Pay Period	Populates with the contributions per pay period entered on the Enter TSP Catch-Up Self-Service Request page.

Coverage Description Field Instructions

Coverage Description	Populates with a brief description of coverage.

Current Password Field Instructions

Current Password	Enter the current password.

Current User ID Field Instructions

Current User ID	Enter the current user ID.

Daily Total Field Instructions

Daily Total	Populates based on the values entered for each accounting favorite on each day of the work schedule.

Date of Birth (MM/DD/YYYY) Field Instructions

Date of Birth	Enter your date of birth using the following format MM/DD/YYYY.

Date Processed Field Instructions

Date Processed	Displays the date an action was processed for health benefits.

Date Processed (Allotment) Field Instructions

Date Processed	Populates with the process date of the financial allotment.

Date Processed (Travel) Field Instructions

Date Processed	Displays the date the authorization was processed.

Date of Request Field Instructions

Date of Request	Displays the date a request was entered.

Dates of Travel Field Instructions

Dates of Travel	Displays the dates of travel.

Dates of Travel (Voucher) Field Instructions

Dates of Travel	Displays the dates of travel associated with the travel voucher.

Daytime Phone Field Instructions

Daytime Phone	Enter the daytime phone number.

Daytime Phone (FEHB) Field Instructions

Daytime Phone	Displays the daytime phone number that was entered on the Enter FEHB Self-Service Request page.

Daytime Phone (User) Field Instructions

Daytime Phone	Displays the daytime phone number of the user.

Disability Field Instructions

Disability	Select the applicable disability code from the drop-down list. The valid values are as follows: 01 – I do not wish to identify my disability status 05 – I do not have a disability 06 – I have a disability, but it is not listed 13 – Speech impairments 15 – Hearing impairment/hard of hearing 18 – Total deafness both ears 21 – Blind 22 – Visual impairments 26 – Missing extremities - one hand or one foot 30 – Missing extremities - more than 1 hand or foot 40 – Mobility impairment 41 – Spinal abnormalities 44 – Non-paralytic orthopedic impairment 51 – HIV Positive/AIDS 52 – Morbid obesity 61 – Partial Paralysis - 1 hand, arm, foot, leg, or any part 69 – Partial paralysis - multiple body parts 70 – Complete paralysis of one hand 79 – Complete paralysis - more than 1 hand 80 – Cardiovascular/heart disease 82 – Epilepsy 83 – Blood diseases 84 – Diabetes 86 – Pulmonary or respiratory conditions 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

Disability (Displays) Field Instructions

Disability	Displays the disability code selected on the Enter Disability Self-Service Request page.

Dollar Amount Field Instructions

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.

Dollar Amount (Catch-Up) Field Instructions

Dollar Amount	Displays if the Change Contributions field is selected. Enter the dollar amount of the contribution.

Dollar Amount (TSP) Field Instructions

Dollar Amount	Displays the dollar amount that was entered on the Enter TSP Self-Service Request page.

Dollar Amount (Type Work) Field Instructions

Dollar Amount	Enter the dollar amount when an applicable type of work is selected.

Effective Pay Period, Year Field Instructions

Effective Pay Period, Year	Displays the pay period and year the request will be effective.

Effective Pay Period, Year (Address) Field Instructions

Effective Pay Period, Year	Select the pay period and year from the drop-down list for this action to be processed.

Effective Pay Period, Year (Catch-Up) Field Instructions

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

Effective Pay Period, Year (Catch-Up Displays) Field Instructions

Effective Pay Period, Year	Populates with the effective pay period/year selected on the Enter TSP Catch-Up Self-Service Request page.

Effective Pay Period, Year (Data) Field Instructions

Effective Pay Period, Year	Populates with the effective pay period selected on the Enter Financial Allotment Self-Service Request page.

Effective Pay Period, Year (DD/EFT) Field Instructions

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

Effective Pay Period, Year (Disability) Field Instructions

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.

Effective Pay Period, Year (Disability Displays) Field Instructions

Effective Pay Period, Year	Displays the effective pay period/year selected on the Enter Disability Self-Service Request page.

Effective Pay Period, Year (Displays DD/EFT) Field Instructions

Effective Pay Period, Year	Populates with the effective pay period/year selected on the Direct Deposit Self-Service Request page.

Effective Pay Period, Year (ERI) Field Instructions

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

Effective Pay Period, Year (ERI Displays) Field Instructions

Effective Pay Period, Year	Displays the effective pay period/year selected on the Enter Ethnicity and Race Identification (ERI) Self-Service Request page.

Effective Pay Period, Year (FEHB) Field Instructions

Effective Pay Period, Year	Displays the effective pay period and year that was selected on the Enter FEHB Self-Service Request page.

Effective Pay Period, Year (Gender) Field Instructions

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.

Effective Pay Period, Year (Gender Displays) Field Instructions

Effective Pay Period, Year	Displays the effective pay period/year selected on the Enter Gender Self-Service Request page.

Effective Pay Period, Year (Health) Field Instructions

Effective Pay Period, Year	Displays the pay period and year a health benefits action was effective.

Effective Pay Period, Year (History) Field Instructions

Effective Pay Period, Year	Populates with the pay period and year the financial allotment was effective.

Effective Pay Period, Year (HSA) Field Instructions

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

Effective Pay Period, Year (HSA Displays) Field Instructions

Effective Pay Period, Year	Populates with the effective pay period and year selected on the Enter Health Savings Account (HSA) Self-Service Request page.

Effective Pay Period, Year (New) Field Instructions

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.

Effective Pay Period, Year (PP Calendar) Field Instructions

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 **Pay Period Calendar** link to select a pay period and year.

Effective Pay Period, Year (Residence) Field Instructions

Effective Pay Period, Year	Displays the pay period and year that was selected on the Enter Residence Address Self-Service Request page.

Effective Pay Period, Year (State Tax) Field Instructions

Effective Pay Period, Year	Displays the effective pay period and year that was selected on the Enter State Tax Request page.

Effective Pay Period, Year (Tax) Field Instructions

Effective Pay Period, Year	Select the pay period and year the tax request is to be effective.

Effective Pay Period, Year (TSP) Field Instructions

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

Effective Pay Period, Year (TSP Displays) Field Instructions

Effective Pay Period, Year	Displays the effective pay period/year that was selected on the Enter TSP Self-Service Request page.

Effective Pay Period, Year (W-4) Field Instructions

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.

Effective Pay Period, Year (W-4 Displays) Field Instructions

Effective Pay Period, Year	Populates with the effective pay period/year selected on the Federal Tax Certificate (W-4) Self-Service Request page.

Employee PP Deduction Field Instructions

Employee PP Deduction	Displays the amount deducted each pay period for health benefits.

Employee YTD Deduction Field Instructions

Employee YTD Deduction	Displays the amount deducted year to date (YTD) for health benefits.

End Time Field Instructions

End Time	Enter the time the tour of duty ends for the corresponding workday.

Ending Balance Field Instructions

Ending Balance	Displays the ending balance of annual, sick, compensatory (comp), and other leave for the pay period.

Enter E-mail Address Field Instructions

Enter E-mail Address	Enter the Additional 1 Email Address that you wish to use to receive notifications from EPP.

Enter Secondary E-mail Address Field Instructions

Enter Secondary E-mail Address	Enter the Additional 2 Email Address that you wish to use to receive notifications from EPP.

Enter Work E-mail Address Field Instructions

Enter Work E-mail Address	Enter the EPP Work Email Address that you wish to use to receive notifications from EPP.

EPP Work E-mail Address Field Instructions

EPP Work E-mail Address	Enter the applicable EPP work email address to receive notifications from EPP.

ERI Field Instructions

ERI	Displays the ERI code selected from the Enter Ethnicity and Race Identification (ERI) Self-Service Request page.

Female Field Instructions

Female	Select this option if the gender is female.

Filing Status Field Instructions

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

Filing Status (Displays) Field Instructions

Filing Status	Populates with the filing status selected on the Federal Tax Certificate (W-4) Self-Service Request page.

Gender Field Instructions

Gender	Displays the gender selected on the Enter Gender Self-Service Request page.

Line Totals Field Instructions

Line Total	Populates with the total hours entered for each line of accounting.

Street Address Line 1 Field Instructions

Street Address Line 1	Enter the first line of the street address.

Street Address Line 2 Field Instructions

Street Address Line 2	Enter the second line of the street address, if applicable.

Street Address Line 3 Field Instructions

Street Address Line 3	Enter the third line of the street address, if applicable.

Male Field Instructions

Male	Select this option if the gender is male.

Married? Field Instructions

Married?	Displays the marital status of user.

Married? (FEHB) Field Instructions

Married?	Displays the marital status that was selected on the Enter FEHB Self-Service Request page.

Married? (Value) Field Instructions

Married?	Select the applicable marital status. The valid values are **No** and **Yes**.

Net to Traveler Field Instructions

Net to Traveler	Displays the total amount disbursed to the user for the specified travel dates.

New Password Field Instructions

New Password	Enter the new password.

New Password (EPP) Field Instructions

New Password	Enter the password that you are creating for EPP.

New User ID Field Instructions

New User ID	Enter the new user ID.

New User ID (EPP) Field Instructions

New User ID	Enter the user ID that you are creating for EPP.

Number of Exemptions Field Instructions

Number of Exemptions	Enter the number of exemptions being claimed.

Number of Exemptions (Displays) Field Instructions

Number of Exemptions	Populates with the number of exemptions entered on the Federal Tax Certificate (W-4) Self-Service Request page.

My Leave Field Instructions

My Leave **My Leave 2** **My Leave 3**	Select the amount of other leave used or earned for the applicable day from the number box that appears after clicking in the cell. Change the name of the field from My Leave, My Leave 2, or My Leave 3 to the applicable type of leave.

Password Field Instructions

Password	Enter the password. If unsuccessful, a message will appear stating that the user ID or password entered is invalid. **Or** Enter the password provided in your EPP signup letter.

Pay Period Amount Field Instructions

Pay Period Amount	Displays the amount contributed to the Flexible Spending Account in each pay period.

Percent of Basic Pay Field Instructions

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.

Contributions Per Pay Period (TSP) Field Instructions

Contributions Per Pay Period	Displays the percent of basic pay that was entered on the Submit TSP Self-Service Request page.

Plan Code/Description Field Instructions

Plan Code/ Description	Displays the name and code of the current health benefits.

Plan Code/Name Field Instructions

Plan Code/Name	Displays the name and code of the health benefits.

Plan Code/Name (Displays) Field Instructions

Plan Code/Name	Displays the plan code and name of the health benefits included in the change request.

Plan Code/Name (FEHB) Field Instructions

Plan Code/Name	Displays the plan code and name of the health benefits included in the change request.

Plan Field Instructions

Plan	Displays the name of Flexible Spending Account plan.

Plan Name Field Instructions

Plan Name	Displays the name of the life insurance plan.

PP Total Field Instructions

PP Total	Displays the total amount of annual, sick, compensatory (comp), and other leave used for the pay period.

Premium Conversion Field Instructions

Premium Conversion	Displays whether or not the user has pre-tax premiums. **Note:** If the employee answers "no" in this field, there are tax consequences resulting in their FEHB being taxed.

Project Field Instructions

Project	Enter the project number or description for the accounting code selected in the previous field.

Question 1 Field Instructions

Question 1	Select a security question from the drop-down list.

Question 2 Field Instructions

Question 2	Select a security question from the drop-down list.

Question 3 Field Instructions

Question 3	Select a security question from the drop-down list.

Question 4 Field Instructions

Question 4	Select a security question from the drop-down list.

Question 5 Field Instructions

Question 5	Select a security question from the drop-down list.

Question 6 Field Instructions

Question 6	Select a security question from the drop-down list.

Residence Address Field Instructions

Residence Address	Displays the address that was entered on the Enter Residence Address Self-Service Request page.

Select One or More ERI Codes That Applies Field Instructions

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

Select Year Field Instructions

Select Year	Select the appropriate year you are trying to find.

Sick Field Instructions

Sick	Select the amount of sick leave used for the applicable day from the number box that appears after clicking in the cell.

Social Security No. Field Instructions

Social Security No.	Enter your nine-digit Social Security number (SSN).

Start Time Field Instructions

Start Time	Enter the time the tour of duty begins for the corresponding workday.

Starting Balance Field Instructions

Starting Balance	Displays the starting leave balances at the beginning of the pay period.

Status Field Instructions

Status	Displays the status of the change for the health benefits. The valid values are as follows: **`Pending`** - The document has been entered into Employee Self-Service (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. No action can be taken to change or delete this document. The employee can verify the change in EPP.

Status (Allotment) Field Instructions

Status	Populates with the status of the financial allotment. The valid values are as follows: **`Pending`** - The document has been entered into Employee Self-Service (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. No action can be taken to change or delete this document. The employee can verify the change in EPP.

Stop Contributions Field Instructions

Stop Contributions	Select this option to stop all contributions.

Total Amount Field Instructions

Total Amount	Displays the total amount of contribution to the Flexible Spending Account.

Type of Account Field Instructions

Type of Account	Select the type of bank account. Valid values are **`Checking`** and **`Savings`**.

Type of Account (Allotment) Field Instructions

Type of Account	Populates with the type of account of the financial allotment.

Type of Account (Current) Field Instructions

Type of Account	Populates with the type of account of the current financial allotment.

Type of Account (Data) Field Instructions

Type of Account	Populates with the type of account selected on the Enter Financial Allotment Self-Service Request page.

Type of Account (Displays) Field Instructions

Type of Account	Populates with the type of account entered on the Direct Deposit Self-Service Request page.

Type of Account (New) Field Instructions

Type of Account	Populates with **`New`** to reflect the action selected on the Financial Allotment Change Request page.

Type of Change Field Instructions

Type of Change	Displays the type of change that was made to the health benefits.

Type of Election Field Instructions

Type of Election	Select the applicable type of action to be taken. Valid values are **`Start Contributions`**, **`Change Contributions`**, and **`Stop Contributions`**.

Type of Election (Catch-Up) Field Instructions

Type of Election	Populates with the type of election selected on the Enter TSP Catch-Up Self-Service Request page.

Type of Election (TSP) Field Instructions

Type of Election	Displays the type of election that was selected on the Enter TSP Self-Service Request page.

Type of Request Field Instructions

Type of Request	Populates with the self-service action being taken which reflects the action selected on the Health Savings Account (HSA) Allotment Self-Service Request page.

Type of Request (Allotment) Field Instructions

Type of Request	Populates with action taken on the financial allotment.

Type of Request (HSA) Field Instructions

Type of Request	Populates with the self-service action being taken which reflects the action selected on the Health Savings Account (HSA) Allotment Self-Service Request page.

Type of Request (New) Field Instructions

Type of Request	Populates with **`New`** to reflect the action selected on the Financial Allotment Change Request page.

Type of Work (Transaction Code) Field Instructions

Type of Work (Transaction Code)	Select the applicable transaction code for the type of work entered or leave used from the drop-down menu.

User ID Field Instructions

User ID	Enter the user ID. **Or** Enter the user ID provided in your EPP signup letter.

Work Descriptor Field Instructions

Work Descriptor	Select the applicable (if any) work descriptor. Valid Values are **`FMLA`**, **`OWCP`** (**`Illness`**), and **`OWCP`** (**`Injury`**).

W2 Password Field Instructions

W2 Password	Enter the W-2 password to be used to import W-2 data into a tax filing software.

Zip Code Field Instructions

Zip Code	Enter the five-digit ZIP Code.

Zip Code (Optional) Field Instructions

Zip Code (optional)	Enter the optional ZIP+4 Code.

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