National Finance Center
Documentation Library

# Employee Personal Page

July 16, 2025

# Latest Update Information

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

| Section | Description of Change |
| --- | --- |
| **Logging in to EPP for the First Time**<br>**Registering Your Two-Step Authentication**<br>**Logging in**<br>**Login Instructions Using eAuthentication**<br>**Logging In Using ID and Password**<br>**Login Instructions Using Login.gov** | Due to enhanced security features, employees using User ID and Password to access EPP will not be allowed to add/ change banking or financial information such as direct deposits, financial allotments or other financial actions that include a change or modification to banking information. To make banking changes, users must log in using PIV/Login.Gov or contact their servicing Human Resources office for assistance. |

# Accessibility for Users of Assistive Technology

The National Finance Center (NFC) is committed to providing applications that may be used with assistive technology.

To meet this commitment, NFC will comply with the requirements of the United States Access Board.

NFC must ensure that users with disabilities be provided with access to have the same options within an application as those with no disability, unless an undue burden would be imposed upon NFC.

## Help for Users of Assistive Technology

Online help utilizes HyperText Markup Language (HTML) frames which display help in a separate browser. Each Help page contains a Table of Contents with links and Help content. Some Help topics include one or more Related Topics.

## Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, select the **`Tab`** key.
- To move backward from link to link or to interactive elements, select the **`Shift`** + **`Tab`** keys.
- To select hyperlinks, select the **`Enter`** key.
- To select buttons, select the **`Enter`** key.
- To navigate and select radio buttons, select the Up and Down Arrow keys.
- To select and deselect check boxes, press the Space bar.
- To navigate and select options from a selection box, select the Up and Down Arrow keys.

## Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Department/Agency/Bureau Contact, Contact Type 04, should call the NFC Contact Center at **1-855-NFC-4GOV**

**(1-855-632-4468)**. When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.

# Getting Started in EPP

This section includes information for getting started in EPP.

- Signing Up for EPP
- Logging in to EPP for the First Time
- Registering Your Two-Step Authentication
- Logging In
- Login Instructions Using eAuthentication
- Login Instructions Using Login.gov

# Signing Up for EPP

The New User Sign Up 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 (e.g., john.doe@usda.gov) you must complete the signup process in EPP.

1. To sign up for EPP, connect to the NFC Home page.
2. Select the ***Applications*** tab. The Application Launchpad is displayed
3. On the Application Launchpad, select ***My EPP***. A Warning page is displayed.

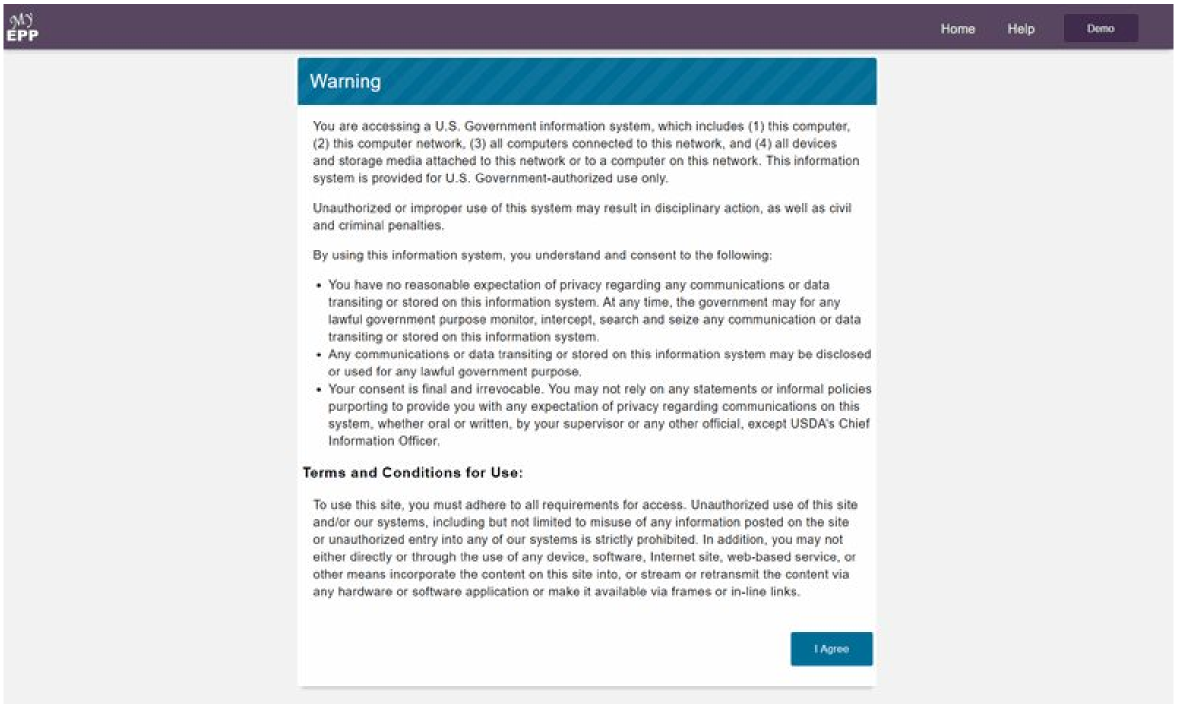



**Figure 1: Warning Banner Page**

4. Select the **`I Agree`** button. The My Employee Personal Page login page is displayed.

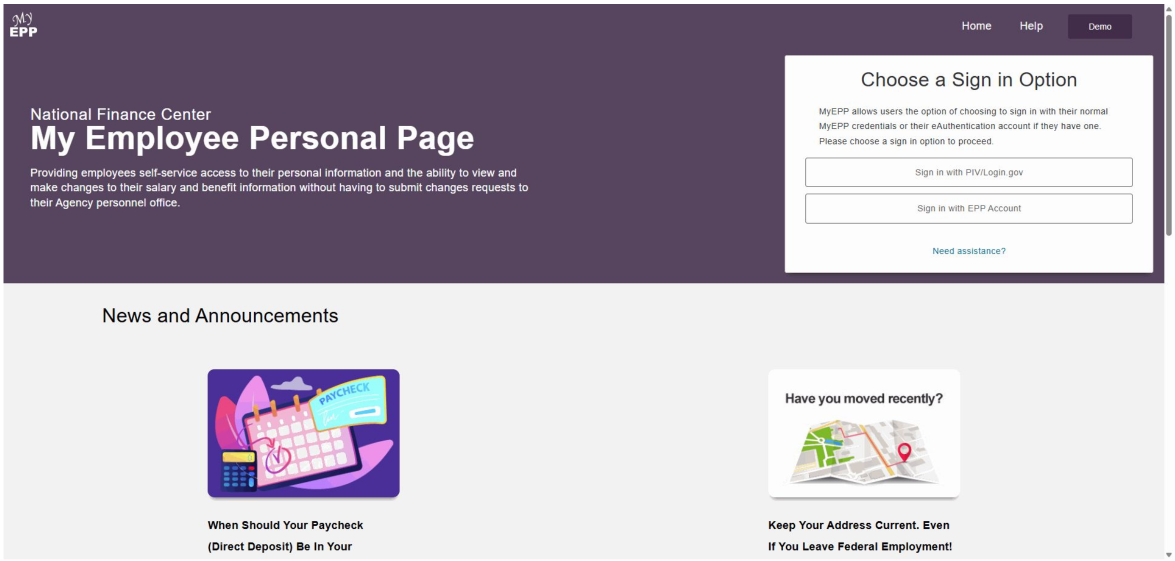



**Figure 2: EPP Launch Pad Page**

Note: To obtain help on the My EPP login page, select the *Need Assistance?* link. The Need Assistance? page is displayed.
Select the *Need Help?* link. The EPP User ID/Password Quick Reference guide is displayed.
Then, follow the instructions as per the EPP User ID/Password Quick Reference Guide.

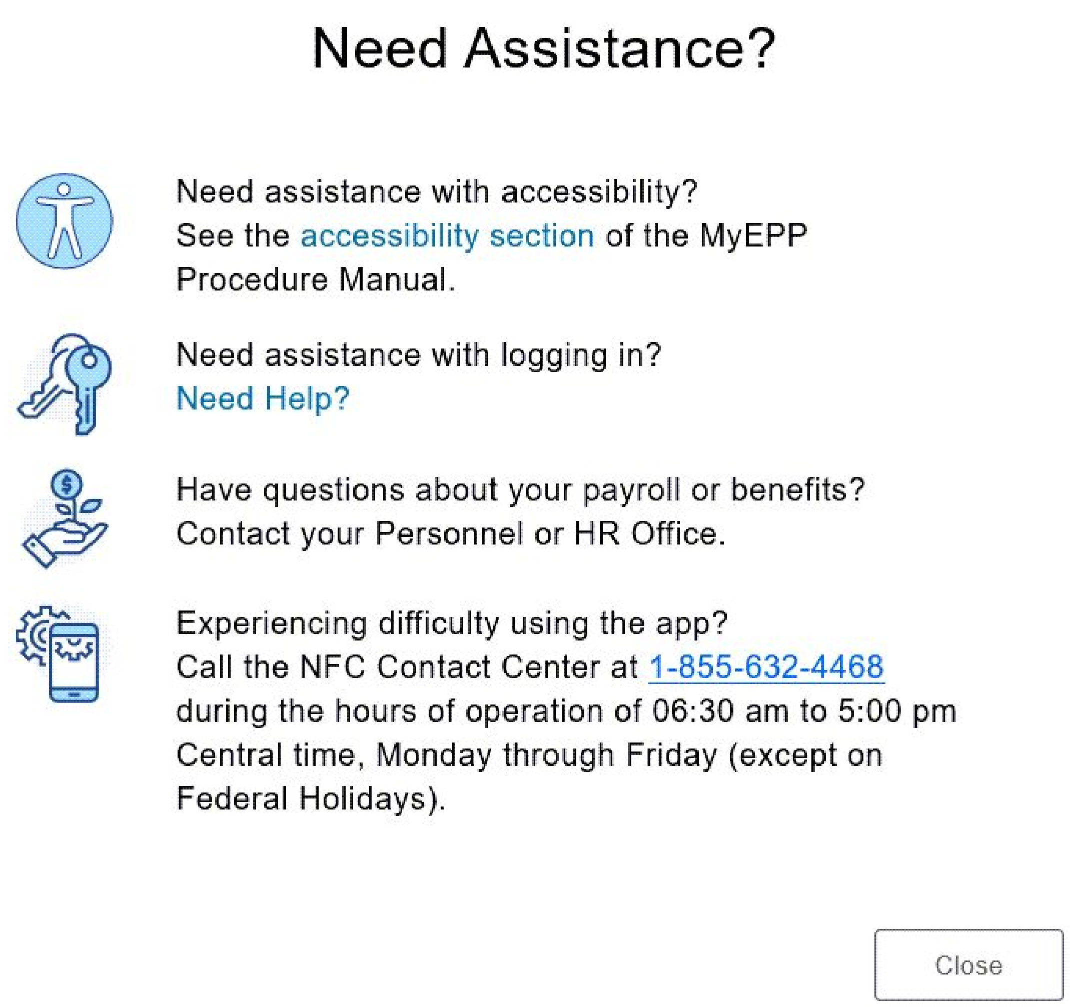



**Figure 3: Need Assistance Page**

Note: All emails that are generated from EPP will be sent from the *NoReply@usda.gov* email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

# Logging in to EPP for the First Time

> Note: Employees must log in to EPP using PIV/Login.Gov when making banking changes.

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

1. To log in to EPP for the first time, connect to the NFC Home page.
2. Select the ***Applications*** tab. The Application Launchpad is displayed.
3. On the Application Launchpad, select ***My EPP***. The Warning Banner page is displayed.

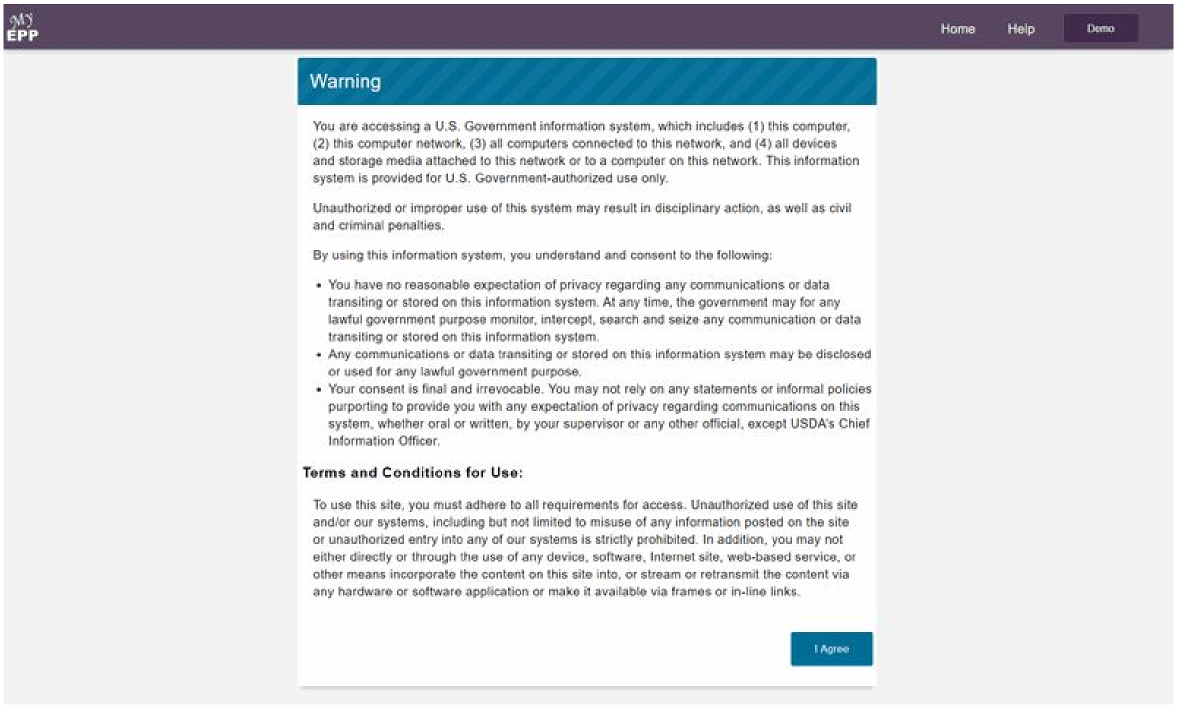



**Figure 4: Warning Banner Page**

4. Select the **`I Agree`** button. The My Employee Personal Page page is displayed.

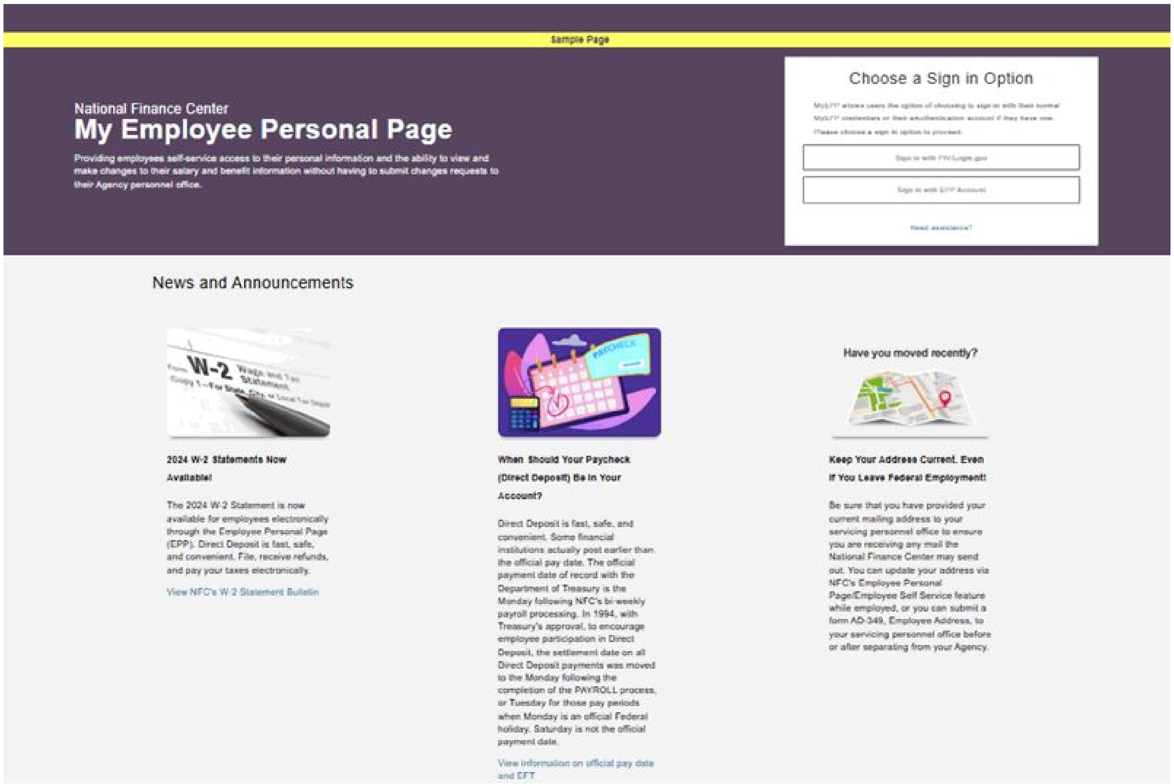



**Figure 5: My Employee Personal Page Page**

5. From the ***Choose a Sign In Option*** menu, select a sign in option in accordance with the information provided in your EPP sign up letter. The My EPP Log In page with the security **`reCAPTCHA`** is displayed.

> Note: The security reCAPTCHA message is only displayed when the **`Sign In with EPP Account`** button is chosen.

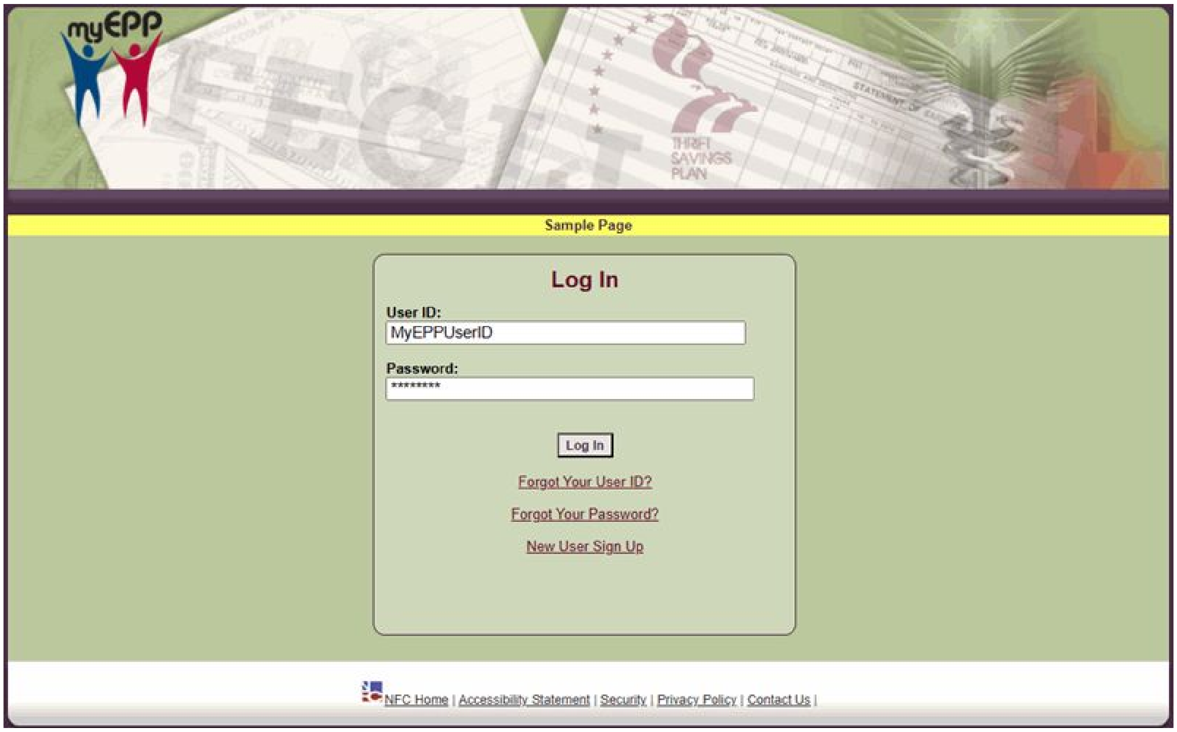


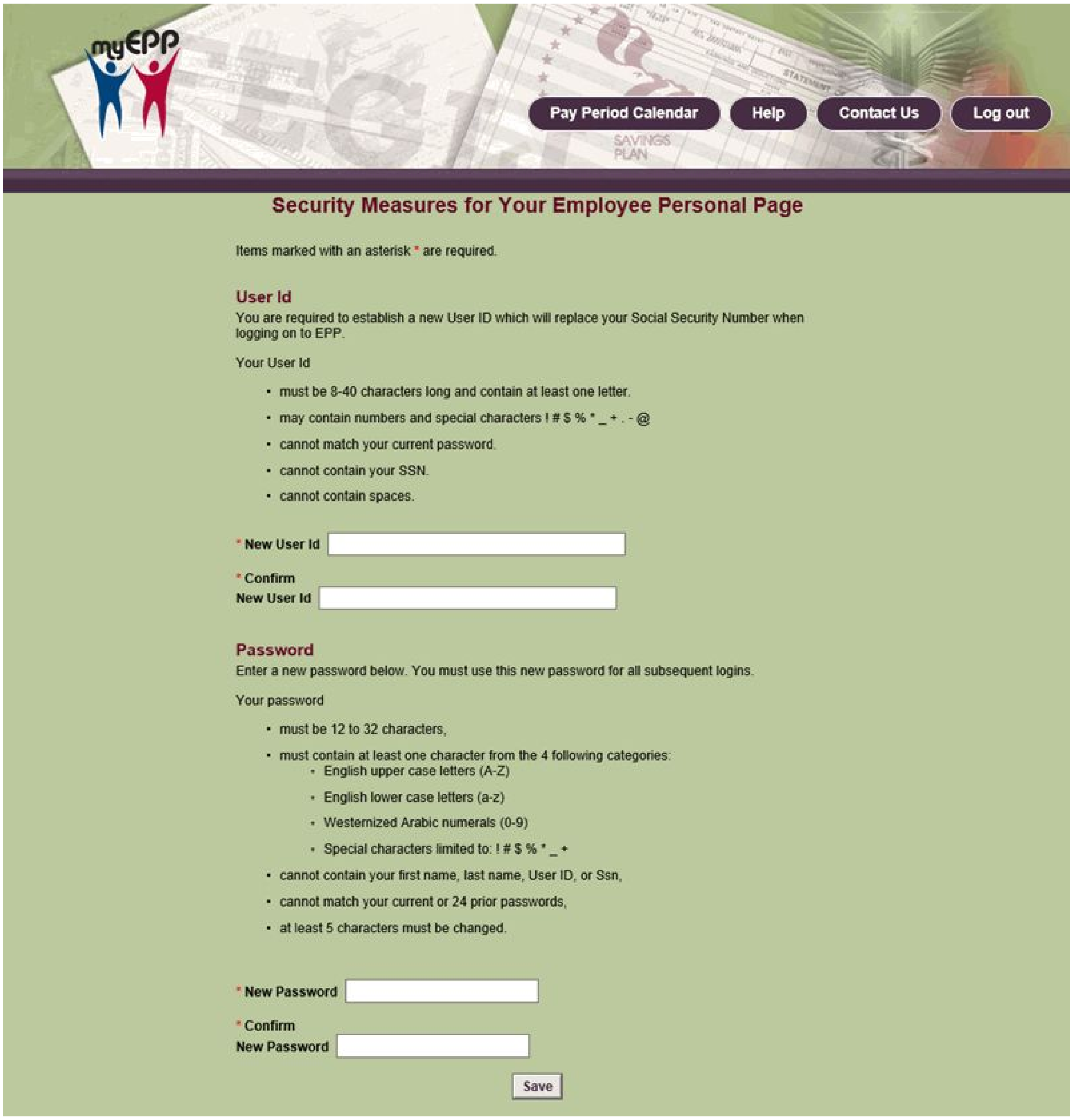

**Figure 6: Log In Page**

6. Enter the User ID and Password information in accordance with the EPP sign up letter provided.
7. Select the **`reCAPTCHA`** checkbox that reads, *I'm not a robot*.

> Note: The security reCAPTCHA message is only displayed when the Sign In with EPP Account button is chosen.

> Note: In most cases, a checkmark will appear, and you may proceed with your request; however, in some cases, further verification may be needed, and you may be required to solve an additional challenge. If prompted, follow the on-screen instructions to complete your verification. Once the additional challenge has been passed, a checkmark will appear, and you may proceed with your original request.

8. Select the **`Log In`** button. The Security Measures for Your Employee Personal Page is displayed.


Pay Period Calendar | Help | Contact Us | Log out

**Security Measures for Your Employee Personal Page**

Items marked with an asterisk * are required.

**User Id**

You are required to establish a new User ID which will replace your Social Security Number when logging on to EPP.

Your User Id

- must be 8-40 characters long and contain at least one letter.
- may contain numbers and special characters ! # $ % * _ + . - @
- cannot match your current password.
- cannot contain your SSN.
- cannot contain spaces.

* New User Id

* Confirm New User Id

**Password**

Enter a new password below. You must use this new password for all subsequent logins.

Your password

- must be 12 to 32 characters,
- must contain at least one character from the 4 following categories:
  - English upper case letters (A-Z)
  - English lower case letters (a-z)
  - Westernized Arabic numerals (0-9)
  - Special characters limited to: ! # $ % * _ +
- cannot contain your first name, last name, User ID, or Ssn,
- cannot match your current or 24 prior passwords,
- at least 5 characters must be changed.

* New Password

* Confirm New Password

Save

**Figure 7: Security Measures for Your Employee Personal Page**

9. Complete the fields as follows:

   New User ID (EPP) Field Instruction

   Confirm New User ID (EPP) Field Instruction

   New Password (EPP) Field Instruction

   Confirm New Password (EPP) Field Instruction

10. Select the **Save** button. The Enter Your Work E-mail Address page is displayed.


**Figure 8: Enter Your Work E-mail Address Page**

> Note: To change/modify your email address, refer to the EPP ***Preferences*** menu option for guidance.

11. Complete the Enter Work E-mail Address Field Instruction.

> Note: If the employee has a work email address on IRIS Program IR119, Employee Personnel Data, it will be displayed in this field. The user may edit this field if desired. If the user does not have a work email address, they should select the **`I do not have a work email address`** button and follow the instructions that are displayed.

12. Select the **`Submit`** button. The Verify Your Work E-mail Address page is displayed.

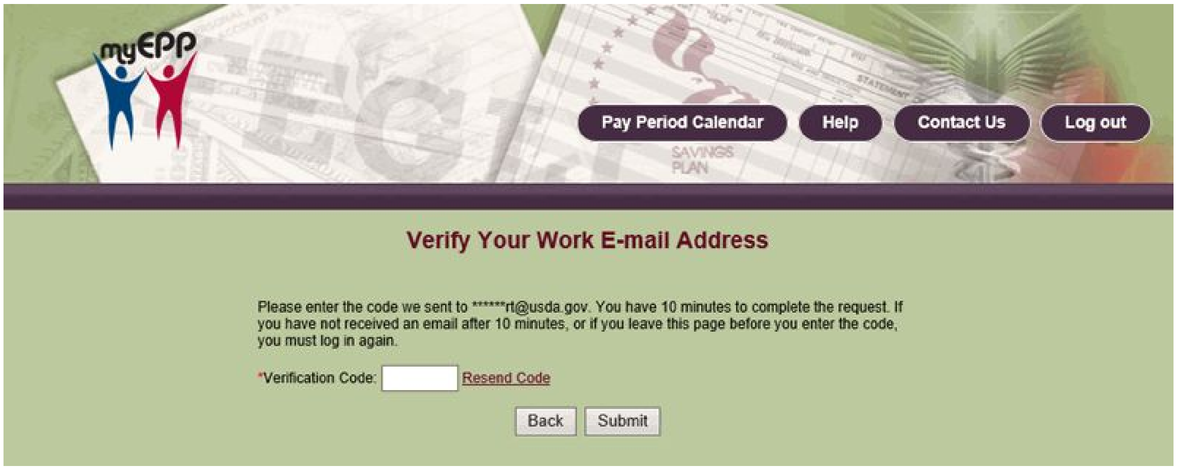



**Figure 9: Verify Your Work E-mail Address Page**

13. Enter the verification code sent to your work email address in the Verification Code field.
14. Select the `Submit` button. The Enter Your Personal E-mail Address page is displayed.

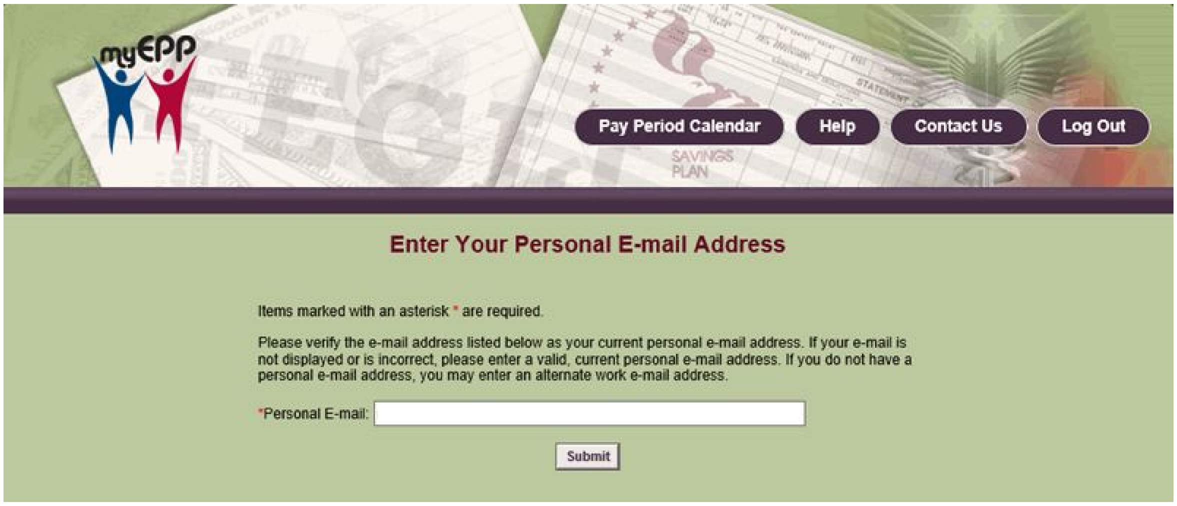



**Figure 10: Enter Your Personal E-mail Address Page**

15. Enter your Personal Email address in the Personal E-mail field.

> Note: If the user does not have a personal email address, they may reenter their work email address in this field.

16. Select the `Submit` button. The Two-Step Authentication page is displayed.

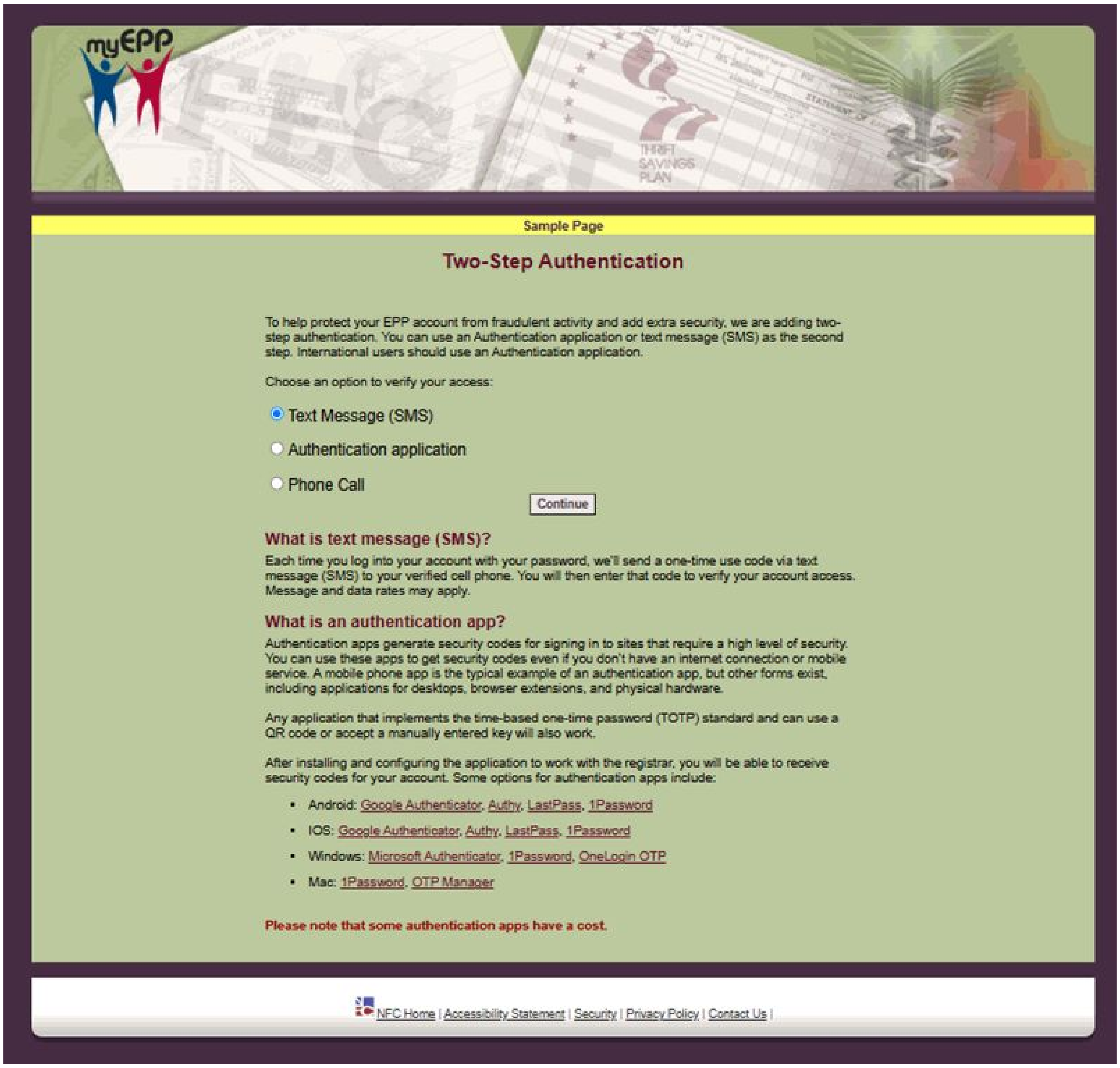



**Figure 11: Two-Step Authentication Page**

> Note: All emails that are generated from EPP will be sent from the *NoReply@usda.gov* email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

17. On the Two-Step Authentication page, choose an option to verify your access.

Valid values are:

| Option | Description |
|---|---|
| **Text Message (SMS)** | Select this **radio** button if you would like to receive the authentication verification code in the form of a text message (SMS). The message will provide a verification code.<br>Select the **Continue** button. The Two-Step Authentication Phone Number page is displayed. |
| **Authentication Application** | Select this **radio** button if you would like to use the Authentication Application.<br>Select the **Continue** button. The Two-Step Authentication Phone Number page is displayed. |
| **Phone Call** | Select this **radio** button if you would like to receive the Authentication verification code via an automated phone call.<br>Select the **Continue** button. The Two-Step Authentication Phone Number page is displayed. |

To utilize these options the user will have to provide a United State (U.S.) telephone number. Each time you log in to your account with your password, a one-time use code via text message will be sent to your verified phone number.

> Note: If you are outside of the U.S., you must use the Authentication application option.

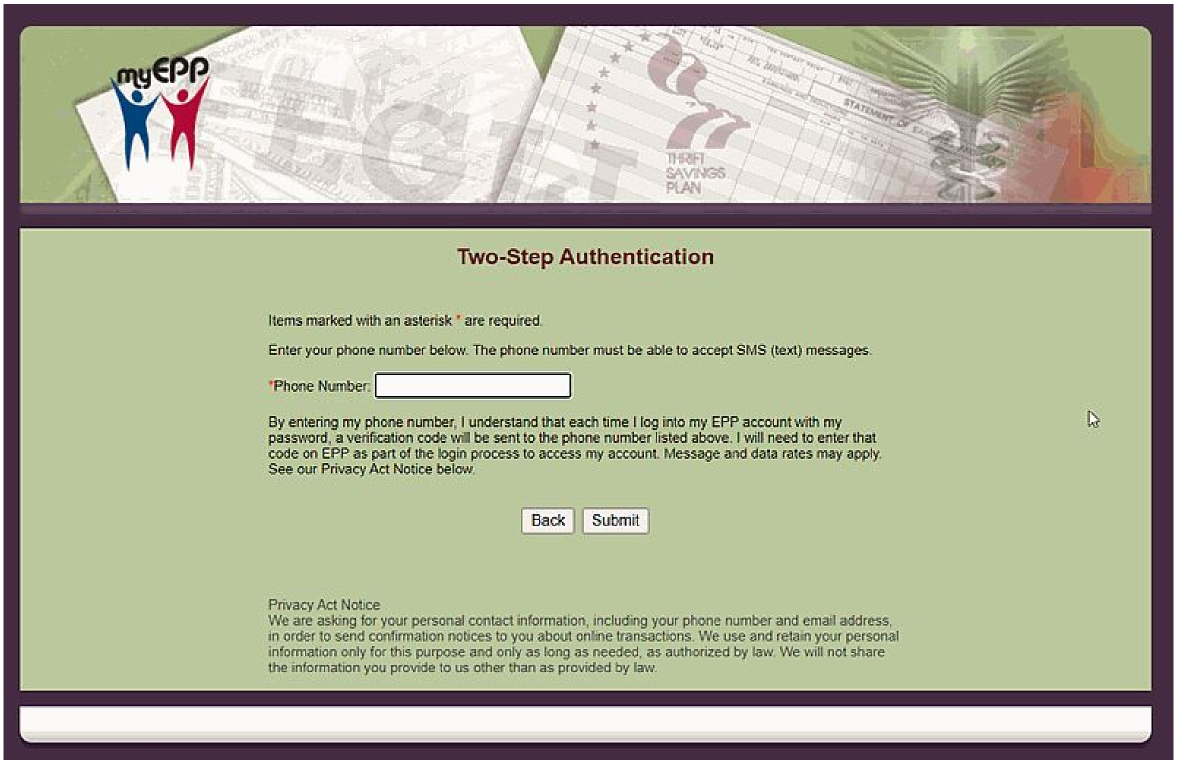



**Figure 12: Two-Step Authentication Phone Number page**

## Text Message (SMS) Option:

1. Enter your phone number in the Phone Number field.

> Note: The phone number must be able to accept text messages (SMS). If you have lost your phone or changed your phone number, please see ***Miscellaneous*** menu option for guidance.

2. Select the **`Submit`** button. The Two-Step Authentication (with Verification Code) page is displayed.

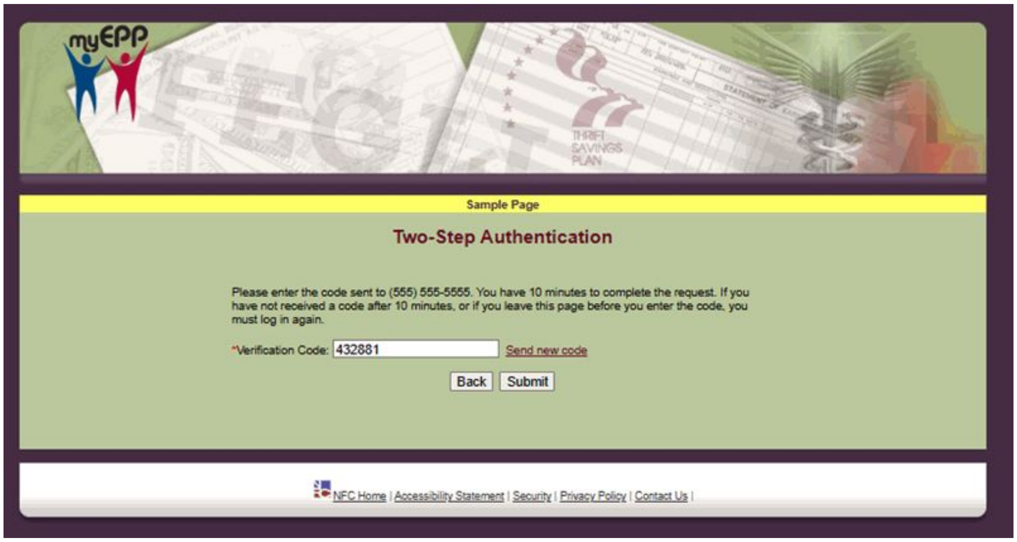



**Figure 13: Two-Step Authentication - Verification Code**

3. Enter the verification code received via text message (SMS) in the Verification Code field.

> Note: If you do not receive the code within 10 minutes, select ***Send new code***.

4. Select the **`Submit`** button. You will receive a text message on your phone confirming *`2-Factor enabled`*. You are now logged in to EPP.

## Authentication Application Option:

To utilize the Authentication application option, the Authentication applications generate security codes without requiring internet connection or mobile service. User will need to download an authentication app to their computer or phone.

1. Open your Authentication app. In EPP, the Two-Step Authentication (Key Code or Scan Code) page is displayed.

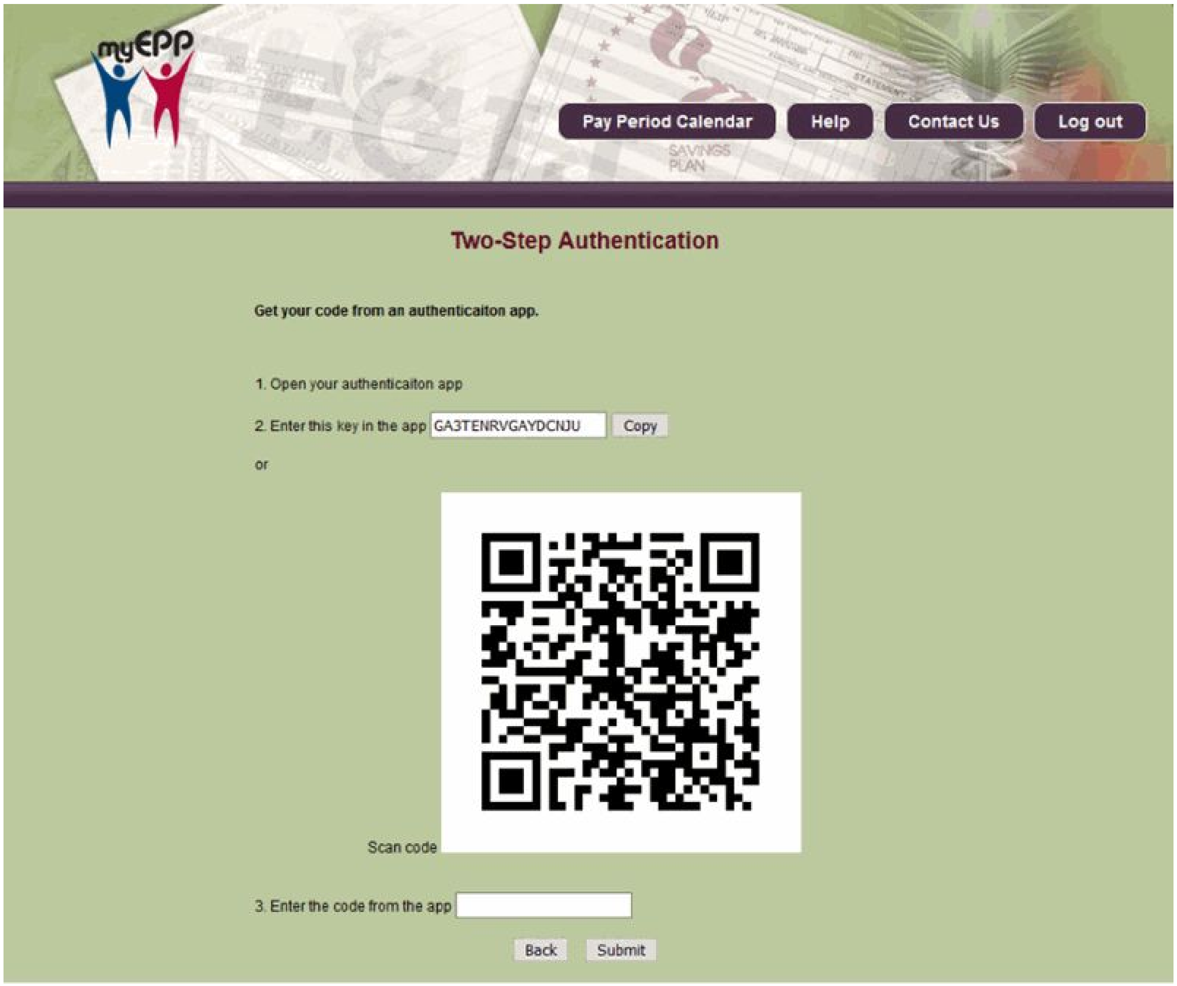



**Figure 14: Two-Step Authentication App Page**

2. Enter or copy the key code from the app into the space provided under item number 3.
   OR
   Scan the code.
3. Select the **Submit** button.

## Phone Call Option:

To utilize the phone call option you will have to provide a U.S. telephone number. Each time you log in to your account with your password, a one-time-use code will be sent to your verified phone number via an automated phone call.

> Note: If you are outside of the U.S., you must use the Authentication application option.

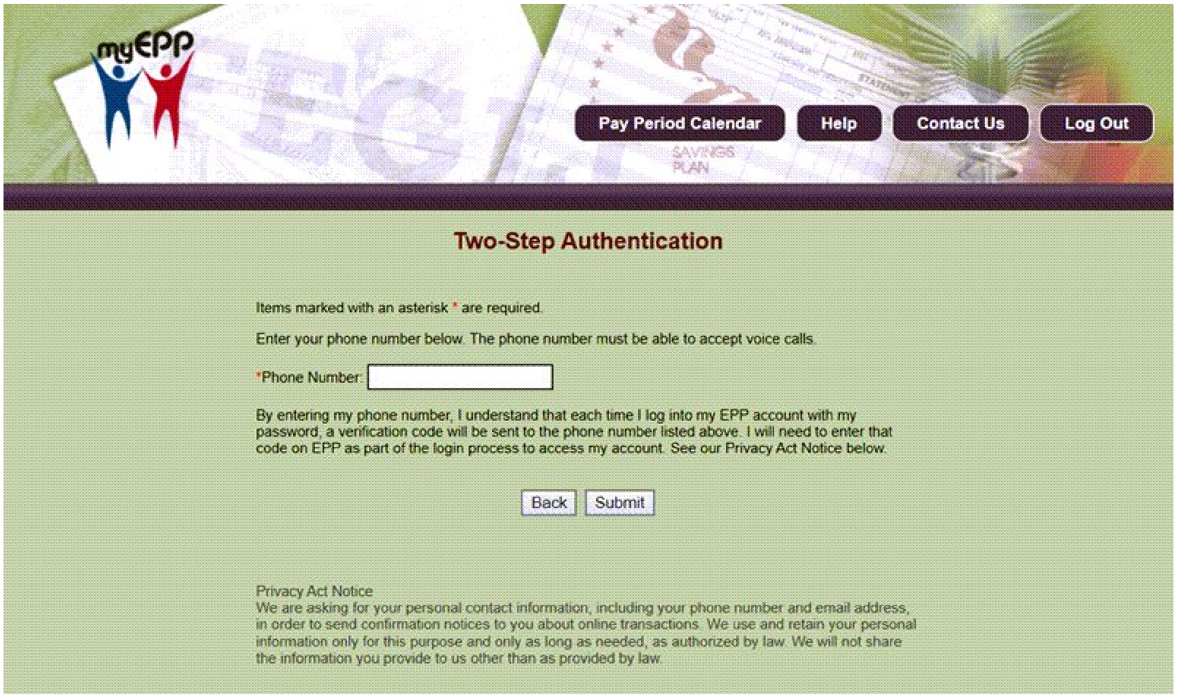



**Figure 15: Two Step Authentication - Enter Phone Number**

1. Enter your phone number in the Phone Number field.
2. Select the **`Submit`** button. The Two-Step Authentication (verification code) page is displayed. You will receive an automated phone call providing a verification code.

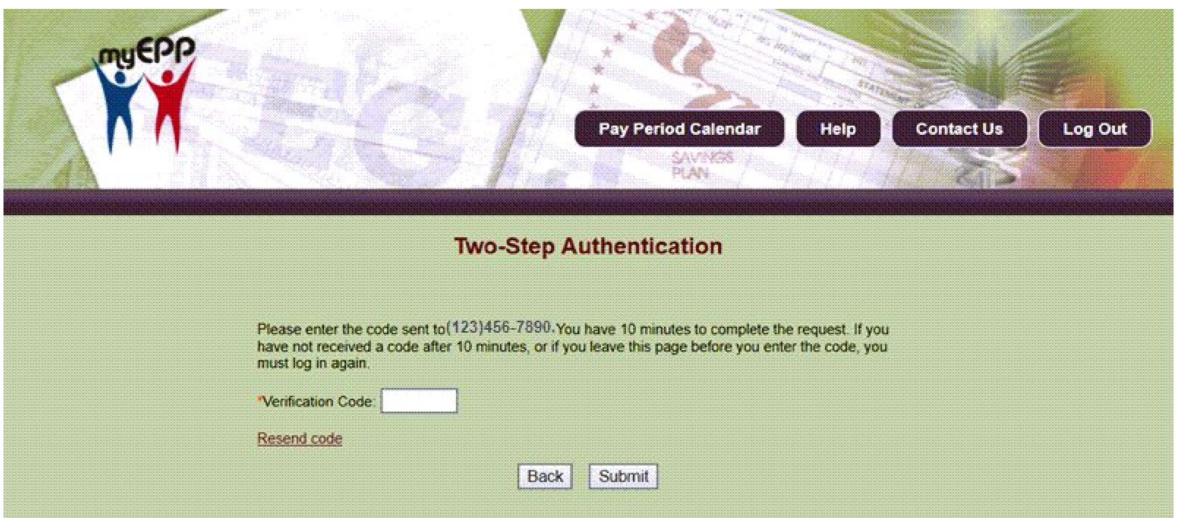



**Figure 16: Two Step Authentication - Enter Verification Code**

> Note: If you do not receive the code within 10 minutes, select ***Resend Code***.

3. Enter the verification code provided in the Verification Code field.

4. Select the **`Submit`** button. The My EPP Main Menu page is displayed.

> Note: By selecting the ***Phone Call*** option to receive the verification code, each time you log in to your account, a one-time use code will be sent via an automated phone call to the verified phone number. Enter the code to access your account. Message and data rates may apply.

> Note: To change the selected two-factor authentication option to another option, go to ***Preferences***, and select ***Change Two-Step Authentication***.

# Registering Your Two-Step Authentication

Note: Employees must log in to EPP using PIV/Login.gov when making banking changes.

The Registering Your Two-Step Authentication page allows the user to choose how they would prefer to receive the Two-Step Authentication verification code.

1. To register your two-step authentication, connect to the NFC Home page.
2. Select the ***Applications*** tab. The Application Launchpad is displayed.
3. On the Application Launchpad, select ***My EPP***. The Warning Banner page is displayed.

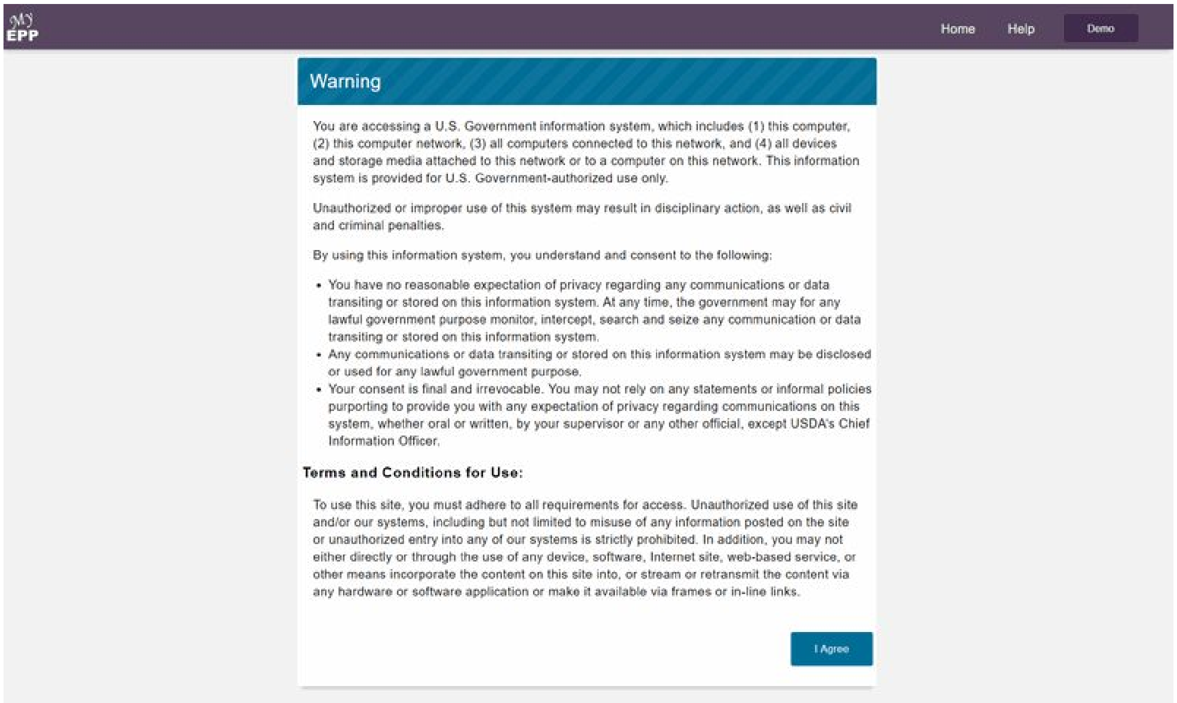



**Figure 17: The Warning Banner Page**

4. Select the **`I Agree`** button. The My Employee Personal Page page is displayed.

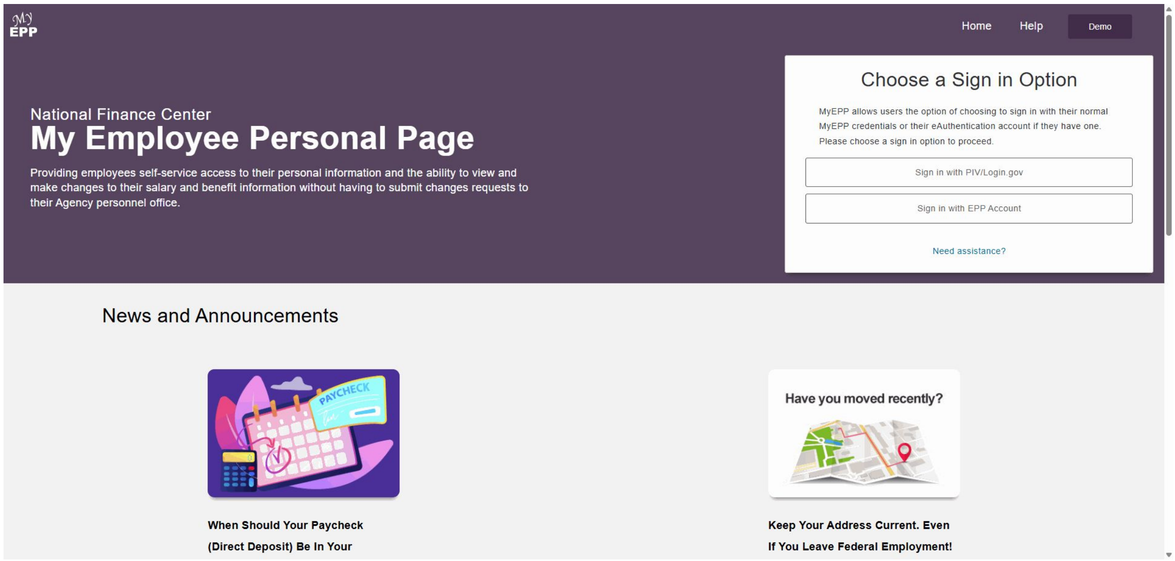



**Figure 18: My Employee Personal Page Page**

5. From the ***Choose a Sign In Option*** menu, select a sign in option.

   Valid values are:

| Option | Description |
|---|---|
| Sign In with PIV/Login.gov | Takes the user to the eAuthentication Login page. |
| Sign In with EPP Account | Takes the user to the My EPP Login page. |

If the **`Sign In with EPP Account`** button was selected, the My EPP Log In page is displayed with the reCAPTCHA security measure.

> Note: The security reCAPTCHA message is only displayed when the **`Sign-in with EPP Account`** button is chosen.

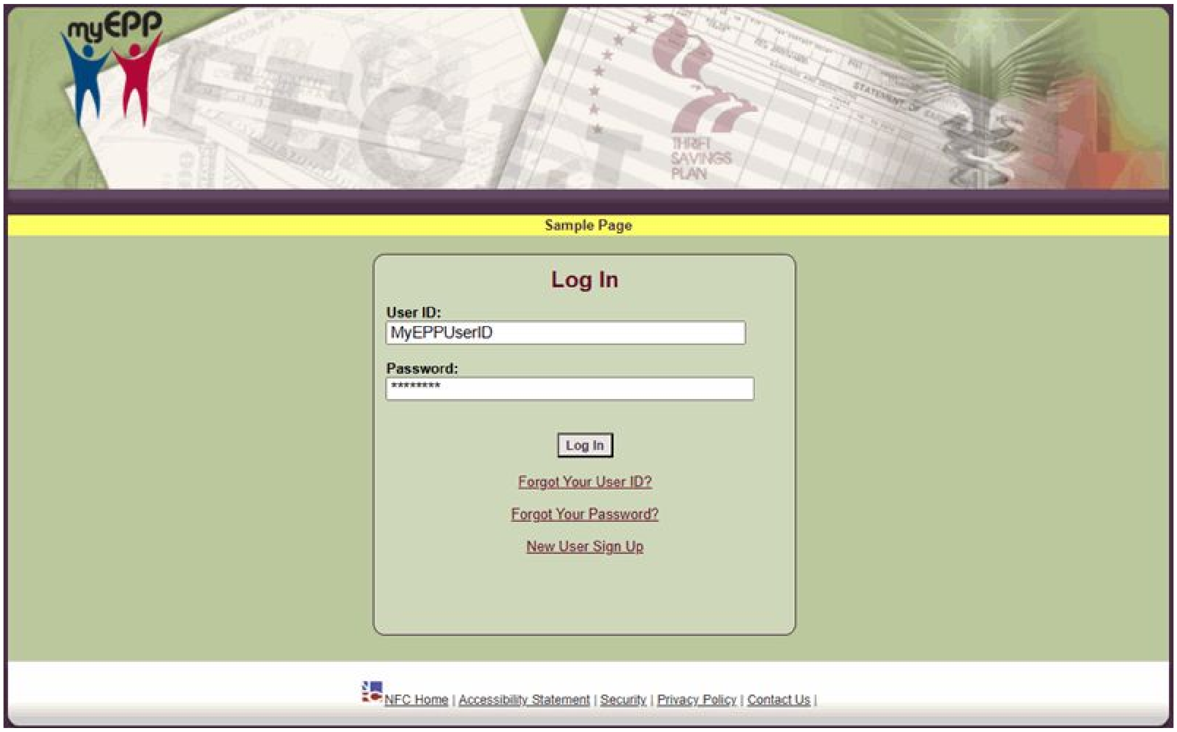



**Figure 19: Log In Page**

6. Complete the fields as follows:

   User ID Field Instruction

   Password Field Instruction

7. Select the **reCAPTCHA** checkbox that reads, *I'm not a robot*.

   > Note: In most cases, a checkmark will appear, and you may proceed with your request; however, in some cases, further verification may be needed, and you may be required to solve an additional challenge. If prompted, follow the on-screen instructions to complete your verification. Once the additional challenge has been passed, a checkmark will appear, and you may proceed with your original request.

8. Select the **Log In** button. The Enter Your Work E-mail Address page is displayed.


**Figure 20: Enter Your Work E-mail Address Page - With Name Filled**

9. Verify that the email address displayed is your correct work email address by selecting the **`Submit`** button. The Verify Your Work Email Address (with Verification Code) page is displayed.

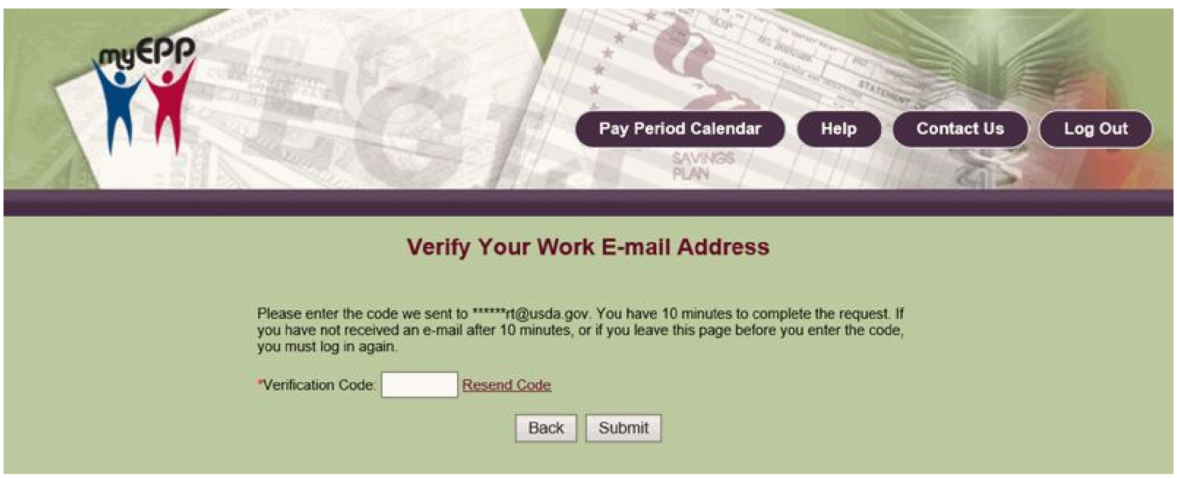



**Figure 21: Verify Your Work E-mail Address Page - Verification Code Entry**

> Note: All emails that are generated from EPP will be sent from the *NoReply@usda.gov* email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

10. Enter the verification code that was sent to your work email in the space provided.
11. Select the **`Submit`** button. The Enter Your Personal E-mail Address page is displayed.

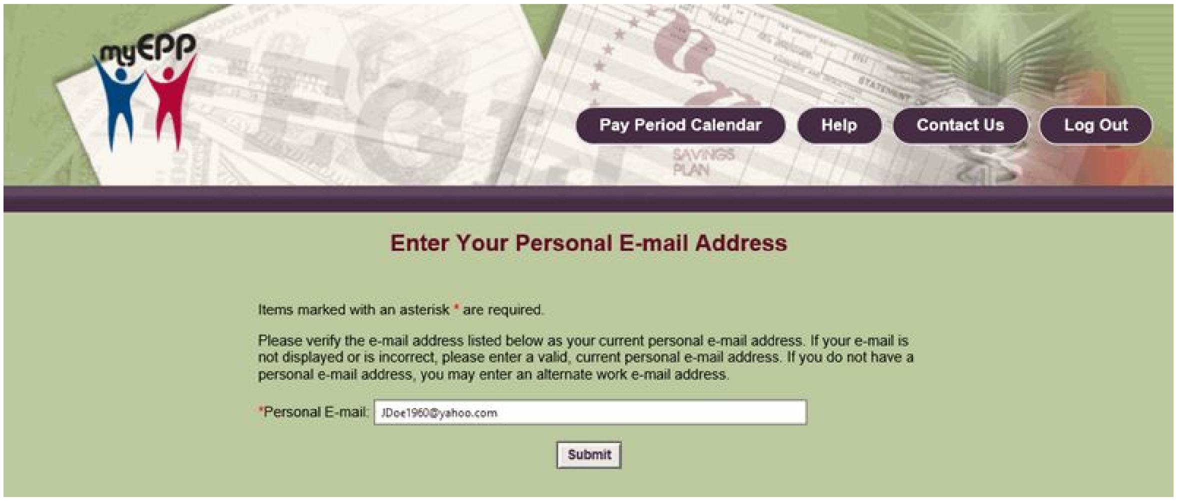



**Figure 22: Enter Your Personal E-mail Address (with Personal E-mail displayed) Page**

12. Verify that the email address displayed is your correct personal email address by selecting the **`Submit`** button. The Verify Your Personal Email Address (with Verification Code) page is displayed.

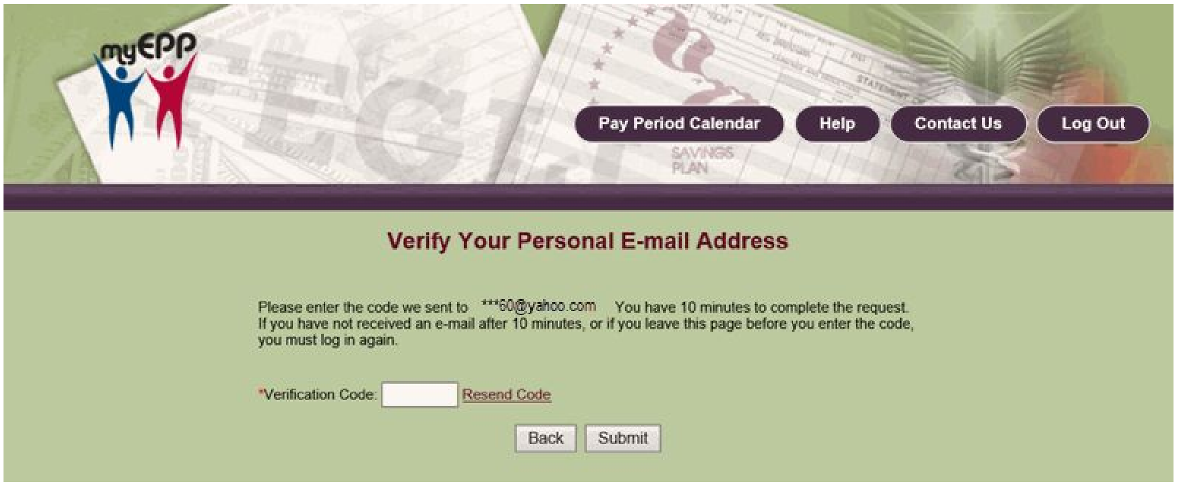



**Figure 23: Verify Your Personal E-mail Address Page - Verification Code**

13. Enter the verification code that was sent to your personal email in the space provided.
14. Select the **`Submit`** button. The Two-Step Authentication page is displayed.

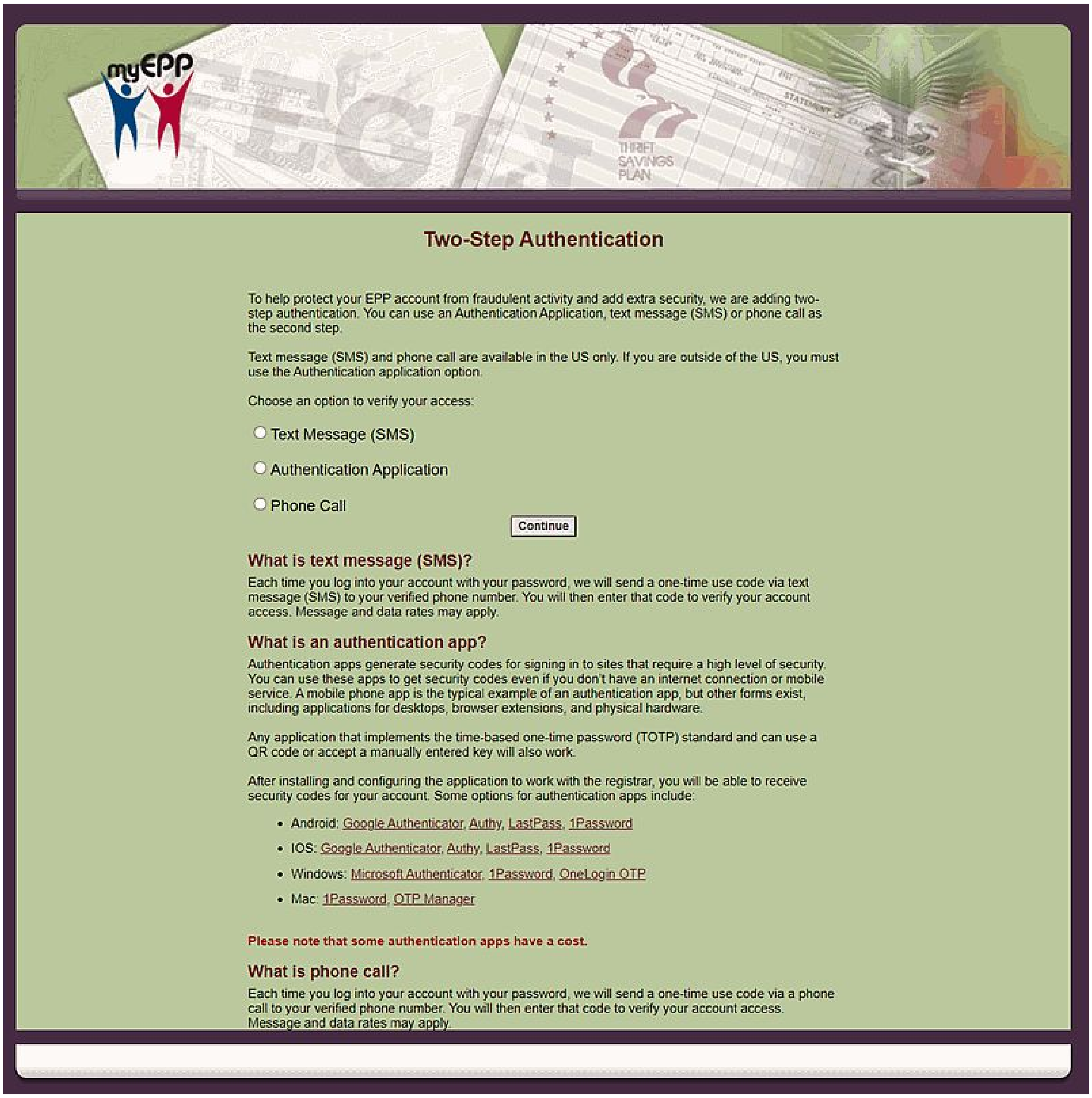



**Figure 24: Two-Step Authentication page**

15. On the Two-Step Authentication page, choose an option to verify your access.

    Valid values are:

| Option | Description |
|---|---|
| **Text Message (SMS)** | Select this **`radio`** button if you would like to receive the authentication verification code in the form of a text message (SMS). The message will provide a verification code. |

| Option | Description |
|---|---|
| | Select the `Continue` button. The Two-Step Authentication Phone Number page is displayed. |
| **Authentication Application** | Select this `radio` button if you would like to use the Authentication Application.<br>Select the `Continue` button. The Two-Step Authentication Phone Number page is displayed. |
| **Phone Call** | Select this `radio` button if you would like to receive the Authentication verification code via an automated phone call.<br>Select the `Continue` button. The Two-Step Authentication Phone Number page is displayed. |

16. To utilize the text message (SMS) option, enter your phone number in the Phone Number field provided.

> Note: The phone number must be able to accept text messages (SMS).

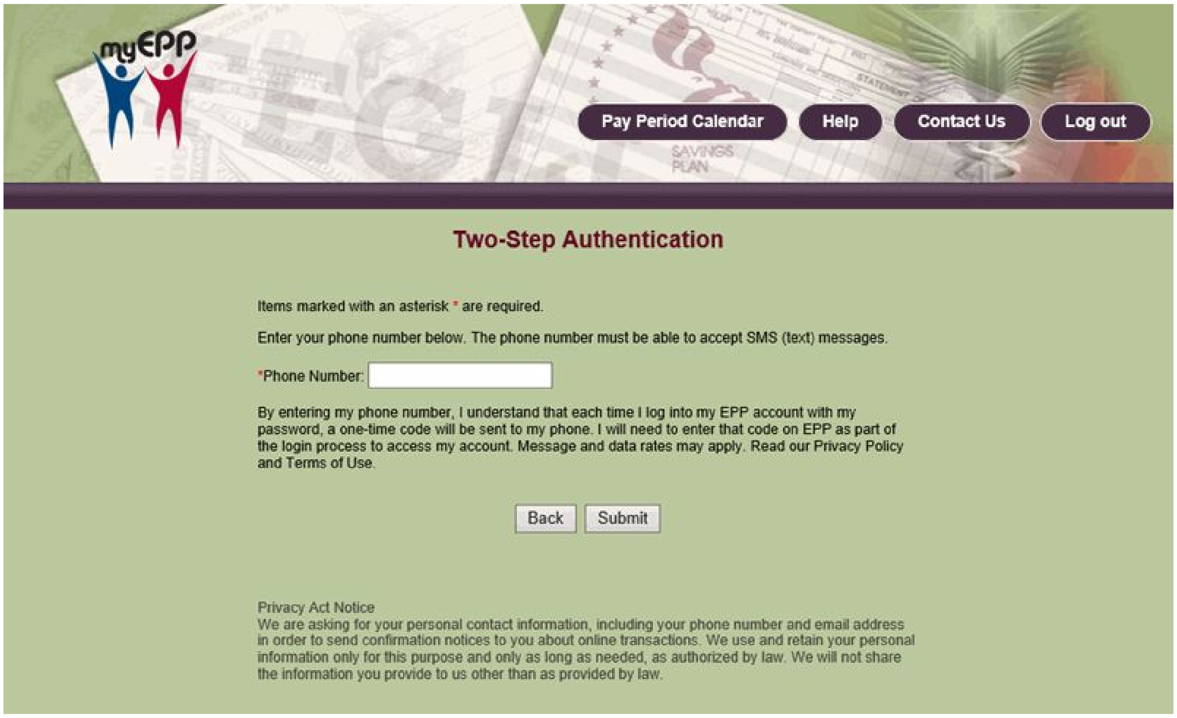



**Figure 25: Two-Step Authentication Phone Number Page**

> Note: If you have lost your phone or changed your phone number, please refer to the EPP Miscellaneous menu option for guidance.

17. Select the **`Submit`** button. The Two-Step Authentication (with Verification Code) page is displayed.

    Your phone will receive a verification code via text message (SMS).

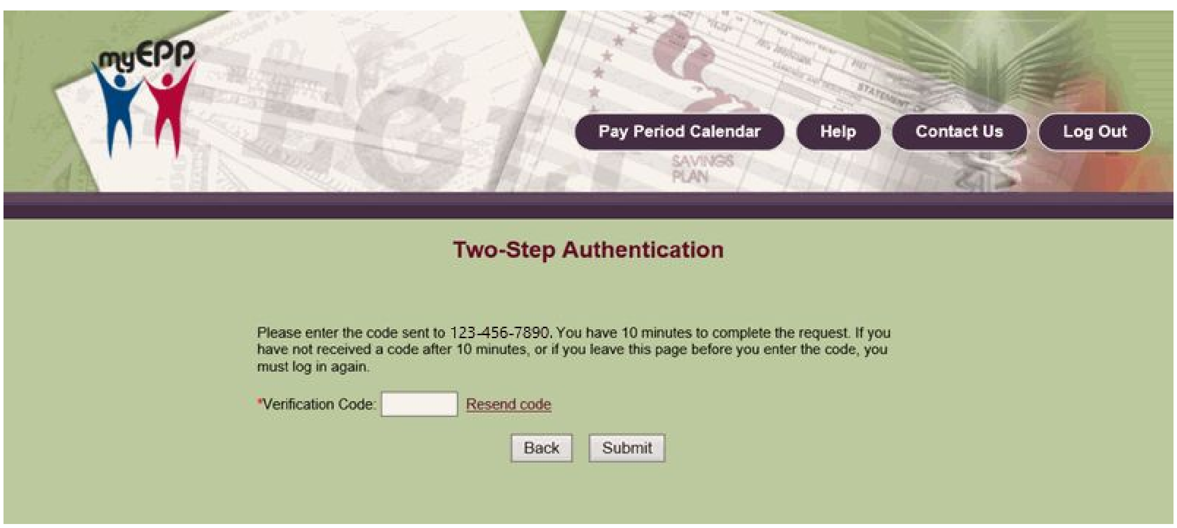



**Figure 26: Two-Step Authentication Page - Verification Code Sent to Phone**

18. Enter the Verification Code in the field provided.

> Note: If you do not receive the code within 10 minutes, select *Send new code*.

19. Select the **`Submit`** button. You will receive a text message on your phone confirming `2-Step Authentication enabled`. You are now logged in to EPP.

The EPP Main Menu page is displayed.

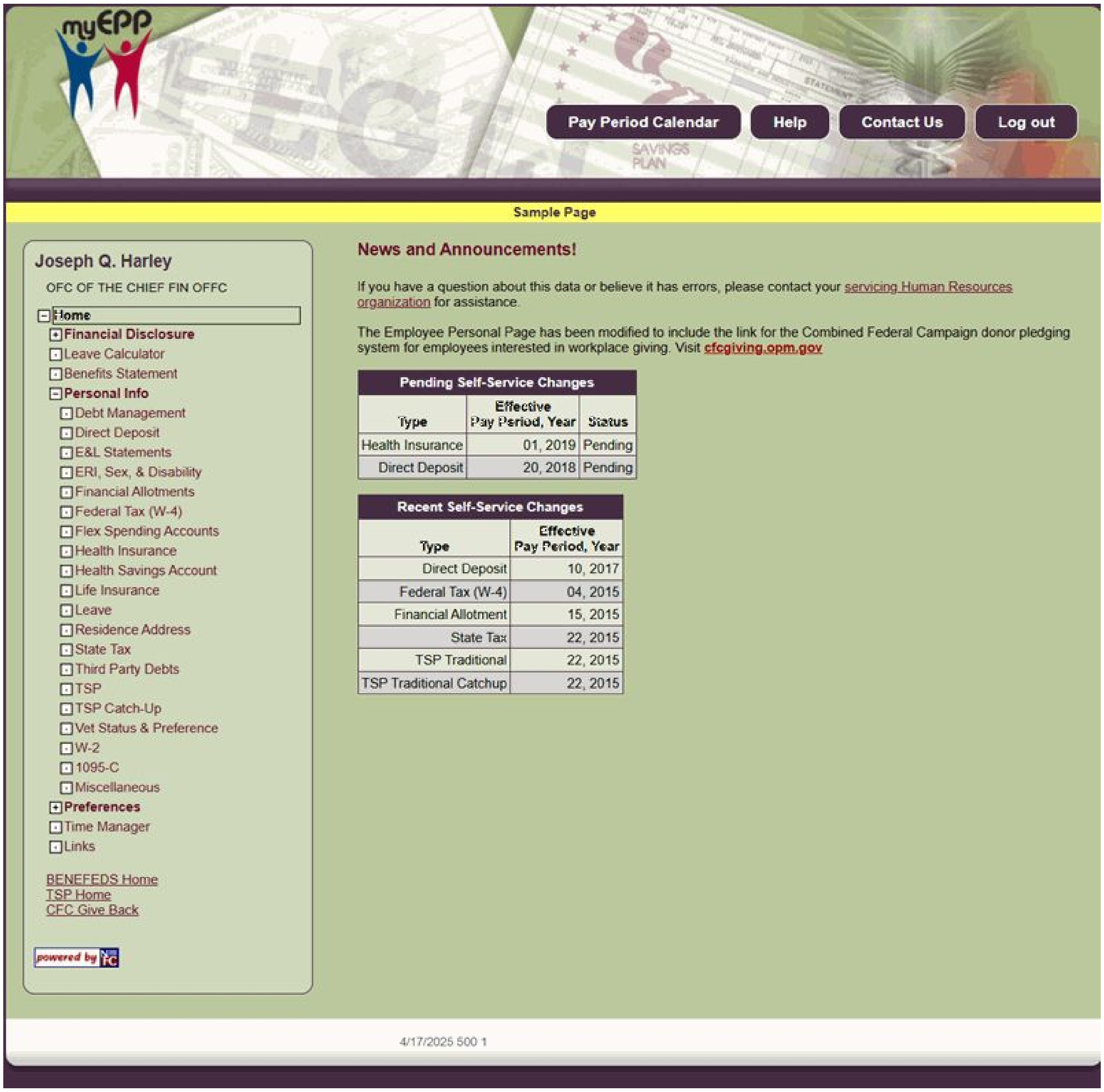



**Figure 27: News and Announcements page**

20. To utilize the authentication application option, on your phone, open your Authentication app. The Two-Step Authentication (Key Code or Scan Code) page is displayed.

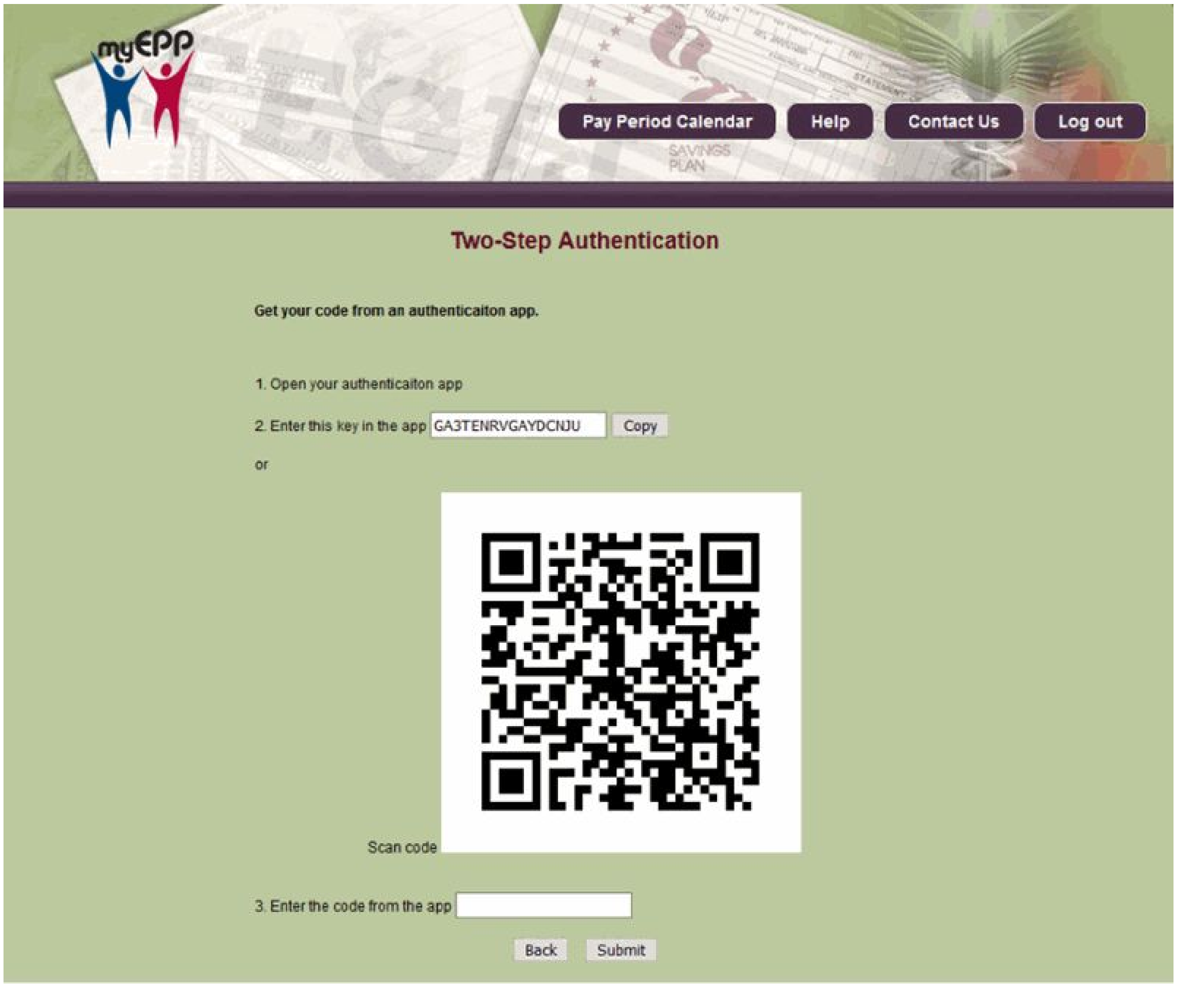



**Figure 28: Two-Step Authentication App Page**

21. Enter or copy the key code from the app into the space provided under item number 3.
    OR
    Scan the code
22. Select the **Submit** button.

To utilize the phone call option you will have to provide a U.S. telephone number. Each time you log in to your account with your password, a one-time-use code will be sent to your verified phone number via an automated phone call.

> Note: If you are outside of the U.S., you must use the Authentication application option.

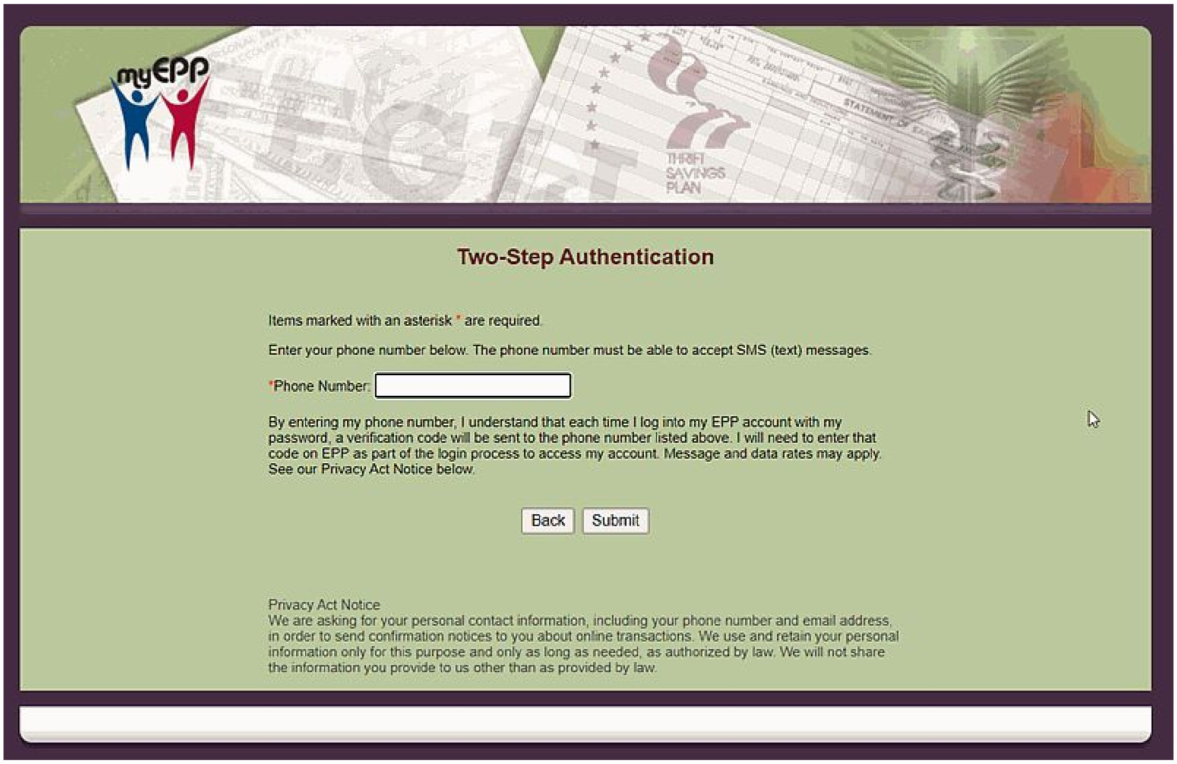



**Figure 29: Two-Step Authentication Phone Number page**

23. Enter your phone number in the Phone Number field.
24. Select the **`Submit`** button. The Two-Step Authentication (verification code) page is displayed. You will receive an automated phone call providing a verification code.

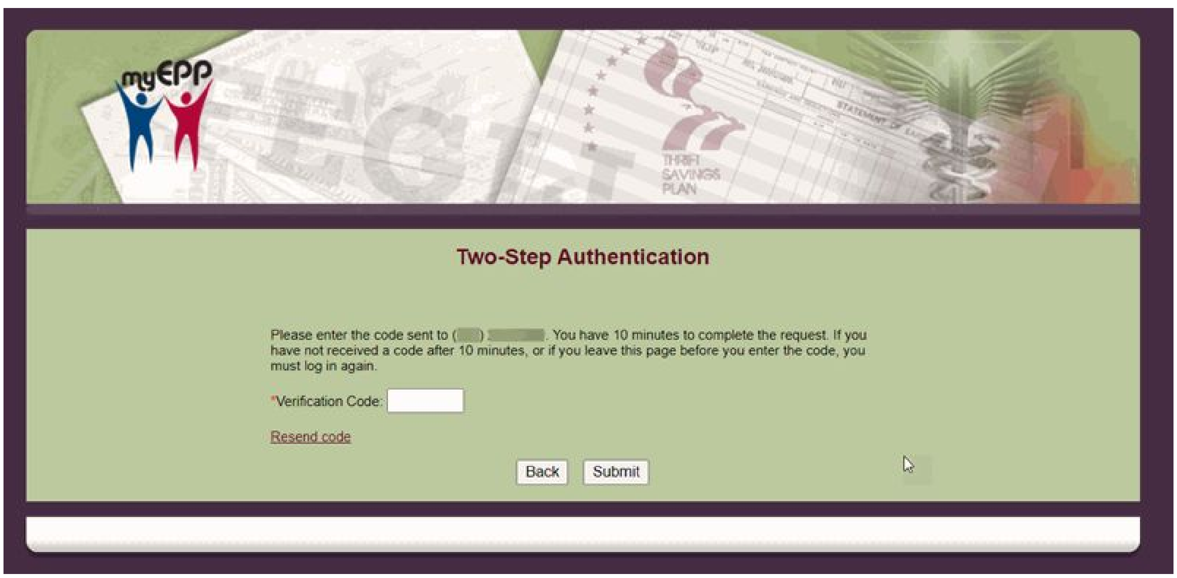



**Figure 30: Two-Step Authentication Phone Number Verification page**

> Note: If you do not receive the code within 10 minutes, select ***Resend Code***.

25. Enter the verification code provided in the Verification Code field.
26. Select the `Submit` button. The My EPP Main Menu page is displayed.

Note: By selecting the ***Phone Call*** option to receive the verification code, each time you log in to your account, a one-time use code will be sent via an automated phone call to the verified phone number. Enter the code to access your account. Message and data rates may apply.

To change the selected two-factor authentication option to another option, go to ***Preferences***, and select ***Change Two-Step Authentication***.

# Logging In

Note: Employees must log in to EPP using PIV/Login.Gov when making banking changes.

The Log In page allows you to log in to EPP.

1. To log in to EPP, connect to the NFC Home page.
2. Select the ***Applications*** tab. The Application Launchpad is displayed.
3. On the Application Launchpad, select ***My EPP***. The Warning Banner page is displayed.

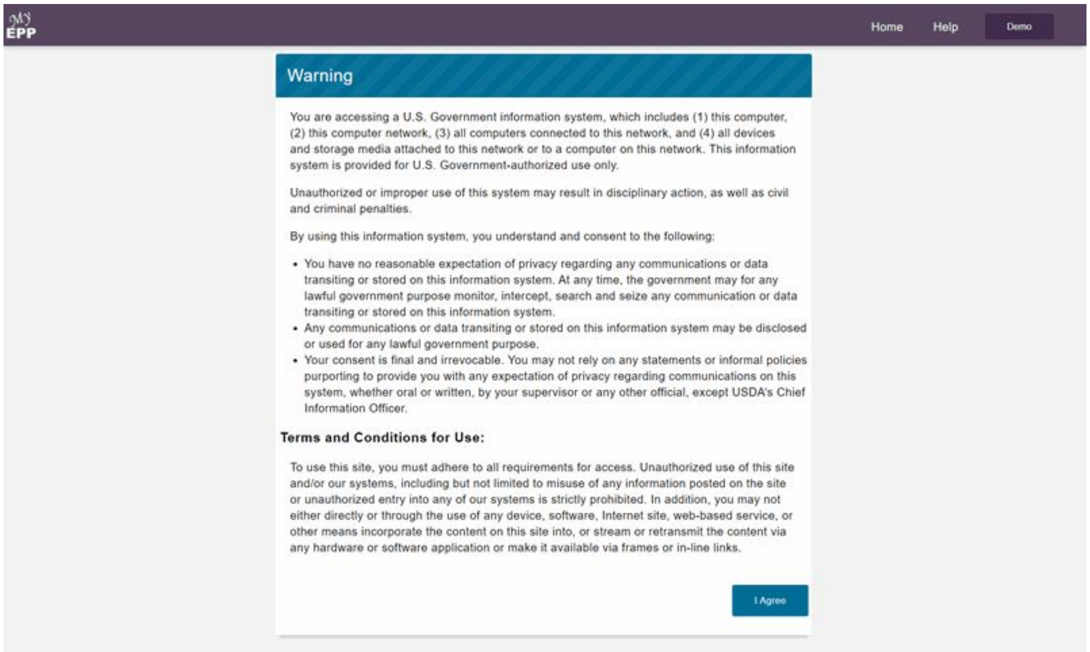



**Figure 31: Warning Banner Page**

4. Select the **`I Agree`** button. The My Employee Personal Page page is displayed.

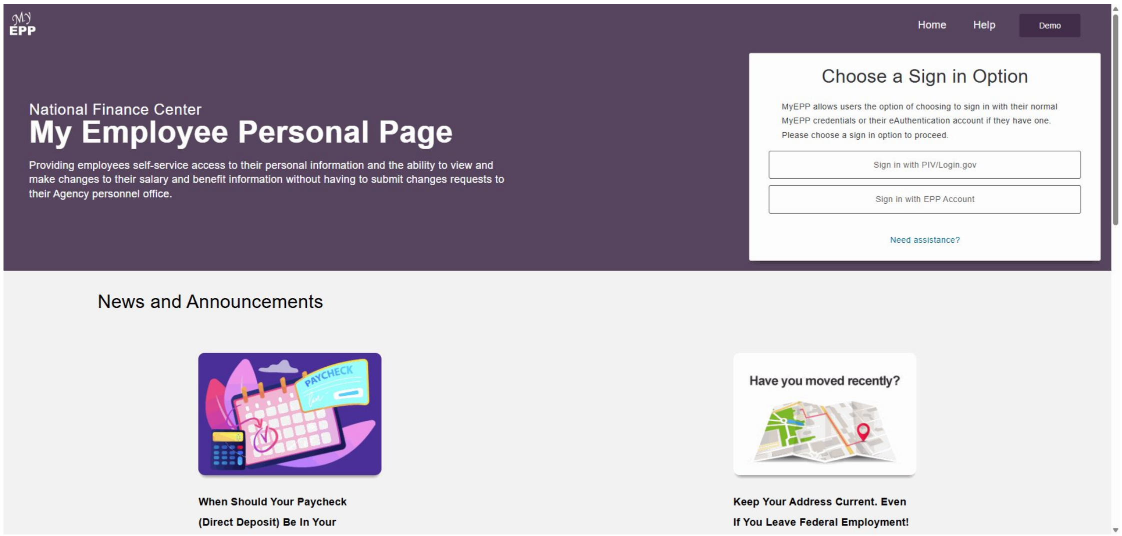



**Figure 32: My Employee Personal Page Page**

5. From the ***Choose a Sign In Option*** menu, select a sign-in option.

   Valid values are:

| **Option** | **Description** |
|---|---|
| Sign In with PIV/Login.gov | Takes the user to the eAuthentication Login page. |
| Sign In with EPP Account | Takes the user to the My EPP Login page. |

6. If Sign In with EPP Account was selected, Complete the fields as follows:

   User ID Field Instruction

   Password Field Instruction

7. Select the **`reCAPTCHA`** checkbox that reads, *I'm not a robot*.

> Note: The security reCAPTCHA message is only displayed when the **`Sign In with EPP Account`** button is chosen.

> Note: In most cases, a checkmark will appear, and you may proceed with your request. In some cases, further verification may be needed, and you may be required to solve an additional challenge. If prompted, you should follow the on-

screen instructions to complete the verification. Once the additional challenge has been passed, a checkmark will appear, and you may proceed with your original request.

8. Select the **`Log In`** button.

Note: When registering your Two-Step Authentication, if you chose to receive the verification code via text message/SMS, your phone will receive the text message code at this time. If you chose Authentication Application, proceed to the Authentication Application option. If you chose Phone Call your phone will receive a call at this time. The Two-Step Authentication (verification code) page is displayed.

## Text Message (SMS) Option:

If the Text Message Option was chosen, the Two-Step Authentication page Verification Code is displayed.

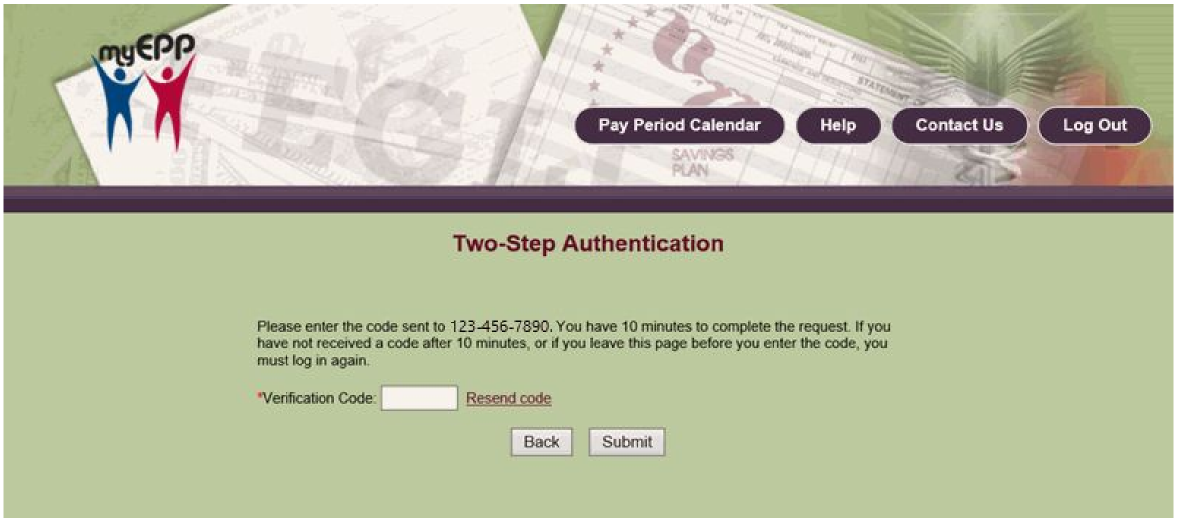



**Figure 33: Two-Step Authentication Page - Verification Code Sent to Phone**

Your phone will receive a verification code via text message/SMS.

1. Enter the verification code via text message (SMS) in the Verification Code field.

Note: If you do not receive the code within 10 minutes, select ***Send new code***.

2. Select the **Submit** button. You will receive a text message on your phone confirming *2-Step Authentication enabled*. You are now logged in to EPP.

## Authentication Application Option:

If the Authentication Application Option was chosen, the Two-Step Authentication (Key Code or Scan Code) page is displayed.

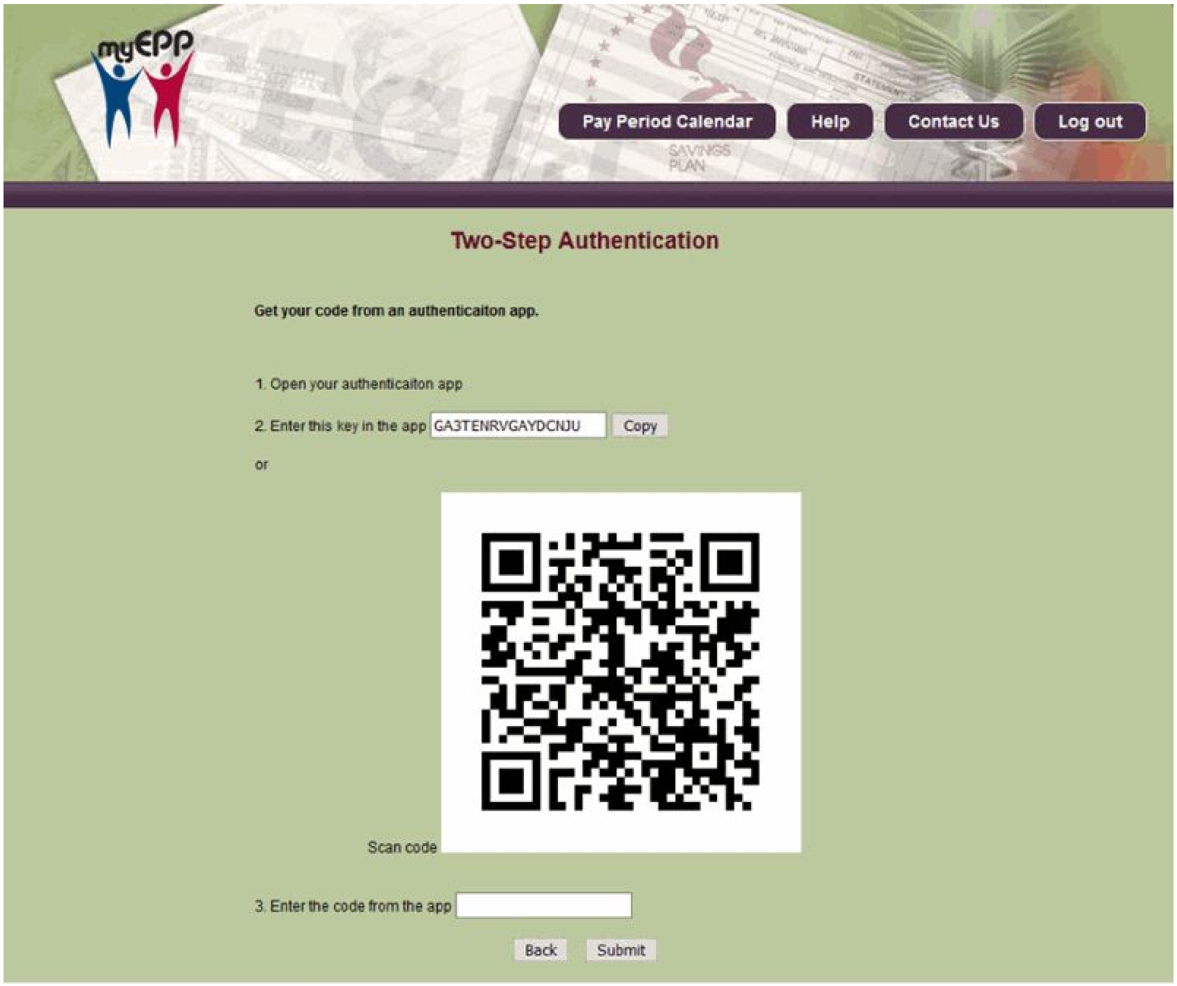



**Figure 34: Two-Step Authentication App Page**

1. Open the Authentication app on your cell phone.
2. Enter or copy the key code from the app into the space provided under item number 3.
   OR
   Scan the code.
3. Select the **Submit** button. You are now logged in to EPP.

## Phone Call Option:

If the phone call option was chosen, each time you log in to your account with your password, a one-time-use code will be sent to your verified phone number via an automated phone call.

> Note: If you are outside of the U.S., you must use the Authentication Application option.

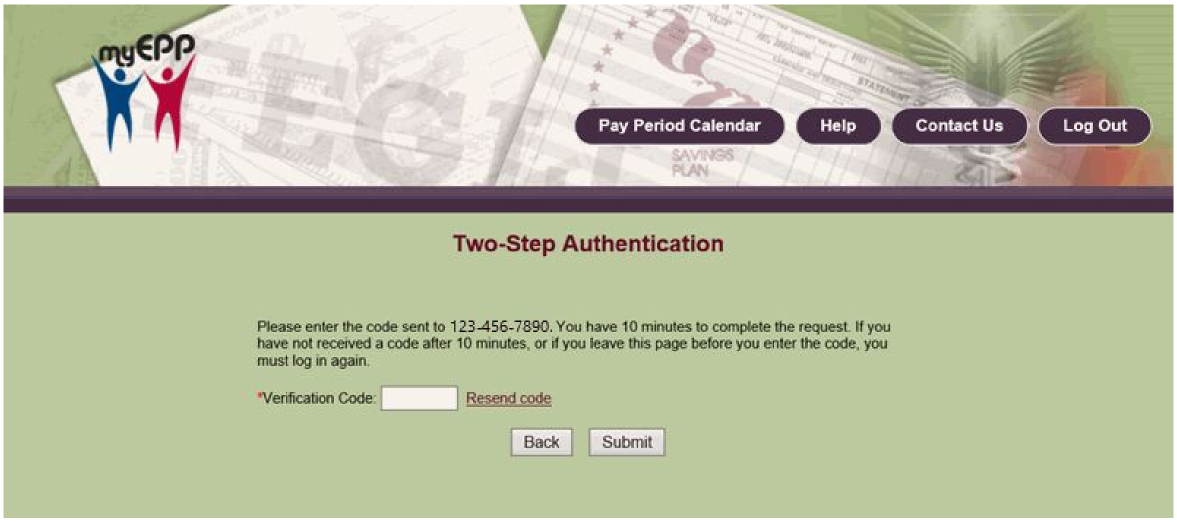



**Figure 35: Two-Step Authentication Page - Verification Code Sent to Phone**

1. Enter the verification code in the field provided.

> Note: If you do not receive the code within 10 minutes, select ***Resend code***.

2. Select the **`Submit`** button. You are now logged in to EPP.

# Login Instructions Using eAuthentication

> Note: Employees must log in to EPP using PIV/Login.Gov when making banking changes.

If the Agency accesses the application using the eAuthentication Login, follow the steps below.

## Logging in Using PIV/Login.gov


> Note: Employees must log in to EPP using PIV/Login.Gov when making banking changes.


1. To log in to EPP, connect to the NFC Home page.
2. Select the ***Applications*** tab. The Application Launchpad is displayed.
3. On the Application Launchpad, select ***My EPP***. The Warning Banner page is displayed.

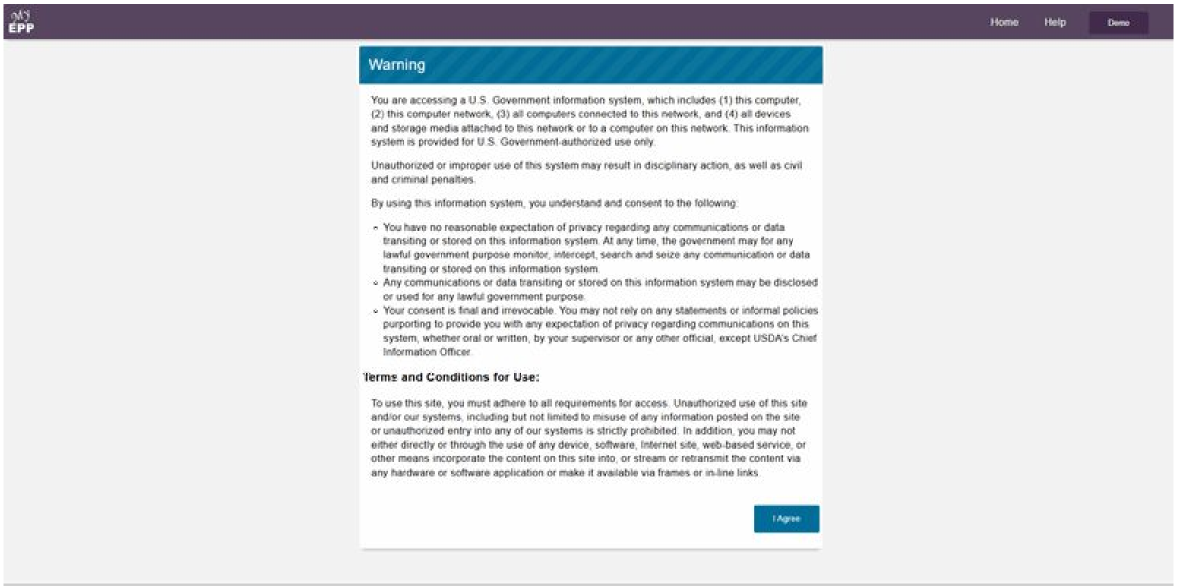



**Figure 36: The Warning Banner Page**

4. Select the **`I Agree`** button. The My Employee Personal Page page is displayed.

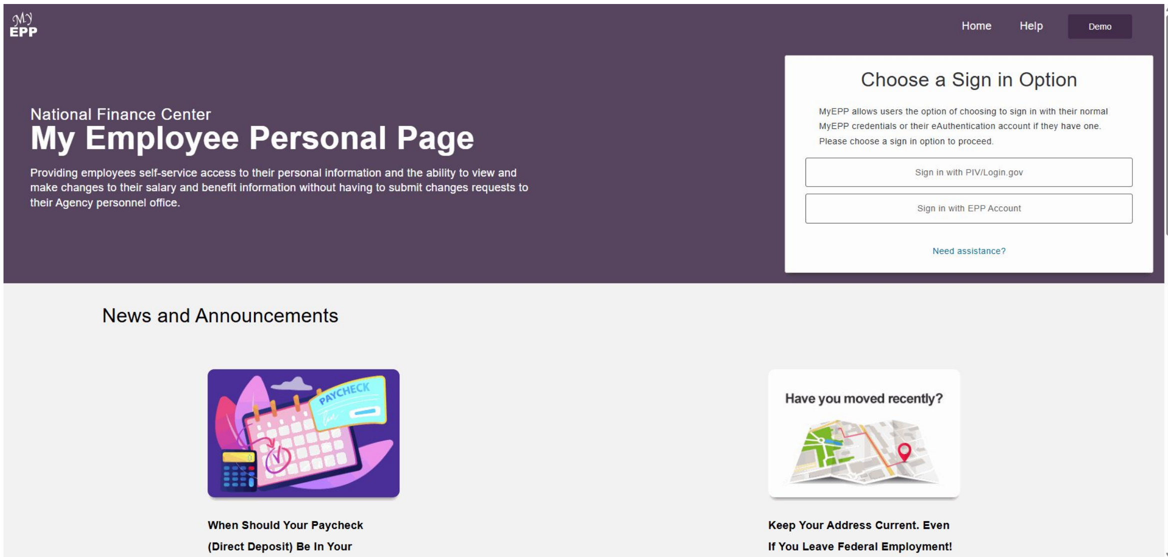



**Figure 37: My Employee Personal Page Page**

5. From the ***Choose a Sign In Option*** menu, select a sign-in option.  The Agency Selection popup appears.

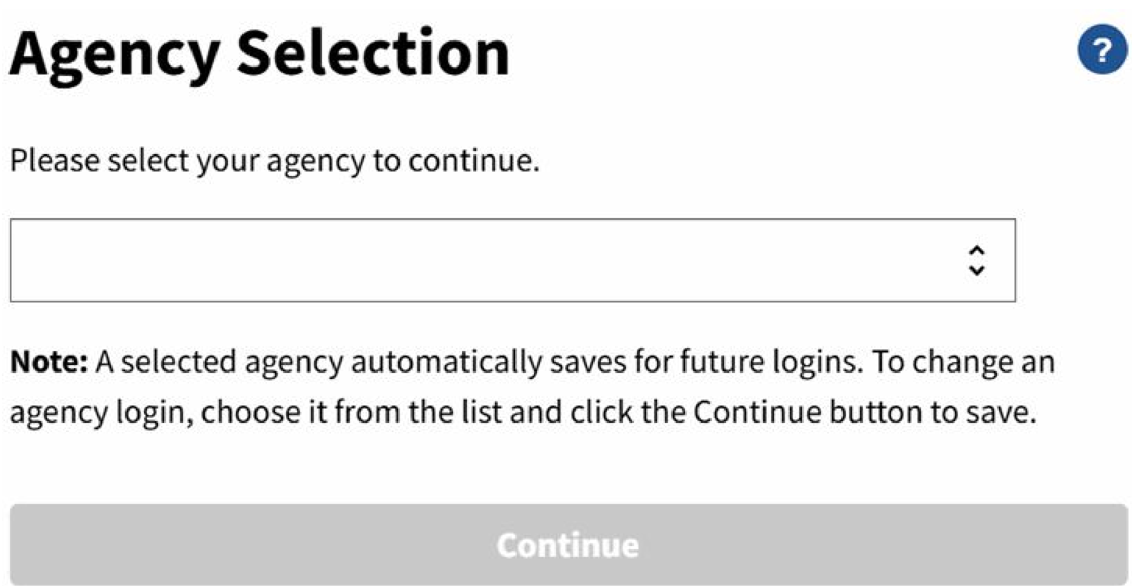



**Figure 38: Agency Selection popup**

6. Select the applicable Agency.

7. Select the `Continue` button. The Save Agency popup appears.

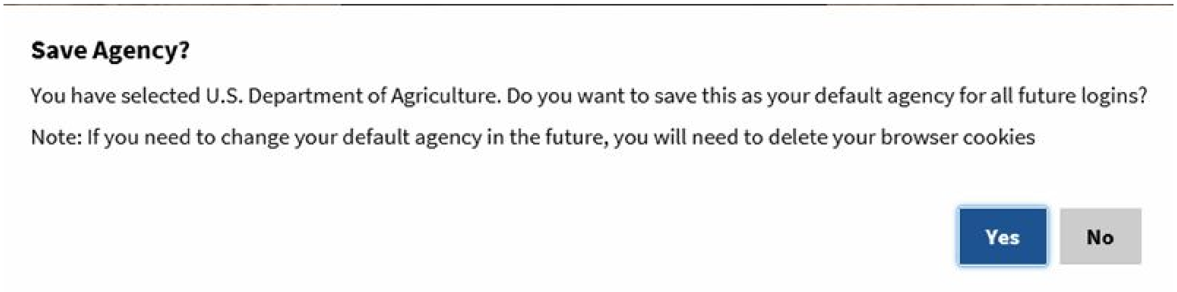



**Figure 39: eAuthentication Save Agency Popup**

8. Select the `Yes` button. The eAuthentication Log In page is displayed.

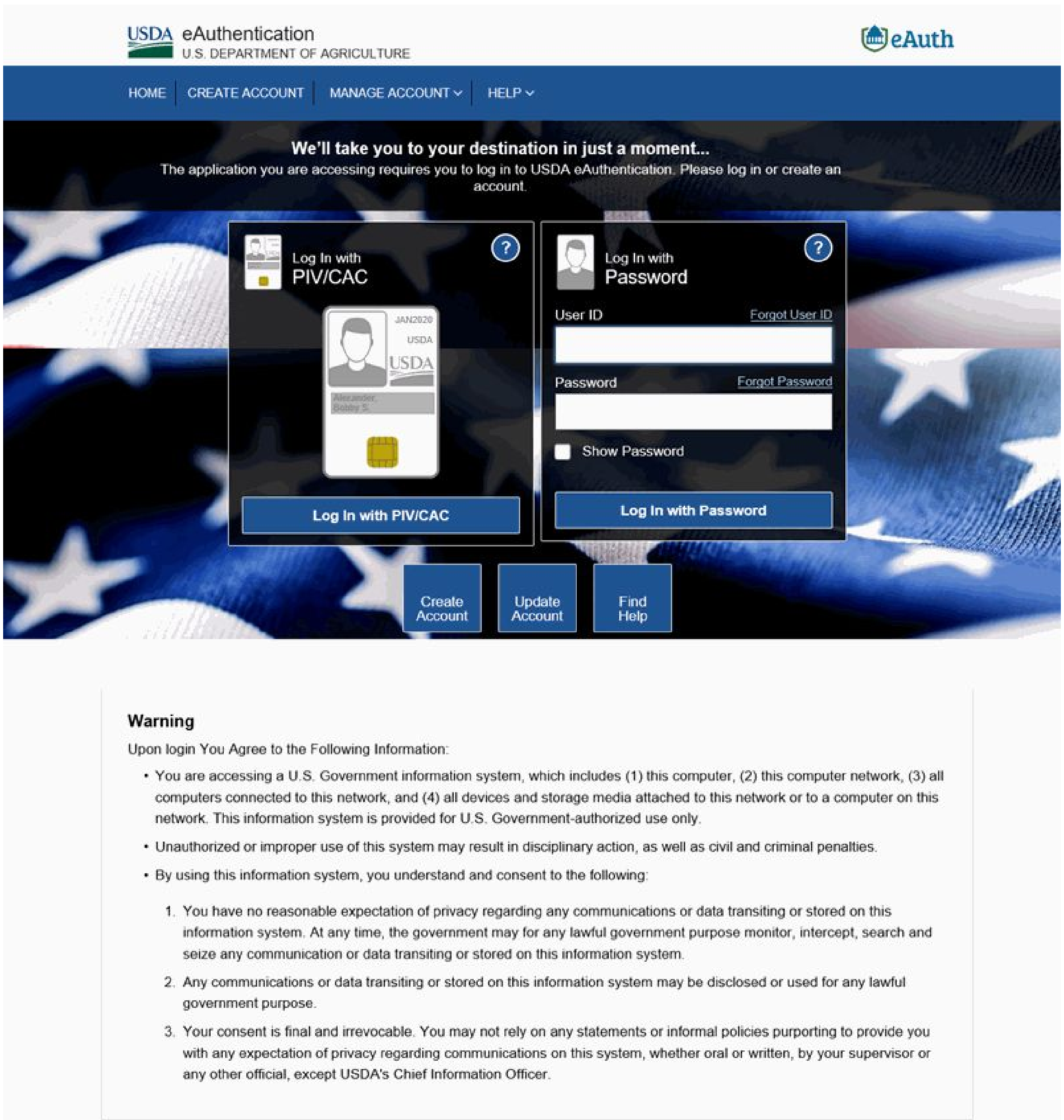



**Figure 40: eAuthentication Login Page**

9. Select the **`Log In with PIV/CAC`** button to log in. The Windows Security Select a Certificate page is displayed.
10. Select the applicable certificate. The applicable Windows Security Smart Card popup will appear.

> Note: Prior to selecting the **`OK`** button, ensure that the credential information displayed on the Certificate page is correct. If not, select the ***More choices*** option, select the correct credentials, then select the **`OK`** button.

11. Enter your PIN.
12. Select the **`OK`** button. You are connected to EPP.

# Logging In Using ID and Password

> Note: Employees must log in to EPP using PIV/Login.Gov when making banking changes.

1. To log in to EPP, connect to the NFC Home page.
2. Select the ***Applications*** tab. The Application Launchpad is displayed.
3. On the Application Launchpad, select ***My EPP***. The Warning Banner page is displayed.

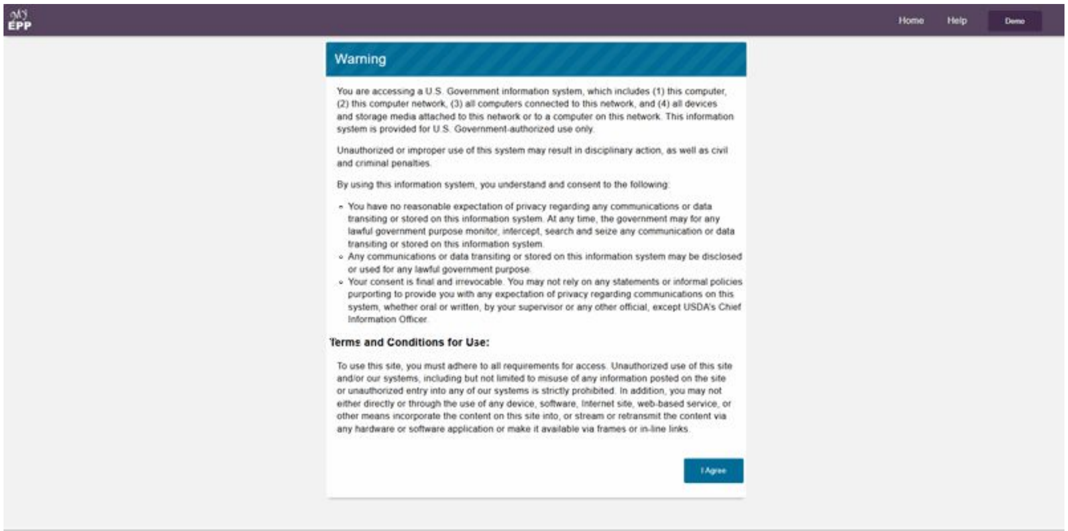



**Figure 41: The Warning Banner Page**

4. Select the **`I Agree`** button. The My Employee Personal Page page is displayed.

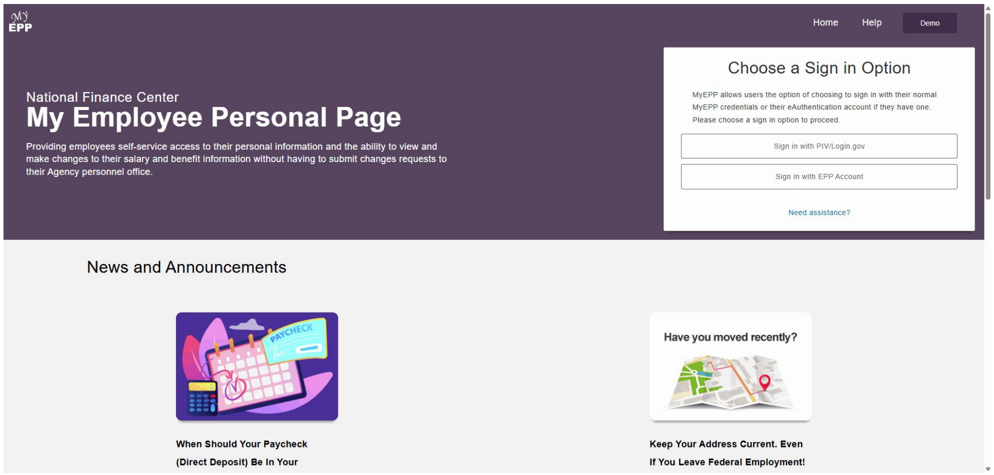


**Figure 42: My Employee Personal Page Page**

5. From the ***Choose a Sign In Option*** menu, Select **`Sign in with EPP Account`**. The My EPP Log in page appears.

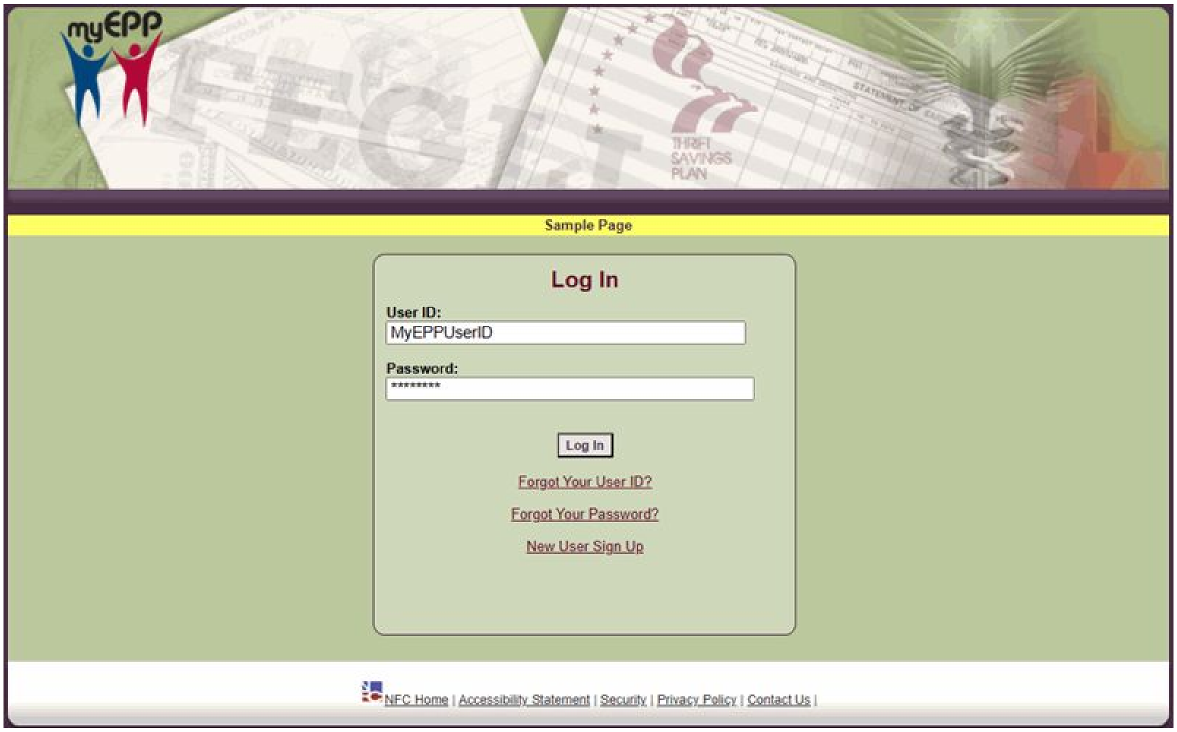



**Figure 43: Log In Page**

6. Complete the fields as follows:

   User ID Field Instruction

   Password Field Instruction

7. Select the **`reCAPTCHA`** checkbox that reads, *I'm not a robot*.

> Note: The security reCAPTCHA message is only displayed when the **`Sign In with EPP Account`** button is chosen.

> Note: In most cases, a checkmark will appear, and you may proceed with your request. In some cases, further verification may be needed, and you may be required to solve an additional challenge. If prompted, you should follow the on-screen instructions to complete the verification. Once the additional challenge has

been passed, a checkmark will appear, and you may proceed with your original request.

8. Select the **`Log In`** button. You are now logged in to EPP.

Note: When registering your Two-Step Authentication, if you chose to receive the verification code via text message/SMS, your phone will receive the text message code at this time. If you chose Authentication Application, proceed to the Authentication Application option. If you chose Phone Call your phone will receive a call at this time. The Two-Step Authentication (verification code) page is displayed.

## Text Message (SMS):

If the Text Message was chosen, the Two-Step Authentication page Verification Code is displayed.

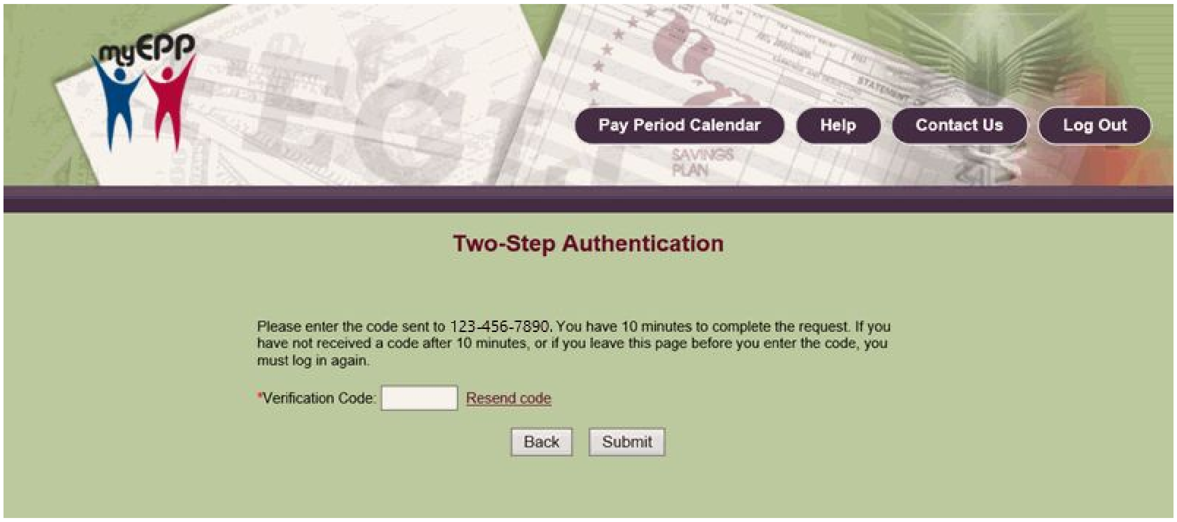



**Figure 44: Two-Step Authentication Page - Verification Code Sent to Phone**

Your phone will receive a verification code via text message/SMS.

1. Enter the verification code via text message (SMS) in the Verification Code field.

Note: If you do not receive the code within 10 minutes, select ***Send new code***.

2. Select the **`Submit`** button. You are now logged in to EPP.

## Phone Call Option:

If the phone call option was chosen, each time you log in to your account with your password, a one-time-use code will be sent to your verified phone number via an automated phone call.

> Note: If you are outside of the U.S., you must use the Authentication Application option.

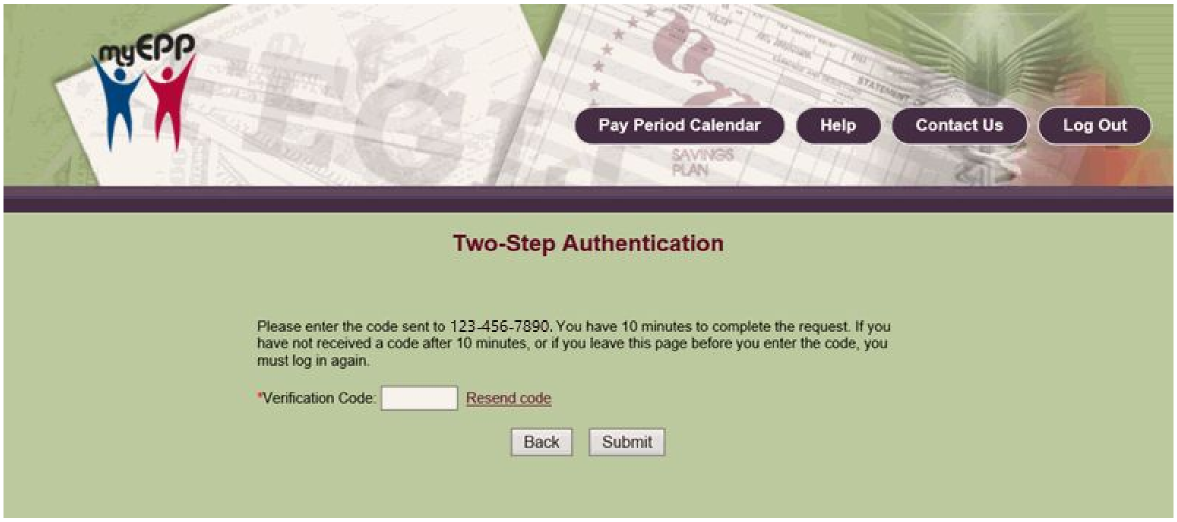



**Figure 45: Two-Step Authentication Page - Verification Code Sent to Phone**

1. Enter the verification code in the field provided.

   > Note: If you do not receive the code within 10 minutes, select ***Resend code***.

2. Select the **`Submit`** button. You are now logged in to EPP.

Following the selection of either the Text Option or Phone Option, you will receive a text message on your phone confirming *`2-Step Authentication enabled`*. The Welcome to EPP Page displays.

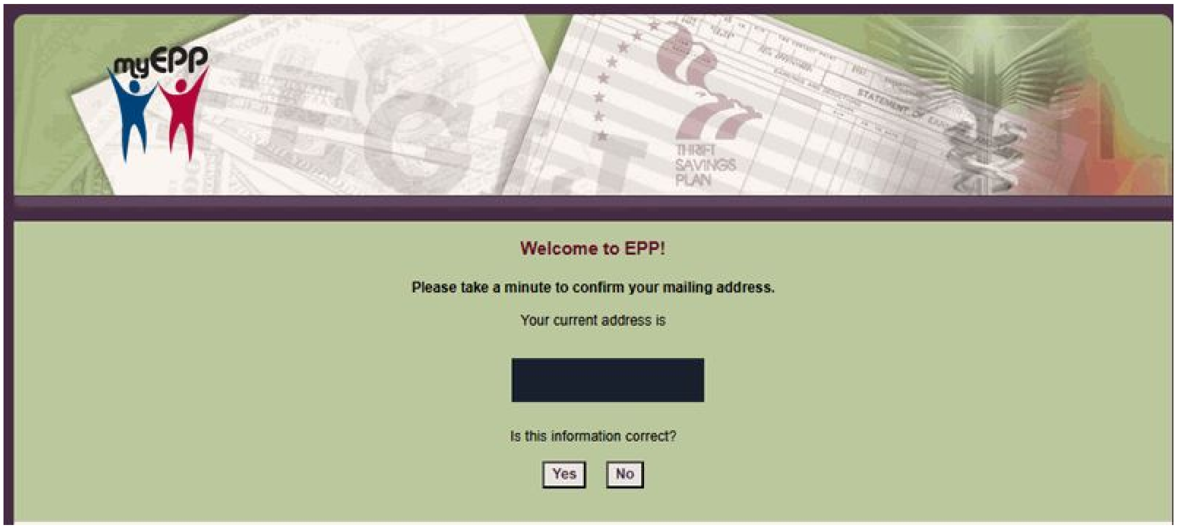



**Figure 46: Welcome to EPP Confirm Address Page**

3. Select `Yes` or `No` to confirm your mailing address. The EPP Main Menu Page displays.

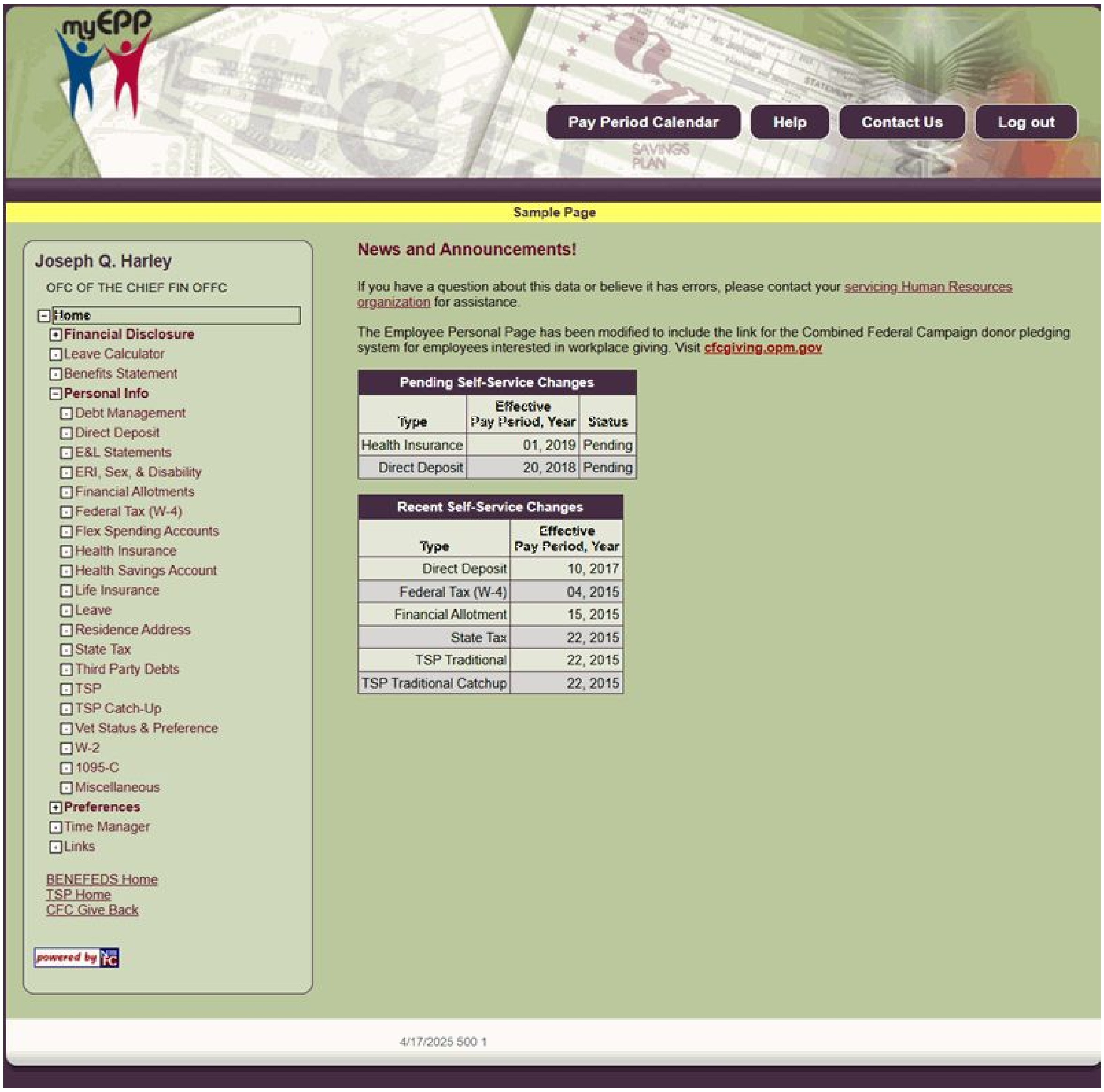



**Figure 47:** EPP **Main Menu Page**

# Login Instructions Using Login.gov

> Note: Employees must log in to EPP using PIV/Login.Gov when making banking changes.

If the Agency accesses the application using login.gov, follow the steps below.

1. To log in to EPP, connect to the NFC Home page.
2. Select the ***Applications*** tab. The Application Launchpad is displayed.
3. On the Application Launchpad, select ***My EPP***. The Warning Banner page is displayed.

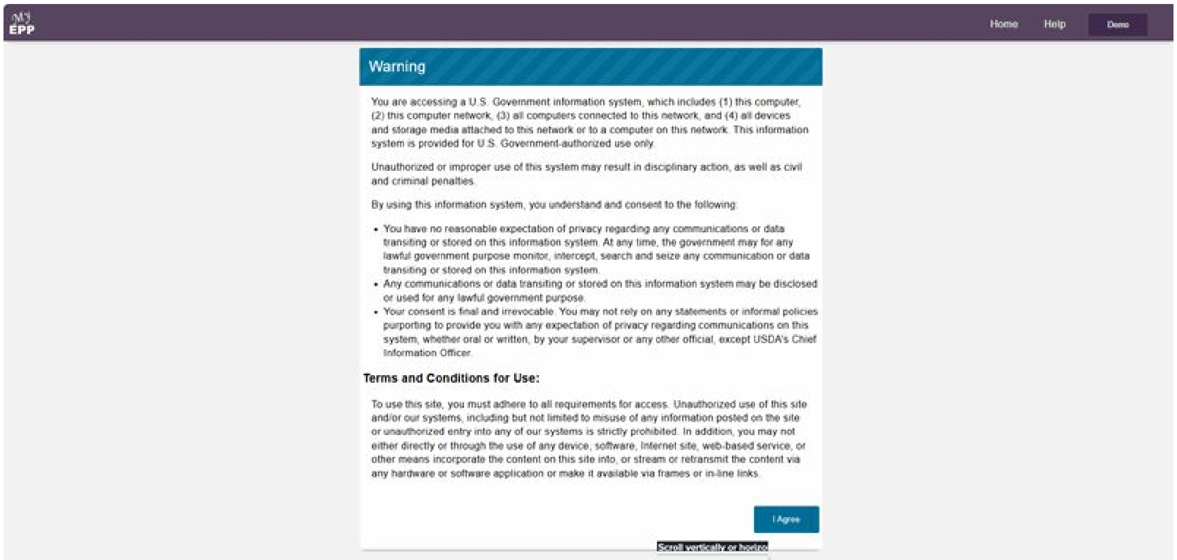



**Figure 48: The Warning Banner Page**

4. Select the `I Agree` button. The My Employee Personal Page page appears.

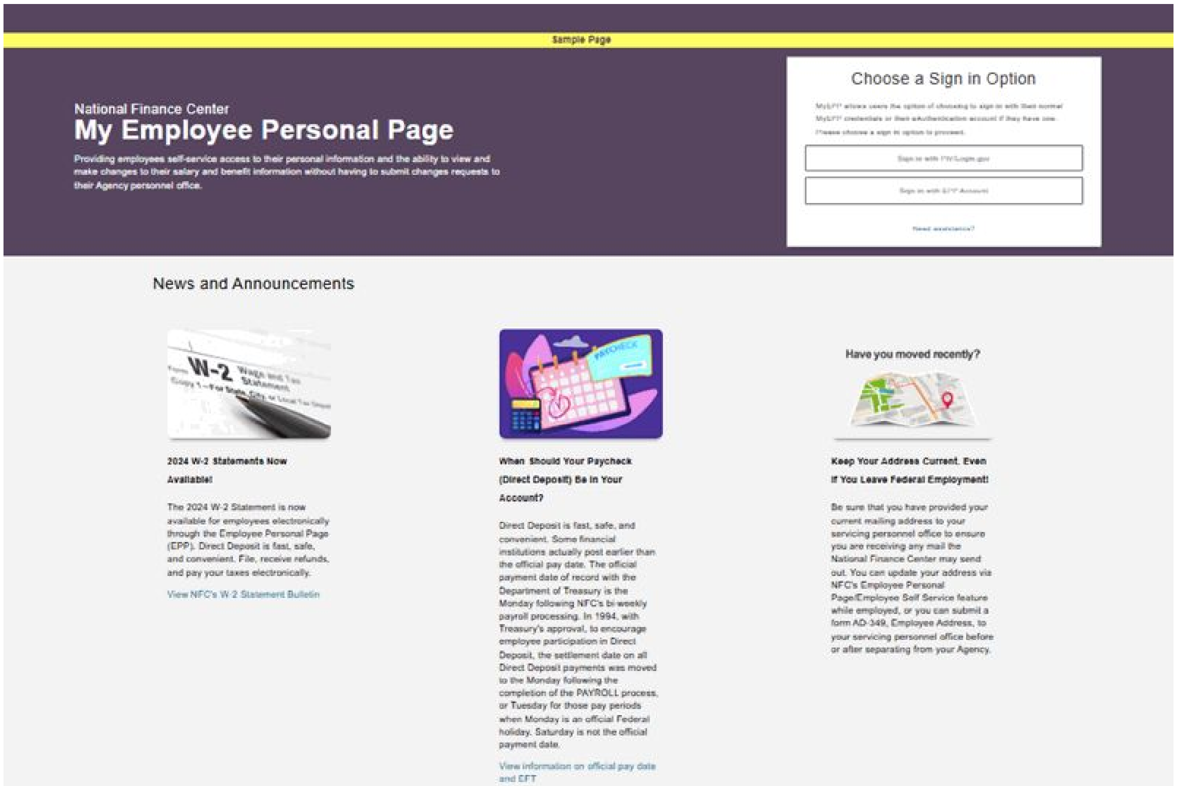



**Figure 49: My Employee Personal Page Page**

5. From the ***Choose a Sign In Option*** menu, Select the **`Sign in with PIV/ Login.gov`**. The Agency Selection popup appears.

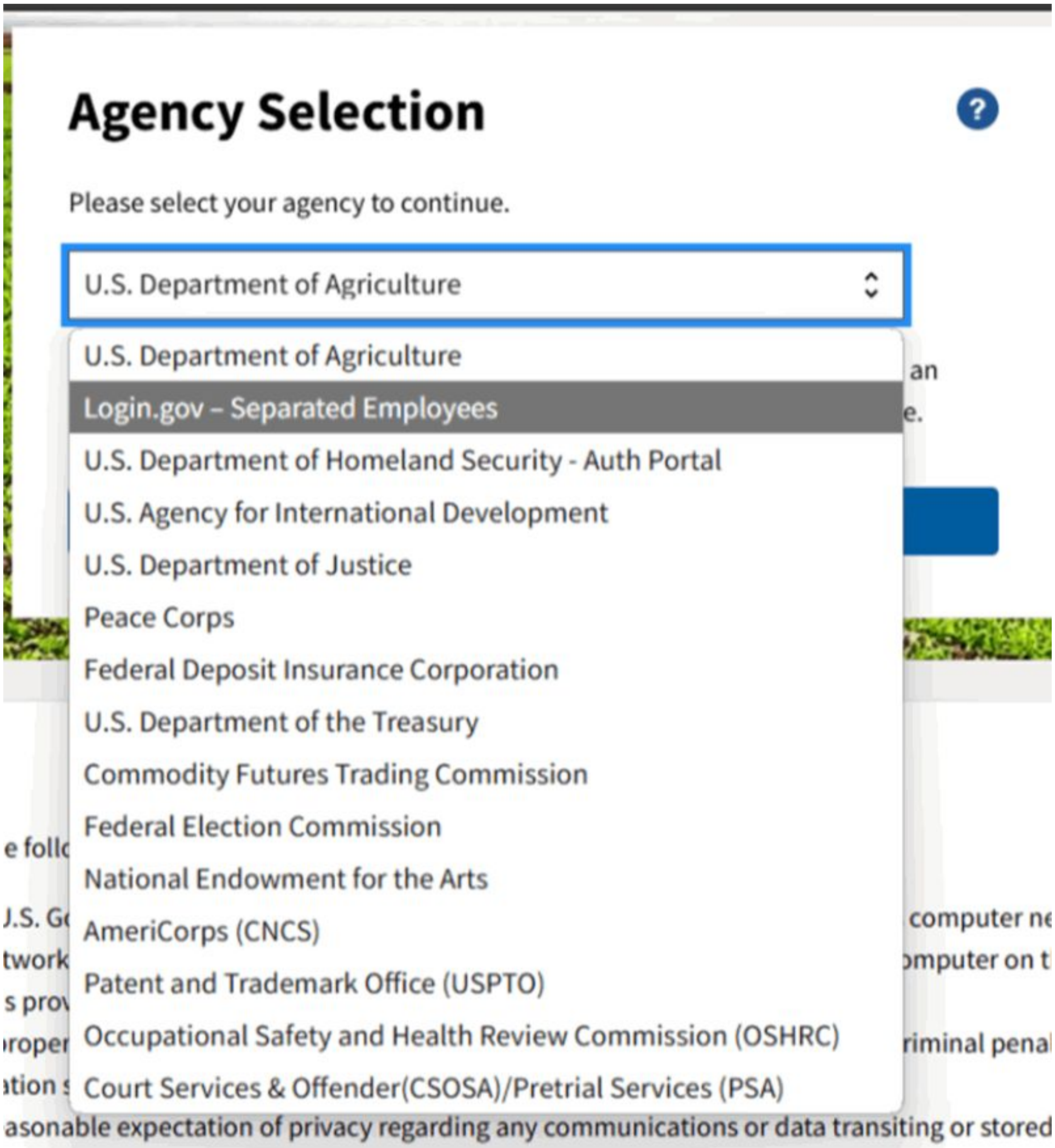



**Figure 50: Agency Selection popup**

6. Select `Login.gov - Separated Employees` from the drop-down menu. The Customer Login page is displayed.

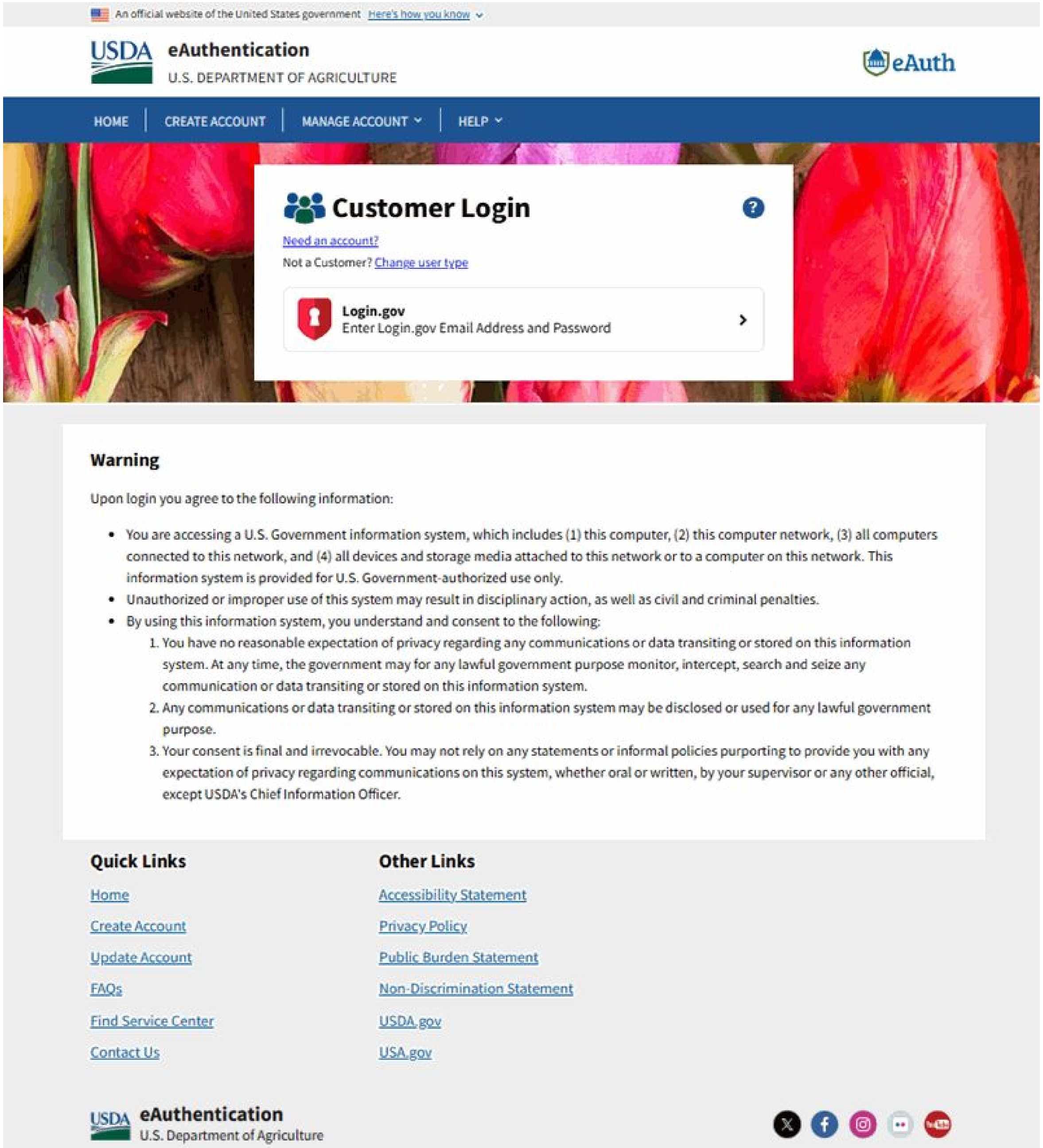



**Figure 51: Customer Login Page**

7. Select ***Login.gov***. The Link with Login.gov popup appears.

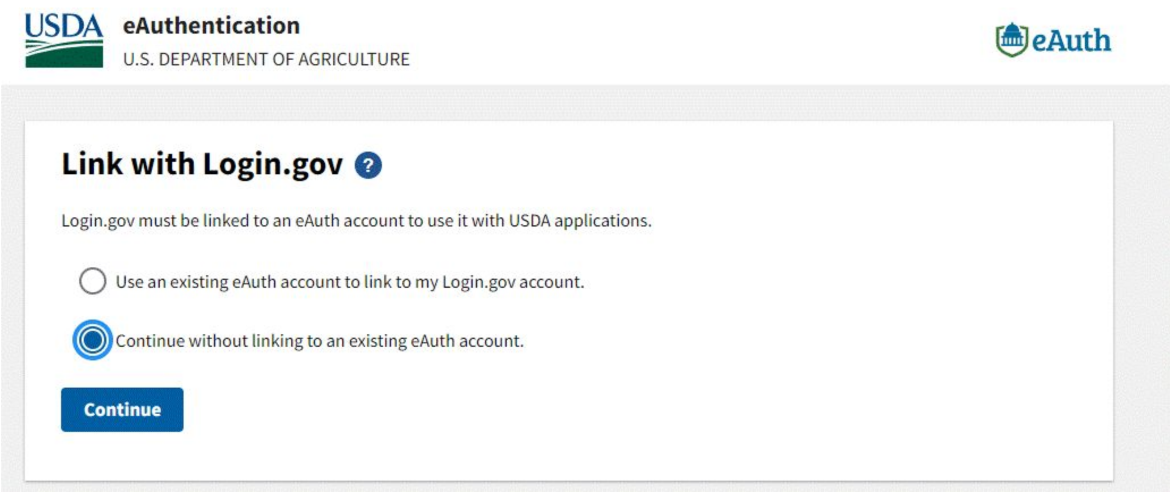



**Figure 52: Link with Login.gov Popup**

8. Select ***Continue without linking to an existing eAuth account***.
9. Select the `Continue` button.
10. Follow the prompts to complete the login process.

# Exiting EPP

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

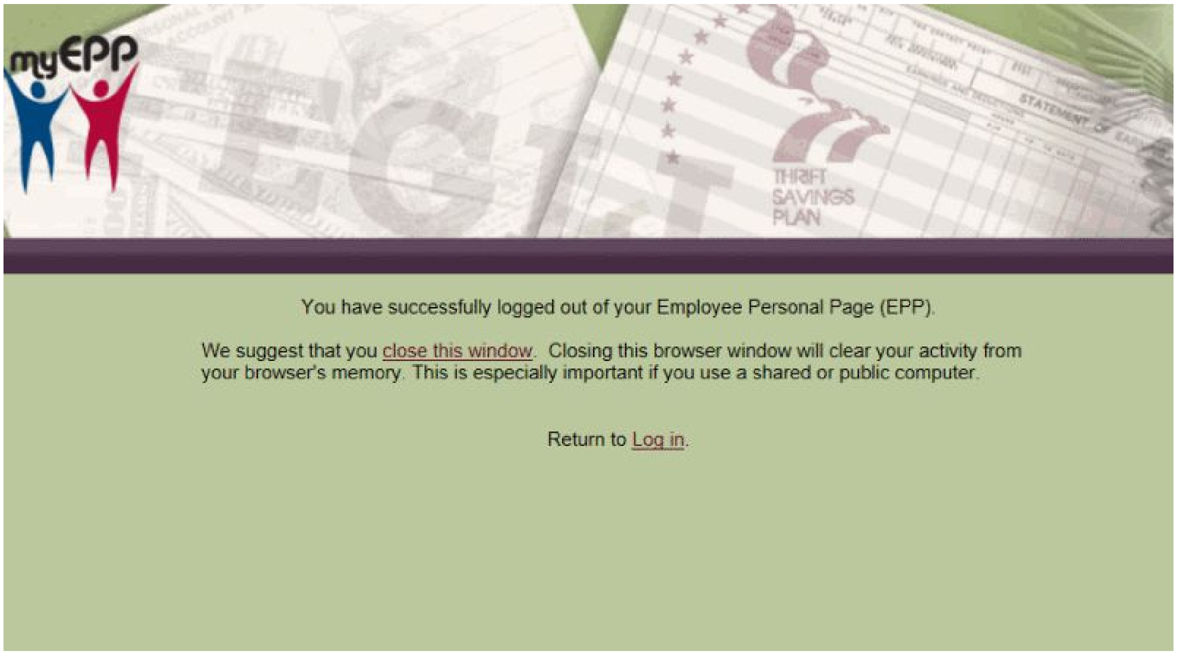



**Figure 53: EPP Log Out Page**

# EPP Home Page

The EPP Home page allows users to access their personal information. Users can also view the latest news and announcements, which includes announcements for all employees, and messages targeted to specific groups of employees. Organizations can request that messages be posted in the News and Announcements section of the Home page by specifying either Department, Agency, or Department and Agency, and personnel office identifier (POI). From the Log In page, select the Log In button. The EPP Home page is displayed.

> Note: Separated employees have access to EPP for 18 months from the date of separation. Separated employees will use Login.gov with multi-factor authentication (MFA). A Login.gov account must be created the first time a separated employee logs in with Login.gov. Users will no longer have an option to use an EPP user ID and password. Employees cannot make self-service change requests once they separate. This also includes changing printing options. The employee records will also display in IRIS for 18 months.

# Financial Disclosure

The ***Financial Disclosure*** option allows authorized users to access and complete the OGE-278, Financial Disclosure form.

# 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.

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

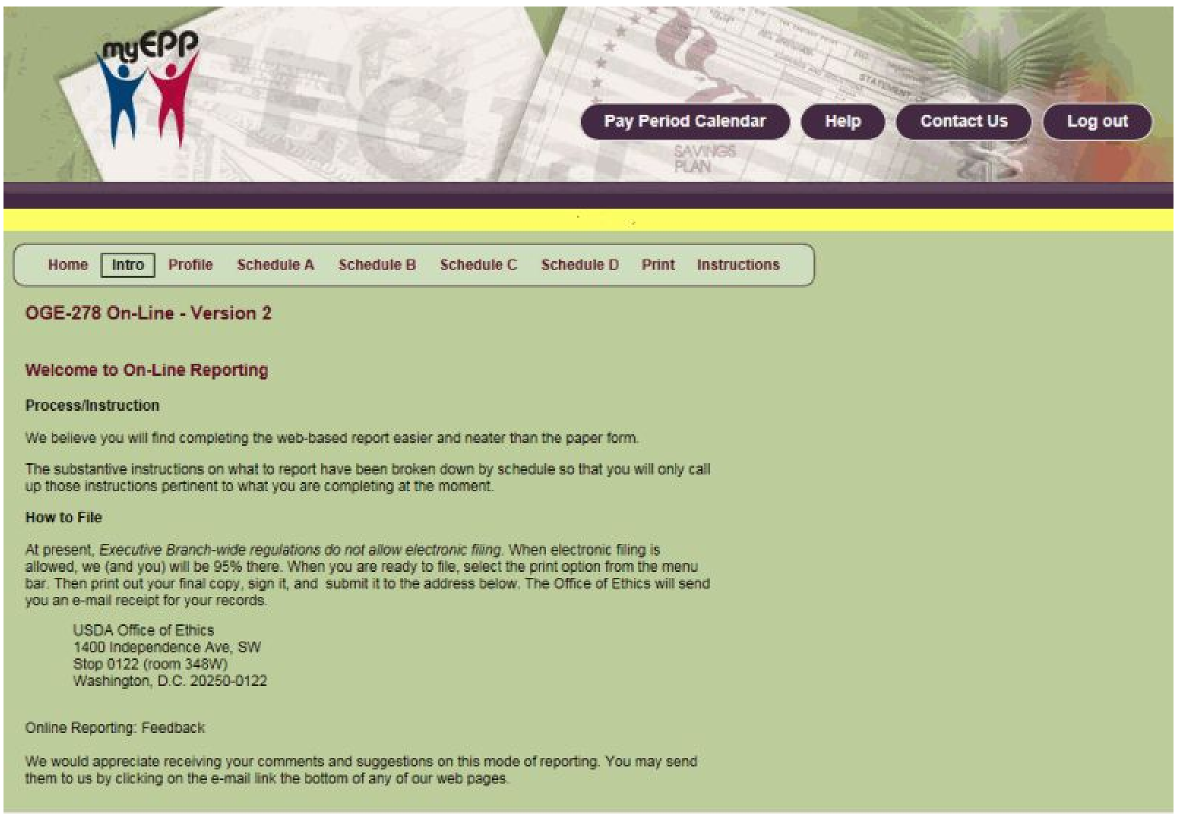



**Figure 54: OGE-278 On-Line Page**

# 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.

# Entering Leave Data

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

1. To enter leave data, select the ***Leave Calculator*** component. The Leave Calculator page is displayed.

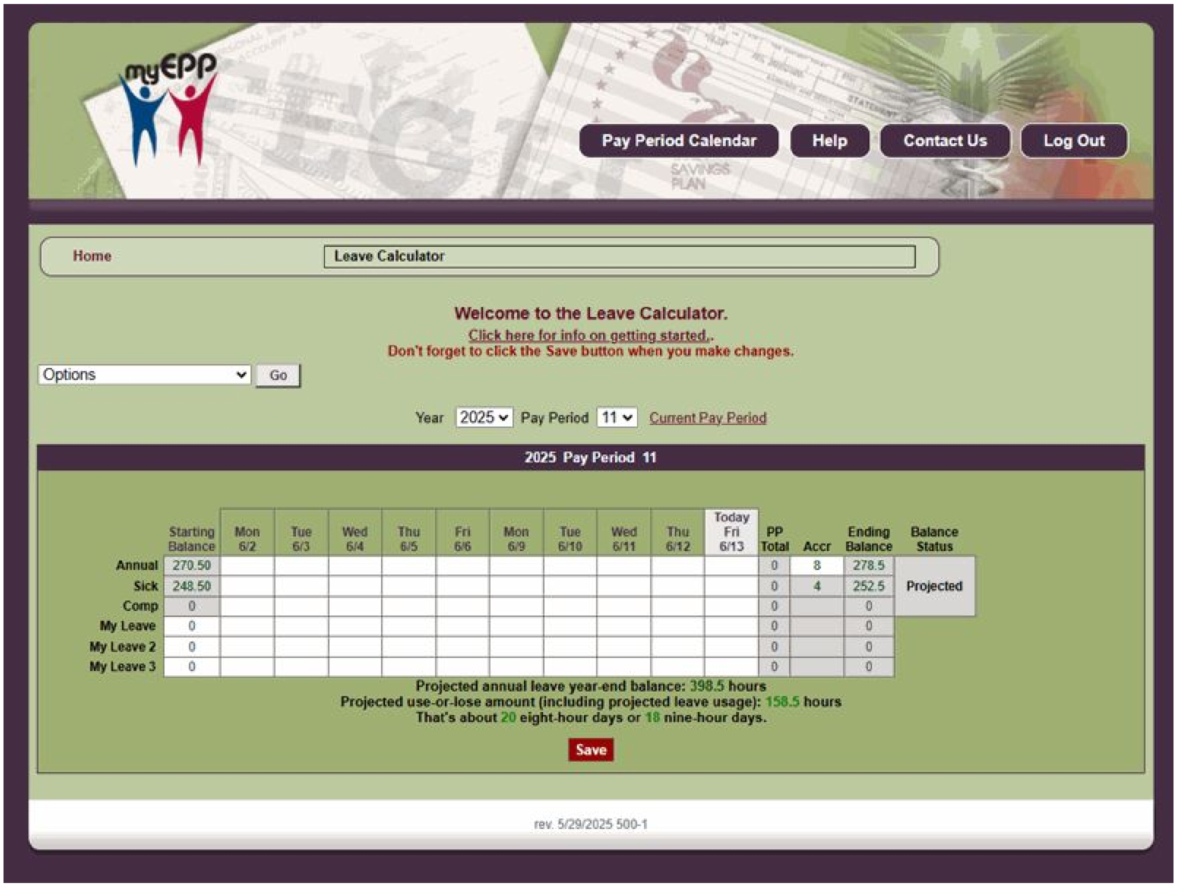



**Figure 55: Leave Calculator Page**

2. Select the applicable year to view or enter leave data. The current year is displayed by default.
3. Select the applicable pay period to view or enter leave data. The current pay period is displayed by default.
4. Complete the fields as follows:

Starting Balance Field Instruction

Annual Field Instruction

Sick Field Instruction

Comp Field Instruction

My Leave Field Instruction

My Leave Field Instruction

My Leave Field Instruction

PP Total Field Instruction

Accrued Field Instruction

Ending Balance Field Instruction

5. Select **`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.

1. To create a leave slip, 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. Select **GO**. The Leave Calculator with Make Leave Slip page is displayed.

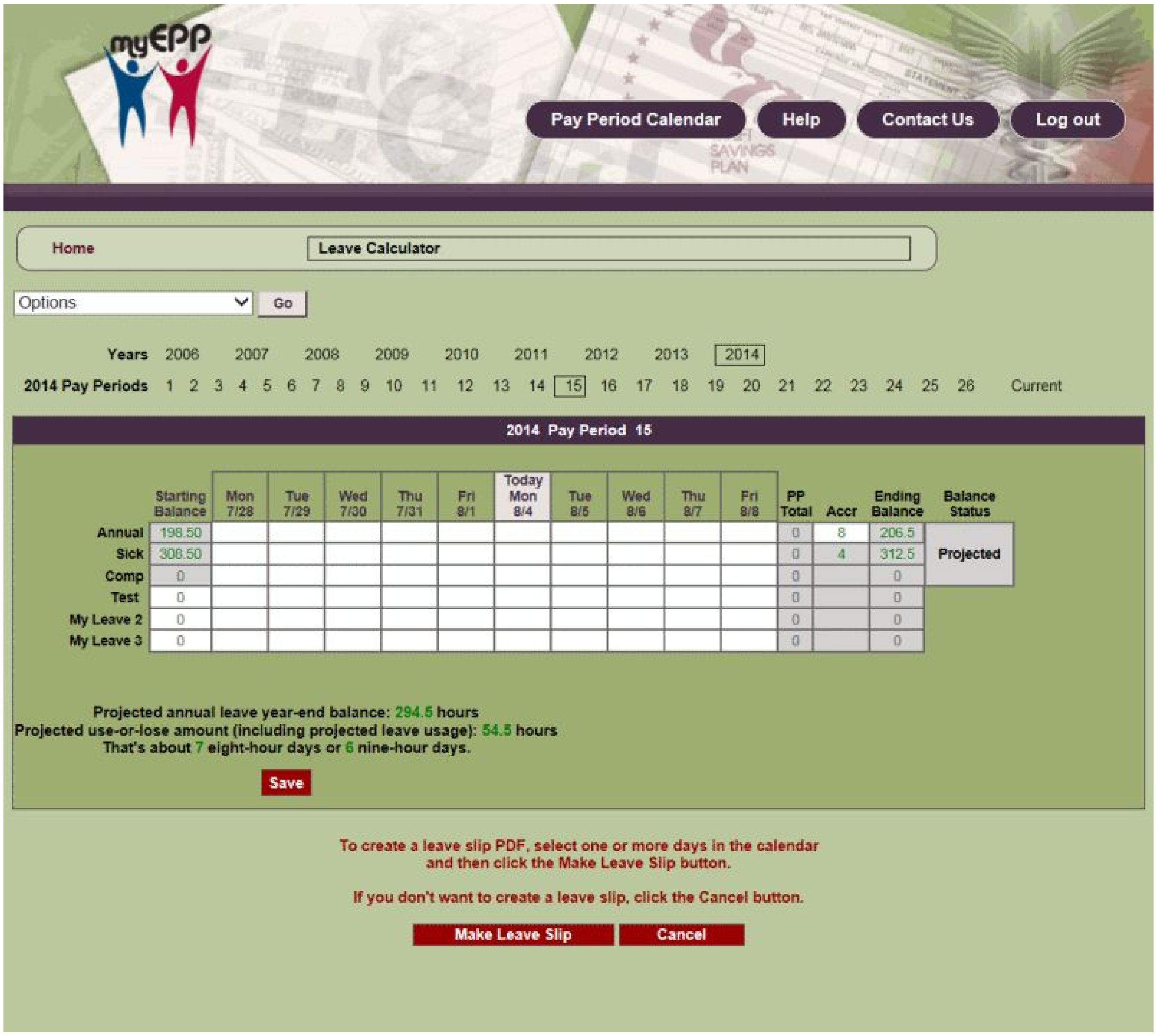



**Figure 56: Leave Calculator with Make Leave Slip Page**

4. Select **`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
   Select **`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.

1. To print a pay period calendar, 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. Select **Go**. The Employee Personal Page Leave Calendar page is displayed for the selected year.

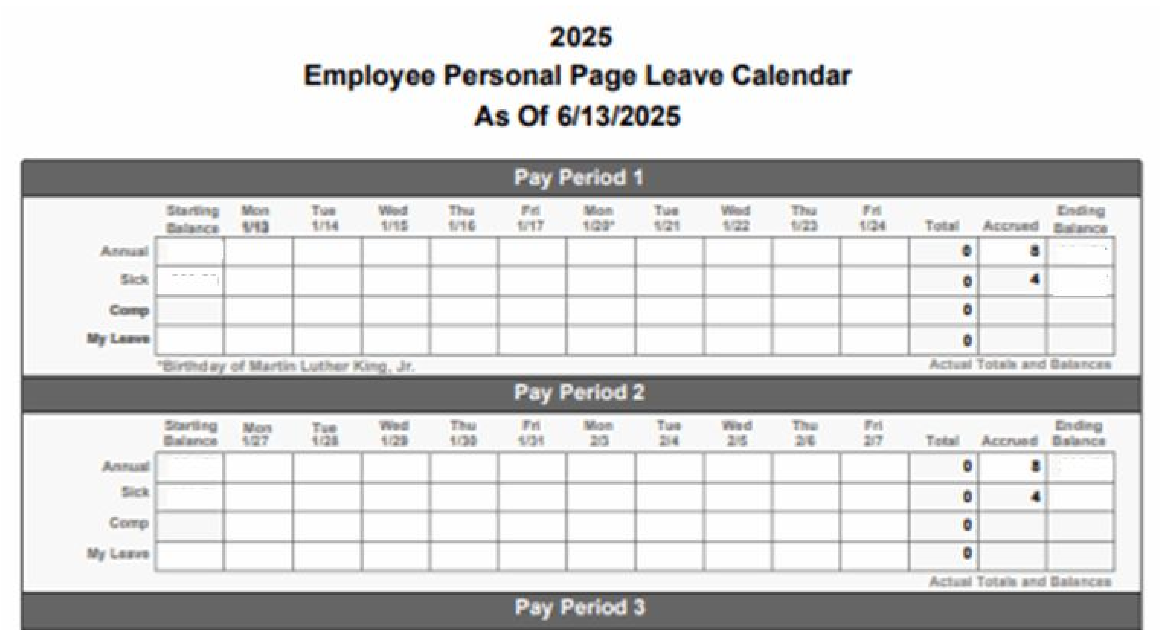



**Figure 57: Leave Calculator Page**

# 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.

1. To print an annual leave summary, 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. Select **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 58: 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.

1. To print a sick leave summary, 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. Select **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 59: 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.

1. To print a comp leave summary, 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. Select **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 60: 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.

1. To print a leave summary, 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. Select **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 61: 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.

1. To switch to manual entry, from the Leave Calculator page, select *Switch to Manual Entry* from the Options drop-down list.
2. Select **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 select **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 62: Your Personal Benefits Statement Page**

## Who Will Receive the Benefits Statement

The Benefits Statement will be available for each employee who is eligible for retirement benefits and is covered by one of the retirement coverage codes listed below.

| Code | Description |
|---|---|
| C | Civil Service Retirement System (CSRS) Offset |
| D | CSRS Offset (Congressional) Federal Insurance Contributions Act (FICA) |
| E | FICA and CSRS - For law enforcement and firefighter personnel |
| G | FICA and Foreign Service Retirement and Disability System (FSRDS) |
| I | Federal Employees Retirement System (FERS) (Congressional) FICA |
| IF | Foreign Service Pension System (FSPS) (Further Revised Annuity Employees (FRAE)) - (Congressional) |
| IR | FERS-RAE (Revised Annuity Employees) (Congressional) (pending Office of Personnel Management (OPM) approval) |
| K | FERS and FICA |
| KF | FERS (FRAE) |
| KR | FERS-RAE and FICA |
| M | FERS and FICA - Special |
| MF | FERS (FRAE) - Special |
| MR | FERS-RAE and FICA - Special |

| Code | Description |
| --- | --- |
| O | Customs and Border Protection Officers (CBPO) FERS Enhanced |
| OF | FERS (FRAE) CBPO |
| OR | FERS-RAE and FICA - Special (CBPO) |
| P | FSPS and FICA |
| PF | FSPS (FRAE) |
| PR | FSPS-RAE and FICA |
| Q | CBPO CSRS Offset |
| R | FICA and CSRS (Full) |
| T | FICA and CSRS - Special (Full) - For law enforcement and firefighter personnel |
| 0 | CBPO Enhanced CSRS |
| 1 | CSRS |
| 3 | FSRDS |
| 6 | CSRS - Special - For law enforcement and firefighter personnel |
| 7 | CSRS (Congressional) |

Each part-time employee, with one of the retirement plans listed above and one of the following work schedules, will receive a Benefits Statement for his/her applicable retirement plan:

| Code | Description |
| --- | --- |
| P | Part-time |

| Code | Description |
|---|---|
| `Q` | Part-time seasonal |
| `S` | Part-time job sharer |
| `T` | Part-time seasonal job sharer |

## Who Will Not Receive the Benefits Statement

Some employees may not receive the Benefits Statement for the following reasons:

- The employee's retirement coverage code is not displayed on the above list.
- The employee's retirement coverage code is not displayed on the above list.
- The employee's 6C Retirement Date identifies the service computation date for employees appointed to law enforcement and firefighter positions or Customs and Border Protection offices. This entails that a special retirement deduction rate (Retirement Coverage Code `0`, `6`, `E`, `M`, `O`, `Q`, or `T`) in the Information/Research Inquiry System (IRIS) Program IR102, Dates & Misc Sal/Pers Data, is invalid. Invalid means that the 6C Retirement Date is earlier than the retirement service computation date or is later than the Benefits Statement date.
- The employee is not eligible for retirement benefits.
- The employee was separated in Pay Period 26 of the prior year or Pay Period 01 of the current year.
- The employee is a Federal Deposit Insurance Corporation annuitant with FERS annuitant indicator `A` or `G` or CSRS annuitant indicator `1` or `6`.
- The employee's Agency has elected not to issue the Benefits Statement. (See those Agencies below.)

At the Agency's request, the Benefits Statement will not be created for employees of the following Agencies:

- Architect of the Capitol
- Commission on Security and Cooperation in Europe
- Congressional Budget Office
- Consumer Financial Protection Bureau
- Office of the Comptroller of the Currency
- Smithsonian Institution (Trust)

- Treasury Technical Assistance
- U.S. Botanic Garden
- U.S. Capitol Police
- U.S. Senate Restaurants

Also, the Benefits Statement will not be created for employees with the following work schedule codes:

| Code | Description |
|---|---|
| I | Intermittent |
| J | Intermittent seasonal |

# 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 either 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 selecting **Edit** or **Delete** in the Pending Self-Service Request section of the selected Self-Service page.

# Debt Management

The ***Debt Management*** option allows employees to view their current debt information. The Debt Summary Statement is only available to those employees with debt(s).

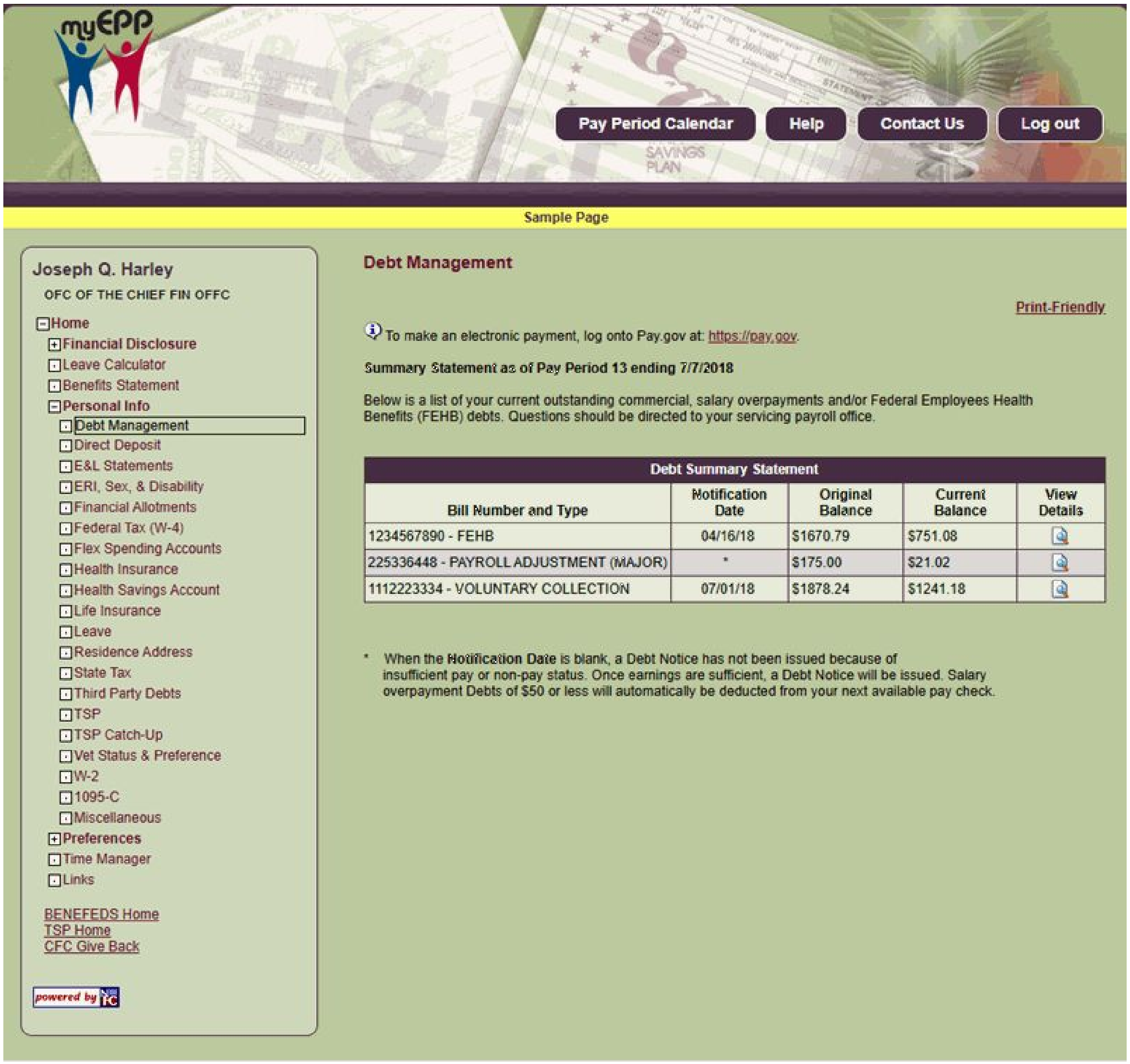



**Figure 63: Debt Management Page**

1. To view the summary statement, select the ***Debt Management*** link located beneath the ***Personal Info*** menu on the EPP home page. The Debt Summary Statement will be displayed with a list of debts.
2. Select the **`View Details`** icon for the applicable bill number and type to view the specific details. The Debt Details page will be displayed with additional information about the debt. This is a view - only page.

Note: For more information on debts, see the Administrative Billings and Collection System (ABCO) procedure.

# 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).

Note: Employees must log in to EPP using PIV/Login.Gov when making all banking changes.

Note: Only one direct deposit is allowed; however, up to 16 financial allotments may be designated.

## 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 data that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

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 data that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.

Note: Only 1 direct deposit is allowed; however, up to 16 financial allotments may be designated.

## Start a New Direct Deposit

The ***Direct Deposit*** option 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.

1. From the EPP main menu, select Direct Deposit. The Direct Deposit for Net Pay page is displayed.


**Figure 64: Enter Direct Deposit Self-Service Request Page**

2. To start a new direct deposit, from the Direct Deposit for Net Pay page, select the **`Self-Service`** button. The Enter Direct Deposit Self-Service Request page is displayed.

Note: Only 1 direct deposit is allowed; however, up to 16 financial allotments may be designated.


**Figure 65: Submit Direct Deposit Self-Service Request Page**

3. Complete the fields as follows:

   Bank Routing Nbr/Name Field Instruction

   Account Nbr Field Instruction

   Confirm Account Nbr Field Instruction

   Type of Account Field Instruction

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

4. Select the **`Continue`** button. The Submit Direct Deposit Self-Service Request page is displayed.

   The fields are displayed as follows:

   Bank Routing Nbr/Name (Displays) Field Instruction

   Account Nbr (Displays) Field Instruction

   Type of Account (Displays) Field Instruction

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

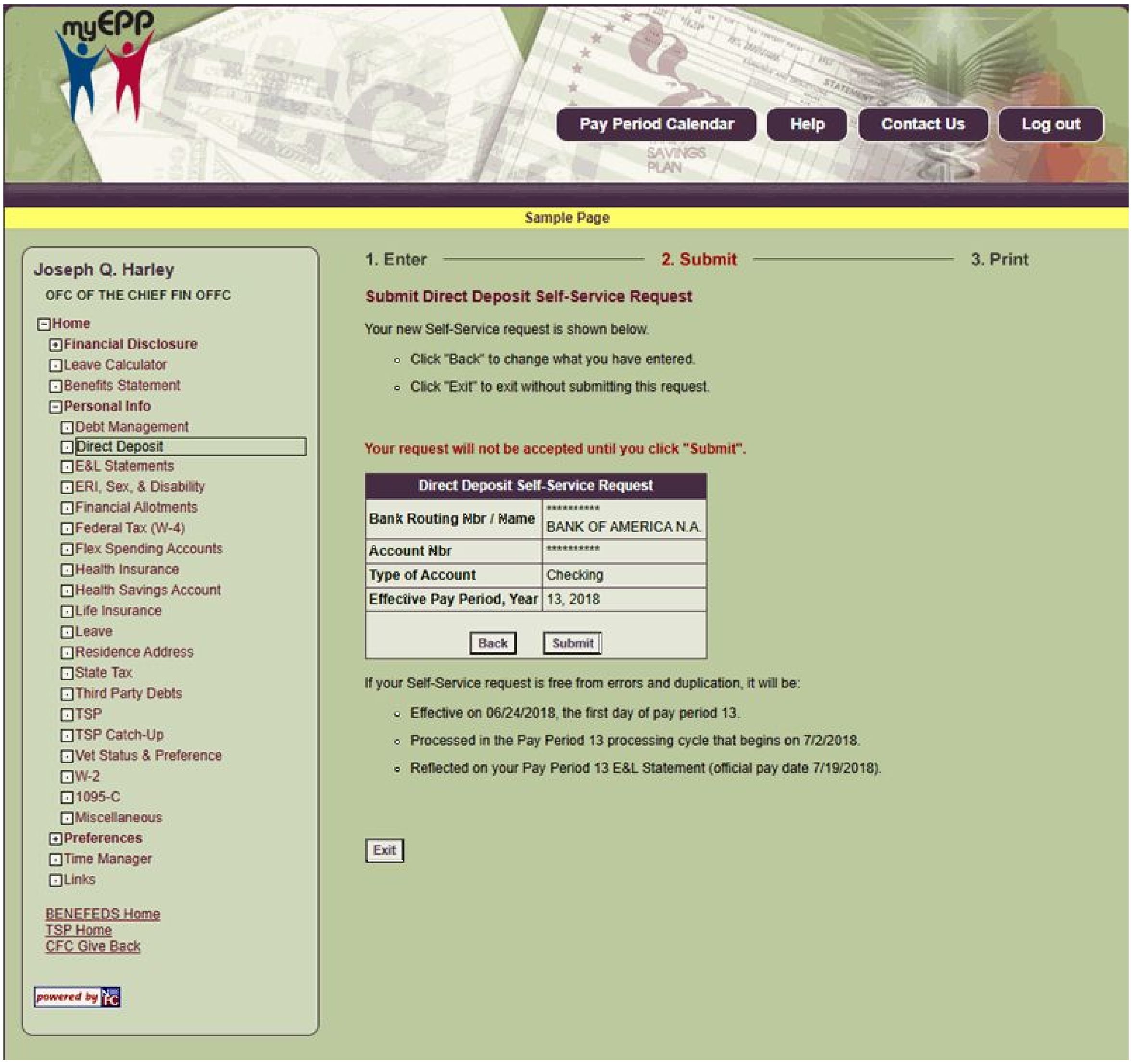



**Figure 66: Submit Direct Deposit Self-Service Request Confirmation Page**

5. Verify the information displayed is correct, then select **`Submit`** to submit the direct deposit request. The Submit Direct Deposit Self-Service Request Confirmation page is displayed.
   OR
   Select **`Back`** to return to the Direct Deposit Self-Service Request page.
6. Select **`Exit`** to return to the Direct Deposit page.

## Change an Existing Direct Deposit

Direct deposits may be made on the Direct Deposit page.

1. To change an existing direct deposit, from the Direct Deposit page, select the **`Self-Service`** button. The Pending Direct Deposit Self-Service Request page is displayed.
2. Select **`Edit`**. The Direct Deposit Self-Service Request page is displayed. Locate the fields to be modified and see field instructions for Start a New Direct Deposit.
   OR
   Select **`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.

> Note: Only 1 direct deposit is allowed; however, up to 16 financial allotments may be designated.

# Earnings and Leave Statements

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

1. To view earnings and leave statements, 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.

myEPP

Pay Period Calendar | Help | Contact Us | Log out

Sample Page

**Joseph Q. Harley**

OFC OF THE CHIEF FIN OFFC

- Home
  - Financial Disclosure
  - Leave Calculator
  - Benefits Statement
  - Personal Info
    - Debt Management
    - Direct Deposit
    - E&L Statements
    - ERI, Sex, & Disability
    - Financial Allotments
    - Federal Tax (W-4)
    - Flex Spending Accounts
    - Health Insurance
    - Health Savings Account
    - Life Insurance
    - Leave
    - Residence Address
    - State Tax
    - Third Party Debts
    - TSP
    - TSP Catch-Up
    - Vet Status & Preference
    - W-2
    - 1095-C
    - Miscellaneous
  - Preferences
  - Time Manager
  - Links

BENEFEDS Home
TSP Home
CFC Give Back

powered by NFC

## Earnings & Leave Statements

The following PII data is masked. If you would like to view or print the Social Security number where it appears on the page, go to the Home page and click the Change PII link under the Preferences tab.

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

Select Year 2018

**E&L Statement Summary**

| Year, Pay Period | PayPlan Grade Step | Salary | P/P Gross Pay | P/P Net Pay | Dates Covered | Official Pay Date | |
|---|---|---|---|---|---|---|---|
| 2018, 12 | GS 07 03 | $41,377.00 | $1,586.40 | $415.93 | 06/10/2018 to 06/23/2018 | 07/05/2018 | |

**Earnings & Leave Details**

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 |
|---|---|---|---|---|---|
| 2018, 12 (06/10/2018 to 06/23/2018) | *** 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 ******** | | | 200.00 | 400.00 |
| 88 | SAVINGS ACCT ******** | | | 50.00 | 100.00 |
| 88 | SAVINGS ACCT ******** | | | 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. ******** | | | | |

**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 By Pay Period | | | | | | |
| Religious Comp By Pay Period | | | | | | |
| Travel Comp By Pay Period | | | | | | |
| Military | 24 | | | | | |
| Time Off Award | | | | | | |
| BPAPRA Comp | | | | | | |
| BPAPRA Obligated Debt | | | | | | |
| Disabled Veteran Leave | | 4 | 24 | | | |

| Type | 1st Year | 2nd Year | 3rd Year | Balance |
|---|---|---|---|---|
| REST ANN LV HRS | | | | |

**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 |

2. Select the appropriate year you are trying to find from the drop-down. Select **Year** menu.
3. Select the **`View Details`** icon next to the applicable E&L Statement to display the selected statement.

At this point the following options are available:

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

# Ethnicity and Race Identification (ERI), Sex, and Disability

The ***ERI, Sex, and Disability*** option allows users to add or change their Ethnicity and Race Identification (ERI) code, as well as change their sex and disability code through EPP/ESS.

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


**Figure 68: Ethnicity and Race Identification (ERI), Sex, and Disability Page**

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

At this point the following options are available:

| Step | Description |
|---|---|
| **Select `Change` next to ERI.** | To add new or change existing ERI information. |
| **Select `Change` next to Sex.** | To change existing sex information. |
| **Select `Change` next to Disability.** | To change existing disability information. |

## 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, select **`Edit`** next to the ERI information on the Ethnicity and Race (ERI), Sex, and Disability Self-Service Update page, then follow the instructions listed below for Adding or Changing ERI Information.

To delete a pending ERI request, select Delete, then select OK on the Ethnicity and Race Identification (ERI), Sex, and Disability Self-Service Delete Confirmation page.

1. To add or change ERI information, select **`Change`** next to ERI. The Enter Ethnicity and Race Identification (ERI) Self-Service Request page is displayed.

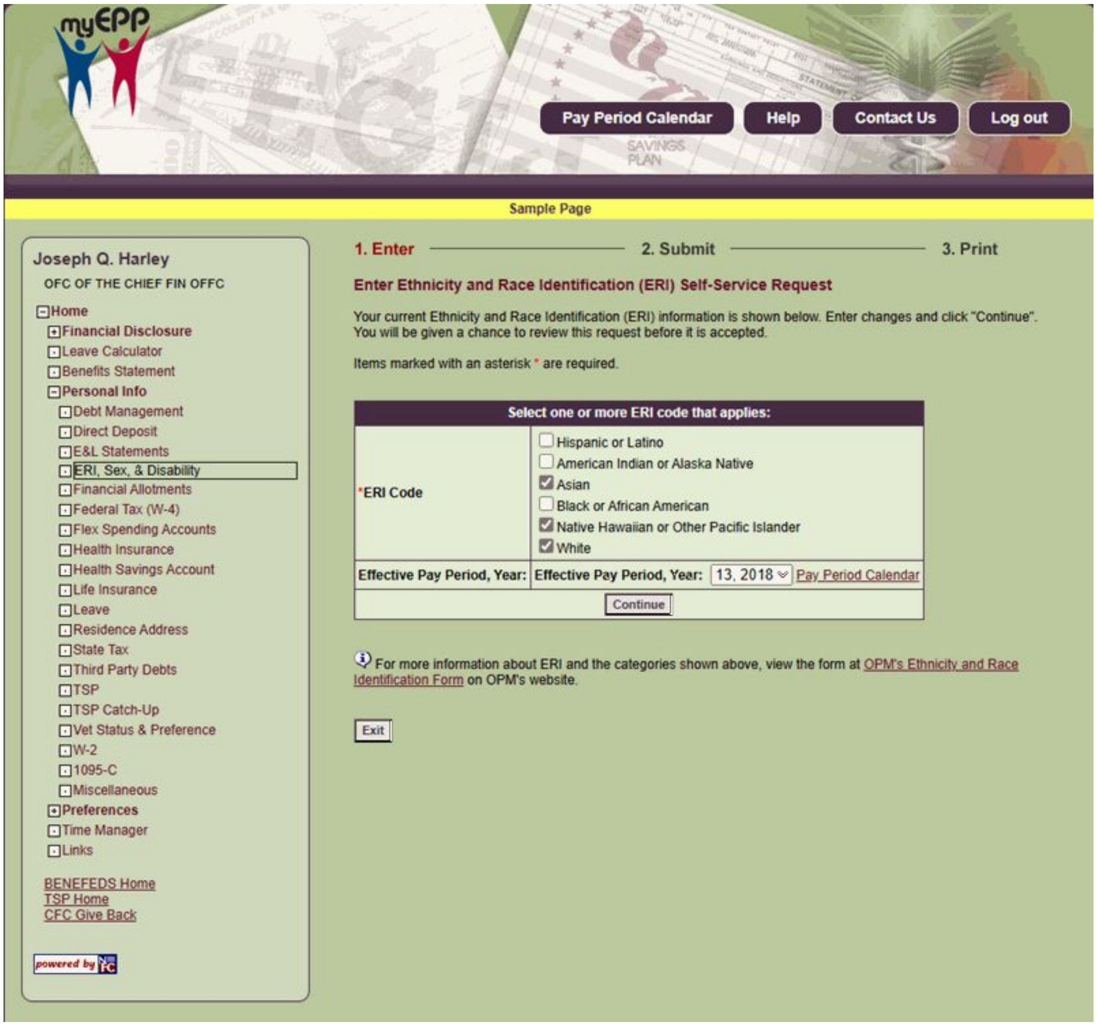



**Figure 69: Enter Ethnicity and Race Identification (ERI) Self-Service Request Page**

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

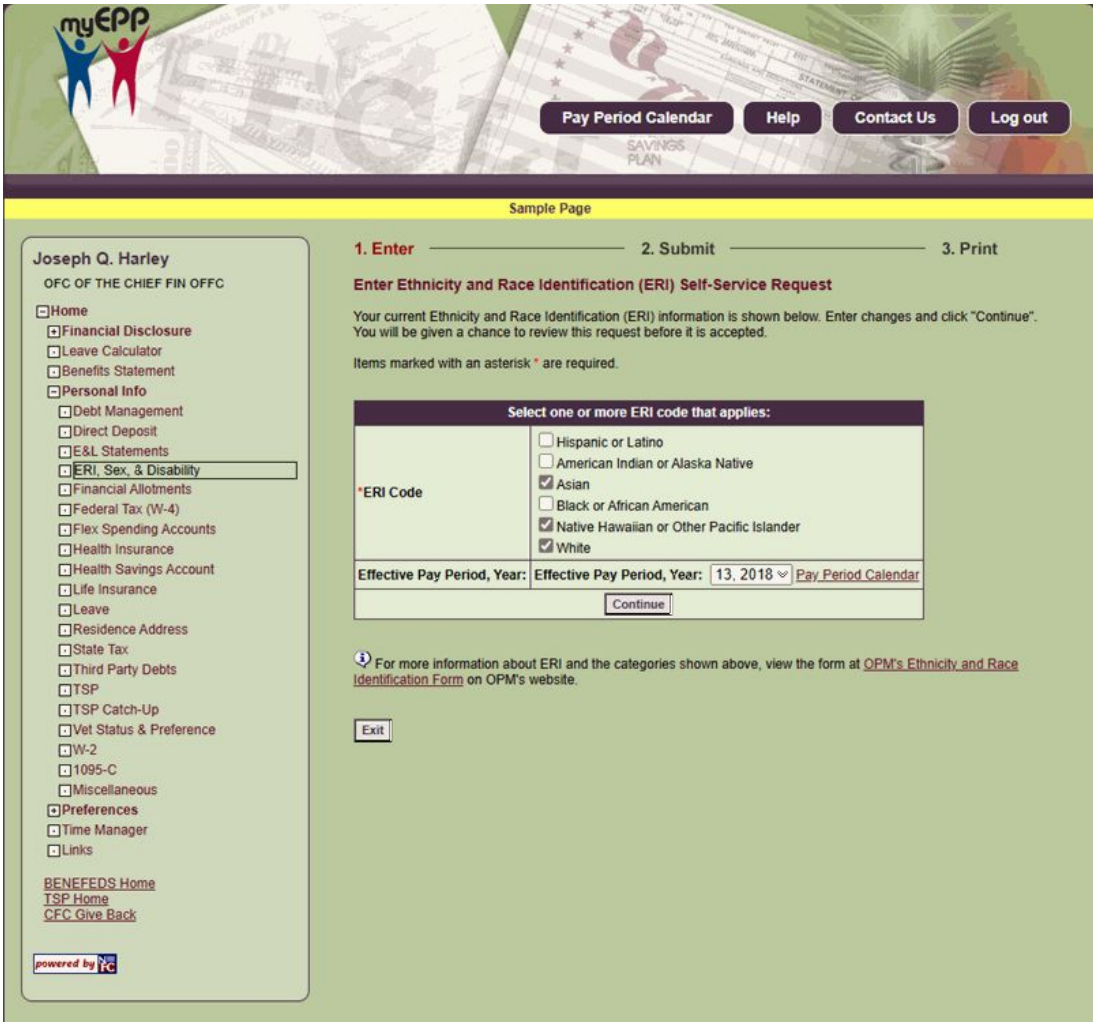



**Figure 70: Enter Ethnicity and Race Identification (ERI) Self-Service Request Page**

ERI Code Field Instruction

Effective Pay Period, Year Field Instruction

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


**Figure 71: Submit Ethnicity and Race Identification (ERI) Self-Service Request Page**

The fields are as follows:

ERI Code Field Description

Effective Pay Period, Year Field Description

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


**Figure 72: Ethnicity and Race Identification (ERI) Self-Service Request Confirmation Page**

5. Select **`Exit`** to return to the Ethnicity and Race Identification (ERI), Sex, and Disability page.

## Sex

The Sex field displays your current sex information. You can make changes to your existing sex information.

> Note: To edit sex information on a pending request, select **`Edit`** next to sex information on the Ethnicity and Race (ERI), Sex, and Disability Self-Service page, then follow the instructions listed below for Changing Sex Information.

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

1. To change sex information, select the **Change** button next to the Sex option.

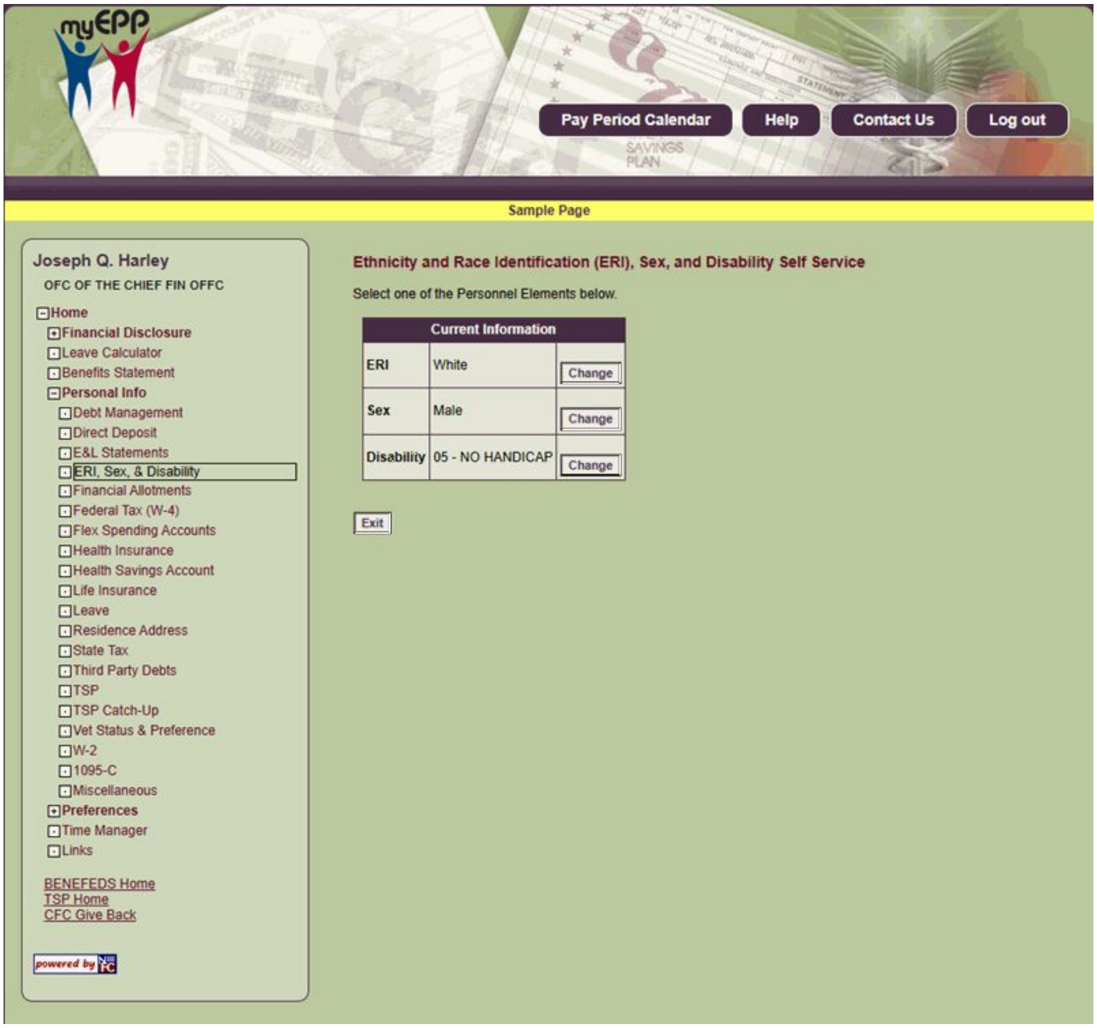



**Figure 73: Ethnicity and Race Identification (ERI), Sex, and Disability Self Service (Change Sex) Page**

The Enter Sex Self-Service Request page is displayed.


**Figure 74: Enter Sex Self-Service Request Page**

2. Complete the fields as follows:

   Sex Field Instruction

   Effective Pay Period, Year Field Instruction

3. Select **Continue**. The Submit Sex Self-Service Request page is displayed.


**Figure 75: Submit Sex Self-Service Request Page**

4. Verify the information displayed is correct, then select **`Submit`**. The Sex Self-Service Request Confirmation page is displayed.
5. Select **`Exit`** to return to the Ethnicity and Race Identification (ERI), Sex, 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, select the **`Edit`** button next to disability information on the Ethnicity and Race (ERI), Sex, and Disability Self Service page, then follow the instructions listed below for Changing Disability Information.

To delete a pending disability request, select the **`Delete`** button, then select the **`OK`** button on the Ethnicity and Race Identification (ERI), Sex, and Disability Self Service page.

1. To change disability information, select the **`Change`** button next to the disability information.

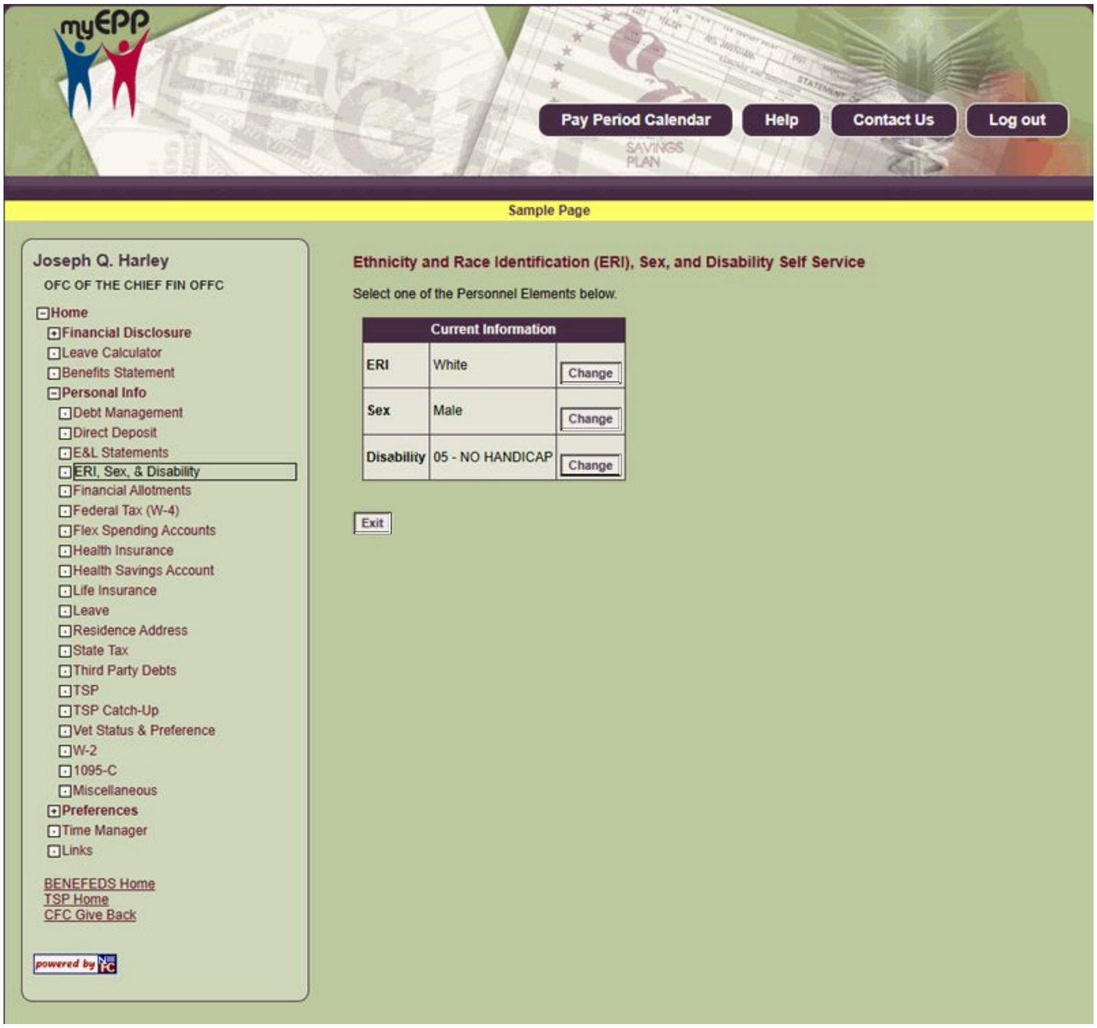



**Figure 76: Ethnicity and Race Identification (ERI), Sex, and Disability Self Service (Disability Change button) Page**

2. The Enter Disability Self-Service Request page is displayed.


**Figure 77: Enter Disability Self-Service Request Page**

3. Complete the fields as follows:

   Disability Field Instruction

   Effective Pay Period, Year (Disability) Field Instruction

4. Select the **`Continue`** button. The Submit Disability Self-Service Request page is displayed.


**Figure 78: Submit Disability Self-Service Request Page**

5. Verify the information displayed is correct, then select the **`Submit`** button.


**Figure 79: Submit Disability Self-Service Request Page**

The Disability Self-Service Request Confirmation page is displayed.

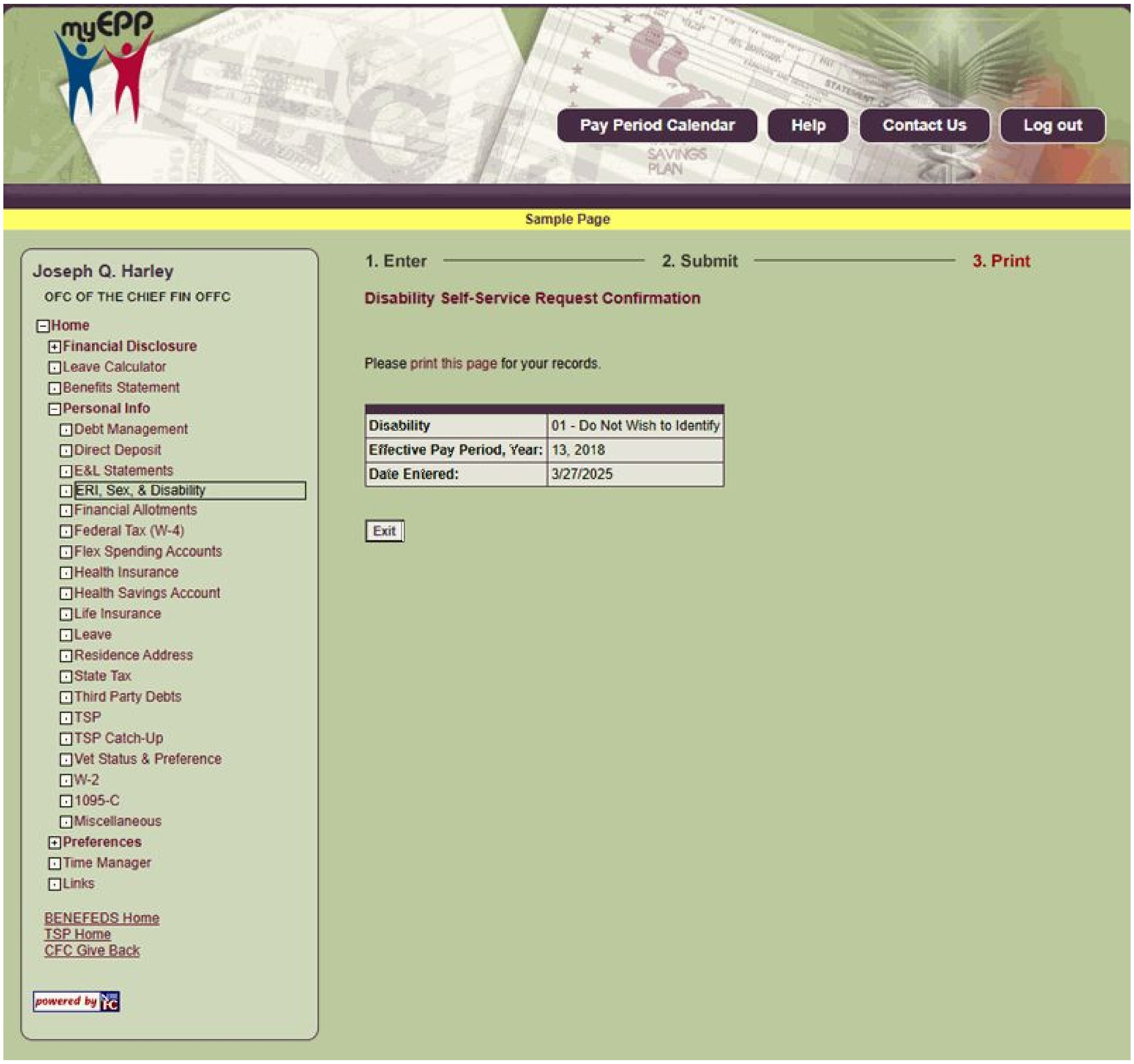



**Figure 80: Disability Self-Service Request Confirmation Page**

6. Select the Exit button to return to the Ethnicity and Race Identification (ERI), Sex, 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.

> Note: Employees must log in to EPP using PIV/Login.Gov when making all banking changes.

> Note: A maximum of 16 financial allotments are allowed.

# View Current Financial Allotments

Users may view their current Financial Allotments. Information includes the bank routing number, the account number, and the allotment amount. Self-service transactions that have been entered are also displayed on this page, if applicable.

1. To view current financial allotments, 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.

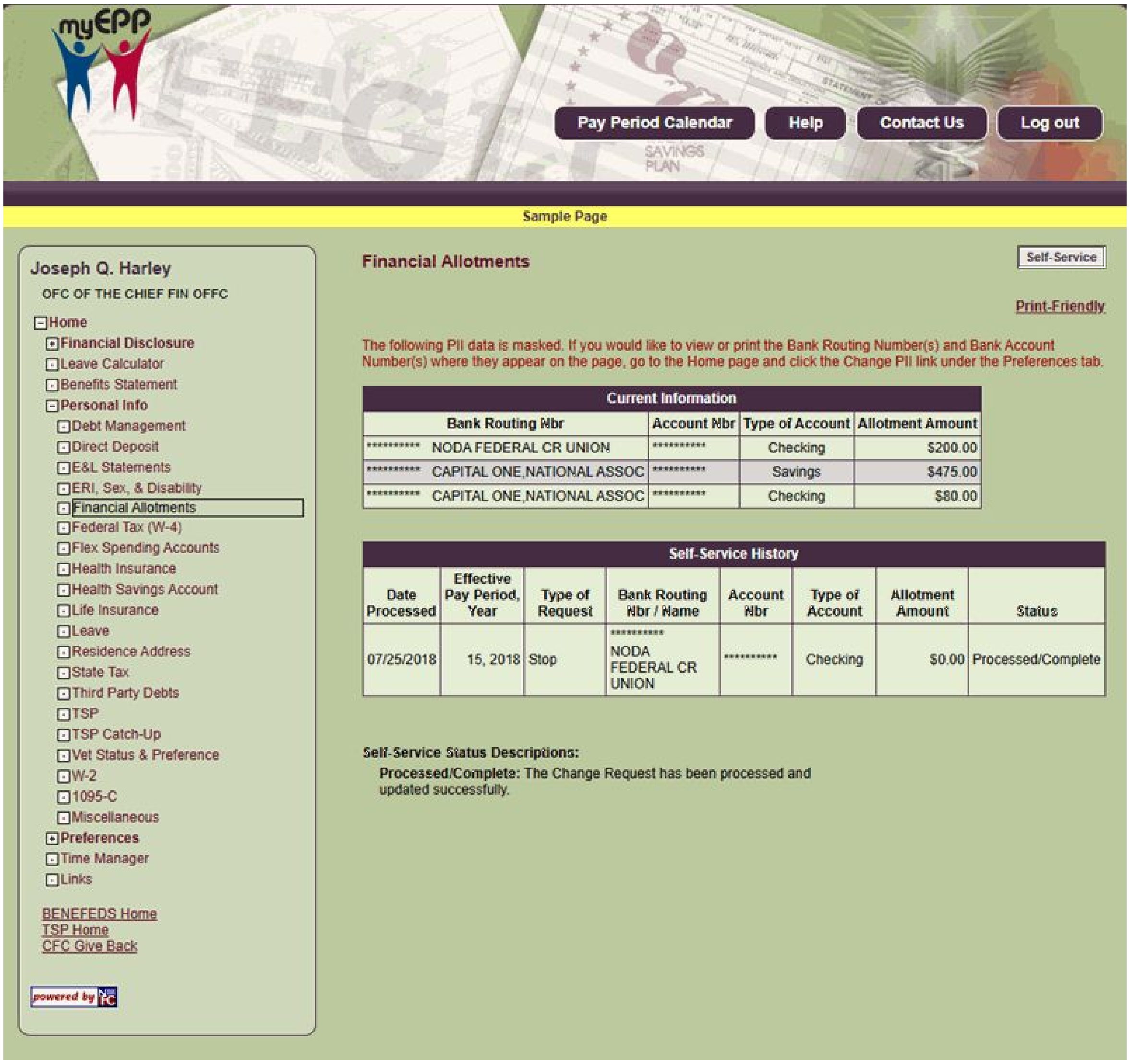



**Figure 80: Financial Allotments Page**

The fields are displayed as follows:

Bank Routing Nbr (Current) Field Instruction

Account Nbr (Current) Field Instruction

Type of Account (Current) Field Instruction

Allotment Amount (Current) Field Instruction

Date Processed (Allotment) Field Instruction

Effective Pay Period, Year (Data) Field Instruction

Type of Request (Allotment) Field Instruction

Bank Routing Nbr/Name (Displays) Field Instruction

Account Nbr (Allotment) Field Instruction

Type of Account (Allotment) Field Instruction

Allotment Amount (Displays) Field Instruction

Status (Allotment) Field Instruction

## Start a New Financial Allotment

1. To start a new financial allotment, from the Financial Allotments page, select **`Self-Service`**. The Financial Allotment Self-Service Request page is displayed.


**Figure 81: Financial Allotment Self-Service Request Page**

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


**Figure 82: Enter Financial Allotment Self-Service Request Page**

3. Complete the fields as follows:

   Type of Request (New) Field Instruction

   Bank Routing Nbr/Name Field Instruction

   Account Nbr Field Instruction

   Confirm Account Nbr Field Instruction

   Type of Account Field Instruction

   Allotment Amount (New) Field Instruction

   Effective Pay Period, Year (New) Field Instruction

4. Select **Continue**. The Submit Financial Allotment Self-Service Request page is displayed.
   OR
   Select **Back** to return to the Financial Allotment Change Request page.


**Figure 83: Submit Financial Allotment Self-Service Request Page**

The fields are displayed as follows:

Type of Request (New) Field Instruction

Bank Routing Nbr/Name (New) Field Instruction

Account Nbr (New) Field Instruction

Type of Account (Allotment) Field Instruction

Allotment Amount (Displays) Field Instruction

Effective Pay Period, Year (Data) Field Instruction

5. Select **`Continue`** to submit the financial allotment request. The Financial Allotment Self-Service Request Confirmation page is displayed.
   OR
   Select **`Back`** to return to the Submit Financial Allotment Self-Service Request page.


**Figure 84: Financial Allotment Self-Service Request Confirmation Page**

6. Select **`Exit`** to return to the Financial Allotments page.
   OR
   Select **`Enter Another Request`** to enter a new financial allotment request.

## Modify an Existing Financial Allotment

To modify an existing financial allotment, from the Financial Allotments page, select **`Change Allotment`**. The Enter Financial Allotment Self-Service Request page is displayed. Locate the fields to be modified and follow the Start a New Financial Allotment from the beginning of this section for further instructions.

OR

Select **`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.

## Entering and Modifying a W-4

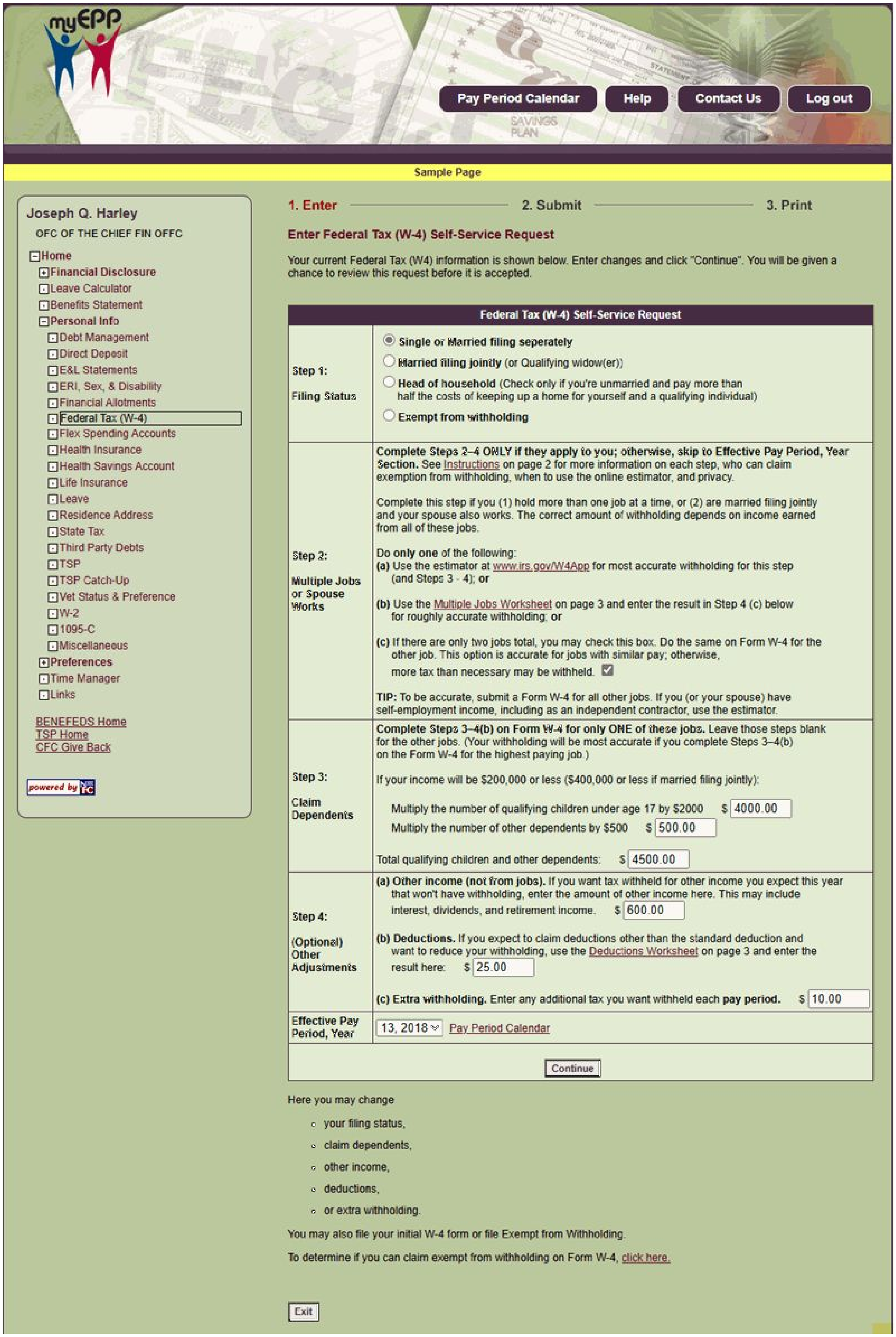
Users may enter and/or modify their W-4 information in EPP. The filing status, number of exemptions, and additional deductions may all be entered/modified. Self-Service transactions that have been entered are also displayed on this page, if applicable.

1. To enter/modify W-4 information, select ***Federal Tax (W-4)*** from the Personal Info menu. 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 85: EPP Federal Tax Certificate (W-4) Page**

2. Select the Self-Service **`button`**. The Enter Federal Tax (W-4) Self-Service Request page is displayed.

> Note: The Self-Service option is only available if your Agency has elected to use this function of EPP. Please contact your personnel office with any questions.



myEPP

Pay Period Calendar | Help | Contact Us | Log out

Sample Page

**Joseph Q. Harley**
OFC OF THE CHIEF FIN OFFC

- Home
  - Financial Disclosure
  - Leave Calculator
  - Benefits Statement
  - Personal Info
    - Debt Management
    - Direct Deposit
    - E&L Statements
    - ERI, Sex, & Disability
    - Financial Allotments
    - Federal Tax (W-4)
    - Flex Spending Accounts
    - Health Insurance
    - Health Savings Account
    - Life Insurance
    - Leave
    - Residence Address
    - State Tax
    - Third Party Debts
    - TSP
    - TSP Catch-Up
    - Vet Status & Preference
    - W-2
    - 1095-C
    - Miscellaneous
  - Preferences
  - Time Manager
  - Links

BENEFEDS Home
TSP Home
CFC Give Back

powered by NFC

1. Enter — 2. Submit — 3. Print

**Enter Federal Tax (W-4) Self-Service Request**

Your current Federal Tax (W4) information is shown below. Enter changes and click "Continue". You will be given a chance to review this request before it is accepted.

| Federal Tax (W-4) Self-Service Request | |
|---|---|
| **Step 1:** Filing Status | (•) **Single or Married filing seperately**<br>( ) **Married filing jointly** (or Qualifying widow(er))<br>( ) **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)<br>( ) **Exempt from withholding** |
| **Step 2:** Multiple Jobs or Spouse Works | **Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Effective Pay Period, Year Section.** See Instructions on page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.<br>Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.<br>Do **only one** of the following:<br>**(a)** Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3 - 4); **or**<br>**(b)** Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4 (c) below for roughly accurate withholding; **or**<br>**(c)** If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. [x]<br>**TIP:** To be accurate, submit a Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator. |
| **Step 3:** Claim Dependents | **Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)<br>If your income will be $200,000 or less ($400,000 or less if married filing jointly):<br>Multiply the number of qualifying children under age 17 by $2000 $ 4000.00<br>Multiply the number of other dependents by $500 $ 500.00<br>Total qualifying children and other dependents: $ 4500.00 |
| **Step 4:** (Optional) Other Adjustments | **(a) Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. $ 600.00<br>**(b) Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here: $ 25.00<br>**(c) Extra withholding.** Enter any additional tax you want withheld each **pay period.** $ 10.00 |
| Effective Pay Period, Year | 13, 2018 Pay Period Calendar |
| | Continue |

Here you may change

- your filing status,
- claim dependents,
- other income,
- deductions,
- or extra withholding.

You may also file your initial W-4 form or file Exempt from Withholding.

To determine if you can claim exempt from withholding on Form W-4, click here.

Exit

**Figure 86: W4 Section 3 Change**

3. Complete the fields as follows:

    Filing Status Field Instruction

    Multiple Jobs or Spouse Works Field Instruction

    Claim Dependents Field Instruction

    (Optional) Other Adjustments Field Instruction

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

4. Select the **`Continue`** button. The Submit Federal Tax (W-4) Self-Service Request page is displayed.


**Figure 87: EPP Submit Federal Tax W 4 Self Service Request Page**

5. Verify that the information displayed is correct, then select the **Submit** button to submit the Federal Tax (W-4) request. The Federal Tax (W-4) Self-Service Request Confirmation page is displayed.

> Note: Select the **Back** button to return to the Enter Federal Tax (W-4) Self-Service Request page to make any corrections.

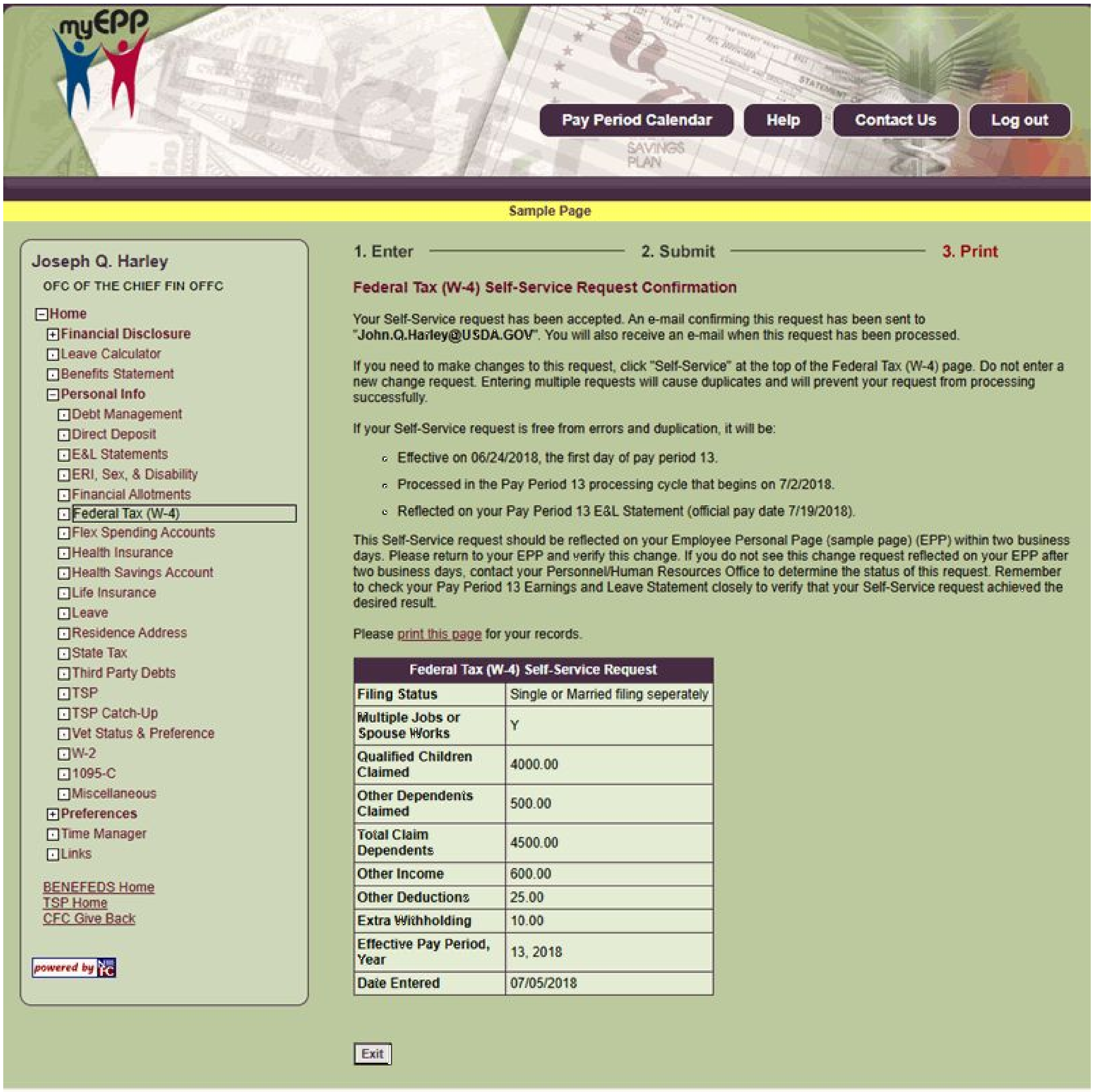



**Figure 88: EPP Federal Tax W4 Self Service Request Confirmation Page**

6. Select the **`Exit Self-Service`** button 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, select the ***Flex Spending Accounts*** component. The Flexible Spending Accounts page is displayed.

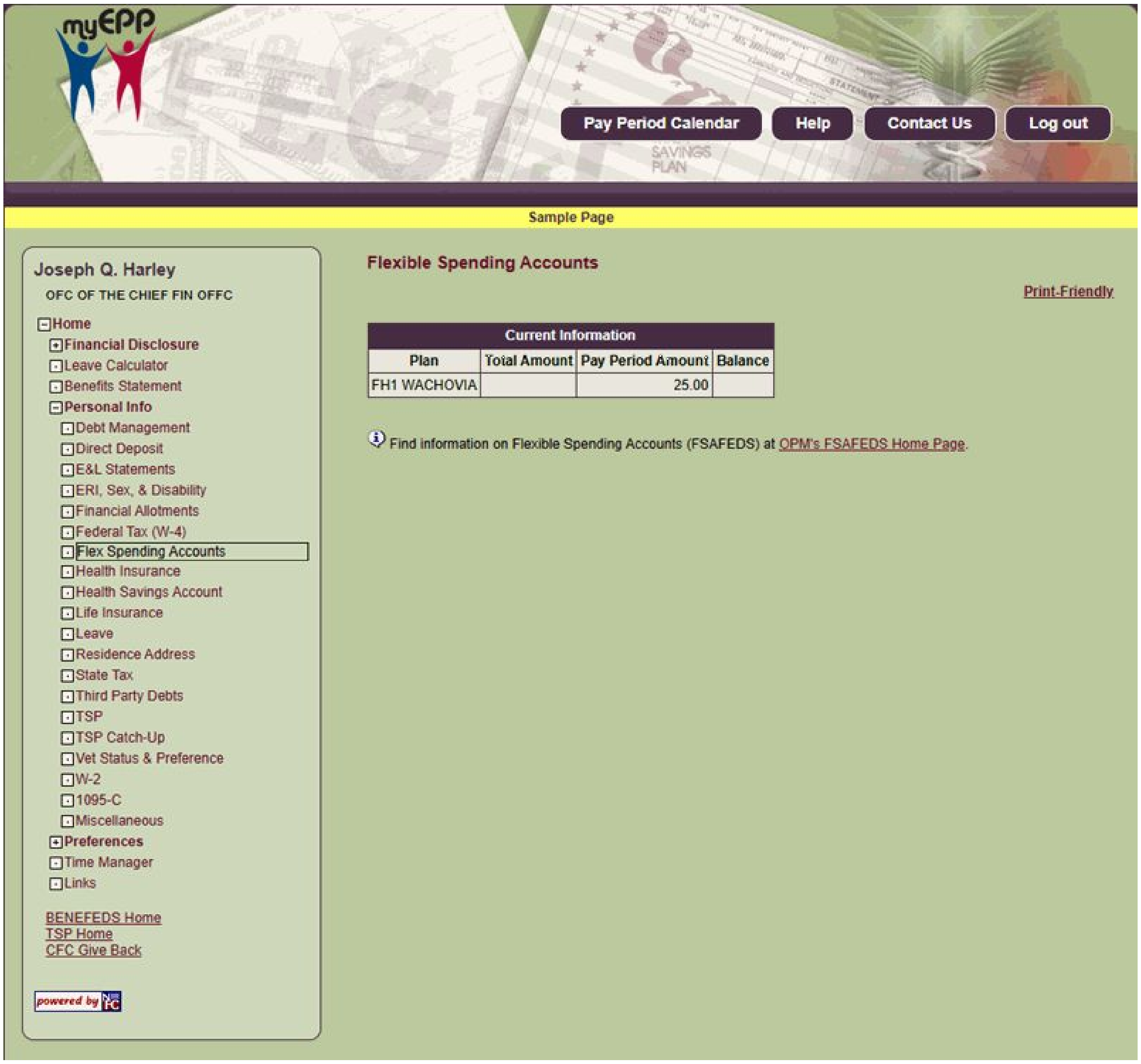



**Figure 89: Flex Spending Accounts Page**

The fields are as follows:

Plan Field Instruction

Total Amount Field Instruction

Pay Period Amount Field Instruction

Balance Field Instruction

# 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 OPM's website at *www.opm.gov* for more detailed information.

## View Current FEHB Coverage

1. To View Current FEHB Coverage, select ***Health Insurance*** from the main menu. The Health Insurance page is displayed.

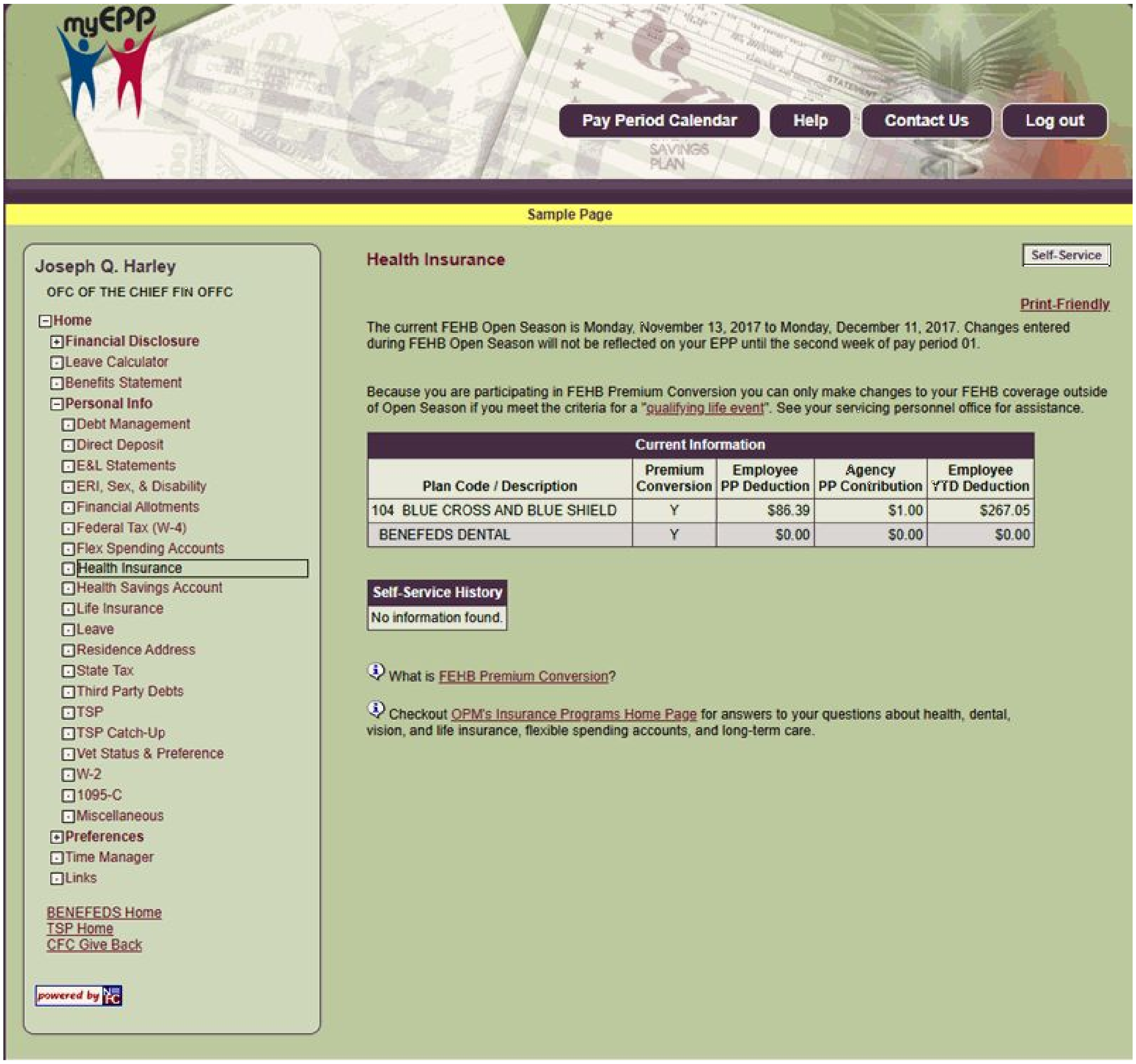



**Figure 90: Health Insurance Page**

The fields are as follows:

Plan Code/Description Field Instruction

Premium Conversion Field Instruction

Employee PP Deduction Field Instruction

Agency PP Contribution Field Instruction

Employee YTD Deduction Field Instruction

Self Service History

## Modify FEHB Coverage

1. To modify FEHB coverage, from the ***Health Insurance*** option, select **`Self-Service`**. The FEHB Self-Service Request page is displayed.


**Figure 91: FEHB Self-Service Request Page**

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

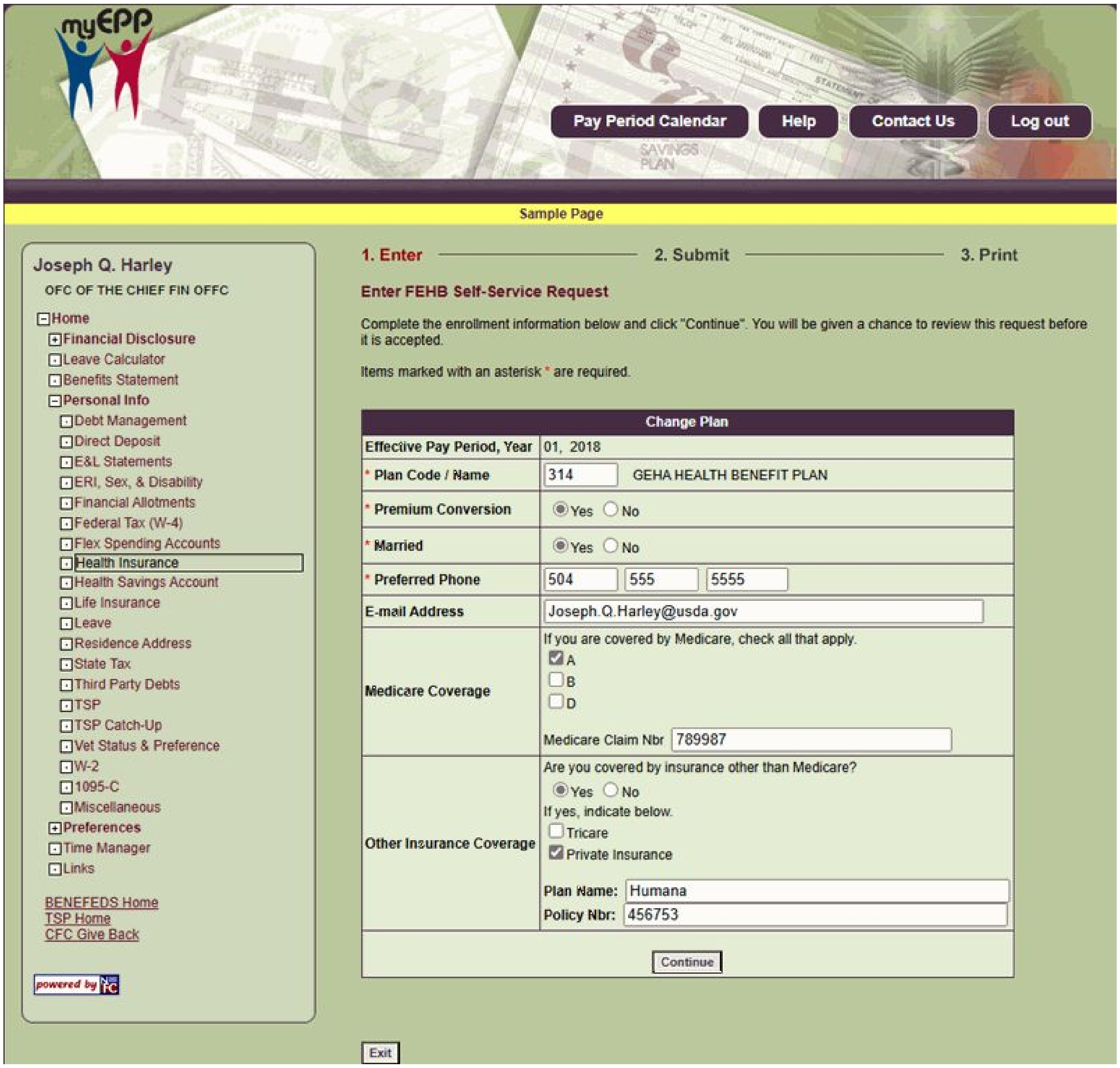



**Figure 92: Enter FEHB Self-Service Request Page**

3. Complete the fields as follows:

   Effective Pay Period, Year Field Description

   Plan Code/Name Field Instruction

   Premium Conversion Field Instruction

   Married (FEHB) Field Instruction

   Preferred Phone Field Instruction

   E-mail Address Field Instruction

Medicare Coverage Field Instruction

Other Insurance Coverage Field Instruction

4. Select **`Continue`**. The Submit FEHB Self-Service page is displayed.

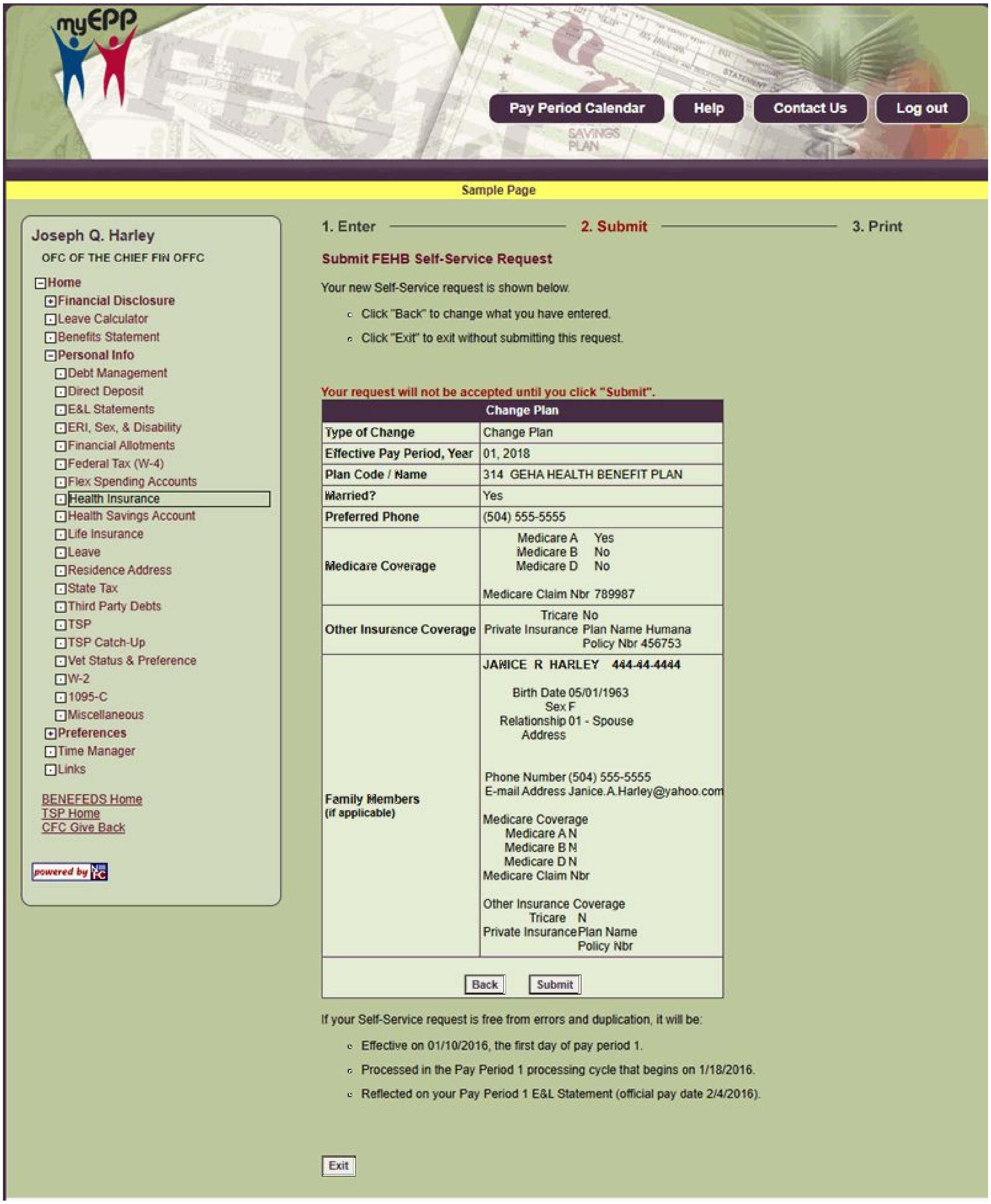



**Figure 93: Submit FEHB Self-Service Request Page**

5. Verify the fields are correct.

6. Select **Submit**. The FEHB Self-Service Request Confirmation page is displayed.
   OR
   Select **Back** to return to the Enter FEHB Self-Service Request page.
7. Select **Exit** to return to the Health Insurance page.

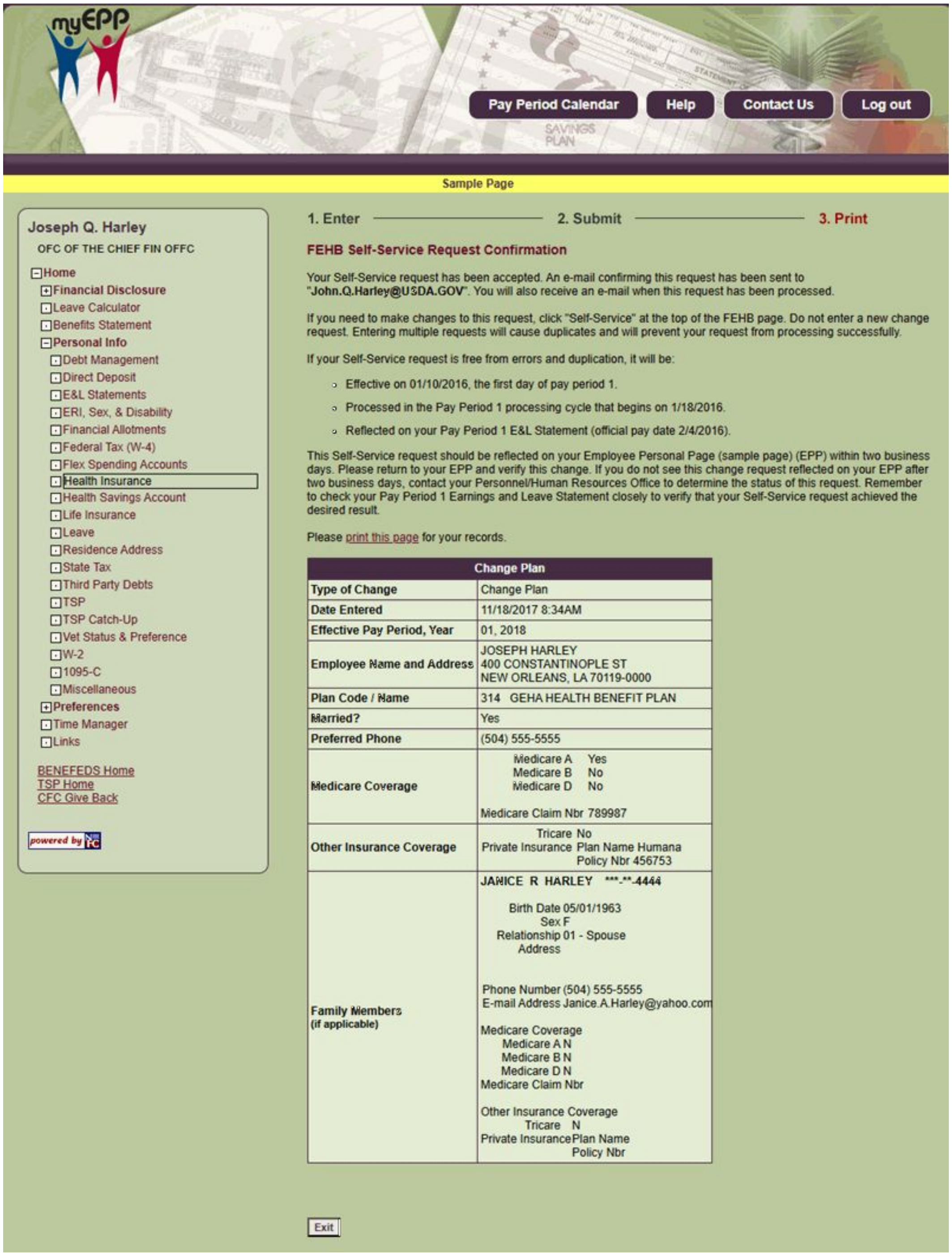



**Figure 94: FEHB Self-Service Request Confirmation Page**

# Health Savings Account

Note: Employees must log in to EPP using PIV/Login.Gov when making all banking changes.

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 require the following:

- The employee must be a participant in an HDHP.
- The employee 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).
- The employee cannot be claimed as a dependent on someone else’s tax return. (This does not include filing jointly as a spouse.)
- The employee cannot be enrolled in TRICARE, Medicare, or have received Department of Veterans Affairs (VA) benefits within the previous 3 months.

# Start a Health Savings Account

## Start a Health Savings Account

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

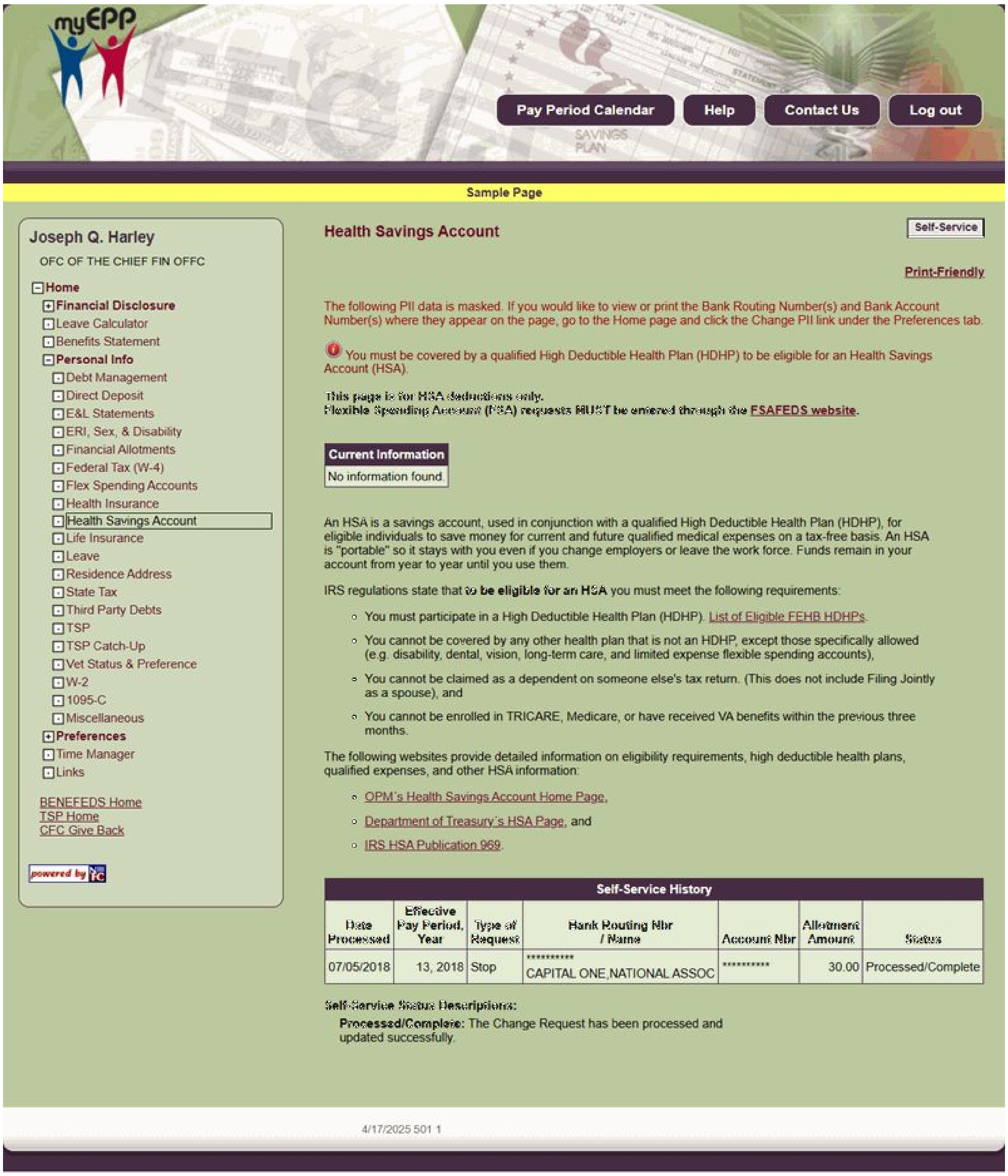


**Figure 95: Health Savings Account Page**

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

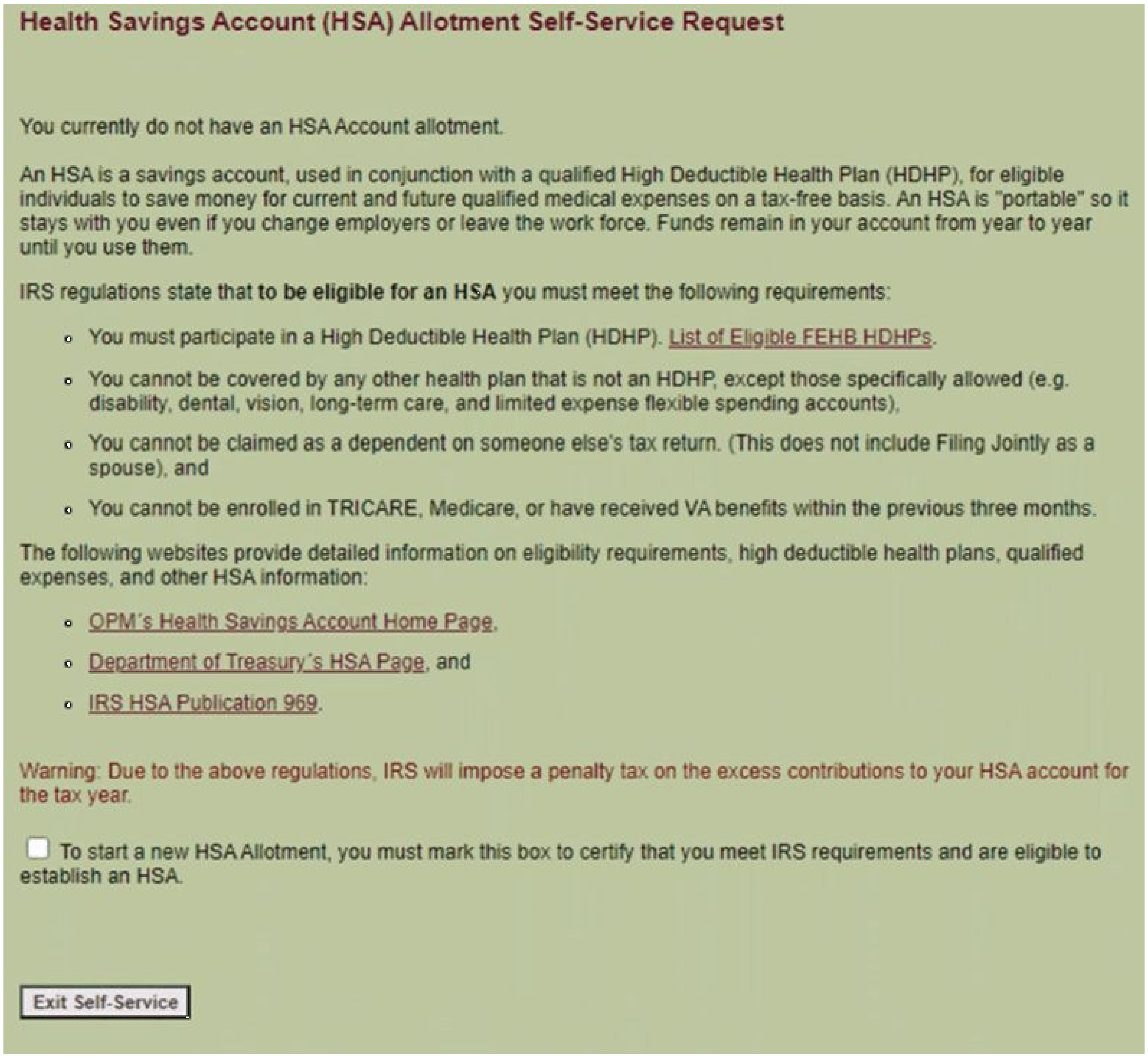



**Figure 96: Health Savings Account (HSA) Allotment Self-Service Request Page**

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

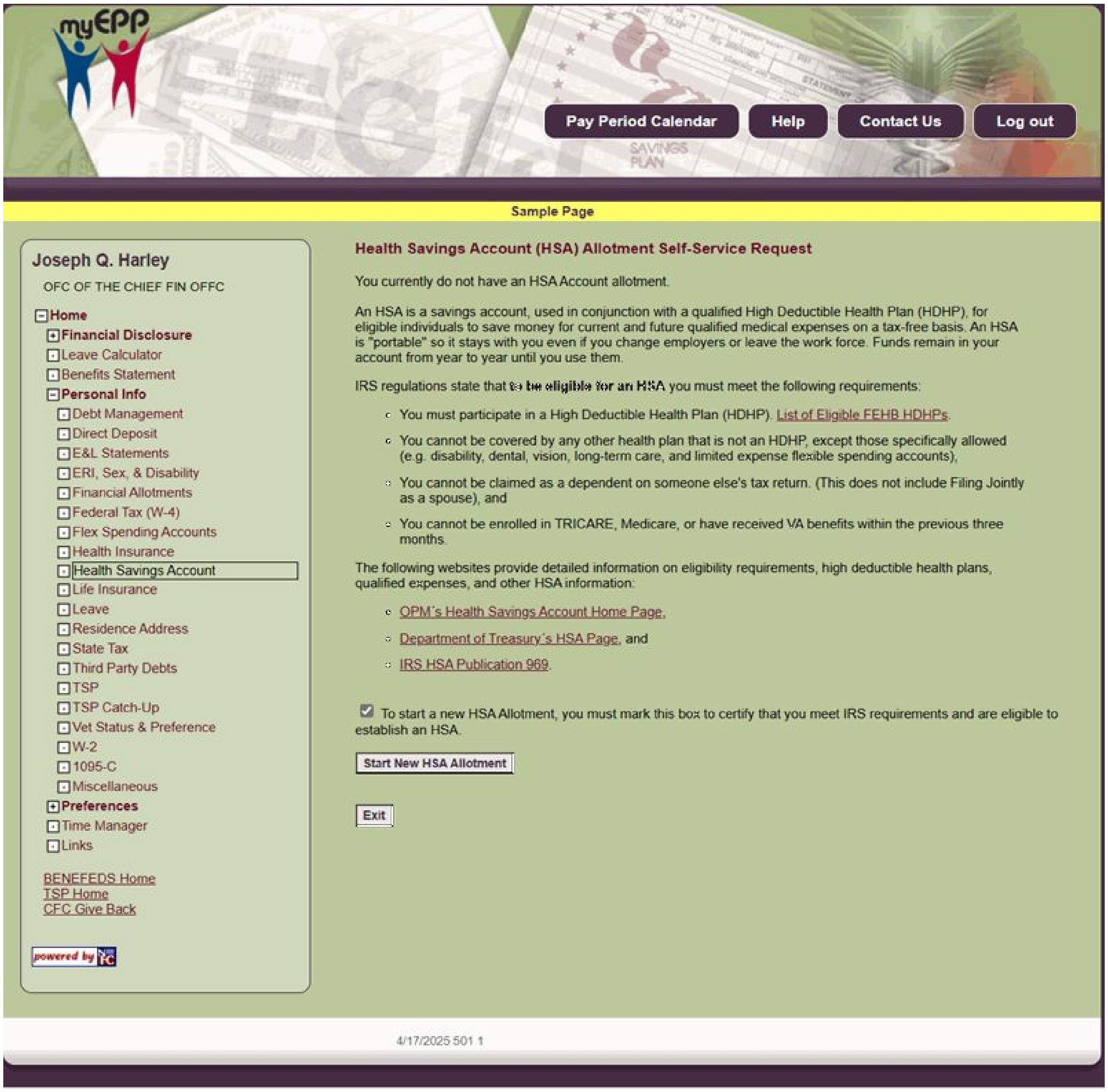
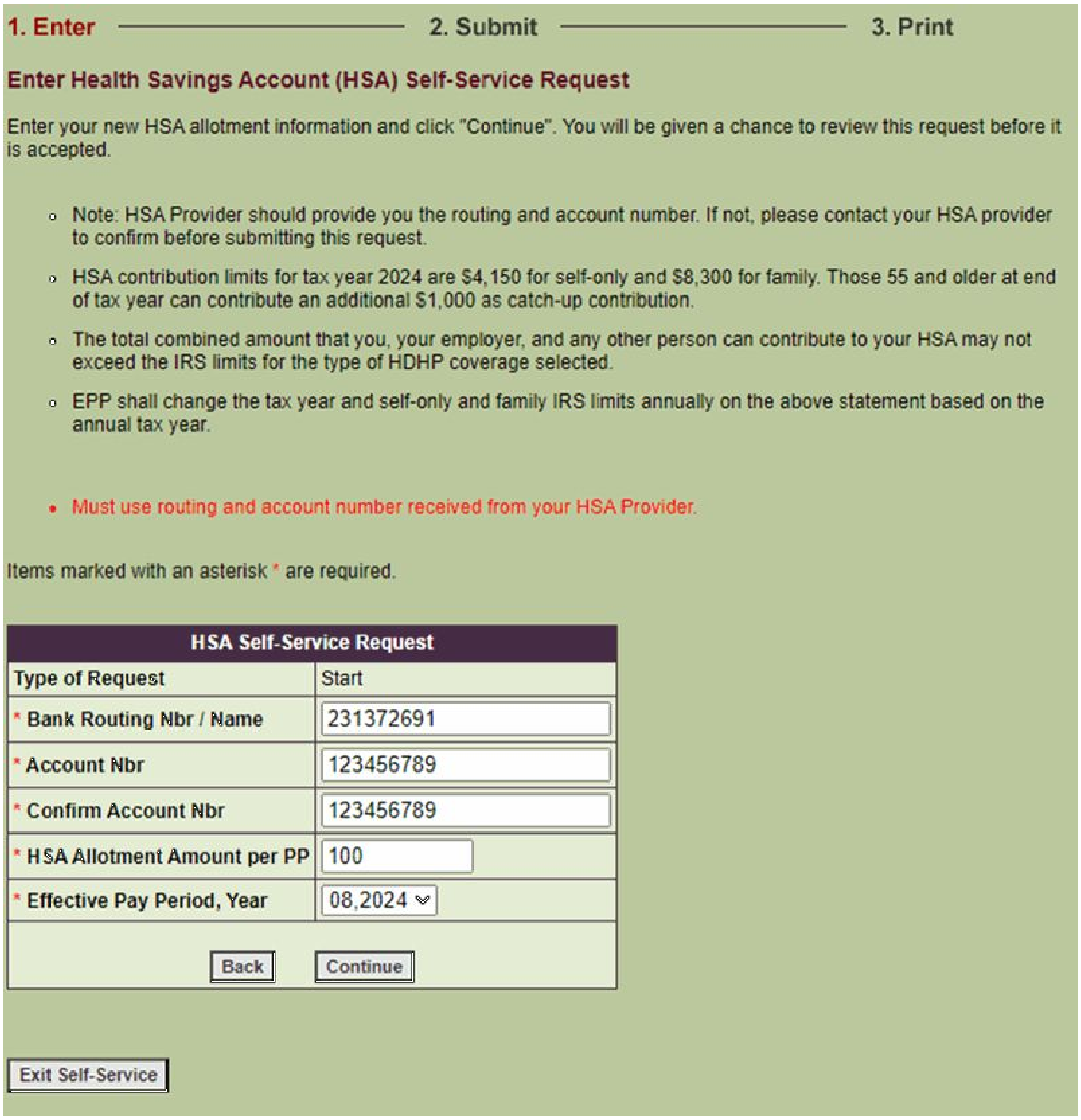



**Figure 97: Health Savings Account (HSA) Allotment Self-Service Request Start New HSA Allotment Page**

4. Select **`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.



1. Enter —— 2. Submit —— 3. Print

**Enter Health Savings Account (HSA) Self-Service Request**

Enter your new HSA allotment information and click "Continue". You will be given a chance to review this request before it is accepted.

- Note: HSA Provider should provide you the routing and account number. If not, please contact your HSA provider to confirm before submitting this request.
- HSA contribution limits for tax year 2024 are $4,150 for self-only and $8,300 for family. Those 55 and older at end of tax year can contribute an additional $1,000 as catch-up contribution.
- The total combined amount that you, your employer, and any other person can contribute to your HSA may not exceed the IRS limits for the type of HDHP coverage selected.
- EPP shall change the tax year and self-only and family IRS limits annually on the above statement based on the annual tax year.

- Must use routing and account number received from your HSA Provider.

Items marked with an asterisk * are required.

| HSA Self-Service Request | |
|---|---|
| Type of Request | Start |
| * Bank Routing Nbr / Name | 231372691 |
| * Account Nbr | 123456789 |
| * Confirm Account Nbr | 123456789 |
| * HSA Allotment Amount per PP | 100 |
| * Effective Pay Period, Year | 08,2024 |

Back  Continue

Exit Self-Service

**Figure 98: Enter Health Savings Account (HSA) Self-Service Request Page**

5. Complete the fields as follows:

   Type of Request (HSA) Field Instruction

   Bank Routing Nbr/Name (HSA) Field Instruction

   Account Nbr (HSA) Field Instruction

   Confirm Account Nbr (HSA) Field Instruction

   Allotment Amount Field Instruction

Effective Pay Period, Year (HSA) Field Instruction

6. Select **Continue**. The Submit Health Savings Account (HSA) Self-Service Request page is displayed.
   OR
   Select **Back** to return to the Health Savings Account (HSA) Allotment Self-Service Request page.

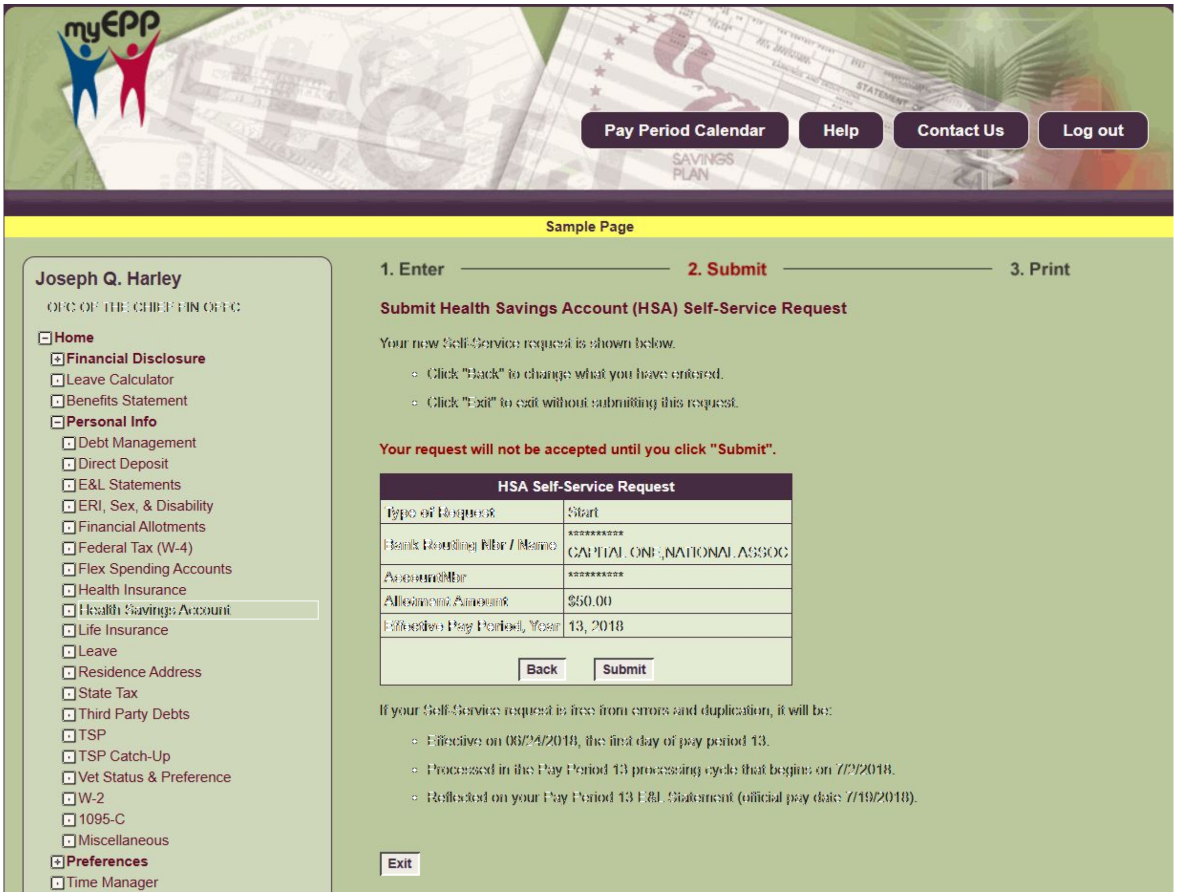



**Figure 99: Submit Health Savings Account (HSA) Self-Service Request Page**

The fields are as follows:

Type of Request (HSA) Field Instruction

Bank Routing Nbr/Name (HSA) Field Instruction

Account Nbr (HSA Displays) Field Instruction

Allotment Amount (HSA Displays) Field Instruction

Effective Pay Period, Year (HSA Displays) Field Instruction

7. Select **Submit**. The Health Savings Account (HSA) Self-Service Request Confirmation page is displayed.
   OR
   Select **Back** to return to the Enter Health Savings Account (HSA) Self-Service Request page.

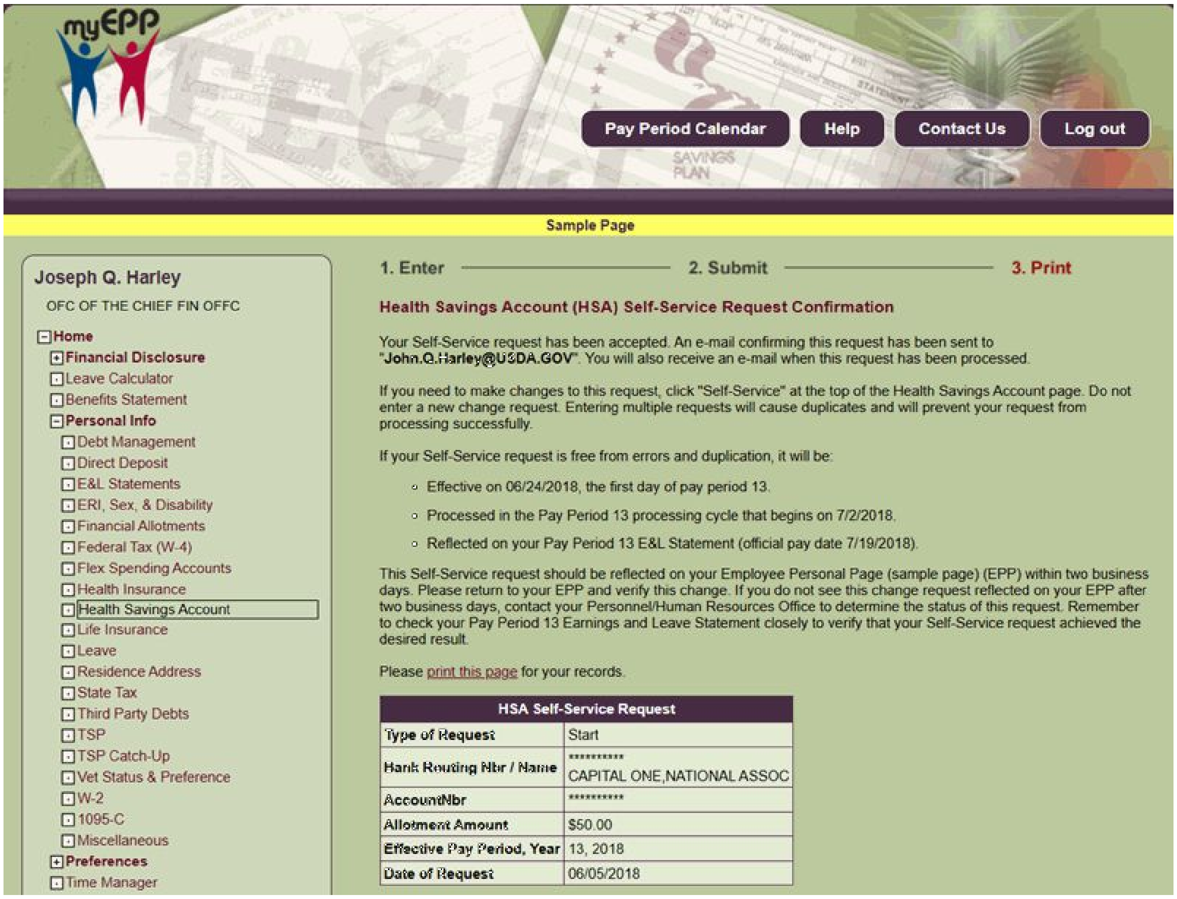



**Figure 100: Health Savings Account (HSA) Self-Service Request Confirmation Page**

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

# Modify a Health Savings Account

## 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. Select **`Self-Service`**. The Health Savings Account (HSA) Allotment Self-Service Request page is displayed.
3. Select **`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.

# Cancel a Health Savings Account

## Cancel a Health Savings Account

1. Select the ***Health Savings Account*** component. The Health Savings Account page is displayed. The user's existing HSA data (if any) that is stored in the Payroll/Personnel System as of the last effective pay period is displayed.
2. Select **`Self-Service`**. The Health Savings Account (HSA) Allotment Self-Service Request page is displayed.
3. Select **`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.

# Life Insurance

The ***Life Insurance*** option allows users to view their life insurance information.

To view Life Insurance data, 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 101: Life Insurance Page**

The fields are as follows:

Plan Name Field Instruction

Coverage Description Field Instruction

Basic Coverage Amount Field Instruction

# Leave

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

To view leave, select the ***Leave*** component. The Leave page is displayed.

myEPP

Pay Period Calendar | Help | Contact Us | Log out

Sample Page

Joseph Q. Harley
OFC OF THE CHIEF FIN OFFC

Home
Financial Disclosure
Leave Calculator
Benefits Statement
Personal Info
Debt Management
Direct Deposit
E&L Statements
ERI, Sex, & Disability
Financial Allotments
Federal Tax (W-4)
Flex Spending Accounts
Health Insurance
Health Savings Account
Life Insurance
Leave
Residence Address
State Tax
Third Party Debts
TSP
TSP Catch-Up
Vet Status & Preference
W-2
1095-C
Miscellaneous
Preferences
Time Manager
Links

BENEFEDS Home
TSP Home
CFC Give Back

powered by NFC

## Leave

Get answers to your leave questions from OPM's Leave Program Fact Sheets Page.

| Leave Summary Pay Period 12 ending 06/23/2018 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Prior Year Carry-Over | Accrued YTD | Used YTD | Balance | Accrued PP | Used PP | PT Hours Unapplied Balance | Category | Max Carryover | Projected Use-or-Lose |
| Annual | 240.00 | 6.00 | | 44.00 | | | | 6.00 | 240.00 | |
| Sick | | 4.00 | | 201.25 | | | | | | |
| Comp | | | | 3.25 | | 0.75 | | | | |
| Home | | | | | | | | | | |
| Shore | | | | | | | | | | |
| Religious | | | 4.00 | 20.00 | | | | | | |
| Credit | | | 10.00 | 20.00 | | | | | | |
| Time Off Award | | | | 16 | | | | | | |
| Comp Travel | | | | 5.00 | | | | | | |

| Restored Annual Leave | | | |
|---|---|---|---|
| 1st Year | 2nd Year | 3rd Year | Balance |
| 0 | 0 | 0 | 0 |

| Time-Off Awards | | | |
|---|---|---|---|
| PP, Year Awarded | Hours Awarded | Hours Used | Balance |
| 4, 2015 | 8 | 8 | 16 |

| Military Leave | | | | |
|---|---|---|---|---|
| FY Ending Balance | Accrued | Available This FY | Used YTD | Balance |
| 8 | 24 | 120 | 8 | 120 |

| Disabled Veteran Leave | |
|---|---|
| Balance | Used |
| 24.00 | 4.00 |

2/10/2025 500 1

**Figure 102: 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.

1. To enter or modify the residence address, 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.

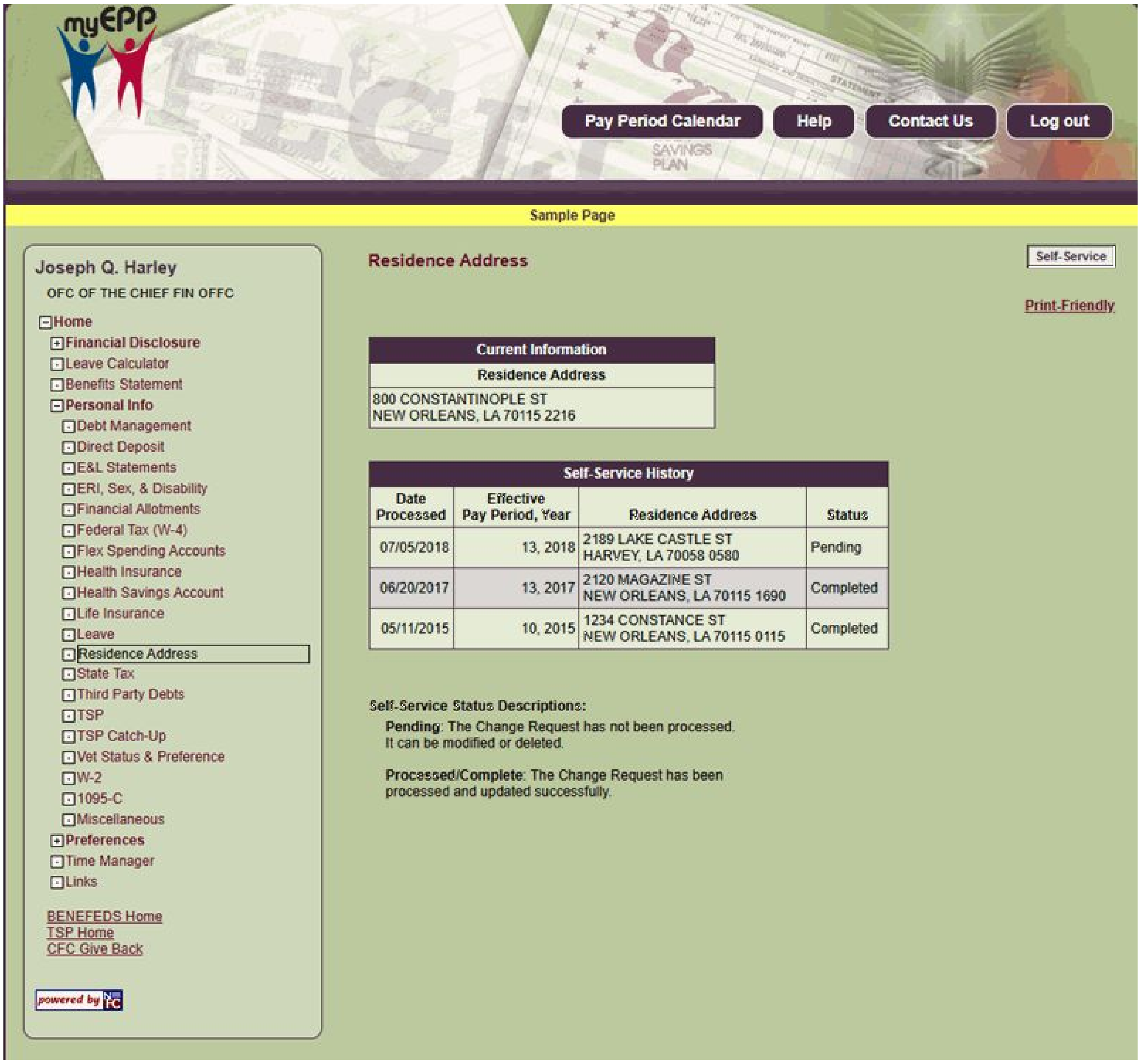



**Figure 103: Residence Address Page**

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

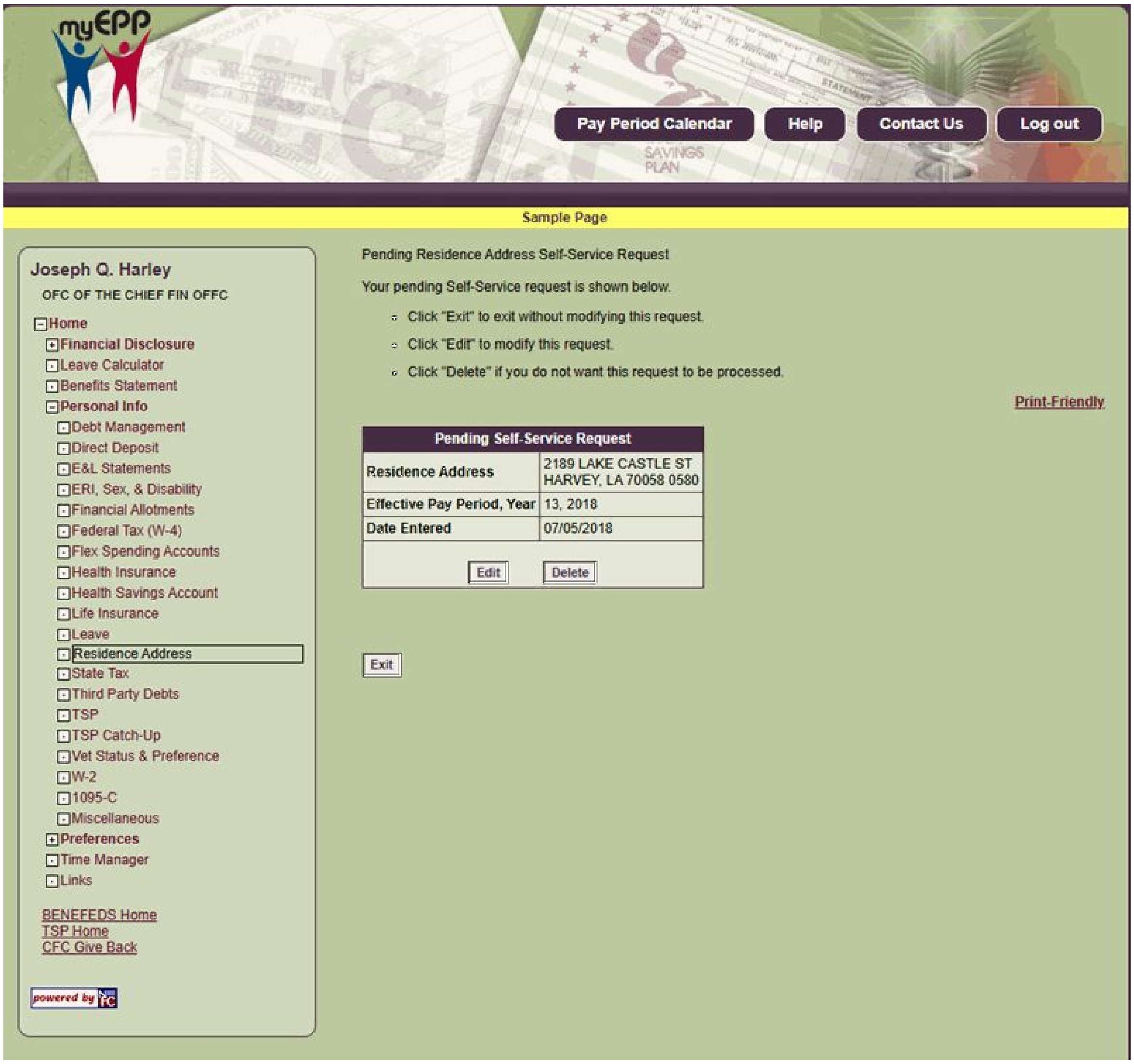



**Figure 104: Enter Residence Address Self-Service Request Page**

3. Complete the fields as follows:

   Street Address Line 1 Field Instruction

   Street Address Line 2 Field Instruction

   Street Address Line 3 Field Instruction

   City, State Field Instruction

   Zip Code Field Instruction

   Zip Code (Optional) Field Instruction

   Effective Pay Period, Year (Address) Field Instruction

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

OR

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


**Figure 105: Submit Residence Address Self-Service Request Page**

The fields are as follows:

Residence Address Field Instruction

Effective Pay Period, Year (Residence) Field Instruction

5. Select **Submit**. The Residence Address Self-Service Request Confirmation page is displayed.

   OR

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


**Figure 106: Residence Address Self-Service Request Confirmation Page**

6. Select **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.

1. To change state tax data, 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 107: State Tax Certificate Page**

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

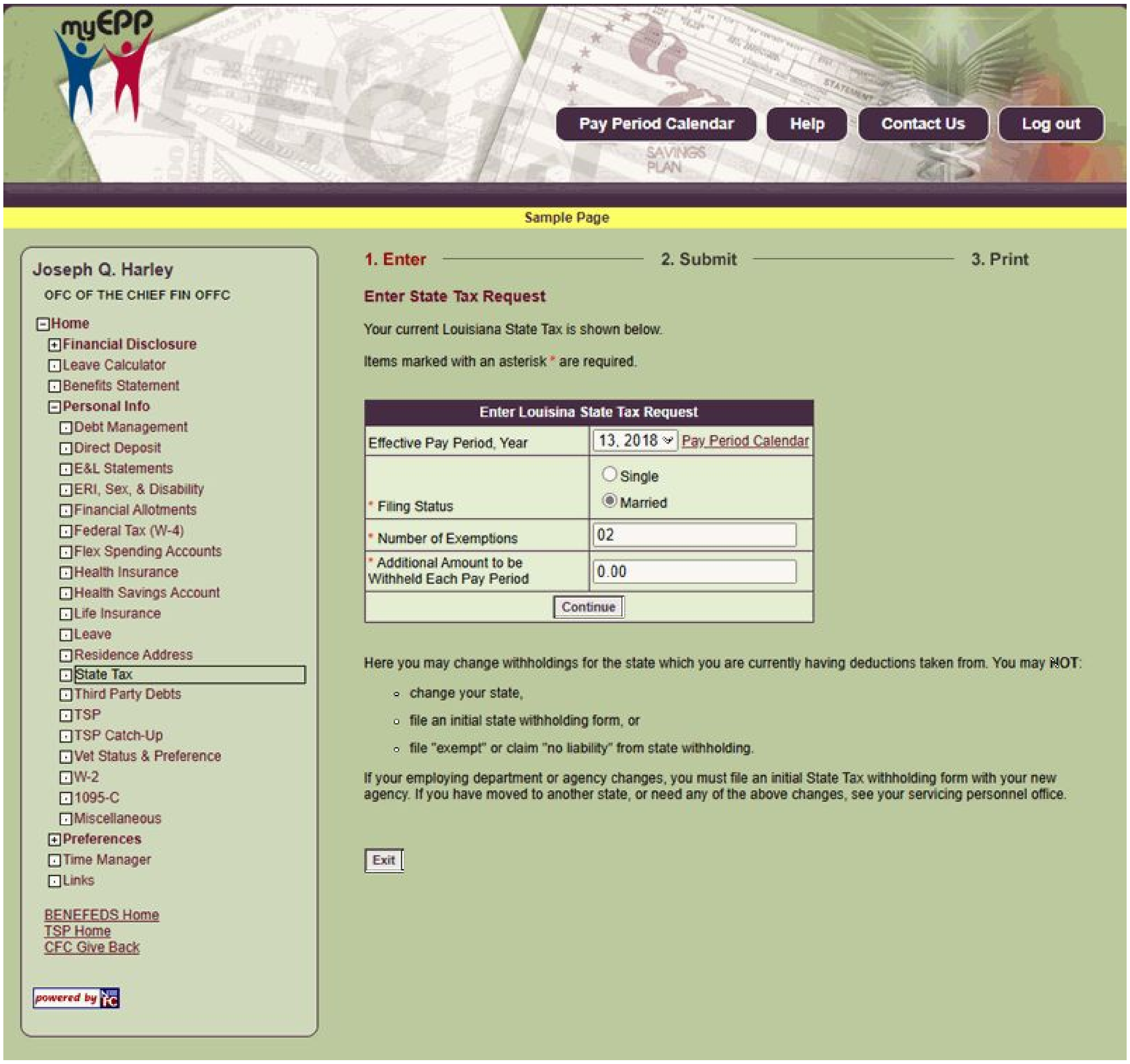



**Figure 108: State Tax Certificate Page**

3. Complete the fields as follows:

   Effective Pay Period, Year (Tax) Field Instruction

   Filing Status

   Number of Exemptions Field Instruction

   Additional Amount To Be Withheld Each Pay Period Field Instruction

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

   OR

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


**Figure 109: Submit State Tax Request Page**

The fields are as follows:

Effective Pay Period, Year (State Tax) Field Instruction

Filing Status (Displays) Field Instruction

Number of Exemptions (Displays) Field Instruction

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

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

OR

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

OR

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

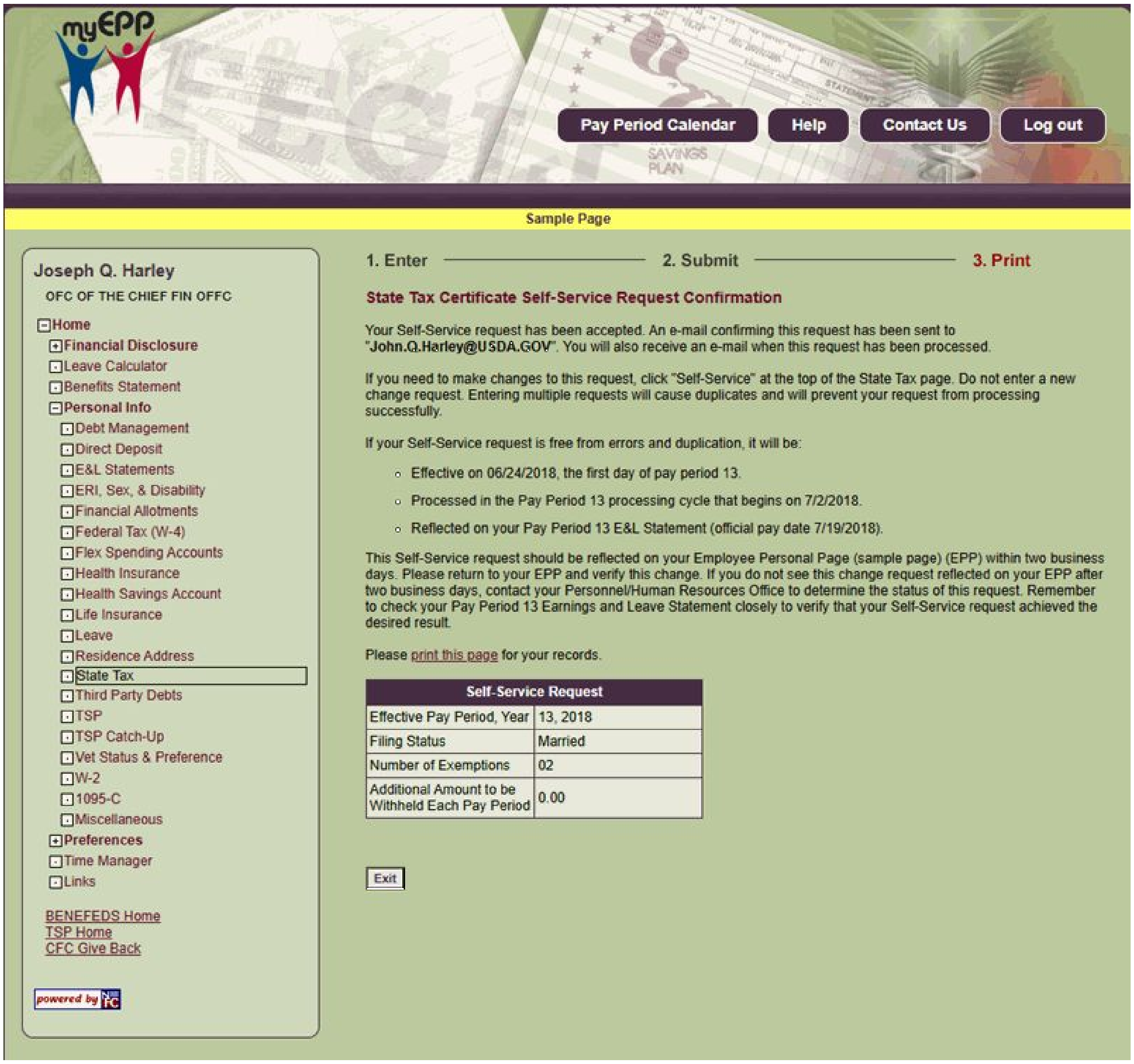



**Figure 110: State Tax Certificate Self-Service Request Confirmation Page**

# Third Party Debt

The ***Third Party Debt Management*** option allows employees to view their current third party debt information. The Debt Summary Statement is only available to those employees with third party debt(s).

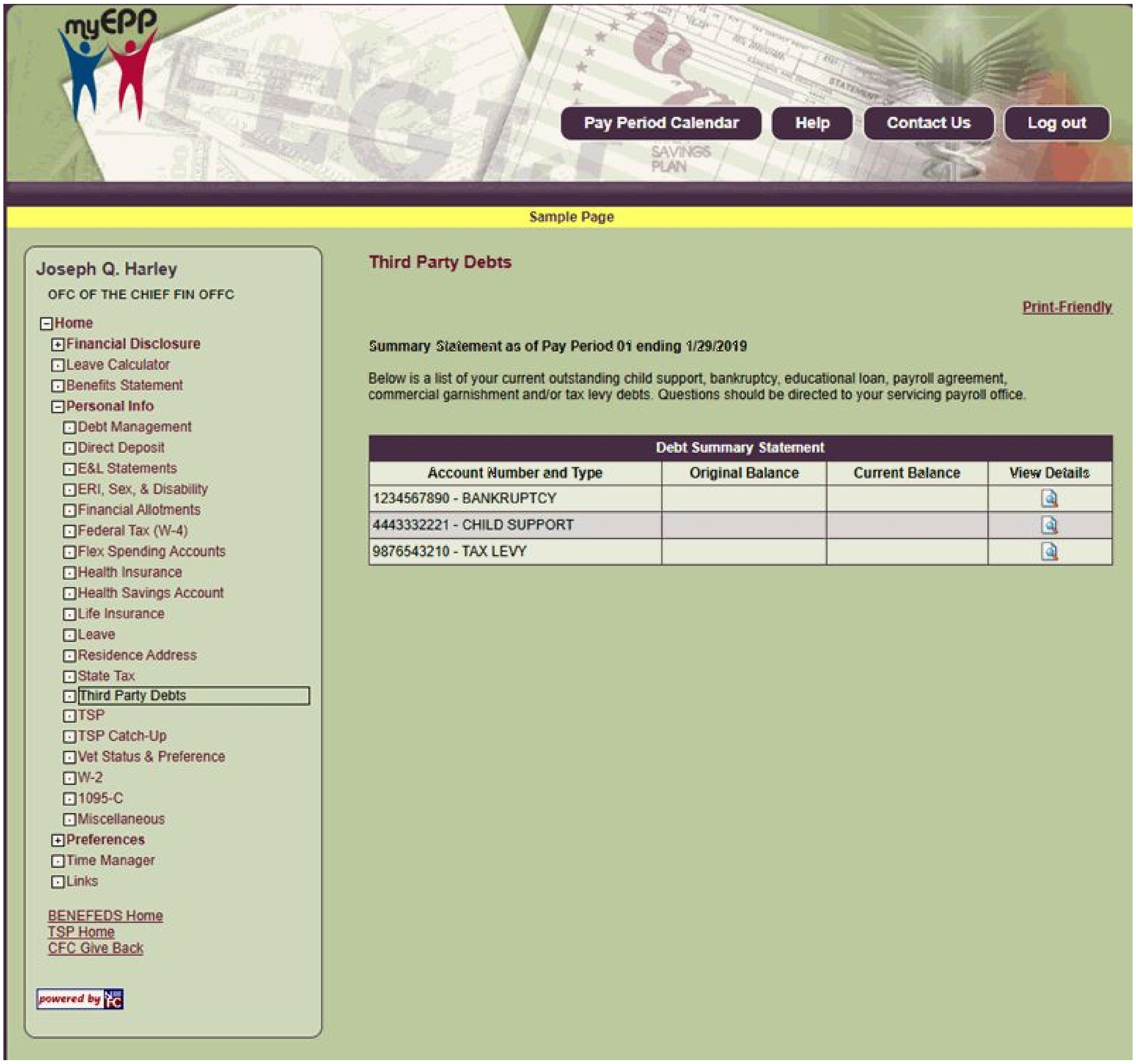



**Figure 111: Third Party Debt Page**

1. To view third party debt, select the ***Third Party Debts*** link located beneath the ***Personal Info*** menu on the EPP home page. The Summary Statement will be displayed with a list of third party debts.
2. Select the **`View Details`** icon for the applicable bill number and type to view the specific details. The Debt Details page will be displayed with additional information about the third party debt. This is a view-only page.

Note: For more information on third party debts, see the Administrative Billings and Collection System (ABCO) procedure.

# Thrift Savings Plan (TSP)

The TSP menu option allows users to view their current 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 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 funds (assuming certain criteria are met). For more information on Roth requirements, see the TSP website 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*.

1. To make changes to TSP, 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 112: Thrift Savings Plan (Federal and Non-Federal) Page**

2. Select the **`Self-Service`** button. The TSP Self-Service Request page is displayed.

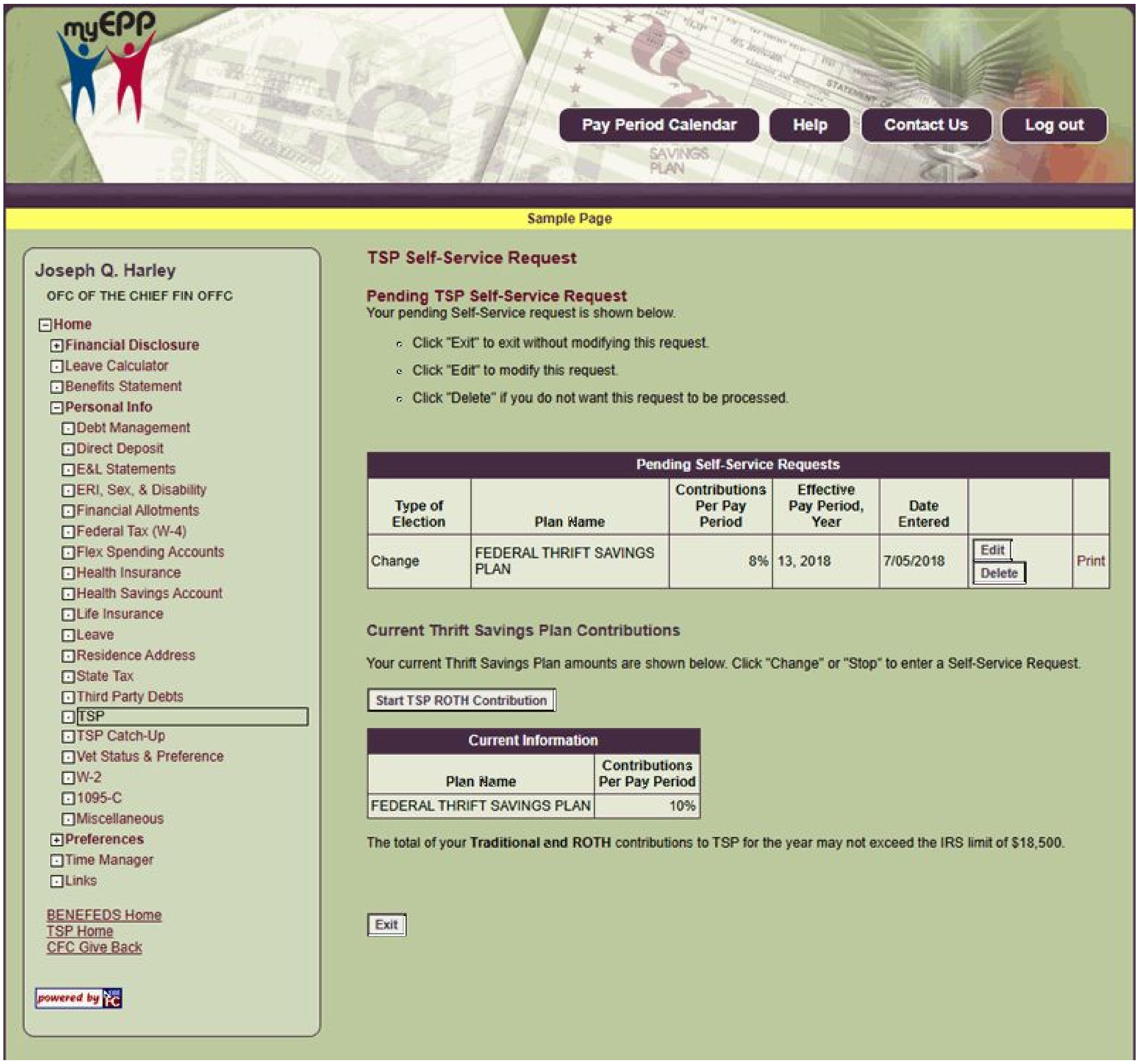



**Figure 113: TSP Self-Service Request Page**

3. Select the `Start TSP ROTH Contribution` button for Roth transactions. The Enter ROTH TSP Self-Service Request page is displayed.


**Figure 142: Enter ROTH TSP Self-Service Request Page**

OR

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

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

Plan Name Field Instruction

Type of Election Field Instruction

Dollar Amount Field Instruction

Percent of Basic Pay Field Instruction

Effective Pay Period, Year Field Instruction

5. Select the **`Continue`** button. The ROTH TSP Self-Service Request page is displayed.

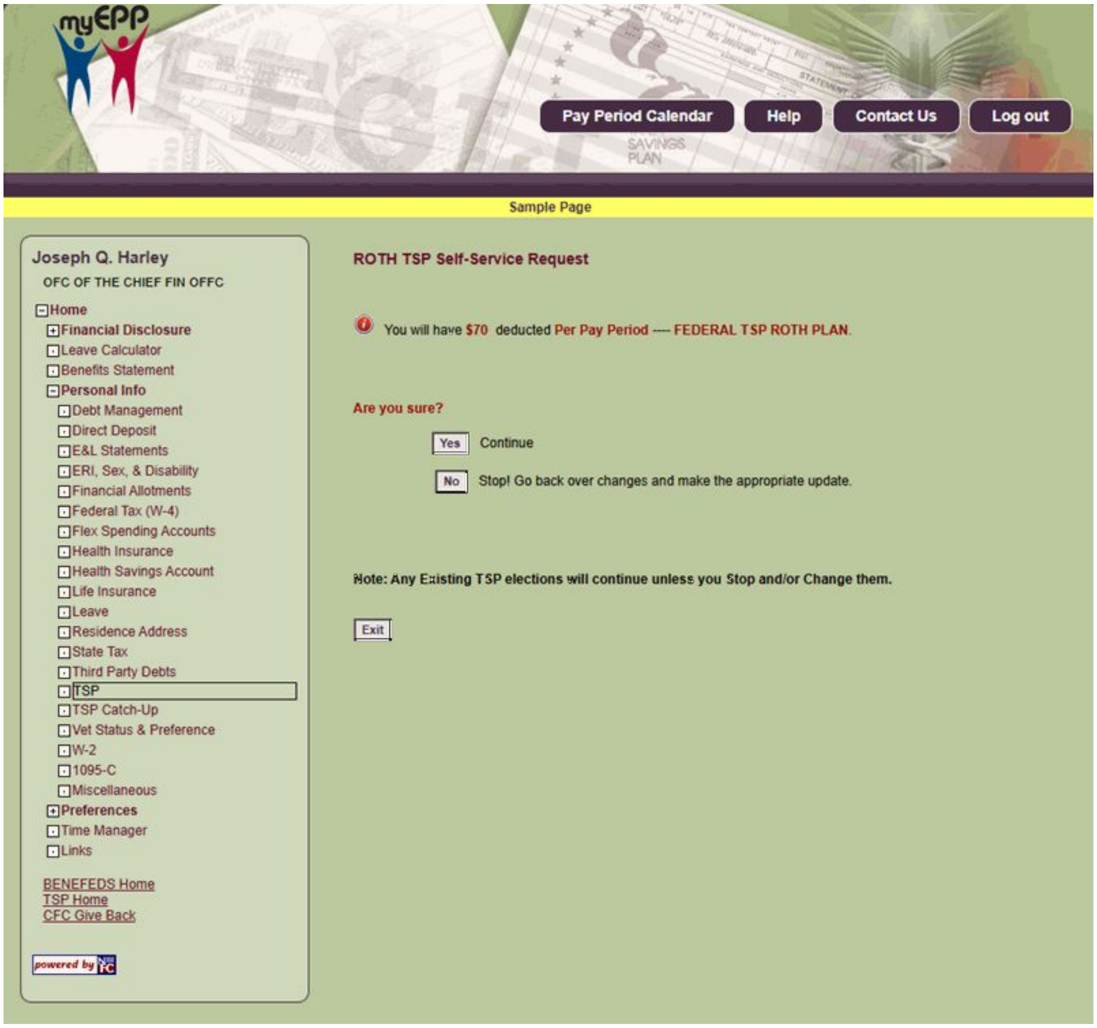



**Figure 115: ROTH TSP Self-Service Request Page**

OR

Select the **`Exit`** button to cancel the action. The Submit ROTH TSP Self-Service Request page is displayed.


**Figure 116: Submit ROTH TSP Self-Service Request Page**

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


**Figure 117: ROTH TSP Self-Service Request Confirmation Page**

OR

Select the **Back** button to return to the Enter TSP Self-Service Request page.

OR

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

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


**Figure 118: Thrift Savings Plan (Federal and Non-Federal) Page**

## TSP Catch-Up Contributions

TSP catch-up contributions were supplemental tax-deferred employee contributions that employees could make to TSP beyond the maximum amount they could contribute through regular contributions.

> Note: In Fall 2024, TSP will send a one-time notice to eligible participants turning age 60–63 in calendar year 2025. The employee's date of birth must be accurate in the National Finance Center (NFC) system to ensure eligibility for higher catch-up contribution limits, with no opt-in required.

Note: As of Pay Period 26, 2020, catch-up contributions are no longer available, and all TSP contributions should be made in the same manner (including any spillover contributions above the maximum annual contribution amount). Any previous catch-up contributions submitted are still visible via EPP.

## TSP Spillover Contributions

Spillover contributions are made in conjunction with regular TSP contributions. There is no special form for spillover contributions.

To be eligible to make spillover contributions, the following conditions must apply:

- The employee must be at least age 50 years or older during the calendar year in which the spillover 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 (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.

Eligible employees may contribute up to the annual maximum dollar amount allowed by the IRS elective deferral limit.

Since spillover contributions are supplemental, they do not count against the IRS elective deferral limit. However, the combination of regular and spillover TSP contributions cannot exceed the total IRS contribution limit for the year.

Contributions spilling over toward the catch-up limit will be matched, but only up to the 5% of salary to which participants are already entitled.

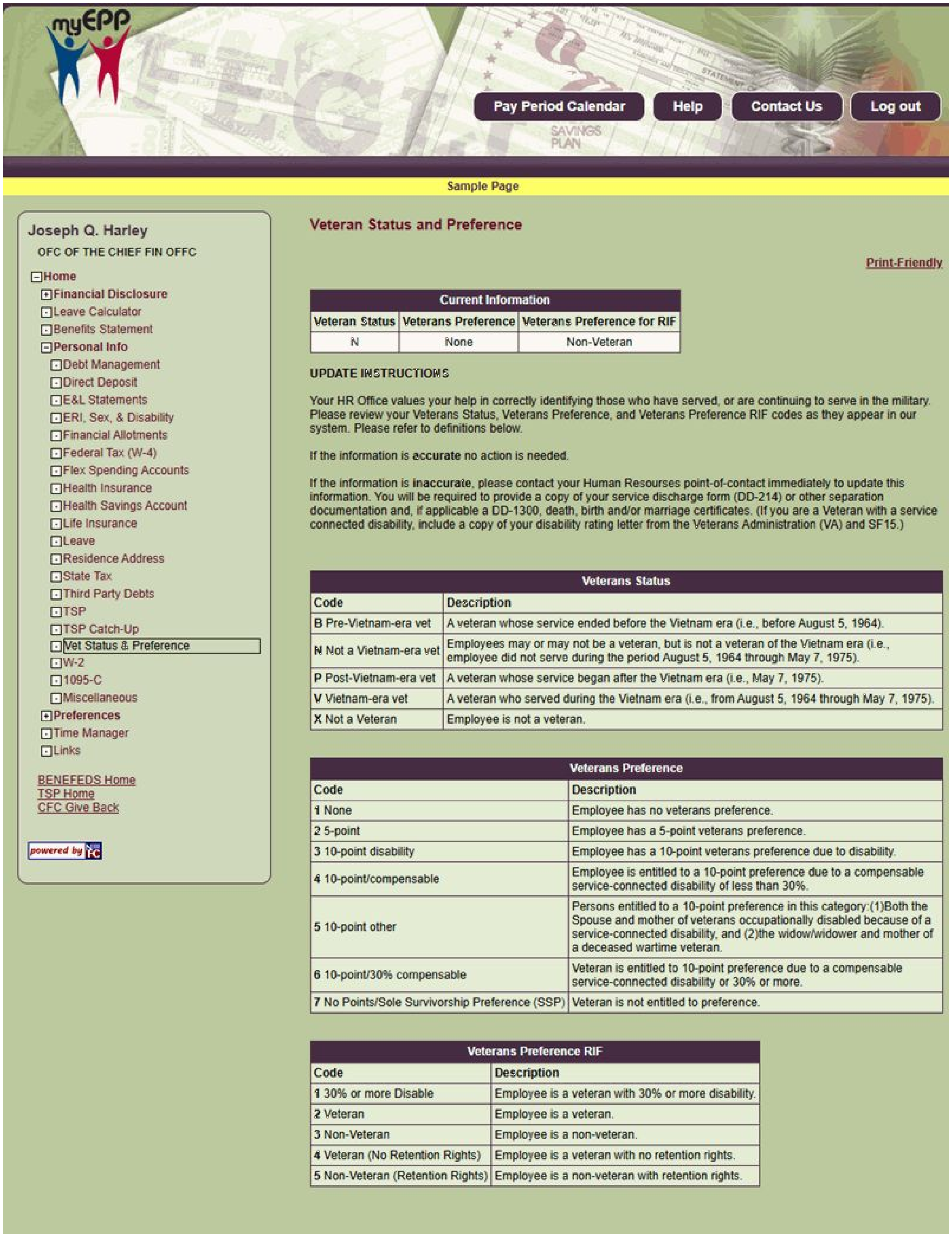
Spillover contributions apply to the year during which they are made, even if they are posted to the TSP account in the following year (e.g., employee contributions for the last pay date in December may not be posted until January, but will be counted toward the limit in December).

Spillover contributions may 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 spillover contributions.

# 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

Pay Period Calendar | Help | Contact Us | Log out

Sample Page

Joseph Q. Harley

OFC OF THE CHIEF FIN OFFC

- Home
  - Financial Disclosure
  - Leave Calculator
  - Benefits Statement
  - Personal Info
    - Debt Management
    - Direct Deposit
    - E&L Statements
    - ERI, Sex, & Disability
    - Financial Allotments
    - Federal Tax (W-4)
    - Flex Spending Accounts
    - Health Insurance
    - Health Savings Account
    - Life Insurance
    - Leave
    - Residence Address
    - State Tax
    - Third Party Debts
    - TSP
    - TSP Catch-Up
    - Vet Status & Preference
    - W-2
    - 1095-C
    - Miscellaneous
  - Preferences
  - Time Manager
  - Links

BENEFEDS Home
TSP Home
CFC Give Back

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 119: Veteran Status and Preference Page**

The fields are displayed as follows:

| **Veterans Status Code** | **Description** |
|---|---|
| **A** | Veterans, ERA unknown (based on Veterans' Preference). |
| **B Pre-Vietnam-era vet** | A veteran whose service ended before the Vietnam era (e.g., before August 5, 1964). |
| **E** | Exempt from reporting |
| **N Not a Vietnam-era vet** | Employee who may or may not be a veteran, but is not a veteran of the Vietnam era (e.g., 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 (e.g., May 7, 1975). |
| **V Vietnam-era vet** | A veteran who served during the Vietnam era (e.g., from August 5, 1964, through May 7, 1975). |
| **X Not a Veteran** | Employee who is not a veteran. |
| **Z** | Not a veteran (assumption based on Veterans' Preference). |

| **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.

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


**Figure 120: W-2 (Wage & Tax Statement) Page**

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

The following options are available:

| Option | Description |
| --- | --- |
| `Select View Pdf` | Displays a PDF version of the selected W-2 |
| `Select View Doc (Word)` | Displays the selected W-2 in a Word document. |
| `Select 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.

1. To view 1095-C statement, select the ***1095-C*** component. The 1095-C page is displayed.

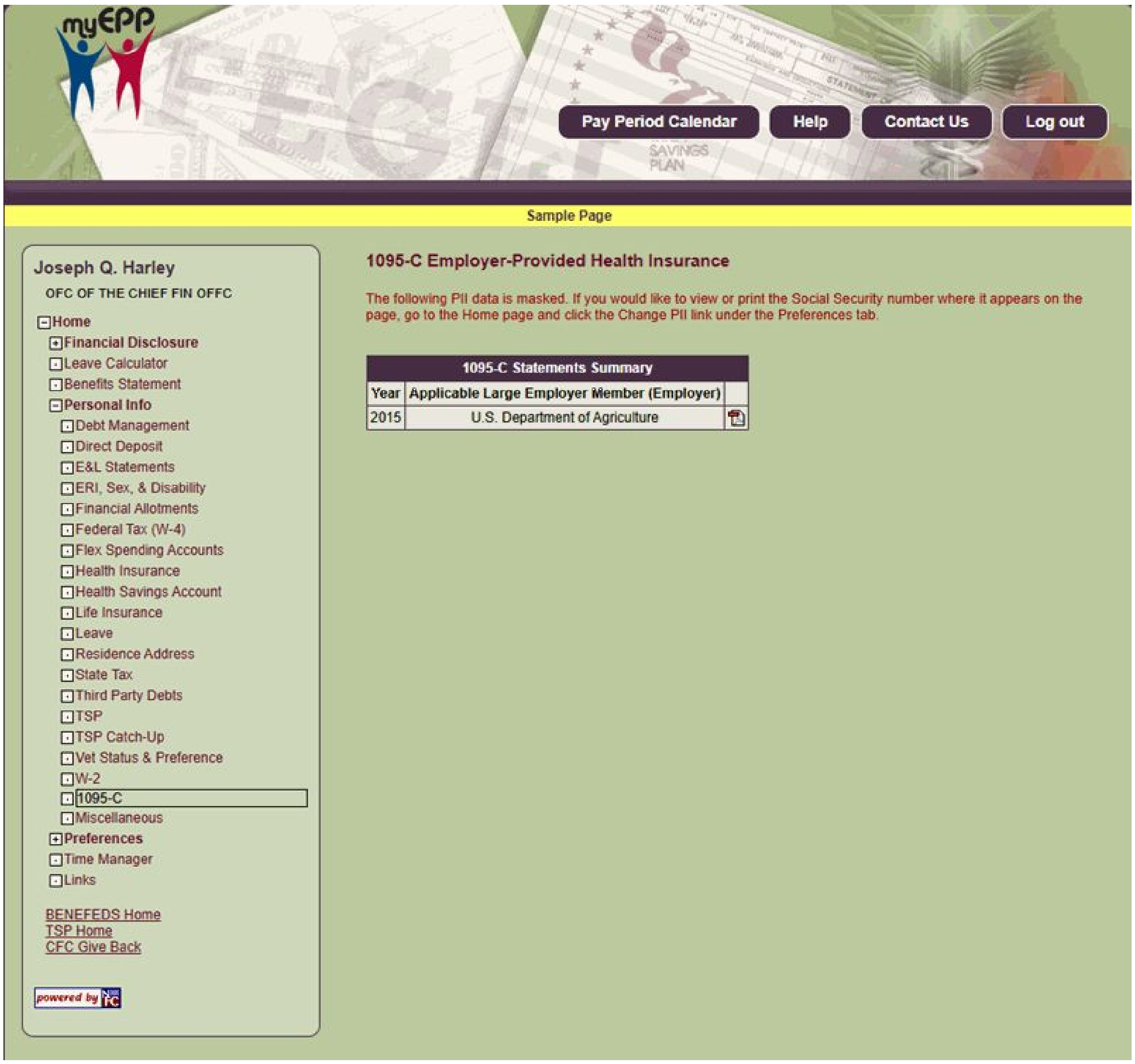



**Figure 121: 1095-C Page**

2. Select 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<br>JOSEPH A HARLEY | 2 Social security number (SSN)<br>XXX-XX-XXXX | 7 Name of employer<br>U.S. Department of Agriculture | 8 Employer identification number (EIN) |
| 3 Street address (including apartment no.) | | 9 Street address (including room or suite no.)<br>1400 Independence Ave SW | 10 Contact telephone number |
| 4 City or town / 5 State or province | 6 Country and ZIP or foreign postal code | 11 City or town<br>WASHINGTON / 12 State or province<br>DC | 13 Country and ZIP or foreign postal code<br>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 122: Employee-Provided Health Insurance Offer and Coverage Statement**

# Miscellaneous

The ***Miscellaneous*** option provides users with their basic personnel information.

To View Miscellaneous Data:

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

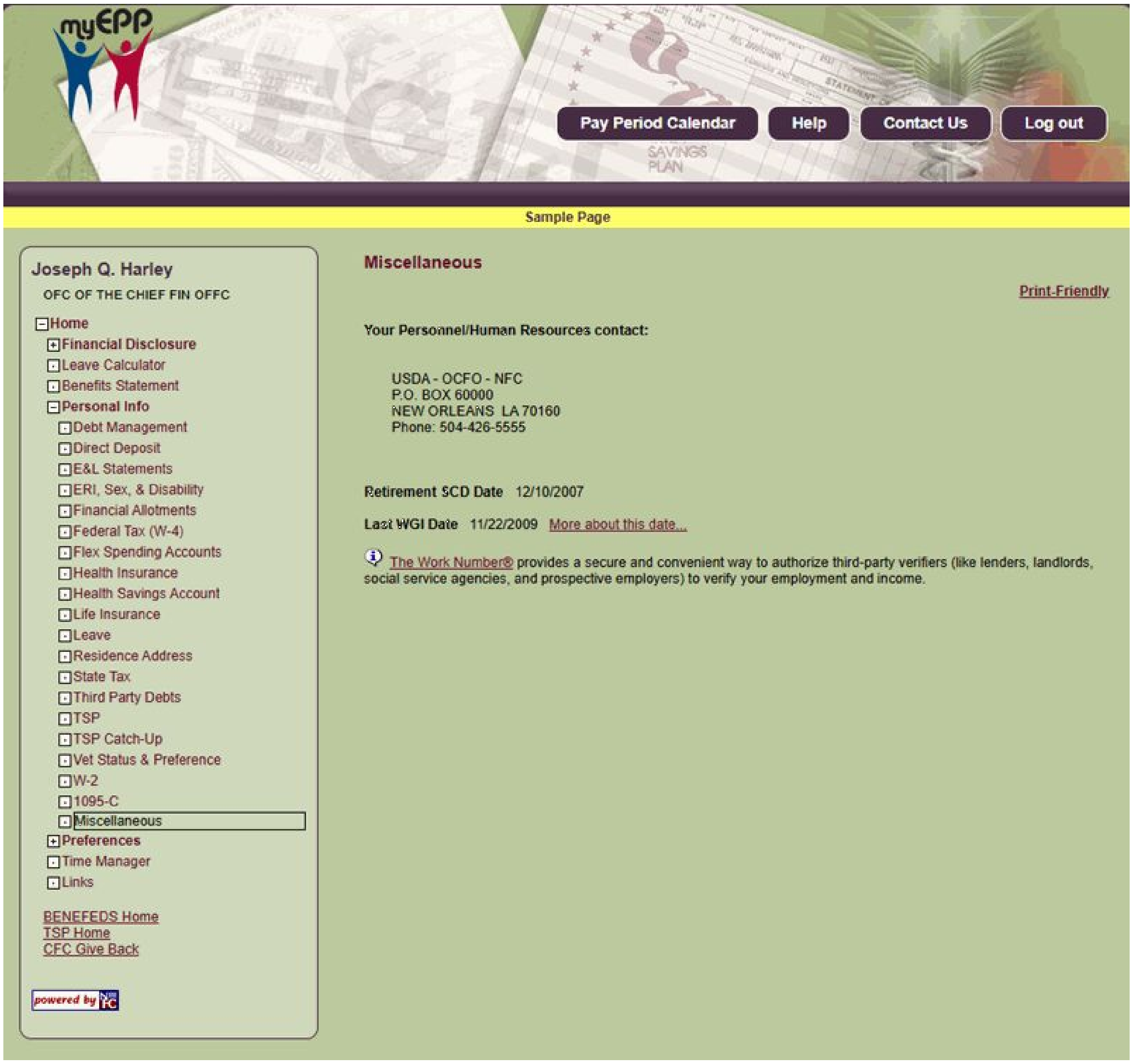



**Figure 123: Miscellaneous Page**

# 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, user ID, and PII. Users can also elect whether or not to receive paperless W-2s and Earnings & Leave (E&L) statements.

> Note: All emails that are generated from EPP will be sent from the DoNotReply@usda.gov email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your personnel or payroll office.

> Note: NFC has added a security enhancement to the EPP allowing users to unmask PII. This option is available under Preferences, and it affects the viewing of Direct Deposit, Financial Allotments, Health Savings Account (HSA), and Discretionary Allotments. Users are now required to enter an additional Multi-Factor Authentication (MFA) one-time passcode (OTP) to unmask PII or change banking information.

To set your preferences, select the ***Preferences*** component. Valid values are:

*Change Email Address(es)*

*Change Paper W-2 & 1095-C*

*Change Password*

*Change Two-Step Authentication*

*Change User ID*

*Change PII*

# Change Email Addresses

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

1. To change your email address, on the EPP Home page (with Preferences folder expanded), select ***Change Email Addresses*** to change your email address(es). The Change Email Addresses page is displayed.

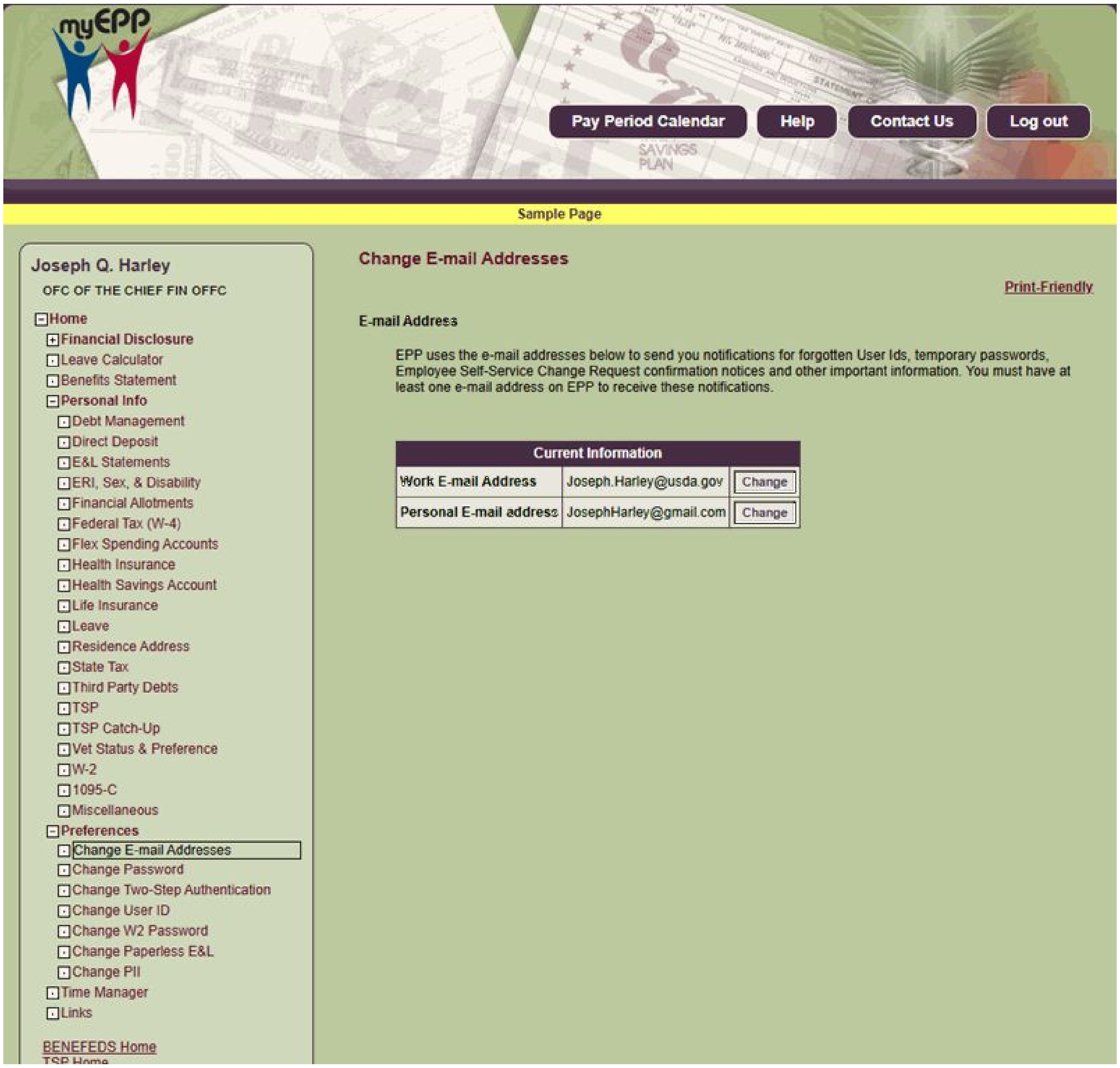



**Figure 125: Change E-mail Addresses page**

2. Select the **`Change`** button to modify the applicable email address. The EPP authentication verification code is sent to the designated phone number or email address assigned to your two-factor authentication. The Change Email Addresses page with Please enter code is displayed.

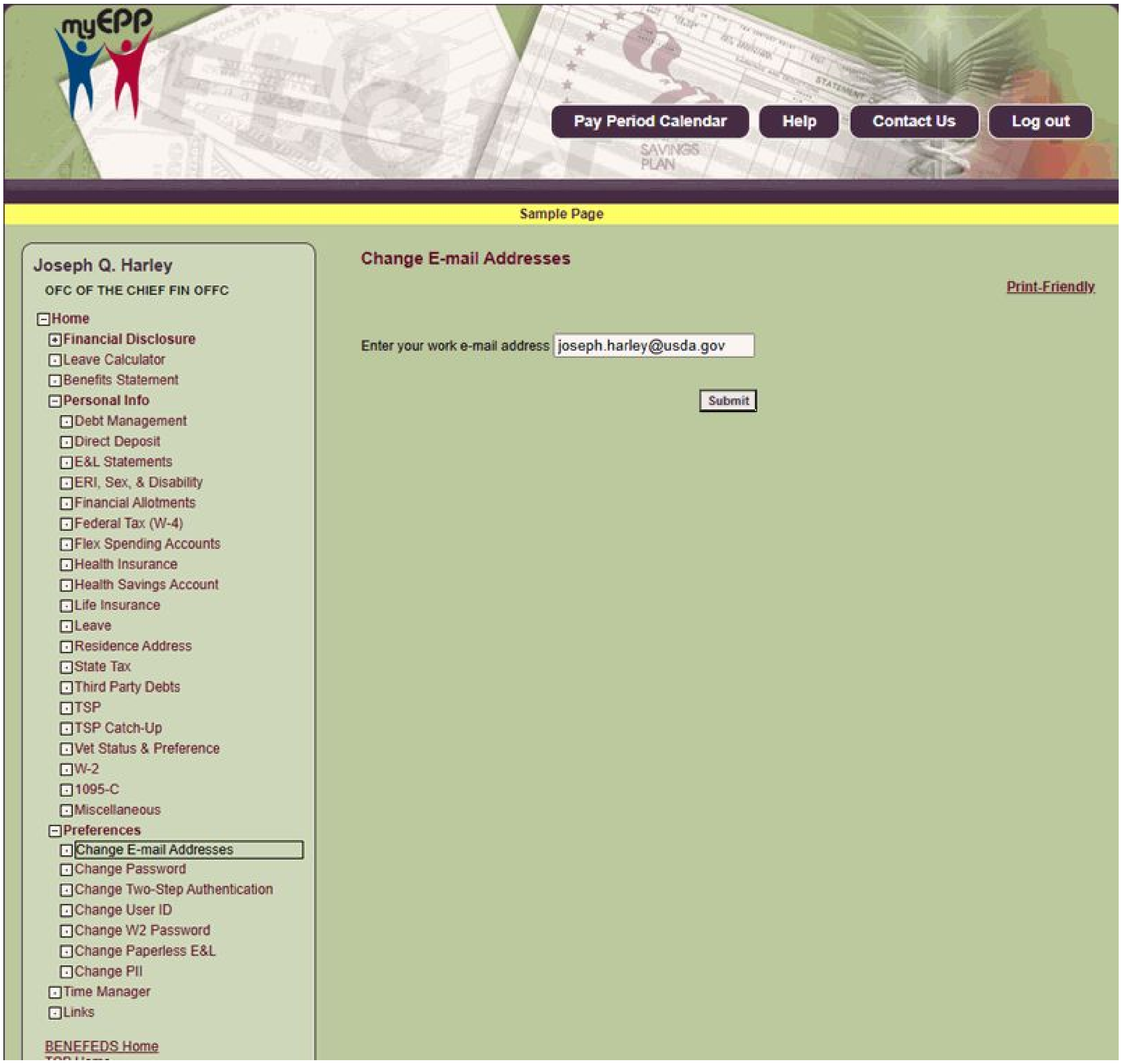



**Figure 126: Change E-mail Addresses Verification Code page**

3. Enter the six-digit verification code that you received in the designated box.

> Note: If you have not received the code within ten minutes, select ***Resend Code***.

4. Select the `Submit` button. The Change Email Addresses page is displayed.

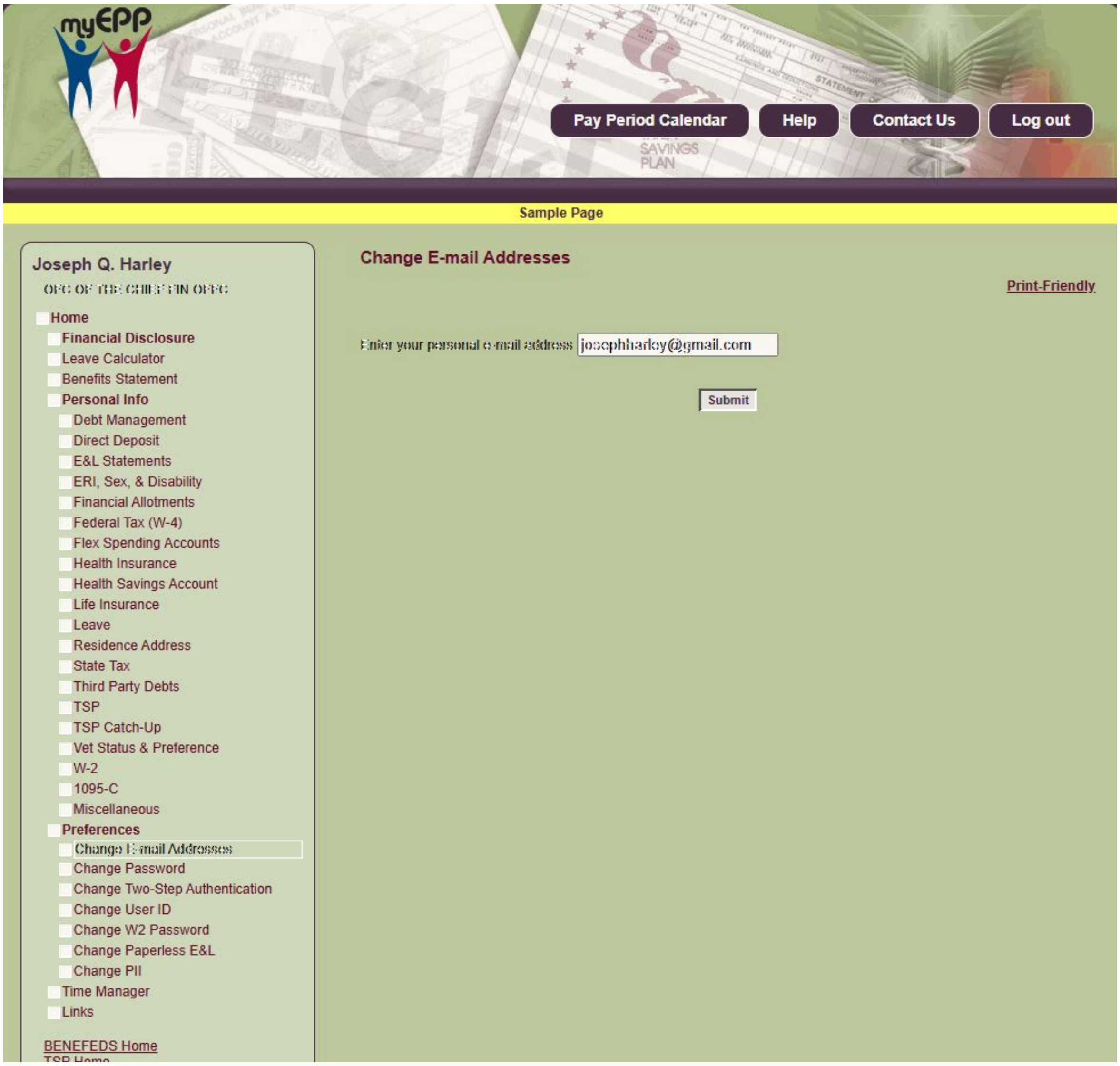



**Figure 127: Change E-mail Addresses Verification Code page**

5. Enter the new email information.
6. Select the **Submit** button. The Change Email Addresses page is displayed.

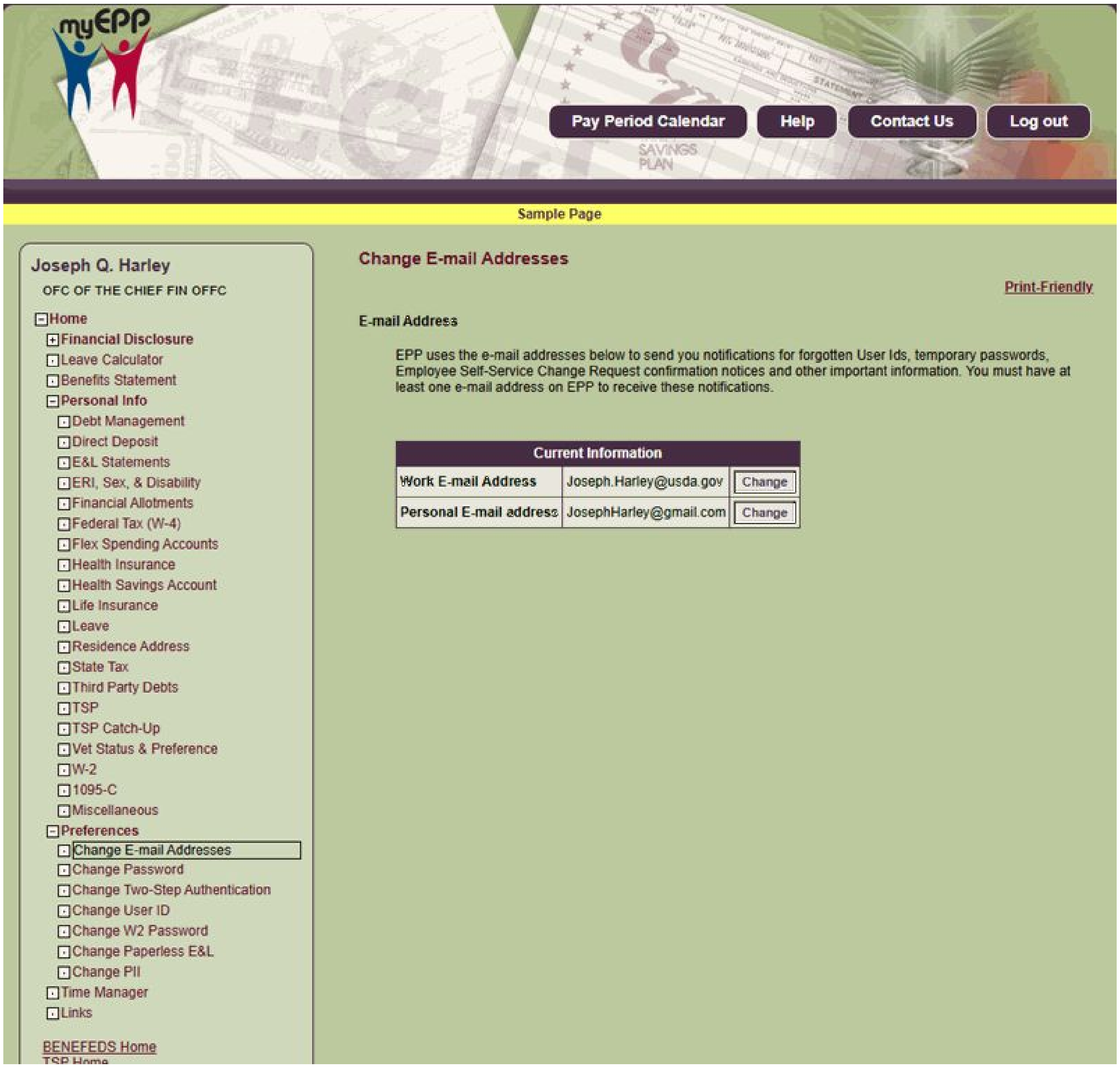



**Figure 128: Change Emal Addresses Page**

> Note: All emails that are generated from EPP will be sent from the *NoReply@usda.gov* email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

# Change Paper W-2 & 1095-C

The ***Change Paper W-2 & 1095-C*** option allows the user to change receipt of their W-2 and/or 1095-C from paper to an electronic version and vice versa.

1. To receive the W-2 & 1095-C electronically, on the EPP Home page (with Preferences folder expanded), select ***Change Paper W-2 & 1095-C***. The Change Paperless W-2 & 1095-C page is displayed.
2. Select the **`Paperless`** button to begin receiving your W-2 & 1095-C electronically. The Change Paper W-2 & 1095-C with Confirm button is displayed.
3. Select the **`Confirm`** button.

> Note: The Paperless button changes to Paper after you select the Confirm button.

> Note: All emails that are generated from EPP will be sent from the *NoReply@usda.gov* email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

# Change Password

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

1. To change your password, on the EPP Home page (with Preferences folder expanded), select ***Change Password*** to change your password. The Change Password page is displayed.

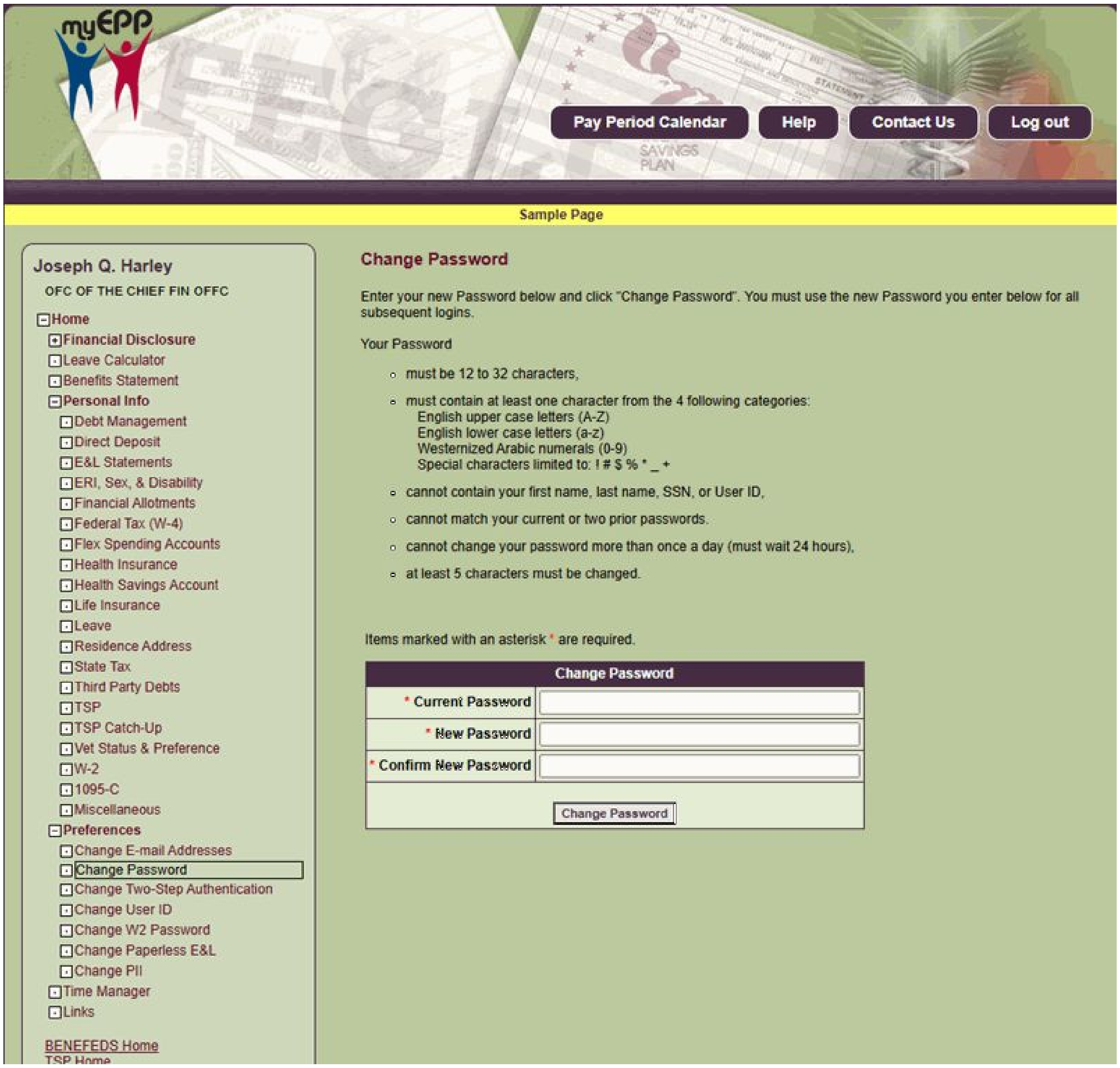



**Figure 129: Change Password Page**

2. Complete the fields as follows:

Current Password Field Instruction

New Password Field Instruction

Confirm New Password Field Instruction

3. Select the **`Change Password`** button to make the password change.

> Note: All emails that are generated from EPP will be sent from the *NoReply@usda.gov* email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

# Change Two-Step Authentication

The ***Change Two-Step Authentication*** option allows the user to change their two-step authentication.

1. To change the two-step authentication, on the EPP Home page (with Preferences folder expanded), select ***Change Two-Step Authentication***. The Change Two-Step Authentication page is displayed.

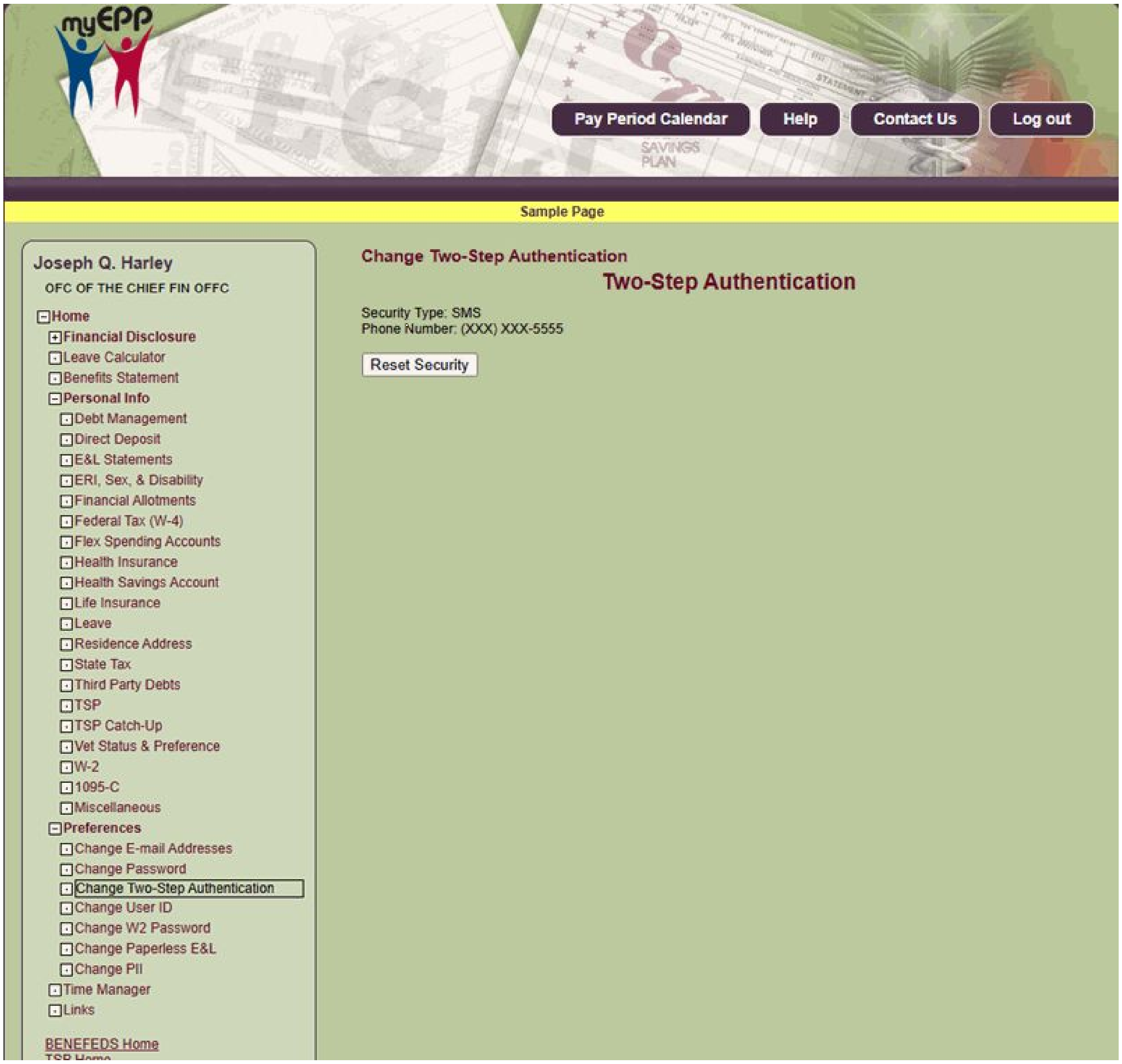



**Figure 130: Change Two-Step Authentication Page**

2. Select the `Reset Security` button. The Change Two-Step Authentication - Verification Code page is displayed.

Note: A verification code is sent to the email of record (check your work email and personal email if unsure which was used).

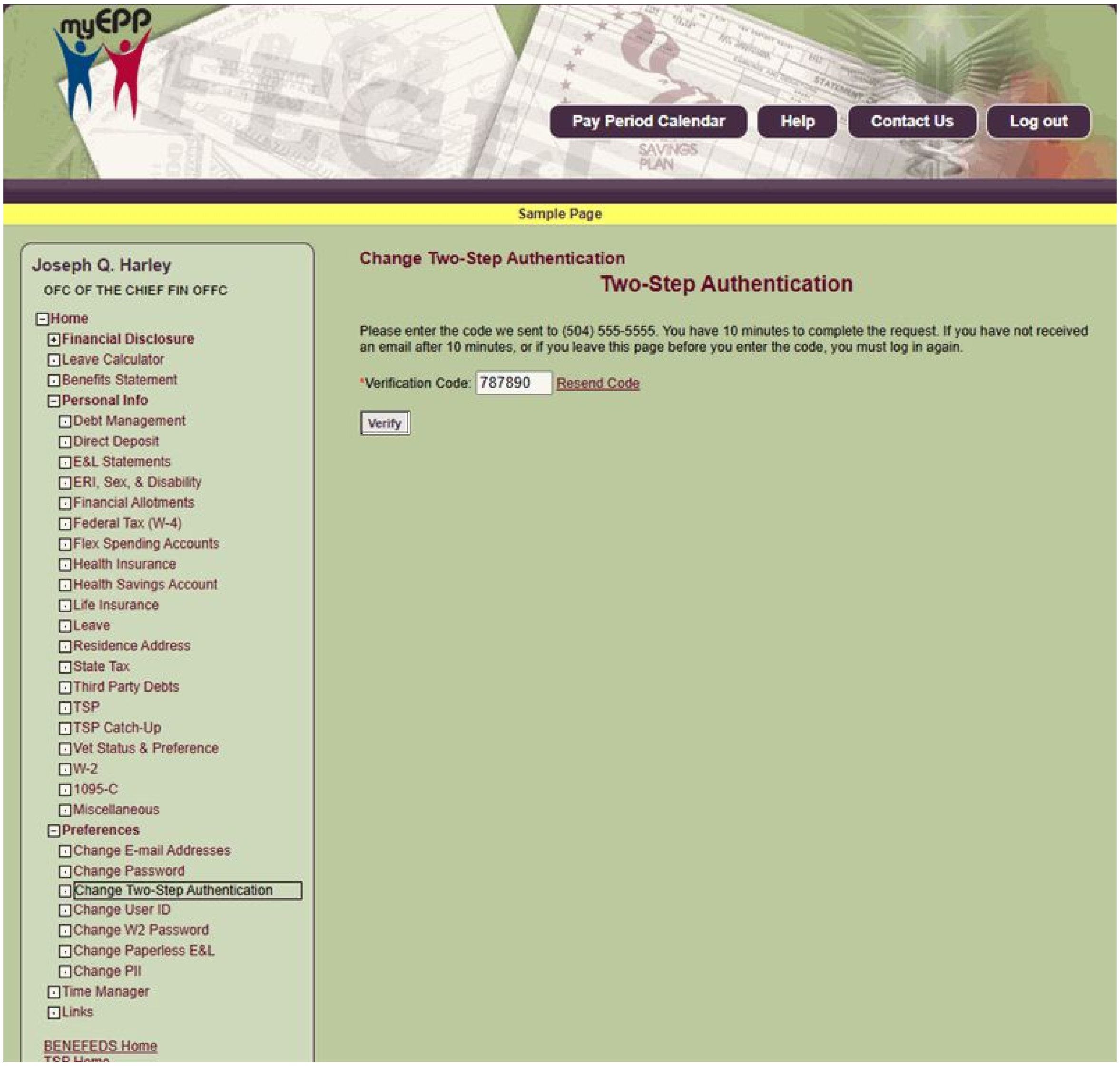



**Figure 131: Change Two-Step Authentication Page Verification Code**

3. Enter the verification code.
4. Select the **`Submit`** button. The Two-Step Authentication, Choose an Option page is displayed.

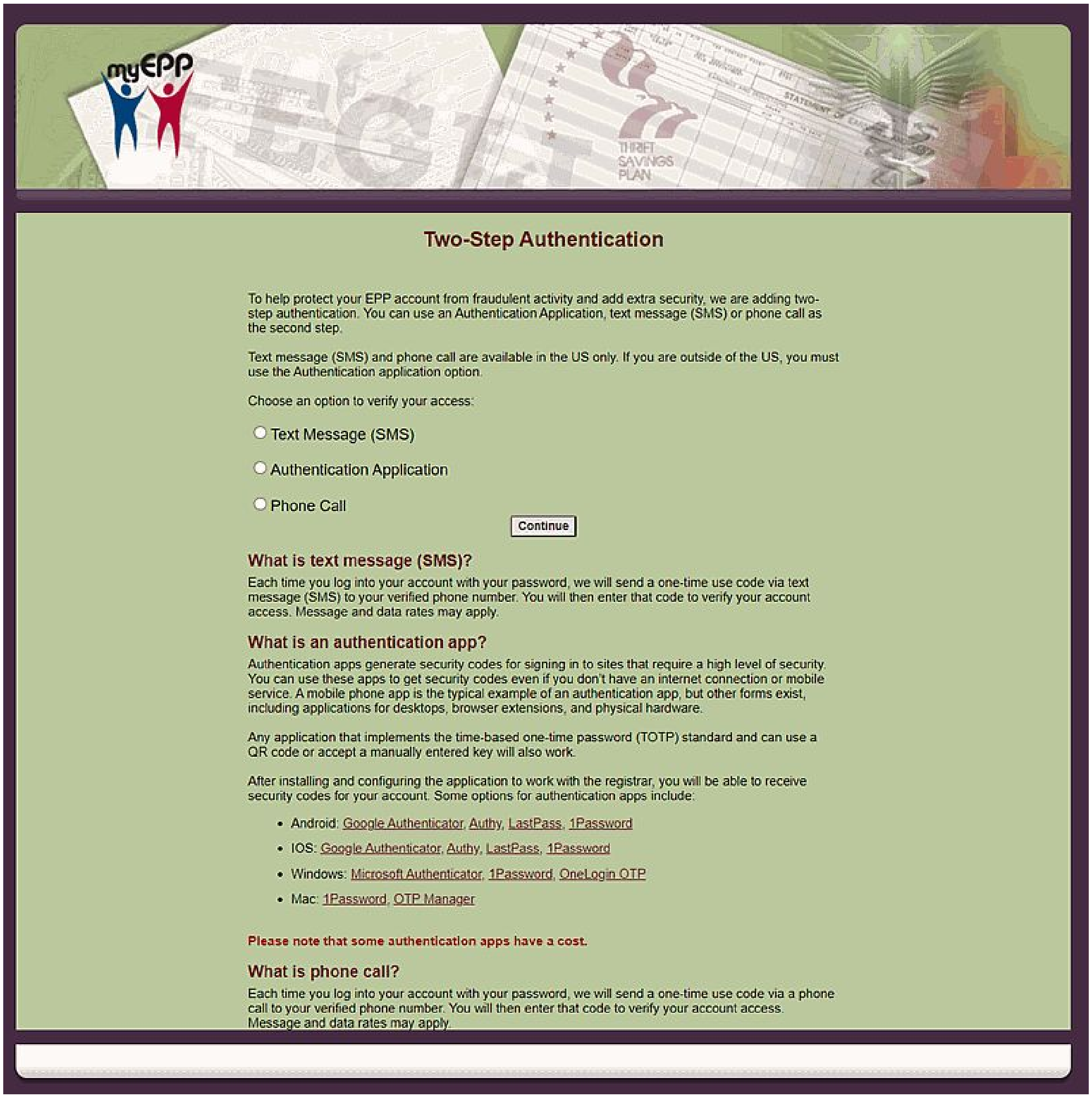



**Figure 132: Two-Step Authentication page**

5. On the Two-Step Authentication page, choose an option to verify your access.

   Valid values are:

| Option | Description |
| --- | --- |
| Text Message (SMS) | Select this **`radio`** button if you would like to receive the authentication verification code in the form of a text message (SMS). The message will provide a verification code. |

| | |
|---|---|
| | Select the **Continue** button. The Two-Step Authentication Phone Number page is displayed. |
| Authentication Application | Select this **radio** button if you would like to use the Authentication Application.<br>Select the **Continue** button. The Two-Step Authentication App page is displayed. |
| Phone Call | Select this **radio** button if you would like to receive the Authentication verification code via an automated phone call.<br>Select the **Continue** button. The Two-Step Authentication App page is displayed. |

To utilize the text message (SMS) option the user will have to provide a United State (U.S.) telephone number. Each time you log in to your account with your password, a one-time-use code via text message will be sent to your verified phone number.

> Note: If you are outside of the U.S., you must use the Authentication application option.

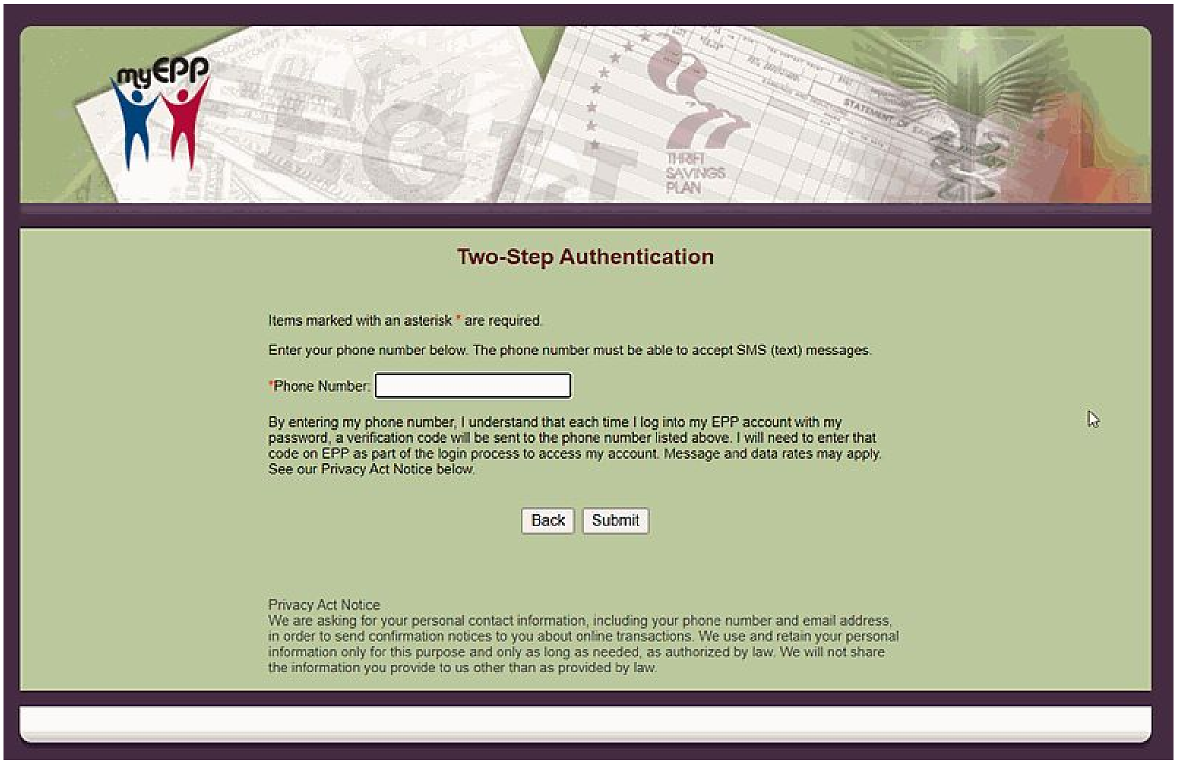


**Figure 133: Two-Step Authentication Phone Number page**

1. Enter your phone number in the Phone Number field.

> Note: The phone number must be able to accept text messages (SMS). If you have lost your phone or changed your phone number, please refer to the EPP ***Preferences*** menu option for guidance.

2. Select the **`Submit`** button. The Two-Step Authentication (with Verification Code) page is displayed.

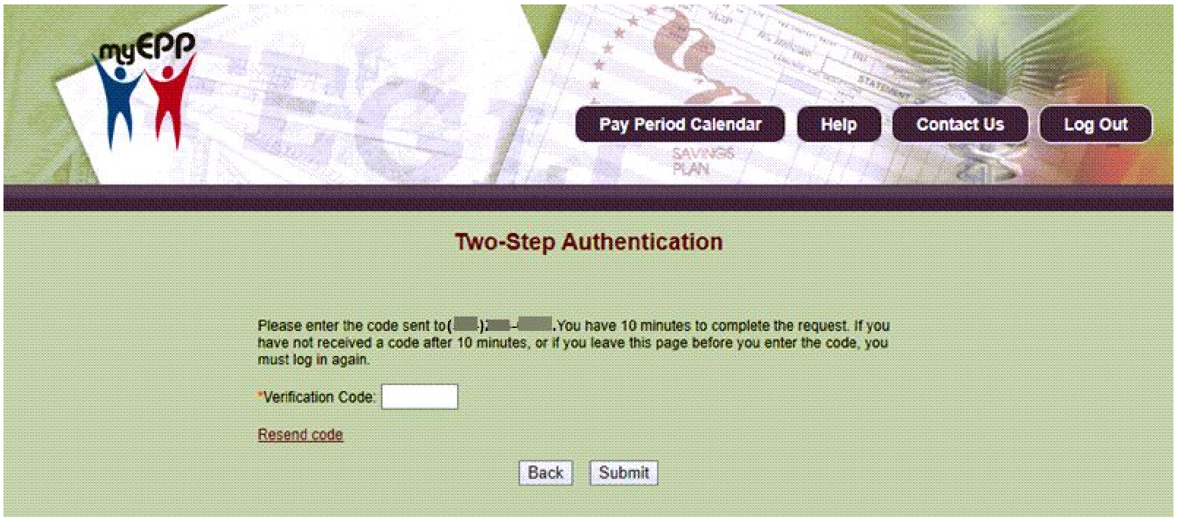



**Figure 134: Two-Step Authentication - Verification Code**

3. Enter the verification code received via text message (SMS) in the Verification Code field.

> Note: If you do not receive the code within 10 minutes, select *Resend code*.

4. Select the **`Submit`** button. You will receive a text message on your phone confirming *`2-Factor enabled`*.

   Your two-step authentication has been updated and you are now logged into EPP.

To utilize the Authentication application option, the Authentication applications generate security codes without requiring internet connection or mobile service. User will need to download an authentication app to your computer or phone.

1. On your phone, open your Authentication app. The Two-Step Authentication (Key Code or Scan Code) page is displayed.

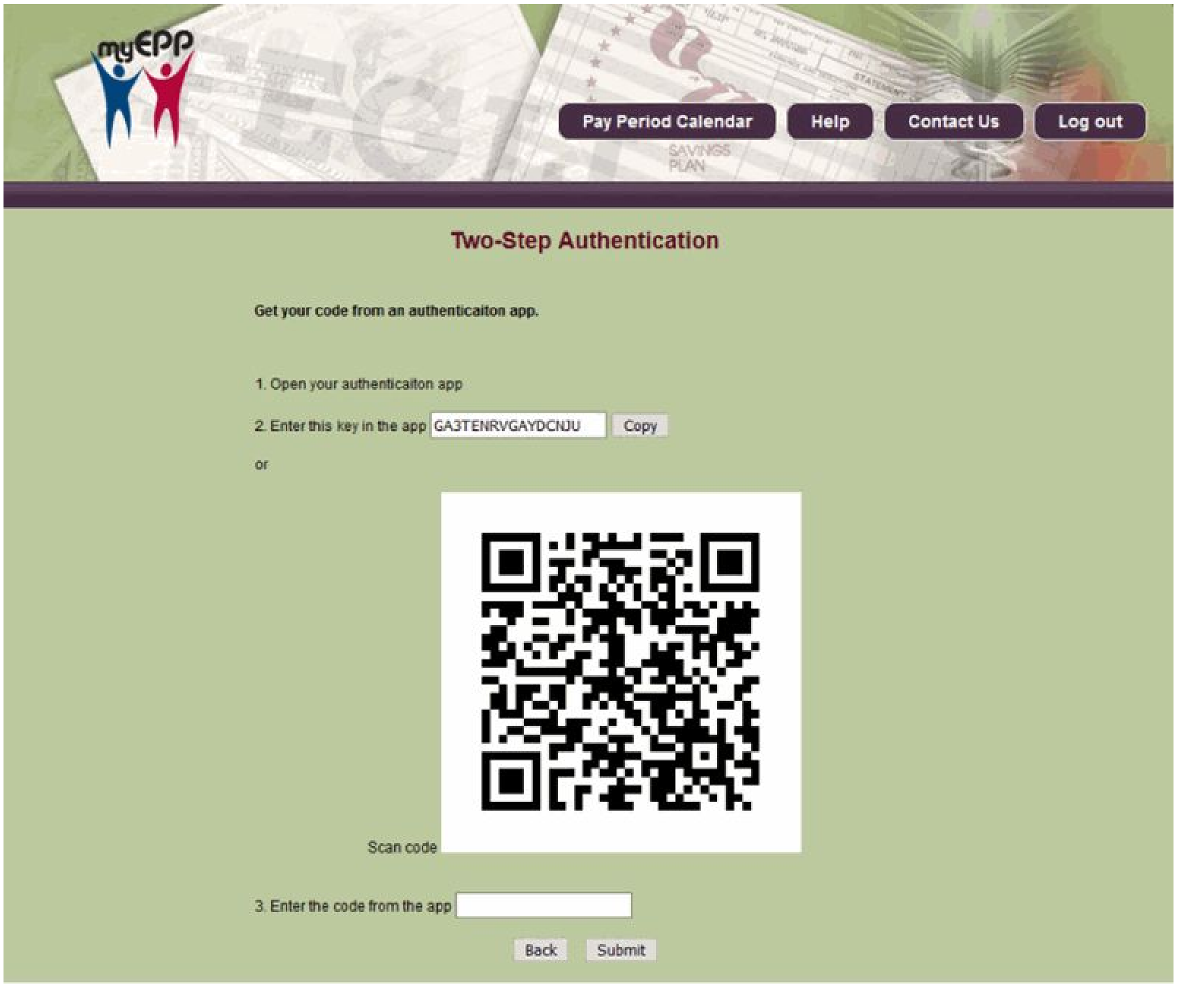



**Figure 135: Two-Step Authentication App Page**

2. Enter or copy the key code from the app into the space provided under item number 3.
   OR
   Scan the code.
3. Select the **`Submit`** button. You will receive a message the *EPP verification code 2-Step Authentication is enabled*.

Your two-step authentication has been updated and you are now logged in to EPP.

Note: All emails that are generated from EPP will be sent from the NoReply@usda.gov email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

To utilize the phone call option you will have to provide a U.S. telephone number. Each time you log in to your account with your password, a one-time-use code will be sent to your verified phone number via an automated phone call.

Note: If you are outside of the U.S., you must use the Authentication application option.

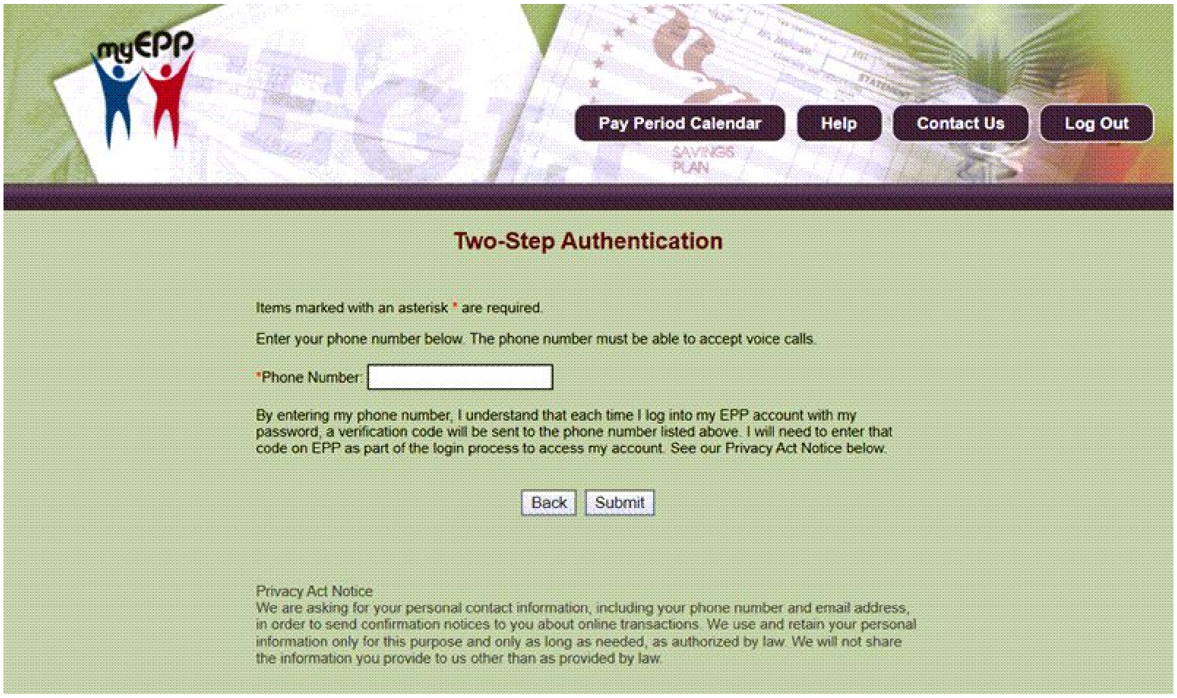



**Figure 136: Two Step Authentication - Enter Phone Number**

1. Enter your phone number in the Phone Number field.
2. Select the **`Submit`** button. The Two-Step Authentication (verification code) page is displayed. You will receive an automated phone call providing a verification code.

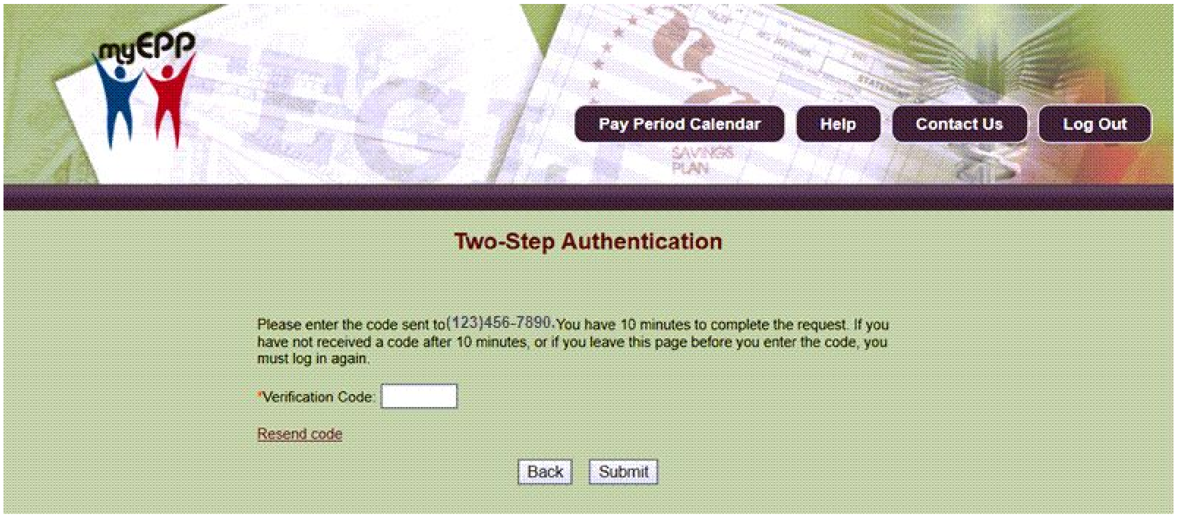



**Figure 137: Two Step Authentication - Enter Verification Code**

Note: If you do not receive the code within 10 minutes, select ***Resend Code***.

3. Enter the verification code provided in the Verification Code field.
4. Select the `Submit` button. The My EPP Main Menu page is displayed.

Note: By selecting the ***Phone Call*** option to receive the verification code, each time you log in to your account, a one-time-use code will be sent via an automated phone call to the verified phone number. Enter the code to access your account. Message and data rates may apply.

To change the selected two-factor authentication option to another option, go to ***Preferences***, and select ***Change Two-Step Authentication***.

# Change User ID

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

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

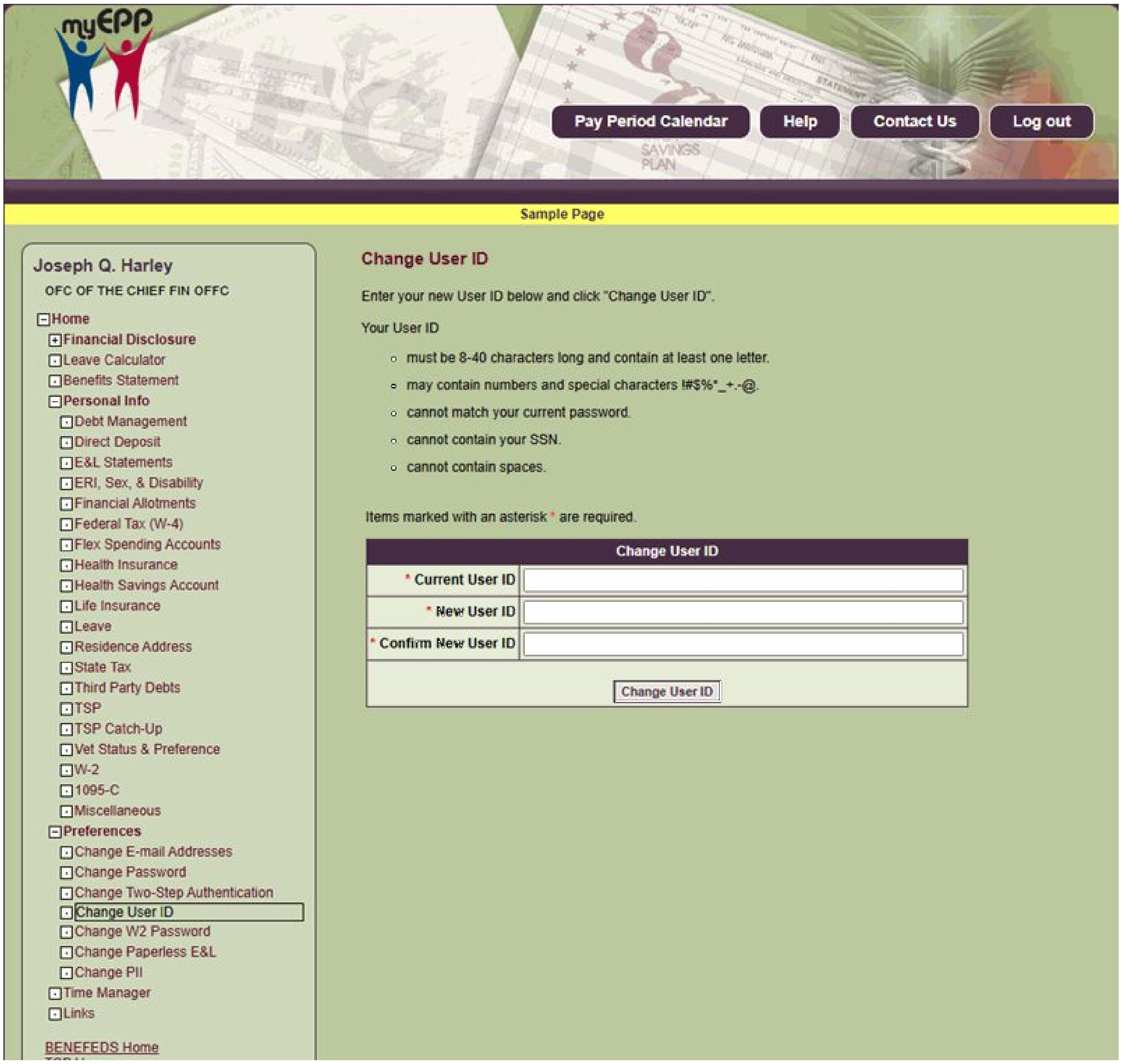



**Figure 138: Change User ID Page**

2. Complete the fields as follows:

   Current User ID Field Instruction

   New User ID Field Instruction

Confirm New User ID Field Instruction

3. Select the **`Change User ID`** button to change the user ID.

Note: All emails that are generated from EPP will be sent from the NoReply@usda.gov email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

# Change PII

The ***Change PII*** option allows the user to unmask and mask certain data fields that house Personally Identifiable Information (PII). Upon entry into EPP the data will be masked as the default.

1. To change PII to unmasked, on the EPP Home page (with Preferences folder expanded), select ***Change PII***. The Change PII page is displayed.

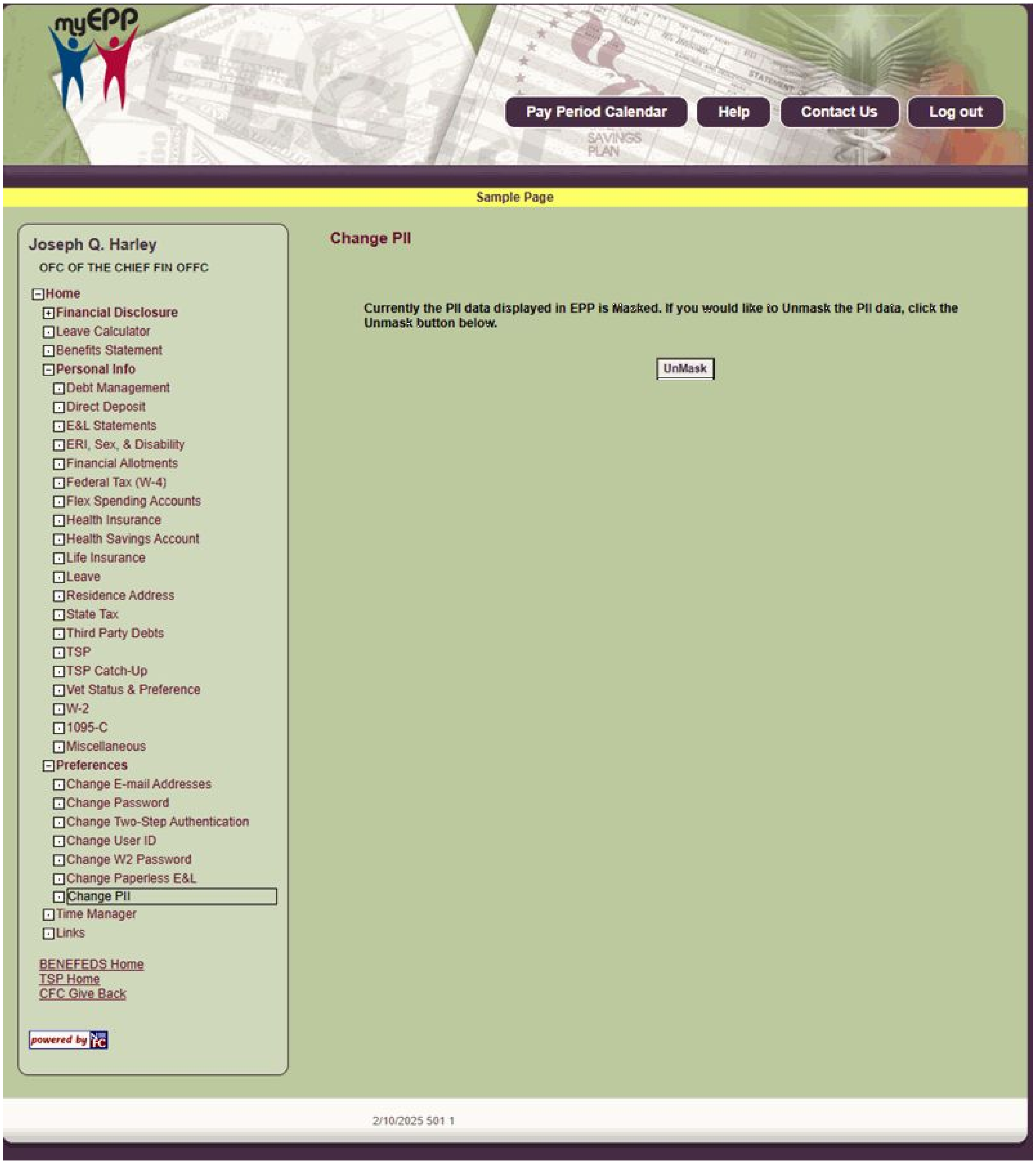


**Figure 139: Change PII Page**

2. Select the **`UnMask`** button to unmask PII.

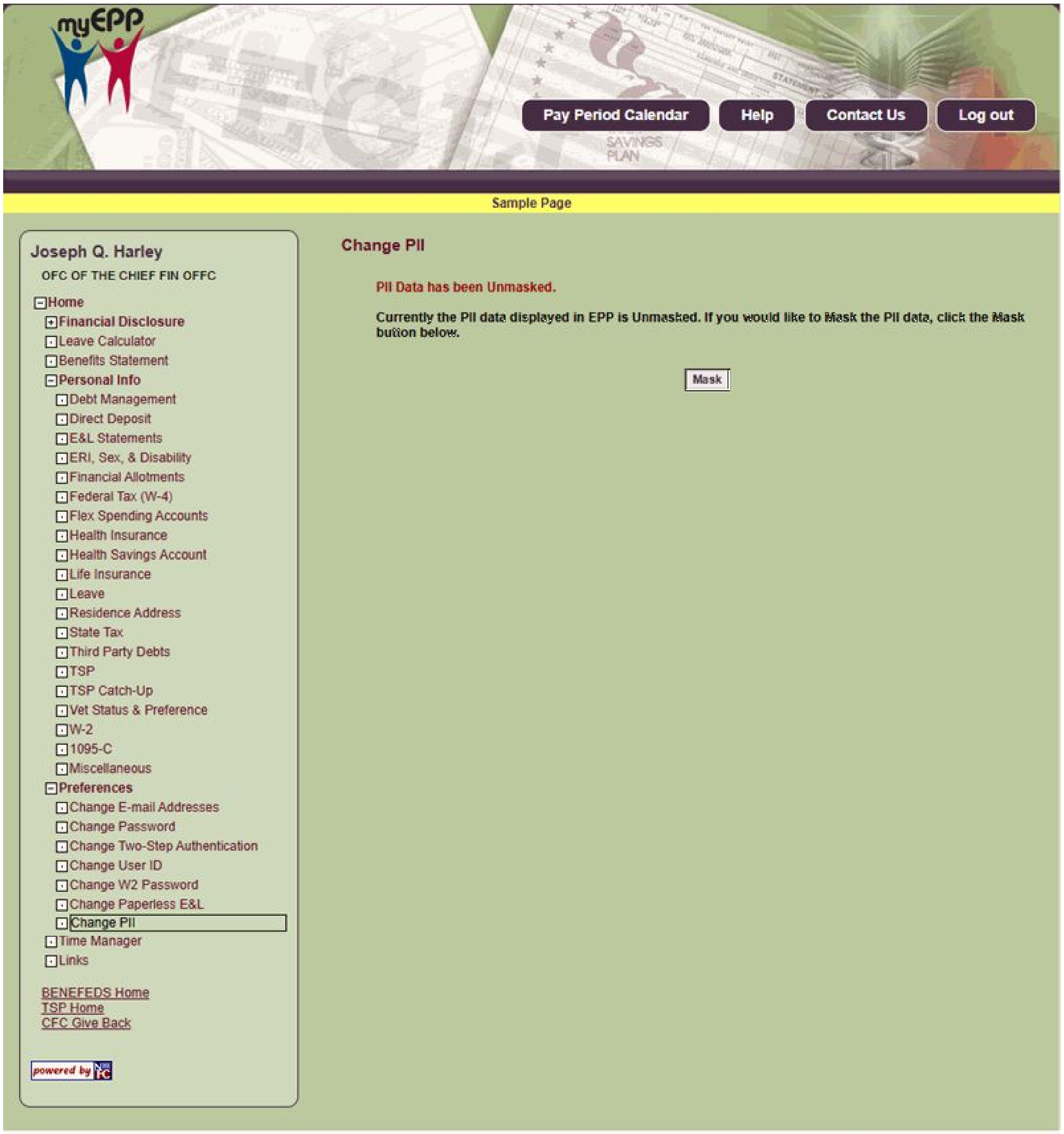



**Figure 140: Change PII Page Unmasked**

When employees log out of EPP, the data will default back to a masked state. To return the data to a masked state during the same viewing session, select ***Change PII*** again.

> Note: Employees will need to perform the process for unmasking data whenever they log back in to EPP. A banner will display at the top of each page containing PII to inform employees when the PII is masked or unmasked.

On the EPP Login page, the email address(es) that are presented when ***Forgot Your Password*** or ***Forgot Your User ID*** is selected (e.g., xxxxxxst@msn.com) will be partially masked.

> Note: All emails that are generated from EPP will be sent from the NoReply@usda.gov email address. That email box is not monitored. Any questions should be directed to the NFC Contact Center at **1-855-632-4468** or your Personnel or Payroll Office.

# 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.

# 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.

## 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.

1. To add accounting favorites, select the ***Accounting Favorites*** component. The Accounting Favorites page is displayed.

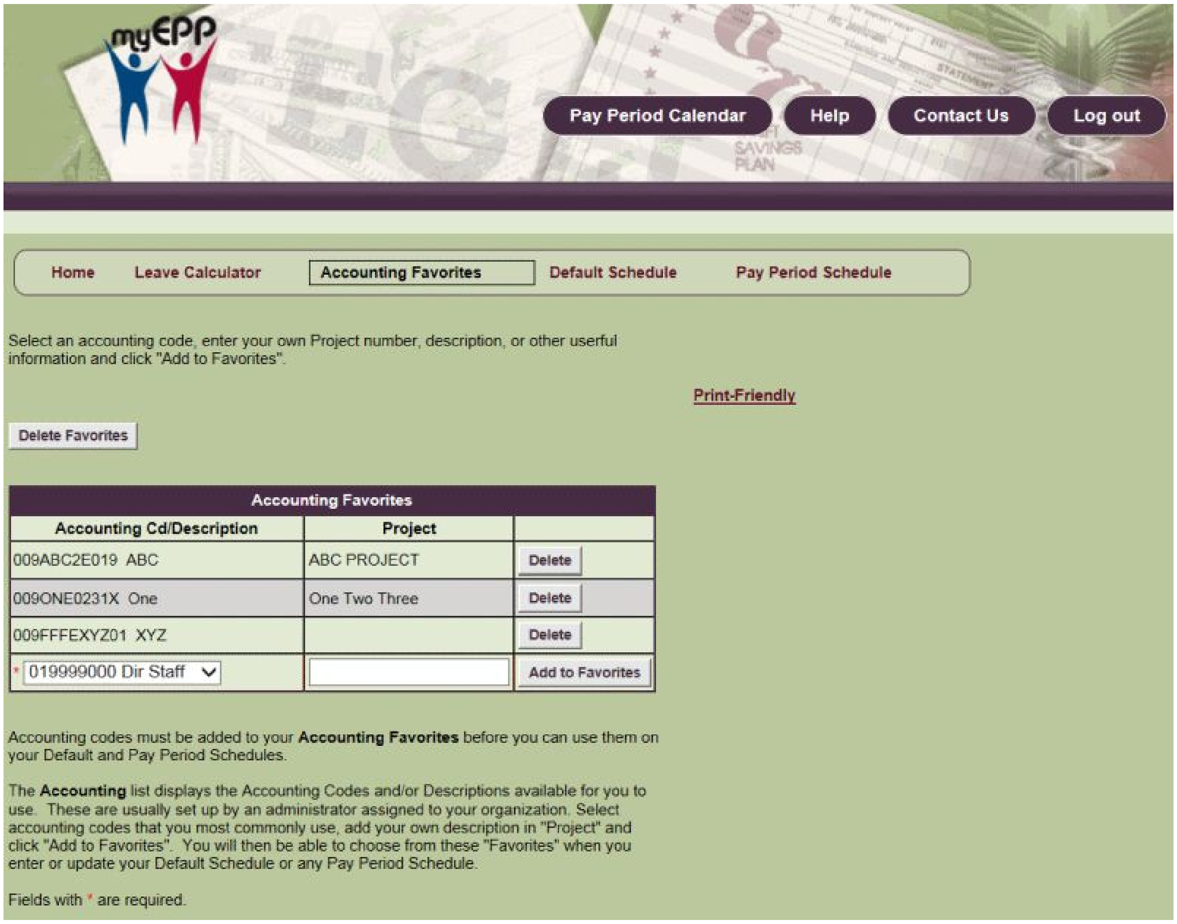



**Figure 141: Accounting Favorites Page**

2. Complete the fields as follows:

   ***Accounting Cd/Description***

   ***Project***

3. Select **`Add to Favorites`** to add the selected accounting code to the favorites list.
   OR
   Select **`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.

1. To delete accounting favorites, select the ***Accounting Favorites*** component. The Accounting Favorites page is displayed.

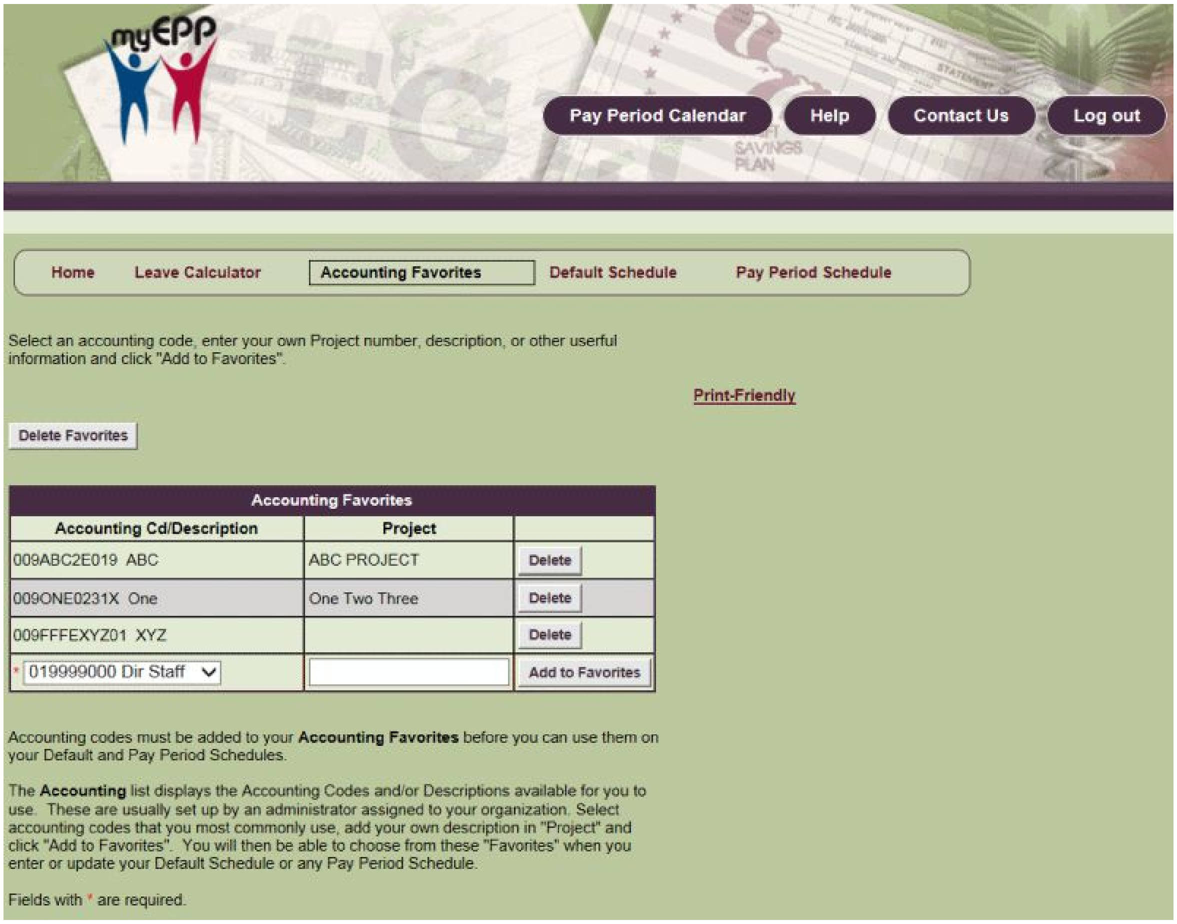


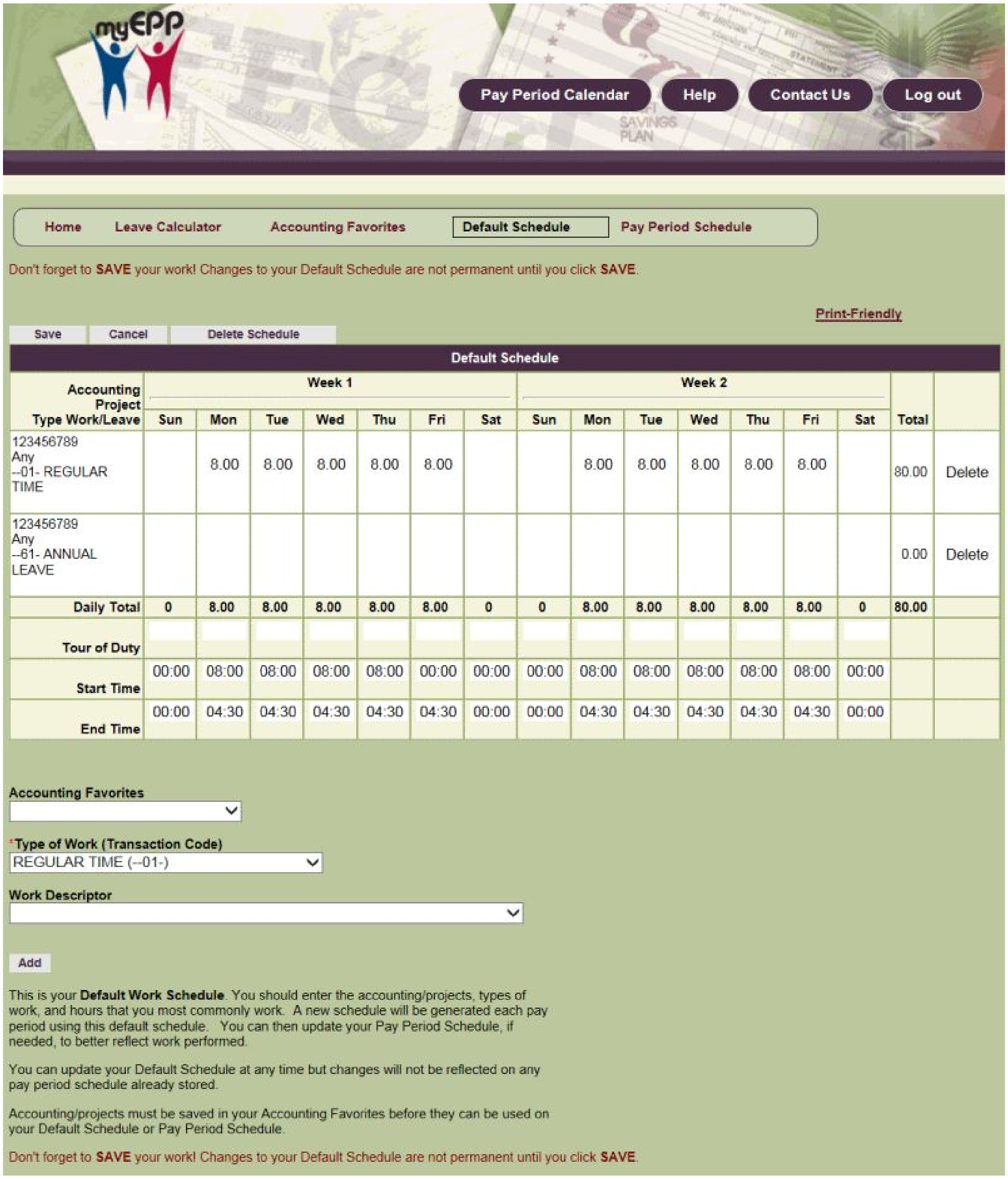

**Figure 142: Accounting Favorites Page**

2. Select **`Delete Favorites`** to delete all of the accounting codes stored in the favorites list. A confirmation is displayed on the page.
3. Select **`Delete`** to delete the entire favorites list.
   OR
   Select **`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.

1. To create a default schedule, select the ***Default Schedule*** component. The Default Schedule page is displayed.


myEPP

Pay Period Calendar | Help | Contact Us | Log out

Home | Leave Calculator | Accounting Favorites | Default Schedule | Pay Period Schedule

Don't forget to **SAVE** your work! Changes to your Default Schedule are not permanent until you click **SAVE**.

Print-Friendly

Save | Cancel | Delete Schedule

**Default Schedule**

| Accounting Project Type Work/Leave | Week 1 Sun | Mon | Tue | Wed | Thu | Fri | Sat | Week 2 Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 123456789 Any --01- REGULAR TIME | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 80.00 | Delete |
| 123456789 Any --61- ANNUAL LEAVE | | | | | | | | | | | | | | | 0.00 | Delete |
| Daily Total | 0 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0 | 0 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0 | 80.00 | |
| Tour of Duty | | | | | | | | | | | | | | | | |
| Start Time | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | | |
| End Time | 00:00 | 04:30 | 04:30 | 04:30 | 04:30 | 04:30 | 00:00 | 00:00 | 04:30 | 04:30 | 04:30 | 04:30 | 04:30 | 00:00 | | |

Accounting Favorites

*Type of Work (Transaction Code)
REGULAR TIME (--01-)

Work Descriptor

Add

This is your **Default Work Schedule**. You should enter the accounting/projects, types of work, and hours that you most commonly work. A new schedule will be generated each pay period using this default schedule. You can then update your Pay Period Schedule, if needed, to better reflect work performed.

You can update your Default Schedule at any time but changes will not be reflected on any pay period schedule already stored.

Accounting/projects must be saved in your Accounting Favorites before they can be used on your Default Schedule or Pay Period Schedule.

Don't forget to **SAVE** your work! Changes to your Default Schedule are not permanent until you click **SAVE**.

**Figure 143: Default Schedule Page**

2. Complete the fields as follows:

***Accounting Project Type Work/Leave***

***Daily Total***

***Start Time***

***End Time***

***Accounting Favorites***

***Type of Work (Transaction Code)***

***Work Descriptor***

3. Select **`Add`** to add the selected T&A data to the default schedule.
   OR
   Select **`Delete`** to delete the selected T&A data from the default schedule.

At this point, the following options are available:

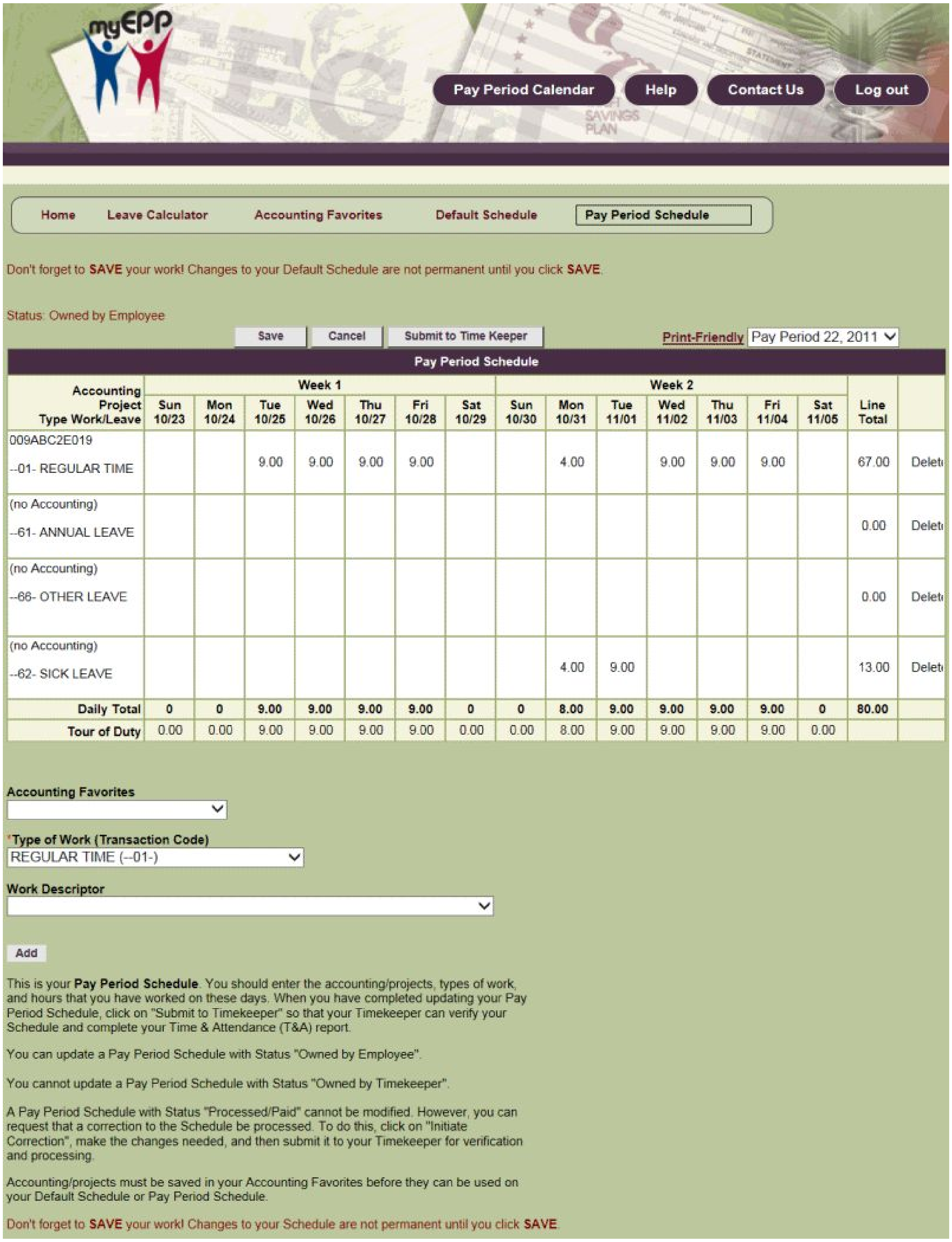
| **Step** | **Description** |
|---|---|
| Select **`Save`**. | To save the default schedule. |
| Select **`Cancel`**. | To cancel the action. A confirmation popup appears asking the user if they want to reset the current default schedule. |
| Select **`Delete Schedule`**. | To delete the default schedule.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

# 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.

1. To enter a pay period schedule, 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 144: Pay Period Schedule Page**

2. Select the applicable pay period from the drop-down list.
3. Complete the fields as follows:

***Accounting Project Type Work/Leave***

***Daily Total***

Tour of Duty

***Accounting Favorites***

***Type of Work (Transaction Code)***

***Work Descriptor***

4. Select **`Add`** to add the selected T&A data to the pay period schedule.
   OR
   Select **`Delete`** to delete the selected T&A data from the default schedule.

At this point, the following options are available:

| **Step** | **Description** |
| --- | --- |
| Select **`Save`** | To save the pay period schedule. |
| Select **`Cancel`** | To cancel the action. |
| Select **`Submit to Timekeeper`** | To submit the T&A data to the timekeeper for validation and processing. |
| Select **`Reset to Default`** | To reset the T&A data to the pay period schedule to the data on the default schedule. |
| Select **`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.

myEPP

Pay Period Calendar | Help | Contact Us | Log out

Sample Page

Joseph Q. Harley

OFC OF THE CHIEF FIN OFFC

- Home
  - Financial Disclosure
  - Leave Calculator
  - Benefits Statement
  - Personal Info
    - Debt Management
    - Direct Deposit
    - E&L Statements
    - ERI, Sex, & Disability
    - Financial Allotments
    - Federal Tax (W-4)
    - Flex Spending Accounts
    - Health Insurance
    - Health Savings Account
    - Life Insurance
    - Leave
    - Residence Address
    - State Tax
    - Third Party Debts
    - TSP
    - TSP Catch-Up
    - Vet Status & Preference
    - W-2
    - 1095-C
    - Miscellaneous
  - Preferences
    - Change E-mail Addresses
    - Change Password
    - Change Two-Step Authentication
    - Change User ID
    - Change W2 Password
    - Change Paperless E&L
    - Change PII
  - Time Manager
  - Links

BENEFEDS Home
TSP Home
CFC Give Back

powered by NFC

## Useful Links

These are some of the Internet sites that we have found that contain useful information or tools. These sites may be non-governmental and/or commercial. We make no representations, guarantees, or warranties as to the accuracy or completeness of information on the accessed web site. We do not endorse any products, services or views which may be referenced on the site.

| 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 Commission Jobs | This is the current list of FCC Employment Vacancy Announcements. |
| | Federal Jobs Central | A toolbox specifically targeted for federal job hunters, both first-time applicants and those already working in federal service. These tools, which include software, publications and services, give job seekers the advice and how-to information they need to land the jobs they find in our database. |
| | Federal Times Online | Federal News as well as job information. |
| | FedWeek | A free electronic newsletter for federal and postal employees and retirees. Every week it gives you simple, accurate and up-to-date information. |
| | Library of Congress | The ultimate information site. |
| | NASA/ARC Human Resources | NASA human resources information online. |
| Retirement | TSP Home Page | The Federal Thrift Savings Plan web site. |
| | AARP Webplace | AARP Webplace offers comprehensive reports and features on the issues that matter most to you--managed care, Social Security, staying fit, reverse mortgages, Medicare and much more! |
| | American Savings Education Council | Contains user-friendly materials to educate Americans on the need to save, assist in setting their savings goals, provide basic steps to follow to achieve savings goals, answer frequently asked questions, and direct individuals to other sources of information. |
| | Credit Union Members Pages | Retirement and investment calculators and information. |
| | Federal Times Online | Federal news on retirement and other subjects. |
| | FirstGov for Seniors | The FirstGov for Seniors site helps users access all government sites that provide services for senior citizens. There are also links to all federal agencies and all 50 States. |
| | Life and Health Insurance Information | Life is a nonprofit organization dedicated to helping consumers make smart insurance decisions to safeguard their families' financial futures. |
| | Medicare.Gov | The official U.S. Government site for Medicare information. |
| | National Institute on Aging | One of the National Institutes of Health, the principal biomedical research agency of the United States Government. The NIA promotes healthy aging by conducting and supporting biomedical, social, and behavioral research and public education. |
| | OPM Federal Retirement Programs | Contains FAQs, Links, Tools, and a library of information about Federal Retirement Systems. |
| | Social Security Online | Help with understanding the history, the benefits, and financing of the Social Security program of today, so that you can make informed choices about the Social Security program of tomorrow. |

**Figure 145: Useful Links Page**

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

# EPP Field Instructions/Descriptions

This section includes the EPP field descriptions and instructions.

# Account Nbr Field Instruction

**Account Nbr**

Enter the bank account number.

# Account Nbr (Allotment) Field Instruction

**Account Nbr**

Populates with the account number of the financial allotment.

# Account Nbr (Current) Field Instruction

**Account Nbr**

Populates with the account number of the current financial allotment.

# Account Nbr (Displays) Field Instruction

**Account Nbr**

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

# Account Nbr (HSA) Field Instruction

**Account Nbr**

Enter the bank account number for the Health Savings Account.

# Account Nbr (HSA Displays) Field Instruction

**Account Nbr**

Displays the bank account number for the Health Savings Account.

# Account Nbr (New) Field Instruction

**Account Nbr**

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

# Accounting Cd/Description 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.

# Accounting Favorites Field Instruction

**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 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.

# Accounting Project Type Work/Leave (Default) Field Instruction

**Accounting Project Type Work/Leave**

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

# Accrued Field Instruction

**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 press **`Enter`**.

# Additional Amount To Be Withheld Each Pay Period Field Instruction

**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 Instruction

**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 Instruction

**Additional Deduction Amount**

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

# Additional Deduction Amount (Displays) Field Instruction

**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 Instruction

**Additional 1 E-mail Address**

Enter the applicable email address to receive notifications from EPP.

# Additional 2 E-mail Address Field Instruction

**Additional 2 E-mail Address**

Enter the applicable secondary email address to receive notifications from EPP.

# Advanced Balance Field Instruction

**Advanced Balance**

Displays the balance of the amount advanced.

# Agency PP Contribution Field Instruction

**Agency PP Contribution**

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

# Agency Work E-mail Address Field Instruction

**Agency Work E-mail Address**

Enter the applicable Agency work email address to receive notifications from EPP.

# Allotment Amount Field Instruction

**Allotment Amount**

Enter the allotment amount.

# Allotment Amount (Current) Field Instruction

**Allotment Amount**

Populates with the allotment amount of the current financial allotment.

# Allotment Amount (Data) Field Instruction

**Allotment Amount**

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

# Allotment Amount (Displays) Field Instruction

**Allotment Amount**

Populates with the allotment amount of the financial allotment.

# Allotment Amount (HSA Displays) Field Instruction

**Allotment Amount**

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

# Allotment Amount (New) Field Instruction

**Allotment Amount**

Enter the allotment amount in dollars and cents.

# Amount Advanced Field Instruction

**Amount Advanced**

Displays the amount the user was advanced prior to travel.

# Annual Field Instruction

**Annual**

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

# Authorization Nbr Field Instruction

**Authorization Nbr**

Displays the travel authorization number.

# Authorization Nbr (Voucher) Field Instruction

**Authorization Nbr**

Displays the travel authorization number associated with the travel voucher.

# Balance Field Instruction

**Balance**

Displays the balance of Flexible Spending Account.

# Bank Routing Nbr Field Instruction

**Bank Routing Nbr**

Populates with the bank routing number of the financial allotment.

# Bank Routing Nbr (Current) Field Instruction

**Bank Routing Nbr**

Populates with the bank routing number of the current financial allotment.

# Bank Routing Nbr/Name Field Instruction

**Bank Routing Nbr/Name**

Enter the bank routing number. The bank routing number must be nine digits.

# Bank Routing Nbr/Name (Displays) Field Instruction

**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 Instruction

**Bank Routing Nbr/Name**

Enter the bank routing number/name for the Health Savings Account.

# Bank Routing Nbr/Name (HSA Displays) Field Instruction

**Bank Routing Nbr/Name**

Displays the bank routing number/name for the Health Savings Account.

# Bank Routing Nbr/Name (New) Field Instruction

**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 Instruction

**Basic Coverage Amount**

Populates with the basic dollar amount of coverage.

# Change Contributions Field Instruction

**Change (start) Contributions**

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

# City, State Field Instruction

**City, State**

Populates based on the ZIP Code entered.

Note: The field will not be updated until **`Continue`** is pressed.

# Claim Dependents Field Instruction

**Claim Dependents**

Compute the applicable dollar amount and enter it in the applicable field.

# Comp Field Instruction

**Comp**

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

# Confirm Account Nbr (Displays) Field Instruction

**Confirm Account Nbr**

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

# Confirm Account Nbr (HSA) Field Instruction

**Confirm Account Nbr**

Reenter the bank account number for the Health Savings Account.

# Confirm Account Nbr Field Instruction

**Confirm Account Nbr**

Reenter the bank account number.

# Confirm Additional 1 E-mail Address Field Instruction

**Confirm Additional 1 E-mail Address**

Reenter the applicable email address to receive notifications from EPP.

# Confirm Additional 2 E-mail Address Field Instruction

**Confirm Additional 2 E-mail Address**

Reenter the applicable email address to receive notifications from EPP.

# Confirm E-mail Address (Secondary) Field Instruction

**Confirm E-mail Address**

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

# Confirm E-mail Address Field Instruction

**Confirm E-mail Address**

Reenter the EPP Work Email Address that you wish to use to receive notifications from EPP.

# Confirm Enter E-mail Address Field Instruction

**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 Instruction

**Confirm EPP Work E-mail Address**

Reenter the applicable EPP work email address to receive notifications from EPP.

# Confirm New Password (EPP) Field Instruction

**Confirm New Password**

Reenter the password that you are creating for EPP.

# Confirm New Password Field Instruction

**Confirm New Password**

Reenter the new password.

# Confirm New User ID (EPP) Field Instruction

**Confirm New User ID**

Reenter the user ID that you are creating for EPP.

# Confirm New User ID Field Instruction

**Confirm New User ID**

Reenter the new user ID.

# Confirm W-2 Password Field Instruction

**Confirm W-2 Password**

Enter the W-2 password for confirmation.

# Contributions Per Pay Period Field Instruction

**Contributions Per Pay Period**

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

# Contributions Per Pay Period (TSP) Field Instruction

**Contributions Per Pay Period**

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

# Contributions Per Pay Period Field Instruction

**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 Instruction

**Coverage Description**

Populates with a brief description of coverage.

# Current Password Field Instruction

**Current Password**

Enter the current password.

# Current User ID Field Instruction

**Current User ID**

Enter the current user ID.

# Daily Total Field Instruction

**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 Instruction

**Date of Birth**

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

# Date of Request Field Instruction

**Date of Request**

Displays the date a request was entered.

# Date Processed (Allotment) Field Instruction

**Date Processed**

Populates with the process date of the financial allotment.

# Date Processed (Travel) Field Instruction

**Date Processed**

Displays the date the authorization was processed.

# Date Processed Field Instruction

**Date Processed**

Displays the date an action was processed for health benefits.

# Dates of Travel Field Instruction

**Dates of Travel**

Displays the dates of travel.

# Dates of Travel (Voucher) Field Instruction

**Dates of Travel**

Displays the dates of travel associated with the travel voucher.

# Daytime Phone (FEHB) Field Instruction

**Daytime Phone**

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

# Daytime Phone (User) Field Instruction

**Daytime Phone**

Displays the daytime phone number of the user.

# Daytime Phone Field Instruction

**Daytime Phone**

Enter the daytime phone number.

# Disability (Displays) Field Instruction

**Disability**

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

# Disability Field Instruction

**Disability**

Select the applicable disability code from the drop-down list. The valid values are as follows:

01 – Do Not Wish to Identify

02 – Development Disability

03 – Traumatic Brain Injury

05 – No Disability/Serious Health Condition

06 – Disability Not Listed

13 – Speech Impairments

19 – Deaf/Serious Difficult Hearing

20 – Blind/Serious Difficult Seeing

31 – Missing Extremities

40 – Significant Mobility Impairment

41 – Spinal Abnormalities

44 – Non-Paralytic Orthopedic Impairments

51 – HIV Positive/AIDS

52 – Morbid Obesity

59 – Nervous System Disorder

60 – Partial/Complete Paralysis

80 – Cardiovascular/Heart Disease

81 – Depress/Anxiety/Psych Disorder

82 – Epilepsy/Other Seizure Disorders

83 – Blood Diseases

84 – Diabetes

85 – Orthopedic/Osteoarthritis

86 – Pulmonary or Respiratory Conditions

87 – Kidney Dysfunction

88 – Cancer

90 – Intellectual Disability

91 – Significant Psychiatric Disability

92 – Dwarfism

93 – Significant Disfigurement

94 – Learning Disability/ADD/ADHD

95 – Gastrointestinal Disorders

96 – Autoimmune Disorder

97 – Liver Disease

98 – History of Alcoholism/Drug Addict

99 – Endocrine Disorder

# Dollar Amount (Catch-Up) Field Instruction

**Dollar Amount**

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

# Dollar Amount (TSP) Field Description

**Dollar Amount**

Description of Dollar Amount

# Dollar Amount (TSP) Field Instruction

**Dollar Amount**

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

# Dollar Amount (Type Work) Field Instruction

**Dollar Amount**

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

# Dollar Amount Field Instruction

**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

# Effective Pay Period, Year (Address) Field Instruction

**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 (Address) Field Instruction

**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 Displays) Field Instruction

**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 (Catch-Up) Field Instruction

**Effective Pay Period, Year**

Select the pay period and year the action is to be effective.

# Effective Pay Period, Year (Data) Field Instruction

**Effective Pay 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 Instruction

**Effective Pay Period, Year**

Select the pay period and year the direct deposit is to be effective.

# Effective Pay Period, Year (Disability Displays) Field Instruction

**Effective Pay Period, Year**

Displays the effective pay period/year selected on the Enter Disability Self-Service Request page.

# Effective Pay Period, Year (Disability) 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.

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

**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 Displays) Field Instruction

**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 Instruction

**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 (Health) Field Instruction

**Effective Pay Period, Year**

Displays the pay period and year a health benefits action was effective.

# Effective Pay Period, Year (History) Field Instruction

**Effective Pay Period, Year**

Populates with the pay period and year the financial allotment was effective.

# Effective Pay Period, Year (HSA Displays) Field Instruction

**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 (HSA) Field Instruction

**Effective Pay Period, Year**

Select the pay period and year the request is to be effective.

# Effective Pay Period, Year (New) Field Instruction

**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 Instruction

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

# Effective Pay Period, Year (Residence) Field Instruction

**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 Instruction

**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 Instruction

**Effective Pay Period, Year**

Select the pay period and year the tax request is to be effective.

# Effective Pay Period, Year (TSP Displays) Field Instruction

**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 (TSP) Field Instruction

**Effective Pay Period, Year**

Select the pay period and year the action is to be effective.

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

**Effective Pay Period, Year**

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

# Effective Pay Period, Year (W-4) Field Instruction

**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 Field Description

**Effective Pay Period, Year**

Displays the effective pay period, year.

# Effective Pay Period, Year Field Instruction

**Effective Pay Period, Year**

Select the pay period and year the request will be effective.

# E-mail Address Field Instruction

**E-mail Address**

Enter the email address.

# Employee PP Deduction Field Instruction

**Employee PP Deduction**

Displays the amount deducted each pay period for health benefits.

# Employee YTD Deduction Field Instruction

**Employee YTD Deduction**

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

# End Time Field Instruction

**End Time**

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

# Ending Balance Field Instruction

**Ending Balance**

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

# Enter E-mail Address Field Instruction

**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 Instruction

**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 Instruction

**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 Instruction

**EPP Work E-mail Address**

Enter the applicable EPP work email address to receive notifications from EPP.

# ERI Code Field Description

**ERI Code**

Displays the ERI information.

# ERI Code Field Instruction

**ERI**

Select the ERI description

# Ethnicity and Race Identification (ERI), Sex, and Disability

The ***ERI, Sex, and Disability*** option allows users to add or change their Ethnicity and Race Identification (ERI) code, as well as change their sex and disability code through EPP/ESS.

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


**Figure 68: Ethnicity and Race Identification (ERI), Sex, and Disability Page**

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

At this point the following options are available:

| Step | Description |
| --- | --- |
| **Select `Change` next to ERI.** | To add new or change existing ERI information. |
| **Select `Change` next to Sex.** | To change existing sex information. |
| **Select `Change` next to Disability.** | To change existing disability information. |

## 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, select **`Edit`** next to the ERI information on the Ethnicity and Race (ERI), Sex, and Disability Self-Service Update page, then follow the instructions listed below for Adding or Changing ERI Information.

To delete a pending ERI request, select Delete, then select OK on the Ethnicity and Race Identification (ERI), Sex, and Disability Self-Service Delete Confirmation page.

1. To add or change ERI information, select **`Change`** next to ERI. The Enter Ethnicity and Race Identification (ERI) Self-Service Request page is displayed.

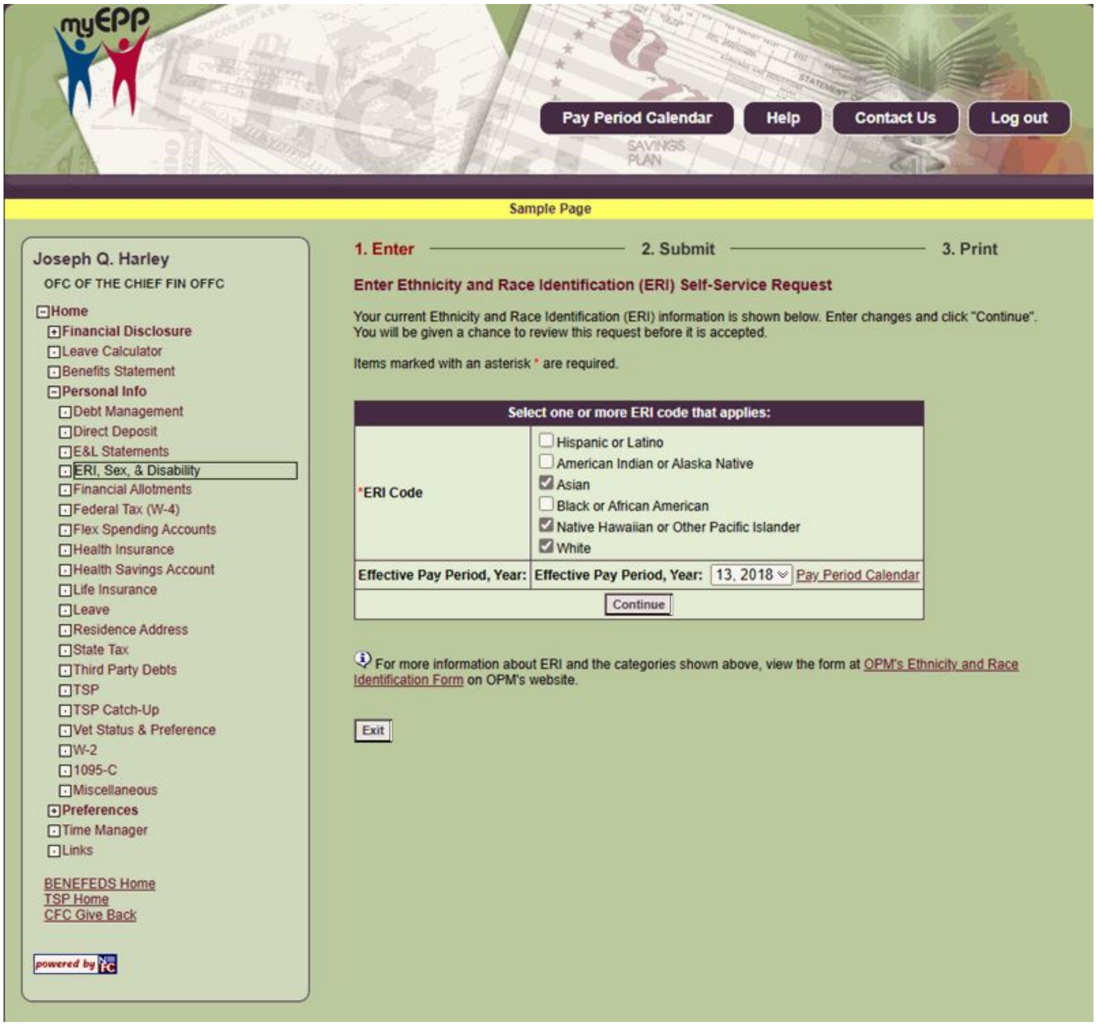



**Figure 69: Enter Ethnicity and Race Identification (ERI) Self-Service Request Page**

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

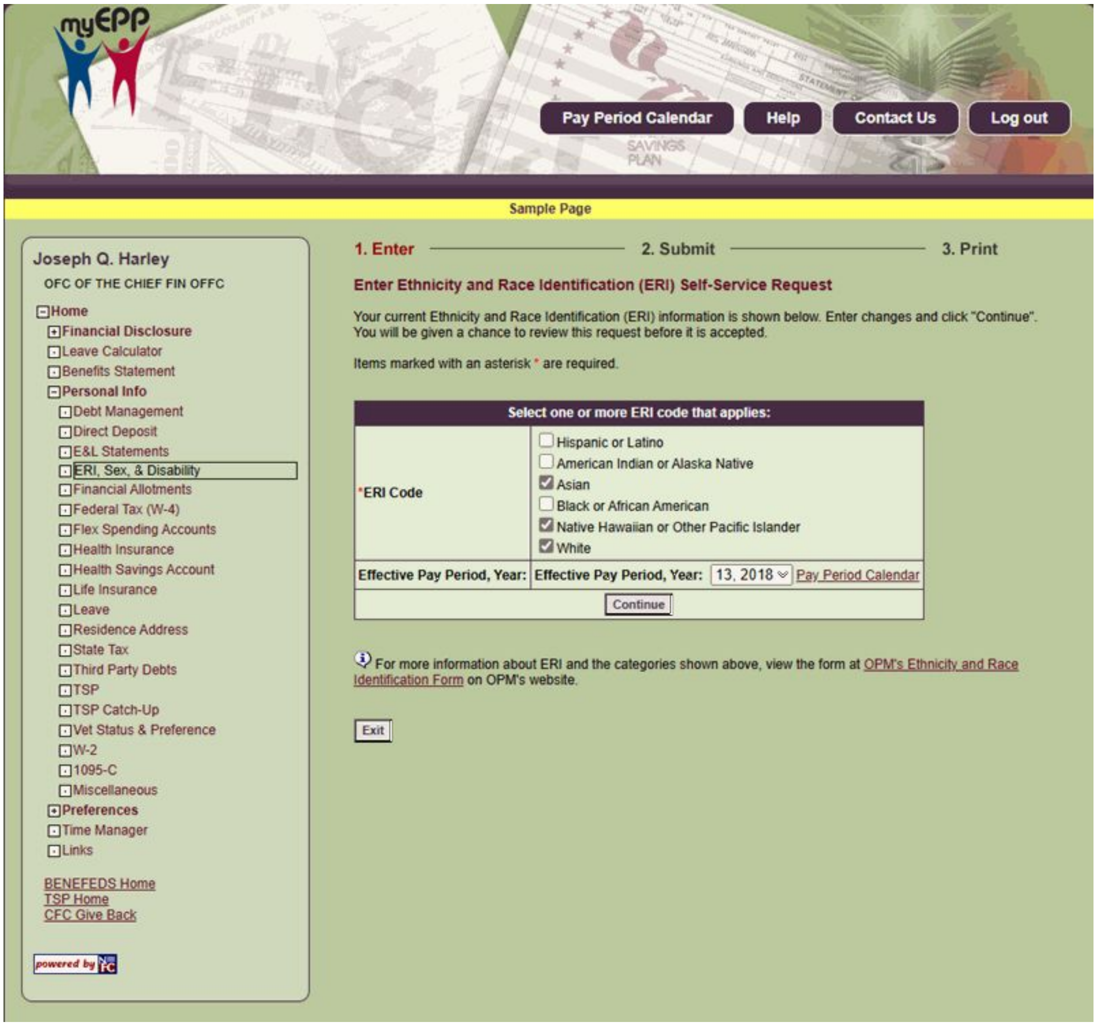



**Figure 70: Enter Ethnicity and Race Identification (ERI) Self-Service Request Page**

ERI Code Field Instruction

Effective Pay Period, Year Field Instruction

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


**Figure 71: Submit Ethnicity and Race Identification (ERI) Self-Service Request Page**

The fields are as follows:

ERI Code Field Description
Effective Pay Period, Year Field Description

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


**Figure 72: Ethnicity and Race Identification (ERI) Self-Service Request Confirmation Page**

5. Select **`Exit`** to return to the Ethnicity and Race Identification (ERI), Sex, and Disability page.

## Sex

The Sex field displays your current sex information. You can make changes to your existing sex information.

> Note: To edit sex information on a pending request, select **`Edit`** next to sex information on the Ethnicity and Race (ERI), Sex, and Disability Self-Service page, then follow the instructions listed below for Changing Sex Information.

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

1. To change sex information, select the **Change** button next to the Sex option.

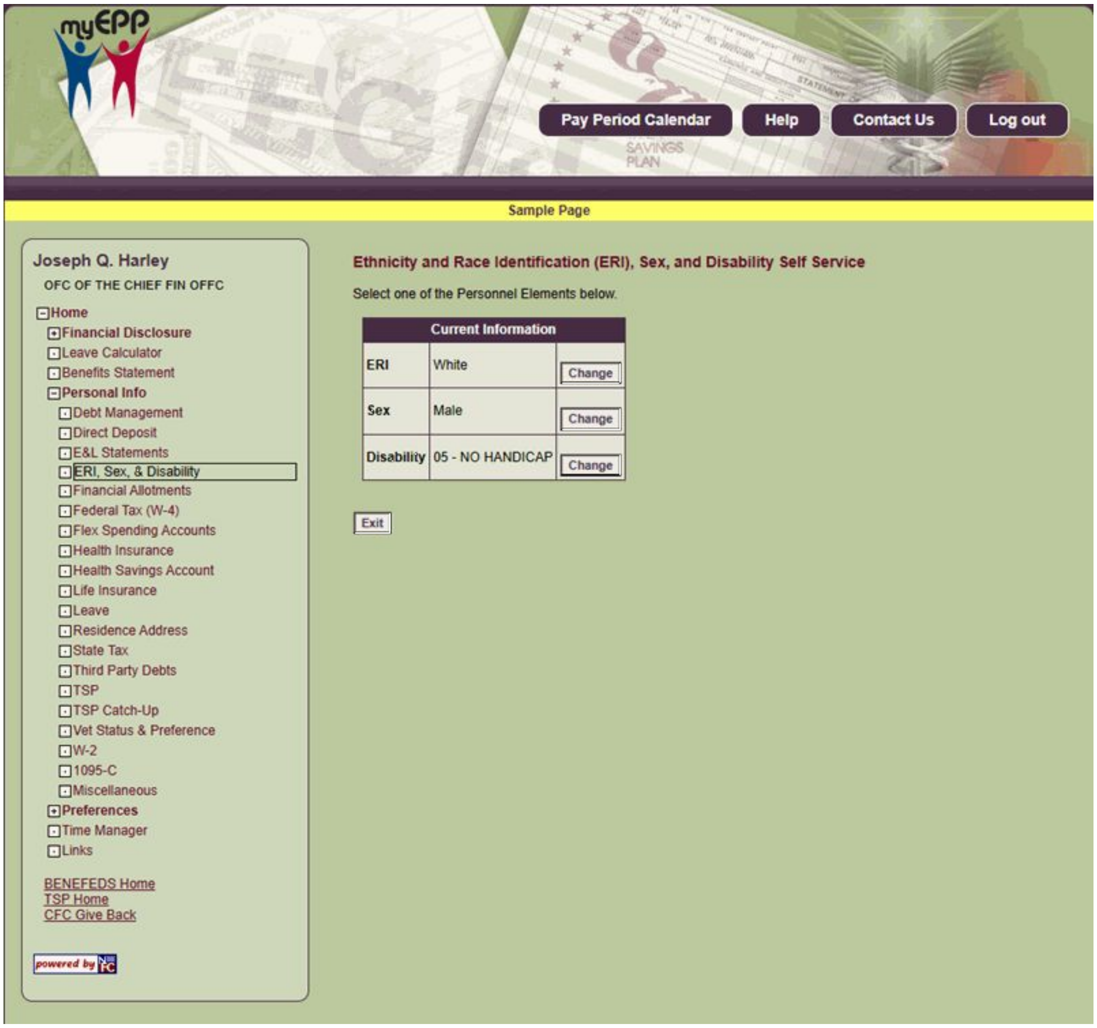



**Figure 73: Ethnicity and Race Identification (ERI), Sex, and Disability Self Service (Change Sex) Page**

The Enter Sex Self-Service Request page is displayed.


**Figure 74: Enter Sex Self-Service Request Page**

2. Complete the fields as follows:

   Sex Field Instruction

   Effective Pay Period, Year Field Instruction

3. Select **`Continue`**. The Submit Sex Self-Service Request page is displayed.


**Figure 75: Submit Sex Self-Service Request Page**

4. Verify the information displayed is correct, then select **`Submit`**. The Sex Self-Service Request Confirmation page is displayed.
5. Select **`Exit`** to return to the Ethnicity and Race Identification (ERI), Sex, 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, select the **`Edit`** button next to disability information on the Ethnicity and Race (ERI), Sex, and Disability Self Service page, then follow the instructions listed below for Changing Disability Information.

To delete a pending disability request, select the **`Delete`** button, then select the **`OK`** button on the Ethnicity and Race Identification (ERI), Sex, and Disability Self Service page.

1. To change disability information, select the **`Change`** button next to the disability information.

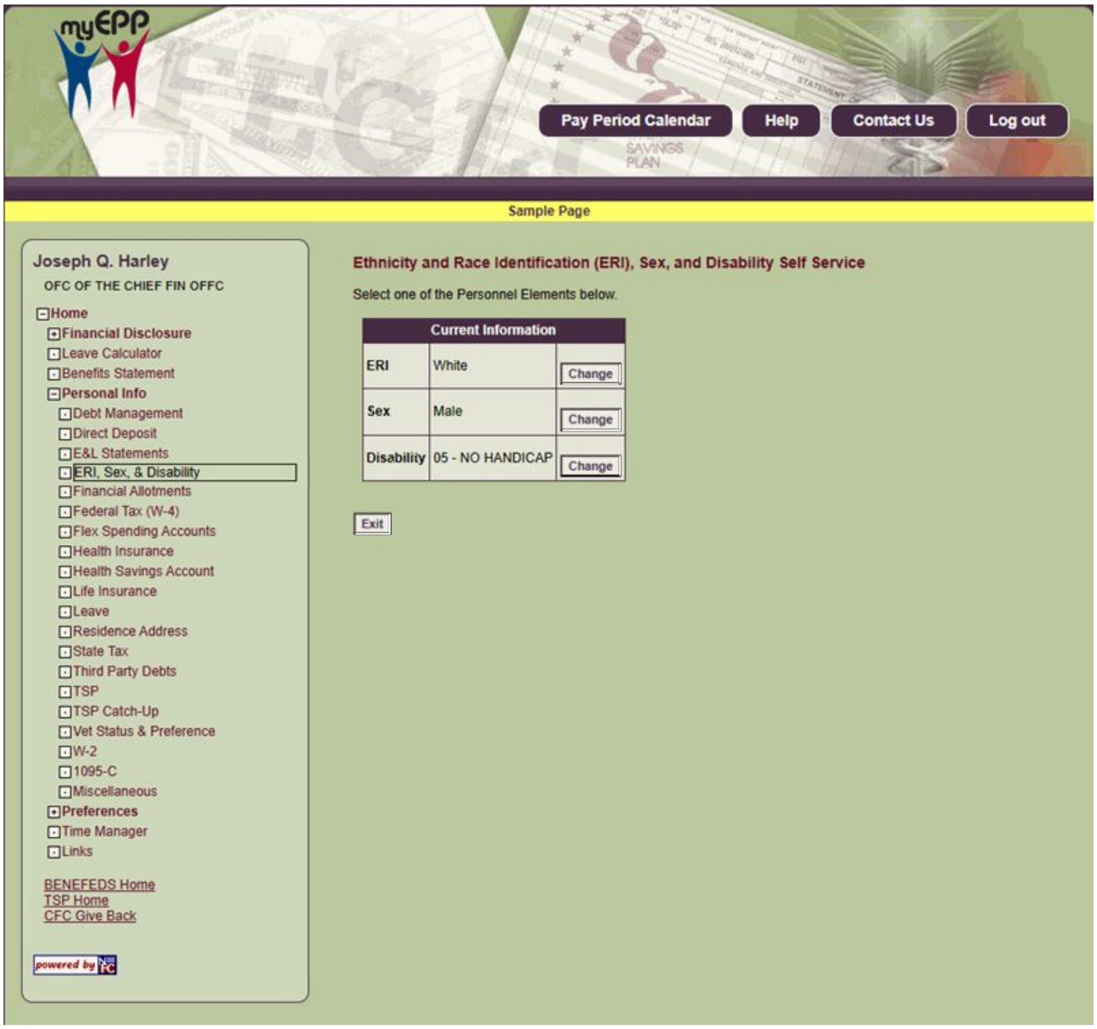



**Figure 76: Ethnicity and Race Identification (ERI), Sex, and Disability Self Service (Disability Change button) Page**

2. The Enter Disability Self-Service Request page is displayed.


**Figure 77: Enter Disability Self-Service Request Page**

3. Complete the fields as follows:

   Disability Field Instruction

   Effective Pay Period, Year (Disability) Field Instruction

4. Select the **`Continue`** button. The Submit Disability Self-Service Request page is displayed.


**Figure 78: Submit Disability Self-Service Request Page**

5. Verify the information displayed is correct, then select the **`Submit`** button.


**Figure 79: Submit Disability Self-Service Request Page**

The Disability Self-Service Request Confirmation page is displayed.

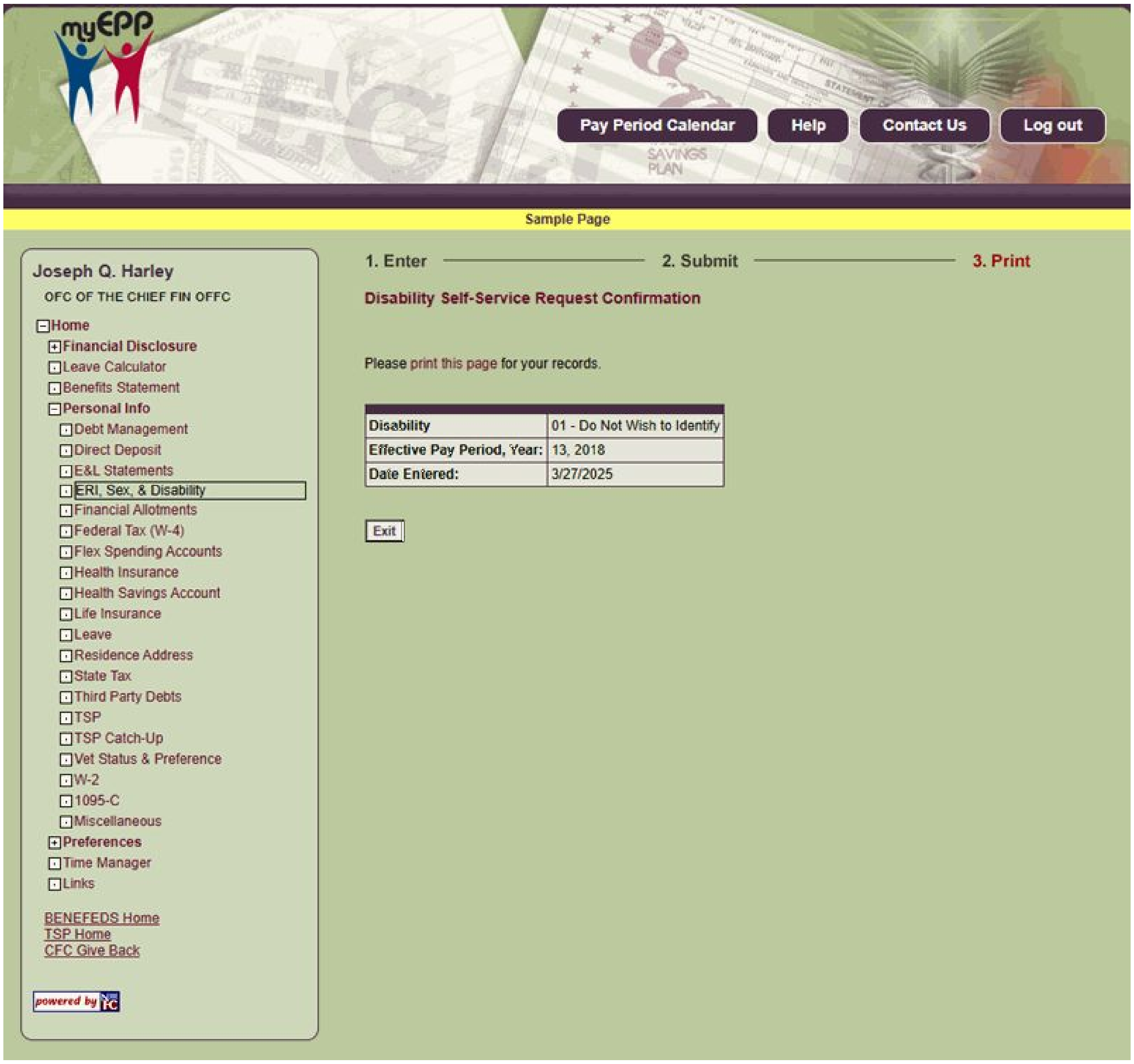



**Figure 80: Disability Self-Service Request Confirmation Page**

6. Select the Exit button to return to the Ethnicity and Race Identification (ERI), Sex, and Disability page.

# Female Field Instruction

**Female**

Select this option if the sex is female.

# Filing Status (Displays) Field Instruction

**Filing Status**

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

# Filing Status Field Instruction

**Filing Status**

Select the applicable filing status. The valid values are:

*Single or Married filing separately*

*Married filing jointly (or Qualifying widow(er))*

*Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)*

*Exempt from withholding*

# Line Totals Field Instruction

**Line Total**

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

# Married (FEHB) Field Instruction

**Married**

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

# Married (Value) Field Instruction

**Married**

Select the applicable marital status. The valid values are `No` and `Yes`.

# Married Field Description

**Married**

Displays Married Field Description.

# Married Field Instruction

**Married**

Displays the marital status of user.

# Medicare Coverage Field Description

**Medicare Coverage**

Displays Medicare Coverage.

# Medicare Coverage Field Instruction

**Medicare Coverage**

If covered by Medicare, select the plan(s).

Enter the Medicare Beneficiary Identifier.

# Multiple Jobs or Spouse Works Field Instruction

**Multiple Jobs or Spouse Works**

Select the check box if there are two jobs total. This includes if you have more than one job, or if you are married filing jointly, and you and your spouse both have a job.

# My Leave Field Instruction

**My Leave**
**My Leave 1**
**My Leave 2**

Select the amount of other leave used or earned for the applicable day from the number box that appears after selecting 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.

# Net to Traveler Field Instruction

**Net to Traveler**

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

# New Password (EPP) Field Instruction

**New Password**

Enter the password that you are creating for EPP.

# New User ID (EPP) Field Instruction

**New User ID**

Enter the user ID that you are creating for EPP.

# Number of Exemptions (Displays) Field Instruction

**Number of Exemptions**

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

# Number of Exemptions Field Instruction

**Number of Exemptions**

Enter the number of exemptions being claimed.

# Other Insurance Coverage Field Description

**Other Insurance**

Displays Other Insurance Coverage.

# Other Insurance Coverage Field Instruction

**Other Insurance Coverage**

Answer the applicable coverage question.

If yes, indicate coverage.

Enter the plan name and policy number.

# Password (Sign Up Letter) Field Instruction

**Password**

Enter the password provided in your EPP sign up letter.

# Password Field Instruction

**Password**

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

# Pay Period Amount Field Instruction

**Pay Period Amount**

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

# Percent of Basic Pay Field Instruction

**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.

# Plan Code Name Field Description

**Plan Code**

Displays the Plan Code.

# Plan Code/Description Field Instruction

**Plan Code/Description**

Displays the name and code of the current health benefits.

# Plan Code/Name Field Instruction

**Plan Code/Name**

Displays the plan code and name of the health benefits included in the change request.

# Plan Code/Name (FEHB) Field Instruction

**Plan Code/Name**

Displays the plan code and name of the health benefits included in the change request.

# Plan Code/Name Field Instruction

**Plan Code/Name**

Displays the name and code of the health benefits.

# Plan Field Instruction

**Plan**

Displays the name of Flexible Spending Account plan.

# Plan Name Field Instruction

**Plan Name**

Displays the name of the plan.

# PP Total Field Instruction

**PP Total**

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

# Preferred Phone Field Description

**Preferred Phone**

Displays Preferred Phone Field Description.

# Preferred Phone Field Instruction

**Preferred Phone**

Enter the preferred phone number.

# Premium Conversion Field Instruction

**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.

# Residence Address Field Instruction

**Residence Address**

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

# Select One or More ERI Code That Applies Field Name Instruction

**Select One or More ERI Code Name 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 Instruction

**Select Year**

Select the appropriate year you are trying to find.

# Self Service History

**Self Service History**

Displays the Self Service History

# Sex Field Description

**Sex**

Displays the sex selected on the Enter Sex Self-Service Request page.

# Sex Field Instruction

**Sex**

Select male or female.

# Sick Field Instruction

**Sick**

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

# Social Security No. Field Instruction

**Social Security No.**

Enter your nine-digit Social Security number (SSN).

# Start Time Field Instruction

**Start Time**

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

# Starting Balance Field Instruction

**Starting Balance**

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

# Status (Allotment) Field Instruction

**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.

# Status Field Instruction

**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.

# Stop Contributions Field Instruction

**Stop Contributions**

Select this option to stop all contributions.

# Street Address Line 1 Field Instruction

**Street Address Line 1**

Enter the first line of the street address.

# Street Address Line 2 Field Instruction

**Street Address Line 2**

Enter the second line of the street address, if applicable.

# Street Address Line 3 Field Instruction

**Street Address Line 3**

Enter the third line of the street address, if applicable.

# Total Amount Field Instruction

**Total Amount**

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

# Type of Account (Allotment) Field Instruction

**Type of Account**

Populates with the type of account of the financial allotment.

# Type of Account (Current) Field Instruction

**Type of Account**

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

# Type of Account (Data) Field Instruction

**Type of Account**

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

# Type of Account (Displays) Field Instruction

**Type of Account**

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

# Type of Account (New) Field Instruction

**Type of Account**

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

# Type of Account Field Instruction

**Type of Account**

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

# Type of Change Field Instruction

**Type of Change**

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

# Type of Change Field Description

# Type of Election (Catch-Up) Field Instruction

**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 Instruction

**Type of Election**

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

# Type of Election (TSP) Field Description

**Type of Election**

Description of Type of Election

# Type of Election Field Instruction

**Type of Election**

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

# Type of Request (Allotment) Field Instruction

**Type of Request**

Populates with action taken on the financial allotment.

# Type of Request (HSA) 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.

# Type of Request (New) Field Instruction

**Type of Request**

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

# Type of Request 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.

# Type of Work (Transaction Code) Field Instruction

**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 (Sign Up Letter) Field Instruction

**User ID**

Enter the user ID provided in your EPP sign up letter.

# User ID Field Instruction

**User ID**

Enter the user ID.

# W2 Password Field Instruction

**W2 Password**

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

# Work Descriptor Field Instruction

**Work Descriptor**

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

# Zip Code (Optional) Field Instruction

**Zip Code (Optional)**

Enter the optional ZIP+4 Code.

# Zip Code Field Instruction

**Zip Code**

Enter the five-digit ZIP Code.