



National Finance Center Customer Notification

2021 Personal Benefits Statements–Requirements Due by December 16, 2020

October 7, 2020

Reference Number: NFC-1602005285

Dear Customer:

The National Finance Center (NFC) is preparing for the creation of the 2021 Annual Personal Benefits Statements, herein referred to as Benefits Statements. Employees will have access to their Benefits Statements via the Employee Personal Page (EPP) and through their Human Resource Office. Human Resources personnel can access employees' benefits statements through NFC's Reporting Center under the *Financial Reports* menu. The projected timeframe for the posting of the 2021 Benefits Statements to EPP and the Reporting Center is the beginning of April 2021.

Agencies are requested to submit new or modified requirements for the 2021 Benefits Statements to the NFC.GESDREQUEST@usda.gov mailbox by **Wednesday, December 16, 2020**. The request should reference "Project #44047 – 2021 Personal Benefits Statements."

Please note: NFC is **not** able to guarantee the programming of requirements received after **Wednesday, December 16, 2020**.

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center (NCC) at 1-855-NFC-4GOV (1-855-632-4468) or via ServiceNow.

- Federated ServiceNow users: <https://nfcerp.servicenowservices.com/>
- Non-Federated ServiceNow users: https://nfcerp.servicenowservices.com/sp_ess/