

# My Employee Personal Page



**Employee Personal Page**
Pay Period Calculator

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## Earnings & Leave Statements

Your latest salary is \$61,234.00 at Grade 11 Step 03

E&L Statement Summary						
Year, Pay Period	PayPlan Grade Step	Salary	P/P Gross Pay	P/P Net Pay	Dates Covered	Effective Date
2010, 06	GS 11 03	\$61,234.00	\$2,347.20	\$1,388.43	03/14/2010 to 03/27/2010	4/8/2010
2009, 23	GS 11 02	\$58,291.00	\$2,234.40	\$504.14	11/08/2009 to 11/21/2009	12/3/2009
2009, 17	GS 11 02	\$58,291.00	\$2,234.40	\$1,617.80	08/16/2009 to 08/29/2009	9/10/2009

Pay Period E&L Details					
Year, Pay Period	Employing Agency	PayPlan Grade Step	Salary	SCD for Leave	Ret Deductions This Appointment
2010, 06 (03/14/2010 to 03/27/2010)	OFFICE OF THE CHIEF FINANCIAL OFFICER	GS 11 03	\$61,234.00	11/23/2003	\$1,311.07

Remarks

Earnings and Deductions					
Code	Description	Hours P/P	Hours YTD	Amount P/P	Amount YTD
01	REGULAR TIME	70.75	190.50	2,075.80	5,458.14
21	OVERTIME - PREMIUM RATE		15.50		582.18
61	ANNUAL LEAVE		3.00		85.26
62	SICK LEAVE	9.00	24.75	264.06	703.96
64	COMPENSATORY TIME	.25	.25	7.34	7.34
66	OTHER LEAVE		29.50		835.22
**	**** PAY PERIOD HOURS & GROSS PAY ****	80.00		2,347.20	7,672.10

Example of the Earnings and Leave Statement window

The Employee Personal Page (EPP) allows employees serviced by the National Finance Center (NFC) to view their payroll, leave, health and life insurance, W-2, and other personal information. EPP also allows employees to use a self-service feature to request updates to specific payroll related information.

## Features

- EPP is convenient, reliable, easy to navigate, and can be accessed 24 hours a day, 7 days a week.
- EPP allows employees to view and change data (by using the Self Service option) without having to submit change requests to their agency personnel office.
- EPP delivers data needed by the employee for income and W-2 verification.

## Personal Info Menu

The Personal Info menu provides employees access to their current information for direct deposit, Earnings and Leave Statement, Personal Benefits Statement, financial allotments, Federal tax (W-4), Flexible Spending Accounts, health insurance, Health Savings Account, life insurance, leave, residence address, Federal tax, state tax, Thrift Savings Plan (TSP), Veterans Status/Preference, and W-2.

## Self Service Option

Within the Personal Info menu, employees have the ability to use the self-service feature to make online change requests to their direct deposit, financial allotments, Federal and state tax withholdings, flexible spending accounts, health insurance, residence address, and TSP contributions for current and future pay periods. Employees can also view a history of their previously submitted self-service transactions.

## Time Manager (for STAR 5.0 Users)

For agencies using STAR 5.0, the Time Manager option provides employees with the ability to record their daily time and attendance (T&A) data. This functionality also provides employees the ability to establish a default schedule to use as a starting point each pay period.

Each agency must elect to offer its employees the Time Manager daily entry option before they can begin using this feature of EPP. This option is activated at the contact point level.

## Leave Calculator

The Leave Calculator provides employees the ability to track leave accruals and usage.

## Preferences Menu

The Preferences menu allows employees to maintain their user ID and password, store two email addresses, and set up challenge questions. User IDs and passwords can be changed at any time. With the ability to store two email addresses in EPP, employees can receive email notifications from NFC and recover lost user IDs and passwords.

## Requests for EPP Access

Employees should access the NFC home page on the Internet ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and select My EPP. To obtain a password, employees should select the signup icon. The password will be mailed directly to the employee by NFC. The NFC-assigned password must be changed by the employee on the first access of the EPP. Employees are encouraged to periodically change this password to ensure confidentiality.

## System Requirements

- A personal computer with Internet capabilities.
- Access to the Internet with one of the following browsers:
  - Microsoft Internet Explorer Version 6 or higher
  - Netscape
  - Firefox Version 3 or higher
  - Safari
- A browser supporting 128-bit Secure Socket Layer encryption (United States version)

## Procedure and Online Help

Additional information on the use of EPP/ESS is available to employees within the EPP Procedure Manual. The EPP procedure can be accessed from the **Publications** link of NFC's Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)). Online help is also available within EPP itself by selecting the **Help** link on the EPP top navigation menu.

## Additional Information

Employees with questions about their EPP should contact their agency personnel office. Agencies needing additional information on the EPP should contact the Client Management staff at:

Client Management Branch  
National Finance Center, USDA  
ATTN: CS-0811  
P.O. Box 60000  
New Orleans, LA 70160-0001  
email: [customer.support@usda.gov](mailto:customer.support@usda.gov)



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