

EPIC Web

Entry, Processing, Inquiry, and Correction System

Overview

The Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web) is an application designed, developed, and maintained by the National Finance Center (NFC). EPIC Web includes an option for requesting statistical and suspense reports that can be printed at Agency locations, as well as recurring system-generated reports relating to pay, leave, and employment status.

The Payroll/Personnel Processing (PPS) Cycle






















EPIC Web is used by Agencies to input their payroll information into the Payroll/Personnel System (PPS) and through the processing cycle. The payroll/personnel processing cycle consists of the entry and release of payroll/personnel data by the Agency for processing through PPS. As transactions are transmitted, NFC processes them through its internal systems Personnel Input and Edit System (PINE), Time and Attendance Validation System (TIME), Payroll Computation System (PAYE), and Bi-Weekly Examination Analysis and Reporting System (BEAR).






Features

This application allows customers to:

- Enter payroll and personnel transactions for processing in PPS.
- Correct transactions that have failed the PINE edits.
- Execute suspense and status reports.
- Delete and restore transactions.
- View and/or edit future and current payroll/personnel transactions to be processed.
- Insert, Cancel and Change history records.
- Roll back applied documents.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	PPE/PD
	PDPA First Pass PNE 				PDPA TASCs Received & Transmitted 		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	PPE/PD
	 	 	 	 	 	 	
TASCs Cleared, Transmitted, Edited, and Confirmed							
PDPA 				PDPA 			
OCAP	OTF/Paid			Paid			

Symbol	Description
	Payroll/Personal transactions are processed through PNE every Monday through Friday, and the first Saturday of each pay period. The first pass of PNE for the current pay period processes on the second Monday of the pay period. <u>Note: These transactions must be entered before the first pass of PNE/PD which is the first Thursday or Friday of the following pay period.</u>
	Time and Attendance (T&A)/Reports are processed through TMS on the first Monday through Saturday of the following pay period. T&As must be transmitted before the first pass of PNE/PD which is the first Thursday or Friday of the following pay period. Note: All T&As should be transmitted to PNE no later than the Tuesday following the last day of the pay period.
	PNE is processed on the first Thursday and Friday after the pay period.
	BEAR transactions on the Sunday after PNE runs.
	Direct Deposit/Electronic Funds Transfer (DD/EFT) payroll is the second Monday of the following pay period.

Supported Browsers

EPIC Web is a Web-based application that can be accessed by logging in through a Web browser. As a USDA/NFC application, EPIC Web supports using:

- ✓ Microsoft Edge
- ✓ Mozilla Firefox
- ✓ Apple Safari
- ✓ Google Chrome

Security

Security is paramount to NFC. Various processes are used to protect the integrity of the data and the identity of the users, and eliminate the risk of outside penetration.

Requests for Access

To access EPIC Web, you must have authorized security clearance. Users must request access through their Agency's security officer.

Online Resources

Procedure manuals and associated documentation are available on the NFC System Documentation Page (<https://help.nfc.usda.gov/>).

Contact Us



<https://www.nfc.usda.gov>



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