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.

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:

- ✓ Internet Explorer 9 and above
- ✓ Chrome
- ✓ Safari
- ✓ Firefox

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

The procedure manual for this application, is available online at the NFC Web site www.nfc.usda.gov. To view and/or print this procedure, select HR and Payroll Clients from the MyNFC drop-down menu on the NFC homepage. At the HR and Payroll Clients page, select the Publications tab and select Human Resources and Payroll Processing (HRPAY) category and select Web-Based Entry, Processing. Inquiry, and Correction System (EPIC Web).

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