

# 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.

Category	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPS1	PPS1 Pay PPS PNE	Green Tree	Green Tree	Green Tree	PPS1 TSAS B/WAVE T/Attendance		PPS1
PPS2	Green Tree	Green Tree	Green Tree	Green Tree	Green Tree	Green Tree	PPS2
PPS3	BEAR	Green Tree		PPS3			PPS3
Symbol	Description						
Green Tree	Payroll/Personnel transactions are processed through PINE 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.  Note: These transactions must be entered before the first pass of PNE which is the first Thursday or Friday of the following pay period.						
Green Tree with 'E'	Time and Attendance (T&A) Records are processed through TIME on the first Monday through Saturday of the following pay period. T&A must be transmitted before the first pass of PNE which is the first Thursday or Friday of the following pay period. T&A must be transmitted to PINE no later than the Friday following the last day of the pay period.						
Green Tree with 'C'	PAYE is processed on the first Thursday and Friday after the pay period.						
BEAR icon	BEAR processing on the Sunday after PNE runs.						
Green Tree with arrow	Direct Deposit/Electronic Funds Transfer (DD/EFT) payment 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:

- ✓ 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](http://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).

## Contact Us

 **Email:** [GESDMARKETING@nfc.usda.gov](mailto:GESDMARKETING@nfc.usda.gov)

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

 **USDA, National Finance Center  
13800 Old Gentilly Road  
New Orleans, LA 70129**



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
NATIONAL FINANCE CENTER

