



Employee Personal Page (EPP)

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

Leave Calculator

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

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.

Preferences Menu

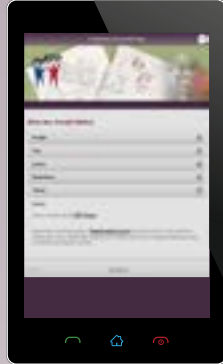
The Preferences menu allows employees to maintain their user ID and password (if using an EPP user ID and password), store email addresses, set security questions, elect a paperless W-2 and/or 1095-C, change their W-2 password for import purposes, and unmask their PII data.

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.



EPP Mobile

EPP features a responsive design that optimizes each user's experience whether they are accessing from a tablet or mobile device.



This gives mobile visitors the same access and ability to perform the same functions within EPP as they can from a standard laptop or computer.

Simply log in to the EPP application via Application Launchpad on the NFC Home Page (www.nfc.usda.gov) using your mobile device.

Supported Browsers

- ✓ Microsoft Internet Explorer Version 9 or higher
- ✓ Firefox
- ✓ Safari
- ✓ 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

Employees should access the NFC homepage on the Internet (www.nfc.usda.gov) and select the Applications link, then 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.

Online Resources

Additional information on the use of EPP is available to employees within the EPP Procedure Manual. The EPP procedure is available online at the NFC Web site www.nfc.usda.gov. To view this procedure, select HR and Payroll Clients from the MyNFC drop-down menu on the NFC homepage. On the HR and Payroll Clients page, select the Publications tab and select the Research and Inquiry (INQUIRY) category to access the EPP procedure manual. The procedure manual is also available within EPP itself by select the help link on the EPP navigation menu.

Contact Us

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