

EPP Features At a Glance:

- 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.
- Extra assistance such as a Leave Calculator and links to useful personnel information and/or tools.

FOR ASSISTANCE

For more information on My EPP please go to the NFC My EPP Power Point presentation at: http://www.nfc.usda.gov/Employee_Services/Resources.html

For eAuthentication help, e-mail: eAuthHelpDesk@ftc.usda.gov or call toll free at 1-800-457-3642.

If you feel that the information in EPP is incorrect or you have questions about your elections, contact your HR Specialist or Assistant.
<http://www.afm.ars.usda.gov/hrd/operations/keycontacts.htm>



My Employee Personal Page

View your payroll, leave, health and life insurance, W-2, and other personal information.

My Employee Personal Page

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), and W-2.

Self Service Option

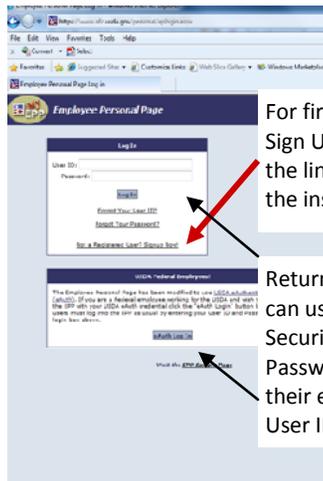
Within the Personal Info menu, employees have the ability to use the self-service feature to make online change requests to their direct deposit, financial allotments, Federal and state tax withholdings, flexible spending accounts, health insurance, residence address, and TSP contributions for current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

Step 1:



Click Here to Enter Your Employee Personal Page

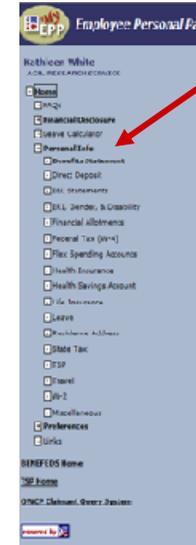
Step 2:



For first time users, Sign Up by selecting the link and following the instructions.

Returning employees can use their Social Security Number and Password, OR use their eAuthentication User ID and Password

Step 3:



Select from the list of personal information you want to review and/or change

To make changes, select the topic area (e.g., "Residence Address") and select the Self Service icon.

Self-Service

Follow the instructions to submit your change.

System Requirements

A personal computer with Internet capabilities 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)

Additional Information:

Can be found in the EPP Procedure Manual which can be accessed from the Publications link of NFC's Home Page (www.nfc.usda.gov). Online help is also available within EPP itself by selecting the Help link on the EPP top navigation menu.