



National Finance Center Customer Notification

Date of Notification: November 13, 2009

Subject: Employee Personal Page (EPP) Paperless Earning and Leave Statement (E&L) & Waiver Issue

Database/Customer(s) Affected: USDA Employees only

Dear Customer:

In Pay Period (PP) 12, 2007, it was mandated that USDA employees would no longer receive paper Earnings & Leave Statements (E&Ls). The printing of E&Ls was discontinued at that time for all USDA employees. For those employees who wished to continue receiving paper E&Ls, the USDA implemented a waiver process. The employee is required to submit the waiver to their Servicing Human Resources Office, who in turn forwards them to NFC electronically.

It was discovered that new employees, and those employees that transferred to USDA after PP12, 2007, were still receiving paper statements. In PP15, 2009 system modifications were made to correct this issue. The modification terminated the mailing of paper E&Ls to these employees. However, the modification also terminated the mailing of paper to some employees that submitted waivers.

A memo was provided to all USDA employees regarding Electronic Statement of Earnings and Leave and the waiver process from then Chief Financial Officer Charles R. Christopherson, Jr. dated February 21, 2007. Employees that submitted waivers, and stopped receiving paper statements, should contact their Servicing Personnel Office for assistance. Agencies with employees that submit waivers should refer to http://i2i.nfc.usda.gov/Publications/All_Title_1/title1-07-8.pdf for instructions.

We apologize for any inconvenience this issue may have caused the impacted employees. This communication impacts USDA employees only.

If you have any questions regarding this notification, please contact NFC's Client Management Branch at Customer.Support@usda.gov .

JC/DRA-M3-10-001/006

"Tip of the Week"

Check out the Announcements section of NFC's Homepage at www.nfc.usda.gov to view important messages as they relate to current payroll/personnel issues.