

For: State and County Offices

Employee Express for CO Employees

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice informs CO employees:

- that access to Employee Express has been authorized for CO employees and committee members
- how to access and use Employee Express.

B

What Is Employee Express

Employee Express is an automated system developed by OPM that allows employees to change some discretionary payroll or personnel information using the Internet or a touch-tone phone.

Transactions available through Employee Express include:

- Federal and State taxes
- resident address
- TSP
- FEHB
- direct deposit
- financial allotments
- Employee Express Personal Identification Number (PIN) changes.

Employees may continue to submit paper forms to their personnel office for these changes. However, using Employee Express:

- eliminates the need to complete paper forms
- provides the employee with the capability to make these changes from virtually anywhere at any time.

Disposal Date	Distribution
January 1, 2002	State Offices; State Offices relay to CO Employees

Notice PM-2219

2 Using Employee Express

A

Accessing Employee Express

Employees may access Employee Express:

- through the Internet at: www.employeeexpress.gov
 - by touch-tone phone at 912-757-3086 or 800-827-6291.
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B

PIN Issuance

Employee Express will:

- issue a unique PIN number to all employees
- mail PIN to the employee's resident address on file at NFC

Note: PIN's should be mailed before December 31, 2000, for current employees. After implementation, new employees should receive PIN's 2-3 weeks after the employee enters on duty.

- combine PIN with the employee's SSN for security purposes to prevent unauthorized access to the system.
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C

Detailed Information and Help

Employee Express has:

- additional information at their Internet site about how to use the system
 - a HELP Desk that may be reached at 912-757-3030 or e-mail at EEXHELP@OPM.GOV
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Agency Contact

The Agency contact is Barbara Boyd, HRD at 202-418-8992.
