

**For:** All FSA, RMA and FAS Employees

**Implementation of Electronic Forms for Human Resources**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

The USDA County Based Agencies (CBA), which includes FSA, NRCS, and RD, deployed electronic forms (eForms) on June 17, 2002. The eForms application:

- was developed to meet the Congressional mandate in the Freedom to E-File Act, Pub. L. 106-222, enacted by Congress on June 20, 2000
- provides clients with the option to electronically access, complete, and print paper forms; or obtain secure electronic access credentials for signing and transmitting forms and other documents electronically to the local Service Center.

This notice advises that FFAS human resources is migrating to electronic business processes as the primary means of initiating, completing, and filing human resource management forms. The electronic data processed and maintained in these systems is considered official data. Management systems for processing electronic forms are usually direct-input or work flow applications; some systems allow both.

**B Purpose**

Electronic filing of human resource management forms, for a limited number of applications, has been available for several years. This notice establishes a policy for human resource management forms throughout FFAS. Current forms management systems include:

- eForms
- Employee Express
- Employee Personal Page
- Employee Self Service
- FFAS Employee Forms Website
- i\*CAMS
- SF-52 System
- USA Staffing.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2004	All FAS, RMA, and FSA employees, State Offices relay to Counties

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### 1 Overview (Continued)

#### C Contact

For further information on this notice, contact HRD, Special Projects Planning and Coordination Staff on 202-418-8960.

For information on any of the systems, refer to the following chart.

System	Contact
<ul style="list-style-type: none"><li>Employee Express</li><li>Employee Personal Page</li><li>Employee Self Service</li><li>i*CAMS</li><li>USA Staffing</li></ul>	Servicing Personnel Office (SPO)
<ul style="list-style-type: none"><li>eForms</li><li>FFAS Employee Forms Website</li></ul>	Debra Myers Management Services Division Forms, Graphics, and Records Branch 202-720-4181
SF-52 System	Human Resources Division Special Projects Planning and Coordination Staff 202-418-8960

### 2 OPM and NFC Systems

#### A Employee Express

Employee Express is an automated system developed by the Office of Personnel Management (OPM) that allows employees to change some discretionary payroll or personnel information using the internet or a touch-tone phone.

Employees may access Employee Express using their Personal Identification Number (PIN) by one of the following methods:

- through the Internet at [www.employeeexpress.gov](http://www.employeeexpress.gov)
- by touch-tone phone at 478-757-3086 or 800-827-6291
- TDD at 478-757-3117 or 888-880-0412

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### 2 OPM and NFC Systems (Continued)

#### A Employee Express (Continued)

Transactions available through Employee Express include:

- TSP open season
- FEHB open season
- Federal and State taxes
- resident address changes
- direct deposit
- financial allotments
- bonds
- Combined Federal Campaign (CFC) elections.

**Note:** Employees cannot cancel their CFC contributions through Employee Express. They must contact SPO.

All employees are issued an Employee Express PIN upon employment with USDA. County employees were issued PIN's when Employee Express was made available to them in January 2001. Employees that do not have a PIN, have misplaced, or forgotten their PIN should contact Employee Express. Employees may request a new PIN:

- by mail by calling the Employee Express Help Desk at:
  - voice 478-757-3030
  - TDD 478-757-3117 or 888-880-0412
- online at [www.employeeexpress.gov](http://www.employeeexpress.gov).

#### B Employee Personal Page

The NFC Employee Personal Page permits employees to view their payroll, leave, travel, life insurance, health insurance, savings bond, and other information online. The Employee Personal Page includes an option for employees to print or electronically save their bi-weekly Earnings and Leave statement. A PIN is necessary to access the system. Employees may request a PIN from the NFC home page [www.nfc.usda.gov](http://www.nfc.usda.gov).

#### C Employee Self Service

Employee Self Service, accessed through NFC's Employee Personal Page, allows employees to make changes to their residence address, Federal and State taxes, financial allotments, and direct deposit data. Additional capabilities related to health and life insurance will be added at a later date.

### 3 i\*CAMS System

#### A i\*CAMS

I\*CAMS is a web-based Human Resources Management Information System that allows employees to access employment information from a centralized database maintained by SPO.

I\*CAMS allows:

- employees to view their performance reviews
- supervisors to initiate and store performance plans and reviews
- all users to request, process, and review training
- employees to initiate award nominations for fellow employees
- employees to view their own personal information
- supervisors to review useful information about their employees.

I\*CAMS is in the implementation phase. When fully implemented, i\*CAMS will be human resource management's primary system for the electronic viewing, submission, approval, processing, and retrieval of information. I\*CAMS has already been implemented in several State Offices. I\*CAMS will be fully implemented in FSA/HQ by December 31, 2003.

### 4 eForms Systems

#### A eForms

Currently there is no administrative module to the eForms application implemented in June 2002. An administrative module is under consideration and planned for implementation.

Any HRD form or process **not** maintained in i\*CAMS will be considered for implementation in the eForms administrative module.

#### B Electronic SF-52, Request for Personnel Action

The electronic SF-52 has been in use at FFAS headquarters for several years. Some of the electronic SF-52 functionality is currently available to FSA field employees through i\*CAMS. Plans are to eventually fully incorporate the electronic SF-52 into i\*CAMS.

4 eForms Systems (Continued)

C USA Staffing

USA Staffing is a system where applicants apply to vacancy announcements through the Internet.

OPM developed USA Staffing; a complex web-enabled software that completely automates the recruitment, assessment, referral, and applicant notification processes. In an effort to streamline the hiring process, HRD and KCAO, PD, has adopted this automated application system for merit promotion and open competitive vacancy announcements. USA Staffing provides a variety of automated tools including; online applications, competency-based assessments, automatic rating of candidates, applicant referral, and applicant notification process.

This software is user-friendly and allows the applicant to complete and transmit the resume/application electronically. Applicants will respond to task statements instead of submitting knowledge, skills and abilities (KSA's). Therefore, the rating of KSA's by a subject matter expert or panel members is not necessary.

Applicants must carefully read the entire vacancy announcement that contains instructions and specific details on how to apply. The application process consists of 3 separate components that applicants **must** submit:

- online application (includes job-related statements using multiple choice format)
- resume or employment application
- other application materials, such as SF-50; the performance appraisal and transcript will require submission of hard copies and **cannot** be submitted electronically.

If there are questions about applying through the Internet, call the contact listed on the specific vacancy announcement.

5 Websites

A Internal Websites

Employees are able to access many human resource management forms by FSA-managed websites. Those websites include:

- <http://dc.ffasintranet.usda.gov/hrd/hrforms.htm>
- <http://165.221.16.90/dam/ffasforms/currentforms.asp>.

All of these forms are in an electronic version, possibly Word Perfect, Word, Adobe Acrobat, or Omniform.

Many of these forms may be completed online; however, only a few may be submitted and processed online. Employees still need to contact SPO on where to submit forms.

B External Websites

Employees may also access electronic versions of forms from the following websites:

- [www.opm.gov](http://www.opm.gov)  
civil service retirement forms, designation of beneficiary forms, applications to make service credit deposits or redeposits, and direct deposit forms, as well as many others
- [www.tsp.gov](http://www.tsp.gov)  
TSP forms, account status, interfund transfer requests, and change allocation of future contributions

**Note:** Participants will need a PIN to access their accounts. PIN's may be requested online or by calling the ThriftLine at 504-255-8777

- [www.irs.gov](http://www.irs.gov)  
IRS tax forms
- [www.ssa.gov](http://www.ssa.gov)  
Social Security and Medicare forms
- [www.talx.com](http://www.talx.com)  
provide proof of salary/income to requesters, such as mortgage companies.

**Note:** The Department's code is 10284, the user name is the Social Security number, and the pass code is the month and date of birth. The employee will also need a PIN to access. Instructions to obtain a PIN are provided on the website.

As mentioned in subparagraph A, forms accessed from these websites are in an electronic version.

Many of these forms may be completed online; however, only a few may be submitted and processed online. Employees still need to contact SPO on where to submit forms.