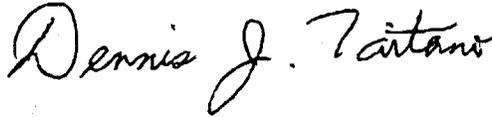


For: FFAS Employees

Electronic Statement of Earnings and Leave (SEL)

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

USDA is under major budget constraints because of the continuing resolution; therefore, USDA has decided to:

- eliminate printing and mailing SEL's
- convert to an electronic, paperless SEL distribution.

SEL's will be available electronically through NFC's Employee Personal Page (EPP) at <https://www.nfc.usda.gov/personal/index2.asp>.

NFC will continue to mail employee Wage and Tax Statements (W-2's) and annual summary of benefits statements; although, these documents are available electronically on EPP as well.

B Purpose

This notice:

- announces the discontinuation of printing and mailing SEL's
- announces the conversion to an electronic, paperless distribution through NFC's EPP
- clarifies the waiver (AD-2058) process because of hardship.

C Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes.

With the exception of the Senior Executive Service (SES), who were converted to the electronic SEL process in Pay Period 08, 2007, all remaining FFAS employees will be converted upon the completion of all mission-area collective bargaining obligations.

Disposal Date	Distribution
September 1, 2007	All FAS, FSA, and RMA employees; State Offices relay to County Offices

Notice PM-2594

2 Implementation Schedule

A SES AD-2058's

As stated in the subparagraph 1 C, NFC discontinued mailing SEL's to SES employees in Pay Period 08 (April 15, 2007). Because the Department expects SES employees to serve as models for using electronic SEL's, the Department expects that AD-2058 submissions will be extremely rare; and if submitted, will be critically reviewed before transmittal to NFC.

B Current Employees

NFC will continue to mail SEL's to employees until the last USDA agency completes its bargaining obligations. Currently, NFC will be ready to implement this change in Pay Period 12 (June 10, 2007), but will **not** do so until bargaining obligations are completed. Once NFC implements this change, only employees who have an approved AD-2058's (see Exhibit 1) will continue to receive mailed SEL's. All USDA employees will receive advance notice of the date when the Department will implement electronic SEL's in a message contained in their mailed SEL's.

C New Employees After Implementation

Newly appointed USDA/FFAS employees should be provided EPP information as part of their orientation. Within 5 workdays after a personnel action is applied to NFC's personnel/payroll database, NFC will automatically send the new employee a password with access instructions that can be used until the employee obtains his/her e-Authentication credentials. New employees with a compelling need for a mailed SEL should follow the FFAS AD-2058 process.

3 AD-2058's

A AD-2058 Submission

Employees will be expected to view and print their SEL from NFC's EPP web site. However, employees who do **not** have access to the Internet, from home or office, to view/print their SEL's may submit an AD-2058. The AD-2058 process allows employees to submit an AD-2058 to their servicing Human Resources office; and if approved, will have his/her SEL mailed from NFC.

Note: The parameters for HRD approving AD-2058's are **stringent** and based on a compelling **need** to receive mailed SEL's rather than personal preference.

AD-2058's will **not** be approved for employees with access to a computer with Internet capability at their worksite. The significance of eliminating mailed SEL's is to lower the cost that the agency/Department pays NFC for printing, postage, etc. See Exhibit 1 for an AD-2058. AD-2058's are available online at <http://165.221.16.90/dam/ffasforms/forms.html>.

Notice PM-2594

3 AD-2058's (Continued)

B AD-2058 Processing

Approved AD-2058's will be forwarded from the approving official at the servicing HR office, to the appropriate processing units, and submitted to NFC electronically through the Document Tracking System (DOTSE). If electronic distribution of SEL's is implemented in Pay Period 12, HRD **must** receive all AD-2058's as soon as possible, to ensure that approved employees will continue to receive mailed SEL's without disturbance. An NFC Bulletin with detailed processing instructions will be:

- provided to HRD and State Offices
- available at <http://dab.nfc.usda.gov/pubs/na-pubsmain.html>.

Note: Waivers received by the servicing HR office/State Administrative Officer **before** this notice may be honored if a proper justification was provided; remaining employees that must receive mailed SEL's **must** submit AD-2058's (see Exhibit 1).

Employees should contact or send AD-2058's to the following approving official.

Employees located in or whose duty station is serviced by...	Should submit AD-2058's by FAX or mail for approval to...
National Office	Courtney McGowan USDA/FSA/HRD/SPIMB 1400 Independence Ave, SW Stop 0598 Washington DC 20250-0598 FAX: 202-205-9029 Telephone: 202-401-0244.
Kansas City/St. Louis, MO	Gail Nichols or Ernie Kary USDA/FSA/KCHRO 6501 Beacon Dr Stop 8398 Kansas City MO 64113 FAX: 816-926-5609 Telephone: 816-926-6709 or 816-823-2303
State Offices	Administrative Officer.

Note: If waived employees choose to receive electronic SEL's in the future, the servicing HR office will need to submit a new AD-2058 in DOTSE.

4 EPP

A Login Procedure

Employees shall access EPP using their e-Authentication user ID and password. The 1st time users attempt to use their e-Authentication credentials to access EPP, they will be required to synchronize their EPP and e-Authentication accounts. The synchronization will require that they login to EPP using their EPP user ID and password. Once the synchronization is successful, they will **not** be prompted for their EPP user ID and password again.

Notes: If an employee has **never** logged onto EPP before, he/she may need to CLICK “Forgot Your Password?” and select CLICK “Request Password By Mail” on the subsequent window. A new password:

- will be mailed to the employee’s address of record
- should be received within 7 to 10 workdays.

Employees **cannot** CLICK “Request Password By E-Mail” unless they have logged into EPP before and established an e-mail address as part of their preferences.

Employees may use their EPP or e-Authentication account credentials to login to EPP. Subparagraph C provides steps for accessing EPP to access electronic SEL’s.

B Data Security

EPP uses a 128-bit encryption and is password protected. Additional safeguards to further protect your personal data include:

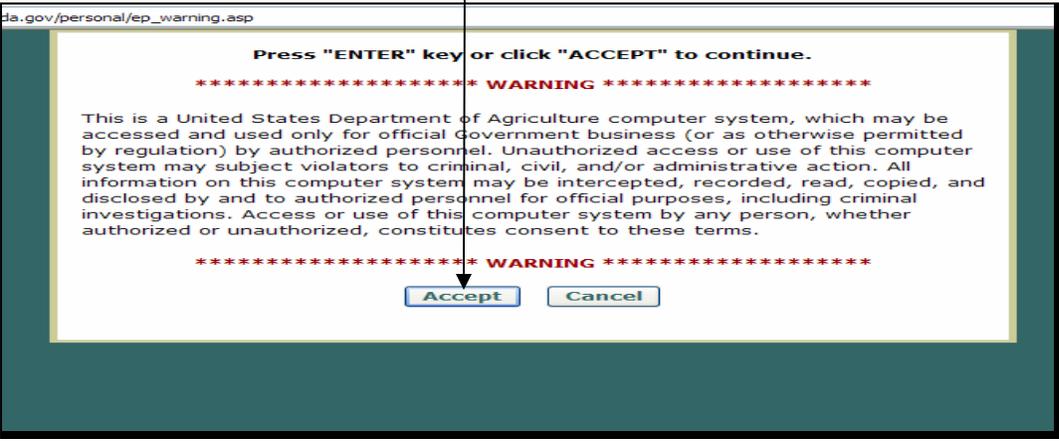
- inactive login expiration; if you are logged in and are inactive for a period of time you are automatically logged out
- failed login attempts lock-out; if the account information is entered incorrectly 3 times, the employee will be locked out of EPP until the employee resets his/her password).

Employees have a responsibility to protect their own data by ensuring that they access EPP using PC’s with the appropriate virus and spyware protection. While EPP is deemed to be a secure site, some PC’s used to access EPP may **not** be secure. It is best to use government-issued work computer or any PC that the employee can guarantee has the proper protections in place. Avoid accessing EPP through PC’s in public venues; such as, libraries, internet cafes, etc.).

4 EPP (Continued)

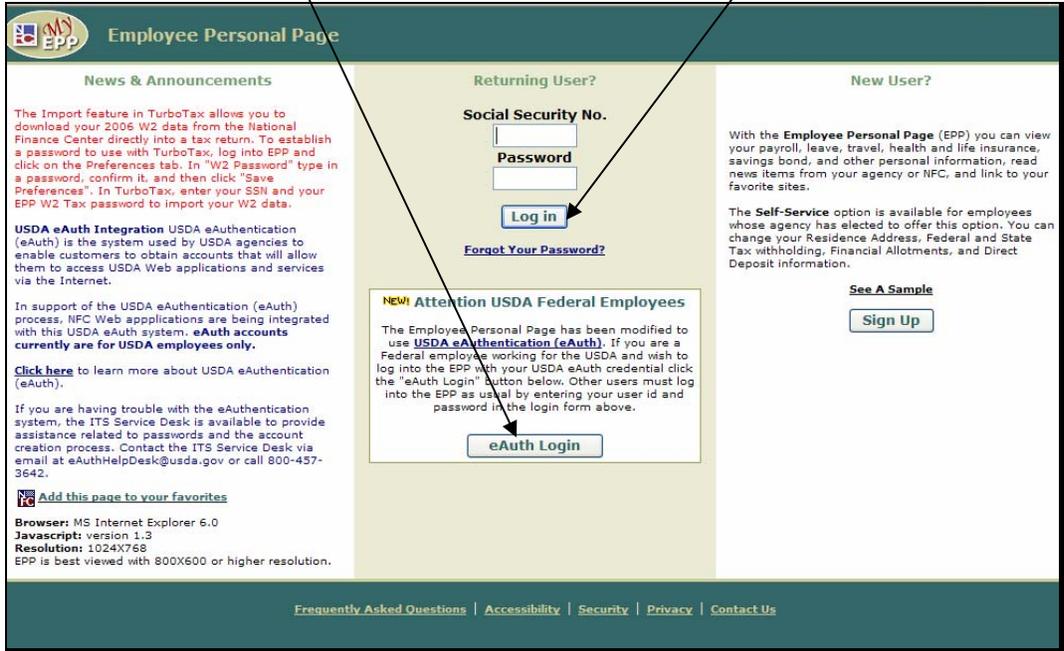
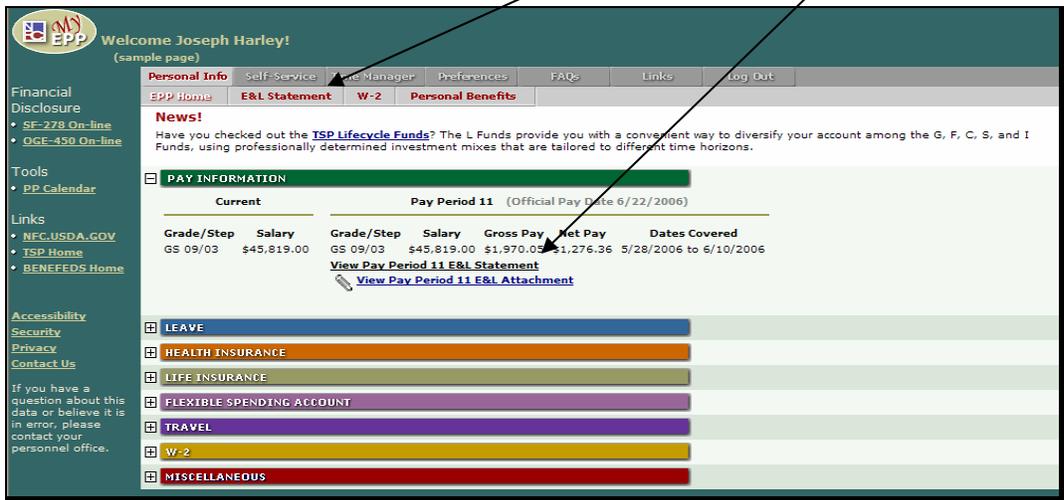
C Connecting to EPP

The following table provides steps to access EPP.

Step	Action
1	<p>Go to NFC's Home Page at https://www.nfc.usda.gov.</p> <p>Under Application Launchpad, CLICK the green "My EPP" icon.</p> 
2	<p>At EPP warning screen, CLICK "Accept".</p> 

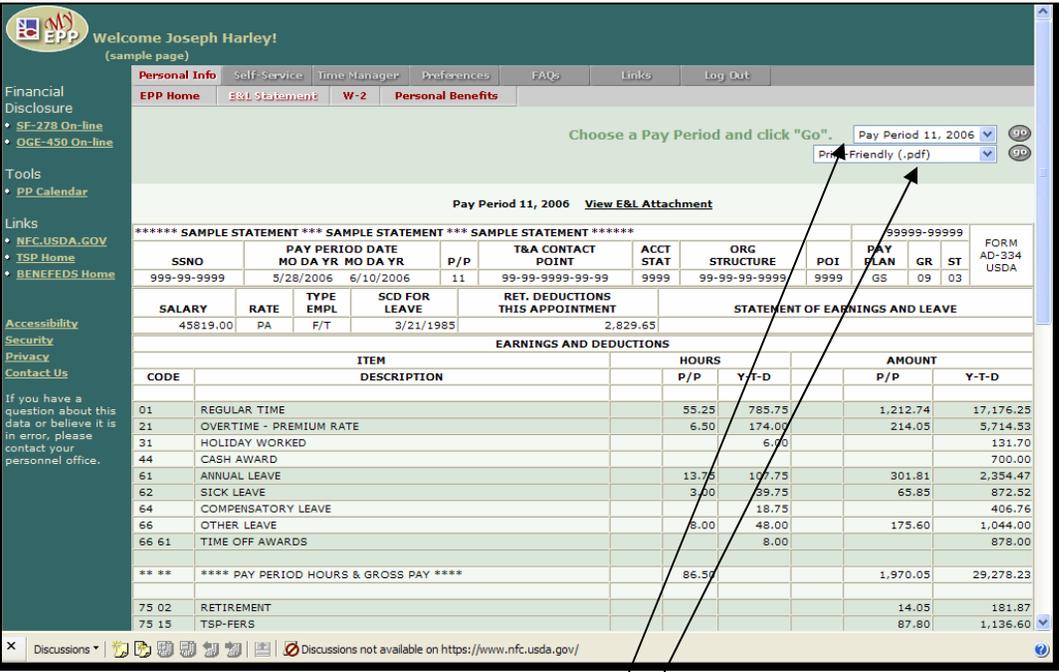
4 EPP (Continued)

C Connecting to EPP (Continued)

Step	Action
3	<p>Enter users Social Security number and password and CLICK “Log In”</p> <p>Note: Users can synchronize their EPP and e-Authentication accounts from this page.</p> 
4	<p>Users can access their SEL by doing either of the following:</p> <ul style="list-style-type: none"> • under Pay Information, CLICK “View Pay Period XX E&L Statement” • at the top of the screen, CLICK “E&L Statement” tab. 

4 EPP (Continued)

C Connecting to EPP (Continued)

Step	Action
<p>4 (Ctnd)</p>	<p>This is a sample of an electronic SEL that will be displayed.</p>  <p>Note: The drop-down menus at the top right side of the screen allow users to:</p> <ul style="list-style-type: none"> • view SEL's for 26 previous pages • select a "print-friendly" option.

FFAS AD-2058's

Employees requiring a waiver shall use AD-2058.

This form is available electronically.	
AD-2058 (06-15-07)	U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Services
REQUEST FOR WAIVER OR CANCELLATION OF WAIVER OF ELECTRONIC STATEMENT OF EARNINGS AND LEAVE (SEL)	
PART A - REQUESTER'S INFORMATION	
1A. Requester's Name	1B. Agency (Check one below): <input type="checkbox"/> FSA <input type="checkbox"/> FAS <input type="checkbox"/> RMA
1C. Organization/Division	1D. Office Telephone Number (Area Code)
PART B - REQUEST FOR WAIVER. (If you are requesting a waiver, please check Items 2 and 3 and enter your signature and date in Items 4A and 4B below.)	
2. <input type="checkbox"/> I am requesting a waiver to the USDA policy mandating paperless distribution of my bi-weekly Statement of Earnings and Leave (SEL). I am requesting this waiver because it would create a hardship for me, for the following reason(s):	
3. <input type="checkbox"/> I understand that if my request is approved, my SEL will be mailed to the same address where my statement is currently mailed. I also understand that it is my responsibility to notify the Human Resources Division/ Administrative Officer if I make a change to my current address or if, in the future, I elect the electronic SEL.	
4A. Employee's Signature	4B. Date (MM-DD-YYYY)
PART C - CANCELLATION OF WAIVER. (If you are cancelling your waiver, please check Item 5 and enter your signature and date in Items 6A and 6B below.)	
5. <input type="checkbox"/> I understand that I previously requested to have the SEL mailed to my current address. However at this time, I wish to cancel the waiver and use the electronic bi-weekly Statement of Earnings and Leave (SEL).	
6A. Employee's Signature	6B. Date (MM-DD-YYYY)
PART D - HRD USE ONLY	
7A. HRD/Administrative Officer's Name	7B. Date (MM-DD-YYYY)
8. HRD's Determination: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	
9. Reason for Disapproval:	
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p>	