

For: FFAS Employees

**Electronic Statement of Earnings and Leave (SEL)**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

USDA is implementing electronic SEL's that will be available 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 conversion to electronic, paperless SEL's through NFC's EPP
- establishes a pay period 25, December 9, 2007, timeframe for discontinuing the printing and mailing SEL's
- clarifies the waiver (AD-2058) process because of hardship.

**C Labor-Management Obligations**

All mission-area collective bargaining obligations have been completed. All FFAS employees will be converted effective pay period 25, December 9, 2007.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2008	All FAS, FSA, and RMA employees; State Offices relay to County Offices

## Notice PM-2619

### 2 Implementation Schedule

#### A Current Employees

Beginning December 9, 2007, employees will need to access their SEL's through EPP. The pay period 23 and 24 Earning and Leave Statement remark sections will notify employees of electronic SEL's.

**Notes:** Only employees who have approved AD-2058's (see Exhibit 1) will continue to receive mailed SEL's. Employees **must** submit AD-2058's to their administrative officer or servicing human resource (HR) office no later than **November 30, 2007**, to obtain approval and continue to receive mailed SEL's without interruption.

See paragraph 4 for EPP access instructions.

#### B 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 eAuthentication credentials. New employees with a compelling need for a mailed SEL should follow paragraph 3.

### 3 AD-2058's

#### A Submitting AD-2058's

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 to their administrative officer or servicing HR office. Employees who submit and receive an approved AD-2058 will receive mailed SEL's 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 USDA/agency pays NFC for printing, postage, etc. See Exhibit 1 for an AD-2058 that is available online at <http://165.221.16.90/dam/ffasforms/forms.html>.

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**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) by **December 6, 2007**, to ensure that approved employees will continue to receive mailed SEL's without interruption.

**Note:** Waivers received by the servicing HR office/State administrative officer **before** this notice may be honored if a proper justification was provided; all 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.

<b>Employees located in or whose duty station is serviced by...</b>	<b>Should submit AD-2058's by FAX or mail for approval to...</b>
National Office	Rande Young USDA/FSA/HRD/SPIMB 1400 Independence Ave, SW Stop 0598 Washington DC 20250-0598  FAX: 202-205-9029 Telephone: 202-401-0267.
Kansas City/St. Louis, MO/APFO	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 want to receive electronic SEL's, the servicing HR office will need to submit new AD-2058's in DOTSE.

## 4 EPP

### A Login Procedure

Employees shall access EPP using their eAuthentication user ID and password. The first time users attempt to use their eAuthentication credentials to access EPP, they will be required to synchronize their EPP and eAuthentication accounts. The synchronization happens automatically when users login to EPP using their EPP user ID and password. Once the synchronization/login is successful, users 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 eAuthentication 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.

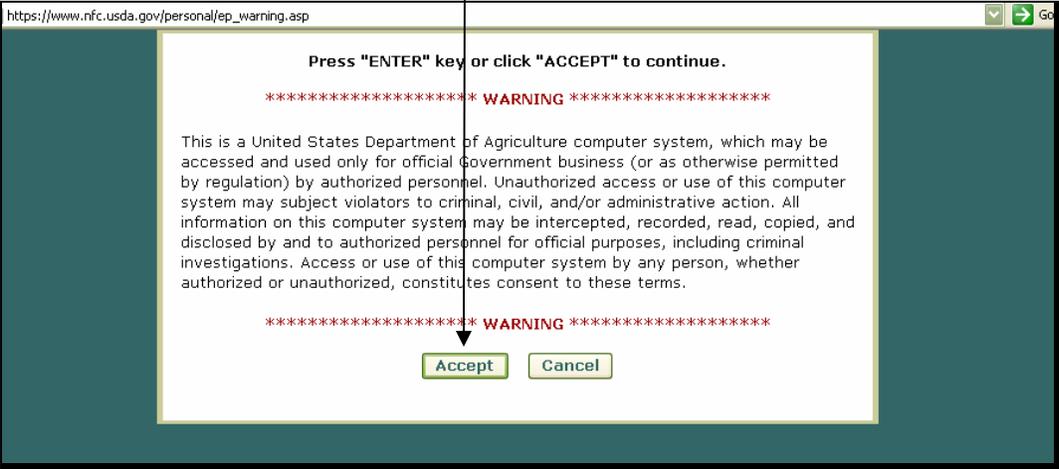
**Note:** Avoid accessing EPP through PC’s in public venues; such as, libraries, internet cafes, etc.

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4 EPP (Continued)

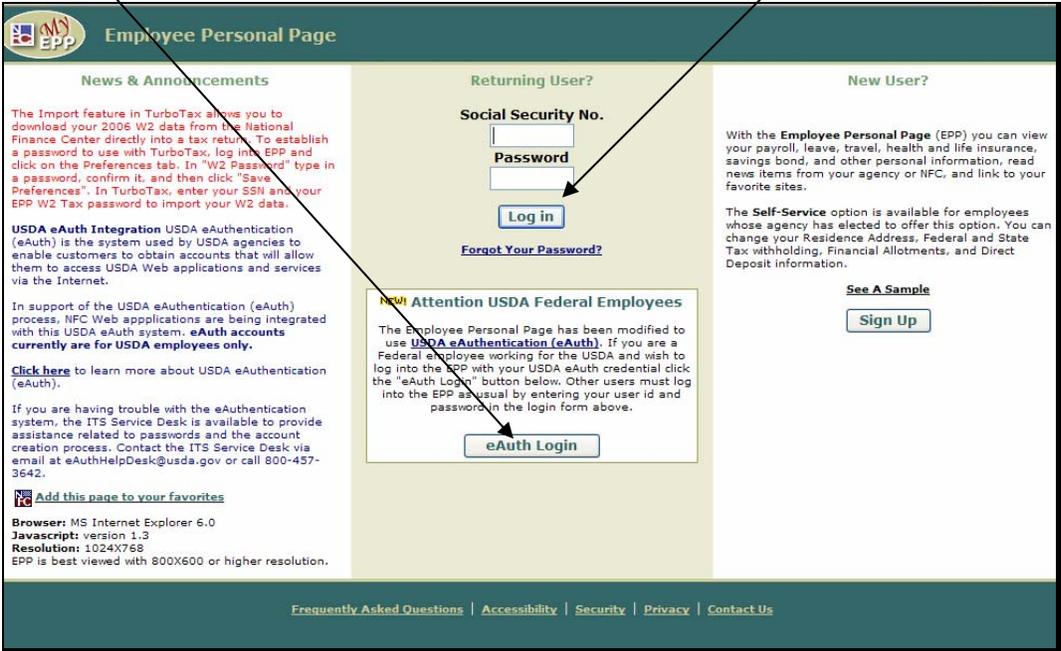
C Connecting to EPP

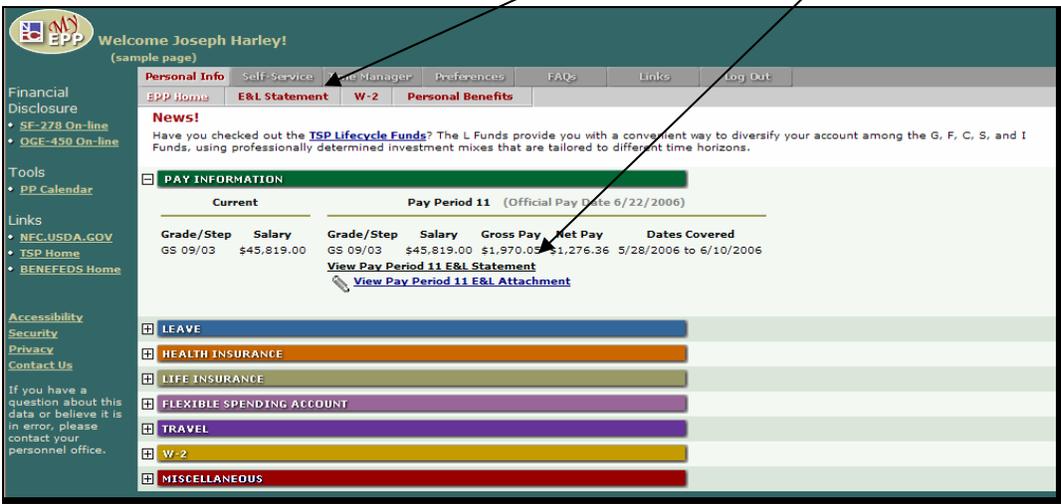
The following table provides steps to access EPP.

Step	Action
1	Go to NFC's Home Page at <a href="https://www.nfc.usda.gov">https://www.nfc.usda.gov</a> .
2	<p>On NFC's Home Page, navigate to Application Launchpad, and CLICK the green "My EPP" icon.</p>  <p>The screenshot shows the website <a href="https://www.nfc.usda.gov/">https://www.nfc.usda.gov/</a>. It features a navigation bar, a main content area with a calendar graphic and a message about the 2007 Leave Year, and several promotional banners. The 'Application Launchpad' section is prominent, containing a list of 'Upcoming Training Sessions' and a grid of application icons. The 'My EPP' icon, labeled 'Employee Personal Page', is highlighted with a green arrow pointing to it from the text above.</p>
3	<p>At EPP warning screen, CLICK "Accept".</p>  <p>The screenshot shows the warning screen at <a href="https://www.nfc.usda.gov/personal/ep_warning.asp">https://www.nfc.usda.gov/personal/ep_warning.asp</a>. The page contains a warning message: "Press 'ENTER' key or click 'ACCEPT' to continue." followed by a red "WARNING" header and a paragraph of legal disclaimer text. At the bottom, there are two buttons: "Accept" and "Cancel". A green arrow points from the text above to the "Accept" button.</p>

4 EPP (Continued)

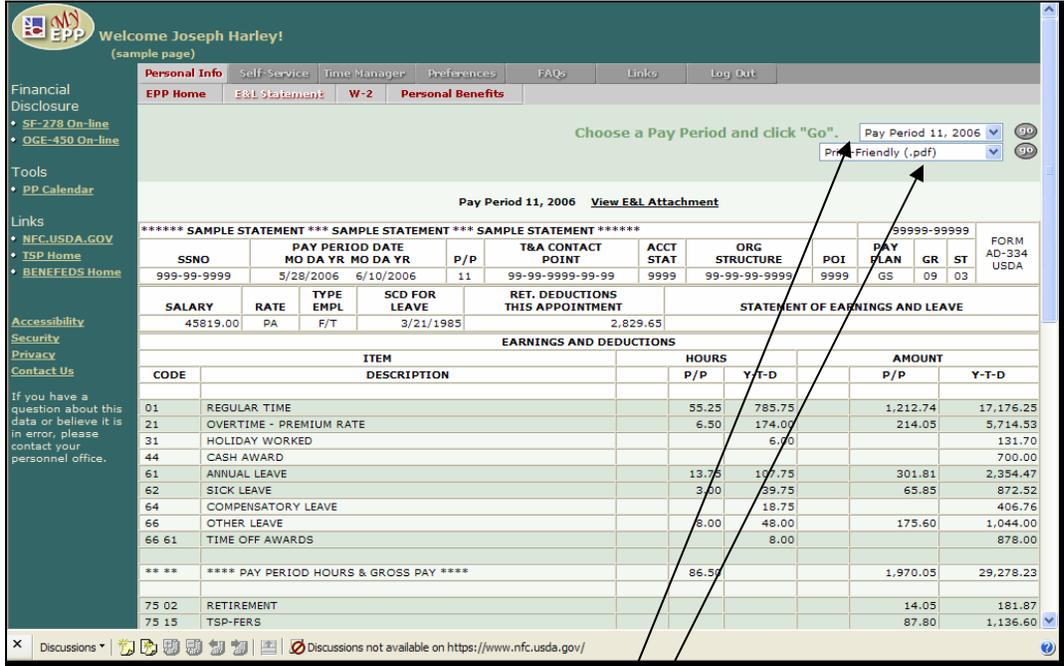
C Connecting to EPP (Continued)

Step	Action
4	<p>Enter user's Social Security number and password and CLICK "Log In"</p> <p><b>Note:</b> If users have <b>not</b> synchronized their EPP and eAuthentication accounts yet, users can synchronize from this page.</p> 

5	<p>Users can access their SEL by doing <b>either</b> of the following:</p> <ul style="list-style-type: none"> <li>• under Pay Information, CLICK "View Pay Period XX E&amp;L Statement"</li> <li>• at the top of the screen, CLICK "E&amp;L Statement" tab.</li> </ul> 
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4 EPP (Continued)

C Connecting to EPP (Continued)

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

FFAS AD-2058

Employees requiring a waiver shall use AD-2058.

This form is available electronically.	
<b>AD-2058</b> (06-15-07)	U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Services
<b>REQUEST FOR WAIVER OR CANCELLATION OF WAIVER OF ELECTRONIC STATEMENT OF EARNINGS AND LEAVE (SEL)</b>	
<b>PART A - REQUESTER'S INFORMATION</b>	
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)
<b>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.)</b>	
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)
<b>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.)</b>	
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)
<b>PART D - HRD USE ONLY</b>	
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>	