

For: FFAS Employees

Applying Time Off Awards (TOA) to Time and Attendance (T&A) Through the Time Keeper
Approved by: Deputy Administrator, Management



1 Overview

A Background

The Employee Personal Page (EPP) allows employees to view TOA balances once they have been processed by NFC. Timekeepers have been authorized to accept a printed copy of the TOA balance available on the EPP web site from employees which allows employees to have TOA applied to their T&A record and to request use of TOA's without delay.

B Purpose

This notice:

- provides procedures for applying TOA to T&A records through the time keeper
- requires all employees to register/log into their EPP Home Page.

C Contact

If there are questions about:

- EPP passwords, contact NFC, Operations and Security Center at 1-800-767-6941
- awards, contact 1 of the following:
 - Stephanie Brown by either of the following:
 - telephone at 202-401-0694
 - e-mail at stephaniesybil.brown@wdc.usda.gov
 - Angela Jackson by either of the following:
 - telephone at 202-401-0682
 - e-mail at angela.jackson@wdc.usda.gov.

Disposal Date	Distribution
December 1, 2009	All FAS, FSA, and RMA employees; State Offices relay to County Offices

2 EPP

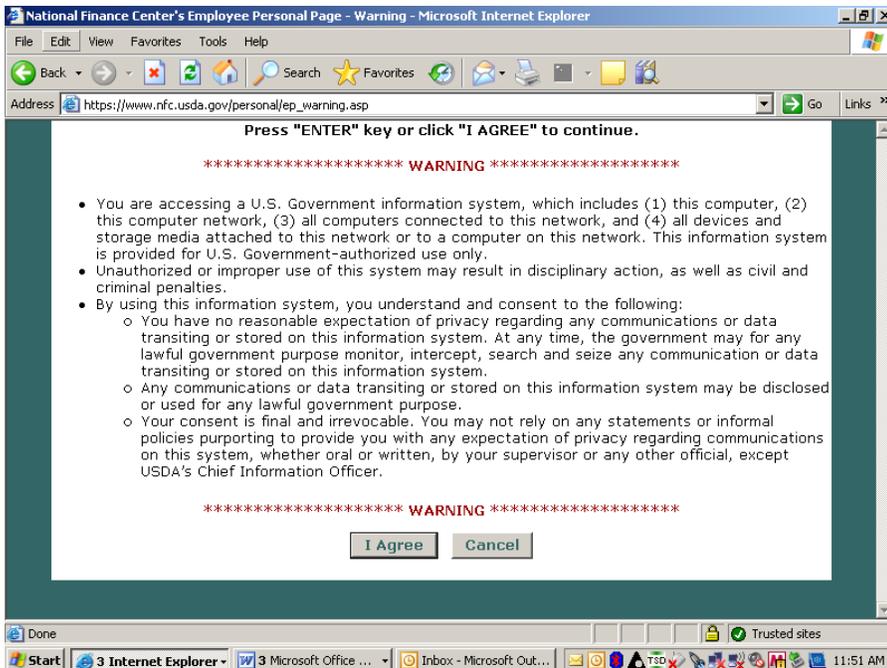
A Accessing NFC's EPP

Employees shall:

- access EPP at <https://www.nfc.usda.gov/>
- under the EPP Application Launchpad, CLICK “Employee Personal Page”.



On the EPP Warning Screen, CLICK “I Agree”.

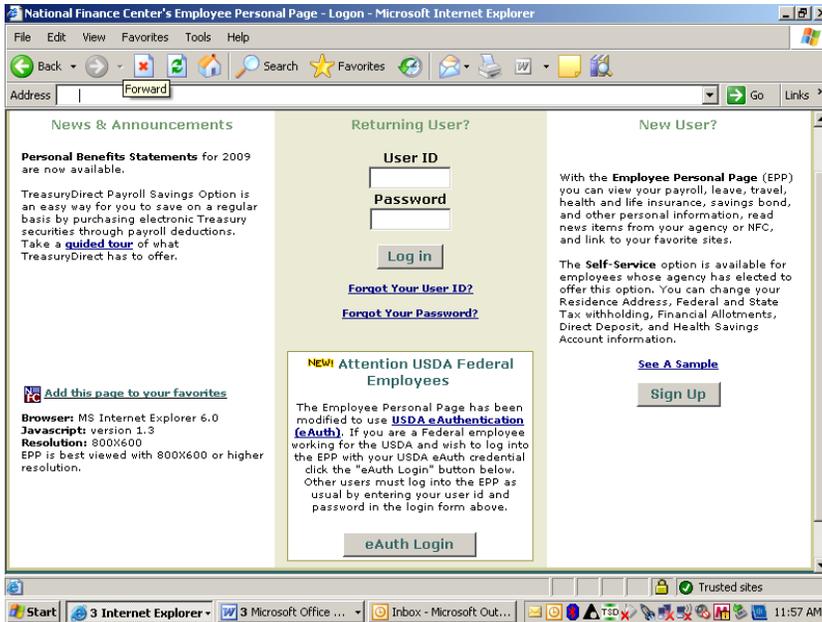


2 EPP (Continued)

A Accessing NFC's EPP (Continued)

Employees shall log into EPP using 1 of the following options:

- “Returning User?”
- “New User?”
- “eAuth Login”.



On the employees My EPP Screen, CLICK “Leave” and the TOA balance will be displayed. Print the page and give to the time keeper.

Note: To ensure privacy, close all other tabs on the screen before printing.

