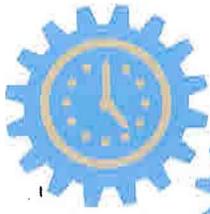# Pay & Leave

Time & Attendance
Northern Plains Ag Research Lab

Work Schedules

- Your tour of duty is your normal work schedule approved by your supervisor recorded on ARS 331-Time Sheet kept on record with the time keeper. If you change your regular work schedule for longer than 3 consecutive pay periods, you must submit an approved revised schedule to the time keeper. The official record is updated annually.

Accounting for Time

Employees must account for times they are at work.

- Permanent employees-Electronic time sheet
- Temporary employees-Hard Copy ARS 331
- Time is recorded in quarter hour increments with the 7 minute rule. 7:53-8:07 recorded as 8:00, 8:08-8:22 recorded as 8:15, 8:23-8:37 recorded as 8:30, 8:38-8:52 recorded as 8:45.
- If you are not at work during your normal work schedule, you must show the in and out times on your time sheet and record in the notes section reasons for working extra hours and for sick leave. If you work on a recognized federal holiday, you must show the in and out times on your time sheet.
- If your supervisor requests you to return to work after you have completed your day, or come in on days outside your normal tour of duty the minimum time is 2 hours.
- If your supervisor requests you to work extra hours it is recorded as comp time or over time.
- If you choose to work extra hours time worked is recorded as credit hours. All credit hours worked must be approved in advance by your supervisor. Credit hours are limited to 24 for full time and ¼ of biweekly work schedule for part time. Credit hours must be earned before they can be used. Credit hours cannot be earned on a holiday during the normal work hours. Credit hours cannot be earned during travel status.
- Absences of 3 or more consecutive work days require written approval from your supervisor. Form OPM (SF) 71

Reference Pay & Leave Policies 402.1, 402.3, 402.6

T & A Tips

Definitions:

Exempt Employee-Not subject to the Fair Labor Standard Act; Scientists, Specialist, etc.

Non-Exempt Employee-Subject to the Fair Labor Standards Act; Technicians, Secretaries, Aids, etc.

Holiday- Holidays include the set Federal holidays of the Fourth of July, Christmas, New Year's, and Veterans Day, as well as the movable Federal holidays such as Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Labor Day, Columbus Day, and Thanksgiving Day. "In-lieu-of" holidays include those Mondays or Fridays that are treated as holidays when the set holidays fall on a Saturday or Sunday.

Tour of Duty-Approved work schedule on file with the time keeper

Common T & A Tips

If an employee requests Comp time in lieu of overtime, both the employee and the supervisor have to initial the time sheet. So if you have comp time on your time sheet be sure to initial the printout at the same time you initial the Star Printout.

Family Sick Leave on the time sheet is for sick leave used to take care of a family member and a remark is required as to whom and what for the sick leave was used.

Admin leave for jury duty, a remark is required on the time sheet. If released early (at noon or earlier) and can work a half day then employee should work the half day or take annual leave. When taking Admin leave for jury duty, it is required to surrender any compensation to USDA/ARS if it is payment for your time.

If an employee is terminating employment they need to be physically on duty their last day of employment. Exceptions are rare.

If the facility is closed from the beginning of the day then everyone received admin leave for the day, even if the employee is on annual leave or sick leave. If the facility opens for the day and then closes those on annual leave or sick leave are still on annual leave or sick leave. Those that came to work for the day and then left due to the facility closing receive admin leave for the remainder of the day.

Any partial day worked or extra hours worked outside of the scheduled hours (employees normal tour of duty), the actual in and out times are required to be on the time sheet.

If a supervisor requires a non-exempt employee to come to work after the employee has left for the day, the minimum pay time is two hours. If a supervisor requires the non-exempt employee to come to work on a non scheduled work day the minimum pay time is two hours.

If a supervisor requires the employee to work on a holiday, the non-exempt employee receives holiday pay during the corresponding scheduled hours. If the non-exempt employee works outside their corresponding scheduled hours then they receive comp time or overtime. For the exempt employee time worked on a holiday during the corresponding tour of duty hours no other compensation is given. If the exempt employee worked on a holiday outside their corresponding tour of duty hours, credit leave can be accrued not to exceed the maximum 24 hours.

Time spent in training on a holiday for the non-exempt employee is holiday premium pay for hours in training that correspond to the employee's normal tour of duty. Time spent in training on a holiday outside the employee's normal tour of duty is comp time or overtime.

T & A Tips

Travel T & A Tips

Exempt

Time spent in transit during an employee's official schedule is regular hours worked.

Time spent in transit on a holiday during an employee's official schedule is regular admin leave.

Time spent in transit outside an employee's official schedule is comp travel.

Time spent in transit on a holiday outside an employee's official schedule is comp travel.

One hour *wait time* for next flight is comp travel if it is outside employee's official schedule.

Actual meal times (Actually took time out of traveling, stopped, to eat) outside an employee's official schedule *is not* comp travel. (Is not compensable)

Scenario:
Official Schedule is M-F 9:00 am – 6:00 pm
Arrive at Sidney Airport at 5:00 am to flight leaves at 6:00 am arrive inn Billings 8:05 am

    Billings to Denver   10:30 am – 1:15 pm
    Denver to DC   2:30 pm – 6:15 pm
    Arrive at Hotel   7:30 pm

5:00 am – 6:00 am is allowed wait time = 1 hr comp travel
6:00 am – 9:00 am outside official schedule = 3 hr comp travel
9:00 am – 6:00 pm official schedule = 8 hrs regular time
6:00 pm – 7:30 pm outside official schedule = 1.5 hrs comp travel

Total for day 8 hrs regular time and 5.5 hrs comp travel earned.
Remark on time sheet: Sidney to DC 5:00 am to 7:30 pm

Official Schedule M-F 7:30 am – 4:30 pm

Drive to Billings leave Sidney at 6:00 am arrive in Billings Airport 11:00 am
    Billings to Minnesota   2:10 pm – 5:10 pm (4:10 pm mtn)
    Minnesota to Dallas   7:30 pm – 10:30 pm (9:30 pm mtn)
    Arrive @ Hotel   11:30 pm (10:30 mtn)

Convert all times to Mountain Time

  6:00 am-7:30 am outside official schedule = 1.5 hrs comp travel
  7:30 am – 4:30 pm official schedule = 8 hrs regular time
  4:30 pm – 5:30 pm had dinner
  5:30 pm – 10:30 pm outside official schedule includes 1 hr wait time = 5 hr comp travel

Total for day 8 hrs regular time and 6.5 hrs comp travel

Always convert times to Mountain Standard Time when calculating hours in transit.
Wait time for foreign flights is 2 hours

Travel T & A Tips
Non-Exempt

Transit during official tour of duty = regular time

Transit outside official tour of duty = comp time or overtime if you are the driver or a passenger on a common carrier; comp travel if you are a passenger in a GOV or POV.

Transit on off duty days during the times that coordinate with their official tour of duty = comp time or over time if you are the driver or a passenger on a common carrier; comp travel if you are a passenger in a GOV or POV.

Transit on off duty days outside the times that coordinate with their official tour of duty= comp travel

Transit on holidays during the official tour of duty = premium holiday pay if you are the driver or a passenger on a common carrier; admin pay if you are a passenger in a GOV or POV.

Transit on holidays outside the official tour of duty = comp time or overtime if you are the driver or a passenger on a common carrier; comp travel if you are a passenger in a GOV or POV.

Wage Grade employees do not earn comp travel so anything outside their official tour of duty = overtime or comp time. If on a holiday, then premium holiday pay during their official tour of duty and overtime or comp time outside their official tour of duty.

SCHEDULE

1. Employee Name: Skordonowski, Joe > > > > >601 5436 200	2. SSN:						3. Year: 2006	4. Pay Period: "13" from: 6/25/2006 to: 7/08/2006						5. Balances Brought Forward *(optional)*: Annual: _16_ Sick: _16_ Credit: _4_ Comp: _0_		
6. LV Cat:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	7. Certification:	Wk 1	Wk 2
Scheduled Hours		8-12 pm 1- 5 pm	8-12 pm 1- 5 pm	8-12 pm 1- 5 pm	8-12 pm 1- 5 pm	8-12 pm 1- 5 pm			8-12 pm 1- 5 pm	8-12 pm 1- 5 pm	8-12 pm 1- 5 pm	8-12 pm 1- 5 pm	8-12 pm 1- 5 pm		Approved J.A.C.M. Date 06/28/2006	40	40

TIME IN PAY STATUS

8. Accounting Data - Description	9. Time in Pay Status (Hours) Including Paid Absences														10. Transaction			11.Total Hrs	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Prefix	Code	Suffix	Wk 1	Wk 2
REGULAR TIME		8	8	8	8	8				8	8	8	6			01		40	30
ANNUAL LEAVE																61			
SICK LEAVE																62			
COMP LV USED																64			
CREDIT LV USED														2		50			2
TRAVEL COMP USED															78	64			
ADMIN LEAVE/HOLIDAY									8							66			8
OVERTIME																19/ 21			
FAMILY SICK LEAVE															62	62			
IN		8am/ 2pm	8am/ 2pm	8am/ 2pm	7am/ 2pm	7am/ 2pm							8am						
OUT		1pm/ 5pm	1pm/ 5pm	1pm/ 4pm	1pm/ 5pm	1pm/ 5pm							2pm						
Total Time with Pay		8	9	9	8	8			8	8	8	8	8					40	40

OTHER TIME

	12. Other Time (Hours)																		
CREDIT TIME EARN				1												29		1	
COMP TIME EARN					1											32		1	
TRAVEL COMP EARN															78	32			
LWOP																71			

EMARKS:

6/27-28 traveled to field sites and arrived late to station.
6/29 I finished ___eling samples. 6/30 Supervisor
requested water___g to be done before the weekend.

I request comp time in lieu of overtime:

Employee initials _J.S._   Supervisor initials _____

A___ Local Reproduction)

REQUEST FOR CHANGE IN WORK SCHEDULE
OR REDUCTION IN HOURS

Name:_____ SSN:_____

Location: Northern Plains Agricultural Research Lab

1500 N Central Ave.

Sidney, MT 59270

TOUR OF DUTY CHANGE:

From: ☐ Full-Time   To: ☐ Part-Time

☐ Part-Time   ☐ Intermittent

☐ Intermittent   ☐ Full-Time

PART-TIME WORK SCHEDULE :

From: _____hours per pay period   To:_____hours per pay period

Tour of Duty:_____

Proposed Effective Date:_____

REMINDER: You should contact your Servicing Personnel Management Specialist to discuss how a change in work schedule or numbers of hours may affect your benefits and leave.

I acknowledge that this change in work schedule/hours has been initiated by me for my benefit. I understand that since this change is at my request; management is not obligated to return me to my previous work schedule or increase my hours at a later time.

Employee=s Signature:_____ Date_____

AGRICULTURAL RESEARCH SERVICE

FORM AD-334
USDA
(REV. 10/97)

80535 1463

SOCIAL SECURITY NO.	PAY PERIOD DATE		P/P	T&A CONTACT POINT	ACCT. STAT.	ORGANIZATIONAL STRUCTURE	PERSNL OFFICE	PAY PLAN	GR.	STEP
111 11 1111	MO 01 DAY 28 YR 01 MO 02 DA 10 YR 01	02		03 08 5401 01 01	0091	03 50 54 5401	4860	GS	06	06

SALARY	RATE	TYPE EMPL.	SED FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT
30 730 00	PA	F/T	02 23 92	1 802 00

STATEMENT OF EARNINGS AND LEAVE

EARNINGS AND DEDUCTIONS

	ITEM DESCRIPTION	HOURS P/P	HOURS YR. TO DATE	AMOUNT P/P	AMOUNT YR TO DATE
01	REGULAR TIME	71 75	221 25	1 056 16	3 218 05
50	CREDIT HOURS	50	2 00	7 36	28 69
61	ANNUAL LEAVE	25	62 75	3 68	892 43
62	SICK LEAVE	7 50	10 00	110 40	145 95
66	OTHER LEAVE		24 00		345 28
****	***** PAY PERIOD HOURS & GROSS PAY *****	80 00		1 177 60	4 630 40
7502	RETIREMENT			9 42	46 14
7515	THRIFT SAV-FERS TAX DEF			117 76	463 04
	*AMT BASED ON 1177.60				
	20% G, 30% F, 50% C				
76	SOCIAL SECURITY (OASDI)			71 42	281 18
77	FEDERAL TAX EXEMPTS S02			106 39	415 86
78	ST TAX CO EXEMPTS 000			36 00	142 00
81	FEGLI- COVERAGE $33000			5 12	20 16
82	OPT FEGLI-AGE BRACKET 5			10 70	38 70
83	FEHBA - ENROLL COD DG1			25 60	94 96
88	SAVINGS ACCT 352082			100 00	400 00
8840	TSP LOAN REPAY (FED)			93 95	375 80
8840	TSP LOAN REPAY (FED)			27 25	109 00
97	MEDICARE TAX WITHHELD			16 70	65 76
****	********** TOTAL DEDUCTIONS **********			620 31	2 452 60
****	************** NET PAY **************			557 29	2 177 80

**** DD/EFT ROUTING NO. XXXXXXXXXX

BOND ACCOUNT

AUTH NO	DENOMINATION	DEDUCTION	BALANCE AVAIL.	NO. ISSUED	ISSUE DATE

YEAR TO DATE LEAVE STATUS

TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE	PT. HRS UNAPP	MAX. C/O
ANN	12.00	.25	13.00			240 00
SICK	8.00	7.50	97.00			LEAVE CATEG
COMP						6

REMARKS

NAME AND ADDRESS

OFFICIAL PAY DATE 02/22/2001

T-1284   09377   03   4860
Dorothy Toto
234 Over the Rainbow Drive
Emerald City, Kansas

MANDATORY EMPLOYEE DEDUCTIONS EFFECTIVE 01-14-2001

Deductions for Employees Covered under the Civil Service Retirement System (CSRS):

1. Retirement Deductions - 7.00% of your gross salary
2. Hospital Insurance Tax - 1.45% of your gross salary
3. Federal Withholding Tax
4. State Withholding Tax

Deductions for Employees Covered under the Federal Employees Retirement System (FERS) or Employees That Are CSRS Offset:

1. Retirement Deductions - 0.80% of your gross salary
2. FICA -Social Security Deduction -7.65% of your gross salary(incl Hosp Ins. Tax)
3. Federal Withholding Tax
4. State Withholding Tax

Deductions for Employees under Temporary Appointment Not to Exceed One Year, Stay-In-School Program or L/A Hire:

1. FICA - Social Security Deduction - 7.65% of your gross salary
2. Federal Withholding Tax (unless exempt)
3. State Withholding Tax (unless exempt)

Election of Optional Deductions

1. Life Insurance -Based upon annual salary and options– 31 days to elect options if eligible.
2. Health Insurance -Based upon health plan selected, 60 days to elect health plan if eligible.
3. Allotments
4. Savings Bonds
5. Charity
6. Thrift Savings Plan (TSP), if eligible.

Important:
Military Service and/or Temporary Appointments Prior to 01-01-1989—
Contact Your Retirement & Benefits Specialist, Human Resources Division, AFM

OPM Web Sites for Benefit Information:

http://www.opm.gov/insure/health/index.htm
http://www.opm.gov/insure/life/index.htm
http://www.opm.gov/retire/index.htm
http://www.tsp.gov/

TO: All USDA Employees

FROM: Charles R. Christopherson, Jr.   FEB 21 2007
                  Chief Financial Officer

                  Boyd K. Rutherford   FEB 20 2007
                  Assistant Secretary
                     for Administration

SUBJECT: Electronic Statement of Earnings and Leave

As you know, we are under budget reductions due to a Continuing Resolution (CR). Under the CR, we must look for ways to eliminate unnecessary expenses. One way that the Department of Agriculture can immediately reduce expenses is to eliminate the printed and mailed Statement of Earnings and Leave (SEL). By going "paperless", the Department can reduce its payroll expense by almost $1 million per year, thereby affording more resources to support USDA missions and programs. The Department has, therefore, made the decision to convert to an electronic, paperless distribution of the SEL. The National Finance Center (NFC), our payroll provider, will continue to mail the employee Wage and Tax Statement (W-2) and the annual summary of benefits statements to all employees. SELs will be available electronically through the Employee Personal Page (EPP) at https://www.nfc.usda.gov/personal/index2.asp.

The NFC will provide the information necessary for employees to access their SELs. The EPP is accessible from any web-connected device and has provided users with a secure method to view, download, and print, their SEL as well as IRS-approved copies of W-2s. Employees who use the EPP have consistently given it high marks since they have current and historical payroll and other benefit data available to them instantaneously. Employees can access additional payroll and personal information including leave balance; benefit options, and tax information. It is a great self-service tool that affords employees the ability to manage their own data including addresses, financial allotments, benefit elections, and tax withholdings. In contrast, with a mailed SEL, all employees get their most recent payroll information.

We recognize that there are some employees who do not have regular access to a computer or other web-connected device. Those employees should request a waiver to continue receiving paper copies via the U.S. Postal Service. Please find a sample copy of a statement requesting such a waiver attached to this memo.

We plan to implement this process 45 days from the date of this memorandum for all employees in the Senior Executive Service. All other USDA employees will be migrated to this system at a later date. NFC will generate and mail access credentials to all USDA employees within the next 30 calendar days. Once you receive your credentials, which will include a password, you will be ready to go "paperless".

A Frequently Asked Questions (FAQ) sheet is attached to this memo. You can find more information on EPP if you go to the Employee Personal Page and click on the FAQ icon at the bottom of the page. Additional questions concerning the Employee Personal page should be directed to your mission area Human Resources Office.

Attachments

EMPLOYEE PERSONAL PAGE
PAPERLESS STATEMENT OF EARNINGS AND LEAVE
FREQUENTLY ASKED QUESTIONS

Q1.   I already have an account with the Employee Personal Page (EPP). Is it going to be reset by this change?

A1.   No. Existing EPP accounts will not be affected by the change.

Q2.   Is this information secure?

A2.   EPP uses 128-bit encryption and requires a password for access to your account. Additional safeguards, such as inactive login expiration (if you are logged in and are inactive for a period of time you are automatically logged out) and failed login attempts lock-out (if the account information is entered incorrectly several times, your account will be locked out until you reset your password), further protect your personal data. To receive a password, you must submit an online request for access by using the Sign Up option under the "Welcome New Users!" section of the EPP main page. When you sign up, your password will be sent to your address of record. This is the same address to which your Statement of Earnings and Leave (SEL) is sent.

Q3.   What if I forget my password?

A3.   On the EPP login page, there is a link for "Forgot Password." If you have set-up a security question you can receive your password by e-mail. Alternatively, if you have not set-up a question or you do not want your password by e-mail, the password can be mailed to you.

Q4.   I am not comfortable with a computer. How can I avoid having my SEL electronically?

A4.   You will have to opt-out of the electronic SEL by submitting a waiver request to your servicing human resources office.

Q5.   I don't have regular access to a computer and printer so I have a waiver on file. How can I use EPP?

A5.   You should still set-up your EPP account. Then, when you do have access and need one of the many personal services and information available through EPP you will have the same capabilities as the other Departmental employees.

Q6.   What other personal services and information are available?

A6.   Through EPP you can:

1. Change your home address;
2. Change your Federal income tax withholding (W-4);
3. Change your state tax withholding;
4. Start, change or stop financial allotments;
5. Change your Direct Deposit information;
6. Start, change or stop savings bond participation; and
7. Change your TSP contribution (but not make interfund transfers)

You can also see the full explanations of the abbreviations on your SEL, such as your actual coverage for FEGLI. You can see when you received your last within grade increase, what travel vouchers have been processed and for what amounts, as well as your current and projected leave balances.

Q7.   I have enough accounts and passwords to remember. Why are you doing this to me?

A7.   This system provides a better, more comprehensive service that you can access on your schedule. It also reduces unnecessary overhead expenses, thereby affording more available resources to support USDA missions and programs.

Q8.   So which companies' mailing lists will I be on now?

A8.   None through your use of EPP. The system is operated by the National Finance Center, a USDA organization staffed by Federal employees. There are no corporate ties to any of our systems or data.

Q9.   How does the system protect me from someone else changing my information?

A9.   Obviously, we don't want to get into technical details, but if any change is made through your EPP, you will receive a mailed letter and an e-mail documenting the change. If there is a problem with the transaction, this is your first line of defense.

Q10. I need special access equipment (screen reader, JAWS or other software). Can I use EPP?

A10.   As long as your software supports 128-bit encryption with Secure-Socket-Layer (SSL), your software should work. If you have specific problems, please contact the NFC helpdesk to work through them.

Q11. Will a hardcopy of my SEL be honored as adequate for purposes of conducting business with private sector entities?

A11. A hardcopy printout of your SEL should typically be considered as official for business purposes; however, we cannot speak for each and every business entity.

Q12. Will there be a charge or fee assessed for requesting a waiver that will permit me to continue to receive my paper copy of my SEL via the U.S. Postal Service?

A12. No. There will not be a fee assessed to those employees who elect to continue to receive a paper copy of their SEL via the U.S. Postal Service.

SAMPLE REQUEST FOR WAIVER

TO: Human Resources Director

FROM:

SUBJECT: Request for Waiver of Electronic Statement of Earnings and Leave

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):

[Insert Reason]

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 this office if I make a change to my current address or if, in the future, I elect the paperless SEL.

Approved: _____   Date: _____

Disapproved: _____   Date: _____

Reason for Disapproval:

NFC Employee Personal Page

WHAT IS THE NFC EMPLOYEE PERSONAL PAGE?

The **Employee Personal Page** is a personalized web site available for employees of agencies serviced by the National Finance Center (NFC). Using a web browser, employees can view their payroll, leave, travel, insurance, savings, bond, and other personal information online. Sign up today to start enjoying the benefits of self-service.

Why use the Employee Personal Page?
   ✓ Saves time – eliminates the need to request information from your agency personnel office.
   ✓ Convenient – employees can access the system 24-hours a day, 7 days a week to review their current information. This can be done from home or at work.
   ✓ Up-to-date – earning and leave information is available right after the payroll process completes – no more waiting for the paper statement to show up in your mailbox. Plus, up to a years worth of Earning Statements are kept online.
   ✓ Reliable – the Employee Personal Page information is obtained from the same NFC mainframe computer files that contain your Payroll/Personnel and Travel data.

Privacy and Security
   ✓ Your personal information is not available via the internet unless you specifically request an Employee Personal Page. If you do not request an Employee Personal Page, none of you personal data is put on the World Wide Web.
   ✓ With regards to Security, the Employee Personal Page is secured by a Personal Identification Number (PIN) of your choosing and a global server certificate that provides 128-bit Secure Socket Layer encryption to both 40 and 128 bit browsers.

What Browsers are Supported?
   ✓ Any 4.0 version (or higher) of Netscape Navigator or Microsoft Internet Explorer should work. Whether your browser has 40 or 128 bit encryption, your data is always protected at the 128 bit level because of the global server certificate that is installed at our site. This certificate enables 40 bit browsers to communicate with our site at a 128 bit encryption level.

Instructions for Accessing Your Personnel Information on the Web

Requirements

_ ' Internet Access

_ Netscape Navigator/Communicator 4.0 or Microsoft Internet Explorer 4.0 or above Web browsers with 128-bit Secure Socket Layer strong encryption (U.S. version). This prevents your personal information from being read by others on the Internet while it is being transmitted between your Web browser and the Web sites discussed in these instructions. See your area or servicing computer specialist if you have any problems with your browser or accessing these Websites.

The NFC Home Page Place the following address in the Netsite/Location box of your Web browser and press enter: www.nfc.usda.gov

NFC Employee Personal Page

1. From the NFC Home Page, scroll down until you see Employee Personal Page on the left side of your monitor screen. Click on Employee Personal Page

.2. Key in your social security number (SSN) in the appropriate block. First time users should then click on the radio button entitled Sign Up and then click on Submit. (You can not access the Employee Personal Page until you receive your personal identification number--PIN.) Within 5-7 working days you will receive your NFC Employee Personal Page PIN in the mail at your residence address.

3. Log-On to the NFC Employee Personal Page, and enter your SSN and PIN. The first time you attempt to access your account you will be asked to change your PIN. Please do so and note your new PIN. You will now have full access to your Employee Personal Page containing your earnings and leave statement, health insurance information, thrift savings plan (TSP), leave record, savings bond and travel information, W-2's, and within-grade increase eligibility date. Enjoy!

Thrift Savings Plan

1. Call 1-504-255-8777. At the prompt, press 1 to continue, Press 2 for account balance or to request other activity. At this point, an electronically generated voice will ask you to enter your SSN and PIN. Enter your SSN and follow the remaining instructions on how to request a new PIN. Within 4 - 6 weeks you will receive your TSP PIN in the mail at your residence address.

2. After receiving your PIN, place the following address in the Netsite/Location box of your Web browser and press enter: www.tsp.gov
   Employees can then go in to the website to allocate and make changes. (You can also access TSP via a direct link in the NFC Employee Personal Page or by touch tone phone, 1-504-255-8777. Currently, a 1- 800 TSP number is not available.)

**Caution: Do not use the TSP-50 to allocate changes if you use the website.

3. Follow the on-screen instructions. You will now have access to TSP participation rules, tax advantages, account projections, software calculation program, withdrawal options, spouses rights, etc. **Note: use extreme care when making interfund transfers, withdrawals, loans, etc. Errors may affect your TSP balances or account distributions. Keep a written record of any changes you make.**

Final Note

Help menus and Frequently Asked Questions are available at each of these Websites.

Employee Personal Page

Your Name Here
 AGR. RESEARCH SERVICE

- ☐ **Home**
  - ▪ FAQs
  - ➕ **Financial Disclosure**
  - ▪ Leave Calculator
  - ☐ **Personal Info**
    - ➕ **Benefits Stateme**
    - ▪ Direct Deposit
    - ▪ E&L Statements
    - ▪ ERI, Gender, & Dis
    - ▪ Financial Allotment
    - ▪ Federal Tax (W-4)
    - ▪ Health Insurance
    - ▪ Health Savings Acc
    - ▪ Life Insurance
    - ▪ Leave
    - ▪ Residence Address
    - ▪ State Tax
    - ▪ TSP
    - ▪ Travel
    - ▪ W-2
    - ▪ Miscellaneous
  - ➕ **Preferences**
  - ▪ Links

BENEFEDS Home

TSP Home

OWCP Claimant Query System

powered by NFC

If you have a question about this data or believe it has errors, please contact your servicing Human Resources organization for assistance.

News and Announcements!

News you can use

Clarification of Comp Balance on the Leave Summary Page
On the Leave Summary Page (select Leave on the left menu), the Comp Balance hours displayed is the total of your Regular Comp Time and your Comp Travel combined. The amount of Comp Travel included in that total is shown separately at the bottom of the table. This Comp Balance is the same as the Comp Balance on your E&L.

To clarify the Comp Time Balance on this page, we are reviewing possible modifications.

FLTCIP Open Season is here!
Learn more about this opportunity to apply with abbreviated underwriting (applicants answer fewer health questions) at www.LTCFEDS.com today!

What is My Official Personnel Folder?

Your Official Personnel Folder contains records the Government needs to make accurate employment decisions throughout your Federal career. These documents show your Federal appointment was valid (Examples: the Appointment Affidavit; the Declaration for Federal Employment); verify your military service credit for leave, reduction-in-force, or retirement (Examples: the DD 214, Certificate of Release or Discharge from Active Duty; the Military Service Deposit Election) – if applicable; establish your employment history - your grades, occupations and pay (Example: the Standard Form 50, Notification of Personnel Action); and record your choices under Federal benefits programs (Examples: the Health Benefits Registration Form; the Designation of Beneficiary under the Federal Employees' Group Life Insurance Program).

Access to your Official Personnel Folder

Currently, if you want to review your Official Personnel Folder (OPF) you can request access by contacting the Human Resources Division file room and reviewing your folder there. If you are not in the Washington, DC area, you can request access through the administrative staff at your location. The folder will be shipped to your location for your review.

The Human Resources Division is working to make the folder available to you electronically via a system known as e-OPF. You will be able to review your folder and print copies of the documents contained within at your convenience. In August, we will begin to make e-OPF available to employees. Access to e-OPF is available now to AFM, MSA and CSREES. The remainder of REE will be phased-in by October 2007.