



United States  
Department of  
Agriculture

JUN 28 2004

Office of the  
Assistant Secretary  
for Administration

1400 Independence  
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Washington, DC  
20250-0103

Dear USDA Employee:

The Department of Agriculture (USDA) is pleased to announce newly enhanced self-service features of the National Finance Center's web-based **Employee Personal Page (EPP)**. Also, because these new **EPP** features provide a wealth of information from a single-source, we will discontinue participation in the Office of Personnel Management's *Employee Express Self-Service System* effective October 1, 2004. USDA employees visiting the Employee Express website after October 1, 2004, will be re-directed to EPP.

All payroll and personnel self-service activities for USDA employees will be provided through EPP at <https://www.nfc.usda.gov/personal/index2.asp>. With EPP you can:

- Save time, by accessing information at your convenience.
- Amend and update your personal information, 24 hours per day, 7 days per week.
- View and validate the accuracy of your personal information.
- Eliminate paper, if you choose the paperless option for services, including employee benefits statements.

If you have not signed up to access **EPP**, please visit the website and follow the instructions for *New User* to obtain your Personal Identification Number (PIN) via mail. Once you have received your PIN, the only additional information you will need is your social security number. You can then access the website and view your payroll, leave, travel, health and life insurance, savings bond, W-2 Wage and Tax Statement, and other personal information. Another feature of **EPP** is the *Employee Self-Service* option that allows you to change your residence address, federal and state tax withholdings, financial allotments, and direct deposit information, and even links you to the Thrift Savings Plan (TSP) homepage so that you can view your TSP account.

For a demonstration of EPP, link to [https://www.nfc.usda.gov/epp\\_demo/index2.asp](https://www.nfc.usda.gov/epp_demo/index2.asp) and click "Log-in" on the sample page. Here you can explore all the self-service features. We encourage you to utilize EPP to experience the ease in accessing to your personal payroll information.

Sincerely,

John Surina  
Deputy Assistant Secretary  
for Administration