






Employee Self Help Tools

| HRConnect https://www.hrconnect.treas.gov/ | NFC Employee Personal Page https://www.nfc.usda.gov/EPPS | IRS Source https://irssource.web.irs.gov | The Work Number www.theworknumber.com |
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| <p>HRConnect is available to employee to update personal and emergency contact information.</p> <p>Employees can view:</p> <ul style="list-style-type: none"> personal information within grade increase date position description, salary awards performance documents employment history leave balances benefits information <p>Employees can update:</p> <ul style="list-style-type: none"> Name Disability Information Education & Certificate information Emergency Contact Home Address Veteran Preference Contact phone numbers and email addresses <p>Employees can also view or print their SF- 50s. For HRConnect User Guides visit Connect-2-Learn.</p> <p>For assistance with HRConnect open an OS GetServices ticket by selecting Request Help, Applications, Administrative Systems Software Issue, HRConnect and then the appropriate option for your specific issue.</p> | <p>The NFC Employee Personal Page (EPP) is a mandatory computer-based system, which provided employees the ability to input certain payroll transactions. EPP Gives your direct control over your personal payroll account.</p> <p>EPP is available 24 hours a day from home or work.</p> <p>You can view or update the following information:</p> <ul style="list-style-type: none"> Leave Calculator/leave balances Benefits Statement Debt Management Direct Deposit E&L Statements ERI, Gender & Disability Financial Allotments Federal Tax (W-4) Flex Spending Accounts Health Insurance Health Savings Account Life Insurance Residence Address State Tax TSP Vet Status & Preference W-2 1095-C <p>For assistance in logging into EPP or to report incorrect information open an OS GetServices ticket by selecting Request Help, Applications, Administrative Systems Software Issue, Employee Personal Page</p> | <p>The IRS Source web site is available any time you are on the IRS intranet.</p> <p>Select Employee Resources to find the answers to all your Personnel and Benefits questions.</p> <p>Topics of interest to many employees:</p> <ul style="list-style-type: none"> Employee benefits Payroll Issues Retirement Health Insurance Furniture Repairs Building maintenance and environment Concur and Travel Credit Cards <p>If you are unable to find the answer to your question on the IRS Source open an OS GetServices ticket or contact the Employee Assistance Line at 866-743-5748, option 1 for the Employee Resource Center (ERC) and then select the appropriate option for your issue.</p> | <p>The Work Number is an automated service that provides you with the ability to quickly provide proof of your employment or income. The Work Number is available 24/7.</p> <p>Proof of Employment: The employee should provide verifiers the following information:</p> <ul style="list-style-type: none"> Social security number IRS Employer Code 10114 The Work Number website – www.theworknumber.com or phone number: 1-800-367-5690 <p>Proof of Employment + Income: The employee is required to obtain a Salary Key to provide verifiers authorization to verify income. To obtain a Salary Key, the employee can login into The Work Number website: www.theworknumber.com or call: 1-800-367- 2884.</p> <p>Once the salary key is established, the employee should provide the verifier the following information:</p> <ul style="list-style-type: none"> Social security number IRS Employer Code 10114 The Work Number website – www.theworknumber.com or phone number: 1-800-367-5690 <p>For additional information on employment and income verification visit the IRS Source</p> |

| What personal/personnel tools are available to me? What do they do? Where can I find them? How do they measure up? |  |  |  |
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| Change your name | ✓ | | The IRS Source web site is available any time you are on the IRS intranet. Select Employee Resources to find the answers to all your Personnel and Benefits questions. |
| Correct your gender information | ✓ | | |
| Enter Federal and State Withholding (W-4) | | ✓ | |
| Enter Health Benefits during open season and some Qualifying Life Event (QLE) changes | | ✓ | Topics of interest to many employees: <ul style="list-style-type: none"> • Employee benefits • Payroll issues • Retirement • Health insurance • Furniture repairs • Building maintenance and environment • Concur, Credit cards |
| Enter your membership, license, and certificate information | ✓ | | |
| Start, change, or stop allotments, TSP contributions, and direct deposit | | ✓ | |
| Update your disability information | ✓ | | If you have additional questions you can open an OS GetServices request or contact the Customer Assistance Line at 866-743-5748, option 1 for the Employee Resource Center. |
| Update your education information | ✓ | | |
| Update your emergency contact information | ✓ | | |
| Update your home address | ✓ | ✓ | |
| Update your race or national origin information | ✓ | | |
| Update your veteran's preference | ✓ | | |
| Update your phone numbers and email addresses for work and home | ✓ | | |
| View information about your benefits | ✓ | ✓ | |
| View leave balances | ✓ | ✓ | |
| View your current and previous compensation | ✓ | ✓ | |
| View your current and previous performance ratings | ✓ | | |
| View your employment information (e.g., last within-grade increase, target grade for your position) | ✓ | ✓ | |
| View your most recent or a previous Statement of Earnings and Leave (SEL) and W-2 | | ✓ | |
| View your current Benefits Statement | | ✓ | |
| View your performance bonuses received | ✓ | | |