# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

For: FFAS Employees

# **Employee Personal Page (EPP) Password Required for Time and Attendance (T&A) Reporting Through Star 5.0**

Approved by: Deputy Administrator, Management

# John Will

# 1 Overview

# A Background

Star 5.0:

- is a web-based T&A reporting application designed, developed, and maintained by NFC
- is used to prepare, print, and transmit T&A reports to NFC for processing
- is a real-time web-based application that allows accounting information to be validated through the Management Account Structure Codes System as each line of data is entered on the T&A to help eliminate errors and avoid correcting T&A's
- allows for both timekeepers and/or the employees to enter T&A data on a daily basis throughout the pay period.

Note: Employee entry is done through the Time Manager option of NFC's EPP.

#### **B** Purpose

This notice:

- provides a brief overview of Star 5.0
- announces that all FFAS employees will record their T&A through EPP's Time Manager, after training in 2007
- requires all employees to obtain a valid EPP password by COB December 29, 2006.

Disposal Date	Distribution
November 1, 2007	All FAS, FSA, and RMA employees; State Offices
	relay to County Offices

# 1 **Overview (Continued)**

# **C** Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

# **D** Contacts

The following table provides contacts if there are questions about this notice.

Employee Location	Contact
• FAS, FSA, and RMA National	For:
Office	
	• Star 5.0 issues, contact either of the following:
RMA Regional and Compliance	
Offices	• Linda Watkins at 202-401-0688
	• Susan Brown at 202-401-0066
FAS Overseas	
	• EPP password issues, contact Lisa Gressen at
FSA Administrative Office	202-401-0654.
Kansas City FSA Complex	For Star 5.0 or EPP password issues, contact either
RMA Kansas City Offices	of the following:
• St. Louis Office	
	• Patty Gepford at 816-926-6259
	• Anne Wheeler at 816-926-6184.
State or County Offices	For Star 5.0 or EPP password issues, contact
	State Office, Administrative Office.

# 2 EPP

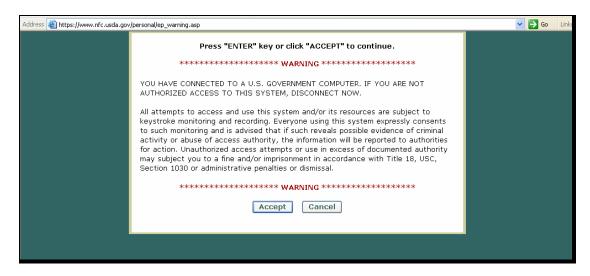
#### A Connecting to NFC's EPP

Employees can access EPP from either of the following:

- NFC's Home Page at <a href="http://www.nfc.usda.gov">http://www.nfc.usda.gov</a>:
  - under the Application Launchpad, CLICK "My EPP"

	×
NEW Providers of financial service To learn more, click he	es for USDA
USDA/NFC selects Denver for new Information Technology Site location. To view press release, click here.	FY 2006 Assurance Statement Issued. To view the statement, click here,
Investing in Your Human Capital To find-out more about our HR offenngs, click here.	For information on NFC's Continuity of Operations Plan, click <u>here</u> .
Presentations	Application Launchpad Select an Application
» September 13-14, 2006, Washington, D.C. <u>Time Inquiry System (TINO) Training</u>	Employee Personal Page USDA Special Page Special Billing System for Time & Attendance Reporting

• at EPP warning screen, CLICK "Accept"



# 2 EPP (Continued)

#### A Connecting to NFC's EPP (Continued)

- HRD's Home Page at http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=landing&topic=landing
  - CLICK "Web Applications" on the information bar

http://www.fsa.usda.gov/FSA/hrdapp?area=ho	me&subject=landing&topic=landing	× [
USDA United States Departme	EEAC	HUMAN RESOURCES
in Thisse	Home About HR Careers HR Offices Web Applicatio	ns Forms Help Contact Us
	Home About HA Careers HA Offices Web Applicatio	
Search FSA	You are here: HR Home	
Go	About Us	Media Help
FSA HRD • Advanced Search • Search Tips	The Farm and Foreign Agricultural Services (FFAS) mission area of the United States Department of Agriculture is made up of three agencies. Those agencies include the Farm Service Agency, the Foreign Agricultural Service and the Risk Management Agency. Human resources for the FFAS mission	
Browse by Subject  Employee Benefits	area are provided by the Human Resource Division of the Farm Service Agency.	Player installed on your computer.

- under Web Applications, CLICK "Employee Personal Page"
- at EPP warning screen, CLICK "Accept".



# 2 EPP (Continued)

## **B** EPP Passwords

The following table provides employee instructions about EPP passwords. All employees payrolled through NFC are eligible to use EPP and are issued a PIN.

IF the employee	THEN
is currently using EPP	continue using the current password.
has never accessed EPP	see subparagraph C.
• has lost his/her password	see subparagraph D.
• has forgotten his/her password	
is new	no action is required. New employees automatically
	receive a password from NFC.

Note: Employees:

- on their 1st EPP access must change the NFC-assigned password
- are encouraged to periodically change EPP password to insure confidentiality.

# C Access Using USDA eAuthentication Credential

EPP has recently been modified to allow access using the employee's eAuthentication credential. Employees **must** already have a valid EPP password to synchronize passwords.

Employees who want to use their eAuthentication credential to access EPP should CLICK "eAuth Login" from the EPP Welcome Page and enter their eAuthentication ID and password.

Address 🕘 https://www.nfc.usda.gov/personal/index2.asp		Go Links »
Employee Personal Page		
News & Announcements	Returning User?	New User?
Employee Personal Page <b>Time Manager</b> is now available. Time Manager features include tools for entering your time and attendance information (if your agency chooses to participate via STAR Web 5.0) and a Leave Calculator. Click on the new "Time Manager' tab when you log in and then click the "Help" link for more info." <b>USDA eAuth Integration</b> USDA eAuthentication (eAuth) is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet.	Social Security No. Password Log in Forgot Your Password?	With the <b>Employee Personal Page</b> (EPP) you can view your payroll, leave, travel, health and life insurance; savings bond, and other personal information, read news items from your agency or NFC, and link to your favorite sites. The <b>Self-Service</b> option is available for employees whose agency has elected to offer this option. You can change your Residence Address, Federal and State Tax withholding, Financial Allotments, and Direct Deposit information.
In support of the USDA eAuthentication (eAuth) process, NFC Web appplications are being integrated with this USDA eAuth system. eAuth accounts currently are for USDA employees only. <u>Click here</u> to learn more about USDA eAuthentication (eAuth). If you are having trouble with the eAuthentication system, the ITS Service Desk is available to provide assistance related to passwords and the account creation process. Contact the ITS Service Desk via email at eAuthHelpDesk@usda.gov or call 800-457- 3642.	NEWI Attention USDA Users NEWI The Employee Personal Page has been modified to use <u>USDA eAuthentication (eAuth</u> ). If you are an eAuth user and wish to log into the EPP with your eAuth redential dick the "AAuth Login" button below. Non eAuth users can log into the EPP as usual by entering your user id and password in the login form above. <u>eAuth Login</u>	<u>See A Sample</u> Sign Up
Add this page to your favorites		
Browser: MS Internet Explorer 6.0		

# 2 EPP (Continued)

# C Access Using USDA eAuthentication Credential (Continued)

To synchronize the eAuthentication credential with the employee's EPP password, the employee will be asked to log into EPP using their EPP password. Once the synchronization is successful, the employee will **not** be prompted for their EPP password again.

Address 🕘 https://www.nfc.usda.gov/personal2/index2.asp?from=errck01&SyncEAuthEppAccounts=Y		Go Links *
Employee Personal Page		4
News & Announcements	Synchronize Your Accounts	New User?
Employee Personal Page Time Manager is now available. Time Manager features include tools for entering your time and attendance information (if your agency chooses to participate via STAR Web 5.0) and a Leave Calculator. Click on the new "Time Manager" tab when you log in and then dick the "Help" link for more info." <b>USDA eAuth Integration</b> USDA eAuthentication (eAuth) is the system used by USDA agencies to enable customers to obtain accounts that vill allow them to access USDA Web applications and services via the Internet. In support of the USDA eAuthentication (eAuth) process, NFC Web applications are being integrated with this USDA eAuth system. <b>eAuth accounts currently are for USDA employees only.</b> <b>Click here</b> to learn more about USDA eAuthentication (eAuth). If you are having touble with the eAuthentication system, the ITS Service Desk is available to provide assistance related to passwords and the account creation process. Contact the ITS Service Desk via email at eAuthHelpDesk@usda.gov or call 800-457- 3642.	Social Security No. Password Log in Errort Your Password? Construction of the second seco	With the Employee Personal Page (EPP) you can view your payroll, leave, travel, health and life insurance, savings bond, and other personal other of the toy our favorite sites. The Self-Service option is available for employees your Residence Address, Federal and State Tax withholding, Financial Allotments, and Direct Deposit information. See A Sample Sign Up

#### **D** Lost or Forgotten Passwords

New passwords can be requested online. To request a new password, from the main EPP screen, user should enter their Social Security number, CLICK "Forgot Your Password?", and click either of the following:

• "Request Password by Mail" and a new password will be mailed to the address of record

**Note:** New passwords should be received within 7 to 10 workdays. EPP **cannot** be accessed until the new password is received.

• "Request Password by E-Mail" to receive a new password by e-mail.

**Note:** To receive a new password by e-mail, a valid e-mail address **must** have been stored in EPP preferences. The new password will be e-mailed after the verification process is completed, usually by the next workday.

#### E Time Manager

FFAS employees will begin using Star 5.0 Time Manager during 2007. Training will be provided to all timekeepers and employees. Instructions on using Time Manager and more information on Star 5.0 will be issued under a future notice.