UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
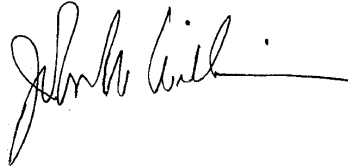Washington, DC 20250

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

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 Office
 	
• RMA Regional and Compliance Offices
 	
• FAS Overseas
 	
• FSA Administrative Office
	For:
	
	• Star 5.0 issues, contact either of the following:
	
	   • Linda Watkins at 202-401-0688
	   • Susan Brown at 202-401-0066
	
	• EPP password issues, contact Lisa Gressen at 202-401-0654.

• Kansas City FSA Complex • RMA Kansas City Offices • St. Louis Office	For Star 5.0 or EPP password issues, contact either of the following: • 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 **http://www.nfc.usda.gov**:

    - under the Application Launchpad, CLICK "My EPP"

    - 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

  - under Web Applications, CLICK "Employee Personal Page"

  - at EPP warning screen, CLICK "Accept".
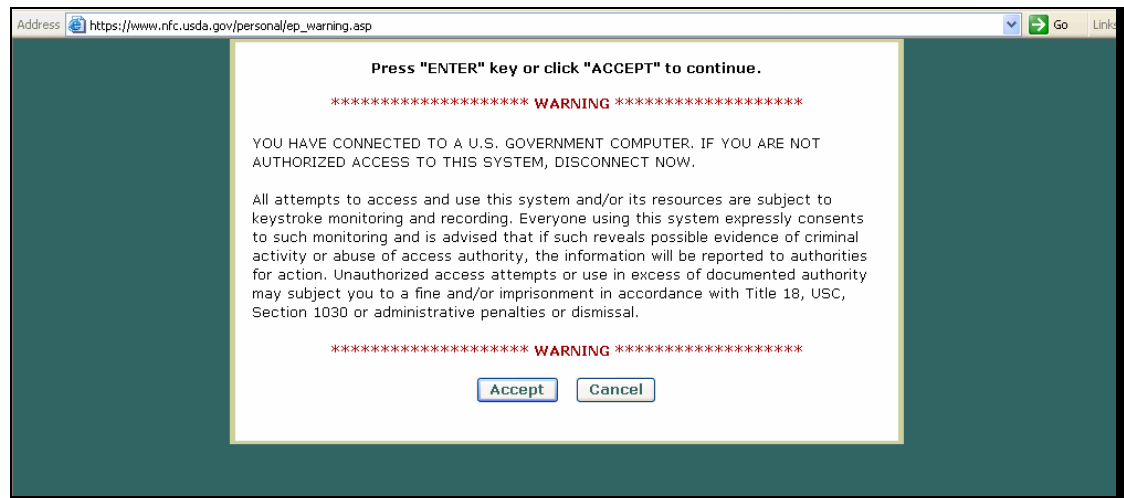
2   EPP (Continued)

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 • has forgotten his/her password	see subparagraph D.
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.

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.
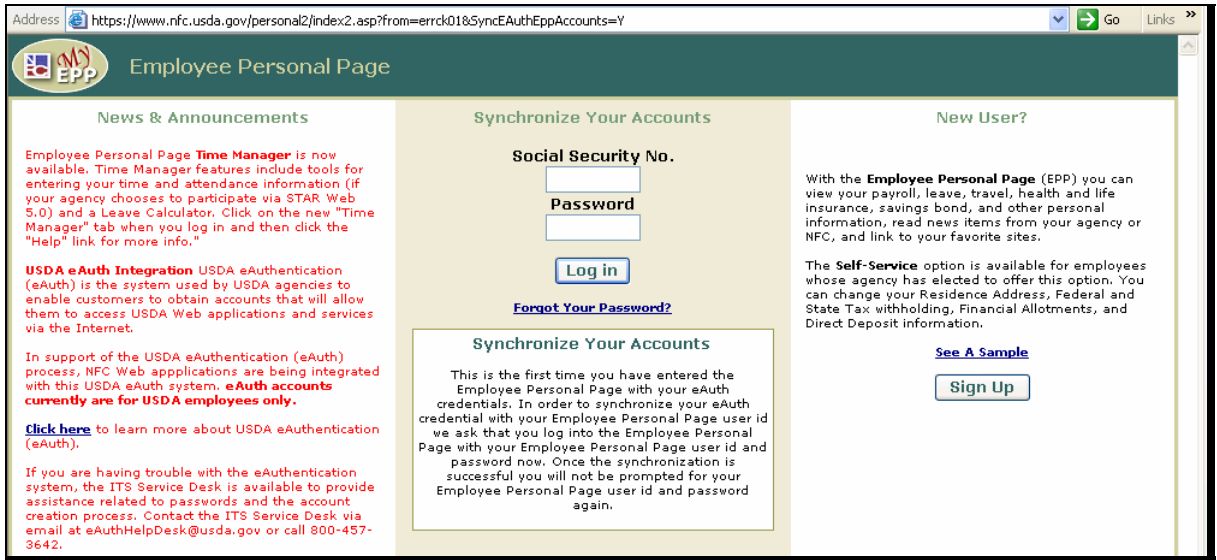
D Lost or Forgotten Passwords

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.