

# Directive

MRP 4501.1

12/4/07

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## ELECTRONIC STATEMENT OF EARNINGS AND LEAVE (SEL)

### 1. PURPOSE

This Directive establishes Marketing and Regulatory Programs (MRP) policy on electronic statement of earnings and leave (SEL).

### 2. AUTHORITIES

- a. USDA Memorandum, Electronic Statement of Earnings and Leave Memo, dated February 20, 2007.
- b. National Finance Center (NFC) Bulletin 07-8, Electronic Statement of Earnings and leave and Print Waiver Submission Instructions, dated April 11, 2007.
- c. USDA Memorandum, "Paperless" Statements of Earnings and Leave, dated April 19, 2007.

### 3. BACKGROUND

By memorandum dated February 20, 2007, the USDA decided to eliminate the printed and mailed SEL to reduce payroll expenses. The SEL is available to all employees via the Employee Personal Page (EPP) on NFC's website. Members of the Senior Executive Service stopped receiving mailed SELs beginning pay period 8 (April 15, 2007). The remainder of employees will receive advance notice of the actual implementation date in the mailed SEL.

### 4. POLICY

It is MRP policy that:

- a. SELs will be accessed electronically by employees using the EPP.
- b. Employees who do not have regular access to a computer with internet capability at their worksite may request a waiver using MRP Form 350, Statement of Earnings and Leave (SEL) Waiver Request Form (or Cancellation), see Attachment 1.

- c. Waivers must be submitted and approved at least a full pay period before the pay period to be implemented to allow time for processing.
- d. Only employees who are granted a waiver will receive mailed SELs.
- e. Employees with waivers are responsible for advising their Servicing Personnel Office (SPO), in writing, of a future choice to receive their SEL electronically.
- f. Employees' waivers will be rescinded if their situation changes (e.g., due to transfer, reassignment) giving them regular access to a computer with internet capability at their worksite.
- g. New employees will receive information on the paperless SEL and the EPP during the orientation process. Within 5 business days after the appointment personnel action is processed, NFC will send new employees an EPP password and access instructions. The password will be used until receipt of e-Authentication credentials.
- h. New employees wanting waivers must use the waiver process found in Human Resources Desk Guide (HRDG) Subchapter 4501, Electronic Statement of Earnings and Leave.
- i. Managers and employees in programs with recognized bargaining units are advised to refer to appropriate negotiated agreements to determine how this Directive is implemented for bargaining unit members.

## **5. OPERATING GUIDELINES**

Operating guidelines may be found in the HRDG Subchapter 4501, Electronic Statement of Earnings and Leave.

This Directive and the HRDG Subchapter is available on the MRP Human Resources Division (MRPHRD) home page at <http://www.aphis.usda.gov/mrpbs/hr/index.shtml>, the APHIS website at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library) and on the AMS Administrative Issuances home page at: [www.ams.usda.gov/issuances](http://www.ams.usda.gov/issuances)

## **6. INQUIRIES**

General inquiries on procedural matters must be directed to the Servicing Personnel Office. Requests for policy interpretations for complex issues may be referred to the Pay, Leave and Tours of Duty Specialist, Employment, Classification, and Compensation Policy Branch, MRPHRD.

William J. Hudnall  
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Attachment

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