

Review Your Statement of Earnings and Leave!

Every pay period, the National Finance Center (NFC) produces a valuable document for you – your Statement of Earnings and Leave. It shows your salary and leave information for the pay period, including your gross pay, all deductions withheld, and current and projected leave balances.

Your Statements of Earnings and Leave are available electronically on your Employee Personal Page, on NFC's secure website, where you can view and print your statements, and use the system's other features to make changes to your pay, such as your tax withholdings, financial allotments, Thrift Savings Plan contribution amount, savings bonds, etc.

NEW EMPLOYEES will receive access information directly from the National Finance Center, shortly after the first payroll cycle. Once you have the access information, go to <https://www.nfc.usda.gov/> and click on the "My EPP" icon. If you do not have access to a computer with Internet capability, you may request to have your Statements of Earnings and Leave mailed to your home address. Instructions for preparing and submitting such requests can be found in MRP Directive 4501.1 at http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4501/4501toc.shtml

You are responsible for reviewing your Statement of Earnings and Leave for accuracy each pay period and to promptly report any errors to your servicing personnel office. If errors are reported quickly, it is relatively easy to correct them. If the error continues for an extended period of time, the effect could be financially disastrous to you, as you are required to pay for benefits that were elected but not properly deducted.

It is important that you take a few minutes to review your Statement of Earnings and Leave each pay period to be sure that the deductions made from your salary payment are accurate, especially if you have recently made a change which would affect your pay, such as:

- Health Benefits election
- Life Insurance election
- Thrift Savings Plan contribution
- Federal and State Income Tax Withholding
- Savings bond election or change
- Charitable contributions
- Deposits to financial institutions
- Union or other association/membership dues
- TSP Loan repayments
- Federal Long Term Care insurance premiums
- Flexible Spending Account Deductions
- Federal Dental and/or Vision Insurance premiums

In addition to the above, your Statement will show required deductions for:

- Retirement coverage, if you are eligible (CSRS, CSRS Offset, or FERS)
- Social Security (FICA), if you are covered by CSRS Offset or FERS, or if you are not eligible for other retirement coverage
- Medicare Tax

Please review your Statement of Earnings and Leave every pay period. If you have any questions after reviewing your statement, please do not hesitate to call Human Resources Operations (HRO) at 612-336-3281, so that your questions can be directed to the appropriate staff member.