HRDG 4501 - Electronic Statement of Earnings and Leave (SEL) - Section B

Last Modified:

Subchapter 4501
Electronic Statement of Earnings and Leave (SEL)
Section B – General Information

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Electronic SELs	The SEL will be available electronically through the EPP system. Employees will receive advance notice of the actual implementation date in the mailed SEL.
New Employees	New employees will receive information on the electronic SEL and the EPP during the orientation process. Within five (5) business days after the employee's 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.
Waivers	If you do not have regular access to a computer with internet capability at your worksite you may request a waiver. This is the only reason a waiver will be approved. Use **MRP Form 350** (91.21 KB), Statement of Earnings and Leave (SEL) Waiver Request Form. Waivers must be submitted and approved at least a full pay period before the pay period to be implemented to allow time for processing.
What do I do with the form once I complete it?	Give the form to your supervisor. He or she will approve or disapprove your request. Your supervisor will submit approved forms to the SPO for processing.
If I move, will my waiver still be valid?	Yes, your waiver will still be valid. However, you are responsible for advising the SPO, in writing, of any address changes.
Will I be charged a fee for receiving a mailed SEL?	No. There will not be a fee assessed if you are approved a waiver. You will continue to receive your SEL via the U.S. Postal Service.
What if I change my mind and want an electronic SEL?	At a later date, if you want to receive your SEL electronically, you must advise the SPO, in writing, of your choice.

I have an approved waiver but my work situation changed giving me internet capability.	If	Then	And he or she	And you
	Your work situation changes, e.g., due to a transfer, reassignment, and you get internet access,	Your current supervisor must rescind your waiver	Must notify the SPO.	Must obtain an EPP password. See **Section C** of this subchapter.

May new employees request waivers?	Yes, new employees may request a waiver using the process below and **MRP Form 350** (91.21 KB)**.**

	Step	Who	Does What	Notes
Waiver Request Process	1	Employee	Completes the waiver request form and submits it to his / her supervisor for approval.	Waiver requests must be submitted to the SPO at least a full pay period before the pay period to be implemented to allow time for processing at the SPO and NFC. Requests may only be approved if the employee does not have ready access to a computer with internet access at his or her worksite.
	2	Supervisor	• Reviews the request and approves or denies it using MRP Form 350. • Provides the employee with a copy of the approval/denial. • Sends a copy of the approval to the SPO.	If an employee's situation changes and he or she submits a written request to receive an electronic SEL, submit the request to the SPO. Waivers must be submitted to the SPO at least a full pay period before the pay period to be implemented to allow time for processing at the SPO and NFC.
	3	SPO	Enters approved waivers into the NFC personnel/payroll system.	
	4	NFC	Processes the waiver after it is entered into	Upon receipt of the DOTSE notification from the SPO, NFC will process the approval

What if I retire or resign?	If you retire, resign, or otherwise separate from USDA, you will keep your EPP access for 90 calendar days from the date of separation. This will allow you sufficient time to print off your final SEL.

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