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

Last Modified:

Subchapter 4501
Electronic Statement of Earnings and Leave (SEL)
Section A - Responsibilities

- Employees
- Supervisors
- Servicing Personnel Office (SPO)
- Human Resources (HR) Employment, Classification, and Compensation Policy Branch (ECCPB)

Back to 4501 Table of Contents

Employees	Employees are responsible for: • Becoming familiar with and using the EPP; • Reviewing the SEL each pay period and reporting errors to the servicing HR Processing Assistant; • Obtaining an EPP password; and, • Advising the SPO of an address change.

Supervisors	Supervisors are responsible for: • Advising employees who do not have Internet access at their worksite about the waiver process; • Approving or disapproving waiver requests; and, • Forwarding approved waivers to the SPO.
SPO	The SPO is responsible for: • Advising existing and new employees of the need to use the electronic SEL; • Providing advice and guidance on the electronic SEL; and, • Ensuring waiver request forms are properly completed and signed before inputting waiver form information into the system in order for the NFC to process waivers.
ECCPB	ECCPB is responsible for reviewing and updating policy.

Return to 4501 Table of Contents

Print