



# Locating Your Information in HR Links and Other HR Systems

You can find HR-related information in HR Links and other HR systems.

<u><a href="#">HR Links</a></u>	<u><a href="#">Employee Express</a></u>	<u><a href="#">Electronic Official Personnel Folder (eOPF)</a></u>
<ul style="list-style-type: none"><li>• <a href="#">Award Preference (time off or monetary)</a></li><li>• <a href="#">Background investigation</a></li><li>• <a href="#">Benefits information</a></li><li>• <a href="#">Disability status</a></li><li>• <a href="#">Emergency contacts</a></li><li>• <a href="#">Ethnicity</a></li><li>• <a href="#">Home and Mailing Address</a></li><li>• <a href="#">Leave balances</a></li><li>• <a href="#">Name</a></li><li>• <a href="#">Personnel Actions, Position Information, and Pay Information</a></li><li>• <a href="#">Phone Numbers (Business &amp; Personal)</a></li></ul>	<ul style="list-style-type: none"><li>• Direct Deposit (EFT) and financial allotment information</li><li>• Federal and State tax withholding amounts</li><li>• Leave Category (how much annual leave you earn per pay period)</li><li>• Pay</li></ul>	<ul style="list-style-type: none"><li>• Beneficiary forms (life insurance, TSP and retirement)</li><li>• Documentation of military service</li><li>• Insurance election forms (health and life)</li><li>• Performance appraisals</li><li>• Standard Form 50s (SF-50s)</li><li>• More!</li></ul>

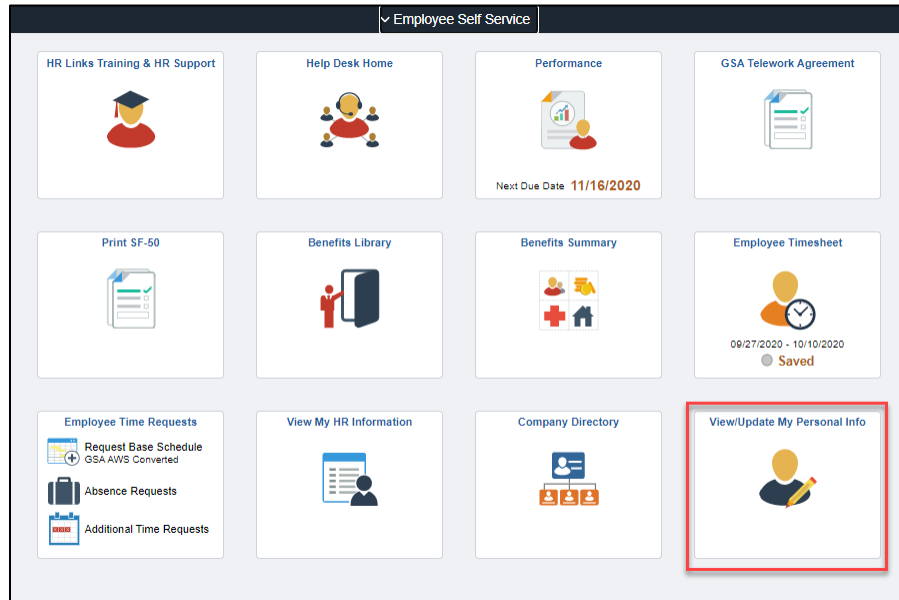
## Need more help?

- View our user guides and training videos on the [GSA Corporate Apps site](#), or
- Contact your [servicing human resources office](#).

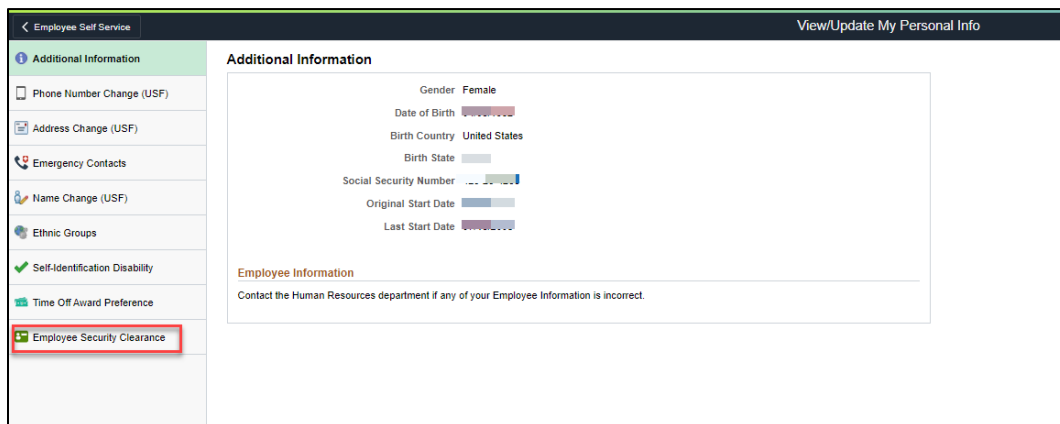


## View your background investigation level

1. From the HR Links homepage, select the **View/Update My Personal Info** Tile.



2. From the **View/Update My Personal Info** page, select **Employee Security Clearance**.



3. You'll see information about your investigation.





## View benefits information

1. From the HR Links homepage, click the **Benefits Summary** tile.



You'll see a summary of your benefits, including your Federal Employees Health Benefits (FEHB) plan, Federal Employees Group Life Insurance (FEGLI) election, retirement plan, and Thrift Savings Plan (TSP) contributions.








### Benefits Summary



View a summary of your current benefits coverage


To view your benefits as of another date, enter the date and select Go.

11/07/2019

FEHB					
 <small>FEHB</small>	<table><thead><tr><th>SELECTED PLAN DESCRIPTION</th><th>COVERAGE DESCRIPTION</th></tr></thead><tbody><tr><td>BCBS Service Benefit Plan Basic</td><td>Self Only 111</td></tr></tbody></table>	SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION	BCBS Service Benefit Plan Basic	Self Only 111
SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION				
BCBS Service Benefit Plan Basic	Self Only 111				

FEGLI					
 <small>Basic Life</small>	<table><thead><tr><th>SELECTED PLAN DESCRIPTION</th><th>COVERAGE DESCRIPTION</th></tr></thead><tbody><tr><td>Basic Life</td><td>Salary X 1 + \$2000</td></tr></tbody></table>	SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION	Basic Life	Salary X 1 + \$2000
SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION				
Basic Life	Salary X 1 + \$2000				
 <small>Option A - Standard</small>	<table><thead><tr><th>SELECTED PLAN DESCRIPTION</th><th>COVERAGE DESCRIPTION</th></tr></thead><tbody><tr><td>Option A - Standard</td><td>\$10,000</td></tr></tbody></table>	SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION	Option A - Standard	\$10,000
SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION				
Option A - Standard	\$10,000				
 <small>Option B - Additional</small>	<table><thead><tr><th>SELECTED PLAN DESCRIPTION</th><th>COVERAGE DESCRIPTION</th></tr></thead><tbody><tr><td>Option B Additional - 5X</td><td>Salary X 5</td></tr></tbody></table>	SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION	Option B Additional - 5X	Salary X 5
SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION				
Option B Additional - 5X	Salary X 5				
 <small>Option C - Family</small>	<table><thead><tr><th>SELECTED PLAN DESCRIPTION</th><th>COVERAGE DESCRIPTION</th></tr></thead><tbody><tr><td>Option C Family - 5X</td><td>Enrolled</td></tr></tbody></table>	SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION	Option C Family - 5X	Enrolled
SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION				
Option C Family - 5X	Enrolled				

TSP					
 <small>TSP Traditional</small>	<table><thead><tr><th>SELECTED PLAN DESCRIPTION</th><th>CURRENT CONTRIBUTION</th></tr></thead><tbody><tr><td>TSP Traditional</td><td>Currently Not Contributing</td></tr></tbody></table>	SELECTED PLAN DESCRIPTION	CURRENT CONTRIBUTION	TSP Traditional	Currently Not Contributing
SELECTED PLAN DESCRIPTION	CURRENT CONTRIBUTION				
TSP Traditional	Currently Not Contributing				
 <small>TSP Roth</small>	<table><thead><tr><th>SELECTED PLAN DESCRIPTION</th><th>CURRENT CONTRIBUTION</th></tr></thead><tbody><tr><td>TSP Roth</td><td>\$731 After Tax</td></tr></tbody></table>	SELECTED PLAN DESCRIPTION	CURRENT CONTRIBUTION	TSP Roth	\$731 After Tax
SELECTED PLAN DESCRIPTION	CURRENT CONTRIBUTION				
TSP Roth	\$731 After Tax				













Retirement			
 <small>Retirement</small>	<table><thead><tr><th>SELECTED PLAN DESCRIPTION</th></tr></thead><tbody><tr><td>FERS and FICA</td></tr></tbody></table>	SELECTED PLAN DESCRIPTION	FERS and FICA
SELECTED PLAN DESCRIPTION			
FERS and FICA			

For more information about your benefits, visit the [benefits page on InSite](#). If you have any questions, please contact your [Benefits and Retirement Specialist](#).

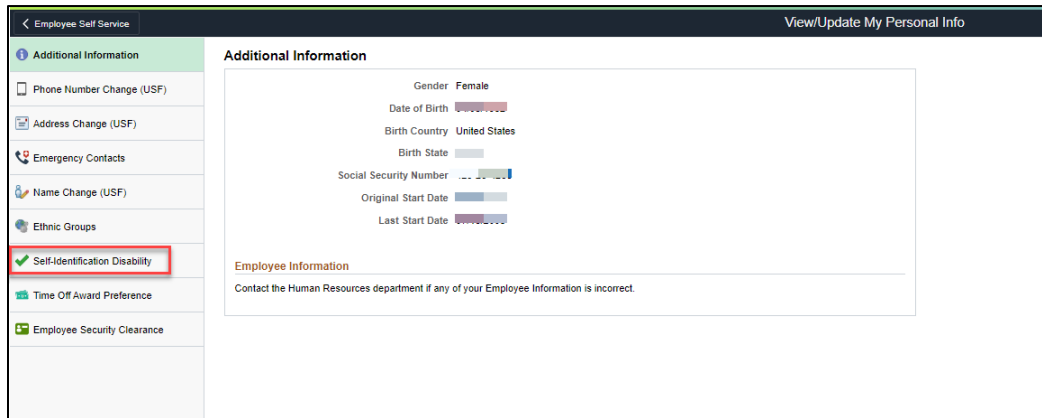
## View your disability status

1. From the HR Links homepage, select the **View/Update My Personal Info** tile.

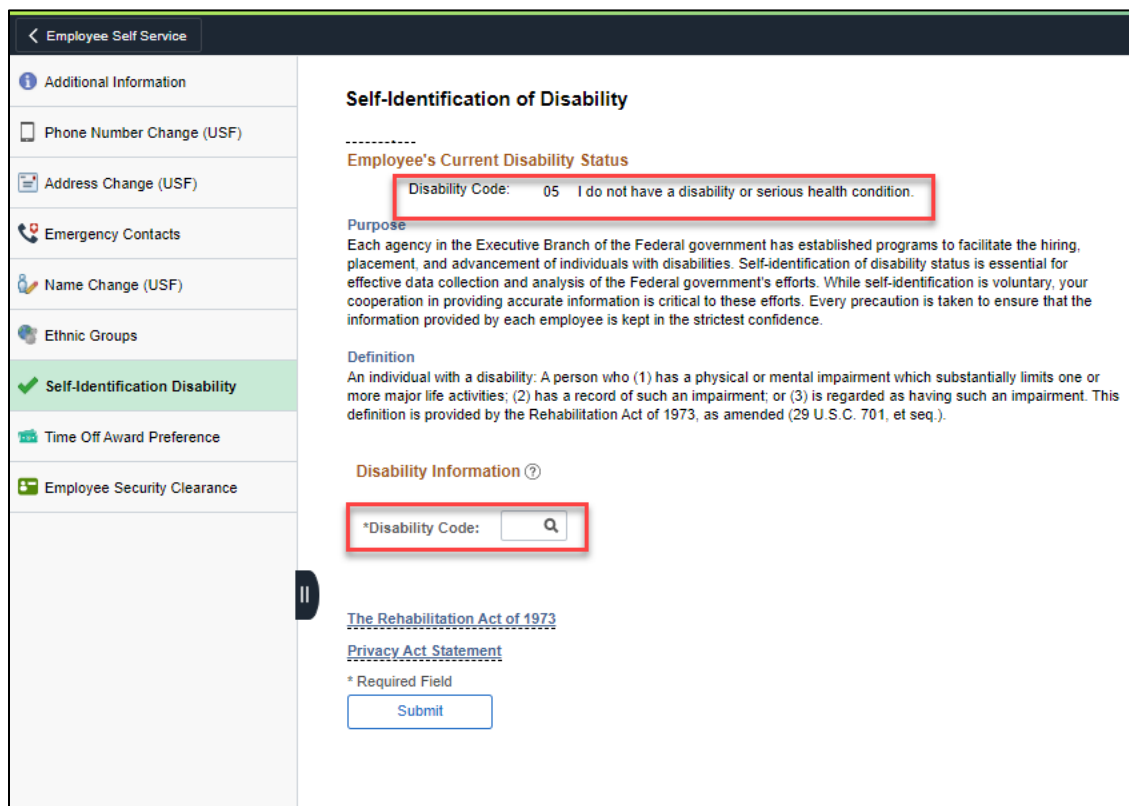
Employee Self Service

 HR Links Training & HR Support	 Help Desk Home	 Performance Next Due Date 11/16/2020	 GSA Telework Agreement
 Print SF-50	 Benefits Library	 Benefits Summary	 Employee Timesheet 06/27/2020 - 10/10/2020 Saved
 Employee Time Requests Request Base Schedule GSA AWS Covered Absence Requests Additional Time Requests	 View My HR Information	 Company Directory	 View/Update My Personal Info

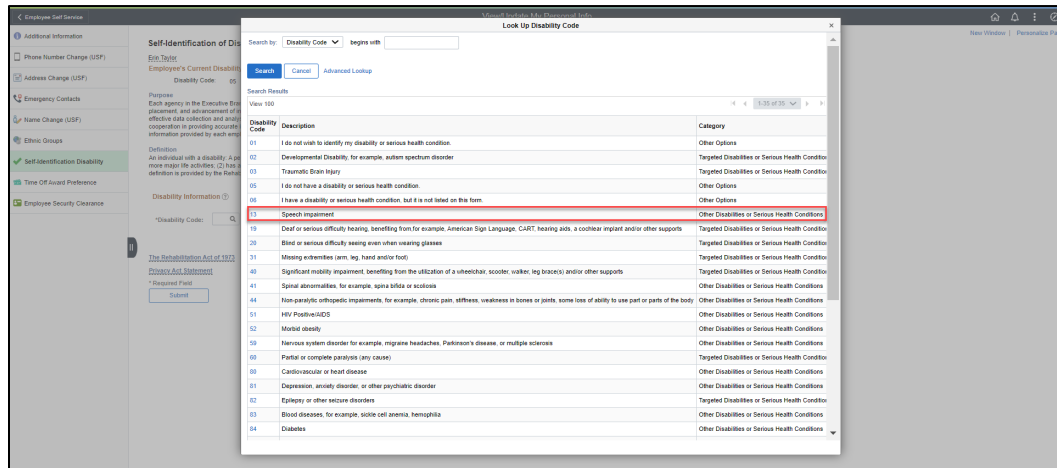
## 2. Select **Self Identification Disability**.



## 3. Your current disability status is shown at top of the screen. To update your disability status click on the magnifying glass to search for correct code.

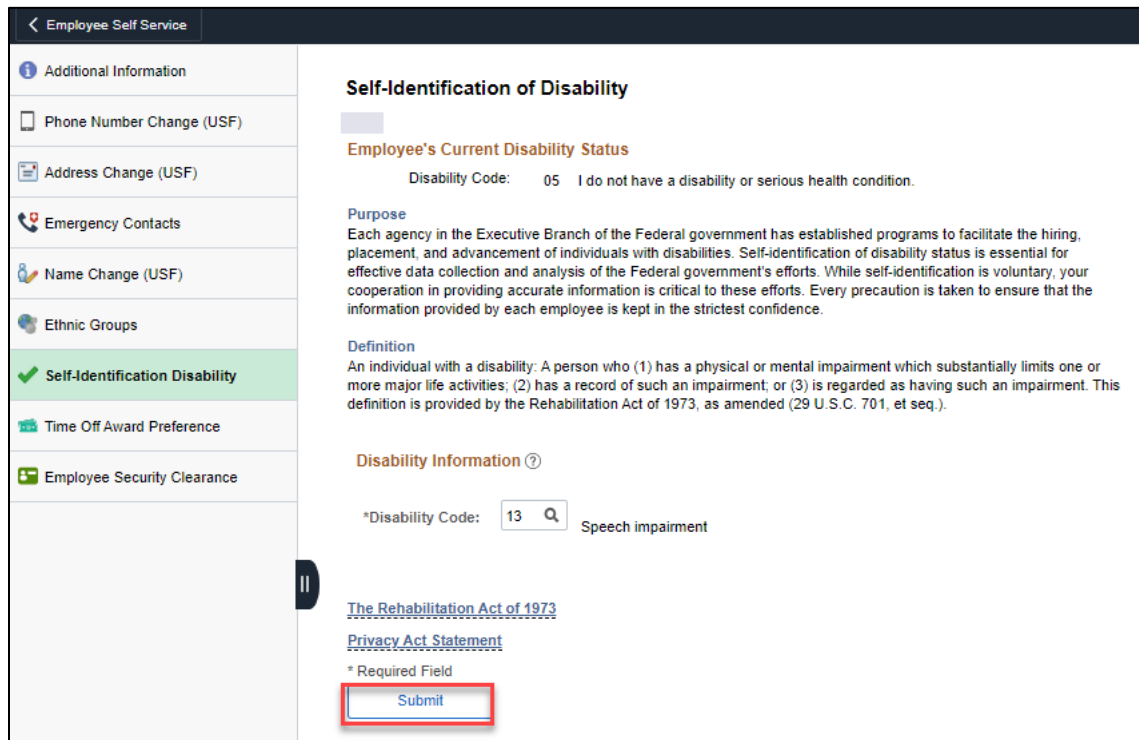


#### 4. Select the correct code.



Disability Code	Description	Category
01	I do not wish to identify my disability or serious health condition.	Other Options
02	Developmental Disability, for example, autism spectrum disorder	Targeted Disabilities or Serious Health Condition
03	Traumatic Brain Injury	Targeted Disabilities or Serious Health Condition
05	I do not have a disability or serious health condition.	Other Options
06	I have a disability or serious health condition, but it is not listed on this form.	Other Options
13	Speech impairment	Other Disabilities or Serious Health Conditions
19	Deaf or serious difficulty hearing, benefiting from, for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports	Targeted Disabilities or Serious Health Condition
20	Blind or serious difficulty seeing even when wearing glasses	Targeted Disabilities or Serious Health Condition
21	Missing extremities (arm, leg, hand and/or foot)	Targeted Disabilities or Serious Health Condition
40	Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg braces) and/or other supports	Targeted Disabilities or Serious Health Condition
41	Spinal abnormalities, for example, spinal stenosis or scoliosis	Other Disabilities or Serious Health Conditions
44	Non-paralytic orthopedic impairments, for example, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body	Other Disabilities or Serious Health Conditions
51	HIV Positive/AIDS	Other Disabilities or Serious Health Conditions
52	Mental obesity	Other Disabilities or Serious Health Conditions
59	Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis	Other Disabilities or Serious Health Conditions
60	Partial or complete paralysis (any cause)	Targeted Disabilities or Serious Health Condition
69	Cardiovascular or heart disease	Other Disabilities or Serious Health Conditions
81	Depression, anxiety disorder, or other psychiatric disorder	Other Disabilities or Serious Health Conditions
82	Epilepsy or other seizure disorders	Targeted Disabilities or Serious Health Condition
93	Blood diseases, for example, sickle cell anemia, hemophilia	Other Disabilities or Serious Health Conditions
94	Diabetes	Other Disabilities or Serious Health Conditions

#### 5. Click Submit.



**Self-Identification of Disability**

**Employee's Current Disability Status**

Disability Code: 05 I do not have a disability or serious health condition.

**Purpose**  
Each agency in the Executive Branch of the Federal government has established programs to facilitate the hiring, placement, and advancement of individuals with disabilities. Self-identification of disability status is essential for effective data collection and analysis of the Federal government's efforts. While self-identification is voluntary, your cooperation in providing accurate information is critical to these efforts. Every precaution is taken to ensure that the information provided by each employee is kept in the strictest confidence.

**Definition**  
An individual with a disability: A person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.).

**Disability Information** ?

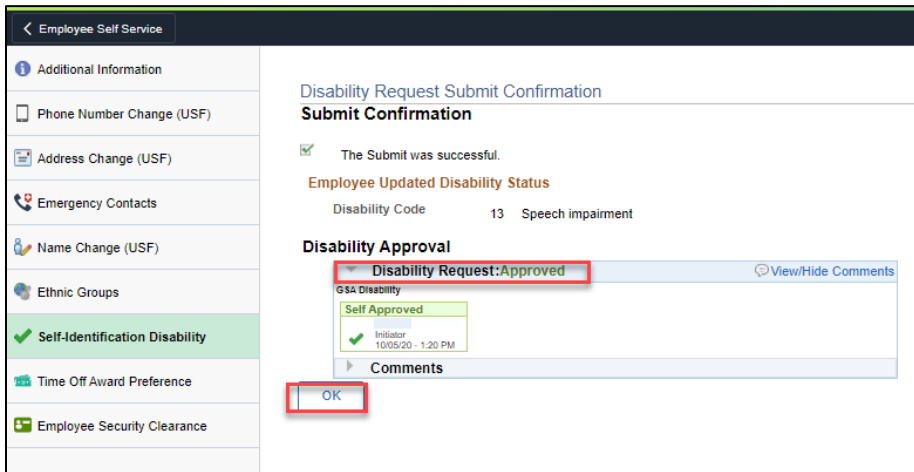
\*Disability Code: 13  Speech impairment

[The Rehabilitation Act of 1973](#)

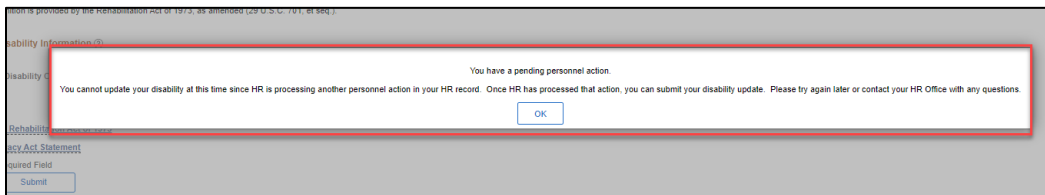
[Privacy Act Statement](#)

\* Required Field

#### 6. Your disability status change is now self-approved. Click Ok.

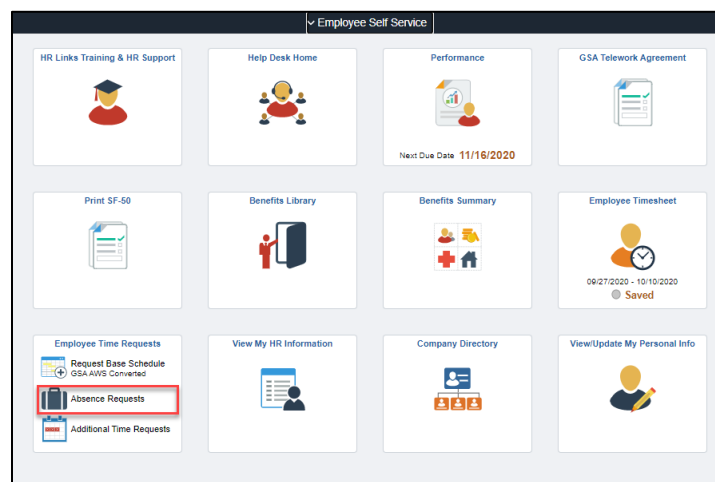


Note: If you have a pending personnel action in the HR Links system you will receive a message that you cannot update your disability status at this time.



## View your leave balances

1. From the HR Links homepage, select **Absence Requests** within Employee Time Request Tile.

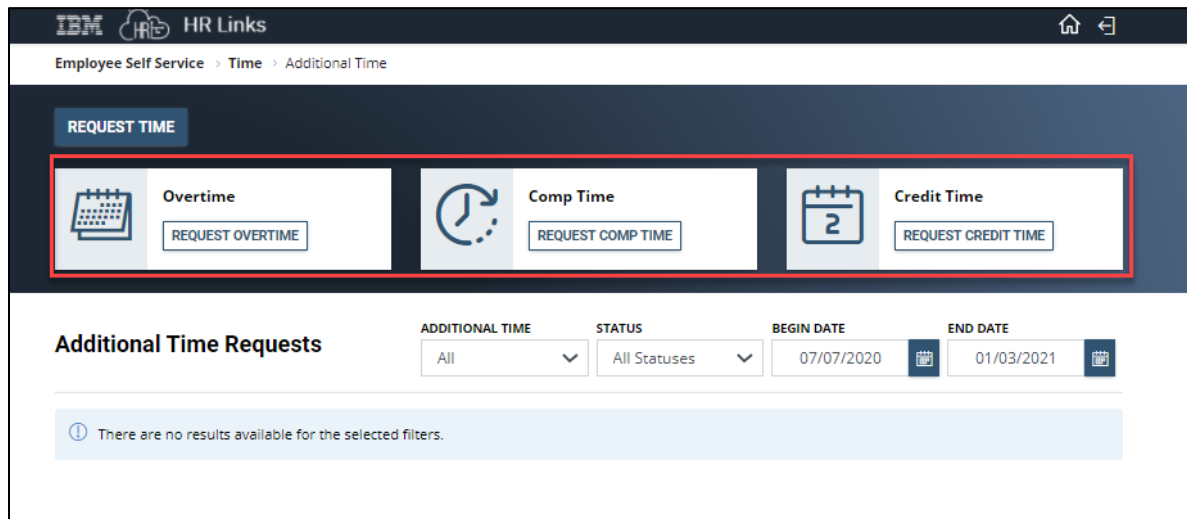




2. Absence Request page will display your **Annual, Sick and Award Leave Balances**. **Note:** Your **Use or Lose Balance** is displayed under your Annual Sick Leave.

3. To view additional balances such as: including Overtime; Comp Time and Credit time, Select **Additional Time Requests** within the Employee Time Requests.





## View Your Personnel Actions, Position Information, and Pay Information

1. From the HR Links homepage, select the **View My HR Information** tile.



You'll see your most recent personnel action. To view many personnel actions at once, click on the **Include History** button at the bottom right of the screen, and click **View All** from the Data Control bar.



**NOTE:** If the **Par Status** field displays anything other than **PRO** (processed) or **COR** (corrected), the action is still being worked by HR and is not yet final. Check back in a few days to view the final personnel action.

Here's what you can see on each tab:

Tab	Information You Can View
Data Control	Your last personnel action
Personal Data	Date of birth, address, phone, veterans information
Job Data	Title, series, grade, location, building you work in (city, state, & building name), Federal Employees Group Life Insurance (FEGLI) election, retirement plan
Position Data	Type of appointment, position occupied (competitive/excepted service), work schedule
Compensation Data	Step, base pay, locality pay
Employment Data 1	Service Computation Dates (SCDs) for leave, Reduction in Force (RIF) and retirement, date of last Within Grade Increase (WGI), Within Grade Increase due date
Employment Data 2	Bargaining Unit Status, probationary period dates

## Employee Express



1. Log onto [Employee Express](#). You'll see your Earnings and Leave Summary, along with your leave balances (the date indicates when your leave balances were last updated in Employee Express).

**New to GSA?** You will receive access to Employee Express approximately 5 weeks after your start date. You will receive a login ID and initial password via email from the U.S. Office of Personnel Management.

The screenshot shows the 'Employee Express' interface. On the left is a sidebar with a 'Home' button and two main sections: 'Payroll / Personnel' and 'Miscellaneous'. The 'Payroll / Personnel' section lists links like 'Combined Federal Campaign', 'Direct Deposit', 'Federal Tax', 'Financial Allotment', 'Health Savings Allotment', 'State Tax', 'W-2 Hard Copy On/Off', and '1095-C Hard Copy On/Off'. The 'Miscellaneous' section lists links like 'Change Login ID', 'Change Password', 'Change Security Questions', 'Earnings and Leave Summary', 'History Payroll / Personnel Actions', 'W-2', and '1095-C'. The main content area is titled 'Earnings and Leave Summary'. It contains a disclaimer about verifying the accuracy of the statement and a login timestamp: 'You last successfully logged into Employee Express on 2/13/2019 10:59 PM ET'. Below this is a large box containing fields for 'Gross Pay:', 'Net Pay:', 'Annual Balance:', 'Sick Balance:', and 'Comp Balance:'. Each field has a red box around it. A date stamp in the top right corner of this box reads 'Updated: Thursday, April 4, 2019'. At the bottom of the box is a link that says 'View your Earnings and Leave Statement'.

2. Select **View Your Earnings and Leave Statement**. Your annual leave category (leave accrual rate) can be found at the bottom of your Earnings and Leave Statement under the “Annual Leave” heading.

Employee Express is also used to:

- Change Federal or State Tax Withholding amounts (Note: if you move to a new state or locality area, contact [kc-payroll.finance@gsa.gov](mailto:kc-payroll.finance@gsa.gov) to file a new state or locality form.)
- Change Direct Deposit (EFT) and financial allotment information

**It is your responsibility to review your Earnings and Leave Statement for accuracy each pay period.**

## Your electronic Official Personnel Folder (eOPF)

Your eOPF contains official copies of your Standard Form 50s (SF-50s), as well as many of your other HR records, including:



- Beneficiary forms (life insurance, TSP and retirement)
- Documentation of military service
- Insurance election forms (health and life)
- Performance appraisals
- Standard Form 50s (SF-50s)
- More!

[Log on to eOPF](#) to view and print copies of these documents.

**New to GSA?** You will gain access to eOPF two full pay periods after your start date.