

Locating Your Information in HR Links and Other HR Systems

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

<u>HR Links</u>	Employee Express	Electronic Official Personnel Folder (eOPF)
 Award Preference (time off or monetary) Background investigation Benefits information Disability status Emergency contacts Ethnicity Home and Mailing Address Leave balances Name Personnel Actions, Position Information, and Pay Information Phone Numbers (Business & Personal) 	 Direct Deposit (EFT) and financial allotment information Federal and State tax withholding amounts Leave Category (how much annual leave you earn per pay period) Pay 	 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!

Need more help?

- View our user guides and training videos on the <u>GSA Corporate Apps site</u>, 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.

C Employee Self Service	View/Update My Personal Info
1 Additional Information	Additional Information
Phone Number Change (USF)	Gender Female Date of Birth
Address Change (USF)	Birth Country United States
Emergency Contacts	Birth State
Vame Change (USF)	Original Start Date
📲 Ethnic Groups	Last Start Date
Self-Identification Disability	Employee Information
Time Off Award Preference	Contact the Human Resources department if any of your Employee Information is incorrect.
Employee Security Clearance	

3. You'll see information about your investigation.

Favorites -	Main Menu	u	nal Information - Employ	vee Security Clear	ance			
IBM `	Fr si	hared Service						
Security Clear	rance							
			Empl ID					
					Personalize	Find View All	🖉 🛛 🔜 🛛 🖉	🕨 1 of 1 🛞 Last
Investigation Type	Investigation Code	Investigation Description	Investigating Agency	Investigation Closed Date	Investigation Status	Certification Date	Clearance Status	Reinvestigation Date
MBI	050	Moderate Risk	OPM	02/26/2016	Certification Granted	03/10/2016	Active	02/26/2021
Save 🔯	Return to Sea	arch 🔄 Notify						



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.



	efits Summary summary of your current ber	nefits coverage	
To view your be	nefits as of another date, enter the date and select Go. 11/07/2019	PRINT	
FEHB			
Г	SELECTED PLAN DESCRIPTION BCBS Service Benefit Plan Basic	COVERAGE DESCRIPTION Self Only 111	>
FEGLI			
Basic Life	SELECTED PLAN DESCRIPTION Basic Life	coverage description Salary X 1 + \$2000	
Option A - Standard	SELECTED PLAN DESCRIPTION Option A - Standard	COVERAGE DESCRIPTION \$10,000	
Option 8 - Additional	SELECTED PLAN DESCRIPTION Option B Additional - 5X	COVERAGE DESCRIPTION Salary X 5	
Option C ⁺ Ramity	SELECTED PLAN DESCRIPTION Option C Family - SX	COVENAGE DESCRIPTION Enrolled	
TSP			
TsP Traditional	SELECTED PLAN DESCRIPTION TSP Traditional	cument contribution Currently Not Contributing	>
TSP Reth	SELECTED PLAN DESCRIPTION TSP Roth	cument contribution \$731 After Tax	>
Retireme	nt		
Retrement	SELECTED PLAN DESCRIPTION FERS and FICA		

For more information about your benefits, visit the <u>benefits page on InSite</u>. If you have any questions, please contact your <u>Benefits and Retirement Specialist</u>.

View your disability status

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





2. Select Self Identification Disability.

C Employee Self Service	View/Update My Personal Info	
Additional Information	Additional Information	
Phone Number Change (USF)	Gender Female Date of Birth	
Address Change (USF)	Birth Country United States	
Contacts	Birth State	
🦫 Name Change (USF)	Original Start Date	
Ethnic Groups	Last Start Date	
 Self-Identification Disability 	Employee Information	
Time Off Award Preference	Contact the Human Resources department if any of your Employee Information is incorrect.	
Employee Security Clearance		

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.

Employee Self Service	
Additional Information	Self-Identification of Disability
Phone Number Change (USF)	
Address Change (USF)	Employee's Current Disability Status Disability Code: 05 I do not have a disability or serious health condition.
Contacts	Purpose Each agency in the Executive Branch of the Federal government has established programs to facilitate the hiring,
🧽 Name Change (USF)	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
Sthnic Groups	information provided by each employee is kept in the strictest confidence.
Self-Identification Disability	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
Time Off Award Preference	definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.).
Employee Security Clearance	Disability Information ⑦
	*Disability Code: Q
1	
	The Rehabilitation Act of 1973
	Privacy Act Statement
	* Required Field



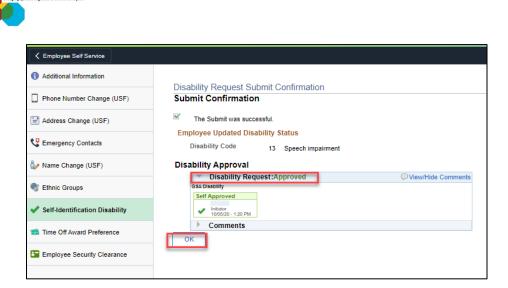
4. Select the correct code.

		_	Viewil Indate My Personal Info		
			Look Up Disability Code	×	New Window Pe
Additional Information	Self-Identification of Dis	Search by:	Disability Code 💙 begins with	<u>^</u>	
Phone Number Change (USF)	Erin Taylor				
Address Change (USF)	Employee's Current Disability Disability Code: 05	Search	Cancel Advanced Lookup		
Emergency Contacts	Purpose	Search Res	ults	I ← 1.35 ef 35 ♥ → →	
	Each agency in the Executive Bran placement, and advancement of in	View 100		14 4 1.35 of 35 ♥ → →1	
Vame Change (USF)	effective data collection and analy cooperation in providing accurate information provided by each empl	Disability Code	Description	Category	
Ethnic Groups	Definition	01	I do not wish to identify my disability or serious health condition.	Other Options	
Self-Identification Disability	An individual with a disability: A pe	02	Developmental Disability, for example, autism spectrum disorder	Targeted Disabilities or Serious Health Condition	
	more major life activities; (2) has a definition is provided by the Rehat	03	Traumatic Brain Injury	Targeted Disabilities or Serious Health Condition	
Time Off Award Preference		05	I do not have a disability or serious health condition.	Other Options	
Employee Security Clearance	Disability Information ①	05	I have a disability or serious health condition, but it is not listed on this form.	Other Options	
	"Disability Code: Q	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 coohear 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	
	The Rehabilitation Act of 1973	31	Missing extremities (arm, leg, hand and/or foot)	Targeted Disabilities or Serious Health Condition	
	Privacy Act. Statement	40	Significant mability impairment, benefiting from the utilization of a wheelchair, scooler, walker, leg brace(s) and/or other supports	Targeted Disabilities or Serious Health Condition	
	* Required Field	41	Spinal abnormalities, for example, spina bilida or scoliosis	Other Disabilities or Serious Health Conditions	
	Submit	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	Morbid 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	
		80	Cardiovascular or heart disease	Other Disabilities or Serious Health Conditions	
		81	Depression, arxiety disorder, or other psychiatric disorder	Other Disabilities or Serious Health Conditions	
		82	Epilepsy or other seizure disorders	Targeted Disabilities or Serious Health Condition	
		83	Blood diseases, for example, sickle cell anemia, hemophilia	Other Disabilities or Serious Health Conditions	
		84	Diabetes	Other Disabilities or Serious Health Conditions	

5. Click Submit.

K Employee Self Service	
Additional Information	Self-Identification of Disability
Phone Number Change (USF)	
Address Change (USF)	Employee's Current Disability Status Disability Code: 05 I do not have a disability or serious health condition.
C Emergency Contacts	Purpose Each agency in the Executive Branch of the Federal government has established programs to facilitate the hiring,
🧽 Name Change (USF)	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
🜒 Ethnic Groups	information provided by each employee is kept in the strictest confidence.
Self-Identification Disability	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.).
ime Off Award Preference	deminion is provided by the Renabilitation Act of 1975, as amended (29 0.5.0, 701, et seq.).
Employee Security Clearance	Disability Information ⑦
	*Disability Code: 13 Q Speech impairment
	The Rehabilitation Act of 1973 Privacy Act Statement * Required Field Submit

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.

sability In	formation (i)
Disability C	You have a pending personnel action. You cannot update your disability at this time since HR is processing another personnel action in your HR Office with any questions.
	Tou cannot update your disading at this since rive is processing another personnel action in your rive record. Unce rive has processed that action, you can submit your disading update. Hease by again later or contract your rive unit any questions.
Rehabilita	
acy Act St	
Submit	

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.

IBM (R Links					ଜ ∈
Employee Self Service \rightarrow Time \rightarrow Absence					
REQUEST ABSENCE					
Annual Leave Balance 252.5 Hours (84.5 Hours Use or Lose) REQUEST ANNUAL LEAVE			\$Y	Sick Leave Balance 362 Hours REQUEST SICK LEAVE	
① The current balance does not reflect requests tha	at have been process		/29/2020. STATUS	BEGIN DATE	END DATE
Absence Requests	All	~	All Statuses	✓ 07/07/2020	initial initial initi

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

✓ Employee Self Service						
HR Links Training & HR Support	Help Desk Home	Performance	GSA Telework Agreement			
2						
		Next Due Date 11/16/2020				
Print SF-50	Benefits Library	Benefits Summary	Employee Timesheet			
	ŕ	2 3 + A				
			09/27/2020 - 10/10/2020 Saved			
Employee Time Requests	View My HR Information	Company Directory	View/Update My Personal Info			
Request Base Schedule GSA AWS Converted		2=				
Absence Requests						
Additional Time Requests						



	רא פֿ
Employee Self Service > Time > Additional Time	
REQUEST TIME	
Overtime Comp Time REQUEST OVERTIME REQUEST COMP TIME	
Additional Time Requests All Values V	Ē
① There are no results available for the selected filters.	

View Your Personnel Actions, Position Information, and Pay Information

	✓ Employe	ee Self Service	
HR Links Training & HR Support	Help Desk Home	Performance	GSA Telework Agreement
		Next Due Date 11/16/2020	
Print SF-50	Benefits Library	Benefits Summary	Employee Timesheet
	Ý	24 🤜 🕂 🕂	
			09/27/2020 - 10/10/2020 Saved
Employee Time Requests	View My HR Information	Company Directory	View/Update My Personal Info
Request Base Schedule GSA AWS Converted			
Absence Requests			~
Additional Time Requests			

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.

Favorites Main Menu HR Processing USF						
IBM 👸 HR Shared Service						
Data Control Personal Data Job Data	Position Data Comp	ensation Data Employ	ment Data 1 Employment	Data 2 <u>A</u> ttachments	CI Exceptions	
	Empl ID		Empl Record 0			
Data Control 👔					Find View All	First 🕚 1 of 1 🕑 Last
Proposed Effective Date 10/14/2018						
Actual Effective Date	10/14/2018				Override PI Indicator	
Transaction Nb	1 Sequenc	e 1	Not-to-Exceed Date 02/10)/2019	PI Update Ind Applied	
Action	DET Detail		Par Status: PRO	Processed by Huma	an Resources	
Reason Code	TEM Temporary Fill-I	n Spec	cial Processing	-	Alternate Signature	
NOA Code	930 Detail NTE		Contact Emplid			
Authority (1)	VSM Des	scr (1) 5 U.S.C. 3341 Unc		Descr (1) Part	2 Detail to unclassif psn.	
Authority (2)	Des	scr (2)		Descr (2) Part	2	
Print SF-52	2	Print SF-50	Profile Management	PAR Remarks	Award Data Tracki	ng Data
PAR Request Nbr	V	alidate Edits	View Edit Errors	GPPA Website	Cost Center Information	
Save 💽 Return to Search 💽 Notify		ı Employment Data 1 Er	nployment Data 2 Attachmen	ts CI Exceptions	Update/Displa	y Include History

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



 Log onto <u>Employee Express</u>. 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.

Employee Express »	
Payroll / Personnel You may view or change the following payroll-personnel information using Employee Express Combined Federal Campaign Direct Deposit	Earnings and Leave Summary The employee is responsible for verifying the accuracy and correctness of the Earnings and Leave Statement and reporting any errors in a timely manner. You last successfully logged into Employee Express on 2/13/2019 10:59 PM ET
Federal Tax Financial Allotment Health Savings Allotment State Tax W-2 Hard Copy On/Off 1095-C Hard Copy On/Off	Updated: Thursday, April 4, 2019 Gross Pay: Net Pay:
Miscellaneous Change Login ID Change Password Change Security Questions Earnings and Leave Summary History Payroll / Personnel Actions W-2 1095-C	Annual Balance: Sick Balance: Comp Balance: 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 <u>kc-payroll.finance@gsa.gov</u> 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.