



Employee Express

Tutorial



www.employeeexpress.gov



How to Use this Tutorial

The purpose of this tutorial is to provide assistance while utilizing Employee Express. The slides are designed to take you step by step through each transaction within the program.

You can view this one of two ways. First, to view the presentation in its entirety, simply hit the enter key to go to the next slide. Or you can view individual information for the transaction you wish to know more about. To do this, simply go to the Table of Contents slide and click on the link you wish to view.

At any time you can return to the Table of Contents by selecting its link on the bottom right-hand corner of the slides.

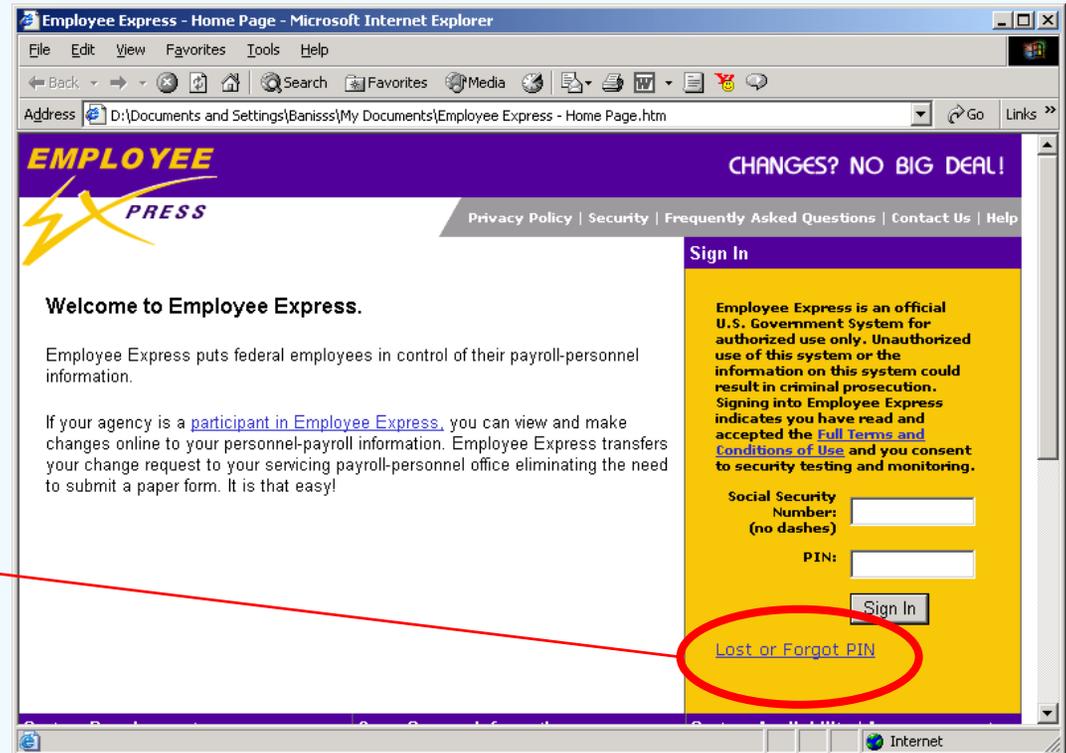
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Select the link you wish to view or hit “enter” to go to the next slide

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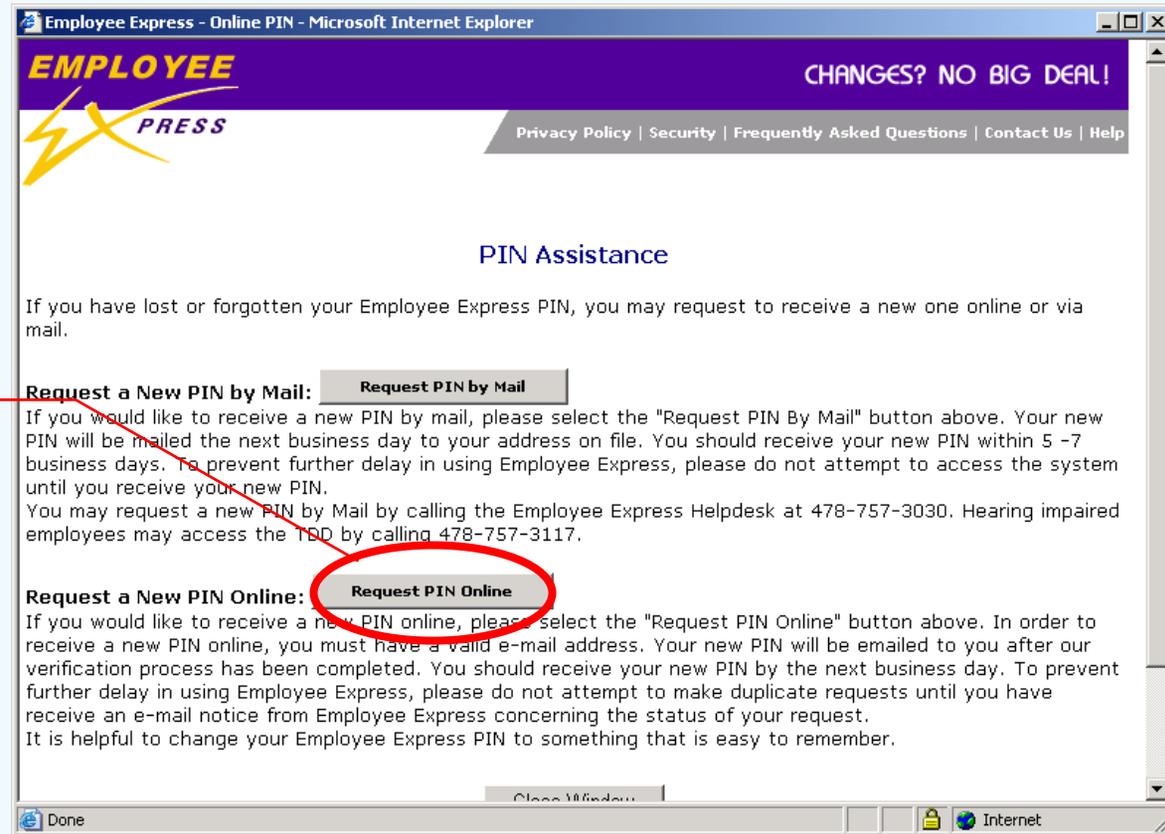
Requesting a PIN – 1

- × Go to www.employeeexpress.gov home page.
- × Select “Lost or Forgot Pin” on bottom right-hand side of screen.



Requesting a PIN – 2

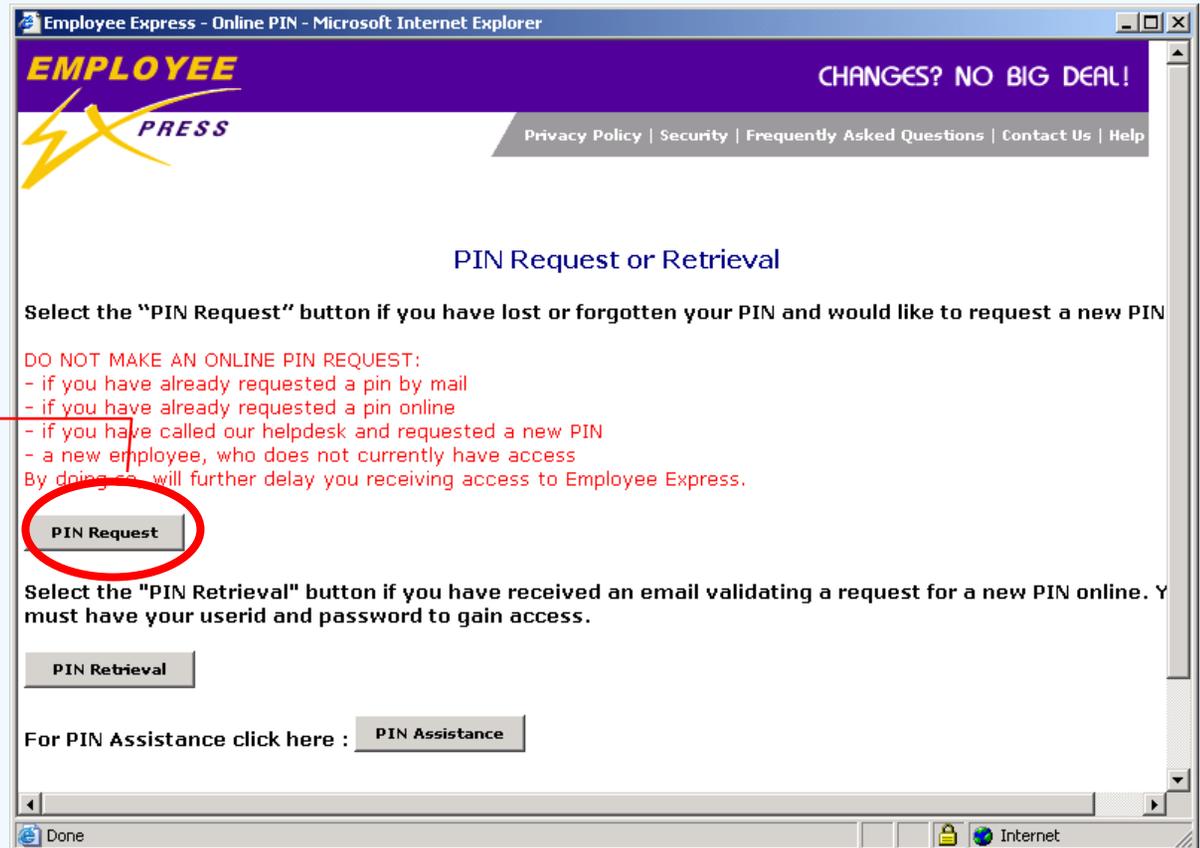
- × “PIN Assistance” page should appear.
- × Select “Request PIN Online” in the middle of the screen.



Requesting a PIN – 3

x “PIN Request or Retrieval” page should appear.

x Select “PIN Request” on the middle-left of the screen.



Requesting a PIN – 4

- ✘ “Request PIN Online” page should appear.
- ✘ Under “Personal Information,” fill out all the information exactly as it appears on your employee file.

Employee Express - Online PIN - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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REQUEST PIN ONLINE

Please complete the following items to receive your PIN by email. If the Information you enter does not match the information on file, your request cannot be processed. Your email address and items in the Additional Information section are required.

Personal Information

Name:

SSN: (no dashes)

Select Agency: -- Select an Agency --

Please Enter Your Address. It will be compared to your address on file.

Address:

City:

ZIP Code:

Email Address:

Requesting a PIN – 5

If you have FEHB you must enter the code, if not leave blank.

- ✘ Scroll down the page.
- ✘ Continue to fill out all the information exactly as it appears on your employee file.
- ✘ Employee Express will only allow one PIN request every 14 days.
- ✘ The email address that the PIN is sent to must end with a .gov extension.
- ✘ Then click “submit.”

Employee Express - Online PIN - Microsoft Internet Explorer

Enter your current Information below. If contributing to TSP and involved in FEHB, your current information is required. Otherwise leave TSP and FEHB fields blank. Your Retirement system and Date Of Birth are required.

Additional Information

TSP Contribution Type:
Select Dollar Amount or Percentage:
Enter Contribution:

To find your FEHB code, click [FEHB Guide](#) and refer to the Plan Comparisons section.

FEHB Code:

Retirement System:

Date Of Birth: (mm/dd/yyyy)

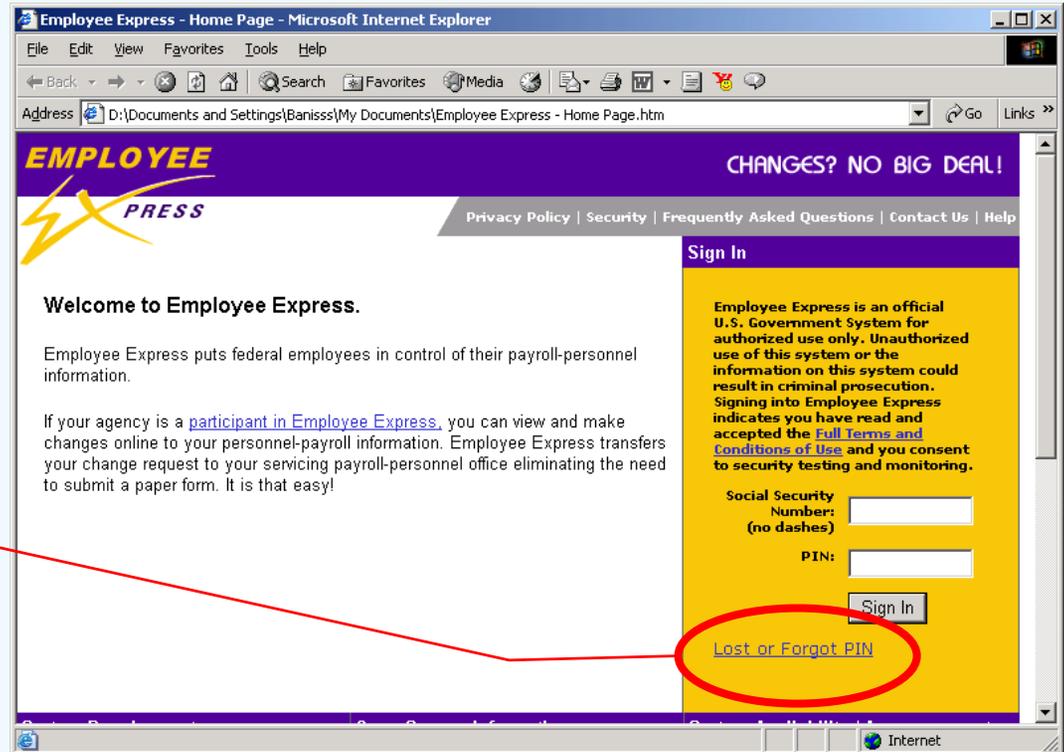
[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Must Include “Retirement System” and DOB to process.

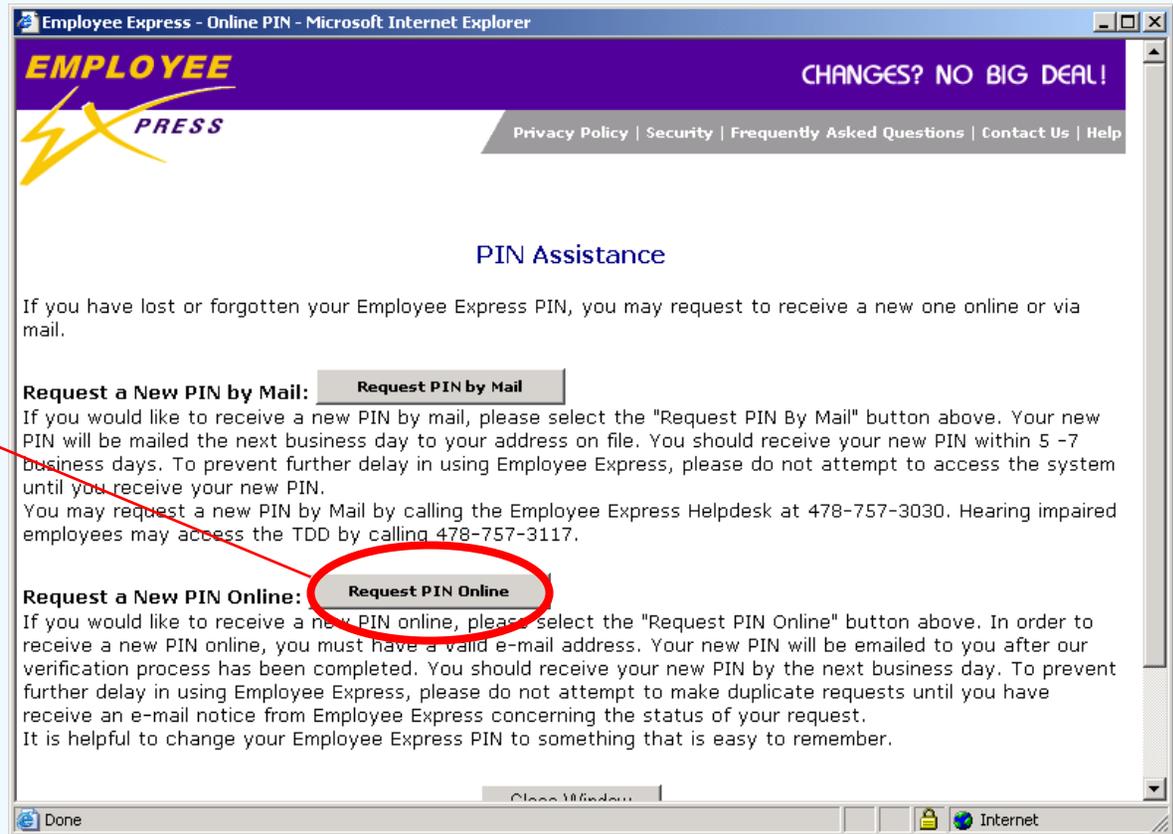
Retrieving a PIN – 1

- × Go to www.employee.express.gov home page.
- × Select “Lost or Forgot PIN” on bottom right-hand side of screen.



Retrieving a PIN – 2

- ✘ “PIN Assistance” page should appear.
- ✘ Select “Request PIN Online” in the middle of the screen.



Retrieving a PIN – 3

- ✘ “Retrieve New PIN” page should appear.
- ✘ Fill out the information requested.
- ✘ Then click “submit.”

Employee Express - Template - Microsoft Internet Explorer

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Privacy Policy | Security | E...

Retrieve New PIN

To retrieve your New PIN, please enter your userid, password, and your agency's name.

The userid is the email address that you entered when you requested your new PIN.

Your password was in the email you received to gain access to your new PIN. If you need assistance, please contact the Employee Express Helpdesk at 478-757-8899.

Enter User ID:

Enter Password:

Select Agency: -- Select an Agency --

Submit Cancel

Done Internet

Information needed can be found in your e-mail from Employee Express!

Logging On – 1

x Go to www.employeeexpress.gov home page.

x Fill in Social Security Number and PIN.

x Then click “Sign On.”

Employee Express - Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://www.employeeexpress.gov>

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!

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Welcome to Employee Express.

Employee Express puts federal employees in control of their payroll-personnel information.

If your agency is a [participant in Employee Express](#), you can view and make changes online to your personnel-payroll information. Employee Express transfers your change request to your servicing payroll-personnel office eliminating the need to submit a paper form. It is that easy!

Sign In

Employee Express is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into Employee Express indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to security testing and monitoring.

Social Security Number:
(no dashes)

PIN:

Sign In

[Lost or Forgot PIN](#)

System Requirements	Open Season Information	System Availability / Announcements
Your Current System Settings: Browser: 100% Microsoft Internet Explorer 6 100% Javascript Enabled Monitor Resolution: Employee Express is best viewed at 800 x 600 resolution.	9/1/2003 - 12/15/2003 Combined Federal Campaign (CFC) Open enrollment period. 10/15/2003 - 12/31/2003 Thrift Savings Plan (TSP) Open enrollment period. 11/10/2003 - 12/8/2003 Federal Employee Health Benefits (FEHB)	No announcements at this time.

Logging On – 2

- ✘ The “Main Menu” page should then appear.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the text "EMPLOYEE EXPRESS" and a yellow lightning bolt logo. To the right of the logo, it says "CHANGES? NO BIG DEAL!". Below the header, there is a navigation bar with links for "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". A "Sign Out" button is located in the top right corner. The main content area is titled "Main Menu" and is divided into four sections: "Payroll - Personnel Actions", "Earnings and Leave", "Miscellaneous", and "Related Sites".

Payroll - Personnel Actions	Earnings and Leave
<p>Your information was last updated on April 19, 2003.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <p>To view a summary of your current information, select View Summary Benefits.</p> <ul style="list-style-type: none">Direct DepositFederal Employee Health BenefitsFederal TaxFEHB Premium ConversionFinancial AllotmentHome AddressSavings BondState TaxThrift Savings PlanThrift Savings Plan Catch-Up	<p>Your leave and earnings information was last updated on: April 19, 2003.</p> <p>Gross Pay: \$ 2,462.44</p> <p>Net Pay: \$ 1,570.31</p> <p>Annual Balance: 64.15 hours</p> <p>Sick Balance: 16.00 hours</p> <p>Comp Balance: 0.00 hours</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p>
Miscellaneous	Related Sites
<p>Make a change to your Employee Express Personal Identification Number (PIN).</p>	<ul style="list-style-type: none">Federal Long Term Care InsuranceFEHB Plan Comparison Website - PlanSmartChoiceFSAFeds - The Federal Government's Flexible Spending Account ProgramRetirement EstimatorThe Work Number Proof of Employment

View Leave and Earnings Statement - 1

- ✘ Select “Earnings and Leave” from the Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the "EMPLOYEE EXPRESS" logo and a navigation bar with links for "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". A "Sign Out" button is also present. Below the header is the "Main Menu" section, which is divided into four columns:

- Payroll - Personnel Actions:** Contains information about the last update on April 19, 2003, and a list of links for various services: Direct Deposit, Federal Employee Health Benefits, Federal Tax, FEHB Premium Conversion, Financial Allotment, Home Address, Savings Bond, State Tax, Thrift Savings Plan, and Thrift Savings Plan Catch-Up.
- Earnings and Leave:** Contains information about the last update on April 19, 2003, and a list of balances: Gross Pay: \$ 2,462.44, Net Pay: \$ 1,570.31, Annual Balance: 64.15 hours, Sick Balance: 16.00 hours, and Comp Balance: 0.00 hours. A red circle highlights the text "To view your earnings and leave statement, select [Earnings and Leave](#)."
- Miscellaneous:** Contains a link for "Employee Express Personal Identification Number (PIN)".
- Related Sites:** Contains links for "Federal Long Term Care Insurance", "FEHB Plan Comparison Website - PlanSmartChoice", "FSAFeds - The Federal Government's Flexible Spending Account Program", and "Retirement Estimator".

View Leave and Earnings Statement - 2

- ✘ View information on your Leave and Earning Statement.
- ✘ To turn on/off the home delivery of the Leave and Earnings Statement, click on “Hard Copy On” or “Hard Copy Off.”
- ✘ Select “Main Menu” to return or “Sign Out” to exit the program.

Employee Express - LES - Microsoft Internet Explorer

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Main Menu Sign Out

Text Version Save to File **Hard Copy On** Hard Copy Off Printable Version

Select pay period to view: 8/21/2004 Go

National Aeronautics and Space Administration
EARNINGS AND LEAVE STATEMENT

Name: DOE JOHN T
 Home Address: 1234 CONNECTICUT BLVD, SILVER SPRING MD 209011414

For Pay Period Ending: 4/5/2003
 Net Pay: \$ 1,570.31
 Pay Period #: 6
 Pay Date: 4/17/2003
 Pay Plan/Grade/Step: GS 12 2
 Annual Salary: \$ 59,335.00
 Hourly Rate: \$ 28.43
 Pay Check Mailing Address:

BASIC INFORMATION
 FLSA Class: E Organization Code: 120203 Hire Date: 670401

Your Pay Consists of	Current	YTD	Tax Information	Marital Status	Exemptions	Additional Withholding	Current Wages	YTD Wages
Gross	2,462.44	20,635.31	Federal	M	01	0.00		
Total Deductions	892.13	6,630.25	State - MD	M	0.	0.00		
Net Pay	1,570.31	11,542.62						

EARNINGS

TYPE	RATE	ADJUSTED	HOURS	YTD HOURS	CURRENT	YTD
DOG ALLOWANCE (PARK POLICE)			80.00		1,396.00	13,969.69
NIGHT DIFFERENTIAL			25.00		43.75	290.32
FAIR LABOR STANDARDS ACT-OVERTIME			0.00		264.20	3,038.87

DEDUCTIONS

TYPE	MISC	ADJUSTED	CURRENT	YTD	TYPE	MISC	ADJUSTED	CURRENT	YTD
FEDERAL TAX			753.89	1,563.09	STATE TAX 1 / MD			209.36	466.26
GAOBI OR SOCIAL SECURITY			242.40	552.69	MEDICARE			56.69	129.26
HEALTH INSURANCE			111.19	333.57					

BENEFITS PAID BY GOVT.

TYPE	CURRENT	YTD	TYPE	CURRENT	YTD
FEGLI			FEHB	249.00	748.00
FERS/CSRS			Medicare	56.69	129.26
GAOSDI	242.40	552.69	TSP Basic		

View Summary of Benefits – 1

- x Select “View Summary Benefits.”

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo and the text 'CHANGES? NO BIG DEAL!'. Below the header, there are navigation links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help', along with a 'Sign Out' button. The main content area is divided into several sections: 'Payroll - Personnel Actions', 'Earnings and Leave', 'Miscellaneous', and 'Related Sites'. The 'Payroll - Personnel Actions' section contains a list of links, with 'View Summary Benefits.' circled in red. A red arrow points from the text 'Select “View Summary Benefits.”' to this link. The 'Earnings and Leave' section displays financial and leave information, including Gross Pay, Net Pay, and various balances. The 'Related Sites' section lists external links for insurance and retirement services.

Payroll - Personnel Actions	Earnings and Leave
<p>Your information was last updated on April 19, 2003.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <p>To view a summary of your current information, select View Summary Benefits.</p> <p>Direct Deposit</p> <p>Federal Employee Health Benefits</p> <p>Federal Tax</p> <p>FEHB Premium Conversion</p> <p>Financial Allotment</p> <p>Home Address</p> <p>Savings Bond</p> <p>State Tax</p> <p>Thrift Savings Plan</p> <p>Thrift Savings Plan Catch-Up</p>	<p>Your leave and earnings information was last updated on: April 19, 2003.</p> <p>Gross Pay: \$ 2,462.44</p> <p>Net Pay: \$ 1,570.31</p> <p>Annual Balance: 64.15 hours</p> <p>Sick Balance: 16.00 hours</p> <p>Comp Balance: 0.00 hours</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p>

Miscellaneous	Related Sites
<p>Make a change to your Employee Express Personal Identification Number (PIN).</p>	<p>Federal Long Term Care Insurance</p> <p>FEHB Plan Comparison Website - PlanSmartChoice</p> <p>FSAFeds - The Federal Government's Flexible Spending Account Program</p> <p>Retirement Estimator</p> <p>The Work-Study Proof of Employment</p>

View Summary of Benefits – 2

- ✘ View Information on Summary of Benefit Information.
- ✘ To view any option, single click on option header.
- ✘ Select “Main Menu” to return or “Sign Out” to exit the system.

Summary Page - Microsoft Internet Explorer

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Main Menu Sign Out

Summary of Benefit Information

A summary of your Employee Express information as of April 19, 2003 appears below. If you wish to make a change or view any of the items, select the corresponding feature title link. Employee Express will then display your detail information and guide you through the change process.

Direct Deposit	Earnings and Leave Statement	Federal Employee Health Benefits
Bank Routing Code: 271182524	Gross Pay: 2,462.44	Plan: Blue Cross and Blue Shield Service Benefit
Account Number: 000000000000000000	Net Pay: 1,570.31	Code: 105
Account Type: Checking	Annual Balance: 64.15	
	Sick Balance: 16.00	
	Comp Balance: 0.00	
	Last Updated: April 19, 2003	

Federal Tax	FEHB Premium Conversion	Financial Allotment
Filing Status: M	Insurance premiums are withheld on a pre-tax basis.	Allotment 1: 300.00
Exemptions: 1		Allotment 2: 800.00
Additional: 0.00		

Home Address	PIN Change	Savings Bond
Street 1: 1234 CONNECTICUT BLVD	Please select the "PIN Change" title to change your Employee Express Personal Identification Number (PIN).	Number of Bonds: 1
City: SILVER SPRING		Pay Period Deduction: 10.00
State: MD		
ZIP: 209011414		

State Tax	Thrift Savings Plan	Thrift Savings Plan Catch-Up
Filing Status: M	Pay Period Deduction: 13%	Pay Period Deduction: 0.00
Exemptions: 1		
Additional: 0.00		

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Employee Express - Changes? NO BIG DEAL!

Change Direct Deposit – 1

- ✘ Select “Direct Deposit” from the Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo on the left and the text 'CHANGES? NO BIG DEAL!' on the right. Below the logo is a yellow lightning bolt icon. To the right of the logo are links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is located in the top right corner. Below the header is a 'Main Menu' section with a purple background. The menu is divided into four columns: 'Payroll - Personnel Actions', 'Earnings and Leave', 'Miscellaneous', and 'Related Sites'. The 'Payroll - Personnel Actions' column contains several links, with 'Direct Deposit' circled in red. A red arrow points from the text 'Select “Direct Deposit” from the Main Menu.' to this link. The 'Earnings and Leave' column displays financial and leave information. The 'Miscellaneous' column contains a link to change the PIN. The 'Related Sites' column lists various external resources.

Payroll - Personnel Actions	Earnings and Leave	Miscellaneous	Related Sites
<p>Your information was last updated on April 19, 2003.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <p>To view a summary of your current information, select View Summary Benefits.</p> <p>Direct Deposit</p> <p>Federal Employee Health Benefits</p> <p>Federal Tax</p> <p>FEHB Premium Conversion</p> <p>Financial Allotment</p> <p>Home Address</p> <p>Savings Bond</p> <p>State Tax</p> <p>Thrift Savings Plan</p> <p>Thrift Savings Plan Catch-Up</p>	<p>Your leave and earnings information was last updated on: April 19, 2003.</p> <p>Gross Pay: \$ 2,462.44</p> <p>Net Pay: \$ 1,570.31</p> <p>Annual Balance: 64.15 hours</p> <p>Sick Balance: 16.00 hours</p> <p>Comp Balance: 0.00 hours</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p>	<p>Make a change to your Employee Express Personal Identification Number (PIN).</p>	<p>Federal Long Term Care Insurance</p> <p>FEHB Plan Comparison Website - PlanSmartChoice</p> <p>FSAFeds - The Federal Government's Flexible Spending Account Program</p> <p>Retirement Estimator</p> <p>The Week Number Proof of Employment</p>

Change Direct Deposit – 2

✘ Make the necessary changes by inputting it correctly in the identifying fields in the right-hand column.

✘ Select “Save” to proceed with the transaction.

Employee Express - Template - Microsoft Internet Explorer

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Main Menu Sign Out

Direct Deposit Change

- Direct Deposit allows your paycheck to be electronically transferred to the financial institution of your choice.
- You may Start or Change a Direct Deposit.
- To Start or Change, you need your Financial Institution's Routing Number, Account Number and Account Type (Checking or Savings). You can obtain this information from your financial institution. If you change your Financial Institution's Routing Number, you may also need to change your Account Number and Account Type.

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

Direct Deposit Items	Current	New
Bank Routing Code:	271182524	<input type="text" value="271182524"/>
	EDUCATION PERSONNEL FCU	
	1102 N WALNUT	
	DANVILLE IL 61832 0000	
Account Number:	000000000000000000	<input type="text" value="000000000000000000"/>
Account Type:	Checking	<input checked="" type="radio"/> Checking <input type="radio"/> Saving

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Employee Express - Changes? NO BIG DEAL!

Change Direct Deposit – 3

- x To confirm select “Yes” or to cancel select “No.”

Employee Express - Template - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Direct Deposit Confirmation

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

Direct Deposit Items	Current	New
Bank Routing Code:	271182524	271182524
	EDUCATION PERSONNEL FCU	EDUCATION PERSONNEL FCU
	1102 N WALNUT	1102 N WALNUT
	DANVILLE IL 61832 0000	DANVILLE IL 61832 0000
Account Number:	0000000000000000	* 123123123
Account Type:	Checking	* Saving

* The value of this item has changed.
To confirm, press YES. To cancel, press NO.

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Employee Express - Changes? NO BIG DEAL!

Change Direct Deposit – 4

- ✘ For an email confirmation, type your email address in the appropriate line then select “submit...” remember that your email account must end in .gov.
- ✘ If you do not want to receive an email confirmation, select “No thanks!...”

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Main Menu Sign Out

Direct Deposit - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

Submit and Return to Main

NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION EMAIL

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Employee Express - Changes? NO BIG DEAL!

javascript:WinOpen('ContactUs.aspx',780,420); Internet

Changing Federal Employee Health Benefits (FEHB) – 1

- ✘ Select “Federal Employee Health Benefits” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the text "EMPLOYEE PRESS" and a yellow lightning bolt logo. To the right of the logo, it says "CHANGES? NO BIG DEAL!". Below the header, there is a navigation bar with links for "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". A "Sign Out" button is located in the top right corner. The main content area is titled "Main Menu" and is divided into four sections: "Payroll - Personnel Actions", "Earnings and Leave", "Miscellaneous", and "Related Sites". The "Payroll - Personnel Actions" section contains a list of links, with "Federal Employee Health Benefits" circled in red. A red line points from the text in the adjacent list item to this link. The "Earnings and Leave" section displays financial and leave information for April 19, 2003, including Gross Pay, Net Pay, Annual Balance, Sick Balance, and Comp Balance. The "Miscellaneous" section includes a link to change the Employee Express Personal Identification Number (PIN). The "Related Sites" section lists various external resources like Federal Long Term Care Insurance, FEHB Plan Comparison Website, FSAFeds, and Retirement Estimator.

Changing Federal Employee Health Benefits (FEHB) – 2

- ✘ To change your information select “Change” or to stop your coverage choose “Stop.”

Employee Express - Health Benefits (FEHB) - Microsoft Internet Explorer

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Main Menu Sign Out

Health Benefits (FEHB) Change

- You Cannot use Employee Express to: Claim more than 10 family members or add disabled children over age 22. If you need any of the above Health Benefits changes, please see your servicing personnel or payroll office.
- To Start or Change your current enrollment, you will need the name or enrollment code for the plan you want to enroll in or change to.
- To enroll in or change to a family plan, it is required that you have each family member's name and date of birth. It is also helpful to have their SSN and Zip Code.
- If you use Employee Express, do NOT submit paper forms for the same action.
- To avoid a gap in your family member's coverage, this change should be coordinated with the effective date of their new coverage.

This information is current as of Pay Period ending **April 19, 2003.**

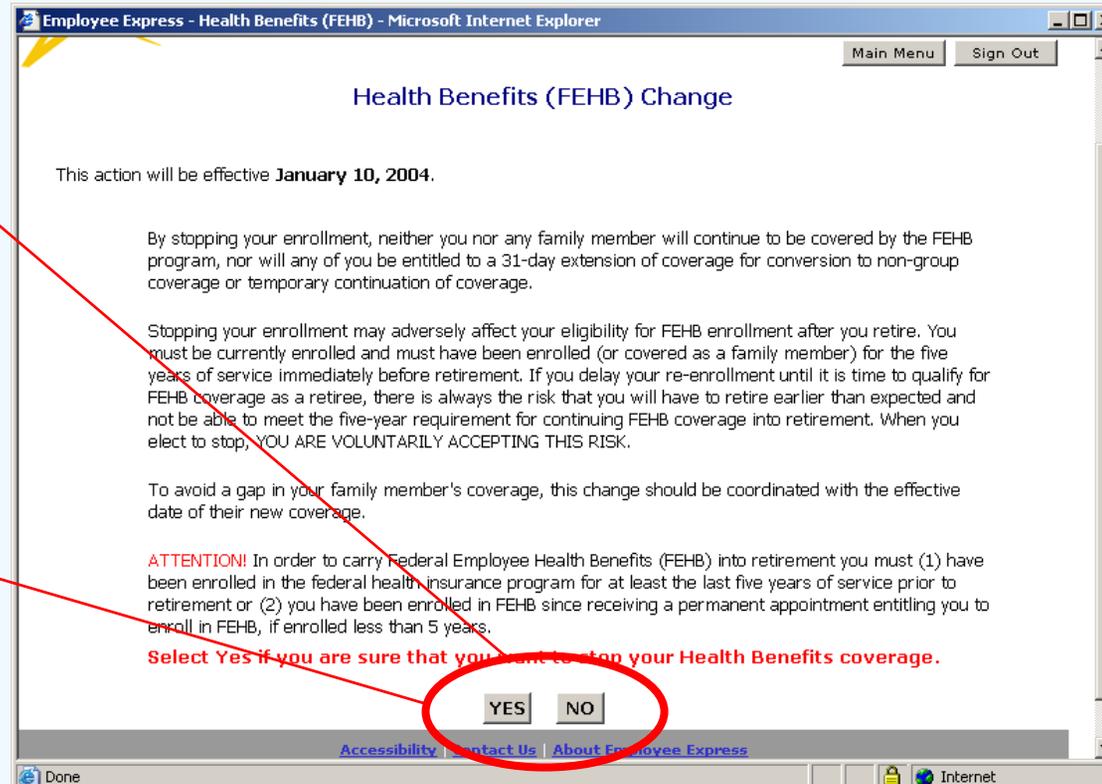
Enrollment Plan Name:	Blue Cross and Blue Shield Service Benefit
Enrollment Plan Code:	105
Coverage:	Standard Option, Self and Family

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Employee Express - Changes? NO BIG DEAL!

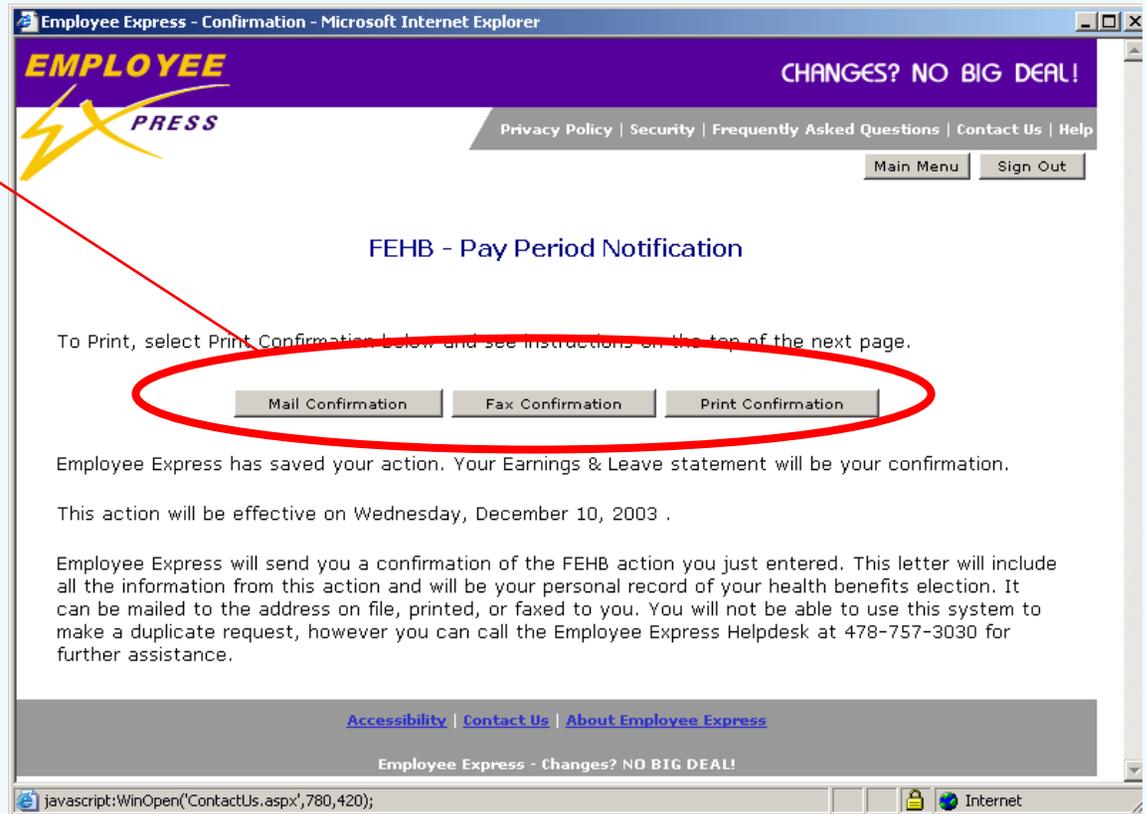
Stopping FEHB – 1

- ✘ To continue with this procedure select “Yes.”
- ✘ If you would like to discontinue select “No.”



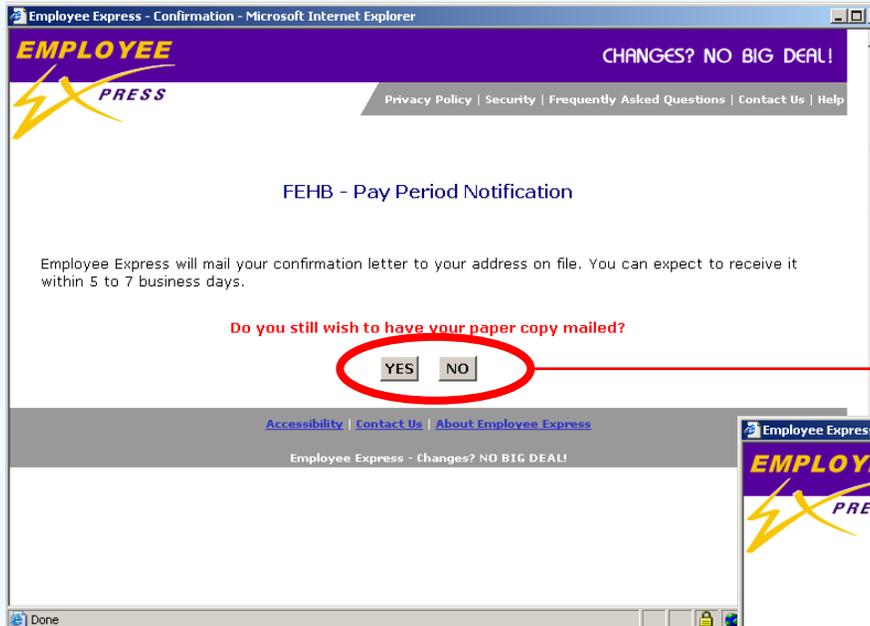
Stopping FEHB – 2

- × Select one of the following methods: mail, fax, or print confirmation.



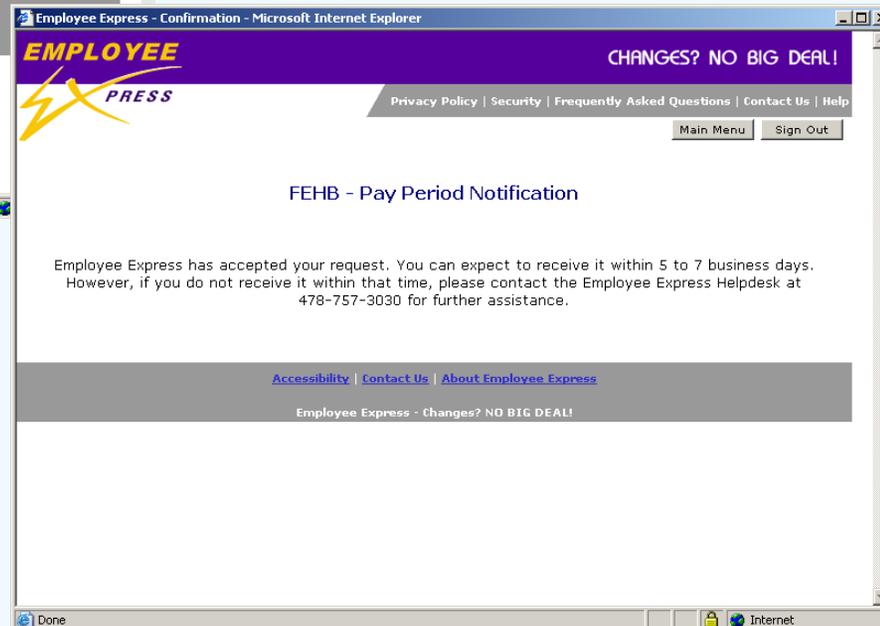
Stopping FEHB – Mail

- ✘ If you chose the mail option and still would like to receive a paper copy in the mail, select “Yes.”



- ✘ This screen will appear to verify your request. →

REMEMBER: If your home address has changed and you have not changed it through EE, then you won't get your verification in the mail.



Stopping FEHB – Fax

Employee Express - Confirmation - Microsoft Internet Explorer

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Main Menu | Sign Out

FEHB - Pay Period Notification

Enter Fax Telephone Number

Please enter your fax number beginning with area code.
No special or alpha characters are allowed, only numbers.

Fax Number:

ACCEPT/SUBMIT

Employee Express - Confirmation - Microsoft Internet Explorer

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Main Menu | Sign Out

FEHB - Pay Period Notification

Your fax request will be faxed to: 321-258-9512
You can expect to receive this request within the hour.

Is this information correct?

YES NO

Employee Express - Confirmation - Microsoft Internet Explorer

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Main Menu | Sign Out

FEHB - Pay Period Notification

Employee Express has accepted your request. Remember to check for your fax within the hour. However, if you do not receive it, please contact the Employee Express Helpdesk at 478-757-3030 for further assistance.

Accessibility | Contact Us | About Employee Express

Employee Express - Changes? NO BIG DEAL!

✘ First enter your fax number (see screen A) and select “Accept...”

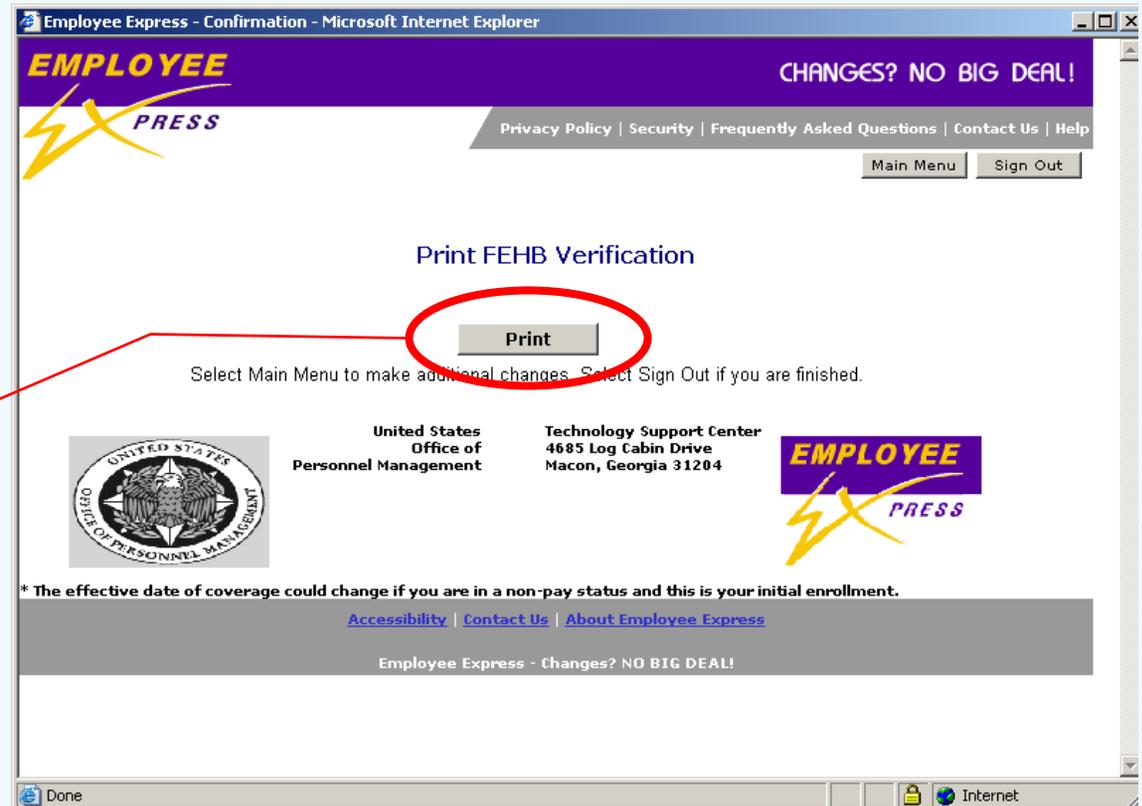
✘ Then verify number input and select “Yes” if correct (screen B).

✘ Screen C will appear to verify submission.

Stopping FEHB – Print

✘ If you chose the print option the following screen will appear.

✘ Select “Print.”



Changing FEHB

- ✘ Enter the first three letters of the name of your service provider or your enrollment code, then click “Accept.”
- ✘ The type of service you’re enrolled in will determine what screens will show next. Read each screen carefully and make the appropriate changes.

Employee Express - Health Benefits (FEHB) - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu Sign Out

Health Benefits (FEHB) Search

To choose a Health Care Provider, type the Enrollment Code or the first 3 letters of the Health Care Provider's Name in the text box below and select the option of the desired search type.

It is your responsibility to assure that the plan selected is available in your geographic location. Plan brochures should be read carefully before selecting a plan.

Search Text:

First 3 letters of Health Care Provider's Name
 Enrollment Code

Select either self only, or self and family coverage by selecting the appropriate option below.

Self Only
 Self and Family

After entering the Enrollment Code or the first 3 letters of the Health Care Provider's Name and selecting your Coverage Type click the 'Accept/Submit' button to perform the search.

Accessibility | Contact Us | About Employee Express

Employee Express - Changes? NO BIG DEAL!

Federal Tax – 1

- × Select “Federal Tax” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the text "EMPLOYEE PRESS" and a yellow lightning bolt logo. To the right of the logo, it says "CHANGES? NO BIG DEAL!". Below the header, there is a navigation bar with links for "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". A "Sign Out" button is located in the top right corner. The main content area is titled "Main Menu" and is divided into four sections: "Payroll - Personnel Actions", "Earnings and Leave", "Miscellaneous", and "Related Sites". The "Payroll - Personnel Actions" section contains information about the last update on April 19, 2003, and a list of links including "Direct Deposit", "Federal Employee Health Benefits", "Federal Tax", "FEHB Premium Conversion", "Financial Allotment", "Home Address", "Savings Bond", "State Tax", "Thrift Savings Plan", and "Thrift Savings Plan Catch-Up". The "Earnings and Leave" section displays financial data: Gross Pay: \$ 2,462.44, Net Pay: \$ 1,570.31, Annual Balance: 64.15 hours, Sick Balance: 16.00 hours, and Comp Balance: 0.00 hours. The "Miscellaneous" section has a link for "Employee Express Personal Identification Number (PIN)". The "Related Sites" section includes links for "Federal Long Term Care Insurance", "FEHB Plan Comparison Website - PlanSmartChoice", "FSAFeds - The Federal Government's Flexible Spending Account Program", and "Retirement Estimator". A red circle highlights the "Federal Tax" link in the "Payroll - Personnel Actions" section, with a red arrow pointing from the text "Select 'Federal Tax' from Main Menu." to it.

Federal Tax – 2

✘ To make changes to marital status, number of exemptions, and/or additional deductions, enter the correct information in the appropriate fields then select **Save.**

✘ To change your status to Exempt, choose **file exempt.**

Employee Express - Federal Tax Module - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu Sign Out

Federal Tax Change

- You may use Employee Express to change your Marital Status, your number of exemptions, the amount of an additional deduction, file your initial W-4 form, and file exempt from withholding. To file advanced earned income credit, please see your servicing personnel or payroll office.
- You cannot claim exemption from withholding if: (a) your income exceeds \$750 and includes more than \$250 of unearned income (e.g. interest and dividends) AND (b) another person can claim you as a dependent on their tax return.

This information is current as of Pay Period ending **April 19, 2003**.

This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

W-4 Items	Current	New
Marital Status:	Married	<input type="radio"/> Single or Married but withholding at a higher single rate <input checked="" type="radio"/> Married
Number of Exemptions:	1	<input type="text" value="1"/> (Max 99)
Additional Deduction Amount: \$	0	<input type="text" value="0"/> (Max 999)

SAVE CANCEL

FILE EXEMPT

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Federal Tax – Save Changes

Employee Express - Federal Tax Module - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Federal Tax Confirmation

This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

W-4 Items	Current	New
Marital Status:	Married	Married
Number of Exemptions:	1	* 3
Additional Deduction Amount:	\$ 0	* \$ 5

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed.

* The value of this item has changed.
Is this information correct?
To confirm, press YES. To cancel, press NO.

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

- ✘ Verify changes by selecting “Yes” or “No.”
- ✘ If you selected “Yes,” an e-mail notification request will appear.

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu | Sign Out

Federal Tax - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Federal Tax – File Exempt

- ✘ Screen A goes through two statements that if true, you can file exempt. If you wish to continue select “Yes.”
- ✘ Screen B verifies your exempt status, select “Yes” if you wish to proceed.
- ✘ If you selected “Yes,” an e-mail notification request will appear (screen C).

www.employeeexpress.gov

Employee Express - Federal Tax Module - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu Sign Out

Federal Tax Change

I claim exempt from withholding and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.

AND

2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If your last name differs from that on your Social Security card, you must call 1-800-772-1213 for a new card.

Do you wish to file exempt from withholding?

Employee Express - Federal Tax Module - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Federal Tax Confirmation

This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

You are claiming exempt from withholding.

If your last name differs from that on your social security card, you must call 1-800-772-1213 for a new card.

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Federal Tax - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

[Return to Table of Contents](#)

FEHB Premium Conversion Change – 1

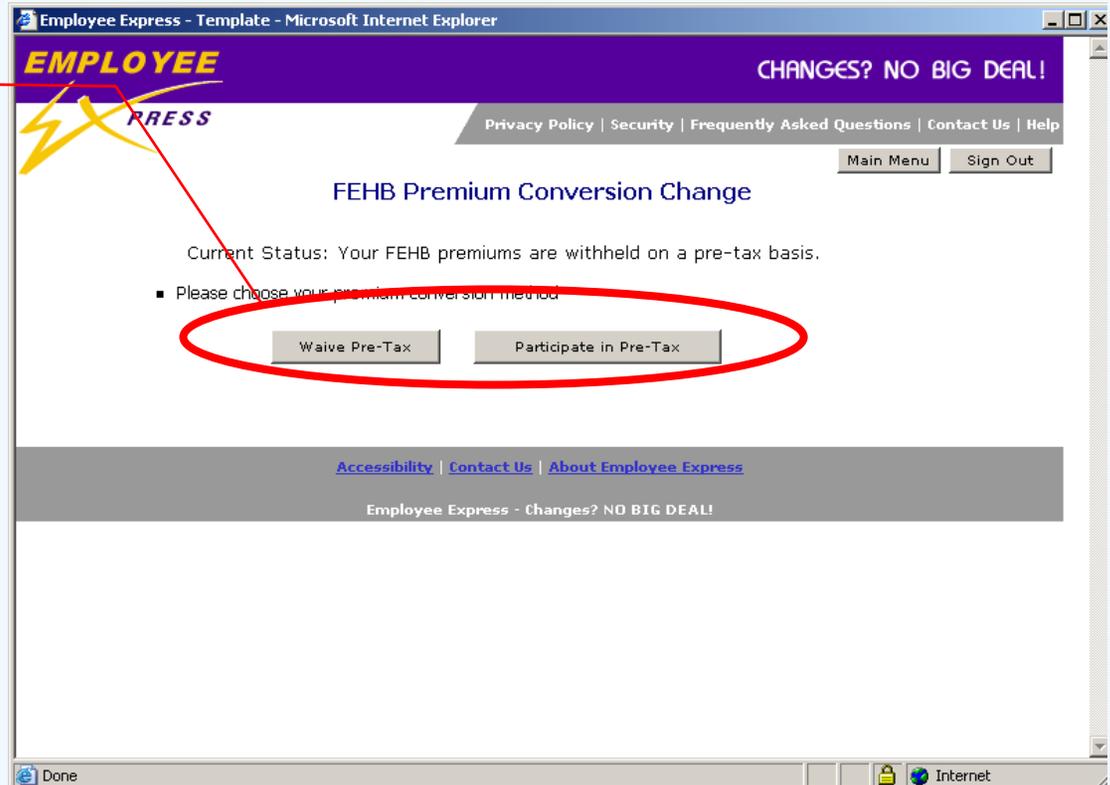
- × Select “FEHB Premium Conversion” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the text "EMPLOYEE PRESS" and a yellow lightning bolt logo. To the right of the logo, it says "CHANGES? NO BIG DEAL!". Below the header, there are links for "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". A "Sign Out" button is located in the top right corner. The main content area is titled "Main Menu" and is divided into four sections: "Payroll - Personnel Actions", "Earnings and Leave", "Miscellaneous", and "Related Sites". The "Payroll - Personnel Actions" section contains several links, with "FEHB Premium Conversion" circled in red. A red line points from the text "Select 'FEHB Premium Conversion' from Main Menu." to this link. The "Earnings and Leave" section displays financial and leave information for April 19, 2003, including Gross Pay, Net Pay, and various balances. The "Miscellaneous" section includes a link to change the Employee Express Personal Identification Number (PIN). The "Related Sites" section lists external resources like Federal Long Term Care Insurance, FEHB Plan Comparison Website, FSAFeds, and Retirement Estimator.

Payroll - Personnel Actions	Earnings and Leave
<p>Your information was last updated on April 19, 2003.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <p>To view a summary of your current information, select View Summary Benefits.</p> <p>Direct Deposit</p> <p>Federal Employee Health Benefits</p> <p>Federal Tax</p> <p>FEHB Premium Conversion</p> <p>Financial Allotment</p> <p>Home Address</p> <p>Savings Bond</p> <p>State Tax</p> <p>Thrift Savings Plan</p> <p>Thrift Savings Plan Catch-Up</p>	<p>Your leave and earnings information was last updated on: April 19, 2003.</p> <p>Gross Pay: \$ 2,462.44</p> <p>Net Pay: \$ 1,570.31</p> <p>Annual Balance: 64.15 hours</p> <p>Sick Balance: 16.00 hours</p> <p>Comp Balance: 0.00 hours</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p>
Miscellaneous	Related Sites
<p>Make a change to your Employee Express Personal Identification Number (PIN).</p>	<p>Federal Long Term Care Insurance</p> <p>FEHB Plan Comparison Website - PlanSmartChoice</p> <p>FSAFeds - The Federal Government's Flexible Spending Account Program</p> <p>Retirement Estimator</p> <p>The Week Number Out of Employment</p>

FEHB Premium Conversion Change – 2

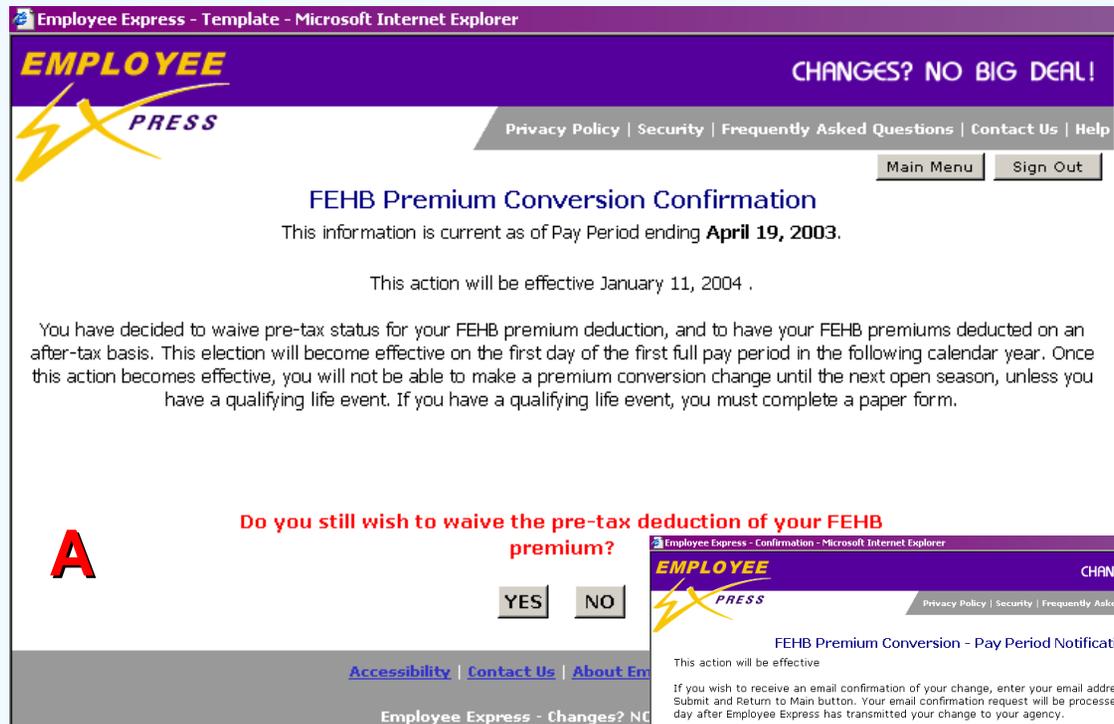
- ✘ Select either “Waive Pre-Tax” or Participate in Pre-Tax.”



Waive – FEHB Premium Conversion

If you wish to waive, select “Yes.”

If you selected “Yes,” an e-mail notification request will appear (screen B).



Employee Express - Template - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

[Privacy Policy](#) | [Security](#) | [Frequently Asked Questions](#) | [Contact Us](#) | [Help](#)

[Main Menu](#) [Sign Out](#)

FEHB Premium Conversion Confirmation

This information is current as of Pay Period ending **April 19, 2003**.

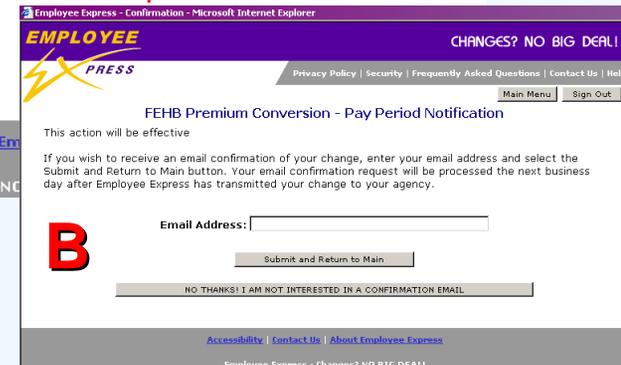
This action will be effective January 11, 2004 .

You have decided to waive pre-tax status for your FEHB premium deduction, and to have your FEHB premiums deducted on an after-tax basis. This election will become effective on the first day of the first full pay period in the following calendar year. Once this action becomes effective, you will not be able to make a premium conversion change until the next open season, unless you have a qualifying life event. If you have a qualifying life event, you must complete a paper form.

A Do you still wish to waive the pre-tax deduction of your FEHB premium?

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Employee Express - Changes? NO BIG DEAL!



Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

[Privacy Policy](#) | [Security](#) | [Frequently Asked Questions](#) | [Contact Us](#) | [Help](#)

[Main Menu](#) [Sign Out](#)

FEHB Premium Conversion - Pay Period Notification

This action will be effective

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

B Email Address:

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Participate – FEHB Premium Conversion

If you wish to participate, select “Yes.”

If you selected “Yes,” an email notification request will appear (screen B).



Employee Express - Template - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

[Privacy Policy](#) | [Security](#) | [Frequently Asked Questions](#) | [Contact Us](#) | [Help](#)

[Main Menu](#) [Sign Out](#)

FEHB Premium Conversion Confirmation

This information is current as of Pay Period ending **April 19, 2003**.

This will be effective January 11, 2004 .

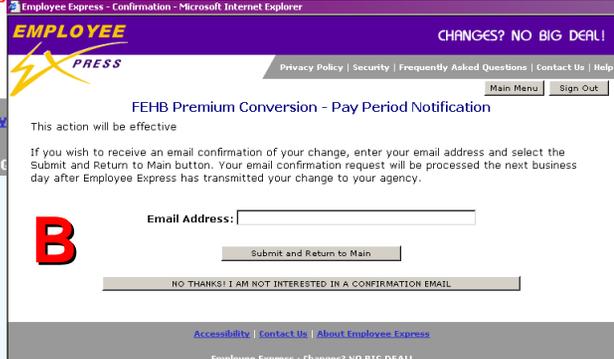
You have decided to have your FEHB premiums deducted on a pre-tax basis. Once this action becomes effective, you will not be able to change it until the next open season, AND you will not be able to make changes to your Health Benefits outside of open season, unless you have a qualifying life event. If you have a qualifying life event, you must complete a paper form. This election will become effective on the first day of the first full pay period in the following calendar year.

A

Do you still wish to have your Health Benefits premium deducted on a pre-tax basis?

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Employee Express - Changes? NO BIG DEAL!



Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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[Main Menu](#) [Sign Out](#)

FEHB Premium Conversion - Pay Period Notification

This action will be effective

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

B

Email Address:

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Change Financial Allotment – 1

- ✘ Select “Financial Allotment” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the text "EMPLOYEE PRESS" and "CHANGES? NO BIG DEAL!". Below the header, there is a navigation bar with links for "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". A "Sign Out" button is also present. The main content area is titled "Main Menu" and is divided into four sections: "Payroll - Personnel Actions", "Earnings and Leave", "Miscellaneous", and "Related Sites". The "Payroll - Personnel Actions" section contains a list of links, with "Financial Allotment" circled in red. A red arrow points from the text on the left to this link. The "Earnings and Leave" section displays financial and leave information, including Gross Pay, Net Pay, Annual Balance, Sick Balance, and Comp Balance. The "Miscellaneous" section contains a link to "Employee Express Personal Identification Number (PIN)". The "Related Sites" section contains links to "Federal Long Term Care Insurance", "FEHB Plan Comparison Website - PlanSmartChoice", "FSAFeds - The Federal Government's Flexible Spending Account Program", and "Retirement Estimator".

https://www.employeeexpress.gov/login.aspx - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Sign Out

Main Menu

Payroll - Personnel Actions

Your information was last updated on **April 19, 2003**.

You may view or change the following payroll-personnel information using Employee Express.

To view a summary of your current information, select [View Summary Benefits](#).

- [Direct Deposit](#)
- [Federal Employee Health Benefits](#)
- [Federal Tax](#)
- [FEHB Premium Conversion](#)
- [Financial Allotment](#)**
- [Home Address](#)
- [Savings Bond](#)
- [State Tax](#)
- [Thrift Savings Plan](#)
- [Thrift Savings Plan Catch-Up](#)

Earnings and Leave

Your leave and earnings information was last updated on: **April 19, 2003**.

Gross Pay: \$ 2,462.44

Net Pay: \$ 1,570.31

Annual Balance: 64.15 hours

Sick Balance: 16.00 hours

Comp Balance: 0.00 hours

To view your earnings and leave statement, select [Earnings and Leave](#).

Miscellaneous

Make a change to your [Employee Express Personal Identification Number \(PIN\)](#).

Related Sites

- [Federal Long Term Care Insurance](#)
- [FEHB Plan Comparison Website - PlanSmartChoice](#)
- [FSAFeds - The Federal Government's Flexible Spending Account Program](#)
- [Retirement Estimator](#)
- [The Week Number Book of Employment](#)

Change Financial Allotment – 2

✘ Select “Change.”

Employee Express - Financial Allotment - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

[Privacy Policy](#) | [Security](#) | [Frequently Asked Questions](#) | [Contact Us](#) | [Help](#)

[Main Menu](#) [Sign Out](#)

Financial Allotment List

- Financial Allotments are voluntary deductions to Financial Institutions with direct deposit. This does not include such items as charity, savings bonds, thrift savings, garnishments, union or other organizational dues. For these changes, see your servicing personnel or payroll office.
- You may START a new allotment, CHANGE an existing allotment amount, or STOP an existing allotment.
- To START or CHANGE, you need your Financial Institution's Routing Number, Account Number, and Account Type (Checking or Savings).
- If you change your Financial Institution's Routing Number you may also need to change your Account Number and Account Type. You can obtain this information from your Financial Institution.

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.
You may have up to 2 Financial Allotments. You currently have 2 Financial Allotment(s).

Your agency only allows a maximum of 2 financial allotments.

Financial Allotment -		
Bank Routing Code:	P01130235	Account Number: 000000000000000000
Account Type:	Checking	Amount: \$300
		<input type="button" value="Change"/> <input type="button" value="Stop"/>

Financial Allotment -		
Bank Routing Code:	P01130235	Account Number: 000000000000000000
Account Type:	Savings	Amount: \$800
		<input type="button" value="Change"/> <input type="button" value="Stop"/>

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Change Financial Allotment – 3

✘ Input changes into the appropriate fields under the “New” column.

✘ Select “Save.”

Employee Express - Financial Allotment - Microsoft Internet Explorer

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu | Sign Out

Financial Allotment Change

- Enter the information you wish to change below.

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.
You may have up to 2 Financial Allotments. You currently have 2 Financial Allotment(s).

Your agency only allows a maximum of 2 financial allotments.

Allotment Items	Current	New
Bank Routing Code:	R01130235	R01130235
Account Number:	000000000000000000	000000000000000000
Account Type:	Checking	<input type="radio"/> Savings <input checked="" type="radio"/> Checking
Amount:	\$300	300 (Max 99999)

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Change Financial Allotment – 4

- ✘ Confirm changes by selecting “Yes” (Screen A).
- ✘ If you selected “Yes,” an email notification request will appear (screen B).

The screenshot shows two overlapping browser windows from the Employee Express website. The top window, titled 'Employee Express - Financial Allotment - Microsoft Internet Explorer', displays the 'Financial Allotment Confirmation' page. It features the 'EMPLOYEE EXPRESS' logo and a navigation bar with links for Privacy Policy, Security, Frequently Asked Questions, Contact Us, and Help. The main content area includes a warning that the action will be effective on December 13, 2003, and a table comparing current and new allotment items. A red 'A' is placed at the bottom left of this window. The bottom window, titled 'Employee Express - Confirmation - Microsoft Internet Explorer', displays the 'Financial Allotment - Pay Period Notification' page. It contains a confirmation message and a form for entering an email address. A red 'B' is placed at the bottom right of this window.

Financial Allotment Confirmation

This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

Your agency only allows a maximum of 2 financial allotments.

Allotment Items	Current	New
Bank Routing Code:	R01130235	* 256074974
		PO BOX 3002 ATTN: DASS MERRIFIELD, VA
Account Number:	000000000000000000	* 02458
Account Type:	Savings	Savings
Amount:	\$800	* \$700

* The value of this item has changed

Is this information correct? To confirm, press YES.

A

YES NO

Financial Allotment - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

Submit and Return to Main

NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION EMAIL

B

Stop Financial Allotment – 1

- × Select “Financial Allotment” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the text "EMPLOYEE PRESS" and a yellow lightning bolt logo. To the right of the logo, it says "CHANGES? NO BIG DEAL!". Below the header, there is a navigation bar with links for "Privacy Policy", "Security", "Frequently Asked Questions", "Contact Us", and "Help". A "Sign Out" button is located in the top right corner.

The main content area is titled "Main Menu" and is divided into four sections:

- Payroll - Personnel Actions:** Contains information about the last update on April 19, 2003, and a list of links including "Direct Deposit", "Federal Employee Health Benefits", "Federal Tax", "FEHB Premium Conversion", "Financial Allotment" (circled in red), "Home Address", "Savings Bond", "State Tax", "Thrift Savings Plan", and "Thrift Savings Plan Catch-Up".
- Earnings and Leave:** Contains information about the last update on April 19, 2003, and a list of balances: "Gross Pay: \$ 2,462.44", "Net Pay: \$ 1,570.31", "Annual Balance: 64.15 hours", "Sick Balance: 16.00 hours", and "Comp Balance: 0.00 hours". It also includes a link to "Earnings and Leave".
- Miscellaneous:** Contains a link to "Employee Express Personal Identification Number (PIN)".
- Related Sites:** Contains links to "Federal Long Term Care Insurance", "FEHB Plan Comparison Website - PlanSmartChoice", "FSAFeds - The Federal Government's Flexible Spending Account Program", and "Retirement Estimator".

Stop Financial Allotment – 2

× Select “Stop.”

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu Sign Out

Financial Allotment List

- Financial Allotments are voluntary deductions to Financial Institutions with direct deposit. This does not include such items as charity, savings bonds, thrift savings, garnishments, union or other organizational dues. For these changes, see your servicing personnel or payroll office.
- You may START a new allotment, CHANGE an existing allotment amount, or STOP an existing allotment.
- To START or CHANGE, you need your Financial Institution's Routing Number, Account Number, and Account Type (Checking or Savings).
- If you change your Financial Institution's Routing Number you may also need to change your Account Number and Account Type. You can obtain this information from your Financial Institution.

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.
You may have up to 2 Financial Allotments. You currently have 2 Financial Allotment(s).

Your agency only allows a maximum of 2 financial allotments.

Financial Allotment -		
Bank Routing Code:	R01130235	Account Number: 000000000000000000
Account Type:	Checking	Amount: \$300
	<input type="button" value="Change"/>	<input type="button" value="Stop"/>

Financial Allotment -		
Bank Routing Code:	R01130235	Account Number: 000000000000000000
Account Type:	Savings	Amount: \$800
	<input type="button" value="Change"/>	<input type="button" value="Stop"/>

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Stop Financial Allotment – 3

- ✘ Confirm stop by selecting “Yes” (Screen A).
- ✘ If you selected “Yes,” an email notification request will appear (screen B).

The image displays two screenshots of the Employee Express website. The top screenshot, labeled 'A', is titled 'Financial Allotment Stop Confirmation'. It features the 'EMPLOYEE PRESS' logo and a navigation bar with links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. The main content area states: 'This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period. Your agency only allows a maximum of 2 financial allotments.' Below this, a table lists account details: Bank Routing Code: R01130235, Account Number: 0000000000000000, Account Type: Savings, and Amount: \$800. A red question asks, 'Are you sure that you want to Stop this Financial Allotment to this institution?' with 'YES' and 'NO' buttons. The bottom screenshot, labeled 'B', is titled 'Financial Allotment - Pay Period Notification'. It includes the same logo and navigation bar. The text reads: 'Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period. If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.' It features an 'Email Address:' input field, a 'Submit and Return to Main' button, and a 'NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION EMAIL' button.

Change Home Address – 1

- ✘ Select “Home Address” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo on the left and the text 'CHANGES? NO BIG DEAL!' on the right. Below the header is a navigation bar with links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is located in the top right corner. The main content area is titled 'Main Menu' and is divided into four columns:

- Payroll - Personnel Actions:** Contains text about the last update on April 19, 2003, and a list of links: [Direct Deposit](#), [Federal Tax](#) (circled in red), [Federal Employment Health Benefits](#), [FEHB Premium Conversion](#), [Financial Allotment](#), [Home Address](#), [Savings Bond](#), [State Tax](#), [Thrift Savings Plan](#), and [Thrift Savings Plan Catch-Up](#).
- Earnings and Leave:** Contains text about the last update on April 19, 2003, and financial data: **Gross Pay:** \$ 2,462.44, **Net Pay:** \$ 1,570.31, **Annual Balance:** 64.15 hours, **Sick Balance:** 16.00 hours, and **Comp Balance:** 0.00 hours. It also includes a link to [Earnings and Leave](#).
- Miscellaneous:** Contains a link to [Employee Express Personal Identification Number \(PIN\)](#).
- Related Sites:** Contains links to [Federal Long Term Care Insurance](#), [FEHB Plan Comparison Website - PlanSmartChoice](#), [FSAFeds - The Federal Government's Flexible Spending Account Program](#), and [Retirement Estimator](#).

Change Home Address – 2

✘ Input changes into the appropriate fields.

✘ Select “Save.”

Employee Express - Home Address - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu Sign Out

Home Address Change

- You may change any part of your address.
- Changing your home address will not change your address for savings bonds.
- Changing your zip code will update the city, state and country.

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

Home Address Items	Current	New
Street 1:	1234 CONNECTICUT BLVD	<input type="text" value="1234 CONNECTICUT BLVD"/>
Street 2:		<input type="text"/>
City:	SILVER SPRING	<input type="text"/>
State:	MD	<input type="text"/>
ZIP:	20901-1414	<input type="text" value="20901-1414"/> (XXXXX-XXXX)
County:	MONTGOMERY	<input type="text"/>

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Employee Express - Changes? NO BIG DEAL!

Change Home Address – 3

- ✘ Confirm changes by selecting “Yes.”
- ✘ If you selected “Yes,” an email notification request will appear (screen B).

Employee Express - Home Address - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Home Address Confirmation

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

Home Address Items	Current	New
Street 1:	1234 CONNECTICUT BLVD	* 1700 Woodbury Rd
Street 2:		
City:	SILVER SPRING	* ORLANDO
State:	MD	* FL
ZIP:	20901-1414	* 32828
County:	MONTGOMERY	* ORANGE

* The value of this item has changed.
To confirm, press YES. To cancel, press NO.

A

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu | Sign Out

Home Address - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

B

Change Savings Bonds – 1

- ✘ Select “Savings Bonds” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo on the left and the text 'CHANGES? NO BIG DEAL!' on the right. Below the logo is a navigation bar with links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is located in the top right corner. The main content area is titled 'Main Menu' and is divided into four columns:

- Payroll - Personnel Actions:** Contains information about the last update on April 19, 2003, and a list of links: Direct Deposit, Federal Employee Health Benefits, Federal Tax, FEHB Premium Conversion, Financial Allotment, Home Address, **Savings Bond** (circled in red), State Plan, Thrift Savings Plan, and Thrift Savings Plan Catch-Up.
- Earnings and Leave:** Contains information about the last update on April 19, 2003, and a list of balances: Gross Pay: \$ 2,462.44, Net Pay: \$ 1,570.31, Annual Balance: 64.15 hours, Sick Balance: 16.00 hours, and Comp Balance: 0.00 hours. It also includes a link to 'Earnings and Leave'.
- Miscellaneous:** Contains a link to 'Employee Express Personal Identification Number (PIN)'.
- Related Sites:** Contains links to 'Federal Long Term Care Insurance', 'FEHB Plan Comparison Website - PlanSmartChoice', 'FSAFeds - The Federal Government's Flexible Spending Account Program', 'Retirement Estimator', and 'The Work Number Database of Employment'.

Change Savings Bonds – 2

- ✘ To change any information to your savings bonds, select “Change.”

Employee Express - Savings Bond - Microsoft Internet Explorer

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu | Sign Out

Savings Bond List

- This action will allow you to start, change or stop your Savings Bonds. You should not use both a paper form and Employee Express to make Savings Bond changes.
- You may purchase both Series EE and Series I bonds. Series EE bonds are available in the following denominations: \$100, \$200, \$500 and \$1,000. Series I bonds are available in the following denominations: \$50, \$75, \$100, \$200, \$500 and \$1,000.
- To Start or Change a bond, you need the following information: The Bond owner's name and Social Security Number, the mailing address for the bond and the name of the Co-owner or Beneficiary, if any.
- There is a limit of one Owner and one Co-owner or Beneficiary per bond.
- Series EE Bonds are Treasury securities that earn interest at market based rates for up to 30 years. The purchase price of a bond is 50 percent of its face amount. For example, \$100 bond costs \$50. Interest is added to the value each month and paid when the bond is redeemed. The interest you earn on your Series EE bond is exempt from state and local taxes. Federal Tax can be deferred until you redeem the bonds or when they stop earning interest after 30 years.
- Series I Bonds are Treasury securities that earn interest over and above their face value. The purchase price of a Series I Bond is its face value.

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

You may have up to 10 Savings Bonds. You currently have 1 Savings Bond(s).

Select to begin a new savings bond.

Bond 1	
Bond Type:	Series EE
Denomination:	\$100
Deduction Amount:	\$10.00
Owner's Name:	JOHN S DOE
Owner's SSN:	999999991
Owner's Address:	1234 CONNECTICUT BLVD SILVER SPRING, MD 209011414
Co-owner/Beneficiary Name:	JOHN S DOE, JR
	<input type="button" value="Change"/> <input type="button" value="Stop"/>

Select to stop all Savings Bonds.

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Change Savings Bonds – 3

- ✘ Make the appropriate changes in the fields provided on the right-hand column entitled “New.”
- ✘ When finished with changes, select “Save” at the bottom of the page.

Employee Express - Savings Bond - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Main Menu Sign Out

Savings Bond Change

■ Enter the information you wish to change below.

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may not be effective the next pay period.

You may have up to 10 Savings Bonds. You currently have 1 Savings Bond(s).

Savings Bond Items	Current	New
Bond Type:	Series EE - \$100	Series EE <input type="radio"/> \$100 <input type="radio"/> \$200 <input type="radio"/> \$500 <input type="radio"/> \$1,000
Deduction Amount:	\$10.00	Min 3.75 - Cents must be .00, .25, .50, .75 \$0.00
Owner's Name:	JOHN S DOE	(First Name, Middle Initial, Last Name) JOHN S DOE
Owner's SSN:	999999991	999999991 (No Dashes Allowed)
Registration:	Beneficiary	<input checked="" type="radio"/> Beneficiary <input type="radio"/> Co-Owner <input type="radio"/> Single Ownership
Co-owner/Beneficiary Registration Name:	JOHN S DOE, JR	(First Name, Middle Initial, Last Name) JOHN S DOE, JR
Owner's Address Street 1:	1234 CONNECTICUT BLVD	(Enter only numbers and alpha characters.) 1234 CONNECTICUT BLVD
Owner's Address Street 2:		(Optional - Enter only numbers and alpha characters.)
City:	SILVER SPRING	SILVER SPRING
State:	MD	MD
Owner's Address ZIP Code:	20901-1414	20901-1414 (XXXXX-XXXX)

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Employee Express - Changes? NO BIG DEAL!

Change Savings Bonds – 4

- ✘ The changes made will be displayed (screen A), to agree with these changes, select “Yes.”
- ✘ To make additional changes, Select “No” and repeat the previous step.
- ✘ If you selected “Yes,” an email notification request will appear (screen B).

Employee Express - Savings Bond - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Savings Bond Change Confirmation

This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

You may have up to 10 Savings Bonds. You currently have 1 Savings Bond(s).

Savings Bond Items	Current	New
Bond Type:	Series EE - \$100	* Series EE - \$200
Deduction Amount:	\$10.00	\$10.00
Owner's Name:	JOHN S DOE	JOHN S DOE
Owner's SSN:	999999991	999999991
Registration:	Beneficiary	Beneficiary
Co-owner/Beneficiary Registration Name:	JOHN S DOE, JR	* JOHN S DOE JR
Owner's Address Street 1:	1234 CONNECTICUT BLVD	1234 CONNECTICUT BLVD
Owner's Address Street 2:		
City:	SILVER SPRING	SILVER SPRING
State:	MD	MD
Owner's Address ZIP Code:	20901-1414	20901

* The value of this item has changed

A Is this information correct? To confirm, press **YES**

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Employee Express - Changes? NO BIG DEAL!

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu | Sign Out

Savings Bond - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

Submit and Return to Main

NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION EMAIL

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Employee Express - Changes? NO BIG DEAL!

B

Stop Savings Bonds – 1

- ✘ Select “Savings Bonds” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo on the left and the text 'CHANGES? NO BIG DEAL!' on the right. Below the logo is a navigation bar with links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is located in the top right corner. The main content area is titled 'Main Menu' and is divided into four sections: 'Payroll - Personnel Actions', 'Earnings and Leave', 'Miscellaneous', and 'Related Sites'. The 'Payroll - Personnel Actions' section contains a list of links, with 'Savings Bond' circled in red. A red arrow points from the text 'Select "Savings Bonds" from Main Menu.' to this circled link. The 'Earnings and Leave' section displays financial and leave information for April 19, 2003, including Gross Pay, Net Pay, Annual Balance, Sick Balance, and Comp Balance. The 'Miscellaneous' section includes a link to update the Employee Express Personal Identification Number (PIN). The 'Related Sites' section lists external links such as Federal Long Term Care Insurance, FEHB Plan Comparison Website, FSAFeds, Flexible Spending Account Program, Retirement Estimator, and The Work Number.

Stop Savings Bonds – 2

✘ To stop your savings bonds, select “Stop” under the desired savings bond.

✘ To stop all savings bonds, select “Stop All.”

Employee Express - Savings Bond - Microsoft Internet Explorer

EMPLOYEE CHANGES? NO BIG DEAL!

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[Main Menu](#) [Sign Out](#)

Savings Bond List

- This action will allow you to start, change or stop your Savings Bonds. You should not use both a paper form and Employee Express to make Savings Bond changes.
- You may purchase both Series EE and Series I bonds. Series EE bonds are available in the following denominations: \$100, \$200, \$500 and \$1,000. Series I bonds are available in the following denominations: \$50, \$75, \$100, \$200, \$500 and \$1,000.
- To Start or Change a bond, you need the following information: The Bond owner's name and Social Security Number, the mailing address for the bond and the name of the Co-owner or Beneficiary, if any.
- There is a limit of one Owner and one Co-owner or Beneficiary per bond.
- Series EE Bonds are Treasury securities that earn interest at market based rates for up to 30 years. The purchase price of a bond is 50 percent of its face amount. For example, \$100 bond costs \$50. Interest is added to the value each month and paid when the bond is redeemed. The interest you earn on your Series EE bond is exempt from state and local taxes. Federal Tax can be deferred until you redeem the bonds or when they stop earning interest after 30 years.
- Series I Bonds are Treasury securities that earn interest over and above their face value. The purchase price of a Series I Bond is its face value.

This information is current as of Pay Period ending **April 19, 2003**.

This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

You may have up to 10 Savings Bonds. You currently have 1 Savings Bond(s).

Select [Start](#) to begin a new savings bond.

Bond 1	
Bond Type:	Series EE
Denomination:	\$100
Deduction Amount:	\$10.00
Owner's Name:	JOHN S. DOE
Owner's SSN:	999999991
Owner's Address:	1234 CONNECTICUT BLVD SILVER SPRING, MD 209011414
Co-owner/Beneficiary Name:	JOHN S. DOE, JR.

[Change](#) [Stop](#)

Select [Stop All](#) to stop all Savings Bonds.

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Stop Savings Bonds – 3

- ✘ To agree with the stop of savings bonds, select “Yes.”
- ✘ If you selected “Yes,” an email notification request will appear (screen B).

Employee Express - Savings Bond - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Main Menu Sign Out

Savings Bond Stop ALL Confirmation

- Any outstanding balance will be refunded.

This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

You may have up to 10 Savings Bonds. You currently have 1 Savings Bond(s).

Bond 1	
Bond Type:	Series EE
Denomination:	\$100
Deduction Amount:	\$10.00
Owner's Name:	JOHN S DOE
Owner's SSN:	999999991
Owner's Address:	1234 CONNECTICUT BLVD
	SILVER SPRING , MD 209011414
Co-owner/Beneficiary Name:	JOHN S DOE, JR

Are you sure that you want to stop ALL savings bond?

A YES NO

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Employee Express - Changes? NO BIG DEAL!

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Main Menu Sign Out

Savings Bond - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

Submit and Return to Main

B NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION EMAIL

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Employee Express - Changes? NO BIG DEAL!

Start Savings Bonds – 1

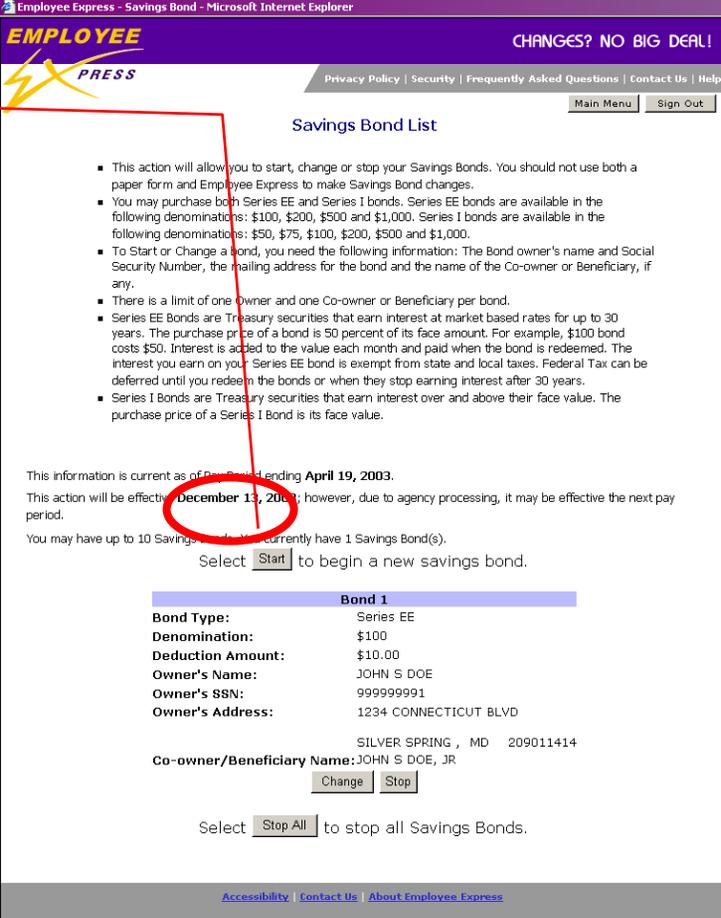
- ✘ Select “Savings Bonds” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo on the left and the text 'CHANGES? NO BIG DEAL!' on the right. Below the header is a navigation bar with links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is located in the top right corner. The main content area is titled 'Main Menu' and is divided into four columns: 'Payroll - Personnel Actions', 'Earnings and Leave', 'Miscellaneous', and 'Related Sites'. The 'Payroll - Personnel Actions' column contains several links, with 'Savings Bond' circled in red. A red arrow points from the text 'Select “Savings Bonds” from Main Menu.' to this circled link. The 'Earnings and Leave' column displays financial data: Gross Pay: \$ 2,462.44, Net Pay: \$ 1,570.31, Annual Balance: 64.15 hours, Sick Balance: 16.00 hours, and Comp Balance: 0.00 hours. The 'Related Sites' column lists various external links.

Payroll - Personnel Actions	Earnings and Leave	Miscellaneous	Related Sites
<p>Your information was last updated on April 19, 2003. You may view or change the following payroll-personnel information using Employee Express. To view a summary of your current information, select View Summary Benefits.</p> <ul style="list-style-type: none">Direct DepositFederal Employee Health BenefitsFederal TaxFEHB Premium ConversionFinancial AllotmentHome AllowanceSavings BondState TaxThrift Savings PlanThrift Savings Plan Catch-Up	<p>Your leave and earnings information was last updated on: April 19, 2003.</p> <p>Gross Pay: \$ 2,462.44 Net Pay: \$ 1,570.31 Annual Balance: 64.15 hours Sick Balance: 16.00 hours Comp Balance: 0.00 hours</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p>	<p>Make a change to your Employee Express Personal Identification Number (PIN).</p>	<ul style="list-style-type: none">Federal Long Term Care InsuranceFEHB Plan Comparison Website - PlanSmartChoiceFSAFeds - The Federal Government's Flexible Spending Account ProgramRetirement EstimatorThe Work Number Database of Employment

Start Savings Bonds – 2

✘ To start your savings bonds, select “Start.”



Employee Express - Savings Bond - Microsoft Internet Explorer

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!

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Main Menu | Sign Out

Savings Bond List

- This action will allow you to start, change or stop your Savings Bonds. You should not use both a paper form and Employee Express to make Savings Bond changes.
- You may purchase both Series EE and Series I bonds. Series EE bonds are available in the following denominations: \$100, \$200, \$500 and \$1,000. Series I bonds are available in the following denominations: \$50, \$75, \$100, \$200, \$500 and \$1,000.
- To Start or Change a bond, you need the following information: The Bond owner's name and Social Security Number, the mailing address for the bond and the name of the Co-owner or Beneficiary, if any.
- There is a limit of one Owner and one Co-owner or Beneficiary per bond.
- Series EE Bonds are Treasury securities that earn interest at market based rates for up to 30 years. The purchase price of a bond is 50 percent of its face amount. For example, \$100 bond costs \$50. Interest is added to the value each month and paid when the bond is redeemed. The interest you earn on your Series EE bond is exempt from state and local taxes. Federal Tax can be deferred until you redeem the bonds or when they stop earning interest after 30 years.
- Series I Bonds are Treasury securities that earn interest over and above their face value. The purchase price of a Series I Bond is its face value.

This information is current as of 04/19/2003 ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

You may have up to 10 Savings Bonds. You currently have 1 Savings Bond(s).

Select to begin a new savings bond.

Bond 1	
Bond Type:	Series EE
Denomination:	\$100
Deduction Amount:	\$10.00
Owner's Name:	JOHN S DOE
Owner's SSN:	999999991
Owner's Address:	1234 CONNECTICUT BLVD SILVER SPRING, MD 209011414
Co-owner/Beneficiary Name:	JOHN S DOE, JR
	<input type="button" value="Change"/> <input type="button" value="Stop"/>

Select to stop all Savings Bonds.

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Start Savings Bonds – 3

✘ Fill in the appropriate information in the spaces provided in the column entitled "New."

✘ Once completed select "Save."

Employee Express - Savings Bond - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Main Menu Sign Out

Savings Bond Start

- Enter the information below to start a savings bond.

* Once you save this action, you will not be allowed to stop or change it until after **December 13, 2003**.

You may have up to 10 Savings Bonds. You currently have 1 Savings Bond(s).

Savings Bond Items	New
Bond Type:	Series EE <input type="radio"/> \$100 <input type="radio"/> \$200 <input type="radio"/> \$500 <input type="radio"/> \$1,000
Deduction Amount:	(Min 3.75 - Cents must be .00, .25, .50, .75)
Owner's Name:	(First Name, Middle Initial, Last Name)
Owner's SSN:	(No Dashes Allowed)
Registration:	<input type="radio"/> Beneficiary <input type="radio"/> Co-Owner <input type="radio"/> Single Ownership
Co-owner/Beneficiary Registration Name:	(First Name, Middle Initial, Last Name)
Owner's Address Street 1:	(Enter only numbers and alpha characters.) 1234 CONNECTICUT BLVD
Owner's Address Street 2:	(Optional - Enter only numbers and alpha characters.)
City:	SILVER SPRING
State:	MD
Owner's Address ZIP Code:	(XXXXXX-XXXX) 20901-1414
	<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>

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Employee Express - Changes? NO BIG DEAL!

Start Savings Bonds – 4

To confirm the start of a savings bonds, select “Yes.”

If you selected “Yes,” an email notification request will appear (screen B).

Employee Express - Savings Bond - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Savings Bond Start Confirmation

* Once you save this action, you will not be allowed to stop or change it until after **December 13, 2003**.

You may have up to 10 Savings Bonds. You currently have 1 Savings Bond(s).

Savings Bond Items	New
Bond Type:	* Series EE - \$100
Deduction Amount:	* 5.00
Owner's Name:	* Jane Doe
Owner's SSN:	* 123324125
Registration:	* Single Ownership
Co-owner/Beneficiary Registration Name:	
Owner's Address Street 1:	* 1234 CONNECTICUT BLVD
Owner's Address Street 2:	
City:	* SILVER SPRING
State:	* MD
Owner's Address ZIP Code:	20901-1414

* The value of this item has changed.

A Is this information correct? To confirm, press

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Employee Express - Changes? NO BIG DEAL!

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu | Sign Out

Savings Bond - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

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Employee Express - Changes? NO BIG DEAL!

Change State Tax – 1

- ✘ Select “State Tax” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo on the left and the text 'CHANGES? NO BIG DEAL!' on the right. Below the logo is a yellow lightning bolt graphic. A navigation bar contains links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is located in the top right corner. The main content area is titled 'Main Menu' and is divided into four sections: 'Payroll - Personnel Actions', 'Earnings and Leave', 'Miscellaneous', and 'Related Sites'. The 'Payroll - Personnel Actions' section contains a list of links, with 'State Tax' circled in red. A red arrow points from the text 'Select "State Tax" from Main Menu.' to this circled link. The 'Earnings and Leave' section displays financial and leave information for April 19, 2003. The 'Miscellaneous' section includes a link to change the Employee Express Personal Identification Number (PIN). The 'Related Sites' section lists various external links.

Payroll - Personnel Actions	Earnings and Leave
<p>Your information was last updated on April 19, 2003.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <p>To view a summary of your current information, select View Summary Benefits.</p> <ul style="list-style-type: none">Direct DepositFederal Employee Health BenefitsFederal TaxFEHB Premium ConversionFinancial AllotmentHome AddressSavings BondState TaxThrift Savings PlanThrift Savings Plan Catch-Up	<p>Your leave and earnings information was last updated on: April 19, 2003.</p> <p>Gross Pay: \$ 2,462.44</p> <p>Net Pay: \$ 1,570.31</p> <p>Annual Balance: 64.15 hours</p> <p>Sick Balance: 16.00 hours</p> <p>Comp Balance: 0.00 hours</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p>
Miscellaneous	Related Sites
<p>Make a change to your Employee Express Personal Identification Number (PIN).</p>	<ul style="list-style-type: none">Federal Long Term Care InsuranceFEHB Plan Comparison Website - PlanSmartChoiceFSAFeds - The Federal Government's Flexible Spending Account ProgramRetirement EstimatorThe Work Number: Proof of Employment

Change State Tax – 2

✘ Input changes into the appropriate fields.

✘ Select “Save.”

Employee Express - State Taxes - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Main Menu Sign Out

State Tax For MARYLAND Change

- You may change withholdings for your current state only; you may NOT use Employee Express to: Change your State, File the initial state withholding form, File exempt from state withholding, or Claim more than 10 exemptions
- If you change Departments or Agencies, you must file an initial state tax withholding form with your new Agency. If you have moved to another state, or need any of the above changes, please see your servicing personnel or payroll office.

This information is current as of Pay Period ending **April 19, 2003**.
This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

State Tax	Current	New
Exemptions:	1	<input type="text" value="1"/> (Max 10)
Additional Deduction Amount: \$	0	<input type="text" value="0"/> (Max \$99.99)

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Employee Express - Changes? NO BIG DEAL!

Change State Tax – 3

- ✘ Confirm changes by selecting “Yes.”
- ✘ If you selected “Yes,” an email notification request will appear (screen B).

Employee Express - State Taxes - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

State Tax For MARYLAND Confirmation

This action will be effective **December 13, 2003**; however, due to agency processing, it may be effective the next pay period.

State Tax	Current	New
Exemptions:	1	* 3
Additional Deduction Amount:	\$ 0	\$ 0

* The value of this item has changed.

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed.

Is this information correct? To confirm, press YES. To cancel, press NO.

A

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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State Tax - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

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Employee Express - Changes? NO BIG DEAL!

B

Thrift Savings Plan – 1

- ✘ Select “Thrift Savings Plan” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo and a navigation bar containing links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is located in the top right corner. Below the header is a 'Main Menu' section divided into four columns:

- Payroll - Personnel Actions:** Contains text about the last update on April 19, 2003, and a list of links: Direct Deposit, Federal Employee Health Benefits, Federal Tax, FEHB Premium Conversion, Financial Allotment, Home Address, Savings Bond, State Tax, **Thrift Savings Plan** (circled in red), and Thrift Savings Plan Catch-Up.
- Earnings and Leave:** Contains text about the last update on April 19, 2003, and a summary of pay and balances: Gross Pay: \$ 2,462.44, Net Pay: \$ 1,570.31, Annual Balance: 64.15 hours, Sick Balance: 16.00 hours, and Comp Balance: 0.00 hours.
- Miscellaneous:** Contains a link to 'Employee Express Personal Identification Number (PIN)'.
- Related Sites:** Contains links to 'Federal Long Term Care Insurance', 'FEHB Plan Comparison Website - PlanSmartChoice', 'FSAFeds - The Federal Government's Flexible Spending Account Program', and 'Retirement Estimator'.

Thrift Savings Plan – 2

✘ To make changes to your TSP enter the necessary information in the “New column” and then select “Save.”

✘ To stop TSP contributions, select “Stop...”

Employee Express - TSP Module - Microsoft Internet Explorer

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu | Sign Out

Thrift Savings Plan Change

- You can select either a percentage OR enter a whole dollar amount of your basic pay that you wish to contribute per pay period by selecting the appropriate block on the screen. Your payroll dollar amount cannot exceed the maximum contribution amount allowed. The maximum allowed is based on your total salary.
- You should not use both a paper form TSP-1 and Employee Express to make TSP elections.
- The election you make through Employee Express will only affect your future contributions, not your past contributions.
- You can start or change your future contributions only during the TSP open seasons. You may use Employee Express to change the amount or percent of payroll deduction for contributing to TSP. You can stop your contributions at any time.
- FERS refers to the Federal Employees' Retirement System, the Foreign Service Pension System, and other equivalent Government retirement plans.
- FERS employees may contribute up to the maximum percentage allowed of basic pay each pay period. The maximum contribution percentage appears below. The dollar amount you elect cannot exceed the maximum percentage amount of basic pay each pay period for FERS employees.
- There is an annual limit on TSP contributions established by the IRS. The current annual limit appears below. If you reach the IRS limit on TSP contributions before the end of the year, your contributions will stop and you will lose any further agency matching contributions.
- If you are a new or rehired employee who has never had a Thrift Savings Plan (TSP) account, your contributions will be invested in the Government Securities Investment (G) Fund, until you request a contribution allocation through TSP.
- If you are a rehired employee who has previously had a Thrift Savings Plan account, your contributions will be invested according to your last contribution allocation on file with the TSP until you request a different contribution allocation through TSP.

TSP regulations allow you to make only one election each Open Season. Once your TSP election is effective, you can not change it except to stop your TSP contributions.

The maximum contribution percentage currently allowed for FERS is 14%.
The annual limit for TSP contributions is currently \$13,000.

This information is current as of Pay Period ending April 19, 2003.

Thrift Savings Items	Current	New
Dollar Amount:	\$ 0	(Max 13000)
OR		
Percentage:	13 %	<input type="radio"/> 1% <input type="radio"/> 2% <input type="radio"/> 3% <input type="radio"/> 4% <input type="radio"/> 5% <input type="radio"/> 6% <input type="radio"/> 7% <input type="radio"/> 8% <input type="radio"/> 9% <input type="radio"/> 10% <input type="radio"/> 11% <input type="radio"/> 12% <input type="radio"/> 13% <input type="radio"/> 14%

Visit TSP web site - The Federal Retirement Thrift Board's TSP web site (www.tsp.gov) lets you change the allocation of future TSP contributions or transfer existing account balances among the G, F, C, S, or I funds. You may also call the ThriftLine at 804-255-8777, or submit form TSP-50 available from your servicing personnel or payroll office.

This option will transfer you out of Employee Express to the TSP web site.

Select TSP worksheet Calculator to link to the TSP site.

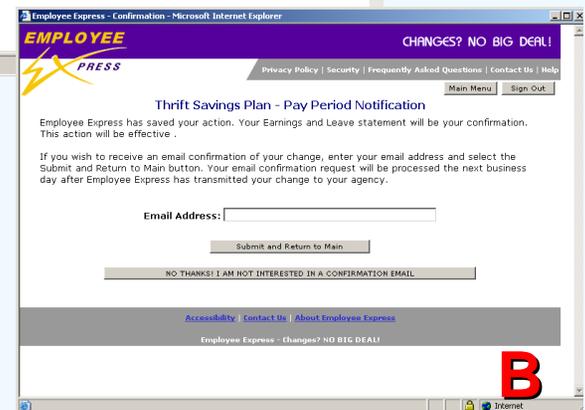
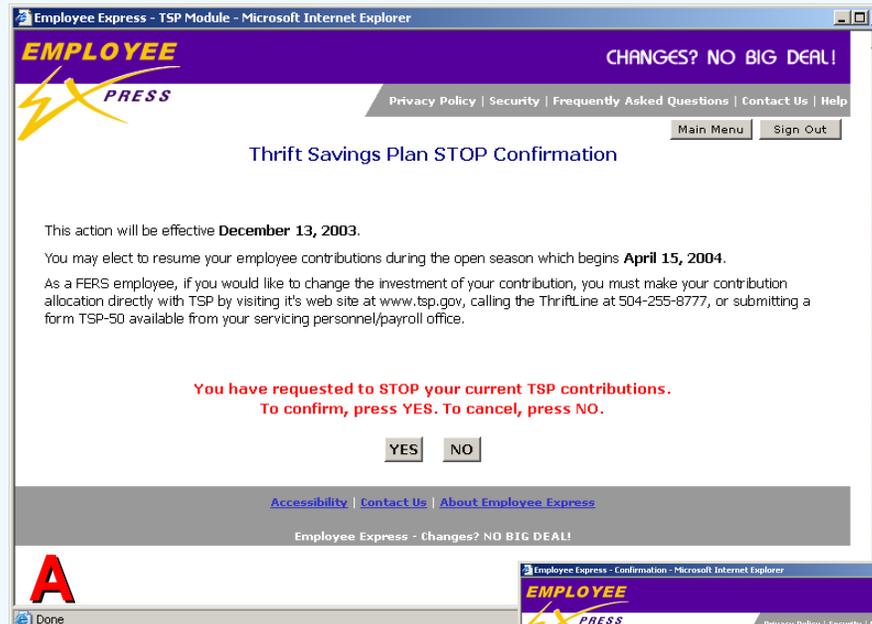
This option will transfer you out of Employee Express to the TSP web site.

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

Employee Express - Changes? NO BIG DEAL!

Thrift Savings Plan – Stop

- ✘ To confirm stop, select “Yes.”
- ✘ If you selected “Yes,” an email notification request will appear (screen B).



Thrift Savings Plan – Change

- ✘ To confirm changes, select “Yes.”
- ✘ If you selected “Yes,” an email notification request will appear (screen B).

The image displays two screenshots of the Employee Express website interface. The top screenshot, labeled 'A', is titled 'Thrift Savings Plan Confirmation'. It shows a table with columns for 'Thrift Savings Items', 'Current', and 'New'. The 'Dollar Amount' is \$ 0, and the 'Percentage' is 13 % (Current) and * 12 % (New). Below the table, it asks 'Is this information correct?' and instructs the user to 'To confirm, press YES. To cancel, press NO.' with 'YES' and 'NO' buttons. The bottom screenshot, labeled 'B', is titled 'Thrift Savings Plan - Pay Period Notification'. It informs the user that their action has been saved and provides an 'Email Address' field with a 'Submit and Return to Main' button. A link for 'NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION EMAIL' is also visible.

Thrift Savings Items	Current	New
Dollar Amount:	\$ 0	\$ 0
Percentage:	13 %	* 12 %

TSP Catch-Up – 1

- ✘ Select “Thrift Savings Plan Catch-Up” from Main Menu.

The screenshot shows the Employee Express website interface. At the top, there is a purple header with the 'EMPLOYEE EXPRESS' logo and the text 'CHANGES? NO BIG DEAL!'. Below the header, there are navigation links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help', along with a 'Sign Out' button. The main content area is titled 'Main Menu' and is divided into four sections: 'Payroll - Personnel Actions', 'Earnings and Leave', 'Miscellaneous', and 'Related Sites'. The 'Payroll - Personnel Actions' section contains a list of links, with 'Thrift Savings Plan Catch-Up' circled in red. A red line points from the text in the adjacent list item to this link. The 'Earnings and Leave' section displays financial and leave information for April 19, 2003, including Gross Pay, Net Pay, Annual Balance, Sick Balance, and Comp Balance. The 'Miscellaneous' section includes a link to update the Employee Express Personal Identification Number (PIN). The 'Related Sites' section lists various external resources like Federal Long Term Care Insurance, FEHB Plan Comparison Website, FSAFeds, and Retirement Estimator.

TSP Catch-Up – 2

✘ To enroll in this program, enter the amount you want deducted in the “New” column.

✘ When finished, select “Save.”

Employee Express - TSP Catch Up Module - Microsoft Internet Explorer

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!

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Main Menu Sign Out

Thrift Savings Plan Catch-Up Change

You should not use both a paper form TSP-1C and Employee Express to make TSP Catch-Up elections.

You can start, change, or stop TSP Catch-Up contributions year round.

Your catch-up contributions will be invested according to your most recent contribution allocation on file with the TSP.

This election will not affect your regular TSP contributions.

This election will continue until the end of the calendar year unless

- (1) You reach the annual limit of \$3000 for catch-up contributions or
- (2) You stop your TSP catch-up contributions or
- (3) You stop your regular TSP contribution

You do not receive matching contributions from your agency for any catch-up contributions.

There is an annual limit on TSP Catch-up contributions established by the IRS, which is currently \$3000. If you reach the IRS limit on TSP Catch-Up contributions before the end of the year, your pay period deductions will stop automatically.

To be eligible, you must be 50 years old by the end of current calendar year or older and currently contributing the maximum for your regular TSP contributions.

NOTICE FOR EPA AND RRB EMPLOYEES ONLY:

EEX references to 2004 TSP Catch-up processing in EEX does not apply to EPA and RRB employees. TSP catch-up contributions entered into EEX between 11/30/2003 -12/13/2003 will be applied to 2003 TSP catch-up contributions for both EPA and RRB. Employees should refer to their agencies mass-mailers for details.

EPA employees - Reference OHROS Agency-Wide Mass-Mailer memo dated 11/14/2003, Subj: TSP 'Catch-up' 2004.

RRB employees - Refer to the Docs & Resources on the HR - TSP area of Boardwalk.

* Please be sure to enter the amount you want deducted PER PAY PERIOD. If you enter the maximum annual contribution of \$3000, the entire \$3000 will be deducted from your paycheck.

This information is current as of Pay Period ending **April 19, 2003**.

Thrift Savings Items	Current	New
Pay Period Deduction Amount:	\$ 0	<input type="text" value="0 (Max 9999)"/>

SAVE CANCEL

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Employee Express - Changes? NO BIG DEAL!

TSP Catch-Up – 3

- ✘ To confirm changes, select “Yes.”
- ✘ If you selected “Yes,” an email notification request will appear (screen B).

A

Employee Express - TSP Catch Up Module - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Thrift Savings Plan Catch-Up Confirmation

I certify that I have already elected to make regular TSP contributions up to the maximum amount allowed by the IRS and TSP rules. I understand that my catch-up contributions are in addition to my regular TSP contributions.

I understand that the amount I have entered will be deducted from my paycheck each pay day until I reach the annual maximum amount which is currently \$3000. I confirm that this is the amount I would like to be deducted each pay period.

This action will be effective **December 14, 2003**; however, due to agency processing, it may be effective the next pay period.

Thrift Savings Items	Current	New
Pay Period Deduction Amount:	\$ 0	* \$ 25

* The value of this item has changed.

Is this information correct?
To confirm, press YES. To cancel, press NO.

YES NO

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B

Employee Express - Confirmation - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Thrift Savings Plan Catch-Up - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

Submit and Return to Main

NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION EMAIL

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Employee Express - Changes? NO BIG DEAL!

The End

For additional information about Employee Express, visit this Web site:

www.employeeexpress.gov