

ITA - Office of Human Resources Management (OHRM)

Pay & Benefits Group

Informational Guide for Processing Documents through the National Finance Center's, Employee Personal Page (EPP)

FOR EMPLOYEES ALREADY ONBOARD

The following information is provided for you as guidance. The two columns below lists information pertaining to employees.

Employee Self -Service: The Employee Self-Service column serves as a “self service” list. Employees have full control for initiating and executing these actions, without any involvement from OHRM. Employees can make changes to these items by visiting the [EPP Web page](#).

OHRM Processing: Items listed in the OHRM column must be initiated by the employee and forwarded to OHRM for processing.

Employee Self-Service	OHRM Processing
<ul style="list-style-type: none"> • Federal and State Tax Withholding forms • Savings Bonds • Direct Deposit forms • Financial Allotments (up to 16) • Change of Residence Address • FEHB (open seasons) • TSP Election • TSP Catch-up Contributions 	<ul style="list-style-type: none"> • ALL NEW EMPLOYEE actions/initial forms must be processed first through OHRM. • *New State Tax Forms • City and County Tax Forms • CFC Forms • Certificate of Non-Residence forms • FEHB (outside open seasons) • Union Dues forms • Fitness Center forms • Life Insurance forms

*If the employee's duty station state and current address state are different, the HR office must waive the duty station (i.e., District of Columbia, etc.) and process the state tax form. If the employee enters a new address (different state), the state tax change cannot be processed via EPP/ESS. Provide a new state tax form to the HR office for processing.