

Pay Systems Module

Note: Agent is not allowed to access employee pay system. Employee is the only person allowed to set up an allotment. Agent is never to ask for PIN#.



American
Benefits
Exchange

Pay Systems

Introduction

The federal government uses four payroll management systems for its employees. Depending on the Government agency an employee works for will determine their payroll system.

The four payroll systems are:

EmployeeExpress – Employee Express is an online payroll resource for many government agencies.

<https://www.employeeexpress.gov>

PostalEASE – Used by all Postal Service personnel.

<https://ewss.usps.gov/>

myPay – Used primarily by Department of Defense and the Veterans Administration.

<https://mypay.dfas.mil/mypay.aspx>

National Finance Center – The National Finance Center is operated under the control of the United States Department of Agriculture. This organization, like the others, contracts with other government agencies for use of this system.

<https://www.nfc.usda.gov/personal>

A listing of federal agencies and their payroll centers are listed below:

Agency	Location
ADV Council on Historic Preservation	https://www.employeeexpress.gov
African Development Foundation	https://www.employeeexpress.gov
Arctic Research Commission	https://www.employeeexpress.gov
Broadcasting Board of Governors	https://www.employeeexpress.gov
Commission of Fine Arts	https://www.employeeexpress.gov
Commodity Futures Trading Commission	https://www.employeeexpress.gov
Consumer Product Safety Commission	https://www.employeeexpress.gov
Department of Education	https://www.employeeexpress.gov
Department of Energy	https://mypay.dfas.mil/mypay.aspx
Department of Health and Human Services	https://mypay.dfas.mil/mypay.aspx
Department of Homeland Security	https://www.employeeexpress.gov
Department of Housing and Urban Development	https://www.employeeexpress.gov
Department of Justice	https://www.employeeexpress.gov
Department of Labor	https://www.employeeexpress.gov

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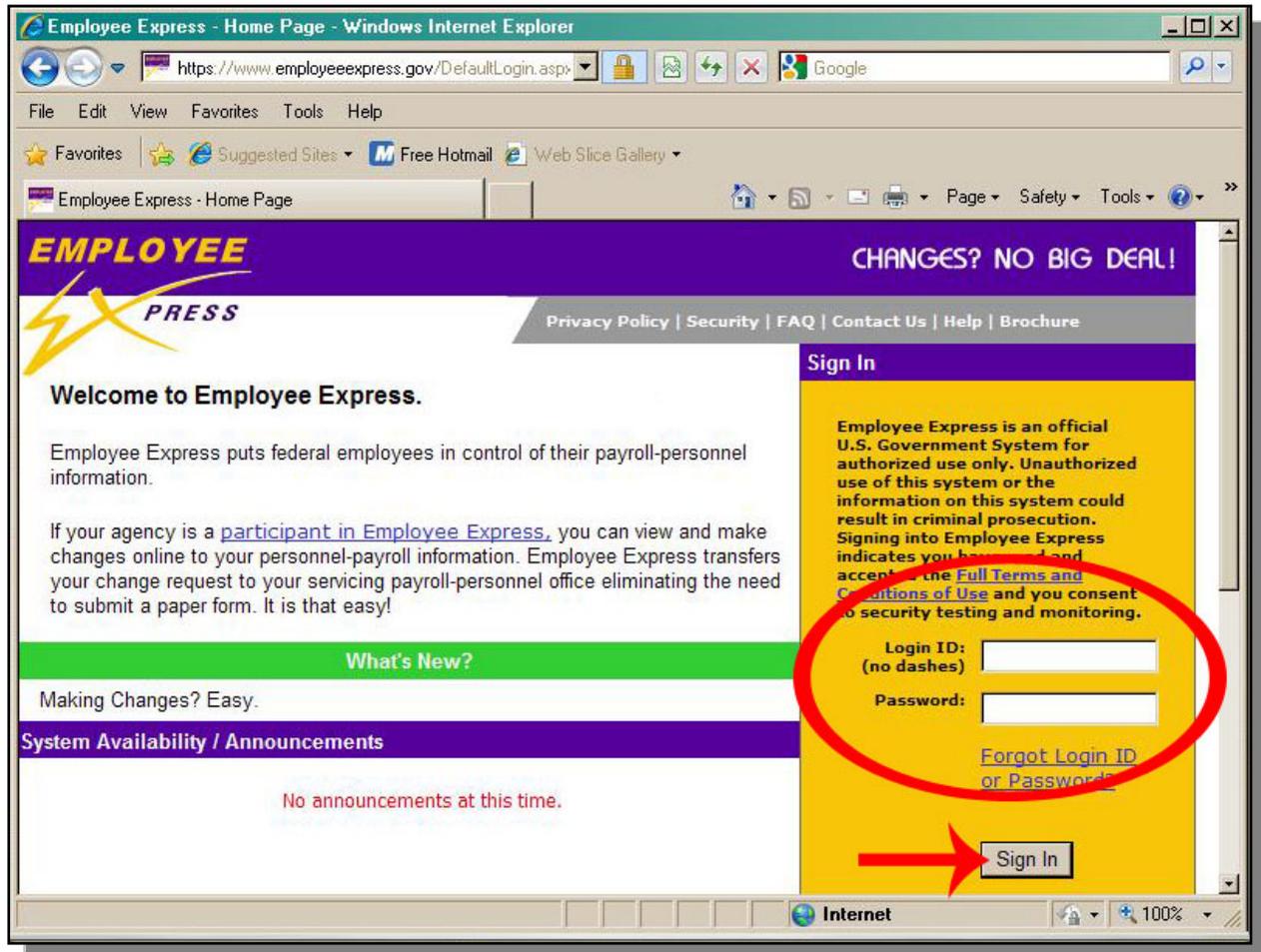
Agency

Location

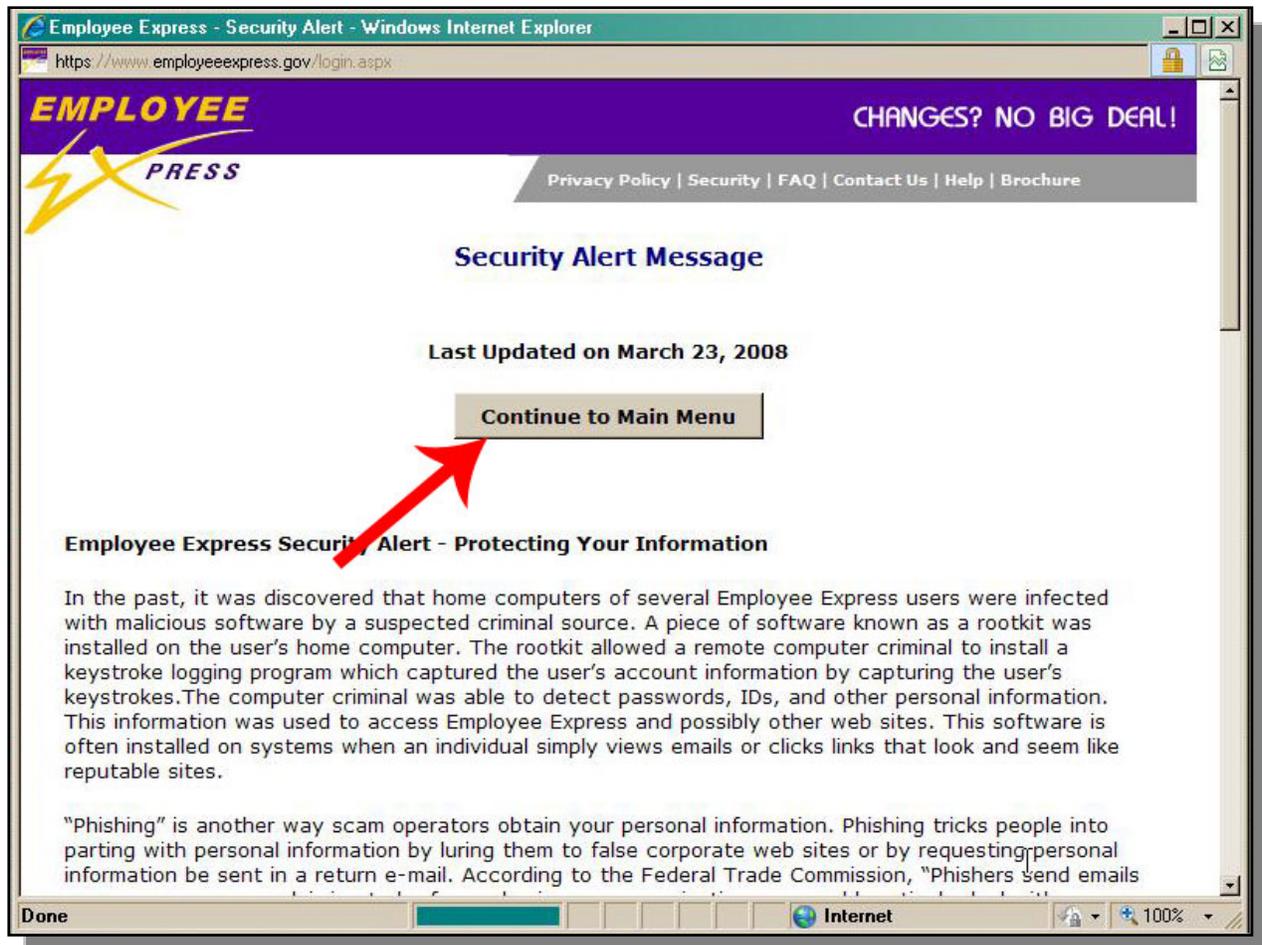
Department of State	https://www.employeexpress.gov
Department of the Interior	https://www.employeexpress.gov
Department of the Treasury	https://www.employeexpress.gov
Department of Transportation	https://www.employeexpress.gov
Department of Veterans Affairs	https://mypay.dfas.mil/mypay.aspx
Environmental Protection Agency	https://www.employeexpress.gov
Equal Employment Opportunity Commission	https://www.employeexpress.gov
Executive Residence of White House	https://www.employeexpress.gov
Federal Aviation Administration	https://www.employeexpress.gov
Federal Deposit Insurance Corporation	https://www.employeexpress.gov
Federal Election Commission	https://www.employeexpress.gov
Federal Labor Relations Authority	https://www.employeexpress.gov
Federal Trade Commission	https://www.employeexpress.gov
General Services Administration	https://www.employeexpress.gov
Government Accountability Office	https://www.employeexpress.gov
Harry S Truman Scholarship Foundation	https://www.employeexpress.gov
Inter-American Foundation	https://www.employeexpress.gov
International Trade Commission	https://www.employeexpress.gov
James Madison Memorial Fellowship Funds	https://www.employeexpress.gov
Library of Congress	https://www.employeexpress.gov
Merit Systems Protection Board	https://www.employeexpress.gov
Millennium Challenge Corporation	https://www.employeexpress.gov
National Aeronautics and Space Administration	https://www.employeexpress.gov
National Labor Relations Board	https://www.employeexpress.gov
National Science Foundation	https://www.employeexpress.gov
National Transportation Safety Board	https://www.employeexpress.gov
Nuclear Regulatory Commission	https://www.employeexpress.gov
Office of Federal Housing Enterprise Oversight	https://www.employeexpress.gov
Office of Government Ethics	https://www.employeexpress.gov
Office of Navajo and Hopi Indian Relocation	https://www.employeexpress.gov
Office of Personnel Management	https://www.employeexpress.gov
Office of Special Counsel	https://www.employeexpress.gov
Overseas Private Investment Corporation	https://www.employeexpress.gov
Pension Benefit Guaranty Corporation	https://www.employeexpress.gov
Railroad Retirement Board	https://www.employeexpress.gov
Securities and Exchange Commission	https://www.employeexpress.gov
Selective Service System	https://www.employeexpress.gov
Small Business Administration	https://www.employeexpress.gov
Social Security Administration	https://www.employeexpress.gov
Transportation Security Administration	https://www.nfc.usda.gov/personal
U.S. Agency for International Development	https://www.employeexpress.gov
U.S. Chemical and Safety Hazard Investigation Board	https://www.employeexpress.gov
U.S. Holocaust Memorial Museum	https://www.employeexpress.gov
U.S. Trade and Development Agency	https://www.employeexpress.gov
United States Air Force	https://mypay.dfas.mil/mypay.aspx
United States Army	https://mypay.dfas.mil/mypay.aspx
United States Marines	https://mypay.dfas.mil/mypay.aspx
United States Navy	https://mypay.dfas.mil/mypay.aspx
United States Postal Service	https://ewss.usps.gov/
Utah Reclamation Mitigation and Conserv Commission	https://www.employeexpress.gov
Valles Caldera Trust	https://www.employeexpress.gov

EMPLOYEE EXPRESS

The process for establishing an Employee Express government allotment is outlined in the follow pages.

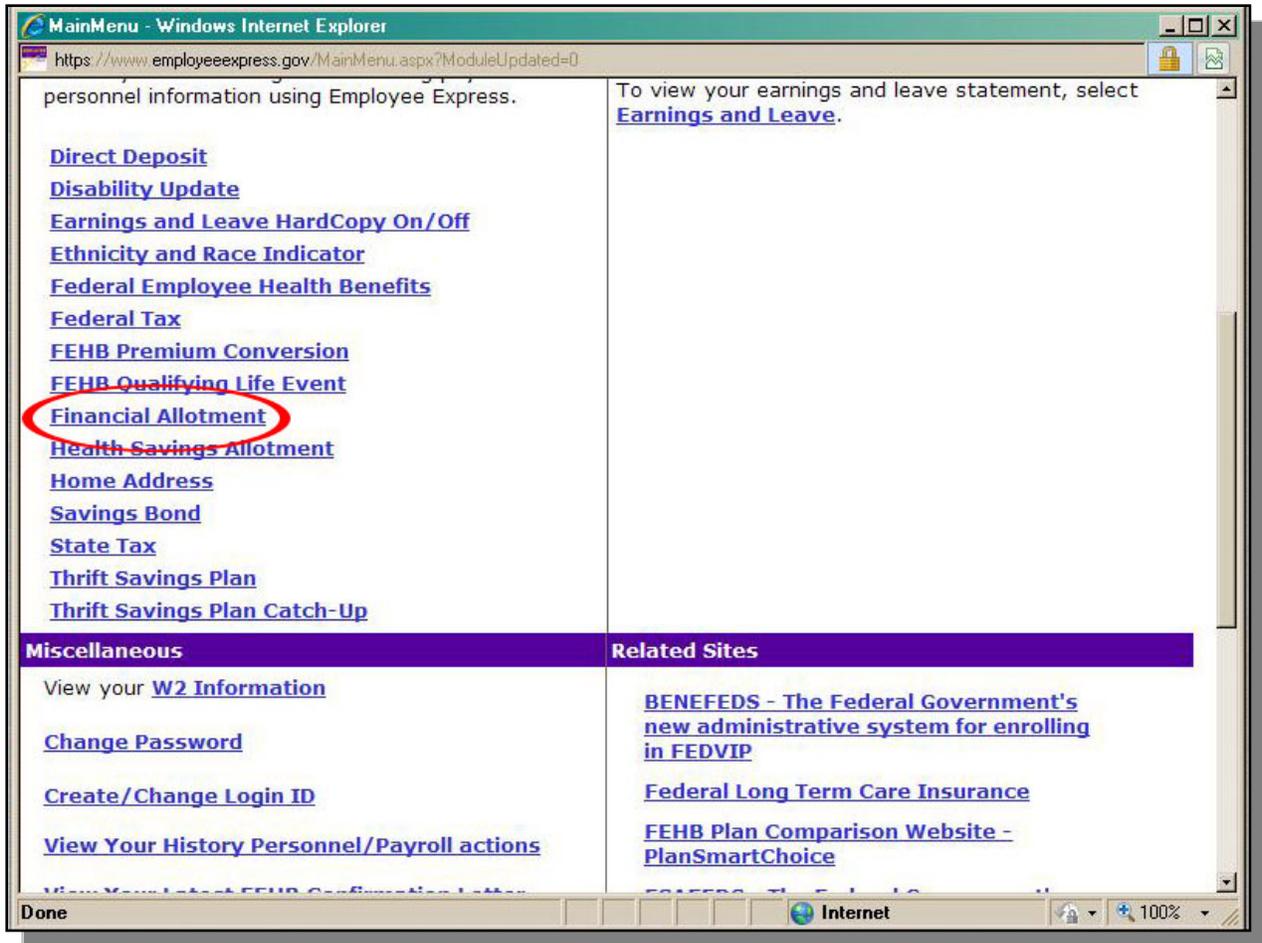


Go to the agency website.
Enter the Login ID and Password.
Click the 'Sign In' button.



Click 'Continue'.

Co g t k e p ' D g p g h u ' G z e j c p i g



Click 'Financial Allotment'.

Employee Express - Financial Allotment - Windows Internet Explorer
https://www.employeeexpress.gov/FinancialAllotments.aspx?

EMPLOYEE PRESS CHANGES? NO BIG DEAL!
Privacy Policy | Security | FAQ | Contact Us | Help | Brochure
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.

If you have recently saved an EEX Financial Allotment, you may view a history of your Financial Allotment transactions sent to your agency payroll office by selecting the link:

[View Your History Personnel/Payroll Actions](#)

These EEX Financial Allotment transactions will be reflected in your current information after payroll has completed processing for the pay period. If you have erroneously entered an EEX financial allotment transaction, contact your agency's payroll service.

This information is current as of Pay Period ending **April 24, 2010**.

This action will be effective **May 22, 2010**; however, due to agency processing, it may be effective the next pay period.

You may have up to 7 Financial Allotments. You currently have 2 Financial Allotment(s).

Select **Start** to begin a new allotment.

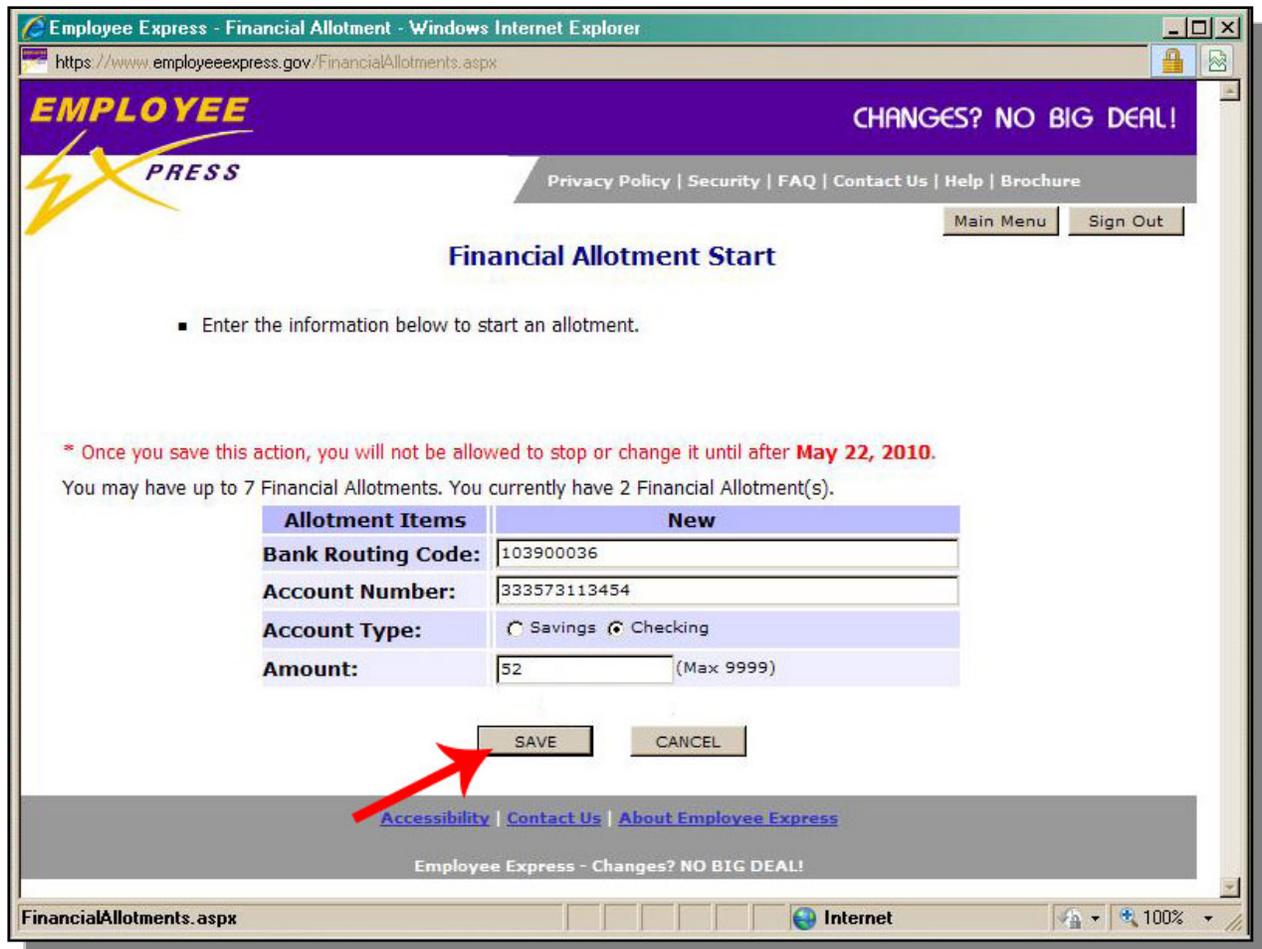
Financial Allotment - RAFE FCU 4422			
Bank Routing Code:	322281206	Account Number:	939401
Account Type:	Savings	Amount:	\$225
Change		Stop	

Financial Allotment - NATIONAL CITY BANK			
Bank Routing Code:	041000124	Account Number:	4441573113454
Account Type:	Savings	Amount:	\$11
Change		Stop	

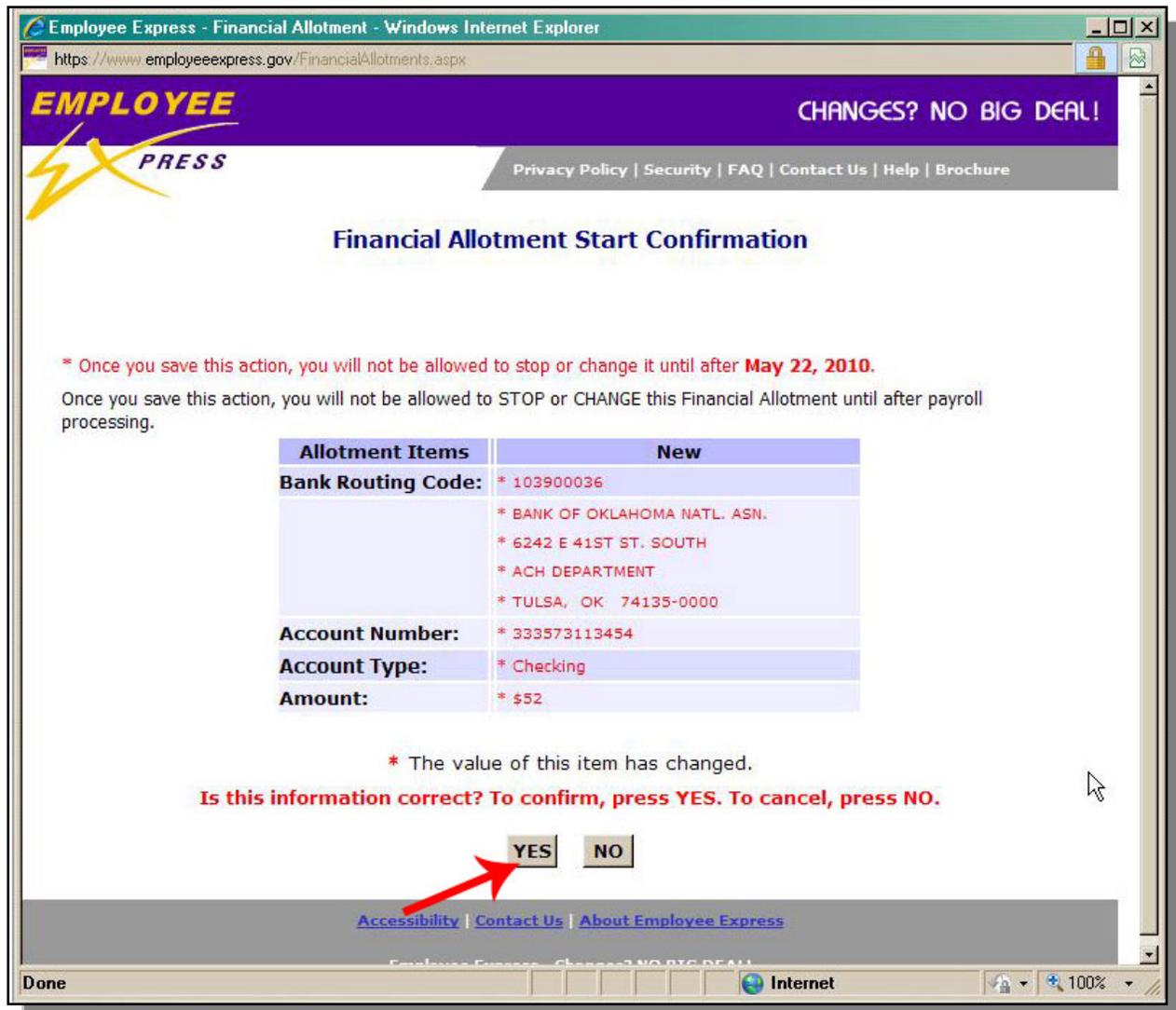
[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)

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Click 'Start'.



- Enter the organizations routing number.
- Enter the organizations account number.
- Enter the account type.
- Enter the dollar amount (full dollar amounts only)

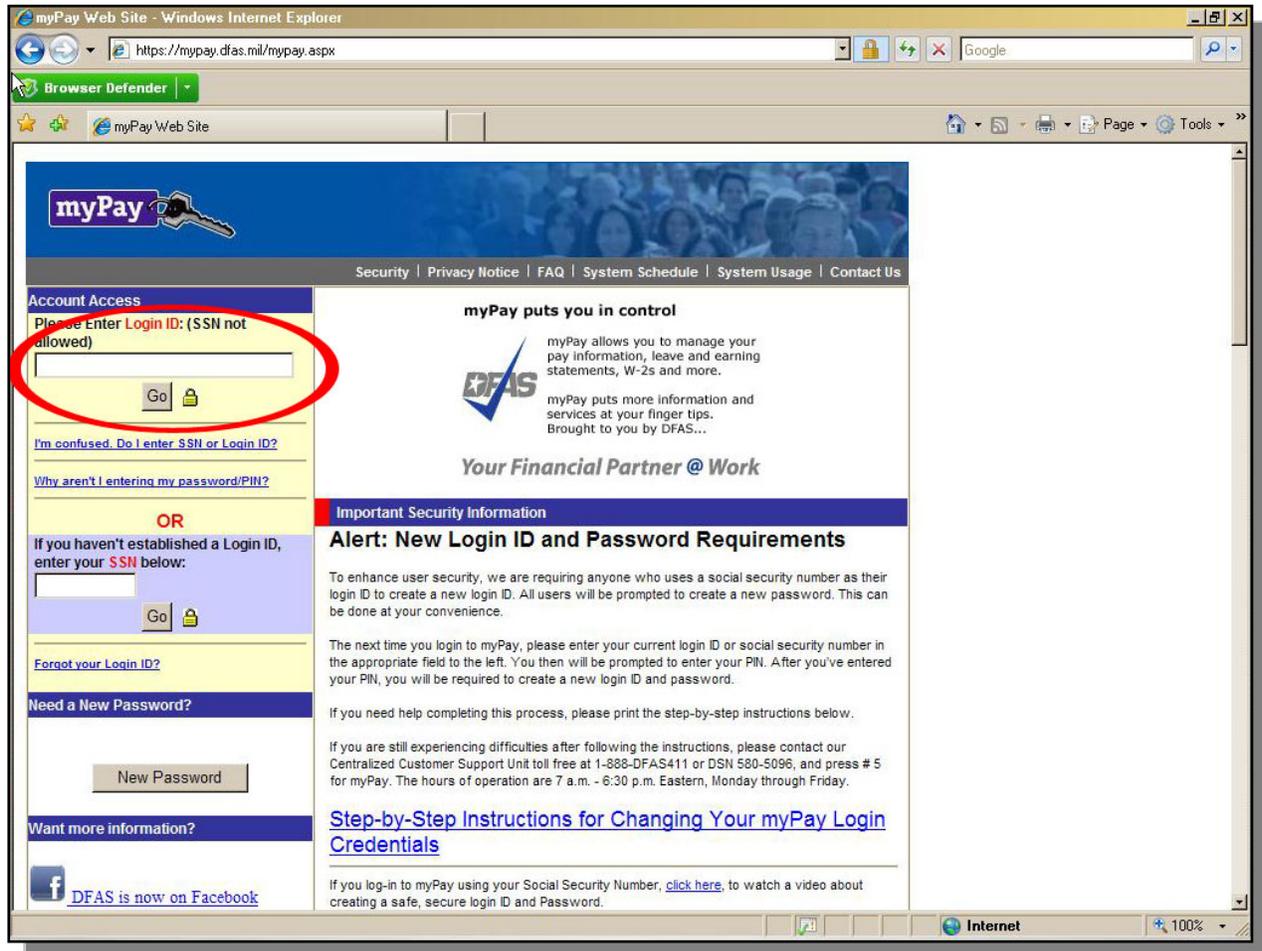


At the confirmation screen, click "Yes".

If no errors are presented, then the allotment will begin paying in approximately 14 days.

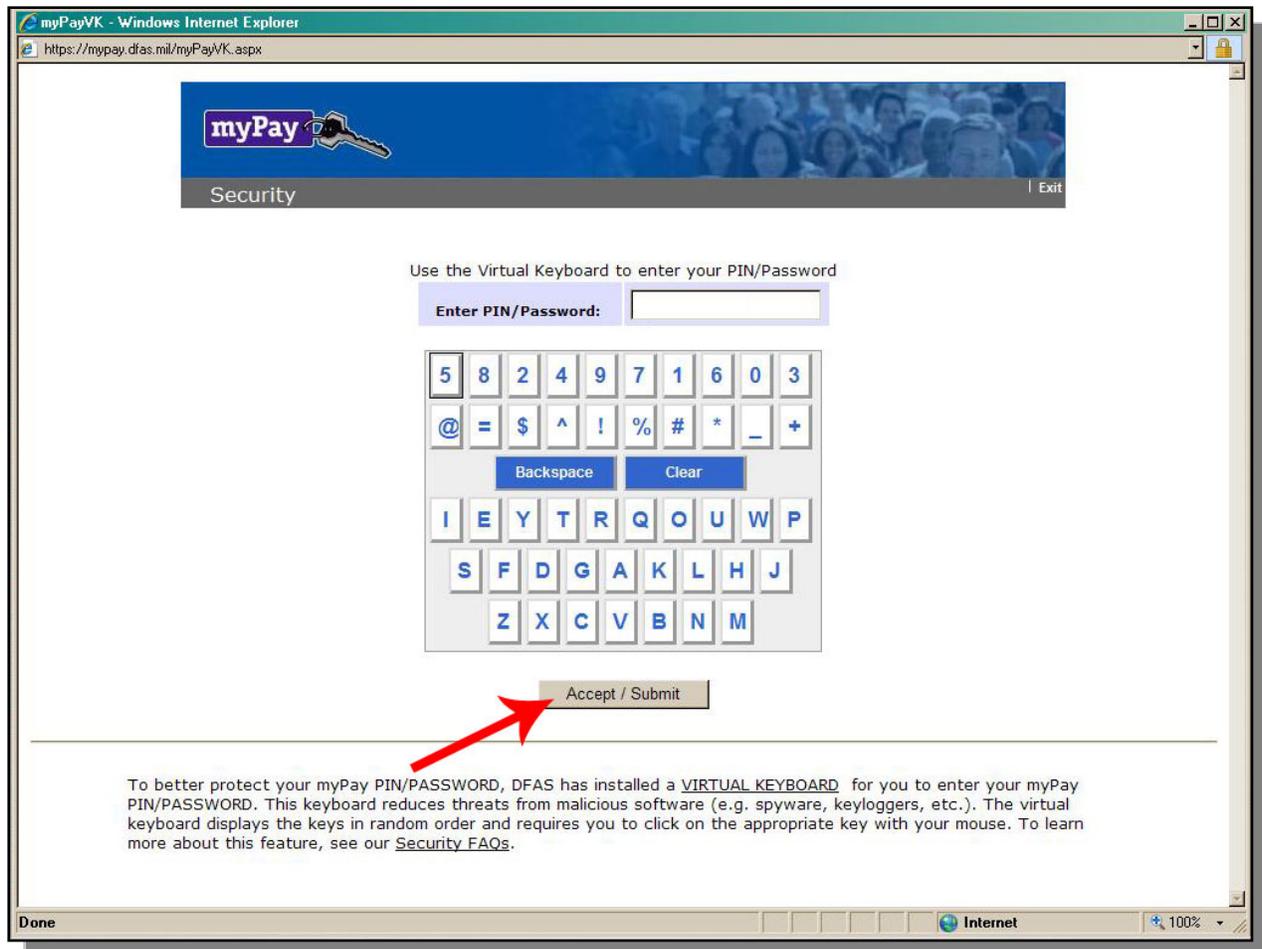
myPay

The process for establishing a myPay government allotment is outlined in the follow pages.



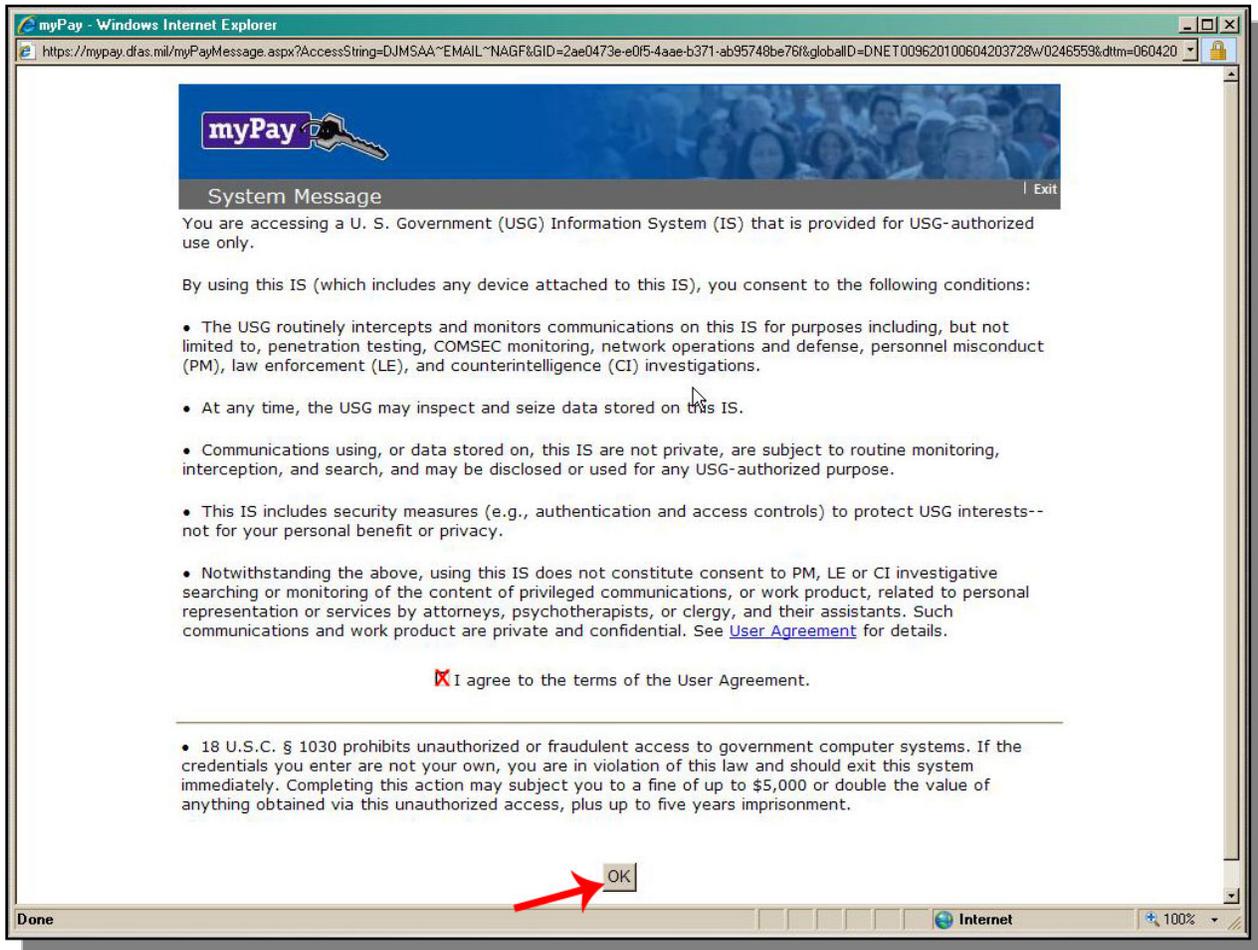
Enter the 'Login ID'.
Click 'Go'.

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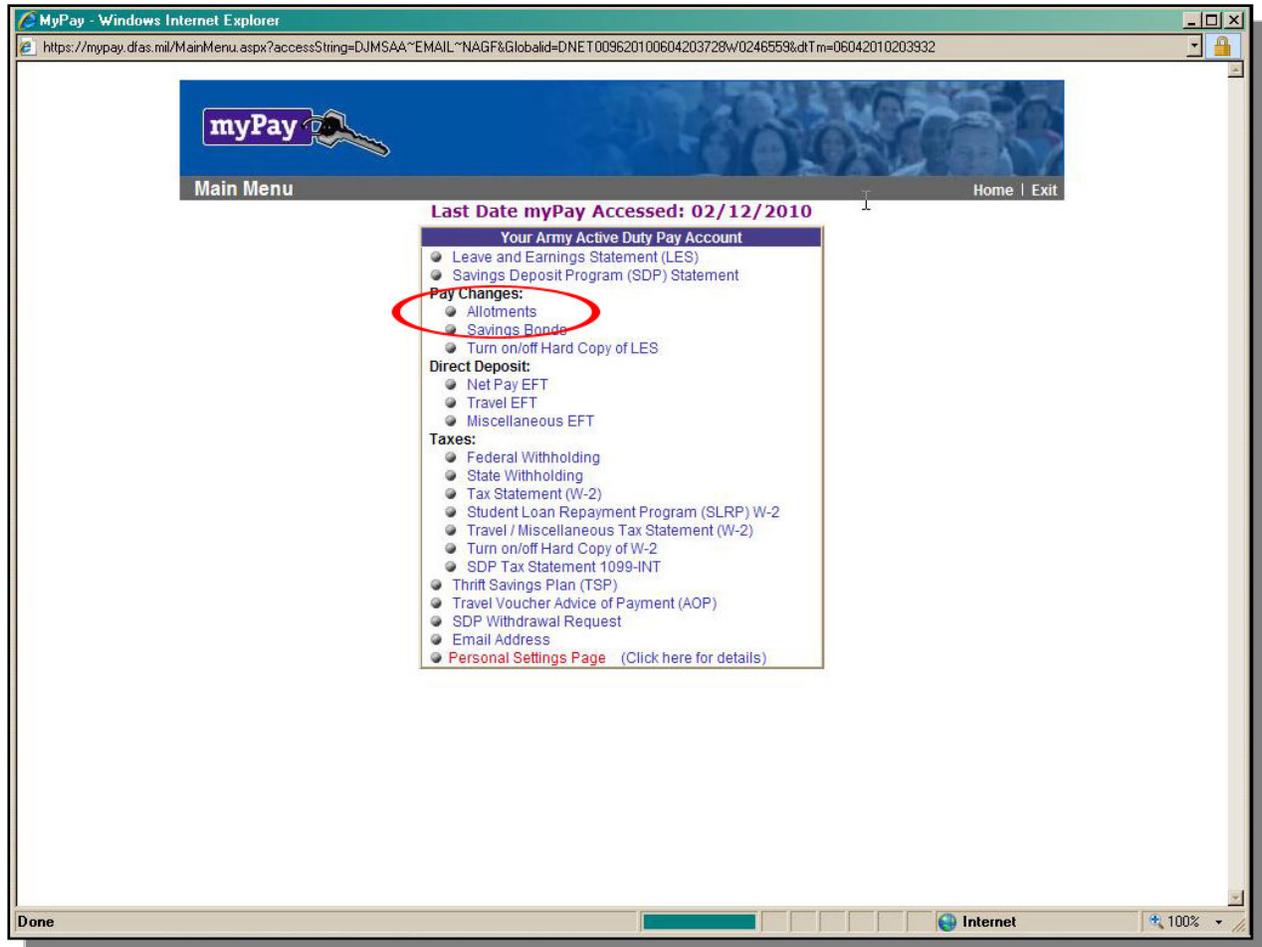
Using the screen keypad, enter the employees 'PIN/Password'.
Click 'Accept'.

Co g łe p 'Dg p h u 'Gz e j c p i g



Click the 'I Agree' checkbox.
Click 'OK'.

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Click the 'Allotments', hyperlink.

myPay Allotments Help | Main | Exit

This information is current as of June 4, 2010.

- **STATUS:** You currently have 0 Discretionary Allotments.

AND
You may NOT exceed 6 Discretionary Allotments in myPay.

- **What is an Allotment?** An allotment is an amount of money designated by you that is automatically distributed from your pay to another individual or organization.
- **What type of Allotments may I start in myPay?** All allotments started via myPay must be sent to a financial institution. You may start such an allotment for reasons of deposit or for voluntary payments to your dependents or relatives. **Please contact your Servicing Payroll Office or Customer Service Representative to start any other allotments, to include, charitable contributions, insurance premiums, thrift saving plan deposits, garnishments, union or other organizational dues.**
- **Court/Support Agency Deductions:** Court/support agency deductions require a case number for payment transactions. You **cannot** enter a case number and additional information using myPay. **Contact your Servicing Payroll Office or Customer Service Representative to start any court ordered child/alimony support payments.**
- **What do I need to start/change/stop an Allotment in myPay?** To start a new allotment in myPay, change an existing allotment, or stop an existing allotment you must have the Financial Institution's Routing Transit Number, your Account Number, and the Account Type (Checking or Savings). **Note:** You can obtain this information from your Financial Institution.

Warning: Initiating or increasing an allotment without sufficient funds may adversely affect your monthly income.

Contact your Servicing Payroll Office or Customer Service Representative if you cannot answer the questions listed above.

- **How many Allotments can I send to my financial institution?** The financial institution can be changed for any existing allotment, but only one allotment can be sent to any given financial institution.

Please contact your financial institution if you desire to have your allotment divided between multiple accounts with that institution.

- **How many Allotments may I have?** You are limited to only six discretionary allotments. Your total allotments and bonds cannot exceed 15.

Warning: Please know the Allotments and Bonds you currently have on file and take these into consideration if you wish to start a new allotment.

- **How do I know my Allotment was accepted in myPay?:** MyPay will provide a notification screen advising when the action will be processed by your pay system.
- **What if Allotments are not displayed in myPay?** You may not change allotments that are not displayed in myPay. **Contact your Servicing Payroll Office or Customer Service Representative to change these allotments.**
- **If you need help using myPay, contact the Centralized Customer Support Unit toll free at 1-888-DFAS411 or 1-888-332-7411, commercial (216) 522-5096, or Defense Switching Network (DSN) 580-5096 (7:00 A.M. – 6:30 P.M. Eastern Time).**

- The screen reflects your number of Discretionary Allotments.

Click 'Start Savings Allotment'.

Configuration of the myPay System

myPay Savings Allotment - Start

This action will be reflected in your June 15, 2010 pay.

Items	New
Financial Institution Routing Transit Number:	103900036
Account Number:	33344023532
Account Type:	<input type="radio"/> Savings <input checked="" type="radio"/> Checking
Monthly Amount:	80.00 (Max of 9999.99)

Save Cancel

HELP INFO

- Enter the new 9-digit Financial Institution Routing Transit Number in the specified location.
- The RTN must consist of 9 digits. It must begin with 01 through 12 or 21 through 32.

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Done Internet 100%

- Enter the organizations Routing Number.
- Enter the organizations Account Number.
- Check the Account Type.
- Enter the monthly amount.

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myPay

Financial Allotment Confirmation
This action will be reflected in your June 15, 2010 pay.

If you are receiving mid-month and end-of-month pay and your transaction occurs after mid-month processing, the entire monthly allotment deduction amount will be reflected in your end-of-month pay. If you process prior to mid-month processing, the entire monthly allotment deduction amount would be divided approximately in half and reflected in both your mid-month and end-of-month pay. Please be aware of your current net pay and the impact this transaction will have on your net pay prior to submission to avoid any adverse effect on your pay. The next update will be for June mid-month.

Financial Institution:	* BANK OF OKLAHOMA NATL. ASN. 6242 E 41ST ST. SOUTH ACH DEPARTMENT TULSA, OK 74135-0000
Account Number:	* 333440023532
Account Type:	* Checking
Monthly Amount:	* \$80.00

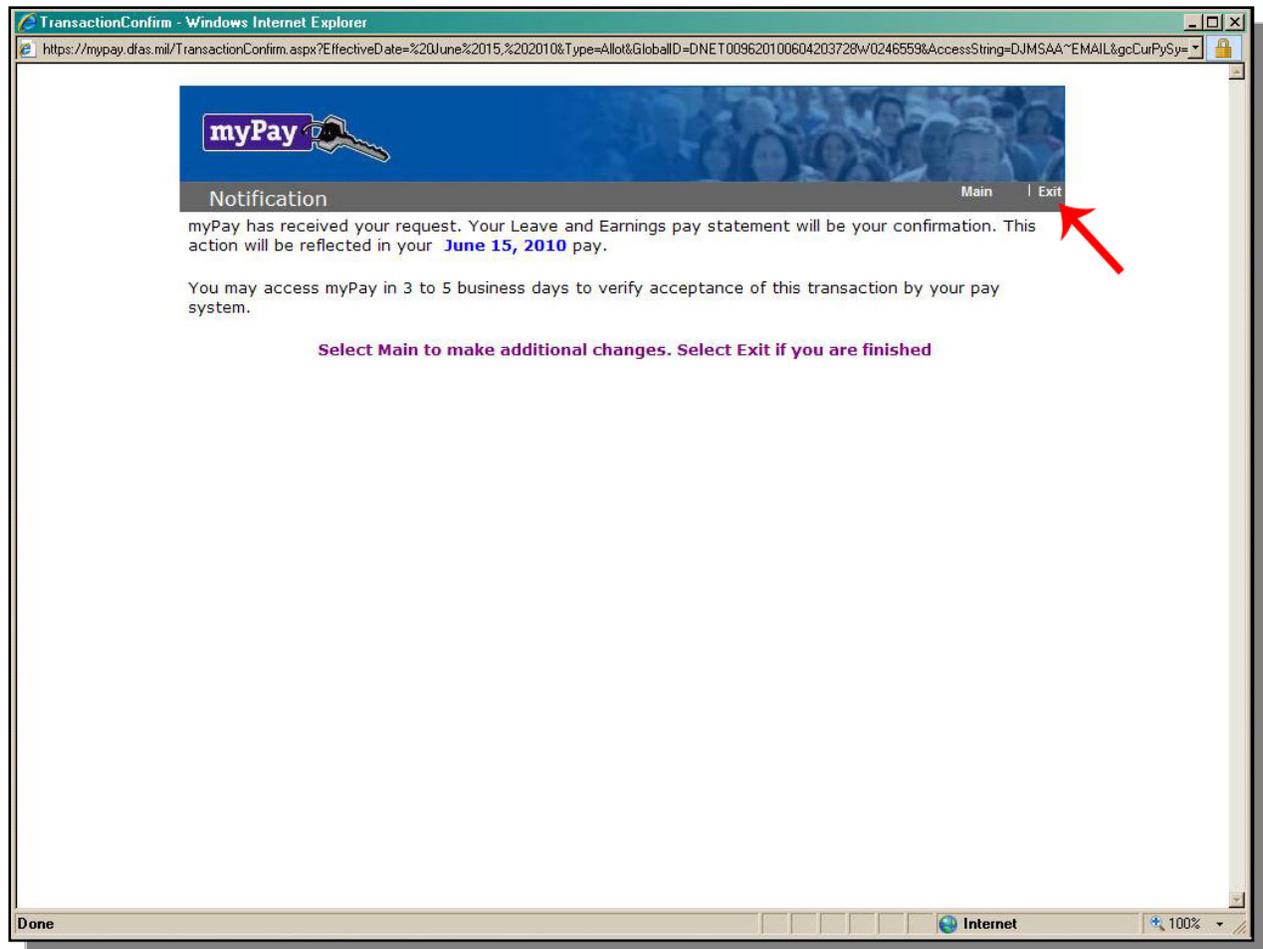
To confirm, press YES. To cancel, Press NO.

* The value of this item has changed

No Yes

Press 'Yes' as a confirmation.

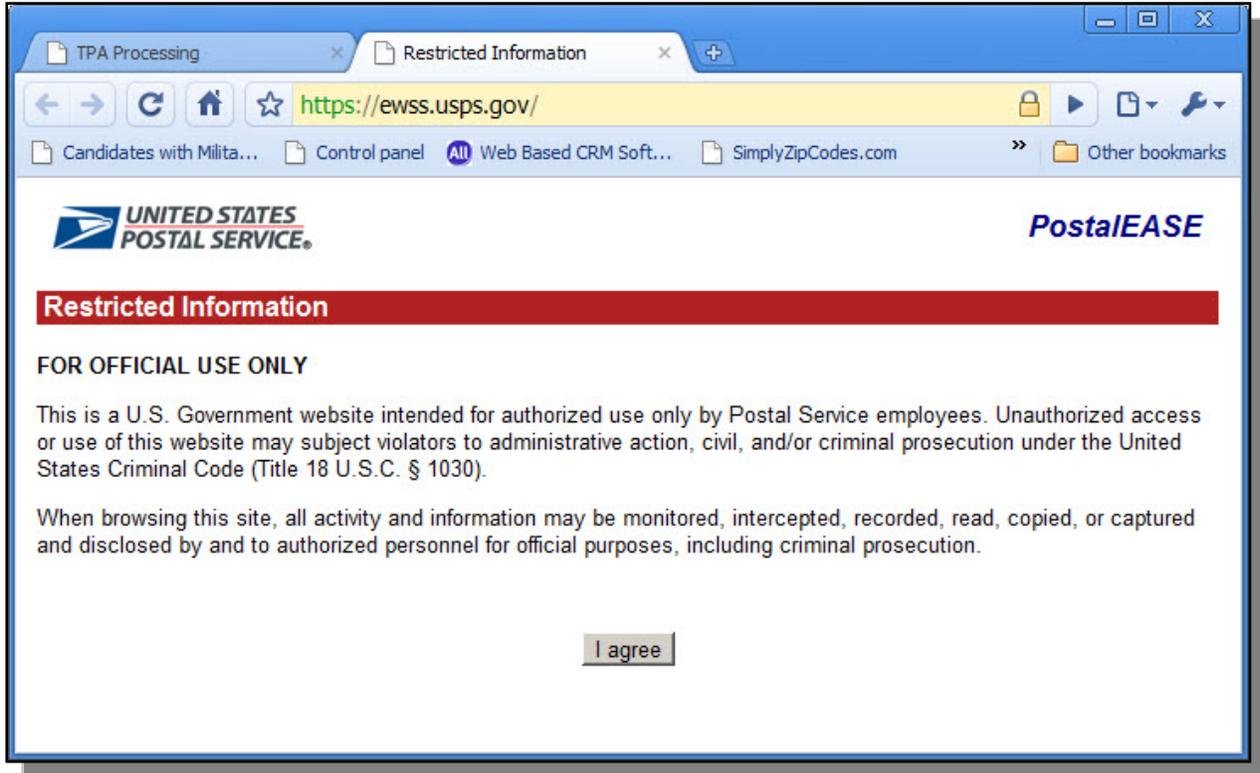
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Click the 'Exit' hyperlink.

PostalEASE

The process for establishing a PostEASE government allotment is outlined in the follow pages.

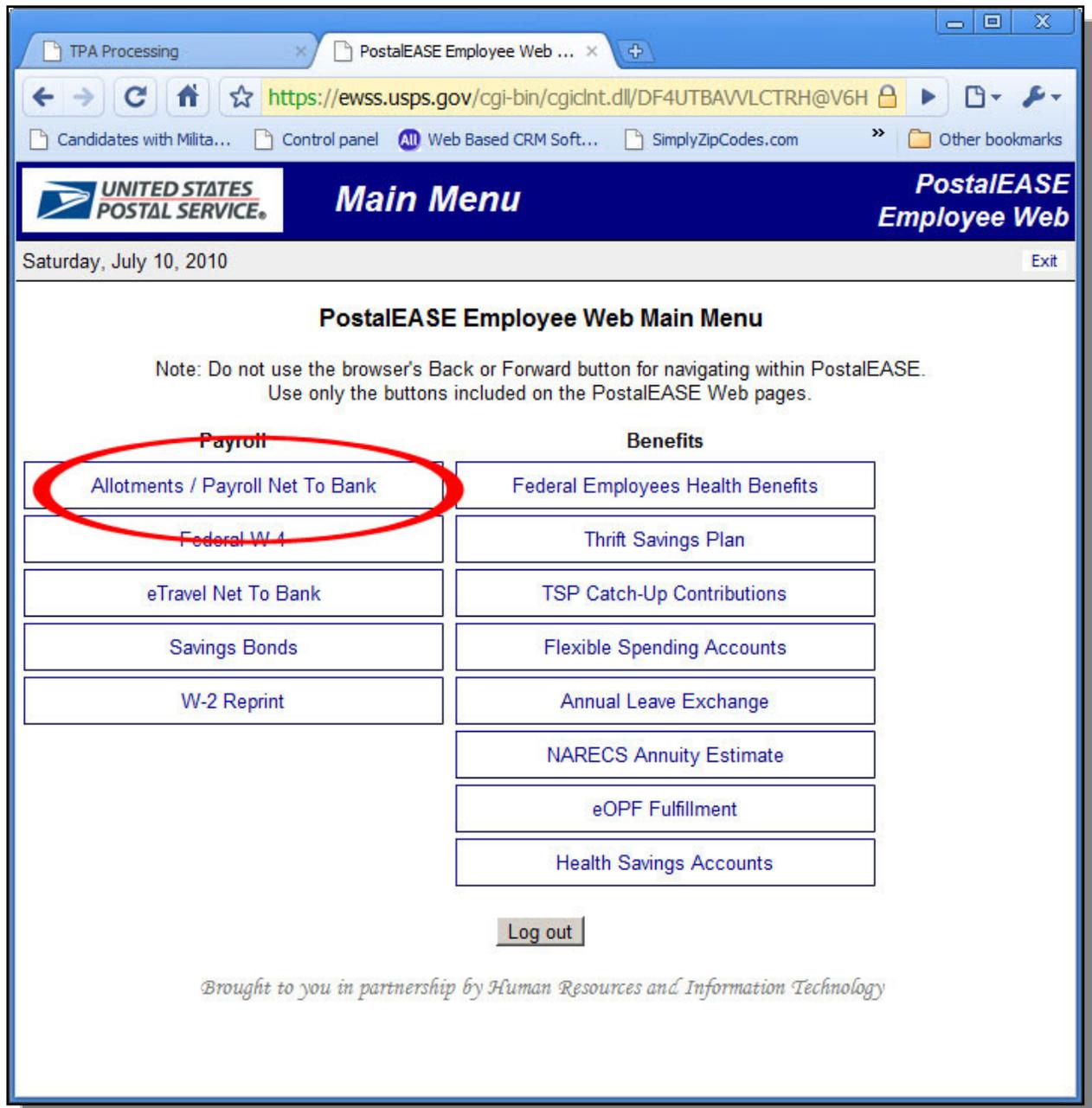


Click the 'I Agree' button.

Co g t k e p ' D g p g h u ' G z e j c p i g

The screenshot shows a web browser window with the URL https://ewss.usps.gov/cgi-bin/cgicnt.dll/ewss/ND000_. The page features the United States Postal Service logo and the title "PostalEASE Employee Web". The date "Saturday, July 10, 2010" is displayed. The main heading is "Welcome to the PostalEASE Employee Web". Below this, a message states: "You may view or make changes to your benefits or payroll deductions. You will need your Employee Identification Number and your USPS Personal Identification Number (PIN) to access this system." A link reads "If you do not know your USPS PIN, click here." A login form is centered, containing a "Login" header, two input fields labeled "Employee Identification Number:" and "USPS PIN:", and a "Submit" button. At the bottom, it says "USPS Restricted Information".

Enter the employee's Employee ID.
Enter the USPS PIN.



Click the 'Allotments/Payroll Net To Bank' button.

TPA Processing x Allotments/Net To Bank Inf... x

← → ↻ 🏠 ☆ <https://ewss.usps.gov/cgi-bin/cgicnt.dll/21JW965V3XC4R82B6KIRC5> 🔒 ▶ 📄 ⚙️

📄 Candidates with Milita... 📄 Control panel 🌐 All Web Based CRM Soft... 📄 SimplyZipCodes.com » 📁 Other bookmarks

 **UNITED STATES POSTAL SERVICE** **Allotments/Payroll Net To Bank** **PostalEASE Employee Web**

Saturday, July 10, 2010 Exit

Welcome to the Allotments/Net To Bank Application

This module is for adding, cancelling or making changes to your Allotments or your Net To Bank. Before using this module, you must have a checking or savings account already established in your name at your financial institution. You cannot establish a checking or savings account through this system. Please complete an Allotments/Net To Bank worksheet prior to adding or changing information through this system.

Verification of the information you enter is not validated with the financial institution until your transaction is sent to the Payroll system for processing. Therefore, if any of the information is incorrect, the transaction will not process and not be reflected in your paycheck.

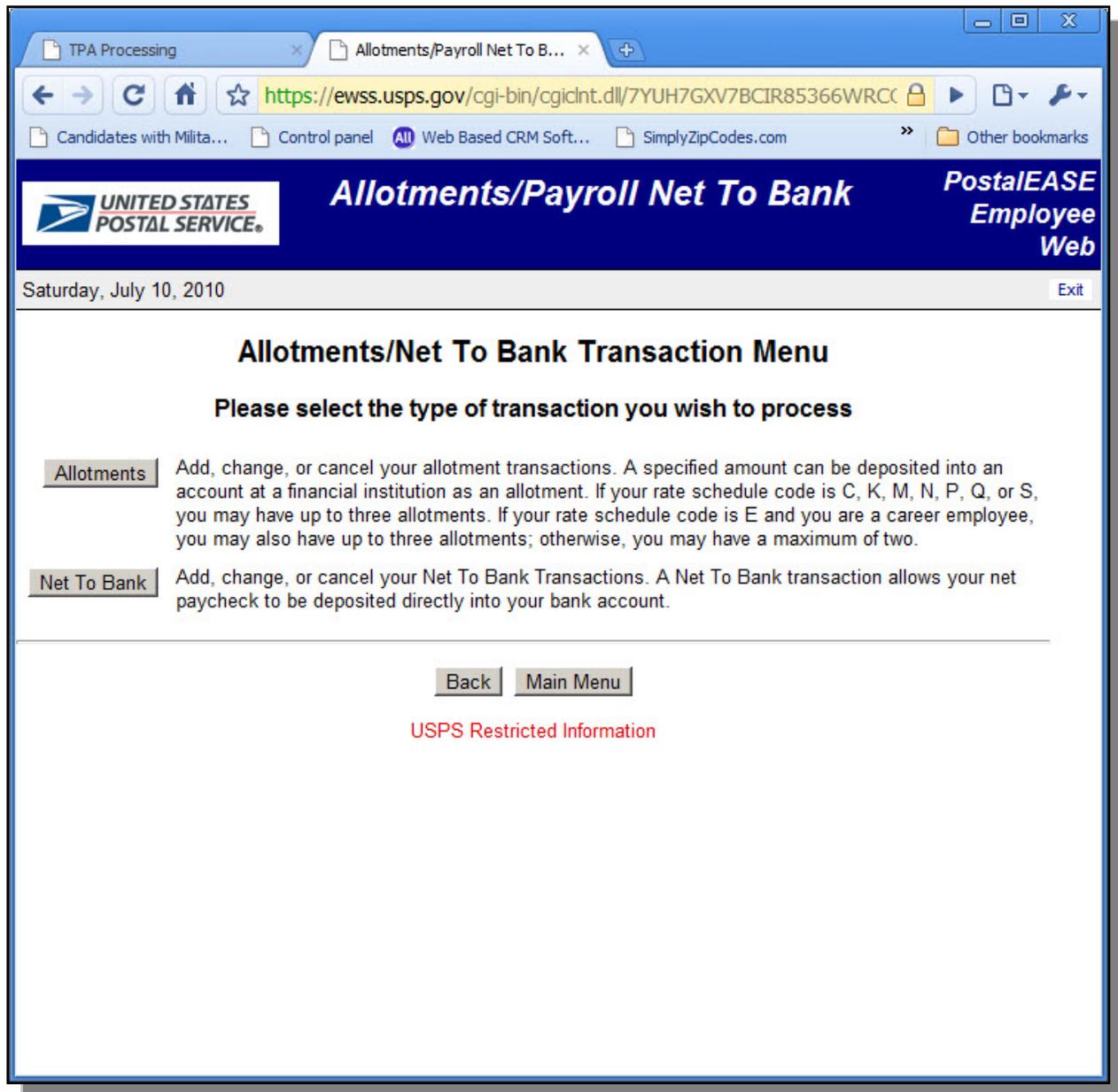
Any Allotments or Net To Bank transaction you make is in a "pending" status until it is processed. Processing occurs on Days 5, 6, 7, 10, 11, & 12 of each pay period at 4:00am Central Time. Therefore, you may delete your "pending" election or change it up until the next processing cycle.

At the end of each transaction, you will receive a confirmation number along with information regarding the pay period in which it will be processed and the date of that paycheck. Please print a copy for your records and refer to this confirmation number if you should have any questions.

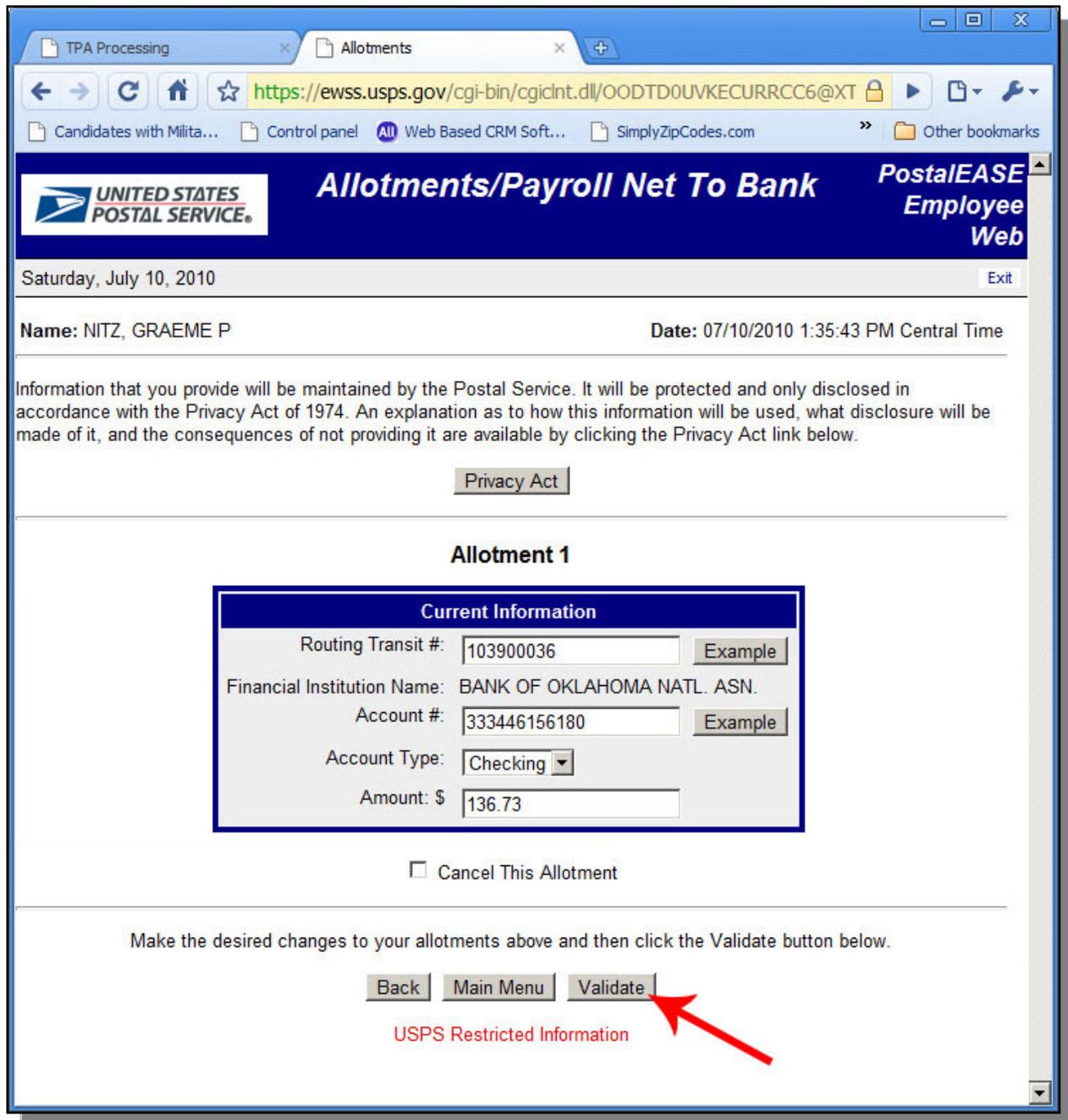
If you have any problems using this online system or have questions, please contact the Human Resources Shared Service Center (HRSSC) at 1-877-477-3273, menu option 5 and then request Benefits when prompted. To reach the HRSSC using TTY, call 1-866-260-7507. You may also send a FAX to the HRSSC at 1-651-994-3543. Another alternative to the online system is to make your election through the *PostalEASE* IVR system by calling 1-877-477-3273, menu option 1.

USPS Restricted Information

Click the 'Continue' button.



Click the 'Allotments' button.



Enter the organizations Routing Number.
Enter the organizations Account Number.
Enter the account type.
Enter the Amount.

Click 'Validate'.

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In addition, to its website, PostalEASE also allows its employees to use an interactive voice response system. The instructions for use are located on the next page.

Call PostalEase toll-free at 1-877-477-3273

- A. When prompted, press '1' to enter PostalEase.
- B. When prompted, enter employee ID.
- C. When prompted, enter Pin #.
- D. Press '2' for payroll options.
- E. Press '1' for allotments.
- F. Press '2' to continue to the allotment module.
- G. Press '3' to add a new allotment.
- H. Add Routing Number.
- I. Press '1' to continue processing allotment.
- J. Press '1' to add account number.
- K. Add Account Number.
- L. Press '1' to confirm account number.
- M. Press '1' for checking account.
- N. Enter Dollar amount: \$ _____
- O. Enter Cents amount: . _____ ¢
- P. Press '1' to confirm dollar amount.

Basic Federal Systems and Coverage

Federal civilian employees automatically participate in one of the federal retirement systems. With few exceptions, the system an employee participates in is determined by the date of hire.