

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

Agency

Location

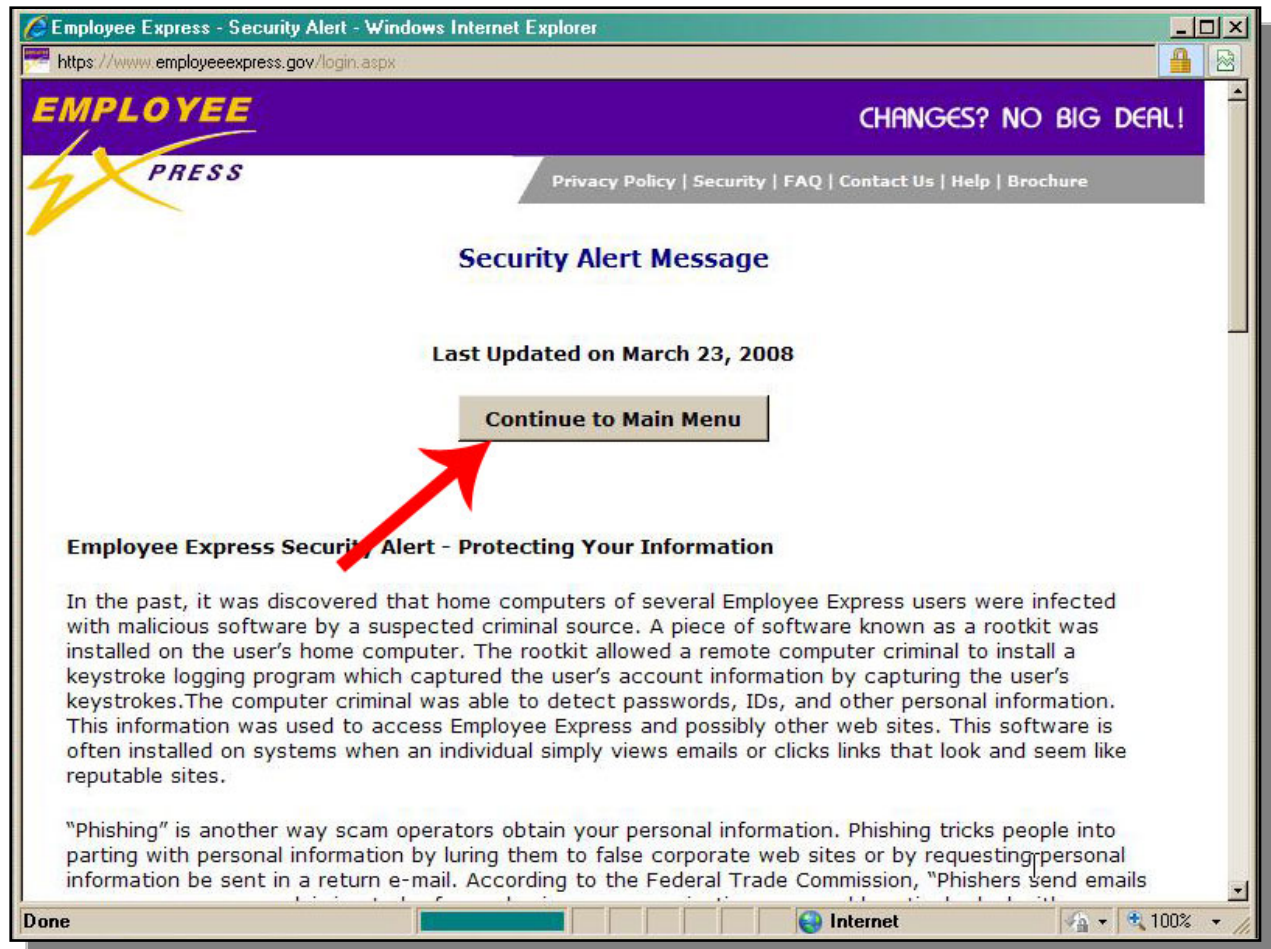
Department of State	https://www.employeexpress.gov
Department of the Interior	https://www.employeexpress.gov
Department of the Treasury	https://www.employeexpress.gov
Department of Transportation	https://www.employeexpress.gov
Department of Veterans Affairs	https://mypay.dfas.mil/mypay.aspx
Environmental 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

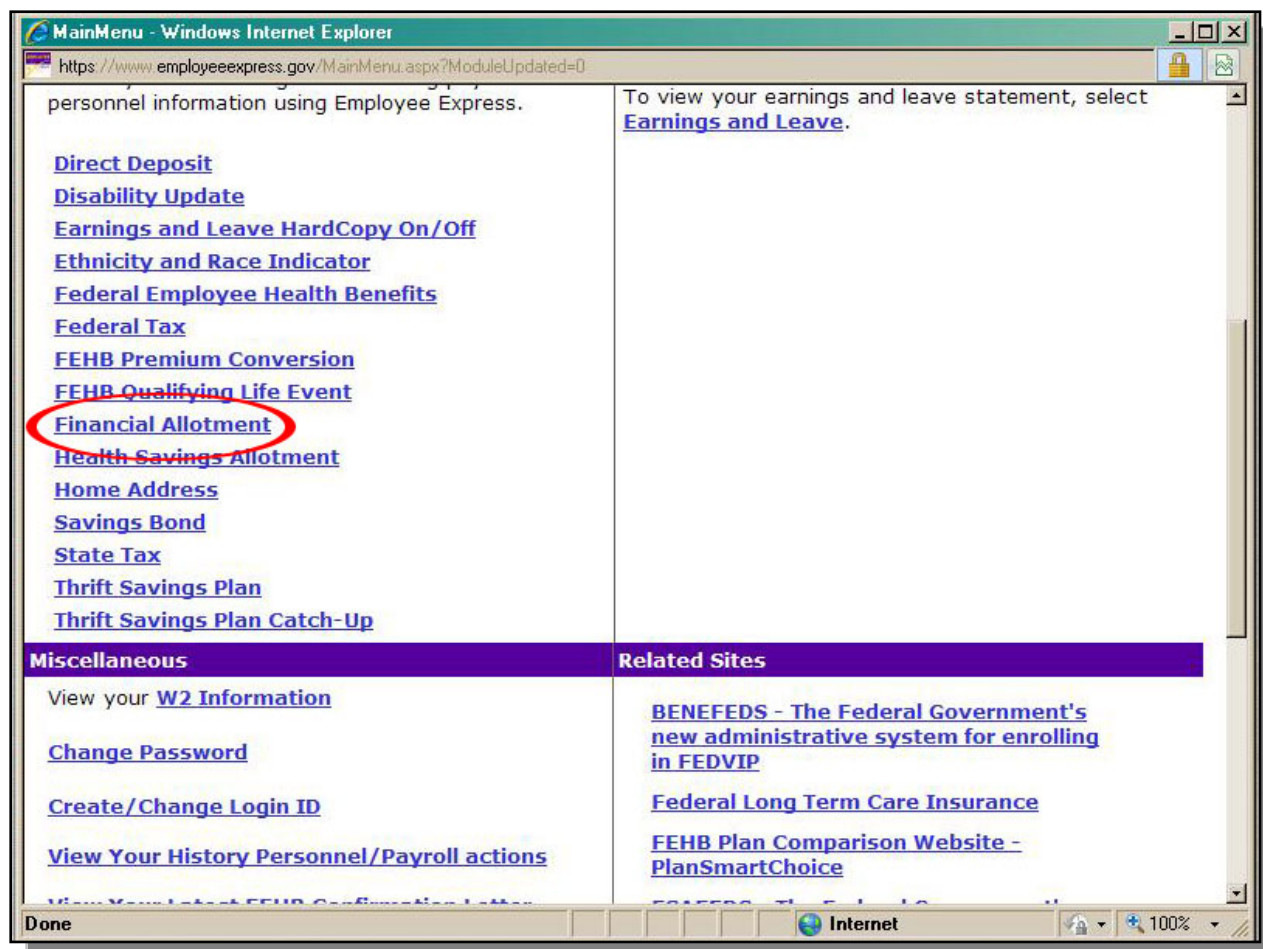
The process for establishing an Employee Express government allotment is outlined in the follow pages.

The screenshot shows the 'Employee Express - Home Page' in a Windows Internet Explorer browser. The address bar displays 'https://www.employeeexpress.gov/DefaultLogin.asp'. The page features a purple header with the 'EMPLOYEE EXPRESS' logo and the text 'CHANGES? NO BIG DEAL!'. Below the header, there are links for 'Privacy Policy', 'Security', 'FAQ', 'Contact Us', 'Help', and 'Brochure'. The main content area is divided into two columns. The left column contains a 'Welcome to Employee Express.' message, a brief description of the system, and a 'What's New?' section. The right column contains a 'Sign In' section with a warning about unauthorized use, a login form with fields for 'Login ID: (no dashes)' and 'Password:', and a 'Sign In' button. A red circle highlights the login fields and the 'Sign In' button, with a red arrow pointing to the button. Below the login fields, there is a link for 'Forgot Login ID or Password'.

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



Click 'Continue'.



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 - RAFF 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](#)

Done Internet 100%

Click 'Start'.

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 Start

- Enter the information below to start an allotment.

* Once you save this action, you will not be allowed to stop or change it until after **May 22, 2010**.
You may have up to 7 Financial Allotments. You currently have 2 Financial Allotment(s).

Allotment Items	New
Bank Routing Code:	103900036
Account Number:	333573113454
Account Type:	<input type="radio"/> Savings <input checked="" type="radio"/> Checking
Amount:	52 (Max 9999)

SAVE CANCEL

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)
Employee Express - Changes? NO BIG DEAL!

FinancialAllotments.aspx Internet 100%

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

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

Financial Allotment Start Confirmation

* Once you save this action, you will not be allowed to stop or change it until after **May 22, 2010**.
 Once you save this action, you will not be allowed to STOP or CHANGE this Financial Allotment until after payroll processing.

Allotment Items	New
Bank Routing Code:	* 103900036
	* BANK OF OKLAHOMA NATL. ASN.
	* 6242 E 41ST ST. SOUTH
	* ACH DEPARTMENT
	* TULSA, OK 74135-0000
Account Number:	* 333573113454
Account Type:	* Checking
Amount:	* \$52

* 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](#)

Done Internet 100%

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.

myPay Web Site - Windows Internet Explorer
https://mypay.dfas.mil/mypay.aspx

myPay

Security | Privacy Notice | FAQ | System Schedule | System Usage | Contact Us

Account Access

Please Enter **Login ID:** (SSN not allowed)

Go

[I'm confused, Do I enter SSN or Login ID?](#)

[Why aren't I entering my password/PIN?](#)

OR

If you haven't established a Login ID, enter your **SSN** below:

Go

[Forgot your Login ID?](#)

Need a New Password?

New Password

Want more information?

[DFAS is now on Facebook](#)

myPay puts you in control

myPay allows you to manage your pay information, leave and earning statements, W-2s and more.

myPay puts more information and services at your finger tips. Brought to you by DFAS...

Your Financial Partner @ Work

Important Security Information

Alert: New Login ID and Password Requirements

To enhance user security, we are requiring anyone who uses a social security number as their login ID to create a new login ID. All users will be prompted to create a new password. This can be done at your convenience.

The next time you login to myPay, please enter your current login ID or social security number in the appropriate field to the left. You then will be prompted to enter your PIN. After you've entered your PIN, you will be required to create a new login ID and password.

If you need help completing this process, please print the step-by-step instructions below.

If you are still experiencing difficulties after following the instructions, please contact our Centralized Customer Support Unit toll free at 1-888-DFAS411 or DSN 580-5096, and press # 5 for myPay. The hours of operation are 7 a.m. - 6:30 p.m. Eastern, Monday through Friday.

[Step-by-Step Instructions for Changing Your myPay Login Credentials](#)

If you log-in to myPay using your Social Security Number, [click here](#), to watch a video about creating a safe, secure login ID and Password.

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

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myPayVK - Windows Internet Explorer
https://mypay.dfas.mil/myPayVK.aspx

myPay Security | Exit

Use the Virtual Keyboard to enter your PIN/Password

Enter PIN/Password:

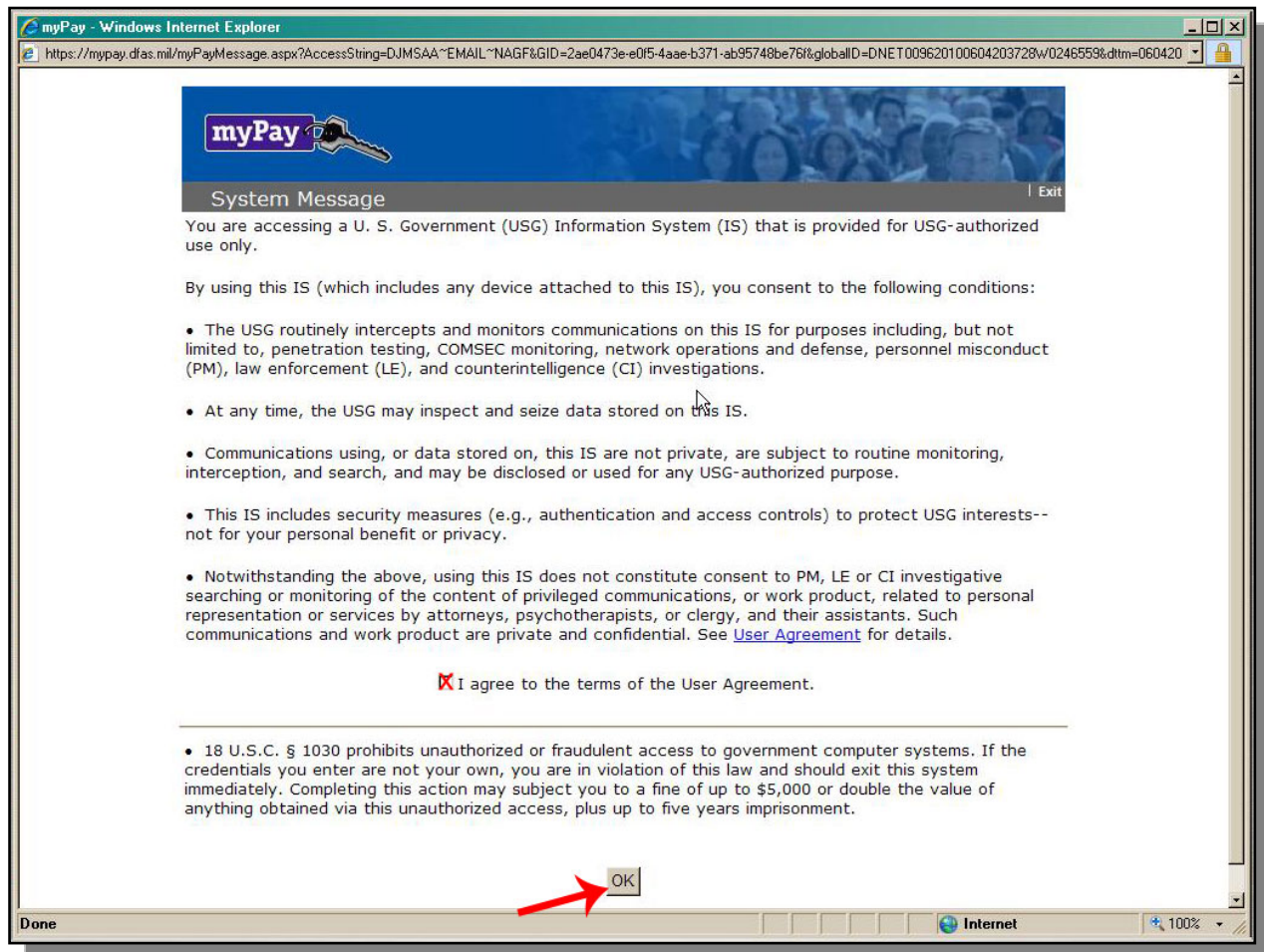
5	8	2	4	9	7	1	6	0	3
@	=	\$	^	!	%	#	*	-	+
Backspace		Clear							
I	E	Y	T	R	Q	O	U	W	P
S	F	D	G	A	K	L	H	J	
Z	X	C	V	B	N	M			

Accept / Submit

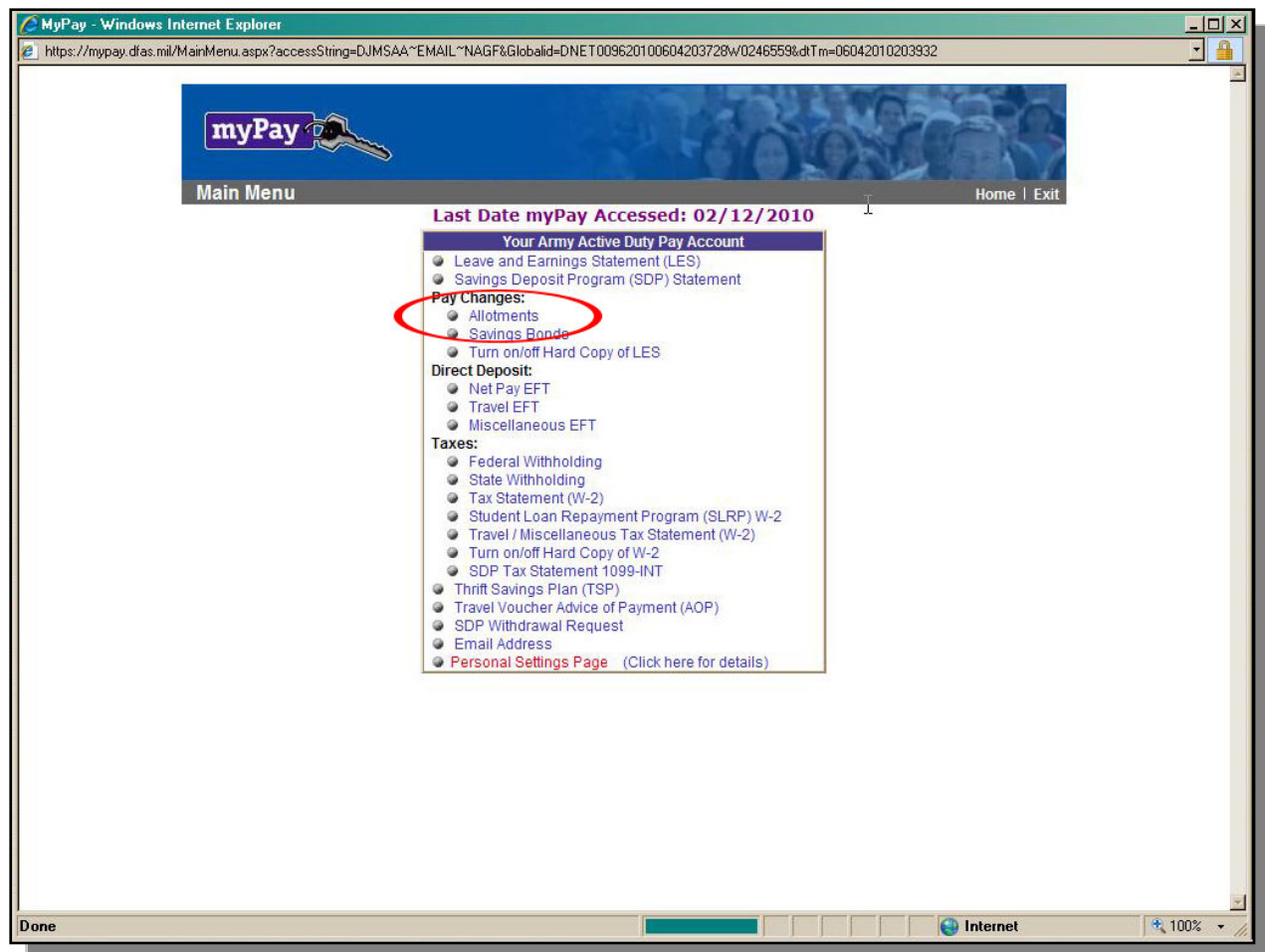
To better protect your myPay PIN/PASSWORD, DFAS has installed a VIRTUAL KEYBOARD for you to enter your myPay PIN/PASSWORD. This keyboard reduces threats from malicious software (e.g. spyware, keyloggers, etc.). The virtual keyboard displays the keys in random order and requires you to click on the appropriate key with your mouse. To learn more about this feature, see our Security FAQs.

Done Internet 100%

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



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



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).**

Start Savings Allotment Start Dependent Allotment

HELP INFO

- The screen reflects your number of Discretionary Allotments.

Click 'Start Savings Allotment'.

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

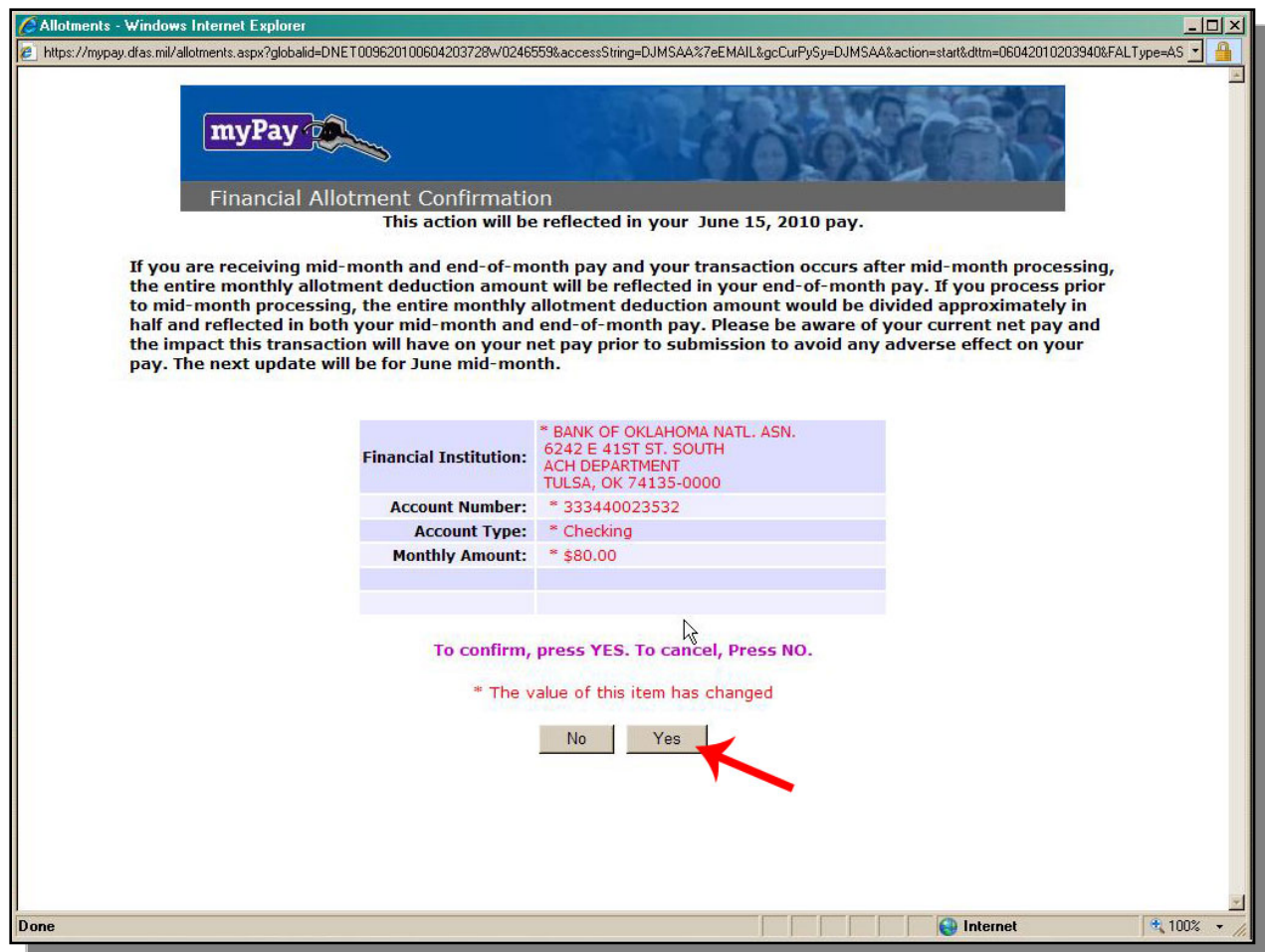
HELP INFO

- 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.

PAUL MAPLE 1234

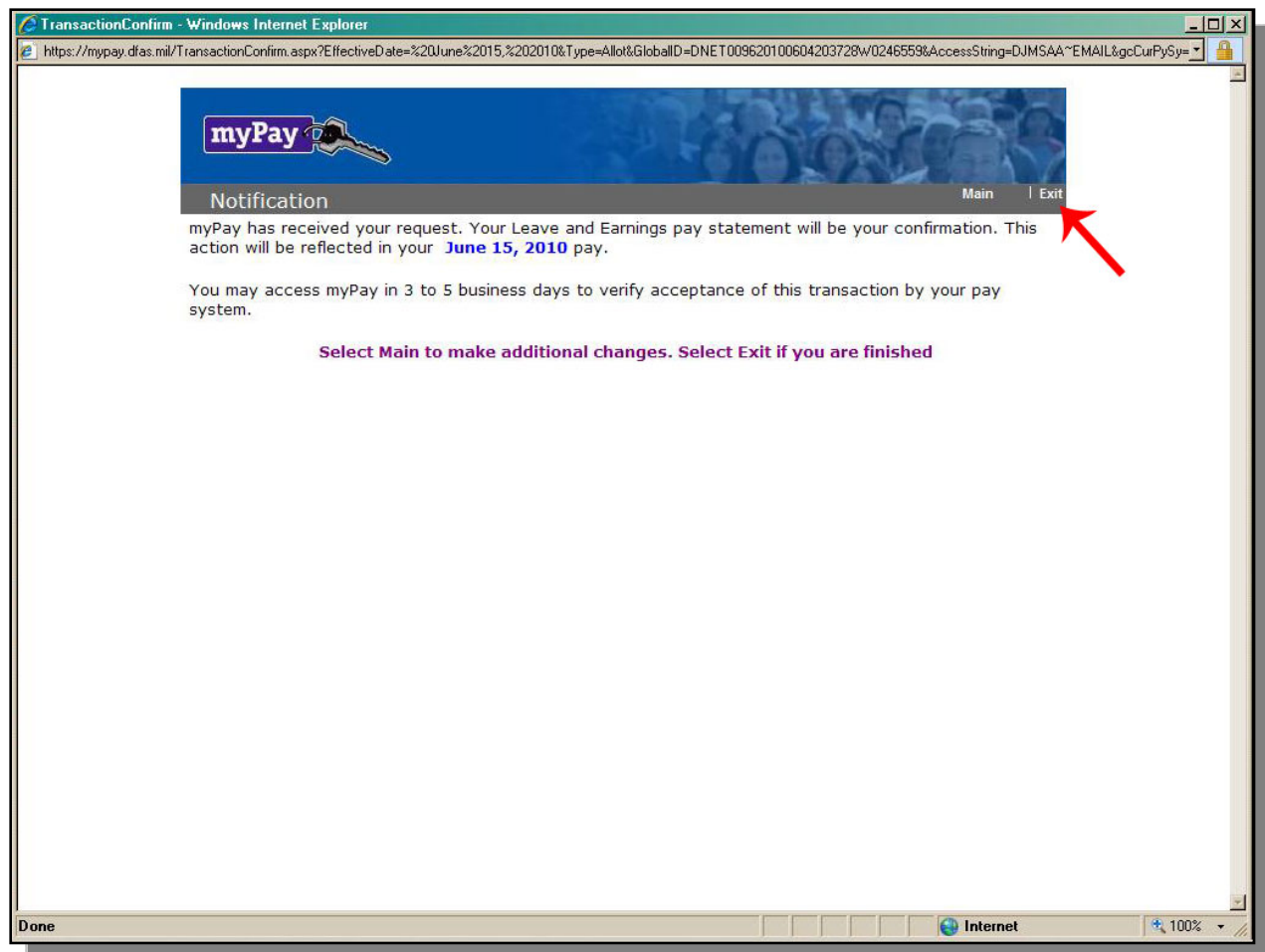
Done Internet 100%

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



Press 'Yes' as a confirmation.

Co g4kcp'Dgpgku'Gzej cpi g



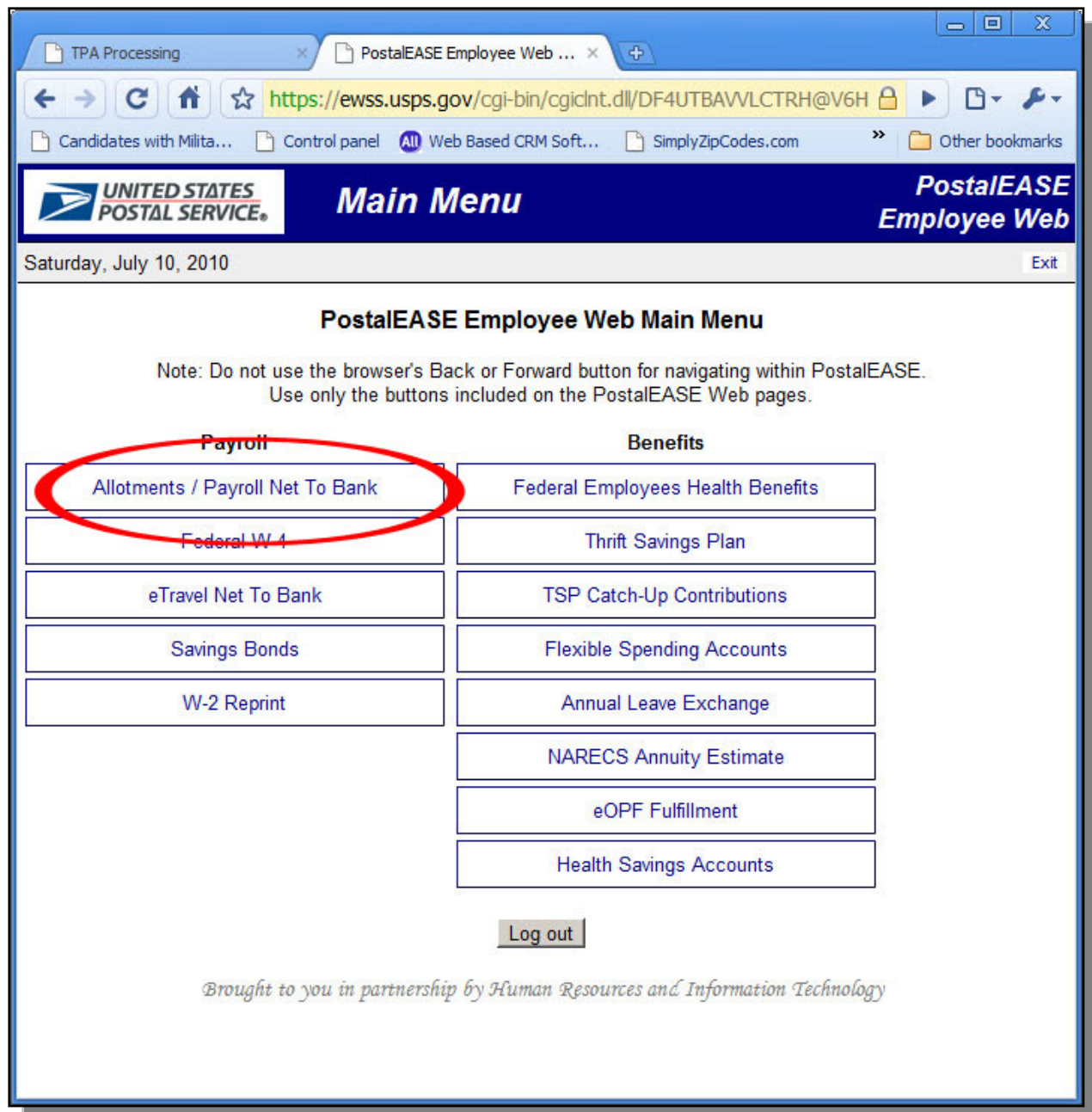
Click the 'Exit' hyperlink.

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 box contains the following fields and buttons:

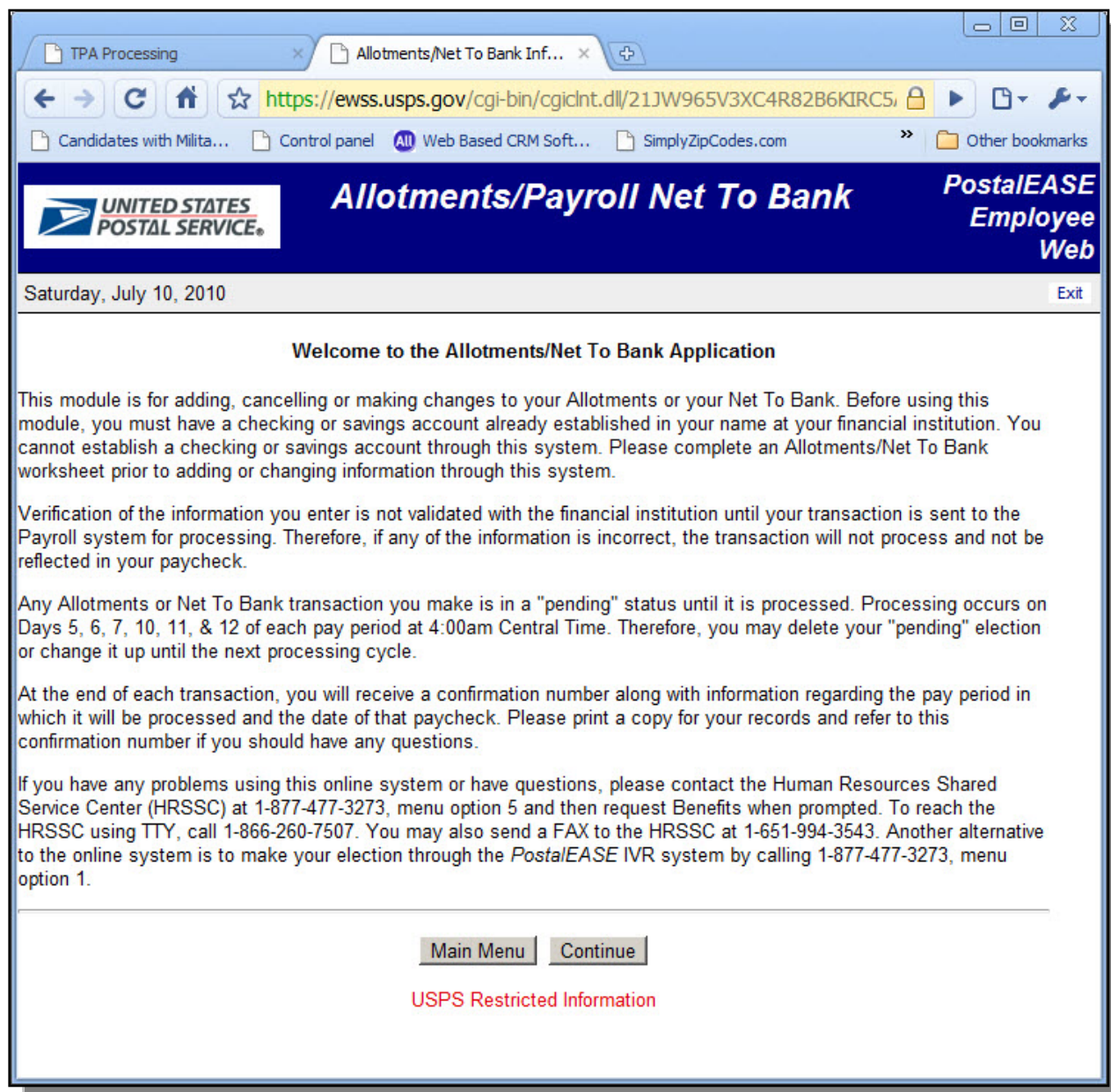
Login	
Employee Identification Number:	<input type="text"/>
USPS PIN:	<input type="text"/>
<input type="button" value="Submit"/>	

Below the login box, the text "USPS Restricted Information" is displayed in red.

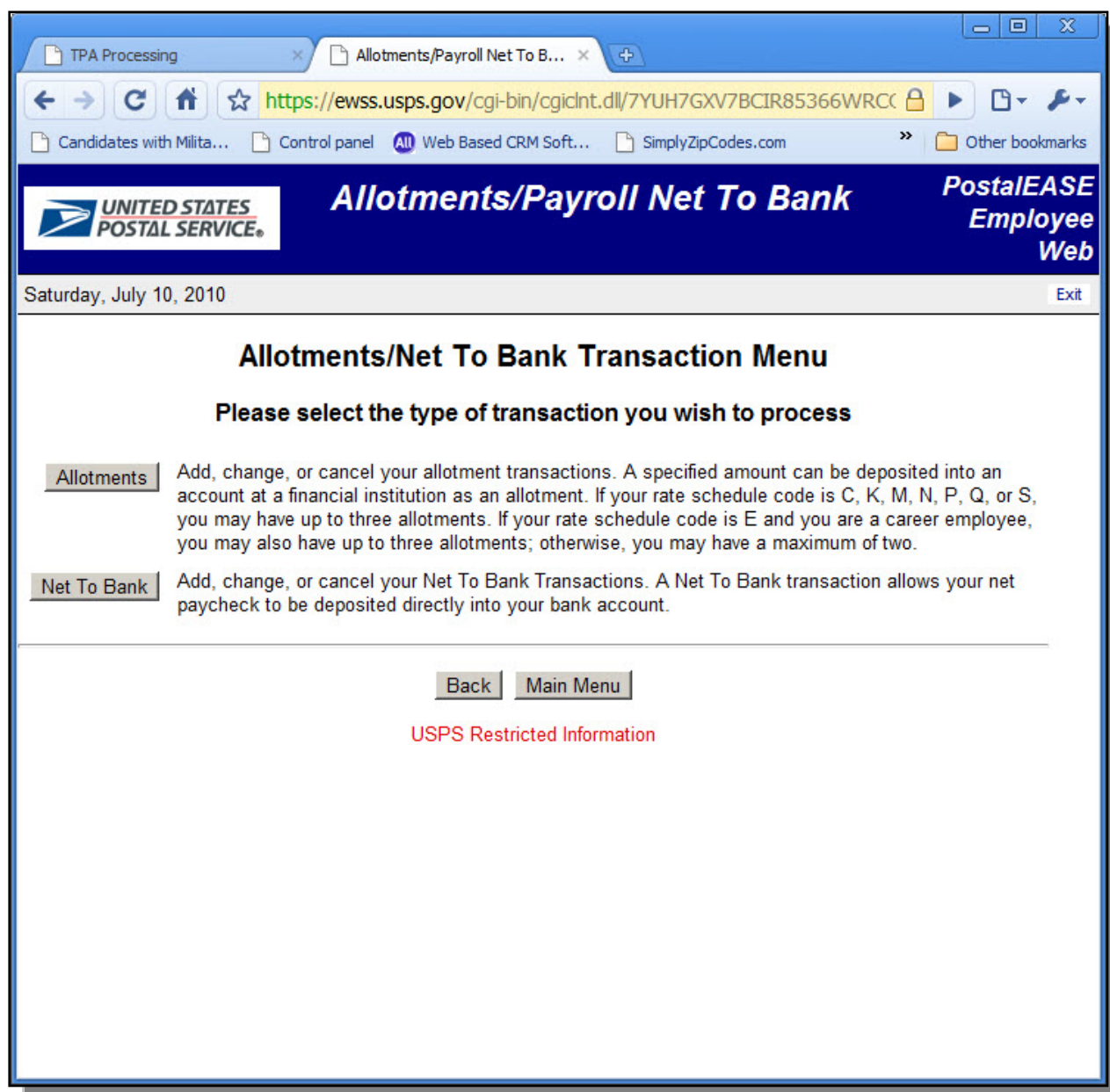
Enter the employee's Employee ID.
Enter the USPS PIN.



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



Click the 'Continue' button.



Click the 'Allotments' button.

TPA Processing Allotments

https://ewss.usps.gov/cgi-bin/cgicnt.dll/ODTD0UVKECURRCC6@XT

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

Name: NITZ, GRAEME P Date: 07/10/2010 1:35:43 PM Central Time

Information that you provide will be maintained by the Postal Service. It will be protected and only disclosed in accordance with the Privacy Act of 1974. An explanation as to how this information will be used, what disclosure will be made of it, and the consequences of not providing it are available by clicking the Privacy Act link below.

Privacy Act

Allotment 1

Current Information

Routing Transit #: 103900036 Example

Financial Institution Name: BANK OF OKLAHOMA NATL. ASN.

Account #: 333446156180 Example

Account Type: Checking

Amount: \$ 136.73

☐ Cancel This Allotment

Make the desired changes to your allotments above and then click the Validate button below.

Back Main Menu Validate

USPS Restricted Information

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

Click 'Validate'.

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.