



Final Earnings and Leave Statement (ELS) for Tax Year 2023

The Payroll Services Branch (PSB) requests that you retain your final Earnings and Leave Statement and compare it to your IRS Wage and Tax Statement (Form W-2) for accuracy and completeness. The final paycheck for calendar year 2023 will be for the pay period ending December 16, 2023. The EFT Pay Date will be December 22, 2023 and the Official Pay Date will be December 27, 2023. The 2023 W-2 will be available for all associates in both electronic and paper form no later than January 31, 2024.

You can view your final Earnings and Leave Statement as early as 2 p.m. Eastern Standard Time on December 21, 2023, by going to www.employeeexpress.gov and logging in to the Electronic Earnings and Leave Statement (ELS) site.

If your EEX account is locked or deactivated please submit an EEX Help Ticket by clicking on 'Submit Help Request' on the EEX website and enter a brief description of the issue in the Comments Section along with the additional requested fields.

If you have questions regarding this final pay period, please contact the GSA PSB Customer Service Representatives at KC-Payroll.Finance@gsa.gov or at (844)-303-6515.