



Locating Your Information in HR Links and Other HR Systems

You can find HR-related information in HR Links and other HR systems.

<u>HR Links</u>	<u>Employee Express</u>	<u>Electronic Official Personnel Folder (eOPF)</u>
<ul style="list-style-type: none"> ● Award Preference (time off or monetary) ● Background investigation ● Benefits information ● Disability status ● Emergency contacts ● Ethnicity ● Home and Mailing Address ● Leave balances ● Name ● Personnel Actions, Position Information, and Pay Information ● Phone Numbers (Business & Personal) 	<ul style="list-style-type: none"> ● Direct Deposit (EFT) and financial allotment information ● Federal and State tax withholding amounts ● Leave Category (how much annual leave you earn per pay period) ● Pay 	<ul style="list-style-type: none"> ● Beneficiary forms (life insurance, TSP and retirement) ● Documentation of military service ● Insurance election forms (health and life) ● Performance appraisals ● Standard Form 50s (SF-50s) ● More!

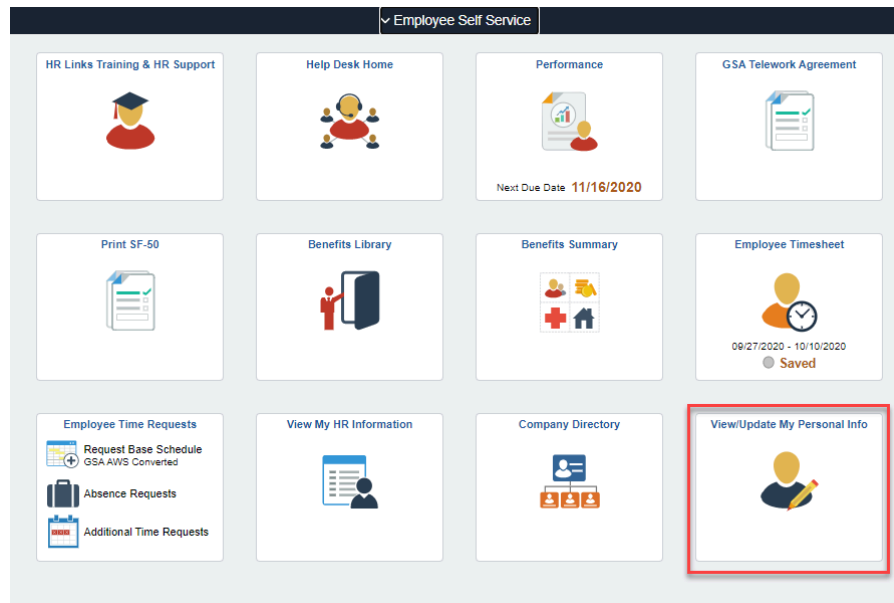
Need more help?

- Contact your [servicing human resources office](#)

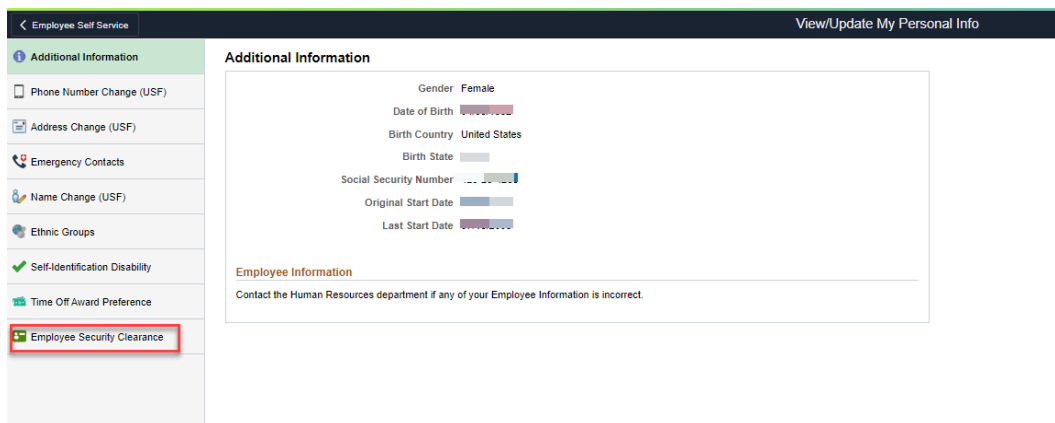


View your background investigation level

1. From the HR Links homepage, select the **View/Update My Personal Info** Tile.



2. From the **View/Update My Personal Info** page, select **Employee Security Clearance**.



3. You'll see information about your investigation.



Favorites ▾ Main Menu ▾ > Self Service ▾ > Personal Information ▾ > Employee Security Clearance

IBM HR Shared Service

Security Clearance

Empl ID [redacted]

Investigation Type	Investigation Code	Investigation Description	Investigating Agency	Investigation Closed Date	Investigation Status	Certification Date	Clearance Status	Reinvestigation Date
MBI	O5O	Moderate Risk	OPM	02/26/2016	Certification Granted	03/10/2016	Active	02/26/2021

Personalize | Find | View All | [Print] | First 1 of 1 Last

Save Return to Search Notify

View benefits information

1. From the HR Links homepage, click the **Benefits Summary** tile.

Employee Self Service

HR Links Training & HR Support

Help Desk Home

Performance
Next Due Date 11/16/2020

GSA Telework Agreement

Print SF-50

Benefits Library

Benefits Summary

Employee Timesheet
09/27/2020 - 10/10/2020
Saved

Employee Time Requests
Request Base Schedule
GSA AWS Converted
Absence Requests
Additional Time Requests

View My HR Information

Company Directory

View/Update My Personal Info

You'll see a summary of your benefits, including your Federal Employees Health Benefits (FEHB) plan, Federal Employees Group Life Insurance (FEGLI) election, retirement plan, and Thrift Savings Plan (TSP) contributions.



Benefits Summary

View a summary of your current benefits coverage

To view your benefits as of another date, enter the date and select Go.

11/07/2019

FEHB

SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION
BCBS Service Benefit Plan Basic	Self Only 111

FEGLI

SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION
Basic Life	Salary X 1 + \$2000
Option A - Standard	\$10,000
Option B - Additional	Salary X 5
Option C - Family	Enrolled

TSP

SELECTED PLAN DESCRIPTION	CURRENT CONTRIBUTION
TSP Traditional	Currently Not Contributing
TSP Roth	\$731 After Tax

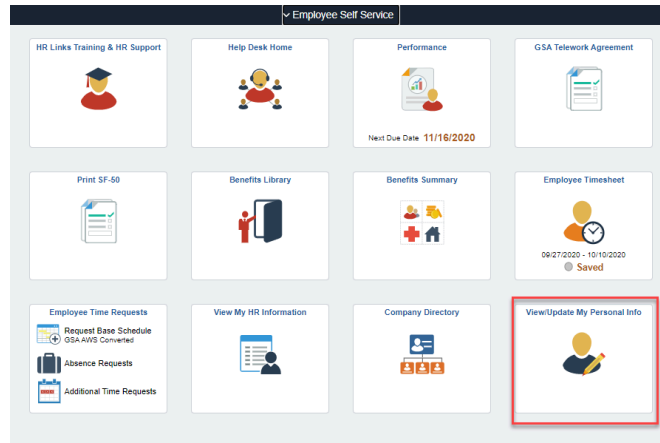
Retirement

SELECTED PLAN DESCRIPTION
FERS and FICA

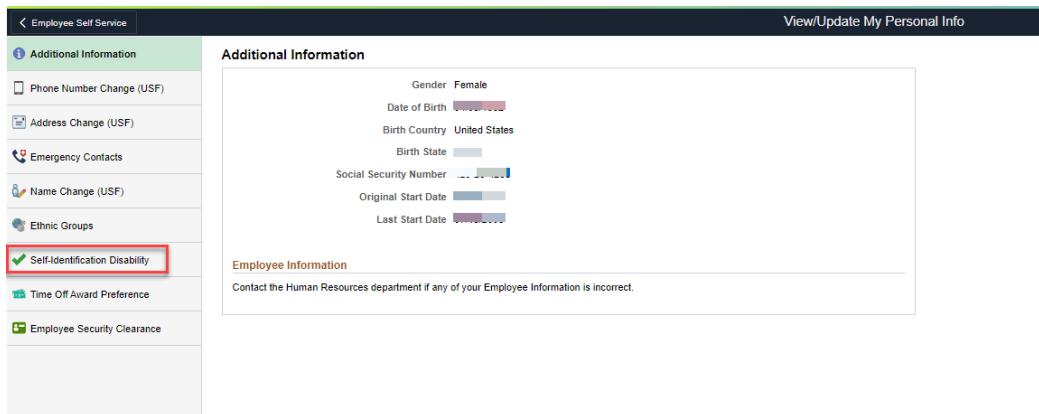
For more information about your benefits, visit the [benefits](#) page on InSite. If you have any questions, please contact your [Benefits and Retirement Specialist](#).

View your disability status

1. From the HR Links homepage, select the **View/Update My Personal Info** tile.



2. Select **Self Identification Disability**.



3. Your current disability status is shown at the top of the screen. To update your disability status click on the magnifying glass to search for correct code.



Employee Self Service

- Additional Information
- Phone Number Change (USF)
- Address Change (USF)
- Emergency Contacts
- Name Change (USF)
- Ethnic Groups
- Self-Identification Disability**
- Time Off Award Preference
- Employee Security Clearance

Self-Identification of Disability

Employee's Current Disability Status

Disability Code: 05 I do not have a disability or serious health condition.

Purpose
Each agency in the Executive Branch of the Federal government has established programs to facilitate the hiring, placement, and advancement of individuals with disabilities. Self-identification of disability status is essential for effective data collection and analysis of the Federal government's efforts. While self-identification is voluntary, your cooperation in providing accurate information is critical to these efforts. Every precaution is taken to ensure that the information provided by each employee is kept in the strictest confidence.

Definition
An individual with a disability: A person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.).

Disability Information ⓘ

*Disability Code:

[The Rehabilitation Act of 1973](#)
[Privacy Act Statement](#)

* Required Field

4. Select the correct code.

Look Up Disability Code

Search by: Disability Code begins with

View 100

Disability Code	Description	Category
01	I do not wish to identify my disability or serious health condition.	Other Options
02	Developmental Disability, for example, autism spectrum disorder	Targeted Disabilities or Serious Health Conditions
03	Traumatic Brain Injury	Targeted Disabilities or Serious Health Conditions
05	I do not have a disability or serious health condition.	Other Options
06	I have a disability or serious health condition, but it is not listed on this form.	Other Options
13	Speech Impairment	Other Disabilities or Serious Health Conditions
19	Deaf or serious difficulty hearing, benefiting from for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports	Targeted Disabilities or Serious Health Conditions
20	Blind or serious difficulty seeing even when wearing glasses	Targeted Disabilities or Serious Health Conditions
21	Missing extremities (arm, leg, hand and/or foot)	Targeted Disabilities or Serious Health Conditions
40	Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg braces) and/or other supports	Targeted Disabilities or Serious Health Conditions
41	Spinal abnormalities, for example, spinal bifida or scoliosis	Other Disabilities or Serious Health Conditions
44	Non-painful orthopedic impairments, for example, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body	Other Disabilities or Serious Health Conditions
51	HIV/AIDS	Other Disabilities or Serious Health Conditions
52	Morbid obesity	Other Disabilities or Serious Health Conditions
59	Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis	Other Disabilities or Serious Health Conditions
60	Partial or complete paralysis (any cause)	Targeted Disabilities or Serious Health Conditions
80	Cardiovascular or heart disease	Other Disabilities or Serious Health Conditions
91	Depression, anxiety disorder, or other psychiatric disorder	Other Disabilities or Serious Health Conditions
92	Epilepsy or other seizure disorders	Targeted Disabilities or Serious Health Conditions
93	Blood diseases, for example, sickle cell anemia, hemophilia	Other Disabilities or Serious Health Conditions
94	Diabetes	Other Disabilities or Serious Health Conditions

5. Click **Submit**.



Employee Self Service

- Additional Information
- Phone Number Change (USF)
- Address Change (USF)
- Emergency Contacts
- Name Change (USF)
- Ethnic Groups
- Self-Identification Disability**
- Time Off Award Preference
- Employee Security Clearance

Self-Identification of Disability

Employee's Current Disability Status

Disability Code: 05 I do not have a disability or serious health condition.

Purpose
Each agency in the Executive Branch of the Federal government has established programs to facilitate the hiring, placement, and advancement of individuals with disabilities. Self-identification of disability status is essential for effective data collection and analysis of the Federal government's efforts. While self-identification is voluntary, your cooperation in providing accurate information is critical to these efforts. Every precaution is taken to ensure that the information provided by each employee is kept in the strictest confidence.

Definition
An individual with a disability: A person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et seq.).

Disability Information ⓘ

*Disability Code: Speech impairment

[The Rehabilitation Act of 1973](#)
[Privacy Act Statement](#)

* Required Field

6. Your disability status change is now self-approved. Click **Ok**.

Employee Self Service

- Additional Information
- Phone Number Change (USF)
- Address Change (USF)
- Emergency Contacts
- Name Change (USF)
- Ethnic Groups
- Self-Identification Disability**
- Time Off Award Preference
- Employee Security Clearance

Disability Request Submit Confirmation

Submit Confirmation

✓ The Submit was successful.

Employee Updated Disability Status

Disability Code 13 Speech impairment

Disability Approval

Disability Request: Approved

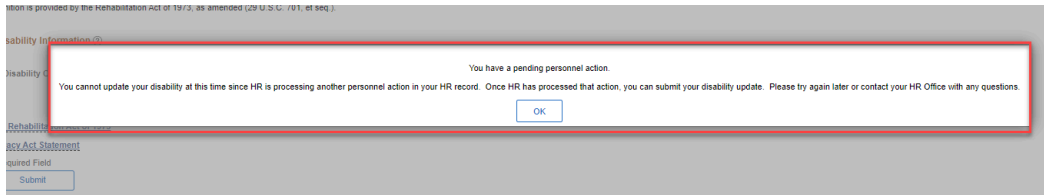
GSA Disability

Self Approved

✓ Initiator 10/05/20 - 1:20 PM

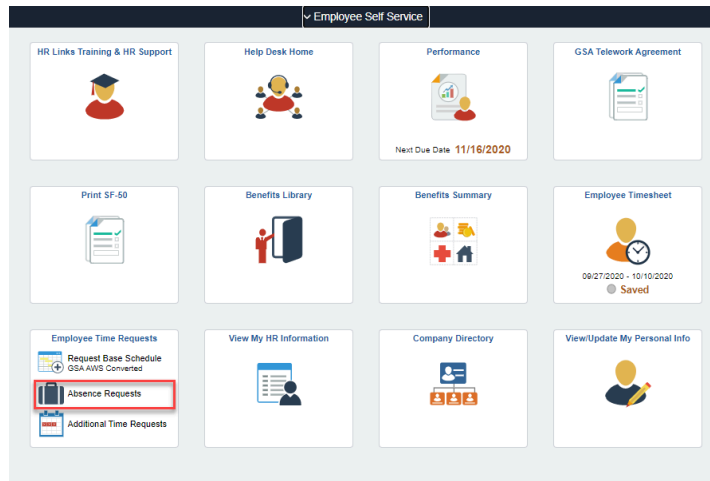
Comments

Note: If you have a pending personnel action in the HR Links system you will receive a message that you cannot update your disability status at this time.

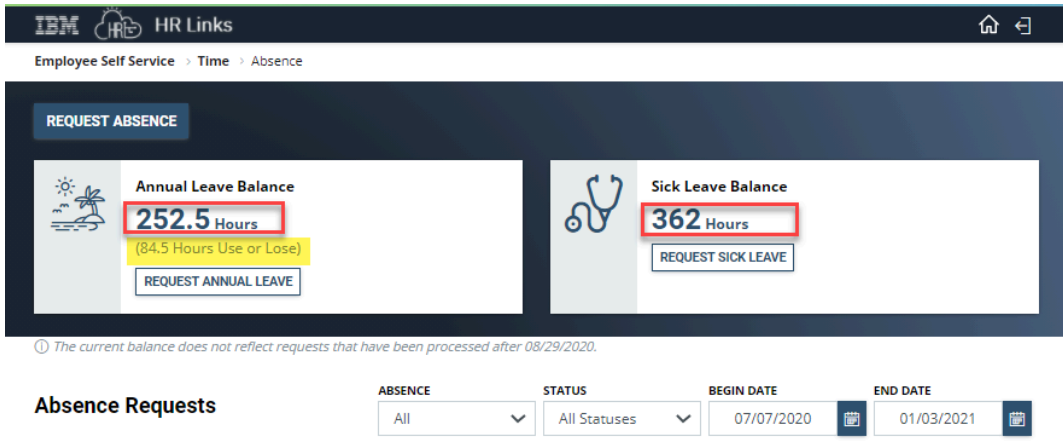


View your leave balances

1. From the HR Links homepage, select **Absence Requests** within Employee Time Request Tile.



2. Absence Request page will display your **Annual, Sick and Award Leave Balances**. **Note:** Your **Use or Lose Balance** is displayed under your Annual Sick Leave.





- To view additional balances such as: including Overtime; Comp Time and Credit time, Select **Additional Time Requests** within the Employee Time Requests.

The screenshot shows the 'Employee Self Service' dashboard with a grid of tiles. The 'Employee Time Requests' tile is highlighted with a red box and contains the following items:

- Request Base Schedule
GSA AWS Converted
- Absence Requests
- Additional Time Requests** (highlighted with a red box)

The screenshot shows the 'REQUEST TIME' section with three buttons highlighted by a red box:

- Overtime**: REQUEST OVERTIME
- Comp Time**: REQUEST COMP TIME
- Credit Time**: REQUEST CREDIT TIME

Additional Time Requests

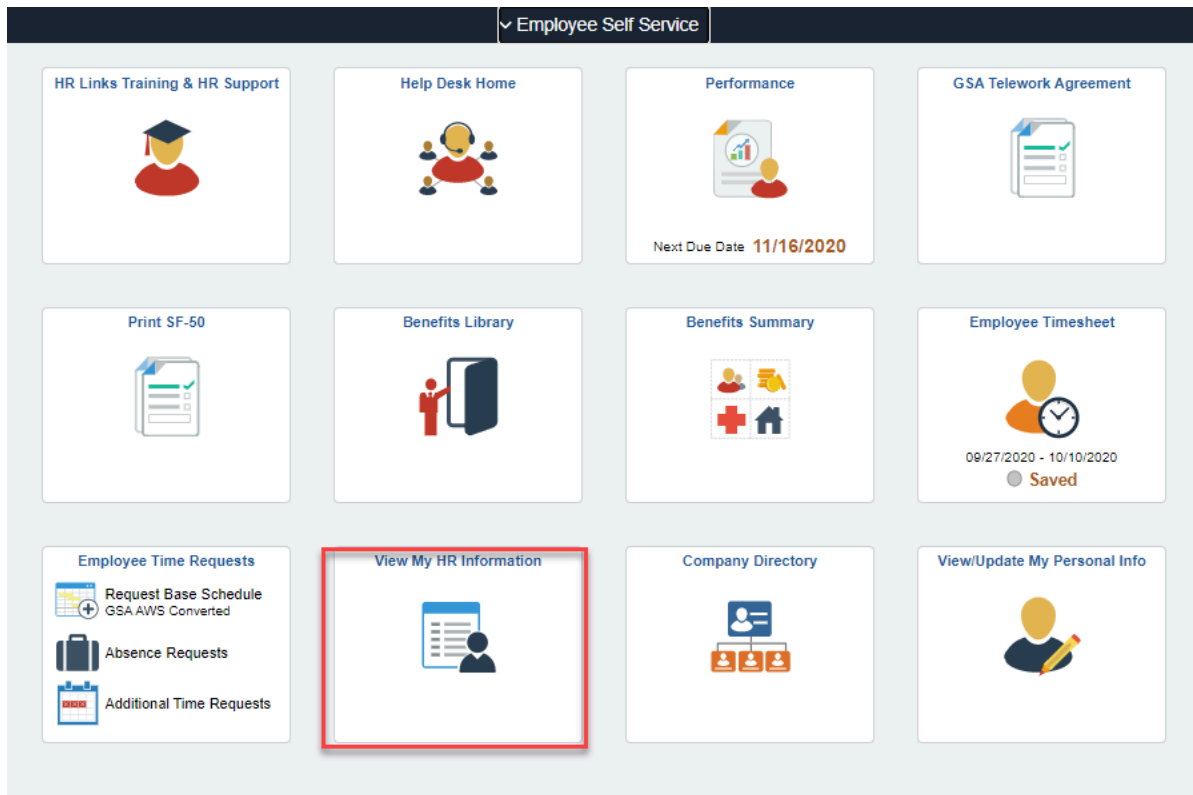
ADDITIONAL TIME	STATUS	BEGIN DATE	END DATE
All	All Statuses	07/07/2020	01/03/2021

There are no results available for the selected filters.



View Your Personnel Actions, Position Information, and Pay Information

1. From the HR Links homepage, select the **View My HR Information** tile.



You'll see your most recent personnel action. To view many personnel actions at once, click on the **Include History** button at the bottom right of the screen, and click **View All** from the Data Control bar.

NOTE: If the **Par Status** field displays anything other than **PRO** (processed) or **COR** (corrected), the action is still being worked by HR and is not yet final. Check back in a few days to view the final personnel action.



Here's what you can see on each tab:

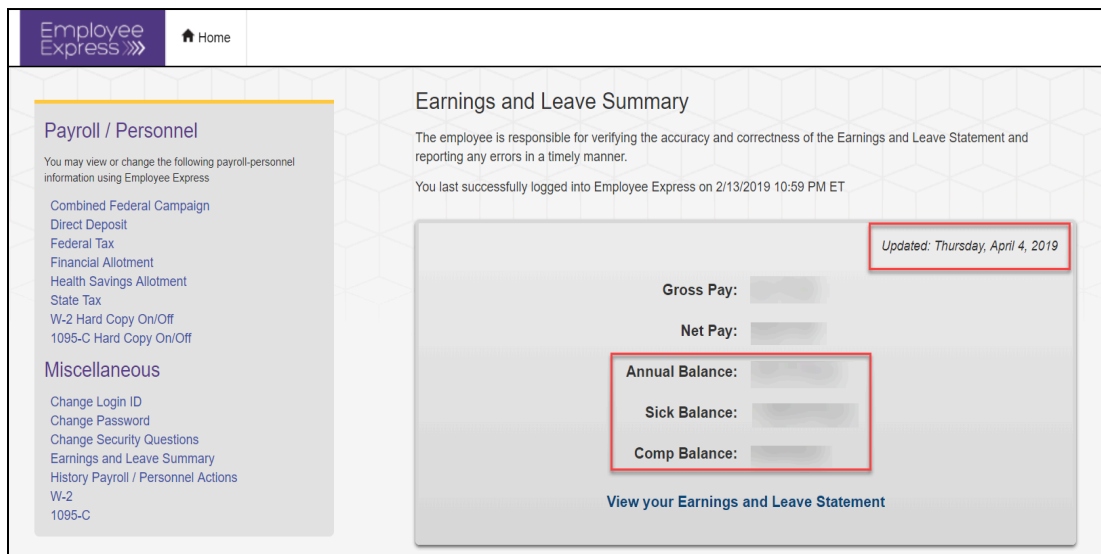
Tab	Information You Can View
Data Control	Your last personnel action
Personal Data	Date of birth, address, phone, veterans information
Job Data	Title, series, grade, location, building you work in (city, state, & building name), Federal Employees Group Life Insurance (FEGLI) election, retirement plan
Position Data	Type of appointment, position occupied (competitive/excepted service), work schedule
Compensation Data	Step, base pay, locality pay
Employment Data 1	Service Computation Dates (SCDs) for leave, Reduction in Force (RIF) and retirement, date of last Within Grade Increase (WGI), Within Grade Increase due date
Employment Data 2	Bargaining Unit Status, probationary period dates



Employee Express

1. Log onto [Employee Express](#). You'll see your Earnings and Leave Summary, along with your leave balances (the date indicates when your leave balances were last updated in Employee Express).

New to GSA? You will receive access to Employee Express approximately 5 weeks after your start date. You will receive a login ID and initial password via email from the U.S. Office of Personnel Management.



2. Select **View Your Earnings and Leave Statement**. Your annual leave category (leave accrual rate) can be found at the bottom of your Earnings and Leave Statement under the “Annual Leave” heading.

Employee Express is also used to:

- Change Federal or State Tax Withholding amounts (Note: if you move to a new state or locality area, contact kc-payroll.finance@gsa.gov to file a new state or locality form.)
- Change Direct Deposit (EFT) and financial allotment information

It is your responsibility to review your Earnings and Leave Statement for accuracy each pay period.



Your electronic Official Personnel Folder (eOPF)

Your eOPF contains official copies of your Standard Form 50s (SF-50s), as well as many of your other HR records, including:

- Beneficiary forms (life insurance, TSP and retirement)
- Documentation of military service
- Insurance election forms (health and life)
- Performance appraisals
- Standard Form 50s (SF-50s)
- More!

[Log on to eOPF](#) to view and print copies of these documents.

New to GSA? You will gain access to eOPF two full pay periods after your start date.