

# **Combined Federal Campaign (CFC) Online Donation Process via Employee Express**

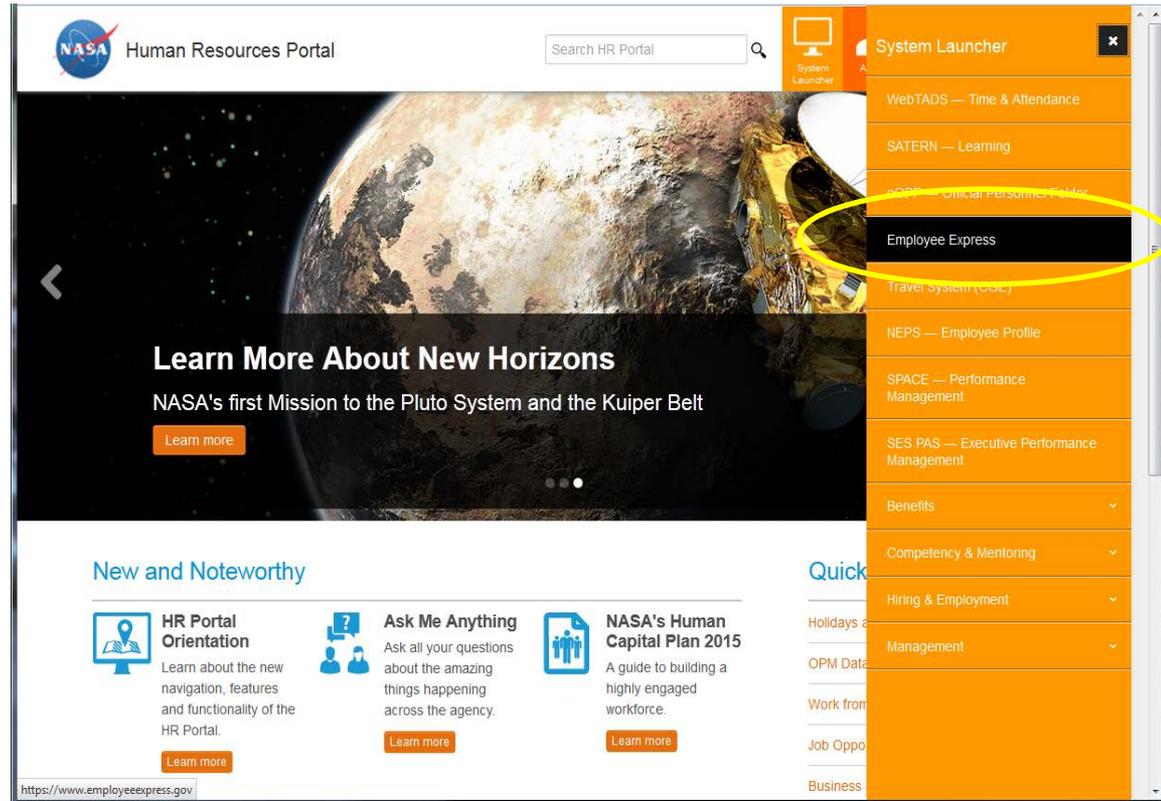
Last Revised: September 28, 2015

Developed by:



# Procedures:

1. Open your preferred internet browser
2. Enter the URL for the NASA HR Portal at: <https://hr.nasa.gov> and Select
  - a. Employee Express from the Systems Launcher
    - i. Enter your Employee Express ID and Password in the pop up box



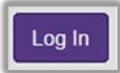
OR  
Enter the URL for the Employee Express  
Website:

<https://www.employeeexpress.gov/>

4. Login with Your Employee Express  
Login ID & Password

a) Enter your Employee Express  
ID and Password in the box

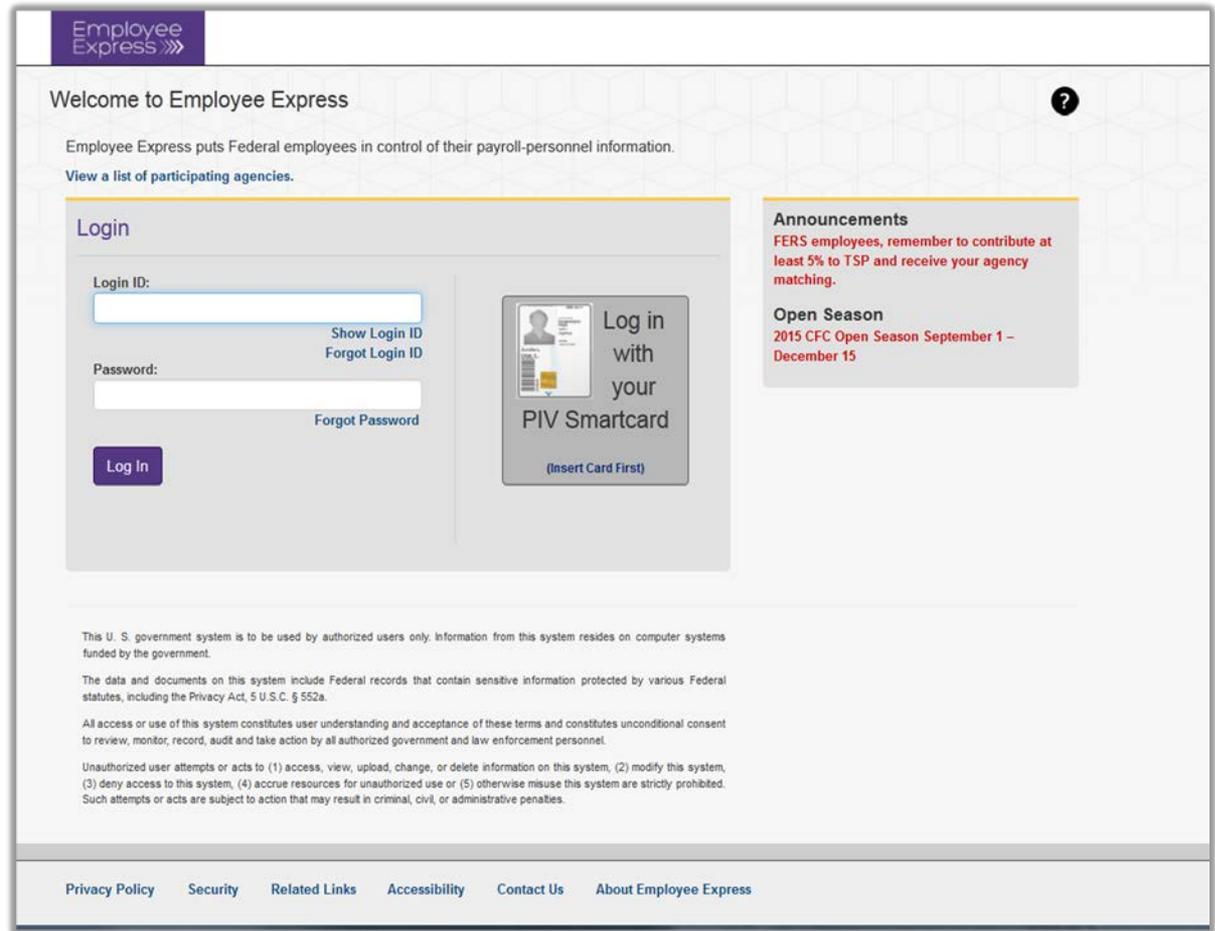
b) Click



or

5. Insert your PIV Smartcard

a. Click the



The screenshot shows the Employee Express website interface. At the top left is the 'Employee Express' logo. The main heading is 'Welcome to Employee Express'. Below this, there is a brief description: 'Employee Express puts Federal employees in control of their payroll-personnel information.' and a link to 'View a list of participating agencies.' The central focus is the 'Login' section, which contains two input fields: 'Login ID:' and 'Password:'. Each field has a 'Show Login ID' or 'Forgot Login ID' link next to it. Below the password field is a 'Forgot Password' link. A purple 'Log In' button is positioned below the input fields. To the right of the login fields is a graphic for PIV Smartcard login, featuring a smartcard image and the text 'Log in with your PIV Smartcard' and '(Insert Card First)'. On the right side of the page, there are two announcement boxes. The first is titled 'Announcements' and contains the text: 'FERS employees, remember to contribute at least 5% to TSP and receive your agency matching.' The second is titled 'Open Season' and contains the text: '2015 CFC Open Season September 1 - December 15'. At the bottom of the page, there is a footer with several links: 'Privacy Policy', 'Security', 'Related Links', 'Accessibility', 'Contact Us', and 'About Employee Express'.

6. At the Main Menu, select the link for Combined Federal Campaign

The screenshot shows the Employee Express main menu. On the left is a navigation sidebar with categories: Payroll / Personnel and Miscellaneous. The main content area is titled "Earnings and Leave Summary" and includes a disclaimer, a login timestamp, and a summary box with the following data:

Updated: Friday, November 7, 2014	
Gross Pay:	\$1,959.20
Net Pay:	\$1,343.95
Annual Balance:	231.30 Hours
Sick Balance:	200.30 Hours
Comp Balance:	14.30 Hours

Below the summary box is a reminder message: "Reminder: Employees may choose to turn off their mailed hard copy Earnings and Leave Statement. Employees may choose to turn off their mailed hard copy W2 Statement." and a note: "You have a pending Home Address Transaction."

7. Select Start CFC

The screenshot shows the "Combined Federal Campaign" page. The left sidebar is the same as in the previous screenshot. The main content area has tabs for "Current", "History", and "Pledge Cards". The "Current" tab is active, showing a message: "This information is current as of January 01, 0001. There is no CFC information from your payroll provider." At the bottom of the message box are three buttons: "Clear All Fields", "Start CFC", and "Cancel".

## Select Contribution Method

### 8. Enter the amount you want deducted each pay period

- ❖ The total will be automatically calculated

### 9. You may also elect to make a single cash/check donation

- ❖ Cash / Check donations must be given to your coordinator with a copy of your pledge card

### 10. Select

Add A Charity

- ❖ If you select **Next** all of your contribution will be Undesignated

[Log Out](#)

## Combined Federal Campaign

[Current](#) [History](#) [Pledge Cards](#)

**⚠ You have not confirmed your CFC donations.**

This information is current as of **January 01, 0001**

### Payroll Contribution:

*Pay Period Contribution:	10.00
Total Payroll Contribution:	\$260.00

Once submitted, Payroll deductions cannot be cancelled through Employee Express. Contact your payroll or HR office for assistance.

### Alternate Contribution Method:

*Amount:	25.00
Check Number:	11111

### Charities:

Organization	Charity Code	Annual Amount	Remove
You have not selected a charity. Please click the 'Add A Charity' button to give a donation to a charity; otherwise, the balance will be treated as an 'Undesignated Amount'.			
		Undesignated Amount:	\$285.00

Undesignated Amount: If you designate a partial amount of your total gift, the balance will be treated as an 'Undesignated Amount' and will be distributed to all of the organizations in the CFC brochure in the same proportion as they receive the designations.

[Add A Charity](#)

[Next](#) [Cancel](#)

\* Required Field

## Combined Federal Campaign



Current

## Add Selected Charities

### 11. Enter filter criteria to narrow your search for a charity. You can select one or all of the following:

- Keyword – type all or part of word – see example
- Organizational Category – select from the dropdown
- Charitable Organization Name – select from the dropdown
- Admin Start / End Percentage – see example
- Service Category

### 12. Click



Enter a Charity Code or a Charity Number or any word from the Charity Description

Keyword:

Organizational Category:

Charitable Organization Name:

Admin Start Percentage:  Admin End Percentage:

Service Category (Taxonomy Code):

- A - Arts, Culture and Humanities**
- B - Educational Institutions and Related Activities
- C - Environmental Quality, Protection and Beautification
- D - Animal Related
- E - Health – General and Rehabilitative
- F - Mental Health, Crisis Intervention
- G - Disease, Disorders and Medicinal Disciplines
- H - Medical Research

To select more than one Service Category, use Ctrl+left mouse click  
 To select a range of consecutive Service Categories, use the Shift+left mouse click  
 To deselect a Service Category, Ctrl+left mouse click

## Add Selected Charities (cont.)

13. You can view the detailed charity description by clicking on the arrow to the left of the Charity name.

14. Select

Add

- ❖ You can continue to Find and Add charities up to a maximum of 30

Log Out

### Combined Federal Campaign

Current

**You have Pending CFC donations.**

Enter a Charity Code or a Charity Number or any word from the Charity Description

Keyword:

Organizational Category:

Charitable Organization Name:

Admin Start Percentage:  Admin End Percentage:

Service Category (Taxonomy Code):

- A - Arts, Culture and Humanities
- B - Educational Institutions and Related Activities
- C - Environmental Quality, Protection and Beautification
- D - Animal Related
- E - Health – General and Rehabilitative
- F - Mental Health, Crisis Intervention
- G - Disease, Disorders and Medicinal Disciplines
- H - Medical Research

To select more than one Service Category, use Ctrl+left mouse click  
To select a range of consecutive Service Categories, use the Shift+left mouse click  
To deselect a Service Category, Ctrl+left mouse click

Search Results (156 records found)  
Click Headers to expand or collapse each record.

▾ **A NEW BEGINNING ANIMAL RESCUE INC**

URL: [www.anbrescue.org](http://www.anbrescue.org) →

<b>Charity Code:</b> 56521	<b>Phone:</b> (801)916-3924	<b>EIN:</b> 651310313	<b>Location:</b> UNIVERSAL GIVING <b>Admin:</b> 9.8%
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**Description:** Our mission is to rescue and rehabilitate cats and dogs and find them new permanent homes with loving families.

▸ A New Leash on Life, Inc

▸ A PASSION FOR PAWS RESCUE INC

## Specify Contribution Amount

### 15. Specify the amount of your contribution for each charity selected

- ❖ Charities can be removed by clicking on the 

### 16. When finished click

- ❖ Undesignated amount: If you only designate a partial amount of your total gift, the balance will be treated as an "Undesignated Amount". This balance will be distributed to all of the organizations in the CFC brochure in the same proportion as they receive the designations.

Log Out 

## Combined Federal Campaign

? Current History Pledge Cards

This information is current as of January 01, 0001

**Payroll Contribution:**

*Pay Period Contribution:	<input type="text" value="10.00"/>
Total Payroll Contribution:	<input type="text" value="\$260.00"/>

Once submitted, Payroll deductions cannot be cancelled through Employee Express. Contact your payroll or HR office for assistance.

**Alternate Contribution Method:**

*Amount:	<input type="text" value="25.00"/>
Check Number:	<input type="text" value="11111"/>

**Charities:**

Organization	Charity Code	Annual Amount	Remove
A NEW BEGINNING ANIMAL RESCUE INC	56521	* <input type="text" value="285"/>	

You have selected 1 charity      Undesignated Amount:

Undesignated Amount: If you designate a partial amount of your total gift, the balance will be treated as an 'Undesignated Amount' and will be distributed to all of the organizations in the CFC brochure in the same proportion as they receive the designations.



\* Required Field

## Specify Employee Contact Information

17. Enter a Work Email or Phone Number

18. Enter a Work Street Address

19. Select an Agency Division/Branch from the dropdown

20. When finished click

Next

Log Out 

Combined Federal Campaign 

 Current

Either Work Email Address or Work Phone Number is required

\*Work Email Address:

or

\*Work Phone Number:

\*Work Street Address: Example: 999 East 9th Street (no city or state)

\*Agency Division/Branch Name:  

(Required)

\* Required Field

## Authorization to Release and Recognition Items

21. The remaining Yes/No questions pertain to the Authorization to release your personal information in reference to your donation, or to receive Recognition (if eligible) from your local campaign. Click "Yes" if you wish to have your pledge amount or name released to your designated organizations. Click Address or Email if you wish to release your contact information to your designated organizations. Click "Yes" if you wish to receive eligible recognition from your local campaign.

22. When finished click

Save

Log Out 

Combined Federal Campaign 

 Current

**Amount Release Authorization:**

\*Release Authorization:  Yes  No

**Recognition Release Authorization:**

\*Donor Gift Recognition: I wish to receive the recognition gift applicable to the level of my pledge if offered by my campaign.  
(Contact your local campaign for details.)  
 Yes  No

\*Recognition Level: Eagle Club \$800 to \$1199 (Eagle) 

**Contact Release Authorization:**

\* Your NAME along with the corresponding information you provide will be released to your designated charities.

By Address  By Email  Neither

\*Street 1: 101 Main ST

Street 2:

Street 3:

\*Zip Code: 99703

\*State: AK

\*City: FT WAINWRIGHT 

\* Required Field

## Review and Confirm

23. Review your saved information to ensure that it is correct.

Click

Confirm

Or click

Cancel

❖ Clicking  will send you back to Add A Charity page.

Log Out 

### Combined Federal Campaign Confirmation

 Current

 Click Confirm to update your CFC Information

Pay Period Contribution:	\$10.00
Total Payroll Contribution:	\$260.00
Check Number:	11111
Cash/Check Amount:	\$25.00

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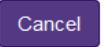
Organization:	A NEW BEGINNING ANIMAL RESCUE INC
Charity Code:	56521
Annual Amount:	\$285.00

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Undesignated Amount:	\$ .00
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Work Email Address:	employeename@nasa.gov
Work Street Address:	Huntsville, AL
Agency Name:	Code 100 Office of the Director
Agency Number:	5461000
Amount Release Authorization:	Yes
Donor Gift Recognition:	Yes
Recognition Level:	Double Eagle Award - 2% of gross pay
Contact Release Authorization:	By Email
Home Email Address:	employee.name@nasa.gov

## View Pledge Card

24. Now that your action has been saved, you can click

Pledge Card

to view your pledge card based on the information you just submitted.

25. If you wish to receive an e-mail confirmation of your change, enter your e-mail address in the E-mail Address box and click

Send Email

26. If you do not want to receive a confirmation E-mail, click

Close

to return to the main menu

The screenshot shows the 'Combined Federal Campaign' page. In the top right corner, there is a 'Log Out' link with a lock icon. The page title is 'Combined Federal Campaign' with a help icon (question mark) to its right. A green success banner at the top of the main content area contains a checkmark icon and the word 'Success'. Below the banner, the text reads: 'Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective January 10, 2016; however, due to agency processing, it may be effective the next pay period. If you wish to receive an email confirmation of your change, enter your email address and click the Send Email button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency. Providing your email below will not change your current email address in your payroll record.' Below this text is an 'Email:' label and a text input field containing 'employeename@nasa.GOV'. At the bottom right of the form, there are three buttons: 'Send Email', 'Close', and 'Pledge Card'.



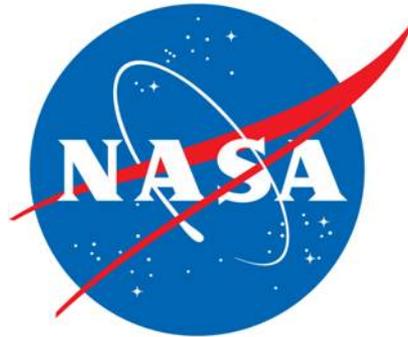
❖ The picture to the right is an example of the EEX CFC Pledge Card Receipt

Last Name, First Name, MI		<input checked="" type="checkbox"/> Civilian <input type="checkbox"/> Military	Federal Agency and Office	SSN/Employee ID
Work Address & ZIP Code Huntsville, AL				Work Phone Number
CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.				
<b>ALLOTMENT SOURCE</b>	<b>AMOUNT</b>	<b>INTERVAL</b>	<b>TOTAL GIFT</b>	
MILITARY PAYROLL	\$		\$	
CIVILIAN PAYROLL	\$ 10.00	x 26 pay periods	\$ 260.00	
CASH/CHECK				
Check Number: 11111		Amount: \$ 25.00		
<i>(make check payable to the Combined Federal Campaign)</i>				
CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.				DESIGNATED GIFT: To designate to one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.
<b>INFORMATION RELEASE (OPTIONAL)</b>				<b>PAYROLL DEDUCTION AUTHORIZATION</b>
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.				I hereby authorize any agency of the United States Government by which I may be employed during 2015 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2015 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.
Home Address: _____				
Personal Email Address: <u>employee.name@nasa.gov</u>				
<input checked="" type="checkbox"/> In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.				
				Electronic Signature _____ Date <u>Sep 25, 2015</u>

Employee Express

Contributor - Keep for Personal Tax Records

OPM 1654  
Revised May 2014



# Combined Federal Campaign (CFC) Employee Express Administrator Reports

Developed by:



# EEX Admin - Logon

## Log on to the Admin Site

The Employee Express Admin site is located at :

<https://admin.employeeexpress.gov>

Enter your Login Id and Password

- ❖ **Civil Servant** Admins will use their personal EEX account Login IDs and Passwords.
- ❖ **Contractor** Admins will continue to use their nasXXXXX IDs

https://testadmin.employeeexpress.gov/Default

**ADMIN SITE**

EEX Administration

Login

Login ID:

Show Login ID  
Forgot Login ID

Password:

Forgot Password

Log in

Log in with your PIV Smartcard  
(Insert Card First)

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Privacy Policy Security Related Links Accessibility Contact Us About Employee Express

# EEX Admin - Main Menu

## Administrative Access Main Menu

Typical available options are:

### Under Administrative Actions

- Delegate Key Rep CFC Report
- CFC Cash Report

### Under Miscellaneous

- Change Logon ID
- Change Password
- Change Security Questions

The screenshot displays the EEX Admin Main Menu interface. At the top left, there is a logo for 'EEX ADMIN SITE' and a 'Home' link. At the top right, there is a 'Log Out' link with a lock icon. The main content area is divided into two sections. On the left, there is a sidebar menu with two main categories: 'Administrative Actions' and 'Miscellaneous'. Under 'Administrative Actions', the following options are listed: FEHB/TSP Reports, OPF Reports, CFC Cash Report, Delegate Key Rep CFC Report, FEHB Action Under Court Order, Admin User Report, FEHB/TSP Transaction Data, Bounce List Report, Statistical Report, Survey Report, Emergency Contact Information Report, and On Behalf Of Function. Under 'Miscellaneous', the following options are listed: Change Login ID, Change Password, and Change Security Questions. On the right, there is a section titled 'OBO Access' with the instruction 'Please enter the SSN and select the Agency you want to access:'. Below this instruction, there is a text input field for 'SSN:' and a dropdown menu for 'Agency:' with the placeholder text 'Select an Agency'. At the bottom of the OBO Access section, there are three buttons: 'Continue to EEX', 'Clear', and 'Cancel'.

# EEX Admin – CFC Report Selection

## Delegate CFC Report

1. Select Delegate CFC Key Rep Report
2. Select Campaign Location
3. Specify Start and End Date
4. Select *Include only unique transactions*
5. Select

The screenshot shows a web browser window with the URL 'CFC Key Rep Report - Empl...'. The page title is 'CFC Key Rep Report'. On the left, there is a navigation menu with 'Administrative Actions' and 'Miscellaneous' sections. The 'Administrative Actions' section is expanded, showing 'Delegate Key Rep CFC Report' as the selected option. The main content area contains a privacy notice, a list of instructions, and a form with the following fields: 'Campaign' (dropdown menu with 'Tennessee Valley CFC'), 'Start Date (MM/DD/YYYY)' (text input with '09/01/2015'), and 'End Date (MM/DD/YYYY)' (text input with '09/30/2015'). Below the form are two radio button options: 'Include only unique transactions for the time period entered. This report will not contain any duplicate transactions entered by each user during this time period.' (selected) and 'Include all transactions for the time period entered. This report will include duplicate transactions entered by each user during this time period.' At the bottom right of the form are three buttons: 'View Report', 'Clear', and 'Cancel'. The footer of the page contains links for 'Accessibility', 'Contact Us', and 'About Employee Express'.

# EEX Admin – CFC Report Selection

## Delegate CFC Report Results

- 1) Use the scroll bar to view the report online or
- 2) Click  to download to Excel

❖ In the actual report, thirty Code# / Donation# amount columns will be displayed

Log Out 

### CFC Key Rep Report

In accordance with privacy and information technology security guidelines, all system users of this Administrator website are required to properly handle and protect Personally Identifiable Information (PII). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. You are obligated to protect PII from unauthorized disclosure by:

1. Encrypting any PII data that is downloaded from this website
2. Erasing any PII data downloaded from this website within 90 days unless its official use is still required
3. Ensure proper protection and disposition of printed documents containing PII obtained from this website

Campaign:

Start Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

Include only unique transactions for the time period entered. This report will not contain any duplicate transactions entered by each user during this time period.

Include all transactions for the time period entered. This report will include duplicate transactions entered by each user during this time period.

Date of Report	Department/Agency CPDF Code	Department/Agency Name	Agency Reporting Number/Name	Payroll Office N
09/21/2015	IN05	National Aeronautics and Space Administration	62000001 - NASA Marshall Space Flight Center	14069999
09/21/2015	IN10	National Aeronautics and Space Administration	5461000 - Code 100 Office of the Director	14069999
09/21/2015	IN07	National Aeronautics and Space Administration	62000001 - NASA Marshall Space Flight Center	14069999

# Cash Report to Indicate Funds Received:

## CFC Cash Report

1. Select CFC Cash Report
2. Check 'Received for any Cash or Check donations that have been received
3. Click 'I Agree'
4. Click 

❖ This report generates all pending cash/check donations where funds have not yet been received

❖ The employee's record will be removed from this report and will now be displayed on the payroll report.

❖ When the employee submits the payroll deduction first, then the cash donation second, the first transaction (payroll deduction) is applied to the payroll report, the second transaction (cash) appears on the cash report ready for funds to be received

[Log Out](#) 

### CFC Cash Report

The list below displays employees who have pledged a Cash or Check donation for their CFC campaign that has not been received. You may indicate funds received after you have confirmed the amounts received match the amount that is pledged. If the amounts do not agree, you must make contact directly with the employee and should not indicate receipt.

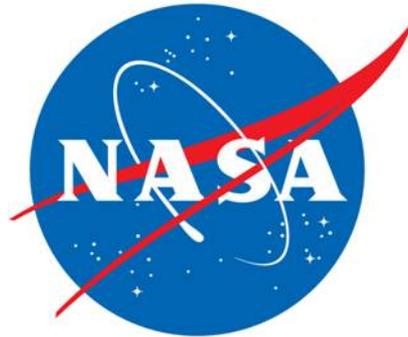
1. Select the donor(s) from the list whose funds have been received and verified as accurate.
2. Acknowledge funds received.
3. Select the Update Pledge Record button to complete your update.
4. You may return to the Main Menu by clicking the Back button.

Received	Employee Name	Pledge Amount	Cash/Check	Check Number	Org Code	Date
<input type="checkbox"/>	GARDIN J HICKS	\$50.00	Check	1111111111		4/28/2015 3:18:34 PM
<input type="checkbox"/>	GARDIN J HICKS	\$50.00	Check	1111111111		4/28/2015 3:28:07 PM

The record(s) you have selected will be indicated as funds received. This action cannot be reverted. You acknowledge that all amounts are accurate and have been received by you.

I Agree    I Disagree



# Employee Express Administrative Access

Developed by:

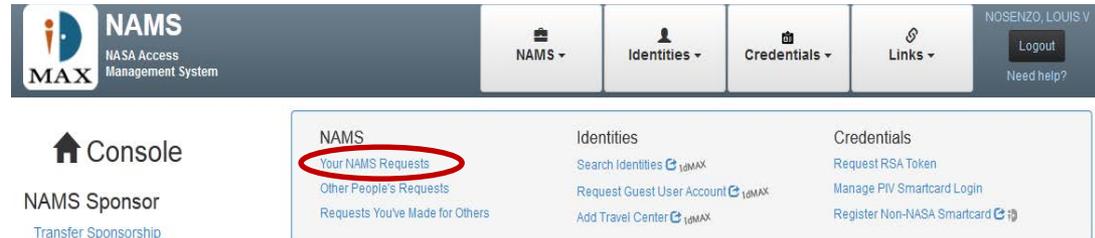


# Administrative Access Capabilities

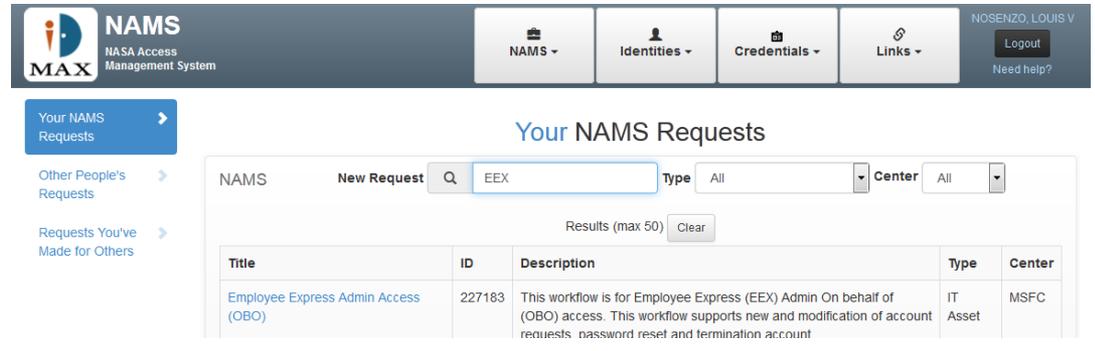
- Log in for Center CFC Administrators (different URL from the employee contribution URL)
  - <https://admin.employeeexpress.gov>
  - Further instructions will be in the email that contains the userid and also within the email that contains the temporary password
- Users with Admin access will only be allowed to view the CFC and Cash report
  - Entering the contribution on behalf of the employee is not an option
- Users will only view the campaign area they are assigned to view
  - Example: the MSFC CFC Administrator will only view the Tennessee Valley United Way campaign area contributions for NASA
- The report can be viewed in online or exported to Excel
  - Saving the report in Excel allows the user to filter for desired results
  - Employee Org Code is available for summarizing campaign progress at the Organization Level

## Application to Access the Employee Express Administrative Web Site

- There is an application form in the NASA Account Management System (NAMS) that must be completed to obtain a userid for Employee Express or to reset the password for an established account. This will allow Center CFC Chairpersons to access their campaign area(s)



- Enter the url for NAMS: <https://nams.nasa.gov>
- Select [Your NAMS Request](#) under NAMS



Title	ID	Description	Type	Center
Employee Express Admin Access (OBO)	227183	This workflow is for Employee Express (EEX) Admin On behalf of (OBO) access. This workflow supports new and modification of account requests, password reset and termination account	IT Asset	MSFC

- Enter EEX in the box New Request
- Click on the link [Employee Express Admin Access \(OBO\)](#)

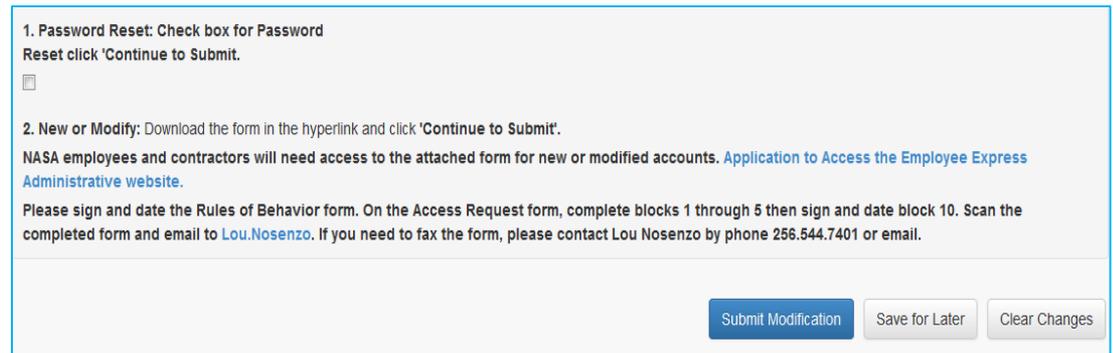
- Enter a selection for Urgency and a Business Justification

- For Password Resets just check the box and click Continue to Submit.

- For new accounts please click on the hyperlink [Application to Access the Employee Express Administrative website](#).

- Download the form and print it out

- Click 



1. Password Reset: Check box for Password Reset click 'Continue to Submit'.

2. New or Modify: Download the form in the hyperlink and click 'Continue to Submit'.

NASA employees and contractors will need access to the attached form for new or modified accounts. [Application to Access the Employee Express Administrative website](#).

Please sign and date the Rules of Behavior form. On the Access Request form, complete blocks 1 through 5 then sign and date block 10. Scan the completed form and email to Lou.Nosenzo. If you need to fax the form, please contact Lou Nosenzo by phone 256.544.7401 or email.

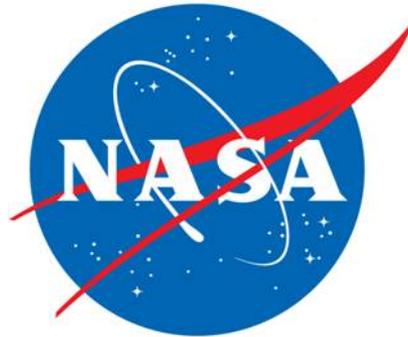
  

## Completing the Application to Access the Employee Express Administrative website

- Applicants need to read, sign and date the Rules of Behavior page.
- On the Access Request, applicants must fill out blocks 1 through 5, sign and date block 10.
- Then scan and email, the form and Rules of Behavior pages to:

Lou Nosenzo  
 Office of Human Capital  
 Agency HR Systems  
 Employee Express User Board Co-Chair  
 lou.nosenzo@nasa.gov  
 256.544.7401

SECTION I: FOR COMPLETION BY APPLICANT (See instructions on Page 2 before completing form – incomplete applications will be returned)		
1. Applicant's Name (Last, First, MI)		2. Applicant's Phone Number
3. Applicant's Email Address		4. Agency Name/Branch/Office
5. Applicant's Duty Location – City, State		
<b>Select Request Type (please check only one):</b> <input type="checkbox"/> Request New Userid/Account <input type="checkbox"/> Reset Password for existing Userid/Account <input type="checkbox"/> Remove Existing Userid/Account <input type="checkbox"/> Modify/Change current access type or access level (must indicate changed items below)		
SECTION II: FOR COMPLETION BY APPROVING OFFICIAL		
<b>6. ACCESS LEVEL: (please check only one)</b> <input type="checkbox"/> Agency Access – This access level grants the user access to all employee records within the entire agency. <input type="checkbox"/> Personnel Office ID (POI) Access – This access level restricts the users' access to only employee's within the assigned POI or POI's.		
<b>7. ACCESS TYPE (please check only one)</b> <input type="checkbox"/> View Only – The ability to view employee information when accessing EEX. <input type="checkbox"/> View and Update – The ability to view and update employee information when accessing EEX.		
<b>8. ACCESS FEATURES (please check only one)</b> <input type="checkbox"/> Employee Express – EEX (will include access to FEBS and Emergency Contact, if agency participates) <input type="checkbox"/> Emergency Contact Only – (does not include access to EEX – do not select EEX access when selecting this feature) <b>Reporting Features (please check all that apply)</b> <input type="checkbox"/> FEHB and TSP History Reports <input type="checkbox"/> CFC Reports – list campaigns below or indicate "ALL". <input type="checkbox"/> Review FEHB actions under court order <input type="checkbox"/> Emergency Contact Reports (for participating agencies only) <input type="checkbox"/> View and Print OPF Reports generated by a bi-weekly separation process for FEHB and TSP – for users with POI access only! (New Spring 2009) <input type="checkbox"/> Dept of State - View and Print Multiple Leave and Earnings Statements – Requires POI Access only		
FOR POI ACCESS (PLEASE COMPLETE THIS PART FOR USER'S REQUESTING\CHANGING POI ACCESS)		
9a. List POI(s) here or attach separate document		
FOR CFC CAMPAIGN REPORTS (PLEASE COMPLETE THIS PART FOR USER'S REQUESTING\CHANGING CAMPAIGN ACCESS)		
9b. List CFC Campaign(s) here or attach separate document. If ALL available campaigns are requested - please enter ALL below.		
SECTION III: ALL SIGNATURES AND AGENCY APPROVALS		
10. Applicant's Signature/Date (required)	11. Applicant's Approving Official/Supervisor Signature/Date	12. EEX Key Representative Signature/Date (required)
_____	_____	_____
Date	Date	Date
FOR INTERNAL EEX USE ONLY		
LOGIN ID ASSIGNED:		Userid/Password generated and provided by: Initials/Date



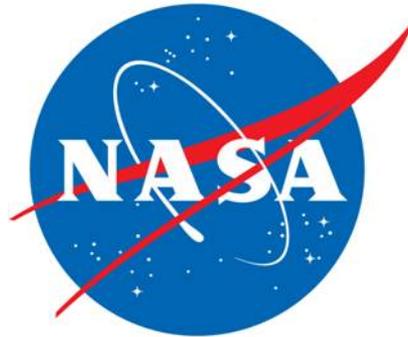
# Manual Process

Developed by:



# Paper Pledge Form

- Employees continue to have the option of completing a paper pledge form, in lieu of completing an electronic pledge form
  - Cash contributions will continue to go from the CFC Financial Chairperson to the PCFO
  - Payroll deductions, after receipt by the CFC Financial Chairperson, will be sent to the Center Payroll office for entry into the payroll system



# Campaign Regions

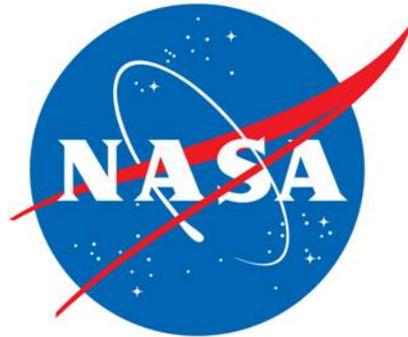
Developed by:



# NASA Campaigns included in EEX

- The following NASA Center/facilities campaign areas are available within EEX

NASA Center / Facility	Regional Campaign Name	CFC #
ARC	CFC Norcal	0106
AFRC	CFC of Greater SoCal	0096
JPL	CFC of Greater SoCal	0096
GRC	North Coast Ohio CFC	0684
HQ	CFC of the National Capital Area	0990
GSFC	CFC of the National Capital Area	0990
Goddard Institute of Space Studies	CFC of New York City	0626
Wallops Flight Center	Chesapeake Bay Area CFC	0405
IV and V Facility	North Central West Virginia CFC	0941
JSC	Texas Gulf Coast CFC	0845
White Sands Test Facility	Desert Southwest CFC	0606
NSSC	Greater Mississippi CFC	0500
SSC	Greater Mississippi CFC	0500
LaRC	Virginia Peninsula CFC	0896
MSFC	Tennessee Valley CFC	0004
MAF	Greater New Orleans Area CFC	0372
KSC	Central Florida CFC	0192



# Contact Information

Developed by:



# Who to Contact

- To request EEX access, or a password reset, contact:
  - Lou Nosenzo  
Office of Human Capital  
Agency HR Systems  
Employee Express User Board Co-Chair  
lou.nosenzo@nasa.gov  
256.544.7401  
256.544.5158
- For assistance with Employee Express (questions/issues, etc) contact the Employee Express Help Desk
  - Online Help information is always available when using Employee Express. You may also reference the [Frequently Asked Questions](#) page for commonly asked questions.
  - If you need technical assistance while at work, you may contact the Employee Express Help Desk at 478-757-3030. From home, you may contact the Help Desk toll-free at 888-353-9450. Help Desk business hours are Monday through Friday 7:00 a.m. to 7:00 p.m. Eastern Time. During non-business hours, you may leave a message and a Help Desk representative will return your call within 1 business day (Monday-Friday).
  - You may also contact the Help Desk by sending a detailed e-mail message to [EEXHelp@opm.gov](mailto:EEXHelp@opm.gov) with the following information:
    - Your name, your employing agency name , Your daytime phone number, a detailed description of your problem (**for security reasons, DO NOT include your Social Security Number (SSN), Login ID or Password in your message**)