

Coming Soon: Employee Express Redesign and Enhanced Features



Provided by a consortium of Federal agencies for their employees.

We have exciting news to share with you about Employee Express, your payroll and personnel information system! Coming soon, you will experience the NEW Employee Express. Please note that due to the upgrade, there will be limited access from Friday, October 2, 2015 through Monday, October 12, 2015.

Same Great Functions with Enhanced Features:

You will still have access to all of the same functions you currently enjoy, but with improved navigation. In the NEW Employee Express, your left navigation pane will remain the same on every page, allowing you to easily find the links you need.

Be sure to explore how the enhanced Employee Express navigation and more intuitive features can work for you, including your: Earnings and Leave Statement, Employee Emergency Contact Information (EECI), Thrift Savings Plan (TSP) and Roth TSP, health coverage, direct deposit, financial allotments, Combined Federal Campaign (CFC) contributions, address changes, tax withholdings, and Federal Employee Benefits Statement (FEBS).

New Mobile Employee Express Features:

Mobile Employee Express is also getting an update! The NEW Mobile Employee Express introduces access to ALL of the same features of the desktop version.

Improved Security Features:

The privacy and security of your personal information is very important to us. The NEW Employee Express has been enhanced to better protect your information by requiring new security authentication criteria for Logon IDs and passwords. If your current ID or password does not meet the minimum criteria standard when you log into the NEW Employee Express for the first time, you will be prompted to change them.

With the first logon, you will also be required to establish security questions to be used to reset forgotten passwords. Resetting your password will now be as simple as answering your security questions. You will also be able to log in using your login credentials or your PIV Smartcard. Please note, to ensure the best security, you will need to maintain current login credentials.

Access Using Desktop or Mobile Device:

You will still access Employee Express by visiting www.employeeexpress.gov. Whether on your computer or your mobile device, all of the great new features will be available to you.

For Questions or Assistance:

If you have any questions or need assistance with Employee Express, please contact the Employee Express Help Desk Monday through Friday from 7 a.m. to 7 p.m. Eastern Time (ET). You may contact them via any of the following:

Phone: 1-478-757-3030

Toll Free Phone: 1-888-353-9450

E-mail: eehelp@opm.gov

Key Dates:

During the transition from the old system to the new enhanced system, you will have reduced access to Employee Express features. The following are the anticipated dates and times of the outages:

- Friday, October 2, 2015
 - Last day Employee Express will be mailing out passwords.
- Tuesday, October 6, 2015 at 8:00 a.m. ET
 - Employee Express will stop processing e-mail requests for passwords and Login IDs.
 - Employee Express links to request password and login ID changes will be disabled.
 - The Employee Express Help Desk will not accept e-mailed requests for passwords and Login IDs.
- Wednesday, October 7, 2015 at 8:00 p.m. ET
 - Change employee access to view mode only. No transactions or changes will be allowed.
- Friday, October 9, 2015 at 1:00 p.m. ET
 - Current system not available for any access. The new system will be accessible by Tuesday, October 13, 2015.

For questions concerning this notice, contact:

NSSC Customer Contact Center

1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov