

## Accessing Employee Express

1. Visit [www.employeeexpress.gov](http://www.employeeexpress.gov).
2. Log In:
  - A. If you have not set up your Employee Express account, your Login ID is your SSN.
  - B. If you know your Login ID and Password, you may log in.
  - C. If you **do not** know your Login ID or Password, click on "[Forgot Login ID or Password?](#)"

Log in with Your Employee Express Login ID & Password

Login ID:  [Show Login ID](#)

Password:

[Forgot Login ID or Password?](#)

Login

Please ensure your Pop-up Blocker and Caps Lock are set to off

Log in with Your PIV Card

Log on with your PIV Smartcard (Insert Card First)

[What is this?](#)

3. To obtain your password, you must know your Login ID first. If you know your Login ID, skip to Step 10. To obtain your Login ID, click on "[Request Login ID](#)"

[Request Password](#)

[Request Login ID](#)



4. To obtain your Login ID, fill out the form on the next page and click "[Continue](#)":

### Request Login ID

Name:

SSN (No Dashes):

If you are an Annuitant, please select Foreign Service Annuitants as your Agency.

Agency:

Enter your home address on file

Street/P.O.Box:

City:

Zip:



**\*\* FOREIGN SERVICE ANNUITANTS \*\*** (paid by the Department of State) with APO AE type addresses, please contact the Retirement Accounts Division to request a login id through Payroll Customer support via e-mail at [payhelp@state.gov](mailto:payhelp@state.gov).



[Continue](#)

[Cancel](#)

- Employee Express will ask you if you want your Login ID delivered by Email or USPS. Click “[Send by U.S. Postal Service](#)”



- Employee Express will ask you if you would like a confirmation email. If you would like a confirmation email, fill out the boxes. You must click “[Submit](#)” to receive your Login ID.

To receive an emailed status of your password request, enter a valid e-mail address and click the 'Submit' button. If you do not wish to receive an e-mail status of your password request, click the 'Submit' button without entering an email address.

E-mail:

E-mail Confirmation:

[Submit](#) [Cancel](#)

- OPM will mail you a copy of your Login ID.
- Return to [www.employeeexpress.gov](http://www.employeeexpress.gov).
- To obtain your Password, click on “[Forgot Login ID or Password?](#)”
- Click on “[Request Password](#)”



11. To obtain your Password, fill out the form on the next page and click “Continue”:

**Request Password**

Name:

Login ID:

If you are an Annuitant, please select Foreign Service Annuitants as your Agency.

Agency: -- Select an Agency --

Enter your home address on file

Street/P.O.Box:

City:

Zip:

 **\*\* FOREIGN SERVICE ANNUITANTS \*\*** (paid by the Department of State) with APO AE type addresses, please contact the Retirement Accounts Division to request a password through Payroll Customer support via e-mail at [payhelp@state.gov](mailto:payhelp@state.gov).



12. Employee Express will ask you if you want your Password delivered by Email or USPS. Click “Send by U.S. Postal Service”

**Delivery Method**





13. Employee Express will ask you if you would like a confirmation email. If you would like a confirmation email, fill out the boxes. You must click “Submit” to receive your Password.

To receive an emailed status of your password request, enter a valid e-mail address and click the 'Submit' button. If you do not wish to receive an e-mail status of your password request, click the 'Submit' button without entering an email address.

E-mail:

E-mail Confirmation:



14. OPM will mail you a copy of your Password. Your Password will be valid for 14 days from the mailing date.

15. Return to [www.employeeexpress.gov](http://www.employeeexpress.gov) and enter your Login ID and Password.

16. Employee Express will prompt you to change your Login ID and Password. Follow the directions on the screen.
17. After changing your Login ID and Password, Employee Express will take you to the main menu:

**Main Menu**

Payroll - Personnel Actions	Earnings and Leave
<p><b>*** You last successfully logged in Employee Express on May 12, 2015 5:22PM ET. ***</b></p> <p>To view a summary of your current information, select <a href="#">View Summary of Information</a>.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <ul style="list-style-type: none"> <li><a href="#">Combined Federal Campaign</a></li> <li><a href="#">Direct Deposit</a></li> <li><a href="#">Disability Update</a></li> <li><a href="#">Discretionary Allotment</a></li> <li><a href="#">Ethnicity and Race Indicator</a></li> <li><a href="#">Federal Employee Health Benefits</a></li> <li><a href="#">Federal Tax</a></li> <li><a href="#">FEHB Premium Conversion</a></li> <li><a href="#">FEHB Qualifying Life Event</a></li> <li><a href="#">Financial Allotment</a></li> <li><a href="#">Health Savings Allotment</a></li> <li><a href="#">Home Address</a></li> <li><a href="#">State Tax</a></li> <li><a href="#">Thrift Savings Plan/Roth</a></li> <li><a href="#">W2 Hard Copy On/Off</a></li> </ul>	<p>Your leave and earnings information was last updated on: <b>May 2, 2015</b>.</p> <p>The employee is responsible for verifying the accuracy and correctness of the Earnings and Leave Statement and reporting any errors in a timely manner.</p> <p style="text-align: center;"><b>Gross Pay:</b></p> <p style="text-align: center;"><b>Net Pay:</b></p> <p style="text-align: center;"><b>Annual Balance:</b></p> <p style="text-align: center;"><b>Sick Balance:</b></p> <p style="text-align: center;"><b>Comp Balance:</b></p> <p>To view your earnings and leave statement, select <a href="#">Earnings and Leave</a>.</p> <div style="text-align: center;">  </div>
Miscellaneous	Related Sites
<ul style="list-style-type: none"> <li>View your <a href="#">W2 Information</a></li> <li><a href="#">Change Password</a></li> <li><a href="#">Change Login ID</a></li> <li><a href="#">EEX Notification Email</a></li> <li><a href="#">View Your History Personnel/Payroll actions</a></li> <li><a href="#">View Your Latest FEHB Confirmation Letter</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">BENEFEDS - The Federal Government's new administrative system for enrolling in FEDVIP</a></li> <li><a href="#">CFC National Capital Area (NCA) Information</a></li> <li><a href="#">Federal Long Term Care Insurance</a></li> <li><a href="#">FEHB Plan Comparison Website - PlanSmartChoice</a></li> <li><a href="#">FSAFEDS - The Federal Government's Flexible Spending Account Program</a></li> <li><a href="#">IRS Payroll Estimator</a></li> <li><a href="#">OPM FEHB Plan Comparison Tool</a></li> <li><a href="#">The Work Number: Proof of Employment and Income</a></li> <li><a href="#">TSP Website</a></li> <li><a href="#">TSP Worksheet Calculator</a></li> </ul>

18. From the Main Menu, you may access your Earnings and Leave information as well as other personnel information.
19. By clicking on the links, you may update or change personnel information.

## Pay Day

When viewing Earnings and Leave, you may view pay stubs for every pay period of your employment. Earnings are deposited in your bank account on the first Friday following a pay period.

## Employee Express Help

**Sterling Laudon:** (202)475-7726, [sterling.laudon@ssab.gov](mailto:sterling.laudon@ssab.gov)

**Employee Express Help Desk:** (478)757-3030, [EEXHELP@OPM.GOV](mailto:EEXHELP@OPM.GOV)

# Board Pay Schedule 2015

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**ACTION ITEMS**

**Important Dates**

-  = Board sent request for compensation voucher
-  = Board compensation voucher sent to SSA HR
-  = Board receives pay via direct deposit
-  = Federal Holiday