



U.S. COAST GUARD



Homeland Security

Flag Voice 256

Quick Links

[Human Resources Home](#)

[Be a Part of the Coast Guard:](#)

»» [Military Careers](#)

»» [Civilian Opportunities](#)

»» [Learn about the Reserve](#)

»» [Coast Guard Academy](#)

[Flag Voice](#)

»» [Biography of the Assistant Commandant for Human Resources](#)

[Future Force](#)

[Contact Us](#)

Other Links

[Department of Homeland Security \(DHS\)](#)

[Department of Transportation \(DOT\)](#)

[Coast Guard Retirees](#)

[Coast Guard News and Information](#)

[Military Locator](#)

CIVILIAN PAYROLL CONVERSION UPDATE

In ALCOAST 264/05 of 19 May 2005), I promised an update on the migration of our civilian personnel and payroll services to the National Finance Center (NFC) as more information became available. Preparations for the conversion are progressing, and we are on track for a 21 August 2005 implementation. This Flag Voice focuses on the two most prominent changes: moving from Employee Express to My Employee Personal Page (MyEPP), and moving from our current time collection system with the FAA to a new system called webTA.

Currently, our civilian employees use Employee Express to make changes to their tax withholdings, health benefits elections, savings allotments, etc. They have become very familiar with this tool. However, with the move to NFC, we must discontinue use of Employee Express and migrate to MyEPP. MyEPP provides all of the same services as Employee Express as well as some other helpful features. Our transition schedule is as follows:

- 6 August 2005 . . . The last day employees can make changes through Employee Express.
- 7 - 22 August 2005 . . . Employees can only view data in Employee Express.
- 30 August 2005 . . . NFC mails MyEPP PINS with instructions on using the system to each employee's home address. Employees can begin using MyEPP once they receive their user id and PIN. Assistance is available from the NFC Webmaster via email at: nfc.webmaster@usda.gov by providing the following information:
 - Your name and employing agency (DHS/Coast Guard)
 - A description of the problem
 - The steps you took prior to having the problem.
 - The text of any error or informational messages you received.
 - Your email address.

For the transition period of 7-30 August or until a new user id and PIN is received, employees can contact their servicing personnel office if they need to make changes to their personnel data.

Our other significant initiative this summer associated with our move to NFC is a new time collection system called webTA. We are the lead agency within the Department of Homeland Security to migrate to this system. Training for this new system will be provided to all time keepers and approving officials. During the

next several months, I need the support of those involved to ensure a smooth transition because it requires some extra work. Time keepers recently received a letter from my staff outlining the training approach and the requirement to process time cards in both our current IPPS system and the new webTA system. I know this involves some additional work for our time keepers, but the dual processing will reinforce the skills learned at the training sessions. We also need actual time card information to test the entire pay process prior to actual conversion. To support this effort, we have formed a cadre of experienced system users the "Deployment Support Team" who are available for help by phone. This list, along with all our communications concerning the conversion, is posted on CG Central. From CG Central's opening page, select Strategic Initiatives, then select Civilian Payroll NFC Conversion. All Deployment Support Team members are available for anyone seeking help with the new system. The cooperation of all employees involved in this effort is greatly appreciated as we convert to these new and better servicing programs.

Regards,

RADM Kenneth T. Venuto
Ken Venuto

This page is maintained by [HR Webmaster \(CG-1A\)](#)

[Coast Guard Home Page](#)

[Customer Accessibility](#)

[Disclaimer](#)

[Questions/comments about US Coast Guard](#)

Last modified: undefined NaN, NaN