

## Employee Self Service (ESS) for HRConnect

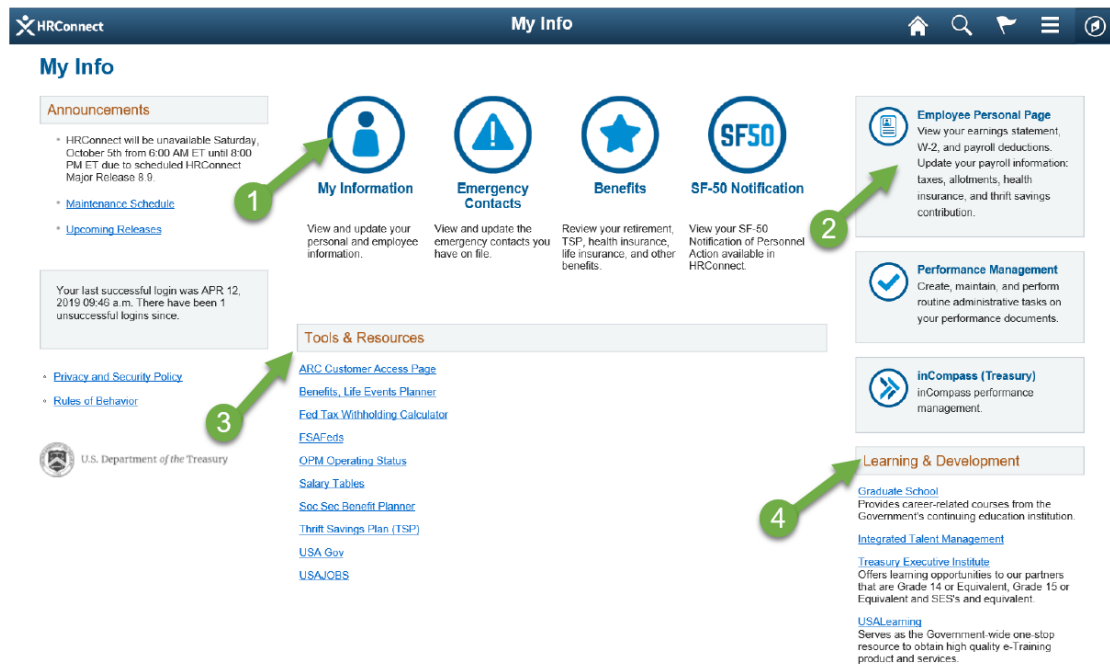
HRConnect is web-based Federal Human Resource Management System (HRMS) that enables HR professionals, managers, and employees to more efficiently and easily manage HR data and processes.

This job aid covers the Employee Self Service portal, which provides employees with direct access to their personal data and allows them to request HR actions from their desktop or remotely via a secure VPN, 24 hours per day, and seven days per week.

### The Employee Self Service Homepage

The Employee Self Service homepage is called the “**My Info**” page. Features include:

1. My Information, Emergency Contacts, Benefits information and SF-50s are accessible directly from the “**My Info**” tile. SF-50s are still also accessible from eOPF. As an employee you can:
  - Initiate updates to your name, address, education level and skills, emergency contacts, veteran's preference, disability status, etc. (Note: Changes initiated on “My Info” are approved and completed by HR prior to reflecting in the system.)
  - View your employment, compensation, leave, and benefits related data.
2. Access to the NFC Employee Personal Page (EPP) is available from the upper right corner.
3. The “**Tools and Resources**” section is a one-stop for HR-related links.
4. The “**Learning and Development**” section is specifically for Learning and Development links.



### Help Feature

Click on or hover over the “**Question mark**” icons throughout HRConnect to retrieve “**Help**” information.

#### NOTIFICATION OF PERSONNEL ACTION

- ☒ View or Print the Most Recent SF-50 Personnel Action 
- ☐ View or Print All Available Personnel Actions 

Select a date range for the SF-50, Notice of Personnel Action, or leave blank for all dates.

Need more help? Contact [HRConnect\\_Support@uspto.gov](mailto:HRConnect_Support@uspto.gov)