



Employee Express
Step by Step Guide
2016 CVACFC



- Check to see if your agency uses Employee Express for your benefits administration (a list is available at cvacfc.org)
- Log into your Employee Express account to make a pledge
- Employee Express pledging closes on December 15, 2016

Employee Express Log In Screen



EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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Welcome to Employee Express.

Employee Express puts federal employees in control of their payroll-personnel information.

If your agency is a [participant in Employee Express](#), you can view and make changes online to your personnel-payroll information. Employee Express transfers your change request to your servicing payroll-personnel office eliminating the need to submit a paper form. It is that easy!

What's New?

Making Changes? Easy.

System Availability / Announcements

Attention All Users:
The Employee Express web and phone system will be unavailable due to system maintenance on Saturday, August 28, 2010 from 7:00 am to 11:00 am ET.

System Requirements	Open Season Information	Related Links
Your Current System Settings: Browser: <ul style="list-style-type: none">Microsoft Internet ExplorerCookies EnabledJavascript Enabled Monitor Resolution:	No messages at this time.	BENEFEDS - The Federal Government's new administrative system for enrolling in FEDVIP FSAFEDS - The Federal Government's Flexible Spending Account Program Federal Long Term Care Insurance OPM FEHB Plan Decision Tool

Enter your login ID and Password then click "Sign In"



Select Your Federal Agency



Employee Express - Login - Microsoft Internet Explorer

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Employee Express Sign-in

*** Please select the agency where you work from the list below and click the Submit button. If your agency is not on the list, it may not be participating in Employee Express. Please see your servicing personnel or payroll office.

Available Agencies

<input type="radio"/> Administrative Conference of the U.S.	<input type="radio"/> Merit Systems Protection Board
<input type="radio"/> ADV Council on Historic Preservation	<input type="radio"/> Millennium Challenge Corporation
<input type="radio"/> African Development Foundation	<input type="radio"/> Morris K. Udall Scholarship Excellence in National Environmental Policy Fnd
<input type="radio"/> American Battle Monuments Commission - Corozal	<input type="radio"/> National Aeronautics and Space Administration
<input type="radio"/> American Battle Monuments Commission - European Offices	<input type="radio"/> National Archives and Records Administration
<input type="radio"/> American Battle Monuments Commission - Headquarters, DC	<input type="radio"/> National Commission on Fiscal Responsibility and Reform
<input type="radio"/> American Battle Monuments Commission - Manila	<input type="radio"/> National Council on Disability
<input type="radio"/> American Battle Monuments Commission - Mexico	<input type="radio"/> National Credit Union Administration
<input type="radio"/> American Battle Monuments Commission - Rome	<input type="radio"/> National Labor Relations Board
<input type="radio"/> Appraisal Subcommittee-Federal Financial Institutions Exam Council	<input type="radio"/> National Mediation Board
<input type="radio"/> Arctic Research Commission	<input checked="" type="radio"/> National Science Foundation
<input type="radio"/> Barry M. Goldwater Scholarship and Excellence in Education Foundation	<input type="radio"/> National Transportation Safety Board
<input type="radio"/> Christopher Columbus Fellowship Foundation	<input type="radio"/> Northern Border Regional Commission
<input type="radio"/> Commission for the Preservation of America's Heritage Abroad	<input type="radio"/> Nuclear Regulatory Commission
<input type="radio"/> Commission of Fine Arts	<input type="radio"/> Nuclear Waste Technical Review Board
<input type="radio"/> Commission on WMD	<input type="radio"/> Office of Federal Inspector - Alaska Natural Gas Transportation System
<input type="radio"/> Committee For Purchase From People who are Blind or Severely Disabled	<input type="radio"/> Office of Government Ethics
<input type="radio"/> Commodity Futures Trading Commission	<input type="radio"/> Office of Navajo and Hopi Indian Relocation

Select the radio button beside your agency then click "Submit"

Routine Security Message



Employee Express - Security Alert - Microsoft Internet Explorer

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Security Alert Message

Last Updated on March 23, 2008

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Employee Express Security Alert - Protecting Your Information

In the past, it was discovered that home computers of several Employee Express users were infected with malicious software by a suspected criminal source. A piece of software known as a rootkit was installed on the user's home computer. The rootkit allowed a remote computer criminal to install a keystroke logging program which captured the user's account information by capturing the user's keystrokes. The computer criminal was able to detect passwords, IDs, and other personal information. This information was used to access Employee Express and possibly other web sites. This software is often installed on systems when an individual simply views emails or clicks links that look and seem like reputable sites.

"Phishing" is another way scam operators obtain your personal information. Phishing tricks people into parting with personal information by luring them to false corporate web sites or by requesting personal information be sent in a return e-mail. According to the Federal Trade Commission, "Phishers send emails or pop-up messages claiming to be from a business or organization you would routinely deal with - an internet service provider, bank, online payment service or even a government agency. The message usually says that you need to 'update' or 'validate' your account information and might threaten dire consequences if you don't respond. You are directed to a web site that mimics a legitimate organization's site. The purpose of the bogus site is to trick you into divulging personal information so the scam operators can steal your identity and make purchases or commit crimes in your name."

Whether it be phishing, identity theft, government e-mail scams, credit card offers or electronic commerce fraud there are scammers on the Internet who are very creative and constantly come up with new scams or variations on old scams. The only way to fight this is with knowledge.

Employee Express uses a variety of security features to protect information and data in the Employee

Click the "Continue to Main Menu" button.

CFC as the Payroll Action



MainMenu - Microsoft Internet Explorer

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[Sign Out](#)

Main Menu

Payroll - Personnel Actions	Earnings and Leave
<p>*** You last successfully logged in Employee Express on August 17, 2010 2:55PM ET. ***</p> <p>Please take time to update your Emergency Contact Information. Access this module from the Link in the Miscellaneous Section below.</p> <p>Your information was last updated on April 24, 2010.</p> <p>To view a summary of your current information, select View Summary of Information.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <ul style="list-style-type: none">Combined Federal CampaignDirect DepositDisability UpdateDiscretionary AllotmentEthnicity and Race IndicatorFederal Employee Health BenefitsFederal TaxFEHB Premium ConversionFEHB Qualifying Life EventFinancial AllotmentHealth Savings AllotmentHome AddressSavings Bond	<p>Your leave and earnings information was last updated on: April 24, 2010.</p> <p style="text-align: center;">Gross Pay: \$ 2,156.00 Net Pay: \$ 1,632.33 Annual Balance: 28.30 hours Sick Balance: 15.00 hours Comp Balance: 0.00 hours</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p> <p>Please take time to update your Emergency Contact Information. See link under Miscellaneous heading.</p>

Click the "Combined Federal Campaign" button.

Charity Selection & Allotment



Employee Express - Combined Federal Campaign - Microsoft Internet Explorer

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Main Menu Sign C

Combined Federal Campaign Select Charities

This information is current as of Pay Period beginning **April 24, 2010**.
This action will be effective **January 02, 2011**.

Pay Period Contribution:	\$ 100.00
Total CFC Gift:	\$ 2600.00

Steps to Get Started:

1. Select your charity by selecting a search option at the bottom of the page.
2. Enter the search criteria to locate your charity.
3. Add your charity to your cart.
4. Repeat Steps 1 – 3 if you wish to add other charities.
5. When you have finished selecting all of your charities, click the "Save Selected Charities and Continue" button.

Charitable Organizations.

Please use the search below to select the charitable organizations to which you would like to contribute. You will be able to add up to 30 charitable organizations to your cart. When you have completed your selection of charities, click on the "Save Selected Charities and Continue" button below and you will be able to specify how much you wish to contribute.

Save Selected Charities and Continue

This is the top part of the next screen. Note that some information may be pre-filled. Also see that this payroll election becomes active on January 02, 2011 and lasts for only one calendar year.

Charity Selection & Allotment



Employee Express - Combined Federal Campaign - Microsoft Internet Explorer

Search for a Charitable Organization.

There are four types of searches. Pick the one you wish to use, enter the information in the place provided and click the appropriate Search button to execute the search.

If you wish your contribution to be distributed proportionately to all international organizations that receive designations, you can enter the code "IIIII" for the 5 Digit Charity Code.

[Search Results: 5 m](#)

Search by 5 Digit Charity Code:

5 Digit Charity Code: (Example: 12345)

Charity Code Search

Search by Charitable Organizations Name:

Organization Name: (Example: My Favorite Charity)

Charity Name Search

Search by Service Category (Taxonomy Code):

- A - Arts, Culture & Humanities
- B - Educational Institutions & Related Activities
- C - Environmental Quality, Protection & Beautification
- D - Animal Related

To be included in search results, charities...

Service Category Search

Composite Search - Enter any search criteria below:

* Leaving fields blank may result in a large number of search results.

Starting Administrative %: Range to search - Example: 10.9 and 15.1

Ending Administrative %:

Keyword(s):

- Any Words (with at least one of the words)
- All Words (with all of the words)
- Exact Match (with the exact matching phrase)

Organization Category: NATIONAL/INTERNATIONAL AGENCIES (ALL)

Composite Search

This is the middle part of the same page where you can search for a charitable organization several different ways (by number, name, service category or composite search.) Select the related search button to initiate your search.

Search results will return at the bottom of this same page. (See the next PowerPoint slide.)

Charity Selection & Allotment



Search Results: 5 matches found.

Charity Code:	11181	Charity Name:	Aging Research, American Federation for (Aid for AfricaR)	Location:	NATIONAL\INTERNATIONAL AGENCIES
EIN#:	133045282	Legal Name:	(AMERICAN FEDERATION FOR AGING)		
Phone Number:	(212)703-9977	Web Address:	www.Aid for Africar.org	Administrative:	6.1%
Charity Description:	Making grants to scientists conducting groundbreaking research on aging and related diseases in the hope we not only live longer, but live healthier longer.				
Category:	H,G,E				
<input type="button" value="Add to Cart"/>					
Charity Code:	10315	Charity Name:	Aging Research, American Foundation	Location:	NATIONAL\INT AGENCIES
EIN#:	431217061	Legal Name:			
Phone Number:	(919)515-5679	Web Address:	www.americanagingresearch.org	Administrative:	15.7%
Charity Description:	Help you, your parents and grandparents age happier, healthier and pain free. Fund vital research on Alzheimer's, Parkinson's, Cancer, aging issues and age-related diseases.				
Category:	H,B,G				
<input type="button" value="Add to Cart"/>					
Charity Code:	11833	Charity Name:	Alliance for Aging Research	Location:	NATIONAL\INT AGENCIES
EIN#:	541379174	Legal Name:			
Phone Number:	(202)293-2856	Web Address:	www.agingresearch.org	Administrative:	32.7%
Charity Description:	Supporting and accelerating the pace of medical discoveries to improve the human experience of aging. Providing tools and resources for healthy lifestyles as we age.				
Category:	E,G,P				
<input type="button" value="Add to Cart"/>					
Charity Code:	12117	Charity Name:	Alzheimer's and Aging Research Center	Location:	NATIONAL\INTERNATIONAL AGENCIES
EIN#:	330950810	Legal Name:			
Phone Number:	(800)877-0019	Web Address:	www.aging-research.org	Administrative:	4.5%
Charity Description:	Stop the suffering caused by aging-related medical conditions! Your support makes exciting new research possible. Please help our aging population and their families.				
Category:	H,G,B				
<input type="button" value="Add to Cart"/>					
Charity Code:	12470	Charity Name:	Cancer and Aging Research Program	Location:	NATIONAL\INTERNATIONAL AGENCIES
EIN#:	141401413	Legal Name:	(Trudeau Institute Inc)		
Phone Number:	(518)891-3080	Web Address:	www.trudeauinstitute.org	Administrative:	25.7%
Charity Description:	If you live long enough, you will eventually die of cancer. Help us improve research, treatments and the quality of life for aging cancer patients.				

This is the **bottom part** of the same page where search results are presented. Select your charity(s) by clicking the "Add to Cart" button(s).

Charity Selection & Allotment



Employee Express - Combined Federal Campaign - Microsoft Internet Explorer

Main Menu

Sign Out

Combined Federal Campaign Select Charities

This information is current as of Pay Period beginning **April 24, 2010**.

This action will be effective **January 02, 2011**.

Pay Period Contribution: \$ 100.00
Total CFC Gift: \$ 2600.00

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5. When you have finished selecting all of your charities, click the "Save Selected Charities and Continue" button.

Charitable Organizations.

Please use the search below to select the charitable organizations to which you would like to contribute. You will be able to add up to 30 charitable organizations to your cart. When you have completed your selection of charities, click on the "Save Selected Charities and Continue" button below and you will be able to specify how much you wish to contribute.

Organization	Charity Code	Remove
Aging Research, American Federation for (Aid for Africa) * (NATIONAL\INTERNATIONAL AGENCIES)	11181	<input type="checkbox"/> Delete

Save Selected Charities and Continue

To remove a charitable organization from your cart, click the delete box for that charity. To update your selection, click on the "Remove Deleted Charities" button below.

Once you have completed your selection of charities, click on the "Save Selected Charities and Continue" button above and you will be able to specify how much you wish to contribute.

Remove Deleted Charities

Scroll up to the top part of the same page. Confirm (or enter) your "Pay Period Contribution" amount, edit the charity(s) you selected (if necessary), then click "Save Selected Charities and Continue."

Confirm & Edit



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Combined Federal Campaign Change

This information is current as of Pay Period beginning **April 24, 2010**.
This action will be effective **January 02, 2011**.

Pay Period Contribution: \$
Total CFC Gift: \$

Charitable Organizations.

*** Undesignated amount:** If you 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.

Please enter the annual amount you wish to designate for each organization. Use your total CFC gift as your guide.

Organization	Charity Code	Annual Amount
Aging Research, American Federation for (Aid for AfricaR) * (NATIONAL\INTERNATIONAL AGENCIES)	11181	\$ <input type="text" value="520.00"/>
* Undesignated Amount:		\$ <input type="text" value="0.00"/>

This is the **top part** of the next page. Confirm your contribution amount and charity(s) are

To Add or Remove charitable organizations from your cart, click the "Add/Remove Charities" button below.

Add/Remove Charities

Confirm & Edit



Employee Express - Combined Federal Campaign - Microsoft Internet Explorer

* Undesignated Amount: \$ 0.00

To Add or Remove charitable organizations from your cart, click the "Add/Remove Charities" button below.

Add/Remove Charities

Personal Information.

Personal Information Authorized Release – 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.

*Either Work E-mail Address or Work Phone Number is required below.

Work E-mail Address:	<input type="text"/>
OR	
Work Phone Number:	Example: 9999999999 (no dashes allowed) <input type="text" value="9999999999"/>
Work Street Address: (required)	Example: 999 East 9th Street (no city or state) <input type="text" value="1301 Clay Street"/>
Agency Division/Branch Name: (required)	<input type="text" value="Demo Account"/>
Amount Release Authorization:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Recognition Release Authorization:	<input type="radio"/> Yes <input checked="" type="radio"/> No If Yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)
Name Release Authorization:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contact Release Authorization:	<input type="radio"/> By Address <input type="radio"/> By Email <input checked="" type="radio"/> Neither

SAVE **CANCEL**

This is the bottom part of the same page. Enter the required information. Entries are required for each cell in order to continue.

The "Amount Release," "Name Release," and "Contact Release" concern the release of your personal information to your selected charity. Some folks like receiving a thank you and/or additional information from their selected charity. Others wish to remain anonymous.

The "Recognition Release" relates to your desire to receive the 2010 Commemorative Coin.

Click "Save".



Final Confirmation & Edit

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Combined Federal Campaign Confirmation

This information is current as of Pay Period beginning **April 24, 2010**.

This action will be effective **January 02, 2011**.

- To submit your changes, click the 'YES' button only once at the bottom of the page. changes, click the 'NO' button at the bottom of the page.

This is the top part of the final page used for final confirmation of your CFC contribution. Ensure all information is correct.

Note this payroll action begins with the first payroll in 2017 and ends with the final payroll in 2017.

Confirm Pay Period Contribution:	\$ * 20.00
Total CFC Gift:	\$ 520.00

To learn more about CFC activities in your area (i.e., kickoffs, special events, etc), and to inquire if the campaign offers donor incentives, contact your local CFC office.

Organization	Charity Code	Annual Amount
Aging Research, American Federation for (Aid for Africa) * (NATIONAL\INTERNATIONAL AGENCIES)	11181	\$ 520.00

Final Confirmation & Edit



Employee Express - Combined Federal Campaign - Microsoft Internet Explorer

Organization	Charity Code	Annual Amount
Aging Research, American Federation for (Aid for AfricaR) * (NATIONAL\INTERNATIONAL AGENCIES)	11181	\$ 520.00

This is the bottom part of the final page. Ensure the information entered is accurate.

Click the "Yes" button if everything is correct otherwise click "No" if you wish to change/correct information, charity or contribution amount.

Work E-mail Address:	
OR	
Work Phone Number:	Example: 9999999999 (no dashes allowed) 9999999999
Work Street Address: (required)	Example: 999 East 9th Street (no city or state) 1301 Clay Street
Agency Division/Branch Name: (required)	Demo Account National Labor Relations Board
Amount Release Authorization:	No
Recognition Release Authorization:	No If Yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)
Name Release Authorization:	No

* The value of this item has changed.

Is this information correct? To confirm, press Yes. To cancel, press No.

Exit Screen



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CFC - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective .

[View Pledge Card as PDF](#)

Warning: A vulnerability has been identified with viewing PDF forms from a public computer (e.g.: library or coffee shop). Information in the Adobe form is cached thereby allowing another user to view your Personally Identifiable Information (commonly referred to as PII.) Until this vulnerability has been corrected by Microsoft and Adobe, we would recommend that you not use public computers to access or enter your personal information. If you cannot avoid using a public computer, please view these instructions on how to manually clear the cache after use. We apologize for any inconvenience this may cause. Thank you.

If you wish to receive an e-mail confirmation of your change, enter your e-mail address and select the Submit and Return to Main button. Your e-mail confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

E-mail Address:

[Submit and Return to Main](#)

[NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION E-MAIL](#)

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Employee Express - Changes? NO BIG DEAL!

A charitable payroll deduction satisfies all documentation requirements for income tax reporting purposes..

If you wish to receive confirmation of this payroll action request, enter your email address and click the "Submit and Return to Main" button. Otherwise, click the "No Thanks..." button.

