

Reminder!

Your innovative workforce solution provider.



Visit the Office of Human Capital at:
<https://ishare.tsa.dhs.gov/OFFICES/HUMANCAPITAL>

Check out OHCAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov

Phone: 1.877.TSA.7990 (1.877.872.79)
Fax: 1.877.TSA.7993 (1.877.872.7993)

OHCAccess Reminder **For Distribution to All TSA Employees**

November 2016

Update Address On Employee Personal Page (EPP)

Please remember to update your Residence Address on your Employee Personal Page (EPP). This is the address that will be used when 2016 W-2 forms are mailed to employees. **An employee will not receive a W-2 form if the address listed in EPP is not up-to-date.**

To update an address in MyEPP, employees should follow the instructions below:

1. Log in to MyEPP at this [link](#).
2. In the column on the left, click **Personal Info**.
3. Under Personal Info, click **Residence Address**.
4. If your address is correct, you can exit without taking any action.
5. If your address is **not** correct, go to the top right and click **Self-Service**.
6. Enter your correct address in the appropriate boxes, making sure to include the last four digits of your ZIP Code. (To confirm the last four digits of your ZIP Code, go to this [link](#).) This will help ensure that state, city, and local taxes are deducted correctly.
7. Click **Continue**.

In the event that an employee does not have access to MyEPP, or has separated and needs to update his or her address information, the employee should complete a form AD-349, *Employee Address*. Employees should be sure to provide their Social Security number (SSN) and signature when completing the form. The form is available on the National Finance Center (NFC) website at this [link](#).

After completion, the AD-349 should be submitted via mail, fax, or email as follows:

Mail: OHCAccess Shared Service Center
2650 Park Tower Drive
Suite 200
Vienna, VA 22180

Fax: 1-877-872-7993

Email: helpdesk@mailserver-hraccess.tsa.dhs.gov

To protect your personal information, please be sure to password-protect emailed documents and send password in a separate email.

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If you have any questions, please contact the OHCAccess Help Desk by phone at 1-877-872-7990 or by email at this [link](#). If you are an Executive, please contact the Executive Help Desk by phone at 1-877-872-7991 or by email at this [link](#).