

Bulletin for ALL TSA Employees – 9/5/2019

Employee Personal Page Enhancement: Residence Address Change Alert

Effective Pay Period (PP) 15, 2019 the Employee Personal Page (EPP) has been modified to display a pop-up message when an employee changes their residence address. **Note:** The address change request will be in the National Finance Center's (NFC) system only. Employees need to personally contact their carriers to have the address changed in the carrier system. NFC does not currently transmit that information automatically.

Once the change request is submitted, the following message will display:

Your address change will update the National Finance Center Payroll/Personnel system. We are currently working with OPM to allow address changes to flow to the carrier electronically. Until, this occurs, if you have FEHB, contact the carrier to update your address. If you have BENEFEDS (FEDVIP, FSAFEDS, FLTCIP), contact BENEFEDS directly.

Resources

To view this procedure, select HR and Payroll Clients from the MyNFC drop-down menu on the National Finance Center (NFC) homepage, or click [here](#). Select the Publications tab and select the applicable category to access the procedure manual within the category.

Questions?

Please contact the HCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).