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Reminder Bulletin for ALL TSA Employees – 07/29/2020

Access to Employee Personal Page After Separation

As a reminder, employees continue to have access to the Employee Personal Page (EPP) for ninety (90) days after the date of separation. The information below provides steps to update the residence address in EPP and details for when employees have been separated for more than 90 days.

Separated Less than 90 Days

Residence address changes should be made in EPP up to 90 days after separation from Transportation Security Administration (TSA).

To update your residence address in EPP, follow the instructions below:

1. Log in to the National Finance Center (NFC) - **My Employee Personal Page (MyEPP)** or click [here](#).
2. Select **Home**, from the column on the left to populate option headers.
3. Click **Personal Info**.
4. Click **Residence Address**, under Personal Info.
Note: 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. Click **Edit**, to modify the address in the appropriate fields. Make sure to include the last four digits of your ZIP Code. **Note:** To confirm the last four digits of your ZIP Code, go to this link [here](#).
7. Click **Continue**.
8. Click **Submit**.

Separated More than 90 Days

Employees who have been separated for more than 90 days, address changes cannot be processed in EPP or by the Human Capital Service Center (HCSC).

Note: The Internal Revenue Service (IRS) does not require that the address on the W-2 match the employee's current residence address in order to file taxes.

Questions?

Due to the current COVID-19 pandemic, the HCAccess Help Desk is temporarily unable to receive inquiries via phone. Agents will be available from 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday, excluding Federal holidays, and closed Saturday through Sunday until further notice. Employees can contact the HCAccess Help Desk by e-mail at HelpDesk@mailserver-hraccess.tsa.dhs.gov or at this [link](#), by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this [link](#) and visit Human Capital online at this [link](#).