

What **personal/personnel** tools are available to me?

What do they do?
Where can I find them?
How do they measure up?



Change your name	✓ HRConnect	
Correct your gender information	✓ HRConnect	
Enter Federal and State Withholding (W-4)		✓ My EPP
Enter Health Benefits during open season and some Qualifying Life Event (QLE) changes		✓ My EPP
Enter your membership, license, and certificate information	✓ HRConnect	
Start, change or stop allotments, TSP contributions, and direct deposit		✓ My EPP
Update your disability information	✓ HRConnect	
Update your education information	✓ HRConnect	
Update your emergency contact information	✓ HRConnect	
Update your home address	✓ HRConnect	✓ My EPP
Update your race or national origin information	✓ HRConnect	
Update your veteran's preference	✓ HRConnect	
Update your phone numbers and email addresses for work and home	✓ HRConnect	
View information about your benefits	✓ HRConnect	✓ My EPP
View leave balances	✓ HRConnect	✓ My EPP
View your current and previous compensation	✓ HRConnect	✓ My EPP
View your current and previous performance ratings	✓ HRConnect	
View your employment information (e.g., last within-grade increase, target grade for your position)	✓ HRConnect	✓ My EPP
View your most recent or a previous Statement of Earnings and Leave (SEL) and W-2		✓ My EPP
View your current Benefits Statement		✓ My EPP
View your performance bonuses received	✓ HRConnect	

**IRS
SOURCE**

The **IRS Source** web site is available any time you are on the IRS intranet. Select **Employee Resources** to find the answers to all your **Personnel and Benefits** questions.

Topics of interest to many employees:

- Employee benefits
- Payroll issues, Retirement, Health insurance, Furniture repairs
- Building maintenance and environment
- Concur, Credit cards

If you have additional questions, you can contact the Customer Assistance Line at 866-743-5748, option 1 for the Employee Resource Center.

