

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

# HRDG 4501 - Electronic Statement of Earnings and Leave (SEL) - Section A

Last Modified:

## **Subchapter 4501**

### **Electronic Statement of Earnings and Leave (SEL)**

#### **Section A - Responsibilities**

- [Employees](#)
- [Supervisors](#)
- [Servicing Personnel Office \(SPO\)](#)
- [Human Resources \(HR\) Employment, Classification, and Compensation Policy Branch \(ECCPB\)](#)

[Back to 4501 Table of Contents](#)

Employees are responsible for:

**Employees**

- Becoming familiar with and using the EPP;
- Reviewing the SEL each pay period and reporting errors to the servicing HR Processing Assistant;
- Obtaining an EPP password; and,
- Advising the SPO of an address change.

Supervisors are responsible for:

**Supervisors**

- Advising employees who do not have Internet access at their worksite about the waiver process;
- Approving or disapproving waiver requests; and,
- Forwarding approved waivers to the SPO.

The SPO is responsible for:

**SPO**

- Advising existing and new employees of the need to use the electronic SEL;
- Providing advice and guidance on the electronic SEL; and,
- Ensuring waiver request forms are properly completed and signed before inputting waiver form information into the system in order for the NFC to process waivers.

**ECCPB**      ECCPB is responsible for reviewing and updating policy.

[Return to 4501 Table of Contents](#)

[Print](#)