

### **Supervisor Access to Employee's eOPF (Electronic Official Personnel Folder)**

Employees were granted access to their eOPF in March 2008. Supervisors can view their own personnel folder from their desktop, but in order to view the Official Personnel Folder for one of your employees, you will need to come to the Office of Human Capital Management (Building 2101). Please bring your badge so that your supervisory access can be verified. OHCM staff will log into eOPF and access the employee's folder for your viewing.

It is recommended that you call ahead at 42558 to make an appointment.