Duanne

FPPS SPO On-Line Help

(revised 4/01/02)

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Accessing FPPS

To access FPPS, system users must log on the IBM computer system located in Denver, Colorado. IBM security controls (RACF) require users to have a valid user ID and user-created password.

Note: System access for Social Security Administration (SSA) system users requires using agency-specific PINs and passwords.

Your agency's security point of contact (SPOC) is responsible for obtaining your user ID and initial logon password (or PIN for SSA).

User ID

The user ID is a combination of six letters and one number (agency initials + user's initials + zero or tie breaker number) assigned by the NBC's ADP Services Division.

Sample User ID: NPSAPJ0 where:

> **NPS** = National Park Service
> **APJ** = Andrew Peter Jordan
> **0** = No other NPS user has the initials APJ

Note: Users with no middle initial are usually assigned the letter "Z" as the middle initial.

Passwords

First-time log on
Your security point of contact (SPOC) will provide your user ID and temporary password. See Logging on/off.

Changing your password
When logging on, you may change your password at any time. However, you will be forced to change your password if (1) you are logging on for the first time, (2) your password has expired, or (3) your security point of contact (SPOC) has reset your password. You may not use the same password over again.

Creating your password
Valid passwords are 6 to 8 characters in length and begin with an alphabetic character. For security reasons, you are encouraged to create passwords that are not easily associated with you.

Password expiration
According to NBC Computer and Information Security Policy - **NBC-IT-2001-001**, dated November 29, 2001: "...passwords for normal users will expire every **60** days. Super users with system security privileges will be forced to change their passwords every **30** days." The system will prompt you to change your password when it has expired.

System access revocation
Your access to the system will automatically be revoked if (1) you fail to successfully type your user ID and password after three successive tries or (2) you have not logged on the system for a period of **90** days or more. You must contact your agency's security point of contact (SPOC) to have your password reset.

See also Logging on/off

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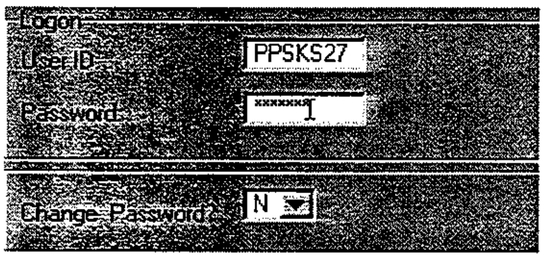
Log on/log off

Once you have connected to Web FPPS, you will be able to log on to the FPPS production database.

To log on

1. Type your user ID and password and click **OK**.

   Note: You may change your password at any time. Click and select **Y** from the drop-down menu. Follow the screen prompts.



2. Select a process from a drop-down menu.

   Note: Menu selections will appear "ghosted" if you do not have the appropriate security access.

To log off

1. From any screen, do one of the following:
   - Click on the toolbar,
   - Select **File|Exit & Logoff** from the menu, or
   - Press **F12**.

2. Click **YES** on the confirmation window.

Menu and toolbar

You may use the menu or toolbar at the top of the screen to navigate and perform various functions in Web FPPS. At this time, however, some options are not enabled. Also, you may only select options that are defined in your security profile.

To do this . . .	Select from menu . . .	Or . . .
Select an FPPS process	A process category (e.g., Personnel, Time & Attendance, Utilities, etc.). Then select the appropriate options from additional drop-down menus.	Type an FPPS command (top, right portion of toolbar) and click **Go.** See also Navigating through FPPS processes and screens.
Exit and Logoff	**File** .....Exit & Logoff F12	Click .
Print	**File** .....Print Ctrl+P	Click
Cut, copy, or paste selected text	**Edit** .....Cut Ctrl+X .....Copy Ctrl+C .....Paste Ctrl+V	Click .
Access Message of the Day	**Utilities** ......Message of the Day ......(MSGS)	Click
View errors	N/A	Click . See also View errors.
Obtain count(s) for items within your possession (e.g., T&As, SF52s, etc.)	N/A	Click .
Navigate from an FPPS host screen back to Web FPPS	**Application** .....**Application >** ....Synchronize	See also Navigating through FPPS processes and screens.
Refresh Web window from host screen	**Edit** .....Refresh	Click .
Obtain online help	**Help** .....Contents F1 .....Window Help Shift+F1 .....What's This Ctrl+F1 .....About	See also Getting Help.

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Selecting one or more items on a list screen

Many FPPS processes display various items on a list screen (e.g., SF52 transactions, WGI notifications, etc.). You may select one or more items to display sequentially without having to return to the list screen for each item. Screens on which you may select more than one item display a number to the left of the name.

To select only one item - Click in any column on the appropriate row. Then click **OK**.

Example:

	Name	SSN
1	MATTHEWS, SAMUEL R.	521-58-2885
2	MAZEY, ROBERTA L.	144-63-4112
3	MILTON, CHRISTINE M.	344-27-3991
4	NEWMAN, JONATHAN R.	233-17-4855
5	NIXEN, SUZANNE J.	218-45-1928
6	NORTON, MARY ANN	522-35-4435
7	NUSS, LELAND H.	322-34-9677

To select several items displayed one after the other - Click the first number to the left of the name (**2**) and hold the Shift key while clicking the last number (**5**). Then click **OK**.

Example:

	Name	SSN
1	MATTHEWS, SAMUEL R.	521-58-2885
2	MAZEY, ROBERTA L.	144-63-4112
3	MILTON, CHRISTINE M.	344-27-3991
4	NEWMAN, JONATHAN R.	233-17-4855
5	NIXEN, SUZANNE J.	218-45-1928
6	NORTON, MARY ANN	522-35-4435
7	NUSS, LELAND H.	322-34-9677

To select several items randomly - Click the first number to the left of the name (**2**) and hold the Cntrl key while clicking any other number (**5**, then **7**). Then click **OK**.

Example:

	Name	SSN
1	MATTHEWS, SAMUEL R.	521-58-2885
2	MAZEY, ROBERTA L.	144-63-4112
3	MILTON, CHRISTINE M.	344-27-3991
4	NEWMAN, JONATHAN R.	233-17-4855
5	NIXEN, SUZANNE J.	218-45-1928
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FPPS commands - alphabetic list

Below is an alphabetic list of FPPS commands. You will only have access to the commands that have been assigned to you by your security administrator.

Note: Not all commands are available for selection in the Web FPPS format. However, you may access the FPPS host screen at any time by typing a four-letter command in the upper right portion of the main menu screen.

Use this legend for the acronyms listed in the column labeled "Used by . . ."

Acronym	Stands for . . .
RO	Requesting Office users
SPO	Servicing Personnel Office users
CON	Concurring officials
VWR	Viewers
ADM	Security administrators
POD	Payroll Operations Division users
T&A	T&A Input System users
TAC	T&A Corrections Office users
EEO	Users with EEO access
All	All users

To advance - click L thru Q or R thru Y

Command	Used to . . .	Used by . . .
ACVW	View accumulators	RO, SPO, POD
ADCG	Change addresses	RO, SPO, POD
ADIN	Initiate addresses	RO, SPO, POD
ARPT	Run security reports	ADM
AWCG	Change AWS	RO
.		
CCAN	Change common account number (CAN)	POD
CHNG	Change/sign SF52	RO
CONC	Review/sign for SF52 concurrence	CON
COPY	View courtesy copy	RO, SPO, CON, VWR
CPCG	Change FECA-COP injury/illness	SPO, POD
CPIN	Initiate FECA-COP injuryillness	SPO, POD
CRCN	Correct/cancel SF52	SPO
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DBCG	Change debts	POD
DBIN	Initiate debts	POD
DPCG	Change deceased employee pay	POD
DPIN	Initiate deceased employee pay	POD
DPRV	Approve deceased employee pay	POD
DRUG	View drug test codes	SPO
.		
EEOR	Run AEP reports	EEO
EHVW	View employee data with history	RO, SPO, CON, VWR, POD
ENCG	Change employee Non-SF50 data	SPO
ETCG	Change entitlements	SPO, POD
ETIN	Initiate entitlements	SPO, POD
.		
FSCP	Fast copy SF52	RO, SPO
GNRV	View/approve gross pay	POD
HMCG	Change home leave	SPO, POD
HMIN	Initiate home leave	SPO, POD
HOLD	View hold notifications	RO, SPO, CON, VWR

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INIT	Initiate SF52 (RO)	RO
.		
LECG	Change lost earnings	POD
LEIN	Initiate lost earnings	POD
LEVW	View leave and earning statement	RO, SPO, POD
LGAP	Obtain SF52 approval signature	SPO
LPRV	View/approve lump sum pay	POD
LRCG	Change record of leave data	SPO, POD
LRVW	View SF1150	SPO, POD
LSCG	Change leave share	RO, SPO, POD
LSIN	Initiate leave share	RO, SPO, POD
LVVW	View leave record	RO, SPO, CON, VWR, POD
.		
MASS	Initiate SF50-related mass change	SPO
MIRS	Run management information reports	All
MSCG	Initiate non-SF50 mass change	SPO
MSGS	View message of the day	All
OFFC	Maintain office	ADM
OTCG	Change one-time adjustments (OTAs)	POD
OTIN	Initiate one-time adjustments (OTAs)	POD
.		
PBSG	Sign probationary notices	RO, SPO
PDRV	View/approve paid daily pay	POD
PDVW	View pay detail	SPO, POD
PHVW	View position data with history	RO, SPO, CON, VWR, POD
PMCG	Review/change pay mass changes	SPO, POD
PMIN	Initiate charity	SPO, POD
PNCG	Change position information	SPO
PROC	Process SF52 (SPO)	SPO
PSCR	Certify pay schedule	POD
PSWD	Reset password	ADM
PTBL	Maintain POD tables	POD
PYER	Payroll error list	POD
PYIN	Initiate new employee pay	POD
PYRL	Potential suspend pay	POD
PYSU	Suspend pay	POD
PYVW	View suspend pay	POD
QURY	Create/run Super Natural queries	All
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RCMP	View recomp	POD
REAC	Reactivate stopped SF52s	SPO
RLSE	Release held SF52s	SPO
RLUP	Release SF52s for update	SPO
RPTH	Maintain route path	ADM
RSGN	Reassign SF52	RO, SPO, CON
RSTA	View report status	All
SNIN	Initiate request for personnel action (SPO)	SPO
SPPR	Mass print of personnel items	SPO
STVW	View stop notifications	RO, SPO, CON, VWR
.		
TACT	Change/cancel/view T&As	TAC, POD
TAIN	Initiate T&As	T&A
TALA	List audit T&As	TAC, POD
TALC	List cancelled T&As	TAC, POD
TALE	List T&As with errors	TAC, POD
TALM	List missing T&As	TAC, POD
TALT	List timekeeper messages	TAC, POD
TAPR	Process T&As	T&A
TARE	Release T&As	T&A
TARS	Reassign T&As	T&A
TATK	Track T&As	T&A
TBLS	View tables	All
TDRC	Record tour of duty information	RO, SPO, POD
TKCG	Change ticklers	SPO

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TKIN	Initiate ticklers	SPO
TLVW	View time and leave summary	RO, SPO, POD
TMVW	View tickler message	RO, SPO
TRAC	Track SF52s	RO, SPO, CON, VWR, ADM
TRPW	Track WGI/Probationary Notices	RO, SPO, ADM
TSEC	Maintain T&A security	ADM
TSJV	Assign TSP journal voucher	POD
TXAJ	Adjust taxes	POD
TXCG	Change taxes	SPO, POD
TXIN	Initiate taxes	SPO, POD
USER	Maintain user	ADM
UTBL	Maintain user tables	SPO
VDCG	Change voluntary deductions	SPO, POD
VDIN	Initiate voluntary deductions	SPO, POD
WGSG	Sign within-grade (WGI) notifications	RO, SPO
YCCG	Sign/change YCC actions	RO
YCIN	Initiate/correct updated YCC actions	RO

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Navigating through FPPS processes and screens

In Web FPPS, there are several methods you may use to navigate through processes and screens.

To access non-web-based FPPS processes

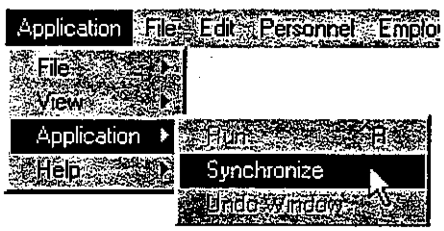
Type an FPPS command in the FPPS Command field on the toolbar and click Go.

You will see the FPPS host screen displayed in a window.

To access web FPPS from the FPPS host screen

On the FPPS host screen, press **F4** (do ***not*** click ☒).

Note: If you happen to close the window by clicking ☒, select:



To navigate using function keys and buttons

Function keys	**Or . . .**	**Used to . . .**
F1	**Help|Contents**	Access help about the system.
Shift+F1	**Help|Window Help**	Access help about the current window.
Ctrl+F1	**Help|What's This**	Access help about the field in which to cursor currently resides.
Enter key	OK	Go forward to the next logical screens or window.
F3	Cancel	Go back to the beginning of a process.
Enter key	Next	Go forward one screen in a sequence of screens.
F10	Back	Go back one screen in a sequence of screens.
F12		Exit the system.

See also Menu and toolbar

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Colors

Field colors used on Web FPPS screens prompt you for valid information.

Color	Indicates	Example
Gray	Protected data; cannot be changed	Request Number: 01 0525390
White	Required data	SF50 Signature Code:
Violet	Optional data	Reading Proficiency:
Red	Missing or invalid data	SF50 Signature Date:

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Getting help

Online help

There are four types of online help available:

Type of help	To access . . .	Use to . . .
Contents	Select **Help|Contents** (or press F1).	Access help about the system.
Screen-level	Select **Help|Window Help** (or press Shift+F1).	Access help about the current window.
Field-level	Select **Help|What's This** (or press Ctrl+F1).	Access help about the field in which the cursor currently resides.
Corrective Action	Click ☑ on the toolbar.	Access corrective action for error messages. See also View errors.

Client support

For questions about the Web FPPS, you may call the FPPS Help Desk at (303) 969-5500 or send e-mail messages to FPPSHelpDesk@nbc.gov.

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About processing SF52s

FPPS provides the capability to process SF52 transactions online and to forward them electronically to other system users for review and/or signature. Transactions may be user-initiated in the requesting office (RO) or servicing personnel office (SPO). Under certain conditions, transactions may also be system-generated (e.g., within-grade increase).

Transactions initiated in the RO must be signed by an authorizer prior to being forwarded to the SPO.

For details see:

Initiating SF52 transactions (RO)
Initiating SF52 transactions (SPO)
Processing SF52 transactions (RO)
Processing SF52 transactions (SPO)

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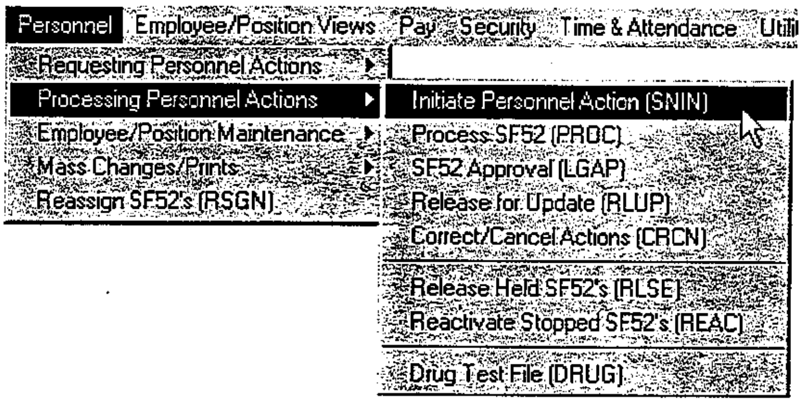
Initiate SF52 transactions (SPO)

Transactions initiated in the servicing personnel office (SPO) are normally current or future dated. However, provides the capability to process retroactive transactions . If a retroactive transaction is outside FPPS history , the system will display a unique set of screens used to produce the SF50. Depending on the circumstances, you may also need to process a correction to the employee's converted record. (See Correct/Cancel SF52 Transactions.)

To initiate an SF52 transaction (SPO)

1. From the menu at the top of the screen, select:



2. Identify the employee as follows:

   - For all transactions *except* employee accessions, identify the employee by typing the SSN or by selecting the SSN/name from a list (see Name/SSN search).

   - For employee accessions, you must enter the SSN and press Enter. Then enter the name and office ID on subsequent popup windows.

3. Enter an effective date, nature of action code (NOAC), table number, and rule number.

   If you do not know the appropriate codes for NOAC, table number, and rule number, enter the NOAC and click **NEXT**. The system will display the online Guide to Processing Personnel Actions. Select the appropriate NOAC, table number, and rule number.

   Note: In FPPS, under certain conditions, you may process dual NOACs with one transaction.

4. On the screen selection window, select the screens you wish to see.

5. On subsequent screens, enter the appropriate data. Click the **Next** or **Back** buttons on the bottom of each screen to maneuver through the screens.

   Based on the NOAC, table number, and rule number selected for the transaction, the system's control variable table determines which fields are displayed as required, optional, or protected .

   Note: You may run relational edits on any screen that displays the **Edits** button at the bottom of the screen. If you do not encounter any errors, you may assume that the transaction has passed edits.

6. Select an option on the SF52 Options window.

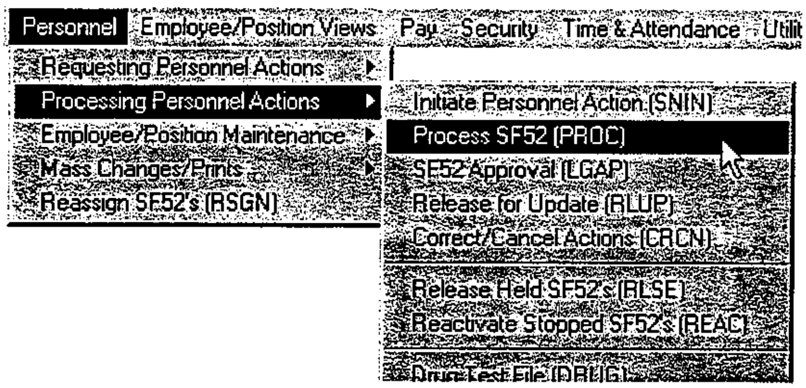
Process SF52 transactions (SPO)

SF52 transactions in the servicing personnel office (SPO) reside in the **Process SF52 (PROC)** process. Transactions displayed on the list may be pending (not highlighted) *or* updated and waiting for completion (**highlighted in yellow**). Transactions that display the letter **R** in the Rel Edits column indicate that relational edits have been run.

Click [123] on the toolbar to see if there are transactions within your possession. There will be a number to the left of **Process SF52 (PROC).** You may also receive an e-mail notification, if your security profile has been set up to provide that capability.

To access SF52 transactions (SPO)

1. From the menu at the top of the screen, select:



2. Highlight one or more transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Hold	Place a transaction on hold. Click here for additional information.
Return	Return an SF52 transaction to a person who had it before you. You will see a return list.
Stop	Place a transaction in a stopped status. Click here for additional information.
Change	Change/review a transaction. You will need to select the screens you wish to see on the screen selection window. On the last screen displayed you will need to select an option on the SF52 Options window.
Delete	Permanently remove a transaction that was initiated in the SPO. Deleted transactions are not available in SF52 Tracking and may not be recovered for further processing.
Forward	Send a transaction to another person *without* a signature. You will see a forwarding list.
Sign/Forward	Sign a transaction, run relational edits, and send it to another person. You will see a forwarding list.
Notes	Access a screen on which to attach a note. All notes added to a transaction may be read by anyone who has possession of the transaction.
Edits	Run relational edits only. If edits do not pass, you will see the screen selection window with one or more screens highlighted.

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Sign/Edit	Sign a transaction, run relational edits, and keep the transaction within your possession.
Print SF52	Print a transaction.
View SF52 Form	View an SF52 form.
Cancel	Go back to the beginning of the process.

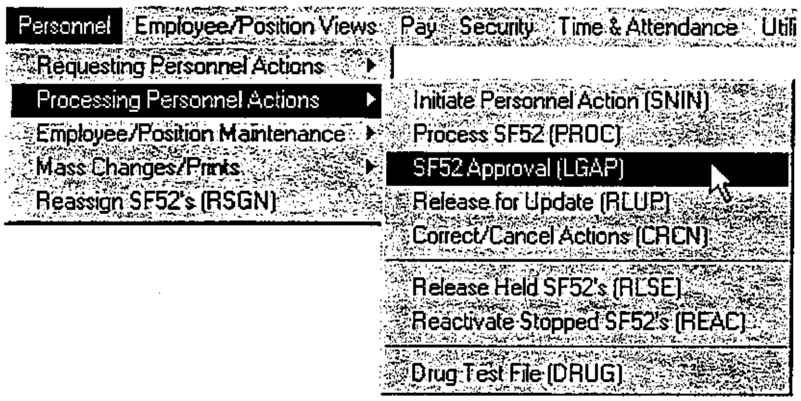
Approve SF52 transactions

All SF52 transactions must be signed for SF52 approval. This is one (of two) requirements that must be met prior to releasing a transaction for update. Transactions in the SPO that have not been signed for SF52 approval reside in the **SF52 Approval (LGAP)** process.

Click 123 on the toolbar to see if there are SF52 transactions within your possession. There will be a number to the left of **SF52 Approval (LGAP).**

To access the SF52 approval process

1. From the menu at the top of the screen, select:



2. Highlight one or more transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
View Notes	View notes associated with a transaction. **YES** or **NO** in the Notes column indicates whether there is a note associated with the transaction.
View SF52 Form	View an SF52 transaction form. The form will appear in a Host screen window. Press Enter to scroll through the screens.
View	View the screens associated with a transaction. You will need to select the screens you wish to see on the screen selection window.
Sign	Sign a transaction for SF52 approval and keep it within your possession. Use the Process SF52 (PROC) process to access the transaction for further processing.
Print SF52	Print the SF52 transaction.
Return	Return an SF52 transaction to a person who had it before you. You will see a return list.
Sign/Forward	Sign an SF52 transaction for SF52 approval and send it to another person. You will see a forwarding list.
Cancel	Go back to the beginning of the process.

Release SF52 transactions for update

SF52 transactions must (1) pass relational edits and (2) be signed for SF52 approval before they can be released for update. When these two requirements are met, transactions reside in the **Release for Update (RLUP)** process. Within this process, you may also print SF50s.

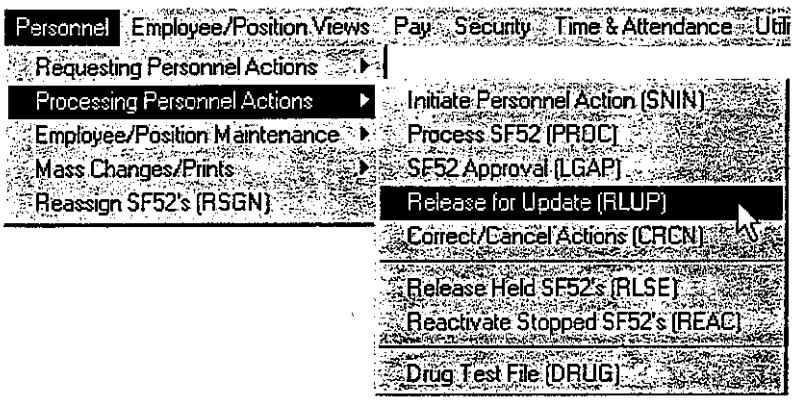
Click 123 on the toolbar to see if there are SF52 transactions within your possession. There will be a number to the left of **Release SF52 for Update (RLUP).**

Note: It is recommended that you print SF50s prior to update to check for possible problems that could necessitate future corrections.

Following release to update, transactions may be accessed with the **Process SF52 (PROC)** where they will remain on a list (**highlighted in yellow**) until the transaction's effective date is reached.

To access the Release for Update process

1. From the menu at the top of the screen, select:



2. Highlight one or more transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Print SF50	Print an SF50. You may also print the SF50 using the SPPR command (print SF50s and exceptions list).
Release to Update	Release transactions to update. Depending on various circumstances, the system may display popup windows for pull forward or for the ripple process.
View	View the screens associated with a transaction. You will need to select the screens you wish to see on the screen selection window.
Cancel	Go back to the beginning of the process.

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Mass change SF52 transactions

FPPS provides the capability to process a single transaction to change one or more employees affected by the same action on the same effective date when the nature of action code and legal authority code(s) are the same for each employee.

Some mass change transactions may be initiated in the requesting office (RO). (See Initiate SF52 Transactions.)

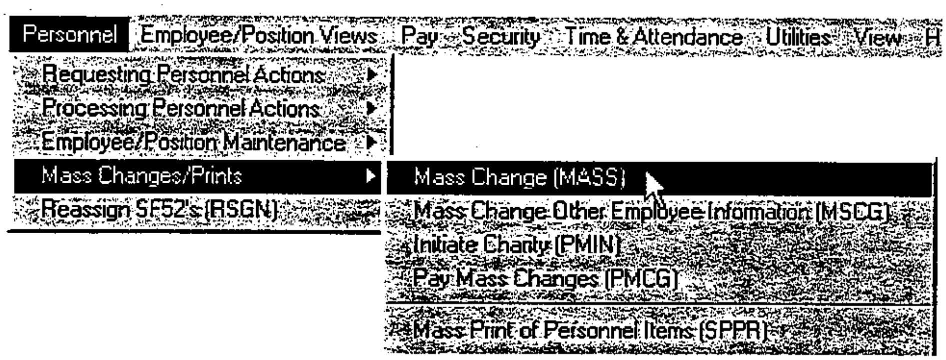
In the servicing personnel office (SPO), you may initiate mass changes for the following types of transactions:

- o Award
- o Data element - other
- o Data element - occupational series (additional information)
- o Duty station
- o FEGLI code
- o Furlough
- o Pay adjustment - Federal Wage System
- o Realignment
- o Position allocation number
- o Change organization code and position number
- o Placement in nonpay status
- o Placement in pay status
- o Change work schedule
- o Monthly annuitant amount

Note: Mass changes may be processed online for up to 25 employees. More than 25 are processed in batch mode (overnight).

To process a mass change (SPO)

1. From the menu at the top of the screen, select:



2. Highlight the code associated with the type of mass change you wish to initiate and click **OK**.

3. On the popup window, enter an effective date, nature of action code (NOAC), table and rule number, SF50 signature code and date, and print selection choice. In some cases, the print choice is preselected (**X**). You may use the drop down menus (click or) to select dates from a calendar and/or valid codes from a list.

   If you do not know the table and rule number, press Enter. The system will display the online Guide to Processing Personnel Actions.

4. Enter the appropriate data on subsequent screens.

5. Select an option on the SF52 Options window.

Note: Errors may occur in this process which cause one or more of the records to drop out of the mass change process. For each record that drops out, a separate transaction is automatically generated and available for processing with the PROC command. You will be able to view the cause of the errors with the SPPR command (mass change error list).

Mass change occupational series

When deciding whether to print individual SF50s or an exception list for a mass change for occupational series, you will need to distinguish whether the mass change is for a change to a ***single*** occupational series and title code or for a change to several ***different*** occupational series and title codes.

Example: Select **Print Exception List** for change to one occupational series and position title code. Data entry required for first SSN only.

	SSN		Occupational Series	Position Title Code	Position Title OPM
521	06	5282	0803	01	SAFETY ENGINEER
355	40	5222			
354	76	8149			

Example: Select **Print Individual SF50s** for change to different occupational series and position title codes.

	SSN		Occupational Series	Position Title Code	Position Title OPM
521	06	5282	0803	02	SUPERVISORY SAFETY ENGINEER
355	40	5222	0804	01	FIRE PREVENTION ENGINEER
354	76	8149	0806	02	SUPVY MATERIALS ENGR

Correct/cancel SF52 transactions

FPPS provides the capability to correct or cancel SF52 transactions (NOACs 001 and 002) that have already updated the system, whether within history or outside of history . (See procedures below for correcting transactions.)

Various issues regarding corrections and cancellations are addressed below:

Conversion to FPPS
At the time of conversion to FPPS, whether from the PAY/PERS System or from another agency's system, each employee's master record and latest SF50 transaction were converted to FPPS. There is *no* online history available prior to that date.

Converted records
At the time of conversion to FPPS, the nature of action code (NOAC) associated with each employee's latest transaction was *not* captured. Instead, each transaction was assigned a NOAC 900. You may view the converted transactions in SF52 Tracking. The converted transactions are completed transactions with request numbers that begin with calendar year number **51** for most agencies (**40** for SEC and **60** for SSA).

Correcting the converted record - If you need to correct the employee's converted transaction (900 NOAC), the system will prompt you to identify the actual NOAC, table, and rule number of the transaction being corrected.

Cancelling the converted record - You will not be able to cancel the converted record (900 NOAC). Instead, you will need to process a cancellation using outside history (see procedures below) to document the SF50 and then process a correction to the converted record to update the master record. If the record should never have been converted, you will need to initiate an SF52 transaction (SNIN command) for a 999 Administrative Separation NOAC.

Correcting SSN and DOB
For SSN and DOB corrections, the system will display the latest employee transaction only. When the transaction updates the database, all previous transactions (within history) will automatically be corrected. There will be only one SF50 produced.

Cancellations - appointments or separations
Any transaction within history (*except* the converted transaction) may be cancelled. However, there are unique conditions associated with cancelling appointment or separation transactions.

Appointments - If you cancel an appointment transaction, when the transaction is released for update (RLUP command), the system will advise you that all transactions with effective dates following the appointment will also be cancelled. You will be able to decide whether to proceed with cancelling the affected transactions.

Note: You will not be able to cancel an appointment transaction if a time sheet has already been

Separations - If you cancel a separation transaction, the only kinds of transactions that may have effective dates following the separation are appointments or awards. When the transaction is released for update (RLUP command), you will be able to cancel any appointments or awards that have effective dates following the effective date of the separation transaction.

Correcting transactions within history
For most kinds of corrections within history , all transactions for the employee will be listed in effective date order. After you have made the correction to the selected transaction, other transactions on the list may also require correction. When the transaction is released for update (RLUP command) the affected transactions will be available for correction.

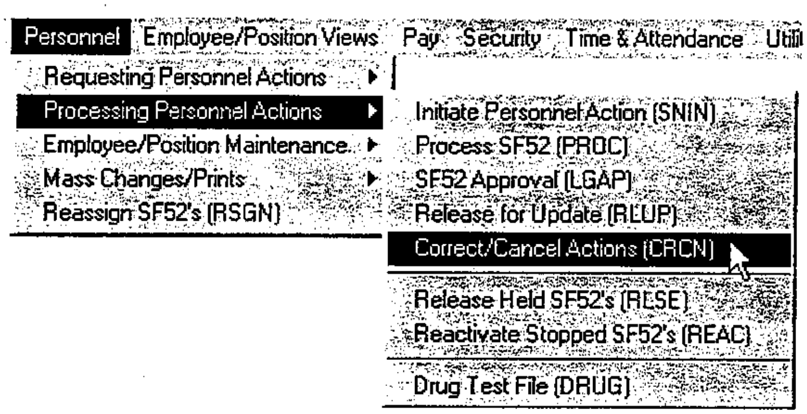
Once the first correction has been released, the next transaction and any subsequent transactions selected will automatically update with the same remark and corrected data as the original correction.

Maintenance transactions
Maintenance transactions are those that have been created with the ENCG command or, in some cases, the PNCG command affecting non SF50-related data. When a correction transaction is released for update (RLUP command), the system will advise you that maintenance transactions with effective dates following the effective date of the correction transaction up to the next SF50-related transaction will be corrected, provided that you answered "Yes" to ripple the data.

Correcting transactions outside of history
Correcting transactions outside of history is the equivalent of 'typing' an SF50. When you access the screens to process the transaction, no personal data is brought forward. You will be able to enter whatever information to be displayed on the SF50. However, if the organization code exists on the organization code history table, the 'Name and Location of the Position's Organization' will display on the SF50. Correcting transactions outside of history does *not* correct any transaction data since system conversion. Therefore, you will need to initiate another correction to the converted record (NOAC 900).

To correct/cancel transactions - within history

1. From the menu at the top of the screen, select:



2. Enter the effective date of the transaction to be corrected or cancelled. Then click the radio button to select the type of correction or calcellation.

3. Identify the employee by SSN or by Name/SSN search.

4. Select the transaction to be corrected and click **OK**.

5. On the screen selection window, select the screens you wish to see.

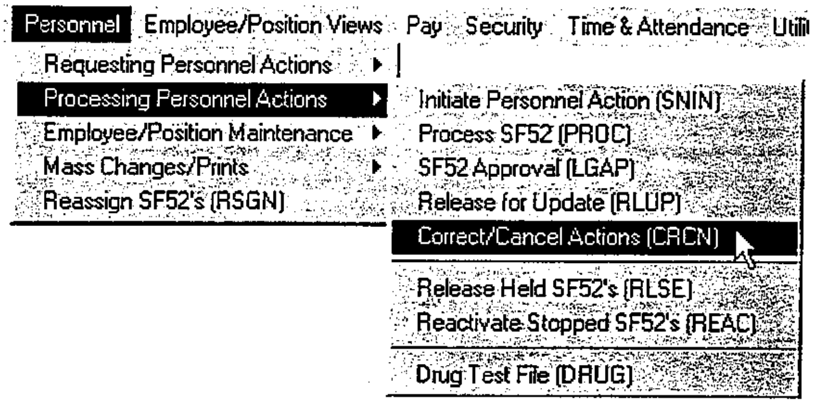
6. On subsequent screens, enter the appropriate data.

   You may run relational edits on any screen that displays the **Edits** button at the bottom of the screen. If do not encounter any errors, you may assume that the transaction has passed relational edits.

7. Select an option on the SF52 Options window.

To correct/cancel transactions - outside of history

1. From the menu at the top of the screen, select:



2. Enter the effective date outside of history of the transaction to be corrected. Then click the radio button to select the type of correction or calcellation.

3. Identify the employee SSN or by Name/SSN search.

4. Click the **Outside History** button at the bottom of the screen.

5. On the screen selection window, select the screens you wish to see.

6. On subsequent screens, enter the appropriate data.

   You may run relational edits on any screen that displays the **Edits** button at the bottom of the screen. If do not encounter any errors, you may assume that the transaction has passed relational edits.

7. Select an option on the SF52 Options window.

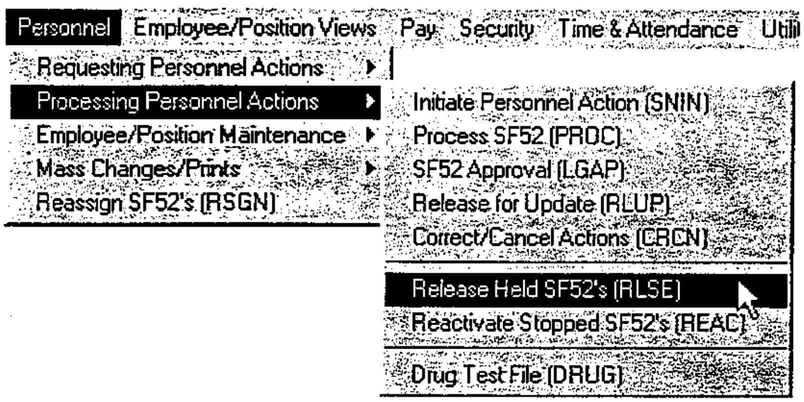
Release SF52 transaction from hold

SF52 transactions that have been placed on hold reside in the **Release Held SF52s (RLSE)** process. Any system user in the office with the appropriate data access authority may release a transaction from hold, regardless of whether that user placed the transaction on hold.

Click [123] on the toolbar to see if there are SF52 transactions within your possession. There will be a number to the left of **Release Help SF52s (RLSE).**

To access SF52 transactions on hold

1. From the menu at the top of the screen, select:



2. Highlight one or more SF52 transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Release From Hold	Release a transaction from hold. Use the PROC command to access a transaction for further processing.
View	View the screens associated with a transaction. You will need to select the screens you wish to see on the screen selection window.
Cancel	Go back to the beginning of the process.

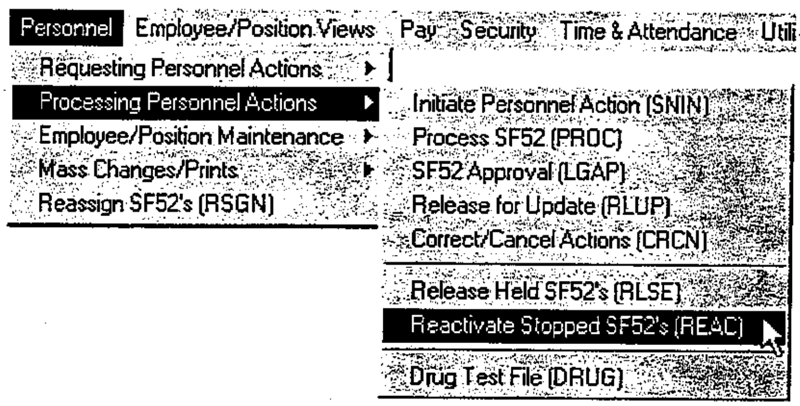
Reactivate stopped SF52 transactions

SF52 transactions that have been stopped reside in the **Reactivate Stopped SF52s (REAC)** process. Any system user in the office with the appropriate data access authority may reactivate a stopped transaction, regardless of whether that user stopped the transaction.

Click 123 on the toolbar to see if there are SF52 transactions within your possession. There will be a number to the left of **Reactivate Stopped SF52s (REAC).**

To access stopped SF52 transactions

1. From the menu at the top of the screen, select:



2. Highlight one or more SF52 transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Reactivate	Reactivate a transaction from a stopped status. Use the PROC command to access a transaction for further processing.
View	View the screens associated with a transaction. You will need to select the screens you wish to see on the screen selection window.
Cancel	Go back to the beginning of the process.

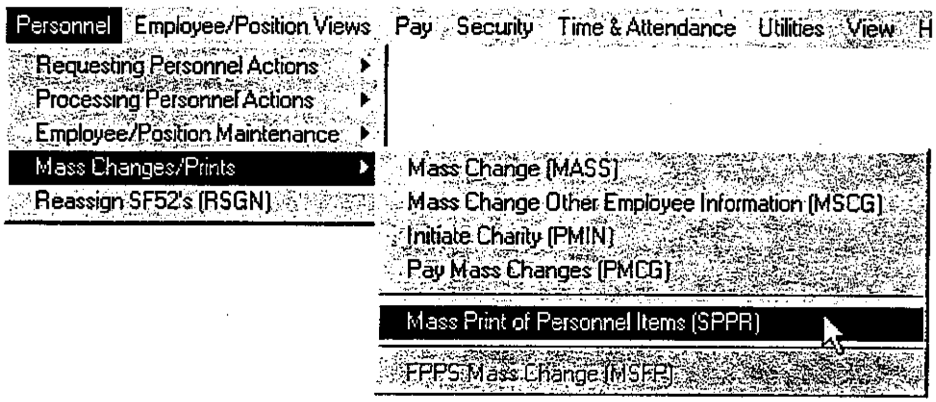
Probationary notices

Probationary notices are system-generated in the servicing personnel office (SPO) for employees in a probationary status. From the SPO, probationary notices are normally forwarded to requesting office (RO) managers for signature *or* to a SPO user who has the PBSG command.

You may reassign and track probationary notices.

To access probationary notices (SPO)

1. From the menu at the top of the screen, select:



2. On the popup window, select **Probationary Notices**

   The **List of Probationary Notices** screen displays all current probationary notices. They will remain on the list until 14 days after the notices are signed. The Status and Probationary Type columns on the right side of the screen display the following codes:

Status column	Stands for . . .	Probationary Type column	Stands for . . .
P	Pending	P	Probation or trial
A	Approved	S	SES
D	Denied	M	Manager/supervisor
F	Forwarded		

3. Highlight one or more probationary notices on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Forward	Send a probationary notice to an RO manager (or SPO user who has the PBSG command). You will see a forwarding list.
Print	Print a probationary notice.
View	View a probationary notice. Then print, if desired.
Cancel	Go back to the beginning of the process.

Within-grade (WGI) notifications

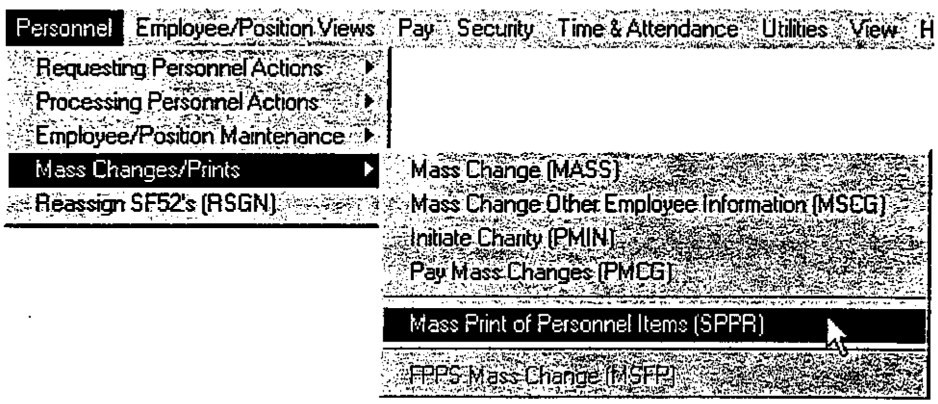
Within-grade increase (WGI) notifications are generated in the servicing personnel office (SPO) seven pay periods prior to the projected WGI date. When the combination of WGI weeks in pay status, LWOP WGI hours, and DLEI requirements are reached, the system will generate an SF52 transaction for the WGI.

From the SPO, WGI notifications are normally forwarded to requesting office (RO) managers for signature. However, an RO manager's signature is *not* required for a WGI to take effect for an employee at the appropriate time.

You may reassign and track WGI notifications.

To access WGI notifications (SPO)

1. From the menu at the top of the screen, select:



2. On the popup window, select **WGI Notifications.**

   The **List of WGI Notifications** screen displays all current WGI notifications. They will remain on the list until an SF52 transaction is generated. The status column on the right side of the screen indicates the status of each WGI notification:

Status	Stands for . . .
PEND	**Pending** - ready to be forwarded to an RO manager (or SPO user) for signature, if required.
FWD	**Forwarded** - sent to an RO manager (or SPO user) for signature.
APPR	**Approved** - signed for approval of the WGI.
DISP	**Disapproved** - signed for denial of the WGI.

3. Highlight one or more WGI notifications on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Delete	Delete a WGI notification.
Forward	Send a WGI notification to an RO manager (or a SPO user who has the WGSG command). You will see a forwarding list.
Hardcopy	Print a WGI notification.

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View	View a WGI notification. Then print, if desired.
Cancel	Go back to the beginning of the process.

Print SF50s/exception lists

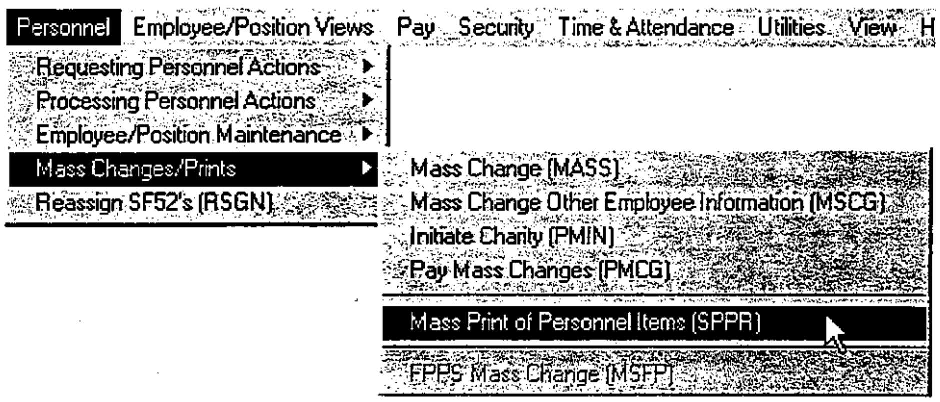
FPPS provides the capability to print SF50s and SF50 exception lists in the **Mass Print of Personnel Items (SPPR)** process. Three copies of each SF50 or SF50 exception list will be printed. SF50s may be printed up to 2 weeks after the completion date of the transaction (i.e., when it was released to update).

Individual SF50s may also be printed using the RLUP command.

Note: Transactions highlighted on the list screen indicate that they have passed relational edits, have been for SF52 approval, but have *not* been released for update.

To access the print process

1. From the menu at the top of the screen, select:



2. On the popup window, select **SF50s/Exception Lists** and click **OK**.

3. Highlight one or more SF52 transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Hardcopy on All	Print *all* SF50s or exception lists.
Hardcopy SF50	Print an SF50 or exception list. The letter Y or N in the Print Indicator column tells you whether an SF50 or exception list has already been printed.
View/Hardcopy	View an SF50 or exception list and then print.
View Hardcopy Information	Obtain information about an SF50 or exception list. In a popup window, you will see the user ID(s) and date(s) associated with those who may have previously printed an SF50 or exception list.
Cancel	Go back to the beginning of the process.

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Generated SF52 transactions

FPPS automatically generates SF52 transactions based on certain kinds of system activity.

1. Based on prior SF52 transactions, system-generated ticklers will cause SF52 transactions to be generated for the following natures of action (NOAs):

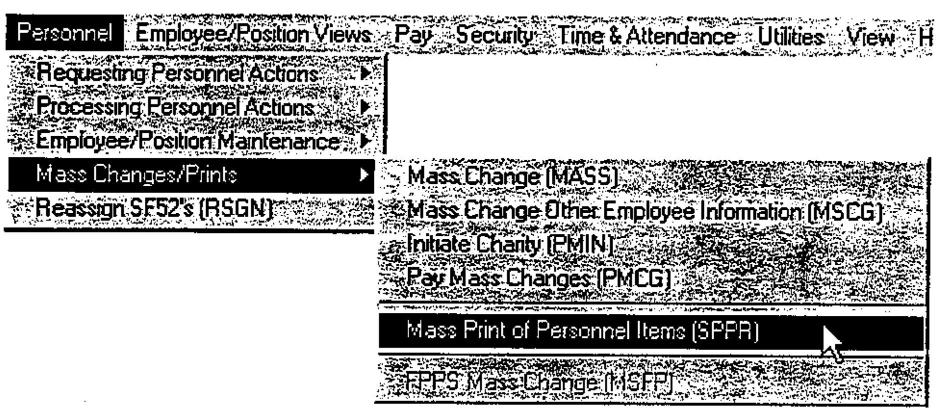
NOAC	NOA Narrative
280	Placement in pay status
292	Return to duty
355	Termination - expiration of appointment
430	Placement in nonpay status
500	Conversion to career appointment
501	Conversion to career conditional appointment
713	Change to lower grade
866	Termination of grade retention
880	Change in data element
914	Termination of temporary assignment
921	Termination of detail

2. When an employee's accumulated time has met the criteria of a within-grade step increase, the system will generate NOAC 893 (within-grade increase). If the within-grade increase is to be denied, the NOA may be changed to 888, (denial of within-grade increase).

3. The system will generate an invalid pay adjustment when a pay adjustment has been rejected because of edits; e.g., a NTE date is prior to an effective date.

To access generated SF52s

1. From the menu at the top of the screen, select:



2. On the popup window, select **Generated SF52s** and click **OK**.

3. Highlight <u>one or more</u> SF52 transactions on the list screen and click one of the buttons at the bottom of the screen.

Click ...	To do this ...

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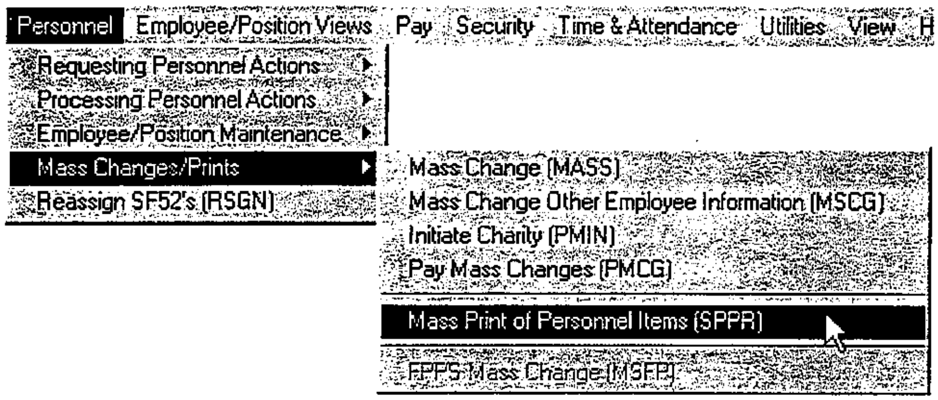
Forward	Forward an SF52 transaction to yourself or to another system user. You will see a forwarding list. **Note**: The SF52 transaction will be available for processing using the PROC command.
Print SF52	Print an SF52 form.
View	View an SF52 form and then print.
Cancel	Go back to the beginning of the process.

Mass change error list

Mass change transactions and non SF50-related mass changes that drop out of their normal processes for some reason are displayed on a list for your review.

To access the mass change error list

1. From the menu at the top of the screen, select:



2. On the popup window, select **Mass Change Error List** and click **OK**. (You will see the FPPS host

3. Examine the items on the list. Use the PROC command to access transactions that failed CPDF edits or that require the ripple process.

Hide

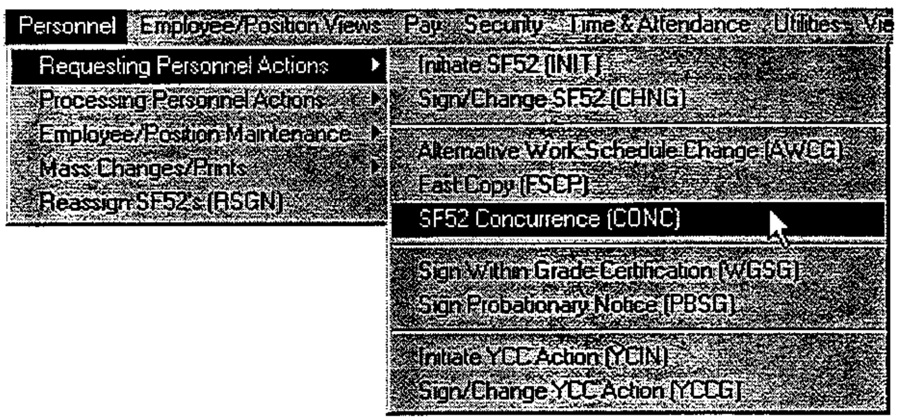
Concur SF52 transactions

FPPS provides the capability for system users to sign SF52 transactions for concurrence. Transactions requiring concurrence reside in the **SF52 Concurrence (CONC)** process. Concurring officials may sign and/or add notes to a transaction, but they cannot change any data.

Click on the toolbar to see if there are SF52 transactions within your possession. There will be a number to the left of **SF52 Concurrence (CONC).** You may also receive an e-mail notification, if you security profile has been set up to provide that capability.

To access SF52 transactions for concurrence

1. From the menu at the top of the screen, select:



2. Highlight one or more SF52 transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
View Notes	View notes associated with a transaction. The word **YES** or **NO** in the Notes column tells you whether there is a note with the transaction.
Return	Send a transaction to a user who had it before you. You will see a return list.
Sign/Forward	Sign a transaction for concurrence and send it to another person. You will see a forwarding list.
Forward	Send an SF52 transactions to another person without a signature. You will *not* see a forwarding list.
SPO	Send an SF52 transactions to the servicing personnel office. You will *not* see a forwarding list.
View	View the screens associated with the transaction. On the last screen displayed, you will need to select an option on the SF52 Options popup window.
Cancel	Go back to the beginning of the process.

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Hide

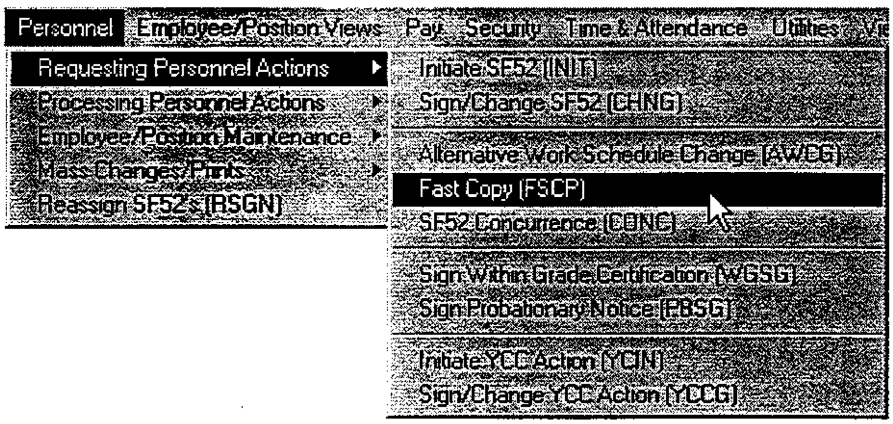
Fast copy SF52 transactions

FPPS provides the capability to copy one or more SF52 transactions from an existing transaction in the requesting office (RO) or servicing personnel office (SPO). The types of transactions that can be fast copied include accessions, promotions, separations, and vacant positions.

The fast copy process varies depending on the type of transaction being fast copied.

To access the fast copy SF52 process

From the menu at the top of the screen, select:



<u>**For accessions and promotions**</u>

1. Click 

2. The system will display all accession, promotion, and separation transactions currently within your possession.

3. Select <u>one or more</u> accession or promotion transactions to be copied.

4. Review the data on subsequent screens.

5. Enter the number of transactions without SSNs to be fast copied (up to 15) *<u>or</u>* enter the SSNs and employee names.

   The copied transactions are each unique transactions available for further processing using the <u>CHNG command</u> (for RO) or <u>PROC command</u> (for SPO).

<u>**For separations**</u>

1. Click 

2. The system will display all accession, promotion, and separation transactions currently within your possession.

3. Select <u>one or more</u> separation transactions to be copied.

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4. Review the data on subsequent screens.

5. Enter the SSNs (up to 16) and forwarding addresses for each separation.

   The copied transactions are each unique transactions available for further processing using the CHNG command (for RO) or PROC command (for SPO).

For vacant positions

1. Click Vacant Positions that can be copied

2. Complete the information on the Fast Copy Qualification screen to qualify the list of positions.

3. Click the position to be copied.

4. Review the data on subsequent screens.

5. Enter the number of vacant positions to be created (up to 15).

   The copied transactions are each unique transactions available for further processing using the CHNG command (for RO) or PROC command (for SPO).

Hide

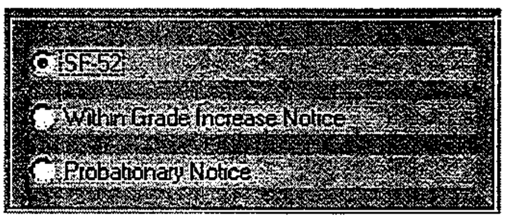
Reassign SF52s, WGI notifications, and probationary notices

FPPS provides the capability to reassign SF52 transactions, within-grade increase (WGI) notifications, and probationary notices. To reassign from one user to another, both must be in the same office and have the same data access authority.

To use the reassign process

1. From the menu at the top of the screen, select:

2. On the popup window, select an option and click **OK.**



3. Three screens will display:
   (1) Highlight the name of the person to reassign **FROM**
   (2) Highlight the name of the person to reassign **TO**
   (3) Select one or more SF52s, WGI notifications, or probationary notices to be reassigned.

4. Click **OK.**

   Note: The user selected in the **TO** screen may access the reassigned item(s) using the CHNG command (for RO SF52's), the PROC command (for SPO SF52's), WGSG command (for WGI notifications), or PBSG command (for probationary notices).

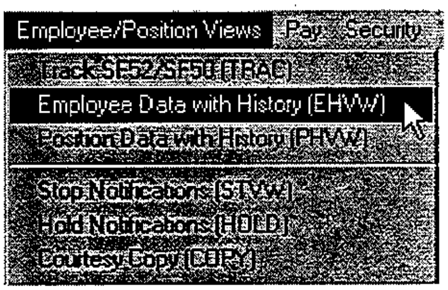
Hide

Viewing employee data

FPPS provides the capability to view employee data at any point in time within FPPS history .

To view employee data

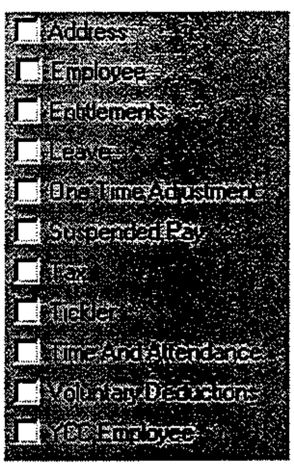
1. From the menu at the top of the screen, select:



2. On the View Employee Menu:

   - Identify the employee by SSN (or by Name/SSN search)
   - Select the appropriate date (use the drop-down menu to select a past or future date)
   - Select one or more groups to view (see selections below)
   - Click **OK**

Click on a group for additional information



See also Navigating through view screens

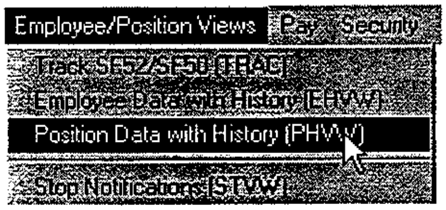
Hide

View position data

FPPS provides the capability to view position data at any point in time within FPPS history .

To view position data

1. From the menu at the top of the screen, select:



2. Enter organizational codes, position status (optional), and effective date (past, present, or future). You may use the drop down menus to select the data.

3. On the List Position screen, highlight one or more positions to view and click **OK.**

   Note: To start the list at a different place, enter qualifying information at the top of the screen and click **Search.**

4. On the popup window, select the position information type(s) you wish to view.

5. The next several screens display the position information. Click **Next** repeatedly to scroll through all screens.

See also Navigating through view screens

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Hide

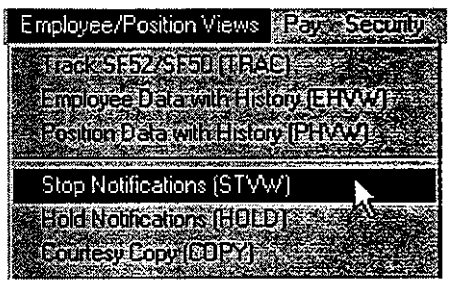
View stop notifications

When an SF52 transaction has been stopped in the servicing personnel office, FPPS automatically sends a notification to anyone who previously had possession of the transaction. The notification tells you who stopped transaction and the reason why.

Click on the toolbar to see if one or more stop notifications have been sent to you. There will be a number to the left of **View SF52 Stop Notification (STVW).**

To view a stop notification

1. From the menu at the top of the screen, select:



2. Highlight one or more SF52 transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Delete	Delete a notification without viewing it.
View	View a stop notification. The notification is automatically deleted when you click **OK.**
Cancel	Go back to the menu.

Hide

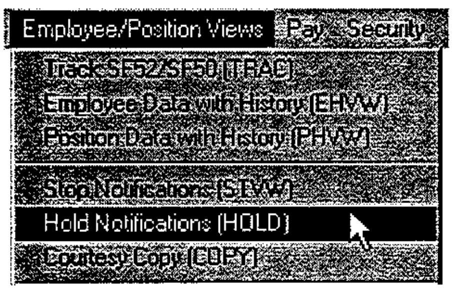
View hold notifications

When an SF52 transaction has been placed on hold in the servicing personnel office, FPPS automatically sends a notification to anyone who previously had possession of the transaction. The notification tells you who placed the transaction on hold and the reason why.

Click  on the toolbar to see if one or more hold notifications have been sent to you. There will be a number to the left of **View Hold Notification (HOLD).**

To view a hold notification

1. From the menu at the top of the screen, select:



2. Highlight one or more SF52 transactions on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
	Delete a notification without viewing it.
	View a hold notification. The notification is automatically deleted when you click OK.
	Go back to the menu.

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Hide

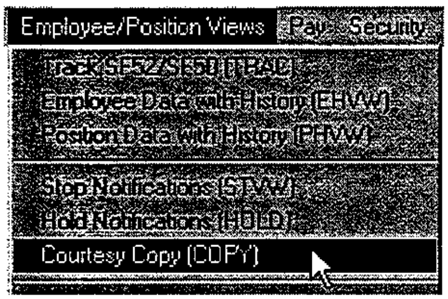
View courtesy copy

FPPS provides the capability to send courtesy copies of SF52 transactions to other system users. Courtesy copies sent to you reside in the **View Courtesy Copy (COPY)** process.

Click on the toolbar to see if any SF52 courtesy copies have been sent to you. There will be a number to the left of **View SF52 Courtesy Copy (COPY).**

To view SF52 courtesy copies

1. From the menu at the top of the screen, select:



2. Highlight one or more SF52 courtesy copies on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
Delete	Delete a courtesy copy without viewing it.
View	View the screens associated with the SF52 courtesy copy. You will need to select the screens you wish to see on the screen selection window.
Cancel	Go back to the menu.

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Hide

SF52 tracking

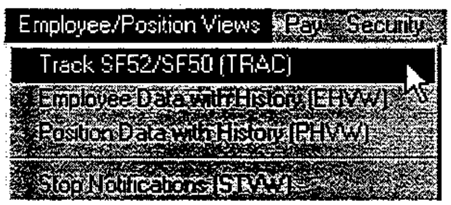
FPPS provides the capability to (1) obtain the status/history of an SF52 transaction and/or (2) view the screens associated with a transaction.

The status/history displays the complete history of a transaction from initiation to completion. For example, you will see:

- The name of the user who initiated the transaction,
- All individuals who signed the transaction,
- Whether the transaction was placed on hold (or stopped) and the reason why,
- How long it remained in each user's possession, and
- The date the transaction was completed.

To access SF52 Tracking

From the menu at the top of the screen, select:

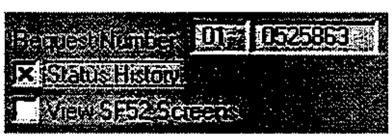


To view a specific SF52 transaction (you must know the request number):

1. At the top of the screen, enter the request number (you do not need to type the leading zeros).

   Note: The beginning two digits of the request number are the calendar year (e.g., **01** for 2001, **02** for 2002). You may need to change the numbers at the beginning of every new year to access transactions initiated in the previous year.

2. Click Status History *or* View SF52 Screens.



   If you select View SF52 screens, you will see the screen selection window.

3. Click **OK** or **Next** to scroll through the screens.

To produce a list of SF52 transactions

1. In the middle portion of the screen, click one or more transactions types (active, complete, on hold, stopped, pending, and/or separated). You may enter all or part of a request number to begin the list with a specific request number.

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You may further qualify the list as follows:

- o Enter all (or part) of an employee's last name to begin the list with a specific name,
- o Enter one or more action type codes *and/or* an effective date range *and/or* an organization code range to further qualify the list, or
- o Enter an SSN to obtain a list of SF52 transactions for one individual.

When all qualifications have been entered, click **OK**.

2. On the list screen, highlight one or more transactions and click a button at the bottom of the screen.

Click . . .	**To do this . . .**
	See the status/history of a transaction.
	To view the screens associated with the transaction. You will see the screen selection window.
	Go back to the beginning of the process.

See also Tracking T&As and WGI/probationary notice tracking

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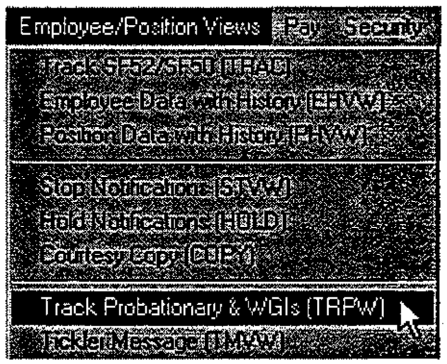
Hide

WGI/probationary notice tracking

FPPS provides the capability to track within-grade increase (WGI) notifications and probationary notices from the time they are generated in the servicing personnel office to the time of their completion.

To access WGI/probationary notice tracking

1. From the menu at the top of the screen, select:



2. On the first screen, select Active, Complete, or both. To further qualify the list, enter the employee's name *or* SSN *and/or* effective date range, *and/or* organization code range.

3. On the list screen, select one or more items. Click a button at the bottom of the screen to view the Status/History or to view the notification.

Click . . .	To do this . . .
Status/History	View the status/history of the WGI or probationary notice.
Go View	View a WGI notification or probationary notice.
Cancel	Go back to the menu.

See also Within-Grade Increase Notifications and Probationary Notices

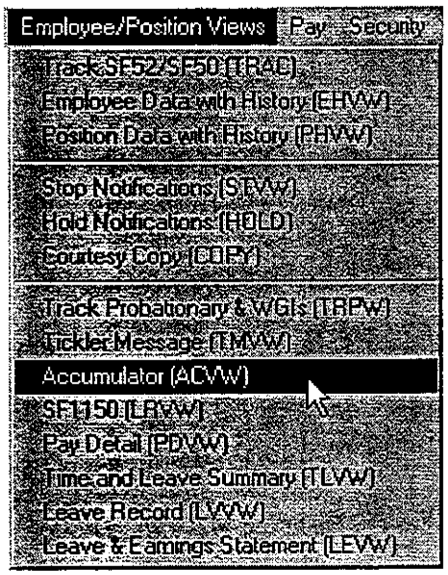
Hide

View accumulators

FPPS provides the capability to view accumulator data at any point in time within FPPS history .

To view accumulators

1. From the menu at the top of the screen, select:



2. On the View Accumulators Menu:
   - Identify the employee by SSN (or by Name/SSN search)
   - Enter the appropriate pay period ***or*** the appropriate date (use the drop-down menu to select a past or future date)
   - Select one or more accumulators to view
   - Click **OK**

3. The next screen displays the selected accumulators for the employee.

4. Click **OK.**

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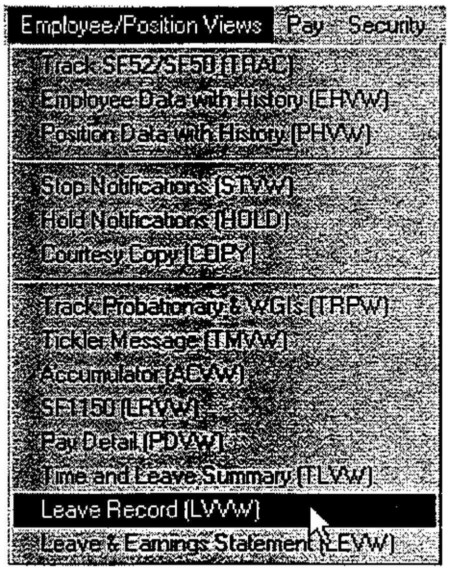
Hide

View leave record

FPPS provides the capability to view an employee's leave record at any point in time within FPPS history .

To view an employee's leave record

1. From the menu at the top of the screen, select:



2. On the popup window

   - Identify the employee by SSN (or by Name/SSN search).
   - Enter the appropriate processing pay period.
   - Enter a pay code, if you wish to view a specific type of leave (optional).
   - Click **OK.**

3. The next several screens displays the employee's leave record. Click **Next** repeatedly to scroll through all screens.

See also Navigating through view screens

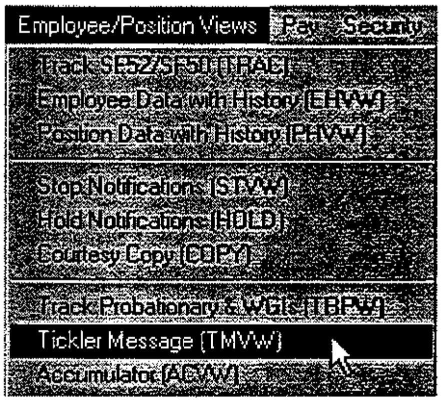
Hide

View tickler messages

FPPS provides the capability to view all tickler messages, system-generated or user-initiated, regardless of time frame.

To view tickler messages

1. From the menu at the top of the screen, select:



   A list screen displays tickler messages grouped by tickler code. To start the list at a different place, enter a tickler code and click **Search.**

2. On the list screen, highlight one or more ticklers you wish to view. Click **OK.**

3. The next screen displays the selected tickler message. Click **OK.**

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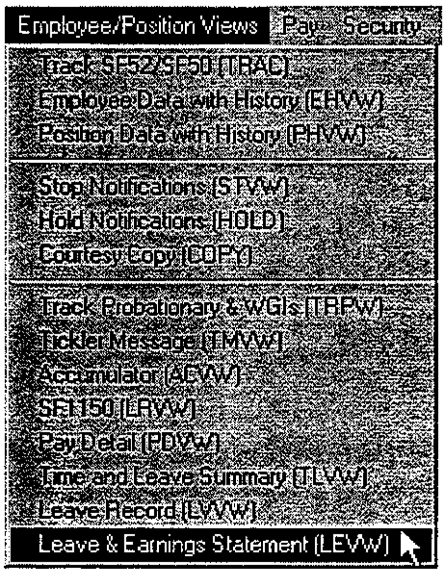
Hide

View Leave and Earnings Statement

FPPS provides the capability to view the information on an employee's Leave & Earnings Statement at any point in time within FPPS history .

To view the Leave and Earnings Statement

1. From the menu at the top of the screen, select:



2. On the popup window

   - Identify the employee by SSN (or by Name/SSN search).
   - Enter the appropriate processing pay period.
   - Click OK.

3. The next several screens display information on the employee's Leave & Earnings Statment. Click Next repeatedly to scroll through all screens.

See also Navigating through view screens

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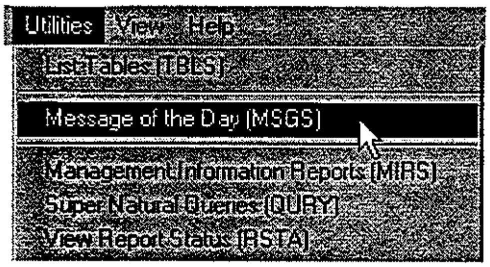
Hide

Message of the Day

FPPS provides timely messages to system users through the Message of the Day process.

To view the message of the day

1. From the menu at the top of the screen, click . Or, select:



2. Double click the message you wish to read.

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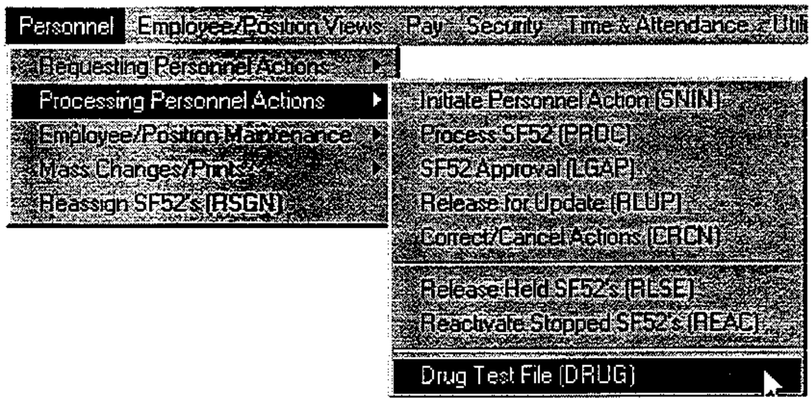
Hide

Drug test file

The drug test file is used to view drug testing codes for employees subject to drug testing.

To view the drug test file

1. From the menu at the top of the screen, select:



2. Click the **View** button to display a popup window with drug test code information.

Hide

Addresses

At a minimum, all employee records in FPPS must have an official mailing address and a net check destination. FPPS provides the capability to maintain six types of addresses in the system:

Mail	Net Check Destination			Work	Bond
	Check Mailing	Electronic Funds Tansfer (EFT)	Designated Agent		
This address is the employee's official address which is used for W2s and any other official correspondence that may be sent to the employee.	This is the address where a hard-copy paycheck is sent to employees who do not use EFT.	This is the address of the financial institution to which an employee's net pay is sent electronically. The names and addresses of financial institutions are maintained in FPPS and available for selection online.	A designated agent is a person authorized to receive and distribute a hard-copy check on behalf of an employee. A list of designated agents is maintained in FPPS and is available for selection online.	This is the employee's work address which may be established and maintained in the system. This address is optional.	This is the address to which a bond is sent. This may be the same as an employee address, or it may be the address of the person for whom the bond is purchased. Note: Bond addresses are established in the Voluntary Deductions process (VDIN command), but they are maintained in the Change Address process (ADCG command).

Tips about addresses

Initiating addresses:

- With the exception of initiating accession transactions, before initiating an address, it is a good idea to use the ADCG command to verify that the record has not been previously initiated. It is possible that the address already exists and the document you have received is a change to the existing record. Or, the employee may have already established the record through Employee Express and the document received is for information only.

- When initiating an address outside the biweekly pay period (on dates before calculate), you *must backdate* to a date within the biweekly pay period being processed. Failure to do this for an employee being accessed will cause a delay in the employee receiving his/her first paycheck.

- Addresses may be initiated with future effective dates. The address becomes effective when the future date is reached.

Maintaining existing addresses:

- You cannot delete an address that has already gone through the calculate process. However, you may delete an address that was initiated or changed in the current pay period processing cycle that has not yet been used by calculate.

- When you change an existing address, the address being changed is automatically ended and a new record is established. The day preceding the effective date of the new record becomes the end date of the

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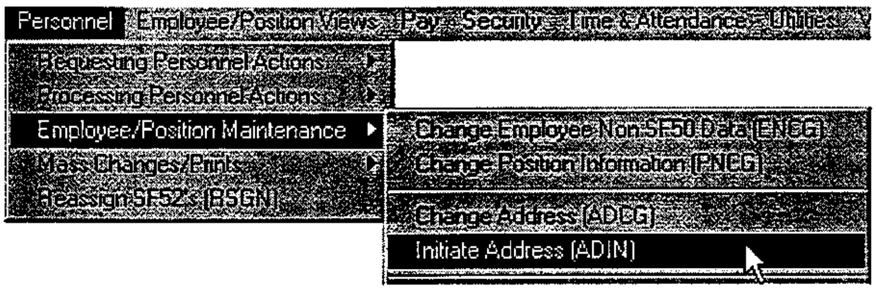
old record.

- If you wish to view the history of an employee's address records, enter a past date on the address list screen.

To initiate an address

1. From the menu at the top of the screen, select:

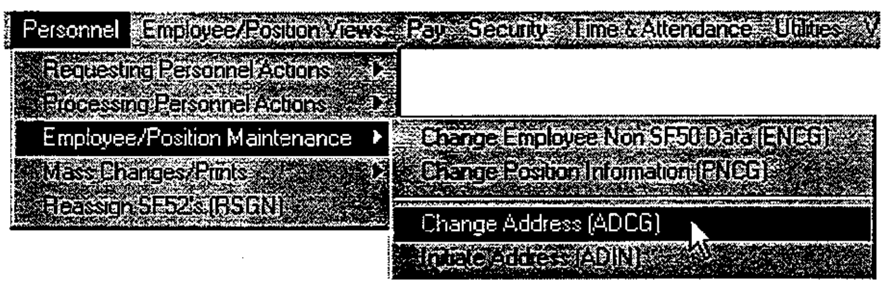


2. Identify the employee by SSN (or by Name/SSN search). Click on the address type(s) you want to initiate.

3. On subsequent screens, enter data in the appropriate fields. You may use drop-down lists to select the apporpriate data.

To maintain an existing address

1. From the menu at the top of the screen, select:



2. Identify the employee by SSN (or by Name/SSN search). Click on the address type(s) you want to list.

3. A list screen displays all addresses related to the employee as of the current date. To start the list at a different date, enter (or select from the drop-down list) a different date and click Search.

4. Highlight one or more addresses. Click a button at the bottom of the screen.

Click . . .	To do this . . .
Change	Change the address. The old address will automatically be ended on the day before the effective date of the address change.
Copy	Copy an address from one address type to one or more address types.
Delete	Delete an address that has never been used by calculate.
View	View an address.
	Go back to the beginning of the process.

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Hide

Change alternative work schedule (AWS) code

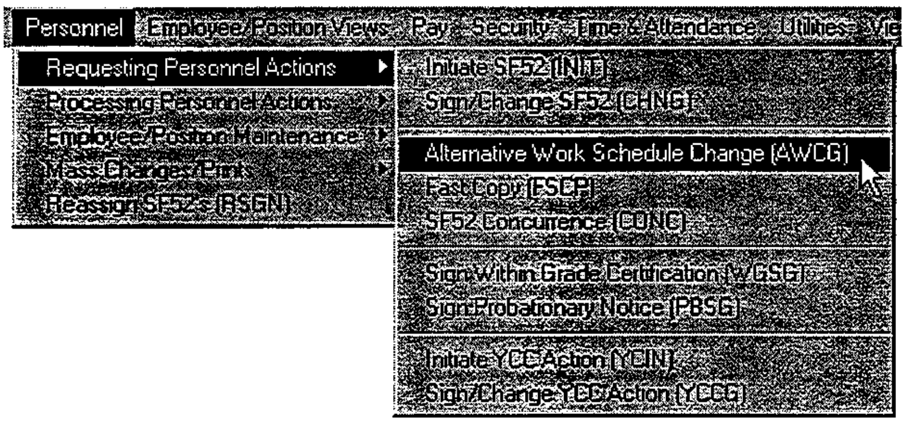
FPPS provides the capability to change a full- or part-time employee's work schedule to an alternative work schedule. The hours scheduled for weeks 1 and 2 may also be changed.

Requesting office (RO) users *only* have access to this process.

Note: This process is *not* used for changing an employee's actual work schedule or for changing a part-time employee's total number of hours scheduled. See Initiate SF52 transactions (RO).

To change an alternative work schedule

1. From the menu at the top of the screen, select:



2. On the popup window, identify the employee by SSN (or by Name/SSN search) and enter an effective date . It is best to use a date that is the beginning of a pay period.

3. Click the appropriate alternative work schedule code.

4. Change the hours scheduled for week 1 and week 2 at the bottom of the screen, if necessary.

5. Click **OK.**

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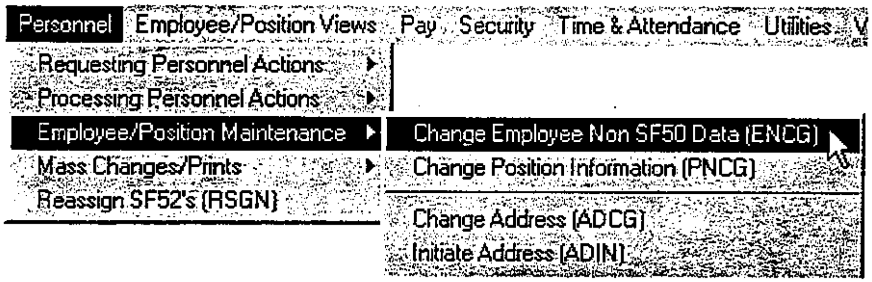
Change employee non-SF50 data

FPPS provides the capability to create employee maintenance transactions such as change in health benefits plan, security clearance level, rating of record, LWOP WGI hours, alternative work schedule, etc., to name just a few. There are approximately 50 non-SF50-related items that may be changed. Maintenance transactions *are not* available for viewing in SF52 tracking.

To change employee non-SF50 data

1. From the menu at the top of the screen, select:



2. On the popup window, identify the employee by SSN (or by SSN/name search) and enter an effective date (past, current, or future). It is best to use a date that is the beginning of a pay period.
3. On the screen selection window, select the screens you wish to see.
4. Enter or change the data in the appropriate field(s).
5. On the Exit Function window, click **YES** to update immediately.

Note: If you created a maintenance transaction with a ***past*** effective date and there are maintenance or SF52 transactions with later effective dates in the system, the system ***will not*** ripple the changed data through the future-dated transactions. You will see a popup window advising you to initiate a maintenance transaction or an SF52 correction transaction on each effective date listed in the popup window. The TYPE column on the popup window displays a code that indicates the nature of each transaction (see chart below).

Code	Type of transaction
AW	Alternative work schedule change created with AWCG command
CC	Generated from CCAN (SSA only)
EE	Change made in Employee Express
MN	Maintenance transaction created with ENCG command
PD	Created from pay driver (for Thrift)
PE	Generated by personnel (SF52)
PP	System-generated probationary notice
RF	A rippled maintenance record that failed
RP	Created as a result of the ripple process
RU	A system maintenance record that rippled specific data unconditionally
TK	Created from a tickler process
VC	Created from VDCG command (mainly for Thrift)
VI	Created from VDIN command (mainly for Thrift)

See also Mass change for other employee information

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Mass change for other employee information

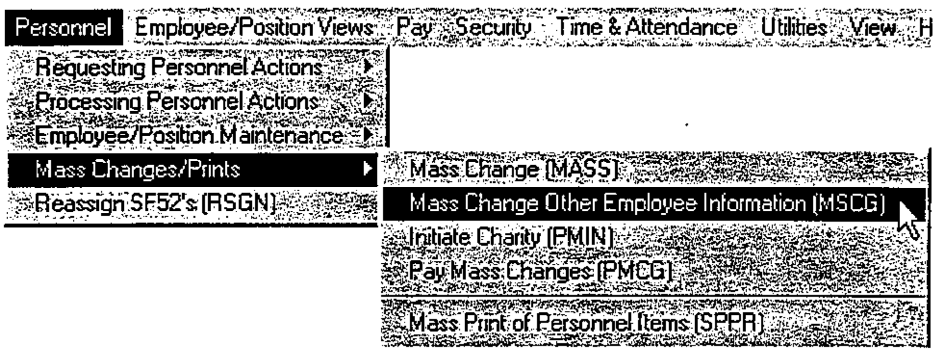
FPPS provides the capability to create mass change maintenance transactions for non-SF50-related information for one or more employees on the same effective date. These types of mass changes include:

- Competitive level/area
- Date position last audited
- Deletion of vacant positions (i.e., positions never occupied)
- Financial statement code
- Health plan
- Security inquiry/investigation
- Service
- Rating of record/date

Note: Three types of mass change maintenance transactions (codes 03, 05, and 09) are available for viewing in SF52 Tracking if you enter the request number in the top portion of the TRAC menu.

To process a mass change for other employee information

1. From the menu at the top of the screen, select:



2. Enter an effective date (current or future). Exception: You may enter a past, current, or future effective date for health plan.

   Then highlight the type of mass change you wish to initiate and click **OK**..

3. Enter the appropriate information on subsequent screens.

4. On the Exit Function window, click **YES** to update immediately.

Note: If you created a mass change maintenance transaction for health plan with a ***past*** effective date and there are maintenance transactions for one or more employees with later effective dates in the system, the system ***will not*** ripple the changed data through the future-dated transactions. You will need to use the ENCG command to make changes to the subsequent transactions.

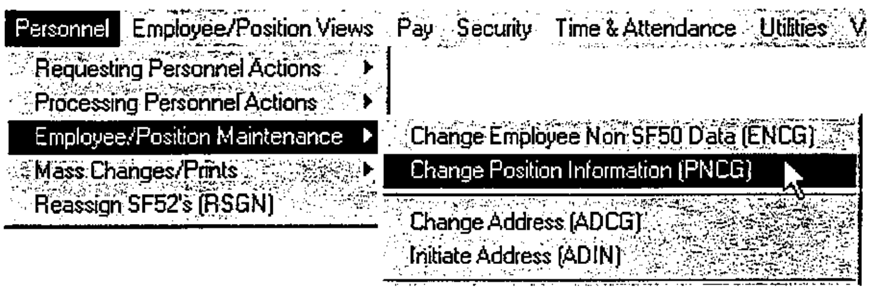
See also Change employee non-SF50 data and Rating of record pattern and codes.

Position maintenance

FPPS provides the capability to change position data, whether it is SF50-related or not, with the **Change Position Information (PNCG)** process. You may also change position data on the Position Action screen when processing an SF52 transaction.

To change position data

1. From the menu at the top of the screen, select:



2. Use the current, default-filled date *or* enter a past effective date .

3. Click a box for the type of position action you wish to initiate and press Enter.

   Note: If you select **Establish New Position Base**, type a new 7-digit position number base in the field at the top of the screen. Do *not* enter a suffix. The system will generate it for you. For any other position action, press Enter to access a complete list of positions.

4. On the popup window, enter the office ID of the position.

5. On the position list screen, click the position you wish to choose and click **OK.**

6. On the screen selection window, select the screens you wish to see.

7. Enter or change data on the selected screens.

8. On the Exit Function window, select **YES** to update.

   Note: If you changed SF50-related data, you will need to use the PROC command to access the SF52 transaction for further processing.

See also Position Action screen (non-SSA users) or Position Action screen (SSA users).

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User-initiated ticklers

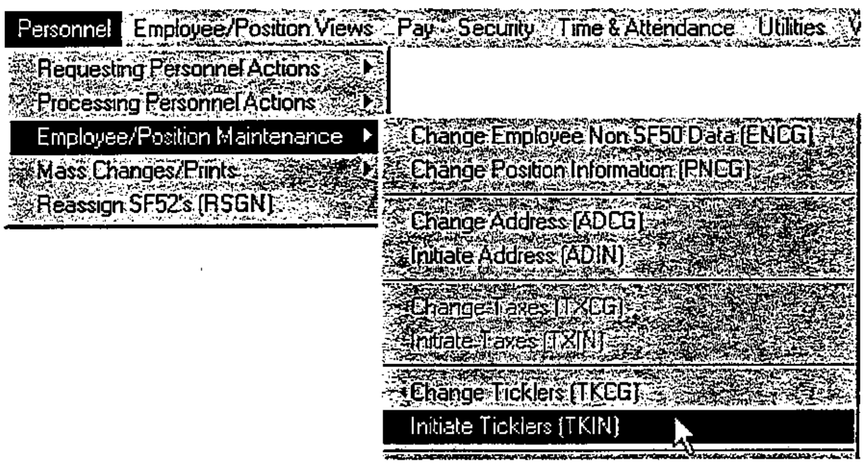
In FPPS, system ticklers are notifications of forecasted events that will occur on a predetermined date. Most ticklers are system-generated. However, the system provides the capability for users to initiate and maintain their own ticklers to act as reminders of forecasted events.

User-initiated ticklers:

- Followup on physical exam date due
- Followup on national agency check (5 yr)
- Investigation initiated
- Pay progression for wageboard
- Expiration of appraisal extended rating date
- Expiration of appraisal opportunity date
- Expiration of drivers license
- Expiration of extended performance appraisal date
- Expiration of pay retention
- Expiration of training obligation

To initiate a tickler

1. From the menu at the top of the screen, select:



2. On the popup window, identify the employee by SSN (or by Name/SSN search) and enter a tickler code (click to access a list of valid codes).

3. On the next screen, enter a tickler date and number of tickler interval days.

   The tickler message will be displayed in SPPR, Tickler Messages, when the tickler current date is within the time frame of the tickler interval days.

To maintain a user-initiated tickler

1. From the menu at the top of the screen, select:

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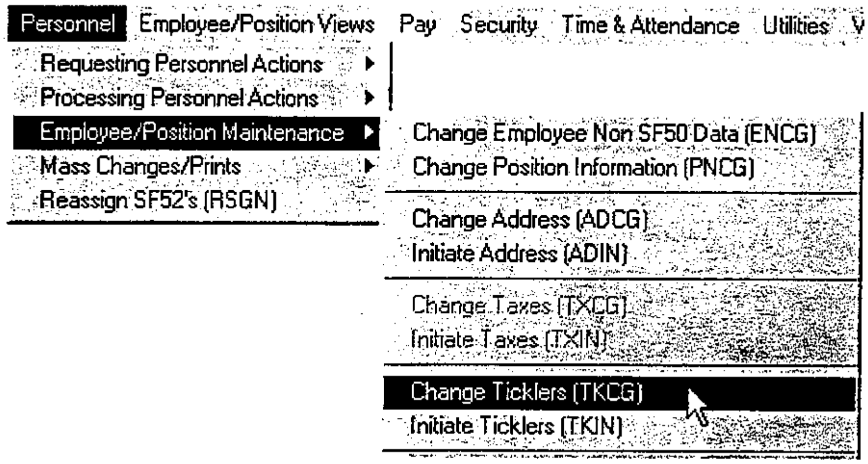

2. On the popup window, identify the employee by SSN (or by Name/SSN search).

3. Highlight one or more ticklers on the list screen and click one of the buttons at the bottom of the screen.

Click . . .	To do this . . .
+ Add	Add a new tickler. You will see the same screen used to add a tickler using the Initiate Tickler process (TKIN).
Change	Change the tickler date or interval days.
Delete	Delete a tickler.
Cancel	Go back to the beginning of the process.

See also View Tickler Messages

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Hide

Entitlements

There are 26 types of entitlements maintained in FPPS. The entitlements are logically grouped in six categories:

Allowances

There are six allowance types:

- Meal allowance - nontaxable
- Meal allowance - taxable
- Electricity allowance - nontaxable
- Electricity allowance - taxable
- Uniform allowance - nontaxable
- Uniform allowance - taxable

BIA Director's staffing differential

A BIA director's staffing differential is an additional entitlement paid each pay period to retain employees in remote areas.

BIA stipends

A BIA stipend is an amount paid for additional work performed by a BIA employee beyond regular hours.

Foreign entitlements

A foreign entitlement is an allowance paid to an employee in a foreign area for various reasons. Entitlement to foreign allowances is determined by the duty station in the employee's personnel master record. There are eleven entitlement types in this category:

- Foreign living quarters allowance - nontaxable
- Foreign living quarters allowance - taxable
- Foreign post differential - worked
- Foreign post allowance - worked
- Foregin supplemental post allowance
- Foreign separate maintenance allowance
- Foreign temporary lodging allowance
- Foreign education allowance
- Foreign education travel allowance
- Foreign transfer allowance
- Foreign danger pay allowance

Nonforeign entitlements

A nonforeign entitlement is an allowance paid to an employee in a nonforeign area for various reasons. Entitlement to nonforeign allowances is determined by the duty station in the employee's personnel master record. There are two entitlement types in this category:

- Nonforeign allowance - worked
- Nonforeign post differential - worked

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Taxable fringe benefits

Employees whose duty station is in a large metropolitan area are usually the only employees affected by taxable fringe benefits. There are five fringe benefit types in this category:

- Child care subsidy - nontaxable
- Child care subsidy - taxable
- Parking - taxable
- Transportation - taxable
- Rent credit - taxable

Tips about entitlements

- All entitlements are initiated with the ETIN command and maintained with the ETCG command.

- Recompable entitlements may only be recomped retroactive to 26 pay periods. Prior to that, any adjustment must be made by the Payroll Operations Division.

- The system automatically will stop an entitlement based on a duty station change out of the area the entitlement is due.

Initiating entitlements

- Prior to initiating entitlements, it is a good idea to use the ETCG command to verify that the record has not been previously initiated. It is possible that the entitlement already exists and the document you have received is a change to the existing record.

- For entitlements that are prorated, enter the actual effective date that the entitlement is to begin.

- Since entitlements are recompable, they can be initiated using a retroactive effective date.

- When initiating entitlements outside the biweekly pay period (on dates before calculate), for entitlements that are prorated, you must backdate to the ***actual*** date the entitlement began.

- Entitlements may be initiated with future effective dates. The entitlement becomes effective when the future date is reached.

Maintaining entitlements

- You *cannot* delete an entitlement that has already gone through the calculate process. However, you may delete an entitlement that was initiated or changed in the current pay period processing cycle and has not been used by calculate.

- When you change an existing entitlement, the entitlement being changed is automatically ended and a new record is established. The day preceding the effective date of the new record becomes the end date of the old record.

- When ending an entitlement that is prorated, change the ending date to the actual date that the entitlement is to end.

- **Important!** *Never* use the last day of the pay period (second Saturday) as the effective ending date.

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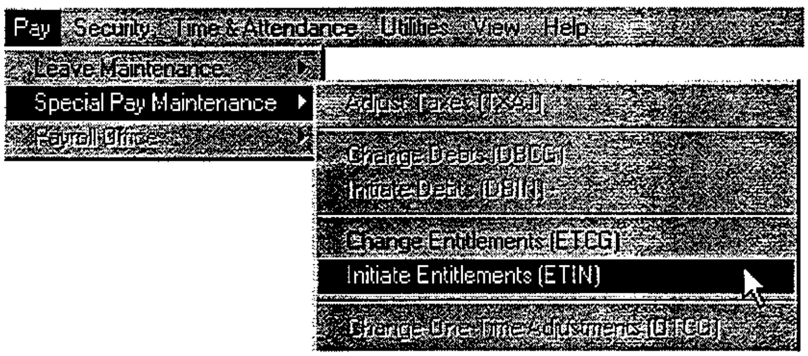
- Since entitlements are recompable, an entitlement that already exists can be changed or deleted using a retroactive effective date. The employee will be paid or billed, depending on the action being taken, retroactive to the date of the action.

- If you wish to view the history of an employee's entitlements, enter a past date on the entitlement list screen.

To initiate an entitlement

1. From the menu at the top of the screen, select:



2. Identify the employee by SSN (or by Name/SSN search).

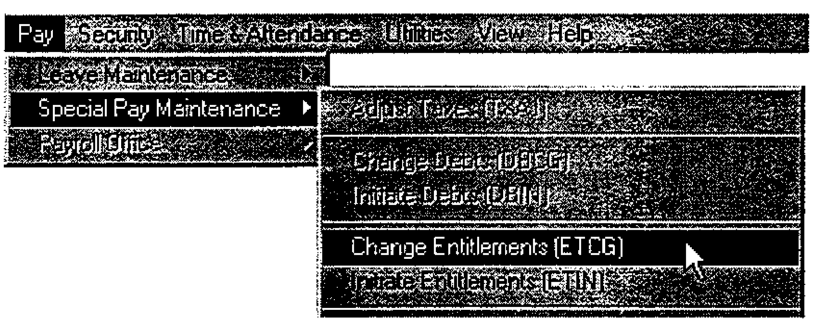
3. Click the appropriate box to select an entitlement type and click **OK**. You will see a popup window from which to select a pay code (*except* for BIA Director's Staffing Differential and BIA Stipends).

   Note: If you know the actual pay code, enter it in the Pay Code field or click to access a list of valid pay codes.

4. Enter an effective date (past, current, or future) and all appropriate information related to the entitlement type. When all data has been entered, click **OK**.

To maintain an entitlement

1. From the menu at the top of the screen, select:



2. Identify the employee by SSN (or by Name/SSN search).

3. Click the appropriate box to select an entitlement type *or* click All Entitlements to produce a list of all entitlements for the employee. Then click **OK**.

   Note: If you know the actual pay code, enter it in the Pay Code field or click to access a list of valid pay codes.

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4. The Change Entitlements List screen displays one or more entitlements for the employee. Notice that there are *two* Action columns on the screen.

   The left-most Action column is used for the specific pay code itself. The column to the right of it is used for the specific pay code displaying a beginning effective date. The table below describes the actions allowed.

5. Click in the appropriate column and click ▼ to display the options.

Left Action column	Right Action column	Used to . . .
Add		Add detail to an existing entitlement for that pay code.
Stop		Stop an entitlement with the intention of starting it again.
Unstop		Start an entitlement that has been previously stopped.
	Change	Change entitlement information.
	Delete	Delete a record that has never been used by calculate.
	Notes	Change comments or notes.
	View	View the information related to the entitlement.

6. Click **OK**.

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Hide

Taxes

There are four tax types maintained in FPPS:

W-4 Federal tax

This is a mandatory record. Only one record may be in effective at one time. The system will default to 'single' and '0' if no Federal tax is initiated upon accession.

State tax

This is a mandatory record even if the record is for a state that does not withhold taxes (e.g., Alaska, Texas). Two active records are allowed.

If no state tax is initiated upon accession for states that withhold taxes, the system will default to the highest withholding rate for the employee's duty station state.

For an employee whose duty location is in a foreign location, a tax record must also be established so that wages are accumulated and reported.

Local tax

The earnings taxable percent defaults to 100 percent. The percent may be changed if required.

W-5 Earned Income Credit (EIC)

An EIC may be initiated at any time during the pay year. You must enter an end date using the last calendar date of the year. New EIC forms must be submitted by the employee every calendar year.

The 'Earned Income Credit Tax Year List' is maintained in FPPS tables (TBLS command). This listing, displayed by year, shows the maximum amount that may be earned to qualify for earned income credit.

Tips about taxes

- All taxes are initiated with the TXIN command and maintained with the TXCG command.
- Adjustments to taxes cannot be made by recalculating prior pay periods. However, if an employee was erroneously placed in the wrong state or local taxing location, an adjustment to the taxes and taxable wages can be made by the Payroll Operations Division. The taxes and wages are moved, dollar for dollar, from the incorrect taxing location to the correct taxing location.

  Example: An employee lives in Virginia and has a duty station of Washington, D.C. A W-4 is submitted designating Virginia as the taxing location. Due to administrative error, the W-4 was never processed. The system automatically will default to the duty station and deduct taxes for Washington, D.C.

  Contact the Payroll Operations Division if an adjustment like this is needed to an employee's tax record.
- A copy of any W-4 claiming "Exempt" or greater than 10 exemptions must be sent to Payroll's Review and Analysis Branch, D-2613.

Initiating taxes

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- Prior to initiating taxes, it is a good idea to use the TXCG command to verify that the record has not been previously initiated. It is possible that the tax already exists and the document you have received is a change to the existing record. Or, the employee may have already established the record through Employee Express and the document received is for information only.

- When initiating taxes outside the biweekly pay period (on dates before calculate), you *must backdate* to a date within the biweekly pay period being processed.

- Taxes may be initiated with future effective dates. The tax becomes effective when the future date is reached.

Maintaining taxes

- You cannot delete a tax that has already gone through the calculate process. However, you may delete a tax that was initiated or changed in the current pay period processing cycle and has not been used by calculate.

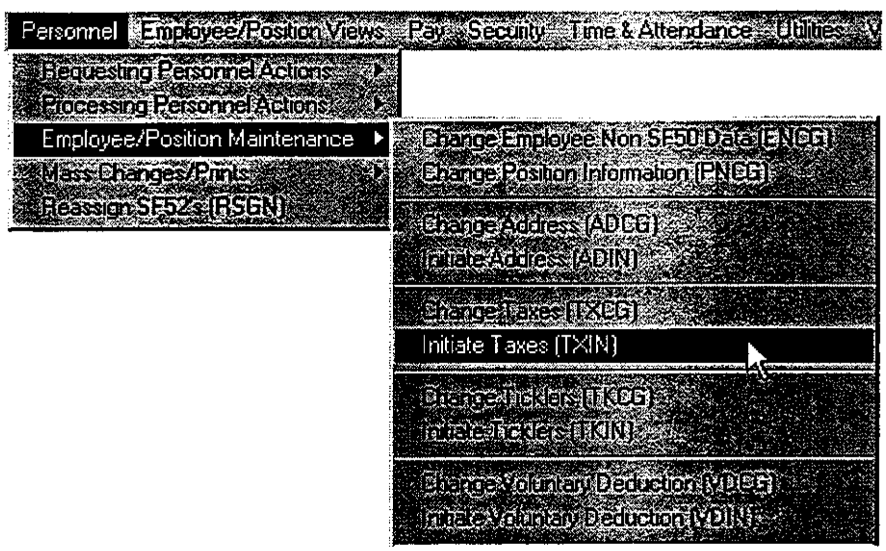
- When you change an existing tax record, the tax being changed is automatically ended and a new record is established. The day preceding the effective date of the new record becomes the end date of the old record.

- **Important!** *Never* use the last day of the pay period (second Saturday) as the effective ending date.

- If you wish to view the history of an employee's tax records, enter a past date on the tax list screen.

To initiate a tax record

1. From the menu at the top of the screen, select:



2. Identify the employee by SSN (or by Name/SSN Search). Then click one of the boxes to select the tax type you are initiating.

3. Enter an effective date (current or future) and all appropriate information related to the tax type you are initiating.

To maintain a tax record

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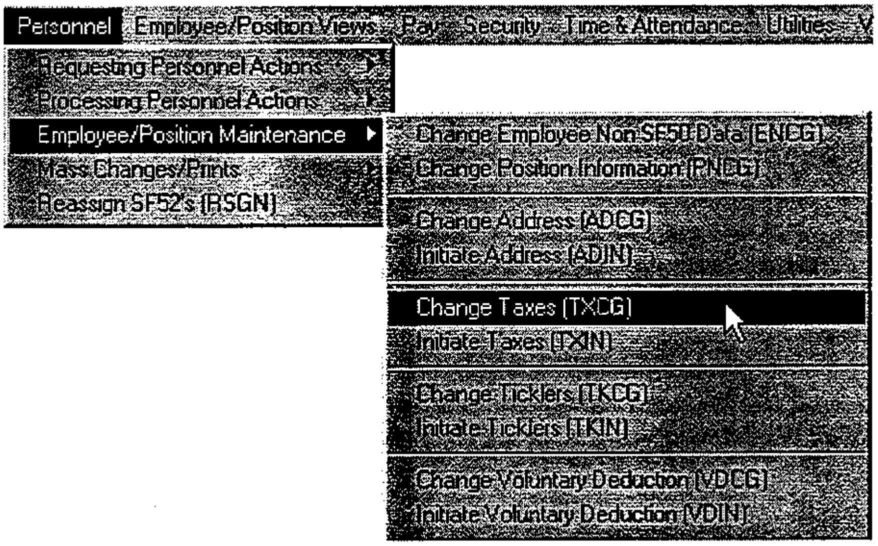
1. From the menu at the top of the screen, select:



2. Identify the employee by SSN (or by Name/SSN Search). Then click one of the boxes to select the tax type you are changing.

   Note: You may also select All Taxes to produce a list of all tax records for the employee.

3. Click one of the buttons on the bottom of the screen.

Click . . .	To do this . . .
Change	Change tax information.
Delete	Delete a record that has never been used by calculate.
View	View the information related to a tax record.
Cancel	Go back to the beginning of the process.

Hide

Maintain user tables

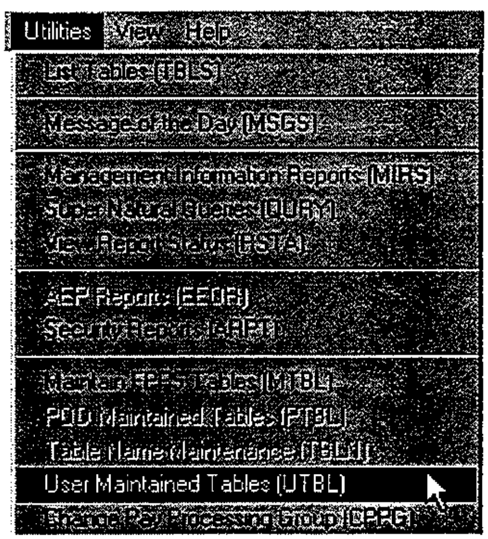
Most FPPS tables are maintained by FPPS staff. However, there are 11 tables that may be maintained by end users:

- Bargaining Unit Status
- Competitive Area
- Competitive Level
- Contract Type - BIA
- FTC Subbureau/year
- Negotiated Shift Differential
- Organization Code
- Salary: Negotiated Wage Rate Pay Schedule
- SPO Location
- SSA Common Accounting Number
- Subbureau

Users who have been assigned the UTBL command will only see the tables for which they have security access. For example, only BIA employees will be able to maintain the BIA contract type table.

To maintain user tables

1. From the menu at the top of the screen, select:



2. Highlight one of the tables listed and click **OK.**

3. For some tables you will see a popup window on which to enter the appropriate department and bureau codes and click **OK.** Depending on the table selected, you may also be required to enter an effective date and to select a history indicator (Y or N) on a second popup window.

4. On this list screen displayed, highlight <u>one or more</u> items and click a button at the bottom of the screen.

   Note: The buttons listed below may *not* be applicable to some tables.

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Click . . .	To do this . . .
Add	Add new table data. You may also use the copy option (see below).
Delete	Delete data from the table.
View	View table information. The information is protected and cannot be changed.
History	View table history.
Inactivate	Inactivate an item from the table.
Copy	Copy and modify data from an existing table to add a new item. (May be used instead of the Add option.)
Back	Go back one screen.
Change	Change table information.
Cancel	Go back to the beginning of the process.

Hide

Within-grade (WGI) notifications

Within-grade increase (WGI) notifications are generated in the servicing personnel office (SPO) seven pay periods prior to the projected WGI date. When the combination of (1) WGI weeks in pay status, (2) leave without pay (LWOP) WGI hours, and (3) date of last equivalant increase (DLEI) requirements are reached, the system will generate an SF52 transaction for the WGI.

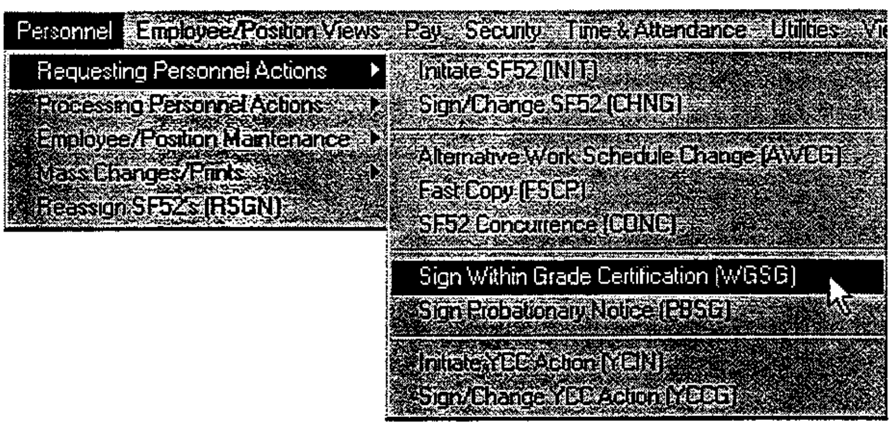
From the SPO, WGI notifications are normally forwarded to requesting office (RO) managers for signature. However, an RO manager's signature is *not* required for a WGI to take effect for an employee at the appropriate time.

Click on the toolbar to see if there are WGI notifications within your possession. There will be a number to the left of **Sign Within Grade Increase Notice (WGSG)**. You may also receive an e-mail notification, if your security profile has been set up to provide that capability.

See also WGI/Probationary Notice Tracking.

To sign WGI notifications (RO)

1. From the menu at the top of the screen, select:



2. Select one or more WGI notifications and click a button at the bottom of the screen.

Click . . .	To do this . . .
Forward	Send a WGI notification to another person *without* a signature.
Sign/Forward	Sign a WGI notification and send it to another person. You will see a forwarding list.
Print	Print a WGI notification.
View	View a WGI notification. Then print, if desired.
Cancel	Go back to the menu.

Note: WGI notifications may be reassigned from one user to another using the RSGN command.

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Hide

Probationary notices

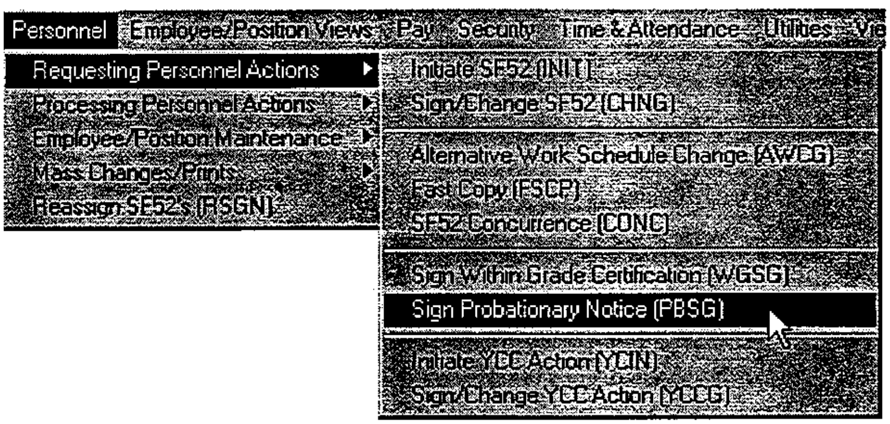
Probationary notices are system-generated in the servicing personnel office (SPO) for employees in a probationary status. From the SPO, probationary notices are normally forwarded to requesting office (RO) managers for signature *or* to a SPO user who has the PBSG command.

Click on the toolbar to see if there are probationary notices within your possession. There will be a number to the left of **Sign Probationary Notice (PBSG)**. You may also receive an e-mail notification, if your security profile has been set up to provide that capability.

See also WGI/Probationary Notice Tracking.

To sign probationary notices (RO)

1. From the menu at the top of the screen, select:



2. Select a probationary notice and click a button at the bottom of the screen.

Click . . .	To do this . . .
Forward	Send a probationary notice to another person *without* a signature.
Sign/Forward	Sign a probationary notice and send it to another person. You will see a forwarding list.
Print	Print a probationary notice.
View	View a probationary notice. Then print, if desired.
Cancel	Go back to the menu.

Note: Probationary notices may be reassigned from one user to another using the RSGN command.

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