

Can tweak the classes for NASA specific language.

FPPS Requesting Office (RO) Exercises



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U.S. Department of the Interior
National Business Center
Performance Support Office

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Web based training too

- initiator - clerical - AOs*
- requester - AOs - team leads*
- authorized - signature - mgrs/sups.*

This is for anyone who would be requesting a SF52

Exercise 1: Logging on the Web FPPS

4 hours long 16 students max

1. Double click the **Internet Explorer** icon on your desktop to open the browser. On the address toolbar type **webfpps.nbc.gov** and press **Enter**. From the WebFPPS main page click the **Logon** button.
2. Type the User ID **PPSBFxx** (Brenda Fern) and the password **den22nbc**. Click the **OK** button (or press the Enter key).

FPPS - [National Business Center]
Application File Help

U.S. Department of the Interior **NBC** Federal Personnel/Payroll System
Web FPPS

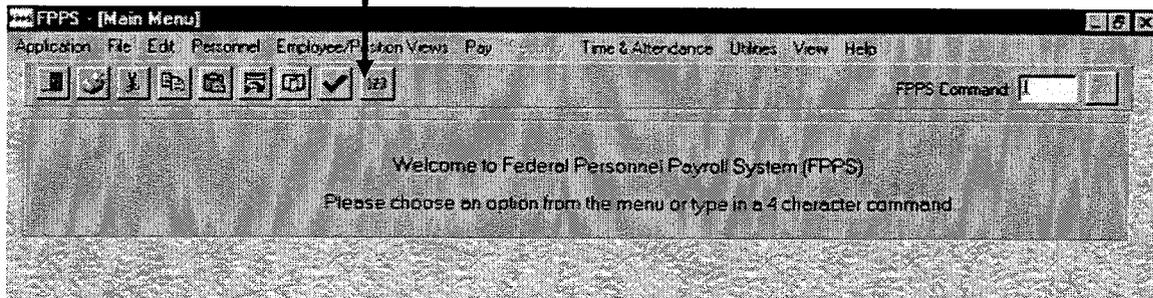
Logon
User ID:
Password:
Change Password?

System Messages
Unauthorized use of this U.S. Government Computer is punishable under PL98-473
!!!!!! NOTE: The first time you logon (or next time if you have already logged on at least once), you WILL be prompted for personal info. Please provide your name, location, and telephone number as a minimum. There is a field for "other" info, you may add any additional info that you think may be helpful. Please provide accurate information, as this will be used by the helpdesk in trouble shooting any problems you may encounter. Thank you.

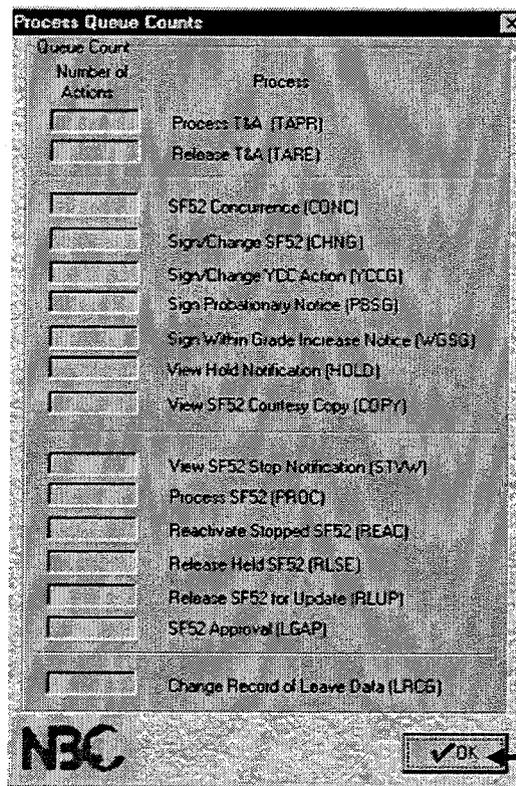
3. Click on the **FPPS Training** button.

Select a FPPS Subapplication

4. On the FPPS Main Menu click on the **1-2-3** icon to obtain a queue count (the number of actions in your possession).

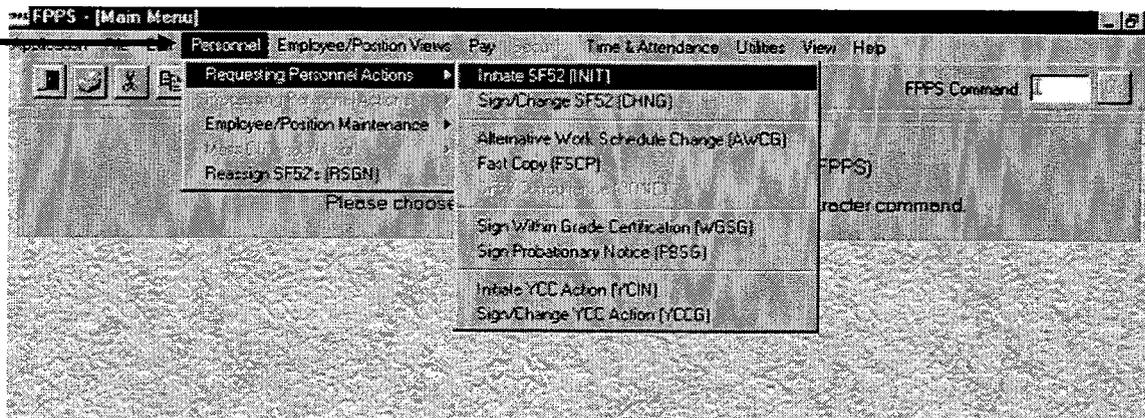


5. The number of actions in each process queue will display. Click **OK**.

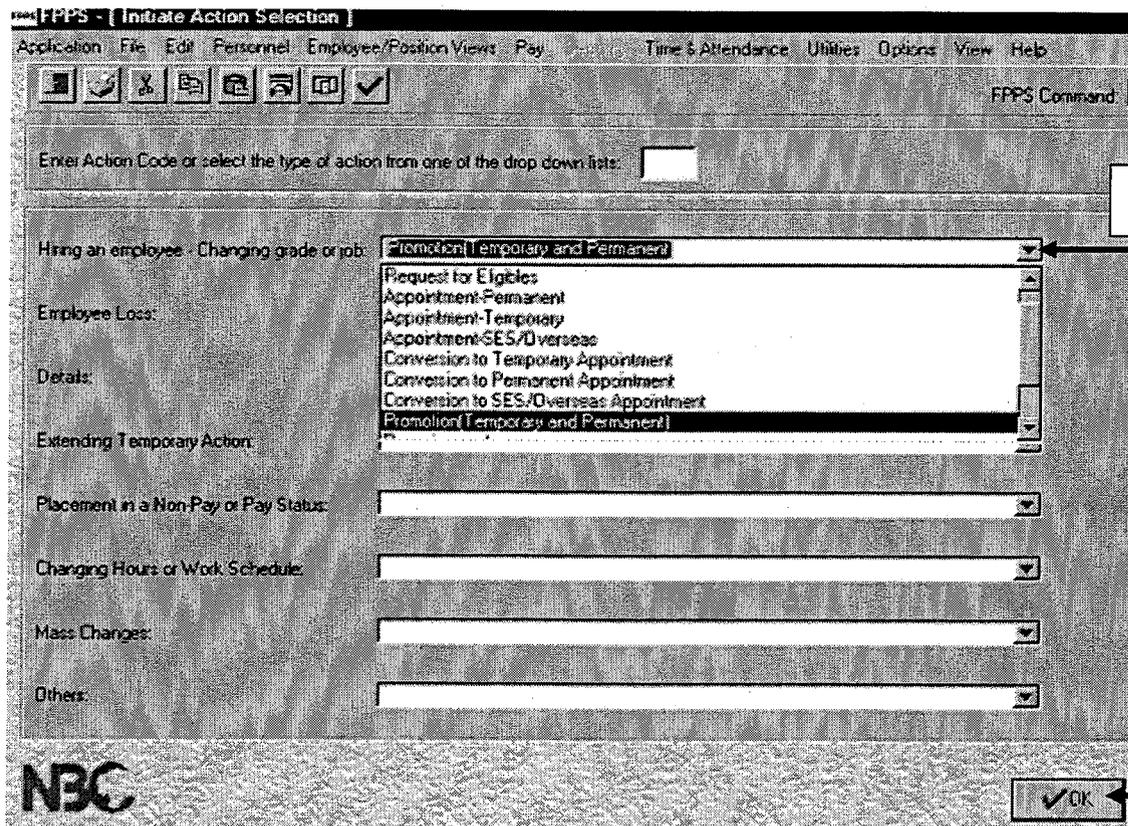


Exercise 2: Initiate a Promotion

1. From the FPPS Main Menu click on **Personnel, Requesting Personnel Actions, Initiate SF52 (INIT)**.



2. Click the on-line help for **Hiring an employee-Changing grade or job** and select **Promotion (Temporary and Permanent)**. Click OK.



3. Type the following SSN **659-xx-2065**, where **xx** is your unique student number. Click **OK**.

FPPS - Employee Identification - PR007M1

Type all or part of employee's Social Security Number or Last Name

SSN 659 - xx - 2065

Name

NBC View Errors OK Cancel

4. Press **Enter** or click **OK** on the Office ID window.

FPPS - Office ID - PA001W3

Office ID

Employee is located in this office. Change identifying information if appropriate.

Department: IN

Bureau: 07

Subbureau: 27

Organization: D726000

NBC OK Cancel

5. The **Proposed Effective Date** should be today's date. Type **Brenda Fern** as the person to contact for additional information. Type the phone extension **2222**. Click **OK**.

Requesting Office Information

Proposed Effective Date: 01/14/02

Not-to-Exceed Date: 7/7

For additional information call

Name: Brenda

Phone: () - 2222

NBC Notes OK

6. The Position Management screen appears for certain actions and relates to the Vacant Position listing. The first question must be answered. **Will this employee remain in this position?** Answer Yes to this question. Then click OK.

FFPS - [Position Management]

Application: File Edit Personnel Employee/Position Views Pay Time & Attendance Utilities Options View Help

Employee Information
 Name: HAMMERMAN, EMILY C SSN: 659-27-2065 Proposed Effective Date:
 Action Type Description: PROMOTION Request Number:

If you retain only position descriptions for actual positions, you will ensure the accuracy of the vacancy list from which you manage positions.

Will this employee remain in this position? **Yes** ←

If no, proceed to the next question.
 If yes, press enter to proceed to the next screen.

Will you fill this position at a later date?

If no, information on this position will be deleted.
 If yes, information on this position will appear on your vacant position list and be available for future use without having to rekey data.

Do you want to see your vacant position list?

Periodically review this list to ensure its accuracy.

NBC ←

7. Change the Grade to 03. Click on the Notes icon.

FFPS - [Position Information]

Application: File Edit Personnel Employee/Position Views Pay Time & Attendance Utilities Options View Help

Employee Information
 Name: HAMMERMAN, EMILY C SSN: 659-27-2065 Proposed Effective Date: 01/14/02
 Action Type Description: PROMOTION Request Number: 00000001

From				To			
Position Title:	CLEBK	Organization Code:	0726000	Position Title:	CLEBK	Organization Code:	0726000
Pay Plan:	IGS	Occupational Series:	0303	Pay Plan:	IGS	Occupational Series:	0303
Position Number:	0040550 027	Duty Station Code:	08 1435 059	Position Number:	0040550 027	Duty Station Code:	08 1435 059
Grade/Step:	02 / 01	Basic Pay:	14571	Grade/Step:	03 ←	Basic Pay:	14571
Pay Basis:	PA			Pay Basis:	PA		
ASC RECLAMATION SERVICE CENTER ADMINISTRATIVE SERVICE CENTER DENVER, COLORADO				ASC RECLAMATION SERVICE CENTER ADMINISTRATIVE SERVICE CENTER DENVER, COLORADO			

Walk Schedule: Bargaining Unit Status Code: 7777 Supervisory Status:
 Procurement Integrity Act Indicator: Position Sensitivity: Drug Test Code:
 Appropriation Code: _____ Date of Birth: 01/07/79

NBC ← 7

8. Type the following note: **Employee's work schedule may change. Please contact me regarding this.** Click OK.

The screenshot shows the 'FPPS - [Notes]' window. At the top, there is a menu bar with 'Application', 'File', 'Edit', 'Personnel', 'Employee/Position Views', 'Pay', 'Time & Attendance', 'Utilities', 'Options', 'View', and 'Help'. Below the menu bar is a toolbar with various icons. The 'Employee Information' section contains the following fields: Name: HAMMERMAN, EMILY C.; SSN: 659 23 2065; Effective Date: 01/18/02; Request Number: 2002030015. The 'Notes' section has a text area where the note 'employee's work schedule may change. please contact me regarding this.' is being typed. An arrow points to the end of the text in the note field.

9. Click the OK button.

The screenshot shows the 'FPPS - [Position Information]' window. It features a menu bar and toolbar similar to the previous window. The 'Employee Information' section shows Name: HAMMERMAN, EMILY C.; SSN: 659 23 2065; Proposed Effective Date: 01/18/02; Action Type Description: PROMOTION; Request Number: 02 0000915. The 'From' and 'To' sections are populated with the following data:

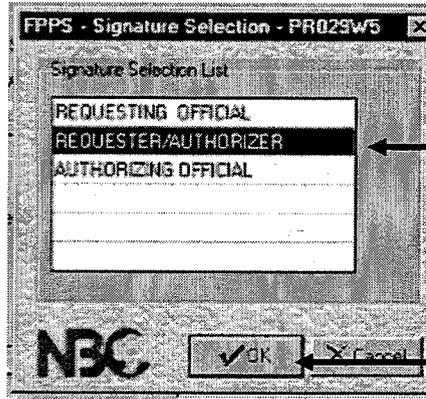
From	To
Position Title: CLERK	Position Title: [REDACTED]
Organization Code: D72600	Organization Code: D72600
Pay Plan: GS	Pay Plan: GS
Position Number: 0040550 027	Position Number: 0040550 027
Occupational Series: 0303	Occupational Series: 0303
Duty Station Code: 08 1435 059	Duty Station Code: 08 1435 059
Grade/Step: 02 / 01	Grade/Step: 03 / 01
Basic Pay: 14571	Basic Pay: 14571
Pay Basis: PA	Pay Basis: PA

Below the position information, there are sections for 'Work Schedule' (set to F), 'Bargaining Unit Status Code' (7777), 'Supervisory Status' (8), 'Procurement Integrity Act Indicator' (N), 'Position Sensitivity' (1), 'Drug Test Code' (N), and 'Date of Birth' (01/07/78). At the bottom, there is an 'NBC' logo and a row of buttons: 'Notes', 'Back', 'OK', and 'Cancel'. An arrow points to the 'OK' button.

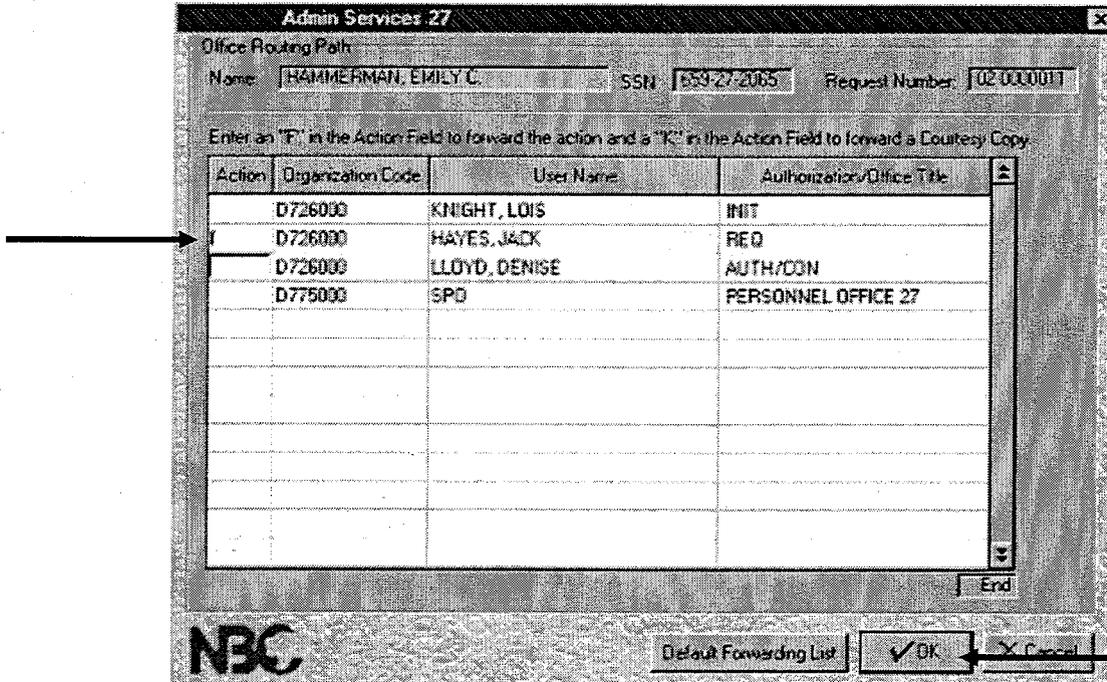
10. Select Sign/Forward. Then click OK.

The screenshot shows the 'FPPS - Options - PR029W3' dialog box. It has a title bar with a close button. The main area is titled 'Options List' and contains a list of options: SIGN/FORWARD, SAVE, FORWARD, and DELETE. The 'SIGN/FORWARD' option is highlighted with a black background. At the bottom of the dialog box, there is an 'NBC' logo and two buttons: 'OK' and 'Cancel'. An arrow points to the 'OK' button.

11. Select **Requester/Authorizer** (to sign both as a requesting and authorizing official). Then click **OK**.

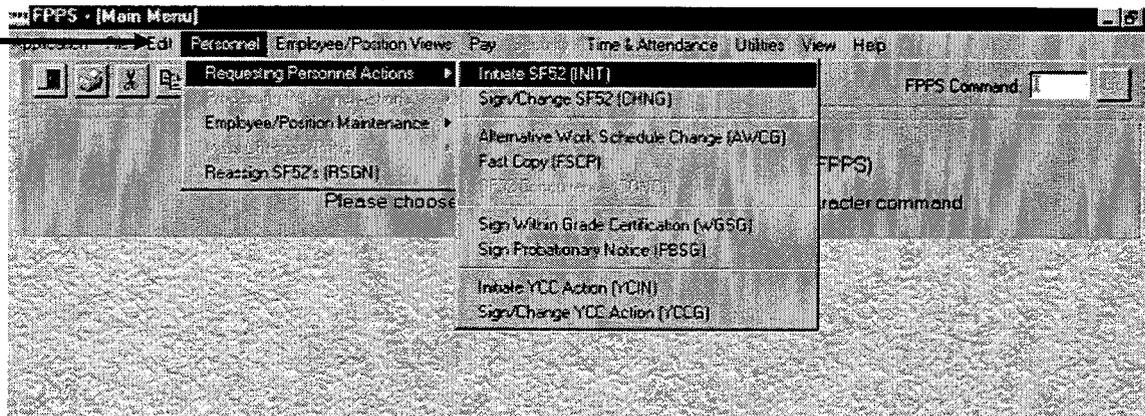


12. Type an **F** in the action field to forward the action to **Jack Hayes**. Then click **OK**.

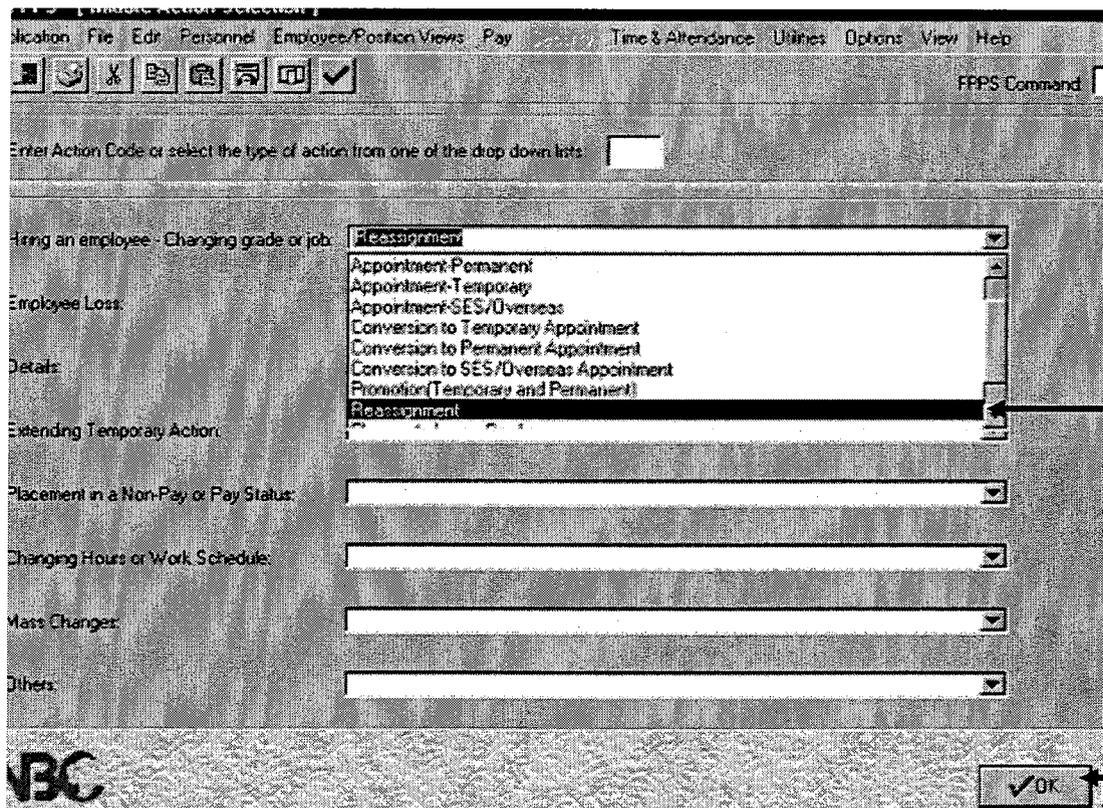


Exercise 3: Initiate a Reassignment

1. From the FPPS Main Menu select **Personnel, Requesting Personnel Actions, Initiate SF52 (INIT)**.



2. Click the on-line help for **Hiring an employee-Changing grade or job** and select **Reassignment**. Click **OK**.



3. Type the following **SSN 691-xx-5673** and click **OK**.

FPPS - Employee Identification - PR007M1

Type all or part of employee's Social Security Number or Last Name:

SSN 691 - 15 - 5673

Name

NBC View Errors OK Cancel

4. Click **OK** on the Office ID window.

FPPS - Office ID - PA001W2

Office ID:

Department: 01

Bureau: 07

Subbureau: 27

Organization: 0726000

NBC OK Cancel

5. The **Proposed Effective Date** should be today's date. Type **Brenda Fern** as the person to contact for additional information. Type the phone extension **2222**. Click **OK**.

Requesting Office Information

Proposed Effective Date: 04/04/02

Not to Exceed Date: / /

For additional information call:

Name: brenda

Phone: 2222

NBC Notes OK Cancel

6. There are three questions on this screen:

Will this employee remain in this position? Answer No.

Will you fill this position at a later date? Answer Yes.

Do you want to see your vacant position list? Answer Yes.

If you retain only position descriptions for actual positions, you will ensure the accuracy of the vacancy list from which you manage positions.

Will this employee remain in this position?

If no, proceed to the next question.
If yes, press enter to proceed to the next screen.

Will you fill this position at a later date?

If no, information on this position will be deleted.
If yes, information on this position will appear on your vacant position list and be available for future use without having to rekey data.

Do you want to see your vacant position list?

Periodically review this list to ensure its accuracy.

NBC

7. Select position number **0038800** (Computer Specialist GS-334-12), and click **OK**.

Vacant Position List

Position Number	Suffix	Dept	Bur	SubBur	Org Code	Pay Plan	Grade	Occ Series	Full Performance Level	Position Title OPM
-001290	027	IN	07	15	D726000	GM	14	1170	14	REALTY OFFICER
0010520	027	IN	07	15	D726000	GS	13	0334	13	COMPUTER SPEC. (PROGRAMMING)
001166A	001	IN	07	15	D726000	GM	15	0340	15	PROGRAM MANAGER
0013290	027	IN	07	15	D726000	GS	13	0334	13	COMPUTER SPECIALIST
0032980	027	IN	07	15	D726000	GS	05	0303	05	PROGRAM ASSISTANT (OA)
003537A	001	IN	07	15	D726000	GS	12	0334	12	COMPUTER SPECIALIST
003811A	001	IN	07	15	D726000	GS	07	0318	07	SECRETARY (STENOGRAPHY/OA)
0038110	027	IN	07	15	D726000	GS	07	0318	07	SECRETARY (STENOGRAPHY/OA)
0038500	027	IN	07	15	D726000	GS	07	0318	07	SECRETARY (OFFICE AUTOMATION)
0038800	027	IN	07	15	D726000	GS	12	0334	12	COMPUTER SPECIALIST

NBC

8. Click OK.

FPPS - Position Information

Application: File Edit Personnel Employee/Position Views Pay Status Time & Attendance Utilities Options View Help

Employee Information
Name: JAGODA III, DAVID K. SSN: 691-15-5673 Proposed Effective Date: 02/04/02
Action Type Description: REASSIGNMENT Request Number: 02 000033

From
Position Title: PERSONNEL MANAGEMENT SPEC
Organization Code: 0726000 Pay Plan: GS
Position Number: 003952E 005 Occupational Series: 0201
Duty Station Code: 08 1435 059 Grade/Step: T2 / 07
Basic Pay: 52654 Pay Basis: PA

To
Position Title: 00201ERS2E0015
Organization Code: 0726000 Pay Plan: GS
Position Number: 0039600 027 Occupational Series: 0334
Duty Station Code: 08 1435 059 Grade/Step: T2 / 07
Basic Pay: 52654 Pay Basis: PA

Work Schedule: F Bargaining Unit Status Code: 1369 Supervisory Status: 8
Procurement Integrity Act Indicator: N Position Sensitivity: 1 Drug Test Code: N
Appropriation Code: Date of Birth: 06/03/45

Buttons: Back, OK, Cancel

9. Select Sign/Forward. Then click OK.

FPPS - Options - PR029W3

Options List

- SIGN/FORWARD
- SAVE
- FORWARD
- DELETE

Buttons: OK, Cancel

10. Select Requester/Authorizer (to sign both as a requesting and authorizing official). Then click OK.

FPPS - Signature Selection - PR029W5

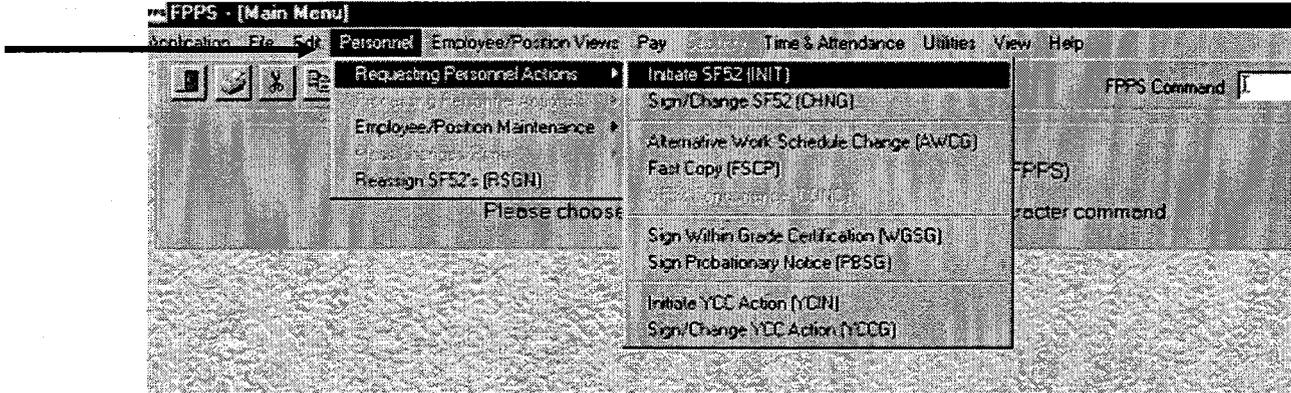
Signature Selection List

- REQUESTING OFFICIAL
- REQUESTER/AUTHORIZER
- AUTHORIZING OFFICIAL

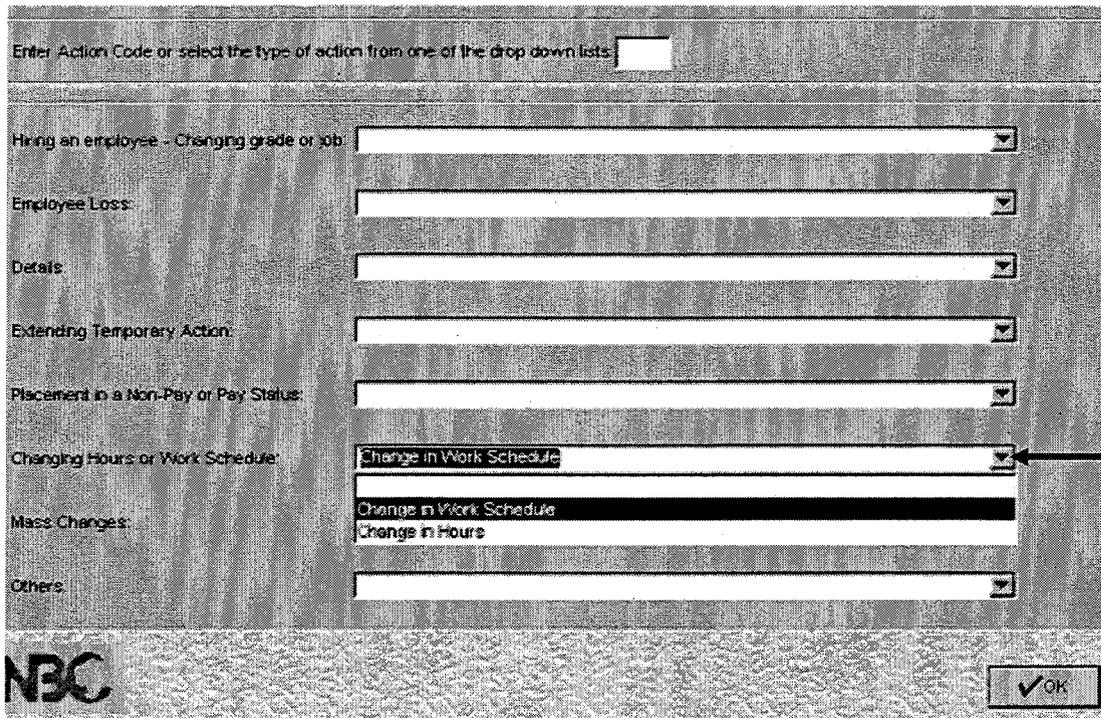
Buttons: OK, Cancel

Exercise 4: Initiate/Save a Change in Work Schedule

1. From the FPPS Main Menu, select **Personnel, Requesting Personnel Actions, Initiate SF52 (INIT)** on the main toolbar.



2. Click on the down arrow for **Changing Hours or Work Schedule** and select **Change in Work Schedule**. Click **OK**.



3. Type the following SSN 294-xx-1388, and click OK.

FPPS - Employee Identification - PR007/1

Type all or part of employee's Social Security Number or Last Name:

SSN 294 - xx - 1388

Name

NBC View Errors OK Cancel

4. The Proposed Effective Date should be today's date. Type Brenda Fern as the person to contact for additional information. Type the phone extension 2222. Click OK.

FPPS - Requesting Office Information

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Employee Information

Name: COATES, AMY L SSN: 294-13-1388

Action Type Description: CHANGE IN WORK Request Number:

Requesting Office Information

Proposed Effective Date: 01/25/02

For additional information call:

Name: Brenda Fern

Phone: 3333

NBC Notes OK

5. On the Position Information screen use the on-line help for **Work Schedule**. Select **Full-Time** from the help window, then click **OK**.

The screenshot shows the FPPS - Work Schedule Help - PX106W1 window. The 'Work Schedule List' table is as follows:

Code	Description
B	BAYLOR PLAN
F	FULL-TIME
G	FULL-TIME SEASONAL
I	INTERMITTENT
J	INTERMITTENT SEASONAL
P	PART-TIME
Q	PART-TIME SEASONAL
S	PART-TIME JOB SHARER
T	PART-TIME SEAS JOB SHAR

Callouts in the image include: 'Work Schedule drop down menu' pointing to the 'P' dropdown in the main window; 'Select Full-Time from the help window' pointing to the 'FULL-TIME' row in the help window; and an arrow pointing to the 'OK' button in the help window.

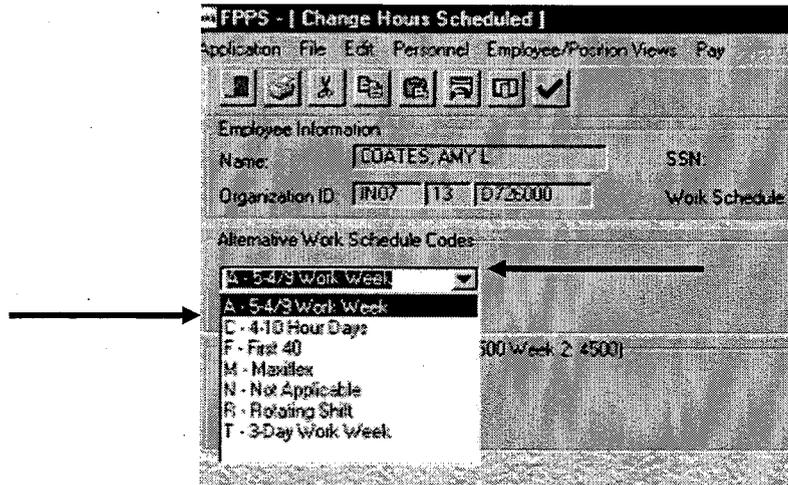
6. Click the **OK** button on the **Position Information** screen.

The screenshot shows the Position Information screen with the following details:

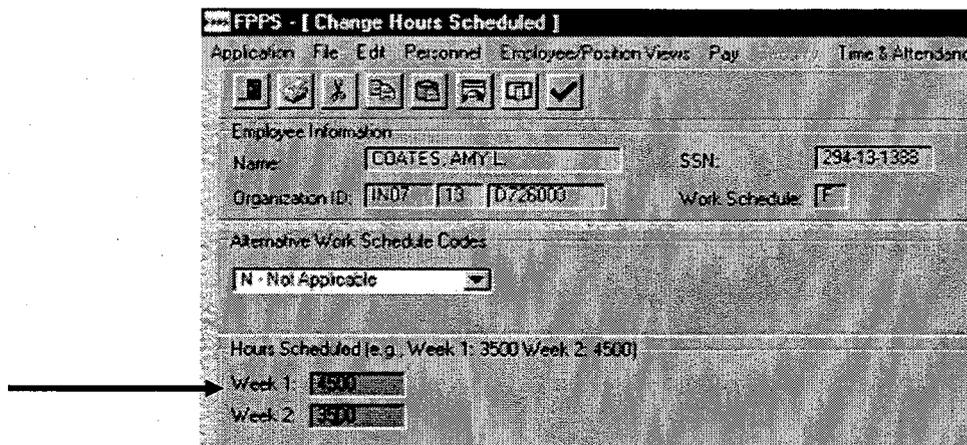
- From: 254-24-1388
- Proposed Effective Date: 01/25/02
- Description: CHANGE IN WORK
- Request Number: 02 0000035
- To:
 - Position Title: ACCOUNTING TECHNICIAN
 - Organization Code: D726000
 - Pay Plan: GS
 - Position Number: 003745F 006
 - Occupational Series: 0625
 - Duty Station Code: 08 1435 059
 - Grade/Step: 07 / 08
 - Basic Pay: 3,502
 - Pay Basis: PA
- Location:
 - ASC
 - RECLAMATION SERVICE CENTER
 - ADMINISTRATIVE SERVICE CENTER
 - DENVER, COLORADO
- Status Code: 1369
- Supervisory Status: 8
- Drug Test Code: N
- Date of Birth: 07/28/59

A callout points to the 'OK' button at the bottom of the screen.

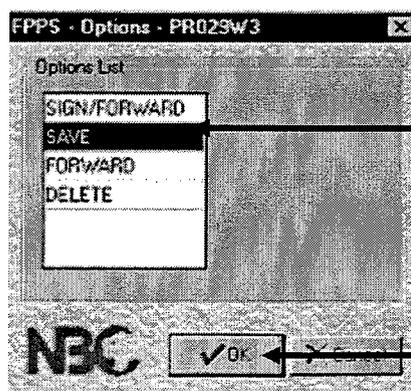
7. Use the on-line help for **Alternative Work Schedule**. Select **A (5-4/9 Work Week)** from the help window.



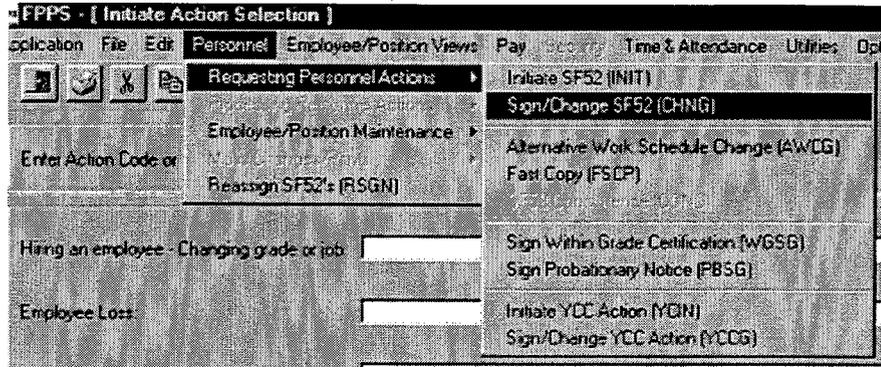
8. Change **Week 1** to **4500** hours and change **Week 2** to **3500** hours. Then click **OK**.



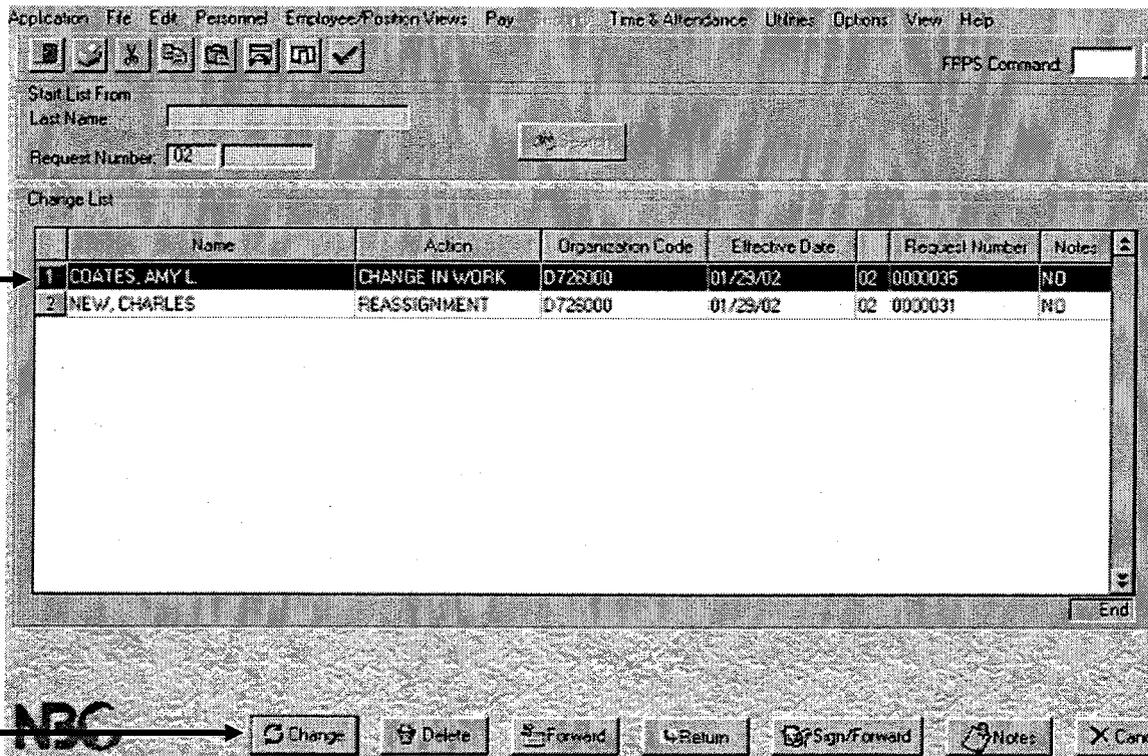
9. Select **Save**, then click **OK**.



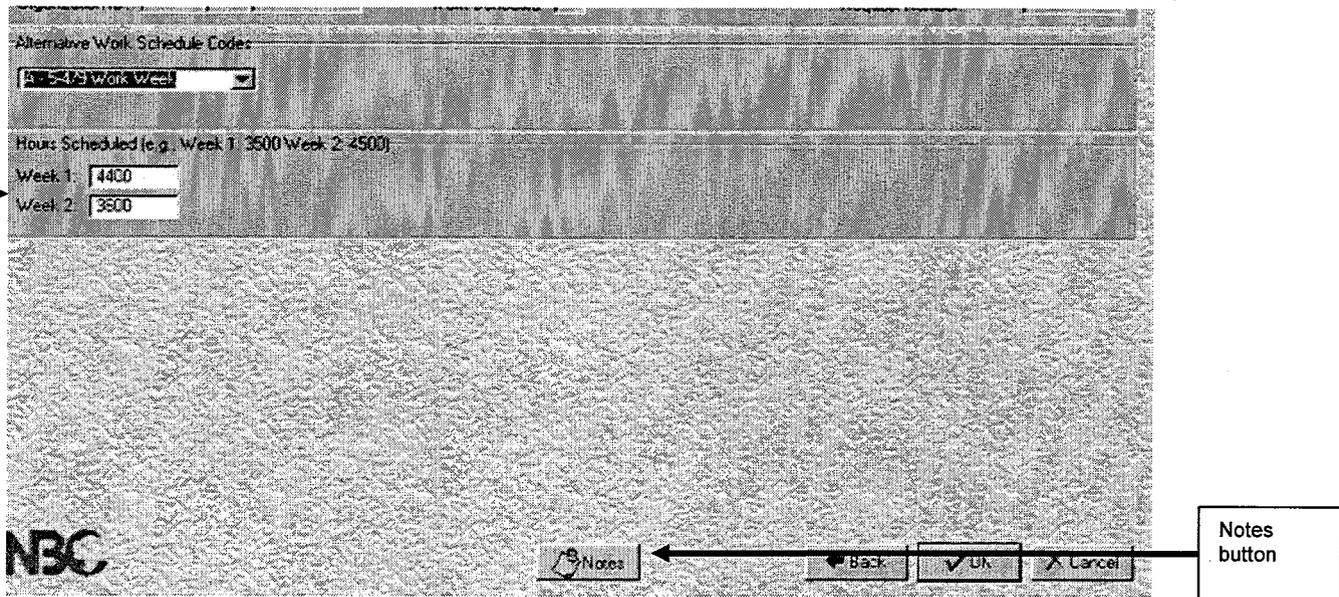
10. On the main toolbar select **Personnel, Requesting Personnel Actions, Sign/Change SF52 (CHNG)**.



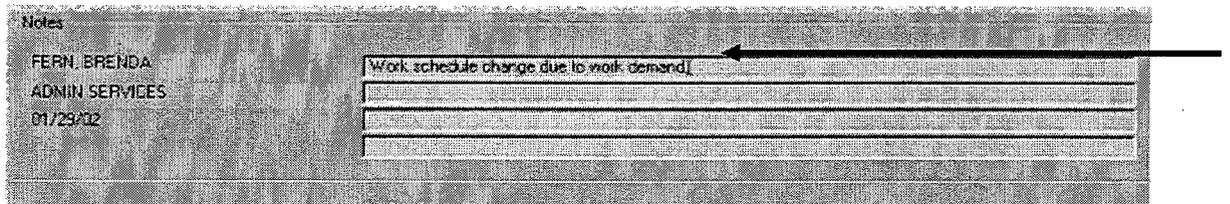
11. Click on line 1 **Amy Coates**. Then click the **Change** button.



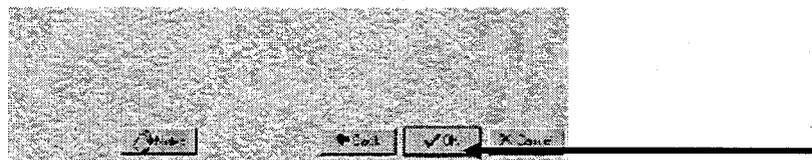
12. Scroll through the screens by clicking **OK**, until you reach the **Change Hours Scheduled** screen. Change **Week 1** to **4400** and **Week 2** to **3600**. Click the **Notes** button.



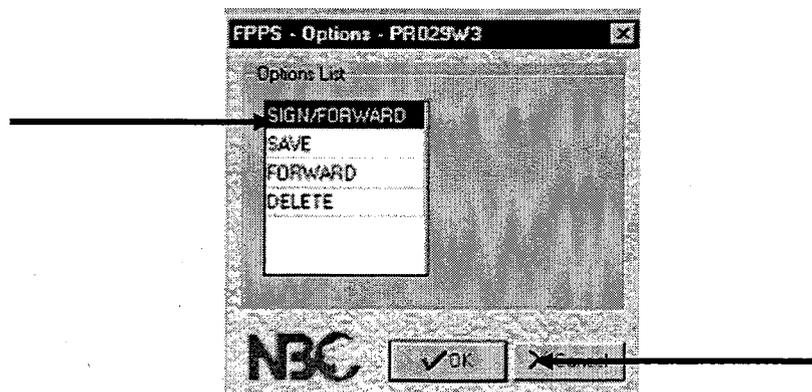
13. Type in the following note: **Work schedule change due to work demand**. Click **OK**.



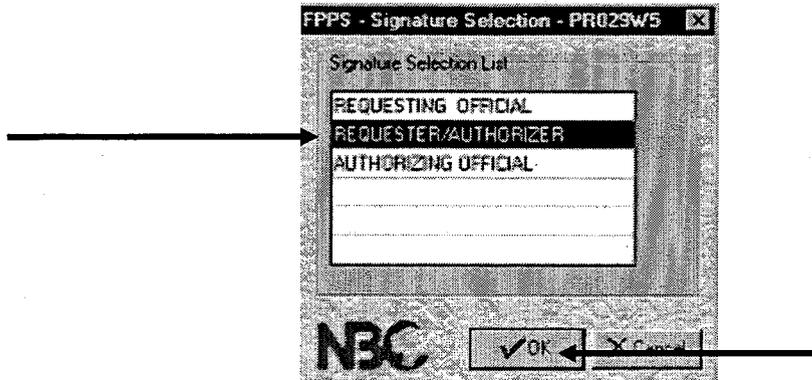
14. Click **OK** on the **Change Hours Scheduled** screen.



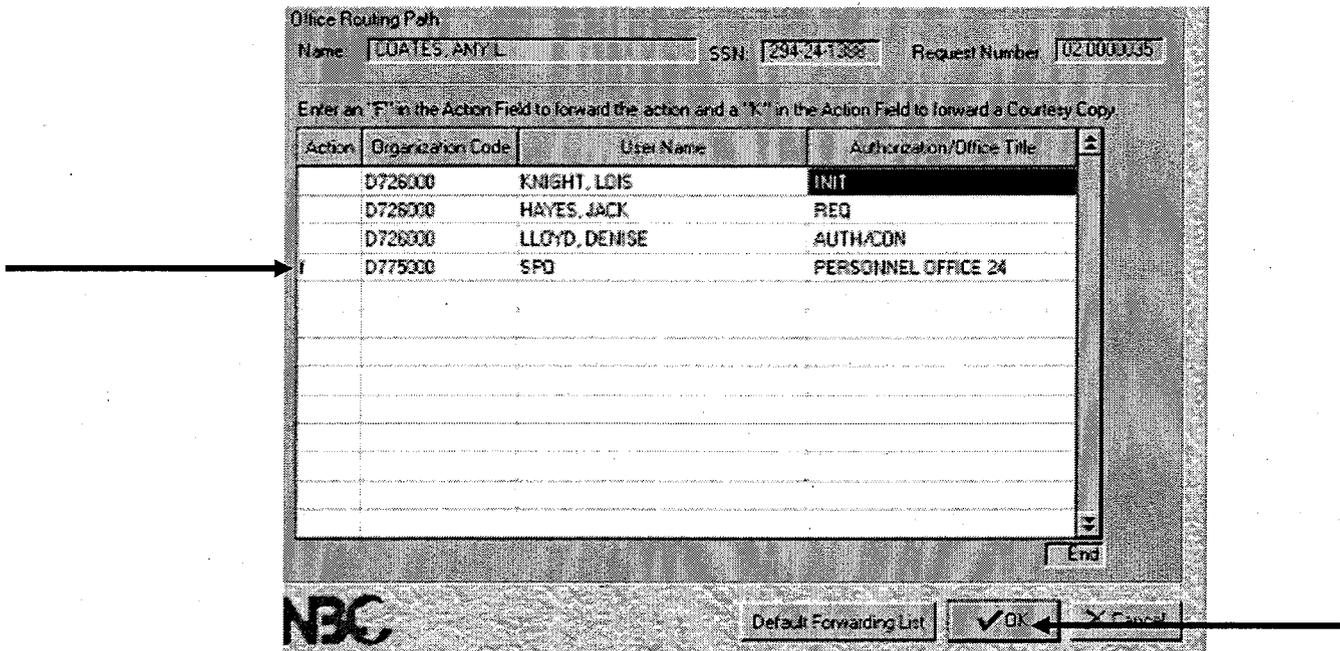
15. Select **Sign/Forward**. Then click **OK**.



16. Select **Requester/Authorizer** (to sign as a requestor and authorizer). Then click **OK**.

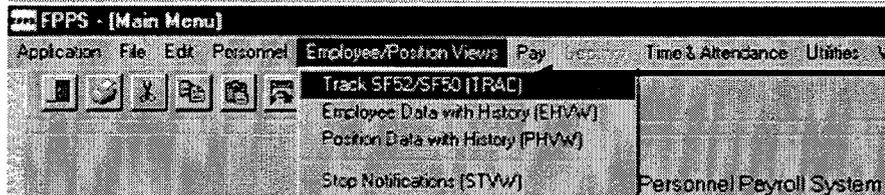


17. Type an **F** in the action field next to the **SPO** to forward the action to the **Servicing Personnel Office**. Then click **OK**.

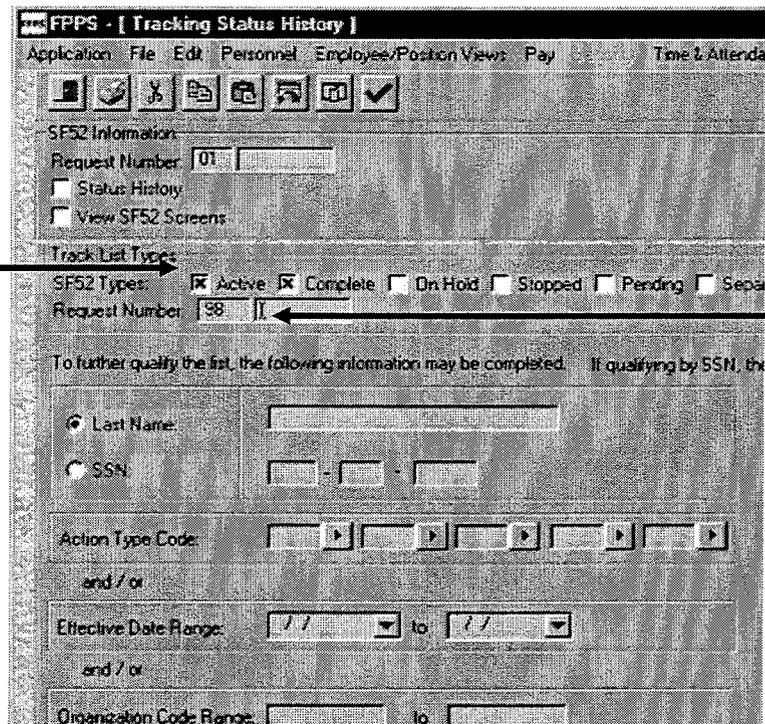


Exercise 5: Track an action (TRAC)

1. From the FPPS Main Menu select **Employee/Position Views, Track SF52/SF50 (TRAC)**.



2. Select the **Track List Types Active and Complete** and change the **Request Number** year to **98** (by doing this active and complete actions beginning in 1998 through the present day will be displayed). Click **OK**.



3. You can select to View an action, or view the Status History of an action. Click on the number next to **Albright** to select that line, then click the **Status History** button.

Start List From
Last Name:
Request Number: 98

	Name	NCAC	Action	Organization Code	Effective Date	Request Number	Location
1			REQUEST FOR ELJ	0726000	10/30/01	98 2700002	APPR OFFIC
2	ALBRIGHT, ALL		RESIGNATION	0726000	10/30/01	98 2700003	APPR OFFIC
3	CAMPBELL, ROY	893	WITHIN-GRADE IN	0721000	05/24/98	98 2700022	SPO-SPPR
4	DUNCAN, ROWEN	713	CHG TO LOWER GR	0721300	11/04/01	98 2700023	SPO-SPPR
5	EVANS, BRUCE		DETAIL OF AN EM	0721600	10/30/01	98 2700007	APPR OFFIC
6	FLANNAGAN, KY	350	DEATH	0721000	02/19/98	98 2700010	COMPLETED
7	GAFFNEY, SUEA	703	PROMOTION NTE *	0726000	02/19/98	98 2700016	COMPLETED
8	GAFFNEY, SUEA	713	CHG TO LOWER GR	0726000	11/04/01	98 2700024	SPO-SPPR
9	JAGODA, ILLD	840	INDIVIDUAL CASH	0726000	10/30/01	98 2700005	APPR OFFIC
10	O'DONNELL, JE	115	APPT NTE *D*	0726000	02/19/98	98 2700017	COMPLETED
11	O'DONNELL, JE	355	TERMINATION-EXP	0726000	11/04/01	98 2700025	SPO-SPPR
12	PATE, WILLIAM		APPOINTMENT IPE	0726000	10/30/01	98 2700001	APPR OFFIC

Buttons: Status History, View, Cancel

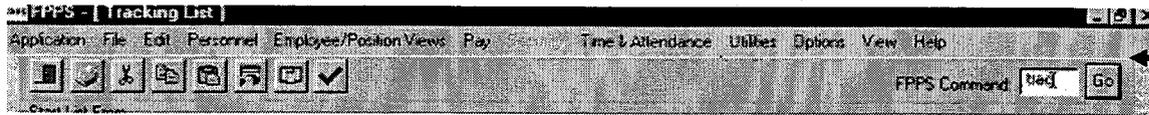
4. Review the Status History screen. Click OK.

Employee Information
Name: ALBRIGHT, ALLEN R Effective Date: 02/05/02 Request Number: 98 1500003
Action Type Description: RESIGNATION

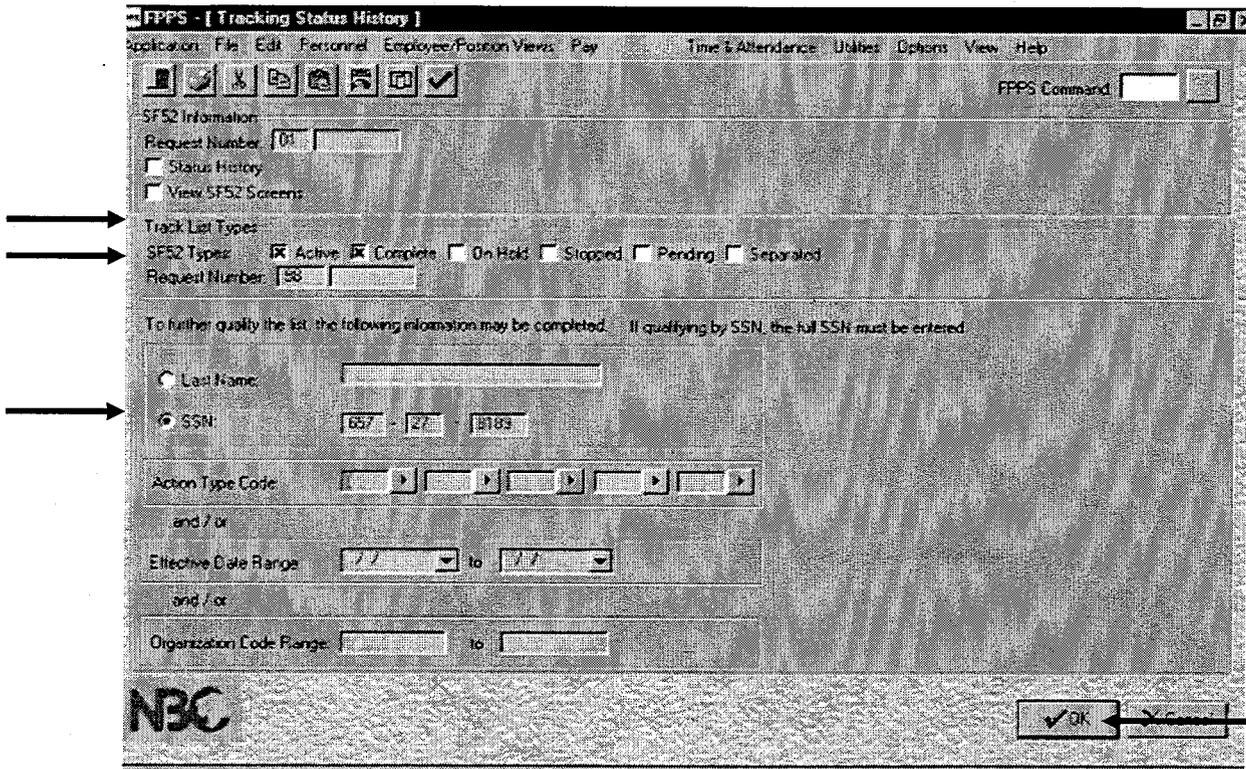
	Date Rec'd	Days In Queue	Days Elapsed	Action Taken By	Action Taken
1	01/23/02	0000	0000	HAYES, JACK	INITIATED
2	01/23/02	0000	0000	HAYES, JACK	SIGNED AS REQUESTER
3	01/23/02	0000	0000	HAYES, JACK	REQUESTER
4	01/23/02	0000	0000	FIFEN, BRENDA	SIGNED AS AUTHORIZER
5	01/23/02	0000	0000	FIFEN, BRENDA	AUTHORIZER
6	01/23/02	0000	0000	LLOYD, DENISE	SIGNED AS CONCURREN
7	01/23/02	0000	0000	LLOYD, DENISE	CONCURSER
8	01/23/02	0012	0012	SPENSER, KAREN	APPROVING OFFICIAL
9					
10					

Buttons: OK, Cancel

5. Click the **Cancel** button or type **TRAC** in the command line and click the **GO** button. (This is the same as selecting **Employee/Position Views, Track SF52/SF50 (TRAC)** from the toolbar.



6. To obtain an employee's complete history of actions, click on **Track List Types Active** and **Complete** then change the **Request Number** to **20**, and enter the **SSN 657-xx-8189**. Click **OK**.

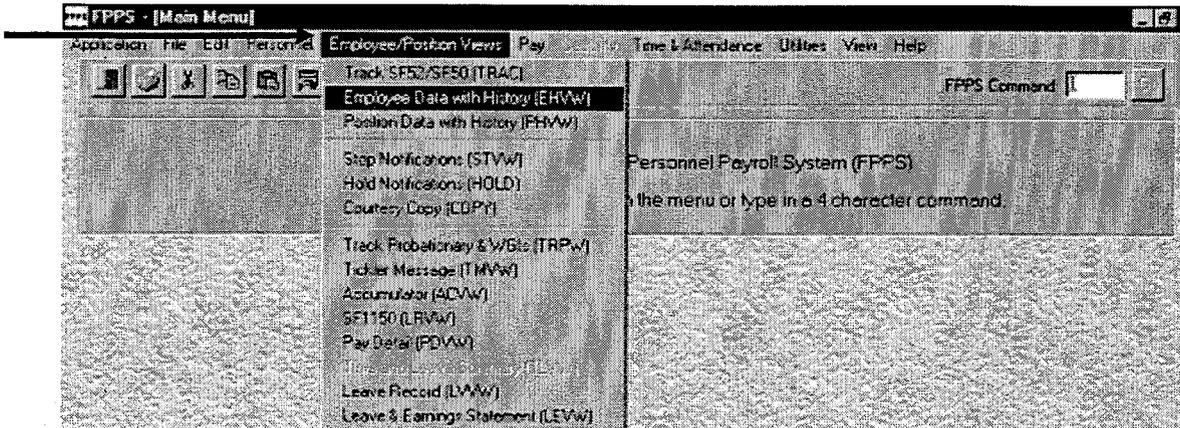


7. All transactions for Albright are displayed. Click **Cancel**.

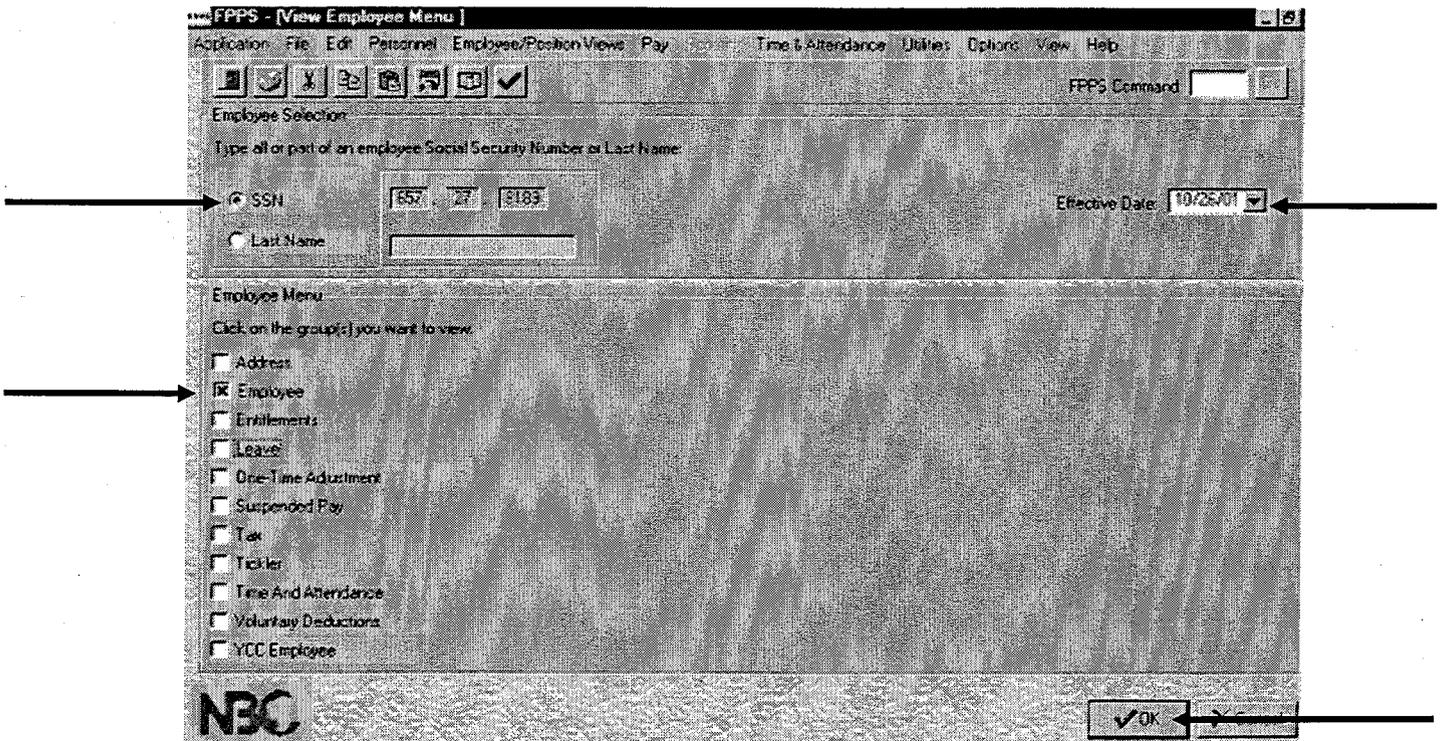
	Name	NOAC#	Action	Organization Code	Effective Date	Request Number	Location
1	ALBRIGHT, ALL	900	FPPS CONVERSION	0726000	01/04/98	51 1300030	COMPLETED
2	ALBRIGHT, ALL		RESIGNATION	0726000	01/15/02	98 1300003	AFPR OFFIC
3							
4							

Exercise 6: View an employee's history (EHVW)

1. From the FPPS Main Menu select Employee/Position Views, Employee Data with History (EHVW).



2. Enter the SSN 657-xx-8189. Do not change the Effective Date. Then select the group Employee. Click OK.



3. Select the group **Employee Personnel Information**. Click **OK**.

Application: File Edit Personnel Employee/Position Views Pay Time & Attendance Utilities Options View Help

Employee Information
Name: ALBRIGHT, ALLEN R. Effective Date: 10/26/01
Organization ID: IN07 27 0726000 Personnel Office ID: 2727 Servicing Personnel Office: 00

Employee Menu
Click on the group(s) you want to review

- Employee Personnel Information
- Employee Position Information
- Employee Pay Information
- Agency Unique Information
- Appointment Limit
- Performance Rating History
- Employee Language Data
- Employee Detail Information

NBC

OK Cancel

4. Click the **Next** button or press **Enter** to proceed through the screens.

Application: File Edit Personnel Employee/Position Views Pay Time & Attendance Utilities Options View Help

Employee Information
Name: ALBRIGHT, ALLEN R. SSN: 657 27 8189 Effective Date: 10/26/01
Organization ID: IN07 27 0726000 Personnel Office ID: 2727 Servicing Personnel Office: 00

Personnel Information
Accession Date: 05/07/87
Agency From:
Agency To:
Alternative Work Schedule Code: N NOT APPLICABLE
Annuitant Indicator: 9 NOT APPLICABLE
Annuity Monthly Amount: \$
Award Amount: \$
Award Hours: 0000
Benefit Amount: \$
Citizenship: 1 CITIZEN OF THE UNITED STATES, BY BIRTH OR NATURALIZATION
College/University Name:

NBC

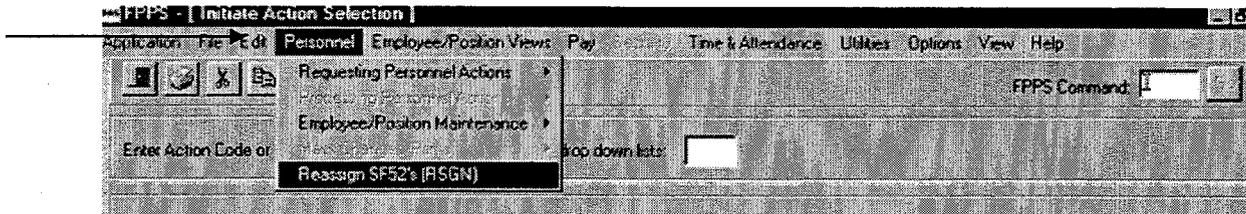
Next Cancel

Waiting: Apple Window

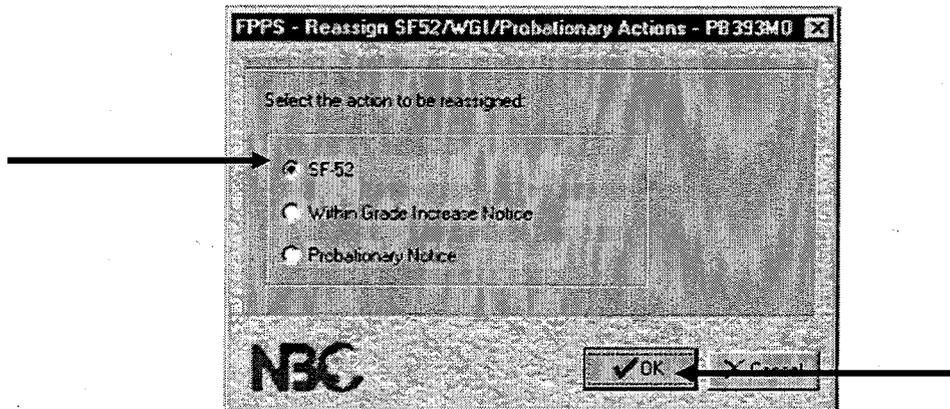
Start FPPS Requesting Dfnc FPPS - Microsoft Intren FPPS - [View Emp Port Shop Pro 4:51 PM

Exercise 7: Reassign an SF52

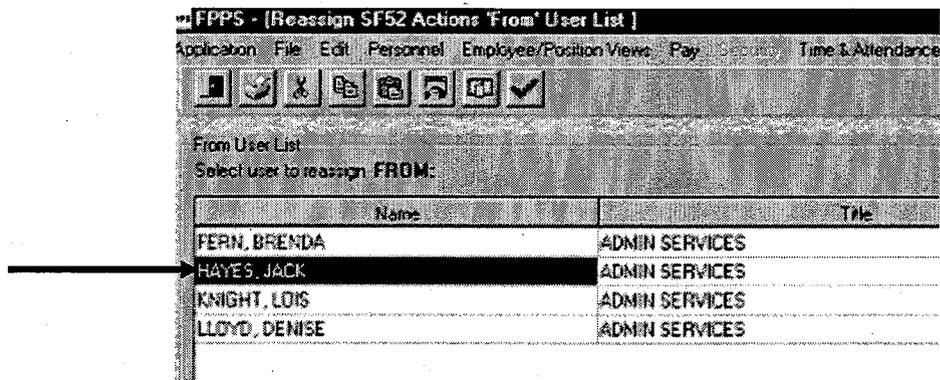
1. From the FPPS Main Menu select **Personnel, Reassign SF52 (RSGN)**.



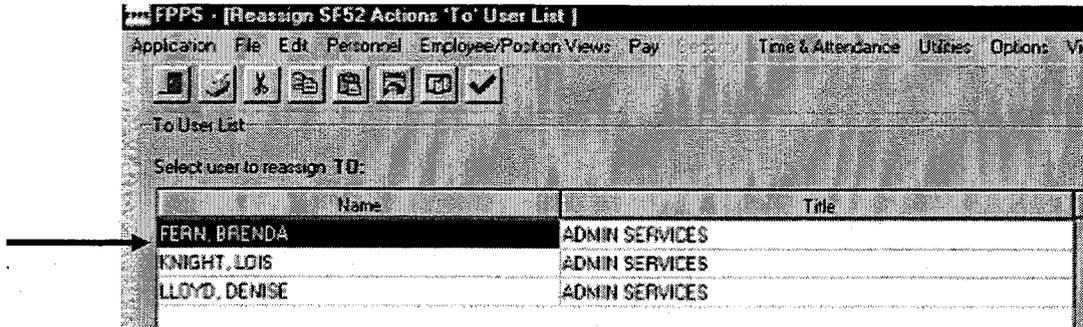
2. Select the action **SF-52**. Click **OK**.



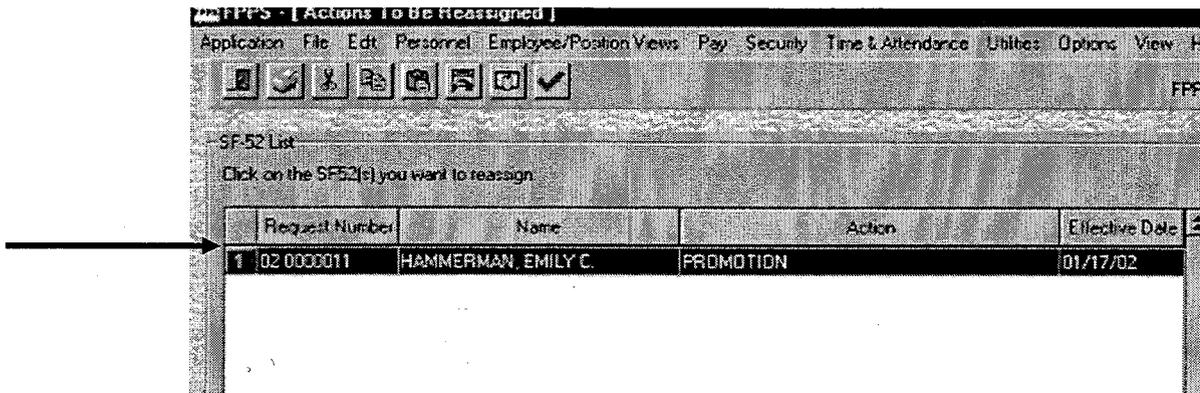
3. Select the name you want to reassign **From (Jack Hayes)** and click **OK**.



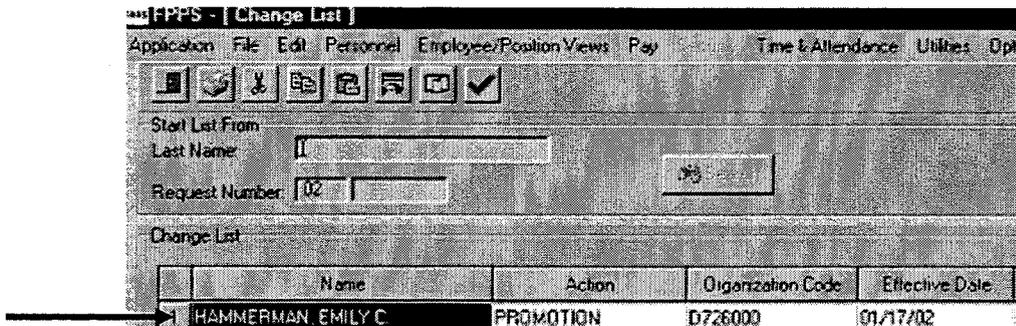
4. Select the name you want to reassign To (Brenda Fern) and click OK.



5. Click on the Emily Hammerman promotion as the action you want to reassign.

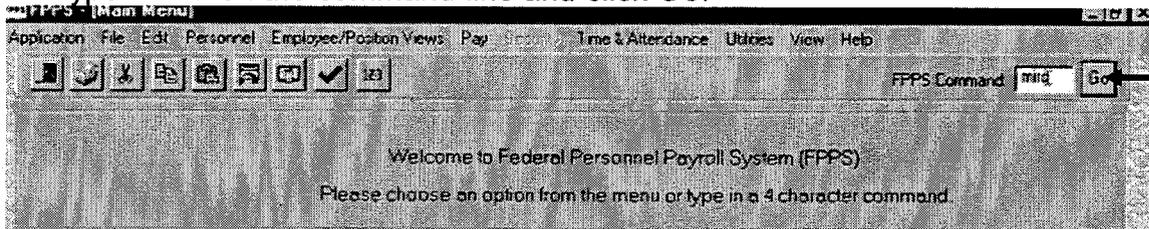


6. The action will automatically be placed in your Sign/Change SF52 (CHNG) queue.



Exercise 8: Management Information Reporting System (MIRS)

1. Type **MIRS** on the command line and click **Go**.



2. Type **01** (FPPS Employee Reports) and press **Enter**.

```

10/22/01          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **
15:04:07          *   MIRS OPTIONS MENU   *
COMMAND: _____ <=====
ENTER TYPE OF REPORT TO PROCESS: 01 OR
POSITION THE CURSOR ON THE ACTION TYPE, AND PRESS ENTER.
ACT  REPORT TYPE
01  FPPS EMPLOYEE REPORTS
02  FPPS POSITION REPORTS
03  SF52 EMPLOYEE REPORTS
04  SF52 POSITION REPORTS
    
```

3. Type **H** (report sample) next to the report **Awards – Cost Summary (by Nature of Action/Organization)** and press **Enter**.

```

10/22/01          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PZO
15:07:28          *   MIRS EMPLOYEE REPORTS   *                   PZO
COMMAND: _____ <=====
START LIST FROM: QUERY _____
TYPE ONE OR MORE OF THE FOLLOWING ACTION CODES:
E=EXECUTE REPORT  H=REPORT SAMPLE

ACT  QUERY      QUERY TITLE
_  WADDRES      ADDRESSES - EMPLOYEE VERIFICATION FOR W-2 MAILING
_  WADMLST      ADMINISTRATIVE ORGANIZATION LIST OF EMPLOYEES
_  WAGESVC      ADMINISTRATIVE ORG LIST WITH EMPLOYEE AGE & YEARS OF SERVICE
_  WALPRST      ALPHABETICAL PERSONNEL ROSTER
_  WAPPTS      APPOINTMENTS (New Hires--not on agency rolls--NOA 100-199)
_  WAUOPAY      ADMINISTRATIVELY UNCONTROLLABLE OVERTIME REPORT
_  WAVAILP      AVAILABILITY PAY REPORT (SERIES 1811/1812)
_  WAVGRAD      AVERAGE GRADE - List Perm Full-Time Employees (by Bur/Sub)
_  WAVGRD1      AVERAGE GRADE - Count Perm Full-Time Employees (by Dept/Bur)
h  WAWDCST      AWARDS - COST SUMMARY (by Nature of Action/Organization)
_  WAWDINC      AWARDS - INCENTIVE REPORT (NOAC 840-845; 873-879; 885)
_  WAWDQSI      AWARDS - QUALITY STEP INCREASES REPORT (NOAC 892)
MORE
    
```

4. The first screen you'll see provides details regarding the report. Press **Enter**.

```

THIS REPORT PROVIDES A COST SUMMARY BASED ON THE DISTRIBUTION
OF INCENTIVE AWARDS GRANTED TO EMPLOYEES. THE LIST DEPICTS THE
NUMBER OF ACTIONS PROCESSED (PER NATURE OF ACTION CODE), THE
SUM AMOUNT FOR EACH ORGANIZATIONAL ENTITY, AND THE TOTAL CUMULATIVE
AMOUNT BETWEEN ORGANIZATIONAL ENTITIES. THE AWARDS INCLUDE FOREIGN
LANGUAGE, GAINSHARING, SUGGESTION, INVENTION, SPECIAL ACT/SERVICE,
SES RANK, SES PERFORMANCE, AND PERFORMANCE.

SEE 'WAWDINC', 'WAWDQSI', AND/OR 'WAWDTIM' FOR DETAILED LISTS OF
EMPLOYEES GRANTED INCENTIVE AWARDS, QUALITY STEP INCREASES, OR TIME
OFF AWARDS, RESPECTIVELY.
  
```

5. Pressing the **Enter** key or pressing the **PF8** key will display the next screen. The **F5** key will move the screen to the Left and **F6** will move the screen to the Right.

THE FIRST TRANSACTION FILE.

Time Run: 11:03:03 AWARDS - COST SUMMARY Date: 97-10-0
 Program ID: IAWWDCST Page: 1

NOAC	NOAC Totals	ORGANIZATION	Org Totals	AWARD AMOUNT (Sum)	AWARD AMOUNT (Total)	Agency Totals
877	1	1100	1	2500		
877	4	2210	4	2548		
877	2	4510	2	1955		
877	8	4530	8	8380		
877	7	4540	7	4000		
877	25					

MORE PAGE 2
 Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 NEXT HELP ESC MAIN LEFT RIGHT DOWN BACK EXIT

↑ ↑

6. To execute a report, type **E** next to the report and press **Enter**.

```

- WAPPTS APPOINTMENTS (New Hires--not on agency rolls--MOA 100-199)
- WAUOPAY ADMINISTRATIVELY UNCONTROLLABLE OVERTIME REPORT
- WAAVAILP AVAILABILITY PAY REPORT (SERIES 1811/1812)
- WAWGRAD AVERAGE GRADE - List Perm Full-Time Employees (by Eur/Sub)
- WAWGRD1 AVERAGE GRADE - Count Perm Full-Time Employees (by Dept/Bur
e WAWDCST AWARDS - COST SUMMARY (by Nature of Action/Organization)
WAWDINC AWARDS - INCENTIVE REPORT (MOAC 840-845; 873-879; 885)
WAWDCST AWARDS - QUALITY STEP INCREASES REPORT (MOAC 888)

```

7. Type the **Effective Date** range from **01-01-02** to today's date for the report and press **Enter**.

```

Bureau: 07 Bureau: 07
Sub Bureau: 13 Sub Bureau: 13
Organization: D726000 Organization: D726000

Where: IN = DEPARTMENT OF THE INTERIOR
07 = BUREAU OF RECLAMATION
13 = ROCKY MTN REGION 13
D726000 = ADMIN SERVICES DIV 13

Date Range (if applicable)
From 01 / 25 / 2002 to 01 / 25 / 2002

Press ENTER to continue, to abandon job submission press PF3

```

8. Type **Y** for Yes and press **Enter**.

```

THIS SCREEN IS NOT DISPLAYED TO END USERS

*** 1P50c, 2P20c, 30c ONLY ***

PRESS ENTER TO USE OFFICE PRINTERS
OR
TYPE 'Y' AND PRESS ENTER
TO DEFINE YOUR OWN PRINTERS Y

```

9. Type your **printer ID** and press **Enter**.

```
*** PP20S AND PP50S ONLY ***  
  
rmt141__  
_____  
_____  
_____  
_____  
_____  
_____  
  
NOTE: THIS ROUTINE DOES NOT  
CHECK FOR A VOLUME PRINTER
```

10. Type **X** next to **Print Immediately** and press **Enter**.

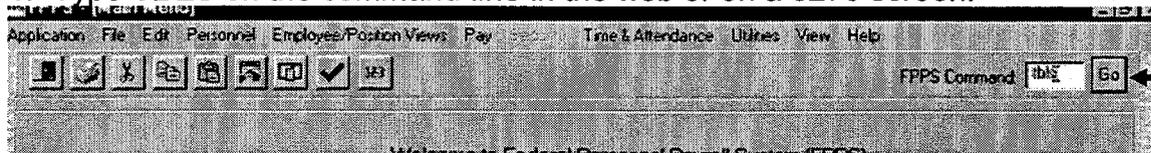
```
Please type the following and press ENTER  
  
_____  
  
-----  
_____  
_____  
_____  
  
X  
_____  
_____  
  
To abandon job submission press PF3
```

11. You'll receive a window advising you if the job was submitted in a batch mode, which processes either at night, or when the printer is not busy.

```
Submit Patch Transaction  
  
The transaction job has been  
submitted to run in batch mode.
```

Exercise 9: Tables (TBLs)

1. Type TBLs on the command line in the web or on a 3270 screen.



2. Select the table you want to view by typing X next to the table name.

```
10/22/01          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **
16:17:39          * TBLs LIST SCREEN *
COMMAND: _____ <=====
START LIST FROM: _____
TYPE 'X' TO SELECT A TABLE:

ACT  TABLE NAME
-   ACCOUNTABLE HOURS INDICATOR
X   ACTION TYPE
-   ACTION TYPE GROUP
-   ADJUSTMENT FACTOR
```

3. Once you're in the table, type E to expand Code 06 Mass Change Duty Station.

```
10/22/01          ** FEDERAL PERSONNEL/PAYROLL S
16:19:14          * ACTION TYPE *
COMMAND: _____ <=====
START LIST FROM: CODE _____ OR NARRATIVE _____
TYPE ONE OR MORE OF THE FOLLOWING ACTION CODES:
E=EXPAND

ACT  CODE  NARRATIVE
-   01    POSITION ACTION ONLY
-   02    REQUEST FOR ELIGIBLES
-   03    APPOINTMENT (PERMANENT)
-   04    APPOINTMENT (TEMPORARY)
-   05    APPOINTMENT (SES/OVERSEAS)
e   06    MASS CHANGE DUTY STATION
-   07    MASS CHANGE REALIGNMENT
-   08    CONV TO TEMPORARY APPOINTMENT
-   09    CONV TO PERMANENT APPOINTMENT
-   10    CONV TO SES / OVERSEAS
```

Optional Exercise A: Initiate an Individual Cash Award (using the 3270 Screens)

1. Log on as **Brenda Fern**, Requester/Authorizer
User ID: **ppsbfx**
Password: **perfect**
2. Enter **G** for **Training** and press Enter.

```
FFFFFF  P P P P P  P P P P P  S S S S S S
F       P   P   P   P   S
FFFF   P P P P P  P P P P P  S S S S S S
F       P       P       S
F       P       P       S S S S S S

      SELECT  DESIRED  FUNCTION

          P  =  FPPS PRODUCTION
          A  =  ACCESS TEST (TELECOMMUNICATIONS)
          D  =  DSAF
          F  =  NOT AVAILABLE
          G  =  FPPS TRAINING
          L  =  NOT AVAILABLE
          S  =  SF52 SYSTEM

          E  =  EXIT

      ENTER  SELECTION:  G
```

3. On the FPPS Main Menu enter **A** for **Requesting Personnel Actions** or place your cursor on the line and press Enter.

```
10/22/01          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **
10:32:00          * FPPS MAIN MENU *
COMMAND: _____
TO ACCESS A COMMAND CATEGORY LISTED BELOW, TYPE THE ONE-LETTER SELECTION
OR POSITION THE CURSOR ON THE COMMAND CATEGORY AND PRESS ENTER. a
SEL  COMMAND CATEGORY
A    REQUESTING PERSONNEL ACTIONS
D    EMPLOYEE/POSITION VIEWS
E    EMPLOYEE/POSITION MAINTENANCE
F    MASS CHANGE/PRINTS
H    TIME AND ATTENDANCE MAINTENANCE
I    LEAVE MAINTENANCE
L    UTILITIES
```

4. Type **INIT** on the command line and press Enter.

```
10/22/01          ** FEDERAL PERSONNEL
10:34:01          * REQUESTING PE
COMMAND: init <=====
TO ACCESS A PROCESS LISTED BELOW, TYPE
LINE, OR POSITION THE CURSOR ON THE DE

CNT  COMMAND  DESCRIPTION
      INIT    INITIATE SF52
      CHNG    SIGN/CHG SF52
      WSGG    SIGN WGI CERTIFICATION
      PBSG    SIGN PROBATION NOTICE
      YCCG    SIGN/CHANGE YCC ACTION
      YCIN    INITIATE YCC ACTION
      AWCG    CHANGE AWS CODE
      TRPW    TRACK WGI/PROB NOTICES
```

5. Place the cursor on the **Others** line and press Enter.

```
10/22/01          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **
10:36:05          * INITIATE ACTION SELECTION *
COMMAND: _____ <=====
IF KNOWN, TYPE AN ACTION TYPE CODE AND PRESS ENTER ____ , OR,
POSITION THE CURSOR ON AN ACTION TYPE GROUP AND PRESS ENTER.

HIRING AN EMPLOYEE / CHANGING GRADE OR JOB
EMPLOYEE LOSS
DETAILS
EXTENDING TEMPORARY ACTION
PLACEMENT IN A NON-PAY OR PAY STATUS
CHANGING HOURS OR WORK SCHEDULE
MASS CHANGES
<-----> OTHERS
```

6. To obtain a description of an action codes, type **E (Expand)** next to **Awards and Quality Step Increase** and press Enter.

```
TYPE ONE OF THE FOLLOWING ACTION CODES AND PRESS ENTER:
E=EXPAND  X=SELECT

- 01  POSITION ACTION ONLY
- 27  POSITION CHANGE
- 28  REALIGNMENT
- 29  CHANGE IN DUTY STATION
- 39  NAME CHANGE
<-----> e 40  AWARDS AND QUALITY STEP INC
- 41  MANAGEMENT CHANGE
```

7. An expanded description displays. Press Enter.

```
ACTION TYPE CODE: 28
SHORT DESCRIPTION: REALIGNMENT
EXPANDED DESCRIPTION:
THE MOVEMENT OF AN EMPLOYEE AND HIS/HER POSITION WHEN (1)
THE TRANSFER OF FUNCTION OR AN ORGANIZATION CHANGE OCCURS,
AND (2) THE EMPLOYEE STAYS IN THE SAME AGENCY, AND (3) THERE
IS NO CHANGE IN THE EMPLOYEE'S POSITION, GRADE OR PAY.
```

8. Type **X** next to **40-Awards and Quality Step Increase** and press Enter.

```
10/22/01          ** FEDERAL PERSONNEL/
10:41:18          * OTHER ACTION
COMMAND: _____ <=====
TYPE ONE OF THE FOLLOWING ACTION CODES A
E=EXPAND  X=SELECT
- 01 POSITION ACTION ONLY
- 27 POSITION CHANGE
- 28 REALIGNMENT
- 29 CHANGE IN DUTY STATION
- 39 NAME CHANGE
- X 40 AWARDS AND QUALITY STEP INC
- 41 ADMINISTRATIVE CHANGE
- 42 FILL IN THE BLANK
```

9. Type the SSN **395-xx-5633** and press Enter.

```
TYPE ALL OR PART OF EMPLOYEE LAST NAME OR SOCIAL SECURITY NUMBER.
USE ASTERISK FOLLOWING PARTIAL ENTRY (i.e., BURNS, R*, 524*).
NAME: _____
      (LAST NAME)
      OR
SSN:  395 - xx - 5633
```


13. To obtain on-line help for Type of Award type a question mark (?) in the **Type of Award** field.

```

01/29/02          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PRO03M
16:27:29          * AWARD INFORMATION *                          PRO03P
COMMAND: _____ <=====
GIROUX, FRANCINE A.      395-24-5633  01/29/02  AWARDS AND QUA  02 00004
*****
COMPLETE WHITE REQUIRED FIELDS.  GREEN FIELDS ARE OPTIONAL.  PRESS ENTER.

TYPE OF AWARD          : ? ←
AWARD HOURS            : _____
INDIVIDUAL/GROUP AWARD : 0000
BENEFIT AMOUNT(TANGIBLE): _____
  
```

14. Place the cursor anyplace on the **Individual Cash Award** line and press **Enter**.

```

START LIST FROM: _____
POSITION THE CURSOR ON THE NATURE OF ACTION CODE AND PRESS ENTER
NATURE OF ACTION      NARRATIVE
825                   SEPARATION INCENTIVE
840                   INDIVIDUAL CASH AWARD ←
841                   GROUP CASH AWARD
842                   INDIV SUGGESTION/INVENTION AWARD
843                   GROUP SUGGESTION/INVENTION AWARD
844                   FOREIGN LANGUAGE AWARD
845                   TRAVEL SAVINGS INCENTIVES
846                   INDIVIDUAL TIME-OFF AWARD
847                   GROUP TIME-OFF AWARD
878                   SES RANK AWARD

MORE

PF3=ESC          PF8=DOWN
  
```

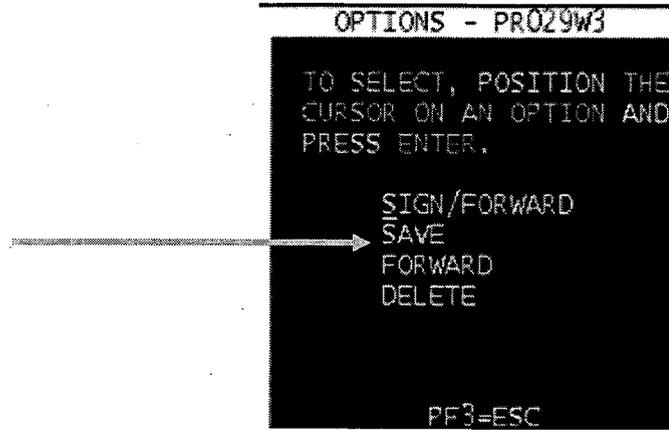
15. Type **500** in the **Award Amount** and press **Enter**.

```

TYPE OF AWARD          : 842 ?
AWARD HOURS            : _____
INDIVIDUAL/GROUP AWARD : 0000
BENEFIT AMOUNT(TANGIBLE): _____

AWARD AMOUNT          COST STRUCTURE
→ 500_____          _____
_____                _____
  
```

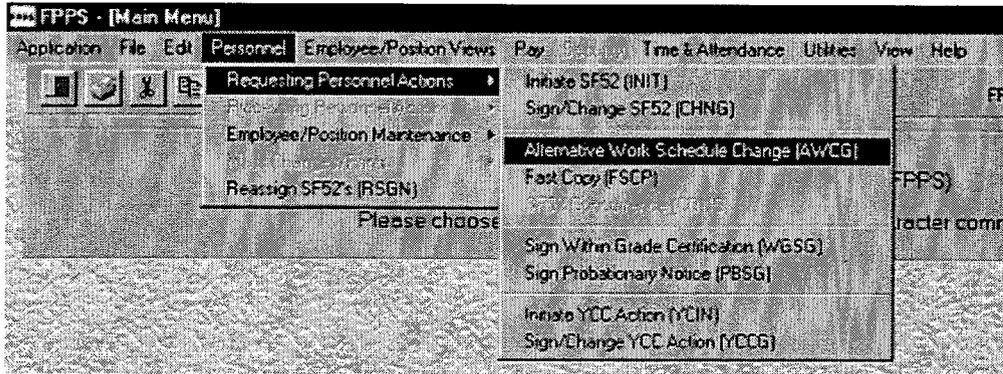
16. Place the cursor on the **Save** line and press Enter.



Optional Exercise B: Change the Alternative Work Schedule (AWCG)

Amy Coates

1. On the main toolbar select **Personnel**, **Requesting Personnel Actions**, **Alternative Work Schedule Change (AWCG)**.



2. Enter the **SSN 294-xx-1388** and the **Effective Date** should be today's date. Then click **OK**.

A screenshot of the FPPS - Employee SSN/Name - PB602M1 dialog box. The title bar reads 'FPPS - Employee SSN/Name - PB602M1'. The dialog has a section for 'Employee Selection' with the instruction 'Type all or part of the employee's Social Security Number or Last Name:'. There are two radio buttons: 'SSN' (selected) and 'Last Name'. The SSN field is divided into three boxes containing '294', '12', and '1388'. Below this is an 'Effective Date' field with a dropdown menu showing '11/04/01'. At the bottom, there are 'OK' and 'Cancel' buttons. A red 'NBC' logo is visible in the bottom left corner. Two black arrows point to the SSN field and the OK button.

3. Change the Alternative Work Schedule Code to T (3-day work week). Then click **OK**.

Alternative Work Schedule Codes

T - 3 Day Work Week

Hours Scheduled (e.g. Week 1:3500 Week 2:4500)

Week 1: 3000

Week 2: 3000

NBC

Notes

OK

4. Click the Yes button to the question **Do you want to update immediately?**

FPPS - Exit Function - PR106W1

Exit

Do you want to update immediately?

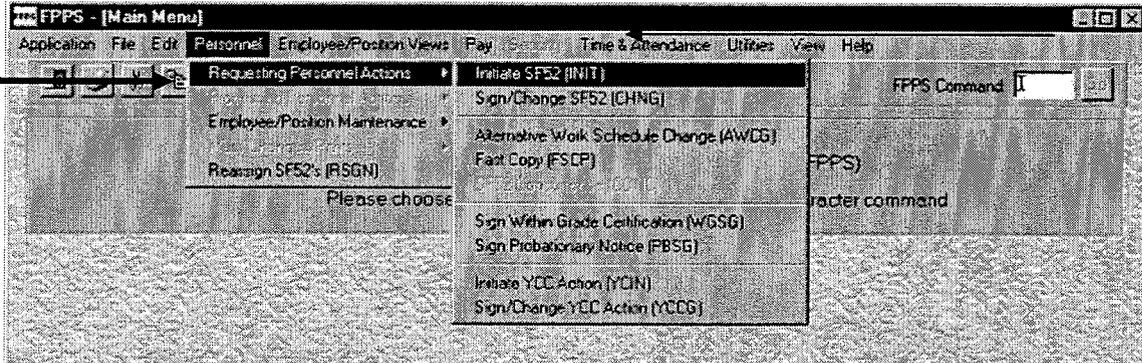
NBC

Yes No Cancel

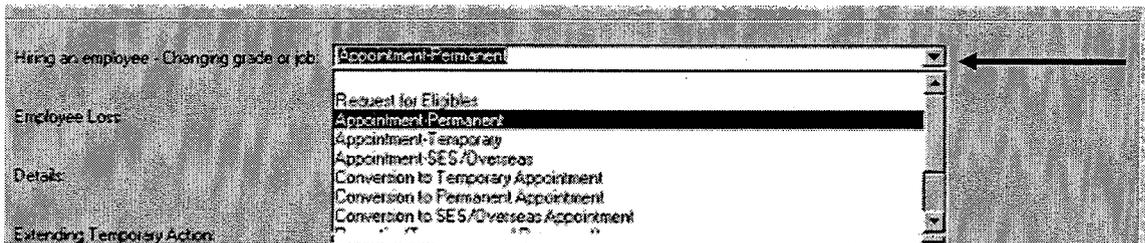
Optional Exercise C: Initiate a New Appointment

Steven Sample

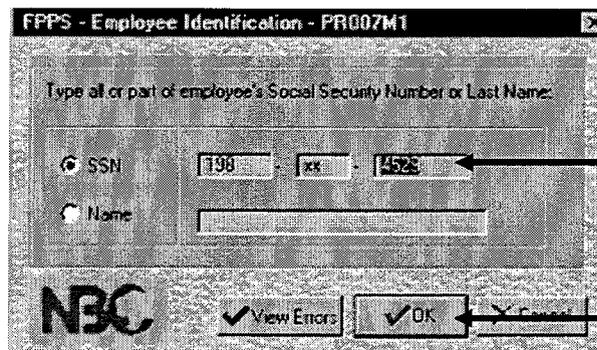
1. From the main toolbar select **Personnel**, **Requesting Personnel Actions**, **Initiate SF52 (INIT)**.



2. Click the on-line help for **Hiring an employee** and click **Appointment-Permanent**. Click **OK**.



3. Enter the SSN **198-xx-4529**, and click **OK**.



4. Enter the first and last name **Steven Sample**. Then click **OK**.

FPPS - Employee Name/SSN - PA001w1

Employee Name/SSN

Enter identifying information for new employees:

SSN: 198 - 27 - 4525

First Name: Steven

Middle Name:

Last Name: Sample

Suffix:

NBC

OK Cancel

5. Click **OK** on the **Office ID** window.

FPPS - Office ID - PA001w2

Office ID

Department: IN

Bureau: 07

Subbureau: 27

Organization: D726000

NBC

OK Cancel

6. The **Proposed Effective Date** should be today's date. Type **Brenda** (as the person to contact for additional information), and enter the phone extension **2222**. Click **OK**.

Proposed Effective Date: 01/17/02

For additional information call

Name: brenda

Phone: 3333

NBC

Notes OK

7. To obtain a vacant position listing answer **Yes** to the question **Do you want to see your vacant position list?**

If you retain only position descriptors for actual positions, you will ensure the accuracy of the vacancy list from which you manage positions.

Do you want to see your vacant position list? **Yes**

Periodically review this list to ensure its accuracy.

8. Select position number **0032980 027**. Then click **OK**.

Vacant Position List

Position Number	Suffix	Dept	Bur	SubBur	Org Code	Pay Plan	Grade	Occ Series	Fut Performance Level	Position Title DPM
001290	027	IN	07	27	D726000	GM	14	1170	14	REALTY OFFICER
0010520	027	IN	07	27	D726000	GS	13	0334	13	COMPUTER SPEC. (PROGRAMMING)
001166A	001	IN	07	27	D726000	GM	15	0340	15	PROGRAM MANAGER
0013290	027	IN	07	27	D726000	GS	13	0334	13	COMPUTER SPECIALIST
0032980	027	IN	07	27	D726000	GS	05	0303	05	PROGRAM ASSISTANT (OA)
003537A	001	IN	07	27	D726000	GS	12	0334	12	COMPUTER SPECIALIST
003811A	001	IN	07	27	D726000	GS	07	0318	07	SECRETARY (STENOGRAPHY/OA)
0038110	027	IN	07	27	D726000	GS	07	0318	07	SECRETARY (STENOGRAPHY/OA)
0038500	027	IN	07	27	D726000	GS	07	0318	07	SECRETARY (OFFICE AUTOMATION)
0038800	027	IN	07	27	D726000	GS	12	0334	12	COMPUTER SPECIALIST

End

NBC

← Back ✓ OK X Cancel

9. If you did not select a position from the Vacant Position Listing, then you must enter data in the white fields on this screen. However, in this exercise we selected a position from the Vacant Position Listing and the position fields have been populated. Click **OK**.

Employee Information

Name: SAMPLE, STEVEN SSN: 198-27-4529 Proposed Effective Date: 07/17/02

Action Type Descriptor: APPOINTMENT (P) Request Number: 020000009

From:

Position Title: To: PROCTER ASSISTANT I

Organization Code: Pay Plan: 65

Position Number: Occupational Series: 0300

Duty Station Code: Grade/Step: 05

Basic Pay: Pay Base: PA

ASC
RECLAMATION SERVICE CENTER
ADMINISTRATIVE SERVICE CENTER
DENVER, COLORADO

Work Schedule: Bargaining Unit Status Code: 1369 Supervisory Status: 8

Procurement Integrity Act Indicator: Position Sensitivity: 1 Drug Test Code: N

Appropriation Code: Date of Birth: / /

Notes Back OK Cancel

10. Select **Sign/Forward**. Then click **OK**.

FPPS - Options - PR029W3

Options List

SIGN/FORWARD

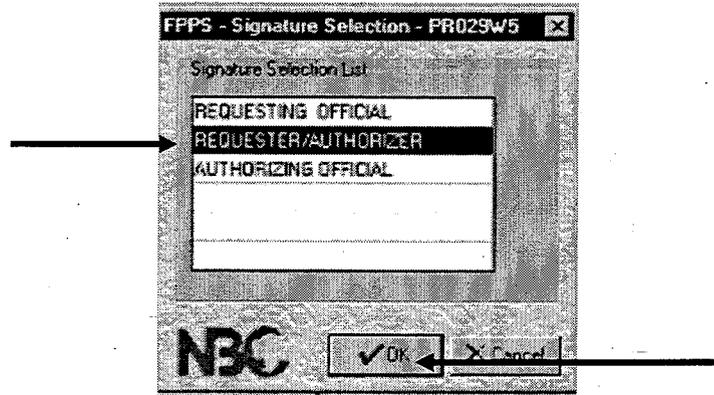
SAVE

FORWARD

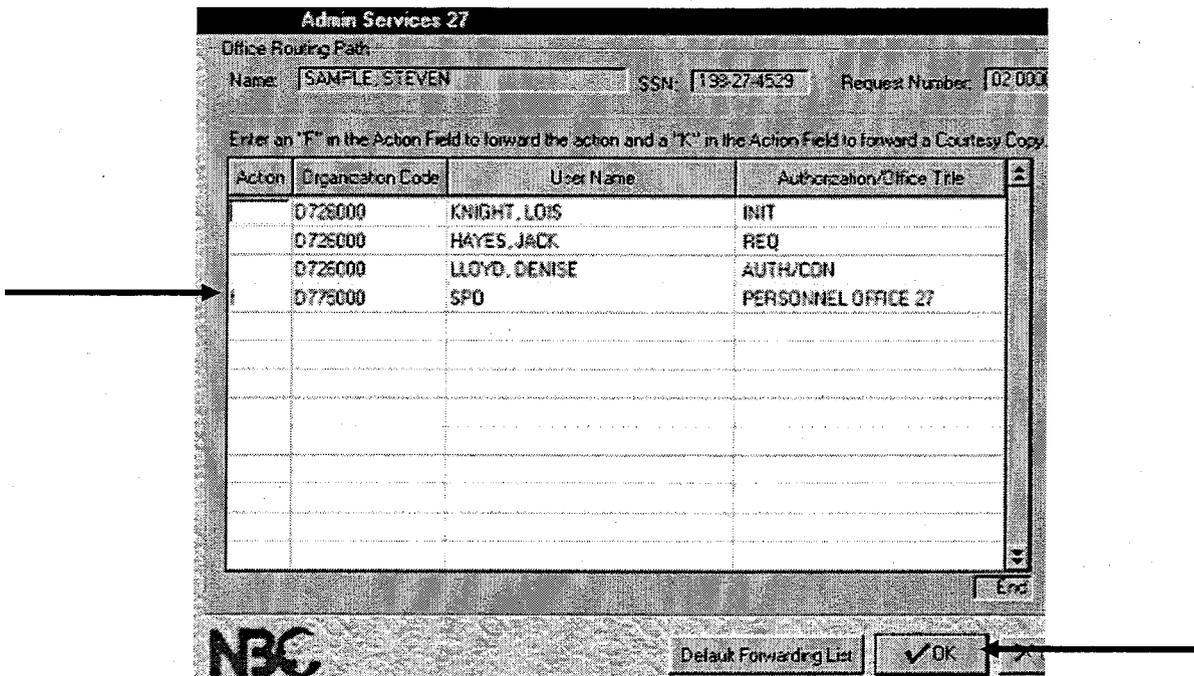
DELETE

OK Cancel

11. Select Requester/Authorizer. Then click OK.



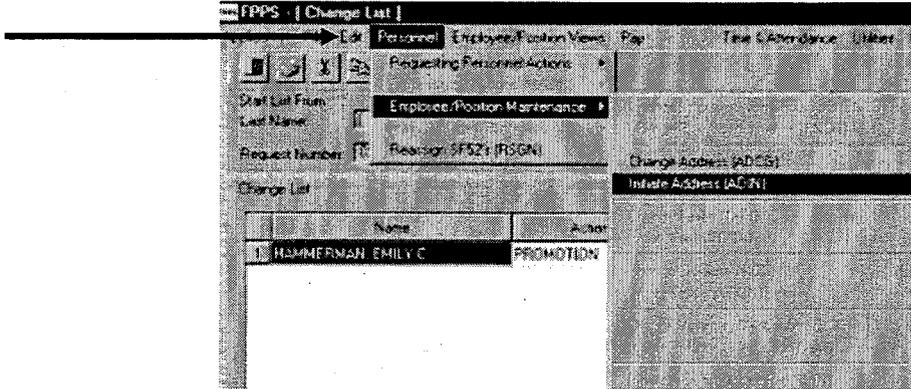
12. Type an F in the action field to forward the action to the SPO. Click OK.



Optional Exercise D: Initiate/Change Addresses

Steven Sample

1. On the main toolbar select **Personnel, Employee/Position Maintenance, Initiate Address (ADIN)**.



2. Enter the SSN **198-xx-4529** (Steven Sample) and select **Mail Address** and **EFT**. Click **OK**.

The 'Employee Selection' dialog box is shown. The 'SSN' radio button is selected, and the SSN '198-xx-4529' is entered in the text field. In the 'Address Menu', the 'Mail Address' checkbox is checked. In the 'Net Check Destination Address Types' section, the 'EFT (Electronic Fund Transfer)' checkbox is checked. The 'OK' button is highlighted.

3. It's important to enter the correct Effective Date. For this exercise use today's date and enter **Address Line 1 (123 Nevada Street), City (Littleton), State (CO), and Zip Code (82012)**. Click OK.

4. Select the on-line help for **EFT Routing Number**.

5. Type **Denver** in the **Start List From Financial Institution Name** and click the **Search** button.

EFT Routing Number	Financial Institution Name	City Name	State
10400045	NATIONAL BANK OF COMMERCE	LINCOLN	NE
272078005	A & P FARMER JACK CREDIT UNION	REDFORD TOWNSHIP	MI
243379475	A & S FCU	ALBUQUERQUE	PA
275079581	A - B CREDIT UNION	MILWAUKEE	WI
256078255	A B & W CREDIT UNION INC	ALEXANDRIA	VA
256078323	A B & W CREDIT UNION INC	ALEXANDRIA	VA
241273525	A C CB UNION, INC	BATH	OH
271976510	A C JAACKS CREDIT UNION	CALUMET CITY	IL
274576193	A H E PLANT NO 3 FCU	WINCHESTER	IN
271970448	A J SMITH FED SAVINGS BK	MIDLOTHIAN	IL

More

NBC

OK Cancel

6. Select Denver Municipal FCU and click OK.

Start List From:
Financial Institution Name:

Electronic Fund Transfer Routing List

EFT Routing Number	Financial Institution Name	City Name	State
102089258	DENVER BAR ASSOCIATION CR UN	DENVER	CO
111310857	DENVER CITY BANK	DENVER CITY	TX
102089252	DENVER COMMUNITY DEVELOPMENT CU	DENVER	CO
102000199	DENVER FEDERAL RESERVE BANK ACH UNI	DENVER	CO
302075238	DENVER FIRE DEPT FEDERAL CU	DENVER	CO
302075295	DENVER MEDIA CREDIT UNION	DENVER	CO
302075634	DENVER MUNICIPAL F C U	DENVER	CO
031311315	DENVER NATL BK	DENVER	PA
302075283	DENVER POLICE FEDERAL CREDIT UNION	DENVER	CO
302075305	DENVER POSTAL CREDIT UNION	ARVADA	CO

More

NBC

OK Cancel

6. Enter the **Employee Account Number 12345**, and the **Account Type C (checking)**. Then click OK.

EFT Address

Beginning Effective Date: 02/05/02

EFT Routing Number: 302075634

Financial Institution: DENVER MUNICIPAL F C U

CITY: DENVER STATE: CO

Employee Account Number: 12345

Account Type: C Checking

NBC

OK Cancel

2. Select *The employee's performance of duties is at a level of competence fully qualifying for this increase* and click OK.

FFPS - [Within Grade Increase Notification]

Application File Edit Personnel Employee/Position Views Pay Time & Attendance Utilities Options View Help

FFPS Command: []

Employee Information
 Name: CLYMER, MARYANN SSN: 560-27-4925 Projected WGI Effective Date: 01-27-02
 Dept: IN Bureau: 07 Organization Code: 0726000 Grade/New Step: 12 04 Rating of Record & Date: 3 12-31-01

Within Grade Increase Notification
 Select the statement which represents your assessment of the employee's overall performance during this period.

The employee's performance of duties is at a level of competence fully qualifying for this increase.
 The employee's performance of duties is not at an acceptable level of competence. Withholding action taken.
 Note: Selection of this option will delay Within Grade Increase. Please contact your Human Resources Office immediately.

Supervisor: [] Date Signed: []

OK Cancel

3. Select Karen Spenser as the person to forward the notification and click Forward.

FFPS - WGI/Probationary Notice Route Path - PB03GW1

Application File Edit Personnel Employee/Position Views Pay Time & Attendance Utilities Options View Help

FFPS Command: []

Employee Information
 Name: CLYMER, MARYANN SSN: 560-27-4925

Forwarding List

Organization Code	User Name	Authorization/Office Title
0775000	JAMES, KEITH	APPROV
0775000	PETERS, MARGOT	APPROV
0775000	SPENSER, KAREN	APPROV
0726000	FERN, BRENDA	AUTH
0726000	HAYES, JACK	REQ
0726000	LLOYD, DENISE	AUTH

End

Forward Cancel

Optional Exercise F: Track Probationary and WGI Notifications (TMVW)

Maryann Clymer

- From the main toolbar select **Employee/Position Views, Track Probationary and WGI's (TRPW)**. On the **Probationary Notices/WGI Tracking Status History** screen, select **Active**, then type the **Last Name Clymer**. Click **OK**.

Track List Types

Active
 Complete

To further qualify the list, the following information may be completed.
If qualifying by SSN, the full SSN must be entered.

Last Name:

SSN: - -

and / or

Effective Date Range: / to /

and / or

Organization Code Range: to

- Select **Maryann Clymer** and click the **Status/History** button.

FFPS - [Probationary/WGI Notice Tracking List]

Application File Edit Personnel Employee/Position Views Pay Time & Attendance Utilities Options View Help

FFPS Commands

Probationary/WGI Tracking List

	Name	Notification	Organization Code	Effective Date	Location
1	CLYMER, MARYANN	WGI	0726000	10/21/01	APPROVED
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

End

3. The status history displays.

Employee Information				
Name: CLYMER, MARYANN		Notification Type: WGI		
History				
Date Received	Days In Queue	Days Elapsed	Action Taken By	Status
10/19/01	0000	0000	SPENSER, KAREN	AUTHORIZER
10/19/01	0000	0000	FERN, BRENDA	AUTHORIZER
10/19/01	0000	0000	FERN, BRENDA	APPROVED
10/19/01	0040	0040	SPENSER, KAREN	APPROVED
11/28/01	0000	0040	SPENSER, KAREN	AUTHORIZER
11/28/01	0000	0040	FERN, BRENDA	AUTHORIZER
11/28/01	0000	0040	FERN, BRENDA	APPROVED
11/28/01	0000	0040	SPENSER, KAREN	APPROVED

4. When you select to **View** the notification the following Within-Grade Notification displays.

FPPS - [Within Grade Increase Notification]

Application File Edit Personnel Employee/Position Views Pay Time & Attendance Utilities Options View Help

Employee Information

Name: CLYMER, MARYANN SSN: 660-27-4925 Protected WGI Effective Date: 01-27-02

Dept: TN Bureau: 07 Organization Code: D726000 Grade/New Step: 12 04 Rating of Record & Date: 3 12-31-01

Within Grade Increase Notification

Select the statement which represents your assessment of the employee's overall performance during this period.

The employee's performance of duties is at a level of competence fully qualifying for this increase.

The employee's performance of duties is not at an acceptable level of competence. Withholding action taken.

Note: Selection of this option will delay Within Grade Increase. Please contact your Human Resources Office immediately.

BRENDA FERN 01/22/02
Supervisor Date Signed

FPPS Other Information

- **MSGs (Message of the Day):** Displays FPPS information to system users.
- **Probationary Notifications (PBSG):** Sign, view and print a probationary notice.
- **Position History Views (PHVW):** Capability to view the history of Position Numbers.
- **View Stop Notifications (STVW):** A notification that an action has been stopped.
- **View Hold Notifications (HOLD):** A notification that an action has been placed in a hold status.
- **View SF52 Courtesy Copy (COPY):** A copy sent as a courtesy.
- **View Tickler Messages (TMVW):** A view of system and user-initiated ticklers (a reminder of an event) in tickler code order.
- **Leave and Earnings Statement (LEVW):** The LES on-line.
- **Mass Change Action Types:** Provides the ability to change one or more SSN's affected by the same Nature of Action Code. Must use today's effective date or future effective date. Types of mass changes: Duty Station, Change in Work Schedule, Realignment, Placement in Pay/Non-Pay Status, Position Numbers.