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## **Chapter 1: Introduction**

This chapter introduces you to the Federal Personnel/Payroll System (FPPS) and to your role as a security administrator. There is a brief description of conventions used to explain information in this manual and contacts for client support.

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## FPPS Overview

FPPS is an online, integrated personnel/payroll system developed by the Department of the Interior's, National Business Center, Products and Services (NBC/PS), in Denver, Colorado. The system is used in the Federal Government for the processing of all personnel and pay-related functions. The system operates on an IBM mainframe computer in a database environment in which data is updated immediately.

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## FPPS Security

FPPS contains security controls that allow users to access only the data within their area of responsibility. This manual addresses only administrative security operations.

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## Security Administrator's Responsibilities

It is the security administrator's responsibility to ensure that security controls are in place prior to use of the system. The security administrator does this by establishing and maintaining security controls for one or more of the following functions:

- . user access function
- . personnel and payroll function
- . access to interface files and reports

### User Access Function

This function grants a user permission to access FPPS. The title assigned to this function is "security point of contact" (SPOC). A SPOC submits and maintains requests for user IDs (Chapter 3), and resets user passwords that have been revoked (Chapter 4).

### Personnel and Payroll Function

This function involves establishing and maintaining security controls for users who perform personnel or payroll duties. The security administrator maintains three basic parts of FPPS; offices, users, and route paths. (Maintenance means creating, updating, or deleting.) You will maintain only those offices, users, and route paths within your scope of authority, such as your agency, subbureau, or organization.

- Offices

An office within FPPS corresponds to your agency's organization codes. Each office is identified by its organization code, agency title for it, and office type (Table 1). Only those organization codes with people that actually use FPPS should be reflected as offices within FPPS. You will be adding new offices, updating information on existing ones, or deleting offices (Chapter 6).

Office Type/Name	User Type/Name	Duties of Each User Type
<b>FPPS ADO</b> - FPPS Administrative Office (located at the NBC)	<b>FPS</b> - FPPS Administrator	Maintains FPPS.
	<b>TBA</b> - Tables Administrator	Maintains tables.
<b>ADO</b> - Administrative Office	<b>ADM</b> - Security Administrator	Establishes/maintains offices. Establishes/maintains commands, screens, signature authority, and data access authority for FPPS users. Established/maintains routing paths.
<b>RO</b> - Requesting Office	<b>INI</b> - Initiator	Initiates/maintains SF52 actions. Has no signature authority.
	<b>REQ</b> - Requester	Initiates/maintains SF52 actions. Signs SF52s as a requester (A5).
	<b>AUT</b> - Authorizer	Initiates/maintains SF52 actions. Signs SF52s as an authorizer (A6)
<b>SPO</b> - Servicing Personnel Office	<b>AST</b> - SPO Assistant	Processes SF52 actions. Has no signature authority.
	<b>SC1</b> - SPO Reviewer	Processes SF52 actions. Signs as reviewer. (PROC)
	<b>SC2</b> - SPO Legal Approval	Signs for SF52 approval. (LGAP)
<b>CVO</b> - Concurrer/Viewer Office	<b>VWR</b> - Viewer	Views SF52s. Has no signature authority.
	<b>CON</b> - Concurrer	Views SF52s. Signs SF52s as a concurrer.
<b>POD</b> - Payroll Operations Division Office (located at the NBC)	<b>PAP</b> - Payroll Processor	Processes payroll actions. Has no signature authority.
	<b>PCR</b> - Payroll Certifier	Certifies payroll schedules.
<b>TAC</b> - Time and Attendance (T&A) Corrections Office	<b>TAP</b> - T&A Processor	Processes T&A corrections.

**Table 1: Office Types/User Types**

- Users

Users are the people that use FPPS. Each user is assigned to at least one office. You maintain the users (Chapter 7). There are a variety of user types depending upon what authority they have within FPPS (Table 1).

For instance, you are a security administrator, which is user type "ADM". You, as an ADM user type, have the authority to set up system security; you do not have the authority to create or modify any SF52's or other source documents. Another user, defined as an "AUT" user type, has the authority to authorize SF52 actions. Any user may be defined in FPPS as more than one user type (e.g., ADM and AUT).

As a security administrator, you must also ensure that users have access only to SF52's and/or other source documents within a certain range of authority; e.g., access to one organization code, to a range of organization codes, or to only certain grade ranges within an organization code. This is called "data access" (Chapter 5).

- Route Paths

Route paths are the means by which SF52 actions or other personnel-related documents are electronically sent to other system users. This is the same idea as a routing or forwarding slip, which lists the names of people to whom a paper document is forwarded. You maintain these route paths (Chapter 8).

### Access to Interface Files and Reports

Security Points of Contact (SPOCs) are responsible for providing access to individuals within their respective organizations who need to access FPPS Interface File, Personnel and Payroll Report datasets on the IBM. Each client organization owns their own data and therefore is provided user-specific, high-level qualifier for datasets.

The IBM high level qualifier dataset naming convention for each client is established in concert with NBC staff. The client SPOC then obtains RACF user IDs to access the IBM mainframe through TSO and/or FTP. FPPS populates the datasets based upon set batch processing cycles (e.g., Biweekly, Monthly, etc.). Clients then schedule and access the datasets to move Interface File and Report data as input into their administrative applications for management and internal reporting purposes.

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## Conventions Used in This Manual

This manual contains instructions on entering information into FPPS with screen samples for illustration. The instructions are on the left page of the manual and the screen samples on the right. The instructions tell you to click on specific buttons, type specific information or to press certain keys. The information that you are to type is shown in bold, upper case letters; you may actually type it in either upper or lower case letters. For example, type **X** in the space provided.

Instructions referring to a specific field or screen, or requiring you to press a key are shown in capital letters. For example,

The OFFICE TYPE field is on the OFFICE MAINTENANCE screen.  
Press ENTER.

---

### Client Support

If you have questions about information in this manual or questions about using FPPS, you may call the FPPS Help Desk. For SPOC-related questions, call the NBC's Customer Service Center.

**FPPS Help Desk:**  
6:30 am - 5:30 pm (Mountain Standard/Daylight Time)  
Monday through Friday  
**(303) 969-5500**

**NBC Customer Service Center:**  
24-hour telephone support  
**(303) 969-7777**



## **Chapter 2: Logon/Logoff**

This chapter contains information about logging on and logging off FPPS. It also contains detailed information about user IDs and passwords.

---

## Logon Procedures

To log on FPPS, see screen illustrations on page 2-3.

---

## User IDs/Passwords

**User ID:** The user ID is a combination of 6 letters and 1 number that is assigned by the NBC's ADP Services Division and given to a user by the security point of contact (SPOC). The first three letters are the agency code; the second three letters are the user's initials; and the final number is usually a zero. However, if there are users with the same initials in the same agency, the final number may not be zero. Example:  
**NPSJCA1**

**Password:** A password is a combination of letters, numbers and/or national characters (@, #, and \$) created by the user. Your SPOC will provide you with your initial password. You will be forced to change your password the first time you log on. There are specific rules regarding the creation of a valid password. Contact your SPOC for details. Please note: Passwords cannot be reused.

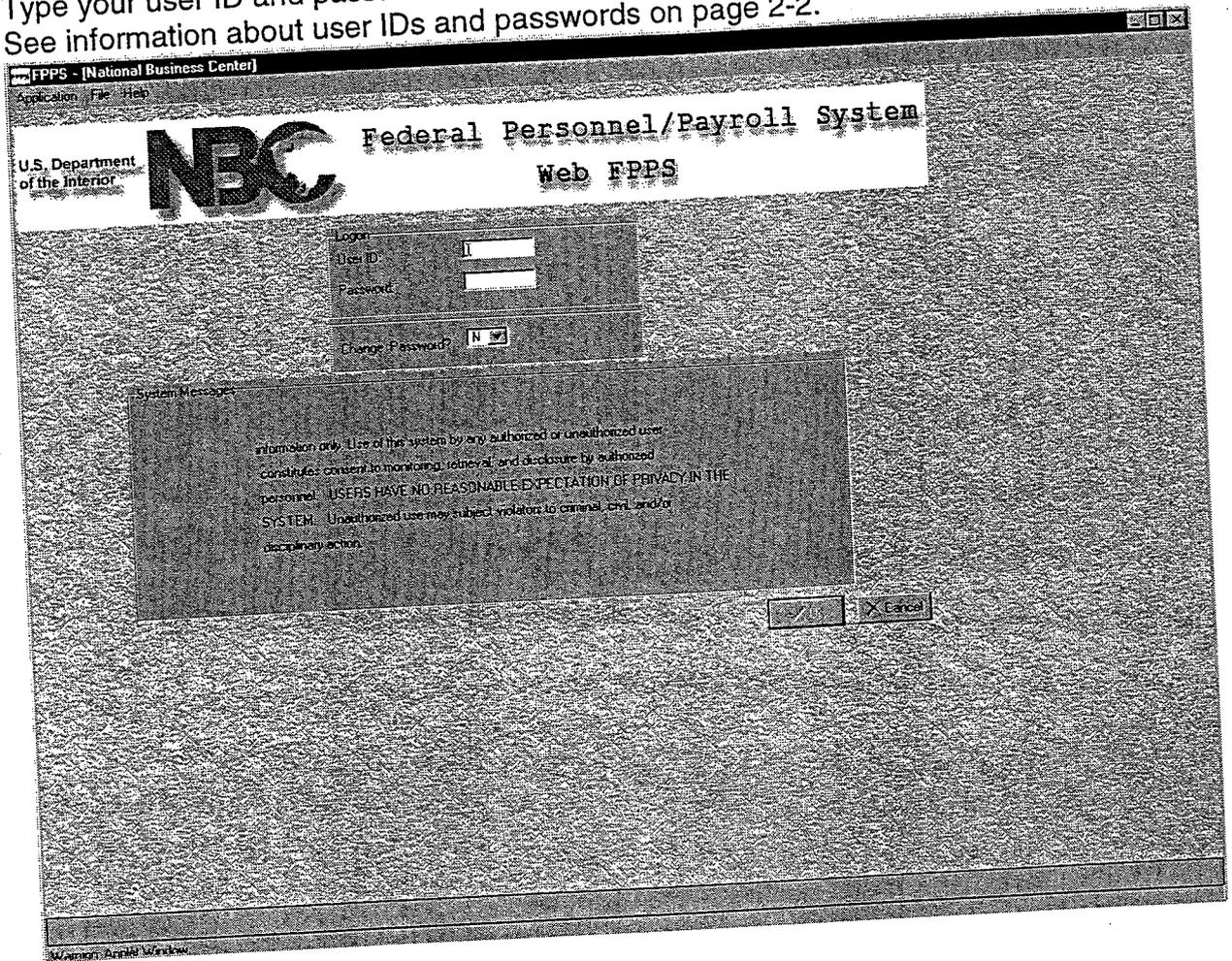
**Password Interval:** Passwords expire after a certain length of time. Contact your SPOC for details.

**Password Expiration:** When the password interval has elapsed, users will be prompted to change their passwords (although the password may be changed at any time when logging on).

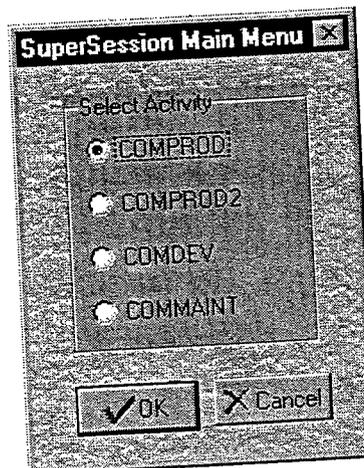
**System Access Revocation:** Access to the system will be revoked if users (1) fail to successfully type the user ID and password after three successive tries or (2) have not logged on the system for a certain period time. The system will display a message that system access has been revoked. SPOCs are responsible for resetting passwords.

**First Time Log On:** SPOCs provide new users with their user ID and temporary password. When logging on the first time, new users are prompted to change the password.

Type your user ID and password.  
See information about user IDs and passwords on page 2-2.



If you see this screen, select COMPROD.



---

**FPPS Subapplications  
Window**

You will see all options listed on this window. However, you may not be authorized to access all of them.

Note: For instructions on selection DSAF, see chapter 3 in this manual.

---

**FPPS Main Menu Screen**

The FPPS Main Menu displays menu items which contain submenus of related commands.

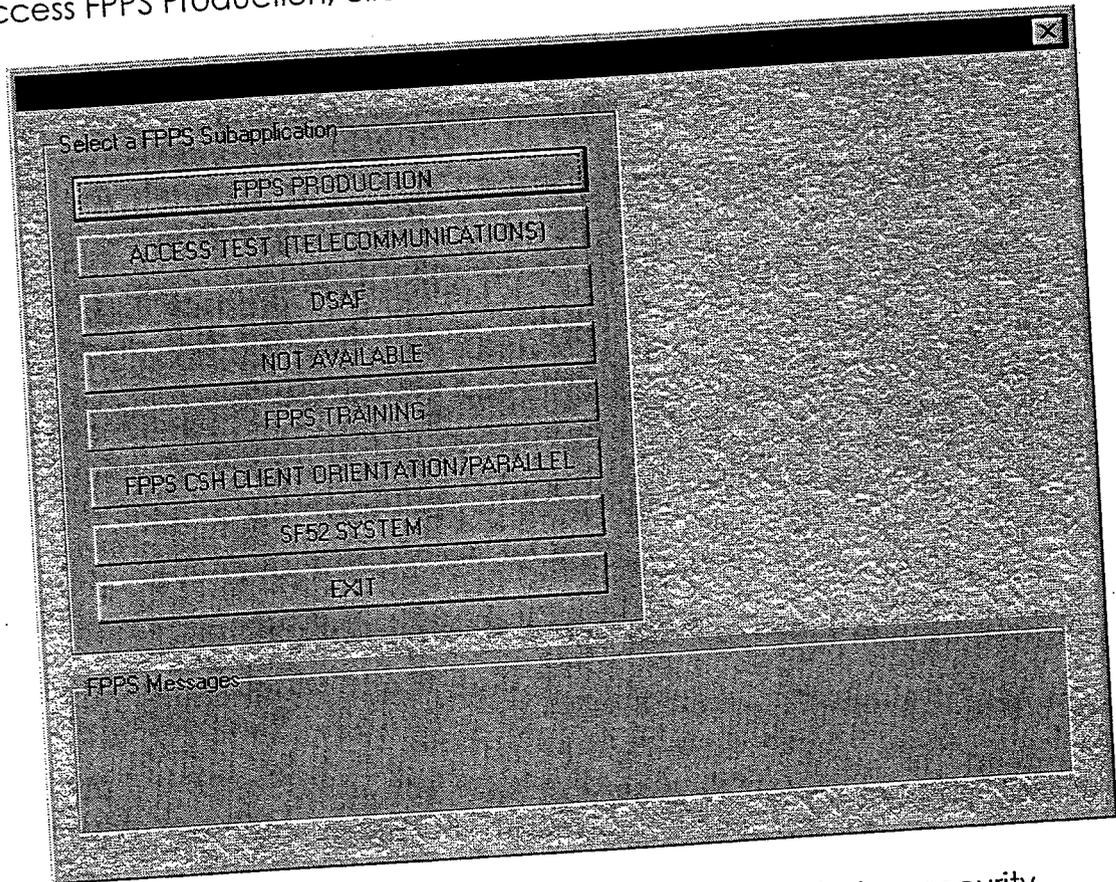
Security administrator's commands are listed within **Security**.

---

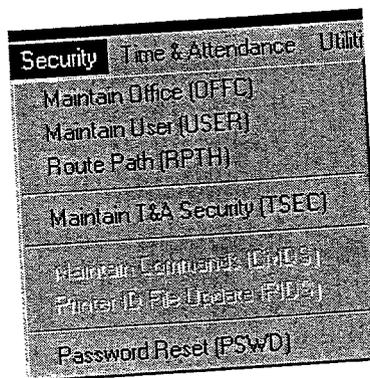
**Security Maintenance  
Menu**

The security maintenance menu displays commands used for FPPS security, T&A Input System security (if your agency uses this system), and password reset.

To access FPPS Production, click on the FPPS PRODUCTION button.



Select SECURITY from the FPPS Main Menu. The menu displays security maintenance commands.



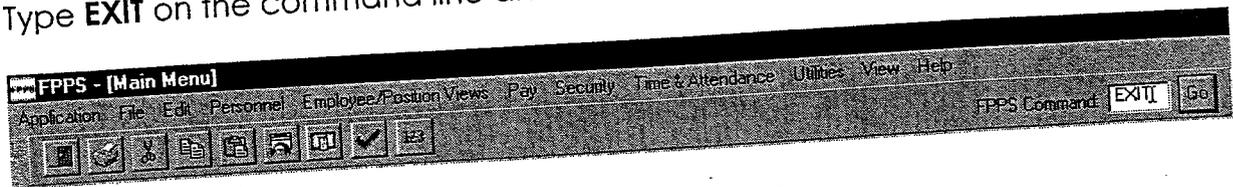
---

## Logoff Procedures

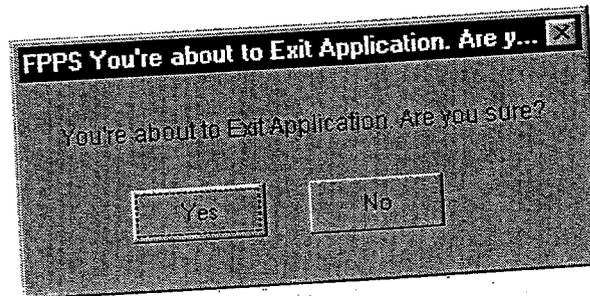
You may log off FPPS several ways from any screen.

See screen illustrations on page 2-7.

Type **EXIT** on the command line and click Go or press Enter.



Click **Yes** to confirm Exit.



From any screen you may also do one of the following:

- Click  on the toolbar,
- Select **File|Exit & Logoff** from the main menu, or
- Press **F12**.



## Chapter 3: Decentralized Security Admin. Facility (DSAF)

The Decentralized Security Administration Facility (DSAF) is a specialized application of the CON-NECT electronic mail system on the IBM used only by Security Points of Contact (SPOCs). The DSAF cabinet is separate from any other CON-NECT cabinet. From DSAF, you cannot receive, send, or act upon mail in another cabinet.

DSAF is used to electronically send an ASC-14 (Computer Center Access Request form) to the ADP security personnel at the National Business Center (NBC) in Denver, Colorado, to request access to the IBM computer system or to request that a user's current access be changed or deleted. This facility is also used to retrieve information sent back to you from the NBC regarding new user IDs and passwords or verification of a change or deletion.

The NBC will answer all DSAF requests in a timely manner. Your request may be answered as quickly as the same day you submit the form, but no later than 3 working days after you submit the form.

---

### Getting Started in DSAF

To use DSAF, log on to the IBM computer (see Chapter 2 for information about logging on) and select DSAF.

See screen illustrations on page 3-3.

```

FFFFF   PPPP   PPPP   SSSSS
F       P   P   P   P   S
FFFF   PPPP   PPPP   SSSSS
F       P   P   P       S
F       P       P       SSSSS

SELECT DESIRED FUNCTION

P = FPPS PRODUCTION
A = ACCESS TEST (TELECOMMUNICATIONS)
D = DSAF
F = NOT AVAILABLE
G = FPPS TRAINING
L = FPPS LOC CLIENT ORIENTATION/PARALLEL
S = SF52 SYSTEM
E = EXIT

ENTER SELECTION: D
    
```

Type D and press Enter. →

This message only displays  
if you have verifications.  
Press Enter to proceed.

```

YOU HAVE NEW VERIFICATIONS!
    
```

Timely messages/tips keep  
you informed.

```

** DECENTRALIZED SECURITY ADMINISTRATION FACILITY (DSAF) **

MESSAGE TO SPOCS / DSAF TIPS: ****IMPORTANT, PLEASE READ*****

1) NEW USERS SHOULD BE ENCOURAGED TO CHANGE THEIR PASSWORDS AS SOON
   AS THEY RECEIVE THEIR LOGON ID.
2) IF A NEW USER DOES NOT LOG ON WITHIN 90 DAYS FROM WHEN THE
   USERID IS SETUP, THE USER ID WILL BE REMOVED FROM THE SYSTEM
3) A LIST OF ALL USERS IN A SPOC'S AREA(REGION OR OFFICE) IS
   AVAILABLE UPON REQUEST. WE WILL NEED THE PRINTER ID WHERE THE
   REPORT SHOULD BE ROUTED.
4) NEVER SHARE YOUR USERID OR PASSWORD WITH ANYONE
5) NEVER LEAVE YOUR UNATTENDED TERMINAL LOGGED ON

*** REFER QUESTIONS OR PROBLEMS TO THE CUSTOMER SERVICE CENTER AT
    303-969-7777 ***
    
```

Please note item 3 →  
This report can help  
SPOCs know their users.

Press Enter to proceed.

---

**Send ASC-14 Form**

On the DSAF Main Menu, select Command **ASC14**. See screen illustrations on page 3-5.

---

**Computer Center Access  
Request Form**

Enter all required information on the form and press Enter.

1. Agency field: Type the agency's 3-digit abbreviation (e.g., BOR, NPS, SSA, etc.) of the ID to be created.
2. Name fields: Type the user's last name, first name, and middle initial. For users with no middle name, leave a blank space in the MI field. (Note: Please verify that the user has no middle name. This prevents duplicate IDs.)
3. Category: Type **X** for Civil Service or Contractor.
4. Address/Telephone: Type city name, state abbreviation, and telephone number (including prefix).
5. Action Requested: Type **X** to select Add, Change, or Delete. (Note: For Change or Delete, provide the user's name and user ID. Also note that "delete" means removing the ID from the system. If access is to be removed from an application only, please specify in the special instructions.)
6. Access Requested: Type **X** to select the appropriate access.
7. Special Instructions: Include instructions to explain any unusual circumstances; e.g., **New SPOC only needs password reset capability**.

Type X to select ASC14  
and press Enter. →

D S A F Main Menu		
Command		Description
X	ASC14	Send ASC-14 Form
-	V	Get New Verifications
-	O	Get Old Verifications
-	F	Find An ASC-14
-	G	Find a SPOC
-	E	Exit

Press Enter to proceed.

WHEN YOU HAVE FILLED OUT THE FORM, PLEASE HIT <ENTER>

Type all required  
information and press  
Enter to proceed.

ASC-14  
COMPUTER CENTER ACCESS REQUEST FORM (Mainframe Users)

Agency PPS LastName Smith      FirstName Bill      MI \*

Category: x Civil Service      Contractor

Address: City Lakewood      State CO      Telephone: ( 303 ) 555 1234

Action Requested:      Add      Change      Delete      Current ID

Mainframe User      x      -      -      -

Access Requested:

x	FPPS	-	FPS
-	EEO	-	INFOPAC
-	Labor Cost	-	TSO
-	Dial-IP	-	Other (Special Instructions)

Special Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type Y or N. Press Enter to  
proceed.

READY TO SUBMIT THE ASC14? <Y/N>: Y

Press Enter to proceed.

YOUR ASC14 HAS BEEN RECEIVED AND WILL BE PROCESSED SHORTLY

Type Y or N. Press Enter to  
proceed.

DO YOU WISH TO SUBMIT ANOTHER ASC14? <Y/N> Y

---

## Get New Verifications

On the DSAF Main Menu, select Command V.  
See screen illustrations on page 3-7.

Note: As soon as you display a verification, it is considered "Old." Please see information about Old Verifications on pages 3-8 and 3-9.

Type X to select V and  
press Enter. →

D S A F Main Menu	
Command	Description
ASC14	Send ASC-14 Form
X V	Get New Verifications
O	Get Old Verifications
F	Find An ASC-14
G	Find a SPOC
E	Exit

This screen displays the  
user ID and password for a  
new users.

This screen may also  
contain free-form text.

Verification Retrieval Screen

TO: Cooper, Jan  
FROM: VAUGHN, ODIS  
DATE: July 20, 2002  
TIME: 11:18

---

FOR USER NAME: BILL SMITH 0000250  
THE USER-ID IS: PPSB543  
THE PASSWORD IS: RKXCVRTW

Type Y or N. Press Enter to  
proceed.

DO YOU WANT TO PRINT THESE VERIFICATIONS? <Y/N>? Y

Type the printer ID to  
designate a printer. Press  
Enter to proceed.

PLEASE ENTER PRINTER DESTINATION RMT148

---

### Get Old Verifications

On the DSAF Main Menu, select Command O.  
See screen illustrations on page 3-9.

Note: If there are several verifications, they will  
each be displayed.

Type X to select O and  
press Enter. →

D S A F Main Menu	
Command	Description
— ASC14	Send ASC-14 Form
— V	Get New Verifications
X O	Get Old Verifications
— F	Find An ASC-14
— G	Find a SPOC
— E	Exit

Read the message. Press  
Enter to proceed.

Please note that you are  
encouraged to delete all  
verifications.

old verifications

All old verifications will follow. If you wish to print any of them, please use the PRINT icon. Please be aware that we can keep your old verifications for only 90 days. Verifications older than 90 days will be deleted once a month. You will be asked after each verification if you wish to delete it. Please do so whenever possible.

Thank you!  
National Business Center Security Administration

This screen displays an old  
verification.

Verification Retrieval Screen

TO: Cooper, Jan  
FROM: VAUGHN, ODIS  
DATE: July 20, 2002  
TIME: 11:18

---

FOR USER NAME: BILL SMITH 0000250  
THE USER-ID IS: PPSBS43  
THE PASSWORD IS: RKXCVRTW

Type Y or N. Press Enter to  
proceed.

DO YOU WISH TO DELETE THIS ONE? <Y/N>? Y

---

**Find an ASC-14**

On the DSAF Main Menu, select Command **F**.  
See screen illustrations on page 3-11.

Type X to select F and  
press Enter. →

D S A F Main Menu	
Command	Description
ASC14	Send ASC-14 Form
V	Get New Verifications
O	Get Old Verifications
X F	Find An ASC-14
G	Find a SPOC
E	Exit

Enter the user's name OR  
user ID OR SPOC user ID.  
Press Enter to proceed.

Please enter First Name: bill  
And enter Last Name : smith  
Or  
Please enter User-Id :  
Or  
Please enter Spoc-User-Id:

The ASC-14 displays. Press  
Enter to proceed.

ASC-14  
COMPUTER CENTER ACCESS REQUEST FORM (Mainframe Users)

Agency PPS LastName Smith \_\_\_\_\_ FirstName Bill \_\_\_\_\_ MI \*

Category: x Civil Service \_\_\_\_\_ Contractor

Address: City Lakewood \_\_\_\_\_ State CO Telephone: ( 303 ) 555 1234

Action Requested: Add Change Delete Current ID

Mainframe User x \_\_\_\_\_

Access Requested:

X FPPS	Access Requested:
— EEO	— FFS
— Labor Cost	— INFOPAC
— Dial-IP	— TSO
	— Other (Special Instructions)

Special Instructions:

---



---



---



**Find a SPOC**

On the DSAF Main Menu, select Command **G**.  
See screen illustrations on page 3-13.

Type X to select G and  
press Enter. →

D S A F Main Menu	
Command	Description
— ASC14	Send ASC-14 Form
— V	Get New Verifications
— O	Get Old Verifications
— F	Find An ASC-14
<u>X</u> G	Find a SPOC
— E	Exit

Type the SPOC's user ID.  
Press Enter to proceed.

PLEASE ENTER SPOC-ID YOU WANT: ppsjc47

This screen displays  
information about the  
SPOC.

SPOC-ID: PPSJC47  
SPOC-Name: Cooper, Jan  
SPOC-group: PPSUIUTS  
Mail-Flag:

Type Y or N. Press Enter  
to proceed.

DO YOU WISH TO SEARCH FOR ANOTHER SPOC? <Y/N>? Y

---

**Exit DSAF**

See screen illustrations on page 3-15.

Type X to select E and  
press Enter. →

D S A F Main Menu	
Command	Description
ASC14	Send ASC-14 Form
V	Get New Verifications
O	Get Old Verifications
F	Find An ASC-14
G	Find a SPOC
X E	Exit

Type a selection letter and  
press Enter. →

```

FFFFF  PPPP  PPPP  SSSSS
F      P  P  P  S
FFFF  PPPP  PPPP  SSSSS
F      P  P  S
F      P  P  SSSSS

SELECT DESIRED FUNCTION

P = FPPS PRODUCTION
A = ACCESS TEST (TELECOMMUNICATIONS)
D = DSAF
F = NOT AVAILABLE
G = FPPS TRAINING
L = FPPS LOC CLIENT ORIENTATION/PARALLEL
S = SF52 SYSTEM
E = EXIT

ENTER SELECTION: E
    
```

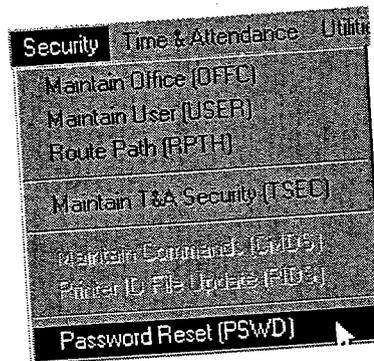


## Chapter 4: Password Reset/Revoke

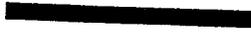
Use the Password Reset (PSWD) command to reset or revoke a user's access to the system.

The Password Reset (PSWD) command is located on a submenu that is accessed from the FPPS Main Menu's command category for security maintenance.

The maximum interval between required password changes is no more than 60 days for all clients on all mainframe systems. Systems with higher security requirements and system users with "super" system privileges (such as system administrators and security administrators) are set with a password change interval of 30 days.



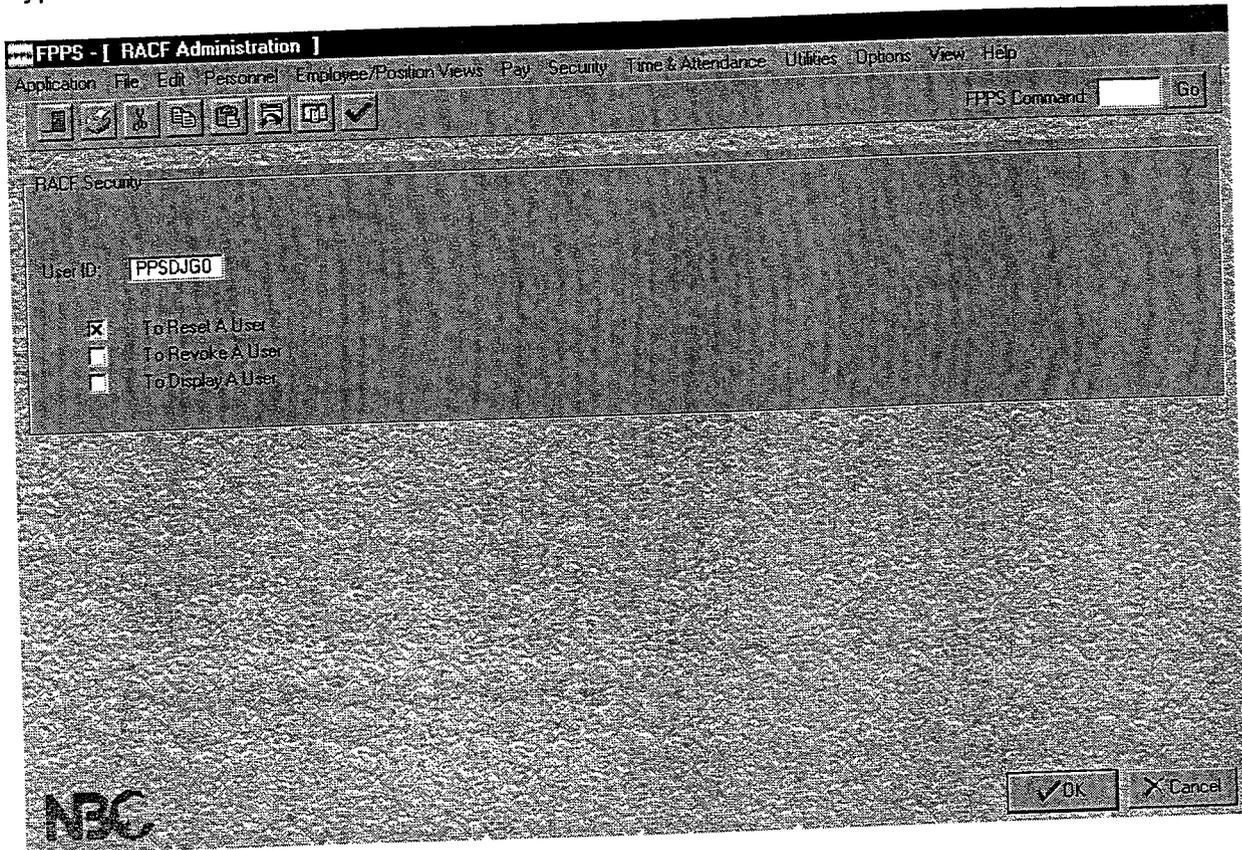
- Passwords must be 8 characters in length
  - The first and eighth position of the password must be an ALPHA character (A, B, C, D, etc.)
  - The second through seventh positions of the password must contain a combination of both NUMERIC characters (1, 2, 3, 4, etc.) and ALPHA characters (A, B, C, D, etc.)
  - You may use one of the three national characters in your password as follows:
    - @ This special character may be used as an ALPHA character
    - \$ This special character may be used as an ALPHA character
    - # This special character may be used as a NUMERIC character
- Please note that these are the only special characters that this system will recognize.



**RACF ADMINISTRATION  
Screen**

On this screen, type the user ID of the user whose password is to be reset, revoked, or displayed. Then, select one of the options to reset, revoke, or display information and click the OK button.

Type the User ID. Click OK.



---

## RACF PASSWORD RESET Screen

You use this screen to reset a user's system access and/or to change the user's password interval.

- **USERID, NAME, DATE:** The top portion of the screen displays the user ID, the user's name, and the date that the user last changed his or her password. The date will display **00/00/00** if the user has not changed his or her password.
- **SYSTEM ACCESS:** This field displays the current status of the user's system access - **ACTIVE** or **REVOKED**.
- **NEW PASSWORD:** To reset the user's system access, type a password that is 8 characters long beginning and ending with an alpha character with a numeric character somewhere in between.
- **RESET USER ID:** This field displays **YES** if system access is revoked; **NO** if system access is active.
- **CURRENT PW INTERVAL:** This field displays the user's current password interval. You may change the interval to less than the maximum number of days allowed.
- **RESET DATE:** This field displays the current date. If you intend to reset the password immediately, leave the date as is. If you intend to reset the password at a future date, type **NO** in the **RESET USERID** field and type over the current date with a future date.
- **COMMENTS:** Enter comments, as appropriate. Space over existing comments to delete. Click OK.

Type comments as appropriate. Space over an existing comment to delete. Click OK.

**FPPS - [ RACF Password Reset ]**

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

FPPS Command:

**RACF Information**

User ID:

Name:

Date Of Last Password Change:

System Access Is Currently:

New Password:

Reset User Id:

Current Password Interval:  (Maximum 060 Days)

Reset Date:  (Or - Type - Future Effective Date)

Comments:

OK Cancel

NBC

---

## RACF USER REVOKE Screen

You use this screen to revoke a user's access to the system.

- **USERID, NAME, DATE:** The top portion of the screen displays the user ID, the user's name, and the date that the user last changed his or her password. The date will display **00/00/00** if the user has not changed his or her password.
- **SYSTEM ACCESS:** This field displays the current status of the user's system access - **ACTIVE** or **REVOKED**.
- **REVOKE SYSTEM ACCESS?:** This field always displays **YES**.

To exit this screen without revoking the user's access, type **NO** over **YES** and press ENTER or press F3.

- **REVOKE DATE:** This field displays the current date. To revoke a user's system access immediately, click OK. To revoke the user's access at a future time, overwrite the date with a future date.

- **COMMENTS:** Enter comments, as appropriate.

To delete a comment, type three asterisks (\*\*\*) or three spaces in the first three positions of the field. To change a comment, write over the existing comment. Note: Do not delete a comment that you did not enter.

**FPPS - [ RACF Password Revoke ]**

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

FPPS Command:

**RACF Information**

User ID:

Name:

Date of Last Password Change:

System Access Is Current:

**Revoke System Access**

Revoke System Access:

Revoke Date:  Or: Type:

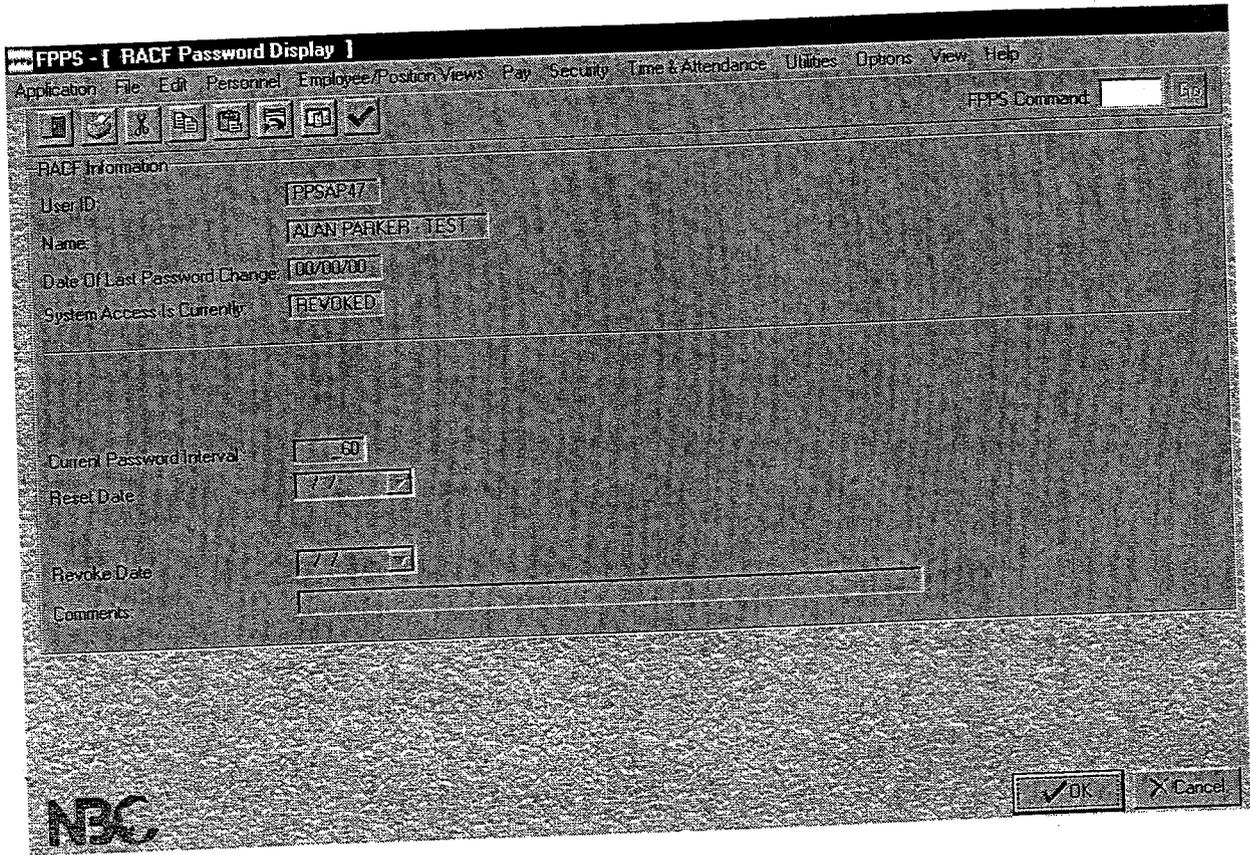
Comments:

**NBC**

---

**RACF USER DISPLAY  
Screen**

You use this screen for informational purposes only.  
All fields display the current information regarding  
the user's system access.

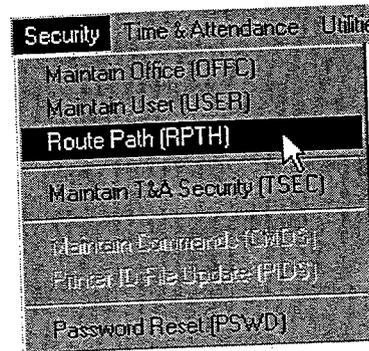
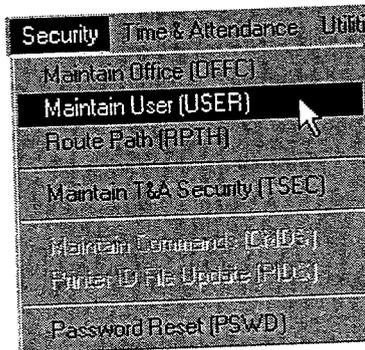
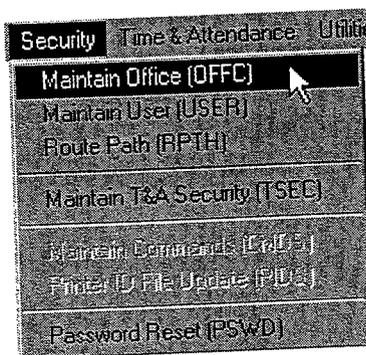




## Chapter 5: Data Access Maintenance

The data access consists of department, bureau, subbureau, organization code(s), pay plan(s), grade(s), duty station(s), and action type code(s). Each FPPS user has authority for at least one data access.

You access the data accesses through the Maintain User (USER), Maintain Office (OFFC), and Route Path (RPTH) commands. (See Chapters 6, 7, and 8 in this manual.) The information in this chapter describes the maintenance of data accesses.



---

**DATA ACCESS LIST Screen**  
**- Description**

The list displays all the data access(es) for the office.

■ **START LIST FROM Fields**

In the fields at the top of the screen, you may type an office ID code and click SEARCH to start the list at a different starting point. The fields will be default-filled with codes that reflect the constraints of your administrative authority.

■ **Action Codes**

Valid action codes are listed across the top of the screen. Type one or more action codes in the Action field(s) and click OK or press ENTER.

See separate headings in this chapter for information about each action code.

■ **Data Access(es)**

If you access the DATA ACCESS LIST from the OFFC command, all data accesses associated with that office will be displayed.

If you access the DATA ACCESS LIST from the USER or RPTH commands, there will be one or more X's displayed in the ACT field. This indicates the data access(es) selected for that user or route path. You may type an action code over an X. The X will display when you return to this screen.

An asterisk (\*) in any of the fields indicates all values. A 'Y' in the Action Type field indicates that there is at least one specific action type code defined.

See page 5-4 for information about the Q, R, and U columns.

You may start the list at a different point. This screen displays all data access for the office. One or more accesses may be selected.

**FPPS - [ Office Data Access List ]**

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

Start List From: Department:  Bureau:  Subbureau:  Organization Code:

User's Name:

Access List  
Type one or more of the following action codes or space to remove access:  
Action Codes:

Organization ID/Office Name:

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		

End

NBC

**DATA ACCESS LIST Screen ■ Q Column**  
(continued)

The 'Q' column indicates the number of data access qualifiers associated with the data access displayed.

A '1' indicates that there are no additional qualifiers other than what is displayed.

A number greater than '1' indicates that there are additional qualifiers for pay plan, grade, duty station, and/or action type codes associated with the data access.

**■ R Column**

The 'R' column indicates the number of route paths associated with the data access.

**■ U Column**

The 'U' column indicates the number of users associated with the data access.

The columns on the right side of the screen display the number of qualifiers, route paths, and users associated with the data access.

**FPPS - [ Office Data Access List ]**

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

FPPS Command:

Start List From:  
 Department:  Bureau:  Subbureau:  Organization Code:

User's Name:

Access List  
 Type one or more of the following action codes or space to remove access:  
 Action Codes:

Organization ID/Office Name:

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
	IN	47	00	770000		*	*	*	*	1		1
	IN	47	00	770100		*	*	*	*	1		1
	IN	47	*			*	*	*	*			

End

**NBC**

---

## Changing Data Access

To change the data access displayed, use the change option (C=CHANGE).

Note: Changing the data access will automatically change the data access for each user and route path linked to that access.

### DATA ACCESS LIST Screen

Type **C** in the Action field and click OK or press ENTER.

### DATA ACCESS QUALIFIERS Screen

#### ■ DEPT/BUR/SUBBUR/ORG Qualifiers

The department, bureau, subbureau, and organization code(s) is displayed at the top of the screen. To change the values displayed in modifiable fields, type over the values and click OK or press ENTER to save.

Note: You may enter partial or invalid organization codes in the ORG CODE fields. For example, **D72\*** in the MIN field indicates all organization codes that begin with D72. Or, **D000000 - D999999** indicates any organization code from D000000 through D999999.

See the next page for information on the pay plan, grade, and duty station qualifiers.

Type C and click OK:

**FPPS - [ Office Data Access List ]**

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

Start List From: Department:  Bureau:  Subbureau:  Organization Code:  Search

User's Name:

Access List  
Type one or more of the following action codes or space to remove access:  
Action Codes:  Organization ID/Office Name:

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
C	IN	47	01	721600		*	*	*	*	1		

← Back

NBC

Type over the modifiable values and click OK:

**FPPS - [ Office Data Access Qualifiers ]**

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

Office Information  
Department:  Bureau:  Subbureau:  Organization Code Range: Minimum:  Maximum:

Qualification List

	Pay Plan	Grade	Grade	Duty Station	Action Type
1	*	*	*	*	*
2					
3					
4					
5					
6					
7					
8					
9					
10					

Audit Information  
User ID:  Date:  Time:

NBC

**Changing Data Access  
(continued)**

The instructions for the change option continue on this page.

**DATA ACCESS QUALIFIERS Screen (continued)**

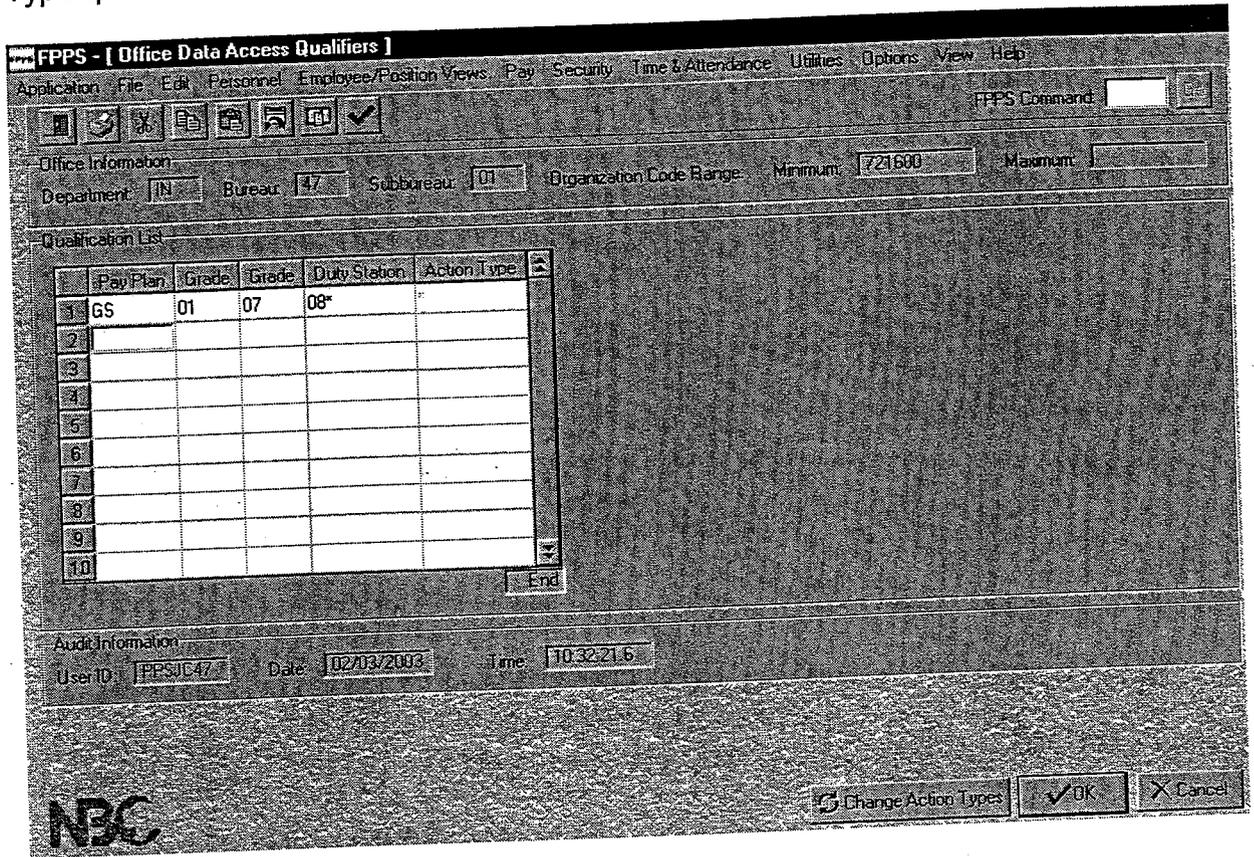
■ **PAY PLAN/GRADE/DUTY STATION Qualifiers**

The pay plan, grade range, duty station, and an action type code indicator (\* or Y) are displayed in the middle portion of the screen. (See next page for information on ACTION TYPE qualifiers.)

To change the qualifiers, type over the values displayed and/or add additional values on separate lines and click OK.

Note: You may enter partial pay plans and/or duty station codes. For example, pay plan **G\*** indicates all pay plans that begin with G; duty station code **08\*** indicates all duty stations in Colorado. You may also enter a specific grade (in the first field) or a grade range (in both fields).

Type qualifiers for pay plan, grade, and/or duty station and click OK.



**Changing Data Access  
(continued)**

The instructions for the change option continue on this page.

**DATA ACCESS QUALIFIERS Screen (continued)**

■ **ACTION TYPE Qualifiers**

Click Change Action Types button to change the action types.

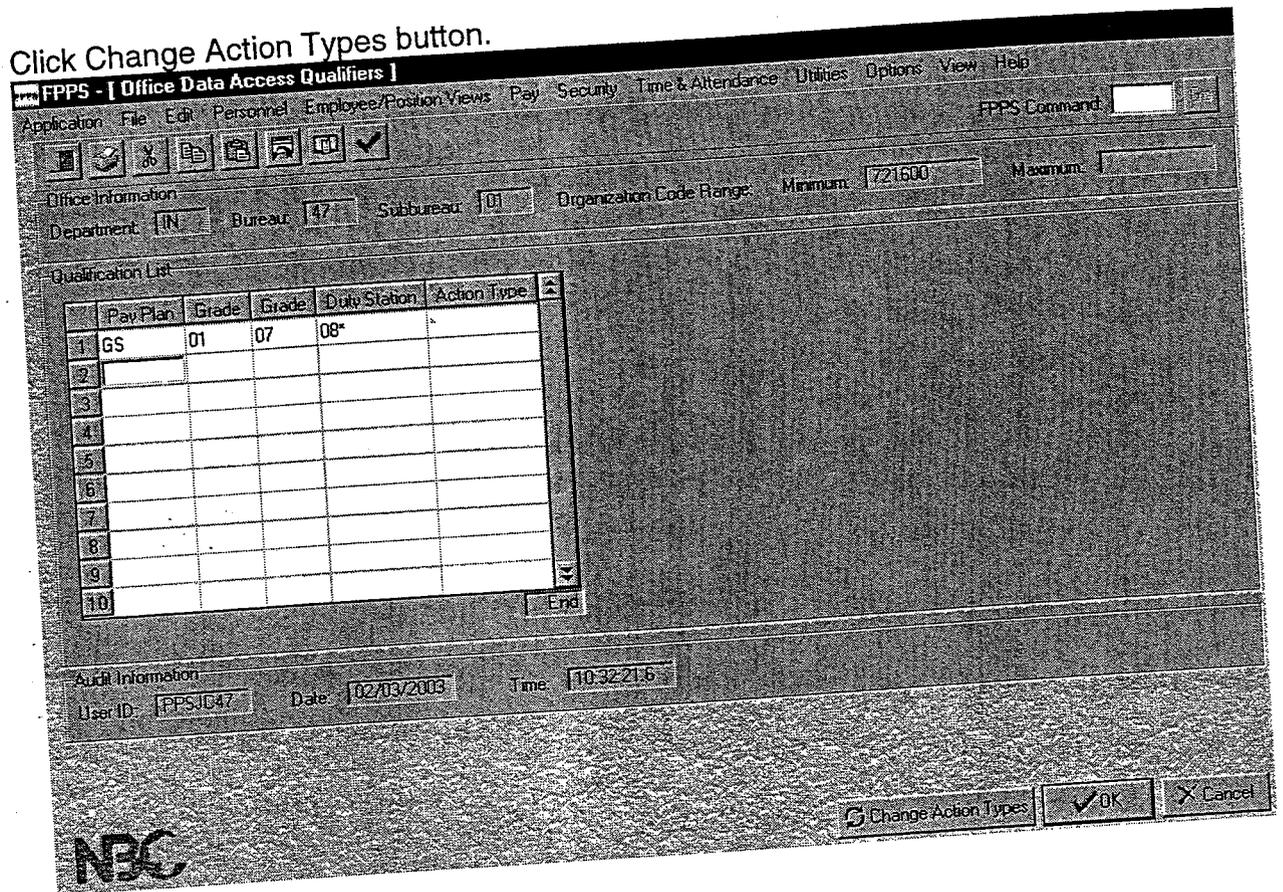
**ACTION TYPES Window**

An asterisk (\*) in the MINIMUM field indicates that all action type codes have been selected. Codes listed in the MINIMUM and MAXIMUM fields indicate a range of action type codes. A code listed in the MINIMUM field only indicates only one action type code.

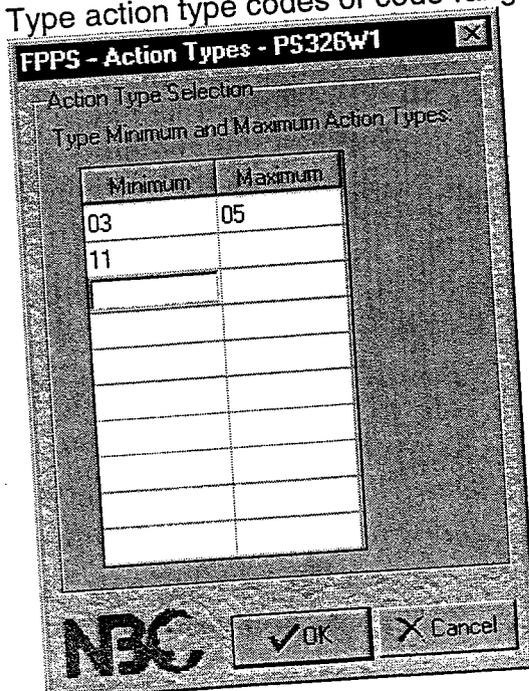
To change the action type codes, type over the codes displayed and/or add additional codes or code ranges.

Then click OK or press ENTER to return to the DATA ACCESS QUALIFIERS screen. If all changes have been made, click OK or press ENTER to save.

Click Change Action Types button.



Type action type codes or code ranges and click OK.



---

**Changing Data Access  
(continued)**

The instructions for the change option continue on this page.

**DATA ACCESS QUALIFIERS Screen (continued)**

If the number of lines of qualifiers exceeds the number of lines available on one screen, the additional lines of qualifiers are listed on the next screen.

Click the scroll down arrow to scroll through the screens.

Click the scroll down arrow to see additional pages.

**FPPS - [ Office Data Access List ]**

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

Start List From: Department:  Bureau:  Subbureau:  Organization Code:  Search

User's Name:

Access List

Type one or more of the following action codes or space to remove access:  
Action Codes: C=CHANGE D=DELETE E=EXPAND O=COPY R=VIEW PATHS U=NEW USER

Organization ID/Office Name:  Search

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Hours Paths	Users
	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721200		*	*	*	*	1		
	IN	47	01	721250		*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721350		*	*	*	*	1		
	IN	47	01	721400		*	*	*	*	1		
	IN	47	01	721450		*	*	*	*	1		
	IN	47	01	721500		*	*	*	*	1		
	IN	47	01	721550		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		
	IN	47	01	721650		*	*	*	*	1		

More

Back OK Cancel

NBC

---

## Deleting Data Access

To delete data access, use the delete option (D=DELETE).

Note: You may not delete a data access if there are users and/or route paths linked to that access.

### DATA ACCESS LIST Screen

Type **D** in the ACTION field and press ENTER.

You will see a window asking you to confirm the deletion. Click YES.

Type D and click OK.

Start List From:  
Department: IN Bureau: 47 Subbureau: Organization Code: Search

User's Name:

Access List  
Type one or more of the following action codes or space to remove access.  
Action Codes: C=CHANGE D=DELETE E=EXPAND O=COPY R=VIEW PATHS U=VIEW USER  
Organization ID/Office Name: IN 47 01 721000 ADP DIVISION 47

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721200		*	*	*	*	1		
	IN	47	01	721250		*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721350		*	*	*	*	1		
	IN	47	01	721400		*	*	*	*	1		
	IN	47	01	721450		*	*	*	*	1		
	IN	47	01	721500		*	*	*	*	1		
	IN	47	01	721550		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		
D	IN	47	01	721650		*	*	*	*	1		

Click YES to confirm the deletion.

Confirm delete?

Yes No Cancel

---

## Expanding Data Access

To display the data access(es) on the DATA ACCESS LIST screen, use the expand option (E=EXPAND).

### DATA ACCESS LIST Screen

Type **E** in the ACTION field and click OK. (You may type the 'E' over an existing 'X.' The X will reappear after returning to this screen.)

### DATA ACCESS QUALIFIERS Screen

All information is displayed in protected fields and cannot be changed.

Note: To view the action type codes, click the CHANGE ACTION TYPES button. You will see the ACTION TYPES popup window with the codes displayed in protected fields. (The popup window is not illustrated on the opposite page.)

Click OK to return to the DATA ACCESS LIST screen.

Type E and click OK.

**FPPS - [ Office Data Access List ]**

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

Start List From: Department:  Bureau:  Subbureau:  Organization Code:  Search

User's Name:

Access List

Type one or more of the following action codes, or space to remove access:  
Action Codes:  Organization ID/Office Name:

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
E	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721200		*	*	*	*	1		
	IN	47	01	721250		*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721350		*	*	*	*	1		
	IN	47	01	721400		*	*	*	*	1		
	IN	47	01	721450		*	*	*	*	1		
	IN	47	01	721500		*	*	*	*	1		
	IN	47	01	721550		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		
	IN	47	01	721650		*	*	*	*	1		

Back OK Cancel

Information is displayed in protected fields. Click OK.

**FPPS - [ Office Data Access Qualifiers ]**

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

Office Information

Department:  Bureau:  Subbureau:  Organization Code Range: Minimum:  Maximum:

Qualification List

Pay Plan	Grade	Grade	Duty Station	Action Type
*	*	*	*	*

End

Audit Information

User ID:  Date:  Time:

Change Action Types OK Cancel

---

### **Copying (Adding) Data Access**

To add a new line of data access, use the copy option (O=COPY). You will be copying from an existing data access and modifying the values to create a new one.

#### **DATA ACCESS LIST Screen**

Type **O** in the ACTION field and click OK. (You may type the 'O' over an existing 'X.' The X will reappear after returning to this screen.)

#### **DATA ACCESS QUALIFIERS Screen**

This screen displays the data accesses that you are copying from. Modify the values to reflect the new data access and click OK.

Type O and click OK.

**FPPS - [ Office Data Access List ]**

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

Start List From:  
 Department:  Bureau:  Subbureau:  Organization Code:

User's Name:

Access List  
 Type one or more of the following action codes or space to remove access:  
 Action Codes:

Organization ID/Office Name:

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721200		*	*	*	*	1		
	IN	47	01	721250		*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721350		*	*	*	*	1		
	IN	47	01	721400		*	*	*	*	1		
	IN	47	01	721450		*	*	*	*	1		
	IN	47	01	721500		*	*	*	*	1		
	IN	47	01	721550		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		
O	IN	47	01	721650		*	*	*	*	1		



Change the values in any modifiable field and click OK.

**FPPS - [ Office Data Access Qualifiers ]**

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

Office Information  
 Department:  Bureau:  Subbureau:  Organization Code Range: Minimum:  Maximum:

Qualification List

	Pay Plan	Grade	Grade	Duty Station	Action Type
1	*	*		*	*
2					
3					
4					
5					
6					
7					
8					
9					
10					

Audit Information  
 User ID:  Date:  Time:



---

**Viewing Route Paths  
Associated with a Data  
Access**

To display a list of the route paths associated with the data access displayed, use the view paths option (R=VIEW PATHS).

**DATA ACCESS LIST Screen.**

Type **R** in the ACT field and press ENTER. (You may type the 'R' over an existing 'X.' The X will reappear after returning to this screen.)

**ROUTE PATH LIST Screen**

This screen displays the names of the route paths associated with the data access.

Press ENTER to return to the DATA ACCESS LIST screen.

Type R and click OK.

**FPPS - [ Office Data Access List ]**

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

Start List From:  
 Department: IN Bureau: 47 Subbureau: Organization Code: Search

User's Name:

Access List:  
 Type one or more of the following action codes or space to remove access:  
 Action Codes: C=CHANGE D=DELETE E=EXPAND O=COPY R=VIEW PATHS U=VIEW USER  
 Organization ID/Office Name: IN 47 01 721000 ADP DIVISION 47

Action	Department	Bureau	Subbureau	Organization Code Range Minimum	Organization Code Range Maximum	Pay Plan	Grade	Duty Station	Action Type	Qualifiers	Route Paths	Users
	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721200		*	*	*	*	1		
	IN	47	01	721250		*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721350		*	*	*	*	1		
	IN	47	01	721400		*	*	*	*	1		
	IN	47	01	721450		*	*	*	*	1		
	IN	47	01	721500		*	*	*	*	1		
	IN	47	01	721550		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		
R	IN	47	01	721650		*	*	*	*	1		

Back OK Cancel

Route path names are displayed.

**FPPS - [ Office Route Path List ]**

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

Office Information:  
 Organization ID & Office Name: IN 47 01 721000 ADP DIVISION 47

Route Path List:

Path Name	Path Type
QUALIFIED BY 721000	QUALIFIED

End

Back OK Cancel

---

**Viewing Users Associated  
with a Data Access**

To display a list of users associated with the data access displayed, use the view users option (U=VIEW USERS).

**DATA ACCESS LIST Screen**

Type **U** in the ACT field and press ENTER. (You may type the 'U' over an existing 'X.' The X will reappear after returning to this screen.)

**USER LIST Screen**

This screen displays the names of the users associated with the data access.

Press ENTER to return to the DATA ACCESS LIST screen.