

Type U 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	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		
U	IN	47	01	721650		*	*	*	*	1		

Back OK Cancel

User names are displayed.

FPPS - [User List]

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

Office Information

Organization ID & Office Name:

User List

	Name	User ID	Title
1	SMITH, BILL	PPSBS47	SUP SYS ANALYST

End

Selecting Data Access

To select the appropriate data access for a user or a qualified route path, use the select access option (X=SELECT).

This option is available only through the USER or RPTH commands.

USER Command

When adding a new user to the system, this screen displays all the data accesses currently defined for the office. Type one or more X's in the ACT field to select the appropriate data access(es) and press ENTER.

When changing a user's current access to the system, this screen displays the data access(es) currently defined for the user. One or more X's will be displayed. Type one or more X's in the ACT field to select the appropriate data access(es) and/or space over one or more X's to deselect the data access(es) no longer needed. Then press ENTER.

RPTH Command

When adding a qualified route path to the system, this screen displays all the data accesses currently defined for the office. Type one or more X's in the ACT field to select the appropriate data access(es) and press ENTER.

When changing a qualified route path, this screen displays the data access(es) currently defined for the office. One or more X's will be displayed. Type one or more X's in the ACT field to select the appropriate data access(es) and/or space over one or more X's to deselect the data access(es) no longer needed. Then press ENTER.

Type X to select or type over to deselect. Click OK.

FPPS - [User 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: SMITH, BILL

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

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
X	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		

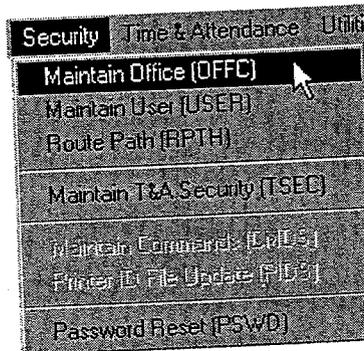
End

Back OK Cancel

Chapter 6: Office Maintenance

You use the Maintain Office (OFFC) command to maintain office names, office types, printer identifications, POI and SPO location codes, and the data access(es) for each office within your administrative authority.

The Maintain Office (OFFC) command is located on a submenu that is accessed from the FPPS Main Menu under Security . When you access this process, the first screen you see is the OFFICE LIST screen which displays all the offices for which you have administrative authority.



OFFICE LIST Screen - Description

The list is sorted by office identification codes.

The TYPES column on the right side of the screen displays one or more letters to define the office type(s) associated with each office.

- A = Administrative Office
- C = Concurrer/viewer Office
- R = Requesting Office
- S = Servicing Personnel Office
- T = Time & Attendance Corrections 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 begin the list at a different starting point. The fields will be default-filled with codes that reflect the restraints of your administrative authority.

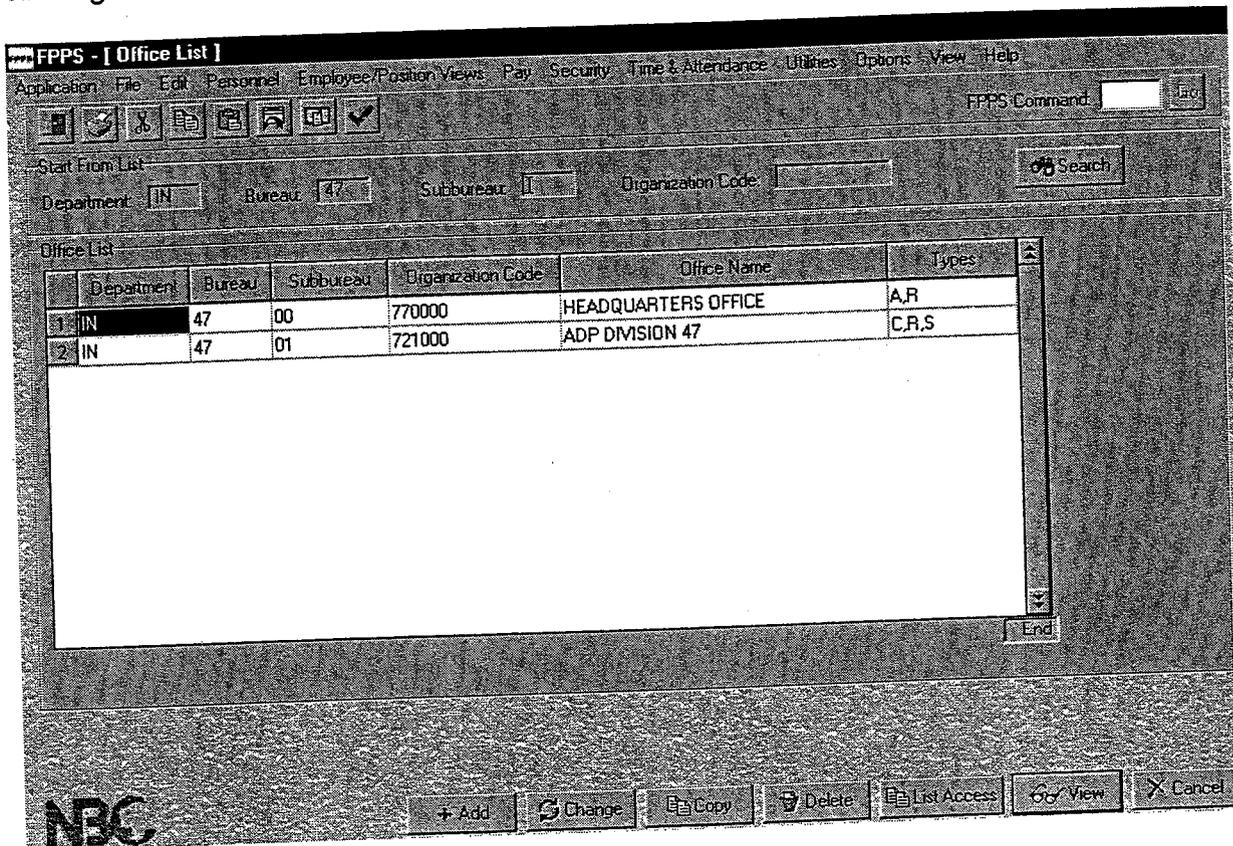
■ Action Code Buttons

Valid action code buttons are displayed across the bottom of the screen.

Select an office and click one of the action buttons. The OFFICE MAINTENANCE screen displays unless you selected LIST ACCESS. (See chapter 5 for information about data access.)

See separate headings in this chapter for information about each option.

You may start the list from a different starting point using the Start From List fields and clicking SEARCH.



Adding an Office

To add a new office, click the ADD button. (See also 'Copying an Office.')

OFFICE LIST Screen

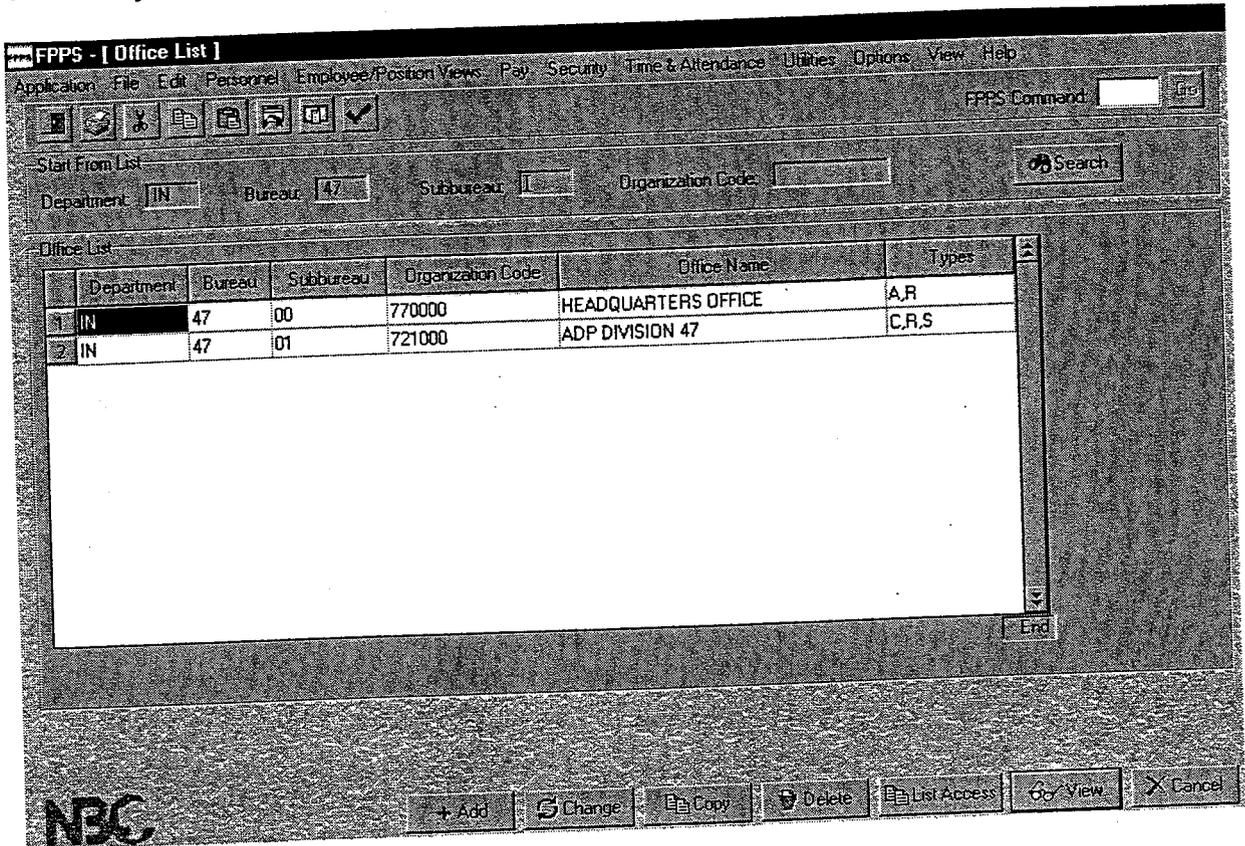
Select the row of any office ID and click ADD.

COPY Window

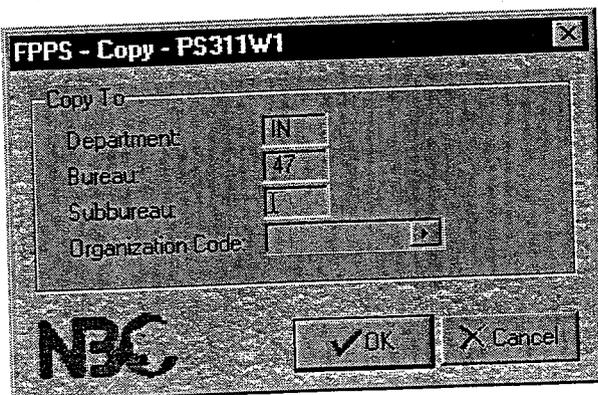
Type the office ID codes of the new office and click OK.

See next page for additional instructions.

Select any row and click ADD.



Type Office ID codes and click OK.



**Adding an Office
(continued)**

The instructions for the add option continue on this page.

OFFICE MAINTENANCE Screen

■ **Office Name**

The office name is brought forward from the Organization Code Table and may be modified.

■ **Office Type**

Click in the box beside the office type(s) appropriate for the new office:

- ADO - Administrative Office
- CVO - Concurrer/Viewer Office
- RO - Requesting Office
- SPO - Servicing Personnel Office
- FPPS - FPPS Program Management Div
(protected field)
- TAC- T&A Corrections Office
- POD - Payroll Op. Division (protected field)

■ **Printer IDs/Names**

The printer ID/name fields are default-filled with 'dummy' information. Enter at least one valid printer ID.

Note: You may initially set up a new office with the dummy printer ID. When valid printer IDs are available, you must modify the printer information to show at least one valid printer ID.

■ **POI/SPO Codes**

If the office is an SPO, you must enter the personnel office identifier (POI) and the SPO location code.

■ **Audit Info**

No audit information is displayed when adding a new office.

When all required information has been entered, click OK. You will see the OFFICE DATA ACCESS QUALIFIERS screen. (See next page for instructions.)

Click box to select office types. Type at least one valid printer ID. Type POI and SPO codes if the office is a SPO. Click OK.

FPPS - [Office Maintenance]

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

Office Information

Organization ID: IN 147 01 726000

Office Name: PAYROLL DIVISION 47

Personnel Office ID: Servicing Personnel Office ID:

Office Type Selection

- Security Administrator's Office (ADO)
- Controlling/Viewing Office (CVO)
- Requesting Office
- Servicing Personnel Office
- FPPS Administrator
- T&A Security Administrator's Office (TAC)
- Payroll Operations Division

Printer Selection

	Printer	Name	Printer	Name
1	PPDUMMY	DUMMY PRINTER		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Audit Information

User ID: Date: Time:

OK Cancel

NBC

Adding an Office (continued)

The instructions for the add option continue on this page.

OFFICE DATA ACCESS QUALIFIERS Screen

You must add at least one data access for the new office. Type codes in the unprotected fields at the top of the screen. You may type:

- One organization code in the ORG CD MIN field;
- An organization code range in the ORG CD MIN and MAX fields; or
- An asterisk (*) in the ORG CD MIN field to indicate all organization codes.

One or more fields will be default-filled with values that reflect the constraints of your administrative authority.

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.

In the PAY PLAN/GRADE/DUTY STATION fields, at a minimum, type a pay plan qualifier (* for all pay plans).

Then click OK.

OFFICE DATA ACCESS LIST Screen

The OFFICE DATA ACCESS LIST Screen will display the first data access entered. Add additional data accesses, as appropriate, for the new office.

Then click OK.

Note: For more information about data access, see chapter 5 in this manual.

Type codes for the first data access. Click OK. Add additional data accesses for the new office as appropriate.

FPPS - Office Data Access Qualifiers

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

Office Information
Department: IN Bureau: 47 Subbureau: 01 Organization Code Range: Minimum: 726 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: PPS1647 Date: 02/05/2003 Time: 10:06:43.3

Change Action Types OK Cancel

NBC

Changing an Office

To modify the office name, office type(s), printer information, and/or POI/SPO codes, use the CHANGE button.

OFFICE LIST Screen

Select the office and click the CHANGE button.

OFFICE MAINTENANCE Screen

■ Office Name

Modify the office name, as appropriate.

■ Office Type

An 'X' indicates the office type(s) defined for this office:

- ADO - Administrative Office
- CVO - Concurrer/Viewer Office
- RO - Requesting Office
- SPO - Servicing Personnel Office
- FPPS - FPPS Program Management Div
(protected field)
- TAC- T&A Corrections Office
- POD - Payroll Op. Division (protected field)

To change the office type, click the box to select or deselect.

■ Printer IDs/Names

To change the printer IDs, type over existing printer IDs and/or add additional codes.

■ POI/SPO Codes

If the office is an SPO, the POI and the SPO location codes are displayed in fields at the top of the screen. Modify the codes, as appropriate.

■ Audit Info

The audit information displayed at the bottom of the screen displays the user ID of the person who updated to record last.

When all information has been modified, click OK.

Select the office and click the Change button.

FPPS - [Office List]

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

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

	Department	Bureau	Subbureau	Organization Code	Office Name	Type
1	IN	47	00	770000	HEADQUARTERS OFFICE	A,R
2	IN	47	01	721000	ADP DIVISION 47	C,R,S

NBC

Modify office information and click OK.

FPPS - [Office Maintenance]

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

Office Information

Organization ID:

Office Name:

Personnel Office ID: Servicing Personnel Office ID:

Office Type Selection

- Security Administrator's Office (ADO)
- Concurring/Viewing Office (CVO)
- Requesting Office
- Servicing Personnel Office
- FPPS Administrator
- T&A Security Administrator's Office (TAD)
- Payroll Operations Division

Printer Selection

	Printer	Name	Printer	Name
1	RMT141	LASER - PORTRAIT		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Audit Information

User ID: Date: Time:

NBC

Deleting an Office

To remove an office from the system, use the DELETE button.

Note: Before you can delete an office, all users and route paths must be deleted from the office.

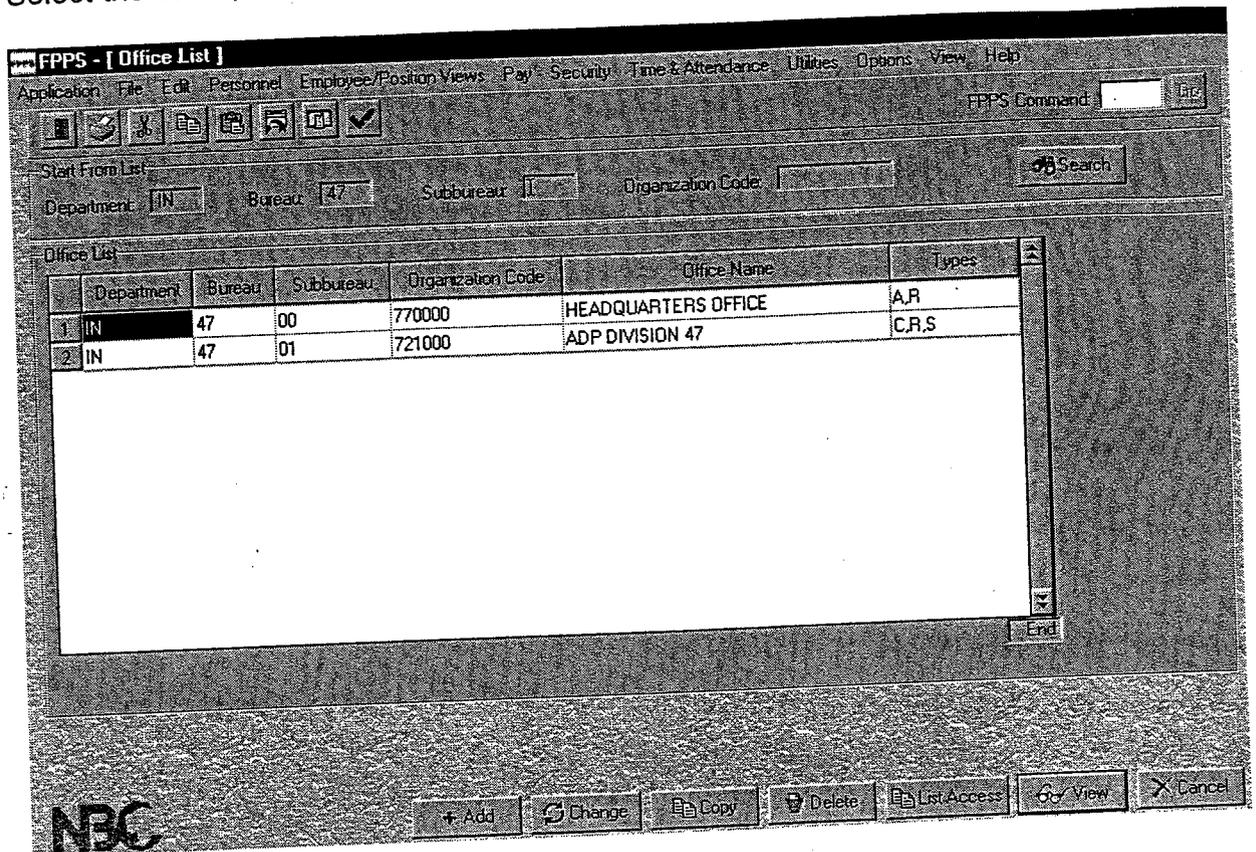
OFFICE LIST Screen

Select the office and click DELETE.

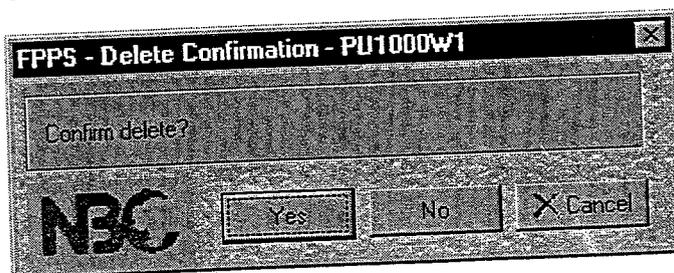
OFFICE MAINTENANCE Screen

You will see the OFFICE MAINTENANCE screen with a popup window asking you to confirm the deletion. Click **Yes**.

Select the office, and click the DELETE button.



Click Yes.



Viewing an Office

To view the information related to an office, use the VIEW button.

OFFICE LIST Screen

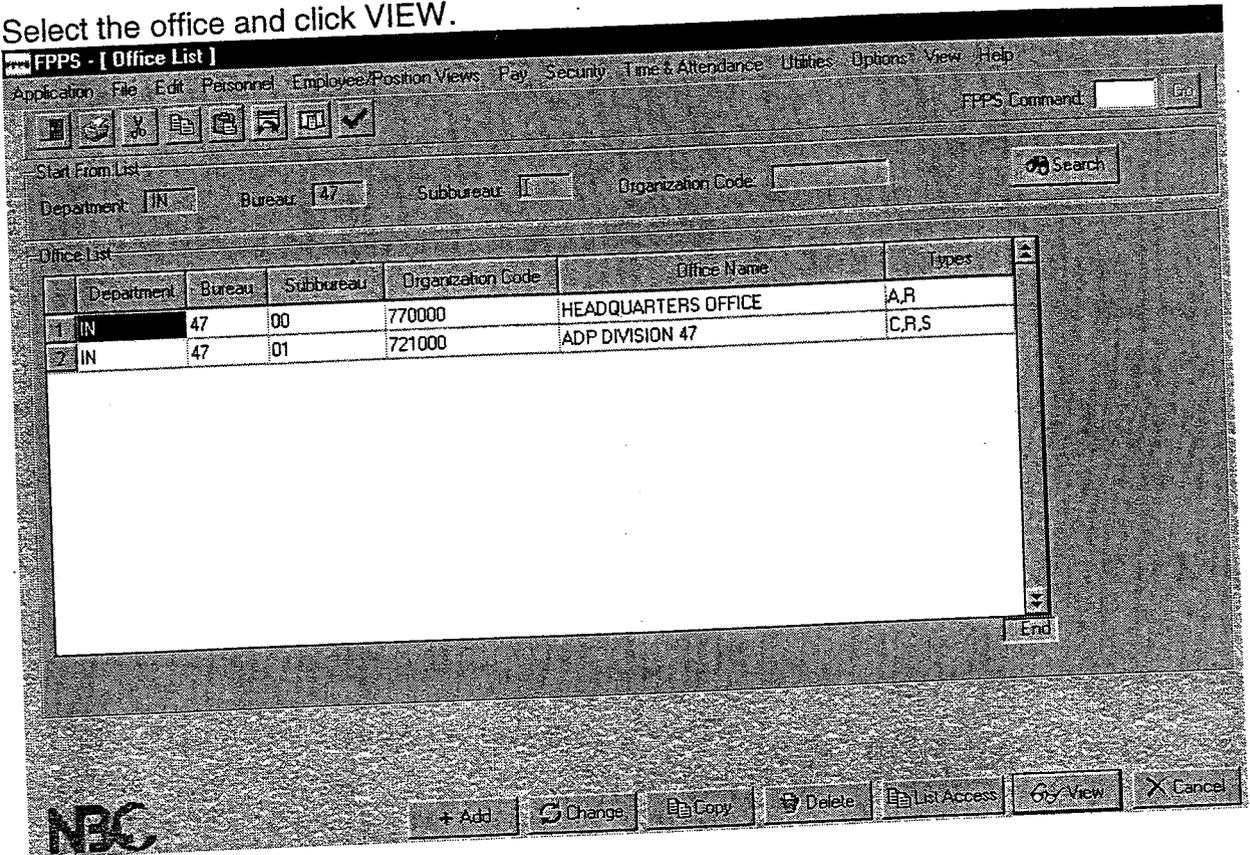
Select the office and click VIEW.

OFFICE MAINTENANCE Screen

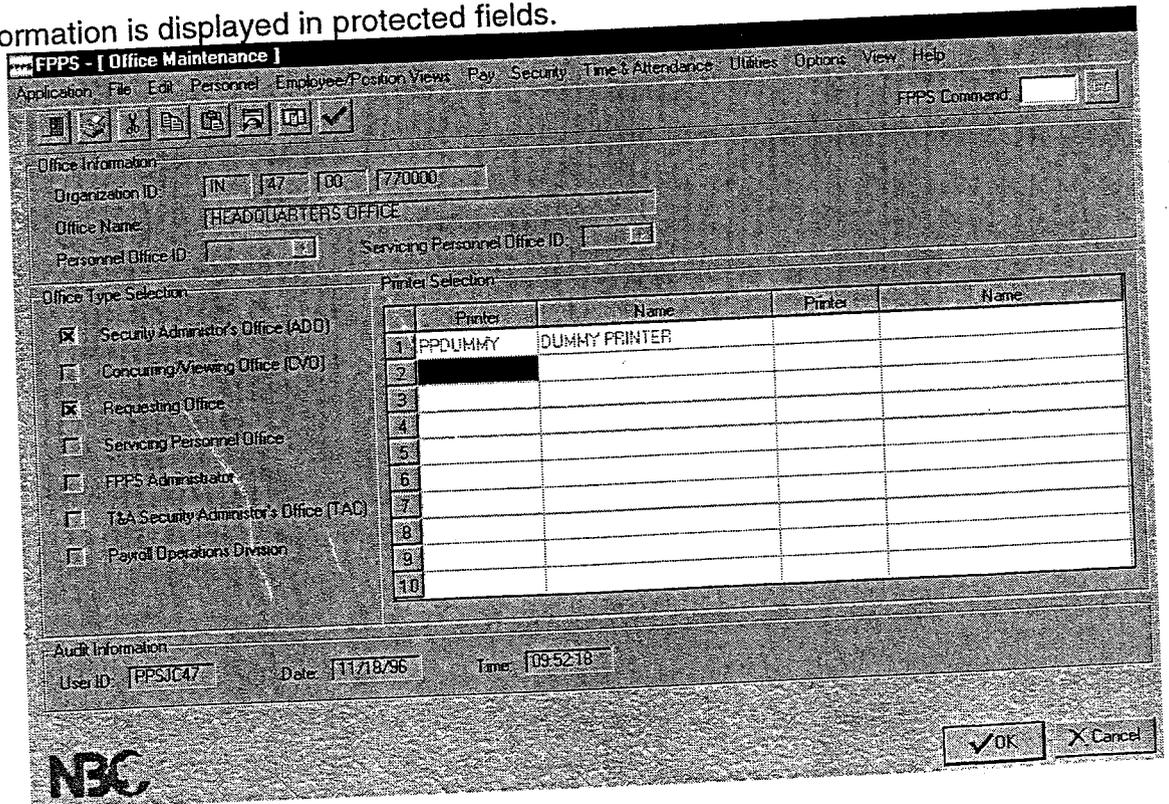
The information on the OFFICE MAINTENANCE screen is displayed in protected fields and cannot be changed.

Click OK to return to the OFFICE LIST screen.

Select the office and click VIEW.



Information is displayed in protected fields.



Listing the Data Access

To list the data access(es) associated with the office, use the LIST ACCESS button.

OFFICE LIST Screen

Select the office and click LIST ACCESS.

OFFICE DATA ACCESS LIST Screen

This screen displays the data access(es) associated with the office. You may add, delete, modify, etc. any of the data access(es). Any changes made will affect all users and route paths associated with the data access(es).

Refer to chapter 5 in this manual for information about maintaining the data access(es).

Select the office and click LIST ACCESS.

FPPS - [Office List]

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

Start List From
Department: IN Bureau: 47 Subbureau: 1 Organization Code: Search

	Department	Bureau	Subbureau	Organization Code	Office Name	Types
1	IN	47	00	770000	HEADQUARTERS OFFICE	A,R
2	IN	47	01	721000	ADP DIVISION 47	C,R,S

+ Add Change Copy Delete List Access View Cancel

NBC

The data access(es) for this office are displayed.

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: 1 Organization Code: Search

Users Name:

Access List
Type one or more of the following action codes or space to remove access:
Action Codes: E-EXCHANGE D-DELETE E-EXPAND G-COPY B-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	721300		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		

Back OK Cancel

NBC

Copying an Office

To add a new office by copying office information from one office to another, use the COPY button.

OFFICE LIST Screen

Select an office and click COPY.

COPY SELECTION Window

On the COPY SELECTION Window, type **X** to select one of the three options listed:

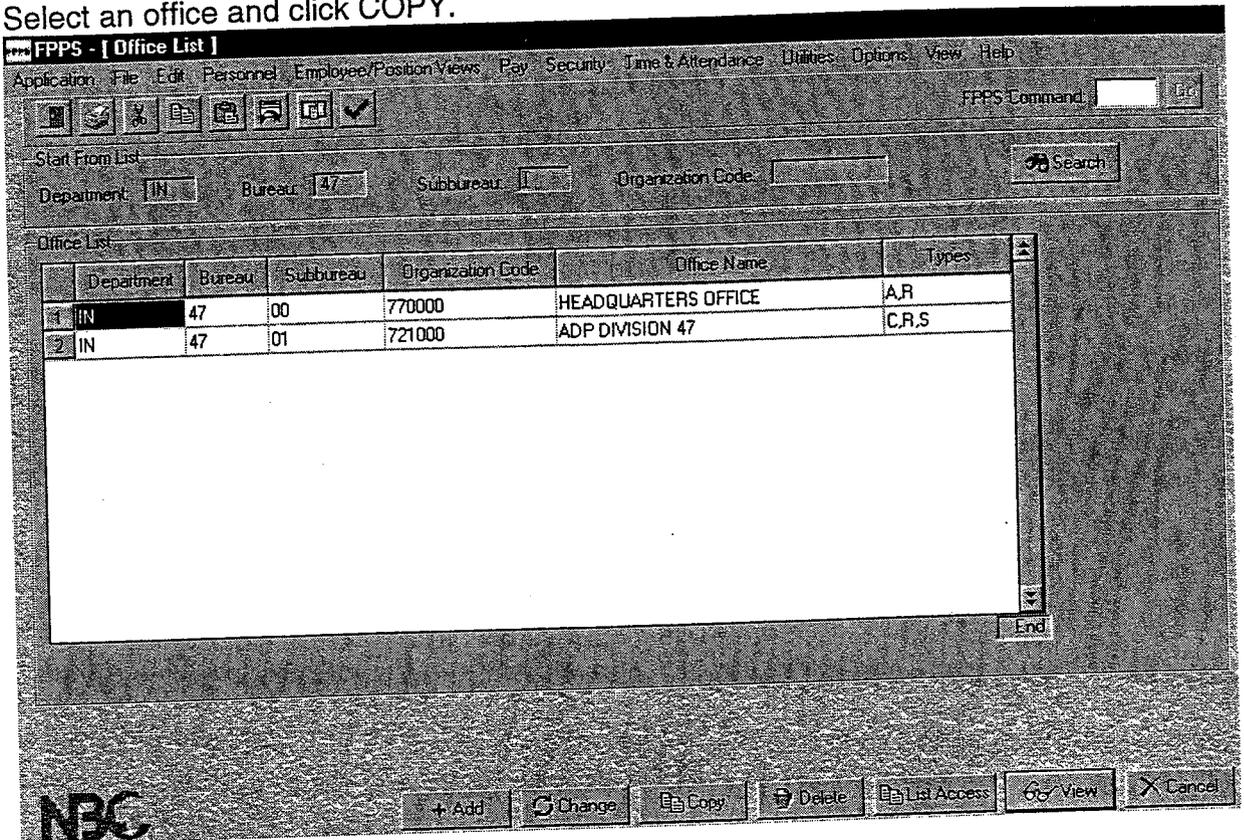
OFFICE ID ONLY

OFFICE ID AND DATA ACCESSES ONLY

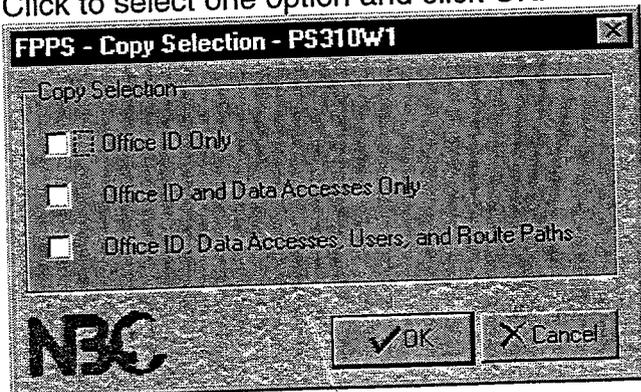
OFFICE ID, DATA ACCESSES, USERS, AND
ROUTE PATHS

See pages 6-20 through 6-27 for information about each option.

Select an office and click COPY.



Click to select one option and click OK.



**Copying an Office
(continued)**

The instructions for the copy option continue on this page.

■ **OFFICE ID ONLY**

If you selected OFFICE ID ONLY on the COPY SELECTION window, you will be copying the office information only.

COPY/ADD Window

In the COPY/ADD Window, type the office ID codes of the new office and click OK.

OFFICE MAINTENANCE Screen

The OFFICE MAINTENANCE screen displays the office information of the office you are copying from (except that the new office's name is brought forward from the Organization Code Table). Modify the information to reflect the office type(s), printer ID(s), and POI and SPO codes (for SPO only) for the new office.

Then click OK.

You will see the OFFICE DATA ACCESS QUALIFIERS screen. (See next page for instructions.)

Type office ID codes and click OK.

FPPS - Copy - PS311W1

Copy To

Department: IN

Bureau: 47

Subbureau: I

Organization Code: []

OK Cancel

Modify office information for the new office and click OK.

FPPS - [Office Maintenance]

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

Office Information

Organization ID: IN 47 01 721000

Office Name: ADP DIVISION 47

Personnel Office ID: 1111 Servicing Personnel Office ID: DO

Office Type Selection

- Security Administrator's Office (ADO)
- Concurring/Viewing Office (CVO)
- Requesting Office
- Servicing Personnel Office
- FPPS Administrator
- T&A Security Administrator's Office (TAE)
- Payroll Operations Division

Printer Selection

	Printer	Name	Printer	Name
1	RMT141	LASER - PORTRAIT		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Audit Information

User ID: PPSJC47 Date: 02/03/03 Time: 11:26:22

OK Cancel

**Copying an Office
(continued)**

The instructions for the copy option continue on this page.

■ **OFFICE ID ONLY (continued)**

OFFICE DATA ACCESS QUALIFIERS Screen

You must add at least one data access for the new office. Type codes in the unprotected fields at the top of the screen. You may type:

- One organization code in the ORG CD MIN field;
- An organization code range in the ORG CD MIN and MAX fields; or
- An asterisk (*) in the ORG CD MIN field to indicate all organization codes.

One or more fields will be default-filled with values that reflect the constraints of your administrative authority.

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.

In the PAY PLAN/GRADE/DUTY STATION fields, at a minimum, type a pay plan qualifier (* for all pay plans). Then click OK.

OFFICE DATA ACCESS LIST Screen

The OFFICE DATA ACCESS LIST Screen will display the first data access entered. Add additional data accesses, as appropriate, for the new office. Then click OK.

Note: For more information about data access, see chapter 5 in this manual.

Type codes for the first data access. Type a pay plan qualifier. 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	GS	01	07	08*	
2					
3					
4					
5					
6					
7					
8					
9					
10					

Audit Information
 User ID: Date: Time:



Add additional data accesses for the new office, as appropriate. 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	00	770000		*	*	*	*	1		1
	IN	47	00	770100		*	*	*	*	1		1
	IN	47	*			*	*	*	*	1		1



**Copying an Office
(continued)**

The instructions for the copy option continue on this page.

■ **OFFICE ID AND DATA ACCESSES ONLY**

If you selected OFFICE ID AND DATA ACCESSES ONLY on the COPY SELECTION window, you will be copying the office information and the data access(es) associated with the office you are copying from.

COPY/ADD Window

In the COPY/ADD Window, type the office ID codes of the new office and click OK.

OFFICE MAINTENANCE Screen

The OFFICE MAINTENANCE screen displays the office information of the office you are copying from (except that the new office's name is brought forward from the Organization Code Table). Modify the information to reflect the office type(s), printer ID(s), and POI and SPO codes (for SPO only) for the new office.

Then click OK.

Type office ID codes and click OK.

FPPS - Copy - P5311W1

Copy To

Department: IN

Bureau: 47

Subbureau: I

Organization Code: []

OK Cancel

NBC

Modify office information for the new office and click OK.

FPPS - Office Maintenance

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

Office Information

Organization ID: IN 47 01 1721000

Office Name: ADP DIVISION 47

Personnel Office ID: 1111 Servicing Personnel Office ID: DO

Office Type Selection

- Security Administrator's Office (ADO)
- Concurring/Viewing Office (CVO)
- Requesting Office
- Servicing Personnel Office
- FPPS Administrator
- T&A Security Administrator's Office (TAD)
- Payroll Operations Division

Printer Selection

	Printer	Name	Printer	Name
1	RMT141	LASER - PORTRAIT		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Audit Information

User ID: PPSJC47 Date: 02/03/03 Time: 11:26:22

OK Cancel

NBC

**Copying an Office
(continued)**

The instructions for the copy option continue on this page.

■ OFFICE ID, DATA ACCESSES, USERS, AND ROUTE PATHS

If you selected OFFICE ID, DATA ACCESSES, USERS, AND ROUTE PATHS on the COPY SELECTION window, you will be copying the office information and the data access(es), users, and route paths associated with the office you are copying from.

COPY/ADD Window

In the COPY/ADD Window, type the office ID codes of the new office and click OK.

OFFICE MAINTENANCE Screen

The OFFICE MAINTENANCE screen displays the office information of the office you are copying from (except that the new office's name is brought forward from the Organization Code Table). Modify the information to reflect the office type(s), printer ID(s), and POI and SPO codes (for SPO only) for the new office.

Then click OK.

Type office ID codes and click OK.

FPPS - Copy - PS311W1

Copy To

Department: IN

Bureau: 47

Subbureau: 1

Organization Code: []

NBC

OK Cancel

Modify office information for the new office and click OK.

FPPS - [Office Maintenance]

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

Office Information

Organization ID: IN 47 101 721000

Office Name: ADP DIVISION 47

Personnel Office ID: 1111 Servicing Personnel Office ID: DO

Office Type Selection

- Security Administrator's Office (ADD)
- Concurring/Viewing Office (CVO)
- Requesting Office
- Servicing Personnel Office
- FPPS Administrator
- T&A Security Administrator's Office (TAC)
- Payroll Operations Division

Printer Selection

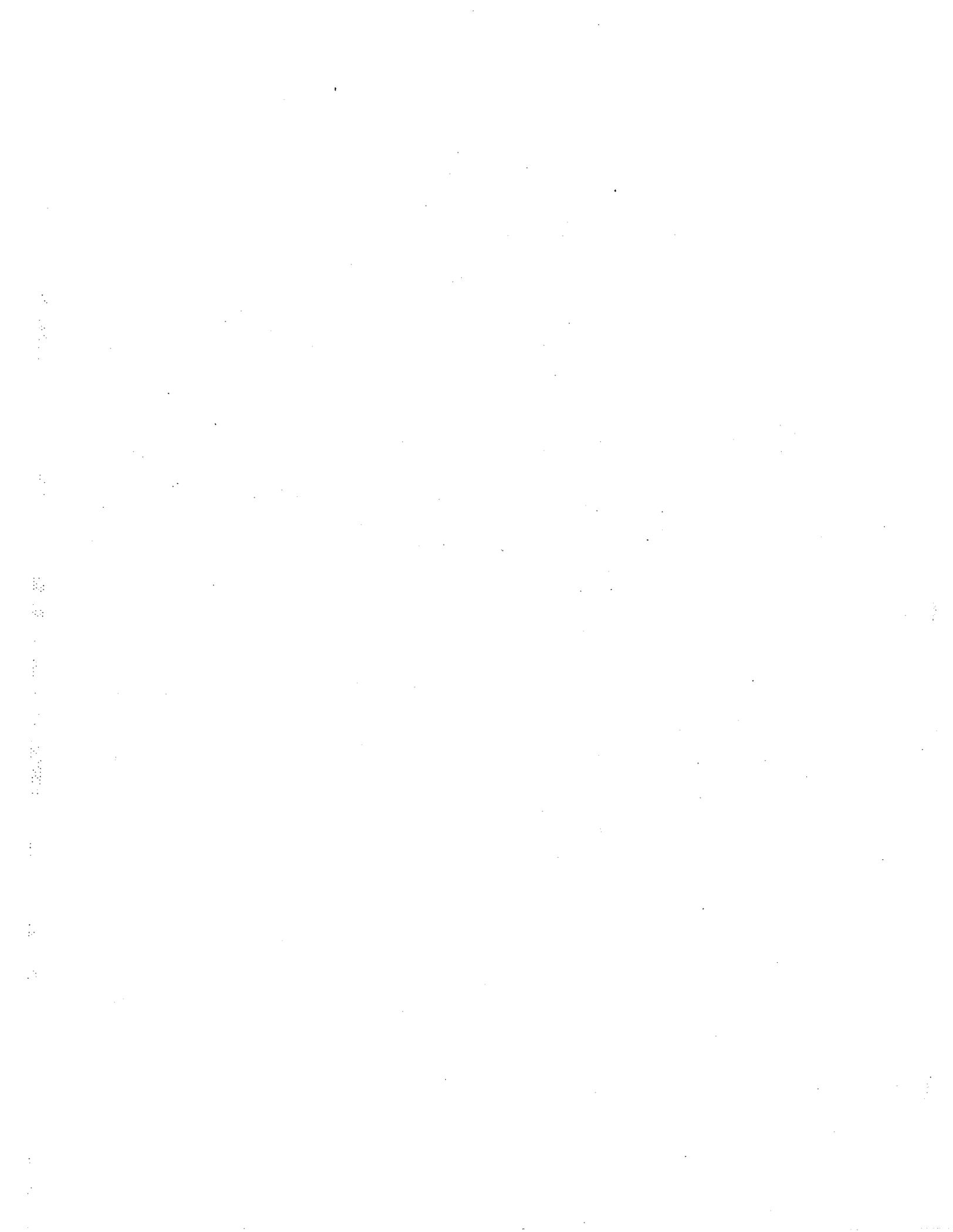
	Printer	Name	Printer	Name
1	RMT141	LASER - PORTRAIT		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Audit Information

User ID: FPPSJC47 Date: 02/03/03 Time: 11:26:22

NBC

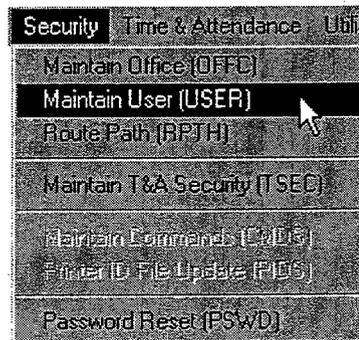
OK Cancel



Chapter 7: User Maintenance

You use the Maintain User (USER) command to maintain all of the administrative authority related to a user; e.g., the user title, command selections, SPO screen selections, ADP command delegations, signature authority, and data access(es).

The Maintain User (USER) command is located on a submenu that is accessed from the FPPS Main Menu's Security category. When you access this process, the first screen you see is the USER LIST screen, which displays all users for which you have administrative authority.



USER LIST Screen - Description

The list is sorted by office identification code followed by an alphabetical listing of users within each office.

The AUTHORITIES column on the right side of the screen displays the number of data accesses associated with each user. (See instructions for maintaining authorities beginning on page 7-12.)

■ START LIST FROM Fields

In the fields at the top of the screen, you may type an office ID code and click SEARCH to begin the list at a different starting point. Following the office ID codes, you may also type one or more characters of a user's last name to begin the list with a specific user's name.

Note: You must enter a complete office ID when starting the list with a user's name.

The START LIST FROM fields will be default-filled with codes that reflect the constraints of your administrative authority.

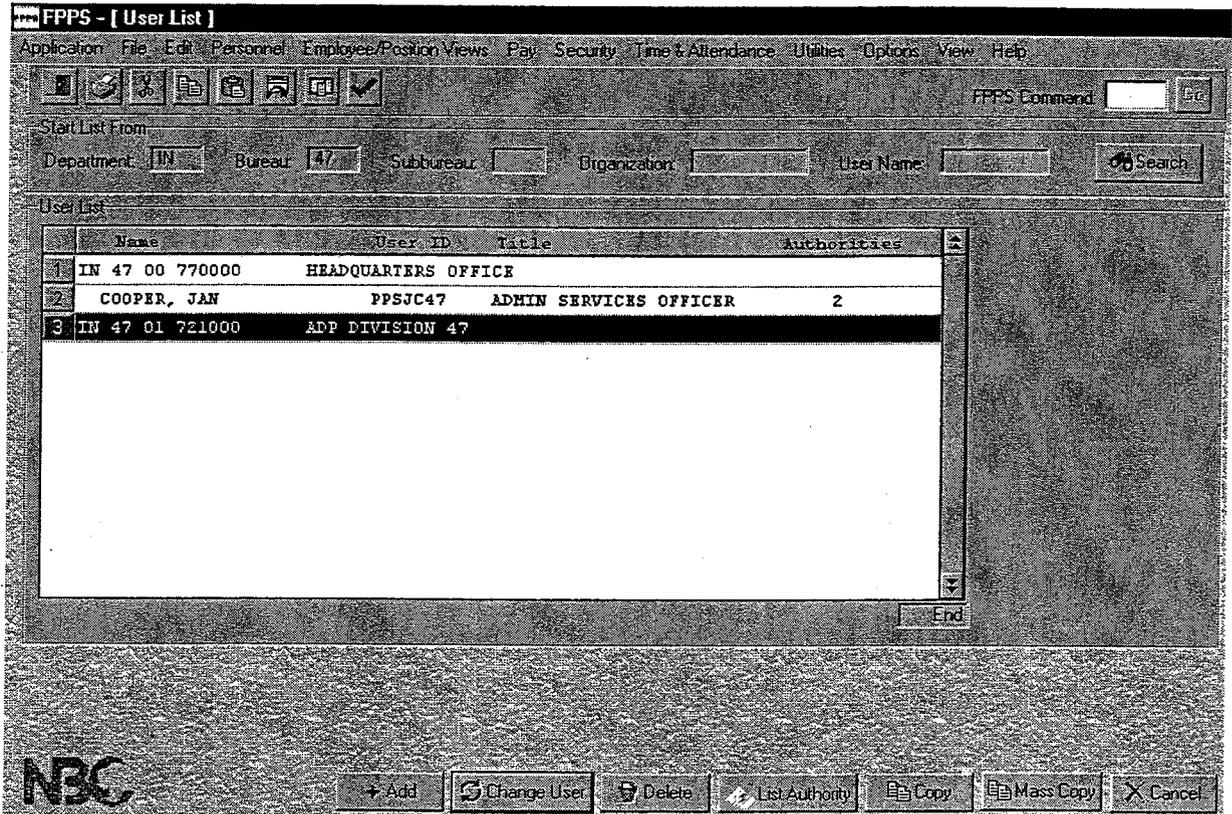
■ Action Codes

Valid action code buttons are listed at the bottom of the screen.

Select a row, and click an action code button. The next screen you see depends on the action code button you click on this screen.

See separate headings in this chapter for information about each option.

You may start the list from a different starting point using the Start List From fields. To perform an action, use one of the action code buttons at the bottom of the screen.



Adding a User

To add a new user to an office, use the ADD button.
(See also 'Copying a User' and 'Copying More Than One User.')

USER LIST Screen

Office With No Users Listed

Select the office and click ADD.

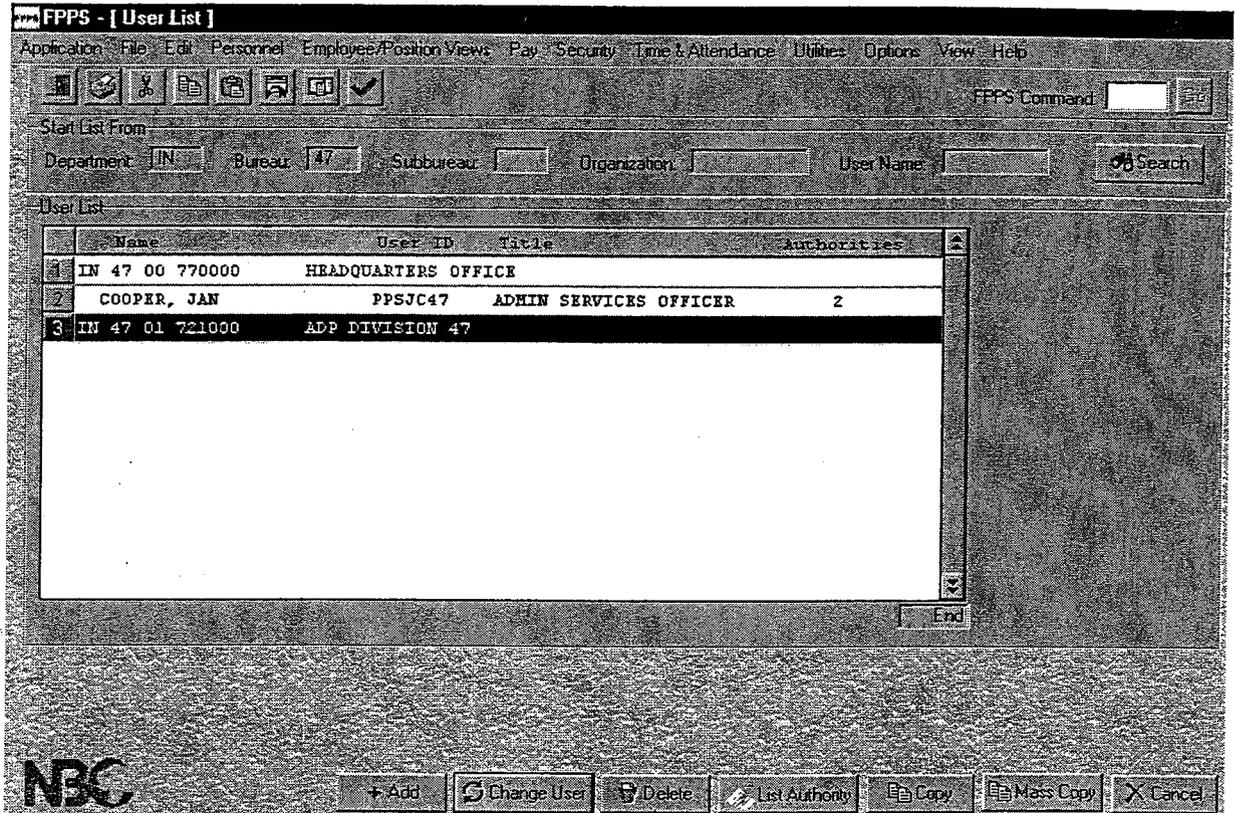
Office With Users Listed

Select a row containing a user's name within that office and click ADD.

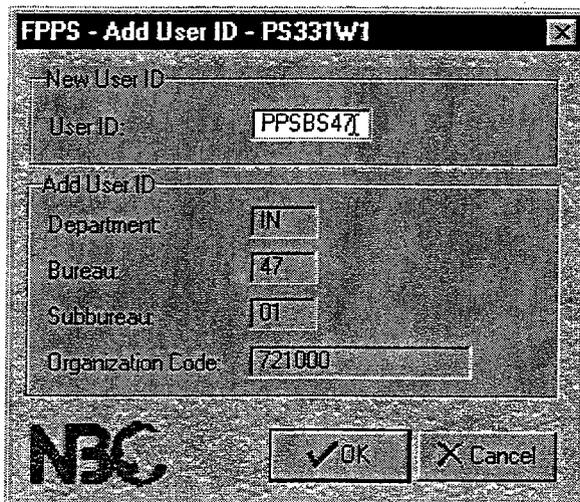
ADD USER Window

Type the new user's user ID (must be valid) in the ADD USER ID field and click OK.

Select a row and click ADD.



Type User ID and click OK.



Adding a User (continued)

The instructions for the add option continue on this page.

USER MAINTENANCE Screen

This screen displays if the user has not been previously defined to FPPS.

The user's name displays as it is defined to Natural security. You may change the first and/or middle names. Add all other required information; i.e., title, Social Security Number, and office identification codes of the office in which the user works.

The DOWNLOAD AUTHORIZATION field in the lower right portion of the screen is default-filled with **N**. Type **Y** over the **N** to allow this user the authority to download reports to a personal computer.

The ADD/CHANGE E-MAIL ADDRESS field is default-filled without an e-mail address. Click to supply the e-mail address, which allows this user the authority to receive e-mail messages whenever an SF-52 is received from another user.

Note: Give this function only to infrequent users.

E-MAIL ADDRESS Window

Type the user's SMTP e-mail address and click OK. Do not put quotes around the address, and type in upper or lower case, as appropriate. The e-mail address is case sensitive.

When all required information has been entered, click OK.

You will see a series of windows and screens on which you select the commands, screens (for SPO users only), command delegations (for ADO users only), signature authorities, and data access(es) for the new user. Those windows and screens are illustrated beginning on pages 7-16.

Type all required information and click OK.

The screenshot shows the 'FPPS - [User Maintenance]' window. The title bar includes 'Application', 'File', 'Edit', 'Personnel', 'Employee/Position Views', 'Pay', 'Security', 'Time & Attendance', 'Utilities', 'Options', 'View', and 'Help'. The 'User Information' section contains the following fields:

User ID:	FPSBS47
Last Name:	SMITH
First Name:	BILL
Middle Name:	J
Title:	SUP SYS ANALYST
SSN:	047476575
Department:	IN
Bureau:	47
Subbureau:	01
Organization Code:	721000
Download Authorization:	<input checked="" type="checkbox"/> Y

The 'Audit Information' section has fields for 'User ID', 'Date', and 'Time'. At the bottom, there is an 'NBC' logo, an 'Add/Change E-Mail Address' button, and 'OK' and 'Cancel' buttons.

Type e-mail address and click OK.

The screenshot shows the 'FPPS - E-Mail Address Window - PS336W1'. It features a single text input field labeled 'E-Mail Address' containing the text 'bsmith@cpsc.gov'. At the bottom, there is an 'NBC' logo and 'OK' and 'Cancel' buttons.

Changing User Information

To change information on the USER MAINTENANCE screen, use the CHANGE USER button.

USER LIST Screen

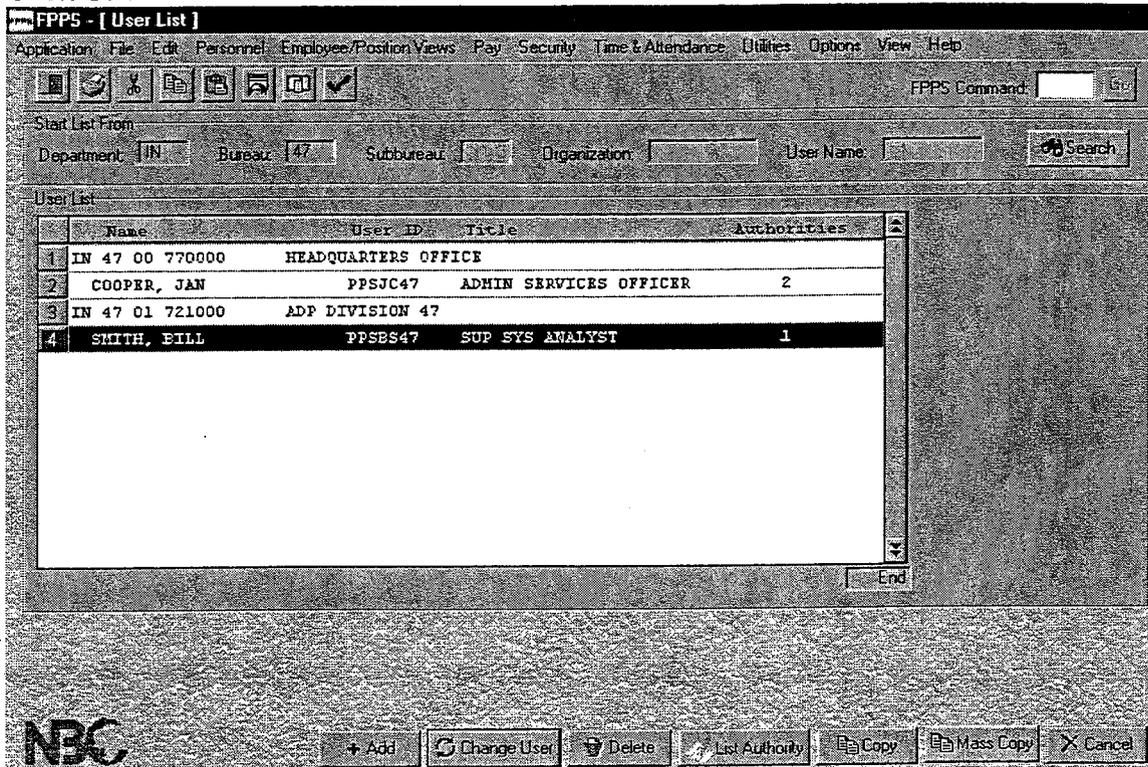
Select the user and click CHANGE USER.

USER MAINTENANCE Screen

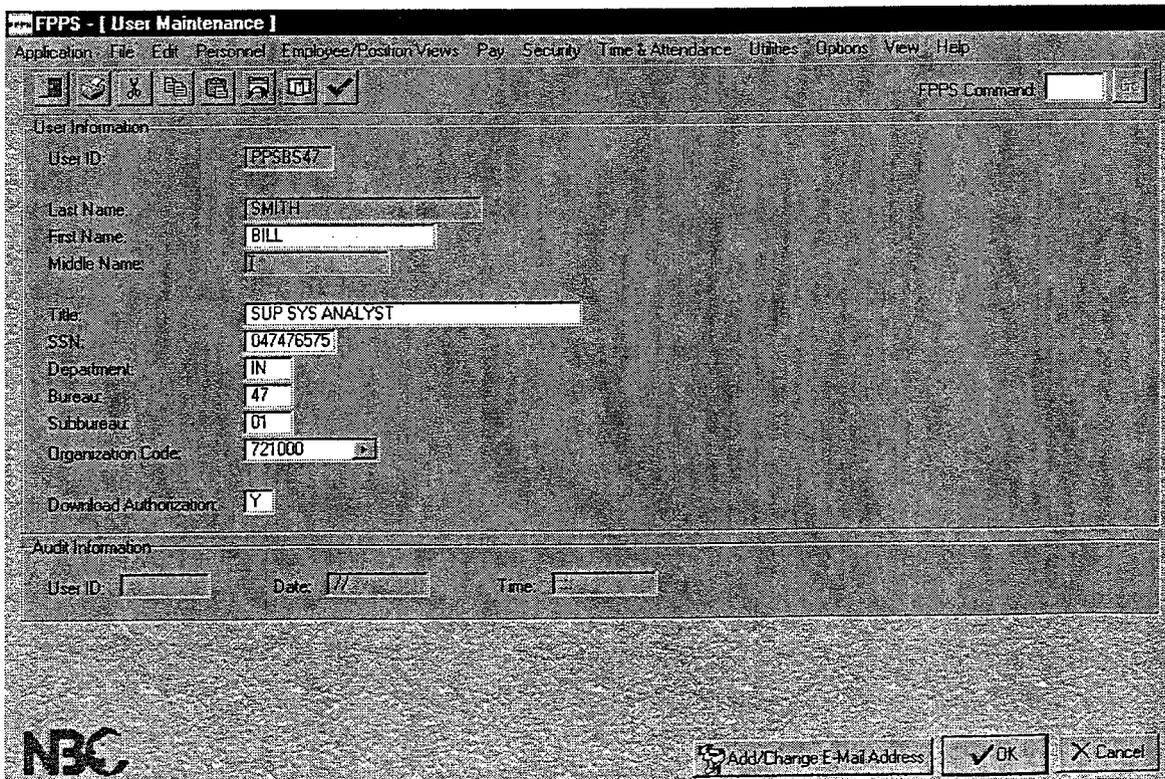
This screen displays the user's name, title, SSN, and office identification related to the user. Type over the modifiable information, as appropriate, and click OK.

Note: To delete an e-mail address, click the ADD/CHANGE E-MAIL ADDRESS button at the bottom of the screen. On the popup window, space over the e-mail address. Click OK to return to the USER MAINTENANCE screen.

Click CHANGE USER button.



Modify information and click OK.



Deleting a User from the System

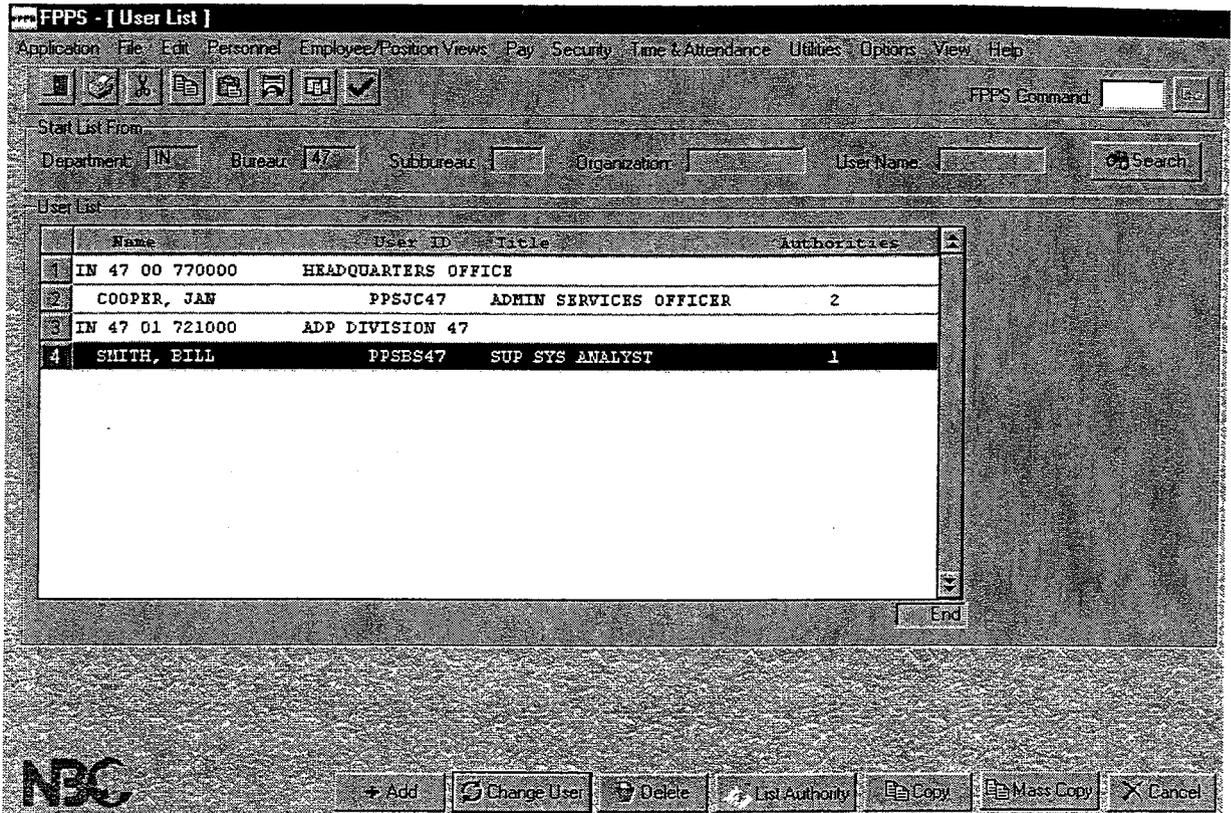
To delete a user from the system, use the DELETE button.

USER LIST Screen

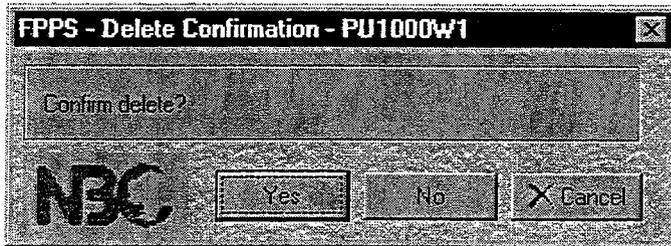
Select a user and click DELETE.

The system displays a window on the USER ACCESS AUTHORITY LIST screen asking you to confirm the deletion. Click YES.

Select user and click DELETE.



Click YES to confirm delete.



Listing Authorities

To maintain the command selections, screen selections (for SPO users only), command delegations (for ADO users only), signature authorities, and data access(es) associated with a user, use the LIST AUTHORITY button.

USER LIST Screen

Select a user and click LIST AUTHORITY button.

See next page for information about the USER ACCESS AUTHORITY LIST screen.

Select user and click LIST AUTHORITY button.

The screenshot shows the 'FPPS - [User List]' application window. The menu bar includes 'Application', 'File', 'Edit', 'Personnel', 'Employee/Position Views', 'Pay', 'Security', 'Time & Attendance', 'Utilities', 'Options', 'View', and 'Help'. The toolbar contains icons for file operations and a search function. Below the toolbar, there are input fields for 'Start List From', 'Department' (set to 'IN'), 'Bureau' (set to '47'), 'Subbureau', 'Organization', and 'User Name', along with a 'Search' button. The main area displays a table with the following data:

	Name	User ID	Title	Authorities
1	IN 47 00 770000	HEADQUARTERS OFFICE		
2	COOPER, JAN	PPSJC47	ADMIN SERVICES OFFICER	2
3	IN 47 01 721000	ADP DIVISION 47		
4	SMITH, BILL	PPSES47	SUP SYS ANALYST	1

At the bottom of the window, there is a toolbar with buttons for 'Add', 'Change User', 'Delete', 'List Authority', 'Copy', 'Mass Copy', and 'Cancel'. An 'End' button is also visible near the bottom right of the table area. The NBC logo is present in the bottom left corner.

**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

USER ACCESS AUTHORITY LIST Screen

This screen displays the authorities associated with the user.

The ACCESS AND/OR SIGNATURE AUTHORITY column lists the acronyms that describe the user's signature authority or system access:

ADM = Administrator
INI = Initiator
REQ = Requester
AUT = Authorizer
AST = SPO Assistant
SC1 = Review/Approve (sign in PROC)
SC2 = Final Approval (sign in LGAP)
CON = Concurrer
VWR = Viewer
TAP = T&A Processor

The DATA ACCESSES column displays the number of data accesses associated with the access/signature authority(ies) displayed.

Note: More than one acronym displayed on the same line indicates that the user has more than one authority related to the data accesses indicated in the # DATA ACCESSES column.

■ **ACTION CODES**

Valid action codes buttons are listed across the bottom of the screen.

The next screen you see depends on the action code button clicked on this screen.

See pages 7-16 - 7-39 for information about each.

Select an action code button.

FPPS - [User Access Authority List]

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

Office Information
IN 47/01 721000 ADP DIVISION 47

User List

	Name	User ID	Access And/Di Signature Authority	Data Accesses
1	SMITH, BILL	PPSBS47	REQ AUT	1

NBC

+ Add - Delete View List Access < Back Change OK Cancel

Listing Authorities (continued)

The instructions for the list authorities option continue on this page.

Adding Authority

To give the user the appropriate access (as an administrator, initiator, or SPO assistant) or signature authority for data access that is different than what is displayed, use the ADD button. To check the data access, use the LIST ACCESS button.

USER ACCESS AUTHORITY LIST Screen

Click ADD.

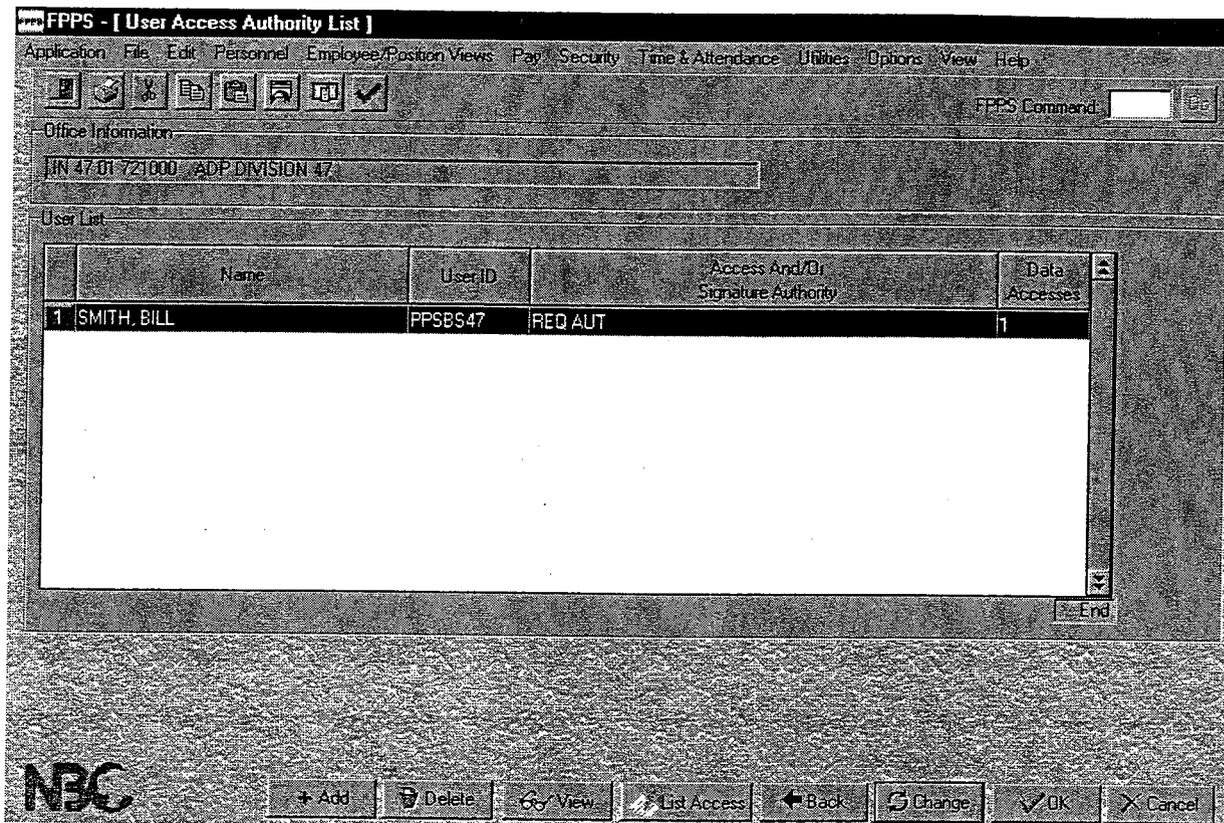
COMMAND SELECTION Window

This window displays the office type(s) related to the office. Click to indicate which command selections you wish to select for the user.

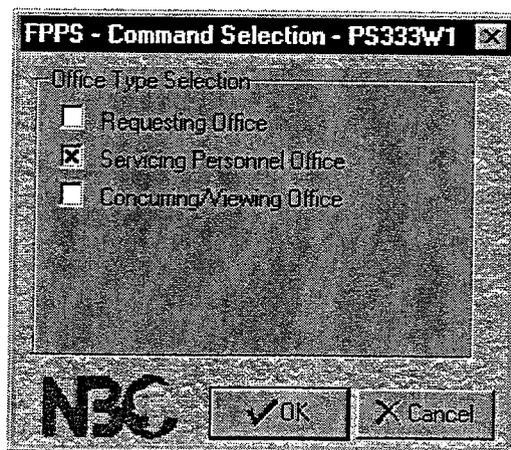
Note: Select multiple office type commands only if the data access will be the same for each authority you are establishing for the user.

For example, select both RO and SPO if you are establishing an RO user and SPO user with the same data access. Otherwise, select RO only. When the system returns you to the USER ACCESS AUTHORITY LIST screen, click ADD, and select SPO.

Click ADD.



Click to select appropriate office type(s) and click OK.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

**Adding Authority
(continued)**

The instructions for the authorities add option continue on this page.

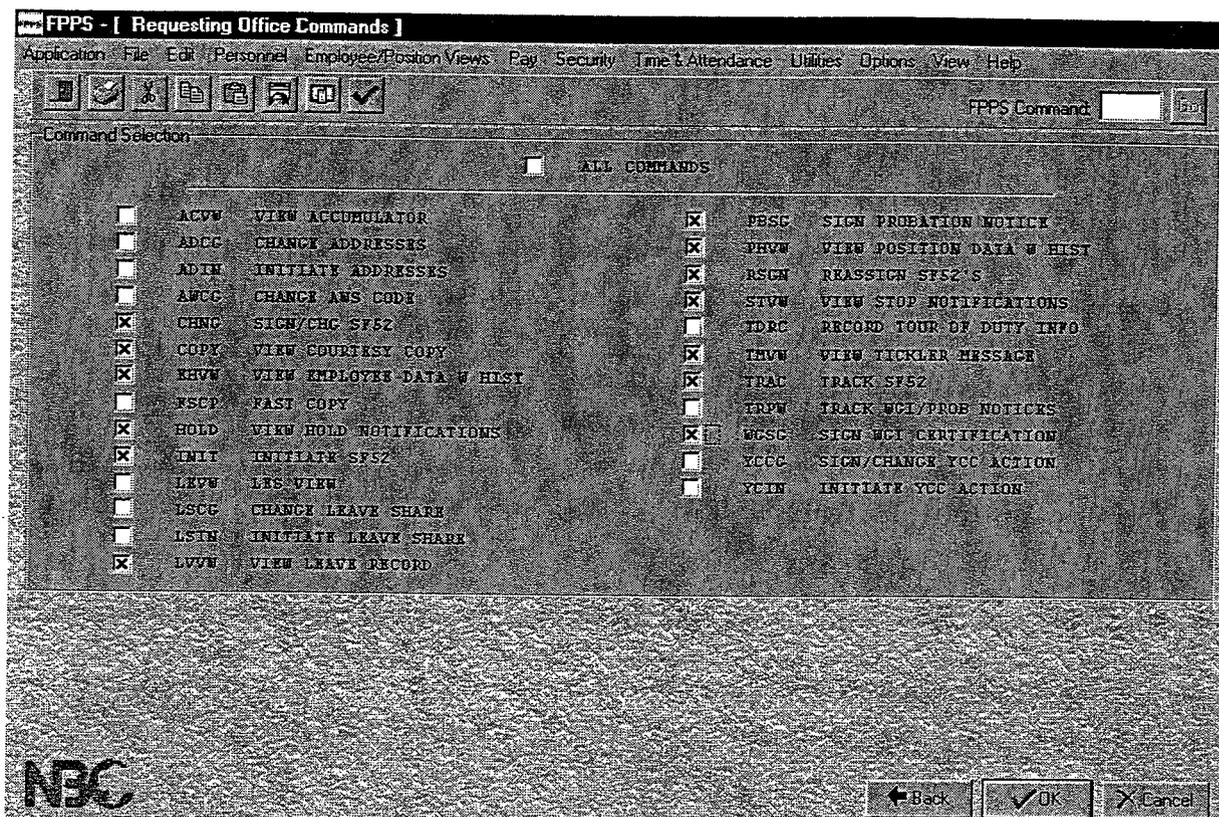
RO COMMAND SELECTION Screen

This screen displays the RO command selections. To select all commands displayed, click in the box beside ALL COMMANDS and click OK.

To select only certain commands, click in the box beside specific commands and click OK.

Note: If the user is to be a requester or authorizer, at a minimum, select the INIT and/or CHNG command.

Click to select all commands or click to select specific commands. Click OK when done.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

**Adding Authority
(continued)**

The instructions for the authorities add option continue on this page.

SPO COMMAND SELECTION Screen

There are two screens displaying SPO command selections as shown on the opposite page. The first screen displays commands A-P; the second continues with P-Z.

To select all commands, click in the box beside ALL COMMANDS on either screen and click OK.

To select only certain commands, click in the box beside specific commands on both screens.

To move between the two screens, click OK to proceed.

Note: If the user is to sign actions for review, at a minimum select the PROC command. If the user is to sign actions for SF52 approval, at a minimum, select the LGAP command.

Select either all commands or specific commands. Click OK.

FPPS - [Servicing Personnel Office Commands]

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

Command Selection

ALL COMMANDS

<input type="checkbox"/> ACVW VIEW ACCUMULATOR	<input type="checkbox"/> HMCC CHANGE HOME LEAVE
<input type="checkbox"/> ADCC CHANGE ADDRESSES	<input type="checkbox"/> HMEN INITIATE HOME LEAVE
<input type="checkbox"/> ADIN INITIATE ADDRESSES	<input type="checkbox"/> HOLD VIEW HOLD NOTIFICATIONS
<input type="checkbox"/> COPY VIEW COURTESY COPY	<input type="checkbox"/> LRVW LES VIEW
<input type="checkbox"/> CPCC CHANGE FECA-COP INJ/ILL	<input type="checkbox"/> LCAP SF52 APPROVAL
<input type="checkbox"/> CPIN INITIATE FECA-COP INJ/ILL	<input type="checkbox"/> LRCC CHANGE REC OF LEAVE DATA
<input type="checkbox"/> CREN CORRECT/CANCEL ACTIONS	<input type="checkbox"/> LRVW VIEW SF1150
<input type="checkbox"/> DRUC DRUC TEST FILE	<input type="checkbox"/> LSCC CHANGE LEAVE SHARE
<input type="checkbox"/> RHVW VIEW EMPLOYER DATA W HIST	<input type="checkbox"/> LSIN INITIATE LEAVE SHARE
<input type="checkbox"/> KMCC CHANGE EMPLOYEE NON SF50	<input type="checkbox"/> LUVW VIEW LEAVE RECORD
<input type="checkbox"/> RTCC CHANGE EMP ENTITLEMENTS	<input type="checkbox"/> MASS MASS CHANGE
<input type="checkbox"/> RTIN INITIATE ENTITLEMENTS	<input type="checkbox"/> PBSC SIGN PROBATION NOTICE
<input type="checkbox"/> FHEB EMPLOYEE HEALTH BENEFIT	<input type="checkbox"/> M9CC MASS CHG OTHER EMP INFO
<input type="checkbox"/> FSCP FAST COPY	<input type="checkbox"/> PDVW VIEW PAY DETAIL

NBC

FPPS - [Servicing Personnel Office Commands]

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

Command Selection

ALL COMMANDS

<input checked="" type="checkbox"/> RHVW VIEW POSITION DATA W HIST	<input checked="" type="checkbox"/> TKIN INITIATE TICKLERS
<input checked="" type="checkbox"/> PHCC PAY MASS CHANGES	<input checked="" type="checkbox"/> THVW VIEW TICKLER MESSAGE
<input checked="" type="checkbox"/> PHEN INITIATE CHARITY	<input checked="" type="checkbox"/> TRAC TRACK SF52
<input checked="" type="checkbox"/> PNCC CHANGE POSITION INFO	<input checked="" type="checkbox"/> TRPW TRACK WCI/PROP NOTICES
<input checked="" type="checkbox"/> PROC PROCESS SF52	<input checked="" type="checkbox"/> TXCC CHANGE TAXES
<input checked="" type="checkbox"/> RRAC REACTIVATE STOPPED 52'S	<input checked="" type="checkbox"/> TXIN INITIATE TAXES
<input checked="" type="checkbox"/> RLSY RELEASE HELD SF52'S	<input checked="" type="checkbox"/> UTBL USER MAINTAINED TABLES
<input checked="" type="checkbox"/> RLUP RELEASE FOR UPDATE	<input checked="" type="checkbox"/> VDCC CHANGE VOLUNTARY DEDUCT
<input checked="" type="checkbox"/> RSCN REASSIGN SF52'S	<input checked="" type="checkbox"/> VDIN INITIATE VOLUNTARY DEDUCT
<input checked="" type="checkbox"/> SNIN INIT REQ FOR PERS ACTION	<input checked="" type="checkbox"/> W6SC SIGN WCI CERTIFICATION
<input checked="" type="checkbox"/> SPPR MASS PRINT OF PERS ITEMS	
<input checked="" type="checkbox"/> STVW VIEW STOP NOTIFICATIONS	
<input checked="" type="checkbox"/> TDRC RECORD TOUR OF DUTY INFO	
<input checked="" type="checkbox"/> TRCC CHANGE TICKLERS	

NBC

**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

**Adding Authority
(continued)**

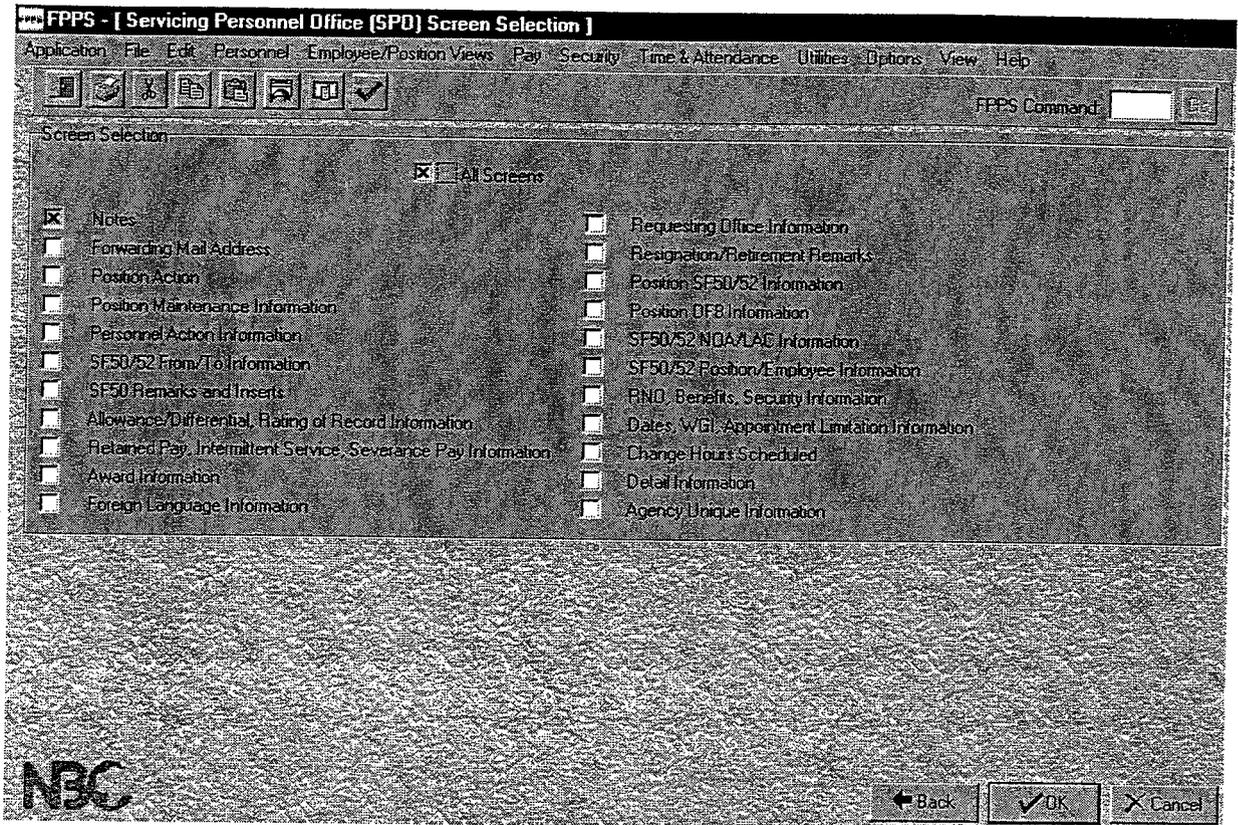
The instructions for the authorities add option continue on this page.

SPO SCREEN SELECTION Window

To select all screens displayed, click in the box beside ALL SCREENS and click OK.

To select only certain screens, click in the box beside specific screen names and click OK.

Select all screens or specific screens. Click OK.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

**Adding Authority
(continued)**

The instructions for the authorities add option continue on this page.

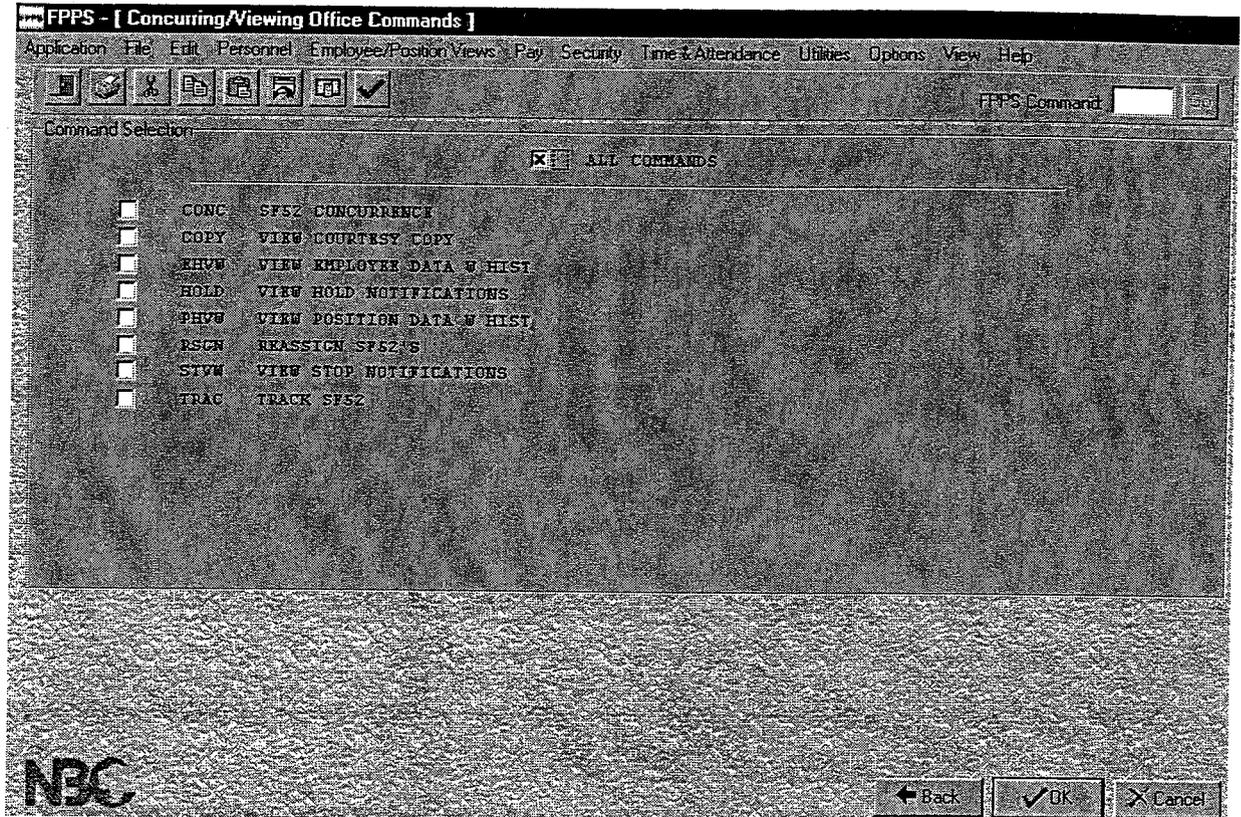
CVO COMMAND SELECTION Screen

This screen displays the CVO command selections. To select all commands displayed, click in the box beside ALL COMMANDS and click OK.

To select only certain commands, click in the box beside specific commands and click OK.

Note: If the user is to sign for SF52 concurrence, at a minimum select the CONC command.

Select all commands or specific commands. Click OK.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

**Adding Authority
(continued)**

The instructions for the authorities add option continue on this page.

ADO COMMAND SELECTION Screen

This screen displays the ADO command selections. To select all commands displayed, click in the box beside ALL COMMANDS and click OK.

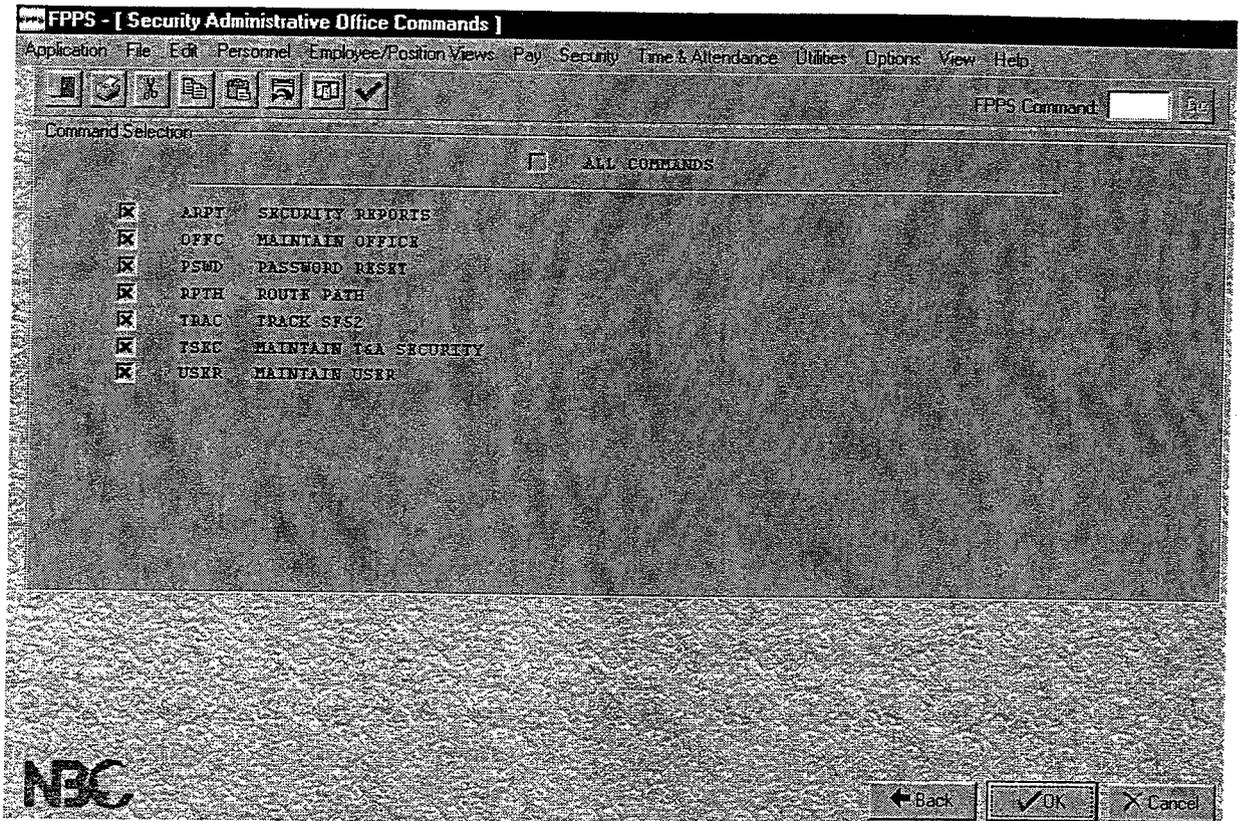
To select only certain commands, click in the box beside specific commands and click OK.

DELEGATED COMMANDS Window

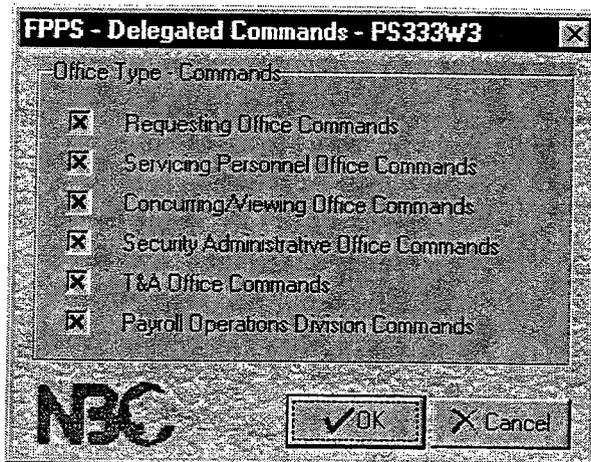
By delegating commands, you are giving the administrator the ability to assign commands to their system users.

Click to select the office type commands you wish to delegate to the administrator.

Select all commands or specific commands. Click OK.



Select command delegations. Click OK.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

**Adding Authority
(continued)**

The instructions for the authorities add option continue on this page.

SF52 SIGNATURE SELECTION Window

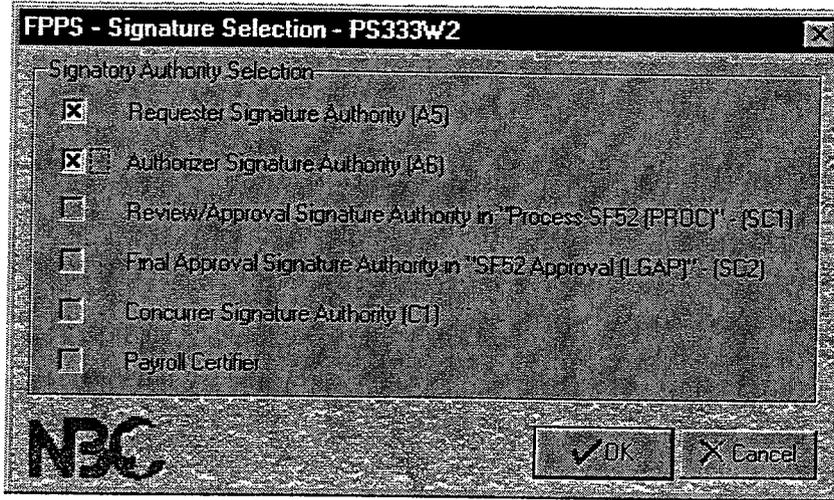
This window displays all signature authorities. Click to select one or more signature authorities and click OK.

Note: Depending on previous command selections, several fields may be protected. For example, for an RO user, you will not be able to select the SC1 (PROC), SC2 (LGAP), or C1 (CONC) fields.

If you selected LGAP and/or CONC on the command selection screens, the SC2 (LGAP) signature authority and the C1 (CONC) signature authority will already be selected.

Also, if you selected PROC and RLUP on the SPO command selection screen, the SC1 signature authority will already be selected.

Select signature authority. Click OK.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

**Adding Authority
(continued)**

The instructions for the authorities add option continue on this page.

USER DATA ACCESS LIST Screen

This screen displays all the data accesses currently defined for the office. Type one or more **X**'s in the **ACTION** field to select the appropriate data access(es) for the new user and click OK.

For information about the other options available on the **USER DATA ACCESS LIST** screen, see chapter 5 in this manual.

Select one or more data access(es). Click OK.

FPPS - [User 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
X	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		

NBC

Listing Authorities (continued)

The instructions for the list authorities option continue on this page.

Changing Authority

To modify a user's existing command selections, screen selections (for SPO users only), command delegations (for ADO users only), and/or signature authority, use the CHANGE button.

Note: You do not use this option to modify the user's data access. See chapter 5 in this manual for information about data access.

USER ACCESS AUTHORITY LIST Screen

Select authority and click CHANGE.

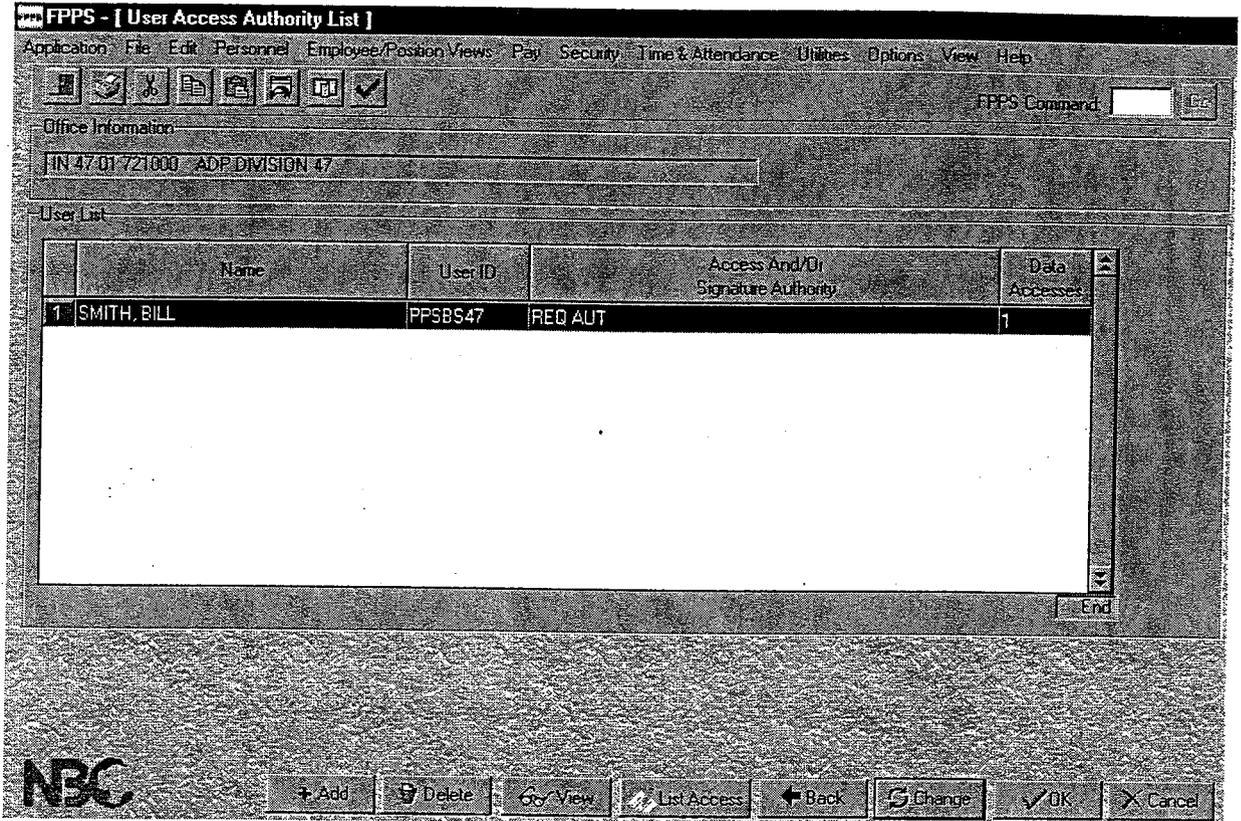
COMMAND SELECTION Window

This window displays the office type(s) related to the office. Click to select (or click to deselect an existing X) to indicate the command selections you wish to see.

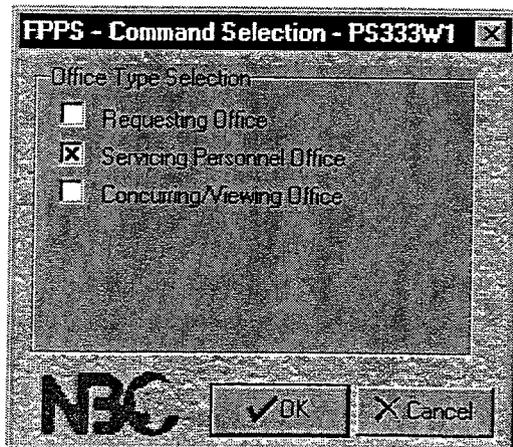
On the next series of screens and windows, there will already be X's displayed indicating the current command selections, screen selections (for SPO users only), command delegations (for ADO users only), and signature authorities associated with the user.

Click to select or click to deselect existing X's to indicate the changes you wish to make. Then click OK.

Select authority and click CHANGE.



Click to select/deselect on this window. Click OK.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

**Changing Authority
(continued)**

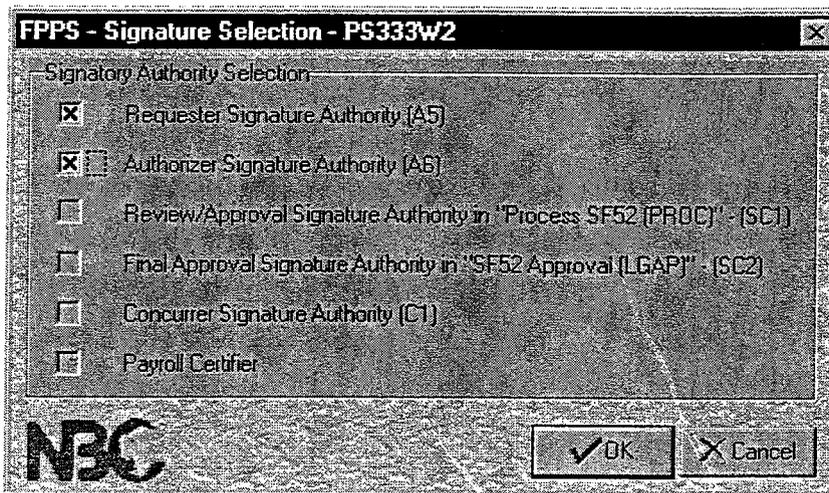
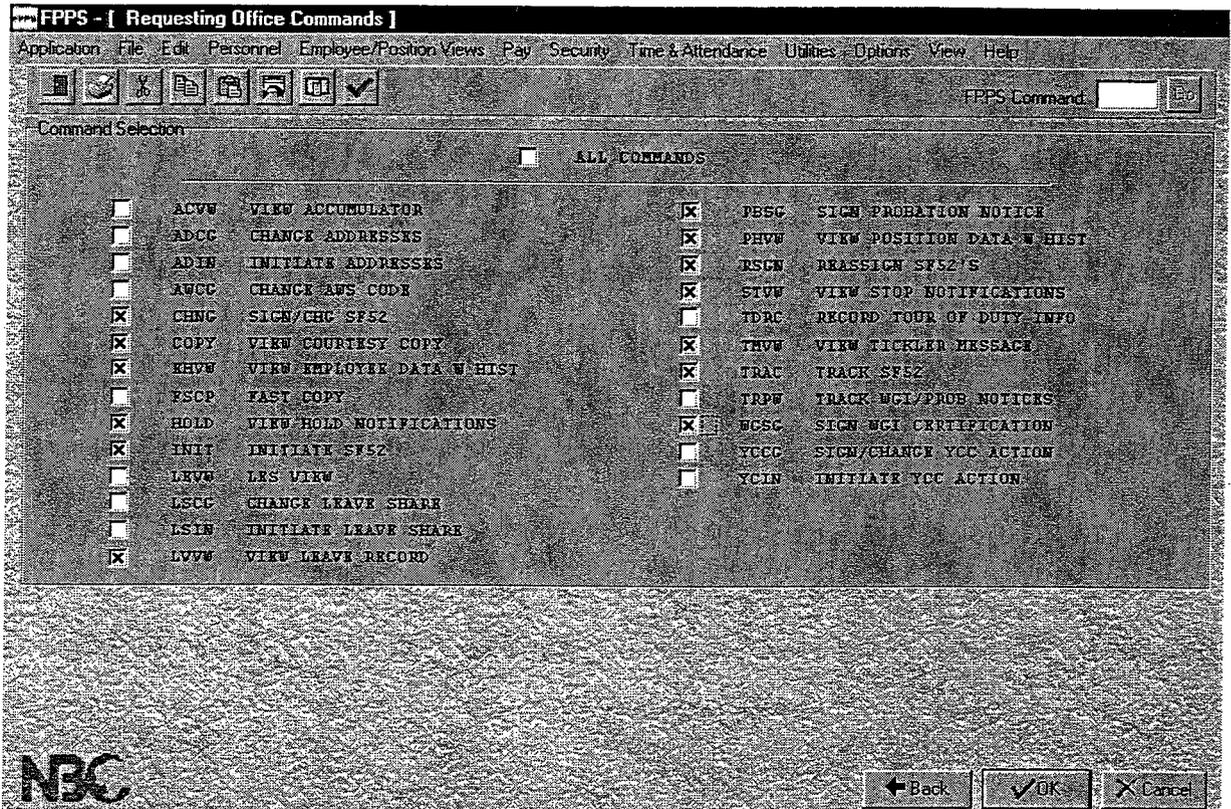
RO COMMAND SELECTION Screen

This screen displays the current RO command selections. To modify the commands displayed, click to select or deselect existing X's and click OK.

SF52 SIGNATURE SELECTION Window

This window displays the current signature authority selections. Click to select or deselect existing X's and click OK.

Click to select/deselect on these windows. Click OK.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

Deleting Authority

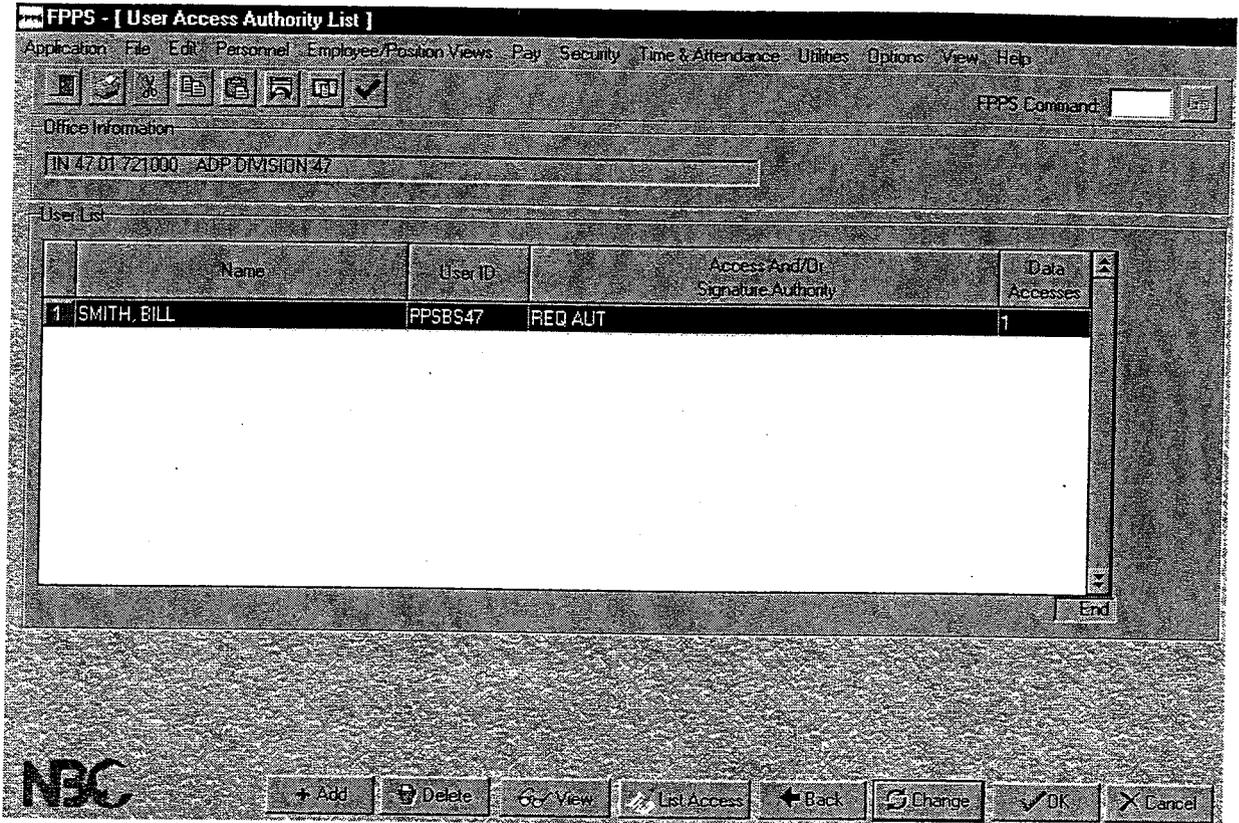
To delete a user's command selections, screen selections (for SPO users only), command delegations (for ADP users only), signature authority, and data access(es), use the DELETE button.

Note: If a user has more than one authority described on one line, all authorities will be deleted.

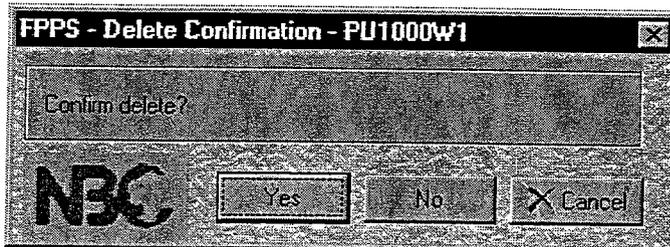
USER ACCESS AUTHORITY LIST Screen

The system displays a window asking you to confirm the deletion. Click YES.

Select authority. Click DELETE.



Click YES to confirm deletion.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

Expanding Authority

To view the information related to the user's access authority, i.e., command selections, screen selections (for SPO users only), command delegations (for ADO users only), and signature authority, use the VIEW button.

USER ACCESS AUTHORITY LIST Screen

Select authority. Click VIEW.

AUDIT INFORMATION Window

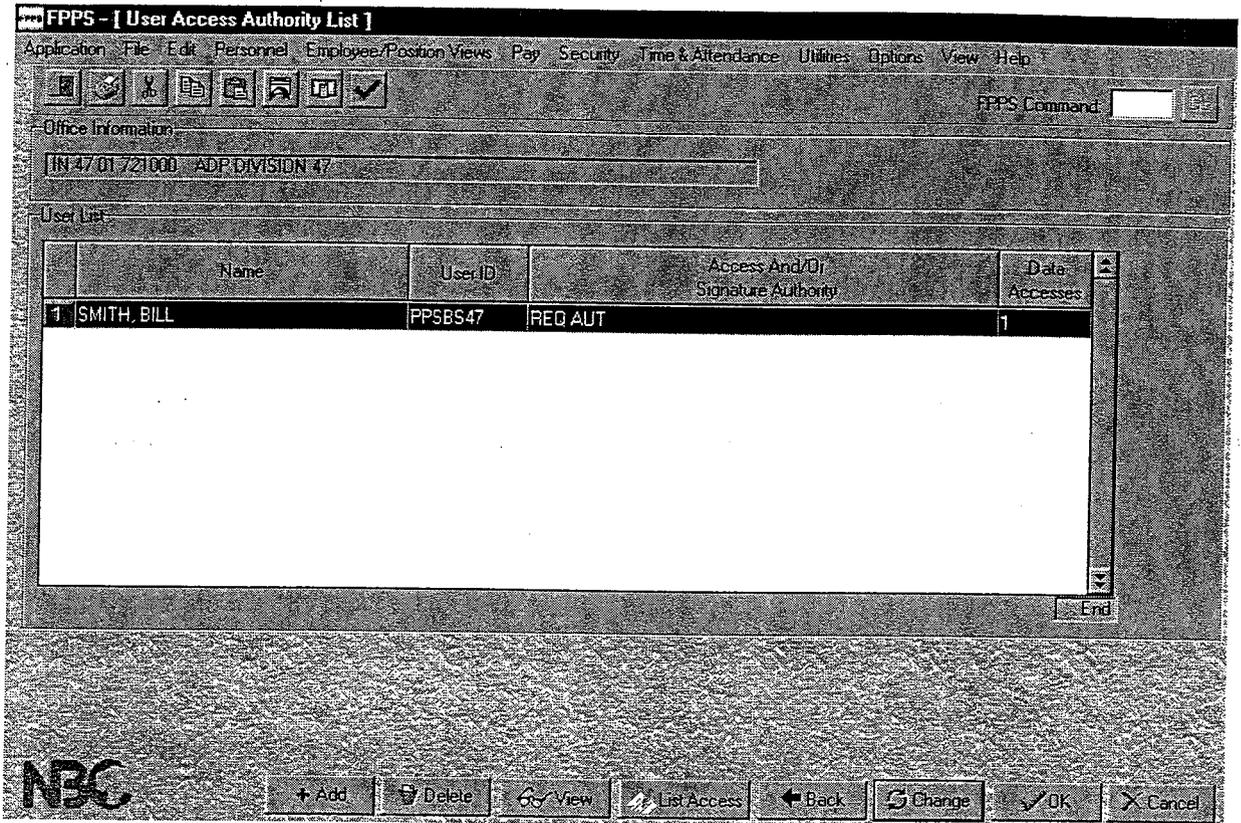
This window displays the user IDs of the last five users who touched this record.

Click OK to proceed.

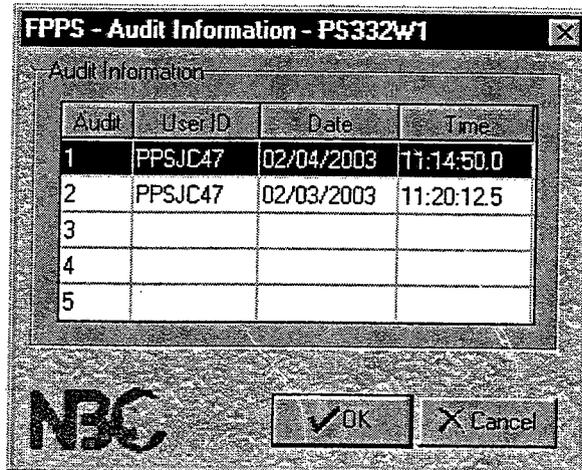
The next series of screens and windows display all information in protected fields and cannot be changed.

Click OK to scroll through all screens and windows. (Those screens and windows are not displayed in this portion of the manual.)

Select authority. Click VIEW.



Click OK to scroll through all screens.



**Listing Authorities
(continued)**

The instructions for the list authorities option continue on this page.

Listing Data Access

To maintain and/or to select the data access(es) appropriate for the user, use the LIST ACCESS button.

USER ACCESS AUTHORITY LIST Screen

Select authority and click LIST ACCESS.

USER DATA ACCESS LIST Screen

This screen displays all of the data accesses defined for the office. An 'X' in the ACTION field indicates the data access(es) currently selected for the user whose name is displayed at the top right side of the screen.

For information about each option available on the USER DATA ACCESS LIST screen, see chapter 5 in this manual.

Select authority. Click LIST ACCESS.

FPPS - [User Access Authority List]

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

Office Information: IN 47 01 721000 ADP DIVISION 47

User List

Name	User ID	Access And/Or Signature Authority	Date Accesses
1 SMITH, BILL	FPSBS47	REQ AUT	1

Buttons: +Add, Delete, Get View, List Access, Back, Change, OK, Cancel

An X indicates the data access currently selected for the user.

FPPS - [User 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: SMITH, BILL

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 X-SELECT

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
X	IN	47	01	721000	721600	*	*	*	*	1		
	IN	47	01	721300		*	*	*	*	1		
	IN	47	01	721600		*	*	*	*	1		

Buttons: Back, OK, Cancel

Copying a User

To add a new user to an office (by copying from an existing user), use the COPY button.

With this option, you will copy all commands, screens (for SPO users only), command delegations (for ADO users only), signature authorities, and data access(es) from the existing user to the new user.

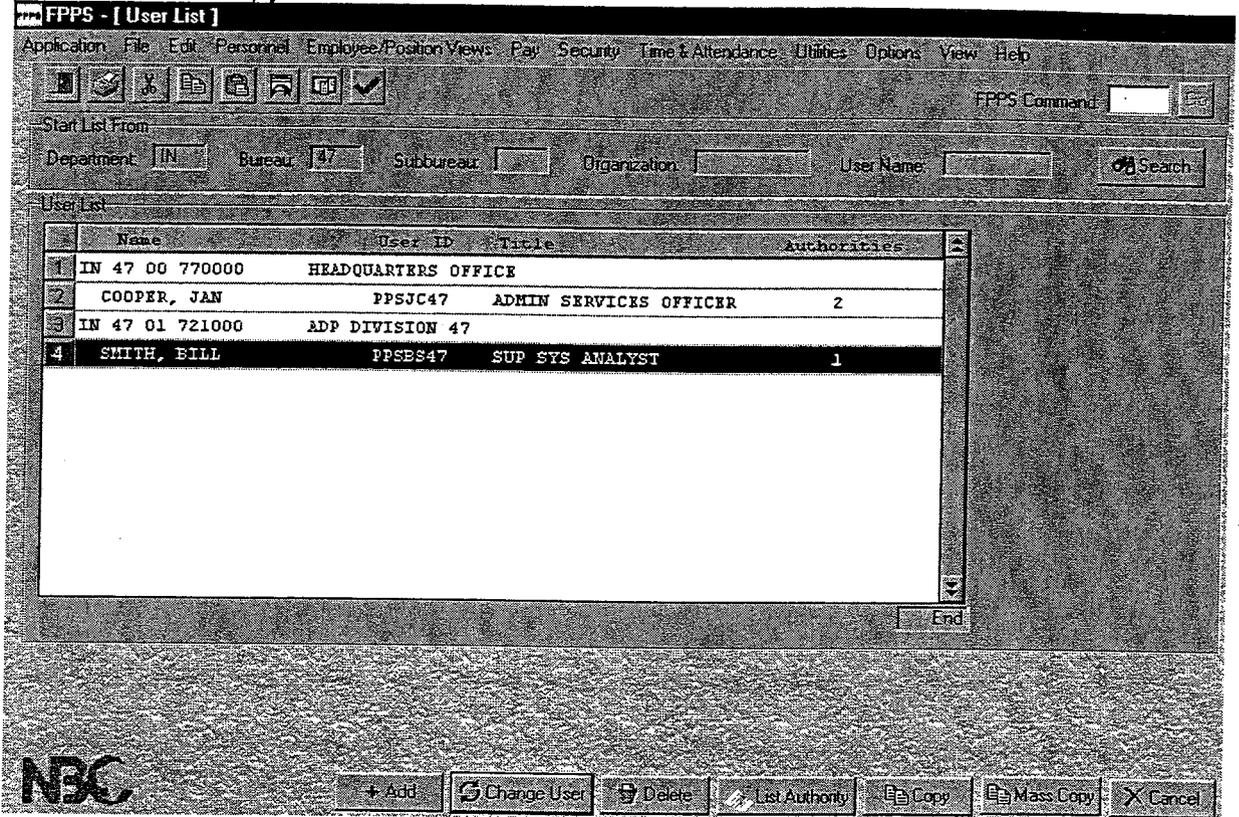
USER LIST Screen

Select the user to copy from and click COPY.

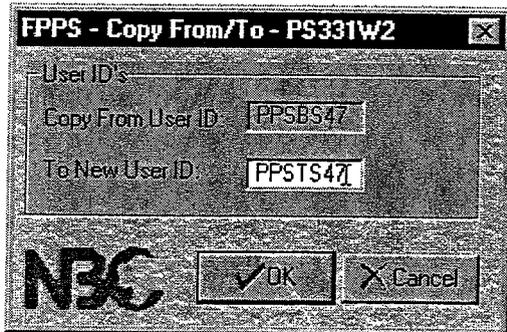
COPY FROM/TO Window

Type the new user's user ID (must be valid) in the TO NEW USER ID field and click OK.

Select user to copy from and click COPY.



Type new user ID and click OK.



Copying a User (continued)

The instructions for the copy option continue on this page.

USER MAINTENANCE Screen

This screen displays if the user has not been previously defined to FPPS.

The user's name displays as it is defined to Natural security. You may change the first and/or middle names. Add all other required information; i.e., title, Social Security Number, and office identification codes of the office in which the user works. Then click OK.

Type required information and click OK.

FPPS - [User Maintenance]

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

FFPS Command [] Go

User Information

User ID: PPST547

Last Name: SANDERS

First Name: JUD

Middle Name:

Title:

SSN: 00000000

Department: IN

Bureau: 47

Subbureau:

Organization Code:

Download Authorization: N

Audit Information

User ID: Date: // Time:

NBC

Add/Change E-Mail Address OK Cancel

Copying More Than One User

To add more than one new user to an office (by copying from an existing user), use the MASS COPY button.

With this option, you will copy all commands, screens (for SPO users only), command delegations (for ADO users only), signature authorities, and data access(es) from the existing user to the new users.

USER LIST Screen

Select the user to copy from and click MASS COPY.

MASS COPY Window

Type the new users' user IDs (must be valid) in the TO THESE USER ID'S fields and click OK.