

Select user to copy from and click MASS COPY.

	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	PPSBS47	SUP SYS ANALYST	1

Type new user Ids and click OK.

**Copying More Than One
User (continued)**

The instructions for the mass 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 all required information and click OK.

The screenshot shows a software window titled "FPPS - [User Maintenance]". The window has a menu bar with "Application", "File", "Edit", "Personnel", "Employee/Position Views", "Pay", "Security", "Time & Attendance", "Utilities", "Options", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into two sections: "User Information" and "Audit Information".

User Information:

User ID:	PPST547
Last Name:	SANDERS
First Name:	102
Middle Name:	
Title:	
SSN:	00000000
Department:	IN
Bureau:	47
Subbureau:	
Organization Code:	
Download Authorization:	N

Audit Information:

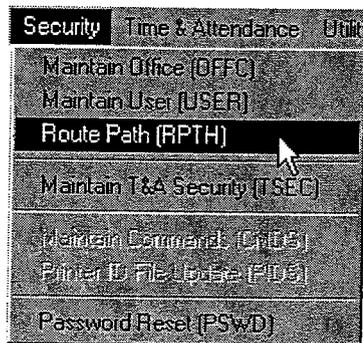
User ID:		Date: //	Time:	
----------	--	----------	-------	--

At the bottom of the window, there is a logo for "NBC" on the left and three buttons on the right: "Add/Change E-Mail Address", "OK", and "Cancel".

Chapter 8: Route Path Maintenance

You use the Route Path (RPTH) command to maintain route paths.

The Route Path (RPTH) command is located on a submenu that is accessed from the FPPS Main Menu's command category for Security. When you access this process, the first screen you see is the ROUTE PATH LIST screen, which displays all route paths within your administrative authority.



Route Path Definitions

You define route paths to create forwarding lists, which are used to send SF52s to other authorized system users. Sequencing the names on a route path puts the users' names in a specific order on the forwarding list.

All route paths are defined as:

- Default or qualified and
- RO, SPO, or SPO/RO.

Default - A default route path encompasses all data accesses within the office. There can be only one default route path per office.

Qualified - A qualified route path encompasses one or more specific data access(es) defined within the office. The users' names that appear on the sequencing screen are those whose data access(es) are equal to or greater than the specific data access(es) selected as qualifying criteria for the route path.

RO Route Path - Contains the users' names with RO authorities that meet the data access criteria of the route path.

SPO Route Path - Contains the users' names with SPO authorities that meet the data access criteria of the route path.

SPO/RO Route Path - Contains the users' names with SPO authorities plus RO authorities that meet the data access criteria of the route path. This path accommodates distribution of automatically generated WGI certifications and probationary notices from the SPO backwards to the RO. (The SPO employees are to be sequenced first and then the RO managers that need to sign.)

**ROUTE PATH LIST Screen -
Description**

The list is sorted by office identification code followed by an alphabetical list of route paths within each office.

The NBR OF DATA ACCESSES column on the right side of the screen displays the number of data accesses associated with each qualified route path.

A 'D' in this column indicates that the route path is the default route path, which encompasses all data accesses within that office. There can be only one default route path per 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 constraints of your administrative authority.

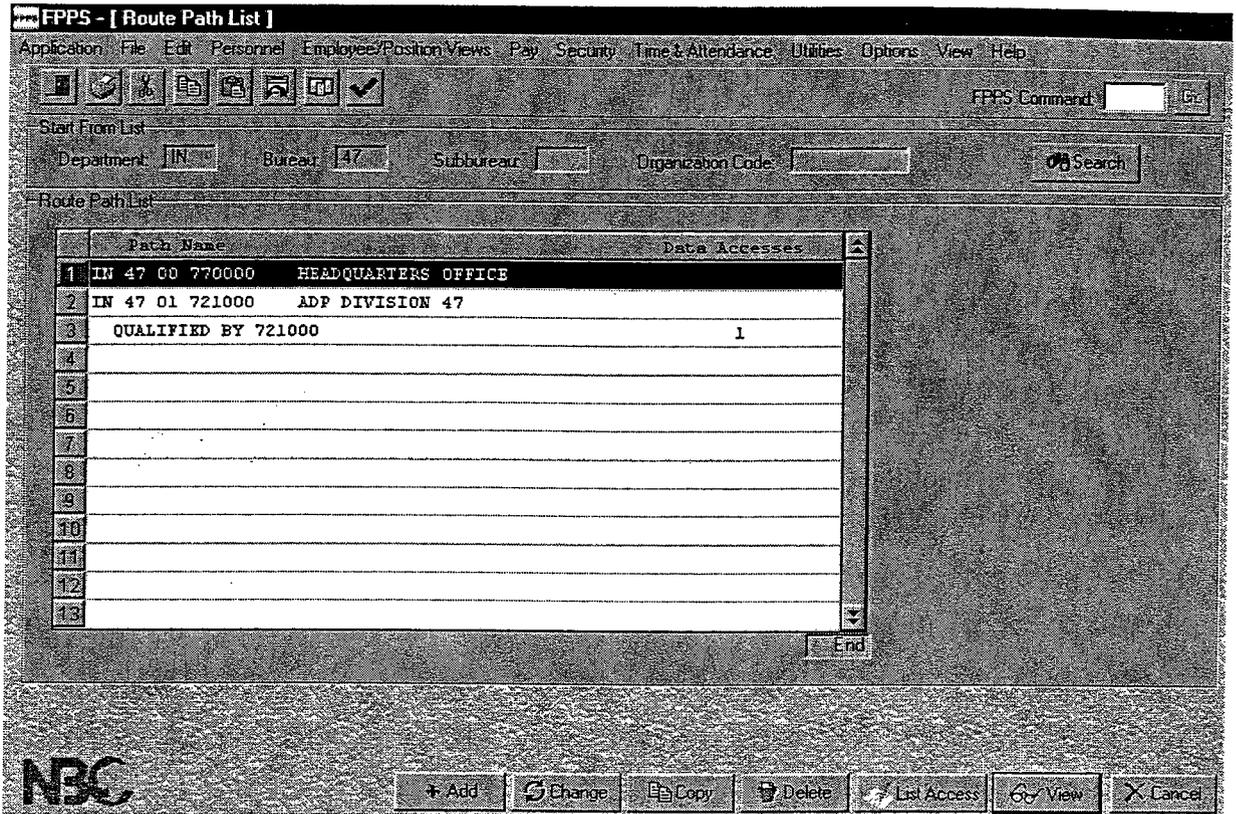
■ **Action Codes**

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

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. Click an Action Code button to perform a certain action.



Adding a Route Path

To add a new route path to an office, use the ADD button. (See also 'Copying a Route Path.')

ROUTE PATH LIST Screen

Office With No Route Paths Listed

Select the office ID and click ADD.

Office With Route Paths Listed

Select any route path name within that office and click ADD.

See next page for additional instructions about the add option.

Click ADD.

FPPS - [Route Path List]

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

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

Route Path List

	Path Name	Data Accesses
1	IN 47 00 770000 HEADQUARTERS OFFICE	
2	IN 47 01 721000 ADP DIVISION 47	
3	QUALIFIED BY 721000	1
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

End

NBC

+ Add Change Copy Delete List Access View Cancel

Adding a Route Path (continued)

Instructions for the add option continue on this page.

ADD PATH Window

In this window, click to select:

- Default or qualified and
- RO, SPO, both RO and SPO, or SPO/RO.

Note: These fields may be default-filled with one or more X's for the following reasons:

If there is already a default route path in this office, there will be an X displayed and protected beside QUALIFIED FOR ONE OR MORE DATA ACCESSES.

If the office is defined as an RO only:

- there will be an X displayed and protected beside the RO selection.
 - the SPO/RO selection will be protected.

The next screen you see depends on whether you selected default or qualified.

If you selected default, you will see the ROUTE PATH SEQUENCE screen. See page 8-12 for instructions. If you selected qualified, you will see the ROUTE DATA ACCESS LIST screen. See next page for instructions.

Click to select default or qualified. Select RO, SPO, both RO and SPO, or SPO/RO.
Click OK.

FPPS - Add Path - PS340W5

Office Information

Department: Bureau: Subbureau: Organization Code:

Route Path Information

Route Path Name:

Route Path Type

- Default for all Data Accesses
- Qualified for one or more Data Accesses
- Requesting Office Route Path
- Servicing Personnel Office Route Path
- Within Grade Increase/Probationary Notice Path (RO_SPO)

NBC

OK Cancel

**Adding a Route Path
(continued)**

Instructions for the add option continue on this page.

ROUTE DATA ACCESS LIST Screen

When adding a qualified route path to the system, this screen displays all the data accesses currently defined for the office. Click to select the appropriate data access(es) and click OK.

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

Select one or more data access(es) and click OK.

FPPS - [Route 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	1	1
	IN	47	01	721300		*	*	*	*	1		
X	IN	47	01	721600		*	*	*	*	1		

End

NBC

Adding a Route Path (continued)

Instructions for the add option continue on this page.

ROUTE PATH SEQUENCE Screen

This screen displays (in a popup window) the users' names whose data access(es) meet the criteria for the route path. The users listed are from the office in which the route path is being defined. (To obtain the names of users from other offices who qualify for the route path, see instructions on pages 8-14 through 8-19.)

Type sequence numbers in the SEQ field beside the users' names to define the order in which the names will appear on the forwarding list. If you do not want a user's name to appear on the forwarding list, leave the SEQ field blank.

Note: For easier maintenance, use a numbering scheme that leaves "space" between the numbers so that additional numbers can be added when needed. E.g., increments of 10's, 20's, or 100's, etc. Do not duplicate a number.

The word "More" in the bottom, left corner means that there are more names than can appear on one screen. To see the additional names, press F8 to move down the list of names, or F7 to move up.

When you have entered all sequence numbers, click OK to place the names on the screen itself.

■ PATH Field

In the PATH field at the top of the screen, type a route path name.

For instructions about obtaining additional users' names or SPO office names, see pages 8-14 through 8-21.

For instructions about reordering or saving the route path, see page 8-22.

Type sequence numbers and click OK.

FPPS - Users In Office - PS340W2

Start List From:

Department: Bureau: Subbureau: Organization Code:

User's Name:

User List

Office ID:

	Sequence Number	User Name	Access Authorities
1	10	SMITH, BILL	REQ AUT

End

NBC

Type a route path name.

FPPS - [Route Path Sequence]

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

FPPS Command:

Route Path Information

Organization ID: Route Path Name:

Retrieve Additional Users or Servicing Personnel Office Names:

User by Office
 User by Name
 Servicing Personnel Offices

Route Path

Seq	User Name	Access Authorities
1	010 SMITH, BILL	REQ AUT

End

NBC

**Adding a Route Path
(continued)**

Instructions for the add option continue on this page.

ROUTE PATH SEQUENCE Screen (continued)

■ **USERS BY OFFICE Field**

To search for qualified users from a specific office, click in the USERS BY OFFICE box and click SEARCH. The system will display users' names from the office in which you are adding the route path that are not currently on the route path. (The SPO/RO route path requires this function.)

Note: If there are no qualified users from the office, you will see an error message.

Notice the sequence numbers already assigned to the users on the route path (to the left of the popup window).

Type sequence numbers in the SEQ field beside the users' names in the popup window to define the order in which the names will appear on the forwarding list. If you do not want a user's name to appear on the forwarding list, leave the SEQ field blank.

Note: For easier maintenance, use a numbering scheme that leaves "space" between the numbers so that additional numbers can be added when needed. E.g., increments of 10's, 20's, or 100's, etc. Do not duplicate a number.

The word "More" in the bottom, left corner means that there are more names than can appear on one screen. To see the additional names, click the scroll down or up arrows to move down/up the list.

When you have entered all sequence numbers, click OK to place the names on the screen itself.

See next page for additional instructions about the USERS BY OFFICE field.

Select Users By Office and click SEARCH.

FPPS - [Route Path Sequence]

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

Route Path Information
 Organization ID: Route Path Name:

Retrieve Additional Users or Servicing Personnel Office Names

User by Office
 User by Name
 Servicing Personnel Offices

Route Path

Seq	User Name	Access Authorities
1	OTO SMITH, BILL	REQ AUT
2	SPO ADP DIMSION 47	

NBC

Type sequence numbers and click OK.

FPPS - Users in Office - PS340W2

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

User's Name:

User List
 Office ID:

Sequence Number	User Name	Access Authorities
1 20	YOUNG, SAM	REQ AUT

NBC

Adding a Route Path (continued)

Instructions for the add option continue on this page.

ROUTE PATH SEQUENCE Screen (continued)

■ USERS BY OFFICE Field (continued)

To search for names of users from a different office than the office in which the route path is being created, type all or part of the office ID in the START LIST FROM fields at the top of the popup window. If you have entered a complete office ID, you may also type all or part of the user's last name to begin the list at that starting point. Then click OK. The system will display the qualified users from that office in the popup window.

Notice the sequence numbers already assigned to the users on the route path (to the left of the popup window).

Type sequence numbers in the SEQ field beside the users' names in the popup window to define the order in which the names will appear on the forwarding list. If you do not want a user's name to appear on the forwarding list, leave the SEQ field blank.

Note: For easier maintenance, use a numbering scheme that leaves "space" between the numbers so that additional numbers can be added when needed. E.g., increments of 10's, 20's, or 100's, etc. Do not duplicate a number.

The word "More" in the bottom, left corner means that there are more names than can appear on one screen.

When you have entered all sequence numbers, click OK to place the names on the screen itself.

See next page for instructions about the USERS BY NAME field.

Type office ID codes and all or part of a user's name and click SEARCH.

FPPS - Users In Office - PS340W2

Start List From

Department: Bureau: Subbureau: Organization Code:

User's Name:

User List

Office ID:

	Sequence Number	User Name	Access Authorities
--	-----------------	-----------	--------------------

NBC

Type sequence numbers beside the names and click OK.

FPPS - Users In Office - PS340W2

Start List From

Department: Bureau: Subbureau: Organization Code:

User's Name:

User List

Office ID:

	Sequence Number	User Name	Access Authorities
1	20	YOUNG, SAM	REQ AUT

NBC

**Adding a Route Path
(continued)**

Instructions for the add option continue on this page.

ROUTE PATH SEQUENCE Screen (continued)

■ **USERS BY NAME Field**

To obtain an alphabetical list of all qualified users from the department and bureau in which the route path is being created, click in the USERS BY NAME field and click SEARCH.

Note: If you need to obtain the names of users from outside your department and bureau, in the USER BY NAME window, type the department and bureau codes and all or part of a user's last name and click SEARCH.

If there are no qualified users, you will see an error message.

Notice the sequence numbers already assigned to the users on the route path (to the left of the popup window).

Type sequence numbers in the SEQ field beside the users' names in the popup window to define the order in which the names will appear on the forwarding list. If you do not want a user's name to appear on the forwarding list, leave the SEQ field blank.

Note: For easier maintenance, use a numbering scheme that leaves "space" between the numbers so that additional numbers can be added when needed. E.g., increments of 10's, 20's, or 100's, etc. Do not duplicate a number.

The word "More" in the bottom, left corner means that there are more names than can appear on one screen

When you have entered all sequence numbers, click OK to place the names on the screen itself.

Select Users By Name and click SEARCH.

FPPS - [Route Path Sequence]

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

Route Path Information
Organization ID: IN 47 01 721000 Route Path Name: QUALIFIED BY 721600

Retrieve Additional Users or Servicing Personnel Office Names
 User by Office
 User by Name
 Servicing Personnel Offices

Search

Route Path

Seq	User Name	Access Authorities
1 010	SMITH, BILL	REQ AUT
2 SPO	ADP DIMSION 47	

End

NBC Reorder List OK Cancel

Type sequence numbers and click OK.

FPPS - User By Name - PS340W4

Start List From
Department: IN Bureau: 47 Last Name: Search

User List

Sequence Number	User Name	User Office	Access Authorities
1 20	YOUNG, SAM	IN4701721000	REQ AUT

End

NBC Back OK Cancel

Adding a Route Path (continued)

Instructions for the add option continue on this page.

ROUTE PATH SEQUENCE Screen (continued)

■ SPO OFFICE Field

If the route path is an RO route path type, you must click in the SPO OFFICE field to select a servicing personnel office. (If the route path you are adding is for an SPO or RO/SPO, this field will be protected.)

Note: The SPO/RO route path does not use this field.

The system will display the names of the servicing personnel offices that qualify for the route path in a popup window.

Type the characters **SPO** in the SEQ field beside only one servicing personnel office name and click OK.

The name of the servicing personnel office will appear last on the ROUTE PATH SEQUENCE screen.

Select SPO Office and click SEARCH.

FPPS - [Route Path Sequence]

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

Route Path Information
 Organization ID: Route Path Name:

Retrieve Additional Users of Servicing Personnel Office Names
 User by Office
 User by Name
 Servicing Personnel Offices

Route Path

Seq	User Name	Access Authorities
1	SMITH, BILL	REQ AUT

NBC

Type SPO and click OK.

FPPS - Servicing Personnel Office - P5340w3

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

Servicing Personnel Office List

Seq	Office ID	Office Name
1	SPO IN4701721000	ADP DIVISION 47

NBC

**Adding a Route Path
(continued)**

Instructions for the add option continue on this page.

ROUTE PATH SEQUENCE Screen (continued)

■ **REORDER OR SAVE**

If you want to reorder the sequence of the names on the route path, you may type over the sequence numbers, but do not duplicate any of the numbers.

To see the names in the reordered sequence, click the REORDER LIST button at the bottom of the screen.

When you have obtained all names (and the name of an SPO for an RO route path), click OK.

Type over the sequence numbers to reorder the User names. Click REORDER LIST button. To save the route path, click OK button.

FPPS - [Route Path Sequence]

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

Route Path Information
Organization ID: IN 47 01 721000 Route Path Name: QUALIFIED BY 721000

Retrieve Additional Users or Servicing Personnel Office Names
 User by Office
 User by Name
 Servicing Personnel Offices

Route Path

Seq	User Name	Access Authorities
010	SMITH, BILL	REQ AUT
020	ADP DIVISION 47	

End

Reorder List OK Cancel

NBC

Changing a Route Path

To change a route path, use the CHANGE button.

ROUTE PATH LIST Screen

Select the route path and click CHANGE.

CHANGE PATH Window

In this window, click to select or deselect one or more of the route path selections displayed.

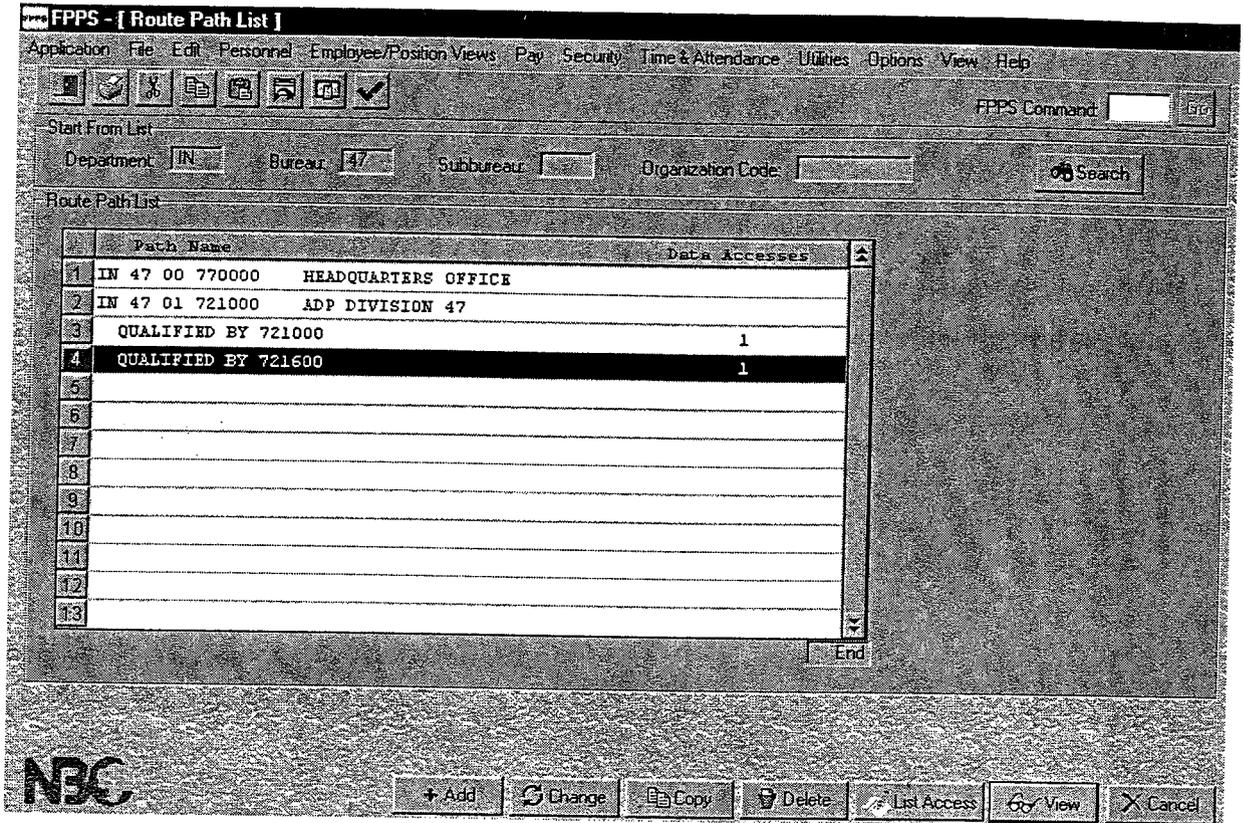
Note: If the office is defined as only an RO or SPO, an 'X' will be displayed and protected in the RO or SPO field.

The next screen you see depends on whether you are changing a default or a qualified route path.

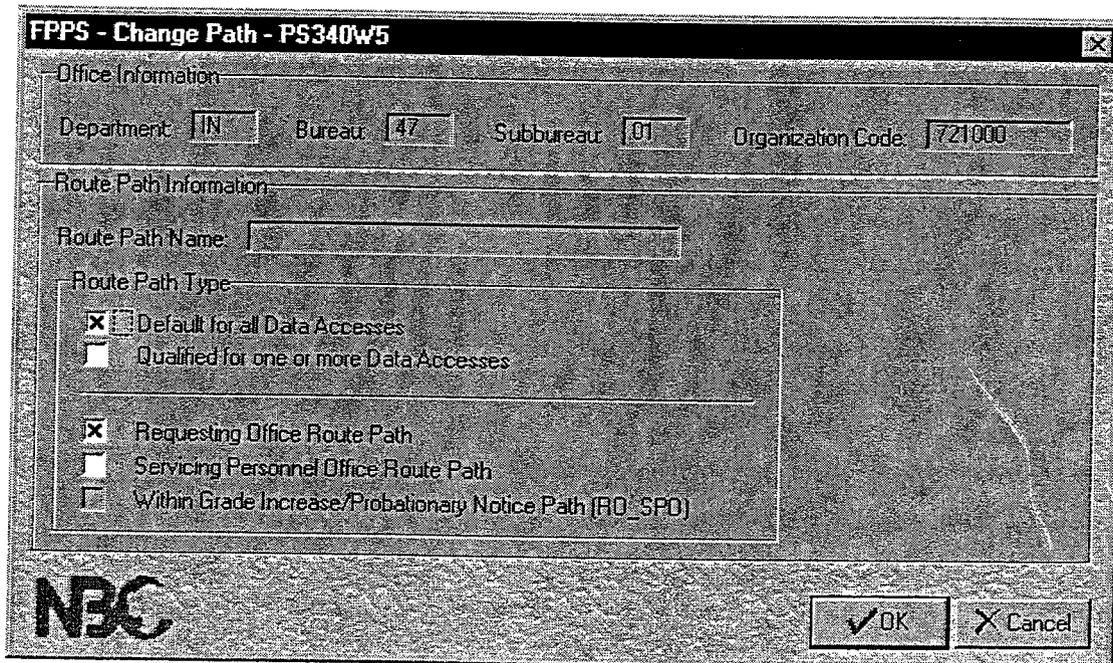
If you selected default, you will see the ROUTE PATH SEQUENCE screen. See page 8-28 for instructions.

If you selected qualified, you will see the ROUTE DATA ACCESS LIST screen. See next page for instructions.

Select a route path and click the CHANGE button.



Click to select/deselect. Click OK.



**Changing a Route Path
(continued)**

Instructions for the change option continue on this page.

ROUTE DATA ACCESS LIST Screen

When changing a qualified route path, this screen displays the data access(es) defined for the office. One or more X's indicate the data access(es) currently selected for the route path qualifying criteria.

Note: If you are changing a default route path to a qualified route path, there will be no X's displayed.

Click in the ACT field to select the appropriate data access(es) and/or space over the X's to deselect the data access(es) no longer needed. Then click OK.

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

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

FPPS - [Route 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: FPPS Command:

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	Qualities	Route Paths	Users
	IN	47	01	721000	721600	*	*	*	*	1	1	1
	IN	47	01	721300		*	*	*	*	1		
X	IN	47	01	721600		*	*	*	*	1		

End

NBC

**Changing a Route Path
(continued)**

Instructions for the change option continue on this page.

ROUTE PATH SEQUENCE Screen

This screen displays the sequence numbers and users' names currently on the route path.

■ **PATH Field**

To change the route path name, type over the name in this field.

■ **SEQ Field**

To change the sequence, type over the sequence numbers beside any of the users' names listed on the screen, but do not duplicate a sequence number. Space over a number to eliminate a user or SPO from the route path.

To search for the names of other users that qualify for the route path, select **USERS BY OFFICE**, **USERS BY NAME**, or **SPO OFFICES** (for requesting offices only).

See the instructions on pages 8-14 through 8-23 for information about these selections.

Modify path name, if appropriate. Search for other qualified users. Re-sequence numbers as appropriate. Click OK.

FPPS - [Route Path Sequence]

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

Route Path Information
Organization ID: IN 47,01 721000 Route Path Name: QUALIFIED BY 721600

Retrieve Additional Users or Servicing Personnel Office Names
 User by Office
 User by Name
 Servicing Personnel Offices

Route Path

Seq	User Name	Access Authorities
1	010 SMITH, BILL	REQ AUT
2	020 YOUNG, SAM	REQ AUT
3	SP0 ADP DIVISION 47	

End

Reorder List OK Cancel

NBC

Deleting a Route Path

To delete a route path, use the DELETE button.

ROUTE PATH LIST Screen

Select route path and click DELETE.

DELETE PATH Window

This window displays the route path type being deleted. Click OK.

The system will display the ROUTE PATH SEQUENCE screen with the DELETE CONFIRMATION window. (See next page.)

Select route path and click DELETE button.

FPPS - [Route Path List]

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

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

Route Path List

	Path Name	Data Accesses
1	IN 47 00 770000 HEADQUARTERS OFFICE	
2	IN 47 01 721000 ADP DIVISION 47	
3	QUALIFIED BY 721000	1
4	QUALIFIED BY 721600	1
5		
6		
7		
8		
9		
10		
11		
12		
13		

End

NBC

+ Add Change Copy Delete List Accesses View Cancel

Click OK.

FPPS - Delete Path - PS340w5

Office Information
 Department: IN Bureau: 47 Subbureau: 01 Organization Code: 721000

Route Path Information
 Route Path Name:

Route Path Type

- Default for all Data Accesses
- Qualified for one or more Data Accesses
- Requesting Office Route Path
- Servicing Personnel Office Route Path
- Within Grade Increase/Probationary Notice Path (RD_SPD)

NBC

OK Cancel

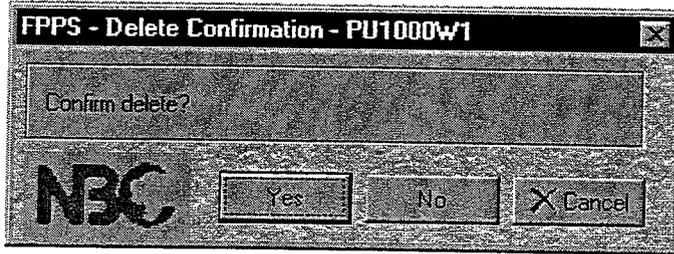
**Deleting a Route Path
(continued)**

Instructions for the delete option continue on this page.

ROUTE PATH SEQUENCE Screen

The system displays a window on the ROUTE PATH SEQUENCE screen asking you to confirm the deletion. Click YES.

Click YES.



Expanding a Route Path

To view the information related to a route path, use the VIEW button.

ROUTE PATH LIST Screen

Select route path and click VIEW button.

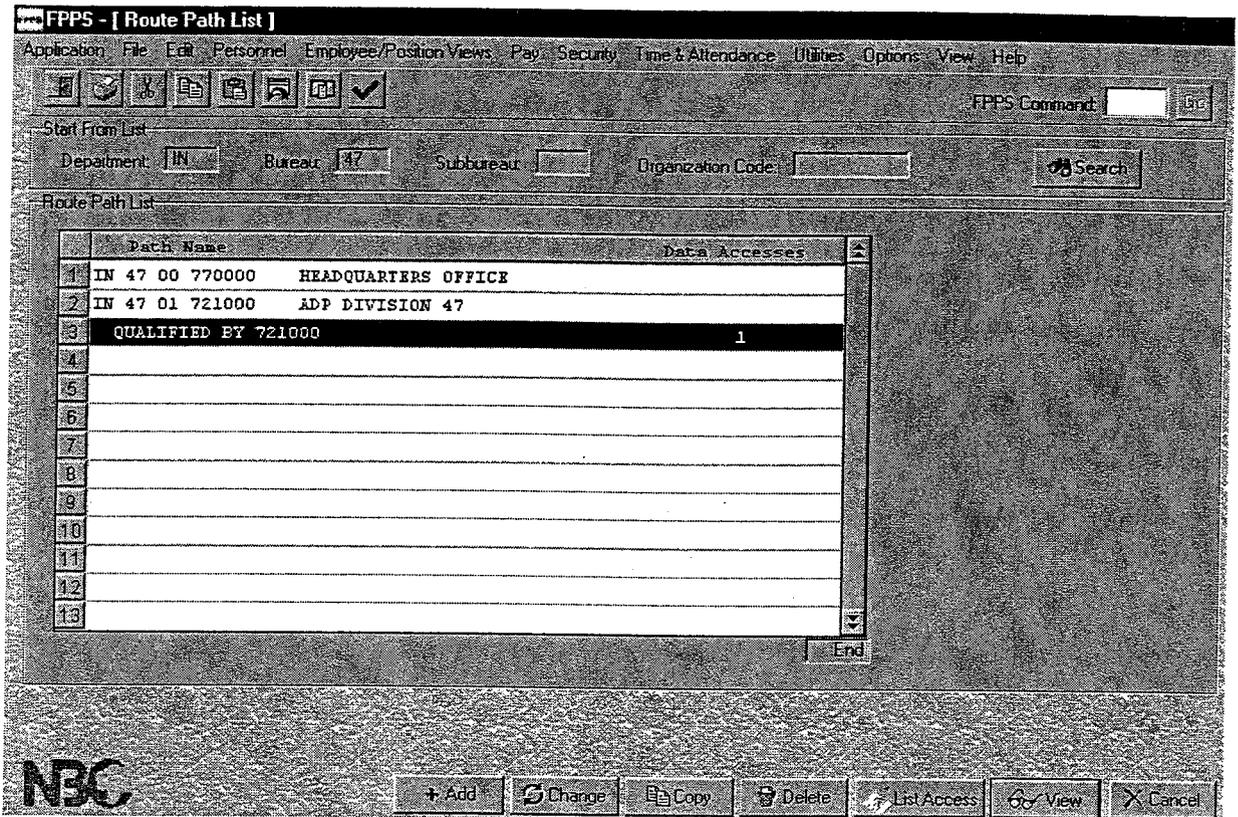
The system will display a series of windows and screens with information displayed in protected fields. You cannot change this information.

AUDIT INFORMATION Window

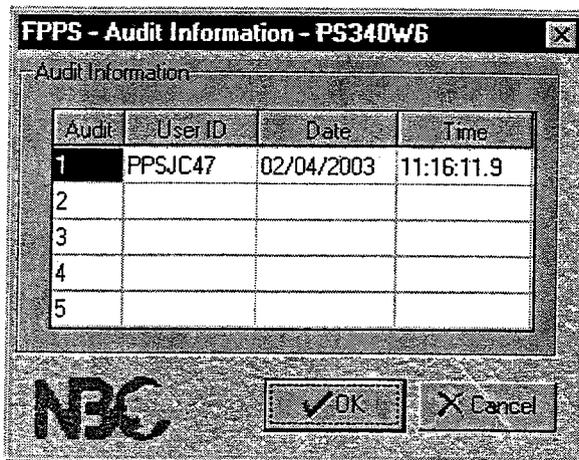
This window displays the user IDs of the last five users who touched this record.

Click OK to proceed.

Select route path and click VIEW button.



Click OK to proceed.



**Expanding a Route Path
(continued)**

Instructions for the expand option continue on this page.

EXPAND PATH Window

This window displays the route path type selections.

Click OK to proceed.

Click OK to proceed.

FPPS - Expand Path - PS340W5

Office Information

Department: Bureau: Subbureau: Organization Code:

Route Path Information

Route Path Name:

Route Path Type

- Default for all Data Accesses
- Qualified for one or more Data Accesses
- Requesting Office Route Path
- Servicing Personnel Office Route Path
- Within Grade Increase/Probationary Notice Path (RO_SPO)

NBC

**Expanding a Route Path
(continued)**

Instructions for the expand option continue on this page.

ROUTE DATA ACCESS LIST Screen

For a default route path:

This screen displays all data accesses within the office.

For a qualified route path:

This screen displays only the data access(es) selected for the qualified route path.

Click OK to proceed.

Note: For information about the expand, view paths, or view users options on this screen, see chapter 5 in this manual.

All data accesses are displayed for a default route path. Click OK to proceed.

FPPS - [Route 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	1	2
	IN	47	01	721300		*	*	*	*	1	1	
	IN	47	01	721600		*	*	*	*	1	1	

End

NBC

Selected data access(es) are displayed for a qualified route path. Click OK to proceed.

FPPS - [Route 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	1	1
	IN	47	01	721300		*	*	*	*	1		
X	IN	47	01	721600		*	*	*	*	1		

End

NBC

**Expanding a Route Path
(continued)**

Instructions for the expand option continue on this page.

ROUTE PATH SEQUENCE Screen

This screen displays sequence numbers, the users names, and their access authorities.

Click OK to proceed.

The system returns you to the ROUTE PATH LIST screen.

Click OK to proceed.

FPPS - [Route Path Sequence]

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

Route Path Information

Organization ID: IN 47 01 721000 Route Path Name: QUALIFIED BY 721000

Retrieve Additional Users or Servicing Personnel Office Names

User by Office
 User by Name
 Servicing Personnel Offices

Search

Route Path

Seq	User Name	Access Authorities
1 010	SMITH, BILL	REQ AUT
2 SPO	ADP DIVISION 47	

End

NBC

Reorder List OK Cancel

Listing the Data Access

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

Note: You can only use this option on a qualified route path.

ROUTE PATH LIST Screen

Select the route path and click the LIST ACCESS button.

ROUTE DATA ACCESS LIST Screen

This screen displays all of the data accesses defined for the office. An 'X' in the ACT field indicates the data access(es) currently selected for the qualified route path.

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

Select route path and click the LIST ACCESS button.

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

	Path Name	Data Accesses
1	IN 47 00 770000 HEADQUARTERS OFFICE	
2	IN 47 01 721000 ADP DIVISION 47	
3	QUALIFIED BY 721000	1
4	QUALIFIED BY 721600	1
5		
6		
7		
8		
9		
10		
11		
12		
13		

+ Add Change Copy Delete List Access Go View Cancel

An X indicates the data access currently selected for the route path.

Start List From
Department: IN Bureau: 47 Subbureau: Organization Code: Search
User's Name: Search

Access List
Type one or more of the following action codes or space to remove access:
Action Codes: [C=CHANGE D=DELETE F=EXPAND B=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	1	2
X	IN	47	01	721300		*	*	*	*	1		
X	IN	47	01	721600		*	*	*	*	1		

Back OK Cancel

Copying a Route Path

To add a new route path (by copying from an existing path and modifying the data), use the copy option (O=COPY).

ROUTE PATH LIST Screen

Type **O** in the ACT field and click OK.

COPY PATH Window

This window displays the route path selections of the route path you are copying from. Click to select or deselect one or more of the route path definitions to reflect the selections of the route path you are copying to.

Note: If the office is defined as only an RO or SPO, an 'X' will be displayed and protected in the RO or SPO field.

The next screen you see depends on whether you are changing a default or a qualified route path.

If you selected default, you will see the ROUTE PATH SEQUENCE screen. See page 8-48 for instructions.

If you selected qualified, you will see the ROUTE DATA ACCESS LIST screen. See next page for instructions.

Select route path to copy and click the COPY button.

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

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

	Path Name	Data Accesses
1	IN 47 00 770000 HEADQUARTERS OFFICE	
2	IN 47 01 721000 ADP DIVISION 47	
3	QUALIFIED BY 721000	1
4	QUALIFIED BY 721600	1
5		
6		
7		
8		
9		
10		
11		
12		
13		

End

+ Add Change Copy Delete List Access View Cancel

Click to select or deselect. Click OK.

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: 721000

Route Path Information
Route Path Name:

Route Path Type

- Default for all Data Accesses
- Qualified for one or more Data Accesses
- Requesting Office Route Path
- Servicing Personnel Office Route Path
- Within Grade Increase/Probationary Notice Path (RO_SPD)

OK Cancel

**Copying a Route Path
(continued)**

Instructions for the copy option continue on this page.

ROUTE DATA ACCESS LIST Screen

Copying From a Qualified Route Path

When copying from a qualified route path, this screen displays the data access(es) currently selected for the route path qualifying criteria of the route path you are copying from.

Type one or more **X**'s in the ACT field to select the appropriate data access(es) and/or space over the **X**'s to deselect the data access(es) no longer needed for the route path you are copying to. Then click OK.

Copying From a Default Route Path

When copying from a default route path to a qualified route path, this screen displays the data accesses defined for the office.

Type one or more **X**'s in the ACT field to select the appropriate qualifying criteria and click OK.

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

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

FPPS - [Route 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	1	2
	IN	47	01	721300		*	*	*	*	1		
X	IN	47	01	721600		*	*	*	*	1		

End

NBC

**Copying a Route Path
(continued)**

Instructions for the copy option continue on this page.

ROUTE PATH SEQUENCE Screen

This screen displays the sequence numbers and users' names currently on the route path.

■ **PATH Field**

Type the path name of the new route path.

■ **SEQ Fields**

To change the sequence, type over the sequence numbers beside any of the users' names listed on the screen, but do not duplicate a sequence number. Space over a number to eliminate a user from the route path.

To search for the names of other users that qualify for the route path, click to select **USERS BY OFFICE**, **USERS BY NAME**, or **SPO OFFICES** (for requesting offices only).

See the instructions on pages 8-14 through 8-23 for information about these selections.

Type a path name. Click to search for other qualified users. Type over sequence numbers as appropriate. Click to Reorder List. Click OK.

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

Route Path Information:
Organization ID: TN 47 01 721000 Route Path Name: QUALIFIED BY 721600

Retrieve Additional Users or Servicing Personnel Office Names:
 User by Office
 User by Name
 Servicing Personnel Offices

Route Path:

Seq	User Name	Access Authorities
1 010	SMITH, BILL	REQ AUT
2 020	YOUNG, SAM	REQ AUT
3 SPO	ADP DIVISION 47	

End

NBC Reorder List OK Cancel



Appendix A: FPPS Commands

The following commands are used throughout FPPS; those that are in the same box are usually assigned as a pair.

Command	Description	Used to:	Can be assigned to users in these office types:
ACVW	VIEW ACCUMULATOR	View accumulator records for an employee (e.g., number of days toward career tenure; number of days in intermittent status)	POD, RO, SPO
ADCG	CHANGE ADDRESSES	Maintain employee addresses	POD, RO, SPO
ADIN	INITIATE ADDRESSES	Initiate employee addresses	
ARPT	ADMINISTRATOR REPORT	Produce a security report	ADO
AWCG	ALTERNATIVE WORK SCHEDULE CHANGE	Change an employee's alternative work schedule	RO
CHNG	SIGN/CHG SF52	Access actions initiated with the INITIATE SF52 process (INIT command) to review/modify information and/or to sign actions (for users with signature authority)	RO
CONC	SF52 CONCURRENCE	Review the screens associated with an SF52 and/or to sign the SF52 as a concurring official (C1 authority)	CVO
COPY	VIEW COURTESY COPY	View courtesy copies of SF52s	CVO, RO, SPO
CPCG	CHANGE FECA-COP INJ/ILL	Maintain Federal Employee's Compensation Act - Continuation of Pay (FECA-COP) information	POD, SPO
CPIN	INITIATE FECA-COP INJ/ILL	Initiate Federal Employee's Compensation Act - Continuation of Pay (FECA-COP) information	
CRCN	CORRECT/CANCEL ACTIONS	Correct or cancel completed SF52s	SPO
DRUG	DRUG TESTING	View drug testing data	SPO
EEOR	AFFIRMATIVE ACTION REPORTS	View Affirmative Action reports	Users with special EEO access
EHVW	VIEW EMPLOYEE DATA W HIST	View current or historical employee information (e.g., addresses, employee data, entitlements, leave, one-time adjustments, suspended pay, taxes, ticklers, time and attendance, and voluntary deductions)	POD, RO, SPO, TAC
ENCG	CHANGE EMPLOYEE NON SF50	Change employee data not recorded on an SF50 or reported to CPDF	SPO
ETCG	CHANGE EMP ENTITLEMENTS	Maintain employee entitlements	POD, SPO
ETIN	INITIATE ENTITLEMENTS	Initiate employee entitlements	
FEHB	FEDERAL EMPLOYEE HEALTH BENEFITS	Initiate and maintain employee health benefits enrollment	SPO, POD
FSCP	FAST COPY	Copy up to 15 identical actions for employee accessions, promotions, employee losses, or vacant positions.	RO, SPO

Com mand	Description	Used to:	Can be assigned to users in these office types:
HMCG HMIN	CHANGE HOME LEAVE INITIATE HOME LEAVE	Maintain a home leave record for an employee Initiate a home leave record for an employee	POD, SPO
HOLD	VIEW HOLD NOTIFICATIONS	View information about SF52s that are on hold in the servicing personnel office (e.g., who is holding the action and the reason why)	RO, SPO, CVO
INIT	INITIATE SF52 (RO)	Initiate SF52s based on action types, e.g., resignations, promotions, changes in work schedule, etc.	RO
LEVW	LES VIEW	View Leave and Earnings Statements	RO, SPO, POD, CVO
LGAP	SF52 APPROVAL	Sign SF52 for approval	SPO
LRCG	CHANGE REC OF LEAVE DATA	Change, view, certify, and print a Record of Leave Data (SF1150)	POD, SPO
LRVW	VIEW SF1150	View record of leave data	POD, SPO
LSCG LSIN	CHANGE LEAVE SHARE INITIATE LEAVE SHARE	Maintain leave share data for a donor or recipient Initiate leave share data for a donor or recipient	POD, SPO
LVVW	VIEW LEAVE RECORD	View multiple types of leave with their associated leave balances for current or prior pay periods	POD, RO, SPO
MASS	MASS CHANGE	Process a single action to change employees or positions affected by the same action on the same effective date when the NOAC and LAC are the same for each employee	SPO
MIRS	MANAGEMENT INFORMATION REPORTING SYSTEM	Produce reports created in SuperNatural Query	All users automatically get this command
MSCG	MASS CHG OTHER EMP INFO	Change one or more employees or positions affected by the same action on the same effective date for data not recorded on an SF50 or reported to CPDF	SPO
MSGS	MESSAGE OF THE DAY	View FPPS online messages	All users automatically get this command
OFFC	MAINTAIN OFFICE	Maintain office information	ADO
PBSG	SIGN PROBATION NOTICE	Print, view, and sign/forward a probationary notification	RO, SPO
PDVW	PAY DETAIL VIEW	View the pay detail	POD, SPO
PHVW	VIEW POSITION DATA W HIST	View current or historical classification information (OF-8) and/or position data	RO, SPO
PMCG	PAY MASS CHANGES	Process a single action to change pay-related data for one or more employees for charity codes and amounts, union dues, association dues, and American Banking Association (ABA) routing numbers.	POD, SPO
PMIN	INITIATE CHARITY	Initiate charity deductions for a group of employees	POD, SPO
PNCG	CHANGE POSITION INFO	Change position data on a vacant or occupied	SPO

Com mand	Description	Used to:	Can be assigned to users in these office types:
		position.	
PROC	PROCESS SF52	Process an SF52; i.e., review screens associated with SF52s, modify data, put actions on hold, view the SF52 form, run relational edits, sign the action, etc.	SPO
PSWD	PASSWORD RESET	Reset or revoke users' passwords	ADO
QURY	SUPER NATURAL QUERIES	Extract data from the database to create user-defined reports	All users automatically get this command
REAC	REACTIVATE STOPPED 52'S	Reactivate stopped SF52s	SPO
RLSE	RELEASE HELD SF52'S	Release SF52s on hold	SPO
RLUP	RELEASE FOR UPDATE	Update SF52s	SPO
RPTH	ROUTE PATH	Maintain route paths	ADO
RSGN	REASSIGN SF52'S	Reassign SF52s from one user to another	RO, SPO, CVO
RSTA	VIEW REPORT STATUS	View the status of a report and view the report online	All users automatically get this command
SNIN	INITIATE REQUEST FOR PERS AC	Initiate SF52'S for any kind of action	SPO
SPPR	MASS PRNT OF PERS ITEMS	Print or view within-grade certifications, probationary notifications, tickler messages, SF50s, and approved SF50 exception lists for mass change actions	SPO
STVW	VIEW STOP NOTIFICATIONS	View information about SF52s that are stopped in the servicing personnel office (e.g., who stopped the action and the reason why)	RO, SPO, CVO
TACT	RECORD TA INFORMATION	Change, cancel, reactivate, view, or add T&A data for an employee	POD, TAC
TAIN	INITIATE T&A	Initiate T&A	T&A Input System users
TALA	LIST AUDIT TA'S	View the T&A audit records	POD, TAC
TALC	LIST CANCELLED TA'S	View cancelled T&A records	POD, TAC
TALE	LIST TA'S WITH ERRORS	Correct T&A errors	POD, TAC
TALM	LIST MISSING TA'S	Produce a list of missing T&As	POD, TAC
TALT	LIST TIMEKEEPER MESSAGES	Produce a list of timekeeper messages	POD, TAC
TAPR	PROCESS T&A	Process/certify T&As	T&A Input System users
TARE	RELEASE T&A	Release T&As	T&A Input System users
TARS	REASSIGN T&A	Reassign T&As	T&A Input System users
TATK	TRACK T&A	Track T&As	T&A Input System users
TBLS	LIST TABLES	View tables information	All users automatically get this command

Com mand	Description	Used to:	Can be assigned to users in these office types:
TDRC	RECORD TOUR OF DUTY INFO	Establish/maintain the master T&A record, and mass changes for cost structure	POD, RO, SPO, TAC
TKCG	CHANGE TICKLERS	Maintain ticklers	SPO
TKIN	INITIATE TICKLERS	Initiate ticklers	
TMVW	VIEW TICKLER MESSAGES	View tickler notifications	RO, SPO
TRAC	TRACK SF52	View the data associated with an SF52 or to obtain the status/history of an SF52.	ADO, CVO, RO, SPO
TRPW	TRACK WGI/PROB NOTICES	Track WGI certs and probationary notices	RO, SPO
TSEC	MAINTAIN T&A SECURITY	Establish and maintain security for the FPPS T&A Input System	ADO
TXCG	CHANGE TAXES	Maintain tax information	POD, SPO
TXIN	INITIATE TAXES	Initiate Federal, state, and local taxes for new employees	
USER	MAINTAIN USER	Maintain user command designations, signature authority, and access authority	ADO
UTBL	USER MAINTAINED TABLES	Allow offices to maintain specific tables	POD, SPO
VDCG	CHANGE VOLUNTARY DEDUCT	Maintain employee voluntary deduction information	POD, SPO
VDIN	INITIATE VOLUNTARY DEDUCT	Initiate employee voluntary deduction information	
WGSG	SIGN WGI CERTIFICATION	Print, view, and sign/forward within-grade certifications	RO, SPO
YCCG	SIGN/CHANGE YCC ACTION	Maintain YCC action	RO
YCIN	INITIATE YCC ACTION	Initiate YCC action	

Appendix B: SPO Screens

This appendix contains illustrations of FPPS screens used in the servicing personnel office. The title of each screen appears at the top of the screen in window's title bar.

FPPS - [Notes]

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

Employee Information
 Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
 Action Type: RESIGNATION Request Number: 19982700003

Notes
 SPENSER, KAREN
 PERS. MGMT. SPEC.
 02/10/03

NBC OK Cancel

FPPS - [Requesting Office Information]

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

Employee Information
 Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189
 Action Type Description: RESIGNATION Request Number: 982700003

Requesting Office Information
 Effective Date Proposed: 12/31/03

For additional information call
 Name: JACK HAYES
 Phone: (1000) 000-2241

Requester Signature
 HAYES, JACK
 REQUESTING OFFICIAL
 01/23/03

Authorizer Signature
 FERN, BRENDA
 AUTHORIZING OFFICIAL
 01/23/03

Concurring Signature
 LLOYD, DENISE
 CONCURRING OFFICIAL
 01/23/03

NBC Notes Back Next Cancel

FPPS - [Forwarding US Address]

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

FPPS Command:

Employee Information

Name: ALBRIGHT, ALLEN B SSN: 657-27-8189 Effective Date: 02/04/03
NOAC: RESIGNATION Request Number: 98 2700003

U.S. Forwarding Mail Address

Address Line 1: 3298 GARDNER LANE
Address Line 2:
City: LAKEWOOD
State: CO
Zip Code: 80226

NBC

FPPS - [Resignation/Retirement Remarks]

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

FPPS Command:

Employee Information

Name: ALBRIGHT, ALLEN B SSN: 657-27-8189 Effective Date: 02/04/03
NOAC: RESIGNATION Request Number: 98 2700003

Resignation/Retirement Remarks

EMPLOYEE IS MOVING OUT OF STATE

NBC

FPPS - [Position Action]

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

Employee Information
 Name: ALBRIGHT, ALLEN R SSN: 657-27-8189 Effective Date: 02/04/03
 NOAC: RESIGNATION Request Number: 98 2700003

From Action Code
 Position Number/Suffix: 0039420 027

To Action Code
 Position Number/Suffix: [] []

NBC Back Next Cancel

FPPS - [Position SF50/52 Information]

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

Employee Information
 Name: ALBRIGHT, ALLEN R SSN: 657-27-8189 Effective Date: 02/04/03
 Organization ID: IN07 27 D726000 Position Number/Suffix: 0039420 027 Request Number: 98 2700003
 NOAC: RESIGNATION Personnel Office ID: 2727 SPO: D0

Position Information
 ADP Security: N - Non-ADP - Computer Position Pay Basis: PA
 Appropriation Code: [] Pay Plan: GS
 Bargaining Unit Status: 1369 Position Allocation: []
 Duty Station: 08 1435 059 Position Occupied: 1
 State City County
 FLSA: N - Non Exempt Position Sensitivity: 1
 Full Performance Level: 12 Position Title Code: 52
 Functional Class: 00 Position Title DPM: PAYROLL SYSTEMS ANALYST
 Grade: 07 Position Title Organization: []
 Locality Pay Area: 23 Supervisory Status: 8
 Occupational Series: 0501 Work Schedule: F

NBC Back Next Cancel

FPPS - [Position Maintenance Information]

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

Employee Information
 Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
 Organization ID: IN07 27 D726000 Position Number/Suffix: 0039420 027 Request Number: 98-2700003
 NOAC: RESIGNATION Personnel Office ID: 2727 SPD: DO

Position Information
 CE/CY Wage Code: Office Of Youth Program Indicator: N - Not Office of Youth Program Position
 Drug Test Code: N Position Corrective Action:
 Environmental/Hazard Indicator: N - Not Authorized to Receive Position Tenure: P - Permanent Position
 Key Position Indicator: N - Position is not a Key Position Premium Class: 01
 Labor Management Relations: Procurement Integrity Act Indicator: N - Not Subject to the Act
 Occupational Category: A Wage Area:
 Position Agency Use: (Enter data according to your Bureau's instructions)

NBC Notes Back Next Cancel

FPPS - [Position DF8 Information]

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

Employee Information
 Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
 Organization ID: IN07 27 D726000 Position Number/Suffix: 0039420 027 Request Number: 98-2700003
 NOAC: RESIGNATION Personnel Office ID: 2727 SPD: DO

Position Information
 Competitive Area: Financial Statement: Identical Additional Code: N - Not Subject to Identical Additional Action
 Competitive Level: Position Status: 2 Service: F

Position Classification Information

Followup Code	Initials	Date	Type/Code
Followup Date: 1/1	Classified By:	1/1	
Date Position Last Audited: 1/1	Class Recommended:	1/1	
	Classification Certification By:	1/1	
	Review By:	1/1	
	Supervisory Certify Level A:	1/1	
	Supervisory Certify Level B:	1/1	

Remarks:

NBC Notes Back Next Cancel

FPPS - [Personnel Action Information]

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

Employee Information
 Name: ALBRIGHT, ALLEN R SSN: 657-27-8189 Effective Date: 02/04/03
 NOAC: RESIGNATION Request Number: 98 2700003

Personnel Action Information
 Social Security Number: 657 - 27 - 8189
 Effective Date: 02/04/03
 Not-To-Exceed Date: / /

Nature of Action 1
 Nature of Action: 317
 Table Number: 31 - A
 Rule Number: 23

Nature of Action 2
 Nature of Action:
 Table Number:
 Rule Number:
 Career Ladder Information

NBC

Notes

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FPPS - [SF52/50 NDA/LAC Information]

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

Employee Information
 Name: ALBRIGHT, ALLEN R SSN: 657-27-8189 Effective Date: 02/04/03
 NOAC 1: 317 NOAC 2: Request Number: 98 2700003

Nature of Action / Legal Authority Information
 Effective Date: 02/04/03
 Effective Hour:
 Date of Birth: 10/10/46

Nature of Action 1
 NOAC1 Nature of Action Description/Insert
 317
 LAC1 Legal Authority Description/Insert
 RPM
 LAC2 Legal Authority Description/Insert

Nature of Action 2
 NOAC2 Nature of Action Description/Insert
 LAC3 Legal Authority Description/Insert
 LAC4 Legal Authority Description/Insert

NBC

Edits Notes

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FPPS - [SF50/52 From/To Information]

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

Name: ALBRIGHT, ALLEN R SSN: 657-27-8189 Effective Date: 02/04/03
 NOAC-1: 317 NOAC-2: Request Number: 98 2700003

From Information

Position Title/Code: 52 PAYROLL SYSTEMS ANALYST
 Organization Code: D726000 Pay Plan: G5
 Position Number: 0039420 027 Occupational Series: 0501
 Grade/Step: 07 04 Pay Basis: PA
 Agency From: Position Allocation:

To Information

Position Title/Code:
 Organization Code: Pay Plan:
 Position Number: Occupational Series:
 Grade/Step: Pay Basis:
 Agency To: Position Allocation:
 Special Pay Table Identifier:

Locality Pay: \$ 2302.00
 Basic Pay: \$ 27206.00
 Adjusted Basic Pay: \$ 29508.00
 Other Pay: \$
 Total Salary: \$ 29508.00

Locality Pay: \$
 Basic Pay: \$
 Adjusted Basic Pay: \$
 Other Pay: \$
 Total Salary: \$

NBC

Edits Notes Back Next Cancel

FPPS - [SF50/SF52 Position/Employee Information]

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

Employee Information

Name: ALBRIGHT, ALLEN R SSN: 657-27-8189 Effective Date: 02/04/03
 NOAC-1: 317 NOAC-2: Request Number: 98 2700003

Position/Employee Information

SF50 Signature Code: B SF50 Signature Date: 02/10/03

ADP Security: N - Non-ADP - Computer Position FEGLI Basic Pay: \$ Service Comp Date Leave: 07/24/87
 Annuitant Indicator: 9 FEGLI Code: B0 Sex: M
 Annuitant Monthly Amount: \$ FLSA: N - Nonexempt Supervisory Status: 8
 Appropriation Code: Functional Classification: 00 Tenure: 1
 Bargaining Unit Status: 1369 Instructional Program: Veteran Preference: 1
 Citizenship: 1 - Citizen Pay Rate Determinant: 0 Veteran Preference RIF: N - Not
 College Code: Position Occupied: 1 Veteran Status: N
 Duty Station: 08 1435 059 Position Sensitivity: 1 Work Schedule: F
 Education Level: 04 Retirement Plan: K Year Degree:

NBC

Edits Notes Back Next Cancel

FPPS - [Allowance/Differential, Rating of Record Data]

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

Employee Information:
Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
NOAC-1: 317 NOAC-2: Request Number: 982700003

Allowance/Differential Information:
Administrative Uncontrollable Overtime: % Retention Allowance: \$
Availability Pay: % Scheduled Salary: \$
Base Rate Secondary: \$ Separation Incentive: \$
Dual Position Exception: [N - No Exception Granted] Staffing Differential: %
Recruitment Bonus: \$ Standby Premium: %
Relocation Bonus: \$ Supervisory Differential: \$

Rating of Record Information:
Rating of Record: [3] Rating of Record Pattern: [H] Rating Period: [12/31/02]
Rating of Record: [3] Rating of Record Pattern: [H] Rating Period: [06/30/01]
Rating of Record: [3] Rating of Record Pattern: [H] Rating Period: [09/30/00]
Rating of Record: [3] Rating of Record Pattern: [H] Rating Period: [06/30/99]

NBC

Edits Notes Back Next Cancel

FPPS - [Dates, WGI, Appointment Limit Information]

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

Employee Information:
Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
NOAC-1: 317 NOAC-2: Request Number: 982700003

Dates Information:
Career Tenure Began: [1/1] Probationary/Trial Began: [1/1] Service Comp Date RIF: [1/1]
Entered On Duty Bureau: [1/1] SES Position Began: [1/1] Supervisory/Manager Probation: [1/1]
Last Promotion: [06/09/96] Service Comp Date Retirement: [1/1]

Within Grade Increase Information:
WGI Code: [0 - Employee received latest increase] Last Equivalent Increase: [06/08/97] Weeks In Pay Status: []
LWOP WGI Hours: []

Appointment Limit Information:
90 Day Indicator: [N] Limit Days: [] Type of Appointment: [10]
90 Day Use Leave Date: [1/1] Limit Hours: [] Schedule or Statute: []
Limit Dollar: \$ [] Limit Weeks: [] Service Year Begins: [1/1]

NBC

Edits Notes Back Next Cancel

FPPS - [Retained, Intermittent, Severance Pay Information]

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

Employee Information
 Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
 NDAC-1: 317 NDAC-2: Request Number: 98 2700003

Retained Information
 Grade: Pay Basis: Salary Table Number:
 Grade Expiration Date: Pay Plan: Step:

Intermittent (IMT) Government Service Information
 Career Tenure: Service Begin Date: Within Grade Increase:
 Probation: Service End Date:

Severance Pay Information
 Pay Amount: \$ Pay Weekly Amount: \$

NBC

Edits Notes Back Next Cancel

FPPS - [Change Hours Scheduled]

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

Employee Information
 Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Proposed Effective Date: 02/04/03
 Organization ID: IN07 27 D726000 Work Schedule: F NDAC-1: 317 Request Number: 98 2700003

Alternative Work Schedule Codes
 N - Not Applicable

Hours Scheduled (e.g. Week 1:3500 Week 2:4500)
 Week 1: 4000
 Week 2: 4000

NBC

Edits Notes Back OK Cancel

FPPS - [Award Information]

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

FPPS Command:

Employee Information
 Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
 NOAC: 317 Request Number: 982700003

Award Information
 Award Hours:
 Individual/Group Award:
 Benefit Amount (Tangible):

Award Amount/Cost Structure

Award Amount	Cost Structure
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

NBC

Edits Notes Back Next Cancel

FPPS - [Foreign Language Data]

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

FPPS Command:

Employee Information
 Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
 NOAC: 317 Request Number: 982700003

Foreign Language Data
 Language Identification:
 Language Number:
 Listening Proficiency:
 Reading Proficiency:
 Speaking Proficiency:
 Writing Proficiency:

NBC

+ Additional Language Edits Notes Back Next Cancel

FPPS - [Agency Unique Information]

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

Employee Information
Name: ALBRIGHT, ALLEN R. SSN: 657-27-8189 Effective Date: 02/04/03
NOAC-1: 317 NOAC-2: Request Number: 982700003

Agency Unique Information

CY Non Pay Begin Date:	7/7	Home Leave Eligibility Indicator:	N - No
CY Non Pay End Date:	7/7	Indian Preference Indicator:	N - Not Entitled to Indian Preference
Common Accounting Number:		Non Resident Tax Code:	
Contract Begin Date:	7/7	OPIC Life Insurance:	
Contract End Date:	7/7	SCD Longevity:	7/7
Contract Type:		Status Quo Code:	
Expired Leave Indicator:	N	Vacation Leave Code:	

NBC

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Appendix C: Action Type Codes

This appendix contains definitions of the action type codes used to initiate actions.

01 - Position Action Only

A request that relates only to the position and does not involve any particular employee. Selecting this code allows the user to abolish an existing position, reestablish an old position, establish an identical position description, request a desk audit/review of the position description, amend a position, or request vacant positions.

02 - Request for Eligibles

A request to recruit for a single position. This code allows the user to explore filling the position at three different grade levels and/or in three different occupation codes. The recruitment methods that may be used include: (1) distributing a vacancy announcement, (2) requesting a Certificate of Eligibles from the Office of Personnel Management (OPM), (3) considering candidates from the applicant supply file, (4) using a Direct Hire Authority that OPM has granted, and (5) using a special program such as COOP, VRA, or handicapped.

03 - Appointment (Permanent)

A request to fill a permanent position, the duties of which will need to be performed indefinitely. The employee chosen to fill this position will be given a career-conditional or career appointment, depending on the individual's prior Government experience, if any.

04 - Appointment (Temporary)

A request to fill a temporary position, the duties of which will only need to be performed for a limited period of time. The personnel action bringing the selected employee on board will specify a not-to-exceed (NTE) date beyond which the position is not expected to continue. Temporary employees may be terminated before the NTE date on their actions if the need for their services no longer exists.

4C - Appt Schedule C/Confidential or Policy

Schedule C: Confidential or policy determining appointment (close/confidential relationship with agency head or other key appointed official).

05 - Appointment (SES/Overseas)

A request to appoint an individual to the Senior Executive Service (SES), which includes positions either classified above GS-15 or in Level IV or V of the Executive Schedule or equivalent positions that do not have to be filled by Presidential appointment with the advice and consent of the Senate. Or, a request to appoint an individual recruited either overseas or in the United States for overseas employment. The appointment may be made on an indefinite basis or for a specified period of time.

06 - Mass Change for Duty Station

A request that allows a manager to move a group of employees to the same new duty station (city/county/state) when all the employees are currently assigned to the same old duty station. This is most frequently used when an entire office is relocated. In order to include an employee on the list accompanying this request, duty station must be the only change to the employee's record. If anything beyond the duty station (e.g., position description, grade, series, etc.) is changing for an employee, the manager needs to delete the employee from the list and submit an appropriate request.

07 - Realignment with Organization

A request that permits a group of employees and their positions to be moved from one organization to another.

08 - Conversion to Temporary Appointment

A request to change an employee from one appointment to a temporary (i.e., time-limited) appointment. To accomplish such an action, three conditions must be met: (1) the new appointment must be in the same agency as the old one, (2) the new appointment must have a specific not-to-exceed (NTE) date, and (3) the employee may not have had a break in service of more than 3 calendar days between the old and new appointments.

09 - Conversion to Permanent Appointment

A request to change an employee from one appointment to a permanent (i.e., career or career-conditional) appointment. To accomplish such an action, two conditions must be met: (1) the new appointment must be in the same agency as the old one or (2) the employee may not have had a break in service of more than 3 calendar days between the old and new appointments.

10 - Conversion to SES/Overseas

A request to change an employee from one appointment to an appointment in the Senior Executive Service (SES), which includes positions either classified above GS-15 or in Level IV or V of the Executive Schedule or equivalent positions that do not have to be filled by Presidential appointment with the advice and consent of the Senate. Or a request to change an employee from one appointment to an overseas appointment with a Government agency. The appointment may be made on an indefinite basis or for a specified period of time.

11 - Promotion

A request to change an employee to a position with a (1) higher grade level in the same job classification system and pay schedule (e.g., from GS-5 to GS-7 accountant) or (2) higher rate of basic pay in another job classification system and pay schedule (e.g., from a blue-collar/WG aircraft mechanic to a white-collar/GS helicopter pilot). The promotion may result from a competitive selection or progression through a career-ladder, or the promotion may be made on a temporary basis with a not-to-exceed date.

12 - Reassignment

A request to change an employee from one position to another without a change in grade. It may involve a (1) move to a new occupation code/series, (2) move to another position in the same occupation code/series, (3) move to a position redescribed because of a new/revised classification or job-grading standard, (4) move to a position redescribed after a position review, or (5) salary difference resulting from different prevailing wage rates (e.g., WG-5 in Denver vs. Colorado Springs).

13 - Change to Lower Grade

A request to change an employee to a position (1) at a lower grade when both the old and new positions are under the General Schedule or under the same type of graded Wage Schedule or (2) with a lower rate of basic pay when both the old and new positions are under the same type ungraded Wage Schedule or in a different job classification system and pay schedule (e.g., blue-collar Wage Grade/WG positions vs. white-collar General Schedule/GS positions).

14 - Resignation

An employee-initiated request to leave the employ of the Government. An employee taking another civilian position with another Government agency does not need to resign.

15 - Retirement

An employee-initiated request to leave the employ of the Government when the individual is eligible to receive annuity benefits.

16 - Termination/Transfer Out

Termination: An agency-initiated request to separate the employee when the employee is not at fault. Among the reasons given for termination are: (1) entrance into military service, (2) lack of funds, (3) expiration of appointment, (4) lack of work, (5) disability, and (6) relocation of a family member's military sponsor.

Transfer Out: The separation of an employee when the action results in the employee's appointment with another federal agency [i.e., SEPARATION FROM BUREAU TO BUREAU - SAME AGENCY, or TERMINATION - APPT IN *** (within same agency)].

17 - Discharge/Removal

A request to separate an employee when the reason is disciplinary (i.e., the employee is at fault). A "discharge" is used to take an employee off the rolls for work performance and/or for misconduct or delinquency when the employee is serving on an appointment that does not give the individual appeal rights. A "removal" takes an employee off the rolls, other than for inefficiency or unacceptable performance, when the employee is at fault.

18 - Death

A request to document the death of an employee.

19 - Detail of an Employee

A request to assign an employee to a different position for a limited period of time. A detail, even to a higher-graded position, does not change the compensation an employee receives. Therefore, if a manager wants to compensate an employee for performing in a higher-graded position, the manager would need to use action type code 11 to request a temporary promotion with a specific not-to-exceed date.

20 - Extension of a Detail

A request to extend the temporary assignment of an employee to different position for an additional limited period of time.

21 - Termination of a Detail

A request to end the detail (i.e., the temporary assignment to a different position with no change in compensation) of an employee and have the employee resume his/her regular duties.

22 - Extension of Appointment

A request to extend the not-to-exceed date of a temporary appointment (i.e., one originally made for a limited period of time.)

23 - Extension of Promotion

A request to extend the not-to-exceed date associated with a promotion originally made for a limited period of time.

24 - Extension of LWOP/Furlough

A request to extend the not-to-exceed date associated with an employee-requested leave without pay (LWOP) action or a management-initiated furlough action (i.e., the placement of an employee in a nonpay/nonduty status because of lack of work/funds or a disciplinary action).

25 - Extension of Reassignment

A request to extend the not-to-exceed date of a reassignment that temporarily moved the employee from one position to another without a change in grade. For more detailed information on reassignments, refer to action type code 12.

26 - Extension of a Position Change

A request to extend the not-to-exceed date of a position change that temporarily assigned an employee entitled to grade retention to another position at a grade no higher than that of his/her retained grade.

27 - Position Change

A request to move an employee to another position during continuous service within the same agency when the move (1) establishes the employee's eligibility for grade retention or (2) places the employee already entitled to grade retention in another position at or below his/her retained grade. A position change with a not-to-exceed date involves the temporary assignment of an employee entitled to grade retention to another position at a grade no higher than that of his/her retained grade.

28 - Realignment

A request used to move an employee and his/her position when three conditions are met: (1) a transfer of function or organization change occurs, (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade, or pay.

29 - Change in Duty Station

A request to change an employee's duty station when the work site changes to a different location (i.e., the city and/or county and/or state changes) and no other change in employment occurs.

30 - Placement in Nonpay Status

A request to place a seasonal or on-call employee in nonpay and nonduty status at the end of a peak workload period. A seasonal employee works on an annual recurring basis for periods of less than 12 months (2080 hours) each year. An on-call employee works when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year.

31 - Leave Without Pay (LWOP)

An employee-initiated request either to be placed temporarily in a nonpay/nonduty status or to be absent from a prescheduled tour of duty. A request for personnel action is required when the requested LWOP is scheduled for more than 30 calendar days.

32 - Furlough

A request to place an employee in a temporary nonpay/nonduty status (or absence from duty) when the reasons for such action include lack of work, lack of funds, or other nondisciplinary reasons.

33 - Suspension

A request to place an employee in a temporary nonpay and nonduty status (or absence from a prescheduled tour of duty) when the reasons for such an action include (1) disciplinary reasons or (2) other reasons pending an inquiry.

34 - Return to Duty

A request to place an employee back in pay/duty status after a continuous period of furlough, LWOP, suspension.

35 - Placement in Pay Status

A request to return a seasonal or on-call employee to pay and duty stations. A seasonal employee works on an annual recurring basis for periods less than 12 months (2080 hours) each year. An on-call employee works when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year.

36 - Change in Work Schedule

A request to change an employee from one work schedule (full-time, part-time, or intermittent) to another one. Most full-time employees work 40 hours during the work week. Part-time employees work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty. Intermittent employees work on an irregular basis with no prearranged scheduled tour of duty.

37 - Change in Hours

A request to change the total number of hours during a pay period that a part-time employee works.

39 - Name Change

An employee-initiated request to change his/her name when there is a legal basis for the requested change. The employee must provide proof of the legal name change.

40 - Award

A time-off award, bonus, or cash award that does not affect an employee's rate of basic pay.

41 - Administrative Adjustment

A pay-related action (an increase or decrease in rate of basic pay) that occurs when there is no change in the employee's agency, appointment status, position, or grade. An administrative adjustment may include a change in the step at which an employee is paid or a change in the pay system under which he/she is paid.

42 - Fill in the Blank

A request for action without indicating a specific action type code. The user will provide detailed information on the Notepad (F2) indicating the type of transaction needed.

45 - Mass Change Work Schedule

A request to change a group of employees from one work schedule to another work schedule.

47 - Mass Change Nonpay Status

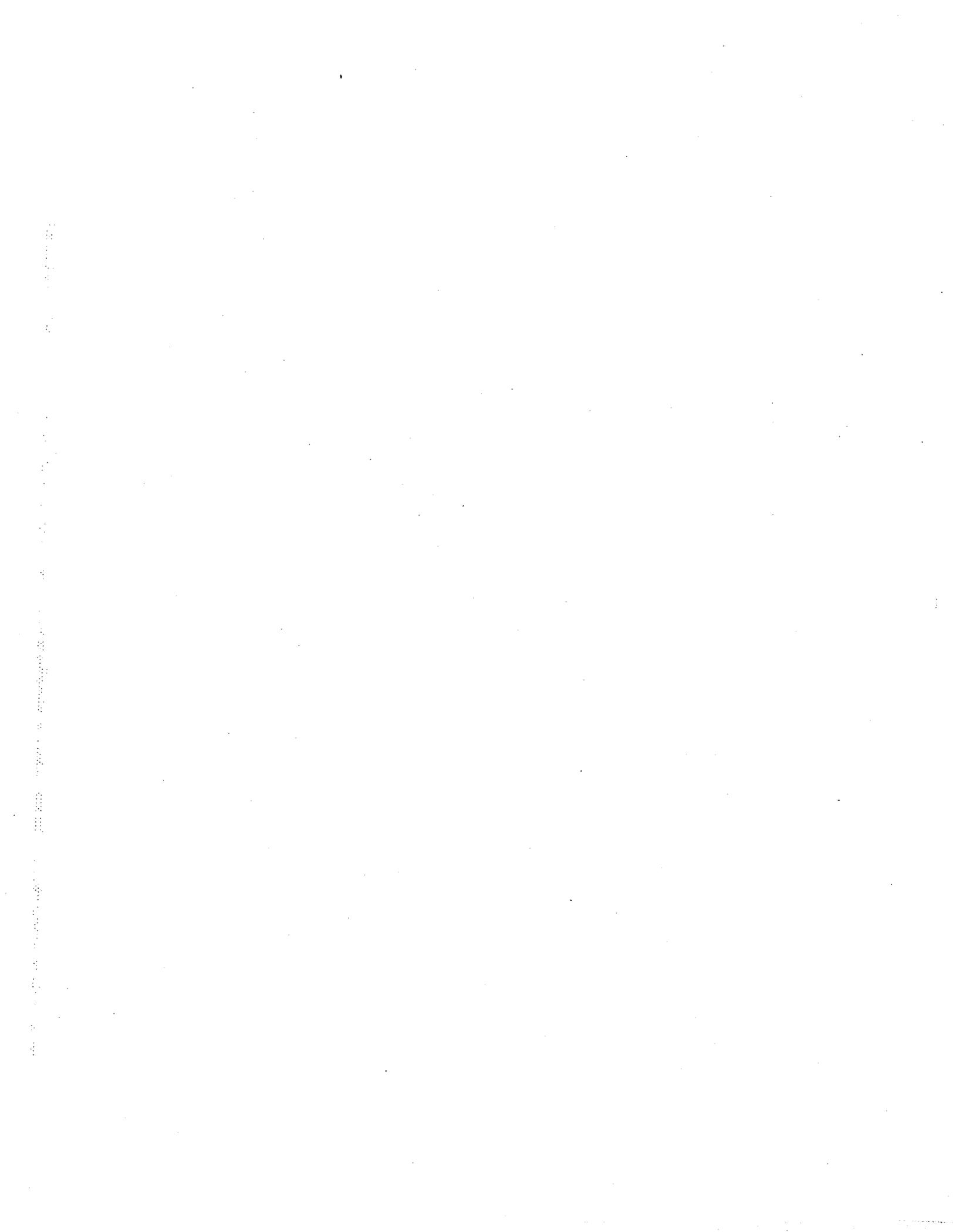
A request to place a group of employees in nonpay and nonduty status at the end of a peak workload period.

48 - Mass Change Pay Status

A request to return a group of employees to pay and duty status.

49 - Mass Change Position Title/Number

A request to change a group of employees' position title/number.



Glossary

- Action Type Code:** A code used within FPPS to identify a type of SF52 action (e.g., promotion, change in work schedule, appointment, etc.), initiated in a requesting office.
- ADM** **Security Administrator:** An FPPS user type, functioning within an administrative office (ADO), who is responsible for establishing all the necessary elements within the system (e.g., offices, user access authority, route paths, etc.) that make it possible for system users to use the system.
- ADO** **Administrative Office:** An office defined to FPPS. A security administrator performs his or her duties from an administrative office.
- AST** **Assistant:** An FPPS user type, functioning within a servicing personnel office (SPO), who is responsible for processing SF52 actions and accessing some reports. An assistant has no signature authority.
- AUT** **Authorizing Official:** An FPPS user type, functioning within a requesting office (RO), who is primarily responsible for signing SF52 actions as an authorizing official. He or she may also perform the functions of a requesting official.
- BUR** **Bureau:** The first major subdivision within a specific department and/or agency.
- Command:** A four-character alpha identifier used to access a process in FPPS.
- CON** **Concurring Official:** An FPPS user type, functioning within a concurring/viewer office (CVO), who is responsible for signing SF52 actions for concurrence. He or she cannot add or change any information on an SF52.
- Courtesy Copy:** A copy of an SF52 action that may be sent for informational purposes to another authorized system user.
- CVO** **Concurrer/Viewer Office:** An office defined to FPPS. A concurrer or viewer user type performs his or her duties from a concurrer/viewer office.
- Data Access:** Limitations defined by department, bureau, subbureau, organization code (or code range), pay plan, grade range, duty station, and/or action type code that define each user's authority for personnel or pay-related functions.
- Data Element:** Any item of data which for a given situation may be considered a unit, such as a date, a name, etc.

- FPPS** **Federal Personnel/Payroll System:** An online, interactive, integrated personnel and payroll system at the Administrative Service Center, Bureau of Reclamation, Denver CO.
- Field:** A part of a record usually consisting of a single item of data related to the rest of the record.
- Forwarding List:** A list of authorized system users who may electronically receive an SF52, a courtesy copy of an SF52, T&A, or other source documents. The list may also contain the name of one or more servicing personnel offices.
- Function Key:** A key that a user may press in lieu of typing a command on the command line.
- INI** **Initiator:** An FPPS user type, functioning within a requesting office (RO), who is responsible for the initial processing of SF52 actions. He or she has no signature authority.
- I/O** **Input/Output:** Data put in a computer which is used to accomplish a task. The data is transformed by the computer and delivered to the user in a readable form. The movement of data between CPU/memory and data storage devices or terminals.
- Log Off:** The process used to cease using the mainframe computer.
- Log On:** The process used to identify oneself to the mainframe computer as an authorized system user to begin using it.
- Menu:** Options from which a user can select the operation the computer is to perform.
- NBC/P&S** **National Business Center/Products and Services:** An organization which directs administrative program activities on behalf of the Department of the Interior.
- Online:** A method of capturing information from a user via terminal input. The data entered immediately updates the data base.
- Password:** A word or combination of alpha and numeric characters created and used by system users to identify themselves to the mainframe computer.
- POD** **Payroll Operations Division Office:** An office defined to FPPS. This office is used only by the ASC.
- POI** **Personnel Office Identifier:** A code used to identify a Federal civilian personnel office.

- RACF** **Resource Access Control Facility:** A security package which controls access to the mainframe computer.
- Report:** An output produced in hard-copy form or on the screen.
- Request Number:** A system-generated number that uniquely identifies an SF52 action. The first two digits represent the calendar year. The next seven digits is the number that the system assigns to each SF52 in sequential order.
- REQ** **Requesting Official:** An FPPS user type, functioning within a requesting office (RO), who is primarily responsible for signing SF52 actions as a requesting official. He or she may also perform the functions of an initiator.
- RO** **Requesting Office:** An office defined to FPPS. Initiators, requesting officials, and authorizing officials perform their duties from a requesting office.
- Route Path:** A forwarding list of names of whom to send the document to next.
- Security:** System controls that allow users access to processes that fall within their areas of responsibility.
- SC1** **SPO User:** An FPPS user type, functioning within a servicing personnel office (SPO), who is responsible for processing SF52 actions and signing as reviewer.
- SC2** **SPO User:** An FPPS user type, functioning within a servicing personnel office (SPO), who is responsible for signing SF52 actions for SF52 approval.
- SPO** **Servicing Personnel Office:** The personnel office servicing a position or employee.
- SUBBUR** **Subbureau:** A level of a bureau used to identify an organization below the bureau or office.
- Summary Listing:** A listing of SF52s sorted by request number or by name (for RO, SPO, and CVO users only). Also, a listing of offices, users, or route paths (for security administrators only).
- System Generated:** A data element or number generated by the system.
- Table:** A related set of data used for reference and for editing/validation.
- TAP** **T&A Corrections User:** An FPPS user type who processes T&A corrections.

Tracking: An online process by which an RO, SPO, or CVO system user may view the history of an SF52.

T&A

Time and Attendance Input System: A subsystem of FPPS whereby users may input their time and attendance information directly into FPPS.

User Type: An identifier associated with each system user which defines the functions which can be performed within the system.

User ID: A unique seven-digit identifier used in combination with a password by system users to log on the IBM computer.

VWR

Viewer: An FPPS user type, functioning within a concurrer/viewer office (CVO), who views the information on SF52 actions. Viewers cannot add or change any information on SF52s, and they have no signature authority.

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