

Welcome to
Web FPPS
Requesting Office
Training

December 2003

Class Information

Instructor:

Class Times:

8:00 - 12:00

12:30 - 4:30

Course Objectives

At the completion of this course, students should be able to:

- **Initiate SF52 transactions in FPPS**
- **Save and Change SF52 transactions**
- **View an employee's history**
- **Track SF52 transactions**
- **Process non-SF50 transactions**

This course was designed for the user with little or no experience using the FPPS System

Introductions

- Your Name
- Where Do You Work?
- FPPS/HR Experience?



Course Information

- **Student Materials**
- **Instructor Demonstration**
- **Student Practice**
- **Training database simulates production**
- **Effective Dates**

**NBC CLIENT AGENCIES IN EACH PAY PROCESSING GROUP
AS OF SEPTEMBER 24, 2003**

Pay Processing Group 1 (Calculates first Wednesday of pay period):

Advisory Council on Historic Preservation (HP)
African Development Foundation (AN)
Commission of Fine Arts (CF)
Department of the Interior (IN)
Department of Education (ED)
Executive Residence/White House (EX)
Federal Labor Relations Authority (AU)
Harry S. Truman Scholarship Foundation (HT)
Inter-American Foundation (IF)
James Madison Memorial Fellowship Foundation (BK)
National Commission of Libraries & Information Science (CX)
National Education Goals Panel (CG)
National Education Standards and Improvement Council (CS)
Presidio Trust (GJ)
Selective Service System (SS)
U.S. Holocaust Memorial Council (HD)
Utah Reclamation Mitigation Conservation Commission (UT)

Pay Processing Group 2 (Calculates first Tuesday of pay period):

Arctic Research Commission (ARC)
Chemical Safety and Hazard Investigation Board (FJ)
Consumer Product Safety Commission (SK)
Equal Employment Opportunity Commission (EE)
Federal Trade Commission (FT)
International Trade Commission (TC)
National Labor Relations Board (NL)
National Transportation Safety Board (TB)
Office of Navajo and Hopi Indian Relocation (RE)
Overseas Private Investment Corporation (AM)
Pension Benefit Guaranty Corporation (BG)
Securities and Exchange Commission (SE)
Trade and Development Agency (EW)
Valles Caldera Trust (VCT)

Pay Processing Group 3 (Calculates first Tuesday of pay period):

Social Security Administration (SZ)

Requesting Assistance

- **FPPS Helpdesk**
- (303) 969-5500 M-F 6:30am - 5:30pm MT**
- **FPPS Dictionary**
 - **www.nbc.gov**
 - **From the Customers Express area, select FPPS**

FPPS Documentation

- **FPPS documentation is online**
- **FPPS does not update manuals**
- **Internet Explorer or Netscape**

FPPS Screen Information

Color	Indicates	Example
Gray	Protected data; cannot be changed	Request Number: <input type="text" value="01 0525390"/>
White	Required data	SF50 Signature Code: <input type="text" value=""/>
Violet	Optional data	Reading Proficiency: <input type="text" value=""/>
Red	Missing or invalid data	SF50 Signature Date: <input type="text" value="7/7"/>

FPPS Screen Information

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

FPPS Screen Information

- **Not case sensitive**
- **Table driven and command driven**
- **E-mail Notifications**

System Security

- **The Security Point of Contact (SPOC) for your agency has the responsibility for establishing and/or changing your range of authority in FPPS**
- **Contact your SPOC to reset passwords**
- **Users will only be able to access records within their range of authority as defined by your supervisor**

Accessing FPPS

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

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

Your user ID is assigned by the NBC's ADP Services Division. Contact your SPOC for information.

Your security point of contact (SPOC) will provide your user ID and temporary password.

Passwords

When logging on, you may change your password at any time.

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

There are specific rules for creating passwords and passwords will periodically expire. Please contact your SPOC for information.

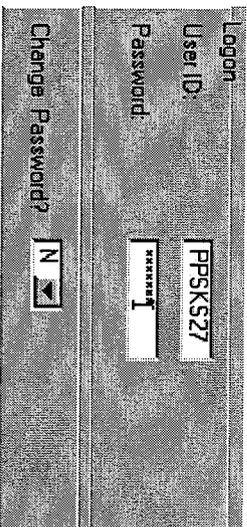
Your access to the system will automatically be revoked if (1) you fail to successfully type your user ID and password after three successive tries or (2) you have not logged on the system for a certain period of time. You must contact your agency's security point of contact (SPOC) to have your password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

Log on/log off

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

To log on:

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



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

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

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

Log on/log off

From any screen, do one of the following:

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

Click YES on the confirmation window.

Student Logon & Password

- Use class assigned User ID: ppsbfXX
- Your class assigned Password is: den22nbc
- If you get “REVOKED”, tell the instructor

Username: ppsbfXX

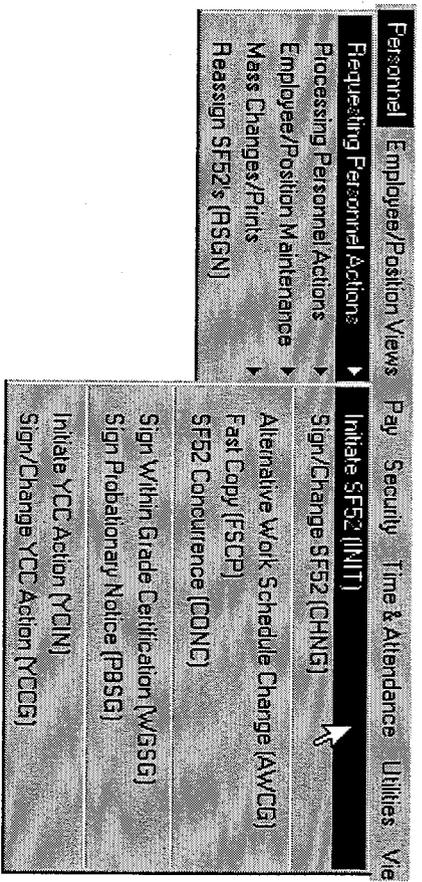
Password: den22nbc

Initiate SF52 Transactions

SF52 transactions are normally initiated in the requesting office (RO) in which the employee works. They may also be initiated in the servicing personnel office (SPO), if necessary.

To initiate an SF52 transaction (RO):

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



Initiate SF52 Transactions

1. Enter an action type or click  to select an action type from a drop-down list.
2. Identify the employee by SSN (or by Name/SSN search). For employee accessions only, if you do not know the SSN, click OK.
3. Enter the proposed effective date and the contact information. The proposed effective date must be current or future except for employee loss transactions which may be back-dated. For any transaction, the date can be changed in the servicing personnel office.
4. On subsequent screens, enter the appropriate data. The screens you see depend on the action type selected.
5. Select an option from the SF52 Options window.

Sign/Change SF52 Transactions

Following initiation in the requesting office, SF52 transactions reside in the Sign/Chng SF52 (CHNG) process if you saved them following initiation or if another system user forwarded them to you.

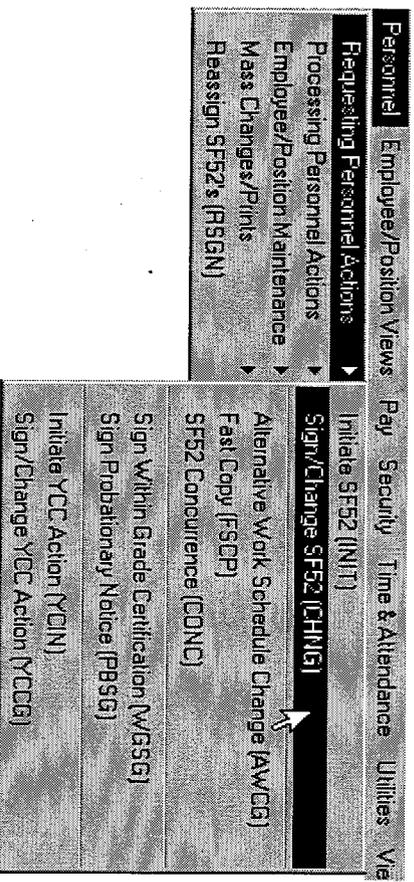
Click  on the toolbar to see if there are SF52 transactions within your possession. There will be a number to the left of Sign/Change SF52 (CHNG).

You may also receive an e-mail notification, if your security profile has been set up to provide that capability.

Sign/Change SF52 Transactions

To access SF52 transactions:

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



2. Highlight one or more transactions and click a button at the bottom of the screen.

Sign/Change SF52 Transactions

Click . . .	To do this . . .
	Review SF52 transaction screens and modify the data, if necessary.
	Permanently delete an SF52 transaction from the system.
	Forward an SF52 transaction <u>without</u> a signature. You will see a forwarding list.
	Return an SF52 transaction to a person who had prior possession of it. You will see a return list.
	Sign an SF52 transaction and send it to another person. You will see a forwarding list.
	Access a screen on which to attach a note. All notes added to an SF52 transaction may be read by anyone who has possession of it.
	Go back to the beginning of the process.

3. For Medicine Administration (Call Name and Telephone Number)
 4. Request Number
 5. Action Requested By (Typed Name, Title, Signature and Request Date)
 6. Action Authorized By (Typed Name, Title, Signature and Commission Date)
REQ **AUT**

PART B - For Preparation of SF 50 (Use only codes in PPM Supplement 292-1. Show all dates in month/day/year order.)
 1. Name (Last, First, Middle)
 2. Social Security Number
 3. Date of Birth
 4. Employee Date

FIRST ACTION
 6A. Code
 6B. Nature of Action
 6C. Code
 6D. Legal Authority
SECOND ACTION
 6A. Code
 6B. Nature of Action
 6C. Code
 6D. Legal Authority

7. FROM: Position Title and Number
 15. TO: Position Title and Number

8. Pay Rate (1. Base Rate, 2. Base Rate, 3. Base Rate, 4. Base Rate, 5. Base Rate, 6. Base Rate, 7. Base Rate, 8. Base Rate, 9. Base Rate, 10. Base Rate, 11. Base Rate, 12. Base Rate, 13. Base Rate, 14. Base Rate, 15. Base Rate, 16. Base Rate, 17. Base Rate, 18. Base Rate, 19. Base Rate, 20. Base Rate, 21. Base Rate, 22. Base Rate, 23. Base Rate, 24. Base Rate, 25. Base Rate, 26. Base Rate, 27. Base Rate, 28. Base Rate, 29. Base Rate, 30. Base Rate, 31. Base Rate, 32. Base Rate, 33. Base Rate, 34. Base Rate, 35. Base Rate, 36. Base Rate, 37. Base Rate, 38. Base Rate, 39. Base Rate, 40. Base Rate, 41. Base Rate, 42. Base Rate, 43. Base Rate, 44. Base Rate, 45. Base Rate, 46. Base Rate, 47. Base Rate, 48. Base Rate, 49. Base Rate, 50. Base Rate, 51. Base Rate, 52. Base Rate, 53. Base Rate, 54. Base Rate, 55. Base Rate, 56. Base Rate, 57. Base Rate, 58. Base Rate, 59. Base Rate, 60. Base Rate, 61. Base Rate, 62. Base Rate, 63. Base Rate, 64. Base Rate, 65. Base Rate, 66. Base Rate, 67. Base Rate, 68. Base Rate, 69. Base Rate, 70. Base Rate, 71. Base Rate, 72. Base Rate, 73. Base Rate, 74. Base Rate, 75. Base Rate, 76. Base Rate, 77. Base Rate, 78. Base Rate, 79. Base Rate, 80. Base Rate, 81. Base Rate, 82. Base Rate, 83. Base Rate, 84. Base Rate, 85. Base Rate, 86. Base Rate, 87. Base Rate, 88. Base Rate, 89. Base Rate, 90. Base Rate, 91. Base Rate, 92. Base Rate, 93. Base Rate, 94. Base Rate, 95. Base Rate, 96. Base Rate, 97. Base Rate, 98. Base Rate, 99. Base Rate, 100. Base Rate)

EMPLOYEE DATA
 23. Veterans Preference
 1. None
 2. 5 Percent
 3. 10 Percent
 4. 15 Percent
 5. 20 Percent
 6. 25 Percent
 7. 30 Percent
 8. 35 Percent
 9. 40 Percent
 10. 45 Percent
 11. 50 Percent
 12. 55 Percent
 13. 60 Percent
 14. 65 Percent
 15. 70 Percent
 16. 75 Percent
 17. 80 Percent
 18. 85 Percent
 19. 90 Percent
 20. 95 Percent
 21. 100 Percent
 22. Time and Location of Position's Organization
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POSITION DATA
 34. Position Occupied
 1. General Service
 2. General Service
 3. General Service
 4. General Service
 5. General Service
 6. General Service
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PART C - Reviews and Approvals (Not to be used by requesting office.)
 1. Office/Function
 2. Office/Function
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 8. Office/Function
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Employee and Position Views

- **Employee Data with History (EHVW)**
Provides user with how data looked based on an effective date (Snapshot of an employee's history based on an effective date)
- **Position Data with History (PHVW)**
Provides "Position Classification" or "Position SF50 and Miscellaneous Data" on position numbers

Forward SF52s

- A forwarding list displays the names of system users to whom you may send an SF52 transaction.
- If you do not see the name of the person to whom you wish to send an SF52 transaction, click the **Default Forwarding List** button. A list of additional names will appear.
- You may also send one or more SF52 courtesy copies to anyone listed on the forwarding list.

Reassign SF52s

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

Three screens will display:

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

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

Track SF52s

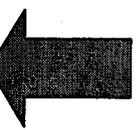
FPPS provides the capability to obtain the status/history of an SF52 transaction and/or view the screens associated with a transaction.

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

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

WGI OPTIONAL NOTIFICATION STEPS

SPO



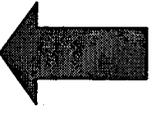
WGI Notifications are placed in SPO based on POI/SPO codes. Need special route paths

SPPR



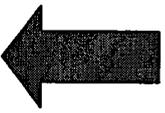
Mass Print: **Select WGI NOTIFICATIONS**
SPO forwards notification to RO
SPO can view/print notification at anytime

RO/SPO/MANAGER



WGSG

Sign Within Grade Certification: Forward or Sign/Forward



TRPW

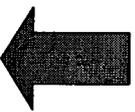
Track WGI Notifications

WGI Detailed Information

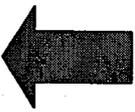
- WGI notifications are generated 7 pay periods prior to the projected WGI date
- The FPPS generates the 893 when the combination of WGI weeks in pay status, DLEI, and LWOP WGI Hour requirements are reached. If there are any questions, users should verify these fields in EHVW. Correct these fields in ENCG.
- If the WGI notification is denied, the FPPS generates NOAC 888 (DENIAL OF WGI) in Mass Print (SPPR)
- For an 893 due the first day of a pay period, FPPS generates it the day after paycalc
- WGI notifications can be reassigned in RSGN (Users must be in the same office and have the same data access)
- WGI notifications disappear when FPPS generates the 893
- WGI notifications can be deleted in Mass Print (SPPR)

PROBATIONARY NOTICE STEPS

SPO Need Route Paths

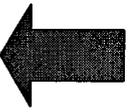


SPPR Mass Print: Select **Probationary Notices**



SPO Forwards Probationary Notice to RO

RO/SP0/MANAGER



PBSG Sign Probationary Notices: Forward or
Sign/Forward

- Probationary notices can be reassigned in RSGN to persons with the same office, same data access
- Probationary notices are generated 90 days prior to Probationary End Date
- The Probationary Notice is deleted from SPPR 14 days after the Probationary End Date

FPPS TERMS

- **MESSAGE OF THE DAY (MSGs)** : Displays information to system users
- **REASSIGN SF52 (RSGN)** : Provides ability to reassign SF52's, WGI Notifications, and Probationary Notices from one person to another (users must be in the same office, and have the same data access authority)
- **MANAGEMENT INFORMATION REPORTS (MIRS)** : Reports have been created in query for users
- **TABLES (TBLS)** : View valid FPPS codes

Thank You!

