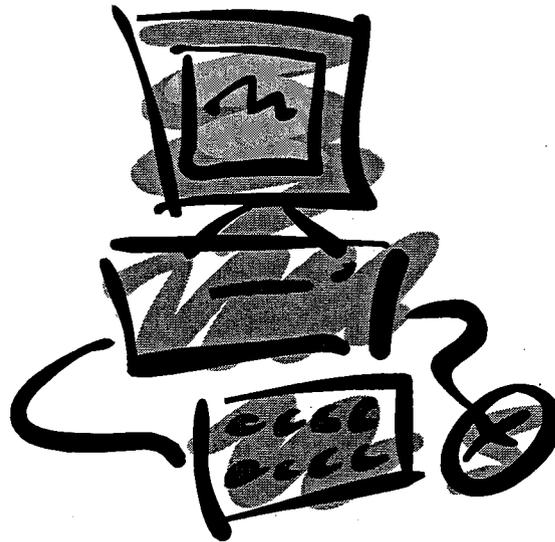


2 Days long 8 hours  
Need Functional Expert for each SPO class

# Web FPPS SPO Exercises



(Revised 10/14/03)

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

**Exercise 1 – SNIN and PROC Commands  
Resignation (317) – Regis Duncan  
Individual Cash Award (840) – Heather Hayden**

FPPS LOGON screen

User ID: **PPSKJxx** (look at the card on your monitor for your “xx” number)  
Password: (look at the card on your monitor for your password)

FPPS screen

Click on the **Training** button

**Resignation (317, 31-A, 23) Future Date – Regis Duncan**

1. FPPS MAIN MENU screen

On the main toolbar click on:

**Personnel >> Processing Personnel Actions >> Initiate Personnel Action (SNIN)**

2. EMPLOYEE IDENTIFICATION window

Type **656 xx 2251** (look at the card on your monitor for your “xx” number)  
Click the **OK** button

3. PERSONNEL ACTION INFORMATION screen

EFFECTIVE DATE: **FUTURE DATE**

Click the **ARROW** button to access **online help** for the Nature of Action

Scroll down to select **NOA 317**

Click **OK** to select

Guide to Processing Personnel Action Rule Selection screen

In the **Start List From** type in **Rule 23**

Click the **Search** button

Click the **Select Rule** button

4. PERSONNEL ACTION INFORMATION screen

Click the **NEXT** button

5. SCREEN SELECTION window

Click the **Select All Screens** box

Click **OK**

**Note:** This window displays when the NOAC, Table or Rule No., SSN, and/or effective date are changed. Fields on subsequent screens will be displayed as required, optional, or protected because the **Control Variable Table** takes effect when the nature of action code has been assigned.

6. NOTES screen  
Click **OK**
  
7. FORWARDING US ADDRESS screen  
Change **Address Line 1** to: **1101 West Buena Vista**  
Change **City** to: **Barstow**  
Change **State** to: **CA**  
Change **Zip Code** to: **92311**  
Click the **Next** button
  
8. RESIGNATION/RETIREMENT REMARKS screen  
Type: **Employee moving out of state**  
Click the **Next** button
  
9. POSITION ACTION screen  
Type **R** (to retain) in the **FROM ACTION** code field  
Click the **Next** button
  
10. POSITION SF50/52 INFORMATION screen  
Click the **Next** button
  
11. POSITION MAINTENANCE INFORMATION screen  
Click the **Next** button
  
12. POSITION OF8 INFORMATION screen  
Click the **Next** button
  
13. PERSONNEL ACTION INFORMATION screen  
Click the **Next** button
  
14. SF52/50 NOA/LAC INFORMATION screen  
Click the **Next** button
  
15. SF50/52 FROM/TO INFORMATION screen  
Click the **Next** button
  
16. SF50/52 POSITION/EMPLOYEE INFORMATION screen  
SF50 SIGNATURE CODE: Obtain on-line help (click on arrow)  
Select **B – Bonnie A. Kerns**  
Click the **OK** button  
  
SF50 SIGNATURE DATE field: Obtain on-line help (click on arrow)  
Select **TODAY'S DATE**  
Click the **Next** button

17. SF50 REMARKS AND INSERTS screen  
Click the **Next** button
20. RNO, BENEFITS, SECURITY, APPOINTMENT INFORMATION screen  
Click the **Next** button
21. ALLOWANCE/DIFFERENTIAL, RATING OF RECORD DATA screen  
Click the **Next** button
22. DATES, WGI, APPOINTMENT LIMIT INFORMATION screen  
Click the **Next** button
23. RETAINED, INTERMITTENT, SEVERANCE PAY INFORMATION screen  
Click the **Next** button
24. CHANGE HOURS SCHEDULED screen  
Click the **OK** button
25. AWARD INFORMATION screen  
Click the **Next** button
26. FOREIGN LANGUAGE DATA screen  
Click the **Next** button
27. AGENCY UNIQUE INFORMATION screen  
Click the **OK** button

OPTIONS window  
Select **SAVE**  
Click the **OK** button

28. EMPLOYEE IDENTIFICATION window  
Click the **Cancel** button
29. FPPS MAIN MENU screen  
On the main toolbar click on:  
**Personnel >> Processing Personnel Actions >> Process SF52 (PROC)**
28. ACTIONS TO BE PROCESSED screen  
Select the SF52 Resignation for **Regis Duncan**  
Click the **Sign/Edit** button  
Notice the "R" next to **Regis Duncan's** name indicating that the action has been signed and has passed relational edits.  
Click the **CANCEL** button to return to the FPPS Main Menu

**Individual Cash Award (840, 29, 1) Today's Date – Heather Hayden**

1. FPPS MAIN MENU screen

On the main toolbar click on:

**Personnel >> Processing Personnel Actions >> Initiate Personnel Action (SNIN)**

2. EMPLOYEE IDENTIFICATION window

Type **309 xx 1768** (look at the card on your monitor for your "xx" number)

Click the **OK** button

3. PERSONNEL ACTION INFORMATION screen

EFFECTIVE DATE: **TODAY'S DATE**

Click the **ARROW** button to access **online help** for the Nature of Action

Type **840** in the Start List From Nature of Action Code field

Click the **SEARCH** button

Select NOA **840**

Click **OK** button

Guide to Processing Personnel Action Rule Selection screen

Click the **Select Rule** button

4. PERSONNEL ACTION INFORMATION screen

Click the **NEXT** button

5. SCREEN SELECTION window

Select the **NOTES** screen

Select the **SF50/52 POSITION/EMPLOYEE INFORMATION** screen

Click the **OK** button

6. NOTES screen

Type **Awarded for outstanding performance on Project X**

Click **OK** button

7. SF50/52 POSITION/EMPLOYEE INFORMATION screen

Select SF50 SIGNATURE CODE: **B**

Select SF50 SIGNATURE DATE: **TODAY'S DATE**

Click the **Next** button

8. AWARD INFORMATION screen

INDIVIDUAL GROUP AWARD: **0000 (don't change this field!)**

AWARD AMOUNT: **500**

Click the **Edits** button

Click the **OK** button

**Exercise 2 – SNIN and PROC Commands**  
**Promotion (702) – Rodney Aguilar**  
**Detail (919) – Ashley Bachman**

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LOGON screen

User ID: **PPSKJxx** (look at your monitor for your “xx” number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

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**Promotion (702, 14B, 7) Future Date – Rodney Aguilar**

1. FPPS MAIN MENU

On the main toolbar click on:

**Personnel**  
**Processing Personnel Actions**  
**Initiate Personnel Action (SNIN)**

*Note: If you know the command you want to use, try typing it in the Command field*

2. EMPLOYEE IDENTIFICATION window

Type **720 xx 6846** (look at the card on your monitor for your “xx” number)  
Click the **OK** button

3. PERSONNEL ACTION INFORMATION screen

EFFECTIVE DATE: **FUTURE DATE**

Click the **ARROW** button to access **online help** for the Nature of Action

Type **702** in the Start List From Nature of Action Code field

Click the **SEARCH** button

Select NOA **702**

Click **OK** button

Guide to Processing Personnel Actions Rule Selection screen

Click Next several times to **Rule 7**

Click the **Expand** button

Click **OK**

Click the **Select Rule** button

4. PERSONNEL ACTION INFORMATION screen  
Click in the **Is Action Career Ladder?** field and type **N**  
Click **Next**
  
5. OFFICE ID window  
Click **OK**
  
6. SCREEN SELECTION window  
Select the following screens:  
**POSITION MAINTENANCE INFO**  
**SF50/52 FROM/TO INFORMATION**  
**SF50/52 PSN/EMP INFORMATION**  
Click **OK**
  
7. POSITION ACTION screen  
FROM ACTION CODE:   **R** (to retain the position)  
TO ACTION CODE:     **V** (to access the Vacant Position List)  
Click **Next**
  
8. LIST VACANT POSITIONS screen  
Select position number **0010520 GS-13 Computer Spec (Programming)**  
Click **OK**
  
9. POSITION ACTION screen  
Notice the TO ACTION CODE changed to **O** (Redescribe or Fill Position)  
Click **Next**
  
10. POSITION MAINTENANCE INFO screen  
PROCUREMENT INTEGRITY ACT INDICATOR:   **N**  
Click **Next**
  
11. SF50/52 FROM/TO INFORMATION screen  
Change the STEP to **04**  
Click **Next**
  
12. SF50/52 POSITION/EMPLOYEE INFORMATION screen  
Click the **Back** button
  
13. SF50/52 FROM/TO INFORMATION screen  
Notice that the system automatically adjusted the pay amounts  
Click **Next**

14. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**  
SF50 SIGNATURE DATE: **TODAY'S DATE**  
POSITION OCCUPIED: **1**  
WORK SCHEDULE: **F**  
Click **Next**

15. SF50 REMARKS AND INSERTS screen

Click **OK**

OPTIONS window  
Select **SAVE**  
Click **OK**

16. EMPLOYEE IDENTIFICATION window

Click **Cancel**

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**Detail (919, 90-A, 6) Future Date – Ashley Bachman**

1. FPPS MAIN MENU

On the main toolbar click on:

**Personnel**  
**Processing Personnel Actions**  
**Initiate Personnel Action (SNIN)**

*Note: If you know the command you want to use, try typing it in the Command field*

2. EMPLOYEE IDENTIFICATION window

Type **657 xx 3174** (look at the card on your monitor for your "xx" number)  
Click the **OK** button

3. PERSONNEL ACTION INFORMATION screen

EFFECTIVE DATE: **FUTURE DATE**  
NATURE OF ACTION: **919**  
TABLE NUMBER: **90-A**  
RULE NUMBER: **6**  
Click **Next** button

4. OFFICE ID window

Click **OK**

5. SCREEN SELECTION window

Click **Select All Screens** checkbox  
Click **OK**

6. NOTES screen

Type this note: **Waiting for description of unclassified duties**  
Click **OK**

7. FORWARDING US ADDRESS screen

Click **Next**

8. POSITION SF50/52 INFORMATION screen

**Space out the POSITION NUMBER/SUFFIX** (top, right portion of the screen)  
PSN TITLE OPM:           Type **Unclassified duties**  
OCCUPATION SERIES:   Type **0810**  
Click **Next**

9. PERSONNEL ACTION INFORMATION screen

Click **Next**

10. SF50/52 NOA/LAC INFORMATION screen

Type a **NTE date** (in **MM-DD-YY** format) **6 months later** than the effective date  
Click **Next**

11. DETAIL INFORMATION screen

DETAIL PURPOSE:	<b>Filling behind Angie Stone</b>
SF50 SIGNATURE CODE:	<b>B</b>
SF50 SIGNATURE DATE:	<b>TODAY'S DATE</b>

Click **OK**

OPTIONS window  
Select **SAVE**  
Click **OK**

12. EMPLOYEE IDENTIFICATION window

Click **Cancel**

13. FPPS MAIN MENU screen

On the main toolbar click on:  
**Personnel**  
**Processing Personnel Actions**  
**Process SF52 (PROC)**

14. ACTIONS TO BE PROCESSED screen

Use the Ctrl key to select both SF52s for **Rodney Aguilar** and **Ashley Bachman**  
Click the **Sign/Edit** button

Notice the "R" next to their names indicating that the actions have been signed and have passed relational edits.

Click the **CANCEL** button to return to the FPPS Main Menu

**LOG OFF AND EXIT**

**Exercise 3 – SNIN, PROC, ADIN, LGAP, and RLUP Commands  
Appointment (101) – Norma J Baker**

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LOGON screen

User ID: **PPSKJxx** (look at your monitor for your “xx” number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

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**Appointment (101, 09-A, 10) Today's Date - Norma Baker**

1. FPPS MAIN MENU screen

On the main toolbar click on: **Personnel  
Processing Personnel Actions  
Initiate Personnel Action (SNIN)**

2. EMPLOYEE IDENTIFICATION window

Type **547 xx 0316** (look at the card on your monitor for your “xx” number)  
Click the **OK** button

3. PERSONNEL ACTION INFORMATION screen

EFFECTIVE DATE: **TODAY'S DATE**  
NATURE OF ACTION 1: **101**  
TABLE NUMBER 1: **09-A**  
RULE NUMBER 1: **10**  
Click **NEXT**

4. EMPLOYEE NAME/SSN window

FIRST NAME: **NORMA**  
MIDDLE NAME: **JEAN**  
LAST NAME: **BAKER**  
Click **OK**

5. OFFICE ID window

ORGANIZATION: **D726000**  
Click **OK**

6. PROC SCREEN SELECTION window  
Select **All Screens**  
Click **OK**
7. NOTES screen  
Type **Permanent appointment to fill vacant Secretary GS-07 position**  
Click **OK**
8. FORWARDING US ADDRESS screen  
Click **Next**
9. RESIGNATION/RETIREMENT REMARKS screen  
Click **Next**
10. POSITION ACTION screen  
TO ACTION CODE: Use on-line help to select **V – Request Vacant Positions**  
Click **Next**
11. LIST VACANT POSITIONS screen  
Select position number **003811A 001 Secretary (Stenography/OA)**  
Click **OK**
12. POSITION ACTION screen  
Click **Next**
13. POSITION SF50/52 INFORMATION screen  
POSITION OCCUPIED: **1**  
WORK SCHEDULE: **F**  
Click **Next**
14. POSITION MAINTENANCE INFORMATION screen  
PROCUREMENT INTEGRITY ACT INDICATOR: **N**  
Click **Next**
15. POSITION OF8 INFORMATION screen  
Click **Next**
16. PERSONNEL ACTION INFORMATION screen  
Click **Next**
17. SF52/50 NOA/LAC INFORMATION screen  
DATE OF BIRTH: **06/09/68**  
LEGAL AUTHORITY DESC/INSERT: Type **03-44** over **\*F\***  
Click **Next**

18. SF50/52 FROM/TO INFORMATION screen

STEP: **01**  
Click **Next**

19. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**  
SF50 SIGNATURE DATE: **TODAY'S DATE**  
EDUC LEVEL: **07**  
FEGLI CODE: **C0 (zero)**  
RETIREMENT: **K**  
SCD LEAVE: **TODAY'S DATE**  
SEX: **F**  
TENURE: **2**  
VETERAN PREFERENCE: **1**  
VETERAN STATUS: **X**  
Click **Next**

20. SF50 REMARKS AND INSERTS screen

M01: **TODAY'S DATE**  
T10: **TODAY'S DATE**  
M39: **NONE**  
M40: **NEVER COVERED**  
E18: **TODAY'S DATE**  
Click **Next**

21. RNO, BENEFITS, SECURITY, APPOINTMENT INFORMATION screen

HANDICAP CODE: **05**  
RACE/NATIONAL ORIGIN: **E**  
CLEARANCE LEVEL: **0 (zero)**  
INQUIRY INVESTIGATION: **0 (zero)**  
HEALTH PLAN: **ZZX**  
TSP ELIGIBLE DATE: Use online help to select **2003 01 12**  
TSP SERVICE COMP DATE: **TODAY'S DATE**  
FERS COVERAGE: **A**  
FROZEN SERVICE: **0000 (zeroes)**  
PREVIOUS RETIREMT COVERAGE: **N**  
Click **Next**

22. ALLOWANCE/DIFFERENTIAL, RATING OF RECORD screen

Click **Next**

23. DATES, WGI, APPOINTMENT LIMIT INFORMATION screen

CAREER TENURE BEGINS: **TODAY'S DATE**

WGI CODE: **0**

TYPE OF APPOINTMENT: **15**

Click **Next**

24. RETAINED, INTERMITTENT, SEVERANCE PAY INFORMATION screen

Click **Next**

25. CHANGE HOURS SCHEDULED screen

ALTERNATIVE WORK SCHED CODE: **M** (Maxiflex)

WEEK 1: **4000**

WEEK 2: **4000**

Click **OK**

26. AWARD INFORMATION screen

Click **Next**

27. FOREIGN LANGUAGE DATA screen

LANGUAGE IDENTIFICATION: **FR**

LISTENING PROFICIENCY: **26**

READING PROFICIENCY: **16**

SPEAKING PROFICIENCY: **30**

WRITING PROFICIENCY: **20**

Click **Next**

28. AGENCY UNIQUE INFORMATION screen

Click **OK**

OPTIONS window

Select **SAVE**

Click **OK**

29. EMPLOYEE IDENTIFICATION window

Click **Cancel**

30. FPPS MAIN MENU screen

On the main toolbar click on:

**Personnel >> Processing Personnel Actions >> Process SF52 (PROC)**

31. ACTIONS TO BE PROCESSED screen

Select the Appointment for **Norma Baker**

Click the **Sign/Edit** button

32. PROC SCREEN SELECTION window  
Click **OK** (to select the highlighted screen)
  33. SF52/50 NOA/LAC INFORMATION screen  
Click on the **Red Checkmark** button (the View Errors icon at the top of the screen)
  34. VIEW ERRORS window  
Click the **View Corrective Action** button
  35. EXPAND ERRORS window  
Read the corrective action  
Click **OK**
  33. VIEW ERRORS window  
Click **Cancel**
- 

***Go to the Initiate Addresses process***

1. SF52/50 NOA/LAC INFORMATION screen  
FPPS Command: **ADIN** (or select **Personnel, Employee Position Maintenance, Initiate Address**)  
Click **GO**

**EXIT FUNCTION** window  
Click the **Yes** button to save the changes

2. INITIATE ADDRESSES MENU screen  
Type Norma Baker's SSN: **547-xx-0316**  
Select: **MAIL ADDRESS** and  
**EFT (ELECTRONIC FUND TRANSFER)**  
Click **OK**
3. INITIATE MAILING ADDRESS screen  
EFFECTIVE DATE: **TODAY'S DATE**  
ADDRESS LINE 1: **1313 Mockingbird Lane**  
CITY: **Denver**  
STATE: **CO**  
ZIP CODE: **80223**  
Click **OK**

4. INITIATE EFT ADDRESS screen

BEGINNING EFFECTIVE DATE:  
EFT ROUTING NUMBER:

**TODAY'S DATE**

Use the on-line help to search for  
**Denver Municipal FCU**

EMPLOYEE ACCOUNT NUMBER:  
ACCOUNT TYPE: C (checking)  
Click **OK**

**12345**

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***Sign/Run Relational Edits***

1. INITIATE ADDRESSES MENU screen

Click **Cancel**

2. Type the FPPS Command: **PROC**

Click **GO**

3. ACTIONS TO BE PROCESSED screen

Select the **Norma Baker Appointment** and click on the **Sign/Edit** button

---

***Obtain SF52 Approval Signature***

1. ACTIONS TO BE PROCESSED screen

On the main toolbar select: **Personnel**  
**Processing Personnel Actions**  
**SF52 Approval (LGAP)**

2. ACTIONS TO BE APPROVED screen

Using the **Shift** key, select all **five actions** by clicking on the associated row numbers

Click on the **Sign** button

---

***Print SF50s and Release Actions for Update***

1. ACTIONS TO BE APPROVED screen

On the main toolbar select: **Personnel**  
**Processing Personnel Actions**  
**Release for Update**

**NOTE:** It is recommended you print the SF50 before releasing to obtain a hard copy for filing.

2. ACTIONS READY TO RELEASE TO UPDATE screen  
Using the **Shift** key select all actions  
Click the **Release to Update** button
- 

***Go to the ACTIONS TO BE PROCESSED screen***

1. ACTIONS READY TO RELEASE TO UPDATE screen  
On the main toolbar click on: **Personnel**  
**Processing Personnel Actions**  
**Process SF52**
2. ACTIONS TO BE PROCESSED screen  
Three actions with ***future effective dates*** are highlighted on the list

**Exit and Log Off**

**Exercise 4 – ENCG and EHVW Commands**  
**Change Employee Non-SF50 Data – Antonia Russell**  
**View Employee Data**

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LOGON screen

User ID: **PPSKJxx** (look at your monitor for your “xx” number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

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**View Employee Data**

1. FPPS MAIN MENU screen

**Employee/Position Views**  
**Employee Data with History (EHVW)**

2. VIEW EMPLOYEE MENU screen

SSN: **522-xx-6359** (Antonia Russell)  
EFFECTIVE DATE: **TODAY'S DATE**  
Select **EMPLOYEE** check box  
Click **OK**

3. VIEW EMPLOYEE DATA MENU screen

Select **EMPLOYEE PERSONNEL INFORMATION**  
Click **OK**

Click **Next** to verify the following fields:

<b>ALTERNATIVE WORK SCHEDULE:</b>	<b>N NOT APPLICABLE</b>
<b>HOURS SCHEDULED WEEKS 1:</b>	<b>4000</b>
<b>HOURS SCHEDULED WEEKS 2:</b>	<b>4000</b>

**Change AWS Code and Week 1 and 2 Hours – Today's Date – Antonia Russell**

1. FPPS MAIN MENU screen

On the main toolbar click on: **Personnel**  
**Employee/Position Maintenance**  
**Change Employee Non SF50 Data (ENCG)**

2. FPPS - EMPLOYEE SSN/NAME Window

SSN: **522-xx-6359** (Antonia Russell)  
EFFECTIVE DATE: **TODAY'S DATE**  
Click **OK**

3. ENCG SCREEN SELECTION window

Select **CHANGE HOURS SCHEDULED**  
Click **OK**

4. CHANGE HOURS SCHEDULED screen

Change the alternative work schedule code to **A (5/4/9 Workweek)**  
Change WEEK1 to **4500**  
Change WEEK2 to **3500**  
**OK**

Note: The timekeeper needs to input the T&A correctly or there will be an impact on T&A edits.

**EXIT FUNCTION window**  
Select **Yes** to update immediately

**Cancel** the FPPS EMPLOYEE SSN/NAME window

**View Employee Data**

1. FPPS MAIN MENU screen

**Employee/Position Views**

**Employee Data with History (EHVW)**

2. VIEW EMPLOYEE MENU screen

SSN: **522-xx-6359** (Antonia Russell)

EFFECTIVE DATE: **TODAY'S DATE**

Select **EMPLOYEE** check box

Click **OK**

3. VIEW EMPLOYEE DATA MENU screen

Select **EMPLOYEE PERSONNEL INFORMATION**

Click **OK**

**Verify** the following fields:

**ALTERNATIVE WORK SCHEDULE:** A / 5-4/9 WORKWEEK

**HOURS SCHEDULED WEEKS 1:** 4500

**HOURS SCHEDULED WEEKS 2:** 3500

**LOG OFF AND EXIT**

**Exercise 5 - PNCG and PHVW Commands**  
**Establish New Position Base and Establish Identical Position**  
**Redescribe Occupied Position – Janice Gherke**  
**View Position Data**

LOGON screen

User ID: **PPSKJxx** (look at your monitor for your "xx" number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

1. FPPS MAIN MENU screen

**Personnel**  
**Employee/Position Maintenance**  
**Change Position Information (PNCG)**

**Establish New Position Base**

2. POSITION MAINTENANCE screen

EFFECTIVE DATE: **TODAY'S DATE**  
POSITION NUMBER: **0024688** (Don't add suffix; the FPPS will assign suffix)  
Select **ESTABLISH NEW POSITION BASE**  
Click **OK**

OFFICE ID window  
ORGANIZATION: **D726000**  
Click **OK**

3. PNCG SCREEN SELECTION window

Select **All Screens**  
Click **OK**

4. POSITION SF50/52 INFORMATION screen

PERSONNEL OFFICE ID: **xxxx** (type your "xx" number twice)  
SPO: **DO**  
BARGAINING UNIT STATUS: **1369**  
DUTY STATION: **08 1435 059**  
FLSA: **N**  
FULL PERF LEVEL: **06**

GRADE 05  
OCCUPATIONAL SERIES: Leave blank  
PAY BASIS: PA  
PAY PLAN GS  
POSITION OCCUPIED: 1  
PSN SENS: 0 (zero)  
POSITION TITLE CODE: Use on-line help and type **SECRETARY**  
Select **SECRETARY (OFFICE AUTOMATION)**  
SUPERVISORY STATUS: 8  
WORK SCHEDULE: F  
Click **Next**

5. POSITION MAINTENANCE INFORMATION screen

DRUG TEST CODE: N  
ENVIRONMENTAL/HAZARD INDICATOR: N  
POSITION TENURE: P  
PREMIUM CLASS: 01  
PROCUREMENT INTEGRITY INDICATOR: N  
Click **Next**

6. POSITION OF8 INFORMATION screen

IDENTICAL ADDITIONAL: Y  
Click **OK**

EXIT FUNCTION window  
Select **YES** to update immediately  
Click **OK**

---

**Establish Identical Position**

1. POSITION MAINTENANCE screen

EFFECTIVE DATE: **TODAY'S DATE**  
POSITION NUMBER field: **Leave blank**  
Select **IDENTICAL POSITION - NEW SUFFIX**  
Click **OK**

OFFICE ID window  
ORGANIZATION: **D726000**  
Click **OK**

2. LIST POSITIONS screen  
Select position **0024688 001 - GS-05 SECRETARY (OFFICE AUTOMATION)**  
Click **OK**

3. PNCG SCREEN SELECTION window  
Select **POSITION SF50/52 INFO**  
Click **OK**

4. POSITION SF50/52 INFORMATION screen  
Change WORK SCHEDULE to **P**  
Click **OK**

EXIT FUNCTION window  
Select **YES** to update immediately

IDENTICAL POSITION WINDOW  
Notice the new position suffix **002**  
Click **OK**

**Redescribe an Occupied Position - BUS Code - Today's Date - Janice K. Gherke**

1. POSITION MAINTENANCE screen  
EFFECTIVE DATE: **TODAY'S DATE**  
POSITION NUMBER field: **0040060 027**  
Select **REDESCRIBE OCCUPIED OR VACANT POSITION**  
Click **OK**

OFFICE ID window  
ORGANIZATION: **D726000**  
Click **OK**

2. PNCG SCREEN SELECTION window  
Select **POSITION SF50/52 INFORMATION**  
Click **OK**

3. POSITION SF50/52 INFORMATION screen  
Change BARGAINING UNIT STATUS to **1561**  
Click **OK**

EXIT FUNCTION window  
Select **Yes** to save the action to Process SF52 (PROC)

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**Go to the ACTIONS TO BE PROCESSED screen**

1. POSITION MAINTENANCE screen

Command: **PROC**

2. ACTIONS TO BE PROCESSED screen

Select the **Janice Gherke** action

Click the **Change** button

3. PROC SCREEN SELECTION window

Select the following screens:

**NOTES**

**SF50/52 POSITION/EMPLOYEE INFORMATION**

**SF50 REMARKS AND INSERTS**

Click **OK**

4. NOTES screen

Add this note: **Change BUS code**

Click **OK**

5. PERSONNEL ACTION INFORMATION screen

EFFECTIVE DATE: **TODAY'S DATE**

NATURE OF ACTION 1: **800** (Change in Data Element)

TABLE NUMBER 1: **28**

RULE NUMBER 1: **3**

Click **Next**

6. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**

SF50 SIGNATURE DATE: **TODAY'S DATE**

Click **Next**

7. SF50 REMARKS AND INSERTS

REMARK NARRATIVE/INSERT: Type **37**

Click **OK**

OPTIONS window  
Select **SIGN**  
Click **OK**

---

***Obtain SF52 Approval Signature***

1. ACTIONS TO BE PROCESSED screen  
    **Personnel**  
    **Processing Personnel Actions**  
    **SF52 Approval (LGAP)**
  
  2. ACTIONS TO BE APPROVED screen  
    Select **Janice Gherke, Change in Data Element**  
    Click the **Sign** button
- 

***Release Actions to Update***

1. ACTIONS TO BE APPROVED screen  
    **Personnel**  
    **Processing Personnel Actions**  
    **Release for Update**

*NOTE: It is recommended that you print the SF50 at this point before clicking on Release to Update in order to have a hard copy of the transaction for filing.*

2. ACTIONS READY TO RELEASE TO UPDATE screen  
    Select **Janice Gherke, Change in Data Element**  
    Click the **Release to Update** button
-

**View Position Data**

1. ACTIONS READY TO RELEASE TO UPDATE screen  
**Employee/Position Views**  
**Position Data with History (PHVW)**

2. POSITION QUALIFICATION screen  
ORGANIZATION CODE: **D726000**  
POSITION STATUS: **Access online help**  
**Select ACTIVE OCCUPIED POSITION (Code 2)**  
EFFECTIVE DATE: **TODAY'S DATE**  
Click **OK**

3. LIST POSITIONS screen  
Select position number **0040060 027, GS-0318-06 – SECRETARY (OFFICE AUTOMATION)**  
Click **OK**

POSITION VIEW window  
Select **both** options  
Click **OK**

4. POSITION CLASSIFICATION DATA and POSITION SF50 AND MISCELLANEOUS DATA screens  
**Scroll** through all screens by clicking the **Next** button

**EXIT AND LOGOFF**

**Exercise 6 - SNIN, PROC (N) (H), STVW, HOLD, RLSE, and REAC Commands**  
**Initiate Change in Work Schedule (781) – Martha Alderman**  
**Initiate Name Change (780) – Antonia Russell**  
**Initiate Change in FEGLI Code (881) – Janice Gherke**  
**Stop and Hold Actions**  
**View Stop and Hold Notifications**  
**Release and Reactivate Actions**

---

LOGON screen

User ID: **PPSKJxx** (look at your monitor for your "xx" number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

---

**Change in Work Schedule (781, 24-B, 4) - Future Date – Martha Alderman**

1. FPPS MAIN MENU screen

**Personnel**  
**Processing Personnel Actions**  
**Initiate Personnel Actions (SNIN)**

2. EMPLOYEE IDENTIFICATION screen

SSN: **659-xx-7596 (Martha Alderman)**  
Click **OK**

3. PERSONNEL ACTION INFORMATION screen

EFFECTIVE DATE: **FUTURE DATE**  
NATURE OF ACTION 1: **781**  
TABLE NUMBER 1: **24-B**  
RULE NUMBER 1: **4**  
Click **Next**

4. SNIN SCREEN SELECTION window

Select the **NOTES** screen  
**OK**

5. NOTES screen

Add note: **Part Time to Full Time**  
**OK**

6. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**  
SF50 SIGNATURE DATE: **TODAY'S DATE**  
WORK SCHEDULE: **Change P to F**  
Click **Next**

7. CHANGE HOURS SCHEDULED screen

ALTERNATE WORK SCHEDULE CODE: **A**  
WEEK 1: **4500**  
WEEK2: **3500**  
Click the **Edits** button  
Click **OK**

OPTIONS window  
Select **SAVE**  
Click **OK**

---

**Name Change (780, 20, 1) – Today's Date – Antonia Russell**

1. EMPLOYEE IDENTIFICATION window

SSN: **522-xx-6359 (Antonia Russell)**  
Click **OK**

2. PERSONNEL ACTION INFORMATION screen

EFFECTIVE DATE: **TODAY'S DATE**  
NATURE OF ACTION 1: **780**  
TABLE NUMBER 1: **20**  
RULE NUMBER 1: **1**  
Click **Next**

EMPLOYEE NAME/SSN window  
LAST NAME: **Eastwood**  
Click **OK**

3. SNIN SCREEN SELECTION window

Select the following screens:

**NOTES**

**SF50/52 POSITION/EMPLOYEE INFORMATION**

Click **OK**

4. NOTES screen

Add note: **Name change due to marriage**

Click **OK**

5. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**

SF50 SIGNATURE DATE: **TODAY'S DATE**

Click the **Edits** button

Click **OK**

OPTIONS window  
Select **SAVE**  
Click **OK**

---

**Change in FEGLI Code (881, 22-A, 1) – Today's Date – Janice Gherke**

1. EMPLOYEE IDENTIFICATION window

SSN: **658-xx-0334 (Janice Gherke)**

Click **OK**

2. PERSONNEL ACTIONS INFORMATION screen

EFFECTIVE DATE: **TODAY'S DATE**

NATURE OF ACTION 1: **881**

TABLE NUMBER 1: **22 - A**

RULE NUMBER 1: **1**

Click **Next**

PULL FORWARD window  
Type **A** (to indicate after)  
Click **OK**

3. SNIN SCREEN SELECTION window

Click **OK**

4. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**

SF50 SIGNATURE DATE: **TODAY'S DATE**

FEGLI CODE: **Change C0 to B0 (zero)**

Click the **Edits** button

Click **OK**

Options window  
Select **SAVE**  
Click **OK**

5. Employee Identification Window  
Click the **Cancel** button
- 

**Place an Action in a "Stopped" Status**

1. FPPS Main Menu  
Command line: **PROC**
2. ACTIONS TO BE PROCESSED screen  
Select the **Janice Gherke, Change FEGLI Code**  
Click the **Stop** button

STOP COMMENT window  
Type the reason the action is being stopped: **Per Employee Request**  
Click **OK**

---

**Place an Action on Hold**

1. ACTIONS TO BE PROCESSED screen  
Select the **Antonia Eastwood, Name Change**  
Click the **Hold** button

HOLD COMMENTS window  
Comment Code: Use online help to select **C12 (Held by Management's Request)**  
Type an additional comment: **Due to marriage**  
Click **OK**

2. Command line: **Main**

### **Commands Used to View Stop and Hold Notifications**

1. FPPS MAIN MENU screen  
Click on the **Process Queue Count** icon (the last icon at the top of the screen)
  2. EMPLOYEE/POSITION VIEWS MENU screen  
Notice the numbers in the column beside:  
View SF52 Stop Notification (STVW)  
Reactivate Stopped SF52 (REAC)  
Release Held SF52 (RLSE)  
Click **OK**
- 

### **View Stop Notifications**

1. FPPS Main Menu screen  
**Employee/Position Views**  
**Stop Notification (STVW)**
  2. LIST STOP NOTIFICATION screen  
Select **Janice Gherke, Change in FEGLI Code**  
Click the **View** button
  3. VIEW STOP NOTIFICATION screen  
Click **OK**
  4. LIST STOP NOTIFICATION screen  
Notice that the notification has been deleted from the list screen
- 

### **View Hold Notifications**

1. LIST HOLD NOTIFICATION screen  
**Employee/Position Views**  
**Hold Notifications (HOLD)**
2. LIST HOLD NOTIFICATION screen  
Select **Antonia Eastwood, Name Change**  
Click on the **View** button

3. VIEW HOLD NOTIFICATION screen

Click the **Cancel** button

4. LIST HOLD NOTIFICATION screen

Notice that the notification has not been deleted from the list screen

Select the **Antonia Eastwood, Name Change**

Click the **Delete** button

DELETE CONFIRMATION window  
Click **YES** (to confirm the deletion)

Command: **Main**

**Note: Anyone who has data access authority may release or reactivate the actions**

---

**Release Action from Hold Status**

1. PROCESSING PERSONNEL MENU screen

**Personnel**

**Processing Personnel Actions,**

**Release Held SF52's (RLSE)**

2. ACTIONS TO BE RELEASED screen

Select **Antonia Eastwood, Name Change**

Click the **Release from Hold** button

---

**Reactivate Stopped SF52s**

1. ACTIONS TO BE RELEASED screen

**Personnel**

**Processing Personnel Actions**

**Reactivate Stopped SF52 (REAC)**

2. ACTIONS TO BE REACTIVATED screen

Select **Janice Gherke, Change in FEGLI Code**

Click the **Reactivate** button

3. Go to Personnel  
**Processing Personnel Actions**  
**Process SF52 (PROC)**

Review the screen for actions reactivated

**Exit and Log Off**

**Exercise 7 - RSGN, LGAP, RLUP, FEHB and TRAC Commands**  
**Forward Action/Send Courtesy Copy**  
**Reassign Action**  
**SF52 Approval – Alderman, Russell and Gherke**  
**Release to Update – Alderman, Russell and Gherke**  
**Change Health Benefits – Eastwood**  
**SF52 Tracking**

---

LOGON screen

User ID: **PPSKJxx** (look at your monitor for your "xx" number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

---

1. FPPS MAIN MENU screen. Select  
**Personnel**  
**Processing Personnel Actions**  
**Process SF52 (PROC)**

***Forward Action/Send Courtesy Copy***

2. ACTIONS TO BE PROCESSED screen  
Select the **Antonia Eastwood, Name Change**  
Click the **Forward** button

FORWARDING LIST window

Type action code **K** (send courtesy copy) to **Karen Spencer**  
Type action code **F** (forward) to **Margot Peters**  
Click **OK**

---

***Reassign SF52***

1. ACTIONS TO BE PROCESSED screen  
**Personnel**  
**Reassign SF52's (RSGN)**
2. REASSIGN SF52/WGI/PROBATIONARY ACTIONS screen  
Select **SF52**  
Click **OK**

3. REASSIGNED "FROM" USER LIST screen  
Select **PETERS, MARGO**  
Click **OK**
  4. REASSIGNED "TO" USER LIST screen  
Select **JAMES, KEITH**  
Click **OK**
  5. ACTIONS TO BE REASSIGNED screen  
Select the **EASTWOOD, ANTONIA (Name Change)**  
Click **OK**
- 

**Obtain SF52 Approval Signature**

1. ACTIONS TO BE REASSIGNED screen. Select  
**Personnel**  
**Processing Personnel Actions**  
**SF52 Approval (LGAP)**
  2. ACTIONS TO BE APPROVED screen  
Using the CTRL key select **Alderman, Eastwood and Gherke**  
Click the **Sign** button
- 

**Release Actions to Update**

1. ACTIONS TO BE APPROVED screen. Select  
**Personnel**  
**Processing Personnel Actions**  
**Release for Update (RLUP)**
2. ACTIONS READY TO RELEASE TO UPDATE screen  
Using the CTRL key select **Alderman, Eastwood and Gherke**  
Click on the **Release to Update** button

PULL FRWD window  
Type **A** (to indicate after)  
Click **OK**

---

**Change Employee Health Benefits – Today's Date – Antonia Eastwood**

1. FPPS MAIN MENU screen

On the main toolbar click on: **Personnel**  
**Processing Personnel Actions**  
**Employee Health Benefits (FEHB)**

2. FEHB Election Menu Window

SSN: **522-xx-6359** (Antonia Eastwood)  
EFFECTIVE DATE: **TODAY'S DATE**  
Select **Change Health Benefits Enrollment**  
Click **OK**

3. Change Health Benefits Enrollment screen

Type Antonia's Daytime Phone Number: **(303) 422-5151**  
Click **Married** check box  
Use Online Help to select Health Benefits Plan **M52 - Blue Cross HMO – High Family**  
Use Online Help to select Event Code **1C – Emp/Change in Family Status**  
Event Date: **PRIOR SATURDAY**  
Click **OK**

4. Mailing Address window

Click **OK**

5. Other Insurance Enrollment window

Click **OK**

6. Family Member Information window

Last Name: **EASTWOOD**  
First Name: **RICHARD**  
Middle Initial: **K**  
Relationship Code: **1 (Spouse)**  
Date of Birth: **08/14/65**  
SSN: **555-xx-7263**  
Sex: **M**  
Address Line 1: **3827 Castle Street**  
City: **Littleton**  
State: **CO**  
Zip Code: **80122**  
Click **OK**

7. Receipt Information window

Date Received in Employing Office: **TODAY'S DATE**

Payroll Contact: **Janice Brady**  
Telephone Number: **(303) 555-8765**

Personnel Contact: **Sammy Houston**  
Telephone Number: **(303) 555-2938**

Authorized Agency Official: **Shelly Eaton**  
Telephone Number: **(303) 555-6656**

Click **OK**

8. EXIT FUNCTION window

Click **Yes** to update immediately

9. FEHB Election Menu Window

SSN: **522-xx-6359** (Antonia Eastwood)  
EFFECTIVE DATE: **TODAY'S DATE**  
Select **View Health Benefits Enrollment**  
Click **OK**

10. Click **OK** to scroll through screens

---

**SF52 Tracking**

1. ACTIONS READY TO RELEASE TO UPDATE screen

**Employee/Position Views**  
**Track SF52/SF50 (TRAC)**

2. TRACKING STATUS HISTORY screen

TRAC LIST TYPES: Select **ACTIVE**  
**OK**

TRACK QUALIFY window  
ORG CODE: **leave blank**  
Click **OK**

3. TRACKING LIST screen

Select **Martha Alderman, Change in Work Schedule**  
Click the **Status/History** button

4. TRAC STATUS HISTORY screen

Note: This action is not considered COMPLETE until the effective date is reached

Click the **Cancel** button

**LOGOFF AND EXIT**

**Exercise 8 - MASS, SPPR, and MSCG Commands**

**Award**  
**Duty Station Change**  
**Delete Vacant Positions**  
**Rating of Record**

---

LOGON screen

User ID: **PPSKJxx** (look at your monitor for your "xx" number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

---

1. FPPS MAIN MENU screen

**Personnel**  
**Mass Change/Prints**  
**Mass Change (MASS)**

**Initiate Award Mass Change**

2. MASS CHANGE NATURE OF ACTION MENU screen

Click on code **01 Award**  
Click **OK**

OFFICE ID window  
ORGANIZATION: **D726000**  
Click **OK**

**Note:** The Office ID window is used to obtain a route path for forwarding purposes and will not restrict the SSNs entered.

3. NATURE OF ACTION window

EFFECTIVE DATE:	TODAY'S DATE
NATURE OF ACTION:	846
TABLE NUMBER:	29
RULE NUMBER:	3
SF50 SIGNATURE CODE:	B
SF50 SIGNATURE DATE:	TODAY'S DATE

Note: At the bottom of the screen, notice that PRINT INDIVIDUAL SF50'S in SPPR is defaulted

Click OK

LEGAL AUTHORITY window  
Click OK

4. SF50 REMARKS AND INSERTS screen

Click Next

5. MASS CHANGE AWARD screen

Enter the following SSNs and AWARD HOURS

522-xx-7354 (Young)	8
720-xx-6846 (Aguilar)	8
663-xx-0937 (Brewster)	8

Click OK

OPTIONS window  
Select SAVE  
Click OK

---

**Obtain SF52 Approval Signature**

1. MASS CHANGE NOAC MENU screen

Personnel  
Processing Personnel Actions  
SF52 Approval (LGAP)

2 ACTIONS TO BE APPROVED screen

Select the **846 Award**  
Click the **Sign** button

---

**Release Actions to Update**

1. ACTIONS TO BE APPROVED screen  
    **Personnel**  
    **Processing Personnel Actions**  
    **Release for Update (RLUP)**
  
2. ACTIONS READY FOR RELEASE TO UPDATE screen  
    Select the **846 Award**  
    Click the **Release to Update** button

***Notice the Red Error message at the bottom of your screen.***

---

**View Error List in SPPR**

1. ACTIONS READY FOR RELEASE TO UPDATE screen  
    **Personnel**  
    **Mass Changes/Prints**  
    **Mass Print of Personnel Items (SPPR)**
  
2. SPO PRINT MENU screen  
    Select **MASS CHANGE ERROR LIST**
  
3. MASS/MSCG/MSFP Error List screen  
    Click **OK** twice  
    Review error message  
    Click **OK**
  
4. SPO PRINT MENU screen  
    Click **Cancel**
  
5. FPPS MAIN MENU screen  
    **Personnel**  
    **Processing Personnel Actions**  
    **Process SF52 (PROC)**
  
6. ACTIONS TO BE PROCESSED screen  
    Select **Rodney Aguilar's Individual Time Off Award**  
    Click **Sign/Edit** button
  
7. ACTIONS TO BE PROCESSED screen  
    **Personnel**  
    **Processing Personnel Actions**  
    **Release For Update (RLUP)**

---

**Print SF50s in SPPR**

1. ACTIONS READY FOR RELEASE TO UPDATE screen  
    **Personnel**  
    **Mass Changes/Prints**  
    **Mass Print of Personnel Items (SPPR)**
2. SPO PRINT MENU screen  
    Select **SF50s/EXCEPTION LIST**
3. VIEW/PRINT SF50'S/EXCEPTION LISTS screen  
    Click on **Rodney Aguilar's Award** action  
    Click on the **View/Hardcopy** button
4. NOTIFICATION OF PERSONNEL ACTION screen  
    Click **Next** button several times to view screens  
    Click **OK** button at page 4
5. PRINT CONFIRMATION window  
    Click **No** button

---

**Initiate Duty Station Mass Change**

1. VIEW/PRINT SF50'S/EXCEPTION LISTS screen  
    **Personnel**  
    **Mass Changes/Prints**  
    **Mass Change (MASS)**
2. MASS CHANGE NOAC MENU screen  
    Select code **04 Duty Station**  
    Click **OK**

OFFICE ID window  
ORGANIZATION: **D726000**  
Click **OK**

3. NATURE OF ACTION window  
    EFFECTIVE DATE:                      **TODAY'S DATE**  
    SF50 SIGNATURE CODE:                **B**  
    SF50 SIGNATURE DATE:                **TODAY'S DATE**

Select **PRINT SF50 EXCEPTION LIST** IN "MASS PRINT OF PERSONEL ITEMS (SPPR)"  
Click **OK**

LEGAL AUTHORITY window  
LEGAL AUTHORITY INSERT 1: Type **Directive No. 334** over the \*F\*  
Click **OK**

4. SF50 REMARKS AND INSERTS screen  
Click **Next**

5. MASS CHANGE DUTY STATION screen

**Current information**

ORGANIZATION CODE:           **D726000**  
DUTY STATION CODE:           **08 1435 059**

**New information**

DUTY STATION CODE:           **08 0600 031**  
Click **OK**

6. MASS CHANGE DUTY STATION screen

Type **X** next to the following names:

**ECKHOFF, SUSAN E.**  
**BAKER, NORMA J.**  
**O'DONNELL, JENNIFER**

Click **OK** twice

OPTIONS window  
Select **SAVE**  
Click **OK**

7. MASS CHANGE NOAC MENU screen

**Oops!!! Suppose you needed to include one more employee in the mass change**

---

**Go to ACTIONS TO BE PROCESSED screen**

1. MASS CHANGE NATURE OF ACTION MENU screen

**Personnel**  
**Processing Personnel Actions**  
**Process SF52 (PROC)**

2. ACTIONS TO BE PROCESSED screen

Select the **Chg in Duty Station** action

Click the **Change** button

MASS CHANGE SELECTION window  
Select **MASS CHANGE LIST**  
Click **OK**

3. MASS CHANGE LIST screen  
Type **X** to select **SHIBATA, LEE A.**  
Click **OK** *twice*

OPTIONS window  
Select **SAVE**  
Click **OK**

---

**Obtain SF52 Approval Signature**

1. ACTIONS TO BE PROCESSED screen  
**Personnel**  
**Processing Personnel Actions**  
**SF52 Approval (LGAP)**
  2. ACTIONS TO BE APPROVED screen  
Select the **792 Duty Station Change**  
Click the **Sign** button
-

### **Release Actions to Update**

1. ACTIONS TO BE APPROVED screen  
    **Personnel**  
    **Processing Personnel Actions**  
    **Release to Update (RLUP)**
  2. ACTIONS READY FOR RELEASE TO UPDATE screen  
    Select the **792 Duty Station Change**  
    Click the **Release to Update** button
- 

### **Print Exception List**

1. ACTIONS TO BE PROCESSED screen  
    **Personnel**  
    **Mass Changes/Prints**  
    **Mass Print of Personnel Items (SPPR)**
2. SPO PRINT MENU screen  
    Select **SF50s/EXCEPTION LISTS**  
    Click **OK**
3. VIEW/PRINT SF50'S/EXCEPTION LISTS screen  
    Select the **792 Duty Station Change**  
    Click the **View Hardcopy SF50** button  
    Notice the names on the exception list  
    Click **OK** several times to scroll through the exception list
4. Print Confirmation Window  
    Select **NO**

Note: You may process 25 SSNs online. Twenty-six or more SSNs are processed overnight in batch.

### **Initiate Non SF50-Related Mass Changes**

1. Go to the FPPS MAIN MENU screen  
    **Personnel**  
    **Mass Changes (Prints)**  
    **Mass Change Other Employee Information (MSCG)**

**Delete Vacant Position Mass Change**

1. MASS CHANGE NON-NOAC MENU screen  
EFFECTIVE DATE: **TODAY'S DATE**  
Click code **03 (DELETE VACANT POSITIONS)**  
Click **OK**
  
2. MASS CHANGE NON-NOAC QUALIFICATION screen  
ORGANIZATION CODE: **D726000**  
Click **OK**
  
3. DELETE VACANT POSITION screen  
Type **X** next to the two positions you established using the Position Change command.  
(Note: In PNCG you may only delete positions that have *never* been occupied)  

<b>0024688</b>	<b>001</b>	<b>SECRETARY (OFFICE AUTOMATION)</b>
<b>0024688</b>	<b>002</b>	<b>SECRETARY (OFFICE AUTOMATION)</b>

  
Click **OK**

EXIT FUNCTION window  
Click the **Yes** button to update immediately

---

**Rating of Record Mass Change**

1. MASS CHANGE NON-NOAC MENU screen  
EFFECTIVE DATE: **TODAY'S DATE**  
Select code **09 (RATING OF RECORD/DATE)**  
Click **OK**
  
2. MASS CHANGE RATING OF RECORD screen  
Type the following:  

<b>663 xx 0937</b>	<b>3</b>	<b>H</b>	<b>TODAY'S DATE (Brewster)</b>
<b>658 xx 0334</b>	<b>4</b>	<b>H</b>	<b>TODAY'S DATE (Gherke)</b>
<b>309 xx 1768</b>	<b>4</b>	<b>H</b>	<b>TODAY'S DATE (Hayden)</b>

  
Click **OK** twice

EXIT FUNCTION window  
Click the **Yes** button to update immediately

Note: See below for information on rating of record pattern and codes.

### Rating of Record

5 = Outstanding

4 = Between Outstanding and Fully Successful

3 = Fully Successful (PASS level under PASS/FAIL program)

2 = Between Fully Successful and Unacceptable

1 = Unacceptable (FAIL level under PASS/FAIL program)

X = Not Rated

Z = Exclusion

### Rating of Record Pattern Codes

A - Summary Levels 1 and 3

B - Summary Levels 1, 3, and 5

C - Summary Levels 1, 3, and 4

D - Summary Levels 1, 2, and 3

E - Summary Levels 1, 3, 4, and 5

F - Summary Levels 1, 2, 3, and 5

G - Summary Levels 1, 2, 3, and 4

H - Summary Levels 1, 2, 3, 4, and 5

**EXIT AND LOGOFF**

**Exercise 9 - SPPR Command  
Within-Grade Notifications  
Generated SF52s**

---

LOGON screen

User ID: **PPSKJxx** (look at your monitor for your "xx" number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

---

1. FPPS Main Menu screen

**Personnel**  
**Mass Change/Prints**  
**Mass Print of Personnel Items (SPPR)**

**Forward WGI Notifications**

2. SPO PRINT MENU screen

Select **WGI NOTIFICATIONS**  
Click **OK**

3. LIST OF WGI NOTIFICATIONS screen

Notice the **STATUS** column at the right side of the screen (**PEND** indicates that the WGI notification is ready to be forwarded to the requesting office for signature)  
Select the WGI notification for **Amy Coates**  
Click the **Forward** button

4. WGI/PROBATIONARY ROUTE PATH forwarding list

Select **Denise LLoyd** to forward to  
Click the **Forward** button

5. LIST OF WGI NOTIFICATIONS screen

Notice the **STATUS** column at the right side of the screen (**FWD** indicates that the WGI notification has been forwarded)

Note: To find out who has the WGI notification, go to:

**Employee Position Views**  
**Track Probationary Notices and WGIs (TRPW)**  
Select **Active** and type the employee's name  
Click **OK**  
Select the notification and click **Status History**  
Click **OK**

**LOGOFF AND EXIT**

## LOGON

**NOTE: Log on with Denise Lloyd's user ID**

User ID: **PPSDLxx** (look at your monitor for your "xx" number)

Password: (look at your monitor for your password)

1. FPPS MAIN MENU screen

**Personnel**

**Requesting Personnel Actions**

**Sign Within Grade Certification (WGSG)**

### *Sign the WGI Notification*

2. LIST OF WGI NOTIFICATIONS screen

Select the WGI notification for **Amy Coates**

Click the **Sign/Forward** button

3. WITHIN GRADE INCREASE NOTIFICATION screen

Click inside the box next to "**The employee's performance of duties is at a level of competence fully qualifying for this increase**".

Click **OK**

4. WGI/PROB forwarding list

Select **Keith James** to forward to

Click the **Forward** button

5. LIST OF WGI NOTIFICATIONS screen

The WGI notification has been forwarded back to you (Keith James)

## LOGOFF AND EXIT

---

## LOGON

**NOTE: Log on with Keith James' user ID!!!**

User ID: **PPSKJxx** (look at your monitor for your "xx" number)

Password: (look at your monitor for your password)

1. FPPS MAIN MENU screen

**Personnel**

**Mass Changes/Prints**

**Mass Print of Personnel Items (SPPR)**

2. SPO PRINT MENU screen  
Select **WGI NOTIFICATIONS**  
Click **OK**

3. LIST OF WGI NOTIFICATIONS screen  
Notice the status column at the right side of the screen (**APPR** indicates that the WGI notification has been approved)

Select the WGI notification for **Amy Coates**  
Click the **View** button

4. WITHIN GRADE INCREASE NOTIFICATION screen  
Notice the "X" approving the WGI and Denise Lloyd's signature  
Click **OK**

PRINT CONFIRMATION window  
Click **No** to Do you want to print the form?

5. LIST OF WGI NOTIFICATIONS screen  
**Note:** When the employee has worked the required number of weeks, the 893 (or 888) will be available for processing in Mass Print of Personnel Items (SPPR-GENERATED SF52'S)

---

**Process Generated SF52s**

1. LIST OF WGI NOTIFICATIONS screen  
**Personnel**  
**Mass Changes/Prints**  
**Mass Print of Personnel Items (SPPR)**

2. SPO PRINT MENU screen  
Select **GENERATED SF52s**  
Click **OK**

3. LIST OF GENERATED SF52'S screen  
Select the **Jennifer O'Donnell, Termination/Transfer Out**  
Click the **Forward** button

4. FORWARDING LIST  
Type **F** (forward) next to Keith James (yourself!)  
Click **OK**

**Go to the ACTIONS TO BE PROCESSED screen**

1. LIST OF GENERATED SF52'S screen  
PERSONNEL  
PROCESSING PERSONNEL ACTIONS  
PROCESS SF52 (PROC)
2. ACTIONS TO BE PROCESSED screen  
Select the **Jennifer O'Donnell, Termination/Transfer Out**  
Click the **Change** button
3. PROC SCREEN SELECTION window  
Click **OK**
4. POSITION ACTION screen  
FROM ACTION CODE: **R (Retain)**  
Click **Next**
5. PERSONNEL ACTION INFORMATION screen  
EFFECTIVE DATE: **FUTURE DATE**  
NATURE OF ACTION 1: **355**  
TABLE NUMBER 1: **31-B**  
RULE NUMBER 1: **14**  
Click **OK**

OPTIONS window  
Select **SIGN**  
Click **OK**

---

**Obtain SF52 Approval Signature**

1. ACTIONS TO BE PROCESSED screen  
Personnel  
Processing Personnel Actions  
SF52 Approval (LGAP)
2. ACTIONS TO BE APPROVED screen  
Select the **Jennifer O'Donnell, Termination/Transfer Out**  
Click the **Sign** button

**Release Actions to Update**

1. ACTIONS TO BE APPROVED screen  
    **Personnel**  
    **Processing Personnel Actions**  
    **Release for Update (RLUP)**
  
2. ACTIONS READY FOR RELEASE TO UPDATE screen  
    Select **Jennifer O'Donnell, Termination/Transfer Out**  
    Click the **Release to Update** button

**LOGOFF AND EXIT**

**Exercise 10 - TKIN/TKCG, TMVW, TBLs, and ADCG Commands**  
**Initiate/Change Ticklers**  
**View Tickler Messages**  
**View Tables**  
**Change Addresses**

---

LOGON screen

User ID: **PPSKJxx** (look at your monitor for your "xx" number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

---

1. FPPS MAIN MENU screen

**Personnel**  
**Employee/Position Maintenance**  
**Initiate Ticklers (TKIN)**

2. ADD TICKLER screen

SSN: **720-xx-6846** (Rodney Aguilar)  
TICKLER TITLE CODE: Use on-line help to select:  
**FA - Follow-up on Physical Exam Date Due**  
(Note: An "S" indicates system-generated ticklers)  
Click **OK**

3. ADD TICKLER screen

TICKLER DATE: **SIX MONTHS FROM TODAY**  
TICKLER INTERVAL DAYS: **20**  
Click **OK**

Click the **Cancel** button

---

**Change a Tickler**

1. ADD TICKLER screen

**Personnel**  
**Employee/Position Maintenance**  
**Change Ticklers (TKCG)**

2. CHANGE TICKLER screen  
SSN: **720-xx-6846** (Rodney Aguilar)  
Click **OK**
3. LIST TICKLERS screen  
Select **FA - Follow-up Physical Exam Date Due**  
Click the **Change** button
4. CHANGE TICKLER screen  
Change the Tickler Interval Days to **30**  
Click **OK**
5. LIST TICKLERS screen  
Notice that you may add another tickler in this process. You do *not* need to go back to the TKIN command.  
  
Click the **Add** button
6. ADD TICKLER screen  
TICKLER TITLE CODE:           **XB** (Expiration of Driver's License)  
TICKLER DATE:               **SIX MONTHS FROM TODAY**  
TICKLER INTERVAL DAYS:   **25**  
Click **OK**

---

**View all Tickler Messages in Alphabetical order**

1. LIST TICKLERS screen  
**Employee/Position Views**  
**Tickler Message (TMVW)**
2. TICKLER MESSAGE VIEW screen  
Select **Norma Baker, Conversion to Career Tenure** tickler  
Click **OK**
3. VIEW TICKLER MESSAGE  
Click **OK**

---

**Maintain current Ticklers in SPPR - Delete any old or unneeded ticklers**

1. TICKLER MESSAGE VIEW screen  
**Personnel**  
**Mass Changes/Prints**  
**Mass Print of Personnel Items (SPPR)**

2. SPO PRINT MENU screen  
Select **TICKLER MESSAGES**  
Click **OK**

Note: Current ticklers are displayed here. Users should delete old and unnecessary tickler codes.

3. LIST OF TICKLER MESSAGES  
Delete the tickler for **Brian Peterson**

4. SPO PRINT MENU window  
Click **Cancel**
- 

### ***View Tables***

1. LIST OF TICKLER MESSAGES screen  
Utilities  
List Tables (TBLS)
2. TBLS LIST screen  
Press Tab key to move cursor to ACTION TYPE  
Type **X** next to ACTION TYPE to select  
Press **Enter**
2. ACTION TYPE screen  
Press Tab key to move cursor to **02 REQUEST FOR ELIGIBLES**  
Type **E (expand)** next to **02 REQUEST FOR ELIGIBLES**  
Press **Enter**  
Press **F3** to escape this screen and access the TBLS LIST screen
3. TBLS LIST screen  
Select other tables you would like to view  
Suggestion: ALTERNATIVE WORK SCHEDULE  
LEGAL AUTHORITY CODE  
FPM 296-33 RULE  
SF50 REMARKS AND INSERTS  
SALARY

**Press F4** to go back to the FPPS Main Menu

## **Change Address**

1. TBLS LIST screen  
    **Personnel**  
    **Employee/Position Maintenance**  
    **Change Address (ADCG)**
  
2. CHANGE ADDRESSES MENU screen  
    SSN: **547-xx-0316** (Norma Baker)  
    Select **ALL ADDRESSES**  
    Click **OK**
  
3. CHANGE ADDRESS LIST screen  
    Select the **MAIL ADDRESS**  
    Click the **Change** button
  
4. CHANGE MAILING ADDRESS screen  
    EFFECTIVE DATE: **ONE MONTH FROM TODAY**  
    ADDRESS LINE 1: **Make up a new address**  
    Click **OK**
  
5. CHANGE ADDRESS LIST screen  
    Notice that the END DATE of the old address is one day *before* the new effective date  
  
    Select the *second* MAIL address on the list  
    Click the **Change** button
  
6. CHANGE MAILING ADDRESS screen  
    EFFECTIVE DATE: **TWO MONTHS FROM TODAY**  
    ADDRESS LINE 1: **Make up a new address**  
    Click **OK**
  
7. CHANGE ADDRESS LIST screen  
    Note: All future addresses will update when the effective date is reached

**LOGOFF AND EXIT**

**Exercise 11 - CRCN Command**  
**Correct an SSN (Brewster)**  
**Cancellation (O'Donnell)**  
**Correct "Other" (Gherke)**

---

LOGON screen

User ID: **PPSKJxx** (look at your monitor for your "xx" number)  
Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

---

1. FPPS MAIN MENU screen

**Personnel**  
**Processing Personnel Actions**  
**Correct/Cancel Actions (CRCN)**

***Correct SSN – Graham Brewster – Today's Date***

2. CORRECTION/CANCELLATION ACTIONS screen

EFFECTIVE DATE: **TODAY'S DATE**  
Select **CORRECT SSN ERROR(S) ON PREVIOUS ACTION(S)**  
Click **OK**

3. EMPLOYEE IDENTIFICATION screen

SSN: **663-xx-0937** (Graham Brewster)  
Click **OK**

4. ACTIONS TO BE CORRECTED/CANCELLED screen

Select the **846 INDIVIDUAL TIME OFF AWARD**  
Click **OK**

**CORRECT SSN window**  
**SSN: 663-xx-0938**  
**Click OK**

5. CRCN SCREEN SELECTION window

Click **OK**

6. SF50/52 NOA/LAC INFORMATION screen

Click **Next**

7. SF50/52 From/To Information screen

Click **Next**

8. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**

SF50 SIGNATURE DATE: **TODAY'S DATE**

Click **Next**

9. SF50 REMARKS AND INSERTS screen

Remark Code: Type **C11** and click **OK** (notice that two insert fields display)

REMARK INSERT: 2 663-xx-0937

Click the **Edits** button

Click **OK**

OPTIONS window  
Select **SAVE**  
Click **OK**

---

***Cancel an Action – Jennifer O'Donnell – Today's Date***

1. CORRECTION/CANCELLATION ACTIONS screen

EFFECTIVE DATE: **TODAY'S DATE**

Select **CANCELLATION OF PREVIOUS ACTION(S)**

Click **OK**

PB702W2 window  
NATURE OF ACTION: 001  
TABLE NUMBER: 32-E  
RULE NUMBER: 14  
Click **OK**

2. EMPLOYEE IDENTIFICATION screen

SSN: **524-xx-2291** (Jennifer O'Donnell)

Click **OK**

3. ACTIONS TO BE CORRECTED/CANCELLED screen

Select **CHG IN DUTY STATION**

Click **OK**

4. CRCN SCREEN SELECTION window

Click **OK**

5. SF52/50 NOA/LAC INFORMATION screen

Click **Next**

6. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**

SF50 SIGNATURE DATE: **TODAY'S DATE**

Click **Next**

7. SF50 REMARKS AND INSERTS screen

C14 REMARK INSERT: **Cancel change in duty station**

Click the **Edits** button

Click **OK**

OPTIONS window  
Select **SAVE**  
Click **OK**

---

***Correct Other Error - FEGLI Code – Janice Gherke – Yesterday's Date***

1. CORRECTION/CANCELLATION ACTIONS screen

EFFECTIVE DATE: **YESTERDAY'S DATE NOTICE!**

Select **CORRECT OTHER ERROR(S) ON PREVIOUS ACTION(S)**

Click **OK**

2. EMPLOYEE IDENTIFICATION screen

SSN: **658-xx-0334** (Janice Gherke)

Click **OK**

3. ACTIONS TO BE CORRECTED/CANCELLED screen

Notice that there are two actions listed

Select the **FEGLI CHG**

Click **OK**

4. SCREEN SELECTION window

Click **OK**

5. POSITION ACTION screen

Click **Next**

6. SF50/52 NOA/LAC Information screen

Click **Next**

7. SF50/52 From/To Information screen

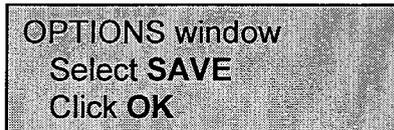
Click **Next**

8. SF50/52 POSITION/EMPLOYEE INFORMATION screen

SF50 SIGNATURE CODE: **B**  
SF50 SIGNATURE DATE: **TODAY'S DATE**  
FEGLI CODE: Change **B0** to **F1**  
Click **Next**

9. SF50 REMARKS AND INSERTS screen

Type **C11** and click **OK** (notice that two insert fields display)  
REMARK INSERT: **27** **B0**  
Click the **Edits** button  
Click **OK**



---

***Obtain SF52 Approval Signature***

1. ACTIONS TO BE CORRECTED/CANCELLED screen

**Personnel**  
**Processing Personnel Actions**  
**SF52 Approval (LGAP)**

2 ACTIONS TO BE APPROVED screen

Using the **Shift** key select the actions for **Brewster, Gherke, and O'Donnell**  
Click the **Sign** button

---

***Release Actions to Update***

1. ACTIONS TO BE APPROVED screen

**Personnel**  
**Processing Personnel Actions**  
**Release for Update (RLUP)**

2. ACTIONS READY FOR RELEASE TO UPDATE screen

Using the **Shift** key select the actions for **Brewster, Gherke, and O'Donnell**  
Click the **Release to Update** button

### 3. RIPPLE CONFIRMATION window

#### ***Ripple Process***

Click the **Correct Next Item** button to confirm that you want the FEGLI correction to ripple through the Rating of Record maintenance transaction  
Click **Yes**

---

**Note:** The system generated a correction (NOA 002) to the Change in Duty Station action (NOA 792)

**Log off and Exit**

**Exercise 12 - CRCN Command  
Correct Outside History**

---

LOGON screen

User ID: **PPSKJxx** (look at your monitor for your "xx" number)

Password: (look at your monitor for your password)

FPPS screen

Click on the **Training** button

---

1. FPPS MAIN MENU screen

**Personnel**

**Processing Personnel Actions**

**Correct/Cancel Actions (CRCN)**

**Correct Education Level (993) (Outside FPPS History) – Antonia Eastwood**

2. CORRECTION/CANCELLATION ACTIONS screen

EFFECTIVE DATE: **12/15/97**

Select **CORRECT "OTHER" ERROR(S) ON PREVIOUS ACTION(S)**

Click **OK**

3. EMPLOYEE IDENTIFICATION screen

SSN: **522-xx-6359** (Antonia Eastwood)

Click **OK**

4. ACTIONS TO BE CORRECTED/CANCELLED screen

Click the **OUTSIDE HISTORY** button

**INFORMATION WINDOW - PB717W1 window**

Click **OK**

5. CRCN SCREEN SELECTION window

Select **All Screens**

Click **OK**

6. PERSONNEL ACTION INFORMATION screen

NATURE OF ACTION 1: **Defaulted already**

NATURE OF ACTION 2: **993**

TABLE NUMBER 2: **90-A**

RULE NUMBER 2: **22**

Click **Next**

EMPLOYEE NAME/SSN window  
Change **EASTWOOD** to **RUSSELL**  
Click **OK**

OFFICE ID window  
Click **OK**

7. SF52/50 NOA/LAC INFORMATION screen

DATE OF BIRTH: **08/20/46**

Click **Next**

8. SF50/52 FROM/TO INFORMATION screen

(Optional fields - do **NOT** complete this screen to save time)

Click **Next**

9. SF50 FROM/TO INFORMATION CONTINUED screen

(Optional fields - do **NOT** complete this screen)

Click **Next**

10. SF50/52 PSN/EMP INFORMATION screen

SF50 SIGNATURE CODE: **B**  
SF50 SIGNATURE DATE: **TODAY'S DATE**  
ANNUITANT INDICATOR: **9**  
BARGAINING UNIT STATUS: **1369**  
DUTY STATION: **08 1435 059**  
EDUC LEVEL: **11 (correcting this field)**  
FEGLI CODE: **Q**  
FLSA: **N**  
PAY RATE DETERMINANT: **0 (zero)**  
POSITION OCCUPIED: **1**  
POSITION SENSITIVITY: **1**  
RETIREMENT PLAN: **K**  
SERVICE COMPDATE LEAVE: **11/16/88**  
SEX: **F**  
SUPERVISORY STATUS: **8**  
TENURE: **1**  
VETERAN PREFERANCE: **1**  
VETERAN PREFERANCE RIF: **N**  
VETERAN STATUS: **X**  
WORK SCHEDULE: **F**  
Click **NEXT**

11. SF50 REMARKS AND INSERTS screen

**C11** Click **Next**

Type **42\_07**

Click **NEXT**

12. CHANGE HOURS SCHEDULED screen

Click **OK**

13. AWARD INFORMATION screen

Click the **Edits** button

Click **OK**

OPTIONS window

Select **SAVE**

Click **OK**

**LOGOUT AND EXIT**