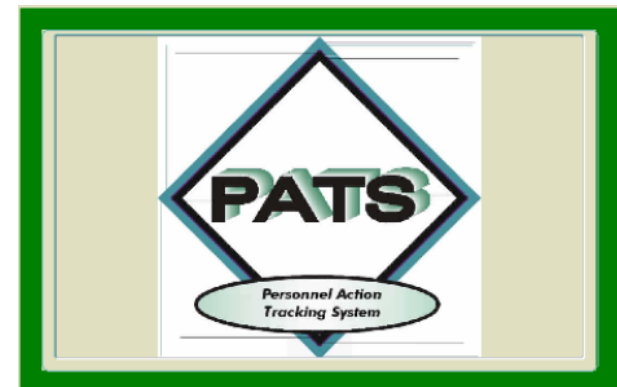




**HUMAN RESOURCES
DIVISION**

***QUICK
GUIDE***

**PREPARED BY THE
HUMAN RESOURCES DIVISION
Deputy Director, Human Capital Planning and
Development Staff**





PERSONNEL ACTION TRACKING SYSTEM

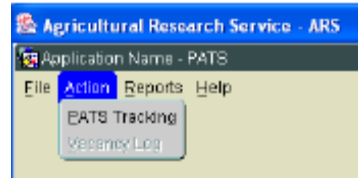
REE Personnel Action Tracking System – Registered users have online access to (SF-52) Request for Personnel Actions through PATS.

- Requests for Personnel Actions are logged into the tracking system. The actions are tracked from the date received in Human Resources to the date of completion.
- Access is available to REE Mission area employees whose duties include administrative and human resources related responsibilities.
- To become a registered user, complete the ARIS registration form available from the ARIS home page. Select [WebPATS](#) as the application you want to access.
- Approved users access the [PATS](#) application from the ARIS application menu.
- Select HRD from the main menu. From the next menu, select the PATS icon. Select “OK” from the Security Level screen. NOTE: All HRD applications assigned to the ARIS user account will be displayed.



PATS TRACKING

Select the '[PATS Tracking](#)' from the '[Action](#)' list.



The list screen will display all the actions based on your access level.

The Search Screen allows the user to filter on Open/Completed actions, Org Code, Request Number, Assigned To, Action Type or Nature of Action. Select Action|Search Screen from the drop down list or use your mouse cursor to select the Execute icon.



To view the status of a Personnel Action Request, highlight the request # from the list screen and select the green Detail, Remarks or History tab. To view additional requests, select the [List](#) tab to return to the list screen



OPENING A REPORT

The Personnel Action Tracking System has reports available for the users to generate. The user can filter the reports by: Area, Branch, or by who the action is Currently Assigned to.

Users can also generate a Vacancy report that lists all the open announcements and pertinent information about each.

To open a report, use your mouse cursor to open the [REPORTS](#) list. From the drop down list select 'Area', a list of currently available reports will be displayed. Choose a report and enter any required filters, then select 'Run Report'. To exit the report execution, select 'Cancel'.



For more information, please contact your servicing personnel office.