

SF-52 SYSTEM

1. What is the SF-52 System?

The SF-52 System is a subsystem of the Federal Personnel/Payroll System (FPPS). The SF-52 System is a "front-end" system to the PAY/PERS System, which currently processes payroll and personnel data for all Department of the Interior employees and other Federal employees.

The SF-52 System automates the SF-52 process of initiating an action in the requesting office to preparing the SF-50, Notification of Personnel Action, in the servicing personnel office.

The SF-52 System contains security controls that allow you to access only those SF-52s that fall within your area of responsibility. Your agency has security administrators who define your access authority prior to your use of the system.

The SF-52 screens include instructions to help you enter the required information on each screen. Online help is available for additional information.

2. Where can you find detailed instructions for using the SF-52 System?

In the SF-52 systems users guide; a copy is attached.

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Logon/Logoff

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User IDs and Passwords

To log on the system, you must identify yourself with a user ID and password.

User ID: The user ID is a combination of 6 letters and 1 number assigned by the ASC's ADP Services Division and given to you by your security administrator. The first three letters are the agency code; the second three letters are your initials; and the final number is used as a tie breaker if there are users with the same initials in your agency.

Password: A password is a combination of letters, numbers and/or national characters (@, #, and \$) that you create. Valid passwords are 6 to 8 characters in length and begin with an alphabetic character. Passwords cannot be reused.

Password Interval: Passwords expire after a certain length of time. The maximum length of time is automatically set to 180 days for all system users (except for security administrators whose interval is set at 60 days). A security administrator may set the password interval to less than 180 days for any user. Contact your security administrator if you have questions about your password interval.

Password Expiration: When the password interval has elapsed, you must change your password (although you may opt to change your password at any time). The system will prompt you through this process. For 15 days prior to the password expiration, the system will display a warning message that your password is about to expire.

System Access Revocation: Your access to the system will be revoked if you (1) fail to successfully type your user ID and password after three successive tries or (2) have not logged on the system for a period of 180 days. The system will display a message that your system access has been revoked. You must contact your security administrator to have your password reset.

First Time Log On: Your security administrator will assign your user ID and temporary password. When you log on the first time, the system will prompt you to type your user ID and password. The system will then prompt you to enter a new password and to verify the new password by typing it again.

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How to Log On

To log on the SF52 System, you must first establish telecommunications with the Administrative Service Center's (ASC) IBM computer. Establishing telecommunications is an agency-specific procedure that is not covered in this manual. Contact your local personnel for instructions.

After telecommunications have been established, you will see the following screens:

Type MP and press
ENTER. _____→

```
*****  
*  
* *** WARNING *** WARNING *** WARNING *** WARNING *** WARNING ***  
*  
*  
* W PUBLIC LAW 99-474 PROHIBITS UNAUTHORIZED USE OF THIS W  
* A U. S. GOVERNMENT COMPUTER SYSTEM AND/OR SOFTWARE. A  
* R R  
* N PUNISHMENT INCLUDES FINES AND UP TO 10 YEARS IN PRISON. N  
* I I  
* N N  
* G REPORT SUSPECTED VIOLATIONS TO YOUR SECURITY OFFICER. G  
*  
*  
* *** WARNING *** WARNING *** WARNING *** WARNING *** WARNING ***  
*  
*****  
  
ASC > MP
```

Type your user ID and
password and press
ENTER. _____→

```
WELCOME TO THE DENVER  
ADMINISTRATIVE SERVICE CENTER'S  
COMPUTER SYSTEM  
  
TYPE YOUR USERID AND PASSWORD AND PRESS ENTER.  
  
User ID .....:  
Password .....:
```

Press ENTER to
continue.

Or, type Y over the N
and press ENTER to see
screens to change your
password at this time.

```
WELCOME TO THE DENVER  
ADMINISTRATIVE SERVICE CENTER'S  
COMPUTER SYSTEM  
  
DO YOU WISH TO CHANGE YOUR PASSWORD AT THIS TIME ( Y OR N ): N
```

See next page for additional screens.

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To enter the SF52
System, type S and
press ENTER. →

```
FFFFFF  PPPPP  PPPPP  SSSSSS
F       P   P  P   P  S
FFFF   PPPPP  PPPPP  SSSSSS
F       P     P     S
F       P     P     SSSSSS
```

SELECT DESIRED FUNCTION

A = ACCESS TEST (TELECOMMUNICATIONS)
S = SF52 SYSTEM
E = EXIT

ENTER SELECTION: S

Press ENTER to
proceed.

WELCOME TO THE
FPPS
AUTOMATED

```
SSSSSS
SS      FFFFFFFF
SSSSS  FF      5555555
SS      FFFFFF  55      2222
SSSSSS FF      55555  2   22
          FF      55      22
          55555      22
          222222
```

PRODUCTION

YOUR NAME APPEARS HERE

***** PRIVACY ACT NOTICE *****

ACCESS TO THESE RECORDS IS LIMITED TO AUTHORIZED PERSONS ONLY. INFORMATION MAY NOT BE DISCLOSED FROM THIS SYSTEM UNLESS PERMITTED PURSUANT TO 43 CFR 2.56. THE PRIVACY ACT CONTAINS PROVISIONS FOR CRIMINAL PENALTIES FOR KNOWINGLY AND WILLFULLY DISCLOSING INFORMATION FROM THIS SYSTEM UNLESS AUTHORIZED.

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How to Log Off

You may exit the system from any screen that displays a command line.

Type EXIT on the command line and press ENTER.

or

Press F12.

```
03/07/94          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PP0113M
07:54:53          * SF52 SYSTEM MAIN MENU *                      PP0113N
COMMAND: _____

Type EXIT on the command line.

ANY SCREEN IN THE SF52 SYSTEM

Press F12
↓

ENTER--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
NEXT  HELP                                          EXIT
```

Type E and press ENTER. _____→

```
FFFFFF  P P P P  P P P P  S S S S S
F       P   P   P   P   S
FFFF   P P P P  P P P P  S S S S S
F       P       P       S
F       P       P       S S S S S

SELECT DESIRED FUNCTION

A = ACCESS TEST (TELECOMMUNICATIONS)
S = SF52 PRODUCTION
E = EXIT

ENTER SELECTION: E
```

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Processing the SF52

This section of the manual provides information on:

How to Initiate an SF52 (INIT)
Promotion
Appointment (Perm)
Request for Eligibles
Resignation
Change in Work Schedule
Award
How To Review/Change/Sign an SF52 (CHNG)
How To Review/Sign an SF52 for Concurrence (CONC)
How To Reassign an SF52 (RSGN)
How To Fast Copy An SF52 (RGEN)
Final Action On An SF52
Forwarding and Returning an SF52

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How to Initiate an SF52 (INIT)

To create a new SF52, you must first identify the action type.

Type the INIT command on the SF52 Main Menu (or any other screen in the system) to display a list of action types and their corresponding codes.

Type code here. —→

Or,

Move the cursor to an action type.

Then press ENTER.

```

11/04/94          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PP2011M0
15:05:54          * INIT ACTION TYPE SELECT *                      PP2011P0
COMMAND: _____
TYPE ONE OF THE FOLLOWING CODES 36 , OR
POSITION THE CURSOR ON THE ACTION TYPE AND PRESS ENTER.

01 POSITION ACTION ONLY      15 RETIREMENT                29 CHG IN DUTY STATION
02 REQUEST FOR ELIGIBLES   16 TERM/TRANSFER OUT        30 PLACEMENT IN NONPAY
03 APPOINTMENT (PERM)      17 DISCHARGE/REMOVAL        31 LEAVE WITHOUT PAY
04 APPOINTMENT (TEMP)      18 DEATH                     32 FURLOUGH
05 APPT (SES/OVERSEAS)     19 DETAIL OF AN EMPLOYEE     33 SUSPENSION
06 MASS CHANGE FOR DUTY    20 EXTENSION OF A DETAIL     34 RETURN TO DUTY
07 REALIGNMENT WITH ORG    21 TERM OF A DETAIL          35 PLACE IN PAY STATUS
08 CONV TO TEMP APPT       22 EXT OF APPOINTMENT        36 CHG IN WORK SCHEDULE
09 CONV TO PERM APPT       23 EXT OF PROMOTION          37 CHG IN HOURS
10 CONV TO SES/OVERSEAS    24 EXT OF LWOP/FURLOUGH      38 CHG IN TOUR OF DUTY
11 PROMOTION                25 EXT OF REASSIGNMENT       39 NAME CHANGE
12 REASSIGNMENT            26 EXT OF A PSN CHANGE        40 AWARD
13 CHG TO LOWER GRADE      27 POSITION CHANGE            41 ADMINISTRATIVE CHANGE
14 RESIGNATION              28 REALIGNMENT               4C APPT SCHEDULE C

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
NEXT HELP          ESC MAIN                                     EXIT
  
```

Note: To access an online definition of an action type, move the cursor to the action type and press F1. The definition will display in a popup window.

After you have selected an action type, the system will display popup windows and screens related to the type of action you are initiating. Follow the instructions displayed on each screen.

You may add a note to any action by pressing the F2 function key to access the notepad. (You must be on a screen that displays F2 NPAD at the bottom of the screen.)

See "Final Action on an SF52" and "Forwarding and Returning an SF52" on pages 22 and 23.

SF52 "Quick Reference": The information on pages 11 through 16 provides step-by-step instructions on initiating six of the most commonly used types of actions: Promotion, Appointment, Request for Eligibles, Resignation, Change in Work Schedule, and Award.

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Promotion

SF52 SYSTEM MAIN MENU

- Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

- Type action code 11 and press ENTER.

EMPLOYEE IDENTIFICATION

- Type the employee's SSN and press ENTER. (Or, use the online search feature by following the directions on the screen.)

POSITION MANAGEMENT

- Follow the directions on the screen.

RO INFORMATION

- Type over the effective date proposed if different than the current date displayed.
- Type the not-to-exceed date, if appropriate.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

POSITION INFORMATION

- Type over the information in the white required fields, as appropriate, and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

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Appointment (Perm)

SF52 SYSTEM MAIN MENU

- Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

- Type action code 03 and press ENTER.

EMPLOYEE IDENTIFICATION

If you know the SSN of the new employee,

- Type the employee's SSN and press ENTER.
- On the EMPLOYEE IDENTIFICATION window, type the employee's name and press ENTER.
- On the OFFICE ID window, type the office organization code where the new employee will work and press ENTER.

If you do not have a name or SSN, press ENTER.

- On the OFFICE ID window, type the office organization code where the new employee will work and press ENTER.

POSITION MANAGEMENT

- Follow the directions on the screen.

RO INFORMATION

- Type over the effective date proposed if different than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

POSITION INFORMATION

- Type information in white required fields and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

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Request for Eligibles

SF52 SYSTEM MAIN MENU

- Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

- Type action code 02 and press ENTER.
- On the OFFICE ID window, type the office organization code where the new employee will work and press ENTER.

RO INFORMATION

- Type over the effective date proposed if different than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

REQUEST FOR ELIGIBLES

- Type information in white required fields and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

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Resignation

SF52 SYSTEM MAIN MENU

- Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

- Type action code 14 and press ENTER.

EMPLOYEE IDENTIFICATION

- Type the employee's SSN and press ENTER. (Or, use the online search feature by following the directions on the screen.)

POSITION MANAGEMENT

- Follow the directions on the screen.

RO INFORMATION

- Type over the effective date proposed if different than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

RO REMARKS/ADDRESS INFO

- Type employee's reason for resignation.
- Type employee's forwarding address and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

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Change in Work Schedule

SF52 SYSTEM MAIN MENU

- Type **INIT** on the command line and press **ENTER**.

INIT ACTION TYPE SELECT

- Type action code **36** and press **ENTER**.

EMPLOYEE IDENTIFICATION

- Type the employee's **SSN** and press **ENTER**. (Or, use the online search feature by following the directions on the screen.)

RO INFORMATION

- Type over the effective date proposed if different than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press **ENTER**.

POSITION INFORMATION

- Type information in white required fields and press **ENTER**.
- On the **SF52 OPTIONS** window, move the cursor to select an option (**SIGN/FORWARD**, **SAVE**, etc.) and press **ENTER**.
- Depending on your authority, the **SIGNATURE SELECTION** window may display. Select an authority and press **ENTER**.
- On the forwarding window, type **F** next to the name of the individual you wish to send the action to and press **ENTER**.

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Award

SF52 SYSTEM MAIN MENU

- Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

- Type action code 40 and press ENTER.

EMPLOYEE IDENTIFICATION

- Type the employee's SSN and press ENTER. (Or, use the online search feature by following the directions on the screen.)

RO INFORMATION

- Type over the effective date proposed if different than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

AWARD

- Type the award amount and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

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How To Review/Change/Sign an SF52 (CHNG)

Type the **CHNG** command on the SF52 Main Menu (or any other screen in the system) to display a list of existing SF52s you are authorized to process.

You may start the list at a different place. →

Type an action code and press ENTER. →

A 'YES' or 'NO' in the far right column indicates whether there are notes associated with the action.

11/04/94	** FEDERAL PERSONNEL/PAYROLL SYSTEM **			PP2022H1		
15:06:34	* CHNG LIST *			PP2022P1		
COMMAND: <----->						
START FROM LAST NAME:		OR REQUEST NO: 94				
TYPE ONE OR MORE OF THE FOLLOWING ACTION CODES:						
C=REVIEW/CHANGE V=VIEW NOTES S=SIGN/FORWARD F=FORWARD D=DELETE R=RETURN						
ACT	NAME	ACTION	ORG CODE	EFF DATE	REQ NO.	NOTES
-		APPOINTMENT (PE	60130	10/21/94	94 0001553	NO
-		APPOINTMENT (PE	60130	10/21/94	94 0001589	NO
-		REQUEST FOR ELI	91030	10/21/94	94 0001590	NO
C	ADAMS, MICHAEL J.	PROMOTION	93480	10/21/94	94 0001552	NO
-	CARLSON, HELEN N.	DETAIL OF AN EM	93480	10/21/94	94 0001588	NO
-	DAVIS, CHERYL R.	PROMOTION	93480	10/24/94	94 0001620	YES
-	DENNING, DOUGLAS S.	PROMOTION	93480	10/28/94	94 0001622	NO
-	EASTERLY, MARTIN L.	REASSIGNMENT	93480	11/01/94	94 0001665	YES
-	GARRISON, JACK M.	PROMOTION	93482	10/29/94	94 0001702	NO
-	MARTIN, MARYELLEN	RETURN TO DUTY	93480	10/30/94	94 0001710	YES
-	PETERS, GERALD R.	RETIREMENT	93482	11/03/94	94 0001715	YES
-	RIVERS, THOMAS B.	CHANGE IN HOURS	93580	10/30/94	94 0001720	NO
MORE						
Enter PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
NEXT HELP		ESC	MAIN	UP	DOWN	EXIT

Type action code:

- C** - To see the screens associated with the action. You may change the information on the screens.
- V** - To view the notes associated with the action.
- S** - To sign the action and send it to another individual without reviewing the screens associated with the action.
- F** - To send the action to another individual without reviewing the screens associated with the action.
- D** - To remove the action from the system.
- R** - To send the action to an individual who had it before you without reviewing the screens associated with the action.

See "Final Action on an SF52" and "Forwarding and Returning an SF52" on pages 22 and 23.

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How To Fast Copy An SF52 (RGEN)

Fast Copy means copying up to 15 identical actions from an existing action. You may only copy actions for employee accessions, promotions, or employee losses.

Type the RGEN command on the SF52 Main Menu (or any other screen in the system) to display the RGEN OPTIONS MENU screen.

Type L and press
ENTER. _____→

```

11/07/94          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PP2970M1
09:15:25          * RGEN OPTIONS MENU *                          PP2970P1
COMMAND: _____<----->
ACTION CODE:  L          REQUEST NUMBER: 94 _____
FAST COPY    F          LAST NAME: _____
LIST        L
    
```

This screen displays
the actions from which
you may copy up to 15
new actions. _____→

Type F to indicate the
action you wish to
fast copy. _____→

```

12/12/94          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PP2970M4
11:19:04          * FAST COPY LIST *                          PP2970M4
COMMAND: _____<----->

TYPE F NEXT TO ONE OR MORE OF THE FOLLOWING SF52'S TO COPY THE ACTION.

NAME              ACTION              ORG CODE          PROPOSED          REQUEST
ABRAHMS, JERRY S. APPOINTMENT (PE J7000 12/07/94          94 0002629
- BARBER, NELSON R. RESIGNATION           J7000             12/07/94          94 0002630
- BURKE, HELEN E.  APPOINTMENT (PE J7000 12/07/94          94 0002631
- CALL, RAYMOND A. APPOINTMENT (PE J7000 12/07/94          94 0002661
- CUMMINS, GARY J.  PROMOTION             93480             11/16/94          94 0002258
- HEMMINGWAY, SUZANNE PROMOTION              11/16/94          94 0002676
F LANGE, DARLENE  APPOINTMENT (PE J7000 12/07/94          94 0002628
- PETERS, MICHAEL T. RETIREMENT            J7511             12/07/94          94 0002623
- SMITH, CASSANDRA R. PROMOTION              J7041             12/07/94          94 0002609
- WEAVER, MARY KAY PROMOTION              11/16/94          94 0002675

END
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
NEXT HELP      ESC  MAIN          UP    DOWN          EXIT
    
```

Depending on the action type, the system will display screens associated with the action you are copying from. You will then see a screen for the "copy to" information. (See screens on page 21).

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Final Action On An SF52

On the last screen in the screen sequence, you will see a popup window displaying three, four, or five options. (SIGN/FORWARD and RETURN may not be displayed.)

Select one of the options and press ENTER. _____

```

12/12/94          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PP2904ND
11:26:48          * POSITION INFORMATION *                          PP2904ND
COMMAND: _____
(REF #94 0002628),          APPOINTMENT (PERMANENT)          94 0002629
COMPLETE WHITE REQUIRED SF52 OPTIONS - PP2990M3
FROM *****
PSN TITLE: _____
ORG CODE: _____ P
PP: PAY BASIS: _____
GRADE/STEP: / BAS
DUTY STATION CODE: _____

*****
TO SELECT, POSITION THE
CURSOR ON AN OPTION AND
PRESS ENTER.

SIGN/FORWARD
SAVE
FORWARD
DELETE
RETURN

*****
PF3=ESC

*****
SECRETARY
0 ? PSN NBR: _____
BAS: ? OCC CD: _____
/ BASIC PAY: _____ ?
CODE: 08 0000 000 ?

*****
R CD: _____ PAY BLOCK: _____
- ? PSN SENSITIVITY: - ?

*****
WORK SCH: ? HRS SCH:
BUS CODE: ? SPVY S
DRUG TEST IND: n ? APPR
PAGE
Enter PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
NEXT HELP NPAD ESC MAIN FWRD SPO          BACK          EXIT
    
```

Select:

- SIGN/FORWARD** - To sign the action and send it to another individual for further processing.
- SAVE** - To keep the action to work on at a later time.
- FORWARD** - To send the action to another individual for further processing.
- DELETE** - To remove the action from the system.
- RETURN** - To send the action to an individual who had it before you.

If you select the sign/forward, forward, or return option, see "Forwarding and Returning an SF52" on page 23.

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Viewing Capabilities

This section of the manual provides information about the viewing capabilities within the SF52 System.

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RO Tracking (TRAK)

Tracking is a process used to view the data associated with an SF52 or to obtain the status/history of the SF52. You may also produce a listing of SF52s related to one individual. Actions are available online for 1 year.

Type the TRAK command on the SF52 Main Menu (or any other screen in the system) to display the TRAK OPTIONS MENU screen.

Type L and one of the SF52 Types (A, C, W, or M) and press ENTER.

Enter additional information in the fields on the right side of the screen to further qualify the list.

```

04/21/94          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PP2061M0
13:07:16          * TRAK OPTIONS MENU *                          PP2061P0
COMMAND: _____ <***** AUTHORIZING OFFICIAL *****><<<<<<<<

ACTION CODE:  L   SF52 TYPE:  A   REQUEST NUMBER: 94 _____ OR
VIEW           Y   ACTIVE      A   LAST NAME: _____
STATUS/HISTORY I   COMPLETED  C   SSN:  _ _ - _ - _
LIST          L   ON HOLD     H   ACTION TYPE CODE
                   CANCELLED  W   _____ ?
    
```

Press ENTER or F8 to scroll through the list.

Type an action code and press ENTER. ---

```

12/12/94          ** FEDERAL PERSONNEL/PAYROLL SYSTEM **          PP2062M0
11:30:10          * TRAK LIST *                                  PP2062N0
COMMAND: _____ <*****><<<<<<<<

TYPE ONE OR MORE OF THE FOLLOWING ACTION CODES:
V=VIEW SF52 SCREENS  I=VIEW STATUS/HISTORY

NAME              ACTION      ORG CODE    PROPOSED REQUEST  CURRENT
                  REQUEST FOR J7000    EFF DATE  NUMBER    LOCATION
I
- BARBER, EDITH H. APPOINTMENT J7000    12/07/94  94 0002615 AUTHORIZER
- BOLLIG, DARLENE APPOINTMENT J7000    12/07/94  94 0002629 AUTHORIZER
- CROWDER, STEPHANIE AWARD        J7535     12/07/94  94 0002630 AUTHORIZER
- CROOK, JAMES T.  APPOINTMENT J7000    12/07/94  94 0002631 AUTHORIZER
- DAVIS, ARTHUR D. AWARD        J7551     12/07/94  94 0002661 AUTHORIZER
- KING, MARCIA L.  APPOINTMENT J7000    11/21/94  94 0002613 AUTHORIZER
- PETERS, RAYMOND  RETIREMENT  J7511     12/07/94  94 0002279 AUTHORIZER
- SMITH, ANDREW G. PROMOTION   J7027     11/14/94  94 0002216 INITIATOR
-                   RETIREMENT  J7511     12/07/94  94 0002628 AUTHORIZER
-                   PROMOTION   J7041     12/07/94  94 0002623 AUTHORIZER
-                   PROMOTION   J7041     12/07/94  94 0002609 AUTHORIZER
MORE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
NEXT HELP      ESC  MAIN          UP    DOWN          EXIT
    
```

Type action code:

- V - To see the screens associated with the action.
- I - To see a screen that displays the status/history of the action.

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RO Batch Reports

At this time, requesting office reports are not available online. Requesting office users may use the Super Natural Queries process (QURY command) to produce reports.

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Miscellaneous

This section of the manual contains information about:

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The Enter Key

After entering information on a screen, press the Enter key to advance to the next screen. The information you have entered immediately updates the data base. The Enter key is also used to scroll through a list that exceeds one screen.

The PF Keys

The PF keys listed at the bottom of each screen provide an easy way to maneuver through the system screens or to obtain information. If you are using a personal computer, the keys are labeled with an 'F' along the top of the keyboard. If you do not have PF key capability, you may type the equivalent command on the command line and press ENTER.

PF1=HELP - The kind of help you get with PF1 depends on where the cursor is positioned on the screen:

(a) If the cursor is positioned in a field followed by a question mark (?), you will see a popup window listing the valid values for that field. (You may also type a question mark in the first position of the field and press ENTER.)

(b) If the cursor is positioned anywhere else on the screen, you will access system-level help. This type of online help provides narrative information about the process you are currently working in, about the screen you are currently on, or about the data elements on the screen.

PF2=NPAD - Used to access a notepad from many requesting office screens. You may add notes or review another individual's notes on the notepad.

PF3=ESC - Used to go back to the list screen or to exit a popup window.

PF4=MAIN - Used to go to the main menu.

PF5=FWRD - Used to forward an action to the next individual on the forwarding list.

PF6=SPO - Used to forward an action to the servicing personnel office.

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PF7=UP/PF8=DOWN - Used to maneuver up or down through a list that fills more than one screen.

PF10=BACK - Used to go back a page.

PF12=EXIT - Used to exit the system.

August 1995

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Online Help Features

The SF52 System contains online field-level and system-level help. See information about PF1 on page 36.

The System Introduction process provides high level help about the SF52 system itself, e.g., screen format, color scheme, function keys, etc. Use the INTR command to access this process.

The View Errors process provides narrative information about correcting errors when you have received an error message. Use the VE command on any screen that displays an error message.

Colors

The color scheme used in the SF52 System screen design prompts you for certain kinds of information:

White - You are required to enter data in any field displayed in white.

Green - You may enter data in any field displayed in green. The information is optional.

Red - Information displayed in red alerts you to errors.

Yellow - Information displayed in yellow is informational only. You cannot change the data.

Keys

The following keys help you efficiently maneuver the cursor around the screen.

Tab - Used to move the cursor from one field to another. To move the cursor in the opposite direction, hold down the Shift key and press the Tab key.

Home - Used to move the cursor directly to the command line from anyplace on the screen.

Directional Arrow Keys - Used to move the cursor one space at a time around the screen (up, down, left, and right).

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Space Bar - Used to erase information in a white or green field.

Who Do I Call for Help?

If you have questions regarding the SF52 System, contact the SF52 System representatives in your servicing personnel office.