

# CHRIS User Guide: Mass FEGLI Processing

## Introduction

This chapter will explain how to process Mass Actions such as Mass FEGLI via the Entry Screen.

## Guide Contents

Information in this guide describes how to process mass fegli actions using the Batch process, and how to obtain the related report.

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## Mass FEGLI using the Batch Process

### STEP 1

From the *Navigation* menu, double-click on **Mass Actions, Mass FEGLI**. The *Mass FEGLI* window opens. See example window shown below.



The Nature of Action Code, 881 and the Legal Authority Code, DPM are auto-populated. See screen below. Note. The status field displays Unprocessed.

Mass FEGLI

Name: [Yellow Box] Status: Unprocessed  
 Description: [White Box] Effective Date: [Yellow Box]  
 NOA Code: 881 LAC: DPM

**Search Options**

Organization: [White Box] Agency Code: [White Box]  
 Supervisor: [White Box] Sub Element: [White Box] POI: [White Box] Find

Select All  Deselect All

**Details**

Employee Name	SSN	Current FEGLI	New FEGLI	Effective Date
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]
[White Box]	[White Box]	[White Box]	[White Box]	[White Box]

Execute

**STEP 2**

Header Information. Enter information into the Header fields as described below.

Mass FEGLI

Name: [Yellow Box] Status: Unprocessed  
 Description: [White Box] Effective Date: [Yellow Box]  
 NOA Code: 881 LAC: DPM

Process Name. Required

Process Description. Not Required

Effective Date. Required field, however, future dates are allowed.

**Search Options**

The search option will allow the user to find Batch records more quickly.

**STEP 1**

Use any of the search options fields to define the parameters of your employee record search. See below. Enter a value into a field or use the LOV button to search and select the appropriate value.

**Search Options**

Organization: [White Box] Agency Code: [White Box]  
 Supervisor: [White Box] Sub Element: [White Box] POI: [White Box] Find

Search options include Organization, Supervisor, Agency Code, Sub-Element, and Personnel Office Identifier or POI Code.

**Organization.** Enter a value to search for a list of employees within the organization selected.

**Supervisor.** Enter a value to search for a list of employees assigned to a specific supervisor.

**Agency Code.** Enter a value to search for a list of employees that belong to a particular Agency. The agency description will also auto-populate.

**Sub-Element.** Enter a value to search for a list of employees assigned to a specific sub-element unit.

**POI.** Enter a value to search for a list of employees assigned to a specific POI also know as the Personnel Office Identifier code.

**Note.** Users may search on one or more options at a time. Entering multiple search criteria significantly narrows the list of employee names that will display.

## STEP 2

Click on the *Find* button to initiate the search for employee records.

## STEP 3

The Details Section of the screen populates with the following fields.

Employee Name. Required

Employee SSN. Required

Old FEGLI Code. Auto-populated from the employee's record

New FEGLI Code. Required.

Status field. Displays the Status from the Header Section.

Message field. This will populate after executing the process.

See screen below.

Employee Name	SSN	Current FEGLI	New FEGLI	Effective Date
Plummer, Shana N	212-15-4033	B0		01-JAN-2010
Mattocks, Rosalyn J	227-90-5006	D0		01-JAN-2010
Gilchrist, Cynthia R	577-88-3800	Z5		01-JAN-2010
Bewaji, Aurelia A	578-84-7811	R1		01-JAN-2010
Buckhalter, Karen A	578-86-7280	Z5		01-JAN-2010
Brockington, Donna	579-90-1636	X0		01-JAN-2010

## Processing Mass FEGLI Records

### STEP 1

Click into the Select All box to select all records for processing. To select individual records for processing, click the box to the left of the Employee Name field.

### STEP 2

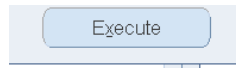
Enter the New FEGLI code for each record. You can add new records by clicking the blank row below. See the Screen below.

The screenshot shows the 'Mass FEGLI' application window. At the top, there are input fields for Name (User Guide), Description (Guide Screen), NOA Code (881), Status (Unprocessed), Effective Date (01-JAN-2010), and LAC (DPM). Below these is a 'Search Options' section with fields for Organization, Agency Code, Supervisor (Thomas, Charlene J), Sub Element, and POI, along with a 'Find' button. A 'Details' section contains a table with columns for Employee Name, Current FEGLI, New FEGLI, Effective Date, and Status. The table has three rows, with the first row highlighted in yellow. Below the table is an 'Execute' button.

Employee Name	Current FEGLI	New FEGLI	Effective Date	Status
Plummer, Shana N	B0	A0	01-JAN-2010	Unprocesse
Mattocks, Rosalyn J	D0	A0	01-JAN-2010	Unprocesse
			01-JAN-2010	Unprocesse

### STEP 3

When all records have been entered, click the Execute



Button.

### STEP 4

A message will display indicating the request number. Click OK. See message below.

Note. The Status field will change to processed.

