HOW TO ACCOUNT FOR EMPLOYEES DURING AN EVENT

Purpose

• An event is an emergency that requires a full accounting of employees in the defined area. It can also be a test event as declared by DLA management.

• In either case, employees will be notified to account for themselves and supervisors are responsible for ensuring their employees are accounted for.

• A supervisor's role during an event is to monitor the accounting status of his/her employees, and account in FEPAAS for those who contact the supervisor directly instead of accounting for themselves in FEPAAS.

•Supervisors should make an effort to contact and account for employees that have not accounted for themselves in a reasonable period of time.

> This instruction will show you how to account for employees inFEPAAS and monitor the accounting status of your organization.
> **You will need CAC access to perform these functions.**

FEPAAS Main Page: https://fepaas.whs.mil

Once logged in, click on the 'Accounting' tab

Accounting Menu Screen

First, select the event name, and then 'Go Straight to Accounting'

Accounting for Employees: List of Employees

Click on 'Find'. You may wish to enter selection criteria.

A list of names will appear. **Only employees in the event population will be displayed.**

Accounting for Employees: Accounting Options

Click on 'Current Location' if the employee is accounted for at their residence or worksite.

Click on 'Displaced Location' if the employee has moved to an alternate site during the event.

Accounting for Employees: Saving Your Entry

When you have completed your entries, select 'Save Page'.

You will see the 'Last Accounted By' column filled in for each employee. Also notice the acounting summary block at the top of the page.

Accounting for Employees: Page Features

The definitions for accounting status can be found here.

You can view employee contact information by clicking on a name.

The list can be exported to an excel spreadsheet if required.

Accounting for Employees: Completion

When complete, every employee should have an entry in this column.

You can change a status later if it changes

All employees (if in the event population) in the organization should be reflected in these counts.

Accounting: Can't Find an Employee in FEPAAS

If the employee works for DLA, you can enter the SSN and press 'Find'

If the employee is new and can't be found by SSN, they can be added here. This should be rare.

View / Report Options: Options for monitoring Accounting Progress

This area will display employees in your organization. Good for first line supervisors.

This area will show all employees in all organizations within your security access.

For all options under the 'Accounting' tab, the system will only show employees included in the event population, so employees outside of the event will not appear.