HOW TO ADD AN EMPLOYEE TO AN EVENT WHEN NOT ALREADY INCLUDED

Purpose

• When an event occurs, employees are included if they work in the geographical area of the event or if their organziational grouping is included in the event.

• If a supervisor knows of other employees that should be in the declared area, they can be added through this process. Example: tdy or leave

This instruction will show you how to add employees to an event

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

Once logged in, click on the 'Accounting' tab

Locating your employees

Select the event, and any other search criteria, then click on 'Find'. A list of employees within your organization should be returned to you.

If you don't see an employee:

If an employee is not included, enter the fll SSN in this block and select 'Find'.

Add an employee to an event:

When the employee record appears, select 'Add to Event'

Then, select the event, click 'In the Area', and select the reason for the add.