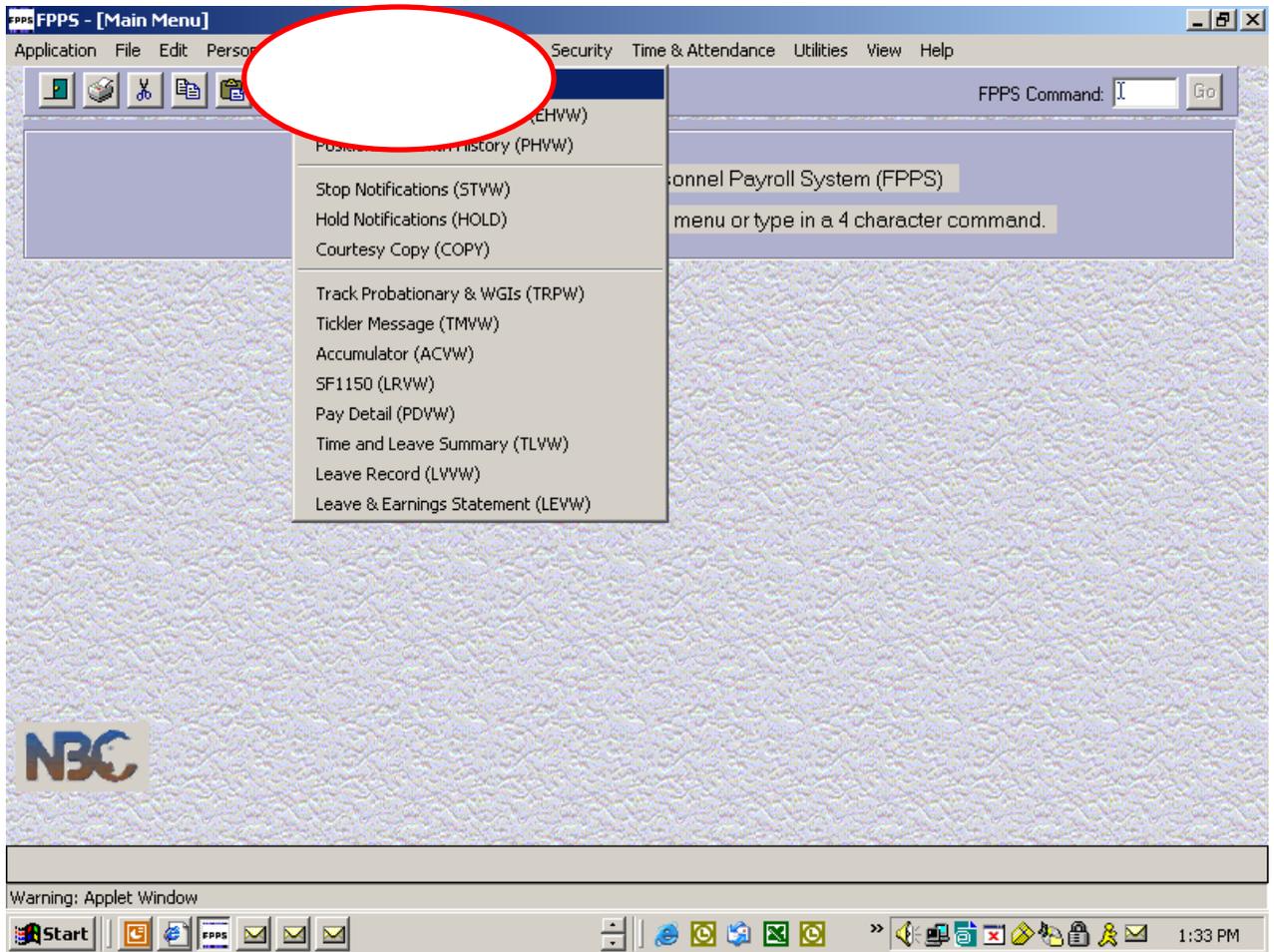
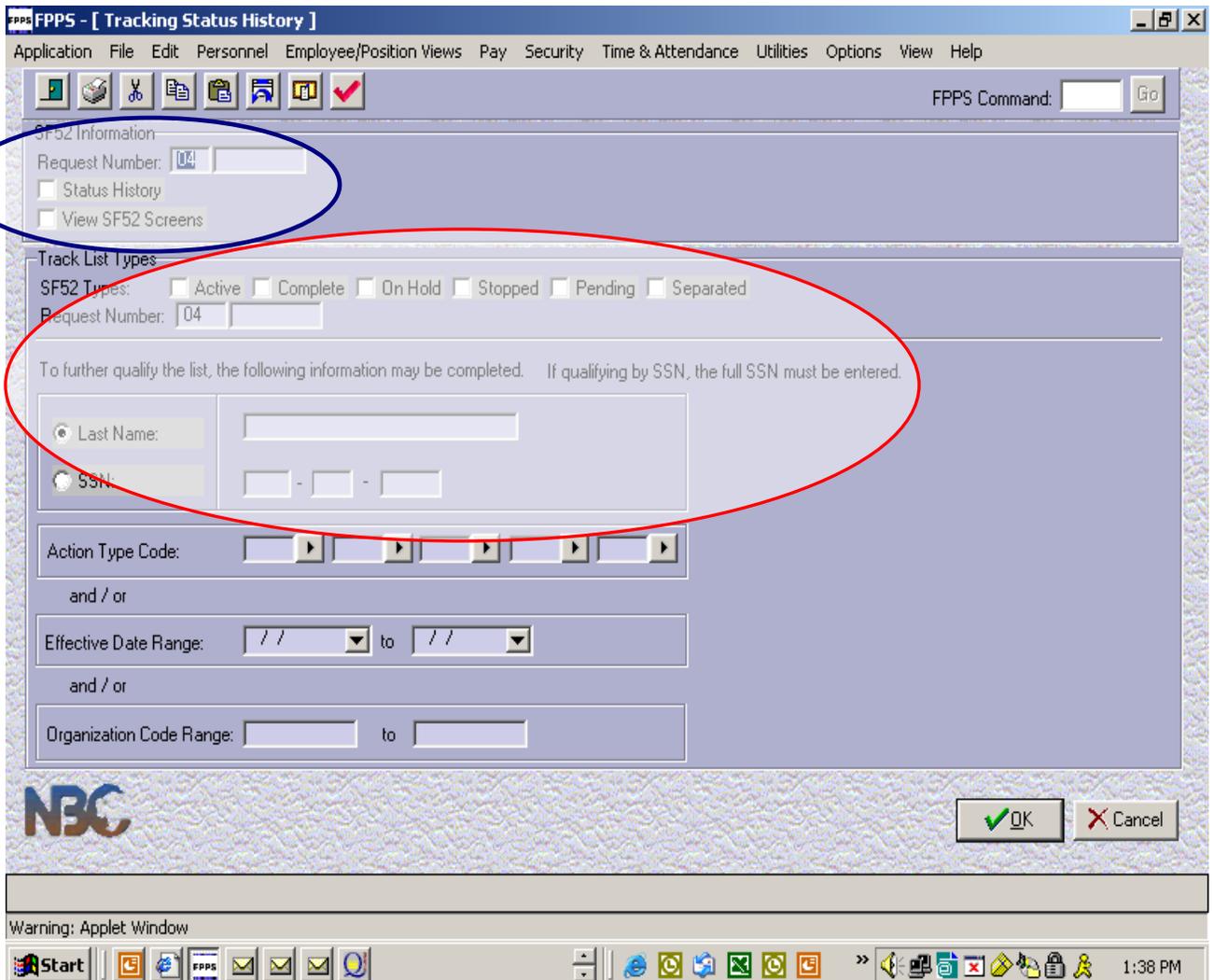


Go to the command line and type in TRAC or ...



Or from the tool bar select Employee/Position Views – Track SF52/50 (TRAC)



To use the TRAC screen you must have the request number circled in blue. Or you can choose the function that uses the employee's name or SSN, and TRAC the SF52 by selecting the appropriate types (circled in red).

FPPS - [Tracking List]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

FPPS Command: Go

Start List From:
 Last Name:
 Request Number: 04

Tracking List

	Name	NOAC-1	Action	Organization Code	Effective Date	Request Number	Location
1	NN 62 00						
2	GATES, SHERYL	702	PROMOTION	CD02	04/15/04	04 1301179	SPECIALIST
3	MOUSE, MICKEY	108	TERM APPT NTE *	CD02	04/04/04	04 1300790	SPECIALIST
4	LEE, JULIE L	702	PROMOTION	MP21	04/09/04	04 1300931	SPECIALIST
5	LEE, JULIA A	702	PROMOTION	RS10	05/30/04	04 1301168	SPECIALIST
6							
7							
8							
9							
10							
11							
12							

End



Warning: Applet Window

Start  1:40 PM

Select the employee you wish to choose.

FPPS - [Track Status History]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

FPPS Command: Go

Employee Information
 Name: Effective Date: Request Number:
 Action Type Description:

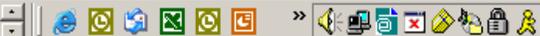
Track Status History

Rec'd	Date	Days In Queue	Days Elapsed	Action Taken By	Action Taken
1	04/15/04	0000	0000	PLANK, CAROLYN	INITIATED
2	04/15/04	0000	0000	PLANK, CAROLYN	SPECIALIST
3					
4					
5					
6					
7					
8					
9					
10					

End



Warning: Applet Window

Start |  |  | 1:40 PM

This is TRAC feature in FPPS.