

Federal Payroll Personnel System (FPPS)

Requesting Office - Quick Reference Guide

Logging In

1. Open Internet Explorer (IE).
2. Type in the following URL:
<https://securefpps.nbc.gov>
3. Click the "Logon" button:

4. Enter your "Login User ID".
Remember that this ID is specific to the FPPS system.

On first-time login, you will be prompted to change your password.

Passwords are eight characters in length and are not case-sensitive. The first and last characters must be a letter (A, B, C, etc.) The second through seventh characters must contain both numbers and letters.

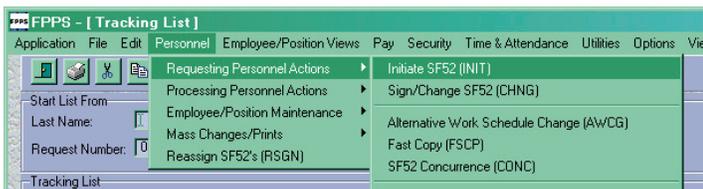
Example: epr04gov

5. After entering your password, click "OK".

Check Your Queue

To access the queue count, click  on the tool bar. The number to the left of the process tells you the number of SF 52s in your possession.

Initiate a Personnel Action (SF 52)

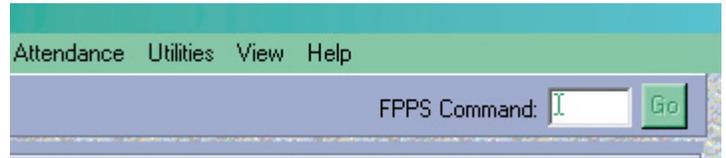


Sign/Change a Personnel Action (SF 52)



Commonly Used Functions

FPPS functions can be accessed through the menus or by entering the appropriate four-character code in the "FPPS Command" box at the top of each screen.



This table can help you find the FPPS Command code for the most commonly used functions.

FPPS Command	Action
INIT	Initiate SF 52 Personnel Action
CHNG	Change a saved SF 52
AWCG	Change Alternate Work Schedule
ADCG	Change employee address
TRAC	Track SF 52
TRPW	Track Probationary Notices (Supervisors only)
FSCP	Fast Copy - Multiple Identical Personnel Actions
PBSG	Sign Probationary Notice
RSGN	Forward/Reassign SF 52
PHVW	View position data with history
ACVW	View employee's accumulated days
STVW	View information on SF 52 stopped by H.R. Office
HOLD	View information on SF 52 put on HOLD by H.R. Office
COPY	View Informational Copy of SF 52
TMVW	View "Tickler Messages", a list of future events that will occur for an employee
LVVW	View an employee's leave record
EHVW	View current and historical data about an employee (Supervisors only)

Need Assistance? Contact:

Linda Pultz

Phone: 202-358-1568

Email: linda.l.pultz@nasa.gov

Julie Porter

Phone: 202-358-1546

Email: jporter@nasa.gov