

For: All National Office FFAS Employees

Implementing Web-Based SF-52 Application

Approved by: Deputy Administrator, Management



1 Overview

A Background

SF-52 is used to originate requests for a personnel action. Historically, FFAS offices would handwrite or typewrite information on SF-52 and submit to HRD to add relevant position and salary codes and information for processing in the Personnel/Payroll System. In 1998, a client Microsoft Windows-based version of the electronic SF-52 application was implemented for the National Office enabling users to eliminate writing and routing of paper in favor of data entry, electronic submissions, and the ability to track the status of an SF-52 during its life cycle.

One year later, the SF-52 Reporter was implemented as an enhancement to the SF-52 application. This allowed HRD to enter, view, or update information about an announcement associated with an SF-52. HRD also had the capability to create reports using data extracted from both the SF-52 Application and Reporter.

B Purpose

This notice announces:

- implementation of a new, web-based process for completing and transmitting SF-52's through the FFAS Intranet
- discontinuing use of the MS Windows-based electronic SF-52 system.

C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Disposal Date	Distribution
July 1, 2006	All National Office FAS, FSA, and RMA Employees

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2 System Benefits, Enhancements, and Requirements

A System Benefits and Enhancements

Program area (PA) users will have relatively the same functionality with the web-based system as with the existing client-based system with the following enhancements.

- The ability to change password, telephone number, and e-mail address.
- The ability to add attachments (such as, position descriptions) to an SF-52 document.
- The ability to select and edit document access filter parameters (that is, drafted, pending, touched lists, plus ad-hoc).
- The ability to add and activate/deactivate your signature to the database.
- The ability to retrieve an SF-52 from an owner after it has been sent.
- Assign/revoke a backup user.
- Assign a first line supervisor to track an SF-52 document.
- Export a list of SF-52's displayed to MS Excel.

In addition to these enhancements, HRD will be able to do the following.

- Download, view, upload, and delete an SF-52 attachment.
- Enter, edit, and track milestone dates for a selected SF-52 and vacancy announcement.

Note: Viewable milestone dates are: Date In (received), Date Completed, Classification Date, Announcement Open Date, Announcement Close Date, Certification Issued Date, Selection Date, Offer Date, Offer Accepted Date and Offer Rejected Date.

- Stopping and resuming the timer for a vacancy "time to fill" milestone date.
- Ability to create a vacancy announcement log entry.
- Link and unlink a vacancy announcement to/from a recruit action.
- Cancel a vacancy announcement.
- Select a candidate.
- Edit and print milestone dates and duration reports and export them to MS Excel.

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2 System Benefits, Enhancements, and Requirements (Continued)

B System Requirements

The following is required for the Web-52 application:

- personal computer with Internet **and** Intranet capabilities
- Microsoft Internet Explorer browser version 6.02 or higher

Note: Do not attempt to use any Netscape applications to access the Web-52 application.

- Adobe Acrobat Reader version 5.0 or higher.

3 Web-52 Guidelines

A Policy for Granting Access

HRD is responsible for the oversight of this system. As stated in subparagraph 1 A, the system is used to originate requests for personnel actions. Because of the nature of the data in the system and so that HRD can maintain responsible oversight, access is granted based on a job-related need. Typically, the users are supervisors, managers, and administrative support personnel. All requests for access, however, will be handled on a case-by-case basis.

The **supervisor** of the employee who needs access to the Web-52 application must send an e-mail to **SF52_System_Access@wdc.usda.gov** requesting access to the application. Include the following information in the e-mail:

- the employee's name, telephone number, and program area
- position title of the employee who needs access to the Web-52 system
- justification for requesting access for the employee.

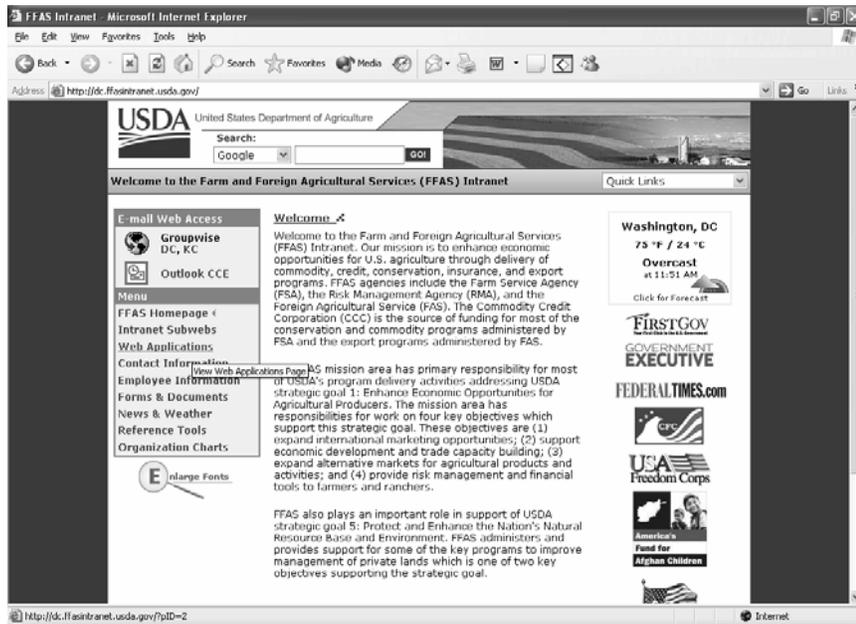
Note: Current users of the client-based SF-52 application will not need to request access to the Web-52 application.

3 Web 52 Guidelines (Continued)

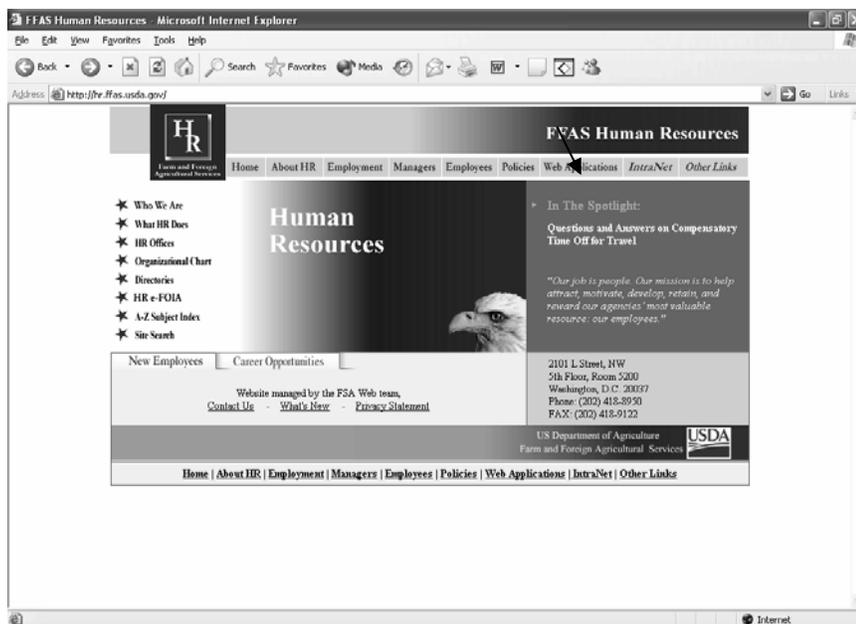
B Connectivity

Access Web-52 from the FFAS Intranet at <http://web52.wdc.usda.gov/> or by logging onto either of the following sites:

- FFAS Intranet at <http://dc.ffasintranet.usda.gov/> and click “Web Applications” and select “Web 52” as shown on the following screen



- HRD’s Home Page at <http://hr.ffas.usda.gov/>, click “Web Applications”, and select “Web 52”.



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3 Web 52 Guidelines (Continued)

C Training and Demonstrations

Workbooks for the SF-52 application can be downloaded at <http://dc.ffasintranet.usda.gov/hrd/web52/web52qa.htm>. There are workbooks for the 3 different types of users. The 3 different types of users are the following:

- PA
- human resources
- first line supervisor.

The workbooks should be used as a training scenario and as a way to help guide the user through the process of originating and finalizing SF-52 for processing into the National Finance Center/Human Resources Information System.

A separate announcement will be sent, through e-mail, to the current users of the SF-52 application to schedule classroom training on the web application. During the same time period, HR users will receive a demonstration of the web application. Attendance at the training/demonstration will be mandatory to receive new Web 52 account information. Training will be conducted according to subparagraph D.

D Timeline for National Office Implementation

Date	Activity
June 20-30, 2005	National Office employees will be trained on the Web-52 application.
June 24, 2005	Employees shall discontinue using client-based SF-52 application PA's must ensure that any critical SF-52's are submitted to HRD before this date. HRD must ensure that all personnel actions in the client-based SF-52 application that are effective in pay period 12 are completed in the application before this date. The application will be unavailable for use for 5 business days.
June 27, 2005	All existing data in the current SF-52 system will be converted to the Web-52 application.
June 28, 2005	ITSD web developers will verify the validity of the converted data.
June 30, 2005	All National Office employees will begin using the Web-52 application. See Exhibits 1 for instructions to access the application after receiving user account name and password.

E Contact Information

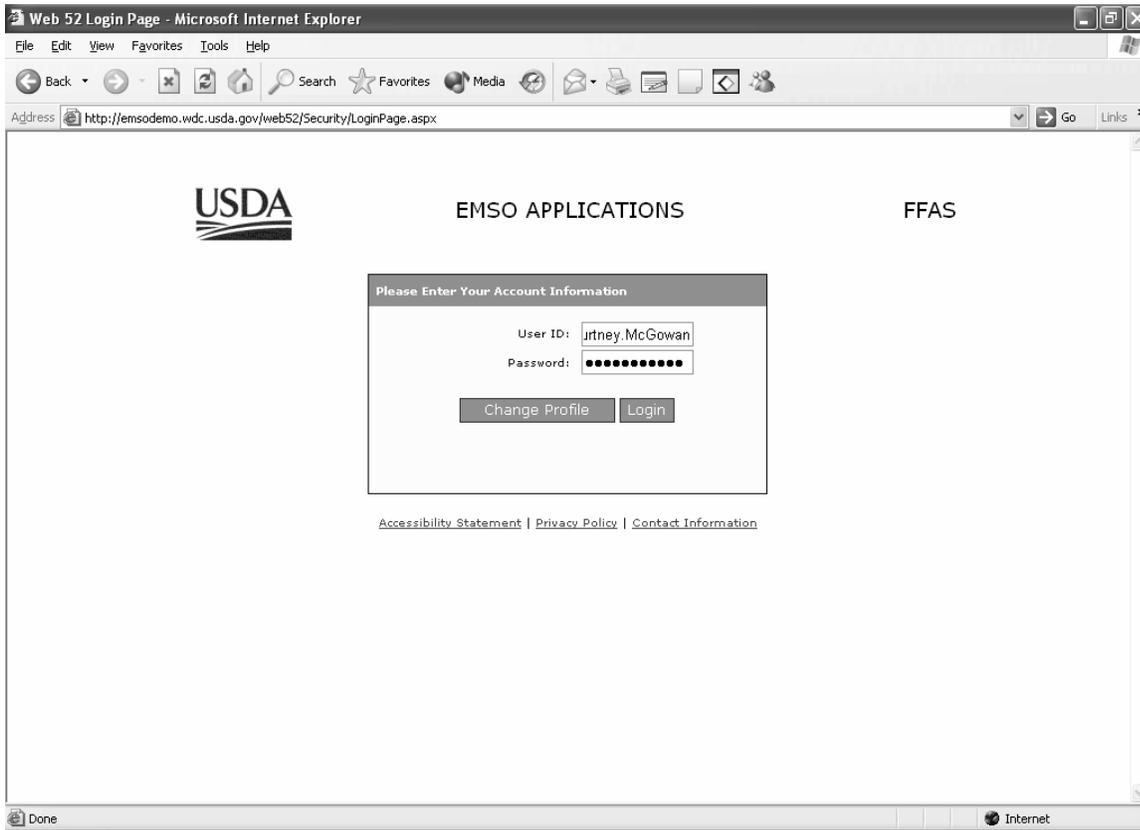
If assistance is needed implementing the Web-52 system, employees shall contact the appropriate individual/office according to this table.

IF assistance is needed with...	THEN contact...
new access requests	SF52_System_Access@wdc.usda.gov by e-mail.
connectivity and password resetting	Web-52 Support Staff at 202-690-2256.
error messages because of network or server problems	your local UAT Support Staff to complete a help desk ticket and forward to ITSD.
other implementation/system issues	Courtney McGowan, HRD, at 202-418-3439.

Instructions for Initial Access to Web-52 Application

The user ID is case sensitive and would typically be Firstname.Lastname. Users will be issued a temporary password from ITSD. Enter the temporary password and select “Change Profile” to enter additional personal information such as e-mail address, office telephone number, and to change your password. If “Login” is selected, the user will be prompted to the Change Profile page.

The following is an example of the Web-52 Login Page.



Instructions for Initial Access to Web-52 Application (Continued)

On the Change Profile page, enter the following:

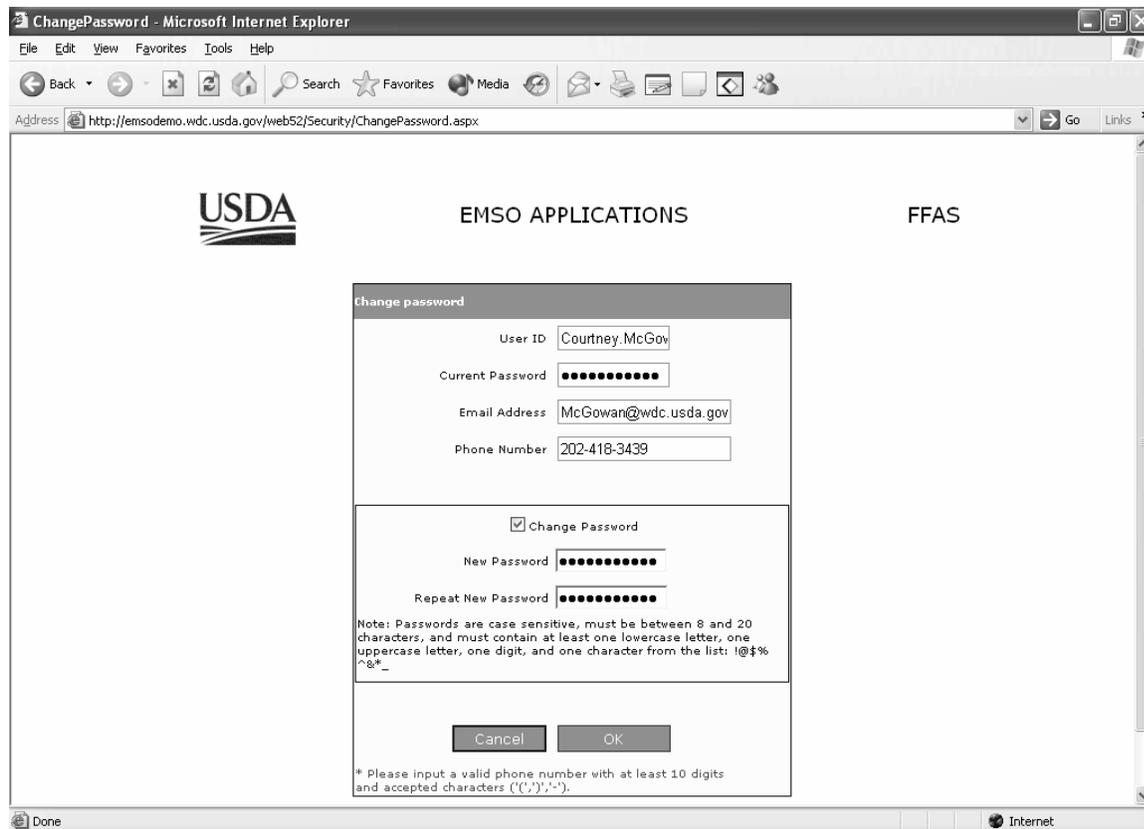
- current (temporary) password
- e-mail address to receive notifications
- office telephone number so that it will populate on the required fields in the application.

Click the box next to "Change Password" to choose a new password. Passwords are case sensitive and must be at least 8 characters which must contain **at least 1 of each** of the following:

- lowercase letter
- uppercase letter
- special symbols (that is, !@#\$\$%^&*().).

If improper characters or the wrong number of characters are entered, an error notification will be displayed.

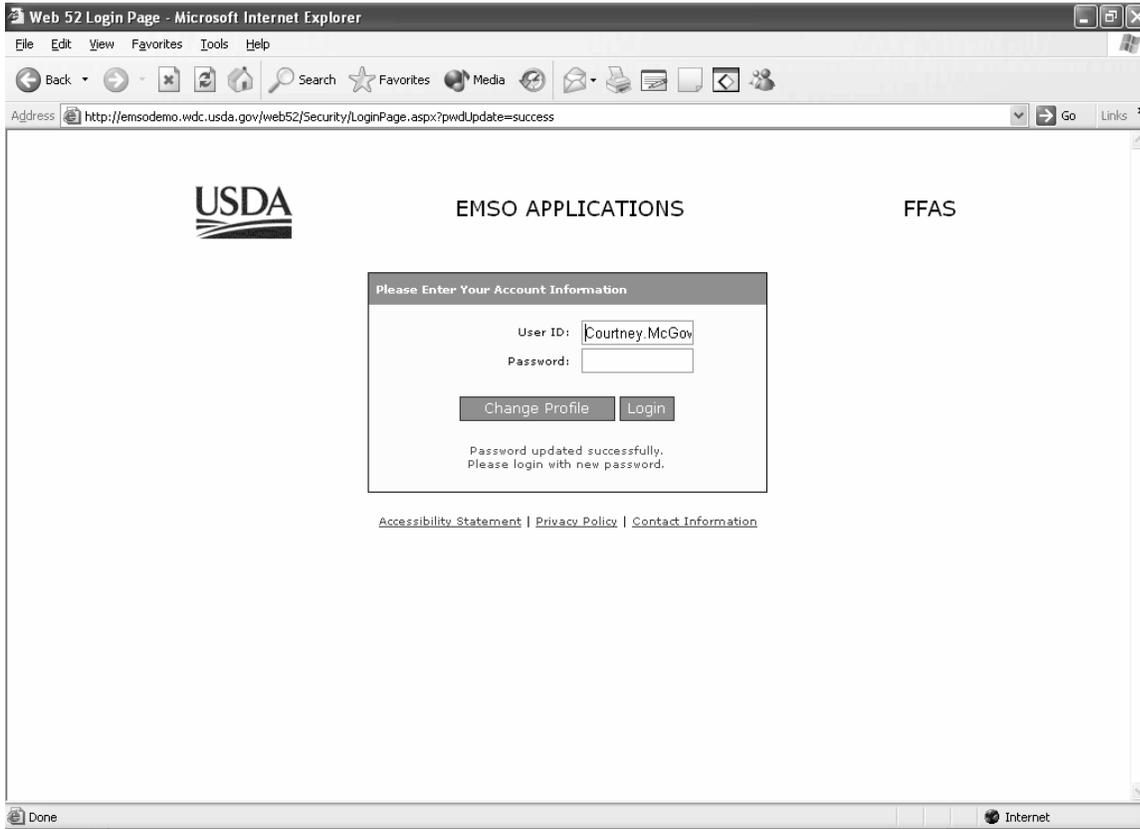
The following is an example of the Change Password Screen.



Instructions for Initial Access to Web-52 Application (Continued)

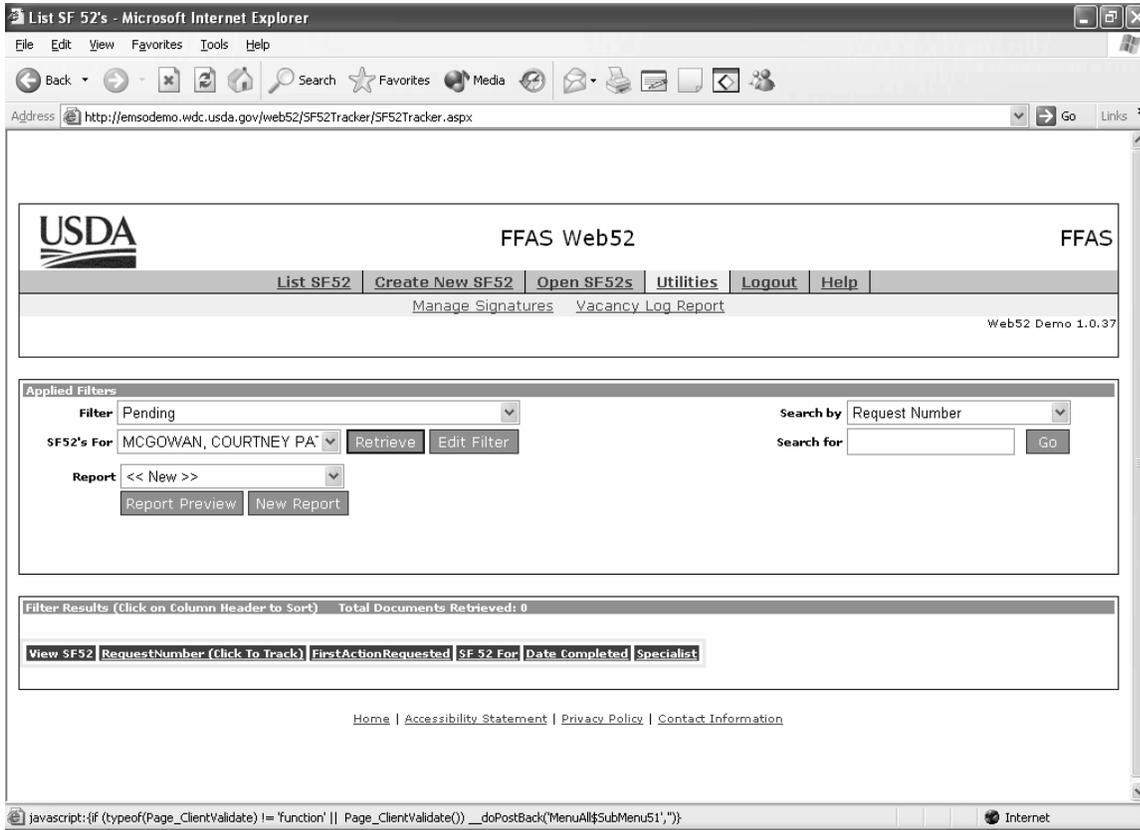
After the password has been successfully changed, enter the new password and click “Login” to access the application.

Following is an example of the Login Screen.



Instructions for Initial Access to Web-52 System (Continued)

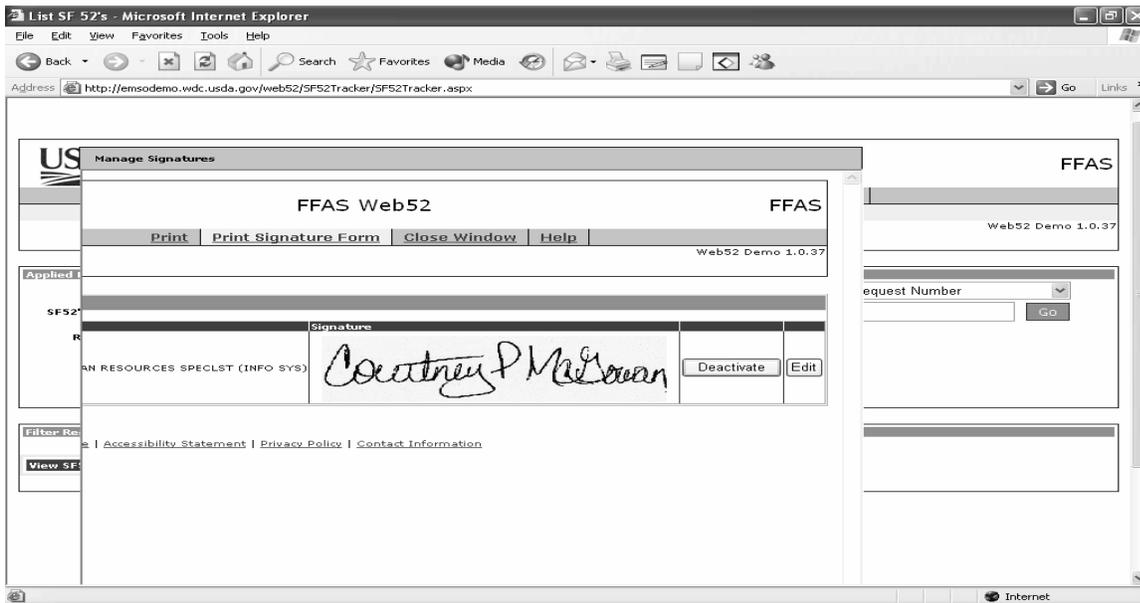
Click the “Utilities” link; a submenu will be displayed. Click “Manage Signatures” if you are supposed to have signature authority.



Instructions for Initial Access to Web-52 Application (Continued)

Any user who previously had a signature stored in the client-based SF-52 application is suppose to have it automatically stored in the Web-52 application. Users will have to scroll to the right (scroll bar is at the bottom of the window) to ensure that their respective signatures are activated. If the button says “Activate” as opposed to “Deactivate”, the user must click it for the signature to appear on the form when required. Users may also click on “Edit” to change the position title on the signature block. If there are no signatures listed on this page or if additional signatures need to be added, then click “Print Signature Form”.

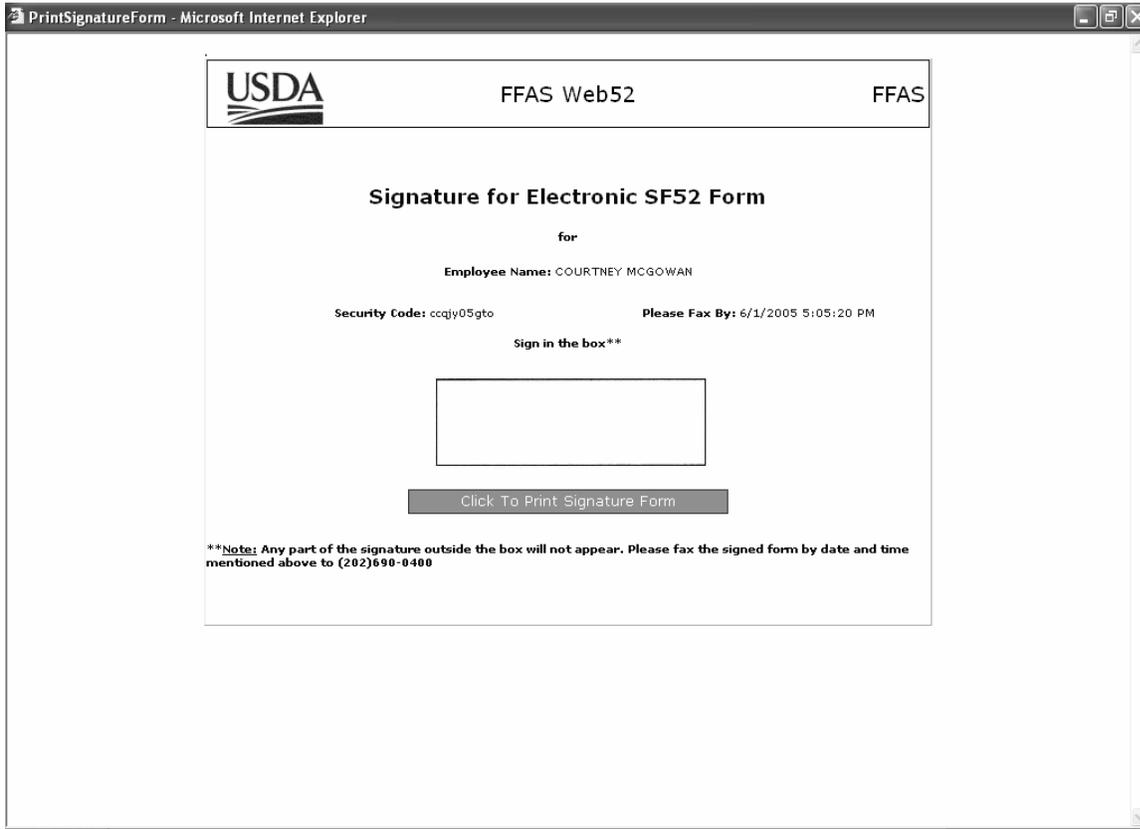
Following is an example of the Manage Signatures Screen.



Instructions for Initial Access to Web-52 Application (Continued)

Users must click the blue “Click To Print Signature Form” button, sign inside the box, and fax to the number indicated at the bottom of the form to add a signature to the application.

Following is an example of the Print Signature Form Screen.



After the tasks in this exhibit have been completed, users will be able to proceed with completing SF-52.