

How to Code a Remote Worker in the Federal Personnel and Payroll System (FPPS)

Personnel Bulletin (PB) 20-06, Departmental Remote Work Policy, defines remote work as an arrangement under which an employee is scheduled to perform work within or outside the local commuting area of an agency worksite and is not expected to report to the agency worksite on a regular, recurring basis. For a remote worker, the approved remote worksite is the employee's official duty station for location-based pay entitlements, even if that location is their home.

If an employee is approved to work remotely, the employee needs to be coded in Federal Personnel and Payroll System (FPPS) as a remote worker by their servicing Human Resources Office. This reference guide instructs servicing Human Resources Office personnel how to code an employee as a remote worker in FPPS.

Coding a Remote Worker in FPPS

1. At the Welcome Screen, type **ENCG** in the FPPS Command field. Alternatively, click the Personnel tab, and select Employee Position Maintenance, and then select Change Employee Non SF50 Data (ENCG). (See Figure 1)

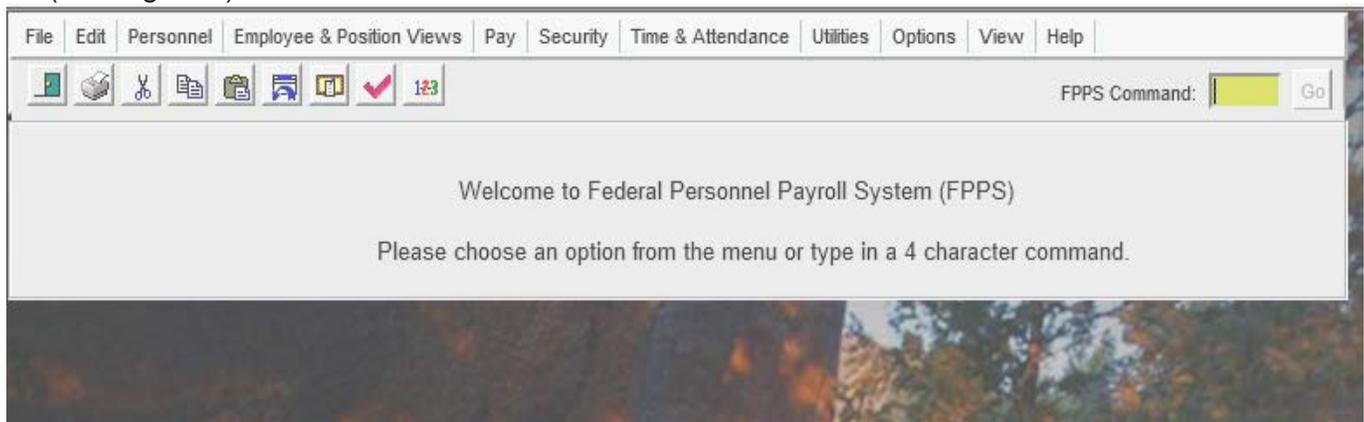
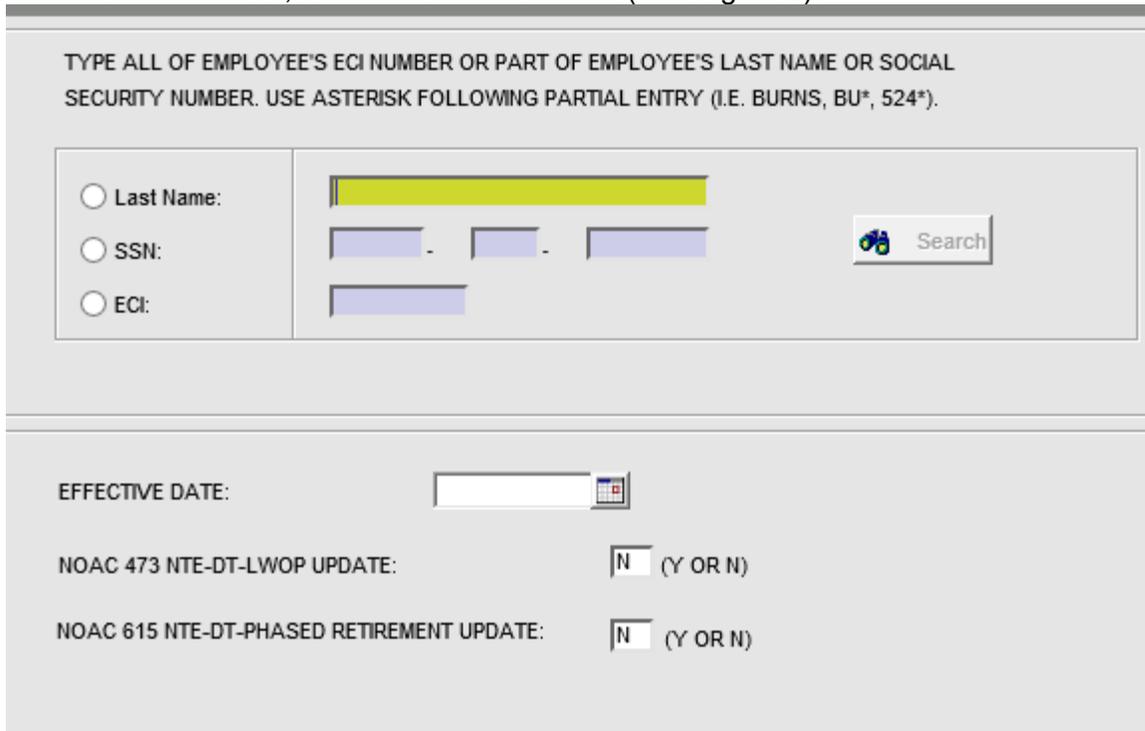


Figure 1: FPPS Welcome Screen

2. On the following prompt screen, type in the employee's last name, social security number or Employee Common Identifier (ECI). Enter the effective date, which should be the beginning of the pay period. After the data has been entered, select the search button. (See Figure 2).



TYPE ALL OF EMPLOYEE'S ECI NUMBER OR PART OF EMPLOYEE'S LAST NAME OR SOCIAL SECURITY NUMBER. USE ASTERISK FOLLOWING PARTIAL ENTRY (I.E. BURNS, BU*, 524*).

Last Name:

SSN: - -

ECI:

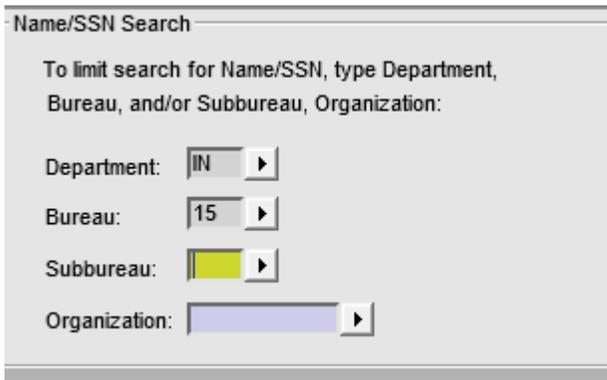
EFFECTIVE DATE:

NOAC 473 NTE-DT-LWOP UPDATE: (Y OR N)

NOAC 615 NTE-DT-PHASED RETIREMENT UPDATE: (Y OR N)

Figure 2: Employee Identification Information

3. On the Organization Information prompt screen (Figure 3), enter the employee's organization information and then click OK.



Name/SSN Search

To limit search for Name/SSN, type Department, Bureau, and/or Subbureau, Organization:

Department:

Bureau:

Subbureau:

Organization:

Figure 3: Organization Information

4. On the following prompt screen (Figure 4), select the **Agency Unique Information** field and then click OK.

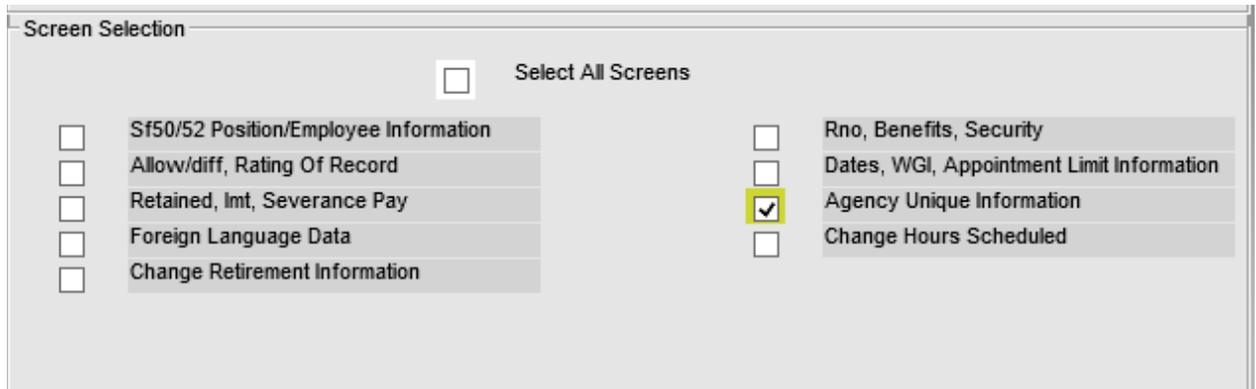


Figure 4: Agency Unique Information Selection

- In the Agency Unique Information field (Figure 5), use the drop down menu to select the appropriate Telework Remote Worker code and then click OK.

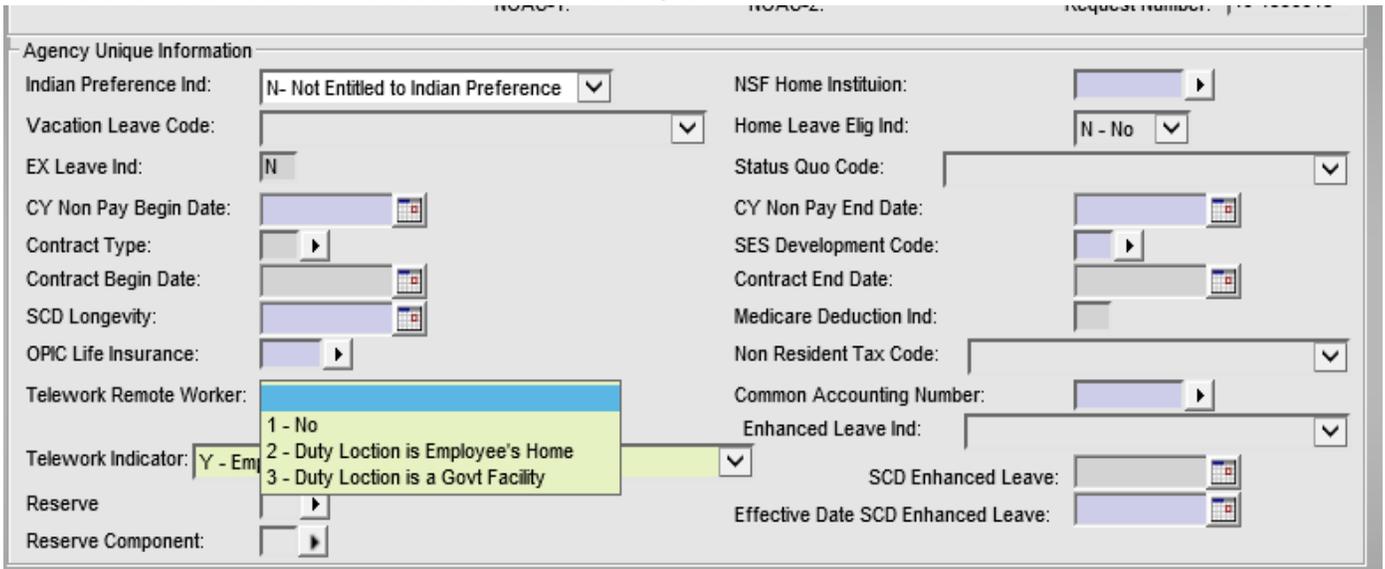


Figure 5-FPPS Screen Shot

The Telework Remote Worker options are as follows:

- 1 - No
- 2 – Duty Location is Employee’s Home
- 3 – Duty Location is a Govt. Facility

6. Once the correct information is entered into the Telework Remote Worker field, select Update Immediately on the following prompt screen (Figure 6) and then click OK.

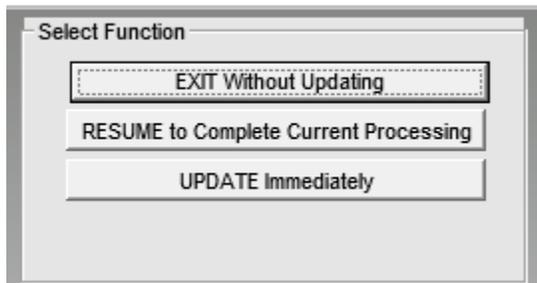


Figure 6: Select Function

7. Once FPPS has been updated, please follow the standard procedures for processing a personnel action to change the employee's official duty station. The Office of Personnel Management instructions for processing a personnel action to document a change in duty station can be found [here](#).