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

 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).

 Last Name: SSN: ECI: 			Search Search
EFFECTIVE DATE:			
NOAC 473 NTE-DT-LW	OP UPDATE:	N (Y OR N)	

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: 15					
Subbureau:					
Organization:					

Figure 3: Organization Information

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

Select All Screens	Screen S	election		
		□ S	elect All Screens	
Sf50/52 Position/Employee Information Rno, Benefits, Security		Sf50/52 Position/Employee Information		Rno, Benefits, Security
Allow/diff, Rating Of Record Dates, WGI, Appointment Limit Information		Allow/diff, Rating Of Record		Dates, WGI, Appointment Limit Information
Retained, Imt, Severance Pay Agency Unique Information		Retained, Imt, Severance Pay	✓	Agency Unique Information
Foreign Language Data Change Hours Scheduled		Foreign Language Data		Change Hours Scheduled
Change Retirement Information		Change Retirement Information		
Finung (), Anongy Unique Information Calestian		Firme 4 Area	eu lluinue luferra etien	Coloction

5. 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.

Agency Unique Information						
Indian Preference Ind:	N- Not Entitled to Indian Preference 🔽		NSF Home Instituion:		►	
Vacation Leave Code:		~	Home Leave Elig Ind:		N - No 💙	
EX Leave Ind:	N		Status Quo Code:			~
CY Non Pay Begin Date:			CY Non Pay End Date:			
Contract Type:			SES Development Code:			
Contract Begin Date:			Contract End Date:			
SCD Longevity:			Medicare Deduction Ind:			
OPIC Life Insurance:	▶ ►		Non Resident Tax Code:			~
Telework Remote Worker:			Common Accounting Number	er:	•	
	1 - No		Enhanced Leave Ind:			\checkmark
Telework Indicator: Y - Em	2 - Duty Loction is Employee's Home 3 - Duty Loction is a Govt Facility		SCD Enhand	, ced Leave:		
Reserve		1	Effective Date SCD Enhanc	ed Leave:		
Reserve Component:						

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 <u>here</u>.