

For: FSA State Offices Employees

Implementing Web52 System for State Offices

Approved by: Deputy Administrator, Management



1 Overview

A Background

SF-52 is used to originate a request for a personnel action. Historically, FSA State Offices handwrite or typewrite information on SF-52's for Federal (GS) positions and send them to HRD to add relevant position, salary codes, and information for processing in the Personnel/Payroll System.

The web-based SF-52 tracking system for completing and transmitting SF-52's through the FFAS Intranet was made available in July 2005 for the National Office. This system has eliminated preparing and routing of paper SF-52's in favor of data entry, electronic signatures, electronic submissions to the virtual HRD Inbox, and the ability to track the status of SF-52's during their life cycle.

B Purpose

This notice announces:

- implementation of the web-based process through the FFAS Intranet for completing and transmitting SF-52's for all GS positions in the States
- discontinuance of using handwritten or typewritten SF-52's for GS positions.

Note: The Web52 system will **not** be used for county (CO) positions.

C Labor-Management Obligations

Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Disposal Date	Distribution
February 1, 2012 5-9-11	All FSA State Office employees

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2 System Benefits and Requirements

A System Benefits

Program area (PA) users shall have functionality within the Web52 system and the ability to:

- originate an electronic SF-52
- change password, telephone number, and e-mail address through the eAuthentication (eAuth) account

Note: In the eAuthentication profile, the telephone number shall be specified in “Alternative Phone Number” block and the USDA e-mail address shall be specified in the “E-Mail” block. This information allows the system to notify the user through e-mail that a Web SF-52 has been sent to them electronically.

- add attachments (such as position description (PD), signed AD-332, Position Description Cover Sheet, etc.)

Note: Most personnel actions (appointments and position change actions) require the requester to submit PD and AD-332 with SF-52. The Web52 system allows management to upload attachments under Part F. PD may be attached using a variety of word processing file types (that is, .txt, .doc, .docx, etc.); however, the AD-332 must be attached using 1 of the following file types: jpg, jpeg, gif, bmp, pdf, docx, or xlsx. Management shall sign, date, and scan AD-332 into 1 of these file types before uploading to the Web52 system.

- select and specify document filter parameters (that is, pending, touched form lists)
- add and activate/deactivate the electronic signature to the database
- pull back SF-52 from an owner after it has been sent and before the new owner opens it
- assign/revoke a backup user through "Utilities/Manage Backups" menu option
- take SF-52 from the assigned backup.

In addition, HR users have the ability to:

- download, view, upload, and delete any 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, Certificate Issued Date, Selection Date, Offer Date, Offer Accepted Date, and Offer Rejected Date.

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2 System Benefits and Requirements (Continued)

A System Benefits (Continued)

- stop and resume the timer for a vacancy “time to fill” milestone date
- 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 Microsoft Excel.

B System Requirements

The following are required for the Web52 system:

- computer with intranet capabilities
- Microsoft Internet Explorer browser version 6.02 or higher
- Adobe Acrobat Reader version 6.0 or higher
- Microsoft Excel version 2003 or higher
- eAuth Level 2 account.

Note: Do not attempt to use any Netscape applications to access Web52.

3 Web52 Guidelines

A Granting Access

HRD is responsible for the oversight of the Web52 system. As stated in subparagraph 1 A, the Web52 system is used to originate requests for personnel actions. Because of the nature of the data in the Web52 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 shall be handled on a case-by-case basis.

3 Web52 Guidelines (Continued)

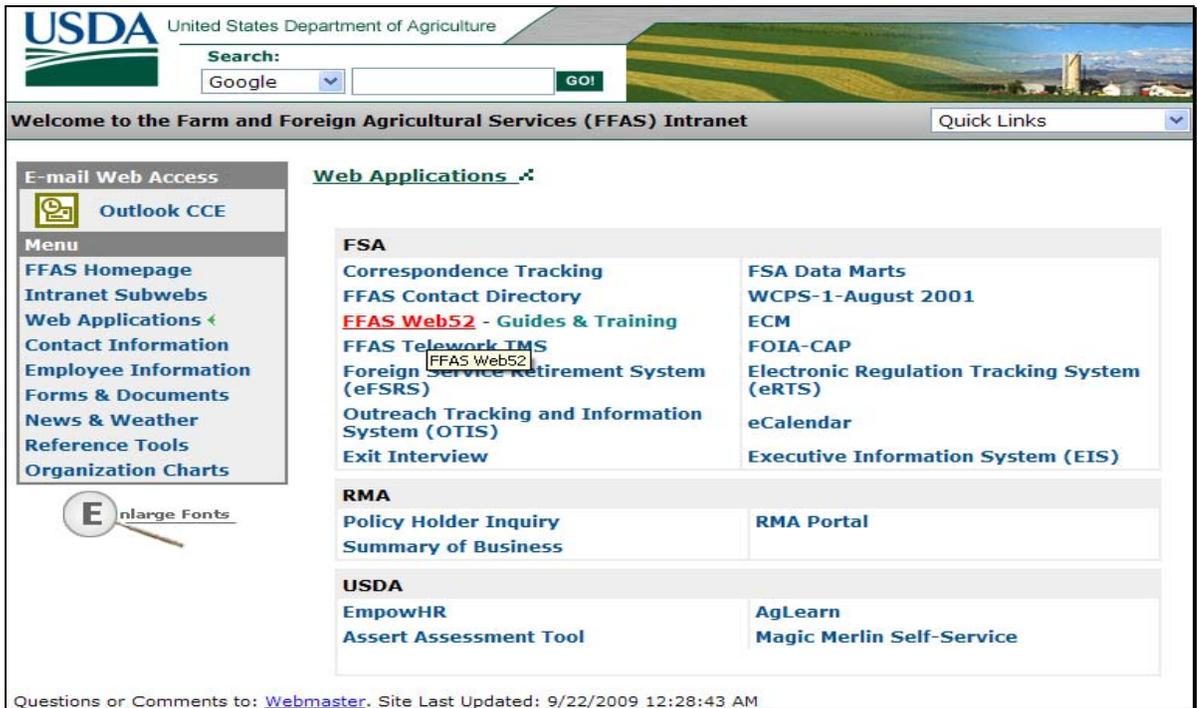
A Granting Access (Continued)

Initially, HRD shall request access to the Web52 system for previously notified State Office employees. To obtain access after June 15, 2011, SED must send an e-mail to **Web52access@wdc.usda.gov** requesting access to the Web52 system for the employee. The following information must be included in all e-mail requests:

- employee's name, telephone number, and PA (State)
- position title of the employee
- justification for requesting access.

B Accessing Web52 System

Users can access Web52 at <http://fsaintranet.sc.egov.usda.gov/ffas/?pID=2>; under “FSA”, select “**FFAS Web52**”.



The eAuthentication Warning Screen will be displayed, CLICK “**I Agree**”. After the eAuthentication Login Screen is displayed:

- enter the eAuth user ID and password
- CLICK “**Login**”.

3 Web52 Guidelines (Continued)

C Setting Effective Dates

While the Web52 system has the capability to track the status of SF-52's during their life cycle, HRD must continue to ensure that the position has been established, properly classified, and that the action requested meets all legal and regulatory requirements.

- Based on OPM's General Instructions for Processing Personnel Actions, Chapter 3, Subchapter 1-3a covering effective dates, **no** personnel action can be made effective before the date on which the appointing officer (HRD) approved the action.
- The appointing officer approval certifies that the action meets all of legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

SF-52's cannot be made effective before the date it is received in the virtual HRD Inbox. Therefore, for the requested personnel actions to be effective, all SF-52's **must** be received in the virtual HRD Inbox no later than the pay period before the requested effective date. State Offices are encouraged to send SF-52's 15 to 30 calendar days in advance. If the action is **not** received at least 15 calendar days before the proposed effective date, HRD may **not** be able to complete and return to the State Office for processing timely.

D Training and Demonstrations

Workbooks and training movies for Web52 can be downloaded at <http://fsaintranet.sc.gov.usda.gov/ffas/web52Guides.asp>. There are workbooks and training movies for the 3 different types of users:

- PA
- HR
- first line supervisor.

The workbooks shall be used as training scenarios and as a way to help guide the user through the process of originating and finalizing SF-52 for processing into the NFC/EmpowHR Database.

An e-mail shall be sent to FSA State Office PA users to schedule training through Microsoft Office Live Meeting. Attendance at the training/demonstration shall be **mandatory** to receive Web52 account access.

See Exhibit 1 for instructions to access the Web52 system after receiving user account name and password. After completing training in May and June, all FSA State Offices shall:

- begin using Web52 for all Federal SF-52's
- discontinue using handwritten or typewritten SF-52's for all GS positions.

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3 Web52 Guidelines (Continued)

E Contact Information

If assistance is needed implementing Web52, employees shall contact the appropriate individual/office according to this table.

IF assistance is needed with...	THEN contact...
new access requests	Web52access@wdc.usda.gov by e-mail.
connectivity issues	Web52 Support Staff Help Desk at 202-690-2256.
error messages because of network or server problems	local technical support help desk.
password resetting	eAuth ITS service desk at 800-457-3642 or by e-mail to eAuthHelpDesk@ftc.usda.gov .
system questions or issues	FSA.EMSO@wdc.usda.gov by e-mail.
other implementation issues	either of the following: <ul style="list-style-type: none"> • Diane Ritchie, HRD, by either of the following: <ul style="list-style-type: none"> • e-mail to diane.ritchie@kcc.usda.gov • telephone at 816-926-6185 • Vickie Schofield, HRD (back-up), by either of the following: <ul style="list-style-type: none"> • e-mail to vickie.schofield@kcc.usda.gov • telephone at 816-926-6668.

Instructions for Initial Access to the Web52 System

Log in to Web52 according to subparagraph 3 B.

Updating eAuth Profile

CLICK “**Utilities**” link, then select “**Manage Profile**”, review e-mail address and telephone number and, if updating is necessary, CLICK “**Update your eAuth Profile**” and do the following:

- log in to eAuth
- update the e-mail address to receive notifications
- update office telephone number so that it will populate on the required fields in the application.

Submitting a FAX Signature

CLICK “**Utilities**” link and CLICK “**Submit a Signature**”, if the user has signature authority.

Users must CLICK blue “**Click To Print Signature Form**” button. Sign inside the box on hard copy, 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 completing these tasks, users will be able to proceed to complete SF-52.