

NFC

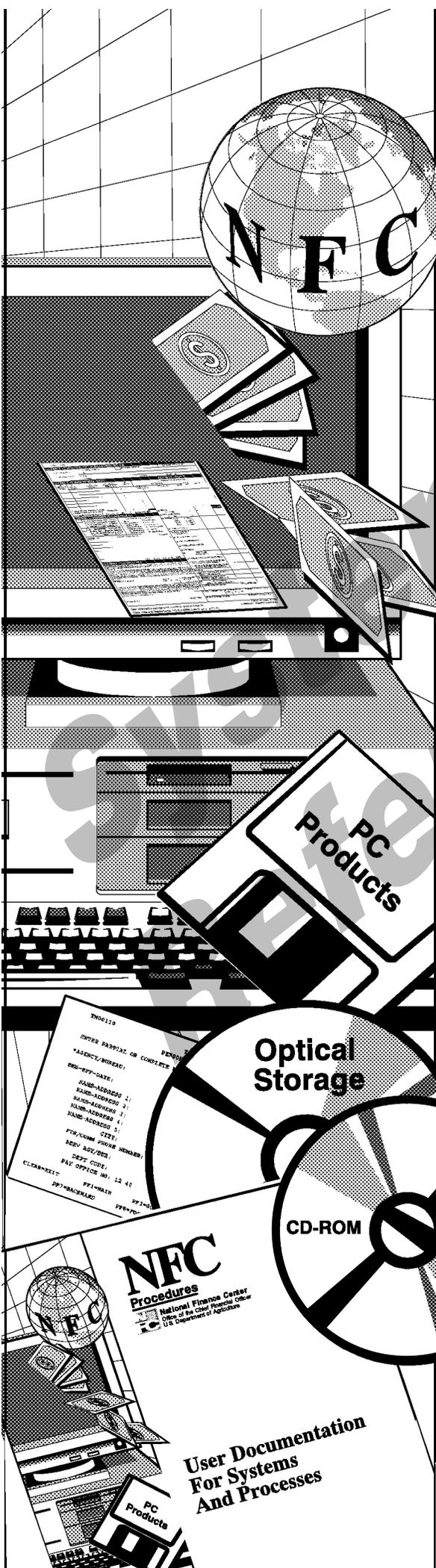
Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

January 1998

Future Inquiry System (FINQ)



TITLE I
Payroll/Personnel Manual

CHAPTER 16
Future Inquiry System (FINQ)

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**System Retired
Reference Only**

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About This Procedure

This procedure provides instructions for accessing and operating the Future Inquiry System (FINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The **FINQ Menu** gives instructions for selecting tasks (options) from the system's primary selection screen.

Instructions for each task are provided under a separate heading. The screens for the system tasks are provided as figures within the text.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

- Messages displayed by the system are printed in *italics*. Example: The message *Task Code Must Be 1 Or 3* is displayed.
- Field specifications are also printed in italics. Example: **Task Code**. (*required, numeric field; 1 position*). Key in the applicable task code.
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***FINQ***.
- Figure references link figures with the text. These references are printed in a bold font as shown here. Example: The Future Inquiry Document Summary screen (**Figure 5**) is displayed.
- Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF6].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
 - To view a list of the document types and titles in FINQ Task 1, press PF5.
- Important extra information is identified as a note. Example: **Note:** Payroll documents cannot be viewed in detail.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about National Finance Center (NFC) processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

**System Retired
Reference Only**

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System Overview

This procedure provides instructions for accessing and using the Future Inquiry System (FINQ). FINQ is an inquiry system of the U.S. Department of Agriculture, and allows users to view documents in the future file during the current processing pay period. FINQ also provides a detailed display of all personnel actions (SF-50's) that are held in the future file.

Personnel actions are entered in the Personnel Action Processing System (PACT) or the Front-End System Interface (FESI). Payroll documents are entered in the Payroll/Personnel Remote Entry System (PRES), FESI, or Employee Express (EEX).

After the documents are entered in one of the systems listed above, they are edited through the Personnel Edit Subsystem (PINE). If a document contains errors, it is placed in the Suspense Inquiry and Correction System (SINQ) until it is corrected. **Note:** Position data entered in FESI that fail the PINE edit process is placed in SINQ for one pass and is coded for deletion. FESI users must (1) correct the position data in the front-end system and transmit a new record to NFC or (2) use the Position Management System (PMSO) to update or establish the position data.

After SINQ documents are corrected, they are reedited through PINE. Those that are error-free with current effective dates are applied to the Payroll/Personnel database. Those with future effective dates are held in FINQ until the processing of the effective pay period. Thus, FINQ acts as a temporary storage file for these documents. Documents held in FINQ are reedited through the first pass of PINE each pay period until they are applied to the database.

System Interface

FINQ interfaces with the following systems:

Personnel Action Processing System (PACT). PACT is an online remote entry system used to enter personnel actions. PACT is a nature of action/authority code driven system; that is, the nature of action and authority code entered on the PACT menu determine the input screen that is displayed. For detailed information, see the PACT procedure.

Front-End System Interface (FESI). FESI, an alternate method used to enter personnel actions, enables agencies to transmit their data daily through batch submission. Agencies using FESI receive confirmation reports showing the types of documents transmitted, a count of records transmitted to NFC, and any errors encountered during transmission.

Payroll/Personnel Remote Entry System (PRES). PRES is an online remote entry system used to enter payroll data (e.g., taxes, union dues, savings bonds). For detailed information, see the PRES procedure.

Employee Express (EEX). Employee Express is a system that allows current employees to update their payroll data via touch-tone kiosks and touch-tone phones instead of submitting payroll documents for processing to their personnel offices. For detailed information, see the SINQ procedure.

Personnel Edit Subsystem (PINE). PINE performs edits on the personnel actions entered through PACT and FESI, and the payroll documents entered through PRES and EEX before they are applied to FINQ. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. PINE edit messages are contained in Title I, Chapter 10, Section 2, Personnel Edit Subsystem (PINE) Edit Messages.

Suspense Inquiry and Correction System (SINQ). SINQ allows users to view and correct future personnel actions and payroll documents in the SINQ database. For detailed information, see the SINQ procedure.

PEP51 Pullers For Payroll/Personnel Documents (PEP51). PEP51 is an online system that allows users to (1) recycle a personnel action or payroll document from FINQ and place it in SINQ for one PINE pass only to view, correct, or delete (PEP51 Action Type 4), and (2) delete the document from FINQ (PEP51 Action Type 5). For detailed information, see the PEP51 procedure.

Reports

FINQ does not generate reports; however, ad hoc reports can be generated through the FOCUS Reporting System. For instructions on using FOCUS, see the FOCUS Reporting System procedure, Title VI, Chapter 5, Section 4. For FOCUS training, contact Information Center personnel at **504-255-5230**.

The Report Generator System (CULPRPT) is an online reporting system that can be used to generate Report P0145, Documents On The Future File and Report P0146, Documents On The Future File (350 Documents Only). These reports should be generated each pay period and evaluated to ensure that all documents in FINQ have the correct future effective date or future pay period. **Note:** If a personnel action or payroll document has an incorrect future effective date or future pay period, PEP51 can be used to (1) recycle the document from FINQ and place in SINQ for one pass only to correct the effective date or pay period, or (2) delete from FINQ. For detailed information, see the PEP51 procedure.

System Access

To access FINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected to the mainframe computer located at NFC. This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access FINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Security Access

The following information describes the security environment at NFC.

Security Software. System security at NFC is managed by TOP SECRET, which is a commercial access control package operated in an IBM Multiple Virtual Storage (MVS) environment. TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. TOP SECRET validates the user ID to determine if he/she is authorized to use FINQ. The user's logon access (user ID and password) is validated during the logon process.
2. TOP SECRET confirms that the user is authorized to use the requested facility.
3. TOP SECRET determines if the user is authorized to use the requested resources (i.e., datasets, programs, transactions, database subschemas, Security Access Code (SAC), etc.).

Validation Process. To facilitate user access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. This interaction is transparent to the user. The following steps occur during a sign-on to FINQ.

1. The user is prompted to enter his/her user ID and password.

2. At the Application prompt, the user then keys in *FINQ*.
3. TOP SECRET validates the user ID, password, and access authorization to FINQ.
4. Upon verification/validation of the user ID and password, the user is logged onto the NFC mainframe computer and into FINQ.
5. IDMS security controls are then checked. The user must be established in the data dictionary (the user record name is the same as the accessor identification (ACID) name) in order to proceed.
6. The user is allowed to execute the FINQ program and perform assigned functions as long as the security access for the program matches.
7. The TOP SECRET profiles are used to determine if the user can access the subschema where the data is stored. The TOP SECRET user's permissions are read to determine if access is allowed.
8. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:
SAC:E1XXAABBBBCC, where XX=Department, AA=Servicing Agency, BBBB=Personnel Office Identifier (POI), CC=Agency Served.

The SAC entry in the user's TOP SECRET profile is read to determine if the access should be allowed.

Note: Steps 5 through 8 are transparent to the user.

Requests for FINQ Access. Users **must** request access through their agency's security office. The request for access should provide the following information:

- User Name
- User ID
- Agency Name
- User Access Request Level
 - Payroll
 - Personnel
- Telephone Number
- Application Name (FINQ)

Note: The access level requested for the user should be based on the individual's assigned work requirements and job functions.

Sign-On

To access FINQ, display the NFC banner screen (**Figure 1**) on your terminal and respond to the prompts as described below:

- 1** Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your user ID (e.g., *NF999*). Press [Tab].

2 Password (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

3 New Password (alphanumeric field; 6 to 8 positions). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

4 Enter Application Name (required, alphanumeric field; max. of 9 positions). Key in *FINQ* and press [Enter]. The FINQ menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the FINQ menu.

Note: When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC menu (**Figure 2**) to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94-1, dated January 24, 1994).

Instructions for using the FINQ menu begin on page 9.

```

=====
== 03/24/95          SNAMOD2          T3138E0D          PF1=HELP          ==
=====
==              NN      NN          FFFFFFFF          CCCCCCCC          ==
==             NNN      NN          FFFFFFFF          CCCCCCCC          ==
==            NNNN     NN          FF              CC              ==
==           NN NN NN   FFFFFFFF          CC              ==
==          NN  NNNN   FFFFFFFF          CC              ==
==         NN   NNN    FF              CCCCCCCC          ==
==        NN    NN     FF              CCCCCCCC          ==
=====
==              National Finance Center          ==
==              Office of the Chief Financial Officer          ==
==              United States Department of Agriculture          ==
==              =====          ==
==              For Authorized Use Only          ==
==          ENTER USER ID = 1          PASSWORD = 2          NEW PASSWORD = 3          ==
==          ENTER APPLICATION NAME = 4          OR PRESS ENTER FOR NFC MENU          ==
=====
    
```

Figure 1. NFC Banner Screen

```

=====
== 03/24/95          SNAMOD2          NFC MENU          T3138E0D          10:49:06 CT          ==
=====
== SELECT ONE:          ==
==          ==          ==          ==          ==          ==
== 1. PAYROLL/PERSONNEL SYSTEMS          ==
== 2. FINANCIAL INFORMATION SYSTEMS          ==
== 3. PROPERTY MANAGEMENT INFORMATION SYSTEMS          ==
== 4. ADMINISTRATIVE INFORMATION SYSTEMS          ==
== 5. DEVELOPMENT SYSTEMS <NFC ONLY>          ==
== 6. DATA BASE TEST SYSTEMS <NFC ONLY>          ==
== 7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>          ==
== 8. DIRECTIVES BULLETIN BOARD          ==
== ENTER APPLICATION NAME OR SELECTION NUMBER ==>          PF11 = EXIT          ==
=====
==              MESSAGE BOARD          ==
=====
    
```

Figure 2. NFC Menu Screen

Sign-Off

To exit FINQ, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 3**) is displayed. Key in *bye* and press [Enter].

The NFC menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

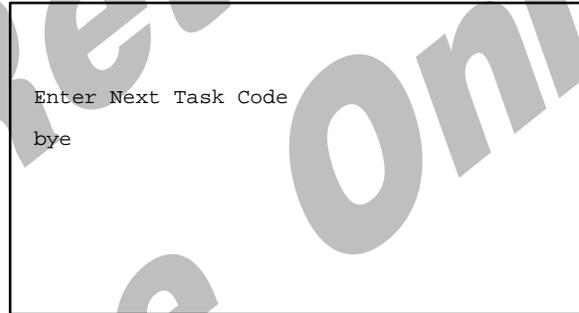


Figure 3. Enter Next Task Code Prompt

Operating Features

This section describes the system's design and operating features.

System Design

FINQ is designed with a menu that displays two tasks (options) for querying payroll and personnel documents held for processing. The system also uses program function (PF) keys for selecting certain screens. (See **Function Keys**.)

Help Screens

Help screens are available to give a brief description of FINQ and to list the titles of payroll and personnel documents being held in FINQ (**Figure 4**). For more information on the payroll and personnel documents, see the PACT and/or PRES procedure.

System Edits

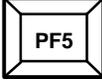
Since FINQ is an inquiry system, there are few errors that can occur. System edits are related to the three entry fields: Task Code, SSNO, and Ag. Edit error messages that display because of an incorrect entry are discussed in the entry instructions.

Function Keys

Function keys include program function keys and other function keys. Program function keys are used to execute functions and display specific screens in the system. They are usually identified by [PA] (program attention), [PF] (program function), [SF] (special function), [SP] (special program), or [F] (function), depending on the equipment being used. Other function keys

are [Enter], [Clear], and [Tab]. For instructions on your equipment usage, see the manufacturer's operating guide.

In FINQ, applicable function keys are displayed at the top of each screen. All keys in the system are described below:

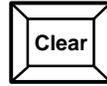
Key	Function(s)
	Used to display the FINQ menu.
	Used to display the Future Inquiry Document Summary - Help screen from the FINQ menu or FINQ Task 1, Future Inquiry Document Summary.
	Used to display the next SF-50 document from FINQ Task 3, Future Inquiry Personnel Action Detail.
	Used to display Screen 1 of Future Inquiry Document Summary - Help or Screen 1 of FINQ Task 3.
	Used to display Screen 2 of Future Inquiry Document Summary - Help or Screen 2 of FINQ Task 3.
	Used to display Screen 3 of Future Inquiry Document Summary - Help or Screen 3 of FINQ Task 3.
	Used to display Screen 4 of Future Inquiry System-Help.
	Used to display FINQ Task 1 from FINQ Task 3.

FQ001H1M	FUTURE INQUIRY DOCUMENT SUMMARY - HELP	PAGE 1 OF 4
PF1=MENU	CLR=EXIT	PF8=SCREEN 2
	PF9=SCREEN 3	PF10=SCREEN 4
		PF11=FQ001
DOC. TYPE	DOCUMENT TITLE	FORM NO.
031	MASTER FILE CHANGE DOCUMENT	NFC-74
054	LUMP SUM LEAVE PAYMENTS	AD-581
056	COMPENSATORY TIME PAYMENTS	AD-581
063	PERSONNEL ACTION INPUT	SF-50
075	PERFORMANCE APPRAISAL	AD-435
083	EMPLOYEE UNION DUES MASS CHANGE	SF-1187
084	DUES CHANGE BETWEEN LOCALS IN NATL LAB ORG	AD-356
085	CANCELLATION/REVOCATION OF EMP UNION DUES	AD-356A/SF-1188
086	AUTHORIZATION OF LABOR ORGANIZATION DUES	SF-1187
087	CANCELLATION OF EMPLOYEE ORG DUES	NFC-186

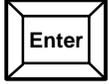
Figure 4. Help Screen



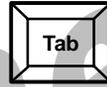
Used to display FINQ Task 3 from FINQ Task 1 or from Future Inquiry System-Help.



Used to display the Enter Next Task Code prompt.



Used to query data.



Used to move the cursor from one field to the next.

Instructions follow for using the FINQ menu and tasks.

System Reference Only

FINQ Menu

After you access FINQ, the FINQ Menu (**Figure 5**) is displayed. The menu displays two tasks (options) for viewing documents stored in FINQ.

Below is a brief description of each task:

1 Future Inquiry Document Summary. Used to list all payroll and personnel document types that are currently stored in FINQ.

3 Future Inquiry Personnel Action Detail - Document 063 (SF-50). Used to display all information entered on personnel actions that are stored in FINQ.

Selecting Task Code 1. At the FINQ menu, complete the fields as follows:

1 Task Code (*required, numeric field; 1 position*). Key in *I*.

2 SSNO (*optional, numeric field; 9 positions*). Key in the employee's social security number. Press [Enter].

The Future Inquiry Document Summary screen (see **Figure 6**) is displayed.

Selecting Task Code 3. At the FINQ menu, complete the fields as follows:

1 Task Code (*required, numeric field; 1 position*). Key in *3*.

2 SSNO (*optional, numeric field; 9 positions*). Key in the employee's social security number. Press [Enter].

If a personnel action(s) is stored in FINQ, the Future Inquiry Personnel Action Detail screen (see **Figure 7**) is displayed.

Instructions follow for querying data in the FINQ database.

```

                                                                    FQ00001M
                                                                    (PF5=HELP)
                                                                    (CLR=EXIT)
FF FFFFFFFF II NNN NN OOOOOOOO
FF          II NNNN NN OO OO
FF FFFFFFFF II NN NN NN OO OO
FF          II NN NN NN OO O OO
FF          II NN NN NN OOOOOOOO
                                                                    OO
                                                                    FOR AUTHORIZED USE ONLY

U. S. DEPARTMENT OF AGRICULTURE
OFM - NATIONAL FINANCE CENTER
FUTURE INQUIRY SYSTEM

1 = FUTURE INQUIRY DOCUMENT SUMMARY
3 = FUTURE INQUIRY PERSONNEL ACTION DETAIL - DOCUMENT 063 (SF-50)
      TASK CODE 1          SSNO (OPTIONAL) 2

DC906653 ENTER TASK CODE AND PRESS ENTER
    
```

Figure 5. FINQ Menu

Future Inquiry Document Summary

After selecting Task Code 1 at the FINQ menu, the Future Inquiry Document Summary screen (Figure 6) is displayed. This screen displays payroll and personnel documents that are currently in FINQ for the requested employee. This screen lists the following data elements:

- form number
- document type
- personnel office identifier (POI)
- effective date
- pay period
- nature of action (NOA) (1st and 2nd)
- authentication date

Note: If you did not enter the employee's social security number at the FINQ menu (Figure 5), complete the SSNO field and/or Ag field as follows:

1 **SSNO** (required, numeric field; 9 positions). Key in the employee's social security number. If the employee has a single appointment, press [Enter].

Note: If the employee has a dual appointment, complete the Agency Code field as follows:

2 **Ag** (Agency) (optional, alphanumeric field; 2 positions). If the employee has a dual appointment, key in

the agency code of the record you want to view. Press [Enter].

The Future Inquiry Document Summary screen (Figure 6) is displayed.

If a document(s) is stored in FINQ for the employee, the document type is displayed on this screen.

The documents are grouped according to document type in ascending order. Document types are sequenced by pay period in ascending order.

If there are no future documents stored in FINQ for the employee, the message *No Future Documents Found For Specified Key* is displayed.

To view a personnel action (**Document Type 063, Personnel Action Input, Form Number SF-50**) listed on this screen in detail, press [PF12]. **Note:** Payroll documents (all other document types) cannot be viewed in detail.

- To view a list of the document types and titles in FINQ Task 1, press [PF5].

- To display data for another employee, key in the social security number directly over the one displayed and press [Enter].

FQ00101M		FUTURE INQUIRY DOCUMENT SUMMARY				SSNO 1	AG 2
PF1=MENU		PF5=HELP		PF12=FQ003		CLR=EXIT	
FORM NUMBER	DOC TYPE	POI	EFFECTIVE DATE	PAY PERIOD	NOA (1)	NOA (2)	AUTH DATE

Figure 6. FINQ Task 1, Future Inquiry Document Summary screen

Future Inquiry Personnel Action Detail

After selecting Task Code 3 at the FINQ menu, the Future Inquiry Personnel Action Detail screen (Figure 7) is displayed. This screen displays all information entered on personnel actions (Document Type 063, Personnel Action Input, Form Number SF-50).

Note: If you did not enter the employee's social security number at the menu, complete the SSNO field and/or Ag field as follows:

1 SSNO (required, numeric field; 9 positions). Key in the employee's social security number. If the employee has a single appointment, press [Enter].

Note: If the employee has a dual appointment, complete the Agency Code field as follows:

2 Ag (Agency) (optional, alphanumeric field; 2 positions). If the employee has a dual appointment, key in the agency code of the record you want to view. Press [Enter].

If a personnel action(s) is stored in FINQ, the Future Inquiry Personnel Action Detail screen (Figure 7) is displayed with the information for the personnel action(s) held in the FINQ database.

The message *No Future Documents Found For Specified Key* is displayed if there are no future personnel actions stored in FINQ for the employee.

- To display Screen 2 (Figure 8), press [PF8]. To display Screen 3 (Figure 9), press [PF9].
- To view other personnel actions from Screen 1, press [PF6]. The message *Duplicate Document Found* is displayed. If PF6 is pressed at Screen 2 or Screen 3, the message *Press Enter To Obtain The First Document, Then PF6 For Duplicate* is displayed.
- To display the next document, press [Enter]; then press [PF6]. If there are two or more SF-50's, the records are displayed in the order they are listed in FINQ Task 1. If there are no other actions, the message *No More Documents For Specified Key* is displayed.

FQ00301M		FUTURE INQUIRY PERSONNEL ACTION DETAIL		SSNO 1	AG 2
PF1=MENU	PF6=NEXT DOC	PF8=SCREEN 2	PF9=SCREEN 3	PF11=FQ001	CLEAR=EXIT
AGCY	POI	EFF PAY PERIOD			
NAME LAST	FIRST	MIDDLE			
ACTION CODE	SEX CODE	BIRTH DATE			
EDUCATIONAL LEVEL	VETERANS PREFERENCE	PREVIOUS AGENCY			
LAST DAY IN PAY STATUS	SICK LEAVE EXPIRATION DATE				
TENURE CODE	SCD LEAVE	HANDICAP CODE			
FEGLI COVERAGE	LI COVERAGE AMT	FEHB COVERAGE			
RETIREMENT COVERAGE	PREV(NO, 1ST, 2ND, DATE)				
1ST NOA CODE	2ND NOA CODE	NTE DATE			
EFFECTIVE DATE	LOSING/GAINING DEPARTMENT				
1ST AUTH	2ND AUTH				
APPOINTMENT LIMITATIONS - FULL	DOLLARS	HOURS	DAYS		
	BALANCE DOLLARS	HOURS	DAYS		
COMMENCING DATE OF SERVICE YEAR					
PMSO KEY: DEPT	AGCY	POI	MR NO	GRADE	IP NO
CLASSIFICATION ACTION CODE		RNO CODE		PAY PLAN	STEP
BASE SALARY	SALARY RATE CODE			PAY RATE	DETERMINANT CODE

Figure 7. FINQ Task 3, Future Inquiry Personnel Action Detail (Screen 1)

Payroll/Personnel Manual
Future Inquiry System (FINQ)

```
FQ00302M      FUTURE INQUIRY PERSONNEL ACTION DETAIL      SSNO      AG
PF1=MENU      PF6=NEXT DOC      PF7=SCREEN 1      PF9=SCREEN 3      PF11=FQ001      CLEAR=EXIT

GRADE RETENTION EXPIRATION DATE      SCD RETIREMENT
SCD RIF      SCD WGI
SUPV/MGRL PROB PERIOD START DATE      POSITION OCCUPIED
ANNUITANT INDICATOR      SPECIAL EMPLOYMENT PGMS CODE
REMARKS
PROBATION/TRIAL PERIOD START DATE      CAREER TENURE DATE
ANNUAL LEAVE CATEGORY      ANNUAL LEAVE CODE-45 DAY
LEAVE EARNING STATUS DURING PAY PERIOD
DATE LAST ENTERED PRESENT GRADE      TSP ELIGIBILITY CODE
VETERANS STATUS      NAME CORRECTION
PREVIOUS SSNO      DUTY HOURS PER PAY PERIOD
PROMOTION PLAN
TYPE APPOINTMENT CODE      SPECIAL EMPLOYEE CODE
CITIZENSHIP STATUS      COLA/POST DIFFERENTIAL CODE
WAGE RATE VARIED      SALARY SHARE CODE
SALARY SHARE AMOUNT      ANNUITANT SHARE
HOURLY COOP AGREEMENT RATE OVERTIME      HOLIDAY
QUARTERS DEDUCTION AMOUNT      QUARTERS DEDUCTION CODE
```

Figure 8. FINQ Task 3, Future Inquiry Personnel Action Detail (Screen 2)

```
FQ00303M      FUTURE INQUIRY PERSONNEL ACTION DETAIL      SSNO      AG
PF1=MENU      PF6=NEXT DOC      PF7=SCREEN 1      PF8=SCREEN 2      PF11=FQ001      CLEAR=EXIT

TRAVEL/ENVIRON      YEAR DEGREE/CERTIFICATE
INSTRUCTIONAL PROGRAM      AGENCY USE
AUTH DATE      SCD TSP
UNIFORM SERVICE COMPONENT      FROZEN SERVICE
COVERAGE AT APPOINTMENT      CREDITABLE MILITARY SERV
DATE RETIRED MILITARY SERVICE      VETERANS PREFERENCE RIF
WORK SCHEDULE
```

Figure 9. FINQ Task 3, Future Inquiry Personnel Action Detail (Screen 3)

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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