Introduction ................................................................. iii

Module 1: Objectives & Curriculum ...................................... 1-1
Module 2: System Overview .................................................. 2-1
Module 3: Using the System .................................................... 3-1
Module 4: Bundles/New Hire .................................................. 4-1
Module 5: Error Correction .................................................... 5-1
Module 6: PAN & Web PAN ..................................................... 6-1
Module 7: Employee Document (IDOC) Printing .................. 7-1
Module 8: Separation .......................................................... 8-1
Module 9: Non-Citizen Information ........................................ 9-1
Module 10: Rehire ............................................................. 10-1
Module 11: Skills Confirmation ............................................ 11-1
Module 12: PPS Employee History ......................................... 12-1
Module 13: Supplemental PPS Information ......................... 13-1
Module 14: Retroactivity ...................................................... 14-1
Module 15: Summary .......................................................... 15-1

Appendix A: Data Dictionary ............................................... A-1
Appendix B: Retroactivity ..................................................... B-1
Appendix C: Phone/Resource Directory ............................... C-1
Appendix D: Troubleshooting & Helpful Hints .................... D-1
Appendix E: Acronym Quick Reference ............................... E-1
Appendix F: Additional Material .......................................... F-1
This page intentionally left blank.
Welcome to the PPS Online Update Training!

If everything has gone as planned, you have already reviewed the PPS Online Update Class Information, completed the Course Registration, and are ready to start learning! In addition to a comprehensive training curriculum, we have developed extensive training materials to help you in class and when you get back to your office. This Desk Reference Manual will be your primary resource during training, and you will also receive other handouts during class from central payroll offices and course instructors.

About this Desk Reference

This Desk Reference is designed to help you to be a successful and productive user of PPS. It is not intended to be a substitute for your training or experience.

Following this introduction, you will find the PPS Fundamentals Participant Workbook. This workbook contains reference material, class overheads, and hands-on activities for each training module in the Fundamentals Class. For an overview of the Fundamentals training modules, please refer to the Table of Contents in this binder.

Following the workbook, you will find a variety of quick reference tools and resources including:

Data Dictionary - This reference tool contains definitions and descriptions of each data field that is used within PPS. It also tells you on which screens you will find a specific field.

Retroactivity Procedures - This resource contains reference material and procedures related to processing retroactive actions on PPS.

Phone/Resource Directory - This resource contains the name, phone number, and e-mail address for each of the Central Office Trainers and appropriate contact personnel.

Troubleshooting/Helpful Hints - This reference section contains error message troubleshooting tools and helpful hints to keep in mind when you are processing actions on PPS.
**Acronym Quick Reference** - This section contains definitions of many of the acronyms that you will encounter while using PPS.

**Additional Materials** - This section is provided for you to put other helpful resources such as action code definitions, etc.

**Legend**

The following conventions apply throughout the PPS training materials:

- **Note statement**: Be aware of this information, hints, notes, shortcuts.

- **Caution statement**: Be advised of this information.

- **Warning statement**: Be warned that if this advice is not taken, loss of data may occur or legal repercussions can result.

The following conventions apply to the activities in the Desk Reference and to the step-by-step procedures in the User’s Guide:

- **SSN field**: Field names and system prompts are displayed in bold typeface.

- **'CSNYAD'**: Text that you input is shown in single quotation marks.

- **[ENTER]**: Keys to be pressed are displayed within brackets `[ ]`.

- **ECON**: Screen titles and function codes are shown as all capital letters.

- **add**: Special commands are indicated by italic text.

- **"mmddyy"**: Date formats are shown in double quotation marks.