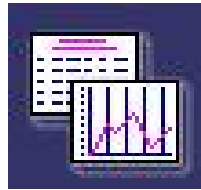


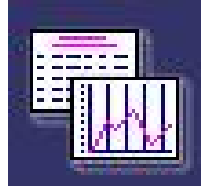
NFC Reporting Center

User Training



NFC Reporting Center Agenda

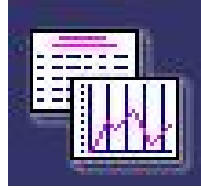
1. Introduction
2. Getting Started
3. Using the Reporting Center
4. Utilities
5. Resources



NFC Reporting Center

Introduction

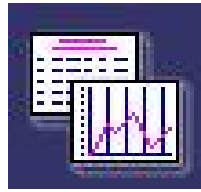
- Web-based application designed, developed and maintained by NFC.
- Interactive Web site enabling agencies to produce predefined and customized reports which can be viewed online, printed, saved to a folder and/or displayed as a graph.



NFC Reporting Center Introduction

Available for use by the following individuals pending appropriate HR approval procedures per your NFC Reporting Center System Administrator:

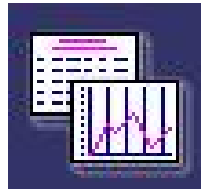
1. Managers
2. Personnel Assistants and Specialists
3. Budget/Admin Officers
4. Budget/Program Analysts



NFC Reporting Center Introduction

Type of reports available through the Reporting Center:

1. Administrative
2. Financial
3. Personnel Action
4. Workforce

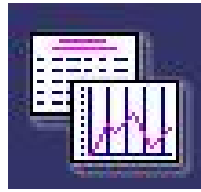


NFC Reporting Center

Introduction

User Responsibilities:

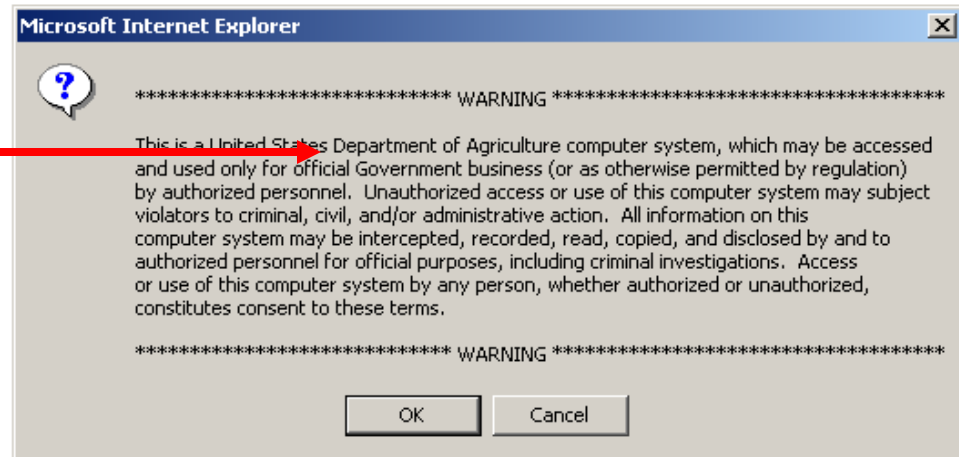
- Never leaves Reporting Center session unattended
- Does NOT share password with anyone
- Changes password immediately if there is any suspicion of a compromised password
- Uses only government PC or VPN to access Reporting Center – no access from unprotected PC or network
- Exits the NFC Home page before moving to other sites

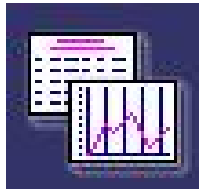


NFC Reporting Center Getting Started

Go To: <https://www.nfc.usda.gov/reporting/index2.asp>

A Warning
Message appears.
After reading and
agreeing to the
warning message,
click on 'OK.'





NFC Reporting Center Getting Started

The Reporting Center Main Menu displays. The page is comprised of several sections:

1. Message Board
2. News
3. Login
4. How Do I...
5. Report Descriptions
6. Take a Tour
7. Coming Attractions

National Finance Center's Reporting Center - Logon - Microsoft Internet Explorer

Address: <https://www.nfc.usda.gov/reporting/index2.asp>

Reporting Center

Attention USDA Federal Employees

The Reporting Center has been modified to use **USDA eAuthentication (eAuth)**. If you are a Federal employee working for the USDA and wish to log into the Reporting Center with your USDA eAuth credential click the "eAuth Login" button below. Other users must log into the Reporting Center as usual by entering your user id and password in the login form below.

[eAuth Login](#)

What is eAuth?

User ID:

Password:

Change Password

How Do I ...

- [create a report?](#)
- [save customized reports?](#)
- [use the Org Structure Wizard?](#)
- [export to a spreadsheet?](#)

Report Descriptions

* ADMINISTRATIVE REPORTS

[Take a Tour](#)

[Accessibility](#) | [Security](#) | [Feedback](#)

Message Board

Civilian Employment 113A & 113G Reports	last updated 02/19/2008
FSDW Financial Database	last updated 02/21/2008
FACTS II Financial Database	last updated 02/21/2008
OTRS/IPAC Reports	last updated 02/22/2008
GESD Request Tracking Database	last updated 02/24/2008
Personnel Action (PERHIS)	last updated 02/10/2008
Telephone Download Database	last updated 02/22/2008
Workforce Profile Data (PERHIS)	last updated 02/10/2008
Workforce Profile "Detail" Data (DAYDERS)	last updated 02/24/2008
Workforce Profile "Detail" Data (PAYTA)	last updated Pay Period 03 -2008

New

USDA eAuth Integration

USDA eAuthentication (eAuth) is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

In support of the USDA eAuthentication (eAuth) process, NFC Web applications are being integrated with this USDA eAuth system. eAuth accounts currently are for USDA employees only.

[Click here to learn more about USDA eAuthentication \(eAuth\).](#)

If you are having trouble with the eAuthentication system, the ITS Service Desk is available to provide assistance related to passwords and the account creation process. Contact the ITS Service Desk via email at eAuthHelpDesk@usda.gov or call 000 457 3642.

New Reports

Two reports have been added to the Financial Reports section of the Reporting Center. The W-2 for all employees is available and the Earnings and Leave Statements. This addition replaces the WTW0 and EARL client applications. While those applications are available for use, they are not updated with 2005 data.

The Earnings and Leave Statement can be access for active employees enter the SSN and select the appropriate pay period. Separated employees are not available in this application.

Coming Attractions

Expanded Detail Reports

Coming this Fall... Additional Detail Reports reflecting PMSO data.



NFC Reporting Center Getting Started

Enter your User ID
and password.

Click on the Login
button to access the
NFC Reporting
Center Main Menu.

National Finance Center's Reporting Center - Logon - Microsoft Internet Explorer

Address <https://www.nfc.usda.gov/reporting/index2.asp>

Reporting Center

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[eAuth Login](#)

What is eAuth?

User ID:

Password:

Change Password

How Do I ...

- [create a report?](#)
- [save customized reports?](#)
- [use the Org Structure Wizard?](#)
- [export to a spreadsheet?](#)

[Find Out!](#)

Report Descriptions

* ADMINISTRATIVE REPORTS

[Take a Tour](#)

[Accessibility](#) | [Security](#) | [Feedback](#)

Message Board

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FSDW Financial Database	last updated 02/21/2008
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Workforce Profile "Detail" Data (PAYDERS)	last updated 02/24/2008
Workforce Profile "Detail" Data (PAYTA)	last updated Pay Period 03 -2008

News

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New Reports

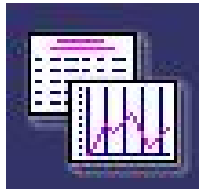
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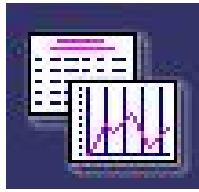


NFC Reporting Center Getting Started

The Reporting Center Main Menu displays with “Step 1: Select a Report” section.

The reporting modules available to you depend on your access rights.

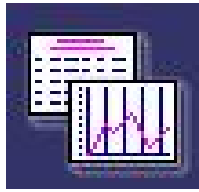




NFC Reporting Center Getting Started

Personnel Action Reports available include those shown at the right.

Remember your list of Personnel Action Reports, if any, will depend on your access rights.

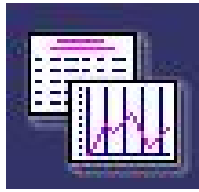


NFC Reporting Center Getting Started

Workforce Reports
available include
those shown at the
right.

Remember your list
of Workforce
Reports, if any, will
depend on your
access rights.

The screenshot shows a Microsoft Internet Explorer browser window titled "NFC Reporting Center - Microsoft Internet Explorer". The address bar displays "https://www.nfc.usda.gov/reporting/frameset.htm". The main content area is a blue-themed interface with a left sidebar and a main panel. The sidebar, under the heading "Reporting Center", lists various report categories: Administrative Reports, Financial Reports, Personnel Action Reports, and Workforce Reports. The Workforce Reports section is expanded, showing a list of reports such as "1102/1105 Series Listing", "Age Profile", "Canc. Payments Req. Agcy Action(DOTS)", "Civilian Employment (SF-113A) report", "Civilian Employment (SF-113G) report", "Dues Withheld", "EPP Usage Statistics", "Education Level Profile", "Employee Search (By Name)", "Employee Search (By SSNO)", "Employment Changes", "Employment by Disability Code", "Flex Fund", "Gender Profile", "Grade Distribution", "Grade Range", "Grades Across Minority and Gender", "Leave Balances", "Leave Liability", "Length of Service Profile", "Life Insurance Listing", "Minority Profile", "Occupation (PATCO) Profile", "Occupational Series Listing", "Official Time for Union Business", "Organization Profile", "Overdue Performance Appraisals", "Pay Plan and Grade Distribution", "Position Organization Listing (POL)", "Reduction in Force (RIF) Report", "Retirement Eligibility", "Retirement Profile (Inc. Early Out)", "Roster of Employees", "Salary Summary", "Table 74-Official Titles and Title Codes", "Table 76-Working Titles and Title Codes", "Union Activity Exception Report", "Union Roster and Activity Report", "Use-Or-Lose Leave Report", and "Workforce Analysis". The main panel displays "Step 2: Review the Report Description." for "Workforce Profile Reports", which are described as containing various reports that reflect workforce diversity information. It notes that reports containing detail data are in bold. Below this, "Step 3: Select criteria for the report." is visible. At the bottom of the main panel, "Step 4: Run the report." is indicated.



NFC Reporting Center Getting Started

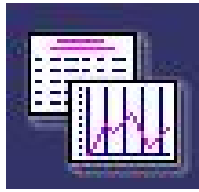
My Reports

includes any reports created, run and saved to the My Reports Folder.

Recommended for frequently run reports so the criteria does not need to be entered each time.

The screenshot shows the 'NFC Reporting Center' web application running in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://www.nfc.usda.gov/reporting/frameset.htm>. The application interface is divided into several sections:

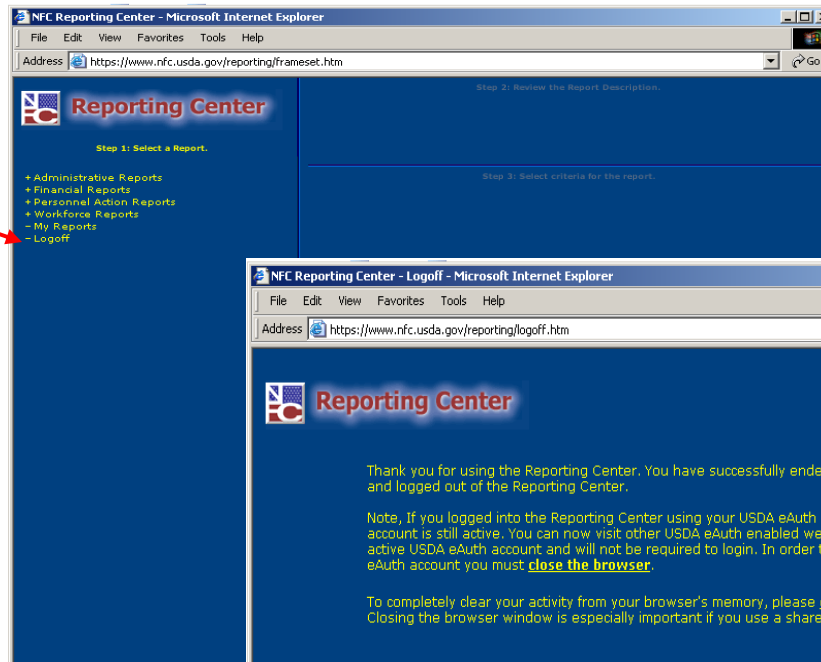
- Reporting Center:** The main header area.
- Step 1: Select a Report:** A sidebar menu with the following options:
 - + Administrative Reports
 - + Financial Reports
 - + Personnel Action Reports
 - + Workforce Reports
 - My Reports
 - Logoff
- Step 2: Review the Report Description:** A section titled 'My Reports - These reports have been created and saved by you for you. [MORE...](#)'.
- Step 3: Select criteria for the report:** A section titled 'My Reports Listing' containing a list of reports:
 - BIS Hires
 - BIS Hires Supervisors
 - ITA - All Actions for CY2008
 - ITA - Count by Duty State for FY08
 - ITA Admin - NOAs for CY07, POI 1911Below the list is a radio button for 'Include Notes: Yes' (selected) and 'No'. A 'Select' button is located below the radio buttons.
- Step 4: Run the report:** A section with a 'Run the report' dropdown menu and a 'Go' button.

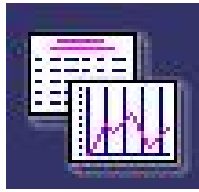


NFC Reporting Center Getting Started

Logoff

Returns you to the main NFC Reporting Center Home page.





NFC Reporting Center

Using the Reporting Center

Creating a report is a four step process:

1. Select a report
2. Review the description (opt)
3. Select criteria
4. Run the report

NFC Reporting Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.nfc.usda.gov/reporting/frameset.htm> Go

Reporting Center

Step 1: Select a Report.

- + Administrative Reports
- + Financial Reports
- Personnel Action Reports
 - All Actions
 - All Actions Minority Profile
 - Hires
 - Hires Minority Profile
 - Promotions
 - Promotions Minority Profile
 - Separations
 - Separations Minority Profile
- + Workforce Reports
 - My Reports
 - Logoff

Step 2: Review the Report Description.

Hires - This report displays a count of New Hires in an organization. [MORE.....](#)

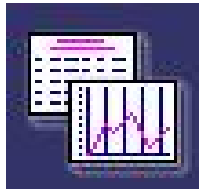
Step 3: Select criteria for the report.

Organizational Structure:
DEPARTMENT OF COMMERCE
Personnel Office Identifier:
Nature of Actions (For New Hires)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Step 4: Run the report.

Run the report [Go]

- Run the report
- Save in My Reports folder
- Save report as a spreadsheet
- Save output in a folder



NFC Reporting Center

Using the Reporting Center

Step 1 - Search the available reports by drilling down (click on the '+') through the different report categories to the specific report you want to generate and click on it.

The screenshot shows the 'NFC Reporting Center' web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://www.nfc.usda.gov/reporting/frameset.htm>. The page is divided into several sections:

- Reporting Center** (Header)
- Step 1: Select a Report.** (Left sidebar): A list of report categories with expandable options. The 'Hires' option is highlighted with a red circle and a red arrow pointing to it.
- Step 2: Review the Report Description.** (Right panel): A description of the 'Hires' report: 'This report displays a count of New Hires in an organization.' The word 'Hires' is circled in red.
- Step 3: Select criteria for the report.** (Right panel): A list of selection criteria including: Organizational Structure (DEPARTMENT OF COMMERCE), Personnel Office Identifier, Nature of Actions (For New Hires), Pay Plan, Occupational Series, Grade, Occupation (PATCO), Supervisory Status, Location (State), Employment Type (PFT), Age, Disability Code, Gender, Race and National Origin, Education Level, Length of Service, Time Frame, Sort By: Organization, and Report as Chart or Graph.
- Step 4: Run the report.** (Bottom right): A 'Run the report' button with a dropdown menu and a 'Go' button.



NFC Reporting Center

Using the Reporting Center

Step 2 – Review the report description to ensure it will meet your reporting requirements.

- criteria/fields
- sort key
- data source
- output format

NFC Reporting Center - Microsoft Internet Explorer

Address: https://www.nfc.usda.gov/reporting/frameset.htm

Reporting Center **Hires** This report displays a count of New Hires in an organization. [more.....](#)

Step 2: Review the Report Description.

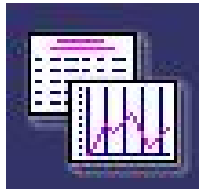
Step 1: [Administrative](#), [Financial Report](#), [Personnel Action](#), [Workforce Report](#)

Hires: This report displays a count of New Hires in an organization. To run this report enter the optional Select Criteria and click Go. Note: All select criteria and sorting options are assigned default values as detailed below.

Select Criteria: The selection criteria categories allow you the flexibility to build custom reports by providing you options to indicate data fields, primary sort key and type of report (chart or graph). These selection criteria categories are optional.

- **Organizational Structure** - indicates the level of the organization you wish to select for the report (the default selection is based on your security access).
- **Personnel Office Identifier (POI)** - indicates the employing or servicing Personnel Office you wish to select for the report (the default selection is based on your security access). This field may also be referred to as the Submitting Office Number (SON).
- **Nature of Action Codes (NOA) for New Hires** - are the one-hundred series three digit NOA codes in addition to codes 953 and 955 that you wish to include on the report (the default is "All"). Multiple or block selections are allowed.
- **Pav Plan** - indicates the pav plans you wish to be included on the report (the default is "All").

Done Internet Run the report Go



NFC Reporting Center Using the Reporting Center

Step 3 –
Select
criteria or
accept
the default
criteria.

Example:

- Organization
- Series
- Time frame

NFC Reporting Center - Microsoft Internet Explorer
Address: https://www.nfc.usda.gov/reporting/frameset.htm

Reporting Center

Step 1: Select a Report.

- + Administrative Reports
- + Financial Reports
- Personnel Action Reports
 - All Actions
 - All Actions Minority Profile
 - Hires
 - Hires Minority Profile
 - Promotions
 - Promotions Minority Profile
 - Separations
 - Separations Minority Profile
- Workforce Reports
 - 1102/1105 Series Listing

Step 2: Review the Report Description.

Hires - This report displays a count of New Hires in an organization. [more....](#)

Step 3: Select criteria for the report.

Organizational Structure

DEPARTMENT OF COMMERCE

- BUREAU OF ECONOMIC ANALYSIS
- BUREAU OF INDUSTRY & SECURITY
- BUREAU OF THE CENSUS
- ECONOMIC DVLPMT ADMINISTRATION
- ECONOMICS AND STATISTICS ADM

Done Cancel Next

Occupational Series

- 1106- PROCUREMENT CLERICAL & ASSISTANCE
- 1107- PROPERTY DISPOSAL CLERICAL & TECHN
- 1130- PUBLIC UTILITIES SPECIALIST
- 1140- TRADE SPECIALIST
- 1144- COMMISSARY STORE MANAGEMENT

Include Exclude Cancel Reset

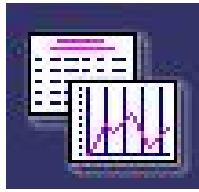
(Multiple Selections - hold "CTRL" while clicking on your selection.)

Time Frame (Calendar/Fiscal Year)

- 2008
- 2007
- 2006
- 2005
- 2004

Calendar Year Fiscal Year

Done Cancel



NFC Reporting Center

Using the Reporting Center

- Step 4 –**
Run the report.
- Options may include:
- run the report to the screen
 - save in My Reports folder
 - save as a spreadsheet
 - save output in a folder

NFC Reporting Center - Microsoft Internet Explorer

Address: <https://www.nfc.usda.gov/reporting/frameset.htm>

Reporting Center

Step 1: Select a Report.

- + Administrative Reports
- + Financial Reports
- Personnel Action Reports
 - All Actions
 - All Actions: Minority Profile
 - Hires
 - Hires: Minority Profile
 - Promotions
 - Promotions: Minority Profile
 - Separations
 - Separations: Minority Profile
- Workforce Reports
 - 1102/1105 Series Listing**
 - Age Profile
 - Canc. Payments Req. Agcy Action(DOTS)**
 - Civilian Employment (SF-113A) report
 - Civilian Employment (SF-113G) report
 - Dues Withheld**
 - EPP Usage Statistics
 - Education Level Profile
 - Employee Search (By Name)**
 - Employee Search (By SSND)**
 - Employment Changes
 - Employment by Disability Code
 - Flex Fund**
 - Gender Profile
 - Grade Distribution
 - Grade Range
 - Grades Across Minority and Gender
 - Leave Balances**
 - Leave Eligibility

Step 2: Review the Report Description.

Hires - This report displays a count of New Hires in an organization. [MORE.....](#)

Step 3: Select criteria for the report.

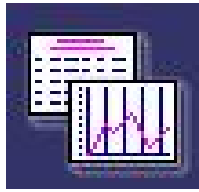
Organizational Structure:
DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMIN
TRADE PROMOTION/U.S. AND FOREIGN COMMERCIAL SERVICE

Personnel Office Identifier:
Nature of Actions (For New Hires)
Pay Plan
Occupational Series: 1140- TRADE SPECIALIST
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame: Calendar Year 2008
Sort By: Organization
Report as Chart or Graph

Step 4: Run the report.

Run the report [Go]

- Run the report
- Save in My Reports folder
- Save report as a spreadsheet
- Save output in a folder



NFC Reporting Center

Using the Reporting Center

Step 4 –

Run the report.

On this example options include:

- run the report to the screen
- save in My Reports folder
- save as a spreadsheet
- save output in a folder

Step 2: Review the Report Description.

NFC Reporting Center - Personnel Actions - Microsoft Internet Explorer

Back Forward Stop Refresh Home Search Favorites

New Hires
Department Of Commerce - International Trade Admin - Trade Promotion/u.s.
And Foreign Commercial Servic
Year = Calendar Year 2008 and Occ Ser = 1140- TRADE SPECIALIST
By Org

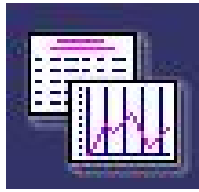
Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
Das For Domestic Operations	4	57.1	4	100
Total	4	57.1	4	100	.	0	.	0

Total Trade Promotion/u.s. And Foreign Commercial Servic New Hires: 7

Data as of 02/24/2008
Prepared By Diane Evans on 2/25/2008 at 7:15 PM

Step 4: Run the report.

Run the report Go



NFC Reporting Center

Using the Reporting Center

Step 4 –

Run the report.

Options include:

- run the report to the screen
- **save in My Reports folder**
- save as a spreadsheet
- save output in a folder

NFC Reporting Center - Microsoft Internet Explorer

Reporting Center - My Reports Entry Screen - Microsoft Internet Explorer

My Reports
User: IT091

Report Name: ITA TP&USFCS Hires

Sub Heading (Selection Criteria): Year = Calendar Year 2008 and Occ Ser = 1140-TRADE SPECIALIST

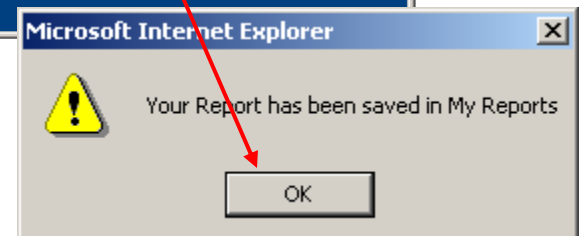
Notes: All employees with a one hundred series (1XX), 953, or 955 Nature of Action code.

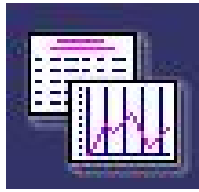
done cancel

Flex Fund
Gender Profile
Grade Distribution
Grade Range
Grades Across Minority and Gender
Leave Balances
Leave Eligibility

Step 4: Run the report.

Save in My Reports folder Go



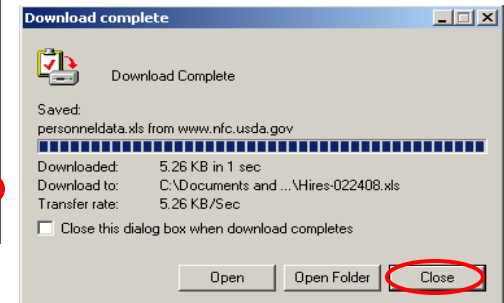
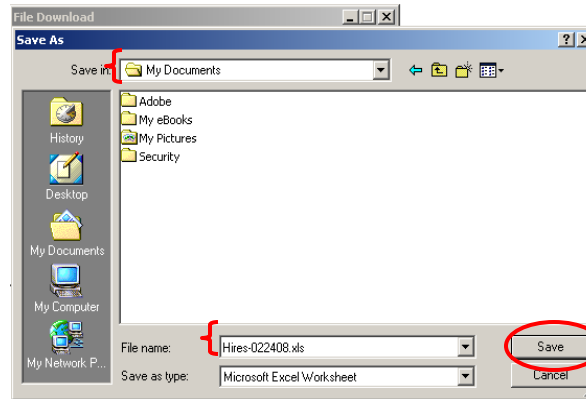
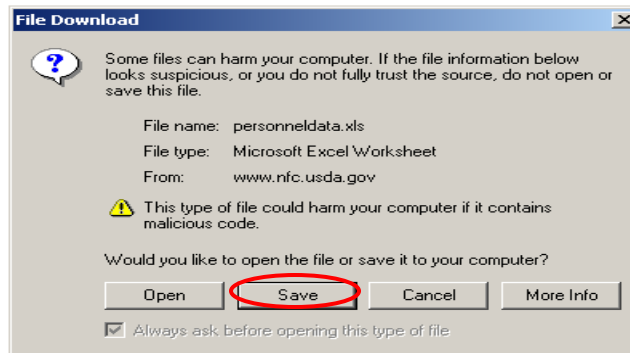


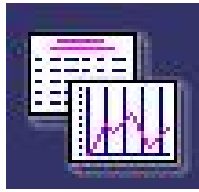
NFC Reporting Center

Using the Reporting Center

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Options include:

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- save output in a folder





NFC Reporting Center

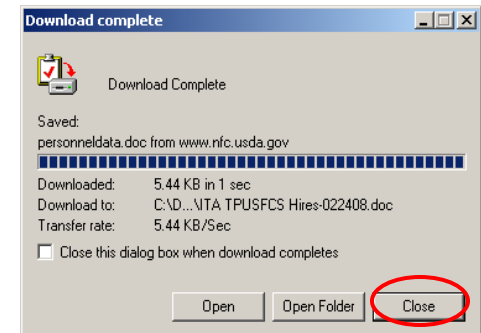
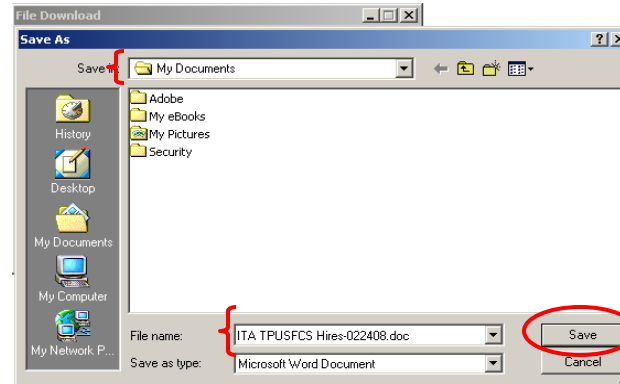
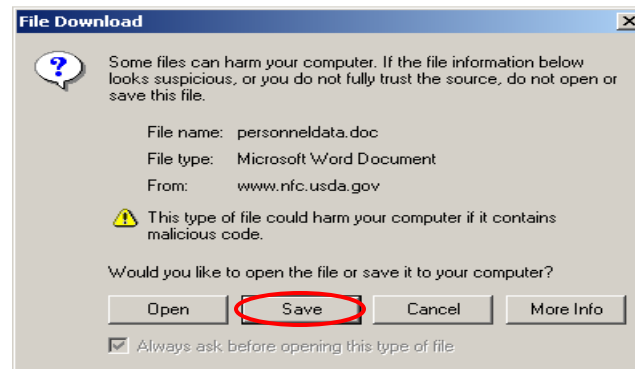
Using the Reporting Center

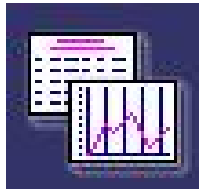
Step 4 –

Run the report.

Options include:

- run the report to the screen
- save in My Reports folder
- save as a spreadsheet
- **save output in a folder**





NFC Reporting Center Using the Reporting Center

Types of report data: **

- Aggregate
- Detailed
- Sensitive
- Non-sensitive

(**Determined by access rights)

Gender Profile						
DEPARTMENT OF COMMERCE - INTERNATIONAL TRADE ADMIN						
Calendar Year = 2008						
By Org						
Org	Total	% of Population	Women	(%)	Men	(%)
Office Of The Under Secretary	72	4.6	36	50	36	50
Administration	76	4.9	56	73.7	20	26.3

DEPARTMENT OF COMMERCE												
Agency X												
Technology Administration												
High Definition Office												
Org Level 4 (cm999990000)												
(CM9999990000)												
Name	Pag Plan - Series - Grade/Step	Base Salary	Type Appt/Emply	Status	Tenure	SCD for Retirement	Ent Pres Grade	SCD for VGI	SCD for RIF	Vet Pref	Ann	Ind
SSNO	Official Title		Org 2-5		POI	Duty Station		MR No.	IP No.	Date of Birth		
ANDERSON, SMITH C. 123-45-1234	GS-0303-814 Prog Asst	\$47,912	(1)Perm(1) Full-Time	(0) Active	(1) Group 1	08/11/2003	10/04/2004	10/15/2006	08/11/2003	(X) Not Vet		
		99-99-0000-00		(111) DOC/X, OHRM, H-1234 (WASHINGTON, DC)		(0010) Washington - (11) DC		HR017B	07001	12/14/1969		9
JOHNSON, MALCOLM A 987-65-4321	ES-0201-070 DAS	\$164,949	(1)Perm(1) Full-Time	(0) Active	(0) Not in any Ret. Grp	07/05/1977	06/11/2006	00/00/0000	07/05/1977	(X) Not Vet		
		99-99-0000-00		(111) DOC/X, OHRM, H-1234 (WASHINGTON, DC)		(0010) Washington - (11) DC		ES1234	01	04/25/1950		9
WARBUCKS, SNOOPY 153-80-4786	GS-0303-812 Administrative Support Asst	\$45,009	(1)Perm(1) Full-Time	(0) Active	(1) Group 1	04/09/2000	02/18/2007	02/18/2007	04/09/2000	(Y) Vietnam Vet		
		99-99-0000-00		(111) DOC/X, OHRM, H-1234 (WASHINGTON, DC)		(0010) Washington - (11) DC		HR010Z	07001	01/21/1975		9



NFC Reporting Center

Using the Reporting Center

Organizational Profile – modifying the selection criteria.

Example:

- Org structure
- Series
- Grade
- Graph

NFC Reporting Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.nfc.usda.gov/reporting/frameset.htm> Go

Reporting Center

Step 1: Select a Report.

- + Administrative Reports
- + Financial Reports
- + Personnel Action Reports
- Workforce Reports
 - 1102/1105 Series Listing**
 - Age Profile
 - Canc. Payments Req. Agcy Action(DOTS)**
 - Civilian Employment (SF-113A) report
 - Civilian Employment (SF-113G) report
 - Dues Withheld**
 - EPP Usage Statistics
 - Education Level Profile
 - Employee Search (By Name)**
 - Employee Search (By SSNO)**
 - Employment Changes
 - Employment by Disability Code
 - Flex Fund**
 - Gender Profile
 - Grade Distribution
 - Grade Range
 - Grades Across Minority and Gender
 - Leave Balances**
 - Leave Liability**
 - Length of Service Profile
 - Life Insurance Listing**
 - Minority Profile
 - Occupation (PATCO) Profile
 - Occupational Series Listing**
 - Official Time for Union Business**
 - Organization Profile
 - Overdue Performance Appraisals**
 - Pay Plan and Grade Distribution

Step 2: Review the Report Description.

Organizational Profile - This report displays a count of all employees in an organization. [more.....](#)

Step 3: Select criteria for the report.

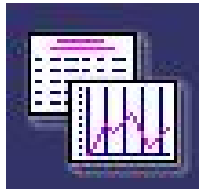
Organizational Structure:
DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMIN

Personnel Office Identifier:
Pay Plan

Occupational Series: 1801- GEN. INSPECTION, INVESTIGATION & COMP.
Grade: 15 or 14 or 13 or 12 or 11 or 10 or 09 or 08 or 07
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph: Graph

Step 4: Run the report.

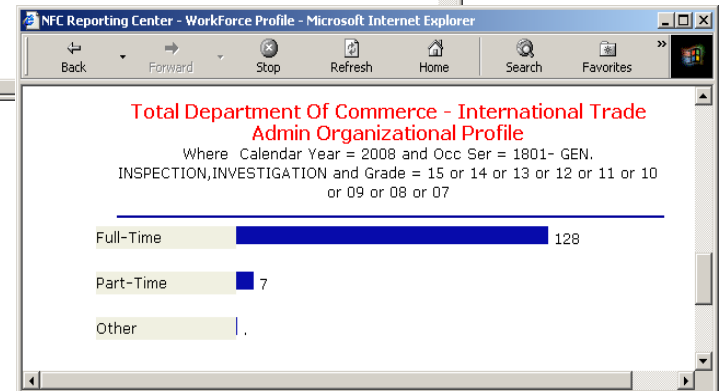
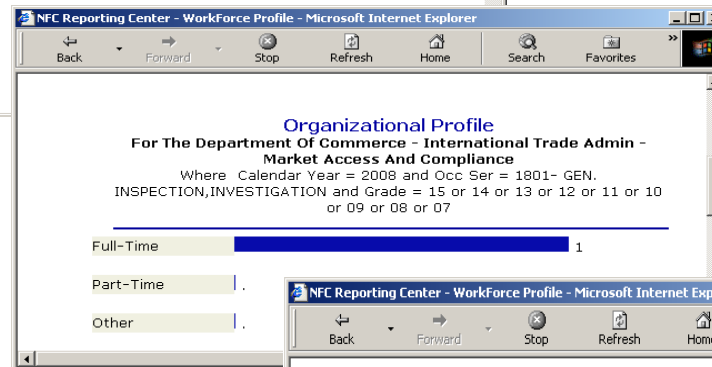
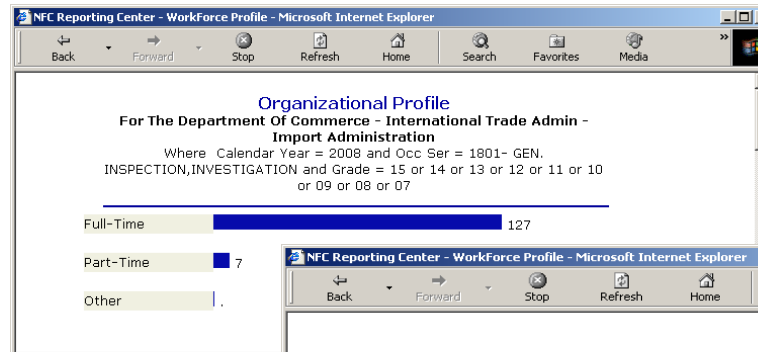
Run the report

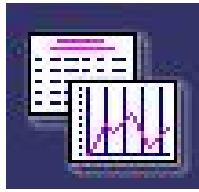


NFC Reporting Center Using the Reporting Center

Organizational
Profile –
output based
on the
selection
criteria:

- Org structure
- Series
- Grade
- Graph





NFC Reporting Center

Using the Reporting Center

Organizational Profile – modifying the sort order.

Example:

- Org structure
- Grade

NFC Reporting Center - Microsoft Internet Explorer
Address: https://www.nfc.usda.gov/reporting/frameset.htm

Reporting Center

Step 1: Select a Report.

- + Administrative Reports
- + Financial Reports
- + Personnel Action Reports
- Workforce Reports
 - 1102/1105 Series Listing
 - Age Profile
 - Canc. Payments Req. Agcy Action(DOTS)
 - Civilian Employment (SF-113A) report
 - Civilian Employment (SF-113G) report
 - Dues Withheld
 - EPP Usage Statistics
 - Education Level Profile
 - Employee Search (By Name)
 - Employee Search (By SSNO)
 - Employment Changes
 - Employment by Disability Code
 - Flex Fund
 - Gender Profile
 - Grade Distribution
 - Grade Range
 - Grades Across Minority and Gender
 - Leave Balances
 - Leave Liability
 - Length of Service Profile
 - Life Insurance Listing
 - Minority Profile
 - Occupation (PATCO) Profile
 - Occupational Series Listing
 - Official Time for Union Business
 - Organization Profile

Step 2: Review the Report Description.

Organizational Profile - This report displays a count of all employees in an organization. [more.....](#)

Step 3: Select criteria for the report.

Organizational Structure:
DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMIN

Personnel Office Identifier:
Pay Plan
Occupational Series: 1801- GEN. INSPECTION, INVESTIGATION & COMP.
Grade: 15 or 14 or 13 or 12 or 11 or 10 or 09 or 08 or 07
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

NFC Reporting Center - Microsoft Internet Explorer
Address: https://www.nfc.usda.gov/reporting/frameset.htm

Reporting Center

Step 1: Select a Report.

- + Administrative Reports
- + Financial Reports
- + Personnel Action Reports
- Workforce Reports
 - 1102/1105 Series Listing
 - Age Profile
 - Canc. Payments Req. Agcy Action(DOTS)
 - Civilian Employment (SF-113A) report
 - Civilian Employment (SF-113G) report
 - Dues Withheld
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 - Education Level Profile
 - Employee Search (By Name)
 - Employee Search (By SSNO)
 - Employment Changes
 - Employment by Disability Code
 - Flex Fund
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 - Grade Distribution
 - Grade Range
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 - Leave Liability
 - Length of Service Profile
 - Life Insurance Listing
 - Minority Profile
 - Occupation (PATCO) Profile
 - Occupational Series Listing
 - Official Time for Union Business
 - Organization Profile

Step 2: Review the Report Description.

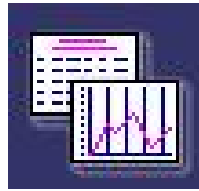
Organizational Profile - This report displays a count of all employees in an organization. [more.....](#)

Step 3: Select criteria for the report.

Organizational Structure:
DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMIN

Personnel Office Identifier:
Pay Plan
Occupational Series: 1801- GEN. INSPECTION, INVESTIGATION & COMP.
Grade: 15 or 14 or 13 or 12 or 11 or 10 or 09 or 08 or 07
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Grade
Report as Chart or Graph

Step 4: Run the report.



NFC Reporting Center Using the Reporting Center

Organizational Profile –
output based
on the
sort order:

- Org structure
- Grade

NFC Reporting Center - WorkForce Profile - Microsoft Internet Explorer

Organizational Profile
DEPARTMENT OF COMMERCE - INTERNATIONAL TRADE ADMIN
Calendar Year = 2008 and Occ Ser = 1801- GEN. INSPECTION, INVESTIGATION & COMP.
and Grade = 15 or 14 or 13 or 12 or 11 or 10 or 09 or 08 or 07
By Org

Org	Total	% of Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Import Administration	134	99.3	127	94.8	7	5.2	.	.
Market Access And Compliance	1	0.7	1	100
Total	135	100	128	94.8	7	5.2	.	.

Total INTERNATIONAL TRADE ADMIN Population: 1558

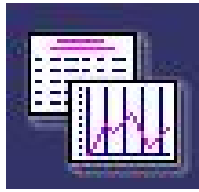
Data as of 02/24/2008
Prepared By Diane Evans o

NFC Reporting Center - WorkForce Profile - Microsoft Internet Explorer

Organizational Profile
DEPARTMENT OF COMMERCE - INTERNATIONAL TRADE ADMIN
Calendar Year = 2008 and Occ Ser = 1801- GEN. INSPECTION, INVESTIGATION & COMP.
and Grade = 15 or 14 or 13 or 12 or 11 or 10 or 09 or 08 or 07
By Grade

Grade	Total	% of Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
09	7	5.2	7	100
11	6	4.4	6	100
12	24	17.8	23	95.8	1	4.2	.	.
13	63	46.7	58	92.1	5	7.9	.	.
14	28	20.7	27	96.4	1	3.6	.	.
15	7	5.2	7	100
Total	135	100	128	94.8	7	5.2	.	.

Total INTERNATIONAL TRADE ADMIN Population: 1558



NFC Reporting Center Using the Reporting Center

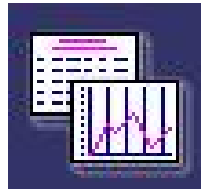
Retrieving reports from My Reports folder.

Step 1 – highlight the report on My Reports Listing.

The screenshot shows the 'NFC Reporting Center' web application in a Microsoft Internet Explorer browser window. The address bar shows the URL 'https://www.nfc.usda.gov/reporting/frameset.htm'. The page is divided into several sections:

- Step 1: Select a Report.** A sidebar menu on the left contains the following items: '+ Administrative Reports', '+ Financial Reports', '+ Personnel Action Reports', '+ Workforce Reports', '- My Reports', and '- Logoff'. The '- My Reports' item is expanded.
- Step 2: Review the Report Description.** A section titled 'My Reports - These reports have been created and saved by you for you. [more.....](#)'.
- Step 3: Select criteria for the report.** A section titled 'My Reports Listing' containing a list of reports: 'BIS Hires Supervisors', 'ITA - All Actions for CY2008', 'ITA - Count by Duty State for FY08', 'ITA Admin - NOAs for CY07, POI 1911', and 'ITA Hires'. The 'ITA - Count by Duty State for FY08' report is highlighted. Below the list are radio buttons for 'Include Notes: Yes' (selected) and 'No', and a 'Select' button.
- Step 4: Run the report.** A section with a 'Run the report' dropdown menu and a 'Go' button.

A red arrow points from the underlined word 'highlight' in the text on the left to the highlighted report in the 'My Reports Listing' section of the screenshot.

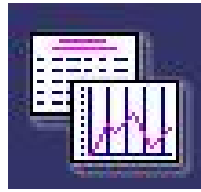


NFC Reporting Center Using the Reporting Center

Retrieving reports from My Reports folder.

Step 2 – decide whether to include notes or not and then click ‘Select’.

The screenshot shows the 'NFC Reporting Center' web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://www.nfc.usda.gov/reporting/frameset.htm>. The page is divided into two main sections. On the left, under 'Step 1: Select a Report.', there is a navigation menu with the following items: '+ Administrative Reports', '+ Financial Reports', '+ Personnel Action Reports', '+ Workforce Reports', '- My Reports', and '- Logoff'. The 'My Reports' folder is expanded, showing a list of reports: 'BIS Hires Supervisors', 'ITA - All Actions for CY2008', 'ITA - Count by Duty State for FY08', 'ITA Admin - NOAs for CY07, POI 1911', and 'ITA Hires'. On the right, under 'Step 2: Review the Report Description.', there is a section titled 'My Reports - These reports have been created and saved by you for you. [more....](#)'. Below this, under 'Step 3: Select criteria for the report.', there is a 'My Reports Listing' section. It features a dropdown menu with the selected report 'ITA - Count by Duty State for FY08'. Below the dropdown, there are two radio buttons for 'Include Notes: Yes' and 'No'. The 'No' radio button is selected and circled in red. Below the radio buttons is a 'Select' button. At the bottom, under 'Step 4: Run the report.', there is a 'Run the report' button and a 'Go' button.



NFC Reporting Center

Using the Reporting Center

Retrieving reports from My Reports folder.

Step 3 – highlight the desired report format and then click on ‘Go’.

****Notice the new report options!**

NFC Reporting Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.nfc.usda.gov/reporting/frameset.htm> Go

Reporting Center

Step 1: Select a Report.

- + Administrative Reports
- + Financial Reports
- + Personnel Action Reports
- + Workforce Reports
- My Reports
- Logoff

Step 2: Review the Report Description.

My Reports - These reports have been created and saved by you for you. [more....](#)

Step 3: Select the report from your list.

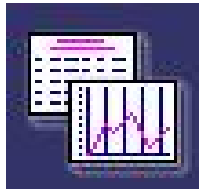
My Reports listing: ITA - Count by Duty State for FY08

Notes:

Step 4: Run the report.

Run the report Go

- Run the report
- Edit My Reports (Title and Notes)
- Remove from My Reports list
- Save report as a spreadsheet
- Save output in a folder
- Save output as a PDF



NFC Reporting Center

Using the Reporting Center

Retrieving reports from My Reports folder.

Step 4 - Output

NFC Reporting Center - WorkForce Profile - Microsoft Internet Explorer

ITA - Count by Duty State for FY08
Year = Fiscal Year 2008

Location (State)	Total	% of Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Alabama	2	0.1	2	100
Alaska	1	0.1	1	100
Arizona	6	0.4	5	83.3	1	16.7	.	.
Arkansas	2	0.1	2	100
California	45	2.9	42	93.3	3	6.7	.	.
Colorado	8	0.5	8	100
Connecticut	4	0.3	4	100
Dist Of Columbia	1053	67.6	1008	95.7	41	3.9	4	0.4
Florida	15	1	15	100
Georgia	4	0.3	4	100
Idaho	1	0.1	1	100
Illinois	12	0.8	11	91.7	1	8.3	.	.
Indiana	3	0.2	3	100



NFC Reporting Center

Using the Reporting Center

Additional capabilities:

- Chart or Graph (available on all Personnel Action Reports and select Workforce Reports)

NFC Reporting Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.nfc.usda.gov/reporting/frameset.htm> Go

Reporting Center

Step 1: Select a Report.

- + Administrative Reports
- + Financial Reports
- Personnel Action Reports
 - All Actions
 - All Actions Minority Profile
 - Hires
 - Hires Minority Profile
 - Promotions
 - Promotions Minority Profile
 - Separations
 - Separations Minority Profile
- + Workforce Reports
 - My Reports
 - Logoff

Step 2: Review the Report Description.

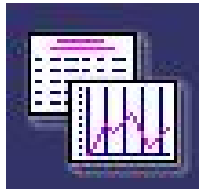
Nature of Actions - This report displays a count of actions for an organization. [MORE.....](#)

Step 3: Select criteria for the report.

- Organizational Structure: DEPARTMENT OF COMMERCE
- Personnel Office Identifier:
- Nature of Actions
- Pay Plan
- Occupational Series
- Grade
- Occupation (PATCO)
- Supervisory Status
- Location (State)
- Employment Type (PFT)
- Age
- Disability Code
- Gender
- Race and National Origin
- Education Level
- Length of Service
- Time Frame
- Sort by: Organization
- Report as Chart or Graph

Step 4: Run the report.

Run the report Go



NFC Reporting Center Using the Reporting Center

Additional capabilities:

- Employee search by name

Reporting Center

Step 1: Select a Report.

- Dues Withheld
- EPP Usage Statistics
- Education Level Profile
- Employee Search (By Name)
- Employee Search (By SSNO)
- Employment Changes
- Employment by Disability Code
- Flex Fund
- Gender Profile
- Grade Distribution
- Grade Range
- Grades Across Minority and Gender
- Leave Balances
- Leave Liability
- Length of Service Profile
- Life Insurance Listing
- Minority Profile
- Occupation (PATCO) Profile
- Occupational Series Listing
- Official Time for Union Business

Step 2: Review the Report Description.

Employee Search (By Last Name) - This report displays a list of employees that match your last name search criteria. [more.....](#)

Step 3: Select criteria for the report.

Search By Employee's Last Name

Enter Last Name:

Step 4: Run the report.



NFC Reporting Center

Using the Reporting Center

Additional capabilities:

- Employee search by name results list

Reporting Center

Step 1: Select a Report.

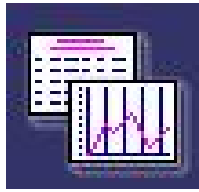
- + Administrative Reports
- + Financial Reports
- + Personnel Action Reports
- Workforce Reports
- 1102/1105 Series Listing**
- Age Profile
- Canc. Payments Req. Agcy Action(DOTS)**
- Civilian Employment (SF-113A) report
- Civilian Employment (SF-113G) report
- Dues Withheld**
- EPP Usage Statistics
- Education Level Profile
- Employee Search (By Name)**
- Employee Search (By SSNO)**
- Employment Changes

Step 2: Review the Report Description.

Employee Search (By Last Name) - This report displays a list of employees that match your last name search criteria. NAME.....

SSNO	Name	Org	POI	PP-Ser-Gr/St
123456789	SPRAT, J R	CM001	1911	GS-0201-09/2

Step 4: Run the report.



NFC Reporting Center

Using the Reporting Center

Additional capabilities:

- Employee info screen

Additional screen options at top right

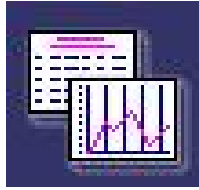
Employee Folder - Annual / Sick Leave - Microsoft Internet Explorer

Reporting Center

Annual / Sick Leave

SPRAT, J R Annual / Sick Leave SSNO: 123-45-6789

* Annual Leave *	* Sick Leave *
Carryover Balance: 238.00	Carryover Balance: 401.50
Accruals YTD: 18.00	Accruals YTD: 12.00
Leave Used YTD: 10.00	Leave Used YTD: 12.00
Current Balance: 246.00	Current Balance: 401.50
Accrual Reduction: 0.00	Accrual Reduction: 0.00
Part-time Carryover Hours: 0.00	Part-time Carryover Hours: 0.00
Leave Forfeited: 0	Sick Leave Error: 0
Accrued SES: 0	Frozen Sick Leave Balance: 0.00
Annual Leave Error: 0	
Carryover Prior Year: 240.00	
Annual Leave Category: 6	
Leave Earning Status PP: Yes	
45 Day Carryover Code: 0	
45 Day Carryover Hours: 0.00	
Interim Lump Sum Code:	
Date Changed - Julian: 0	
Cal: 00/00/0000	
Leave Changed ID:	
	* Annual Leave Restored *
	1st Restored Year: 0000
	1st Restored Hours: 0.00
	2nd Restored Year: 0000
	2nd Restored Hours: 0.00
	3rd Restored Year: 0000
	3rd Restored Hours: 0.00
	Leave Restored Forfeited: 0.00
	* US Attorney Leave *
Approved Leave Donor Code:	Frozen Annual Balance: 0.00
Approved Leave Recipient: No	Frozen Sick Balance: 0.00
	Frozen Leave Rate: 0.00
	Date Leave Frozen: 00/00/0000



NFC Reporting Center Utilities

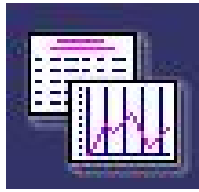
Password Changes

You can change your password at any time but not more than once a day.

At a minimum, you must change your password when it expires (every 90 days).

You must access the system at least once every 90 days to keep your account active.

Your access will be locked after 3 unsuccessful password attempts.



NFC Reporting Center Utilities

Steps to Change Passwords

1. Enter your current ID and password, check the 'Change Password' box and click the 'Login' button.

Message Board	
Civilian Employment 113A & 113G Reports	last updated 02/19/2008
FSDW Financial Database	last updated 02/25/2008
FACTS II Financial Database	last updated 02/25/2008
OTRS/IPAC Reports	last updated 02/26/2008
GESD Request Tracking Database	last updated 02/26/2008
Personnel Action (PERHIS)	last updated 02/24/2008
Telephone Download Database	last updated 02/26/2008
Workforce Profile Data (PERHIS)	last updated 02/24/2008
Workforce Profile "Detail" Data (PAYPERS)	last updated 02/24/2008
Workforce Profile "Detail" Data (PAYTA)	last updated Pay Period 03 -2008

News

NEW USDA eAuth Integration

USDA eAuthentication (eAuth) is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

In support of the USDA eAuthentication (eAuth) process, NFC Web applications are being integrated with this USDA eAuth system. eAuth accounts currently are for USDA employees only.

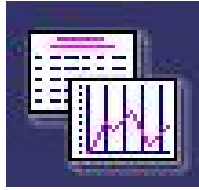
2. At the Change Password pop-up, enter a new password twice and then click the 'Save Changes' button.

Change Password

Password: * *****

Reenter Password: * *****

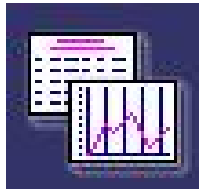
Save Changes Cancel Changes



NFC Reporting Center Utilities

How Do I.... Pop-ups

- These pop-ups allow users to follow steps in performing various functions on the Reporting Center.
- On the Reporting Center Main Menu select the applicable question.
- Click on 'Find Out' and the appropriate 'How Do I' pop-up appears with the information requested.
- Click on the Windows [x] to close the pop-up.



NFC Reporting Center Utilities

How Do I... Pop-ups continued

National Finance Center's Reporting Center - Logon - Microsoft Internet Explorer

Address <https://www.nfc.usda.gov/reporting/index2.asp>

entering your user id and password in the login form below.

eAuth Login

What is eAuth?

User ID:

Password:

Change Password Login

How Do I... create a report? save customized reports? use the Org Structure Wizard? export to a spreadsheet? Find Out!

News

NEW **USDA eAuth Integration**

USDA eAuthentication (eAuth) is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

In support of the USDA eAuthentication (eAuth) process, NFC Web applications are being integrated with this USDA eAuth system. eAuth accounts currently are for USDA employees only.

[Click here](#) to learn more about USDA eAuthentication (eAuth).

If you are having trouble with the eAuthentication system, the ITS Service Desk is available to provide assistance related to passwords and the account creation process. Contact the ITS Service Desk via email at eAuthHelpDesk@usda.gov or call 800-457-3642.

NEW **New Reports**

NFC Reporting Center >> HOW DO I? Tipsheet - Microsoft Internet Explorer

Address <https://www.nfc.usda.gov/reporting/howdoi.htm#custom>

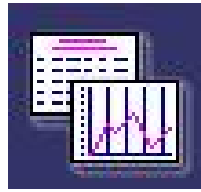
TIPSHEET #2 NFC Reporting Center

How do I use the Organizational Structure Wizard ('Wizard of Org')?

Follow these steps:

1. Click **Organization Structure** to activate the Wizard.
2. Your highest organizational access appears in the Wizard selection box. To filter the organizational levels of your report, select an **org structure** from the list and click **Next**. Repeat until you have the org level you desire for the report.
3. If you drill down further than you intended, you can click the **Previous** button to return to a higher org level.
4. When you find the desired org structure, click **Done**.

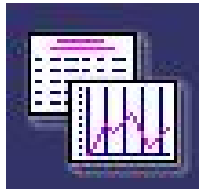
[Close this window](#)



NFC Reporting Center Utilities

Report Description Pop-ups

- These pop-ups provide descriptions of reports in the Reporting Center.
- On the Reporting Center Main Menu click the down arrow to select the report type to be described.
- Click on 'View' and the appropriate 'Report Description' pop-up appears with the information requested.
- Click on the Windows [x] to close the pop-up.



NFC Reporting Center Utilities

Report Description Pop-ups continued

enable customers to obtain accounts that will allow them to access DSL Web applications and services via the Internet.

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NEW **New Reports**

Two reports have been added to the Financial Reports section of the Reporting Center. The W-2 for all employees is available and the Earn and Leave Statements. This addition replaces the WTWO and EARN click applications. While those applications are available for use, they are updated with 2005 data.

To access and/or print a W-2 for an active employee, select either the security number (SSN) or name search. Enter the appropriate data and the year desired. Separated employees can be accessed by SSN search.

The Earnings and Leave Statement can be accessed for active employees the SSN and select the appropriate pay period. Separated employees are available in this application.

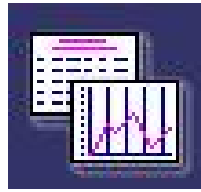
To gain access to these reports please have your security officer submit

Reporting Center

All Actions Report: This report displays a count actions for an organization. To run this report enter the optional Select Criteria and click Go. Note: All select criteria and sorting options are assigned default values as detailed below.

Select Criteria: The selection criteria categories allow you the flexibility to build custom reports by providing you options to indicate data fields, primary sort key and type of report (chart or graph). These selection criteria categories are optional.

- **Organizational Structure** - indicates the level of the organization you wish to select for the report (the default selection is based on your security access).
- **Personnel Office Identifier (POI)** - indicates the employing or servicing Personnel Office you wish to select for the report (the default selection is based on your security access). This field may also be referred to as the Submitting Office Number (SON).
- **Nature of Action Codes (NOA)** - are the three digit NOA codes that you wish to include on the report (the default is "All"). Multiple or block selections are allowed.
- **Pay Plan** - indicates the pay plans you wish to be included on the report (the default is "All"). Multiple or block selections are allowed.
- **Occupational Series** - indicates the occupational series you wish to include on the report (the default is "All"). Multiple or block selections are allowed.
- **Grade** - indicates the grade levels you wish to be included on the report (the default is "All"). Multiple or block selections are allowed.



NFC Reporting Center Resources

USDA NFC Reporting Center manual available at:

<http://i2i.nfc.usda.gov/Publications/REPT/REPT.pdf>

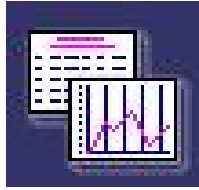
DOC NFC Reporting Center Systems Administrator(s) for assistance resetting passwords:

Renita Richardson, Renita.D.Richardson@noaa.gov (primary)

Janice Kolk, Janice.Kolk@noaa.gov (alternate)

Information on requesting a report that is not available from the NFC Reporting Center:

http://www.wfm.noaa.gov/pdfs/HRDS_info.pdf



NFC Reporting Center

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Adapted from ITA NFC RC Training

March 2008