

Seasonal Employee Category in JPAS

Thursday, April 25, 2013

Welcome and thank you for standing by. At this time and for the duration of today's call, all participants will be in a listen only mode. Today's call is being recorded; if you have any objections, you may disconnect at this time. I'll now turn the meeting over to Judy Schluter. Ma'am, you may begin.

Thank you sir. Good morning everyone and thank you for joining us for today's webinar. Our topic today is Seasonal Employee Category in JPAS. My name is Judy Schluter and I will be your host. Today's presenter is Mr. Walter Hayward, and you can see Walter has been with the Center for the Development of Security Excellence since July of 2009 and brings a wealth of knowledge to the webinar today. Before we turn it over to Walter, I want to introduce you to our producer, Mr. Steve Fowler. Steve is an Instructional Systems Designer here at the Center and Steve is going to provide us the ground rules for today's webinar and some instructions on how to use the tools you will need to participate. Steve—

Thank you, Judy. Before we get started, let's take a tour of our DCO meeting room. In the bottom left hand corner, you'll find a notes box. This has the call-in number and other announcements as necessary. These notes will remain on the screen throughout the webinar for your reference. If your view of the presentation is somewhat small, you can use the full screen button in the gray banner at the upper right corner of your screen. To the right is a question and answer box for entering questions/feedback to the presenter. Since all participant phones are muted, this is your only way to communicate with the presenters. Below the presentation you will find a file share box. We recommend you download and save the references files listed to your computer at the conclusion of the webinar. Included in the file share box is a PDF copy of today's slides. During this webinar we will be popping up several poll questions. Select your answer and we'll provide you some feedback.

Let's go ahead and do our first poll. We'll leave it opened for a few seconds. How long have you been using JPAS? We'll go ahead and close the poll. Clearly most people have about—80 percent have over 2 years of experience. I will now turn this webinar back over to Walter.

Good morning, everyone, and welcome to today's webinar. Today we'll be covering the Seasonal Employee Category in JPAS. Now primarily we will be focusing on separating and out-processing seasonal employee categories. Most of you guys look like you have a vast amount of experience. We will not be covering how to create a seasonal employee category, and hopefully you were able to attend our last webinar which showed how to create a person category in which creating a seasonal employee would follow those exact same steps. So the first step is we get into a seasonal employee, the big question is what is a seasonal employee? Well, when we look at what a seasonal employee category is, the intent when JPAS was created was that this was by definition a non-DoD category. It would be for those individuals for whom

a source database such as DCPDS, DEERS, MCTFS, or any of our various HR databases does not flow that information into JPAS. Now traditionally within the DoD, we've also been using it for new hire new civilian employees. Because the source databases only upload every couple of weeks in order to get the person to work, in order to track their accesses, and in some cases initiate an investigation, agencies created a policy of creating a seasonal employee category which will allow you to take all those actions while awaiting the actual civilian category to upload. Now, keep in mind if you were present for the last webinar as well, that's no longer necessary. You can actually create a new civilian category when an employee checks in, initially comes in reports for duty. So there is no reason to use that for those purposes, but I do realize that it is still being used in that way. So at the end of the day a seasonal employee when we're looking for JPAS it really should only be used for those people for whom their information isn't going to be populated into JPAS and no other category works.

So—now the separation of that seasonal employee category. The big question is when do you separate that category? The easy answer is the first one is when that employee is no longer working in that seasonal employee category. So let's say you actually have a seasonal employee for whom you created this category for, once they no longer work with you in that capacity or even until they get another category, you would then separate that seasonal employee category. Now if you're using the seasonal employee category for a new civilian hire, you would separate that seasonal employee category once that person's civilian person category populates JPAS. Huge misnomer within the agency is that all you have to do is out-process that seasonal employee category and it will automatically fall out of the viewable portion of JPAS. This actually is untrue. If you do not actually go in and separate that seasonal employee category, it will stay there in perpetuity, so separating that seasonal employee category that you created is actually required.

So the process is separating a seasonal employee category there's two steps. The first one is going to be out-processing the individual. Now out-processing the individual is going to incorporate removing any accesses you may have given that category, as well as actually removing them from your PSM Net. And then the final step is going to be actually adding that separation date for that seasonal employee category. So once we actually separate that seasonal employee category, the next question is what happens? Well, first and foremost, if you separated the category which includes out-processing that category, that category is no longer going to be in your PSM Net. So they're no longer going to show up on reports or notification for that person category. Additionally, 24 months and a day after you add that separation date for the seasonal employee category, the seasonal employee category will fall out of the viewable portion of JPAS. Now keep in mind that if they have any other active person category, such as the civilian category, for example, that will still be maintained within JPAS. And lastly, keep in mind that person is still a part of JPAS, so even though you may separate that category, those other active categories will still be there, and if nothing else that seasonal employee category will still be archived within the database itself. So let's go ahead and move onto poll question

number two. And the question is: Seasonal employee categories are the only way to reflect new civilian hires until the source database uploads information into JPAS? And we'll leave it up a couple seconds. And it looks like most of you do have the correct answer. If you were listening earlier, we did actually cover that you no longer need to use seasonal employee category to reflect new civilian hires. So when you go through the process of creating a person category you can go ahead and just create that civilian employee category. So we can go ahead and move on.

Alright, now what we're going to do is actually launch into JPAS virtual demonstration. Now if you actually come into one of our classes for the instructor-led such as a Personnel Security Management for Security Professionals, or if online through STEPP you've registered for the JPAS/JCAVS virtual, this is the actual database we use. It's not the live JPAS system, so you can actually use it—you can make mistakes and not have to worry about messing up the permanent information in JPAS. So as we launch into the virtual demonstration we see in front of us, that we get the dialogue box and the user must agree to the disclosure statement before proceeding. So we go ahead and we click on OK, and as we see in front of us we see the disclaimer screen, which we affectionately refer to as the "I go to jail screen," which lists all of the things you should not be doing within JPAS or any government information systems. So as we agree to the disclaimer, it'll then move us on to the sign in screen. When you move onto the sign in screen, you'll notice that it does look a little bit different than what you may be used to in the live system; once again this is a training system, so we are not logging in with a common access card, or an approved PKI credential such as the PIV or token.

So for the purpose of this training, I have the training user level as 1203, I'm going to leave it there and I'm going to come up here and I'm going to click on sign in. Now once I click on sign in, this will take us to the choose category screen. Now if you have more than one level within JPAS, you will see this screen when you log into JPAS every time. For those of you who have never seen this screen, you only have one level in JPAS, therefore you bypass this screen completely and go straight to the JPAS home screen. So for the purpose of the training we're going to go up to the person category, we're going to click on the pull down menu and click on civilian employee, and once we have selected that, the level we're going to choose is going to be Level 4. And once we've selected those options, I'm going to go ahead and click on OK. Now once I click on OK, it's going to take me to the JPAS home screen. Now, once again, because this is the training system, it's not going to look exactly like your home screen in JPAS in the live system—for instance, DMDC uses the home screen as their news feed for anything you need to know about JPAS such as new policies, things that they're doing to make this system better. Now since the reason we're here is to separate a seasonal employee category, on the left hand menu button we're going to click on select person. So I'm going to go ahead and click on that and it will then move me to the select person screen. Now from the select person screen I can enter either the individual's social security number or the DoD EDI PN number. That number, for most of the individuals—if you're a government employee, that's going to actually be the number on your actual common access card, so if the person gives you that number you can

actually search for their information based upon that, but if not, you can still use the social security number. So we're going to enter in the social security number of the individual that we're going to separate the seasonal employee category from. Once I enter in their social security number as you see down here on the bottom, the display person summary dialogue box or radio icon is already selected. So I'm then going to come down to the bottom of the screen and click on display. Now when I click on display I get a dialogue box, says this person doesn't have any owning or servicing relationships and no notifications will be sent. Now that may be important or it may not be. Now in this instance we're dealing with a seasonal employee category, so I'm going to click on OK and for some use since I have a vast amount experience in audience, know that everything we do in JPAS is driven by the person category. So in that instance, I'm going to come up here to the pull-down menu and I'm going to select the correct person category. Now if you are a new user in JPAS, one of the things you'll learn quickly is the first person category that's going to upload is going to generally be that DoD category, either military or civilian. So I'm going to click on seasonal employee category and my screen will then refresh.

Once my screen refreshes I'm going to scroll down. Now the first part of out-processing would be to remove any accesses. Now that would be in the available actions column, on the middle of your screen on the right that I've just highlighted—and as you notice on the seasonal employee category, I don't have any actions in which to de-brief non SCI. Now if you did grant access, you would click on that button and make sure to remove any accesses that you granted that individual. So we scroll on down a little farther to the person category information section, and right down there on the bottom of that section is a button in/out-process. I'm going to go ahead and click on that button and it will then take me to the view modify in/out screen. Now on this screen you'll see we have the individual, one thing you'd want to make sure of if you didn't notice before is that you want to make sure it is in fact the correct individual. You'll get other information on the screen, such as the owning SCI SMO and owning non SCI SMO. So we have that information. Now the one thing we didn't do is we need to put the out date for that individual that we're out-processing, that we're going to eventually separate. Now for new users in audience, one of the most common errors is here in the middle under the add new relationship section; individuals will put the out date there and try to out-process that individual. If you do that and then you click save, it will create an error on your screen. So what you want to do when you're out-processing an individual from your PSM Net, we're going to go down to the section in view/modify active relationships. We're going to find the one associated with our SMO and we're going to come all across the screen to where I have the area where I can enter in the out date under my SMO. You can either type in the date, four digit year, two digit month, two digit day, or you can just simply click on the calendar widget, it'll pop up on your screen, and we're going to click on today's date which is in red and once we do that, as you have noticed, the date is now down in that out date section. Now that I have out date I'm going to come down here and I'm going to click on save, and I have now successfully out-processed that individual from my PSM Net. If I wanted to double check, all I have to do is come over here to the left hand side

and click on the PSM Net, and as you can see the individual that I just out-processed on the far right column I have pending removal. Now at midnight tonight that individual will fall out of my PSM Net under that particular category, which is that seasonal employee category. So that's the first step. Now the second step is actually separating the individual. In order to separate the individual I would have to come back to the select person screen on the left hand side and I'd click on it. It'll take us back to the select person screen, once again I'm going to type in that individual's social security number, now this time instead of the first radio button, I'm going to come down here and click on the third radio button which is the display maintain person. Once I click on that radio button, and as you notice, a date of birth field populates. This is for individuals that maybe JPAS has two individuals listed under the same social security number, and will allow me to filter the individuals through the date of birth.

Since we're not concerned with that at this point, we're going to go ahead and come down to the bottom and click on display. When I click on display it will take me to the maintain person screen. Now on this screen on the top we have all the PID information for that individual. Now, as we notice if we scroll down to the bottom section it doesn't give me the ability to separate. Now as we mentioned when we first went to the person summary screen, everything we do in JPAS is driven by person category. So I see down here in this last section where there's a person category pull down menu. I'm going to click on that pull down menu and I'm going to select that seasonal employee category. Once I select that category my screen will refresh. And as we'll see as we scroll down to the bottom I now have those fields the separation date, as well as separation code that I can enter that information in. So for separation date I'm going to come and I'm going to click on the little calendar widget, I'm going to enter in today's date, and then over on the separation code I'm going to select the closest reason for the separation of that individual, and in this case separation. I've entered in the separation date and separation code, I will then come down to the bottom of the screen and click on save. My screen has refreshed. And it's kept as we look at the bottom of the screen, you'll notice it's kept the separation date and the separation code. Now if I want to verify that through the person summary screen, I can actually just come down here and click on the person summary screen and it'll take me to the person summary screen, but of course to check that information I need to go to the correct person category, which is that seasonal employee category. As we scroll down to that third section under the person category, you'll see the separation status is now correctly reflected and the separation date is now correctly reflected.

So at this time we've actually correctly separated a seasonal employee category. Now keep in mind, for those agencies that use the seasonal employee category for their new civilian hires still, when that civilian category loads it is important you come back and you separate and out-process that seasonal employee category, and 24 months and a day from that date it was entered in, that category will fall out of viewable portion of JPAS.

So at this point, we'll go ahead and Steve, you can pull up the poll question number three. Alright, and the question is: In order to separate the seasonal employee category, which radio

button must be selected? Leave it open for a couple more seconds. Alright, it looks like a majority of you were paying attention and we do in fact have the correct answer. And just for those of you who still aren't sure, I'm going to show it again real fast. When we come into the individual when I need to actually separate the individual not just the out-processing, when I need to separate the individual I'm going to enter in the social security number from the select person screen, and then I'm going to click on the third radio button down and then click on display and it will then take me to that display maintain person where once I select the correct category, I will then be able to enter that information.

So now one of the common questions that we got before the webinar started and we get throughout class from students that attend the instructor-led is that's great I can do that for a seasonal employee category, can I also do it for my military members and my civilians? And the answer to that is unfortunately, you are not. That information is populated by the source database, once again as we mentioned such as DCPDS and DEERS, and once that information flows into JPAS it will enter in that information. Now sometimes it may take longer to enter that information, but that's not your responsibility. However, if you did create a seasonal employee category, it is your responsibility to then out-process that individual under that category and separate that category.

And with that I'll go ahead and turn it back over to you, Judy.

Judy: Great, great, thank you very much Walter. Great job there! And we're going to go ahead and take our fourth poll question. Let's see how everyone did. How confident are you attempting this process now? I'll just leave that up for a couple of seconds there and see our feedback. Okay. Well I want to thank everyone and it looks like we have some mixed—a lot of you say it's a piece of cake, some are saying pretty confident and feeling a little easier. So first off I want to thank everyone for spending the last half hour with us going over this topic in JPAS, but I also want to go one step further and provide you with some additional information. You'll notice at the file shares screen portion of your screen there, you'll see some documents you can download. One is the presentation and some additional handouts that will actually walk you through the process that Walter has just taken us through in this webinar. Also, Walter has referenced earlier our JPAS/JCAVS Virtual Training for Security Professionals course. We invite you to take that again, that's a self-pace virtual training class, and then after that we also provide our instructor-led course, the DoD Personnel Security Management for DoD Security Professionals. It's kind of a two-fold course and from the first part of the course is on Personnel Security Management and the second part is hands-on with JPAS. If you have any questions we'd invite you to provide them on our JPAS training website and any questions we did receive during today's webinar will be hosted on our webinar archive site in the very near future. We hope that this has been enlightening and that it's made the process a little easier for you. I encourage you to keep in contact with our webinar page because we are going to be providing additional JPAS related webinars as well as other webinars that may be of interest to you. I

thank you again and thank Walter and Steve for their participation and wish you all a good day.
Thanks a lot!