

Appendix A

Sample 2812 & 2812 A

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Appendix C Configuring Netscape Navigator® to save PDF files

If your Netscape Browser does not give you the option to save a .PDF file to disk, you will need to reconfigure this file type in Navigator. Select Edit from Netscape's Menu Bar.

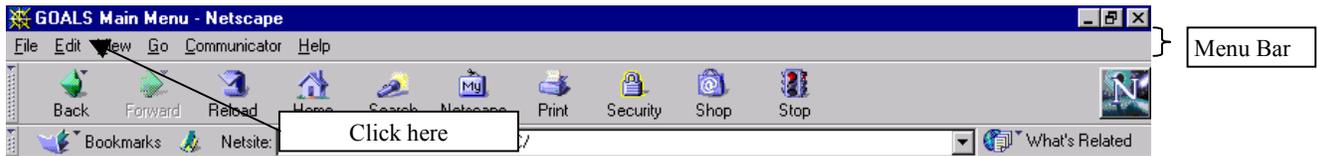


Figure C.1 Netscape Navigator Menu Bar

A drop-down menu similar to that shown in Figure C.2 will display.

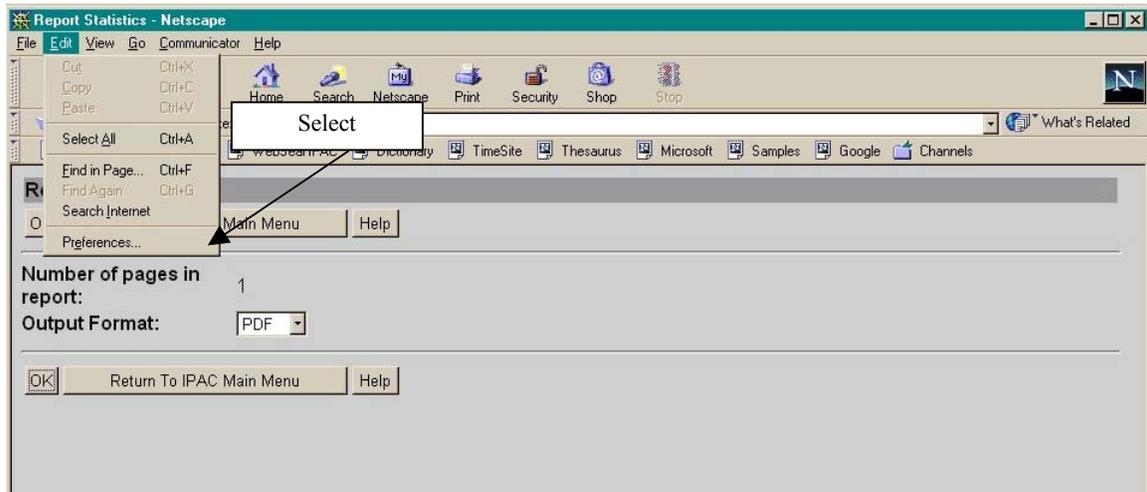


Figure C.2 Netscape Navigator Edit Menu

The “Preferences” command on the Edit Menu displays a Preferences dialog box as shown in Figure C.3

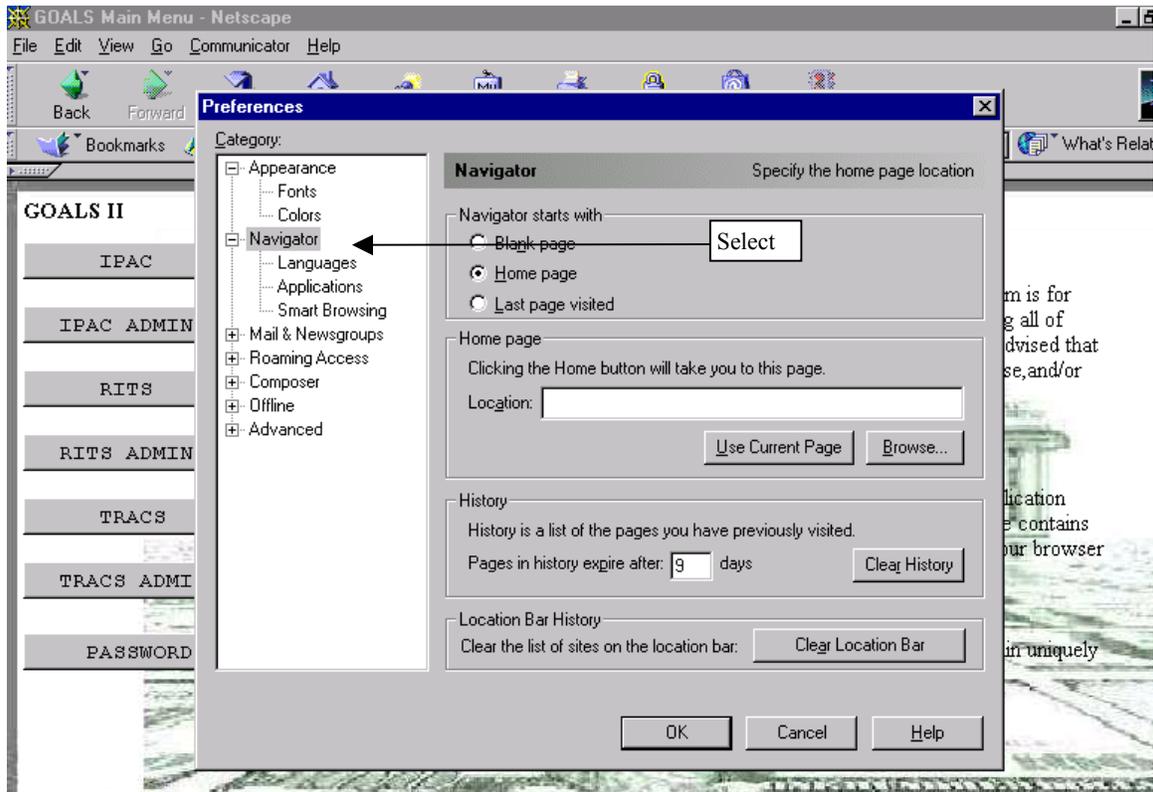


Figure C.3 Netscape Navigator Preferences/Navigator Dialog Box

In the Category window, choose Navigator/Applications and a Description window will display as shown in Figure C.4

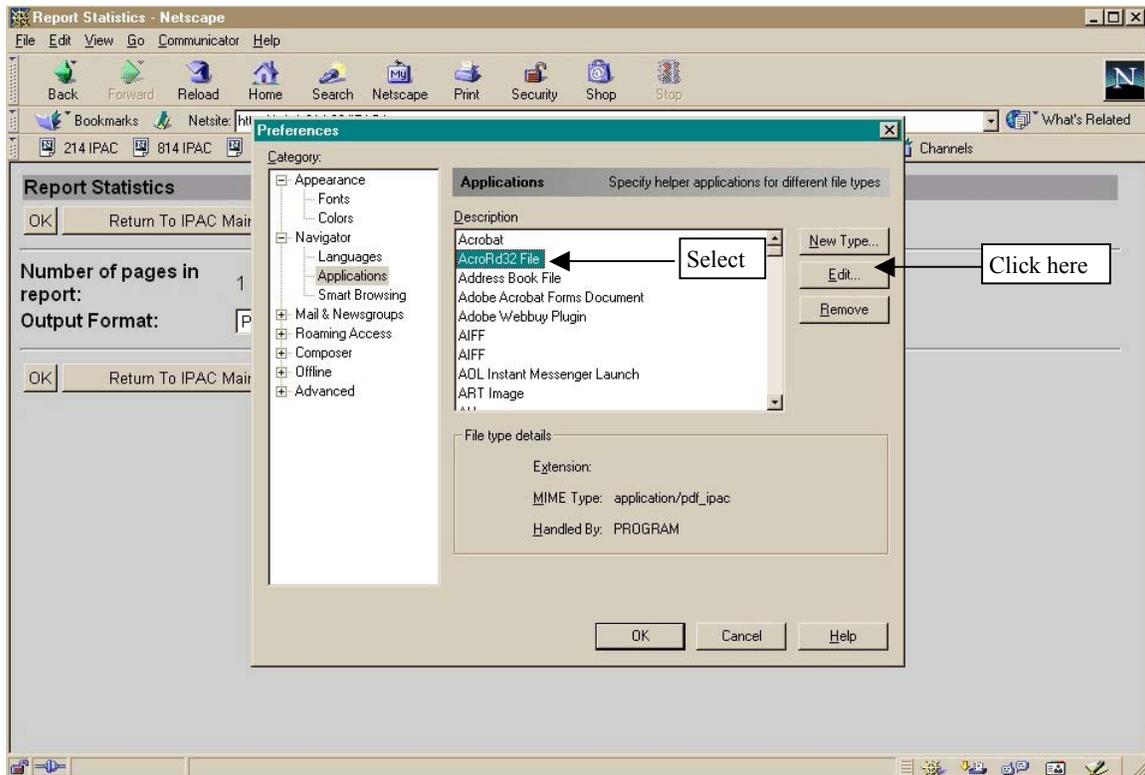


Figure C.4 Netscape Navigator references/Applications Dialog Box

In the Description select **AcroRd32 File** (or **AcroRd16 File**) and click Edit.

The Edit Type dialog box will display. Leave all of the options as you find them with the exception of the “Ask me before opening downloaded files of this type” box. Click this box to insert a check mark.

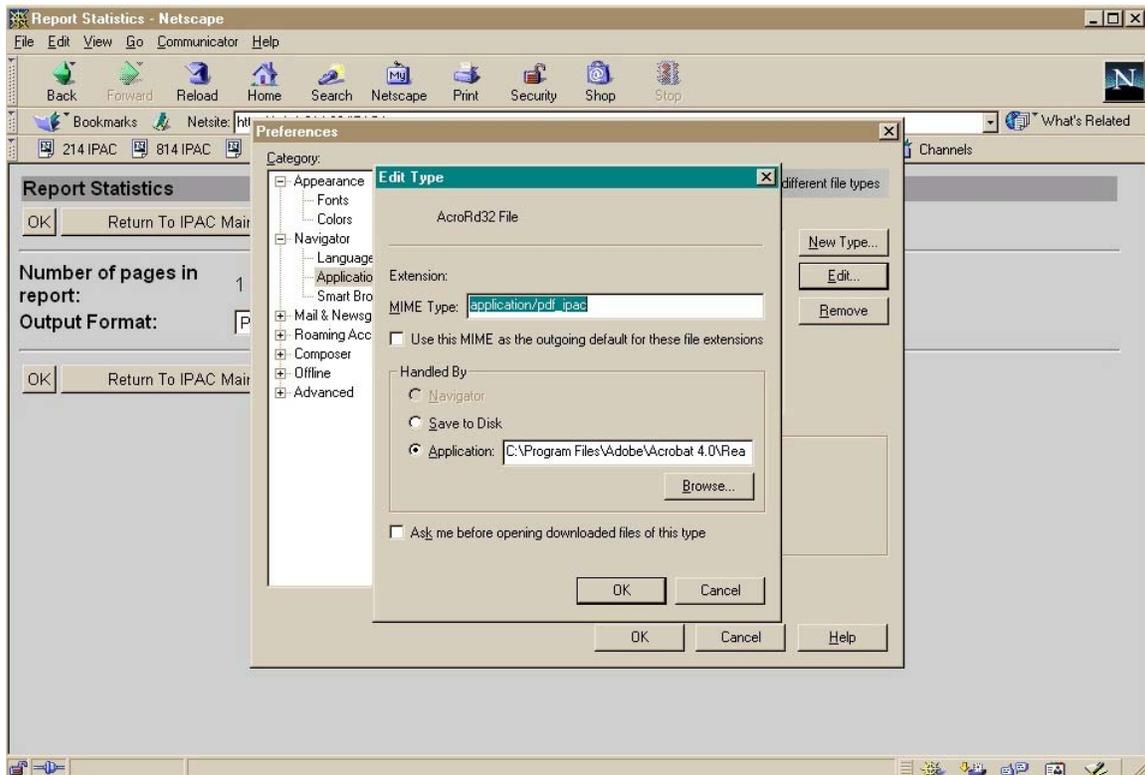


Figure C.5 Netscape Navigator Edit Type Dialog Box

Click “OK” to save your change and close this dialog box, and “OK” again to close the Navigator/Applicator dialog box. This will return you to the main Netscape screen. The next time you choose a PDF file as your output option from a **Report Statistics** screen, you should see the Security Warning dialog box referenced the in *Introduction* and shown in Figure C.6.

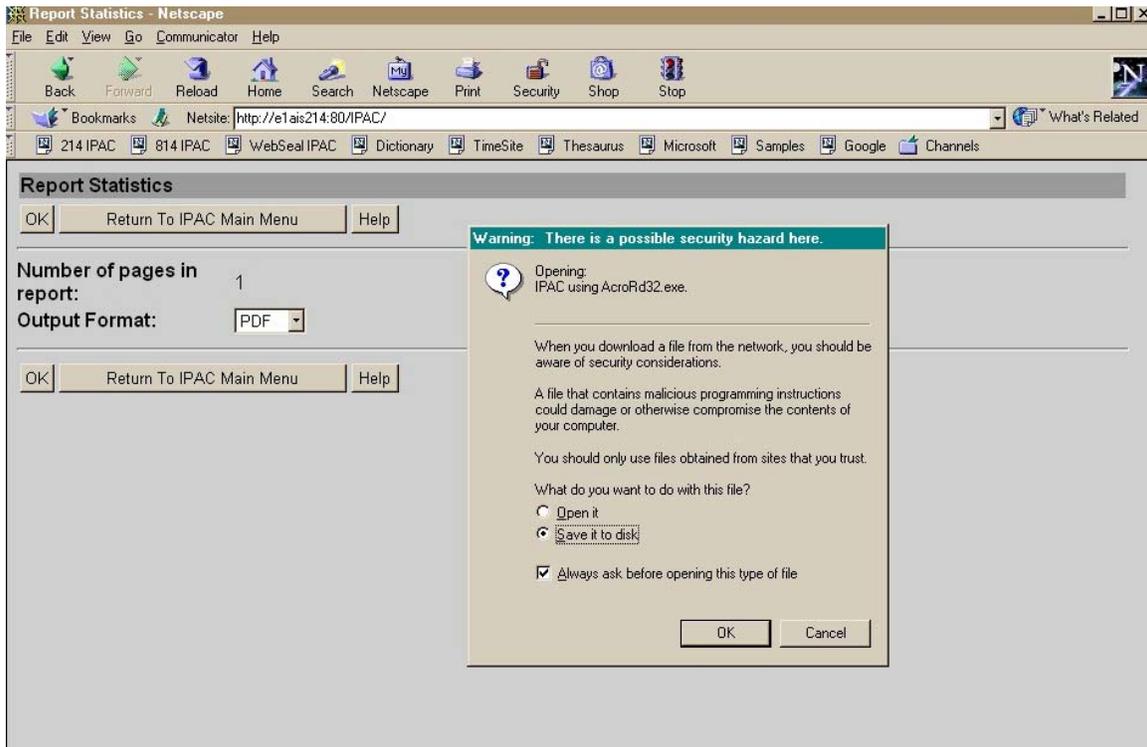


Figure C.6 Netscape Navigator Security Warning Dialog Box

In Microsoft's Internet Explorer® you cannot accidentally configure the MIME type for PDF files only to open without the option of being saved. The option "Always ask before opening this type of file" is dimmed and the check mark cannot be removed from the "File Download" dialog box for .pdf, .exe or .com files.

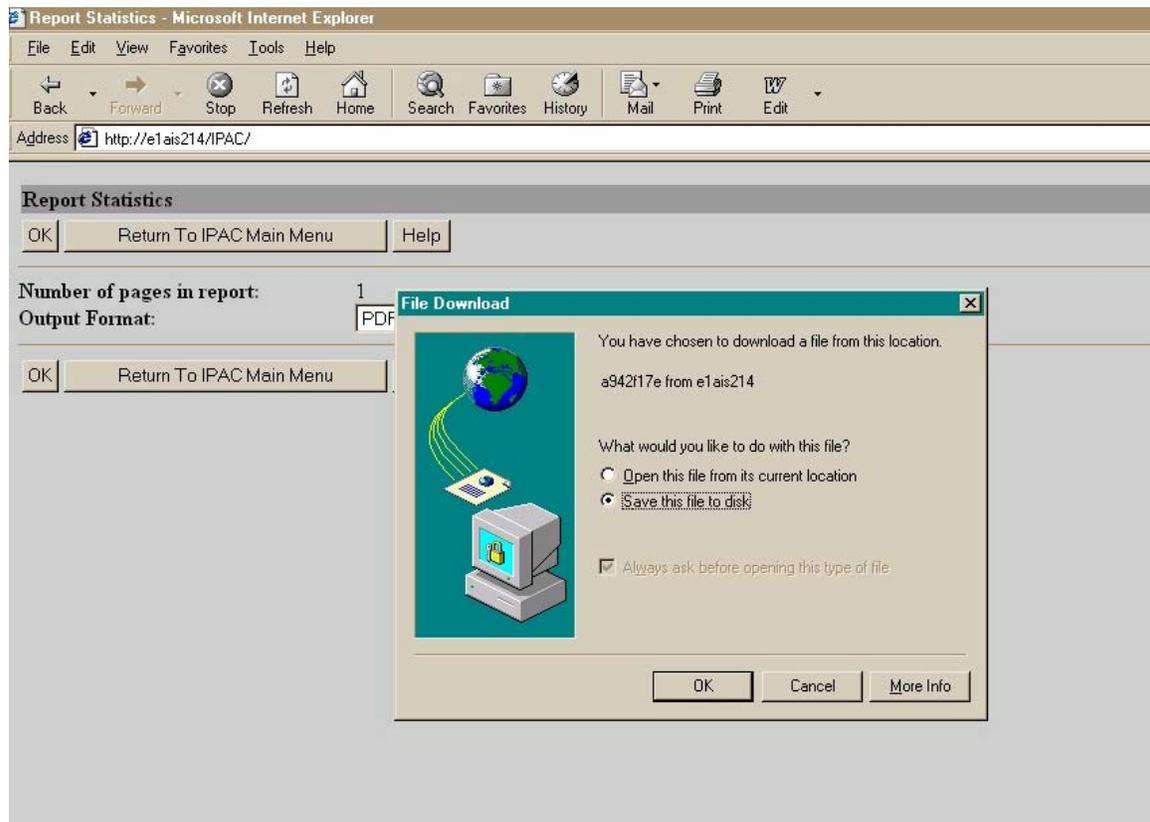


Figure C.7 Microsoft Internet Explorer File Download Dialog Box

Appendix D

Configuring Browsers to Accept Cookies

What are Cookies?

A cookie is a file sent to a web browser by a web server. It is used to store information about users and their preferences so the server does not have to repeatedly request the information. When the browser requests additional files, the cookie information is sent back to the server.

The name "cookies" comes from "magic cookies" which are tokens used in the UNIX operating system. (An alternate theory is that the name comes from the story of Hansel and Gretel, who marked their path through the woods by dropping crumbs along their trail.)

Session cookies reside in your computer's memory until you close your browser. Long term cookies are written to your hard drive. Cookies can store information that you enter during your browser session, but they cannot read information stored in your computer.

Cookies are simple text files and cannot execute programs on your computer. You can use a text editor to view cookie files. In Netscape® Communicator 4.75, the file is called **cookies.txt** and is located in the same folder as Netscape. Macintosh users can find it in the Netscape folder in the System/Preferences folder. Internet Explorer creates separate files for each cookie and stores them in folders named **Cookies** or **Temporary Internet Files**.

What are the IPAC System Cookie Requirements?

The IPAC System Cookie Policy, as stated on the **IPAC System Main Menu** is:

Cookie Policy: The Department of Treasury, Financial Management Service Application web sites require and use a cookie for maintaining a connection. This session cookie contains a system generated ID only, is stored in memory and automatically deleted when your browser is closed.

Long-term (written to your hard-drive) cookies are also used to maintain optional preferences. These cookies only contain such preference settings; they do not contain uniquely identifying information and are not used for tracking purposes.

To access the IPAC applications, **cookies MUST be enabled**. The default value for most browsers, including Microsoft® Internet Explorer 5 and Netscape® Communicator 4.75, is that cookies are enabled. If you receive a error message regarding cookies when trying to access the IPAC applications on the Internet, check your browser settings to be sure that cookies are enabled.

If you or your agency are uncomfortable with having cookies enabled in your browser, you may choose “Prompt” as your cookie setting in Microsoft Internet Explorer 5.0 (see Figure D.4) or “Warn me before accepting a cookie” in Netscape Communicator 4.75 (see Figure D.7). You must still accept any cookies sent by the IPAC applications, but the warning will remind you of your cookie setting when you are accessing other sites through your browser. (This warning can quickly become irritating, so use this setting only if required by policy.)

Controlling Cookies in Microsoft® Internet Explorer 5

To configure your cookie settings, open Internet Explorer and from the menu bar, select **Tools > Internet Options** as shown in Figure D.1

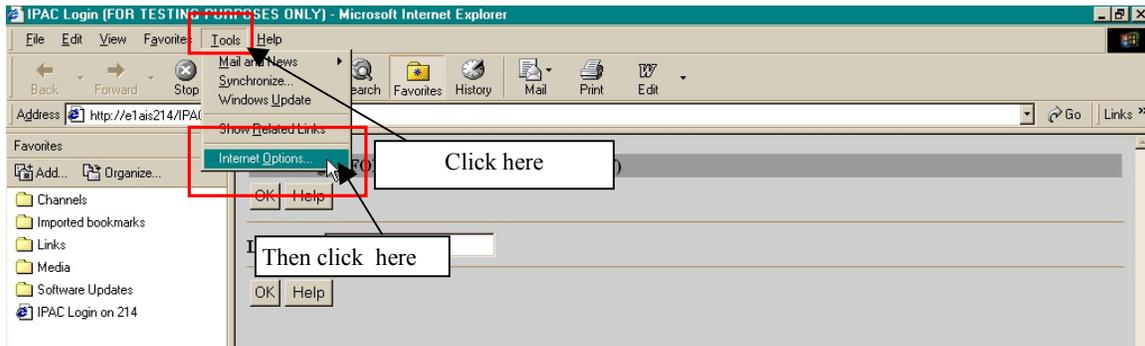


Figure D.1 IE5 Enabling Cookies--Step One

On the **Internet Options** window click the **Security** tab as shown in Figure D.2



Figure D.2 IE5 Enabling Cookies--Step Two

On the **Internet Options Security** window click the **Custom Level** button. As shown in Figure D.3.

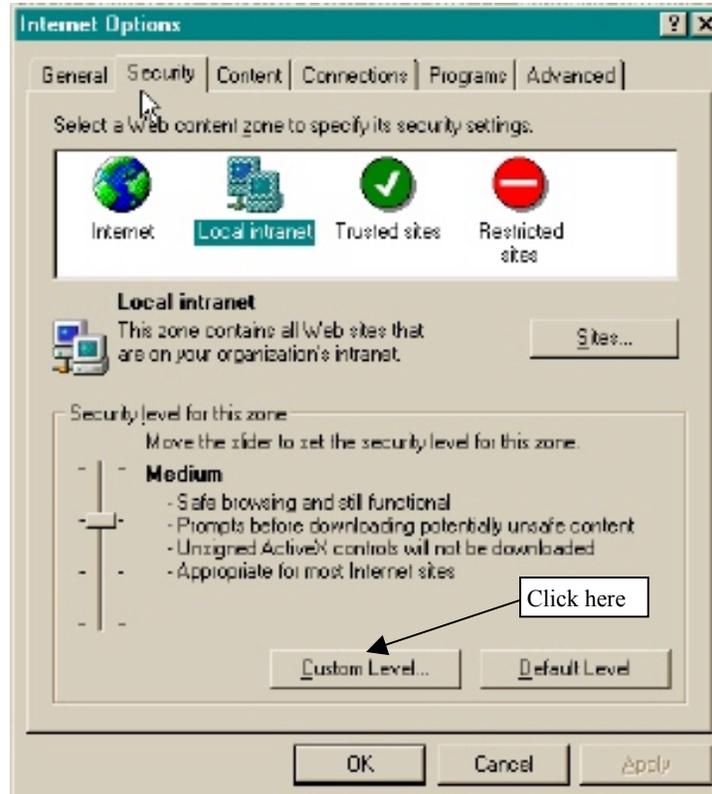


Figure D.3 IE5 Enabling Cookies--Step Three

In the **Settings** window:

- 1) Scroll down to the **Cookies** area.
- 2) In the "Allow cookies that are stored on your computer" section, choose "Enable," or "Prompt."
- 3) In the "Allow per-session cookies (not stored)" section, choose "Enable," or "Prompt."
- 4) Click "OK" to close the **Security Settings** window.

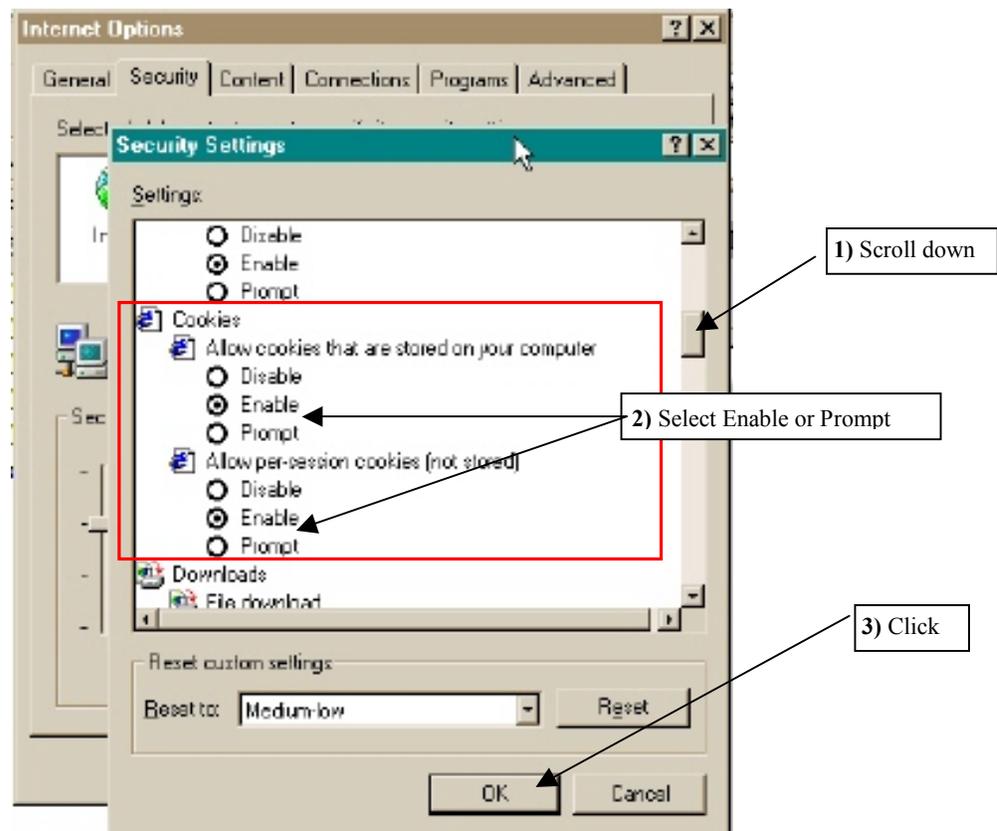


Figure D.4 IE5 Enabling Cookies--Step Four

Click "OK" to close the Internet Options window.

Controlling Cookies in Netscape® Communicator 4.75

To configure your cookie settings, open Netscape Communicator and from the menu bar, select **Edit > Preferences** as shown in Figure D.5

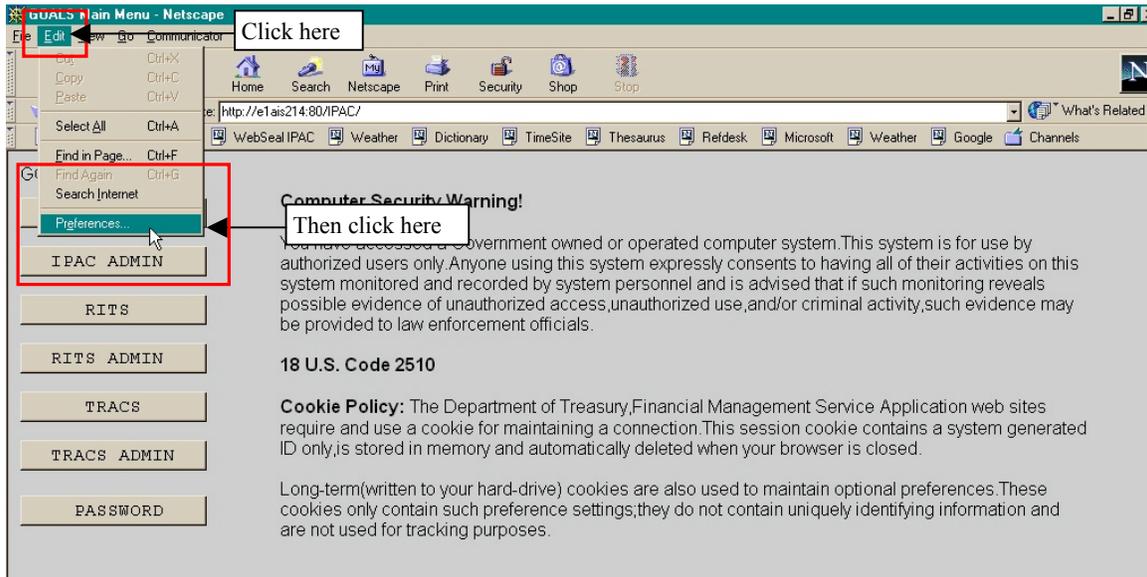


Figure D.5 Netscape Enabling Cookies--Step One

In the **Preferences** window, click the Advanced category as shown in Figure D.6.

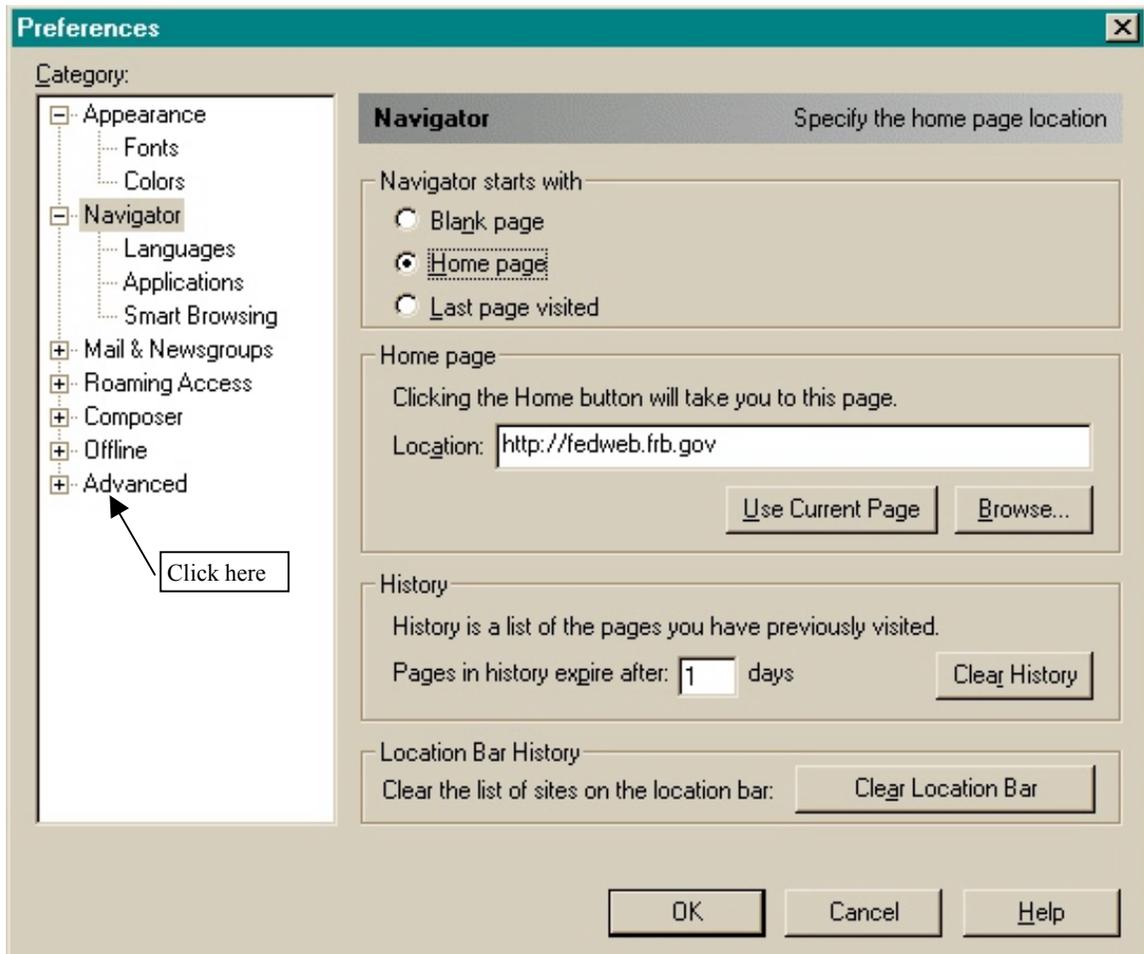


Figure D.6 Netscape Enabling Cookies--Step Two

In the **Preferences, Advanced** window, under **Cookies** select “**Accept all cookies**” or “**Accept only cookies that get sent back to the originating server**” as shown in Figure D.7.

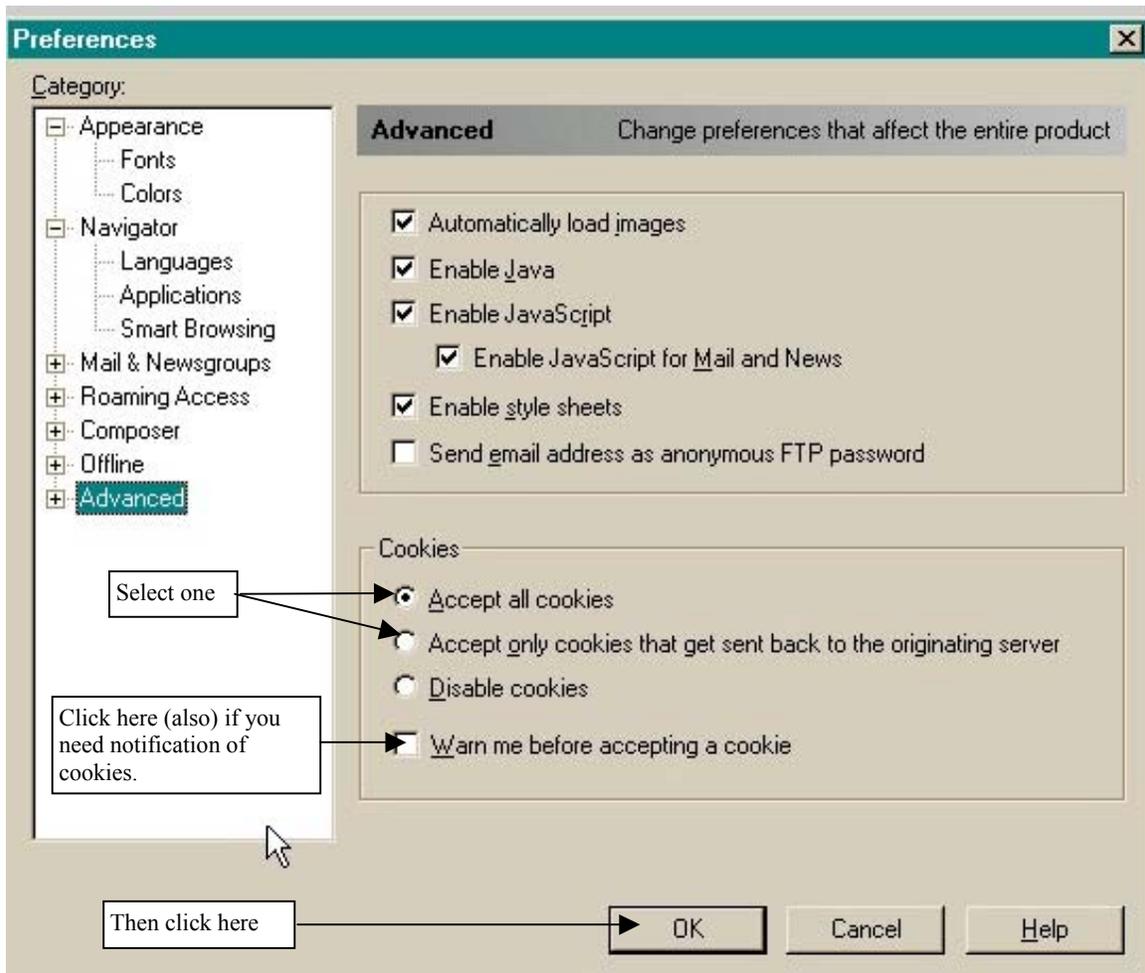


Figure D.7 Netscape Enabling Cookies--Step Three

Click “OK” to save your new configuration and close the **Preferences** window

Appendix E

RITS Roles and Functions

User Role	Function Performed
RITS Accountant	Report retention management Display messages Access to the following reports: Available 2812 and 2812A Reports Enrollment (Health Benefit) Codes Holiday Schedule Retrieve report / data files
Bulk File Submitter - Submit bulk 2812s	Report retention management Display messages Retrieve report / data files
RITS Payroll Admin	2812 (cannot create estimated or model estimated – can create an original and supplemental, can also edit an original or supplemental prior to drawdown) Payroll office / pay cycle (can't add payroll office) Report retention management Display messages Access to the following reports: Available 2812 and 2812A Reports Enrollment (Health Benefit) Codes Holiday Schedule Retrieve report / data files
RITS Payroll Clerk	2812 (cannot create estimated or model estimated – can create an original and supplemental, can also edit an original or supplemental prior to drawdown) Report retention management Display messages Access to the following reports: Available 2812 and 2812A Reports Enrollment (Health Benefit) Codes Holiday Schedule Retrieve report / data files
RITS System Log	Admin processing status

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Appendix F **Military Time Conversion Chart**

Military Time Conversion Chart

24 hour clock (Military Time)	12 hour clock
0100	1:00am
0200	2:00am
0300	3:00am
0400	4:00am
0500	5:00am
0600	6:00am
0700	7:00am
0800	8:00am
0900	9:00am
1000	10:00am
1100	11:00am
1200	12:00pm
1300	1:00pm
1400	2:00pm
1500	3:00pm
1600	4:00pm
1700	5:00pm
1800	6:00pm
1900	7:00pm
2000	8:00pm
2100	9:00pm
2200	10:00pm
2300	11:00pm
0000	12:00am

*Transactions, reports and data files will be time stamped Eastern Standard Time.

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Appendix G

Glossary of Terms and Acronyms

Accomplished Date The date a RITS transaction was successfully processed by RITS.

Accounting Date The date a RITS drawdown was accomplished.

Agency Federal Government Agency

ALC (Agency Location Code) A 3(RFCs), 4(DOs) or 8 (use RFCs for disbursement) digit identifier assigned by FMS for Treasury reporting purposes. The first two digits on the 8-digit ALC identify the department of agency, the third and fourth digits identify the particular bureau within the department, and the remaining four digits identify the particular agency account section within that bureau.

Annuitant A retiree receiving an annuity (pension).

Browser A software package used to display documents on the Internet. RITS has been designed and tested with both Microsoft Internet Explorer and Netscape Navigator.

Contact Phone The complete telephone number including area code (and country code if outside) of the Payroll Office contact.

Contributions The portion of the benefit cost paid by the employing agency.

CSRS (Civil Service Retirement System)

CSV (Comma Separated Values) (comma delimited) A file format that separates data fields with commas. The character data is usually surrounded by quotes. This file format is frequently used to import and export data between different programs.

Days Past Ending Date The number of days past the ending date of a pay period that a payroll is paid. If a weekly payroll ends on Saturday and the employees are paid on the following Thursday, the Days Past Ending Date for that payroll is five.

DO Symbol (Disbursing Office Symbol) A five character identifier automatically assigned when a Payroll Office is established in RITS. Each Payroll Office has a unique DO Symbol for RITS. RITS DO Symbols start with an "R".

Drawdown The process by which OPM accesses the RITS data and transfers funds. The funds are transferred from the agency's account to the OPM account

Enrollment Code A three character alphanumeric code that identifies a category of health benefit plan. The first two characters specify the benefit provider and the last character identifies the option. Health benefit funds that are reported on the 2812A are broken down on the 2812A by Enrollment Code. This is the basis for for OPM's payments to the health benefit providers.

FERS (Federal Employees' Retirement System)

FMS (Financial Management Service) The U.S. Government's financial manager, central disburser and collections agent as well as its accountant and reporter of financial information. FMS is a bureau of the Treasury Department.

FPA (Federal Program Agency)

GOALS II (Government On-Line Accounting Link System II) The telecommunications network that provides automated financial reporting directly to FMS.

Holiday Handling Flag

Pay cycles contain a Holiday Handling Flag. This flag is used to change the normally scheduled pay day to an adjusted pay day when the normally scheduled pay day falls on a weekend or a holiday. This will be the pay date that RITS is looking for the 2812 report and the pay date that the payroll offices should indicate on their transmissions. The holiday flag is determined at the time the pay cycle is established. Values for the Holiday Flag are P (Prior) and S (Subsequent). For example:

- If the normally scheduled pay day falls on Monday, May 28th (Memorial Day) and the Holiday Handling Flag is "P", the adjusted Pay Date will be Friday, May 25th (the "P"rior work day). If the Holiday Handling Flag is "S", the adjusted Pay Date is Tuesday, May 29th (the "S"ubsequent work day).
- If the normally scheduled Pay Date falls on a Saturday or a Sunday and the Holiday Handling Flag is a "P", the adjusted Pay Date would be Friday. If Friday is a holiday the adjusted Pay Date would be Thursday. If the Holiday Handling Flag is "S" the adjusted Pay Date would be Monday. If Monday is a holiday the adjusted Pay Date would be Tuesday

HTML (HyperText Markup Language) The document format used on the World Wide Web.

IPAC (Intra-governmental Payment and Collection System) An Internet based GOALS II application for interagency transactions.

Login ID The 8 alphanumeric characters assigned to the user to uniquely identify that user.

OPM (Office of Personnel Management) The agency of the U.S. Government responsible for maintaining the Federal benefit programs for Federal employees.

Optional Address Optional address field which is used to enter an optional street address (different from the postal mailing address) or a second line, before the city and state, of the first address.

OWCP (Office of Workers' Compensation Programs) The Division of Federal Employees' Compensation of OWCP administers the Federal Employees' Compensation Act (FECA). The purpose of FECA is to provide Federal employees who sustain work-related injury or disease with benefits for medical care and wage loss replacement. This field is also used in RITS to identify Payroll Offices that report withholdings and contributions for Federal retirees.

Pay Cycle A regular, repeated sequence of pay dates. In RITS, a Pay Cycle is defined

with a Pay Cycle Description, Pay Cycle Type and a Pay Cycle Start Date and is identified by a Pay Cycle ID. A Pay Cycle contains individual Payrolls.

Pay Cycle Description A functional description used by a Payroll Office to identify a Pay Cycle. Descriptions should be explanatory, such as “Monthly Executive Payroll” or “Hourly Non-Exempt Payroll” to aid in identification.

Pay Cycle ID An identification number assigned by RITS to a Pay Cycle when that cycle is first entered in the system.

Pay Cycle Type The length of time between payroll ending dates. The Pay Cycle Types available in RITS are Bi-weekly (B), Four-weekly (F) Monthly (M) Semi-monthly (S) and Weekly (W)

Pay Date The date on which a payroll check is made available to an employee or a direct deposit of funds for a payroll amount is made to an employee’s account.

Payroll The period of service for which an employer pays wages to its employees. A RITS payroll is defined by a combination of a Pay Cycle ID and a Pay Date.

PDF (Portable Document Format) A file format, read with an Adobe Acrobat® reader, which allows documents to be displayed identically between different operating system platforms. There are Acrobat readers available for DOS, Windows, UNIX and mainframe operation systems.

Report Number The report number is eight characters in length and is named using the following formula:

1	Pay Cycle Type	B (for Bi-weekly)
2	Fiscal Year	1
3-5	Pay Cycle ID	127
6-7	Sequential No.	04
8	Report Type	I (for Original)

RITS (Retirement and Insurance Transfer System) an Internet based IPAC application to automate the transfers of Federal employees’ health benefit, retirement and life insurance program information and payments to OPM.

TFM (Treasury Financial Manual) The official publication on Treasury procedures for financial management and reporting. The TFM is available online at:
www.fms.treas.gov/tfm

TSV (Tab Separated Values) (tab delimited) A file format that uses tab characters (ASCII 9) as separators between fields. Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes. This file format is used to transfer data between different programs.

URL (Uniform Resource Locator) Specifies the location of a resource residing on the Internet or an intranet. A complete URL consists of a scheme (such as HTTP or FTP), followed by a colon, a server name, and the path of a resource (for example: <http://www.fms.treas.gov/tfm>).

Withholdings The portion of the benefit cost that is withheld from an employee’s pay to cover the cost of benefits.

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