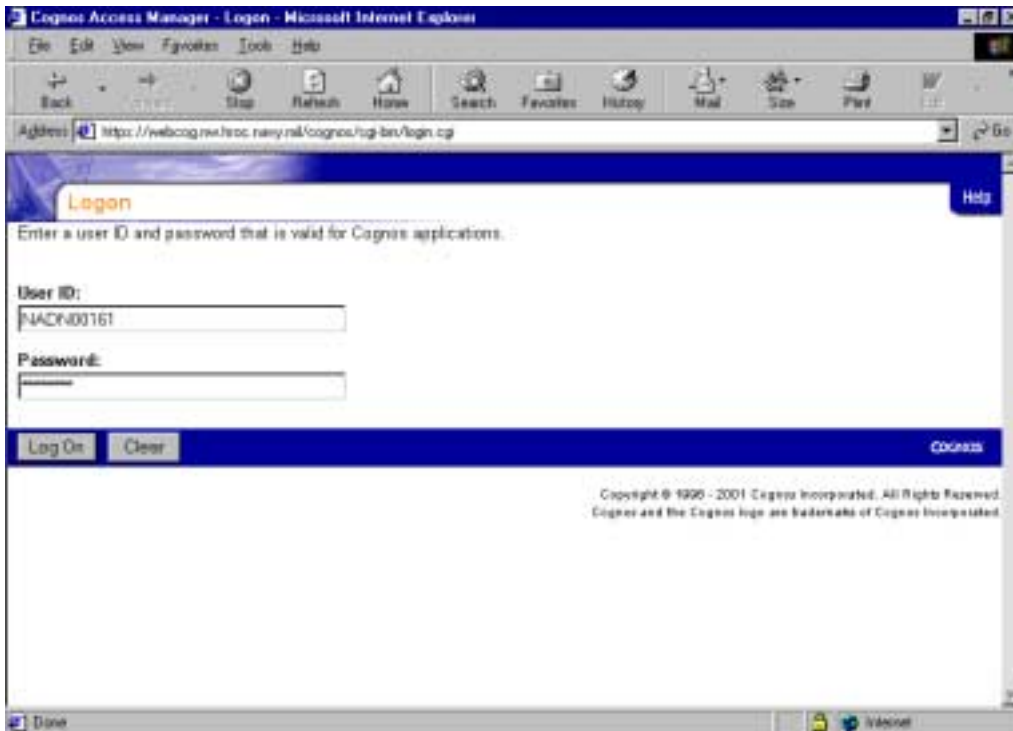


Instructions for Printing SF-50's from Web Cognos

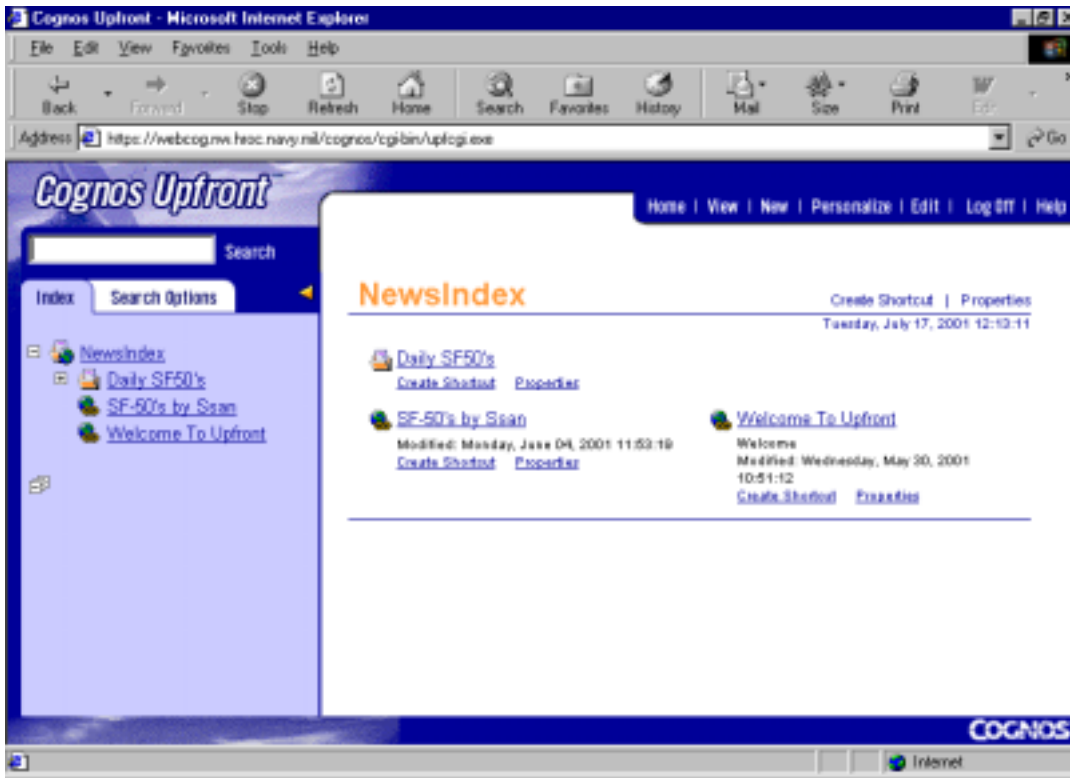
1. Go to your Web Browser (i.e., Internet Explorer) and type in: <http://webcog.nw.hroc.navy.mil> and hit enter. The following screen will appear:



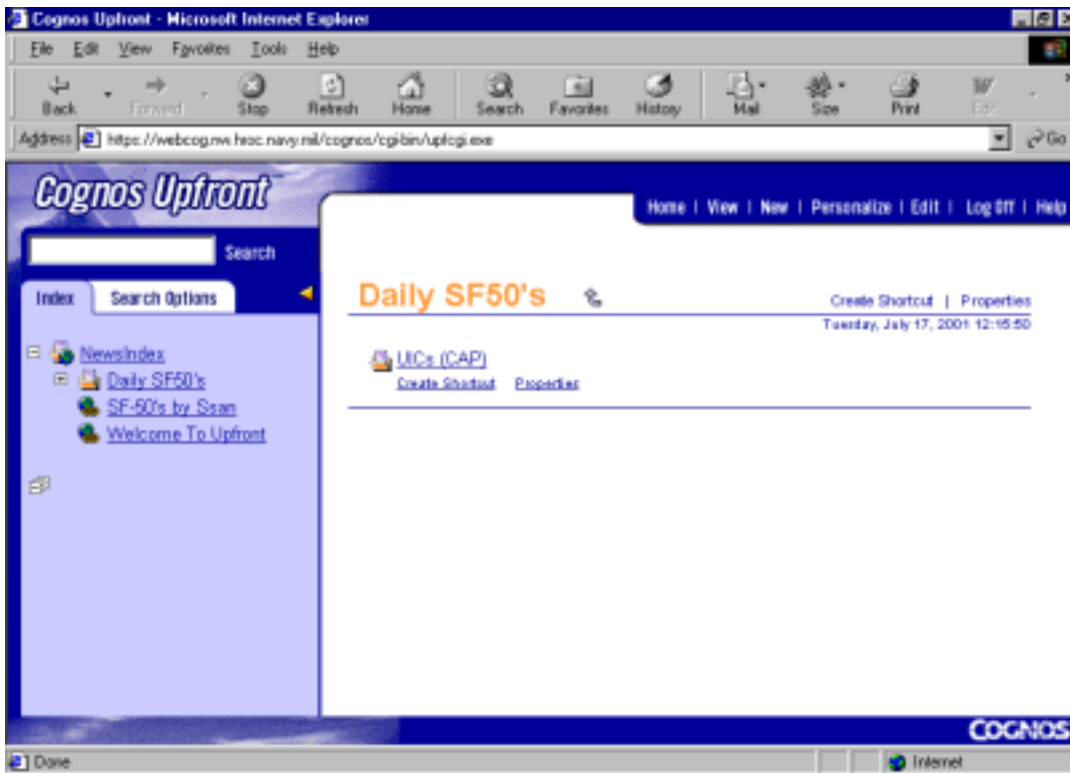
2. This will bring you to a login screen. Type in your User ID and password and click on "Log On". If you are prompted to have the system remember your password, click "No".



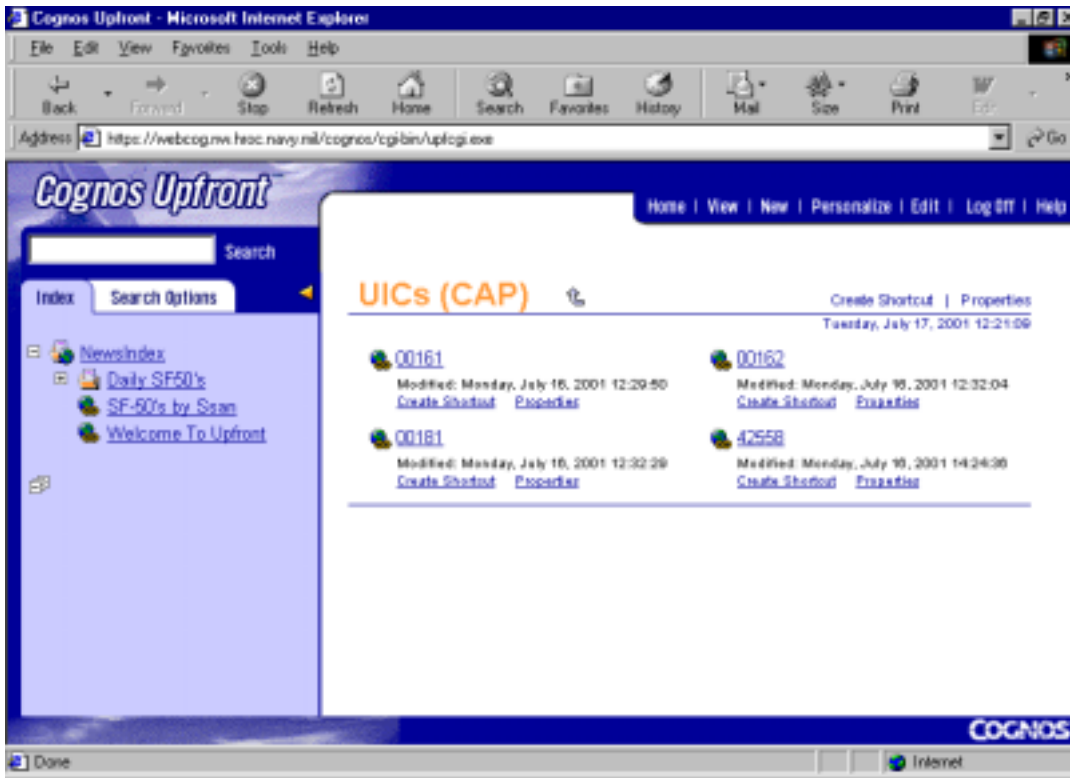
3. The link to the "Daily SF50's" folder will be displayed. Click on the folder.



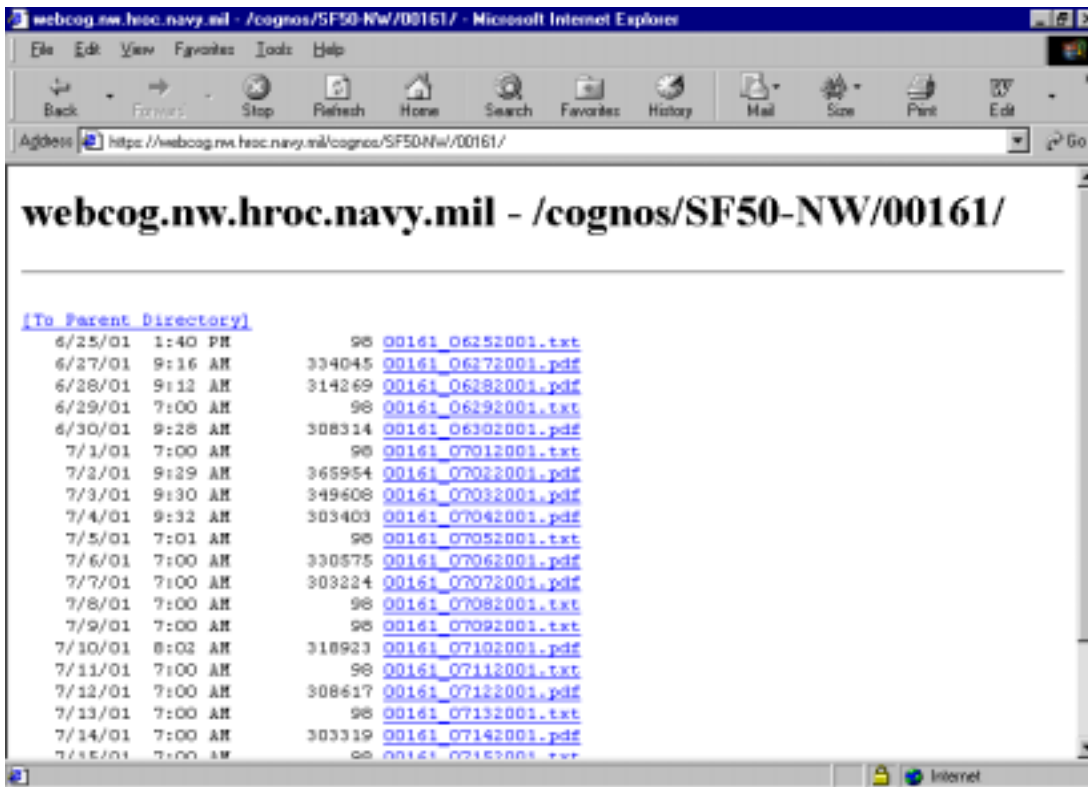
4. The link to the folder that you have access to will be displayed. If you print SF50s for more than one UIC or organizational component, multiple links to the folders that you have access to will be displayed. Click on the link(s). (UICs (CAP)).



5. If you have access to more than one UIC, you will get a list of links, one for each UIC. To access the SF50's available for a UIC, select the link for the UIC.



6. The SF50s will be available as "pdf" files which you will be able to print using Adobe Acrobat Reader. The filename shows when the file was generated (i.e., 06252001.pdf means that file was generated June 25, 2001).



NOTE: The files that end in ".txt" are not useable files - they are only posted there to indicate that there were no SF50s generated for that day. If you attempt to open them, you will not see any data contained in them.

7. When you click on the individual pdf files, Adobe Acrobat Reader should automatically open and the SF50s for that day will show on your screen (if you do not have Adobe Acrobat Reader installed on your pc, you will get an error message - please contact your IT office for assistance). You can print the SF50s by selecting the printer icon directly above the SF50. These SF50's need to be printed single-sided and distributed to your employees. **If there is an SF50 with the remark "Modern Workaround - Do not distribute", please destroy it and do not distribute it because it is not an official personnel action.**

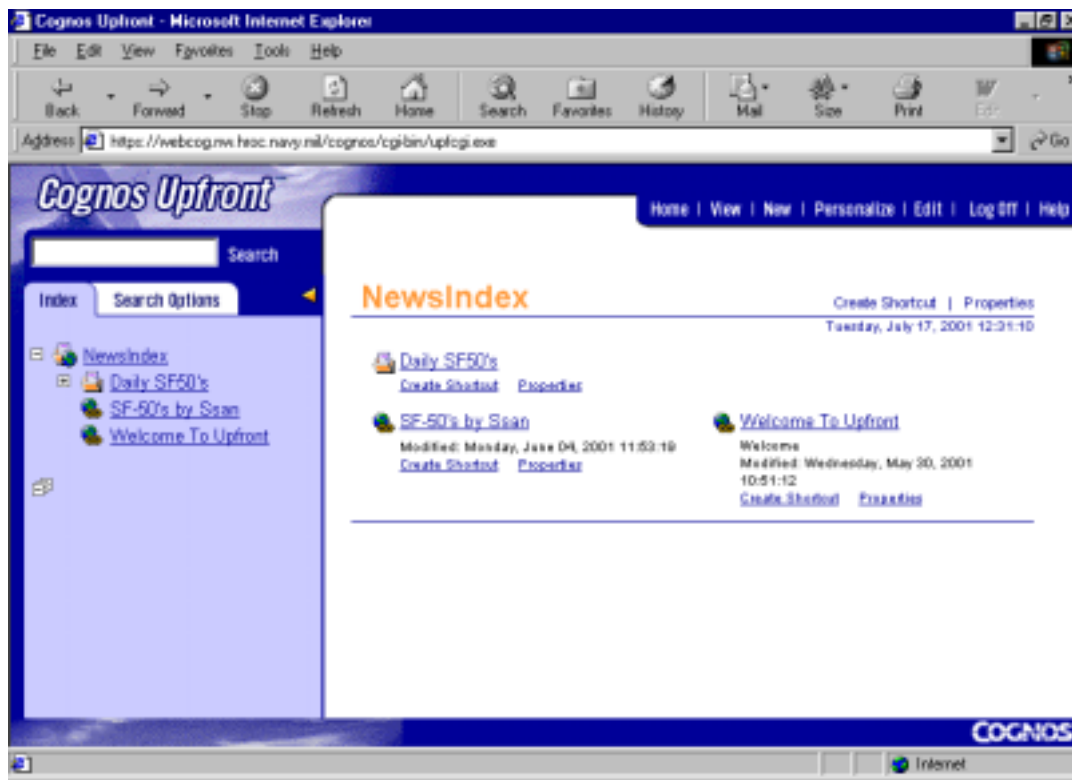
Form SF50
Rev. 7/91
U.S. Office of Personnel Management
FORM 5-000, 298-20, 5-0001, 4

NOTIFICATION OF PERSONNEL ACTION

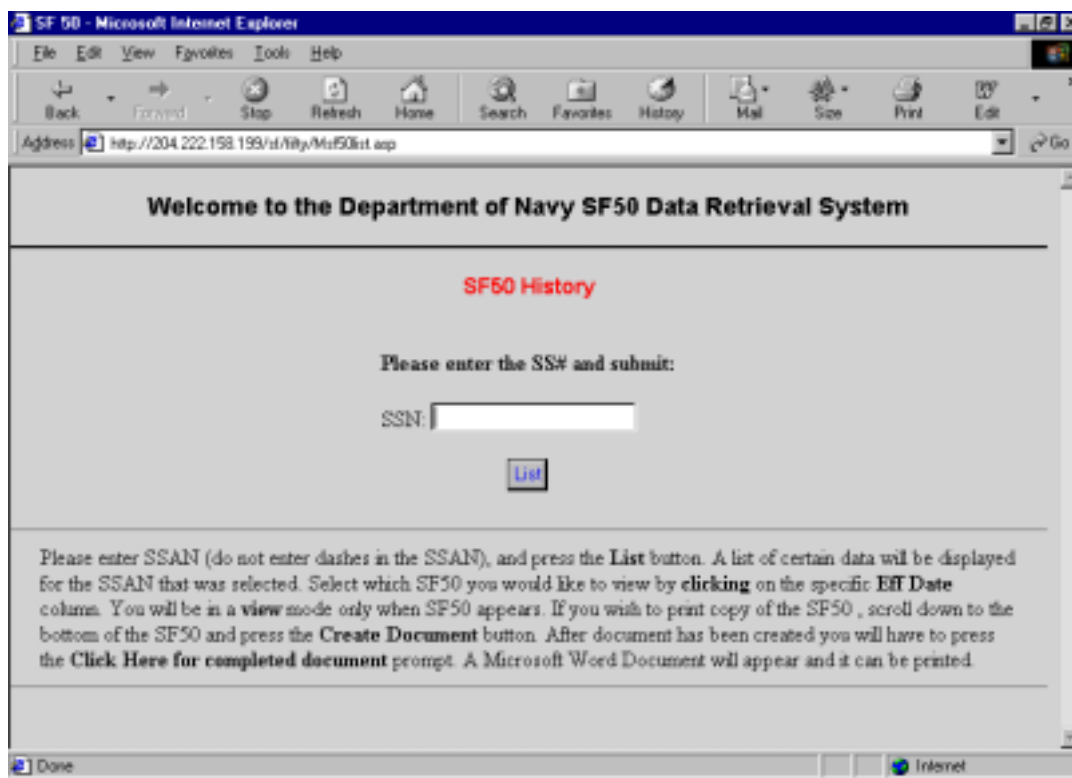
1. Name (Last, First, Middle) [REDACTED]		2. Social Security Number [REDACTED]	3. Date of Birth [REDACTED]	4. Effective Date [REDACTED]
FIRST ACTION		SECOND ACTION		
S.A. Code BAO	S.B. Nature of Action Individual Cash Award	S.A. Code	S.B. Nature of Action	
S.C. Code	S.D. Legal Authority	S.C. Code	S.D. Legal Authority	
S.E. Code	S.F. Legal Authority	S.E. Code	S.F. Legal Authority	
7. FROM: Position Title and Number PERSONNEL OFFICER 00070-31880		18. TO: Position Title and Number PERSONNEL OFFICER 00070-31880		
9. Pay Plan GS	10. Duty Code 0201	13. Grade/Level 13	11. Step/Rate 01	12. Total Salary \$63,211.00
13. Pay Base PA	16. Pay Plan GS	17. Duty Code 0201	14. Grade/Level 13	15. Step/Rate 01
12. Total Salary \$63,211.00	21. Pay Base PA	24. Total Salary \$4,355.00	19. Step/Rate 01	20. Other Pay \$0.00
13A. Basic Pay \$61,245.00	13B. Locality Adj. \$0,000.00	13C. Adj. Basic Pay \$61,245.00	13D. Other Pay \$0.00	13E. Total Pay \$61,245.00
24A. Basic Pay	24B. Locality Adj.	24C. Adj. Basic Pay	24D. Other Pay	24E. Total Pay
14. Name and Location of Position's Organization SUPERVISOR DEPUTY FOR MANAGEMENT HUMAN RESOURCES DEPARTMENT U.S. NAVAL ACADEMY ANNAPOLIS, MD 21402		20. Name and Location of Position's Organization SUPERVISOR DEPUTY FOR MANAGEMENT HUMAN RESOURCES DEPARTMENT U.S. NAVAL ACADEMY ANNAPOLIS, MD 21402		

8. Once you are done printing all of your files or if there are no files to print, click on "Back" until you are back to the screen which shows the "Daily SF50's" folder.

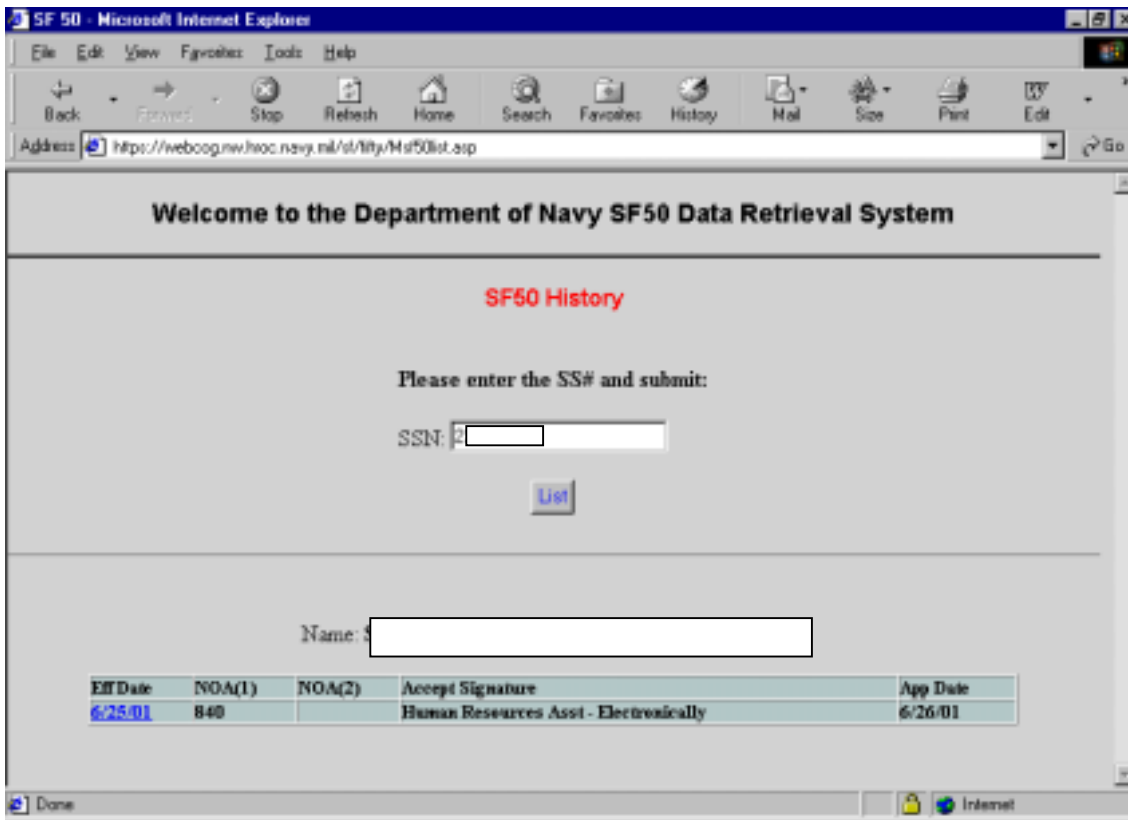
There is also an option to select an individual employee's SF-50 for printing.



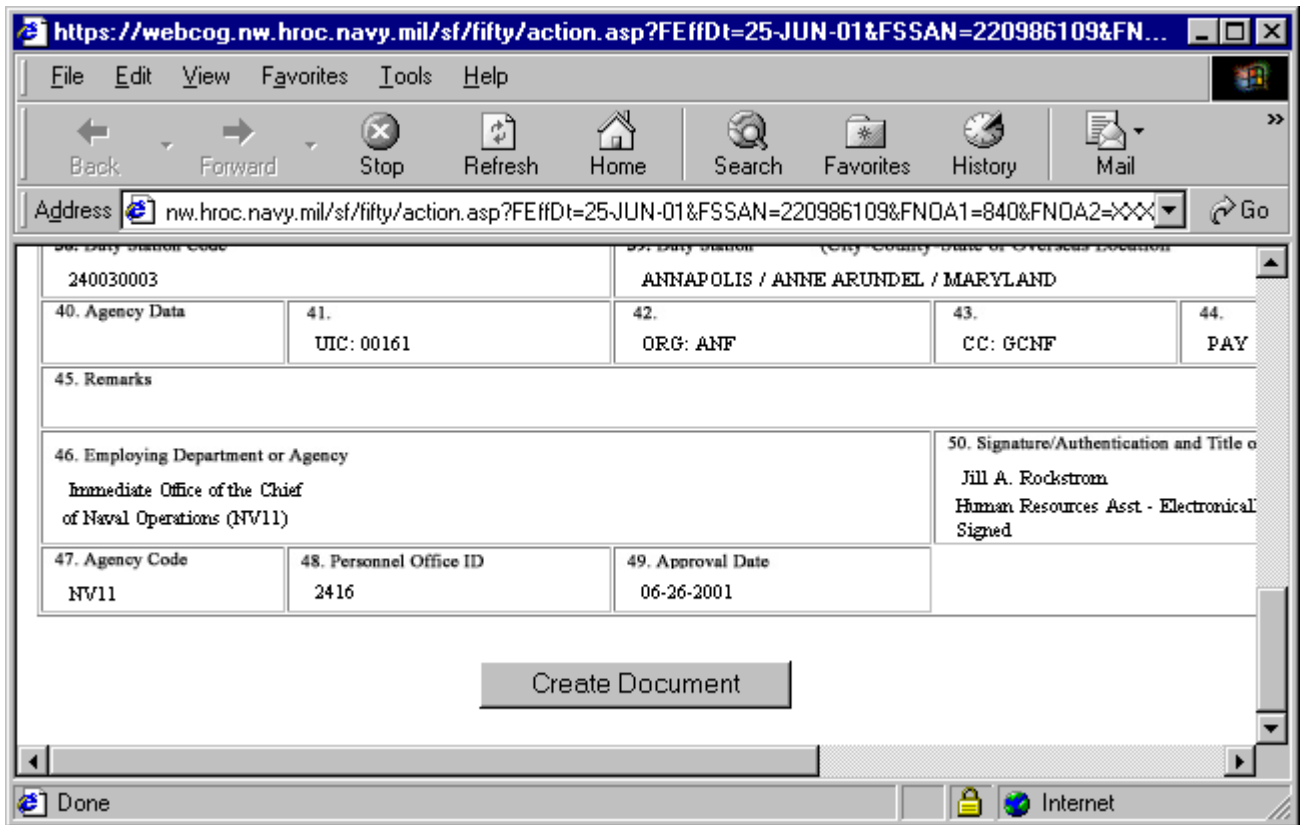
If you select the link for "SF-50's by Ssan", you will be able to select the employee whom you want to print the SF50 for.



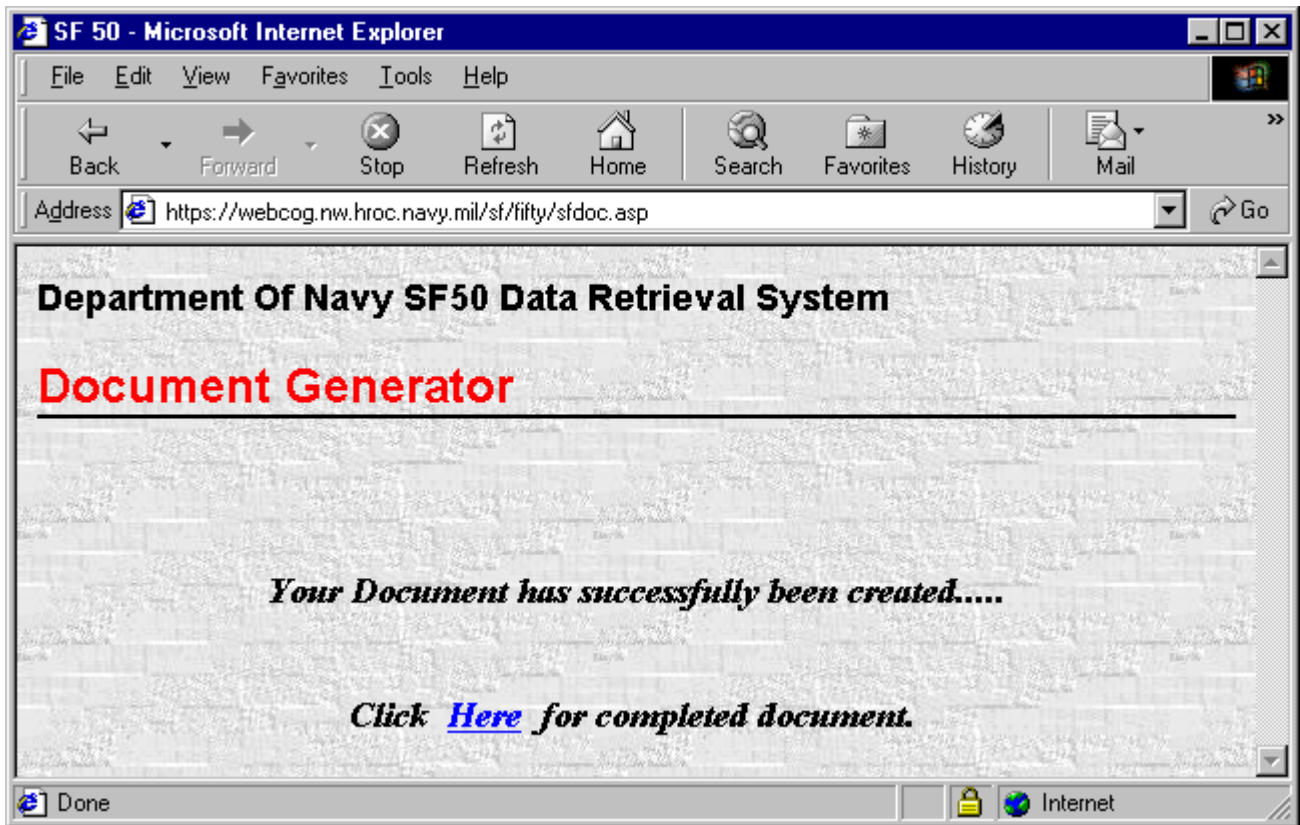
Click in the SSN block and type in the Social Security Number (no dashes) and click on List.



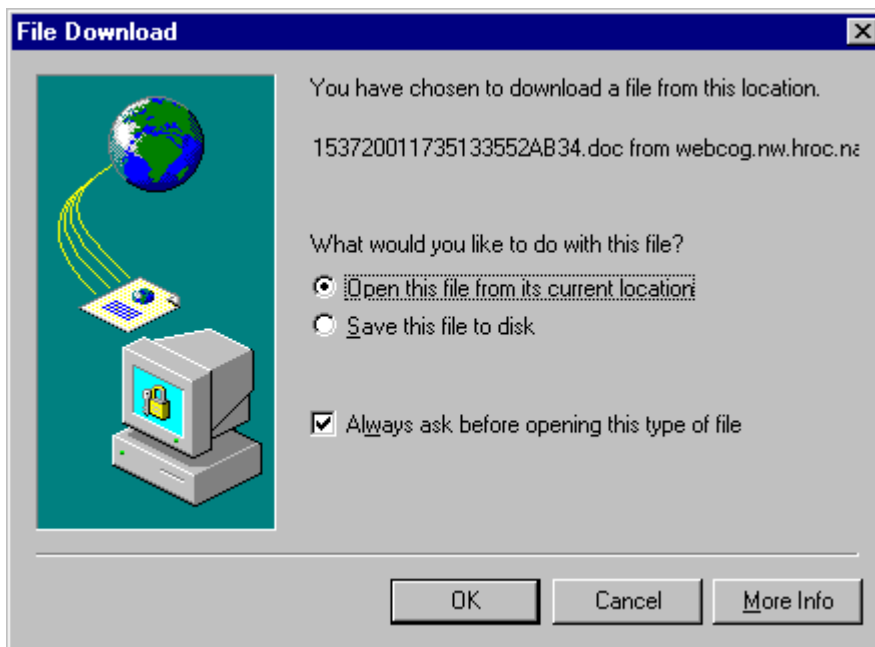
Select an SF50 from the list at the bottom of the screen, by clicking on the appropriate Eff Date (example above only shows one SF50, as the database is built, SF50's will be added to this list).



If you scroll to the bottom of the SF50 window, you will see a button for "Create Document". Click on this button.

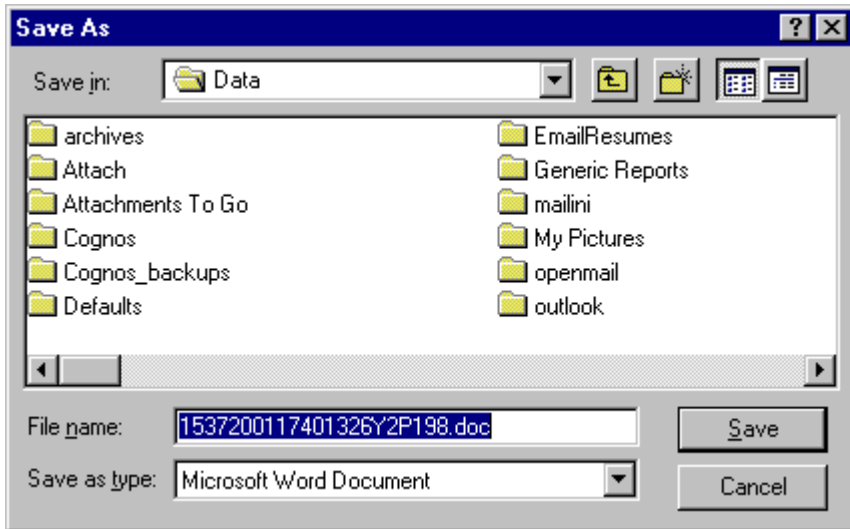


Click on [Here](#) to retrieve SF-50.



This will give you an option to save the file (it saves it in Word format) or to open the document so you can print it. Make your selection and click OK. (It will default to Save this file to disk).

If you select the option to Open the file, this will enable you to print the SF-50.

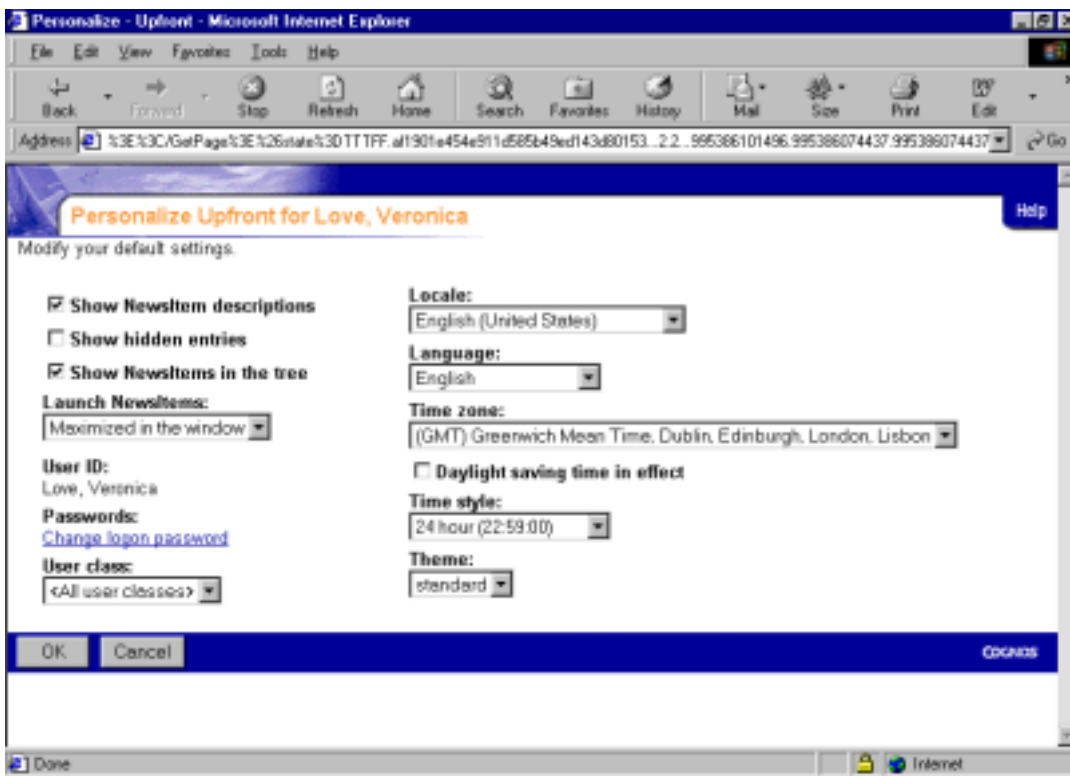


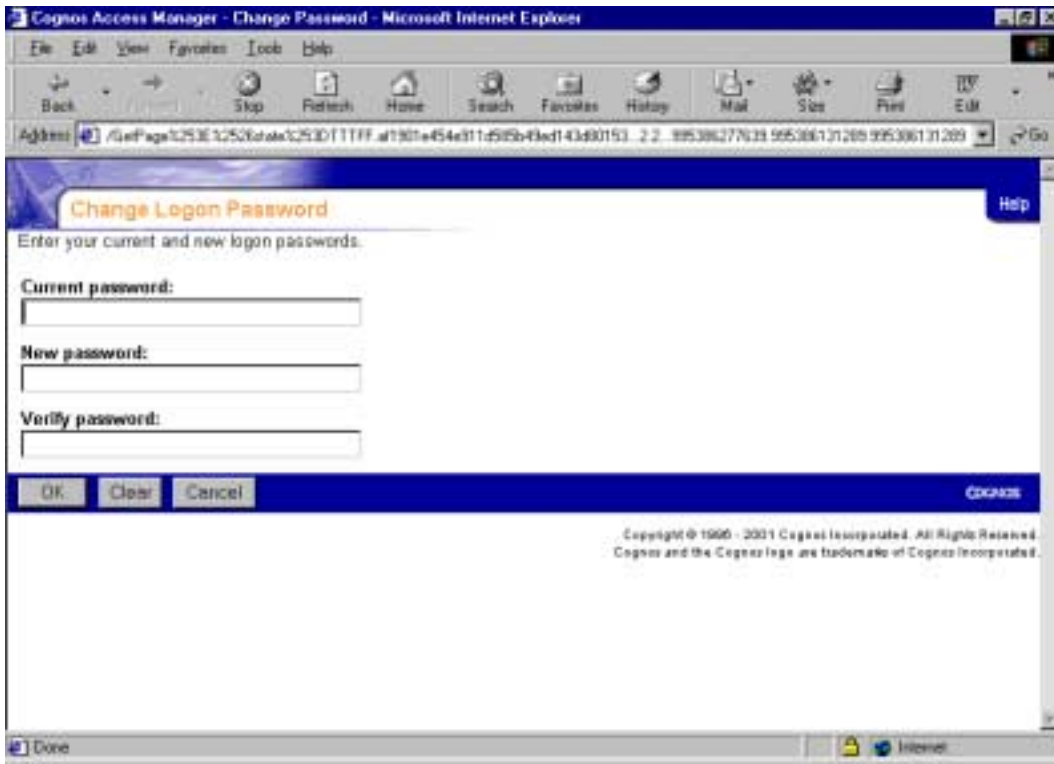
If you select the Save as option, it will bring up the screen asking you what you want to name the file and where you want to save it to. This option can be used to get an SF-50 file that may need to be e-mailed to an individual.

To change your password - From the main login screen, click on the Personalize tab at the top of the page.



Click on the link for "Change logon password".



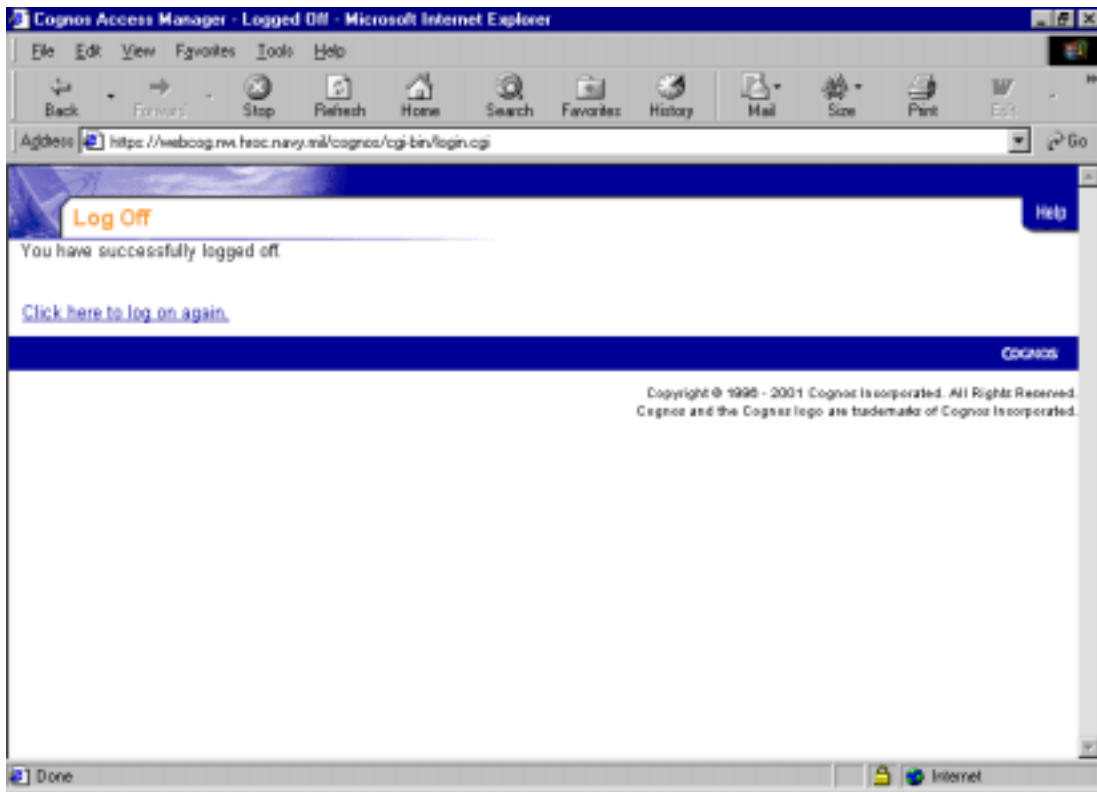


Type in the current password, new password, then new password again, then click ok to save changes.

To logoff of the system:



At the Cognos Upfront screen, select the Logoff option from the top menu in the upper right corner. If you need to login again, click on the "Click here to log on again".



At this point, you can exit out of Internet Explorer.