

APPROVER TIME SAVERS

Purpose: This PowerPoint outlines the steps Approvers will complete prior to attending the Live Virtual Training Session and accessing the TRANServe System for the first time. Approvers who are not program participants will complete steps 1 -2. Approvers who are also program participants will continue and complete steps 3 – 5. This slide outlines steps 1-5, while the subsequent slides provide instructions for each step.

Step 1: Complete the 10 minute pre-requisite Integrity and Awareness Video On Demand (VOD).

Step 2: Develop a FISMA compliant password. Think of a FISMA compliant password using slide #3. Then, jot it down and save it for use during the live training session.

NOTE: During the rollout, OPE will register Management Officials in the TRANServe System in advance AND assign them respective Approver Roles. Approvers will then receive an email from the PTB Public Website Administrator containing a temporary password—SAVE this Email and **STOP** Here!

Complete the Next 3 Steps If You are Also a Program Participant:

Step 3: Refer to Approver List for your work location who will review your application form and your POC. In most cases, you will select your Manager again as the POC.

Step 4: Obtain your Employee Common Identifier (ECI)

Step 5: Determine your ACTUAL commuting costs EACH WAY for EACH MODE OF TRANSPORTATION

Note: After the scheduled training session, Approvers will go directly to the “Change Your Password” section of the Approver Quick Guide to begin accessing the system.

TRANServe INTEGRITY & AWARENESS VOD

1. To view TRANServe Integrity Training VODs, simply select the single sign-on (SSO) link: <https://ssalms.csod.com/samldefault.aspx>
2. To find the training, simply type “**TRANServe**” in the advanced search box in the top left hand side of the screen.
3. Select the TRANServe Applicant and Approver Integrity Awareness Training VOD
4. View the TRANServe Applicant and Approver Integrity Awareness Training VOD
5. Click the “Next” button under the green bar to finish viewing the VOD.
6. Close the next screen and click on the WeLearn Logo in the top left hand side of the screen.
7. Select the blue “My Transcript” button.
8. The next window will list the TRANServe Applicant and Approver Integrity Awareness Training VOD with a blue button to the right labeled “Mark Complete.”
9. Click on “Mark Complete” and the button will now read “View Certificate.” Click on the “View Certificate” button.
10. A new intranet window will open with your Certificate of Completion. Save a copy of the certificate.

Note: These instructions are Reiterated in the Approver Quick Guide. Approvers & Applicants Will Complete this VOD Annually.

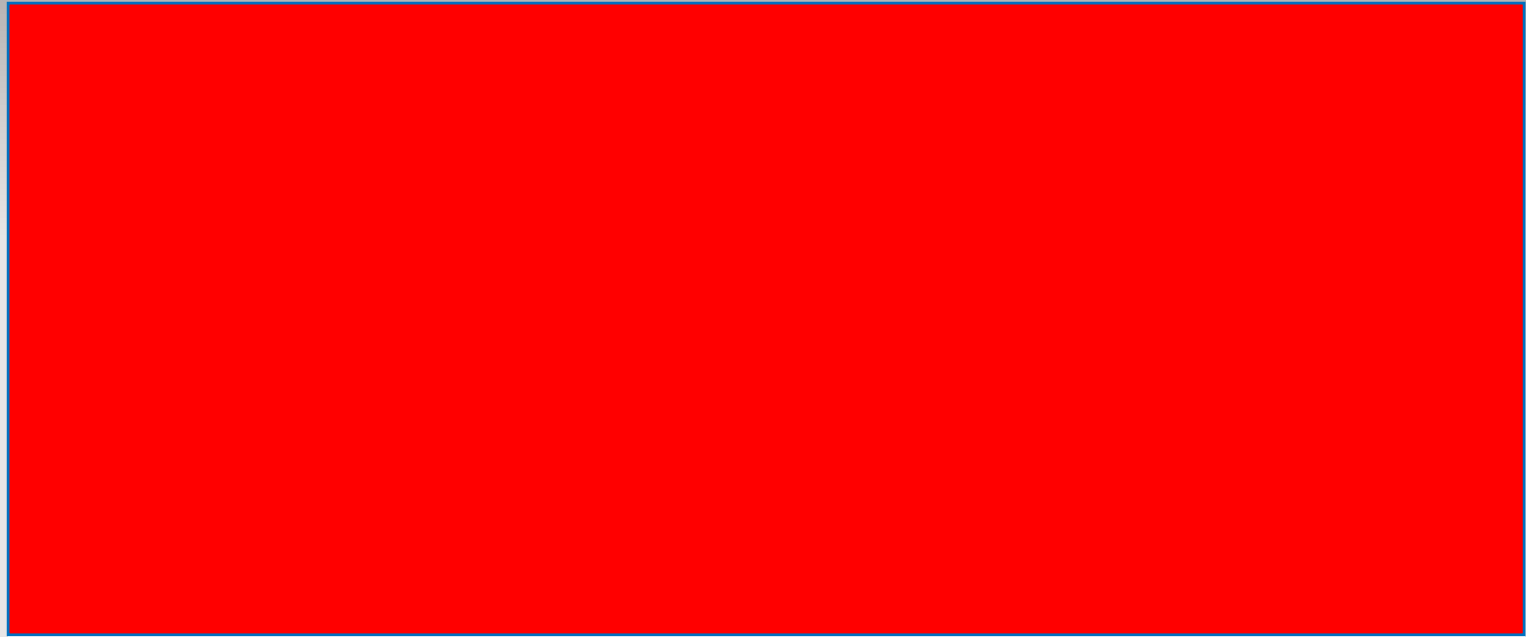
The screenshot displays the WeLearn LMS interface. At the top, there is a navigation bar with the 'weLearn' logo on the left and a search bar on the right. A red arrow points to the search bar, which contains the text 'TRANServe'. Below the navigation bar, there is a large banner with the text 'Skillsoft + weLearn LMS = It's all right here!'. Below the banner, there is a section titled 'Launch and Explore your Skillport library of e-Books, Audio Books and Videos.' At the bottom, there are two main sections: 'My Training' and 'My Transcript'. The 'My Training' section has a table with columns 'Due Date' and 'Action'. The 'My Transcript' section has a button labeled 'View transcript'.

Due Date	Action
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CREATE A FISMA COMPLIANT PASSWORD IN ADVANCE

1. Use the criteria in the grey box below (Right Corner) to develop a FISMA compliant password. You will use this password and the temporary password emailed to you by PTB Public Website after your scheduled training session.
2. During the rollout, OPE will register Management Officials in the TRANServe System and assign them respective Approver roles (Supervisor or Manager). These Approvers will be emailed a temporary password by the TRANServe System (Email from PTB Public Website).
3. Pre-registered Approvers will skip the “Register” section of the Approver Quick Guide and go the “Change Password” section of the Approver Quick Guide.

TIP: Once on the “Change Password” screen, Approvers will copy the temporary password in the email and paste in the Current Password field and type the FISMA password in the New Password field.



Password must be at least 12 characters long
No password character may be repeated more than 1 time(s) in sequence
Password must contain characters from at least 4 of the following categories.

- Uppercase characters (A through Z)
- Lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, %)

Password will expire 60 days after being set
Passwords cannot be reused within the last 24 changes.

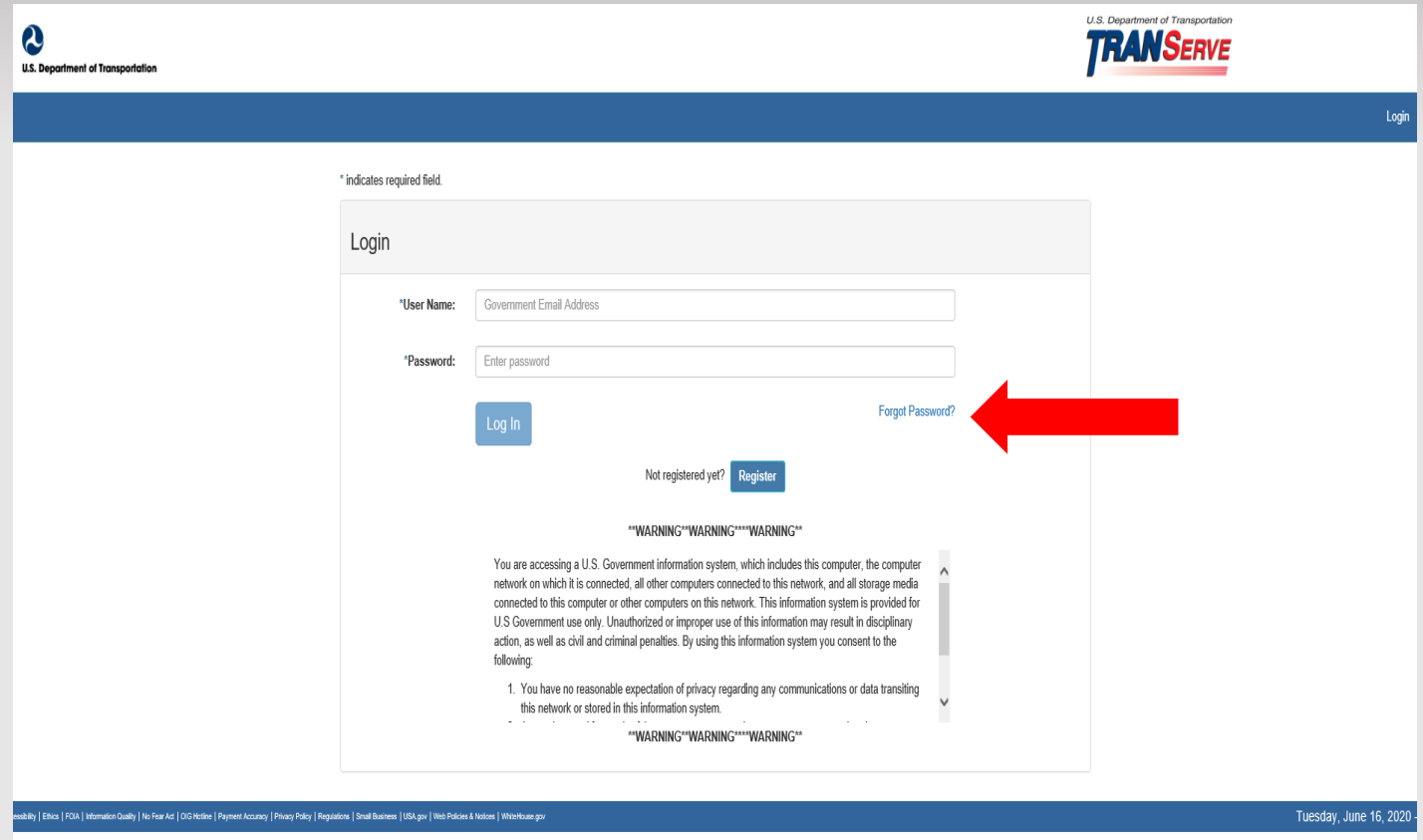


WERE YOU REGISTERED IN THE TRANServe SYSTEM BY OPE BUT, DON'T HAVE THE TEMPORARY PASSWORD EMAILED BY THE PTB ADMINISTRATOR?

The Approver Quick Guide will walk you through the necessary steps for changing your password from the temporary password emailed to you by the TRANServe System (PTB Public Website) to the FISMA compliant password you developed.



If you cannot find the email from PTB Public Website:

1. Click the “Forgot Password?” button on the log in page of the TRANServe System.
2. Go to the “Send It by Email” section.
3. Enter your SSA email address.
4. Click the “Submit” button.
5. Follow the instructions in the “Change Password” section of the Approver Quick Guide.



The screenshot shows the TRANServe System login interface. At the top, there are logos for the U.S. Department of Transportation and TRANServe. A blue header bar contains a 'Login' link. Below this, a 'Login' section contains two input fields: '*User Name:' with a placeholder 'Government Email Address' and '*Password:' with a placeholder 'Enter password'. A blue 'Log In' button is positioned below the password field. To the right of the password field is a blue link labeled 'Forgot Password?'. A large red arrow points to this link. Below the login fields is a 'Not registered yet? Register' section. Further down is a warning section with the text: '**WARNING**WARNING**WARNING**' followed by a paragraph about U.S. Government information system access and a list of terms of use. The footer contains a navigation bar with links like 'Accessibility', 'Ethics', 'FOIA', etc., and the date 'Tuesday, June 16, 2020'.

WERE YOU REGISTERED BY OPE BUT, DON'T HAVE THE TEMPORARY PASSWORD ISSUED BY THE PTB ADMINISTRATOR? CLICK ON "FORGOT PASSWORD" AND CREATE A FISMA COMPLIANT PASSWORD (See Previous Slide)



Login

* indicates required field.

Login

*User Name:

Government Email Address

*Password:

Enter password

Forgot Password?

Not registered yet?

Register

WARNINGWARNING****WARNING**

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

WARNINGWARNING****WARNING**

Accessibility | Ethics | FOIA | Information Quality | No Fear Act | OIG Hotline | Payment Accuracy | Privacy Policy | Regulations | Small Business | USA.gov | Web Policies & Notices | WhiteHouse.gov

Tuesday, June 16, 2020

OBTAIN YOUR APPROVER LIST

Selecting the Correct Approvers is Critical to the Form's Routing Process

Each SSA work location provided the Regional Office with a list of Management Officials who will review Applicants' forms for benefit authorization. The Regional Office has also identified the Regional Transit Coordinator (RTC) who will conduct the final review as Approver 3.

Prior to accessing the TRANServe System

Refer to the Approver List provided by the RTC to ensure you make the correct selections for form routing since, special instructions apply to Approvers who are program participants. The Approver Drop Box Menus are listed below in the order they will appear as you complete the electronic Certify/Enroll form:

- ☐ **Regional Transit Coordinator Drop Box Menu:** Select the name of the RTC identified by your Regional Office (Approver 3)
- ☐ **Supervisor Drop Box Menu:** Select the name of the Supervisor (Approver 1) selected by your office and provided to the Regional Office
- ☐ **Manager Drop Box Menu:** Select the name of the Manager (Approver 2) selected by your office and provided to the Regional Office
- ☐ **POC Drop Box Menu:** Unless otherwise instructed, select the name of your Manager (Approver 2) again

OBTAIN YOUR EMPLOYEE COMMON IDENTIFIER (ECI)

1. Go to the Employee Data application at: <https://eedata.personnel.ba.ssa.gov/> and enter the last 4 digits of your SSN and click submit.

2. ECI Number is below the EMPLOYEE INFORMATION header.



The screenshot shows the login page of 'THE OFFICE OF PERSONNEL Employee Data'. It includes a logo on the left and a central login box. The login box contains the text 'View and update your HR records online:', 'Log In ID: 123456', and a field for 'Enter Last 4 Digits of SSN:' with four dots. A 'Submit' button is at the bottom of the box. Below the login box, there is a security notice and a note about the update process. The footer contains links: EMPLOYEE DATA, CONTACT US, ABOUT EMPLOYEE DATA, PRIVACY ACT, SSN DISCLOSURE, and LOGOUT.

THE OFFICE OF PERSONNEL
Employee Data

Please note: Employee Data is not your official personnel record. Refer to the [Electronic Official Personnel Folder \(eOPF\)](#) for your official personnel record.

View and update your HR records online:

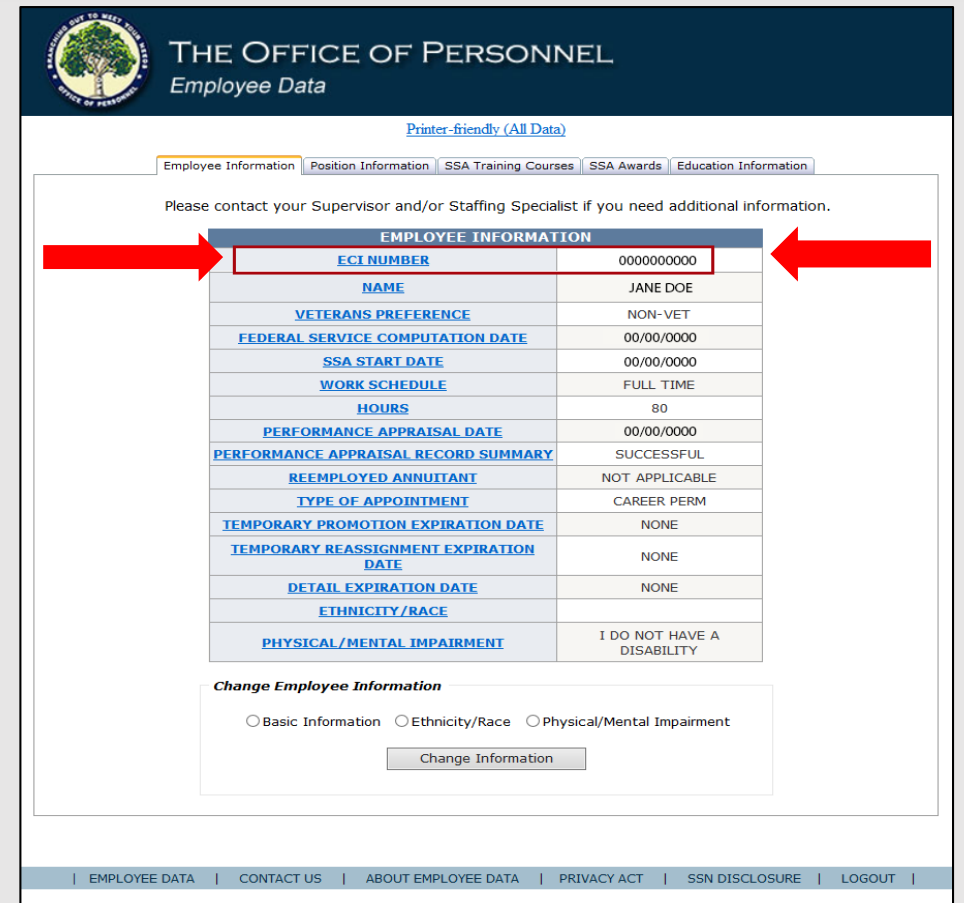
Log In ID: 123456

Enter Last 4 Digits of SSN:

For additional security precautions, please close the browser window when you are finished accessing your personnel data.

If you submit an electronic change to your record, expect it to take no longer than 14 days from the time you submit your request to the time it is updated in the system. It may take an additional week to appear on the Employee Data web page.

EMPLOYEE DATA | CONTACT US | ABOUT EMPLOYEE DATA | PRIVACY ACT | SSN DISCLOSURE | LOGOUT



The screenshot shows the 'Employee Data' page with the 'EMPLOYEE INFORMATION' table highlighted. A red arrow points to the 'ECI NUMBER' field, which contains '0000000000'. The table lists various employee details. Below the table, there is a 'Change Employee Information' section with radio buttons for 'Basic Information', 'Ethnicity/Race', and 'Physical/Mental Impairment', and a 'Change Information' button. The footer contains links: EMPLOYEE DATA, CONTACT US, ABOUT EMPLOYEE DATA, PRIVACY ACT, SSN DISCLOSURE, and LOGOUT.

THE OFFICE OF PERSONNEL
Employee Data

[Printer-friendly \(All Data\)](#)

Employee Information | Position Information | SSA Training Courses | SSA Awards | Education Information

Please contact your Supervisor and/or Staffing Specialist if you need additional information.

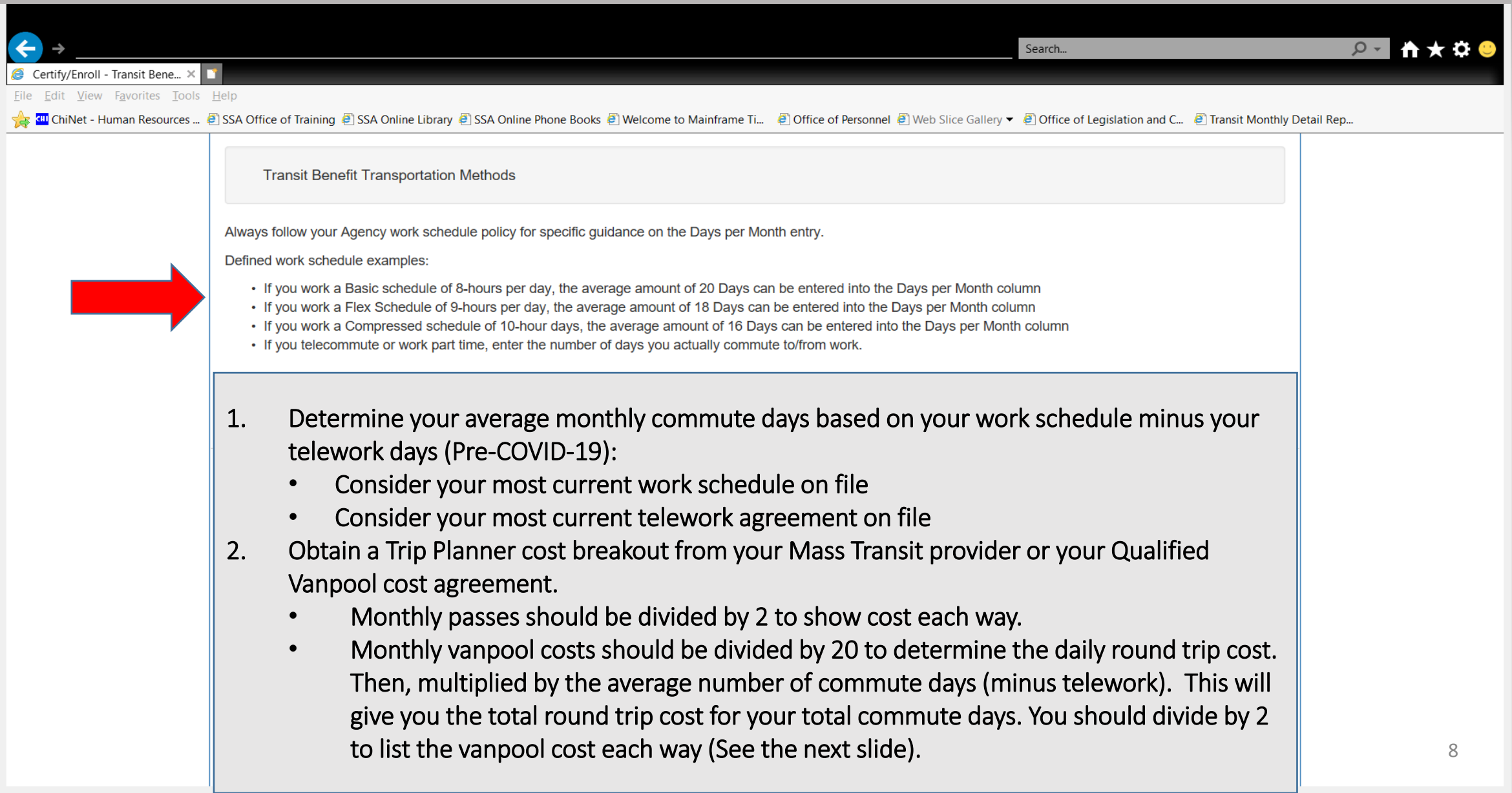
EMPLOYEE INFORMATION	
ECI NUMBER	0000000000
NAME	JANE DOE
VETERANS PREFERENCE	NON-VET
FEDERAL SERVICE COMPUTATION DATE	00/00/0000
SSA START DATE	00/00/0000
WORK SCHEDULE	FULL TIME
HOURS	80
PERFORMANCE APPRAISAL DATE	00/00/0000
PERFORMANCE APPRAISAL RECORD SUMMARY	SUCCESSFUL
REEMPLOYED ANNUITANT	NOT APPLICABLE
TYPE OF APPOINTMENT	CAREER PERM
TEMPORARY PROMOTION EXPIRATION DATE	NONE
TEMPORARY REASSIGNMENT EXPIRATION DATE	NONE
DETAIL EXPIRATION DATE	NONE
ETHNICITY/RACE	
PHYSICAL/MENTAL IMPAIRMENT	I DO NOT HAVE A DISABILITY

Change Employee Information

☐ Basic Information ☐ Ethnicity/Race ☐ Physical/Mental Impairment

EMPLOYEE DATA | CONTACT US | ABOUT EMPLOYEE DATA | PRIVACY ACT | SSN DISCLOSURE | LOGOUT

CALCULATE YOUR ACTUAL MONTHLY COMMUTING COSTS: MODE OF TRANSPORTATION COST & ACTUAL COMMUTE DAYS



The screenshot shows a web application interface. At the top, there is a navigation bar with a search bar and several icons. Below the navigation bar, there is a breadcrumb trail: "Certify/Enroll - Transit Bene...". The main content area is titled "Transit Benefit Transportation Methods". Below this title, there is a paragraph: "Always follow your Agency work schedule policy for specific guidance on the Days per Month entry." followed by "Defined work schedule examples:". A red arrow points to this section. The examples are:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

Below the examples, there is a numbered list of steps:

1. Determine your average monthly commute days based on your work schedule minus your telework days (Pre-COVID-19):
 - Consider your most current work schedule on file
 - Consider your most current telework agreement on file
2. Obtain a Trip Planner cost breakout from your Mass Transit provider or your Qualified Vanpool cost agreement.
 - Monthly passes should be divided by 2 to show cost each way.
 - Monthly vanpool costs should be divided by 20 to determine the daily round trip cost. Then, multiplied by the average number of commute days (minus telework). This will give you the total round trip cost for your total commute days. You should divide by 2 to list the vanpool cost each way (See the next slide).

CALCULATE YOUR MONTHLY COMMUTING COSTS: ENTER THE MODE(s) OF TRANSPORTATION, COST EACH WAY AND ACTUAL COMMUTE DAYS

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Search...

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Certify/Enroll - Transit Bene... x

File Edit View Favorites Tools Help

ChiNet - Human Resources ... SSA Office of Training SSA Online Library SSA Online Phone Books Welcome to Mainframe Ti... Office of Personnel Web Slice Gallery Office of Legislation and C... Transit Monthly Detail Rep...

*Select your transportation methods:

Bus

Other Bus

Rail

Other Method

Vanpool

→

Bus to Work:

Name of Company

\$

Daily Expense

Days per Month

\$

Monthly Expense

→

Bus from Work:

Name of Company

\$

Daily Expense

Days per Month

\$

Monthly Expense

→

Rail to Work:

Name of Company

\$

Daily Expense

Days per Month

\$

Monthly Expense

→

Rail from Work:

Name of Company

\$

Daily Expense

Days per Month

\$

Monthly Expense

→

Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.

Total Monthly Expense:

\$

0.00

9