

# APPLICANT TIME SAVERS

**Purpose:** This PowerPoint outlines the steps program participants (Applicants) will complete prior using the Applicant Quick Guide. Completing these steps will ensure you collect and organize the information necessary for accessing the TRANServe Electronic Application System and submitting the electronic “New Transit Benefit Participant” form.

1. Complete the pre-requisite Integrity and Awareness Video On Demand (VOD):
  - Approvers and Program Participants (Applicants) must complete the training once a year
  - Applicants must attest to having completed this training when completing a Certify/Enroll form
2. Obtain your Employee Common Identifier (ECI), which replaces your SSN on Transit Subsidy forms moving forward (See slide #3)
3. Develop a FISMA compliant password (See slide #4)
4. Obtain your established list of Approvers (See slide #5)
5. Determine your actual commuting costs

# 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 search bar with the text "TRANServe" entered. A red arrow points to this search bar. Below the search bar, there is a navigation menu with "Home" and "Learning" options. The main content area features 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 tabs: "My Training" and "My Transcript". The "My Transcript" tab is active, showing a table with columns "Due Date" and "Action". A blue button labeled "View transcript" is visible below the table.

# 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 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 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**



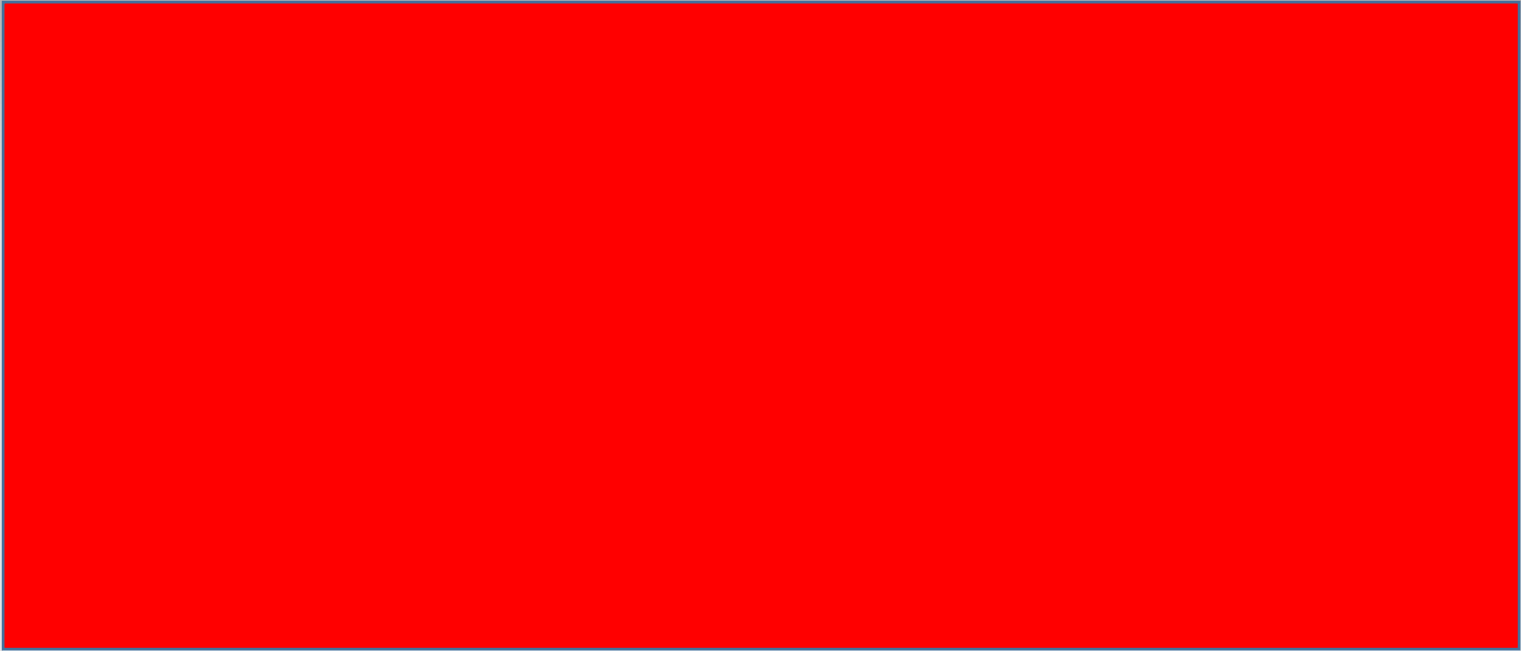
☐ Basic Information ☐ Ethnicity/Race ☐ Physical/Mental Impairment

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# CREATE A FISMA COMPLIANT PASSWORD IN ADVANCE

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

1. When you follow the registration steps in the Applicant Quick Guide, the TRANServe System's PTB Administrator will email you a temporary password.
2. When you follow the instructions in the "Change Password" section, you will use the emailed temporary password as the Current Password and the FISMA password you developed as the New Password.



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.

# OBTAIN YOUR APPROVER LIST

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

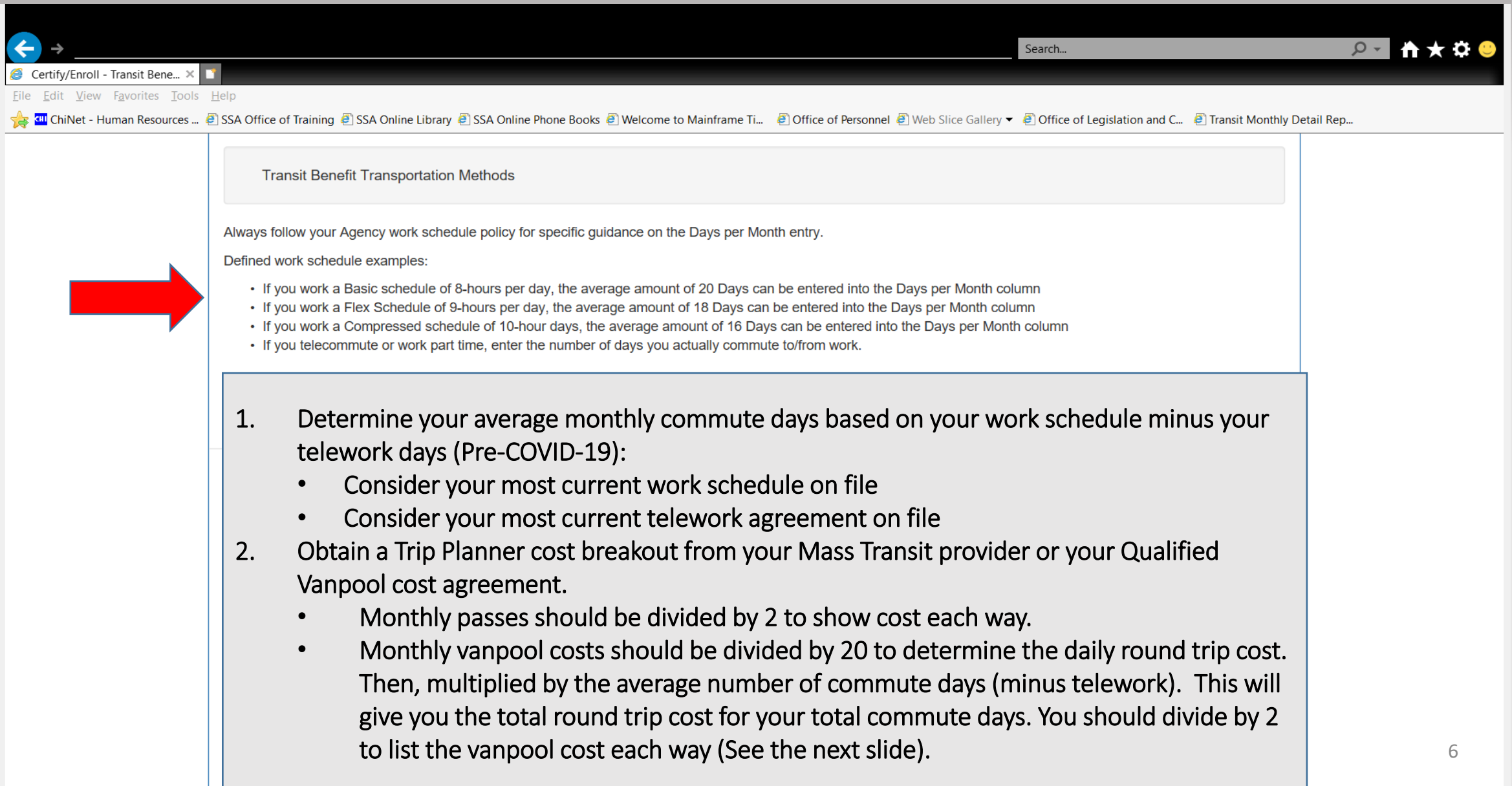
Each SSA work location provided the Regional Office with a list of Management Officials who will review Applicants' forms for benefit authorization. The Regional Office has also identified the Regional Transit Coordinator (RTC) who will conduct the final review as Approver 3.

## Prior to accessing the TRANServe System

Refer to the Approver List for your work location. These Management Officials and the RTC will review your application form. 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 (RTC) 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:** Select the name of your Manager (Approver 2) again

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







The screenshot shows a web browser window with the address bar displaying 'Certify/Enroll - Transit Bene...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The address bar also contains a search field and navigation icons. The page title is 'Transit Benefit Transportation Methods'. Below the title, there is a section titled '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 listed as follows:


- 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 for calculating actual monthly commuting costs:











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 EACH WAY, COST EACH WAY AND ACTUAL COMMUTE DAYS

← →  Search...    


Certify/Enroll - Transit Bene... 

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