

# How to create a F202 form submission on the FRM App

F202 App Instructions for Data Entry (Clerks)

1 Navigate to <http://gocdapps/FRM/F202>

2 Click "New Submission - Unit:: {Your Unit Sub-Program}"

The screenshot shows the FRM app interface. At the top, there is a navigation bar with the following items: FRM, Home, Contact, Manage Users, and LAZARUSA | Logout. Below the navigation bar, the main content area displays the "F202 Database::" section. A green button with a plus sign and the text "New Submission - Unit: F32" is highlighted with a yellow circle. Below the button is a table with the following columns: Manage, Employee ID, Employee Name, Employee Hired Date, and Assignment. The table contains three rows of data:

Manage	Employee ID	Employee Name	Employee Hired Date	Assignment
 	1028067	Doe, John	Mon 06, 2023	ACCLK001
 	1020943	Lazarus, Austin	Mon 06, 2023	AICSA001
 	1028075	Doe, John10	Mon 06, 2023	PHARM002

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First: Click the text field called "Name:" and enter the New Employee's full name e.g. "Doe, John"

"H" To Hire a New Employee H ▾  
"U" To Update Details of an Existing Employee

**Employee Details**

<b>* Employee ID:</b> <input type="text" value="1028075"/>	<b>Name:</b> <input type="text" value=""/>
<b>* Employer:</b> <input type="text" value="..."/>	<b>* Hire Date:</b> <input type="text" value="mm/dd/yyyy"/>

**Employee Name and Address**

**First Name:**

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Click on the "Employer:" dropdown field to find the employer's sub-program for the New Employee

"U" To Update Details of an Existing Employee

**Employee Details**

<b>* Employee ID:</b> <input type="text" value="1028075"/>	<b>Name:</b> <input type="text" value="Doe, John12"/>
<b>* Employer:</b> <input type="text" value="..."/>	<b>* Hire Date:</b> <input type="text" value="mm/dd/yyyy"/>

**Employee Name and Address**

**First Name:**

**Middle Name:**

5 Enter the exact hiring date of the Employee

Update Details of an Existing Employee

Employee Details

Employee ID:	Name:
1028075	Doe, John12
Employer:	* Hire Date:
2	mm/dd/yyyy

Employee Name and Address

First Name:

Middle Name:

6 Enter the employees Full details in the "Employee Name and Address" segment

1028075	Doe, John12
* Employer:	* Hire Date:
F32	06/05/2023

Employee Name and Address

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

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For this segment, "Employee Personal": Enter the employee's DOB, Sex, Martial Status and most importantly their "National ID:"

Address Line 2:

Employee Personal

Date of Birth: mm/dd/yyyy  Sex: Male

Marital Status :

\* National ID:

Employee Assignment

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In the subsequent section select the Assignment from the "Assign To:" dropdown field.

Single

\* National ID: JD1000012

Employee Assignment

\* Assign To:

Organization Unit: F32

Assignment Reason: New Hire

Begin Date: mm/dd/yyyy 

End Date: mm/dd/yyyy 

\* Rate Table: POL SALARY

Period Salary:

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The Assignment information can be looked up from the code i.e. "ACCTN003" or it's description i.e. "Accountant Carib Affairs"

ACCPOFF01 - Accounts Payable Officer - DCFH  
ACCROFF01 - Accounts Receivable Officer - DCFH  
ACCTG001 - Accountant General Accountant General's Office  
ACCTN001 - Accountant Accountant General's Office  
ACCTN002 - Accountant Princess Margaret Hospital Administration  
**ACCTN003 - Accountant Carib Affairs**

Employee Employment

Time Reporting Method:

\* Pay Status:  
Pay

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Choose an Assignment Reason.. Default is "New Hire"

JD1000012

Employee Assignment

\* Assign To:  
ACCTN003 - Accountant Carib Affairs

Organization Unit:  
F32

Assignment Reason:  
New Hire

Begin Date:  
mm/dd/yyyy

End Date:  
mm/dd/yyyy

\* Rate Table:  
POLSALARY

Rate Table Code:  
...

Period Salary:

Per:  
BiWeekly

11 Enter the "Begin Date:"

Employee Assignment

\* Assign To:  
ACCTN003 - Accountant Carib Affairs

Organization Unit: F32      Assignment Reason: New Hire

Begin Date: mm/dd/yyyy      End Date: mm/dd/yyyy

\* Rate Table: POLSALARY      Rate Table Code: ...

Period Salary:      Per: BiWeekly

Employee Employment

12 and "End Date:"

Employee Assignment

\* Assign To:  
ACCTN003 - Accountant Carib Affairs

Organization Unit: F32      Assignment Reason: New Hire

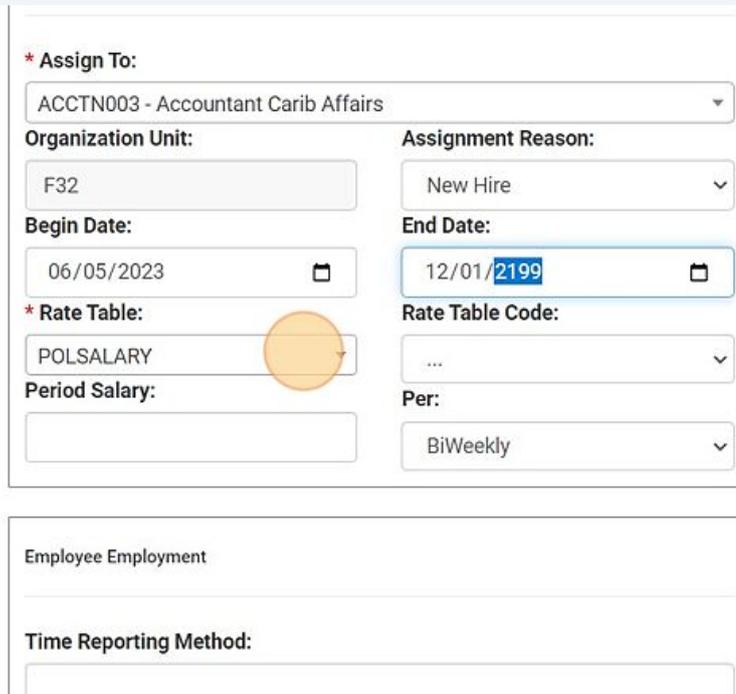
Begin Date: 06/05/2023      End Date: mm/dd/yyyy

\* Rate Table: POLSALARY      Rate Table Code: ...

Period Salary:      Per: BiWeekly

Employee Employment

13 Next, select the "Rate Table:" dropdown to choose the appropriate Table



\* Assign To:  
ACCTN003 - Accountant Carib Affairs

Organization Unit: F32  
Assignment Reason: New Hire

Begin Date: 06/05/2023  
End Date: 12/01/2199

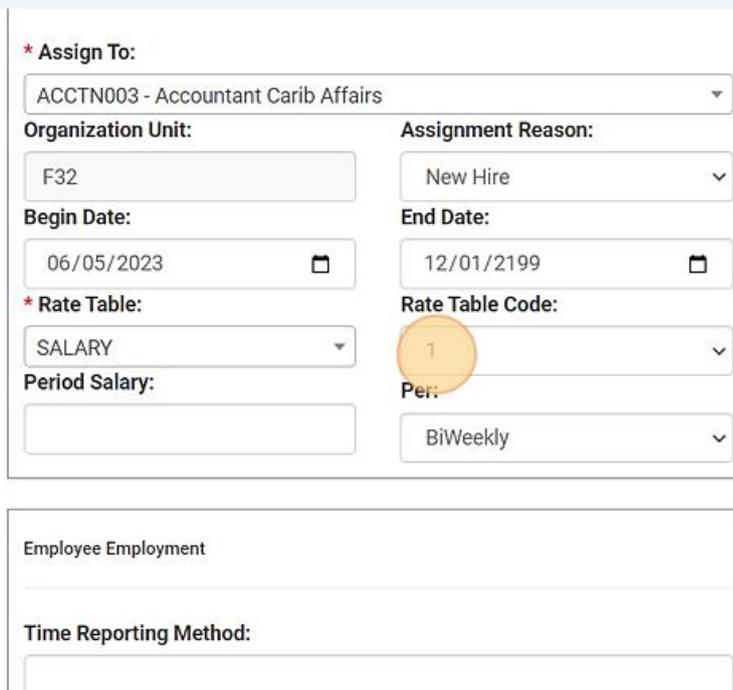
\* Rate Table: POLSALARY  
Rate Table Code: ...

Period Salary:  
Per: BiWeekly

Employee Employment

Time Reporting Method:

14 and select the corresponding code to pre-populate the "Period Salary:" text field



\* Assign To:  
ACCTN003 - Accountant Carib Affairs

Organization Unit: F32  
Assignment Reason: New Hire

Begin Date: 06/05/2023  
End Date: 12/01/2199

\* Rate Table: SALARY  
Rate Table Code: 1

Period Salary:  
Per: BiWeekly

Employee Employment

Time Reporting Method:

15 Finally in this section, select the "Per:" dropdown

ACCTN003 - Accountant Carib Affairs

**Organization Unit:** F32

**Assignment Reason:** New Hire

**Begin Date:** 06/05/2023

**End Date:** 12/01/2199

**\* Rate Table:** SALARY

**Rate Table Code:** 17

**Period Salary:** EC \$2571.37

**Per:** BiWeekly

**Employee Employment**

**Time Reporting Method:**

**\* Pay Status:** Pay

16 For this segment, "Employee Employment:" Select the appropriate information

EC \$2571.37 Monthly

**Employee Employment**

**Time Reporting Method:** Automatically Paid

**\* Pay Status:** Pay

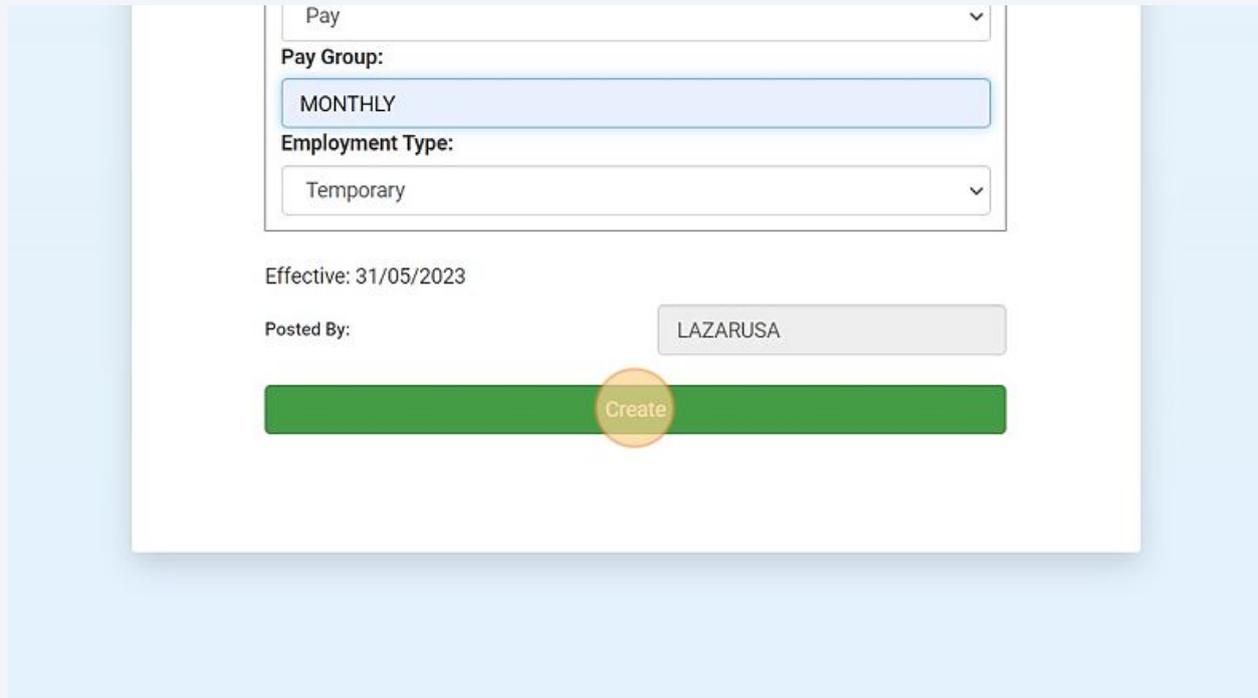
**Pay Group:**

**Employment Type:** Temporary

Effective: 31/05/2023

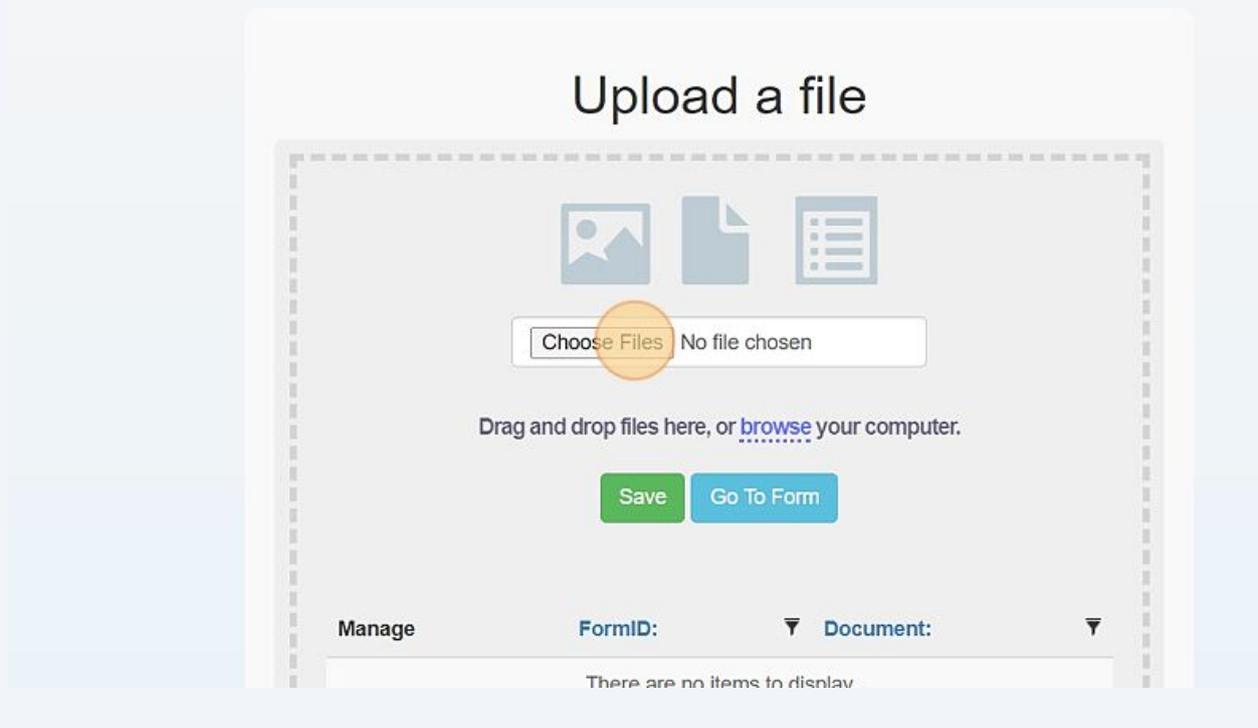
Posted By: LAZARUSA

17 Finally, Submit the "Create" button to complete the submission



A screenshot of a web form. At the top, there is a dropdown menu labeled "Pay" with a downward arrow. Below it is a section titled "Pay Group:" with a blue-bordered input field containing the text "MONTHLY". Underneath is another section titled "Employment Type:" with a dropdown menu showing "Temporary" and a downward arrow. Below these fields, the text "Effective: 31/05/2023" is displayed. Further down, there is a "Posted By:" label followed by a grey input field containing "LAZARUSA". At the bottom of the form is a prominent green button with the word "Create" in white text, which is highlighted by a yellow circular callout.

18 On the following page, attach all supplementary documents



A screenshot of a file upload interface. The main heading is "Upload a file". Below the heading is a dashed-line box containing three icons: a picture, a document, and a list. Underneath the icons is a white input field with a "Choose Files" button and the text "No file chosen". Below the input field is the instruction "Drag and drop files here, or [browse](#) your computer." At the bottom of the dashed box are two buttons: a green "Save" button and a blue "Go To Form" button. Below the dashed box, there is a table header with "Manage", "FormID:", and "Document:" columns, each with a downward arrow. Below the header, the text "There are no items to display" is visible.

**19** When done, "Go to Form" to preview your submission

