

Mass/Mask Actions
Created on April 4, 2005

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Introduction

The ability to change large amounts of data, as well as key sizable repetitive workloads, reduces processing time and increases operational efficiency.

An EHRP enhancement, Mass Mask Actions, helps users minimize manual keying of changes. Mass Mask virtually eliminates the need to key DHHS specific actions (the 9xxx Nature of Action Codes). The 9xxx NOAs constitute approximately 40% of keying necessary to process personnel actions in DHHS.

This enhanced capability includes two kinds of processing:

- **Mass Actions** - which make the same changes to large groups of records without manual keying.
- **Mask Actions** - which holds certain information constant for large groups of records while only the data that is different is manually keyed.

Mass Actions

Leave Category Change Mass

A Mass process is run each pay period to update employees annual leave category to the increased accrual level as they become eligible. Users do not process leave category changes manually.

The mass process evaluates the employee's Leave Service Computation Date (SCD) to determine their eligibility for leave accrual increases at 3 years and 15 years. The process compares the current pay period date to their Leave SCD to calculate the number of years. The program also determines if the employee is in the Senior Executive Service (SES) since SES employees are in a different benefit plan.

If the employee is eligible for a leave accrual increase, the program will insert a row into the Leave Plans (Annual Leave) page updating the Effective Date, Election Date and Benefit Plan.

Process Schedule

The process will run on the first day of each pay period, Sunday. The Effective Date will be the first day of the current pay period. For example, an employee with a Leave SCD date of 10/22/1999 would have had a leave effective date of 11/03/2002.

Process Check

Users may use **Mass Mask Query** to generate a report to determine what has been processed or what errors have occurred. The query navigational path and query name follow.

Home > PeopleTools > Query Manager > Use > Query Manager

Query Name: HE_MASS_MASK_STATUS.

Please see **Information Tools** in **Chapter 18** for instructions on how to use the Mass Mask Query function and reports.

Temporary Employee

NOTE: Annual leave categories for temporary employees are the same as permanent employees. Payroll adjusts the actual accrual of leave for each temporary employee based on the hours worked by that employee.

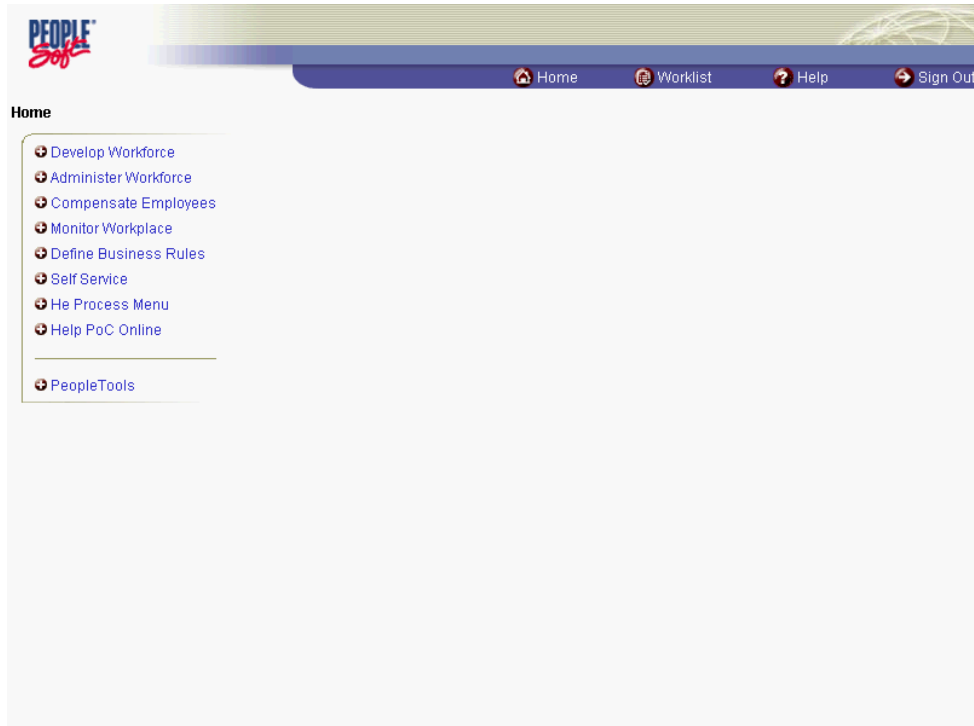
Manuel Leave Category Changes

Introduction




PAR Actions are not keyed for manual leave category changes. Users enter the employee's leave category change directly on the Leave Plans page.

Procedure

The following steps detail the procedure for processing manual leave category changes.



| Step | Action |
|------|---------------------------------------------------------------------------------------------|
| 1. | Click the Compensate Employees link. Compensate Employees |
| 2. | Click the Administer Base Benefits link. Administer Base Benefits |
| 3. | Click the Use link. Use |
| 4. | Click the Leave Plans link. Leave Plans |

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Search for the desired employee. Click in the Last Name field.  |
| 6. | Enter the desired information into the Last Name field. Enter " WINTER ". |
| 7. | Click the Search button.  |
| 8. | Select the desired employee. Click WINTER, ADAM  |

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Home Worklist Help Sign Out

Home > [Compensate Employees](#) > [Administer Base Benefits](#) > [Use](#) > [Leave Plans](#) [New Window](#)



Leave Plans (USA)


WINTER, ADAM ID: 0011 Empl Rcd#: 0


Plan Type Find | View All First 1 of 1 Last

*Plan Type: 50 Sick  

Coverage View All First 1 of 1 Last







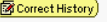
Coverage Election Elect Waive Terminate *Election Date: 01/14/2004  



*Effective Date: 

Benefit Plan:  Optn:

Employee Status: Leave

Benefit Program: FEDERAL GOV'T EMPLOYEES

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------|
| 9. | Click the Add a new row at row 1 button.  |
| 10. | Click the Choose a date button.  |

| Step | Action |
|------|--------------------------------------------|
| 11. | Click the desired date. Click 19 |

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Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Leave Plans [New Window](#)

Leave Plans (USA)

WINTER, ADAM ID: 0011 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 50 Sick + -

Coverage View All First 1 of 2 Last

Coverage Election Elect Waive Terminate *Election Date: 01/14/2004 + -


*Effective Date: 01/19/2004

Benefit Plan: Optn:

Employee Status: Leave

Benefit Program: FEDERAL GOVT EMPLOYEES

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------|
| 12. | Click the Choose a date button.  |

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Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Leave Plans [New Window](#)

Leave Plans (USA)

WINTER, ADAM ID: 0011 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 50 Sick

Coverage View All First 1 of 2 Last

Coverage Election Elect Waive Terminate *Election Date: 01/14/2004

*Effective Date: 01/19/2004

Benefit Plan: Optn:

Employee Status: Leave

Benefit Program: FEDERAL GOVT EMPLOYEES

January 2004

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Current Date

Save Return to Search Next in List Previous in List Update/Display Include History

| Step | Action |
|------|--------------------------------------------|
| 13. | Click the desired date. Click 19 |

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Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Leave Plans [New Window](#)

Leave Plans (USA)

WINTER, ADAM ID: 0011 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 50 Sick + -

Coverage View All First 1 of 2 Last

Coverage Election Elect Waive Terminate *Election Date: 01/19/2004 + -

*Effective Date: 01/19/2004

Benefit Plan: Optn:

Employee Status: Leave

Benefit Program: FEDERAL GOV'T EMPLOYEES

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

| Step | Action |
|------|--------------------------------------------------------------------------------|
| 14. | Click in the Benefit Plan field. <input type="text"/> |
| 15. | Enter the desired information into the Benefit Plan field. Enter "SL4". |
| 16. | Click the Save button. |
| 17. | The informatoin is saved. End of Procedure. |

Performance Ratings Mass

Performance Ratings Mass

Users may request the automated entry of performance ratings for large groups of employees within their Agencies.

The Mass process updates appraisals of employees in the group with the same rating for the same rating period as specified by the Agency. Employees whose ratings differ are adjusted manually. For example, if 80 % of the Agency employees have a satisfactory rating then this process would allow you to assign a satisfactory rating to all applicable employees in your Agency, then manually modify ratings for the 20% of employee's whose rating differs from satisfactory.

NOTE: It is recommended that the Agency Mass action request specify the rating that applies to the highest percentage of employees in the group.

Rating Update Criteria

The criteria that this process uses to determine which employee ratings to update are as follows:

- The employee was hired more than 90 days ago.
- Employees are in the following pay plans: GS, GM, GN, WS, WG, WL, WN, WD, XP, XS, XL, XD, and XN.
- The employee's tenure has a value other than **NONE**.

Procedure

The Agency submits a request via an **EHRP Help POC Ticket** with the following information:
The **Effective Date** of the rating.

The **Performance Plan End Date** (Agency determined)

The **Business Unit** (Agency) for which the process will be run

The **Begin Date** of the appraisal period

The **End Date** of the appraisal period

The **Rating Scale** the agency employs, either A or H

The **Rating** to be assigned to all applicable employees within the Agency

Process Check

Users may use **Mass Mask Query** to generate a report to determine what has been processed or what errors have occurred. The query navigational path and query name follow.

Home > PeopleTools > Query Manager > Use > Query Manager

Query Name: HE_MASS_MASK_STATUS.

Please see **Information Tools** in **Chapter 18** for instructions on how to use the Mass Mask Query Function and reports.

Manual Entry of Performance Ratings

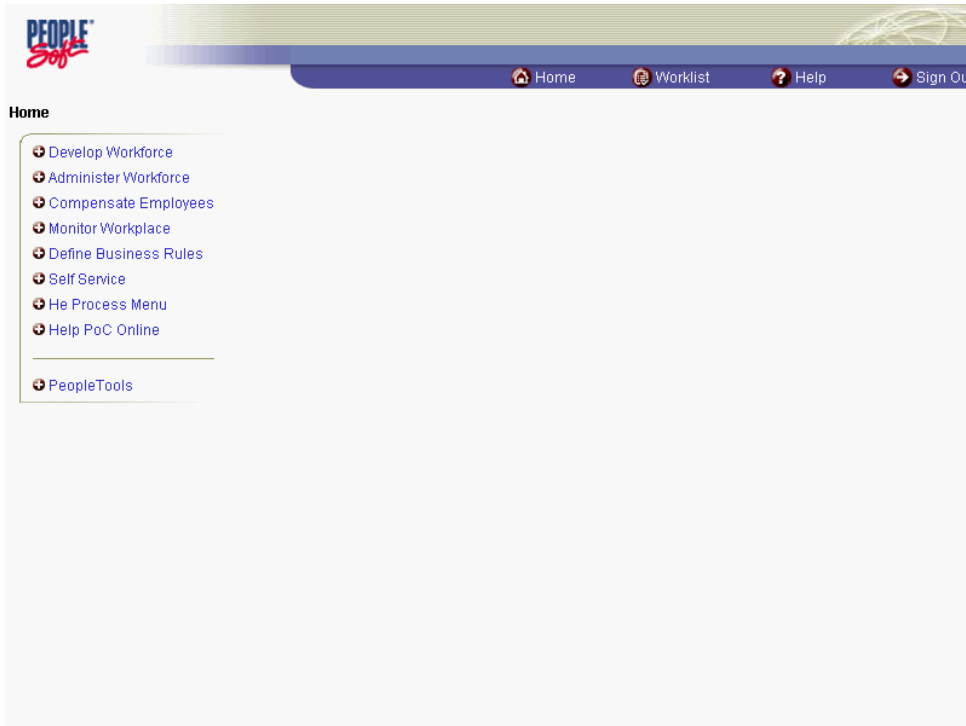
Introduction

Users will need to manually modify the performance rating for employees whose rating differs from the specified rating used in the Agency Employee Performance Appraisal Mass.

Performance ratings are keyed manually on the Employee Appraisal page.

Procedure

The following steps detail the procedure for processing Performance Ratings manually.



| Step | Action |
|------|-----------------------------------------------------|
| 1. | Click the Administer Workforce link. |
| 2. | Click the Manage Performance (USF) link. |
| 3. | Click the Use link. |
| 4. | Click the Employee Appraisal link. |

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Home Worklist Help Sign Out

Home > Administer Workforce > Manage Performance (USF) > Use > Employee Appraisal [New Window](#)

Employee Appraisal

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Personnel Status:

Include History Correct History

[Basic Search](#)

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Enter the Employee ID to pull up the employee record. Enter the desired information into the EmplID field. Enter " 0243 ". |
| 6. | Click the Search button. <input type="button" value="Search"/> |

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Home Worklist Help Sign Out

Home > Administer Workforce > Manage Performance (USF) > Use > Employee Appraisal [New Window](#)

Employee Appraisal 1

View All First 1 of 1 Last

Greenberg,Zelda Employee ID: 0243 Empl Rcd#: 0

Effective Date: 01/14/2004 Review Type: Supervisory Rating

From/To Date: Next Review Date:

Performance Plan: STANDARD OPM Rating of Record Pattern H

Rating Scale: H OPM Rating of Record Pattern H OPM Pattern: H

Review Rating: Company: HE 11 Program Support Center OPM Rating:


Department: PEA F1 Position: 00007184

Job Code: 00P047 Supervisor: Other PP-Grade:

View All First 1 of 1 Last

Review Level: Reviewer ID: Comment:

Save Return to Search Update/Display Include History Correct History

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | <p>Enter the effective date of the appraisal in the Effective Date field. Click the Choose a date button.</p>  |

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Home Worklist Help Sign Out

Home > Administer Workforce > Manage Performance (USF) > Use > Employee Appraisal [New Window](#)

Employee Appraisal 1

View All First 1 of 1 Last

Greenberg,Zeldia Employee ID: 0243 Empl Rcd#: 0

*Effective Date: 01/14/2004

From/To Date

Performance Plan: STANDARD

Rating Scale: H

Review Rating:

Company: HE 11

Department: PEA1

Job Code: 00P047

Review Type: Supervisory Rating

Next Review Date:

OPM Pattern: H

OPM Rating:

Position: 00007184

Supervisor: Other

PP-Grade:

*Review Level:

Reviewer ID:

Comment:

Save Return to Search Update/Display Include History Correct History

| Step | Action |
|------|-------------------------------------------------------------------------------|
| 8. | Click the desired date. Click 15 <input type="text" value="15"/> |

Employee Appraisal 1

Greenberg, Zeldia Employee ID: 0243 Empl Rcd#: 0

*Effective Date: 01/15/2004 Review Type: Supervisory Rating

From/To Date: [] [] Next Review Date: []

Performance Plan: STANDARD OPM Rating of Record Pattern H

Rating Scale: H OPM Rating of Record Pattern H

Review Rating: [] OPM Pattern: H

Company: HE 11 Program Support Center OPM Rating:

Department: PEA1 Position: 00007184

Job Code: 00P047 Supervisor: Other PP-Grade:

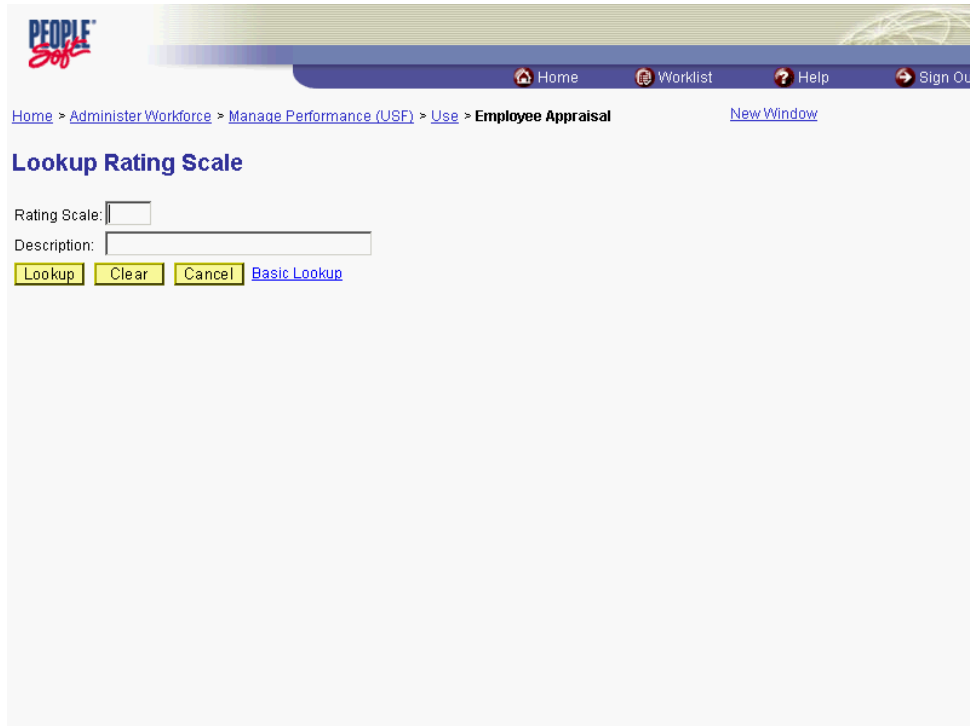
*Review Level: []



Reviewer ID: []

Comment: []

Save Return to Search Update/Display Include History Correct History

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | In the From/To Date fields, enter the period of time for which the employee is being appraised. Click in the From Date field. |
| 10. | Enter the desired information into the From Date field. Enter " 11/14/2003 ". |
| 11. | Click in the From/To Date field. |
| 12. | Enter the desired information into the From/To Date field. Enter " 01/14/2004 ". |
| 13. | If known, enter the date of the next review in the Next Review Date field. |
| 14. | Click the Lookup Rating Scale button. |



| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. | Click the Lookup button.  |
| 16. | Select the Rating Scale from the list. Click OPM Rating of Record Pattern H  |

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Home Worklist Help Sign Out

Home > Administer Workforce > Manage Performance (USF) > Use > Employee Appraisal [New Window](#)

Employee Appraisal 1

View All First 1 of 1 Last

Greenberg,Zelda Employee ID: 0243 Empl Rcd#: 0 + -

Effective Date: 01/15/2004
 From/To Date: 11/14/2003 01/14/2004
 Review Type: Supervisory Rating
 Next Review Date:

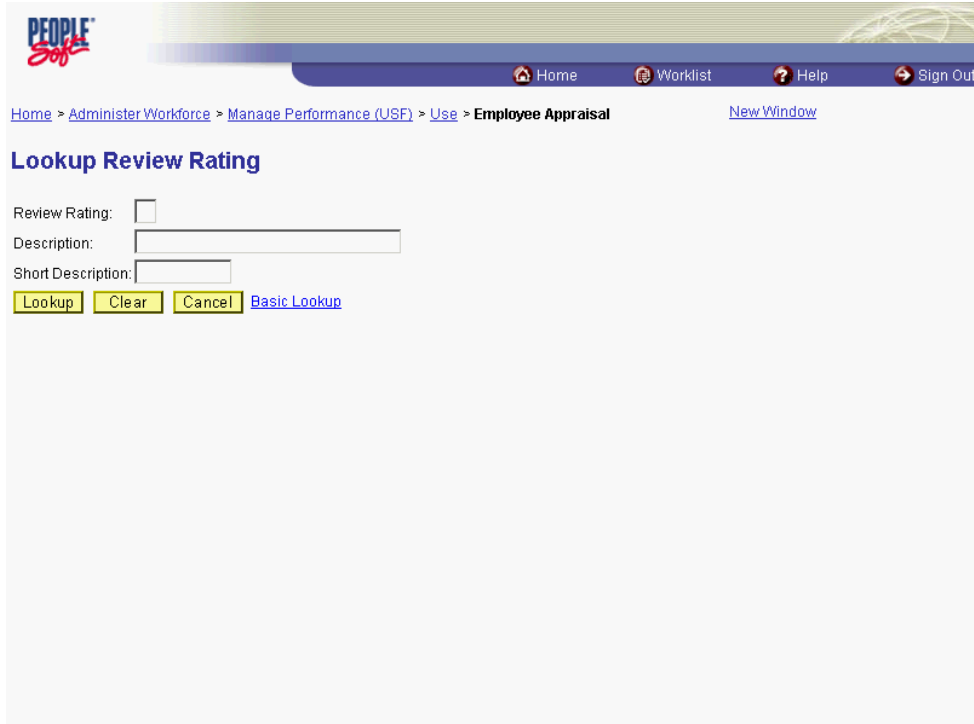
Performance Plan: STANDARD OPM Rating of Record Pattern H
 Rating Scale: H OPM Rating of Record Pattern H
 Review Rating: OPM Pattern: H
 Company: HE 11 Program Support Center
 Department: PEA1
 Job Code: 00P047
 Position: 00007184
 Supervisor: Other
 PP-Grade:



View All First 1 of 1 Last

Review Level: + -
 Reviewer ID:
 Comment:

Save Return to Search Update/Display Include History Correct History

| Step | Action |
|------|---------------------------------------------------|
| 17. | Click the Lookup Review Rating button. |



| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18. | Click the Lookup button.  |
| 19. | Select the Review Rating from the list. Click Fully successful or equivalent  |

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Home Worklist Help Sign Out

Home > Administer Workforce > Manage Performance (USF) > Use > Employee Appraisal [New Window](#)

Employee Appraisal 1

View All First 1 of 1 Last

Greenberg,Zelda Employee ID: 0243 Empl Rcd#: 0

Effective Date: 01/15/2004 Review Type: Supervisory Rating

From/To Date: 11/14/2003 01/14/2004 Next Review Date:

Performance Plan: STANDARD OPM Rating of Record Pattern H

Rating Scale: H OPM Rating of Record Pattern H OPM Pattern: H

Review Rating: 3 Fully successful or equivalent OPM Rating: 3 Level III

Company: HE 11 Program Support Center Position: 00007184

Department: PEA1 Supervisor: Other

Job Code: 00P047 PP-Grade:

View All First 1 of 1 Last

Review Level: Reviewer ID: Comment:

Save Return to Search Update/Display Include History Correct History

| Step | Action |
|------|--------------------------------------------------------------|
| 20. | Click the Save button. |
| 21. | The performance rating is saved. End of Procedure. |

Union Dues Mass

Union Dues Mass

Changes in Union dues deduction amounts do not require actions by Users. All Union changes are processed automatically by the Union Mass process. This mass action automatically creates stop/change transaction for all employees affected by deduction changes in the **Union Master**.

Schedule

This mass process is executed as updates are entered into the EHRP **Union Configuration Tables**.

Automatic Payroll Transactions

Changes made to the Union Master will automatically create the following payroll transactions:

- 9504 - Union Dues Stop Mass
- 9511 - Union Dues Change Mass
- 9510 - Individual Start
- 9501 - Individual Stop - Outside BU
- 9502 - Individual Stop - EE Requested
- 9503 - Individual Stop - Union Requested

Process Check

Users may use **Mass Mask Query** to generate a report to determine what has been processed or what errors have occurred. The query navigational path and query name follow.

Home > PeopleTools > Query Manager > Use > Query Manager

Query Name: HE_MASS_MASK_STATUS.

Please see **Information Tools** in **Chapter 18** for instructions on how to use the Mass Mask Query function and reports.

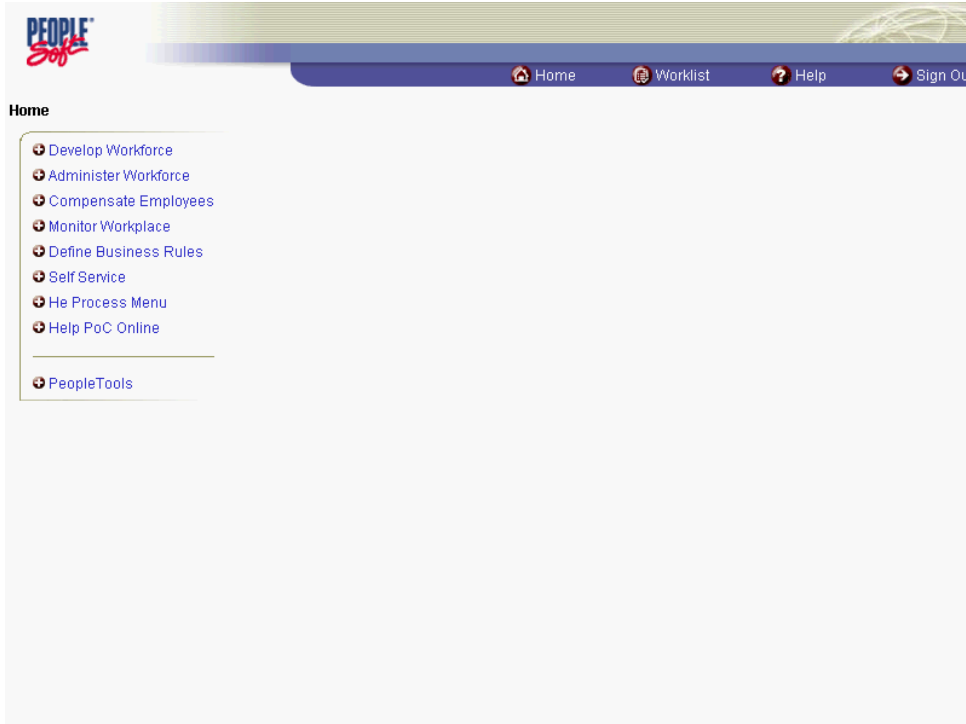
Manual Dues Start/Stop

Introduction

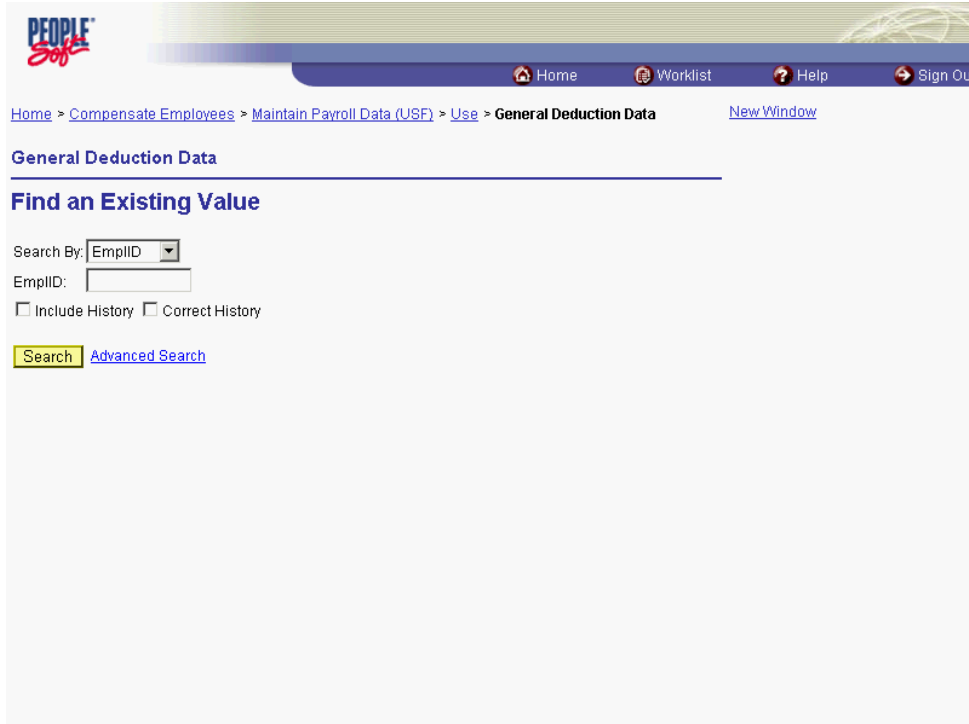
PARs are not required for Union Dues Deductions. Users may start or stop employee Union deductions manually on the General Deductions Data page.


Procedure

The following steps detail the procedure for processing Union deduction starts and stops manually.



| Step | Action |
|------|---------------------------------------------------------------------------------------------------|
| 1. | Click the Compensate Employees link. Compensate Employees |
| 2. | Click the Maintain Payroll Data (USF) link. Maintain Payroll Data (USF) |
| 3. | Click the Use link. Use |
| 4. | Click the General Deduction Data link. General Deduction Data |



| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Enter the Employee ID to pull up the employee record or click on the Search By list to perform a search for the employee by Name or other criteria. Enter the desired information into the EmplID field. Enter " 0103 ". |
| 6. | Click the Search button.  |

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Home Worklist Help Sign Out

Home > Compensate Employees > Maintain Payroll Data (USF) > Use > General Deduction Data [New Window](#)

General Deduction Data

BARCROFT, CHAD ID: 0103

Company: HE Department of HHS

General Deduction Find | View All First 1 of 1 Last

*Deduction Code:

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: Take on all Paygroups

Distribution Cd:

*Deduction Calculation: Default to Deduction Table Distribution Information

Routine:

Deduction End Date: Deduction Rate or %:

Loan Interest %: Flat/Addl Amount:

Goal Amount: Current Goal Balance:

This data was last updated by on

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------|
| 7. | To start Union dues deduction, insert a row on the Deduction Code row. Click the Add a new row at row 1 button. |
| 8. | Enter the desired information into the *Deduction Code field. Enter " 0023 ". |
| 9. | Enter the Effective Date . Click the Calendar icon button. |

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Home Worklist Help Sign Out

Home > Compensate Employees > Maintain Payroll Data (USF) > Use > General Deduction Data [New Window](#)

General Deduction Data

BARCROFT, CHAD ID: 0103

Company: HE Department of HHS

General Deduction Find | View All First 2 of 2 Last

*Deduction Code: 0023

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 01/14/2004 Take on all Paygroups

Distribution Cd:

*Deduction Calculation Routine: Default to D

Deduction End Date:

Loan Interest %:

Goal Amount:

This data was last updated by

Save Return to Search Update/Display Include History Correct History

Calendar: January 2004

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Step | Action |
|------|--------------------------------------------|
| 10. | Click the desired date. Click 15 |
| | <input type="text" value="15"/> |

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Home Worklist Help Sign Out

Home > Compensate Employees > Maintain Payroll Data (USF) > Use > General Deduction Data [New Window](#)

General Deduction Data

BARCROFT, CHAD ID: 0103

Company: HE Department of HHS

General Deduction Find | View All First 2 of 2 Last

*Deduction Code: 0023 AFGE LOCAL 1916

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 01/15/2004 Take on all Paygroups

Distribution Cd:

*Deduction Calculation: Default to Deduction Table Distribution Information

Routine:

Deduction End Date: Deduction Rate or %:

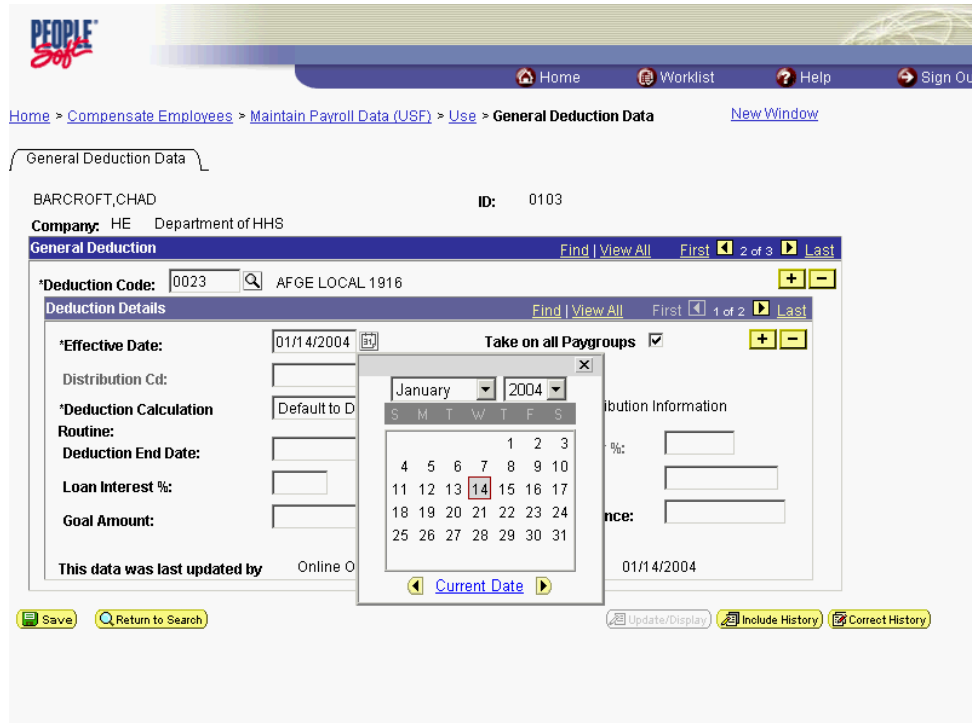
Loan Interest %: Flat/Addl Amount:




Goal Amount: Current Goal Balance:

This data was last updated by on

Save Return to Search Update/Display Include History Correct History

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. | Click the Save button. |
| 12. | To stop Union dues deductions, insert a row on the most effective-dated row for the applicable deduction. Click the Add a new row at row 1 button. |
| 13. | Enter the Effective Date . Click the Calendar icon button. |



| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 14. | Click the Year list.  |
| 15. | Select the desired Year . Click 2005  |
| 16. | Click the desired date. Click 15  |

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Home Worklist Help Sign Out

Home > Compensate Employees > Maintain Payroll Data (USF) > Use > General Deduction Data [New Window](#)

General Deduction Data

BARCROFT, CHAD ID: 0103

Company: HE Department of HHS

General Deduction Find | View All First 2 of 3 Last

*Deduction Code: 0023 AFGE LOCAL 1916

Deduction Details Find | View All First 1 of 2 Last

*Effective Date: 01/15/2005 Take on all Paygroups

Distribution Cd:

*Deduction Calculation: Default to Deduction Table Distribution Information

Routine:

Deduction End Date: Deduction Rate or %:

Loan Interest %: Flat/Addl Amount:

Goal Amount: Current Goal Balance:

This data was last updated by Online Opr on 01/14/2004

Save Return to Search Update/Display Include History Correct History

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17. | Enter the Deduction End Date . This must be equal to the Effective Date . Click in the Deduction End Date field. <input type="text"/> |
| 18. | Enter the desired information into the Deduction End Date field. Enter " 01/15/2005 ". |
| 19. | Press [Tab] . |
| 20. | Click the Deduction Stop Reason list. <input type="text" value="No"/> |
| 21. | Enter the type of action being processed. Click Union Due Stop - Union Request <input type="text" value="Union Due Stop - Union Request"/> |
| 22. | Changes to Union dues deductions amounts do not require any action by the User. These changes are processed automatically by the Union Mass. Click the Save button. <input type="button" value="Save"/> |
| 23. | The Union dues start/stop information is saved. End of Procedure. |

Mask Actions

The ability to change large amounts of data, as well as key sizable repetitive workloads, reduces processing time and increases operational efficiency.

An EHRP enhancement, Mass Mask Actions, helps users minimize manual keying of changes. Mass Mask virtually eliminates the need to key DHHS specific actions (the 9xxx Nature of Action Codes). The 9xxx NOAs constitute approximately 40% of keying necessary to process personnel actions in DHHS.

This enhanced capability includes two kinds of processing:

- Mass Actions - which make the same changes to large groups of records without manual keying.
- Mask Actions - which holds certain information constant for large groups of records while only the data that is different is manually keyed.

Awards Mask

Introduction

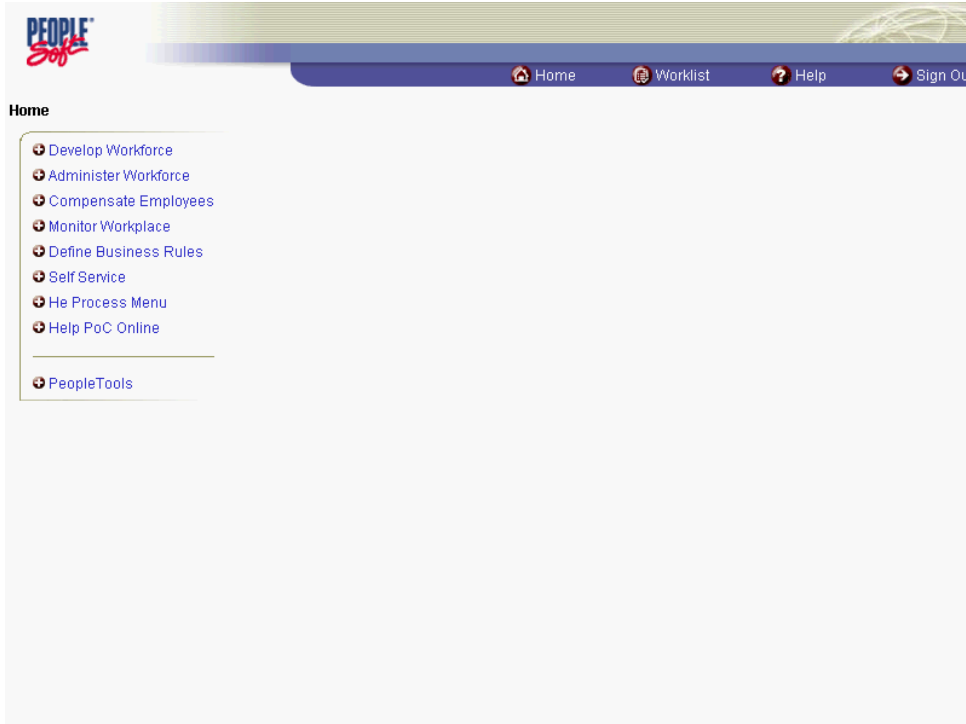
Users may enter cash and time-off awards more efficiently for their employees by using the Awards Mask capability. This facility allows a user to enter data and initiate a process to Run that will automatically update the employee record.




NOTE: The user must enter similar award types with the same effective date. For example, a user would use the Awards Mask capability to process a group of individual cash awards with an effective date of 04/18/03.

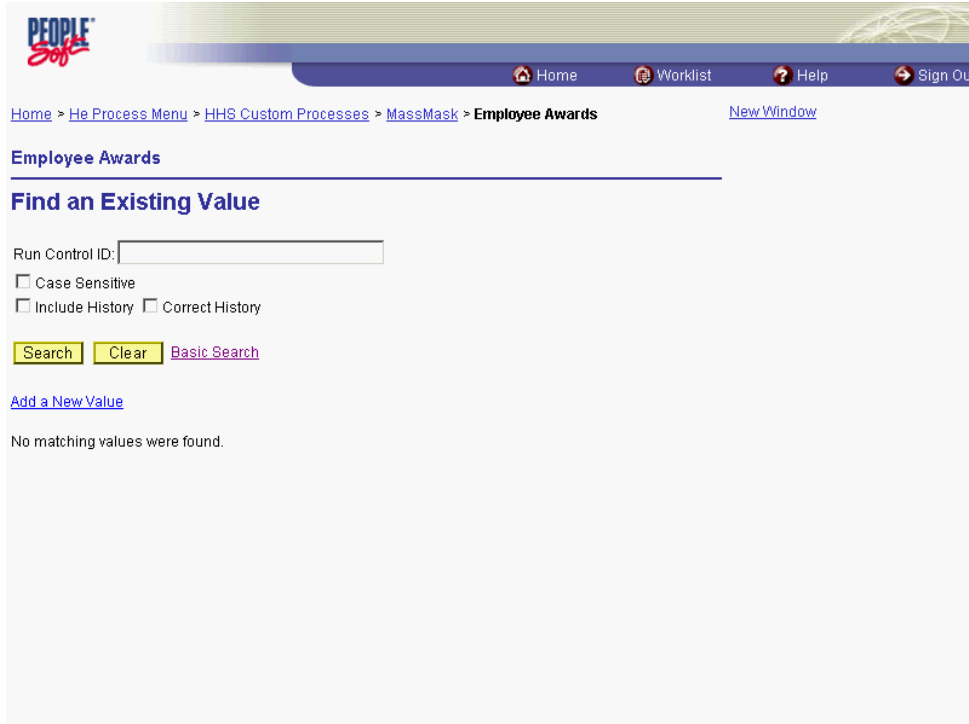
NOTE: Users may also enter an award directly into an employee record. A User might choose to enter the data directly when there are only a few to process.


Procedure

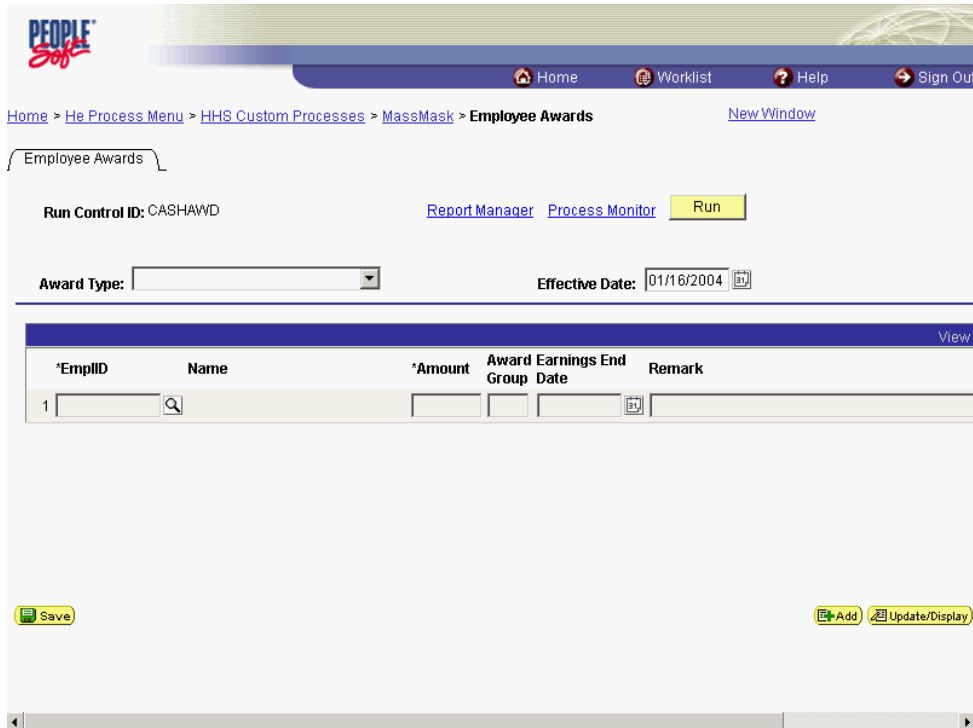
The following steps detail the procedure for processing awards using the Mask Capability functionality.







| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Click the He Process Menu link.  He Process Menu |
| 2. | Click the HHS Custom Processes link.  HHS Custom Processes |
| 3. | Click the MassMask link.  MassMask |
| 4. | Click the Employee Awards link. Employee Awards |



| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------|
| 5. | Enter the desired information into the Run Control ID field. Enter " CASHAWD ". |
| 6. | Click the Search button.  |



| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | Select the Award Type . Click the Award Type list.  |
| 8. | Select the desired Award Type . Click Individual Cash Award  |
| 9. | Enter the Effective Date of the action group. Click the Choose a date button.  |

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Home > He Process Menu > HHS Custom Processes > MassMask > Employee Awards [New Window](#)

Employee Awards

Run Control ID: CASHAWD [Report Manager](#) [Process Monitor](#) [Run](#)


Award Type: Individual Cash Award Effective Date: 01/17/2004

| EmpID | Name | Amount | Award Earnings End Group | Date | Remark |
|-------|------|--------|--------------------------|------|--------|
| 1 | | | | | |


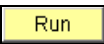
Save Add Update/Display

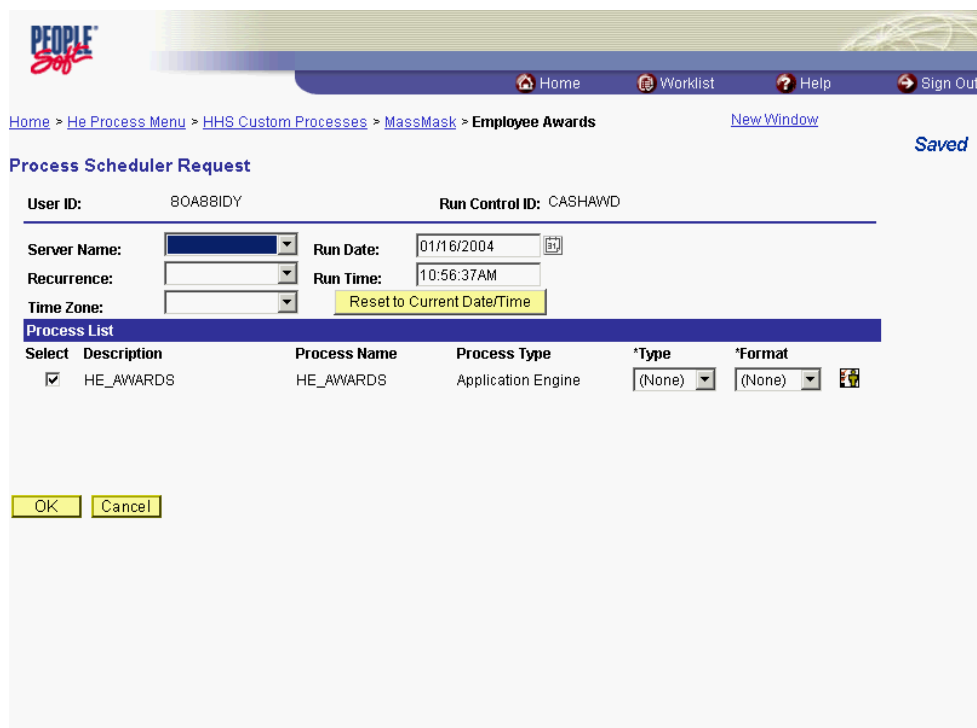
| Step | Action |
|------|-------------------------------------------------------------------------------|
| 10. | Click the desired date. Click 19 <input type="text" value="19"/> |


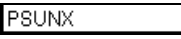

| Step | Action |
|------|------------------------------------------------------------|
| 11. | Click in the *EmplID field. <input type="text"/> |

 The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. | Enter the desired information into the *EmplID field. Enter " 0079 ". |
| 13. | Press [Tab] . |
| 14. | Enter Award Amount (hours or dollars). Enter the desired information into the *Amount field. Enter " 300.00 ". |
| 15. | If applicable, enter the Award Group indicator. |
| 16. | For Time-Off Awards, enter the Earnings End Date . |
| 17. | Click in the Remark field. <input type="text"/> |
| 18. | Enter remarks if applicable. This remark will be loaded as a "ZZZ" remark for cash awards. For Time-Off Awards, the remark will be a "T29". Enter the amount of hours for the award. Enter the desired information into the Remark field. Enter " ZZZ ". |

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19. | Click the Add a new row button to insert another employee's award information. Click the Add a new row at row 1 button.  |
| 20. | Continue to repeat the process until all employees have been entered. To save time, these steps will be completed for you. |
| 21. | When all the employees' data has been entered, click the Run button. Click the Run button.  |



| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------|
| 22. | Click the Server Name list.  |
| 23. | Select the PSUNX server.  |
| 24. | Click the Ok button.  |
| 25. | Note the Process Instance number, located below the Run button on the Employee Awards MassMask page. |

| Step | Action |
|------|---------------------------------------------------------------------------|
| 26. | Click the Process Monitor link. Process Monitor |

If an action is in progress when the process is run, the Mask will insert a row at the most current processed or corrected row. When the action in progress is completed, it is the HR Processors responsibility to modify the rows as applicable.

Users may use Mass Mask Query to generate a report to determine what has been processed or what errors have occurred. The query navigational path and query name follow.

Home > PeopleTools > Query Manager > Use > Query Manager
Query Name: HE_MASS_MASK_STATUS.

Please see **Information Tools** in **Chapter 18** for instructions on how to use the Mass Mask Query function and reports.

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 27. | Be sure the Process HE_AWARDS shows a Run Status of "Success". A Run Status of "Success" demonstrates that the process has completed. End of Procedure. |

Health Benefits Mask

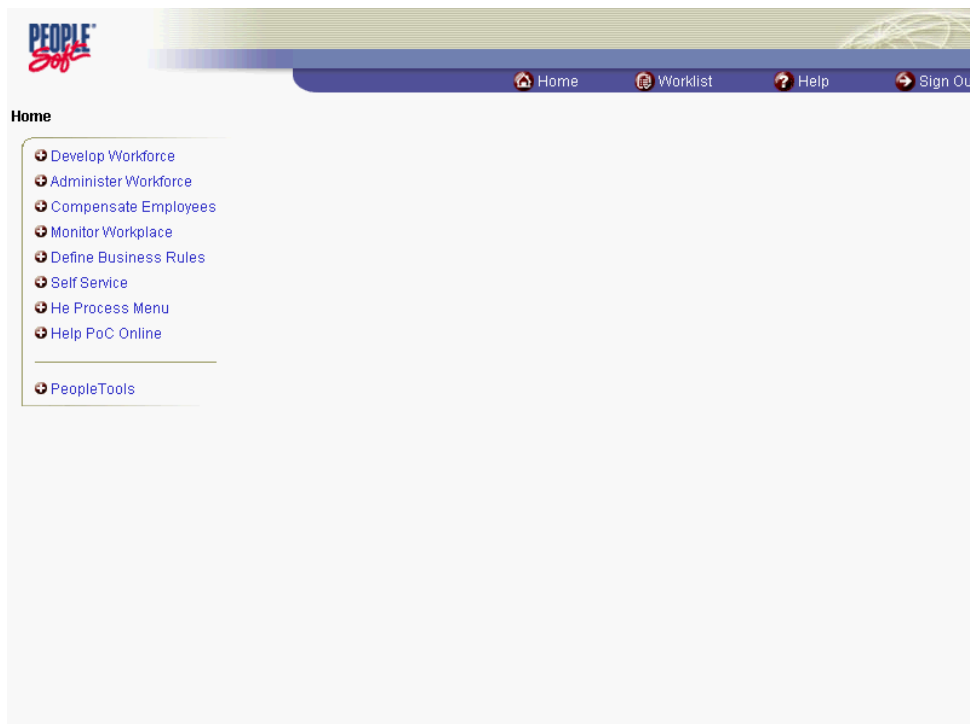
Introduction

Users may enter start/change health benefit actions more efficiently for their employees by using the Health Benefits Mask capability. This allows a user to enter data and initiate a process that will automatically update the employee's health benefits record. This functionality will be particularly helpful during Federal Employees Health Benefits (FEHB) Open Season.

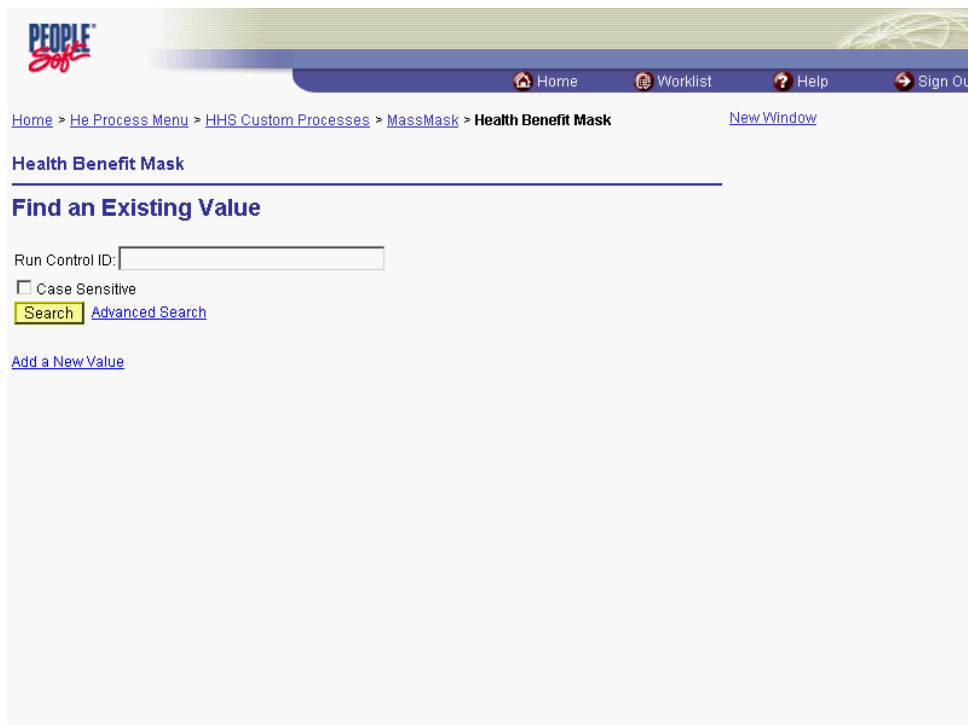
NOTE: Users can still enter data for FEHB actions for individual employees, but Par Actions are not keyed. The data is entered on the Health Benefits page.

Procedure

The following steps detail the procedure for processing Health Benefits using the Mask functionality.





| Step | Action |
|------|-------------------------------------------------|
| 1. | Click the He Process Menu link. |
| 2. | Click the HHS Custom Processes link. |
| 3. | Click the MassMask link. |
| 4. | Click the Health Benefit Mask link. |



| Step | Action |
|------|--------------------------------------------------------------------------------------------|
| 5. | Enter the desired information into the Run Control ID field. Enter " FEHB ". |
| 6. | Click the Search button. |

The screenshot shows the PEOPLE SOFT web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: 'Home > He Process Menu > HHS Custom Processes > MassMask > Health Benefit Mask'. A 'New Window' link is visible on the right. The main content area is titled 'Health Benefit Mask'. It includes a 'Run Control ID: FEHB' field, a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below this, there are input fields for 'NOA Code: 962', 'NOA Code Ext: 0', and 'Effective Date: 01/22/2004' with a calendar icon. A table with columns 'EmpID', 'Name', 'Plan Type', 'Benefit Plan', and 'Coverage Code' is displayed. The table has one row with '1' in the 'EmpID' column. Below the table are 'Save', '+ Add', and 'Update/Display' buttons.

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | <p>Enter the Effective Date for the action group. (This date will be populating the Coverage Begin Date, Deduction Begin Date and the Election Date fields on the Health Benefits page.)</p> <p>NOTE: The Effective Date of the action group applies to all employees included in the mask.</p> <p>Click the Choose a date button.</p>  |

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

The screenshot shows the PEOPLE Soft web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' links. Below this, a breadcrumb trail reads: 'Home > He Process Menu > HHS Custom Processes > MassMask > Health Benefit Mask'. A 'New Window' link is also present.

The main content area is titled 'Health Benefit Mask'. It includes a 'Run Control ID: FEHB' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this, there are input fields for 'NOA Code: 962', 'NOA Code Ext: 0', and 'Effective Date: 01/22/2004'. A calendar pop-up is displayed over the date field, showing the month of January 2004. The date 26 is highlighted in the calendar.

Below the date field is a table with the following columns: 'EmpID', 'Name', 'Plan Type', 'Benefit Plan', and 'Coverage Code'. The table contains one row with the value '1' in the 'EmpID' column. There are search icons for each column. At the bottom of the interface, there are buttons for 'Save', 'Add', and 'Update/Display'.


| Step | Action |
|------|-------------------------------------------------------------------------------|
| 8. | Click the desired date. Click 26 <input type="text" value="26"/> |

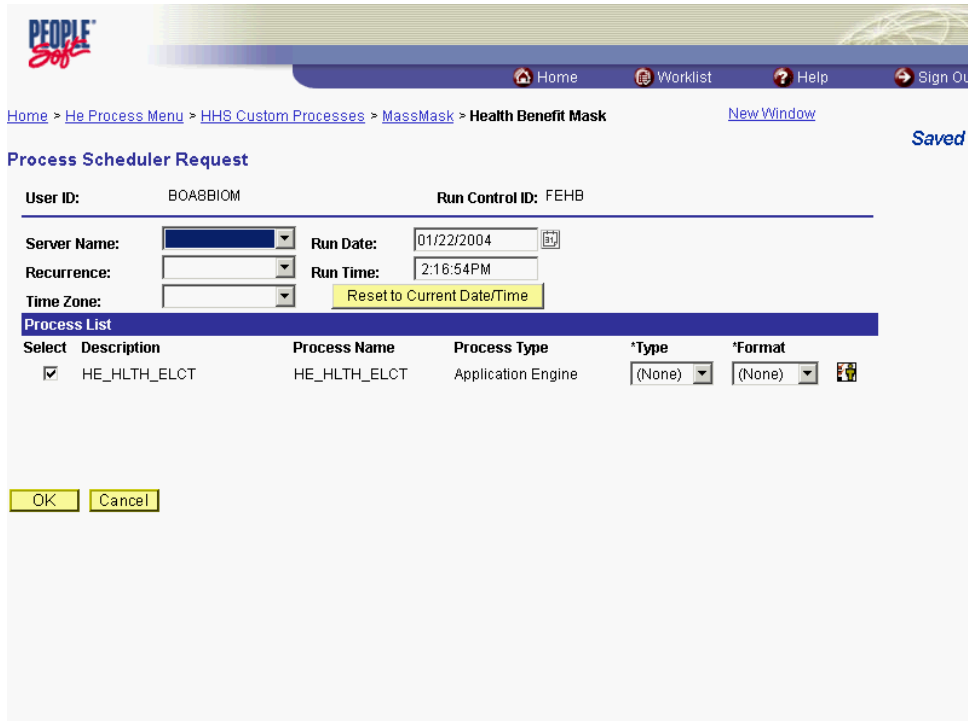
| Step | Action |
|------|------------------------------------------------------------|
| 9. | Click in the *EmplID field. <input type="text"/> |


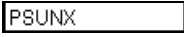
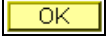


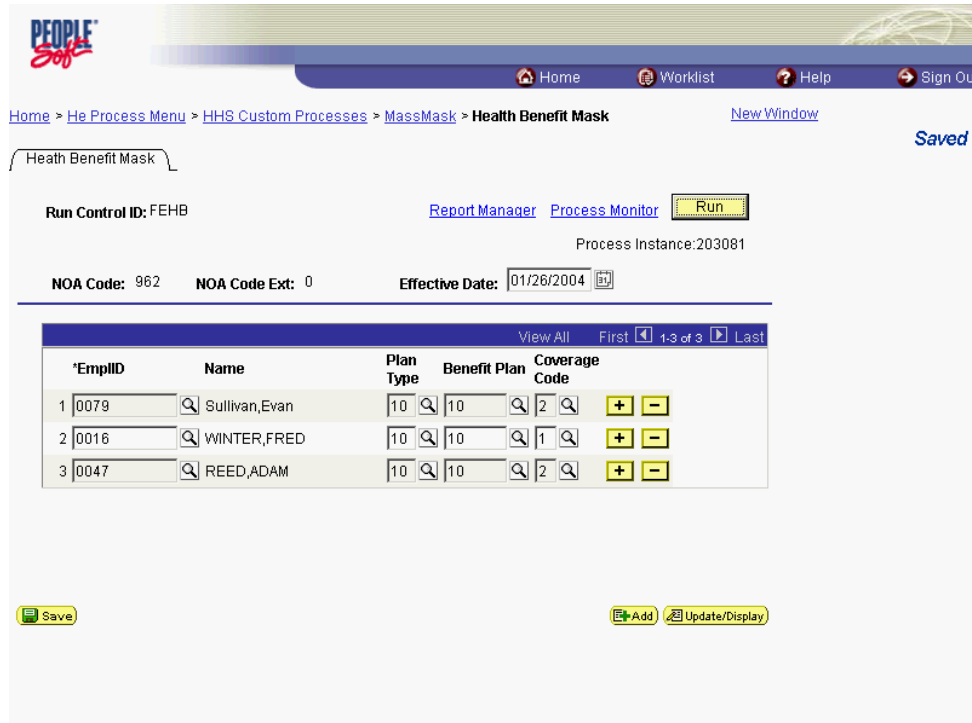
The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | Enter the desired information into the *EmplID field. Enter " 0079 ". |
| 11. | Click in the Plan Type field. <input type="text"/> |
| 12. | Enter the desired information into the Plan Type field. Enter " 10 ". |
| 13. | Press [Tab] . |
| 14. | Enter the Benefit Plan (Carrier code) Enter the desired information into the Benefit Plan field. Enter " 10 ". |
| 15. | Press [Tab] . |
| 16. | Enter the desired information into the Coverage Code field. Enter " 2 ". |
| 17. | Click the Add a new row button to insert another employee's health benefit information. Click the Add a new row at row 1 button. |

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18. | Continue to repeat the process until all employees have been entered. To save time, these steps will be completed for you. |
| 19. | When all employees' data has been entered, click the Run button. Click the Run button.  |



| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 20. | Click the Server Name list.  |
| 21. | Select the PSUNIX server. Click PSUNIX  |
| 22. | Click the Ok button.  |
| 23. | Note the Process Instance number. This number is found below the Run button on the Health Benefits Mask page. |



| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24. | Click the Process Monitor link. Process Monitor |
| 25. | Be sure the Process (HE_HLTH_ELCT) shows a Run Status of Success . A Run Status of Success demonstrates that the process has completed. End of Procedure. |

Employee Realignment Mask

Introduction

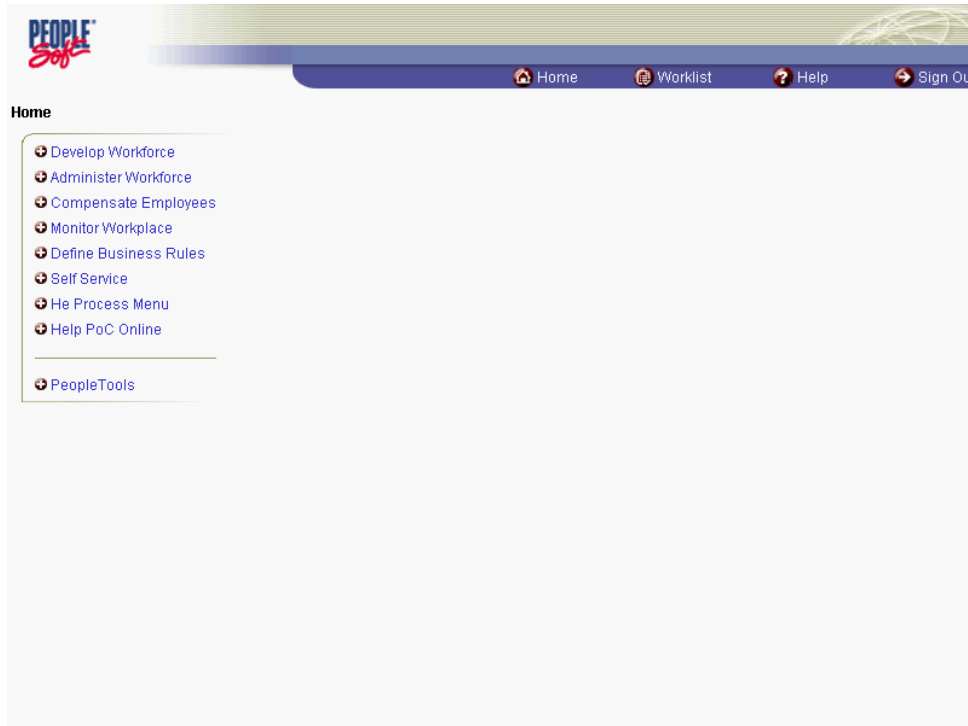
A mask template is available to Users for the initiation of an employee Realignment. The Mask process will update the employee's record and the employee's current position to reflect the new Department ID (Admin Code).

The following data will appear on the Data Control Page for the realignment action:

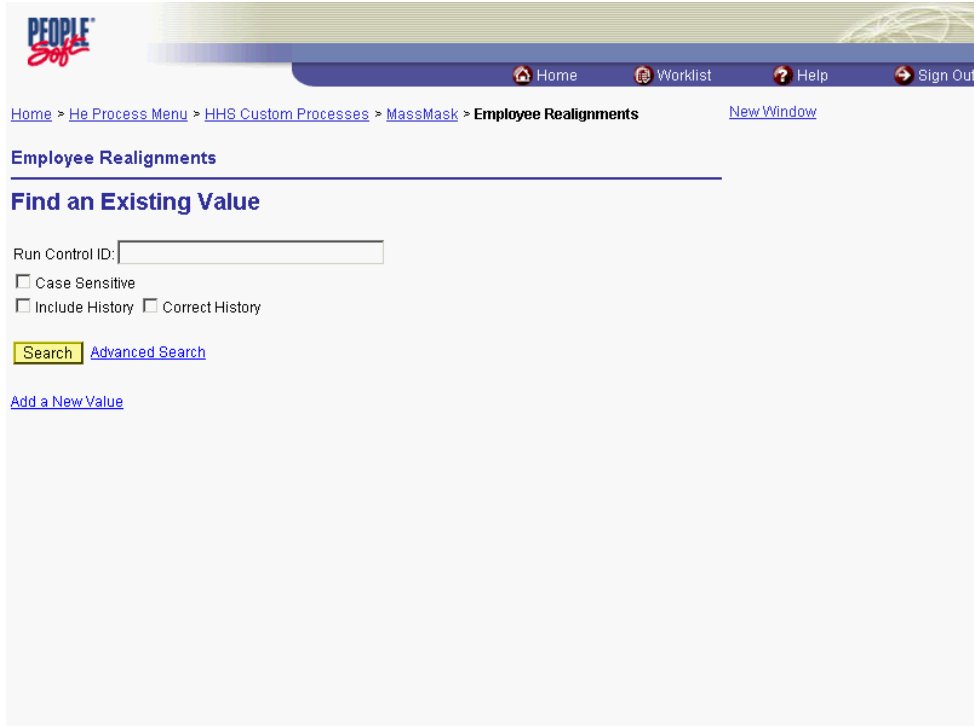
- Effective Date
- Action: POS (Position Change)
- Reason: REO (Reorganization/Restructure)
- NOA Code: 790 (Realignment)
- NOA Extension: 0
- Legal Authority: UNM

Procedure


The following steps detail the procedure for processing Mask employee realignments.




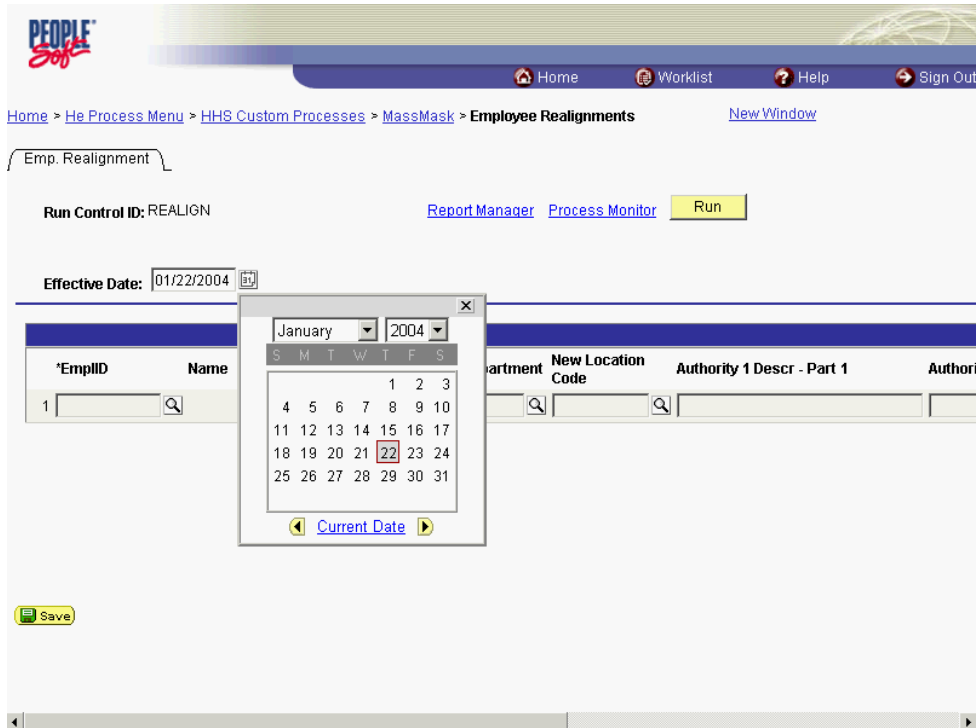
| Step | Action |
|------|---------------------------------------------------------------------------------------|
| 1. | Click the He Process Menu link. He Process Menu |
| 2. | Click the HHS Custom Processes link. HHS Custom Processes |
| 3. | Click the MassMask link. MassMask |
| 4. | Click the Employee Realignments link. Employee Realignments |



| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------|
| 5. | Enter the desired information into the Run Control ID field. Enter " REALIGN ". |
| 6. | Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div> |


| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | Enter the Effective Date . (The date would be the same for all employees being realigned.) Click the Choose a date button.  |

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.






| Step | Action |
|------|-------------------------------------------------------------------------------|
| 8. | Click the desired date. Click 26 <input type="text" value="26"/> |

| Step | Action |
|------|------------------------------------------------------------|
| 9. | Click in the *EmplID field. <input type="text"/> |

 The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | Enter the desired information into the *EmplID field. Enter " 0108 ". |
| 11. | Press [Tab] . |
| 12. | Enter the SetID of the new department to which the employee is being realigned. Enter the desired information into the *SetID field. Enter " NIH00 ". |
| 13. | Press [Tab] . |
| 14. | Enter the desired information into the *New Department field. Enter " HN252 ". |
| 15. | Enter the New Location Code when applicable. If this field is left blank, the old value will carry over. |
| 16. | Click in the Authority 1 Descr - Part 1 field. <input type="text"/> |

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17. | Enter the description for the "UNM" legal authority that will appear on the employee's record. Enter the desired information into the Authority 1 Descr - Part 1 field. Enter " POSITION CHANGE ". |
| 18. | Press [Tab] twice to select the New Account Code field. Press [Tab] . |
| 19. | Press [Tab] . |
| 20. | Enter the new CAN if applicable. If this field is left blank the old value will carry over. Enter the desired information into the New Account Code field. Enter " 1921131R ". |
| 21. | Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.  |
| 22. | If desired, enter a remark in the New Description field. This will be treated as the 'ZZZ' remark. |
| 23. | Click the Add a new row button to insert another employee's information. Click the Add a new row at row 1 button.  |
| 24. | Continue to repeat the process until all employees have been entered. To save time, these steps will be completed for you. |
| 25. | When all employees' data has been entered, click the Run button. Click the Run button.  |

PEOPLE Soft

Home Worklist Help Sign Out

Home > He Process Menu > HHS Custom Processes > MassMask > Employee Realignments [New Window](#) **Saved**

Process Scheduler Request

User ID: SCASSIDY Run Control ID: REALIGN

Server Name: [Dropdown] Run Date: 01/22/2004 [Calendar]

Recurrence: [Dropdown] Run Time: 3:37:31PM

Time Zone: [Dropdown] [Reset to Current Date/Time](#)

| Select | Description | Process Name | Process Type | *Type | *Format |
|-------------------------------------|-------------|--------------|--------------------|--------|---------|
| <input checked="" type="checkbox"/> | HE_REALIGN | HE_REALIGN | Application Engine | (None) | (None) |

OK Cancel

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------|
| 26. | Click the Server Name list. [Dropdown] |
| 27. | Select the "PSUNX" server. Click PSUNX [PSUNX] |
| 28. | Click the Ok button. [OK] |
| 29. | Note the Process Instance number. (This number is found below the Run button on the Employee Realignments page) |

PEOPLE Soft

Home Worklist Help Sign Out

Home > He Process Menu > HHS Custom Processes > MassMask > Employee Realignments [New Window](#) **Saved**

Emp. Realignment

Run Control ID: REALIGN [Report Manager](#) [Process Monitor](#)

Process Instance: 203082

Effective Date: 01/26/2004

| *EmpID | Name | *SetID | *New Department | New Location Code | Authority 1 Descr - Part 1 | Authori |
|--------|-----------------|--------|-----------------|-------------------|----------------------------|---------|
| 1 0108 | REED,GEORGE | NIH00 | HN252 | | POSITION CHANGE | |
| 2 0111 | BARCROFT,GEORGE | NIH00 | HN252 | | POSITION CHANGE | |

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30. | Click the Process Monitor link. Process Monitor |
| 31. | Be sure the process HE_ REALIGN shows a Run Status of Success . A Run Status of Success demonstrates that the process has completed. End of Procedure. |