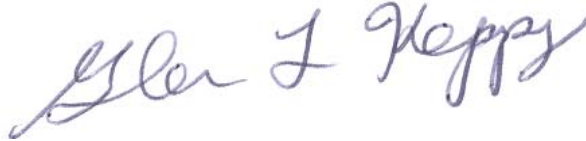


For: FSA Employees

EmpowHR Implementation Delayed - AD-435A/B's Required

Approved by: Acting Associate Administrator for Operations and Management



1 Implementation Date Changed

A Background

Notice PM-2679 announced EmpowHR and informed offices **not** currently using EmpowHR that they were **required** to use EmpowHR employee self service (ESS) and manager self service (MSS) functions for performance plans, reviews, appraisals, and awards in FY 2009. The deadline for implementation was December 31, 2008. Because of problems with EmpowHR itself, and with conducting the necessary training, this deadline is being revised.

B Purpose

This notice revises the EmpowHR implementation date for offices **not** currently using EmpowHR MSS and ESS functions to **January 30, 2009**.

C FY 2009 Performance Plans

Supervisors are reminded that, according to FSA policy in Notice PM-2677, FY 2009 performance plans **must** have been established by **November 30, 2008**. Therefore, because performance plans **cannot** be established in EmpowHR using the MSS and ESS functions, use AD-435A/B's, and transfer the information into EmpowHR by **January 30, 2009**.

D Accessing EmpowHR

All employees will be given access to EmpowHR. Instructions for gaining access to EmpowHR will be issued in a subsequent notice.

E EmpowHR Procedures Manual and Training Materials

All employees will be trained on EmpowHR. Details of this training will be issued in a subsequent notice.

Disposal Date	Distribution
March 1, 2009	All FSA employees; State Offices; State Offices relay to County Offices

Notice PM-2691

1 Implementation Date Changed (Continued)

F Contact Information

If there are any questions about this notice, contact the appropriate servicing personnel office according to the following.

IF located in...	THEN contact...
Washington, DC, area	HRD, EPB at 1 of the following: <ul style="list-style-type: none">• 202-401-0679• 202-401-0694• 202-205-9057 (TTY).
<ul style="list-style-type: none">• APFO• Kansas City• St. Louis	Kansas City Human Resources Office, Human Capital Management Section at either of the following: <ul style="list-style-type: none">• 816-823-4669• 800-735-2966 (TTY).
State or County Office	State Office Administrative Officer.