

EmpowHR System- Adjudicator

Help Guide

Prepared for



**United States Department of Agriculture
Office of Security Services
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EMPOWHR ADJUDICATOR HELP GUIDE

EmpowHR System Adjudicator

In the EmpowHR system, the Adjudicator's tasks are to request background checks, to submit requests for Recapture/Re-Enrollment, and to enter background check results.

This guide is divided into two parts: Requesting Background Checks and Adjudicating an Applicant. The following sections contain EmpowHR screen shots and step-by-step instructions to assist the Adjudicator in performing their duties.

Adjudicating an Employee

- A. Logging into the system
- B. Main Menu Screen
- C. PAR Processing-Adjudication Information
- D. Search for an Applicant
- E. Entering an Adjudication Decision

Contacts are also listed on the last page should you require assistance.

Note: Eventually, you will first insert your PIV Credential into a card reader to access the system; you will be prompted to enter your Personal Identification Number (PIN).

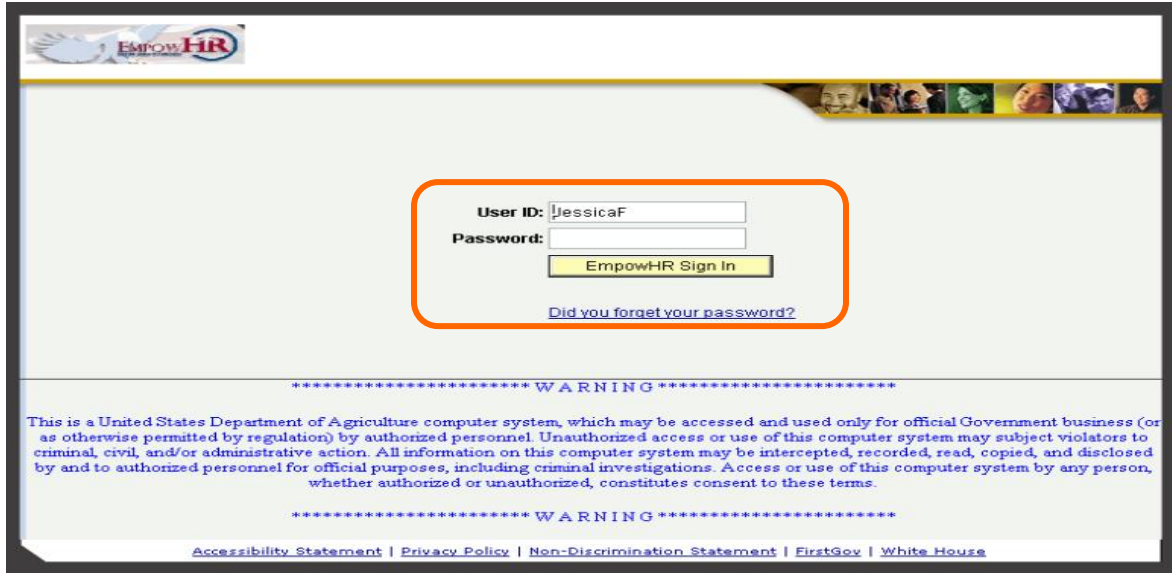
Make sure you do not remove your PIV Credential during the Adjudication process.

When you have completed your Role assignment activities or if you must leave your workstation, logout of the application and remove your PIV Credential from the card reader.

This **Help Guide** will demonstrate the temporary login procedures until the transition of utilizing card readers is in effect.

Adjudicating an Employee

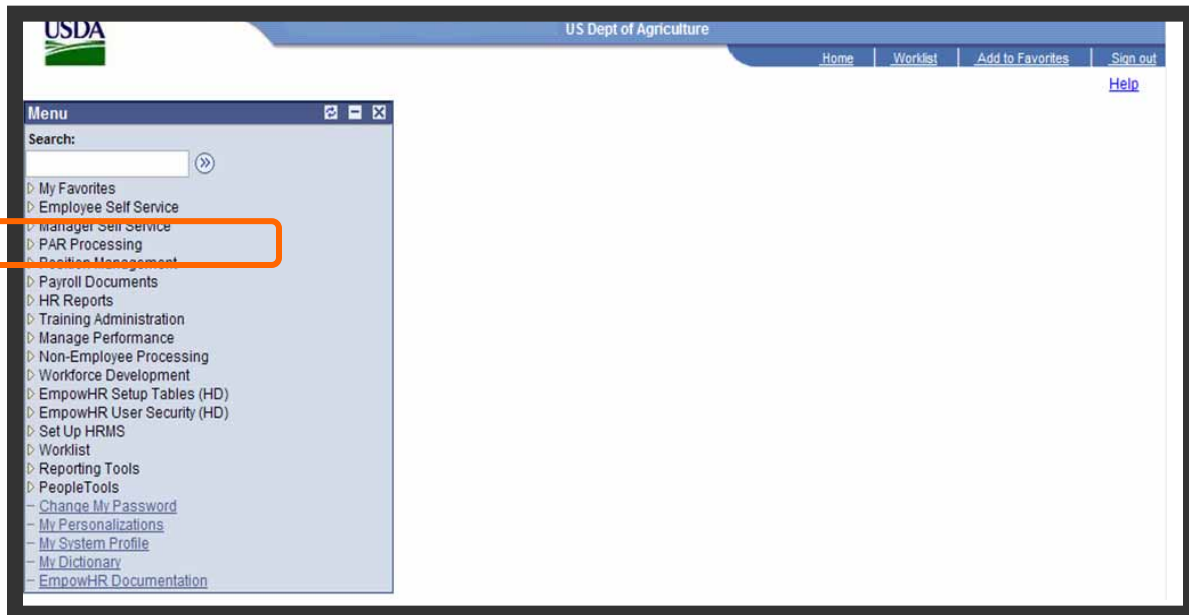
A. Log into EmpowHR



Step 1. Sign in to the EmpowHR System with your **User ID** and **Password**.

Once logged in you will be directed to the main page of EmpowHR. The left side menu links you to the required processes.

B. Main Menu Screen



Step 2. Click on **PAR Processing**.

C. PAR Processing-Adjudication Information



Main Menu >

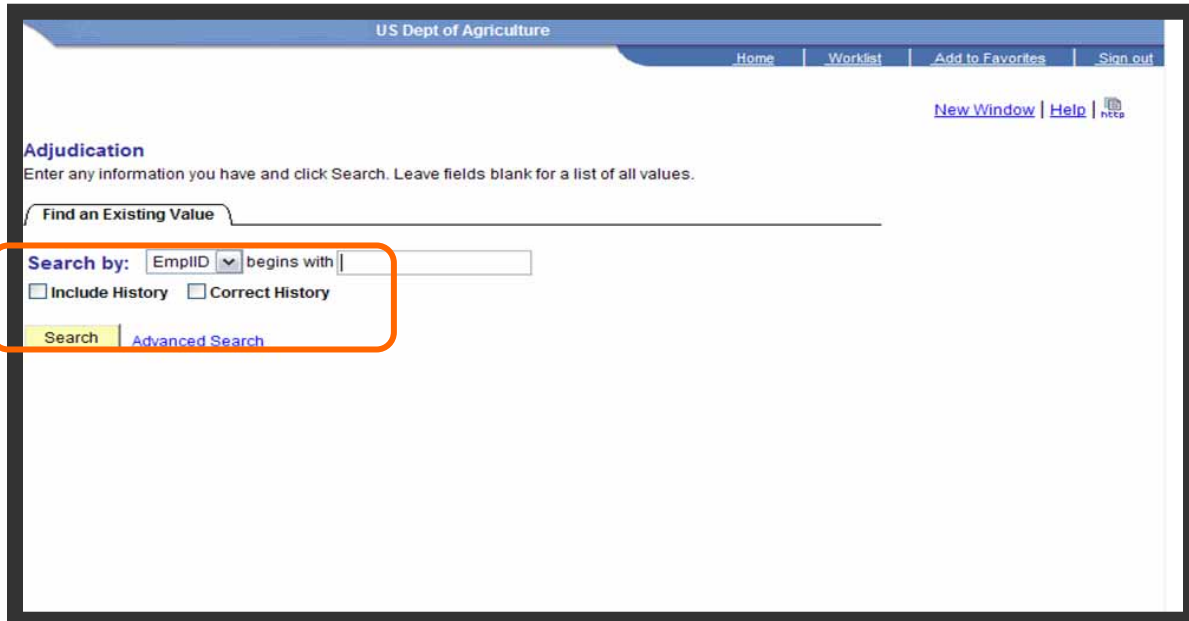
PAR Processing

PAR Processing

Action Table Setup Action Table Setup	Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	Org Structure Mass Change
Update Reports To Update Reports To	Mass Reports to Update Mass Reports to Update	Address Processing Address Info
Adjudication Information Adjudication Information	Schools Define Schools.	HR Processing Identifies personnel action details of request ready for human resources to process
Update Applied Action Update Applied Recs	Correct Applied Action Identifies details regarding corrections to a personnel action	Cancel Applied Action Identifies details regarding the cancellation of a personnel action


Step 3. Click the link for **Adjudication Information**.

D. Search for the Employee



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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 

Adjudication

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by:

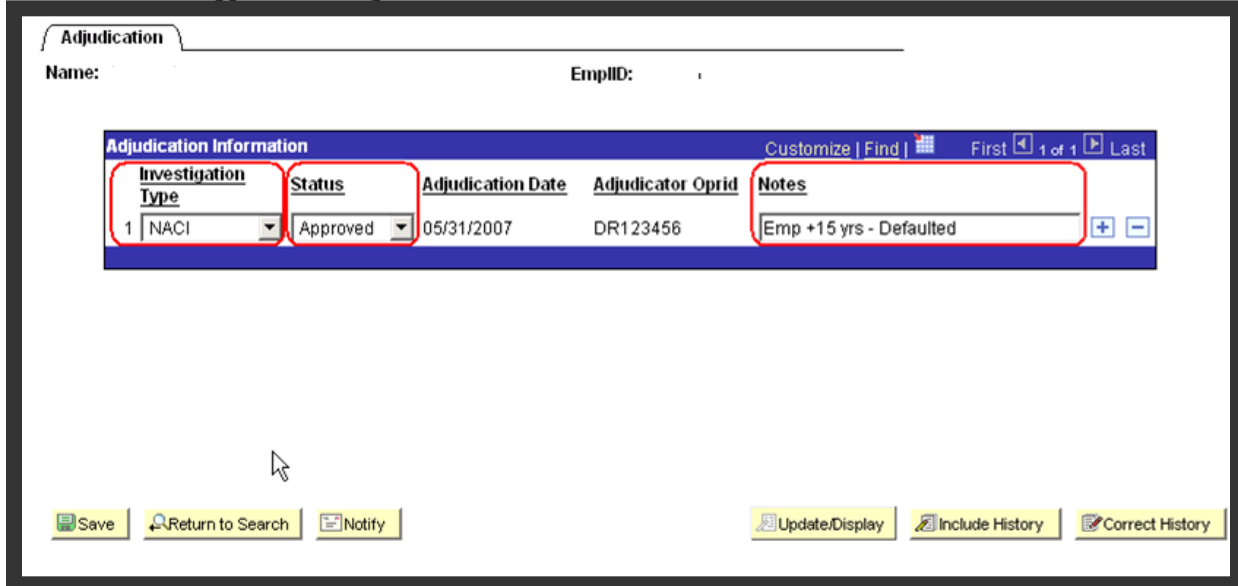
Include History Correct History

[Advanced Search](#)

Step 4. Search for the Employee in the **begins with** field.

Adjudicator

E. Entering an Adjudication Decision



Adjudication

Name: _____ EmpID: _____

Investigation Type	Status	Adjudication Date	Adjudicator Oprid	Notes
1 NACI	Approved	05/31/2007	DR123456	Emp +15 yrs - Defaulted

Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History

Step 5. Investigation Type: Use the droplist to select the appropriate Investigation Type the employee has completed. If the employees completed background investigation is not in the droplist because it is higher than a NACI, select the **“NACI”** option because that is the highest background investigation level that HSPD-12 is concerned with.

Note: An applicant is eligible to enroll for a LincPass after the successfully adjudicated fingerprint (FBI/NCHC) results have been entered into EmpowHR. Enrollment for a LincPass is not contingent upon a background investigation (NACI) being completed.

Step 6. Status: Use the droplist to select the **“Approved”** option for confirmed background investigation.

Adjudication

Name: _____ EmpID: _____

Adjudication Information					Customize Find First 1 of 1 Last
Investigation Type	Status	Adjudication Date	Adjudicator Oprid	Notes	
1 NACI	Approved	05/31/2007	DR123456	Emp +15 yrs - Defaulted	+ -

Step 7. Notes: Reference this field can be used to enter in the true adjudicator name and actual adjudication date.

Note: Adjudication Date and Adjudicator OprID, these two fields are populated by the system.

Step 8. Save the updates by clicking the **Save** button.



CONTACTS FOR ASSISTANCE:

Questions regarding the Business Process and Policies:

- Website: <http://hspd12.usda.gov/>
- Email: HSPD12@ftc.usda.gov
- HSPD12 LincPass Support Line 703-245-7888

Questions regarding the USAccess System:

- www.FedIDCard.gov
- Email: Usaccess.helpdesk@eds.com
- USAccess Help Desk 866-493-8391