

CHRIS User Guide: Mass Awards

Introduction

This chapter will explain how to process Mass Awards via Spreadsheet and Mass Awards Entry Screen.

Guide Contents

Information in this guide describes how users can set up the spreadsheet for mass awards, upload the spreadsheet, and process the data from the spreadsheet. It also describes how to process mass awards using the Batch process, and how to obtain the related report.

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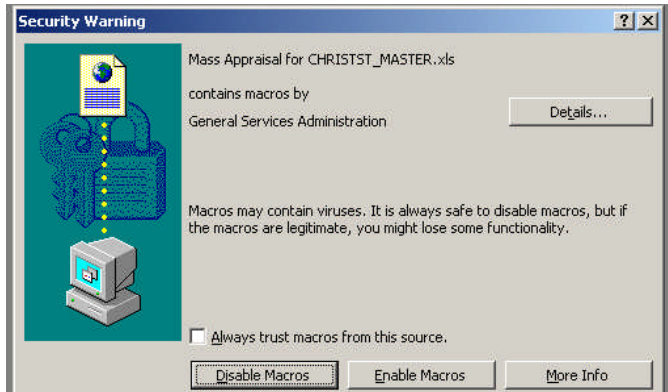
Mass Awards — Spreadsheet

Setting Up the Spreadsheet Macros

This section explains a one-time process used to set the security macros for the spreadsheet that will be used in the Mass Award Spreadsheet process. You must open your Excel Program.

STEP 1

Open your *Excel* program and select File, Open, and Name of the Spreadsheet you wish to open. A Security Warning window will open.



STEP 2

Check the box that says “Always trust macros from this source” and click on the Enable macros Button.

Spreadsheet Information

This section explains the process for entering information on the spreadsheet.

STEP 1

After you have enabled the macro, the CHRIS Mass Award Spreadsheet will display:

3	View Header		View Line								
4	CHRIS Mass Awards-August 2009										
5	Mass Award Name										
6	Mass Award Description										
7	Effective Date										
8	Nature Of Action Code										
9	Award Type										
10	Legal Authority Code 1										
11	LAC 1 Insertion Value										
12	Legal Authority Code 2										
13	LAC 2 Insertion Value										
14	Remark Code 1										
15	Remark 1 Insertion Value										
16	Remark Code 2										
17	Remark 2 Insertion Value										
18											
19	Upl Full Name	SSN or Employee Number	Award Amount /Hours	Award Percentage	Date Award Earned	Award Distribution Code	Appropriation Code	Messages			
20											
21											
22											
23											
24											
25											
26											

STEP 2

Header Information

Enter information into the following fields in the Header Section:

Mass Award Name. A value must be entered. Enter a name to identify the spreadsheet.

Mass Award Description. A value must be entered.

Effective Date. A value must be entered. The value must be equal to or less than the date the spreadsheet will be uploaded. This cannot be a future date.

Nature of Action Code – A value must be entered.

Award Type – A value must be entered.

Legal Authority Code 1 – A value must be entered when processing 815, 816, 825, 849, 878, 879, 993, or 998 NOACs.

LAC 1 Insertion Value – A value must be entered if value entered in Legal Authority Code 1 field.

Legal Authority Code 2 – Enter a value if appropriate.

LAC 2 Insertion Value – A value must be entered if value entered in Legal Authority Code 2 field.

Remark Code 1 – Enter value when appropriate.

Remarks 1 Insertion Value – A value must be entered if value entered in Remark Code 1 field.

Remark Code 2 – Enter value when appropriate.

Remarks 2 Insertion Value – A value must be entered if value entered in Remark Code 2 field.

STEP 3

Enter the information into the remaining fields of the spreadsheet.

18									
19	Upl	Full Name	SSN or Employee Number	Award Amount /Hours	Award Percentage	Date Award Earned	Award Distribution Code	Appropriation Code	Messages
20									
21									
22									
23									
24									
25									
26									

Full Name – Can enter a partial value such as the employee's last name.

Social Security Number or Employee Number – A value must be entered.

Award Amount/Hours – A value must be entered.

Award Percentage— A value is not required if Amount/Hours field is entered.

Date Award Earned – If left blank, system will populate value entered in the **Effective Date** field above after spreadsheet has been uploaded.

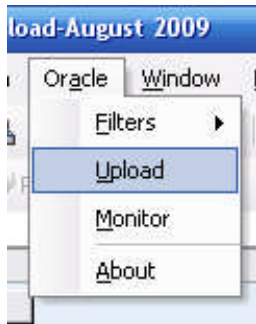
Award Distribution Code—A value must be entered

Appropriation Code--Optional

Uploading the Spreadsheet

STEP 1

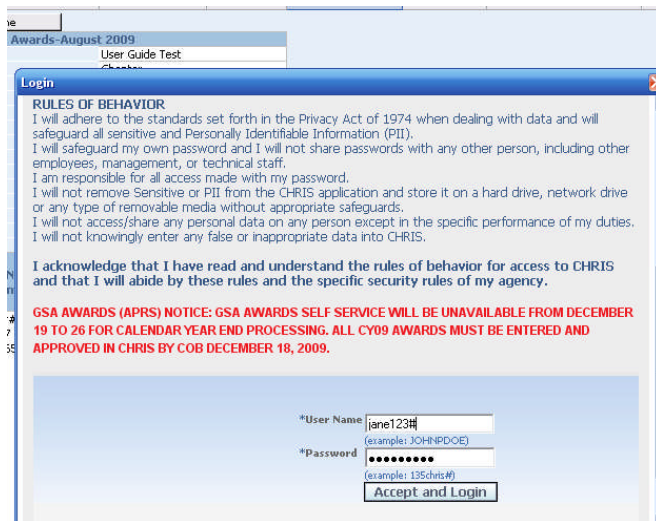
From the *Menu Bar*, select **Oracle, Upload**. See Example window below.



The *Oracle Login* window will open. See Example window below.

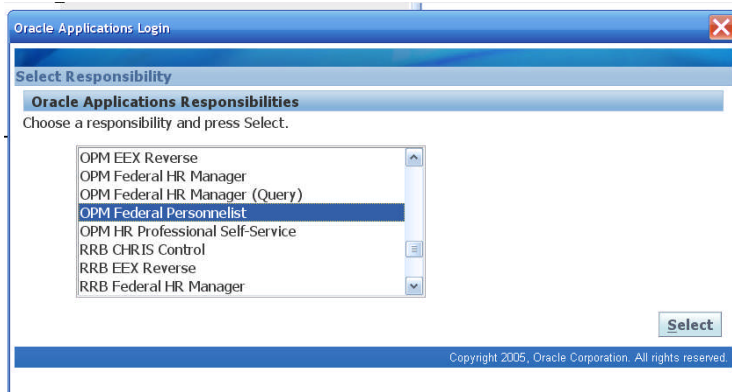
STEP 2

Enter your **CHRIS User Name** and **Password** and then click on the *Login* button. Example shown below.



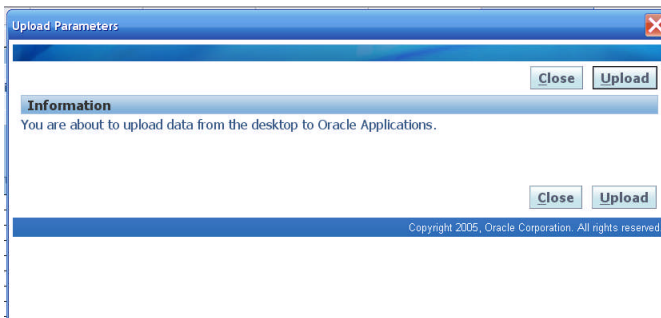
STEP 3

The *Select Responsibility* window opens. Choose your **HR Federal Personnelist** responsibility and then click on the *Select* button. See Example below.



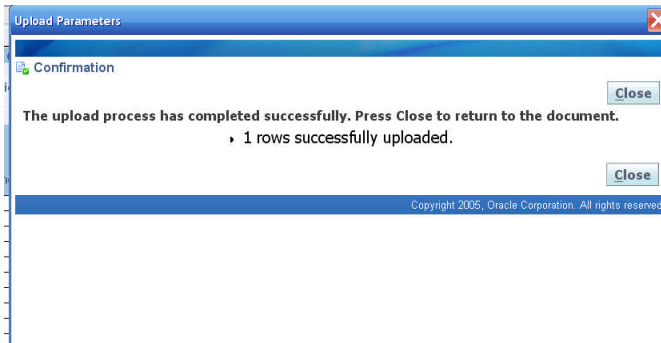
STEP 4

The *Upload Messages* window opens. Click on the *Upload* button. Example shown below.



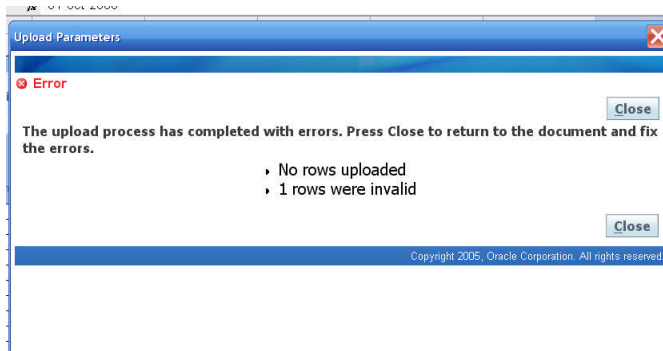
STEP 5



If the upload was successful, the window will display content similar to the content shown in the example below.



STEP 6

If the upload was unsuccessful, the window will display content similar to the content shown in the example below.



Click on the *Close* button to close the window. **Note:** The results of the upload will display for each record in the spreadsheet. A green happy face  will display next to each record that uploaded. A red sad face  will display next to each record that did not upload. Correct all records that did not upload and repeat *Step 4* until all records have uploaded successfully.

STEP 7

Save the spreadsheet, using a different file name, and exit out of *Excel*.

Processing the Data from the Spreadsheet

STEP 1

Log into *CHRIS* using your **Federal HR Personnelist** responsibility. From the *Navigation* menu, double-click on **Mass Actions, CHRIS Mass Awards**.



STEP 2

The **MASS Award** window opens. See example window below.

Mass Award

Name: Status:

Description: Effective Date:

Award Type: Individual Cash Award Appropriation Code:

NOA Code: Individual Cash Award NRB Award Distribution Code: APRS Award Flag:

Search Options

Organization: Agency Code:

Supervisor: Sub Element: POI:

Employee | Employee APRS | Legal Authority / Remarks

Select All De-Select All

Employee Name	SSN	Date Award Earned	Award Amount / Hours	Percent	Appropriation Code	Award Distribution Code	Status	Message
<input type="checkbox"/> OPM, One							Unprocess	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

STEP 3

Press the *F-11* key [*F11*], enter the name that you assigned to the spreadsheet, and press the Control [*Ctrl*] and *F-11* keys [*F11*]. The data uploaded from the spreadsheet will display as shown below.

Mass Award

Name: Status:

Description: Effective Date:

Award Type: Individual Cash Award Appropriation Code:

NOA Code: Individual Cash Award NRB Award Distribution Code: APRS Award Flag:

Search Options

Organization: Agency Code:

Supervisor: Sub Element: POI:

Employee | Employee APRS | Legal Authority / Remarks

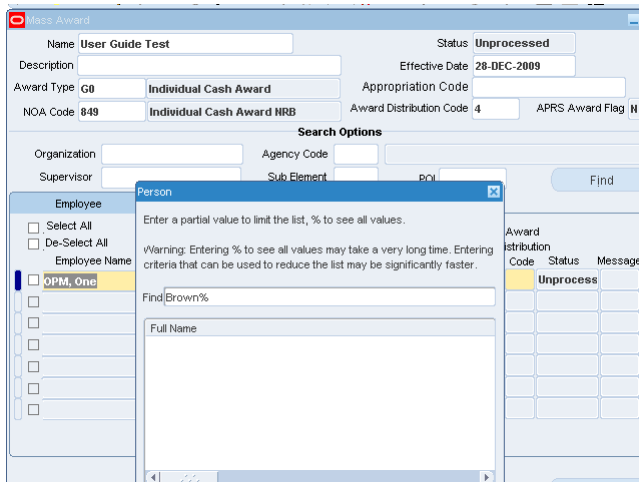
Select All De-Select All

Employee Name	SSN	Date Award Earned	Award Amount / Hours	Percent	Appropriation Code	Award Distribution Code	Status	Message
<input type="checkbox"/> OPM, One							Unprocess	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Note: You can deselect any of the records by clicking into the appropriate box to the left of the Employee Name field.

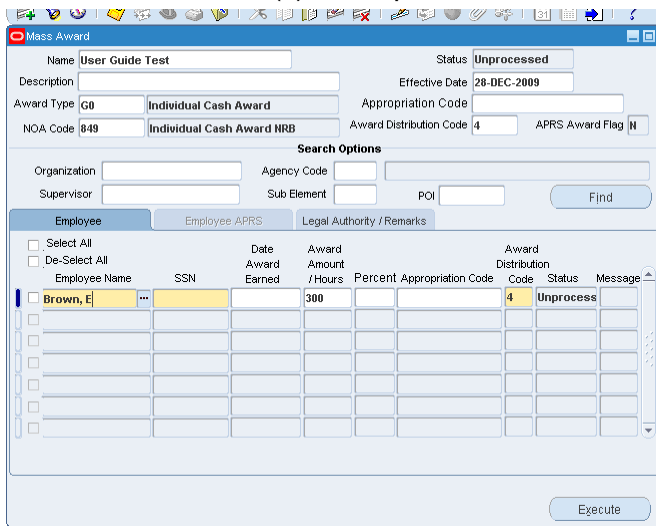
STEP 4

You can add additional records by clicking into the **Employee Name** field in the row below the last entry. Enter the employee name into the appropriate fields or use the *LOVs* for each field to search for and select the appropriate value. See example below.



STEP 5

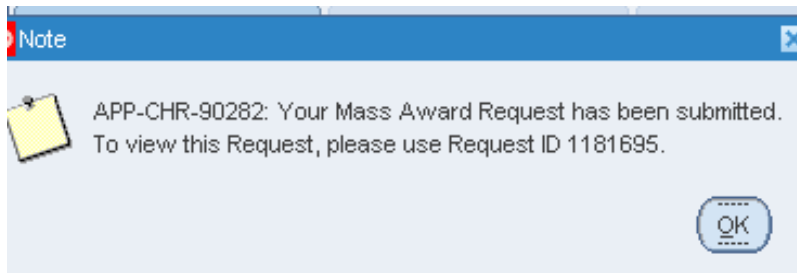
Enter values into the **Award Amount/Hours**, **Date Award Earned**, **Appropriation Code**, and **Award Distribution** fields. Click into the box to the left of the **Employee Name** field to include the additional record(s) in the process.



Note: The date entered into the **Date Award Earned** field can be a future date. The award will be processed on the date indicated.

STEP 6

To process the *Mass Award*, click on the *Execute* button. A **Note** box will display with the **Request ID Number**. Next click the OK button. See example below.



STEP 7

If only a few records will be processed, the **Status** field will update quickly.

Note: If there are a number of records that will be processed, you may need to re-query the **Name** field (i.e., press the *[F11]* key, enter the name of the spreadsheet, press the *[Ctrl]* and *[F11]* keys) to check the status of each record processed. If any records do not process successfully, you will need to process a separate Award RPA for each record using the correct values.

Mass Awards using the Batch Process

This section explains the Batch Process for entering and updating multiple employee award information without using the spreadsheet.

STEP 1

From the *Navigation* menu, double-click on **Mass Actions, CHRIS Mass Awards**. The *Mass Award* window opens. See example window shown below.

STEP 2

Enter information into the Header fields as described below.

Name. A value must be entered. Enter a name to identify the process.

Description. A value must be entered.

Effective Date. A value must be entered. The value must be equal to or less than the date the process will be executed.

Award Type. A value must be entered.

Appropriation Code. Optional.

NOA Code. A value is required.

Award Distribution Code. Optional.

Search Options

The search option will allow the user to find Batch records more quickly.

STEP 3

Use any of the search options fields to define the parameters of your employee record search. See below. Enter a value into a field or use the *LOV* button to search and select the appropriate value.

Search Options

Organization Agency Code

Supervisor Sub Element POI

Search options include Organization, Supervisor, Agency Code, Sub-Element, and Personnel Office Identifier or POI Code.

Organization: Enter a value to search for a list of employees within the organization selected.

Supervisor: Enter a value to search for a list of employees assigned to a specific supervisor.

Agency Code: Enter a value to search for a list of employees that belong to a particular Agency. (The agency description will also auto-populate).

Sub-Element: Enter a value to search for a list of employees assigned to a specific sub-element unit.

POI: Enter a value to search for a list of employees assigned to a specific POI (Personnel Office Identifier) code.

Note: Users may search on one or more options at a time. Entering multiple search criteria significantly narrows the list of employee names that will display.

STEP 4

Click on the *Find* button to initiate the search for employee records. Results of search are displayed along with the information entered previously in the *Header* section.

Mass Award: 01-NOV-2009

Name: Status:

Description: Effective Date:

Award Type: Appropriation Code:

NOA Code: Award Distribution Code: APRS Award Flag:

Search Options

Organization: Agency Code:

Supervisor: Sub Element: POI:

Employee		Employee APRS	Legal Authority / Remarks				
<input type="checkbox"/> Select All		Date	Award	Award		Award	
<input type="checkbox"/> De-Select All		Earned	Amount	Hours	Percent	Distribution	
Employee Name	SSN				Appropriation Code	Code	Status
<input type="checkbox"/> OPM, Three	011-90-2234	01-NOV-2009					Unprocess
<input type="checkbox"/> OPM, One	123-00-5678	01-NOV-2009					Unprocess
<input type="checkbox"/> OPM, Two	234-00-3456	01-NOV-2009					Unprocess

Note: If applicable, enter values into fields that did not auto-populate as a result of the search process. Click into the *Select All* box to select all records for processing. To select each individual record for processing instead, click into the box to the left of the **Employee Name** field. Also, when appropriate, enter values into the fields located under the *Legal Authority/Remarks* tab.

STEP 5

Enter Award Amount/Hours or Percentage for each record. Click on the *Execute* button. A *Note* box opens showing your Request ID number. Click on the OK button.

The screenshot shows the 'Mass Award' application window. At the top, there are fields for Name (User Guide TestThree), Status (Processing), Description, Effective Date (01-NOV-2009), Award Type (G0 Individual Cash Award), and Appropriation Code. Below this is a 'Search Options' section with fields for Organization (AP00A), Agency Code, Supervisor, Sub Element, and POI. A table with columns for Employee, Date, Award Amount, and Award Distribution is visible. A modal note box is open over the table, displaying the message: 'APP-CHR-90282: Your Mass Award Request has been submitted. To view this Request, please use Request ID 1181710.' The note box has an 'OK' button.

Note: If there are a number of records that will be processed, you will need to re-query the **Name** field (i.e., press the F-11 key, [F11] enter the name of the spreadsheet, then press the Control and F-11 keys [Ctrl] and [F11]) to check the status of each record processed. If any records do not process successfully, you will need to process a separate Award RPA for each record using the correct values.

CHRIS Mass Awards Report

This section explains the process for printing the Mass Award report.

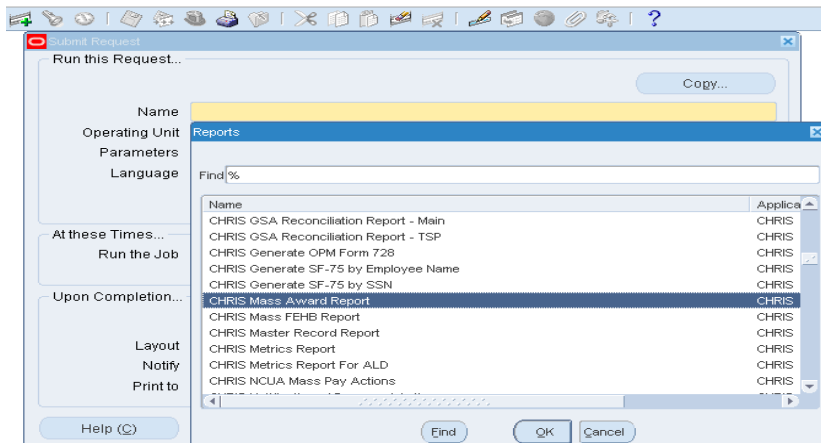
STEP 1

Navigate to **Processes and Reports, Submit Processes and Reports**. The *Submit a New Request* window opens. See Window below.

The screenshot shows the 'Submit a New Request' dialog box. It contains the question 'What type of request do you want to run?' and two radio button options: 'Single Request' (selected) and 'Request Set'. Below 'Single Request' is the text 'This allows you to submit an individual request.' Below 'Request Set' is the text 'This allows you to submit a pre-defined set of requests.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

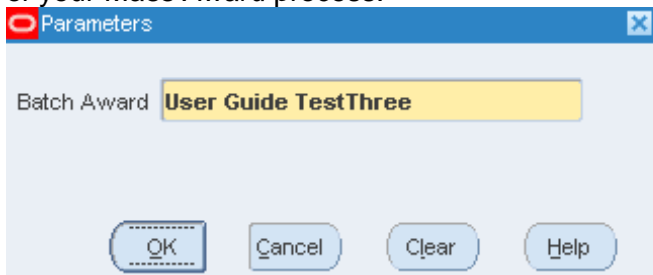
Step 2

Select **Single Request** and click on the *OK* button. The *Submit Request* window opens. Select **CHRIS Mass Award Report**.



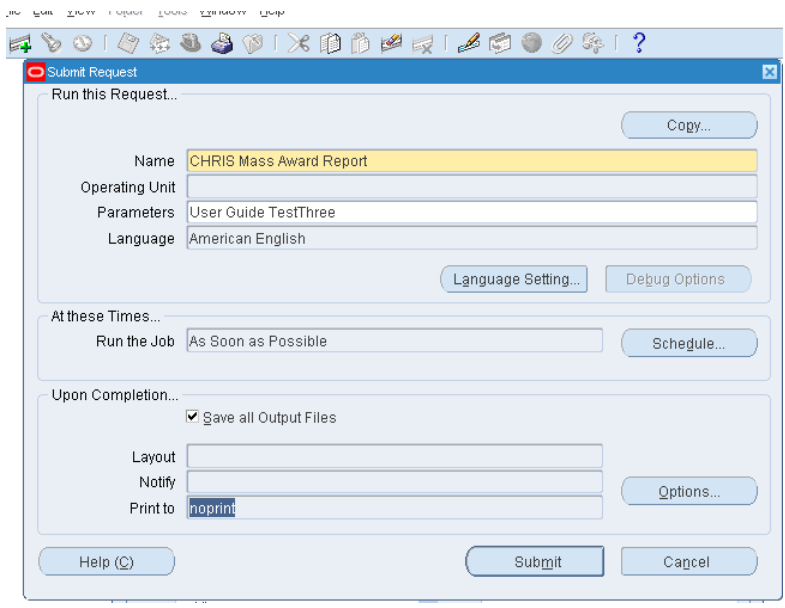
STEP 3

The *Batch Award* parameters window opens. Use the LOV field to search and locate the name of your *Mass Award* process.



STEP 4

After selecting a value for the *Batch Award* parameter box, click in the *Options* section and select the printer that you will use to print the report. Submit the process.



Note: The report can also be scheduled to run during normal batch processes.