United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: 12-23, Work Email Address Submitted via Document Type 444, EHRI RSM Elemn

Date: September 26, 2012

To: Subscribers of Title I

This bulletin is being issued to inform users that effective Pay Period 20, 2012, the National Finance Center (NFC) will allow Agencies to enter a work email address for their employees in the following entry systems: *EmpowHR;* the Web-based Entry, Processing, Inquiry, and Corrections System (EPIC Web); or their Agency's Front-End Systems Interface (FESI). This email address will be entered on the Enterprise Human Resources Integration document (Document Type 444, EHRI RSM Elemn) and will be displayed on the Employee Personal Page (EPP) and the Information Research/Inquiry System (IRIS).

This is being done to meet the Office of Personnel Management's (OPM) eGovernment initiative. This will provide for the entry, processing, and output of the employee work email to OPM on (EHRI) Status Record file and make it available to EPP.

EmpowHR

In *EmpowHR*, the employee's work email address will be entered under Payroll Documents on the EHRI RSM page in the Work Email Addr field.

Web-based Entry, Processing, Inquiry, and Corrections System (EPIC Web)

In EPIC Web, the employee's work email address will be entered under Payroll Documents on the EHRI & RSM Elements document (Document Type 444) in the Employee Work Email and the Confirm Employee Work Email fields.

Front-End System Interface (FESI)

No changes are required to FESI because the Employee-Work-Email field is already available on the EHRI & RSM ELEMENTS Doc Type (444). FESI users should follow the normal process for submitting Document Type 444 when updating the Employee Work Email field.

Employee Personal Page (EPP)

The Employee Work Email will be displayed on the EPP Preferences page as the Agency Work E-mail Address. EPP users will have the option of selecting their Agency Work

E-mail Address (if available) to receive temporary passwords and notifications. The Agency Work E-mail Address can only be added or changed by the processing of Document Type 444 by the Agency, not in EPP.

Information Research/Inquiry System (IRIS)

In IRIS, the email address will be displayed on IRIS Program IR119, Employee Personnel Data, in the Employee Work Email field.

Personnel Input and Edit System (PINE)

Email addresses entered via *EmpowHR* and EPIC Web will be verified for format upon entry. Email addresses submitted via FESI will be edited for format in the Personnel Input and Edit System (PINE). A new PINE message, Error Message Code 028, *Email Address Invalid*, is being added for errors related to the email addresses.

External Procedures

The procedure manuals for these applications, which are available online at the NFC Web site, have been updated to include the information in this bulletin. To view and/or print these procedures, go to the *NFC Home Page* (*http://www.nfc.usda.gov*) and click the *Publications* link at the top of the page. At the Publications page's right-hand menu, click *Procedures by Acronym* or *Procedures by Title/Chapter* then search on the list provided for *EmpowHR*, EPIC Web, IRIS, and PINE. Also, for additional information on Document Type 444, please see Title I Bulletin, 08-12, Document Type 444, Enterprise Human Resources Integration (EHRI), Health Benefits, Retirement System Modernization (RSM) Elements and Master File Document (030 Document) Changes, dated October 31, 2008. Bulletin 08-12 may be used for information on Document Type 444; however, the Employee-Work-Email field is not displayed on this bulletin due to the fact that it is being implemented as of Pay Period 20, 2012.

Inquiries

For questions about NFC processing prior to October 1, 2012, contact the Payroll/Personnel Call Center at 1-800-981-3026 or the *EmpowHR* Help Desk at 1-888-367-6955. Starting October 1, 2012, only authorized Servicing Personnel Offices can contact the NFC Contact Center at 1-855-NFC-4GOV (1-855-632-4468) or via the Remedy Requester Console.

RANDY L. SPEED, Director
Government Employees Services Division