

# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

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# *EmpowHR* – Version 9.0 Section 17 – Excel to Component Interface Utility

TITLE I  
Payroll/Personnel Manual

CHAPTER 17  
EmpowHR

SECTION 17  
Excel to Component Interface Utility

## Latest Update Information

The following change has been made to the Excel to Component Interface procedure:

Description of Change	Page
PAR section has been added as a result of the implementation of a component interface for PARs.	31-42



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# Excel to Component Interface Utility

The Excel to Component Interface Utility is a tool used to create and update data in the *EmpowHR* application via remote connection to the application. The excel-to-component interface utility workbook is composed of seven (7) worksheets:

- Job Code Data or Position Data Cover Sheet
- Connect Information
- Template
- Data Input
- Staging and Submission
- Required Fields
- Translate Values

Each worksheet provides a distinct function to accommodate the flow of data from the user's computer to the *EmpowHR* application.

**Note:** The Component Interface Utility updates production data when the production workbook is used.

This section contains the following topics:

[System Requirements](#)

[Security](#)

[Using the Component Interface Utility](#)

[Troubleshooting](#)

[Who to Call](#)

## System Requirements

To run the excel component interface, basic system requirements are needed.

- Microsoft Excel version 2003 or greater installed on the local workstation.
- Macros enabled in Excel - The component interface utility relies on macros to build the file for transmission to NFC.

**Note:** Microsoft Excel has a limitation of 252 columns and 65,000 rows.

**Note:** Users should submit data input records in multiple of 1,000 to eliminate performance issues when using the Component Interface Utility.

## Security

A Role must be assigned to a user of the Component Interface Utility. Agencies should limit the number of users as production data will be updated by this Utility. For more information, refer to Title 1, Chapter 17, *EmpowHR*, Section 2, Security.

## Using the Component Interface Utility

This section contains the following topics:

[Job Codes and Positions](#)

[Awards](#)

[PAR](#)

### ***Job Codes and Positions***

This section contains the steps and tabs used to process position and job code transactions through the *EmpowHR* Excel CI Utility.

#### **Cover Sheet**

There are two Cover Sheet tabs in the Component Interface Utility workbook. The Cover Sheet tabs explain how to execute business logic for each transaction (Job Code Data and Position Data). To access these tabs and complete the applicable transaction follow the steps below:

1. Access The Component Interface Utility on the *EmpowHR* website at *www.EmpowHR.gov*.
2. Select the ***Training/Documentation*** page from the right hand menu.
3. Click the ***EmpowHR Position Data Mass Action Template*** link to download the Position workbook template. This template is used to **create** or **update** fields on the Job Code. The Job Code Data Coversheet tab (**Figure 1**) is displayed.

OR

Click the ***EmpowHR Job Code Mass Action Template*** link to download the Job Code workbook template. This template will be used to **create** or **update** fields on the Position. The Position Data Coversheet tab (**Figure 2**) is displayed.

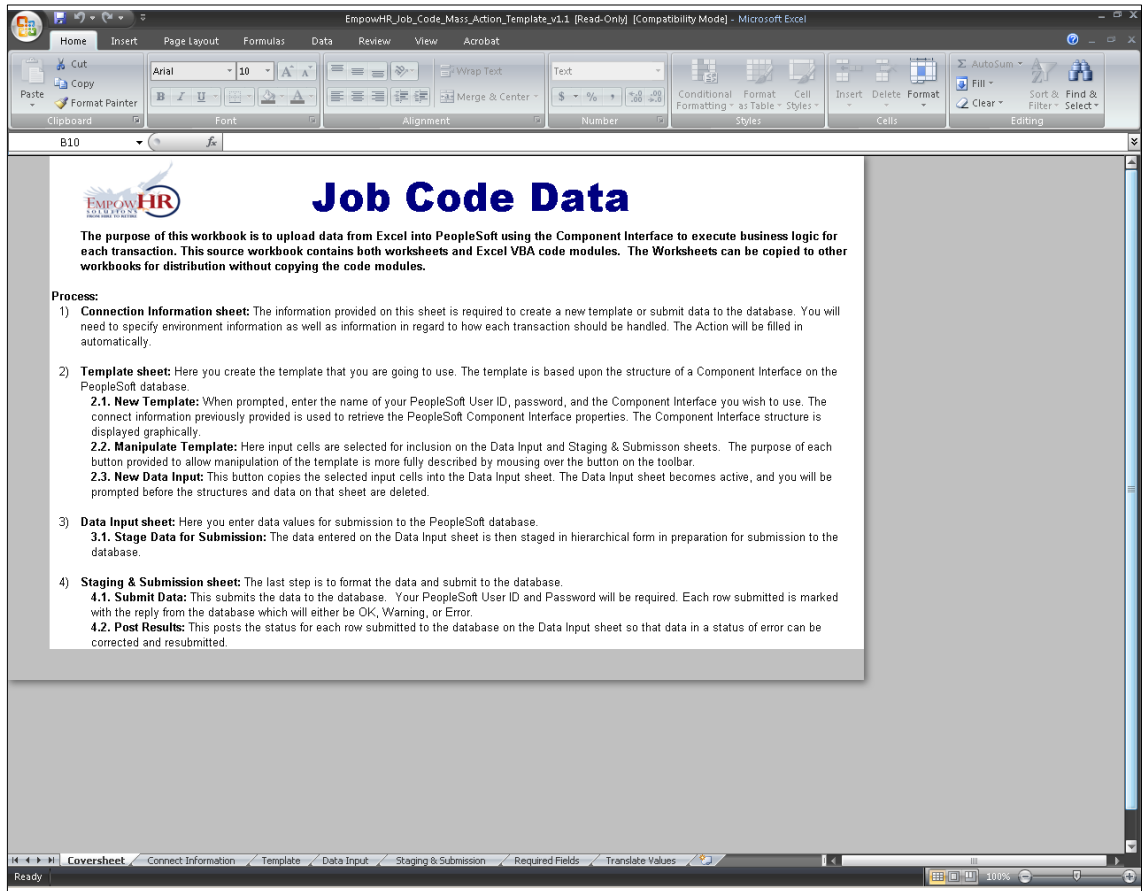


Figure 1. Job Code Data Coversheet tab

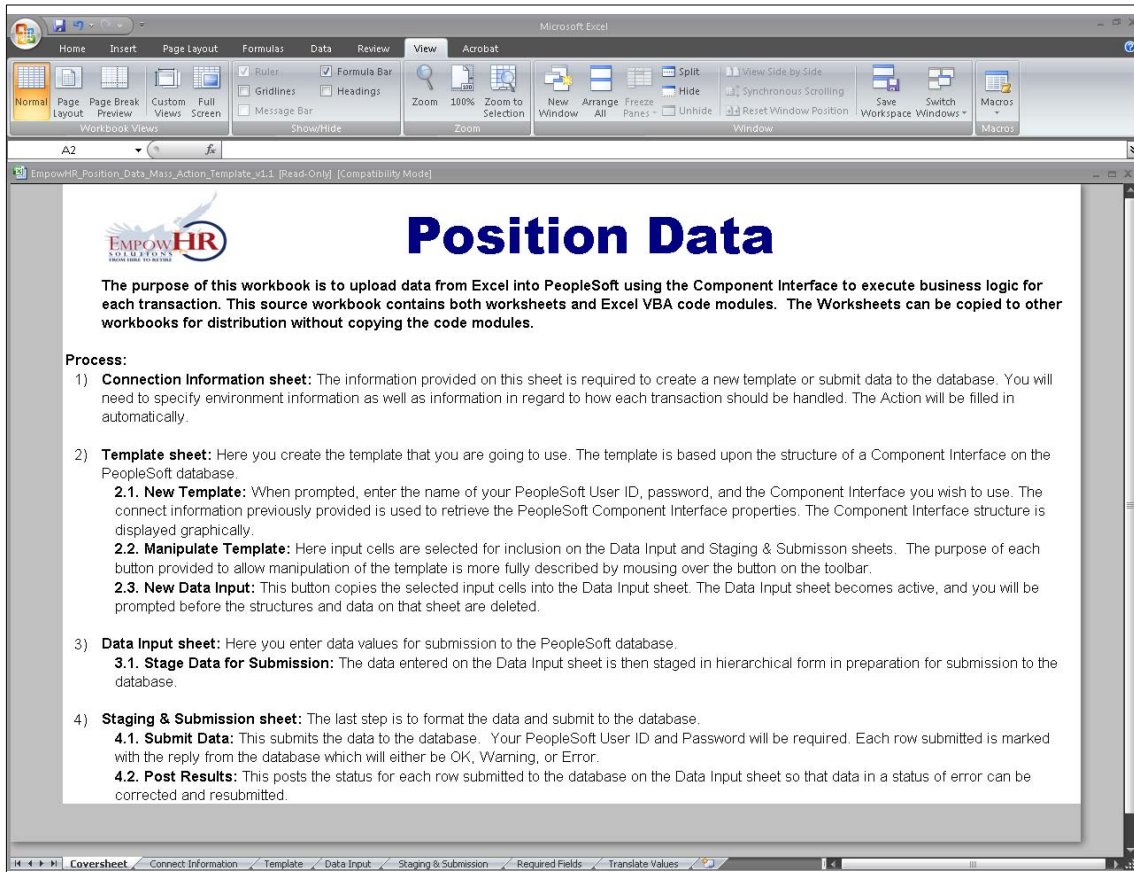


Figure 2. Position Data Coversheet tab

## Connect Information

The **Connect Information** is a tab on the Excel worksheet. To access the Connect Information tab, follow the steps below:

4. Select the **Connect Information** tab. The applicable Connect Information worksheet for the Job Code (**Figure 3**) or the Position (**Figure 4**) is displayed.



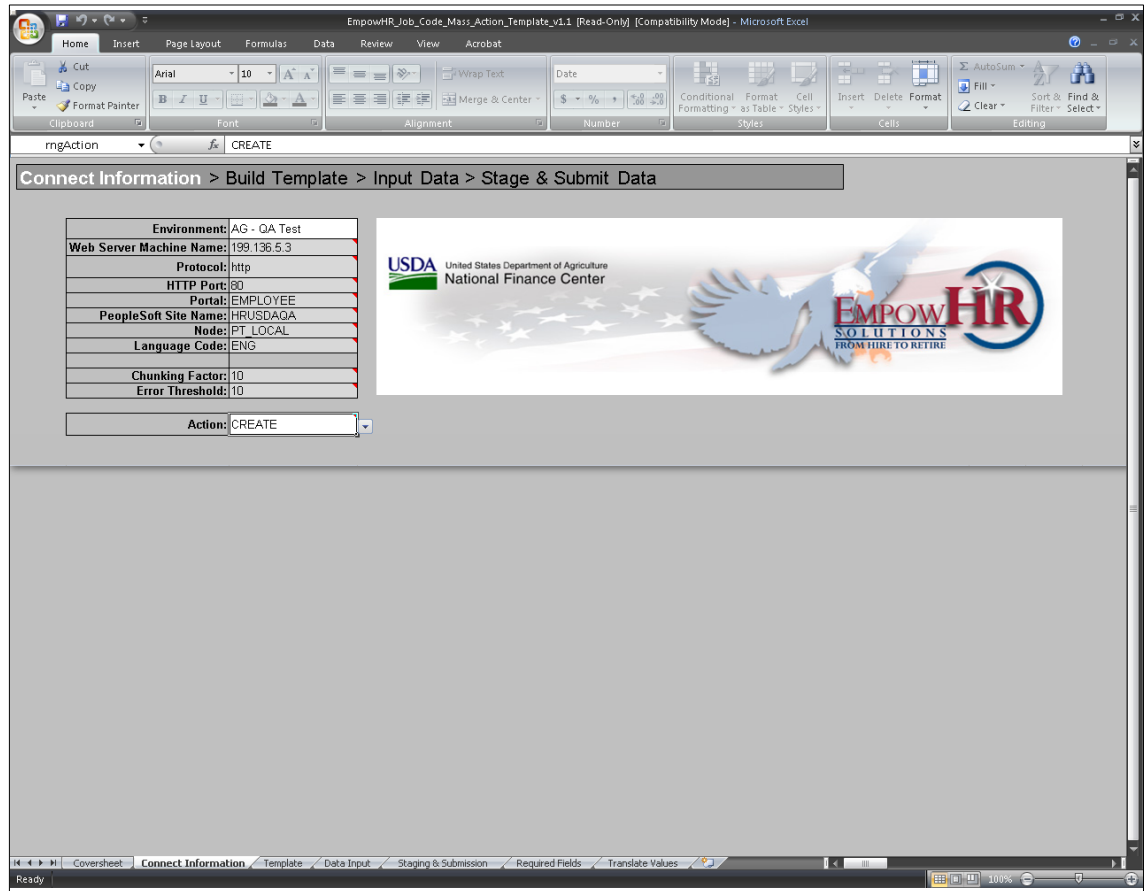


Figure 3. Connect Information Job Code worksheet

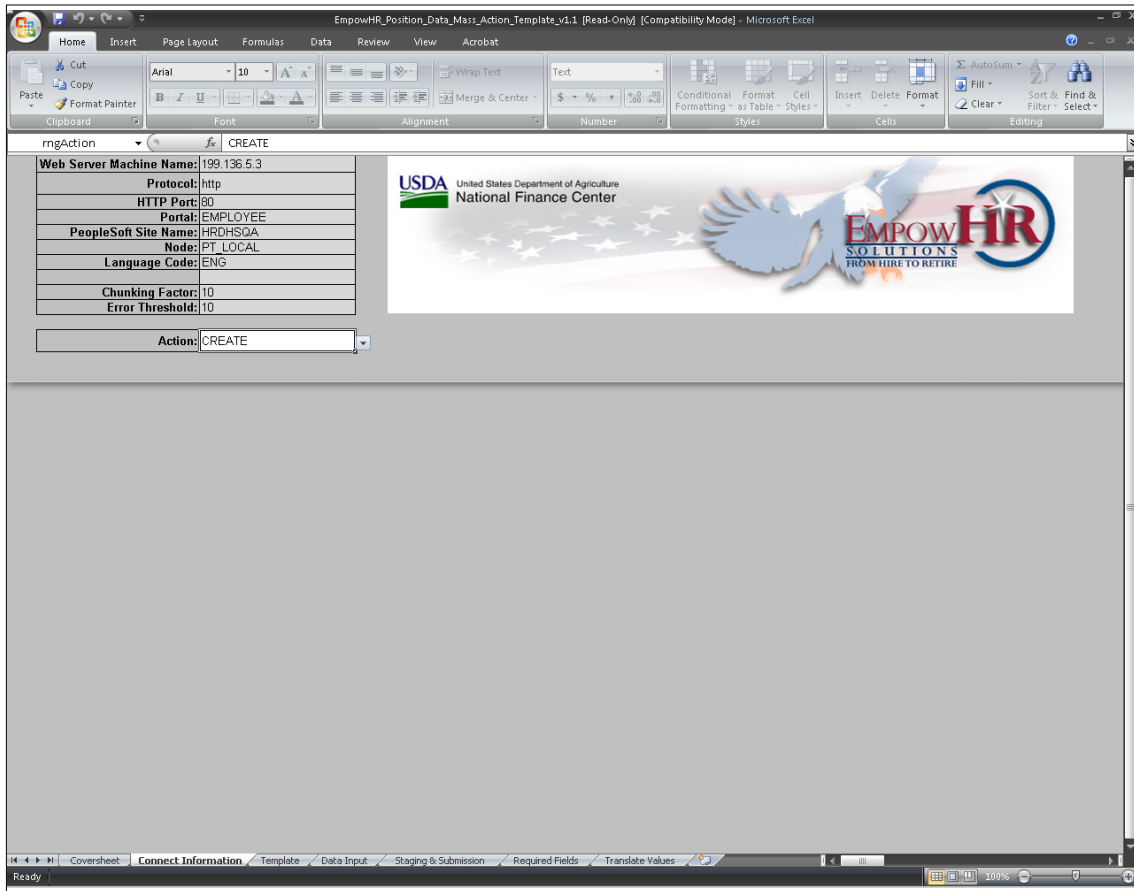


Figure 4. Connect Information Position worksheet

Action	Description
Create	This action is used to create a new row in <b>EmpowHR</b> with a new <b>Effective Date</b> .
Update	This action is used to add new rows to existing records and the data is modified in <b>EmpowHR</b> . This action creates a new <b>Effective Date</b> and a new row in <b>EmpowHR</b> .

5. Select the applicable environment from the drop-down list. The valid values are as follows:

Environment	Description
USDA Copy	USDA Copy is an environment the mirror images production. This environment does not modify the production database.
USDA Production	USDA Production is the environment where processing of data tasks place to add, modify, or delete information in <b>EmpowHR</b> .
USDA UAT	USDA UAT is the User Acceptance Test environment. This environment is used to test modifications before moving the modification to the production environment.
DHS Copy	DHS Copy is an environment the mirror images production. This environment does not modify the production database.
DHS Production	DHS Production is the environment where processing of data tasks place to add, modify, or delete information in <b>EmpowHR</b> .
DHS UAT	DHS UAT is the User Acceptance Test environment. This environment is used to test modifications before moving the modification to the production environment.

6. The following fields are displayed:

<b>Web Server Machine Name</b>	This field is populated with the <i>EmpowHR</i> web server. The server name will be different depending on environment.
<b>Protocol</b>	This field is used to access the web server. The field is populated and cannot be changed.
<b>HTTP Port</b>	The HTTP port number is the number used by the web server. The field is populated and cannot be changed.
<b>Portal</b>	This field is the portal being used. The field is populated and cannot be changed.
<b>PeopleSoft Site Name</b>	This is the environment used in the component interface. This field is based on the Environment and Template type selected. The field is populated and cannot be changed.
<b>Node</b>	This field is the default local node name. The field is populated and cannot be changed.
<b>Language Code</b>	This field is populated with <b>English</b> and cannot be changed.
<b>Chunking Factor</b>	This field is the number of rows of data submitted to the database at one time. (1 collection of 10). The field is populated and cannot be changed.
<b>Error Threshold</b>	This field is the total number of errors that are permitted before the submission to the database ceases. When the error threshold is exceeded, an error message appears on the Staging & Submission Results tab ( <b>Figure 9</b> ).
<b>Action</b>	Select an action from the drop-down list. The valid values are listed below:

7. Click the applicable **Template** tab. The Template tab for the Job Code (**Figure 5**) or the Template tab for the Position (**Figure 6**) is displayed. For more information on the Template tabs refer to Templates in this procedure.

## Templates

The Template tab is a graphical representation of the component interface structure that will be used to load data into *EmpowHR*. Templates for each type of component in *EmpowHR* are populated with the fields that may be updated in *EmpowHR*. For a list of mandatory fields refer to the **Required Fields** Job Code tab (**Figure 14**) or Position (**Figure 15**) for a list of translate values, refer to the **Translate** for the Job Code tab (**Figure 16**) or for the Position (**Figure 17**).

1. Select the applicable Template tab. The Job Code template (**Figure 5**) or the Position template (**Figure 6**). The Template tab has a tool bar at the top.

The screenshot shows an Excel spreadsheet titled "EmpowHR\_Job\_Code\_Mast\_Action\_Template\_v1.1 [Read-Only] [Compatibility Mode] - Microsoft Excel". The spreadsheet is in the "Template" tab and contains the following data:

Status	Line No	Record Type	SetID	Job Code	Agency	Sub-Agency	Personnel Office ID	Pay Plan	Salary Administration Plan	Salary Grade	Effective Date
Template	000										
Template	200										
Template	210										
Template	220										
Template	230										

Below the data table, there is a detailed table of properties for the "Z\_JOBCODE\_CI" collection:

Property	SETID	JOBCODE	COMPANY	GOVT_SUB_AGENCY	GOVT_POI	GOVT_PAY_PLAN	SAL_ADMIN_PLAN	GRADE	EFFDFT_D
Record Type	000	000	000	000	000	000	000	000	200
Field Type	CHARACTER	CHARACTER	CHARACTER	CHARACTER	CHARACTER	CHARACTER	CHARACTER	CHARACTER	DATE
Field Length	5	3	2	4	2	4	3	10	
Key / Required	Y/R	Y/	Y/	Y/	Y/	Y/	Y/	Y/	Y/R
Sequence	1	2	3	4	5	7	8	9	11

Figure 5. Template tab for the Job Code

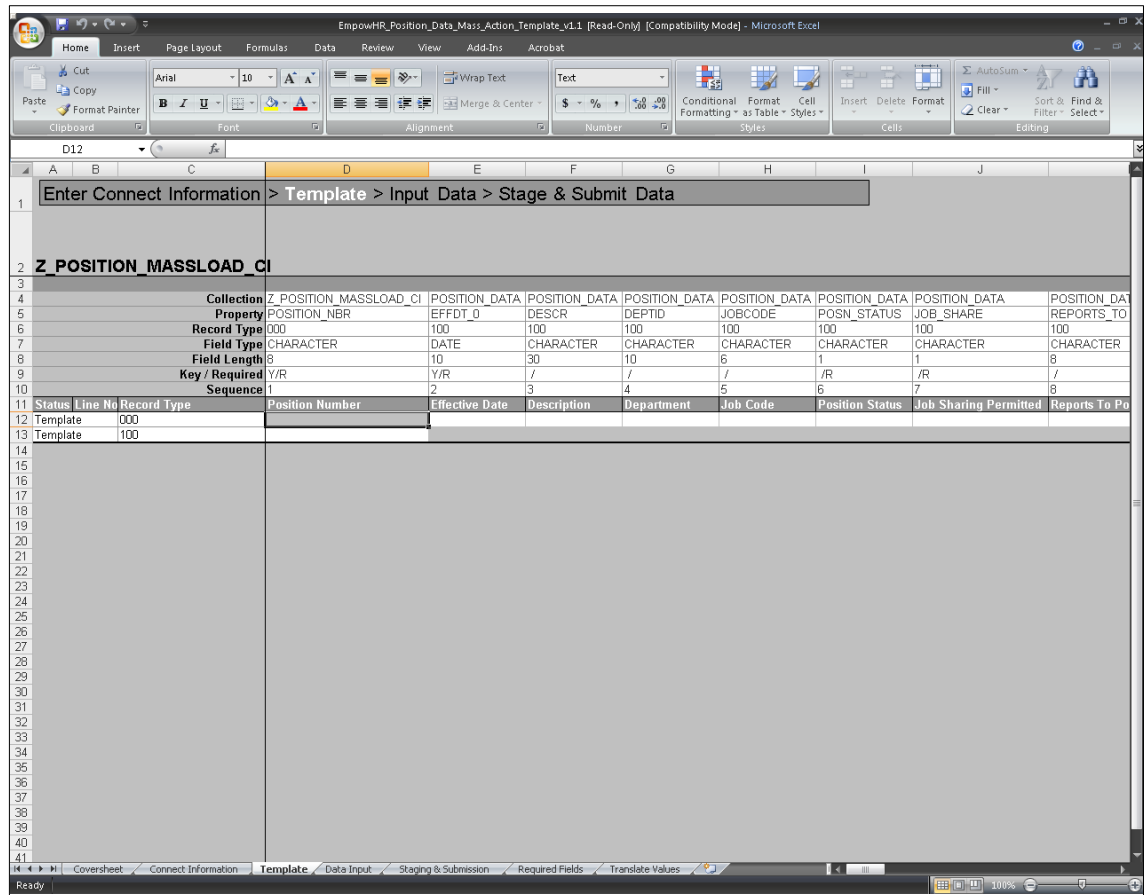


Figure 6. Template tab for the Position

2. Click **Add-Ins** on the top menu bar to display a custom toolbar for the worksheet. Each tool bar option has help text that describes the purpose and use of each of the options when the cursor is placed over the option. Below is a description for each tool bar option.

Tool Bar Option	Description
New Data Input	Builds a new <b>Data Input</b> worksheet based upon the selected input cells.
Select Input Cell	Select an individual cell to be updated on the Template worksheet ( <b>Figure 5</b> ). Cells selected as input cells are highlighted in pink. Cells selected on the template worksheet will appear on the <b>Data Input</b> tab ( <b>Figure 7</b> ).
Deselect Input Cell	Changes a cell that was previously selected as an input cell to a cell that is included on the <b>Staging &amp; Submission</b> tab ( <b>Figure 9</b> ). The cell is not longer included on the Data Input worksheet ( <b>Figure 7</b> ), but appears as part of the structure on the <b>Staging &amp; Submission</b> worksheet ( <b>Figure 9</b> ).
Restore Input Cells	Restores the Template worksheet ( <b>Figure 5</b> ) to its original state and clears default values. The fields in the template will be highlighted in gray, indicating that these fields will not be included for <b>Staging &amp; Submission</b> tab ( <b>Figure 9</b> ).

Tool Bar Option	Description
Include for Submission	Includes a single <b>Property</b> to be included on the <b>Staging &amp; Submission</b> worksheet ( <b>Figure 9</b> ) . Properties that use default values from the Template worksheet ( <b>Figure 5</b> ) must be included for submission. Cells that are included for submission generally are Properties that contain default values or Properties that could be seen in the structure of the <b>Staging &amp; Submission (Figure 9)</b> worksheet. Properties that are included for submission are highlighted in blue.
Do Not Include for Submission	Does not include the selected Property for submission to the database. If a Property is not included for submission, it will not appear in the structure that is submitted to the database on the <b>Staging &amp; Submission</b> worksheet ( <b>Figure 9</b> ). Properties that are not included for submission will only appear on the <b>Template</b> worksheet ( <b>Figure 5</b> ) and not submitted to the database. Properties that are not included for submission are highlighted in gray.

The fields 4-10 on top of the excel worksheet are populated and protected. These fields can only be updated by NFC only and are different based on the Environment (UAT, Copy, Production) and the Template Type (Job Code and the Position.)

Below are the fields for the Position and the description of each:

Field	Description
Collection	Job Code or Position Data - Template Type
Property	Field names that may be updated on the Position.
Record Type	
Field Type	Whether the Property is a alpha/numeric character or a date.
Field Length	The length of the field.
Key/Required	Key field or a required field.
Sequence	The sequential number of the column.

**Note:** Use the bar at the bottom to scroll for more field information.

3. Click the **Data Input** tab (**Figure 7**) once the template is built. For more information regarding Data Input, refer to Data Input in this manual.

### Data Input

The field labels that appear on the data input sheet are those properties that were selected as input cells on the Template worksheets (**Figure 5**) and (**Figure 6**) The **Record Type** from the template worksheet is also displayed for each Property.

The Data Input sheet is also used to correct data to submit to the database. Errors that are flagged on the **Staging & Submission Results** worksheet (**Figure 9**) are posted to the Data Input worksheet, and when corrected. The items marked in error can be staged again on the **Staging & Submission** Job Code worksheet (**Figure 9**) or the Position worksheet (**Figure 10**)

The Data Input worksheet is used to enter data that will be submitted to **EmpowHR** with the fields that are modified. The Data Input Job Code tab (**Figure 7**) or the Data Input Position tab (**Figure 8**) displays only required fields to update.

**Note:** The **Effective Date** must be equal to or greater than the current date. If a prior row needs to be modified, a History Override package must be created. The Interface Utility cannot be used for a History Override package. For more information regarding History Override, refer to Title 1, Chapter 17, **EmpowHR**, Section 5, PAR Processing.



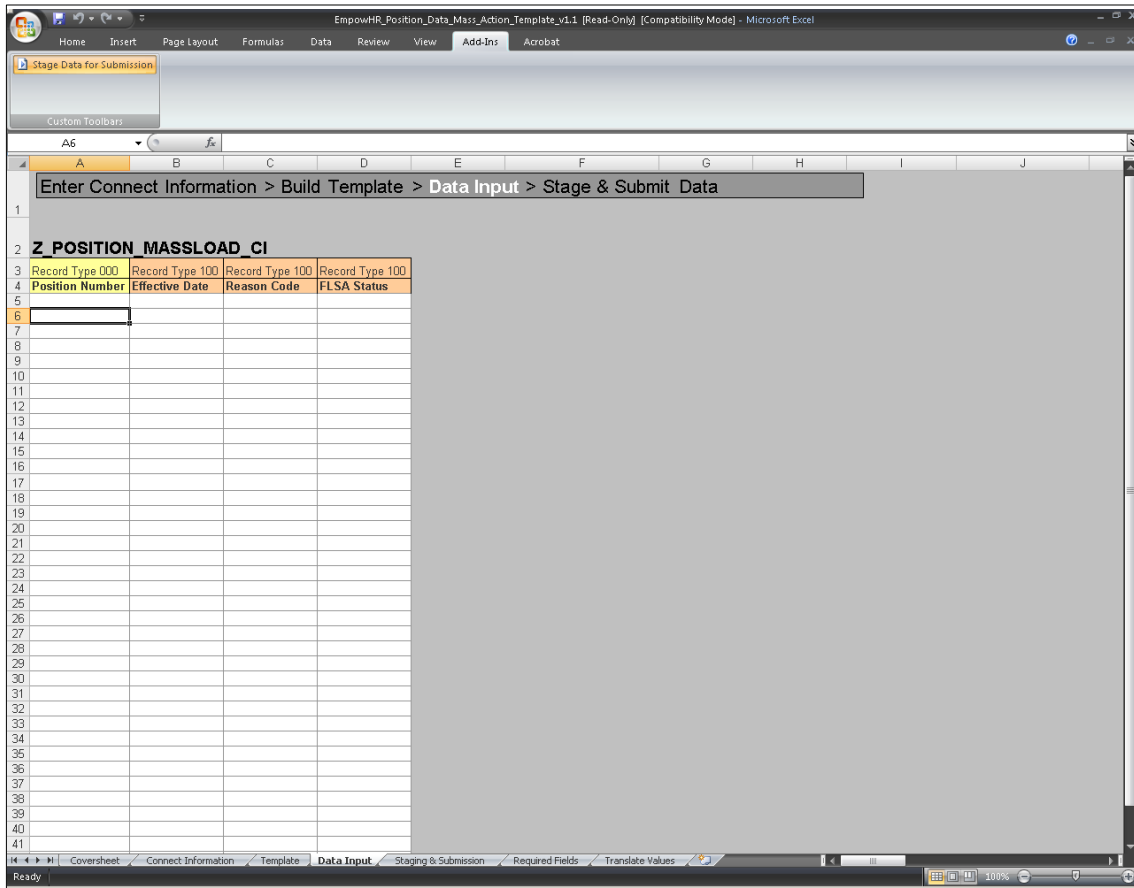


Figure 8. Data Input tab for the Position

4. Select the **Staging & Submission** tab for the Job Code (Figure 9) or for the position (Figure 10). This will open the final worksheet in the excel workbook.

### Staging and Submission

This tab is where the Excel to Component Interface workbook reformats the data entered on the **Data Input** worksheets (Figure 7) or (Figure 8) so **EmpowHR** can update the record.

**Note:** The data is in a hierarchical structure.

Verify the populated data fields are the same as the **Data Input** worksheets (Figure 7) or (Figure 8).

1. Select the **Staging & Submission** tab. The Staging & Submission worksheet (Figure 9) Job Code or Position (Figure 10) is displayed.



Enter Connect Information > Build Template > Input Data > Staging & Submission

**Z JOBCODE\_CI**

Status	Line No	Record Type	SetID	Job Code	Agency	Sub-Agency	Personnel Office ID	Pay Plan	Salary Administration Plan	Salary Grade	Effective Date	Effective Date	Occupational Series
	5	000	COMMN	000000	AG	90	5317	GS	0000	12	01/01/1901		
	5	100											
	5	200										1/1/2010	2210
	5	210											
	5	220											
	5	230											

17 STOP

Figure 9. Staging & Submission tab for the Job Code

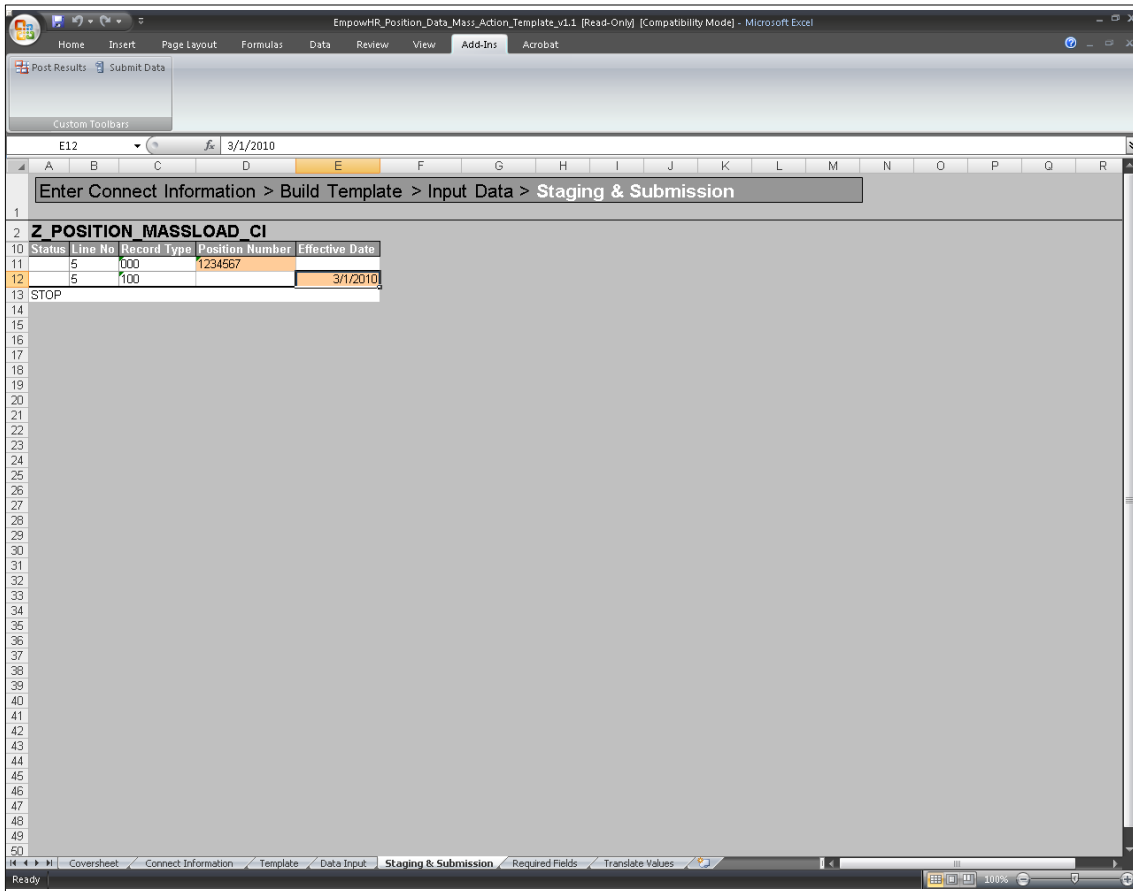


Figure 10. Staging & Submission Position tab

The custom toolbar is also available on this worksheet.

2. Click **Add-Ins** at the top of the worksheet.
3. Select **Submit Data**. The Login pop-up (Figure 11) is displayed.

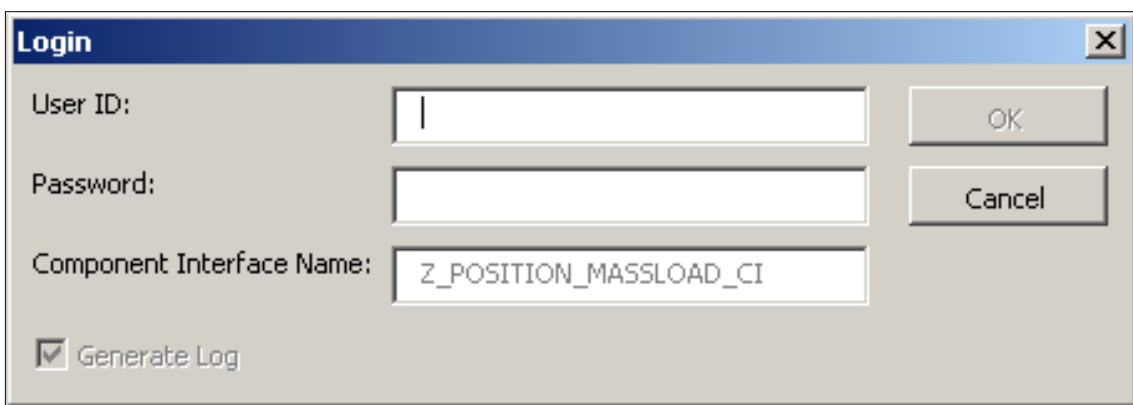


Figure 11. Login pop-up

4. Complete the fields as follows:

<b>User ID</b>	Enter the PeopleSoft user ID assigned
<b>Password</b>	Enter your specific password.
<b>Component Interface Name</b>	This field is populated based on the Environment selected from the NFC Home Page. The valid Environments are <b>UAT</b> , <b>Copy</b> , and <b>Production</b> .
<b>Generate Log</b>	This box is checked and cannot be changed. This checked box is to create one log file for ExcelToCI.xls and for the SOAPTOCIWeb Library.

- Click **OK**. The utility submits the data to the *EmpowHR* database. If there are not errors, a green **OK** displays in the **Status** column on the *Staging & Submissions* results tab (Figure 12).

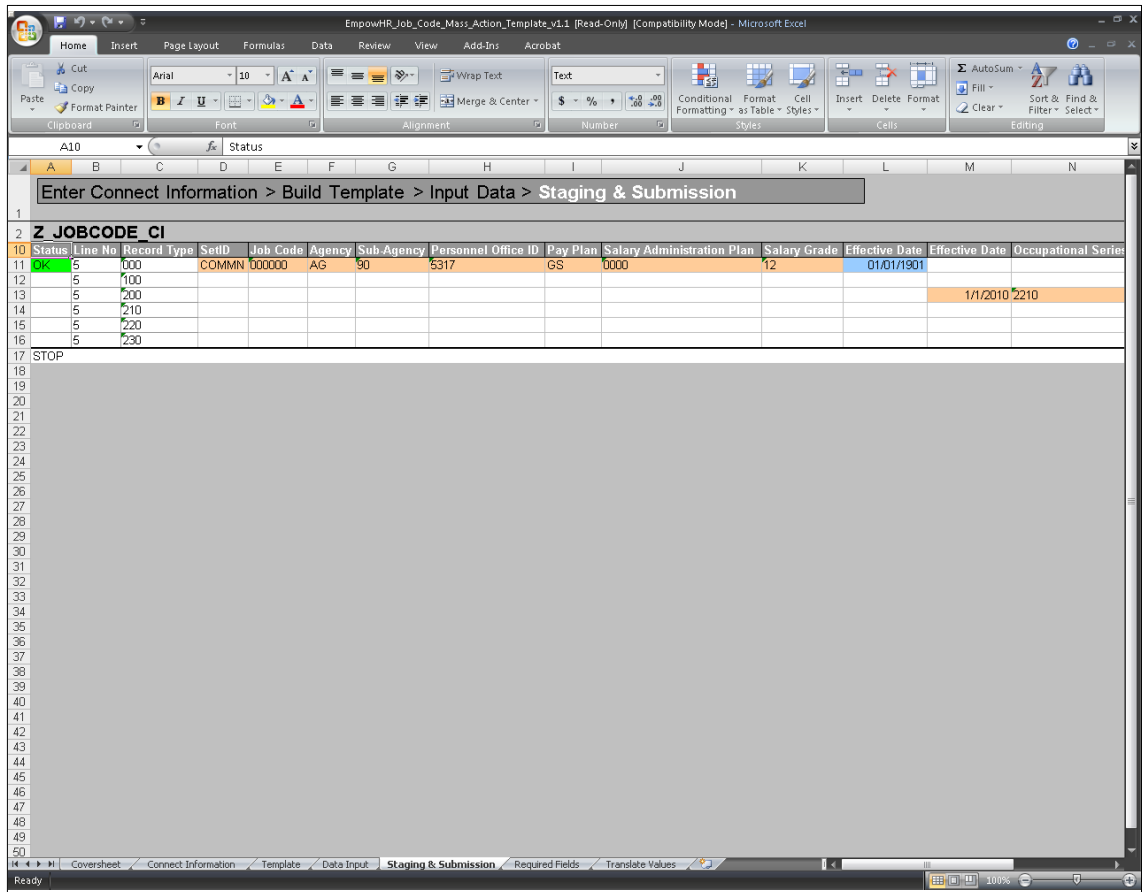


Figure 12. Staging & Submission worksheet with results

If there are errors on this page, the **Status** field will contain a red box with the word **Error**. Move the mouse over the red box to reveal the error(s) (Figure 13) that were encountered during the submission. A yellow **warning** may display during submission. The warning information can be viewed online. This is a rare occurrence.

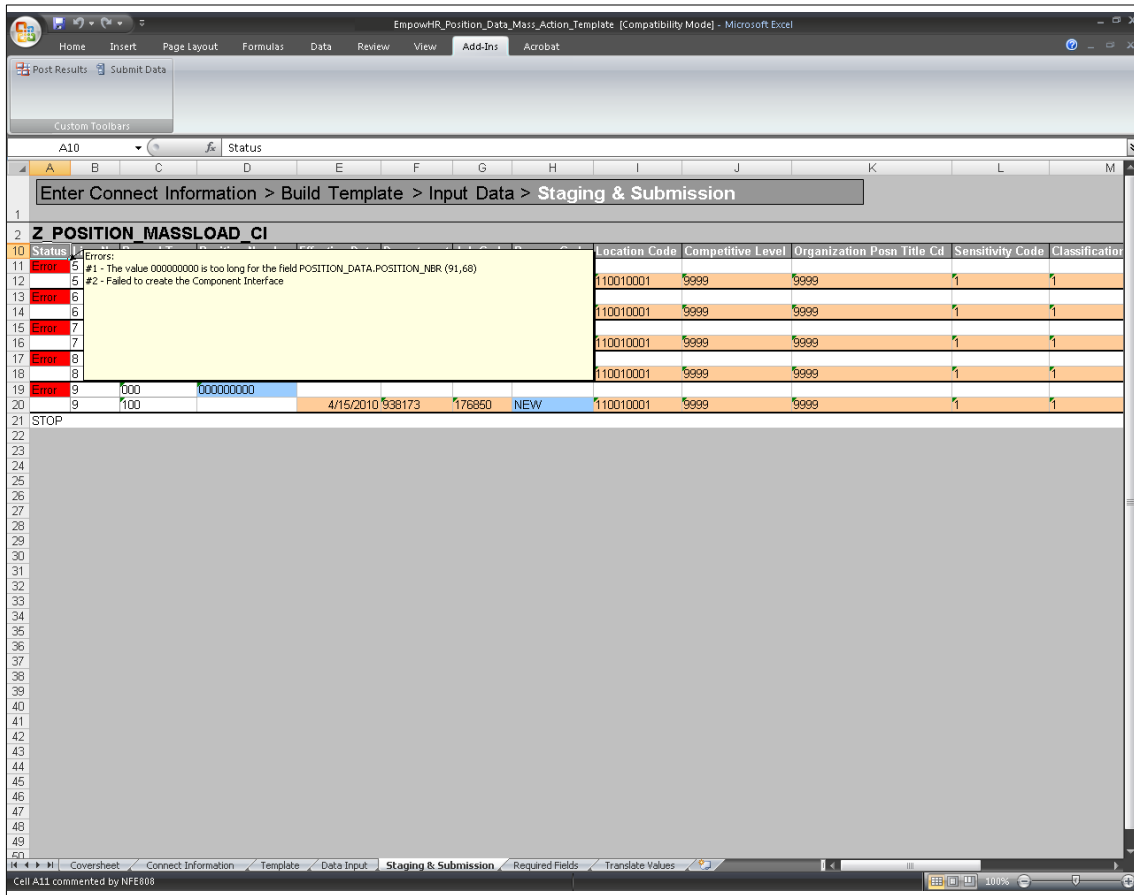


Figure 13. Error(s) encountered during submission

To view the results of the Utility on one page, select the **Post Results** button. The results of the submission are copied to the **Data Input** worksheet (Figure 7) to view the status of each row and make any necessary corrections to rows that have the status of **Error**.

To view the update that are **OK**, login into *EmpowHR* to view the applicable modified data.

**Required Fields**

The Required fields tab displays mandatory fields and values needed for each type of transaction (Job Code and Position). The Required Fields tab for the Job Code (Figure 14) will become available when Data Template Type for the Job Code is selected. The Translate Values tab for the Position (Figure 17) will become available when Template Type for the Position (Figure 6) is selected.

A	B	C	D	E	F	G	H	I
NFC FIELD / EMPOWHR FIELDS	TRANSLATE VALUES	TRANSLATE DESCRIPTION						
1								
2	SETID							
3	JOB CODE							
4	NFC DEPARTMENT / EMPOWHR AGENCY CODE							
5	NFC AGENCY / EMPOWHR SUBAGENCY							
6	POI							
7	PAY PLAN							
8	SAL ADMIN PLAN							
9	GRADE							
10	EFFECTIVE DATE							
11	NFC OCC SERIES / EMPOWHR OCCUPATIONAL SERIES							
12	NFC POSITION TITLE CD / EMPOWHR OFFICIAL POSN TITLE CODE							
13	DATE CLASSIFIED							
14	EMPOWHR REASON CODE							
15		ABO						Position Abolished
16		CHG						Submit to NFC as NEW
17		INA						Position Inactivated
18		NEW						New Position
19		REA						Reactivate an Inactivated Posn
20		UBO						UnAbolish
21		UPD						Position Data Update
22	<b>Note: for Update actions, only "Job Code", "Reason Code", and "Effective Date" are required in addition to the data to be updated.</b>							
23								
24	<b>In order to alter the status of a jobcode to NFC Ready, required and/or optional fields must be selected in the component interface.</b>							
25								
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41								
42								
43								
44								
45								

Figure 14. Required Fields tab for the Job Code

1	FIELDS	TRANSLATE VALUES	TRANSLATE DESCRIPTION
2	POSITION NBR		
3	EFFECTIVE DATE		
4	DEPARTMENT		
5	JOB CODE		
6	LOCATION		
7	COMPETITIVE LEVEL		
8	CLASSIFICATION ACTION		0 N/A for this field
9			1 No Action Required
10			2 Minor Description Changes
11			3 Rewrite or New Posn Desc Rqd
12			4 Position Title Change
13			5 Occupational Series Change
14			6 Position Upgraded
15			7 Position Downgraded
16			8 New Position
17			9 Other
18	CLASSIFICATION REVIEW		0 N/A for this field
19			1 Normal Desk Audit
20			2 Normal Supervisory Audit
21			3 Normal Paper Review
22			4 Normal PME/Activity Review
23			5 Maintenance Desk Audit
24			6 Maintenance Supervisory Audit
25			7 Maintenance Paper Review
26			8 Maintenance Panel Review
27	VACANCY REVIEW		0 Position Action No Vacancy
28		A	No Change
29		B	Lower Grade
30		C	Higher Grade
31		D	Different Title and/or Series
32		E	New Position/New FTE
33	ACCOUNTING STATION CODE		
34	REASON CODE	ABO	Position Abolished
35		CHG	Submit to NFG as NEW
36		INA	Position Inactivated
37		NEW	New Position
38		REA	Reactivate an Inactivated Posn
39		UBO	UnAbolish
40		UPD	Position Data Update
41			
42	Note: for Update actions, only "Position Number", "Reason Code", and "Effective Date" are required in addition to the data to be updated.		
43			
44			
45			

Figure 15. Required Fields tab for the Position

### Translate Values

The Translate Values tab displays the translate values needed for each type of transaction (Job Code and Position). The Translate Values for the Job Code (**Figure 16**) will become available when Template Type for the Job Code (**Figure 5**) is selected. The Translate Values tab for the Position (**Figure 17**) will become available when Template Type for the Position (**Figure 6**) is selected.

FIELDS	TRANSLATE VALUES	TRANSLATE DESCRIPTION
STATUS	A	Active
	I	Inactive
MANAGER LEVEL		2 Supervisor or Manager
		4 Supervisor (CSRA)
		5 Management Official (CSRA)
		6 Leader
		7 Team Leader
		8 All Other Positions
FLSA STATUS	E	Exempt
	N	Nonexempt
PERSON TYPE	C	Contingent Worker
	E	Federal Employee
	P	Person of Interest
FUNCTIONAL CLASS		0 Not Applicable
		11 Research
		12 Research, Contract/Grant Admin
		13 Development
		14 Test and Evaluation
		21 Design
		22 Construction
		23 Production
		24 Install/Operations/Maintenance
		31 Data Collect/Process/Analysis
		32 Scientific/Technical Info
		41 Standards and Specifications
		42 Regulatory Enforcement/License
		51 Natural Resource Operations
		81 Clinical Practice/Counseling
		91 Planning
		92 Management
		93 Teaching/Training
		94 Technical Assistance/Consult
		99 Other
FUND SOURCE	A	Appropriated Funds
	E	External Funds
	N	Non-Appropriated Funds
	O	Other Funds
OFFICIAL TITLE PREFIX	L	Lead
	O	Senior
	R	Research
	S	Supervisory
PARENTHETICAL TITLE	A	Apprentice
	B	Data Transcribing
	C	Office Automation

Figure 16. Translate Values for the Job Code

FIELDS	TRANSLATE VALUES	TRANSLATE DESCRIPTION
STATUS	A	Active
	I	Inactive
POSITION STATUS	A	Approved
	P	Proposed
	R	Frozen
REASON CODE	ABO	Position Abolished
	CHG	Submit to NFC as NEW
	INA	Position Inactivated
	NEW	New Position
	REA	Reactivate an Inactivated Posn
	UBO	UnAbolish
	UPD	Position Data Update
REGULAR SHIFT	1	1st
	2	2nd
	3	3rd
	C	Compressed
	N	Not Applicable
	R	Rotating
REG/TEMP	R	Regular
	T	Temporary
CLASSIFIED/UNCLASSIFIED INDICATOR	B	All
	C	Classified
	T	Temporary
	U	Unclassified
ENCUMBRANCE INDICATOR	I	Encumber Immediately
	N	No Encumbrance
	R	Encumber on Requisition
SIGNATURE AUTHORITY	1	Credit Competence
	2	Signature Competence
	3	Procurement
PRE-ENCUMBRANCE INDICATOR	I	Encumber Immediately
	N	No Encumbrance
	R	Encumber on Requisition
CLASSIFIED INDICATOR	B	All
	C	Classified
	T	Temporary
	U	Unclassified
HEALTH CERTIFICATE	1	Full Health Check
	2	Eye Check
	3	Ear Check
	4	Radiation Check
BARGAINING UNIT	1	Bargaining Unit 1
	2	Bargaining Unit 2
EL SA STATUS	E	IF Vermin

Figure 17. Translate Values for the Position

## Awards

The *EmpowHR* Excel CI Utility for Awards allows users to submit new award actions through the Excel CI Utility to process a mass amount of awards simultaneously. When the records are submitted through the Excel CI Utility, the data is parsed into a readable format for *EmpowHR* and then saved to a staging table. A batch job will run after the noon export and again after the nightly import to validate that the current PAR row does not have a transaction status of Ready, In Process, Sent, or Worklist Ready. *EmpowHR* will also validate that there is not a pending HCUP package being processed for any employee included in the mass transaction. The records that pass this validation will be transmitted to PAR and updated to reflect an NFC Ready status. The records that do not pass the validation and cannot be transmitted to PAR due to the current existing PAR row or HCUP package is available for the user to review by running a query. Once the cleanup has been done on the current existing PAR row or the HCUP package has applied, the user will need to reprocess the action using the Excel CI Utility. The flowchart below (**Figure 18**) shows how the Excel CI Utility processes awards.



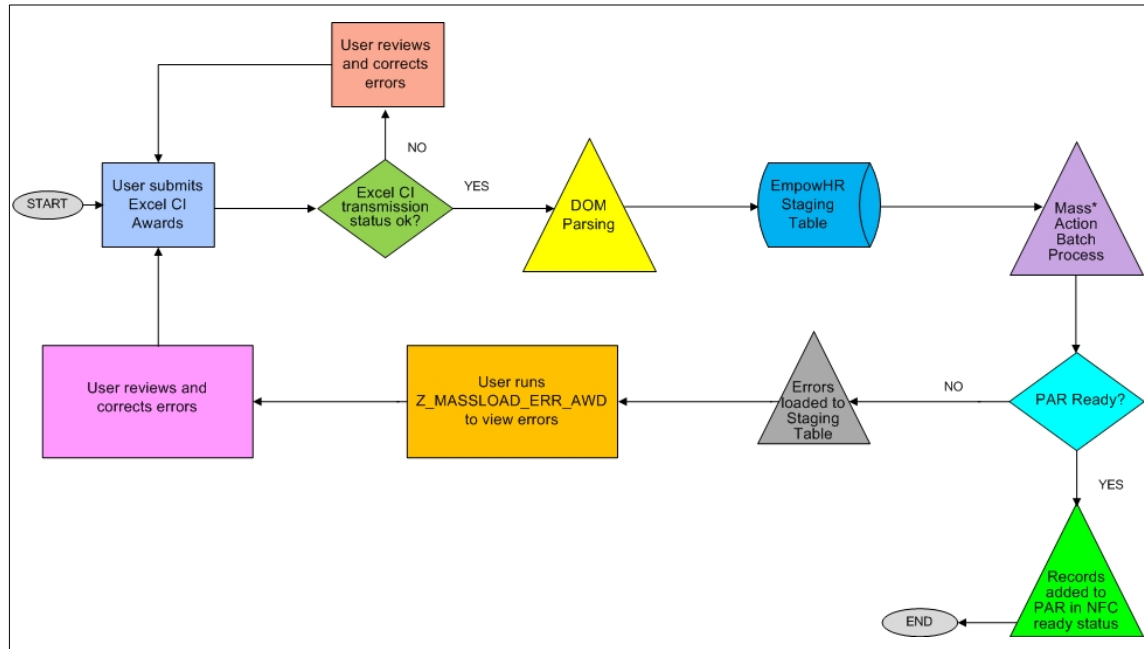


Figure 18. *EmpowHR* Excel CI Utility for Awards Flowchart

The *EmpowHR* Excel CI Utility template for awards contains six worksheets.

- Coversheet – provides directions on using the Excel CI Utility for awards.
- Connect Information – allows users to select the applicable environment, update the NOAC and generate the Data Input template.
- Template – is used to manipulate the Data Input Worksheet.
- Data Input Worksheet – allows users to enter the applicable data to send to *EmpowHR*.
- Staging and Submission – provides users with a final view of the data and allows them to submit it then validate the results.
- Remarks Codes - Descriptions – provides users with a list of descriptions based on the remarks code which enables users to copy and paste the descriptions in the appropriate fields.

This section contains the steps and tabs used to complete an award mass action transaction.

### Connecting to the Award Mass Action Component Interface Utility

1. Access The Component Interface Utility on the *EmpowHR* website at [www.EmpowHR.gov](http://www.EmpowHR.gov).
2. Select the **Publications** tab from the top menu.
3. Select **EmpowHR Tools & Utilities**.
4. Select **EmpowHR Award Mass Action Template**.

### Award Mass Action Cover Sheet

The Award Mass Action Coversheet tab provides users with an overview of the Award Mass Action workbook and a guide for processing award transactions.

1. Click the **EmpowHR Award Mass Action Template** link to download the Award Mass Action workbook template. The Award Mass Action Coversheet worksheet (**Figure 19**) is displayed.

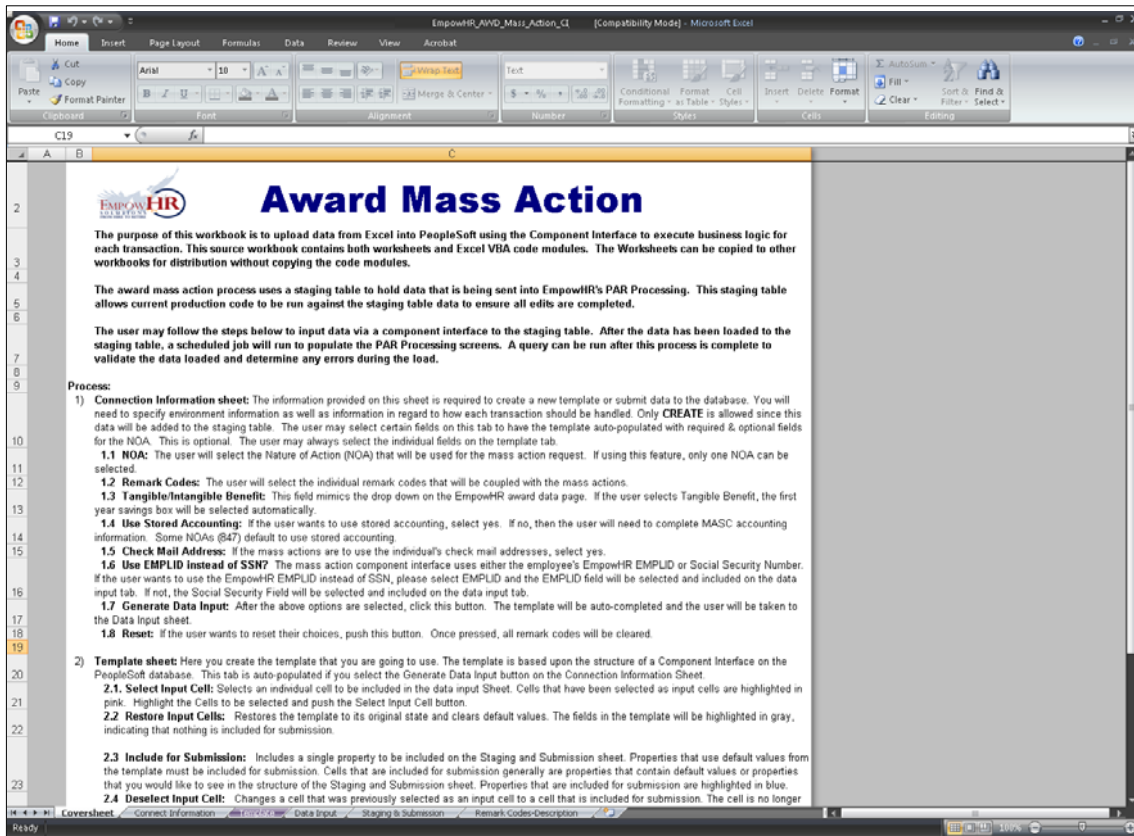


Figure 19. Award Mass Action Coversheet

## Award Mass Action Connect Information

The Connect Information tab provides users with information that is required to create a new template or submit data to the database.

**Note:** The only action permitted in Award Mass Action is **Create** since the data entered will be added to the staging table.

1. Select the **Connect Information** tab. The Connect Information worksheet for Award Mass Action (**Figure 20**) is displayed.

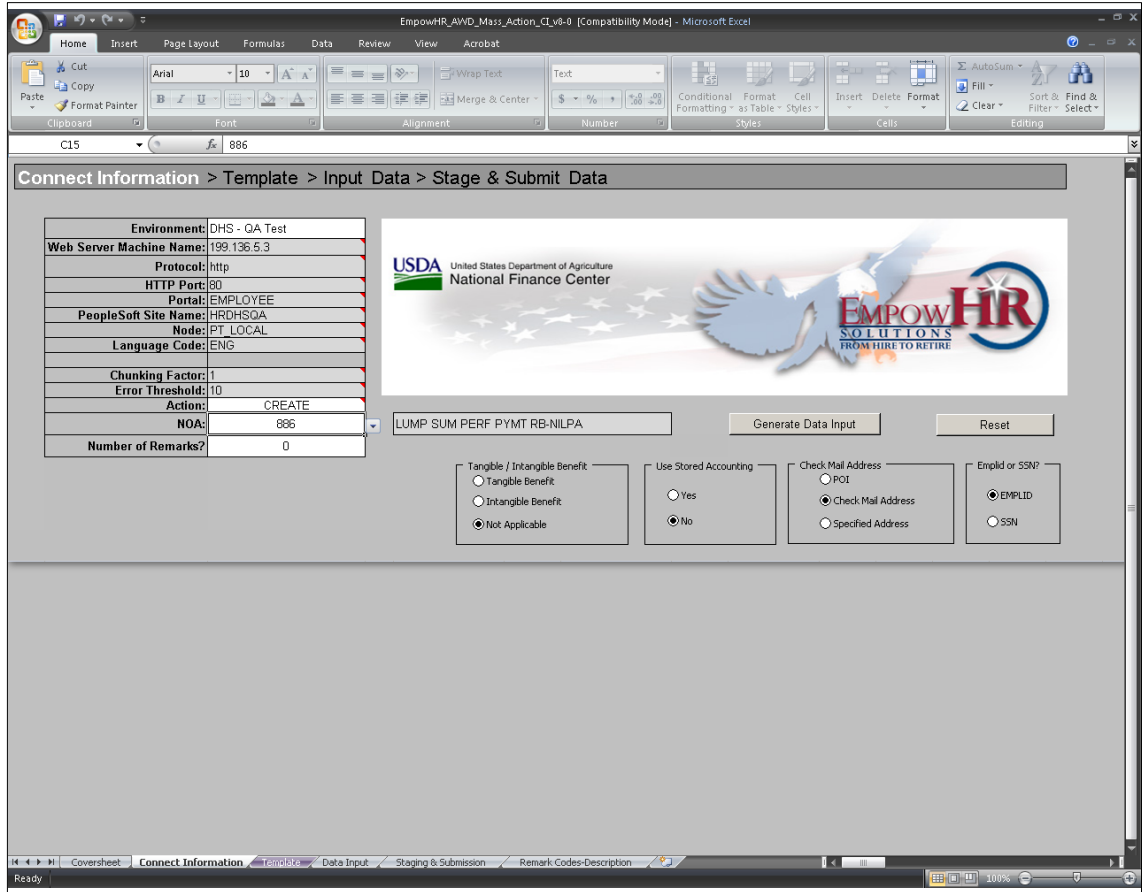


Figure 20. Award Mass Action Connect Information worksheet

2. Complete the fields as follows:

<b>Environment</b>	Select the applicable environment from the drop-down list. The valid values are as follows:
--------------------	---

<b>Environment</b>	<b>Description</b>
USDA Copy	USDA Copy is an environment that mirror images production. This environment does not modify the production database.
USDA Production	USDA Production is the environment where processing of data tasks place to add, modify, or delete information in <b>EmpowHR</b> .
USDA UAT	USDA UAT is the User Acceptance Test environment. This environment is used to test modifications before moving the modification to the production environment.
DHS Copy	DHS Copy is an environment that mirror images production. This environment does not modify the production database.
DHS Production	DHS Production is the environment where processing of data tasks place to add, modify, or delete information in <b>EmpowHR</b> .
DHS UAT	DHS UAT is the User Acceptance Test environment. This environment is used to test modifications before moving the modification to the production environment.

<b>Web Server Machine Name</b>	This field is populated with the <i>EmpowHR</i> web server. The server name will be different depending on the environment selected.
<b>Protocol</b>	This field is used to access the web server. The field is populated and cannot be changed.
<b>HTTP Port</b>	The HTTP port number is the number used by the web server. The field is populated and cannot be changed.
<b>Portal</b>	This field is the portal being used. The field is populated and cannot be changed.
<b>PeopleSoft Site Name</b>	This is the environment used in the component interface. This field is based on the Environment and Template type selected. The field is populated and cannot be changed.
<b>Node</b>	This field is the default local node name. The field is populated and cannot be changed.
<b>Language Code</b>	This field is populated with <b>English</b> and cannot be changed.
<b>Chunking Factor</b>	This field is the number of rows of data submitted to the database at one time. (1 collection of 10). The field is populated and cannot be changed.
<b>Error Threshold</b>	This field is the total number of errors that are permitted before the submission to the database ceases. When the error threshold is exceeded, an error message appears on the Staging & Submission Results worksheet.
<b>Action</b>	This field defaults to <b>Create</b> and cannot be changed since create is the only action allowed because the data entered will be added to the staging table.
<b>NOA</b>	Select the applicable nature of action code (NOAC) from the drop-down list. The description will be populated based on the NOAC code selected.
<b>Number of Remarks</b>	Enter the number of remarks for the Award Mass Action
<b>Tangible/Intangible</b>	Select whether or not the award is tangible or intangible or whether it is not applicable.
<b>Use Stored Accounting</b>	Select whether or not stored accounting will be used. <b>Note:</b> If stored accounting is not used, it will have to be entered manually on the Data Input worksheet.
<b>Check Mail Address</b>	Select the applicable address that will be used to process the awards.
<b>Emplid or SSN?</b>	Select whether the the action will be entered using the employee's Emplid or SSN.

3. Click **Generate Data Input** to create the Data Input worksheet with all available entry fields. The Award Mass Action Data Input worksheet (**Figure 22**) is displayed.

**OR**

Click **Reset** to reset the Connect Information worksheet and clear all selected cells on the Template worksheet.

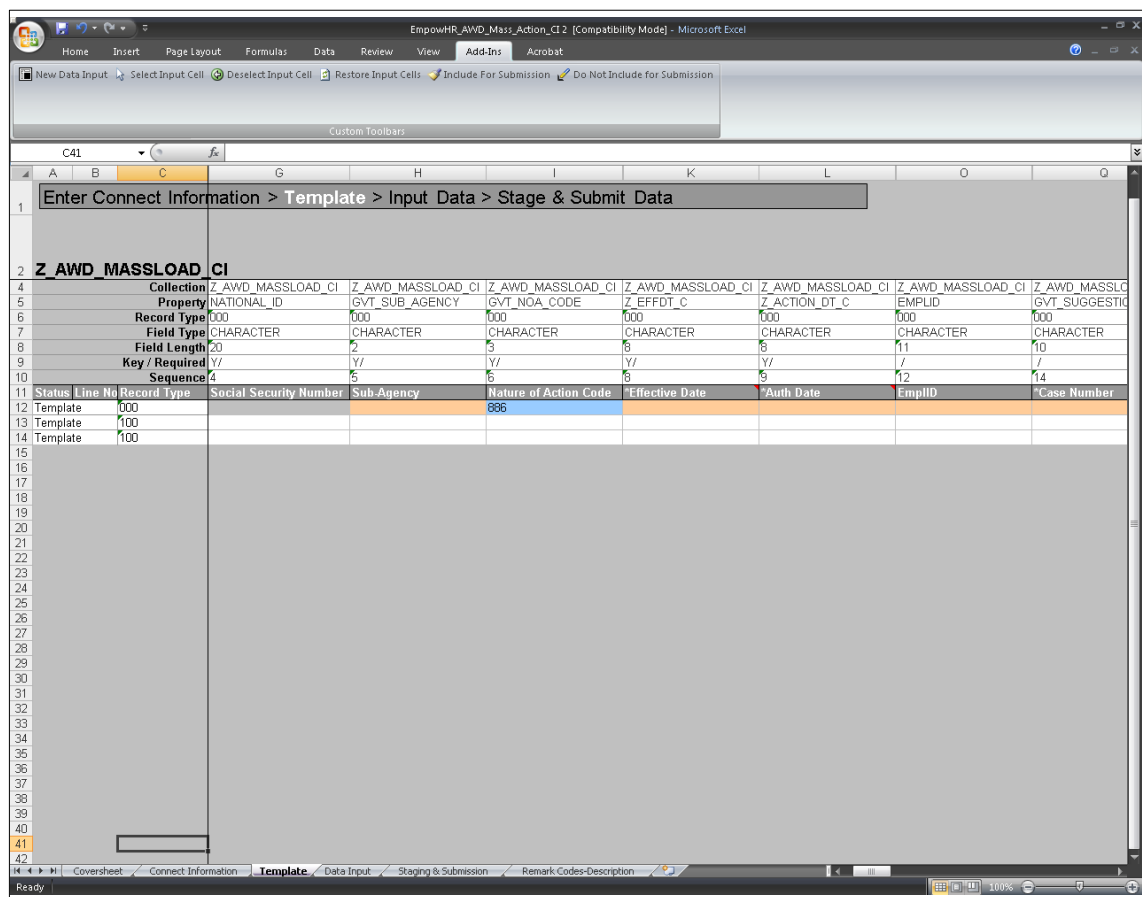
## Award Mass Action Template

The Award Mass Action Template tab provides advanced users with the ability to create and modify the structure for the data that will be sent to *EmpowHR*. Advanced users can select additional fields used for transmission, omit fields, or enter default information that is applicable to all records. The template is automatically populated when the **Generate Data Input** button on the Connection Information worksheet (**Figure 20**) is selected.

**Note:** Normal users will be able to bypass this tab and continue to the Data Input tab.

Some columns in the Template worksheet have specific formatting or certain translate values. These fields will be indicated with a red triangle in the top right corner of the cell. To view this information, place the cursor on the top of the red triangle.

1. Click the **Template** tab. The Award Mass Action template worksheet (**Figure 21**) is displayed.



**Figure 21. Award Mass Action Template worksheet**

2. Click **Add-Ins** from the top menu bar to display the custom toolbar for the template worksheet. Below is a description of each option.

Tool Bar Option	Description
New Data Input	Builds a new Data Input worksheet based upon the selected input cells.
Select Input Cell	Select an individual cell to be updated on the Template worksheet. Cells selected as input cells are highlighted in pink. All cells highlighted in pink on the template worksheet will appear on the Data Input worksheet.

Tool Bar Option	Description
Deselect Input Cell	Changes a cell that was previously selected as an input cell to a cell that is included on the Staging & Submission worksheet. The cell is no longer included on the Data Input worksheet, but will appear as part of the structure on the Staging & Submission worksheet.
Restore Input Cells	Restores the Template worksheet to its original state and clears default values. The fields in the template will be highlighted in gray, indicating that these fields will not be included on the Staging & Submission worksheet.
Include for Submission	Includes a single property to be included on the Staging & Submission worksheet. Properties that use default values from the Template worksheet must be included for submission. Cells that are included for submission generally are Properties that contain default values or Properties that could be seen in the structure of the Staging & Submission worksheet. Properties that are included for submission are highlighted in blue.
Do Not Include for Submission	Does not include the selected Property for submission to the database. If a Property is not included for submission, it will not appear in the structure that is submitted to the database on the Staging & Submission worksheet. Properties that are not included for submission will only appear on the Template worksheet and will not be submitted to the database. Properties that are not included for submission are highlighted in gray.

**Note:** Each option under the **Add-ins** menu has help text that describes the purpose and use of each option when the cursor is placed over the option.

3. Modify the template structure for the data that will be sent to *EmpowHR*: Additional fields can be added and used for transmission, fields can be omitted, and default and common values can be entered.
4. After all the modifications are made to the template, Click **New Data Input** to build a new Data Input worksheet that includes all the applicable modifications.
5. Click **Yes** to the confirmation pop-up if you want all existing data on the Data Input worksheet to be deleted.

### Award Mass Action Data Input

The Data Input worksheet is automatically updated to include all relevant data entry fields for the type of award and options selected when the **Generate Data Input** button is selected. The Data Input tab provides users with the ability to enter data values for submission to *EmpowHR*. The user may use a stored query to populate data in these fields.

The Data Input sheet is also used to correct data to submit to the database. Errors that are flagged on the Staging & Submission Results worksheet are posted to the Data Input worksheet. When corrected, the items marked in error can be staged again on the Staging & Submission worksheet.

Some columns in the Data Input worksheet have specific formatting or certain translate values. These fields will be indicated with a red triangle in the top right corner of the cell. To view this information, place the cursor on the top of the red triangle.

**Note:** The **Effective Date** must be equal to or greater than the current date.

1. Click the **Data Input** tab. The Award Mass Action Data Input worksheet (**Figure 22**) is displayed.



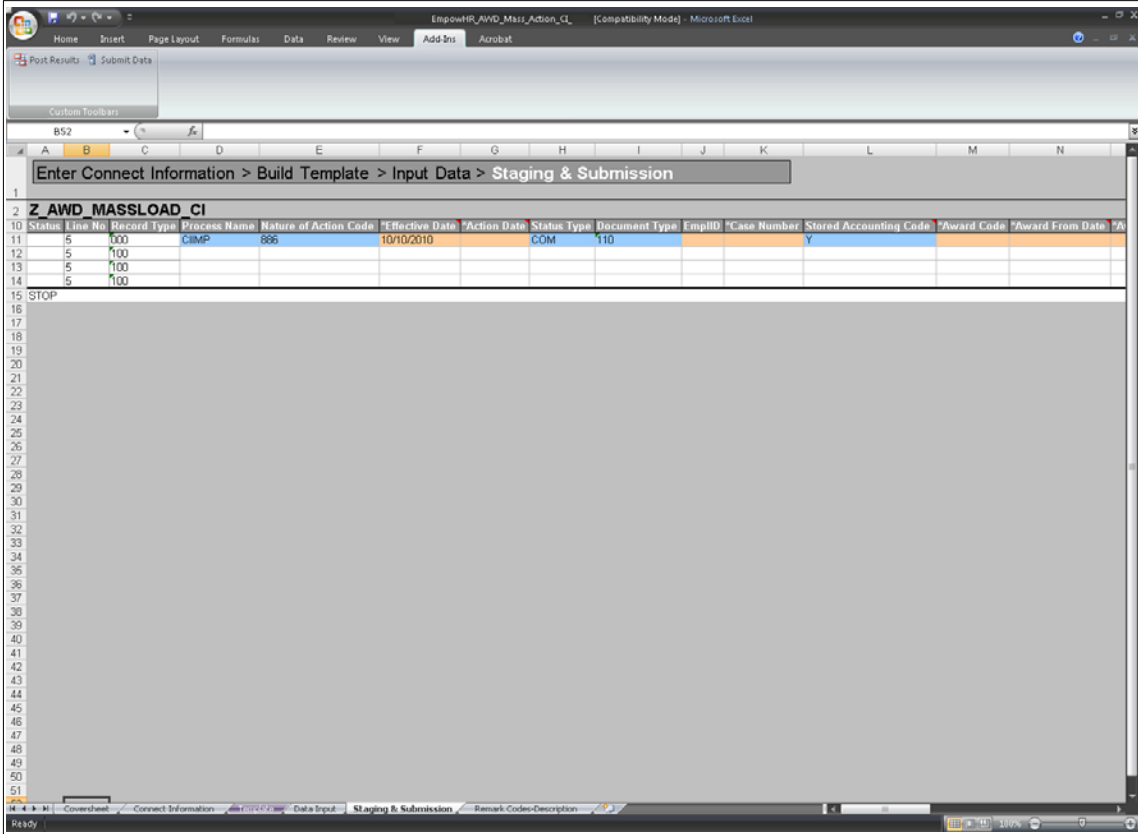


Figure 23. Award Mass Action Staging & Submission worksheet

2. Verify the data populated in the fields is the same as the data in the Data Input worksheet. Any changes must be made on either the Template worksheet or the Data Input worksheet.
3. Click **Add-Ins** from the menu at the top of the worksheet to display the custom toolbar for the worksheet.
4. Click **Submit Data** to submit the award mass action. The Login pop-up (Figure 24) is displayed.

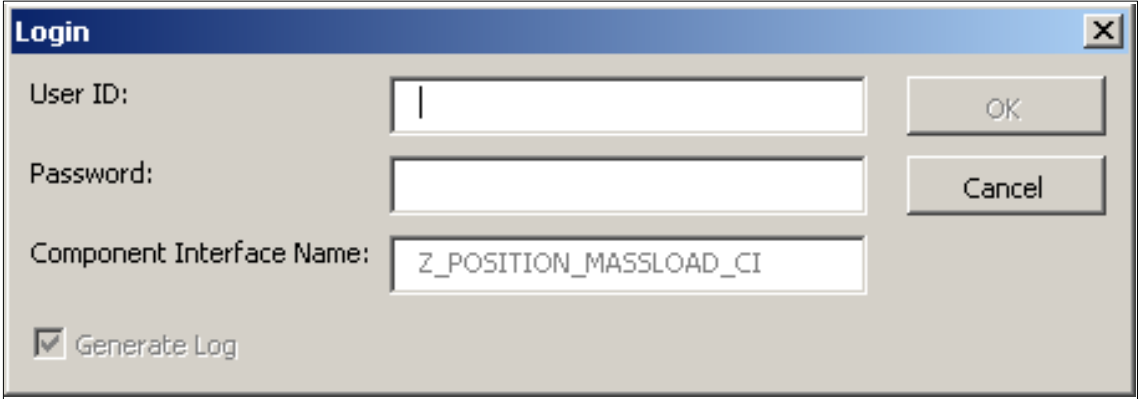


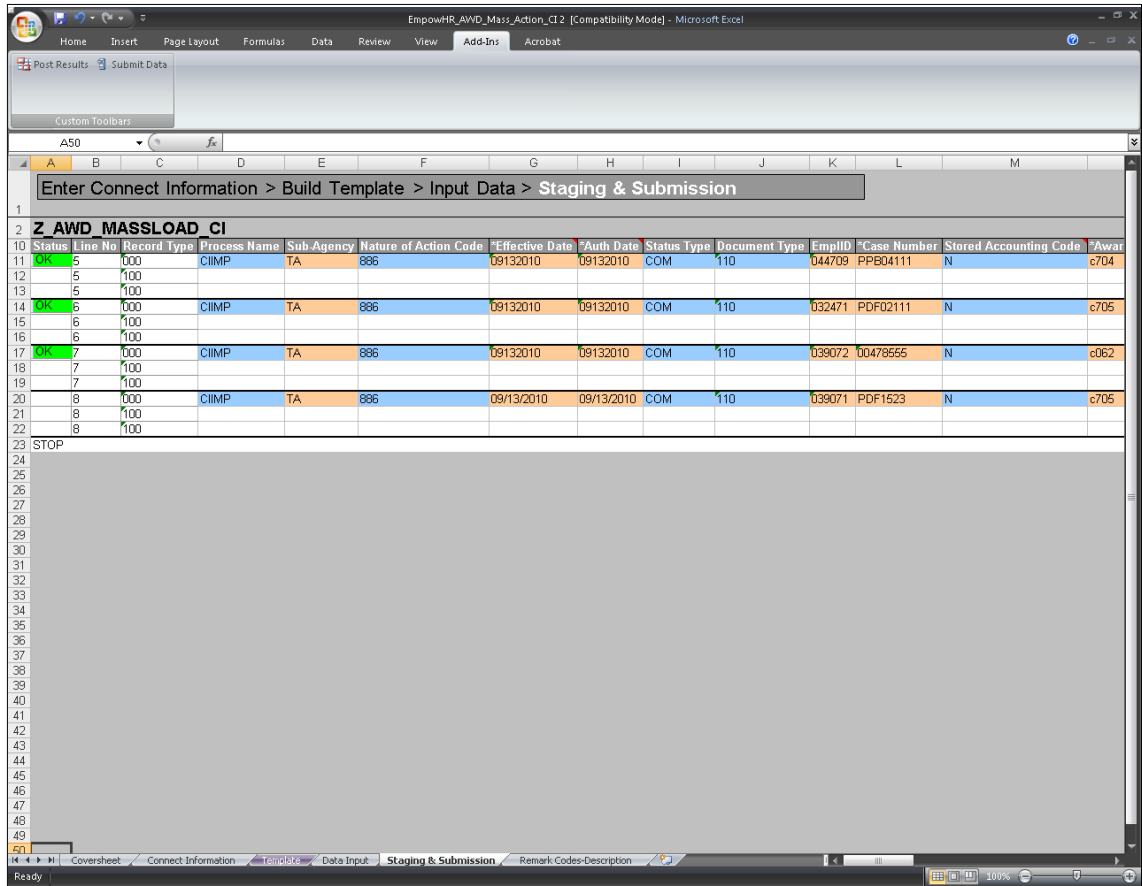
Figure 24. Login pop-up

5. Complete the fields as follows:



<b>User ID</b>	Enter the applicable user ID.
<b>Password</b>	Enter the applicable password.
<b>Component Interface Name</b>	This field is populated based on the Component Interface Utility selected from the NFC Home Page.
<b>Generate Log</b>	This box is checked and cannot be changed. This checked box is to create one log file for ExcelToCI.xls and for the SOAPTOCIWeb Library.

- Click **OK** to submit the data to the *EmpowHR* database. Although a mass amount of awards are being submitted, each action is processed individually. Once this process is completed, the Status column will be updated (**Figure 25**). If no errors occur during the process, a green box with **OK** will be displayed in the **Status** column next to the applicable action. If errors occur, a red box with **Error** will be displayed in the status column next to the applicable action. Move the mouse over the red box to reveal a description of the error(s) that were encountered during the submission. A yellow box with **warning** may be displayed during submission. The warning information can be viewed online. This is a rare occurrence.



**Figure 25. Staging & Submission worksheet with Results**

- Click **Post Results** to transmit the results of the submission to the Data Input worksheet (**Figure 26**) where users can view the status of each transaction and make any necessary corrections to rows that reflect an **Error** status.

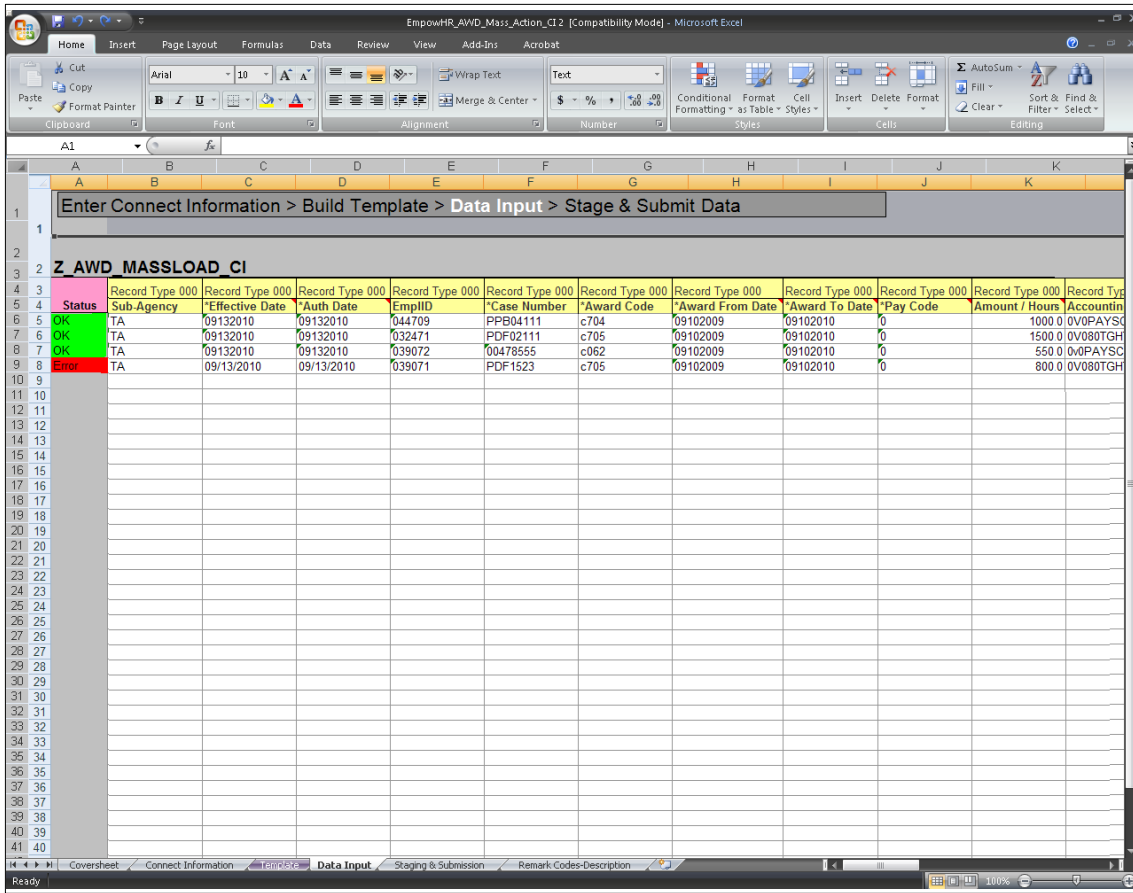


Figure 26. Data Input worksheet with Results Posted

**To Validate Results:**

After the batch process runs, users can validate the results. Results reflecting an **OK** status can be verified in *EmpowHR* by navigating to the employee’s record through the PAR menu. When the award row is added to the employee’s PAR record, the record will reflect an **NFC Ready** status.

Results reflecting an **Error** status can viewed in *EmpowHR* by navigating to **Query Manager** and running a Z\_MASSLOAD\_ERR\_AWD query. The query will contain each data record that could not be applied to the employee’s PAR record and its error message(s). These records need to be corrected and resubmitted in the *EmpowHR* Excel CI Utility.

**Award Mass Action Remark Codes - Description**

The Remark Codes - Description tab allows users to view the description for each Remark Code and it helps users identify whether or not they should insert data for a particular Remark Code. The Remark Codes - Description tab also enables users to copy and paste its text to an applicable line on the Data Input worksheet.

1. Select the **Remark Codes - Description** tab. The Award Mass Action Remark Codes - Description worksheet (Figure 27) is displayed.

Remark Code	Insertion Required?	Remark Line 1	Remark Line 2
007	N	UCFE SECURE REMARK REQUIRED	
01A	N	THIS ACTION IS BASED ON SUSTAINED SUPERIOR PERFORMANCE	
01C	N	UNDER P.L. 96-8, IS ENTITLED TO CONTINUE FEGLI AND HEALTH BENEFITS.	HAS REEMPLOYMENT RIGHTS IN OR
01P	N	PAYABLE SALARY LIMITED TO \$115,700 BY 5 U.S.C. 5304 (G)(1)	
02A	N	THIS ACTION IS BASED ON A SPECIAL ACT	
02C	N	VOLUNTARY SEPARATION WITHOUT A BREAK IN SERVICE FROM COMPETITIVE	SERVICE.
03A	N	THIS RATING OF RECORD IS OUTSTANDING	
03C	N	SUBJECT TO CONDITIONS AS SPECIFIED BY LAW, YOU ARE ENTITLED TO	MANDATORY RETENTION RIGHTS WHICH EXPIRE
04A	N	THIS RATING OF RECORD IS EXCELLENT	
04C	N	YOUR WAIVER OF INSURANCE BECAME EFFECTIVE THE	DAY PRIOR TO THE EFFECTIVE DATE SHOWN ABOVE.
060	N	A	
05A	N	THIS RATING OF RECORD IS FULLY SUCCESSFUL	
05C	N	EMPLOYMENT TERMINATES WHEN THE LIMITATION (OR THE EARLIEST IF MORE	THAT THAN ONE) IS REACHED. THERE IS NO AUTHORITY TO PAY FOR SERVI
060	N	B	
06A	N	THE JUSTIFICATION FOR THIS SPECIAL ACT IS	
06C	N	SAVED SALARY RATE EXPIRES UNLESS TERMINATED EARLIER BY	APPROPRIATE PERSONNEL ACTION.
07A	N	RECIPIENT OF AN EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS' DIRECTORS	AWARD
07C	N	THE WAITING PERIOD FOR YOUR NEXT STEP INCREASE IS WEEKS FROM	THE ABOVE EFFECTIVE DATE. THIS PERIOD CAN BE CHANGED BY AN
08A	N	ELIGIBILITY NEXT FULL API WILL BE IN APRIL,	
08C	N	APPROPRIATION.	
09A	N	YOUR SALARY HAS BEEN ADJUSTED TO REFLECT A CHANGE IN SPECIAL RATE	AND/OR LOCALITY PAY.
09C	N	EMPLOYEE IS A PARTICIPANT IN AN ORGANIZED WORK STUDY PROGRAM.	
100	N	THIS CORRECTS BLOCK 30, RETIREMENT PLAN, FROM CODE ( ) TO CODE ( )	EFFECTIVE ( - - ) AND ALL SUBSEQUENT ACTIONS.
101	N	YOUR TOUR OF DUTY WILL BE FULL-TIME OR PART-TIME WHEN NEEDED. YOUR	SERVICES MAY NOT BE REQUIRED AT CERTAIN TIMES DUE TO LACK OF FUN
102	N	TENTATIVE SCD PENDING CERTIFICATION OF PRIOR FEDERAL SERVICE.	
103	N	YOU ARE NOT SUBJECT TO ANNUAL LEAVE CEILING WHILE SERVING IN THE	SENIOR EXECUTIVE SERVICE (SES).
104	N	YOUR ANNUAL LEAVE BALANCE OF ACCUMULATED WHILE IN THE SES BECOMES	YOUR CEILING FOR THE LEAVE YEAR. ANY ANNUAL LEAVE USED IN EXCES
105	N	ANNUAL AND SICK LEAVE BALANCES TO BE TRANSFERRED.	
106	N	ELIGIBLE TO EARN ANNUAL LEAVE SINCE APPOINTMENT NOW EXCEEDS 90 CALENDAR	DAYS. CREDIT FOR ANNUAL LEAVE IS RETROACTIVE TO DATE OF INITIAL
107	N	INELIGIBLE TO EARN ANNUAL LEAVE BECAUSE APPOINTMENT IS FOR LESS THAN 90	CALENDAR DAYS.
108	N	THIS ACTION TAKEN PENDING A DECISION ON APPLICATION FOR DISABILITY	RETIREMENT.
109	N	ENTITLED TO UNIFORM ALLOWANCE.	
10C	N	COMPLETION OF WORK FOR WHICH EMPLOYED.	
10I	N	WELCOME TO THE INTERNAL REVENUE SERVICE	
10J	N	TERMINATION IS BASED UPON EXPIRATION OF ASSIGNMENT OR AT VOLUNTEER'S	REQUEST.
110	N	THIS POSITION HAS PROMOTION POTENTIAL TO , HOWEVER, PROMOTION IS	NEITHER GUARANTEED, NOR IS THE PROMISE OF PROMOTION IMPLIED.
111	N	THIS EMPLOYEE HAS ELECTED TO PARTICIPATE IN THE MIXED-TOUR PROGRAM WITH	A SCHEDULE TOUR OF DUTY. BASED ON THE AGENCY'S FLUCTUAT
112	N	THIS ACTION EFFECTED UNDER 13 USC 24 (A) IS STRICTLY TEMPORARY NOT TO	EXCEED WHEN YOUR SERVICES ARE NO LONGER NEEDED IN THIS
113	N	THIS ACTION EFFECTED UNDER 13 USC 24 (A) CONTINUES YOUR TEMPORARY	PROMOTION NOT TO EXCEED WHEN YOUR SERVICES ARE NO LONGE
114	N	TOUR OF DUTY TWO YEARS (SUBJECT TO NEEDS OF SERVICE).	
115	Y	EMPLOYEE IS APPOINTED AS A CAREER-CANDIDATE ON A LIMITED APPOINTMENT	NTE ***** , OR NEED FOR SERVICES, OR CONVERSION TO CAREER APPOINT
116	N	U.S. OPM SPECIAL TRAINING AGREEMENT, SSS.EDU 5-2, DATED AUGUST 12, 1988.	
11C	N	TRAVEL AND TRANSPORTATION AND OTHER RELOCATION ALLOWANCES ARE IN	THE INTEREST OF THE GOVERNMENT & AUTHORIZED AS PROVIDED BY

Figure 27. Remark Codes - Description worksheet

## PAR

The *EmpowHR* Excel CI Utility for Personnel Action Requests (PARs) allows users to submit new PARs through the Excel CI Utility to process a mass amount of PARs simultaneously. When the records are submitted through the Excel CI Utility, the data is parsed into a readable format for *EmpowHR* and then saved to a staging table. A batch job will run after the noon export and again after the nightly import to validate that the current PAR row does not have a transaction status of Ready, In Progress, Sent, or Worklist Ready. *EmpowHR* will also validate that there is not a pending HCUP package being processed for any employee included in the mass transaction. The records that pass this validation will be transmitted to PAR and updated to reflect an NFC Ready status. The records that do not pass the validation and cannot be transmitted to PAR due to the current existing PAR row or HCUP package is available for the user to review by running a query. Once the cleanup has been done on the current existing PAR row or the HCUP package has applied, the user will need to reprocess the action using the Excel CI Utility. The flowchart below (**Figure 28**) shows how the Excel CI utility processes PARs.

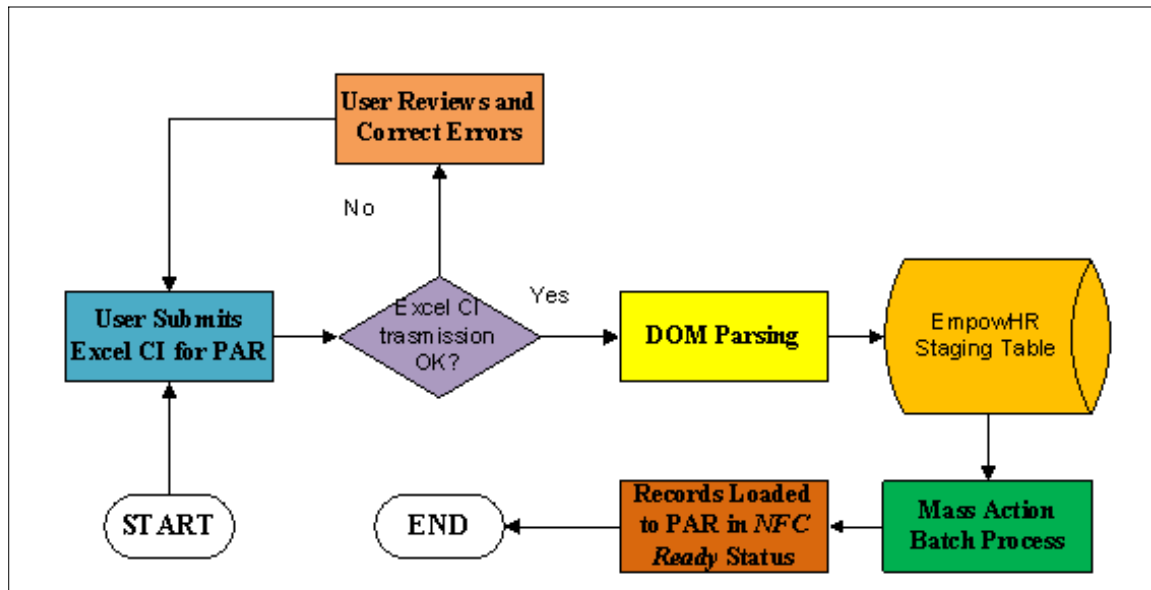


Figure 28. *EmpowHR* Excel CI Utility for PARs Flowchart

The *EmpowHR* Excel CI Utility template for PARs contains six worksheets.

- Coversheet – provides directions on using the Excel CI Utility for PARs.
- Connect Information – allows users to select the applicable environment, update the NOAC and generate the Data Input template.
- Template – is used to manipulate the Data Input Worksheet.
- Data Input Worksheet – allows users to enter the applicable data to send to *EmpowHR*.
- Staging and Submission – provides users with a final view of the data and allows them to submit it then validate the results.
- Remarks Codes - Descriptions – provides users with a list of descriptions based on the remarks code which enables users to copy and paste the descriptions in the appropriate fields.

This section contains the steps and tabs used to complete PAR mass action transactions.

### Connecting to the PAR Mass Action Component Interface Utility

1. Access The Component Interface Utility on the *EmpowHR* website at [www.EmpowHR.gov](http://www.EmpowHR.gov).
2. Select the **Publications** tab from the top menu.
3. Select **EmpowHR Tools & Utilities**.
4. Select **EmpowHR PAR Mass Action Template**.

### PAR Mass Action Cover Sheet

The PAR Mass Action Coversheet tab provides users with an overview of the PAR Mass Action workbook and a guide for processing PARs.

1. Click the **EmpowHR PAR Mass Action Template** link to download the PAR Mass Action workbook template. The PAR Mass Action Coversheet worksheet (**Figure 29**) is displayed.

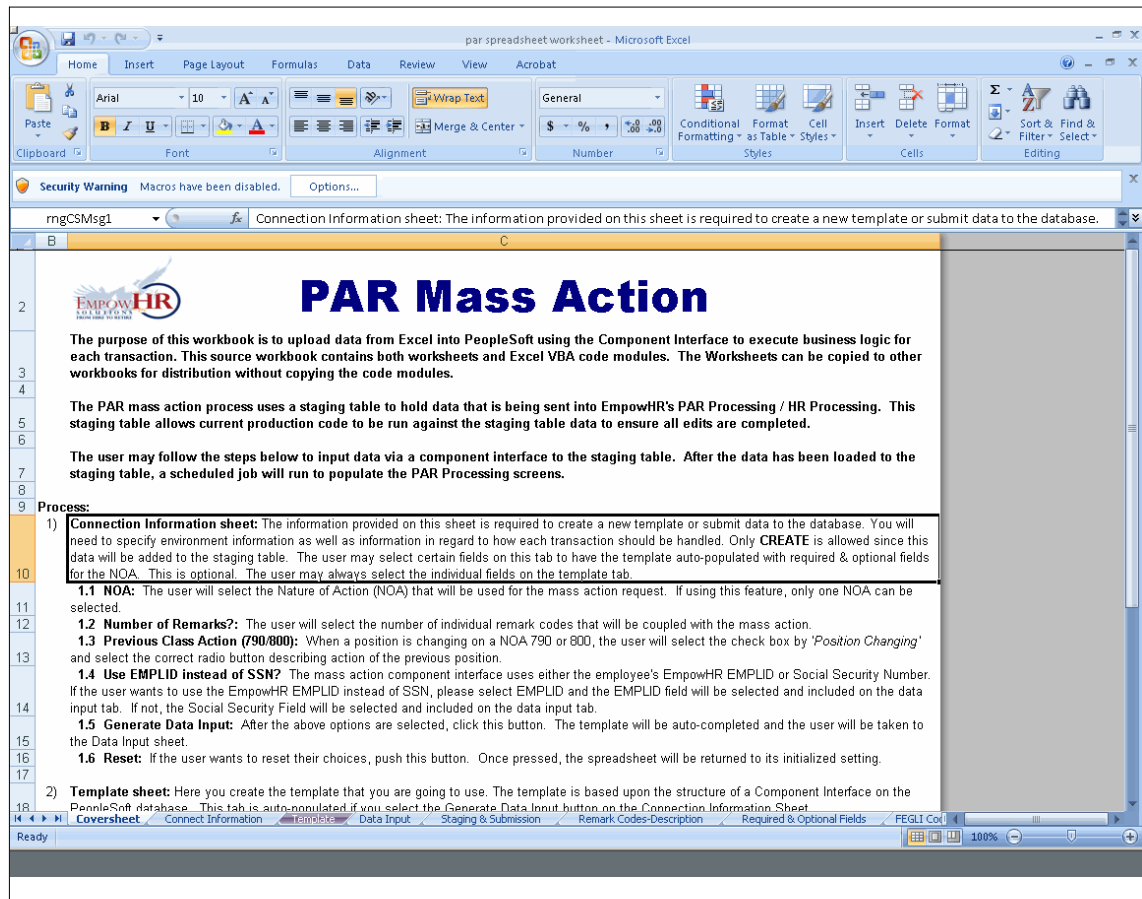


Figure 29. PAR Mass Action coversheet

## PAR Mass Action Connect Information

The Connect Information tab provides users with information that is required to create a new template or submit data to the database.

**Note:** The only action permitted in PAR Mass Action is **Create** since the data entered will be added to the staging table.

1. Select the **Connect Information** tab. The Connect Information worksheet for PAR Mass Action (**Figure**) is displayed.

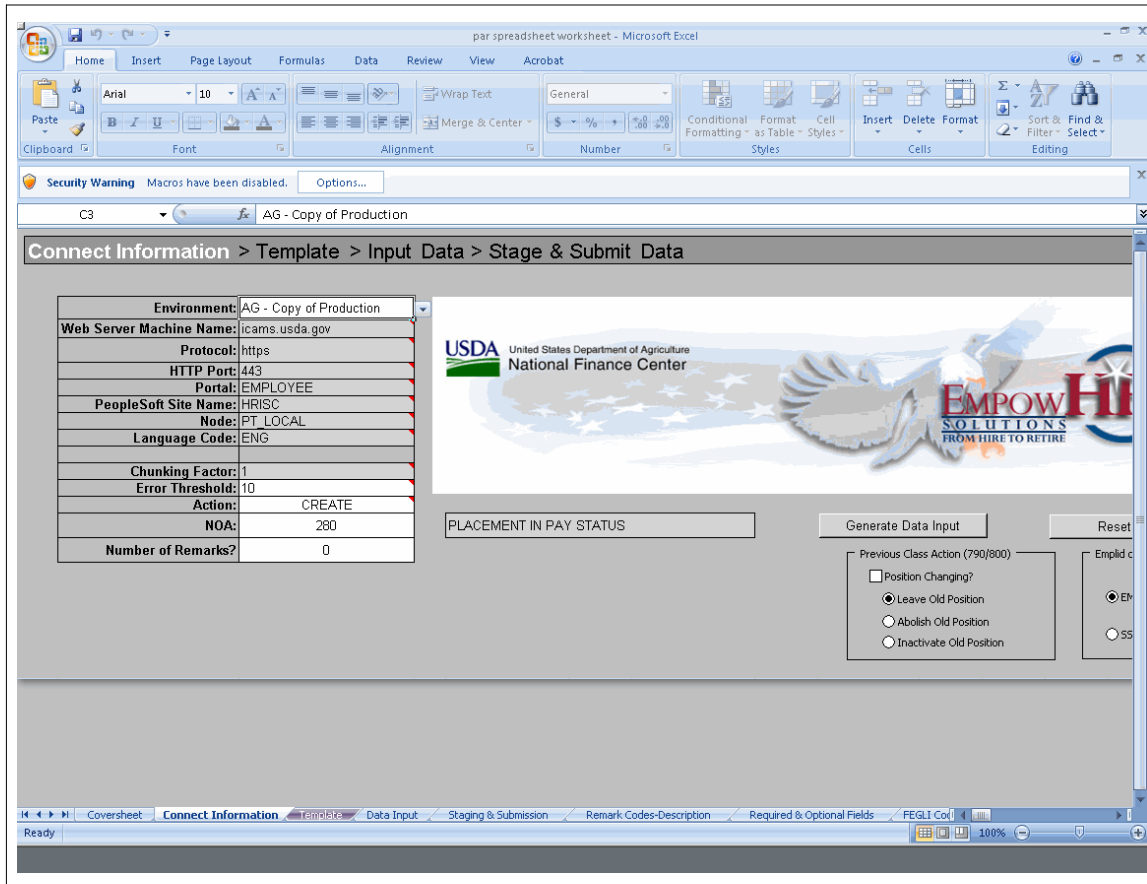


Figure 30. PAR Mass Action Connect Information worksheet

2. Complete the fields as follows:

<b>Environment</b>	Select the applicable environment from the drop-down list. The valid values are as follows:
--------------------	---

<b>Environment</b>	<b>Description</b>
USDA Copy	USDA Copy is an environment that mirror images production. This environment does not modify the production database.
USDA Production	USDA Production is the environment where processing of data tasks place to add, modify, or delete information in <b>EmpowHR</b> .
USDA UAT	USDA UAT is the User Acceptance Test environment. This environment is used to test modifications before moving the modification to the production environment.
DHS Copy	DHS Copy is an environment that mirror images production. This environment does not modify the production database.
DHS Production	DHS Production is the environment where processing of data tasks place to add, modify, or delete information in <b>EmpowHR</b> .
DHS UAT	DHS UAT is the User Acceptance Test environment. This environment is used to test modifications before moving the modification to the production environment.

<b>Web Server Machine Name</b>	This field is populated with the EmpowHR web server. The server name will be different depending on the environment selected.
<b>Protocol</b>	This field is used to access the web server. The field is populated and cannot be changed.
<b>HTTP Port</b>	The HTTP port number is the number used by the web server. The field is populated and cannot be changed.
<b>Portal</b>	This field is the portal being used. The field is populated and cannot be changed.
<b>PeopleSoft Site Name</b>	This is the environment used in the component interface. This field is based on the Environment and Template type selected. The field is populated and cannot be changed.
<b>Node</b>	This field is the default local node name. The field is populated and cannot be changed.
<b>Language Code</b>	This field is populated with <b>English</b> and cannot be changed.
<b>Chunking Factor</b>	This field is the number of rows of data submitted to the database at one time. (1 collection of 10). The field is populated and cannot be changed.
<b>Error Threshold</b>	This field is the total number of errors that are permitted before the submission to the database ceases. When the error threshold is exceeded, an error message appears on the Staging & Submission Results worksheet.
<b>Action</b>	This field defaults to <b>Create</b> and cannot be changed since create is the only action allowed because the data entered will be added to the staging table.
<b>NOA</b>	Select the applicable NOAC from the drop-down list. The description will be populated based on the NOAC code selected.
<b>Number of Remarks</b>	Enter the number of remarks for the PAR Mass Action
<b>Tangible/Intangible</b>	Select whether or not the award is tangible or intangible or whether it is not applicable.
<b>Use Stored Accounting</b>	Select whether or not stored accounting will be used. <b>Note:</b> If stored accounting is not used, it will have to be entered manually on the Data Input worksheet.
<b>Check Mail Address</b>	Select the applicable address that will be used to process the PARs.
<b>Emplid or SSN?</b>	Select whether the the action will be entered using the employee's Emplid or SSN.

3. Click **Generate Data Input** to create the Data Input worksheet with all available entry fields. The PAR Mass Action Data Input worksheet (**Figure 32**) is displayed.

**OR**

Click **Reset** to reset the Connect Information worksheet and clear all selected cells on the Template worksheet.

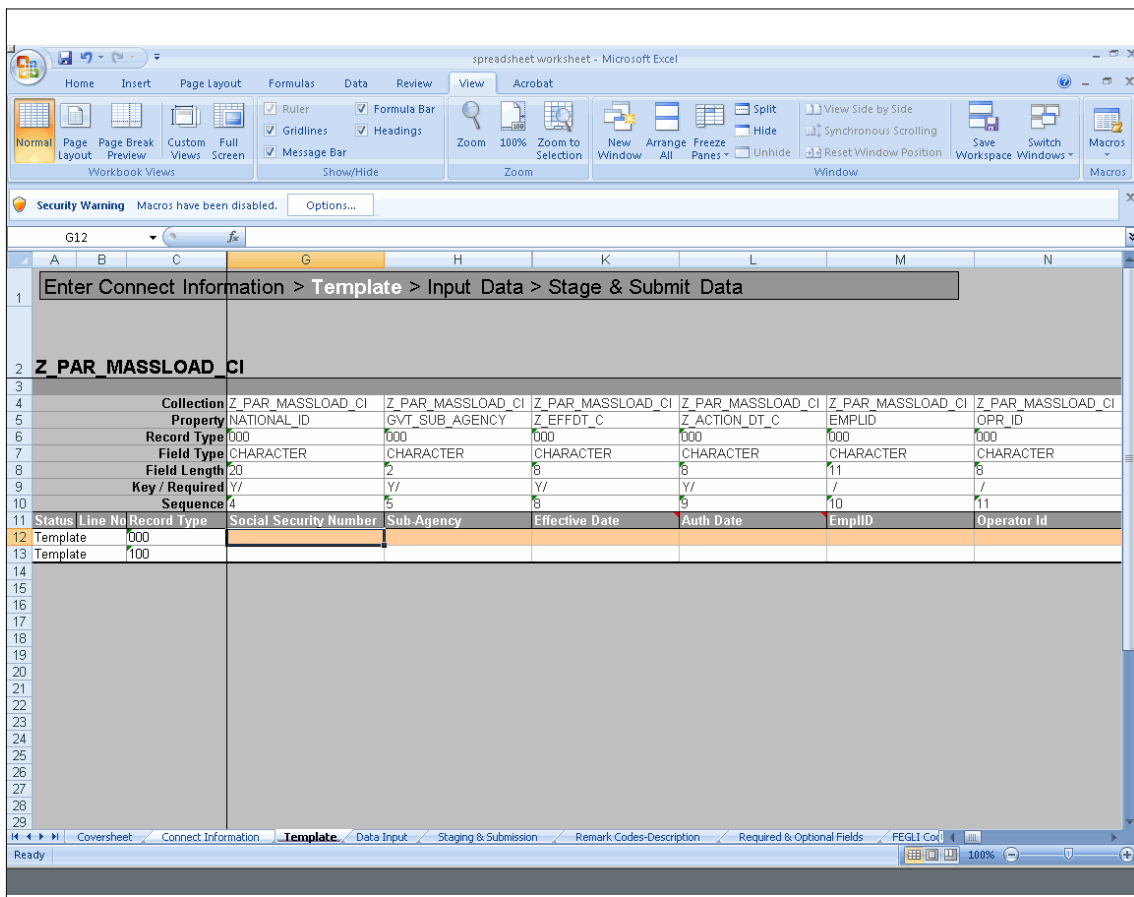
## PAR Mass Action Template

The PAR Mass Action Template tab provides advanced users with the ability to create and modify the structure for the data that will be sent to **EmpowHR**. Advanced users can select additional fields used for transmission, omit fields, or enter default information that is applicable to all records. The template is automatically populated when the **Generate Data Input** button on the Connection Information worksheet (**Figure 30**) is selected.

**Note:** Normal users will be able to bypass this tab and continue to the Data Input tab.

Some columns in the Template worksheet have specific formatting or certain translate values. These fields will be indicated with a red triangle in the top right corner of the cell. To view this information, place the cursor on the top of the red triangle.

1. Click the **Template** tab. The PAR Mass Action template worksheet (**Figure 31**) is displayed.



**Figure 31. PAR Mass Action Template worksheet**

2. Click **Add-Ins** from the top menu bar to display the custom toolbar for the template worksheet. Below is a description of each option.

Tool Bar Option	Description
New Data Input	Builds a new Data Input worksheet based upon the selected input cells.
Select Input Cell	Select an individual cell to be updated on the Template worksheet. Cells selected as input cells are highlighted in pink. All cells highlighted in pink on the template worksheet will appear on the Data Input worksheet.



Tool Bar Option	Description
Deselect Input Cell	Changes a cell that was previously selected as an input cell to a cell that is included on the Staging & Submission worksheet. The cell is no longer included on the Data Input worksheet, but will appear as part of the structure on the Staging & Submission worksheet.
Restore Input Cells	Restores the Template worksheet to its original state and clears default values. The fields in the template will be highlighted in gray, indicating that these fields will not be included on the Staging & Submission worksheet.
Include for Submission	Includes a single property to be included on the Staging & Submission worksheet. Properties that use default values from the Template worksheet must be included for submission. Cells that are included for submission generally are Properties that contain default values or Properties that could be seen in the structure of the Staging & Submission worksheet. Properties that are included for submission are highlighted in blue.
Do Not Include for Submission	Does not include the selected Property for submission to the database. If a Property is not included for submission, it will not appear in the structure that is submitted to the database on the Staging & Submission worksheet. Properties that are not included for submission will only appear on the Template worksheet and will not be submitted to the database. Properties that are not included for submission are highlighted in gray.

**Note:** Each option under the **Add-ins** menu has help text that describes the purpose and use of each option when the cursor is placed over the option.

3. Modify the template structure for the data that will be sent to **EmpowHR**: Additional fields can be added and used for transmission, fields can be omitted, and default and common values can be entered.
4. After all the modifications are made to the template, Click **New Data Input** to build a new Data Input worksheet that includes all the applicable modifications.
5. Click **Yes** to the confirmation pop-up if you want all existing data on the Data Input worksheet to be deleted.

### PAR Mass Action Data Input

The Data Input worksheet is automatically updated to include all relevant data entry fields for the type of PAR and options selected when the **Generate Data Input** button is selected. The Data Input tab provides users with the ability to enter data values for submission to **EmpowHR**. The user may use a stored query to populate data in these fields.

The Data Input sheet is also used to correct data to submit to the database. Errors that are flagged on the Staging & Submission Results worksheet are posted to the Data Input worksheet. When corrected, the items marked in error can be staged again on the Staging & Submission worksheet.

Some columns in the Data Input worksheet have specific formatting or certain translate values. These fields will be indicated with a red triangle in the top right corner of the cell. To view this information, place the cursor on the top of the red triangle.

**Note:** The **Effective Date** must be equal to or greater than the current date.

1. Click the **Data Input** tab. The PAR Mass Action Data Input worksheet (**Figure 32**) is displayed.

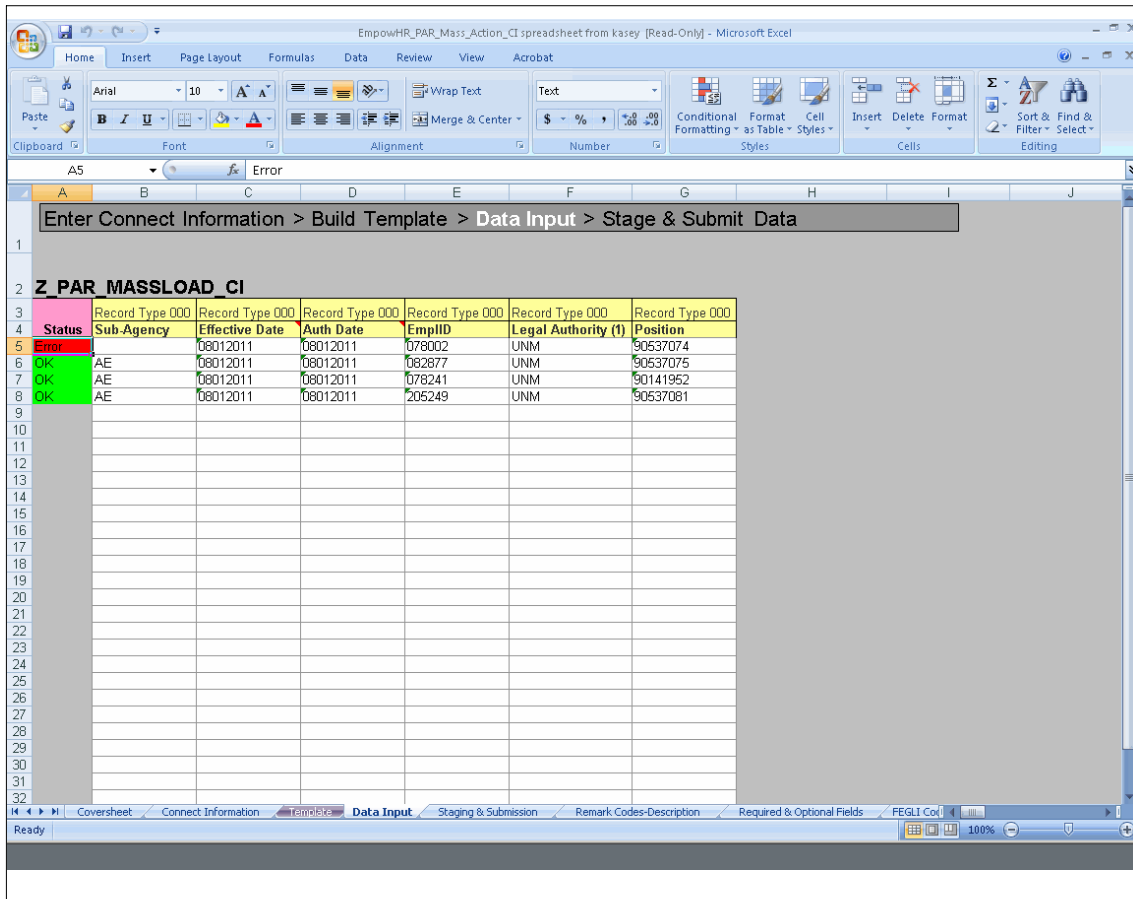


Figure 32. PAR Mass Action Data Input worksheet

2. Enter the data to be submitted to *EmpowHR*.
3. Click **Add-Ins** from the top menu bar to display the custom toolbar for the Data Input worksheet.
4. Select **Stage Data for Submission** to apply the data to the Staging and Submission worksheet.

### PAR Mass Action Staging and Submission

The Staging and Submission tab allows users to view all of the fields included in the Data Input worksheet, including the fields selected for “submission only“, and the data entered within those fields. The Staging and Submission worksheet is the final step in the PAR Mass Action transaction. At this point, the Excel to Component Interface workbook reformats the data entered on the Data Input worksheet to allow *EmpowHR* to update the record. The data is formatted in a hierarchical structure.

1. Select the **Staging & Submission** tab. The PAR Mass Action Staging & Submission worksheet (**Figure 33**) is displayed.

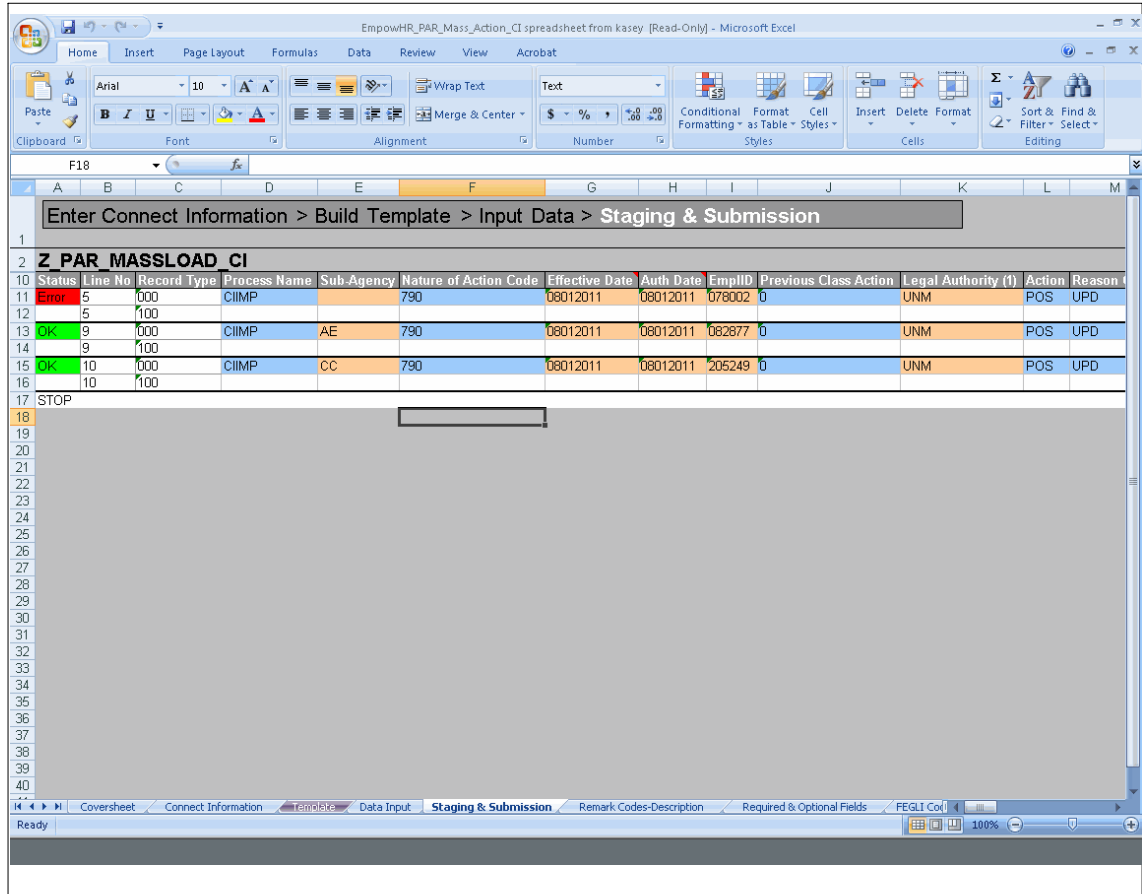


Figure 33. PAR Mass Action Staging & Submission worksheet

2. Verify the data populated in the fields is the same as the data in the Data Input worksheet. Any changes must be made on either the Template worksheet or the Data Input worksheet.
3. Click **Add-Ins** from the menu at the top of the worksheet to display the custom toolbar for the worksheet.
4. Click **Submit Data** to submit the PAR mass action. The Login pop-up (Figure 34) is displayed.

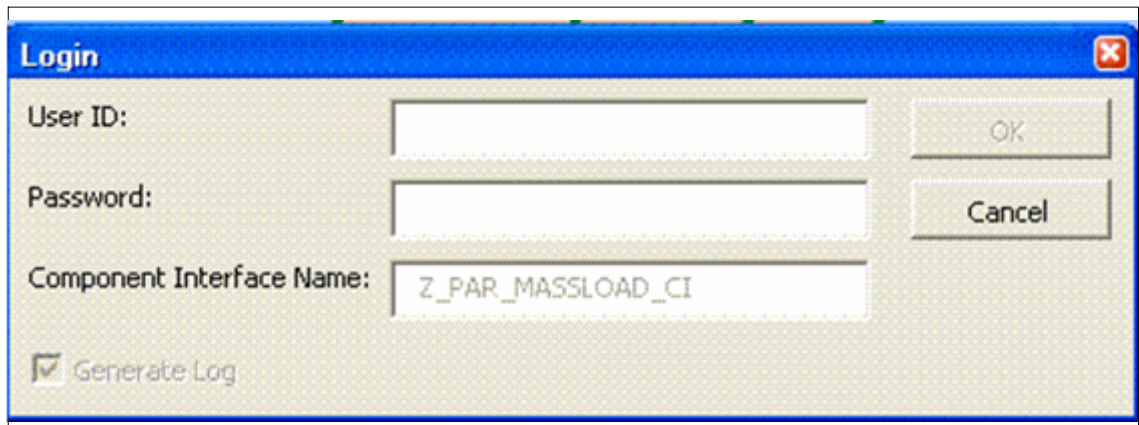


Figure 34. Login pop-up

5. Complete the fields as follows:

<b>User ID</b>	Enter the applicable user ID.
<b>Password</b>	Enter the applicable password.
<b>Component Interface Name</b>	This field is populated based on the Component Interface Utility selected from the NFC Home Page.
<b>Generate Log</b>	This box is checked and cannot be changed. This checked box is to create one log file for ExcelToCI.xls and for the SOAPTOCIWeb Library.

6. Click **OK** to submit the data to the *EmpowHR* database. Although a mass amount of PARs are being submitted, each action is processed individually. Once this process is completed, the Status column will be updated (**Figure 35**). If no errors occur during the process, a green box with **OK** will be displayed in the **Status** column next to the applicable action. If errors occur, a red box with **Error** will be displayed in the status column next to the applicable action. Move the mouse over the red box to reveal a description of the error(s) that were encountered during the submission. A yellow box with **warning** may be displayed during submission. The warning information can be viewed online. This is a rare occurrence.

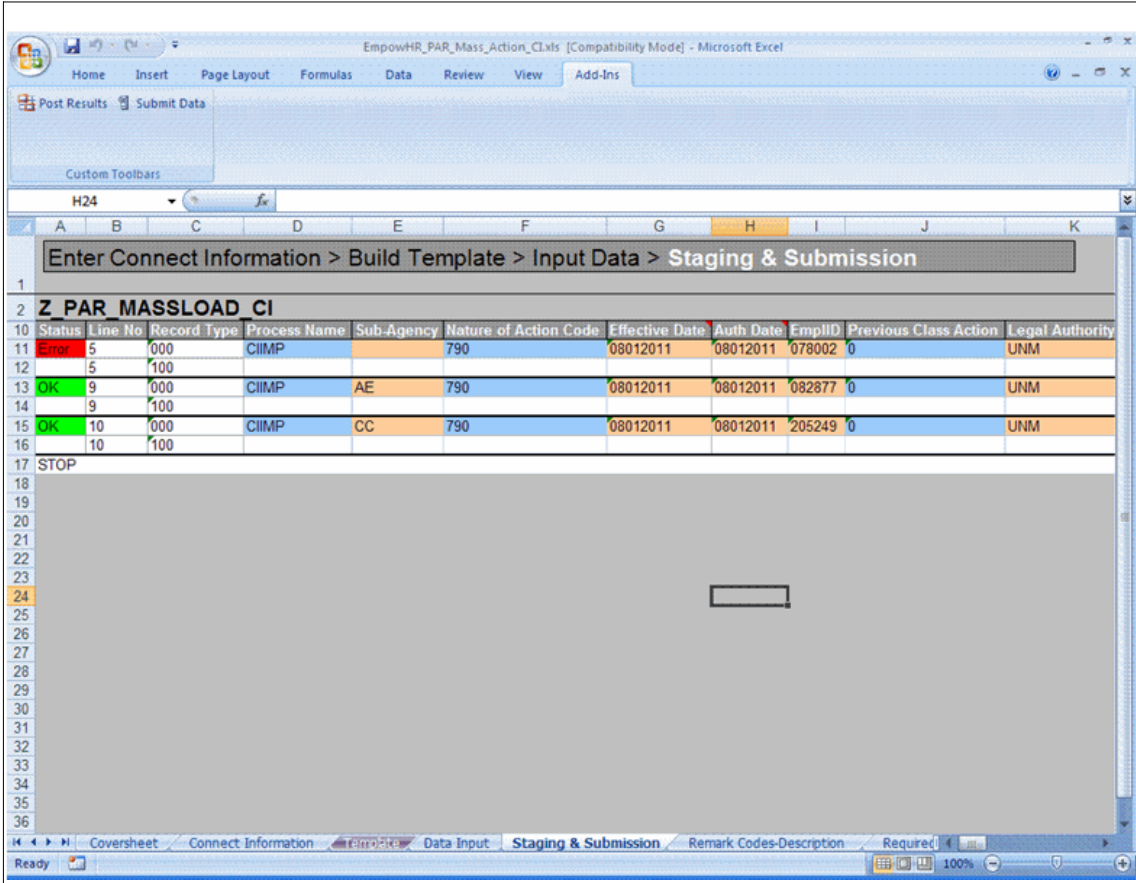


Figure 35. Staging & Submission worksheet with Results

- Click **Post Results** to transmit the results of the submission to the Data Input worksheet (**Figure 36**) where users can view the status of each transaction and make any necessary corrections to rows that reflect an **Error** status.

Status	Sub-Agency	Effective Date	Auth Date	EmplID	Legal Authority (1)	Position
Error	AE	08012011	08012011	078002	UNM	90537074
OK	AE	08012011	08012011	082877	UNM	90537075
OK	AE	08012011	08012011	078241	UNM	90141952
OK	AE	08012011	08012011	205249	UNM	90537081
OK						
OK						

**Figure 36. Data Input worksheet with Results Posted**

**To Validate Results:**

After the batch process runs, users can validate the results. Results reflecting an **OK** status can be verified in *EmpowHR* by navigating to the employee’s record through the PAR menu. When the PAR row is added to the employee’s PAR record, the record will reflect an **NFC Ready** status.

Results reflecting an **Error** status can viewed in *EmpowHR* by navigating to **Query Manager** and running a **Z\_MASSLOAD\_ERR\_PAR** query. The query will contain each data record that could not be applied to the employee’s PAR record and its error message(s). These records need to be corrected and resubmitted in the *EmpowHR* Excel CI Utility.

**PAR Mass Action Remark Codes - Description**

The Remark Codes - Description tab allows users to view the description for each Remark Code and it helps users identify whether or not they should insert data for a particular Remark Code. The Remark Codes - Description tab also enables users to copy and paste its text to an applicable line on the Data Input worksheet.

- Select the **Remark Codes - Description** tab. The PAR Mass Action Remark Codes - Description worksheet (**Figure 37**) is displayed.

Remark Code	Insertion Required?	Remark Line 1	Remark Line 2
007	N	UCFE SECURE REMARK REQUIRED	
01A	N	THIS ACTION IS BASED ON SUSTAINED SUPERIOR PERFORMANCE	
01C	N	UNDER P.L. 96-8, IS ENTITLED TO CONTINUE FEGLI AND HEALTH BENEFITS.	HAS REEMPLOYMENT RIGHTS IN
01P	N	PAYABLE SALARY LIMITED TO \$115,700 BY 5 U.S.C. 5304 (G)(1)	
02A	N	THIS ACTION IS BASED ON A SPECIAL ACT	
02C	N	VOLUNTARY SEPARATION WITHOUT A BREAK IN SERVICE FROM COMPETITIVE	SERVICE.
03A	N	THIS RATING OF RECORD IS OUTSTANDING	
03C	N	SUBJECT TO CONDITIONS AS SPECIFIED BY LAW, YOU ARE ENTITLED TO	MANDATORY RETENTION RIGHTS WHICH EXPIRE
04A	N	THIS RATING OF RECORD IS EXCELLENT	
04C	N	YOUR WAIVER OF INSURANCE BECAME EFFECTIVE THE	DAY PRIOR TO THE EFFECTIVE DATE SHOWN ABOVE.
050	N	A	
05A	N	THIS RATING OF RECORD IS FULLY SUCCESSFUL	
05C	N	EMPLOYMENT TERMINATES WHEN THE LIMITATION (OR THE EARLIEST IF MORE	THAT THAN ONE) IS REACHED. THERE IS NO AUTHORITY
060	N	B	
06A	N	THE JUSTIFICATION FOR THIS SPECIAL ACT IS	
06C	N	SAVED SALARY RATE EXPIRES UNLESS TERMINATED EARLIER BY	APPROPRIATE PERSONNEL ACTION.
07A	N	RECIPIENT OF AN EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS' DIRECTORS	AWARD
07C	N	THE WAITING PERIOD FOR YOUR NEXT STEP INCREASE IS WEEKS FROM	THE ABOVE EFFECTIVE DATE. THIS PERIOD CAN BE C
08A	N	ELIGIBILITY NEXT FULL API WILL BE IN APRIL,	
08C	N	APPROPRIATION.	
09A	N	YOUR SALARY HAS BEEN ADJUSTED TO REFLECT A CHANGE IN SPECIAL RATE	AND/OR LOCALITY PAY.
09C	N	EMPLOYEE IS A PARTICIPANT IN AN ORGANIZED WORK STUDY PROGRAM.	
100	N	THIS CORRECTS BLOCK 30, RETIREMENT PLAN, FROM CODE ( ) TO CODE ( )	EFFECTIVE ( - - ) AND ALL SUBSEQUENT ACTIONS.
101	N	YOUR TOUR OF DUTY WILL BE FULL-TIME OR PART-TIME WHEN NEEDED. YOUR	SERVICES MAY NOT BE REQUIRED AT CERTAIN TIMES
102	N	TENTATIVE SCD PENDING CERTIFICATION OF PRIOR FEDERAL SERVICE.	
103	N	YOU ARE NOT SUBJECT TO ANNUAL LEAVE CEILING WHILE SERVING IN THE	SENIOR EXECUTIVE SERVICE (SES)
104	N	YOUR ANNUAL LEAVE BALANCE OF ACCUMULATED WHILE IN THE SES BECOMES	YOUR CEILING FOR THE LEAVE YEAR. ANY ANNUAL L
105	N	ANNUAL AND SICK LEAVE BALANCES TO BE TRANSFERRED.	
106	N	ELIGIBLE TO EARN ANNUAL LEAVE SINCE APPOINTMENT NOW EXCEEDS 90 CALENDAR	DAYS. CREDIT FOR ANNUAL LEAVE IS RETROACTIVE
107	N	INELIGIBLE TO EARN ANNUAL LEAVE BECAUSE APPOINTMENT IS FOR LESS THAN 90	CALENDAR DAYS.
108	N	THIS ACTION TAKEN PENDING A DECISION ON APPLICATION FOR DISABILITY	RETIREMENT.

Figure 37. Remarks Code-Description worksheet

## Troubleshooting

Below are some potential errors and solutions:

- *Row already exists with the specified keys* - If in the **Create** action mode, this indicates that the record already exists in **EmpowHR**. Verify this result by Logging into **EmpowHR** and navigating to the record. If the added record is correct, modify the **Effective Date** in the Excel to Component Interface workbook.
- *No row exist for existing key* - The record does not exist at **Level 0**. Add the data by using the **Create** action mode.
- *Not Authorized (90,6)* - The user trying to access the CI from ExcelToCI does not have access to the CI. Make a formal request for the specific Component Interface through the NFC Security Office.

## Who to Call

For help on the Excel to Component Interface Utility, contact the **EmpowHR** Help Desk at **1-888-367-6955**

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