# EMPOWHR 9.0
# NAVIGATION AND USE

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# CHAPTER 1

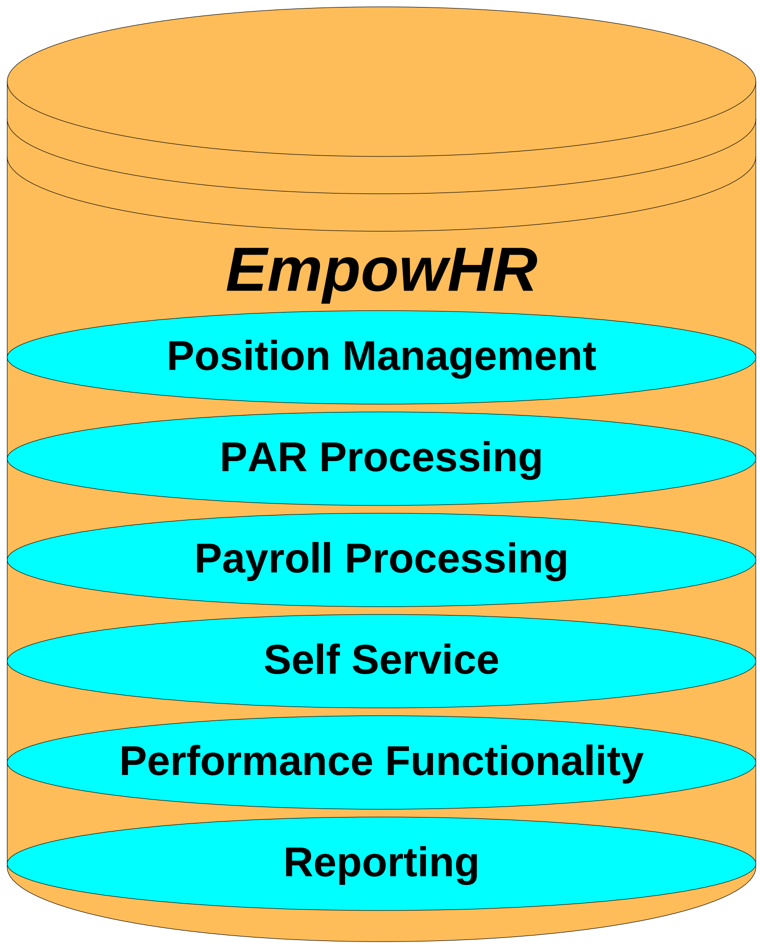
## OVERVIEW OF BASIC *EMPOWHR* FUNCTIONALITY

**Learning Objectives:**

- Identifying the key modules in *EmpowHR*
- Describing when and how *EmpowHR* sends data to and receives data from NFC
- Describing the Position Management process, including how a Job is related to a Position
- Identifying the roles involved in the PAR Processing workflow
- Distinguishing the Payroll Processing Cycle from one pay period to the next
- Listing the key elements of Managing Performance

# *EMPOWHR* SYSTEM

*EmpowHR* is a Human Capital Management system that supports and achieves effective delivery of critical HR components in a single enterprise system. It provides comprehensive employee information enabling agencies to: make critical decisions concerning work force utilization, forecast workforce turnover and placement, and project future resource budget allocations on a fiscal year basis, for optimum achievement of agency mission goals.



## *POSITION MANAGEMENT*

EmpowHR is a position-driven system. Position Management is used to assign data to positions and move employees in and out of those positions as appropriate.

## *PAR PROCESSING*

The PAR processing module is used by Human Resources (HR) for processing and submitting personnel action requests (any action requiring an SF-50 and SF-52).

### *PAYROLL DOCUMENTS*

Payroll Documents allow HR to enter information related to the employee's personal data.

### *SELF SERVICE*

-**Employee Self Service** offers employees direct online access to HR information such as benefits and compensation data. ESS provides the ability to initiate an online training request or other request (e.g. address, email, emergency contact information, etc.)

-**Manager Self Service** provides managers with tools and information with to administer certain aspects pertaining to employees' professional development. Managers are able to enter and view HR information on employees. Managers may only view employees who report to them.

### *MANAGE PERFORMANCE*

Manage Performance, which includes performance plans, progress reviews, and performance appraisals, is a guide to recognize and reward quality of work performance and develop those employees that are not performing proficiently by providing training and counseling. HR can view and edit performance documents, and monitor the performance process through queries and reports.

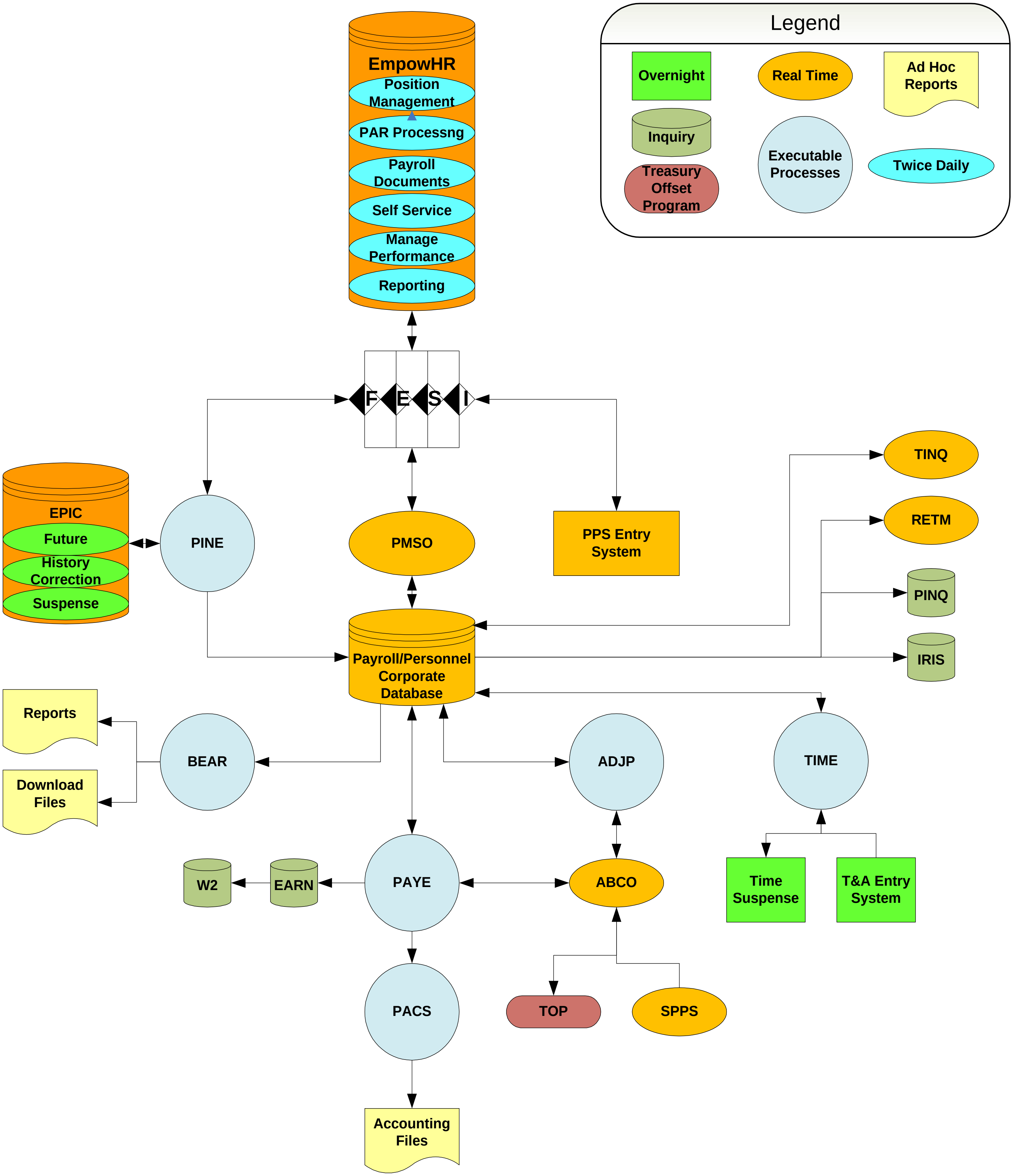
### *E PERFORMANCE*

ePerformance is a self service evaluation application for managers, employees, and HR administrators. ePerfomance can be used as a tool for planning, collaboration, communication, assessment, and monitoring evaluations for two purposes: performance and development.

### *REPORTING*

Reporting enables users to access business intelligence information from within a specific module or it can be accessed using records from multiple modules using a Reporting tool such as Query.

# EMPOWHR/NFC PROCESSING



| Status | Short Name | Notes |
|---|---|---|
| **NFC Auto Action** | **NFC Auto** | System generated actions such as 893, 880, and 894's and actions that applied in EPIC |
| **Rolled Back** | **Rolled Back** | Initiated by the user or by the system for actions that applied during the current processing pay period |
| **Ready Future** | **Rdy-Future** | Effective in a future pay period and held until the effective processing pay period |
| **HCUP Hold** | **HCUP Hold** | History Override package is waiting for action |
| **In Progress** | **InProgress** | New action waiting for completion |
| **Data Load** | **Data Load** | Records loaded during an agency migration to *EmpowHR* or a special request load |
| **Applied at NFC** | **Applied** | Action applied on the NFC PPS and can be viewed in IRIS |
| **Sent to NFC** | **Sent to NFC** | Picked up and is in the batch transmission to NFC |
| **Applied – Loading to** | **Appl-WList** | Needs to be reconciled |

| Status | Short Name | Notes |
|---|---|---|
| **Worklist** | | |
| **Ready for NFC Transmission** | **NFC Ready** | Action is saved and ready to be sent to NFC |
| **Not Applied at NFC** | **NotApplied** | Action rejected by PINE edits |
| **Disabled from NFC Transmission** | **Xmit Disab** | Export error indicating the item is not included in FESI mapping; an IR may be required |
| **Non-NFC (Internal)** | **Non-NFC** | Agency use and not sent to NFC |
| **Invalid Value** | **Invalid Value** | WIP Status in HCUP packages only |

# POSITION MANAGEMENT AND INFORMATION FLOW

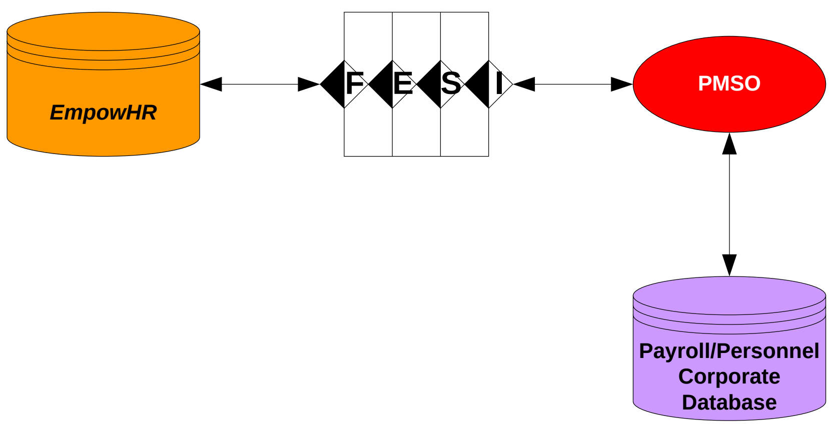
*EmpowHR* allows agencies to add, change, inactivate, reactivate, and delete or restore position data for immediate update to *EmpowHR*. Position data established in *EmpowHR* is edited through an overnight validation process before being updated in PMSO in the NFC PPS.

A new Job Code should be created in the system for a new position as needed. Information at the Job Code level defaults to the position level and the information on the position defaults to the employee record. The Job Code and position numbers are assigned by the application. These numbers are used when assigning an employee to a position.

*EmpowHR* also provides agencies report generation and online inquiry capabilities for Position Management data and allows for complete control and management of position data.

## CREATING A JOB CODE AND POSITION DATA FLOW

Job Code > Position > FESI > PMSO > PPS Corporate Database



# PAR PROCESSING

## HR PROCESSING

The PAR processing module is used by Human Resources (HR) for processing and submitting personnel action requests (any action requiring an SF-50 and SF-52).

## WORKFLOW

*EmpowHR* workflow automates, streamlines, and controls the flow of information through departments and throughout the organization. Workflow routes personnel actions through a cycle established by the HR office. The automated workflow process ensures the request goes through all the stages the agency requires prior to processing the action.

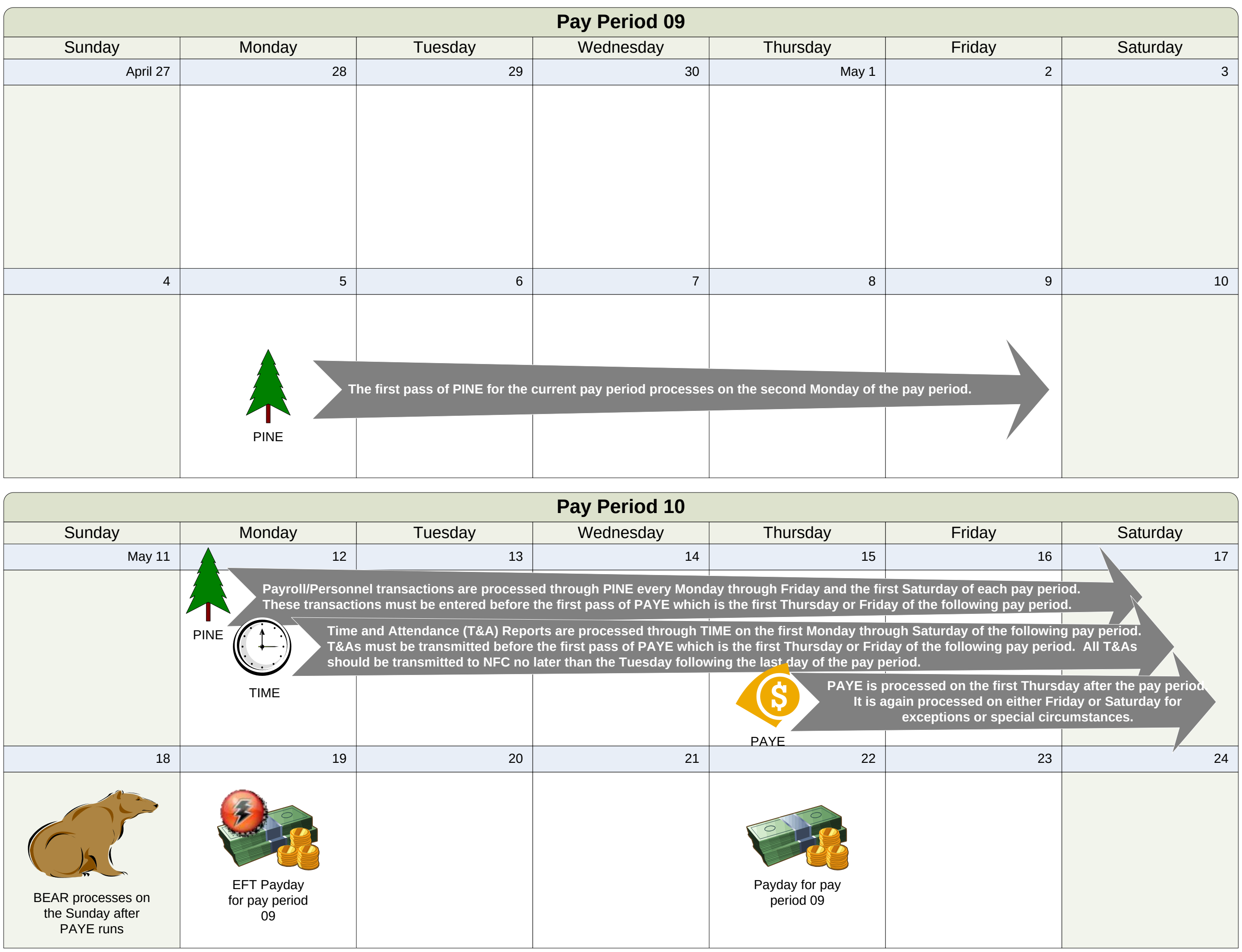
HR personnel are assigned roles and each role has a function related to the agency established stages for creating and processing actions created in *EmpowHR*. It follows a prescribed path from the initiation of the action through final approval and entry. HR also uses workflow to send actions to other HR personnel for approval and to send actions to NFC. Each organization has is own set of roles/rules for handling the workflow of PAR actions based on the organizations needs and NOA codes.

# PAYROLL DOCUMENTS

Payroll documents allow HR to enter information related to the employee's personal data.

## *PAYROLL/PERSONNEL PROCESSING CYCLE*

The Payroll/Personnel Processing Cycle illustrates the daily processing of payroll/personnel transactions effective for Pay Period 09. Note that processing begins the 2nd week of Pay Period 09 and is completed after the 1st week of Pay Period 10. Listed below are the symbols used on the Payroll/Personnel Processing Cycle.




Payroll/Personnel transactions are processed through PINE every Monday through Friday and the first Saturday of each pay period. The first pass of PINE for the current pay period processes on the second

Monday of the pay period. These transactions must be entered before the first pass of PAYE which is the first Thursday or Friday of the following pay period.

Time and Attendance (T&A) Reports are processed through TIME on the first Monday through Saturday of the following pay period. T&As must be transmitted before the first pass of PAYE which is the first Thursday or Friday of the following pay period. All T&As should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

PAYE is processed on the first Thursday after the pay period. It is again processed on either Friday or Saturday for exceptions or special circumstances.

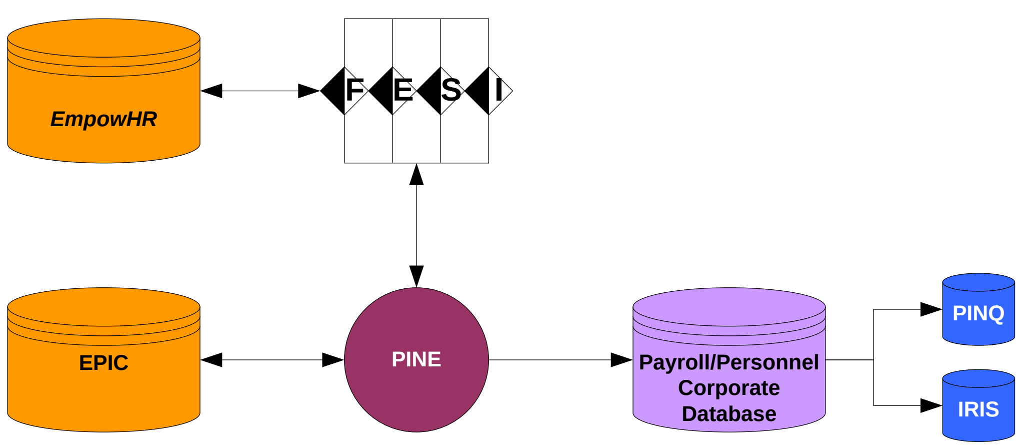
BEAR processes on the Sunday after PAYE runs.

Direct Deposit/Electronic Funds Transfer (DD/EFT) payday is the second Monday of the following pay period. Payday (official) is the second Thursday of the following pay period.

**NOTE: NO RETROACTIVE EFFECTIVE DATING FOR PAYROLL ACTIONS EXCEPT FOR FEHB.**

## *PAYROLL PROCESSING DATA FLOW*

Payroll Documents > FESI > PINE > Payroll / Personnel Corporate Database > IRIS > PINQ

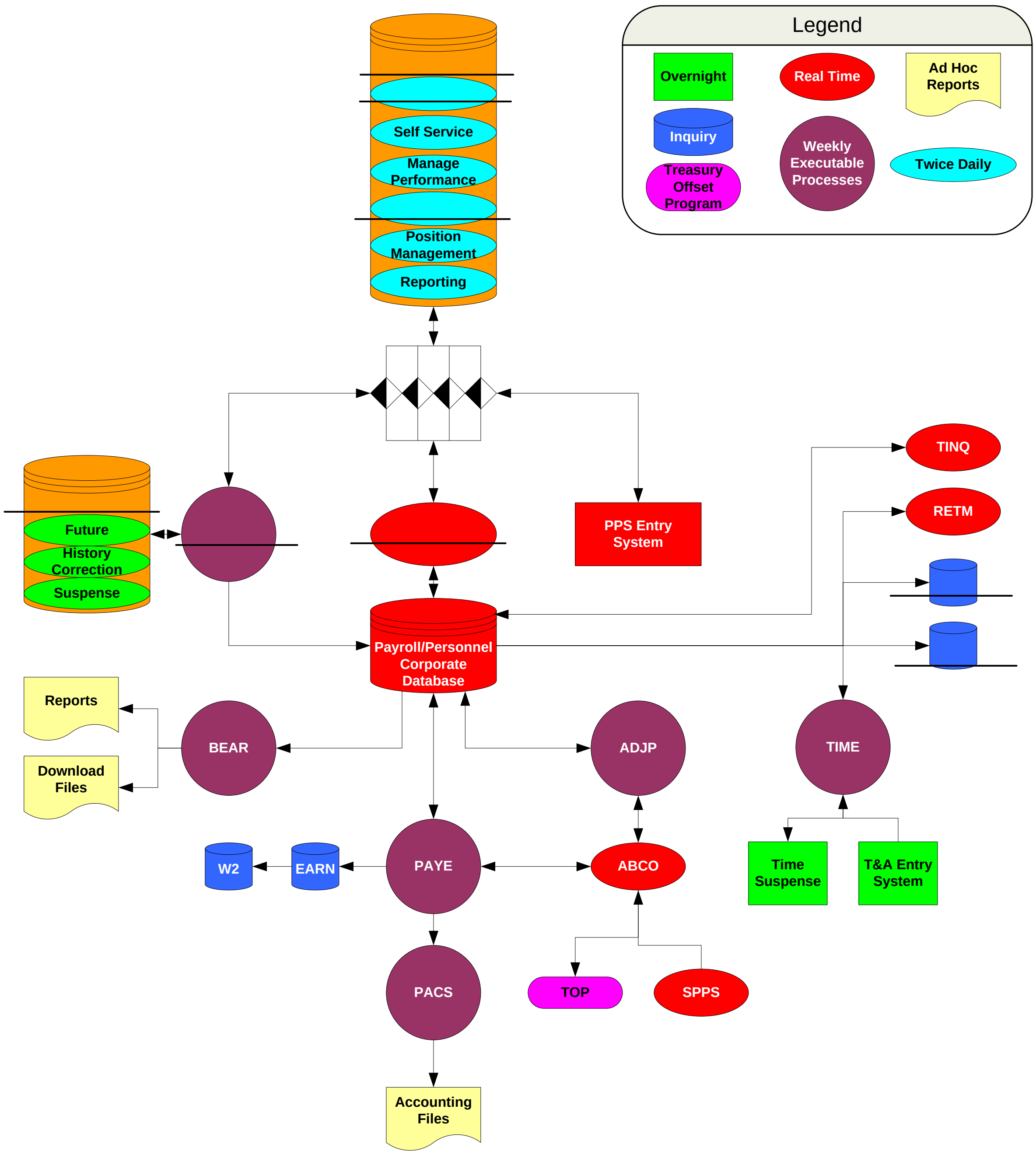


# Chapter 1 Exercises

## Exercise 1-1 – Payroll/Personnel System Flow

The objective of this exercise is to demonstrate an understanding of the general flow of data to the NFC Payroll/Personnel Corporate Database.

1. Fill in the missing labels from the following diagram:



# CHAPTER 2
## *EMPOWHR* NAVIGATION

**Learning Objectives:**

- **Applying knowledge gained from Using the Menu to navigate through the system.**
- **Manipulating data to Perform a Search.**
- **Organizing data to compile reports.**

## ACCESSING EMPOWHR

Security is critical for core business applications. Typically, not every group in the organization should have access to all functions or have access to all data within the function. EmpowHR provides security features to ensure that agencies sensitive application data does not fall into the wrong hands. The application security menu can apply to all users, including employees, managers, customer, and contractors. Group users, according to defined roles, can have different degrees of access.

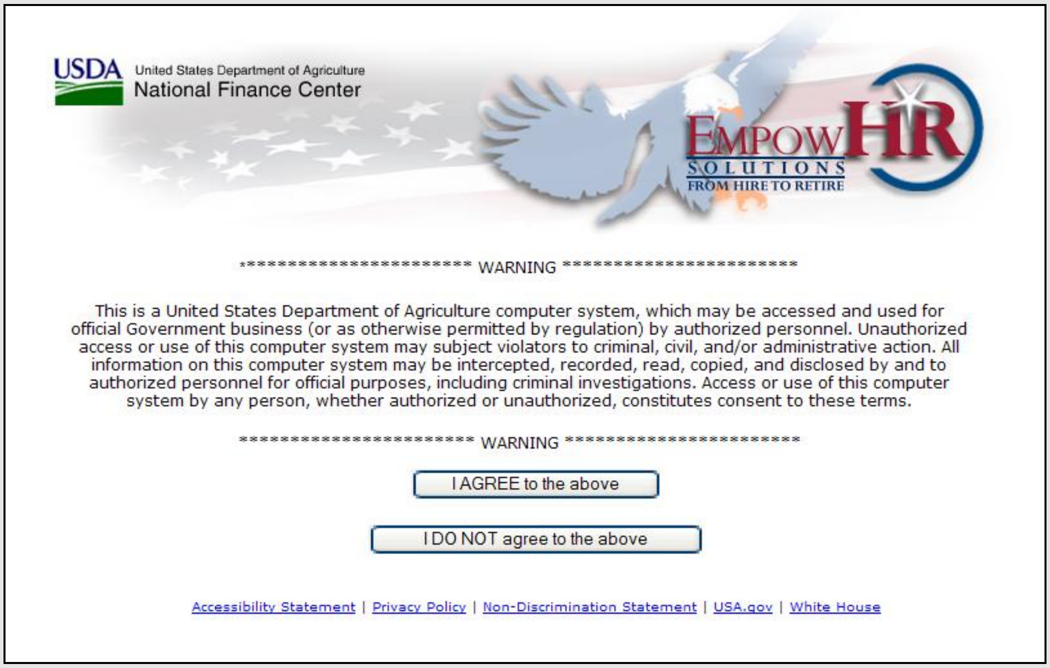
## LOGGING IN

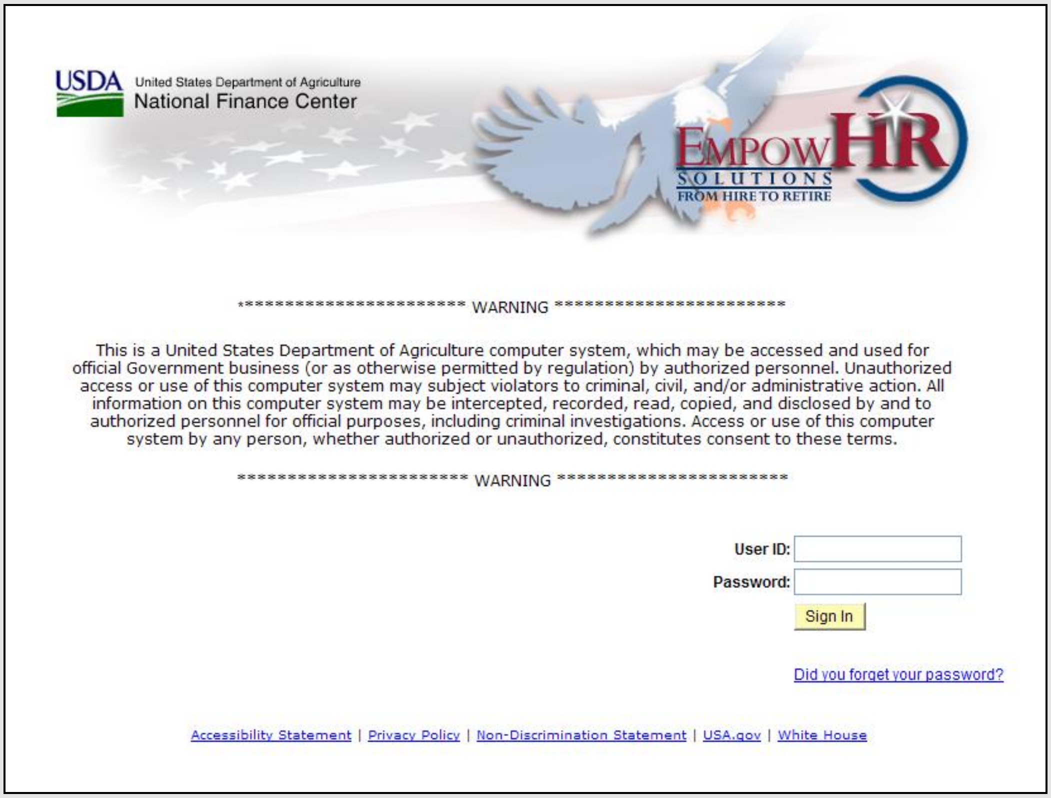
EmpowHR is accessed via a Website address. In addition, the Web address can be added as a shortcut from the desktop or as an Internet Explorer Favorite. EmpowHR requires everyone to enter an assigned, unique User ID and Password. The security access attached to the User ID is based on the tasks an individual performs. Passwords are changed when the user changes his/her system login password. Multiple pages can be opened simultaneously without the need for a second User ID. Commonly used EmpowHR pages from many applications can be added to My Favorites.

## Procedure: Logging In

1. Enter the Uniform Resource Locator (URL) specific to the agency. The warning banner displays.

2. Click the **I agree to the above** button. The EmpowHR **Sign In** page is displayed

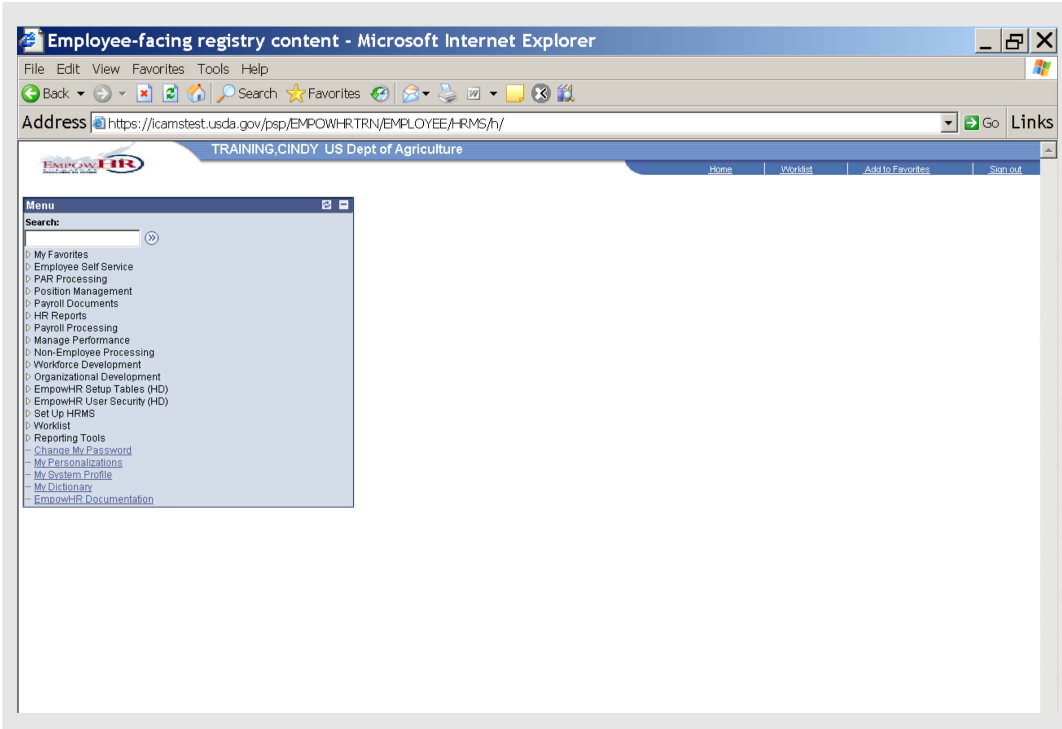





3. Enter the EmpowHR User ID in the **User ID** field.

4. Enter the password assigned by the Security Officer in the **Password** field.

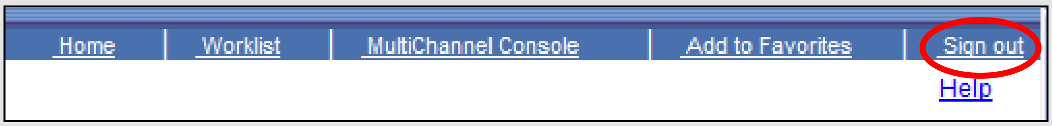
5. Click the **EmpowHR Sign In** button.  The **Home** page displays.


Employee-facing registry content - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back
Search
Favorites
Address
https://icamstest.usda.gov/psp/EMPOWHRTRN/EMPLOYEE/HRMS/h/
Go
Links
TRAINING,CINDY US Dept of Agriculture
Home
Worklist
Add to Favorites
Sign out
Menu
Search:
My Favorites
Employee Self Service
PAR Processing
Position Management
Payroll Documents
HR Reports
Payroll Processing
Manage Performance
Non-Employee Processing
Workforce Development
Organizational Development
EmpowHR Setup Tables (HD)
EmpowHR User Security (HD)
Set Up HRMS
Worklist
Reporting Tools
Change My Password
My Personalizations
My System Profile
My Dictionary
EmpowHR Documentation

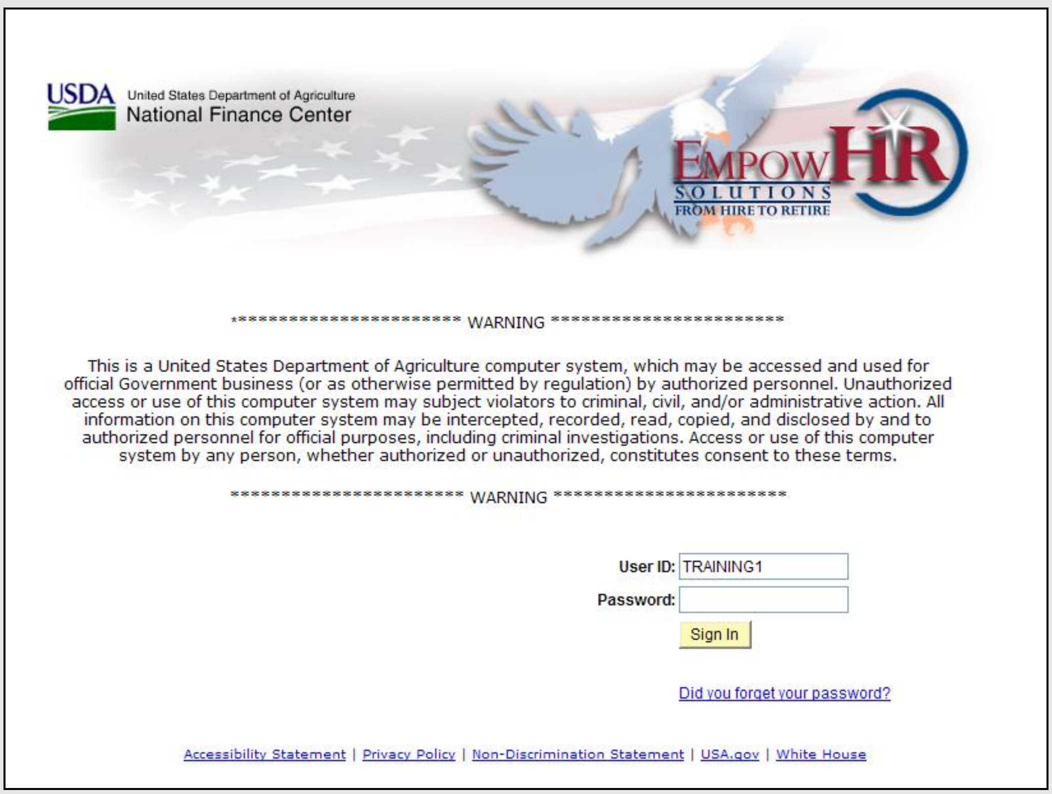
# LOGGING OFF

## Procedure: Logging Off

1. To log off of EmpowHR, select the **Sign out** link on the **Navigation Header**.




2. The **EmpowHR Sign In page** displays.



# USING THE MENU

The Menu displays functions available based on the roles assigned by the agency's security officer. This menu displays a hierarchical view of the application menu.

| | |
|---|---|
| **MENU GROUP** | The first level of a menu. |
| **MENU** | The second level of a menu. |
| **MENU ITEM** | The third level of a menu. A list of items to access. |
| **COMPONENT** | The fourth level on the menu. A group of related pages that are displayed by selecting tabs on the top of each page. |


These four levels can be drilled down to reach the specific functions needed.

Use the Menu Group to navigate within EmpowHR.

The options on the Menu Group with the triangle to the left are called Menus.

A Menu can expand and display other options within that group.

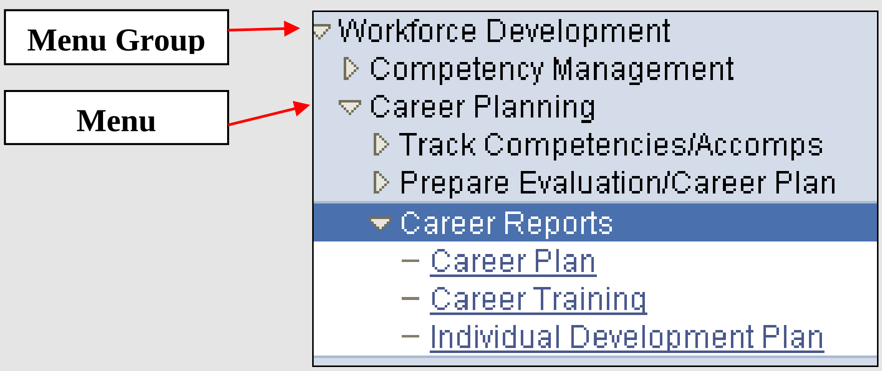
Expand and display the options in a Menu Group by selecting the small triangle next to the name of the group or by selecting the Menu Group name.

Notice that when moving the mouse over any option on the Menu Group, the Menu name changes to a link.

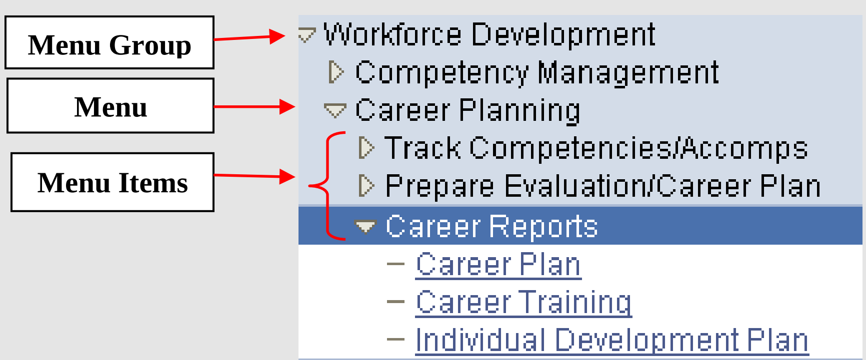
Hover the mouse over a Menu Group for a second and a screen tip displays. The screen tip displays a very brief explanation of the functionality within the Menu Group.

## Procedure: Using the Menu

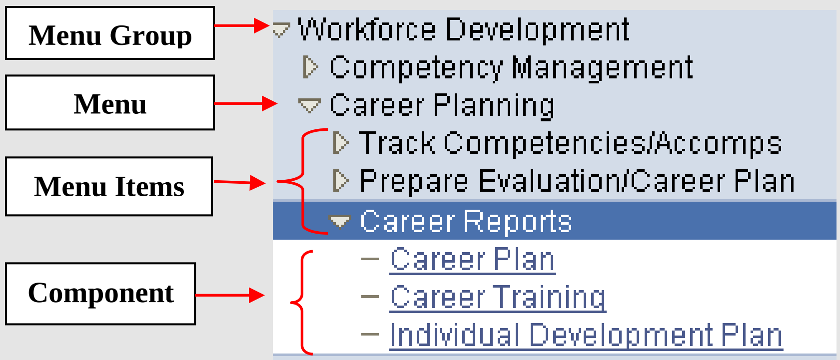
1. Click the small triangle to the left of **Workforce Development** in the **Menu Group**. The next level down, called **Menus**, displays. Notice they are indented and also have a triangle to the left. In this example, **Career Planning** is the **Menu** contained in the **Workforce Development Menu Group**.




2. Click the small triangle to the left of the **Career Planning Menu**. The next level down, called **Menu Items**, displays. Notice they are indented and also have a triangle to the left. These are the **Menu Items** contained in the **Career Planning Menu**.



3. Click the small triangle to the left of the **Career Reports Menu Item**. The next level down, called **Components**, displays. The hyphen in front of these items indicates they are components. The **Component** is the final level of the **Menu Group**.

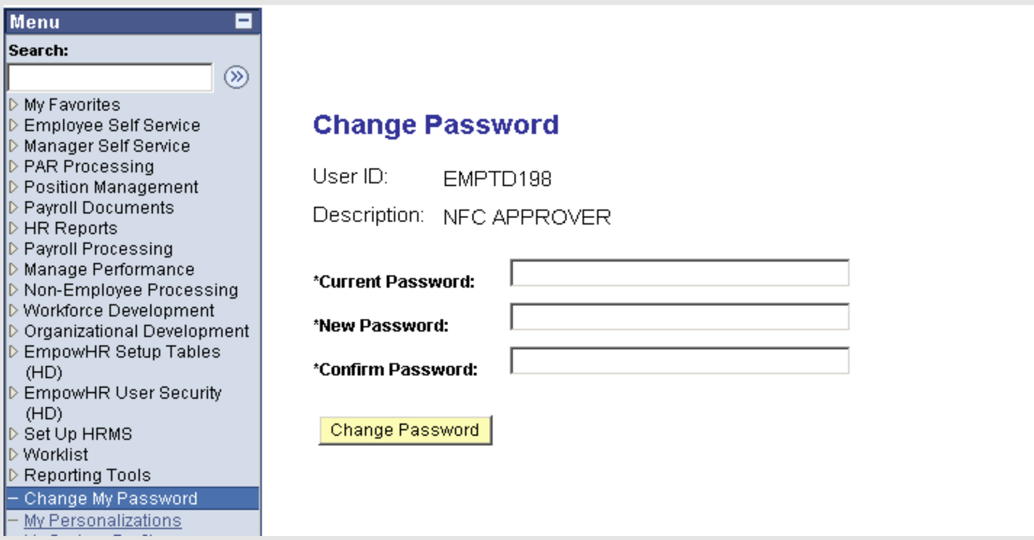


# COMMON MENU COMPONENTS

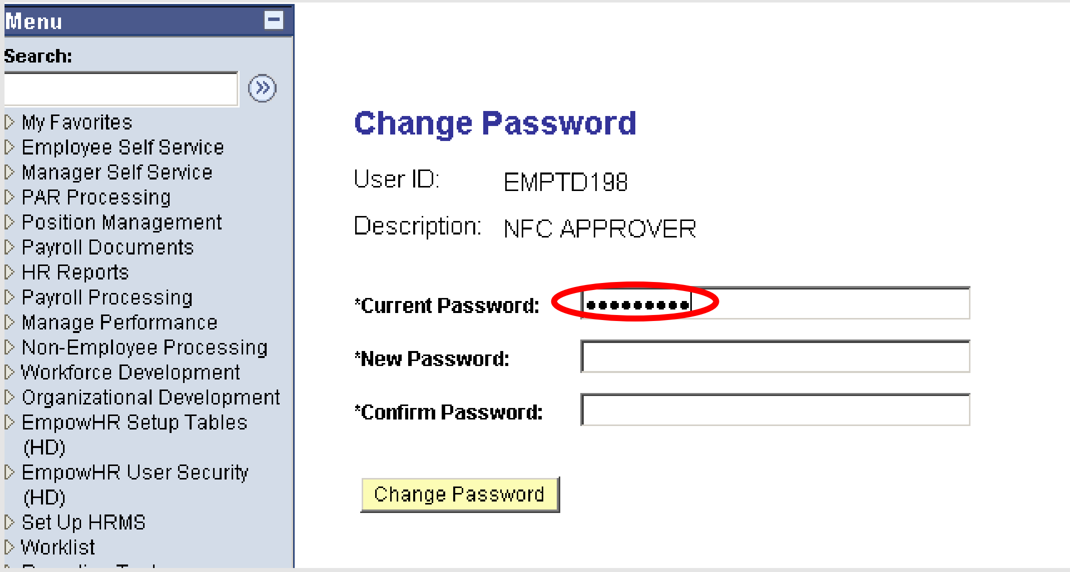
## *CHANGING YOUR PASSWORD*

### Procedure: Changing Your Password

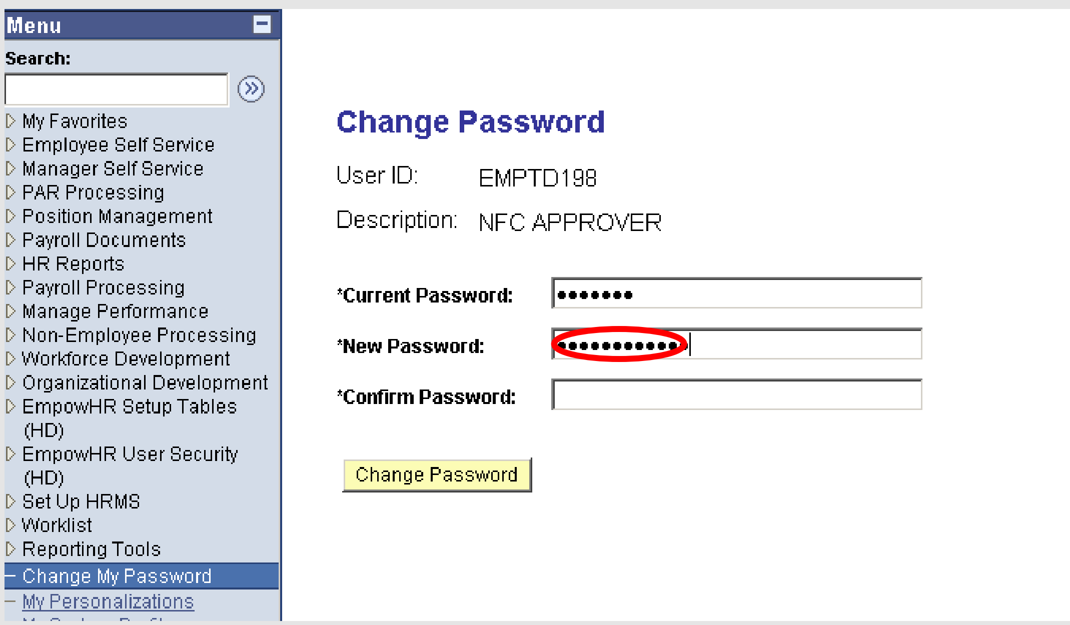
1. Select **Change My Password**. The **Change Password** page displays.




2. Enter the current password in the **Current Password** field.

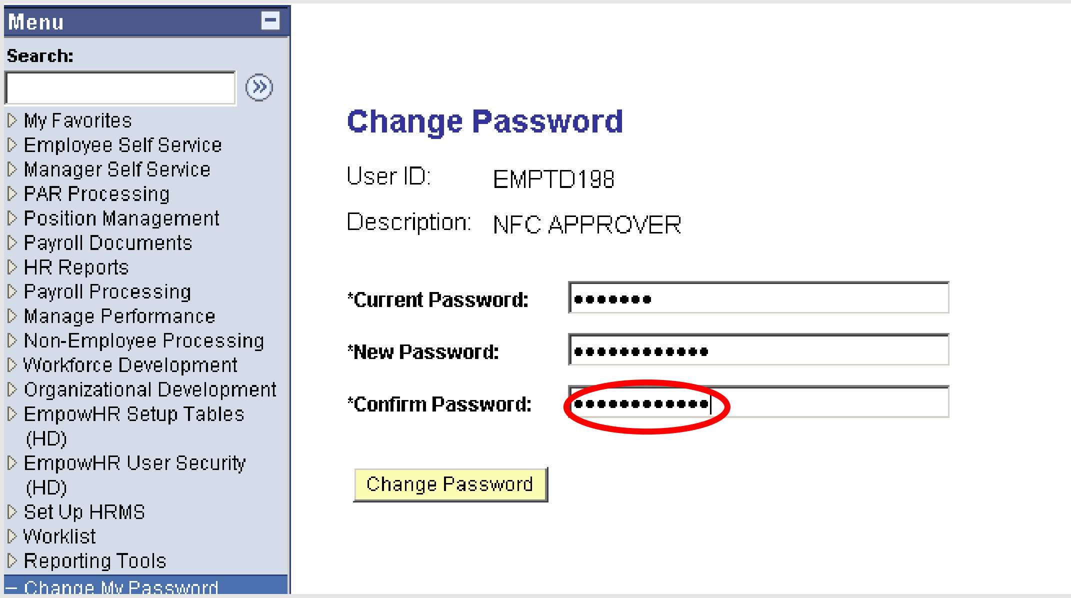



3. Enter the new password in the **New Password** field.

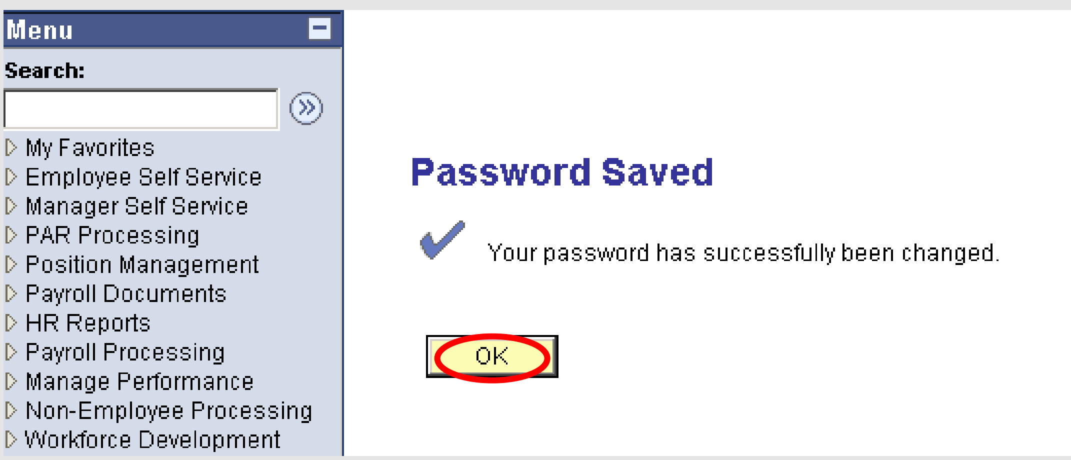



**NOTE: NO HISTORY IS MAINTAINED FOR THE PASSWORD. THE SAME TWO PASSWORDS CAN BE ALTERNATELY USED.**

4. Re-enter the new password in the **Confirm Password** field.




5. Click the **Change Password** button. The **Password Saved** page displays.




6. Click the **OK** button. The password has successfully been changed.

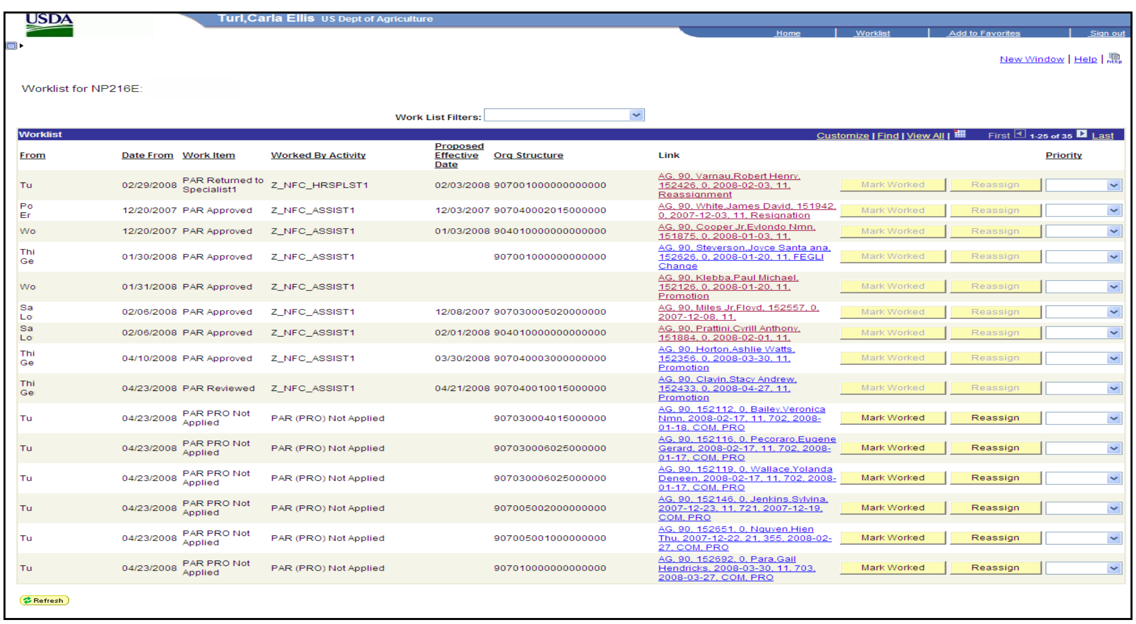
# ORIENTATION TO THE WORKSPACE

## USING THE NAVIGATION BAR

The Navigation Header displays in the upper right of every window. It remains static as the user navigates through the application.


- Select the **Home** link to navigate back to the menu displayed at login.
- Select the **Worklist** link to view items needing completion, correction, or verification. Each user has an individual Worklist
- Use the **Add to Favorites** link to save a frequently visited pages within EmpowHR.
- Select the **Sign out** link to exit EmpowHR.

## WORKLIST




The Worklist displays transactions and provides a status for each.

Worklist items include transactions created in the following applications:

- EmpowHR
- EPIC
- EPP/ESS
- BEAR
- Other HR front end systems

**ACTION STATUS:**

- **APPLIED:** A new transactions applied to the NFC database, clearing the PINE edits
- **NOT APPLIED:** A new transaction that failed the PINE edit process
- **CANCELLATION APPLIED:** Cancellation of a previously applied transaction where the cancellation cleared the PINE edits.
- **CANCELLATION NOT APPLIED:** Cancellation of a previously applied transaction where the cancellation failed the PINE edits
- **CORRECTION APPLIED:** Correction of a previously applied transaction where the correction cleared the PINE edits
- **CORRECTION NOT APPLIED:** Correction of a previously applied transaction where the correction failed the PINE edits.

**NOTE: THE WORKLIST FILTER IS USED TO SELECT A SPECIFIC TPYE OF WORK ITEM FOR REVIEW.**

**FUTURE ACTIONS: ACTIONS WITH FUTURE EFFECTIVE DATES REMAIN IN EMPOWHR WITH A STATUS OF RDY FUTURE. FUTURE ACTIONS ARE SENT TO NFC IN THE PAY PERIOD THEY ARE EFFECTIVE.**

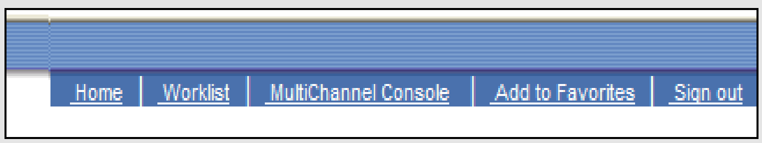
# USING MY FAVORITES

Using **My Favorites** from the **Menu** is helpful when there are frequently used pages. Adding a site to **My Favorites** allows direct navigation to that page within EmpowHR. The pages can be organized in the most useful order by editing the sequence. Pages can also be deleted from My Favorites.

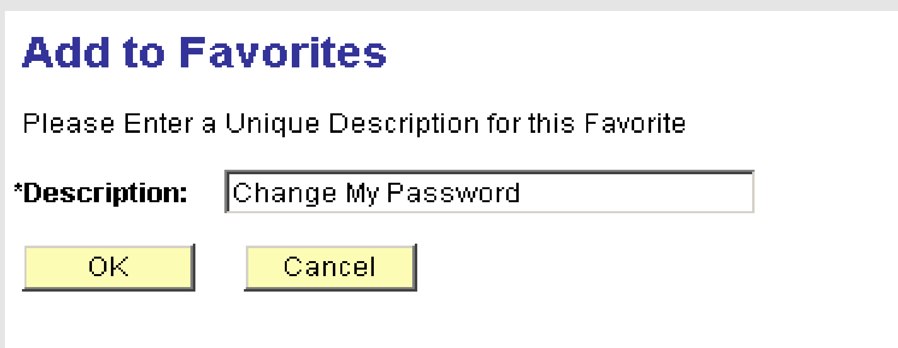
## *ADDING FAVORITES*

### Procedure: Adding Favorites

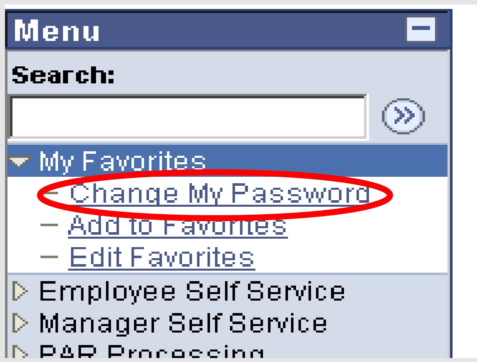
1. Navigate to the component or page to be added to **My Favorites**.




2. Select **Add to Favorites** from the navigation bar. The **Add to Favorites** page displays.



3. Click the **OK** button. The component or page selected is now added to **My Favorites**.

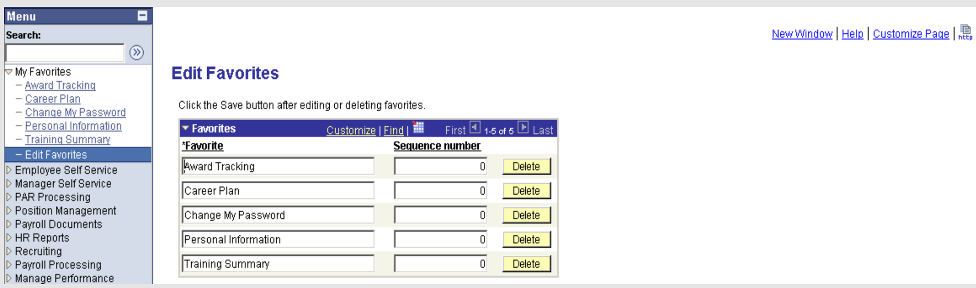


## EDITING FAVORITES

### Procedure: Editing Favorites

1. To organize the list of favorites, select the **My Favorites** menu group.

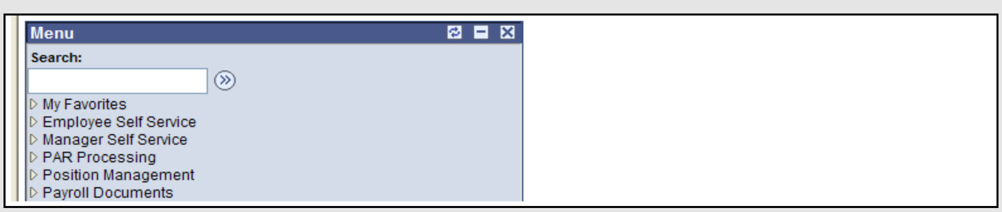
2. Select **Edit Favorites**. The **Edit Favorites** page displays.



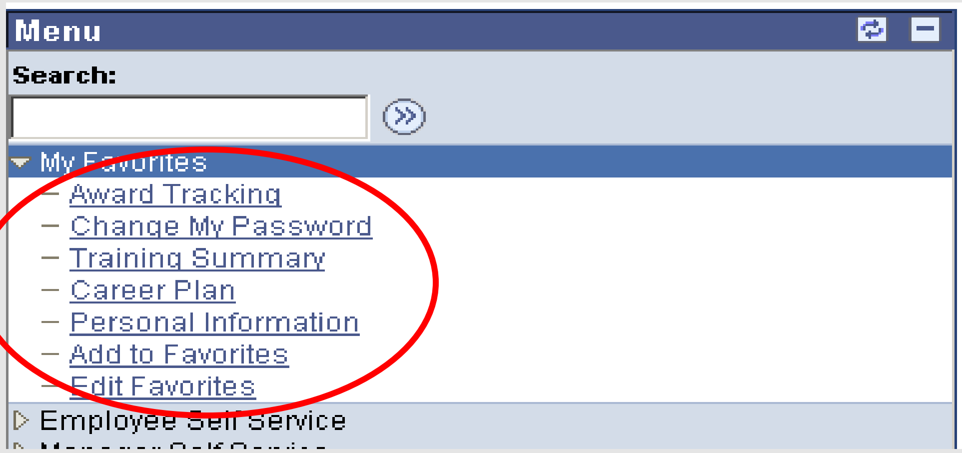

3. In the **Sequence number** column, enter the number next to the page in the order they should display below **My Favorites**.


4. Click the **Save** button.

5. Select **Home** from the navigation bar. The **Home** page displays.



6. Expand **My Favorites.** The pages display in the sequence chosen.



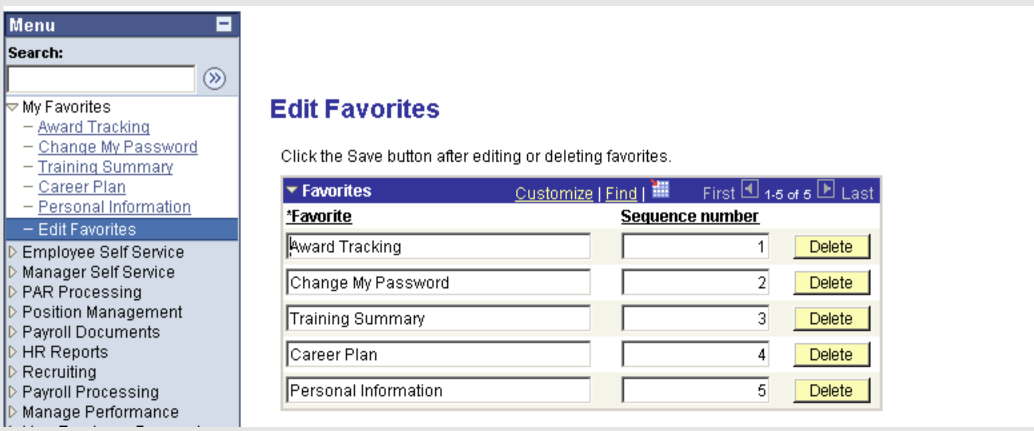

 

## DELETING FAVORITES

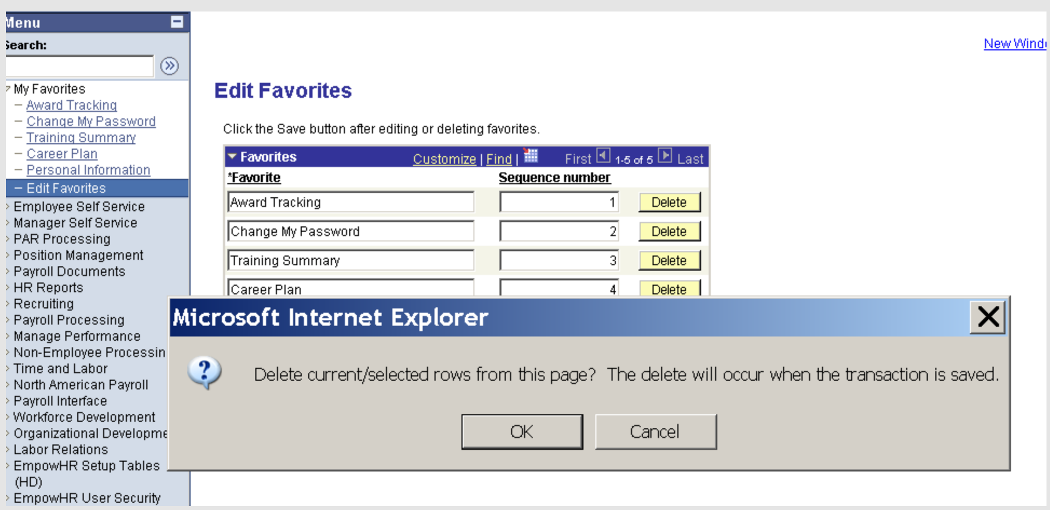
### Procedure: Deleting Favorites

1. To delete a favorite page from **My Favorites**, select the **My Favorites** menu group.

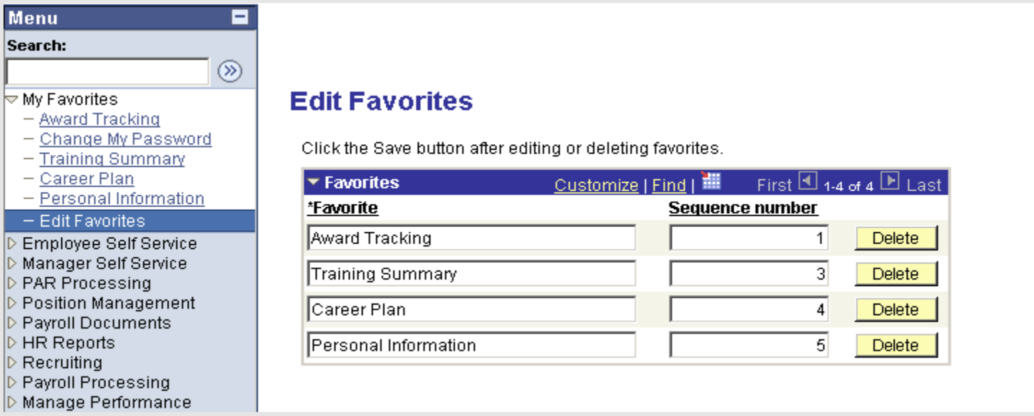
2. Select **Edit Favorites**. The **Edit Favorites** page displays.




3. Click the **Delete** button next to the favorite to be removed. A dialog box displays.




4. Click the **OK** button to delete the selected favorite. The selected favorite is removed from the **My Favorites** list.




5. Click the **Save** button to save the current My Favorites list.

## *USING THE PAGE BAR*

Use the Page bar to open multiple EmpowHR sessions, access context specific Help files, and quickly copy a link to the clipboard. The Page bar displays above the Workspace and below the Navigation Bar.


The **New Window** link opens multiple instances of EmpowHR. A duplicate page, called a child window, opens. This can be useful when working on multiple functions at once. When the duplicate page is opened, it is completely independent and allows navigation to any area of EmpowHR.

The **Help** link displays context sensitive online help.

The **Customize Page** link allows personalization of the tabs for easier navigation. This is available only on certain pages.

The **http** icon copies the URL of the current page location to the clipboard. This feature is useful, for example, when sending the URL of a page to a colleague via e-mail or as part of a word document. Select the **http** icon and paste the URL into a word document or email.

# PERFORMING A SEARCH (FIND AN EXISTING VALUE)

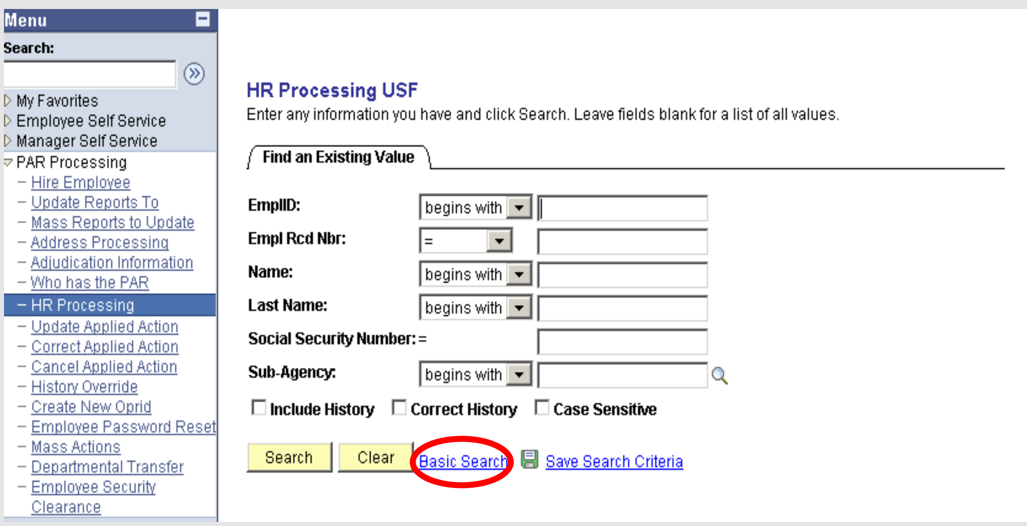
Most search pages in EmpowHR are very similar. There are two types of searches available, the Basic Search and the Advanced Search.

## PERFORMING A BASIC SEARCH

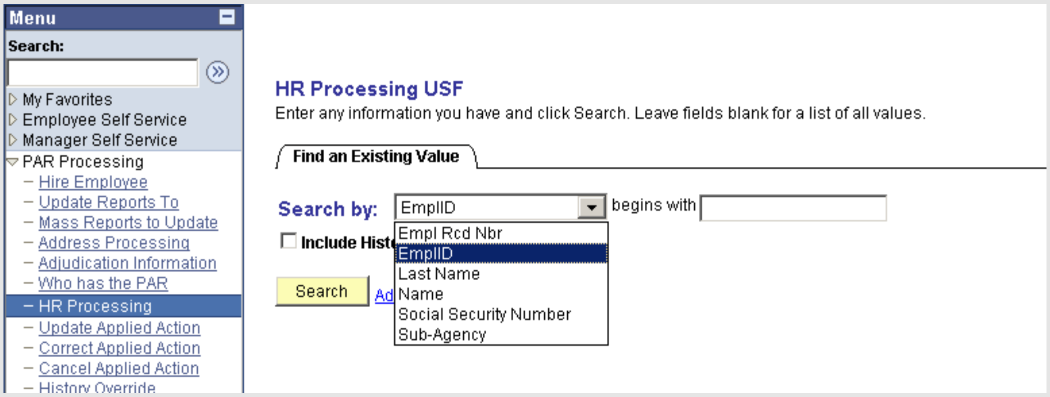
Use the Basic Search to quickly look for records.

### Procedure: Performing a Basic Search

1. To perform a basic search, navigate to the desired page. In this example, the **HR Processing** page displays. The default on most pages is the **Advanced Search**.



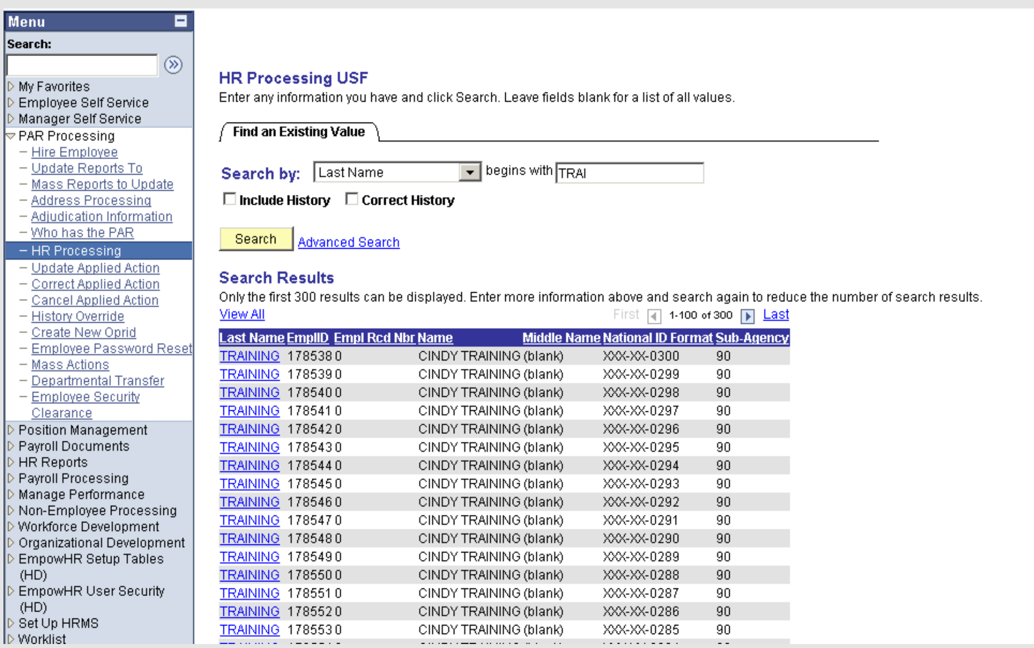

2. Select the **Basic Search** link. The same page displays but limits the search to one field in this example.



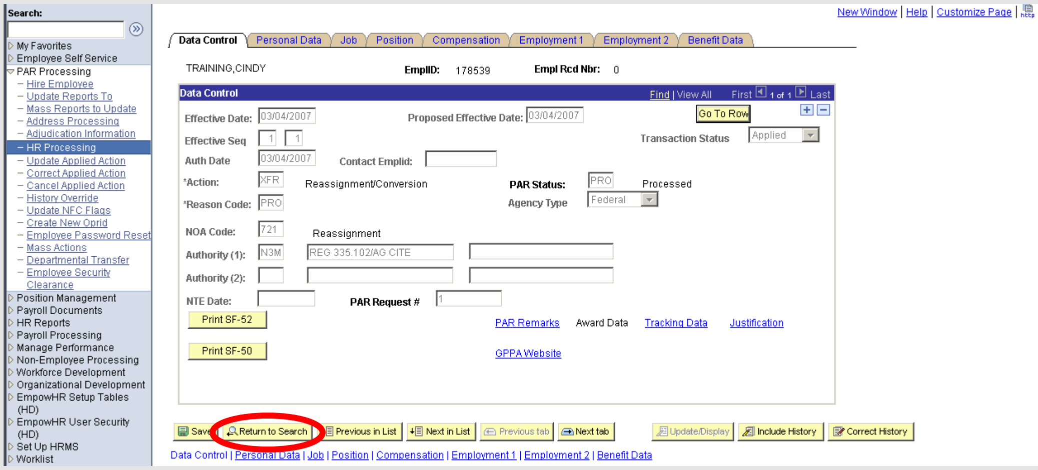

3. In the **Search by** drop-down list, choose the appropriate option.

4. Enter the criteria in the **begins with** field.

5. Click the **Search** button. The **Search Results** display.




6. Select the link for the desired record. The selected record displays.




7. Click the **Return to Search** button to view other results or enter different criteria.

## PERFORMING AN ADVANCED SEARCH

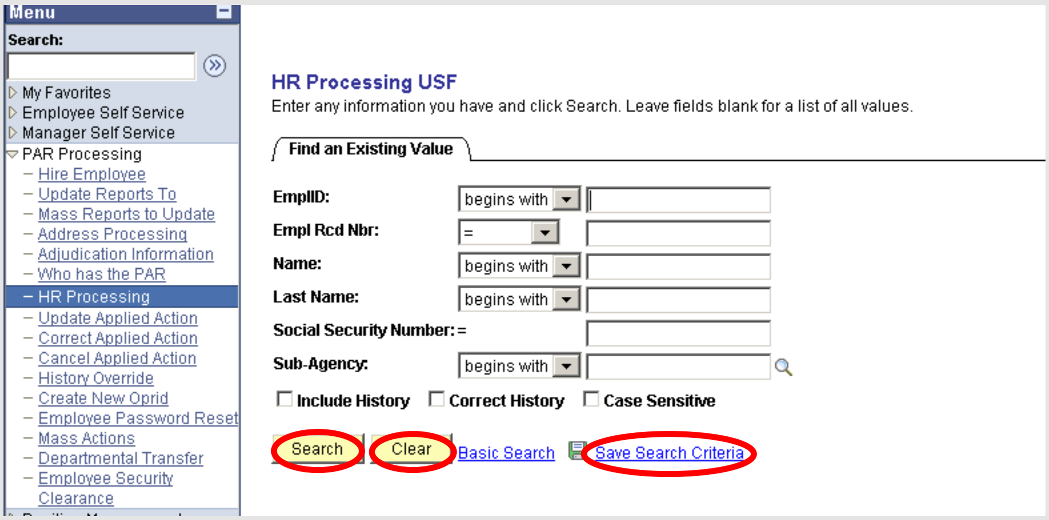
When a component is selected, the system often displays a Find an Existing Value page used to perform an advanced search. Additional fields may display on the page, dependent upon the type of search. The Advanced Search page enables multiple field searches and searches using operators.

Following is a list of all the operators that can be used:

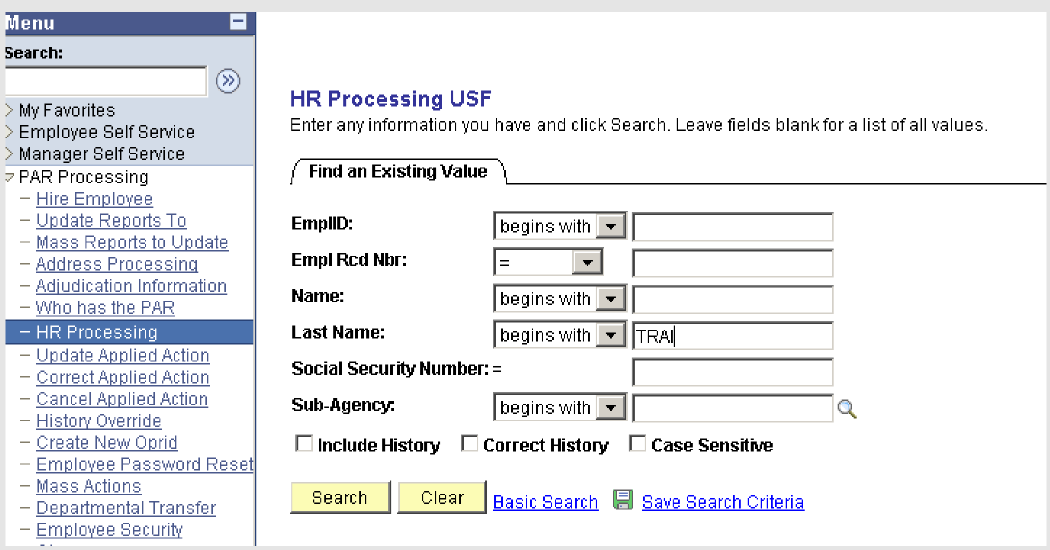
| WILDCARD | DEFINITION |
|---|---|
| **begins with** | The data starts with a specific character or characters |
| **contains** | The data contains specific characters |
| = | The data is equal to |
| **not=** | The data is not equal to |
| < | The data is less than |
| <= | The data is less than or equal to |
| > | The data is greater than |
| >= | The data is greater than or equal to |
| **between** | The data is within a range of two values |
| **in** | The data is within a field |

## Procedure: Performing an Advanced Search

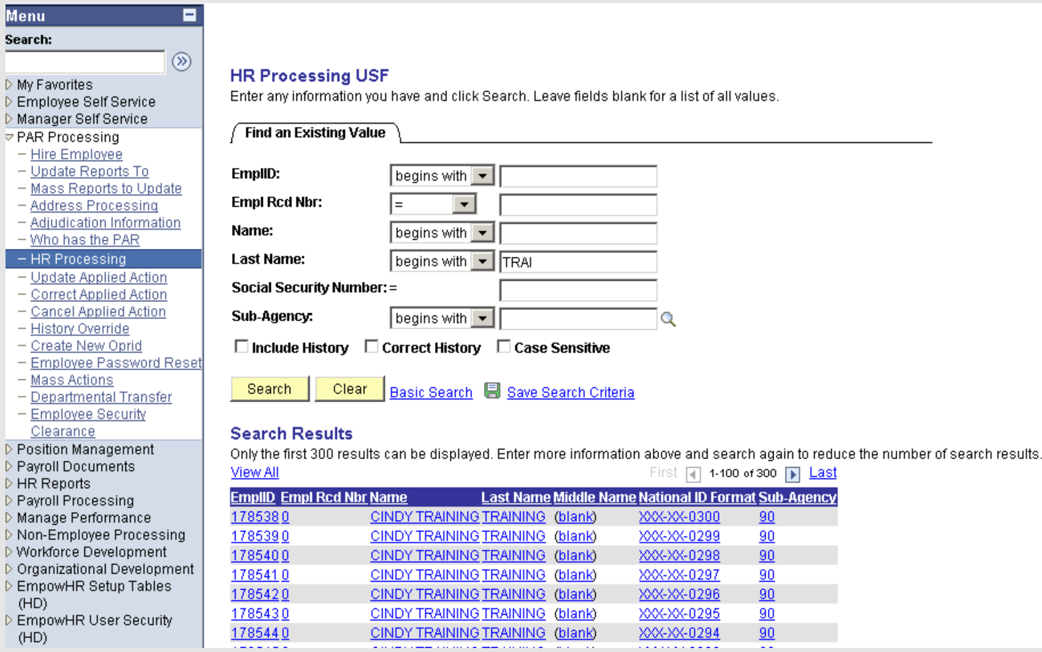
1. To perform an Advanced Search, navigate to the desired page. In this example, the **HR Processing** page displays. The default on most pages is Advanced Search.



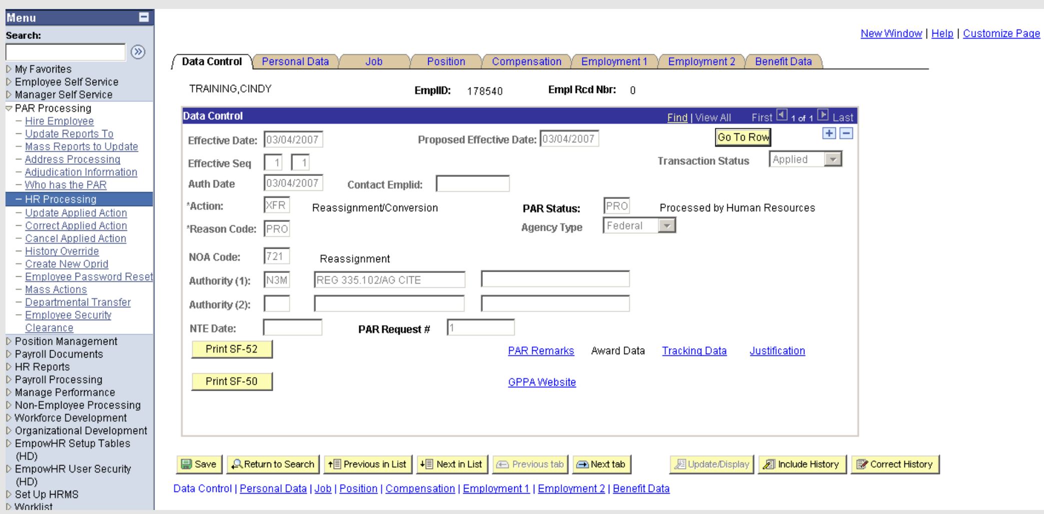

2. Enter all known criteria using the above operators. Using as much information as is known will narrow the results.




3. Click the **Search** button. The results of the search display.




4. Select a **link** from the **Search Results**. The item details display.




**NOTE: THE SEARCH BUTTON EXECUTES THE SEARCH.**

**THE CLEAR BUTTON CLEARS ALL ENTERED SEARCH CRITERIA FROM THE FIELDS ON THE PAGE AND RESETS THE PAGE.**

**THE SAVE SEARCH CRITERIA LINK SAVES THE PARAMETERS USED TO RETRIEVE THE CURRENT SEARCH RESULTS.**

**NOTE: THE LOOK UP ICON, , DISPLAYS NEXT TO SEVERAL FIELDS IN EMPOWHR. THE LOOK UP ICON SEARCHES THE SYSTEM FOR ALL POSSIBLE VALUES ASSOCIATED WITH THE FIELD.**

## USING WILDCARDS IN A SEARCH

When performing an inquiry, a user can utilize wildcards in many of the fields. The wildcards allow a broad search of many different data combinations when the user does not know a complete value or is unsure of how to spell something. If the user does not enter a wildcard, the system assumes an exact match is required.

EmpowHR applications support three wildcard features when searching for data in character fields. These wildcards can be helpful in finding the exact information a user desires to process.

Wildcards cannot be used in every instance or in every application. For example, wildcards are not viable in date fields.

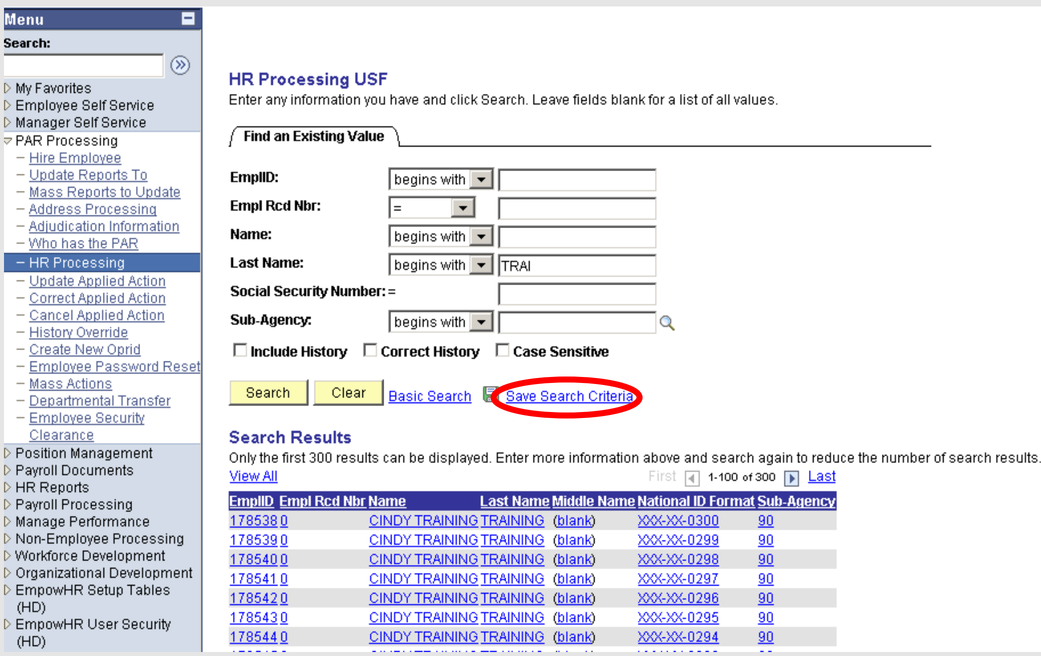
| WILDCARD | DEFINITION |
|---|---|
| **% (percent sign)** | Match one or more characters. |
| **_ (underscore)** | Match any single character. |
| **EXAMPLE** | **DESCRIPTION** |
| **S%N** | Will return any name that begins with the letter S and ends with the letter N. |
| **_man** | Will return all names ending in "man" |
| **%man%** | Users can combine wildcards. This example returns any name that contains "man" … (like Manuel or Sandmanson or Hillman) |

## SAVING A SEARCH

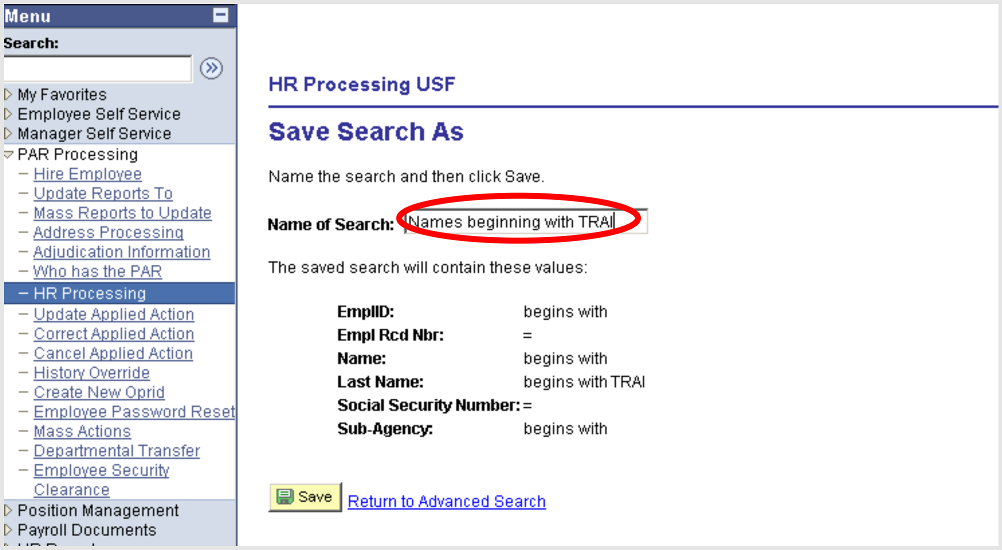
Save the criteria when results from a search are useful and can be used in future searches. Use the Save Search Criteria link to preserve the search criteria for future use.

### Procedure: Saving a Search

1. To save search criteria, navigate to the desired page. In this example, the **HR Processing** page displays.

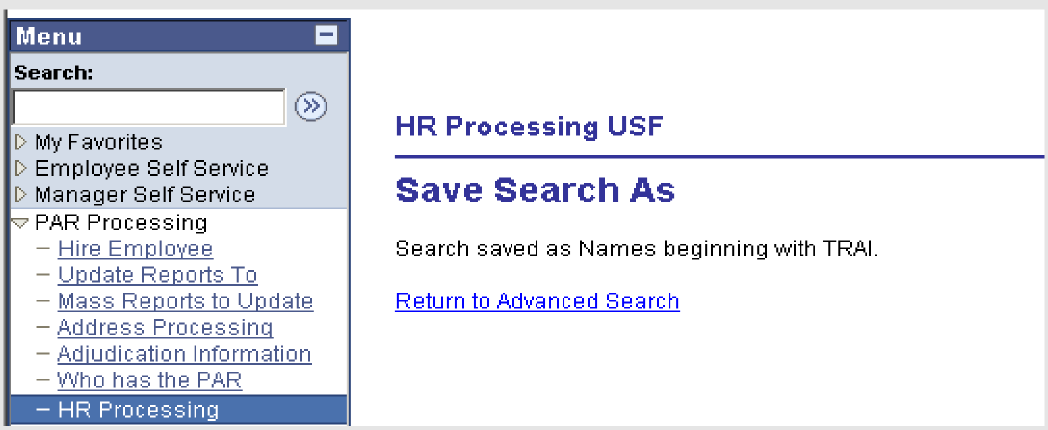



2. Select the **Save Search Criteria** link. The **Save Search As** page displays with the chosen criteria.

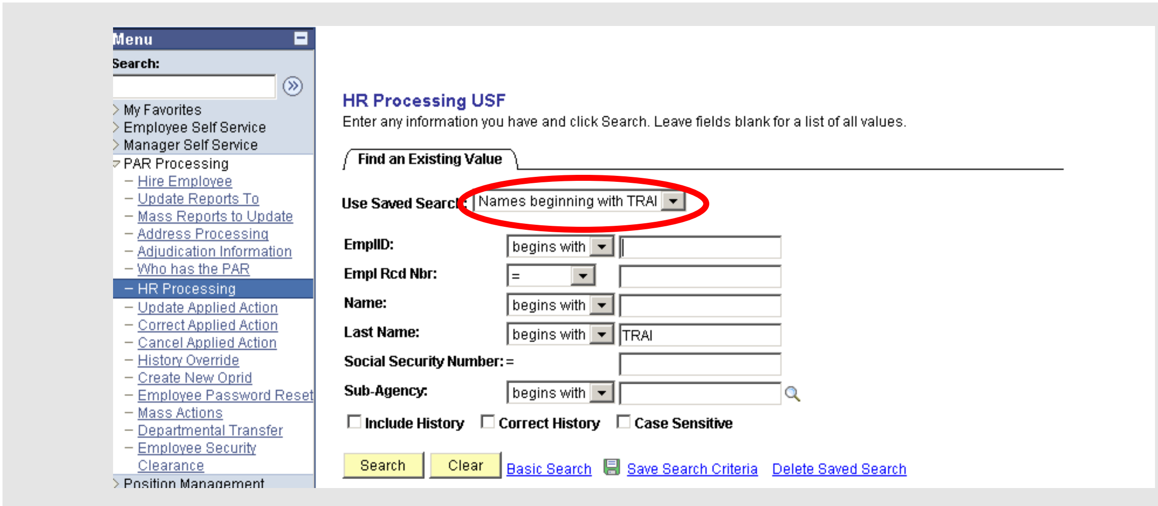



3. In the **Name of Search** field, enter a unique name.

4. Click the **Save** button. A confirmation page displays.




5. Select the **Return to Advanced Search** link. The **Employee Password Reset – Find an Existing Value** page with the **Use Saved Search** drop-down list displays.



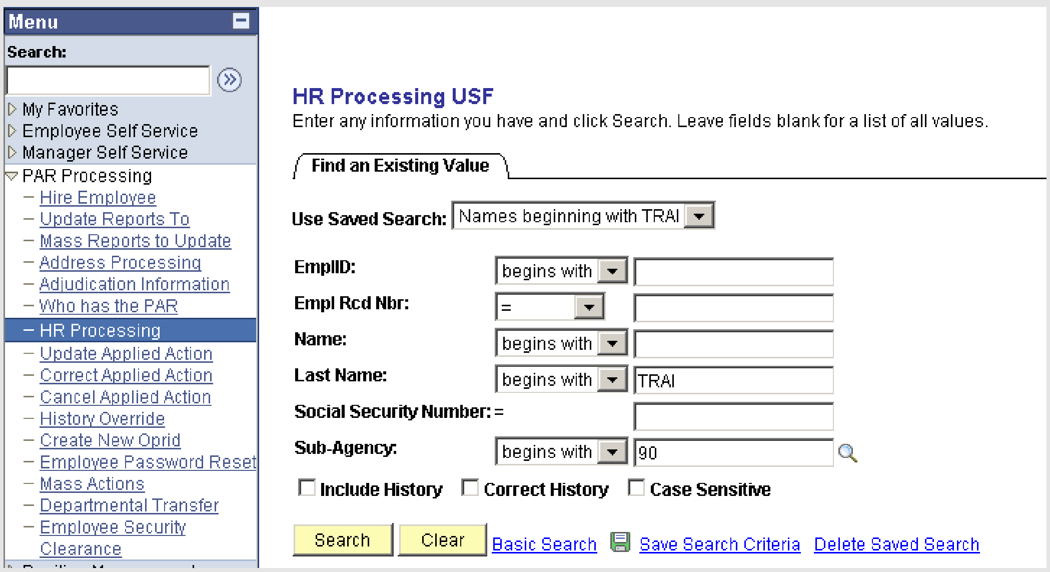

**NOTE: TO ACCESS A SAVED SEARCH, SELECT THE DESIRED OPTION FROM THE USE SAVED SEARCH DROP-DOWN LIST.**

## DELETING A SEARCH

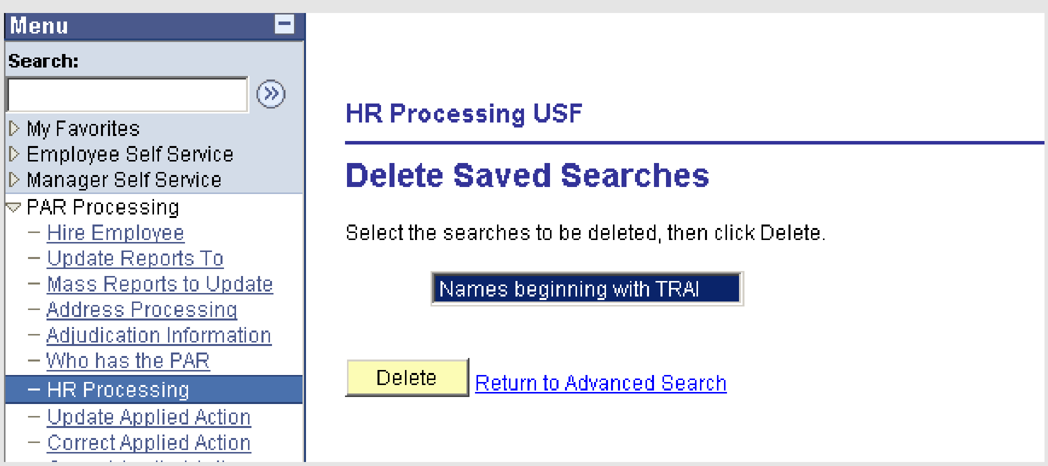
Use the Delete Saved Search link to remove a saved search.

### Procedure: Deleting a Search

1. To delete a saved search, navigate to the desired page. In this example, the **HR Processing** page displays.

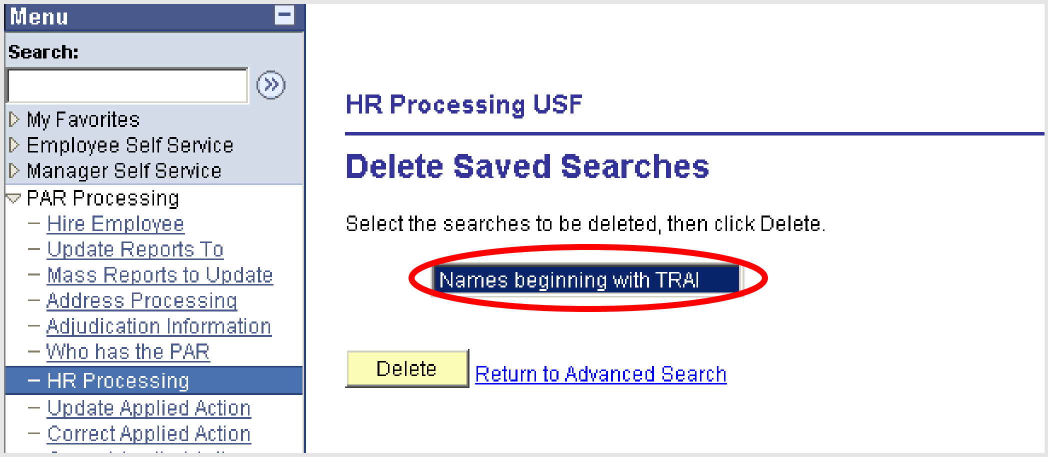



2. Select the **Delete Saved Search** link. The **Delete Saved Searches** page displays.

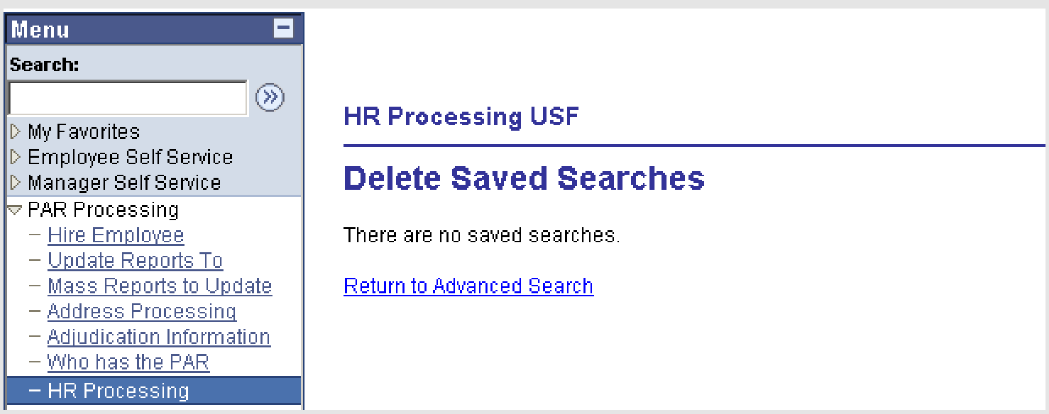


3. Select the desired saved search to remove.




4. Click the **Delete** button. The search name is removed from the list.




5. Select the **Return to Advanced Search** link. The **Advanced Search** page displays and the deleted search is no longer listed in the **Use Saved Search** drop-down list.

# COMMON NAVIGATION FEATURES

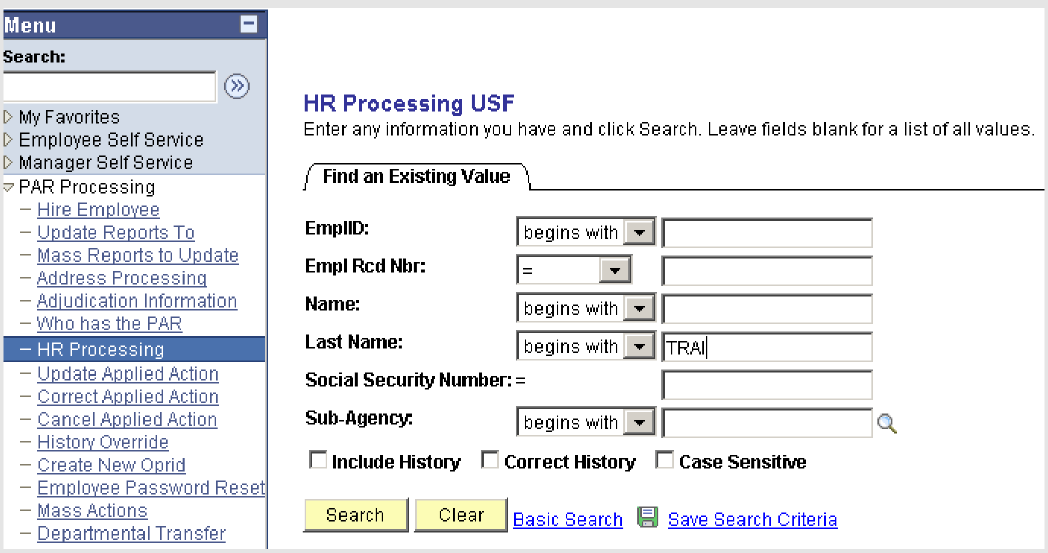
## TABS

Use the Component page to view or edit the details of a record.

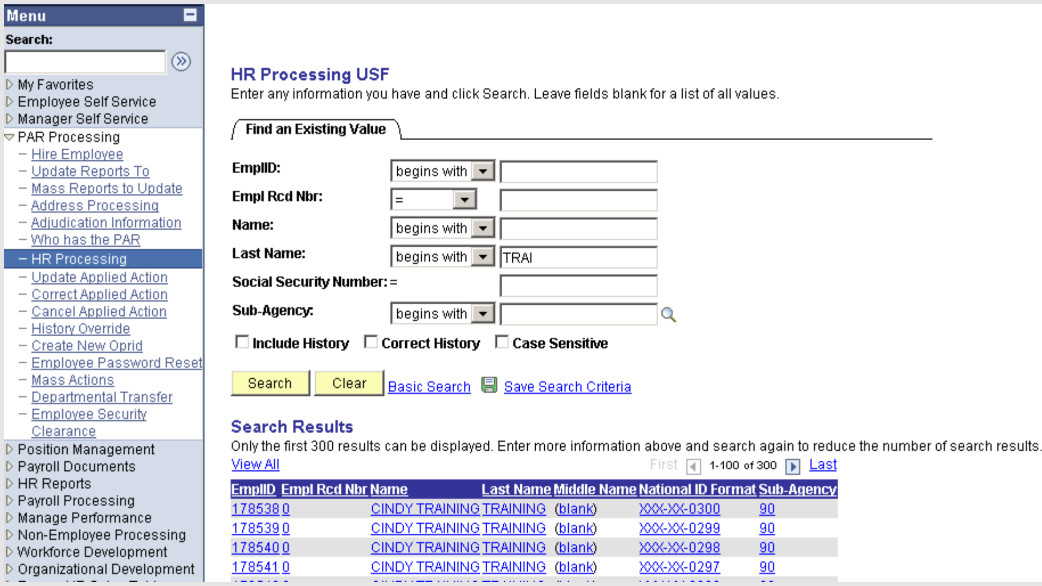
### Procedure: Using Tabs

1. Select the **PAR Processing** menu group.

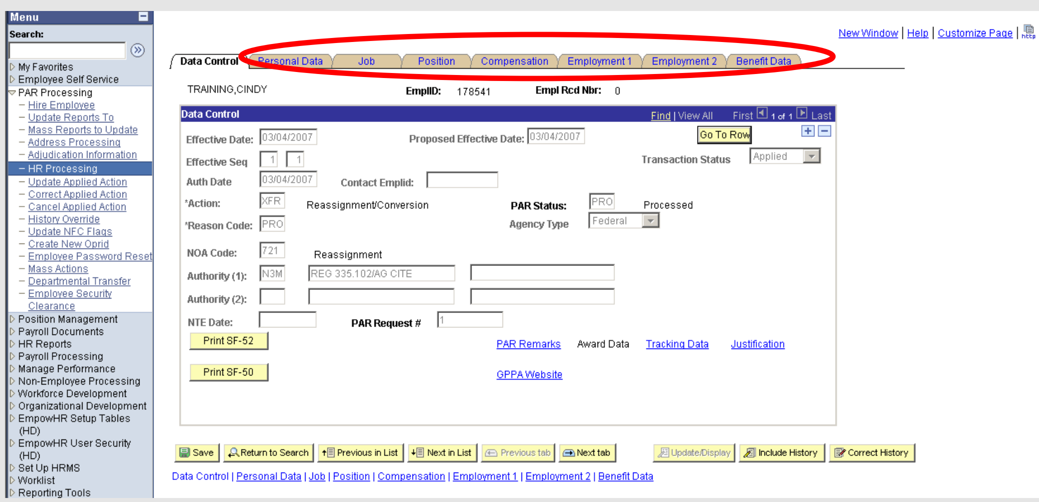
2. Select **HR Processing**. The **HR Processing – Find an Existing Value** page displays.



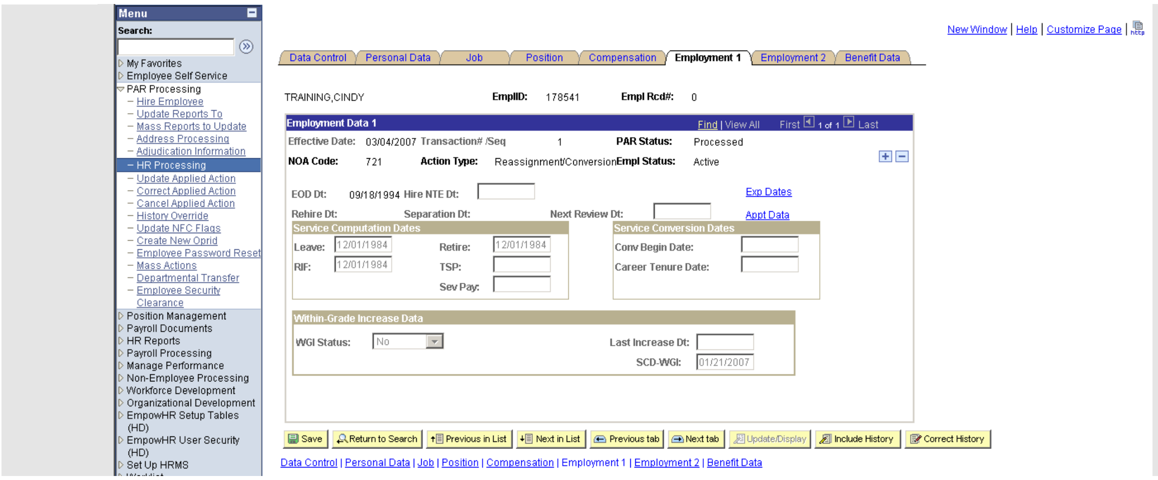

3. Perform a search.




4. Select a record from the **Search Results**. The desired record displays.




5. Tabs display at the top of many component pages. Each tab represents a category of related information for this menu component. The active tabs have black text on a white background and the inactive tabs have blue text on a tan background. Select the tab desired to view that information.



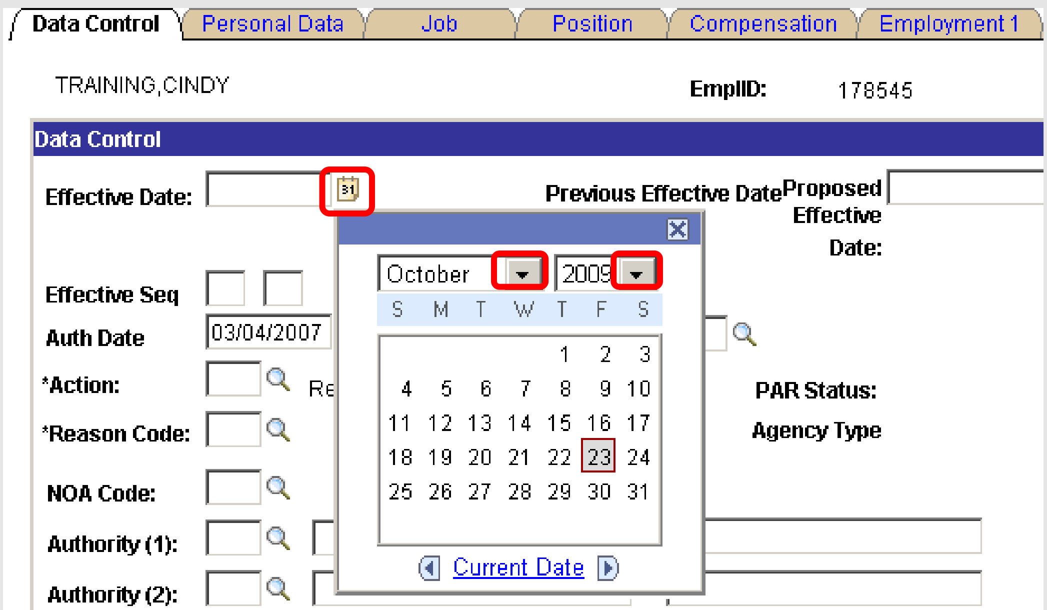
Menu
Search:
My Favorites
Employee Self Service
PAR Processing
Hire Employee
Update Reports To
Mass Reports to Update
Address Processing
Adjudication Information
HR Processing
Update Applied Action
Correct Applied Action
Cancel Applied Action
History Override
Update NFC Flags
Create New Oprid
Employee Password Reset
Mass Actions
Departmental Transfer
Employee Security Clearance
Position Management
Payroll Documents
HR Reports
Payroll Processing
Manage Performance
Non-Employee Processing
Workforce Development
Organizational Development
EmpowHR Setup Tables (HD)
EmpowHR User Security (HD)
Set Up HRMS
New Window | Help | Customize Page
Data Control
Personal Data
Job
Position
Compensation
Employment 1
Employment 2
Benefit Data
TRAINING,CINDY
EmplID: 178541
Empl Rcd#: 0
Employment Data 1
Find | View All
First 1 of 1 Last
Effective Date: 03/04/2007
Transaction# /Seq 1
PAR Status: Processed
NOA Code: 721
Action Type: Reassignment/Conversion
Empl Status: Active
EOD Dt: 09/18/1994
Hire NTE Dt:
Exp Dates
Rehire Dt:
Separation Dt:
Next Review Dt:
Appt Data
Service Computation Dates
Leave: 12/01/1984
Retire: 12/01/1984
RIF: 12/01/1984
TSP:
Sev Pay:
Service Conversion Dates
Conv Begin Date:
Career Tenure Date:
Within-Grade Increase Data
WGI Status: No
Last Increase Dt:
SCD-WGI: 01/21/2007
Save
Return to Search
Previous in List
Next in List
Previous tab
Next tab
Update/Display
Include History
Correct History
Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

## CALENDAR ICON

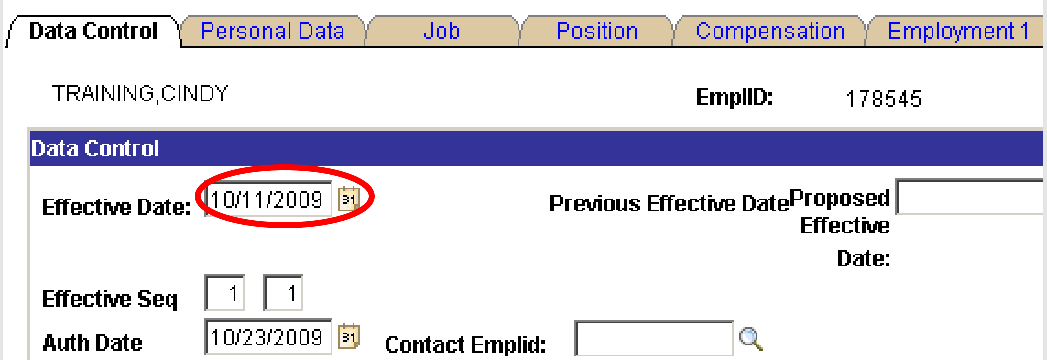
Click the Calendar icon to enter dates.

### Procedure: Using the Calendar Icon

1. Click the **Calendar** icon to expand the calendar. Drop-down lists enable the selection of a particular month or a particular year from a list.

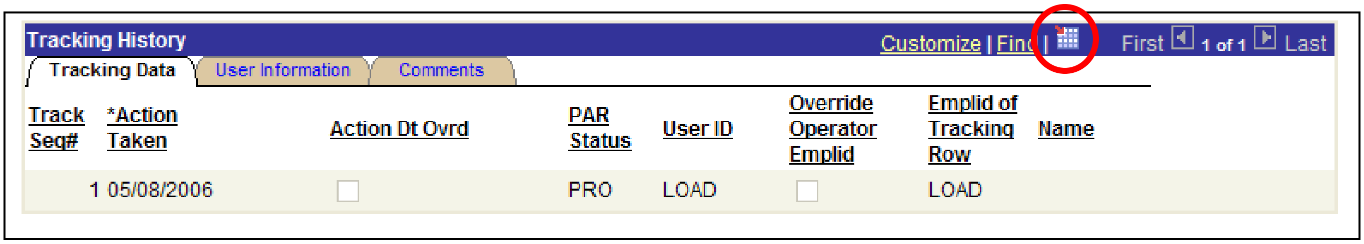



2. Select a specific date. The date is entered in the field.



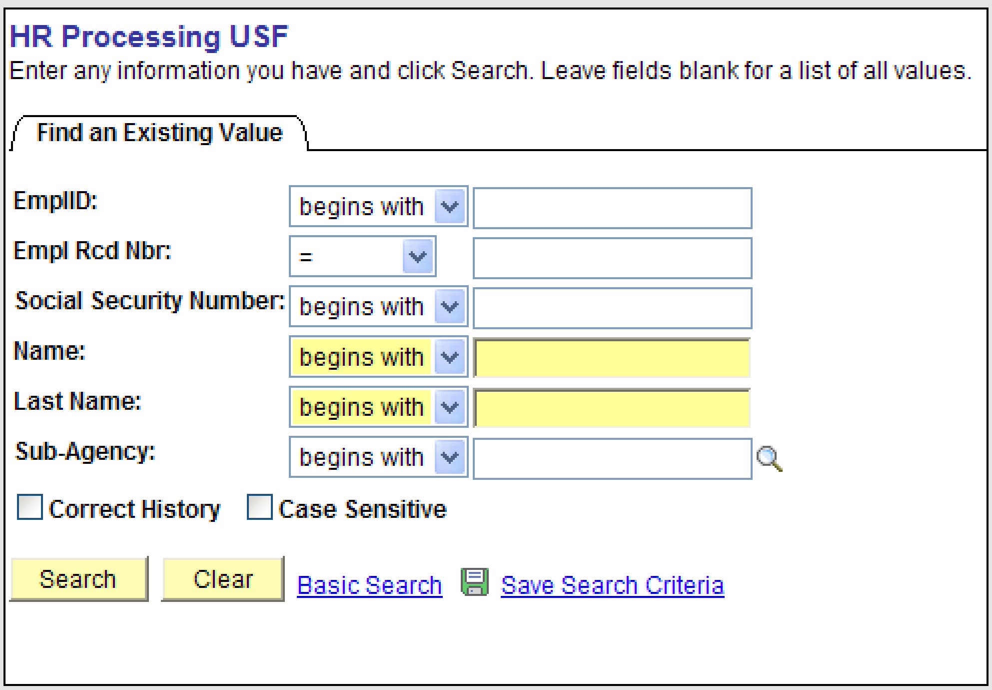
## DOWNLOAD TO EXCEL

Use the Download button to export data into Microsoft Excel.

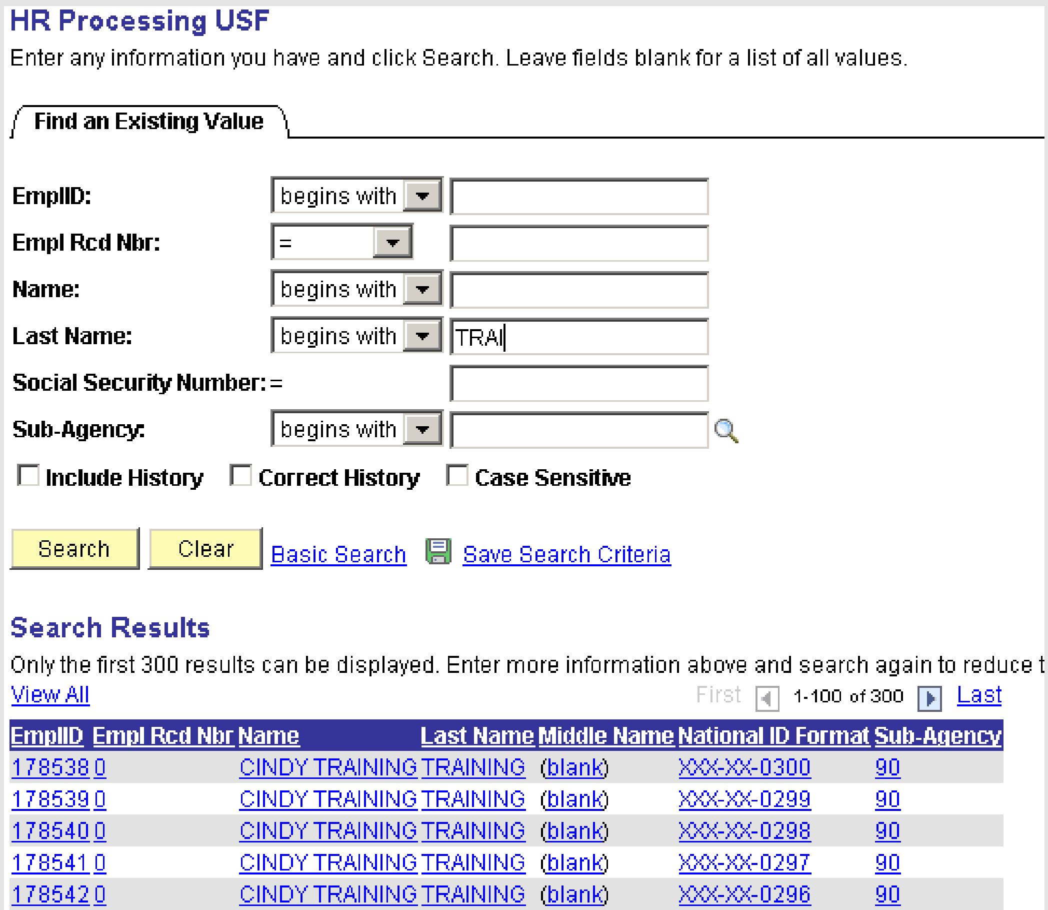



### Procedure: Download to Excel

1. To download a list into Excel, navigate to the desired page. In this example, the **HR Processing USF – Find an Existing Value** page displays.



2. Perform a search.



HR Processing USF

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

Find an Existing Value

EmplID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with TRAI

Social Security Number: =

Sub-Agency: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

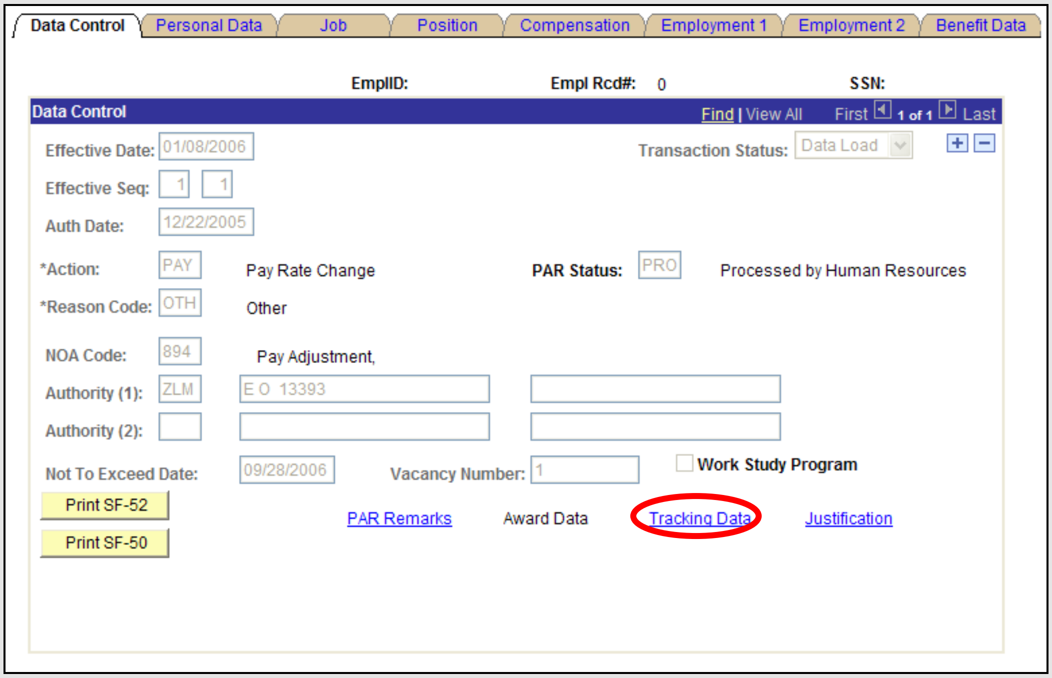
Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce t

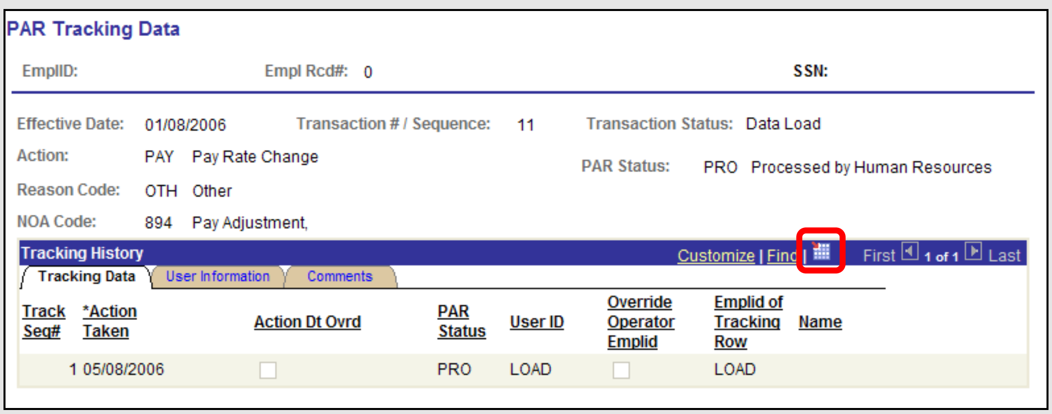
View All First 1-100 of 300 Last

| EmplID | Empl Rcd Nbr | Name | Last Name | Middle Name | National ID Format | Sub-Agency |
|---|---|---|---|---|---|---|
| 178538 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0300 | 90 |
| 178539 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0299 | 90 |
| 178540 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0298 | 90 |
| 178541 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0297 | 90 |
| 178542 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0296 | 90 |

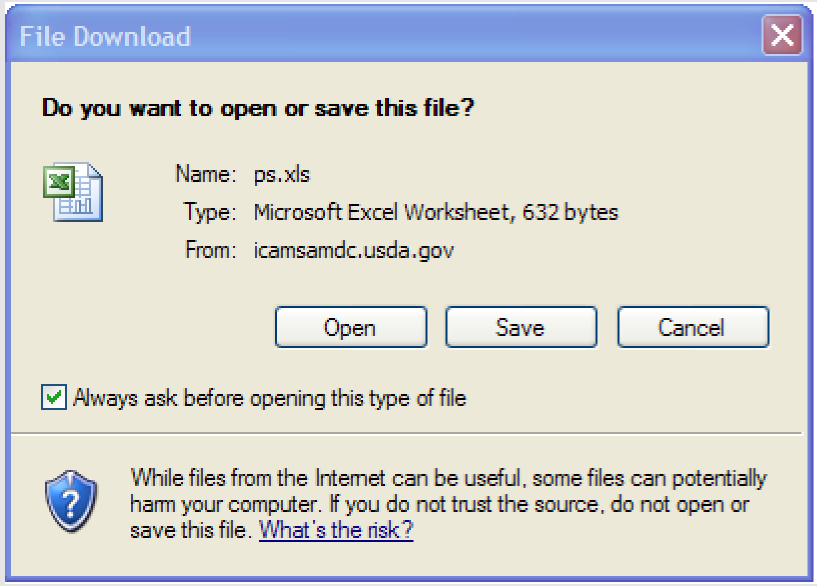
3. Select a record from the **Search Results**. The record displays.



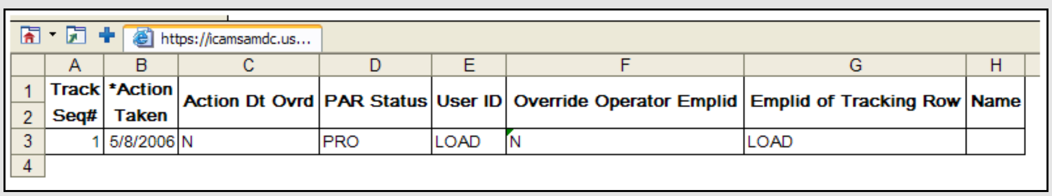

4. Select the **Tracking Data** link. The **PAR Tracking Data** page displays.




5. Click the **Download** button. The **File Download** dialog box displays.




6. Click the **Open** button. The data displays in an Excel spreadsheet.



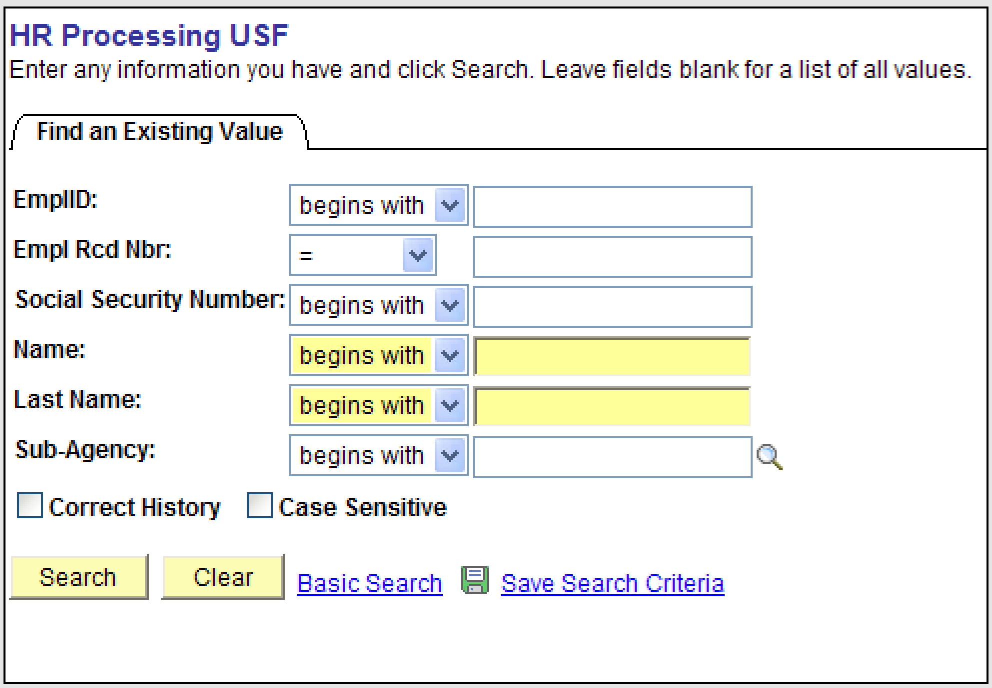
| Track Seq# | *Action Taken | Action Dt Ovrd | PAR Status | User ID | Override Operator Emplid | Emplid of Tracking Row | Name |
|---|---|---|---|---|---|---|---|
| 1 | 5/8/2006 | N | PRO | LOAD | N | LOAD | |

## ADD A NEW ACTION

Use Employee Self Service, Manager Self Service, PAR Processing, Position Management, Payroll Documents or Manage Performance to add information or a new action to the database.

### Procedure: Add a New Action

1. To add a new action, navigate to the desired page. In this example, the **HR Processing USF – Find an Existing Value** page displays.



HR Processing USF

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

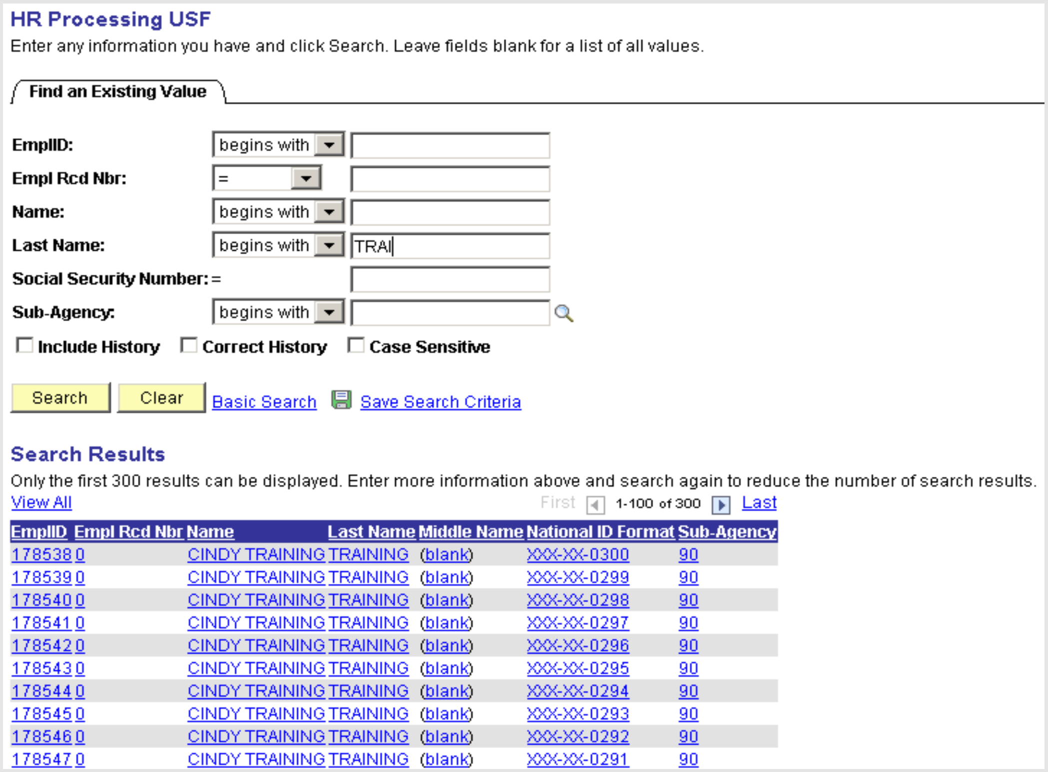
Find an Existing Value

| | | |
|---|---|---|
| EmplID: | begins with | |
| Empl Rcd Nbr: | = | |
| Social Security Number: | begins with | |
| Name: | begins with | |
| Last Name: | begins with | |
| Sub-Agency: | begins with | |

Correct History   Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

2. Perform a search.


HR Processing USF

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

Find an Existing Value

EmplID: begins with
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with TRAI
Social Security Number: =
Sub-Agency: begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

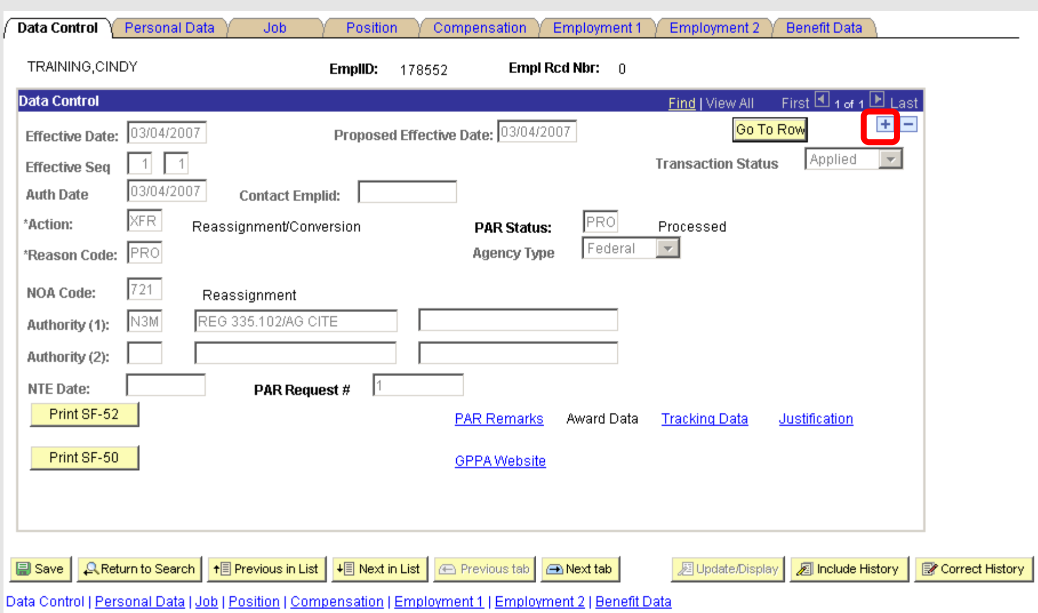
Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All  First  1-100 of 300  Last

| EmplID | Empl Rcd Nbr | Name | Last Name | Middle Name | National ID Format | Sub-Agency |
|---|---|---|---|---|---|---|
| 178538 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0300 | 90 |
| 178539 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0299 | 90 |
| 178540 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0298 | 90 |
| 178541 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0297 | 90 |
| 178542 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0296 | 90 |
| 178543 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0295 | 90 |
| 178544 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0294 | 90 |
| 178545 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0293 | 90 |
| 178546 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0292 | 90 |
| 178547 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0291 | 90 |

3. Select a record from the **Search** results. The record displays.


Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

TRAINING,CINDY  EmplID: 178552  Empl Rcd Nbr: 0

Data Control  Find | View All  First 1 of 1 Last

Effective Date: 03/04/2007  Proposed Effective Date: 03/04/2007  Go To Row

Effective Seq 1 1  Transaction Status Applied

Auth Date 03/04/2007  Contact Emplid:

*Action: XFR Reassignment/Conversion  PAR Status: PRO Processed

*Reason Code: PRO  Agency Type Federal

NOA Code: 721 Reassignment

Authority (1): N3M REG 335.102/AG CITE

Authority (2):

NTE Date:  PAR Request # 1

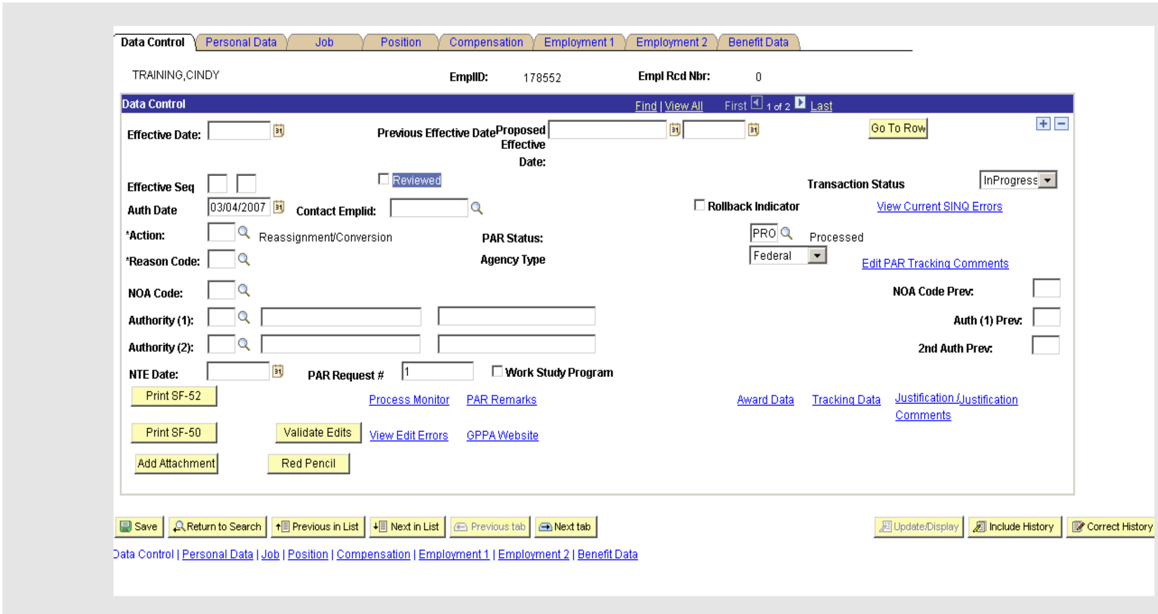
Print SF-52  PAR Remarks  Award Data  Tracking Data  Justification

Print SF-50  GPPA Website

Save | Return to Search | Previous in List | Next in List | Previous tab | Next tab | Update/Display | Include History | Correct History

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

4. Click the **+** button. A blank duplicate row displays.




**NOTE: THE NUMBER OF ACTIONS OR ROWS INDICATED IS HIGHER AND CAN BE VIEWED BY NAVIGATING BETWEEN THE DIFFERENT ACTIONS OR ROWS.**

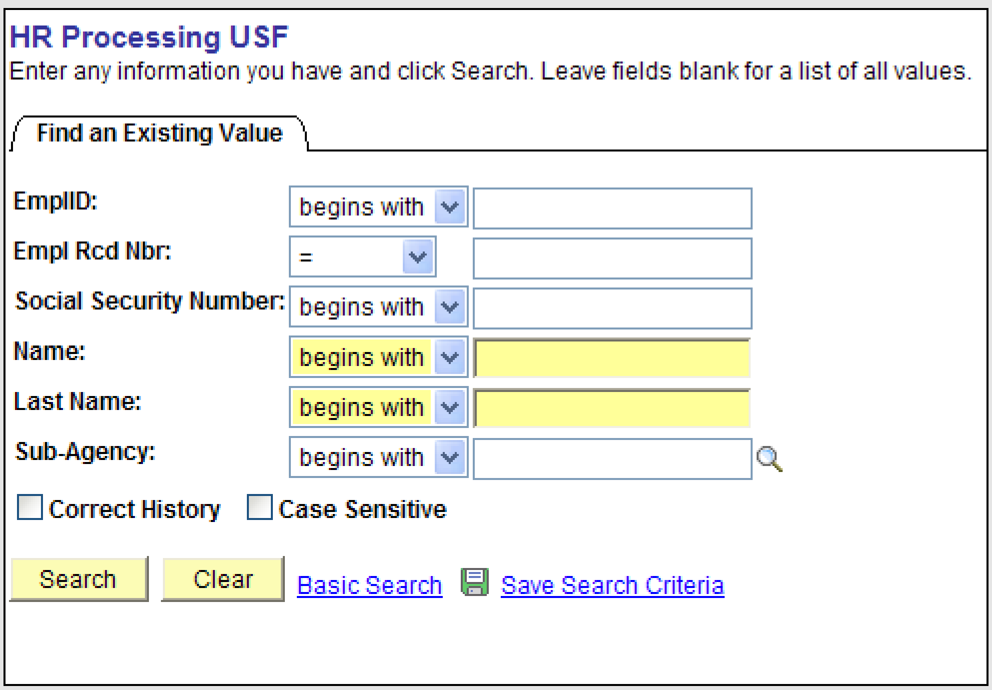
## EFFECTIVE DATE

These date fields are used to organize information within the EmpowHR system chronologically. Effective Date fields allow the user to record both historical and future occurrences, such as the creation of an account, the inactivation of a department, or the updating of an address.

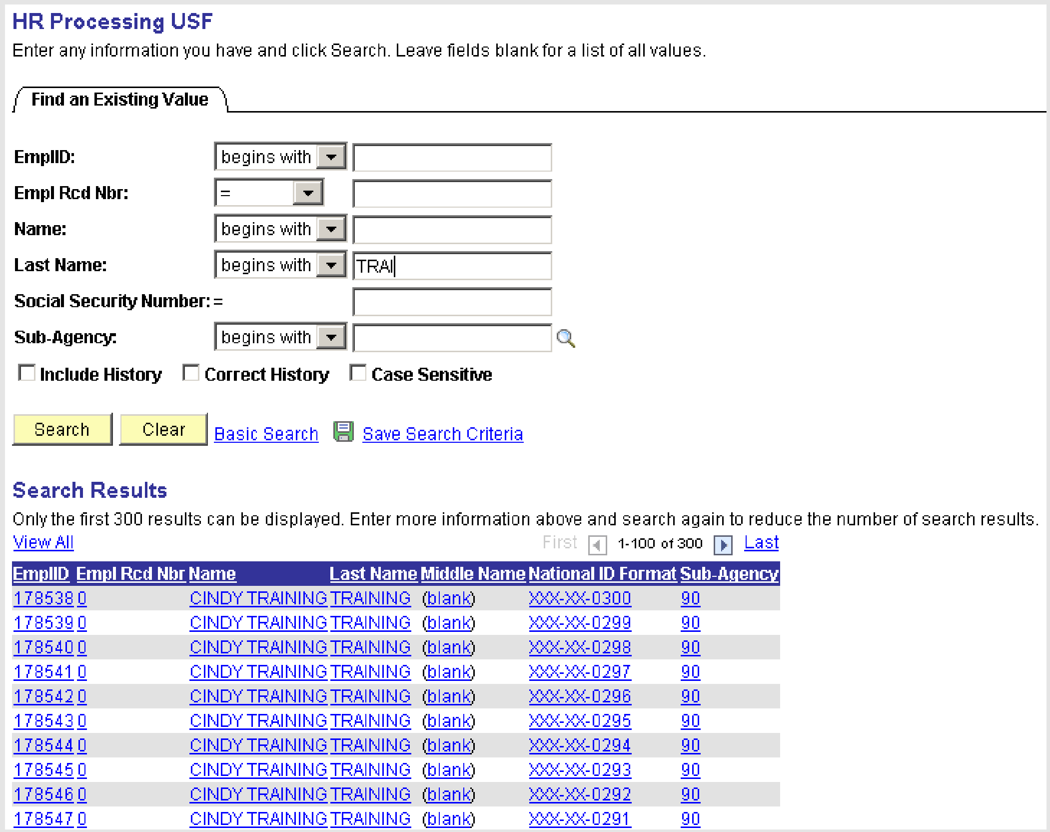
### Procedure: Enter an Effective Date

1. Select the **PAR Processing** menu group.

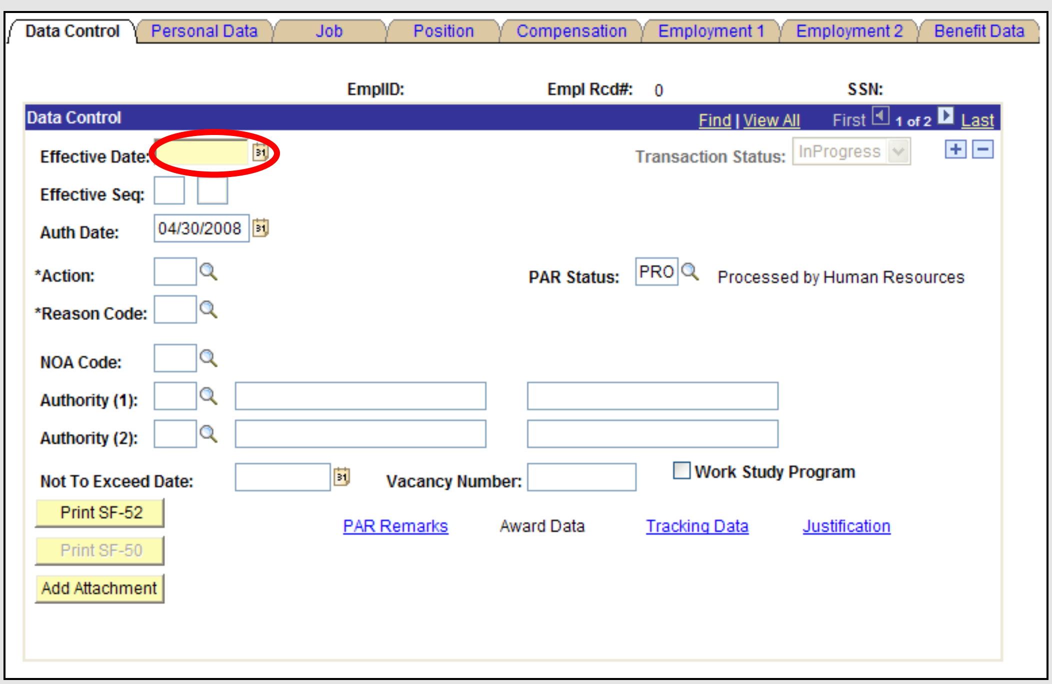
2. Select the **HR Processing** component. The **HR_Processing USF – Find an Existing Value** page displays.




3. Perform a search.

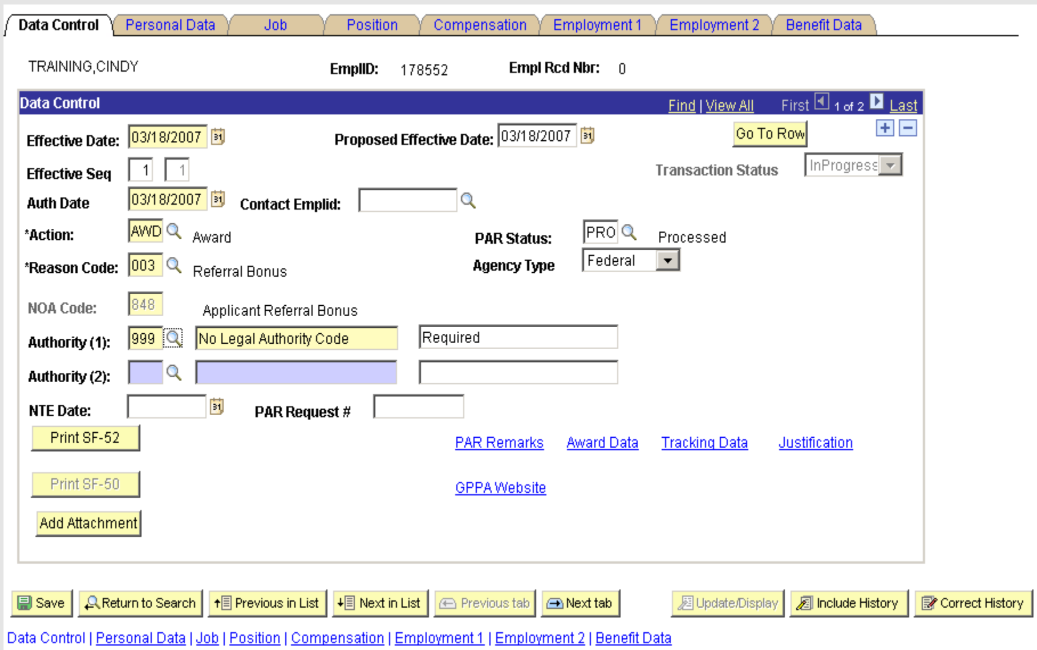



4. Select a record from the **Search Results**. The record displays.



5. Enter the effective date in the **Effective Date** field.

6. Update any other information necessary pertaining to the effective date.




7. Click the **Save** button. The effective dated information is saved.

## SEQUENCING

If entering more than one action for the same effective date, each action must have a sequential authentication date. NFC does not use EmpowHR Sequence Number field for that function.

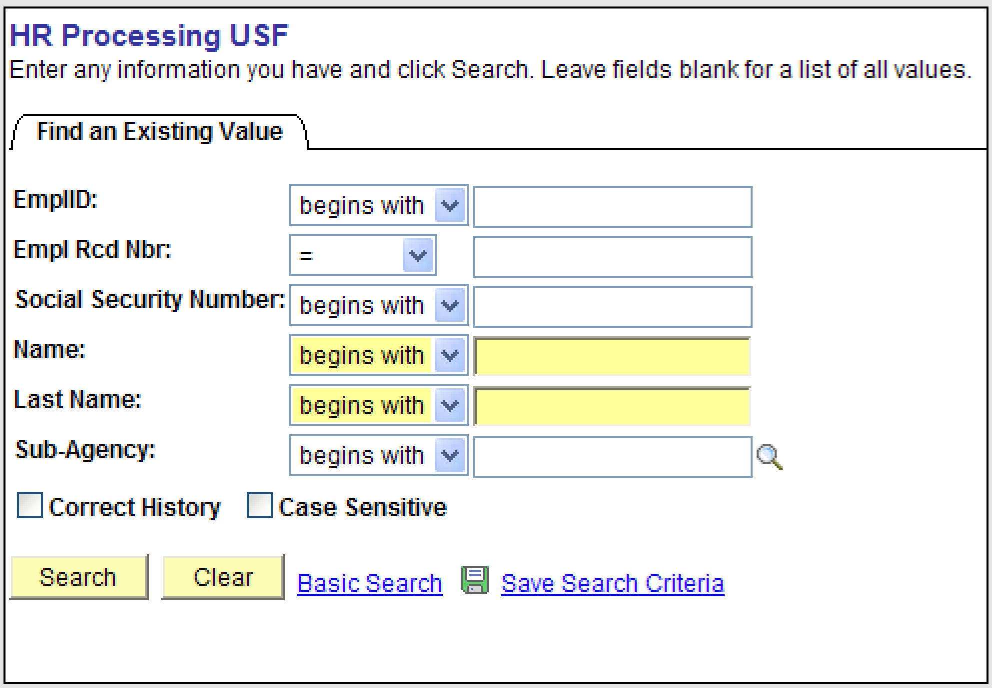
## REQUIRED FIELDS

Required fields are designated by an asterisk next to the mandatory field. These fields may not be blank. An error message is received when they are not completed.

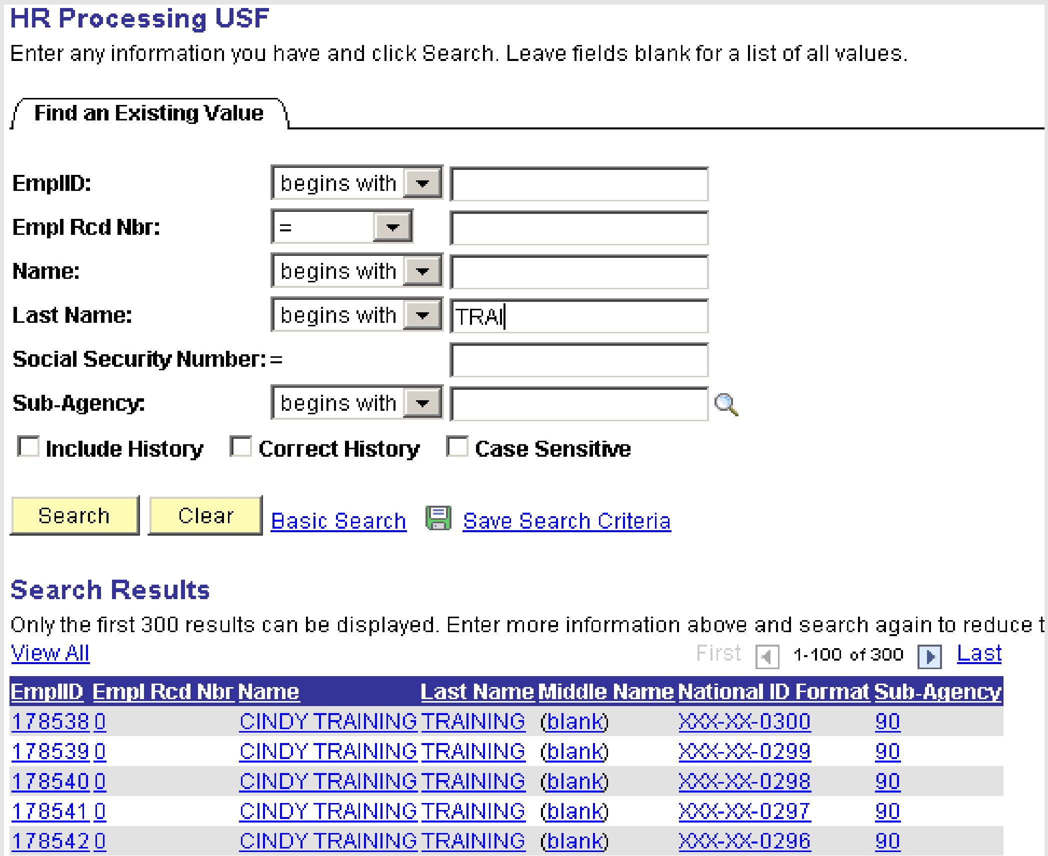
### Procedure: Entering Required Fields

1. Select the **PAR Processing** menu group.

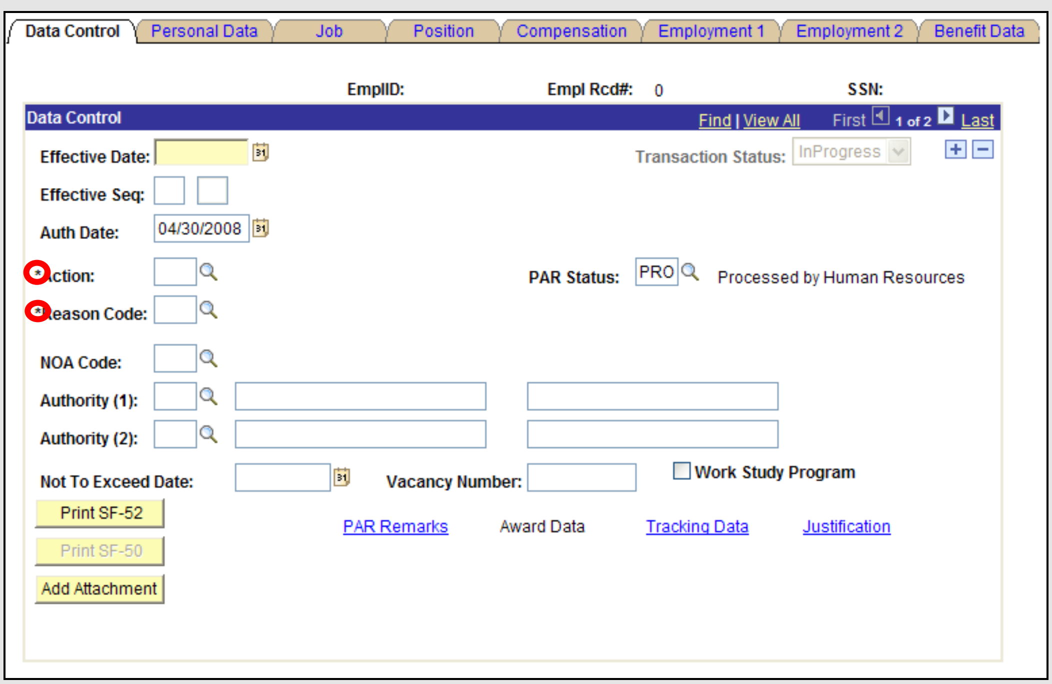
2. Select the **HR Processing**. The **HR_Processing USF – Find an Existing Value** page displays.



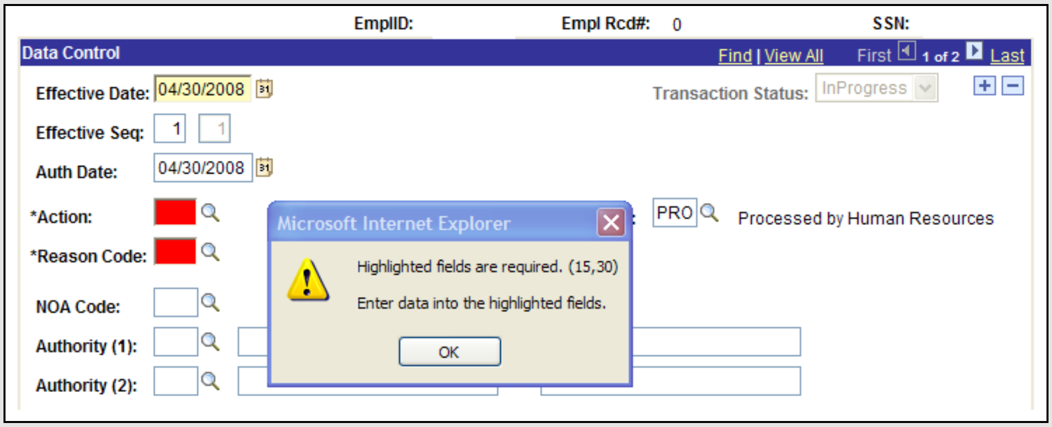

3. Perform a Search.




4. Select a record from the **Search Results**. The record displays.

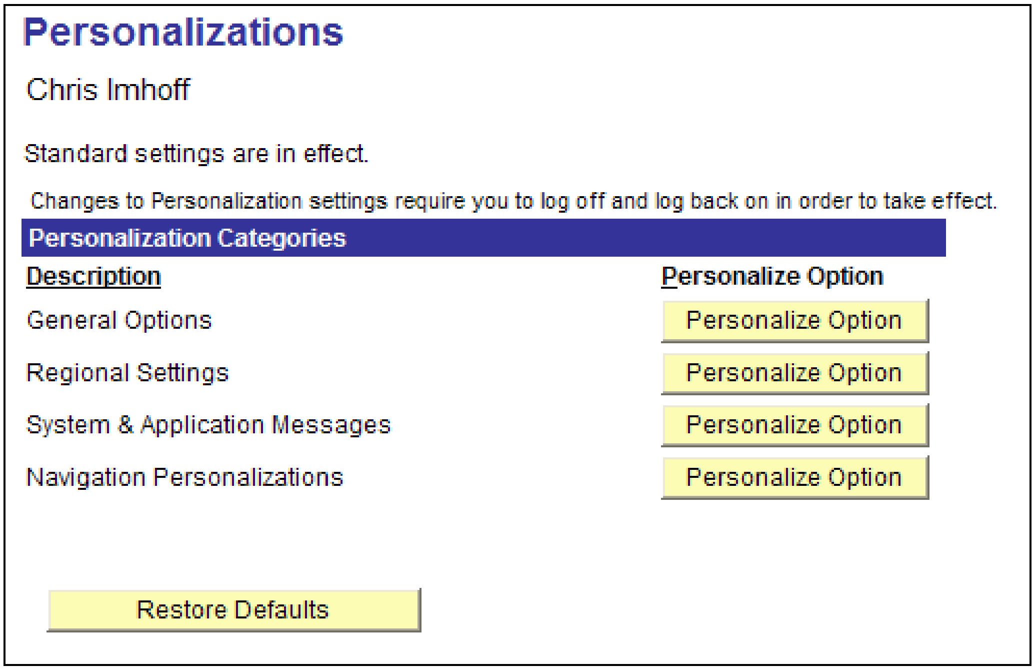


5. In this example, there is an asterisk next to the **Action** and **Reason Code** fields identifying them as required fields and must be populated before continuing. An error message displays when they are not completed and the required fields are highlighted in red.



## MY PERSONALIZATIONS

The Menu choice My Personalizations allows users to customize the EmpowHR experience. Users can establish settings that are applied when they log in regardless of machine or physical location.

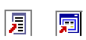



To review or change the personalized options, click the Personalize Option button for the category. An Explain link for each item provides additional information about the various selections. Use the Personalizations page to make the following choices:

| OPTION | DEFINITION |
|---|---|
| **General Options** | Accessibility features for assistive technologies, such as screen readers; the number of minutes a page is held in browser cache. |
| **Regional Settings** | Afternoon designator (PM or pm); date format for displayed dates; local time zone selection; morning designator (AM or am); time format for displayed time. |
| **System & Application Messages** | Displays a warning message when a user tries to leave a transaction without saving changes. |
| **Navigation Personalizations** | Collapse of menu each time the user opens a transaction page; "Tab over" option to indicate page elements to skip when using the [Tab] key to move around the pages (e.g. entering a date and skipping the calendar icon using the [Tab] key). |

# NAVIGATION TIPS

| TERMINOLOGY | DEFINITION |
|---|---|
| **Sign In Page** | Enter the User ID and Password to log into the system. The EmpowHR User ID and Password are the same as the network User Name and Password. |
| **Homepage** | The EmpowHR page displayed after sign in. It contains the menu items available to the user. |
| **Left Navigation Menu** | Consists of folder drop-downs and can be collapsed or hidden to make more room. |
| **Universal Navigation Header** | Menu in upper right corner of EmpowHR |
| **Pages** | Actual data entry page, grouped under Components. |
| **Search Dialog Page** | Used to select valid values to retrieve data to display a valid value for a field. |
| **Search Key Fields** | Found on the Search Dialog Page. |
| **Search Key Values** | Found in the Search Key Fields. |
| **Search Topic Name** | Used to identify the field/page. |
| **Partial Search** | Allows entry of partial values to perform a search. |
| **Search Results** | List displayed after clicking the button. Search results are limited to 300 records. |
| **Basic Search** | Limited search. |

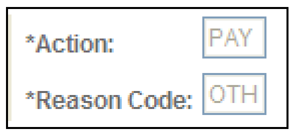
| Button or Link | DEFINITION |
|---|---|
|  | Add a Row/Delete a Row |
|  | Drop-down field |
|  | Add Multiple Rows |
|  | Calendar |
|  | Checkbox |
| * | Indicates A Required Field (Next to Field Name) |
|  | Previous Record/Next Record |
|  | Look Up |
| Previous in List | Previous Record In List |
| Next in List | Next Record In List |
| Refresh | Refreshes Page (Calculates Formulas/Values) |
|  | Drill Down To Detail (May result in a New Window) |
| **New Window** | Link that displays a new window |
| Save | Save Record |
| Return to Search | Returns to Previous Search Page |
| Update/Display | Allows For Recall of Existing Record For Revision or Review |
| Next tab | Navigates to Next Tab in Component |
| Include History | Includes History with Effective Date information |
| Previous tab | Returns to Previous tab |
| Correct History | Allows correction of information on record. |
| Notify | Sends E-mail Notification |

| TERMINOLOGY | DEFINITION |
|---|---|
| %<br>_ | Wildcard for fields in Search Pages. |
| **T** | Shortcut to enter today's date into the Date field. |
| **[Alt] + "x"** | Using [Alt] with the underlined letter on the tab takes the user to the hyperlink for that page at the bottom of the current page. Press [Enter] to move to that page. |
| **[Alt] + Tab** | Toggle between open windows on the PC. |
| **[Alt] + Left Arrow** | Moves backward through previously viewed page. |
| **[Alt] + Right Arrow** | Moves forward through previously viewed pages. |
| **[Alt] + Down Arrow** | Moves selected item down in the browser Favorites list (once the user is within the Organize Favorites dialog box). |
| **[Alt] + Up Arrow** | Moves selected item up in the browser Favorites list (once the user is within the Organize Favorites dialog box). |
| **[Alt] + D** | Selects the text or URL in the address bar of the browser. |
| **[Alt] + E** | Opens the Edit Menu Drop-down from the Toolbar. |
| **[Alt] + F** | Opens File Menu Drop-down from the Toolbar. |
| **[Alt] + H** | Opens the Help Menu Drop-down from the Toolbar. |
| **[Alt] + T** | Opens the Tools Menu Drop-down from the Toolbar. |
| **[Alt] + V** | Opens the View Menu Drop-down from the Toolbar. |
| **[Ctrl] + B** | Opens the Organize Favorites dialog box for the browser. |
| **[Ctrl] + C** | Copies highlighted text. |
| **[Ctrl] + D** | Adds the current page to the browser Favorites. |
| **[Ctrl] + F** | Opens the Find on this Page Search. |
| **[Ctrl] + J** | Opens or Closes a PeopleTools Info Window. |
| **[Ctrl] + L** | Opens or Closes the list of browser Favorites. |
| **[Ctrl] + N** | Opens a New Window – identical to current Search page (tiled). |
| **[Ctrl] + P** | Prints the current page. |
| **[Ctrl] + W** | Closes the current active Window (same as windows "X"). |
| **[Ctrl] + V** | Pastes highlighted text where cursor has been placed in field. |
| **[Ctrl] + Y** | Toggles the Menu Open and Closed (Expanded and Contracted). |
| **[Ctrl] + K** | Provides a list of HOT KEYS! |

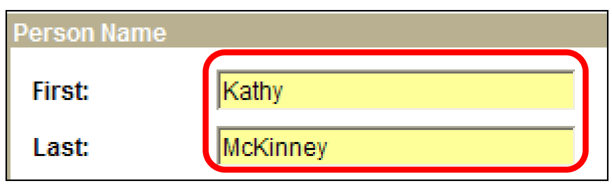
# DEFERRED PROCESSING FOR DATA VALIDATION

Several pages in EmpowHR operate in deferred processing mode. Most fields on these pages are not updated or validated until the page is saved or refreshed by clicking a button, link, or tab. Delayed processing has various implications for the field values on the page. For example, when a field contains a default value, any value entered before the system updates the page overrides the default. The system checks data validity in one of three ways.

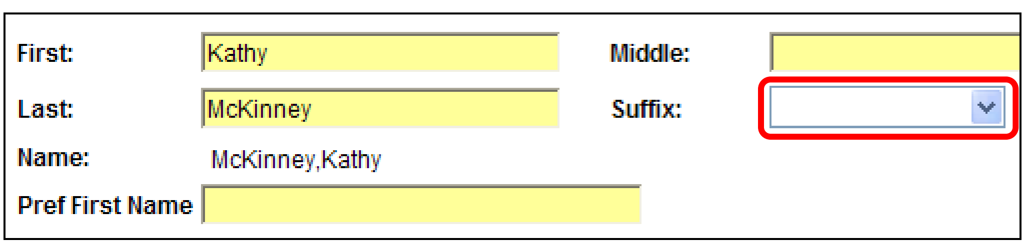
1. When data is entered, such as a social security number, the system checks to determine if it is valid or a duplicate immediately upon leaving the field.
2. When saving a record containing a required field, the system checks to determine if it is left blank or is in error, the system will alert the user to complete or correct it.
3. When the action does not pass the PINE edits after NFC processing.




An asterisk next to a field = an EmpowHR required field




Yellow highlighted field = an NFC required field




White fields = EmpowHR optional fields. May be required by the process but not by the system.

# SELECTING THE MENU GROUP

EmpowHR contains Navigation Pages that serve as alternatives to the Menu. Navigation Pages are accessed by selecting the Menu Group name on the Menu.

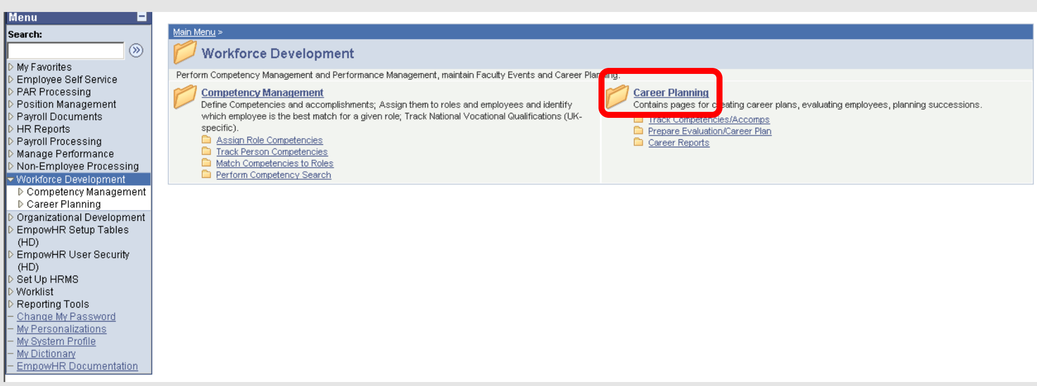
## Procedure: Selecting the Menu Group

1. The Navigation pages are in a graphical format that enables users to view the equivalent options on the Menu. The Navigation Pages incorporate icons to make it easier to navigate.

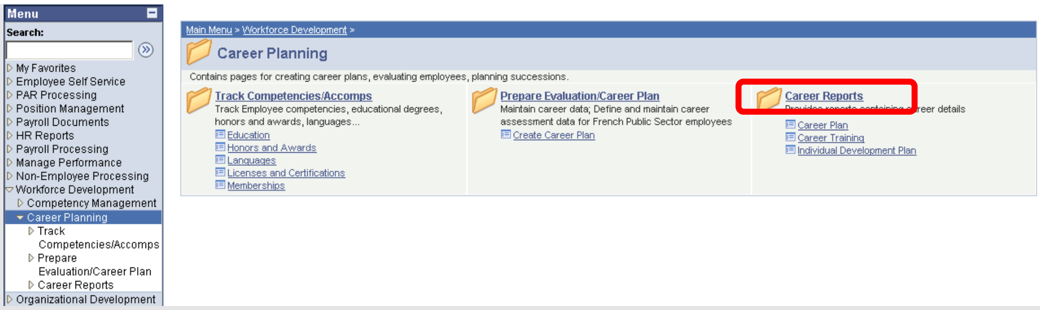
2. The options on Navigation pages are organized in folders. Options are embedded in folders, and folders and their components are displayed in a graphical format.

3. Items are accessed on the folder level or the Component level by clicking either links.

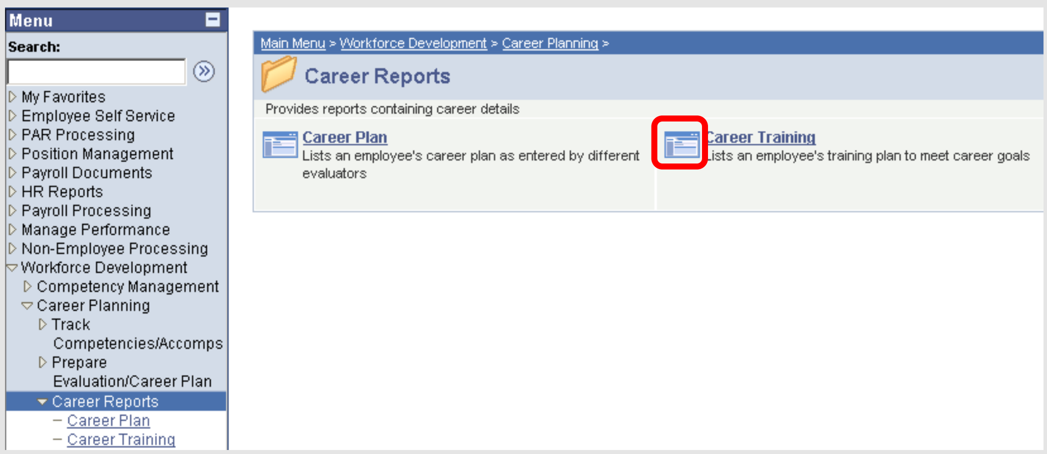
4. Select the **Workforce Development** link from the main menu. The **Workforce Development** navigation page displays with its Menu Groups, Items, and Components.



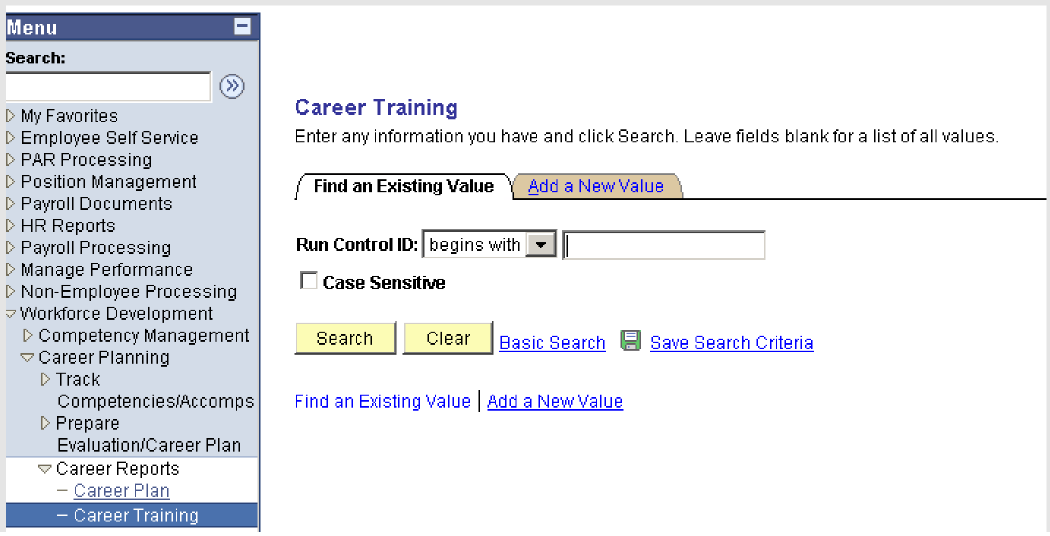

5. Select the **Career Planning** link or folder. The **Career Planning** menu group displays.



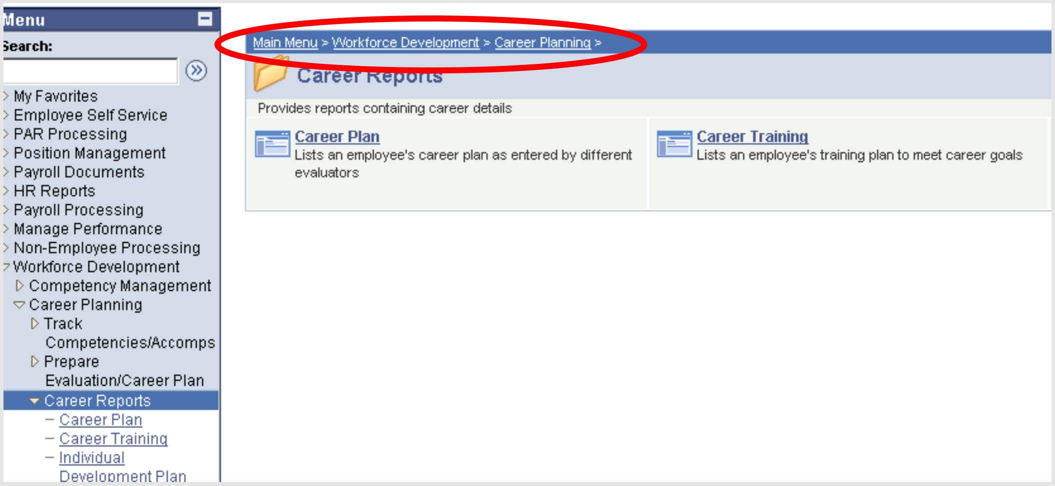

6. Select the **Career Reports** link or folder. The **Career Reports** menu items displays.




7. Select the **Career Training** link or icon. The **Career Training** page displays.



8. The navigation path displays at the top of the Navigation page and enables quick navigation to any page that is visited. It is used to navigate back to a previous page.



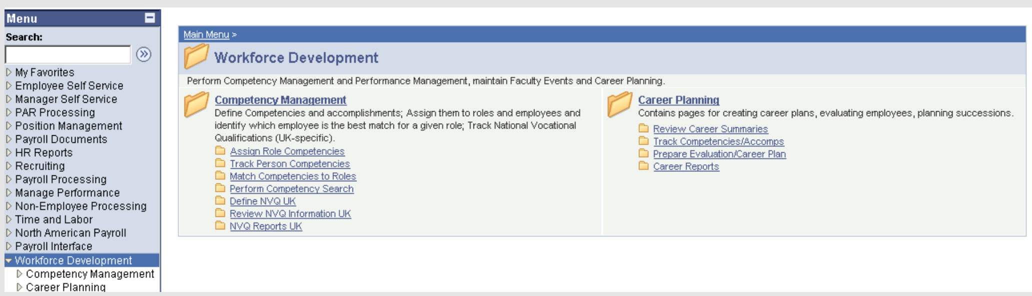
# USING THE NAVIGATION CENTER

Each Navigation Center is unique and contains options related to a specific application.

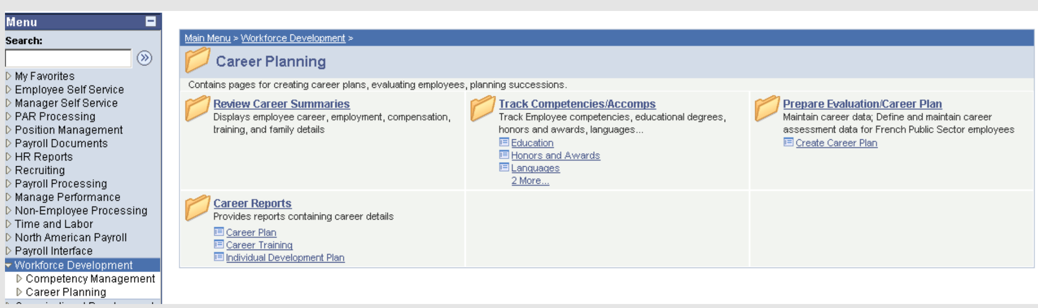
Use the **Navigation Center** page to view options related to a specific application.

## Procedure: Using the Navigation Center

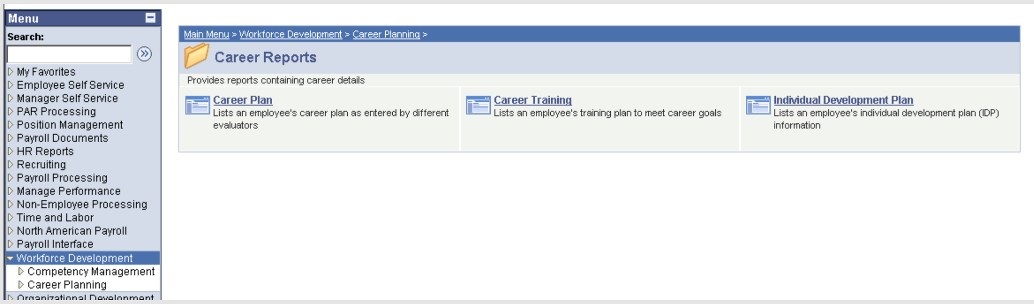
1. Select the **Workforce Development** menu group from the **menu**. The **Workforce Development** folder displays in the Navigation Center.



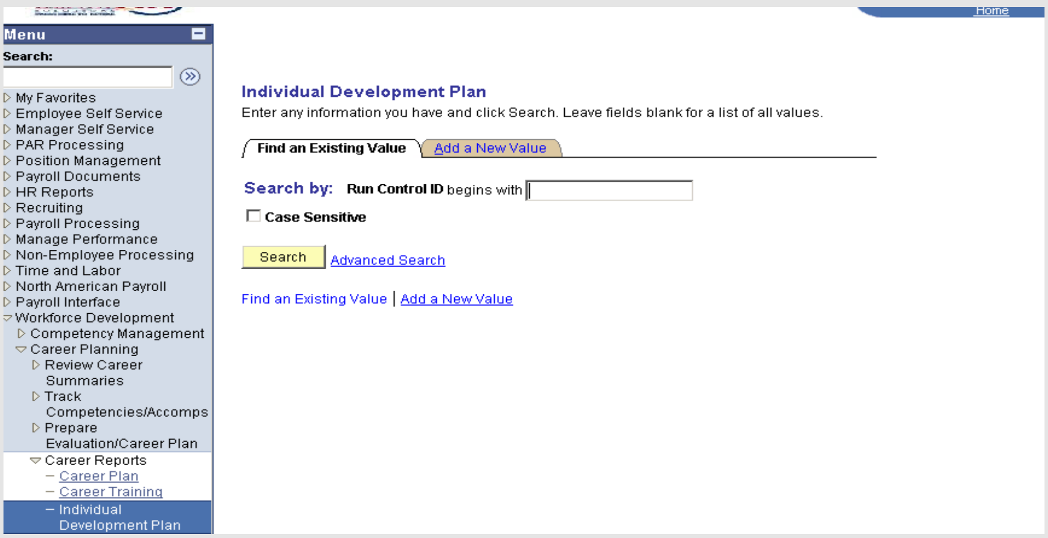

2. Select the desired **Menu Group** name or icon. This will drill-down to the **Menu**.




3. Select the desired menu item.




4. The components display.




**NOTE: TO NAVIGATE BACKWARDS, USE THE MENU ON THE LEFT.**

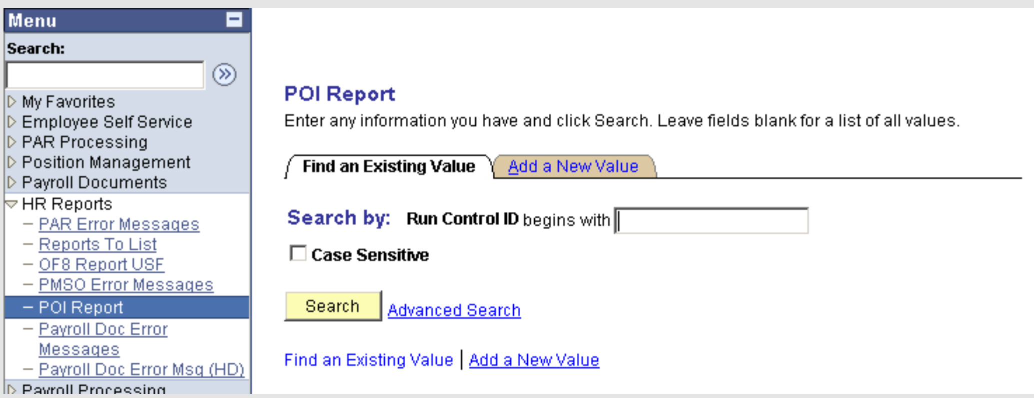
# USING REPORTS

## SCHEDULING A REPORT AND REPORT MANAGER

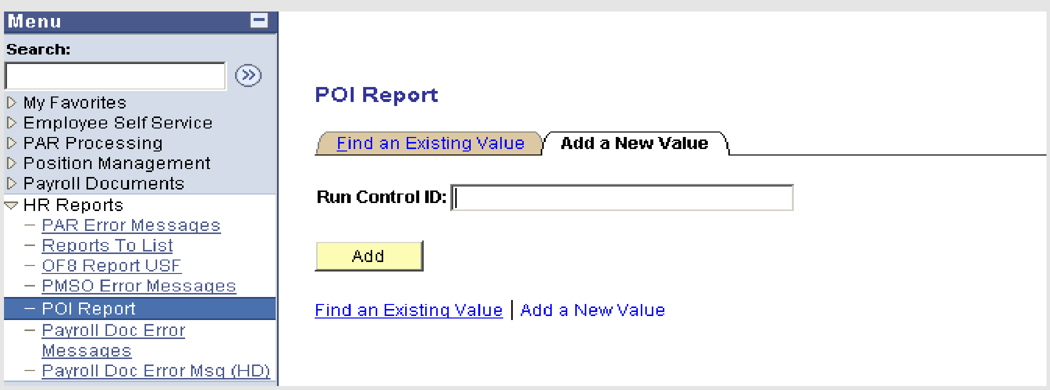
### Procedure: Scheduling a Report and Report Manager

1. Select the **HR Reports** menu group.

2. Select the **POI Report** component. The **POI Report – Find an Existing Value** page displays.

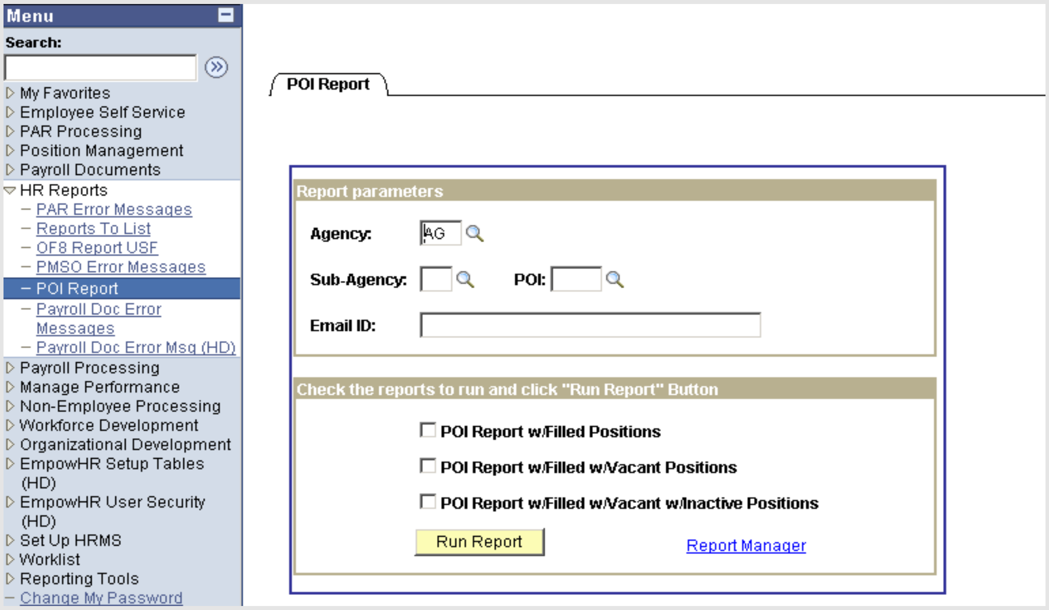



2. Select the **Add a New Value** tab.

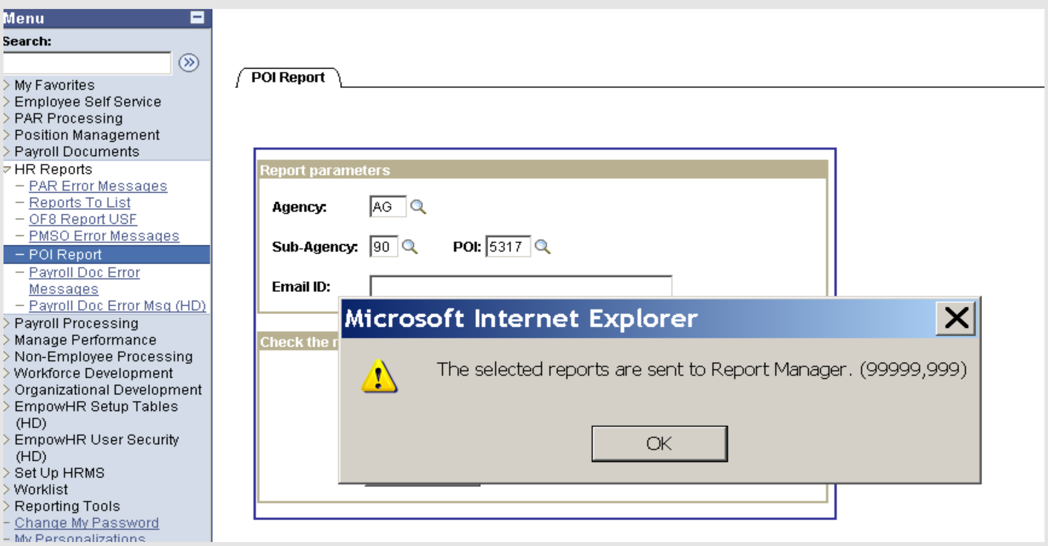



3. Enter a unique **Run Control ID:**

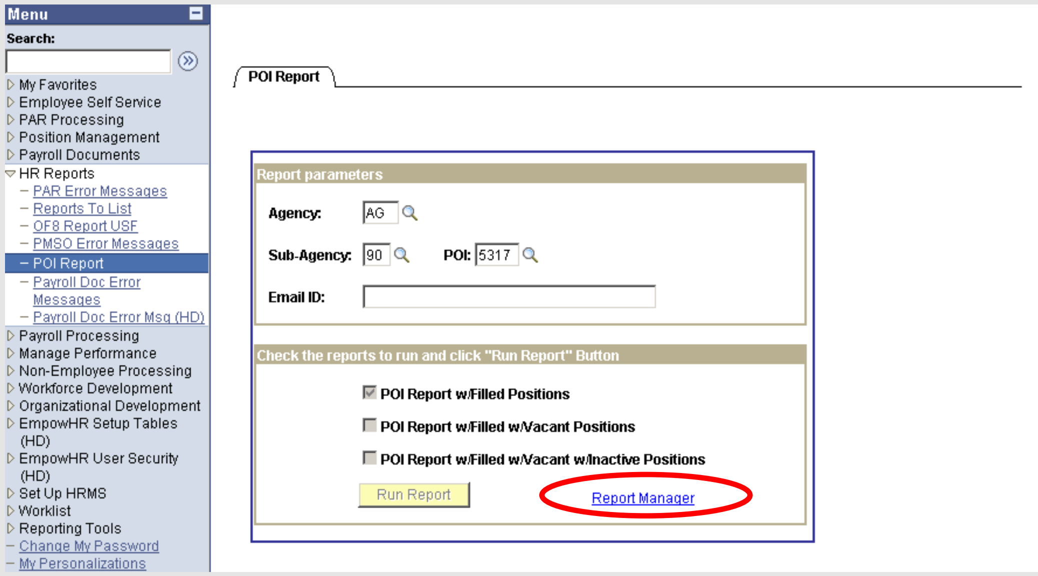
4. Click the **Add** button. In this example, the **POI Report** page displays.



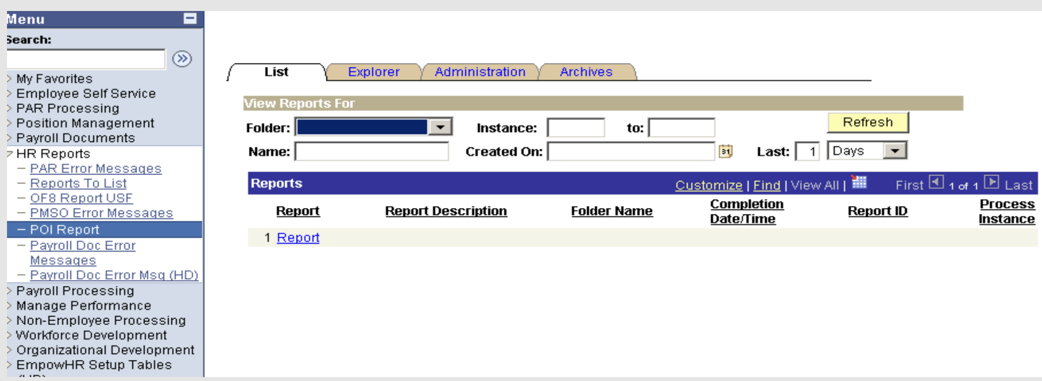

5. Enter parameters and select a report. Click the **Run Report** button. The **Process Scheduler Request** page displays.



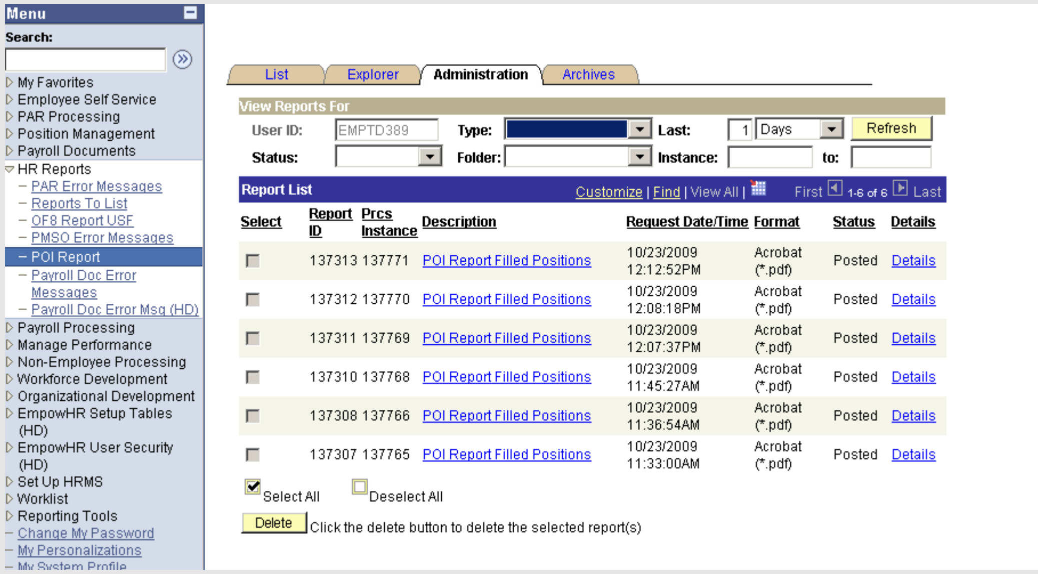

6. Click the OK button.




8. Select the **Report Manager** link. The **Report Manager** page displays.




9. Select the **Administration** tab. The **Report List** page displays.




10. Select the link for the desired report under the **Description** column. The report displays in a separate window.

# Chapter 2 Exercises

## Exercise 2-1 – Changing Passwords

The objective of this exercise is to change a password.

1. Select Change My Password.
2. Complete the Change My Password page using the current password and new password.
3. Save the new password.  Please remember the password.
4. Sign out of EmpowHR.

## Exercise 2-2 – Adding a Favorites Page

The objective of this exercise is to add a favorite to My Favorites.

1. Sign in to EmpowHR.
2. Navigate to My Personalizations.
3. Turn Automatic Menu Collapse on.
4. Save My Personalizations to My Favorites.
5. Sign out of EmpowHR.

## Exercise 2-3 – Adding a Favorites Page

The objective of this exercise is to add a favorite to My Favorites.

1. Sign in to EmpowHR.
2. Select Workforce Development >Career Planning > Career Reports
3. Add the following to My Favorites:
   - Career Plan
   - Career Training
   - Individual Development Plan

## Exercise 2-4 – Adding a Favorites Page

The objective of this exercise is to add a favorite to My Favorites.

1. Select Employee Self Service > View
2. Add the following to My Favorites:
   - Personal Information
   - Award Tracking
   - Training Summary
   - Job Information

## Exercise 2-5 – Deleting Favorites

The objective of this exercise is to delete favorites.

1. Select My Favorites.
2. Delete the following from My Favorites:
    - Individual Development Plan

## Exercise 2-6 – Organizing My Favorites

The objective of this exercise is to organize My Favorites.

1. Select My Favorites.
2. Organize favorites in the following order:
    0. • Change My Password
    1. • My Personalizations
    2. • Award Tracking
    3. • Individual Development Plan
    4. • Training Summary
    5. • Career Training
    6. • Job Information
    7. • Personal Information
3. Save the change.

## Exercise 2-7 – Adding Favorites using Navigation Center

The objective of this exercise is to add a favorite to My Favorites using the Navigation Center.

1. Select Position Management.
2. How many direct components are located in the Navigation Center?
3. Add Job Codes to My Favorites from the Navigation Center.
4. Add Position Information to My Favorites from the Navigation Center.

## Exercise 2-8 – Performing a Basic Search

The objective of the exercise is to perform a Basic Search.

1. Select PAR Processing > HR Processing
2. Select EmplID
3. Perform a basic search using Employee ID provided by the instructor
4. What is the employee's name? ______________________________

## Exercise 2-9 – Perform an Advanced Search with operators

The objective of the exercise is to perform an advance search using operators

1. Select PAR Processing > HR Processing
2. Select Last Name
3. Search for Last names beginning with TRAI
4. How many records are retrieved? _______________

## Exercise 2-10– Saving Search Criteria

The objective of the exercise is to save search criteria.

1. Save the search from the previous exercise.

2. Name the search Employee Name.

## Exercise 2-11– Performing an Advanced Search using wildcards

The objective of the exercise is to perform an advanced search using wildcards.

1. Select PAR Processing > HR Processing
2. Search for EmplIDs that contain “182”.
3. How many records are retrieved? ______________________

## Exercise 2-12 – Saving Search Criteria

The objective of the exercise is to save search criteria.

3. Save the search from the previous exercise.

4. Name the search Training Employees.

## Exercise 2-13 – Deleting Save Search Criteria

The objective of the exercise is to delete a saved search.

1. Delete saved search Employee Roles.

# CHAPTER 3

## POSITION MANAGEMENT

**Learning Objectives:**

- Creating a new Job Code
- Modifying an Existing Job Code
- Creating a new Position
- Modifying an existing Position

# ADDING A JOB CODE

Position Management is the process of assigning data to positions and moving employees in and out of those positions as appropriate. A Job Code and a Position must exist before a personnel transaction involving a position change is processed.

EmpowHR Position Management is a tool for maintaining on-line Job Code and Position data and does not replace management responsibility for submitting documents required for establishing Position Descriptions. A new Job Code is created in the system for a new position as needed. EmpowHR maintains a data history for Job Codes. Information at the Job Code level defaults to the Position level, and information at the Position level defaults to the employee record.

Job codes (Master Records) are used for grouping similar positions in a logical manner. A single Job Code can have one position or many positions. Positions (Individual Position, IP) are classified duties for the position within a department, both encumbered and vacant. Thus, many employees are linked. Many employees may share the same Job Code, even though they have different positions and perform work in different administrative codes, locations and organizations.

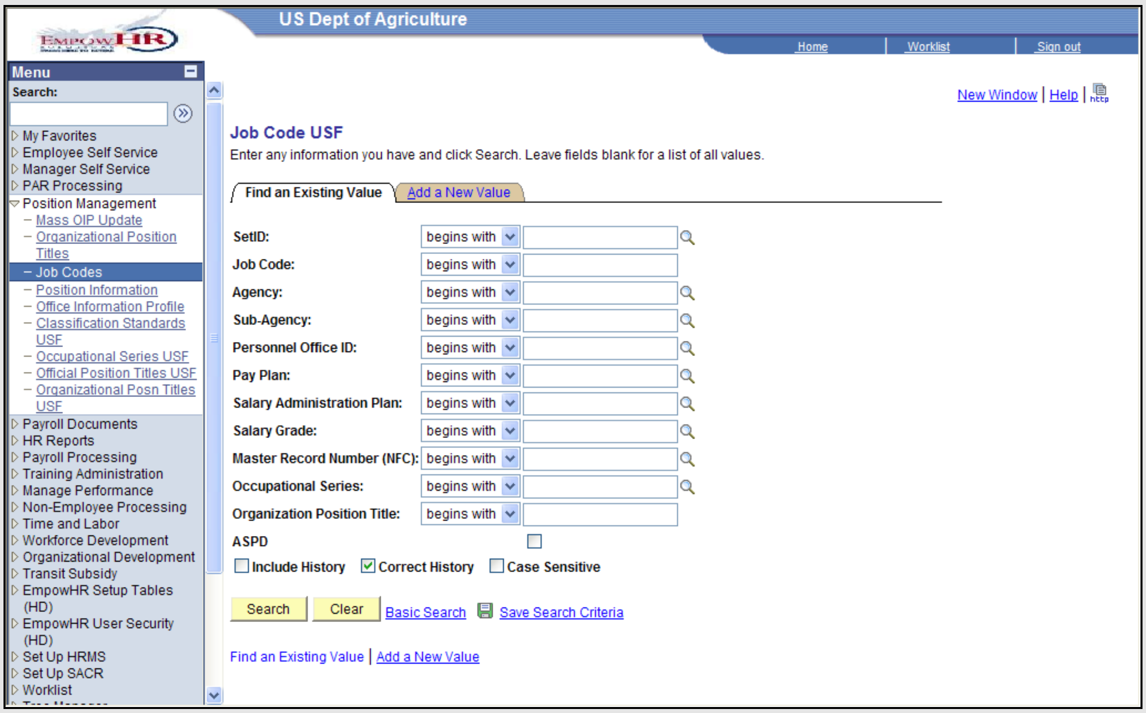
The Job Code number is a six digit number automatically assigned by EmpowHR when the Job Code information is saved. The user does not create this number.

ASPD (Agency Specific Position Description) Job Codes are standardized Job Code templates stored in a library in EmpowHR. When an ASPD is created, it only exists in EmpowHR. There is no import or export interface for this data.

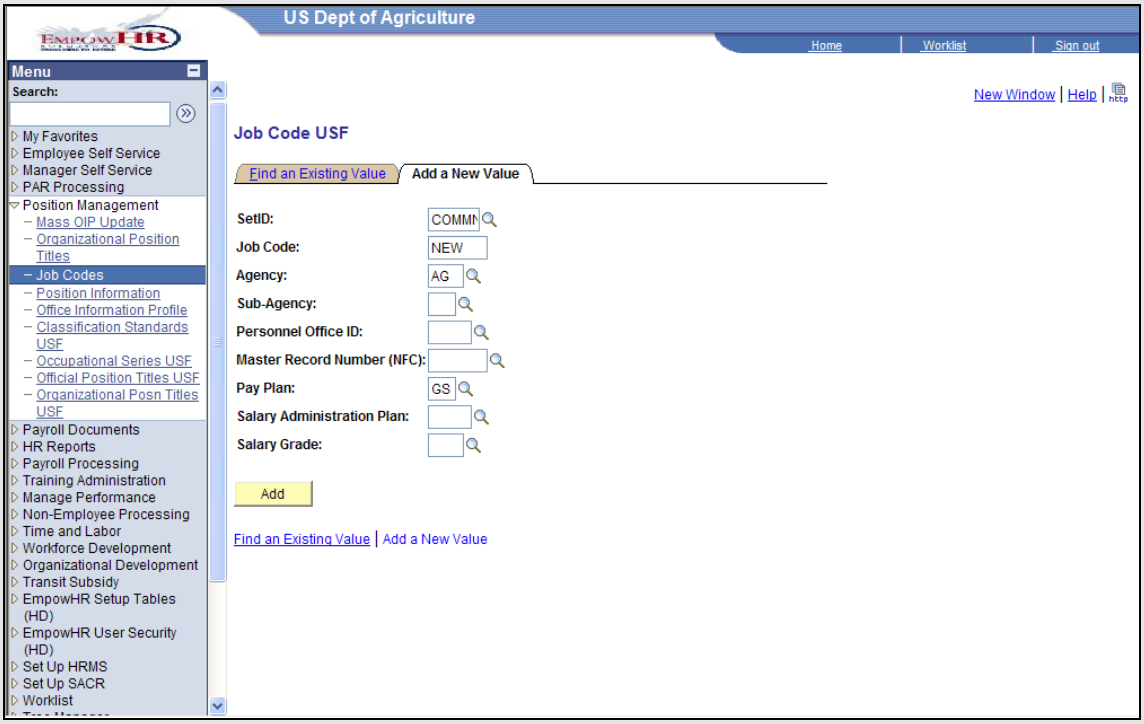
## Procedure: Adding a Job Code – Job Code Profile Page

1. Select the **Position Management** menu group.

2. Select the **Job Codes** component. The **Job Codes USF – Find an Existing Value** page displays.




3. Select the **Add a New Value** tab. The **Job Codes – Add a New Value** page displays.

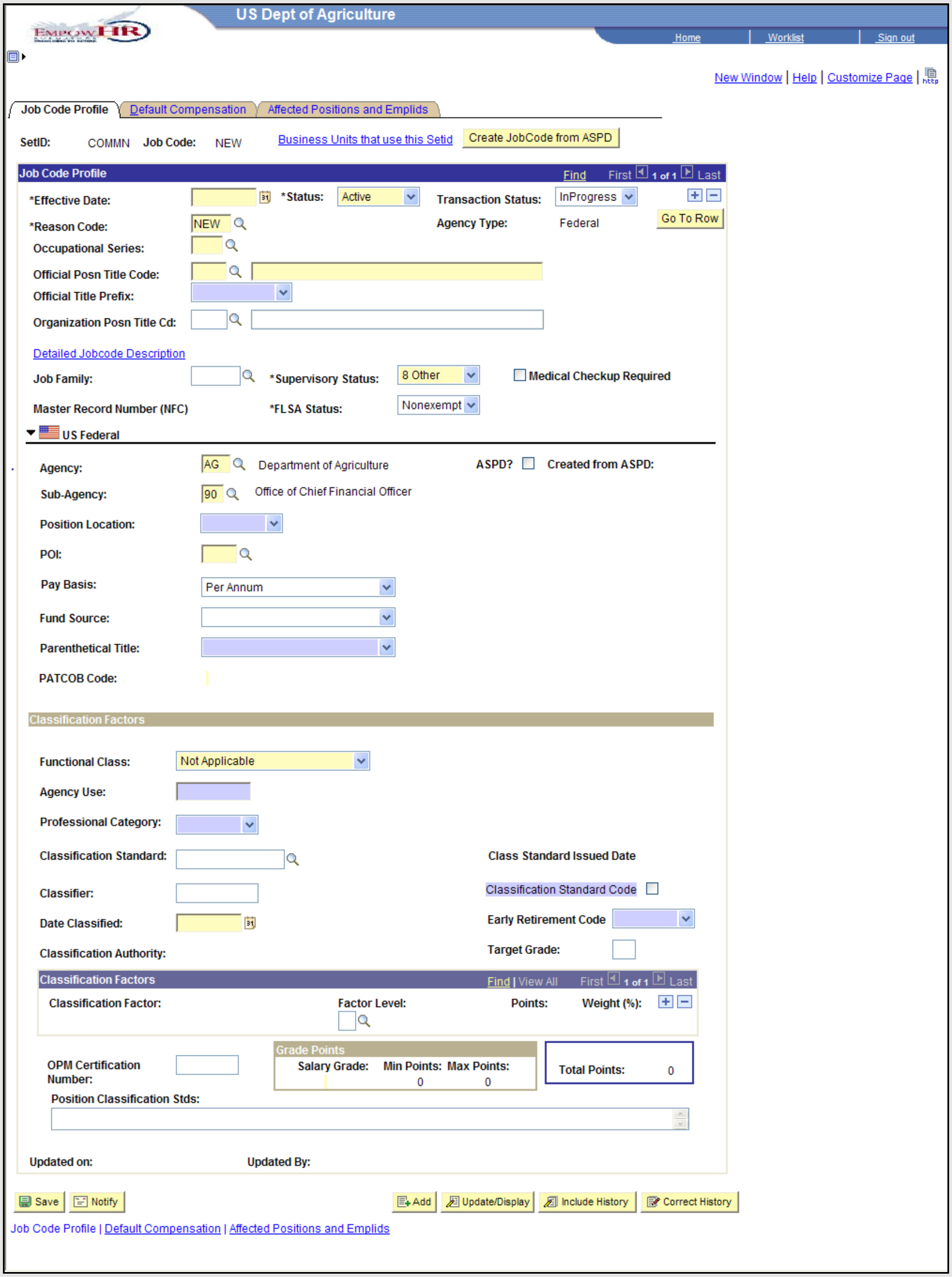



**SUB-AGENCY IS A REQUIRED FIELD FOR A JOB CODE. AN ICON IN THE MASTER RECORD NUMBER (NFC) FIELD PROVIDES THE ABILITY TO LOOK UP NFC MASTER RECORD NUMBERS FOR SEARCHING FOR A JOB CODE.**

4. Enter or select a sub-agency in the **Sub-Agency** field.

5. Click the **Add** button. The **Job Code Profile** page displays.

**NOTE: FIELDS HIGHLIGHTED IN YELLOW ARE NFC MANDATORY FIELDS. FIELDS HIGHLIGHTED IN LAVENDER ARE NFC OPTIONAL FIELDS. ALL OTHER FIELDS ARE USED IN EMPOWHR ONLY.**




- **THE CREATE JOB CODE FROM ASPD BUTTON CREATES A NEW JOB CODE USING CRITERIA FROM AN EXISTING ASPD JOB CODE TEMPLATE.**

| | |
|---|---|
| | • **THE GO TO ROW BUTTON NAVIGATES TO A SPECIFIC ROW IN HISTORY. THIS BUTTON IS NOT USED WHEN CREATING A NEW JOB CODE.**<br>• **THE MASTER RECORD NUMBER (NFC) FIELD IS POPULATED FROM THE NFC POSITION MANAGEMENT SYSTEM (PMSO).**<br>• **THE FLSA STATUS DROP-DOWN LIST INDICATES THE FLSA STATUS FOR THIS JOB CODE.**<br>• **THE ASPD? CHECKBOX DESIGNATES A JOBCODE AS AN ASPD JOB CODE TEMPLATE.**<br>• **THE CREATED FROM ASPD FIELD INDICATES THE ASPD THAT THE JOBCODE WAS CREATED FROM IF IT IS APPLICABLE.**<br>• **THE UPDATED ON FIELD INDICATES THE DATE OF THE CHANGE ON RECORD.**<br>• **THE UPDATED BY FIELD INDICATES THE USER MAKING THE CHANGE.** |

6. Enter an effective date in the **Effective Date** field.

7. Verify the default of *Active* in the **Status** field.

8. Verify the default of *New* in the **Reason Code** field.

9. Enter or select an occupational series in the **Occupational Series** field.

10. Enter or select an official position title code in the **Official Posn Title Code** field.

11. Select a supervisory status from the **Supervisory Status** drop-down list.

12. Select an FLSA status from the **FLSA Status** drop-down list.

13. If this Job Code is to be designated as an ASPD Job Code template, select the **ASPD** checkbox.

14. Enter or select an agency in the **Agency** field.

15. Enter or select a sub-agency in the **Sub-Agency** field.

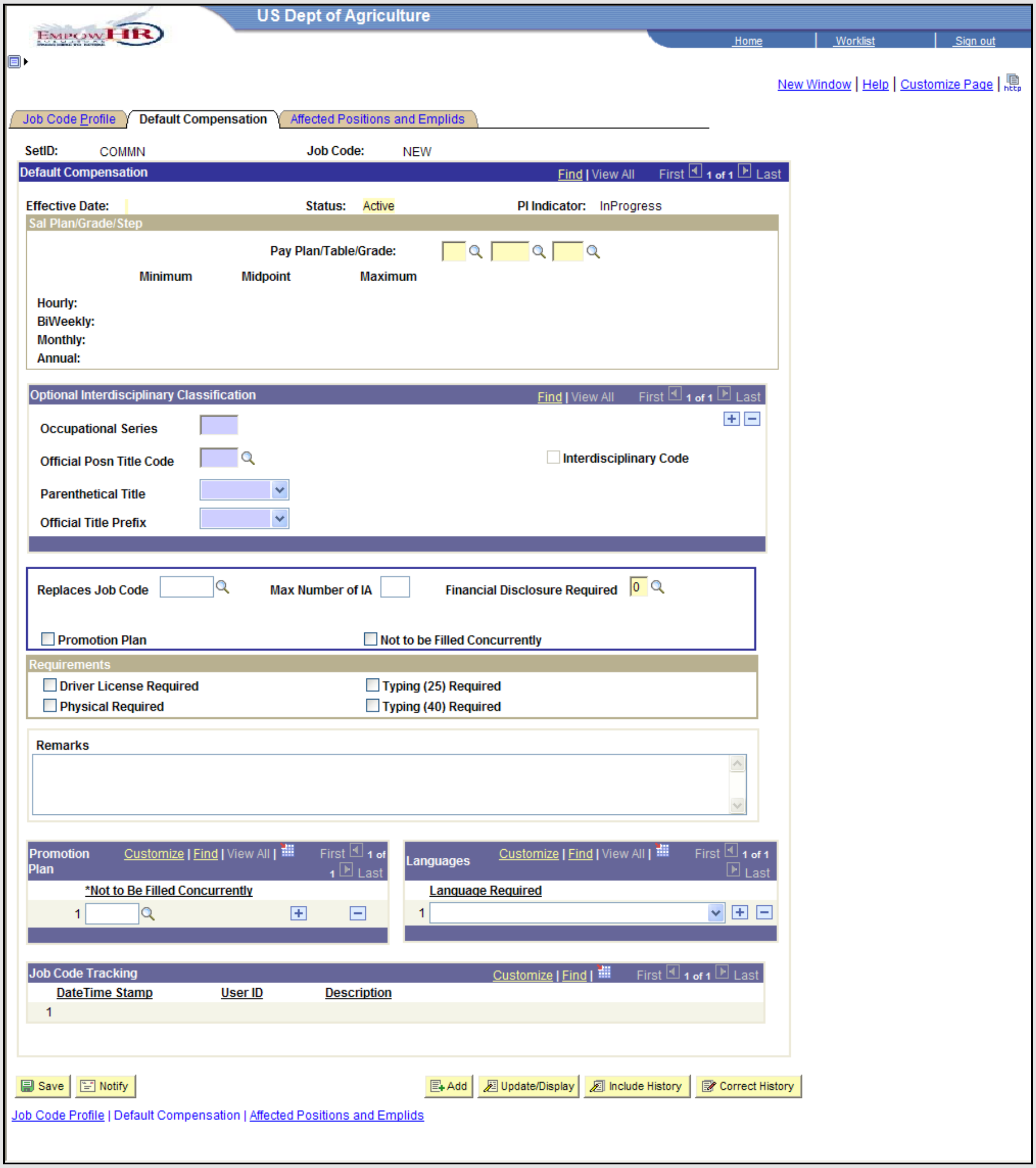
16. Enter or select a Personnel Office Indicator in the **POI** field.

17. Select a functional class from the **Functional Class** drop-down list.

18. Enter the date classified in the **Date Classified** field.

## Procedure: Adding a Job Code – Default Compensation Page

1. Select the **Default Compensation** tab. The **Default Compensation** page displays.



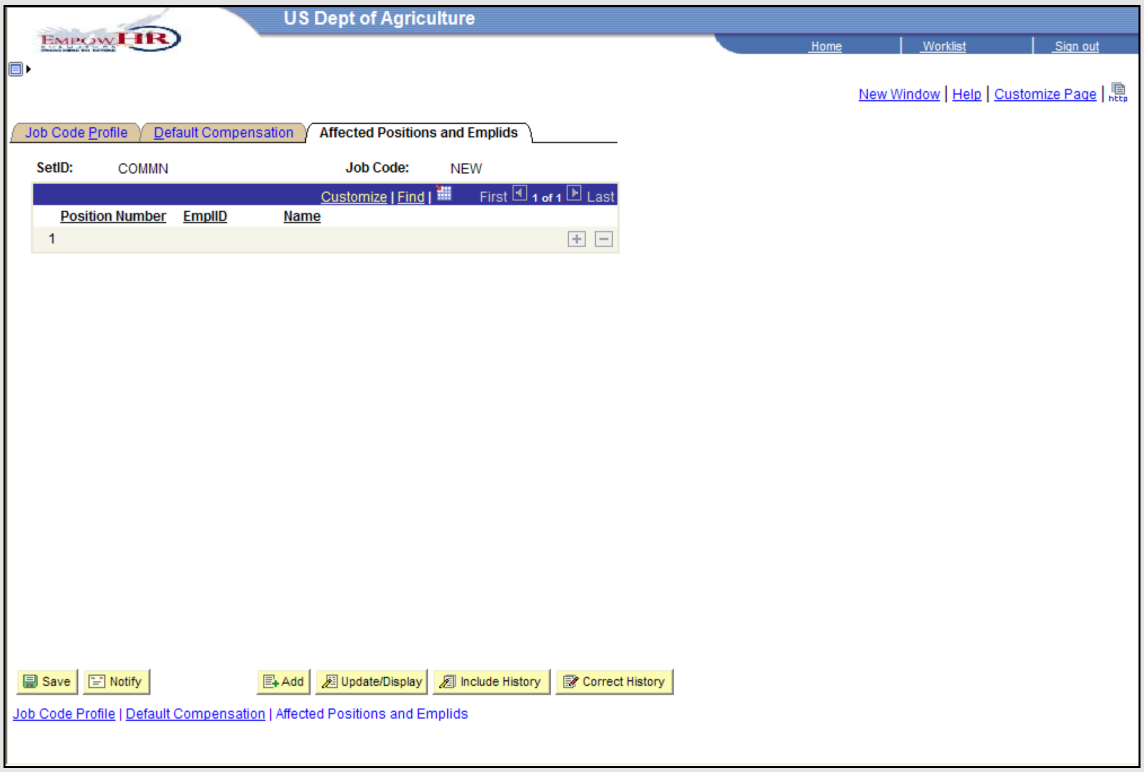

2. Enter or select a pay plan in the **Pay Plan** field.

3. Enter or select a table in the **Table** field.

4. Enter or select a grade in the **Grade** field.

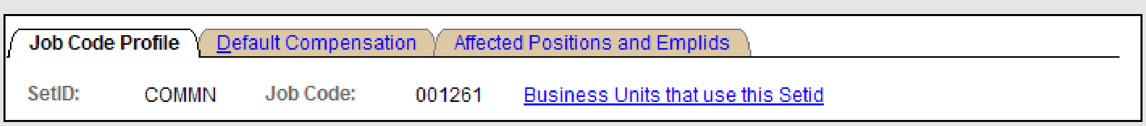
5. Select the **Affected Positions and Emplids** tab. The **Affected Positions and Emplids** page displays.

**NOTE: THE AFFECTED POSITIONS AND EMPLIDS TAB ARE POPULATED AFTER POSITIONS ARE CREATED FOR THE JOB CODE AND EMPLOYEES ARE HIRED INTO THE POSITIONS.**




6. Click the **Save** button. A new **Job Code** has been successfully established.

**NOTE: SELECT THE JOB CODE PROFILE TAB OR THE JOB CODE PROFILE LINK AT THE BOTTOM OF THE PAGE TO RECORD AND VERIFY A JOB CODE.**



# ADDING A JOB CODE FROM AN ASPD TEMPLATE

Standardized Job Code templates are stored in a library in EmpowHR as ASPD Job Codes. When an ASPD is created, it only exists in EmpowHR. There is no import or export interface for this data.

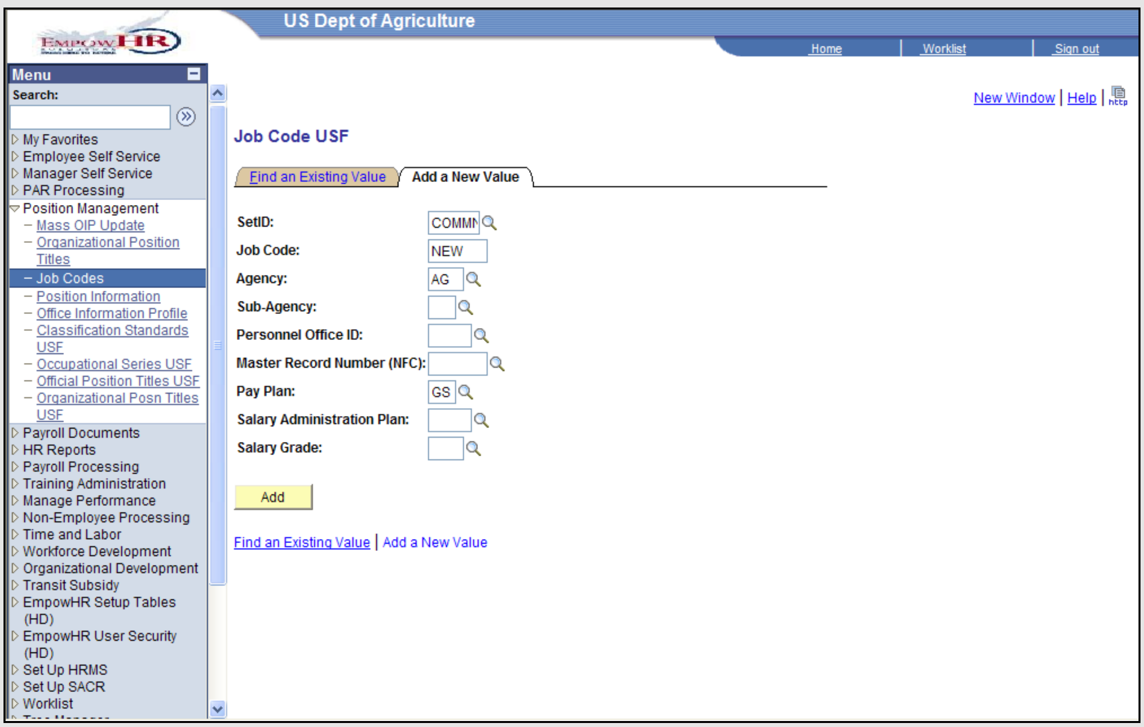
New Job Codes can be created from the standard ASPD Job Code templates.

## Procedure: Adding A Job Code From An ASPD Template

1. Select the **Position Management** menu group.

2. Select the **Job Codes** component. The **Job Codes USF – Find an Existing Value** page displays.

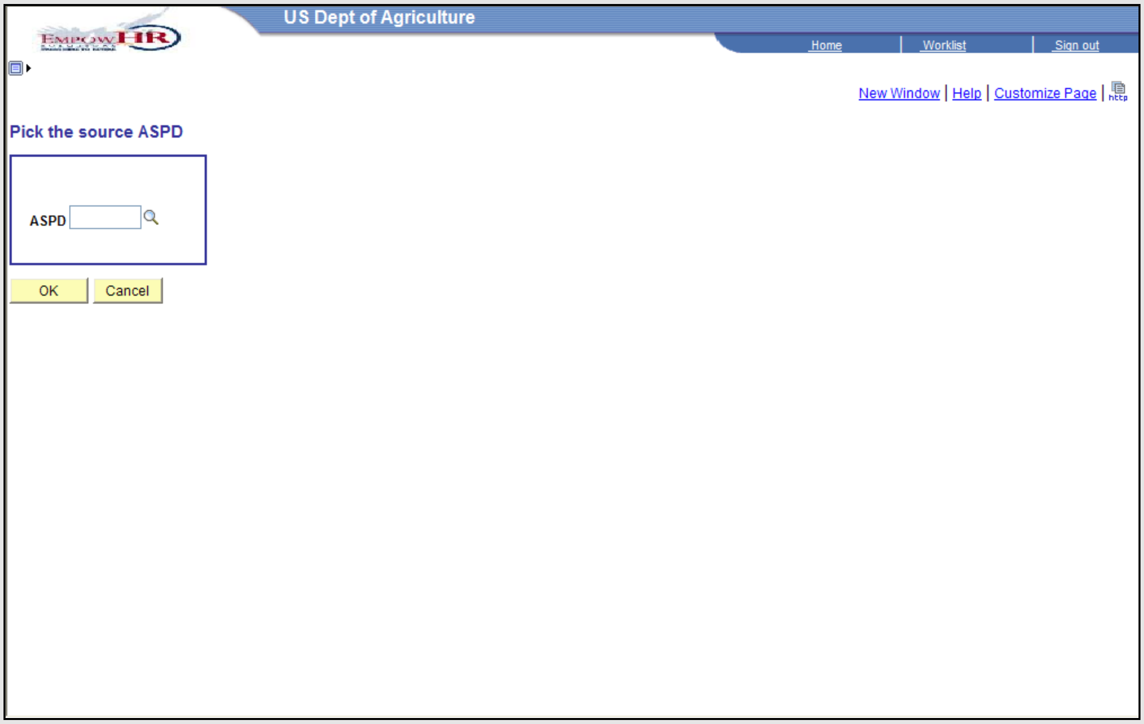
3. Select the **Add a New Value** tab. The **Job Codes – Add a New Value** page displays.




4. Enter or select a sub-agency in the **Sub-Agency** field.

5. Click the **Add** button. The **Job Code Profile** page displays.

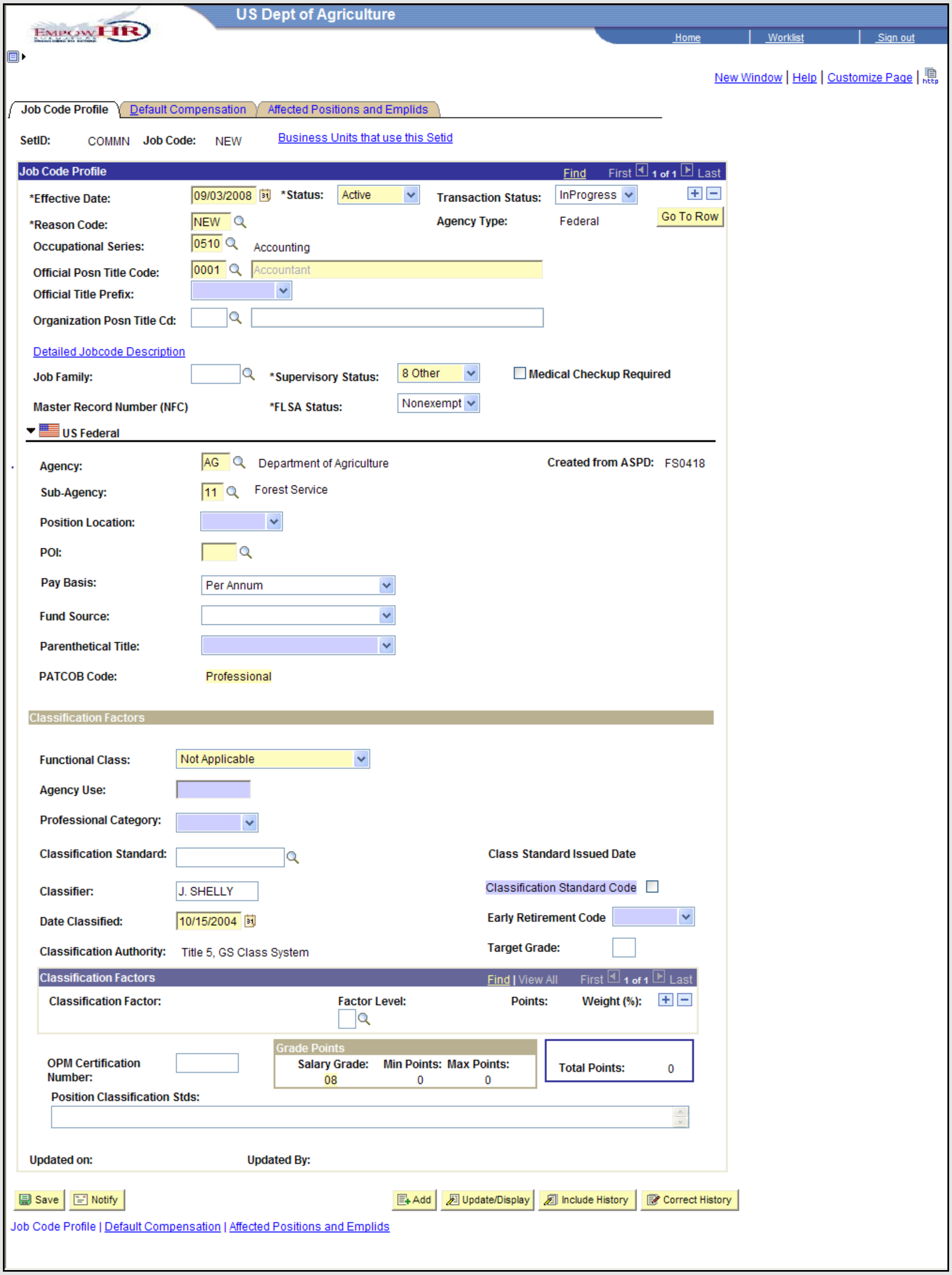
6. Click the **Create Job Code from ASPD** button. The **Pick the source ASPD** page displays.




7. Enter or select an ASPD Job Code number in the **ASPD** field.

8. Click the **OK** button. The **Job Code** page displays with the fields populated by the ASPD Job Code template.




9. Enter or select an effective date in the **Effective Date** field.

10. Confirm the remaining fields on the remaining tabs.

11. Click the **Save** button. A new **Job Code** is successfully established.

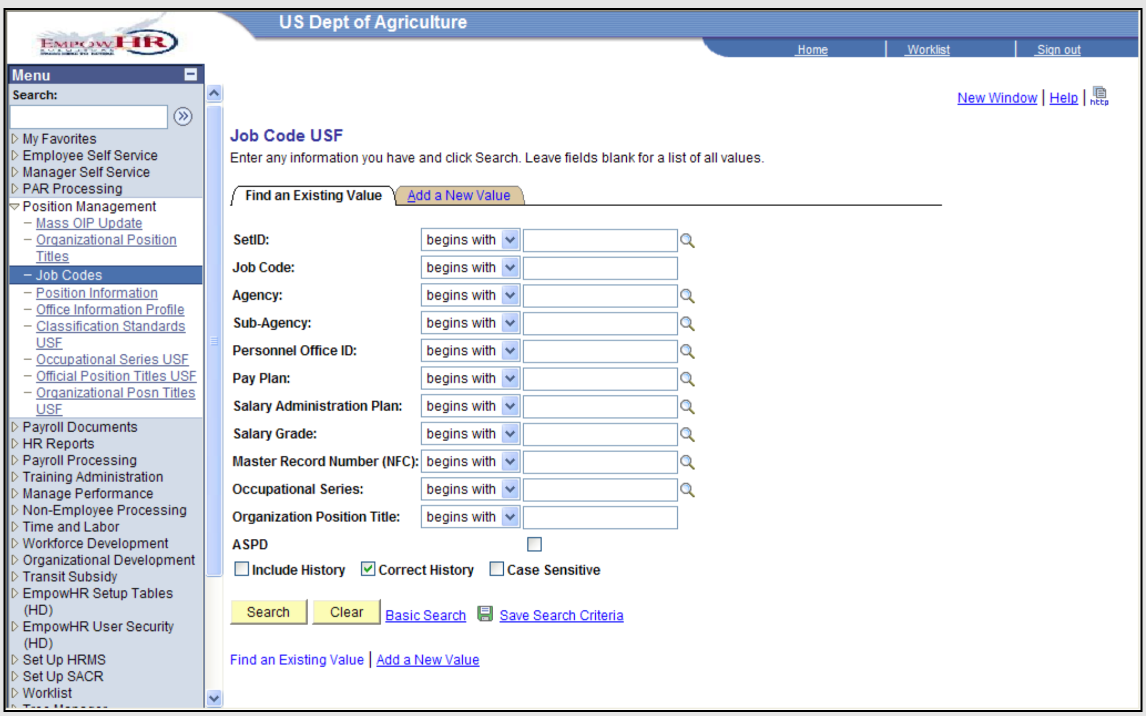
# MODIFYING A JOB CODE

Job Code data can be modified by locating an existing Job Code and clicking (+). A new document or row is created and the previous record is preserved as history. If a data element is modified on the Job Code, the modification applies to all positions.

## Procedure: Modifying a Job Code

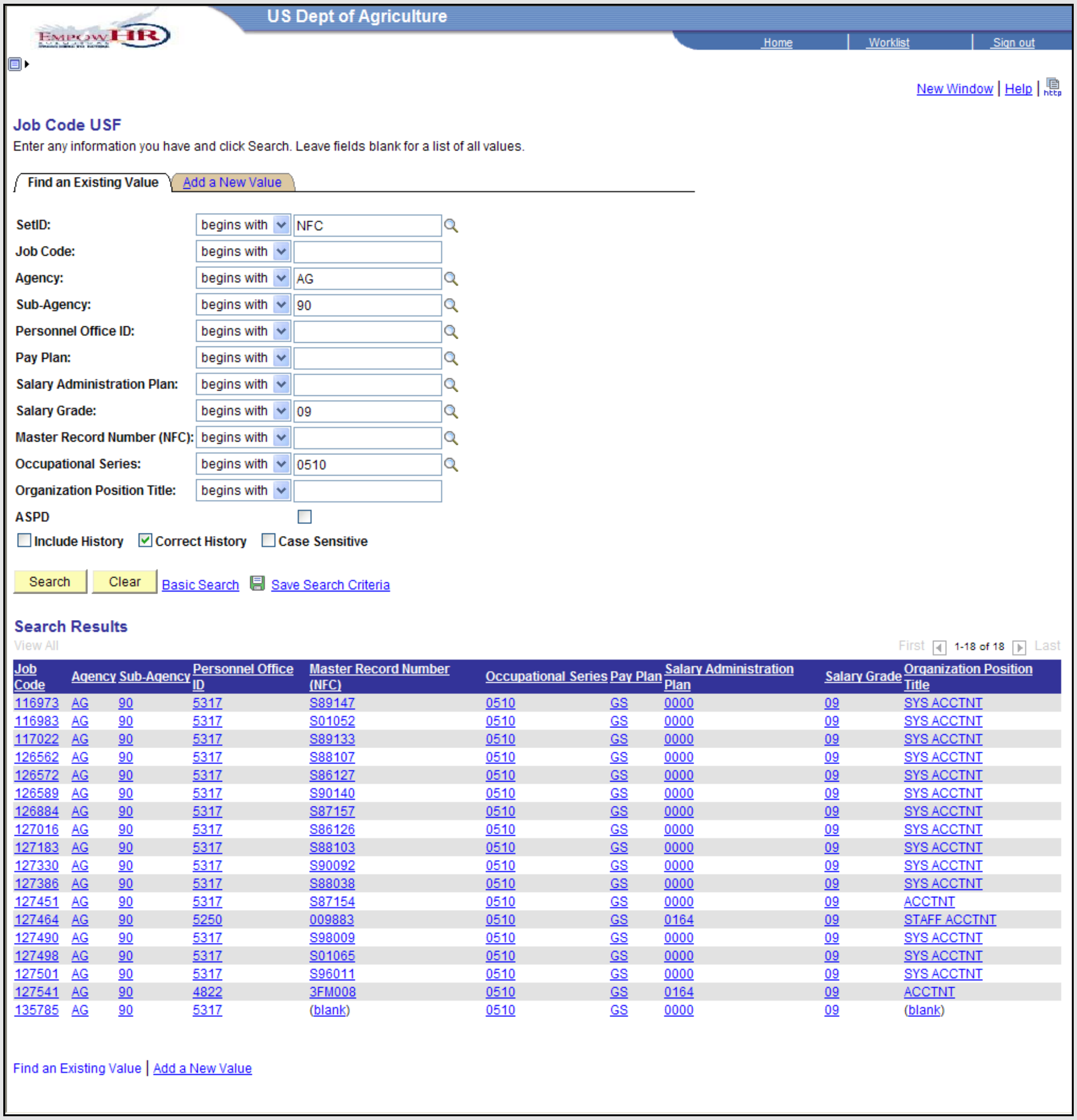
1. Select the **Position Management** menu group.

2. Select the **Job Codes** component. The **Job Codes USF – Find an Existing Value** page displays.




3. Enter the search criteria on the **Find An Existing Value** page.

4. Click the **Search** button. The **Search Results** display.


US Dept of Agriculture

Home | Worklist | Sign out

New Window | Help

Job Code USF

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

Find an Existing Value | Add a New Value

| | | |
|---|---|---|
| SetID: | begins with | NFC |
| Job Code: | begins with | |
| Agency: | begins with | AG |
| Sub-Agency: | begins with | 90 |
| Personnel Office ID: | begins with | |
| Pay Plan: | begins with | |
| Salary Administration Plan: | begins with | |
| Salary Grade: | begins with | 09 |
| Master Record Number (NFC): | begins with | |
| Occupational Series: | begins with | 0510 |
| Organization Position Title: | begins with | |
| ASPD | | |

Include History | Correct History | Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

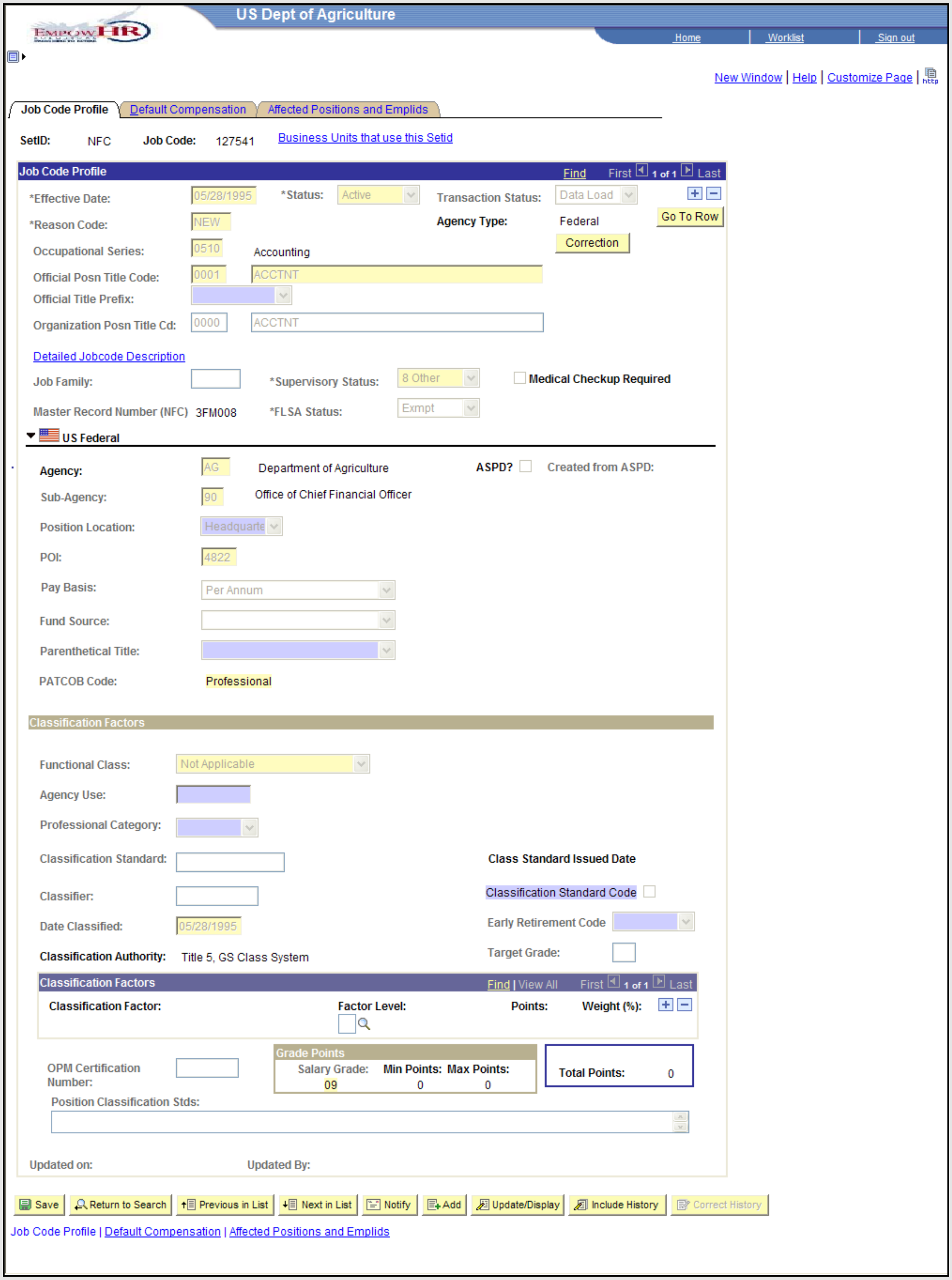
View All | First 1-18 of 18 Last

| Job Code | Agency | Sub-Agency | Personnel Office ID | Master Record Number (NFC) | Occupational Series | Pay Plan | Salary Administration Plan | Salary Grade | Organization Position Title |
|---|---|---|---|---|---|---|---|---|---|
| 116973 | AG | 90 | 5317 | S89147 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 116983 | AG | 90 | 5317 | S01052 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 117022 | AG | 90 | 5317 | S89133 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 126562 | AG | 90 | 5317 | S88107 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 126572 | AG | 90 | 5317 | S86127 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 126589 | AG | 90 | 5317 | S90140 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 126884 | AG | 90 | 5317 | S87157 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 127016 | AG | 90 | 5317 | S86126 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 127183 | AG | 90 | 5317 | S88103 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 127330 | AG | 90 | 5317 | S90092 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 127386 | AG | 90 | 5317 | S88038 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 127451 | AG | 90 | 5317 | S87154 | 0510 | GS | 0000 | 09 | ACCTNT |
| 127464 | AG | 90 | 5250 | 009883 | 0510 | GS | 0164 | 09 | STAFF ACCTNT |
| 127490 | AG | 90 | 5317 | S98009 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 127498 | AG | 90 | 5317 | S01065 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 127501 | AG | 90 | 5317 | S96011 | 0510 | GS | 0000 | 09 | SYS ACCTNT |
| 127541 | AG | 90 | 4822 | 3FM008 | 0510 | GS | 0164 | 09 | ACCTNT |
| 135785 | AG | 90 | 5317 | (blank) | 0510 | GS | 0000 | 09 | (blank) |

Find an Existing Value | Add a New Value

5. Select the link for the desired record. The **Job Code Profile** page displays.




6. Review the current record.

7. Click the **+** button.

8. Enter or select an appropriate date in the **Effective Date** field.

9. Modify the applicable fields.

10. Click the **Save** button.

**NOTE:** Correction IS USED TO UPDATE EMPOWHR ONLY. THIS INFORMATION DOES NOT TRANSFER TO NFC. + IS USED TO CREATE A NEW RECORD TO PRESERVE THE INTEGRITY OF THE DATA RECORDS. THIS INFORMATION IS SENT TO NFC.

# ADDING A POSITION

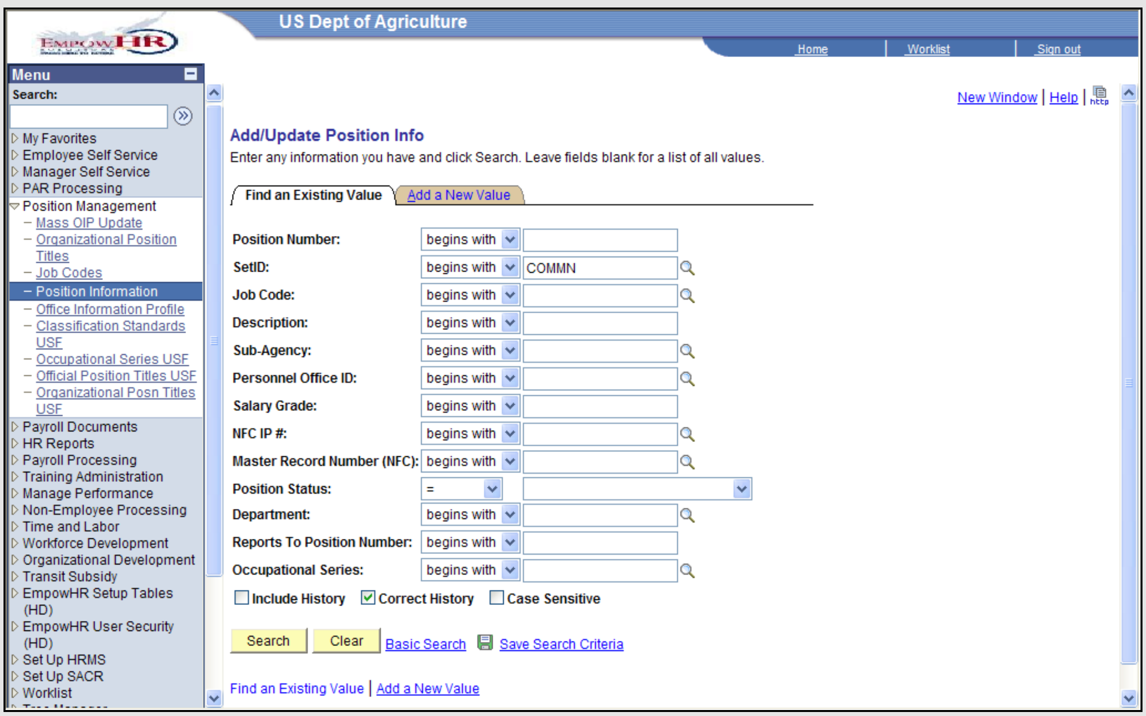
Positions are both encumbered and vacant. There is a one-to-one relationship between positions and employees; therefore, only one employee can permanently fill a position.

The Position number is an eight digit number automatically assigned by EmpowHR when the position information is saved. The user does not create this number.

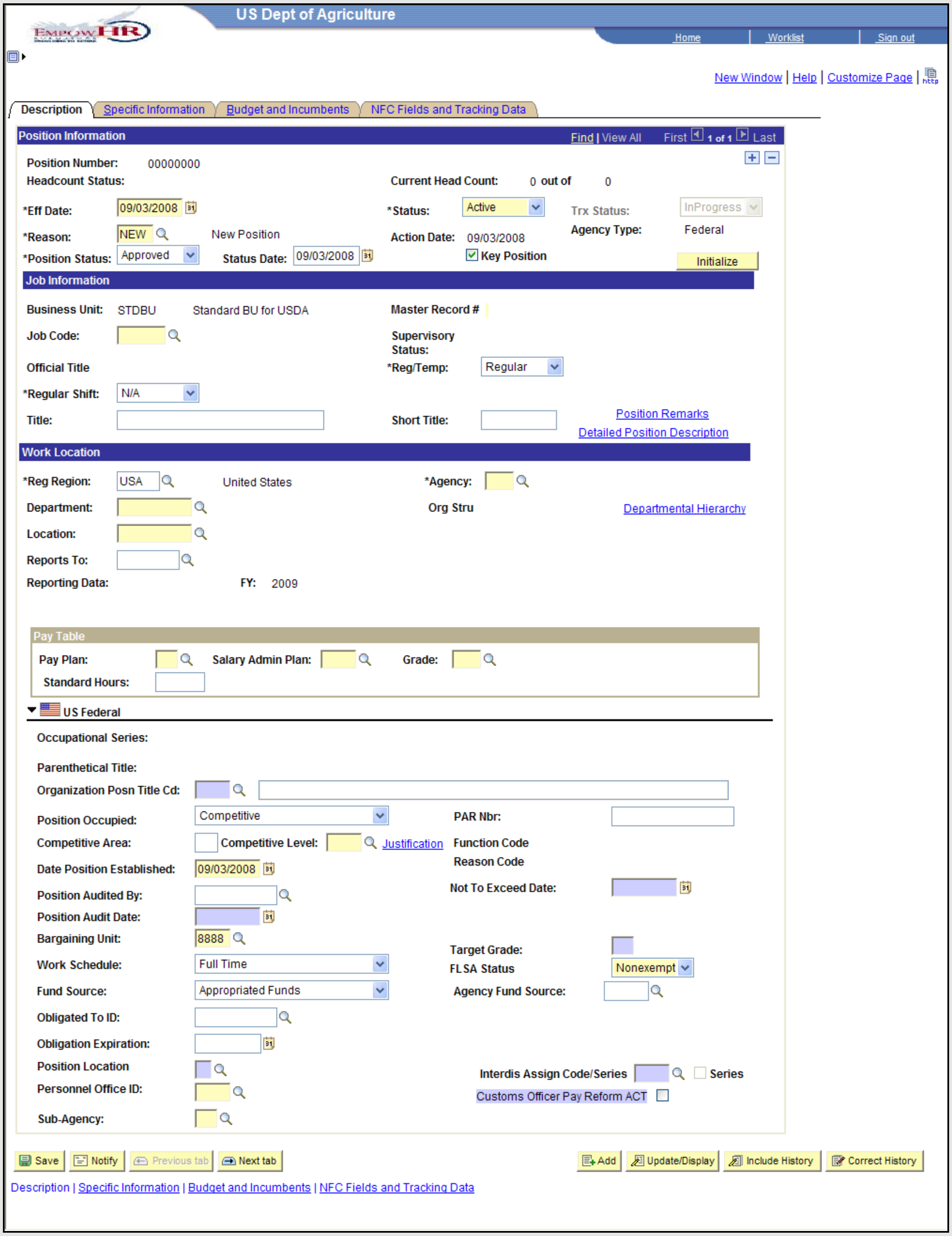
## Procedure: Adding a Position – Completing the Description Tab

1. Select the **Position Management** menu group.

2. Select the **Position Information** component. The **Add/Update Position Info – Find an Existing Value** page displays.




3. Select the **Add a New Value** tab. The **Description** page displays.




**NOTE: FIELDS HIGHLIGHTED IN YELLOW ARE NFC MANDATORY FIELDS. FIELDS HIGHLIGHTED IN LAVENDER ARE NFC OPTIONAL FIELDS. ALL OTHER FIELDS ARE USED IN EMPOWHR ONLY.**

4. Enter or select the effective date in the **Effective Date** field.

5. Verify the default of *Active* in the **Status** field.

6. Verify the default of *New* in the **Reason** field.

7. Enter or select the appropriate **Job Code**. The remaining Job Information populates from the Job Code, including **Salary Plan** and **Agency**.

**NOTE:** Initialize **IS USEDTO COPY INFORMATION FROM AN IDENTICAL POSITION INTO THE CURRENT POSITION.**

8. Enter the department in the **Department** field. The **Org Stru** populates from the Department.

9. Enter or select the location in the **Location** field.

10. Enter or select the position supervisor in the **Reports To** field.

11. Enter a competitive level in the **Competitive Level** field.

12. If applicable, enter a not to exceed date in the **Not To Exceed Date** field.

13. Enter a bargaining unit in the **Bargaining Unit** field.

14. Select an FLSA status from the **FLSA Status** drop-down list.

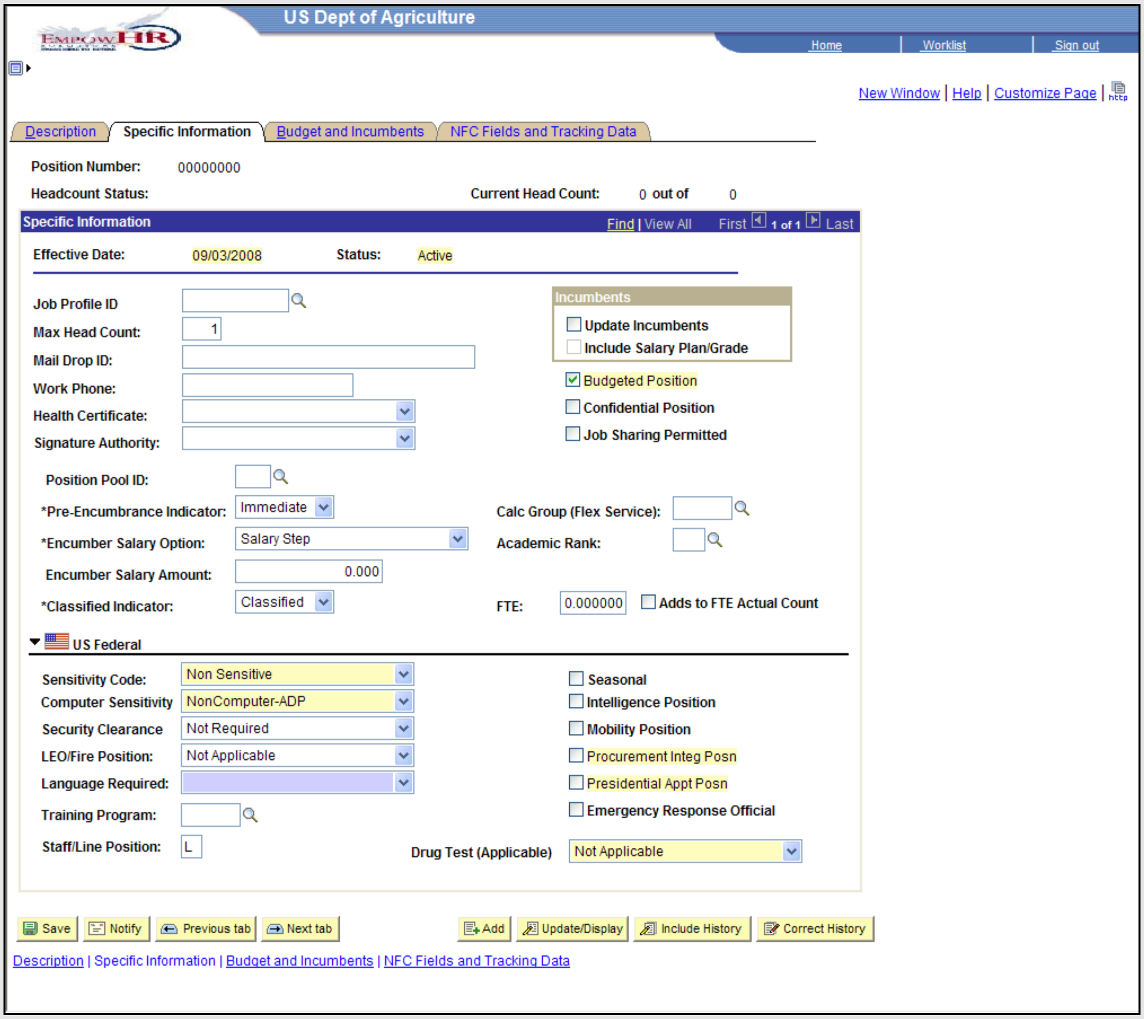
15. Enter a position location in the **Position Location** field; *H* for Headquarters, and *F* for field.

16. Confirm the Personnel Office ID in the **Personnel Office ID** field.

17. Confirm the Sub-Agency in the **Sub-Agency** field.

## Procedure: Adding a Position – Completing the Specific Information Page

1. Select the **Specific Information** tab. The **Specific Information** page displays.




2. The **Budgeted Position** checkbox defaults to selected for a permanent position. If the position is temporary, deselect the **Budgeted Position** checkbox.

3. Select a sensitivity code from the **Sensitivity Code** drop-down list.

4. Select computer sensitivity from the **Computer Sensitivity** drop-down list.

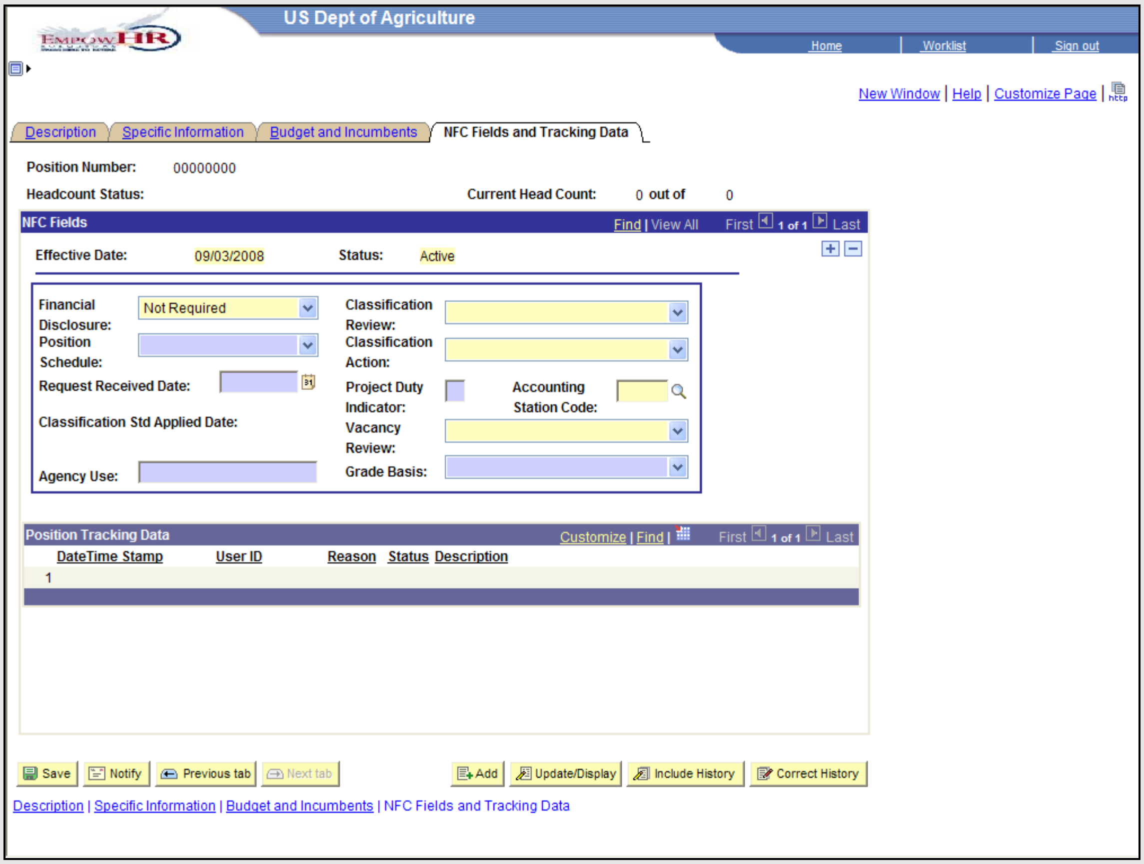
5. Select a security clearance from the **Security Clearance** drop-down list.

6. Select an LEO/Fire Position indicator from the **LEO/Fire Position** drop-down list.

7. Select a drug test option from the **Drug Test (Applicable)** drop-down list options.

## Procedure: Adding a Position – Completing the NFC Fields and Tracking Data Page

1. Select the **NFC Fields and Tracking Data** tab. The **NFC Fields and Tracking Data** page displays.




2. Select a financial disclosure from the **Financial Disclosure** drop-down list.

3. Select a classification review from the **Classification Review** drop-down list.

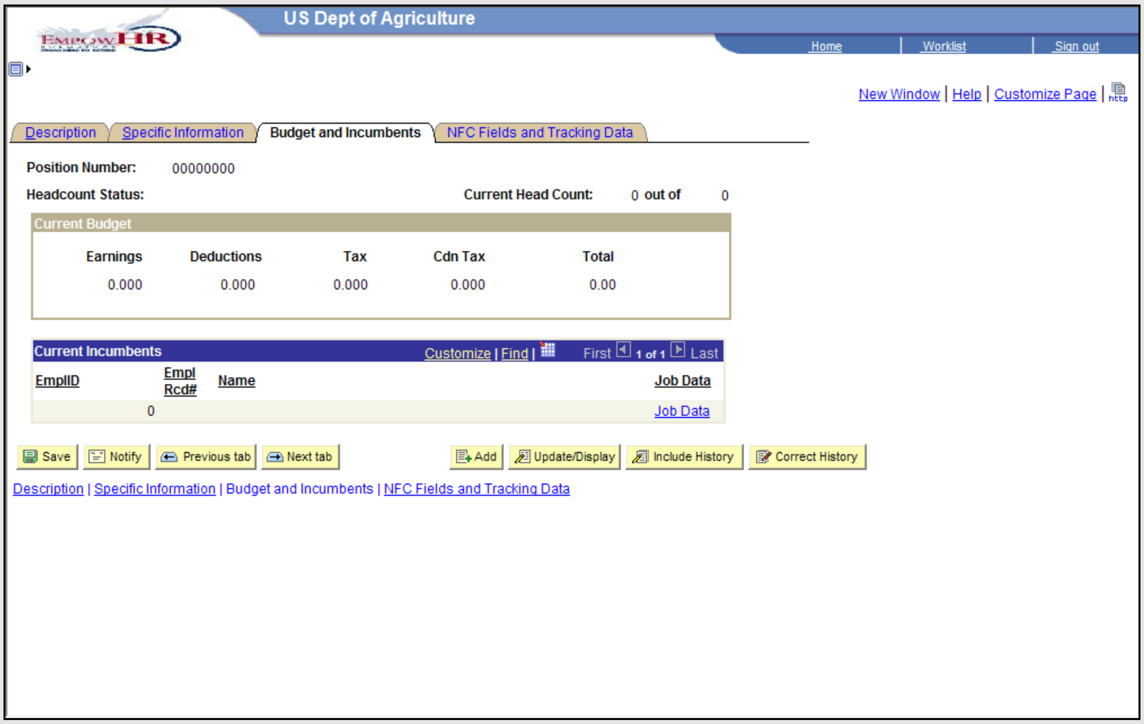
4. Select a classification action of *New Position* from the **Classification Action** drop-down list.

5. Enter as accounting station code in the **Accounting Station Code** field.

6. Select a vacancy review of *New Position/New FTE* from the **Vacancy Review** drop-down list.

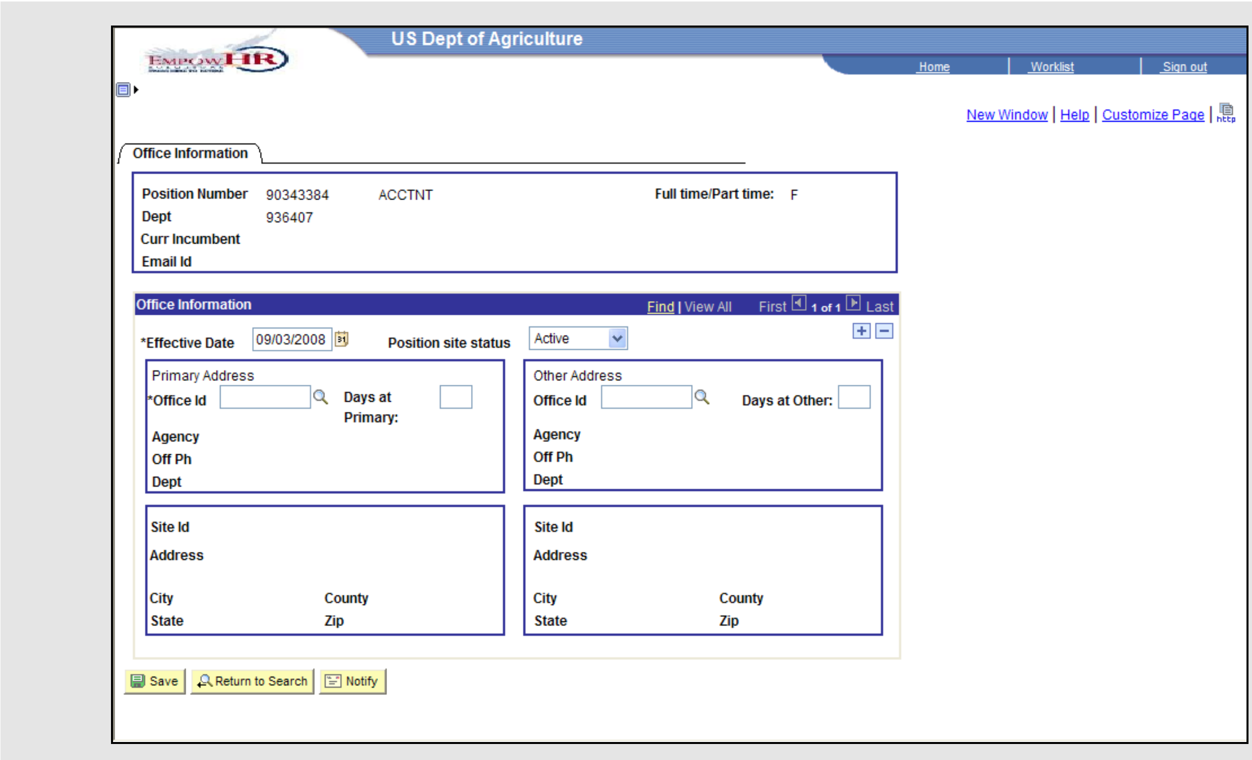
## Procedure: Adding a Position – Reviewing the Budget and Incumbents Page

1. Select the **Budget and Incumbents** tab. The **Position Information** page displays.




2. The **Current Incumbents** group box information populates when an employee is added to the position.

3. Click the **Save** button. The **Office Information** page displays.



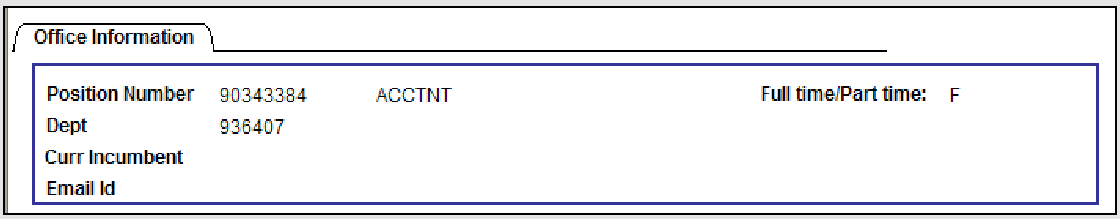
US Dept of Agriculture
Home
Worklist
Sign out
New Window | Help | Customize Page
Office Information
Position Number 90343384 ACCTNT
Full time/Part time: F
Dept 936407
Curr Incumbent
Email Id
Office Information
Find | View All
First 1 of 1 Last
*Effective Date 09/03/2008
Position site status
Active
Primary Address
*Office Id
Days at Primary:
Agency
Off Ph
Dept
Other Address
Office Id
Days at Other:
Agency
Off Ph
Dept
Site Id
Address
City
County
State
Zip
Site Id
Address
City
County
State
Zip
Save
Return to Search
Notify

## Procedure: Adding a Position – Completing the Office Information Page

1. Enter the **Office ID** in the **Office ID** field. The **Primary Address** group box information populates.

2. Enter the number of **Days at Primary** location.

3. Click the **Save** button. A new position has been successfully established.




4. Confirm that the **Trx Status** field is set to *NFC Ready*.

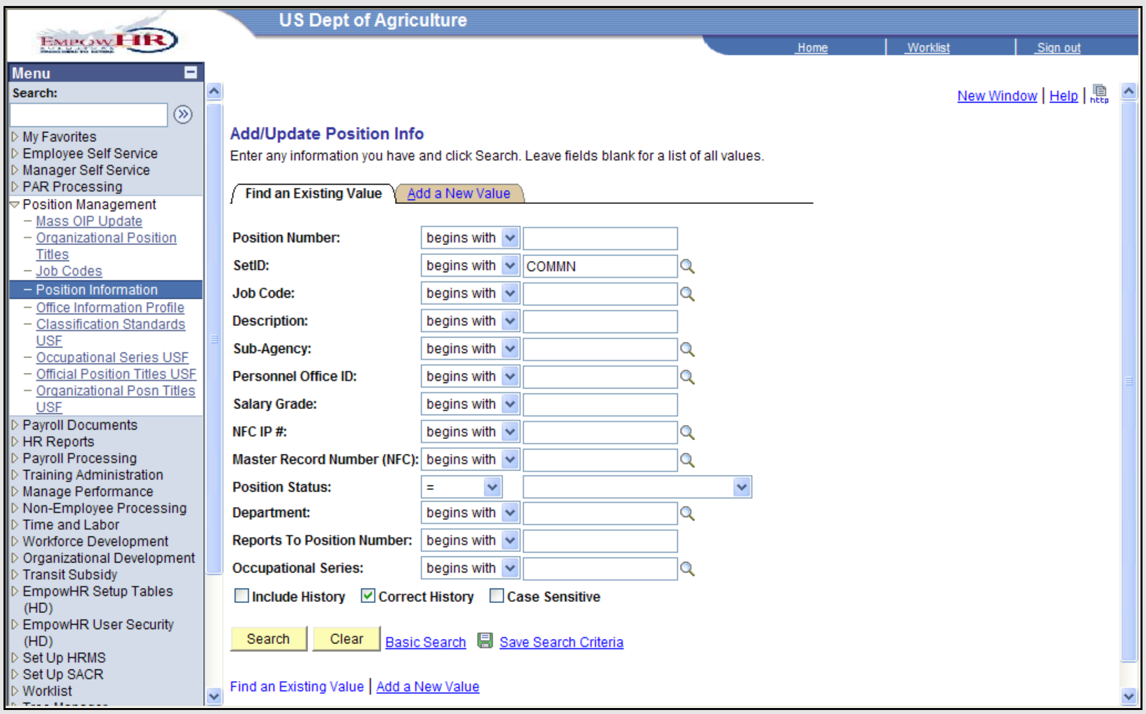
| Field | Description |
|---|---|
| **Office ID** | Primary Address group box is populated by the Office ID number. |
| **Days at Primary** | Specify the number of days the incumbent works at the primary duty location. |

# MODIFYING A POSITION

## Procedure: Modifying a Position

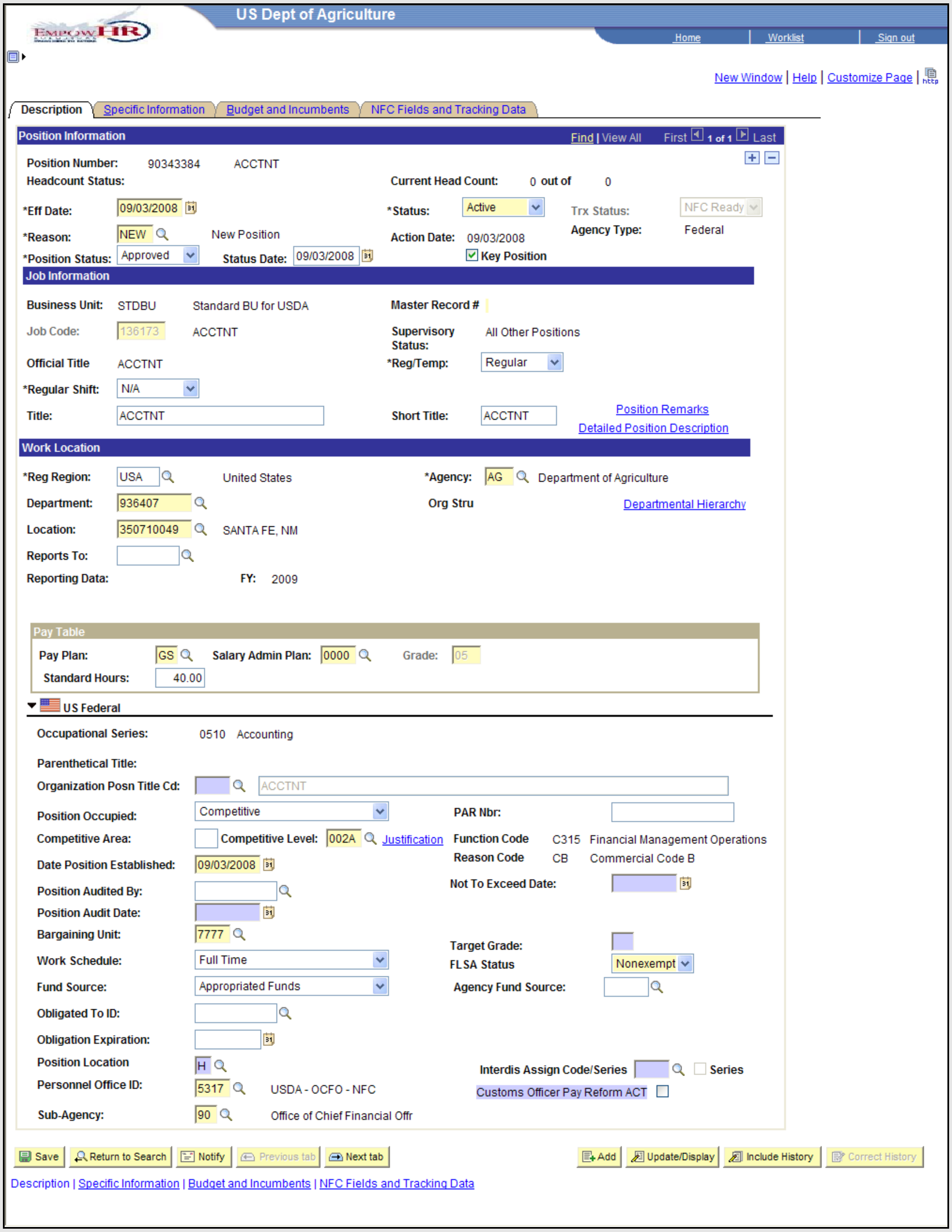
1. Select the **Position Management** menu group.

2. Select the **Position Information** component. The **Add/Update Position Info** page displays.




3. Enter the position number to be modified in the **Position Number** field.

4. Click the **Search** button. The desired position **Description** page displays.




5. Review the data to be modified.

6. Click the + to insert a new action or row.

7. Modify the position information.

8. Click the **Save** button.

**NOTE:** Correction **IS USED TO UPDATE EMPOWHR ONLY. THIS INFORMATION DOES NOT TRANSFER TO NFC.** + **IS USED TO ADD A NEW ACTION OR ROW AND SAVES THE ORIGINAL INFORMATION AS HISTORY.**

# JOB CODE REASON/STATUS CODE COMPARISON

| Reason | Status | Description | Send Data to NFC | Time Limit EmpowHR |
|---|---|---|---|---|
| **INACTIVATE** | **INACTIVE** | Inactivates a Job Code temporarily.<br><br>Updates the position data in Position Management to inactive and displays the date. | Yes | 18 months; the Job Code is then set to Abolish |
| **NEW** | **ACTIVE** | Create a new Job Code. | Yes | N/A |
| **REACTIVATE** | **ACTIVE** | Reactivates an inactivated Job Code in the NFC database. When the Job Code is abolished, it cannot be reactivated. | Yes | |
| **UPDATE** | **ACTIVE** | Updates certain Job Code information on the database for active Job Codes. | Yes | N/A |
| **ABOLISH** | **ACTIVE** | Used for History Override packages only. EmpowHR sends the abolished job.<br><br>Updates the position data in Position Management to inactive and displays the date. | Yes | |

# POSITION REASON/STATUS CODE COMPARISON

| Reason | Status | Description | Send Data to NFC | Time Limit EmpowHR |
|---|---|---|---|---|
| **ABOLISH** | **INACTIVE** | Marks the position for deletion from the NFC database on an 18-month cycle. EmpowHR sends abolished positions to NFC on a regular basis and maintains the data for history purposes | Yes | None. When the user saves the Job Code as abolish, it is transmitted to NFC. |
| **INACTIVATE** | **INACTIVE** | Inactivates a position Temporarily. EmpowHR sets a 6−month limit from the date a position becomes inactive to move the position to abolish. | Yes | |
| **NEW** | **ACTIVE** | Creates a new position. | Yes | N/A |
| **REACTIVATE** | **ACTIVE** | Reactivates an inactivated position in the NFC database. | Yes | When the position is abolished, it cannot be reactivated. |
| **UNABOLISH** | **ACTIVE** | Used for History Override packages only. EmpowHR sends the abolished position to NFC as new. | Yes | |
| **UPDATE** | **ACTIVE** | Updates certain position | Yes | N/A |

| Reason | Status | Description | Send Data to NFC | Time Limit EmpowHR |
|---|---|---|---|---|
| | | information on the database for active Job Codes. | | |
| **CHANGE** | **ACTIVE** | Send as new to NFC; if the position has been removed from PMSO but is still in EmpowHR, use this code to recreate the record in NFC | Yes | N/A |

# CHAPTER 4
## PAR PROCESSING

**Learning Objectives:**

- **Hiring a New Employee**
- **Updating an existing employee's record**
- **Adding an Individual Time Off Award to an employee's record**

# PAR PROCESSING

The PAR processing module is the mechanism for processing personnel actions.

The PAR Processing workflow automates, streamlines and controls the flow of information through departments and throughout the organization. Workflow routes requests by sending personnel actions through a cycle established by the HR office. The automated workflow process ensures the action request goes through all the stages the agency requires until the action is processed.

| Work-In-Progress Status | Short Descriptions |
|---|---|
| **APP** | **Approved** |
| **CAN** | **Canceled** |
| **DIS** | **Disapproved** |
| **INI** | **Initiate** |
| **PRO** | **Processed** |
| **REQ** | **Requested** |
| **RET** | **Returned** |
| **SIG** | **Approved/Signed** |
| **WTH** | **Withdrawn** |
| **COR** | **Correction** |

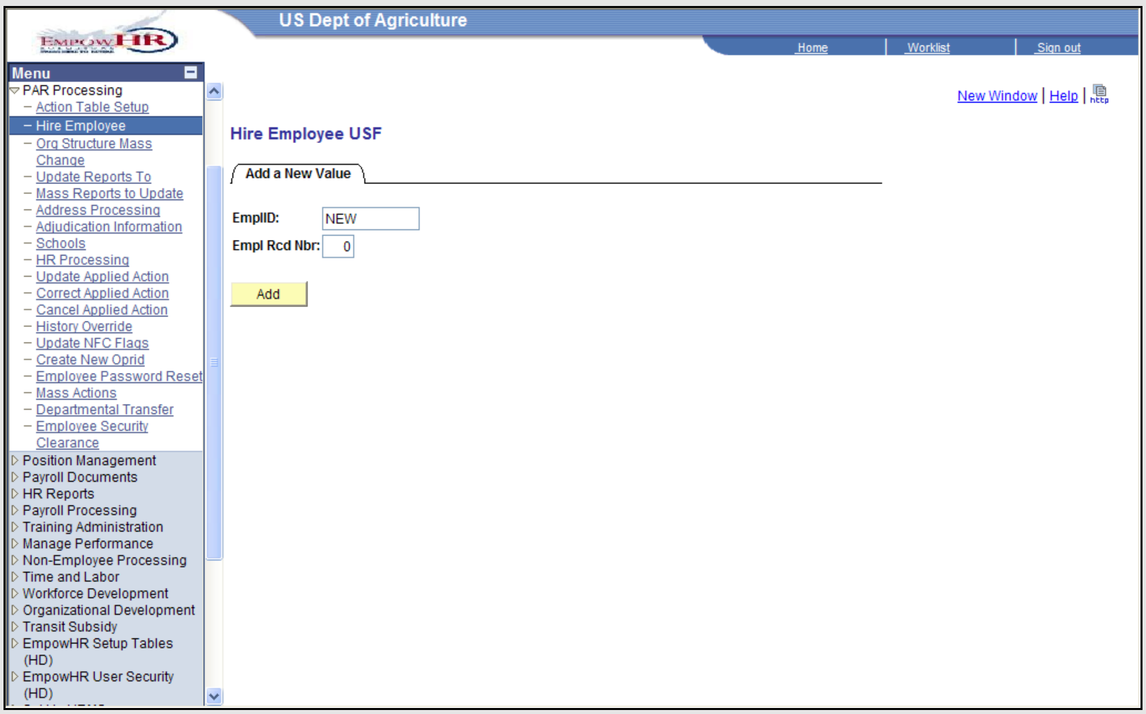
 

# HIRE ACTION

## Procedure: Hire an Employee – Completing the Data Control Page

1. Select the **PAR Processing** menu group.

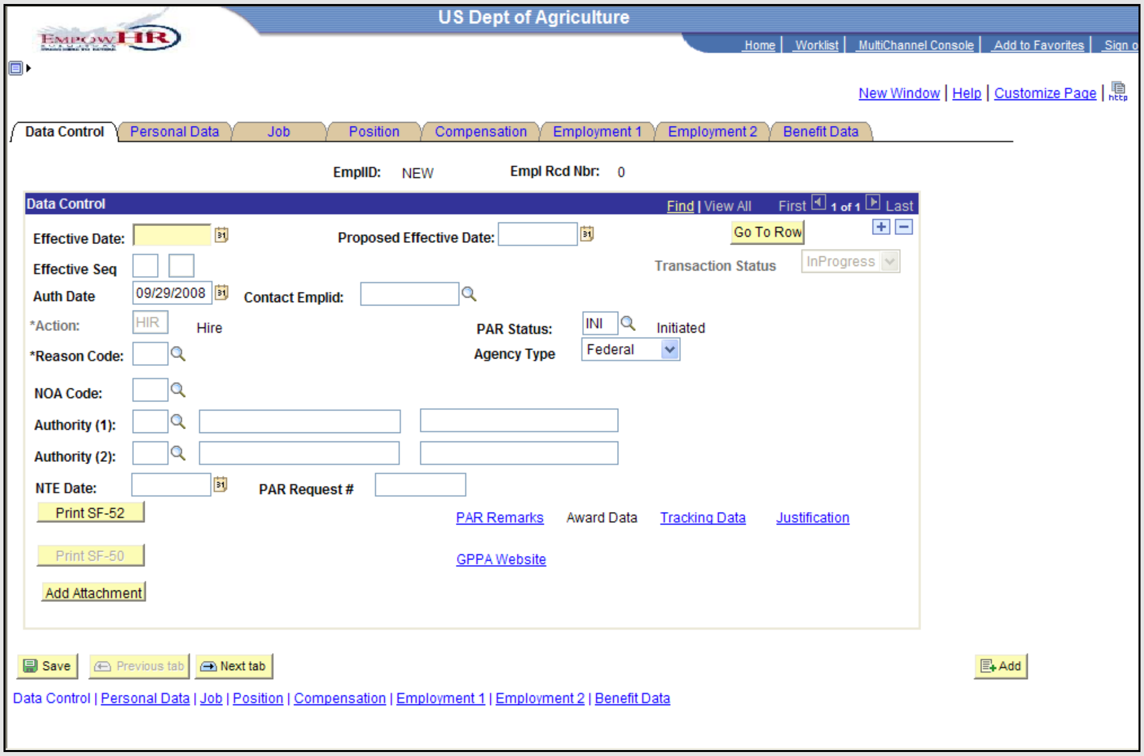
2. Select the **Hire Employee** component. The **Hire Employee USF – Add a New Value** page displays.




3. Verify the default of *New* in the **EmplID** field.

4. Verify the default of *0* in the **Empl Rec Nbr** field.

5. Click the **Add** button. The **Data Control** page displays.




6. Enter or select an effective date for the new hire in the **Effective Date** field.

7. Enter or select an authentication date for the new hire in the **Authorization Date** field.

8. Enter or select a reason code for the new hire in the **Reason Code** field.

9. Confirm the agency type in the **Agency Type** field.

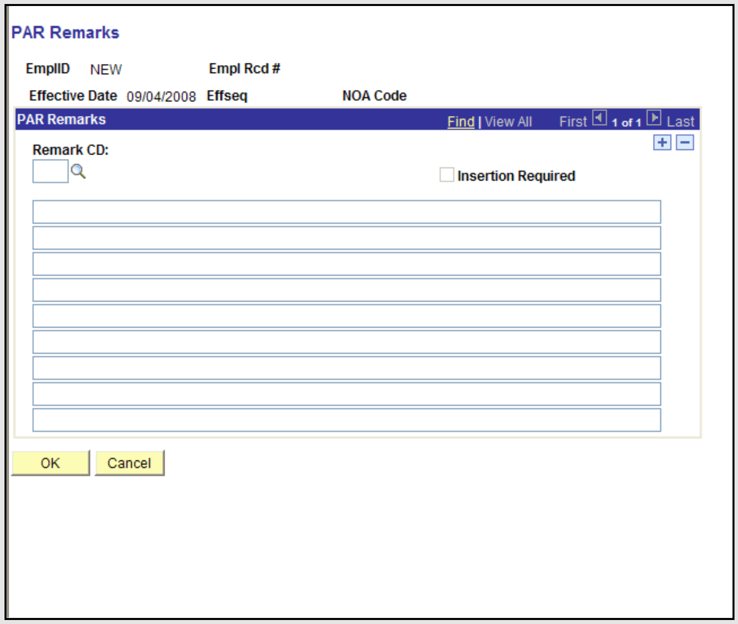
10. Enter or select the nature of action code in the **NOA Code** field.

11. Enter or select the legal authority in the **Authority (1)** field.

12. If applicable, enter or select the not to exceed date in the **NTE Date** field.

13. Enter the personnel action request number in the **PAR Request #** field.

14. Select the **PAR Remarks** link. The **PAR Remarks** page displays.



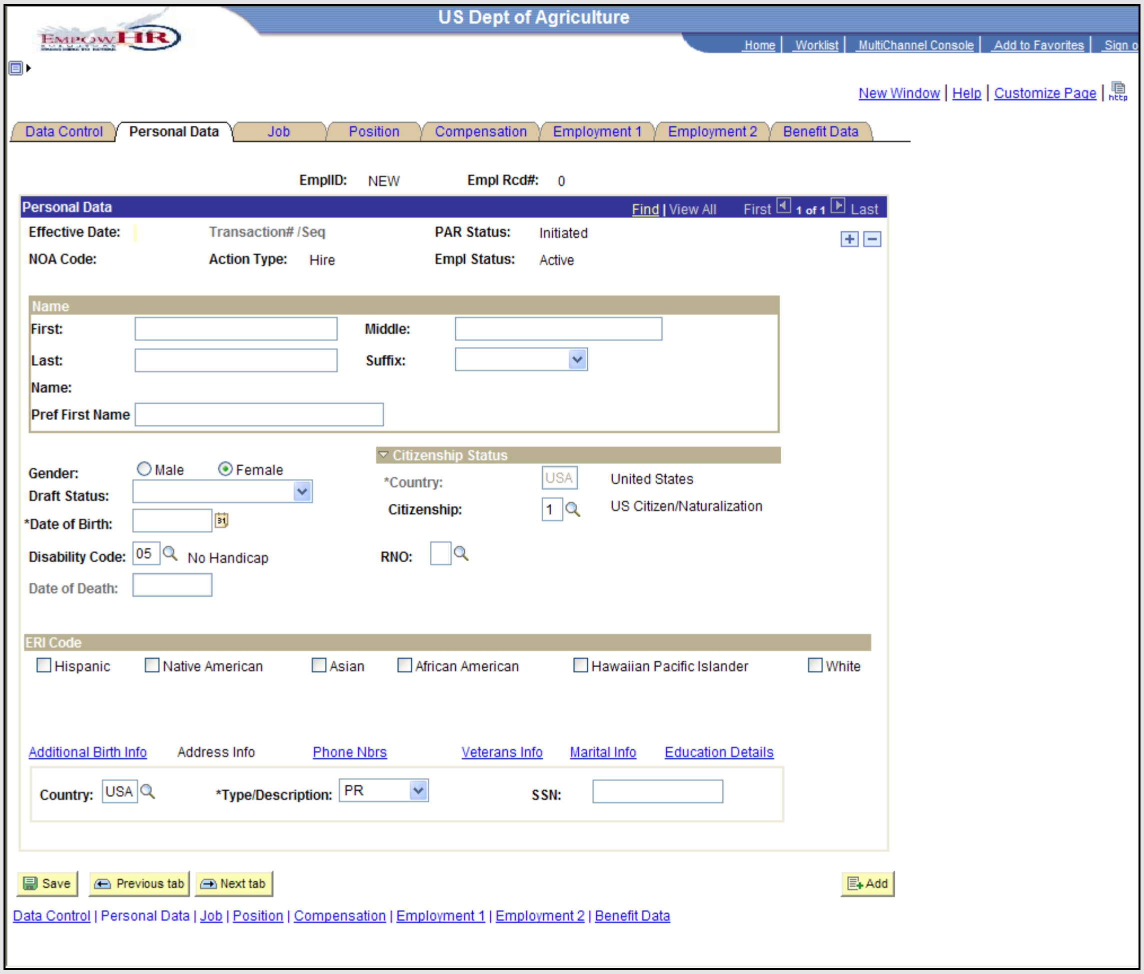

15. Enter or select the remark code in the **Remark CD** field.

16. Edit the remarks.

17. Click the **OK** button. The **Data Control** page displays.

## Procedure: Hire an Employee – Completing the Personal Data Page

1. Select the **Personal Data** tab. The **Personal Data** page displays.




2. Enter the first name in the **First** field.

3. Enter the last name in the **Last** field.

4. Select the **Gender** from either the **Male** radio button or **Female** radio button.

5. Enter the date of birth in the **Date of Birth** field.

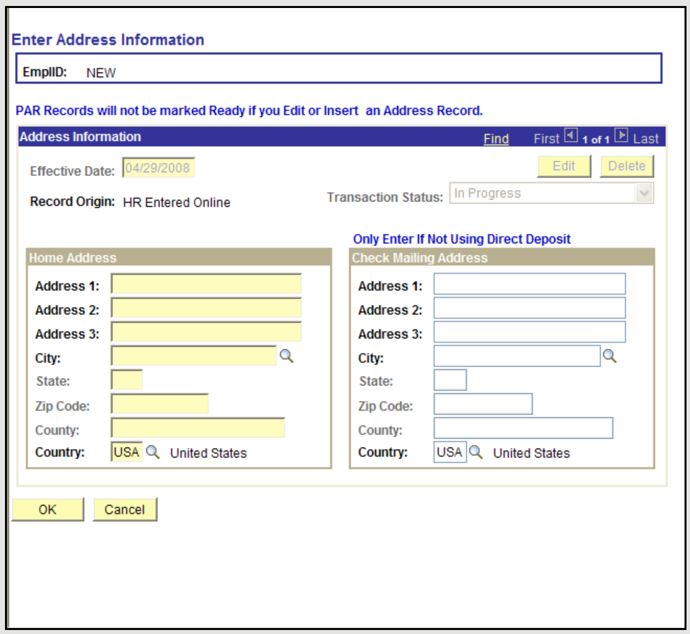
6. Enter of select a disability code in the **Disability Code** field.

7. Enter or select a Race or National Origin in the **RNO** field.

8. Enter or select citizenship status in the **Citizenship Status** field.

9. Enter the Social Security Number in the **SSN** field.

10. Select the **Address Info** link. The **Enter Address Information** page displays.




11. Enter the street address on the **Address 1**, **Address 2**, and **Address 3** lines.

12. Enter the city in the **City** field.

13. Enter the state in the **State** field.

14. Enter the zip code in the **Zip Code** field.

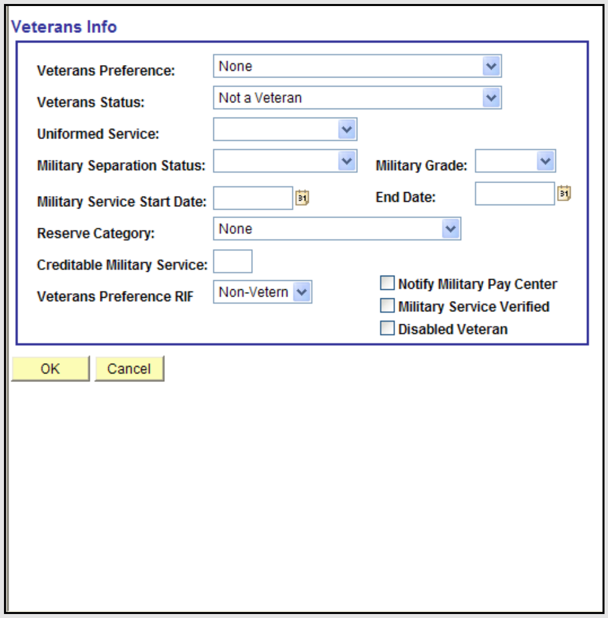
15. Confirm the county in the **County** field.

16. Confirm the country in the **Country** field.

17. Click the **OK** button. The **Personal Data** page displays.

## Procedure: Hire an Employee – Completing the Veterans Information

1. Select the **Veterans Info** link. The **Veterans Info** page displays.




2. Select a veteran preference from the **Veterans Preference** drop-down list.

3. Select a veteran status from the **Veterans Status** drop-down list.

4. Select a military branch from the **Uniformed Service** drop-down list.

5. Select a military separation Status from **Military Separation Status** the drop-down list.

6. Select a military grade from **Military Grade** the drop-down list.

7. Enter or select the date military service began in the **Military Service Start Date** field.

8. Enter or select the date military service ended in the **End Date** field.

9. Select a uniform service status from the **Reserve Category** drop-down list.

10. Enter the creditable military service in the **Creditable Military Service** field.

11. Select a veteran preference reduction in force from the **Veterans Preference RIF** drop-down list.

12. If applicable, select the **Notify Military Pay Center** checkbox.

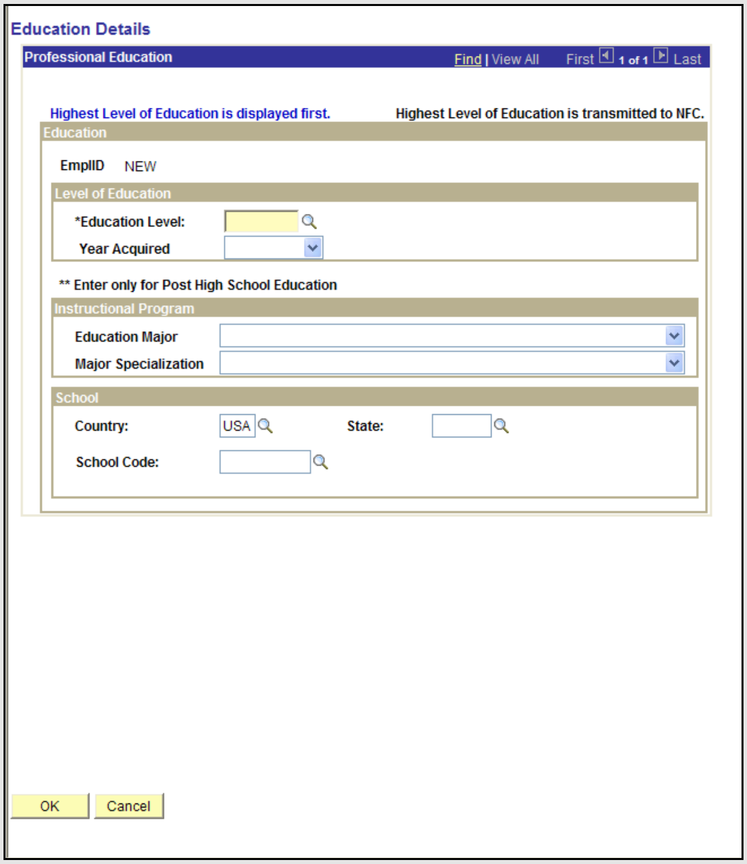
13. If applicable, select the **Military Service Verified** checkbox.

14. If applicable, select the **Disabled Veteran** checkbox.

15. Click the **OK** button. The **Personal Data** page displays.

## Procedure: Hire an Employee – Completing the Education Information

1. Select the **Education** link. The **Education Details** page displays.




2. Enter or select the education level in the **Education Level** field.

3. Select the year the education level was acquired from the **Year Acquired** drop-down list.

4. Select the education major from the **Education Major** drop-down list.

5. Select the major specialization from the **Major Specialization** drop-down list.

6. Enter or select the school country in the School **Country** field.

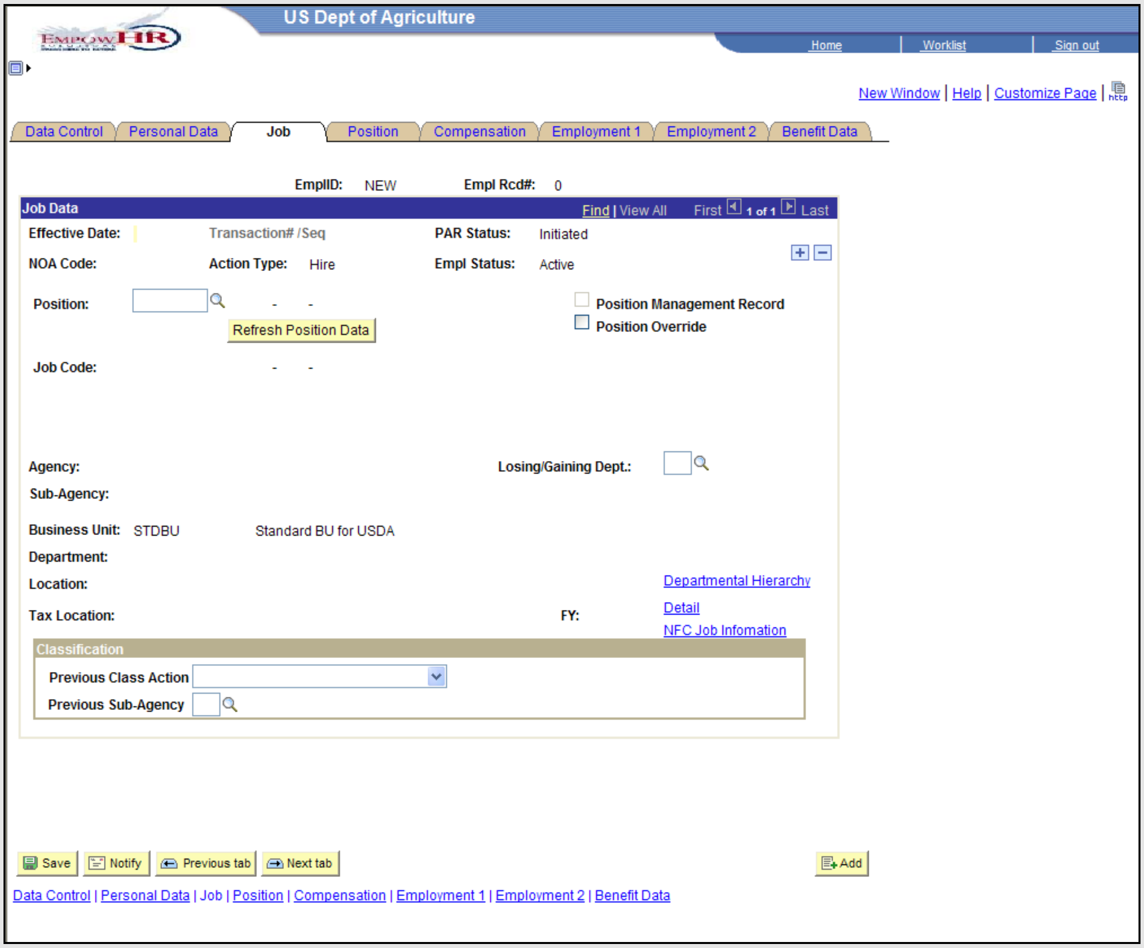
7. Enter or select the school state in the **School State** field.

8. Enter or select the school in the **School Code** field.

9. Click the **OK** button. The **Personal Data** page displays.

## Procedure: Hire an Employee – Completing the Job Page

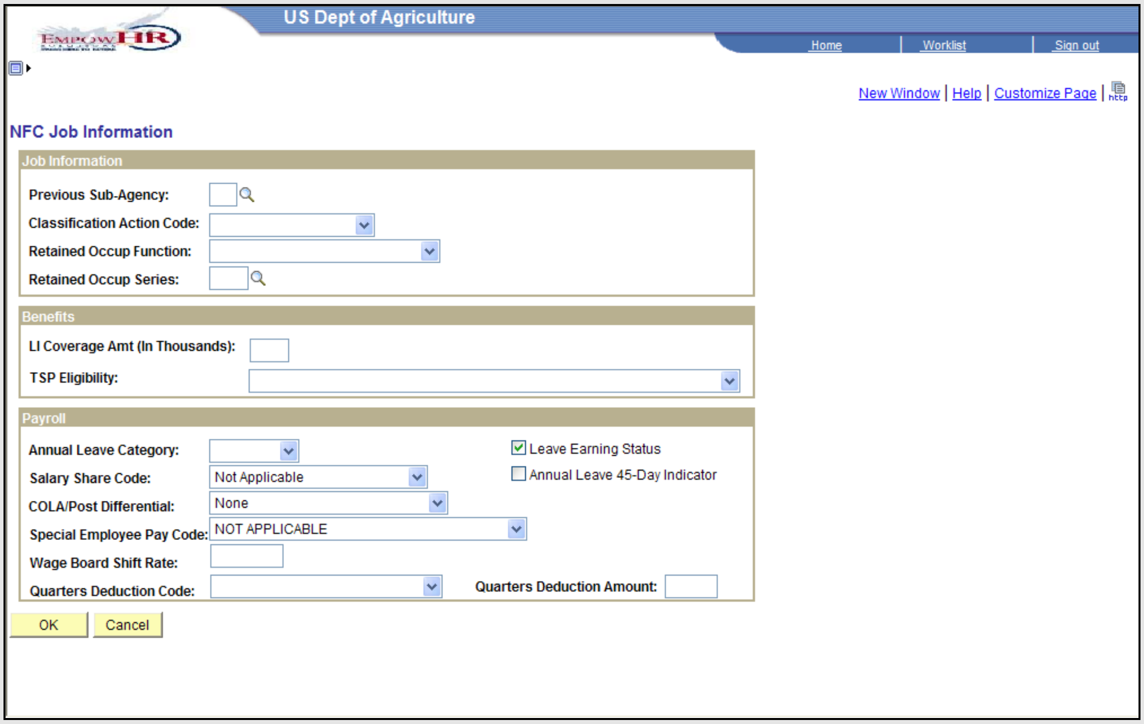
1. Select the **Job** tab. The **Job** page displays.




2. Enter the position number in the **Position** field. The remaining job related field populates.

3. Enter the losing or gaining department in the **Losing/Gaining Dept** field

4. If applicable, select the **NFC Job Information** link. The **NFC Job Information** page displays.




5. Enter or select a previous sub-agency in the **Previous Sub-Agency** field.

6. Select a classification action code from the **Classification Action Code** drop-down list.

7. Select a retained occupation function from the **Retained Occup Function** drop-down list.

8. Enter or select retained occupation series in the **Retained Occup Series** field.

9. Enter a life insurance coverage amount in the **LI Coverage Amt (In Thousands)** field.

10. Select the thrift savings plan eligibility from the **TSP Eligibility** drop-down list.

11. Select the annual leave category from the **Annual Leave Category** drop-down list.

12. Select the salary share code from the **Salary Share Code** drop-down list.

13. Select the COLA or post differential from the **COLA/Post Differential** drop-down list.

14. Select the special employee pay code from the **Special Employee Pay Code** drop-down list.

15. Enter the wage board shift rate in the **Wage Board Shift Rate** field.

16. Select the quarters deduction code from the **Quarters Deduction Code** drop-down list.

17. Enter the quarters deduction amount in the **Quarters Deduction Amount** field.

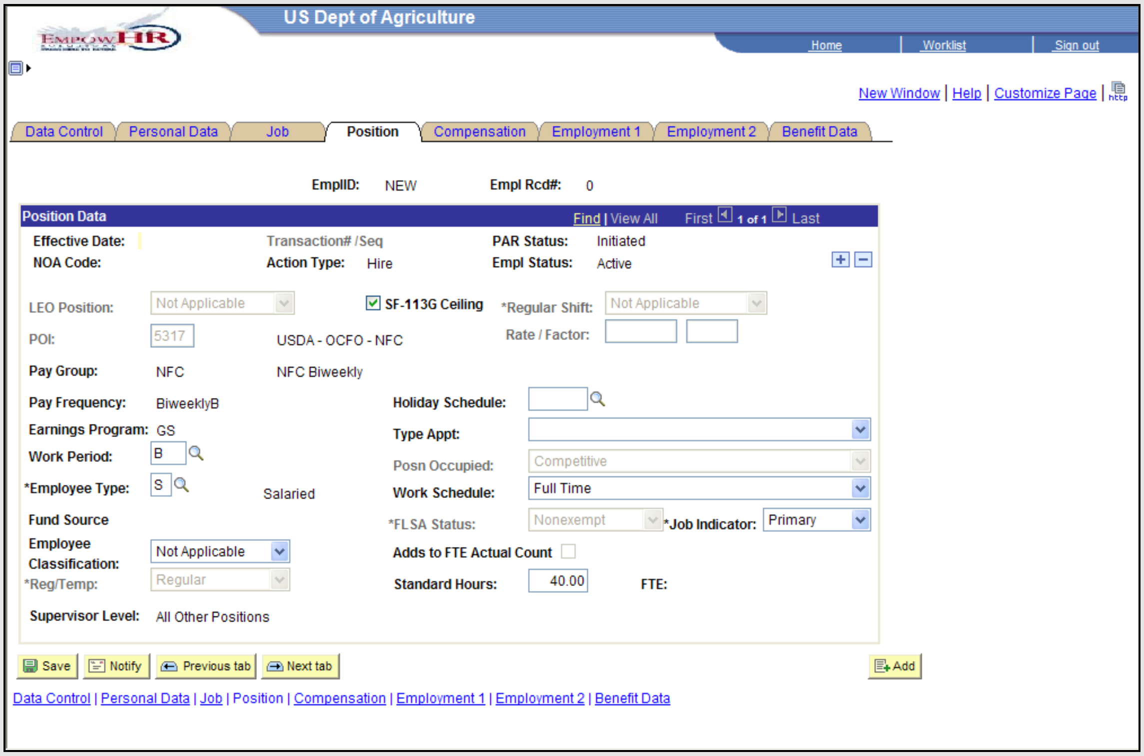
18. If applicable, confirm the **Leave Earning Status** checkbox is selected.

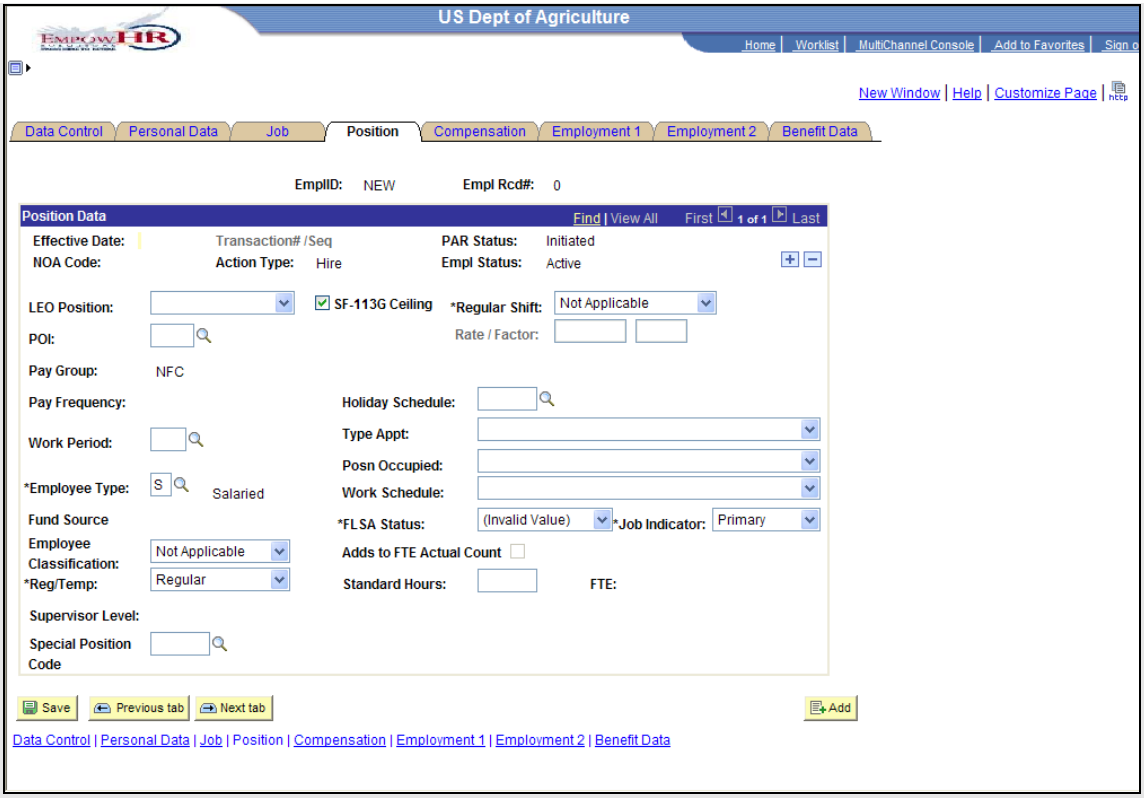
19. If applicable, select the **Annual Leave 45-Day Indicator** checkbox.

20. Click the **OK** button.  The **Job** page displays.

## Procedure: Hire an Employee – Completing the Position Page

1. Select the **Position** tab. The **Position** page displays.





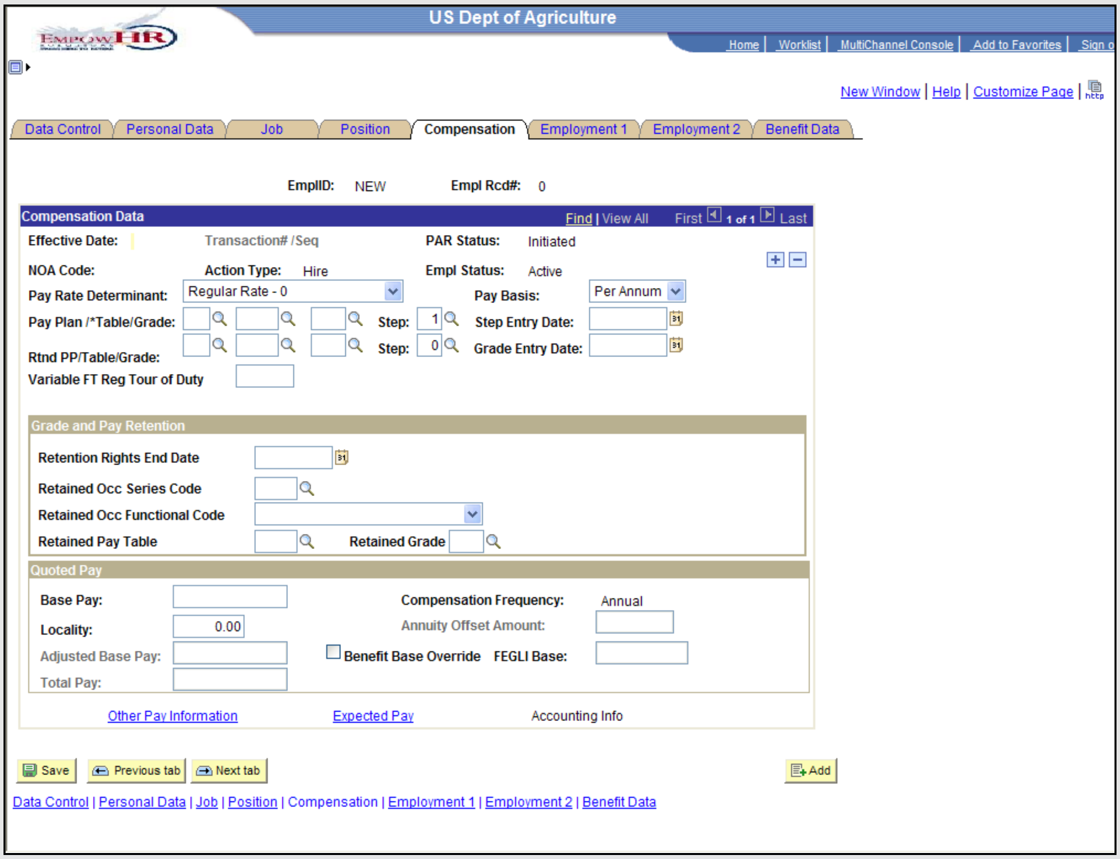

2. Confirm the Personnel Office Id in the **POI** field.

3. Select the type of appointment from the **Type Appt** drop-down list.

4. Confirm the typical work schedule from the **Work Schedule** drop-down list.

## Procedure: Hire an Employee – Completing the Compensation Page

1. Select the **Compensation** tab. The **Compensation** tab of the **Hire Employee** page displays.




2. Confirm the pay rate determinant in the **Pay Rate Determinant** field.

3. Confirm the pay plan in the **Pay Plan** field.

4. Confirm the grade in the **Grade** field.

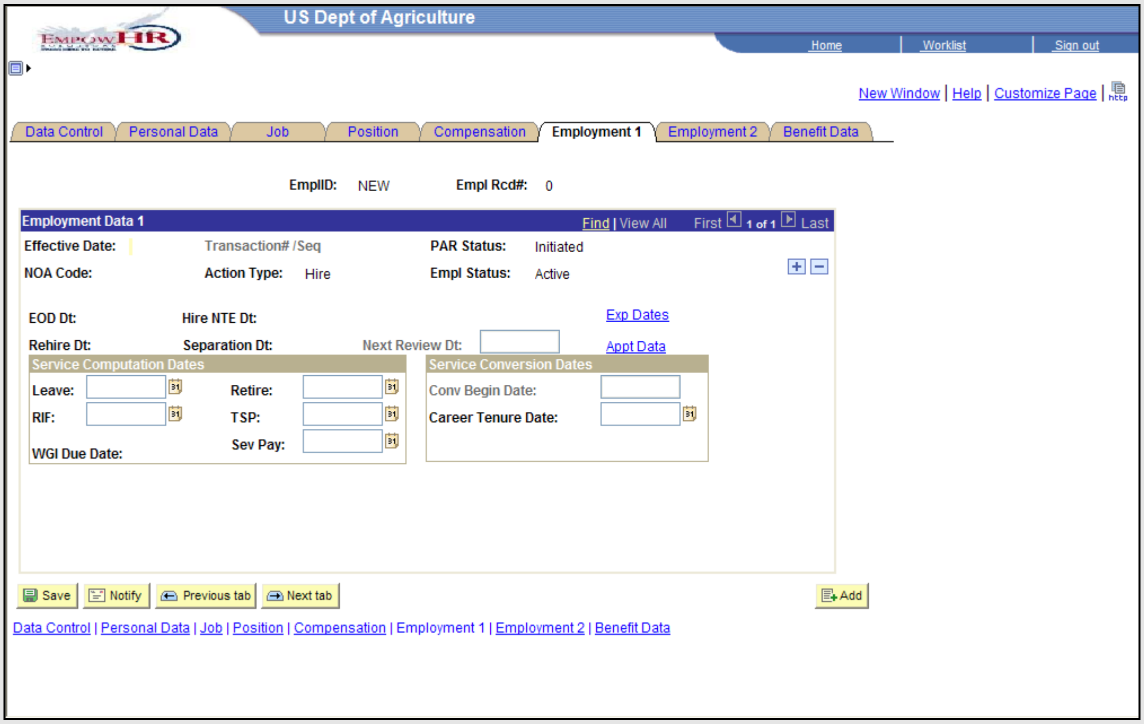
5. Confirm the step in the **Step** field.

6. Confirm the step entry date in the **Step Entry Date** field.

7. Confirm the base pay in the **Base Pay** field.

## Procedure: Hire an Employee – Completing the Employment 1 and Employment 2 Pages

1. Select the **Employment 1** tab. The **Employment 1** tab of the **Hire Employee** page displays.




2. Enter the SCD leave date in the **SCD Leave** field.

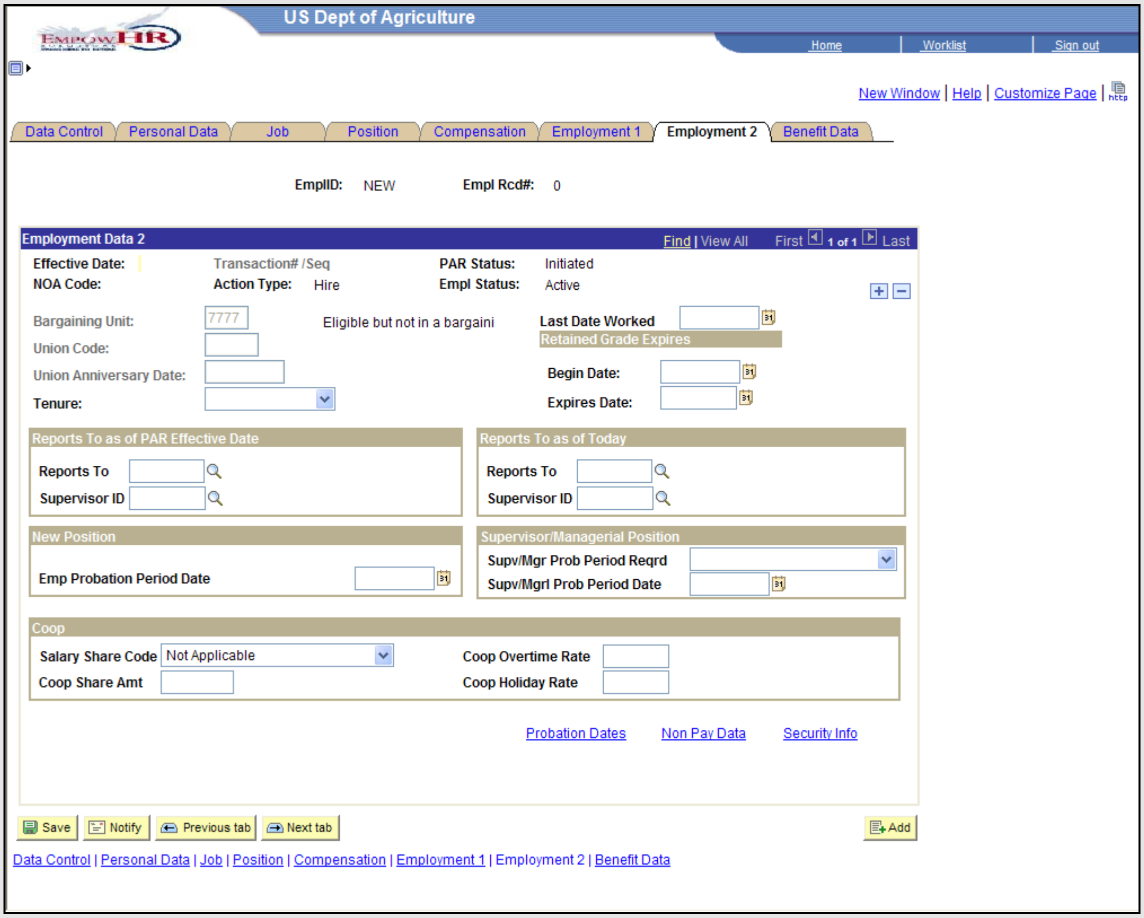
3. Enter the SCD retire date in the **SCD Retire** field.

4. Enter the SCD reduction in force date in the **SCD RIF** field.

5. Enter the SCD TSP date in the **SCD TSP** field.

6. Enter the career tenure date in the **Career Tenure Date** field.

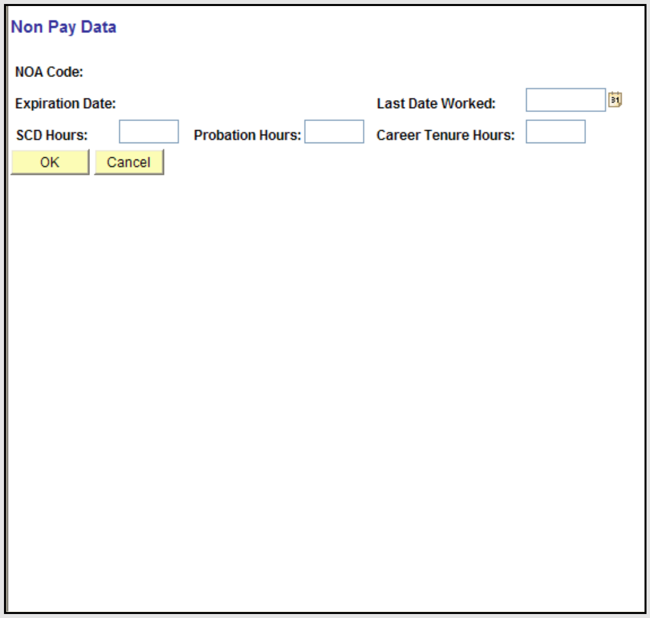
7. Select the **Employment 2** tab. The **Employment 2** page displays.




8. Select the tenure from the **Tenure** drop-down list.

9. Enter the employee probation period date in the **Employee Probation Period Date** field.

10. Select the **Non Pay Data** link. The **Non Pay Data** page displays.




11. Enter the last date worked in the **Last Date Worked** field.

12. Enter the service computation date hours in the **SCD Hours** field.

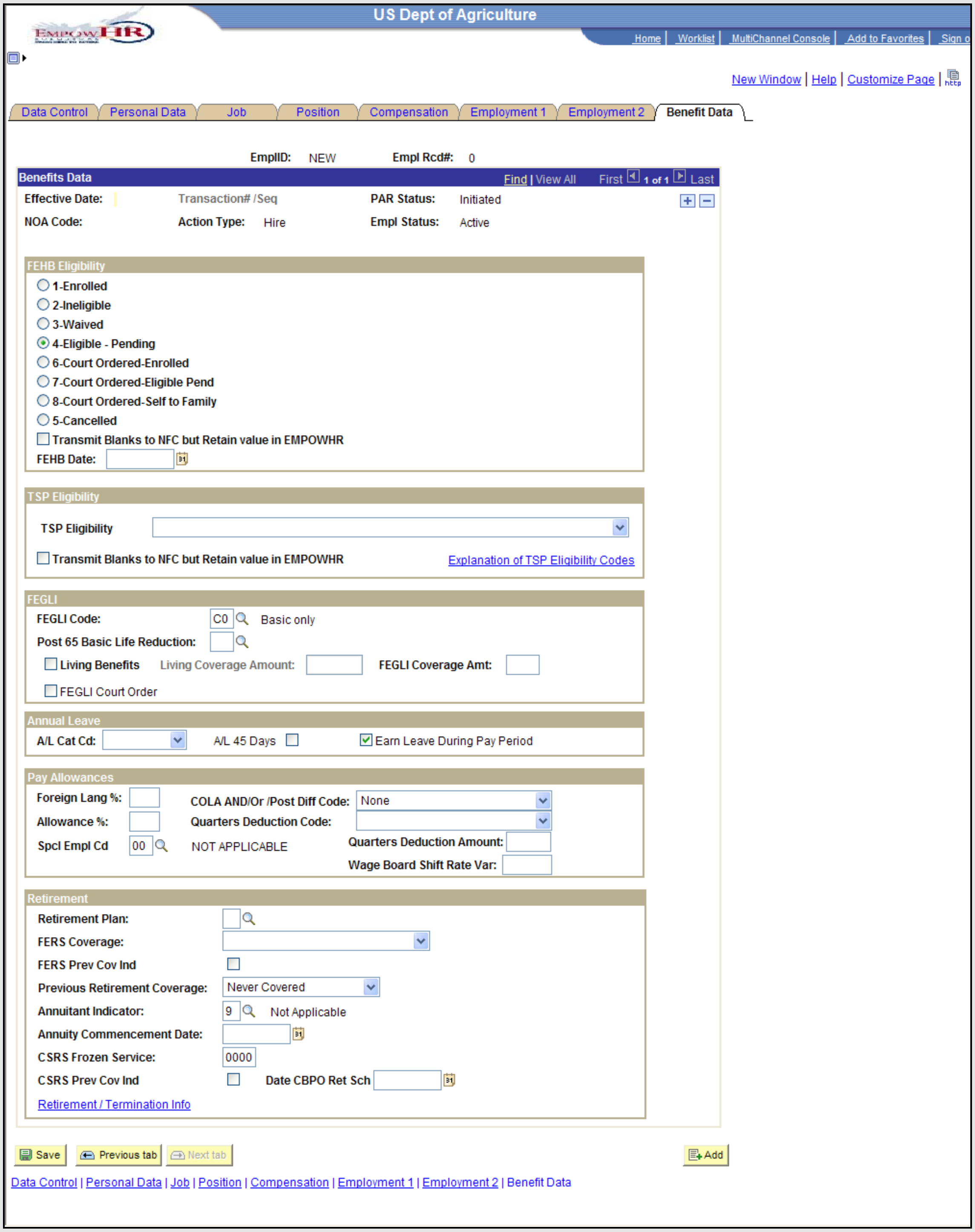
13. Enter the probation hours in the **Probation Hours** field.

14. Enter the career tenure hours in the **Career Tenure Hours** field.

15. Click the **OK** button. The **Employment 2** page displays.

## Procedure: Hire an Employee – Completing the Benefit Data Page

1. Select the **Benefit Data** tab. The **Benefit Data** page displays.



2. Select the **FEHB Eligibility Eligible – Pending** radio button.

3. Select the Thrift Savings Plan eligibility code from the **TSP Eligibility Code** drop-down list.

4. Enter the Federal Employees Group Life Insurance code in the **FEGLI Code** field.

5. Select the A/L category code from the **A/L Cat Cd** drop-down list.

6. Confirm the **Earn Leave During Pay Period** checkbox is selected.

7. Confirm the COLA and / or post difference code in the **COLA And/Or Post Diff Code** field.

8. Enter the special employee code in the **Spcl Empl Cd** field.

9. Enter the retirement plan in the **Retirement Plan** field.

10. Select the FERS coverage from the **FERS Coverage** drop-down list.

11. Confirm the previous retirement coverage in the **Previous Retirement Coverage** field.

12. Confirm the annuitant indicator in the **Annuitant Indicator** field.

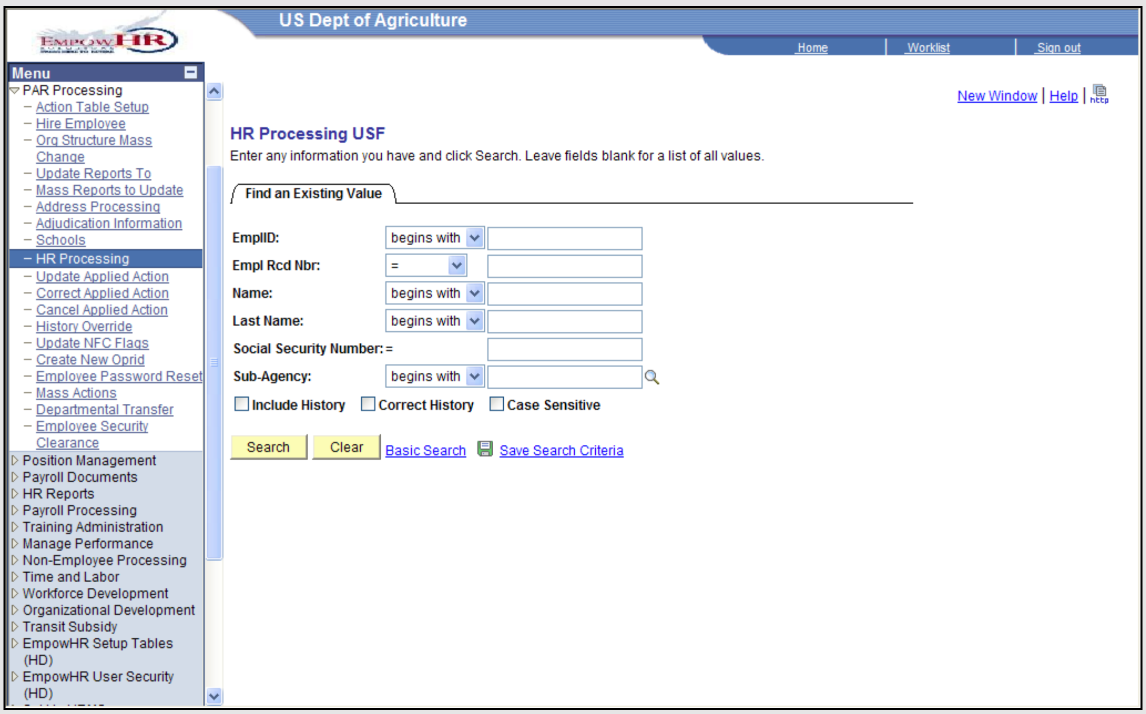
13. Click the **Save** button. The employee record saves, and the **EmplID** generates.

# HR PROCESSING

## Procedure: Updating an Employee Record

1. Select the **PAR Processing** menu group.

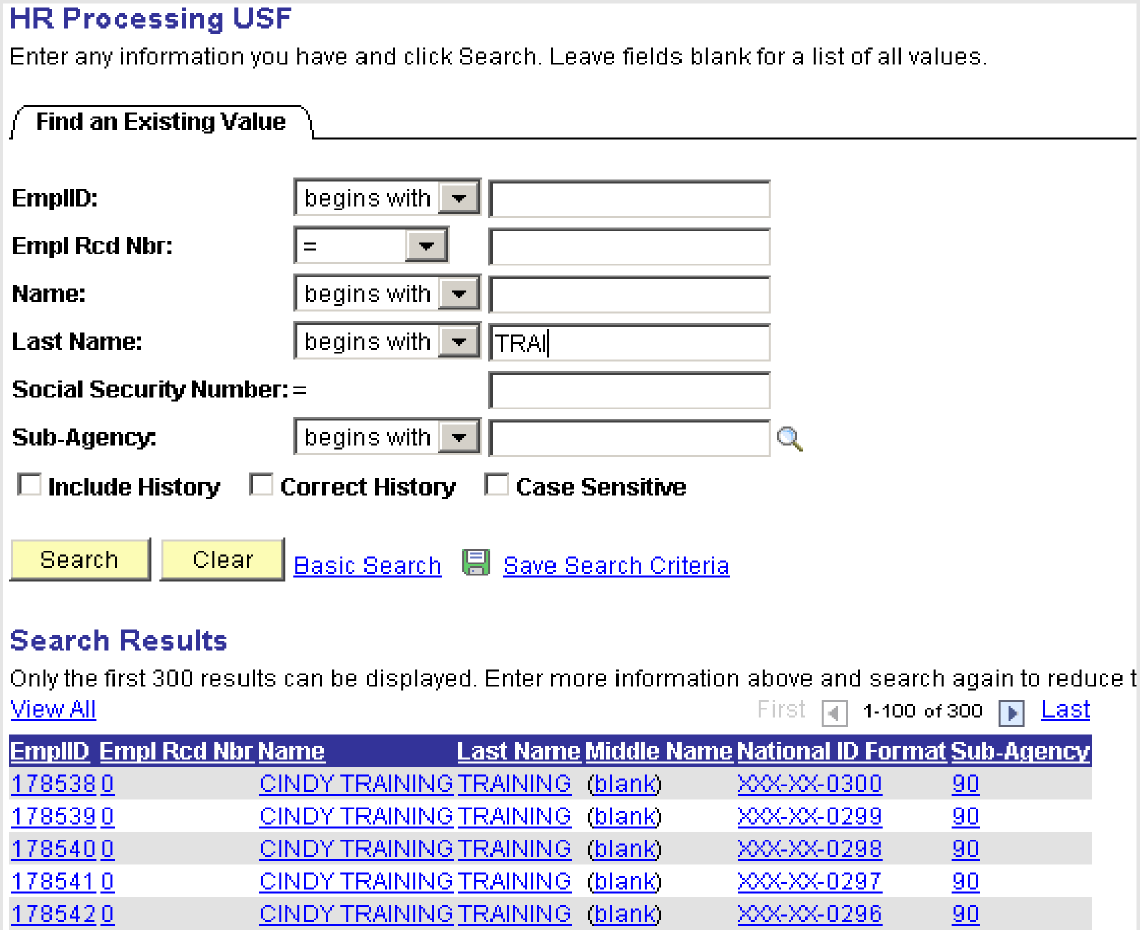
2. Select the **HR Processing** component. The **HR Processing USF – Find an Existing Value** page displays.




**NOTE: THE SOCIAL SECURITY NUMBER SEARCH FIELD MUST CONTAIN AN INDIVIDUAL'S ENTIRE 9-DIGIT NUMBER.**

3. Enter the search criteria for the desired employee record.

4. Click the **Search** button. The **Search Results** display.



**HR Processing USF**

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

**Find an Existing Value**

EmplID: begins with
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with TRAI
Social Security Number: =
Sub-Agency: begins with

Include History   Correct History   Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

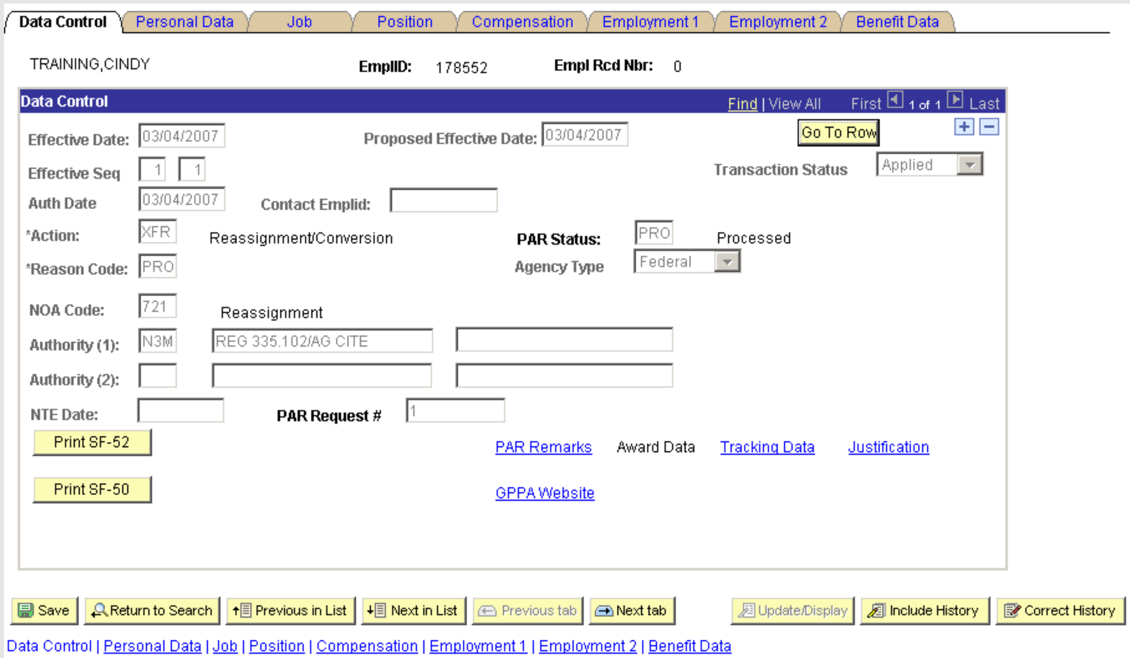
**Search Results**

Only the first 300 results can be displayed. Enter more information above and search again to reduce t

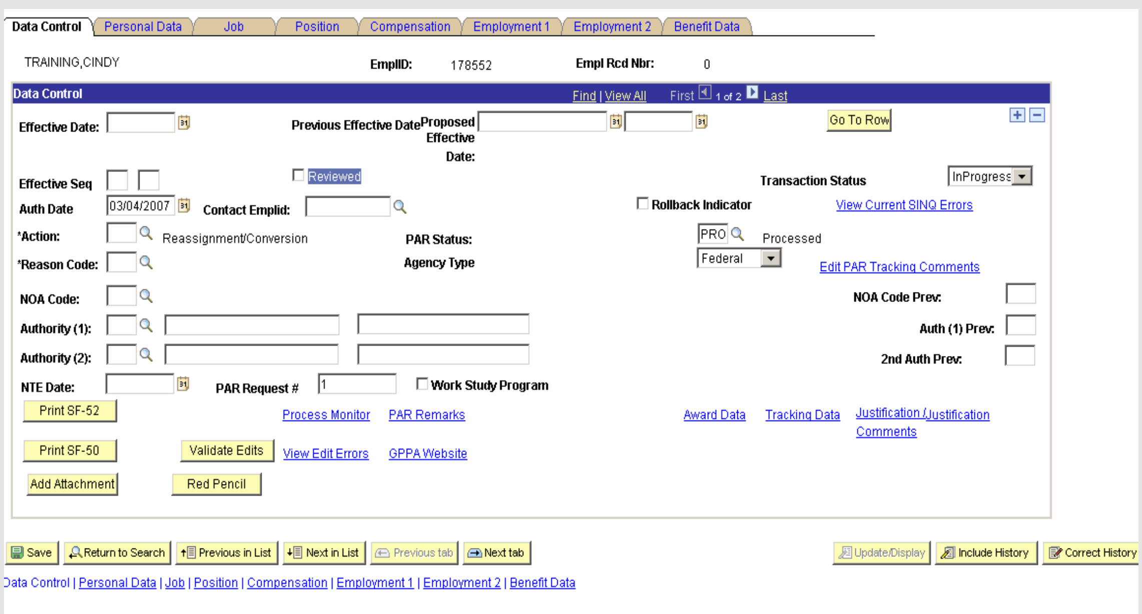
View All   First   1-100 of 300   Last

| EmplID | Empl Rcd Nbr | Name | Last Name | Middle Name | National ID Format | Sub-Agency |
|---|---|---|---|---|---|---|
| 178538 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0300 | 90 |
| 178539 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0299 | 90 |
| 178540 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0298 | 90 |
| 178541 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0297 | 90 |
| 178542 | 0 | CINDY TRAINING | TRAINING | (blank) | XXX-XX-0296 | 90 |

5. Select the link for the desired employee record. The **Data Control** page displays.




6. Click the **+** button to insert a new action. The new action displays.




7. Enter the appropriate effective date in the **Effective Date** field.

8. Enter the appropriate authorization date in the **Auth Date** field.

**NOTE: WHEN ADDING MORE THAN ONE ACTION FOR THE SAME EFFECTIVE DATE, THE ACTIONS MUST HAVE SEQUENTIAL AUTHENTICATION DATES.**

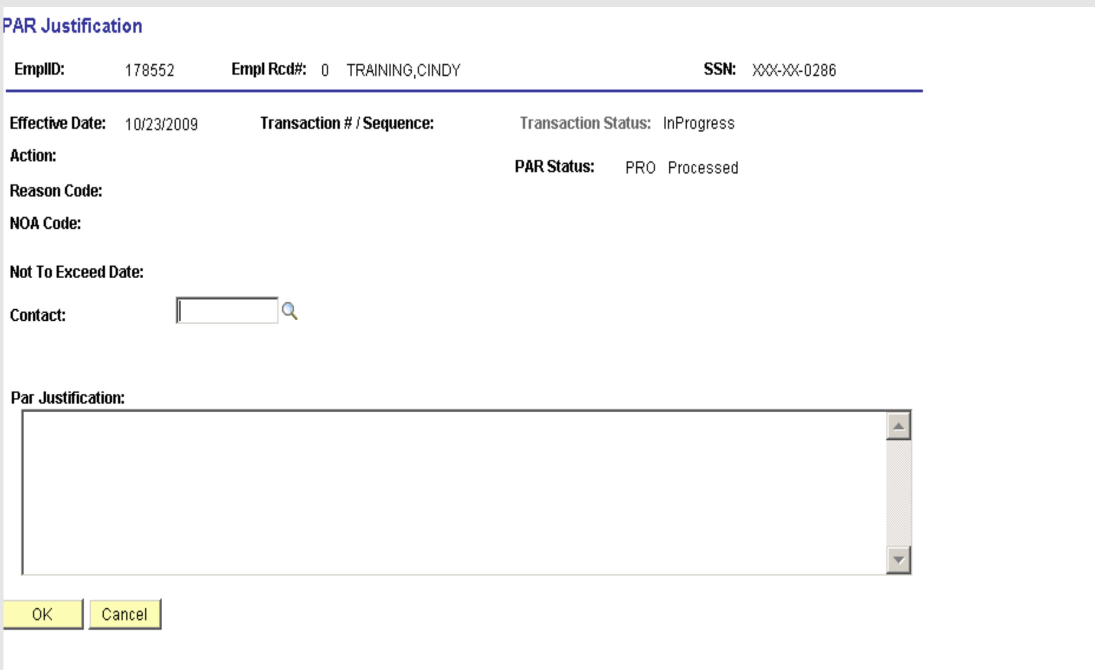
9. Enter the action in the **Action** field.

10. Enter the reason code in the **Reason Code** field.

11. Confirm the nature of action code in the **NOA Code** field.

12. Complete all other appropriate fields for the action.

13. Select the **Justification** link. The **PAR Justification** page displays.

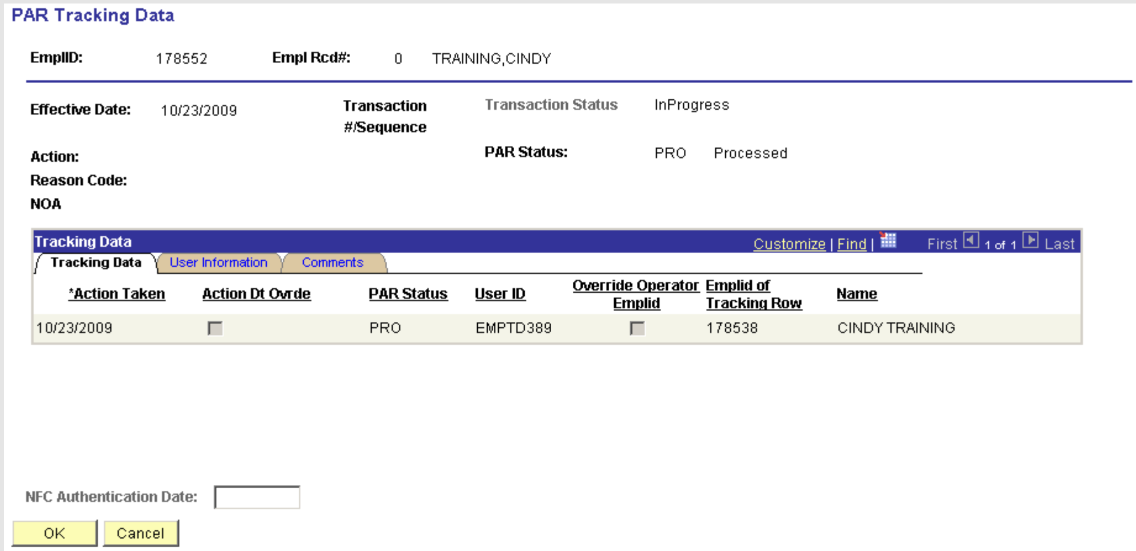



14. Enter or select a contact in the **Contact** field.

15. Enter a reason in the **PAR Justification** field.

16. Click the **OK** button. The **Data Control** page displays.

17. Select the **Tracking Data** link. The **PAR Tracking Data** page displays.



PAR Tracking Data

EmplID: 178552 Empl Rcd#: 0 TRAINING,CINDY

Effective Date: 10/23/2009 Transaction #/Sequence Transaction Status InProgress

Action: PAR Status: PRO Processed

Reason Code:

NOA

Tracking Data Customize | Find | First 1 of 1 Last

Tracking Data | User Information | Comments

| *Action Taken | Action Dt Ovrde | PAR Status | User ID | Override Operator Emplid | Emplid of Tracking Row | Name |
|---|---|---|---|---|---|---|
| 10/23/2009 | | PRO | EMPTD389 | | 178538 | CINDY TRAINING |

NFC Authentication Date:

OK Cancel

18. Review the PAR Tracking Data page to determine the audit trail of the PAR.

19. Click the **OK** button. The **Data Control** page displays.

20. Click the **Save** button. The action saves with a **Transaction Status** of *NFC-Ready*.

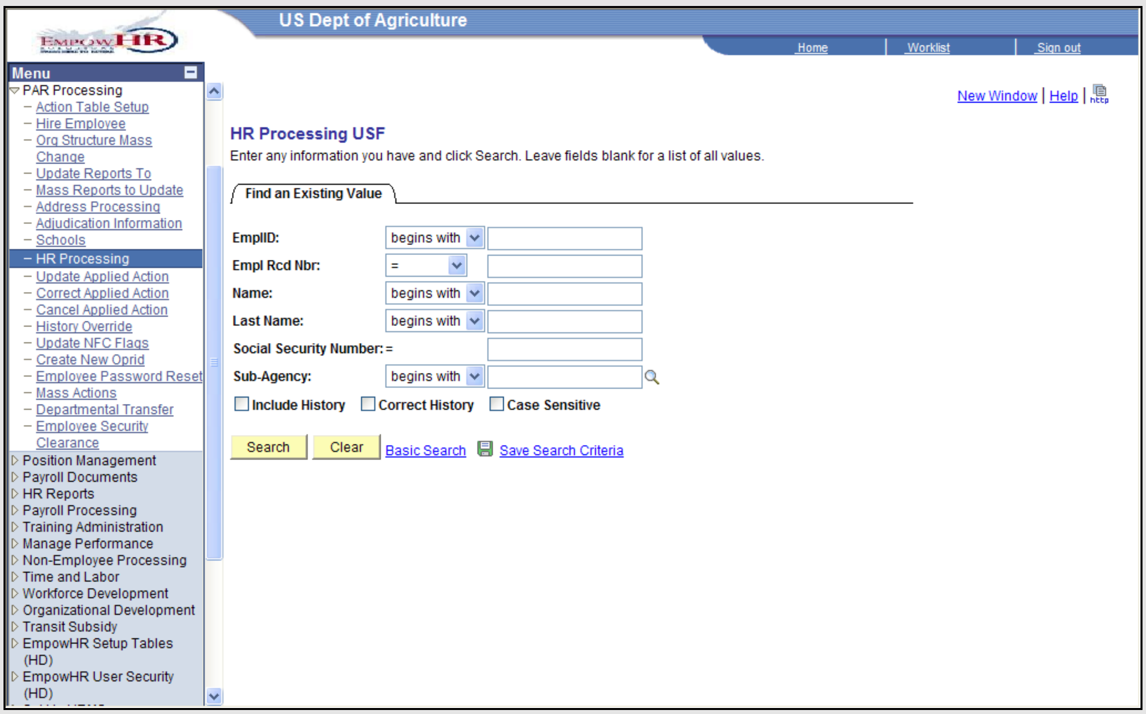
**NOTE: ACTIONS WITH AN NFC STATUS OF NFC READY OR READY FUTURE CAN BE EDITED UNTIL SENT TO NFC.**

# INDIVIDUAL TIME OFF AWARD

## Procedure: Completing an Individual Time Off Award

1. Select the **PAR Processing** menu group.

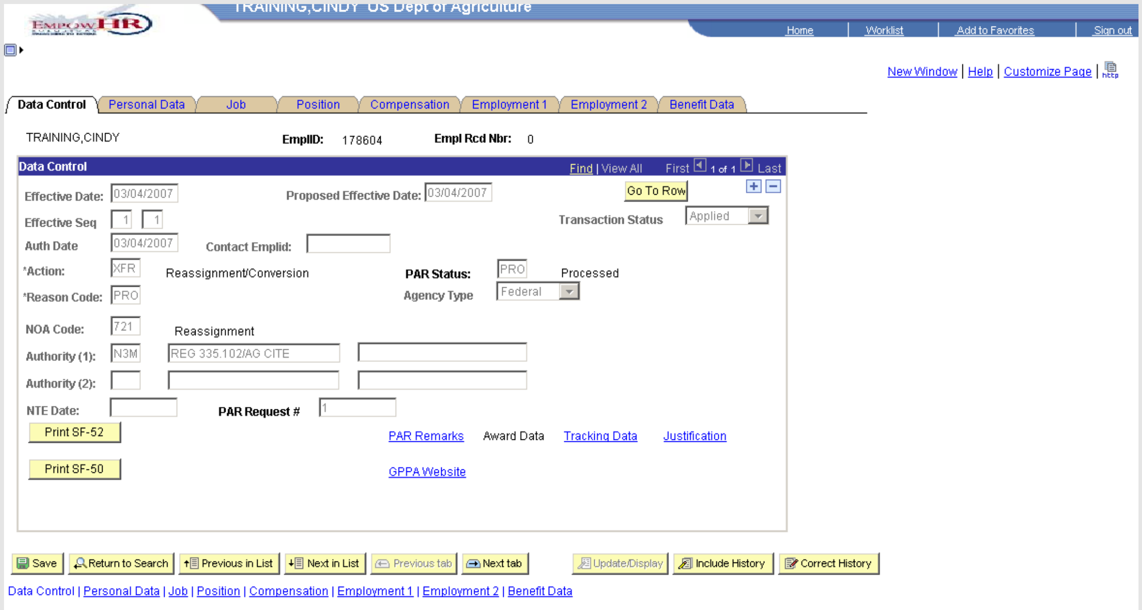
2. Select the **HR Processing** component. The **HR Processing USF – Find an Existing Value** page displays.



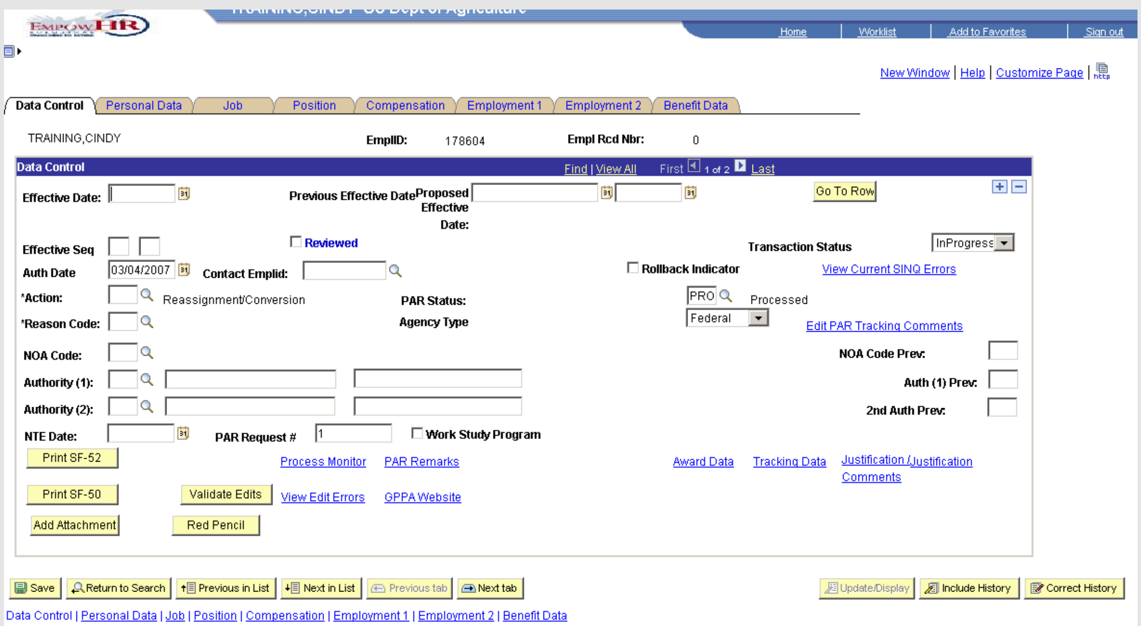

3. Enter the search criteria for the desired employee record.

4. Click the **Search** button. The **Search Results** display.

5. Select the link for the desired employee record. The **Data Control** page displays.




6. Click the **+** button to insert a new action.




7. Enter the appropriate effective date in the **Effective Date** field.

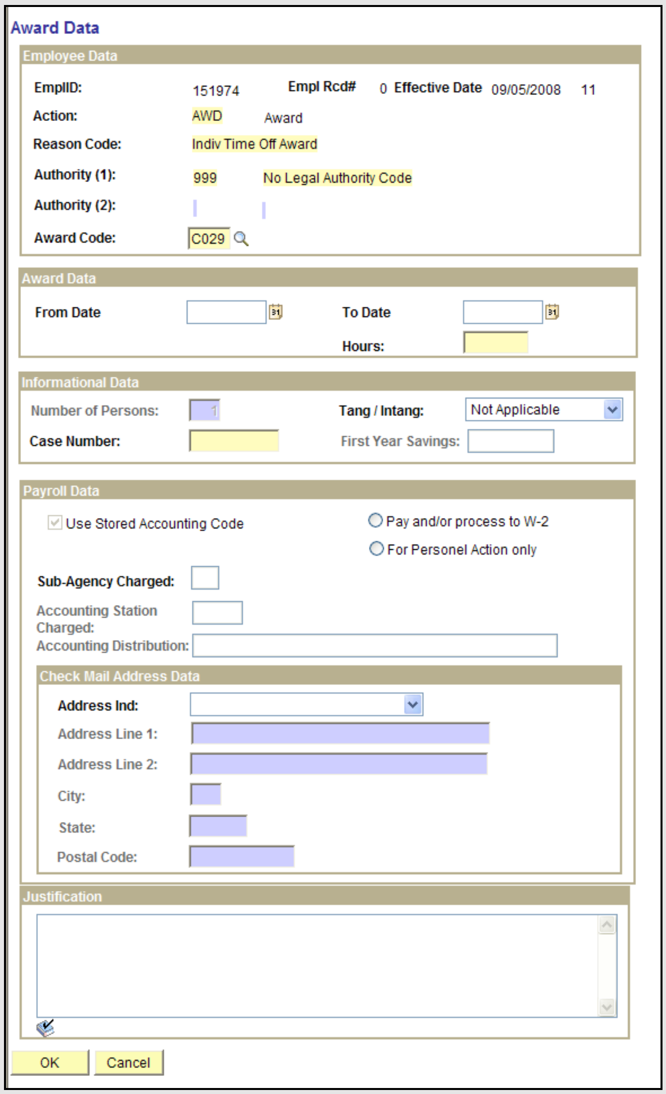
8. Enter the appropriate authorization date in the **Auth Date** field.

9. Enter *AWD* (Award) in the **Action** field.

10. Enter *029* (Indiv Time Off Award) in the **Reason Code** field. The **NOA Code** of *846 Individual Time Off Award* autopopulates.

11. Enter *999 No Legal Authority Code Required* in the **Authority (1)** field.

12. Select the **Award Data** link. The **Award Data** page displays.




13. Enter the from date in the **From Date** field.

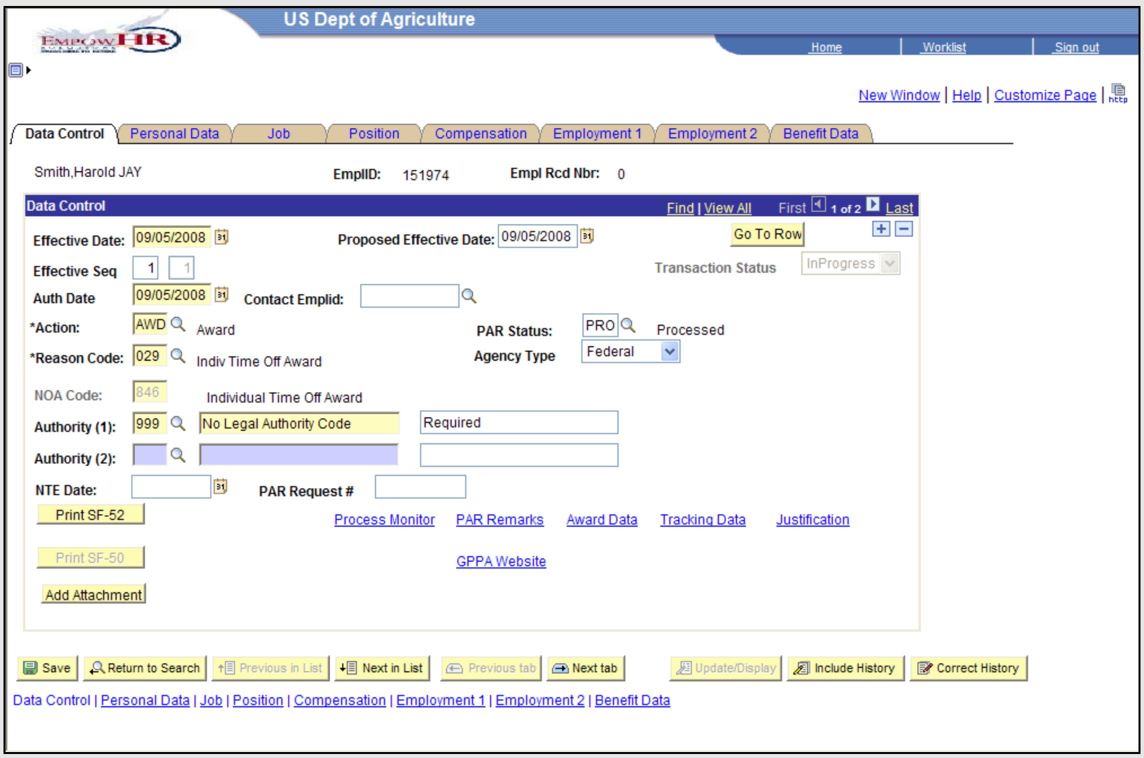
14. Enter the to date in the **To Date** field.

15. Enter the hours in the **Hours** field.

16. Enter the case number in the **Case Number** field.

17. Enter the justification for the award in the **Justification** text box.

18. Click the **OK** button. The **HR Processing** page displays.




19. Click the **Save** button. The action saves with a **Transaction Status** of *NFC-Ready*.

# WHO HAS THE PAR

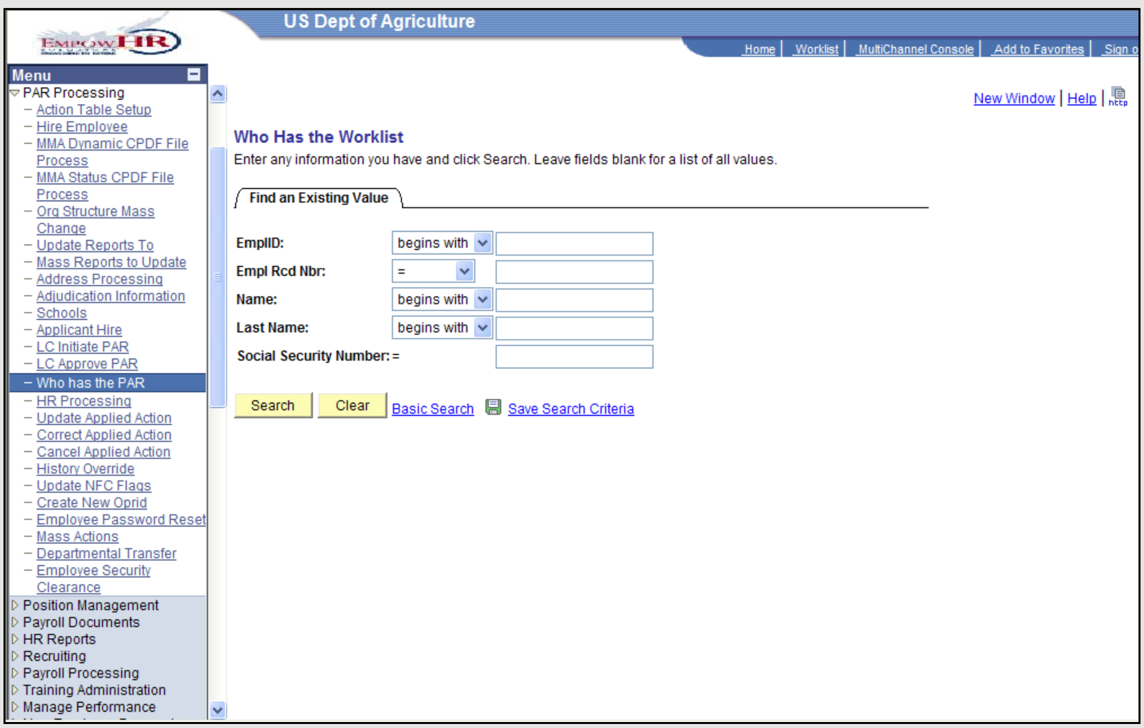
The Who Has the PAR component has two tabs:

- Where is the PAR - shows an employee has an open/active action and to whom it is assigned.
- Show all Worklists - shows the historical worklist items associated with the selected employee

## Procedure: Viewing the Who has the PAR Component

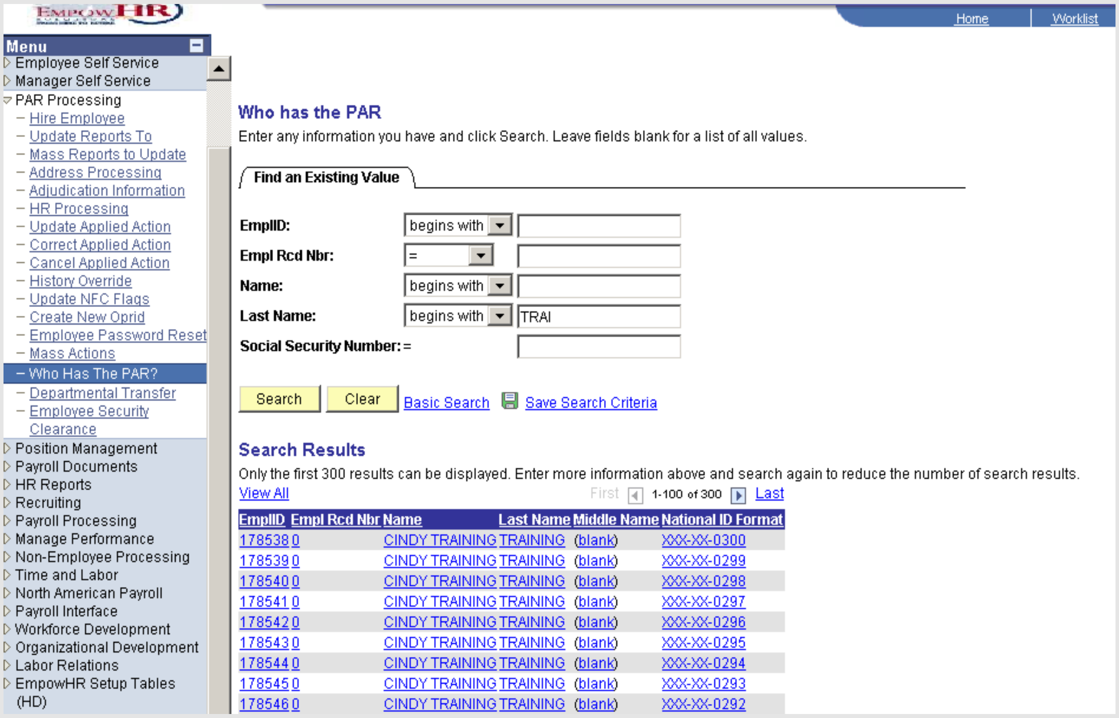
1. Select the **PAR Processing** menu group.

2. Select the **Who has the PAR** component. The **Who Has the Worklist – Find an Existing Value** page displays.

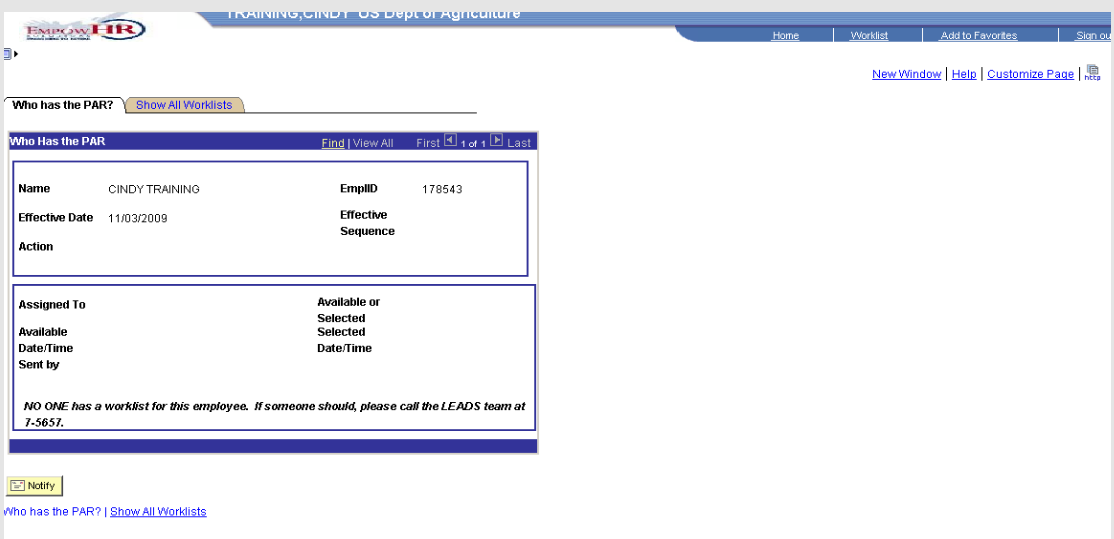



3. Enter the appropriate search criteria.

4. Click the **Search** button. The search results display.

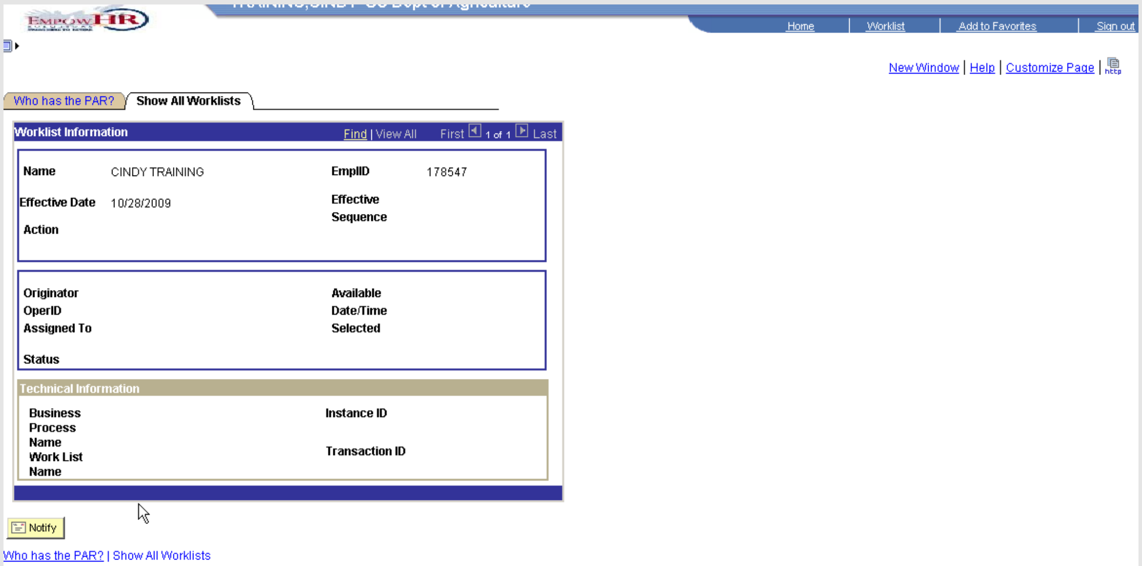



5. Select the desired employee. The **Where is the PAR** page displays.




6. Review the Worklist information for the employee's PAR.

7. Select the **Show all Worklists** tab. The **Show all Worklists** page displays.




8. Review the historical Worklist information for the employee.

# CHAPTER 5

## PAYROLL DOCUMENTS

**Learning Objectives:**

- Defining Payroll Documents
- Processing a Restored Annual Leave document
- Processing a Court Ordered Child Support or Alimony document
- Processing an FEHB Change in Enrollment document
- Processing an FEHB Cancel Enrollment document
- Processing a Leave Data Transferred document
- Processing a Lump Sum Leave Payment document
- Processing a Master File Change document
- Processing a Multi-Element Update document
- Processing a New Authorization for a Savings Bond document
- Processing a Savings Bond Change or Cancel document
- Processing a Severance Payment document
- Processing a Tax Data documents
- Processing a Thrift Savings Plan document
- Processing a Certification document
- Processing a Education Information document

# PAYROLL DOCUMENTS

Payroll Documents allows Human Resources to enter information related to the employee's personal data including benefits. When a Payroll Document is rejected the Transaction Status is set to Not Applied. When the transaction requires a modification, make the applicable change, click the Save button and change the transaction status to NFC Ready.

Payroll documents are processed to:

- Withhold mandatory and voluntary deductions such as health and life insurance, child support and alimony payments, allotments, and taxes
- Disburse payments such as annual leave and compensatory time payments
- Transfer data to the PPS from another payroll system (e.g., leave data transfer)
- Disburse payments through Direct Deposit/Electronic Funds Transfer (DD/EFT)
- Update the database with payroll-related miscellaneous elements, such as restored annual leave and education and professional certification

The following documents must be processed for a New Hire:

- Net Pay
- Tax Data – City, County, State, Federal and Earned Income Credit (EIC) tax data have been combined in EmpowHR 9.0 on one page

# AUTHORIZATION FOR RESTORED ANNUAL LEAVE

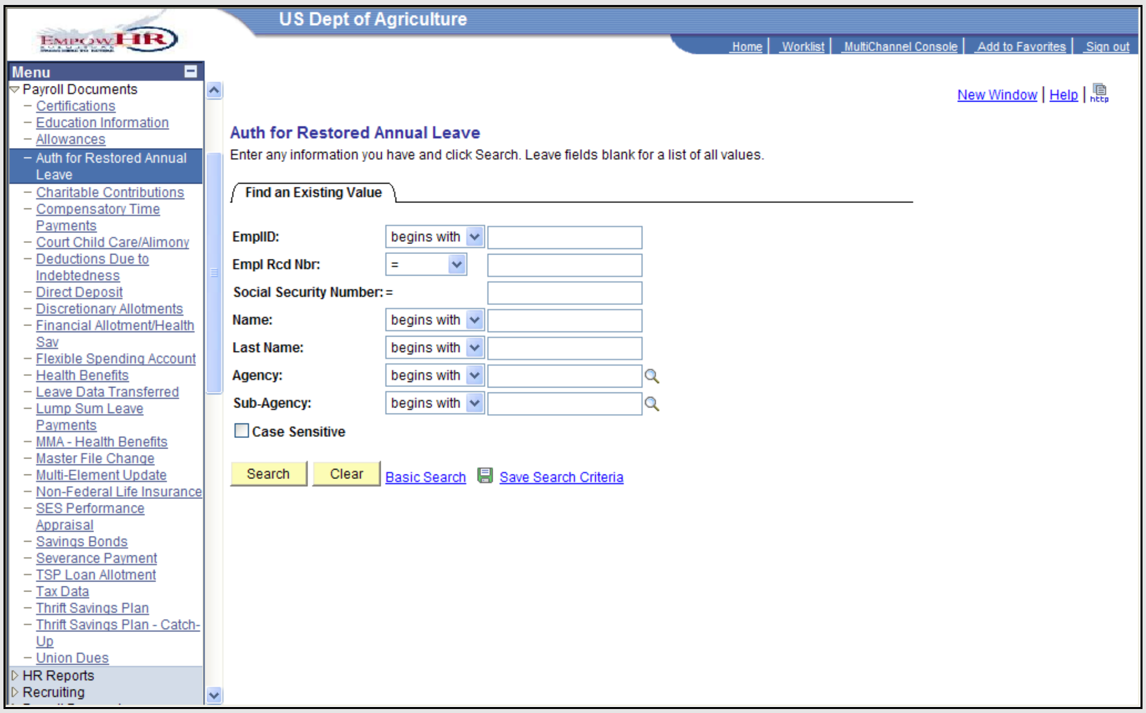
Restored annual leave is annual leave approved for return to the employee instead of forfeited due to administrative error, or exigencies of the public business. When the restored annual leave is for the current year, enter the data in EmpowHR. When the leave is for a prior year, enter the data in TINQ Program TI007, Annual Leave Restored. Changes in restored annual leave usage are handled via corrected T&As.

The Payroll Personnel System (PPS) calculates restored annual leave used and balances. Timekeepers should maintain the restored annual leave record in a separate leave account from regular annual leave. Restored annual leave used is recorded on the T&A report under TC63. The amount of the restored annual leave does not increase or change an employee's normal maximum carryover of annual leave into a new leave year.

## Procedure: Authorizing Restored Annual Leave

1. Select the **Payroll Documents** menu group.

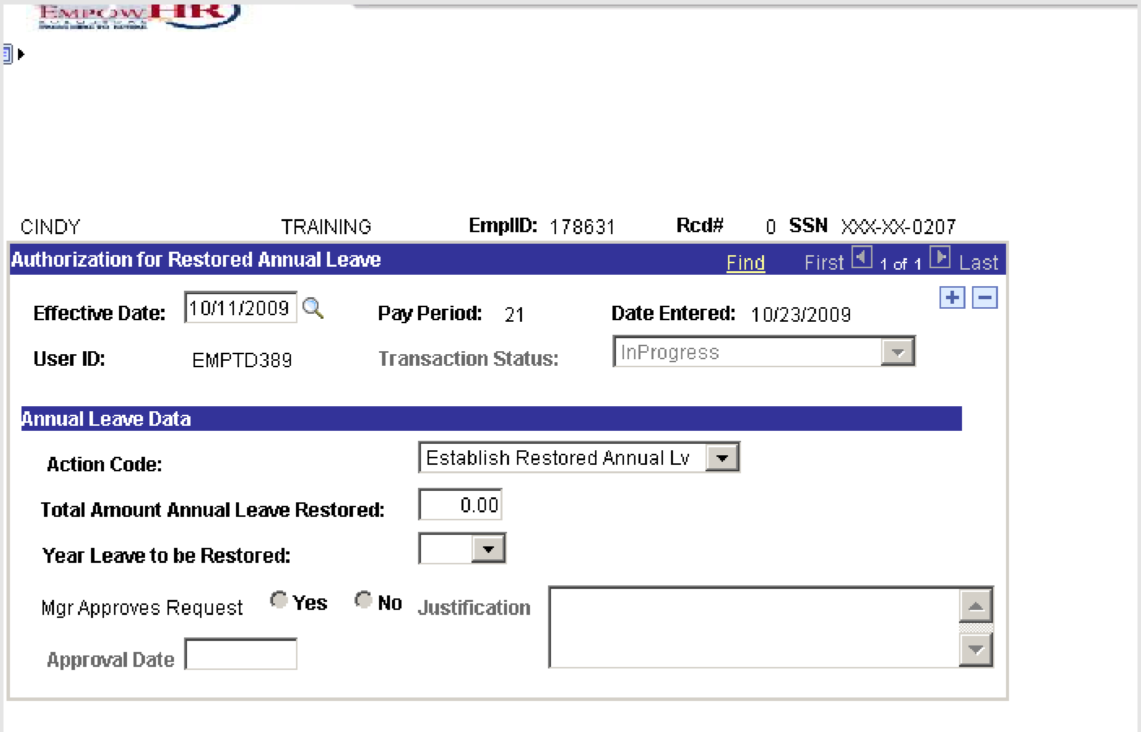
2. Select the **Auth for Restored Annual Leave** component. The **Auth for Restored Annual Leave – Find an Existing Value** page displays.




**NOTE: THE SOCIAL SECURITY NUMBER SEARCH FIELD MUST CONTAIN AN INDIVIDUAL'S ENTIRE 9-DIGIT NUMBER.**

3. Enter the Employee ID in the **EmplID** field.

4. Click the **Search** button. The **Auth for Restored Annual Leave** page for the specified employee record displays.




**NOTE: THE SOCIAL SECURITY NUMBER FIELD DISPLAYS ONLY THE LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER.**

5. Enter the effective date in the **Effective Date** field.

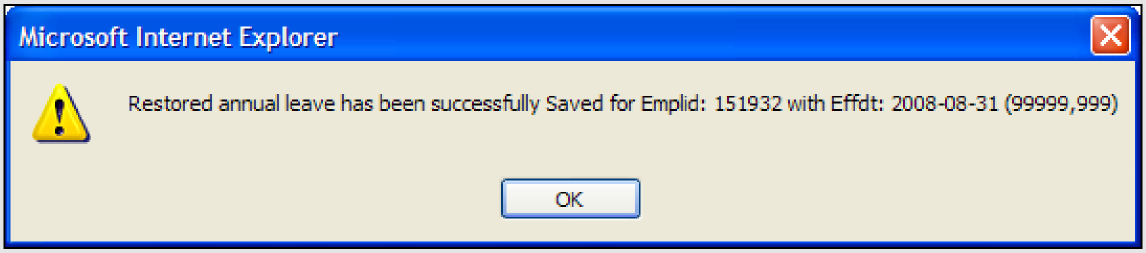
6. Confirm the action code of *Establish Restored Annual Leave* from the **Action Code** drop-down list.

**NOTE: OTHER ACTION CODE OPTIONS INCLUDE, DELETE AMT. PREV. ESTABLISHED AND REPLACE AMT. PREV. ESTABLISHED**

7. Enter the total amount of annual leave restored in the **Total Amount Annual Leave Restored** field.

8. Select the current year from the **Year Leave To Be Taken** drop-down list.

9. Click the **Save** button. The save confirmation displays.




10. Click the **OK** button. The Authorization for Restored Annual Leave saves.

# COURT ORDERED CHILD SUPPORT OR ALIMONY

Childcare or alimony deduction is the withholding of court ordered or voluntary childcare or alimony payments through payroll deductions. Federal employees' salaries and wages are subject to garnishment for child support and alimony payments. This type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation of providing child support and making alimony payments. The employee may voluntarily request payroll deductions for child support and alimony payments at any time.

A maximum of five child care/alimony deductions may be entered in the system based on the specific dollar amounts or percentages of disposable income. Enter a separate document for each child care/alimony deduction. Maintain sufficient internal files so all inquiries concerning garnishment cases are promptly answered.

Once established, the legal process must order cancellation, of the garnishment. Voluntary deductions may be canceled at any time.

## Procedure: Entering Court Ordered Child Support or Alimony

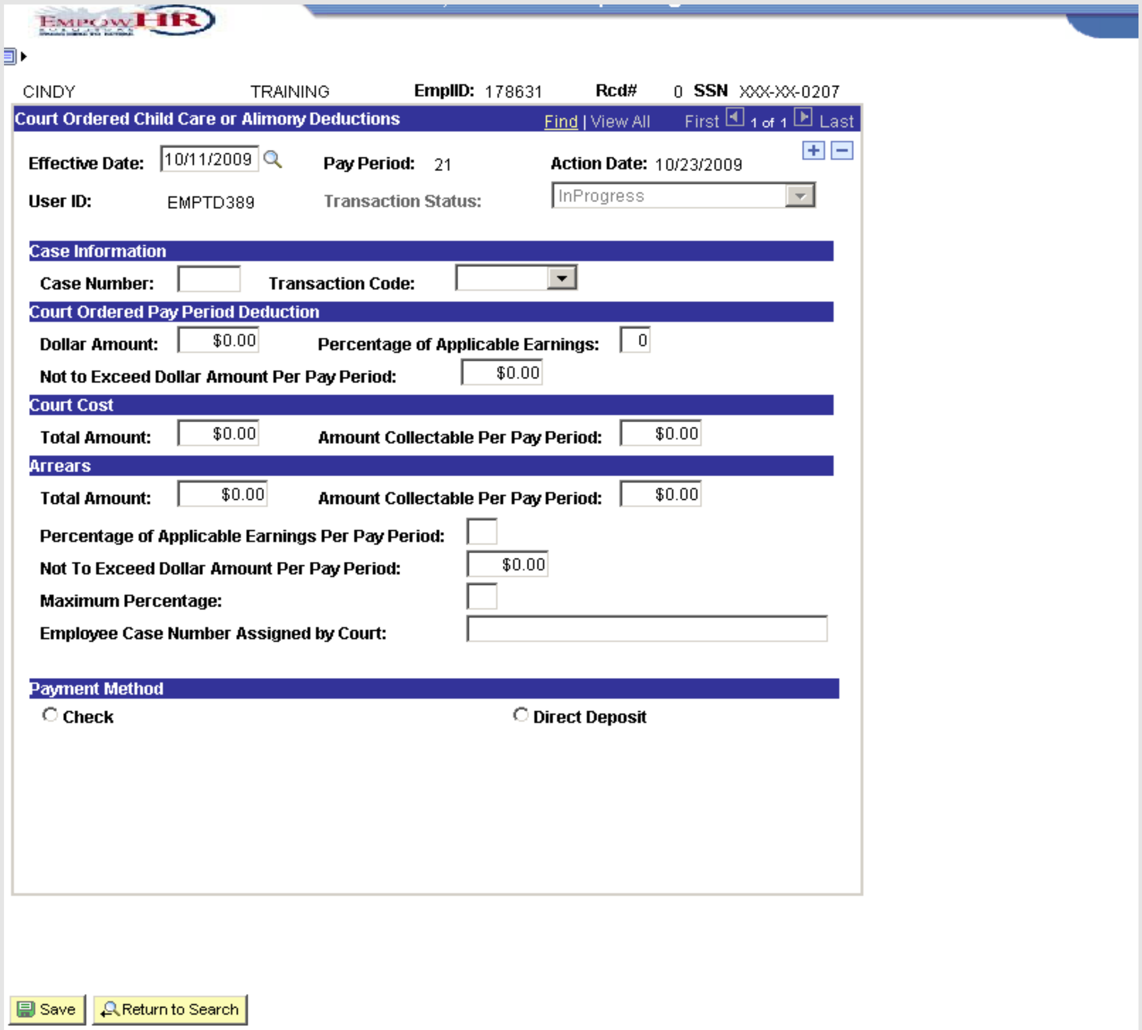
1. Select the **Payroll Documents** menu group.

2. Select the Court Child Care or Alimony component. The **Find an Existing Value** tab of the **Court Child Care/Alimony** page displays.


**NOTE: THE SOCIAL SECURITY NUMBER SEARCH FIELD MUST CONTAIN AN INDIVIDUAL'S ENTIRE 9-DIGIT NUMBER.**

3. Enter the Employee ID in the **EmplID** field.

4. Click the **Search** button. The **Court Child Care/Alimony** page for the specified employee record displays.



EmpowHR

CINDY TRAINING **EmplID:** 178631 **Rcd#** 0 **SSN** XXX-XX-0207

**Court Ordered Child Care or Alimony Deductions** Find | View All First 1 of 1 Last

**Effective Date:** 10/11/2009 **Pay Period:** 21 **Action Date:** 10/23/2009

**User ID:** EMPTD389 **Transaction Status:** InProgress

**Case Information**

**Case Number:** **Transaction Code:**

**Court Ordered Pay Period Deduction**

**Dollar Amount:** $0.00 **Percentage of Applicable Earnings:** 0

**Not to Exceed Dollar Amount Per Pay Period:** $0.00

**Court Cost**

**Total Amount:** $0.00 **Amount Collectable Per Pay Period:** $0.00

**Arrears**

**Total Amount:** $0.00 **Amount Collectable Per Pay Period:** $0.00

**Percentage of Applicable Earnings Per Pay Period:**

**Not To Exceed Dollar Amount Per Pay Period:** $0.00

**Maximum Percentage:**

**Employee Case Number Assigned by Court:**

**Payment Method**

Check Direct Deposit

Save Return to Search

**NEW ITEMS:**

- **THE SOCIAL SECURITY NUMBER FIELD DISPLAYS ONLY THE LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER.**
- **THE PAYMENT METHOD GROUP BOX DOES NOT DISPLAY THE DETAILED FIELDS UNTIL EITHER THE CHECK RADIO BUTTON OR THE DIRECT DEPOSIT RADIO BUTTON IS SELECTED.**

5. Enter the effective date in the **Effective Date** field.

6. Enter the internal case number in the **Case Number** field.

7. Select the transaction code of *Add* from the **Transaction Code** drop-down list.

8. In the **Court Ordered Pay Period Deduction** group box, enter the dollar amount in the **Dollar Amount** field.

   **OR**

   Enter the percentage of applicable earnings in the **Percentage Of Applicable Earnings** field.

9. Remove the not to exceed dollar amount per pay period in the **Not To Exceed Dollar Amount Per Pay Period** field.

10. In the **Court Cost** group box, enter the total amount in the **Total Amount** field.

11. Enter the amount collectable per pay period in the **Amount Collectable Per Pay Period** field.

12. Enter the total amount in the **Total Amount** field.

13. Enter the amount collectable per pay period in the **Amount Collectable Per Pay Period** field.

14. Enter the percentage of applicable earnings per pay period in the **Percentage of Applicable Earnings Per Pay Period** field.

15. Enter the not to exceed dollar amount per pay period in the **Not To Exceed Dollar Amount Per Pay Period** field.

16. Enter the maximum percentage in the **Maximum Percentage** field.

17. Enter the employee case number assigned by the court in the **Employee Case Number Assigned By The Court** field.

18. In the **Deduction Recipient Information** group box, select the **Check** radio button

    **OR**

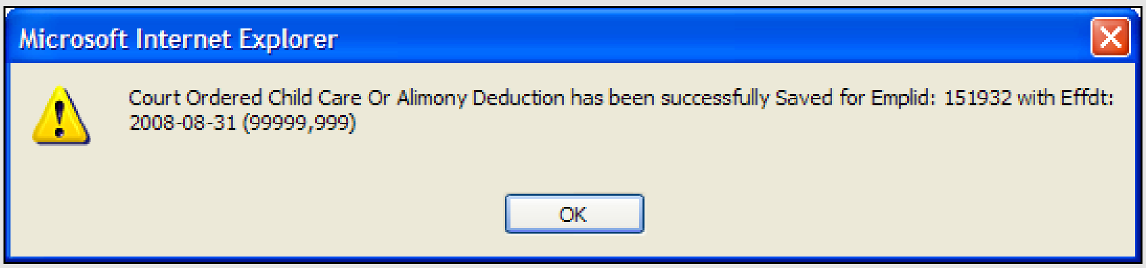
    Select the **EFT** radio button.

19. If the **Check** radio button is selected, complete the **Name & Address Information** group box,

**OR**

If the **EFT** radio button is selected, complete the **EFT Information** group box.

20. Click the **Save** button. The save confirmation displays.




21. Click the **OK** button. The **Court Ordered Child Care or Alimony Deduction** saves.

# HEALTH BENEFITS

Health benefits processing uses specific enrollment codes assigned by OPM. These codes consist of three numbers: The first two identify the plan and the third identifies the option and type of enrollment. For example, Enrollment Code 102, 10 = Service Benefit Plan, and 2 = high option for self and family. After a FEHB document is successfully processed, the database is updated with the appropriate FEHB coverage code and the carrier copies are sent to the carrier. The carrier then issues the identification cards.

The FEHB Coverage must be established before FEHB enrollment data is entered Example, all new hires should have FEHB Coverage Code 4, Eligible-Pending, in the Benefits Data of the EmpowHR PAR Processing module.

Before beginning, the following information is needed:

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

**NOTE: FEHB ENROLLMENTS AND CHANGES ARE THE ONLY PAYROLL DOCUMENTS THAT HAVE RETROACTIVE EFFECTIVE DATES.**

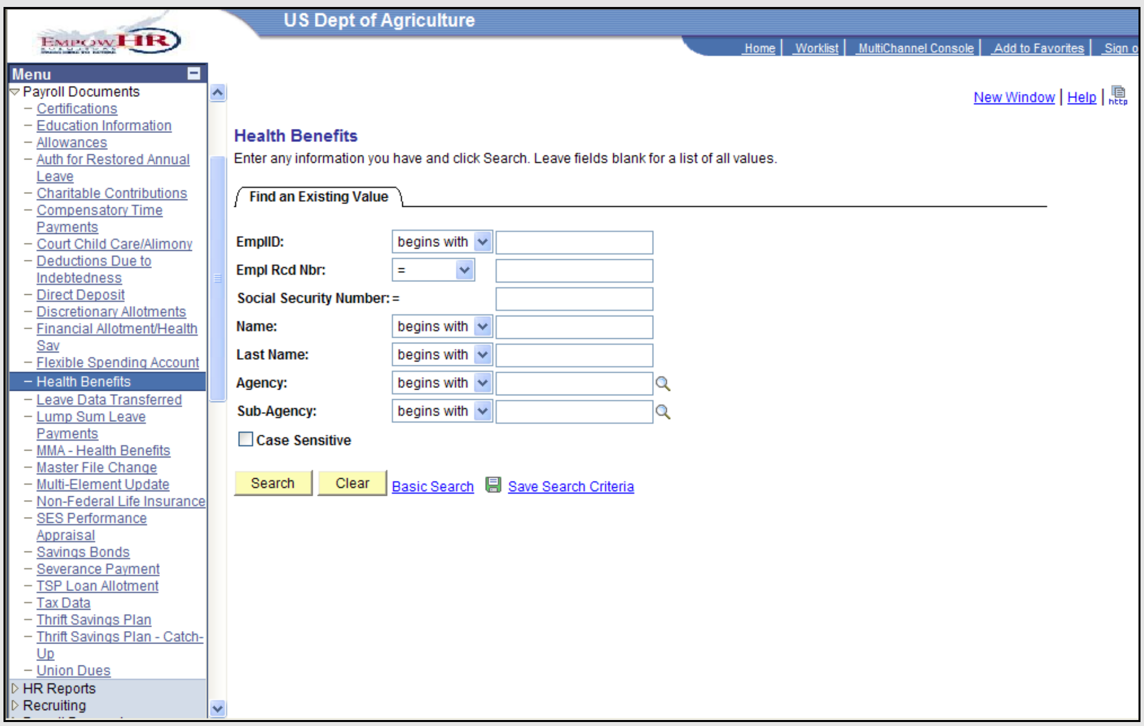
## NEW FEHB ENROLLMENT

FEHB open season occurs annually. New enrollments and changes for the open season are effective the first pay period of the calendar year or the first pay period the employee is in a pay status. All open season data should be entered as early as possible.

### Procedure: Completing the Elections Page of a New FEHB Enrollment

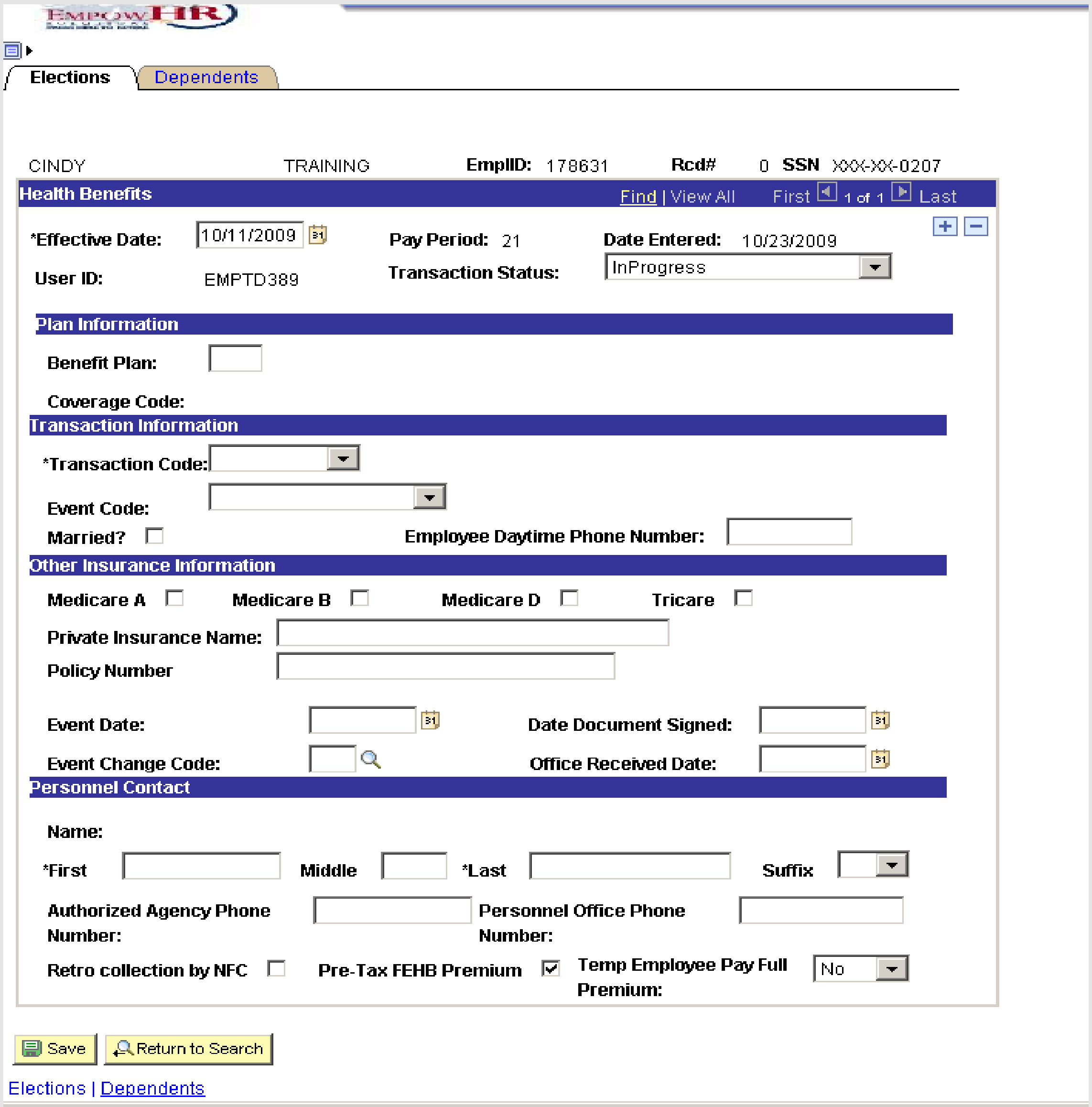
1. Select the **Payroll Documents** menu group.

2. Select the **Health Benefits** component. The **Health Benefits – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee in the **EmplID** field.

4. Click the **Search** button. The **Elections** page for the specified employee record displays.




5. Enter the effective date for the beginning of the desired pay period in the **Effective Date** field.

6. Verify the default of *In Progress* in **Transaction Status** drop-down list.

7. Enter the benefit plan in the **Benefit Plan** field. The **Coverage Code** populates.

8. Select a transaction code of *N Enrolmnt* from the **Transaction Code** drop-down list.

9. Select an event code of *New Enrollment* from the **Event Code** drop-down list.

10. If applicable, select the **Married?** checkbox.

11. Enter the employee daytime phone number in the **Employee Daytime Phone Number** field.

12. If applicable, select the **Medicare A** checkbox.

13. If applicable, select the **Medicare B** checkbox.

14. If applicable, select the **Medicare D** checkbox.

15. If applicable, select the **Tricare** checkbox.

16. If applicable, enter the private insurance name in the **Private Insurance Name** field.

17. If applicable, enter the policy number in the **Policy Number** field.

18. Enter the event date in the **Event Date** field.

19. If applicable, enter the date document signed in the **Date Document Signed** field.

20. Enter *1A* (Initial opportunity to enroll) in the **Event Change Code** field.

21. If applicable, enter the office received date in the **Office Received Date** field.

22. Enter the first name of the personnel contact in the **First** field.

23. Enter the middle name of the personnel contact in the **Middle** field.

24. Enter the last name of the personnel contact in the **Last** field.

25. Select the suffix of the personnel contact from the **Suffix** drop-down list.

26. Enter the authorized Agency phone number in the **Authorized Agency Phone Number**

field.

27. Enter the Personnel Office phone number in the **Personnel Office Phone Number** field.

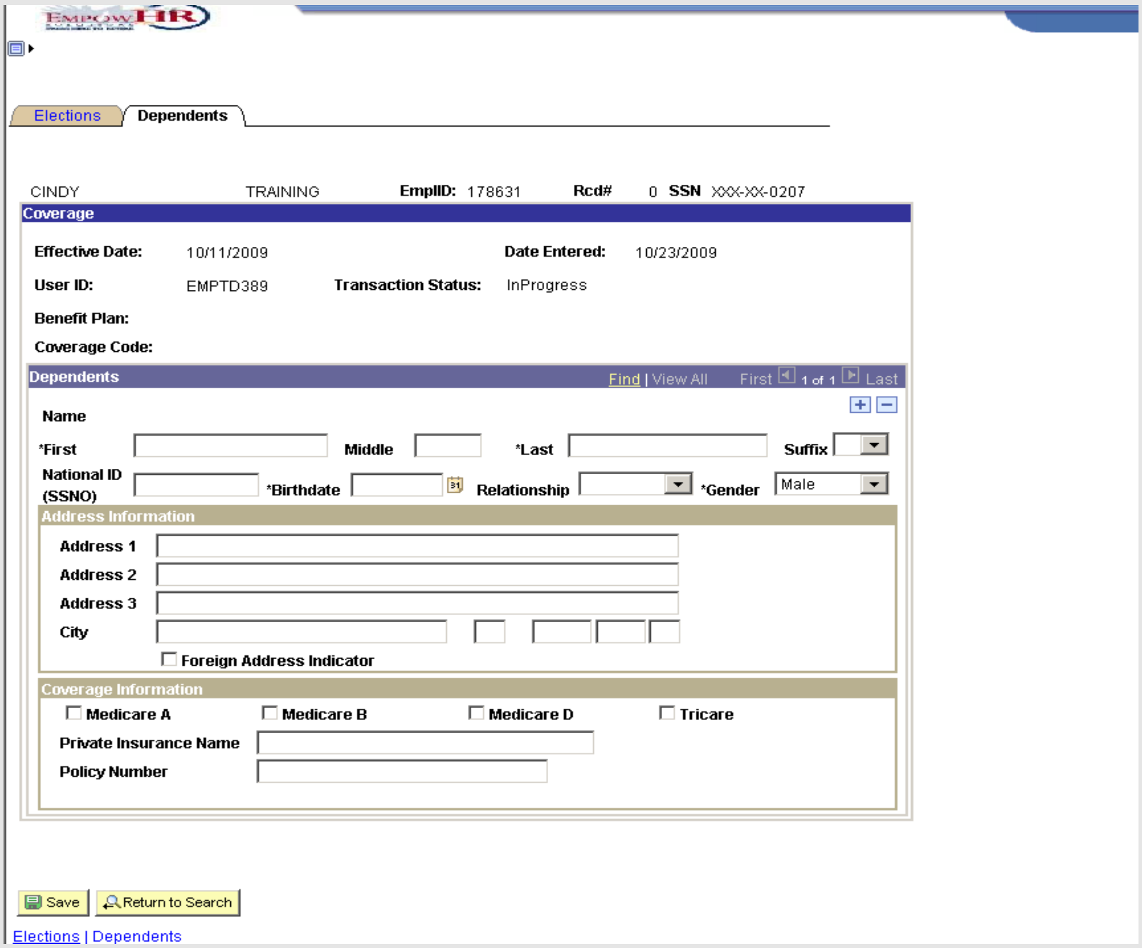
28. If applicable, select the **Retro collection By NFC** checkbox.

29. Verify the **Pre-Tax Premium** checkbox is selected.

30. Select *Yes* or *No* from the **Temp Employee Pay Full Premium** drop-down list.

## Procedure: Completing the Dependents Page of a New FEHB Enrollment

1. Select the **Dependents** tab. The **Dependents** page displays.




2. Enter the first name of the dependent in the **First** field.

3. Enter the middle name of the dependent in the **Middle** field.

4. Enter the last name of the dependent in the **Last** field.

5. Select the suffix of the dependent from the **Suffix** drop-down list.

6. Enter the Social Security Number of the dependent in the **National ID (SSNO)** field.

7. Enter the birth date of the dependent in the **Birth Date** field.

8. Select the relationship of the dependent from the **Relationship** drop-down list.

9. Select the gender of the dependent from the **Gender** drop-down list

10. Enter the street address in the **Address 1, Address 2, and Address 3** fields.

11. Enter the city, state, and zip code of the address of the dependent in the **City** field.

12. If applicable, select the **Foreign Address Indicator** checkbox.

13. If applicable, select the **Medicare A** checkbox.

14. If applicable, select the **Medicare B** checkbox.

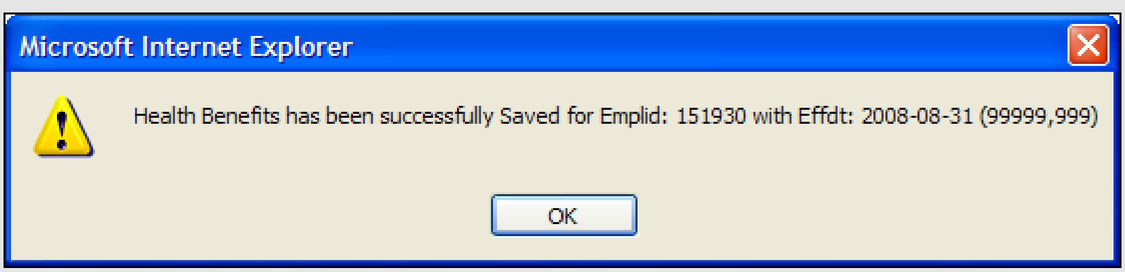
15. If applicable, select the **Medicare D** checkbox.

16. If applicable, select the **Tricare** checkbox.

17. If applicable, enter the private insurance name in the **Private Insurance Name** field.

18. If applicable, enter the policy number in the **Policy Number** field.

19. Click the **Save** button. The save confirmation displays.



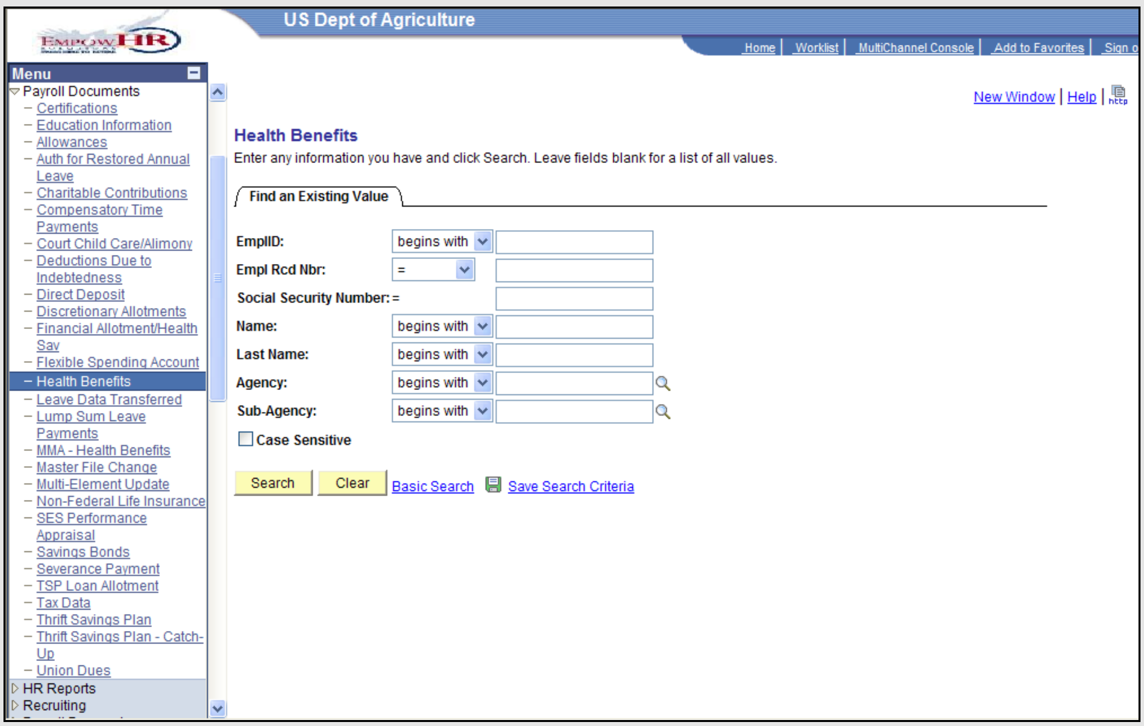

20. Click the **OK** button. The new FEHB Election saves.

## *FEHB CHANGE IN ENROLLMENT*

### Procedure: Completing an FEHB Change in Enrollment

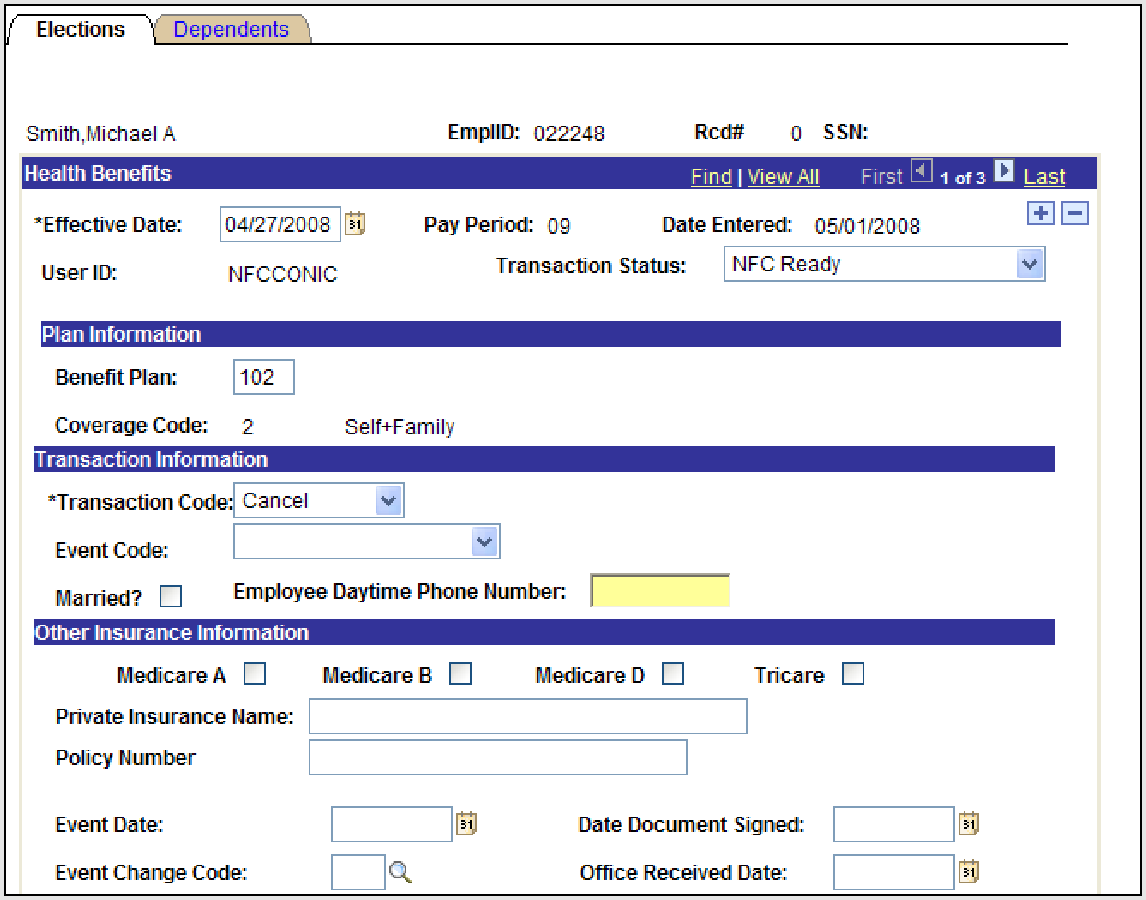
1. Select the **Payroll Documents** menu group.

2. Select the **Health Benefits** component. The **Health Benefits – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee in the **EmplID** field.

4. Click the **Search** button. The **Elections** page for the specified employee record displays.

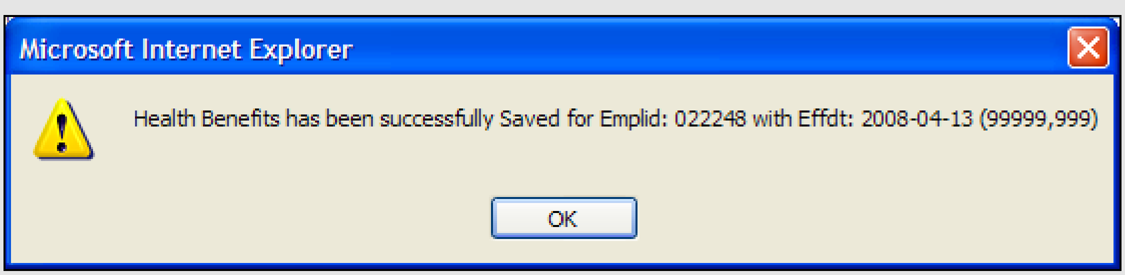



5. Click the **+** button to insert a new document.

6. Enter the effective date for the beginning of the desired pay period in the **Effective Date** field.

7. Update all applicable information.

8. Click the **Save** button. The save confirmation displays.



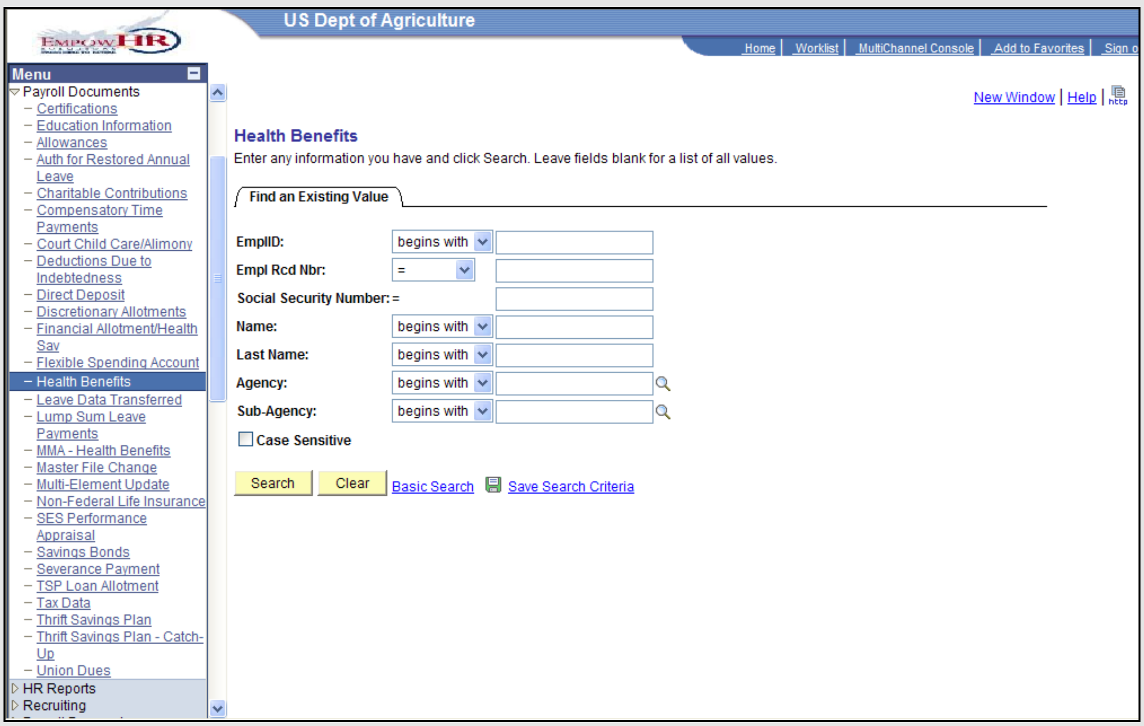
9. Click the **OK** button. The change in FEHB benefits saves.

## FEHB CANCEL ENROLLMENT

### Procedure: Completing the FEHB Cancel Enrollment

1. Select the **Payroll Documents** menu group.

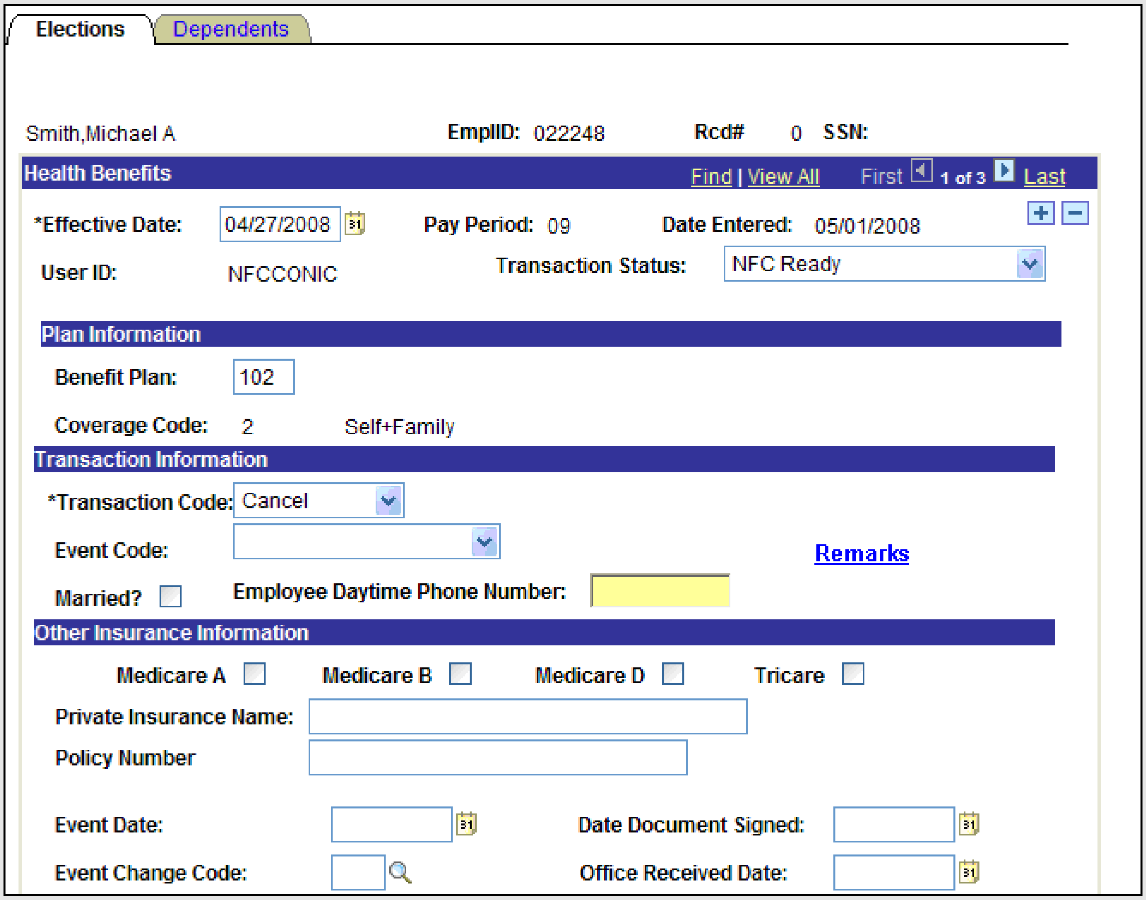
2. Select the **Health Benefits** component. The **Health Benefits – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee in the **EmplID** field.

4. Click the **Search** button. The **Elections** page for the specified employee record displays.

5. Click the **+** button to add a new document.

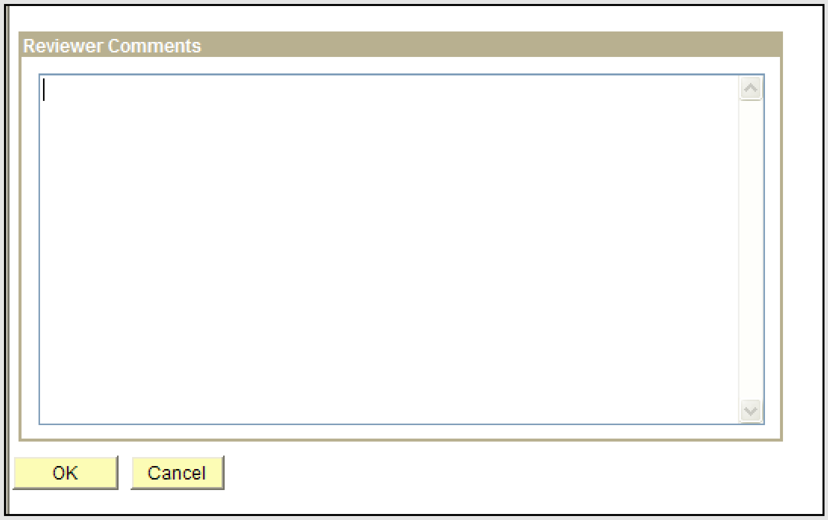



6. Enter the effective date for the end of the desired pay period in the **Effective Date** field.

7. Select *Cancel* from the **Transaction Code** drop-down list.

8. Select *Other* from the **Event Code** drop-down list.

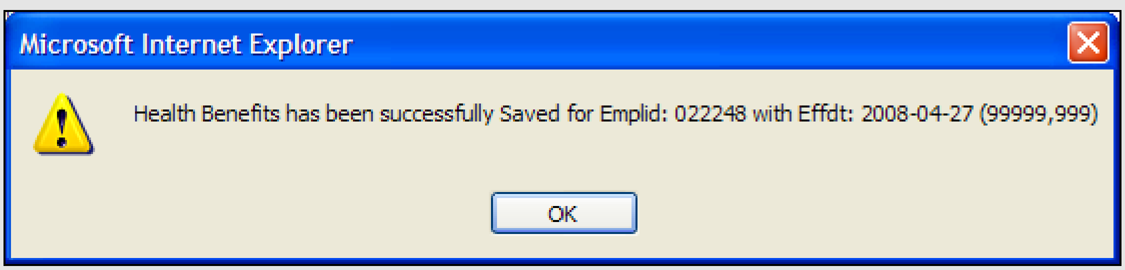
9. Select the **Remarks** link. The **Reviewer Comments** page displays.




10. Enter any necessary comments.

11. Click the **OK** button. The **Health Benefits** page displays.

12. Click the **Save** button. The save confirmation displays.




13. Click the **OK** button. The cancellation of FEHB benefits saves.

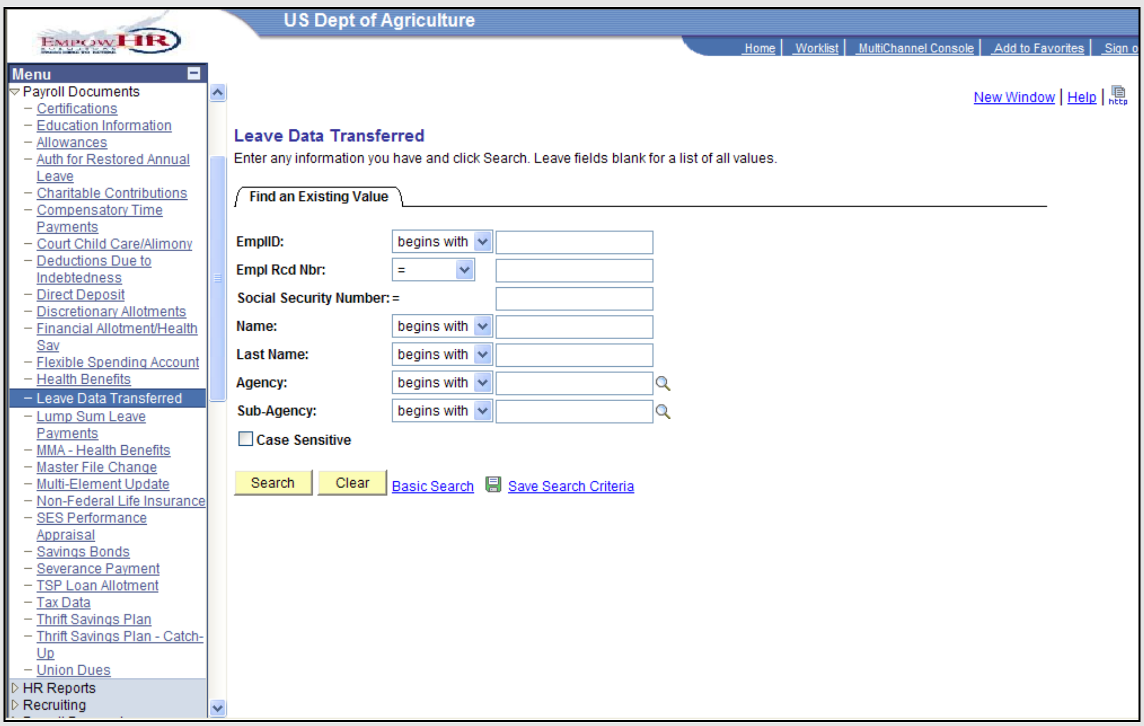
# LEAVE DATA TRANSFERRED

The Record of Leave Data Transferred is used to credit the employee's leave account for annual and sick leave, and non-pay status. The gaining department enters the creditable leave data when an employee is hired.

## Procedure: Completing the Record of Leave Data Transferred

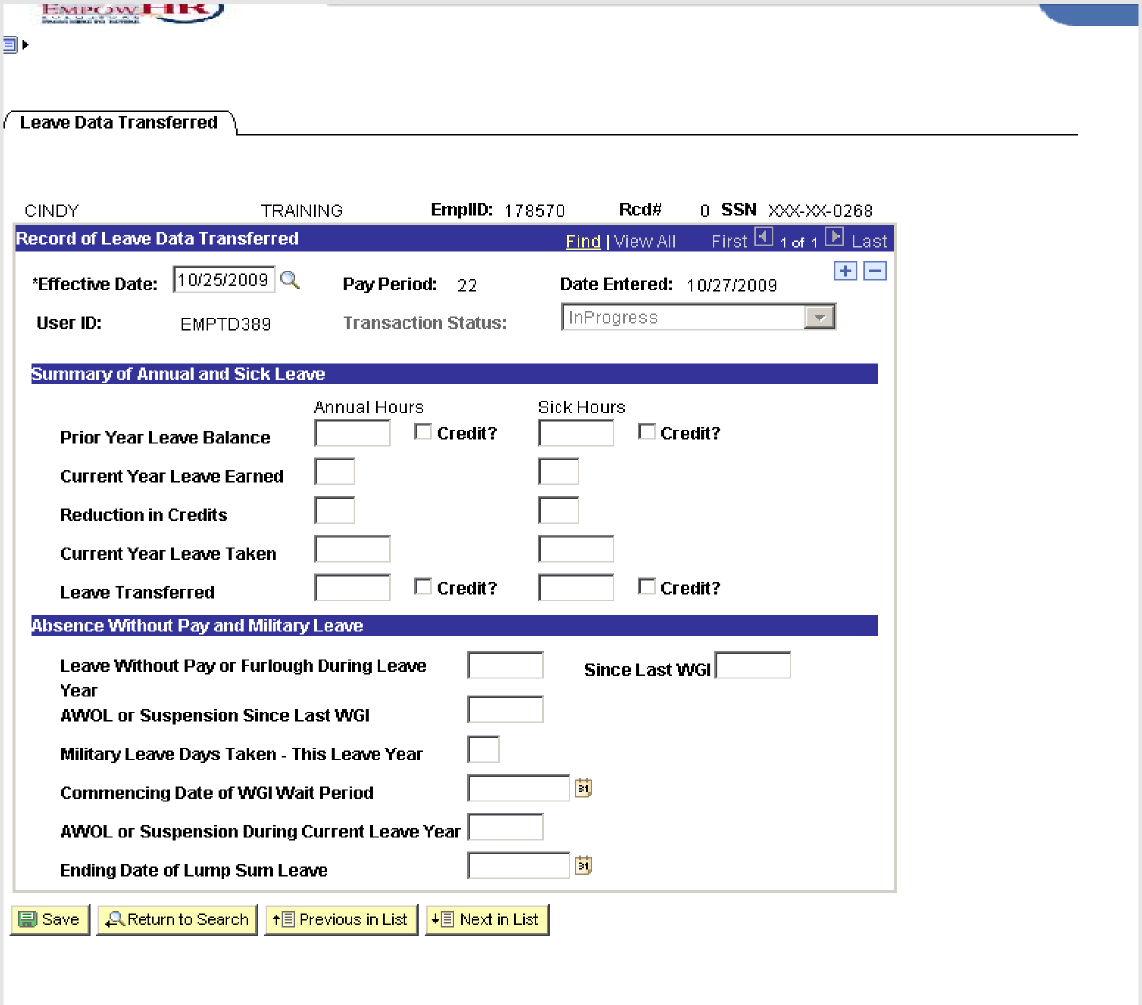
1. Select the **Payroll Documents** menu group.

2. Select the **Leave Data Transferred** component. The **Leave Data Transferred – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee in the **EmplID** field.

4. Click the **Search** button. The **Leave Data Transferred** page for the specified employee record displays.




5. Enter the effective date in the **Effective Date** field.

6. Enter the annual hours in the **Prior Year Leave Balance** field.

7. If applicable, select the **Credit** checkbox.

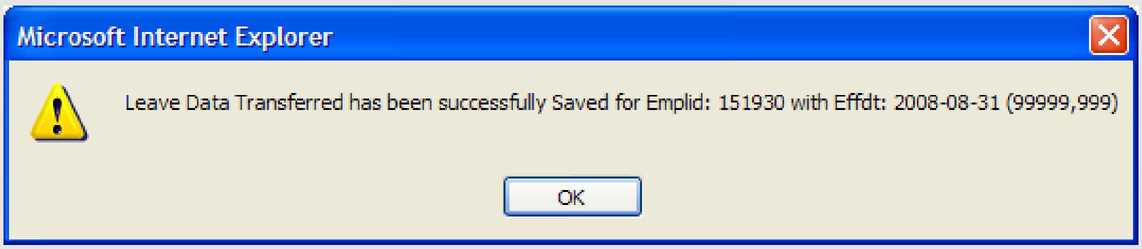
8. Enter the sick hours in the **Prior Year Leave Balance** field.

9. If applicable, select the **Credit** checkbox.

10. Enter the annual hours in the **Current Year Leave Earned** field.
11. Enter the sick hours in the **Current Year Leave Earned** field.
12. Enter the annual hours in the **Reduction In Credits** field.
13. Enter the sick hours in the **Reduction in Credits** field.
14. Enter the annual hours in the **Current Year Leave Taken** field.
15. Enter the sick hours in the **Current Year Leave Taken** field.
16. Enter the annual hours in the **Leave Transferred** field.
17. If applicable, select the **Credit** checkbox.
18. Enter the sick hours in the **Leave Transferred** field.
19. If applicable, select the **Credit** checkbox.
20. Enter the leave without pay or furlough during leave year in the **Leave Without Pay or Furlough During Leave Year** field.
21. Enter the hours earned since last within grade increase in the **Since Last WGI** field.
22. Enter AWOL or suspension since last within grade increase in the **AWOL or Suspension Since Last WGI** field.
23. Enter the number of military leave days taken this leave year in the **Military Leave Days Taken – This Leave Year** field.
24. Enter the commencing date of within grade increase wait period in the **Commencing Date of WGI Wait Period** field.
25. Enter the amount of AWOL or suspension during current leave year in the **AWOL or Suspension During Current Leave Year** field.

26. Enter the ending date of lump sum leave in the **Ending Date of Lump Sum Leave** field.

27. Click the **Save** button. The save confirmation displays.




28. Click the **OK** button. The record of Leave Transferred saves.

# LUMP SUM LEAVE PAYMENTS

A final lump sum payment is normally processed when an employee separates from Federal service.

In addition, lump sum payments are also payable to:

- Employees who enter the Armed Forces or who transfer to public international organizations and who do not elect to retain annual leave
- Employees who transfer to positions not under a leave system, example PT/FT employees who change to an intermittent work schedule
- Intermittent employees for whom there are no established regular tours of duty during each administrative workweek
- Temporary employees engaged in construction work at hourly rates
- Employees of the Senate or House of Representatives
- Employees of any corporation under the supervision of the Farm Credit Administration (FCA) if any member of the corporation's board of directors is elected or appointed by private interests

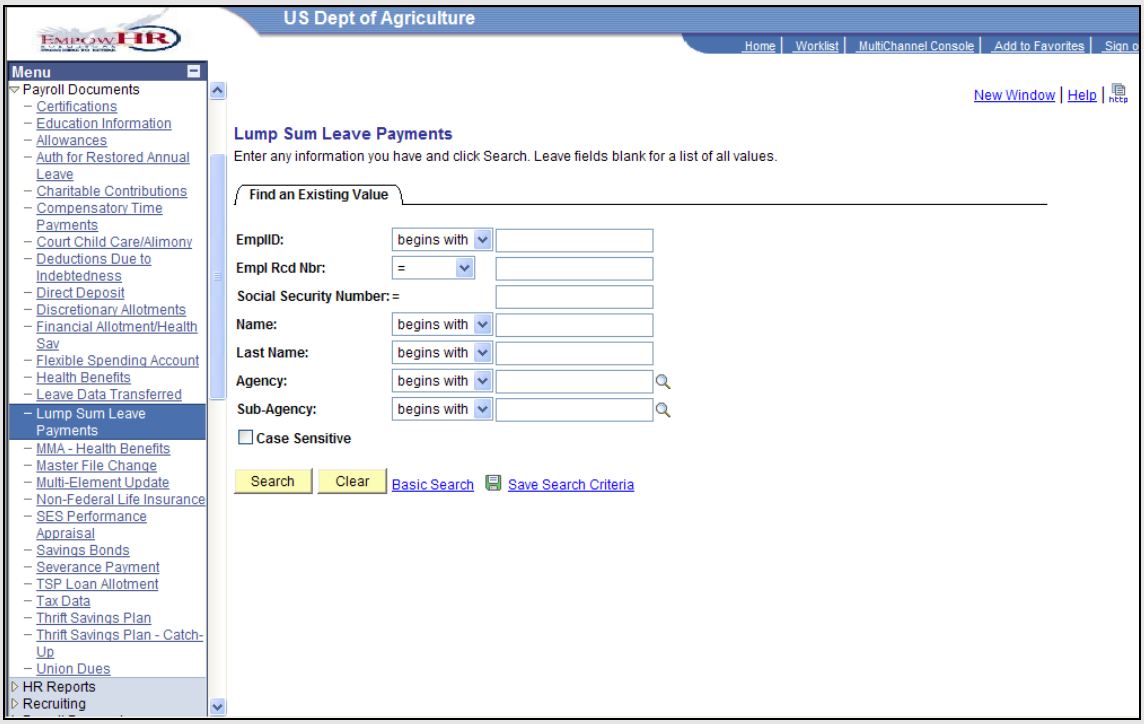
The lump sum payment that an employee is entitled is equal to the pay that would have been received had the employee remained in service until the expiration of the period of leave.

## Procedure: Completing a Lump Sum Leave Payment

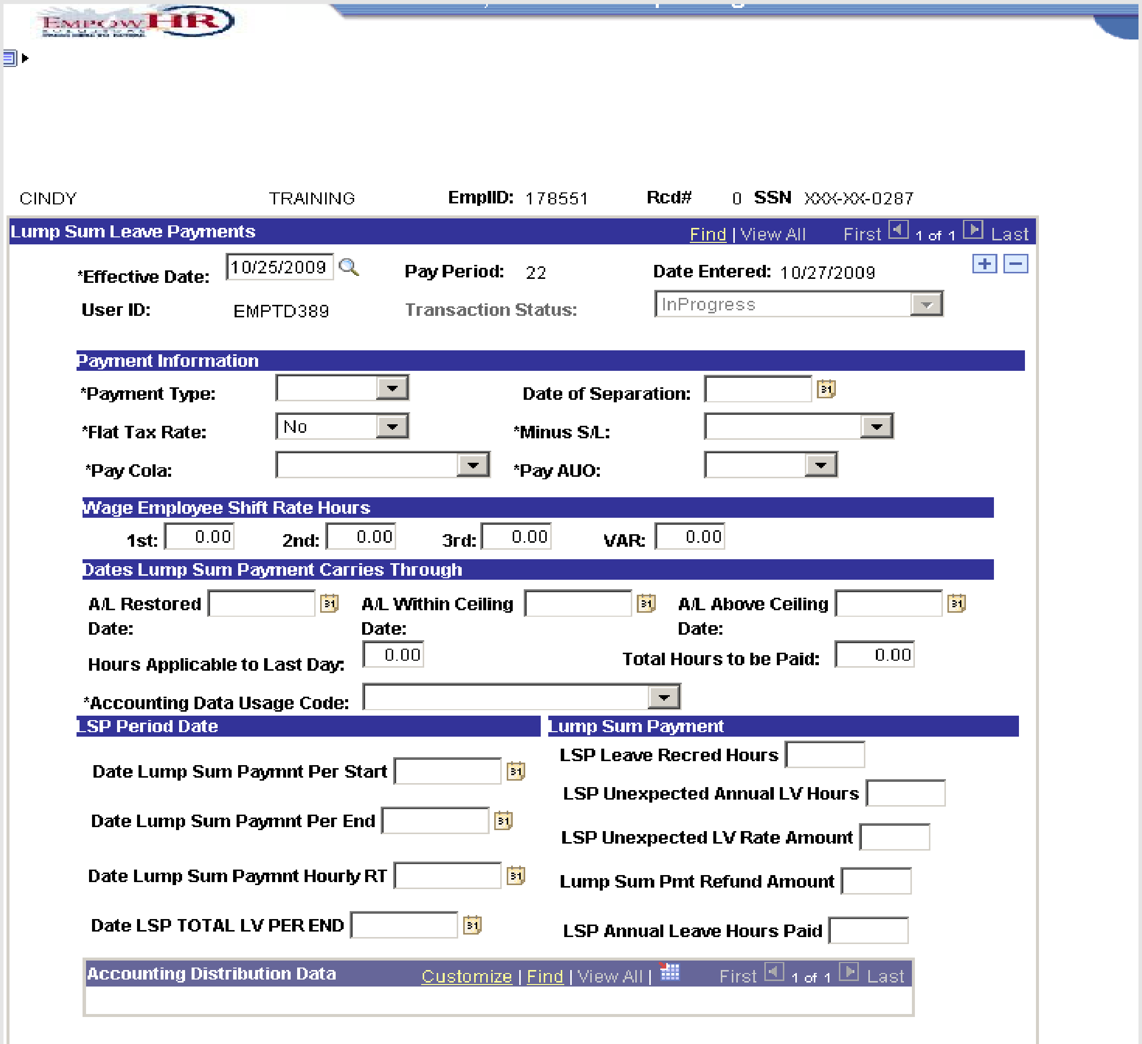
1. Select the **Payroll Documents** menu group.

2. Select the **Lump Sum Leave Payments** component. The **Lump Sum Leave Payments – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **Lump Sum Leave Payments** page for the specified employee record displays.




5. Enter the effective date in the **Effective Date** field.

6. Select the payment type from the **Payment Type** drop-down list.

7. Enter the date of separation in the **Date of Separation** field.

8. Verify the flat tax rate default value of *No* in the **Flat Tax Rate** field.

9. Select the minus sick leave from the **Minus S/L** drop-down list.

10. Enter the annual leave restored date in the **A/L Restored Date** field.

**AND / OR**

Enter the annual leave within ceiling date in the **A/L Within Ceiling Date** field.

**AND / OR**

Enter the annual leave above ceiling date in the **A/L Above Ceiling Date** field.

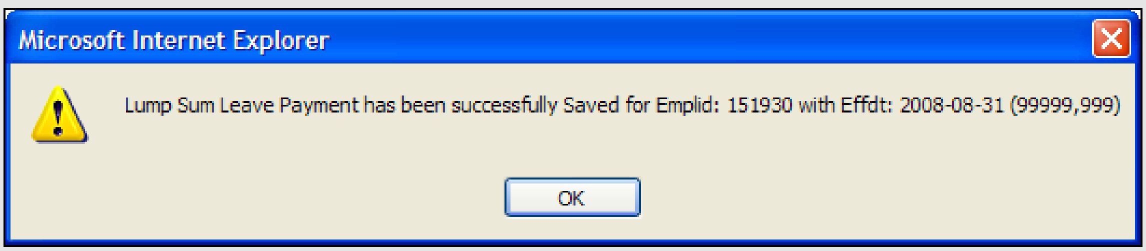
11. Enter *8* hours applicable to last day in the **Hours Applicable To Last Day** field.

12. Enter the total hours to be paid in the **Total Hours To Be Paid** field.

13. Select *Use Stored Accounting Code* from the **Accounting Data Usage Code** drop-down list.

14. 

Click the **Save** button. The save confirmation displays.




15. Click the **OK** button. The **Lump Sum Leave Payment** saves.

# MASTER FILE CHANGE

Master File Change data are miscellaneous database elements that are not entered on a personnel action or payroll document but may affect pay and personnel eligibilities of an employee.

Multiple fields can be processed, but a new document or row is required for each field. The following fields can change on Master File Update Actions:

- D00005 Cum-Retire-Deducts-Conv
- D00012 Oasdi-Deductions-Ytd
- D00013 Oasdi-Wages-Ytd
- D00014 Int-Days-Wkd-Last Wgi
- D00015 Int-Days-Wkd-This-Appnt
- D00016 Int-Pd-Days-To-Car-Tenure
- D00017 Int-Days-Wkd-Cal-Yr-Scd
- D00018 Int-Elapsed-Cal-Days-Scd
- D00019 Int-Elapse-Cal-Days-Wgi
- D00020 Int-Elapse-Cal-Days-Car-Tn
- D00021 Int-Days-Wkd-While-On-Rolls
- D00022 Int-Elapse-Cal-Days-Prob
- D00023 Int-Days-Wkd-Prob-Period
- D00024 Separation-Final-Ta-Rcvd
- D00041 WGI-Due-Code
- D00042 No-Pay-Due-Indicator
- D00044 Critical-Element-Indicator
- D00045 Perf-Evaluation-Rating-Code
- D00046 Perf-Evaluation-Pay-Period
- D00047 Perf-Evaluation-Year

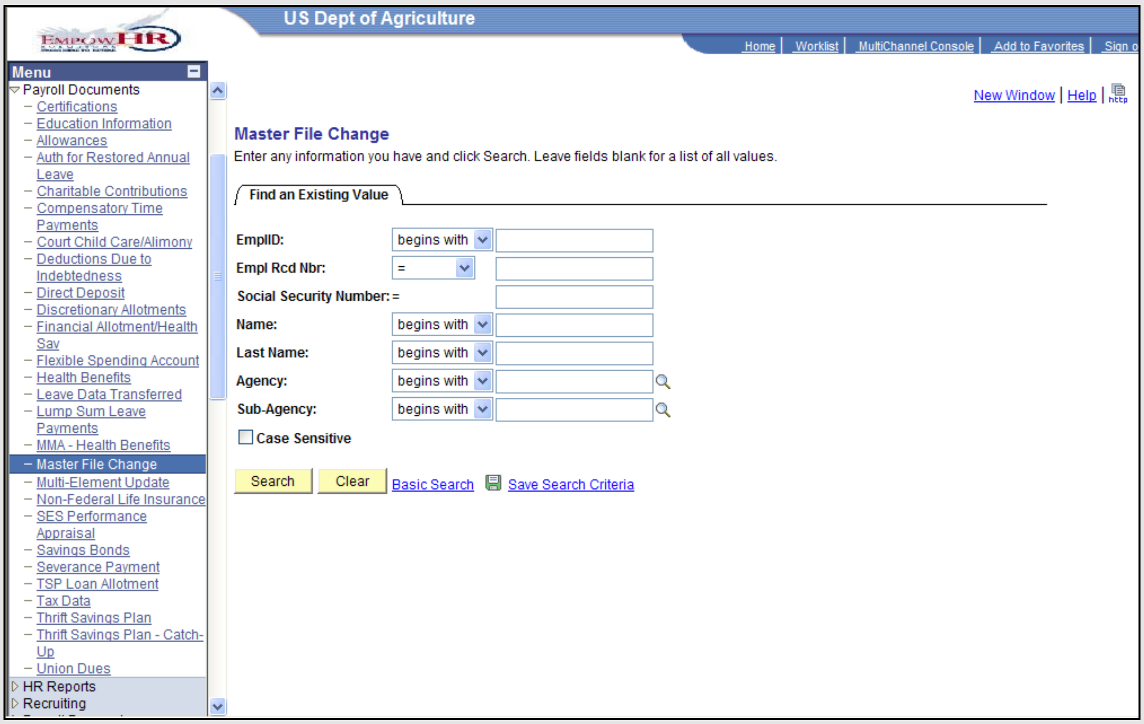
 

- D00048 Hosp-Ins-Tax-Wages-Ytd
- D00049 Hosp-Ins-Tax-Deduct-Ytd
- D00052 Fehb-Part-Time-Converage-Cd
- D00056 Appnt-Noa/1st-Auth/2nd-Auth
- D00058 Perf-Penalty-Status
- D00059 Pay-Adjp-Pp-Elapsed-Ctr
- D00061 Int-Hrs-Wkd-Lv-Ret-Rif
- D00062 Rt-Ytd-Ret-Earnings
- D00063 Ts-Deduction-Ytd-Def
- D00064 Ts-Ytd-Thrift-Earnings
- D00066 County-Tax-Ytd
- D00067 City-Tax-Ytd
- D00068 Earnings-Limitations-Ytd
- D00069 Premium-Pay-Ytd
- D00070 Overpayment-Carryover-Ytd
- D00072 Date-Appt-Effective
- D00075 Tsp-Deduction-Ytd-Def-Catch-Up
- D00076 Tsp-Deduct-Ytd-Def-Plan-Spcfc
- D00077 Eri-Ethnicity-Race-Indicator

## Procedure: Completing a Master File Change

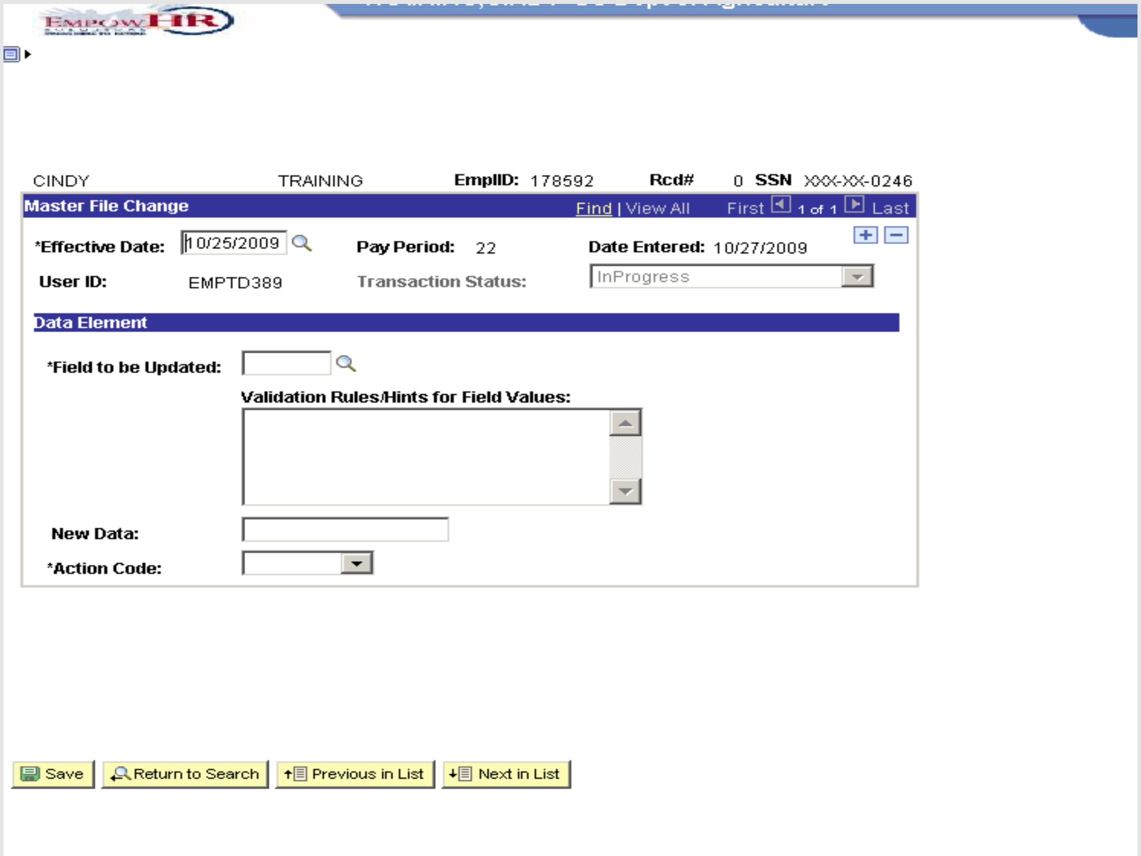
1. Select the **Payroll Documents** menu group.

2. Select the **Master File Change** component. The **Master File Change – Find an Existing Value** page displays.




3. Enter the Employee ID for the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **Master File Change** pages displays.



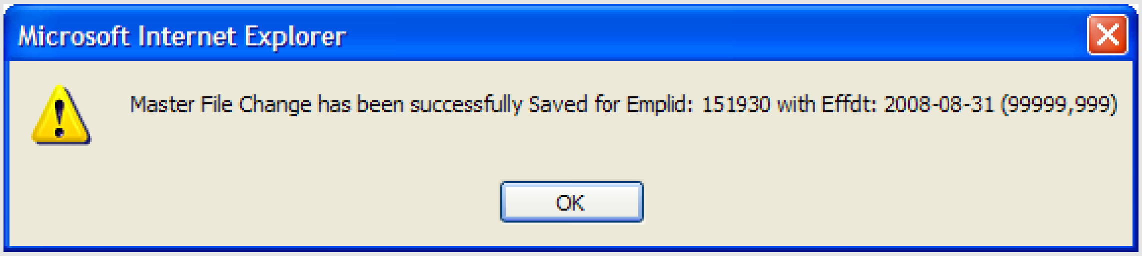

5. Enter the effective date in the **Effective Date** field.

6. Enter the field to be updated in the **Field to be Updated** field. The **Validation Rules/Hints for Field Values** field populates.

7. Enter the new data element in the **New Data** field.

8. Select *Replace* from the **Action Code** drop-down list.

9. Click the **Save** button. The save confirmation displays.




10. Click the **OK** button. The Master File Change saves.

**NOTE:** **ADD A NEW DOCUMENT FOR EACH FIELD TO BE UPDATED.**

# MULTI–ELEMENT UPDATE

Multi-Element Update data includes miscellaneous database elements that are not entered on a personnel action or payroll document but are used for reporting requirements as well as to denote expertise or experience in various fields. One or more data elements can be processed on an employee. A new document or row is required for each element. The following fields can change on the Multi-Element Update:

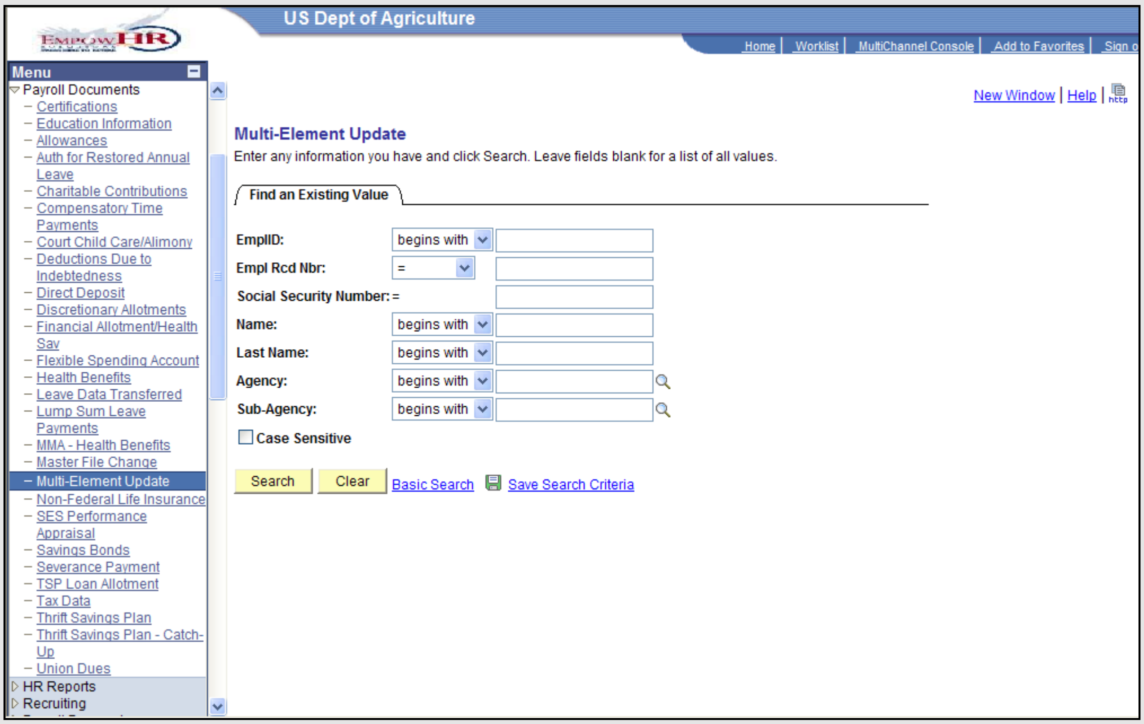
- 000001 Programming Language Code 1
- 000003 Programming Language Code 2
- 000004 Programming Language Code 3
- 000005 Programming Language Code 4
- 000006 Programming Language Code 5
- 000007 Computer Equip Ability Code 1
- 000008 Computer Equip Ability Code 2
- 000009 Computer Equip Ability Code 3
- 000010 Computer Equip Ability Code 4
- 000011 Law Bar Membrship State of Bar
- 000015 Approved Leave Recipient
- 000016 Agency Info 1
- 000017 Agency Info 2
- 000018 Agency Info 3
- 000019 Agency Info 4
- 000020 Agency Info 5
- 000021 FEHB TEMP SCD
- 000022 6C Retirement Date
- 000023 Longevity Date
- 000024 Agency EOD Date

- 000025 Flexfactor Participation Code
- 000027 Date EOD Foreign Service
- 000028 Date of Investigation
- 000029 SES ReCertification Date
- 000030 Date ReInvestigation Required
- 000031 Type of Investigation
- 000032 Date Entered POI
- 000033 TDY Post Differential
- 000034 Financial Disclosure SUBM
- 000035 Primary Fund Code
- 000036 AGCY USE 3
- 000037 AGCY USE 4
- 000038 AGCY USE 5

## Procedure: Completing a Multi-Element Update

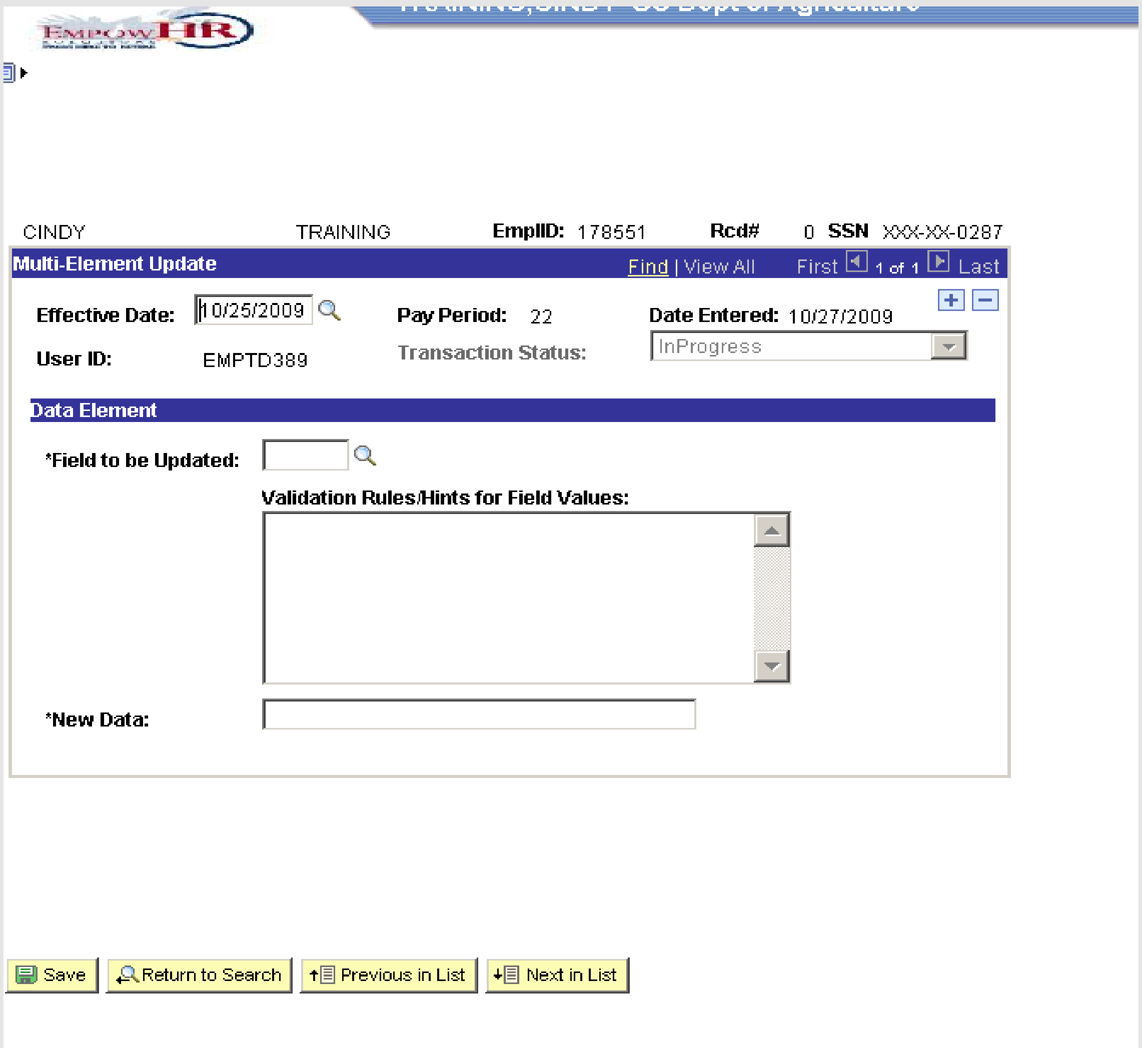
1. Select the **Payroll Documents** menu group.

2. Select the **Multi-Element Update** component. The **Multi-Element Update** – F**ind an Existing Value** page displays




3. Enter the Employee ID in the **EmplID** field.

4. Click the **Search** button. The **Multi-Element Update** page displays for the desired employee record.

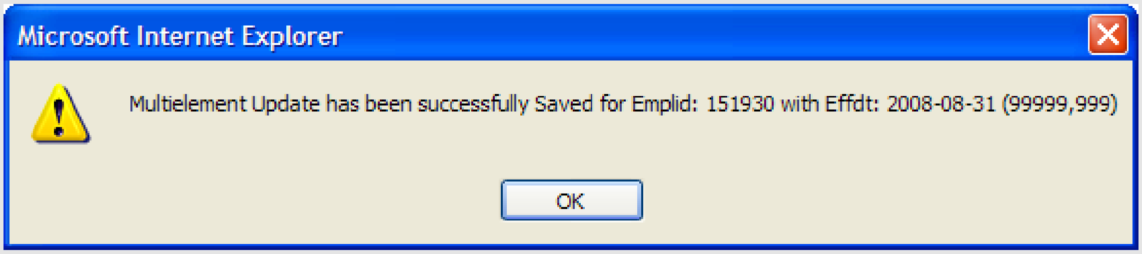



5. Enter the effective date in the **Effective Date** field.

6. Enter the field to be updated in the **Field to be Updated** field. The **Validation Rules/Hints for Field Values** field populates.

7. Enter the new data element in the **New Data** field.

8. Click the **Save** button. The save confirmation displays.




9. Click the **OK** button. The Multi-Elements Update saves.

**NOTE:** **ADD A NEWDOCUMENT FOR EACH FIELD TO BE UPDATED.**

# SAVINGS BONDS

Savings bonds documents are used to add new bonds, and change and cancel existing bonds for U. S. Series EE and Series I bonds. Employees may have a maximum of 9 bond allotments through voluntary participation in the Payroll Savings Plan.

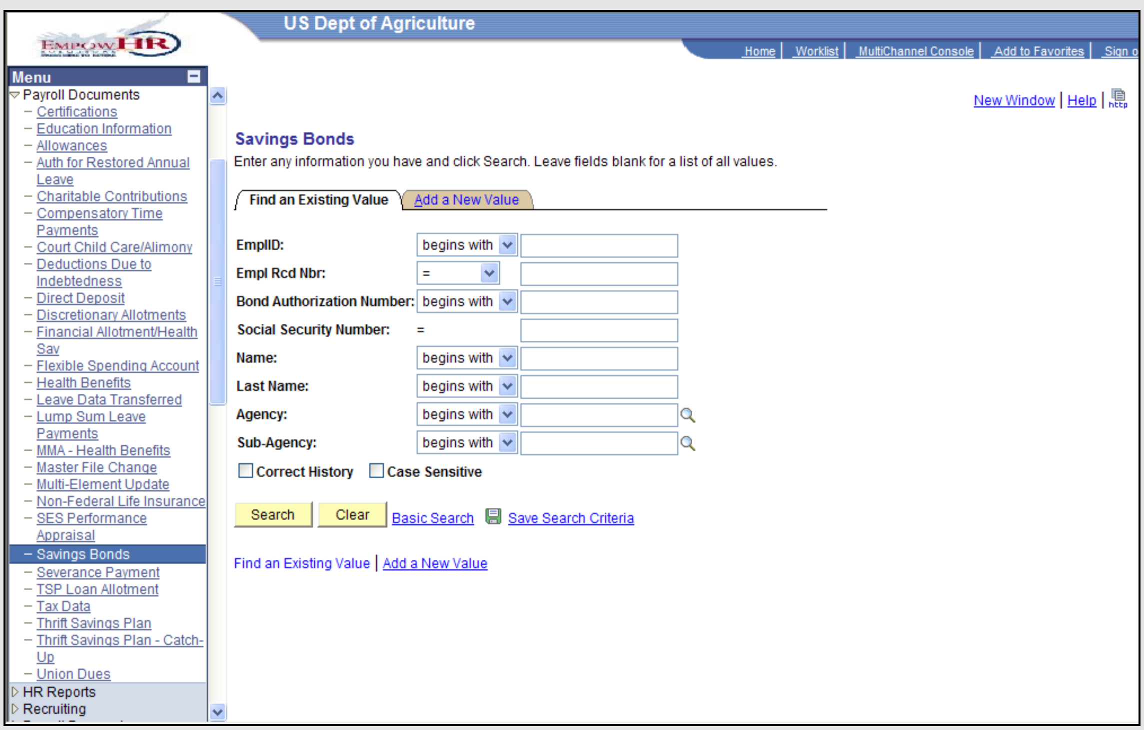
The single option permits the employee to designate one savings bond owner and one co−owner/beneficiary for a savings bond allotment. The rotating option allows the employee to have the savings bond resulting from one allotment issued to different designated owners and/or different co-owners or beneficiaries on a recurring, sequential cycle.

## *NEW AUTHORIZATION*

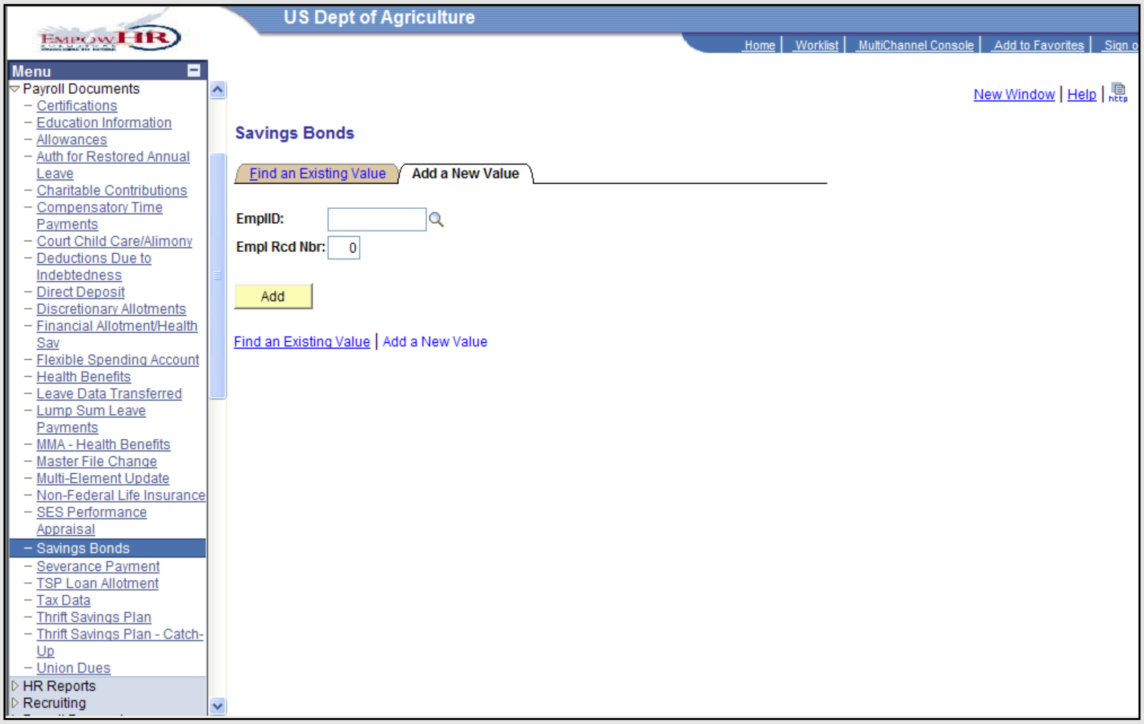
### Procedure: Completing a New Savings Bond Authorization Bond Information Page

1. Select the **Payroll Documents** menu group.

2. Select the **Savings Bond** component from. The **Savings Bond** – **Find an Existing Value** page displays.



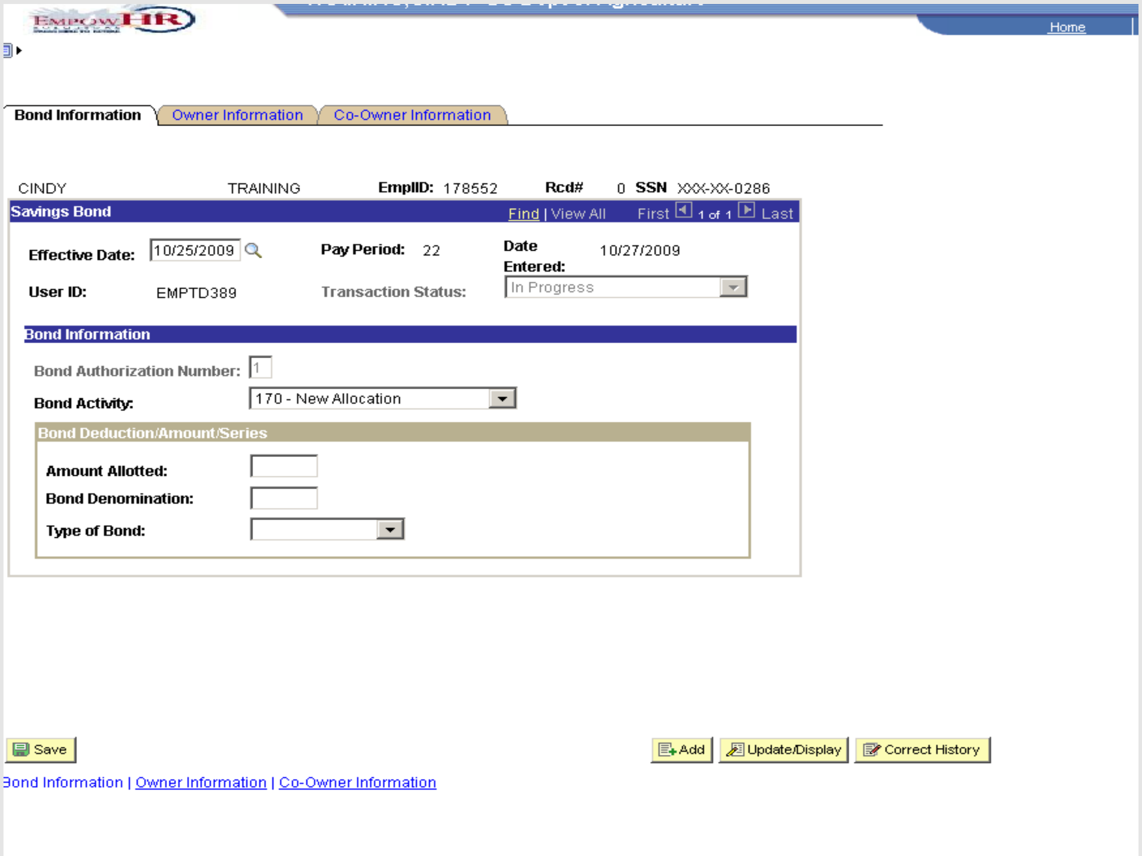
3. Select the **Add a New Value** tab. The **Add a New Value** page displays.




4. Enter the Employee ID of the desired employee record in the **EmplID** field.

5. Leave the **Empl Rec Nbr** field set to *0*.

6. Click the **Add** button. The **Bond Information** page displays.




7. Enter the effective date in the **Effective Date** field.

8. Select *170 – New Allocation* from the **Bond Activity** drop-down list.

9. Enter the amount allotted in the **Amount Allotted** field.

10. Enter the bond denomination in the **Bond Denomination** field.

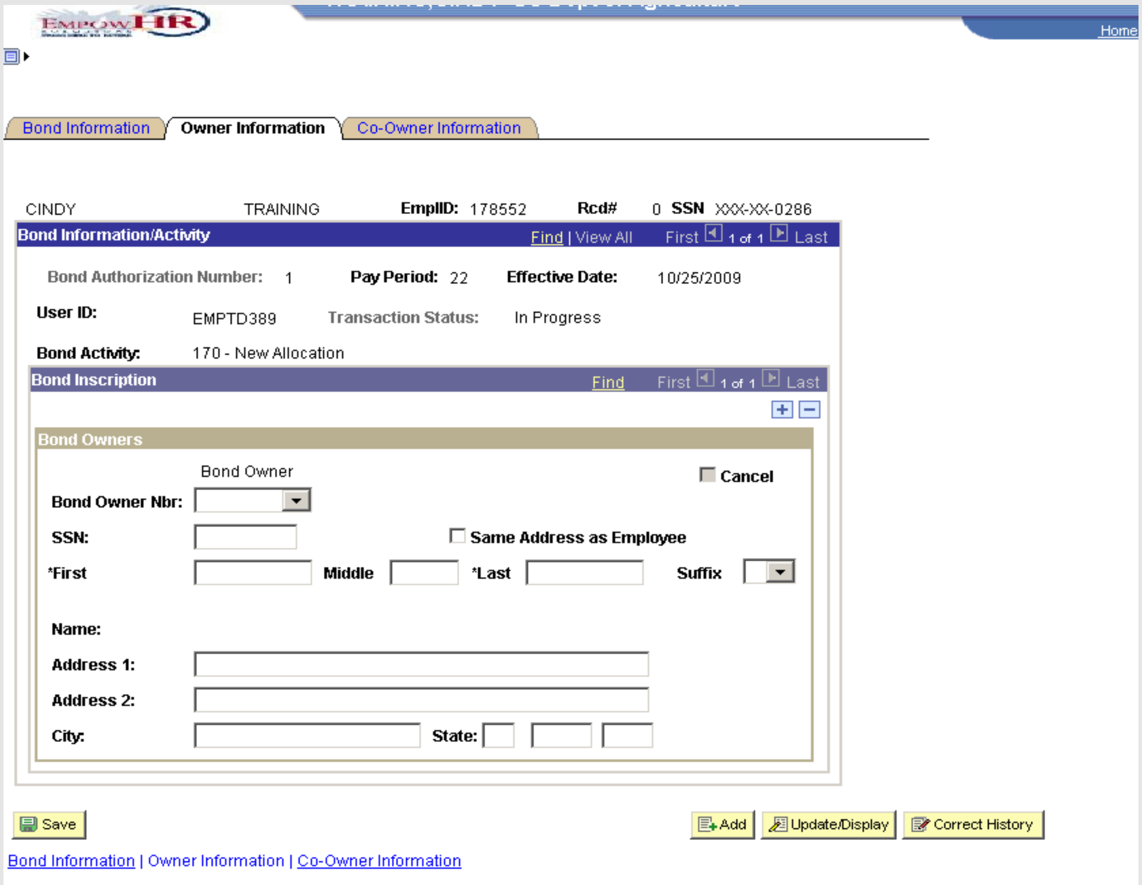
11. Select *EE Series* from the **Type of Bond** drop-down list.

**OR**

Select *I Series* from the **Type of Bond** drop-down list.

## Procedure: Completing a New Savings Bond Authorization Owner Information Page

1. Select the **Owner Information** tab. The **Owner Information** page displays.




2. Select *1st* from the **Bond Owner Number** drop-down list.

3. Enter the Social Security Number in the **SSN** field.

4. Enter the first name in the **First** field.

5. Enter the middle name in the **Middle** field.

6. Enter the last name in the **Last** field.

7. Select suffix from the **Suffix** drop-down list.

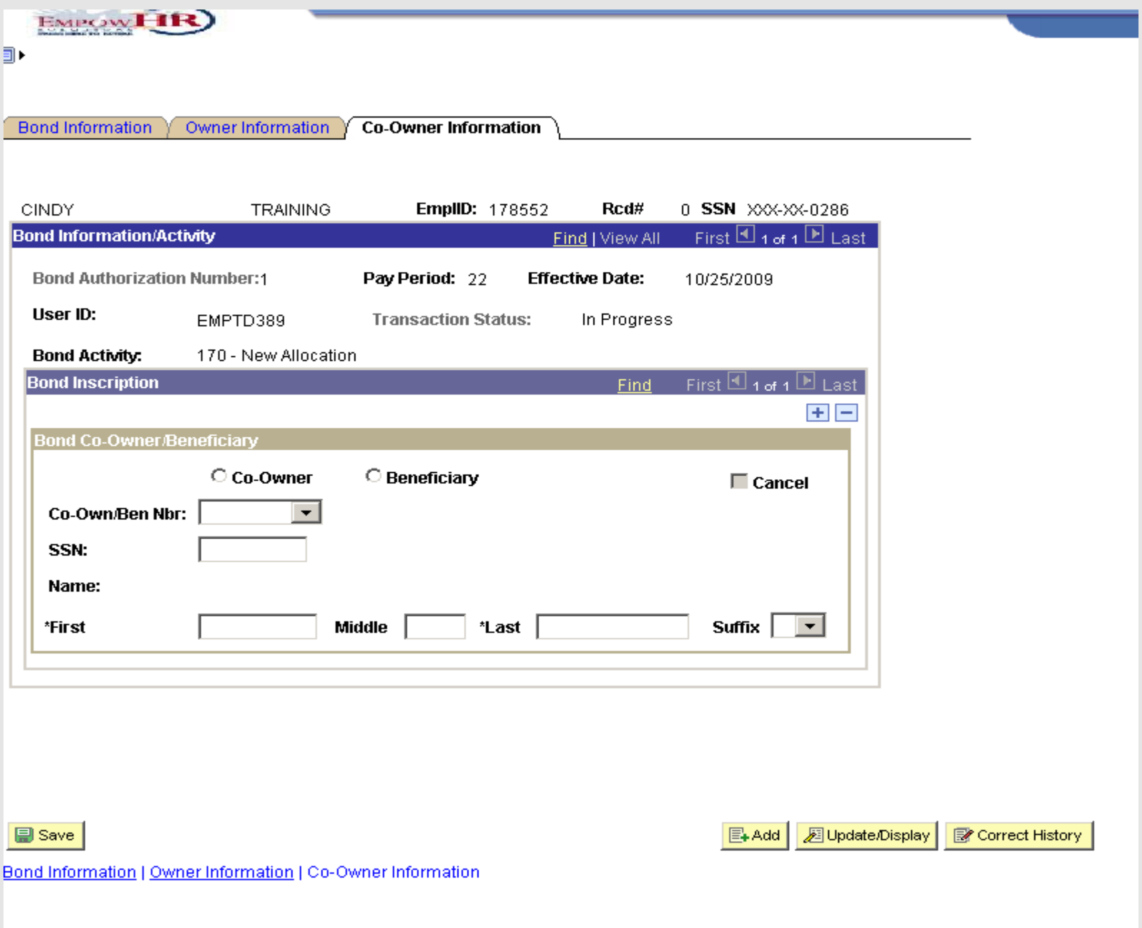
8. If applicable, select the **Same Address as Employee** checkbox.

9. When the **Same Address as Employee** checkbox is not selected, complete the **Address 1**, **Address 2**, **City**, **State**, and **Zip Code** fields of the bond owner's address.

**NOTE: CLICK THE + BUTTON TO ADD ANOTHER OWNER.**

## Procedure: Completing a New Savings Bond Authorization Co-Owner Information Page

1. Select the **Co-Owner Information** tab. The **Co-Owner Information** page displays.



2. Select the **Co-Owner** radio button,

**OR**

Select the **Beneficiary** radio button.

3. Select *1st* from the **Co-Own/Ben** drop-down list.

4. Enter the Social Security Number in the **SSN** field.

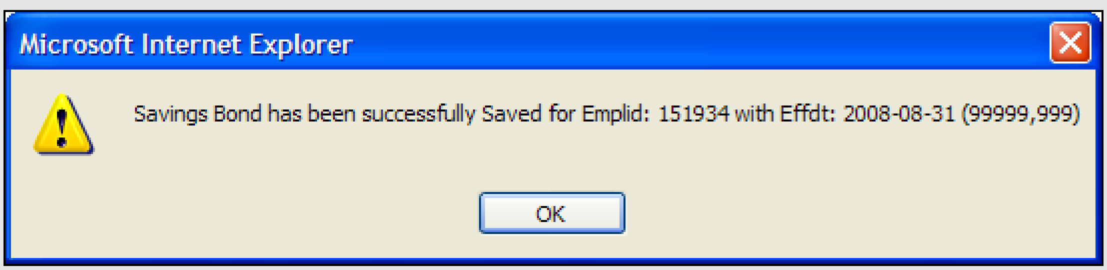
5. Enter the first name in the **First** field.

6. Enter the middle name in the **Middle** field.

7. Enter the last name in the **Last** field.

8. Select the suffix from the **Suffix** drop-down list.

9. Click the **Save** button. The save confirmation displays.



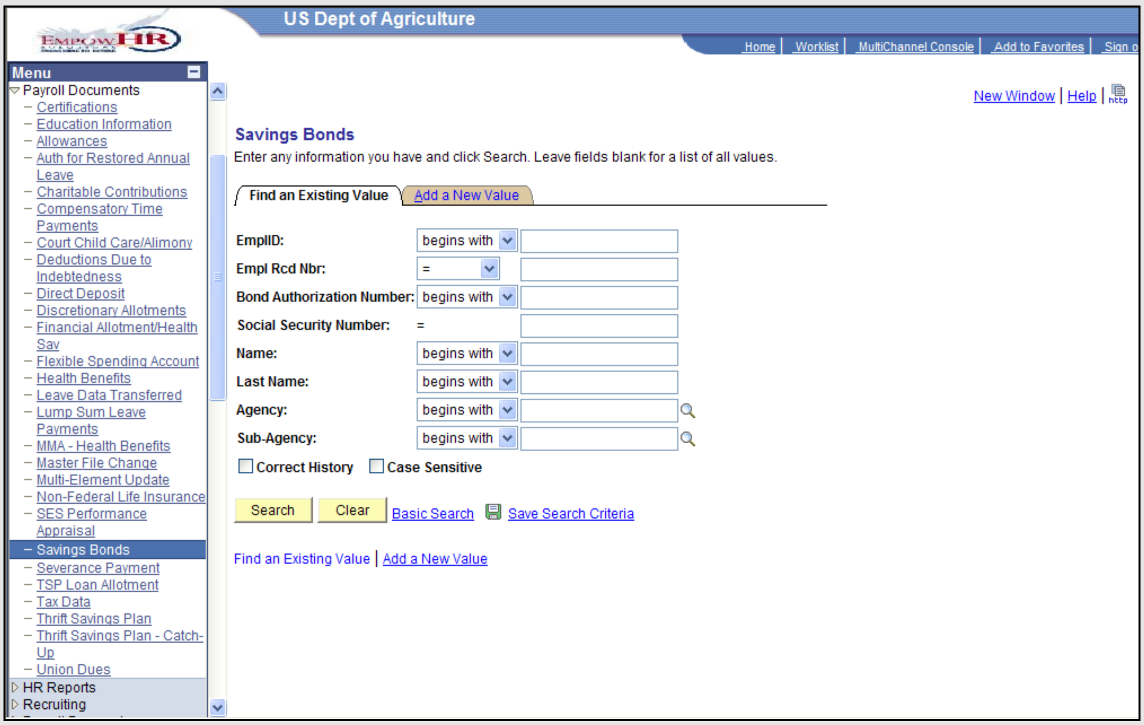

10. Click the **OK** button. The new **Savings Bond Authorization** is saved.

## CHANGE/CANCEL

### Procedure: Completing a Change or Cancel Savings Bond Authorization

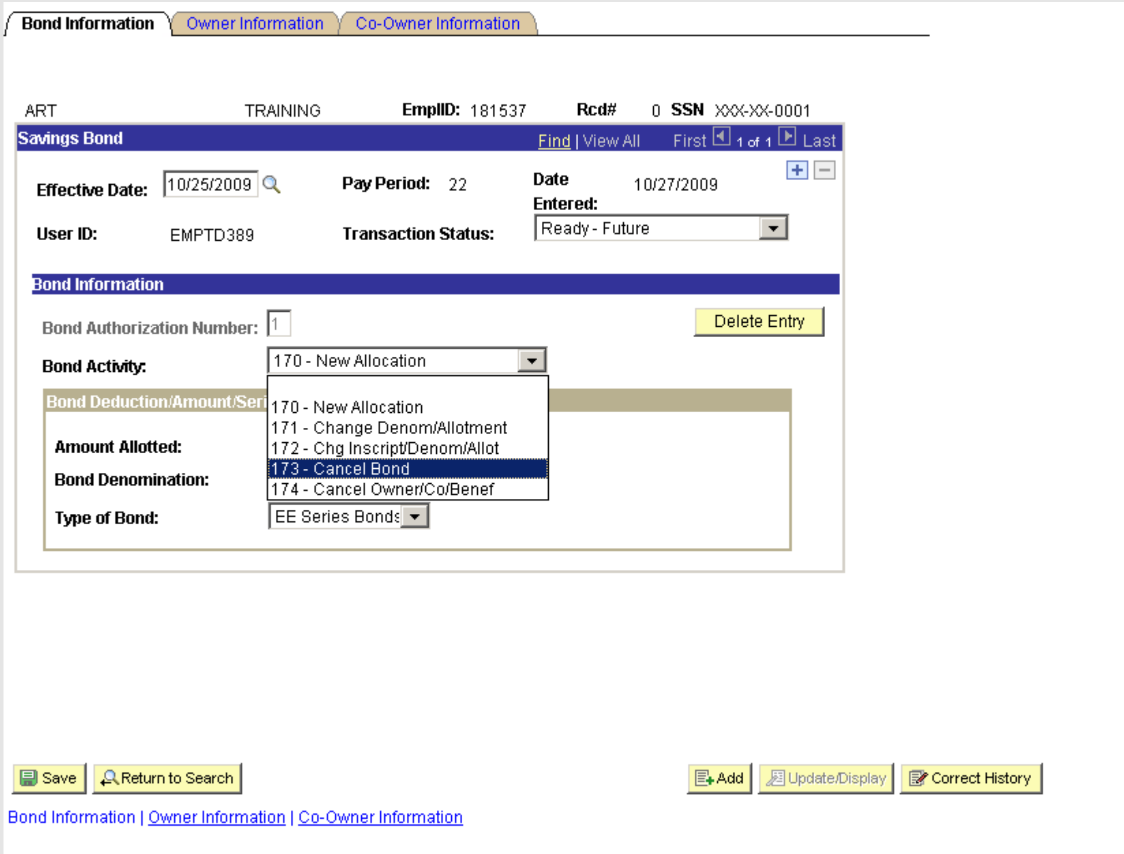
1. Select the **Payroll Documents** menu group.

2. Select the **Savings Bond** component. The **Savings Bond – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **Bond Information** page for the desired employee displays.




5. Click the **+** button.

6. Enter the effective date in the **Effective Date** field.

7. Select 171 - Change Denom/Allotment from the **Bond Activity** drop-down list.

   **OR**

   Select 172 - Chg Inscript/Denom/Allot from the **Bond Activity** drop-down list.

   **OR**

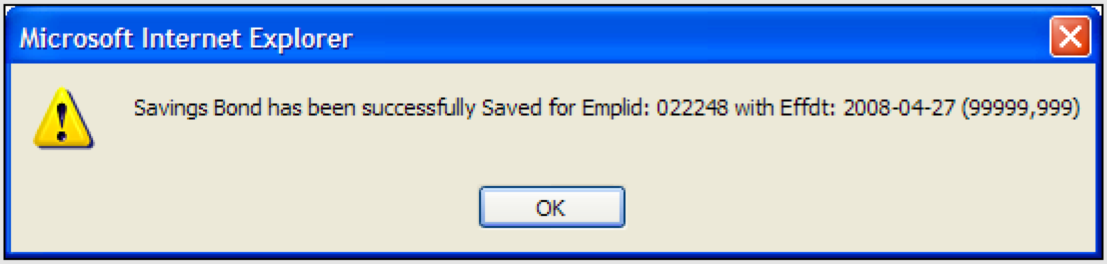
   Select 173 - Cancel Bond from the **Bond Activity** drop-down list.

   **OR**

   Select 174 - Cancel Owner/Co/Benef from the **Bond Activity** drop-down list.

8. If applicable, make adjustments to the necessary fields.

9. Click the **Save** button. The save confirmation displays.




10. Click the **OK** button. The changed or cancelled Savings Bond Authorization saves.

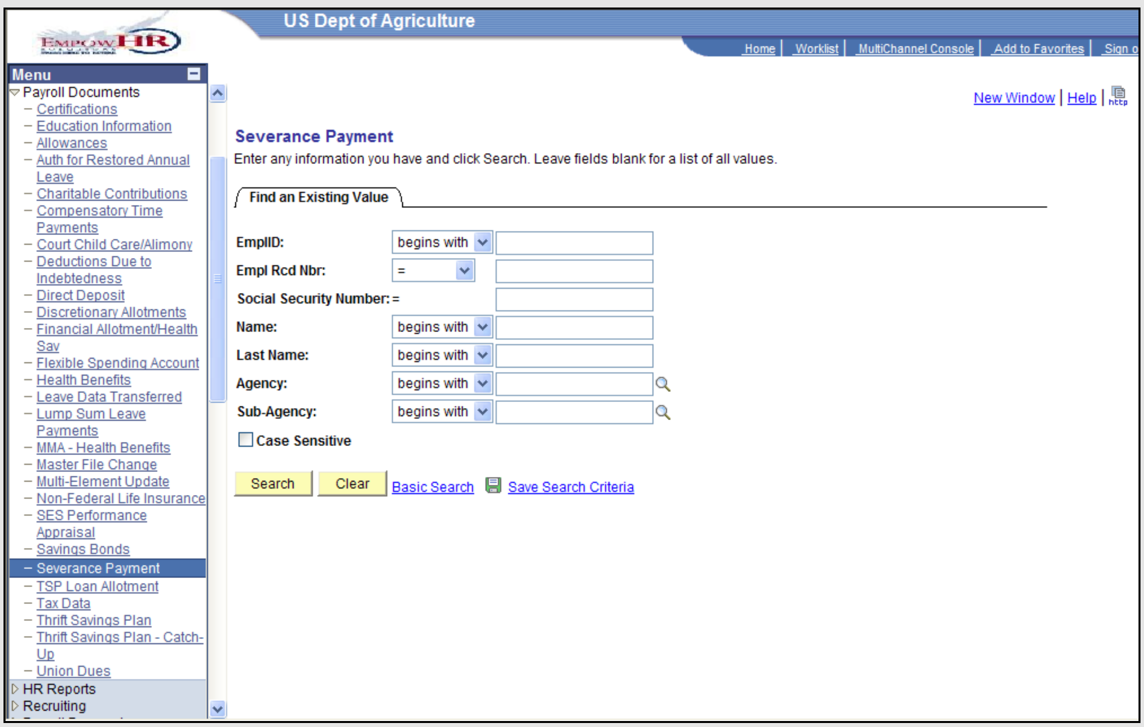
# SEVERANCE PAYMENT

Severance pay applies to employees who are involuntarily separated from service through a Reduction in Force.

## Procedure: Completing a Severance Payment

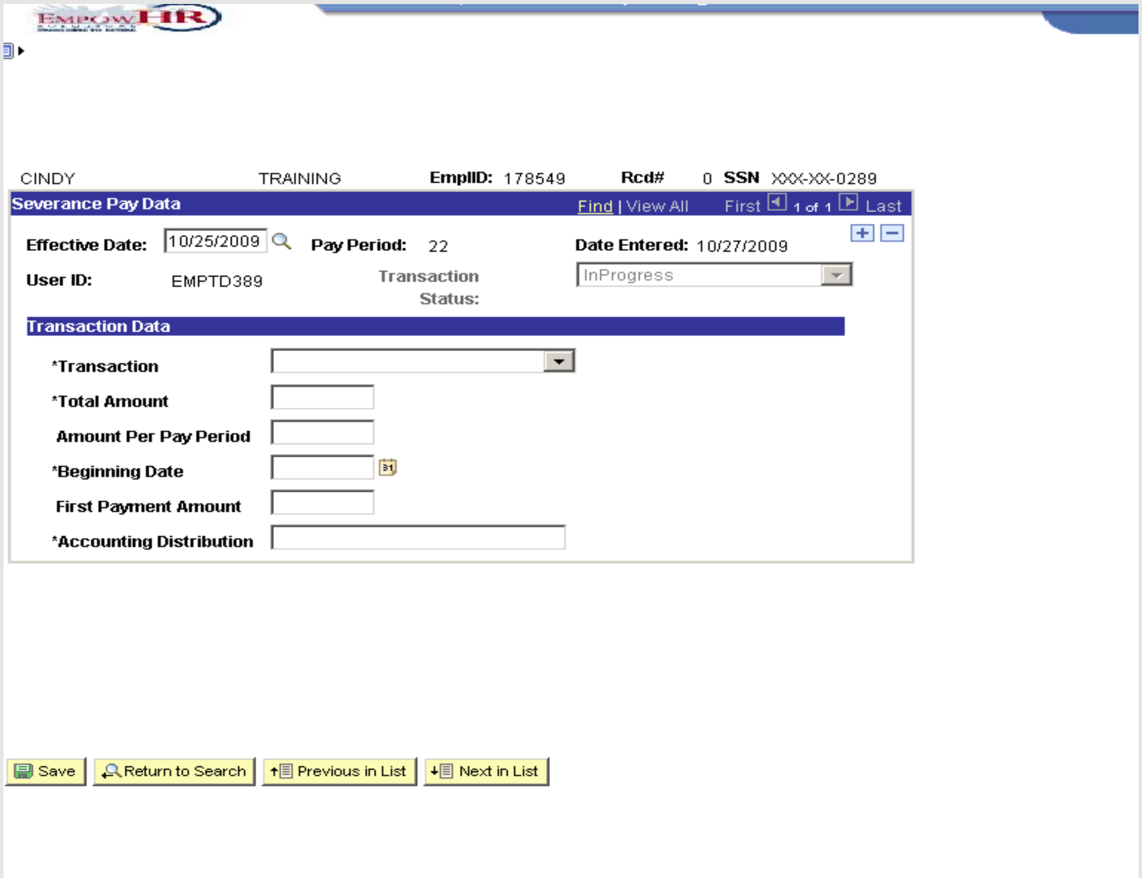
1. Select the **Payroll Documents** menu group.

2. Select the **Severance Payment** component. The **Severance Payment** – **Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **Severance Payment** page displays for the desired employee record.




5. Enter the effective date in the **Effective Date** field.

6. Select *Add* from the **Transaction** drop-down list

7. Enter the total amount in the **Total Amount** field.

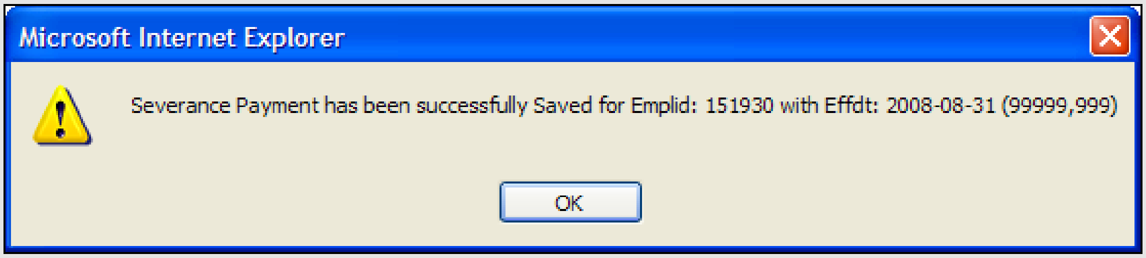
8. Enter the amount in the **Amount Per Pay Period** field.

9. Enter the beginning date in the **Beginning Date** field.

10. Enter the first payment amount in the **First Payment Amount** field.

11. Enter the accounting distribution in the **Accounting Distribution** field.

12. Click the **Save** button. The save confirmation displays.




13. Click the **OK** button. The Severance Payment is saved.

# TAX DATA

A new tax certificate may be processed at any time to change an employee's tax information. When the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax certificate is processed. An employee may be exempt from withholding of state tax on the basis of limited earnings or other reasons determined by the state. If exemption is allowed by the state, type Only (ONL) in the Total Number of Allowances field.

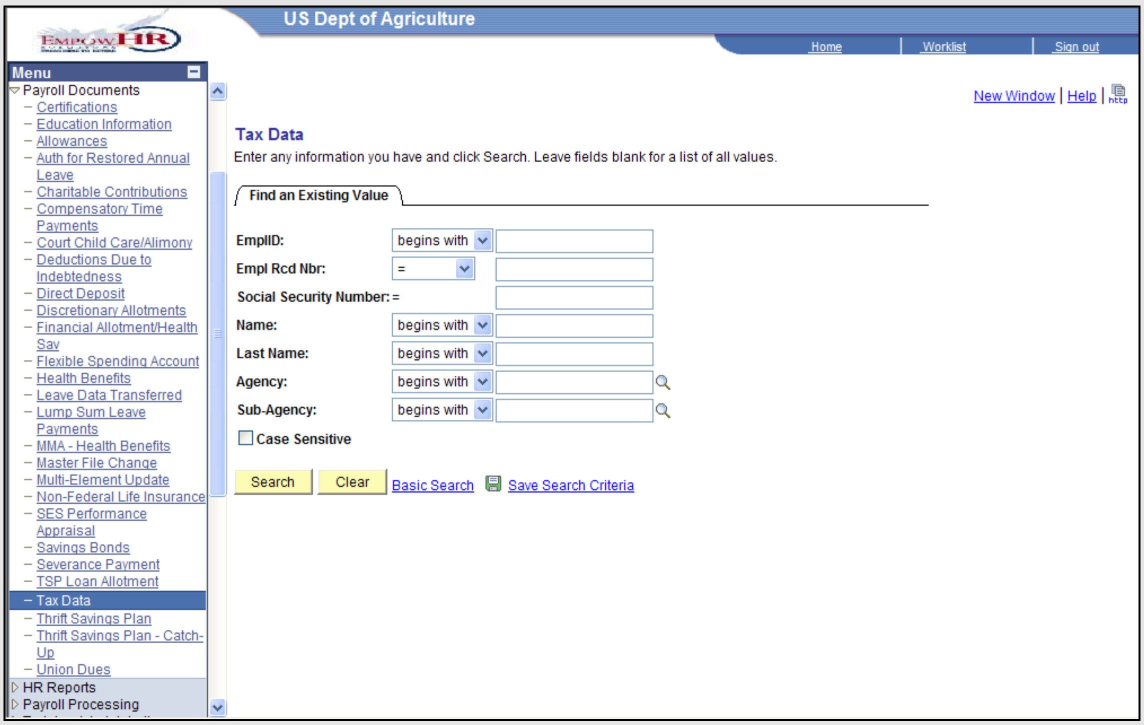
Dual state tax withholding allows employees to voluntarily elect to pay state tax in the duty station and residence states. If state income tax is currently withheld based on the duty station and a state tax form is entered to begin withholding for the residence state, the document will appear in suspense with an informational message indicating the document entered will result in dual state tax deductions.

States with reciprocal agreements have agreed that when taxes are withheld for the residence state, taxes are not withheld for the duty station state. A certificate of non-residence allows an employee to declare non-residency for the duty station state which allows taxes to be withheld for the residence state. When an employee's duty station changes, the certificate of non-residence in effect becomes void, and a new certificate is required for the new duty station state, if applicable.

## Procedure: Completing City Tax Data

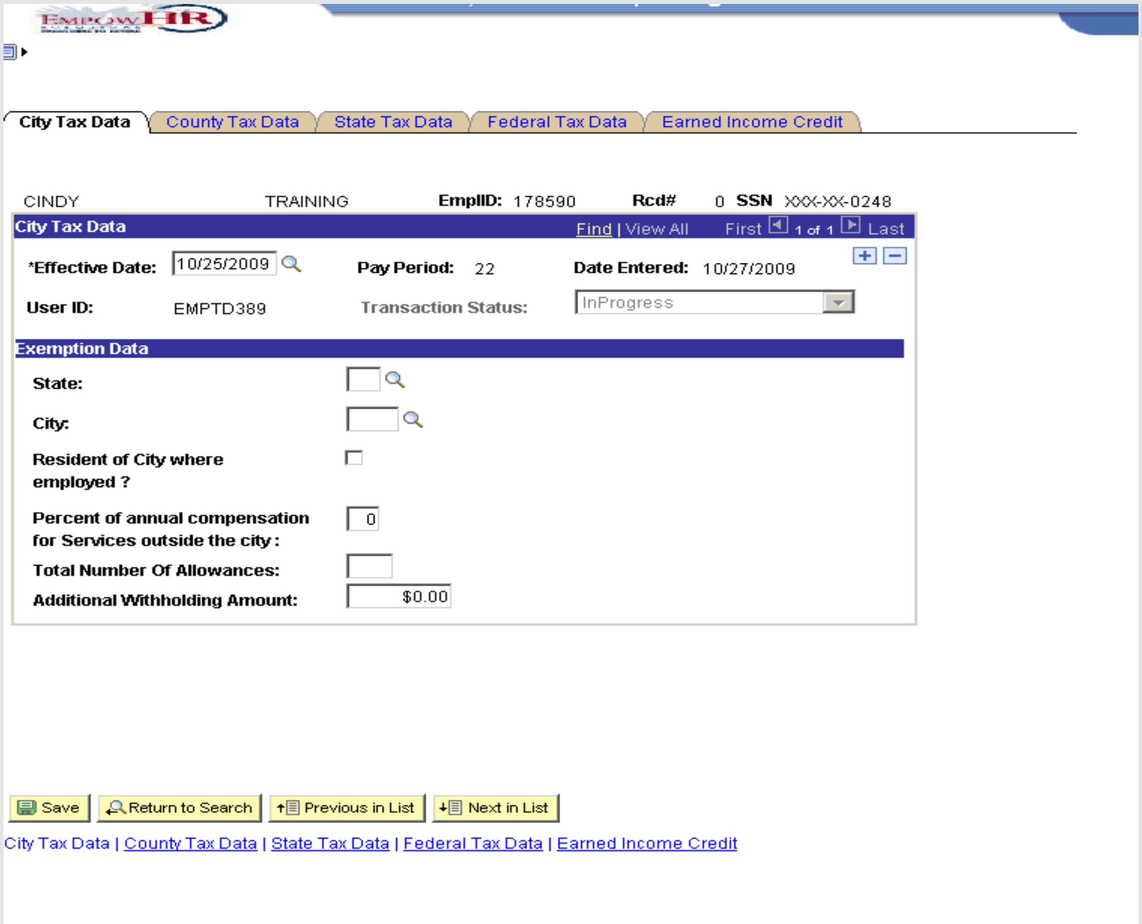
1. Select the **Payroll Documents** menu group.

2. Select the **Tax Data** component. The **Tax Data – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **City Tax Data** page displays for the desired employee record.




5. Enter the effective date in the **Effective Date** field.

6. Enter or select the state code number in the **State** field.

7. Enter or select the city code number in the **City** field.

8. If applicable, select the **Resident of City where employed** checkbox.

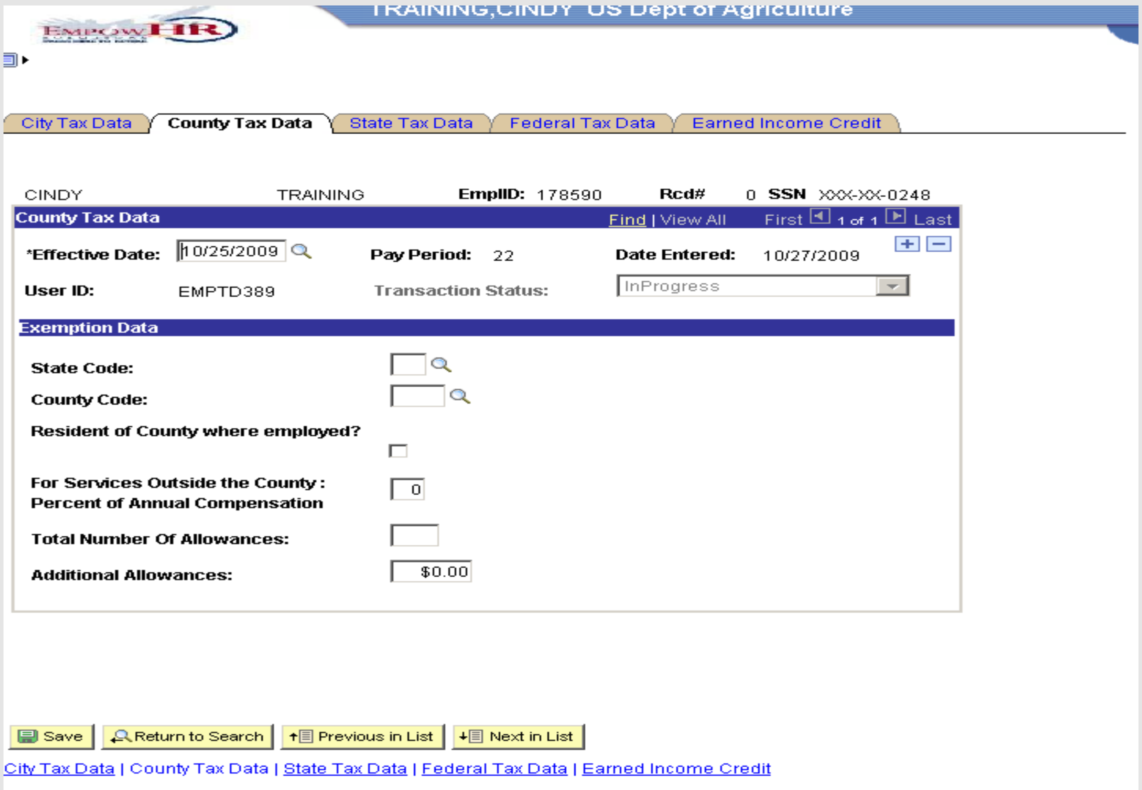
9. Enter the percent of annual compensation for services outside the city in the **Percent of annual compensation for Services outside the city** field.

10. Enter the total number of allowances in the **Total Number Of Allowances** field.

11. Enter the additional withholding amount in the **Additional Withholding Amount** field.

## Procedure: Completing County Tax Data

1. Select the **County Tax Data** tab. The **County Tax Data** page displays.




2. Enter or select the state code number in the **State Code** field.

3. Enter or select the city code number in the **City Code** field.

4. If applicable, select the **Resident of County where employed** checkbox.

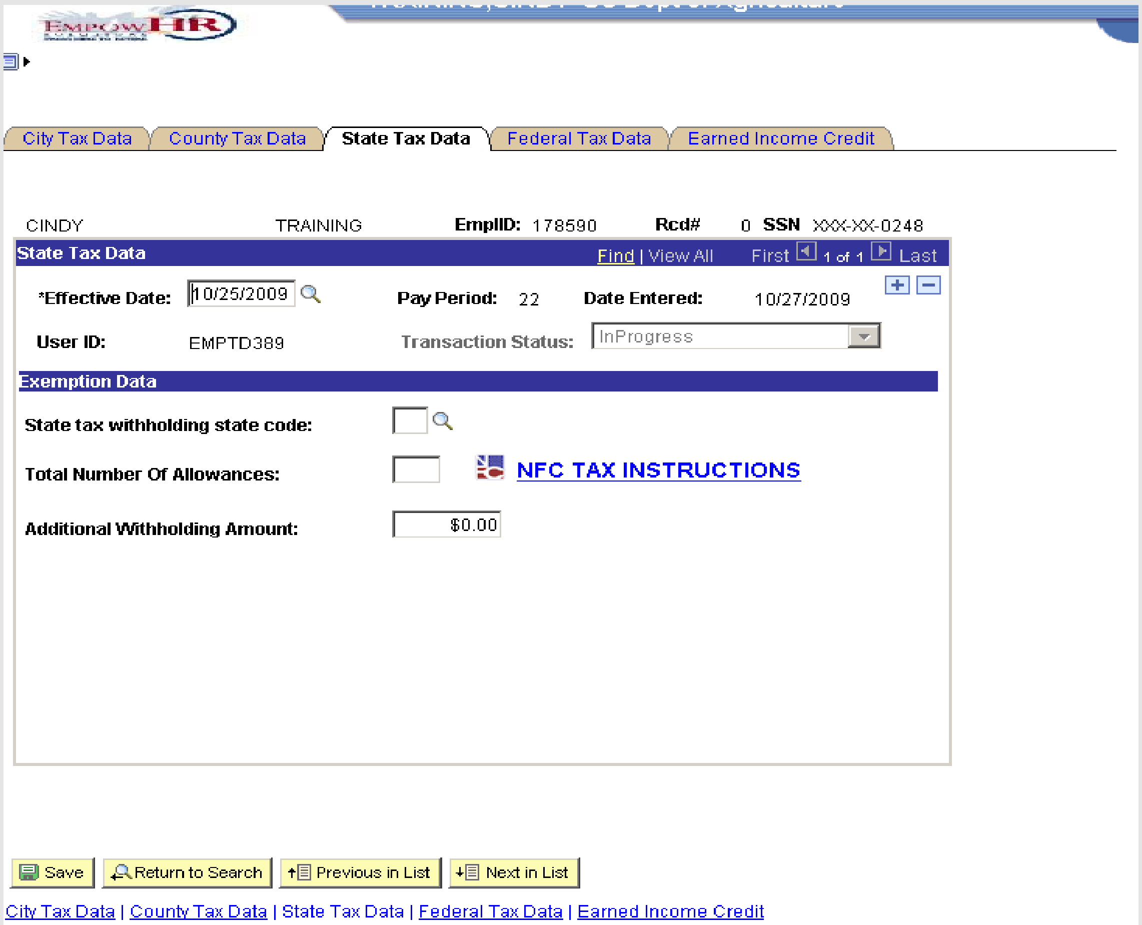
5. Enter the percent of annual compensation for services outside the city in the **For Services Outside the County Percent of Annual Compensation** field.

6. Enter the total number of allowances in the **Total Number Of Allowances** field.

7. Enter the additional withholding amount in the **Additional Allowances** field.

## Procedure: Completing State Tax Data

1. Select the **State Tax Data** tab. The **State Tax Data** page displays.




2. Enter or select the state code number in the **State Code** field.

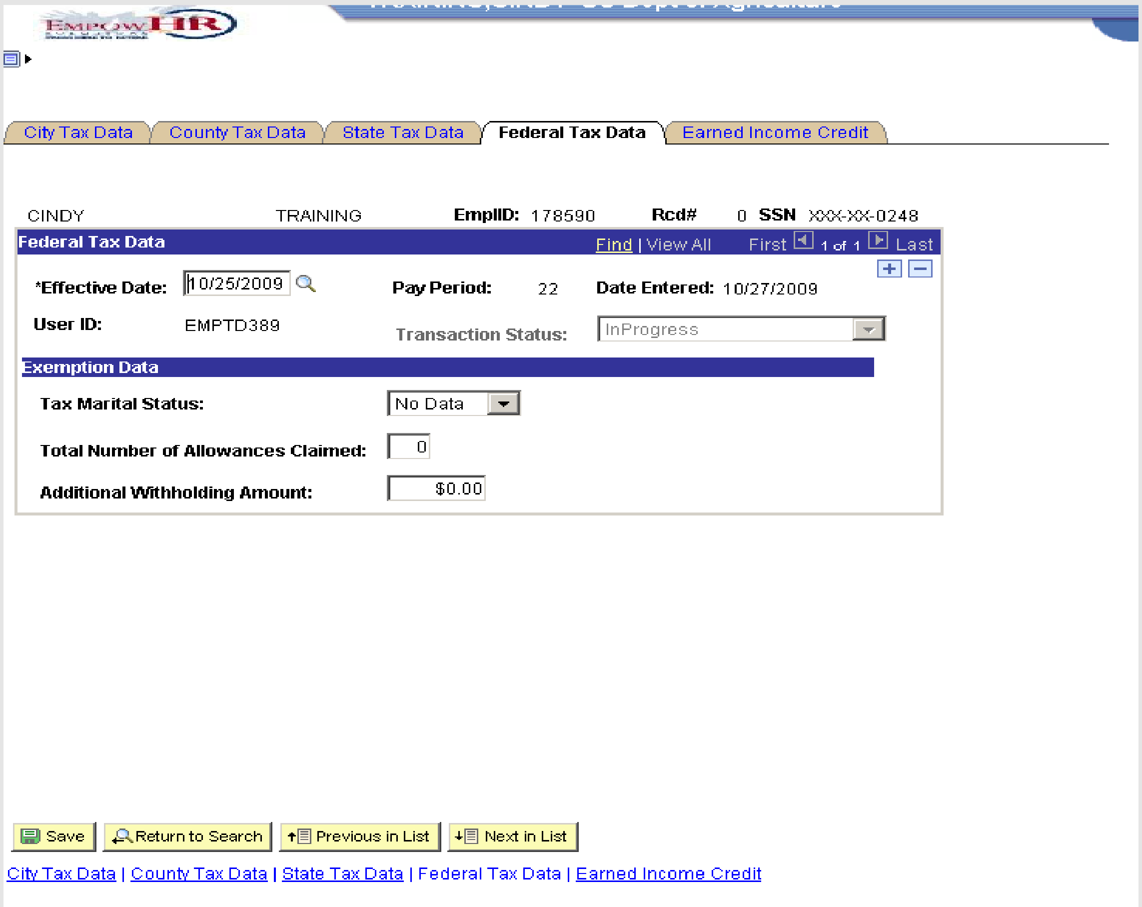
3. Enter the total number of allowances in the **Total Number Of Allowances** field.

**NOTE: SELECT THE NFC TAX INSTRUCTIONS LINK FOR FURTHER INFORMATION.**

4. Enter the additional withholding amount in the **Additional Withholding Amount** field.

## Procedure: Completing Federal Tax Data

1. Select the **Federal Tax Data** tab. The **Federal Tax Data** page displays.



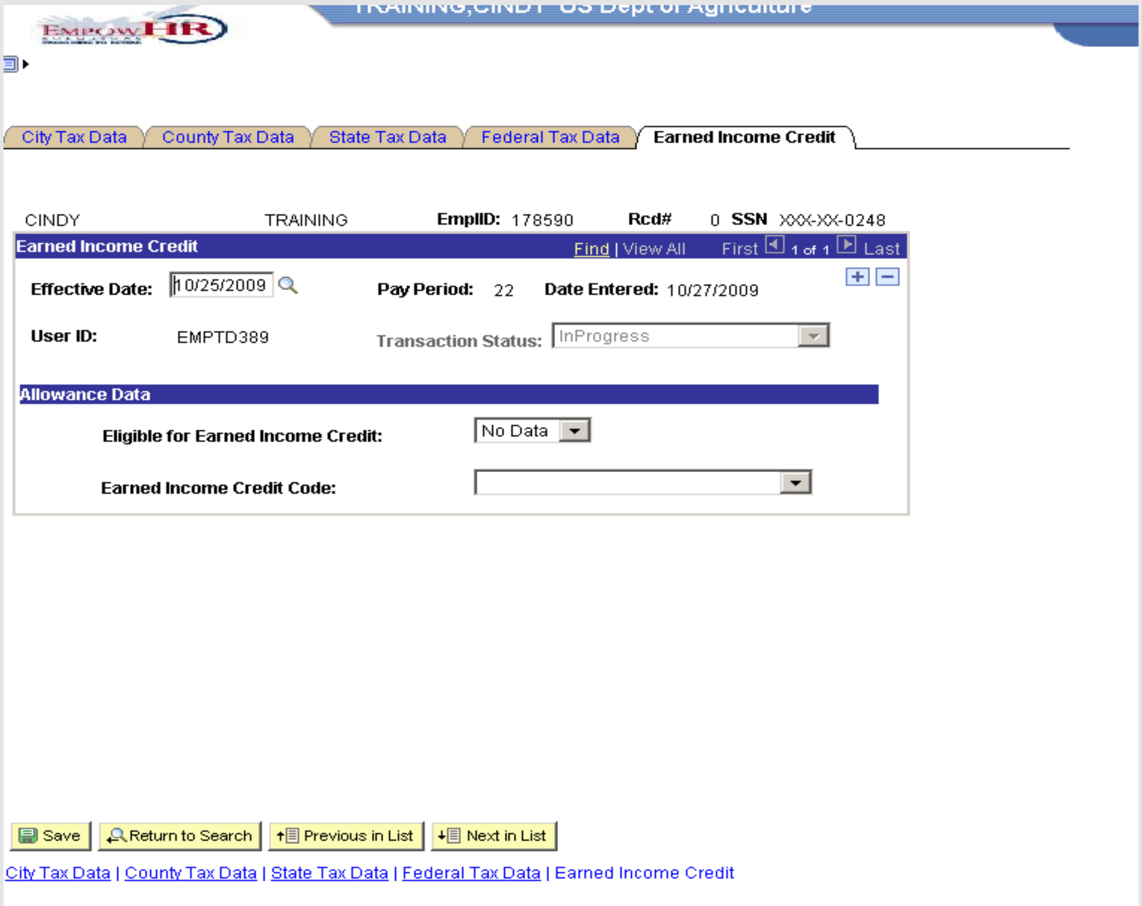

2. Select a tax marital status from the **Tax Marital Status** drop-down list.

3. Enter the total number of allowances claimed in the **Total Number of Allowances Claimed** field.

4. Enter any additional withholding amount in the **Additional Withholding Amount** field.

## Procedure: Completing Earned Income Credit Data

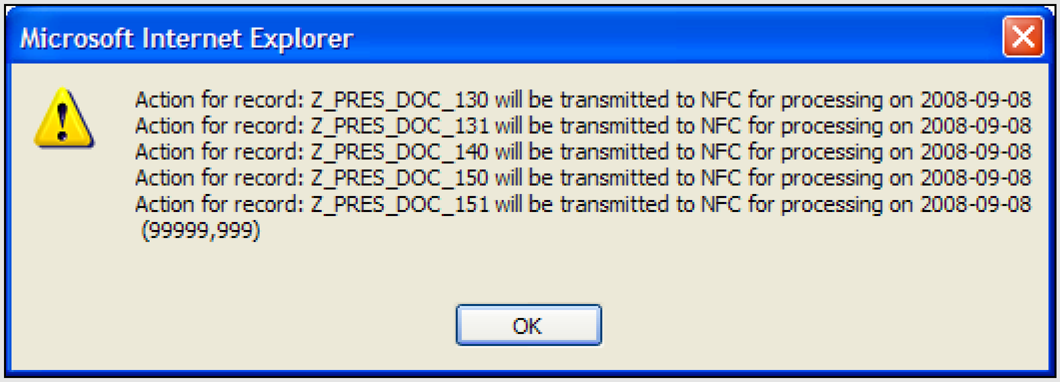
1. Select the **Earned Income Credit** tab. The **Earned Income Credit** page displays.



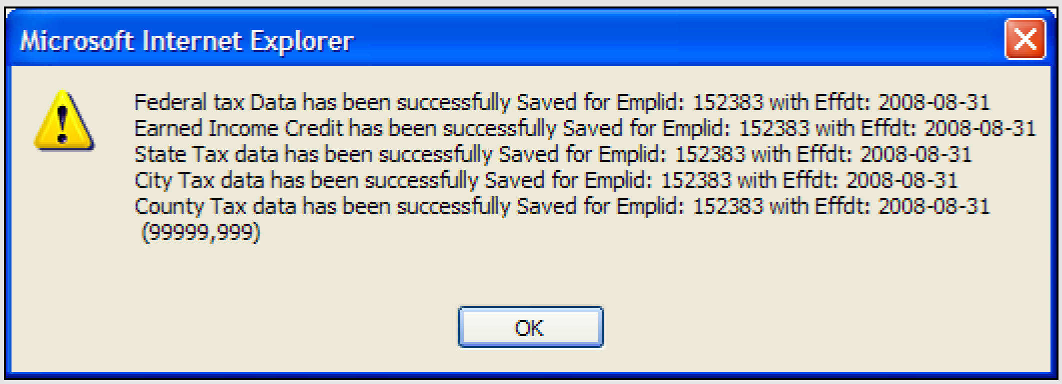

2. Select the eligibility for the earned income credit from the **Eligible for Earned Income Credit** drop-down list.

3. Select the earned income credit code from the **Earned Income Credit Code** drop-down list.

4. Click the **Save** button. The processing confirmation displays.




5. Click the **OK** button. The save confirmation displays.




6. Click the **OK** button. The Tax Data saves.

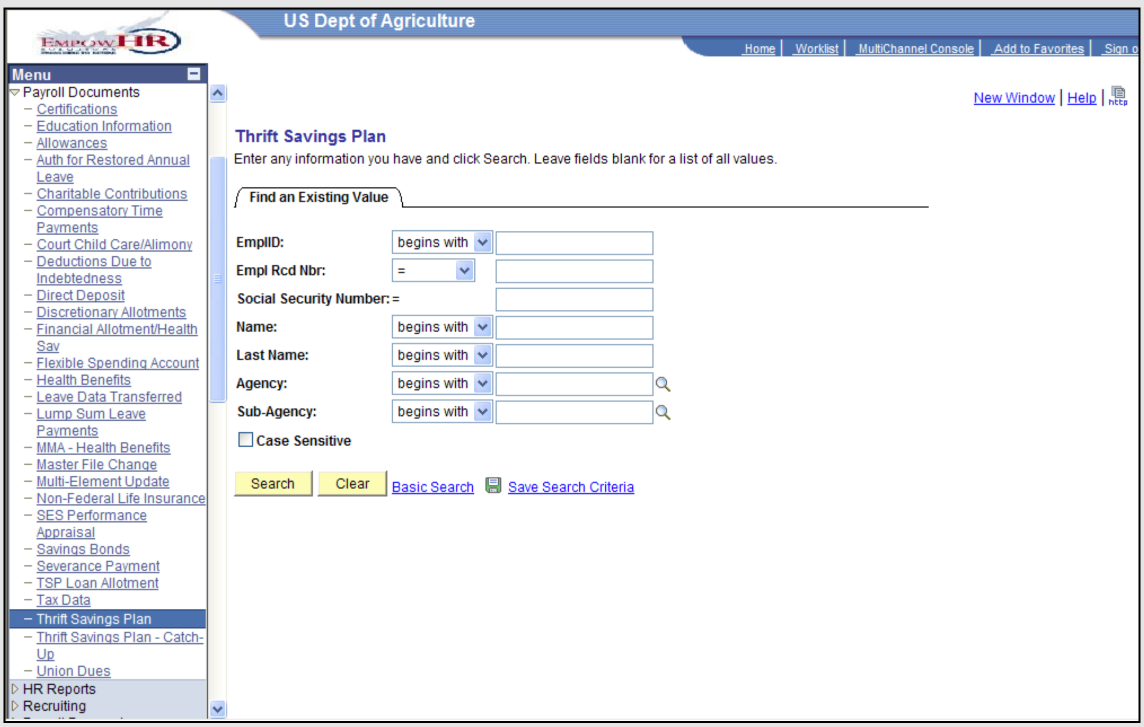
# THRIFT SAVINGS PLAN

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The employee can elect to start or change contributions. When the employee terminates participation in the Thrift Savings Plan, he or she must wait six months before the Thrift Savings Plan participation can be restarted.

## Procedure: Completing a Thrift Savings Plan

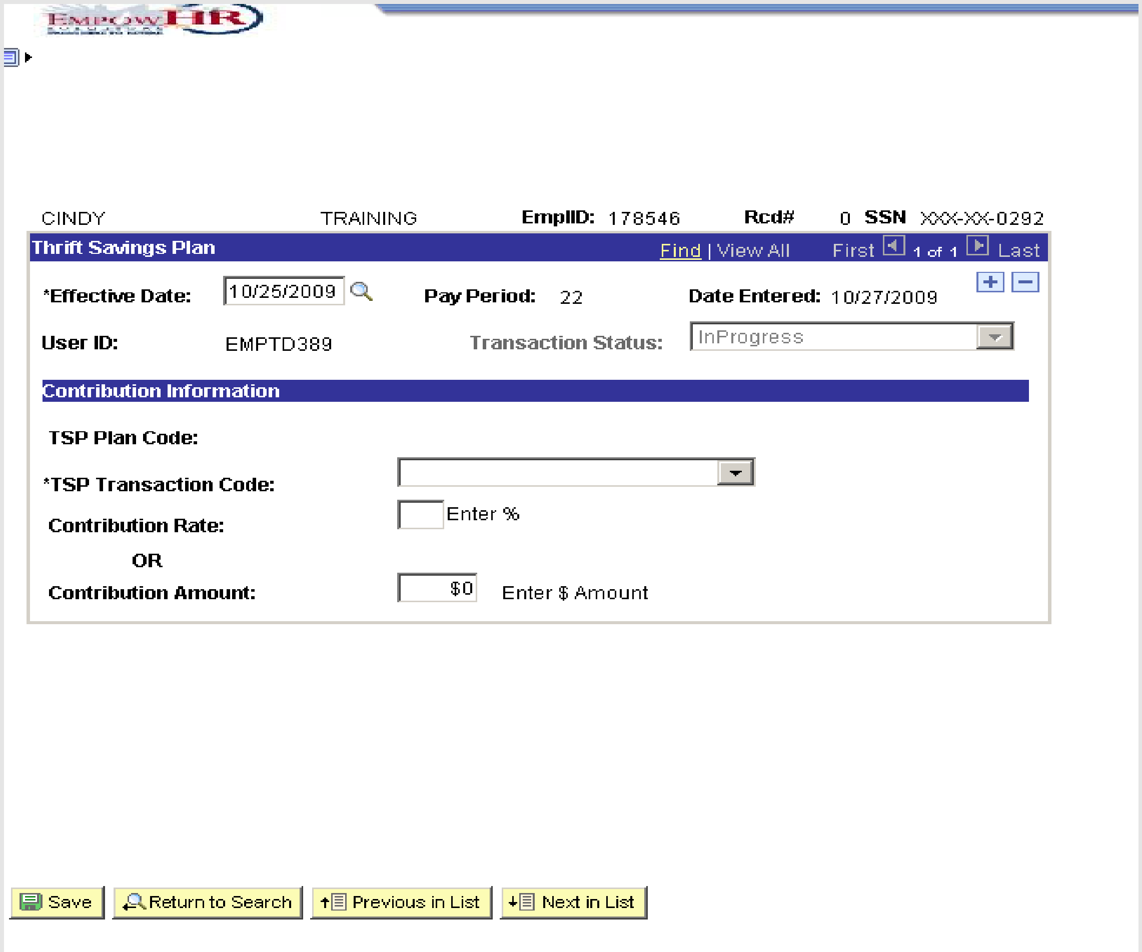
1. Select the **Payroll Documents** menu group.

2. Select the **Thrift Savings Plan** component. The **Thrift Savings Plan – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **Thrift Savings Plan** page displays for the desired employee record.


CINDY TRAINING EmplID: 178546 Rcd# 0 SSN XXX-XX-0292

Thrift Savings Plan — Find | View All — First 1 of 1 Last

*Effective Date: 10/25/2009 Pay Period: 22 Date Entered: 10/27/2009

User ID: EMPTD389 Transaction Status: InProgress

Contribution Information

TSP Plan Code:

*TSP Transaction Code:

Contribution Rate: Enter %

OR

Contribution Amount: $0 Enter $ Amount

Save | Return to Search | Previous in List | Next in List

5. Enter the effective date in the **Effective Date** field.

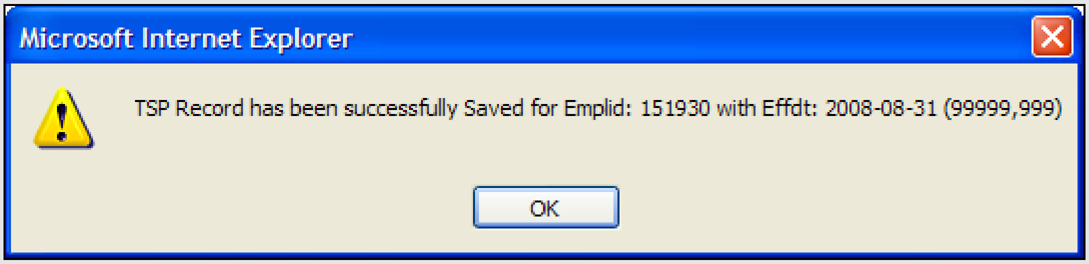
6. Select *New Enrollment/Change* from the **TSP Transaction Code** drop-down list.

7. Enter the contribution rate in the **Contribution Rate** field in percentages

**OR**

Enter the contribution amount in the **Contribution Amount** field in dollars.

8. Click the **Save** button. The save confirmation displays.




9. Click the **OK** button. The Thrift Savings Plan saves.

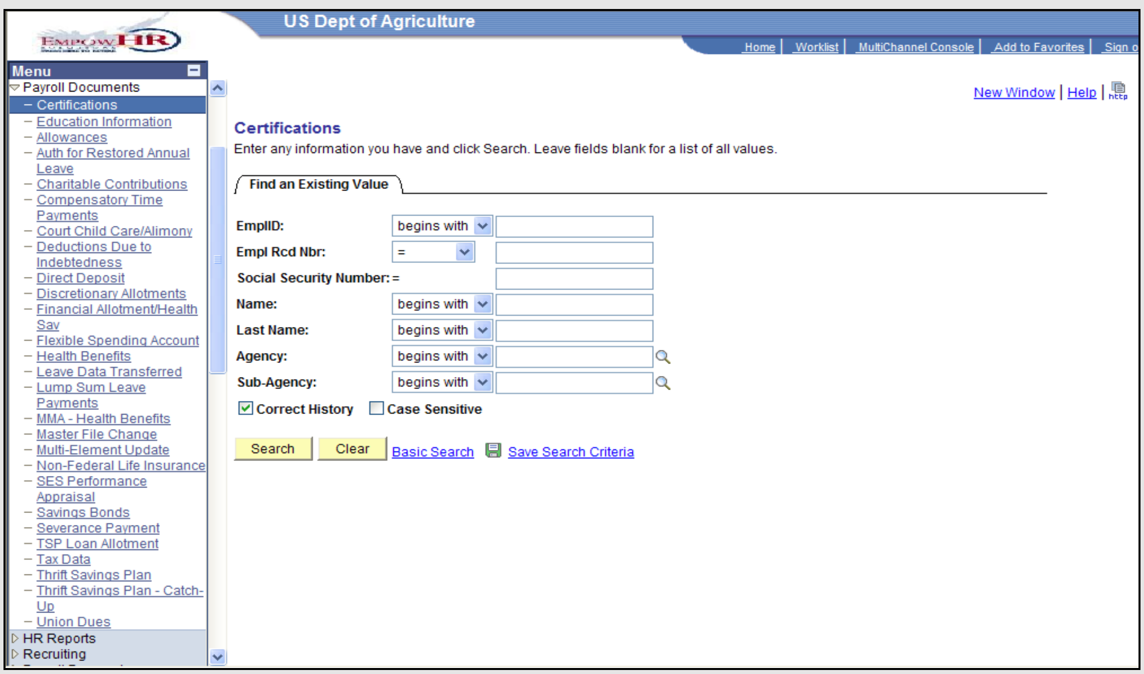
# CERTIFICATIONS

Education and certification data records the highest education level attained based on years of formal schooling and/or academic degrees or certificates conferred. The educational level codes assigned to define the level of education and certification entered on the personnel action in the Employee Data record is the official education record that is reported to CPDF. The personnel action should be coded in addition to entering the education/professional certification, as applicable.

## Procedure: Completing the Certifications

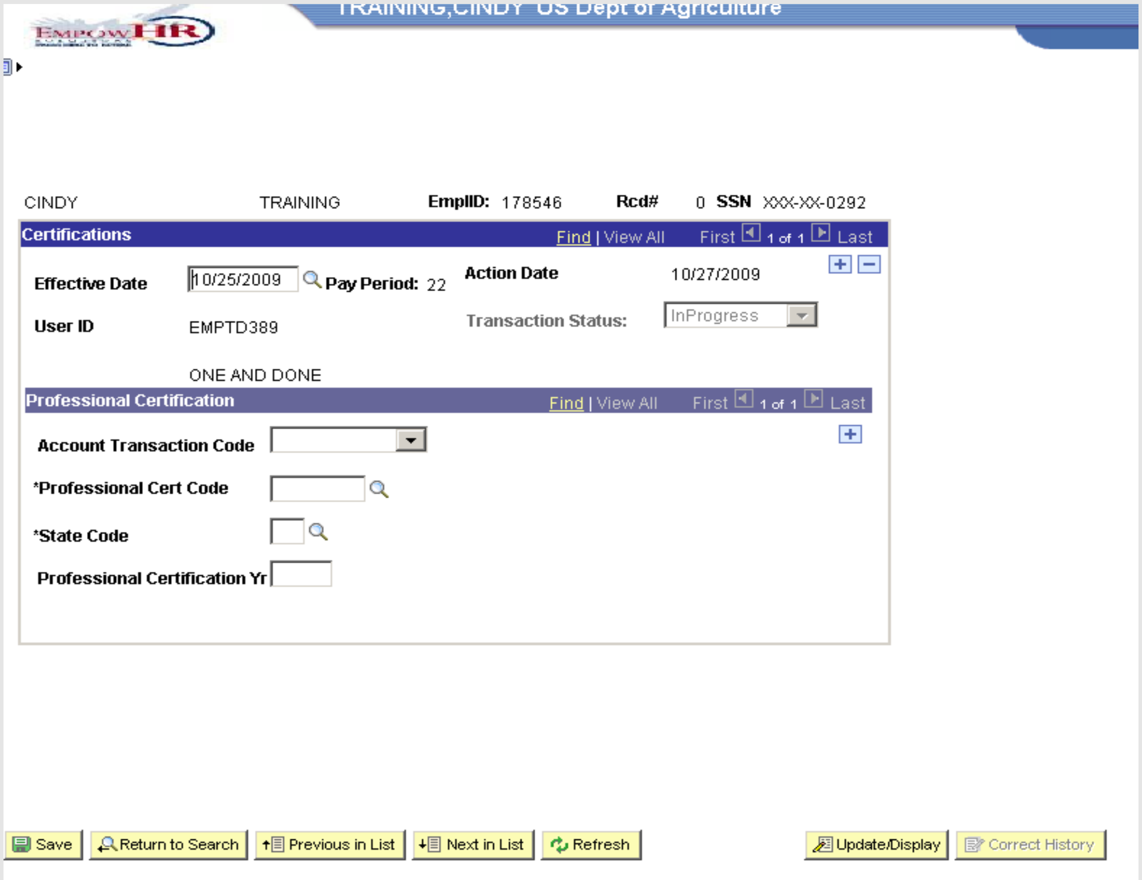
1. Select the **Payroll Documents** menu group.

2. Select the **Certifications** component. The **Certifications – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **Certifications** page displays for the desired employee record.




5. Enter an effective date in the **Effective Date** field.

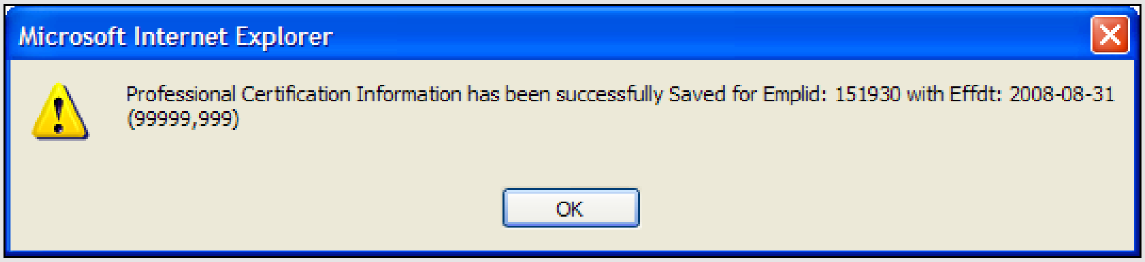
6. Select an account transaction code from the **Account Transaction Code** drop-down list.

7. Enter or select the professional certification code in the **Professional Cert Code** field.

8. Enter or select the state code in the **State Code** field.

9. Enter the professional certification year in the **Professional Certification Yr** field.

10. Click the **Save** button. The save confirmation displays.



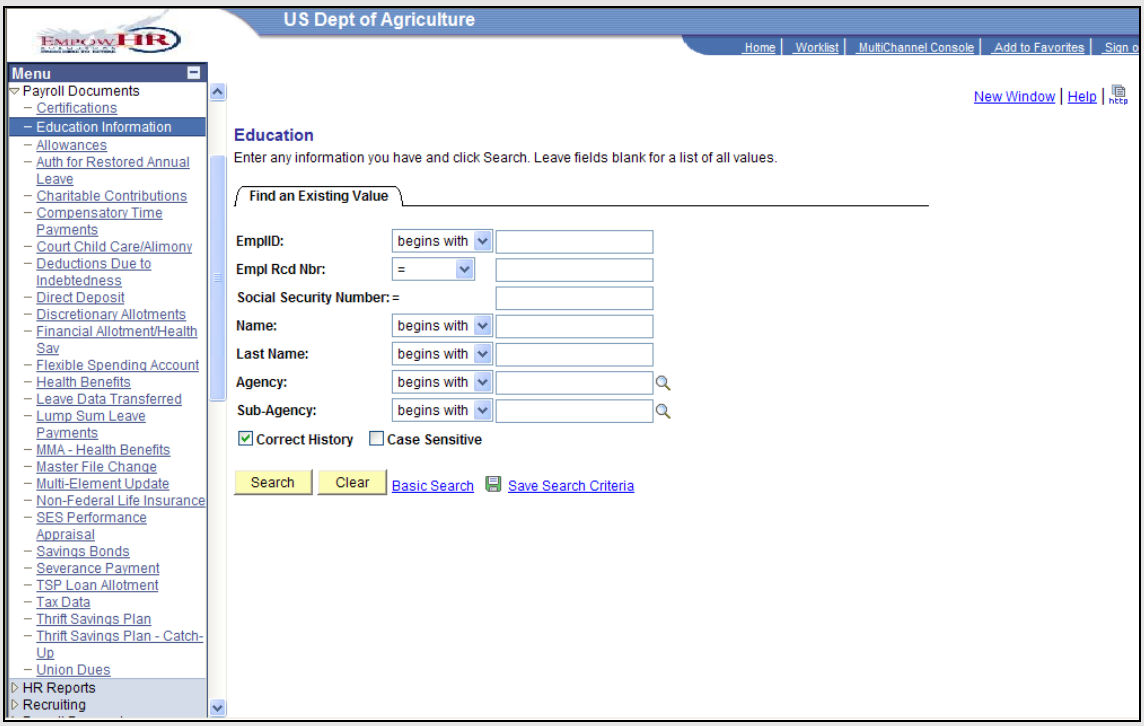

11. Click the **OK** button. The Certifications page is saved.

# EDUCATION

## Procedure: Completing the Education Component

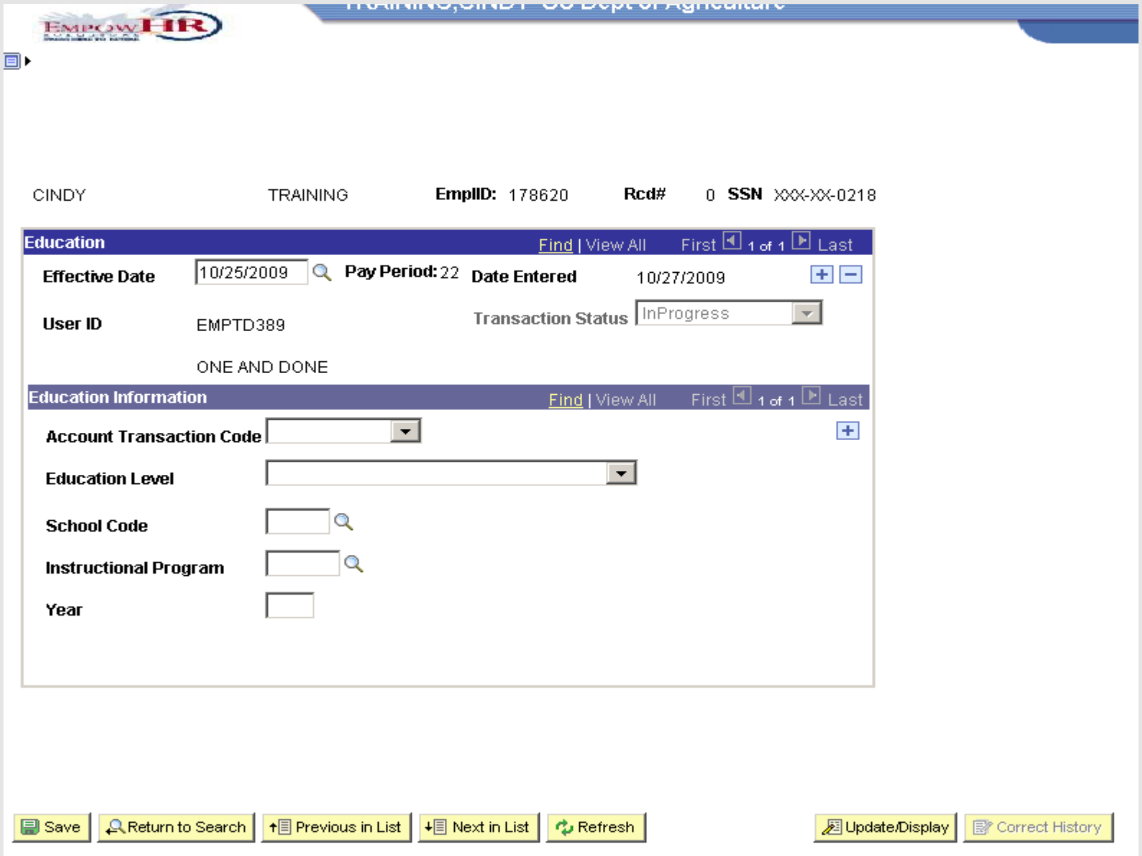
1. Select the **Payroll Documents** menu group.

2. Select the **Education Information** component. The **Education Information – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **Education Information** page displays for the desired employee record.




5. Enter an effective date in the **Effective Date** field.

6. Select an account transaction code from the **Account Transaction Code** drop-down list.

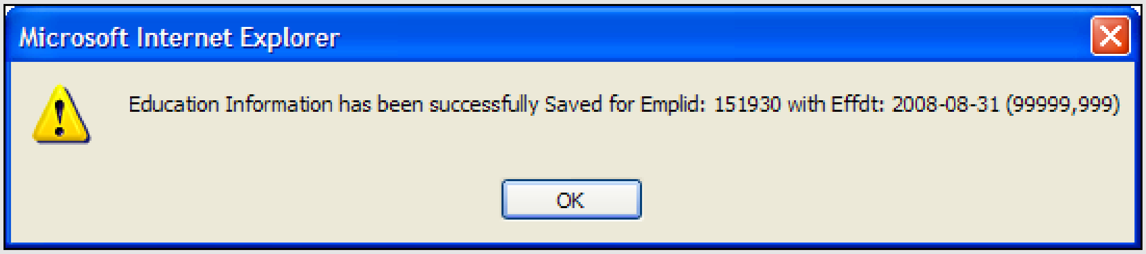
7. Select the education level from the **Education Level** drop-down list.

8. Enter or select the school code in the **School Code** field.

9. Enter or select an instructional program in the **Instructional Program** field.

10. Enter the year in the **Year** field.

11. Click the **Save** button. The save confirmation displays.




12. Click the **OK** button. The Education Information page is saved.

# CHAPTER 6

## CORRECTIONS, CANCELATIONS, AND HISTORY OVERRIDES

**Learning Objectives:**

- Initiating a Rollback of an applied action
- Completing a History Override package for a canceled history action
- Completing a History Override package for a corrected history action
- Completing a History Override package for an inserted late action

## NFC STATUS AND APPROPRIATE ACTIONS

| NFC Status | Action |
|---|---|
| **NFC Ready** | Add or correct a data element or delete a row |
| **Sent to NFC** | No action |
| **Applied** | Rollback |
| **Applied** | History Override, Correct or Cancel Applied Action |
| **Not Applied** | View Current SINQ Error |
| **Ready Future** | Add, correct, or delete a row |

## ROLLBACK

A rollback is initiated by the user, or by the system for actions that applied during the current processing pay period. A user may rollback actions when the employee's salary for that pay period has not been computed by PAYE.

A system-generated rollback displays the message *In SINQ Due To Rollback – Take Appropriate Action* on the suspense error listing. The PPS sorts and processes personnel actions by effective date. A system-generated rollback occurs automatically when a personnel action(s) has applied to the database in the current processing pay period and another personnel action(s) with an earlier effective date is processed in a later PINE pass during the same processing pay period and prior to the processing of PAYE. As a result, all actions are rolled back from the database and placed in suspense.

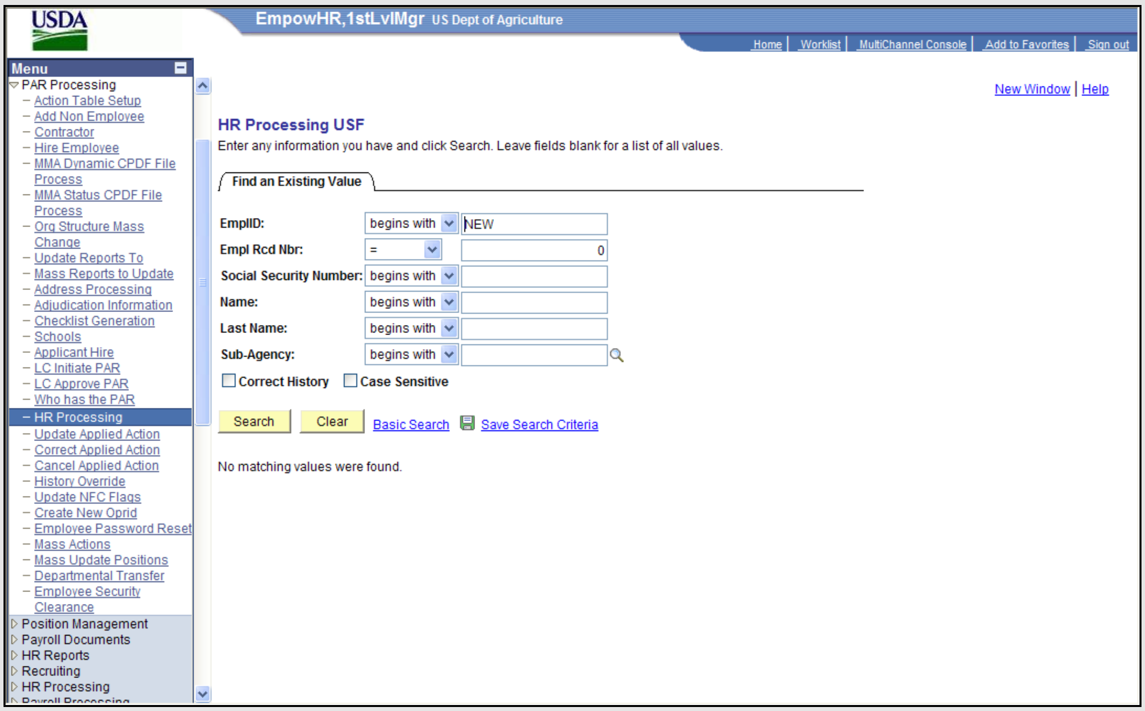
After the action has been successfully rolled back in EmpowHR, the PAR row will display the NFC Status "Rolled Back" indefinitely. The user must take action to release the action and resend it to NFC for processing. If the rolled back action is erroneous the row can be deleted, If an action is required with an earlier effective date, a new row can be added to process this new action prior to processing the rolled back action.

| | |
|---|---|
| | **NOTE: When more than one personnel action is processed during the same processing pay period, and the actions are not entered in sequence according to the effective dates, the system automatically rollbacks any actions not in sequential order.** |

## Procedure: Completing a Rollback

1. Select the **PAR Processing** menu group.

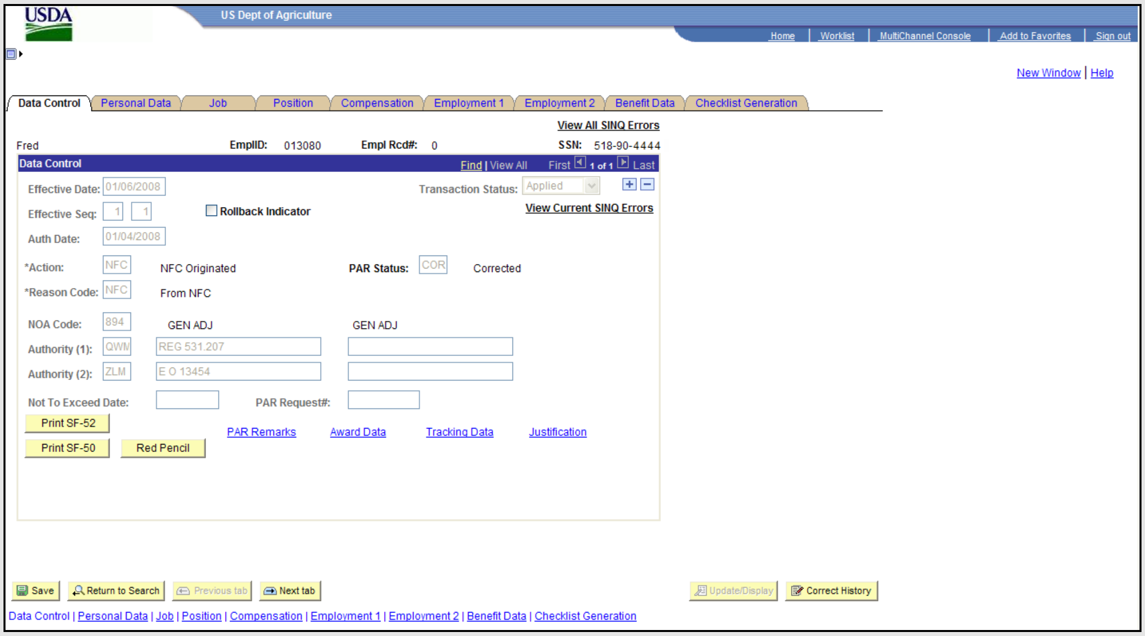
2. Select the **HR Processing** component. The **HR Processing USF – Find an Existing Value** page displays.




3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Select the **Correct History** checkbox –**IMPORTANT****** this must be done to accomplish Rollback.

5. Click the **Search** button. The **Data Control** page displays for the desired employee record.




6. Select the **Rollback Indicator** checkbox.

7. Click the **Save** button. The transaction is saved, and the NFC **Transaction Status** changes to *NFC Ready*.

# HISTORY OVERRIDE PROCESSING (HCUP)

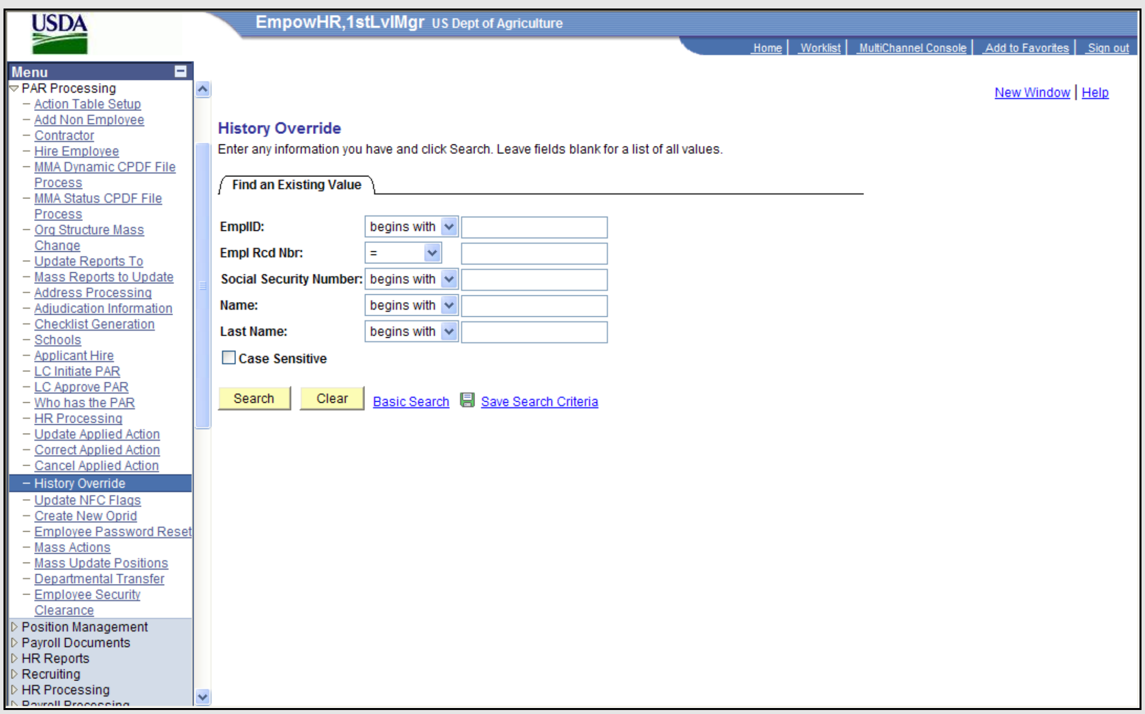
A History Override package can contain one or more corrections, cancelations, and new actions. All packages have a Starting Action and some may have Intervening Actions. The Starting Action identifies the beginning action and the Intervening Action identifies all the transactions included in the package.

## CANCELING A HISTORY PAR ACTION

### Procedure: Canceling a History PAR Action

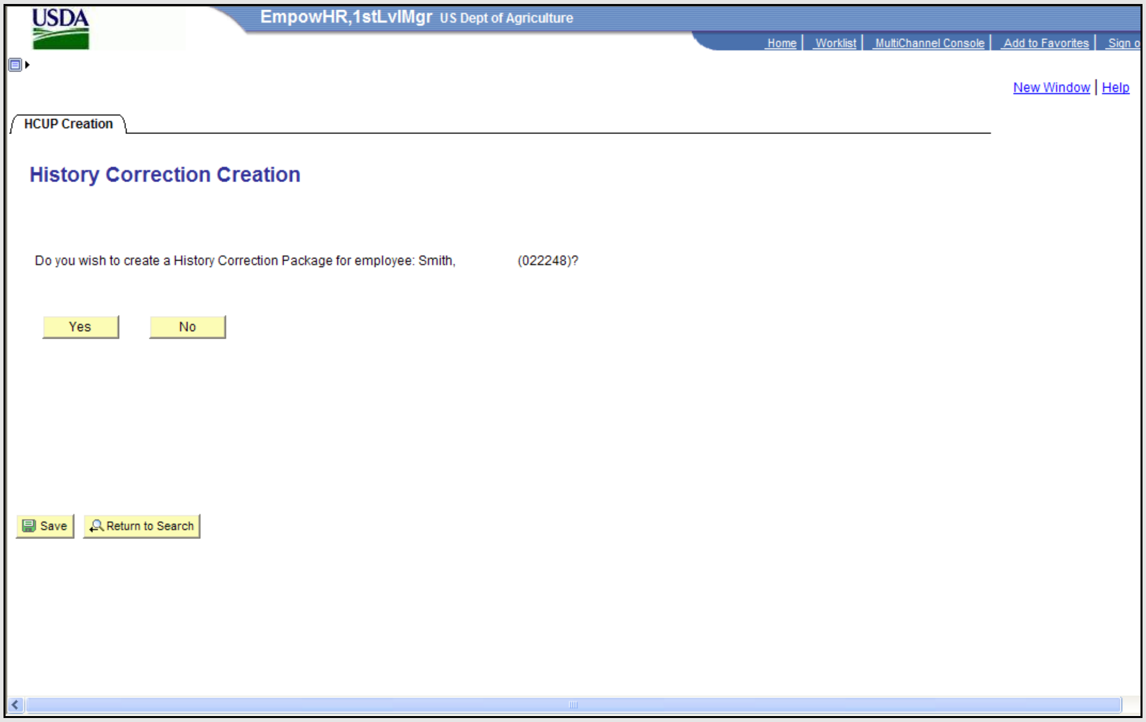
1. Select the **PAR Processing** menu group.

2. Select the **History Override** component. The **History Override** – **Find an Existing Value** page displays.

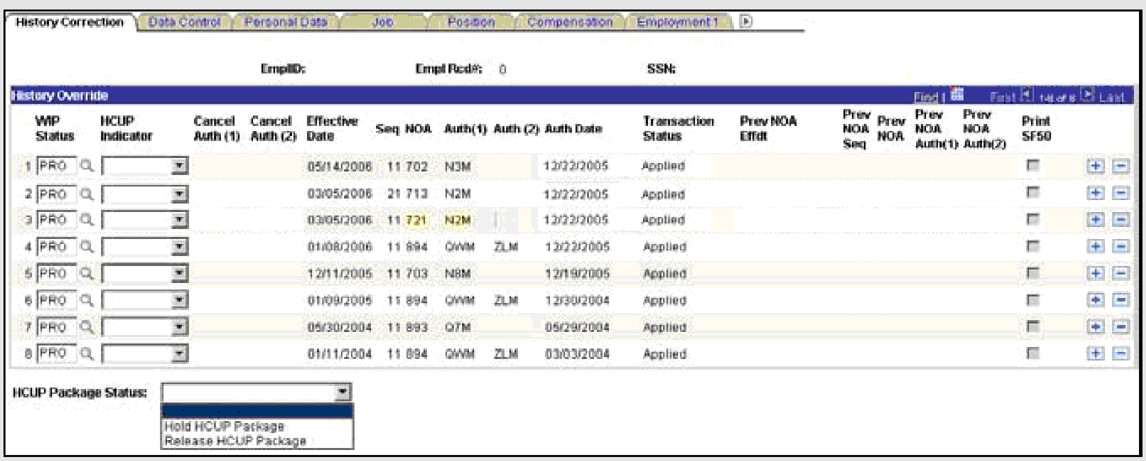



3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **History Correction Creation** page displays.




5. Click the **Yes** button. The **History Correction** page displays.




6. Enter COR in the **WIP Status** field for the action below the action or row to be canceled.

7. Select Starting from the **HCUP Indicator** drop-down list on the action below the action or row to be canceled.

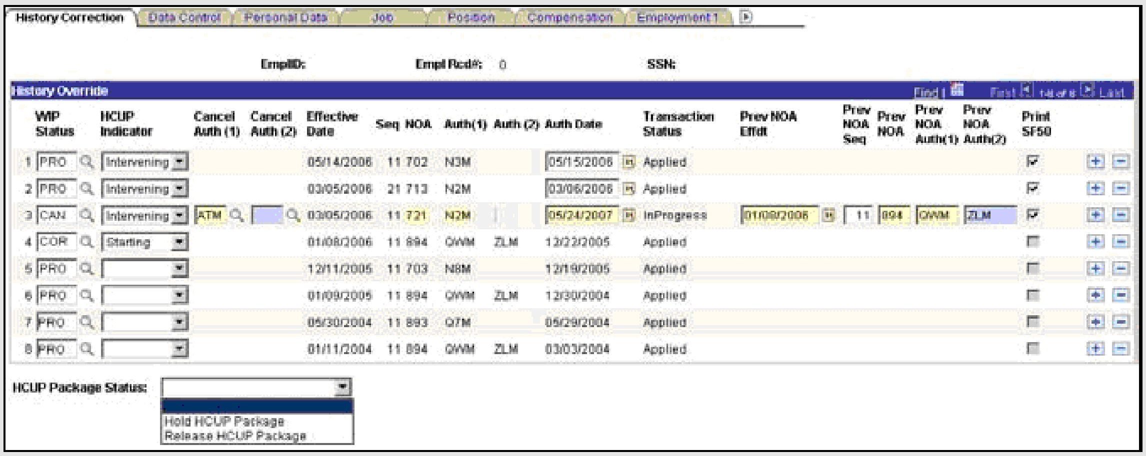
8. Enter CAN in the **WIP Status** field on the action to be canceled.

9. Select Starting from the **HCUP Indicator** drop-down list on the action to be canceled.

10. Enter ATM in the **Cancel Auth (1)** field.

11. Review the previous NOA information.

12. Select Intervening from the **HCUP Indicator** drop-down list of the subsequent actions.




13. Select the **Job** tab.

14. Delete the **Losing/Gaining Dept** for the starting action and every intervening action.

15. Select the **Benefits** tab.

16. Select the **FEHB Eligibility Transmit Blanks to NFC but Retain value** checkbox for the starting action and every intervening action.

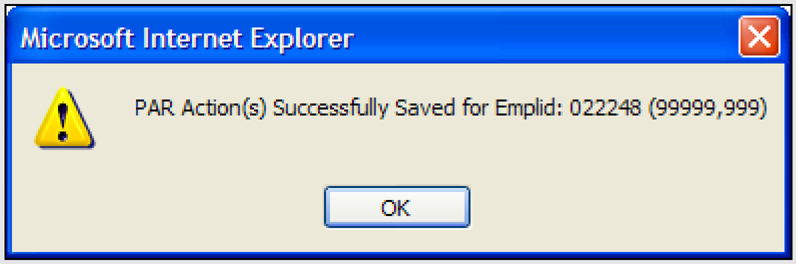
17. Select the **TSP Eligibility Transmit Blanks to NFC but Retain value** checkbox for the starting action and every intervening action.

18. Delete the **FEGLI Coverage Amount** for the starting action and every intervening action.

19. Select the **History Correction** tab.

20. Select Release HCUP Package from the **HCUP Package Status** drop-down list.

21. Click the **Save** button. The save confirmation displays.



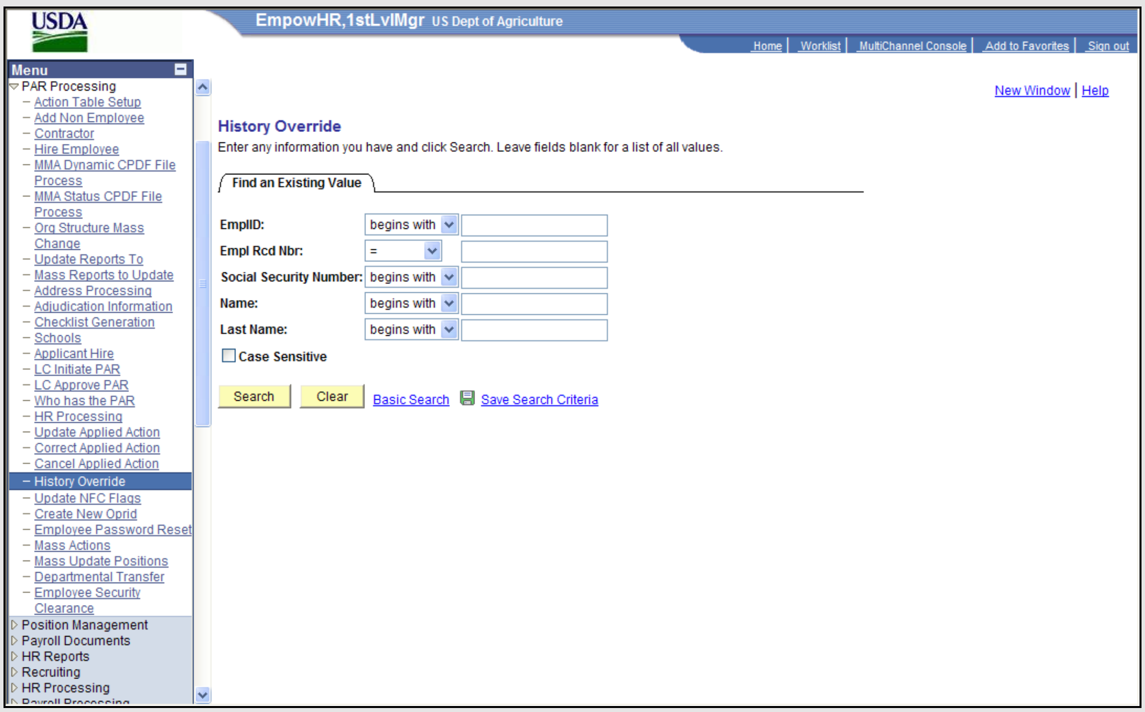

22. Click the **OK** button. All actions are marked NFC Ready.

## CORRECTING A HISTORY PAR ACTION

### Procedure: Correcting a History PAR Action

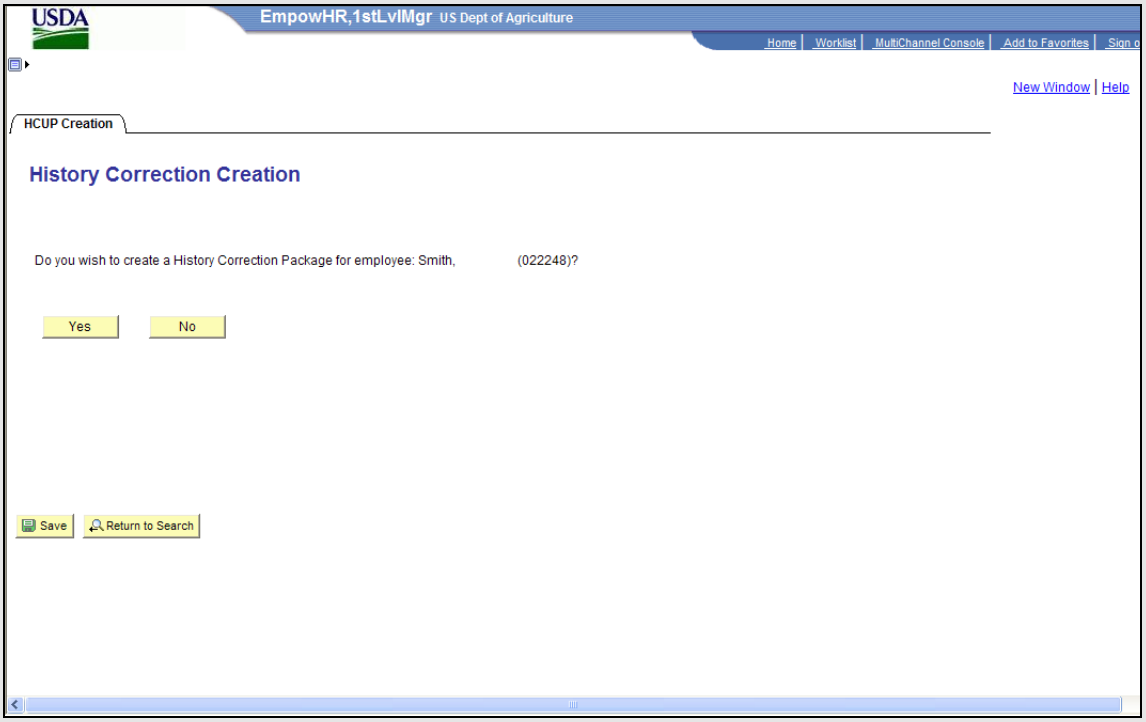
1. Select the **PAR Processing** menu group.

2. Select the **History Override** component. The tab of the **History Override – Find an Existing Value** page displays.

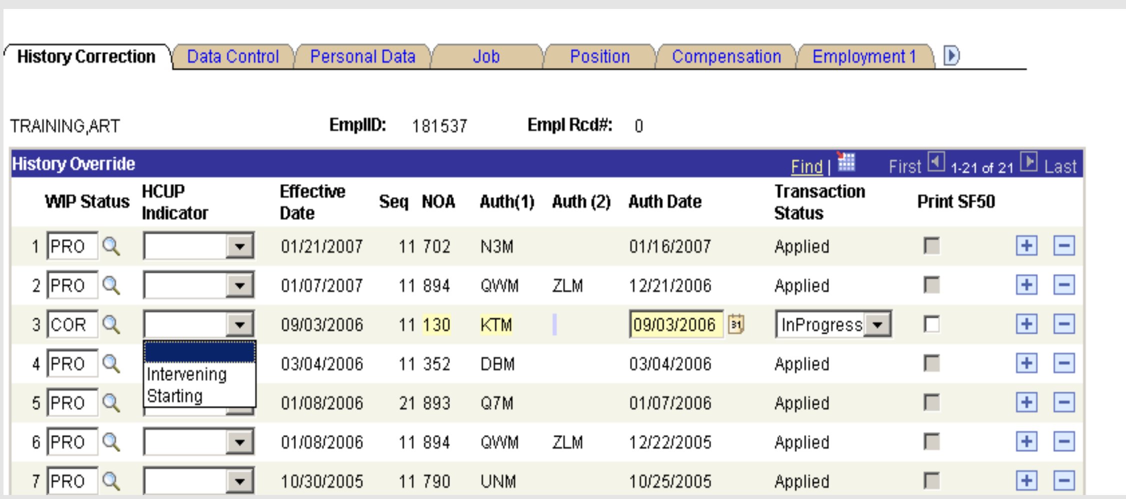



3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **History Correction Creation** page displays.




5. Click the **Yes** button. The **History Correction** page displays.




6. Enter COR in the **WIP Status** field on the action to be corrected.

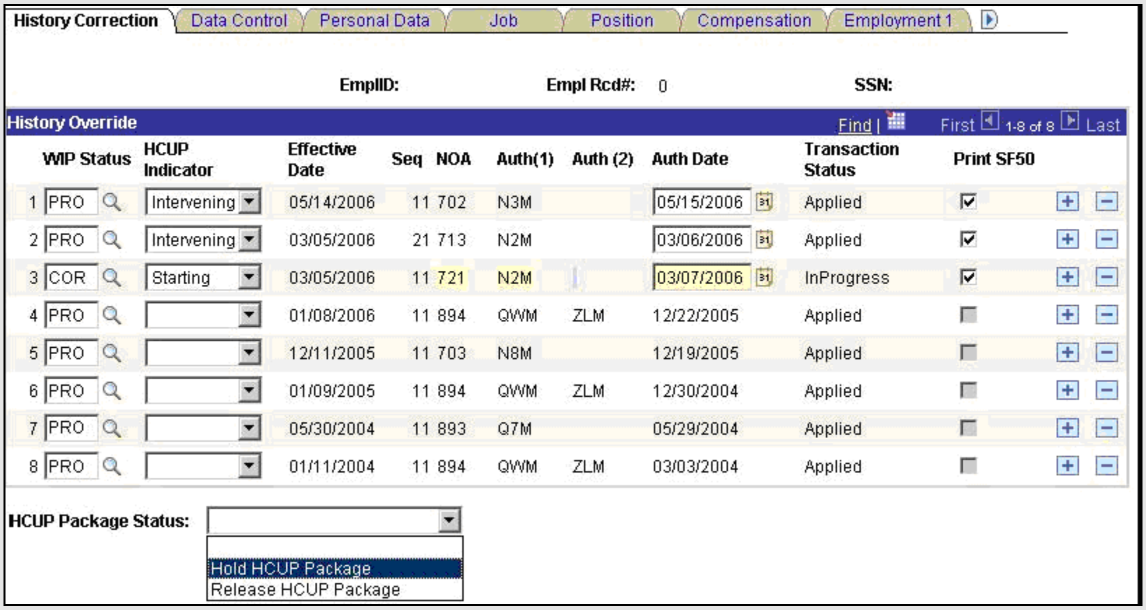
7. Select Starting from the **HCUP Indicator** drop-down list on the action to be corrected.

8. Correct all applicable fields on the action to be corrected, including all information on the

appropriate tabs.

9. Select Intervening from the **HCUP Indicator** drop-down list of the subsequent actions.

10. Complete the same correction on all of the subsequent actions.



History Correction | Data Control | Personal Data | Job | Position | Compensation | Employment 1

EmplID: Empl Rcd#: 0 SSN:

History Override — Find | First 1-8 of 8 Last

| | WIP Status | HCUP Indicator | Effective Date | Seq | NOA | Auth(1) | Auth (2) | Auth Date | Transaction Status | Print SF50 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | PRO | Intervening | 05/14/2006 | 11 | 702 | N3M | | 05/15/2006 | Applied | ☑ |
| 2 | PRO | Intervening | 03/05/2006 | 21 | 713 | N2M | | 03/06/2006 | Applied | ☑ |
| 3 | COR | Starting | 03/05/2006 | 11 | 721 | N2M | | 03/07/2006 | InProgress | ☑ |
| 4 | PRO | | 01/08/2006 | 11 | 894 | QWM | ZLM | 12/22/2005 | Applied | ☐ |
| 5 | PRO | | 12/11/2005 | 11 | 703 | N8M | | 12/19/2005 | Applied | ☐ |
| 6 | PRO | | 01/09/2005 | 11 | 894 | QWM | ZLM | 12/30/2004 | Applied | ☐ |
| 7 | PRO | | 05/30/2004 | 11 | 893 | Q7M | | 05/29/2004 | Applied | ☐ |
| 8 | PRO | | 01/11/2004 | 11 | 894 | QWM | ZLM | 03/03/2004 | Applied | ☐ |

HCUP Package Status:

Hold HCUP Package

Release HCUP Package

11. Select the **Job** tab.

12. Delete the **Losing/Gaining Dept** for the starting action and every intervening action.

13. Select the **Benefits** tab.

14. Verify that the **FEHB Eligibility Transmit Blanks to NFC but Retain value** checkbox is selected for the starting action and every intervening action.

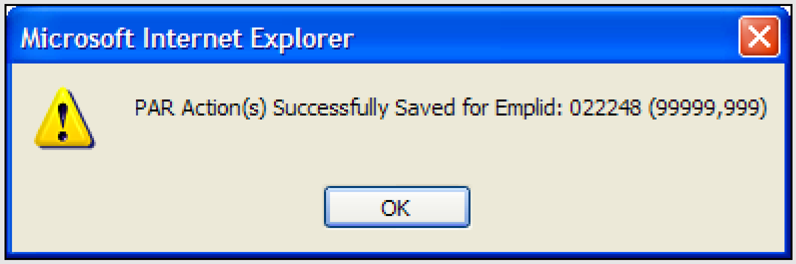
15. Verify that the **TSP Eligibility Transmit Blanks to NFC but Retain value** checkbox is selected for the starting action and every intervening action.

16. Confirm that there is nothing in the **FEGLI Coverage Amount** for the starting action and every intervening action.

17. Select the **History Correction** tab.

18. Select Release HCUP Package from the **HCUP Package Status** drop-down list.

19. Click the **Save** button. The save confirmation displays.



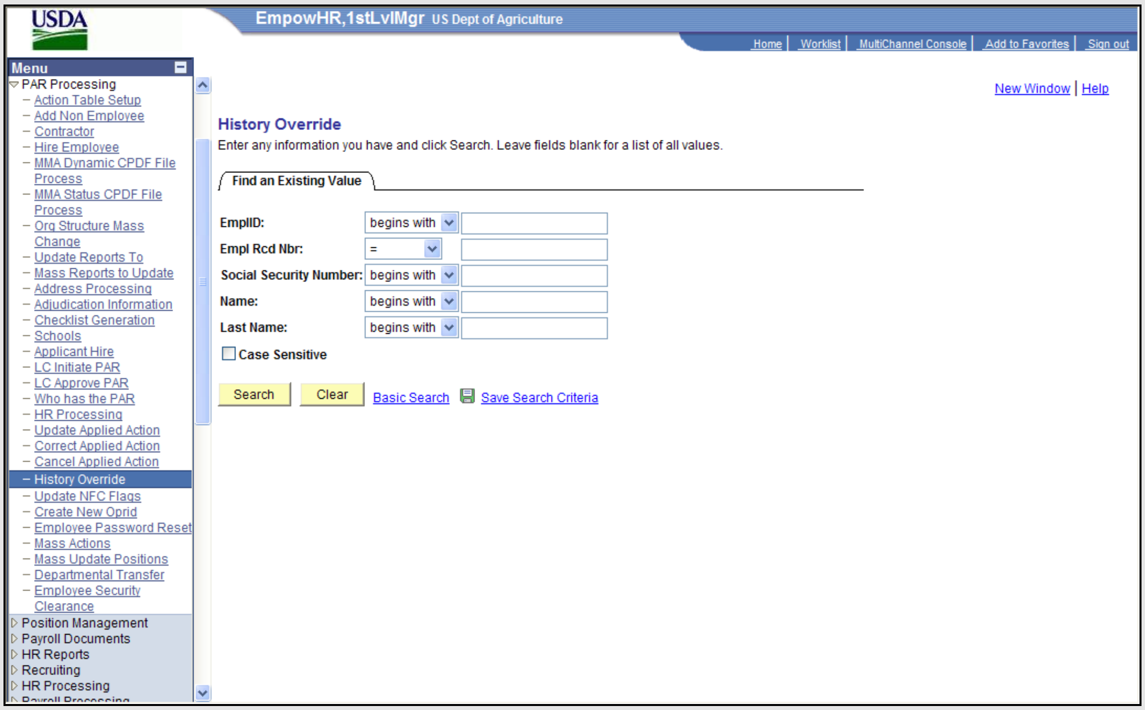

20. Click the **OK** button. All actions are marked NFC Ready.

## INSERTING A HISTORY PAR ACTION

### Procedure: Inserting a History PAR Action

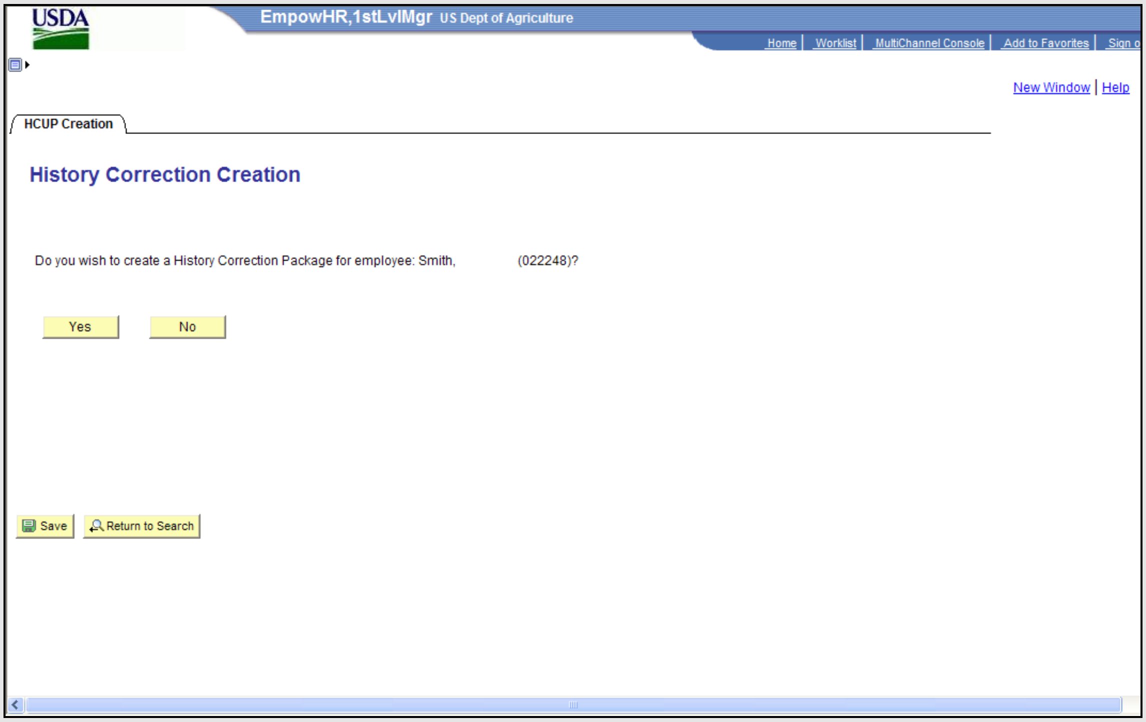
1. Select the **PAR Processing** menu group.

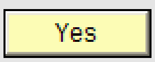
2. Select the **History Override** component. The **History Override – Find an Existing Value** page displays.



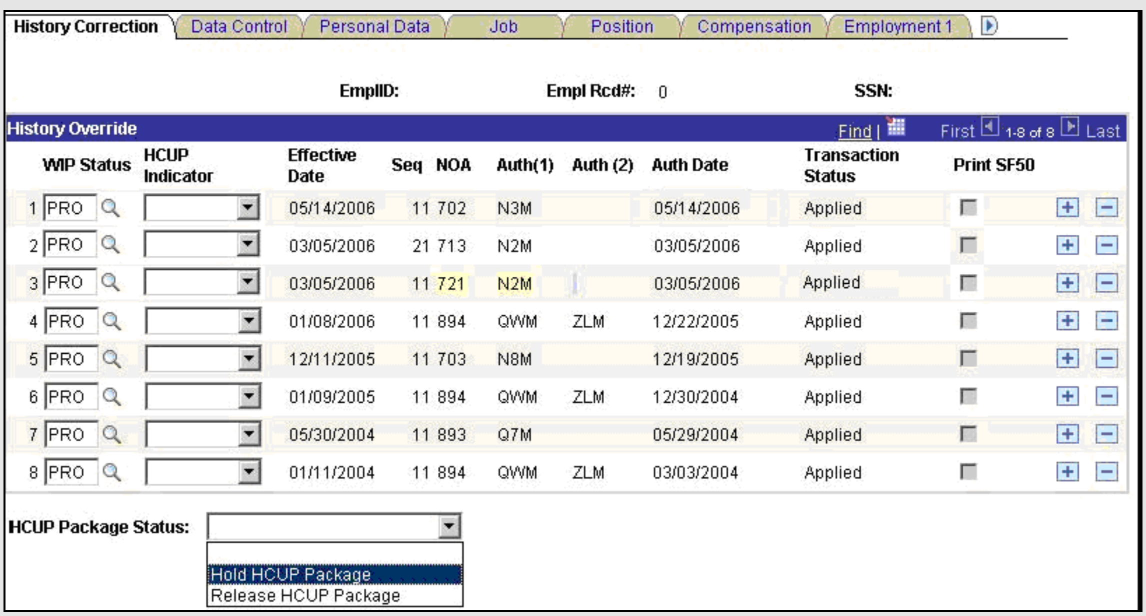

3. Enter the Employee ID of the desired employee record in the **EmplID** field.

4. Click the **Search** button. The **History Correction Creation** page displays.

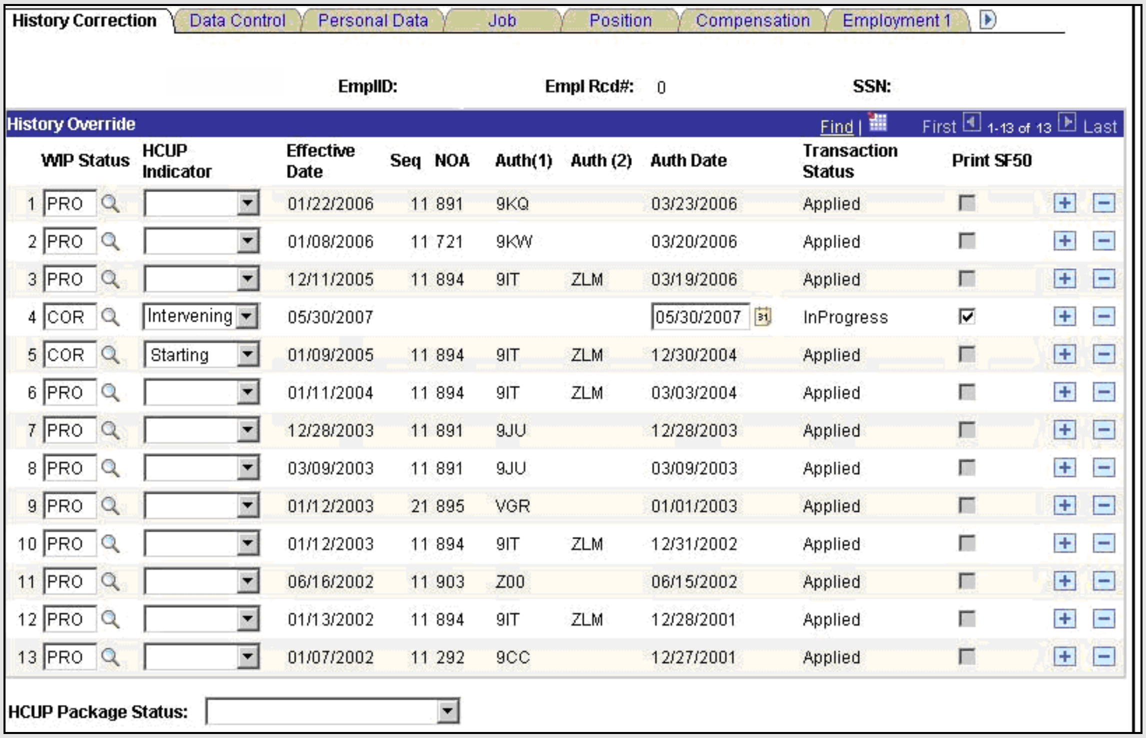



5. 

Click the **Yes** button. The **History Correction** page displays.




6. Click the **+** button on the PAR action that is below the inserted action.



History Correction | Data Control | Personal Data | Job | Position | Compensation | Employment 1

EmplID: Empl Rcd#: 0 SSN:

History Override — Find | First 1-13 of 13 Last

| | WIP Status | HCUP Indicator | Effective Date | Seq | NOA | Auth(1) | Auth (2) | Auth Date | Transaction Status | Print SF50 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | PRO | | 01/22/2006 | 11 | 891 | 9KQ | | 03/23/2006 | Applied | |
| 2 | PRO | | 01/08/2006 | 11 | 721 | 9KW | | 03/20/2006 | Applied | |
| 3 | PRO | | 12/11/2005 | 11 | 894 | 9IT | ZLM | 03/19/2006 | Applied | |
| 4 | COR | Intervening | 05/30/2007 | | | | | 05/30/2007 | InProgress | ☑ |
| 5 | COR | Starting | 01/09/2005 | 11 | 894 | 9IT | ZLM | 12/30/2004 | Applied | |
| 6 | PRO | | 01/11/2004 | 11 | 894 | 9IT | ZLM | 03/03/2004 | Applied | |
| 7 | PRO | | 12/28/2003 | 11 | 891 | 9JU | | 12/28/2003 | Applied | |
| 8 | PRO | | 03/09/2003 | 11 | 891 | 9JU | | 03/09/2003 | Applied | |
| 9 | PRO | | 01/12/2003 | 21 | 895 | VGR | | 01/01/2003 | Applied | |
| 10 | PRO | | 01/12/2003 | 11 | 894 | 9IT | ZLM | 12/31/2002 | Applied | |
| 11 | PRO | | 06/16/2002 | 11 | 903 | Z00 | | 06/15/2002 | Applied | |
| 12 | PRO | | 01/13/2002 | 11 | 894 | 9IT | ZLM | 12/28/2001 | Applied | |
| 13 | PRO | | 01/07/2002 | 11 | 292 | 9CC | | 12/27/2001 | Applied | |

HCUP Package Status:

7. Select Starting from the **HCUP Indicator** drop-down list on the action below the inserted action.

8. Enter COR in the **WIP Status** field on the action below the inserted action.

9. Select Intervening from the **HCUP Indicator** drop-down list on the inserted action.

10. Confirm COR in the **WIP Status** field on the inserted action.

11. Enter the applicable fields for the inserted action, including all applicable tabs.

12. Enter COR in the **WIP Status** field on the subsequent actions.

13. Select Intervening from the **HCUP Indicator** drop-down list of the subsequent actions.

14. Complete the same inserted data on all of the subsequent actions.

15. Select the **Job** tab.

16. Delete the **Losing/Gaining Dept** for the starting action and every intervening action when appropriate.

17. Select the **Benefits** tab.

18. Verify that the **FEHB Eligibility Transmit Blanks to NFC but Retain value** checkbox is selected for the starting action and every intervening action.

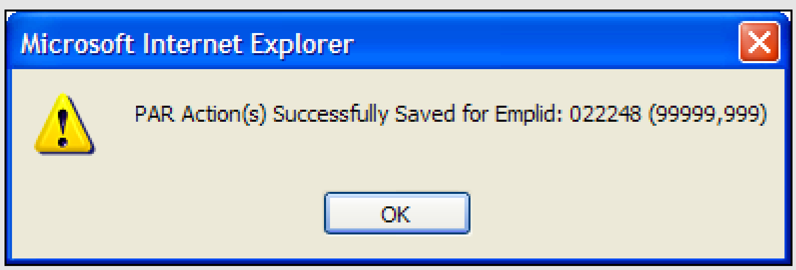
19. Verify that the **TSP Eligibility Transmit Blanks to NFC but Retain value** checkbox is selected for the starting action and every intervening action.

20. Confirm that there is no **FEGLI Coverage Amount** for the starting action and every intervening action.

21. Select the **History Correction** tab.

22. Select Release HCUP Package from the **HCUP Package Status** drop-down list.

23. Click the **Save** button. The save confirmation displays.




24. Click the **OK** button. All actions are marked NFC Ready.

# USING THE WORKLIST

The **Worklist** contains all Job, Position, HR, and Payroll transactions initiated during the workflow process.

To remove completed items from the Worklist, click the Mark Worked button. All items in Not Applied Status (all types) are refreshed daily, adding new items and retaining old items. Below is a list of the transaction status descriptions after the PINE process.

- Applied: A new action that has successfully applied to the NFC database and can be viewed on IRIS 125.
- Not Applied: A new action that did not pass the PINE edits. These items need attention.
- Cancellation Applied: An applied action that is officially cancelled.
- Cancellation Not Applied: The official cancellation of an applied action that did not pass the PINE edits.
- Correction Applied: An applied action that is officially corrected.
- Correction Did Not Apply: The official correction of an action that did not pass the PINE edits.

**NOTE: THE WORKLIST FILTER IS USED TO SELECT A SPECIFIC TYPE OF WORK ITEM FOR REVIEW.**

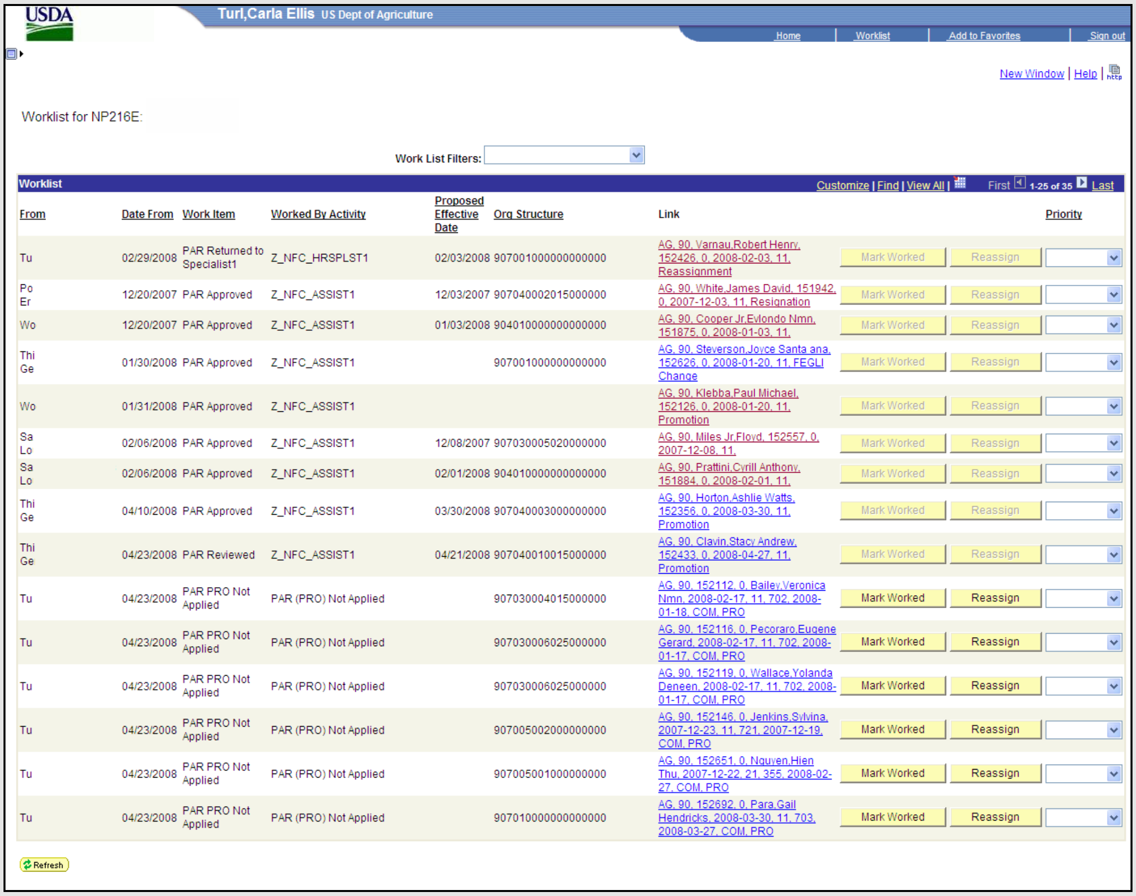
**FUTURE ACTIONS: ACTIONS WITH FUTURE EFFECTIVE DATES REMAIN IN EMPOWHR WITH A STATUS OF RDY FUTURE. FUTURE ACTIONS ARE SENT TO NFC IN THE PAY PERIOD THEY ARE EFFECTIVE.**

## *VIEWING SUSPENSE ERRORS*

PAR and payroll transactions that do not pass the PINE edits are placed in Suspense Inquiry (SINQ). A View Current SINQ Errors link displays on the transaction window. Action must be taken to resolve the error, and the transaction must be resent to NFC to repeat the editing process before the document can apply to the NFC database and the EmpowHR database.

## Procedure: Viewing Suspense Errors

1. Select the **Worklist** link on the Navigation bar. The **Worklist** displays.



USDA Turl,Carla Ellis US Dept of Agriculture

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

Worklist for NP216E:

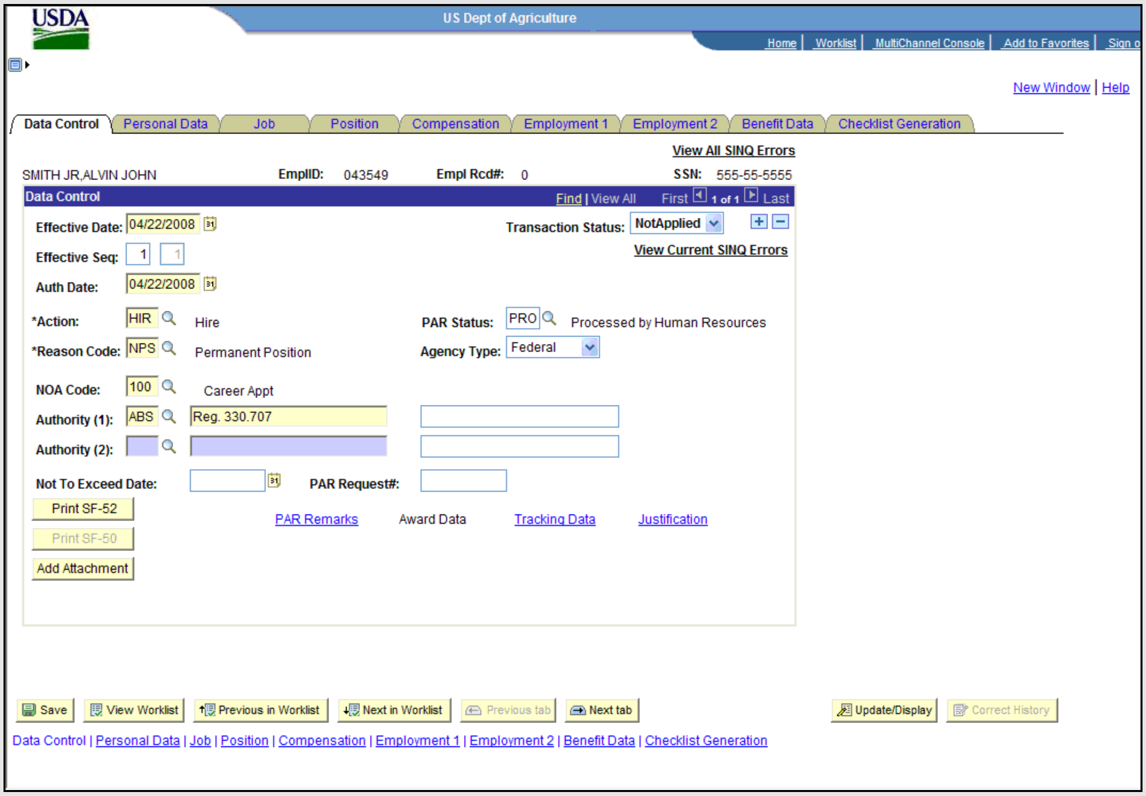
Work List Filters:

Worklist — Customize | Find | View All | First 1-25 of 35 Last

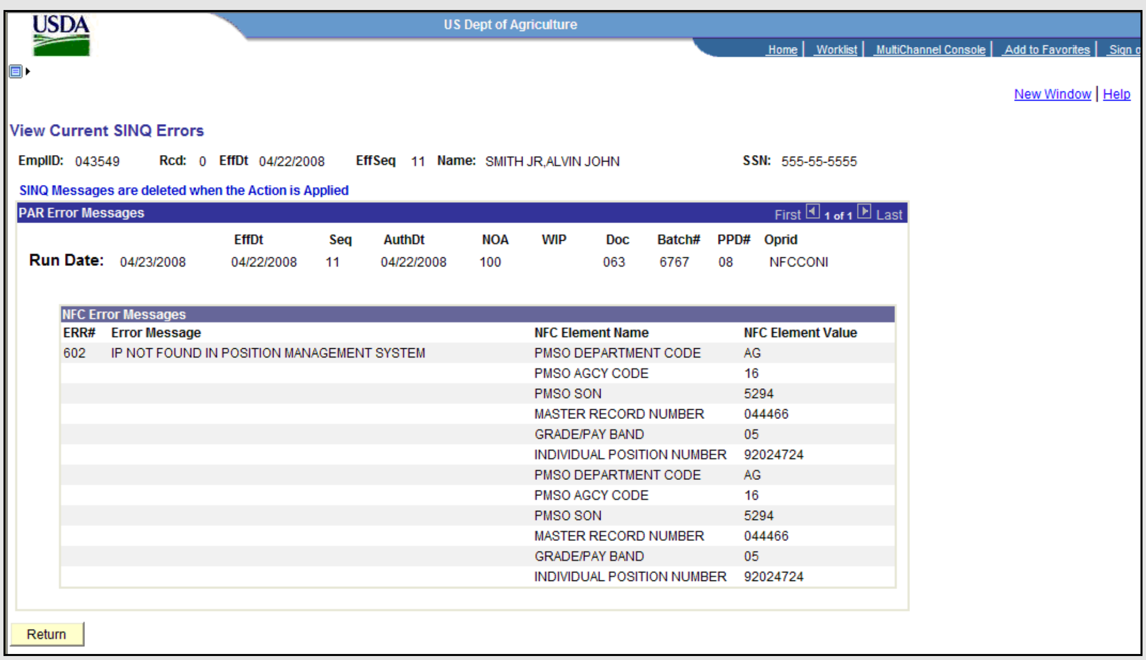
| From | Date From | Work Item | Worked By Activity | Proposed Effective Date | Org Structure | Link | | | Priority |
|---|---|---|---|---|---|---|---|---|---|
| Tu | 02/29/2008 | PAR Returned to Specialist1 | Z_NFC_HRSPLST1 | 02/03/2008 | 907001000000000000 | AG, 90, Varnau,Robert Henry, 152426, 0, 2008-02-03, 11, Reassignment | Mark Worked | Reassign | |
| Po Er | 12/20/2007 | PAR Approved | Z_NFC_ASSIST1 | 12/03/2007 | 907040002015000000 | AG, 90, White,James David, 151942, 0, 2007-12-03, 11, Resignation | Mark Worked | Reassign | |
| Wo | 12/20/2007 | PAR Approved | Z_NFC_ASSIST1 | 01/03/2008 | 904010000000000000 | AG, 90, Cooper Jr,Evlondo Nmn, 151875, 0, 2008-01-03, 11, | Mark Worked | Reassign | |
| Thi Ge | 01/30/2008 | PAR Approved | Z_NFC_ASSIST1 | | 907001000000000000 | AG, 90, Steverson,Joyce Santa ana, 152626, 0, 2008-01-20, 11, FEGLI Change | Mark Worked | Reassign | |
| Wo | 01/31/2008 | PAR Approved | Z_NFC_ASSIST1 | | | AG, 90, Klebba,Paul Michael, 152126, 0, 2008-01-20, 11, Promotion | Mark Worked | Reassign | |
| Sa Lo | 02/06/2008 | PAR Approved | Z_NFC_ASSIST1 | 12/08/2007 | 907030005020000000 | AG, 90, Miles Jr,Floyd, 152557, 0, 2007-12-08, 11, | Mark Worked | Reassign | |
| Sa Lo | 02/06/2008 | PAR Approved | Z_NFC_ASSIST1 | 02/01/2008 | 904010000000000000 | AG, 90, Prattini,Cyrill Anthony, 151884, 0, 2008-02-01, 11, | Mark Worked | Reassign | |
| Thi Ge | 04/10/2008 | PAR Approved | Z_NFC_ASSIST1 | 03/30/2008 | 907040003000000000 | AG, 90, Horton,Ashlie Watts, 152356, 0, 2008-03-30, 11, Promotion | Mark Worked | Reassign | |
| Thi Ge | 04/23/2008 | PAR Reviewed | Z_NFC_ASSIST1 | 04/21/2008 | 907040010015000000 | AG, 90, Clavin,Stacy Andrew, 152433, 0, 2008-04-27, 11, Promotion | Mark Worked | Reassign | |
| Tu | 04/23/2008 | PAR PRO Not Applied | PAR (PRO) Not Applied | | 907030004015000000 | AG, 90, 152112, 0, Bailey,Veronica Nmn, 2008-02-17, 11, 702, 2008-01-18, COM, PRO | Mark Worked | Reassign | |
| Tu | 04/23/2008 | PAR PRO Not Applied | PAR (PRO) Not Applied | | 907030006025000000 | AG, 90, 152116, 0, Pecoraro,Eugene Gerard, 2008-02-17, 11, 702, 2008-01-17, COM, PRO | Mark Worked | Reassign | |
| Tu | 04/23/2008 | PAR PRO Not Applied | PAR (PRO) Not Applied | | 907030006025000000 | AG, 90, 152119, 0, Wallace,Yolanda Deneen, 2008-02-17, 11, 702, 2008-01-17, COM, PRO | Mark Worked | Reassign | |
| Tu | 04/23/2008 | PAR PRO Not Applied | PAR (PRO) Not Applied | | 907005002000000000 | AG, 90, 152146, 0, Jenkins,Sylvina, 2007-12-23, 11, 721, 2007-12-19, COM, PRO | Mark Worked | Reassign | |
| Tu | 04/23/2008 | PAR PRO Not Applied | PAR (PRO) Not Applied | | 907005001000000000 | AG, 90, 152651, 0, Nguyen,Hien Thu, 2007-12-22, 21, 355, 2008-02-27, COM, PRO | Mark Worked | Reassign | |
| Tu | 04/23/2008 | PAR PRO Not Applied | PAR (PRO) Not Applied | | 907010000000000000 | AG, 90, 152692, 0, Para,Gail Hendricks, 2008-03-30, 11, 703, 2008-03-27, COM, PRO | Mark Worked | Reassign | |

Refresh

2. Select the **Link** for the Worklist item to be worked. The **HR Processing** page for the item displays.

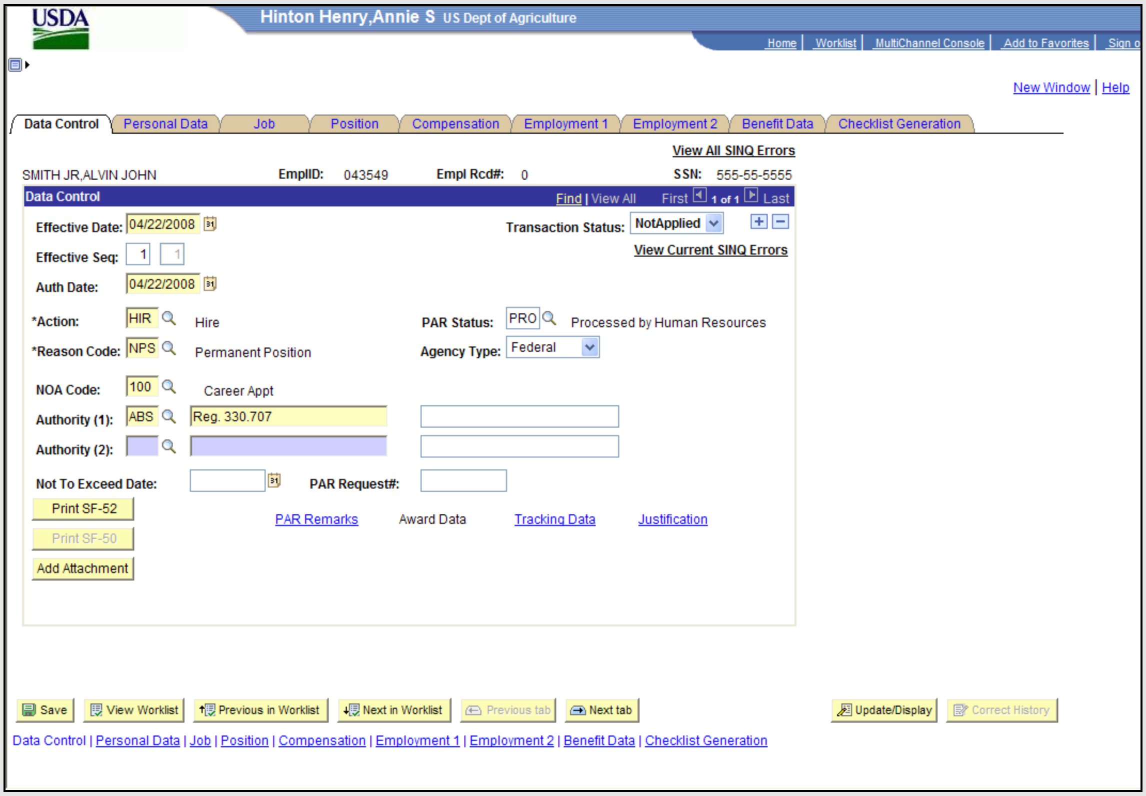



3. Select the **View Current SINQ Errors** link. The **View Current SINQ Errors** page displays.



4. Review the error information.

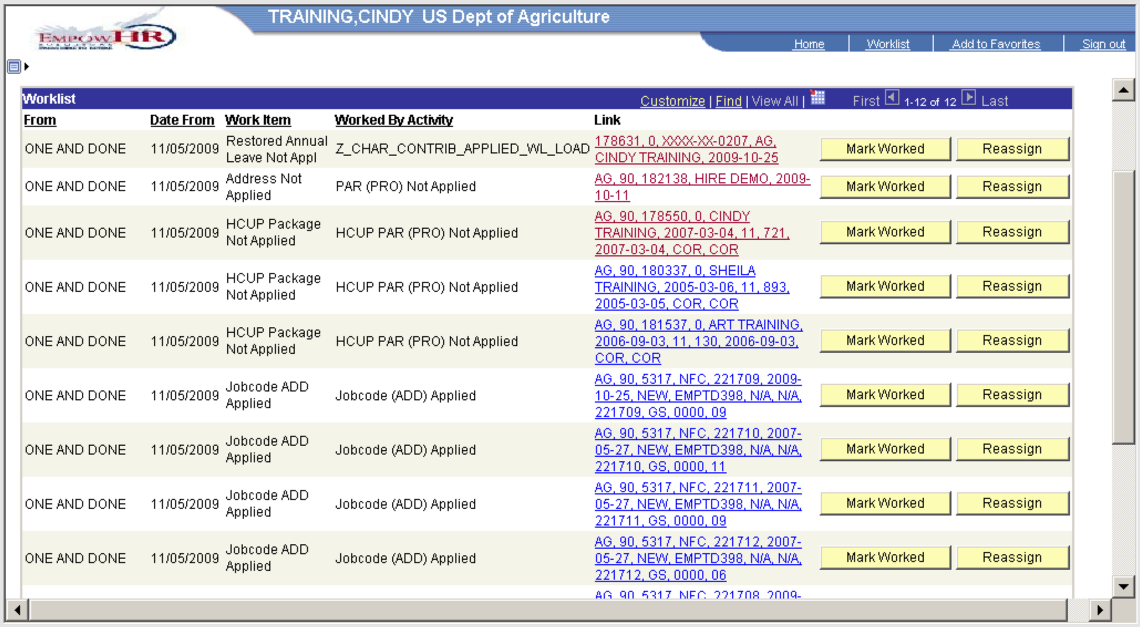
5. Click the **Return** button. The **HR Processing** page displays.




6. Make the necessary edits to the item.

7. Click the **Save** button. The action is saved with a **Transaction Status** of NFC-Ready.

8. Click the **View Worklist** button at the bottom of the page. The Worklist displays.




| From | Date From | Work Item | Worked By Activity | Link | | |
|---|---|---|---|---|---|---|
| ONE AND DONE | 11/05/2009 | Restored Annual Leave Not Appl | Z_CHAR_CONTRIB_APPLIED_WL_LOAD | 178631, 0, XXXX-XX-0207, AG, CINDY TRAINING, 2009-10-25 | Mark Worked | Reassign |
| ONE AND DONE | 11/05/2009 | Address Not Applied | PAR (PRO) Not Applied | AG, 90, 182138, HIRE DEMO, 2009-10-11 | Mark Worked | Reassign |
| ONE AND DONE | 11/05/2009 | HCUP Package Not Applied | HCUP PAR (PRO) Not Applied | AG, 90, 178550, 0, CINDY TRAINING, 2007-03-04, 11, 721, 2007-03-04, COR, COR | Mark Worked | Reassign |
| ONE AND DONE | 11/05/2009 | HCUP Package Not Applied | HCUP PAR (PRO) Not Applied | AG, 90, 180337, 0, SHEILA TRAINING, 2005-03-06, 11, 893, 2005-03-05, COR, COR | Mark Worked | Reassign |
| ONE AND DONE | 11/05/2009 | HCUP Package Not Applied | HCUP PAR (PRO) Not Applied | AG, 90, 181537, 0, ART TRAINING, 2006-09-03, 11, 130, 2006-09-03, COR, COR | Mark Worked | Reassign |
| ONE AND DONE | 11/05/2009 | Jobcode ADD Applied | Jobcode (ADD) Applied | AG, 90, 5317, NFC, 221709, 2009-10-25, NEW, EMPTD398, N/A, N/A, 221709, GS, 0000, 09 | Mark Worked | Reassign |
| ONE AND DONE | 11/05/2009 | Jobcode ADD Applied | Jobcode (ADD) Applied | AG, 90, 5317, NFC, 221710, 2007-05-27, NEW, EMPTD398, N/A, N/A, 221710, GS, 0000, 11 | Mark Worked | Reassign |
| ONE AND DONE | 11/05/2009 | Jobcode ADD Applied | Jobcode (ADD) Applied | AG, 90, 5317, NFC, 221711, 2007-05-27, NEW, EMPTD398, N/A, N/A, 221711, GS, 0000, 09 | Mark Worked | Reassign |
| ONE AND DONE | 11/05/2009 | Jobcode ADD Applied | Jobcode (ADD) Applied | AG, 90, 5317, NFC, 221712, 2007-05-27, NEW, EMPTD398, N/A, N/A, 221712, GS, 0000, 06 | Mark Worked | Reassign |

9. Click the **Mark Worked** button. The Worklist item is completed.

# CHAPTER 7

## PERFORMANCE MANAGEMENT

**Learning Objectives:**

- Viewing/Editing Performance Plan Data
- Viewing/Editing Progress Review Data
- Viewing/Editing Summary Review Data
- Viewing/Editing 075 Performance Appraisal Data
- Performance Deletion
- Performance Reports

## MANAGE PERFORMANCE

Manage Performance, which includes performance plans, progress reviews, and performance appraisals, is a guide to recognize and reward quality of work performance and develop those employees that are not performing proficiently by providing training and counseling. These transactions are processed for all employees. HR can view and edit the performance document, and monitor the performance process through queries and reports.

The HR Performance Plan option allows HR personnel to view and edit individual employee performance plans; reset the status flags to transmit performance ratings to NFC; view Performance Plan start and end dates, Next Performance Plan date, rating scale and their employment information; and view and edit the Elements and Standards tab.

# USE

EmpowHR administrators have access to the Management Performance menu group. This menu group allows authorized users to review and edit existing performance documents such as: Performance Plans, Progress Reviews, Summary Ratings, and Performance Appraisals. This menu group also permits the deletion of Performance Appraisals in case of a mistakenly created record.

This section contains information on the following topics:

- Performance Plan
- Progress Review
- Summary Rating
- 075 Performance Appraisal
- Performance Deletion
- Performance Reports

## PERFORMANCE PLAN

A Performance Plan is a written document that identifies the employee's critical elements and performance standards by which s/he will be rated. Only the Rating Official and/or employee can initiate a new performance plan for a new appraisal period. A performance plan must be in place for a minimum appraisal period (minimum 90 calendar days), normally, no longer than 15 months for a rating period to be conducted.

A minimum of three (3) elements with at least only being critical and a maximum of seven (7) elements are required in a Performance Plan.

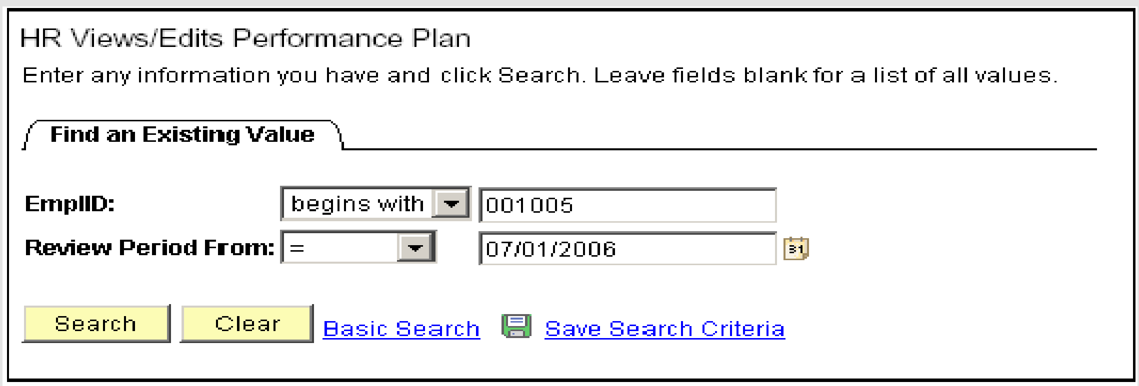
HR can view Performance Plan start and end dates, Next Performance Plan date, rating scale and employment information. HR can also view and edit the Elements and Standards tab.

## Procedure: Viewing/Editing Performance Plan Data

1. Select the **Performance Management** menu group.

2. Select the **Use** menu.

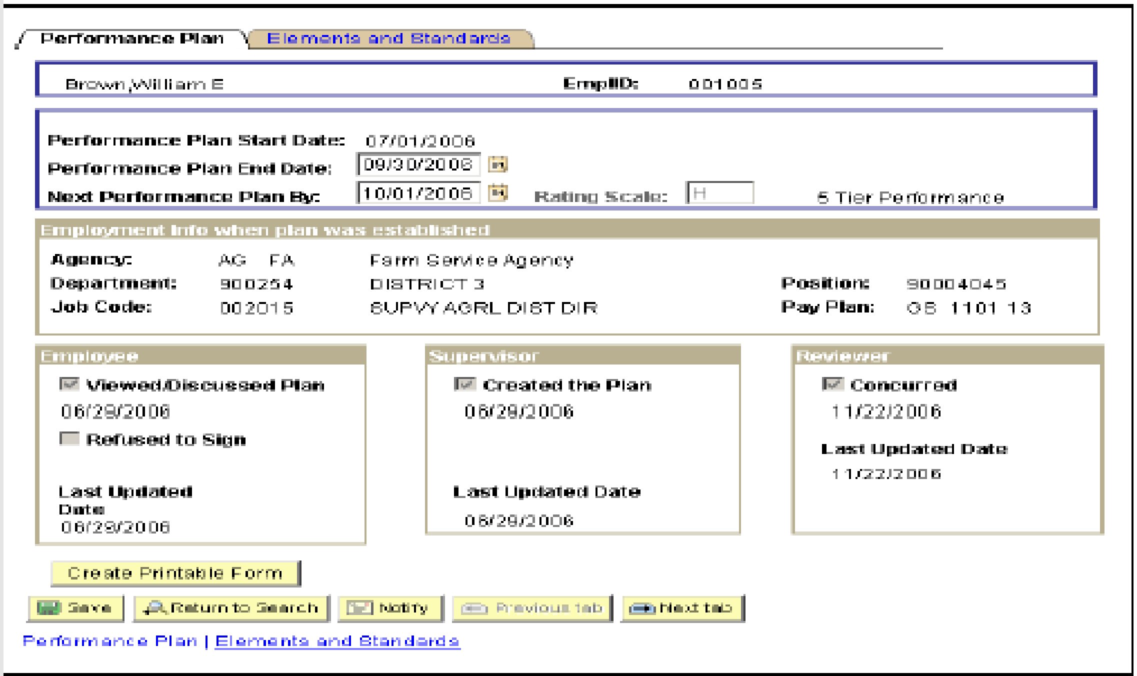
3. Select the **HR Views/Edit Performance Plan** component. The Find An existing Value tab – HR Views/Edits performance Plan page is displayed.




4. Enter the **EmplID** of the employee.

5. Enter the review period begin date in the **Review Period From** field or select a date from the calendar icon.

6. Click **Search**. The Performance Plan tab – HR Views/Edit performance Plan page is displayed. If an EmplID is entered and a message is received **No Matching Values Found**, then there may be a plan set up for the employee or the EmplID was entered incorrectly




7. The **Performance Plan Start Date** is populated with the criteria entered on the search page. The date can be changed by selecting a date from the calendar.

8. Enter the **Performance Plan End Date** or select a date from the calendar.

9. Enter the **Next Performance Plan By** date or select a date from the calendar.

The Performance Plan window identifies that the Rating Official or employee created the plan. Since the appraisal period generally begins on October 1 of each year and ends on September 30 of the following year; both the end date and the next performance plan dates are system-generated based on those dates. Fields on the Performance Plan and the Elements and Standards window can be viewed, modified, printed, or deleted based on Agency policy.

The Employment Information position of the Performance Plan window displays the position information of the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in the Position and/or PAR Processing, whichever is appropriate.

The Viewed portion of the window displays the dates when the Rating Official and employee viewed, last updated, and/or finalized the plan. The employee must check this box whether the plan was created by the Rating Official or by the employee. The Rating Official must finalize the plan before a progress review or summary rating can be entered.

10. Click **Save**. Complete one of the following steps, as applicable:

- Click **Return to Search** button to return to add another performance plan.
- Click **Next Tab** button to view the next tab
- Click Notify button to notify a person in the workflow that a transaction is in their worklist.
- Click the **Create Printable Form** button to display the information from the Performance Plan tab and the Elements and Standards tab in a printable form.
- Click the **Save Draft Plan** button to save the draft performance plan.

11. Click the **Elements and Standard** tab. The Elements and Standard tab – HR Views/Edits Performance Plan page is displayed.


The portions on this window are explained below:

**Critical Element** – A critical element is a work assignment or responsibility of such importance that unacceptable performance in the element would result in a determination that the employee's overall performance is unacceptable.

**Additional Performance Element** – A dimension or aspect of the employee team or organizational performance that is not a critical element or non-critical element. Additional elements may be added to a plan. Also refer to your agency policy for additional guidance.

**Performance Standard** – The performance standard is a management –approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.

**Accomplishments** – Accomplishments is information that is entered during the year or at the end of the performance year to list the employees accomplishment for the selected element..

12. Click **Save**. Complete one of the following steps, as applicable:
    - Click **Return to Search** button to return to add another performance plan.
    - Click **Previous Tab** button to view the previous tab
    - Click **Notify** button to notify a person in the workflow that a transaction is in their worklist.
    - Click the **Copy Plan from Previous** button to copy a plan from a previously created and saved plan.

## PROGRESS REVIEW

The Progress Review is a joint discussion between the Rating Official and the employee regarding the Employee's progress toward achieving the performance standards. It does not involve the issuance of a rating of record. Progress reviews are conducted at least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comments may be entered by the Rating Official and/or employee. The Rating official must finalize the plan before a progress review can be added.

The HR View/Edits Progress Review is a custom option where HR person can view an edit Progress Reviews. HR can view the Performance Plan Start and End Dates, Next Performance Plan Date, Rating Scale and Employment Information, and the information on the Elements and Standards tab.

### Procedure: Viewing/Editing Progress Review Data

1. Select the **Performance Management** menu group.

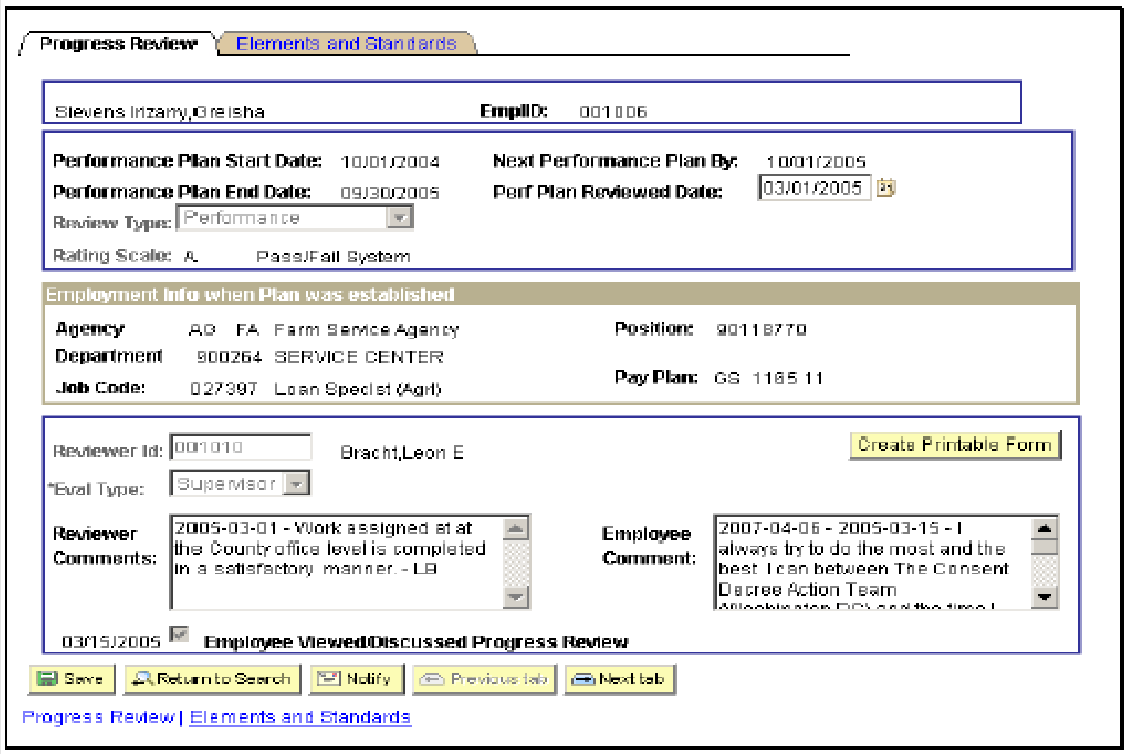
2. Select the **Use** menu.

   Select the **HR Views/Edit Progress Review** component. The Find An existing Value tab – HR Views/Edits Progress Review page is displayed.


3. Enter the **EmplID** of the employee.

4. Enter the review period begin date in the **Review Period From** field or select a date from the calendar.

5. Click **Search**. The **Progress Review** tab – HR Views/Edit Progress Review page is displayed.




6. Click **Save**. Complete one of the following steps, as applicable:

- Click **Return to Search** button to return to add another performance plan.
- Click **Previous Tab** button to view the previous tab
- Click **Notify** button to notify a person in the workflow that a transaction is in their worklist.

## SUMMARY RATING

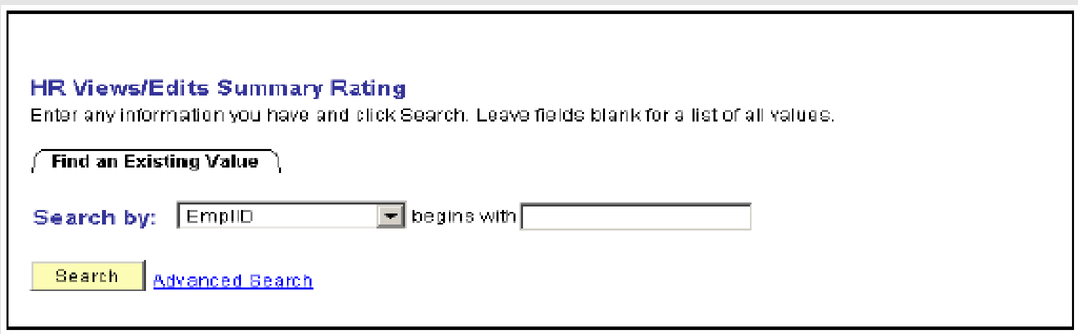
The HR View/Edits Progress Review is a custom option where HR person can view or edit Summary Ratings. HR can view the Performance Plan Start and End Dates, Next Performance Plan Date, Rating Scale and Employment Information, Overall Summary Rating and the information on the Elements and Standards tab.

## Procedure: Viewing/Editing Summary Rating Data

1. Select the **Performance Management** menu group.

2. Select the **Use** menu.

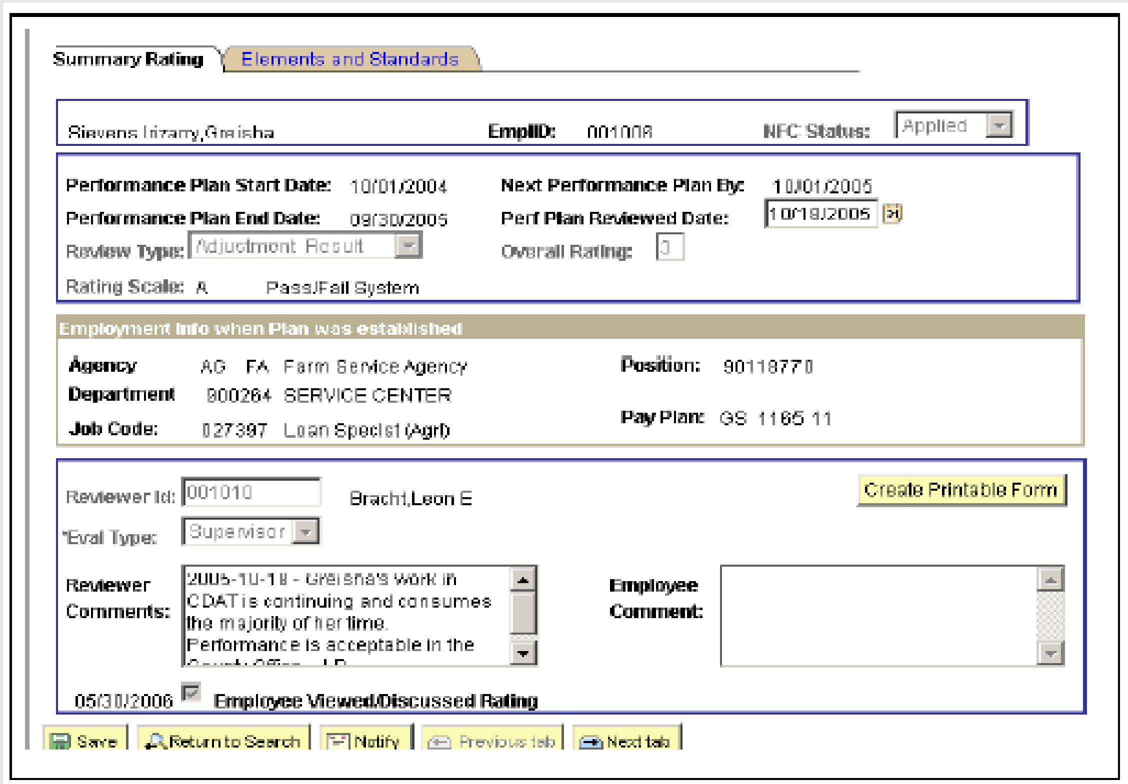
3. Select the **HR Views/Edit Summary Rating** component. The Find An existing Value tab – HR Views/Edits Summary Rating page is displayed.



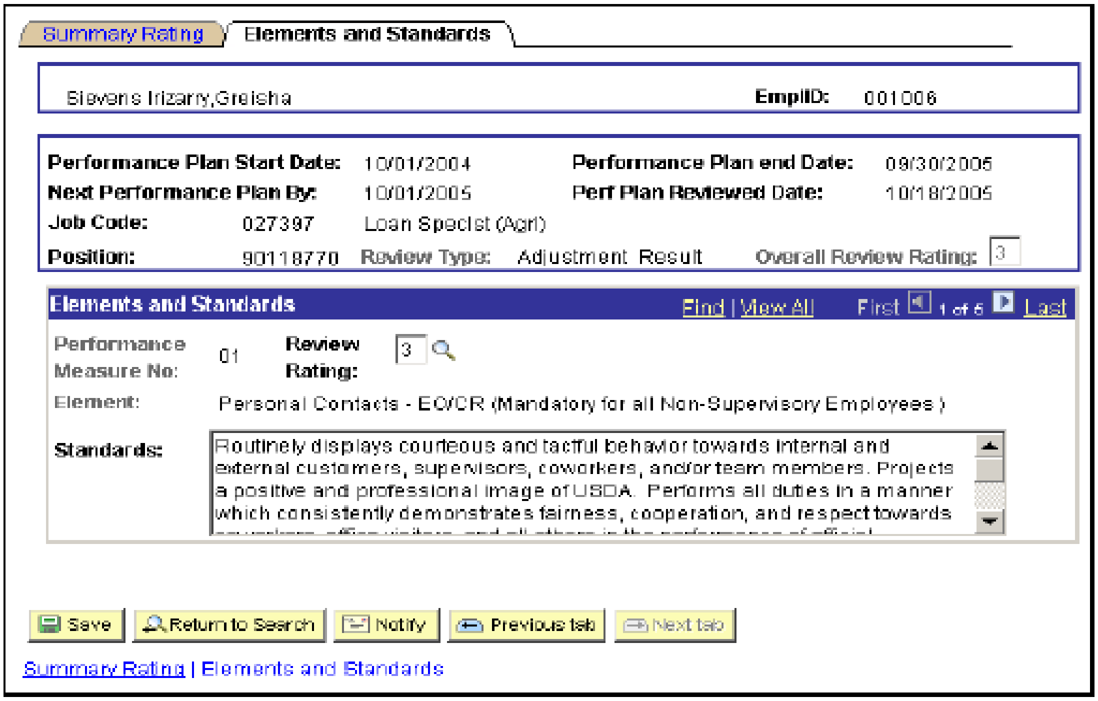

4. Select information from the drop-down list in the **Search By** field.

5. Enter information in the **Begins With** field that corresponds to the data selected.

6. Click the **Search** button. The **Summary Rating** tab – HR Views/Edits Summary Rating page is displayed. The information on this tab is populated or click the clear button to enter another selection.




7. Click the **Elements and Standards** tab. The Elements and Standards tab – HR View/Edits Summary Rating page is displayed. The information on this tab is populated.




8. Click **Save**. Complete one of the following steps, as applicable:

- Click **Return to Search** button to return to add another performance plan.
- Click **Previous Tab** button to view the previous tab
- Click **Notify** button to notify a person in the workflow that a transaction is in their worklist.

## 075 PERFORMANCE APPRAISALS

The 075 Performance Appraisal component is used by HR to enter historical ratings and to enter performance ratings for employees in grades higher than GS/1-13. The ratings are entered and transmitted to NFC.

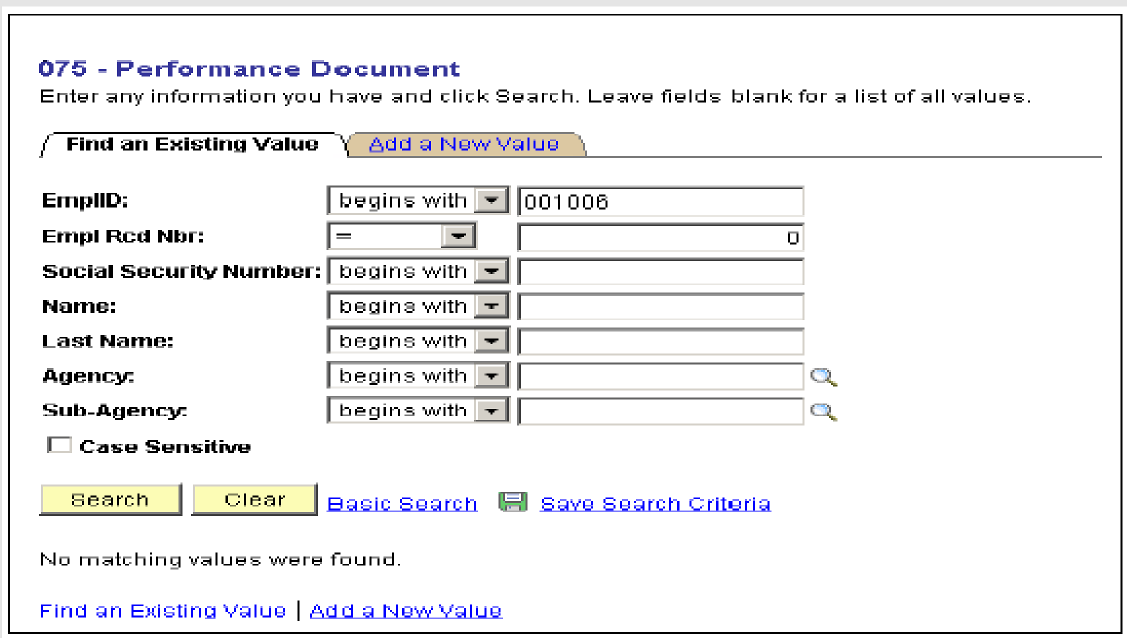
HR must enter the following information on the page. Once the information is saved on the page, the transaction will be picked up by the interface and sent to NFC.

## Procedure: Viewing/Editing 075 Performance Appraisal Data

1. Select the **Performance Management** menu group.

2. Select the **Use** menu.

3. Select the **075 Performance** component. The Find An existing Value tab – 075 – Performance Document page is displayed.

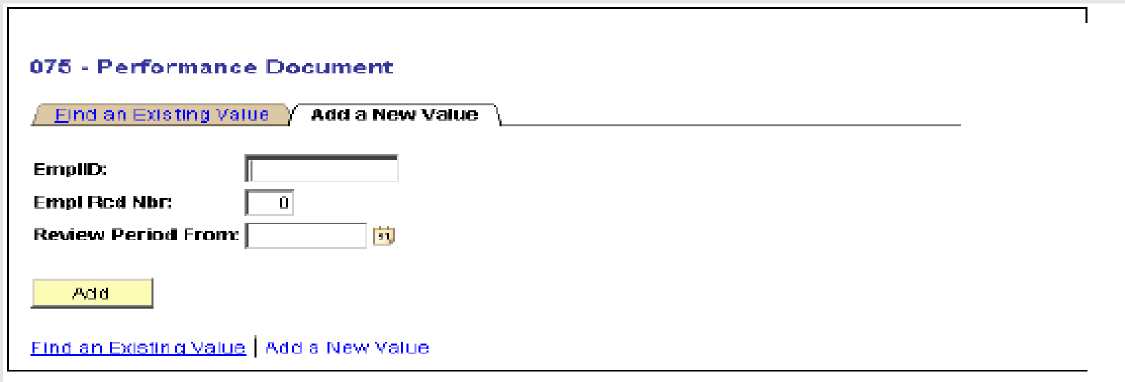



4. Enter information in the applicable fields as follows: One or all fields may be entered to narrow the search.

- **EmplID**
- **Empl Rcd Nbr**
- **Social Security Number** – All 9 digits of the ssn nust be entered.
- First **Name** of employee
- **Last** Name of the employee
- **Agency** of the employee (Department Code : AG, LOC, etc.)
- **Sub-Agency** of the employee ( Agency Code: 90, LC, etc.)
- Case Sensitive to search each field and use either upper case or lower case to search.

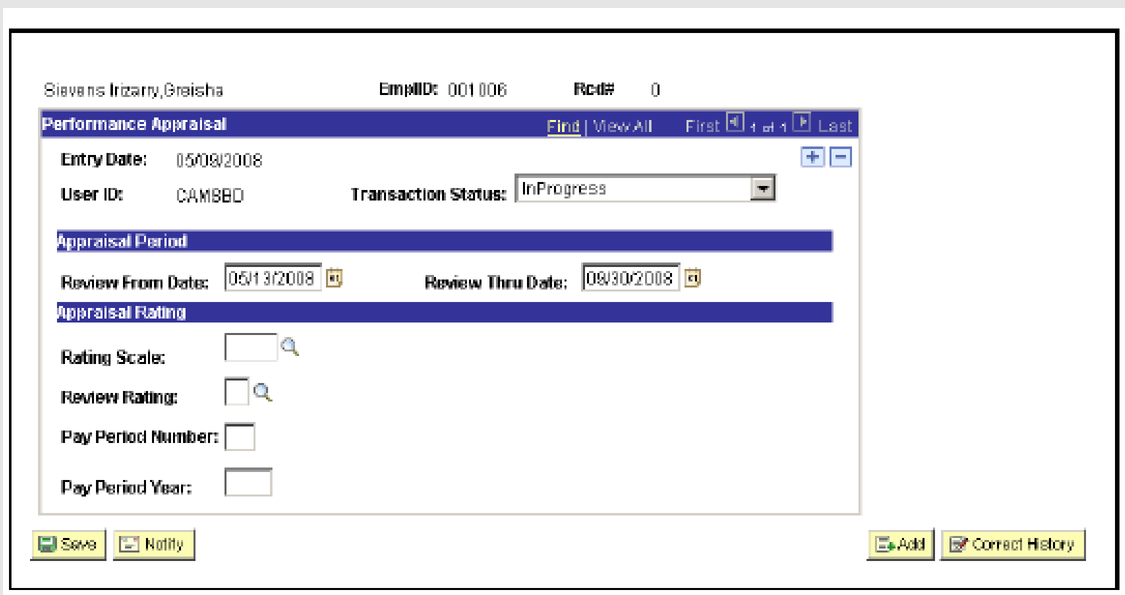
5. Click the **Search** button. The **075 – Performance Document** page is displayed or click Clear to enter another search value or Click the Add a New Value tab to enter a new

performance document. The Add a New Value tab – 075 Performance Document page.




6. Complete the fields on the Add A New Value tab as follows then click Add. The 075 Performance Document page is displayed.

- **EmplID**
- **Empl Rcd Nbr**
- **Review Period From** or select a date from the calendar.




7. The **Employee ID** is populated from the information found in the search criteriaentered.

8. The employee **Name** is populated from the information found in the search criteria entered.

9. The record number (**Rcd#**) is populated and denoted the number of records for that

employee.

10. The **User Id** is person's ID used when logging in the **EmpowHR** application.

11. The **Transaction Status** defaults to In Progress when entering a new appraisal. The status will change depending on the status of the document. For example: When the transaction is saved, the status will change to NFC Ready.

12. Enter the date the review started in the **Review From Date** field.

13. Enter the date the review ended in the **Review Thru Date** field.

14. Enter the **Rating Scale** or select a value from the lookup.

15. Enter the review rating in the **Review Rating** field or select a valued from the lookup.

16. Enter the **Pay Period Number** when the rating will take affect.

17. Enter the **Pay Period Year** that corresponds to the PP number entered.

18. Click **Save** or click the **Notify** button to send an email to the person in the workflow that the transaction is on the worklist.

## PERFORMANCE DELETION

This option allows HR to delete an existing Performance Plan, Progress Review and/or Summary Rating.

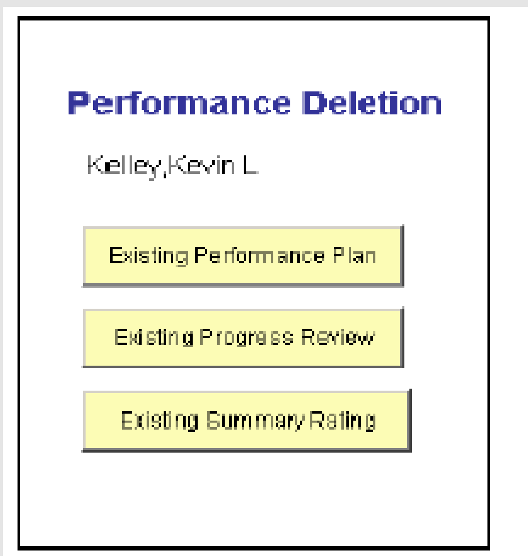
## EXISTING PERFORMANCE PLAN

### Procedure: Deleting an Existing Performance Plan

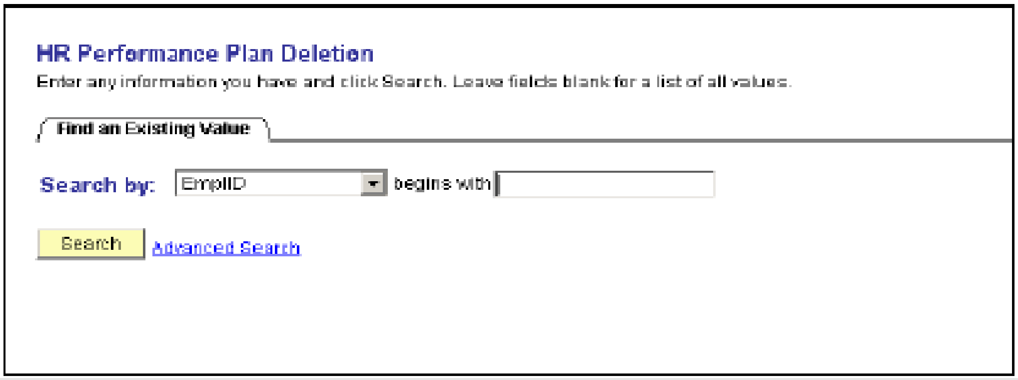
1. Select the **Performance Management** menu group.

2. Select the **Use** menu.

3. Select the **Performance Deletion** component. The Performance Deletion page is displayed.



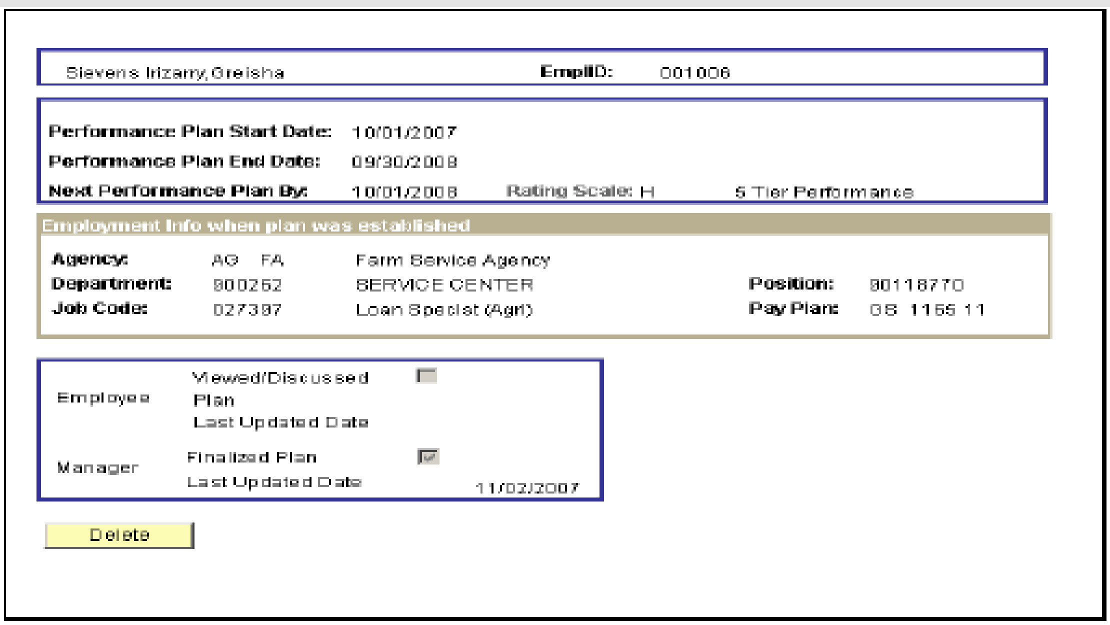

4. Click the Existing Plan button. The Find An Existing Value tab – **HR Performance Plan Deletion** page is displayed.



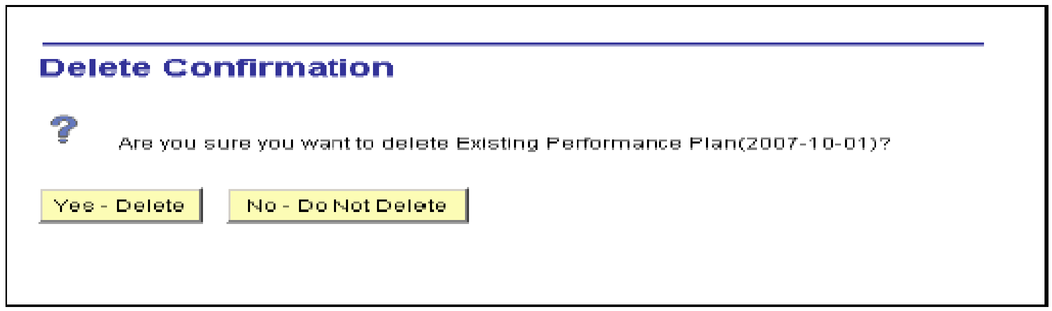

5. Enter the **Search By** field or select data from the drop-down list.

6. Enter information in the **Begins With** field that corresponds to the information selected in the Search By field.

7. Click the **Search** button. The HR Performance Plan Deletion page is displayed with the employee selected from the search criteria.




8. Click the **Delete** button. The Delete confirmation page is displayed.




9. Click **Yes-Delete** to confirm the deletion of the Performance Plan. The Performance plan is then deleted. To cancel the delete, click **No – Do Not Delete** and the action is cancelled.

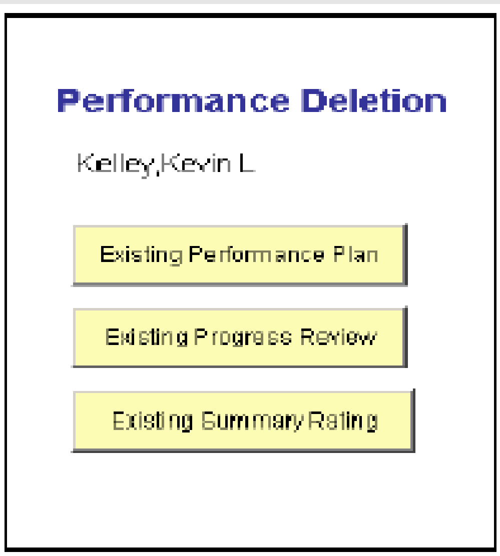
## EXISTING PROGRESS REVIEW

### Procedure: Deleting an Progress Review

1. Select the **Performance Management** menu group.

2. Select the **Use** menu.

3. Select the **Performance Deletion** component. The Performance Deletion page is displayed.

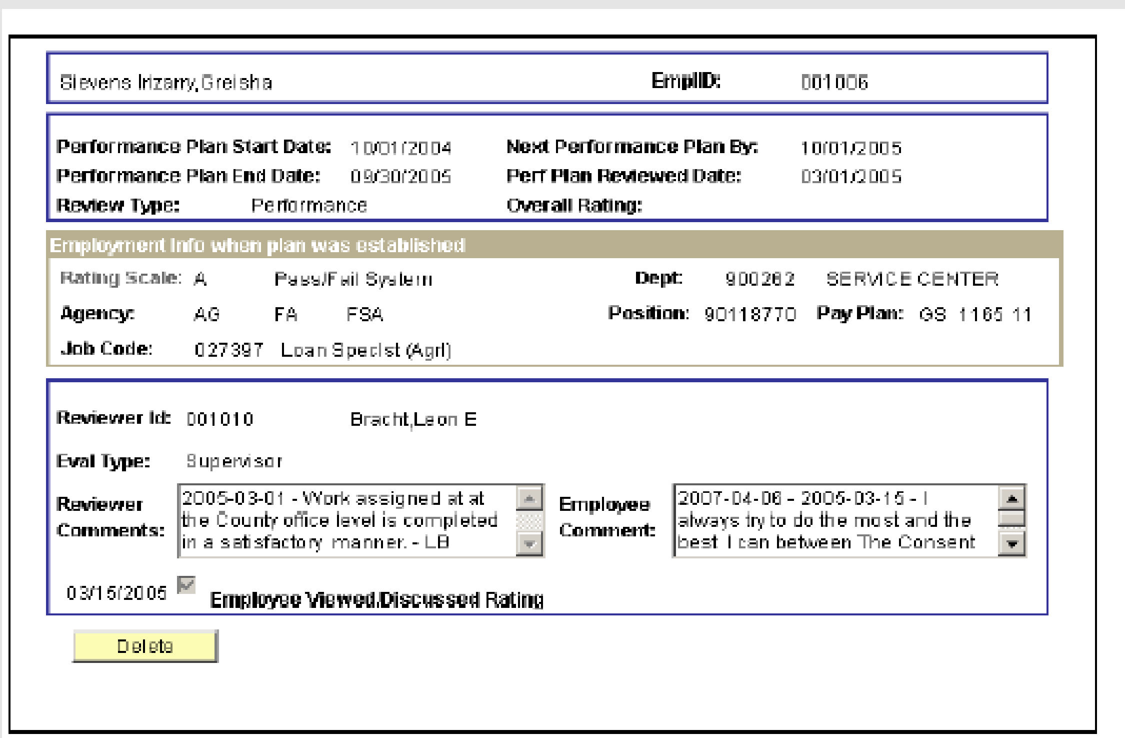


4. Click the Existing Progress Review button. The Find An Existing Value tab – HR Progress Review Deletion page is displayed.

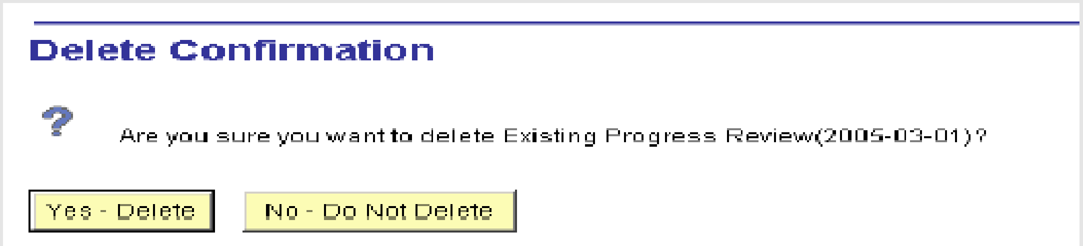

5. Enter the **Search By** field or select data from the drop-down list.

6. Enter information in the **Begins With** field that corresponds to the information selected in the Search By field.

7. Click the **Search** button. The Progress Review Deletion page is displayed with the employee selected from the search criteria.



8. Click the **Delete** button. The Delete confirmation page is displayed.




9. Click **Yes-Delete** to confirm the deletion of the Progress Review. The Progress Review is then deleted. To cancel the delete, click **No – Do Not Delete** and the action is cancelled.

## EXISTING SUMMARY RATING

### Procedure: Deleting an Existing Summary Rating

1. Select the **Performance Management** menu group.

2. Select the **Use** menu

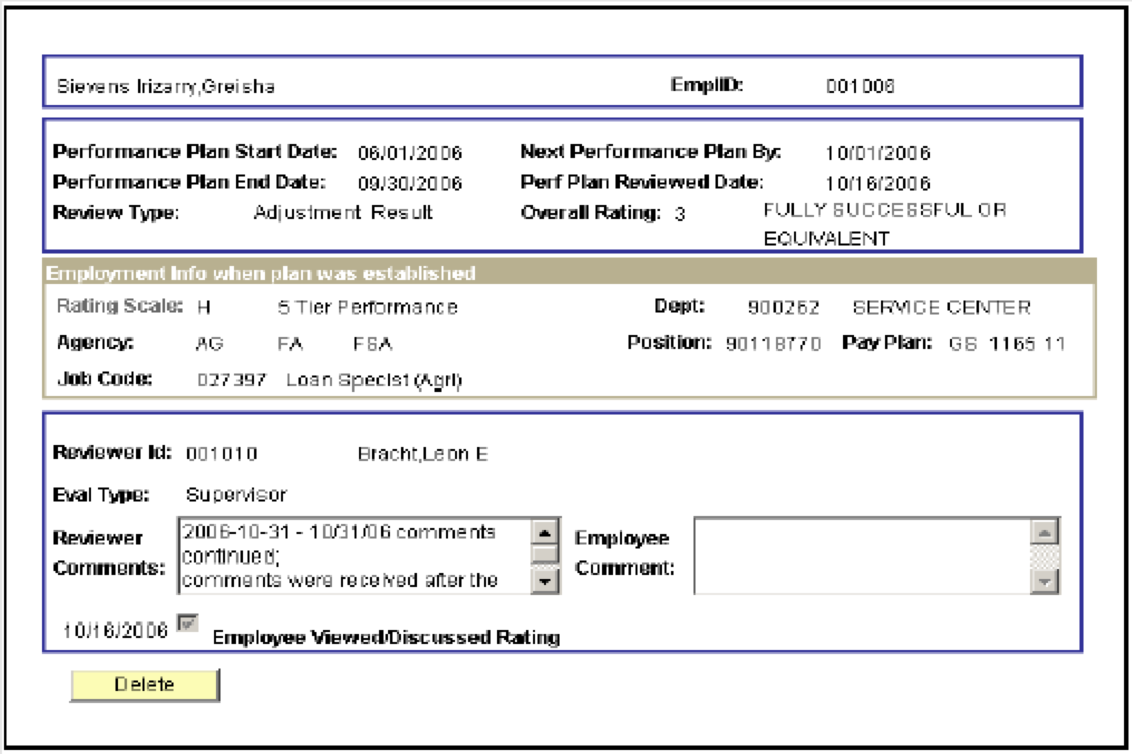
3. Select the **Performance Deletion** component. The Performance Deletion page is displayed.

4. Click the Existing Summary Rating button. The Find An Existing Value tab – HR Summary Rating Deletion page is displayed.

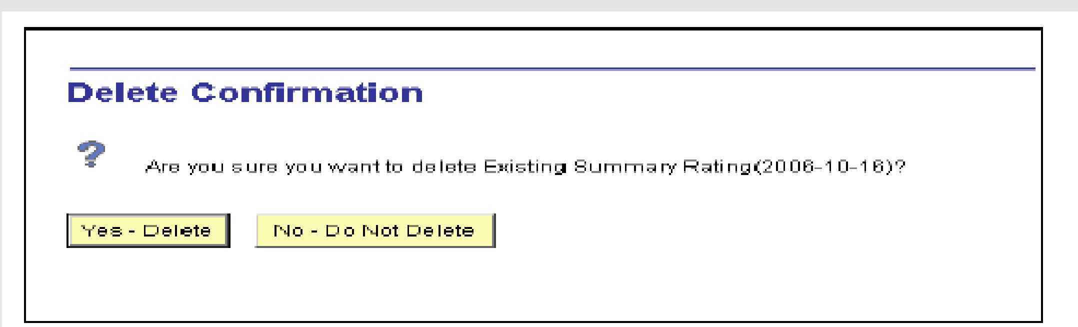

5. Enter the **Search By** field or select data from the drop-down list.

6. Enter information in the **Begins With** field that corresponds to the information selected in the Search By field.

7. Click the **Search** button. The HR Summary Rating Deletion page is displayed with the employee selected from the search criteria.




8. Click the **Delete** button. The Delete Confirmation page is displayed.




9. Click **Yes-Delete** to confirm the deletion of the Summary Rating. The Summary Rating is then deleted. To cancel the delete, click **No – Do Not Delete** and the action is cancelled.

# PERFORMANCE REPORTS

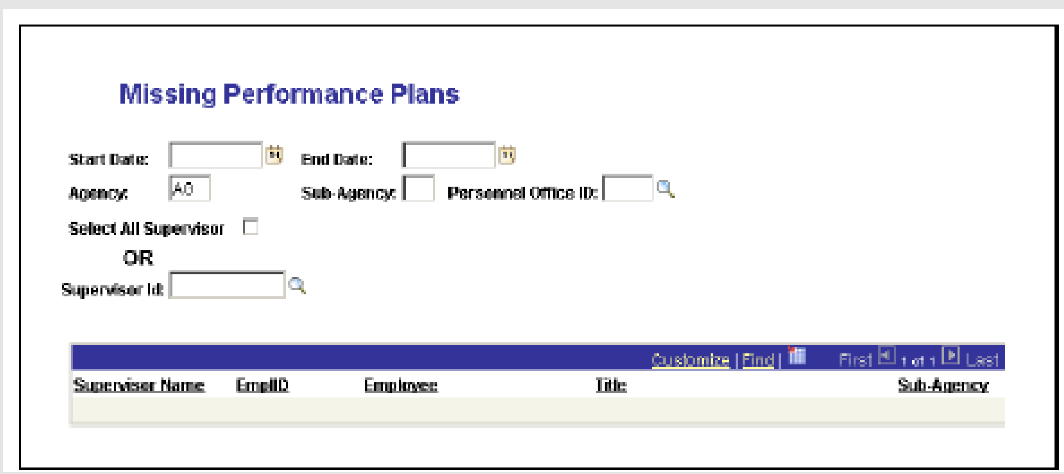
Performance Reports can be run by the Manager or by HR to provide managers with up to date information on performance.

## Procedure: Inquiring Missing Performance Plan Data

1. Select the **Manage Performance** menu group.

2. Select the **Inquire** menu.

3. Select the **Missing Performance Plans** component. The **Missing Performance Plans** page is displayed.




4. Enter the **Start Date** of the report for the missing performance plan or select a date from the calendar.

5. Enter the **End Date** of the report for the missing performance plan or select a date from the calendar.

6. Enter the two position **Agency** code (Department Code)

7. Enter the **Sub-Agency**. (2 position agency code)

8. Enter the **Personnel Office Identifier** or select data from the lookup.

| | |
|---|---|
| 9. | Check this box if you want to view all the missing performance plans for all supervisors for the selected criteria. |
| 10. | Enter a specific supervisor ID or select and ID from the lookup. |

A list of mission performance plans will display for the criteria entered.

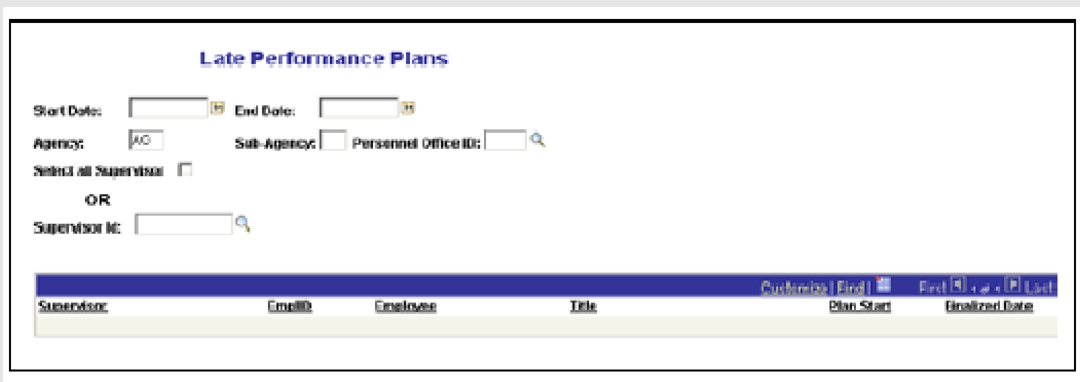
# LATE PERFORMANCE PLANS

## Procedure: Inquiring on Late Performance Plan Data

1. Select the **Manage Performance** menu group.

2. Select the **Inquire** menu.

3. Select the **Late Performance Plans** component. The **Late Performance Plans** page is displayed.




4. Enter the **Start Date** of the report for the late performance plan or select a date from the calendar.

5. Enter the **End Date** of the report for the late performance plan or select a date from the calendar.

6. Enter the two position **Agency** code (Department Code).

7. Enter the **Sub-Agency**. (2 position agency code)

8. Enter the **Personnel Office Identifier** or select data from the lookup.

9. Check this box if you want to view all the late performance plans to **Select All Supervisors** for the selected criteria.

10. Enter a specific **Supervisor ID or select and ID from the lookup.**

A list of late performance plans will display for all the criteria entered.

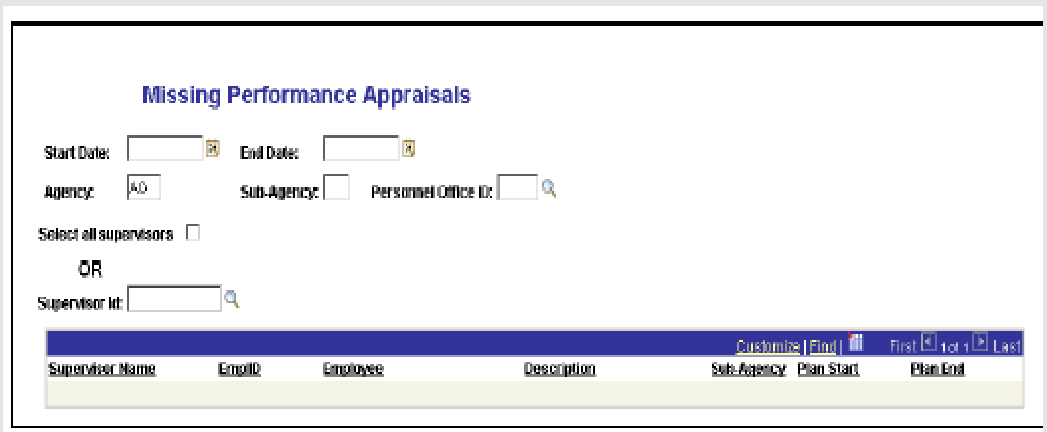
# MISSING APPRAISALS

## Procedure: Inquiring on Missing Appraisal Data

1. Select the **Manage Performance** menu group.

2. Select the **Inquire** menu.

3. Select the **Missing Appraisals** component. The **Missing Appraisals** page is displayed.




4. Enter the **Start Date** of the report for the missing appraisals or select a date from the calendar.

5. Enter the **End Date** of the report for the missing appraisals or select a date from the calendar.

6. Enter the two position **Agency** code (Department Code)

7. Enter the **Sub-Agency**. (2 position agency code)

8. Enter the **Personnel Office Identifier** or select data from the lookup.

9. Check this box if you want to view all the late performance plans to **Select All Supervisors** for the selected criteria.

10. Enter a specific **Supervisor ID or select and ID from the lookup.**

A list of missing appraisals will display for all the criteria entered.

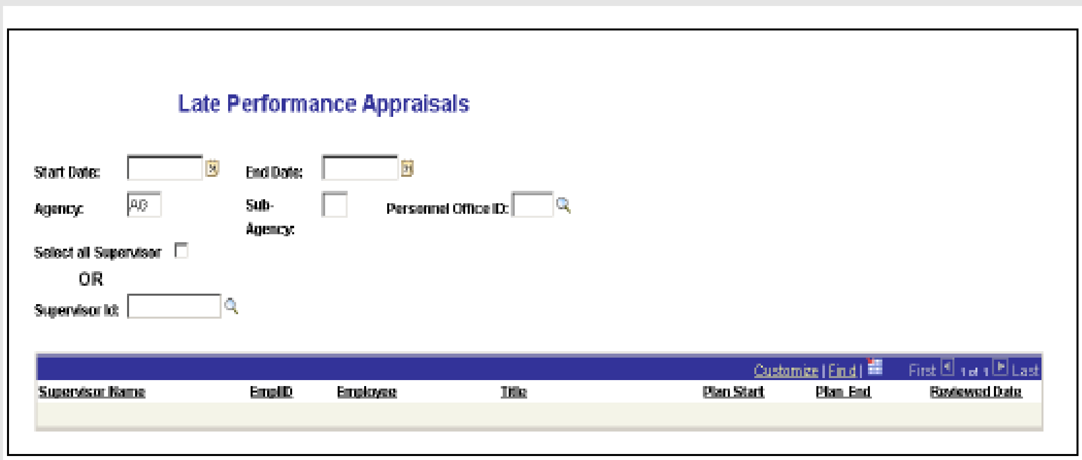
# LATE APPRAISALS

## Procedure: Inquiring on Late Appraisal Data

1. Select the **Manage Performance** menu group.

2. Select the **Inquire** menu.

3. Select the **Late Appraisals** component. The **Late Appraisals** page is displayed.




4. Enter the **Start Date** of the report for the missing appraisals or select a date from the calendar.

5. Enter the **End Date** of the report for the missing appraisals or select a date from the calendar.

6. Enter the two position **Agency** code (Department Code)

7. Enter the **Sub-Agency**. (2 position agency code)

8. Enter the **Personnel Office Identifier** or select data from the lookup.

9. Check this box if you want to view all the late performance plans to **Select All Supervisors** for the selected criteria.

10. Enter a specific **Supervisor ID or select and ID from the lookup.**

A list of late performance appraisals will display for all the criteria entered.

# GLOSSARY

Important! This glossary is a composite of definitions, terms, and acronyms used within the context of EmpowHR for US Federal government processes. It is not intended to replace or change existing statutory, regulatory, or office-specific descriptions or definitions. Please refer to Federal source documents for greater clarification, context, and specific usage for Federal terms and definitions.

| Term | Definition |
|---|---|
| **A** | |
| **Absence Without Leave (AWOL)** | Absence without prior approval, a non-pay status resulting from an agency determination that it will not grant any type of leave for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied. |
| **Academic Discipline** | An employee's major field of study. |
| **Accession** | A personnel action that results in the addition of an employee to the rolls of an agency. |
| **Account Code** | The Budget & Reporting code. |
| **Accredited Education** | Education above the high school level completed in a U.S. college, university, or other educational institution that is credited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education. |
| **Action Mode** | The action type selected dictates the data that can be accessed and actions that can be taken. |
| **Add** | To include information in the database with a new high-level, primary key. For example, when there is no data in the system, |

the user adds a new adds a new action or row of data to the table in which job codes are stored.

**Adjusted Basic Pay** — The sum of an employee's rate of basic pay and any interim geographic adjustment, locality comparability payment, or special pay adjustment for law enforcement officers to which the employee is entitled.

**Adverse Action** — A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay.

**Agency** — Any Department or independent organization of the Federal government that has the authority to hire employees in the competitive, excepted, and senior executive services.

**Annuitant** — A person who receives an annuity.

**Annuitant CSA Number** — A unique number assigned by OPM for a retired employee.

**Annuitant Indicator** — Used to indicate the status of an annuitant appointed to a position in the Federal civilian service. Values are:

1. = Reemployed annuitant - Civil Service/FERS
2. = Retired military officer receiving pay
3. = Retired military non-officer (enlisted) receiving pay
4. = Retired military officer receiving pay and a reemployed annuitant - Civil Service
5. = Retired military non-officer (enlisted) receiving pay and a reemployed annuitant - Civil Service

9. = Not applicable (none of the above)

A = Reemployed Annuitant – FERS

B = Former Annuitant – FERS

C = Retired Officer/Reemployed Annuitant – FERS

| | |
|---|---|
| | D = Retired Officer/Former Annuitant – FERS |
| | E = Retired Enlisted/Reemployed Annuitant – FERS |
| | F = Retired Enlisted/Former Annuitant – FERS |
| **Annuitant Offset Amount** | The gross monthly annuity a federally retired employee receives. |
| **Annuity** | A payment made to a retiree (or to the designated survivor) based upon qualifying participation in a Federal retirement program. |
| **Application Server** | One or more Unix or Windows NT machines which allow clients to offload performance-sensitive transactions from the client. |
| **Appropriation Code** | The fund type and B&R Code. |
| **Appointing Authority** | The basis that authorized the appointing officer to effect personnel actions on an employee. |
| **Appointing Officer** | A person having power by law, or by duly delegated authority, to make appointments. |
| **Approving Official** | Individual with the delegated authority responsible for signing the action(s) taken on an employee. |
| **AUO (Administratively Uncontrolled Overtime)** | An increment of up to 25% of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and are required on an irregular basis. |
| **Availability Pay** | Premium pay fixed at 25% of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the FLSA and may not receive administratively uncontrollable overtime pay. |
| **Award** | A special payment to an employee for certain prescribed kinds of activities or accomplishments. |

## B

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| **Bargaining Unit** | Used to identify employee's bargaining status. |
| **Batch Processes** | Background programs or processes in many applications including some of the EmpowHR processes. Batch processes perform operations—such as pay confirmation, deduction calculation, and so forth—on groups of records. These processes are run from the Process Scheduler. |
| **Benefit Plan Type** | Any category of benefit, such as health, life, or savings. |
| **Benefit Plan** | A specific benefit within a plan type. For example, FEGLI life insurance coverage for Basic Life, Options A, B, and C. |
| **Branch of Military Service** | Identifies, if any, military service in which the employee served. |
| **Break in Service** | The time when an employee is not on the payroll of a federal government organization. |
| **Budget Category** | Numeric/alpha identification given to each category of positions. |
| **Budget & Recording Code** | Known as the Budget & Recording Code in PAY/PERS, it is called Account Code in EmpowHR. |
| **Business Rules** | Policies and procedures that govern the flow of work and place controls over how information can be manipulated. |

## C

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| **Calculation Rules** | Criteria for calculating benefits, including as-of dates for age, service premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules. |
| **CAO (Change of Appointment Office)** | Movement of an employee from the jurisdiction of one appointing |

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| | officer (POI) in an agency to another appointing officer (POI) in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records. |
| **Career Appointment** | Competitive service permanent appointment given to an employee, who has completed 3 substantially continuous, creditable years of Federal service. |
| **Central Personnel Data File (CPDF)** | Reporting made by agencies to the OPM include the Dynamic and Status files (quarterly and monthly, respectively) and Organizations covering a range of employee personnel/payroll data. |
| **Certificate** | A list of eligible individuals taken from an OPM register and submitted to an appointing officer for employment consideration. |
| **Certification** | The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers. |
| **Change-To-Lower Grade** | 1. For positions under the General Schedule or under the same Wage Grade schedule, a change-to-lower grade changes the employee to a lower grade;<br>2. When both the old and new positions are under the same type ungraded wage schedule or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay. |
| **I*CAMS** | The U.S. Department of Agriculture Internet Combined Administrative Management System. |
| **Citizenship Code** | Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the U.S. The codes are: (1) Citizen (2) Other. |
| **Civilian Retiree** | A person who has retired from Federal Government civilian employment under a Federal Government-administered retirement |

system.

**Class or Class of Positions** All positions sufficiently similar in (1) kind or subject matter or work, (2) the level of difficulty and responsibility, (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration.

**Classify** To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

**Client** Primary user application workstation.

**Client Server Architecture** Technology allowing the network of computers to enable a database to reside in one location on a server and still be accessed simultaneously by multiple users (clients) at various remote sites.

**CFR** The Code of Federal Regulations.

**Combined Federal Campaign (CFC)** A vehicle used by Federal employees to contribute to a charity or charities of their choice.

**Commercial-Off-The-Shelf (COTS)** Equipment or software sold commercially to at least one customer.

**Competitive Appointment** An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

**Competitive Area** For reduction-in-force, that part of an agency within which employees are in competition for retention. Generally, it is restricted by what is considered a "local commuting area."

**Competitive Level** A level for reduction-in-force consists of all jobs in a competitive area which are so similar in all important respects that the agency can readily move an employee from one to another without significant training and without loss of productivity.

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| **Competitive Service** | All positions as defined by 5 USC 2102 in the Executive Branch of the Federal government are in the competitive service unless they are specifically excluded from it. Positions in the Legislative and Judicial Branches are outside of the competitive service unless they are specifically included. |
| **Competitive Status** | Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. |
| **Computer Aided Software Engineering (CASE)** | A set of tools to help application developers complete software development or modification more quickly and accurately. |
| **Consultant** | One who serves in an advisory capacity to an officer or instrumentality of the federal government. |
| **Consultant Position** | A position requiring the performance of purely advisory or consultant services, not including the performance of operating functions. |
| **Conversion** | The changing of an employee from one appointment to another appointment in the same agency without a break in service of more than 3 calendar days. |
| **Cost-Of-Living Allowance (COLA)** | An additional allowance payable to an employee at a location in a non-foreign area where living costs are substantially higher than those in the Washington, DC area. |
| **Coverage** | An employee's chosen benefit plan and coverage level; e.g. what sort of benefit is provided as well as the value. |
| **Creditable Military Service** | The total number of years and months of military service creditable for annual leave accrual purposes. |
| **Crystal Reports** | Report writer provided by EmpowHR used at the system |

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| | administrator and power user level. |
| **Current Year** | Current year. |

## D

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|---|---|
| **Data Field** | One particular field of information in an internal or external database. |
| **Data Row** | Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table. |
| **Database** | A collection of data organized for rapid search and retrieval. |
| **Database Server** | Primary data storage and processing. |
| **Date Classified** | Date the Position Description is classified by the Personnel Office. |
| **Date Eligible to Retire** | Date an employee is eligible to optionally retire based on the combination of age and service. |
| **Default** | A standard value that populates a field unless another value is entered. |
| **Denial of Within Grade Increase** | The decision to withhold (not grant) a within grade increase to an employee because of a determination that the employee's performance is not at an acceptable level of competence. |
| **Department Code** | The identification of the Organization code and its description. |
| **Detail** | A temporary assignment to a different position for a specified period when the employee is expected to return to regular duties at the end of the assignment. This employee is considered for pay and strength count purposes to be permanently occupying the regular position. Unless the agency chooses to use an SF-50, a |

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| | detail is documented unofficially with an SF-52 or memorandum. |
| **Dialog Box** | A small window/box that appears and prompts for data. |
| **Direct Hiring Authority** | OPM approved agency recruiting plans, which expedite recruitment of persons for appointment to positions in shortage occupations. |
| **Disability Retirement Pay** | Money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty. |
| **Disabled Veteran** | A person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department. |
| **Dual Compensation** | Payment for more than one civilian.  Also, payment of salary to a civilian employee who at the same time is receiving a retirement annuity from the military service. |
| **Duty Location** | The location of an employee's place of work. |

## E

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| **Earnings** | Amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, annual/sick leave, and any other authorized pay. |
| **Earnings Code** | Additional earnings based on authority and regulations of said position. |
| **Effective Date** | A method of dating information in a system.  The user can predate information to add historical data or postdate information to enter it before it actually goes into effect. |
| **Employee Record Number** | Number of actions on an employee. |

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| **Entry on Duty Date (EOD)** | Date indicating when an employee started work at the current agency. |
| **Error Message** | A short message used to identify requirements that were not met. |
| **Event Maintenance** | Management of ongoing FEHB enrollments during a plan year. Changes involving maintenance include new hires and re-hires, terminations, family status changes, and changes to benefits eligibility. |
| **Excepted Service** | As defined by 5 USC 2103, the Excepted Service consists of those civil service positions that are not in the competitive service or Senior Executive Service. |
| **Executive Order** | A directive issued by the President. |
| **Executive Schedule (EX)** | Compensation and pay plan used by the Executive Branch of the Federal government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on the General Schedule and other existing pay plans throughout the Federal government. |
| **Expert** | A person with excellent qualifications and a high degree of attainment in professional, scientific, technical, or other field. |

## F

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| **Fair Labor Standards Act (FLSA)** | In accordance with this law, positions are identified as exempt or non-exempt from coverage. Non-exempt positions are covered and overtime worked is computed at 1+ the normal hourly rate, up to a maximum of 1+ the hourly rate of a GS-10, step 1. |
| **Federal Employees' Compensation Act (FECA)** | This law provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file |

claims with the U.S. Department of Labor, Office of Worker's Compensation, which adjudicates the claims and compensates the employing agencies for the employee's pay and benefits during the claim period.

**Federal Employees' Group Life Insurance Program (FEGLI)**

Generally, any employee with Federal retirement coverage or on a temporary appointment exceeding one year is eligible to participate in the FEGLI program. Once eligible, the employee is covered automatically for Basic Life Insurance and premiums are deducted from gross salary unless coverage is waived. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

**Federal Employees' Health Benefits (FEHB)**

Generally, the employee is entitled to coverage by the FEHB program if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than one year. The Federal employer shares the cost of the premium (about 75%); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part-time, the employee pays the employee share and a portion of the employer's share.

**Federal Employees' Pay Comparability Act (FEPCA)**

This law provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize agencies to make advance salary payments to attract candidates for open positions which have consistently been hard-to-fill in certain geographic areas.

**Federal Holidays**

The following ten holidays are observed as non-work days; without loss of pay or charge to leave:

1. New Year's Day - January 1
2. . Martin Luther King's Birthday - Third Monday in January

3. President's Day - Third Monday in February
4. Memorial Day - last Monday in May
5. Independence Day - July 4
6. Labor Day - First Monday in September
7. Columbus Day - Second Monday in October
8. Veterans Day - November 11
9. Thanksgiving Day - Fourth Thursday in November
10. Christmas Day - December 25

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| **Federal Insurance Compensation Act (FICA)** | Employee and employer contributions to Social Security. |
| **Federal Wage System** | The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 USC 5342. Pay is adjusted according to the rates paid by private industry for similar jobs in the same area. |
| **FEGLI Living Benefits Act** | Beginning 7/25/95, a Federal employee who is terminally ill may elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of $1000. An election to receive this benefit is irrevocable; the individual is considered terminally ill when life expectancy is 9 months or less. |
| **File Server** | Central shared resources for client workstations. |
| **Foreign Education** | Education acquired outside of any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S. |
| **Frozen Service** | The total number of years and months of civilian and military service creditable in a CSRS component of a FERS employee. |
| **Full Position Management** | The choice made to drive the human resource system. Therefore, |

| | |
|---|---|
| | the position-related fields are grayed (unchangeable) in several of the Administer Workforce panels. |
| **Full-Time Work Schedule** | A full-time work schedule requires most employees to work 80 hours during the pay period. |
| **Furlough** | The placement of an employee in a temporary non-pay status and non-duty status (or absence from duty) because of lack of work or funds or for other non-disciplinary reasons. |

## G

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| **General Schedule (GS)** | Compensation and pay plan used by the Executive Branch of the Federal government. |
| **GM Within Grade Increase** | An agency awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the PMRS termination provisions of PL 103-89. |
| **Grade** | A range of pay in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent as to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation. |
| **Grade Retention Entitlement** | The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he/she was reduced. |
| **Graduate Education** | Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum, i.e., it is part of a program leading to a master's or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree. |

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| **Graphical User Interface (GUI)** | An icon-based user interface to a system. |

## H

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| **Handicap Code** | Identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities. |
| **Health Benefits Code** | Identifies each Health Benefit plan. |
| **Health Benefits Effective Date** | Date the health benefit plan goes into effect or the effective date of cancellation. |
| **High School Graduation or Equivalent** | Applicant has received a high school diploma, General Education Development (GED) equivalency certificate, or proficiency certificate from a State or territorial-level Board or Department of Education. |
| **Hold Grade/Step** | Grade/Step the employee was in prior to receiving a temporary promotion. |
| **Hold Last Equivalent Increase (LEI)** | Date held by an employee for this event prior to receiving a temporary promotion. Necessary to establish the WGI due date if returning to original grade/step. |
| **Hold Position Description** | The new position description number that is the result of a reclassification action prior to the NOA being processed. |
| **Hold Within Grade Increase (WGI) Due Date** | WGI due date prior to an employee receiving a temporary promotion. |
| **Hotkeys** | Any key combination that performs a task usually accomplished with a mouse click. Hotkeys can speed work because the user does not have to move back and forth from keyboard to mouse. |

## I

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| **Incumbent** | An employee currently assigned to a position. |
| **Indefinite Appointment** | Non-permanent employee hired for an unlimited period of time. |
| **Injury Compensation** | The compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in performance of duty and due to diseases relating to this employment. |
| **Interim Geographic Adjustment (IGA)** | An additional payment is made when official duty station is in an area where it has been determined that significant pay disparities and recruitment or retention problems exist. |
| **Intermittent Service or Intermittent Employment** | Service when an employee works on an irregular basis for which there is no prearranged scheduled tour of duty. |
| **Involuntary Separation** | A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency. |

## J

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| **Job Code** | Grouping of attributes of like jobs at a high level (one-to-many relationship). |

## K

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| **Key** | One or more fields that uniquely identifies each row in a table. Some tables contain only one field as the key, while others require a combination. |

## L

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| **Last Equivalent Increase (LEI)** | Reflects the effective date of the last step received in grade or the last promotion, whichever is most current (does not include QSI). Used as the basis to establish an employee's WGI due date. |

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| **Last Increase Date** | Date employee received a positive increase in pay. |
| **Law Enforcement Officers (LEOs)** | Positions within the Federal government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pay. |
| **Leave - Annual** | Leave of absence with pay allowed for personal, emergency, and other purposes. |
| **Leave - Sick** | Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of the immediate family who is afflicted with a contagious disease. |
| **Life Insurance** | The group life, death and accidental dismemberment insurance available to Federal employees. |
| **Locality Adjustment** | An interim geographic adjustment, locality-based comparability payment, or special pay adjustment for law enforcement officers. |
| **LWOP Total (Cumulative)** | An employee's cumulative number of hours of leave without pay (LWOP). |

## M

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| **Mass Transfer** | The movement of an employee to a different agency when (1) a transfer of function or an organization change takes place, and (2) there is no change in the employee's position, grade, or pay. |
| **Menus** | List of processes or other program options. |
| **Military Service** | Identifies, if any, the branch of military service in which the employee served. |
| **Mode** | A system feature that sets the parameters for which records can be viewed or changed by the user. |

**Module** A unit of application within EmpowHR covering a specific function with its own forms or panels (i.e. HRMS, Payroll, Benefits Administration, etc.).

**MSPB** Merit Systems Protection Board.

## N

**Nature of Action (NOA) Code** Indicates the type of personnel action.

**Nature of Action Description** Describes the NOA code.

**Nature of Action Effective Date** The date the personnel action is effective.

**Noncompetitive Action** An appointment or placement in a position in the competitive service that is not made by selection from an open competitiveexamination, and that is usually based on current or prior Federal service.

**Normal Line of Promotion (Career Ladder)** The pattern of upward movement from one grade to another for a position or group of positions in an organization.

**Not To Exceed (NTE) Date** Types are as follows:

1. Appointment NTE Date: Indicates the length of time a person may serve on an appointment.
2. Classification Temporary NTE Date: Established temporary date used for a temporary classification of a unique position.
3. Health Benefits Renewal Self-Support NTE: Date when an employee's incapacitated child must be re-evaluated for care under employee's hospitalization coverage.
4. LWOP NTE Date: NTE date is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next work day.
5. Position NTE Date: Indicates the length of time a position

is available for use.

6. Promotion NTE Date: Specific time for an increase in grade on a temporary basis. The employee is scheduled to return to the permanent position the next work day.

7. Suspension NTE Date: Specific time an employee is on suspension. No salary is paid for the period. The employee is scheduled to return to duty the next work day.

## O

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| **Occupant of Position/Vice** | Indicates new position or former occupant of a position. |
| **Occupational Series Code** | Designates a grouping of positions similar in work and qualification requirements. They are designated by a title and four digit number (e.g., the Accounting Series, GS-0510). |
| **Official Forwarding Address** | An employee's mailing address following separation. |
| **Official Personnel Folder (OPF)** | The repository of a Federal employee's official documents related to personnel history. |
| **Official Personnel Folder (OPF) Address** | Indicates the address where the Official Personnel Folder is maintained. |
| **OMB** | Office of Management and Budget. |
| **Open Enrollment** | Annual re-enrollment of participants at the beginning of a plan year into appropriate benefit programs and, within those, the available options. |
| **Open Season** | For FEHB processing, it is generally the time period from mid-November through mid-December. For Thrift Savings Plan (TSP) processing, these are semi-annual and are generally held from May 15 - July 31 and November 15 - January 31. Open seasons for FEGLI or Retirement Plan Changes are infrequent and special notification from the OPM is issued to all Federal |

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| | employees when they occur. |
| **OPF Code** | Indicates where the OPF is maintained. |
| **OPM** | Office of Personnel Management. |
| **Organization Codes** | A subdivision of an agency to which an employee is assigned. |
| **Organizational Position Title Code** | Also known as Working Title. |
| **Outside The Register Appointment** | An appointment in the competitive service made under an agency's applicant supply system because either there are not sufficient number of eligibles on the appropriate register or no competitive inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below. |

## P

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| **Panels** | Screens comprised of the fields in which users enter data. |
| **Panel Group** | Refers to a group of screens within an EmpowHR application that contains related information. |
| **PAR** | Personnel Action Request. |
| **PAR Status** | Where in the process the action is, i.e., requested, approved or processed. |
| **Parallel/Dual Entry** | Entry of the same data into more than one (usually two) systems during transition to a new system. |
| **Part-Time Service or Part-Time Employment** | Service when employee works on a part-time schedule, less than 80 hours per pay period. |
| **Part-Time Work Schedule** | A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative workweek) on a prearranged scheduled tour of |

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| | duty. |
| **Pay** | Types of "Pay" are as follows: <br> 1. Basic Pay: generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay. <br> 2. Gross Pay: total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay; availability pay (if any) for LEOs; special payments (if any); an annuity (if any); plus awards (if any). <br> 3. Premium Pay: pay provided to an employee as a regular addition to basic pay (e.g., administratively uncontrollable overtime (AUO), availability pay, overtime, night differential, holiday pay, etc.). |
| **Pay Adjustment** | Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employees is paid is also a pay adjustment. |
| **Pay Basis** | Principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee's pay. |
| **Pay Calculation** | Formula that calculates an employee's gross to net. |
| **Pay Calendar** | Payroll processing cycle for a given pay group. |
| **Pay Confirmation** | Process in which the system updates all to-date cumulative totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID. |
| **Pay Frequency** | Defines how often employees in a pay group are paid—weekly, |

biweekly, monthly, and so on.

**Pay Group** — A set of employees grouped together for payroll processing.

**Pay Period** — Established times when employees in a pay group are paid. Pay Periods are defined by their beginning and ending dates.

**Pay Plan** — A code that denotes the pay schedule under which an employee is paid, e.g., GS, SL, ST, EJ, WG, etc.

**Pay Rate Determinant (PRD)** — Special factors that determine an employee's rate of basic pay or adjusted basic pay.

**Pay Retention Entitlement** — The right of an employee to retain, under certain circumstances, a rate of basic pay higher than the maximum rate of the grade for the position occupied.

**Performance Appraisal Code** — Level of performance of an employee.

**Performance Appraisal Due Date** — Date established for the yearly appraisal of an employee.

**Platform** — Database environment that applications run on.

**POI** — Personnel Office Identifier. Also known as Submitting Office Number (SON). These are codes assigned by the OPM to the office(s) delegated authority within an agency to process personnel actions on Federal employees.

**Populate** — The term used to describe the appearance of data in a given field.

**Position** — The officially assigned duties and responsibilities that make up the work performed by an employee.

**Position Classification** — The analysis and identification of a position and placing it under the position classification plan established by OPM.

**Position Change**

1. A move by an employee to another position during the employee's continuous service under the same

appointment within the same agency.

2. When the employee is entitled to grade retention and moves to another position at or below the retained grade.

**Position Date Created** Date the position is created for use in the agency.

**Position Description (PD)** In accordance with OPM guidelines, an official description, authorized and approved by an agency official, describing duties and responsibilities to be performed. Position classification standards are used to describe the work, classify the work components by occupational series, and factors (e.g., supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

**Position Number** A number identifying an authorized position.

**Post Differential, Non-Foreign** A differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

**Post Differential Percent** Additional compensation may be paid to certain employees who work in Guam or the Northern Mariana Islands.

**Post-56 Military Deposit** The OPM provides guidelines to Federal agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

**Premium Pay** Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work.

**Previous Retirement Coverage** An indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees Retirement System.

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| **Probationary Period** | The first year or more of service of an employee who is given a career or career-conditional appointment. During this period, the agency determines the fitness of the employee and the employee has limited appeal rights. |
| **Promotion** | For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a Promotion NTE; or when the old and new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE. |
| **Provider** | An entity that provides one or more of the benefits an agency offers. For example, OPM has oversight authority and is a provider for the FEHB and FEGLI programs. The Thrift Savings Board is the provider for the Thrift Savings Plan. |

## Q

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| **Quality Step Increase (QSI)** | A step increase awarded to an employee for sustained high quality performance. |

## R

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| **Race and National Origin Code** | Identifies the employee's basic racial and national origin category. |
| **Rate of Basic Pay** | The rate of pay fixed by law or administrative action for the position held by an employee before any deductions. |
| **Realignment** | The movement of an employee and position when (1) a transfer of function or an organization change occurs, (2) the employee stays in the same agency, and (3) there is no change in the employee' s position, grade or pay. |
| **Reassignment** | Change of an employee from one position to another without promotion or change to lower grade. |

**Record Definition** Collection of fields identified in a table and the attributes.

**Recruitment Bonus** A one-time payment of up to 25 percent of basic pay to an employee who is newly appointed to a hard-to-fill position.

**Reduction In Force (RIF)** Separation of an employee from a competitive level required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations.

**Re-employed Annuitant** An employee who retired from Federal employment and is receiving an annuity. The salary may be reduced by the amount of the annuity.

**Reemployment Priority List** A list of career and career-conditional employees an agency has separated because of (1) reduction-in-force, or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

**Reemployment Rights** The entitlement of an employee to return to non-temporary employment after assignment to other civilian employment.

**Reinstatement** Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had competitive status or was serving probation when separated.

**Related Education** Education above the high school level that has equipped the applicant with the KSAs to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position of the occupation, but must be appropriate for the position being filled.

**Relational Database** A relational database consists of a series of tables. These tables are made up of rows (horizontal) and columns (vertical), very much like the layout of a spreadsheet. Columns are the fields in panels and rows contain the entries made in each field.

**Relocation Bonus** A one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position.

**Remark Codes** OPM and agency notations specific to the personnel action being processed.

**Resignation** A separation action initiated by the employee to leave the agency.

**Resignation ILIA** A separation initiated by employee under circumstances that meet the definition of "involuntary separation".

**Retained Grade Effective Date** Date employee became eligible or began receiving a retained grade and pay.

**Retained Grade Expiration Date** Expiration date of an employee's retained grade and pay.

**Retained Rate** A rate of pay above the maximum rate of the employee's grade that an employee is allowed to keep in special situations rather than having his/her rate of basic pay reduced.

**Retention Allowance** The annual total dollar amount up to 25 percent of basic pay paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.

**Retention Register** A record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction-in-force to determine which employees are retained and which are separated or moved to other positions.

**Retirement** Separation from the service when employee is eligible to obtain an immediate annuity. Types of retirement are:

1. Mandatory Retirement
2. Disability Retirement

3. Voluntary Retirement
4. Special Option Retirement
5. ILIA (In Lieu of Involuntary Action) Retirement

**Retirement Coverage Code**

A code used to denote an employee's retirement coverage. The major ones include the following:

1. Civil Service (CSRS)
2. Federal Employees Retirement System (FERS) and FICA
3. Foreign Service (FS)
4. CSRS Offset
5. CSRS - Special (for LEOs)
6. FERS and FICA – Special
7. Social Security System
8. None

**Retirement Deferred**

Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the CSRS and then left Federal service or moved to a position not under a retirement system. An employee covered by FERS who separates after completing 10 years of service can also receive a deferred retirement upon reaching the FERS "Minimum Retirement Age" (55 to 57, depending on birth date).

**Retirement Discontinued Service**

Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency.

**Retirement ILIA (In Lieu of Involuntary Action)**

Voluntary retirement initiated by employee in lieu of involuntary separation by the agency.

**Retirement - Optional**

Voluntary retirement, without reduction in annuity, of an employee who meets minimum age and service requirements.

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| **Return to Duty** | Placement of an employee back in pay and duty status after absence for furlough, suspension, or leave without pay. |
| **Roles** | A component of EmpowHR's workflow functionality. A role is a class of users who perform the same type of work, such as clerks or managers. |
| **Routings** | A component of EmpowHR's workflow functionality. Routings are the system's means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes - i.e., e-mail messages, electronic form, or Worklist entry. |
| **Row** | A portion of the database also referred to as a record. |
| **Rules** | A component of EmpowHR's workflow functionality. Rules determine what activities are required to process business data. |
| **Run ID** | Identifies a Run Control for batch programs. |

## S

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| **Sabbatical** | An absence from duty, without charge to pay or leave, that an agency may grant to a SES career appointee to engage in study or uncompensated work experience. |
| **Salary** | Rate of compensation received by an employee. |
| **Scientific and Professional (ST) Positions** | Positions established to carry out research and development functions that require the services of specially qualified personnel. ST positions are ungraded. |
| **Seasonal Employee** | An employee who works on an annual recurring basis for periods of less than 12 months (2080 hours) each year. |
| **Self-Service Center** | A place where employees go (usually a Web browser-accessed application) that gives them more direct control over their own data to verify, update, and/or request certain personnel actions. |

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| **Senior Executive Service** | Positions classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule or equivalent positions. |
| **Senior Level (SL) Positions** | Positions established to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the GS and are ungraded. |
| **Server** | Any computer that performs tasks based on a request from a remote client. |
| **Service Computation Date (SCD)** | Calculated date based on all creditable and verified civilian and military service using a 31 day month (purpose is to determine the leave accrual rate of an employee). Other SCDs include Thrift Savings Plan SCD, Leave SCD, RIF SCD, and Severance Pay SCD. |
| **Sex Code** | Used to indicate gender. |
| **Shift** | Specific hours during the day that an employee works, such as nine to five, four to eleven, or ten to six. |
| **Shift Code** | Numerical shift identifier that is unique within a Set ID. |
| **Shift Differentials** | A premium over regular pay for which employees on certain shifts may be eligible, such as double-time for late night shifts. Shift differentials are usually stated as an additional rate or factor. |
| **Sick Leave** | Sick leave is accrued by full-time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part-time permanent/seasonal employees, it is accrued at one hour for every 20 hours worked. |
| **Social Security Number** | Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN). |
| **Special Rates** | Higher salary rates for specific grade levels and occupational |

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| | groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number. |
| **SQL** | Structured Query Language - a set of commands used to report from, write to, and extract data from relational databases. |
| **SQR** | Structured Query Report. A tool used to create a wide variety of reports or to perform global database manipulations and interactive queries. |
| **Standard Form (SF)** | A standardized form for interagency use by the Federal government. The SF prefix is the most common but not exclusive in usage. |
| **Standard Form (SF-50)** | Notification of Personnel Action. Used to notify employee and the payroll office, and to record the action in the employee's Official Personnel Folder. |
| **Standard Form (SF-52)** | Request for Personnel Action. |
| **Status Position Code** | Identifies the various conditions of a position, e.g., frozen, classified, etc. |
| **Step** | A secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level). |
| **Supervisory Differential** | The annual total dollar amount paid to a GS supervisor who provides direct, technical supervision of the work of one or more employees in other pay plans who receive a higher rate of total pay than does the supervisor. |
| **Suspension** | Placement of an employee, for disciplinary or other reasons, in a temporary status without duties and pay. |

## T

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| **Tables** | The structure that establishes the foundation of information in a relational database. |
| **Target Grade** | Highest obtainable grade for a position. |
| **Temporary Appointment** | An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made. |
| **Temporary Continuation of Coverage (TCC)** | The TCC program, as prescribed by the OPM, requires Federal agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and government share and a two percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal agency. |
| **Tenure** | The period of time an employee may reasonably expect to serve under his/her current appointment. |
| **Three-Tier Architecture** | Where data storage and processing are distributed to process across different systems, such as the Application Server which centralizes much of the data processing, thereby decreasing the load upon the individual client workstations. |
| **Thrift Savings Plan (TSP)** | A voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board. |
| **Tool Bar** | The bar of icons found across the top of every screen. |
| **Tour of Duty** | The scheduled days and hours per day of attendance at a duty station for an employee. |
| **Transaction Code** | Identifies the action taken. |

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| **Transaction Number/Sequence** | The order of actions when more than one action with the same effective date. |
| **Transfer** | A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority. |
| **Translate Table** | A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases, EmpowHR maintains the Translate Table. |
| **Travel and Relocation Date** | Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment. |
| **Two-tier Architecture** | Where data storage and processing takes place on a central server (called the Database Server) and business rules and presentation of the data are managed by the individual client workstations. |
| **Type of Appointment** | Indicates the specific type of appointment, e.g., part-time permanent, full-time temporary, etc. |

## U

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| **Unemployment Compensation** | Unemployment insurance for Federal employees. |
| **United States Code (USC)** | The laws and regulations of the United States. |

## V

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| **Veteran** | A person separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces. |
| **Veterans Preference** | An employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably. |

## W

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| **Wage Area** | A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System. |
| **Wage Employees** | Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates. |
| **Waiver of an OPM Qualification Standard** | Involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on the part of the agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an agency, as appropriate, on a case-by-case basis, and do not directly affect other positions in the organization. |
| **Web Server** | A computer that responds to requests from clients and provides the clients with the requested document and its contents. |
| **WGI Due Date** | Identifies the date of an employee's next within grade increase. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal or excess of allowable leave without pay. |
| **WGI Non-Creditable Days** | Total number of days that cause the WGI due date to be adjusted. |
| **Windows** | Basic screen structure of EmpowHR. |
| **Within Grade Increase (WGI)** | A longevity-based increase in salary based on predetermined time-in-grade requirements and acceptable performance. |
| **Without Compensation (WC)** | Under certain circumstances an agency is authorized to appoint an |

employee to provide services to the government without pay.

**WIP** — Work-in-Progress.

**WIP Status** — Tells the EmpowHR workflow system when and where to send data to the next step of the request/approval or other type of cycle.

**WIP Status Type** — Tracks the action. Each WIP Status is linked to a WIP Status Type. EmpowHR delivers four different Status Types:

1. Work-In-Progress - A request that has not reached the final level of approval.
2. Canceled - Cancels an action that was completed.
3. Corrected - HR corrects a completed request.
4. Completed - HR approves a request that successfully completed all review levels.

# INDEX

## A



## B



## C



## D



## E



## F