



## National Finance Center

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### Customer Notification

**Date of Notification:** August 20, 2015

**Subject:** New Agency Use Field in *EmpowHR*

**Database/Customer(s) Affected:** *EmpowHR* Users Only

Dear Customer:

Effective August 31, 2015, *EmpowHR* users will have the ability to enter data in the Agency Use field. The field is located on the PAR Processing/HR Processing/Benefits Data tab identified in the Import/Export box labeled "Agency Use". This field allows Agencies to import/export data from *EmpowHR* to the Payroll/Personnel System (PPS) "Agency Use 1" field. The first screen below displays the "Agency Use" field for *EmpowHR*. The second screen displays the "Agency Use 1" field for PPS.

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Authorized agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; via email to [NFCcontactcenter@nfc.usda.gov](mailto:NFCcontactcenter@nfc.usda.gov) or via the Remedy Requestor Console.

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#### "Tip of the Week"

##### ***Payment Date for Direct Deposit Salary Payments***

The first business day **after** Payroll processing weekend is the actual payment (settlement) date for direct deposit transactions, even though some financial institutions place funds in an employee's account early and post them as "pending" or "memo posting" transactions. By regulation, financial institutions are not obligated to post funds earlier than the actual payment date

# Screen 1

**(US Dept of Agriculture) on USDAQA**

EMPPOWER HR SOLUTIONS FROM FIDELITY TO METRIUM

Favorites | Main Menu > PAR Processing > HR Processing

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

Empl ID:                      Empl Record: 0

**Benefits Data** Find | View All    First 1 of 2 Last

Effective Date:                      Transaction# /Seq                      **PAR Status:**                      Initiated

NOA Code:                      Action Type:                      **Empl Status:**                      Active

**FEHB Eligibility**

1-Enrolled  
 2-Ineligible  
 3-Waived  
 4-Eligible - Pending  
 6-Court Ordered-Enrolled  
 7-Court Ordered-Eligible Pend  
 8-Court Ordered-Self to Family  
     5-Cancelled     9-Terminated

FEHB Date:  (tt)

**Thrift Savings Plan Eligibility**

Thrift Savings Plan Eligibility Code:  [Explanation of Thrift Savings Plan Eligibility Codes](#)

**FEGLI**

FEGLI Code:  Basic+B(5x)  
 Living Benefits    Living Coverage Amount:     FEGLI Coverage Amt:   
 FEGLI Court Order

**Annual Leave**

Annual Leave Category:   Earn Leave During Pay Period  
Annual Leave 45-Day Indicator:   
Leave Ceiling Reason:

**Pay Allowances**

Foreign Lang %:     COLA/Post Differential:   
Allowance %:     Quarters Deduction Code:   
Special Employee Code:  NOT APPLICABLE    Quarters Deduction Amount:   
Wage Board Shift Rate Var:

**Retirement**

Retirement Plan:  FERS and FICA  
Fed Empl Retire Syst Coverage:  Fed Empl Retire Syst Prev Cover Ind:   
Previous Retirement Coverage:   
Annuitant Indicator:  Not Applicable  
Annuity Commencement Date:  (tt)  
Civil Service Retire Syst Frozen Service:     Date CBPO Ret Sch  (tt)  
Civil Service Retire Syst Prev Cover Ind:   
[Retirement / Termination Info](#)

**EmpowHR-only**                      **Import/Export**

Agency Use Field:                       Agency Use

                              

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



Screen 2

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SSN 000000000 AG _____ * SF-50B DATA ELEMENTS * 08/20/15 IR122
SCREEN 000 NAME _____

DATE OF BIRTH 00 00 00 PERS ACTN EFF 00 00 00
NAT ACT 1ST 3 POS 000 NAT ACT 2ND 3 POS 000
NAT ACT AUTH 1ST _____ NAT ACT AUTH 2ND _____
APPOINT NTE 00 00 00 PROM NTE 00 00 00 NON PAY NTE 00 00 00
POSITION TITLE _____
WORKING TITLE _____ MR/IP _____
PAY-PLAN _____ OCC SERIES 0000 GRADE 00 STEP 00
SALARY RATE CODE _____ TOTAL SALARY .00 SCHEDULED SALARY .00
GEOGRAPHIC ADJ RATE .00 ADJ SALARY .00 OTHER PAY .00
ORG STRUCTURE CODE _____ 00 00 0000 00 00 00 00 (PF2 = ORG-NAME)
VETERANS PREF CODE 0 TENURE GROUP 0 AGENCY USE 1 _____
VETERANS PREF RIF - FEGLI CODE _____ AGENCY USE 2 _____
PAY RATE DETER CODE - RETIREMENT PLAN (1) _____ (2) _____ SCD LEAVE 00 00 00
WORK SCHEDULE - TOUR OF DUTY HOURS 00.00 ANNUITANT IND -
POSITION OCCUPIED 0 FLSA - BARGAINING UNIT STATUS 0000
DUTY STATION CD 0000 000 NAME _____
REMARKS CODES _____
DEPARTMENT CODE _____ AGENCY CODE _____ POI 0000 PERS ACTION CODE 0
AUTHENTICATION DATE 00 00 00
PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT
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