



N  
F  
C  
  
B  
U  
L  
L  
E  
T  
I  
N

Title: I, Payroll/Personnel Manual  
Chapter: 17, *EmpowHR*  
Bulletin: EmpowHR 09-2, Issuance of *EmpowHR* Release Notes and *EmpowHR* Procedure Manual Update  
Date: June 26, 2009  
To: Holders of the Payroll/Personnel Manual

The National Finance Center (NFC) has made important changes over the past six months with the implementation of a Schedule Release Cycle process for the NFC's Payroll/Personnel and *EmpowHR* system changes. As part of our efforts to communicate information on the releases and the system changes to be implemented, we will begin issuing a new type of document called Release Notes. Detailed information on changes will continue to be communicated through NFC issued bulletins and procedure manuals. However, Release Notes will provide an overall summary of all the changes being implemented for the release.

The first set of Release Notes being issued is for the Pay Period 13/14, 2009 Release of *EmpowHR* (See Attachment 1). These Release Notes can be accessed various ways on the Publications page of the NFC web site as shown in Attachment 2.

Additionally, in conjunction with the Release Notes for the Pay Period 13/14, 2009 Release of *EmpowHR*, the Procedure Manual for *EmpowHR* has been updated with the detailed information for this release. The manual can be accessed at [http://i2i.nfc.usda.gov/Publications/EMPOWHR/EMPOWHR\\_home.html](http://i2i.nfc.usda.gov/Publications/EMPOWHR/EMPOWHR_home.html).

Please take specific note of a change in this release to the *EmpowHR* Worklist and suspense transactions. The *EmpowHR* Worklist will now store and display all suspense Payroll/Personnel transactions and their associated error messages that have originated outside of *EmpowHR* including actions from the Employee Personal Page (EPP), Entry, Processing, Inquiry, and Correction System (EPIC), Bi-Weekly Examination Analysis and Reporting (BEAR), and some Front-End System Interface (FESI) submissions. These suspense errors will now be worked in *EmpowHR* only and will be coded in EPIC with a "4" for deletion.

If you experience any issues related to the new release of *EmpowHR* or have any questions, please contact the *EmpowHR* Help Desk at 1-888-367-6955 or via email to [nfcempowhr@usda.gov](mailto:nfcempowhr@usda.gov).

 for

JOHN S. WHITE, Acting Director  
Government Employees Services Division  
Attachments

## **EmpowHR - Calendar Year (CY) 09 - Pay Period (PP) 13/14 Release Notes**

Effective Pay Period 13 (June 29, 2009) and Pay Period 14 (July 13, 2009), the following changes will be implemented in the **EmpowHR** system. A high-level summary of the changes is reflected in the table below. The detailed documentation on these changes can be found in the **EmpowHR** procedure. To view the procedure, go to the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Publications** tab. Then on the right-hand Quick Picks menu, click **Procedures By Acronym**, and search for **EmpowHR**.

The summary table references the System Change Request number, the section modified in the procedure manual, and a brief description of the change.

<b>System Change Request (SCR)</b>	<b>EmpowHR Procedure Section Number Updated</b>	<b>Application Modification</b>
<b>Pay Period 13</b>		
80175	Worklist, Section 7	<b>EmpowHR</b> will store and display on the worklist all suspense Payroll/Personnel transactions with their associated error messages that have originated outside of <b>EmpowHR</b> . For example: Employee Personal Page (EPP), Entry, Processing, Inquiry, and Correction system (EPIC), Bi-Weekly Examination Analysis And Reporting (BEAR), and batch numbers created by the Front-End System Interface (FESI) which begin with 67. Any user that has the new role(s) New SING Payroll Processor and/or New SING PAR Processor will be able to view/work these transaction from their worklist.
80281	PAR Processing, Section 5	A new <b>Bonus</b> link and page will be added to PAR Processing > HR Processing > Data Control tab. The current process to enter a 827 Retention Incentive action will be removed and replaced with the new link and page. This page will include data elements for a Relocation Bonus, Recruitment Bonus, Student Loan and Retention Percent.
80365	Reporting, Section 14	All reports that contain personal information will be altered to include the statement "Sensitive Personnel Data - Use Is Restricted" and will be printed at the top of each page.
90140	No procedure update	All inbound EPIC and BEAR originated transactions will be re-sequenced, inserted, and stored in <b>EmpowHR</b> in the correct sequence, regardless if the action has applied to the corporate database or not.

90141	No change to the procedure	The interface program will no longer establish and set the TSP eligibility code when processing a TSP (125) payroll document.
<b>System Change Request (SCR)</b>	<b>EmpowHR Procedure Section Number Updated</b>	<b>Application Modification</b>
<b>Pay Period 13</b>		
90142	Position Management, Section 4	When the Manager Level field is modified and saved on the Job Code, a pop-up will display as a warning to alert the user to create a PAR record. The Manager Level field on the Position will automatically be modified. The Position page in <b>EmpowHR</b> will display both the job code manager level and the position manager level and will not be able to be modified on the position.
90195	PAR Processing, Section 5	The Citizenship field on the Personal Data tab will now be a required field. The look-up (search) for Citizenship will include a <b>U S Citizen/Naturalization and Other</b> . If <b>Other</b> the Country must be populated.
90196 (NEIS)	PAR Processing, Section 5	The Citizenship field on the Personal Data tab will now be a required field. The look-up (search) for Citizenship will include a <b>U S Citizen/Naturalization and Other</b> . If <b>Other</b> the Country must be populated.
DHS-052	Position Management, Section 4	The NFC IP # will be an entry field for new positions. This field will be grayed out (no entry) for all statuses except <b>Not Applied, NFC Ready, Future, and In Progress</b> . If the field is left blank, the <b>EmpowHR</b> position number will populate when the position is saved. <b>Note:</b> The NFC Individual Position number will be updated on all current positions whose NFC IP# is blank.
DHS-056	Position Management, Section 4	The NFC MR # will be an entry field for a new job code. This field will be grayed out (no entry) for all statuses except <b>Not Applied, NFC Ready, Future, and In Progress</b> . If the field is left blank, the <b>EmpowHR</b> job code number will populate when the job code is saved. <b>Note:</b> The NFC Master Record number will be updated on all current job codes whose NFC MR# is blank.

System Change Request (SCR)	EmpowHR Procedure Section Number Updated	Application Modification
<b>Pay Period 14</b>		
DHS-112	Tables, Section 3 Position Management, Section 4 PAR Processing, Section 5 Worklist, Section 7 Manager Self Service, Section 9	<ul style="list-style-type: none"> <li>■ There will be a new component and page <b>Build Positions</b> within the Position Management menu containing new build position fields. These fields will allow the user to build mass positions based on a job code. The Build Positions functionality will be similar to the data fields as well as new fields in the <b>Add A Position</b> Position component.</li> <li>■ A new <b>Build</b> button will take the place of the <b>Initialize</b> button.</li> <li>■ When copying a position the Route To field will be required and a separate worklist item link for each position will be created.</li> <li>■ A new Set-up table, <b>Build Positions Setup</b>, will be created to capture the configuration of new fields and values.</li> <li>■ There will also be a new table for workflow functionality. The workflow table will include a new role in order to copy a position.</li> <li>■ Managers in the Manager Self Service functionality will also be able to copy positions in mass quantities.</li> </ul>

# Accessing Release Notes From the NFC Web Site

United States Department of Agriculture  
National Finance Center

Home Customer Support Publications Forms About NFC Help Contact Us

You are Here: NFC Home > Publications

**Search NFC**

Search Tips  
Knowledge Base

**Browse by Subject**

- HR Services
- System Offerings
- Training
  - Course Catalog
  - Materials
  - Schedules
- Employee Services
  - Announcements
  - DD/EFT
  - Pay Table Rates
  - TALX
  - TSP Rates

**Help Desks**

- Operations and Security Center (OSC) Help Desk
- EmpowHR Help Desk
- Payroll/Personnel Help Desk
- Who to Call

**Publications**

**Search by Type of Publication:**

Bulletins by Acronym (selected) [Go]

- Bulletins by Acronym
- Bulletins by Title
- Procedures by Acronym
- Procedures by Title
- Release Notes
- Brochures
- Training Materials
- Recent Publications

	Date
(PINE) Edit Messages	05-09
<b>Tax Bulletins</b>	
09-25, New York State Income Tax Withholding [HTML] [PDF, 65KB]	05-01-09
09-24, California State Income Tax Withholding [HTML] [PDF, 80KB]	05-01-09
09-23, Pennsylvania, Cities Income Tax Withholding [HTML] [PDF, 53KB]	04-03-09
<b>Other Bulletins</b>	
TNAINST 09-1, Fiscal-Year End Reminder [HTML] [PDF, 30 KB]	05-22-09
Title I, 09-9, Office of Personnel Management's (OPM) Guide to Processing Personnel Actions Updates 48 and 49 [HTML] [PDF, 70 KB]	05-22-09
Title I, 09-8, Changes for the Senior Level (SL)/Scientific and Professional (ST) Pay System [HTML] [PDF, 30 KB]	05-15-09
Title I, 09-7, Qualified Transportation Fringe Benefits [HTML] [PDF, 26 KB]	04-24-09
Title I, 09-6, New Reporting Center Report [HTML] [PDF, 168 KB]	04-03-09

Home | USDA | Site Map | Policies and Links | Continuity of Operations | nfc.pubs@usda.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Drop down selection under Type of Publication

Right hand navigation menu under Quick Picks

United States Department of Agriculture  
National Finance Center

Home Customer Support Publications Forms About NFC Help Contact Us

You are Here: NFC Home > Publications > EMPowHR

**Publications**

**EmpowHR**  
**TITLE I, Chapter 17**

**Description**

EmpowHR is a Human Capital Management System comprised of an integrated suite of commercial and Government applications that support all critical Human Resources (HR) components in a single enterprise system.

To download the section of the EmpowHR procedure, click the applicable link below.

EmpowHR Procedure Sections	Pub Date
Section 1: Basics [PDF, 1.5MB]	02-09
Section 2: User Security [PDF, 1.11MB]	02-09
Section 3: Tables [PDF, 982KB]	02-09
Section 4: Position Management [PDF, 498KB]	02-09
Section 5: PAR Processing [PDF, 1.68MB]	02-09
Section 6: Payroll Documents [PDF, 763KB]	02-09
Section 7: Worklist [PDF, 1.69KB]	02-09
Section 8: Employee Self Service [PDF, 941KB]	02-09
Section 9: Manage Self Service [PDF, 977KB]	02-09
Section 10: Manage Performance [PDF, 466KB]	02-09
Section 11: Labor Relations [PDF, 275KB]	02-09
Section 12: Transit Subsidy [PDF, 161KB]	02-09
Section 13: Recruiting [PDF, 394KB]	02-09
Section 14: Reporting [PDF, 409KB]	02-09
Section 15: Glossary [PDF, 141KB]	02-09

Bulletins	Pub Date
None	
<b>Release Notes</b>	<b>Pub Date</b>
Calendar Year 09 - Pay Period 12 [PDF, 186KB]	06-09

Home | USDA | Site Map | Policies and Links | Continuity of Operations | nfc.pubs@usda.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Release notes on the catalog page