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Title: I, Payroll/Personnel Manual
Chapter: 17, *EmpowHR*
Bulletin: *EmpowHR* 11-02, Implementation of current USDA *EmpowHR* agencies into Person Model
Date: March 18, 2011
To: Holders of the Payroll/Personnel Manual

This bulletin announces that effective Pay Period 06, 2011, as part of the United States Department of Agriculture (USDA)'s Enterprise Identity, Credential and Access Management (ICAM) initiative, current USDA *EmpowHR* agencies will be implemented into the *EmpowHR* Person Model product. Some background on the ICAM initiative, the benefits for USDA, and the specific *EmpowHR* changes being implemented are outlined below.

USDA Enterprise Identity, Credential and Access Management (ICAM) Initiative

As USDA applications continue to multiply, the need for an integrated, policy-driven identity management solution becomes critical. The increased focus on the need to secure the enterprise and protect confidential, personal, and sensitive data demands a more integrated, comprehensive solution. USDA's approach to improve access controls throughout the Department is to implement an Enterprise Identity, Credential and Access Management (ICAM) process.

The ICAM process will alleviate the Identity information problems and issues that are introduced by having multiple authoritative Human Resource (HR) and contracting systems. If all agencies move to one Identity system, the data integrity and record duplication issues would be negligible or non-existent. Having one Identity system would also meet future needs and requirements consistently for all of USDA. Therefore, USDA has designed an enterprise solution that uses the *EmpowHR* Person Model product as the system that merges all the identities and manages the organizational relationships.

Person Model

Person Model is a term used to describe the information captured about a person and how the person is related to the organization. A person is important to an organization for many different reasons at many different times throughout their lifetime. Each relationship may require different attributes and different processing.

With *EmpowHR's* Person Model component, agencies can track the personal information about the person in one place with no redundant data. The relationships that a person has to

the organization are tracked in a different area of the system. For example, the user may have a person who is now a Federal employee but was previously a contractor. The system tracks this person using one ID, which enables their history as a contract worker to exist along with their history as a Federal employee. Person Model manages every USDA relationship for a single identity.

The system architecture interfaces the NFC Payroll/Personnel System (PPS) with the Person Model functionality in *EmpowHR*, creating a single authoritative store for all USDA employees. Person Model consists of a set of tables and web-enabled user interface screens that manage both a person's identity information and organizational relationships to USDA by merging the identity records into a single HR owned system. The merging of records is accomplished using existing automated functions already in place between PPS and *EmpowHR* for payroll purposes and any issues that may be encountered can be immediately identified and taken care of by an HR employee. Person Model verifies each identity's uniqueness to prevent duplicate records from being created. This approach streamlines the data feeds from HR to the Enterprise Entitlements Management Service (EEMS) and connected agency business and USDA enterprise applications, and minimizes the record /data and respective security issues, as well as associated operational and system administration costs.

Benefits of the Person Model

The intangible benefits and the expected impact on the business are identified as follows:

- **Organizational relationship management** - Ability to manage a single identity and all respective organizational relationships that a person has with USDA over time in one authoritative system. A single identity view is critical to correctly audit and monitor who has access to what systems and facilities, which significantly reduces duplicate system administrative efforts and eliminates the expensive laborious workload of having to correlate and consolidate identities in systems downstream from HR.
- **Reduced maintenance cost** - Currently any new identity management requirement forces a change to two systems in a synchronized manner to ensure that we minimize data integrity and functional discrepancies, essentially doubling our cost for enhancements as well as operations. Person Model eliminates this issue.
- **Security risk mitigation** - Significantly reduces the security risks associated with duplicate records and data integrity issues introduced because of multiple identity sources. Person Model provides a single authoritative system for identities and organizational relationships.
- **Automated provisioning and de-provisioning** - Person Model is much better suited to support automated functions for managing entitlements, including provisioning and de-provisioning accounts and access rights. The use of standard data fields and values in Person Model allows EEMS to interpret these data values in

an automated manner and assign access rights accordingly. This reduces the manual effort required to assign and approve access rights and allows the employee to be more productive in less time.

- **Role life cycle management** - Person Model manages and tracks the organizational relationships of an identity. It provides a consolidated single view to the appropriate EEMS system used to assign the applicable access rights required based on the individual's current organizational relationships.
- **End-User Benefits** - Users currently have an excessive wait time to gain access to crucial systems. With Person Model integrated with EEMS' on-boarding and access control assignment processes, users will benefit from a reduced wait time to gain access to systems, applications and facilities, which will improve their productivity.

Person Model and Daily *EmpowHR* Processing

The implementation of Person Model will change the daily activities of the HR processor in several ways. The changes users will see and the steps needed for processing "applicable employees" are outlined below.

EmpowHR uses the person's Social Security Number (SSN) to validate their existence in the system, and will provide a warning message to users when they attempt to hire an employee that already has an existing relationship to an agency. If the person has an existing relationship to an agency, the user will be required to add an instance through the **New Employment Instance USF** component.

Additional Information

Quick reference processing instructions are provided in the attachment on adding an instance to a person that already exists in *EmpowHR*.

The Person Model procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page (www.nfc.usda.gov) and click the **Publications** link at the top of the page. At the Publications page right-hand Quick Picks menu, click **Procedures by Acronym** or **Procedures by Title/Chapter** then search for *EmpowHR*, Person Model, Section 15 on the list provided.

Additionally, User Productivity Kit (UPK) training for Person Model is available online at the NFC Web site. To access this training, go to NFC's Home Page (www.nfc.usda.gov) and click the ***EmpowHR*** link on the right-hand Related Websites menu. At the *EmpowHR* page, click the **UPK** link then select ***EmpowHR* Person Model** on the list provided.

Inquiries

For questions about *EmpowHR* processing, please contact the *EmpowHR* Help Desk at **1-888-367-6955**

A handwritten signature in black ink that reads "Randy Speed". The signature is written in a cursive, flowing style.

RANDY L. SPEED, Director
Government Employees Services Division

Attachment

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Quick Processing Instructions for Adding an Employment Instance

If a person exists in *EmpowHR* as an employee and is being hired into an *EmpowHR* agency, the HR specialist will need to process a Departmental Transfer, unless the person has a Dual Appointment. In which case, the HR Specialist will need to add an employment instance to the person through the New Employment Instance page.

If a person exists as a Contingent Worker or Person Of Interest in *EmpowHR*, the HR Specialist will need to add an employment instance to the person through the New Employment Instance page.

The following steps are needed to add an employment instance for a person.

Step 1 - Verify How the Person Exists in *EmpowHR*

Person Organizational Summary

The Person Organizational Summary component allows users to view all organizational relationships for a person.

1. Select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Person Organizational Summary** component to display the Find An Existing Value tab - Person Organizational Summary page.
4. Enter the applicable search criteria, then click **Search** to display the Person's record.
5. At this point the following options are available:

| Step | Description |
|---|---|
| Process a Departmental Transfer | <p>A Departmental Transfer is processed for the following reasons:</p> <ul style="list-style-type: none"> ■ To move an employee from one position in an agency to another in the same agency. ■ To move an employee from one position in an agency to another position in a different agency. ■ To move an employee from one position in a department to a different position in a different department. <p>For more information about Departmental transfer, see Section 5, PAR Processing, of the <i>EmpowHR</i> procedure manual.</p> |
| Process a Dual Appointment through the New Employment Instance page | A Dual Appointment is only processed if a person is an employee of two different agencies concurrently. |
| Add an Employment Instance | Add an Employment Instance if the person exists in <i>EmpowHR</i> as a Contingent Worker or a Person Of Interest and is being hired by an <i>EmpowHR</i> agency. |

Step 2 - Add a New Employment Instance

The New Employment Instance USF component allows the user to create a new employee instance along with the job data for the employee. This will also create a new Employee Record Number.

1. Select the **Workforce Administration** menu group.
2. Select the **Personal Information** menu.
3. Select the **Organizational Relationships** menu item.
4. Select the **New Employment Instance USF** component to display the New Employment Instance USF tab page.
5. Complete the field as follows:

| | |
|------------------|--|
| Person ID | Enter the Person ID or select an ID by clicking the search icon. |
|------------------|--|

6. Click the **Add The Relationship** link to display the New Employment Instance page. This page will look identical to the Hire Employee and HR Processing pages. The HR Specialist will use this page to enter the hiring details into *EmpowHR*.
7. Click **Save** to save the record. Once the record is saved, no changes can be made through the New Employment Instance page. Any further processing should be done through the HR Processing page.

Step 3 - Validate the Person's Relationship to the agency

Users will have the ability to validate the person's relationship to the agency after adding them into *EmpowHR*. The HR Processing component allows users to view only Federal employees in *EmpowHR*.

Note: This component is only used to process *EmpowHR* agency employees who have a job and position in *EmpowHR*.

1. Select the **PAR Processing** menu group.
2. Select the **HR Processing** component to display the Find An Existing Value tab - HR Processing USF page.
3. Enter the applicable search criteria, then click **Search** to display the employee's record.