

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.
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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.