

EMPOWHR 9.0

NAVIGATION AND USE



***UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER***

13800 Old Gentilly Road
New Orleans, LA. 70129

<https://www.nfc.usda.gov/index.html>

© 24 November 2009

© 2009 UNITED STATES DEPARTMENT OF AGRICULTURE

NATIONAL FINANCE CENTER
ALL RIGHTS RESERVED

This material contains proprietary and confidential information and is protected by copyright and trade secret laws. Unauthorized reproduction, distribution, or transfer of this material, or any portion of it, is strictly prohibited and may result in civil and criminal penalties. Known violators will be prosecuted to the maximum extent possible under the law.

The following are trademarks or registered trademarks of the United States Department of Agriculture National Finance Center



All other trademarks are trademarks or registered trademarks of their respective companies.

ORACLE | PeopleSoft.

PeopleSoft®

Microsoft 


Internet
Explorer

Chapter 1 — Overview of Basic EmpowHR Functionality..... 1

- EmpowHR* System 2
- EmpowHR/NFC Processing 5
- Position Management and Information Flow 8
- PAR Processing 9
- Payroll Documents 10

Chapter 2 — EmpowHR Navigation 15

- Accessing EmpowHR..... 16
- Logging In 16
- Logging Off 20
- Using the Menu 21
- Common Menu Components 24
- Orientation to the Workspace 27
- Using My Favorites 29
- Performing a Search (Find an Existing Value) 36
- Common Navigation Features..... 48
- Navigation Tips 66
- Deferred Processing for Data Validation 69
- Selecting the Menu Group 70
- Using the Navigation Center 73
- Using Reports 75

Chapter 3 — Position Management..... 92

- Adding a Job Code 93
- Adding a Job Code from an ASPD Template 101
- Modifying a Job Code 105
- Adding a Position 109
- Modifying a Position 118
- Job Code Reason/Status Code Comparison 121
- Position Reason/Status Code Comparison 122



TABLE OF CONTENTS

Chapter 4 — PAR Processing	125
PAR Processing.....	126
Hire Action.....	127
HR Processing.....	147
Individual Time Off Award.....	152
Who Has The PAR	156
Chapter 5 — Payroll Documents	159
Payroll Documents.....	160
Authorization For Restored Annual Leave.....	161
Court Ordered Child Support Or Alimony.....	165
Health Benefits	170
Leave Data Transferred.....	182
Lump Sum Leave Payments.....	186
Master File Change	190
Multi-Element Update	195
Savings Bonds.....	200
Severance Payment	209
Tax Data.....	212
Thrift Savings Plan.....	220
Certifications.....	223
Education.....	226
Chapter 6 — Corrections, Cancelations, and History Overrides	229
NFC Status and Appropriate Actions	230
Rollback.....	230
History Override Processing (HCUP)	234
Using the Worklist.....	246
Chapter 7 — Performance Management	253
Manage Performance	254
Use	255
Performance Reports.....	275



TABLE OF CONTENTS

Late Performance Plans.....	277
Missing Appraisals	279
Late Appraisals	281
Glossary —.....	283
Index —.....	317



TABLE OF CONTENTS



CHAPTER 1

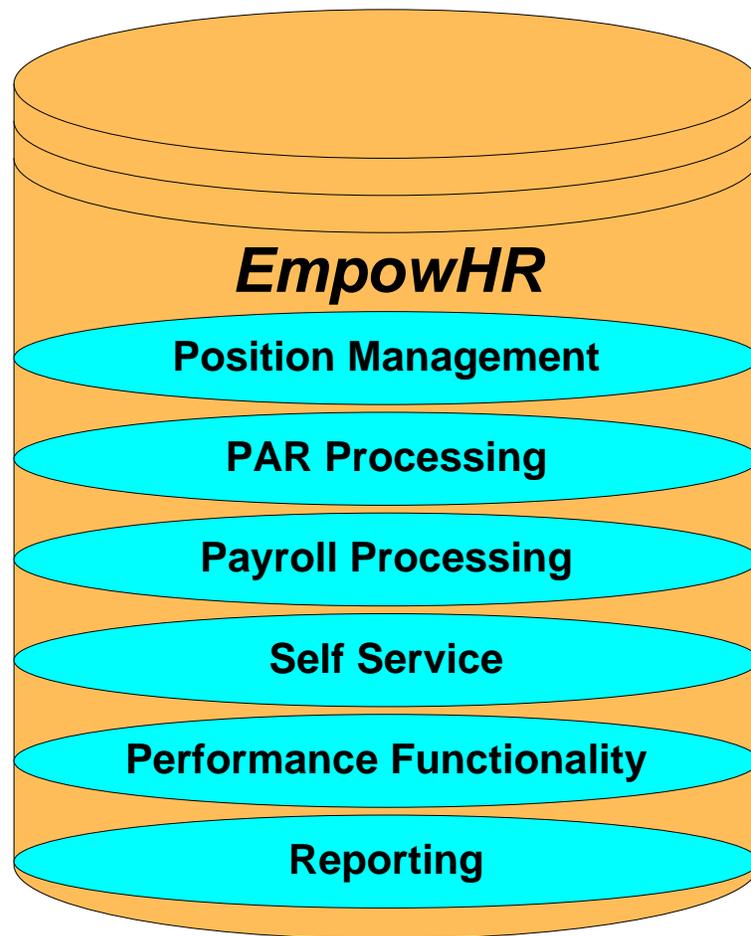
OVERVIEW OF BASIC *EMPOWHR* FUNCTIONALITY

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

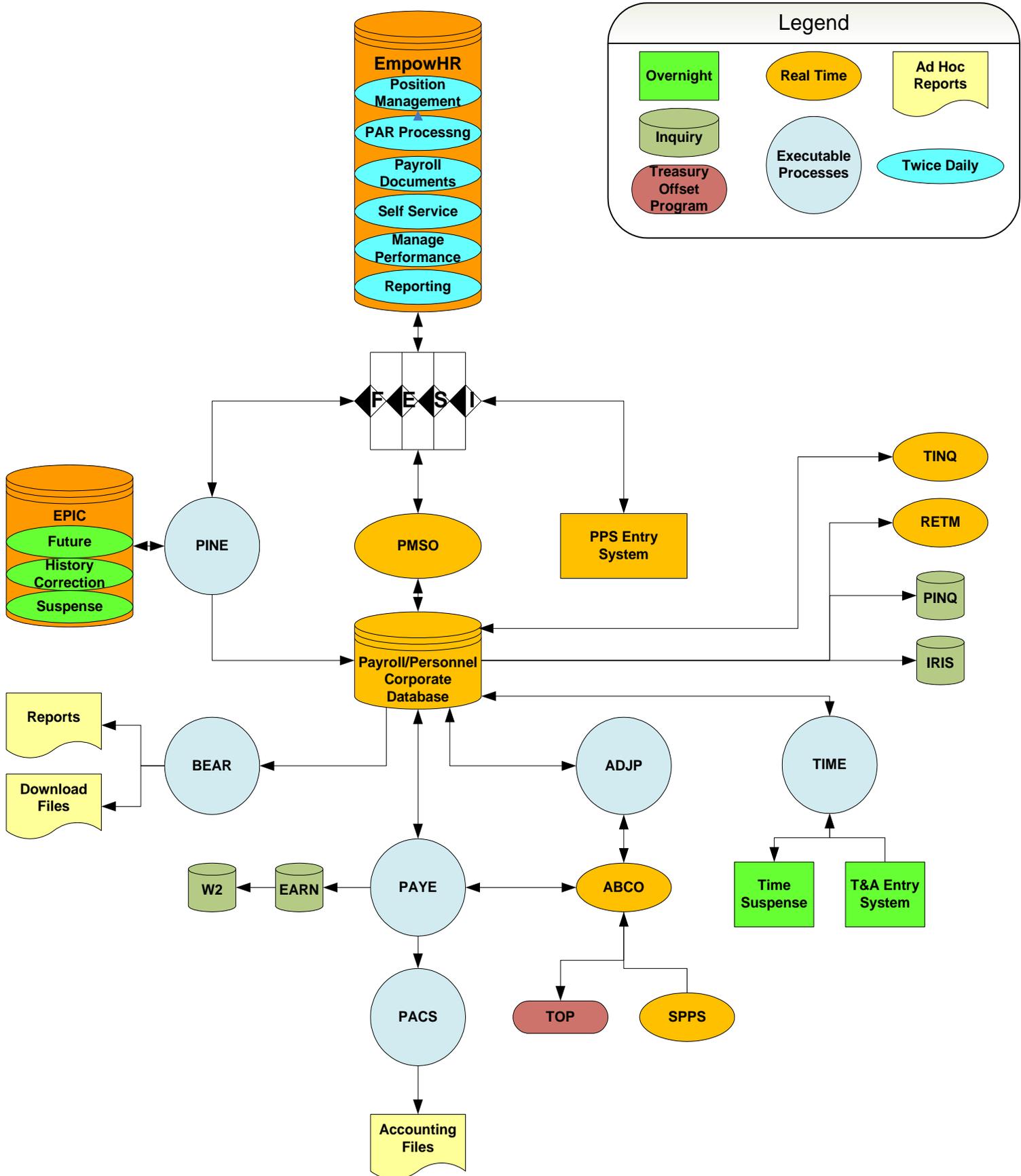
ePerformance is a self service evaluation application for managers, employees, and HR administrators. ePerformance can be used as a tool for planning, collaboration, communication, assessment, and monitoring evaluations for two purposes: performance and development.

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



CHAPTER 1 — OVERVIEW OF BASIC *EMPOWHR* FUNCTIONALITY

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 <i>EmpowHR</i> 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



CHAPTER 1 — OVERVIEW OF BASIC *EMPOWHR* FUNCTIONALITY

EMPOWHR/NFC PROCESSING

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

CHAPTER 1 — OVERVIEW OF BASIC *EMPOWHR* FUNCTIONALITY

POSITION MANAGEMENT AND INFORMATION FLOW

POSITION MANAGEMENT AND INFORMATION FLOW

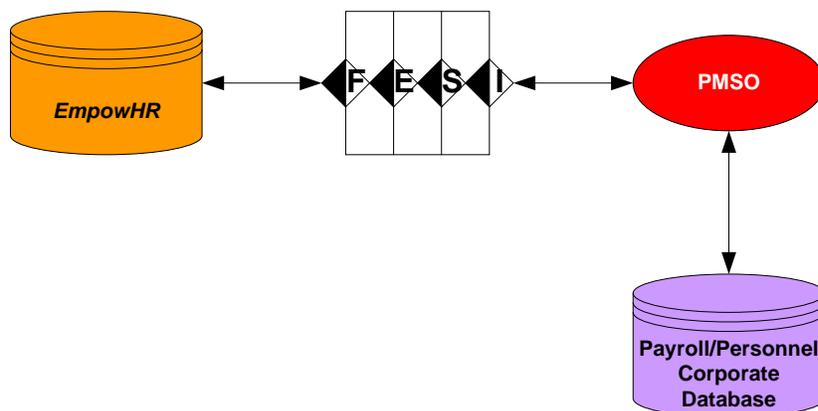
EmpowHR allows agencies to add, change, inactivate, reactivate, and delete or restore position data for immediate update to *EmpowHR*. Position data established in *EmpowHR* is edited through an overnight validation process before being updated in PMSO in the NFC PPS.

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 its own set of roles/rules for handling the workflow of PAR actions based on the organization's needs and NOA codes.

CHAPTER 1 — OVERVIEW OF BASIC *EMPOWHR* FUNCTIONALITY

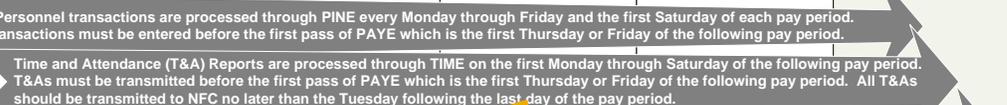
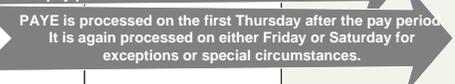
PAYROLL DOCUMENTS

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.

Pay Period 09						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 27	28	29	30	May 1	2	3
4	5	6	7	8	9	10
  <p>The first pass of PINE for the current pay period processes on the second Monday of the pay period.</p>						
Pay Period 10						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 11	12	13	14	15	16	17
18	19	20	21	22	23	24
   <p>Payroll/Personnel transactions are processed through PINE every Monday through Friday and the first Saturday of each 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.</p> <p>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.</p>   <p>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.</p>						
 <p>BEAR processes on the Sunday after PAYE runs</p>  <p>EFT Payday for pay period 09</p>  <p>Payday for pay period 09</p>						

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.

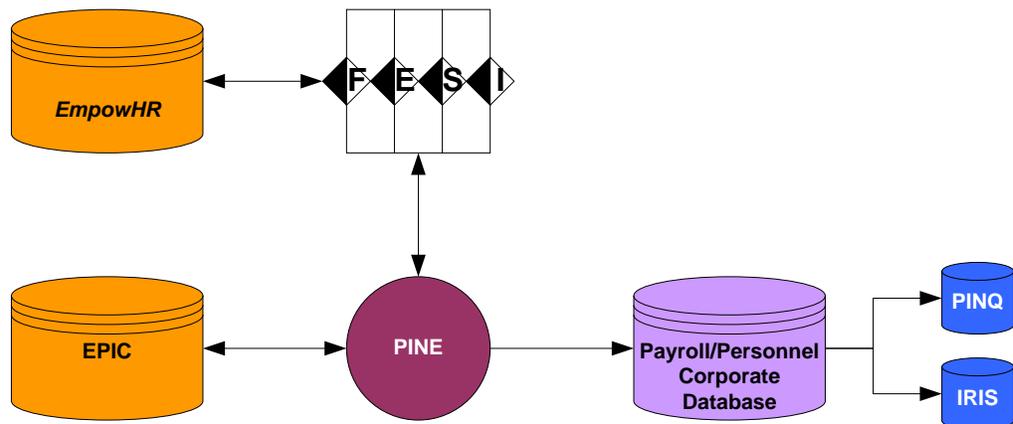
BEAR processes on the Sunday after PAYE runs.

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 — OVERVIEW OF BASIC *EMPOWHR* FUNCTIONALITY

PAYROLL DOCUMENTS



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



CHAPTER 2— EMPOWHR NAVIGATION

LOGGING IN

USDA United States Department of Agriculture
National Finance Center

EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

***** WARNING *****

This is a United States Department of Agriculture computer system, which may be accessed and used for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

***** WARNING *****

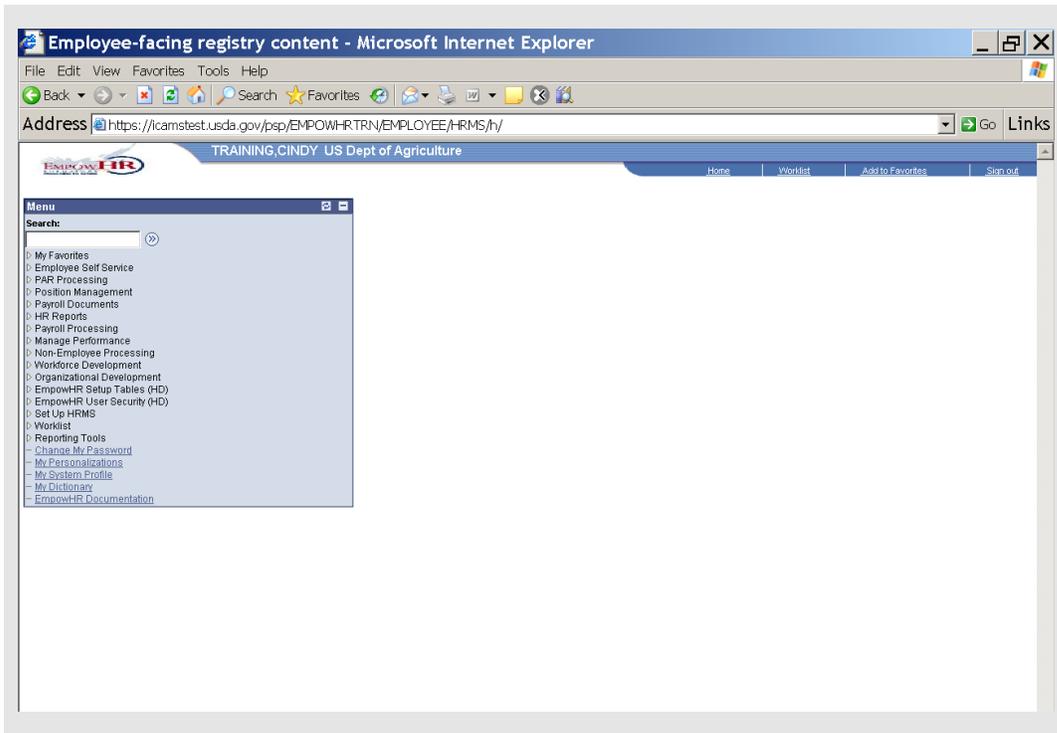
User ID:

Password:

[Did you forget your password?](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#) | [White House](#)

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.



LOGGING OFF

Procedure: Logging Off

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



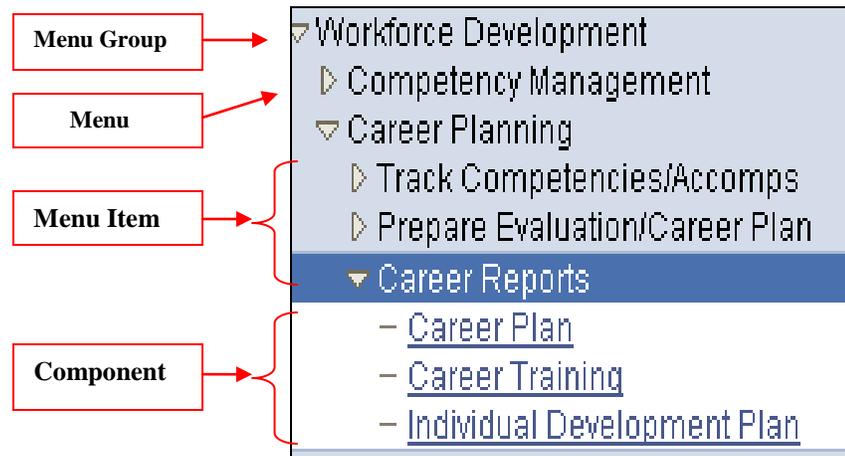
2. The **EmpowHR Sign In** page displays.



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.

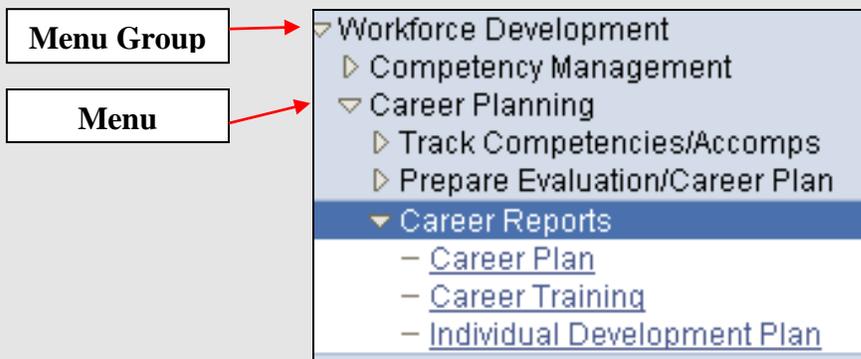
CHAPTER 2— EMPOWHR NAVIGATION

USING THE MENU

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**.

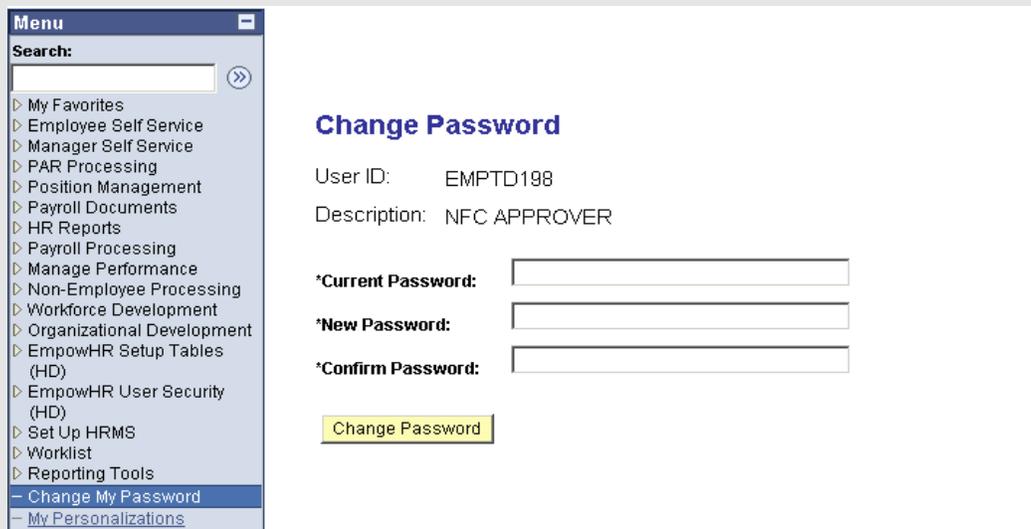


COMMON MENU COMPONENTS

CHANGING YOUR PASSWORD

Procedure: Changing Your Password

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



The screenshot displays the EMPOWHR interface. On the left, a 'Menu' sidebar is visible with a search bar and a list of navigation options. The option 'Change My Password' is highlighted. The main content area shows the 'Change Password' page. It includes the following information:

- Change Password** (Section Header)
- User ID: EMPTD198
- Description: NFC APPROVER
- *Current Password:
- *New Password:
- *Confirm Password:
-

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.**

CHAPTER 2— EMPOWHR NAVIGATION

COMMON MENU COMPONENTS

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

Menu

Search:

- ▷ My Favorites
- ▷ Employee Self Service
- ▷ Manager 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

Change Password

User ID: EMPTD198
Description: NFC APPROVER

*Current Password:

*New Password:

*Confirm Password:

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

Menu

Search:

- ▷ My Favorites
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▷ PAR Processing
- ▷ Position Management
- ▷ Payroll Documents
- ▷ HR Reports
- ▷ Payroll Processing
- ▷ Manage Performance
- ▷ Non-Employee Processing
- ▷ Workforce Development

Password Saved

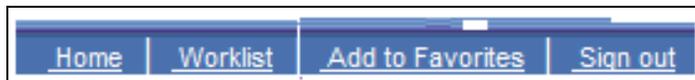
✓ Your password has successfully been changed.

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

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_HRSP	PLST1	02/03/2008	907001000000000000	AG_90_Varnau,Robert Henry, 152426, 0, 2008-02-03, 11, Reassignment	Mark Worked Reassign
Pe	12/20/2007	PAR Approved	Z_NFC_ASSIST1		12/03/2007	907040002015000000	AG_90_White,James David, 151942, 0, 2007-12-03, 11, Reassignment	Mark Worked Reassign
We	12/20/2007	PAR Approved	Z_NFC_ASSIST1		01/03/2008	904010000000000000	AG_90_Cooper,Jr,Eduardo Nmn, 151876, 0, 2008-01-03, 11, Promotion	Mark Worked Reassign
Thi	01/30/2008	PAR Approved	Z_NFC_ASSIST1			907001000000000000	AG_90_Steveson,Jorge Santa ana, 152626, 0, 2008-01-20, 11, FEGLI Change	Mark Worked Reassign
Wo	01/31/2008	PAR Approved	Z_NFC_ASSIST1				AG_90_Kiebbra,Paul Michael, 152426, 0, 2008-01-20, 11, Promotion	Mark Worked Reassign
Sa	02/06/2008	PAR Approved	Z_NFC_ASSIST1		12/08/2007	907030005020000000	AG_90_Miles,Jr,Floyd, 152557, 0, 2007-12-08, 11, Promotion	Mark Worked Reassign
Sa	02/06/2008	PAR Approved	Z_NFC_ASSIST1		02/01/2008	904010000000000000	AG_90_Frattini,Curtis Anthony, 151884, 0, 2008-02-01, 11, Promotion	Mark Worked Reassign
Thi	04/10/2008	PAR Approved	Z_NFC_ASSIST1		03/30/2008	907040003000000000	AG_90_Horton,Ashlie Watts, 152253, 0, 2008-03-30, 11, Promotion	Mark Worked Reassign
Thi	04/23/2008	PAR Reviewed	Z_NFC_ASSIST1		04/21/2008	907040010015000000	AG_90_Clayton,Stacy Andrew, 152453, 0, 2008-04-21, 11, Promotion	Mark Worked Reassign
Tu	04/23/2008	PAR PRO Not Applied	PAR (PRO) Not Applied			907030004015000000	AG_90_152112, 0, Balleu,Veronica Nmn, 2008-02-17, 11, 792, 2008-01-18, COM, PRO	Mark Worked Reassign
Tu	04/23/2008	PAR PRO Not Applied	PAR (PRO) Not Applied			907030006025000000	AG_90_152119, 0, Pecorsko,Eugene Gerard, 2008-02-17, 11, 792, 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, Waitace,Yolanda Densen, 2008-02-17, 11, 792, 2008-01-17, COM, PRO	Mark Worked Reassign
Tu	04/23/2008	PAR PRO Not Applied	PAR (PRO) Not Applied			907005002000000000	AG_90_152148, 0, Jenkins,Sylvia, 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_152481, 0, Nguyen,Hien Thu, 2007-12-22, 21, 385, 2008-02-27, COM, PRO	Mark Worked Reassign
Tu	04/23/2008	PAR PRO Not Applied	PAR (PRO) Not Applied			907010000000000000	AG_90_152482, 0, Para,Gail Hendricks, 2008-03-30, 11, 793, 2008-03-27, COM, PRO	Mark Worked Reassign

The Worklist displays transactions and provides a status for each.

CHAPTER 2— EMPOWHR NAVIGATION

ORIENTATION TO THE WORKSPACE

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.

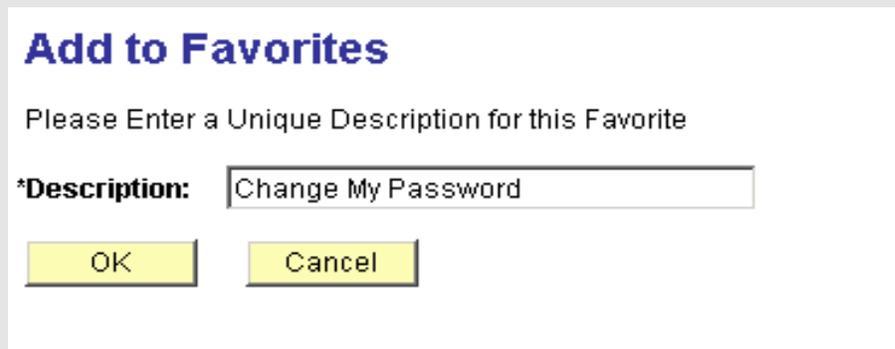
ADDING FAVORITES

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.

A screenshot of a dialog box titled 'Add to Favorites'. Below the title, it says 'Please Enter a Unique Description for this Favorite'. There is a label '*Description:' followed by a text input field containing the text 'Change My Password'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

CHAPTER 2— EMPOWHR NAVIGATION

USING MY FAVORITES

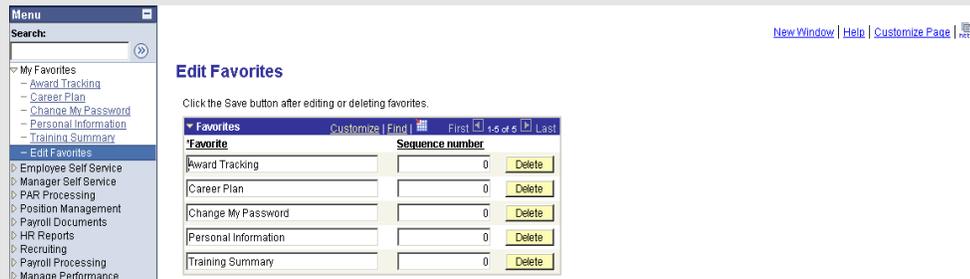
3. Click the **OK** button. The component or page selected is now added to **My Favorites**.



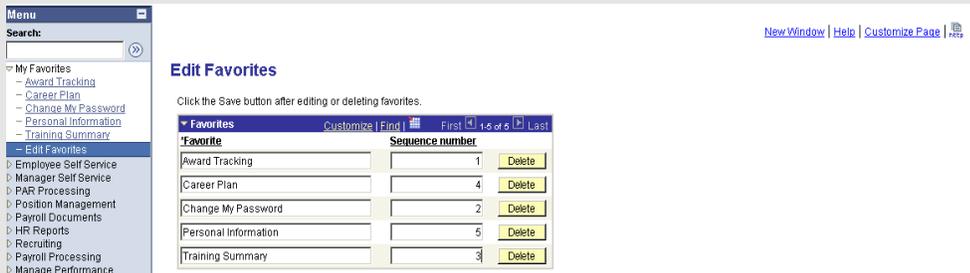
EDITING FAVORITES

 **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**.



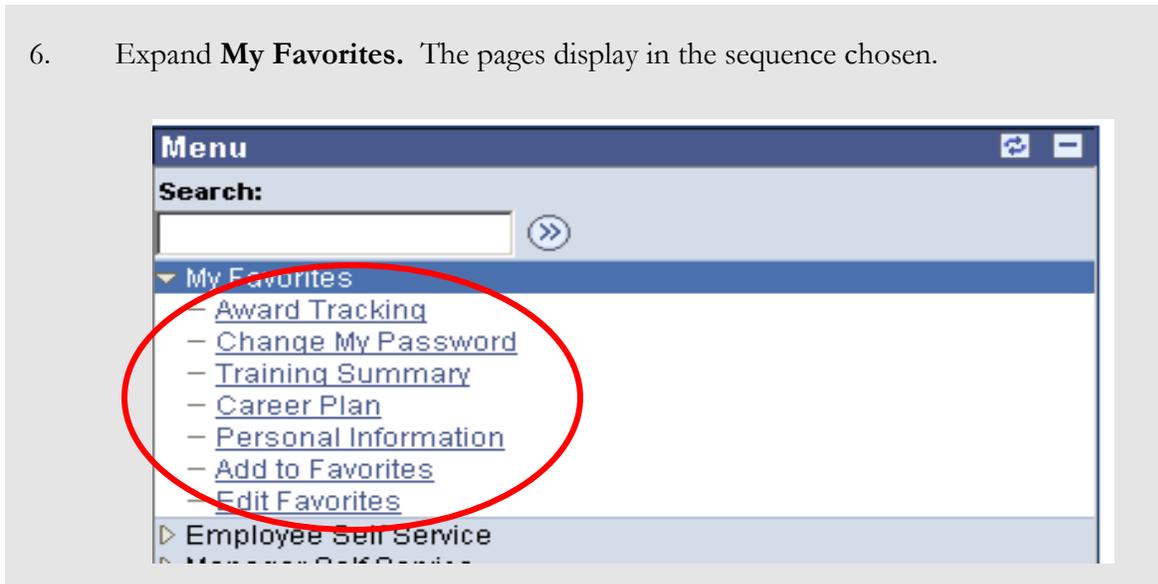
4. Click the **Save** button.
5. Select **Home** from the navigation bar. The **Home** page displays.



CHAPTER 2— EMPOWHR NAVIGATION

USING MY FAVORITES

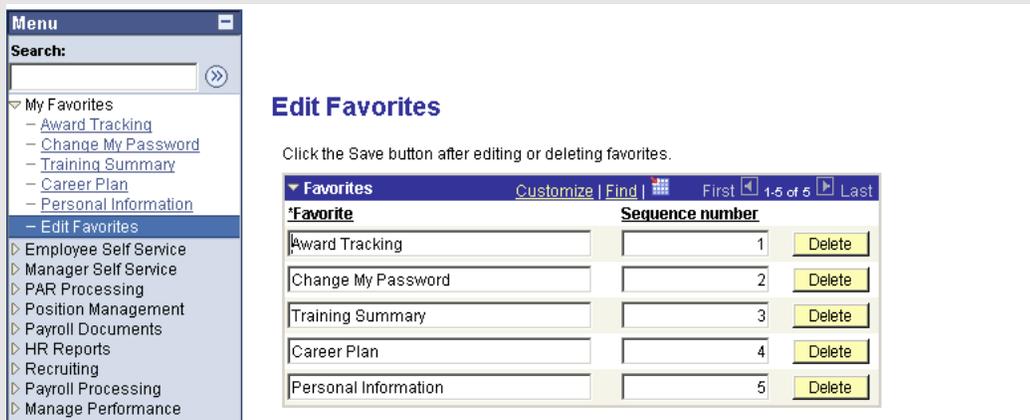
6. Expand **My Favorites**. The pages display in the sequence chosen.



DELETING FAVORITES

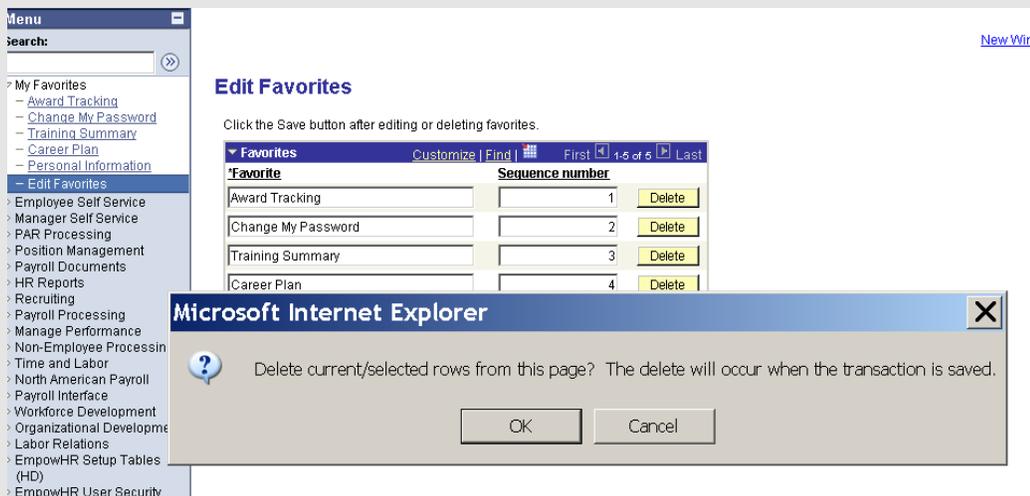
 **Procedure: Deleting Favorites**

1. To delete a favorite page from **My Favorites**, select the **My Favorites** menu group.
2. Select **Edit Favorites**. The **Edit Favorites** page displays.



Favorite	Sequence number	Delete
Award Tracking	1	Delete
Change My Password	2	Delete
Training Summary	3	Delete
Career Plan	4	Delete
Personal Information	5	Delete

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



Microsoft Internet Explorer

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

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

CHAPTER 2— EMPOWHR NAVIGATION

USING MY FAVORITES

Menu

Search:

- My Favorites
 - Award Tracking
 - Change My Password
 - Training Summary
 - Career Plan
 - Personal Information
 - Edit Favorites**
- Employee Self Service
- Manager Self Service
- PAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Recruiting
- Payroll Processing
- Manage Performance

Edit Favorites

Click the Save button after editing or deleting favorites.

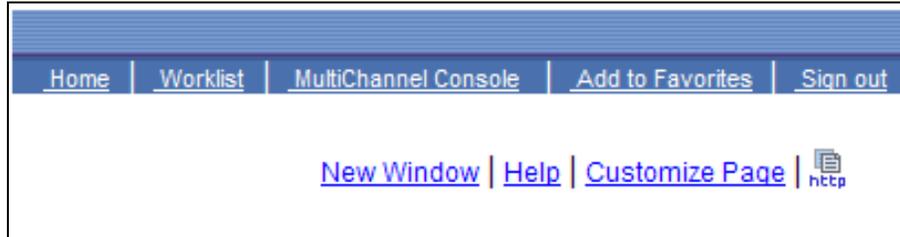
*Favorite	Sequence number	
Award Tracking	1	Delete
Training Summary	3	Delete
Career Plan	4	Delete
Personal Information	5	Delete

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)

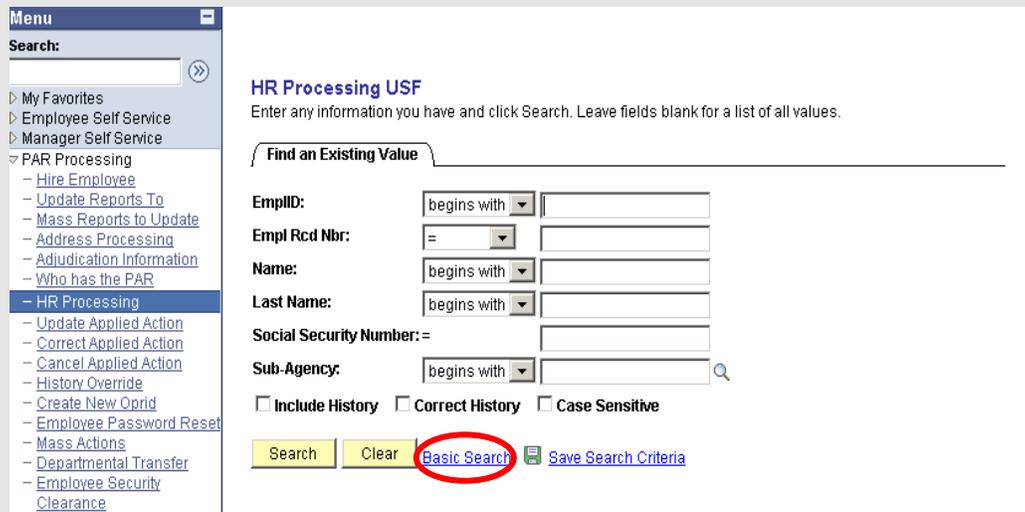
Most search pages in EmpowHR are very similar. There are two types of searches available, the Basic Search and the Advanced Search.

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**.



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 [input field]

Empl Rcd Nbr: = [input field]

Name: begins with [input field]

Last Name: begins with [input field]

Social Security Number: = [input field]

Sub-Agency: begins with [input field]

Include History Correct History Case Sensitive

Search Clear **Basic Search** Save Search Criteria

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

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing**
 - Update Applied Action
 - Correct Applied Action
 - Cancel Applied Action
 - History Override

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

Find an Existing Value

Search by: begins with

Include Hist

[Ad](#)

Dropdown menu options:
 EmpID
 Empl Rcd Nbr
 EmpID
 Last Name
 Name
 Social Security Number
 Sub-Agency

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.

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing**
 - Update Applied Action
 - Correct Applied Action
 - Cancel Applied Action
 - History Override
 - Create New Oprtd
 - 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
- Worklist

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

Find an Existing Value

Search by: begins with

Include History Correct History

[Advanced Search](#)

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

Last Name	EmpID	Empl Rcd Nbr	Name	Middle Name	National ID	Format	Sub-Agency
TRAINING	178538 0		CINDY TRAINING (blank)		XXX-XX-0300		90
TRAINING	178539 0		CINDY TRAINING (blank)		XXX-XX-0299		90
TRAINING	178540 0		CINDY TRAINING (blank)		XXX-XX-0298		90
TRAINING	178541 0		CINDY TRAINING (blank)		XXX-XX-0297		90
TRAINING	178542 0		CINDY TRAINING (blank)		XXX-XX-0296		90
TRAINING	178543 0		CINDY TRAINING (blank)		XXX-XX-0295		90
TRAINING	178544 0		CINDY TRAINING (blank)		XXX-XX-0294		90
TRAINING	178545 0		CINDY TRAINING (blank)		XXX-XX-0293		90
TRAINING	178546 0		CINDY TRAINING (blank)		XXX-XX-0292		90
TRAINING	178547 0		CINDY TRAINING (blank)		XXX-XX-0291		90
TRAINING	178548 0		CINDY TRAINING (blank)		XXX-XX-0290		90
TRAINING	178549 0		CINDY TRAINING (blank)		XXX-XX-0289		90
TRAINING	178550 0		CINDY TRAINING (blank)		XXX-XX-0288		90
TRAINING	178551 0		CINDY TRAINING (blank)		XXX-XX-0287		90
TRAINING	178552 0		CINDY TRAINING (blank)		XXX-XX-0286		90
TRAINING	178553 0		CINDY TRAINING (blank)		XXX-XX-0285		90

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

CHAPTER 2— EMPOWHR NAVIGATION

PERFORMING A SEARCH (FIND AN EXISTING VALUE)

The screenshot displays the EMPLOYEE SEARCH interface. On the left is a navigation menu with categories like 'My Favorites', 'Employee Self Service', 'PAR Processing', 'HR 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', and 'Worklist'. The main content area shows search results for 'TRAINING,CINDY' with fields for 'EmpID: 178539' and 'Empl Rcd Nbr: 0'. Below this is a 'Data Control' section with various input fields and buttons. The 'Return to Search' button is circled in red. At the bottom of the interface, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

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.



Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing**
 - Update Applied Action
 - Correct Applied Action
 - Cancel Applied Action
 - History Override
 - Create New Oprid
 - Employee Password Reset
 - Mass Actions
 - Departmental Transfer
 - Employee Security Clearance

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

Find an Existing Value

EmpID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

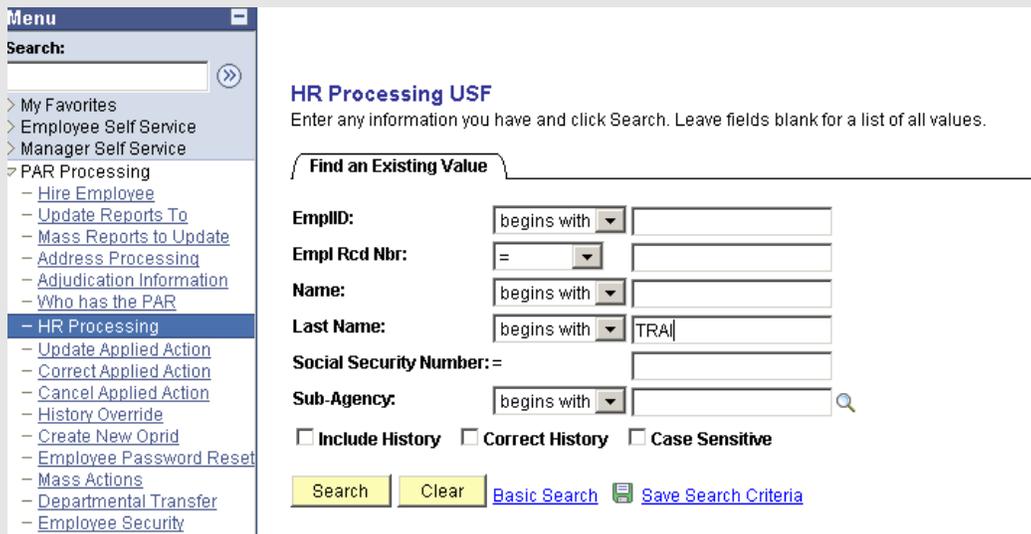
Social Security Number: =

Sub-Agency: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

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



Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing**
 - Update Applied Action
 - Correct Applied Action
 - Cancel Applied Action
 - History Override
 - Create New Oprid
 - Employee Password Reset
 - Mass Actions
 - Departmental Transfer
 - Employee Security

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

Find an Existing Value

EmpID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

Social Security Number: =

Sub-Agency: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

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

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

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

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

TRAINING,CINDY EmplID: 178540 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 Transaction Status: Applied

Auth Date: 03/04/2007 Contact Emplid: []

*Action: XFR Reassignment/Conversion PAR Status: PRO Processed by Human Resources

*Reason Code: PRO Agency Type: Federal

NOA Code: 721 Reassignment

Authority (1): N3M REG 335.102IAG 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](#)

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.

CHAPTER 2— EMPOWHR NAVIGATION

PERFORMING A SEARCH (FIND AN EXISTING VALUE)



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)

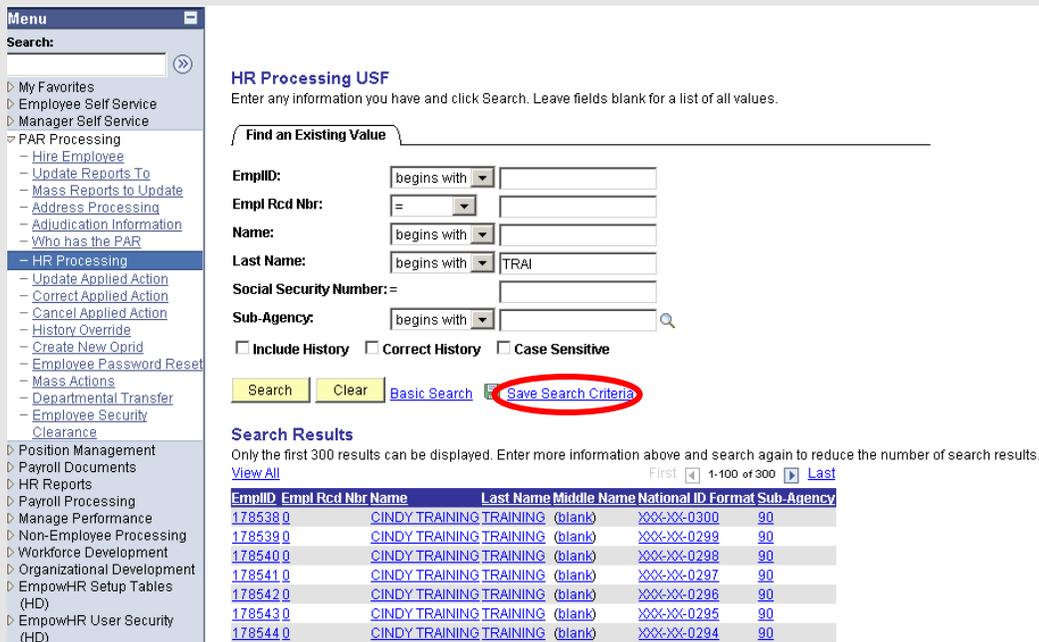


SAVING A SEARCH

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.



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

Find an Existing Value

EmpID: 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](#)

EmpID	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

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

CHAPTER 2— EMPOHR NAVIGATION

PERFORMING A SEARCH (FIND AN EXISTING VALUE)

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing**
 - Update Applied Action
 - Correct Applied Action
 - Cancel Applied Action
 - History Override
 - Create New Oprid
 - Employee Password Reset
 - Mass Actions
 - Departmental Transfer
 - Employee Security Clearance
- Position Management
- Payroll Documents

HR Processing USF

Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

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

[Return to Advanced Search](#)

3. In the **Name of Search** field, enter a unique name.
4. Click the **Save** button. A confirmation page displays.

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing**

HR Processing USF

Save Search As

Search saved as Names beginning with TRAI.

[Return to Advanced Search](#)

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.

Menu

Search:

- > My Favorites
- > Employee Self Service
- > Manager Self Service
- > PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing
 - Update Applied Action
 - Correct Applied Action
 - Cancel Applied Action
 - History Override
 - Create New Oprid
 - Employee Password Reset
 - Mass Actions
 - Departmental Transfer
 - Employee Security Clearance
- > Position Management

HR Processing USF

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

Find an Existing Value

Use Saved Search: **Names beginning with TRAI**

EmpID: 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

[Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)



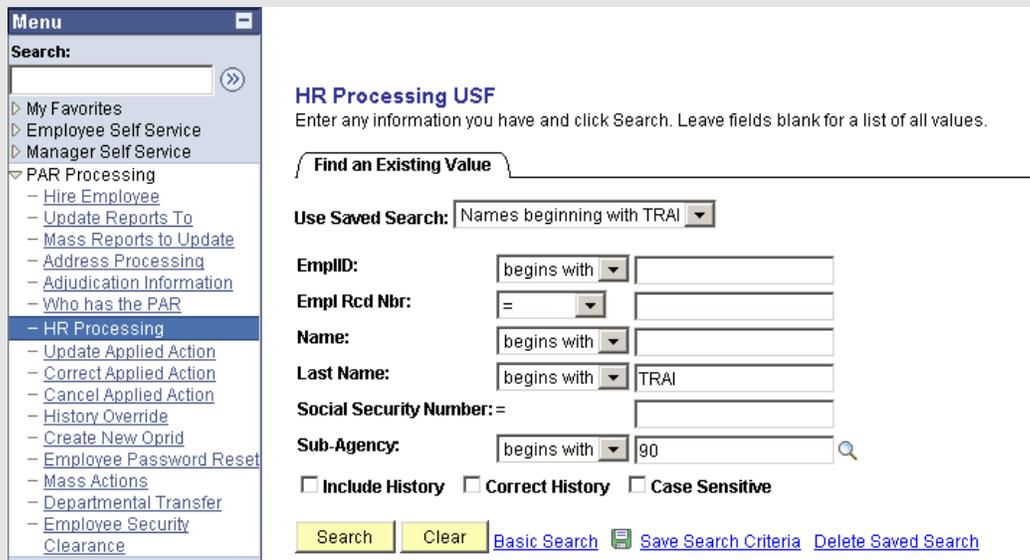
NOTE: TO ACCESS A SAVED SEARCH, SELECT THE DESIRED OPTION FROM THE USE SAVED SEARCH DROP-DOWN LIST.

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.



Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing**
 - Update Applied Action
 - Correct Applied Action
 - Cancel Applied Action
 - History Override
 - Create New Oprid
 - Employee Password Reset
 - Mass Actions
 - Departmental Transfer
 - Employee Security Clearance

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

Find an Existing Value

Use Saved Search: Names beginning with TRAI

EmpID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

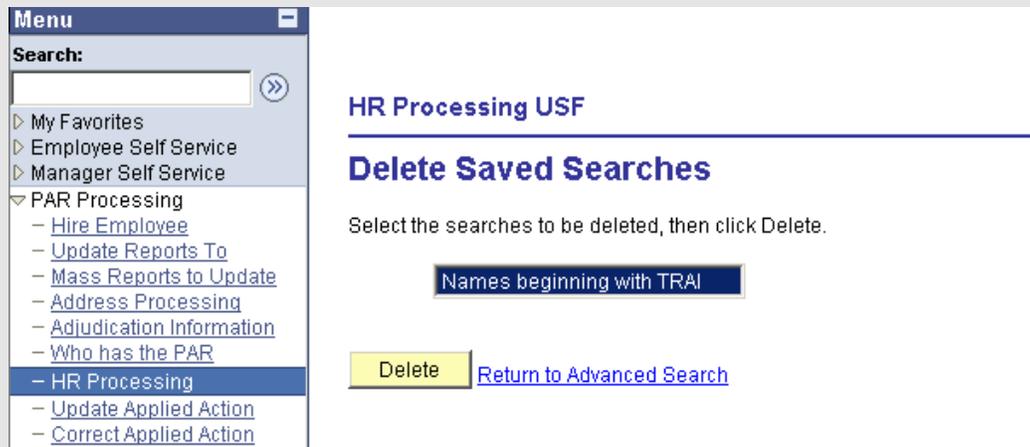
Social Security Number: =

Sub-Agency: begins with

Include History Correct History Case Sensitive

[Basic Search](#) [Delete Saved Search](#)

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



Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - HR Processing**
 - Update Applied Action
 - Correct Applied Action

HR Processing USF

Delete Saved Searches

Select the searches to be deleted, then click Delete.

[Return to Advanced Search](#)



3. Select the desired saved search to remove.

Menu

Search:

- ▷ My Favorites
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▽ PAR Processing
 - [Hire Employee](#)
 - [Update Reports To](#)
 - [Mass Reports to Update](#)
 - [Address Processing](#)
 - [Adjudication Information](#)
 - [Who has the PAR](#)
 - **HR Processing**
 - [Update Applied Action](#)
 - [Correct Applied Action](#)

HR Processing USF

Delete Saved Searches

Select the searches to be deleted, then click Delete.

Names beginning with TRAI

Delete [Return to Advanced Search](#)

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

Menu

Search:

- ▷ My Favorites
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▽ PAR Processing
 - [Hire Employee](#)
 - [Update Reports To](#)
 - [Mass Reports to Update](#)
 - [Address Processing](#)
 - [Adjudication Information](#)
 - [Who has the PAR](#)
 - **HR Processing**

HR Processing USF

Delete Saved Searches

There are no saved searches.

[Return to Advanced Search](#)

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.

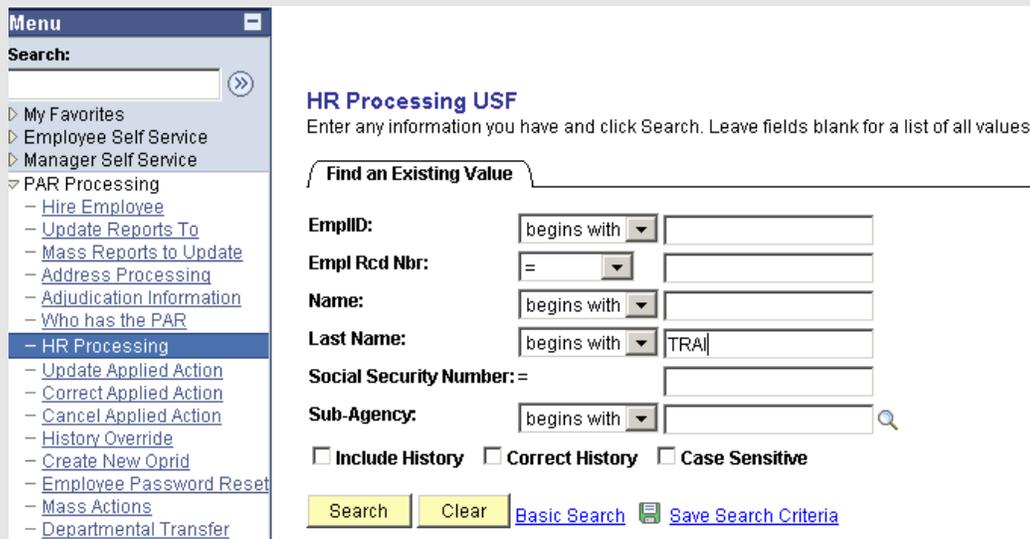
COMMON NAVIGATION FEATURES

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.



Menu

Search:

- ▷ My Favorites
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▷ PAR Processing
 - Hire Employee
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Who has the PAR
 - **HR Processing**
 - Update Applied Action
 - Correct Applied Action
 - Cancel Applied Action
 - History Override
 - Create New Oprid
 - Employee Password Reset
 - Mass Actions
 - Departmental Transfer

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

Social Security Number: =

Sub-Agency: begins with

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. 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

EmpID: [begins with] []
 Empl Rcd Nbr: [=] []
 Name: [begins with] []
 Last Name: [begins with] [TRAI] []
 Social Security Number: [=] []
 Sub-Agency: [begins with] [] [Q]

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.

EmpID	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	

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

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

TRAINING,CINDY EmpID: 178541 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 EmpID: []

*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] [Print SF-50] [PAR Remarks] [Award Data] [Tracking Data] [Justification]

[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

- Tabbed 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.

CHAPTER 2—EMPOWHR NAVIGATION

COMMON NAVIGATION FEATURES

The screenshot displays the EmpowHR navigation interface. On the left is a 'Menu' sidebar with a search box and a tree view of navigation options. The main content area shows the 'Employment Data 1' form for employee TRAINING, CINDY (EmpID: 178541, Empl Rcd#: 0). The form includes tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The 'Employment 1' tab is active, showing fields for Effective Date (03/04/2007), Transaction# (1), PAR Status (Processed), and NOA Code (721). It also contains sections for 'Service Computation Dates' (Leave, Retire, RIF) and 'Service Conversion Dates' (Conv Begin, Career Tenure). A 'Within-Grade Increase Data' section shows WGI Status (No) and Last Increase Dt (01/21/2007). At the bottom, there are navigation buttons like Save, Return to Search, Previous in List, Next in List, Previous tab, Next tab, Update/Display, Include History, and Correct History. A breadcrumb trail at the bottom reads: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data.

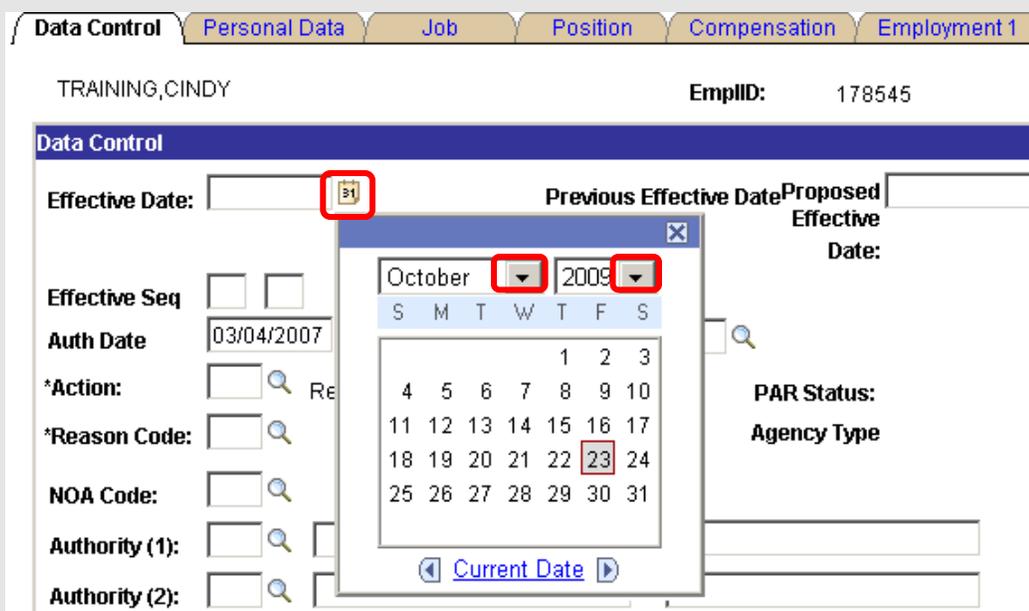


CALENDAR ICON

Click the Calendar icon  to enter dates.

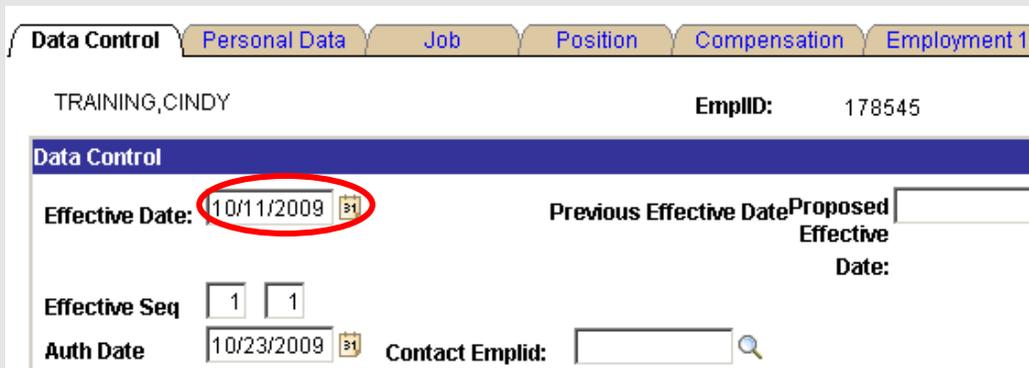
 **Procedure: Using the Calendar Icon**

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.



The screenshot shows the 'Data Control' section for 'TRAINING,CINDY' with 'EmpID: 178545'. The 'Effective Date' field is empty, and a red box highlights the calendar icon next to it. A calendar pop-up is displayed, showing 'October' and '2009' in dropdown menus, both highlighted with red boxes. The calendar grid shows the date '23' highlighted with a red box. Other fields include 'Effective Seq', 'Auth Date' (03/04/2007), and 'Action'.

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



The screenshot shows the same 'Data Control' section. The 'Effective Date' field now contains '10/11/2009', which is circled in red. The calendar icon is still present next to the field. The 'Auth Date' is now '10/23/2009', also with a calendar icon next to it. The 'Effective Seq' field now shows '1' in two boxes.

DOWNLOAD TO EXCEL

Use the Download button to export data into Microsoft Excel.

Tracking History							Customize Find 	First	1 of 1	Last
Tracking Data		User Information	Comments							
Track Seq#	*Action Taken	Action Dt Ovrdr	PAR Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name			
1	05/08/2006	<input type="checkbox"/>	PRO	LOAD	<input type="checkbox"/>	LOAD				

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.

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	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Social Security Number:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Sub-Agency:	begins with	<input type="text"/>

Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

- 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:
Empl Rcd Nbr:
Name:
Last Name:
Social Security Number: =
Sub-Agency: 

Include History
 Correct History
 Case Sensitive

[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	TRAINING	(blank)	XX-XX-0300	90
178539	0	CINDY TRAINING TRAINING	TRAINING	(blank)	XX-XX-0299	90
178540	0	CINDY TRAINING TRAINING	TRAINING	(blank)	XX-XX-0298	90
178541	0	CINDY TRAINING TRAINING	TRAINING	(blank)	XX-XX-0297	90
178542	0	CINDY TRAINING TRAINING	TRAINING	(blank)	XX-XX-0296	90

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



CHAPTER 2—EMPOWHR NAVIGATION

COMMON NAVIGATION FEATURES

The screenshot shows the 'Data Control' interface for an employee. At the top, there are tabs for 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. The 'Employment 1' tab is active. Below the tabs, there are fields for 'EmplID:', 'Empl Rcd#: 0', and 'SSN:'. A 'Data Control' header bar contains 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. The main area contains several data fields: 'Effective Date: 01/08/2006', 'Effective Seq: 1 1', 'Auth Date: 12/22/2005', 'Transaction Status: Data Load', '*Action: PAY Pay Rate Change', '*Reason Code: OTH Other', 'NOA Code: 894 Pay Adjustment', 'Authority (1): ZLM E O 13393', 'Authority (2):', 'Not To Exceed Date: 09/28/2006', 'Vacancy Number: 1', and a 'Work Study Program' checkbox. At the bottom, there are links for 'Print SF-52', 'Print SF-50', 'PAR Remarks', 'Award Data', 'Tracking Data' (circled in red), and 'Justification'.

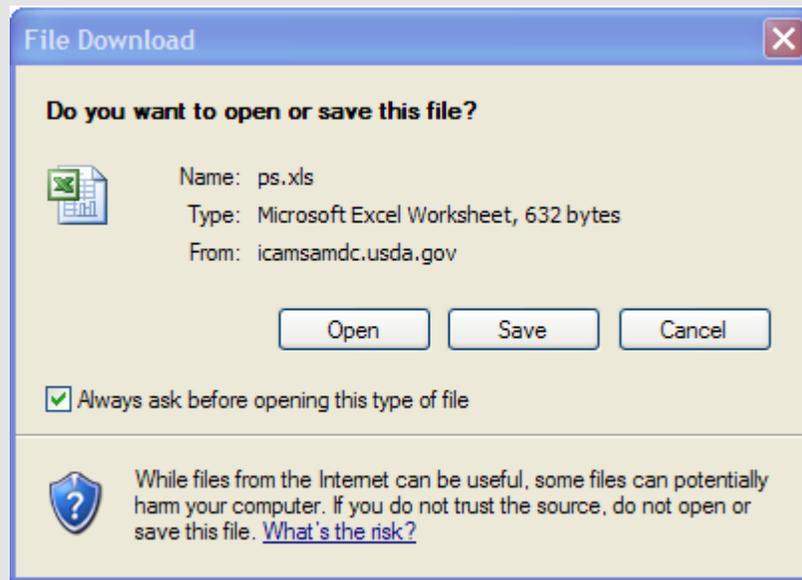
4. Select the **Tracking Data** link. The **PAR Tracking Data** page displays.

The screenshot shows the 'PAR Tracking Data' page. It has the same header as the previous screen. Below the header, there are fields for 'EmplID:', 'Empl Rcd#: 0', and 'SSN:'. The main area contains the following information: 'Effective Date: 01/08/2006', 'Transaction # / Sequence: 11', 'Transaction Status: Data Load', 'Action: PAY Pay Rate Change', 'Reason Code: OTH Other', 'NOA Code: 894 Pay Adjustment', and 'PAR Status: PRO Processed by Human Resources'. Below this is a 'Tracking History' section with a header bar containing 'Customize | Find' and a download icon (circled in red), and navigation buttons 'First', '1 of 1', and 'Last'. The 'Tracking History' section has tabs for 'Tracking Data', 'User Information', and 'Comments'. The 'Tracking Data' tab is active, showing a table with the following data:

Track Seq#	*Action Taken	Action Dt Ovr	PAR Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name
1	05/08/2006	<input type="checkbox"/>	PRO	LOAD	<input type="checkbox"/>	LOAD	

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





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

	A	B	C	D	E	F	G	H
1	Track	*Action	Action Dt Ovrd	PAR Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name
2	Seq#	Taken						
3	1	5/8/2006	N	PRO	LOAD	N	LOAD	
4								

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	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Social Security Number:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Sub-Agency:	begins with	<input type="text"/> 

Correct History Case Sensitive

[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

EmpID:

Emp Rcd Nbr:

Name:

Last Name:

Social Security Number:

Sub-Agency:

Include History Correct History Case Sensitive

[Basic Search](#)

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

EmpID	Emp Rcd Nbr	Name	Last Name	Middle Name	National ID Format	Sub-Agency
178538 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0300	90
178539 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0299	90
178540 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0298	90
178541 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0297	90
178542 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0296	90
178543 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0295	90
178544 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0294	90
178545 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0293	90
178546 0		CINDY TRAINING TRAINING	(blank)		XX-XX-0292	90
178547 0		CINDY TRAINING TRAINING	(blank)		XX-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 EmpID: 178552 Emp Rcd Nbr: 0

Data Control Find | View All First of 1

Effective Date: Proposed Effective Date: Transaction Status:

Effective Seq: Auth Date: Contact Emplid:

*Action: Reassignment/Conversion PAR Status: Processed

*Reason Code: Agency Type:

NOA Code: Reassignment

Authority (1):

Authority (2):

NTE Date: PAR Request #

 [PAR Remarks](#) Award Data [Tracking Data](#) [Justification](#)

[GPPA Website](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

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



CHAPTER 2—EMPOWHR NAVIGATION

COMMON NAVIGATION FEATURES

The screenshot displays the EMPOWHR system interface with the following elements:

- Navigation Tabs:** Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, Benefit Data.
- Employee Information:** TRAINING,CINDY, EmplID: 178552, Empl Rcd Nbr: 0.
- Data Control Section:** Includes fields for Effective Date, Previous Effective Date, Proposed Effective Date, and Effective Seq. It also features a "Reviewed" checkbox and a "Go To Row" button.
- Transaction Status:** Set to "InProgress" with a dropdown menu.
- Rollback Indicator:** A checkbox labeled "Rollback Indicator".
- Action and Reason Code:** Fields for "Action" (with "Reassignment/Conversion" selected) and "Reason Code".
- PAR Status and Agency Type:** Fields for "PAR Status" (with "PRO" selected) and "Agency Type" (with "Federal" selected).
- NOA Code and Authority:** Fields for "NOA Code", "Authority (1)", and "Authority (2)".
- NTE Date and PAR Request #:** Fields for "NTE Date" and "PAR Request #".
- Work Study Program:** A checkbox labeled "Work Study Program".
- Buttons and Links:** Includes "Print SF-52", "Print SF-50", "Add Attachment", "Red Pencil", "Process Monitor", "PAR Remarks", "Award Data", "Tracking Data", "Justification/Justification Comments", "View Current SINO Errors", and "Edit PAR Tracking Comments".
- Footer Navigation:** Includes "Save", "Return to Search", "Previous in List", "Next in List", "Previous tab", "Next tab", "Update/Display", "Include History", and "Correct History".

 **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.

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](#)

3. Perform a search.

CHAPTER 2—EMPOWHR NAVIGATION

COMMON NAVIGATION FEATURES

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:

Empl Rcd Nbr:

Name:

Last Name:

Social Security Number: =

Sub-Agency:

Include History Correct History Case Sensitive

[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

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

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

EmplID: Empl Rcd#: 0 SSN:

Data Control Find | View All First 1 of 2 Last

Effective Date: Transaction Status:

Effective Seq:

Auth Date:

*Action: PAR Status: Processed by Human Resources

*Reason Code:

NOA Code:

Authority (1):

Authority (2):

Not To Exceed Date: Vacancy Number: Work Study Program

 [PAR Remarks](#) Award Data [Tracking Data](#) [Justification](#)



5. Enter the effective date in the **Effective Date** field.
6. Update any other information necessary pertaining to the effective date.

The screenshot shows the 'Data Control' interface for employee 'TRAINING, CINDY' with EmpID: 178552 and Empl Rcd Nbr: 0. The interface has tabs for Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The main form area contains the following fields and options:

- Effective Date:** 03/18/2007
- Proposed Effective Date:** 03/18/2007
- Effective Seq:** 1
- Auth Date:** 03/18/2007
- Action:** AWD (Award)
- Reason Code:** 003 (Referral Bonus)
- Authority (1):** 999 (No Legal Authority Code)
- Authority (2):** [Empty]
- NTE Date:** [Empty]
- PAR Status:** PRO (Processed)
- Agency Type:** Federal
- Transaction Status:** InProgress

Navigation and utility buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Previous tab, Next tab, Update/Display, Include History, and Correct History. There are also links for PAR Remarks, Award Data, Tracking Data, Justification, and GPPA Website.

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

SEQUENCING

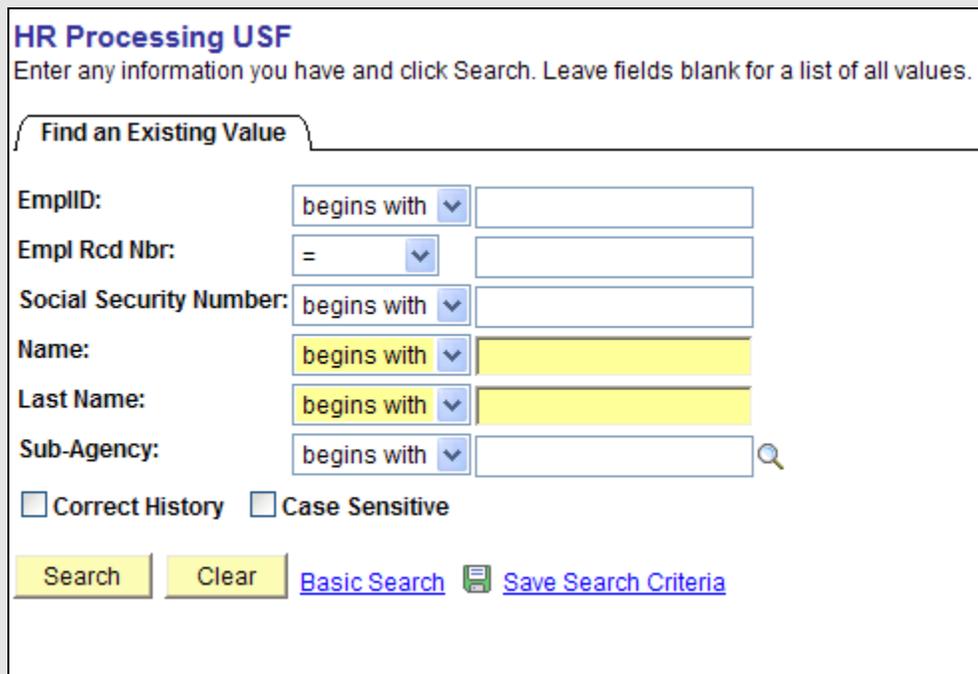
If entering more than one action for the same effective date, each action must have a sequential authentication date. NFC does not use EmpowHR Sequence Number field for that function.

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.



The screenshot shows a web form titled "HR Processing USF" with the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." The form is titled "Find an Existing Value" and contains the following fields:

- EmplID:** A dropdown menu with "begins with" selected and an empty text input field.
- Empl Rcd Nbr:** A dropdown menu with "=" selected and an empty text input field.
- Social Security Number:** A dropdown menu with "begins with" selected and an empty text input field.
- Name:** A dropdown menu with "begins with" selected and a yellow highlighted text input field.
- Last Name:** A dropdown menu with "begins with" selected and a yellow highlighted text input field.
- Sub-Agency:** A dropdown menu with "begins with" selected and an empty text input field with a magnifying glass icon.

Below the fields are two checkboxes: Correct History and Case Sensitive.

At the bottom are four buttons: a yellow "Search" button, a yellow "Clear" button, a blue "Basic Search" button with a document icon, and a blue "Save Search Criteria" button with a document icon.

3. 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
Social Security Number: =
Sub-Agency: begins with

Include History
 Correct History
 Case Sensitive

[Basic Search](#)

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

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

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

EmplID: **Empl Rcd#:** 0 **SSN:**

Data Control Find | View All First 1 of 2 Last

Effective Date: **Transaction Status:** InProgress

Effective Seq:

Auth Date: 04/30/2008

Action: **PAR Status:** PRO Processed by Human Resources

Reason Code:

NOA Code:

Authority (1):

Authority (2):

Not To Exceed Date: **Vacancy Number:** Work Study Program

 [PAR Remarks](#) Award Data [Tracking Data](#) [Justification](#)



CHAPTER 2— EMPOWHR NAVIGATION

COMMON NAVIGATION FEATURES

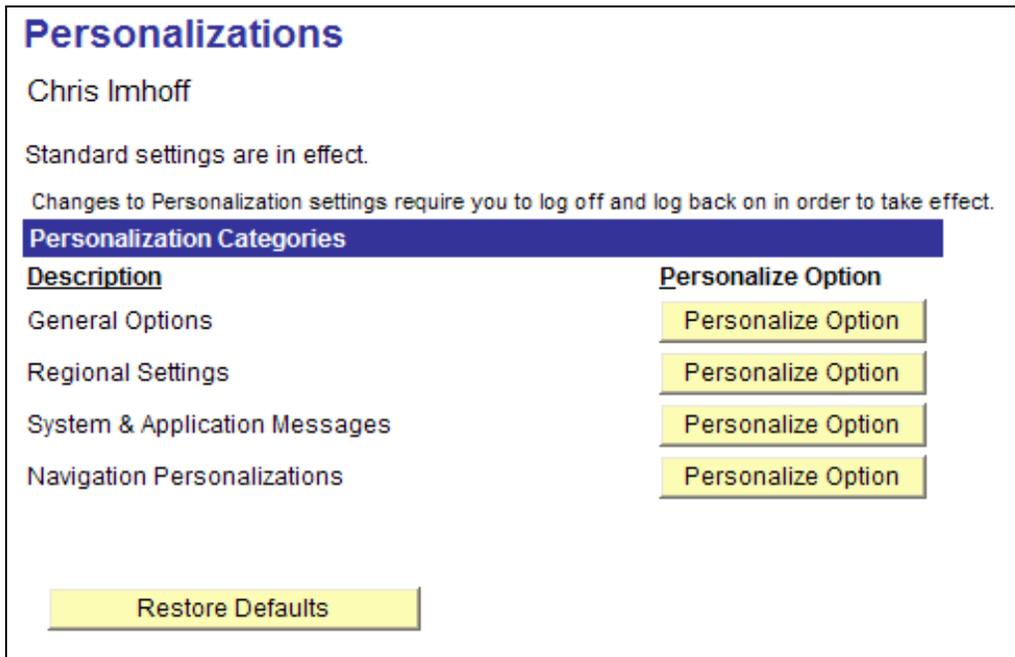
5. In this example, there is an asterisk next to the **Action** and **Reason Code** fields identifying them as required fields and must be populated before continuing. An error message displays when they are not completed and the required fields are highlighted in red.

The screenshot displays a web application interface for data entry. At the top, there are fields for 'EmpID:', 'Empl Rcd#: 0', and 'SSN:'. Below this is a 'Data Control' header with navigation options: 'Find | View All', 'First', '1 of 2', and 'Last'. The main form contains several fields: 'Effective Date:' (04/30/2008), 'Effective Seq:' (1), 'Auth Date:' (04/30/2008), '*Action:' (highlighted in red), '*Reason Code:' (highlighted in red), 'NOA Code:', 'Authority (1):', and 'Authority (2):'. A 'Transaction Status:' dropdown menu is set to 'InProgress'. A search field contains 'PRO' and the text 'Processed by Human Resources'. An error message dialog box is overlaid on the form, titled 'Microsoft Internet Explorer', with a yellow warning icon and the text: 'Highlighted fields are required. (15,30) Enter data into the highlighted fields.' and an 'OK' button.



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.



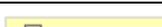
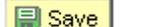
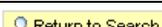
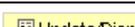
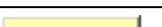
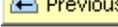
To review or change the personalized options, click the Personalize Option button for the category. An Explain link for each item provides additional information about the various selections. Use the Personalizations page to make the following choices:

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
<input type="checkbox"/>	Checkbox
*	Indicates A Required Field (Next to Field Name)
	Previous Record/Next Record
	Look Up
	Previous Record In List
	Next Record In List
	Refreshes Page (Calculates Formulas/Values)
	Drill Down To Detail (May result in a New Window)
<u>New Window</u>	Link that displays a new window
	Save Record
	Returns to Previous Search Page
	Allows For Recall of Existing Record For Revision or Review
	Navigates to Next Tab in Component
	Includes History with Effective Date information
	Returns to Previous tab
	Allows correction of information on record.
	Sends E-mail Notification

CHAPTER 2—EMPOWHR NAVIGATION

NAVIGATION TIPS

TERMINOLOGY	DEFINITION
%	
–	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.

*Action:	<input type="button" value="PAY"/>
*Reason Code:	<input type="button" value="OTH"/>

An asterisk next to a field = an EmpowHR required field

Person Name	
First:	<input type="text" value="Kathy"/>
Last:	<input type="text" value="McKinney"/>

Yellow highlighted field = an NFC required field

First:	<input type="text" value="Kathy"/>	Middle:	<input type="text"/>
Last:	<input type="text" value="McKinney"/>	Suffix:	<input type="text"/>
Name:	<input type="text" value="McKinney,Kathy"/>		
Pref First Name	<input type="text"/>		

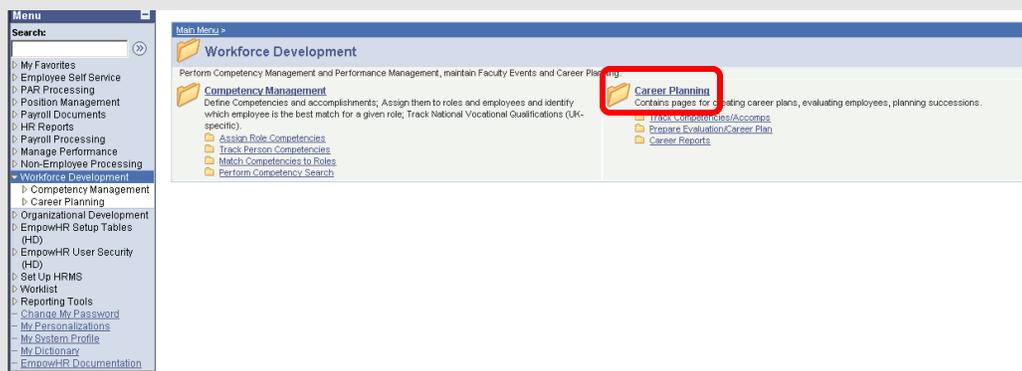
White fields = EmpowHR optional fields. May be required by the process but not by the system.

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.



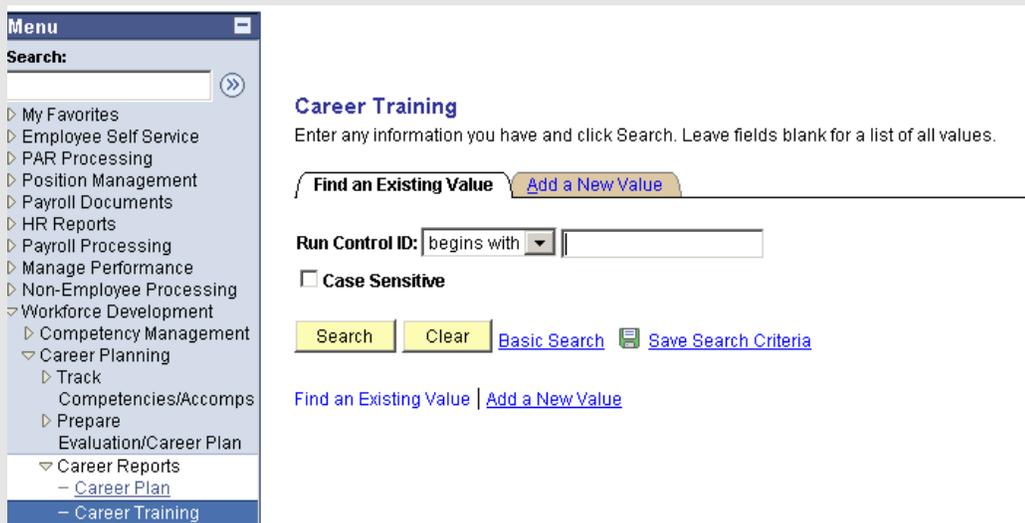
5. Select the **Career Planning** link or folder. The **Career Planning** menu group displays.



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



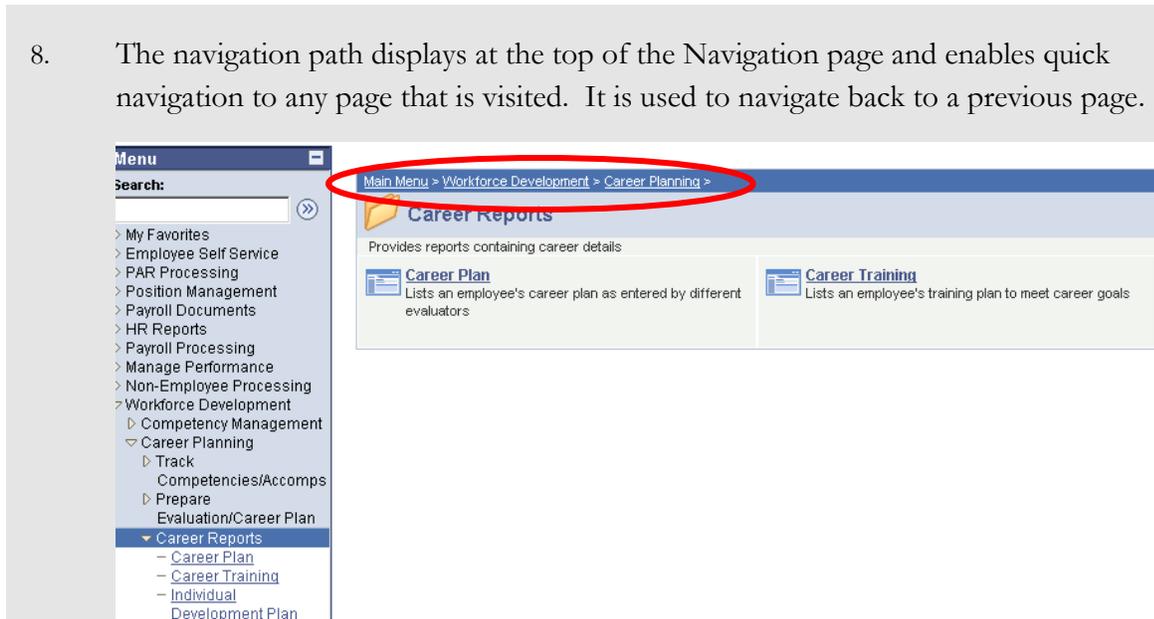
7. Select the **Career Training** link or icon. The **Career Training** page displays.



CHAPTER 2— EMPOWHR NAVIGATION

SELECTING THE MENU GROUP

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.

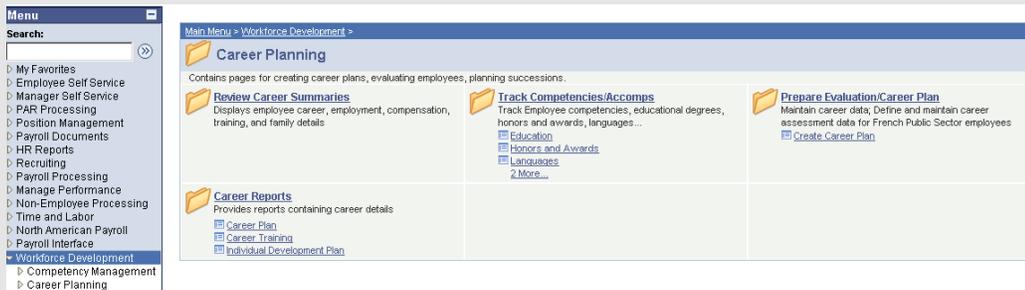
Use the **Navigation Center** page to view options related to a specific application.

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**.



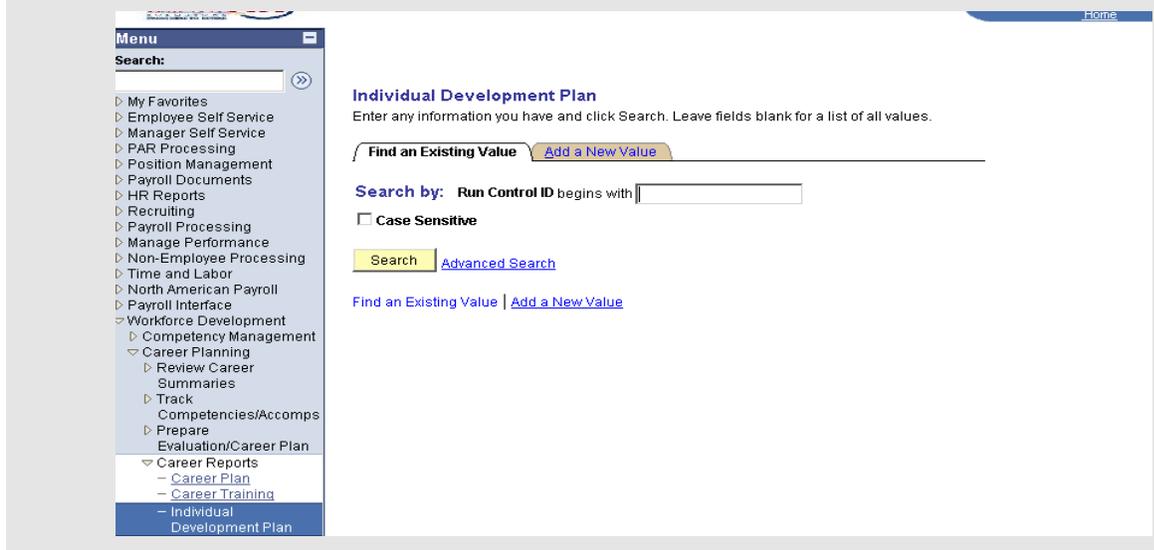
3. Select the desired menu item.

CHAPTER 2—EMPOWHR NAVIGATION

USING THE NAVIGATION CENTER



4. The components display.



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

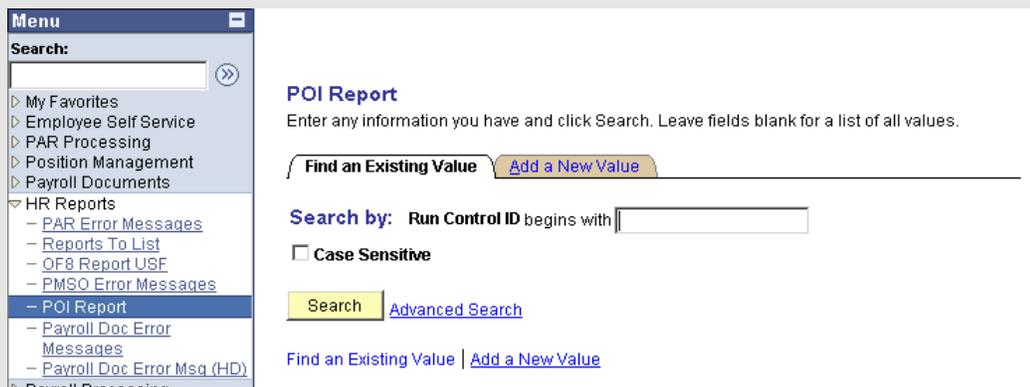


USING REPORTS

SCHEDULING A REPORT AND REPORT MANAGER

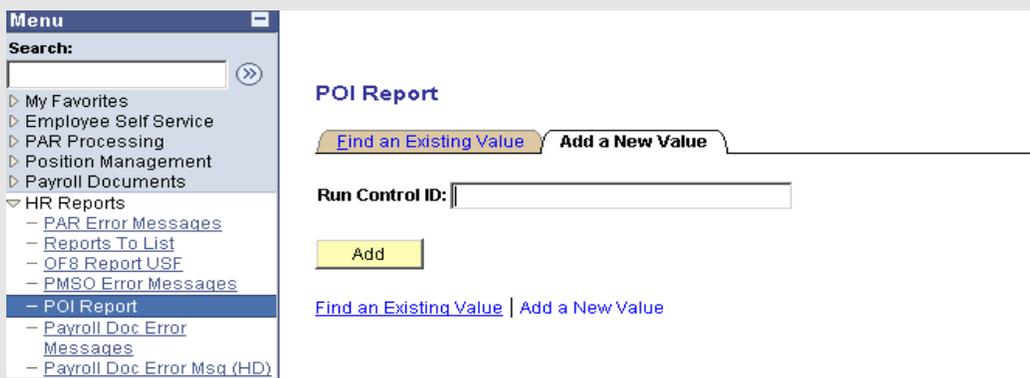
Procedure: Scheduling a Report and Report Manager

1. Select the **HR Reports** menu group.
2. Select the **POI Report** component. The **POI Report – Find an Existing Value** page displays.



The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a search box and a list of categories. The 'HR Reports' category is expanded, and 'POI Report' is selected. On the right is the 'POI Report' page, which has a search bar with 'Find an Existing Value' and 'Add a New Value' tabs. Below the search bar, there is a 'Search by:' field with 'Run Control ID begins with' and a text input field. There is also a 'Case Sensitive' checkbox and 'Search' and 'Advanced Search' buttons.

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

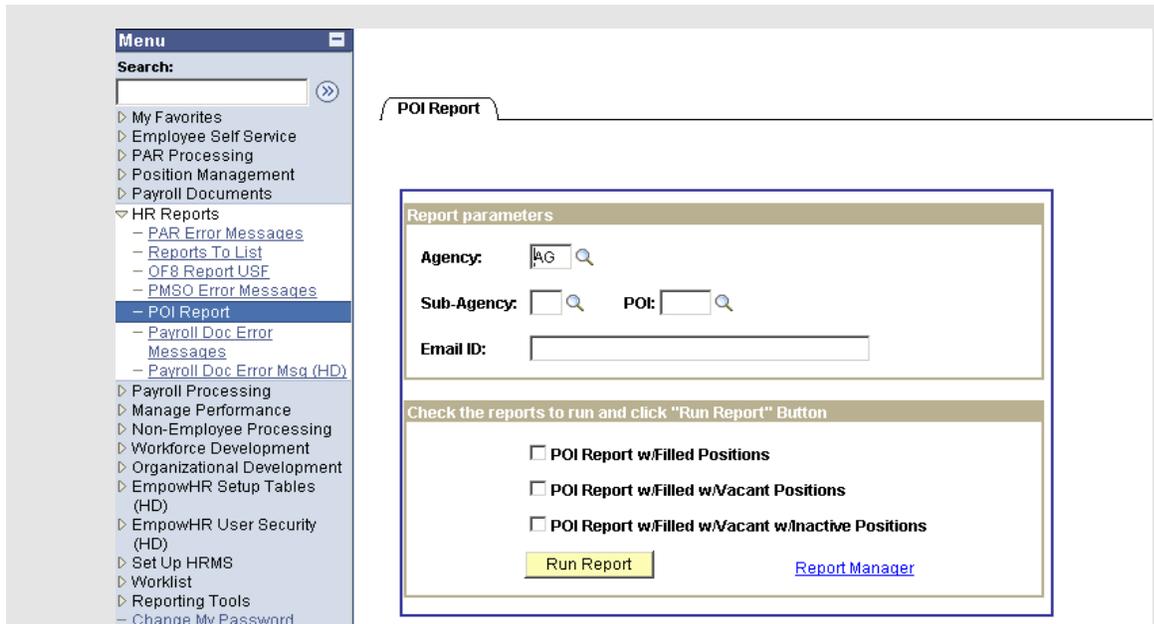


The screenshot shows the same web application interface as the previous one, but now the 'Add a New Value' tab is selected. The search bar is empty. Below the search bar, there is a 'Run Control ID:' label followed by a text input field. There is an 'Add' button and 'Find an Existing Value' and 'Add a New Value' links.

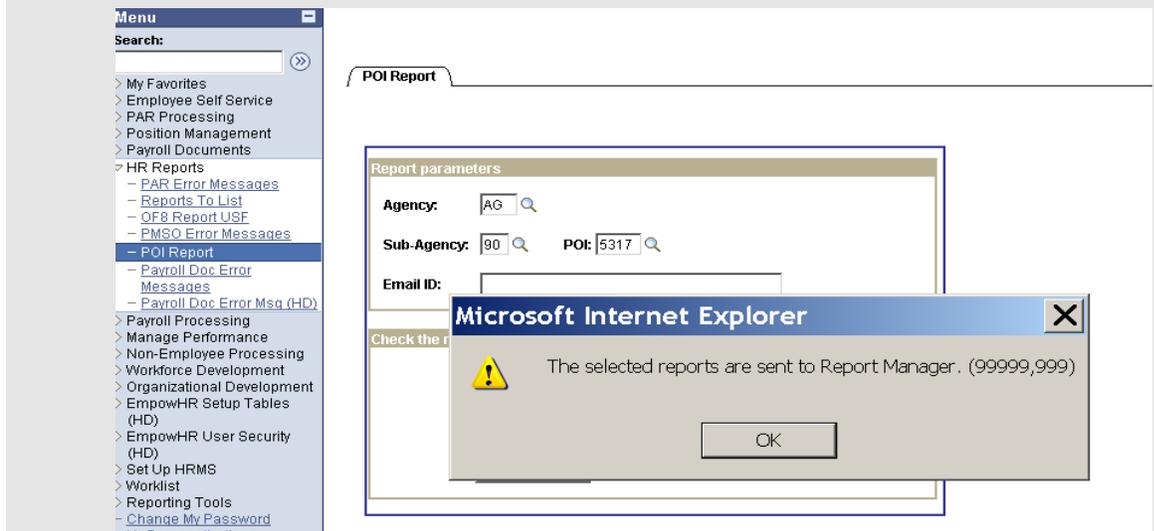
3. Enter a unique **Run Control ID:**
4. Click the **Add** button. In this example, the **POI Report** page displays.

CHAPTER 2—EMPOWHR NAVIGATION

USING REPORTS



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



6. Click the OK button.

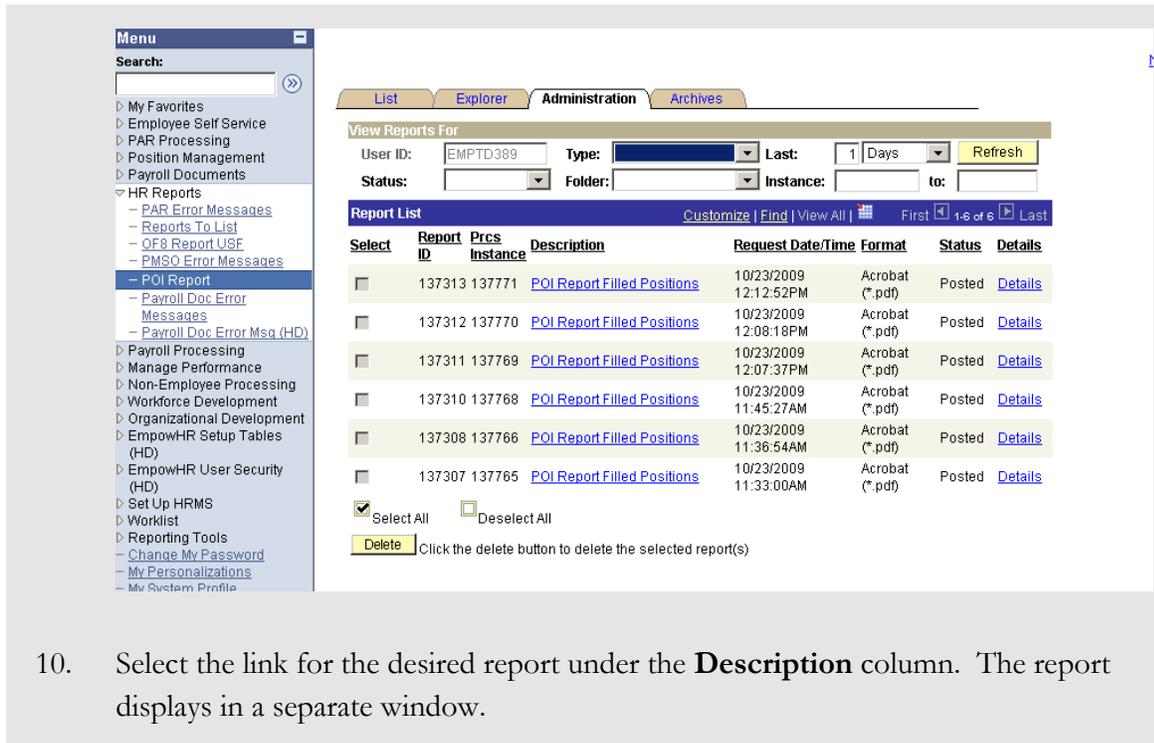


8. Select the **Report Manager** link. The **Report Manager** page displays.

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

CHAPTER 2—EMPOWHR NAVIGATION

USING REPORTS



The screenshot displays the EmpowHR Reports interface. On the left is a navigation menu with categories like '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', and 'Reporting Tools'. The main area shows a 'View Reports For' section with filters for User ID (EMPTD389), Type, Last (1 Days), Status, Folder, and Instance. Below this is a 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains six rows of 'POI Report Filled Positions' reports. At the bottom, there are 'Select All' and 'Deselect All' checkboxes, and a 'Delete' button with a tooltip: 'Click the delete button to delete the selected report(s)'.

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.

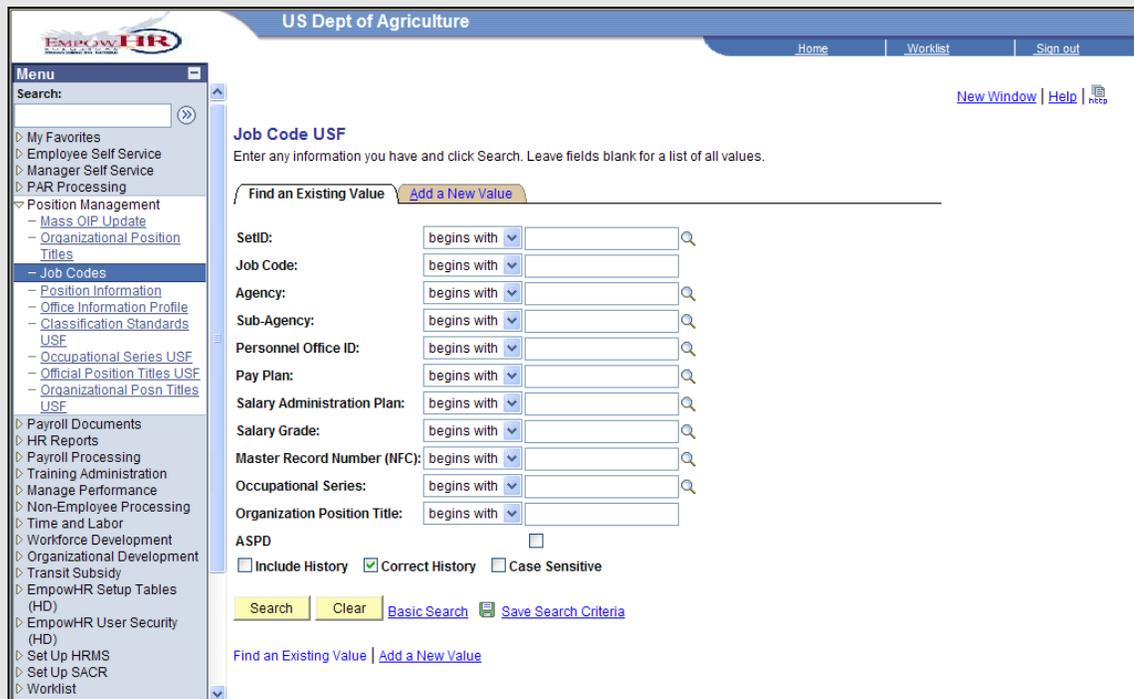
Job codes (Master Records) are used for grouping similar positions in a logical manner. A single Job Code can have one position or many positions. Positions (Individual Position, IP) are classified duties for the position within a department, both encumbered and vacant. Thus, many employees are linked. 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.



The screenshot shows the 'Job Code USF' page in the EmpowHR system. The page has a blue header with 'US Dept of Agriculture' and navigation links for 'Home', 'Worklist', and 'Sign out'. On the left is a 'Menu' sidebar with 'Job Codes' selected. The main content area has a search bar and two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs are several search criteria, each with a 'begins with' dropdown and a search box: SetID, Job Code, Agency, Sub-Agency, Personnel Office ID, Pay Plan, Salary Administration Plan, Salary Grade, Master Record Number (NFC), Occupational Series, and Organization Position Title. There are also checkboxes for 'ASPD', 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons, along with links for 'Find an Existing Value' and 'Add a New Value'.

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

CHAPTER 3— POSITION MANAGEMENT

ADDING A JOB CODE



 Procedure: Adding a Job Code – Default Compensation Page

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

The screenshot displays the 'Default Compensation' page for a job code. The page is titled 'US Dept of Agriculture' and includes the 'EMPowERHR' logo. The main content area is divided into several sections:

- Default Compensation:** Shows 'SetID: COMMN', 'Job Code: NEW', 'Effective Date:', 'Status: Active', and 'PI Indicator: InProgress'. It includes a table for 'Sal Plan/Grade/Step' with columns for 'Minimum', 'Midpoint', and 'Maximum'. Below this are fields for 'Hourly:', 'BiWeekly:', 'Monthly:', and 'Annual:'.
- Optional Interdisciplinary Classification:** Includes fields for 'Occupational Series', 'Official Posn Title Code', 'Parenthetical Title', and 'Official Title Prefix'. There is also a checkbox for 'Interdisciplinary Code'.
- Replaces Job Code:** Includes a search field, 'Max Number of IA', and 'Financial Disclosure Required'.
- Requirements:** Includes checkboxes for 'Driver License Required', 'Physical Required', 'Typing (25) Required', and 'Typing (40) Required'.
- Remarks:** A text area for entering remarks.
- Promotion Plan:** Includes a checkbox for '*Not to be Filled Concurrently' and a search field.
- Languages:** Includes a search field and a dropdown for 'Language Required'.
- Job Code Tracking:** A table with columns 'Date/Time Stamp', 'User ID', and 'Description'. It shows one entry with '1' in the first column.

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Navigation links for 'Job Code Profile', 'Default Compensation', and 'Affected Positions and Emplids' are also present.

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

CHAPTER 3— POSITION MANAGEMENT

ADDING A JOB CODE

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.

US Dept of Agriculture

Home | Worklist | Sign out

New Window | Help | Customize Page | Help

Job Code Profile | Default Compensation | **Affected Positions and Emplids**

SetID: COMMN Job Code: NEW

Customize | Find | First 1 of 1 Last

Position Number	EmplID	Name
1		

Save | Notify | Add | Update/Display | Include History | Correct History

[Job Code Profile](#) | [Default Compensation](#) | [Affected Positions and Emplids](#)

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.

Job Code Profile | **Default Compensation** | Affected Positions and Emplids

SetID: COMMN Job Code: 001261 [Business Units that use this Setid](#)



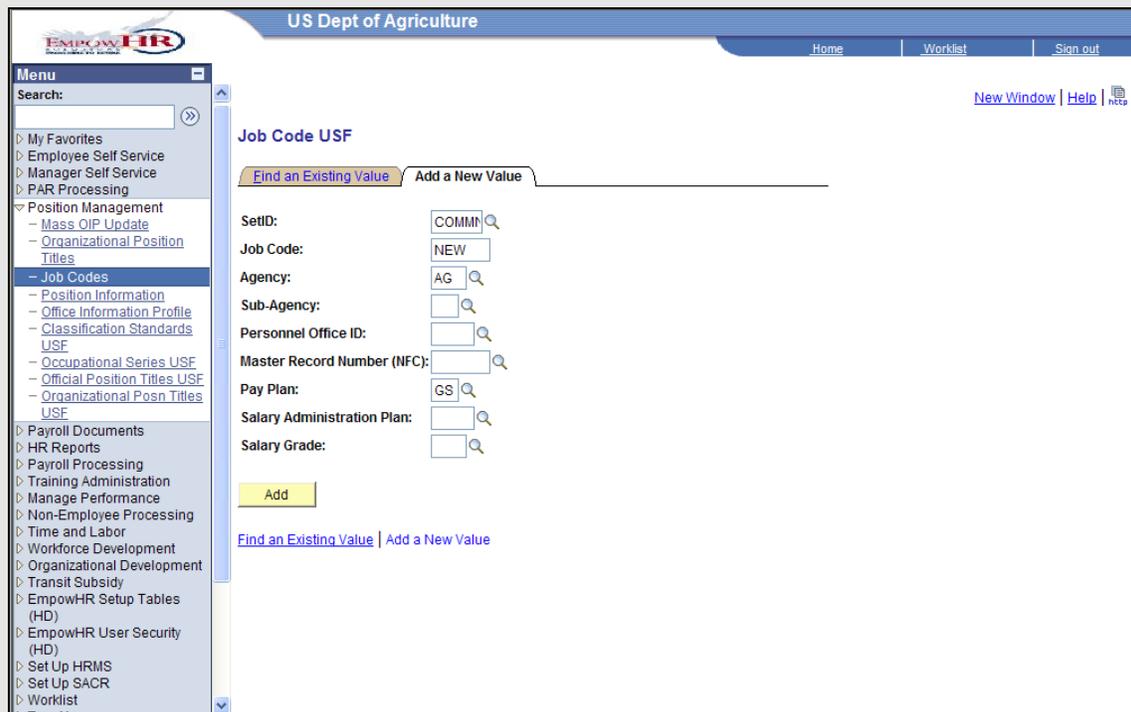
ADDING A JOB CODE FROM AN ASPD TEMPLATE

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.

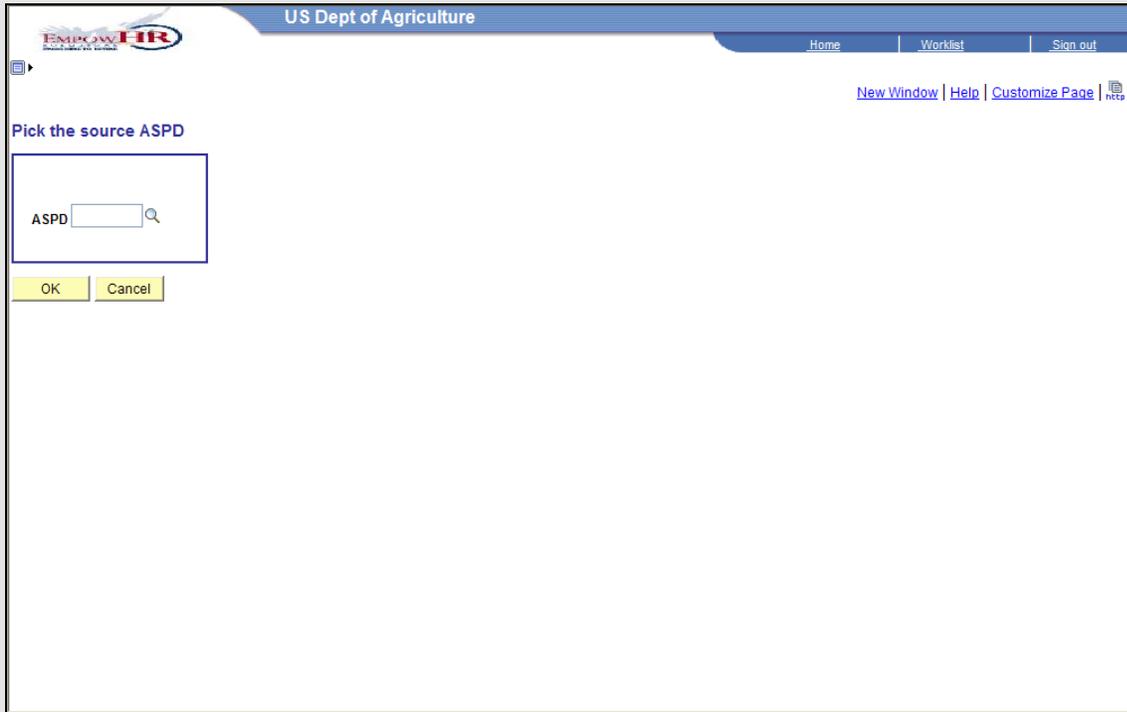


4. Enter or select a sub-agency in the **Sub-Agency** field.

CHAPTER 3— POSITION MANAGEMENT

ADDING A JOB CODE FROM AN ASPD TEMPLATE

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.



The screenshot shows a web application interface for the US Dept of Agriculture. At the top, there is a blue header with the 'EMPowHR' logo on the left and 'US Dept of Agriculture' in the center. On the right side of the header, there are links for 'Home', 'Worklist', and 'Sign out'. Below the header, there are additional links: 'New Window', 'Help', 'Customize Page', and a small 'help' icon. The main content area is titled 'Pick the source ASPD'. It features a search box with the label 'ASPD' and a magnifying glass icon. Below the search box are two buttons: 'OK' and 'Cancel'.

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.

CHAPTER 3 — POSITION MANAGEMENT

ADDING A JOB CODE FROM AN ASPD TEMPLATE

US Dept of Agriculture

Home | Worklist | Sign out

New Window | Help | Customize Page | Help

Job Code Profile | Default Compensation | Affected Positions and Emplids

SetID: COMMN Job Code: NEW [Business Units that use this Setid](#)

Job Code Profile Find First 1 of 1 Last

*Effective Date: 09/03/2008 [it] *Status: Active Transaction Status: InProgress [+ -]
*Reason Code: NEW [Q] Agency Type: Federal Go To Row
Occupational Series: 0510 [Q] Accounting
Official Posn Title Code: 0001 [Q] Accountant
Official Title Prefix: [v]
Organization Posn Title Cd: [Q] []

[Detailed Jobcode Description](#)

Job Family: [Q] *Supervisory Status: 8 Other [v] Medical Checkup Required
Master Record Number (NFC) *FLSA Status: Nonexempt [v]

US Federal

Agency: AG [Q] Department of Agriculture Created from ASPD: FS0418
Sub-Agency: 11 [Q] Forest Service
Position Location: [v]
POI: [Q]
Pay Basis: Per Annum [v]
Fund Source: [v]
Parenthetical Title: [v]
PATCOB Code: Professional

Classification Factors

Functional Class: Not Applicable [v]
Agency Use: [v]
Professional Category: [v]
Classification Standard: [Q] Class Standard Issued Date
Classifier: J. SHELLY Classification Standard Code
Date Classified: 10/15/2004 [it] Early Retirement Code [v]
Classification Authority: Title 5, GS Class System Target Grade: [v]

Classification Factors Find | View All First 1 of 1 Last

Classification Factor	Factor Level	Points	Weight (%)
	[Q]		[+ -]

OPM Certification Number: [] Grade Points
Salary Grade: 08 Min Points: 0 Max Points: 0 Total Points: 0
Position Classification Stds: [v]

Updated on: Updated By:

Save [v] Notify [v] Add [v] Update/Display [v] Include History [v] Correct History [v]

[Job Code Profile](#) | [Default Compensation](#) | [Affected Positions and Emplids](#)

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



CHAPTER 3— POSITION MANAGEMENT

ADDING A JOB CODE FROM AN ASPD TEMPLATE

10. Confirm the remaining fields on the remaining tabs.
11. Click the **Save** button. A new **Job Code** is successfully established.

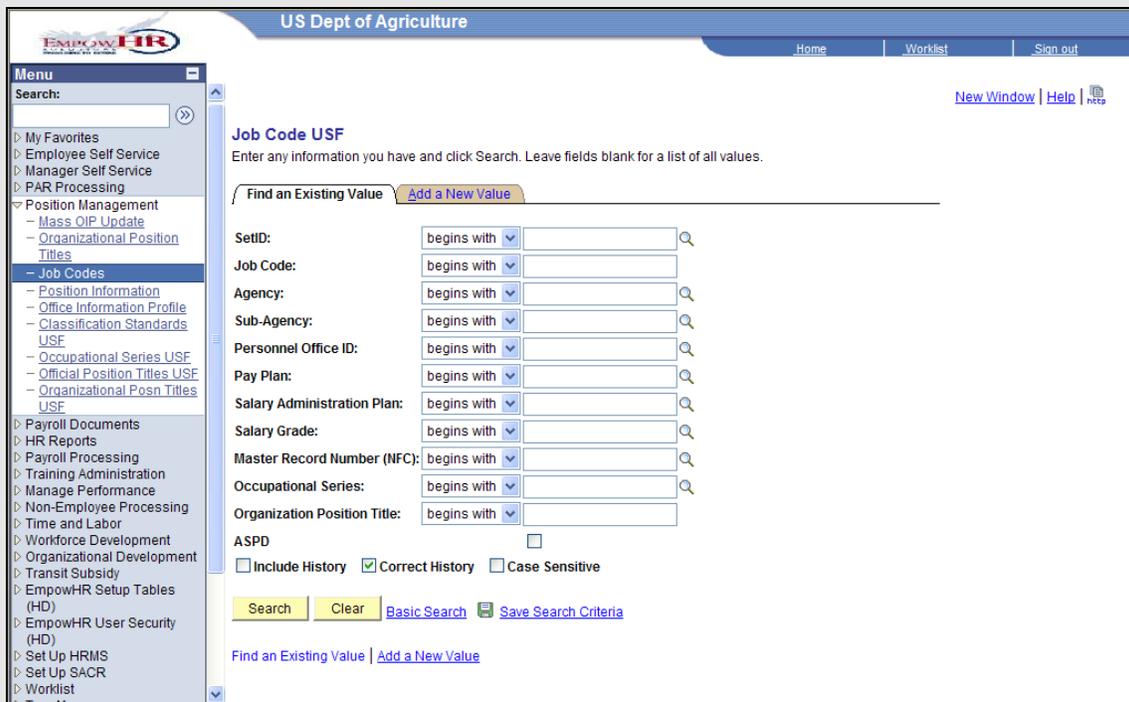


MODIFYING A JOB CODE

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.



The screenshot shows the 'Job Code USF' page in the EmpowHR system. The page has a blue header with 'US Dept of Agriculture' and navigation links for 'Home', 'Worklist', and 'Sign out'. A left-hand menu is visible, with 'Job Codes' selected under 'Position Management'. The main content area is titled 'Job Code USF' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. The search form contains several fields, each with a 'begins with' dropdown menu and a search icon: SetID, Job Code, Agency, Sub-Agency, Personnel Office ID, Pay Plan, Salary Administration Plan, Salary Grade, Master Record Number (NFC), Occupational Series, and Organization Position Title. At the bottom of the form, there are checkboxes for 'ASPD', 'Include History', 'Correct History' (checked), and 'Case Sensitive'. A 'Search' button is located at the bottom left of the form area, along with a 'Clear' button and links for 'Basic Search' and 'Save Search Criteria'.

3. Enter the search criteria on the **Find An Existing Value** page.
4. Click the **Search** button. The **Search Results** display.

CHAPTER 3— POSITION MANAGEMENT

MODIFYING A JOB CODE


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:

Job Code:

Agency:

Sub-Agency:

Personnel Office ID:

Pay Plan:

Salary Administration Plan:

Salary Grade:

Master Record Number (NFC):

Occupational Series:

Organization Position Title:

ASPD

Include History Correct History Case Sensitive

[Basic Search](#)

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](#)

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



US Dept of Agriculture
Home | Worklist | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Job Code Profile | Default Compensation | Affected Positions and Emplids

SetID: NFC Job Code: 127541 [Business Units that use this Setid](#)

Job Code Profile
Find First 1 of 1 Last

*Effective Date: 05/28/1995 *Status: Active Transaction Status: Data Load

*Reason Code: NEW Agency Type: Federal Go To Row

Occupational Series: 0510 Accounting Correction

Official Posn Title Code: 0001 ACCTNT

Official Title Prefix:

Organization Posn Title Cd: 0000 ACCTNT

[Detailed Jobcode Description](#)

Job Family: *Supervisory Status: 8 Other Medical Checkup Required

Master Record Number (NFC) 3FM008 *FLSA Status: Exmpt

US Federal

Agency: AG Department of Agriculture ASPD? Created from ASPD:

Sub-Agency: 90 Office of Chief Financial Officer

Position Location: Headquarte

POI: 4822

Pay Basis: Per Annum

Fund Source:

Parentetical Title:

PATCOB Code: Professional

Classification Factors

Functional Class: Not Applicable

Agency Use:

Professional Category:

Classification Standard: Class Standard Issued Date

Classifier: Classification Standard Code

Date Classified: 05/28/1995 Early Retirement Code

Classification Authority: Title 5, GS Class System Target Grade:

Classification Factors
Find | View All First 1 of 1 Last

Classification Factor:	Factor Level:	Points:	Weight (%):
Grade Points			
OPM Certification Number:	Salary Grade:	Min Points:	Max Points:
	09	0	0
Position Classification Stds:	Total Points:		0

Updated on: Updated By:

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

[Job Code Profile](#) | [Default Compensation](#) | [Affected Positions and Emplids](#)

6. Review the current record.



CHAPTER 3— POSITION MANAGEMENT

MODIFYING A JOB CODE

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.

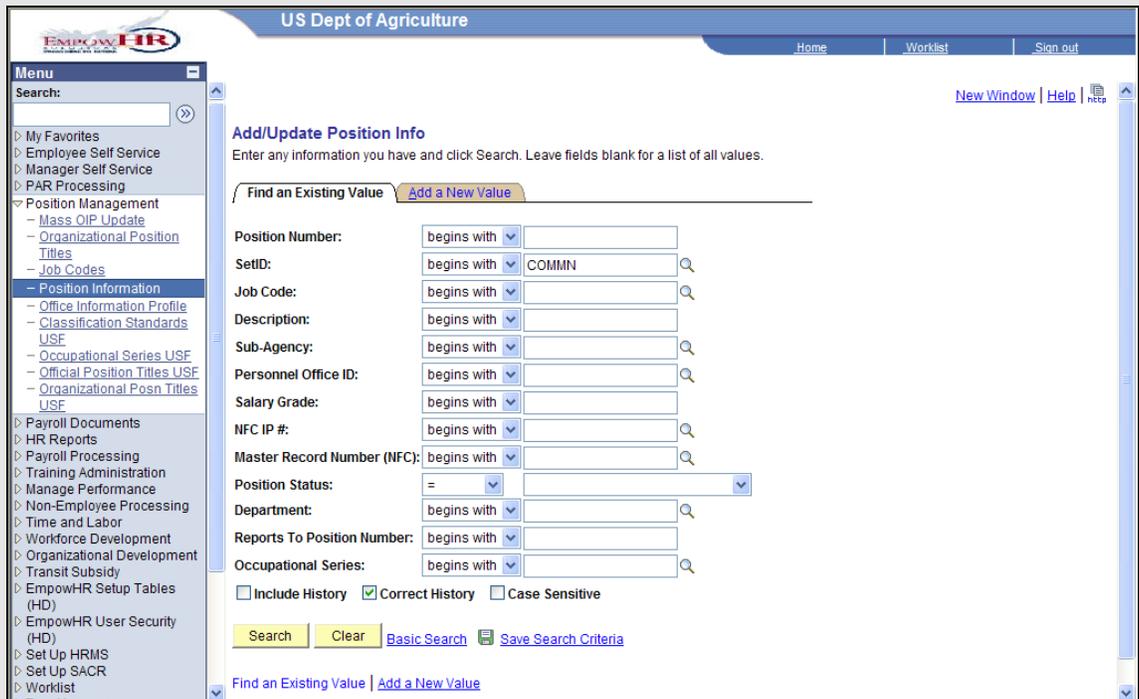
ADDING A POSITION

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.

CHAPTER 3— POSITION MANAGEMENT

ADDING A POSITION

US Dept of Agriculture
Home | Worklist | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Description | Specific Information | Budget and Incumbents | NFC Fields and Tracking Data

Position Information Find | View All | First 1 of 1 | Last

Position Number: 00000000 + -

Headcount Status: Current Head Count: 0 out of 0

*Eff Date: 09/03/2008 *Status: Active Trx Status: InProgress

*Reason: NEW New Position Action Date: 09/03/2008 Agency Type: Federal

*Position Status: Approved Status Date: 09/03/2008 Key Position Initialize

Job Information

Business Unit: STDBU Standard BU for USDA Master Record #

Job Code: Supervisory Status:

Official Title: *Reg/Temp: Regular

*Regular Shift: N/A Title: Short Title: [Position Remarks](#)

[Detailed Position Description](#)

Work Location

*Reg Region: USA United States *Agency:

Department: Org Stru [Departmental Hierarchy](#)

Location: Reports To:

Reporting Data: FY: 2009

Pay Table

Pay Plan: Salary Admin Plan: Grade:

Standard Hours: ▼ US Federal

Occupational Series:

Parenthetical Title:

Organization Posn Title Cd: Competitive PAR Nbr:

Position Occupied: Competitive Area: Competitive Level: [Justification](#) Function Code

Date Position Established: 09/03/2008 Reason Code

Position Audited By: Not To Exceed Date:

Position Audit Date: Bargaining Unit: 8888 Target Grade:

Work Schedule: Full Time FLSA Status: Nonexempt

Fund Source: Appropriated Funds Agency Fund Source:

Obligated To ID: Obligation Expiration:

Position Location: Interdis Assign Code/Series: Series

Personnel Office ID: [Customs Officer Pay Reform ACT](#)

Sub-Agency: + -

Save Notify Previous tab Next tab Add Update/Display Include History Correct History

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

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 USED TO 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.

The screenshot displays the 'Specific Information' page in the EMPowerHR system. The page is titled 'US Dept of Agriculture' and includes navigation links for 'Home', 'Worklist', and 'Sign out'. The main content area is divided into tabs: 'Description', 'Specific Information' (selected), 'Budget and Incumbents', and 'NFC Fields and Tracking Data'. The 'Specific Information' tab shows the following details:

- Position Number: 00000000
- Headcount Status: Current Head Count: 0 out of 0
- Effective Date: 09/03/2008
- Status: Active
- Job Profile ID: [Searchable field]
- Max Head Count: 1
- Mail Drop ID: [Text field]
- Work Phone: [Text field]
- Health Certificate: [Dropdown menu]
- Signature Authority: [Dropdown menu]
- Position Pool ID: [Searchable field]
- *Pre-Encumbrance Indicator: Immediate
- *Encumber Salary Option: Salary Step
- Encumber Salary Amount: 0.000
- *Classified Indicator: Classified
- FTE: 0.000000
- Calc Group (Flex Service): [Searchable field]
- Academic Rank: [Searchable field]
- Incumbents section: Update Incumbents, Include Salary Plan/Grade, Budgeted Position, Confidential Position, Job Sharing Permitted
- US Federal section: Seasonal, Intelligence Position, Mobility Position, Procurement Integ Posn, Presidential Appt Posn, Emergency Response Official
- Sensitivity Code: Non Sensitive
- Computer Sensitivity: NonComputer-ADP
- Security Clearance: Not Required
- LEO/Fire Position: Not Applicable
- Language Required: [Dropdown menu]
- Training Program: [Searchable field]
- Staff/Line Position: L
- Drug Test (Applicable): Not Applicable

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Navigation links for 'Description', 'Specific Information', 'Budget and Incumbents', and 'NFC Fields and Tracking Data' are also present.

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.

US Dept of Agriculture

Home | Worklist | Sign out

New Window | Help | Customize Page | help

Description | Specific Information | Budget and Incumbents | **NFC Fields and Tracking Data**

Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0

NFC Fields Find | View All First 1 of 1 Last

Effective Date: 09/03/2008 Status: Active

Financial Disclosure: Not Required
Position Schedule:
Request Received Date:
Classification Std Applied Date:
Agency Use:

Classification Review:
Classification Action:
Project Duty Indicator:
Vacancy Review:
Grade Basis:

Accounting Station Code:

Position Tracking Data Customize | Find | First 1 of 1 Last

DateTime Stamp	User ID	Reason	Status	Description
1				

Save | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

Description | Specific Information | Budget and Incumbents | **NFC Fields and Tracking Data**

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.

US Dept of Agriculture

Home | Worklist | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

[Description](#) | [Specific Information](#) | **Budget and Incumbents** | [NFC Fields and Tracking Data](#)

Position Number: 00000000
 Headcount Status: Current Head Count: 0 out of 0

Current Budget				
Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents [Customize](#) | [Find](#) | First 1 of 1 Last

EmplID	Empl Rcd#	Name	Job Data
0			Job Data

[Save](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

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.

CHAPTER 3— POSITION MANAGEMENT

ADDING A POSITION

US Dept of Agriculture

Home | Worklist | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

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 <input type="text"/> Days at Primary: <input type="checkbox"/> Agency Off Ph Dept	Other Address Office Id <input type="text"/> Days at Other: <input type="checkbox"/> Agency Off Ph Dept
Site Information (Primary) Site Id Address City County State Zip	Site Information (Other) 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.

Office Information			
Position Number	90343384	ACCTNT	Full time/Part time: F
Dept	936407		
Curr Incumbent			
Email Id			

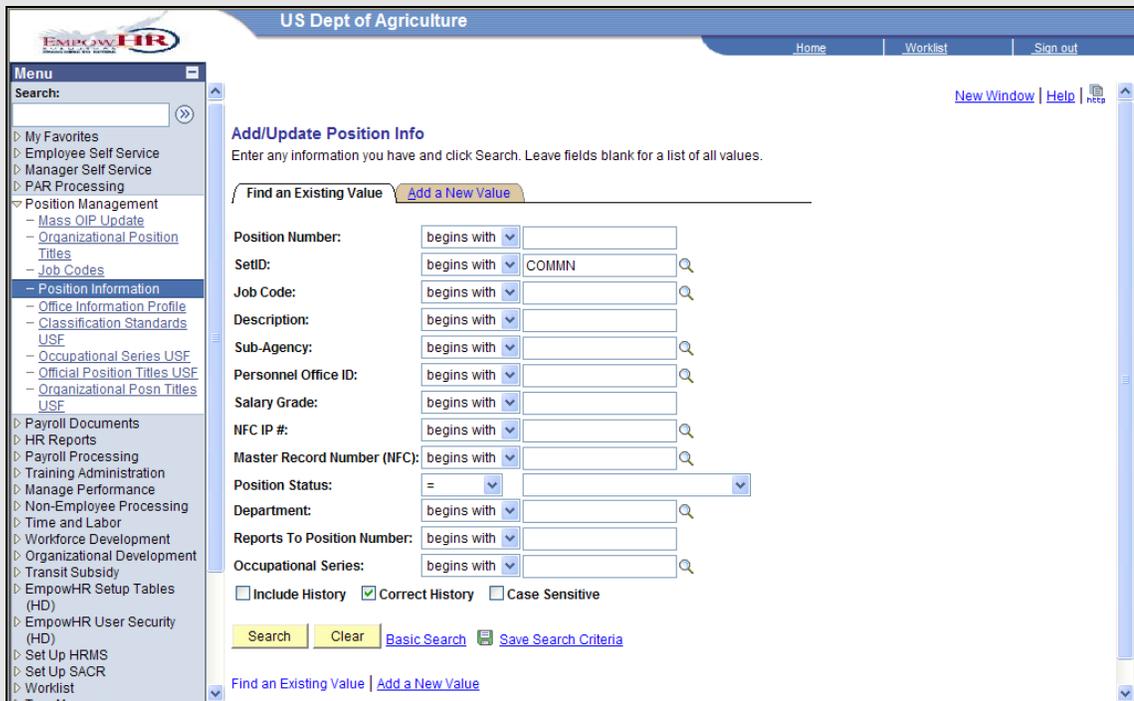
4. Confirm that the **Trx Status** field is set to *NFC Ready*.

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.

US Dept of Agriculture
Home | Worklist | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Description
Find | View All | First | 1 of 1 | Last

Position Information

Position Number: 90343384 ACCTNT Current Head Count: 0 out of 0

Headcount Status: *Status: Active Trx Status: NFC Ready

*Eff Date: 09/03/2008 *Reason: NEW Action Date: 09/03/2008 Agency Type: Federal

*Position Status: Approved Status Date: 09/03/2008 Key Position

Job Information

Business Unit: STDBU Standard BU for USDA Master Record #

Job Code: 136173 ACCTNT Supervisory Status: All Other Positions

Official Title: ACCTNT *Reg/Temp: Regular

*Regular Shift: N/A

Title: ACCTNT Short Title: ACCTNT [Position Remarks](#)

[Detailed Position Description](#)

Work Location

*Reg Region: USA United States *Agency: AG Department of Agriculture

Department: 936407 Org Stru [Departmental Hierarchy](#)

Location: 350710049 SANTA FE, NM

Reports To:

Reporting Data: FY: 2009

Pay Table

Pay Plan: GS Salary Admin Plan: 0000 Grade: 05

Standard Hours: 40.00

US Federal

Occupational Series: 0510 Accounting

Parenthetical Title:

Organization Posn Title Cd: ACCTNT

Position Occupied: Competitive PAR Nbr:

Competitive Area: Competitive Level: 002A Justification Function Code C315 Financial Management Operations

Date Position Established: 09/03/2008 Reason Code CB Commercial Code B

Position Audited By:

Position Audit Date:

Bargaining Unit: 7777 Not To Exceed Date:

Work Schedule: Full Time Target Grade:

Fund Source: Appropriated Funds FLSA Status: Nonexempt

Obligated To ID:

Obligation Expiration:

Position Location: H Interdis Assign Code/Series Series

Personnel Office ID: 5317 USDA - OCFO - NFC [Customs Officer Pay Reform ACT](#)

Sub-Agency: 90 Office of Chief Financial Offr

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

5. Review the data to be modified.

CHAPTER 3— POSITION MANAGEMENT

MODIFYING A POSITION

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 Empow HR
INACTIVATE	INACTIVE	Inactivates a Job Code temporarily. 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. Updates the position data in Position Management to inactive and displays the date.	Yes	

CHAPTER 3— POSITION MANAGEMENT

POSITION REASON/STATUS CODE COMPARISON

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



CHAPTER 3 — POSITION MANAGEMENT

POSITION REASON/STATUS CODE COMPARISON

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 3— POSITION MANAGEMENT

POSITION REASON/STATUS CODE COMPARISON



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.

CHAPTER 4— PAR PROCESSING

HIRE ACTION

The screenshot displays the 'US Dept of Agriculture' EMPLOYER HR system interface. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, there are links for 'New Window', 'Help', and 'Customize Page'. The main content area is titled 'Data Control' and features several tabs: 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. The 'Employment 1' tab is active, showing 'EmplID: NEW' and 'Empl Rcd Nbr: 0'. The form includes fields for 'Effective Date', 'Proposed Effective Date', 'Auth Date' (set to 09/29/2008), 'Contact Emplid', 'Action' (set to HIR), 'Reason Code', 'NOA Code', 'Authority (1)', 'Authority (2)', 'NTE Date', and 'PAR Request #'. It also has dropdowns for 'Transaction Status' (set to InProgress), 'PAR Status' (set to INI), and 'Agency Type' (set to Federal). At the bottom of the form, there are buttons for 'Print SF-52', 'Print SF-50', 'Add Attachment', and 'Save', along with navigation buttons for 'Previous tab' and 'Next tab'. A 'Go To Row' button is also present. The bottom of the page shows a breadcrumb trail: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data'.

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.



PAR Remarks

EmplID NEW Empl Rcd #

Effective Date 09/04/2008 Effseq NOA Code

PAR Remarks Find | View All First 1 of 1 Last

Remark CD: Insertion Required

OK Cancel

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.

US Dept of Agriculture

Home | Worklist | MultiChannel Console | Add to Favorites | Sign o

New Window | Help | Customize Page | help

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

EmplID: NEW Empl Rcd#: 0

Personal Data Find | View All First 1 of 1 Last

Effective Date: Transaction#/Seq PAR Status: Initiated
NOA Code: Action Type: Hire Empl Status: Active

Name
First: Middle:
Last: Suffix:
Name:
Pref First Name:

Gender: Male Female
Draft Status:
*Date of Birth: [b]
Disability Code: 05 No Handicap
Date of Death:

Citizenship Status
*Country: USA United States
Citizenship: 1 US Citizen/Naturalization
RNO:

ERI Code
 Hispanic Native American Asian African American Hawaiian Pacific Islander White

Additional Birth Info Address Info Phone Nbrs Veterans Info Marital Info Education Details

Country: USA *Type/Description: PR SSN:

Save Previous tab Next tab Add

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

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.

Veterans Info

Veterans Preference: None

Veterans Status: Not a Veteran

Uniformed Service: [dropdown]

Military Separation Status: [dropdown] Military Grade: [dropdown]

Military Service Start Date: [calendar icon] End Date: [calendar icon]

Reserve Category: None

Creditable Military Service:

Veterans Preference RIF: Non-Veteran

Notify Military Pay Center
 Military Service Verified
 Disabled Veteran

OK Cancel

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.

Education Details

Professional Education Find | View All First 1 of 1 Last

Highest Level of Education is displayed first. Highest Level of Education is transmitted to NFC.

Education

EmplID NEW

Level of Education

*Education Level:

Year Acquired

** Enter only for Post High School Education

Instructional Program

Education Major

Major Specialization

School

Country: State:

School Code:

OK Cancel

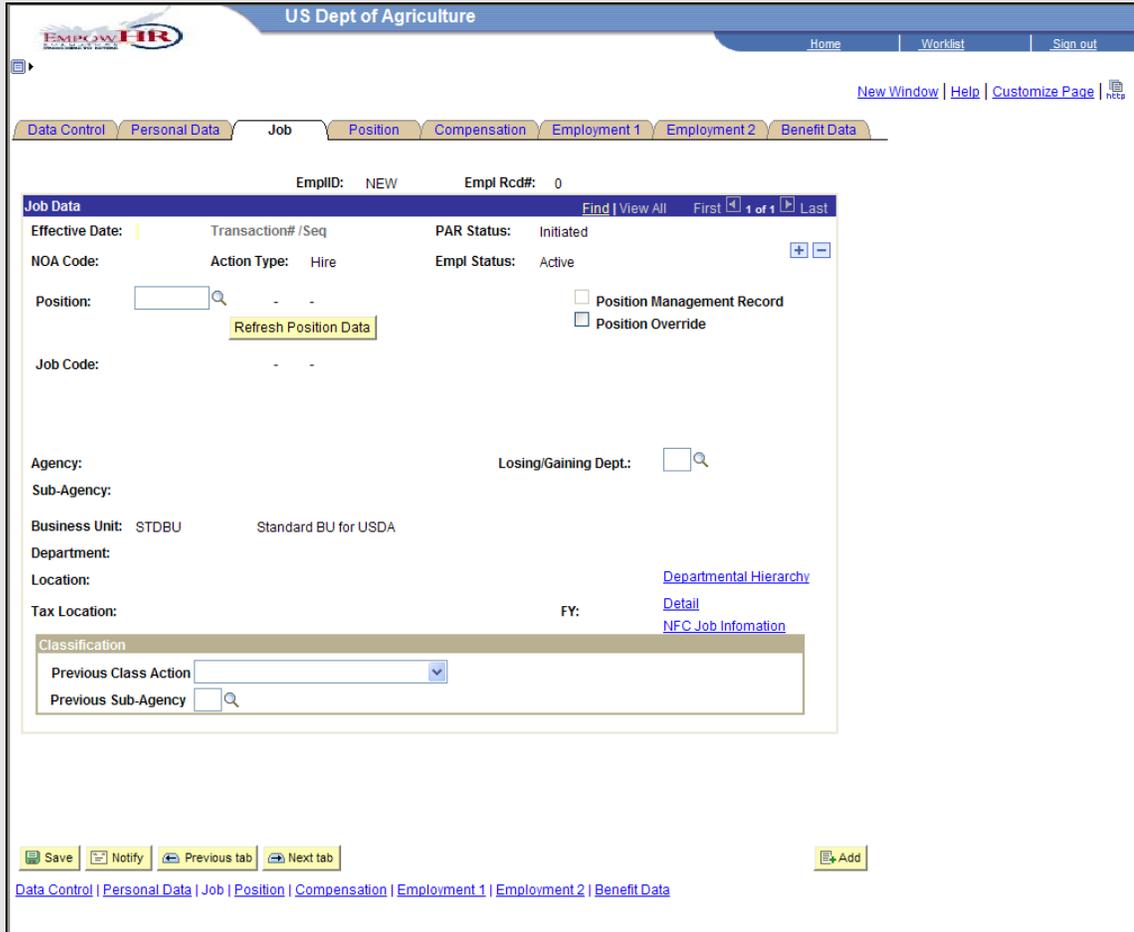
2. Enter or select the education level in the **Education Level** field.
3. Select the year the education level was acquired from the **Year Acquired** drop-down list.
4. Select the education major from the **Education Major** drop-down list.
5. Select the major specialization from the **Major Specialization** 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.



The screenshot displays the 'Job Data' page in the EMPLOYER HR system for the US Dept of Agriculture. The page is titled 'Job Data' and includes a navigation bar with tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. The 'Job' tab is selected. The page shows the following information:

- EmplID: NEW, Empl Rcd#: 0
- Effective Date: [Field], Transaction#/Seq: [Field], PAR Status: Initiated
- NOA Code: [Field], Action Type: Hire, Empl Status: Active
- Position: [Field], Refresh Position Data [Button], Position Management Record [Checkbox], Position Override [Checkbox]
- Job Code: [Field]
- Agency: [Field], Losing/Gaining Dept: [Field]
- Sub-Agency: [Field]
- Business Unit: STDBU, Standard BU for USDA
- Department: [Field]
- Location: [Field], Departmental Hierarchy [Link]
- Tax Location: [Field], FY: [Field], Detail [Link], NFC Job Information [Link]
- Classification: Previous Class Action [Dropdown], Previous Sub-Agency [Field]

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', and 'Add'. A navigation bar at the very bottom includes links for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'.

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.

US Dept of Agriculture

Home | Worklist | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

NFC Job Information

Job Information

Previous Sub-Agency:

Classification Action Code:

Retained Occup Function:

Retained Occup Series:

Benefits

LI Coverage Amt (In Thousands):

TSP Eligibility:

Payroll

Annual Leave Category: Leave Earning Status

Salary Share Code: Annual Leave 45-Day Indicator

COLA/Post Differential:

Special Employee Pay Code:

Wage Board Shift Rate:

Quarters Deduction Code: Quarters Deduction Amount:

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.

CHAPTER 4— PAR PROCESSING

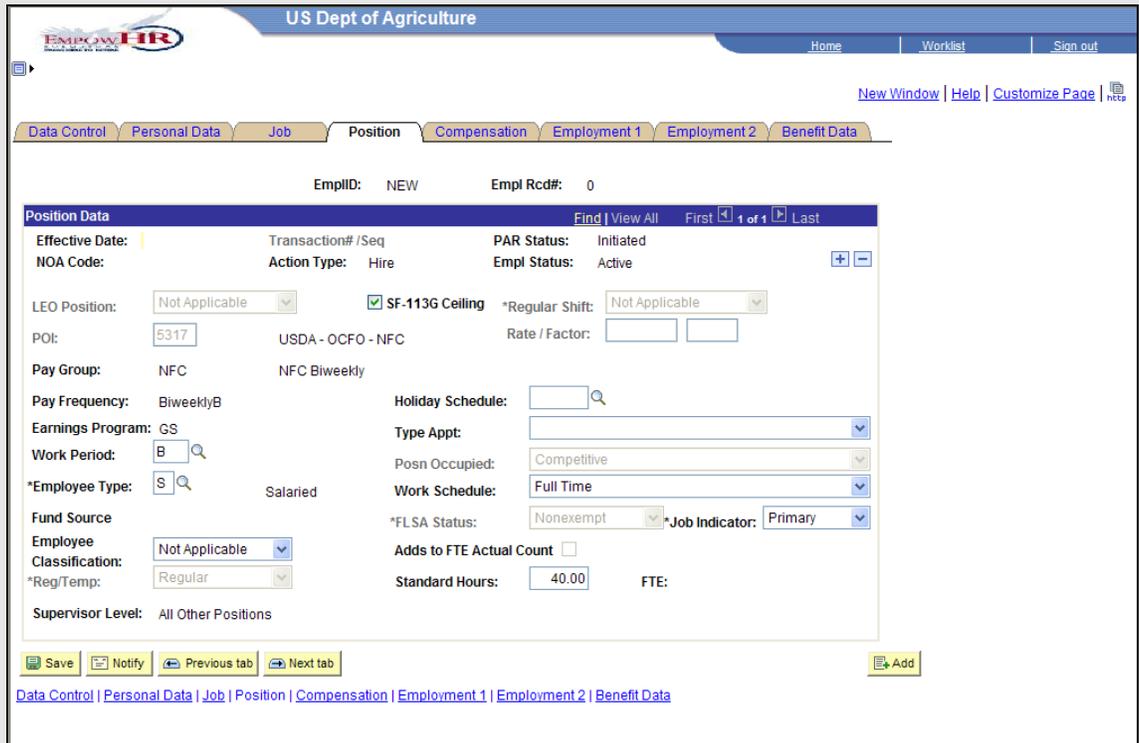
HIRE ACTION

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.



The screenshot displays the 'Position Data' page in the EMPLOYER HR system. The page is titled 'US Dept of Agriculture' and includes navigation links for Home, Worklist, and Sign out. A breadcrumb trail shows the current location: Data Control | Personal Data | Job | **Position** | Compensation | Employment 1 | Employment 2 | Benefit Data. The main content area shows the following details:

- EMPLID:** NEW **Empl Rcd#:** 0
- Position Data** (Find | View All | First | 1 of 1 | Last)
- Effective Date:** **Transaction# /Seq** **PAR Status:** Initiated
- NOA Code:** **Action Type:** Hire **Empl Status:** Active
- LEO Position:** Not Applicable **SF-113G Ceiling** ***Regular Shift:** Not Applicable
- POI:** 5317 USDA - OCFO - NFC **Rate / Factor:** [] []
- Pay Group:** NFC NFC Biweekly
- Pay Frequency:** BiweeklyB **Holiday Schedule:** []
- Earnings Program:** GS **Type Appt:** []
- Work Period:** B []
- Posn Occupied:** Competitive
- *Employee Type:** S [] Salaried **Work Schedule:** Full Time
- Fund Source** ***FLSA Status:** Nonexempt ***Job Indicator:** Primary
- Employee Classification:** Not Applicable **Adds to FTE Actual Count**
- *Reg/Temp:** Regular **Standard Hours:** 40.00 **FTE:** []
- Supervisor Level:** All Other Positions

At the bottom of the form, there are buttons for Save, Notify, Previous tab, Next tab, and Add. A breadcrumb trail at the very bottom reads: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data.

CHAPTER 4— PAR PROCESSING

HIRE ACTION

The screenshot displays the 'US Dept of Agriculture' HR system interface. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign o'. Below this, there are links for 'New Window', 'Help', and 'Customize Page'. The main navigation tabs are 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. The 'Position' tab is active, showing 'EmpID: NEW' and 'Empl Rcd#: 0'. The 'Position Data' form includes the following fields and options:

- Effective Date: [] Transaction# /Seq: [] PAR Status: Initiated
- NOA Code: [] Action Type: Hire Empl Status: Active
- LEO Position: [] SF-113G Ceiling *Regular Shift: Not Applicable
- POI: [] Rate / Factor: []
- Pay Group: NFC
- Pay Frequency: [] Holiday Schedule: []
- Work Period: [] Type Appt: []
- *Employee Type: S Salaried Work Schedule: []
- Fund Source: [] *FLSA Status: (Invalid Value) Job Indicator: Primary
- Employee Classification: Not Applicable Adds to FTE Actual Count
- *Reg/Temp: Regular Standard Hours: [] FTE: []
- Supervisor Level: []
- Special Position Code: []

At the bottom of the form, there are buttons for 'Save', 'Previous tab', 'Next tab', and 'Add'. Below the form, there are navigation links: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data'.

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.

The screenshot shows the 'US Dept of Agriculture' EMPLOY HR system interface. The 'Compensation' tab is selected. The form displays the following fields and values:

- EmplID: NEW, Empl Rcd#: 0
- Effective Date: [Empty], Transaction# /Seq: [Empty], PAR Status: Initiated
- NOA Code: [Empty], Action Type: Hire, Empl Status: Active
- Pay Rate Determinant: Regular Rate - 0, Pay Basis: Per Annum
- Pay Plan /*Table/Grade: [Empty], Step: 1, Step Entry Date: [Empty]
- RtnD PP/Grade: [Empty], Step: 0, Grade Entry Date: [Empty]
- Variable FT Reg Tour of Duty: [Empty]
- Grade and Pay Retention:
 - Retention Rights End Date: [Empty]
 - Retained Occ Series Code: [Empty]
 - Retained Occ Functional Code: [Empty]
 - Retained Pay Table: [Empty], Retained Grade: [Empty]
- Quoted Pay:
 - Base Pay: [Empty], Compensation Frequency: Annual
 - Locality: 0.00, Annuity Offset Amount: [Empty]
 - Adjusted Base Pay: [Empty], Benefit Base Override: [Checked], FEGLI Base: [Empty]
 - Total Pay: [Empty]

Navigation buttons include Save, Previous tab, Next tab, and Add. The breadcrumb trail at the bottom reads: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data.

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.

The screenshot shows the 'Hire Employee' page for the US Dept of Agriculture. The 'Employment 1' tab is selected. The page displays the following information:

- EmplID: NEW, Empl Rcd#: 0
- Effective Date: [Field], Transaction# /Seq: [Field], PAR Status: Initiated
- NOA Code: [Field], Action Type: Hire, Empl Status: Active
- EOD Dt: [Field], Hire NTE Dt: [Field], Next Review Dt: [Field]
- Rehire Dt: [Field], Separation Dt: [Field], Appt Data: [Field]
- Service Computation Dates: Leave: [Field], Retire: [Field], RIF: [Field], TSP: [Field], WGI Due Date: [Field], Sev Pay: [Field]
- Service Conversion Dates: Conv Begin Date: [Field], Career Tenure Date: [Field]

Buttons at the bottom include Save, Notify, Previous tab, Next tab, and Add.

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.



The screenshot shows the 'EMPLOYER HR' interface for the 'US Dept of Agriculture'. The user is logged in as 'NEW' with 'Empl Rcd#: 0'. The 'Employment 2' tab is active, displaying the 'Employment Data 2' form. The form contains several sections: 'Employment Data 2' with fields for Effective Date, Transaction# /Seq (Action Type: Hire), PAR Status (Initiated), Empl Status (Active), Bargaining Unit (7777), Union Code, Union Anniversary Date, Tenure (drop-down), Last Date Worked, Retained Grade Expires, Begin Date, and Expires Date. Below this are 'Reports To' sections for 'as of PAR Effective Date' and 'as of Today', each with 'Reports To' and 'Supervisor ID' fields. The 'New Position' section includes 'Emp Probation Period Date'. The 'Supervisor/Managerial Position' section includes 'Supv/Mgr Prob Period Reqrd' and 'Supv/Mgrl Prob Period Date'. The 'Coop' section includes 'Salary Share Code' (Not Applicable), 'Coop Share Amt', 'Coop Overtime Rate', and 'Coop Holiday Rate'. At the bottom, there are navigation buttons: Save, Notify, Previous tab, Next tab, and Add. A breadcrumb trail at the very bottom reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data'.

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.

CHAPTER 4— PAR PROCESSING

HIRE ACTION

Non Pay Data

NOA Code: _____

Expiration Date: _____ Last Date Worked: 

SCD Hours: Probation Hours: Career Tenure Hours:

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.

US Dept of Agriculture

EMPOWHR

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign o](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

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

EmplID: NEW
Empl Rcd#: 0

Benefits Data
Find | View All
First 1 of 1
Last

Effective Date:	Transaction# /Seq	PAR Status:	Initiated
NOA Code:	Action Type: Hire	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

Transmit Blanks to NFC but Retain value in EMPOWHR

FEHB Date:

TSP Eligibility

TSP Eligibility:

Transmit Blanks to NFC but Retain value in EMPOWHR

[Explanation of TSP Eligibility Codes](#)

FEGLI

FEGLI Code: Basic only

Post 65 Basic Life Reduction:

Living Benefits Living Coverage Amount: FEGLI Coverage Amt:

FEGLI Court Order

Annual Leave

A/L Cat Cd: A/L 45 Days Earn Leave During Pay Period

Pay Allowances

Foreign Lang %: COLA AND/OR /Post Diff Code:

Allowance %: Quarters Deduction Code:

Spcl Empl Cd: NOT APPLICABLE Quarters Deduction Amount:

Wage Board Shift Rate Var:

Retirement

Retirement Plan:

FERS Coverage:

FERS Prev Cov Ind

Previous Retirement Coverage:

Annuitant Indicator: Not Applicable

Annuity Commencement Date:

CSRS Frozen Service:

CSRS Prev Cov Ind Date CBPO Ret Sch

[Retirement / Termination Info](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

CHAPTER 4— PAR PROCESSING

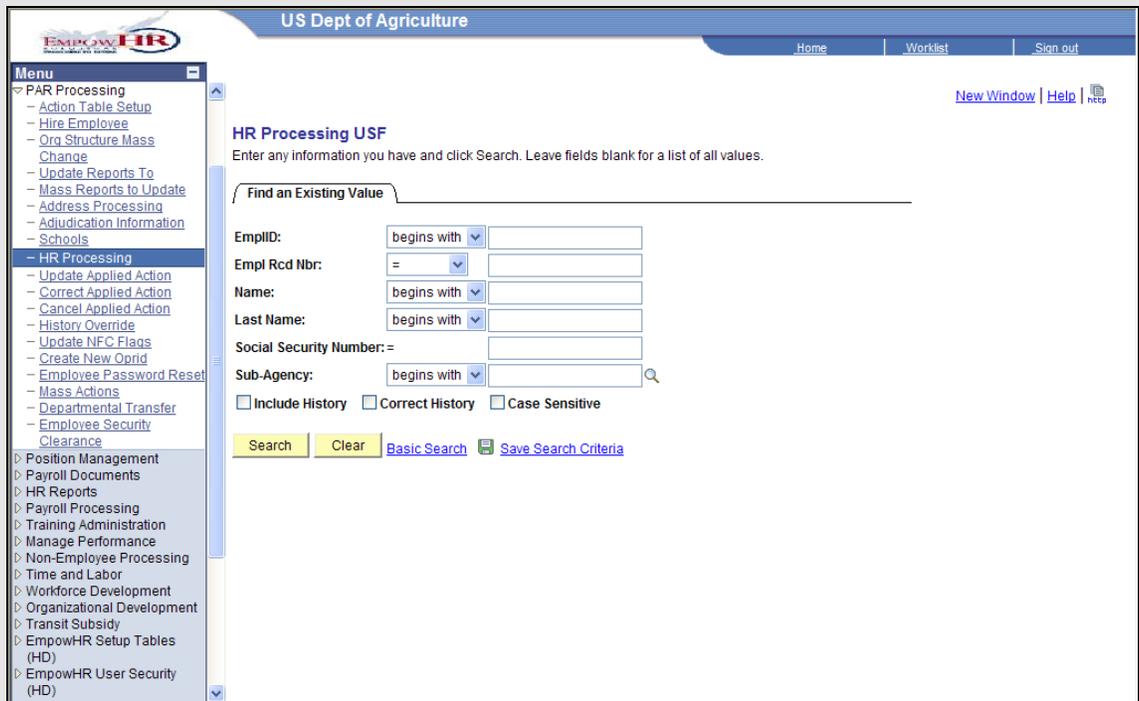
HIRE ACTION

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.



US Dept of Agriculture

Home | Worklist | Sign out

Menu

- PAR Processing
 - Action Table Setup
 - Hire Employee
 - Org Structure Mass Change
 - Update Reports To
 - Mass Reports to Update
 - Address Processing
 - Adjudication Information
 - Schools
 - 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
 - Training Administration
 - Manage Performance
 - Non-Employee Processing
 - Time and Labor
 - Workforce Development
 - Organizational Development
 - Transit Subsidy
 - EmpowHR Setup Tables (HD)
 - EmpowHR User Security (HD)

HR Processing USF

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

Find an Existing Value

EmpID: begins with []

Empl Rcd Nbr: = []

Name: begins with []

Last Name: begins with []

Social Security Number: = []

Sub-Agency: begins with []

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)



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.

CHAPTER 4— PAR PROCESSING

HR PROCESSING

HR Processing USF

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

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Social Security Number:

Sub-Agency: 

Include History Correct History Case Sensitive

[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 results. [View All](#)

First

EmpID	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.



CHAPTER 4— PAR PROCESSING

HR PROCESSING



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.

PAR Justification

EmplID:	178552	Empl Rcd#:	0 TRAINING,CINDY	SSN:	XXX-XX-0286
----------------	--------	-------------------	------------------	-------------	-------------

Effective Date:	10/23/2009	Transaction # / Sequence:		Transaction Status:	InProgress
Action:		PAR Status:	PRO	Processed	
Reason Code:					
NOA Code:					
Not To Exceed Date:					
Contact:	<input type="text"/>				

Par Justification:

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						
Tracking Data		User Information	Comments			
*Action Taken	Action Dt Ovrd	PAR Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name
10/23/2009	<input type="checkbox"/>	PRO	EMPTD389	<input type="checkbox"/>	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*.

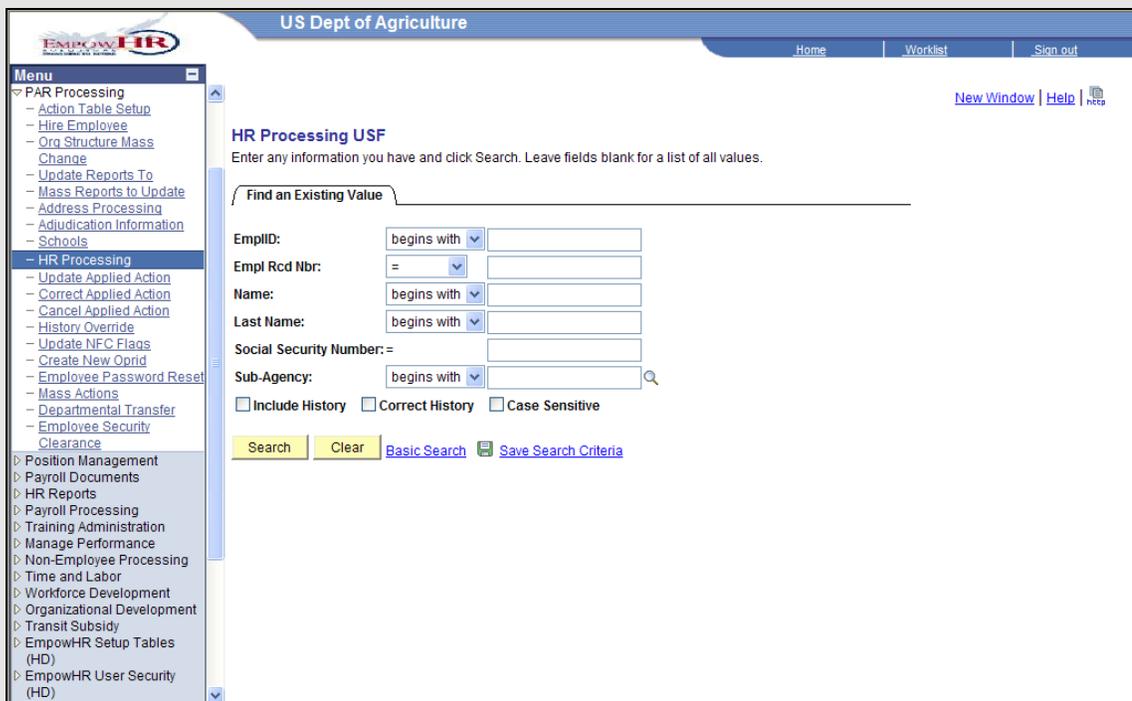


NOTE: ACTIONS WITH AN NFC STATUS OF NFC READY OR READY FUTURE CAN BE EDITED UNTIL SENT TO NFC.

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.



The screenshot shows the EmpowHR interface for the US Dept of Agriculture. The left-hand menu is expanded to show 'PAR Processing' and 'HR Processing'. The 'HR Processing' sub-menu is selected, displaying the 'HR Processing USF' page. The page title is 'HR Processing USF' and it includes a search form titled 'Find an Existing Value'. The search form contains several fields: 'EmpID:' with a dropdown set to 'begins with', 'Empl Rcd Nbr:' with a dropdown set to '=', 'Name:' with a dropdown set to 'begins with', 'Last Name:' with a dropdown set to 'begins with', 'Social Security Number: =' with a dropdown set to '=', and 'Sub-Agency:' with a dropdown set to 'begins with'. Below the search fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The top navigation bar includes 'Home', 'Worklist', and 'Sign out' links. The right side of the page has links for 'New Window', 'Help', and 'a11y'.

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.

TRAINING, CINDY US Dept of Agriculture

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

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

TRAINING, CINDY EmplID: 178604 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

- Click the + button to insert a new action.

TRAINING, CINDY US Dept of Agriculture

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

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

TRAINING, CINDY EmplID: 178604 Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 2 Last

Effective Date: Previous Effective Date Proposed Effective Date: Go To Row

Effective Seq: Reviewed Transaction Status: InProgress

Auth Date: 03/04/2007 Contact Emplid: Rollback Indicator View Current SING Errors

*Action: Reassignment/Conversion PAR Status: PRO Processed

*Reason Code: Agency Type: Federal Edit PAR Tracking Comments

NOA Code: NOA Code Prev:

Authority (1): Auth (1) Prev:

Authority (2): 2nd Auth Prev:

NTE Date: PAR Request #: 1 Work Study Program

Print SF-52 Process Monitor PAR Remarks Award Data Tracking Data Justification / Justification Comments

Print SF-50 Validate Edits View Edit Errors GPPA Website

Add Attachment Red Pencil

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

- Enter the appropriate effective date in the **Effective Date** field.
- Enter the appropriate authorization date in the **Auth Date** field.

CHAPTER 4— PAR PROCESSING

INDIVIDUAL TIME OFF AWARD

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.

Award Data

Employee Data

EmplID: 151974 Empl Rcd# 0 Effective Date 09/05/2008 11

Action: **AWD** Award

Reason Code: **Indiv Time Off Award**

Authority (1): **999** No Legal Authority Code

Authority (2): | |

Award Code: **C029** 🔍

Award Data

From Date: [] To Date: []

Hours: []

Informational Data

Number of Persons: [1] Tang / Intang: Not Applicable

Case Number: [] First Year Savings: []

Payroll Data

Use Stored Accounting Code Pay and/or process to W-2

For Personnel Action only

Sub-Agency Charged: []

Accounting Station Charged: []

Accounting Distribution: []

Check Mail Address Data

Address Ind: []

Address Line 1: []

Address Line 2: []

City: []

State: []

Postal Code: []

Justification

[]

OK Cancel

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.

The screenshot displays the 'US Dept of Agriculture' EMPLOYER HR system interface. The user is logged in as 'Smith, Harold JAY' with an 'EmplID' of 151974 and 'Empl Rcd Nbr' of 0. The page is titled 'Data Control' and shows various tabs for 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. The main content area is for an 'Individual Time Off Award' with the following details:

- Effective Date:** 09/05/2008
- Proposed Effective Date:** 09/05/2008
- Effective Seq:** 1 of 1
- Auth Date:** 09/05/2008
- *Action:** AWD (Award)
- *Reason Code:** 029 (Indiv Time Off Award)
- NOA Code:** 846 (Individual Time Off Award)
- Authority (1):** 999 (No Legal Authority Code)
- Authority (2):** [Redacted]
- NTE Date:** [Redacted]
- PAR Request #:** [Redacted]
- PAR Status:** PRO (Processed)
- Agency Type:** Federal
- Transaction Status:** InProgress

Navigation and utility buttons include 'Print SF-52', 'Print SF-50', 'Add Attachment', 'Process Monitor', 'PAR Remarks', 'Award Data', 'Tracking Data', 'Justification', 'GPPA Website', 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. The bottom navigation bar shows the current page is 'Data Control' within the 'Personal Data' tab.

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

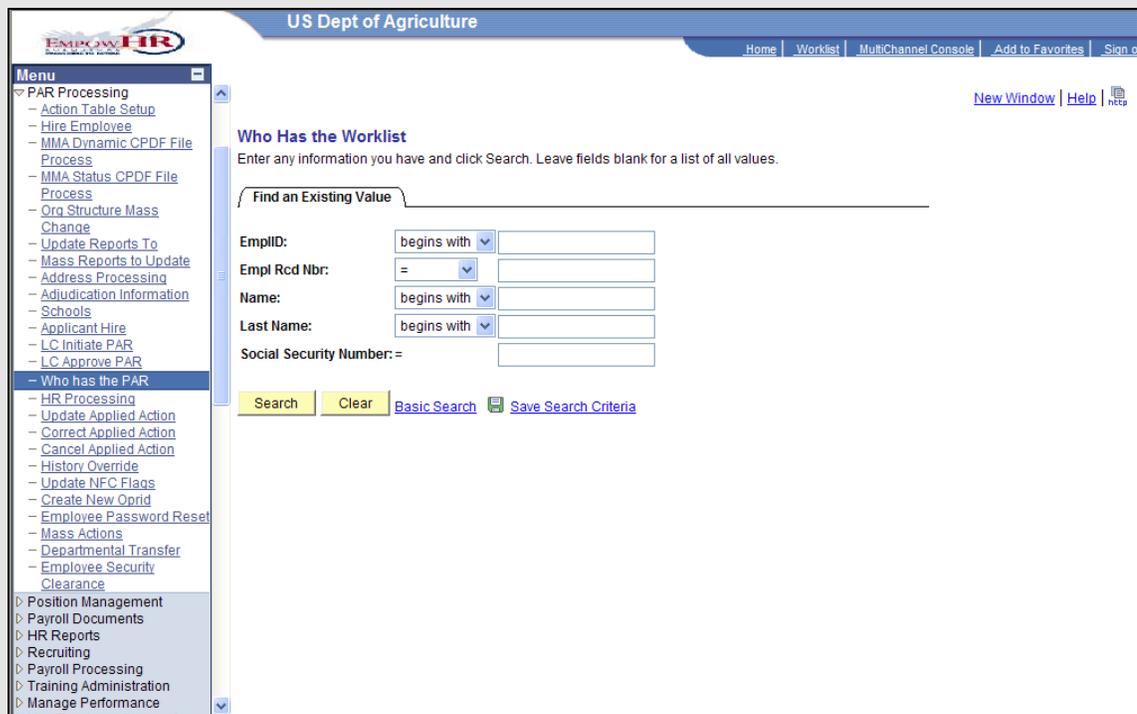
WHO HAS THE PAR

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.



The screenshot shows the 'Who Has the Worklist' search page. The page title is 'Who Has the Worklist' and it includes a search form with the following fields and options:

- EmplID:** begins with []
- Empl Rcd Nbr:** = []
- Name:** begins with []
- Last Name:** begins with []
- Social Security Number:** = []

Buttons: Search, Clear, Basic Search, Save Search Criteria

3. Enter the appropriate search criteria.
4. Click the **Search** button. The search results display.

Who has the PAR
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: = []

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
178538 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0300	
178539 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0299	
178540 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0298	
178541 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0297	
178542 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0296	
178543 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0295	
178544 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0294	
178545 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0293	
178546 0		CINDY TRAINING TRAINING	(blank)		XXX-XX-0292	

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

Who has the PAR? Show All Worklists

Who Has the PAR Find | View All First 1 of 1 Last

Name	CINDY TRAINING	EmplID	178543
Effective Date	11/03/2009	Effective Sequence	
Action			

Assigned To	Available or Selected
Available Date/Time	Selected Date/Time
Sent by	

NO ONE has a worklist for this employee. If someone should, please call the LEADS team at 7-3657.

Notify

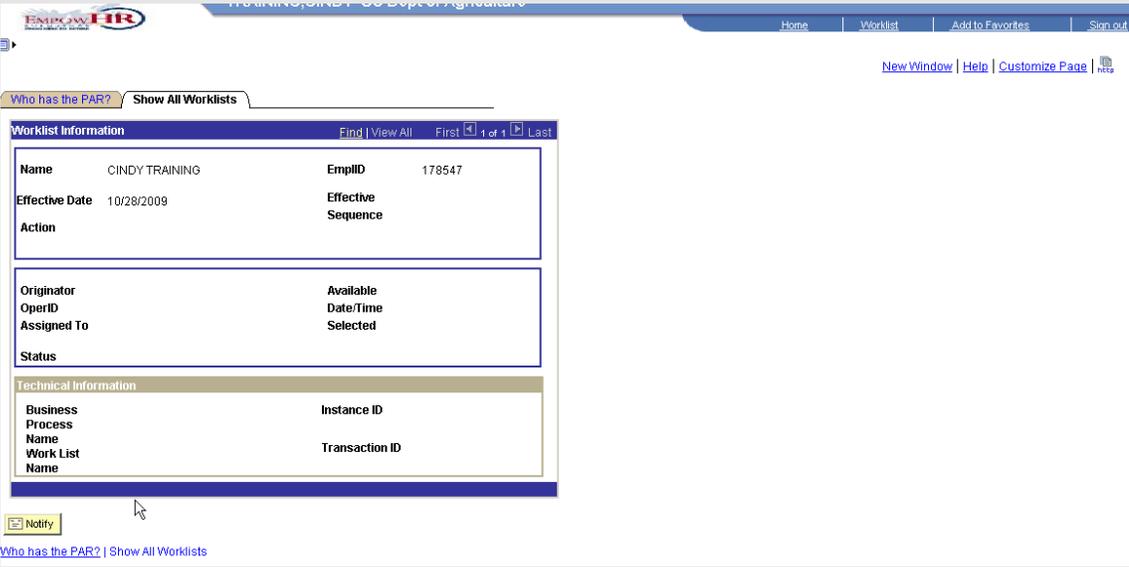
Who has the PAR? | Show All Worklists

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

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

CHAPTER 4— PAR PROCESSING

WHO HAS THE PAR



The screenshot displays a web application interface for 'Who has the PAR?'. The page title is 'Who has the PAR?' and the sub-header is 'Show All Worklists'. The main content area is titled 'Worklist Information' and contains a table with the following data:

Worklist Information		Find View All First 1 of 1 Last	
Name	CINDY TRAINING	EmpID	178547
Effective Date	10/28/2009	Effective Sequence	
Action			
Originator		Available	
OperID		Date/Time	
Assigned To		Selected	
Status			
Technical Information			
Business Process Name		Instance ID	
Work List Name		Transaction ID	

Below the table, there is a 'Notify' button and a link: [Who has the PAR? | Show All Worklists](#).

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



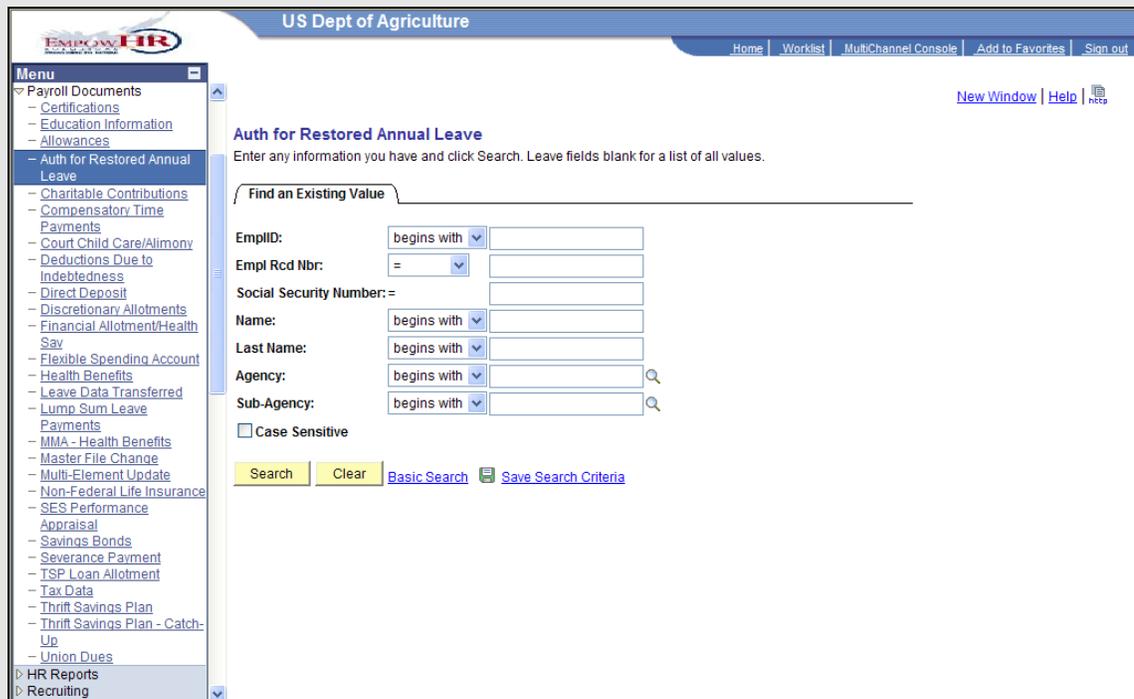
AUTHORIZATION FOR RESTORED ANNUAL LEAVE

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

The screenshot shows a web-based form for 'Authorization for Restored Annual Leave'. At the top, it displays the user 'CINDY' in 'TRAINING' mode with 'EmpID: 178631', 'Rcd# 0', and 'SSN XXX-XX-0207'. The form title is 'Authorization for Restored Annual Leave' with navigation options 'Find', 'First', '1 of 1', and 'Last'. Below the title, there are input fields for 'Effective Date' (10/11/2009), 'Pay Period' (21), and 'Date Entered' (10/23/2009). There are also fields for 'User ID' (EMPTD389) and 'Transaction Status' (InProgress). A section titled 'Annual Leave Data' contains an 'Action Code' dropdown menu set to 'Establish Restored Annual Lv', a 'Total Amount Annual Leave Restored' field with '0.00', a 'Year Leave to be Restored' dropdown, and radio buttons for 'Mgr Approves Request' (Yes/No). A 'Justification' text area and an 'Approval Date' field are also present.



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.

CHAPTER 5— PAYROLL DOCUMENTS

AUTHORIZATION FOR RESTORED ANNUAL LEAVE



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

COURT ORDERED CHILD SUPPORT OR ALIMONY

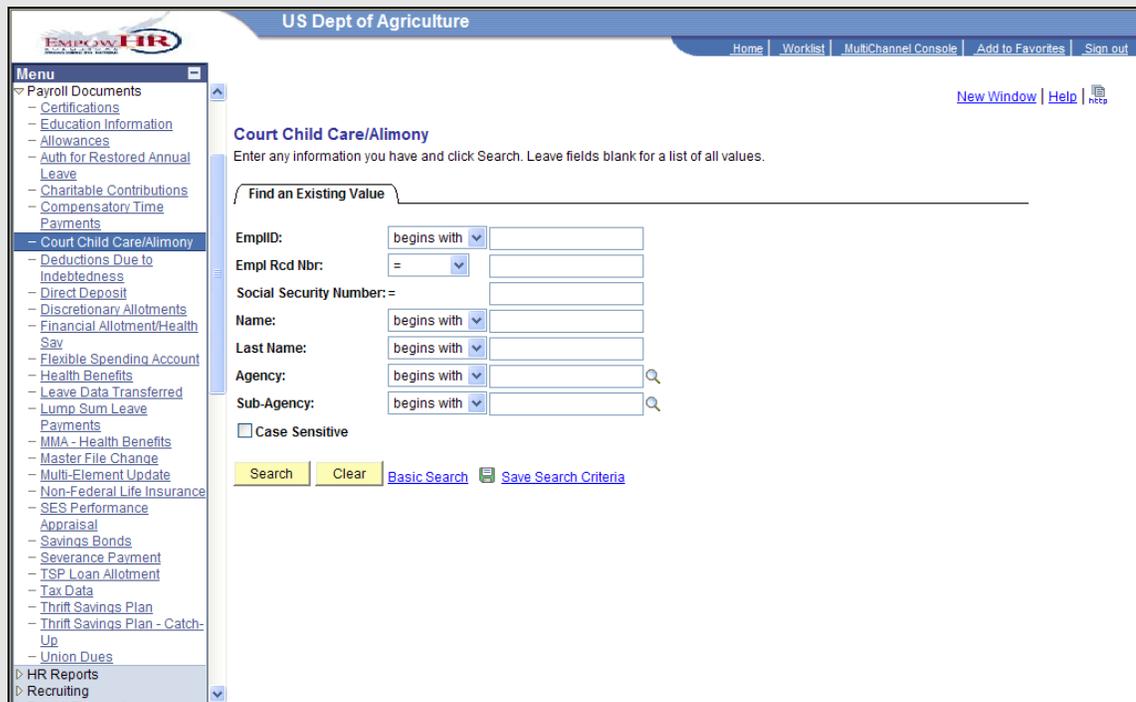
Childcare or alimony deduction is the withholding of court ordered or voluntary childcare or alimony payments through payroll deductions. Federal employees' salaries and wages are subject to garnishment for child support and alimony payments. This type of garnishment occurs when a governmental agency 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.



The screenshot shows the 'EMPLOYEE HR' system interface for the 'US Dept of Agriculture'. The left-hand menu is expanded to 'Payroll Documents', which is further expanded to 'Court Child Care/Alimony'. The main content area displays the 'Court Child Care/Alimony' search page. It features a 'Find an Existing Value' tab and a search form with the following fields:

- EmpID: begins with [text box]
- Empl Rcd Nbr: = [dropdown] [text box]
- Social Security Number: = [text box]
- Name: begins with [text box]
- Last Name: begins with [text box]
- Agency: begins with [dropdown] [text box]
- Sub-Agency: begins with [dropdown] [text box]

There is also a 'Case Sensitive' checkbox and a 'Search' button. Below the search form are links for 'Basic Search' and 'Save Search Criteria'.



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

3. Enter the Employee ID in the **EmpID** field.
4. Click the **Search** button. The **Court Child Care/Alimony** page for the specified employee record displays.



The screenshot shows the 'EMPLOYER HR' system interface. At the top, it displays user information: CINDY, TRAINING, EmpID: 178631, Rcd#: 0, and SSN: XXX-XX-0207. The main title is 'Court Ordered Child Care or Alimony Deductions'. Below this, there are search and navigation options: 'Find | View All' and 'First 1 of 1 Last'. The form includes several sections:

- Effective Date:** 10/11/2009 (with a search icon)
- Pay Period:** 21
- Action Date:** 10/23/2009 (with +/- icons)
- User ID:** EMPTD389
- Transaction Status:** InProgress (with a dropdown arrow)
- 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:** Radio buttons for Check and Direct Deposit.

 At the bottom, there are 'Save' and 'Return to Search' buttons.



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.

CHAPTER 5— PAYROLL DOCUMENTS

COURT ORDERED CHILD SUPPORT OR ALIMONY

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.

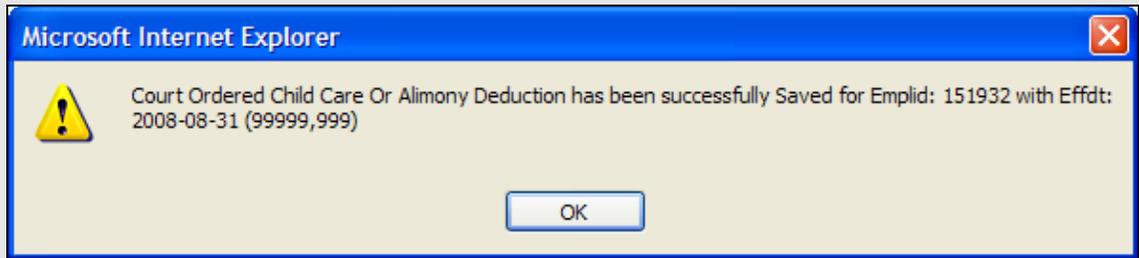


19. If the **Check** radio button is selected, complete the **Name & Address Information** group box,

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.

CHAPTER 5— PAYROLL DOCUMENTS

HEALTH BENEFITS

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.

The screenshot shows the 'US Dept of Agriculture' EMPLOYER HR system interface. On the left is a 'Menu' tree with 'Health Benefits' selected. The main content area is titled 'Health Benefits' and contains a search form. The form includes a header: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section 'Find an Existing Value' with the following fields:

- EmplID: begins with [dropdown] [text box]
- Empl Rcd Nbr: = [dropdown] [text box]
- Social Security Number: = [text box]
- Name: begins with [dropdown] [text box]
- Last Name: begins with [dropdown] [text box]
- Agency: begins with [dropdown] [text box] [magnifying glass icon]
- Sub-Agency: begins with [dropdown] [text box] [magnifying glass icon]

 There is a 'Case Sensitive' checkbox. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

CHAPTER 5— PAYROLL DOCUMENTS

HEALTH BENEFITS

EMPLOYER HR

Elections **Dependents**

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

Health Benefits Find | View All First 1 of 1 Last

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

User ID: EMPTD389 Transaction Status: InProgress

Plan Information

Benefit Plan:

Coverage Code:

Transaction Information

*Transaction Code:

Event Code:

Married? Employee Daytime Phone Number:

Other Insurance Information

Medicare A Medicare B Medicare D Tricare

Private Insurance Name:

Policy Number:

Event Date: Date Document Signed:

Event Change Code: Office Received Date:

Personnel Contact

Name:

*First Middle *Last Suffix

Authorized Agency Phone Number: Personnel Office Phone Number:

Retro collection by NFC Pre-Tax FEHB Premium Temp Employee Pay Full Premium:

[Elections](#) | [Dependents](#)

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**

CHAPTER 5— PAYROLL DOCUMENTS

HEALTH BENEFITS

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.

EMPLOYER HR

Elections Dependents

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

Coverage

Effective Date: 10/11/2009 Date Entered: 10/23/2009
 User ID: EMPTD389 Transaction Status: InProgress
 Benefit Plan:
 Coverage Code:

Dependents Find | View All First 1 of 1 Last

Name

*First Middle *Last Suffix

National ID (SSNO) *Birthdate Relationship *Gender Male

Address Information

Address 1
 Address 2
 Address 3
 City
 Foreign Address Indicator

Coverage Information

Medicare A Medicare B Medicare D Tricare
 Private Insurance Name
 Policy Number

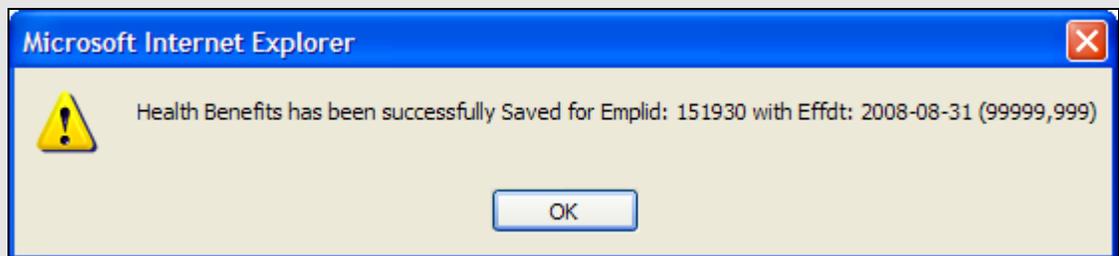
[Elections](#) | [Dependents](#)

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.

CHAPTER 5— PAYROLL DOCUMENTS

HEALTH BENEFITS

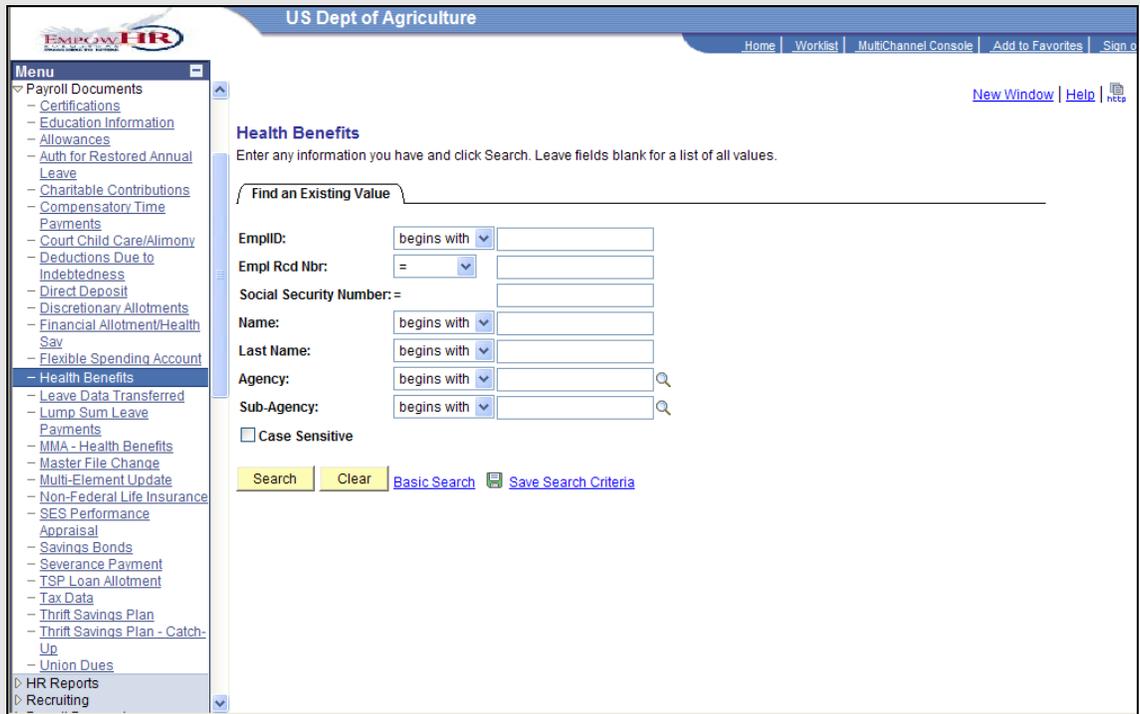
7. Enter the birth date of the dependent in the **Birth Date** field.
8. Select the relationship of the dependent from the **Relationship** drop-down list.
9. Select the gender of the dependent from the **Gender** drop-down list
10. Enter the street address in the **Address 1, Address 2, and Address 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.



US Dept of Agriculture

Home | Worklist | MultiChannel Console | Add to Favorites | Sign o

[New Window](#) | [Help](#) | [nets](#)

Menu

- Payroll Documents
 - Certifications
 - Education Information
 - Allowances
 - Auth for Restored Annual Leave
 - Charitable Contributions
 - Compensatory Time Payments
 - Court Child Care/Alimony
 - Deductions Due to Indebtedness
 - Direct Deposit
 - Discretionary Allotments
 - Financial Allotment/Health Sav
 - Flexible Spending Account
 - Health Benefits**
 - Leave Data Transferred
 - Lump Sum Leave Payments
 - MMA - Health Benefits
 - Master File Change
 - Multi-Element Update
 - Non-Federal Life Insurance
 - SES Performance Appraisal
 - Savings Bonds
 - Severance Payment
 - TSP Loan Allotment
 - Tax Data
 - Thrift Savings Plan
 - Thrift Savings Plan - Catch-Up
 - Union Dues
 - HR Reports
 - Recruiting

Health Benefits

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: = []

Name: begins with []

Last Name: begins with []

Agency: begins with []

Sub-Agency: begins with []

Case Sensitive

[Basic Search](#)

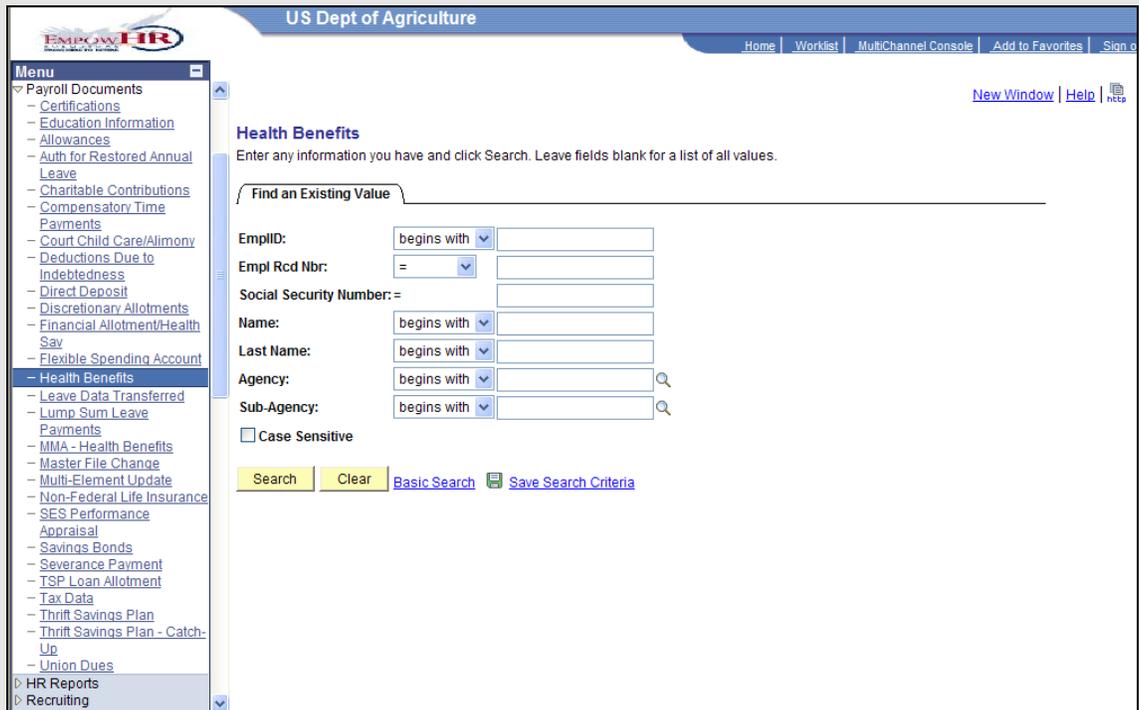
3. Enter the Employee ID of the desired employee in the **EmplID** field.
4. Click the **Search** button. The **Elections** page for the specified employee record displays.

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

FEHB CANCEL ENROLLMENT

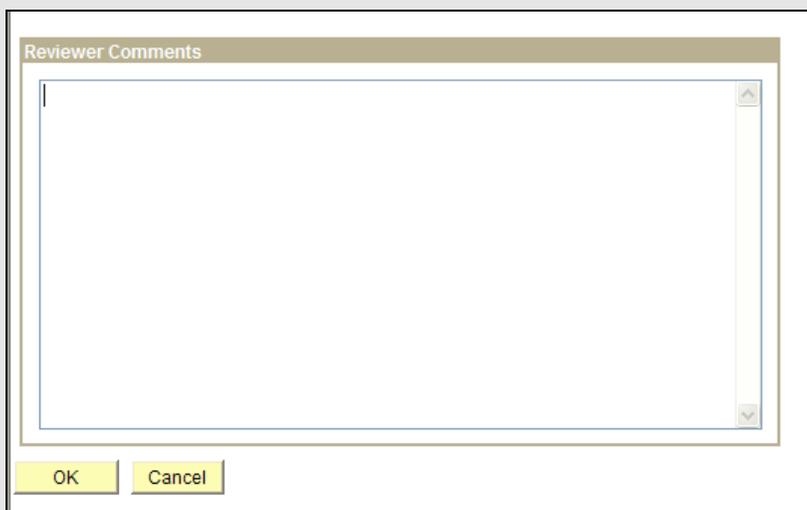
Procedure: Completing the FEHB Cancel Enrollment

1. Select the **Payroll Documents** menu group.
2. Select the **Health Benefits** component. The **Health Benefits – Find an Existing Value** page displays.

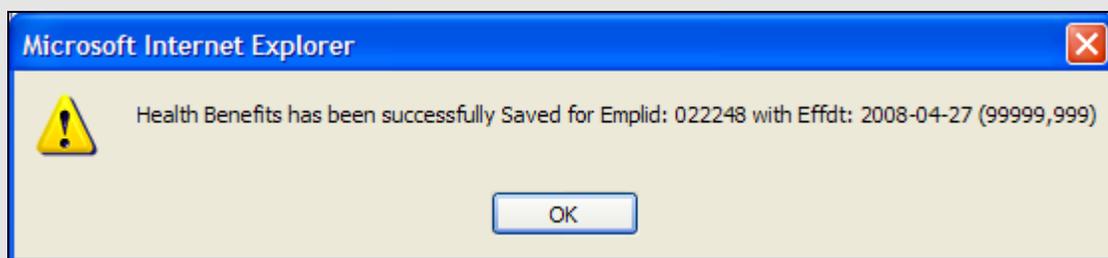


The screenshot shows the 'US Dept of Agriculture' HR system interface. On the left, a 'Menu' sidebar is expanded to 'Health Benefits'. The main content area is titled 'Health Benefits' and contains a search form. The form has a header 'Find an Existing Value' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are several search criteria fields: 'EmplID:' (with a 'begins with' dropdown), 'Empl Rcd Nbr:' (with an '=' dropdown), 'Social Security Number: =' (with a dropdown), 'Name:' (with a 'begins with' dropdown), 'Last Name:' (with a 'begins with' dropdown), 'Agency:' (with a 'begins with' dropdown and a search icon), and 'Sub-Agency:' (with a 'begins with' dropdown and a search icon). There is also a 'Case Sensitive' checkbox. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.



10. Enter any necessary comments.
11. Click the **OK** button. The **Health Benefits** page displays.
12. Click the **Save** button. The save confirmation displays.



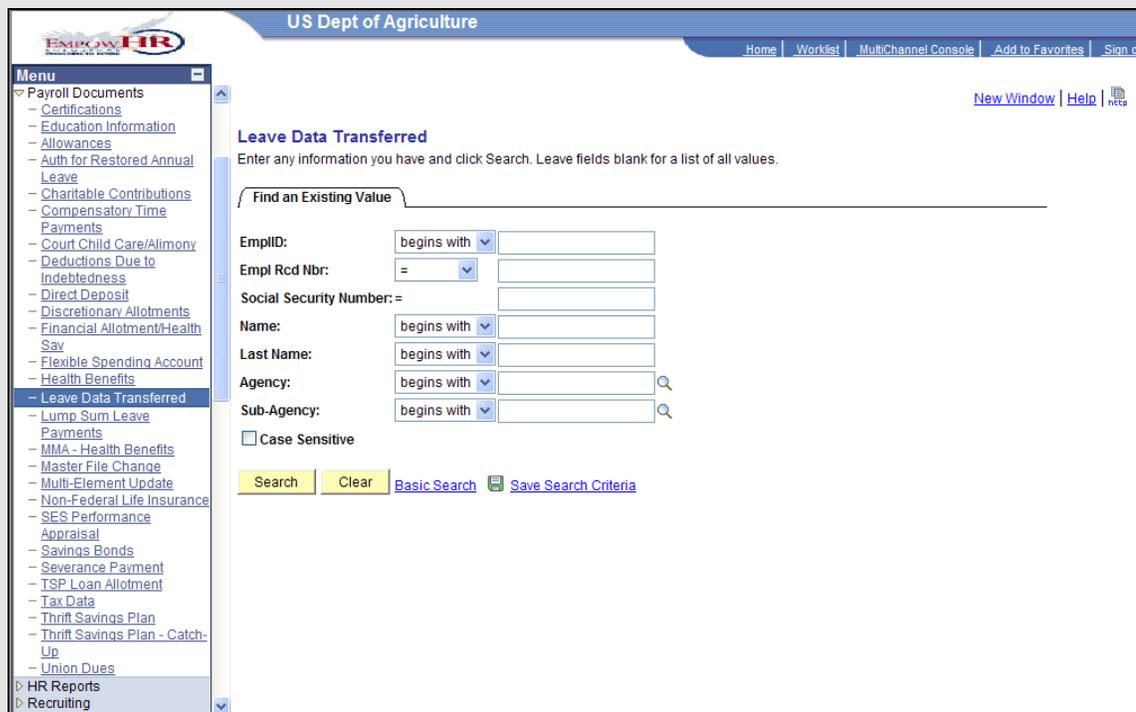
13. Click the **OK** button. The cancellation of FEHB benefits saves.

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.



The screenshot shows the 'US Dept of Agriculture' EMPLOYEE HR system interface. On the left is a 'Menu' tree with 'Payroll Documents' expanded and 'Leave Data Transferred' selected. The main area is titled 'Leave Data Transferred' and contains a search form. The form has the following fields and options:

- EmplID: begins with [dropdown]
- Empl Rcd Nbr: = [dropdown]
- Social Security Number: = [text input]
- Name: begins with [dropdown]
- Last Name: begins with [dropdown]
- Agency: begins with [dropdown] [search icon]
- Sub-Agency: begins with [dropdown] [search icon]
- Case Sensitive

Buttons at the bottom include 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

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

Leave Data Transferred

CINDY TRAINING EmpID: 178570 Rcd# 0 SSN XXX-XX-0268

Record of Leave Data Transferred 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

Summary of Annual and Sick Leave

	Annual Hours	Credit?	Sick Hours	Credit?
Prior Year Leave Balance	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Current Year Leave Earned	<input type="text"/>		<input type="text"/>	
Reduction in Credits	<input type="text"/>		<input type="text"/>	
Current Year Leave Taken	<input type="text"/>		<input type="text"/>	
Leave Transferred	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Absence Without Pay and Military Leave

Leave Without Pay or Furlough During Leave Year Since Last WGI

AWOL or Suspension Since Last WGI

Military Leave Days Taken - This Leave Year

Commencing Date of WGI Wait Period

AWOL or Suspension During Current Leave Year

Ending Date of Lump Sum Leave

Save Return to Search Previous in List Next in List

- Enter the effective date in the **Effective Date** field.
- Enter the annual hours in the **Prior Year Leave Balance** field.
- If applicable, select the **Credit** checkbox.
- Enter the sick hours in the **Prior Year Leave Balance** field.
- If applicable, select the **Credit** checkbox.

CHAPTER 5— PAYROLL DOCUMENTS

LEAVE DATA TRANSFERRED

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.

CHAPTER 5— PAYROLL DOCUMENTS

LUMP SUM LEAVE PAYMENTS

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:

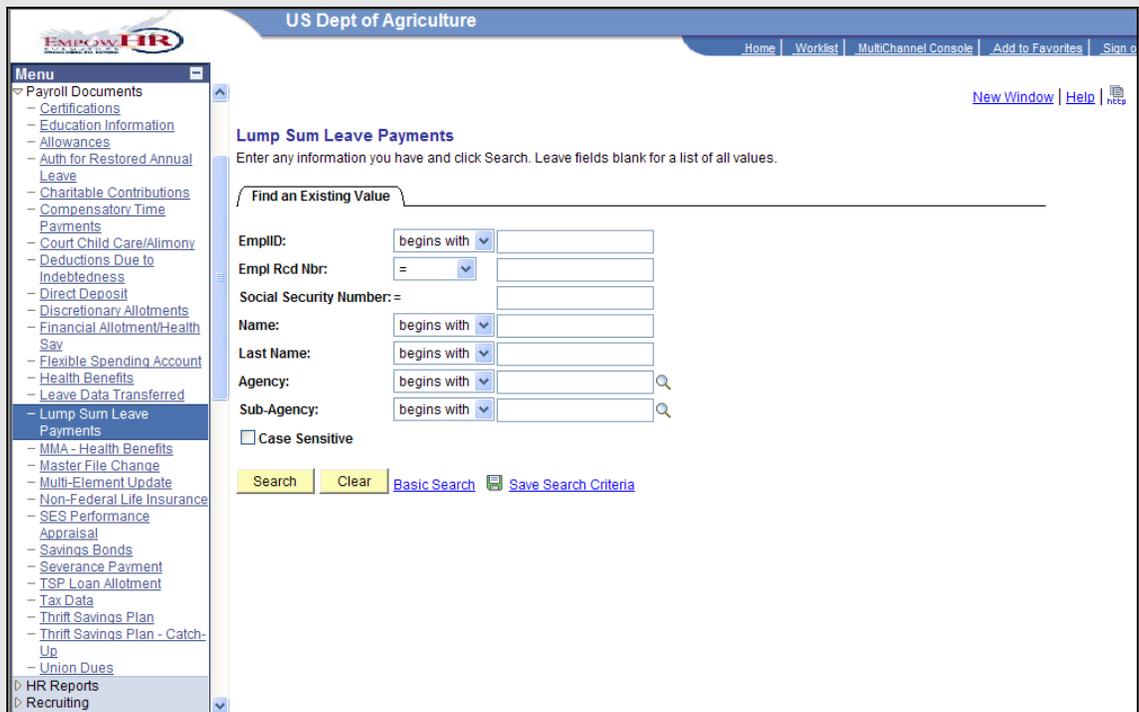
- Employees who enter the Armed Forces or who transfer to public international organizations and who do not elect to retain annual leave
- Employees who transfer to positions not under a leave system, example PT/FT employees who change to an intermittent work schedule
- Intermittent employees for whom 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.



The screenshot shows the 'EMPLOYEE HR' web application interface for the 'US Dept of Agriculture'. The left-hand 'Menu' is expanded to show 'Payroll Documents' > 'Lump Sum Leave Payments'. The main content area is titled 'Lump Sum Leave Payments' and contains a search form. The form includes a header instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' with a search bar. The search criteria fields are: 'EmplID:' (dropdown: 'begins with'), 'Empl Rcd Nbr:' (dropdown: '='), 'Social Security Number:' (dropdown: '='), 'Name:' (dropdown: 'begins with'), 'Last Name:' (dropdown: 'begins with'), 'Agency:' (dropdown: 'begins with'), and 'Sub-Agency:' (dropdown: 'begins with'). There is a 'Case Sensitive' checkbox and a 'Search' button. At the bottom of the search area are links for 'Basic Search' and 'Save Search Criteria'.

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.

CHAPTER 5— PAYROLL DOCUMENTS

LUMP SUM LEAVE PAYMENTS

EMPLOYER HR

CINDY TRAINING EmpID: 178551 Rcd# 0 SSN XXX-XX-0287

Lump Sum Leave Payments 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

Payment Information

*Payment Type: Date of Separation: [B1]
*Flat Tax Rate: No *Minus S/L: [B1]
*Pay Cola: *Pay AUO: [B1]

Wage Employee Shift Rate Hours

1st: 0.00 2nd: 0.00 3rd: 0.00 VAR: 0.00

Dates Lump Sum Payment Carries Through

A.L. Restored [B1] A.L. Within Ceiling [B1] A.L. Above Ceiling [B1]
Date: Date: Date:
Hours Applicable to Last Day: 0.00 Total Hours to be Paid: 0.00
*Accounting Data Usage Code: [B1]

LSP Period Date **Lump Sum Payment**

Date Lump Sum Paymnt Per Start [B1] LSP Leave Recred Hours [B1]
Date Lump Sum Paymnt Per End [B1] LSP Unexpected Annual LV Hours [B1]
Date Lump Sum Paymnt Hourly RT [B1] LSP Unexpected LV Rate Amount [B1]
Date LSP TOTAL LV PER END [B1] Lump Sum Pmt Refund Amount [B1]
LSP Annual Leave Hours Paid [B1]

Accounting Distribution Data Customize | Find | View All | [B1] First 1 of 1 Last

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:

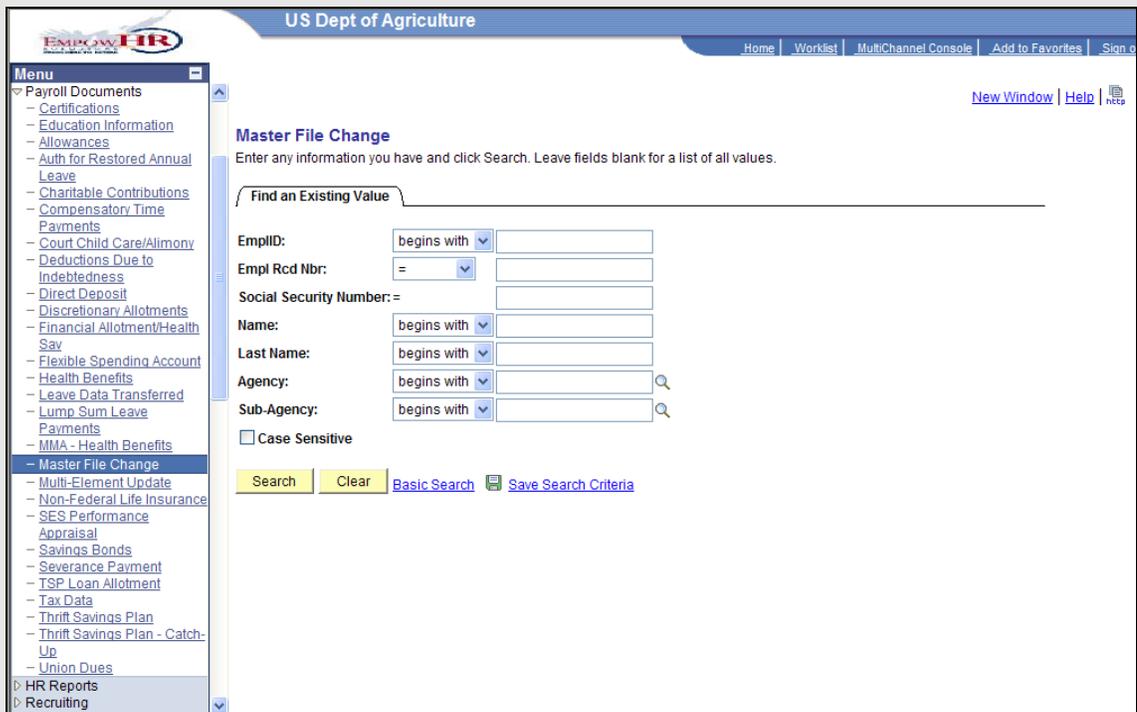
- D00005 Cum-Retire-Deducts-Conv
- D00012 Oasdi-Deductions-Ytd
- D00013 Oasdi-Wages-Ytd
- D00014 Int-Days-Wkd-Last Wgi
- D00015 Int-Days-Wkd-This-Appnt
- D00016 Int-Pd-Days-To-Car-Tenure
- D00017 Int-Days-Wkd-Cal-Yr-Scd
- D00018 Int-Elapsed-Cal-Days-Scd
- D00019 Int-Elapse-Cal-Days-Wgi
- D00020 Int-Elapse-Cal-Days-Car-Tn
- 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.



The screenshot shows the 'Master File Change' web application interface. On the left is a navigation menu with 'Payroll Documents' expanded to show 'Master File Change'. The main content area has a search form titled 'Find an Existing Value' with the following fields:

- EmplID: begins with [dropdown] [text input]
- Empl Rcd Nbr: = [dropdown] [text input]
- Social Security Number: = [text input]
- Name: begins with [dropdown] [text input]
- Last Name: begins with [dropdown] [text input]
- Agency: begins with [dropdown] [text input] [magnifying glass icon]
- Sub-Agency: begins with [dropdown] [text input] [magnifying glass icon]

There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

CINDY TRAINING EmplID: 178592 Rcd# 0 SSN XXX-XX-0246

Master File Change 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

Data Element

*Field to be Updated:

Validation Rules/Hints for Field Values:

New Data:

*Action Code:

Save Return to Search Previous in List Next in List

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.

CHAPTER 5— PAYROLL DOCUMENTS

MASTER FILE CHANGE



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 Membership 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

CHAPTER 5— PAYROLL DOCUMENTS

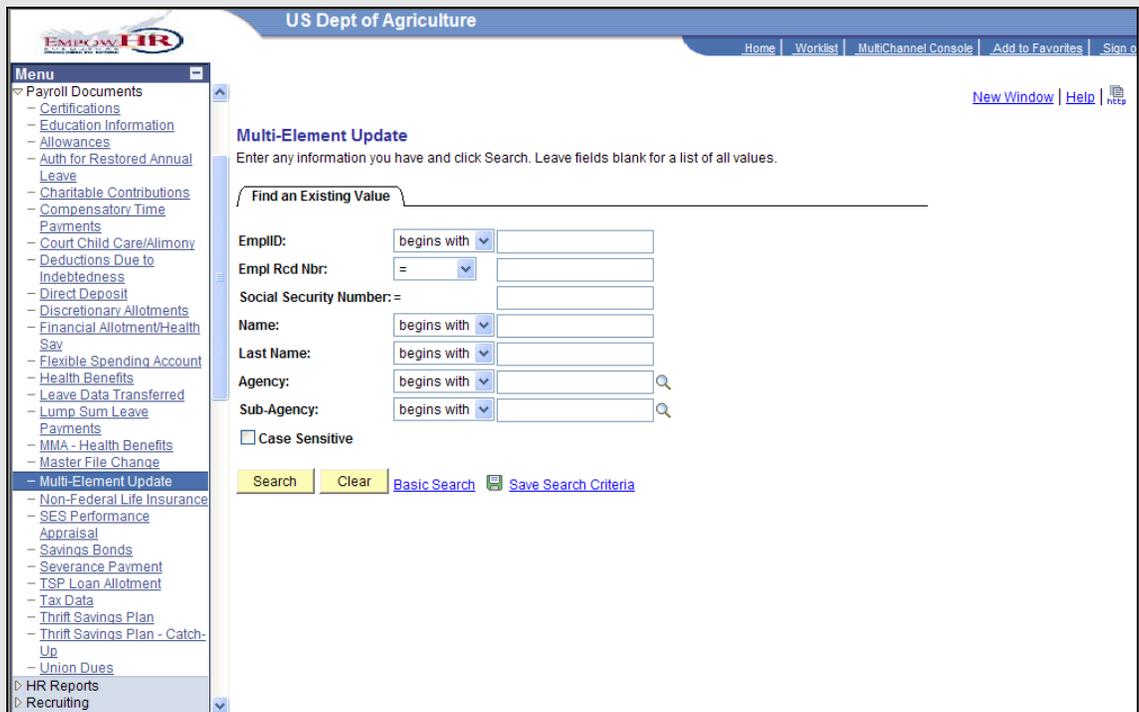
MULTI-ELEMENT UPDATE

- 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 – Find an Existing Value** page displays



The screenshot shows a web application interface for the US Dept of Agriculture. The main content area is titled "Multi-Element Update" and contains a search form. The form has a header "Find an Existing Value" and a sub-header "Enter any information you have and click Search. Leave fields blank for a list of all values." The search form includes the following fields:

- EmplID:** begins with [dropdown] [text input]
- Empl Rcd Nbr:** = [dropdown] [text input]
- Social Security Number:** = [text input]
- Name:** begins with [dropdown] [text input]
- Last Name:** begins with [dropdown] [text input]
- Agency:** begins with [dropdown] [text input] [magnifying glass icon]
- Sub-Agency:** begins with [dropdown] [text input] [magnifying glass icon]

There is a checkbox for "Case Sensitive" and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A left-hand menu is visible, with "Multi-Element Update" selected under the "Payroll Documents" group.

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.

CHAPTER 5— PAYROLL DOCUMENTS

MULTI-ELEMENT UPDATE

CINDY TRAINING EmpID: 178551 Rcd# 0 SSN XXX-XX-0287

Multi-Element Update 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

Data Element

*Field to be Updated:

Validation Rules/Hints for Field Values:

*New Data:

Save Return to Search Previous in List Next in List

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



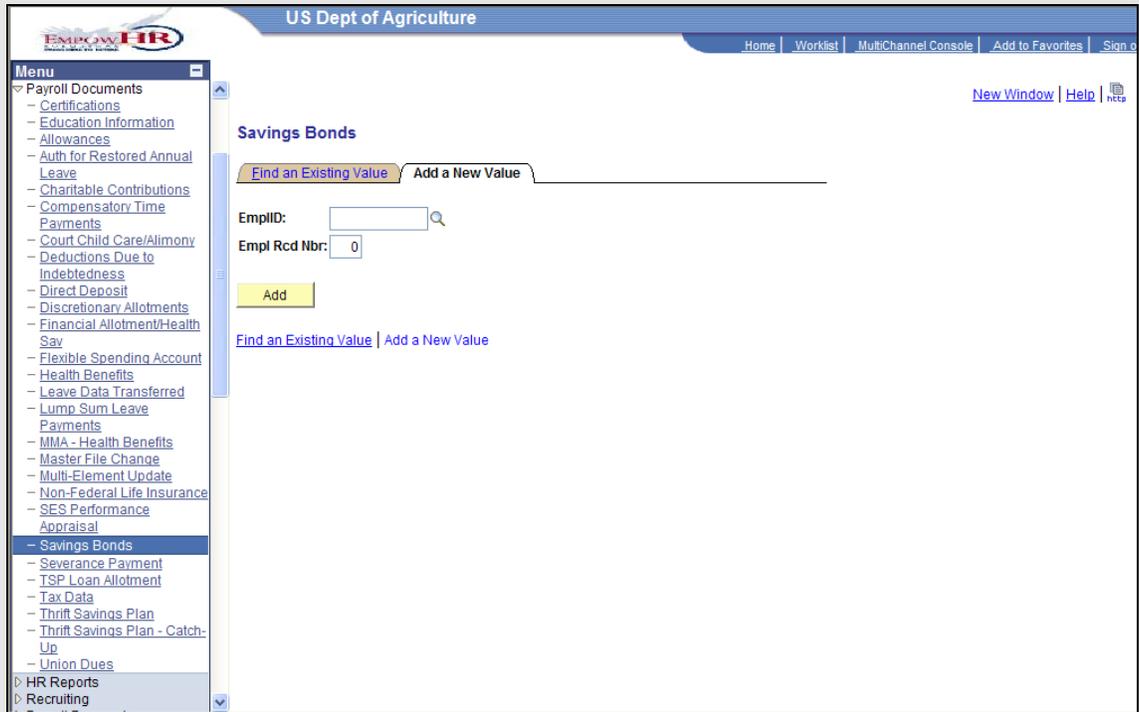
Procedure: Completing a New Savings Bond Authorization Bond Information Page

1. Select the **Payroll Documents** menu group.
2. Select the **Savings Bond** component from. The **Savings Bond – Find an Existing Value** page displays.

The screenshot shows a web application interface for the US Dept of Agriculture. The main content area is titled "Savings Bonds" and contains a search form. The form has two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs are several input fields, each with a "begins with" dropdown menu and a search icon. The fields are: EmplID, Empl Rcd Nbr, Bond Authorization Number, Social Security Number, Name, Last Name, Agency, and Sub-Agency. There are also two checkboxes: "Correct History" and "Case Sensitive". At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A left-hand menu is visible, showing a tree structure of navigation options, with "Savings Bonds" highlighted. The top of the page has a navigation bar with links for "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign o".



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.

CHAPTER 5— PAYROLL DOCUMENTS

SAVINGS BONDS

The screenshot displays the 'Savings Bond' entry form in the EMPLOYER HR system. At the top, there are tabs for 'Bond Information', 'Owner Information', and 'Co-Owner Information'. The user information section shows 'CINDY TRAINING' with 'EmplID: 178552', 'Rcd#: 0', and 'SSN XXX-XX-0286'. The 'Savings Bond' section includes fields for 'Effective Date' (10/25/2009), 'Pay Period' (22), and 'Date Entered' (10/27/2009). Below this, 'User ID' is 'EMPTD389' and 'Transaction Status' is 'In Progress'. The 'Bond Information' section contains 'Bond Authorization Number' (1), 'Bond Activity' (170 - New Allocation), and a 'Bond Deduction/Amount/Series' table with fields for 'Amount Allotted', 'Bond Denomination', and 'Type of Bond'. At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', and 'Correct History', along with navigation links for 'Bond Information', 'Owner Information', and 'Co-Owner Information'.

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.

The screenshot shows the EMPLOYER HR system interface. At the top, there are navigation tabs for "Bond Information", "Owner Information" (which is selected), and "Co-Owner Information". Below the tabs, the system displays the following information:

- Employee Information:** CINDY TRAINING, EmpID: 178552, Rcd#: 0, SSN: XXX-XX-0286
- Bond Information/Activity:** Bond Authorization Number: 1, Pay Period: 22, Effective Date: 10/25/2009
- User Information:** User ID: EMPTD389, Transaction Status: In Progress
- Bond Activity:** 170 - New Allocation

The main section is titled "Bond Inscriptions" and contains a "Bond Owners" form. The form includes the following fields:

- Bond Owner Nbr:** A drop-down menu with "1st" selected.
- SSN:** A text input field.
- Same Address as Employee:** A checkbox that is currently unchecked.
- *First, Middle, *Last:** Text input fields for the owner's name.
- Suffix:** A drop-down menu.
- Name:** A label for the name fields.
- Address 1, Address 2:** Text input fields for the owner's address.
- City, State:** Text input fields for the owner's location.

At the bottom of the form, there are buttons for "Save", "Add", "Update/Display", and "Correct History". Below the buttons, there are navigation links: "Bond Information | Owner Information | Co-Owner Information".

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.

CHAPTER 5— PAYROLL DOCUMENTS

SAVINGS BONDS

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.

EMPLOYER HR
Payroll Information System

Bond Information | Owner Information | **Co-Owner Information**

CINDY TRAINING **EmplID:** 178552 **Rcd#:** 0 **SSN:** XXX-XX-0286

Bond Information/Activity Find | View All First 1 of 1 Last

Bond Authorization Number: 1 **Pay Period:** 22 **Effective Date:** 10/25/2009

User ID: EMPTD389 **Transaction Status:** In Progress

Bond Activity: 170 - New Allocation

Bond Inscription Find First 1 of 1 Last

Bond Co-Owner/Beneficiary + -

Co-Owner Beneficiary Cancel

Co-Own/Ben Nbr: [dropdown]

SSN: [text box]

Name:

*First [text box] Middle [text box] *Last [text box] Suffix [dropdown]

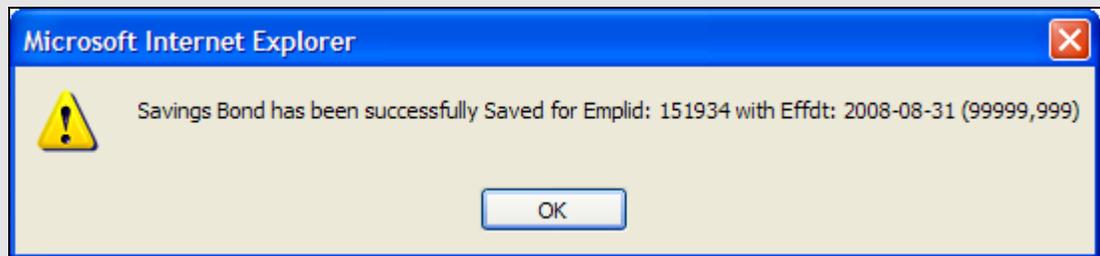
[Bond Information](#) | [Owner Information](#) | [Co-Owner Information](#)



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.

The screenshot shows the 'US Dept of Agriculture Empower HR' web application. On the left is a 'Menu' tree with 'Payroll Documents' expanded and 'Savings Bonds' selected. The main content area is titled 'Savings Bonds' and contains a search form. The form includes fields for 'EmplID', 'Empl Rcd Nbr', 'Bond Authorization Number', 'Social Security Number', 'Name', 'Last Name', 'Agency', and 'Sub-Agency'. Each field has a dropdown menu with 'begins with' selected. There are also checkboxes for 'Correct History' and 'Case Sensitive'. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the buttons are links for 'Find an Existing Value' and 'Add a New Value'.

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.

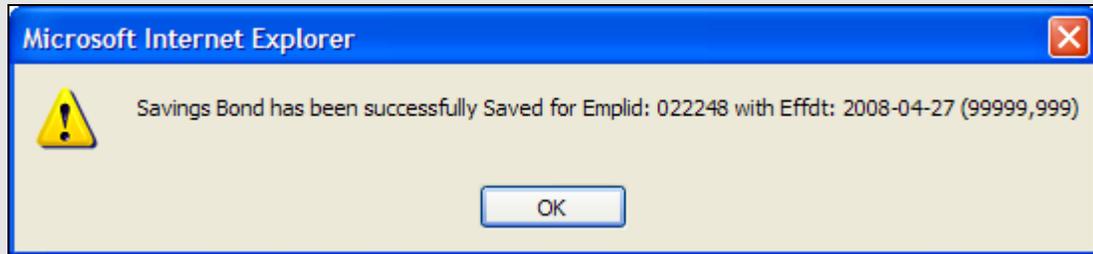
OR

 Select 174 - Cancel Owner/Co/Benef from the **Bond Activity** drop-down list.
8. If applicable, make adjustments to the necessary fields.

CHAPTER 5— PAYROLL DOCUMENTS

SAVINGS BONDS

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



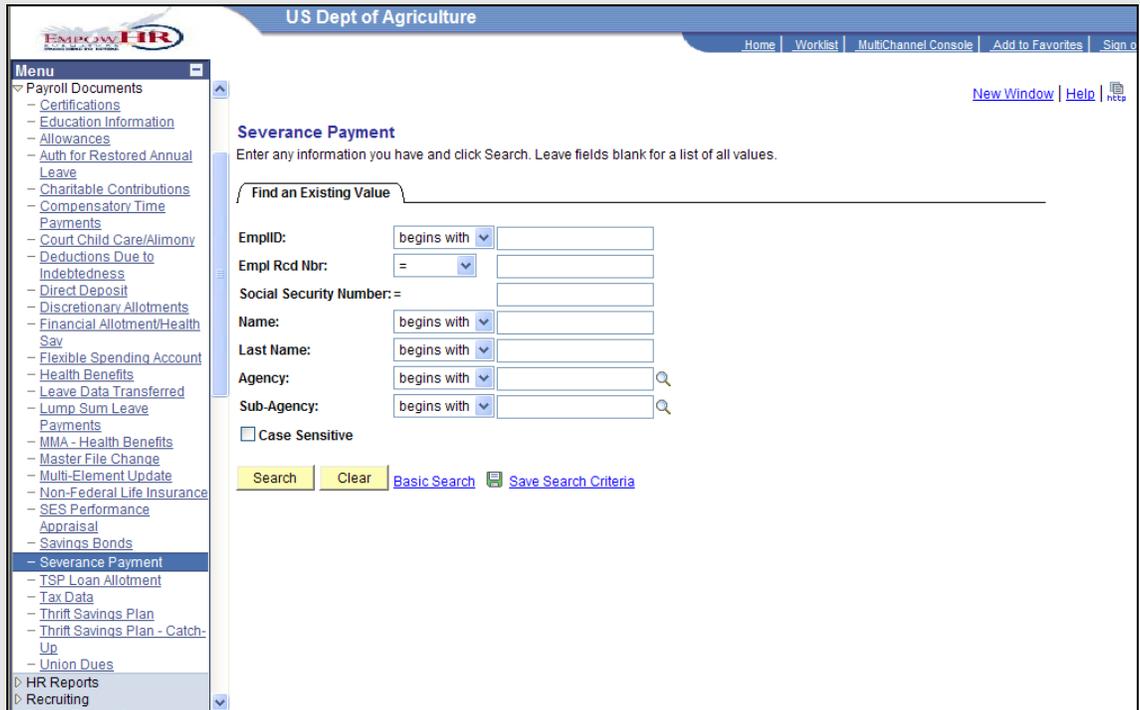
10. Click the **OK** button. The changed or cancelled Savings Bond Authorization saves.

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.



The screenshot shows the 'US Dept of Agriculture' HR system interface. The left sidebar contains a 'Menu' with 'Payroll Documents' expanded, and 'Severance Payment' selected. The main content area is titled 'Severance Payment' and includes a search form with the following fields:

- EmplID: begins with [text box]
- Empl Rcd Nbr: = [dropdown] [text box]
- Social Security Number: = [text box]
- Name: begins with [dropdown] [text box]
- Last Name: begins with [dropdown] [text box]
- Agency: begins with [dropdown] [text box] [magnifying glass icon]
- Sub-Agency: begins with [dropdown] [text box] [magnifying glass icon]

There is also a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

CHAPTER 5— PAYROLL DOCUMENTS

SEVERANCE PAYMENT

The screenshot shows the EMPLOYER HR system interface. At the top, the logo for EMPLOYER HR is visible. Below the logo, the user information is displayed: CINDY TRAINING, EmpID: 178549, Rcd#: 0, SSN XXX-XX-0289. The main section is titled "Severance Pay Data" and includes a search bar with "Find | View All" and pagination "First 1 of 1 Last". The "Effective Date" field is set to 10/25/2009, "Pay Period" is 22, and "Date Entered" is 10/27/2009. The "User ID" is EMPD389 and the "Transaction Status" is InProgress. Below this is the "Transaction Data" section with several fields: *Transaction (a drop-down menu), *Total Amount, Amount Per Pay Period, *Beginning Date (with a calendar icon), First Payment Amount, and *Accounting Distribution. At the bottom of the form are four buttons: Save, Return to Search, Previous in List, and Next in List.

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.

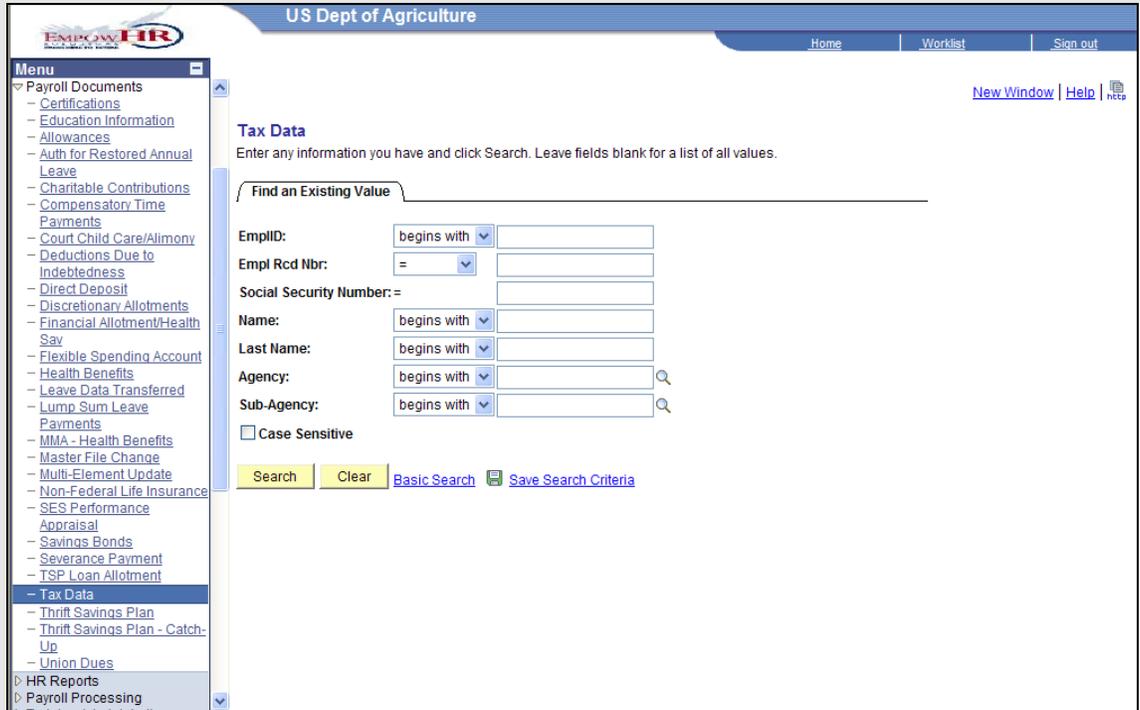
Dual state tax withholding allows employees to voluntarily elect to pay state tax in the duty station and residence states. If state income tax is currently withheld based on the duty station and a state tax form is entered to begin withholding for the residence state, the document will appear in suspense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



The screenshot shows the 'US Dept of Agriculture' HR system interface. The top navigation bar includes 'Home', 'Worklist', and 'Sign out'. A 'Menu' sidebar on the left lists various HR categories, with 'Tax Data' selected. The main content area is titled 'Tax Data' and contains the following text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with several search criteria:

- EmplID:** begins with [text input]
- Empl Rcd Nbr:** = [dropdown] [text input]
- Social Security Number:** = [text input]
- Name:** begins with [text input]
- Last Name:** begins with [text input]
- Agency:** begins with [text input] 
- Sub-Agency:** begins with [text input] 

There is a checkbox for 'Case Sensitive'. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

CHAPTER 5— PAYROLL DOCUMENTS

TAX DATA

EMPLOYER HR
Recruitment and Payroll Solutions

City Tax Data | County Tax Data | State Tax Data | Federal Tax Data | Earned Income Credit

CINDY TRAINING EmpID: 178590 Rcd# 0 SSN XXX-XX-0248

City Tax Data 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

Exemption Data

State:

City:

Resident of City where employed?

Percent of annual compensation for Services outside the city:

Total Number Of Allowances:

Additional Withholding Amount:

Save Return to Search Previous in List Next in List

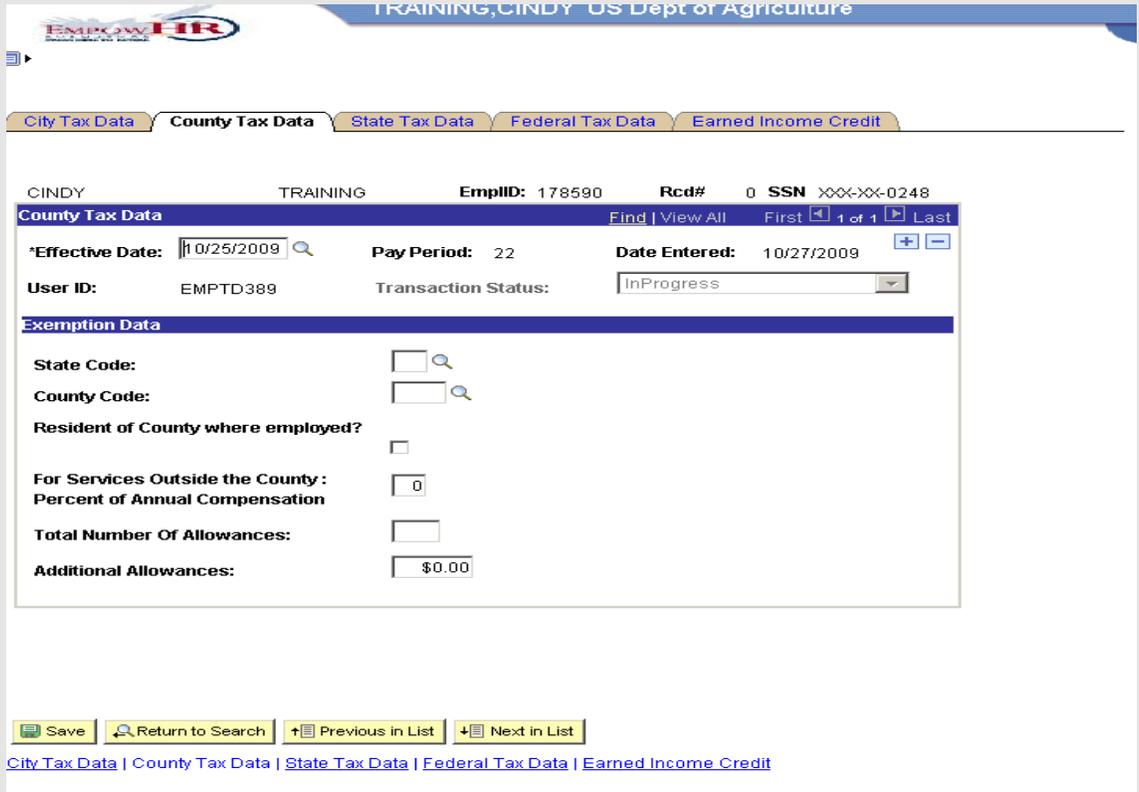
[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | [Earned Income Credit](#)

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.



TRAINING, CINDY US Dept of Agriculture

EMPLOYER HR

City Tax Data **County Tax Data** State Tax Data Federal Tax Data Earned Income Credit

CINDY TRAINING EmpID: 178590 Rcd# 0 SSN XXX-XX-0248

County Tax Data 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

Exemption Data

State Code:

County Code:

Resident of County where employed?

For Services Outside the County : Percent of Annual Compensation

Total Number Of Allowances:

Additional Allowances:

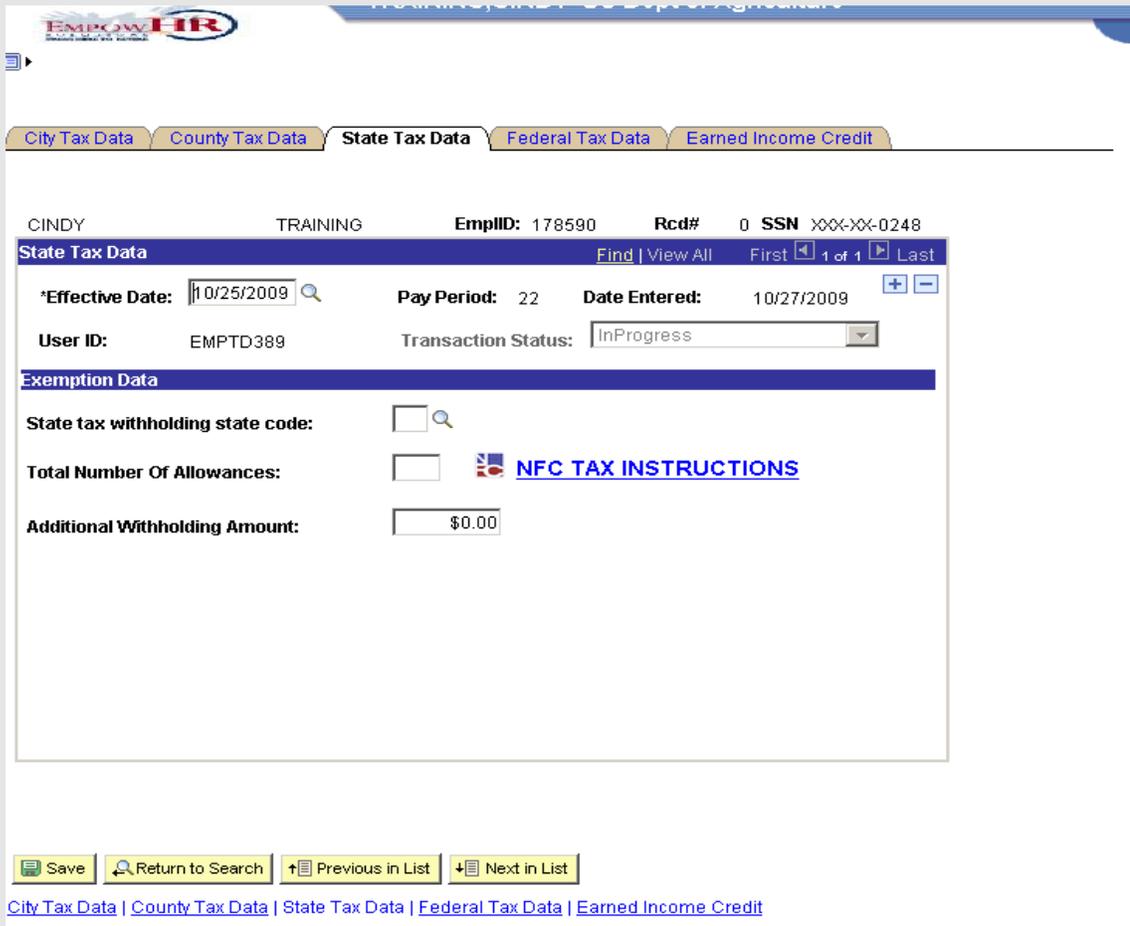
Save Return to Search Previous in List Next in List

[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | [Earned Income Credit](#)

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.



EMPLOYER HR

City Tax Data County Tax Data **State Tax Data** Federal Tax Data Earned Income Credit

CINDY TRAINING EmpID: 178590 Rcd# 0 SSN XXX-XX-0248

State Tax Data 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

Exemption Data

State tax withholding state code:

Total Number Of Allowances: [NFC TAX INSTRUCTIONS](#)

Additional Withholding Amount:

Save Return to Search Previous in List Next in List

[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | [Earned Income Credit](#)

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.

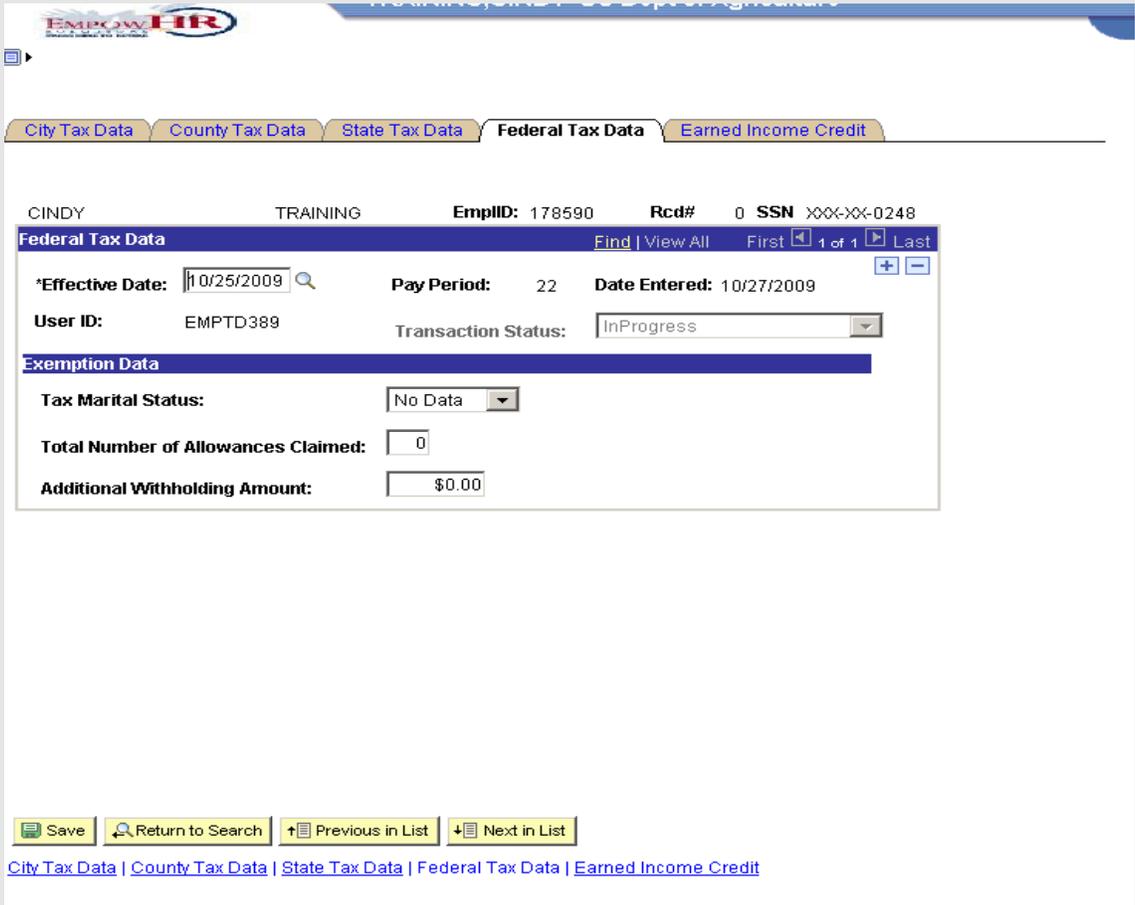


NOTE: SELECT THE NFC TAX INSTRUCTIONS LINK FOR FURTHER INFORMATION.

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.



CINDY TRAINING EmpID: 178590 Rcd# 0 SSN XXX-XX-0248

City Tax Data County Tax Data State Tax Data **Federal Tax Data** Earned Income Credit

Federal Tax Data 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

Exemption Data

Tax Marital Status: No Data

Total Number of Allowances Claimed: 0

Additional Withholding Amount: \$0.00

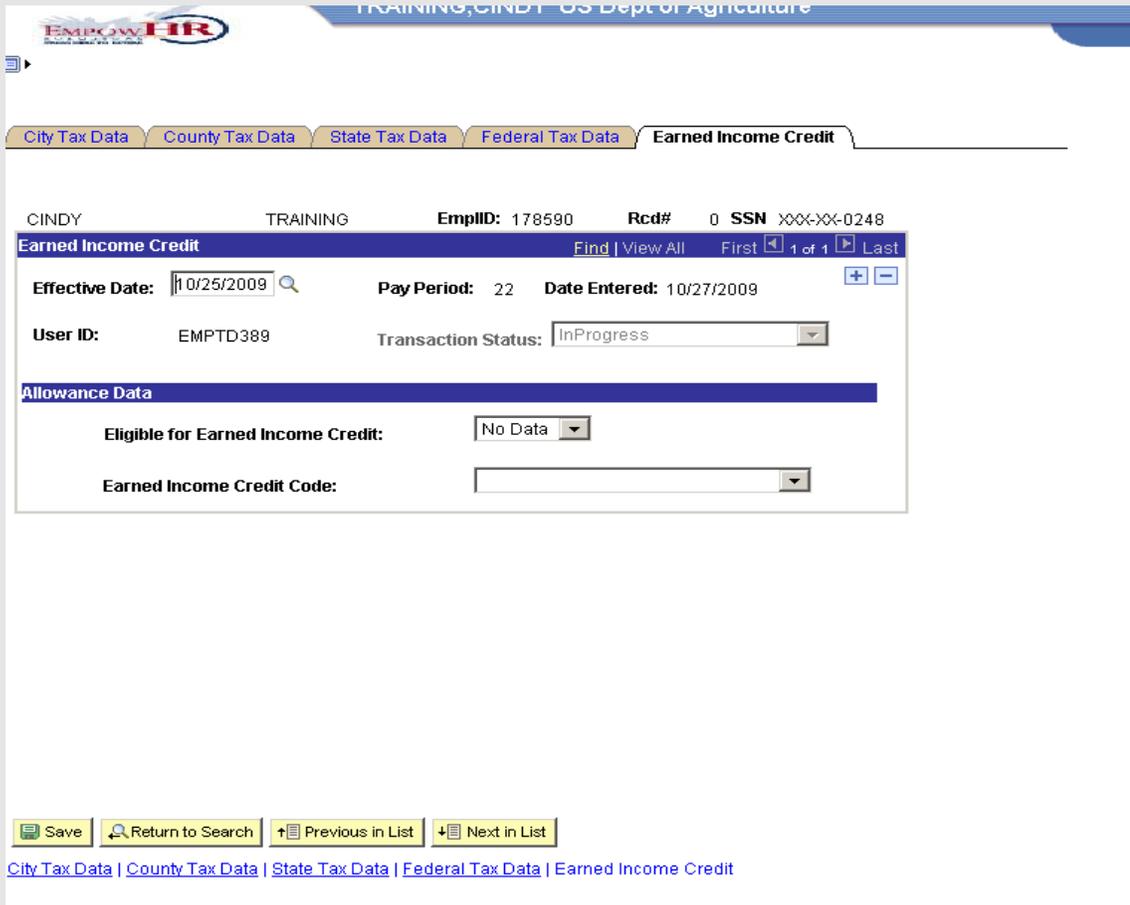
Save Return to Search Previous in List Next in List

[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | [Earned Income Credit](#)

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.



The screenshot shows the EMPLOYER HR system interface. At the top, there is a header with the logo and the text "TRAINING, CINDY US Dept of Agriculture". Below this, there are navigation tabs for "City Tax Data", "County Tax Data", "State Tax Data", "Federal Tax Data", and "Earned Income Credit". The "Earned Income Credit" tab is selected. The main content area displays the following information:

CINDY TRAINING EmpID: 178590 Rcd# 0 SSN XXX-XX-0248

Earned Income Credit Find | View All First 1 of 1 Last

Effective Date: 10/25/2009 Pay Period: 22 Date Entered: 10/27/2009

User ID: EMPD389 Transaction Status: InProgress

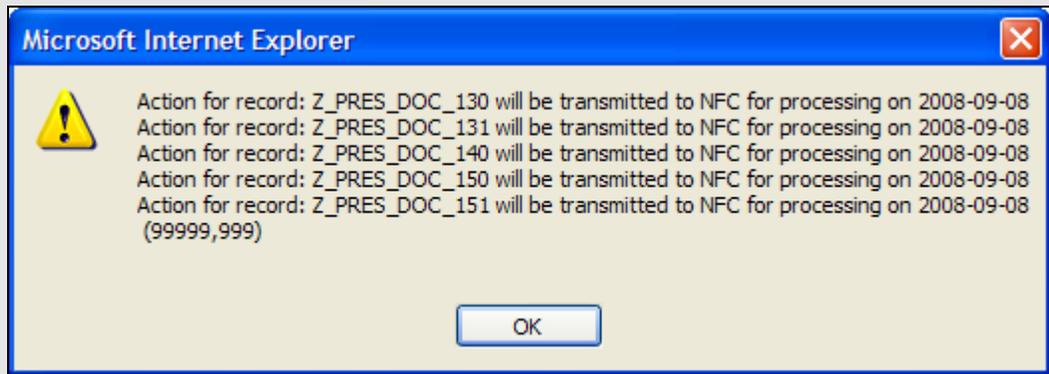
Allowance Data

Eligible for Earned Income Credit: No Data

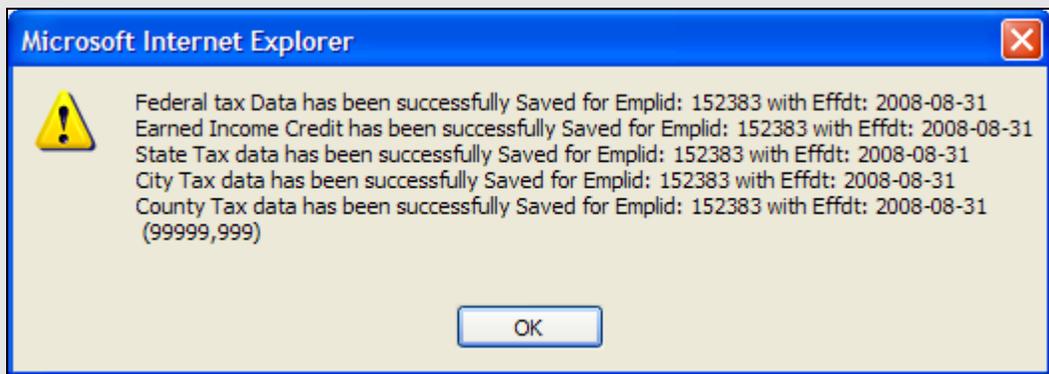
Earned Income Credit Code:

At the bottom of the form, there are buttons for "Save", "Return to Search", "Previous in List", and "Next in List". Below the buttons, there are links for "City Tax Data", "County Tax Data", "State Tax Data", "Federal Tax Data", and "Earned Income Credit".

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.



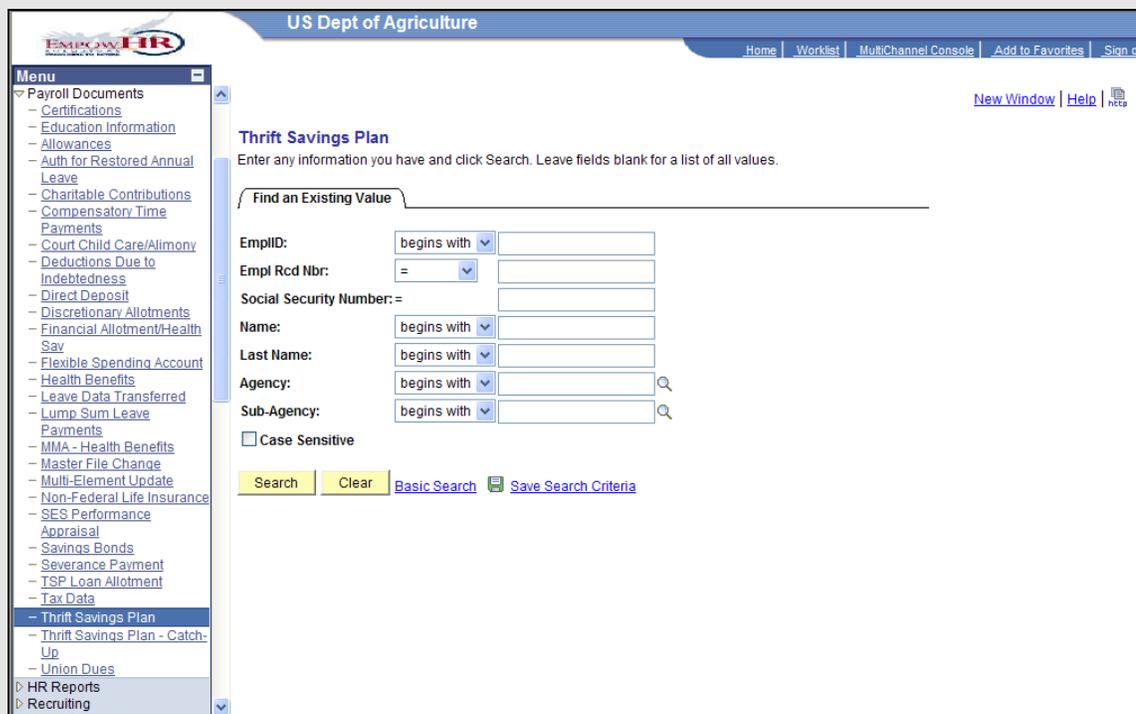
6. Click the **OK** button. The Tax Data saves.

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.



The screenshot shows the 'EMPLOYER HR' web application interface for the US Dept of Agriculture. The left-hand menu is expanded to show 'Payroll Documents' and 'Thrift Savings Plan'. The main content area is titled 'Thrift Savings Plan' and contains a search form for finding existing values. The form includes fields for 'EmplID', 'Empl Rcd Nbr', 'Social Security Number', 'Name', 'Last Name', 'Agency', and 'Sub-Agency', each with a dropdown menu and a search icon. A 'Case Sensitive' checkbox is also present. Below the form are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

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.

EMPLOYEE: CINDY TRAINING EmpID: 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: [Dropdown]

Contribution Rate: [] Enter %

OR

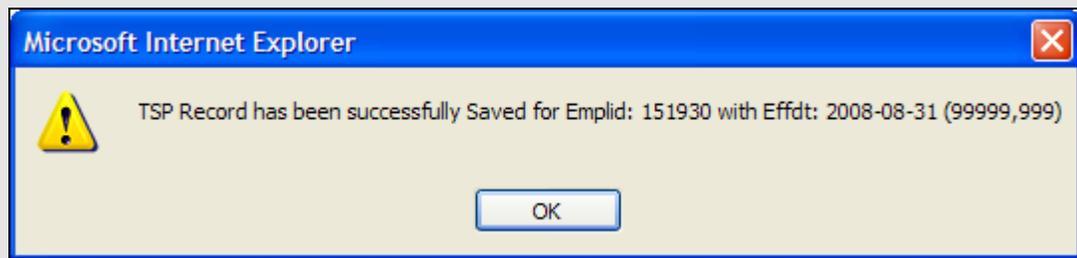
Contribution Amount: [\$0] Enter \$ Amount

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.

CHAPTER 5— PAYROLL DOCUMENTS

THRIFT SAVINGS PLAN



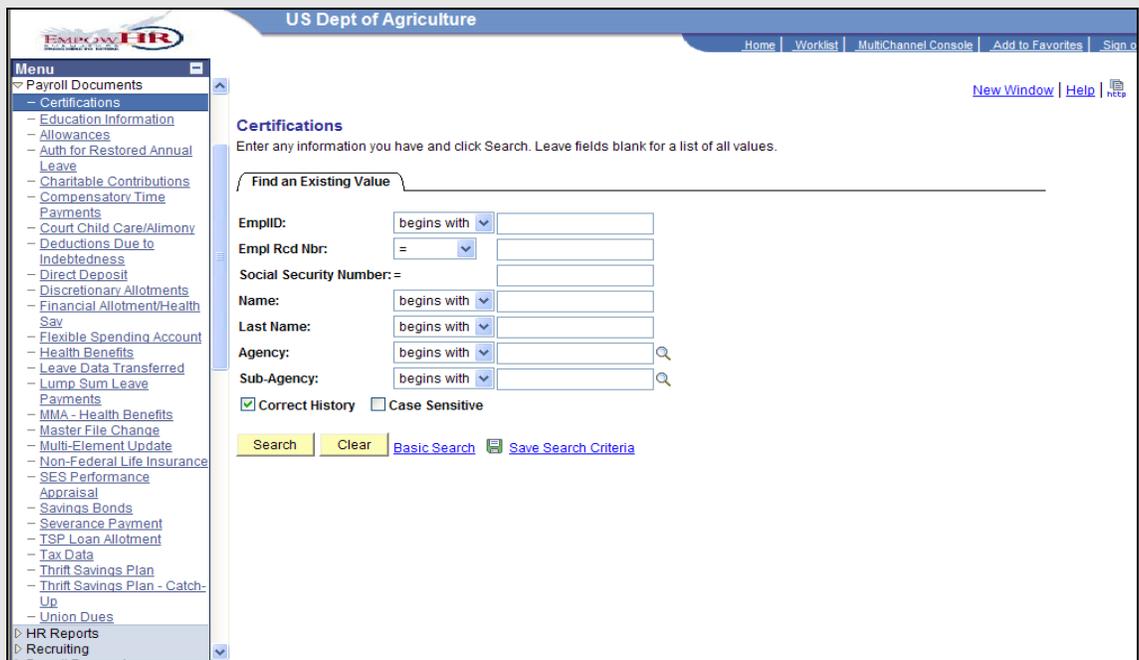
9. Click the **OK** button. The Thrift Savings Plan saves.

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.



The screenshot shows the 'US Dept of Agriculture' HR system interface. On the left is a 'Menu' tree with 'Payroll Documents' expanded to show 'Certifications'. The main content area is titled 'Certifications' and contains a search form. The form has a section 'Find an Existing Value' with the following fields:

- EmplID: begins with [dropdown] [text box]
- Empl Rcd Nbr: = [dropdown] [text box]
- Social Security Number: = [text box]
- Name: begins with [dropdown] [text box]
- Last Name: begins with [dropdown] [text box]
- Agency: begins with [dropdown] [text box]
- Sub-Agency: begins with [dropdown] [text box]

Below the fields are checkboxes for 'Correct History' (checked) and 'Case Sensitive'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

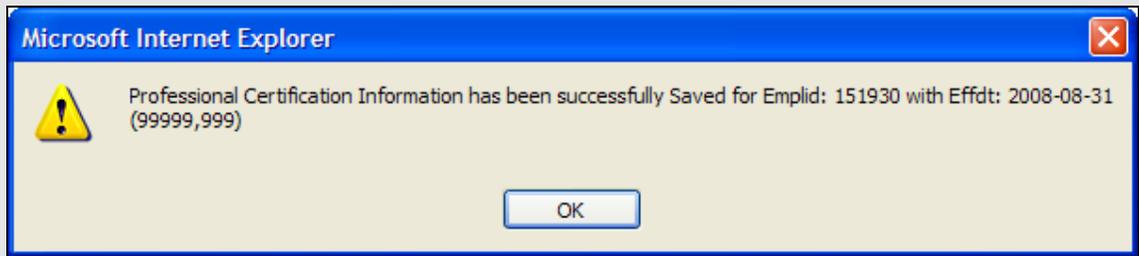
CHAPTER 5— PAYROLL DOCUMENTS

CERTIFICATIONS

The screenshot shows the EMPLOYER HR system interface. At the top, it displays the user name 'CINDY TRAINING', employee ID 'EmpID: 178546', record number 'Rcd# 0', and SSN 'XXX-XX-0292'. Below this, there are two main sections: 'Certifications' and 'Professional Certification'. The 'Certifications' section includes fields for 'Effective Date' (10/25/2009), 'Pay Period' (22), 'Action Date' (10/27/2009), 'User ID' (EMPTD389), and 'Transaction Status' (InProgress). The 'Professional Certification' section includes fields for 'Account Transaction Code', '*Professional Cert Code', '*State Code', and 'Professional Certification Yr'. At the bottom of the interface, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Refresh', 'Update/Display', and 'Correct History'.

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.



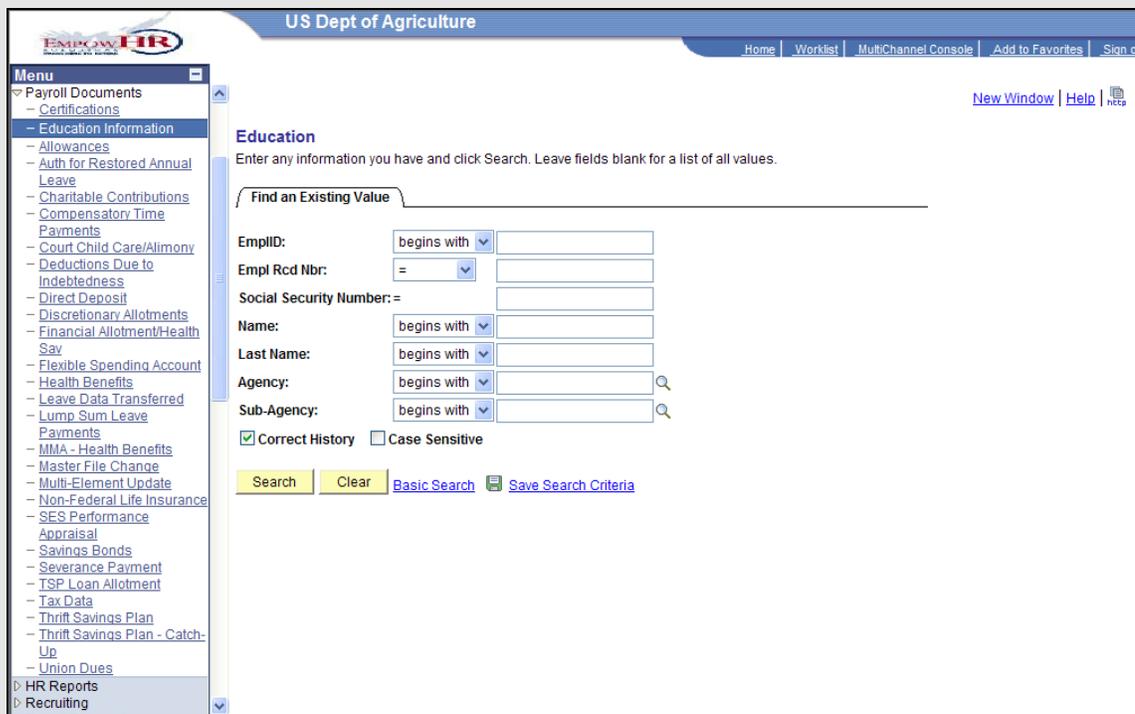


11. Click the **OK** button. The Certifications page is saved.

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.



The screenshot shows the EMPLOYER HR system interface for the US Dept of Agriculture. The page title is "Education" and the page content is "Education". The page includes a search form with fields for EmplID, Empl Rcd Nbr, Social Security Number, Name, Last Name, Agency, and Sub-Agency. The search form also includes a "Find an Existing Value" search bar, a "Search" button, and a "Clear" button. The page also includes a "Menu" on the left side with "Payroll Documents" and "Education Information" selected.

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.

EMPPOWER HR
TRAINING, CINDY - CO Dept of Agriculture

CINDY TRAINING EmpID: 178620 Rcd# 0 SSN XXX-XX-0218

Education 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

ONE AND DONE

Education Information Find | View All First 1 of 1 Last

Account Transaction Code: [Dropdown]

Education Level: [Dropdown]

School Code: [Text]

Instructional Program: [Text]

Year: [Text]

Save Return to Search Previous in List Next in List Refresh Update/Display Correct History

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.

CHAPTER 5— PAYROLL DOCUMENTS

EDUCATION



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 SING 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 SING 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.

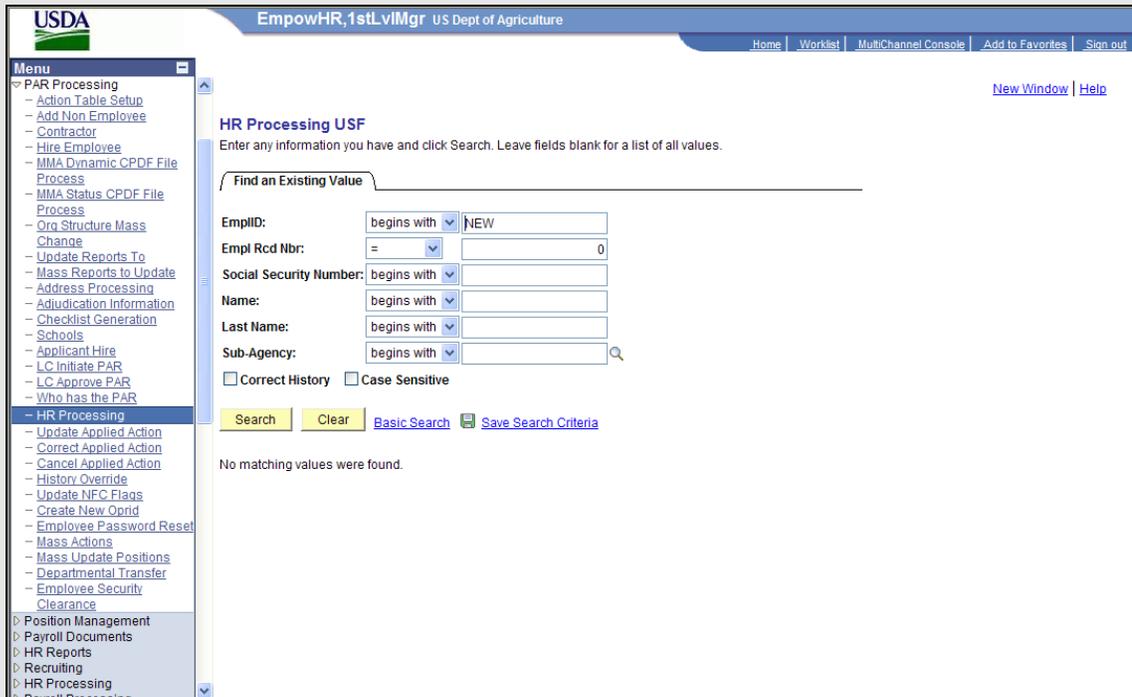
After the action has been successfully rolled back in EmpowHR, the PAR row will display the NFC Status "Rolled Back" indefinitely. The user must take action to release the action and resend it to NFC for processing. If the rolled back action is erroneous the row can be deleted, If an action is required 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.

USDA US Dept of Agriculture

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

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

Fred EmpID: 013080 Empl Rcd#: 0 SSN: 518-90-4444

Data Control Find | View All First 1 of 1 Last

Effective Date: 01/06/2008 Transaction Status: Applied

Effective Seq: 1 1 Rollback Indicator View Current SING Errors

Auth Date: 01/04/2008

*Action: NFC NFC Originated PAR Status: COR Corrected

*Reason Code: NFC From NFC

NOA Code: 894 GEN ADJ GEN ADJ

Authority (1): QWM REG 531.207

Authority (2): ZLM E O 13454

Not To Exceed Date: PAR Request#:

Print SF-52 Print SF-50 Red Pencil PAR Remarks Award Data Tracking Data Justification

Save Return to Search Previous tab Next tab Update/Display Correct History

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

6. Select the **Rollback Indicator** checkbox.
7. Click the **Save** button. The transaction is saved, and the NFC **Transaction Status** changes to *NFC Ready*.

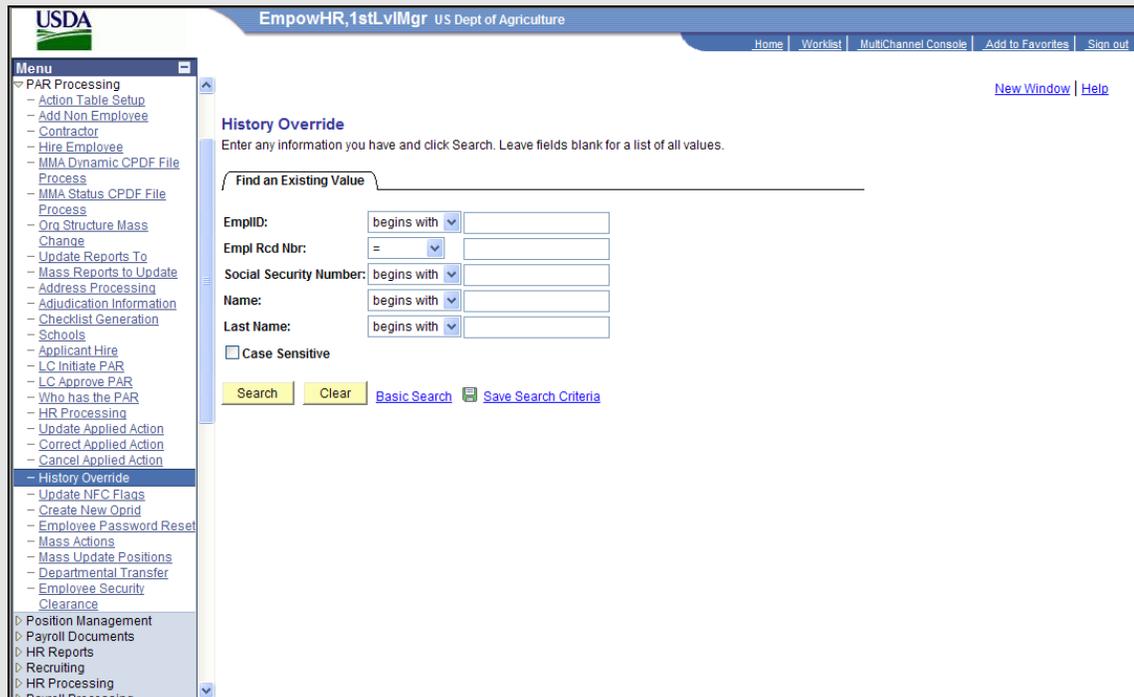
HISTORY OVERRIDE PROCESSING (HCUP)

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.



The screenshot shows the 'History Override' page in the EmpowHR, 1stLVIMgr US Dept of Agriculture web application. The page title is 'History Override' and it includes a search form for finding an existing value. The search criteria are as follows:

Field	Operator	Value
EmplID:	begins with	
Empl Rcd Nbr:	=	
Social Security Number:	begins with	
Name:	begins with	
Last Name:	begins with	

Additional options include a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The left sidebar menu shows 'History Override' selected.

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.

USDA EmpowHR,1stLvlMgr US Dept of Agriculture

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

HCUP Creation

History Correction Creation

Do you wish to create a History Correction Package for employee: Smith, (022248)?

Yes No

Save Return to Search

- Click the **Yes** button. The **History Correction** page displays.

WIP Status	HCUP Indicator	Cancel Auth (1)	Cancel Auth (2)	Effective Date	Seq NOA	Auth (1)	Auth (2)	Auth Date	Transaction Status	Prev NOA Effdt	Prev NOA Seq	Prev NOA Auth (1)	Prev NOA Auth (2)	Print SF50
1 PRO	Q			05/14/2006	11 702	N3M		12/22/2005	Applied					+
2 PRO	Q			03/05/2006	21 713	N2M		12/22/2005	Applied					+
3 PRO	Q			03/05/2006	11 721	N2M		12/22/2005	Applied					+
4 PRO	Q			01/08/2006	11 894	QWM	ZLM	12/22/2005	Applied					+
5 PRO	Q			12/11/2005	11 703	N8M		12/19/2005	Applied					+
6 PRO	Q			01/09/2005	11 894	QWM	ZLM	12/30/2004	Applied					+
7 PRO	Q			05/30/2004	11 893	Q7M		05/29/2004	Applied					+
8 PRO	Q			01/11/2004	11 894	QWM	ZLM	03/03/2004	Applied					+

HCUP Package Status:
 Hold HCUP Package
 Release HCUP Package

- Enter COR in the **WIP Status** field for the action below the action or row to be canceled.
- Select Starting from the **HCUP Indicator** drop-down list on the action below the action or row to be canceled.
- Enter CAN in the **WIP Status** field on the action to be canceled.

CHAPTER 6— CORRECTIONS, CANCELATIONS, AND HISTORY OVERRIDES

HISTORY OVERRIDE PROCESSING (HCUP)

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.

The screenshot displays the 'History Override' interface. At the top, there are tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', and 'Employment 1'. Below these are fields for 'EmpID:', 'Emp Recd#: 0', and 'SSN:'. The main area is a table with the following columns: W/P Status, HCUP Indicator, Cancel Auth (1), Cancel Auth (2), Effective Date, Seq NOA, Auth (1), Auth (2), Auth Date, Transaction Status, Prev NOA Effct, Prev NOA Seq, Prev NOA, Prev NOA Auth(1), Prev NOA Auth(2), and Print SF50. The table contains 8 rows of data. Below the table is a dropdown menu for 'HCUP Package Status:' with options 'Hold HCUP Package' and 'Release HCUP Package'.

W/P Status	HCUP Indicator	Cancel Auth (1)	Cancel Auth (2)	Effective Date	Seq NOA	Auth (1)	Auth (2)	Auth Date	Transaction Status	Prev NOA Effct	Prev NOA Seq	Prev NOA	Prev NOA Auth(1)	Prev NOA Auth(2)	Print SF50
1 PRO	Intervening			05/14/2006	11 702	N3M		05/15/2006	Applied						<input checked="" type="checkbox"/>
2 PRO	Intervening			03/05/2006	21 713	N2M		03/06/2006	Applied						<input checked="" type="checkbox"/>
3 CAN	Intervening	ATM		03/05/2006	11 721	N2M		05/24/2007	InProgress	01/09/2006	11	094	QWM	ZLM	<input checked="" type="checkbox"/>
4 COR	Starting			01/08/2006	11 894	QWM	ZLM	12/22/2005	Applied						<input type="checkbox"/>
5 PRO				12/11/2005	11 703	N8M		12/19/2005	Applied						<input type="checkbox"/>
6 PRO				01/09/2005	11 894	QWM	ZLM	12/30/2004	Applied						<input type="checkbox"/>
7 PRO				05/30/2004	11 893	Q7M		05/29/2004	Applied						<input type="checkbox"/>
8 PRO				01/11/2004	11 894	QWM	ZLM	03/03/2004	Applied						<input type="checkbox"/>

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.

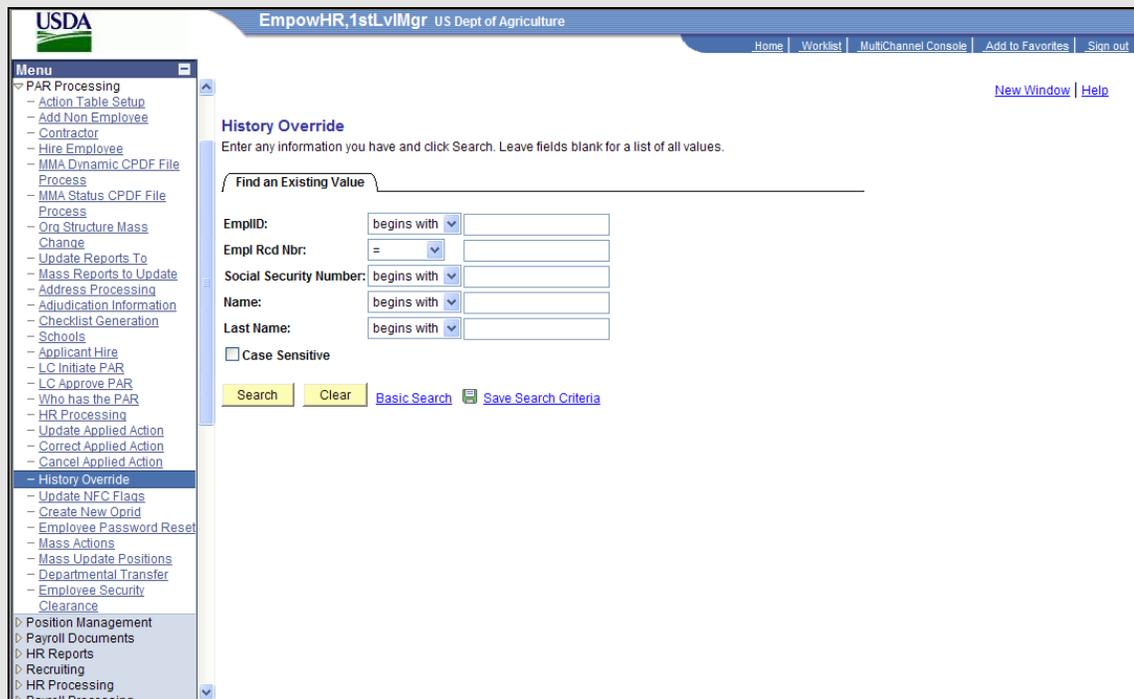


22. Click the **OK** button. All actions are marked NFC Ready.

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.



The screenshot shows the EmpowHR, 1stLvlMgr web application interface. The top navigation bar includes the USDA logo, the title "EmpowHR, 1stLvlMgr US Dept of Agriculture", and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A "New Window | Help" link is also present. On the left, a "Menu" sidebar is expanded to show the "PAR Processing" group, with the "History Override" sub-menu item selected. The main content area is titled "History Override" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a search form with the following fields and options:

- Find an Existing Value** (tab)
- EmplID:** begins with [dropdown] [text input]
- Empl Rcd Nbr:** = [dropdown] [text input]
- Social Security Number:** begins with [dropdown] [text input]
- Name:** begins with [dropdown] [text input]
- Last Name:** begins with [dropdown] [text input]
- Case Sensitive
- Search** (button) **Clear** (button) [Basic Search](#) [Save Search Criteria](#) (icon)

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.

USDA EmpowHR,1stLvlMgr US Dept of Agriculture

Home | Worklist | MultiChannel Console | Add to Favorites | Sign o

New Window | Help

HCUP Creation

History Correction Creation

Do you wish to create a History Correction Package for employee: Smith, (022248)?

- Click the **Yes** button. The **History Correction** page displays.

History Correction | Data Control | Personal Data | Job | Position | Compensation | Employment 1

TRAINING,ART EmplID: 181537 Empl Rcd#: 0

History Override									
WIP Status	HCUP Indicator	Effective Date	Seq NOA	Auth(1)	Auth(2)	Auth Date	Transaction Status	Print SF50	
1 PRO		01/21/2007	11 702	N3M		01/16/2007	Applied	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2 PRO		01/07/2007	11 894	QWM	ZLM	12/21/2006	Applied	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3 COR	Intervening Starting	09/03/2006	11 130	KTM		09/03/2006	InProgress	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
4 PRO		03/04/2006	11 352	DBM		03/04/2006	Applied	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
5 PRO		01/08/2006	21 893	Q7M		01/07/2006	Applied	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
6 PRO		01/08/2006	11 894	QWM	ZLM	12/22/2005	Applied	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
7 PRO		10/30/2005	11 790	UNM		10/25/2005	Applied	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

- Enter **COR** in the **WIP Status** field on the action to be corrected.
- Select **Starting** from the **HCUP Indicator** drop-down list on the action to be corrected.
- Correct all applicable fields on the action to be corrected, including all information on the

CHAPTER 6— CORRECTIONS, CANCELATIONS, AND HISTORY OVERRIDES

HISTORY OVERRIDE PROCESSING (HCUP)

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.

The screenshot displays the 'History Correction' window with several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', and 'Employment 1'. The 'Job' tab is selected. Below the tabs, there are fields for 'EmplID:', 'Empl Rcd#: 0', and 'SSN:'. A 'History Override' table is shown with columns: 'WIP Status', 'HCUP Indicator', 'Effective Date', 'Seq', 'NOA', 'Auth(1)', 'Auth(2)', 'Auth Date', 'Transaction Status', and 'Print SF50'. The table contains 8 rows of data. Below the table is a dropdown menu for 'HCUP Package Status:' with options 'Hold HCUP Package' and 'Release HCUP Package'.

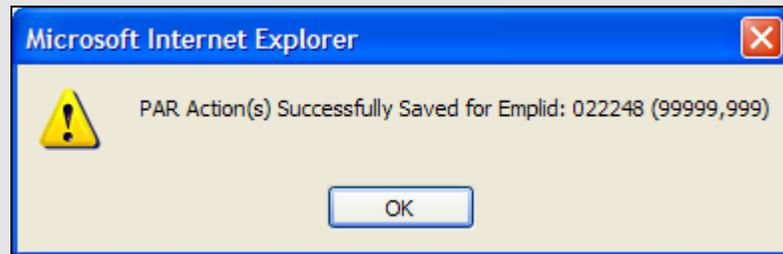
WIP Status	HCUP Indicator	Effective Date	Seq	NOA	Auth(1)	Auth(2)	Auth Date	Transaction Status	Print SF50
1 PRO	Intervening	05/14/2006	11	702	N3M		05/15/2006	Applied	<input checked="" type="checkbox"/>
2 PRO	Intervening	03/05/2006	21	713	N2M		03/06/2006	Applied	<input checked="" type="checkbox"/>
3 COR	Starting	03/05/2006	11	721	N2M		03/07/2006	InProgress	<input checked="" type="checkbox"/>
4 PRO		01/08/2006	11	894	QWM	ZLM	12/22/2005	Applied	<input type="checkbox"/>
5 PRO		12/11/2005	11	703	N8M		12/19/2005	Applied	<input type="checkbox"/>
6 PRO		01/09/2005	11	894	QWM	ZLM	12/30/2004	Applied	<input type="checkbox"/>
7 PRO		05/30/2004	11	893	Q7M		05/29/2004	Applied	<input type="checkbox"/>
8 PRO		01/11/2004	11	894	QWM	ZLM	03/03/2004	Applied	<input type="checkbox"/>

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.

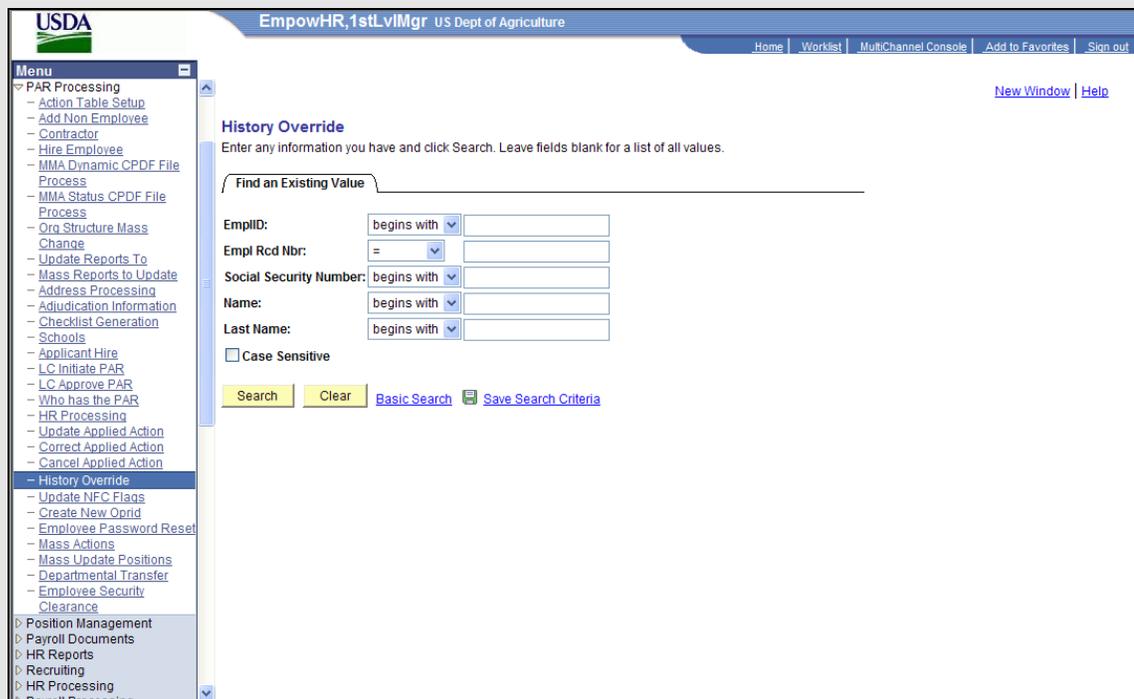


20. Click the **OK** button. All actions are marked NFC Ready.

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.



The screenshot shows the EmpowHR system interface. The top navigation bar includes the USDA logo, the user name 'EmpowHR,1stLVlMgr', and the organization 'US Dept of Agriculture'. There are links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A 'New Window' and 'Help' link are also present. On the left, a 'Menu' sidebar is expanded to show 'PAR Processing' with sub-items like 'Action Table Setup', 'Add Non Employee', 'Contractor', 'Hire Employee', 'MMA Dynamic CPDF File Process', 'MMA Status CPDF File Process', 'Oro Structure Mass Change', 'Update Reports To', 'Mass Reports to Update', 'Address Processing', 'Adjudication Information', 'Checklist Generation', 'Schools', 'Applicant Hire', 'LC Initiate PAR', 'LC Approve PAR', 'Who has the PAR', 'HR Processing', 'Update Applied Action', 'Correct Applied Action', and 'Cancel Applied Action'. The 'History Override' sub-item is selected. The main content area is titled 'History Override' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' with search criteria fields: 'EmpID:' (dropdown: 'begins with', text input), 'Empl Rcd Nbr:' (dropdown: '=', text input), 'Social Security Number:' (dropdown: 'begins with', text input), 'Name:' (dropdown: 'begins with', text input), and 'Last Name:' (dropdown: 'begins with', text input). There is a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Enter the Employee ID of the desired employee record in the **EmpID** field.
4. Click the **Search** button. The **History Correction Creation** page displays.

USDA EmpowHR, 1stLvlMgr US Dept of Agriculture

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

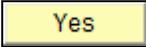
HCUP Creation

History Correction Creation

Do you wish to create a History Correction Package for employee: Smith, (022248)?

Yes No

Save Return to Search

5.  Click the **Yes** button. The **History Correction** page displays.

History Correction Data Control Personal Data Job Position Compensation Employment 1

EmpID: Empl Rcd#: 0 SSN:

WMP Status	HCUP Indicator	Effective Date	Seq NOA	Auth(1)	Auth(2)	Auth Date	Transaction Status	Print SF50
1 PRO		05/14/2006	11 702	N3M		05/14/2006	Applied	<input type="checkbox"/> + -
2 PRO		03/05/2006	21 713	N2M		03/05/2006	Applied	<input type="checkbox"/> + -
3 PRO		03/05/2006	11 721	N2M		03/05/2006	Applied	<input type="checkbox"/> + -
4 PRO		01/08/2006	11 894	QWM	ZLM	12/22/2005	Applied	<input type="checkbox"/> + -
5 PRO		12/11/2005	11 703	N8M		12/19/2005	Applied	<input type="checkbox"/> + -
6 PRO		01/09/2005	11 894	QWM	ZLM	12/30/2004	Applied	<input type="checkbox"/> + -
7 PRO		05/30/2004	11 893	Q7M		05/29/2004	Applied	<input type="checkbox"/> + -
8 PRO		01/11/2004	11 894	QWM	ZLM	03/03/2004	Applied	<input type="checkbox"/> + -

HCUP Package Status:

6. Click the **+** button on the PAR action that is below the inserted action.

CHAPTER 6— CORRECTIONS, CANCELATIONS, AND HISTORY OVERRIDES

HISTORY OVERRIDE PROCESSING (HCUP)

History Correction Data Control Personal Data Job Position Compensation Employment 1

EmpID: Empl Rcd#: 0 SSN:

History Override									
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	<input type="checkbox"/>
2 PRO		01/08/2006	11	721	9KW		03/20/2006	Applied	<input type="checkbox"/>
3 PRO		12/11/2005	11	894	9IT	ZLM	03/19/2006	Applied	<input type="checkbox"/>
4 COR	Intervening	05/30/2007					05/30/2007	InProgress	<input checked="" type="checkbox"/>
5 COR	Starting	01/09/2005	11	894	9IT	ZLM	12/30/2004	Applied	<input type="checkbox"/>
6 PRO		01/11/2004	11	894	9IT	ZLM	03/03/2004	Applied	<input type="checkbox"/>
7 PRO		12/28/2003	11	891	9JU		12/28/2003	Applied	<input type="checkbox"/>
8 PRO		03/09/2003	11	891	9JU		03/09/2003	Applied	<input type="checkbox"/>
9 PRO		01/12/2003	21	895	VGR		01/01/2003	Applied	<input type="checkbox"/>
10 PRO		01/12/2003	11	894	9IT	ZLM	12/31/2002	Applied	<input type="checkbox"/>
11 PRO		06/16/2002	11	903	Z00		06/15/2002	Applied	<input type="checkbox"/>
12 PRO		01/13/2002	11	894	9IT	ZLM	12/28/2001	Applied	<input type="checkbox"/>
13 PRO		01/07/2002	11	292	9CC		12/27/2001	Applied	<input type="checkbox"/>

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.

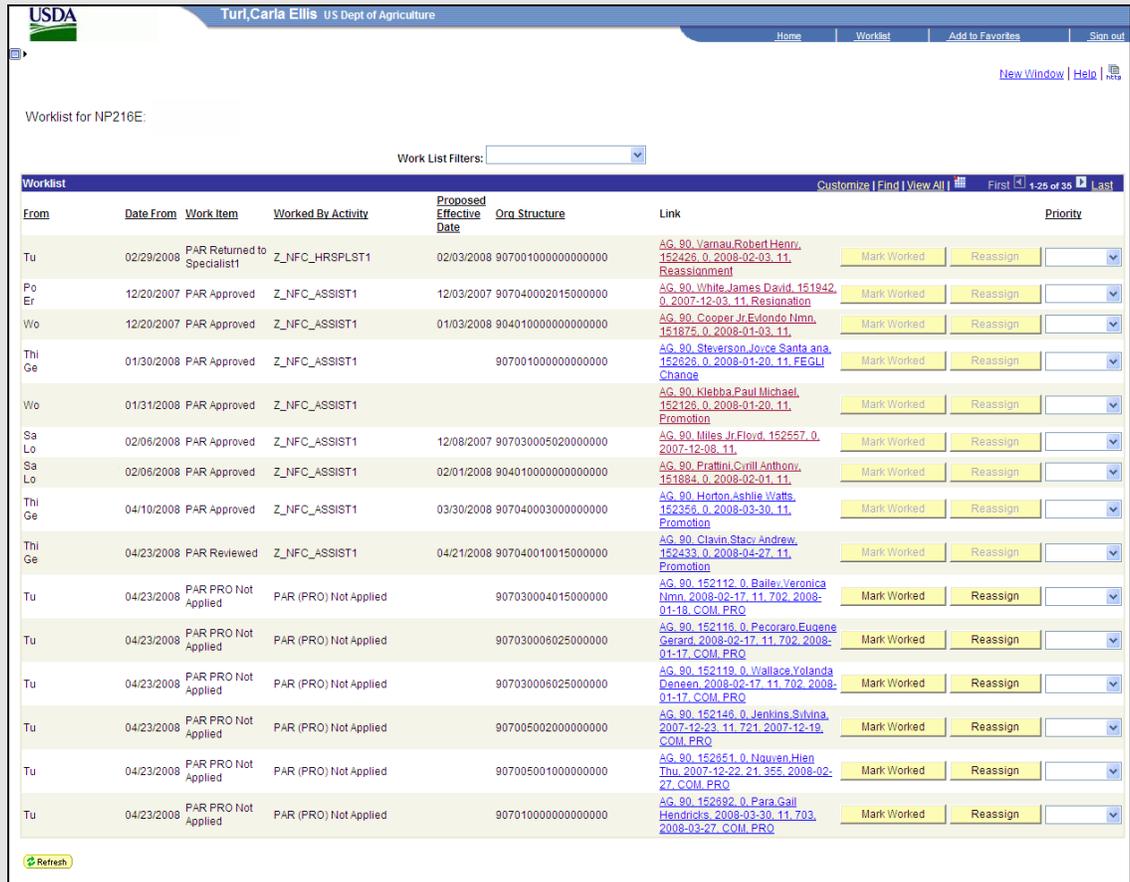
FUTURE ACTIONS: ACTIONS WITH FUTURE EFFECTIVE DATES REMAIN IN EMPOWHR WITH A STATUS OF RDY FUTURE. FUTURE ACTIONS ARE SENT TO NFC IN THE PAY PERIOD THEY ARE EFFECTIVE.

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.



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	90700100000000000000	AG_90_Varnau,Robert Henry, 152426, 0, 2008-02-03, 11, Reassignment	Mark Worked Reassign
Pe	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	90401000000000000000	AG_90_Cooper, Jr,Evlando Nmn, 151875, 0, 2008-01-03, 11	Mark Worked Reassign
Thi Ge	01/30/2008	PAR Approved	Z_NFC_ASSIST1		90700100000000000000	AG_90_Steverson, Joyce Santa ana, 152828, 0, 2008-01-20, 11, FEGLI Change	Mark Worked Reassign
Wo	01/31/2008	PAR Approved	Z_NFC_ASSIST1			AG_90_Kiehbha Paul Michael, 152128, 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	90401000000000000000	AG_90_Frattini, Cyril Anthony, 151884, 0, 2008-02-01, 11	Mark Worked Reassign
Thi Ge	04/10/2008	PAR Approved	Z_NFC_ASSIST1	03/30/2008	90704000300000000000	AG_90_Horton, Ashlie Watts, 152328, 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, Bailev, 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 Denise, 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		90700500200000000000	AG_90_152146, 0, Jenkins, Sylvia, 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		90700500100000000000	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		90701000000000000000	AG_90_152682, 0, Para, Gall Hendricks, 2008-03-30, 11, 703, 2008-03-27, COM, PRO	Mark Worked Reassign

2. Select the **Link** for the Worklist item to be worked. The **HR Processing** page for the item displays.

CHAPTER 6— CORRECTIONS, CANCELATIONS, AND HISTORY OVERRIDES

USING THE WORKLIST

USDA US Dept of Agriculture

Home | Worklist | MultiChannel Console | Add to Favorites | Sign o

New Window | Help

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

SMITH JR, ALVIN JOHN EmplID: 043549 Empl Rcd#: 0 SSN: 555-55-5555

Data Control Find | View All First 1 of 1 | Last

Effective Date: 04/22/2008 Transaction Status: NotApplied

Effective Seq: 1 | 1 View Current SINQ Errors

Auth Date: 04/22/2008

*Action: HIR Hire PAR Status: PRO Processed by Human Resources

*Reason Code: NPS Permanent Position Agency Type: Federal

NOA Code: 100 Career Appt

Authority (1): ABS Reg. 330.707

Authority (2):

Not To Exceed Date: PAR Request#:

Print SF-52 PAR Remarks Award Data Tracking Data Justification

Print SF-50

Add Attachment

Save View Worklist Previous in Worklist Next in Worklist Previous tab Next tab Update/Display Correct History

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

3. Select the **View Current SINQ Errors** link. The **View Current SINQ Errors** page displays.

USDA US Dept of Agriculture

Home | Worklist | MultiChannel Console | Add to Favorites | Sign o

New Window | Help

View Current SINQ Errors

EmplID: 043549 Rcd: 0 EffDt 04/22/2008 EffSeq 11 Name: SMITH JR, ALVIN JOHN SSN: 555-55-5555

SINQ Messages are deleted when the Action is Applied

PAR Error Messages First 1 of 1 | Last

Run Date:	EffDt	Seq	AuthDt	NOA	WIP	Doc	Batch#	PPD#	Oprid
04/23/2008	04/22/2008	11	04/22/2008	100		063	6767	08	NFCCONI

NFC Error Messages

ERR#	Error Message	NFC Element Name	NFC Element Value
602	IP NOT FOUND IN POSITION MANAGEMENT SYSTEM	PMSO DEPARTMENT CODE	AG
		PMSO AGCY CODE	16
		PMSO SON	5294
		MASTER RECORD NUMBER	044466
		GRADE/PAY BAND	05
		INDIVIDUAL POSITION NUMBER	92024724
		PMSO DEPARTMENT CODE	AG
		PMSO AGCY CODE	16
		PMSO SON	5294
		MASTER RECORD NUMBER	044466
		GRADE/PAY BAND	05
		INDIVIDUAL POSITION NUMBER	92024724

Return



4. Review the error information.
5. Click the **Return** button. The **HR Processing** page displays.

The screenshot displays the HR Processing interface for employee SMITH JR, ALVIN JOHN. The page includes a header with the USDA logo and user information. Below the header, there are tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, Benefit Data, and Checklist Generation. The main content area shows the following details:

- Employee Information:** SMITH JR, ALVIN JOHN, EmplID: 043549, Empl Rcd#: 0, SSN: 555-55-5555
- Data Control:** Effective Date: 04/22/2008, Transaction Status: NotApplied, Effective Seq: 1, Auth Date: 04/22/2008
- Action and Reason Code:** *Action: HIR (Hire), *Reason Code: NPS (Permanent Position)
- PAR Status and Agency Type:** PAR Status: PRO (Processed by Human Resources), Agency Type: Federal
- NOA Code and Authority:** NOA Code: 100 (Career Appt), Authority (1): ABS (Reg. 330.707), Authority (2): [Redacted]
- Additional Fields:** Not To Exceed Date, PAR Request#, Print SF-52, Print SF-50, Add Attachment

At the bottom of the page, there are navigation buttons: Save, View Worklist, Previous in Worklist, Next in Worklist, Previous tab, Next tab, Update/Display, and Correct History. A breadcrumb trail is also visible at the bottom: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data | Checklist Generation.

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.

CHAPTER 6— CORRECTIONS, CANCELATIONS, AND HISTORY OVERRIDES

USING THE WORKLIST

The screenshot shows the 'EMPLOYER HR' system interface for 'TRAINING, CINDY US Dept of Agriculture'. The 'Worklist' section displays a table of work items. The table has the following columns: From, Date From, Work Item, Worked By Activity, and Link. Each row also includes 'Mark Worked' and 'Reassign' buttons. The work items listed are:

From	Date From	Work Item	Worked By Activity	Link	Mark Worked	Reassign
ONE AND DONE	11/05/2009	Restored Annual Leave Not Appl	Z_CHAR_CONTRIB_APPLIED_WL_LOAD	178631_0_XXXXXX-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_NIA_NIA_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_NIA_NIA_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_NIA_NIA_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_NIA_NIA_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 one 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.

HR Views/Edits Performance Plan
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

Review Period From: 

[Basic Search](#)  [Save Search Criteria](#)

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.

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

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 screenshot shows a web application interface for a Performance Plan. At the top, there are two tabs: "Performance Plan" (selected) and "Elements and Standards". Below the tabs, a header bar displays the employee's name "Brown, William E" and "EmpID: 001005". A summary section contains the following information: "Performance Plan Start Date: 07/01/2006", "Performance Plan End Date: 09/30/2006", "Next Performance Plan By: 10/01/2006", "Job Code: 002015 SUPVY AGRL DIST DIR", and "Position: 90004045". Below this is a section titled "Elements & Standards" with a "Find | View All" link and pagination controls showing "1 of 5". The "Performance Measure No:" is "01". The "Element:" is "Equal Opportunity & Civil Rights: (Mandatory for all Supervisors & Managers)". The "Standards:" section contains a text box with the text: "Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect towards coworkers, office visitors, and all others in the performance of official business. Demonstrates an awareness of EO/CR policies and responsibilities of Agency and Departmental goals of". At the bottom, there are five buttons: "Save", "Return to Search", "Notify", "Previous tab", and "Next tab". A breadcrumb trail at the very bottom reads "Performance Plan | Elements and Standards".

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.

Progress Review | **Elements and Standards**

Sievens Inzamy, Greisha EmpID: 001006

Performance Plan Start Date: 10/01/2004 Next Performance Plan By: 10/01/2005
 Performance Plan End Date: 09/30/2005 Perf Plan Reviewed Date: 03/01/2005
 Review Type: Performance
 Rating Scale: A Pass/Fail System

Employment Info when Plan was established

Agency: AG FA Farm Service Agency Position: 90118770
 Department: 900264 SERVICE CENTER Pay Plan: GS 1165 11
 Job Code: 027397 Loan Specialist (Agr)

Reviewer Id: 001010 Bracht, Leon E [Create Printable Form](#)

Eval Type: Supervisor

Reviewer Comments: 2005-03-01 - Work assigned at at the County office level is completed in a satisfactory manner. - LB

Employee Comment: 2007-04-06 - 2005-03-15 - I always try to do the most and the best I can between The Consent Decree Action Team Affected by DCA and the time I

03/15/2005 Employee Viewed/Discussed Progress Review

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

[Progress Review](#) | [Elements and Standards](#)

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.

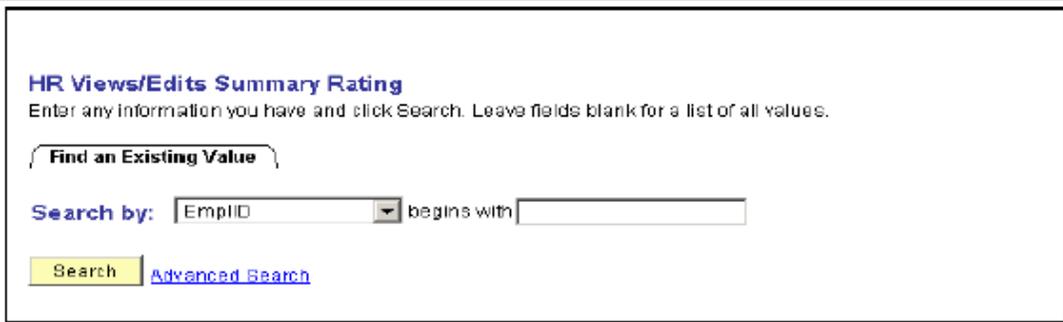
SUMMARY RATING

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.



HR Views/Edits Summary Rating
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: EmpID begins with

Search [Advanced Search](#)

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.

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

Summary Rating **Elements and Standards**

Sievens Lizany, Graisha EmpID: 001008 NFC Status: Applied

Performance Plan Start Date: 10/01/2004 Next Performance Plan By: 10/01/2005
Performance Plan End Date: 09/30/2005 Perf Plan Reviewed Date: 10/19/2005
Review Type: Adjustment Result Overall Rating: 3
Rating Scale: A Pass/Fail System

Employment Info when Plan was established

Agency: AG FA Farm Service Agency Position: 90118770
Department: 800264 SERVICE CENTER Pay Plan: GS 1185 11
Job Code: 027397 Loan Specialist (Agr)

Reviewer Id: 001010 Bracht, Leon E [Create Printable Form](#)

Eval Type: Supervisor

Reviewer Comments: 2005-10-18 - Graisha's work in CDAT is continuing and consumes the majority of her time. Performance is acceptable in the County Office, ID.

Employee Comment:

05/30/2006 Employee Viewed/Discussed Rating

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

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.



Summary Rating | **Elements and Standards**

Stevens Irizarry, Greisha EmpID: 001006

Performance Plan Start Date: 10/01/2004 Performance Plan end Date: 09/30/2005
 Next Performance Plan By: 10/01/2005 Perf Plan Reviewed Date: 10/18/2005
 Job Code: 027397 Loan Specialist (Agr)
 Position: 90118770 Review Type: Adjustment Result 3 Overall Review Rating: 3

Elements and Standards Find | View All | First 1 of 6 Last

Performance Measure No: 01 Review Rating: 3

Element: Personal Contacts - EO/DR (Mandatory for all Non-Supervisory Employees)

Standards: Routinely displays courteous and tactful behavior towards internal and external customers, supervisors, coworkers, and/or team members. Projects a positive and professional image of USDA. Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect towards

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

[Summary Rating](#) | [Elements and Standards](#)

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.

075 - Performance Document

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**

EmplID:	begins with	001006
Empl Rcd Nbr:	=	0
Social Security Number:	begins with	
Name:	begins with	
Last Name:	begins with	
Agency:	begins with	
Sub-Agency:	begins with	

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

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 must 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 criteria entered.
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

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

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

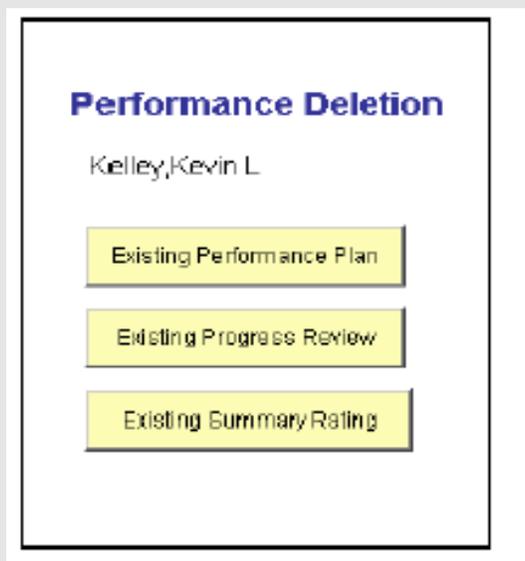
This option allows HR to delete an existing Performance Plan, Progress Review and/or Summary Rating.



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.

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

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

Find an Existing Value

Search by: begins with

[Advanced Search](#)

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.

Stevens Irizany, Greisha **EmpID:** 001006

Performance Plan Start Date: 10/01/2007
Performance Plan End Date: 09/30/2008
Next Performance Plan By: 10/01/2008 Rating Scale: H 5 Tier Performance

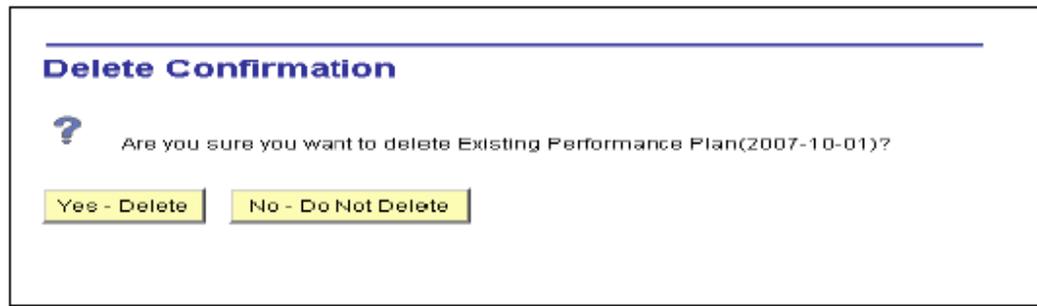
Employment Info when plan was established

Agency:	AG FA	Farm Service Agency	Position:	80118770
Department:	800262	SERVICE CENTER	Pay Plan:	08 1165 11
Job Code:	027387	Loan Specialist (Agr)		

Employee	Viewed/Discussed Plan	<input type="checkbox"/>
	Last Updated Date	
Manager	Finalized Plan	<input checked="" type="checkbox"/>
	Last Updated Date	11/02/2007

8. Click the **Delete** button. The Delete confirmation page is displayed.



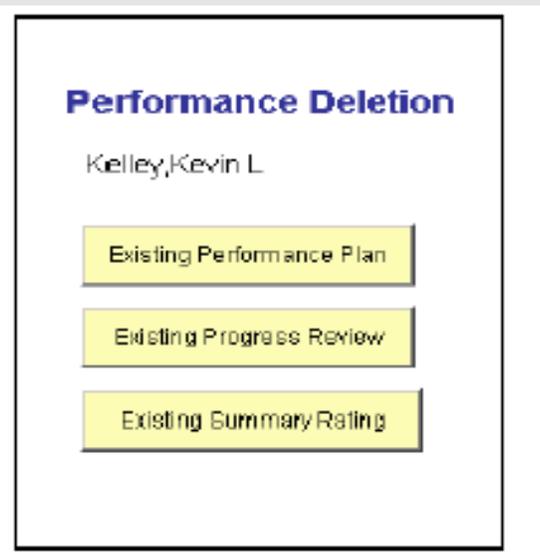


9. Click **Yes-Delete** to confirm the deletion of the Performance Plan. The Performance plan is then deleted. To cancel the delete, click **No – Do Not Delete** and the action is cancelled.

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.



CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

4. Click the Existing Progress Review button. The Find An Existing Value tab – HR Progress Review Deletion page is displayed.

HR Progress Review Deletion

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

Find an Existing Value

Search by: begins with

[Advanced Search](#)

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.

Stevens Inzary, Greisha		EmpID:	001006
Performance Plan Start Date:	10/01/2004	Next Performance Plan By:	10/01/2005
Performance Plan End Date:	09/30/2005	Perf Plan Reviewed Date:	03/01/2005
Review Type:	Performance	Overall Rating:	
Employment Info when plan was established			
Rating Scale:	A	Pass/Fail System:	
Agency:	AG FA FSA	Dept:	900262 SERVICE CENTER
Job Code:	027397 Loan Specist (Agr)	Position:	90118770
Pay Plan:		GS:	1165 11
Reviewer Id:	001010	Bracht, Leon E	
Eval Type:	Supervisor		
Reviewer Comments:	2005-03-01 - Work assigned at at the County office level is completed in a satisfactory manner. - LB		
Employee Comment:	2007-04-06 - 2005-03-15 - I always try to do the most and the best I can between The Consent		
03/15/2005	<input checked="" type="checkbox"/> Employee Viewed/ Discussed Rating		
<input type="button" value="Delete"/>			



- Click the **Delete** button. The Delete confirmation page is displayed.

- 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

- Select the **Performance Management** menu group.
- Select the **Use** menu
- Select the **Performance Deletion** component. The Performance Deletion page is displayed.
- Click the Existing Summary Rating button. The Find An Existing Value tab – HR Summary Rating Deletion page is displayed.

- Enter the **Search By** field or select data from the drop-down list.

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

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.

Sievens Irizarry,Greisha		EmplID:	001008
Performance Plan Start Date:	06/01/2006	Next Performance Plan By:	10/01/2006
Performance Plan End Date:	09/30/2006	Perf Plan Reviewed Date:	10/16/2006
Review Type:	Adjustment Result	Overall Rating:	3 FULLY SUCCESSFUL OR EQUIVALENT
Employment Info when plan was established			
Rating Scale:	H 5 Tier Performance	Dept:	900262 SERVICE CENTER
Agency:	AG FA FSA	Position:	90118770 Pay Plan: GS 1165 11
Job Code:	027397 Loan Specist (Agrl)		
Reviewer Id:	001010 Bracht,Leon E		
Eval Type:	Supervisor		
Reviewer	2006-10-31 - 10/31/06 comments	Employee	
Comments:	continued; comments were received after the	Comment:	
10/16/2006	<input checked="" type="checkbox"/>	Employee Viewed/Discussed Rating	
<input type="button" value="Delete"/>			

8. Click the **Delete** button. The Delete Confirmation page is displayed.

Delete Confirmation	
	Are you sure you want to delete Existing Summary Rating(2006-10-16)?
<input type="button" value="Yes - Delete"/>	<input type="button" value="No - Do Not Delete"/>

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.

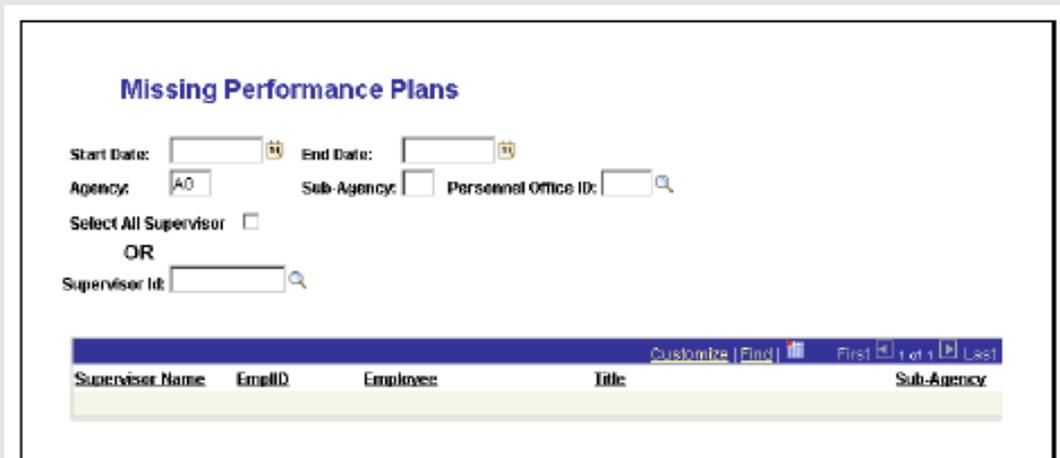


PERFORMANCE REPORTS

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.

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

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 an ID from the lookup.

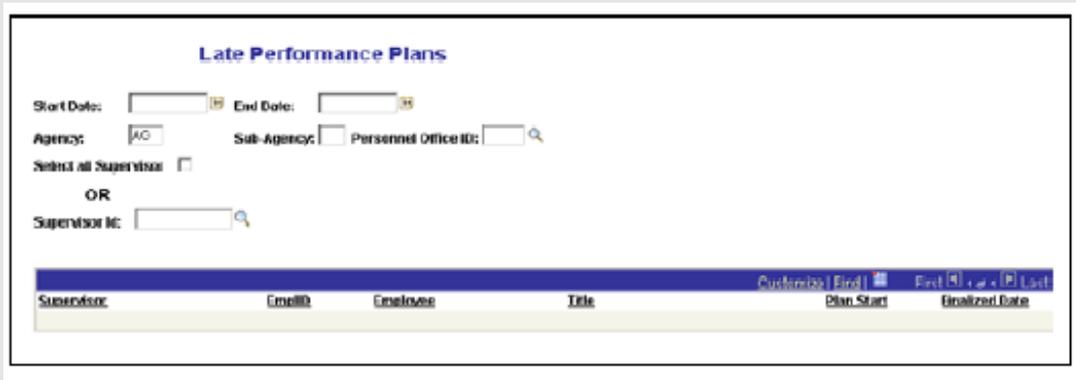
A list of mission performance plans will display for the criteria entered.



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.

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

10. Enter a specific **Supervisor ID** or select an **ID** from the lookup.

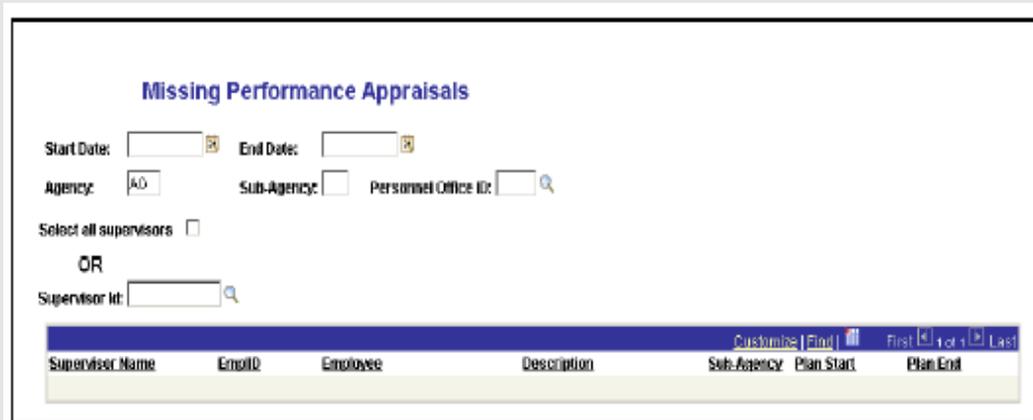
A list of late performance plans will display for all the criteria entered.



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.

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

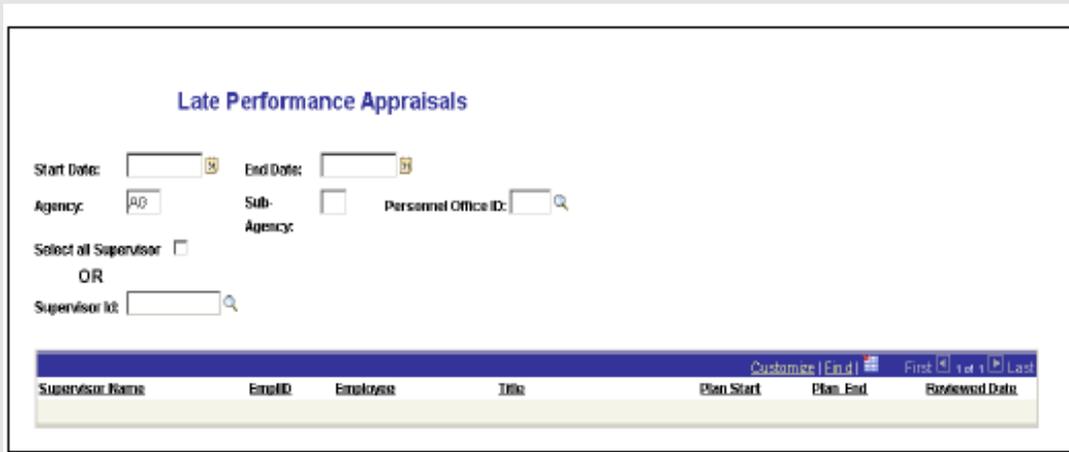
10. Enter a specific **Supervisor ID** or **select and ID from the lookup**.

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.



Late Performance Appraisals

Start Date: End Date:

Agency: Sub-Agency: Personnel Office ID:

Select all Supervisor

OR

Supervisor ID:

Supervisor Name	EmailID	Employee	Title	Plan Start	Plan End	Reviewed Date
Customize End						
First Previous Next Last						

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.

CHAPTER 7— PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

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,



GLOSSARY

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.

GLOSSARY

B

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

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



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;
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

GLOSSARY

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.

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

GLOSSARY

administrator and power user level.

Current Year

Current year.

D

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



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**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.

GLOSSARY

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

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

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**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.

GLOSSARY

Graphical User Interface (GUI)

An icon-based user interface to a system.

H

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



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

Job Code	Grouping of attributes of like jobs at a high level (one-to-many relationship).
-----------------	---

K

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

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.
---------------------------------------	--

GLOSSARY

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

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 competitive examination, 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

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



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

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



duty.

Pay	<p>Types of “Pay” are as follows:</p> <ol style="list-style-type: none">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.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).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	<p>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.</p>
Pay Basis	<p>Principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee's pay.</p>
Pay Calculation	<p>Formula that calculates an employee's gross to net.</p>
Pay Calendar	<p>Payroll processing cycle for a given pay group.</p>
Pay Confirmation	<p>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.</p>
Pay Frequency	<p>Defines how often employees in a pay group are paid—weekly,</p>



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.



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

Quality Step Increase (QSI)	A step increase awarded to an employee for sustained high quality performance.
------------------------------------	--

R

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.

GLOSSARY

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: <ol style="list-style-type: none">1. Mandatory Retirement2. 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.



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

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.

GLOSSARY

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



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

GLOSSARY

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.



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

Unemployment Compensation	Unemployment insurance for Federal employees.
United States Code (USC)	The laws and regulations of the United States.

V

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

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

A/L Cat Code, 171
Abolish, 135, 136
Academic Rank, 124
Accounting Station Code, 126, 128
Action, 116, 128, 141, 144, 175, 179, 189, 219, 277, 279, 280, 281, 282, 286, 301, 302, 317, 319, 325, 326, 329
Action Date, 116, 286
Address 1, Address 2, Address3, 148
Address Info, 147, 148, 149, 195, 196
Adds to FTE Actual Count, 124
Affected Positions and Emplids, 102, 104
Agency, 96, 97, 98, 99, 115, 119, 120, 124, 128, 142, 144, 158, 199, 221, 300, 302
Agency Type, 97, 142, 144
Agency Use, 99, 128
Alias Name, 148
Annual, 103, 156, 157, 158, 159, 171, 187, 188, 189, 241, 316, 318
Annuitant Indicator, 170, 171, 302
Annuity Commencement Date, 171
Applied, 97, 186
Auth Date, 144, 175, 179
Authentication Date, 144, 175
Authority (1), 142, 144, 179
Authority (2), 144

B

Bargaining Unit, 115, 119, 304
Benefits, 98, 196, 197, 203, 205, 312, 317
BiWeekly, 103
Budgeted Position, 121, 123
Business Unit, 116

C

Calc Group, 123
Career Tenure Date, 164, 167
Citizenship Status, 147, 148
City, 147, 149, 186, 202, 217, 230, 239, 240, 241
Class Standard Issued Date, 99
Classification Action, 126, 128, 156, 158
Classification Authority, 100
Classification Factor, 100
Classification Review, 126, 128
Classification Standard, 99, 100
Classification Standard Code, 99
Classification Std Applied Date, 128
Classified Indicator, 124
Classifier, 99
COLA And/Or Post Diff Code, 170, 171
Compensation, 98, 101, 163, 241, 309, 310, 312, 313, 315, 331, 332

Competitive Area, 118, 306
Competitive Level, 115, 118, 306
Computer Sensitivity, 121, 124
Confidential Position, 123
Coop Holiday Rate, 168
Coop Overtime Rate, 168
Coop Share Amt, 168
Country, 147, 149, 153, 154
County, 144, 147, 149, 186, 217, 241
Court Ordered Child Support or Alimony, 185, 192
Creditable Military Service, 150, 152, 307
CSRS Frozen Service, 171
Customs Officer Pay Reform ACT, 120

D

Data Control, 141, 143, 173, 175, 176, 177
Date Classified, 96, 100, 308
Date of Birth, 146, 148
Date Position Established, 119
Days at Primary, 131
Default Compensation, 101, 103
Department, 1, 2, 98, 115, 117, 124, 285, 301, 302, 305, 308, 309, 310, 314
Detailed Position Description link, 117
Disabled Veteran, 151, 152, 309
Draft Status, 148
Drug Test, 122, 125

E

Early Retirement Code, 100
Education Level, 153, 154, 253
Education Major, 153, 154
Effective Date, 96, 97, 107, 112, 115, 116, 142, 144, 175, 179, 189, 193, 196, 198, 204, 206, 209, 214, 219, 224, 228, 233, 236, 240, 247, 250, 253, 309, 314, 317, 325
Effective Seq, 144
Emergency Response Official, 125
EmplID, 104, 119, 141, 170, 188, 192, 197, 203, 205, 208, 213, 218, 223, 227, 232, 235, 239, 246, 249, 252, 281
Employee Probation Period Date, 165, 167
Employee Type, 162
Employment 1, 164, 167
Employment 2, 164, 166, 167
Encumber Salary Amount, 124
Encumber Salary Option, 124

F

Factor Level, 100
FEGLI Code, 170, 171
FEHB Cancel Enrollment, 185, 205
FEHB Change in Enrollment, 185, 203

INDEX

FEHB Eligibility, 170, 171
FERS Coverage, 170, 171
Financial Disclosure, 103, 126, 128, 222
First, 146, 148, 199, 201, 229, 231, 236, 311
FLSA Status (Fair Labor Standards Act status), 119
FTE, 124, 127, 128
Function Code, 118
Functional Class, 96, 99
Fund Source, 98, 119, 162

G

Gender, 146, 148, 202
Grade, 100, 102, 118, 128, 163, 305, 308, 313, 314, 325, 332
Grade Basis, 128
Grade Points, 100

H

Handicap Cd, 148
Health Benefits, 171, 196, 197, 203, 205, 207, 311, 314, 317
Health Certificate, 123
Holiday Schedule, 162
Hourly, 103, 162
HR Processing, 172, 177, 180

I

In Progress, 97, 198
Inactivate, 97
Individual Time Off Award, 139, 177, 179
Initial Security Set Up, 13
Initialize, 115, 116
Intelligence Position, 124
Interdis Assign Code/Series, 120
Interdisciplinary Code, 103

J

Job Code, 91, 92, 93, 94, 95, 96, 97, 98, 101, 102, 103, 104, 105,
106, 108, 109, 110, 115, 116, 118, 119, 135, 136, 137, 315
Job Code Tracking, 104
Job Family, 98
Job Profile ID, 123
Job Sharing Permitted, 123

K

Key Position, 116

L

Language Required, 104, 125
Last, 146, 148, 166, 168, 199, 201, 210, 215, 216, 229, 231, 314,
315, 316
Leave Data Transferred, 185, 208, 209
Location, 115, 117, 128, 309
Losing/Gaining Dept, 155, 158
Lump Sum Leave Payment, 185, 212, 213, 215

M

Mail Drop ID and Work Phone, 123
Major Specialization, 153, 154
Master File Change, 185, 216, 218, 220
Max Head Count (maximum head count), 123
Medical Checkup Required, 98
Middle, 148, 199, 201, 229, 231
Military Grade, 150, 152
Military Separation Status, 150, 152
Military Service Verified, 151, 152
Mobility Position, 125
Monthly, 103
Multi-Element Update, 185, 221, 223

N

Name, 104, 148, 195, 199, 202, 292, 296
NFC Ready, 97, 131, 176, 186
NFC Status, 176
NOA Code, 142, 144, 175, 179
Not To Exceed Date, 115, 116, 119, 144
Notify Military Pay Center, 151, 152

O

Obligated To ID, 119
Obligation Expiration, 119
Occupational Series, 96, 97, 99, 103, 118, 318
Office ID, 115, 131
Official Posn Title Code, 96, 97, 103
Official Title, 97, 103, 117
Official Title Prefix, 97, 103
OPM Certification Number, 100
Organization Posn Title Cd, 98, 118

P

PAR Processing, 139, 140, 141, 172, 177, 182, 196
PAR Remarks, 142, 145
 Insertion Required, 145
 Remarks CD, 145
PAR Request #, 142, 144
PAR Status, 144, 319
Parenthetical Title, 99, 103, 118
PATCOB Code, 99
Pay Basis, 98, 320
Pay Group, 162, 321
Pay Plan, 101, 103, 117, 163, 321
Pay Plan / Table / Grade, 103
Payroll Documents, 185, 186, 188, 192, 196, 197, 203, 205, 208,
213, 218, 223, 226, 232, 235, 239, 246, 249, 252
Personal Data, 146, 147, 151, 154
Personnel Office ID, 115, 120
PMSO, 95, 137
POI, 96, 98, 161, 222, 321
Points, 100
Position, 91, 92, 93, 95, 98, 100, 104, 105, 109, 113, 115, 116,
118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129,



131, 132, 135, 136, 155, 158, 160, 279, 307, 308, 312, 314,
317, 318, 319, 321, 322, 329
Position Audit Date, 119
Position Audited By, 119
Position Classification Stds, 100
Position Location, 98, 115, 120
Position Management, 91, 92, 93, 95, 105, 109, 113, 132, 135, 312
Position Number, 104, 116, 132, 322
Position Occupied, 118
Position Pool ID, 123
Position Schedule, 128
Position Status, 116
Pre-Encumbrance Indicator, 123
Pref First Name, 148
Presidential Appt Posn, 125
Prev Class Actn, 158
Previous Agency, 158
Previous Retirement Coverage, 170, 171, 322
Procurement Integ Posn, 125
Professional Category, 99
Project Duty Indicator, 128

R

Reactivate, 97
Ready Future, 97, 176
Reason, 96, 97, 115, 116, 119, 135, 136, 142, 144, 175, 179
Reason Code, 96, 97, 119, 142, 144, 175, 179
Reg Region (regulatory region), 117
Reg/Temp (regular or temporary), 116
Regular Shift, 117
Reporting, 117, 301
Reports To, 115, 117
Request Received Date, 128
Restored Annual Leave, 185, 187, 188, 189, 190
Retirement Plan, 170, 171, 318
RNO, 147

S

Salary Admin Plan (salary administration plan), 117
Salary Share Code, 156, 158, 168
Savings Bond, 185, 226, 229, 230, 231, 232, 234
School, 98, 99, 118, 153, 154, 253, 314
Seasonal, 119, 124, 327
Security Clearance, 121, 124
Sensitivity Code, 121, 124
Series, 97, 118, 120, 128, 156, 158, 226, 228, 318
Service Computation Dates – Leave, 167
Service Computation Dates – Retire, 167
Service Computation Dates – RIF, 167

Service Computation Dates – TSP, 167
SetID, 97
Severance Payment, 185, 235, 237
Short Title, 117
Signature Authority, 123
Spcl Empl Cd, 162, 170, 171
SSN, 147, 148, 229, 231
Staff/Line Position, 125
Standard Hours, 118, 162
State, 147, 149, 153, 154, 168, 186, 221, 230, 240, 241, 242, 250,
314
State Tax Data, 242
Status, 95, 96, 97, 98, 115, 116, 131, 135, 136, 140, 144, 150, 152,
157, 159, 217, 243, 293, 296, 300, 305, 307, 329, 333
Status Date, 116, 293, 296, 300
Sub-Agency, 94, 96, 98, 105, 115, 120, 156, 158
Suffix, 148, 199, 201, 229, 231
Supervisory Status, 96, 98, 99

T

Target Grade, 100, 119, 330
Tenure, 165, 166, 167, 168, 216, 330
Thrift Savings Plan, 167, 170, 171, 185, 246, 248, 318, 323, 328,
330
Title, 117, 118, 128, 319
Total Points, 100
Training Program, 125
Transaction Status, 97, 144, 176, 181, 186, 198
TSP Eligibility Code, 170, 171
Type Appt, 161, 162

V

Vacancy Review, 127, 128
Veteran Status, 152
Veterans Preference, 150, 151, 152, 331
Veterans Preference RIF, 151, 152

W

Weight (%), 100
WIP, 333
Work Schedule, 119, 161, 162, 313, 319
Workflow, 140
Worklist, 182

Z

Zip Code, 147, 149, 230



EMPOWHR 9.0 QUERY MANAGER



**UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER**

13800 Old Gentilly Road
New Orleans, LA. 70129

<https://www.nfc.usda.gov/index.html>

© 24 November 2009

© 2009 UNITED STATES DEPARTMENT OF AGRICULTURE

NATIONAL FINANCE CENTER
ALL RIGHTS RESERVED

This material contains proprietary and confidential information and is protected by copyright and trade secret laws. Unauthorized reproduction, distribution, or transfer of this material, or any portion of it, is strictly prohibited and may result in civil and criminal penalties. Known violators will be prosecuted to the maximum extent possible under the law.

The following are trademarks or registered trademarks of the United States Department of Agriculture National Finance Center



All other trademarks are trademarks or registered trademarks of their respective companies.

ORACLE® | PeopleSoft.

PeopleSoft®

Microsoft® 


Internet Explorer

Chapter 1 — Running Existing Queries	4
EmpowHR Overview of Query	5
Understanding Record Structures	6
Understanding Effective Dates	7
Relational Database Definition	8
Search Keys	11
Limiting Search Operators	13
Wildcards	14
Running Existing Queries.....	15
Chapter 2 — Creating a Basic Query	21
Creating a Simple Query.....	22
Query Manager	24
Creating a Query.....	38
Renaming Column Headings	41
Translating Values	43
Changing the Column Order	45
Sorting the Output Order.....	47
Saving a Query	49
Chapter 3 — Applying Selection Criteria	59
Applying Selection Criteria	60
Edit Criteria Properties Page.....	61
Specifying Effective Date Criteria.....	66
Accessing the Edit Criteria Properties Page.....	68
Accessing the Edit Criteria Properties Page from the Query or Fields Pages.....	69
Chapter 4 — Creating Prompts	93
Creating Prompts	94
Index —	115

CHAPTER 1

RUNNING EXISTING QUERIES

Learning Objectives:

-  Running Existing Queries
-  Using Search Keys
-  Using Wildcards



EMPOWHR OVERVIEW OF QUERY

EmpowHR Query is an end user reporting tool. The next few chapters explain the basic concepts of selecting data, and the subsequent design of those queries. To take full advantage of the information covered in this chapter, a basic understanding of how to use EmpowHR applications is needed, specifically those applications necessary to retrieve the information.

Depending upon the role, success in working with efficient queries is directly related to the understanding of how and where the data needed is stored within EmpowHR database. This is facilitated by an understanding of both Microsoft Windows and Internet Explorer.

With EmpowHR Query, the precise information is extracted using visual representations of the EmpowHR database, without writing Structured Query Language (SQL) statements. The Queries can be as simple or as complex as necessary; they can be one-time, ad-hoc queries, or queries that are used repeatedly. This section covers:

- Ad hoc functions
- How to create a simple query by selecting a record and specific fields
- Modification of column headings
- Retrieval of short or long descriptions for a translate value Criteria such as Equal To, Greater Than, In List, In Tree, Between, and Like to retrieve specific information Creating queries based on multiple records using predefined joins, calculations, such as a Count, a Sum, or an Average

CHAPTER 1— RUNNING EXISTING QUERIES

UNDERSTANDING RECORD STRUCTURES

UNDERSTANDING RECORD STRUCTURES

A record is like a spreadsheet comprised of rows and columns as shown in Example 1 below. Each row of data in the record has a unique identifier known as the key field. The key fields in the examples shown below are shaded.

Example 1

ID	Name	Address 1	City	Postal	St
000781	Griffith, Andy	1001 Mayberry Ln	Carson	90747	CA
000690	Turner, Timmy	111 Main St	Long Beach	90806	CA
000768	Rhode, Rocky	1144 Center Ct	Carson	90747	CA
000638	Shot, Good	123 Anywhere	Carson	90747	CA
000209	Jack, Kangaroo K.	123 Hop Lane	Carson	90747	CA
000794	Jones, John Paul	123 Main	Carson	90747	CA

The record in Example 1 has one row of data per employee and holds six fields. An employee's data can be retrieved with her/his ID. The ID is the unique identifier (key field) on the record.

When necessary, a record can have more than one key field used to identify a unique row of data, as shown in Example 2.

Example 2

ID	Eff Date	Name	Address 1	City	Postal	St
000781	1984-07-01	Griffith, Andy	1001 Mayberry Ln	Carson	90747	CA
000690	2002-09-15	Turner, Timmy	111 Main St	Long Beach	90806	CA
000768	1981-05-01	Rhode, Rocky	1144 Center Ct	Carson	90747	CA
000638	2003-03-04	Shot, Good	123 Anywhere	Carson	90747	CA
000209	1976-09-07	Jack, Kangaroo K.	123 Hop Lane	Carson	90747	CA
000794	2004-03-04	Jones, John Paul	123 Main	Carson	90747	CA
000768	1976-04-01	Rhode, Rocky	1144 Center CT	Carson	90747	CA



UNDERSTANDING EFFECTIVE DATES

Effective dates are essential to maintaining employee and setup history. Effective dates allow accurate reporting against historical data.

- The current row in an effective dated record is the effective dated row that is closest to today's date, without going into the future.
- If reporting from a record that is effective dated, the selection of the data must be considered relative to the effective date.
- Query automatically generates the effective dated logic necessary to return the current row.

Example 3

ID	Eff Date	Name	Address 1	City	Postal	St
000781	1984-07-01	Griffith, Andy	1001 Mayberry Ln	Carson	90747	CA
000781	1996-02-19	Griffith, Andy	2364 Buck Owens Blvd	Carson	90747	CA
000781	2008-02-15	Griffith, Andy	1958 Placid Place	Carson	90747	CA
000781	2008-09-02	Griffith, Andy	2364 Buck Owens Blvd	Carson	90747	CA

If today's date is 03/01/2008, then the row dated 2008-02-15 is the current row. The prior rows dated 1996-02-19 and 1984-07-01 are historical. The row dated 2006-09-02 is a future dated row.

RELATIONAL DATABASE DEFINITION

EmpowHR uses a relational database structure to organize and store data.

A relational database is a collection of data items organized as a set of formally described tables. It is from these tables that data can be accessed or reassembled without having to reorganize the database itself. The relational database was invented by E. F. Codd at IBM, in 1970.

The standard user and application program interface to a relational database is the Structured Query Language (SQL). SQL statements are used to create interactive queries to gather information from a relational database for various reasons including gathering data for reports.

In addition to being relatively easy to access, a relational database is easy to modify. After the original database creation, a new data category can be added without requiring modification of all existing applications.

A relational database is a set of tables containing data fitted into predefined categories. Each table (which is sometimes called a relation) contains one or more data categories in columns. Each row contains a unique instance of data for the categories defined by the columns. For example, a typical business order entry database includes a table describing a customer with columns for name, address, phone number, and so forth. Another table describes an order: product, customer, date, sales price, and so forth. A user of the database can see a view of the database based on need. For example, a Human Resource Specialist might like a view or report on all employees hired after a certain date. A Human Resources Assistant in the same agency can, from the same tables, obtain a report on employees living in a certain city.

Tables are known as Records in EmpowHR.

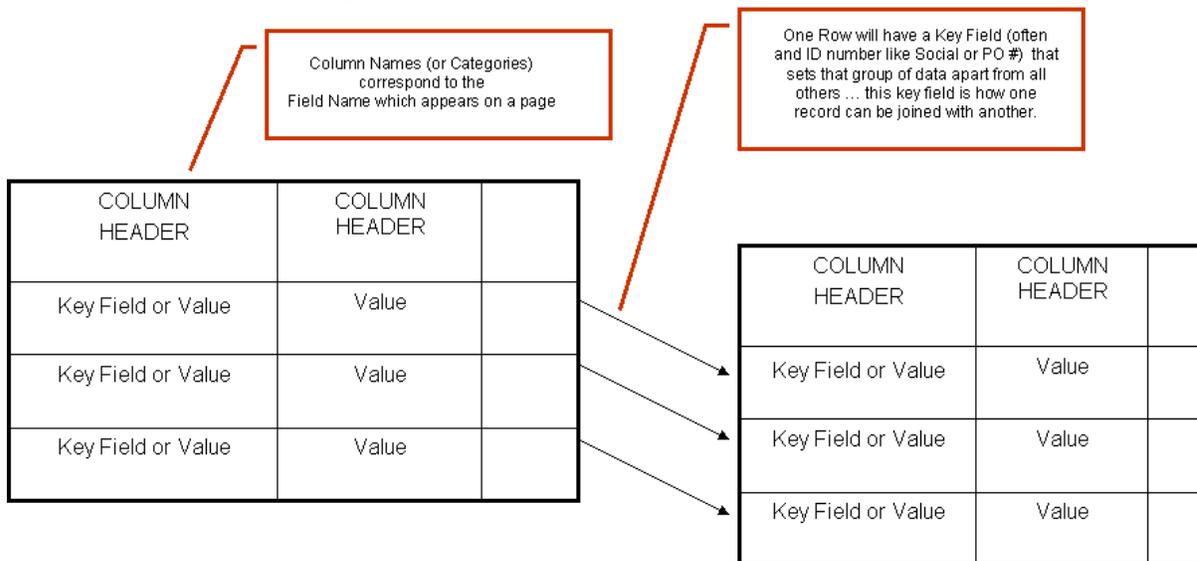


TABLE STRUCTURE WITHIN RELATIONAL DATABASE

Much of the data contained within a RECORD is derived from a single page or group of pages within a Component.

Table Structure within Relational Database

Table also referred to as RECORD in PeopleSoft Query – Much of the data contained within a RECORD is derived from a single page or group of pages within a Component.



When creating a relational database, the user can define the domain of possible values in a data column and the constraints that may apply to the data value. For example, a group (domain) of employee names can contain up to ten employee names, however through constraints, the allowed values are constrained in one record, allowing only three of the employee names to be specifiable in another record.

The definition of a relational database results in a record of formal descriptions of the records, columns, domains, and constraints. The basic concept of a relational database is that it is efficient because it minimizes the amount of data held in the database.

In Example 4, rather than holding the employees name in each record where employee data is held, the name is stored in only one table. To get to the employee name, to the user obtains it from the NAME record where the name resides. When an address listing including employee’s name is needed, the NAME and ADDRESS records have to be joined on the common high level keys (in this case, ID).

CHAPTER 1— RUNNING EXISTING QUERIES

RELATIONAL DATABASE DEFINITION

Example 4

NAME RECORD	
ID	Name
000781	Griffith, Andy
000690	Turner, Timmy
000768	Rhode, Rocky
000638	Shot, Good
000209	Jack, Kangaroo K.
000794	Jones, John Paul

ADDRESS RECORD				
ID	Address 1	City	Postal	St
00000781	1001 Mayberry Ln	Carson	90747	CA
00000690	111 Main St	Long Beach	90806	CA
00000768	1144 Center Ct	Carson	90747	CA
00000638	123 Anywhere	Carson	90747	CA
00000209	123 Hop Lane	Carson	90747	CA
00000794	123 Main	Carson	90747	CA



SEARCH KEYS

Search Keys are the fields that uniquely identify a single item in EmpowHR. When searching for an item the user searches by keys.

When searching for a Query, the primary search field is Query Name because it is the Search Key for this field. When the user does not know the Query Name the user may search by other search keys, or characteristics of the query, such as Description.

PRIMARY SEARCH KEY

A Primary Search Key is the key that uniquely identifies one query.

In this case Query Name is the Primary Search Key because the value is unique.

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)
*Search By: begins with
 [Advanced Search](#)
[Find an Existing Query](#) | [Create New Query](#)

SECONDARY SEARCH KEYS

Secondary Search Keys may return more than one selection because they do not precisely identify a single query in EmpowHR. An example of a Secondary Search Key is Description. Because it is very likely that more than one query contains the same description information, more than one query may be returned by the search.

CHAPTER 1— RUNNING EXISTING QUERIES

SEARCH KEYS

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

- Access Group Name
- Description
- Folder Name
- Owner
- Query Name
- Type
- Uses Field Name
- Uses Record Name

[Find an Existing Query](#)

Secondary Search Key

PARTIAL SEARCH KEYS

Partial Search Keys are used when there is incomplete information, or as a time saver when searching for records.

The user can search for a query even when the complete Query Name is not known. The search below returns every EmpowHR query starting with the prefix of N_.

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)



NOTE: VAGUE OR INSUFFICIENT USAGE OF KEY CRITERIA MAY RESULT IN SEARCH RESULTS THAT EXCEED 300. IN THIS EVENT, ONLY THE FIRST 300 RESULTS DISPLAY.



LIMITING SEARCH OPERATORS

When searching in EmpowHR, a user may not always have complete information. Occasionally there may be a need to select several queries at once. Using Limiting Search Operators can help with these more advanced search techniques.

Most Search criteria have a drop-down box. Selecting on the drop-down box displays another choice.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

Query Name:	<input type="text" value="begins with"/>	<input type="text"/>
Description:	<input type="text" value="begins with"/>	<input type="text"/>
Uses Record Name:	<input type="text" value="begins with"/>	<input type="text"/>
Uses Field Name:	<input type="text" value="<"/>	<input type="text"/>
Access Group Name:	<input "="" type="text" value="<="/>	<input type="text"/>
Folder Name:	<input "="" type="text" value="="/>	<input type="text"/>
*Query Type:	<input type="text" value=">"/>	<input type="text" value="User"/>
Owner:	<input "="" type="text" value=">="/>	<input type="text"/>

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

[Find an Existing Query](#) | [Create New Query](#)

WILDCARDS

When performing an inquiry, wildcards can be used in many of the fields. The wildcards allow a broad search of many different value combinations when a complete value is not known or the spelling is not known.



NOTE: UNLESS A WILDCARD IS ENTERED, THE SYSTEM ASSUMES AN EXACT MATCH IS DESIRED.

For example, entering the letter B without a wildcard returns all queries whose names begin with the letter B. When a more specific search is desired, such as an employee with the first letter B and the letter n in the name, “B%n” is entered in the name field and select role in the type field. This returns values like Brown, Barnacle, or even O’Brien!

WILDCARD	FUNCTION
% (percent)	Match any one or multiple characters
_ (underscore)	Match any single character
\ (backslash)	Escape character, prevents the next character from being treated like a wildcard.



NOTE: DIFFERENT COMBINATIONS OF THE OPERATOR SELECTED AND THE WILDCARD COMBINATION RETURN DIFFERENT RESULTS.

TO USE A WILDCARD CHARACTER IN A PROMPT, THE LIKE OPERATOR MUST BE USED.



RUNNING EXISTING QUERIES



Procedure: Running an Existing Query

1. From the **Reporting Tools** menu group, select **Query**.
2. Select the **Query Manager** component. The **Query Manager** page displays.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

***Search By:** begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

3. Enter the **Query Name** in the name field.
4. Click the **Search** button. The **Search Results** page displays.

CHAPTER 1— RUNNING EXISTING QUERIES

RUNNING EXISTING QUERIES

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with
 [Advanced Search](#)

Search Results

*Folder View:

*Action:

Query	Customize	Find	View All	First	1-20 of 20	Last	
<input type="checkbox"/> Select Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/> EMPLLIST		Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEELISTING	List of Employees	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEES_BY_POI	HQ Listing of Employees by POI	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEES_BY_POI2	HQ Listing of Employees by POI	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEES_OCC_SERIES	EMPLOYEES BY OCC SERIES	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEES_OCC_SERIES_FL	EMPLOYEES BY OCC SERIES	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEES_OCC_SERIES_FL_AGE	EMPLOYEES BY OCC SERIES_AGE	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEES_OCC_SERIES_NEW	EMPLOYEES BY OCC SERIES	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEE_ADDRESSES	LIST OF EMPLOYEE ADDRESSES	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEE_BY_POL		Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/> EMPLOYEE_COUNT	COUNT OF EMPLOYEES BELOW GS-10	Public		Edit	HTML	Excel	Schedule

- Select **Edit** next to the desired query. The **Fields** page displays.

Records **Query** **Expressions** **Prompts** **Fields** **Criteria** **Having** **View SQL** **Run**

Query Name: TRAINING_QUERY2 Description: Position Data

View field properties, or use field as criteria in query statement.

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.	POSITION_NBR - Position Number	Char8				Position		Edit	-
2	A.	EFFDT - Effective Date	Date				Eff Date		Edit	-
3	A.	DESCR - Description	Char30				Descr		Edit	-
4	A.	DEPTID - Department	Char10				DeptID		Edit	-
5	A.	JOBCODE - Job Code	Char6				Job Code		Edit	-
6	A.	STATUS_DT - Status Date	Date				Stat Dt		Edit	-

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

- Select the **Run** tab. Enter required data at the prompt.



EMPLOYEES_OCC_SERIES

Occupational Series: 

OK

Cancel

7. Select OK. The query results display.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Occupational Series = 2210

[View All](#) | [Rerun Query](#) | [Download to Excel](#) First Last

	Name	ID	Occ Series	POI	State	Per Status	Sex	RNO	Start Date	Rehire Dt	Action	Action Date	Reason	Reg/Temp	Full/Part	Pay Plan	Grade	Step	City
1	TONY TRAINING	179438	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
2	TONY TRAINING	179439	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
3	TONY TRAINING	179440	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
4	TONY TRAINING	179441	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
5	TONY TRAINING	179442	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
6	TONY TRAINING	179443	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
7	TONY TRAINING	179444	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
8	TONY TRAINING	179445	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
9	TONY TRAINING	179446	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
10	TONY TRAINING	179447	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
11	TONY TRAINING	179448	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS
12	TONY TRAINING	179449	2210	5317	LA	E	F	C			CNV	03/05/2007	CNV	R	F	GS	12	7	NEW ORLEANS

Chapter 1 Exercises



Exercise 1-1 – Running an Existing Query

The objective of this exercise is to gain experience running and viewing a query, and finding specific results.

1. From Query Manager run:
 - EMPLOYEE_BUS_Code
2. How many rows were retrieved?
 - _____



Exercise 1-2 – Running a Query with Prompts

The objective of this exercise is to gain experience running and viewing a query with prompts, and analyzing the results.

3. Use Query Manager to run:
 - EMPLOYEE_OCC_SERIES_NEW
4. Use the following information:
 - Occupational Series: 2210
5. How many rows were retrieved?
 - _____
6. What is the sort order for this query?
 - _____

CHAPTER 2

CREATING A BASIC QUERY

Learning Objectives:

-  Creating a simple query
-  Using Query Manager
-  Changing Column and Sort Order
-  Renaming Column Headings

CHAPTER 2— CREATING A BASIC QUERY

CREATING A SIMPLE QUERY

CREATING A SIMPLE QUERY

In this section some of the basic concepts and features of Query are examined, including how to create a simple query, how to modify the display preferences, and how to manipulate data within a query.

Options for displaying the Translate record fields -- long descriptions, short descriptions, and code values are also explored.

MENU GROUP	Reporting Tools
MENU	Query
MENU ITEM	-
COMPONENT	Query Manager

The following are general steps used to create a simple query:

- Select the record to base the new query
- Add fields to the query content
- Format the query output
- Specify selection criteria
- Create user prompts (if desired)
- Preview the query
- Validate the results
- Redefine or correct the query
- Save the query



PAGES USED TO CREATE A QUERY

TASK	PAGE(S) TO USE
1. Build a query	Query Manager
2. Select a Record	Records page
3. Add fields to the query	Query page
4. Format the query output	Fields page, and Edit Field Properties
5. Specify selection criteria	Criteria page, and Edit Criteria page
6. Create User Prompts	Prompts page, and Edit Criteria page
7. Redefine or Correct	Criteria page, and Edit Criteria page or Fields page, and Edit Field Properties
8. Save the query	Edit Query Properties page, and Save

QUERY MANAGER

The following discussion introduces the pages used to create a query and includes specific examples to explain, step-by-step, the creation of different queries.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

Use Query Manager to select the Create New Query link which starts the creation of a new query.

RECORDS PAGE

The Records page is used to select the Record or Records used to build a query.

The Find an Existing Record search displays when navigating to Query Manager. This is the first in a series of pages used to define the parts of the query within Query Manager.

Selecting Show Fields allows a preview of the fields found within a record before actually selecting the record. This is useful when it is not known that a specific field is found within a record.

Records
Query
Expressions
Prompts
Fields
Criteria
Having
View SQL
Run

Query Name: New Unsaved Query Description:

Find an Existing Record

*Search By: begins with

[Advanced Search](#)

Search Results

Record	Customize Find View All	First	1-20 of 37	Last
Recname	Add Record	Show Fields		
EMAIL_ADDRESSES - Email Addresses	Add Record	Show Fields		
EMERGENCY_CNTCT - EE Emergency Contacts	Add Record	Show Fields		
EMERGENCY_PHONE - EE Emergency Cntct-Phone Nbrs	Add Record	Show Fields		
EMPLMT_SRCH_GBL - Employee Search - Global	Add Record	Show Fields		
EMPLMT_SRCH_QRY - Employee Search - Global	Add Record	Show Fields		
EMPLOYEES - Non terminated Employees	Add Record	Show Fields		
EMPLOYEE_REVIEW - EE Performance Rws (Obsolete)	Add Record	Show Fields		
EMPLOYEE_TEAMS - Employee Teams Table	Add Record	Show Fields		
EMPLOYMENT - EE General Employment Data	Add Record	Show Fields		
EMPLOYMENT_HOME - Vw-Home Employment/Job	Add Record	Show Fields		
EMPLOYMENT_HOST - Vw-Host Employment/Job	Add Record	Show Fields		
EMPLOYMENT_LNG - EE General Employment Data	Add Record	Show Fields		
EMPLOYMENT_LNG2 - Rel Lng or HS_EMPL_REL_CAN	Add Record	Show Fields		



NOTE: BY DEFAULT 20 RECNAME VALUES ARE DISPLAYED AT A TIME. THE DEFAULTS CAN BE CHANGE BUT THE MAXIMUM IS 300 FOR ANY SEARCH. SELECT VIEW 100 TO VIEW 100 RECORDS AT A TIME. WHEN A RECORD CANNOT BE LOCATED USE MORE SPECIFIC SEARCH CRITERIA.

CHAPTER 2— CREATING A BASIC QUERY

QUERY MANAGER

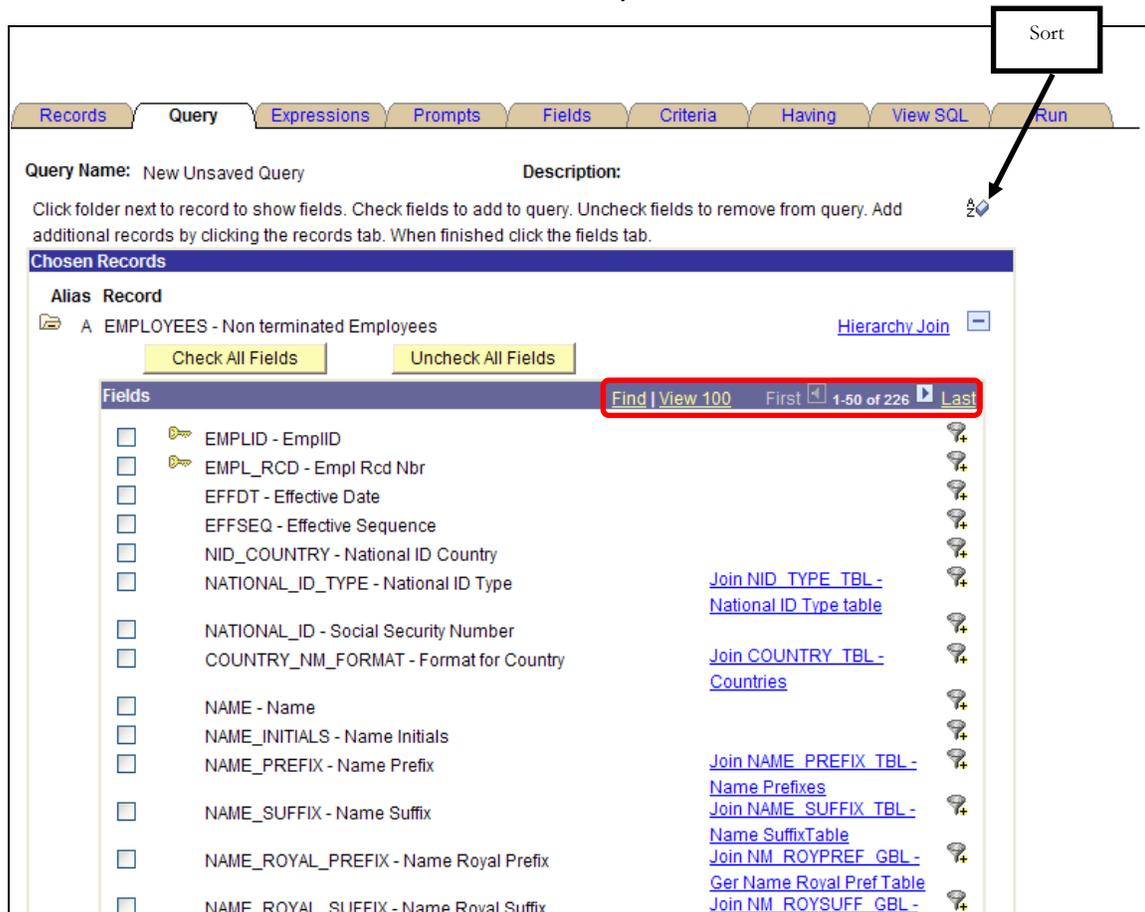
QUERY PAGE

The Query Page is used to select the individual fields displayed in the query. This page is also used to set Selection Criteria for individual fields, and to join records. Selection Criteria and Joining records are discussed later in this section.

By default, only the first 50 fields are displayed at one time. Select View All to see additional Fields, or select the arrow buttons on the Fields bar to page thru the fields. Use the Find link to locate a field by name within the record.

Selecting the Sort icon found on the upper right of the page arranges the fields by alphabetic order. Selecting it again returns the fields to the original sort.

To select a Field, select the Fields checkbox immediately to the left of the chosen field.



QUERY PAGE NAVIGATION TIPS

Button	Option	Description
	Sort fields alphabetically	Enables the user to sort the fields in alphabetical order.
	Add Criteria or Use as Criteria	Enables the user to navigate to the Criteria Properties page for the selected field and add criteria to the query.
	Delete	Enables the user to delete a field, record, expression or prompt from the query.
	Show Fields	When displayed, shows all the fields for a Record
	Hide Fields	When displayed, hides all the fields for the selected Record.
	Check All Fields	Enables the user to check all the checkboxes automatically.
	Uncheck All Fields	Enables the user to uncheck all the checkboxes automatically.

FIELDS PAGE

Use the Fields page to format the output of a query.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.	JOBTITLE - Job Title	Char30				Job Title		Edit	
2	A.	EMPLID - EmplID	Char11				ID		Edit	
3	A.	LAST_NAME_SRCH - Last Name	Char30				Last		Edit	

Save [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) Return to Search

The Fields page is the workhorse of the creation process. Use the Fields page to:

- Change the order in which the columns display within the query
- Change the sort order of the information within the columns
- Edit the field properties
- Rename the column headings
- Select the criteria for individual fields
- Delete fields from the query
- Access the Edit Criteria page from the Fields page



FIELDS PAGE NAVIGATION TIPS:

Option	Description
Agg	Aggregate function for each field listed.
Edit	Formats the query output; For example, to change column headings, display translate table values in place of codes, or specify a sort order.
Format	Field type and length for each field listed.
Heading Text	The heading assigned to appear at the top of the column for the query output for each field listed.
Ord (Order)	<p>Shows one or more fields selected to sort the query output.</p> <p>If the field is the first sort field, a <i>1</i> appears, and the system sorts rows based on this field first. The second sort field selected is numbered 2, and so on.</p> <p>A descending sort order can also be specified. The letter <i>D</i> appears if sorting fields in descending order is selected.</p>
Reorder/Sort	Displays the Edit Field Ordering page, which enables the user to change the column order and/or sort order for multiple fields.
XLAT (Translate)	<p>Specifies which translate value appears in the query results: <i>N</i> (none), <i>S</i> (short), or <i>L</i> (long).</p> <p>The table that is queried may include fields that use the Translate table. If so, the field itself contains a short code of some kind, for which the Translate table provides a set of corresponding values. For example, if the table includes an EFF_STATUS field, the value is <i>A</i> or <i>I</i>, which the Translate table translates into <i>Active</i> and <i>Inactive</i>. If a field has values on the Translate table, a letter appears in the XLAT column for that field.</p> <p>In the query results, the user may want to display the translated value rather than the code (for example, <i>Active</i> instead of <i>A</i>). To tell EmpowHR Query to make this substitution specify <i>L</i> as the translate value.</p>

CHANGING THE SORT ORDER

The Ord column on the Fields page displays the order in which the data within the columns is sorted. Multiple sort orders can be applied on a query. When the user sorts by multiple fields, the first order has priority, then the second, and so on.

For example, if query is sorted by NAME first, and then by EMPLID, the output is ordered by Name, and the second sort is ordered by EMPLID when a Name is listed more than once.

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

Edit Field Ordering				Customize Find View All	First	1-3 of 3	Last
New Column	Column	Record.Fieldname	Order By	Descending	New Order By		
	2	1 A.JOBTITLE - Job Title	<input type="checkbox"/>				
	1	2 A.EMPLID - EmplID	<input type="checkbox"/>				
		3 A.LAST_NAME_SRCH - Last Name	<input type="checkbox"/>				

OK Cancel

It is not necessary to assign every column a sort order. To remove a sort order, place a 0 in the sort order column, or leave the field blank.

By default the sort order is ascending (0, 1, 2, 3, and so on, or a, b, c, d, and so on), to sort in descending order (9, 8, 7, etc. or z, y, x, w, etc.), select Descending from the Direction drop-down.



EDIT FIELD ORDERING PAGE OPTIONS

Option	Description
Record.Fieldname	Record and Field name.
Direction	Descending or Ascending order.
Sort Order	Sorting priority for each field when displaying the result.

EDIT FIELD PROPERTIES PAGE

There are four functions that are accessed thru the Edit Field Properties page. For clarity and ease of use, the instructions for these are found in individual sections.

- Changing Column Headings.
- Changing the Column Order.
- Changing the Sort Order.
- Setting Aggregate functions.

Edit Field Properties

Field Name: A.EFFDT - Effective Date

Heading

No Heading RFT Short
 Text RFT Long

Heading Text:

*Unique Field Name:

Aggregate

None
 Sum
 Count
 Min
 Max
 Average

EDIT FIELD PROPERTIES OPTIONS

Option	Description
Field Name	Name of the field for which the user is editing properties.
Heading	<p>Choose a column heading from the following:</p> <p>No Heading: The column does not have a heading.</p> <p>Text: The column heading is the text you have entered in the text box.</p> <p>RFT Short: The column heading is the short name from the record definition.</p> <p>RFT Long: The column heading is the long name from the record definition.</p>
Unique Field Name	Used for translations. There is no need to change the default value, which is a single-letter alias for the record followed with the record field name (for example A.NAME or B.EMPLID).
Aggregate	<p>When using aggregate values, select the aggregate function value for the field.</p> <p>An aggregate is a special type of function that returns a single value based on multiple rows of data. When the query includes one or more aggregate functions, EmpowHR Query collects related rows and displays a single row that summarizes their contents.</p> <p>None--No aggregate function.</p> <p>Sum--Adds the values from each row and displays the total as a single row.</p> <p>Count--Counts the number of rows.</p> <p>Min (minimum)--Checks the value from each row and returns the lowest one.</p> <p>Max (maximum)--Checks the value from each row and returns the highest one.</p> <p>Average--Adds the values from each row and divides the result by the number of rows.</p>



COLUMN HEADINGS

By default, Column headings are based on the values stored within EmpowHR. However, column headings can always be changed to suit the needs of the user. EmpowHR often stores both a short version of the heading, and a longer version of the heading. When creating a query either of these predefined values can be selected. The user may also opt to enter an ad hoc text value or no heading.

When making changes the user has the following options:

- No Heading = No heading is displayed.
- RFT Short = Short name as stored in EmpowHR records.
- RFT Long = Long name as stored in EmpowHR records.
- Text = The data typed in the Heading Text edit box is displayed. There is a 30 character limit when using the Text option.

The default selection is RFT Short.

Edit Field Properties

Field Name: A.EFFDT - Effective Date

Heading	Aggregate
<input type="radio"/> No Heading <input checked="" type="radio"/> RFT Short	<input checked="" type="radio"/> None
<input type="radio"/> Text <input type="radio"/> RFT Long	<input type="radio"/> Sum
Heading Text: <input type="text" value="Eff Date"/>	<input type="radio"/> Count
*Unique Field Name: <input type="text" value="A.EFFDT"/>	<input type="radio"/> Min
	<input type="radio"/> Max
	<input type="radio"/> Average

OK Cancel

QUERY PROPERTIES PAGE

The Query Properties page allows the naming of the query, and defines other parameters as desired. This is completed before saving a query.

The Query Properties page is accessed from any page in the query page group, except the Preview page. Navigation requires the selection of the Properties link at the bottom of the page.

Query Properties

*Query: TRAINING_QUERY

Description: SSN List

Folder:

*Query Type: User

*Owner: Private Distinct

Query Definition:

Last Updated Date/Time:

Last Update User ID:

OK Cancel



NOTE: USE THE *DISTINCT* OPTION IN QUERY PROPERTIES TO ELIMINATE DUPLICATE ROWS OF DATA. BY SELECTING *DISTINCT*, ONLY ONE ROW IS RETURNED FOR THE SELECTED RECORD IN THE QUERY. THIS IS IMPORTANT WHEN JOINS ARE NECESSARY AS IT AVOIDS DUPLICATE VALUES

QUERY PROPERTIES PAGE NAVIGATION TIPS

Option	Description
Query	Enter query name using appropriate USDA format.
Description (optional)	Enter a brief description (30 character limit) of the query.
Folder (optional)	Enter the name of the folder where the query will reside. To create a new folder, enter the name of the new folder.
Query Type	User: (default) Enables the query to save to the user profile. Process: Enables the query to save to those that belong to the same process. Role: Enables the query to save to a defined role.
Owner	Public: Anyone with access to Query Viewer can run this query; additionally anyone with access to Query Manager can run and modify this query. (the user must also have access to the records used in the query to access the query) Private: Only the creator of the query can run or modify this query. Please read the Private vs. Public Query discussion Error! Bookmark not defined.
Distinct	Select this checkbox to eliminate duplicate rows in a query result. Some queries return the same row more than once because it satisfies the query in more than one case. This option is not visible for union selections because unions are automatically distinct.
Query Definition	Free text area used to further describe your query.

SAVE A QUERY PAGE

When the user enters information on the Query Properties page, the query is saved with the name and criteria entered. When the Query Properties page is skipped, clicking the Save button triggers the display of a similar page. The user is prompted for the necessary information for both methods.

Enter a name to save this query as:

*Query:

Description:

Folder:

*Query Type: ▼

*Owner: ▼

Query Definition:



SAVE QUERY PAGE NAVIGATION TIPS

Option	Description
Query	Enter query name.
Description (optional)	Enter a brief description (30 character limit) of the query.
Folder (optional)	Enter the name of the folder where the query will reside. To create a new folder, enter the name of the new folder.
Query Type	User: (default) Enables the query to save to the user profile. Process: Enables the query to save to those that belong to the same process. Role: Enables the query to save to a defined role.
Owner	Public: Anyone with access to Query Viewer can run this query; additionally anyone with access to Query Manager can run and modify this query. (the user must also have access to the records used in the query to access the query) Private: Only the creator of the query can run or modify this query. Please see the Public vs. Private Query section Error! Bookmark not defined..
Query Definition	Free text area used to further describe your query.

PUBLIC VS. PRIVATE QUERIES

Queries are saved as Public or Private.

A Public query gives all users access to run it, whereas a Private query gives the creator sole access to it based on the User ID.



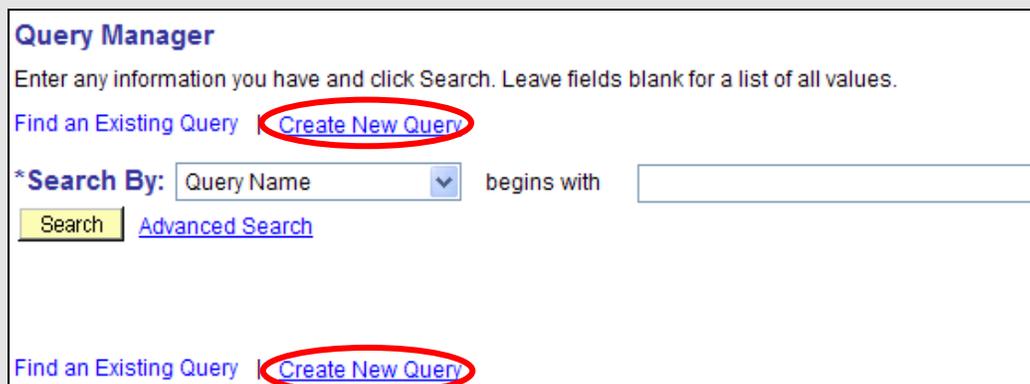
CREATING A QUERY

SIMPLE QUERY PROCEDURES

The following procedures illustrate the processes of building a simple Query. The steps are broken into individual procedures for clarity.

Procedure: Creating a Query

1. Select the **Reporting Tools** menu group.
2. Select the **Query** menu.
3. Select the **Query Manager** component.



Query Manager

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

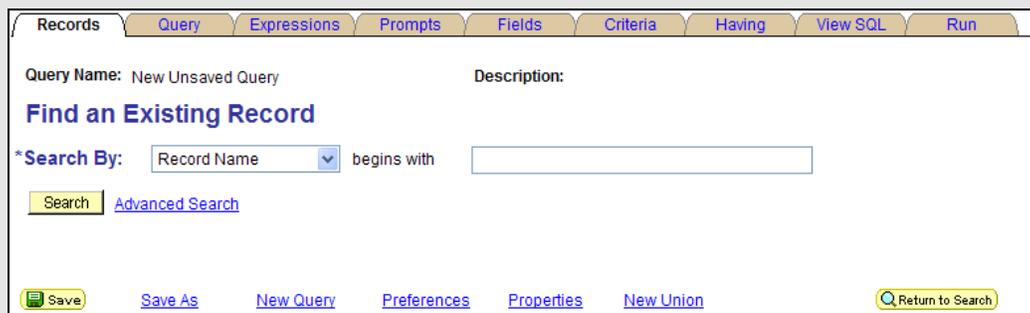
[Find an Existing Query](#) | [Create New Query](#)

***Search By:** Query Name begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

4. Select the **Create New Query** link. The **Records – Find an Existing Record** page displays.



Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Query Name: New Unsaved Query Description:

Find an Existing Record

***Search By:** Record Name begins with

[Advanced Search](#)

 [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

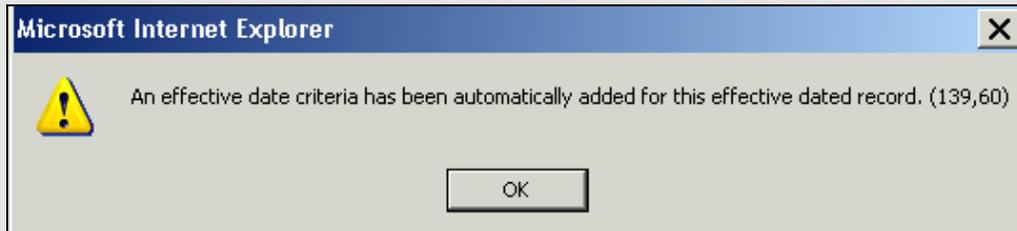


5. Enter all or part of the record name in the name field.
6. Select the **Search** button to display a list of all of the records that match the search criteria.

The screenshot shows a software interface for creating a query. At the top, there are tabs for 'Records', 'Query', 'Expressions', 'Prompts', 'Fields', 'Criteria', 'Having', 'View SQL', and 'Run'. Below these, the 'Query Name' is 'New Unsaved Query' and the 'Description' is empty. A section titled 'Find an Existing Record' contains a search criteria field: '*Search By: Record Name begins with EM'. There are 'Search' and 'Advanced Search' buttons. Below this is a 'Search Results' section with a table of records. The table has columns for 'Record', 'Add Record', and 'Show Fields'. The record 'EMPLOYEE_REVIEW - EE Performance Rrws (Obsolete)' has its 'Add Record' link circled in red.

Record	Add Record	Show Fields
EMAIL_ADDRESSES - Email Addresses	Add Record	Show Fields
EMERGENCY_CNTCT - EE Emergency Contacts	Add Record	Show Fields
EMERGENCY_PHONE - EE Emergency Cntct-Phone Nbrs	Add Record	Show Fields
EMPLMT_SRCH_GBL - Employee Search - Global	Add Record	Show Fields
EMPLMT_SRCH_QRY - Employee Search - Global	Add Record	Show Fields
EMPLOYEES - Non terminated Employees	Add Record	Show Fields
EMPLOYEE_REVIEW - EE Performance Rrws (Obsolete)	Add Record	Show Fields
EMPLOYEE_TEAMS - Employee Teams Table	Add Record	Show Fields
EMPLOYMENT - EE General Employment Data	Add Record	Show Fields

7. Select the **Add Record** link for the desired record row. An effective date for the criteria is automatically added when the record selected is effective dated.



CHAPTER 2— CREATING A BASIC QUERY

CREATING A QUERY

8. Select the desired **Fields** checkboxes to be displayed in the query output.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias Record

A EMPLOYEES - Non terminated Employees Hierarchy Join

Check All Fields Uncheck All Fields

Fields Find | View 100 First 1-50 of 226 Last

<input type="checkbox"/>	EMPLID - EmplID	
<input type="checkbox"/>	EMPL_RCD - Empl Rcd Nbr	
<input type="checkbox"/>	EFFDT - Effective Date	
<input type="checkbox"/>	EFFSEQ - Effective Sequence	
<input type="checkbox"/>	NID_COUNTRY - National ID Country	
<input type="checkbox"/>	NATIONAL_ID_TYPE - National ID Type	Join NID_TYPE_TBL - National ID Type table
<input type="checkbox"/>	NATIONAL_ID - Social Security Number	
<input type="checkbox"/>	COUNTRY_NM_FORMAT - Format for Country	Join COUNTRY_TBL - Countries
<input type="checkbox"/>	NAME - Name	
<input type="checkbox"/>	NAME_INITIALS - Name Initials	
<input type="checkbox"/>	NAME_PREFIX - Name Prefix	Join NAME_PREFIX_TBL - Name Prefixes
<input type="checkbox"/>	NAME_SUFFIX - Name Suffix	Join NAME_SUFFIX_TBL - Name SuffixTable
<input type="checkbox"/>	NAME_ROYAL_PREFIX - Name Royal Prefix	Join NM_ROYPREF_GBL - Ger Name Royal Pref Table
<input type="checkbox"/>	NAME_ROYAL_SUFFIX - Name Royal Suffix	Join NM_ROYSUFF_GBL -

9. Select other tabs as needed.

NOTE: SOME COMMON OPTIONS FOR SELECTING TABS:

SELECT THE **FIELDS** TAB TO SET THE DISPLAY ORDER OF THE COLUMNS IN THE QUERY, CHANGE THE COLUMN HEADING NAMES, AND CHANGE THE SORT ORDER WITHIN INDIVIDUAL COLUMNS.

SELECT THE **CRITERIA** TAB TO SET SELECTION CRITERIA FOR THE QUERY.

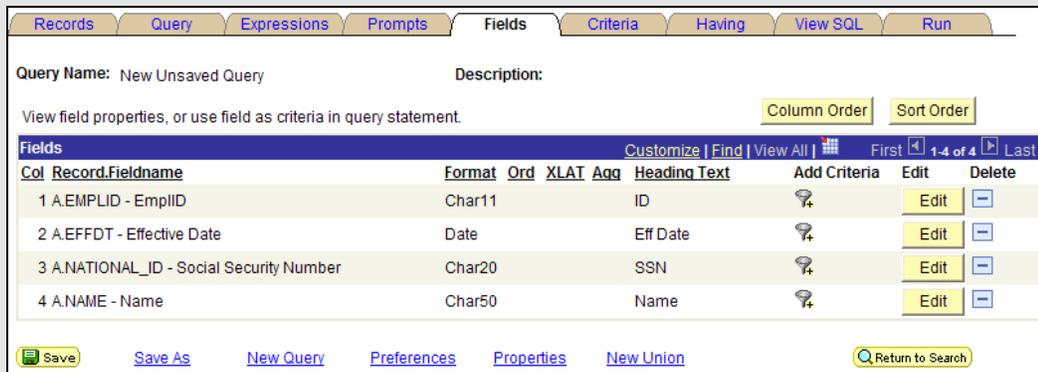
SELECT THE **PROMPTS** TAB TO BUILD PROMPTS O REQUEST SPECIFIC INFORMATION FROM FUTURE USERS OF THE QUERY.



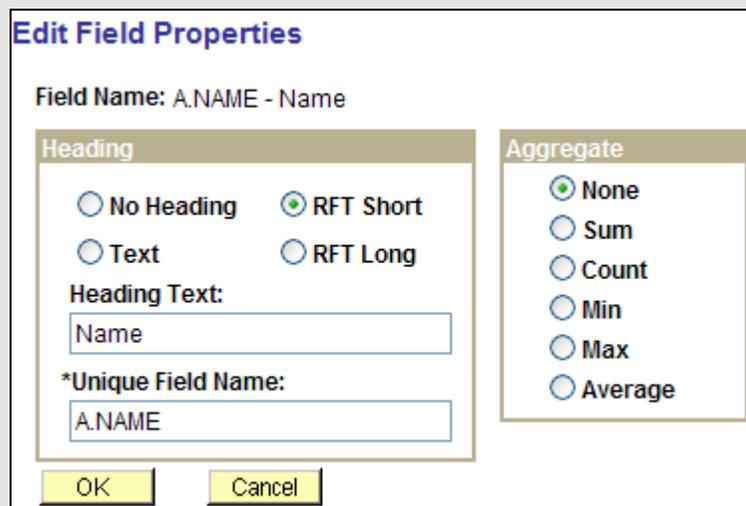
RENAMING COLUMN HEADINGS

Procedure: Renaming Column Headings

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



2. To change a desired column heading, click the **Edit** button corresponding to the desired fieldname row. The **Edit Field Properties** page displays.



3. In the **Heading Text** field, change the text to display the desired column heading.

CHAPTER 2— CREATING A BASIC QUERY

RENAMING COLUMN HEADINGS

Edit Field Properties

Field Name: A.NAME - Name

Heading

No Heading RFT Short
 Text RFT Long

Heading Text:
Full Name

*Unique Field Name:
A.NAME

4. Select the **OK** button. The **Fields** page displays.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement.

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		<input type="button" value="Edit"/>	<input type="button" value="[-]"/>
2	A.EFFDT - Effective Date	Date				Eff Date		<input type="button" value="Edit"/>	<input type="button" value="[-]"/>
3	A.NATIONAL_ID - Social Security Number	Char20				SSN		<input type="button" value="Edit"/>	<input type="button" value="[-]"/>
4	A.NAME - Name	Char50				Full Name		<input type="button" value="Edit"/>	<input type="button" value="[-]"/>

 [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

5. Verify the updated Heading Text column displays on the Fields page.



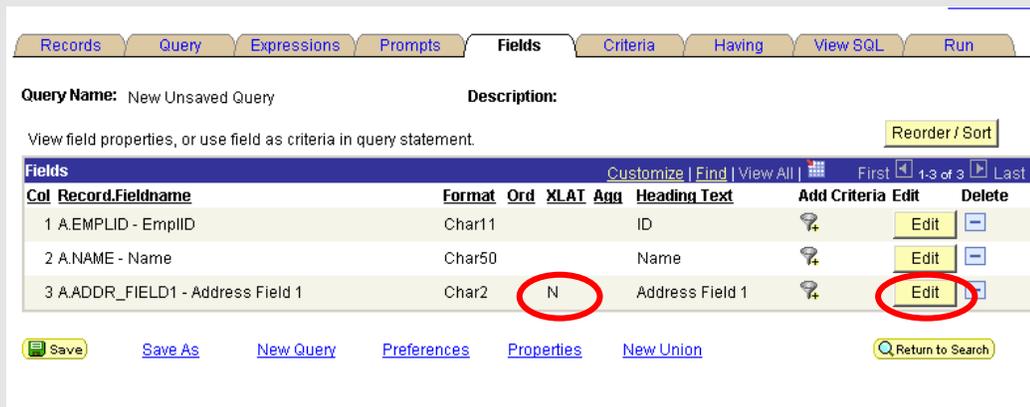
TRANSLATING VALUES

Sometimes the displayed data is not in an easily read form. It may be a code value or an abbreviated version. The Translate Value feature enables the user to change the display of the value by retrieving the value stored in an application table called Xlat table (referred to as translate table).

Use the following procedure to change the display of a value.

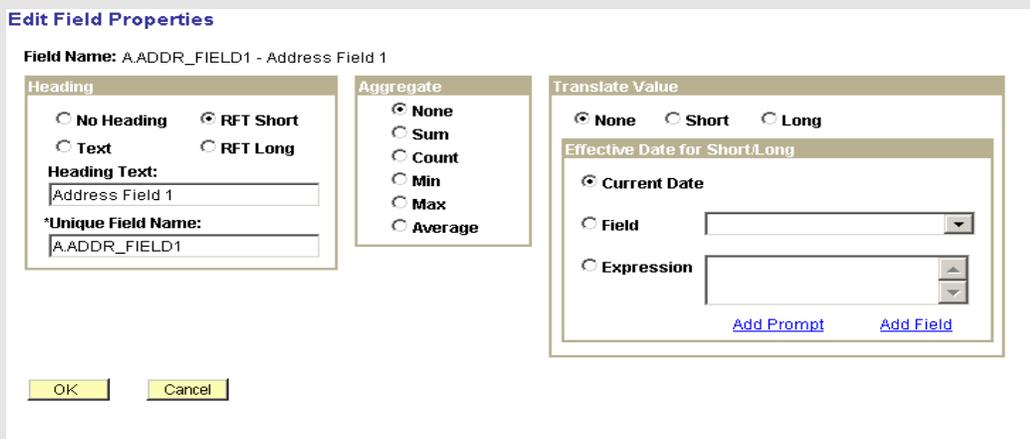
Procedure: Translating Values

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



Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	
2	A.NAME - Name	Char50				Name		Edit	
3	A.ADDR_FIELD1 - Address Field 1	Char2		N		Address Field 1		Edit	

2. Click the **Edit** button corresponding to the desired field row. The **Edit Field Properties** page displays.



Edit Field Properties

Field Name: A.ADDR_FIELD1 - Address Field 1

Heading

No Heading RFT Short

Text RFT Long

Heading Text:

*Unique Field Name:

Aggregate

None

Sum

Count

Min

Max

Average

Translate Value

None Short Long

Effective Date for Short/Long

Current Date

Field

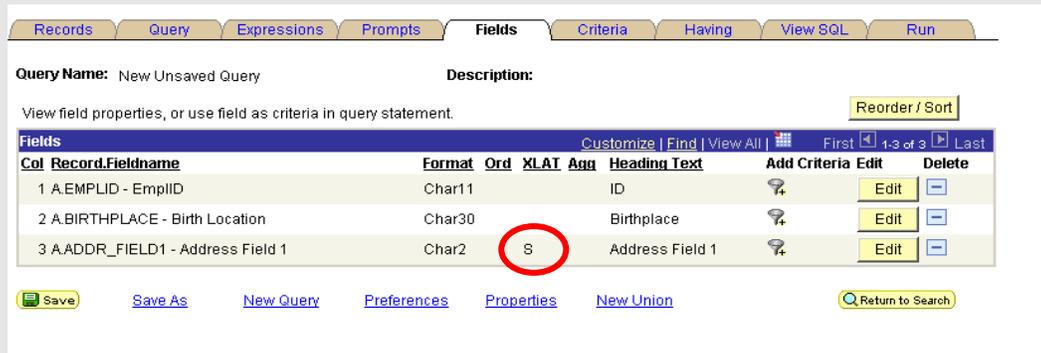
Expression

[Add Prompt](#) [Add Field](#)

CHAPTER 2— CREATING A BASIC QUERY

TRANSLATING VALUES

3. Choose the desired **Translate Value** radio button.
4. Click the **OK** button. The **Fields** page displays with the updated column translate value.



Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID -	EMPLID	Char11				ID		Edit	
2	A.BIRTHPLACE -	Birth Location	Char30				Birthplace		Edit	
3	A.ADDR_FIELD1 -	Address Field 1	Char2		S		Address Field 1		Edit	

Save Save As New Query Preferences Properties New Union Return to Search

5. Verify the updated **XLAT** column displays on the **Fields** page.



NOTE: THE TRANSLATE VALUE GROUP BOX DOES NOT DISPLAY ON THE FIELD PROPERTIES PAGE WHEN THE CHARACTERISTICS OF THE VALUES IN A FIELD CANNOT BE TRANSLATED.

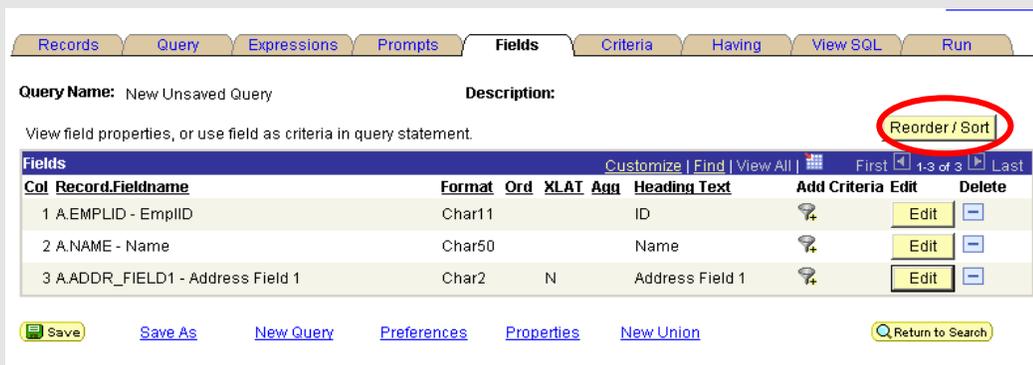


CHANGING THE COLUMN ORDER

Use the following procedure to change the column order.

Procedure: Changing the Column Order

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



Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

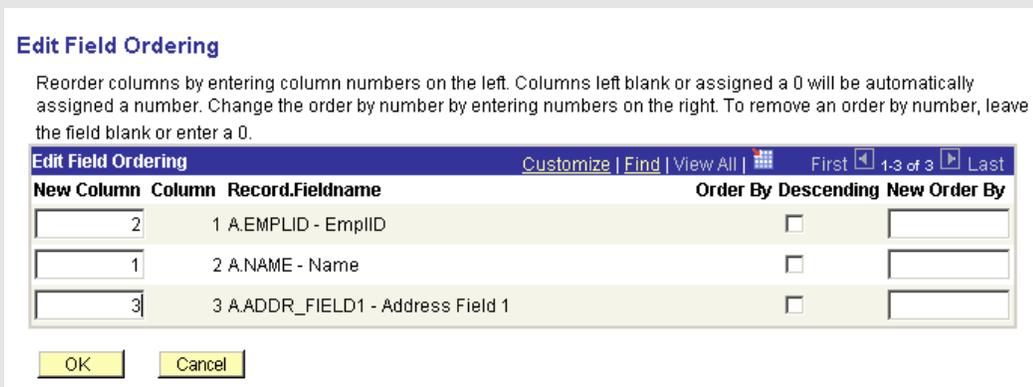
View field properties, or use field as criteria in query statement.

Reorder / Sort

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	
2	A.NAME - Name	Char50				Name		Edit	
3	A.ADDR_FIELD1 - Address Field 1	Char2	N			Address Field 1		Edit	

Save Save As New Query Preferences Properties New Union Return to Search

2. Click the **Column Order** button. The **Edit Field Column Order** page displays.



Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

New Column	Column	Record.Fieldname	Order By	Descending	New Order By
2		1 A.EMPLID - EmplID	<input type="checkbox"/>		
1		2 A.NAME - Name	<input type="checkbox"/>		
3		3 A.ADDR_FIELD1 - Address Field 1	<input type="checkbox"/>		

OK Cancel

3. Enter the order number for the desired column(s) in the **New Column** field.
4. Click the **OK** button. The **Fields** page displays the updated column order.

CHAPTER 2— CREATING A BASIC QUERY

CHANGING THE COLUMN ORDER

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.NAME	- Name	Char50				Name		Edit	
2	A.EMPLID	- EmplID	Char11				ID		Edit	
3	A.ADDR_FIELD1	- Address Field 1	Char2		N		Address Field 1		Edit	

Save [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) Return to Search

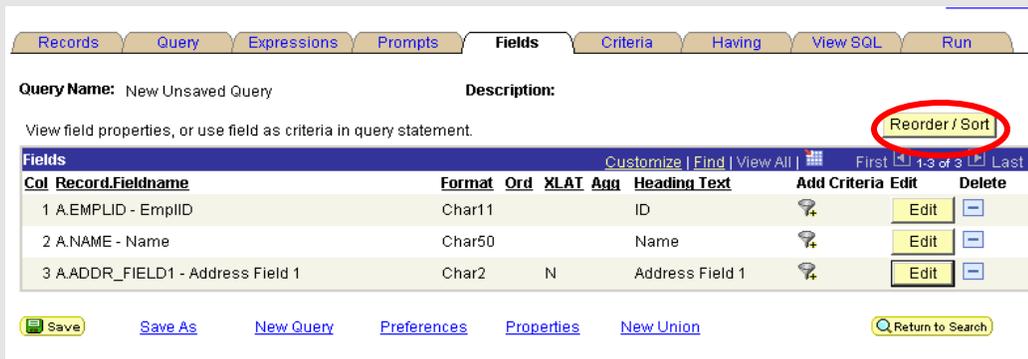


SORTING THE OUTPUT ORDER

Use the following procedure to sort the output order.

Procedure: Sorting the Output Order

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



Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement.

Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	
2	A.NAME - Name	Char50				Name		Edit	
3	A.ADDR_FIELD1 - Address Field 1	Char2	N			Address Field 1		Edit	

Save Save As New Query Preferences Properties New Union Return to Search

2. To change the output sort order, click the **Reorder/Sort** button. The **Edit Field Ordering** page displays.

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

New Column	Column	Record.FieldName	Order By	Descending	New Order By
<input type="text"/>	1	A.NAME - Name	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	2	A.EMPLID - EmplID	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	3	A.ADDR_FIELD1 - Address Field 1	<input type="checkbox"/>	<input type="text"/>	

OK Cancel

3. Enter the order number for the desired column(s) in the **Sort Order** field.
4. Select the **Order By Descending** next to the desired column (s) to select *Ascending* or *Descending* order.

CHAPTER 2— CREATING A BASIC QUERY

SORTING THE OUTPUT ORDER

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

New Column	Column	Record.FieldName	Order By	Descending	New Order By
<input type="text"/>	1	A.NAME - Name	<input type="checkbox"/>		<input type="text" value="2"/>
<input type="text"/>	2	A.EMPLID - EmplID	<input checked="" type="checkbox"/>		<input type="text" value="1"/>
<input type="text"/>	3	A.ADDR_FIELD1 - Address Field 1	<input type="checkbox"/>		<input type="text"/>

5. Click the **OK** button. The **Fields** page displays the updated column sort order.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement.

Col	Record.FieldName	Format	Ord	ALAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.NAME - Name	Char20	2			Name		<input type="button" value="Edit"/>	<input type="button" value="-"/>
2	A.EMPLID - EmplID	Char10	1D			ID		<input type="button" value="Edit"/>	<input type="button" value="-"/>
3	A.ADDR_FIELD1 - Address Field 1	Char20	N			Address Field 1		<input type="button" value="Edit"/>	<input type="button" value="-"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)



SAVING A QUERY

Use the following procedure to save a query.



Procedure: Saving a Query

1. To save a query after creating a new one or altering an existing query, click the **Save** button (or **Save As** link) on the bottom of the page. The **Query Specifications** page displays.

Enter a name to save this query:

*Query:

Description:

Folder:

*Query Type:

*Owner:

Query Definition:

2. Enter the desired name of this query in the **Query Name** field.
3. Enter a brief description in the **Description** field.
4. Select the appropriate type from the **Query Type** drop-down field.
5. Verify the owner is appropriate in the **Owner** field.
6. If applicable, enter more descriptive information in the **Query Definition** text box.

CHAPTER 2— CREATING A BASIC QUERY

SAVING A QUERY

Enter a name to save this query:

*Query:

Description:

Folder:

*Query Type: ▼

*Owner: ▼

Query Definition:

7. Select the **OK** button to save the new query. The system processes the transaction and displays the current tab.



NOTE: THE SAVE BUTTON IS AVAILABLE AT THE BOTTOM OF MOST QUERY MANAGER PAGES (QUERY, EXPRESSIONS, PROMPTS, FIELDS, CRITERIA, HAVING, AND VIEW SQL).

THE DESCRIPTION FIELD MAY CONTAIN LETTERS, NUMBERS OR UNDERSCORES AND SPACES.

THE QUERY NAME FIELD MAY ONLY CONTAIN LETTERS, NUMBERS OR UNDERSCORES WITHOUT SPACES.

AFTER THE QUERY IS SAVED, THE QUERY NAME AND DESCRIPTION FIELDS ABOVE THE DISPLAYING RECORD(S) DISPLAY THE NAME AND DESCRIPTION OF THE QUERY.



Chapter 2 Exercises



Exercise 2-1 – Building a Simple Query

The purpose of the exercise is to build a simple query and view the results.

1. From Query Manager, use the following to create a new query.
2. Add the following record:
 - Position_Data
3. Include the following Fields in the new query:
 - POSITION_NBR - Position Number
 - EFFDT - Effective Date
 - DESCR – Description
 - DEPTID – Department
 - JOBCODE - Job Code
 - POSN_STATUS - Position Status
 - ACTION – Action
 - STATUS_DT - Status Date
 - COMPANY - Agency
4. Save the Query as:
 - *NFCTRN_____1*
 - Owner - *Public*
5. Do not run the query.



NOTE: ALWAYS TEST RUN THE QUERY BEFORE SAVING. FOR CLASS PURPOSES WE ARE SAVING THE QUERY EARLIER THAN NORMAL TO PREVENT TIME OUTS BEFORE ADDING CRITERIA AND RUNNING THE QUERY.



Exercise 2-2 – Creating and Saving a Query

The purpose of this exercise is to build and save a new query.

1. Using Query Manager to create a new query.
2. Use the following record:
 - POSN_HISTORY
3. Use the following fields:
 - POSITION_NBR - Position Number
 - POSITION_ENTRY_DT - Position Entry Date
 - EMPLID – EmplID
 - GRADE - Salary Grade
4. Save the Query as:
 - *NFCTRN_____2*
 - Owner - *Public*
5. Do not run the Query.



Exercise 2-3 – Renaming Column Headings

The purpose of this exercise is to rename column headings.

1. Use the version of the query saved in Exercise 2-2.
 - NFCTRN_____2
2. Rename the following data headings:
 - Position: Position Number
 - Posn Entry Dt: Position Date
3. Save the query. Do not rename.



Exercise 2-4 – Sorting the Output Order

The purpose of this exercise is to sort the order in which the columns are displayed, and to sort the order in which the data is displayed within the columns.

1. Use the version of the query you saved in Exercise 2-2.
 - NFCTRN____2

2. Place the fields in the following column sort order
 - A.EMPLID – EmplID
 - A.POSITION_NBR - Position Number
 - A.GRADE - Salary Grade
 - A.POSITION_ENTRY_DT - Position Entry Date

3. Save the query. Do not rename.



Exercise 2-5 – Create a New Query

The purpose of this exercise is to build and save a new query.

1. Use the following record to create a new query:
 - POSN_HISTROY
2. Use the following fields:
 - POSITION_NBR – Position Number
 - EMPLID - Emplid
 - GVT_PAY_PLAN – Pay Plan
 - GVT_PAY_BASIS – Pay Basis
 - GVT_OCC_SERIES – Occupational Series
3. Save the Query as:
 - NFCTRN_____3
 - Owner - Public



Exercise 2-6 – Translate Values

The purpose of this exercise is to translate values in a column.

1. Use the version of the query saved in Exercise 4-5.
 - NFCTRN_____3
2. Update the following data:
 - Translate the GVT_PAY_BASIS- Pay Basis field name to the Long value
3. Save the query. Do not rename.



CHAPTER 3

APPLYING SELECTION CRITERIA

Learning Objectives:

-  Understanding the Use of Selection Criteria
-  Creating Prompts
-  Selecting Condition Types
-  Entering Comparison Types
-  Setting Aggregate Functions

APPLYING SELECTION CRITERIA

The purpose of a query is to report data based on specific criteria. Applying criteria allows the fine tuning of the queries to retrieve specific information, not just a list of all fields found in the database.

EmpowHR stores data in records and the user can identify every individual piece of data by specifying the column (field) and row (record). When creating a query, pick the desired data by specifying which columns and rows the system should retrieve.

If the query is run after selecting the fields, the system retrieves all the data in those columns. One can also say that the system retrieves the data from every row in the record or records. Add selection criteria to the query to select which rows of data are desired.

The selection criteria are a test applied by the system to each row of data in the records that are queried. When the row passes the test, the system retrieves it; when the row does not pass, the system does not retrieve it.

We created a simple query of employee email addresses; however, suppose the only data needed is a particular range of dates, or a certain group of employees. To locate this information, set the Selection Criteria for the fields in the query.

The Criteria Selection page is accessed from the Query page, Fields page, or Criteria page by selecting the Filter icon on the Query or Fields pages, or select the Criteria tab.

From the Query or Fields page select the Filter icon on the row of the Field to add the selection criteria.

EDIT CRITERIA PROPERTIES PAGE

The Edit Criteria Properties page compares two expressions (Expression 1 to Expression 2) according to the set condition.

To set selection criteria, select the Expression 1 type; choose the field, or expression to compare; select the condition of the comparison, (equal to, greater than, less than, etc); and select the Expression 2 type and Expression 2 value (or a list of values).

Edit Criteria Properties

Choose Expression 1 Type

Field

Expression

Choose Expression 2 Type

Field

Expression

Constant

Prompt

Subquery

*Condition Type: equal to

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EMPLID - EmplID

Expression 2

Define Constant

Constant:

OK Cancel

EXPRESSION 1 TYPE DEFINITIONS

Option	Description
Field	<p>Select to base the selection criteria on another field's value. Usually a field in another record component. To compare the values from fields in two records, join the record components.</p> <p>When selecting this option, select a condition type.</p> <p>Select the Condition Type drop-down field and select the appropriate comparison operator from the page.</p>
Expression	<p>Select EmpowHR Query to evaluate an expression that is entered before comparing the result to the value in the selected field.</p> <p>When selecting this option, select an expression type. When entering an aggregate value, select the Aggregate Expression checkbox. Parameters for length can also be entered.</p>



NOTE: NOT ALL VALUE TYPES ARE AVAILABLE FOR ALL OPERATORS. FOR EXAMPLE, WHEN SELECTING THE EXISTS OPERATOR, SUBQUERY IS THE ONLY AVAILABLE VALUE TYPE. AFTER SELECTING AN OPERATOR, EMPOWHR QUERY DISPLAYS ONLY THE VALUE TYPES THAT ARE AVAILABLE FOR THAT OPERATOR.



CONDITION TYPE DEFINITIONS

Option	Description
between	The value in the selected record field falls between two comparison values. The range is inclusive.
equal to	The value in the selected record field exactly matches the comparison value.
exists	This operator is different from the others, in that it does not compare a record field to the comparison value. The comparison value is a sub-query. If the sub-query returns any data, EmpowHR Query returns the corresponding row.
greater than	The value in the record field is greater than the comparison value.
in list	The value in the selected record field matches one of the comparison values in a list.
in tree	<p>The value in the selected record field appears as a node in a tree created with EmpowHR Tree Manager. The comparison value for this operator is a tree or branch of a tree that you want EmpowHR Query to search.</p> <p>EmpowHR Query should not use trees which contain a combination of dynamic details and range details. The results returned from trees with this combination of details may be inaccurate.</p>
is null	<p>The selected record field does not have a value in it. Do not specify a comparison value for this operator.</p> <p>Key fields, required fields, character fields, and numeric fields do not allow null values.</p>
less than	The value in the record field is less than the comparison value.
like	<p>The value in the selected field matches a specified string pattern. The comparison value may be a string that contains wildcard characters.</p> <p>The wildcards that EmpowHR Query recognizes are % and _.</p> <p>% matches any string of zero or more characters. For example, C% matches any string starting with C, including C alone.</p> <p>_ matches any single character. For example, _ones matches any five-character string ending with ones, such as Jones or Cones.</p>
not _	Many of the above conditions also have a <i>not</i> function, (i.e. – not equal to, not between, etc.)

EXPRESSION 2 TYPE DEFINITIONS

Option	Description
Field	<p>The value in the selected field is compared to the value in another field, usually a field in another record component. When selecting Field as the comparison value, the Choose Record and Field dialog box displays. The Record Alias field lists all the records that are part of the current query. Select the record and the field. The selected field name appears in the second Expression column of that field's row.</p>
Expression	<p>The value in the selected field is compared to an expression entered, which EmpowHR Query evaluates once for each row before comparing the result to the value in the selected field. When selecting Expression as the comparison value, the Define Expression dialog box displays. In the text box, enter a valid SQL expression.</p> <p>To add a field or user prompt to the expression, select the Add Prompt link or the Add Field link. These links display the same dialog boxes that are seen when adding a field or prompt as a comparison value: the Add Prompt displays the Run-time Prompt dialog box; the Add Field link displays the Select Record and Field dialog box. The only difference is that EmpowHR Query adds the field or prompt to the expression rather than using it directly as the comparison value.</p>
Constant	<p>The value in the selected field is compared to a single fixed value. When selecting Constant as the comparison value, the Define Constant dialog box appears. In the text box, enter the value to compare to the first expression. To add a value by selecting it from a list, select the lookup button to display the Select a Constant page.</p>
Subquery	<p>The value in the selected field is compared to the data returned by a subquery. When selecting Subquery as the comparison value, the Define Subquery dialog box appears. Select the Define/Edit Subquery link to move to the Records tab to start a new query.</p>
Prompt	<p>The value in the selected field is compared to a value that is entered when running the query. When selecting Prompt as the comparison value, the Define Prompt dialog box appears. Select the New Prompt link to move to the Edit Prompt Properties page.</p>



Option	Description
In List	The value in the selected field is compared to a list of values that is entered. This value type is available only when the selected operator is in list or not in list. When selecting in list as the comparison value, the Edit List dialog box displays. Use the Lookup button to display the Edit List page and search for the desired values.
Current Date	The value in the selected field is compared to the current date on the database server.
Tree Option	The value in the selected field is compared to a selected set of tree nodes. This value type is available only when the selected operator is in tree or not in tree. When selecting Tree Option as the comparison value, the Select Tree Node List dialog box appears. Use this dialog box to create a list of values for EmpowHR Query to compare to the value from the first expression.
Effective Seq (effective sequence)	Used on some effective-dated records, the effective sequence is a sequencing number provided to further refine the effective date.

SPECIFYING EFFECTIVE DATE CRITERIA

Effective-dated records have definitions that include the Effective Date (EFFDT) field. This field, used throughout the EmpowHR applications, provides a historical perspective, allowing the user to see how the data has changed over time. Whenever users add a row of data to the table, they specify the date that the data becomes effective; whenever users change a row of data, they specify a new effective date, and the system retains the previous version of the row as history.

When using an EmpowHR application for day-to-day processing, the user will usually want the system to give the currently effective rows of data; the row where the effective date is less than or equal to today's date. The user does not want to see the history rows, which are no longer accurate, nor the future-dated rows, which are not yet in effect.

When querying an effective-dated table, though, the user may want to see some rows that are not currently in effect. The user might want to see all the rows, regardless of their effective dates; or the rows that were effective as of some date in the past.

To specify effective date criteria:

When choosing the record that has EFFDT as a key field, Query Manager automatically creates default criteria and displays it on the Criteria page.

Keep in mind that the effective date operators work differently than the standard comparison operators: they always return a single effective-dated row. For example, Eff Date \leq returns the one row whose EFFDT value is most recent, whereas not greater than return the currently active row and all history rows.



The following table lists each option and the results it returns.

OPTION	RESULT
Effective Date < =	Returns rows less than or equal to the specified date.
Effective Date > =	Returns rows greater than or equal to the specified date.
Effective Date <	Returns rows less than the specified date.
Effective Date >	Returns rows greater than the specified date.
First Effective Date	Returns the first or oldest row of data for each item.
Last Effective Date	Returns the last row of data for each item.
No Effective Date	Returns all rows for each item.

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE

There are three ways to access the Edit Criteria Properties page; the Fields page, Query page, or the Criteria page.

Any one of the options leads to the Edit Criteria Properties page.

Accessing the Edit Criteria Properties page from the Criteria page displays a blank Edit Criteria Properties page as shown below. Accessing the Edit Criteria Properties page from the Fields or Query page displays a page with some information already carried over from the Edit Criteria page because the user is accessing the Edit Criteria Properties page from a field row, and information about that field carries over. This is a time saving convenience.

Edit Criteria Properties

Choose Expression 1 Type

- Field
- Expression

Choose Expression 2 Type

- Field
- Expression
- Constant
- Prompt
- Subquery

*Condition Type: equal to

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EMPLID - EmplID

Expression 2

Define Constant

Constant: New

OK Cancel

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Whenever the  icon displays, the user can access the Edit Criteria Properties page by selecting it.



Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.

Chosen Records

Alias Record

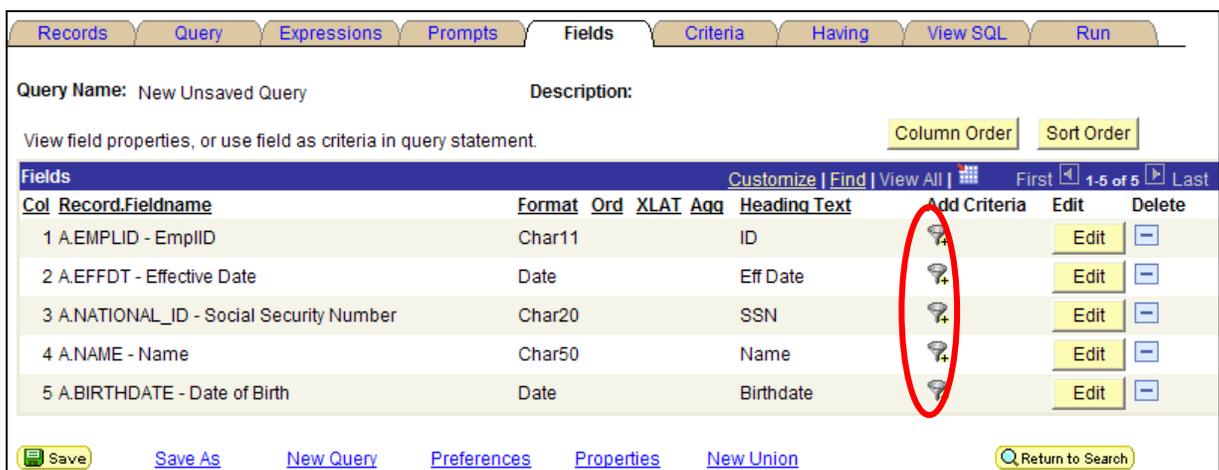
A EMPLOYEES - Non terminated Employees [Hierarchy Join](#)

Check All Fields Uncheck All Fields

Fields Find | View 100 First 1-50 of 226 Last

<input type="checkbox"/>	EMPLID - EmplID	
<input type="checkbox"/>	EMPL_RCD - Empl Rcd Nbr	
<input type="checkbox"/>	EFFDT - Effective Date	
<input type="checkbox"/>	EFFSEQ - Effective Sequence	
<input type="checkbox"/>	NID_COUNTRY - National ID Country	
<input type="checkbox"/>	NATIONAL_ID_TYPE - National ID Type	Join NID_TYPE_TBL - National ID Type table
<input type="checkbox"/>	NATIONAL_ID - Social Security Number	
<input type="checkbox"/>	COUNTRY_NM_FORMAT - Format for Country	Join COUNTRY_TBL - Countries
<input type="checkbox"/>	NAME - Name	
<input type="checkbox"/>	NAME_INITIALS - Name Initials	
<input type="checkbox"/>	NAME_PREFIX - Name Prefix	Join NAME_PREFIX_TBL - Name Prefixes
<input type="checkbox"/>	NAME_SUFFIX - Name Suffix	Join NAME_SUFFIX_TBL - Name SuffixTable
<input type="checkbox"/>	NAME_ROYAL_PREFIX - Name Royal Prefix	Join NM_ROYPREF_GBL -

OR



Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement. [Column Order](#) [Sort Order](#)

Fields Customize | Find | View All | First 1-5 of 5 Last

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	-
2	A.EFFDT - Effective Date	Date				Eff Date		Edit	-
3	A.NATIONAL_ID - Social Security Number	Char20				SSN		Edit	-
4	A.NAME - Name	Char50				Name		Edit	-
5	A.BIRTHDATE - Date of Birth	Date				Birthdate		Edit	-

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

CHAPTER 3— APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Either selection causes the Edit Criteria Properties page to display.

Edit Criteria Properties

Choose Expression 1 Type

- Field
- Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EMPLID - EmplID

*Condition Type: equal to

Choose Expression 2 Type

- Field
- Expression
- Constant
- Prompt
- Subquery

Expression 2

Define Constant

Constant:

OK Cancel



USING THE EQUAL TO CRITERIA



Procedure: Using the equal to Criteria

1. Select the **Reporting Tools** menu group.
2. Select the **Query** menu.
3. Select the **Query Manager** component. The **Query Manager** page displays.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

4. Enter desired query name in the name field.
5. Click the **Search** button. The **Search** results displays.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	NFCTRN3891		Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

6. Select **Edit**. The **Fields** page displays.

CHAPTER 3— APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: NFCTRN3891 Description:

View field properties, or use field as criteria in query statement. [Reorder / Sort](#)

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.POSITION_NBR - Position Number	Char8				Position		Edit	
2	A.DEPTID - Department	Char10				DeptID		Edit	
3	A.DESCR - Description	Char30				Descr		Edit	
4	A.EFFDT - Effective Date	Date				Eff Date		Edit	
5	A.JOBCODE - Job Code	Char6				Job Code		Edit	
6	A.POSN_STATUS - Position Status	Char1		N		Status		Edit	
7	A.ACTION - Action	Char3				Action		Edit	
8	A.STATUS_DT - Status Date	Date				Stat Dt		Edit	
9	A.COMPANY - Agency	Char3				Agency		Edit	

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

7. Select the **Criteria** tab. The **Criteria** page displays.

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: NFCTRN3891 Description:

[Add Criteria](#) [Group Criteria](#)

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	Eff Date <=	Current Date	Edit	

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

8. Select the **Add Criteria** button. The **Edit Criteria Properties** page displays



Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

Constant:

OK Cancel

9. Select the lookup icon in the **Expression 1** group box to select the **Expression 1** value. When accessing the **Edit Criteria Properties** page from the **Fields** or **Query** pages, the record and field carry over and this step is unnecessary. The **Select a field** page displays the available **Fields** for the record.

Select a field

Select a record to show fields for Customize | Find | First 1 of 1 Last

Alias	Record	Record Description	Show Fields
A	EMPLOYEES	Non terminated Employees	Show Fields

Select a field Customize | Find | View 100 | First 1-50 of 226 Last

- AEMPLRCD - Empl Rcd Nbr
- A.EFFDT - Effective Date
- A.EFFSEQ - Effective Sequence
- A.NID_COUNTRY - National ID Country
- A.NATIONAL_ID_TYPE - National ID Type
- A.NATIONAL_ID - Social Security Number
- A.COUNTRY_NM_FORMAT - Format for Country

10. Select the desired **Field** from the list. The chosen field displays on the **Edit Criteria Properties** page.

CHAPTER 3— APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EFFDT - Effective Date

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

*Date: 05/16/2007

OK Cancel

11. Verify or select *equal to* from the **Condition Type** drop-down field.
12. Verify or select the **Constant** radio button in the **Choose Expression 2 Type** group box.
13. Type in the appropriate value in the **Constant** field for **Expression 2**.

OR

Select the **Constant** lookup icon to select from a list of valid **Expression 2** values.

14. Select the **OK** button. The **Criteria** page displays.

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: TRAINING_QUERY1 Description: Employee Info

Add Criteria Group Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	equal to	2008-05-16	Edit	

Save Save As New Query Preferences Properties New Union Return to Search

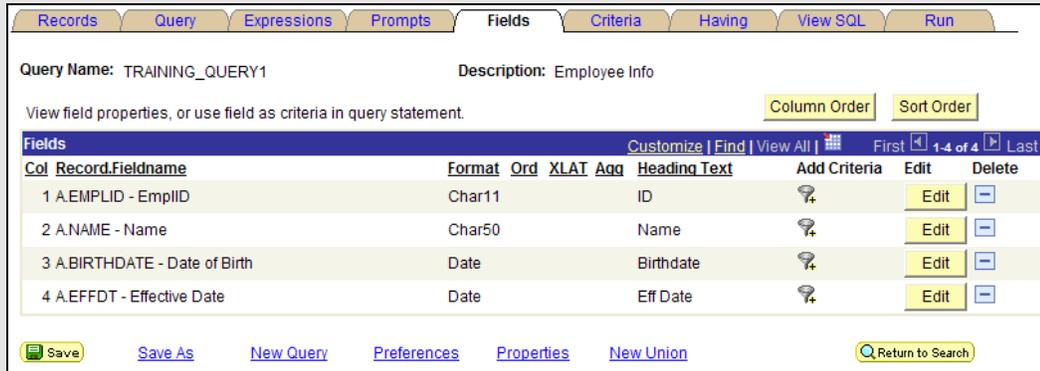
15. Click the **Save** button to save the updated query criteria.

USING THE IN LIST CRITERIA

Use the following procedure to select desired criteria from a list for a query.

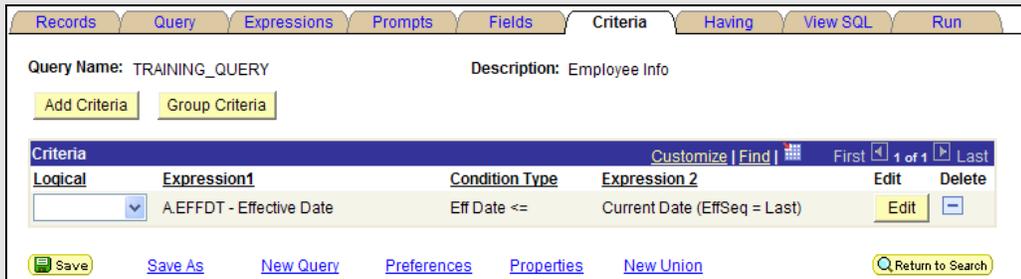
Procedure: Using the in list Criteria

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



Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A	EMPLID - EmplID	Char11				ID		Edit	
2	A	NAME - Name	Char50				Name		Edit	
3	A	BIRTHDATE - Date of Birth	Date				Birthdate		Edit	
4	A	EFFDT - Effective Date	Date				Eff Date		Edit	

2. Select the **Criteria** tab. The **Criteria** page displays.



Logical	Expression1	Condition Type	Expression 2	Edit	Delete
<input type="checkbox"/>	A.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	Edit	

3. Select the **Add Criteria** button. The **Edit Criteria Properties** page displays.

CHAPTER 3— APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

Constant:

OK Cancel

4. Select the appropriate radio button in the **Choose Expression 1 Type** group box. In this example, the **Field** radio button is selected.
5. Select the lookup icon in the **Expression 1** group box to select the **Expression 1** value. When accessing the **Edit Criteria Properties** page from the **Fields** or **Query** pages, the record and field carry over and this step is unnecessary. The **Select a field** page displays the available **Fields** for the record.

Select a field

Select a record to show fields for Customize | Find | First 1 of 1 Last

Alias	Record	Record Description	Show Fields
A	EMPLOYEES	Non terminated Employees	Show Fields

Select a field Customize | Find | View 100 | First 1-50 of 226 Last

- A.EMPLID - EmplID
- A.EMPL_RCD - Empl Rcd Nbr
- A.EFFDT - Effective Date
- A.EFFSEQ - Effective Sequence
- A.NID_COUNTRY - National ID Country
- A.NATIONAL_ID_TYPE - National ID Type
- A.NATIONAL_ID - Social Security Number
- A.COUNTRY_NM_FORMAT - Format for Country

6. Select the desired **Field** from the list. The chosen field displays on the **Edit Criteria Properties** page.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

APER_STATUS - Personnel Statu

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

Constant:

OK Cancel

7. Select *in list* from the **Condition Type** drop-down field.
8. Verify or select *in list* in the **Choose Expression 2 Type** group box.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

APER_STATUS - Personnel Statu

*Condition Type: in list

Choose Expression 2 Type

In List
 Subquery

Expression 2

Edit List

List Members:

OK Cancel

9. Select the List Members lookup icon in the **Expression 2** group box. The **Edit List** page displays.

CHAPTER 3— APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Edit List

No values have been added yet.

Value:

[Add Prompt](#)

Field Value	EIP Release	Translate Short Name	Add Value
E	Employee	Employee	<input type="button" value="Add Value"/>
N	Non-Employee	Non-Empl	<input type="button" value="Add Value"/>

- From the list of valid **Values**, select those to include in the list by clicking the corresponding **Add Value** button.

Edit List

List Members [Customize](#) | [Find](#) | | First Last

E

Value:

[Add Prompt](#)

Field Value	EIP Release	Translate Short Name	Add Value
E	Employee	Employee	<input type="button" value="Add Value"/>
N	Non-Employee	Non-Empl	<input type="button" value="Add Value"/>

- Click the **OK** button. The **Edit Criteria Properties** page displays.



Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.PER_STATUS - Personnel Statu

*Condition Type: in list

Choose Expression 2 Type

In List
 Subquery

Expression 2

Edit List

List Members: (E)

OK Cancel

12. Verify the chosen criteria displays in the **Express 2** group box.
13. Select the **OK** button. The **Criteria** page displays.

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: TRAINING_BY_EMPLOYEE Description: TRAINING REPORT BY EMPLOYEE

Add Criteria Group Criteria Reorder Criteria

Criteria	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = First)	Edit	[-]
AND	A.EMPLID - EmplID	equal to	B.EMPLID - EmplID	Edit	[-]
AND	A.EMPLID - EmplID	equal to	:2	Edit	[-]
AND	B.COURSE_TITLE - Course Title	equal to	''	Edit	[-]
AND	A.PER_STATUS - Personnel Status	in list	(E)	Edit	[-]

Save Save As New Query Preferences Properties New Union Return to Search

14. Click the **Save** button to save the updated query criteria.
15. Select the **Run** tab to view the results.

CHAPTER 3— APPLYING SELECTION CRITERIA

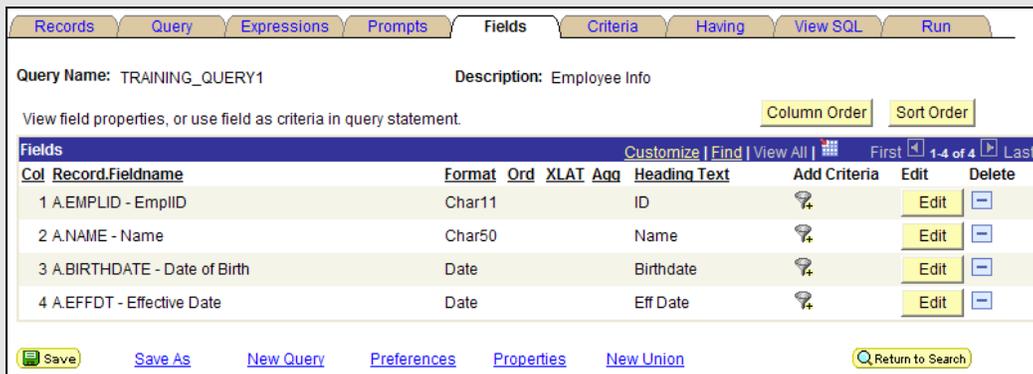
ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

USING THE BETWEEN CRITERIA

In this example, a Between criteria is set to return information for a date range.

Procedure: Using the *Between* Criteria

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



Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: TRAINING_QUERY1 Description: Employee Info

View field properties, or use field as criteria in query statement [Column Order](#) [Sort Order](#)

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	-
2	A.NAME - Name	Char50				Name		Edit	-
3	A.BIRTHDATE - Date of Birth	Date				Birthdate		Edit	-
4	A.EFFDT - Effective Date	Date				Eff Date		Edit	-

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

2. Select the **Criteria** tab. The **Criteria** page displays.



Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: TRAINING_QUERY1 Description: Employee Info

[Add Criteria](#) [Group Criteria](#)

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
<input type="text"/>	A.EFFDT - Effective Date	equal to	2008-05-16	Edit	-

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

3. Select the **Add Criteria** button. The **Edit Criteria Properties** page displays.



CHAPTER 3 — APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

Constant:

OK Cancel

4. Select the appropriate radio button in the **Choose Expression 1 Type** group box. The **Field** radio button is selected in this example.
5. Select the lookup icon in the **Expression 1** group box to select the **Expression 1** value. The **Select a field** page displays with a list of appropriate fields to choose.

Select a field

Select a record to show fields for Customize | Find | First 1 of 1 Last

Alias	Record	Record Description	Show Fields
A	EMPLOYEES	Non terminated Employees	Show Fields

Select a field Customize | Find | View 100 | First 1-50 of 226 Last

- [A.EMPLID - EmplID](#)
- [A.EMPL_RCD - Empl Rcd Nbr](#)
- [A.EFFDT - Effective Date](#)
- [A.EFFSEQ - Effective Sequence](#)
- [A.NID_COUNTRY - National ID Country](#)
- [A.NATIONAL_ID_TYPE - National ID Type](#)
- [A.NATIONAL_ID - Social Security Number](#)
- [A.COUNTRY_NM_FORMAT - Format for Country](#)

6. Select the desired field. In this example, the ***EFFDT - Effective DT*** field is selected. The **Edit Criteria Properties** page displays with the chosen field.

CHAPTER 3— APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EFFDT - Effective Date

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

*Date: [] [31]

OK Cancel

7. Select *between* from the **Condition Type** drop-down field.
8. Select the appropriate radio button in the **Choose Expression 2 Type** group box.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EFFDT - Effective Date

*Condition Type: between

Choose Expression 2 Type

Const - Const
 Const - Field
 Const - Expr
 Field - Const
 Field - Field
 Field - Expr
 Expr - Const
 Expr - Field
 Expr - Expr

Expression 2

Define Constant

*Date: [] [31]

Define Constant 2

*Date 2: [] [31]

OK Cancel

9. Enter the values for **Expression 2** where the **Define Constant** field equals the



CHAPTER 3 — APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

beginning date range.

10. Enter the values for **Define Constant 2** field where it equals the end date of the range.
11. Select the **OK** button. The **Criteria** page displays.

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: TRAINING_QUERY1 Description: Employee Info

Add Criteria Group Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	between	2008-01-01 AND 2008-05-16	Edit	

Save Save As New Query Preferences Properties New Union Return to Search

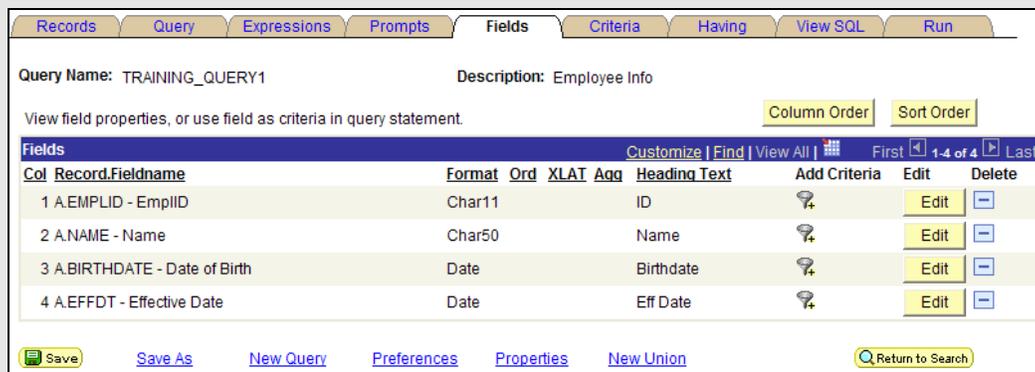
12. Verify the criteria are correct.
13. Click the **Save** button to save the updated query criteria.

USING THE LIKE CRITERIA

Use the following procedure to retrieve data containing fields that match specified portions of a character string.

Procedure: Using the Like Criteria

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



Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	
2	A.NAME - Name	Char50				Name		Edit	
3	A.BIRTHDATE - Date of Birth	Date				Birthdate		Edit	
4	A.EFFDT - Effective Date	Date				Eff Date		Edit	

2. Select the **Criteria** tab. The **Criteria** page displays.



Logical	Expression1	Condition Type	Expression 2	Edit	Delete
<input type="checkbox"/>	A.EFFDT - Effective Date	between	2008-01-01 AND 2008-05-16	Edit	

3. Select the **Add Criteria** button. The **Edit Criteria Properties** page displays.



Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

Constant:

OK Cancel

4. Choose either the **Field** or **Expression** radio button in the **Expression 1 Type** group box.
5. Select the lookup icon in the **Expression 1** group box to select the **Expression 1** value. The **Select a field** page displays a list of fields from which to choose.

Select a field

Select a record to show fields for

Alias	Record	Record Description	Show Fields
A	EMPLOYEES	Non terminated Employees	Show Fields

Select a field

- [A.EMPLID - EmplID](#)
- [A.EMPL_RCD - Empl Rcd Nbr](#)
- [A.EFFDT - Effective Date](#)
- [A.EFFSEQ - Effective Sequence](#)
- [A.NID_COUNTRY - National ID Country](#)
- [A.NATIONAL_ID_TYPE - National ID Type](#)
- [A.NATIONAL_ID - Social Security Number](#)
- [A.COUNTRY_NM_FORMAT - Format for Country](#)
- [A.NAME - Name](#)
- [A.NAME_INITIALS - Name Initials](#)
- [A.NAME_PREFIX - Name Prefix](#)

6. Select the desired field. In this example, the *Marital Status* field is selected. The **Edit Criteria Properties** page displays with the chosen field.

CHAPTER 3— APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

7. Choose *like* from the **Condition Type** drop-down field. The **Edit Criteria Properties** page updates and the **Expression 2 Type** group box changes for the *like* type of condition.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.MAR_STATUS - Marital Status

*Condition Type: like

Choose Expression 2 Type

Constant
 Prompt

Expression 2

Define Constant

Constant: []

OK Cancel

8. In the **Expression 2 type** group box verify the **Constant** radio button is selected.
9. In the **Expression 2** group box, enter the first criteria value in the **Constant** field.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.MAR_STATUS - Marital Status

*Condition Type: like

Choose Expression 2 Type

Constant
 Prompt

Expression 2

Define Constant

Constant: D

OK Cancel

10. Select the **OK** button. The **Criteria** page displays.

CHAPTER 3 — APPLYING SELECTION CRITERIA

ACCESSING THE EDIT CRITERIA PROPERTIES PAGE FROM THE QUERY OR FIELDS PAGES

Query Name: TRAINING_QUERY1 Description: Employee Info

[Add Criteria](#) [Group Criteria](#) [Reorder Criteria](#)

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	between	2008-01-01 AND 2008-05-16	Edit	-
AND	A.MAR_STATUS - Marital Status	like	D	Edit	-

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

11. Verify the criteria.

12. Click the **Save** button to save the updated query criteria.

REMOVING CRITERIA

Procedure: Removing Criteria

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



Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: TRAINING_QUERY1 Description: Employee Info

Add Criteria Group Criteria Reorder Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	between	2008-01-01 AND 2008-05-16	Edit	
AND	A.MAR_STATUS - Marital Status	like	D	Edit	

Save Save As New Query Preferences Properties New Union Return to Search

2. Select the **Delete** icon on the row of the criteria to be removed.



Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: TRAINING_QUERY1 Description: Employee Info

Add Criteria Group Criteria

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	between	2008-01-01 AND 2008-05-16	Edit	

Save Save As New Query Preferences Properties New Union Return to Search

3. In this example, the second criterion is removed.

Chapter 3 Exercises



Exercise 3-1 – Using the Equal to Criteria

The purpose of this exercise is to use the *Equal To* criteria.

1. Use the version of the query saved in Exercise 1-1.
 - NFCTRN____1
2. Set the following criteria.
 - COMPANY - Agency: AG
3. Review the query results.
4. Save the query as
 - NFCTRN____5
5. What is total number of rows displayed in the modified query?



Exercise 3-2 – Using the Between Criteria

The purpose of this exercise is to use the *Between* criteria.

1. Use the version of the query saved in Exercise 2-6.
 - NFCTRN_____3
2. Set a criteria for:
 - EMPLID between 178538 and 178568
3. Review the query results.
4. Save the query as
 - NFCTRN_____6
5. How many rows display in the modified query? _____



Exercise 3-3 – Using the Like Criteria

The purpose of this exercise is to use the *Like* criteria.

1. Use the version of the query saved in Exercise 3-1.
 - NFCTRN_____5
2. Set a criteria for:
 - COMPANY LIKE A%

(Hint: use wildcards)
3. Review the query results.
4. Save the query as
 - NFCTRN_____7
5. How many rows display in the modified query?

CHAPTER 4

CREATING PROMPTS

Learning Objectives:

-  Editing Prompts Properties
-  Creating Prompts from the Criteria Page
-  Creating Prompts from the Prompts Page
-  Creating an Aggregate

CREATING PROMPTS

Prompts request information from the query user before the query runs. This allows the user to create an ad hoc query without actually changing the query. For example a query for a set of information about a department can be built as a query for each department, or as one that allows the user to enter any department each time the query is run.

Once the Prompt is created, use it as an Expression 2 value on the Edit Criteria Properties page.

Edit Prompt Properties

Field Name: <input type="text"/>	*Heading Type: Text <input type="button" value="v"/>
*Type: Character <input type="button" value="v"/>	Heading Text: <input type="text"/>
*Format: Upper <input type="button" value="v"/>	*Unique Prompt Name: BIND4 <input type="text"/>
Length: <input type="text" value="11"/>	Prompt Table: <input type="text"/>
Decimals: <input type="text"/>	
*Edit Type: No Table Edit <input type="button" value="v"/>	



EDIT PROMPT PROPERTIES PAGE INFORMATION

OPTION	DESCRIPTION
Field	When accessing the Edit Prompt Properties page from the Prompt tab select the field for the prompt value When accessing the page from an Edit Criteria Properties page the field is carried over.
Heading Type	Select RFT Short, or RFT Long to use the default EmpowHR table name, or Text to enter a different name in the Heading Text box.
Type	Set the prompt type.
Heading Text	Displays the label for the text box where the user enters the comparison value. To change the text, select Text from the Heading Type list box, and enter the new label in the Heading Text field.
Format	Set the format of the expected input.
Unique Prompt Name	A default value generated by Query Manager for globalization. This value is set only by a base language user to uniquely identify a query prompt parameter.
Edit Type	Defines the type of field edit for the specified field. <i>No Table Edit</i> is the default
Prompt Table	When the edit type is <i>Prompt Table</i> , the value in the Field list box specifies the prompt table to use. When the edit type is <i>Translate Table</i> , the value in the list box determines the values used. EmpowHR Query assumes the specified field has translate table values associated with it, and the field is identified as a translate table field in its record definition.

CREATING A PROMPT FROM THE CRITERIA PAGE

The user can access the Edit Prompt Properties from either the Prompts page or from the Edit Criteria Properties page. In this example a Prompt is created against the Effective Date field. As a result, each time the query is run, the user is prompted to enter an effective date.

Procedure: Creating a Prompt from the Criteria Page

1. Select the **Reporting Tools** menu group.
2. Select the **Query** menu.
3. Select the **Query Manager** component. The **Query Manager** page displays.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

***Search By:** begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)



- Enter desired query name in the name field.
- Click the **Search** button. The **Query Manager** page displays.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:

Query	Descr	Owner Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/> TRAINING_QUERY	Employee Info	Private	Edit	HTML	Excel	Schedule
<input type="checkbox"/> TRAINING1		Public	Edit	HTML	Excel	Schedule
<input type="checkbox"/> TRAINING_ATTENDENCE	COURSE ATTENDENCE STATUS	Public	Edit	HTML	Excel	Schedule
<input type="checkbox"/> TRAINING_ATTENDENCE_NO_SESS	COURSE ATTENDENCE STATUS	Public	Edit	HTML	Excel	Schedule
<input type="checkbox"/> TRAINING_BY_EMPLOYEE	TRAINING REPORT BY EMPLOYEE	Public	Edit	HTML	Excel	Schedule
<input type="checkbox"/> TRAINING_EMPLOYEE_ROSTER	EMPLOYEE ROSTER W/SSN	Public PUBLIC QUERIES	Edit	HTML	Excel	Schedule
<input type="checkbox"/> TRAINING_RAMOS	TRAINING REPORT BY EMPLOYEE	Public	Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

- Select the **Edit** link next to the desired **Query Name**. The **Fields** page displays.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: TRAINING_QUERY1 Description: Employee Info

View field properties, or use field as criteria in query statement

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A	EMPLID - EmplID	Char11				ID		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	A	NAME - Name	Char50				Name		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	A	BIRTHDATE - Date of Birth	Date				Birthdate		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	A	EFFDT - Effective Date	Date				Eff Date		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

- From the **Fields** page, select the **Add Criteria** icon for the desired field. The **Edit Criteria Properties** page displays.

CHAPTER 4— CREATING PROMPTS

CREATING PROMPTS

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EFFDT - Effective Date

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Constant

*Date: [] [3/1]

OK Cancel

8. In the **Choose Expression 2 Type** group box, select the **Prompt** radio button. The **Express 2** group box updates.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EFFDT - Effective Date

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Prompt

Prompt: [] [] [New Prompt](#) [Edit Prompt](#)

OK Cancel

9. Verify the condition of *equal to* is selected in the **Condition Type** field.
10. Select the **New Prompt** link to add a prompt for the selected field. The **Edit Prompt Properties** page displays.



11. Select the **Field Name** lookup icon. The **Select a Prompt Field** page displays.

12. Enter all or part of the name of the field in the **Fieldname** field.
13. Click the **Search** button.

CHAPTER 4— CREATING PROMPTS

CREATING PROMPTS

Select a Prompt Field

Search by: Fieldname

Search Results

Select a Prompt Field	Customize Find View All	First <input type="button" value="◀"/> 1-30 of 49 <input type="button" value="▶"/> Last
FROMDATE		
FROMDATE_CRSE		
FROM_AGE		
FROM_AMOUNT		
FROM_AMT		
FROM_CI		
FROM_CLAUSE		
FROM_COMP_AMT		
FROM_CUR		
FROM_CURRENCY		
FROM_CURR_CD		
FROM_CUR_1		
FROM_CUR_2		
FROM_CUR_3		
FROM_CUR_LABEL		
FROM_DATE		
FROM_DIR_RULE		
FROM_DT		

14. Select a **Field Name** from the **Search Results**. The **Edit Prompt Properties** page displays.

Edit Prompt Properties

Field Name: <input type="text" value="FROM_DT"/>	*Heading Type: <input type="text" value="RFT Short"/>
*Type: <input type="text" value="Date"/>	Heading Text: <input type="text" value="From"/>
*Format: <input type="text" value="None"/>	*Unique Prompt Name: <input type="text" value="BIND1"/>
Length: <input type="text" value="11"/>	Prompt Table: <input type="text"/>
Decimals: <input type="text"/>	
*Edit Type: <input type="text" value="No Table Edit"/>	



15. If necessary, make changes to the remaining fields.
16. Click the **OK** button. The **Edit Criteria Properties** page displays with the associated prompt.

17. Click the **OK** button. The **Fields** page displays.

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmpID	Char11				ID		Edit	
2	A.NAME - Name	Char50				Name		Edit	
3	A.BIRTHDATE - Date of Birth	Date				Birthdate		Edit	
4	A.EFFDT - Effective Date	Date				Eff Date		Edit	

18. Click the **Save** button to save the query.



NOTE: THE SEARCH RESULTS ARE NOT LIMITED TO THE FIELDS SELECTED WITHIN THE CURRENT QUERY. THE USER HAS THE ABILITY TO ADD CRITERIA BASED ON OTHER FIELDS THAT DO NOT DISPLAY IN THE QUERY RESULTS.

CREATING A PROMPT FROM THE PROMPT PAGE

The user can also add a prompt from the Prompt page. In this example a prompt is created against the Effective Date field. As a result, each time the query is run, the user is prompted to enter an effective date.



Procedure: Creating a Prompt From The Prompt Page

1. Select the **Reporting Tools** menu group.
2. Select the **Query** menu.
3. Select the **Query Manager** component. The **Query Manager** page displays.

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

***Search By:** begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)



4. Enter desired query name in the name field.
5. Click the **Search** button.

Query Manager
 Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

***Search By:** Query Name begins with PROMPT

[Advanced Search](#)

Search Results

***Folder View:** -- All Folders --

***Action:** -- Choose --

Query	Customize	Find	View All	First	1-2 of 2	Last	
Select Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/> PROMPT_DEMO		Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/> PROMPT_DEMO2		Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

6. Select desired **Query Name** from the **Search Results**.
7. Select the **Edit** link. The **Fields** page displays.

Records Query Expressions Prompts **Fields** Criteria Having View SQL Run

Query Name: PROMPT_DEMO2 Description:

View field properties, or use field as criteria in query statement.

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID -	EmplID	Char11				ID		<input type="button" value="Edit"/>	<input type="button" value="[-]"/>
2	A.GRADE -	Salary Grade	Char3				Grade		<input type="button" value="Edit"/>	<input type="button" value="[-]"/>
3	A.JOBCODE -	Job Code	Char6				Job Code		<input type="button" value="Edit"/>	<input type="button" value="[-]"/>
4	A.NAME -	Name	Char50				Name		<input type="button" value="Edit"/>	<input type="button" value="[-]"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

8. Select the **Prompts** tab.

CHAPTER 4— CREATING PROMPTS

CREATING PROMPTS

Records Query Expressions **Prompts** Fields Criteria Having View SQL Run

Query Name: PROMPT_DEMO2 Description:

Add Prompt No prompts have been defined yet.

Save Save As New Query Preferences Properties New Union **Return to Search**

- Click the **Add Prompt** button. The **Edit Prompt Properties** page displays.

Edit Prompt Properties

Field Name:

*Heading Type: Text

*Type: Character

*Format: Upper

Length:

Decimals:

*Edit Type: No Table Edit

*Heading Text:

*Unique Prompt Name: BIND1

Prompt Table:

OK **Cancel**

- Select the **Field Name** lookup icon. The **Select a Prompt Field** page displays.

Select a Prompt Field

Search by: Fieldname begins with

Search **Cancel** **No Value**

- Enter all or part of the name of the field in the **Fieldname** field.
- Click the **Search** button. The **Select a Prompt** page displays.



Select a Prompt Field

Search by: Fieldname begins with

Search Results

Select a Prompt Field	Customize Find View All	First	1-5 of 5	Last
GVT_OCC_SERIES				
GVT_OCC_SERIES_HGH				
GVT_OCC_SERIES_LOW				
GVT_OCC_SERS_PERM				
GVT_OCC_SUFFIX				

13. Select a **Field Name** from the **Search Results**. The **Edit Prompt Properties** page displays.

Edit Prompt Properties

Field Name: <input type="text" value="GVT_OCC_SERIES"/>	*Heading Type: <input type="text" value="RFT Short"/>
*Type: <input type="text" value="Character"/>	Heading Text: <input type="text" value="Occ Series"/>
*Format: <input type="text" value="Century/Seconds"/>	*Unique Prompt Name: <input type="text" value="BIND1"/>
Length: <input type="text" value="4"/>	
Decimals: <input type="text"/>	
*Edit Type: <input type="text" value="No Table Edit"/>	Prompt Table: <input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

14. If necessary, make changes to the remaining fields. Information about each of the fields is found in the **Edit Prompt Properties** page information table **Error! Bookmark not defined..** In this example, the **Format** field defaults to **Century/Seconds**. It will have to be changed to match the format for **Occ Series** (Number Only).

CHAPTER 4— CREATING PROMPTS

CREATING PROMPTS

15. Click the **OK** button. The prompt is listed on the **Prompt** page as **:1 = FROM_DT-From**.

The screenshot shows the 'Prompts' tab of a software interface. At the top, there are tabs for 'Records', 'Query', 'Expressions', 'Prompts', 'Fields', 'Criteria', 'Having', 'View SQL', and 'Run'. Below the tabs, the 'Query Name' is 'PROMPT_DEMO2' and the 'Description' is empty. There is an 'Add Prompt' button. Below that is a 'Prompts List' table with columns for 'Prompt', 'Edit', and 'Delete'. The table contains one entry: ':1 = GVT_OCC_SERIES - Occ Series'. Below the table are buttons for 'Save', 'Save As', 'New Query', 'Preferences', 'Properties', and 'New Union'. A 'Return to Search' button is in the bottom right.

16. Select the **Criteria** tab. The **Criteria** page displays.

The screenshot shows the 'Criteria' tab of the software interface. The 'Query Name' is 'PROMPT_DEMO2' and the 'Description' is empty. There are 'Add Criteria' and 'Group Criteria' buttons. Below is a 'Criteria' table with columns for 'Logical', 'Expression1', 'Condition Type', 'Expression 2', 'Edit', and 'Delete'. The table contains one entry: 'A.EFFDT - Effective Date', 'Eff Date <=', and 'Current Date (EffSeq = Last)'. Below the table are buttons for 'Save', 'Save As', 'New Query', 'Preferences', 'Properties', and 'New Union'. A 'Return to Search' button is in the bottom right.

17. Click the **Add Criteria** button. The **Edit Criteria Properties** page displays.

The screenshot shows the 'Edit Criteria Properties' dialog box. It has two main sections: 'Expression 1' and 'Expression 2'. In the 'Expression 1' section, 'Choose Expression 1 Type' has 'Field' selected. The 'Choose Record and Field' area contains 'Record Alias.Fieldname:'. In the 'Expression 2' section, 'Choose Expression 2 Type' has 'Constant' selected. The 'Define Constant' area contains 'Constant:'. A '*Condition Type:' dropdown is set to 'equal to'. At the bottom are 'OK' and 'Cancel' buttons.



18. Choose the **Field** radio button in the **Choose Expression 1 Type** group box.
19. Choose the appropriate **Record** and **Field** for the **Expression 1** group box.
20. Choose **Condition Type** of *equal to*.
21. Select the **Prompt** radio button in the **Choose Expression 2 Type**. The **Edit Criteria Properties** page displays.

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.GVT_OCC_SERIES - Occupationa

***Condition Type:** equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Prompt

Prompt: [New Prompt](#) [Edit Prompt](#)

OK Cancel

22. In the Express 2 group box, select the **Prompt** lookup icon. The **Select a Prompt** page displays. The created prompts are listed on the page.

Select a Prompt

Select a Prompt Customize | Find | First 1 of 1 Last

:1 = GVT_OCC_SERIES - Occ Series

Cancel

23. Select the **Prompt** from the list of available prompts. The **Edit Criteria Properties** page displays.

CHAPTER 4— CREATING PROMPTS

CREATING PROMPTS

Edit Criteria Properties

Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.GVT_OCC_SERIES - Occupationa

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery

Expression 2

Define Prompt

Prompt: :1 [New Prompt](#) [Edit Prompt](#)

24. Click the **OK** button. The **Criteria** page displays.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: PROMPT_DEMO2 Description:

Logical	Expression 1	Condition Type	Expression 2	Edit	Delete
	A.EFFDT - Effective Date	Eff Date <=	Current Date (EffSeq = Last)	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	A.GVT_OCC_SERIES - Occupational Series	equal to	:1	<input type="button" value="Edit"/>	<input type="button" value="[-"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

25. Click the **Save** button to save the query.



NOTE: EMPOWHR NUMBERS EACH PROMPT IN A QUERY AND REFERS TO THE QUERY BY THAT NUMBER.

PROMPTS ARE DISPLAYED IN THE ORDER THEY WERE CREATED.

USE A PROMPT CONDITION SETTING, IN PLACE OF A DEFINED CONSTANT BUILT DIRECTLY INTO THE QUERY CRITERIA.



USING AGGREGATES

Often the user may not be interested in seeing every row displayed; instead the user may want summary information about a field.

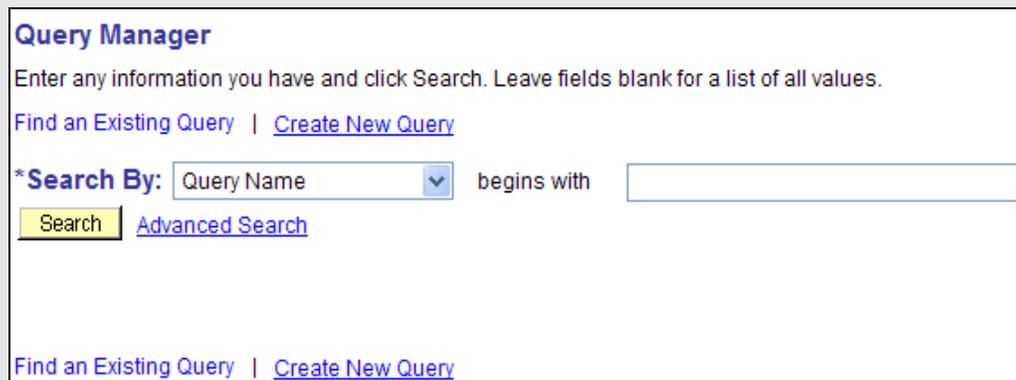
In the following query, only two fields are displayed: Employee ID and Effective Date.

By using the aggregate, the user can instruct the query to count the Employee ID's that have the same effective dates.

	Count ID	Eff Date
1	1	02/15/1999
2	1	10/03/1999
3	1	03/24/2002
4	1	11/17/2002
5	2	01/12/2003
6	1	05/04/2003
7	5	06/01/2003

Procedure: Setting an Aggregate

1. Select the **Reporting Tools** menu group.
2. Select the **Query** menu.
3. Select the **Query Manager** Component. The **Query Manager** page displays.



Query Manager

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

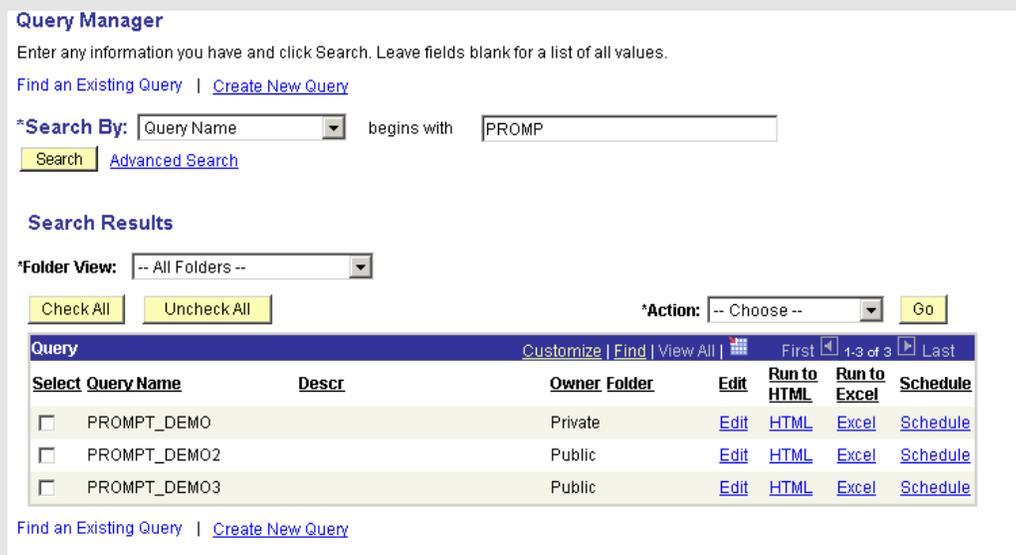
[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

4. Enter desired query name in the name field.
5. Click the **Search** button.



Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:

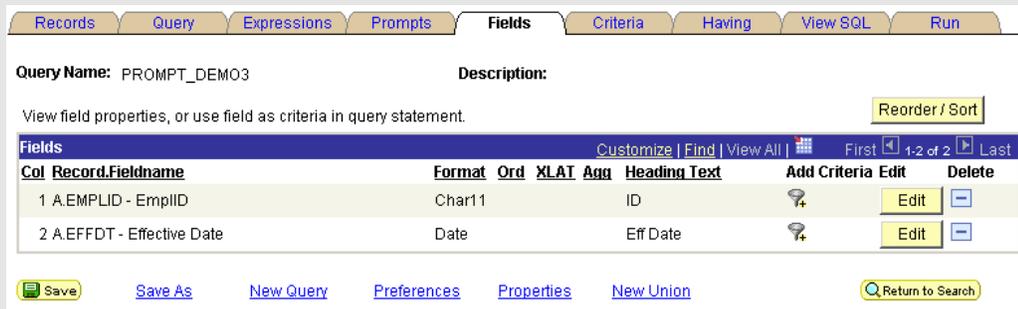
Query	Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>		PROMPT_DEMO		Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>		PROMPT_DEMO2		Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>		PROMPT_DEMO3		Public		Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

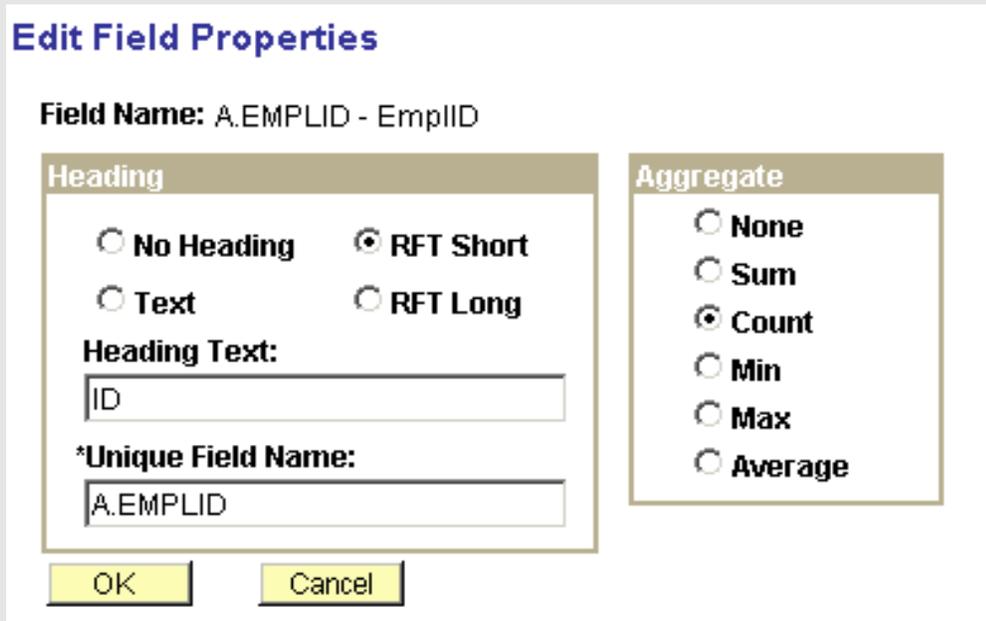
6. Select desired **Query Name** from the **Search Results**.



- Select the **Edit** link. The **Fields** page displays.



- Select the **Edit** button on the row of the field to set an aggregate. In this example we will count the total employee ID's with the same effective date.



- Select the **Count** radio button in the **Aggregate** group box.
- Click the **OK** button. The **Fields** page displays.

CHAPTER 4— CREATING PROMPTS

CREATING PROMPTS

Query Name: PROMPT_DEMO3 Description:

View field properties, or use field as criteria in query statement. [Reorder / Sort](#)

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.	EMPLID - EmplID	Char1			Count	Count ID		Edit	-
2	A.	EFFDT - Effective Date	Date				Eff Date		Edit	-

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#) [Return to Search](#)

11. Click the **Save** button to save the query.
12. Select the **Run** tab to review the query results. Respond to any prompts as needed.

View All | [Rerun Query](#) | [Download to Excel](#) First Last

	Count ID	Eff Date
1	1200	01/07/2007
2	300	01/21/2007
3	300	02/04/2007
4	300	02/18/2007
5	299	03/04/2007
6	600	04/15/2007
7	300	04/29/2007
8	1	05/27/2007
9	300	06/01/2007



Chapter 4 Exercises



Exercise 4 – Creating a Prompt

The purpose of this exercise is to create and use a Prompt in a query.

1. Use the following record
 - EMPLOYEES
2. Add the following fields:
 - EMPLID
 - EFFDT
 - NAME
 - GRADE
 - GRADE_ENTRY_DT
3. Create a prompt value to:
 - Enter the GRADE_ENTRY_DT
4. Review the query.
5. Save the Query as
 - NFCTRN_____ 12
6. Review / Test the prompt.

INDEX

A

Add Criteria, 25, 70, 73, 78, 82, 97, 107
Agg, 27
Aggregate, 27, 29, 30, 57, 60, 111, 113

B

Between, 61, 78, 80

C

Check All Fields, 25
Column, 19, 29, 31, 39, 43
Constant, 62, 72, 80, 81, 84
Current Date, 63

D

Delete, 25, 26, 86
Department, 1, 2

E

Edit, 21, 26, 27, 29, 39, 43, 45, 59, 62, 63, 66, 67, 68, 70, 71, 73,
74, 75, 76, 78, 79, 82, 83, 84, 94, 95, 96, 97, 98, 100, 101, 103,
104, 105, 106, 107, 108, 112, 132, 136, 139
Effective Date, 6, 64, 65, 96, 102, 110
Effective Seq, 63
Equal to, 59, 61, 64, 65, 69, 72, 98, 107
Exists, 60, 61
Expression, 59, 60, 62, 70, 71, 72, 74, 75, 79, 80, 83, 84, 94, 98,
107

F

Field, 21, 24, 27, 29, 30, 39, 42, 43, 45, 58, 60, 62, 70, 71, 74, 79,
83, 95, 99, 100, 104, 105, 107
Field Name, 30, 99, 100, 104, 105
Find, 22, 24, 119, 123
Format, 20, 21, 27, 95

G

Greater than, 59, 61, 64, 65

H

Heading, 27, 30, 31, 39, 40, 95
Heading Text, 27, 31, 39, 40, 95
Heading Type, 95

Hide Fields, 25

I

In list, 61, 63, 73, 75
In tree, 61, 63
Is null, 61

L

Less than, 59, 61, 64, 65
Like, 5, 13, 61, 82, 84

M

Menu, 20
Menu Group, 20, 111, 123, 135, 138
Menu Item, 20

O

Order, 7, 24, 25, 26, 27, 28, 29, 38, 43, 45, 46, 109

P

Partial Search, 11
Prompt, 62, 94, 95, 96, 98, 99, 100, 102, 104, 105, 106, 107, 108
Prompt Table, 95

Q

Query Manager, 19, 20, 21, 22, 33, 35, 36, 48, 64, 69, 95, 96, 97,
102, 111, 118, 119, 123, 135, 138
Query Properties, 21, 32, 33, 34

R

Records, 7, 21, 22, 62, 117
Relational Database, 7, 8
Reorder/Sort, 27

S

Save, 33, 34, 35, 47, 48, 72, 77, 81, 85, 101, 109, 113, 126, 139
Search Results, 100, 103, 105, 112, 139
Show Fields, 22, 25
Sort fields alphabetically, 25
Subquery, 60, 62

INDEX

T

Translate, 4, 27, 41, 42, 95
Translate Value, 41, 42
Tree Manager, 61
Tree Option, 63

U

Uncheck All Fields, 25

Unique Field Name, 30
Use as Criteria, 25

X

XLAT, 27, 42
Xlat table, 41

