



Title: I, Payroll/Personnel Manual

Chapter: 17, *EmpowHR*

Bulletin: *EmpowHR* 10-5, Issuance of Release Notes for *EmpowHR* Release 6, Pay Period 25

Date: November 17, 2010

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce the availability of Release Notes for *EmpowHR* Release 6, Pay Period 25. The Release Notes provide an overall summary of the changes being implemented in Pay Period 25, 2010 (See Attachment 1). Detailed information on the changes is also available in the *EmpowHR* procedure which has been updated to reflect the changes in this release.

To view Release Notes, go to NFC's Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Publications** link at the top of the page. At the publications page right-hand menu, click **EmpowHR Release Notes** and select the applicable Release Notes.

If you experience any issues related to Release 6 of *EmpowHR* or have any questions, please contact the *EmpowHR* Help Desk at **1-888-367-6955** or via e-mail at [nfcempowhr@usda.gov](mailto:nfcempowhr@usda.gov).

RANDY L. SPEED, Director  
Government Employees Services Division

Attachment

## ***EmpowHR* - Calendar Year (CY) 10 - Release 6, Pay Period (PP) 25 Release Notes**

Effective Pay Period 25 (December 13, 2010), the following changes will be implemented in the *EmpowHR* system. A high-level summary of the changes is reflected in the table below. The detailed documentation on these changes can be found in the *EmpowHR* procedure. To view the procedure, go to the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Publications** tab. Then on the right-hand Quick Picks menu, click **Procedures By Acronym**, and search for *EmpowHR*.

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

<b>System Change Request (SCR)</b>	<b><i>EmpowHR</i> Procedure Section Number Updated</b>	<b>Application Modification</b>
80251	N/A	This modification is to configure Manager Self Service with the Approval Workflow Engine (AWE) for the Department of Homeland Security (DHS).
90278	N/A	This modification is to configure Manager Self Service with AWE for the Government Printing Office (GPO)
90416	Manager Self Service (MSS), Section 9	This modification will enable AWE for the Fill-A-Position component in MSS.
00339a	Excel to Component Interface Utility, Section 17	<p>This modification will allow Award Mass Action Processing using the Excel to Component Interface Utility.</p> <p>The Excel to Component Interface (Excel to CI) utility is a tool used to create data in <i>EmpowHR</i> via remote connection. Award mass processing used the excel to CI utility to input data from the user's computer to an <i>EmpowHR</i> staging table. A process runs twice daily in <i>EmpowHR</i> to load data from this staging table to create a PAR transaction. Users will be able to run a query to determine the data from the staging table was successfully loaded into PAR.</p> <p><b>Note:</b> This process will only be executed by select agency administrators. A unique role will be required to process awards through the Excel to CI utility.</p>

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
00348	N/A	The purpose of this modification (Attachment Redesign for <b>EmpowHR</b> ) is to improve the attachment functionality in MSS and PAR.
00361	PAR Processing, Section 5	<p>The purpose of this modification (Phase 4, Section 1–4 of History Override) is to improve the processing of history corrections (rollbacks, cancelation, etc.).</p> <p>Section 1 –</p> <ul style="list-style-type: none"> <li>■ Correcting an Applied History Override Package - This process will be used to correct a history override package that has applied for the current processing pay period.</li> <li>■ Correcting an Applied PAR entered in HR Processing - This process will be used to correct a PAR that has applied for the current processing pay period.</li> <li>■ Starting a History Override Package when there is an Applied PAR - This process will be used when the user attempts to create a history override package and there is a PAR that has applied for the current processing pay period.</li> <li>■ Rolling Back an Applied History Override Package or PAR - This process will be used to roll back a history override package or a PAR that has applied for the current processing pay period and no changes to actions or history correction packages are needed. The user simply wants to remove the applied action(s) from the NFC database.</li> </ul> <p>Section 2 -</p> <ul style="list-style-type: none"> <li>■ Cancel an Accession (last action on the database).</li> <li>■ Tracking for changes to Accessions.</li> </ul> <p>Section 3 -</p> <ul style="list-style-type: none"> <li>■ Cancel or correct a Separation (any NOA 3XX, 908, 929,969, 971).</li> </ul> <p>Section 4 -</p> <ul style="list-style-type: none"> <li>■ Insert an Exception Action.</li> <li>■ Insert a New Action.</li> <li>■ Correct and cancel an Exception Action.</li> <li>■ Cancel and correct a Time Off Award.</li> <li>■ Correct and cancel a Cash Award, Bonus or Incentive.</li> </ul>