



N
F
C

B
U
L
L
E
T
I
N

Title: I, Payroll/Personnel Manual

Chapter: 17, *EmpowHR*

Bulletin: *EmpowHR* 11-01, Issuance of Release Notes for *EmpowHR* Release 8, Pay Period 4

Date: February 18, 2011

To: Subscribers of *EmpowHR*

This bulletin is being issued to announce the availability of Release Notes for *EmpowHR* Release 8, Pay Period 4. The Release Notes provide an overall summary of the changes implemented in Pay Period 4, 2011 (See Attachment 1).

To view Release Notes, go to NFC's Home Page (www.nfc.usda.gov) and click the **Publications** tab 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 8 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.

RANDY L. SPEED, Director
Government Employees Services Division

Attachment

EmpowHR - Calendar Year (CY) 11 - Pay Period (PP) 04 Release 8 Release Notes

Effective Pay Period 04 (February 21, 2011) the following changes will be implemented in the *EmpowHR* system. A 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) 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 Software Change Request number, the section modified in the procedure manual, and a brief description of the change.

Software Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
10190	N/A	The purpose of this modification is to temporarily turn off the 90 day edit for USDA Custom Performance Management module. The 90 day edit will be turned back on after March 31, 2011.
70491	N/A	<p>A new Award Code of C707, Award Type of 2, and Reason Code of 707 will be added for Special Employee Code 77 for DHS Pay Plan ST and AD. The Salary Limits table will be modified for the AD pay plan to be capped at \$177,000.00 (EX Level II) for agencies ST and IA.</p> <p>In addition, a modification will be made to not allow Locality Pay for employees with the AD pay plan.</p> <p>These modifications are authorized under Sec. 307(b) - PL 107-296 & Sec. 1101 - PL 105-261. The effective date for the Special Employee Code and Award Code is 12/6/09.</p>
90574	Payroll Documents, Section 6	<p>The purpose of this modification is to add the Work Email Address field on the EHRI RSM page as part of the EHRI RSM Elements. A work email address will be required for all employees when the EHRI code is completed (Document Type 444). This email submission will facilitate the OPM Human Capital Survey.</p> <p>Note: This email will not affect any other email addresses used for workflow or email notifications received for <i>EmpowHR</i> transactions.</p>

Software Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
00442	N/A	The purpose of this modification is to establish a new locality pay area OV for Foreign Service Overseas locality percentages. Locality-based comparability pay will be applied to Foreign Service Officers grade 01 thru 09 (pay plans FO , FP , and FS) serving overseas.
00481	Payroll Documents, Section 6	<p>In accordance with Section 5035.40 of 31 CFR, services performed outside a city or county should reduce the withholdings of city and county taxes only when the employee performs 25 percent or more of their services outside of the city or county.</p> <p>This modification will ensure that the <i>EmpowHR</i> City and County tax documents will not allow the entry of less than 25 percent of services performed outside of the city or county.</p> <p>If any city or county tax is less than 25 percent in the CITY-TAX-PERCENT and COUNTY-TAX-PERCENT fields on the Payroll/Personnel database the value will be changed to 0 (zero).</p>