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Title: I, Payroll/Personnel Manual

Chapter: 17, *EmpowHR*

Bulletin: *EmpowHR* 11-4, Implementation of a New Security Role in *EmpowHR* for Mass Personnel Action Request (PAR) Processing

Date: September 1, 2011

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce the implementation of a new security role in *EmpowHR* effective Pay Period 20, 2011. Users needing this role should contact their security administrator.

Excel to Component Interface Utility

A new security role (Z_PAR_MASSLOAD_CI) will be created to allow selected agency administrators to process Mass PAR Actions using the Excel to Component Interface Utility.

***EmpowHR* Procedure**

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

Inquiries

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

RANDY L. SPEED, Director
Government Employees Services Division