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Title: I, Payroll/Personnel Manual

Chapter: 17, *EmpowHR*

Bulletin: *EmpowHR* 11-5, Issuance of Release Notes for *EmpowHR* Release 10, Pay Period 20

Date: September 1, 2011

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce the availability of Release Notes for *EmpowHR* Release 10, Pay Period 20. The Release Notes provide an overall summary of the changes implemented in Pay Period 20, 2011 (See Attachment 1).

To view Release Notes, 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 menu, click ***EmpowHR* Release Notes**.

If you experience any issues related to Release 10 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) 20 (Release 10) Release Notes

Effective Pay Period 20 (October 2, 2011), 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 manual. 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
10155	Section 5: PAR Processing	This enhancement will incorporate additional front-end edits. These new edits will emulate selected Personnel Input and Edit System (PINE) edits for Document Type 063, Personnel Action.
10220	Section 17: Excel to Component Interface Utility	This enhancement will allow Personnel Action Request (PAR) Mass Action Processing using the Excel to Component Interface Utility (Excel-To-CI). Excel-to-CI is a tool used to create data in <i>EmpowHR</i> via remote connection. PAR Mass Action Processing uses the Excel-To-CI utility to input data from the user's computer to an <i>EmpowHR</i> staging table. A process runs in <i>EmpowHR</i> to load data from this staging table to create a PAR transaction. Note: Excel-To-CI will only be executed by select Agency Administrators. A unique role will be required to process PARS through Excel-To-CI utility.