

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

June 2009

EmpowHR – Version 9.0 Section 12 – Transit Subsidy

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 12
Transit Subsidy

Table Of Contents

Transit Subsidy	1
Entering/Editing Transit Subsidy Data	1
Transit Enrollment Load	4
Entering/Editing Transit Enrollment Data	4
Transit File Load	7
Entering/Editing Transit File Load Data	7
Transit Subsidy Dist Report	10
<i>Heading Index</i>	<i>Index – 1</i>

Transit Subsidy

The Transit Subsidy option is used to record and report transit subsidy information for an employee. Reports can be generated or submitted at anytime.

Transit Subsidy will display the **Find An Existing Value** tab. Data must be located in **EmpowHR** in order to enter in Transit Subsidy. Enter into any one of the fields to search for data. For more information on this topic, refer to the Basics - Find An Existing Value of this procedure. Transit Subsidy will also display the **Add A New Value** tab. This tab is used to add new information into Transit Subsidy. For more information on this topic, refer to the Basics - Add A New Value of this procedure.

This section contains the following topics:

[Entering/Editing Transit Subsidy Data](#)

[Transit Enrollment Load](#)

[Transit File Load](#)

Entering/Editing Transit Subsidy Data

To enter or edit Transit Subsidy data:

1. Select the **Transit Subsidy** menu group.
2. Select the **Transit Subsidy** component. The Find An Existing Value Tab - Transit Subsidy page (**Figure 1**) is displayed.

Transit Subsidy

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 ▼

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](#)

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

Figure 1. Find An Existing Value tab - Transit Subsidy page

3. Complete the fields as follows:

EmplID	Enter the employee ID.
Empl Rcd Nbr	Enter the employee record number.
Name	Enter the employee’s first name.
Last Name	Enter the employee’s last name.
Sub-Agency	Enter the employee’s sub-agency.
Include History	Click this field to include history. This field is checked by default.
Correct History	Click this field to correct history.
Case Sensitive	Click this field if the information is case sensitive.

4. Click **Search**. The Transit Subsidy page (**Figure 3**) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the **Add A New Value** tab. The Add A New Value tab - Transit Subsidy page(**Figure 2**) is displayed.

Figure 2. Add A New Value tab - Transit Subsidy page

5. Complete field as follows:

EmpID	Enter the applicable EmpID.
--------------	-----------------------------

6. Click **Add**. The Transit Subsidy page(**Figure 3**) is displayed.

Figure 3. Transit Subsidy page

7. Complete the fields as follows:

EmplID	This field is populated with the EmplID entered in the search criteria.
NFC Organization Code	This field is populated.
Job Code	This field is populated.
Account Code	This field is populated.
Grade	This field is populated.
OCC Series	This field is populated.
Work Schedule	This field is populated.
Standard Hours	This field is populated.
Effective Date	Enter the applicable date or select a date from the calendar icon. This field defaults to the current date.
Status	Select a status from the drop-down list. The Valid values are Active and Inactive . This field defaults to Active .
Program	Select a program from the drop-down list. Valid values are Transit and Parking . This field defaults to Transit .
Quarterly Amount	Enter the quarterly amount of the allowance in this field. This amount must be entered in dollars and cents.
Distribution Date	If the allowance is distributed monthly, enter the applicable distribution date or select a date from the calendar icon.
Distribution Amount	If the allowance is distributed monthly, enter the amount of the distribution. This amount must be entered in dollars and cents.

8. Click **Save** to save the information.

9. Click **Return to Search** to search for an additional transit subsidy.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history.

Transit Enrollment Load

This section contains the following topic:

[Entering/Editing Transit Enrollment Load Data](#)

Entering/Editing Transit Enrollment Data

1. Select the **Transit Subsidy** menu group.

2. Select the **Transit Enrollment Load** component. The Find An Existing Value tab - Transit Enrollment Load page(Figure 4) is displayed.

Transit Enrollment Load

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](#)

Search by: Run Control ID begins with

Case Sensitive

Search
[Advanced Search](#)

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

Figure 4. Find An Existing Value tab - Enrollment Load page

3. Complete the fields as follows:

Search By: Run Control ID Begins With	Enter the applicable search criteria.
Case Sensitive	Check this box if the search criteria is case sensitive.

4. Click **Search**. The LOC Transit Enrollment Load tab page(Figure 6) is displayed.

OR

Select the **Add A New Value** tab. The Add A New Value tab - LOC Transit Enrollment Load page(Figure 5) is displayed.

Transit Enrollment Load

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

Run Control ID:

Add

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

Figure 5. Add A New Value tab - LOC Transit Enrollment Load page

5. Complete the fields as follows:

Run Control ID	Enter the applicable Run Control ID.
-----------------------	--------------------------------------

6. Click **Add**. The LOC Transit Enrollment Load tab page(**Figure 6**) is displayed.

Figure 6. LOC Transit Enrollment Load tab page

7. Complete the fields as follows:

Run Control ID	This field is populated with the search criteria entered.
Language	Select the applicable language from the drop-down list. This field defaults to English .

8. Click the **Report Manager** link. For more information on this topic refer to [Report Manager](#) of this manual.

OR

Click the **Process Monitor** link. For more information on this topic refer to [Process Monitor](#) of this manual.

OR

Click **Run**. For more information on this topic refer to [Run](#) of this manual.

9. Click **Save** to save the information. If you attempt to make another selection before clicking **Save**, an error message will appear. At this point the following options are available:

Step	Description
Click Notify	To notify a person of the entry in the workflow.
Click Add	To add an additional LOC Transit Enrollment Load.
Click Update/Display	To return to the Find An Existing Value tab.

Transit File Load

This section contains the following topic:

[Entering/Editing Transit File Load Data](#)

Entering/Editing Transit File Load Data

1. Select the **LOC Transit Subsidy** menu group.
2. Select the **Transit File Load** component. The Find An Existing Value tab - LOC Monthly Transit File Load page(**Figure 7**) is displayed.

Monthly Transit File Load

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](#)

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

No matching values were found.

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

Figure 7. Find An Existing Value tab - LOC Monthly Transit File Load page

3. Complete the fields as follows:

Search By: Run Control ID Begins With	Enter the applicable search criteria.
Case Sensitive	Check this box if the search criteria is case sensitive.

4. Click **Search**. The LOC Monthly Transit File Load tab page(**Figure 9**) is displayed.

OR

Select the **Add A New Value** tab. The Add A New Value tab - LOC Monthly Transit File Load page(**Figure 8**) is displayed.

Figure 8. Add A New Value tab - LOC Monthly Transit File Load page

- Complete the field as follows:

Run Control ID	Enter the applicable Run Control ID.
-----------------------	--------------------------------------

- Click **Add**. The LOC Monthly Transit File Load tab page(**Figure 9**) is displayed.

Figure 9. LOC Monthly Transit File Load tab page

- Complete the fields as follows:

Run Control ID	This field is populated with the Run Control ID entered in the search criteria.
Language	Select the applicable language from the drop-down list. This field defaults to English .

8. Click the **Report Manager** link. For more information on this topic refer to [Report Manager](#) of this manual.

OR

Click the **Process Monitor** link. For more information on this topic refer to [Process Monitor](#) of this manual.

OR

Click **Run**. For more information on this topic refer to [Run](#) of this manual.

9. Click **Save** to save the data entered. If you attempt to make another selection before clicking **Save**, an error message will appear. At this point the following options are available:

Step	Description
Click Notify	To notify a person of the entry in the workflow.
Click Add	To add an additional LOC Transit Enrollment Load.
Click Update/Display	To return to the Find An Existing Value tab.

Transit Subsidy Dist Report

To run or add an LOC Transit Subsidy Dist Report:

1. Select the **Transit Subsidy** menu group.
2. Select the **Transit Subsidy Dist Report** component. The Find An Existing Value tab - Transit Subsidy Report page (Figure 10) is displayed.

Transit Subsidy Report

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**

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

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

Figure 10. Find An Existing Value tab - Transit Subsidy Report page

3. Complete the fields as follows:

Search By: Run Control ID Begins With	Enter the applicable search criteria.
Case Sensitive	Check this box if the search criteria is case sensitive.

4. Click **Search**.

OR

Click **Add A New Value** to add a new report. The Add A New Value tab - Transit Subsidy Report page (Figure 11) is displayed.

Figure 11. Add A New Value tab - Transit Subsidy Report page

- Complete the field as follows:

Run Control ID	Enter the applicable Run Control ID.
-----------------------	--------------------------------------

- Click **Add**. The Tran Subsidy Report page (**Figure 12**) is displayed.

Note: If you attempt to add a Run Control ID that has already been established, a confirmation pop-up will appear.

Figure 12. Tran Subsidy Report page

- Complete the fields as follows:

Run Control ID	This field is populated with the Run Control ID entered in the search criteria.
Language	Select the applicable language from the drop-down list. This field defaults to English .

Account Code	Enter the applicable account code.
From Date:	Enter the applicable From Date, or click the calendar icon to select a date.
Thru Date:	Enter the applicable Thru Date, or click the calendar icon to select a date.

8. Click **Save**. At this point the following options are available:

Step	Description
Click Return To Search	To search for another report. The Temporary Employees page (Figure 85) is displayed.
Click Update/Display	To update the display.
Click Add	To add a report.
Click Report Manager	For more information on this topic refer to Report Manager of this manual.
Click Process Monitor	For more information on this topic refer to Process Monitor of this manual.
Click Run	For more information on this topic refer to Run of this manual.

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

E

Entering/Editing Transit Enrollment Data, 4
Entering/Editing Transit File Load Data, 7
Entering/Editing Transit Subsidy Data, 1

L

LOC Enrollment Load Window, 4

R

Reports – Transit Subsidy Dist Report, 10

T

Transit File Load, 7
Transit Subsidy, 1