

NFC

Procedures



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EmpowHR – Version 9.0 Section 1 – Basics

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 1
Basics

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Overview Of *EmpowHR*

EmpowHR is a Human Capital Management System that fully supports the achievement and effective delivery of the human capital goals of the President's Management Agenda.

EmpowHR is an integrated suite of commercial and Government applications that support all critical Human Resources (HR) components in a single enterprise system. It provides comprehensive employee information enabling agencies to: (1) make critical decisions concerning workforce utilization, (2) forecast workforce turnover and placement, and (3) project future resource budget allocations on a fiscal year basis, for optimum achievement of agency mission goals.

The goal of *EmpowHR* is to offer a streamlined, integrated set of business processes within an NFC-hosted technology suite, which can be leveraged by the client to automate common administrative tasks associated with HR management and reduce internal operational costs using industry best practices.

EmpowHR allows the agency to focus resources on important mission-related activities rather than time-consuming payroll and personnel office processing.

EmpowHR offers an advantageous environment where efficient and effective solutions can be quickly leveraged across the Federal enterprise. Its table-driven environment affords rapid implementation of changing HR rules and practices. It also features a robust COTS (Commercial Off-The-Shelf)-based front-end system utilizing Oracle/PeopleSoft's pure Internet/Web-based architecture. It ultimately facilitates easily sharing information between and among HR, payroll, financial management, and related functions.

The National Finance Center (NFC) continues to be the record keeper for all payroll/personnel transactions. HR professionals will use *EmpowHR* to enter all personnel actions, performance appraisals, awards, and employee address for accessions, payroll documents, such as health benefits, bonds, and Combined Federal Campaign (CFC) contributions. *EmpowHR* includes additional benefits tailored to the needs of the employee as well as the managers. For managers and supervisors, *EmpowHR* has a workflow system that defines who needs access to what information and routes the work accordingly, a position description library which significantly reduces the number of days needed to fill a position.

The outbound interface is designed to capture all transactions that originate in *EmpowHR* and transmit then to National Finance Center (NFC) for payroll/personnel processing. The Front End System Interface (FESI) takes a snapshot of data on one system and transmits it to another system. It translates the data from the front-end system, *EmpowHR*, to the system of record, NFC. This allows user to enter data via *EmpowHR* and then transmit the data to NFC on a regular processing schedule. Daily batches are collected in *EmpowHR* at 11:00 a.m. and 4:00 p.m. and transmitted to NFC between 5:00 p.m. and 7:00 p.m. Central Standard Time (CST). The NFC return feed process updates *EmpowHR* with the results of the nightly PINE process and occurs between 1:00 a.m. and 3:30 a.m. CST.

When a client or customer decides to use *EmpowHR*, the agency then decides what modules (functions) to use. This is customized on a client-to-client basis. What a user sees while using *EmpowHR* is determined by the agency specifications during the implementation process.

EmpowHR's components include:

- Recruitment
- Position Classification
- HR Processing
- Strategic Workforce Reporting
- Training and Employee Development
- Employee and Labor Relations
- Employee Benefits Administration
- Succession Planning
- Employee Performance and Accountability
- Organizational Management

This section includes the following topics:

[EmpowHR Roles](#)

[Hardware Requirements](#)

[Reporting](#)

[Responsibilities](#)

[Access/Security](#)

[Getting Started In EmpowHR](#)

EmpowHR Roles

A role is a class of users who perform the same type of work, such as clerks or managers. The Agency's business processes typically specify what user role needs conduct their daily activity. The Agency determines the prescribed workflow path from the initiation of the action through to final approval to processed. Workflow automates, streamlines and controls the flow of information through departments and throughout the organization.

A role user is a person who is in a Workflow. A person's role user Identification Number (ID) is used to determine how to route worklist items to users (through an e-mail address) and to track the roles that users play in the workflow. Role users do not need *EmpowHR* user IDs.

Agencies determine what roles they will use when they implement *EmpowHR*. The roles most frequently used in *EmpowHR* are:

- Initiator
- Employee
- Manager
- Reviewer
- Approver
- HR Staff

- Workflow Administrator
- Security Administrator

Hardware Requirements

The following hardware requirement is necessary when an agency implements *EmpowHR*:

- Personal computer with Internet capabilities.

Reporting

Reporting enables users to access business intelligence information from within a specific module or by using records from multiple modules using a Reporting tool such as Query.

Reporting tools are available within *EmpowHR*. The following are the reporting options available:

- Run an existing query.
- Create/build a basic query.
- Run a basic query.
- Save a basic query.
- Add criteria to query.
- Update an existing query.
- Send query results to an Excel spreadsheet.
- Run a standard report.
- Select a report.
- View report output.
- Set up a Run Control ID.

The following pages on the PAR menu have *Report Manager* and *Process Monitor*:

- Org Structure Mass Change
- Schools

Responsibilities

This section contains the follow topics:

[Agency Responsibilities](#)

[NFC Responsibilities](#)

[NFC Security Responsibilities](#)

Agency Responsibilities

- Electronically enter employee data into *EmpowHR*.
- Maintain remote (peripheral) hardware and communications to use the application.
- Provide detailed specifications for new requirements for modifications to the application.
- Provide a representative(s) to participate in user group meetings.
- Maintain internal procedures for coordination requests to NFC on new requirements or modifications to the application.
- Designate a Security Officer who will serve as the authorizing official for security access and the official point-of-contact for ongoing security requirements and issues.
- Participate in testing of customer specific modifications and version upgrade user acceptance testing.
- Participate in business resumption/disaster recovery drill as required.
- Ensure that all requirements of the Economy Act are met.

NFC Responsibilities

- Ensure adequate resources are available to maintain and operate *EmpowHR*.
- Manage the interface of employee and pay-related information from *EmpowHR* to NFC's Payroll/Personnel System (PPS).
- Coordinate upgrade of PeopleSoft application versions with customers.
- Manage application configuration management.
- Provide application development including coding, integration testing, and acceptance testing.
- Implement high priority system enhancements identified by the customer user group(s).
- Coordinate end-user acceptance testing.
- Provide ad-hoc reporting access to users.
- Provide a Human Resources Help Desk to assist field HR office staff with resolution of subject-matter specific questions affecting *EmpowHR*.
- Provide comprehensive data-center system maintenance and operations support.
 - Provide continuous online availability during normal business hours.
 - Maintain multiple application environments (production, test, development, etc.).
 - Perform regular maintenance on all production, test, and development data sets.
 - Provide ongoing system tuning.
 - Operate a 24 hours, 7 days per week, Help Desk for systems connectivity and availability issues.

- Operate a multi-tiered troubleshooting service for the Data Center.
- Process system transactions on a predetermined schedule.
- Provide a secure data processing environment for operation of the application software.
 - Operate a security access process for client agencies and their staffs.
 - Establish and monitor security procedures.
 - Provide disaster recovery and business continuity planning and testing.
 - Provide technical support for agency security officers.
 - Troubleshoot access problems.
 - Comply with Federal certification and accreditation requirements to assure operation at an acceptable level of risk.
 - Provide the degree of protection (administrative, technical, and physical safeguards) for the *EmpowHR* database as prescribed by the Privacy Act of 1974, 5 U.S.C. Section 552A.

Agency Security Officers will:

- After receiving notification that the 30–day and 60–day reports are available on the Reporting Center, review reports and take appropriate action.
- Submit an access request and supporting documentation to ISSO as necessary.
- Supervisors will indicate on the 60-day report the action to be taken and return them to their division/staff security coordinator.
- Maintain the modified reports.
- Submit an NFC–1106 and the documented change(s), when applicable, to ISSO.
- Agency security officers submit access requests and the documented change(s), if applicable, to ISSO.

Note: For more information refer to Directive 46, Suspension/Deletion of Inactive User Accounts (Revision 3).

NFC Security Responsibilities

Notifications of user accounts not used for a period of 30 days and 60 days are sent to division/staff security coordinators and agency security officers. Any user account not used for a period of 60 days is suspended or de–activated. Any user account not used for a period of 120 days is deleted from all platforms. Deleted user accounts are only re–activated for the individual to whom it was originally assigned.

ISSO’s Monitoring and Reporting Section (MARS) will:

- Run a process at least monthly to purge the inactive, suspended, and obsolete user accounts.
- Report Mainframe/Top Secret Security (TSS) user accounts that have been inactive for 30 days (Inactivity Report) and 60 days (Suspended Report) to division/staff security coordinators and agency security officers.

- Report Active Directory user accounts that have been inactive for 30 days (Inactivity Report) and 60 days (Disabled Report) to division/staff security coordinators.
- Notify division/staff security coordinators and agency security officers when the 30–day and 60–day reports displaying inactive used accounts are available on the Reporting Center.
- Notify ISSO’s Systems Access Administration Group (SAAG) when the Active Directory 60–day report (Disabled Report) is available on the Reporting Center.
- Notify SAAG that Active Directory reports (Deleted Report) displaying user accounts that have been inactive for 120 days are available on the Reporting Center.
- ISSO’s Security Software Development and Maintenance Group (SSDMG) automatically suspends Mainframe/TSS user accounts that have been inactive for 60 days.
- SAAG will:
 - Receive NFC–1106s and supporting documentation from division/staff security coordinators and process them accordingly.
 - Receive access requests and supporting documentation from agency security officers and process them accordingly.
 - Disable Active Directory user accounts that have been inactive for 60 days.
 - Verify and delete user accounts from all platforms that have been inactive for 120 days or have been marked for deletion by division/staff security coordinators and agency security officers without use except for the reasons noted in Section 6.A.4.b, 6.A.4.c, 6.A.4.d, or 6.A.4.e below.

Note: For more information refer to Directive 46, Suspension/Deletion of Inactive User Accounts (Revision 3).

Access/Security

There are two levels of security in *EmpowHR*. Role and Data level. Role level security determines what types of functions are available for processing. Data level security determines what organization the employee can view and/or process. Each agency’s Security Administrator creates the user IDs and passwords based on the roles and grants the access. A Security Administrator grants a security profile that defines the menus, pages, and records the user can access. The User ID and password indicates the users authorization level.

For security purposes, *EmpowHR* automatically signs user off the application after a defined period of inactivity.

Getting Started In *EmpowHR*

The Getting Started section describes logging on, basic menus and functionality of *EmpowHR*.

This part includes the following topics:

[Logging On](#)

[EmpowHR Sign In](#)

[Did You Forget Your Password?](#)

[Changing Password](#)

[Exiting EmpowHR](#)

[Menus](#)

[E-mailing The URL](#)

[Report Manager](#)

[Breadcrumbs](#)

[Expanding And Collapsing Nodes](#)

Logging On

There are two levels of security in *EmpowHR*; Role and Data level. Role level security determines the types of functions available for processing. Data level security determines the organizations the employee can view and process. Each agency's Security Administrator/Distributed Security Administrator creates the User IDs and passwords based on the roles and submits the information to NFC to grant the access.

EmpowHR requires everyone to enter an assigned, unique User ID and Password. The security access attached to the User ID is based on the tasks an individual performs.

EmpowHR is access via a website address. In addition, the Web address can be added as a shortcut from the desktop or as an Internet Explorer Favorite. Passwords are changed when the user changes their system login password. Multiple pages can be opened simultaneously without the need for a second User ID. Commonly used *EmpowHR* pages from many applications can be added to My Favorites.

To logon to *EmpowHR*:

1. Connect to the Internet.
2. Enter the Uniform Resource Locator (URL). This URL may be agency specific. The *EmpowHR* Warning Banner page (**Figure 1**) is displayed.



Figure 1. *EmpowHR* Warning Banner page

3. Click **I Agree To The Above**. The *EmpowHR* Sign-In page (Figure 2) is displayed.

OR

Click **I DO NOT Agree To The Above**. The user is returned to the *EmpowHR* Sign-In page (Figure 2).

EmpowHR Sign In

To log on to *EmpowHR*:

1. After agreeing to the terms on the *EmpowHR* Warning Banner page (Figure 1), the *EmpowHR* Sign-In page (Figure 2) is displayed.

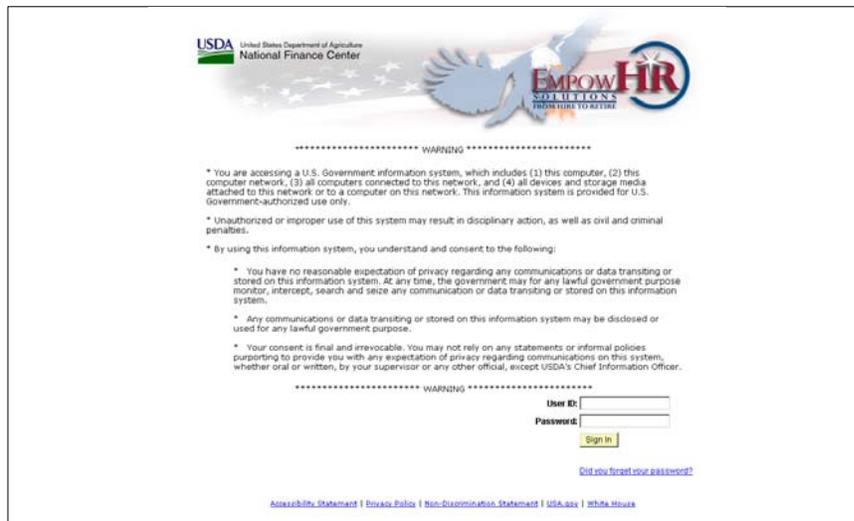


Figure 2. *EmpowHR* Sign-In page

2. On the *EmpowHR* Sign-In page (Figure 2), complete the fields as follows:

User ID Enter the *EmpowHR* User ID. Each user will receive a unique User ID.

Password Enter the password. The password will be initially assigned by the agency Application Security Officer.

3. Click **Sign In** to log onto the *EmpowHR* application. The *EmpowHR* menu page (**Figure 3**) is displayed.

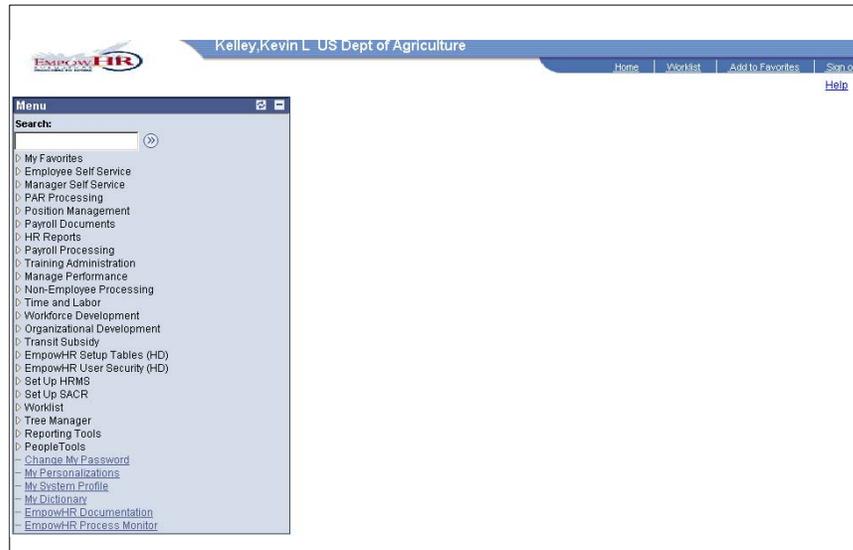


Figure 3. EmpowHR menu page

Did You Forget Your Password?

When the password is forgotten, the Agency can respond to preset questions and obtain the password.

1. Select the option **Did You Forget Your Password?** on the *EmpowHR* signon page. The **Forgot My Password** page (**Figure 4**) is displayed.

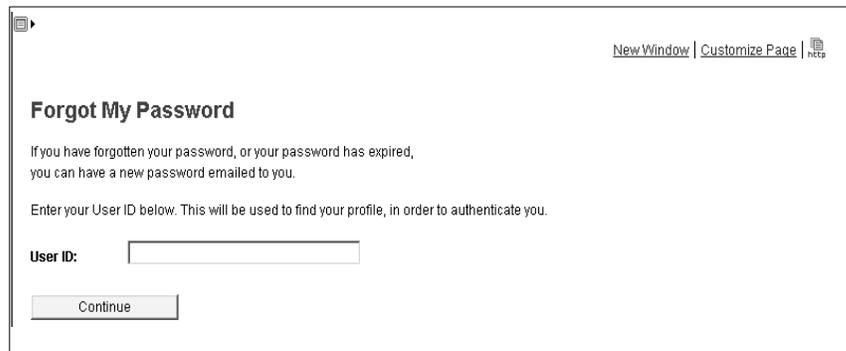


Figure 4. Forgot My Password page

2. Complete the field as follows:

User ID Enter the current *EmpowHR* user ID.

3. Click **Continue**. A list of predefined question are displayed.

Changing Password

1. Select the **Change Password** component.
2. Complete the fields as follows:

***Current Password** Enter the current password.

***New Password** Enter the new password. The password configuration is set-up by the agency Security Administrator.

***Confirm Password** Enter the new password to confirm the change.

3. Click **Change Password**. The Password Saved page (**Figure 5**) is displayed.

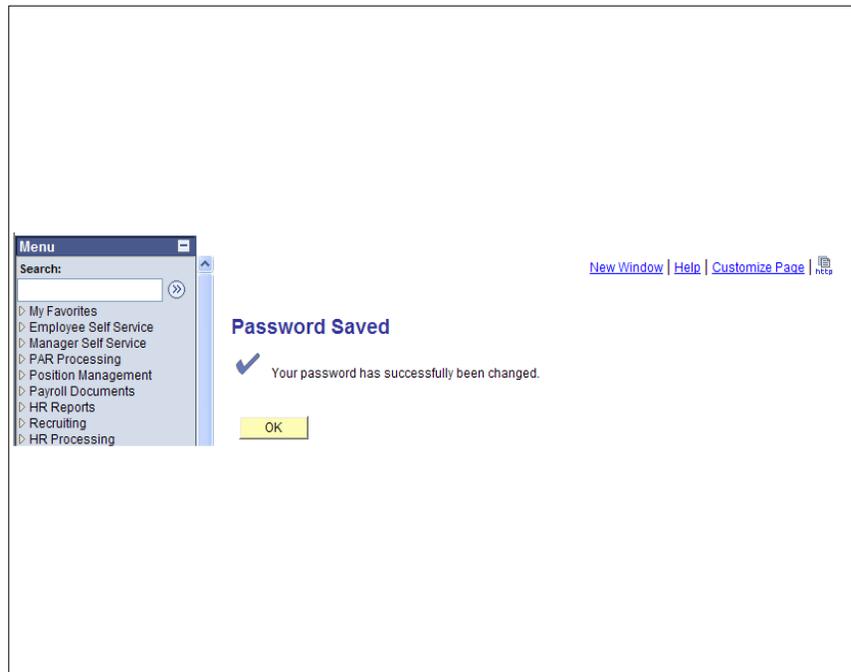


Figure 5. Password Saved page

Exiting EmpowHR

For security purposes, *EmpowHR* automatically signs the user off the application after a defined period of time of inactivity (determined by the security administrator). To return to the application, click the signon link. The *EmpowHR* Logon page (**Figure 2**) is displayed and the user can once again sign into the application.

To exit *EmpowHR*:

1. Click **Sign Out** at the top of any window.



Figure 6. Sign out On Navigation Header

Menus

The Menu displays functions available based on the roles assigned by the agency's security officer. The menu display is a hierarchical view of the application menu.

[Menu Group](#)

[Menu](#)

[Menu Item](#)

[Component](#)

[Sub-Menu](#)

[Header Menu](#)

[Page Bar](#)

Menu Group

The Menu Group is the first level of a menu (**Figure 7**). When logged on to *EmpowHR*, a list of Menu Groups is displayed for navigating through the application. The Menu Group displayed is based on the user's security profile.

Menus are displayed based upon the Menu Group selected. The Menu Group displays only the options that are available based on the roles assigned by the Security Administrator/Distributed Security Administrator. The role determines the access to the functions, pages or groups of pages within the application or groups of functions. A small triangle facing to the right of a function indicates a group, and there are additional functions available. Click the X to minimize the menu when processing.

Click the small triangle to the left in the Menu Group.



Figure 7. Menu Group

Menu

The Menu is the second level of a menu (**Figure 8**). The option on the Menu Group (**Figure 7**) with a triangle facing down is called Menu (**Figure 8**). Click the small triangle to the left in the Menu Group. The next level down is called a Menu. Notice they are indented.

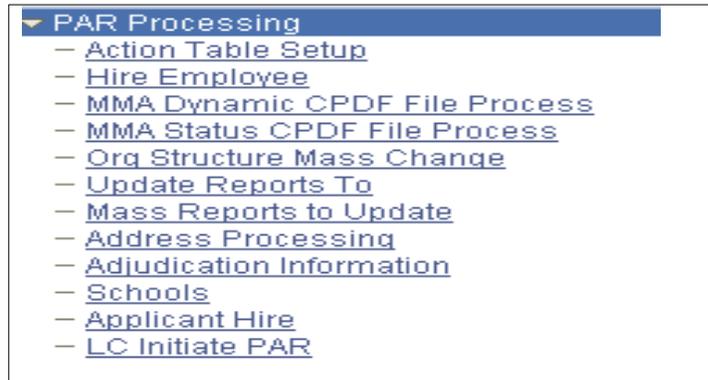


Figure 8. Menu

Menu Item

The Menu Item is the third level of a menu (**Figure 9**). Notice the items under the Menu Item are indented with a triangle to the left.



Figure 9. Menu Item

Component

The Component is the fourth and final level on the menu (**Figure 10**). It is a group of related pages that are displayed by selecting tabs on the top of each page. Notice that when moving the mouse over any option, the Menu name changes to a link. Click the small triangle to the left of the Menu Item. The hyphen in front of these items indicates they are components.

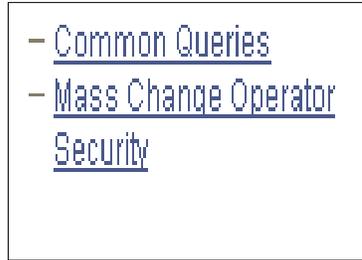


Figure 10. Component

1. Click the Open icon to reopen the menu.



Figure 11. Open Menu

OR

Click the - to minimize/expand the menu. Collapsing and/or expanding of the menu can also be saved under the ***My Personalizations*** option.

OR

Click the **Refresh** button to refresh the data on the page. This should be done if the security access has been modified.

Sub Menu

Sub-Menus have corresponding icons when an item is selected. The function may be selected from the Menu Group or Menu Item on the left or the icon on the right. The Main Menu displayed on the right is called Default Functional Area Navigation (DFAN).

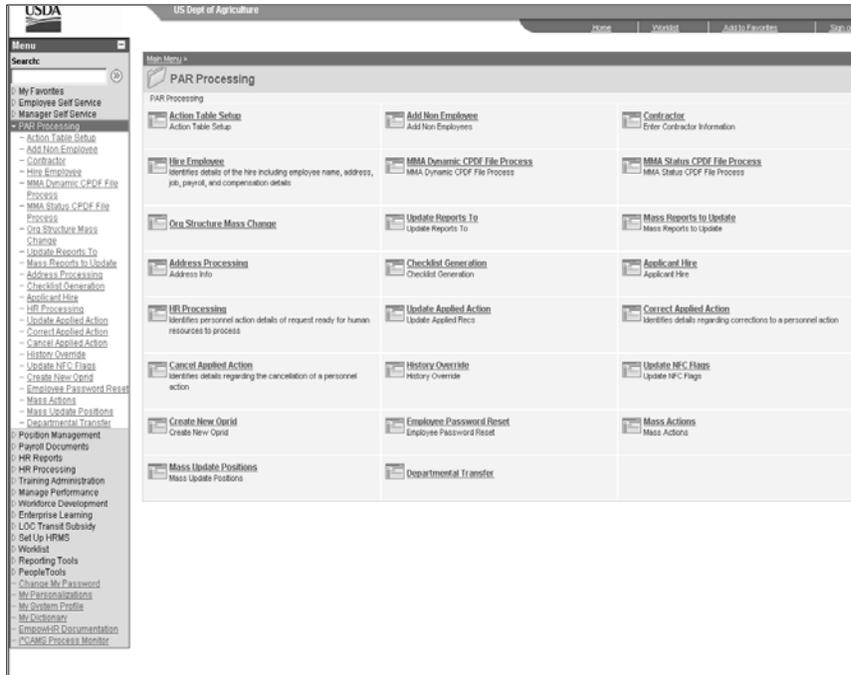


Figure 12. Sub Menu

Header Menu

The Header Menu in *EmpowHR* Internet architecture remains static as the user navigates through the application. The Header Menu (**Figure 13**) is displayed on every window.



Figure 13. Header Menu window

The options below are on the Header Menu:

- **Home** – The **Home** link defaults to the menu displayed when a user first logs in.
- **Worklist** – A quick link to items that need to be completed, processed, or verified. Each *EmpowHR* user has an individual worklist.
- **My Favorites** – A quick navigation to routine functions.
- **Sign Out** – Terminates the session and returns the user to the Sign In page. (Logs out of *EmpowHR*).

Page Bar

Use the Page Bar to open multiple EmpowHR sessions, access context specific Help files, and quickly copy a link to the clipboard. The Pagebar displays above the Workspace and below the Header Menu.



Figure 14. Page Bar

The options below are on the Page Bar.

- **New Window** link - This link opens multiple instances of *EmpowHR*. A duplicate window, called a child window, opens. This can be useful when working on multiple functions at once. When the duplicate page is opened, it is completely independent and allows navigation to any area of *EmpowHR*.
- **Help** link - This link provides access to displays context-sensitive online help.
- **Customize Page** link - This link allows personalization of the tabs for easier navigation.
- **http** icon - This icon copies the URL of the current page location to the clipboard. This feature is useful, for example, when sending the URL page to a colleague via email or as part of a word document. Select the http icon and paste the URL into a word document or email.

E-Mailing The URL

In *EmpowHR*, the user can e-mail the URL on the current page to another user.

To e-mail a URL to another user:

1. On the applicable page, click the **Http** button (**Figure 15**). A copy of the URL is copied to the clipboard.



Figure 15. Http button

2. Paste the URL in a document, e-mail, etc.

Report Manager

The **Report Manager** component is used to retrieve a report in various locations regardless of where the report was run. By using **Report Manager**, reports can be saved to a desktop. The name given to the report in the Run Control ID field is the name used when using the **Report Manager** component.

Breadcrumbs

Breadcrumbs is a small horizontal menu of links that is always present across the top of the page. The links show the pages, components, or menu navigation links used to get to the current page.

Note: Always single click options when working in *EmpowHR*. Do not double-click.

This section includes the following topics:

[Personalizations](#)

[Adding To Favorites](#)

[Edit Favorites](#)

[Worklist](#)

Personalizations

The *My Personalizations* menu item allows for customization of navigation in *EmpowHR*.

To use My Personalizations:

1. Select *My Personalizations* menu group. The Personalizations page (**Figure 16**) is displayed.

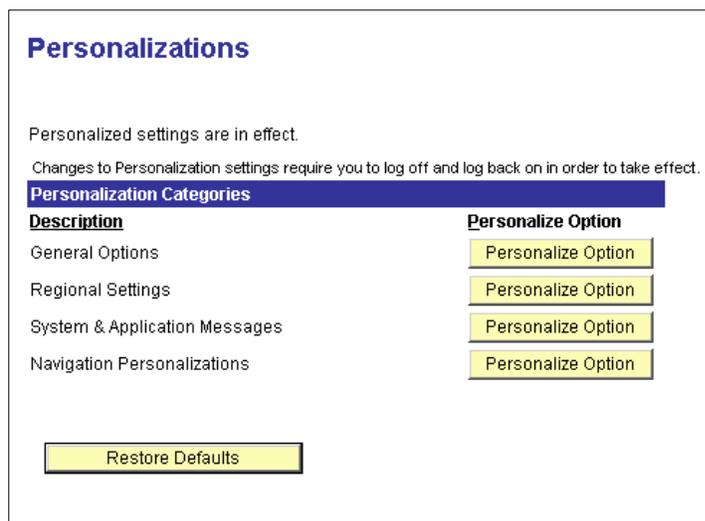


Figure 16. Personalizations page

2. Select the applicable **Description**. The available options are as follows:

Options	Definition
General Options	Accessibility features for assistive technologies, such as screen readers; the number of minutes a page is held in browser cache and multilanguage entry.
Regional Settings	Afternoon designator (PM or pm); date format for display dates; local time zone selection; morning designator (AM or am); time format for display time.

Options	Definition
System & Application Messages	Displays a warning message when a user tries to leave a transaction without saving changes.
Navigation Personalizations	Collapses the menu each time the user opens a transaction page;"tab over" option to indicate page elements to skip when using the [Tab] key to move around the pages (e.g. entering a date and skipping the calendar icon using the [Tab] key).

3. Select the **Personalize Option** to personalize the selected Description.
4. Click **Restore Default** to restore the defaults to the previous set-up.

To personalize the General Options Description:

1. On the Personalizations page (**Figure 16**), click **Personalization Option** to the right of General Options. The Option Category: General Options-Personalization Option page (**Figure 17**) is displayed. On this page there is a **Default Value** heading. The values for the defaults are set in the application.

Personalization Option	Default Value	Override Value
Accessibility Features	Accessibility features off	<input type="text"/> Explain
Excel 97 grid download	No	<input type="text"/> Explain
Time page held in cache	900	<input type="text"/> Explain
Multi Language Entry	No	<input type="text"/> Explain
Spell Check Dictionary	Use session language	<input type="text"/> Explain

Restore Category Defaults

OK Cancel

Figure 17. Option Category: General Options-Personalization Option page

2. Select the **Personalize Option** to personalize the selected Description.
3. Click **Restore Default** to restore the defaults to the previous set-up.

Accessibility Features/Override Value

This field is used to better support technologies (without altering the design of the page). This option is to be used with screen readers. This field defaults to **Accessibility Features Off**. To change the default, select data from the drop-down list. The valid values are **Accessibility Features Off**, **Use Accessible Layout Mode**, and **Use Standard Layout Mode**.

Excel 97 Grid Download/Override Value

The field is used to download reports to an Excel spreadsheet. The field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Time Page Held In
Cache/Override Value**

The field is used to determine how long (in minutes) *EmpowHR* information is held in the cache. This setting can only be set once for the entire application. The maximum amount of minutes that can be set is 525600 (one year). This field can also be set to 0 (zero) minutes.

**Multi Language
Entry/Override Value**

This field is used in conjunction with the Multi Language Entry drop-down list throughout the application. If this field is enabled, users can enter data in the language selected in the Multi Language Entry drop-down list. The valid values are **Yes** and **No**.

**Spell Check
Dictionary/Override
Value**

This field is also used in conjunction with the Multi Language Entry drop-down list are throughout the application. If this field is enabled, the Spell Check function will default to the language selected. This field defaults to **Use Session Language**. To change the default, select data from the drop-down list. A list of the various languages is available.

4. Click **OK** to save the revised personalizations.

OR

Click **Cancel** to return to the Personalizations page (**Figure 16**) to cancel the revised personalizations.

OR

Click **Restore Category Defaults** to clear any personalizations set on the Option Category: General Options-Personalizations page (**Figure 17**). The Option Category: General Options page (**Figure 17**) is still displayed, but all fields are cleared.

To personalize the Regional Settings:

1. On the Personalizations page (**Figure 16**), click **Personalize Option** to the right of Regional Settings. The Option Category: Regional Settings-Personalizations page (**Figure 18**) is displayed.

Option Category: Regional Settings

Personalizations		
Personalization Option	Default Value	Override Value
Afternoon designator (PM, pm)	PM	<input type="text"/> Explain
Auto-recognize Gregorian dates	Yes	<input type="text"/> Explain
Calendar	Gregorian	<input type="text"/> Explain
Date Format	MMDDYY	<input type="text"/> Explain
Local Time Zone	Pacific Time (US)	<input type="text"/> Explain
Morning designator (AM, am)	AM	<input type="text"/> Explain
Time Format	12 hour clock	<input type="text"/> Explain
Use Local Timezone	No	<input type="text"/> Explain
First day of week	Sunday	<input type="text"/> Explain

Restore Category Defaults

OK Cancel

Figure 18. Option Category: Regional Settings-Personalization page

2. Complete the fields as follows:

Afternoon Designator (PM, pm)/Override Value

This field is used to designate the description for afternoon time. This field defaults to **PM**. To change the default, select data from the drop-down list. This designator may be 5 characters long. The most common valid values are **PM** and **pm**.

Auto-Recognize Gregorian Dates/Override Value

This field is used to recognize dates at Gregorian dates if the dates are between 1800 and 2300. The field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Calendar/Override Value

This field is used to determine which calendar to recognize. The Gregorian calendar is the most common in international business; however, this setting can be changed. This field defaults to **Gregorian**. To change the default, select data from the drop-down list. The valid values are **Gregorian**, **Hijri (Umm Al Qura)**, and **Thai**.

Date Formate/Override Value

This field is used to determine whether the day, month, or year will be displayed first in dates in **EmpowHR**. This field defaults to **MMDDYY**. To change the default, select data from the drop-down list. The valid values are **DDMMYY**, **MMDDYY**, and **YYMMDD**.

Local Time Zone/Override Value

This field is used when the Use Local Time Zone field is set to **Yes**. This field defaults to **Pacific Time (US)**. To change the default, select data from the drop-down list. The valid values are as follows:

Local Time Zone Valid Values
Central Time
Dateline Time Emwetocho, Kwajalien
Eastern Time
Ekateringerg Time
GFT Time, Athens, Istanbul, Minsk
Hawaiiin Time
India Time, Tchran
Mid Atlantic Time
Mountain Time
New Zealand Time, Archank, Wilengbury
Newfoundland Time
Pacific time, Tijuana
Russian Time, Moscow, St. Petersburg
SA Eastern Time, Midway Island
Sydney Time, Canberra, Milbourne
Tokyo Time
West Australia Time Peth
Western Europe Time, Berlin, Rome, Paris

Morning Desinator (AM, am)/Override Value

This field is used to designate the Descriptors for morning time. This designator may be 5 characters long. This field defaults to **AM**. The most common values are **AM** and **am**.

Time Format/Override Value

This field is used to designate whether time is recorded in military (24-hour intervals) or civilian (12-hour intervals) hours. This field defaults to **12 Hour Clock**. To change the default, select data from the drop-down list. The valid values are **12 Hour Clock** and **24 Hour Clock**.

Use Local Timezone/Override Value

This field is used to designate whether or not to use the local time zone. This field is used in conjunction with the Local Time Zone/Override Value field. If this field is set to **Yes**, a local time zone must be selected in the Local Time Zone/Override Value field. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

First Day Of Week/Override Value

This field is used to determine the day of the week displayed first on calendars throughout *EmpowHR*. This field defaults to **Sunday**. To change the default, select data from the drop-down list. The valid values are **Sunday**, **Monday**, **Tuesday**, **Wednesday**, **Thursday**, **Friday**, and **Saturday**.

- Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 16**) to cancel any personalizations set. At this point the following options are available:

Step	Action
Click Restore Defaults	To clear any personalizations set on the Option Category: Regional Settings Personalizations page . The Option Category: Regional Settings page is still displayed, but all fields are cleared.
Click Explain Link	The Override Value option is available and an explanation of each field.
Click Explain link	The Override Value option is available and an explanation of each field.

At this point the following options are available:

- Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 16**) to cancel any personalizations set.

To personalize the System & Application Messages:

- On the Personalizations page (**Figure 16**), click **Personalization Option** to the right of System & Application Messages. The Option Category: System & Application Messages-Personalization page (**Figure 19**) is displayed.

Option Category: System & Application Messages

Personalizations Find First 1 of 1 Last

Personalization Option	Default Value	Override Value	
Save Warning	Yes	<input type="text"/>	Explain

Figure 19. Option Category: System & Application Messages - Personalization page

- Complete the fields as follows:

Save Warning/Override Value

This field is used to determine whether or not to give users a warning if they failed to click **Save**. The field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

- Click **OK** to save personalizations.

OR

Click **Cancel** to return to the Personalizations page (**Figure 16**) to cancel any personalizations set. At this point, the following options are available:

Step	Action
Click Restore Category Defaults	o clear any personalizations set on the Option Category: System & Application Messages page (Figure 19). The Option Category: System & Application Messages – Personalization page is still displayed, but all fields are cleared.
Click Explain link	The Override Value option is available and an explanation of each field.

At this point, the following options are available:

4. Click **OK** to save the personalizations.

OR

Click **Cancel** to return to the Personalizations page (**Figure 16**) to cancel any personalizations.

To personalize the Navigation Personalizations:

1. On the Personalizations page (**Figure 16**), click **Personalize Option** to the right of Navigation Personalizations. The Option Category:Navigation Personalizations-Personalizations page (**Figure 20**) is displayed.

Option Category: Navigation Personalizations

Personalization Option	Default Value	Override Value
Automatic menu collapse	No	<input type="text"/> Explain
Tab over Calendar Button	No	<input type="text"/> Explain
Tab over Grid Tabs	No	<input type="text"/> Explain
Tab over Header Icons	No	<input type="text"/> Explain
Tab over Lookup Button	No	<input type="text"/> Explain
Tab over Navigation Bar	No	<input type="text"/> Explain
Tab over Browser Elements	No	<input type="text"/> Explain
Tab over Page Links	No	<input type="text"/> Explain
Tab over Related Page Links	No	<input type="text"/> Explain
Tab over Toolbar	No	<input type="text"/> Explain

Restore Category Defaults

OK Cancel

Figure 20. Option Category:Navigation Personalizations-Personalizations page

2. Complete the fields as follows:

Automatic Menu Collapse/Override Value

This field is used to collapse the menu after making a selection in *EmpowHR*. This allows for more space for the active page. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Calendar
Button/Override Value**

This field is used to tab over the calendar icon that displays next to date fields in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the calendar icons throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Grid
Tabs/Override Value**

This field is used to tab over grid tabs located at the tops of grids in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the grid tabs throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Header
Icons/Override Value**

This field is used to tab over the header icons on *EmpowHR* pages. The header icons are **Home**, **Worklist**, **Add To Favorites**, and **Sign Out**. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Lookup
Button/Override Value**

This field is used to to tab over lookup buttons in *EmpowHR*. By selecting **Yes**, the cursor will not stop on lookup buttons throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Navigation
Bar/Override Value**

This field is used to tab over navigation bars in *EmpowHR*. By selecting **Yes**, the cursor will not stop on lookup buttons throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Browser
Elements/Override Value**

This field is used to tab over browser elements (PeopleSoft elements) in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the browser elements throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Page
Links/Override Value**

This field is used to tab over links in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the links throughout *EmpowHR*. These links are displayed on the bottom of certain pages in *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Related Page Links/Override Value

This field is used to tab over lists of related links in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the lists of related throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Toolbar/Override Value

This field is used to tab over the buttons (options) at the bottom of pages in *EmpowHR*. By selecting **Yes**, the cursor will not stop on these rectangular buttons throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

3. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 16**) to cancel any personalizations set. At this point, the following options are available:

Step	Action
Click Restore Category Defaults	To clear any personalizations set on the Option Category: Navigation Personalization page (Figure 20). The Option Category: Navigation Personalization page is still displayed, but all fields are cleared.
Click Explain	The Override Value option is available and an explanation of each field.

At this point, the following options are available:

4. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 16**) to cancel any personalizations set.

Adding To Favorites

Using My Favorites from the menu is helpful when there are frequently used pages. Adding a site to My Favorites allows direct navigation to the page within *EmpowHR*. The pages can be organized in the most useful order to editing the sequence.

This section explains how to add items under *My Favorites*.

To add to My Favorites:

1. Select the applicable component or page to be added to My Favorites.
2. Select **Add To Favorites** on the Header Menu. The Add To Favorites - My Favorites page (**Figure 21**) is displayed.

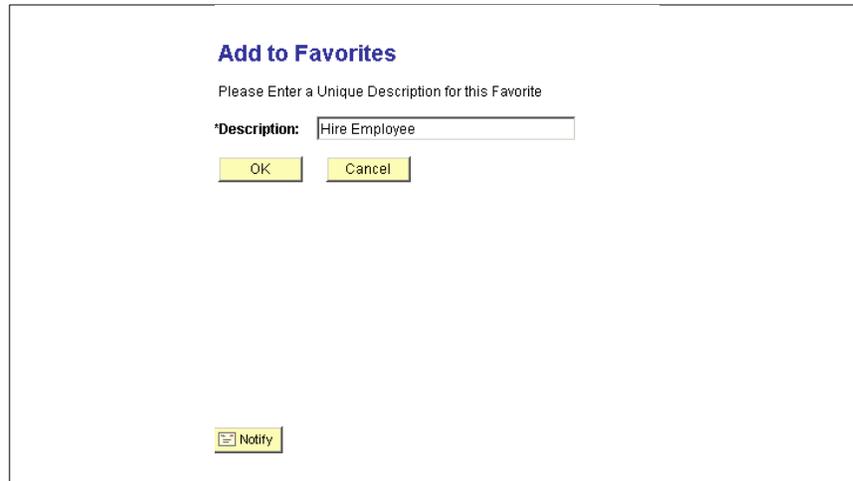


Figure 21. Add To Favorites - My Favorites page

3. Complete the field as follows:

***Description** Enter the description.

4. Click **OK** to add the description to Your Favorites. The [Menu Group](#) will display.

OR

Click **Cancel** to cancel adding to Your Favorites.

OR

Click **Notify** to send the Favorites to the next individual in the workflow.

Edit Favorites

Pages are organized by changing or deleting My Favorites.

Below is an example of editing ***My Favorites***:

To edit your My Favorites:

1. Click the Menu Item **My Favorites**.
2. Click Menu **Edit Favorites**. The Edit Favorites - My Favorites page (**Figure 22**) is displayed with a list of the favorites that have been added.



Figure 22. Edit Favorites-My Favorites page

3. Complete the fields as follows:

***Favorite** Change the favorite information as applicable.

Sequence Number Enter the desired information. The Sequence Number of the favorites can be changed. Favorites are listed alphabetically by default. The list of sequential numbers always begins with the number 0.

4. Click **Delete** to delete an option in **My Favorites**. The delete confirmation popup (**Figure 23**) is displayed.

5. Click **OK** to delete the favorite The favorite is deleted from **My Favorites**.

OR

Click **Save** to save the favorite.

OR

Click **Notify** to send this information to the next individual in the workflow.

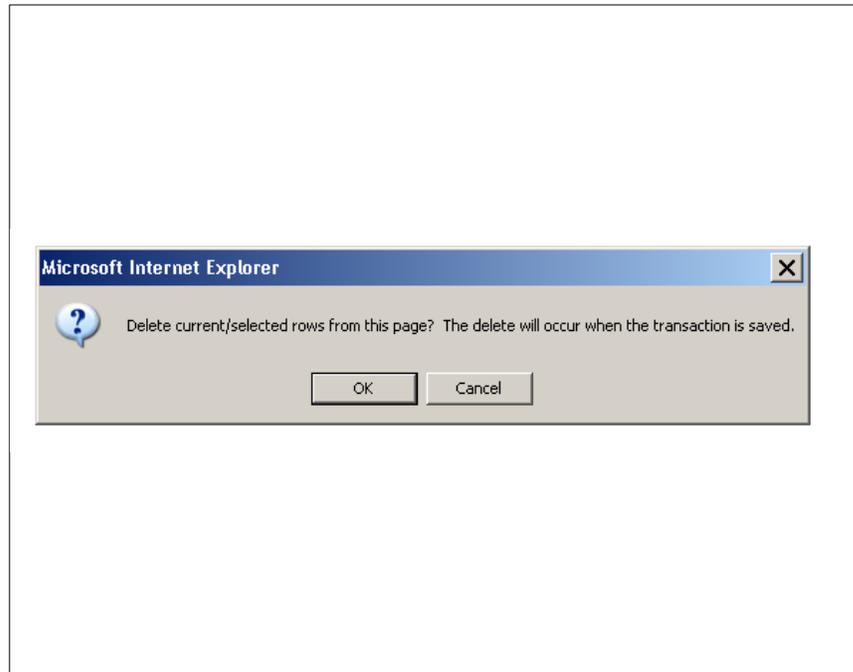


Figure 23. Delete Conformation popup

Worklist

The Worklist is an automated to-do list created by *EmpowHR*. From the worklist, a user can directly access the pages to perform the next action, and then return to the worklist for another item. All *EmpowHR* transactions that go to NFC and come back the Worklist based on the status at NFC.

Worklist items include applied and not applied transactions created in the following applications:

- *EmpowHR*
- EPIC
- EPP
- BEAR
- Batch numbers beginning with 67

Worklist items with error messages must be resolved in *EmpowHR*. The worklist items that originate in EPIC are marked for delete in EPIC. If the transaction requires an override code, the transaction must be worked in EPIC before the end of the pay period and released. At the end of the pay period, the deleted transactions in EPIC are removed. A deleted transaction needing an override code must be re-entered in EPIC and released. Once the transaction is edited in PINE the transaction is again stored and viewed in *EmpowHR*.

To use the Worklist option:

1. Select *Worklist* from the Menu Group. The Worklist page (Figure 24) is displayed. This list provides an instant view of the status of work from the prior day.

USDA		US Dept of Agriculture		Home		Worklist		Add to Favorites		Sign out	
NFC TESTER	01/08/2007	City Tax Not Applied	City Tax not Applied	110303000700000000	020798_0_254726434_AG, Lowmore,Thomas Roy, 2006-10-29, 01_0330	Mark Worked	Reassign				
NFC TESTER	01/08/2007	Comp Time Not Applied	Compensatory Time Payment Not Applied	110303000700000000	020797_0_456763994_AG, Murray,Emma Jane, 2006-10-29	Mark Worked	Reassign				
NFC TESTER	01/08/2007	Address Not Applied	PAR (PRO) Not Applied	160520085000000001	AG_16_033112_LIEU,LUCY MAE, 2006-10-29	Mark Worked	Reassign				
NFC TESTER	01/08/2007	Jobcode ADD Not Applied	Jobcode (ADD) Not Applied		AG_16_5381_020798_2006-10-29, NEW,NFCUSER01_NIA_NIA_GS_0000_09	Mark Worked	Reassign				
NFC TESTER	01/08/2007	PAR COR Not Applied	PAR (COR) Not Applied	110303000700000000	AG_11_020798_0, Lowmore,Thomas Roy, 2006-01-08, 11_894, 2005-12-22, COR, COR	Mark Worked	Reassign				
NFC TESTER	01/08/2007	PAR PRO Not Applied	PAR (PRO) Not Applied	110303000700000000	AG_11_020798_0, Higgins,Denton Oliver, 2006-10-29, 11_840, 2006-11-07, COM, PRO	Mark Worked	Reassign				
NFC TESTER	01/08/2007	PAR PRO Not Applied	PAR (PRO) Not Applied	160540087000000004	AG_16_033104_0, LOVE,LILLY, 2006-10-01, 11_846, 2006-11-07, COM, PRO	Mark Worked	Reassign				
NFC TESTER	01/08/2007	PAR PRO Not Applied	PAR (PRO) Not Applied	160520085000000001	AG_16_033112_0_LIEU,LUCY MAE, 2006-10-29, 11_101, 2006-11-14, COM, PRO	Mark Worked	Reassign				
NFC TESTER	01/08/2007	Position UPD Not Applied	Position (UPD) Not Applied	160520085000000001	AG_16_5381_020798_81021814, 2006-10-29, UPD, NFCUSER01_09	Mark Worked	Reassign				

Figure 24. Worklist page

- Click any item in the appropriate panel to view or make corrections. **Note: EmpowHR** entered PAR items show up only on the worklist of the person that created it.
- Click **Marked Worked** to remove all completed items that have been completed. All items in the **Not Applied** status will be refreshed daily, adding new items and retaining old items. Below is a table of the transaction status descriptions after the PINE process.

Status	Descriptions
Applied	An action that did not exist at NFC and has successfully applied to the NFC database and can be viewed in IRIS.
Not Applied	An action that did not exist and did not pass the PINE edits. These items need attention.
Cancellation Applied	The applied action that has successfully cancelled.
Cancellation Not Applied	The official cancellation of an applied action that did not pass the PINE edits.
Correction Applied	The applied action that existed at NFC that has been successfully corrected.
Correction Did Not Apply	The official correction of an action that did not pass the PINE edits.

Note: The **Worklist Filter** is used to select a specific type of work item for review.

Future Actions – An action with a future effective date remains in EmpowHR with a status of **RDY Future**. Future actions are not sent to NFC until the pay period they are effective. An exception is the 180 Health Benefits Registration (SF2809). This type document will not have a future date.

Expanding And Collapsing Nodes

The following actions can be performed on the Tree Manager component on the tree that is selected by using links and images on the navigation bar (**Figure 25**) (the horizontal blue bar at the top of the tree).



Figure 25. Links On Navigation Bar

Action	Description
Collapse All	Select to close all of the visible nodes except for the root node. The root node is always expanded.
Expand All	Select to expand all of the nodes on the tree, so that the entire tree or branch hierarchy is visible. Expands all para/child relationships, but the tree hierarchy is still presented one page at a time.
Find	Select to access the Find Value page and search for nodes and detail values.

EmpowHR/NFC Processing

Daily batch transmissions from *EmpowHR* to NFC occur at 11:00 a.m. and 4:00 p.m. Central Standard Time (CST). The NFC return feed process occurs between 1:00 a.m. and 3:30 a.m. CST to update *EmpowHR* with the results of the nightly PINE Process.

The Payroll/Personnel Processing Cycle illustrates the daily processing of payroll/personnel transactions effective for Pay Period 24 which is processed in Pay Period 25.

This section includes the following topics:

[Payroll/Personnel Processing Cycle](#)

[Payroll/Personnel System Flow](#)

Payroll/Processing Cycle

Symbol	Description
	Payroll/Personnel transactions are processed through PINE every Monday through Friday and the first Saturday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period. Note: These transactions must be entered before the first pass of PAYE which is the first Thursday or Friday of the following pay period.
	Time and Attendance (T&A) Reports are processed through TIME on the first Monday through Saturday of the following pay period. T&A's must be transmitted before the first pass of PAYE which is the first Thursday or Friday of the following pay period. Note: All T&A's should be transmitted to NFC no later than the Tuesday following the last day of the pay period.
	PAYE is processed on the first Saturday after the pay period.
	BEAR processes on the Sunday after PAYE runs.



Direct Deposit/Electronic Funds Transfer (DD/EFT) payday is the second Monday of the following pay period.



Payday (official) is the second Thursday of the following pay period.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	PP24 First Pass PINE					PP24 T&A'S Entered & Transmitted	PP24
						PP24	PP25
T & A's Entered, Transmitted, Edited, and Corrected							
PP24 BEAR	EFT Payday			PP24 Payday			

Payroll/Personnel System Flow

The Payroll/Personnel System Flow (**Figure 26**) illustrates how the application interfaces with the Payroll/Personnel Corporate Database. *EmpowHR* is an application where transactions are processed and sent through a Front End System Interface (FESI).

The data entered into *EmpowHR*, flows to either the Position Management System (PMSO) or Personnel Edit Subsystem (PINE) which runs edits against the data before either sending the data to the Information Research Inquiry System (IRIS)/ Payroll Personnel Inquiry System (PINQ). The transactions are edited for correctness/accuracy. If the transactions are error free, the transactions are updated to the Payroll/Personnel Corporate Database and *EmpowHR* if the transaction(s) are in error, they are sent back to *EmpowHR* for reconciliation.

When the data is correct and passes edits, the status in *EmpowHR* displays **Applied**. At the same time, the data becomes available for viewing in IRIS/PINQ. If the data fails the edits, the status in *EmpowHR* displays **Not Applied**. The transaction should be corrected and sent back through the edit process. Mark the transaction **NFC Ready**.

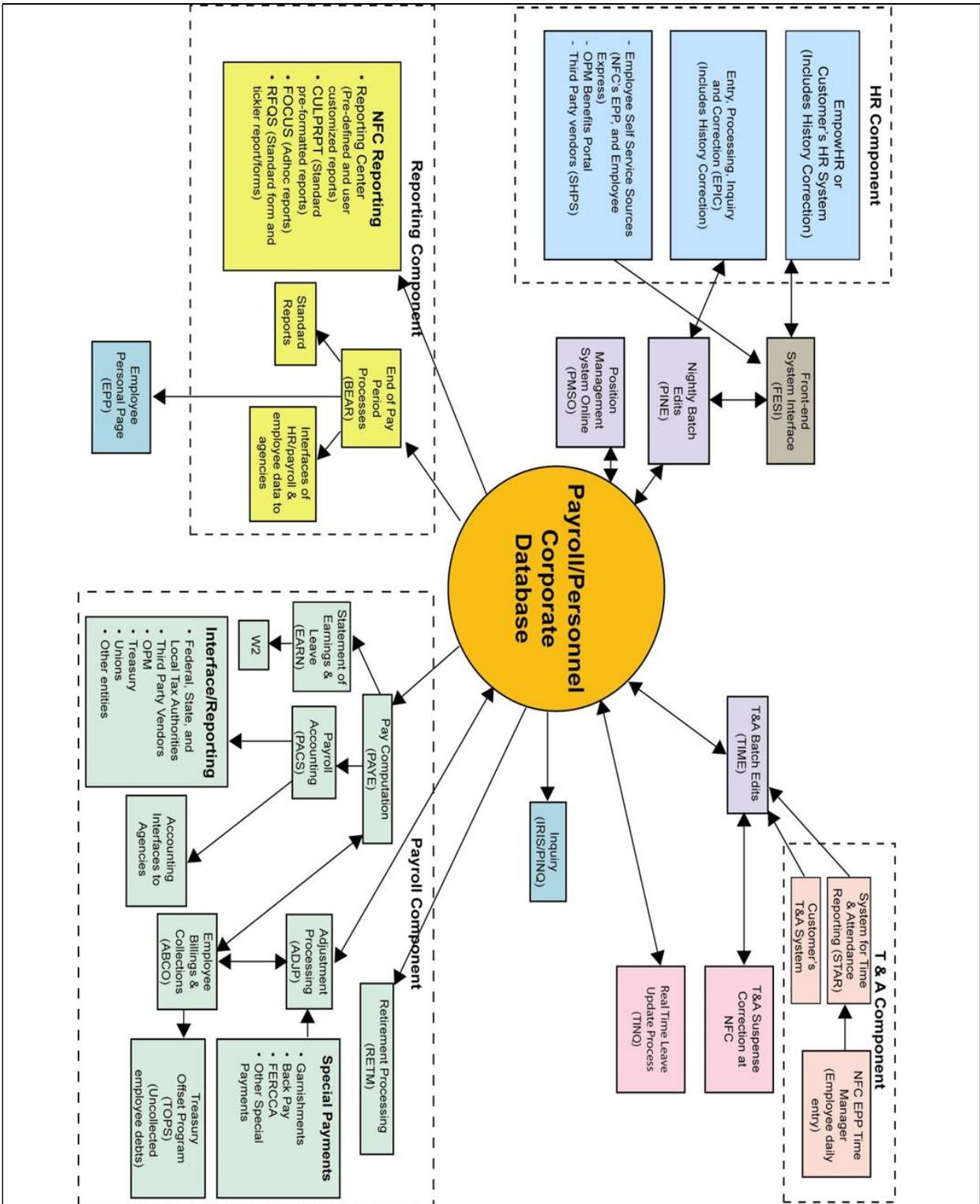


Figure 26. Payroll/Personnel System Flow

Using *EmpowHR*

The *EmpowHR* application is made up of navigational structures, menus, components (groups of pages), and pages. Using these elements, the user will be able to enter new data or change, delete, and modify the existing data in the application.

This section includes the following topics:

[Effective Dates](#)

[Page Groups](#)

[Hyperlinks](#)

[New Window](#)

[Fields](#)

[Statuses](#)

Effective Dates

The effective dates is a method of dating information in *EmpowHR*. Information can be redated to add historical data. A user can also postdate information to enter data before it actually goes into effect. By using effective dates, the user does not delete values; the user enters a new value with a current effective date. Effective dates maintain a complete chronological history of all data and tables.

Effective dates are always important in Human Resources (HR), but they take on special significance when maintaining positions, particularly when the user changes data in the fields that appear in both the Position Data and Job Data options. To update this information, enter the changes by inserting a new data row + in the Position Data pages. The system maintains the data in the current incumbent Job Data pages by inserting a new data row with the same effective date. An effective date is attached to a PAR and identifies the date the transaction goes into effect.

There are three (3) types of effective dates:

- **Future** – Data rows with Effective date later than the system date (the action is effective at a later date).
- **Current** –The data row with an Effective Date equal to or earlier than the system (today-the current date) date (that is, the action is now in effect). Only one row can be the current row. When there are two rows with the same date, the row with the higher sequence number is the current row.
- **History** – Data rows with Effective Dates earlier than the current data row (all actions before the current date).

Occasionally, there may be a need to enter more than one personnel action with the same effective date. Enter an effective date on each action and *EmpowHR* generates the transaction sequence number for each action. By entering a τ in a date field, the field is populated with the current date.

Page Groups

Page groups are used to organize pages in a logical order. A particular topic may contain too much information to be displayed on one page; therefore, it requires multiple pages to be grouped together.

Hyperlinks

In addition to fields on a page, sometimes there are other objects that do not display information or allow the user to enter information into them. These objects are known as Hyperlinks. Hyperlinks appear as bold, underlined text. When the user moves the mouse pointer over a hyperlink, the mouse pointer becomes a pointing finger. Hyperlinks are used to access another page. At times it is beneficial to use Hyperlinks rather than simply displaying all the information on the page because it alleviates congestion of fields and keeps data that is not frequently referenced out of site. Click **Hyperlinks** at the bottom of the page to access sub-pages in the group.

New Windows

It is possible to work in more than one open window at a time. Once the user has accessed the first window, the user may access the second by clicking the **New Window** hyperlink located in the top right corner of the window. Be sure to save work in both open windows. Click the X to close the window. Do not use the **Sign Out** option. This will close the application.

Fields

Fields are single items of information displayed on pages. The field may be represented in various ways:

- **LOOKUP (search icon)** – The the information for this field is known, the user can type directly into the field. If the user needs to look up the correct value for the field, click the search icon (lookup) button .
- **Radio button** – If a solid circle appears inside the button, then the option is selected, If the button is empty, then the option is not selected. The user can only select one radio button in a group. Click a radio button  to select it (any previously selected radio button is automatically deselected).
- **Date field** – The user can enter a date in MMDDYY or MMDDYYY format(it's not necessary to enter the slashes) or the user can click the Calendar icon to select a date form the calendar.
- **Drop-down lists** – This field permits only a specific list of valid values. Click the drop-down list arrow  to select from the list.
- **Edit field** – Type information directly into this field. There is usually a limit to the number of characters that the user can enter.

- **Long Edit field** – This is a text entry field that enables the user to type multiple lines of a text. As the user types, the lines will automatically wrap. the user can also press the Enter key to move to the next line. this field is not validated or formatted.
- **Checkbox** – If the checkbox appears empty, then the option is not selected (unchecked). If there is a checkmark in the box, then the option is selected (checked). Click the checkbox to check or uncheck an option.

Field names that are preceded with an asterisk * are fields. The user must enter data in these fields before proceeding.

Pages have fields highlighted with various colors. Fields highlighted in yellow are NFC Mandatory fields and are also preceded with an *, lavender are Optional fields (based on data entered, additional fields may be required), other fields are not required or *EmpowHR* only fields. The following are ways to help navigate through the EmpowHR application as efficiently as possible. Frequently, there is more than one way to get where the user wants to go:

- **Tab Key** – Pressing the Tab key is the recommended way to move between fields on a page. To move forward, press the Tab key. to move backwards, press the Shift and Tab keys simultaneously. Note that the translations associated with the valid value lists or drop-down lists menu may not appear until after the user has tabbed to the next field. When the user uses tab to move between fields, the field is highlighted as you move into it. This allows the user to type over the existing data more easily.
- **Mouse** – Use the mouse to move the cursor to wherever to enter data or select an item and click. This is not usually the fastest way to navigate; though sometimes it is the only option.
- **View-Only Fields** – Often users add or edit data in fields by entering values or selecting a choice from a drop-down list. However, there are times when users may only be allowed to view the information, not modify it. These view only fields are displayed slightly different on the pages. They appear gray rather than dark, and it is impossible to alter their values.
- **Default Fields** – Users will also notice that it is common for some information to default on the page, whether or not the field is view-only. On many occasions the information needed in a fields is repetitive from session to session or may be related to another field that as been previously entered. To make data entry more efficient, these fields are populated.

Statuses

When an action is process through *EmpowHR*, a variety of statuses track the action. The following is a table of statuses.

Transaction Status	Description
NFC Auto (NFC Auto Action)	System generated action such as NOA, 893, 880, and 894's and action that applied in EPIC.
Rolled Back	Initiated by the user or by the system for actions that applied during the current processing pay period.

Transaction Status	Description
PI Error (Payroll Interface Error)	Internal EmpowHR record field valued need to be reconciled.
Rdy-Future (Ready Future)	Effective in a future pay period and held until the effective processing pay period.
HCUP Hold	History Override package is waiting for action.
In Progress	New action waiting for completion.
Data Load	Records loaded during an agency migration to EmpowHR or a special request load.
Applied (Applied at NFC)	Action applied on the NFC Payroll Personnel Database and can be viewed in IRIS.
Sent To NFC	Picked up and is in the batch transmission to NFC.
Appl-WList (Applied Loading to Worklist)	Needs to be reconciled.
NFC Ready (Ready for NFC Transmission)	Action is saved and ready to be sent to NFC.
Not Applied (Not Applied at NFC)	Action rejected by PINE edits.
Xmit Disab (Disabled from NFC Transmission)	Export error indicating the file is not included in FESI (Front-End Interface) mapping; an IR may be required.
Non-NFC (Non-NFC Internal)	Agency use and not sent to NFC.
Invalid Value	Work-In-Progress Status in HCUP packages only.

EmpowHR Navigation

This section contains the following topics:

- [Application Portal](#)
- [Navigation Header](#)
- [Component](#)
- [Keys](#)
- [Page](#)
- [Navigational Techniques](#)
- [Buttons](#)
- [Find An Existing Value](#)
- [Add A Value](#)
- [Viewing Rows](#)
- [Insert A Row](#)
- [Delete A Row](#)
- [Message Pop-ups](#)
- [Search](#)
- [Tabs](#)
- [Sequencing](#)
- [Tips](#)

Application Portal

An Application Portal is a Web site that helps to navigate to other Web-based applications and content. This usually is the entry point when the browser is launched. *EmpowHR* is customized to include application links, external links, and internet links.

Navigation Header

The Navigation Header area in the *EmpowHR* Internet Architecture remains static when navigating through the pages. The navigation header contains links back to the homepage and a Signoff button. If the portal is running, the navigation header also has Categories, Favorites, and Search features.

Component

A component is a group of related pages that pertain to a specific task. Components can be accessed from the menu. Components contain folder tabs with each tab containing a related page.

Keys

Keys are display-only fields that uniquely identify data. To display a page, enter the keys so that the system can retrieve the correct row of data.

Page

The page is the individual display and data-entry screens for each part of the *EmpowHR* application. Pages appear in the browser window.

Navigational Techniques

EmpowHR provides a multitude of buttons and links on the pages to help process transactions in the system. If the action to be performed is navigation related, it will be displayed as a link, which will bring up another page to view/modify/add. Click the buttons and the link to execute a command.

The following is recommended to help move around as efficiently as possible. Frequently, there may be more than one way to navigate through the application.

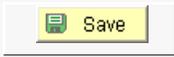
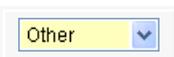
- **Cursor.** Use the mouse to move the cursor to from one field to another. Click in the field to enter data.
- **Tab/Shift+Tab.** This the best way to navigate between fields on a page. To move forward, use **Tab**. To move backward, use **Shift Tab**. **Note:** The options selected from the drop-down list may not appear until the user tabs to the next field. When **Tab** is used between fields, the field is highlighted when the cursor is in the field. Type over the information if applicable.
- **Save.** Use the **Save** to save the data after the transaction is completed. If the **Save** is used before the transaction is complete, an error message may appear prompting for entry of required fields. Click **Save** and in the upper right side of the page the word **Processing** appears.
- **Enter. Enter** has several uses.
 - Activates the **OK** button where applicable.
 - On a Search page, activates the **Search** button.
 - On a Search LookUP page, activates the **Lookup** button.
 - Opens the next menu level or the Search page for selected option.
 - Used to select highlighted options from the drop-down list.
- **Right/Left Arrows.** Use the arrows to view rows of data.
- **Magnifying Glass.** The magnifying glass appears at the right of the applicable field. Click the magnifying glass and a list of valid values or a lookup page for that field is displayed. Use these whenever they are available rather than typing the data. Frequently, it is faster, and it avoids data entry mistakes.
- **Lookup Page.** This page provides a field to enter known data that will narrow the options provided in a valid value box. For example, to locate a record for an employee named Smith. The application could have 50 persons named Smith. Click the magnifying glass to get the Lookup page and enter data that will narrow the options.
- **New Window.** To open more than one window, select **New Window**. The window previously used will minimize at the bottom of the desktop. This option will allow

toggle between processes. Do not click **Sign Out** with the **New Window** option. This will close the application. Use the X when closing individual windows while using the **New Window** option.

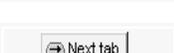
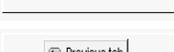
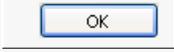
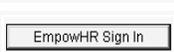
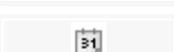
Buttons

Buttons are used to execute a command. If the button appears gray on a page, that action is not available for use.

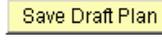
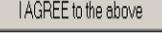
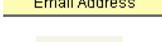
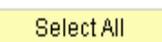
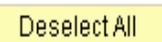
EmpowHR Command Buttons

Button	Description
	Enables the user to apply the data input without returning to the main page.
	Opens the Process Scheduler Request dialog box where the user can set up a process and control parameters for the current process.
	To conduct a search, scroll between records that were found as a result of this selection. Displays the next data row in the search results grid. This button appears gray when the user does not select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
	To conduct a search, scroll between records that were found as a result of this selection. Displays the previous data row in the search results grid. This button appears gray if the user didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
	Sends the entered information to the database. Saves all data for multiple pages in a group.
	Deletes a row in a grid or scroll area.
	Searches the database for the criteria in the search fields on the page.
	Searches the database for the criteria in the search fields on the page.
	Adds a new record.
	Inserts a row in a grid or scroll area.
	Searches for data on a drop-down list.
	Provides a way to view valid entries for a field. The Lookup feature will display a maximum of 300 search results on a page at a time.
	Sends a message to a person's e-mail or sends the transaction to a person's worklist.
	Accesses existing rows of data on the database. If data is effective-dated, displays only current and future rows. It is also used to update or display information.

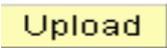
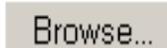
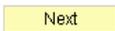
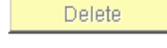
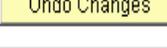
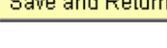
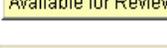
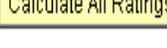
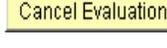
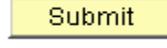
EmpowHR Command Buttons

Button	Description
	Inserts a row in a grid or scroll area.
	Clears all information entered in search/data fields on the current page.
	Displays all rows of data; current, future, and history.
	Accesses existing rows of data and displays all effective-dated rows. Allows the updating of all rows, including history rows.
	Displays the next page in the current component. If the user is in the last page of the component, this button is grayed.
	Saves the data entered on a search page.
	Displays the previous page in the current component. If the user is in the first page of the component, this button is grayed.
	Updates the page with newly entered data.
	This button will remove the transaction from the Worklist.
	Reassigns a transaction to another person's Worklist.
	Returns the user to the previous page.
	Returns the user to the search page.
	Accepts the data input made on an auxiliary page and returns the user to the main page.
	Accepts the data input made on an auxiliary page and returns the user to the main page.
	Previous grid, scroll, or search page results.
	Next grid, scroll, or search page results.
	Exits the page without saving data.
	Inserts a row in a grid or scroll area.
	Used to Sign In to <i>EmpowHR</i> .
	Click the Calendar icon to select the applicable date.
	Edit data - To change the description information at the detail level.
	Delete the row - This deletes a row node level and all rows belonging.

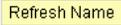
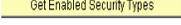
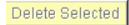
EmpowHR Command Buttons

Button	Description
	Cut the current row - Use this for moving data within the Tree; following a cut operation, a past icon becomes available.
	Breach the Tree - This splits a Tree that is too large to manage.
	Expand the Node hierarchy - add more node levels to a table.
	Add a sibling - This adds another row at the same node level as the current row.
	Add a child - This add a new row one level lower in the table hierarchy.
	Add A detail value - This adds a detail row of data (Chartfield value) to the Tree
	Expanded Node - This represents an open node, showing all lower levels of the hierarchy.
	Terminal Node - This represent a node that has not children.
	Collapsed Node - Represents a node with its contents out of sight until expanded.
	To add an additional behavior to the competency or enter a free-form behavior.
	Copy a performance plan from a plan that was previously established.
	Save a plan as a draft.
	To agree to the information that is present on the plan.
	Establish an email address.
	Start a plan or a development document.
	To reverse changes that have been made to an evaluation or development plan.
	To mark a performance or development plan for review by either the employee or a reviewer in the workflow.
	To display a page that provides an explanation of the rating.
	To select all the values that are listed.
	To add an attachment to a performance or development plan.
	To advance to the next page.
	To create the performance or development document.
	To unselected the values that were previously selected by the Select All button.
	To mark a performance or development plan for review by either the employee or reviewer in the workflow.

EmpowHR Command Buttons

Button	Description
	To upload a document or a file to a performance or development plan.
	To search for the location where the attachment is located.
	To advance to the next item.
	To update the information on a page.
	Indicates that the evaluation process is finished.
	To indicate that a manager has review/discussed the consolidated document with the employee.
	To display a printable version of a document/form.
	To enter an address and ad-hoc notification message. or to display the Send Notification page.
	To add a new performance or development note
	To delete a transaction.
	To transfer the note(s) from the system.
	To reverse wording that was entered.
	To save the transaction and return to the transaction at a later time.
	To enable the employee to view the consolidated document and add comments to the Employee Comments section.
	To calculate all of the item and section ratings, as well as the overall rating that appears on the performance document./
	To indicate that the document and all its associated evaluations are cancelled.
	To calculate ratings in ePerformance.
	The evaluation or development document will be routed through the approval process to the appropriate individuals.
	To approve the transaction.
	To deny a transaction.
	To revert to the previous page in ePerformance.
	To view the information on a report on the criteria is entered.
	To display, add or modify notes for the transactions.
	To remove the item for the page.

EmpowHR Command Buttons

Button	Description
	To check the spelling of the text entered in a long entry field.
	To add a new note on a performance document.
	To build multiple positions from a position already established.
	To establish a relationship between a person and an organization.
	To Update the page to reflect the new data entered.
	To calculate the person's HR, job, or payroll status and the employment dates.
	To enter exceptions to the default position data.
	To populated the contract number field with the next available contract number.
	To update the page to reflect new data.
	To display dollar amount in another currency.
	To add and enable all security access types.
	To display a description of the contract and its default contents.
	To delete the select task order.

Find An Existing Value

The **Find An Existing Value** tab allows the user to locate an existing record. Search returns a set of matching results with keys to the source document. To find an employee record, the user will need to enter the EmplID. The the EmplID is now known, the user can enter various search criteria. There are checkboxes at the bottom of each search page **Include History**, **Correct History**, and **Case Sensitive**. The **Include History** and **Correct History** checkboxes determine the data displayed. If the **Include History** box is checked, it will display the history for review. The **Correct History** box is used to make a correction on records that have not applied at NFC. The **Case Sensitive** checkbox is used for lower/uppercase search criteria.

If neither box is checked, only current and future dated rows will display. This is an example of an HR Processing search page.

For faster searches the following tips are recommended:

- Don't leave the search criteria fields blank.
- Enter 2 or more characters in search field(s) to maximize response time and to minimize the number of data rows returned.
- Enter full field search criteria, when available, to maximize return response time.

To use the Find An Existing Value tab:

1. Enter the criteria and the appropriate checkboxes.

HR Processing USF
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with [] []
Empl Rcd Nbr: = [] []
Social Security Number: begins with [] []
Name: begins with [] []
Last Name: begins with [] []
Sub-Agency: begins with [] []

Correct History Case Sensitive

[Basic Search](#)

Figure 27. Find an Existing Value - HR Processing USF page

2. Click **Search**. The Search Results - Find An Existing Value page (Figure 28) is displayed.

Search Results
[View All](#) First 1-100 of 168 [Last](#)

Agency	Description
18	Economic Research Service
AB	American Battle Monuments Comm
AC	Advisory Coms on Intrqvn Reltn
AD	U.S. Arms Control and Disarmam
AF	Department of the Air Force
AG	Department of Agriculture
AH	Nat'l Found on Arts & Humanit
AI	U.S. Institute of Peace
AM	Intl Dev and Coop Admin
AN	African Development Foundation
AP	Appalachian Regional Comm
AR	Department of the Army
AU	Fed Labor Relations Authority
AW	Arctic Research Commission

Figure 28. Search Results-Find An Existing Value page

3. Select the applicable agency/department.
4. Click the link. The selected information will populate the field.

Add A Value

The **Add a New Value** tab allows the adding of a transaction. This is an example (Figure 29) of the **Add a New Value** tab to enter a new Job Code.

Job Code USF

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

SetID:

Job Code:

Agency:

Sub-Agency:

Personnel Office ID:

Master Record Number (NFC):

Pay Plan:

Salary Administration Plan:

Salary Grade:

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

Figure 29. Add A New Value - Job Code USF page

Viewing Rows

Any *EmpowHR* page that contain data rows, the number rows displayed varies depending on how many rows will fit on a page. For some data rows, only one data row is visible at a time. the user can move through the rows on that page tab using the row navigation button at the top right hand corner of the page.

Use the arrows pointing left ◀ and ▶ to scroll through multiple occurrences of data when the arrows indicate the current record is 1 of 3 (◀1 of 3▶). Click **View All** to view all of the transactions.

Click **First** to access the first row of data or the **Last** to access the last row of data.

The **Find** feature locates specific data, which is particularly useful when there are multiple rows. The **Find** feature searches for matches in edit boxes, display-only fields, disabled or shaded fields, dynamic links, or text in long edit fields. It does not find column headings, fields labels, text values on icons, static links, or hidden fields.

Insert A Row

A Row is a new action. The most common way to make a change is by inserting new data rows. Enter a new effective date and make changes without losing the integrity of the historical data. To add or insert a new transaction/row, click + and change the effective date for the new information. When a new data row has been saved and the wrong information has been entered in a field, do not enter a new row or delete the row to correct a mistake. Use the Correction action to fix the data, but keep the row intact. The effective date cannot be changed.

The Correction button is used to update *EmpowHR* only. This information is not transferred to NFC. Use the + or **Alt + 7** to insert a row from where the cursor is located (if more than one + is on the page). For more information refer to Title 1, Section 17, *EmpowHR*, Section 4, Position Management.

Scroll areas on a page allows for inserting multiple rows of data on a page. As new rows are inserted, the system copies key information to the new rows. Use the arrows pointing left ◀ and ▶ to scroll through multiple occurrences of data when the arrows indicate the current record is 1 of 3 (◀1 of 3▶). Click **View All** to view all of the transactions.

Delete A Row

A row that has just been created and has not applied at NFC can be deleted. To delete incorrect information, position the cursor in the Effective Date field for the row that needs to be delete and click the -. on the top right hand corner of the page. To delete a transaction/row, click - or **Alt + 8** to delete a row from where the cursor is located (if more than one - is on the page).

Message Pop-ups

Throughout *EmpowHR*, message pop-ups appear when certain actions are performed. These pop-ups can be informational, or they can notify the user of an action that must be taken and/or an error condition that must be satisfied. Command buttons are used on these pop-ups to accept, cancel, or to return to the active page. The following (**Figure 30**) is an example of a message pop-up.

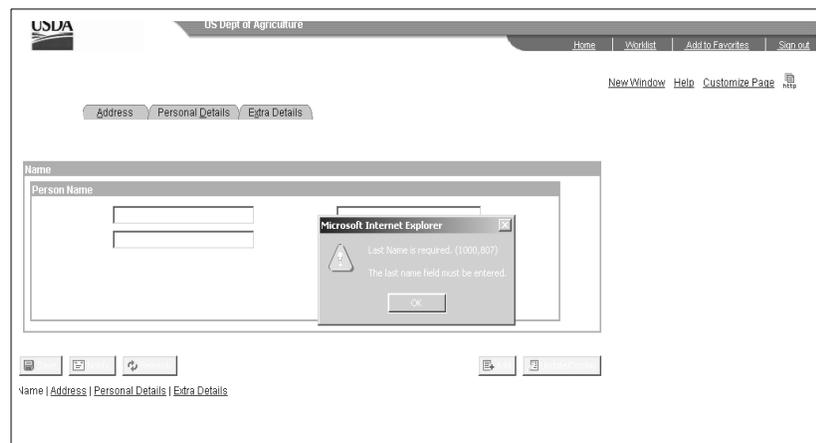


Figure 30. Example of a Message pop-up

Search

This section contains the following topics:

[Search Icons](#)

[Wildcard Values](#)

[Basic/Advance Search](#)

[Saving Search Criteria](#)

[Deleting Search Criteria](#)

[Calendar Icon](#)

Search Icons

The **Search** icon appears at the right side of a field and reveals a list of valid values. Choose a valid value, and the data will populate the applicable field. To narrow the search, enter as much data as possible in the search criteria. The Basic search will allow the search by one field.



When entering dates on pages, click a Calendar icon to select the applicable date. By entering a **T** in a date field, the field is populated with the current date.



Wildcard Values

EmpowHR allows the use of wildcard characters when searching for values. The Wildcards allows a broad search of many different data combinations when the user does not know a complete value or is unsure of how to spell something. If the user does not enter a wildcard, the system assume an exact match is required.

EmpowHR applications support three wildcard features when searching for data in character fields. These wildcards can be helpful in finding the exact information a user desires to process.

Wildcards cannot be used in every instance or in every menu group, menu, menu item, or component. For example, Wildcards are not viable in date fields.

The table below shows how to use Wildcards:

Wildcard	Definition
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.

Example	Description
S%N	Will return any name that begins with the letter S and ends with the letter N.
_man	Will return all names ending in “man”.
%man%	Users can combine Wildcards. This example returns any name that contains “man”... (like Manual or Sandmanson or Hillman)

To use the % Wildcard Value:

1. When entering search criteria, enter all characters known.
2. Replace any characters (or string of characters) with %
3. Click **Search**. *EmpowHR* searches for all values containing the characters entered including any character(s) in place of the %.

To use the _ Wildcard Value:

1. When entering search criteria, enter all characters known.
2. Replace any one character with _
3. Click **Search**. *EmpowHR* searches for all values containing the characters entered including any character in place of the _

Basic/Advance Search

Many *EmpowHR* search pages can be viewed as Basic or Advanced Search. The Basic Search lets the user choose one field on which to search. On the basic search, select a search field by clicking the drop-down list. The Advanced Search displays all search fields so that the user can enter multiple search criteria.

1. Click the **Basic Search** link (Figure 31).

Job Code USF
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**

SetID: begins with [dropdown] COMMN [search icon]

Job Code: begins with [dropdown] [input]

Agency: begins with [dropdown] AG [search icon]

Sub-Agency: begins with [dropdown] [input] [search icon]

Personnel Office ID: begins with [dropdown] [input] [search icon]

Pay Plan: begins with [dropdown] [input] [search icon]

Salary Administration Plan: begins with [dropdown] [input] [search icon]

Salary Grade: begins with [dropdown] [input] [search icon]

Master Record Number (NFC): begins with [dropdown] [input] [search icon]

Occupational Series: begins with [dropdown] [input] [search icon]

Organization Position Title: begins with [dropdown] [input] [search icon]

ASPD

Include History Correct History Case Sensitive

[Basic Search](#)

Figure 31. Basic Search link

2. Click the Search By drop-down list. The Basic link drop-down list is page (Figure 32) is displayed.

Job Code USF
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: SetID begins with [input] COMMN

Include History

[Add](#)

[Find an Existing Value](#)

- Agency
- Job Code
- Master Record Number (NFC)
- Occupational Series
- Organization Position Title
- Pay Plan
- Personnel Office ID
- Salary Administration Plan
- Salary Grade
- SetID
- Sub-Agency

Figure 32. Basic Search drop list

When a component is selected, the system often displays a Find An Existing Value page used to perform an advance search. Additional fields may display on the page dependent upon the system of search. The Advance Search page enables multiple field searches and search using operators. Click the drop-down list for the operator values.

The following is a list of all the operators values that can be used:

Operator Values	Description
Begins With	The data starts with a specific character or characters.
Contains	The data contains specific characters.
=	The data is equal to.
Not=	The data is not equal to.
<	The data is less than.
<=	The data is less than or equal to.
>	The data is greater than.
>=	The data is greater than or equal to.
Between	The data is within a range of two values.
In	The data is within a field.

1. Click the **Advance Search** link (Figure 33).

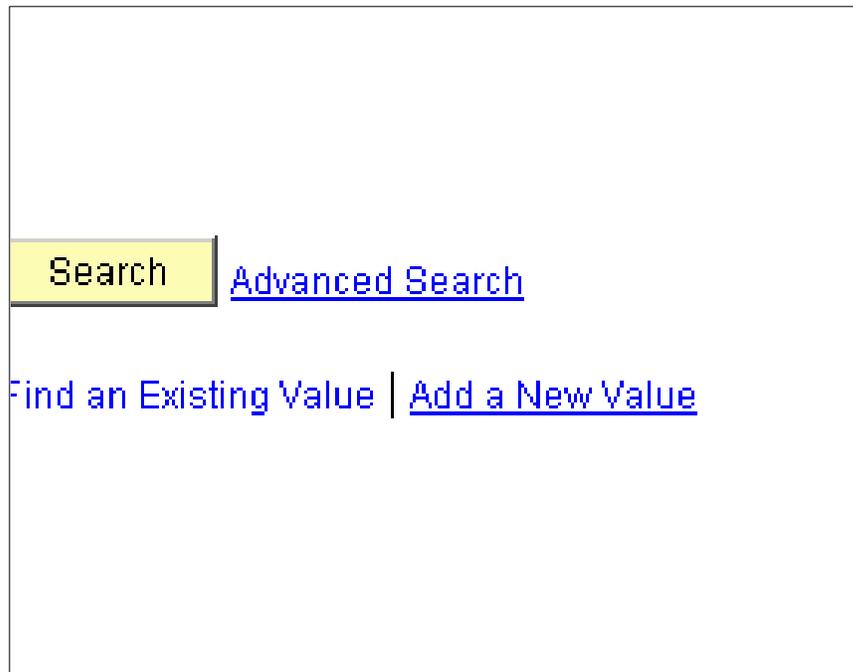


Figure 33. Advance Search link

2. Enter the applicable data.

Job Code USF

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**

SetID: begins with

Job Code: begins with

Agency: begins with

Sub-Agency: begins with

Personnel Office ID: begins with

Pay Plan: begins with

Salary Administration Plan: begins with

Salary Grade: begins with

Master Record Number (NFC): begins with

Occupational Series: begins with

Organization Position Title: begins with

ASPD

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

3. Click **Search**. The Advance Search page (**Figure**) is displayed.
4. The Advance Search results page (**Figure 34**) is displayed.

[Advanced Search](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Job Code	Agency	Sub-Agency	Personnel Office ID	Master Record Number (NFC)	Occupational Series	Pay Plan	Salary Administration Plan	Salary Grade	Organization Position Title
	AG	FA	4873	(blank)	0341	GS	0000	12	(blank)
000050	AG	11	5201	(blank)	0301	GS	0000	11	(blank)
00048A	AG	11	5056	(blank)	0802	GS	0000	11	(blank)
001178	AG	11	5162	(blank)	0401	GS	0000	13	(blank)
001316	AG	11	5145	(blank)	0301	GS	0000	12	(blank)
001425	AG	11	5163	(blank)	0090	GS	0000	04	(blank)
001877	AG	11	5058	(blank)	0802	GS	0000	11	(blank)
001990	AG	11	5157	(blank)	0499	GS	0000	04	(blank)
002000	AG	FA	4881	030122	0301	GS	0000	15	STATE EXEC DIR
002000	AG	FA	4881	030122	0301	GS	0000	15	State Exec Dir
002001	AG	FA	4881	30122	0301	GM	0000	15	STATE EXEC DIR
002001	AG	FA	4881	30122	0301	GM	0000	15	STATE EXEC DIR

Figure 34. Advance Search results

5. Select a value from the list. The value will populate the applicable page.

Saving Search Criteria

EmpowHR allows the user to save search criteria on pages that contain the **Save Search As**.

1. On the applicable *EmpowHR* page, click the **Save Search Criteria** link (Figure 35). The applicable Save Search As page (Figure 36) is displayed.



Figure 35. Save Search Criteria link

Note: The Save Search As page varies depending on which page the **Save Search Criteria** link appears.

A screenshot of the 'Save Search As' page. The page title is 'Save Search As'. Below the title, it says 'Name the search and then click Save.' There is a text input field labeled 'Name of Search:'. Below that, it says 'The saved search will contain these values:'. There is a list of criteria: 'EmpID: begins with', 'Empl Rcd Nbr: =', 'Name: begins with', 'Last Name: begins with', and 'Sub-Agency: begins with'. At the bottom, there is a 'Save' button (yellow) and a 'Return to Advanced Search' link (blue text).

Figure 36. Save Search As page

2. Complete the field on the Save Search As page (Figure 36).

Name Of Search Enter the name of the search.

3. Click **Save**. The Save Search As page (Figure)is displayed.

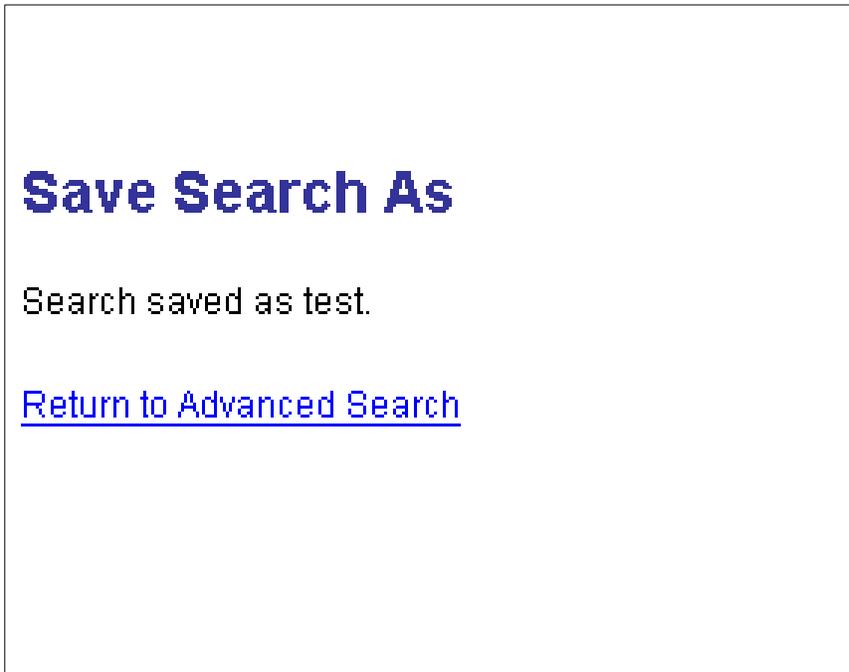


Figure 37. Save Search As page

4. Click **Return To Advanced Search** to return to the applicable *EmpowHR* page.

Deleting Search Criteria

This option allows the user to delete a saved search.

1. Navigate to the desired page to be deleted.
2. Click the ***Delete Saved Search*** link (Figure 38).



Figure 38. Delete Saved Search link

3. The Delete Saved Searches page (Figure 39) is displayed.

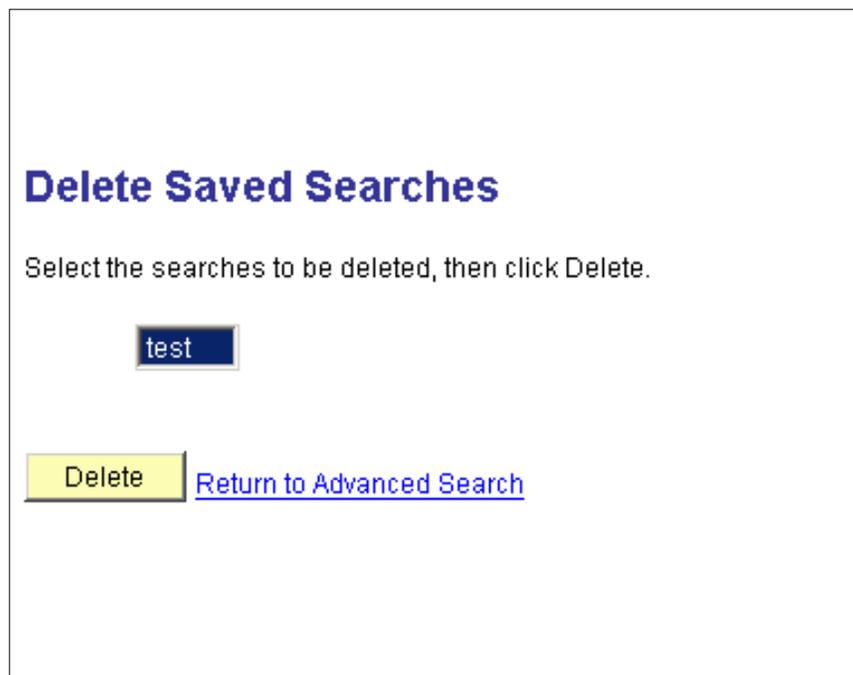


Figure 39. Delete Saved Searches page

4. Enter the search to be deleted.
5. Click **Delete**. The Delete Saved Searches results page (Figure 40) is displayed. If this is the only saved search, the message states that there are not saved searches.

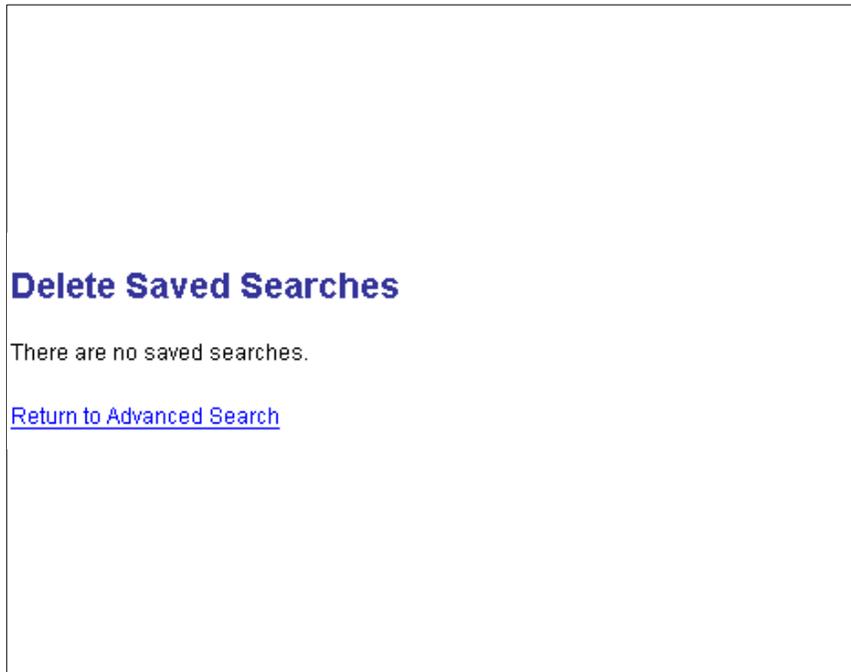


Figure 40. Delete Saved Searches results page

Tabs

Tabs display at the top of many component pages. Each tab represents a category of related information for this menu component. The active tabs have black text on a white background and the inactive tabs have blue text on a tan background. Select the tab desired to view that information. Tabs allows the user to view pages in the same window, which facilitates viewing and entering data. Tabs are used to navigate through the page and can be accessed by clicking the tab, links at the bottom of the page or access keys.

Below is an example (**Figure 41**):

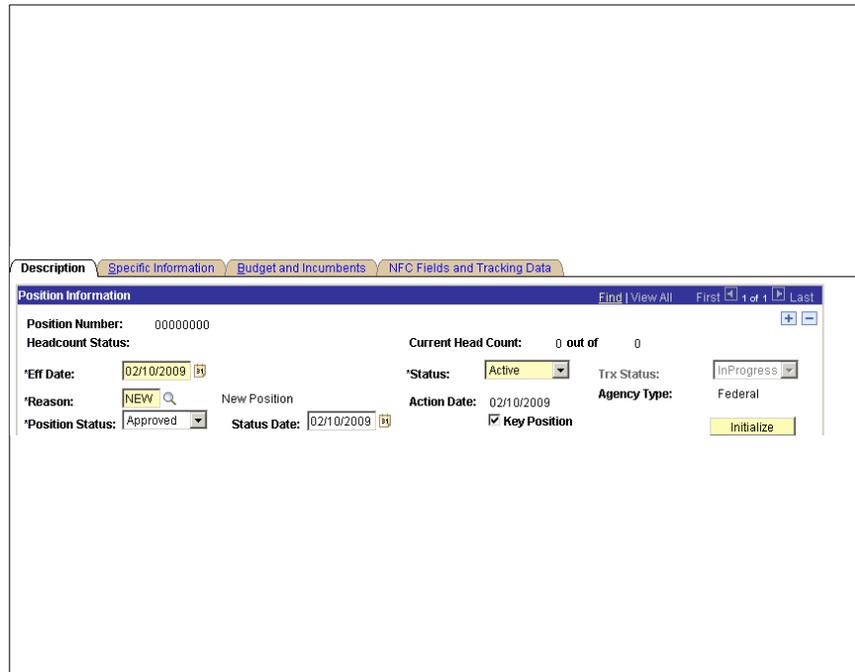


Figure 41. Tabs

Calendar Icon

The calendar icon allows the user to select a date from a calendar to populate a data field.

1. Click the calendar icon (Figure 42.

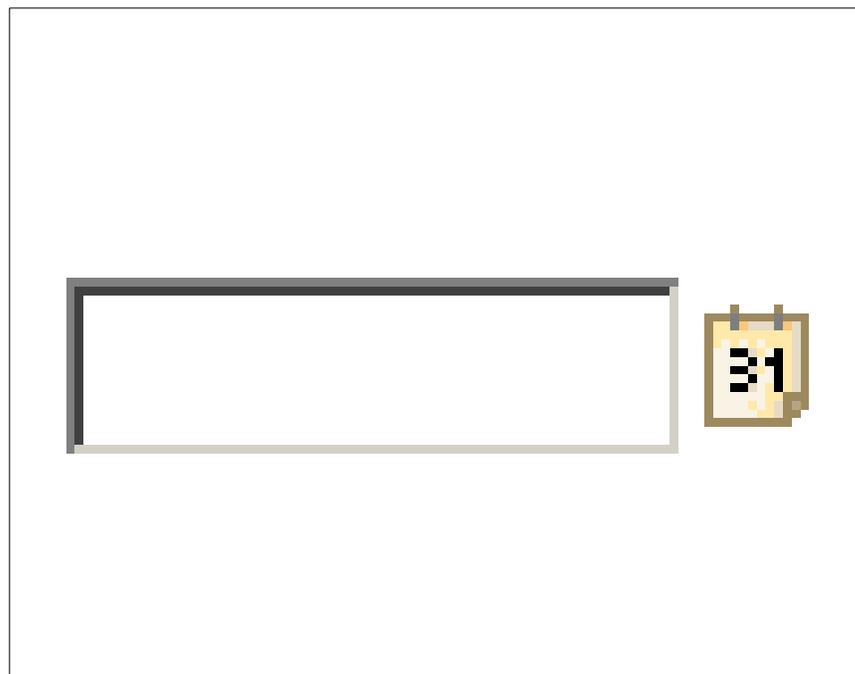


Figure 42. Calendar icon

2. The Calendar icon (**Figure 43**) is displayed

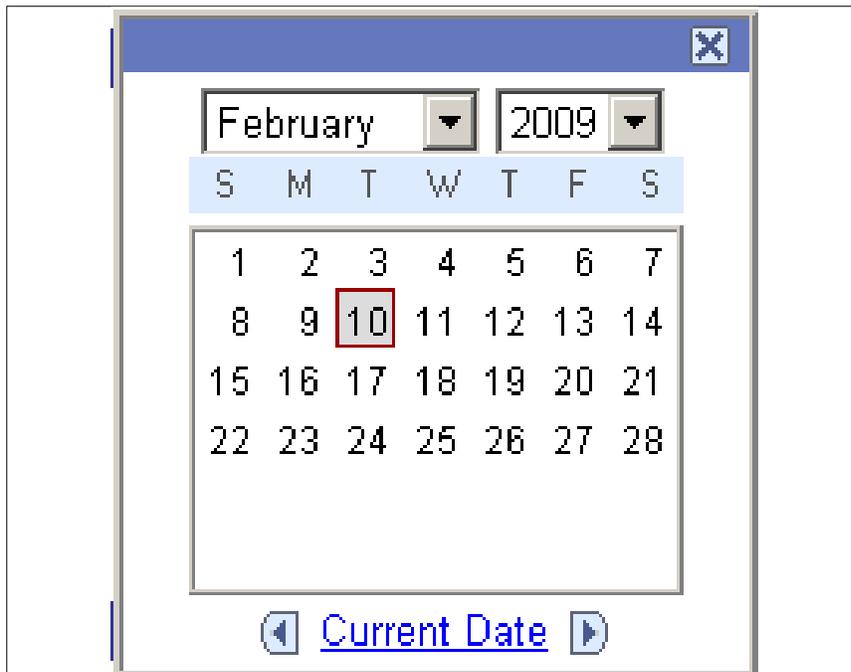


Figure 43. Calendar

3. Select the applicable date. The Date result is populated in the applicable field(**Figure 44**). The drop-down list enables the selection of a particular month or a particular year from a list.

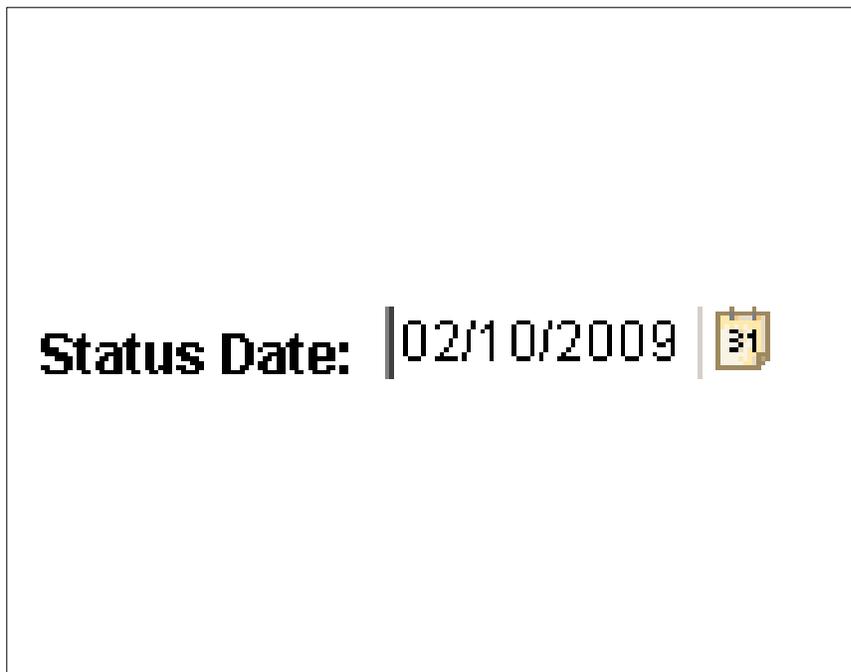


Figure 44. Date results

Sequencing

If entering more than one action for the same effective date, each action must have a sequential authentication date. NFC does not use EmpowHR Sequence Number field for that function.

Tips

The following are a few reminders:

- **Preserve Old Records.** Changing the data on a historical record compromises the integrity of the record, and may not be in accordance regulations. When making a change, insert a new row and enter the information under the appropriate Nature of Action (NOA) and new effective date.
- **To Avoid Typing Errors.** Whenever available, use drop-down lists or search results (magnifying glass) to select valid values.
- **Use the Tab or Arrows.** Using the mouse to scroll through the field will cause the data to change.
- Use the **X** to close a window.
- Use the **Home** option on the top of the window to get back to the menu.
- Transactions should be saved on the last page only.
- Use the **Save** button to save a completed transaction. If the save button is used before the transaction is completed, an error message will display stating that required fields are missing. When **Save** is clicked, notice in the upper right side of the page the word *Processing* and then *Saved* will appear. The word *Saved* will disappear. When the record is saved, a message also appears.
- Use the **Cancel** button to cancel the information on a page without saving. Using **Cancel** will not retain the data on the page.
- To **Search**, use full names or the full EmplID when searching for an employee.
- Periodically, delete temporary files and cookies from the hard drive.
- Do not log out of the application while a document is processing. The application is still running in the background. Wait until the **Transaction Status** has updated to log out of the application.
- Do not select **Stop** on the browser when the transaction is processing. Wait until the processing is completed before closing the window.
- Do not use the **Back** button on the browser.
- The date field is populated with the current date when a **T** is entered in the date field.
- Type the first letter in a field to retrieve the values that start with that letter.
- When a field has an * (asterisk) before the field name, the field is required.
- Do not use the **Correction** button to correct the Manager Level. Create a new row when the Manager Level is updated on the Job Code. When the modification is saved

a warning pop-up will appear to notify the user that a PAR action must be created. The position will automatically update with the modified Manager Level.

- The following status codes are used in *EmpowHR*:

Status Codes

Status	Short Name	Notes
NFC Auto Action	NFC Auto	All NOAs
Rolled Back	Rolled Back	Indicates the action was pulled back.
Payroll Interface Error	PI Error	EmpowHR record field values need to be reconciled.
Ready Future	Rdy-Future	
HCUP Hold	HCUP Hold	This status is released when the user ready.
In Progress	In Progress	This status is displayed when a new row is inserted.
Data Load	Data Load	This is data loaded from another application.
Applied At NFC	Applied (This is a successful action.)	This action is successful in the batch export.
Sent To NFC	Sent To NFC	This status is displayed after an action has been sent to NFC at 11:00 am (CST) and 4:00 pm (CST) daily.
Applied-Loading To Worklist	Appl-Wlist	
Ready For NFC Transmission	NFC Ready	This action is displayed after the action has been saved.
Not Applied At NFC	Not Applied	This action was unsuccessful in the batch export.
Disabled From NFC Transmission	Xmit Disab	This status is for FESI transmission only.
Non-NFC (Internal)	Non-NFC	Actions displaying this status will not be sent to NFC.

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