NFC Procedures

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

December 2011

EmpowHR – Version 9.0 Section 5 – PAR Processing

TITLE I
Payroll/Personnel Manual

CHAPTER 17
EmpowHR

SECTION 5
PAR Processing

Table Of Contents

Introduction to PAR Processing

This section provides a high-level overview to describe and define Personnel Action Request (PAR) processing. This section will also explain Workflow and Work-In-Progress (WIP) Statuses.

The PAR processing module is used for processing personnel actions (any action requiring an SF-50 and SF-52).

Personnel document transactions are sent to the mainframe and are run through the PINE process for editing. Transactions that pass the PINE edits are applied to the Payroll/Personnel database and returned to ***EmpowHR***. The **Transaction Status** on the personnel transaction is **`Applied`**. Transactions that reject to suspense with errors are **`Not Applied`** with an error number and message. If the error is invalid, a user is able to enter an **Override Code** that tells PINE to let the document pass with the error, thereby forcing the document to apply. If the error is valid, make the modification(s) to the rejected personnel document, click **Save**. The **Transaction Status** will change to **`NFC Ready`**.

PAR Processing

The PAR processing module is used to process personnel actions.

This section contains the following topics:

Hire Employee

This section explains how to process an action for an employee new to ***EmpowHR***. See the Guide to Processing Personnel Actions, at http://www.opm.gov/feddata/gppa/gppa.asp for more information regarding the processing of Personnel Actions.

To Hire an Employee:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Hire Employee*** component. The ***Add a New Value*** tab - Hire Employee USF page is displayed. The information on this page allows the user to add new information. Enter the new criteria and click **Add**. The Data Control tab - Hire Employee USF page (**Figure 1**) is displayed. This allows *EmpowHR* to automatically assign the Employee ID (EmplID) and assign new record

numbers. This page is used to record the type of action, the reason for the action, and the effective date.

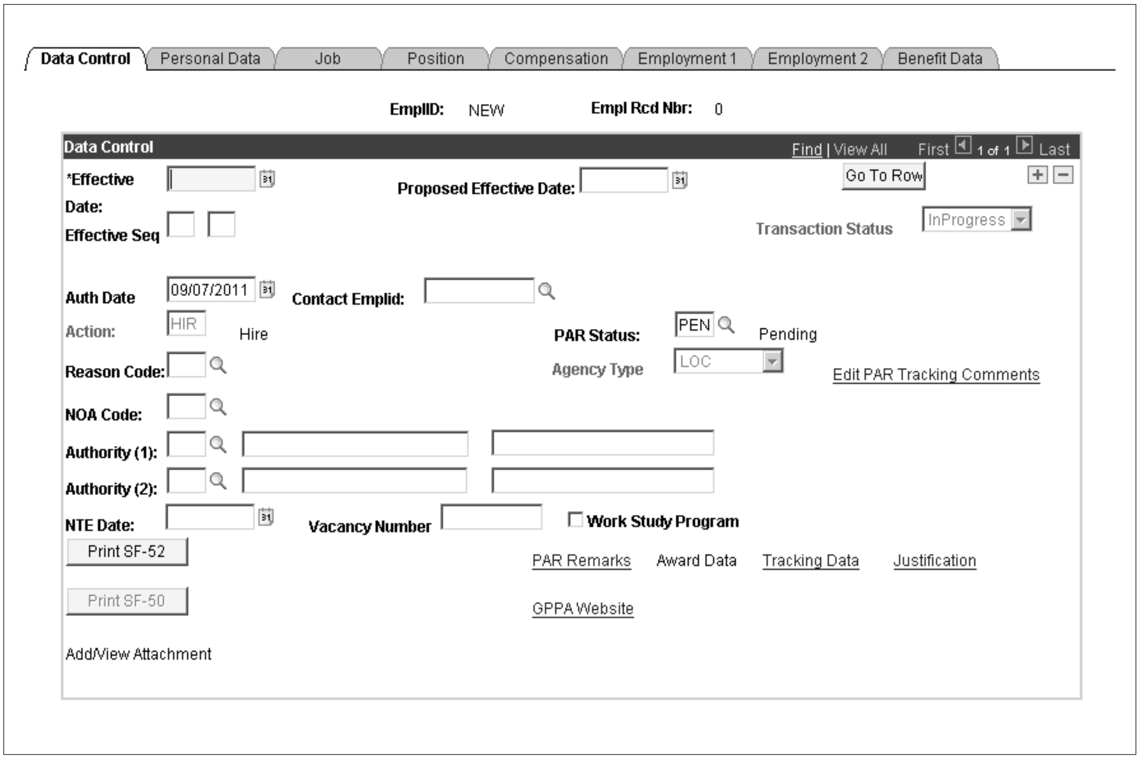


Figure 1. Data Control tab - Hire Employee USF page

3. Complete the fields as follows:

Empl Rcd Nbr	This field is populated with **0** when adding a new employee. When the PAR is complete, the **0** will change to a **1**. This field cannot be modified. The employee record number is displayed on each page in the hire process.
EmplID	This field defaults to **NEW** for a new hire. When the action is saved, the employee ID displays.
Data Control	
Effective Date	Enter the effective date of the new hire or select a date from the calendar icon. The effective date should reflects the effective date of the Personnel Action. This field is displayed on each page and each tab of the PAR.
Transaction Status	This field defaults to **In Progress**. The status changes when the PAR is saved, reassigned, etc.. The transaction status reflects the status of the processed action.
Effective Seq	This field is populated based on the authentication date.
Auth Date	Enter the authentication date of the action or select a date from the calendar icon.
Contact EmplID	This field identifies the employee to contact in regard to the personnel action. Enter the contact employee's identification number or select data by clicking the search icon.

***Action**	This field defaults to **HIR** (Hire) when processing a new hire. This field describes the action documented by the PAR.
PAR Status	This field's default could be different based on the stage of the new hire. This field is the status of the new action is being entered. The status changes when the PAR is saved, reassigned, etc.
***Reason Code**	This field describes the reason for the action documented by the PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is populated.
Agency	This field defaults to the owner agency of the employee or processor. This field describes the type of agency processing the hire.
NOA Code	Enter the Nature of Action Code (NOA) for the action to be processed. The alpha description is displayed after the code is entered. Use the Guide to Processing Personnel Action and the 5 CFR to determine the correct NOA. This field is displayed on each page and tab of the PAR.
Authority (1)	Enter the authority (1) for the NOA or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the Guide to Processing Personnel Action and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOA or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the Guide to Processing Personnel Action and the 5 CFR.
Not To Exceed Date	Enter the ending date of the temporary action or select a date from the calendar icon. For more information refer to the Guide to Processing Personnel Action and the 5 CFR.
PAR Request #/Vacancy Number	Enter the SF-52, Request for Personnel Action, number/vacancy number.
Employee Classification Work Study	This field defaults to **N/A**. To change, select data from the drop-down list.

At this point, the following options are available:

Step	Description
Click the **Process Monitor** link.	To print a Standard Form 52 (SF-52), and/or a Standard Form 50 (SF-50). These forms are used for information purposes only are for Official Use. For more information on the Process Monitor, refer to Title I, Chapter 17, Section 14, Reporting.
Click **Report Manager** link.	To view or generate a report. The transaction only appears on this report when the transaction has applied at NFC. For more information on Report Manager, refer to Title I, Chapter 17, Section 14, Reporting.

4. Click the ***PAR Remarks*** link. The PAR Remarks page (**Figure 2**) is displayed.

   A Nature of Action for a resignation must include a forwarding address in remarks.

   The purpose of ***PAR Remarks*** is to record information relating to the actions. The **Remark Code** is entered in the field or selected from the search list. There is a limit of 10 remarks that can be added.

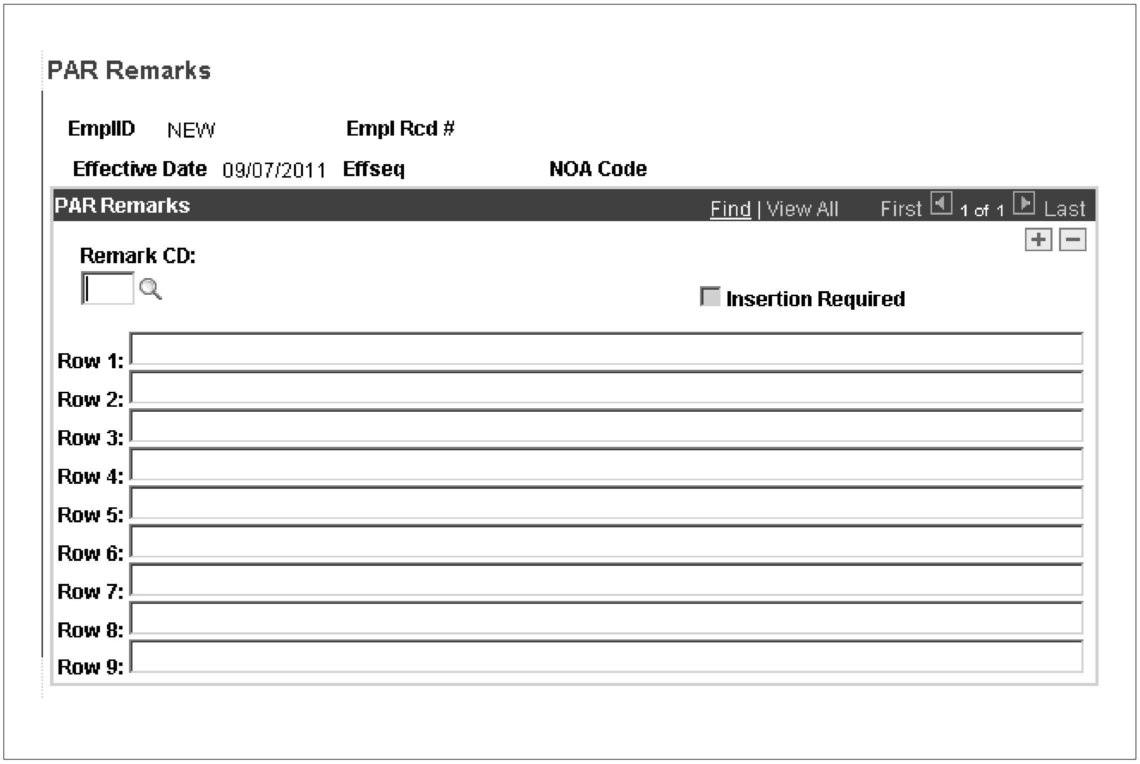


Figure 2. PAR Remarks page

5. Enter the fields as follows:

PAR Remarks	
Remark Code	Enter the 3 position remark code or select data by clicking the search icon. The tab key generates the specific code.
Insertion Required	This field indicates when a remark needs employee-specific information. Click this box if applicable.
PAR Remarks	PAR remarks are information that relates to the action that requires documentation. There is a limit of 10 remarks per NOA. The remark code is typed in the field or data is selected from the search list.

6. Click **+** to add an additional remarks code or click **–** to delete a remarks code.

7. Click **OK** to save the remarks. The Data Control tab - Hire Employee USF page (**Figure 1**) is displayed.

   OR

   Click **Cancel**. The remarks information is not saved. The Data Control tab - Hire Employee USF page (**Figure 1**) is displayed.

8. Click the ***Justification*** link. The Justification page (**Figure3**) is displayed.

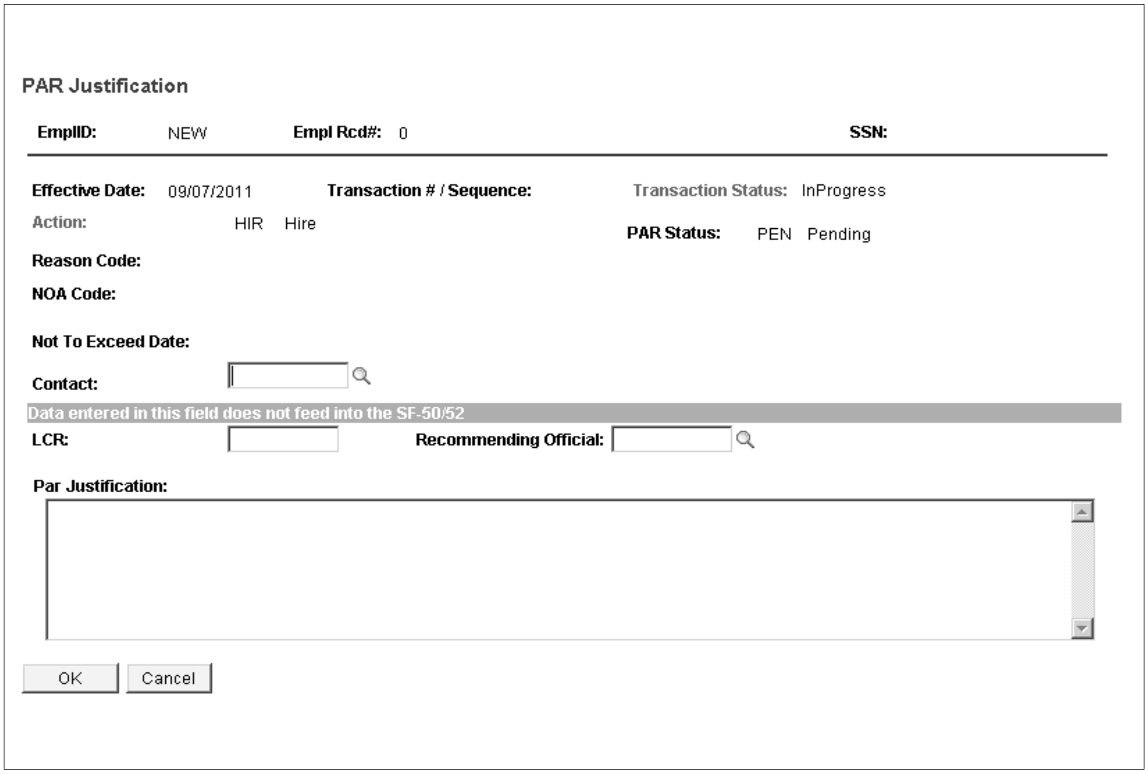


Figure 3. PAR Justification page

9. Complete the fields as follows:

EmplID	This field defaults to **`NEW`** for a new hire. When the action is saved, the employee ID displays.
Empl Rcd#	This number is populated with **`0`** and is based on the number of records for the employee.
SSN	This field is blank until the hire is complete. Once the hire is completed, the last four digits of the SSN will populate.
Effective Date	Enter the effective date of the new hire or select a date from the calendar icon. The effective date should reflect the action date of the Personnel Action. This field is displayed on each page in the hire process.
Transaction #/Sequence	This field is populated based on the **Auth Date** field.
Transaction Status	This field defaults to **`In Progress`**. To change the transaction status, select data from the drop-down list. The transaction status reflects the status of the processed action.
Action	This field is populated with **`HIR (Hire)`** from the Data Control page (**Figure 1**).
Reason Code	This field is populated from the Data Control page (**Figure 1**).
NOA Code	This field is populated from the Data Control page (**Figure 1**).

Not to Exceed Date	This field is populated from the Data Control page (**Figure 1**) if the hire is in a temporary position.
Contact	This field is the contact name for the hire action. Select a data by clicking the search icon and select the applicable name.
PAR Justification	Enter the justification for the creation of the personnel action.

10. Click **OK** to save the information. The Data Control tab - Hire Employee USF page (**Figure 1**) is displayed.

    OR

    Click **Cancel**. The information is not saved.

11. Click the ***GPAA Website*** link to visit the OPM Website and view the Guide to Processing Personnel Actions.

12. Close the window and return to the ***EmpowHR*** application.

13. Click **Print SF-52** after the action is completed and saved to print a copy of the Request For Personnel Action. A pop-up appears (**Figure 4**) informing you that the report is ready to be printed.

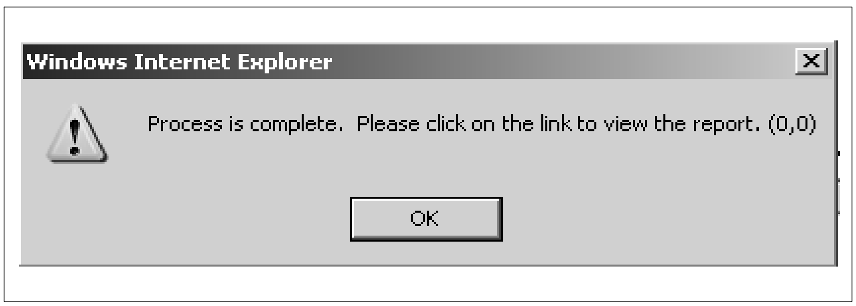


Figure 4. SF-52 Print Pop-up

14. Click **OK**. You are returned to the Data Control tab - Hire Employee USF page (**Figure 1**) where you can link to the SF-52 in order to print it.

15. Click **Print SF-50** when the employee is hired and the record is saved to print a copy of the SF-50.

16. Click **Add/View Attachment** to add, view, or delete an attachment to the the PAR and display the PAR Attachments page (**Figure 5**).

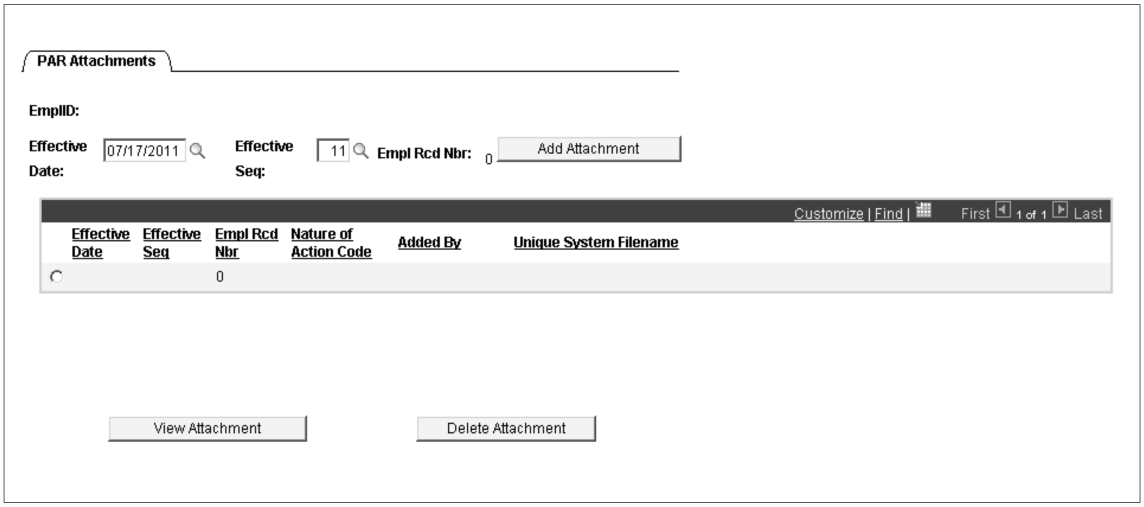


Figure 5. PAR Attachments page

17. On the PAR Attachments page (**Figure 5**), complete the fields as follows:

Empl ID	This field is system generated with the employee's Empl ID.
Effective Date	Type the effective date in **MM/DD/YYYY** or click the icon to select the select the effective date.
Effective Seq	Type the effective sequence or click the icon to select the applicable effective sequence.
Empl Rcd Nbr	This field is system generated with the employee's record number.

18. Click **Add Attachment** to add the information. The Add Attachment page (**Figure 6**) is displayed.

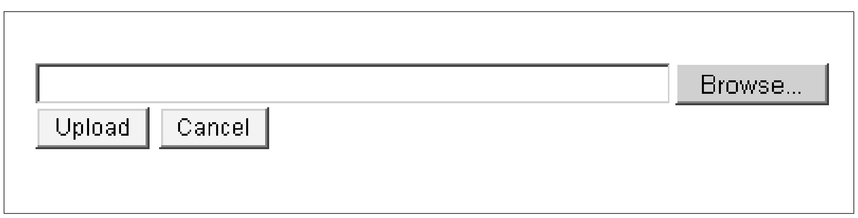


Figure 6. Add Attachment page

OR

Click **View Attachment** to view the information. You must select an attachment to view.

OR

Click **Delete Attachment** to delete the attachment.

19. Click **Browse** to select the document to attach.

20. Click **Upload** to attach the document.

OR

Click **Cancel**. The Data Control tab - Hire employee USF page (**Figure 1**) is displayed.

21. Click **OK**. The Data Control tab - Hire Employee USF page (**Figure 1**) is displayed.

OR

Click **Cancel**. The information is not saved. The Data Control tab - Hire Employee USF page (**Figure 1**) is displayed.

22. Select the ***Personal Data*** tab - Hire Employe USF page. The Personal Data tab - Hire Employee USF page (**Figure 7**) is displayed. The Personal Data tab stores personal information about the employee. The links at the bottom of the page allow the storage of ***Additional Birth Info***, ***Mailing Address***, ***Personal Phone Numbers***,***Veterans Info***, ***Marital Info***, and ***Education Details***. These links are selected after the Personal Data page is completed.

Note: The ***Additional Birth Info***,***Personal Phone Numbers*** and ***Marital Info*** links are completed but are not sent to NFC.

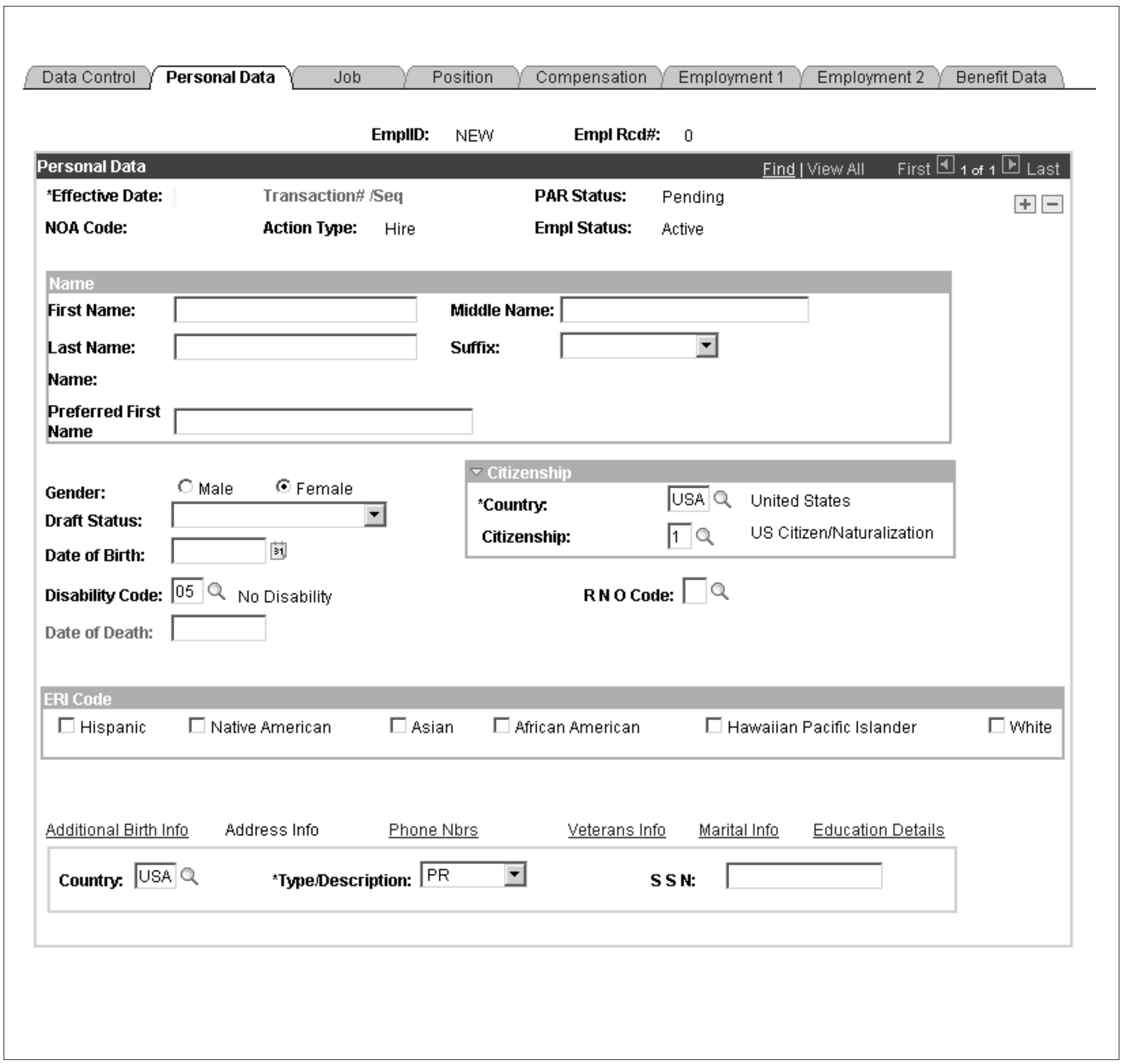


Figure 7. Personal Data tab - Hire Employee USF page

23. Complete the fields as follows:

EmplID	This field defaults to **`NEW`** for a new hire. When the action is saved, the employee ID displays.
Empl Rcd#	This field is populated from the add a value page and indicates when the employee has multiple records or works for more than one agency.
Personal Data	
SSN	This field is blank until the hire is complete. Once the hire is completed, the last four digits of the SSN will populate.
Effective Date	Enter the effective date of the new hire or select a date from the calendar icon. The effective date should reflect the action date of the Personnel Action. This field is displayed on each page in the hire process.
Transaction #/Sequence	This field is populated based on the sequence of the action in the employee history.
PAR Status	This field is populated with **`Pro`** (Processed by Human Resources) from the Data Control page (**Figure 1**).
Transaction Status	This field defaults to **`In Progress`**. To change the transaction status, select data from the drop-down list. The transaction status reflects the status of the processed action.
NOA Code	This field is populated with nature of action code entered on the Data Control page (**Figure 1**).
Action Type	This field is populated with **`HIR`** from the action type entered on the Data Control page (**Figure 1**).
Empl Status	This field is populated based on the current NOA.
Name	
First	Enter the first name of the employee that is being hired.
Middle	Enter the middle name or initial if applicable. This field is optional.
Last	Enter the last name of the employee that is being hired.
Suffix	Enter the suffix if applicable or select data from the drop-down list.
Name	The name is populated from the **First**, **Middle**, **Last**, and **Suffix** fields entered.
Pref First Name	Enter the employee’s preferred first name.
Gender Male	This field indicates the sex of the employee. Select this radio button if the gender of the employee is male.
Gender/Female	This field indicates the sex of the employee. Select this radio button if the gender of the employee is female.

Draft Status	This field reflects an employee's registration status with the draft board. Enter the draft status or select data from the drop-down list. The valid values are **`Not Applicable`** **`Not Yet Registered`** **`Registered`**
***Date of Birth**	This field is the employee's date of birth. Enter the date (MM/DD/YYYY) or select a date from the calendar icon.
Disability Code	This field defaults to **`05 No Disability`**. This field indicates an employee's physical or mental disability. Change the default by clicking the search icon and selecting a value.
Date of Death	Enter this date if the employee was previously hired and has passed away.
RNO	The Race and National Origin code describes the minority group category into which the employee belongs. This field is not used for new hires effective 1/1/2006 or later. This is a read-only field and cannot be modified.
Citizenship	
***Country**	This field defaults to **`USA`**. This field can only be modified if **`Other`** is selected in the **Citizenship** field.
Citizenship	This field identifies the citizenship status of the employee. Enter the citizenship or select data by clicking the search icon.
ERI Code	
Hispanic	Check this box if the employee is a person of Cuban, Mexican, Puerto rican, South or Center American, or other Spanish culture or origin, regardless of race. Multiple boxes may be checked.
Native American	Check this box if the employee is a person having origins in another of the original peoples of North and South America, including Center America, and who maintains tribal affiliation or community attachment. Multiple boxes may be checked.
Asian	Check this box if the employee a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example; Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Multiple boxes may be checked.
African American	Check this box if the employee is a person having origins in any of the black racial groups in Africa. Multiple boxes may be checked.
Hawaiian Pacific Islander	Check this box if the employee is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Multiple boxes may be checked.
White	Check this box if the employee is a person having origins in any of the original peoples of Europe, Middle East, or North Africa. Multiple boxes may be checked.
Personal Data (continued)	
Country	This field defaults to **`USA`**. This field can only be modified if **`Other`** is selected in the **Citizenship** field.

***Type Description**	This field defaults to **PR**. Based on the country selected, this field may have other value options in the drop-down list.
SSN	Enter the social security number of the employee.

24. Click the ***Additional Birth Info*** link at the bottom of the Personal Data tab - Hire employee USF page (**Figure 7**). The Additionally Birth Information page (**Figure 8**) is displayed. This information is not sent to NFC.

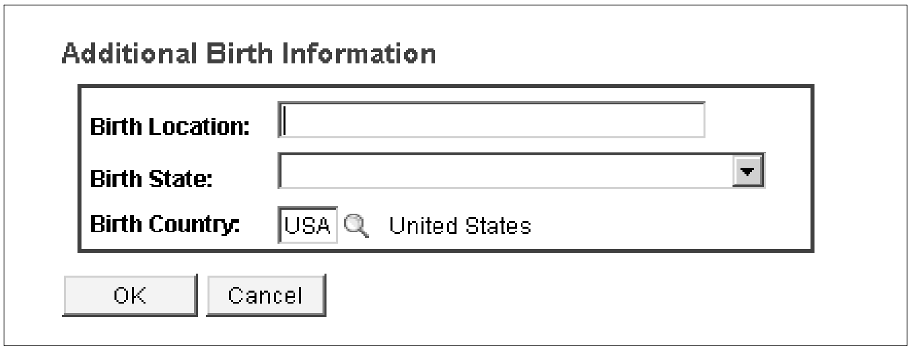


Figure 8. Additional Birth Information page

25. Complete the fields as follows:

Additional Birth Information	
Birth Location	Enter the birth location of the employee (City, Hospital, etc.).
Birth State	Enter the state where the employee was born or select a state from the drop-down list.
Birth Country	This field defaults to **USA (United States)**. To change the birth country, select a country by clicking the search icon.

26. Click **OK** to save the information. The Personal Data tab - Hire Employee USF page (**Figure 7**) is displayed.

OR

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employee USF page (**Figure 7**) is displayed.

27. Click the ***Address Info*** link at the bottom of the Personal Data page (**Figure 7**). The Enter Address Information page (**Figure 9**) is displayed. This page is used to record the employee's home address.

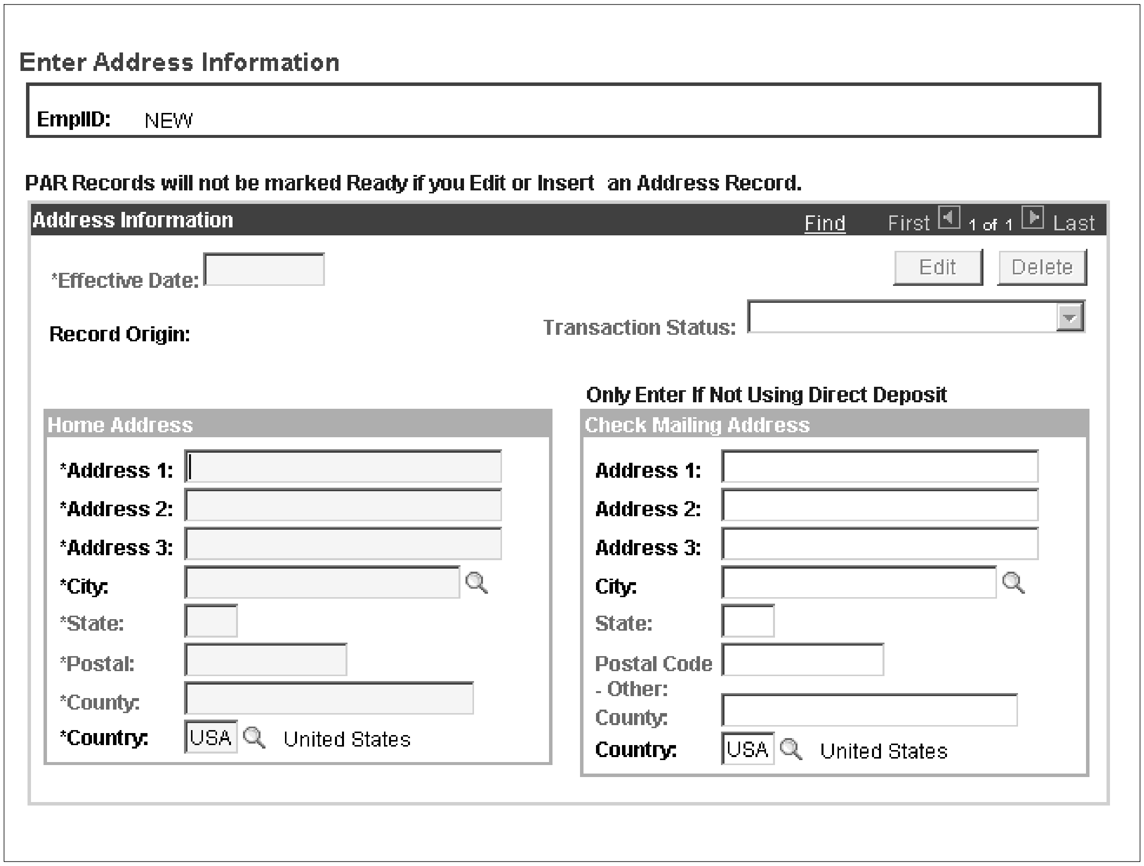


Figure 9. Address Information page

28. Complete the fields as follows:

EmplID	This field defaults to **`NEW`** for a new hire. When the action is saved, the employee ID displays.
Address Information	
Effective Date	This field is populated from the Data Control tab - Hire Employee USF page (**Figure 1**). The effective date should reflect the action date of the Personnel Action. This field is displayed on each page in the hire process.
Record Origin	This field is populated with **`HR Entered Online`**.
Transaction Status	This field is populated from the Data Control tab - Hire Employee USF page (**Figure 1**). The transaction status reflects the status of the processed action.
Home Address	
Addess 1	Enter the first line of the home address of the employee.
Address 2	Enter the second line of the home address of the employee if applicable. The second line of the address is optional.

Address 3	Enter the third line of the home address of the employee if applicable. The third line of the address is optional.
City	Enter the city of the home address or select a city by clicking the search icon.
State	Enter the state of the home address.
Zip Code	Enter the zip code for the city and state.
County	Enter the county of the home address.
Country	This field defaults to **USA** (United States). To change the country, click the search icon and select a country from the list.
Check Mailing Address – Only Enter Information if Not Using Direct Deposit	
Addess 1	Enter the first line of the check mailing address of the employee. This field is completed upon approval from an appropriate agency official.
Address 2	Enter the second line of the check mailing address of the employee if applicable. The second line of the address is optional. This field is completed upon approval from an appropriate agency official.
Address 3	Enter the third line of the check mailing address of the employee if applicable. The third line of the address is optional. This field is completed upon approval from an appropriate agency official.
City	Enter the city of the check mailing address or select a city by clicking the search icon.
State	Enter the state of the check mailing address.
Postal Code **–Other**	Enter the zip code for the city and state. If there is a code other than the postal code, enter it in this field.
County	Enter the county of the check mailing address.
Country	This field defaults to **USA** (United States). To change the country, click the search icon and select a country from the list.

29. Click **OK** to save the address information. The Personal Data tab - Hire Employee USF page (**Figure 7**) is displayed.

OR

Click **Cancel**. The Personal Data tab - Hire Employee USF page (**Figure 7**) is displayed.

30. Click the **Phone Nbrs** link at the bottom of the page. The Personal Phone Numbers page (**Figure 10**) is displayed. The Personal Phone Numbers page (**Figure 10**) is used to record multiple types of phone number for the employee.

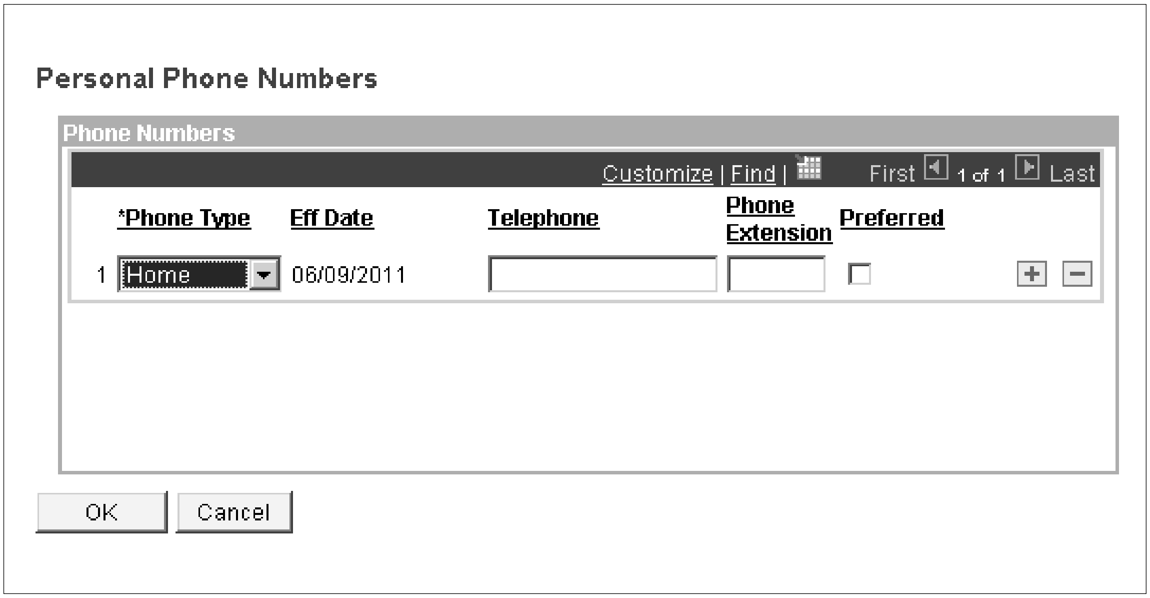


Figure 10. Personal Phone Numbers page

Phone Numbers	
***Phone Type**	This field defaults to **`Home`**. To change the phone type, select data from the drop-down list.
Effective Date	This field is populated from the Data Control tab - Hire Employee page (**Figure 1**) This date is based on effective date of the PAR.
Telephone	Enter the telephone number that corresponds to the information selected in the **Phone Type** field.
Phone Extension	Enter a phone extension if applicable.
Preferred	Check the box next to the telephone number the employee chooses to use as the preferred number to call.

31. Click **OK** to save the phone information. The Personal Data tab - Hire Employee USF page (**Figure 7**) is displayed. At this point, the following options are available:

Step	Description
Click **+**	To add an additional phone number.
Click **–**	To delete a phone number.
Click **Cancel**	The Personal Data tab - Hire Employee USF page (**Figure 7**) is displayed.

32. Click the **Veterans Info** link at the bottom of the page. The Veterans Info page (**Figure 11**) is displayed. The Veterans Info page (**Figure 11**) is used to record applicable veteran's information for an employee.

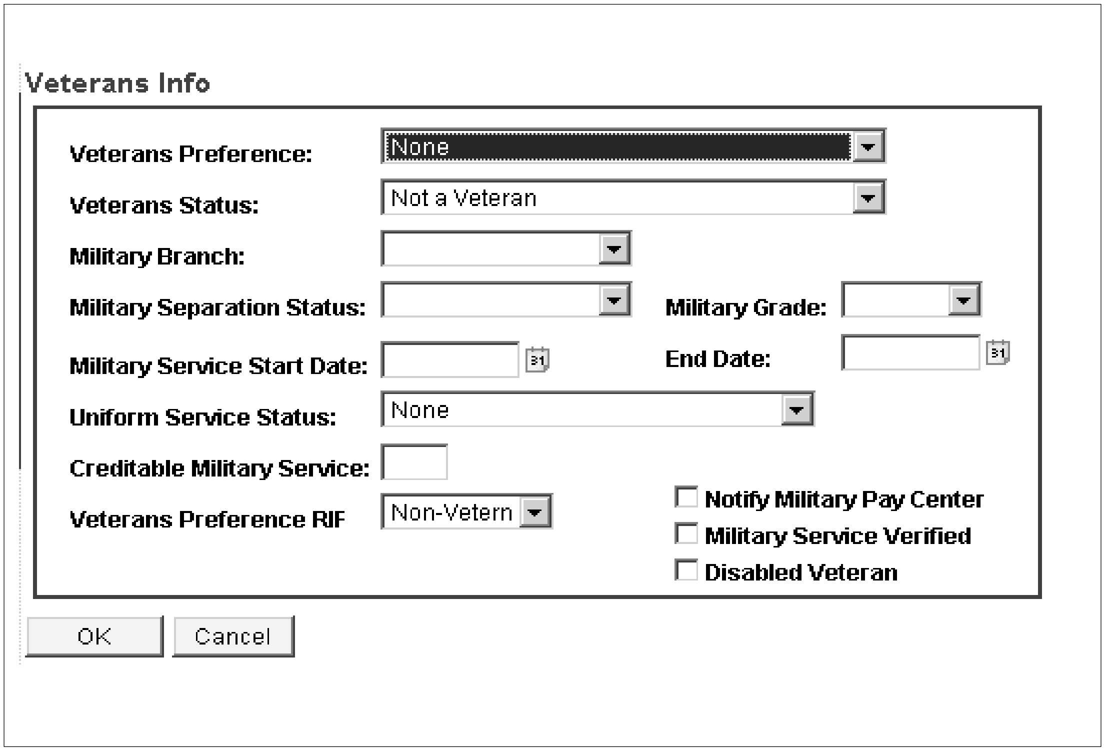


Figure 11. Veterans Info page

33. Complete the fields as follows:

Veterans Preference	This field default to **`None`**. This code indicates the preference used for appointment purposes to determine retention rights for reduction-in-force actions, procedural rights in appeal cases, and in other areas where veteran's preference is pertinent. To change the default, select data from the drop-down list. The valid values are **`None`** - The employee has not veterans preference. **`5 Point`** - The employee has a 5-point preference. **`10 Point Disability`** - The veteran is entitled to 10 point preference due to a service connected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of 10 percent or more). **`10 Point Com< 30%`** - The veteran is entitled to 10 point preference due to a compensable service connected disability of less than 30% **`10 Point/Other`** - Persons entitled to 10 point preference in this category: (1) Both the spouse and mother of the veteran occupationally disabled because of a service-connected disability; and (2) the widow/widower and mother of a deceased wartime veteran. **`10 Point/Comp + 30%`** - Veteran is entitled to 10 point preference due to a compensable service connected disability of 30% or more. **`Dishonorable Discharge`** – The veteran is not entitled to preference.

Veterans Status	This field defaults to `Not a Veteran`. To change the default, select data from the drop-down list. The valid values are `Not a Veteran` - Use only for an employee whose accession to agency's roles was after September 30, 1991. `Pre-Vietnam-Era Veteran` - A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964). Use this status only for an employee whose accession to the agency's roles was after September 30, 1991. `Post-Vietnam-Era Veteran` - A veteran whose service began after the Vietnam era (i.e., after May 7, 1975). Use only for an employee whose accession to the agency's roles was after September 30, 1991. `Vietnam-Era-Veteran` - A veteran who served anytime during the Vietnam era (i.e., from August 5, 1964 through May 7, 1975). `Not A Vietnam-Era Veteran` - Employee may or may not be a veteran, but is not a Veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964 through May 7, 1975). Use only for an employee whose accession to the agency's roles was prior to October 1, 1991.
Military Branch	Enter the branch of service or select data from the drop-down list.
Military Separation Status	Enter the separation status or select data from the drop-down list.
Military Grade	Select the military rank data from the drop-down list.
Military Service Start Date	Enter the date the military service started or select a date from the calendar icon.
End Date	Enter the date the military service ended or select a date from the calendar icon.
Uniform Service Status	This field defaults to `None`. To change the default, select data from the drop-down list.
Creditable Miliary Service	Enter the 4-digits that represent the total number of creditable years and months of military service. The first two numbers represent the number of years and the send two number represent the number of months.
Veterans Preference RIF	This field defaults to `Non-Vetern`. This field indicates eligibility for veterans preference for the purpose of Reductions In Force. To change the default, select the date from the drop-down list.
Notify Miliary Pay Center	This field is an indicator to notify the Military Pay Center as appropriate. Check this box if applicable.
Miliary Service Verified	Check this box if the military service has been verified.
Disabled Veteran	Check this box if the person is a disabled veteran.

34. Click **OK** to save the information. The Personal Data tab - Hire Employe USF page (**Figure 7**) is displayed.

OR

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employe USF page (**Figure 7**) is displayed.

35. Click the ***Marital Status*** link. The Marital Status page (**Figure 12**) is displayed. This information is not required by NFC and is not sent to NFC.

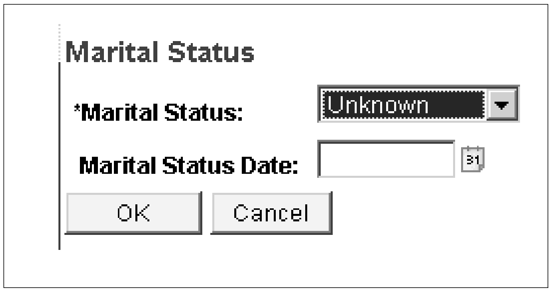


Figure 12. Marital Status page

36. Complete the fields as follows:

***Marital Status**	Enter the marital status or select data from the drop-down list.
***Marital Status Date**	Enter the marital status date or select a date from the calendar icon.

37. Click **OK** to save the information. The Personal Data tab - Hire Employe USF page (**Figure 7**) is displayed.

OR

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employe USF page (**Figure 7**) is displayed.

38. Click the ***Education Details*** link. The Education Details page (**Figure 13**) is displayed. The Education page identifies the employee's highest level of education based on years of formal schooling and/or academic degrees.

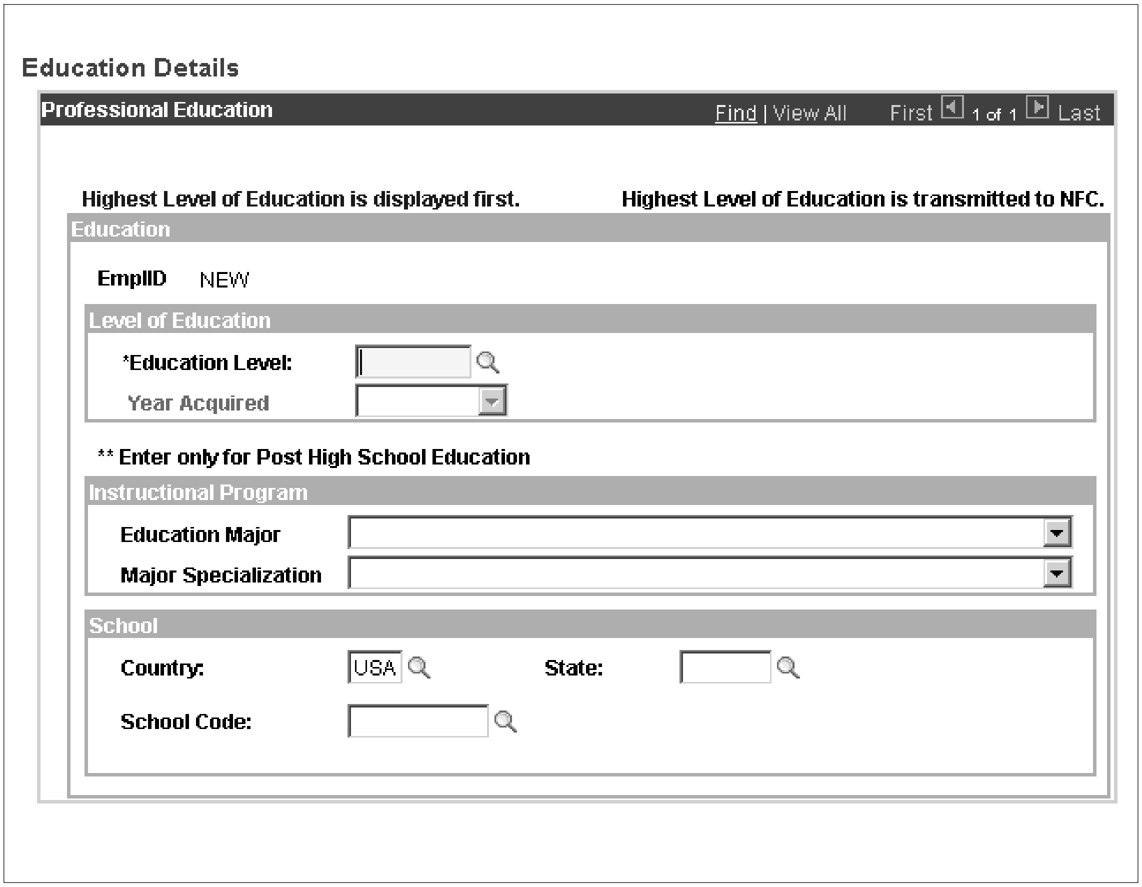


Figure 13. Education Details page

39. Complete the fields as follows:

Education	
EmplID	This field defaults to **NEW** for a new hire. When the action is saved, the employee ID displays.
Level of Education	
***Education Level**	This field identifies the employee's highest level of education based on the number of years of formal schooling and/or academic degrees or certificates. The highest level of education is transmitted to NFC. Enter the applicable information or select data by clicking the search icon.
Year Acquired	This field is used to identify the calendar year when the employee received the highest degree or certificate. Select a year from the drop-down list.
Instuctional Program	
Education Major	Select the major field of study from the drop-down list. The Education Major field identifies the employee's major field of study beyond high school.
Major Specialization	Enter major specialization that corresponds to the post high school education selected in the **Education Major** field.

School	
Country	This field defaults to **USA**. To change the default, select data by clicking the search icon.
State	This field is the state in which the new employee went to college. Select the state that corresponds to the school by clicking the search icon.
School Code	This field is the code for the college attended. Select the school code by clicking the search icon.

40. Click **OK** to save the information. The Personal Data tab - Hire Employe USF page (**Figure 7**) is displayed.

OR

Click **Cancel** to cancel the information in the page. The Personal Data tab - Hire Employee USF page (**Figure 7**) is displayed.

41. Select the ***Job*** tab. The Job tab - Hire Employee page (**Figure 14**) is displayed. The information on the Job tab identifies the employee's assigned position, job code, and department. Many values on this tab will populate as a result of the the default values previously setup on the Position Data and the Job Code entry.

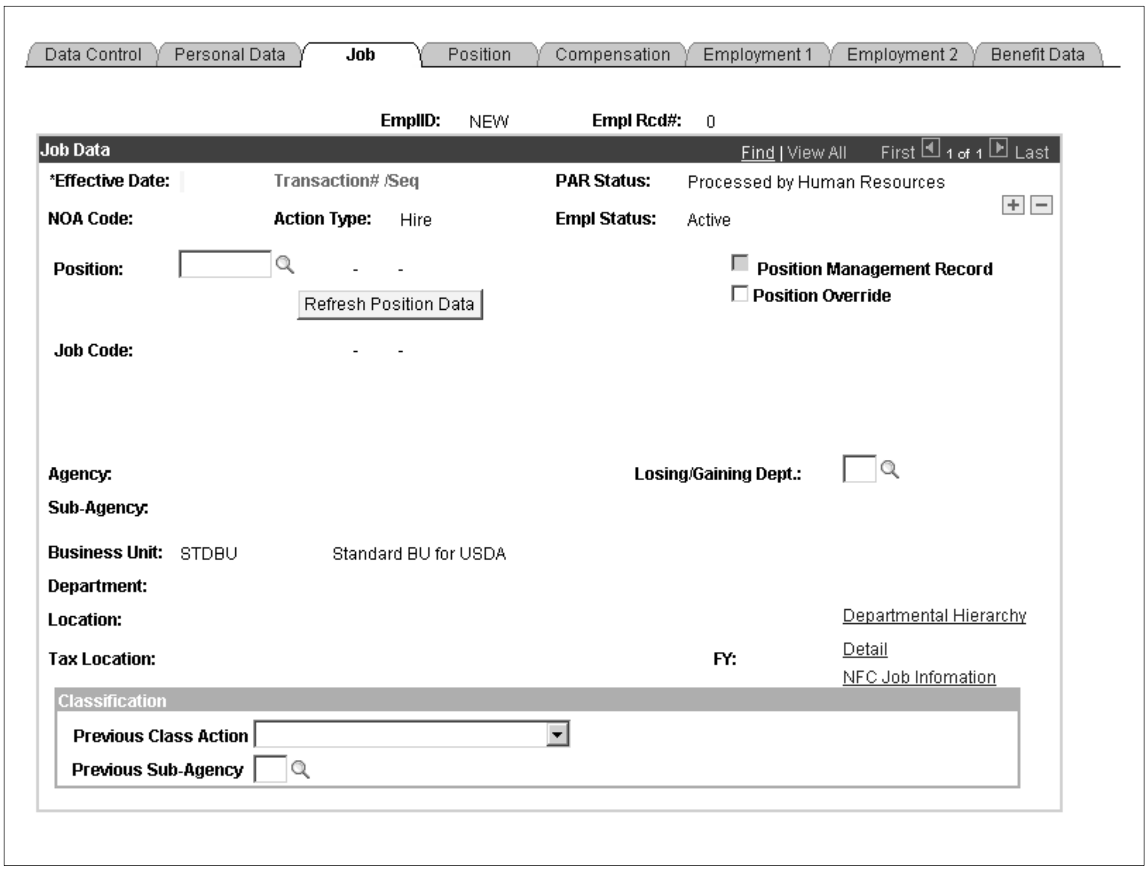


Figure 14. Job tab - Hire Employee USF page

42. Complete the fields as follows:

EmplID	This field defaults to **`NEW`** for a new hire. When the action is saved, the employee ID displays.
Empl Rcd#	This number is populated with **`0`** and is based on the new hire. This field is number of records for the employee. This field is populated when the PAR is saved.
Job Data	
Effective Date	Enter the effective date of the new hire or select a date from the calendar icon. The effective date should reflect the action date of the Personnel Action. This field is displayed on each page in the hire process. This field is populated from the Data Control tab.
PAR Status	This field is populated with **`Pro`** (Processed by Human Resources) from the Data Control page (**Figure 1**).
NOA Code	This field is populated with nature of action code entered on the Data Control page (**Figure 1**).
Action Type	This field is populated with **`HIR`** from the action type entered on the Data Control page (**Figure 1**).
Empl Status	This field is populated with **`Active`** from the status of employee.
***Position**	Enter the vacant position number of the new employee or select data by clicking the search icon. The position is assigned to the employee and it must be established in EmpowHR Position Management prior to processing an action. Tab out of the position number to populate the other pertinent data on the Job page.
Position Management Record	This field is reserved for future use.
NFC Posn #	This field is populated if the position also exists in PMSO.
Position Override	Check this box if the position number selected in the **Position** field.
***Job Code**	This field is populated with the master record related to the position. This field is also populated with the grade, series, and description of the master record.
Agency	This field is populated with the Department (i.e., Agriculture, LOC, etc.). The abbreviation and alpha description are displayed in this field.
***Losing/Gaining Dept**	Enter the Federal department or place of employment for an employee moving into or out of a Federal department. This field should be completed for a transfer in (accession) or transfer out (separation) NOAC. If the transfer of the employee is with a department serviced by NFC, enter the losing department code on the accession action and the gaining department on the separation action. For a list of Department Codes refer to TMGT, Table 014.
Sub-Agency	This field is populated with the agency code. Both the abbreviation and alpha description are displayed in this field.
Business Unit	This field is populated from the position with the business unit. Both the abbreviation and alpha description are displayed.

Department	This field is populated from the position with the department (e.i., Office of the Director, Office of the State Executive, etc.) code. Both the location code and alpha description are displayed.
Location	This field is populated from the position with the location code. Both the location code and alpha description are displayed.
Tax Location	This field is populated from the position with the Tax location code. Both the location code and alpha description are displayed.
FY	This field is populated with the fiscal year for the tax location.
Classification	
Previous Class Action	This field is used when the employee is leaving a position. Select data from the drop-down list. The valid values are **`Inactivate Position`**, **`Leave Position Vacant/Active`**, and **`Abolish Position`**.
Previous Sub-Agency	This field is used when the employee moves from one sub-agency to another within the same agency. Enter the applicable information or select data by clicking the search icon.

43. Click ***Department Hierarchy*** link for an optional view only page. The Department Hierarchy page (**Figure 15**) is displayed.

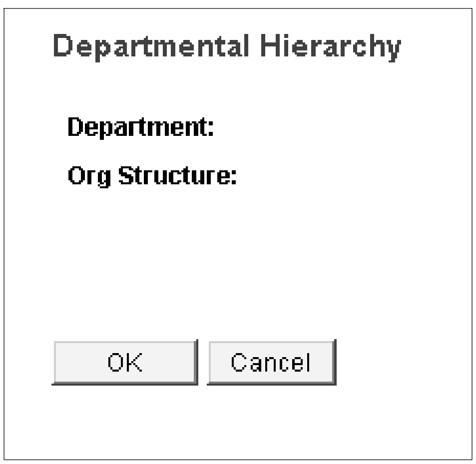


Figure 15. Department Hierarchy page

44. Click **OK** to save the information. The Job tab - Hire Employe USF page (**Figure 14**) is displayed.

OR

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (**Figure 14**) is displayed.

45. Click **OK** to save the information. The Job tab - Hire Employe USF page (**Figure 14**) is displayed.

OR

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (**Figure 14**) is displayed.

46. Click the ***NFC Job Information*** link. The NFC Job Information page (**Figure 16**) is displayed.

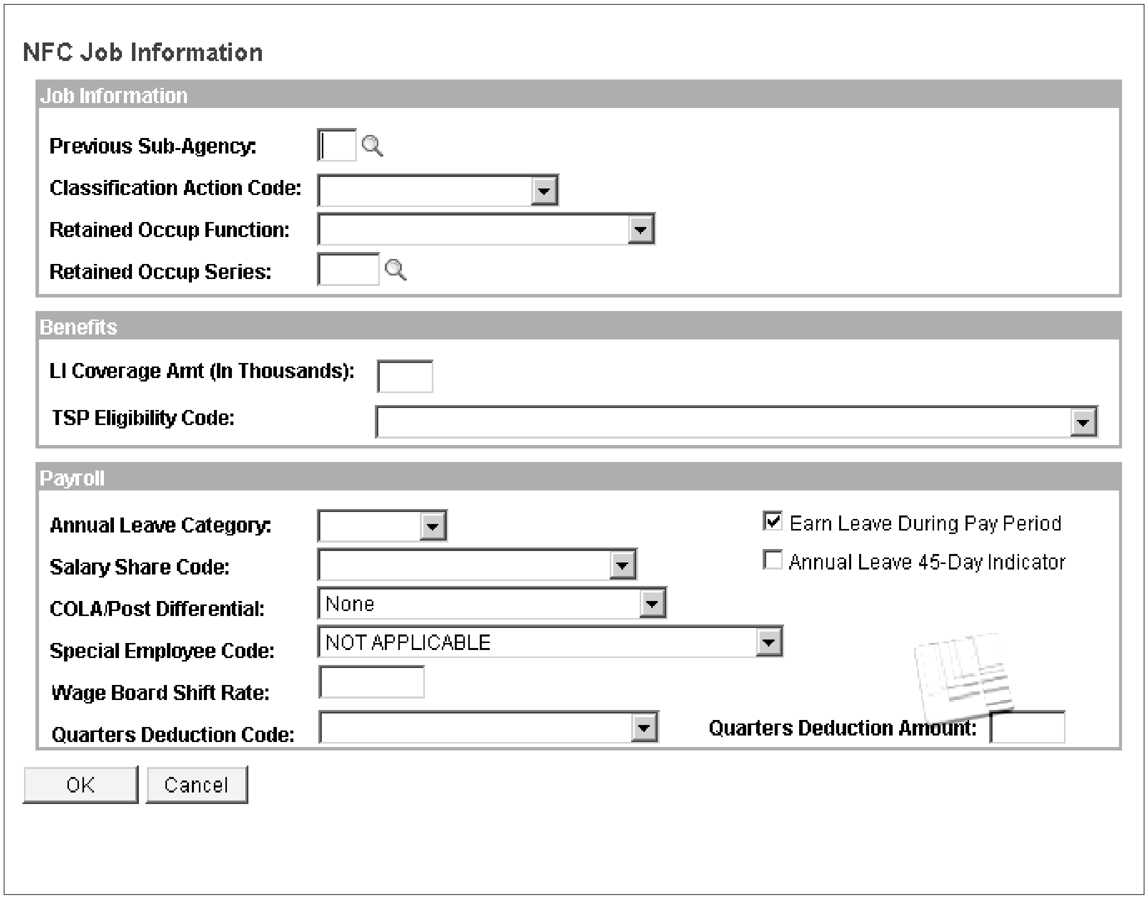


Figure 16. NFC Job Information page

47. Complete the fields as follows:

Job Information	
Previous Sub-Agency	Enter the employee's previous sub-agency or select data by clicking the search icon.
Classification Action Code	Select the classification action code data from the drop-down list. The valid values are **`Inactive Position`** and **`Leave Position Vacant/Active`**.
Retained Occup Function	Select the applicable occupational function from the drop-down list.
Retained Occup Series	Enter the retained occupational series or select data by clicking the search icon.
Benefits	
LI Coverage Amt (In Thousands)	Enter life insurance coverage amount (XXXX).

48. Click the ***Explanation Of TSP Eligibility Codes*** link to view the codes and the definitions.

TSP Eligibility	Select the TSP eligibility code rom the drop-down list.
Payroll	
***Annual leave Category**	Select the applicable annual leave category for the employee.
Share Salary	Select the applicable salary share code.
***COLA/Post Differential**	This field defaults to `None`. To change the default, select data from the drop-down list.
***Special Employee Pay Code**	This field defaults to `Not Applicable` To change the default, select data from the drop-down list.
Wage Board Shift Rate	Enter the shift rate for the wage grade employee.
Quarters Deduction Code	Select the applicable quarters deduction code from the drop-down list.
Earn Leave During Pay Period	This box is checked and denotes that the employee will earn leave during the pay period. Uncheck the box if the employee should not earn leave during the pay period.
***Annual leave 45-Day Indicator**	Check this box if applicable.
Quarters Dedduction Amount	Enter the quarters deduction amount if the **Quarters Deduction Code** field is completed.

49. Click **OK** to save the information. The Job tab - Hire Employe USF page (**Figure 14**) is displayed.

OR

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (**Figure 14**) is displayed.

50. Click the ***Position*** tab. The Position tab - Hire Employee USF page (**Figure 17**) is displayed.

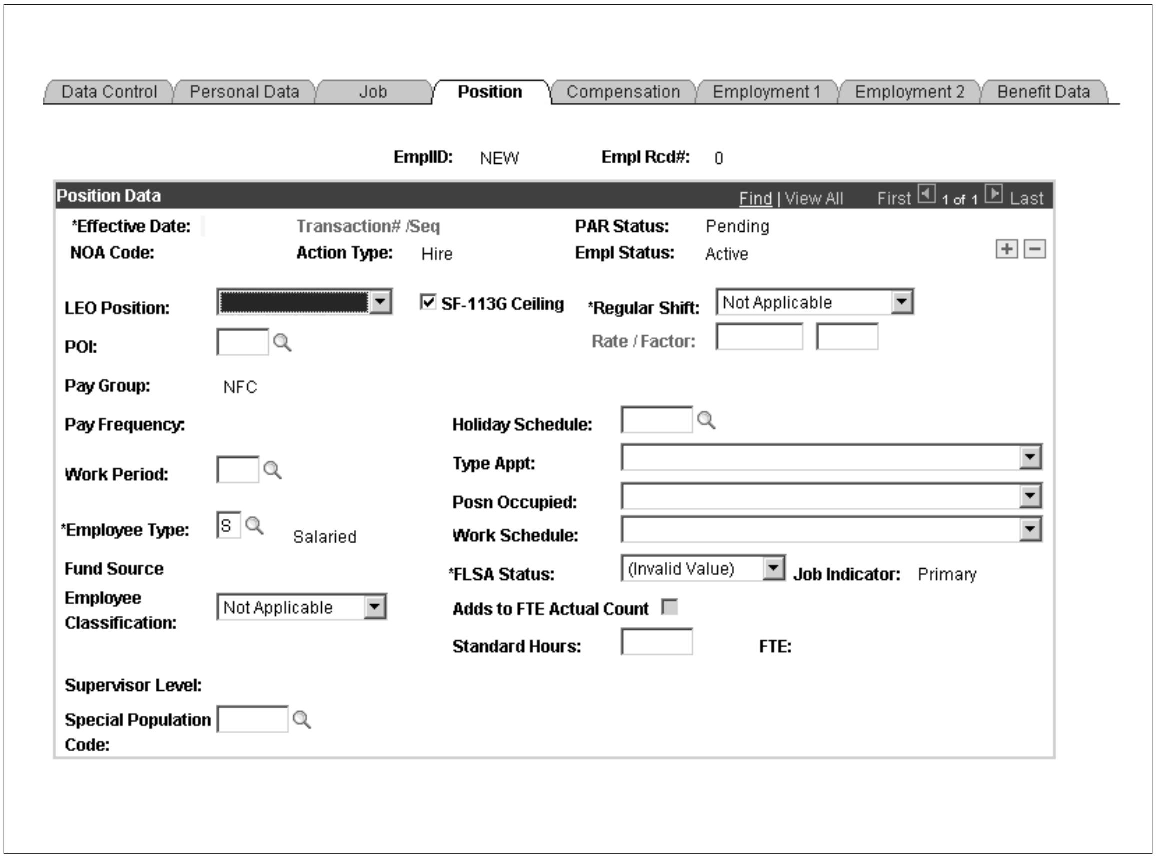


Figure 17. Position tab - Hire Employee USF page

51. Complete the fields as follows:

EmplID	This field defaults to **`NEW`** for a new hire. When the action is saved, the employee ID displays.
Empl Rcd#	This number is populated from the Data Control tab with **`0`** and is based on the new hire. This field is number of records for the employee.
Position Data	
Effective Date	This field is populated from the Data Control tab. The effective date should reflect the action date of the Personnel Action. This field is displayed on each page in the hire process.
Transaction#/Seq	This field is populated from the Data Control tab with the number of records and the sequence of the record.
PAR Status	This field is populated from the Data Control tab with **`Processed by Human Resources`** from the Data Control page (**Figure 1**).
NOA Code	This field is populated with nature of action code entered on the Data Control page (**Figure 1**).
Action Type	This field is populated from the Data Control tab with **`HIRe`** from the action type entered on the Data Control page (**Figure 1**).

Empl Status	This field is populated from the Data Control tab with **`Active`**.
LEO Position	The applicable law enforcement indicator which indicates that the position is classified as law enforcement under the Federal Employees Pay Comparability Act of 1990 (FEPCA). Select data from the drop-down list. The valid values are **`Not applicable`** and **`LEO Pose - Pay Under`**.
SF-113G Celing	This box is checked and can be unchecked when applicable. This position counted on the SF-113G Report when the box unchecked.
***Regular Shift**	This field defaults to **`Not Applicable`**. To change the default, select data from the drop-down list.
POI	The Personnel Office Identifier is generated from the position. This is the personnel office identifier of the personnel office to which the employee is assigned. The narrative city and state is also generated for the POI. To change the POI, either enter the POI or select data by clicking the search icon. the city and state for the changed POI will display.
Rate/Factor	This field is used when the employee is entitled to pay differentials based on the shift selected in the **Regular Shift** field.
Pay Group	This field is populated with the agency.
Pay Frequency	This field is populated with the frequency of when the employee will be paid based on the pay plan of the employee.
Holiday Schedule	Enter the applicable Federal holiday schedule or select data by clicking the search icon.
Work Period	Enter the applicable work period to be paid or select the work period by clicking the search icon.
***Type Appt**	The type of appointment identifies the type of appointment that the employee has accepted. Select a type of appointment for the employee from the drop–down list.
Posn Occupied	Select the type of position the employee is occupying from the drop-down list.
Employee Type	This field is populated based on the other information entered about the new employee. To change the default, select data by clicking the search icon. The narrative for the selected data will display.

***Work Schedule**	Select the work schedule from the drop-down list. If the position is Part time, enter the weekly number of hours in the **Standard Hours** field. The valid values for the work schedule are: **`Baylor`** - A schedule that requires an employee to work two regularly schedule 12-hour tours of duty between midnight Friday and midnight Sunday to fulfil the 40-hour work week requirement. **`Full Time`** - A schedule that usually requires an employee to work 40 hours as prescribed by the administrative work week for that particular employment group or class. **`Full Time Seasonal`** - A schedule that requires an employee to work full-time for less than 12 months each year on an annually recurring basis. **`Intermittent`** - A schedule that requires an employee to work an irregular number of hours or days for which there is no prearranged schedule tour of duty. **`Intermittent Seasonal`** - A schedule that requires an employee to work less than 12 months a year on an annually recurring basis, and that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty. **`Part Time`** - A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged schedule tour of duty. **`Part Time Seasonal`** - A schedule that requires an employee to work par-time for less than 12 months each year on an annually recurring bases. **`Part Time Job Sharer`** - A schedule that requires an employee who is job sharing to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty. **`Part Time Seasonal Job Sharer`** - A schedule that requires an employee who is job sharing to work part-time for less than 12 months each year on an annually recurring basis.
Fund Source Employee	Select the applicable fund source for the employee being hired.
***FLSA Status**	Select the employee's applicable FLSA status from the drop-down list. This field is used to indicate if the employee is exempt or non-exempt from the Fair Labor Standards Act (FLSA). If the employee is **`Exmpt`** (exempt), the position is exempt from the minimum wage and overtime provisions of FLSA). If the employee is **`Nonexempt`**, the position is subject to the minimum wage and overtime provisions of FLSA.
Job Indicator	This field defaults to **`Primary`**. To change the default. select data from the drop–down list.
Employee Classification	Select the employee's classification from the drop-down list.
Adds to FTE Actual Count	This box is checked if the full time employee adds to the total full time count for the area where the employee is hired. This is a system-generated field.
***Reg/Temp**	This field identifies whether the employee is a regularly or temporary employee. This field is populated from the position number selected. To change the populated value, select data from the drop-down list.
Standard Hours	Enter the standard hours to be worked by the employee. If the position entered is Part Time, enter the weekly number of hours in this field.
FTE	This field is populated from the position.

Supervisor Level	This field is populated from the Job Code.
Special Population Code	This field is the code that describes a position that an employee holds which has a special retirement calculation rule. Enter the position code (6 position maximum) or select a code by clicking the search icon.

52. Click the ***Compensation*** tab. The Compensation tab - Hire Employee USF page (**Figure 18**) is displayed. The Compensation tab contains information related to pay. Select and complete the links related to pay compensation as appropriate.

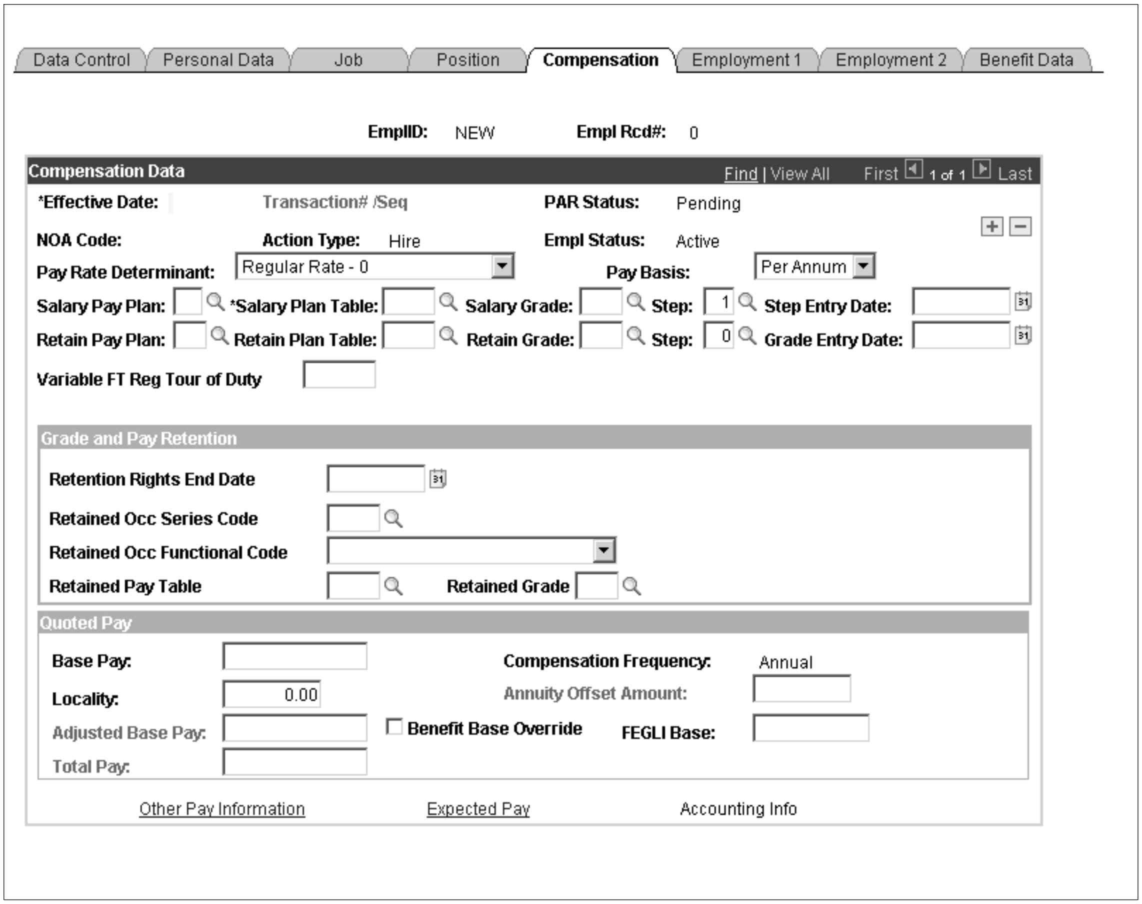


Figure 18. Compensation tab - Hire employee USF page

53. Complete the fields as follows:

EmplID	This field defaults to **NEW** for a new hire. When the action is saved, the employee ID displays. This field is populated from the Data Control tab.
Empl Rcd#	This number is populated with **0** and is based on the new hire. This field is the number of records for the employee. This field is populated from the Data Control tab.
Compensation Data	
Effective Date	This field is populated from the Data Control tab. The effective date should reflect the action date of the Personnel Action. This field is displayed on each page in the hire process.

Transaction#/Seq	This field is populated from the Data Control tab. This field is populated with the number of records and the sequence of the record.
PAR Status	This field is populated with **`Processed by Human Resources`** from the Data Control page (**Figure 1**).
NOA Code	This field is populated with nature of action code entered on the Data Control page (**Figure 1**).
Action Type	This field is populated with **`HIRE`** from the action type entered on the Data Control page (**Figure 1**).
Empl Status	This field is populated with **`Active`**.

Pay Rate Determinant	Pay Rate Determinant (PRD). This field is populated and is used to identify when the employee is receiving a rate of pay other than the regular rate for the position and the legals and/or regulatory basis. To change the populated value, select data from the drop-down list. The valid values are: **`Continued IGA Pay M`** **`Continued SES Basic Pay S`**. A career SES employee appointed to a position outside of the SES for which the rate of basic pay is equal to or greater than the rate payable for Level V of the Executive Schedule and the employee elected to continue to receive basic pay as if remaining in the SES in accordance with 5 U.S.C. 3392(c) and 5 CFR 359.705 following removal from the SES. **`Critical Position Pay C`**. Critical Position Pay. The employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by OPM in consultation with the Office of Management and Budget (OMB) under 5 U.S.C. 5377, or the position has been designated critical by the head of an agency under other similar, legal authority. **`Preserved IGA Pay P`**. Preserved IGA Pay. The employee is a Department of Veterans Affairs (VA) physician or dentist authorized under 38 U.S.C. 7401(1) and 7405(a)(1)(A) at VA facilities in the San Francisco-Oakland-San Jose, CA Consolidated Metropolitan Statistical Area (CMSA) whose 8 percent interim geographic adjustment (IGA) was preserved when the San Francisco CMSA was removed as an IGA area in January 1995. **`Regular Rate – 0`** - Used for all employees, regardless of pay system, who receive a scheduled rate and for whom none of the other codes apply. **`Rtnd Grade & Pay Diff V`** - Retained Grade and Pay - Different Position. The employee (1) has a retained grade, (2) is receiving pay retention, and (3) is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay (i.e., use this code only when Code J would be appropriate if grade retention were not also applicable). (5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536) **`Rtnd Grade & Same U`** - Retained Grade and Pay - Same Position. The employee (1) has a retained grade; (2) is receiving retained pay; and (3) continues to occupy the same position held immediate before the action that otherwise would have resulted in a reduction in basic pay (i.e., use this code only when Code J would be appropriate if grade retention were not also applicable). (5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536) **`Rtnd Grade & Diff Posn A`** - Different Position. The employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (If the employee is also entitled to a special rate in the retained grade, use Code E). (5 U.S.C. 5362 and 5 CFR 536.201–203). **`Rtnd Grade & Pay Scale Posn B`** - Same Position. Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use Code F). (5 U.S.C. and 5 CFR 536.201–203). **`Rtnd Grade & Spec Rt-Diff E`** - Different Position. The employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying a different position than that held before the grade reduction.

	`Rtnd Grade & Spec RT-Diff F` - Retained Grade and Special Rate. Same Position. The employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, and is occupying the same position held before the grade reduction. **`Rtnd Grade Diff K`** - Retained Pay - Different Position. The employee is receiving a retained rate of pay under 5 CFR 536.302, but is currently occupying a different position than that held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. **Note**: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the grade of the position now occupied. **`Rtnd Grade SES Removal R`** - Retained Pay - SES Removal. A former career SES employee is receiving a retained rate of pay under 5 U.S.C. 3594 and 5 CFR 359.705 following removal from the SES. **`Rtnd Grade Same Position J`** - Retained Pay - Same Position. The employee is receiving a retained rate of pay under 5 U.S.C. 5363(a)(1) or (3), 5 CFR 536.301 (except section 536.301 (a)(8), or 5 CFR 536.302, and continues to occupy the same position held before the reduction in grade or other action that otherwise would have resulted in a reduction in basic pay. (**Note**: The employee's pay rate may have been reduced to 150 percent of the maximum rate of basic pay payable for the present garde of the position.) **`Rtnd Grade Spec Rt Adjust 3`** - Special Rate Adjustment. The employee is receiving retained pay due to (1) a downward adjustment of a special rate range that left the employee with a pay rate higher than the highest pay rate in the new special rate range; or (2) abolishment of a special rate range that left the employee with a pay rate in excess of the top rate of the grade. (5 U.S.C. 5363 (a)(2) and 5 CFR 536.301 (a)(3).
	`Saved Rate - Indefinite - 2` - Saved Rate Indefinite. The employee is paid, without time limitation, at a pay rate above the maximum rate for the grade (or for purposes of paragraph (c), the SES rate range) when: (a) on or before June 30, 1984, the Foreign Service domestic employee was converted to the General Schedule in accordance with P.L. 96–465; (b) prior to January 11, 1979 (the effective date of section 801 (a) of the Civil Service Reform Act (CSRA), P.L. 95–454 92 Stat. 1111), the employee and his or her position had been converted from one pay plan to another under appropriate authority and the employee was not entitled to either grade or pay retention (codes A, B, J, K, U, or V below) on the effective date of the CSRA; or (c) after January 11, 2004, the SES member is paid above level III of the Executive Schedule and he or she may not suffer a reduction in pay under 5 CFR 534.404(h)(2) as a result of transferring from an agency with a maximum SES rate of basic pay equal to the rate for level II of the Executive Schedule to an agency with a maximum SES rate of basic pay equal to the rate for level III of the Executive Schedule or he or she may not suffer a reduction in pay under 5 CFR 534.403(b) because his or her agency's applicable SES performance appraisal system is suspended under 5 CFR 430.405(h). **`Save Rate Other 4`** - Other. The employee is receiving saved rate pay at a rate above the regular rate and no other code is applicable.

	`Special & Superior Qual 5` - Special and Superior Qualifications Rate. For use when PRD codes 6 and 7 are both applicable. **Note**: Code 5 is only used on the action that appointed the employee at a superior qualifications rate within a special rate range: Code 6 is used on subsequent actions while the employee continues to receive a special rate of pay. **`Special Rate 6`** - Special Rate. The employee is paid at a special rate or a special pay supplement, established under appropriate authority to recruit or retain well qualified individual in selected agencies, occupations, work levels, and locations. (If the employee is also entitled to a retained grade, use Code E or F, as appropriate.) (5 U.S.C. 5305, 5 U.S.C. 5343 (a)(1)(A)(ii), and similar authorities under law and regulation. **`Superior Qualification RT 7`** - Superior Qualifications Rate. The employee is hired at a pay rate above the minimum rate of the grade. **Note**: Code 7 is used only on the action that appointed the employee at a superior qualifications rate; Code 0 or another appropriate code is used on actions subsequent to the appointment action. (5 U.S.C. 5333 and 5 CFR 531.212)
Pay Basis	This field defaults to **`Per Annum`**. To change the default, select the pay basis from the drop-down menu.
Pay Plan/Table/Grade	This field is used to identify the plan prescribed by law or other authoritative sources that govern the compensation paid an employee. Each plan provides a separate wage/pay scale that determines the scheduled rate(s) of pay, which the employee is to receive. Enter the applicable pay plan, table, and grade or select by clicking the search icon.
Variable FT Reg Tour Of Duty	This field is used to compute retirement benefits for part–time employees. Enter the number of hours (XXXXXX.XX) in the hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she was full-time (usually 80 hours).
Step	This field default to **`1`**. This field indicates a specific salary within a grade, level, class, rank, or pay band. When a value is entered in the **Step** field, the system displays the Step Entry Data and Pay information. To change, enter data or select data by clicking the search icon.
Step Entry Date	Enter the date the employee entered the step or select a date by clicking the calendar icon.
Rtnd PP/Table/Grade	This field is fro Retained Grade and Pay. Enter the applicable information in each field or select data by clicking the search icon.
Step	This field default to **`0`**. This field indicates a specific salary within a grade, level, class, rank, or pay band. When a value is entered in the **Step** field, the system displays the Step Entry Data and Pay information. To change, enter data or select data by clicking the search icon.
Grade Entry Date	This field indicates the date that the employee first entered the grade. Enter the applicable date or select a date by clicking the calendar icon.
Retention Rights End Date	Enter the applicable date or select a date by clicking the calendar icon. This is the last date that the employee is eligible for retention rights.
Retained Occ Series Code	Enter the applicable code or select a code by clicking the search icon. This the Occ Series Code associated with the employee's retention rights.
Retained Occ Functional Code	Select the applicable code from the drop-down list. This is the job description functional code that coordinates with the employee's retention rights.

Retained Pay Table	Enter the applicable code or click the search icon to select the applicable pay table for the employee's retention rights.
Retained Grade	Enter the applicable retained grade or click the search icon to select the employee's retained grade information.
Base Pay	This field is not used by NFC.
Compensation Frequency	This field is not used by NFC.
Locality	This field is not used by NFC.
Annuity Offset Amount	This field is not used by NFC.
Adjusted Base Pay	This field is not used by NFC.
Benefit Base Override	This field is not used by NFC.
FEGLI Base	This field is not used by NFC.
Total Pay	This field is not used by NFC.

54. Select the ***Other Pay*** link when the employee is entitled to other pay. The Other Pay Information page (**Figure 13**) is displayed.

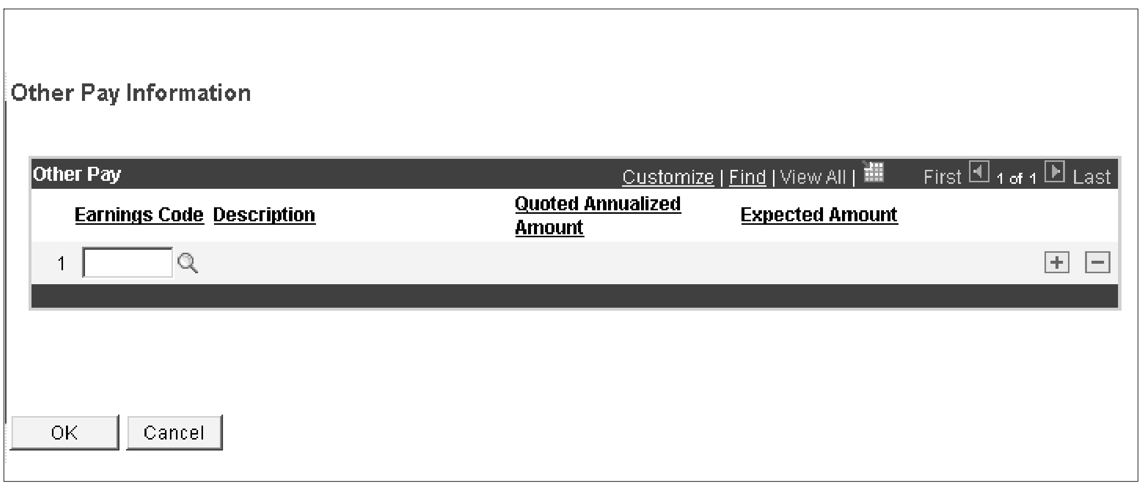


Figure 19. Other Pay Information page

55. Complete the fields as follows:

Other Pay	
Earnings Code	Enter the earnings code or select data by clicking the search icon. Both the code and the literal are displayed when you use the Search option.

56. Click **OK** and the data is saved. The Compensation tab - Hire Employee USF page (**Figure 18**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Compensation tab - Hire Employee USF (**Figure18**) is displayed.

57. Select the ***Expected Pay*** link. The Expected Pay page (**Figure 20**) is displayed. This is a view only page. The information on this page is populated from the previous page.

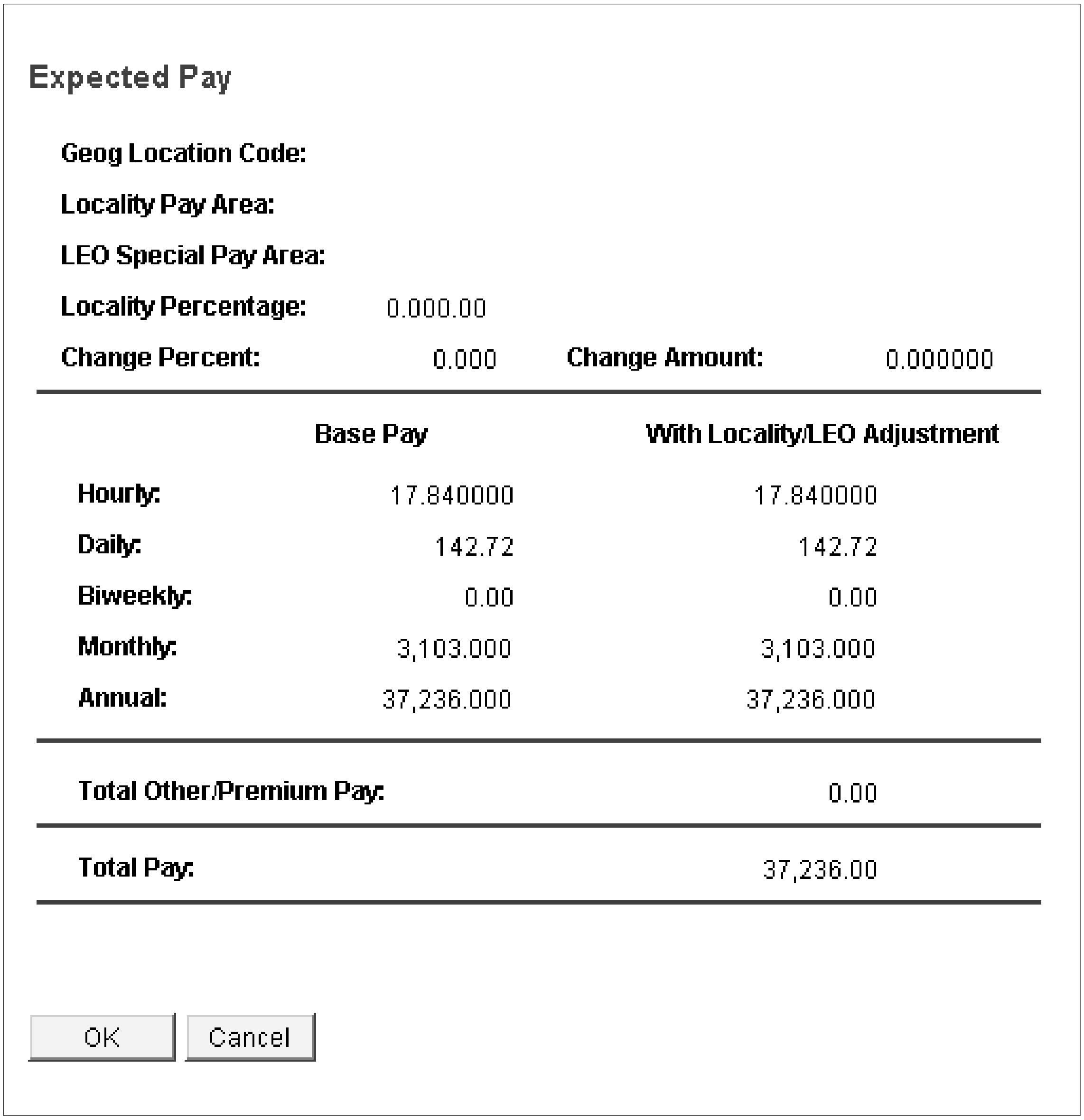


Figure 20. Expected Pay page

58. Click **OK** and the data is saved. The Compensation tab - Hire Employee USF page (**Figure 18**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Compensation tab - Hire Employee USF page (**Figure 18**) is displayed.

Note: The ***Accounting Info*** link is not active until the employee is hired.

59. Click the ***Employment 1*** tab. The Employment 1 tab - Hire Employee USF page (**Figure 21**) is displayed. The Employment tab identifies employment related dates such as service computation date (SCD) and WGI date. Review and enter the correct dates based on the employee employment history.

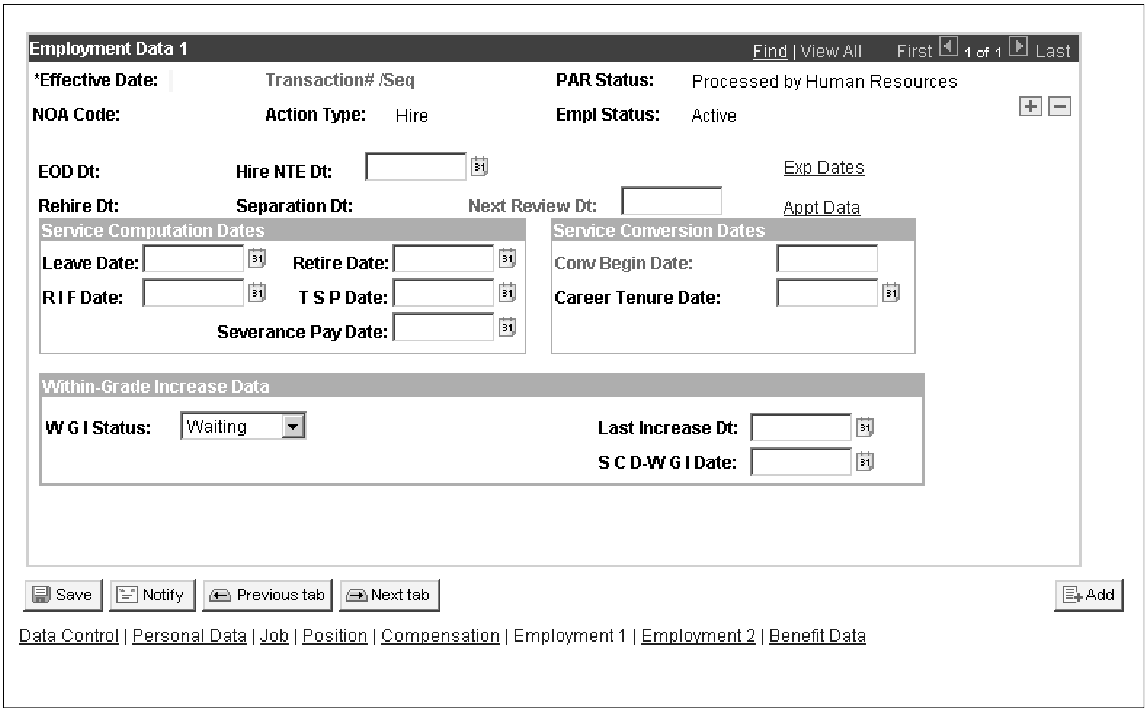


Figure 21. Employment 1 tab - Hire Employee USF page

60. Complete the fields as follows:

EmplID	This field defaults to **`NEW`** for a new hire. When the action is saved, the employee ID displays. This field is populated from the Data Control table.
Empl Rcd#	This field is populated from the Data Control tab.
Employment Data 1	
Effective Date	This field is populated from the Data Control tab.
Transaction #/Seq	This field is populated from the Data Control tab.
PAR Status	This field is populated from the Data Control tab with the employee's applicable PAR status (i.e., **`Processed by Human Resources`**).
NOA Code	This field is populated with the applicable NOAC from the Data Control tab.
Act Type	This field is populated from the Data Control tab.
Empl Status	This field is populated from the Data Control tab.
EOD Dt	This field is populated from the Data Control tab.

Hire NTE Dt	Type the applicable not-to-exceed date or select the applicable date by clicking the icon.
Rehire Dt	This field is populated from the Data Control tab.
Separation Dt	This field is populated from the Data Control tab.
Next Review Dt	This field is populated and cannot be changed.
Service Computation Date	
Leave	This field identifies the computation data for annual leave earnings. Enter the applicable date or select a date from the calendar icon. This date is used to generate various external reports: such as: ▪ The project number of annual leave hours an employee has in excess of the maximum carryover to either use, lose, or have restored by the end of the leave year. ▪ Notification of when the employee's leave category changes. PPS automatically adjusts the Retirement and Leave dates at the end of the leave year for: ▪ All excess nonpay status (exclusive of military furlough or compensable injury leave) which occurred during the leave year provided that the employee is on the rolls of the Department at that time. An SF-50B is produced with Remarks Code B32, Changes SCD from date) to reflect excess time in nonpay status during calendar year XX. ▪ All intermittent employees to record the days worked under the intermittent appointment during the calendar year. An SF-50B is produced with Remarks Code B31, Changes SCD from (date) to reflect number of days worked under intermittent appointments. PPS automatically adjusts this date for: ▪ Days of creditable intermittent service whenever an action is processed which changes an employee from intermittent to full-time or part-time. An SF-50B is produced with Remarks Code G29 or G30 to document the most current period of intermittent service. ▪ Any excess nonpay status whenever a return to duty personnel action is processed. If an action is processed only to adjust this date, all related counters (i.e., intermittent time recorded on the database intermittent record (IRIS Program IR129) or nonpay status recorded on the database nonpay leave record (IRIS Program IR140) are zeroed out by PPS. However, when a return to duty is processed, or a corrected T&A is processed to change or correct hours previously charged as leave without pay, the related counters are not adjusted or zeroed out by PPS. Complete this field for official change actions only if the date must be corrected because: ▪ The agency has determined that the date originally furnished included prior nonforfeitable service. ▪ The agency has determined that the date originally furnished must be adjusted to include prior creditable service and/or nonpay status from a previous calendar year(s). Complete when the annual leave category is other than 0. Must be compatible with the annual leave category. This field is system generated if the NOAC is 100, 101, 140, 141, and 170.

Retire	This field identifies the computation date for retirement. Enter the applicable date or select a date from the calendar icon. This field must be completed if the date in this field is different than the Leave date. Leave this field blank if the retirement system is not CSRS or FERS (Coverage Codes 2, 4, 5, J, X). This field is system generated for NOACs 100, 140, 141, and 170. This date cannot be later than the Effective Date of the acetone.
RIF	The RIF field identifies the employee's service computation data for reduction-in-force (RIF) purposes. Enter the applicable date or select a date from the calendar icon. This date cannot be later than the Effective Date of the action. This date must be at least 16 years, but not more than 90 years, from the employee's date of birth. This field must be completed if the date in this field is different than the Leave date.
TSP	The TSP field identifies the beginning date of the vesting period for the 1-percent Government contributions to the Thrift Savings Plan (TSP). Enter the applicable date or select a date from the calendar icon. This field must be completed for CSRS and FERS employees. Do not complete this field if the employee is a CSRS Offset (Congressional) FICA retirement plan employee. This date cannot be later than the Effective Date of the action. This date cannot be before January 1, 1984.
Severance Pay Date	Enter the applicable date or select a date from the calendar icon.
Service Conversion Dates	
Career Tenure Date	The Career Tenure Date field identifies the date service starts counting towards career or permanent tenure. Enter the applicable date or select a date from the calendar icon. When this date is initially entered, PPS begins maintaining two records; creditable service and nonpay status as shown on the T&A and as recorded on personnel actions. If a date is not entered on the Hire action, PPS will not establish any record of creditable service and/or nonpay status. This date cannot be more than three years from the Effective Date of the Hire action. You must enter the Effective Date of the Hire action if previous service is unknown. Do not complete this field for career appointment/conversion actions. Do not complete this field if the service is not creditable (i.e., Schedule B student and VRA appointments). PPS automatically removed this date once a minimum of three year of creditable service has been completed. For Taper and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status under P.L. 90–105. When adjusting this date, include previous service that is creditable towards the career tenure waiting period. Do not include prior periods of nonpay status; this data is entered on the leave transferred payroll document. This field must be blank for Tenure **0** and **2**. This field must be blank for Type Appointment **08** with Tenure **3**. This field must be completed for Tenure **2** with Type Appointment **02**.
Within-Grade Increase Data	
WGI Status	Select the Within Grade Increase Status from the drop-down list.

Last Increase Dt	Enter the date of the last within grade increase or select a date from the calendar icon.
SCD-WGI	The SCD–WGI field identifies the beginning date from which service is to be credited toward the employee's next within-grade increase. Enter the applicable date.

Click **Cancel** to cancel the entered data. The Employment 1 tab - Hire Employee USF page (**Figure 21**) is displayed.

61. Click the ***Appt Data*** link on the Employment 1 tab - Hire Employee USF page. The Appt Data page (**Figure 22**) is displayed. This page is used to record appointment limits as well as special employment programs. The Appointment Data link has an Appointment Limits section. The Nature of Action Code, Current Appointment Auth #1, and the Current Appointment Auth #2 are populated from other previously completed pages.

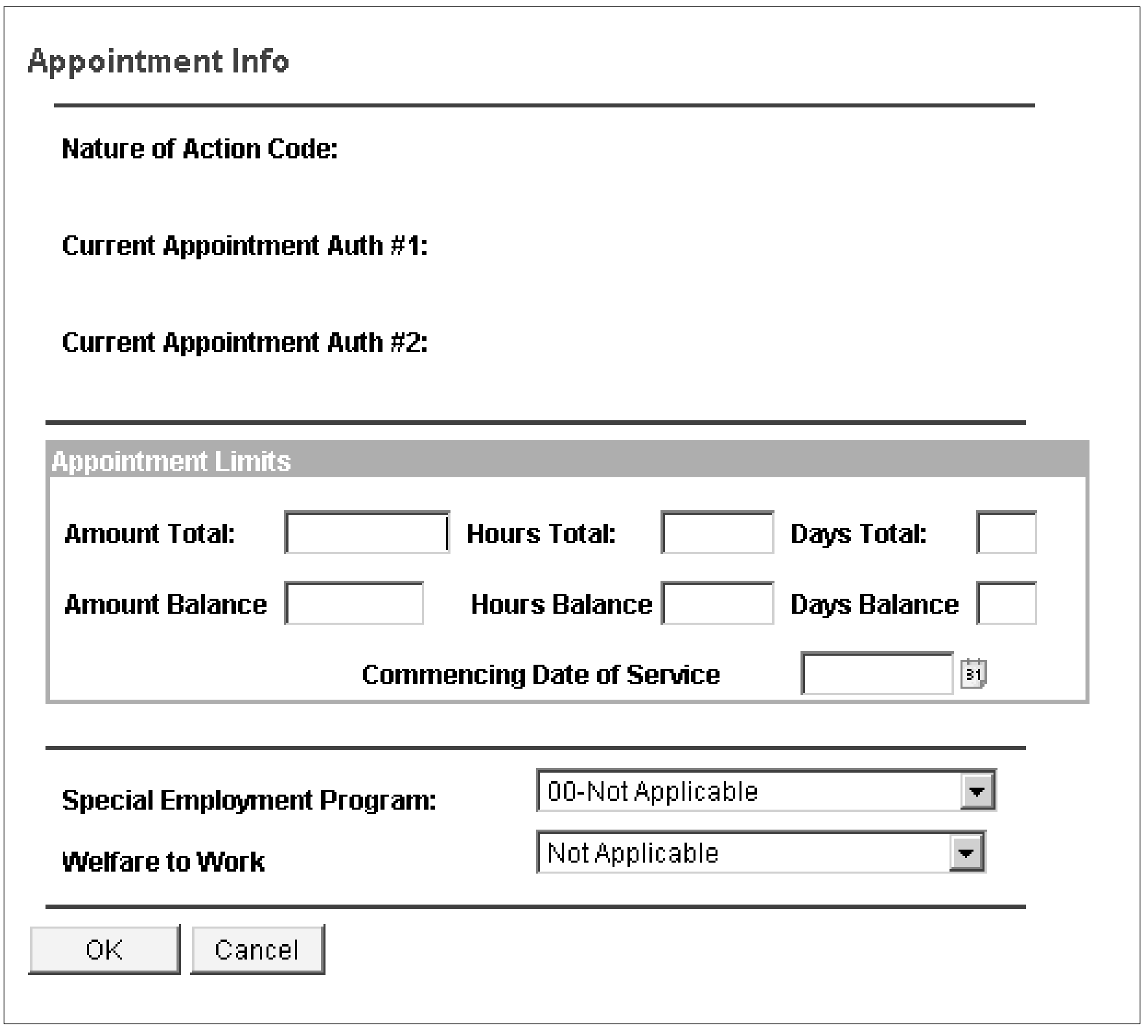


Figure 22. Appointment Info page

62. Complete the fields as follows:

Nature of Action Code	This field is populated from the Data Control tab.
Current Appointment Auth #1	This field is populated from the Data Control tab.
Current Appointment Auth #2	This field is populated from the Data Control tab.
Appointment Limits	
Amount Total	Enter the total dollar amount (XXXXXX.XX), if entering in dollars. This field is used if you not entering total hours or days.
Hours Total	Enter the applicable total hours. This field is used if you are not entering the total amount or days.
Days Total	Enter the applicable total number of days. This field is used if you are not entering amount or hours.
Amount Balance	Enter the applicable dollar amount balance remaining (XXXXXX.XX), if applicable. This field is used if you are not entering the total hours or days to indicate the appointment limit balance.
Hours Balance	Enter the applicable hours balance remaining, if applicable. This field is used if you are not entering the total amount or days to indicate the appointment limit balance.
Days Balance	Enter the applicable days balance remaining, if applicable. This field is used if you are not entering the total amount or hours to indicate the appointment limit balance. ▪ Enter only one limitation type. ▪ Balance must be equal to or less than full limitation. ▪ Total limitations are as follows:

Limitation Type	Value
Day	130, 180
Hour	700, 1039, 1040, 1280, 1300, 2000
Monetary	Changes based on Federal pay increase

- When the full limitation is entered, the balance must be entered and vice versa.
- Senior Community Service Program full limitation must be 1300 hours.
- The following applies to the type of appointment codes:

Code	Description
03	Competitive–indefinite or taper
04	Competitive–temporary or special need
07	Excepted–conditional
08	Excepted–indefinite
09	Excepted–temporary

Commencing Date Of Service	Enter the applicable date or select a date from the calendar icon.
Special Employment Program	This field is used to indicate the employee is in a Special Employment Program Code. Select the special employment program from the drop-down list.
Welfare To Work	This field defaults to **`Not Applicable`**. Change the data by selecting from the drop-down list based upon the employee's eligibility to participate in the program.

63. Click **OK** and the data is saved. The Employment 1 tab - Hire Employee USF page (**Figure 21**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 1 tab - Hire Employee USF page (**Figure 21**) is displayed.

64. Select the ***Employment 2*** tab. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed. This tab is divided into sections (Employment 2, Reports To As Of PAR Effective Date, Reports To As Of Today, New Position, Supervisory/Managerial Position, and COOP). This page is used to enter information on bargaining unit, union code, reports to, retained grade, and tenure data for employees. There are fields on this page that are populated from data entered on previous pages.

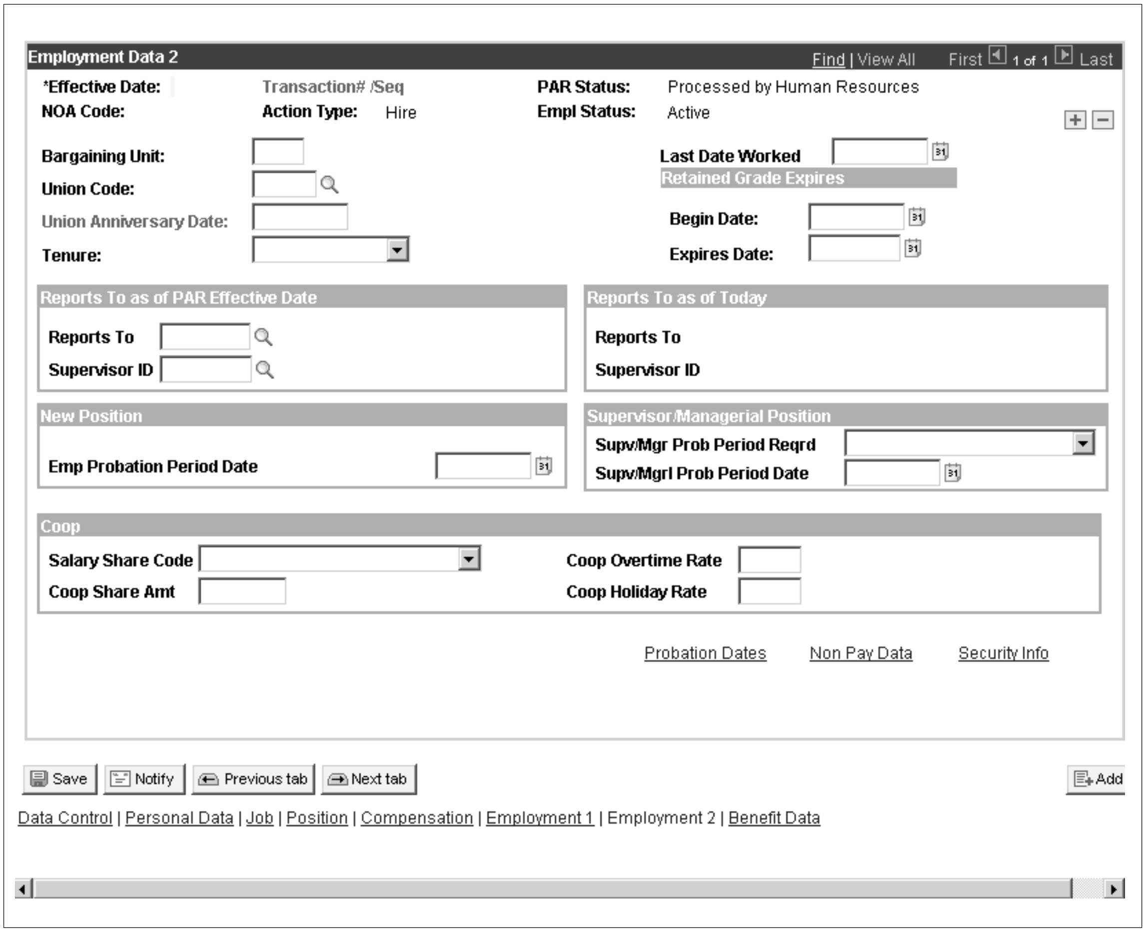


Figure 23. Employment 2 tab - Hire Employee USF page

65. Complete the fields as follows:

Employment Data 2	
Effective Date	This field is populated from the Data Control tab.
Transaction #/Seq	This field is populated from the Data Control tab.
PAR Status	This field is populated from the Data Control tab.
NOA Code	This field is populated from the Data Control tab.
Act Type	This field is populated from the Data Control tab.
Empl Status	This field is populated from the Data Control tab.

Bargaining Unit	Enter the applicable information for the Bargaining Unit Status code for the applicable position. Valid values are: `7777` – Person is eligible but not in a bargaining unit status. `8888` – Person is ineligible for inclusion in a bargaining unit status. **`Last 4 Digits of OLMR Number`** – Position is represented by a bargaining unit. The Office of Labor Management Relations (OLMR) number is established by OPM and contained in the Union Representation in the Federal Government publication.
Union Code	Enter the applicable information in the field or search data by clicking the search icon. Type the union/association code for the position.
Union Anniversary Date	Enter the anniversary data or select a date from the calendar icon.
Last Date Worked	Enter the date last worked or select a date from the calendar icon.
Tenure	This field identifies the employee's retention group (for RIF purposes). Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Tenure Valid Values	Definition
No Tenure Group	Employee is in non of the tenure groups established for reduction-in-force purposes.
Group I	Competitive Service - Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. Excepted service - Tenure group 1 includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, o trial period.
Group II	Competitive service - Tenure group 2 includes employees serving under career-conditional appointments, and under career appointments who are serving initial appointment probation. Excepted service - Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies and have that type of appointment (for example, excepted appointment-conditional).
Group III	Competitive Service - Tenure group 3 includes definite employees, employees under temporary appointments pending establishment or registers, employees under term appointments, employees in status non-temporary appointments. Excepted service - Tenure group 3 includes employees whose tenure is indefinite; that is, without specific time limitation but not actual or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment.

Begin Date	Enter the beginning date or select a date from the calendar icon.
Expires Date	Enter the expiration date or select a date from the calendar icon. This is the date that the rate expires.
Reports To	Enter the applicable information in the field or search data by clicking the search icon.
Supervisor ID	Enter the applicable information in the field or search data by clicking the search icon.
Reports To	This field is system generated.

Supervisor ID	This field is system generated.
Employee Probation Period Date	Enter the applicable date or select a date from the calendar icon. Type the beginning date of the one-year probationary (or trial) period. The date is automatically removed after one year of creditable service. When this date is initially furnished, PPS begins maintaining two records, creditable service and nonpay status, as shown on the T&A and on personnel actions. Creditable service is recorded on the employee’s intermittent database record (IRIS Program IR129), and nonpay status is recorded on the employee’s nonpay leave record (IRIS Program IR140). If an action corrects or changes the date previously furnished, the creditable service is disregarded, and beginning with the processing pay period of which the action was processed, a new record of creditable service is started. However, the nonpay status record maintained since the date was originally furnished remains unchanged. PPS credits full calendar time for periods of full-time and part-time service and 7 days calendar time for every 5 days of intermittent service. Creditable service is reduced for each workday in nonpay status (other than for military furlough or compensable injury) which exceeds 22 workdays (i.e., up to 22 days of nonpay is considered creditable service since it is forgiven). Report AECO36T2, Notification of Expiration of Probationary or Trial Period, is produced each pay period and distributed to agency personnel offices to identify those employees approaching expiration of probationary or trial periods. This report is produced four months prior to the expiration date. Complete this field when the Tenure is **2** and Type Appointment is **01**. Complete when Type Appointment is **01**, **02**, **03**, and **06** through **09**. Complete when Type Appointment is **01** or **06** and the Tenure is **2** . Leave this field blank if the Tenure is **0** or **1**. Leave this field blank if the Tenure is **3** and Type Appointment is **08**. Do not process an action to remove the date. Enter the Effective Date of the Hire action if previous service is unknown. This date cannot be later than the Effective Date of the action. PPS generates the Effective Date of the action as the probationary period start date if a date is not entered for NOACs 100, 101, 140, 141, or 170. If this date is prior to the Effective Date of the Hire action, adjust the date include any previous service which is creditable toward the probationary or trial waiting period. Do not adjust this date to include prior periods of nonpay status; this data must be entered on an SF-1150, Record of Leave Data Transferred.
Supervisor/Managerial Prob Period Reqrd	Click the down arrow to select the applicable value to designate whether the supervisor/manager is subject to a probationary period.
Supervisor/Managerial Prob Period Date	Enter the applicable date or select a date from the calendar icon. This is the date for the supervisor/manager probationary period or an SES probational period. This date cannot be before the Effective Date of the action. If previous service is unknown, type the Effective Date of the action. An additional probationary period may not be required if previous service is creditable. A manual record should be entered in this case. The Supervisor Code must be a 1 or a 3 if a date is entered in this field.
Salary Share Code	Select the applicable salary share code from the drop-down list. This is the source which shares the employee’s salary with the agency. This is a non-Federal organization, CSRS, or FERS. The salary share amountmust be less than the scheduled salary amount.

Coop Overtime Rate	Enter the applicable overtime rate (XXX.XX). This is the hourly overtime rate for a cooperative-type employee when the overtime rate is not based on the basic pay because the cooperator pays part of the overtime. Do not complete this field if the agency has agreed to pay all of the overtime pay. Do not complete this field for reemployed annuitants.
Coop Share Amt	Enter the applicable amount (XXXXXX.XX). This the share amount that is being paid by cooperator.
Coop Holiday Rate	Enter the applicable rate (XXX.XX). This is the hourly holiday rate for a cooperative-type employee when the holiday rate is not based on basic pay because the cooperator pays part of the holiday rate. Do not complete this field if the agency has agreed to pay all of the holiday pay. Do not complete this field for reemployed annuitants.

66. Click the ***Probation Dates*** link on the Employment Data 2 portion of the tab. The Probation Dates page (**Figure 24**) is displayed.

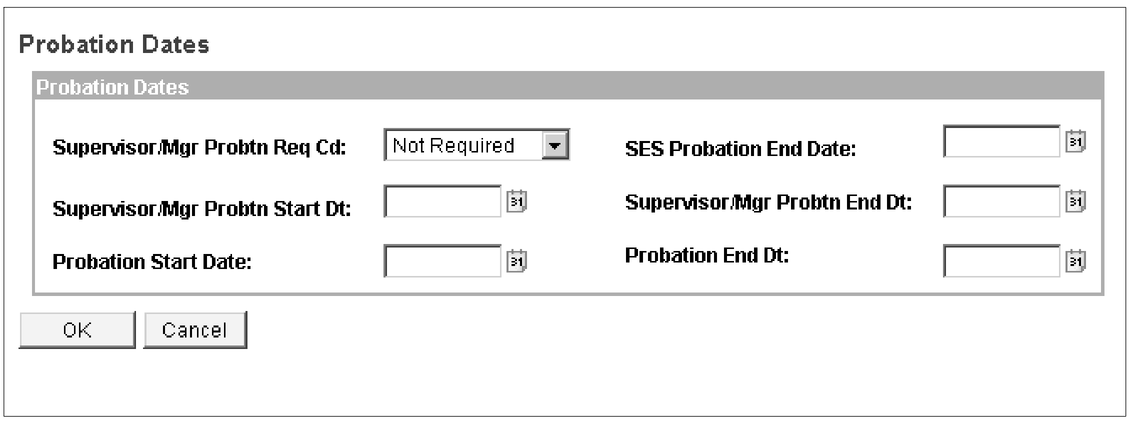


Figure 24. Probation Dates page

67. Complete the fields as follows:

Supervisor/Mgr Probtn Req Cd	This field is activated when an employee is hired into a supervisory position and the Supervisory/Managerial Prob Period field is required. This field is populated from the previous page.
SES Probation End Date	Enter the end date of the SES probationary period or select a date from the calendar icon.
Supervisor/Mgr Probtn Start Dt	This field is activated when an employee is hired into a supervisory position and the Supervisory/Managerial Prob Period field is required. Enter a date or select a date from the calendar icon.
Supervisor/Mgr Probtn End Dt	This field is activated when an employee is hired into a supervisory position and the Supervisory/Managerial Prob Period field is required. Enter a date or select a date from the calendar icon.

Probation Start Date	This field is activated when an employee is hired. Enter a date or select a date from the calendar icon. This is the beginning date of the probationary period.
Probation End Date	This field is activated when an employee is hired. Enter a date or select a date from the calendar icon. This is the ending date of the probationary period.

68. Click **OK** and the data is saved. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed.

69. Click the ***Non Pay Data*** link on the Employment Data 2 portion of the tab (**Figure 23**). The Non Pay Data page (**Figure 25**) is displayed.

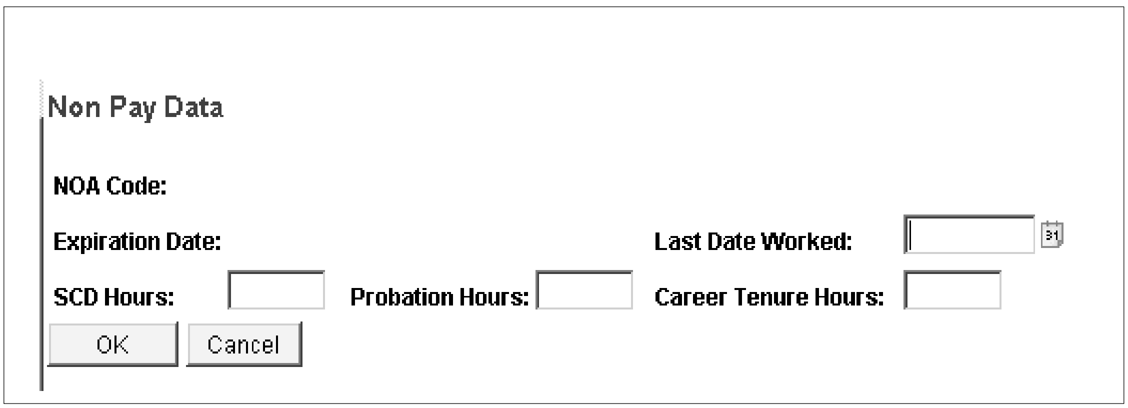


Figure 25. Non Pay Data page

70. Complete the fields as follows:

NOA Code	This field is populated with the NOAC from the Data Control tab.
Expiration Date	This field is populated with the expiration date from the Data Control tab.
SCD Hours	Enter the number of nonpay hours that affect the service computation date.
Probation Hours	Enter the number of nonpay hours hat affect the probationary period.
Last Date Worked	Enter the last date the employee worked or select a date from the calendar icon.
Career Tenure Hours	Enter the number of nonpay hours effective the career tenure status.

71. Click **OK** and the data is saved. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed.

72. Click the ***Security*** link. This link is used by the Security Officers to document security clearances. The Security page (**Figure 26**) is displayed.

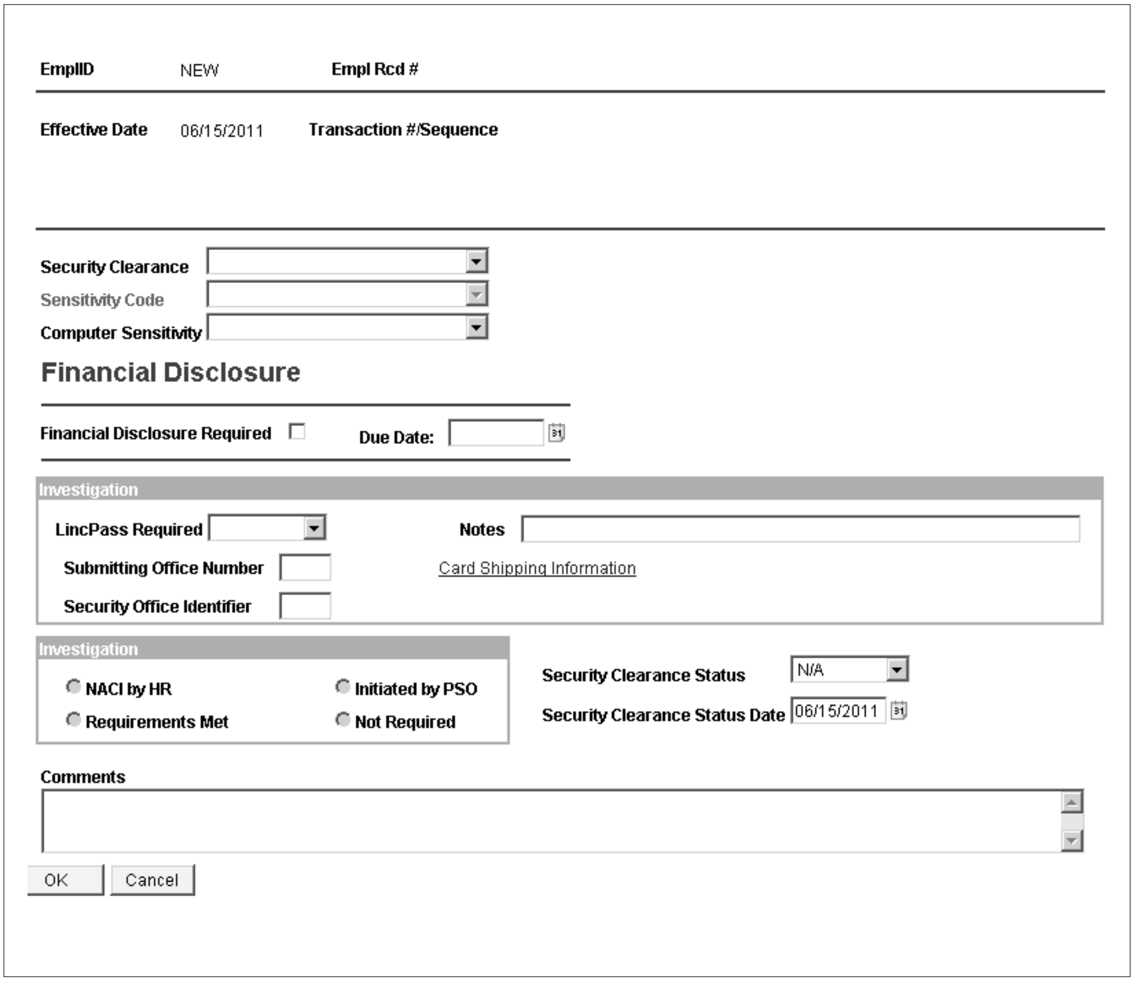


Figure 26. Security page

73. Complete the fields as follows:

Effective Date	This field is populated from the Data Control tab and cannot be changed.
Transaction #/Seq	This field is populated from the Data Control tab and cannot be changed. This field displays the order documents are processed when more than one action is entered with the same effective date.
Security Clearance	Select the employee's applicable security clearance information from the drop-down list.

Sensitivity Code	Select the employee's applicable sensitive code information data from the drop-down list. The valid values are as follows: **`Critical`** **`High Risk`** **`Moderate Risk`** **`Non Sensitive`** **`Mgr-Critical, Sensitive`** **`Special Sensitive`**
Computer Sensitivity	Select the applicable computer sensitivity information data from the drop-down list. This field indicates whether or not the position is a sensitive position.
Financial Disclosure Required	Check the box if applicable. This field indicates whether or not a financial disclosure form is required of the position. This is displayed on IRIS Program IR123.
Due Date	Enter the applicable due date or select a date from the calendar icon. This is the date that the financial disclosure form is required.
LincPass Required	Check this box if the position requires a link pass.
Notes	Enter the applicable notes for the investigation.
Submitting Office Number	Enter the 4 position personnel office identifier (POI).
Security Office Identifiier	Enter the 4 position security office identifier.
NACI By HR	Check the box if a National Agency Check and Inquiries (NACI) investigation is required for the position.
Initiated By PSO	Check the box if the physical security office initiated the investigation.
Requirements Met	Check the box if the investigation requirements have been met.
Not Required	Check the box if an investigation is not required.
Security Clearance Status	This field defaults to **`N/A`**. This field displays the status of the security clearance process. To change, select data from the drop-down list.
Security Clearance Status Date	This field defaults to the current date. Change the date by selecting a date from the calendar icon.
Comments	Enter any applicable information/comments regarding the security clearance process.

74. Click **OK** and the data is saved. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed.

OR

Click ***Card Shipping Information*** link. The Card Activation Mailing Information page (**Figure 27**) is displayed.

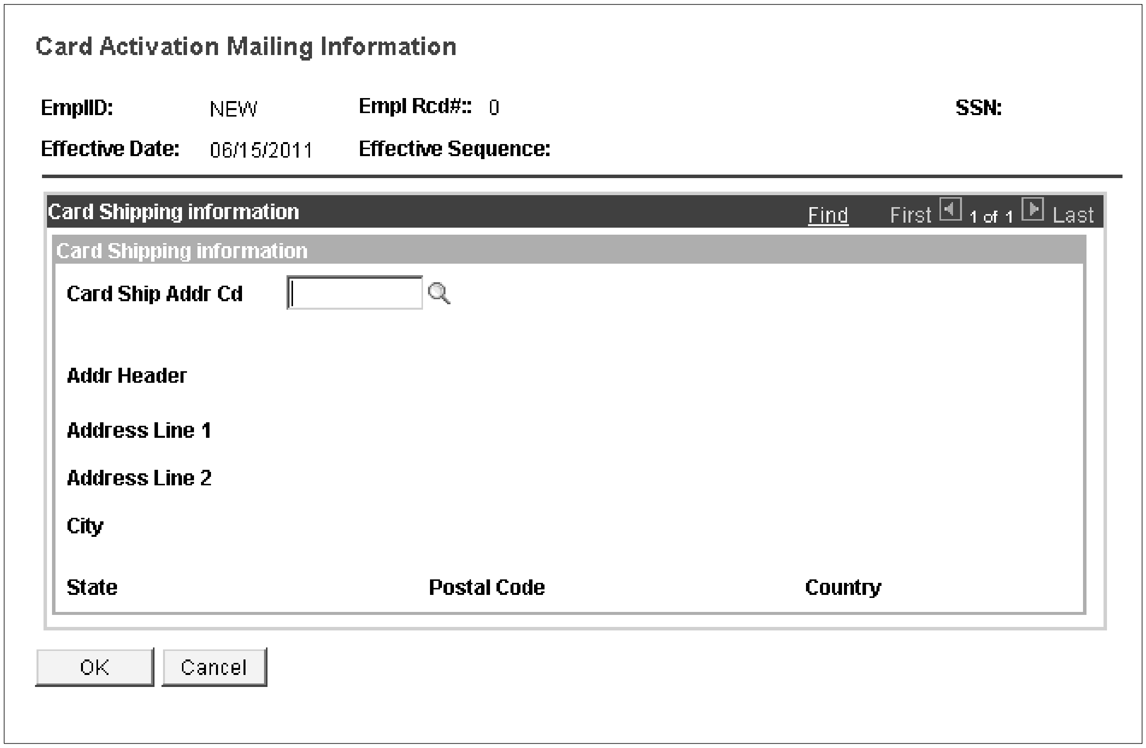


Figure 27. Card Activiation Mailing Information page

75. Complete the fields as follows:

Effective Date	This field is populated from the Data Control tab.
Effective #/Seq	This field is populated from the Data Control tab.
Card Ship Addr Cd	Enter the address code or select data by clicking the search icon. The card shipping address code populates the remaining fields on the page. This is the address of the office where the Link Pass is to be shipped.

76. Click **OK** and the data is saved. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 23**) is displayed.

77. Select the ***Benefit Data*** tab. The Benefit Data tab - Hire Employee USF page (**Figure 28**) is displayed.

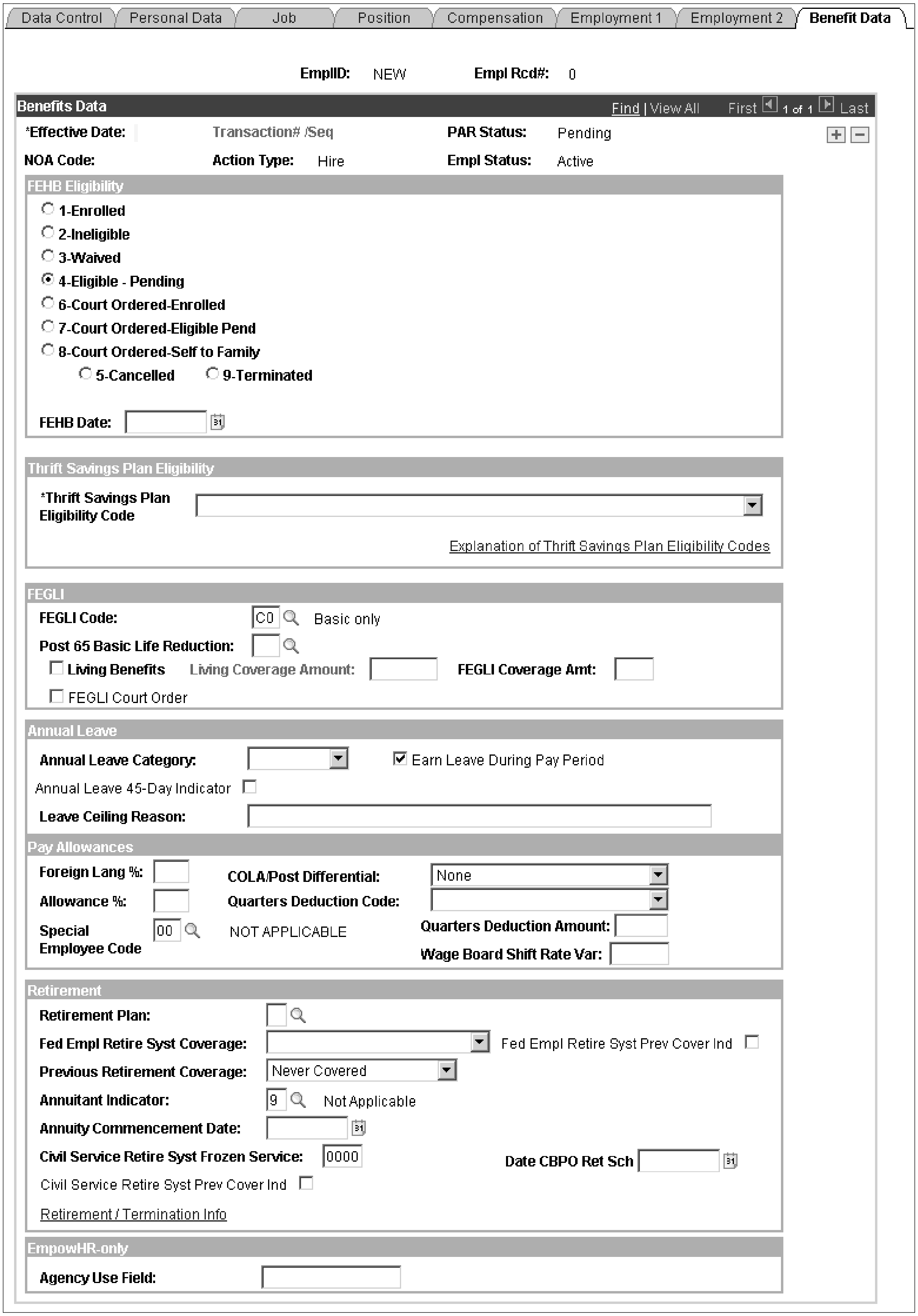


Figure 28. Benefit Data tab - Hire Employee USF page

78. Complete the fields as follows:

EmplId	This field is populated when the PAR is saved. This a unique id assigned by *EmpowHR*.
Empl Rcd#	This field is populated from the Data Control tab.
Benefits Data	
Effective Date	This field is populated from the Data Control tab.
Transaction #/Seq	This field is populated from the Data Control tab.
PAR Status	This field is populated from the Data Control tab.
NOA Code	This field is populated from the Data Control tab.
Act Type	This field is populated from the Data Control tab.
Empl Status	This field is populated from the Data Control tab.
FEHB Eligibility	
1-Enrolled	Select this field if applicable. This field is system generated based on the processing of the FEHB form.
2-Ineligible	Select this field if applicable. This code is used if the employee is eligible for non-Federal health insurance.
3-Waived	Select this field if applicable. This code or Code **5** is used only if the employee is (1) transferring into the Department or (2) being reemployed without a break in service of more than three days, and has canceled or waived covered under prior Federal employment.
4-Eligible-Pending	Select this field if applicable. This code is used if the employee elects to enroll in all other cases. If the FEHB document is processed during the same pay period as the Hire personnel action, the output SF-50B is displayed if Code **1** or **4** was used. FEHB deductions will begin during the pay period in which the SF-2809 or SF-2810 is processed and applied to the database.
6-Court Ordered-Enrolled	Select this field if applicable. This field is used when an employee is court ordered to enroll.
7-Court Ordered-Eligible Pend	Select this field if applicable. This field is used when eligibility is pending family coverage.
8-Court Ordered-Self To Family	Select this field if applicable. This field is used for self-only coverage pending family coverage.
5-Cancelled	Select this field if applicable. This code or Code **3** is used only if the employee is (1) transferring into the Department or (2) being reemployed without a break in service of more than three days, and has canceled or waived covered under prior Federal employment.
9- Terminated	Select this field if applicable. This field distinguishes the difference between an employee who has canceled coverage versus an employee whose coverage is terminated due to a nonpay situation or other reason.

FEHB Date	Enter the date or select a date from the calendar icon. This is the date of the coverage.
TSP Eligibility	
TSP Eligibility Code	This code identifies whether or not the employee is eligible to participate in the Federal Employee's Retirement System (FERS) Thrift Savings Plan (TSP) for FERS, CSRS, Offset, or FSRS employees. Select the applicable data from the drop-down list or select the Explanation of TSP Eligibility Codes to determine the applicable code.
FEGLI	
FEGLI Code	Enter the applicable FEGLI code that identifies if the employee is eligible to participate in FEGLI as authorized by the SF-2817 or search for the code by clicking the search icon. If eligible, the code indicates whether the employee waived coverage or is covered by basic life only. **OR** The employee has elected coverage under one of the optional insurance plans as well as basic. Enrollment in FEGLI is automatic unless: ▪ The employee is appointed to a position or is under a type of appointment or employment which is excluded from coverage by law or regulation. ▪ The employee voluntarily waives coverage by completing an SF-2817. ▪ The employee previously waived coverage under a prior Federal appointment, and such waiver is still in effect. ▪ A previous waiver of coverage is automatically canceled if the employee is reinstated following a break in service of at least 180 days. This must be completed and different than the code on the database for a FEGLI Change action. If the employee has not submitted the SF-2817 to the agency when the Hire action is ready for processing, select **CO** because the employee must be considered as being covered by basic life insurance. The action is then processed when the SF-2817 is received in the personnel office, and the employee has either waived coverage or has indicated that he/she wants the optional insurance coverage as well as the regular coverage. Do not complete this for employees with alternating tours of duty who are in an intermittent status as the time of the hire. These employees are not eligible for FEGLI coverage.
Post 65 Basic Life Reduction	Enter the applicable life insurance reduction code for after the age of 65 or search for the applicable code by clicking the search icon.
Living Benefits	Check the box if applicable.
Living Coverage Amount	This field is reserved for future use. Do not enter data in this field.
FEGLI Court Order	Check the box if **Yes**.

FEGLI Coverage Amount	Type the amount of basic coverage for an employee who is covered under FEGLI. The amount recorded in this field does not include additional optional insurance coverage amount. ▪ The FEGLI coverage amount is required for employees who have not waived and: ▪ Are paid at different rates of pay during the year and PPS cannot calculate the FEGLI amount. ▪ Are paid on a piece basis. ▪ Are FWS employees and paid at different rates. ▪ Must be multiples of $1000 (e.g., $10,000 is entered as 0010). ▪ If the annual salary is less than $8,000, the amount is $10,000.
Annual Leave	
Annual Leave Category	Select the applicable annual leave category from the drop-down list. This field must be completed for full-time or part-time employees who are eligible to earn annual leave. The category in this field must be compatible with the SCD for leave.
Annual Leave 45-Day Indicator	Check the box if applicable. This field is used for employees who are stationed at an overseas foreign post of duty who are entitled to carry over from one leave year to another for a maximum of 45 days of annual leave accumulation. This is applicable when an employee is in a foreign duty station. Adjust the Annual Leave Ceiling for the employee at the end of the leave year, if applicable, when the employee returns from a foreign post.
Earn Leave During Pay Period	The default is checked. If the employee does not earn leave during the pay period, remove the check. This field is used to identify whether or not an employee is eligible to earn leave the first pay period of leave eligibility or the last pay period of employment. This field must be completed for hire and separation actions for alternating tours of duty and part-time employees. This field must be blank if the Annual Leave Category is **0**.
Leave Ceiling Personal Hours Reason	Enter the reason the employee is allowed to carry over a higher amount of leave.
Pay Allowances	
Foreign Lang %	Enter a maximum of two digits to show the percent of comprehension the employee has for a foreign language.

COLA/Post Differential	This field defaults to **None**. This field identifies which employee is entitled to receive a cost of living allowance (COLA) and/or post differential, in addition to the base (scheduled) salary. Change or select data from the drop-down list. Enter the code that identifies which employee is entitled to receive COLA and/or a post differential, in addition to the scheduled salary or select data from the drop-down list. The valid values are as follows: **COLA-Commissary/PX** **COLA-Commissary w/Post** **COLA-Local Retail** **COLA-Local Retail w/Pst Diff** **Foreign Post Diff** **None**
Allowance %	Enter the applicable percentage for quarters deductions.
Quarters Deduction Code	Enter the applicable information or select data from the drop-down list. This field indicates the frequency and taxable status of quarters deductions. The valid values are as follows: **None** **Per Py Prod Ded - Not Tax Exempt** **Per Py Prod Ded - Tax Exempt** **Per Pay Day Ded - Not Tax Exempt** **Per Pay Day deduction - Tax Exempt** **Transmit Zeros To NFC**
Spcl Empl Cd	This field identifies when the employee is in a special category of pay processing, not accommodated in any other portion of the Payroll/Personnel System. Enter the applicable code or search by clicking the search icon.
Quarter Deduction Amount	This field is used to record the amount deducted from employees who are furnished quarters, utilities, etc. Enter the applicable information.
Wage Board Shift Rate Var	This is the variable shift rate for FWS employees. This rate is entered in hours and quarter hours with a decimal separating the whole hours from the quarter hours (XXX.XX).
Retirement	
Retirement Plan	Enter the applicable plan code for the employee's retirement plan or search by clicking the search icon.
Fed Empl Retire Syst Coverage	Seelct the applicable information from the drop-down list. This field is used to indicate whether or not an employee is automatically covered by FERS, has elected covered under FERS, or does not elect coverage under FERS.
Fed Empl Retire Syst Prev Cov Ind	This indicator indicates the employee has previous FERS service. Check this box if **Yes**.
Previous Retirement Coverage	This field defaults to **Never Covered**. Select data from the drop-down list to change data. This is the code that identifies whether an employee has, at the time of the most recent appointment into Federal service, had previous retirement coverage.

Annuitant Indicator	This field defaults to **`9`**. Change or search by clicking the search icon. Valid values are: **`1-Reempl Ann CS`** **`2-Ret Officer`** **`3-Ret Enlisted`** **`4-Ret Off/Reempl Ann CS`** **`5-Ret Enl/Reempl Ann CS`** **`6-CS No Reduction`** **`7-Ret Off/CS No Reduc`** **`8-Ret Enl/Off/CS No Reduc`** **`9-Not Applicable`** **`A-Reempl Ann FE`** **`B-Former ANN FE`** **`C-Ret Off/Reempl Ann FE`** **`D-Ret Off/Former Ann FE`** **`E-Ret Enl/Reempl Ann FE`** **`F-Ret Enl/Former Ann FE`** **`G-No Reduction`** **`H-Ret Off/FE-No Reduc`** **`J-Ret Enl/FE-No Reduc`**
Annuity Commencement Date	Enter the applicable start date of the annuity or select a date from the calendar icon.
Civil Service Retire Syst Frozen Service	Enter the applicable data. This is the total years and months of civilian and/or military service, creditable for calculation of the SCD for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes **`C`** and **`E`**). The first two positions must be **`00`** through **`99`** (number of years); last two positions must be **`01`** through **`12`** (number of months).
CSRS Pre Cov Ind	This indicator indicates the employee has previous CSRS service. Check this box if **`Yes`**.
Date CBO Ret Sch	Enter the date or select a date from the calendar icon.

79. Select the ***Retirement/Termination Info*** link from the bottom of the Benefits tab - Hire Employee USF page (**Figure 28**). The Retirement/Termination Info page (**Figure 29**) is displayed. This is only done when an employee retires or dies.

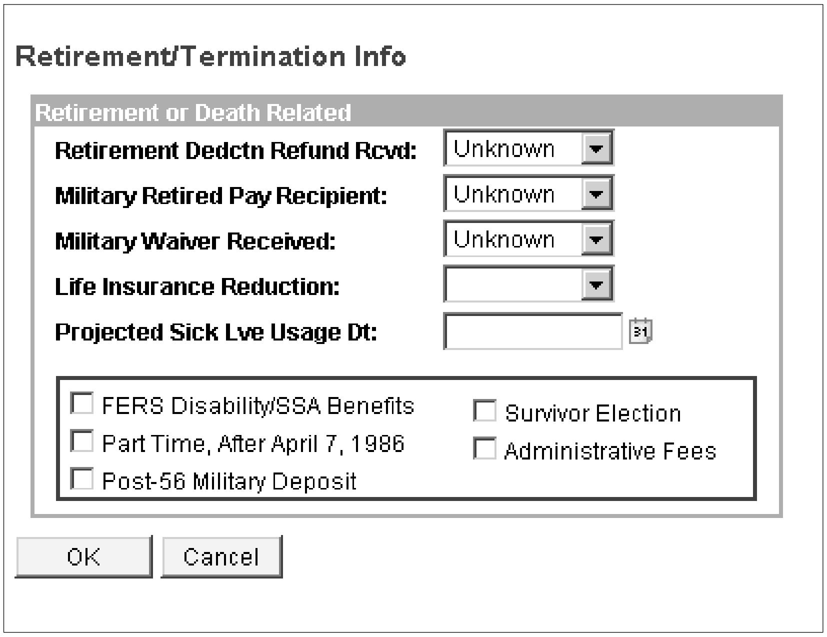


Figure 29. Retirement/Termination Info page

80. Complete the fields as follows:

Retirement Dedctn Refund Rcvd	Select the applicable data from the drop-down list. This is used to designate whether the employee received a refund when decreasing retirement deductions.
Military Retired Pay Recipient	Select the applicable data from the drop-down list. This is used if the employee has received military retirement pay.
Military Waiver Received	Select the applicable data from the drop-down list. This is used if a waiver was received.
Life Insurance Reduction	Select the applicable data from the drop-down list. This is used if the employee elected a reduction in life insurance.
FERS Disability–SSA Benefit App	Check the box if applicable. This is used for FERS and/or SSA disability benefits.
Part-Time After April 7, 1986	Check the box if applicable. This is used for employees who are/were part-time after April 7, 1986.
Survivor Election	Check the box if applicable. This is used if an employee has survivor election.
Administrative Fee	Check the box if applicable.
Post 56 Military Deposit	Check the box if applicable. This is used if an employee made Post-56 Military Deposit.

81. Click **OK** and the data is saved. The Benefits tab - Hire Employee USF page (**Figure 28**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Benefits tab - Hire Employee USF page (**Figure 28**) is displayed.

82. Click the ***Checklist Generation*** tab. The Checklist Generation tab - Hire Employee USF page (**Figure 30**) is displayed. This page is for use by Forest Service only.

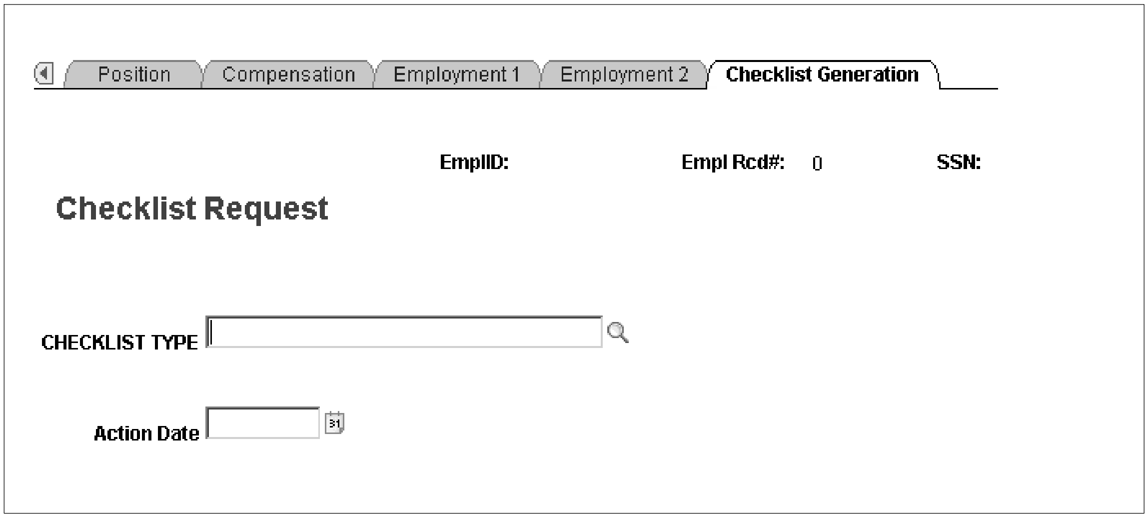


Figure 30. Checklist Generation tab - Hire Employee USF page

83. Complete the fields as follows:

Checklist Type	Enter the applicable checklist type information or select data by clicking the search icon.
Action Date	Enter the application action date or select a date from the calendar icon.

84. Click **Save**. The information entered on all tabs/pages is now saved.

85. Click **OK** on the pop-up. The EmplID is created.

Note: If you have not already entered Address or Education information, pop-ups will appear allowing you to enter that information. You can also attach file(s) at this time.

Org Structure Mass Change

This option is reserved for future use.

Update Reports To

The ***Update Reports To*** option is used to update who an employee's supervisor in ***EmpowHR***.

To modify the Update Reports To page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Update Reports To*** component. The ***Find an Existing Value*** tab - Update Reports To page is displayed. The information on this page allows the user to locate existing data.

3. Enter all the applicable search criteria.

4. Click ***Search***. The EmpowHR Reports_To Update page (**Figure 31**) is displayed.

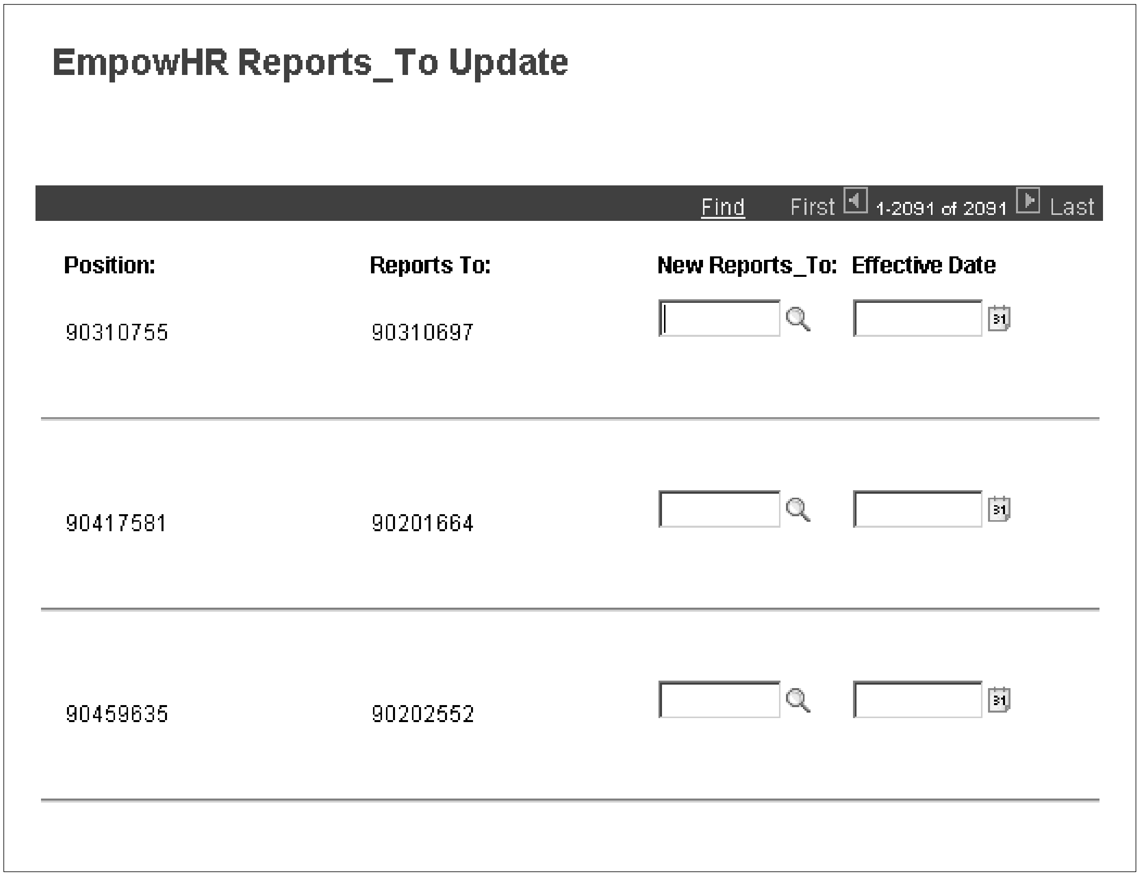


Figure 31. EmpowHR Reports_To Update page

5. Complete the fields as follows:

Position	This field is populated with the employee's position number and name based upon the agency information entered under the Search criteria.
Reports To	This field is populated with the supervisor's position number and name based upon the agency information entered under the Search criteria.
New Reports To	Enter the new supervisor's position number or select data by clicking the search icon. If you click the search icon, you can select the Position Number, Description, or Name. If the position is vacant, `Vacant` is displayed in the Name column. If the position is occupied, the name of the individual is displayed in the Name column
Effective Date	Enter the effective date the employee reports to the new individual or select a date from the calendar icon. This is a required field.

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

7. Click **Return To Search**.

   OR

   Click **Notify** to send a message to the next individual in the workflow.

Mass Reports To Update

This component allows an individual to change the Reports To from one position to another for multiple employees.

To access the Mass Reports To Update page:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Mass Reports To Update*** component. The ***Find an Existing Value*** tab - EmpowHR Reports_To Update page is displayed. The information on this page allows the user to locate existing data.
3. Enter the search criteria. Click ***Search***. The Mass Reports To Update page (**Figure 32**) is displayed.

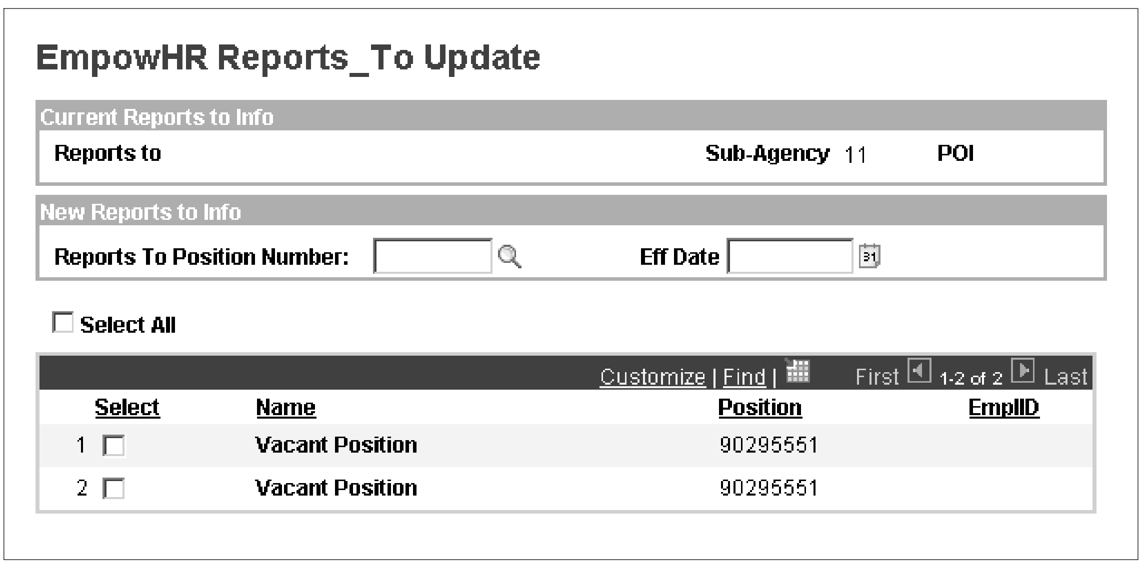


Figure 32. EmpowHR Reports_To Update page

4. Complete the fields as follows:

Current Reports To Infor/Reports To	This field is populated with the position number and employee name from the search page.
Sub-Agency	This field is populated from the position.
POI	This field is populated from the position.
Reports To Position Number	This field is the position number of the supervisor of the selected position. Enter the position numbers or select data by clicking the search icon.

Eff Date	This is the date the change becomes effective. Enter the effective date or select a date from the calendar icon.
Select All	This field allows the selection of all individuals in the list. Check this box when all the individuals should report to the supervisor's position.
Select	This field allows the selection of certain individuals in the list.
Name	This field is populated with the name of the employee selected to report to the supervisor.
Position	This field is populated with the position number of the employee selected to report to the supervisor.
EmplIID	This field is populated with the Employee ID of the individual employee selected to report to the supervisor.

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

Step	Description
Click **Return To Search**	To return to the MSS. Reports update search page.
Click **Notify**	To send an email notification.
Click **Previous In List**	This option displays the previous position in the list. This option is not available when there is only one record.
Click **Next In List**	This option displays the next position in the list. This option is not available when there is only one record.

Address Processing

An employee's address information is entered during the Hire process. However, there may be situations in which the employee's address information needs to change. Changes to an employee's address must be exported to NFC for processing.

This address appears on the pages under the most current row. The Effective Date is the date of the action rather than the date of the address change.

To access the Address Info page:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Address Processing*** component. The ***Find an Existing Value*** tab - Address Info page is displayed. The information on this page allows the user to locate existing data to enter or change the applicable information.
3. Enter the search criteria.
4. Click ***Search***. The Address Data tab page (**Figure 33**) is displayed.

   Note: This is the page used for an existing employee. For a new hire, you must click the ***Address Info*** link on the Personal Data tab after adding the employee's personal information.

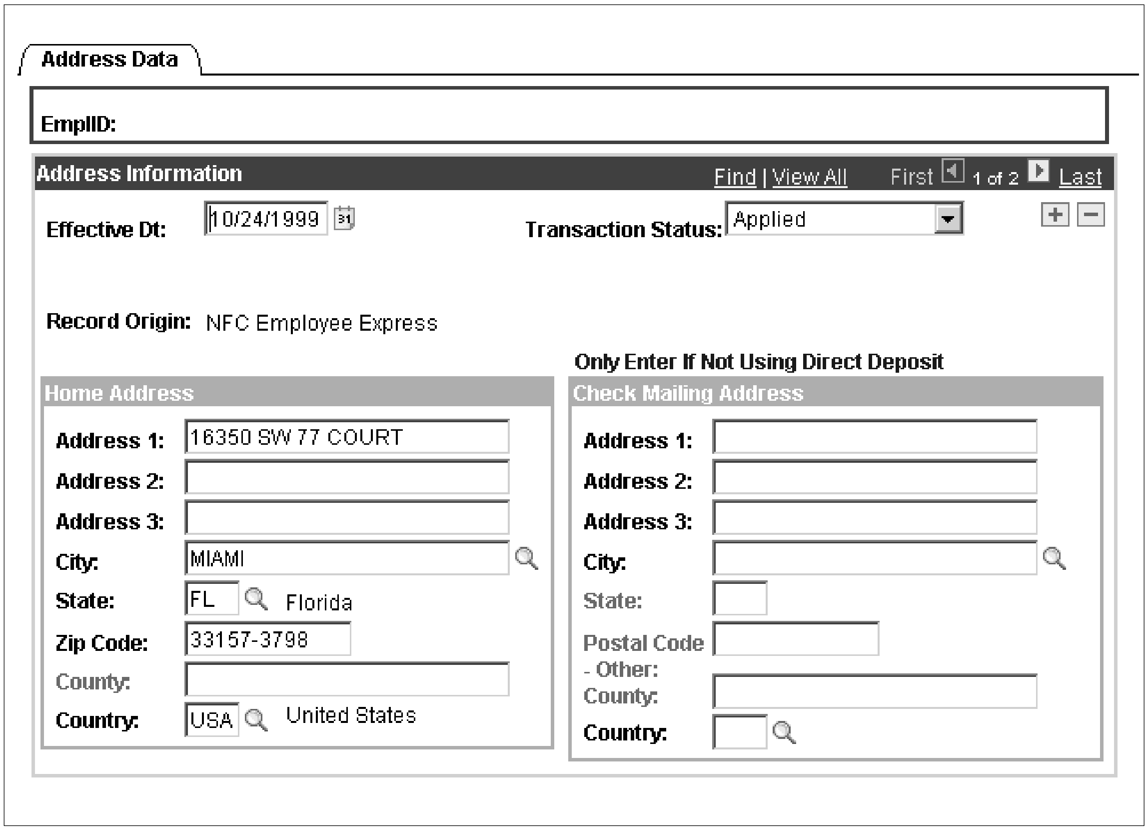


Figure 33. Address Data tab page

5. Click **+** to add a new record. This allows the editing of the address.

6. Complete or edit the fields as follows:

***Effective Date**	This field defaults to the current date. This is the date the address is valid.
Transaction Status	This field defaults to `In Progress`. This is the status of the PAR. This is a read-only field.
Record Origin	This field displays where the source of the address.
Address 1	Enter the first line of the street address.
Address 2	Enter the second line of the street address, if applicable.
Address 3	Enter the third line of the street address, if applicable.
City	Enter the city or select data by clicking the search icon.
State	Enter the two-position alpha state code or select data by clicking the search icon.
Zip Code	Enter the 5-digit required zip code. Zip codes can be found on TMGT, Table 015. You can also enter the optional zip+4 code in this field.
County	This field is reserved for future use.

Country	This field defaults to **USA**. You can change the country by clicking the search icon and selecting a different country.
Address1	Enter the applicable information. This field is only used if the employee does not have direct deposit.
Address 2	Enter the applicable information. This field is only used if the employee does not have direct deposit.
Address 3	Enter the applicable information. This field is only used if the employee does not have direct deposit.
City	Enter the city or select data by clicking the search icon. This field is only used if the employee does not have direct deposit.
State	Enter the state. This field is only used if the employee does not have direct deposit.
Postal Code - Other	Enter the 5-digit required zip code. Zip codes can be found on TMGT, Table 015. You can also enter the optional zip+4 code in this field. This field is only used if the employee does not have direct deposit.
County	This field is reserved for future use.
Country	This field defaults to **USA**. This field is only used if the employee does not have direct deposit.

7. Click the – to delete a record if it was added in error.

8. Click **Save** to save the information. At this point, the following steps are available:

Step	Description
Click **Return To Search**	To search for another EmplID
Click **Notify**	To notify an individual.
Click **Update/Display**	To update the page.
Click **Include History**	To include history data for an address.
Click **Correct History**	To view history data for an address.

Adjudication Information

To access the Adjudication page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Adjudication Information*** component. The ***Find an Existing Value*** tab - Adjudication Information page is displayed. The information on this page allows the user to locate existing data.

3. Enter the search criteria. Click ***Search***. The Adjudication page (**Figure 34**) is displayed.

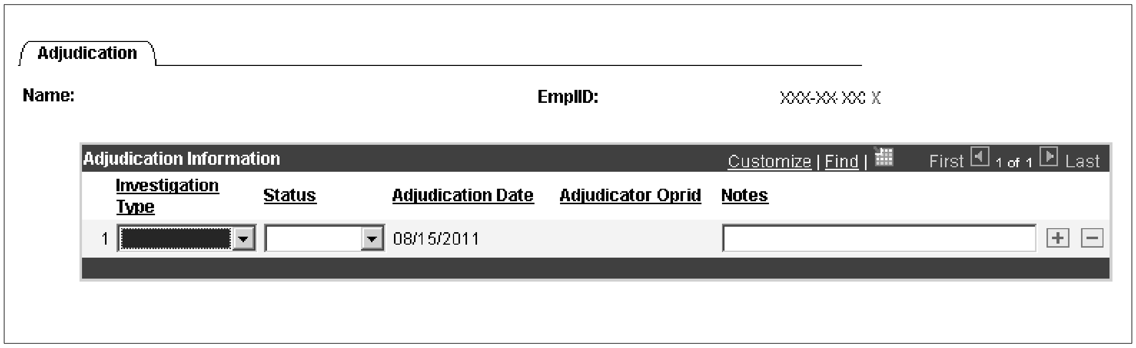


Figure 34. Adjudication page

4. Complete the fields as follows:

Name	This field is populated based upon the EmplID entered in the search criteria.
EmplID	This field is populated based upon the search criteria entered on the Find an Existing Value tab - Adjudication page.
Investigation Type	Select the applicable type of investigation performed or to be performed for the applicable employee.
Status	Select the status of the investigation from the drop-down list.
Adjudication Date	This field is populated with the current date.
Adjudication Oprid	This field is populated with the adjudicator operator ID. (Logon User ID).
Notes	This field is used to document any notes for the adjudication.

5. Click **Save** to save the information. At this point, the following options are available.

Step	Description
Click **Return To Search**	To search for another EmplID.
Click **Notify**	To send an email notification.
Click **Include History**	To include history data for an adjudication.
Click **Correct History**	To view history data for an adjudication.

Schools

To add or modify Schools:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Schools*** component. The ***Find an Existing Value*** tab - Schools page is displayed. The information on this page allows the user to locate existing data.

3. Enter the search criteria. Click ***Search***. The School Table page (**Figure 35**) is displayed.

OR

Select the ***Add a New Value*** tab - Schools page is displayed. The information on this page allows the user to add new information information.

4. Enter the new criteria. Click **Add**. The School Table page (**Figure 35**) is displayed.

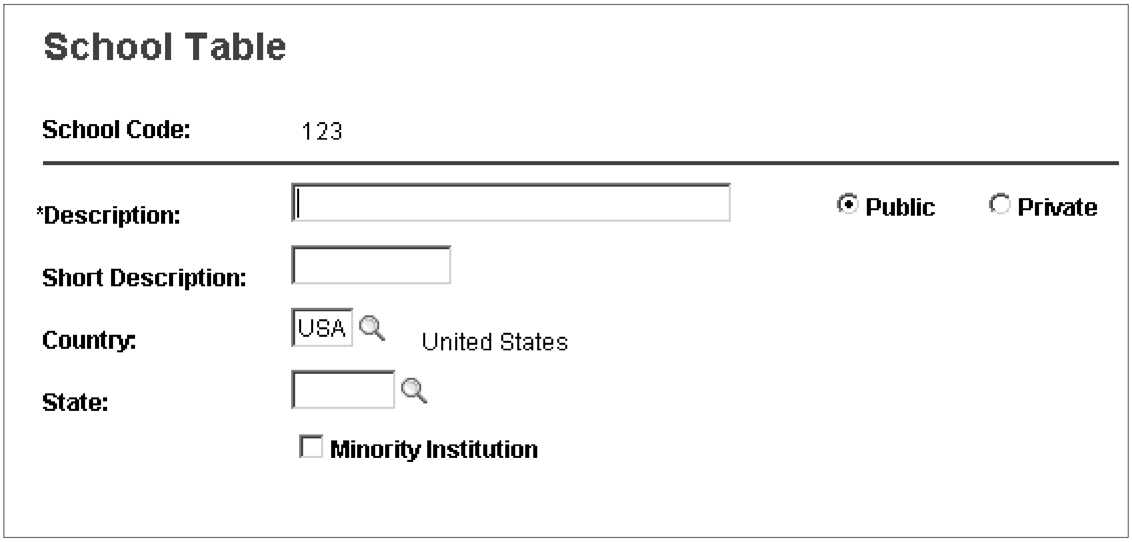


Figure 35. School Table page

5. Complete the fields as follows:

School Code	This field is populated based upon the School Code added on the Add a New Value tab.
Description	Enter the name of the school.
Public	This field defaults to selected. Deselect if the school is not public.
Private	Select this field if the school is private.
Short Description	Enter a short (abbreviated) name of the school.
Country	This field is populated based on the search criteria. To change the data enter the abbreviation for the school's country or click the icon to search for the applicable country.
State	Enter the state code or click the icon to search for the applicable state.
Minority Institution	Click this field if the school is a minority institution.

6. Click **Save**. If the user attempts to make another selection before clicking **Save**, an error message will appear. At this point, the following options are available:

Step	Description
Click **Notify**	To send an email notification.
Click **Add**	To return to the Add a New Value tab.
Click **Update**/**Display**	To return to the Find an Existing Value tab.

LC Initiate PAR

This option is for Library of Congress only.

To initiate a PAR for Library of Congress:

1. Select the ***PAR Processing*** menu group.
2. Select the ***LC Initiate PAR*** component. The ***Find an Existing Value*** tab - LC Initiate PAR page (**Figure 36**) is displayed. The information on this page will allow the user to locate existing data.

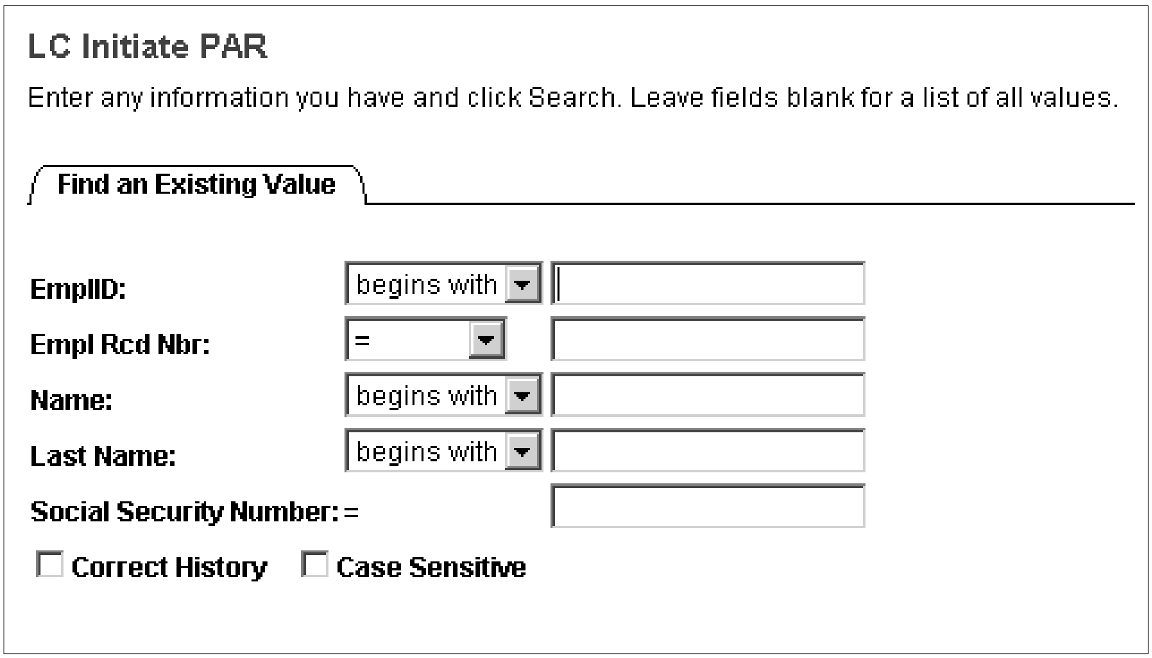


Figure 36. Find an Existing Value tab - LC Initiate PAR page

3. Complete the fields as follows:

EmplID	Enter the employee ID. This a unique id assigned by *EmpowHR*.
Empl Rcd Nbr	Enter the employee record number.
Name	Enter the first name.
Last Name	Enter the last name.
Social Security Number	Enter the social security number of the employee.

4. Click ***Search***. The Data Control tab - Hire Employe USF page (**Figure 1**) is displayed. For more information on PAR Processing, refer to Hire Employee USF in this procedure.

   OR

   Click **Clear** to clear the search.

LC Approve PAR

This option is for Library of Congress only.

To approve a PAR for Library of Congress:

1. Select the ***PAR Processing*** menu group.
2. Select the ***LC Approve PAR*** component. The ***Find an Existing Value*** tab - LC Approve PAR page (**Figure 37**) is displayed. The information on this page will allow the user to locate existing data.

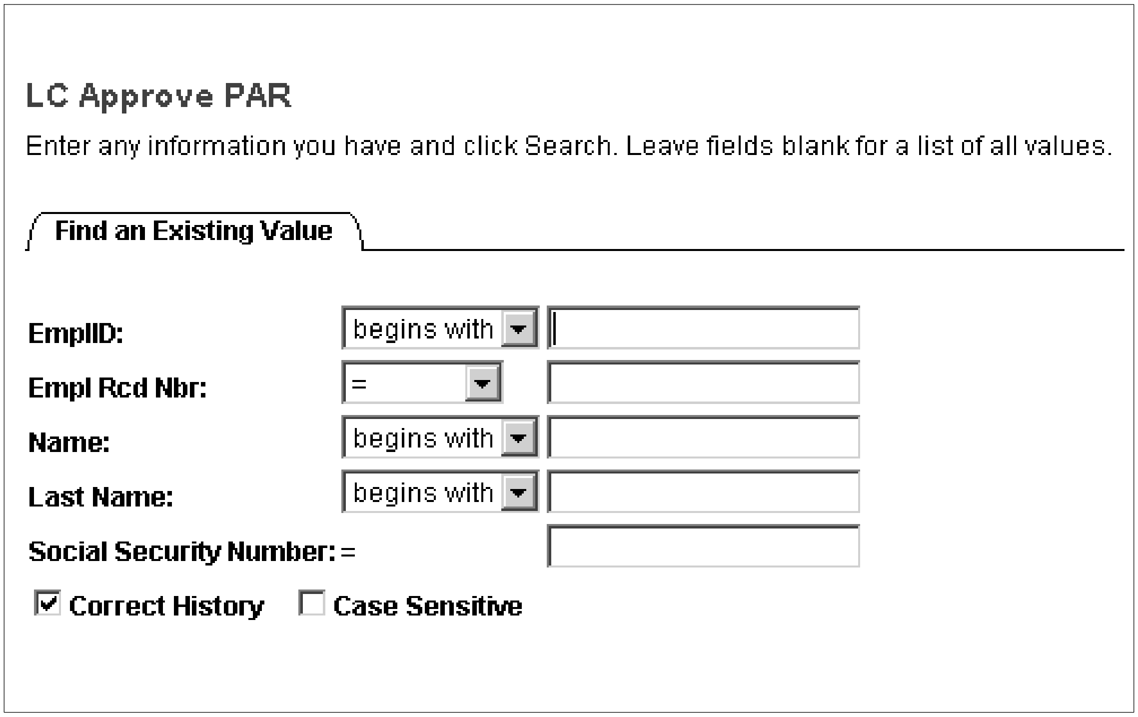


Figure 37. Find an Existing Value tab - LC Approve PAR page

3. Complete the fields as follows:

EmplID	Enter the employee ID. This a unique id assigned by *EmpowHR*.
Empl Rcd Nbr	Enter the employee record number.
Name	Enter the first name.
Last Name	Enter the last name.
Social Security Number	Enter the social security number of the employee.

4. Click ***Search***. The Data Control tab - Hire Employe USF page (**Figure 1**) is displayed. For more information on PAR Processing, refer to [Hire Employee](#) USF in this procedure.

   OR

Click **Clear** to clear the search.

Who Has the PAR

To access the Who Has the Worklist page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Who Has the PAR*** component. The ***Find an Existing Value*** tab - Who Has the Worklist page (**Figure 38**) is displayed. The information on this page allows the user to locate existing data.

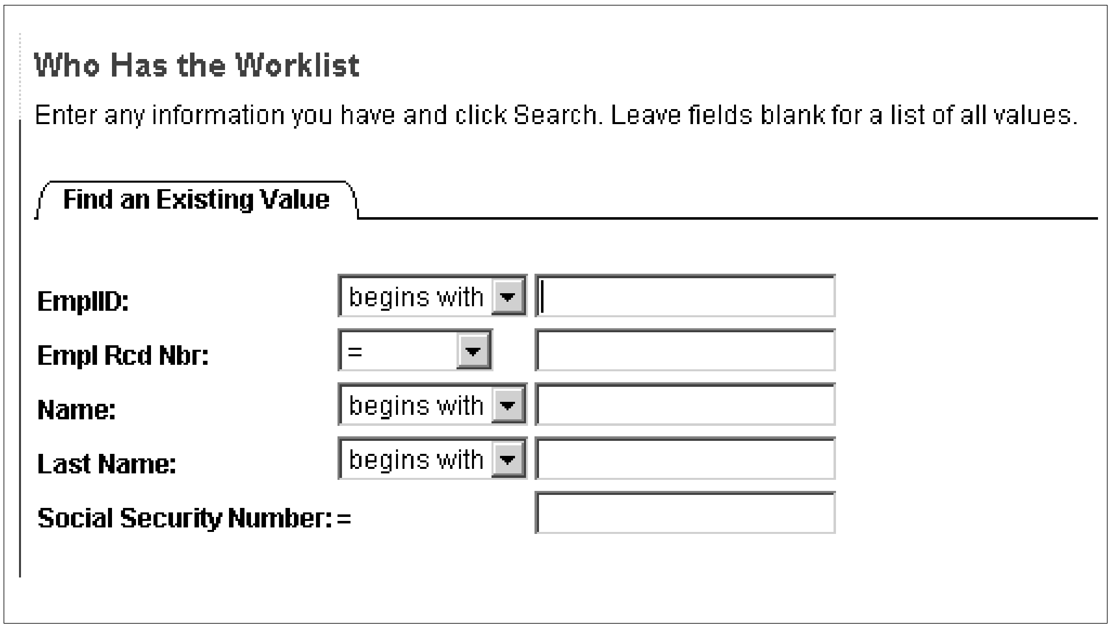


Figure 38. Find an Existing Value tab - Who Has the Worklist page

3. Complete the fields as follows:

EmplID	Enter the employee ID. This a unique id assigned by *EmpowHR*.
Empl Rcd Nbr	Enter the employee record number.
Name	Enter the first name.
Last Name	Enter the last name.
Social Security Number	Enter the social security number of the employee.

4. Click ***Search***. The Where Is The PAR? tab page (**Figure 39**) is displayed. This is a view only page that displays the PAR information, who is assigned the PAR, date and time, and the individual that sent the PAR.

   OR

   Click **Clear** to clear the search.

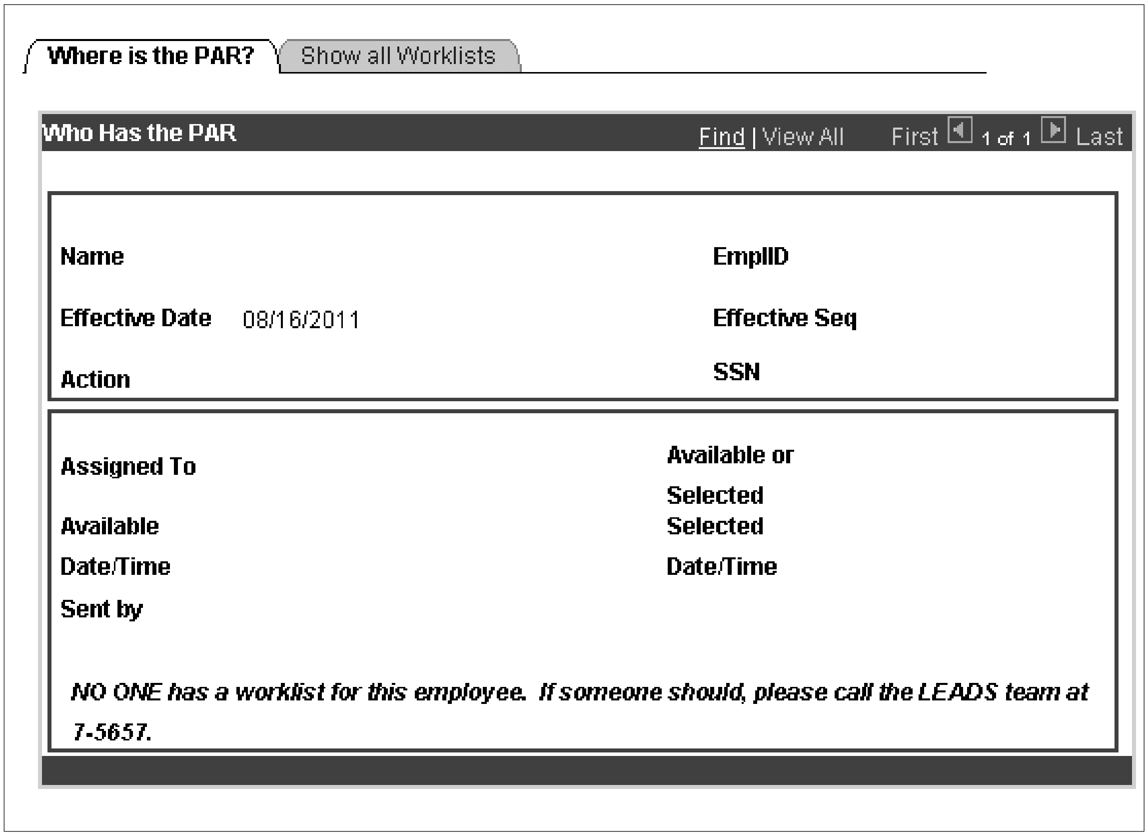


Figure 39. Where Is The PAR? tab page

HR Processing

In EmpowHR, there are several types of Personnel Actions that are processed at any time without regard to effective dates. These action are called Exception Actions and are processed as initial actions even when the last personnel action on the database has an effective date which is later than the action that is being processed. Exception actions include the following Nature of Actions (NOACs):

NOACs	Description
006	Details
730-732	Details
815	Recruitment Bonus
816	Relocation Bonus
817	Student Loan
825	Separation Incentive
827	Retention Incentive
840	Individual Cash Award RB
841	Group Cash Award
842	Individual Suggestion/Invention Award
843	Group Suggestion/Invention Award
844	Foreign Language Award
845	Travel Savings Incentive Award

NOACs	Description
846	Individual Time Off Award
847	Group Time Off Award
848	Applicant Referral Award
849	Individual Cash Award NRB
878	Presidential Rank Award
879	SES Performance Award
885	Lump Sum Perform Pay (RB-ILP)
886	Lump Sum Perform Pay (RB-NIL)
887	Lump Sum Perform Pay (NRB)
889	Group Award Other
902	Appointment for Pay Purposes Only (DOJ only)
906	SCSEP Enrollee
908	Termination
911	YCC Enrollee Appt
922-924	Details
928	Volunteer Accession
929	Volunteer Separation
950	Change in Shift (GPO Only)
970	Foreign Language Bonus
972	Applicant Referral (IRS Only)
973	Lump Sum Retention (IRS Only)
982	Recruitment Allowance (USDA Only)
983	Retention Allowance (USDA Only)
984	Share of Equivalent Increase
994	Honorary

Exception actions include the following inactive NOACs.

NOACs	Description
872	Time Off Award
874	Gainsharing Award
875	Suggestion Award
876	Invention Award
877	Special Act or Service Award
907	Mainstream Employee

This section contains the following topics:

HR Processing Instructions

To access the HR Processing USF page:

1. Select the ***PAR Processing*** menu group.

2. Select the ***HR Processing*** component. The ***Find an Existing Value*** tab - HR Processing USF page is displayed. The information on this page allows the user to locate existing data.

3. Enter the search criteria.

4. Click **Search**. The Data Control tab - HR Processing USF page (**Figure 40**) (for the applicable employee) is displayed.

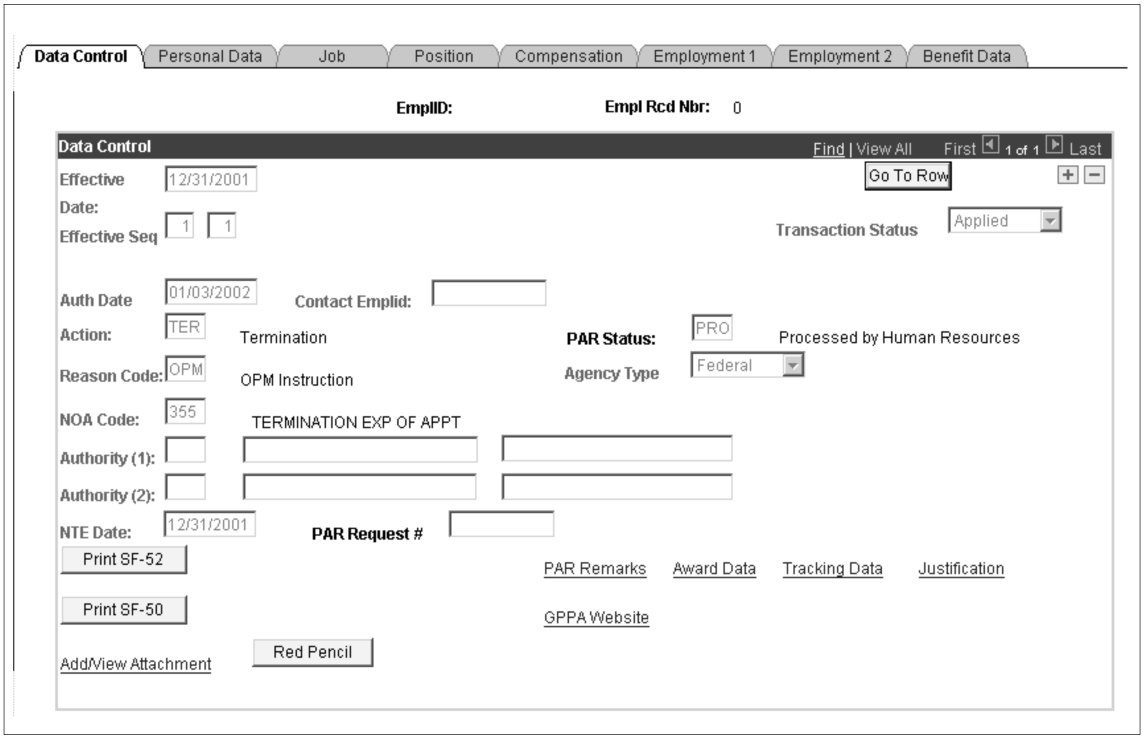


Figure 40. Data Control tab - HR Processing USF page

5. Click the **+** to insert a new row.

6. Complete the fields as follows:

EmplID	This field is populated with the employee ID used in search or add a value tabs.
Employee Rcd#	This field is populated with the number of records for the employee.
Effective Date	This field is the date the action begins. Enter a date or select a date from the calendar icon.
Effective Sequence	This field is populated with the sequence number of the PAR.
Auth Date	Enter the applicable date or select a date from the calendar icon. When adding more that one action for the same effective date, the actions must have sequential authentication dates.
Action	Enter the applicable action code or select data by clicking the search icon.

Reason Code	Enter the applicable reason code or select data by clicking the search icon.
NOA Code	Enter the applicable nature of action code or select data by clicking the search icon.

7. Complete all applicable fields for the action.

8. Click **Save**. The action is saved with a transaction status of **`NFC Ready`**.

Award Link

This section explains the processing an Award.

To enter an Award:

1. Select the ***PAR Processing*** menu group.

2. Select the ***HR Processing*** component. The ***Find an Existing Value*** tab - HR Processing USF page is displayed. The information on this page allows the user to locate existing data.

3. Enter the search criteria. Click **Search**. The Data Control tab -HR Processing USF page (**Figure 40**) is displayed.

   OR

   Click **Clear** to clear the information entered in the fields.

4. Click **+** to add a new row on the Data Control tab -HR Processing USF page (**Figure 40**).

5. Complete the fields as follows:

EmplID	This field is populated with the employee ID used in the search or add a value tabs.
Employee Rcd#	This field is populated with the number of records for the employee.
Effective Date	This field is the date of the award. Enter a date or select a date from the calendar icon.
Effective Sequence	This field is populated with the sequence number of the PAR.
Auth Date	Enter the applicable date or select a date from the calendar icon. When adding more than one action for the same effective date, the actions must have sequential authorization dates.
Action	Enter the action code of and for an award or select award data by clicking the search icon.
Reason Code	Enter the reason code for an award or select a reason code by clicking the search icon.
NOA Code	Enter the nature of action code for the award or select data by clicking the search icon. The alpha description is displayed after the code is entered. Refer to the Guide to Processing Personnel Actions and the 5 CFR to locate the correct code.

Authority (1)	Enter the 1st legal authority for the NOA. The description is displayed after the code is entered. Refer to the Guide to Processing Personnel Actions and the 5 CFR.
Authority (2)	Enter the 2nd legal authority for the NOA when needed. The description is displayed after the code is entered. Refer to the Guide to Processing Personnel Actions and the 5 CFR.

6. Click the ***Award Data*** link on the bottom of the Data Control tab - HR Processing USF page (**Figure 40**).The Award Data page (**Figure 41**) is displayed.

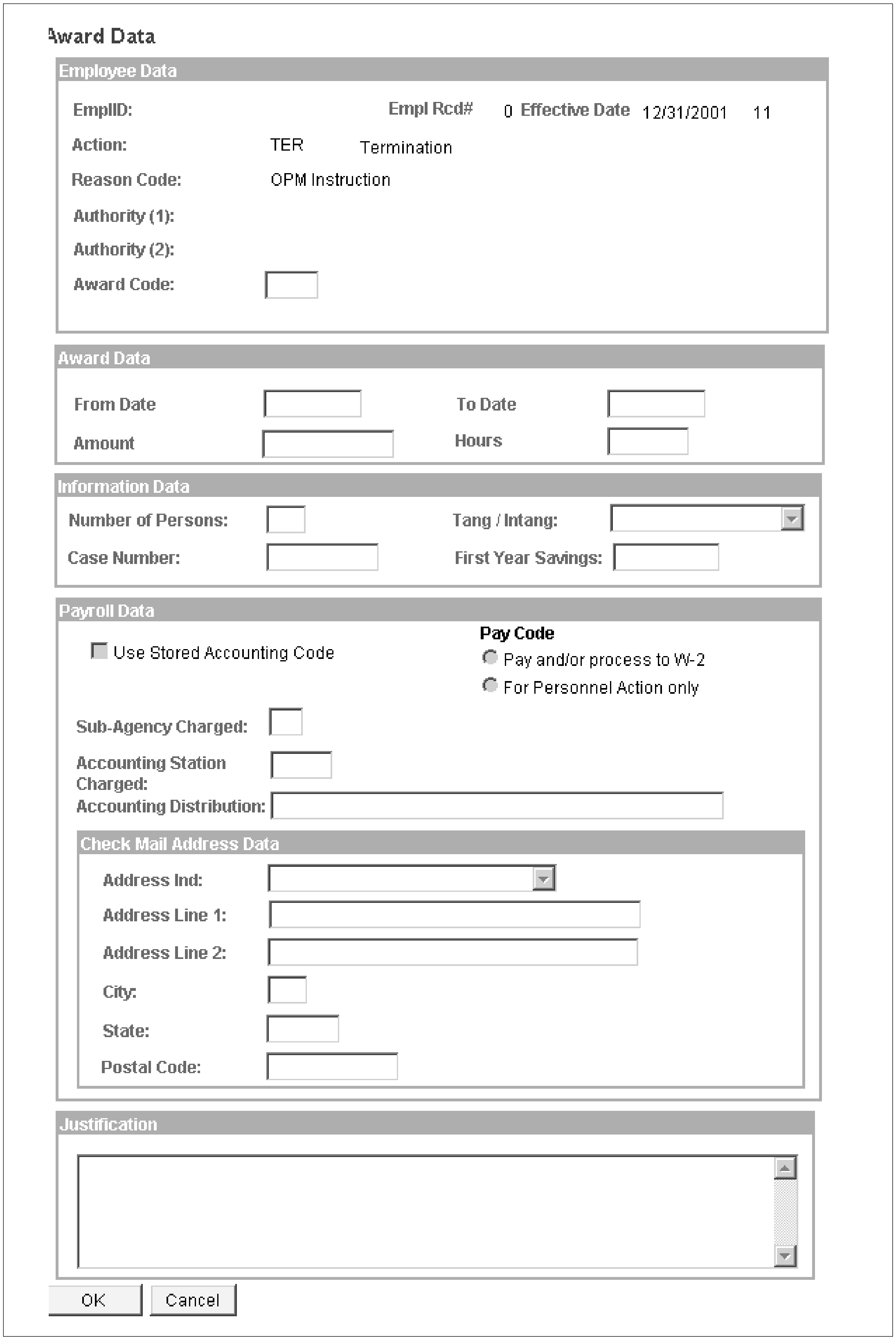


Figure 41. Award Data page

7. Complete the fields as follows:

EmplID	This field is populated from the Data Control tab. This is unique id assigned by *EmpowHR*.
Empl Rcd#	This field is populated from the Data Control tab.
Effective Date	This field is populated from the Data Control tab.
Action	This field is the populated from the Data Control tab.
Reason	This field is populated from the Data Control tab.
Authority (1)	This field is populated from the Data Control tab.
Authority (2)	This field is populated from the Data Control tab.
Award Code	This field defaults based on the Reason Code. Enter the award code or select data by clicking the search icon.
From Date	The beginning date of the award period is displayed in this field.
To Date	The ending date of the award period is displayed in this field.
Amount	The monetary amount (if this is a dollar amount award) of the award is displayed in this field.
Hours	The number of hours (if this is a time-based award) of the award is displayed in this field.
Number of Persons	The number of persons receiving the award is displayed in this field.
Tang/Intang	This field displays whether or not the award is based on tangible or intangible benefits.
Case Number	The case number is displayed in this field.
First Year Savings	The monetary amount of first year savings as a result of implementing the suggestion. This field is required for Tangible Benefits only.
Used Stored Accounting Code	This box is checked when stored accounting is used for the award.
Pay And/Or Process to W-2	This box is checked for W-2 processing.
For Personnel Action Only	This box is used for personnel actions.
Sub-Agency Charges	This box is checked if a sub-agency is charged for the award.
Accounting Station Charged	The 4-position accounting station. This is the accounting station that will be charged for payment when the employing agency is not charged.
Accounting Distribution	The accounting distribution information is displayed in this field, if applicable.
Address Indicator	The address option is displayed in this field.

Address 1	The first line of the applicable address is displayed in this field.
Address 2	The 2nd line of the address, if applicable, is displayed in this field.
City	The city for the address is displayed in this field.
State	The state is displayed in this field.
Postal Code	The applicable zip code is displayed in this field.

8. Click **Save**.
9. Click **OK**.
10. Click **OK** on the Award Is Marked NFC Ready pop-up.

Bonus Link

This section explains the processing of a bonus.

To enter a Bonus:

1. Select the ***PAR Processing*** menu group.
2. Select the ***HR Processing*** component. The ***Find an Existing Value*** tab - HR Processing USF page is displayed. The information on this page allows the user to locate existing data.
3. Enter the search criteria.
4. Click **Search**. The Data Control tab -HR Processing USF page (**Figure 40**) is displayed.

   OR

   Click **Clear** to clear the information entered in the fields.
5. Click **+** to add a new row on the Data Control tab -HR Processing USF page (**Figure 40**).
6. Complete the fields as follows:

EmplID	This field is populated with the employee ID used in the search or add a value tabs. This is unique id assigned by *EmpowHR*.
Employee Rcd#	This field is populated with the number of records for the employee.
Effective Date	This field is the date the action begins. Enter a date or select a date from the calendar icon.
Effective Sequence	This field is populated with the sequence number of the page.
Auth Date	Enter the applicable date or select a date from the calendar icon.
Action	Enter **BON** for the action code for a bonus or select the code by clicking the search icon.

Reason Code	Enter the reason code for an award or select a reason code by clicking the search icon.
NOA Code	Enter a nature of action code for the bonus or select the applicable code by clicking the search icon. The alpha description is displayed after the code is entered. The applicable codes are as follows:

NOA Code	Description
815	Recruitment Incentive is used to hire a Federal employee while competing with the salary offered for comparable positions in the private sector.
816	Relocation Incentive is used to hire an individual to work in the Federal sector who currently lives outside of commuting distance from the duty station.
817	Student Loan Repayment is used when a Federal Government agency pays back an employee's student loan.
825	Separation Incentive
827	Retention Incentive is used to hire a federal employee while completing with the salary offered for comparable positions in the private sector.

Note: When an applicable Reason Code is entered, the ***Award Data*** link is changed to reflect the ***Bonus*** link.

Authority (1)	Enter the 1st legal authority for the NOA. The description is displayed after the code is entered. Refer to the Guide to Processing Personnel Actions and the 5 CFR.
Authority (2)	Enter the 2nd legal authority for the NOA when needed. The description is displayed after the code is entered. Refer to the Guide to Processing Personnel Actions and the 5 CFR.

7. Click the ***Bonus Data*** link on the bottom of the Data Control tab - HR Processing USF page (**Figure 40**).The Bonus Data page (**Figure 42**) is displayed.

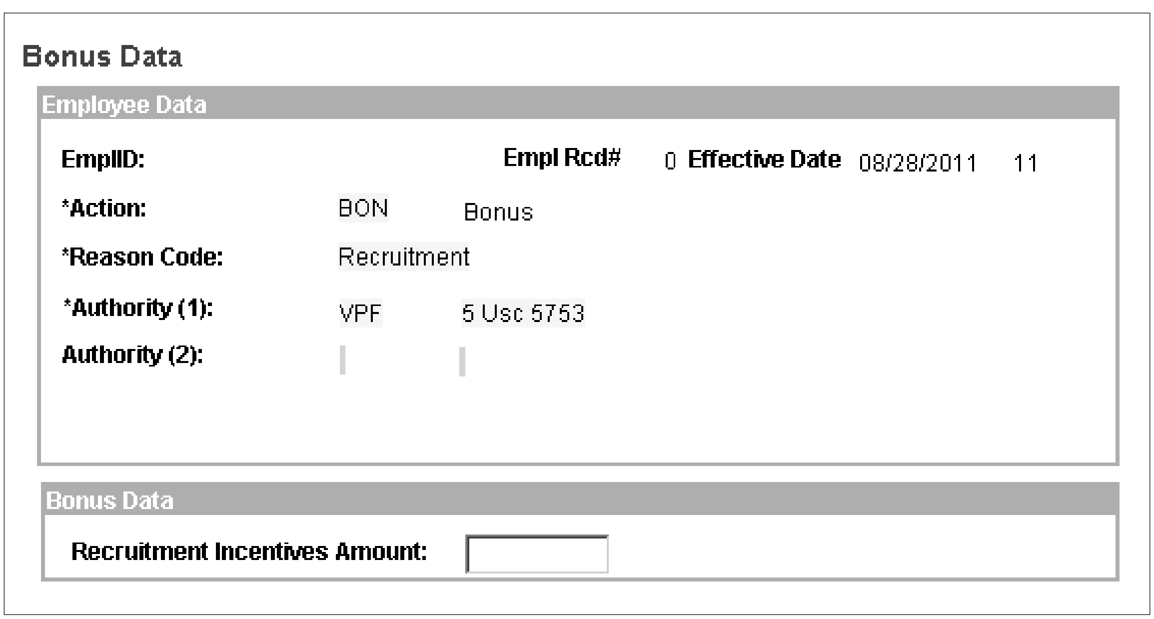


Figure 42. Bonus Data page

8. Complete the fields as follows:

Employee Data	
EmplID	This field is populated from the Data Control tab. This is unique id assigned by *EmpowHR*.
Empl Rcd#	This field is populated from the Data Control tab.
Effective Date	This field is populated with the date of the award from the Data Control tab.
Action	This field is the populated with the bonus type from the Data Control tab.
Reason	This field is populated with the literal that corresponds with the bonus type from the Data Control tab.
Authority (1)	This field is populated from the Data Control tab.
Authority (2)	This field is populated from the Data Control tab.
Bonus Data	
Relocation/Recruitment/ Retention Incentive Amount	Enter the award code or select data by clicking the search icon. The fields reflected on the Bonus Data section of the Bonus page will vary depending on the NOAC entere.

9. Click **Save**.

10. Click **OK**.

11. Click **OK** on the Bonus Is Marked NFC Ready pop-up.

Correct Applied Action

When an action applies in PPS, the data on the action is reflected on the applicable IRIS program and is used to pay employees for the current processing pay period. After the PAYE and BEAR processes are completed, the current actions are moved to history and are reflected in the applicable IRIS 5XX program.

The Correct Applied Action component allows users to change or delete any applied action in the current processing pay period until the employee's salary for the pay period is calculated by PAYE. Only the fields applicable to the applied nature of action can be modified. This functionality is not available for employees who are paid in the current processing pay period.

To Correct an Applied Action:

1. Select the ***PAR Processing*** menu group.

2. Select the ***Correct Applied Action*** component.

3. The ***Find an Existing Value*** tab - Correct Applied Action page is displayed. The information on this page allows the user to locate existing data.

4. Enter the search criteria. Click **Search**. A pop-up (**Figure 43**) appears containing information about correction actions.

OR

Click **Clear** to clear the information entered in the fields.

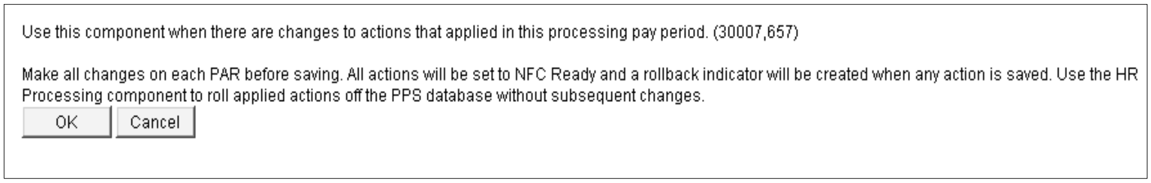


Figure 43. Correct Applied Action pop-up

5. Click **OK** to continue to the Data Control tab - Correct Applied Action page (**Figure 44**).

OR

Click **Cancel** to return to the ***Find an Existing Value*** tab.

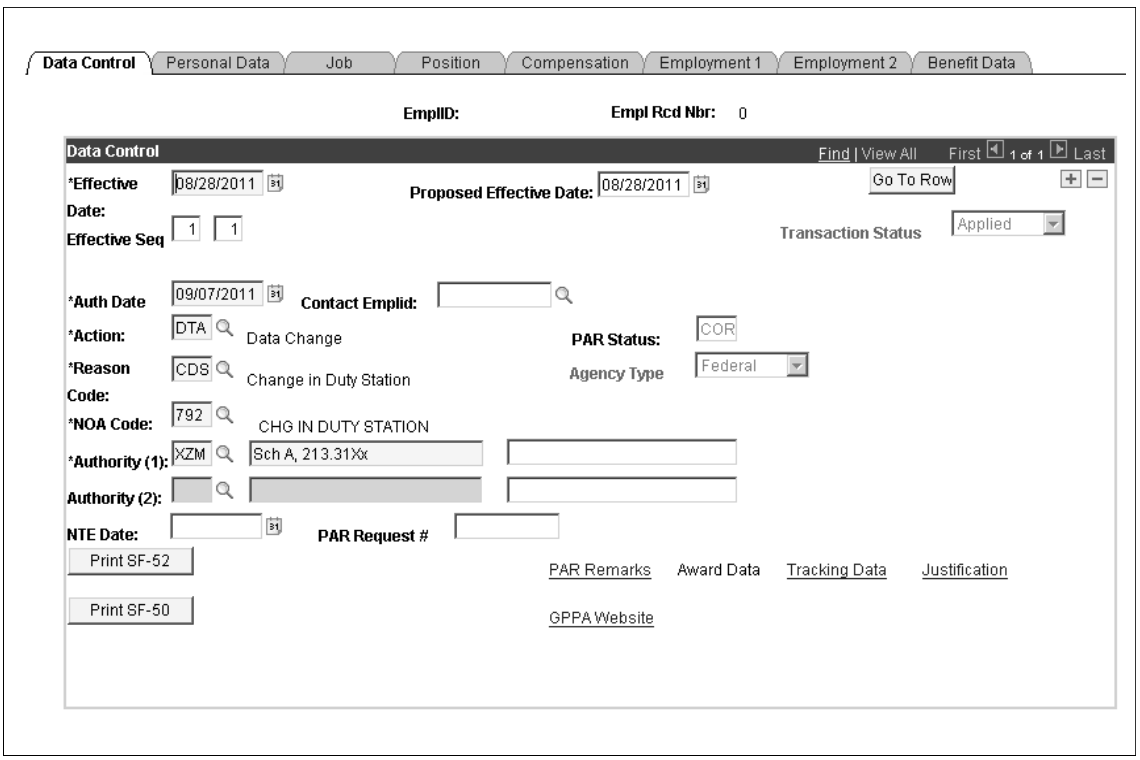


Figure 44. Data Control tab - Correct Applied Action page

6. Change the data on the various tabs.

7. Click **Save** after all PARs are updated.

8. Click **OK** when the confirmation pop-up appears.

Rollback

To change a current applied action, the action must be removed from PPS prior to the running of PAYE; this process is known as a rollback. A rollback removes all personnel actions applied to the database during the current processing pay period. It also removes the payroll documents that apply after the personnel action applied. When the process is complete, these actions are no longer displayed on the IRIS 1XX screens.

Single actions or actions contained in a history correction package that applied in the current processing pay period may be rolled back two different ways.

- **System-generated** - Occurs automatically when a personnel action applies to the database for an employee and another personnel action with an earlier effective date processes in a later PINE pass during the same processing pay period and prior to the processing of PAYE.
- **User-generated** - Occurs if the employee's salary for that pay period has not been computed by PAYE. If the employee has been paid, the rollback feature is not available.

A rollback for an award removes the personnel action from the Payroll/Personnel Database, but not the award payment processed through ADJP. A written request submitted through the Special Processing System Web based version (SPPS Web) is required to delete the award payment from ADJP.

Rollback actions are reflected on the Worklist as unapplied suspense actions. After data is changed on the current action or the action is deleted, the action(s) is released for export to PPS. The actions are displayed on the Worklist as **`Applied`** or **`Not Applied`** suspense actions. The actions must apply in PPS to be considered official.

To Rollback an action:

1. Select the ***PAR Processing*** menu group.
2. Select the ***HR Processing*** component. The ***Find an Existing Value*** - HR Processing USF page is displayed. The information on this page allows the user to locate an existing employee to Rollback an action.
3. Click **Correct History**.
4. Click **Search**. A message is displayed.
5. Click **OK**.. The Data Control tab-HR Processing USF page (**Figure 45**) is displayed with the Rollback Indicator check box.

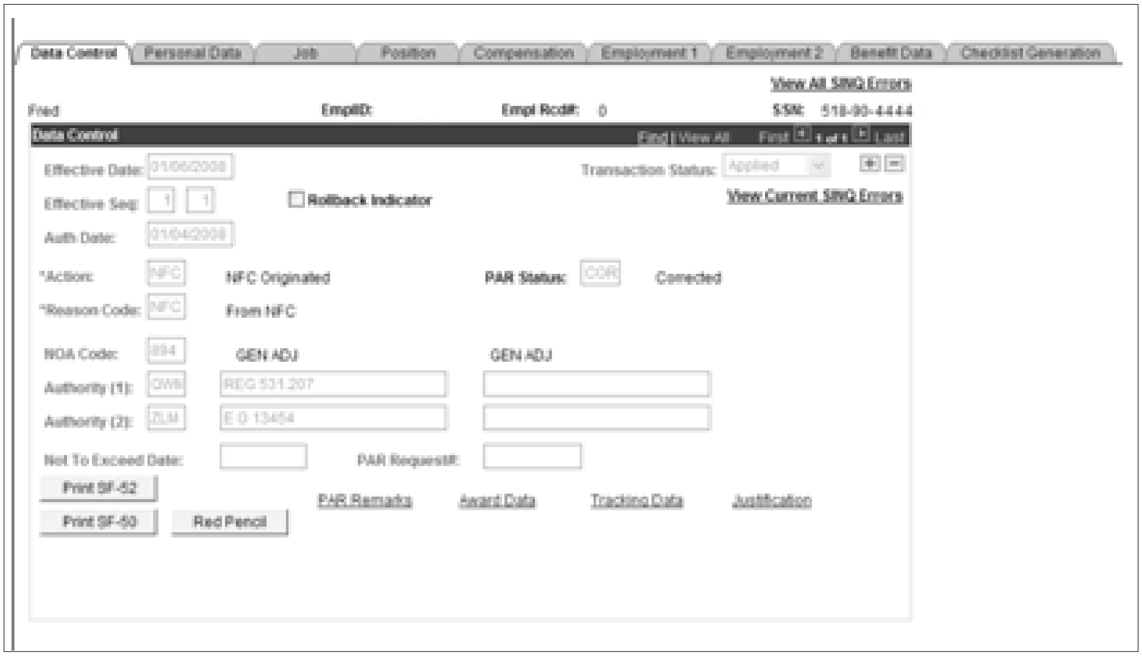


Figure 45. Data Control-HR Processing USF page

6. Click the **Rollback Indicator** box.
7. Click **Save**. The Transaction Status displays `NFC Ready`.

   The following day, the action displays on the worklist as `Not Applied`. If the action is not corrected or deleted, it remains on the Worklist.

   Note: Payroll documents that are applied after the PAR applied, rollback when the PAR is rolled back. The documents are in a `Not Applied` status and are displayed on the Worklist.

History Override

The History Override component allows users to correct personnel history data. History Override allows the correction and cancelation of personnel actions which exist in the employee's personnel history, as well as the entry of late, newly required, and replacement personnel actions in the employee's personnel history.

PPS allows historical data corrections during the processing pay period until the employee is paid. After the employee is paid, historical data corrections are not processed until the following pay period. History actions are processed as a package and edited by PINE. If one action in the history package fails the edits, all actions in the history package are in suspense until the erroneous action is corrected.

ADJP automatically adjusts an employee's pay record for retroactive actions effective within the last 25 pay periods. If a correction or cancellation action is processed that affects the employee's salary data, retirement coverage, cost of living allowance, post differential, or quarters deductions rate, the system automatically disburses or collects (in accordance with the Debit Collection Act), as appropriate.

When the adjustment period exceeds 25 pay periods, each agency involved must enter or submit a request in SPPS Web. All parties involved must be in agreement with the changes made to history.

Applied History Override packages must go through two passes of PINE and two passes of ADJP to assure all adjustments are processed. Packages that apply prior to the running of two passes of PINE and ADJP are not adjusted until the subsequent pay period. The employee receives the adjusted pay for the current pay period in the processing pay period and all other adjustments are paid the following pay period. This must be factored into the process when a request for manual payment for monies is needed beyond the automated 25 pay period cycle.

A History Override package contains one or all of the following:

- Correction
- Cancelation
- Insert New Action

All packages have a Starting Action. When there is more than one action, all other actions are intervening. The Starting Action identifies where the process begins and the Intervening Action identifies all the actions included in the package. When a package is completed, select **`Releaseistory Correction Package`** on the History Correction page and click **Save** to mark the record **`NFC Ready`**.

Never start or change a correction/cancellation package for an active employee after PAYE runs thru the first pass of PINE for the next pay period (i.e., PAYE generally runs Thursday evening and the first pass of PINE is the following Monday). Therefore, do not start or change a package on Friday, Saturday, Sunday, or Monday after PAYE runs.

When a History Override package is saved *EmpowHR* performs front-end edits that validate data entered in each field. After all data is entered and released, the information is exported to PPS for additional editing.

EmpowHR is automatically updated to reflect applied statuses when packages pass all the edits. When an action fails the editing process, all actions fail and error messages are returned for correction. The validation of applied actions and the correction of suspended actions are made though the Worklist. All errors must be corrected before the package will apply. The package must apply in PPS for the changes to be considered official. After the package applies, the data in *EmpowHR* should be compared to the personnel history data in PPS.

Exception actions are actions processed at any time without regard to effective dates. They are processed as initial actions even when the last personnel action on the database has an effective date later than the action the user is processing.

No exception action can be inserted in a history correction package. Only certain exception actions can be corrected or canceled.

The following Nature of Actions (NOACs) can be corrected through History Override:

- 846 Individual Time Off Award (AWD, AWH, NFC)
- 847 Group Time Off Award (AWD, AWH, NFC)

The following NOACs can be canceled through History Override:

- 815 Recruitment Bonus (BON, NFC, AWD)
- 816 Relocation Bonus (BON, NFC, AWD)
- 825 Separation Incentive (AWD, BON, NFC)

- 840 Individual Cash Award RB (AWD, NFC)
- 841 Group Cash Award (AWD, NFC)
- 842 Individual Suggestion/Invention Award (AWD, NFC, AWH)
- 843 Group Suggestion/Invention Award (AWD, NFC, AWH)
- 844 Foreign Language Award (AWD, NFC)
- 845 Travel Savings Incentive Award (AWD, NFC)
- 846 Individual Time Off Award (AWD, AWH, NFC)
- 847 Group Time Off Award (AWD, AWH, NFC)
- 848 Applicant Referral Award (AWD, NFC)
- 849 Individual Cash Award NRB (AWD, NFC)
- 878 Presidential Rank Award (NFC, AWD)
- 879 SES Performance Award (NFC, AWD)
- 889 Lump Sum Perform Pay (RB-ILP) (AWD, NFC)
- 886 Lump Sum Perform Pay (RB-NIL) (AWD, NFC)
- 887 Lump Sum Perform Pay (NRB) (AWD, NFC)
- 889 Group Award Other (AWD, NFC, PAY)
- 970 Foreign Language Bonus (AWD, BON, NFC)
- 972 Applicant Referral (IRS Only) (NFC)
- 973 Lump Sum Retention (IRS Only) (NFC)
- 997 Honorary (NFC, AWH, AWD)

The following NOACs are active exception actions that cannot be corrected or canceled in History Override:

- 006 Update (NFC)
- 730 Detail (DET, NFC, EXT, REH)
- 731 Extension of Detail (DET, NFC, EXT, EDT)
- 732 Termination of Detail (DET, NFC, TER, XFR, TDL, EDT)
- 817 Student Loan (BON, NFC, PAY)
- 930 Detail NTE (effective PP20 of 2010) (DET, NFC)
- 931 Extension of Detail (effective PP20 of 2010) (EXT, NFC)
- 932 Termination of Detail (effective PP20 of 2010) (DET, EDT, NFC)
- 982 Recruitment Allowance (USDA Only) (NFC, BON, PAY)
- 983 Retention Allowance (USDA Only) (NFC, BON)
- 984 Share of Equivalent Increase (NFC)

- 998 Transfer to a New Payroll Provider (NFC)

The following NOACs are inactive exception actions that cannot be corrected or canceled in History Override:

- 872 Time Off Award (AWH, NFC)
- 874 Gainsharing Award (NFC, AWD, AWH)
- 875 Suggestion Award (AWD, NFC, AWH)
- 876 Invention Award (NFC, AWD, AWH)
- 877 Special Act or Service Award (AWD, NFC, AWH)
- 907 Mainstream Employee (NFC)
- 922 - 924 Details (effective PP20 of 2010) (NFC, DET, REH, EXT, TDL, EDT)
- 978 Mass Change Detail (effective PP20 of 2010) (NFC, MSC, XFR)

The user can correct or cancel each of the active NOAs as indicated.

To Start a History Correction Package:

1. Select the ***PAR Processing*** menu group.
2. Select the ***History Override*** component. The ***Find an Existing Value*** tab - History Override page is displayed. The information on this page allows the user to locate an existing employee to correct a historical action.
3. Click **Search**. The History Correction Creation tab - History Correction Creation page (**Figure 46**) is displayed.

Figure 46. History Override Creation page

4. Click **Yes** to proceed with the history correction package.

OR

Click **No** to return to the Find an Existing Value tab - History Override page.

This section contains the following functional topics:

Correct/Cancel a Historical PAR

The History Override component allows users to cancel a personnel action. When an action is canceled, consider the status of the position. The permanent position of the employee must be established in PMSO. For example, if a cancelation to a separation is processed for an employee whose job was abolished, the position must be established in PMSO and *EmpowHR*.

A cancelation rescinds an earlier action that was improper, that was proper but contains references to an improper action, or that contains remarks that are inappropriate or erroneous and should not have been documented. The following are examples of situations in which a cancelation is necessary:

- A decision orders an action to be rescinded, withdrawn or expunged.
- An appointing officer determines action should never have occurred. For example, a Within-grade Increase to a GS5/5 was processed when an employee has completed only 52 weeks of service at a GS-5/4 instead of the required 104 weeks.
- An employee requests reconsideration of a negative within-grade increase determination and the negative determination (documented with 888/Denial of WGI) is overturned.
- An appointment is void because there is an absolute statutory bar to it or because the employee is guilty of fraud in regard to the action or deliberately misrepresented or falsified a material matter.
- A change in tenure group, annual comparability pay adjustment, and realignment actions show an employee to be at GS-5 when a change to a lower grade from a GS-6 to a GS-5 is canceled (canceled actions must be replaced with actions showing an employee to be at a GS-6).
- A resignation SF 50 for an employee who is serving an initial appointment probationary period shows ”Agency Finding: Resigned after receiving written notice of pending separation due to misconduct.” Since the appointment does not afford appeal rights, no “agency finding” or reasons may be placed on their resignation. The canceled actions must be replaced with one from which the “agency finding” is deleted.

To Correct/Cancel a History PAR Action:

1. Select the ***PAR Processing*** menu group.
2. Select the ***History Override*** component. The ***Find an Existing Value*** tab - History Override page is displayed. The information on this page allows the user to locate an existing employee to cancel an applied action.
3. Click **Search**. The History Override Creation page (**Figure 47**) is displayed.

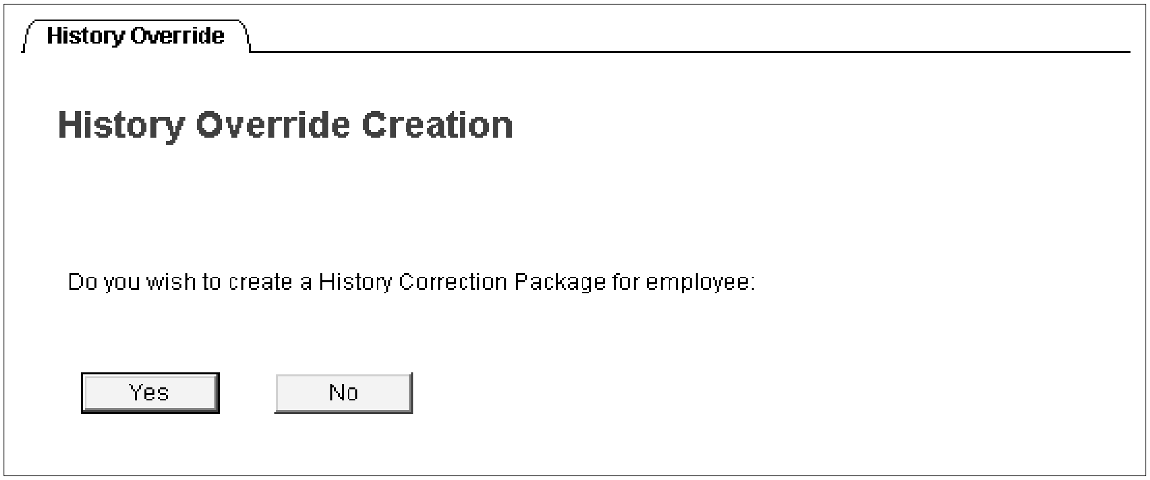
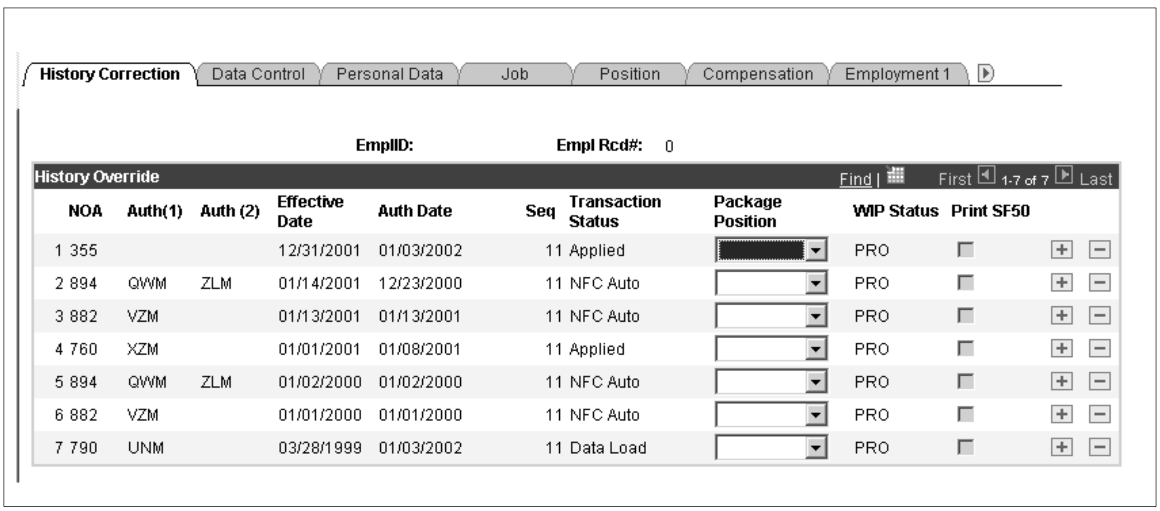


Figure 47. History Override Creaction page

4. Click **Yes** to continue. The History Correction tab - History Correction page (**Figure 48**) is displayed.



	NOA	Auth(1)	Auth (2)	Effective Date	Auth Date	Seq	Transaction Status	Package Position	WIP Status	Print SF50
1	355			12/31/2001	01/03/2002	11	Applied		PRO	
2	894	QWM	ZLM	01/14/2001	12/23/2000	11	NFC Auto		PRO	
3	882	VZM		01/13/2001	01/13/2001	11	NFC Auto		PRO	
4	760	XZM		01/01/2001	01/08/2001	11	Applied		PRO	
5	894	QWM	ZLM	01/02/2000	01/02/2000	11	NFC Auto		PRO	
6	882	VZM		01/01/2000	01/01/2000	11	NFC Auto		PRO	
7	790	UNM		03/28/1999	01/03/2002	11	Data Load		PRO	

Figure 48. History Correction tab - History Correction page

Ensure all EmpowHR history actions match IRIS Programs IR522 and IR525 actions including effective and authentication dates. When the canceled action is effective within the last 26 pay periods, the history correction package must start with the action preceding the canceled action to assure ADJP makes the appropriate adjustments. For example: If a WGI is generated for an employee and it is later determined that the WGI was denied and was not supposed to be processed, then a history correction package must be created. Since the history correction package must start with the preceding action, this package should start with the action that occurred before the WGI.

5. Select `Starting` from the drop-down list. All appropriate actions above the starting action are automatically populated with a Package Position of `Intervening`.

6. Change the WIP Status on the intervening actions that need to be corrected to **`COR (corrected)`** or **`CAN (canceled)`** for all actions to be canceled.

7. Enter the applicable cancelation authority or select data from the search icon in the Cancel Auth 1 field for all canceled actions.
8. Modify all Intervening actions as applicable.
9. Change the History Override Package Status to `Release Package`
10. Click **Save**. All corrected transactions are marked `NFC Ready`.
11. Click **OK**.

Insert a Historical PAR

When a newly required or replacement action is entered in History Override, all subsequently processed actions (except for "exception" actions) are included in the package. The inserted action and all subsequent actions must be reviewed and updated.

A newly-required action is one required as a result of a decision or a cancelation. For example, a change to lower grade is canceled, thus returning an employee to their prior grade. If the employee had remained in the proper grade and would have received a WGI, the action to document the WGI is the newly-required action.

A replacement action is one that takes the place of a canceled SF 50 when:

- Another action is substituted for the original action (for example when a 15-day suspension is substituted for a 30-day suspension)
- The original action contained erroneous information and/or inappropriate remarks but was otherwise a valid action.
- The original in some way reflected the effects of another personnel action that was also canceled (for example, a FEGLI change that reflects a wrong grade because a previous change to lower grade was canceled).

The History Override component allows users to insert a personnel action into history. Select the earliest action as the starting action then correct the subsequent action(s) in the history package. The subsequent actions are marked as Intervening actions.

When the earliest action is the inserted action start the package with a correction to the action prior to the effective date on the inserted action. This is necessary to assure ADJP adjusts all pay periods (up to 26) covered by the history correction.

Change an Applied History Override Package

The History Override component allows users to change data or actions in a history correction package that applied in the current processing pay period and send the package back thorough PINE for processing. Users can verify the changes on all actions throughout the IRIS 1XX screens.

To Correct an Applied History Correction Package:

1. Select the ***PAR Processing*** menu group.
2. Select the ***History Override*** component. The ***Find an Existing Value*** tab - History Override page is displayed. The information on this page allows the user to locate an existing employee to correct a historical action.

3. Click **Search**. The History Override Creation page (**Figure 49**) is displayed.

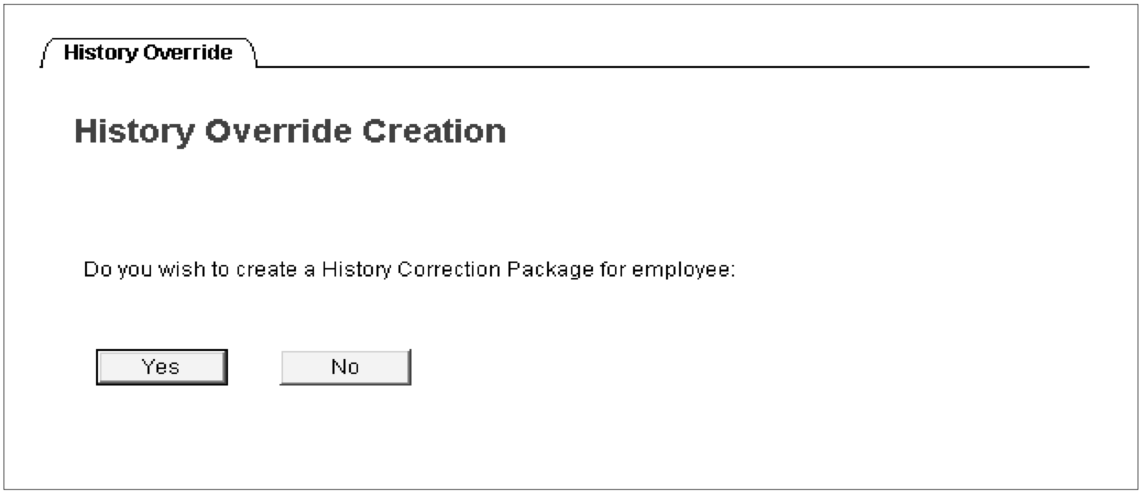
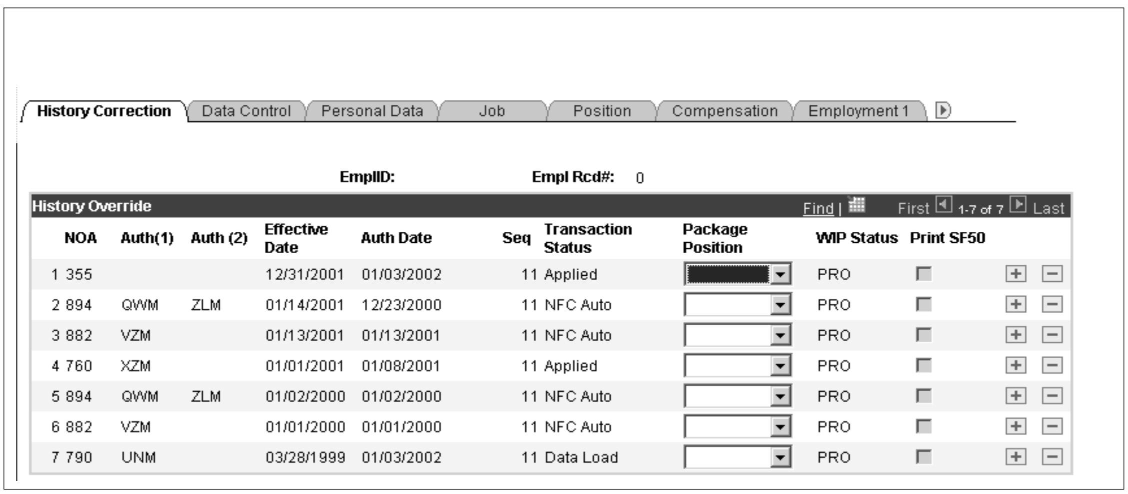


Figure 49. History Override Creation page

Note: Ensure all EmpowHR history actions match IRIS Program IR522 and IRIS Program IR525 actions including effective and authentication dates.

4. Click **Yes**. The History Correction tab page. (**Figure 50**) is displayed.



NOA	Auth(1)	Auth (2)	Effective Date	Auth Date	Seq	Transaction Status	Package Position	WIP Status	Print SF50
1 355			12/31/2001	01/03/2002	11	Applied		PRO	
2 894	QWM	ZLM	01/14/2001	12/23/2000	11	NFC Auto		PRO	
3 882	VZM		01/13/2001	01/13/2001	11	NFC Auto		PRO	
4 760	XZM		01/01/2001	01/08/2001	11	Applied		PRO	
5 894	QWM	ZLM	01/02/2000	01/02/2000	11	NFC Auto		PRO	
6 882	VZM		01/01/2000	01/01/2000	11	NFC Auto		PRO	
7 790	UNM		03/28/1999	01/03/2002	11	Data Load		PRO	

Figure 50. History Correction tab page

5. Select **`Starting`** from the Package Position drop-down list. All appropriate actions above the starting action are automatically populated with a History Correction status of **`Intervening`**.

6. Change the WIP Status on the intervening actions that need to be corrected to **`COR (corrected)`** or **`CAN (canceled)`** for all actions to be canceled.

7. Enter the applicable cancellation authority or select data from the search icon in the Cancel Auth 1 field for all canceled actions.

8. Modify all Intervening actions as applicable.

9. Change the History Correction Status to **`Release History Correction Package`**

10. Click **Save**. All corrected transactions are marked `NFC Ready`.

11. Click **OK**.

Correct an Applied History Override Package

On occasion it may be necessary to change data or actions in a history correction package that applied in the correct processing pay period. When processing a correcting to an NFC applied history correction package, use the ***History Override*** component.

To correct an applied history correction package:

1. Select the ***PAR Processing*** menu group.

2. Select the ***History Override*** component. The ***Find an Existing Value*** tab - History Override page is displayed. The information on this page allows the user to locate an existing employee to correct a historical action.

3. Click **Search**. The History Override Creation page (**Figure 51**) is displayed.

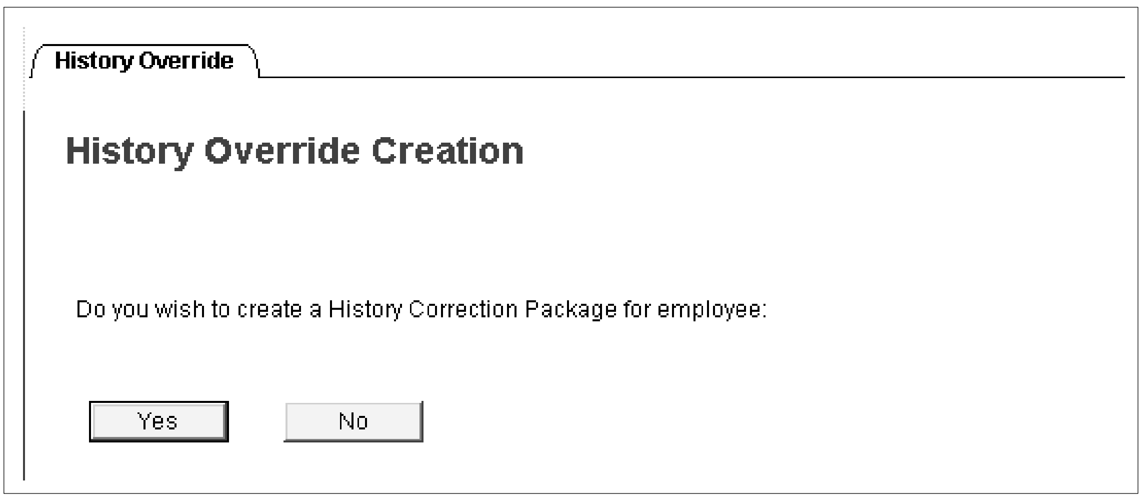
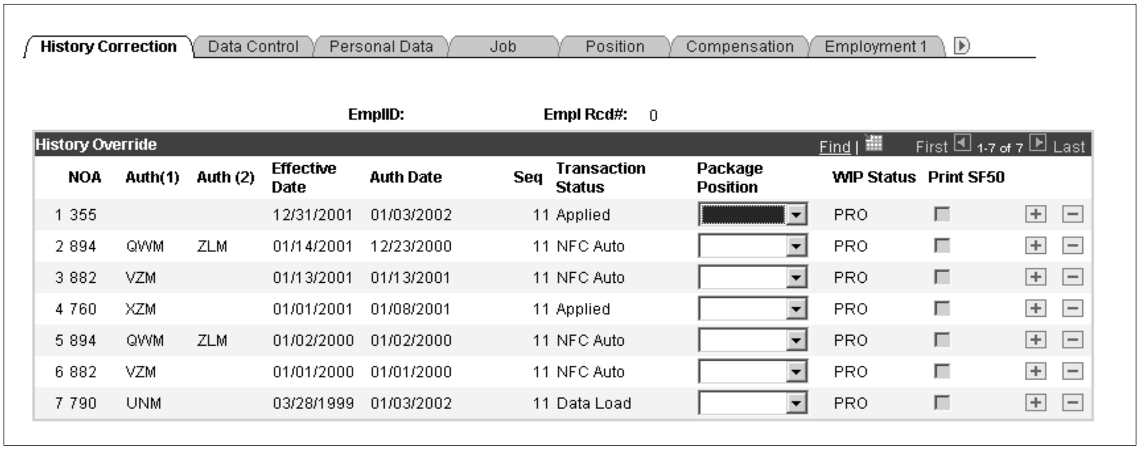


Figure 51. History Override Creation page

4. Click **Yes**. The History Correction tab page (**Figure 52**)

OR

Click **No** to return to the Find an Existing Value tab-History Override page.



History Correction | Data Control | Personal Data | Job | Position | Compensation | Employment 1

EmplID: Empl Rcd#: 0

History Override — Find | First 1-7 of 7 Last

	NOA	Auth(1)	Auth (2)	Effective Date	Auth Date	Seq	Transaction Status	Package Position	WIP Status	Print SF50
1	355			12/31/2001	01/03/2002	11	Applied		PRO	
2	894	QWM	ZLM	01/14/2001	12/23/2000	11	NFC Auto		PRO	
3	882	VZM		01/13/2001	01/13/2001	11	NFC Auto		PRO	
4	760	XZM		01/01/2001	01/08/2001	11	Applied		PRO	
5	894	QWM	ZLM	01/02/2000	01/02/2000	11	NFC Auto		PRO	
6	882	VZM		01/01/2000	01/01/2000	11	NFC Auto		PRO	
7	790	UNM		03/28/1999	01/03/2002	11	Data Load		PRO	

Figure 52. History Correction tab page

5. Select **`Starting`** from the Package Position drop-down list. All appropriate actions above the starting action are automatically populated with a History Correction status of **`Intervening`**.

6. Change the WIP Status on the intervening actions that need to be corrected to **`COR (corrected)`** or **`CAN (canceled)`** for all actions to be canceled.

7. Enter the applicable cancellation authority or select data from the search icon in the Cancel Auth 1 field for all canceled actions.

8. Modify all Intervening actions as applicable.

9. Change the History Correction Status to **`Release History Correction Package`**

10. Click **Save**. All corrected transactions are marked **`NFC Ready`**.

11. Click **OK**.

Update NFC Flags

This option allows the update of the Transaction Status flags.

To access the Update NFC Flags page:

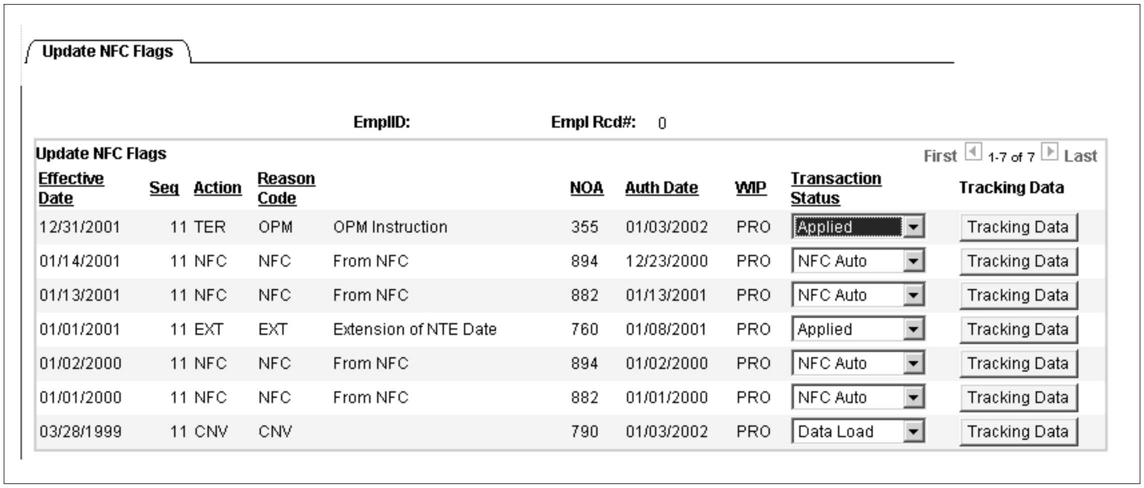
1. Select the ***Par Processing*** menu group.

2. Select the ***Update NFC Flags*** component. The ***Find an Existing Value*** -The Update NFC Flags page is displayed. The information on this page allows the user to locate an existing employee to change the transaction status.

3. Click **Search**. The Update NFC Flags tab page (**Figure 53**) is displayed.

   OR

   Click **Clear** to enter another EmplID.



Update NFC Flags

EmplID: Empl Rcd#: 0

Update NFC Flags First 1-7 of 7 Last

Effective Date	Seq	Action	Reason Code		NOA	Auth Date	WIP	Transaction Status	Tracking Data
12/31/2001	11	TER	OPM	OPM Instruction	355	01/03/2002	PRO	Applied	Tracking Data
01/14/2001	11	NFC	NFC	From NFC	894	12/23/2000	PRO	NFC Auto	Tracking Data
01/13/2001	11	NFC	NFC	From NFC	882	01/13/2001	PRO	NFC Auto	Tracking Data
01/01/2001	11	EXT	EXT	Extension of NTE Date	760	01/08/2001	PRO	Applied	Tracking Data
01/02/2000	11	NFC	NFC	From NFC	894	01/02/2000	PRO	NFC Auto	Tracking Data
01/01/2000	11	NFC	NFC	From NFC	882	01/01/2000	PRO	NFC Auto	Tracking Data
03/28/1999	11	CNV	CNV		790	01/03/2002	PRO	Data Load	Tracking Data

Figure 53. Update NFC Flags tab page

4. Complete the fields as follows:

EmplID	This field is populated from the employee selected from the Find an Existing Value page. This is unique id assigned by *EmpowHR*.
Empl Rcd #	This field is populated with the number of records for the selected employee.
Seq	This field is populated with the sequence number of the action.
Action	This field is populated with the type of action processed.
Reason code	This field is populated with the reason code of the action. The narrative description is also displayed.
NOA	This field is populated with the Nature of Action code. This 3 position number represents the type of document processed.
Auth Date	This field is populated with the authentication data of the action.

WIP	This field is populated with the work in progress status.
Transaction Status	This field is populated with the EmpowHR status of the transaction. Change the status by selecting data from the drop-down list. The valid values are as follows: `Applied` - Transaction has applied to the NFC database. Actions are changed to applied when they are reflected as applied in IRIS 125/525.Verify the data to ensure the actions are identical before changing the status. `Data Load` - Transaction was loaded into EmpowHR during an agency migration. `In Progress` - Transaction is in progress. `NFC Auto` - Transaction is an action applied in EPIC. `NFC Ready` - Transaction has been saved and is ready for NFC processing. `Non-NFC` - Transaction is a non-NFC transaction. `Not Applied` - Transaction did not pass the edits and is in suspense. `Rdy Future` - Transaction is effective in a future pay period. `Sent to NFC` - Transaction sent to NFC for processing. `Xmit Disabl` - Cannot transmit to NFC.

5. Click the applicable value.
6. Click **Save**.
7. Click **Return To Search** to return to the search page.

Create New Oprid

To access the Create New Oprid page:

1. Select the ***Par Processing*** menu group.
2. Select the ***Create New Oprid*** component. The ***Find an Existing Value*** **-** Create New Oprid page is displayed. The information on this page allows the user to locate an existing employee to create a new Operator ID.
3. Click **Search**. The New Operator tab page (**Figure 54**) is displayed.

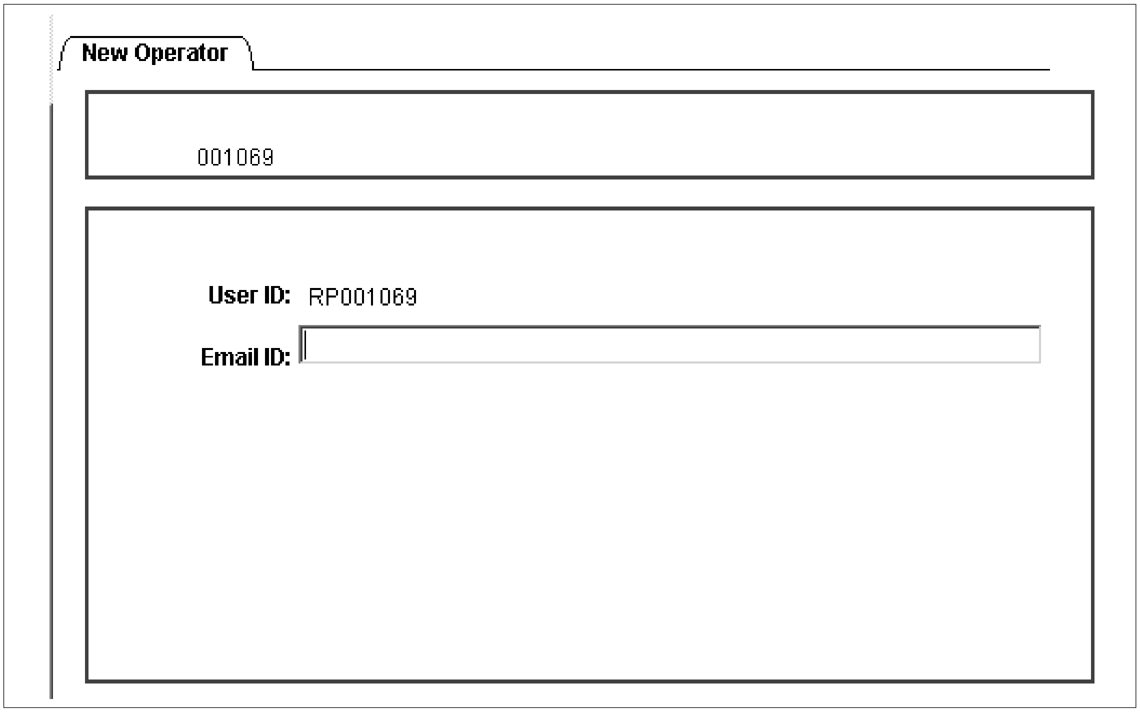


Figure 54. New Operator tab page

4. Complete the fields as follows:

EmplID	This field is populated from the search criteria entered. This is unique id assigned by *EmpowHR*.
Name	This field is populated from the EmplID entered.
UserID	This field is the operator user ID.
Email ID	Enter the e-mail address for the new operator.

5. Click **Save**.

6. Click **Return To Search** to return to the search page.

Employee Password Reset

To access the Employee Password Reset page:

1. Select the ***Par Processing*** menu group.

2. Select the ***Employee Password Reset*** component. The ***Find an Existing Value*** - Employee Password Reset page is displayed. The information on this page allows the user to locate an existing employee to reset a password.

3. Click **Search**. The Employee Password Reset page (**Figure 55**) is displayed.

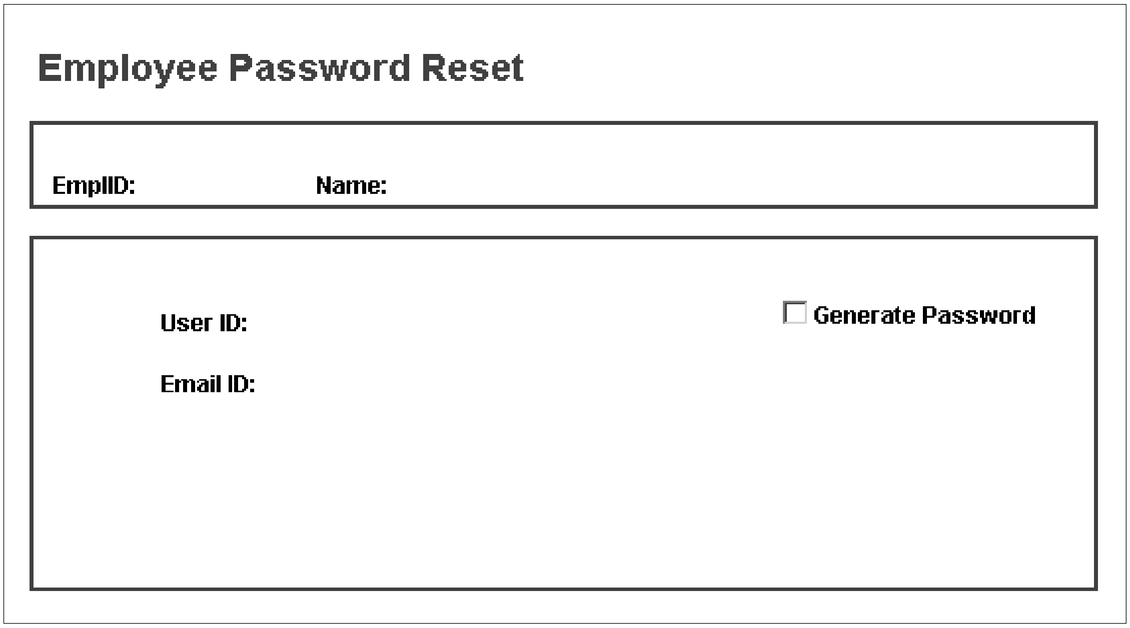


Figure 55. Employee Password Reset page

4. Complete the fields as follows:

EmplID	This field is populated with the EmplID from the search page. This is unique id assigned by *EmpowHR*.
Name	This field is populated with the name of the employee.
User ID	This field is populated with the user id of the employee.
Generate Password	Check this box to generate a new password for the employee.
Email ID	This field is the email address of the employee.

5. Click **Save**.

6. Click **Return To Search** to return to the search page.

OR

Click **Notify** to notify the employee via email of the password reset.

Mass Actions

The Mass Actions option is used to give award(s) to an individual or a group of individuals. It is also used to extend the Not to Exceed (NTE) Date for an individual or a group of individuals.

[Mass Actions - Awards]

[Mass Actions - NTE]

Mass Actions - Awards

To complete an Award mass action:

1. Select the ***Par Processing*** menu group.

2. Select the ***Mass Actions*** component. The Mass Actions Employee Select page (**Figure 56**) is displayed.

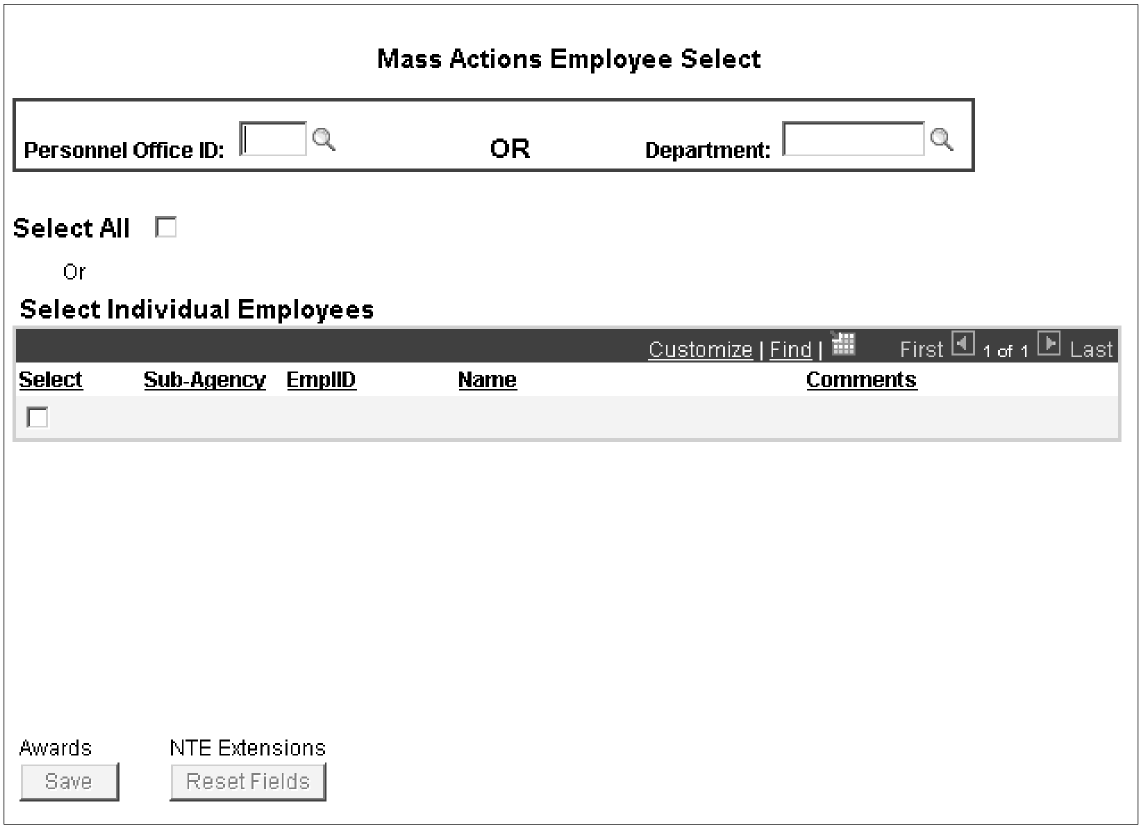


Figure 56. Mass Actions Employee Select page

3. Complete the fields as follows:

POI	Enter the Personnel Office Identifier or search by clicking on the search icon.

OR

Department	Enter the Department Code or search by clicking on the search icon.
Select All	Check the box if all of the individual employees are included in the mass action.

OR

Select	Check the box next to the individual employee to be included in the mass action.

4. Click the ***Awards*** link. The Awards page (**Figure 57**)is displayed.

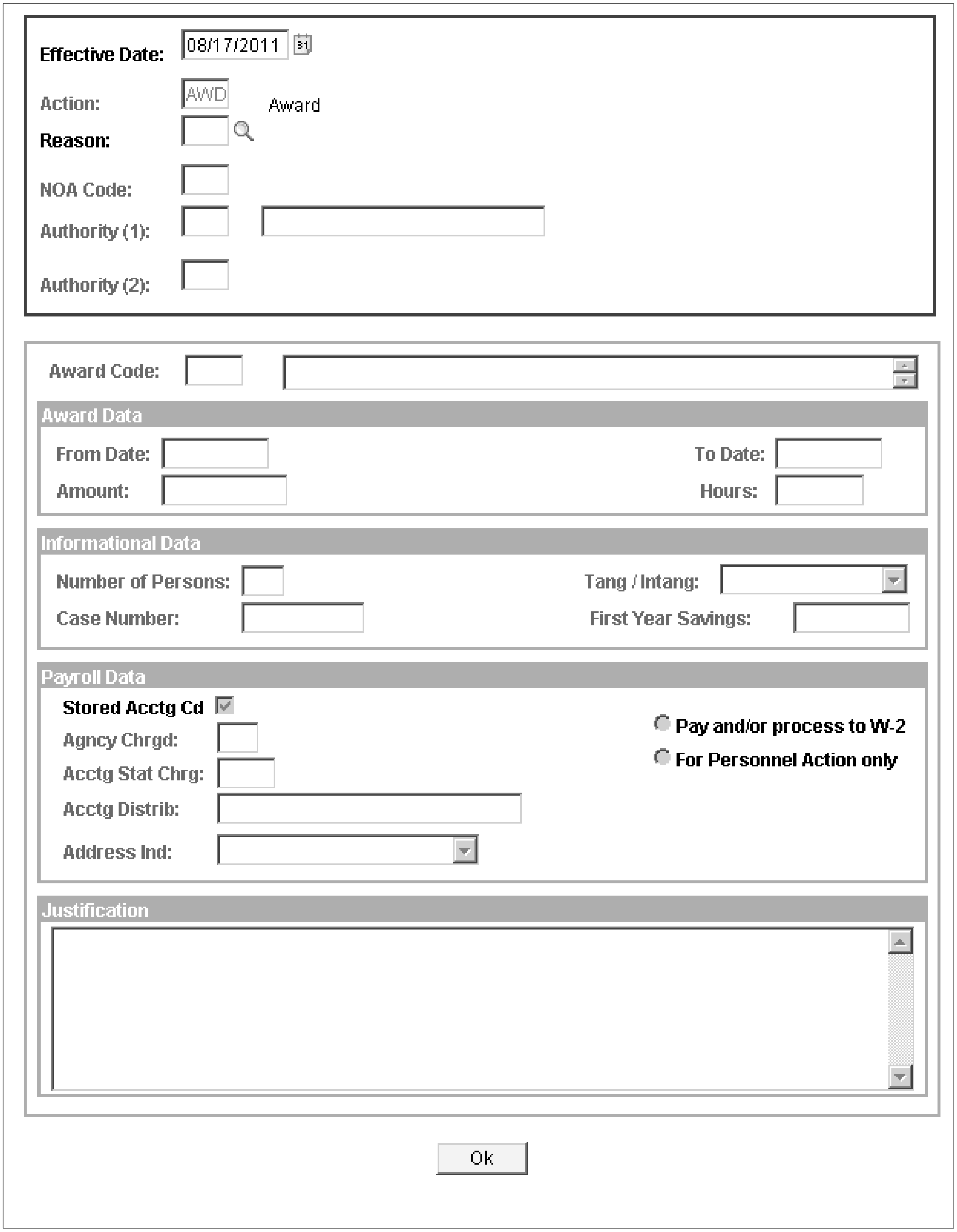


Figure 57. Awards page

5. Complete the fields as follows:

Effective Date	This field is the date the action begins. Enter a date or select a date from the calendar icon.
Action	This field defaults to **AWD**. This field is populated from the link selected.
NOA Code	Enter the Nature of Action Code.
Authority (1)	Enter the applicable authority.
Authority (2)	Enter the applicable authority.
Award Code	Enter the applicable award code.
Award Data	
From Date	Enter the applicable date.
To Date	Enter the applicable date.
Amount	Enter the amount of the award.
Hours	Enter the hours for the time off award.
Informational Data	
Number Of Persons	Enter the number of persons to receive the award.
Case Number	Enter the award case number if the award has a case number.
Tang/Intang	Enter the applicable information or select data from the drop-down list.
First Year Savings	When the award is a suggestion, enter the first year savings.
Payroll Data	
Stored Accounting	This field stored accounting is checked. To change, enter the applicable accounting code.
Position	Enter the new position number for the employee. The position information is populated from the new position number entered fro the employee.
Agency Chrgd	Enter the agency charged for the award.
Pay And/Or Process To W–2	Check this box if the award will affect pay and should be included on the W-2.
Accounting Station Chrg	Enter the accounting station that should be charged for the award.
For Personnel Action Only	Check this box if the action is for personnel use only.
Accounting Distrib	Enter the accounting distribution where the award should be charged.
Address Ind	Enter the address where the award should be sent.
Justification	Enter the justification for the award.

6. Click **OK.**

7. Click **Save**.

Mass Actions - NTE

To complete an NTE mass action:

1. Select the ***Par Processing*** menu group.

2. Select the ***Mass Actions*** component. The Mass Actions Employee Select page (**Figure 56**) is displayed.

3. Complete the fields as follows:

POI	Enter the Personnel Office Identifier or search by clicking on the search icon.

OR

Department	Enter the Department Code or search by clicking on the search icon.
Select All	Check the box if all of the individual employees are included in the mass action.

OR

Select	Check the box next to the individual employee to be included in the mass action.

4. Click the ***NTE Extensions*** link. The NTE Extensions page (**Figure 58**) is displayed.

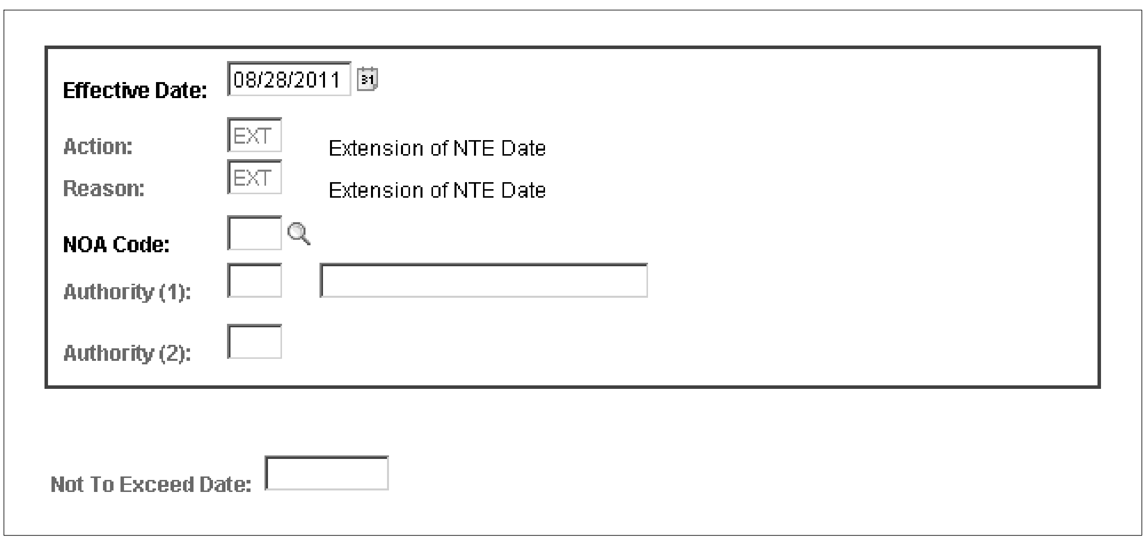


Figure 58. NTE page

5. Complete the fields as follows:

Effective Date	This field is the date the action begins. Enter a date or select a date from the calendar icon.
Reason	This field defaults to `Ext`. This field is populated form the link selected.
Action	This field defaults to `Ext`. This field is populated form the link selected.
NOA Code	Enter the Nature of Action Code.
Authority (1)	Enter the applicable authority.
Authority (2)	Enter the applicable authority.
NTE	Enter the not to exceed date.

6. Click **OK.**
7. Click **Save**.

Departmental Transfer

Departmental transfers in ***EmpowHR*** are used to change security access to allow processing:

- To move a Federal Employee from a position in one POI to a position in another POI within the same agency.
- To move a Federal Employee from a position in one agency to a position in a different agency within the same Department.
- To move a Federal Employee from a position in one Department to a position in a different Department.

The gaining office is responsible for processing the Departmental Transfer and PAR actions for the employee.

Note: Departmental Transfer option is only used when the employee has an EmplID in ***EmpowHR***.

To complete a Departmental Transfer:

1. Select the ***Par Processing*** menu group.
2. Select the ***Departmental Transfer*** component. The ***Find an Existing Value*** - Department Transfer page is displayed. The information on this page allows the user to locate an existing employee to complete a departmental transfer.
3. Click **Search**. The Department Transfer page (**Figure 59**) is displayed.

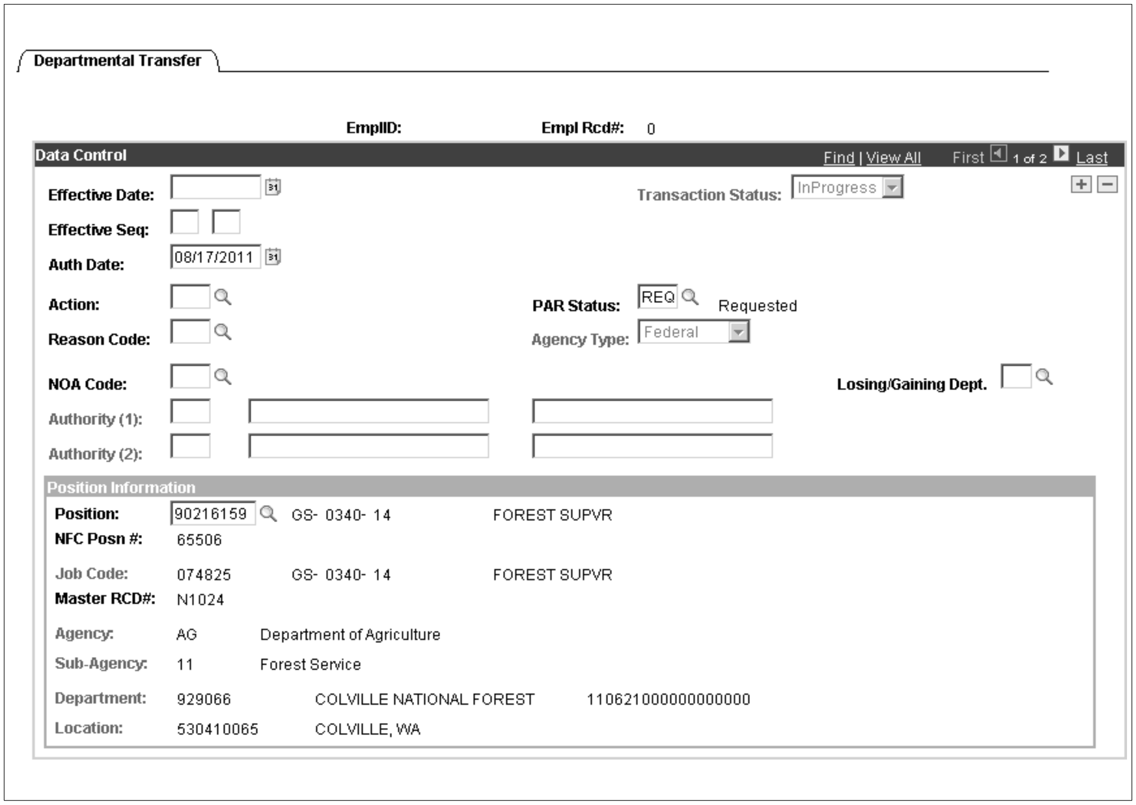


Figure 59. Departmental Transfer page

4. Complete the fields as follows:

Data Control	
Effective Date	This field is the date the action begins. Enter a date or select a date from the calendar icon.
Transaction Status	This field defaults to `In Progress` and reflects the status of the transaction. The transaction status changes when the transaction is saved, in suspense, or sent to NFC.
Auth Date	This date defaults to the current date. This is the date of the authorization. To change, select a date from the calendar icon.
***Action**	Enter the applicable action or select an action by clicking the search icon. After an action is entered or selected, the description is displayed.
***Reason Code**	Enter a reason code or select data by clicking on the search icon.
NOA Code	Enter the Nature of Action Code or select a code by clicking on the search icon.
Authority (1)	Enter the applicable authority or select data by clicking on the search icon.

Authority (2)	Enter the applicable authority or select data by clicking on the search icon.
Position	Enter the new position number for the employee. The position information is populated on the page from the position number entered for the employee.

5. Click **Save**. The PAR Processing tabs are displayed (**Figure 40**). Complete information on all the applicable tabs.

6. Click **Save**. The Departmental Transfer is completed.

Employee Security Clearance

To modify an Employee Security Clearance:

1. Select the ***Par Processing*** menu group.

2. Select the ***Employee Security Clearance*** component. The ***Find an Existing Value*** - Employee Security Clearance page is displayed. The information on this page allows the user to locate an existing employee to update an employee's security clearance.

3. Click **Search**. The Employee Security Clearance tab page (**Figure 60**) is displayed.

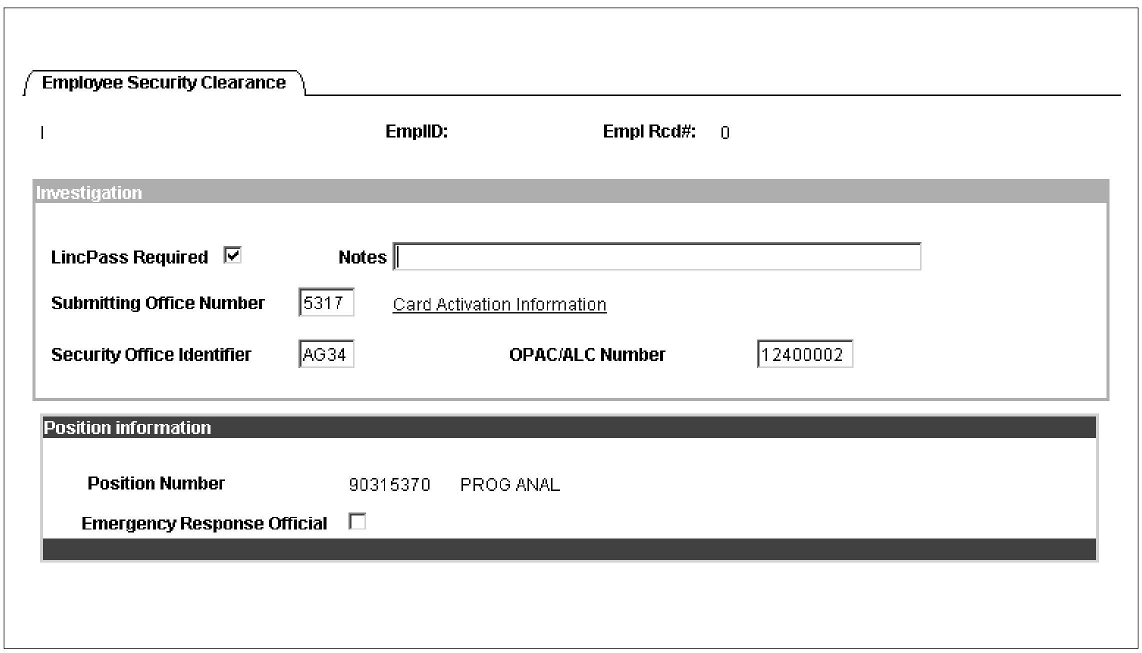


Figure 60. Employee Security Clearance tab page

4. Complete the fields as follows:

EmplID	This field is populated from the employee selected from the Find an Existing Value page. This is unique id assigned by *EmpowHR*.
Empl Recd	This field is record number for a security clearance for the selected employee.

Investigation	
Linc Pass Required	Check this box if a linc pass is required for the employee.
Notes	Enter any applicable notes for the security clearance record.
Submitting Office Number	Enter the SON of the employee's office (4 positions).
Security Office Number	Enter the security office number where the clearance took place (4 positions).
OPAC/ACL Number	Enter the applicable number.
Position Information	
Emergency Response Official	Check this box if the employee is an emergency response official.

5. Click the ***Card Activation Information*** link. The Card Activating page (**Figure 61**) is displayed.

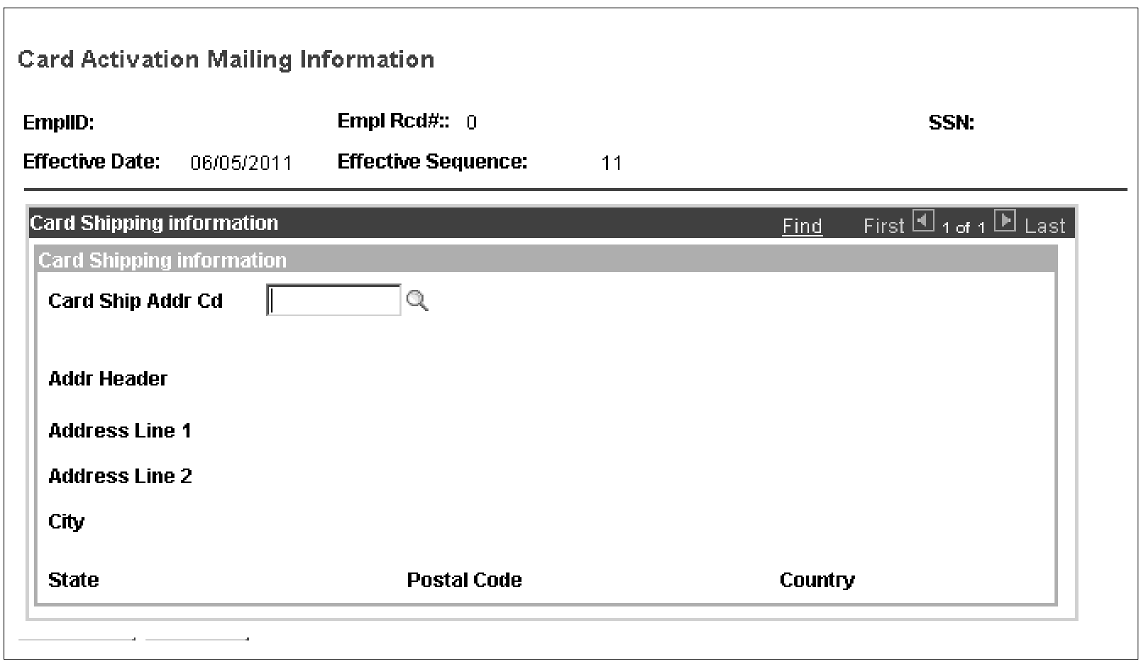


Figure 61. Card Activation Information page

6. Complete the fields as follows:

Card Ship Addr Cd	Enter the applicable code or select data by clicking the search icon. The fields on the page are populated once the selection is made.

7. Click **OK**. The Employee Security Clearance tab page (**Figure 60**) is displayed.

   OR

8. Click **Cancel**. The Employee Security Clearance tab page (**Figure 60**) is displayed.

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

Step	Description
Click **Return To Search**	To return to the search page.
Click **Next In List**	To advance to the next record for the selected employee.
Click **Previous In List**	This option is not active until the user advances to the next record for the selected employee.
Click **Notify**	This option sends an email to the next individual in the workflow.
Click **Update/Display**	This option updates the page.
Click **Include History**	This option includes the information into history.
Click **Correct History**	This option is not active until there is history for the employee to correct.

Error Editing

EmpowHR performs certain front-end edits that emulate select PINE edits for Document Type 063, Personnel Action. Below is a list of these messages:

054 The data entered in the 1st NOA Code field indicates the data entered in the Special Employment Programs field must be 59 if (NOA is 170 or 570 and Auth is J8M) then Special Employment Pgms Code must be 59 or 9E.

088 When the SCD-Leave is less than 3 years form the effective date of the processing personnel action, the Annual Leave Category must be 4. When the SCD-Leave field is more than 3 years but less than 15 years from the effective date of the processing personnel action, the Annual Leave Category must be 6. When the SCD-Leave field is more than 15 years from the effective date of the processing personnel action, the Annual Leave Category must be 8.

165 When a date is entered in the NTE field, data entered in the Type of Appointment field must be one of the following codes: 03 (Competitive-Indefinite or Taper) 04 (Competitive-Temporary or Special Need) 08 (Excepted-Indefinite) 09 (Excepted-Temporary). If the data entered in the NOA Code is:

- a career-conditional or reinstatement career-conditional appointment
- a career-excepted assignment conditional appointment

179 The Type of Appointment must be Competitive-Career, SES Career when the 1st NOA Code is:

- a career or conversion to a career appointment
- a reinstatement career or conversion to reinstatement appointment. The Type of Appointment must be Competitive-Career-Conditional when the 1st NOA Code is:
  –a career-conditional or reinstatement career-conditional appointment
  –a career-excepted assignment conditional appointment

221 Tenure 0 - Type of Appointment must be 04 or 09. When the Tenure Group is “Not in a Retention Group,” the Type of Appointment must be Competitive-Temporary, Special Need” or “Excepted-Temp, SES Time-Limited.”

222 Tenure 1 - Type of Appointment must be 01 or 06. When the Tenure Group is “Group 1”, the Type of Appointment must be Competitive-Career, SES Career” or Excepted-Permanent, SES Non-Career.”

223 Tenure 1 - SCD Probationary Period Start Date Cannot Be Present. When the Tenure Group is “Group I”, the Probationary Period Start Date cannot be present.

224 Tenure 1 - Career Tenure Date Cannot Be Present. When the Tenure Group is “Group I,” the Career Tenure Date cannot be present.

225 Tenure 2 - Type of Appt Must Be 01, 02, 06, or 07. When the Tenure Group is "Group II", the Type of Appointment must be: "Competitive-Career", "Competitive-Career-Conditional", "Excepted Permanent, SES-Non-Career", or "Excepted-Conditional."

227 Tenure 2 -Career Tenure Date must be present. When the Tenure Group field is "Group II" and the Type of Appointment field is "Competitive-Career-Conditional", there must be a Career Tenure Date.

281 The Grade Entry Date cannot be later than the Effective Date.

319 Special Employee codes 45 and 46 are limited for use by Forest Service (Sub-Agency 11). When the Special Employee Code is 45 or 46. The following data is required:

1. Plan field must equal AD
2. Grade and Step must both equal 00
3. Occupational Series must equal 0000
4. FEGLI Code field must equal A
5. FEHB Eligibility must equal 2
6. FLSA must equal E when the processing personnel action is an accession and the Special Employee Code is 45, the 1st NOA Code must equal 911. When the processing personnel action is an accession and the Special Employee Code field is 46, the 1st NOA Code field must equal 906 or 907.

340 When the data is entered in the Quarters Deduction Amount field, the data entered in the Quarters Deduction Code field must equal one of the following:

- Per day deduction-tax exempt
- Per day deduction-not tax exempt
- Per pay period-tax exempt
- Per pay period-not tax exempt

375 When the Uniform Service Status is:

- 4) Retired Military-Regular

OR

- 5) Retired Military-Nonregular

the Military Service End Date must be entered.

405 The data entered in the SCD-WGI field cannot occur later than the Effective Date.

411 The SCD-WGI Date field is required when the employee is not in the top (last) step of the grade.

507 When a date is entered in the SPVR/MGRL Prob Period Date field, the Supervisor Level must be "Supervisor", Code 2.

549 When a TSP date is entered, the Retirement Plan must be one of the following FEHB Retirement Coverage Codes: I, K, L, M, N, P.

598 The Previous Class Action field provides a status for the position an employee is vacating. The Previous Class Action field must be blank when the employee did not move to a new position.

599 The Previous Class Action field provides a status for the position an employee is vacating. When the employee moves to a new position, the Previous Class field must be on the following:

- Inactive position

OR

- Leave position vacant/active

827 When NOA 916, Court Ordered FEHB Change is processed with Authority BEG, the FEHB Eligibility must be one of the following:

- 6-court ordered-enrolled
- 7-court ordered-eligible pend
- 8-court ordered-self to family

When canceling NOA 916 with Authority END, the FEHB Eligibility must also be one of the following:

- 6-court ordered-enrolled
- 7-court ordered-eligible pend
- 8-court ordered-self to family

850 Enter the factor used to determine the amount of Government FEHB contributions for part-time employees who, if in a full-time position, would work 80 hours during biweekly pay period (the amount considered as full-time employment for most positions). If the comparable full-time position requires the employee to work a tour of duty other 80 hours per biweekly pay period, or if the employee is paid a monthly or semimonthly basis, divide the actual number of hours or days the employee is scheduled to work on the part-time schedule by the number of hours or days required for a full-time employee in the same position. The data in the Variable FT Reg Tour of Duty should be 008000.

857 Enter the factor used to determine the amount of Government FEHB contributions for part-time employees who, if in a full-time position, would work 80 hours during biweekly pay period (the amount considered as full-time employment for most positions). if the comparable full-time position requires the employee to work a tour of duty other than 80 hours per biweekly pay period, or if the employee is paid on a monthly or semimonthly basis, divide the actual number of hours or days the employee is scheduled to work on the part-time schedule by the number of hours or days required for a full-time employee in the same position. The data in the Variable FT Reg Tour of Duty should be 008000.

HR Reports

The ***HR Reports*** option provides a group of standard reports.

When reports are generated, the output is formatted as a Portable Document Format (PDF) file, which the user can view, print, and save using Adobe Acrobat Reader.

The following are the reporting options available:

- Run an existing query.
- Create/build a basic query.
- Run 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 reports available on the HR Reports menu are listed below:

NFC Reconciliation Report

The NFC Reconciliation Report identifies discrepancies between ***EmpowHR*** data and Payroll/Personnel System (PPS) data for selected data fields.

To enter or modify data for the NFC Reconciliation Report:

1. Select the ***HR Reports*** menu group.
2. Select the ***NFC Reconciliation*** component. The NFC Reconciliation Report page (**Figure 62**) is displayed to locate an existing report.

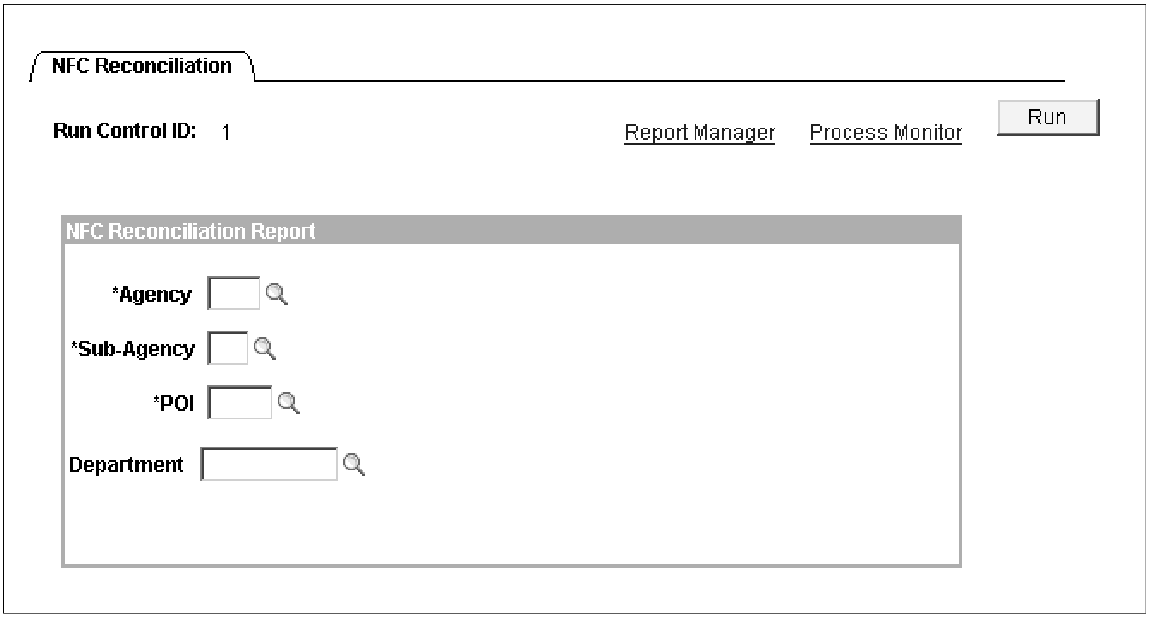


Figure 62. NFC Reconciliation Report page

3. Complete the fields as follows.

Search By: Run Control ID Begins With	The run control ID is a unique number the user assigns to run a report. Enter the applicable information.
Case Sensitive	Check this box when the search information is case sensitive.

4. Click **Search**. The NFC Reconciliation page (**Figure 62**) is displayed.

   OR

   Click ***Add a New Value***. The NFC Reconciliation Report page (**Figure 63**) is displayed to add a new report.

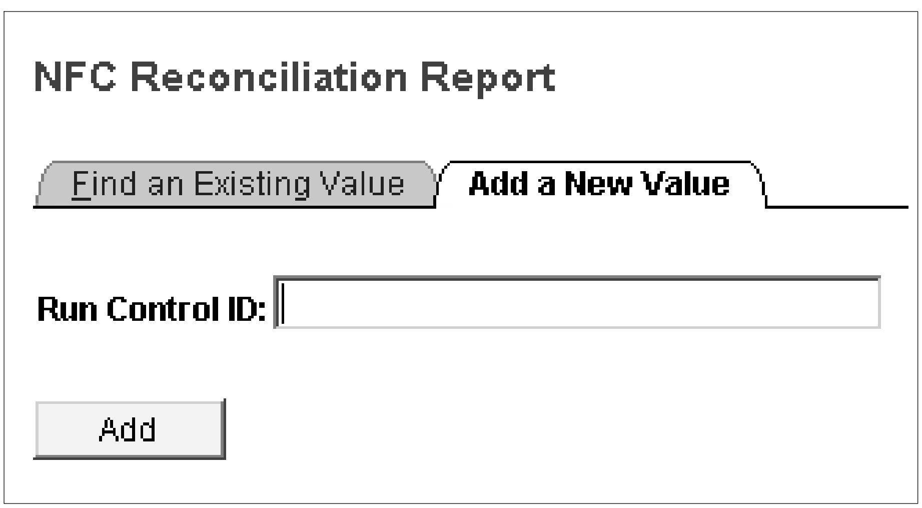


Figure 63. NFC Reconciliation Report page

5. Complete the fields as follows.

Run Control ID	The run control ID is a unique number the user assigns to run a report. Enter the applicable information.

6. Click **Add**. The NFC Reconciliation page (**Figure 64**) is displayed.

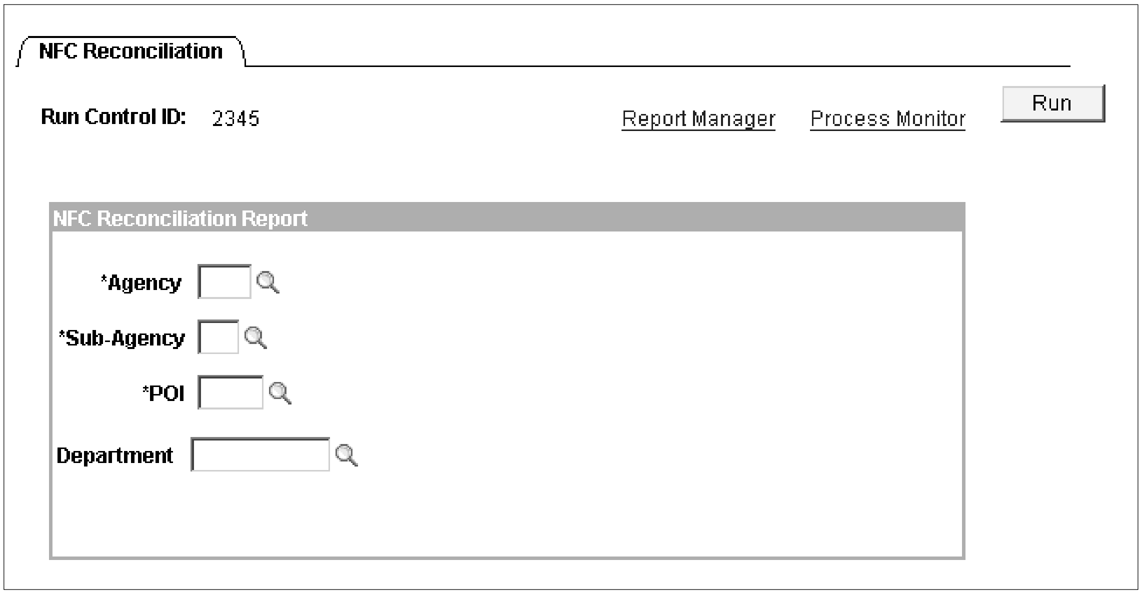


Figure 64. NFC Reconciliation page

7. Complete the fields as follows:

Run Control ID	This field is system-generated from the NFC Reconciliation Report page (**Figure 62**) or (**Figure 63**).
NFC Reconciliation Report	
***Agency**	Enter the 2-position agency (alpha/numeric department code) for the report or search for data by clicking the search icon.
***Sub Agency**	Enter the 2-position sub agency (alpha numeric agency code) or search for data by clicking the search icon.
***POI**	Enter the 4-position personnel office identifier or select data by clicking the search icon.
Department	Enter the department code or search for data by clicking the search icon. The Department Look Up page (**Figure 65**) is displayed.

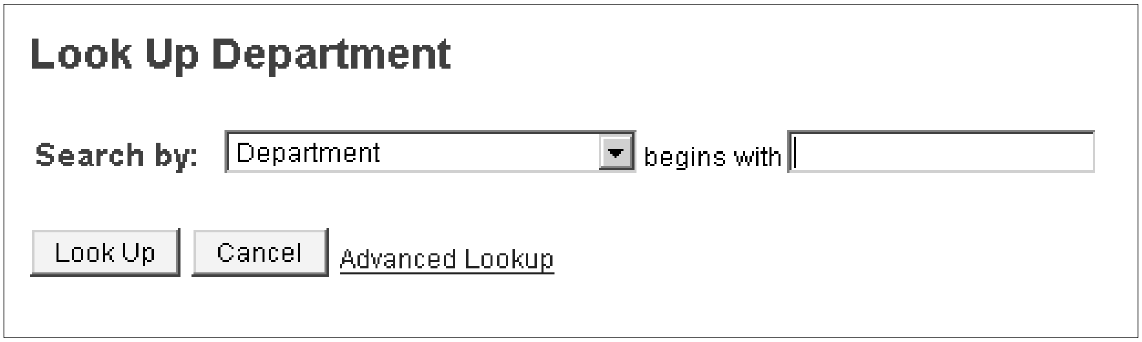


Figure 65. NFC Reconciliation Report-Look Up Department page

8. Complete the fields as follows.

Search By:	Enter the applicable information or select data from the drop-down list. The valid values are as follows: **`Description`** **`Department`** **`Org Structure Code 2nd Level`** **`Org Structure Code 3rd Level`** **`Org Structure Code 4th Level`** **`Org Structure Code 5th Level`**
Begins With	Enter the applicable information.

9. Click **Look Up** to access a list of values for the Search By value selected. Select the applicable value. This value applies to the Department field on the NFC Reconciliation page (**Figure 65**).

   OR

   Click **Cancel**. The NFC Reconciliation page (**Figure 64**) is displayed with no values in the Department field.

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

Step	Description
Click **Return To Search**	To search for another query.
Click **Update/Display**	To update the display.
Click **Add**	To add a query.

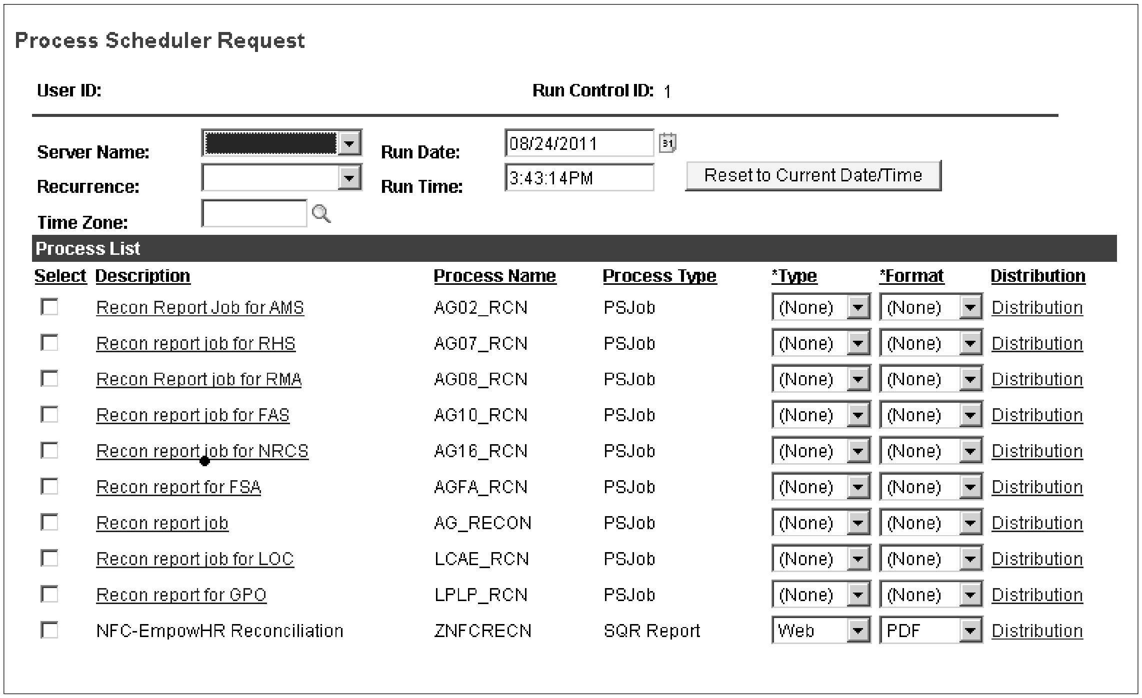
11. Click the ***Report Manager***. For more information refer to Title I Chapter 17, Section 14, Reporting.

    OR

    Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

    OR

    Click **Run**. The NFC Reconciliation Report-Process Scheduler Request page (**Figure 66**). For more information refer to Title I, Chapter 17, Section 14, Reporting.



Process Scheduler Request

User ID: Run Control ID: 1

Server Name: [redacted] Run Date: 08/24/2011

Recurrence: Run Time: 3:43:14PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Recon Report Job for AMS	AG02_RCN	PSJob	(None)	(None)	Distribution
☐	Recon report job for RHS	AG07_RCN	PSJob	(None)	(None)	Distribution
☐	Recon Report job for RMA	AG08_RCN	PSJob	(None)	(None)	Distribution
☐	Recon report job for FAS	AG10_RCN	PSJob	(None)	(None)	Distribution
☐	Recon report job for NRCS	AG16_RCN	PSJob	(None)	(None)	Distribution
☐	Recon report for FSA	AGFA_RCN	PSJob	(None)	(None)	Distribution
☐	Recon report job	AG_RECON	PSJob	(None)	(None)	Distribution
☐	Recon report job for LOC	LCAE_RCN	PSJob	(None)	(None)	Distribution
☐	Recon report for GPO	LPLP_RCN	PSJob	(None)	(None)	Distribution
☐	NFC-EmpowHR Reconciliation	ZNFCRECN	SQR Report	Web	PDF	Distribution

Figure 66. NFC Reconciliation Report-Process Scheduler Request page

PAR Error Messages

This report allows the user to view or delete personnel action request error messages.

To view PAR Error Messages:

1. Select the ***HR Reports*** menu group.

2. Select the ***PAR Error Messages*** component. The PAR Error Messages page (**Figure 67**) is displayed to locate an existing report.

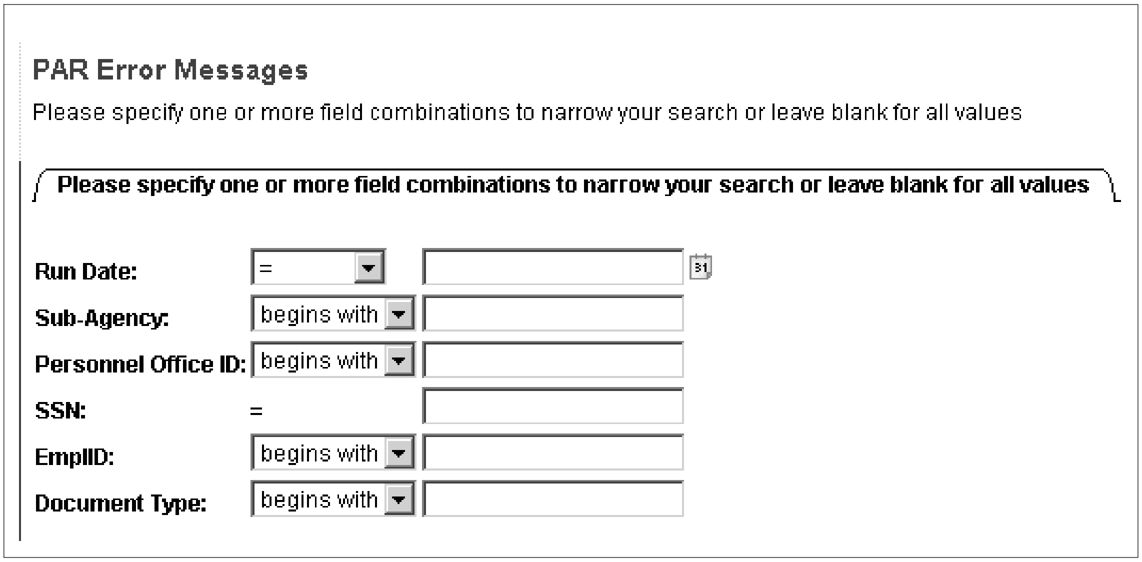


Figure 67. PAR Error Mesages page

3. Complete the fields as follows:

Run Date	Enter the run date of the report or select a date from the calendar icon.
Sub Agency	Enter the applicable information.
Personnel Office ID	Enter the POI.
SSN	Enter the full social security number.
EmplID	Enter the employee ID. This a unique id assigned by *EmpowHR*.
Document Type	Enter the applicable document type.

4. Click **Search**. The PAR Error Messages page (**Figure 68**) is displayed. The page reflects the transaction(s) an **`Unapplied`** status.

   OR

   Click **Clear**. Enter new criteria.

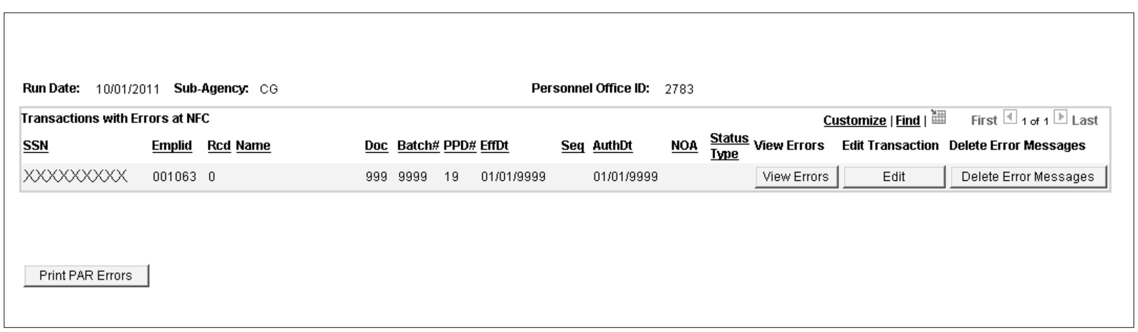
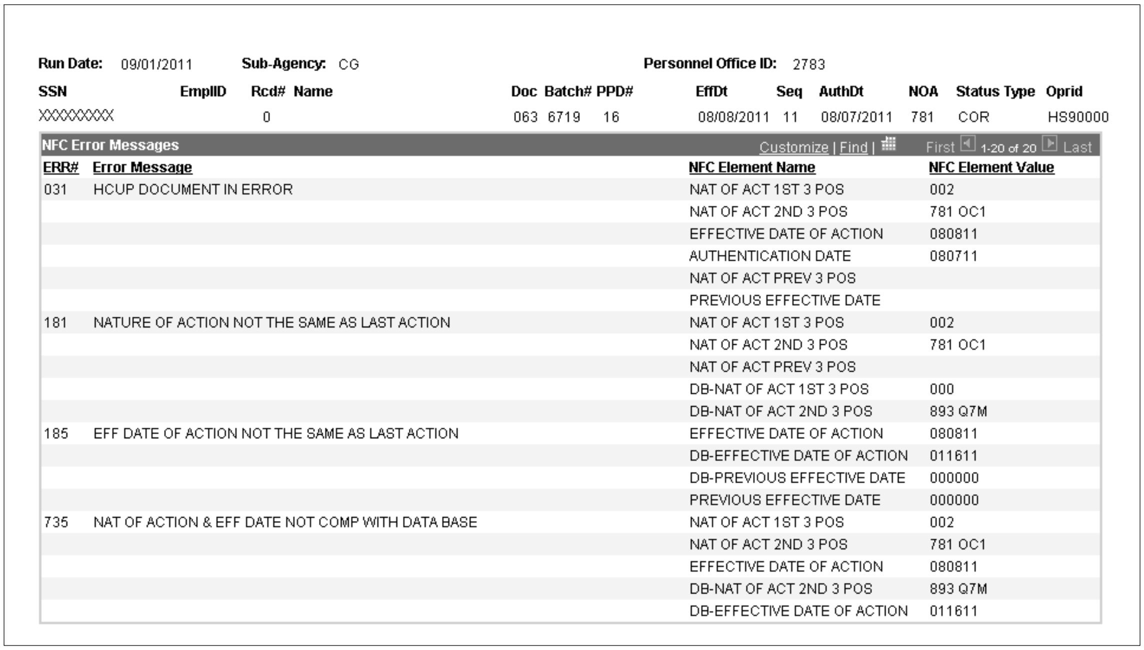


Figure 68. PAR Error Messages page

5. Click **Return To Search**. The PAR Error Messages page (**Figure 67**) is displayed. At this point, the following options are available:

Step	Description
Click **Previous In List**	This option is not available for the first action in the list.
Click **Next In List**	This option is available when there is more than one transaction in the list.
Click **Include History**	This option includes the PAR history for the transaction.
Click **Correct History**	This option allows the correction of data.
Click **Print PAR Error**	This option allows the printing of the PAR errors.

6. Click **View Errors**. The View PAR Error Messages page (**Figure 68**) is displayed. This option is used to view the errors on the selected transaction.



Run Date: 09/01/2011 Sub-Agency: CG Personnel Office ID: 2783

SSN	EmplID	Rcd#	Name	Doc	Batch#	PPD#	EffDt	Seq	AuthDt	NOA	Status Type	Oprid
XXXXXXXXX		0		063	6719	16	08/08/2011	11	08/07/2011	781	COR	HS90000

NFC Error Messages Customize | Find | First 1-20 of 20 Last

ERR#	Error Message	NFC Element Name	NFC Element Value
031	HCUP DOCUMENT IN ERROR	NAT OF ACT 1ST 3 POS	002
		NAT OF ACT 2ND 3 POS	781 OC1
		EFFECTIVE DATE OF ACTION	080811
		AUTHENTICATION DATE	080711
		NAT OF ACT PREV 3 POS	
		PREVIOUS EFFECTIVE DATE	
181	NATURE OF ACTION NOT THE SAME AS LAST ACTION	NAT OF ACT 1ST 3 POS	002
		NAT OF ACT 2ND 3 POS	781 OC1
		NAT OF ACT PREV 3 POS	
		DB-NAT OF ACT 1ST 3 POS	000
		DB-NAT OF ACT 2ND 3 POS	893 Q7M
185	EFF DATE OF ACTION NOT THE SAME AS LAST ACTION	EFFECTIVE DATE OF ACTION	080811
		DB-EFFECTIVE DATE OF ACTION	011611
		DB-PREVIOUS EFFECTIVE DATE	000000
		PREVIOUS EFFECTIVE DATE	000000
735	NAT OF ACTION & EFF DATE NOT COMP WITH DATA BASE	NAT OF ACT 1ST 3 POS	002
		NAT OF ACT 2ND 3 POS	781 OC1
		EFFECTIVE DATE OF ACTION	080811
		DB-NAT OF ACT 2ND 3 POS	893 Q7M
		DB-EFFECTIVE DATE OF ACTION	011611

Figure 69. View PAR Error Messages

7. Click the **Back** button to return to the PAR Error Message page (**Figure 69**).

8. Select **Edit** on the PAR Error Messages page (**Figure 68**) to view the detailed transaction for the selected record. The selected record could be a Personnel Action or a Payroll Action.

9. Select the **Delete Error Message** on the PAR Error Messages page (**Figure 68**) and the error message pop-up (**Figure 70**) is displayed.

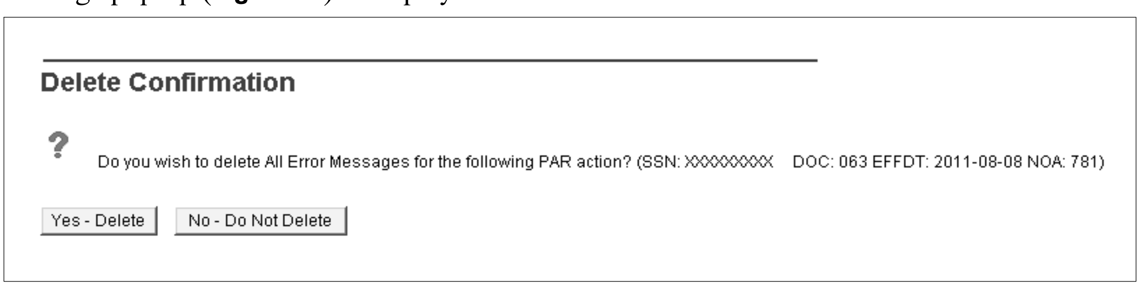


Figure 70. Delete Error Message pop-up

10. Click **Yes** to delete the error message.

OR

Click **No-Do Not Delete** to retain the error message. The PAR Error Messages page (**Figure 68**) is displayed

OR

Click **Return to Search**. The PAR Error Messages page (**Figure 68**) is displayed.

OR

Click **Next in List** to select the next transaction in the list.

PAR Error Messages (HD)

This section explains how to view or delete PAR error messages from a report.

To view or modify PAR Error Messages (HD):

1. Select the ***HR Reports*** menu group.
2. Select the ***PAR Error Messages (HD)*** component. The PAR Error Messages (HD) page (**Figure 71**) is displayed to locate an existing report.

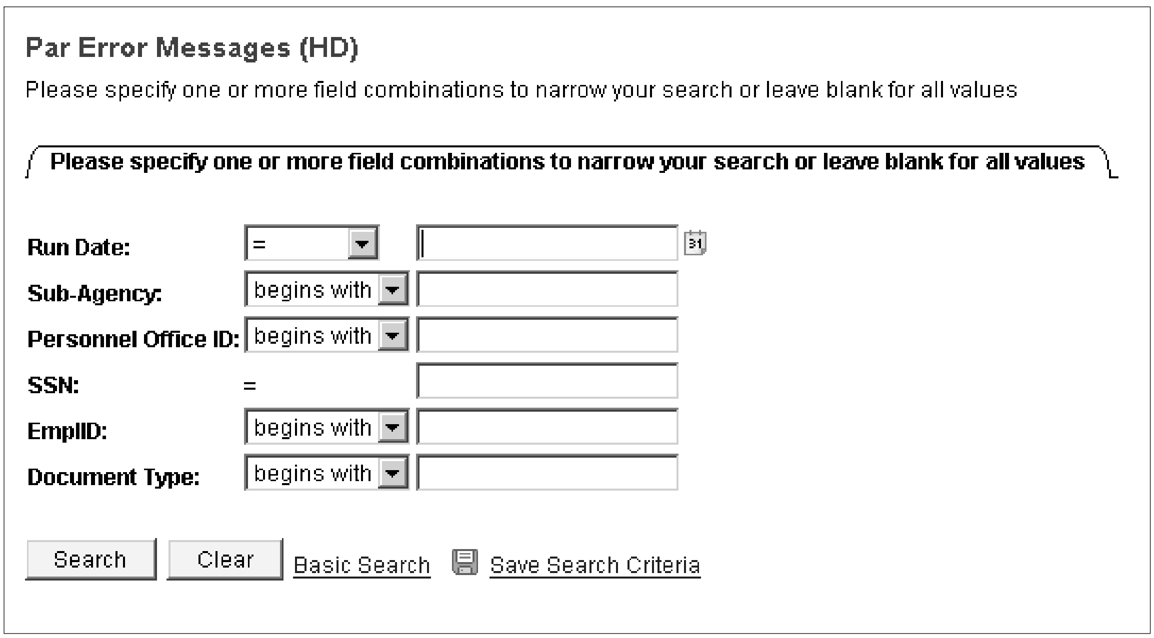


Figure 71. PAR Error Messages (HD) page

3. Complete the fields as follows:

Run Date	Enter the run date of the report or select a date from the calendar icon.
Sub Agency	Enter the applicable information.
Personnel Office ID	Enter the POI.
SSN	Enter the full social security number.
EmplID	Enter the employee ID. This a unique id assigned by *EmpowHR*.

4. Click **Search**. The PAR Error Messages page (**Figure 72**) is displayed. The page reflects the transaction(s) an Unapplied status.

   OR

   Click **Clear** to enter new criteria.

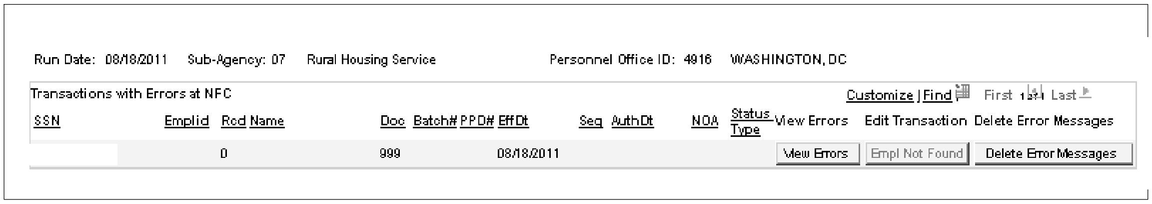


Figure 72. PAR Error Messages page

5. Click **Return To Search**. The PAR Error Messages page (**Figure 71**) is displayed. At this point, the following options are available:

Step	Description
Click **Previous In List**	This option is not available for the first action in the list.
Click **Next In List**	This option is be available when there is more than one transaction in the list.
Click **Include History**	This option includes the PAR history for the transaction.
Click **Correct History**	This option allows the correction of data.
Click **Print PAR Error**	This option allows the printing of the PAR errors.

6. Click **View Errors**. The View Par Error Messages page (**Figure 73**) is displayed. This option is to view the errors on the selected transaction.

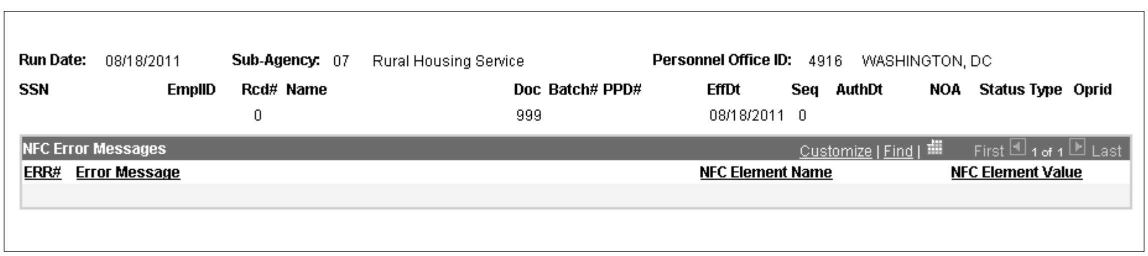


Figure 73. View PAR Error Messages

7. Click the **Back** button to return to the PAR Error Message page (**Figure 72**).

8. Select **Edit** on the PAR Error Messages page (**Figure 72**) to view the detailed transaction for the selected record. The selected record is a Personnel Action or a Payroll Action.

9. Select the **Delete Error Message** on the PAR Error Messages page (**Figure 72**) and the error message pop-up (**Figure 74**) appears.

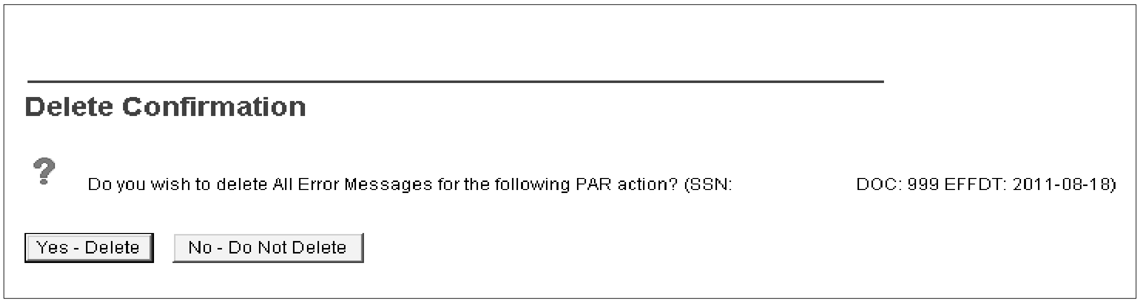


Figure 74. Delete Error Message pop-up

10. Click **Yes** to delete the error message.

OR

Click **No–Do Not Delete** to retain the error message. The PAR Error Messages page(**Figure 72**) is displayed.

OR

Click **Return to Search**. The PAR Error Messages (HD) page (**Figure 71**) is displayed.

OR

Click **Next In List** to select the next transaction in the list.

Personnel Action History Rpt

This Personnel Action History Report lists all employees affected by the Job Actions entered on the Run Control page. For example; Hire, Promotion, Realignment.

The search option is available to retrieve the line data, however, the key command buttons are not available for use.

To view Personnel Action History Rpt data:

1. Select the ***HR Reports*** menu group.

2. Select the ***Personnel Action History Rpt*** component. The Personnel History Report page (**Figure 75**) is displayed to locate a report that has been created.

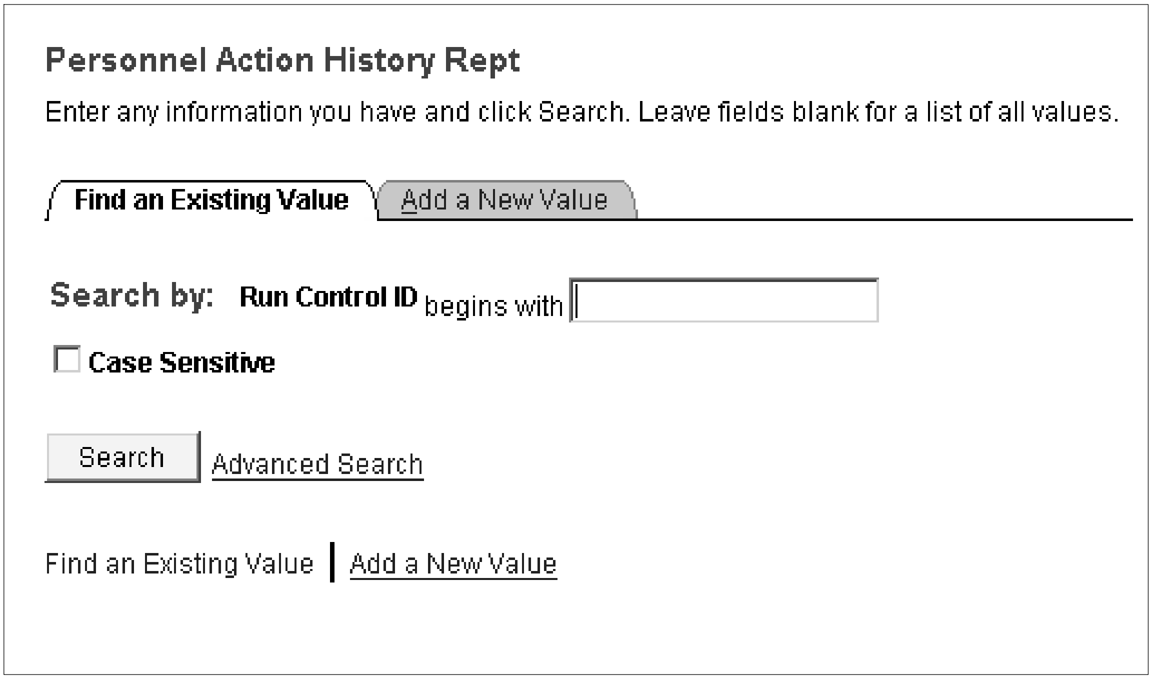


Figure 75. Personnel Action History Rept page

3. Complete the fields as follows:

Search By: Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.
Case Sensitive	Check this box if the search on the Run Control ID is case sensitive.

4. Click **Search**. The Action History Report page (**Figure 77**) is displayed.

   OR

   Click **Add a New Value**. The Personnel Action History Rept page (**Figure 76**) is displayed to add a new report.

Figure 76. Personnel Action History Rept page

5. Click **Add**. The Action History Report page (**Figure 77**) is displayed.

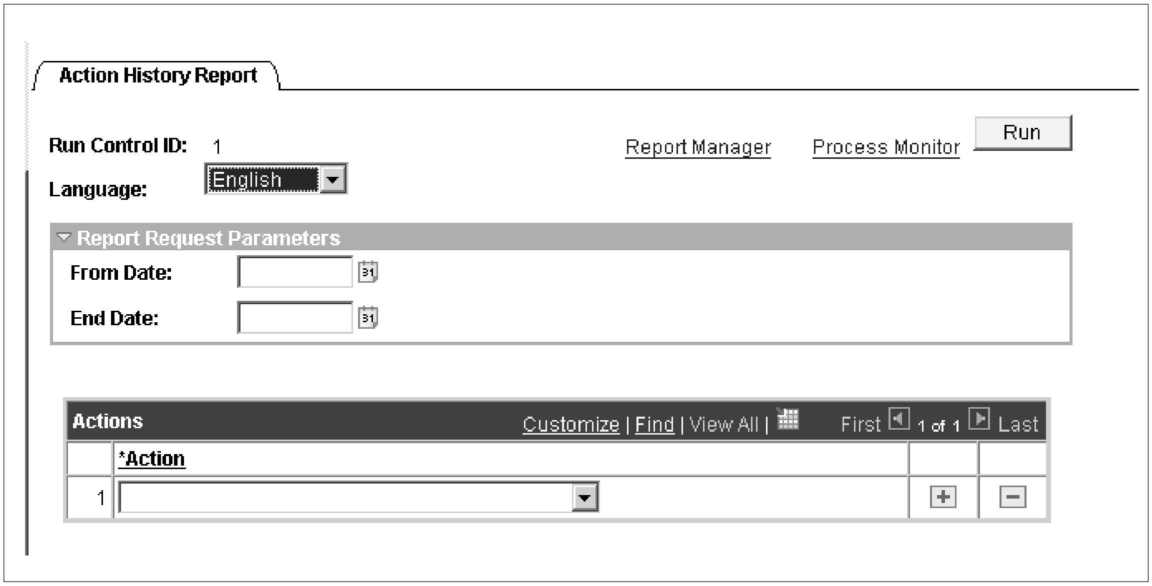


Figure 77. Action History Report page

6. Complete the fields as follows:

Language	This field defaults to **`English`**. To change, select the applicable language from the drop-down list.
Report Request Parameters	
From Date	Enter the from run date or select a date from the calendar icon.
End Date	Enter the run end date or select a date from the calendar icon.
Actions	
***Action**	Select the type of action to be included in the report from the drop-down list.

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

Step	Description
Click **Return To Search**	The Personnel Action History Report page (**Figure 76**) is displayed.
Click **Notify**	To send an email to a person in the workflow.
Click **Add**	To add another report.
Click **Update/Display**	To update the entry.

Temporary Employees Report

The Temporary Employees report provides an alphabetical list of all workers marked as temporary, along with the length of service and other details of employment.

To view the Temporary Employees Report:

1. Select the ***HR Reports*** menu group.

2. Select the ***Temporary Employees Report*** component. The Temporary Employees Report page (**Figure 78**) is displayed.

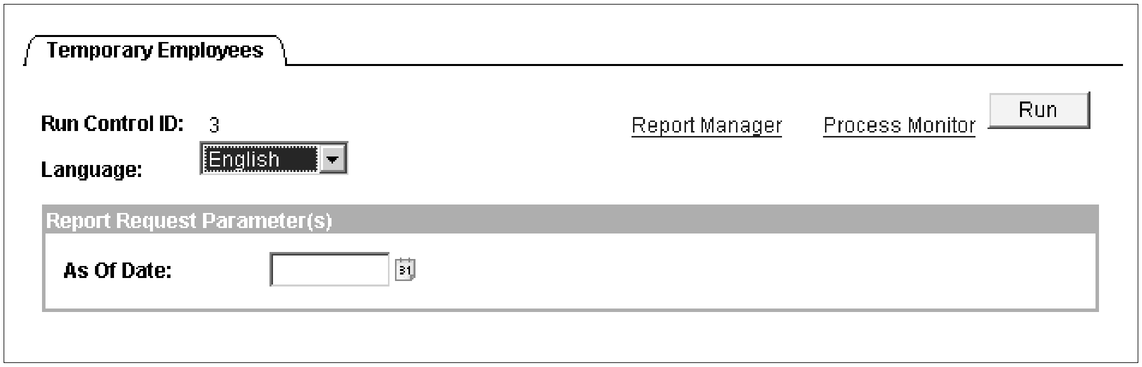


Figure 78. Temporary Employees page

3. Complete the fields as follows:

Language	This field defaults to `English`. To change, select the applicable language from the drop-down list.
As Of Date	Enter the date of the report or select a date from the calendar icon.

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

Steps	Description
Click **Return To Search**	To search for another report. The Temporary Employees page (**Figure 78**) is displayed.
Click **Update/Display**	To update the display.
Click **Add**	To add a report.

5. Click the ***Report Manager***. For more information refer to Title I Chapter 17, Section 14, Reporting.

   OR

   Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

Years Of Service Report

The Years of Service Report lists workers who have completed the number of years of service as of the point in time that is specified. this report is used as a reminder of the employees who are eligible for vested benefits plans or service recognition awards.

To view the years of service report data:

1. Select the ***HR Reports*** menu group.
2. Select the ***Years Of Service Report*** component. The Years In Service Report page (**Figure 79**) is displayed.

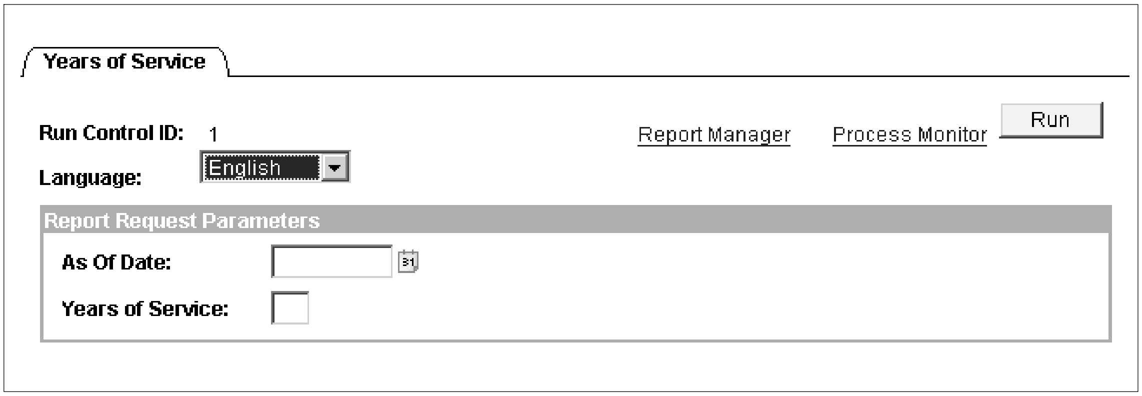


Figure 79. Years Of Service Report page

3. Complete the fields as follows:

Language	This field defaults to **`English`**. To change, select the applicable language from the drop-down list.
As Of Date	Enter the date of the report or select a date from the calendar icon.
Years Of Service	Enter the number of years of service that will be included in the report.

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

Step	Description
Click **Return To Search**	To search for another report.
Click **Notify**	To send information to a person in the workflow.
Click **Update/Display**	To update the display.
Click **Add**	To add a report.

5. Click the ***Report Manager***. For more information refer to Title I Chapter 17, Section 14, Reporting.

OR

Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

Emergency Contacts Report

This report allows the user to add a new report or run an existing report to view employee’s contact information.

To view or modify the Emergency Contacts Report::

1. Select the ***HR Reports*** menu group.

2. Select the ***Emergency Contacts Report*** component. The Emergency Contact Report page (**Figure 80**) is displayed.

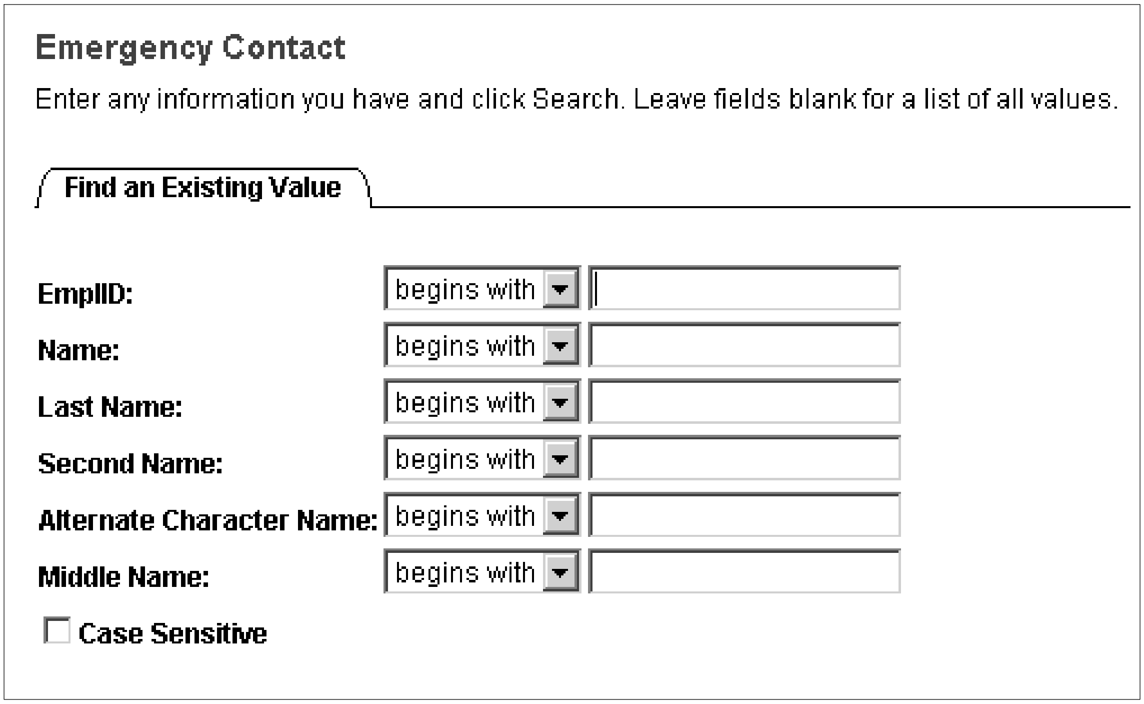


Figure 80. Emergency Contacts Report page (Find an Exisiting Value tab)

3. Complete the fields as follows:

EmplID	Enter the employee's emplID. This is a unique ID assigned by *EmpowHR*.
Name	Enter the employee's name.
Last Name	Enter the employee's last name.
Second Name	Enter the employee's second name, if applicable.
Alternate Character Name	Enter the employee's alternate name, if applicable.
Middle Name	Enter the employee's middle name, if applicable.
Case Sensitive	Click this box if the information used to search is case sensitive.

4. Click **Search**. The Emergency Contacts page (Contact Address/Phone tab) (**Figure 81**) is displayed.

   OR

   Click **Clear** to clear the fields.

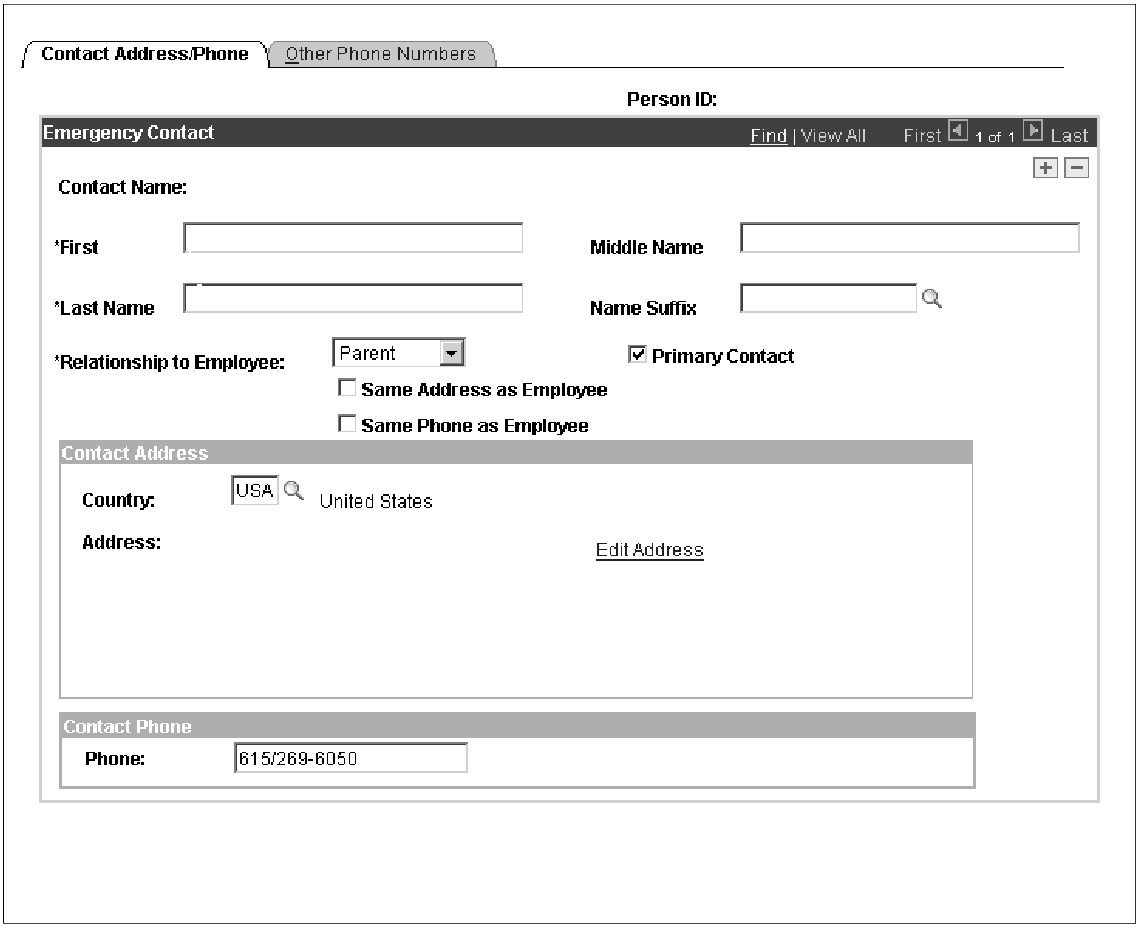


Figure 81. Emergency Contacts Report (Contact Address/Phone) page

5. Complete the fields as follows:

Contact/Address Phone	This field is system generated with the name selected from the Find an Existing Value tab (**Figure 80**).
Person ID	This field is system generated based upon the name selected from the Find an Existing Value tab (**Figure 80**).
Contact Name	This field is system generated based upon emergency contact information previously entered. If no emergency contact information has been entered, this field is blank. You cannot enter data in this field.
First	Enter the emergency contact's first name.
Middle Name	Enter the emergency contact's middle name, if applicable.
Last Name	Enter the emergency contact's last name.
Name Suffix	Enter the emergency contact's name suffix, if applicable. You can also click the icon to select the applicable suffix.
Relationship to Employee	Click the down arrow to select the emergency contact's relationship to the employee.

Primary Contact	Check this box if this person is the employee's primary emergency contact.
Same Address as Employee	Check this box if this person has the same address as the employee.
Same Phone as Employee	Check this box if this person has the same phone number as the employee.
Country	This field defaults to **USA**. To change, type the three-position alpha country code or click the icon to search for the applicable country.
Address	The address of the emergency contact is displayed in this field. To add/modify an address, click ***Edit Address*** to open an Edit Address page.
Phone	Enter the emergency contact's telephone number including area code.

6. Click the ***Other Phone Numbers*** tab to open the Emergency Contacts page (Other Phone Numbers tab) (**Figure 82**).

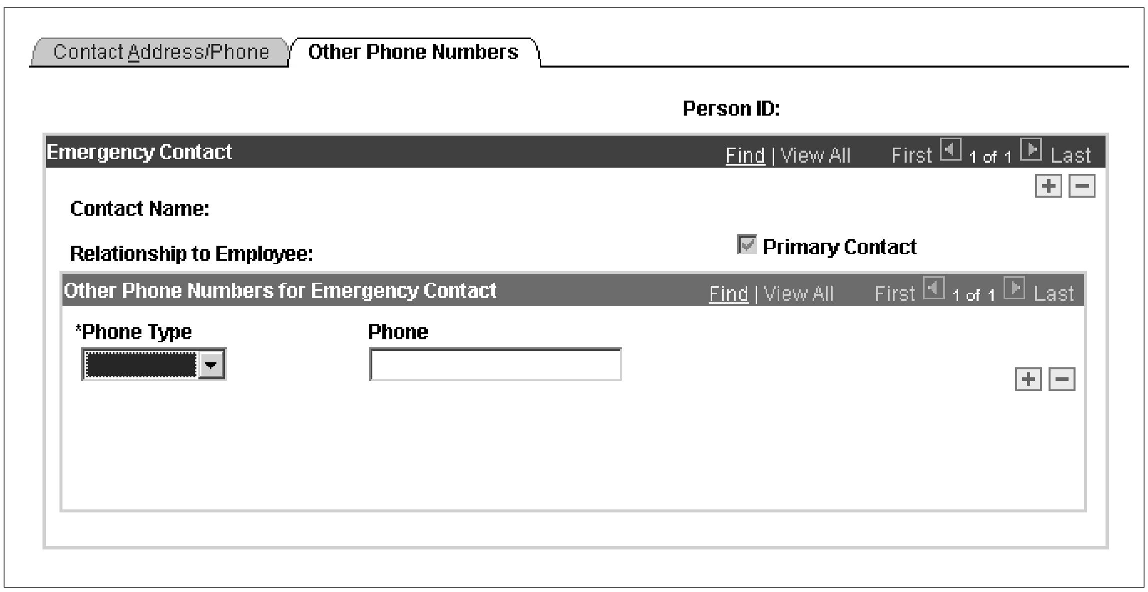


Figure 82. Emergency Contacts page (Other Phone Numbers tab)

7. Complete the fields as follows:

Person ID	This field is system generated based upon the name selected from the Find an Existing Value tab (**Figure 80**).
Contact Name	This field is system generated with the emergency contact's name.
Relationship to Employee	This field is system generated based upon the relationship selected on the Emergency Contacts Report (Contact Address/Phone tab) page (**Figure 81**).
Primary Contact	This box is checked if the Primary Contact box was checked on the Emergency Contacts Report (Contact Address/Phone tab) page (**Figure 81**).

Phone Type	Click the down arrow to select the type of phone number for the alternate type of phone number being entered on this page.
Phone	Enter the alter phone number corresponding to the Phone Type selected.

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

Step	Description
Click **Return To Search**	To search for another query.
Click **Notify**	To send information to a person in the workflow.
Click **Add**	To add a query.

Departmental Salaries Report

The Departmental Salaries Report lists the employees by Department. It displays the Employee Type, Full/Part-time, Regular/Temporary, Job Title, Pay Rate and Grade for each employee. The report also displays the total number of employees in every department and categories them based on Employment Status. For example; **`3 Salaried`**, **`3 Full-time`**, **`0 Part-time, 0 Temporary, and 0 Permanent`**.

To view Departmental Salaries Report:data:

1. Select the ***HR Reports*** menu group.
2. Select the ***Departmental Salaries Report*** component. The Departmental Salaries Report page (**Figure 83**) is displayed to locate an existing report.

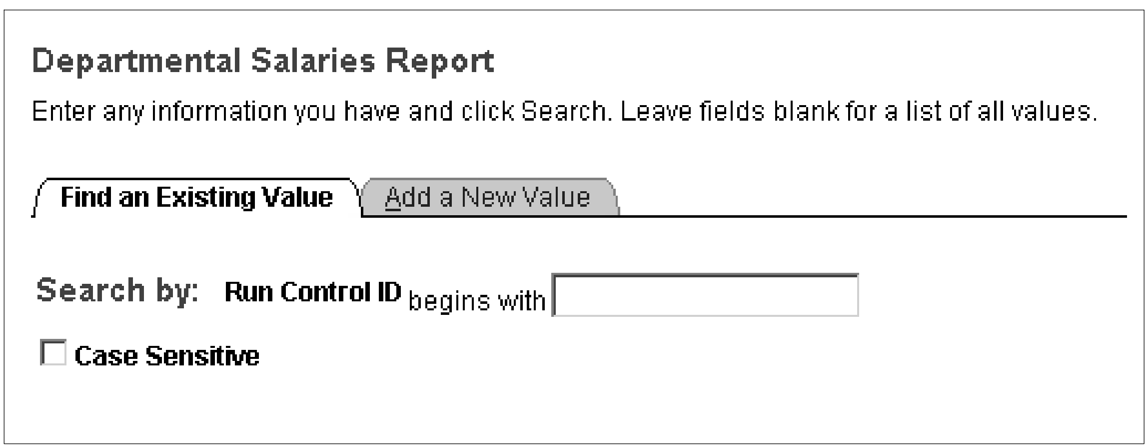


Figure 83. Emergency Contacts Report page

3. Complete the fields as follows:

Search By: Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.
Case Sensitive	Click this box if the information used to search is case sensitive.

4. Click **Search**. The Prcsruncntl page (**Figure 84**) is displayed.

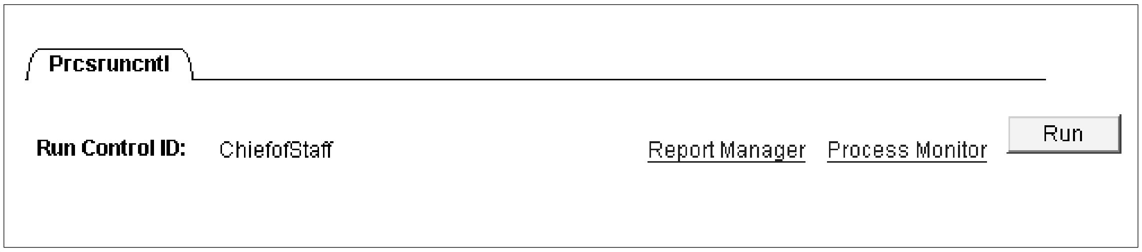


Figure 84. Prcsruncntl page

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

Step	Description
Click **Return To Search**	To search for another query.
Click **Notify**	To send information to a person in the workflow.
Click **Add**	To add a query.

6. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

WGI Due Report

This report allows the user to view employees that have within grade increased due.

To view or modify the WIG Report: data:

1. Select the ***HR Reports*** menu group.

2. Select the ***WIG Due Report*** component. The WGI Due Report page (**Figure 85**) is displayed

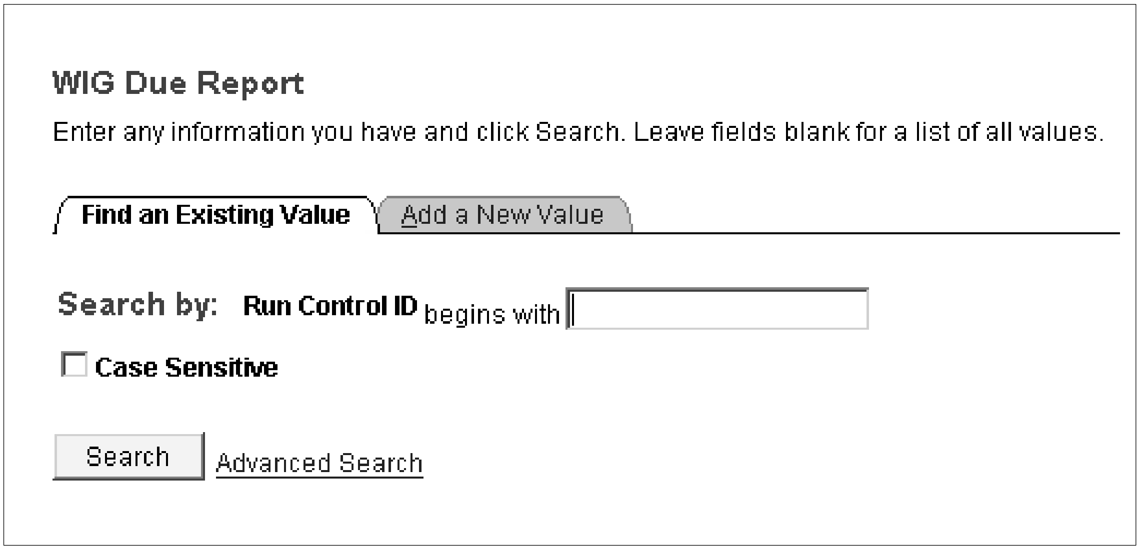


Figure 85. WGI Due Report page

3. Click **Search**. The Runctl Fromthru page (**Figure 86**) is displayed.

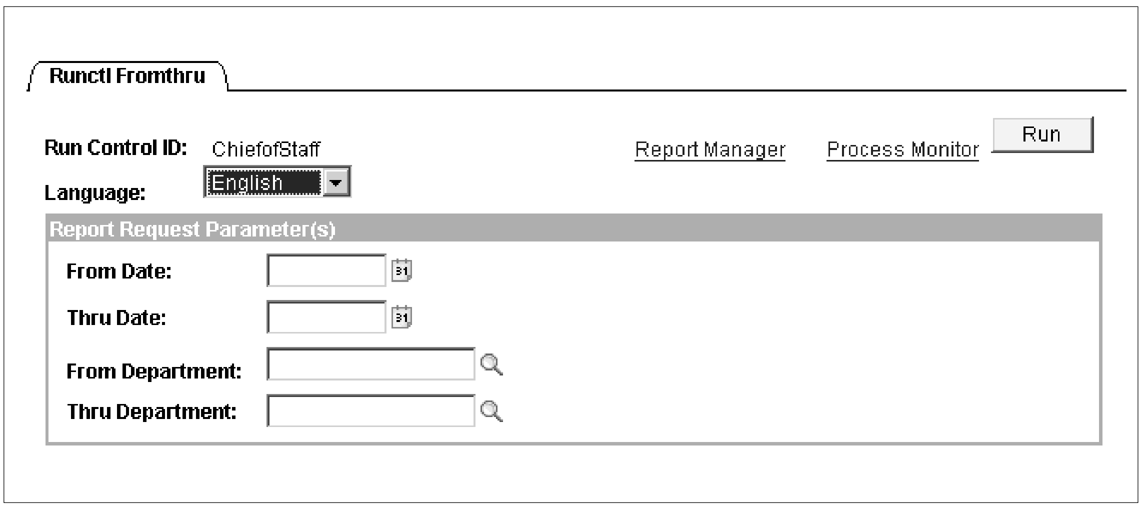


Figure 86. Runcntl Fromthru page

4. Complete the fields as follows:

Language	This field defaults to **`English`**. To change, select the applicable language from the drop-down list.
From Date7	Enter the from run date or select a date from the calendar icon.
Thru Date	Enter the run through date or select a date from the calendar icon.
From Dept	Select a from department or select data by clicking on the search icon.
Thru Dept	Select a through department or select data by clicking on the search icon.

5. Click **Run**. The Progress Scheduler Request page (**Figure 87**) is displayed.

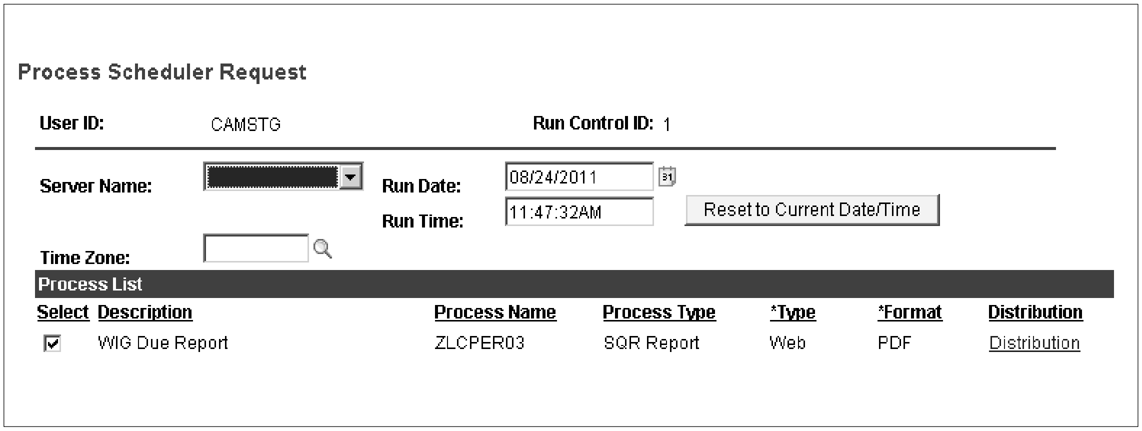


Figure 87. Process Scheduler Request page

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

Step	Description
Click **Return To Search**	To search for another report.
Click **Notify**	To send information to a person in the workflow.

7. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

Retirement Eligibility Report

The Retirement Eligibility Report list by Department the employees eligible for retirement by an **`As of Date`**. This report also displays the total number of employees eligible in every department.

To view or modify the Retirement Eligibility Report::

1. Select the ***HR Reports*** menu group.

2. Select the ***Retirement Eligibility Report*** component. The Retirement Eligibility Report page (**Figure 88**) is displayed to locate an existing report.

Figure 88. Retirement Eligibility Report page

3. Complete the fields as follows:

Search By: Run Control ID/Begins With	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.
Case Sensitive	Click this box if the information used to search is case sensitive.

4. Click **Search**. The Runctl Asofdate page (**Figure 89**) is displayed.

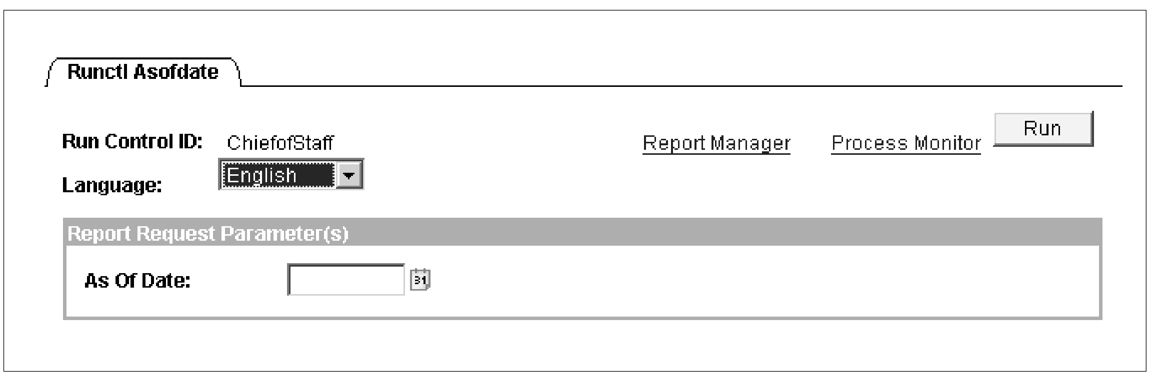


Figure 89. Runctl Asoldate page

5. Complete the fields as follows:

Language	This field defaults to **`English`**. To change, select the applicable language from the drop-down list.
As Of Date	Enter the as of date for the report or select a date from the calendar icon.

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

Step	Description
Click **Return To Search**	To search for another report.
Click **Notify**	To send information to a person in the workflow.

7. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

Perf Appraisals Given Report

This report reflects the performance appraisals give by department.

To view or modify Perf Appraisals Given Report data:

1. Select the ***HR Reports*** menu group.
2. Select the ***Perf Appraisals Given Report*** component. The Perf Appraisals Given Report page (**Figure 90**) is displayed.

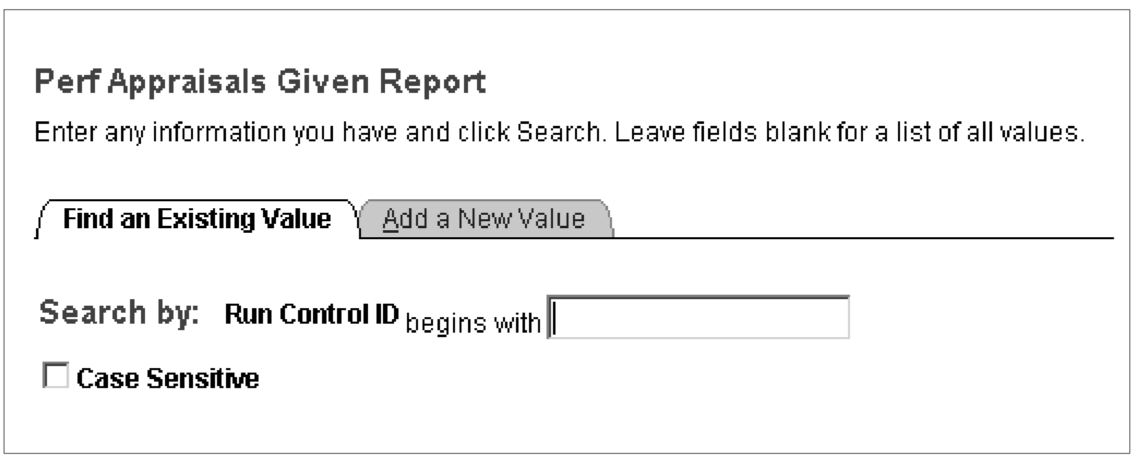


Figure 90. Perf Appraisals Given Report page

3. Click **Add a New Value**. The Add a New Value tab (**Figure 91**) is displayed.

Figure 91. Perf Appraisals Given Report page (Add a New Value tab)

4. Complete the field as follows:

Run Control ID	The run control ID is a unique number the user assigns to run a report. Enter the applicable information.

5. Click **Add**. The Runctl Fromthru page is displayed. (**Figure 92**)

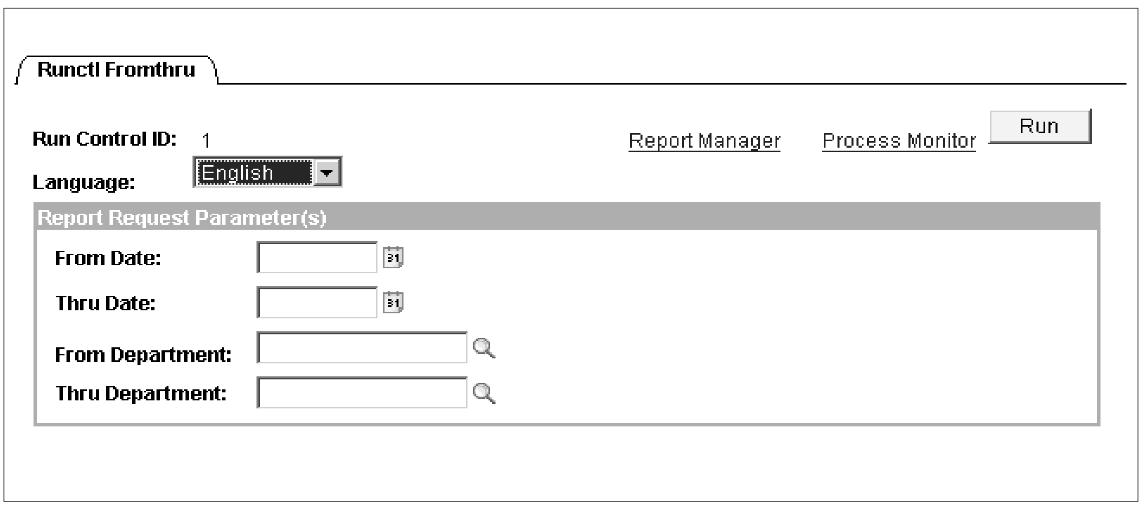


Figure 92. Runctl Fromthru page

6. Complete the fields as follows:

Language	This field defaults to `English`. To change, select the applicable language from the drop-down list.
From Date	Enter a from date for the report or select a date from the calendar icon.
Thru Date	Enter the through date for the report or select a date from the calendar icon.

From Department	Enter the from department for the report or select data by clicking on the search icon.
Thru Department	Enter the through department for the report or select data by clicking on the search icon.

7. Click **Run**. The Process Schedule Request page (**Figure 93**) is displayed.

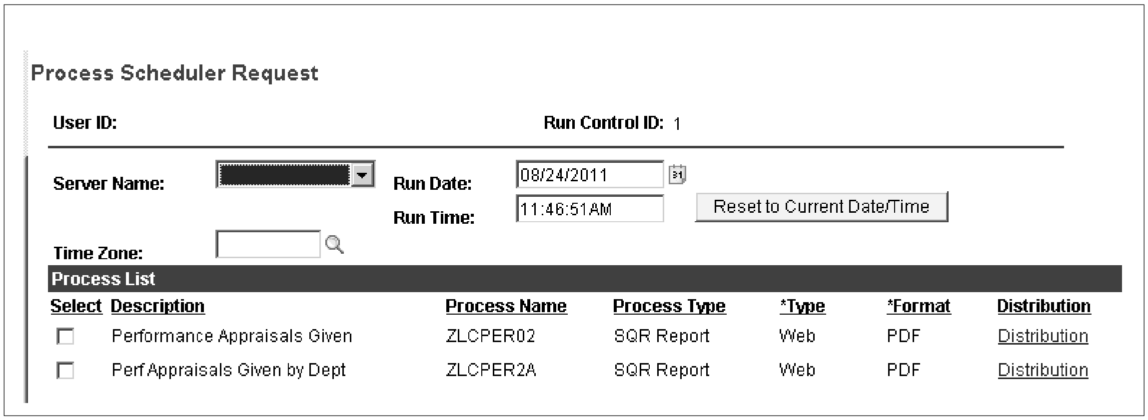


Figure 93. Process Scheduler Request page

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

Step	Description
Click **Return To Search**	To search for another report.
Click **Notify**	To send information to a person in the workflow.

9. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

Perf Appraisals Due Report

This report reflect the performance appraisals due by department.

To view or modify the Perf Appraisals Due Report::

1. Select the ***HR Reports*** menu group.

2. Select the ***Perf Appraisals Due Report*** component. The Perf Appraisals Due Report page (**Figure 94**) is displayed.

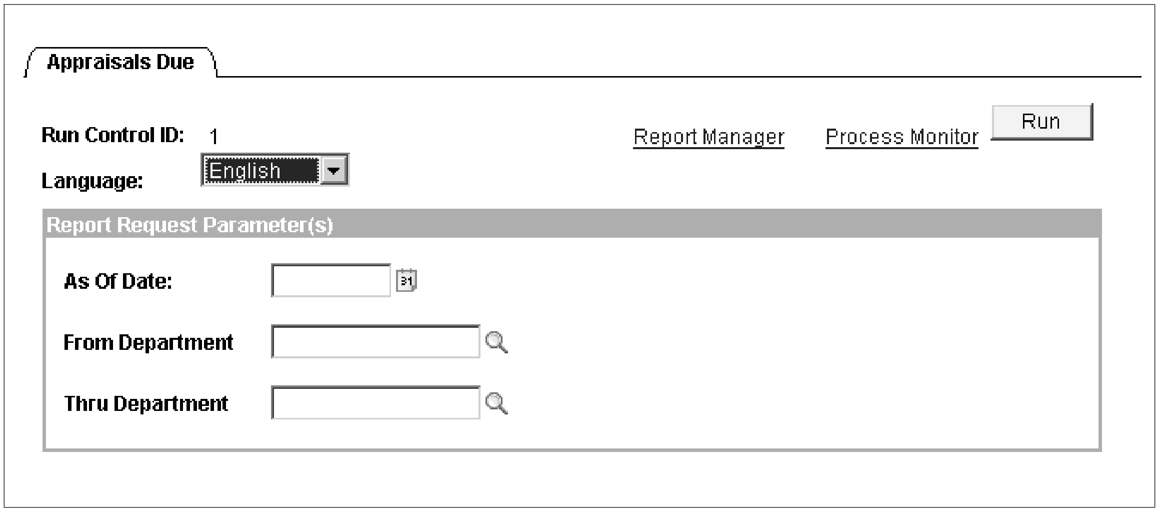


Figure 94. Performance Appraisals Due page

3. Complete the fields as follows:

Language	This field defaults to **`English`**. To change, select the applicable language from the drop-down list.
As Of Date	Enter a from date for the report or select a date from the calendar icon.
From Department	Enter the from department for the report or select data by clicking on the search icon.
Thru Department	Enter the through department for the report or select data by clicking the search icon.

4. Click **Run**. The Process Scheduler Request page (**Figure 95**) is displayed.

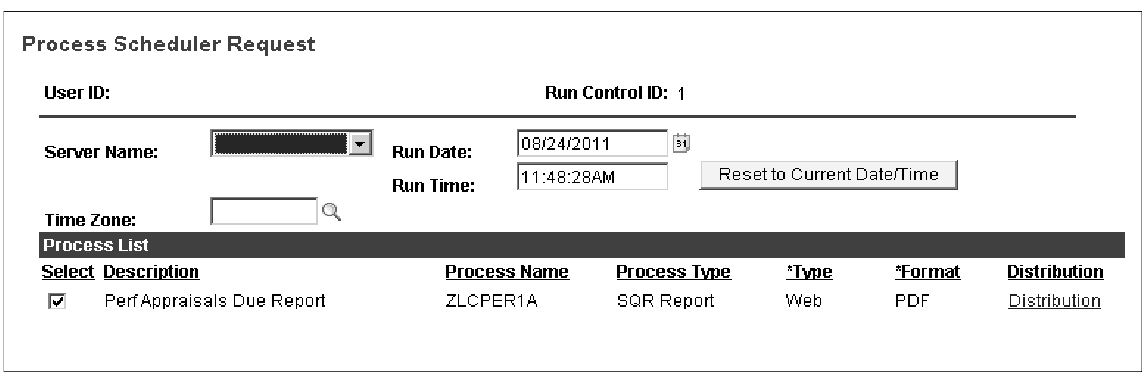


Figure 95. Process Scheduler Request page

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

Step	Description
Click **Return To Search**	To search for another report.
Click **Previous In List**	This option is only available when there is more than on the report.

Step	Description
Click **Next In List**	This option is only available when there is more than on report.
Click **Notify**	To send information to a person in the workflow.
Click **Update**/**Display**	To update the display.
Click **Add**	To add a report.

6. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

Position Number Listing

The Position Number Listing report lists the position numbers and the incumbents for each position number.

To view the Position Number Listing Report: information:

1. Select the ***HR Reports*** menu group.
2. Select the ***Position Number Listing Report*** component. The Z Lc Runfrmhrdpt tab page (**Figure 96**) is displayed.

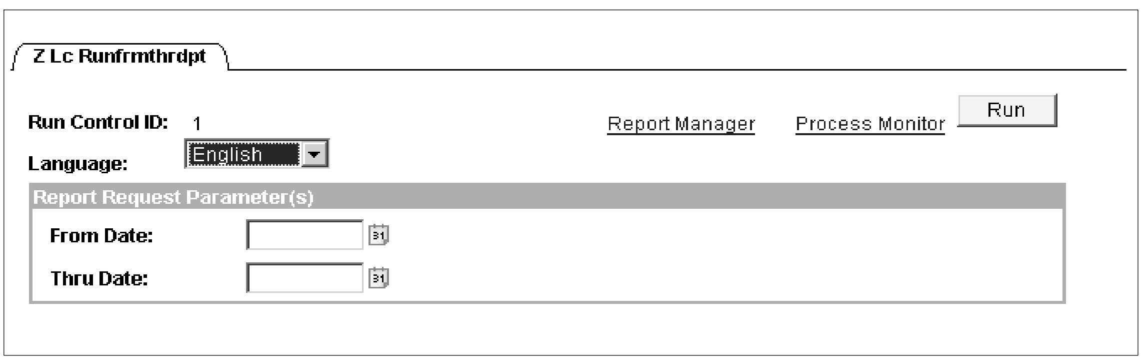


Figure 96. Z Lc Runfrmhrdpt tab page

3. Complete the fields as follows:

Language	This field defaults to `English`. To change, select the applicable language from the drop-down list.
From Date	Enter a from date for the report or select a date from the calendar icon.
Thru Date	Enter a through date for the report or select a date from the calendar icon.

4. Click **Run**. The Process Scheduler Request page (**Figure 97**) is displayed.

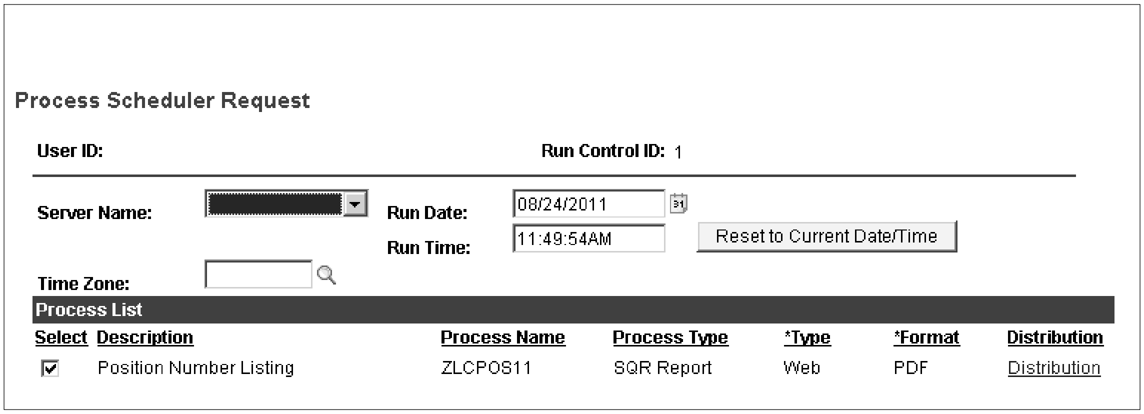


Figure 97. Process Scheduler Request page

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

Step	Description
Click **Return To Search**	To search for another report.
Click **Notify**	To send information to a person in the workflow.
Click **Add**	To add a report.
Click **Update/Display**	To update the display.

6. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

Retirement Eligibility by POI Report

This report presents the age and years of service based on the date entered to provide an estimate as to the potential eligibility for rehire. Actual Eligibility varies based on retirement system and other factors. This report also displays the total number of employees eligible in every department.

To view Retire Eligibility Report data:

1. Select the ***HR Reports*** menu group.
2. Select the ***Retire Eligibility Report*** component. The Retire Eligibility Report page(**Figure 98**) is displayed.

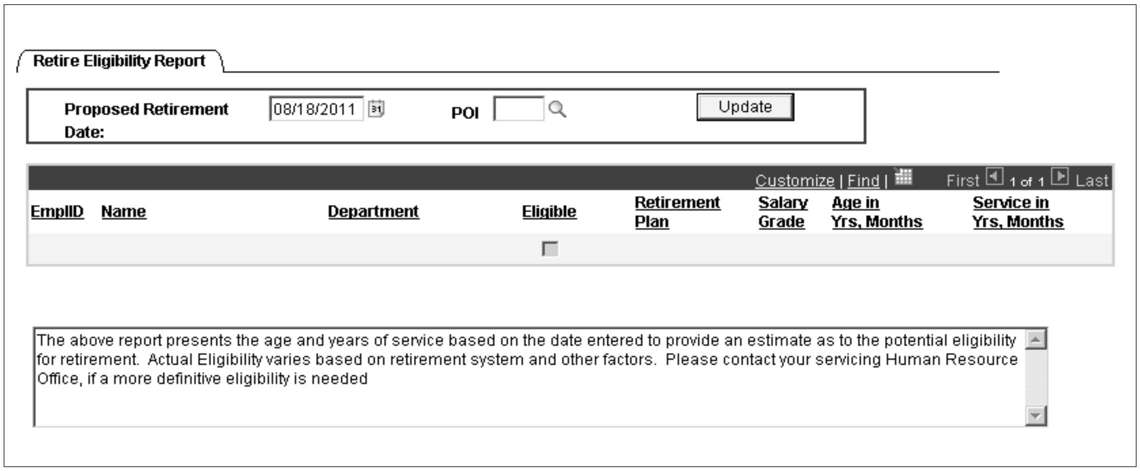


Figure 98. Retire Eligibility Report page

3. Complete the fields as follows:

Proposed Retirement Date	Enter the proposed retirement date for the results of the report or select a date from the calendar icon.
POI	Enter the personnel office identifier for the results of the report or select data by clicking the search icon.

4. Click **Update**. The results appear on the page.

Reports To List

The Reports To List reflects the employees that report to a supervisor, manager, etc.

To view the Reports To List::

1. Select the ***HR Reports*** menu group.

2. Select the ***Reports To List*** component. The Reports_To List page (**Figure 99**) is displayed to locate an existing report.

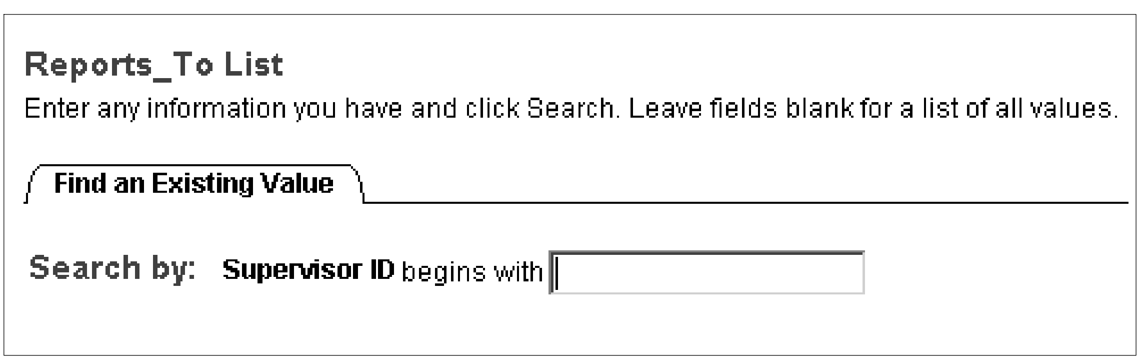


Figure 99. Reports To List page

3. Complete the fields as follows

Search By: Supervisor ID	Enter the supervisor ID for the report.

4. Click **Search**. The List of Reports To page (**Figure 100**) is displayed.

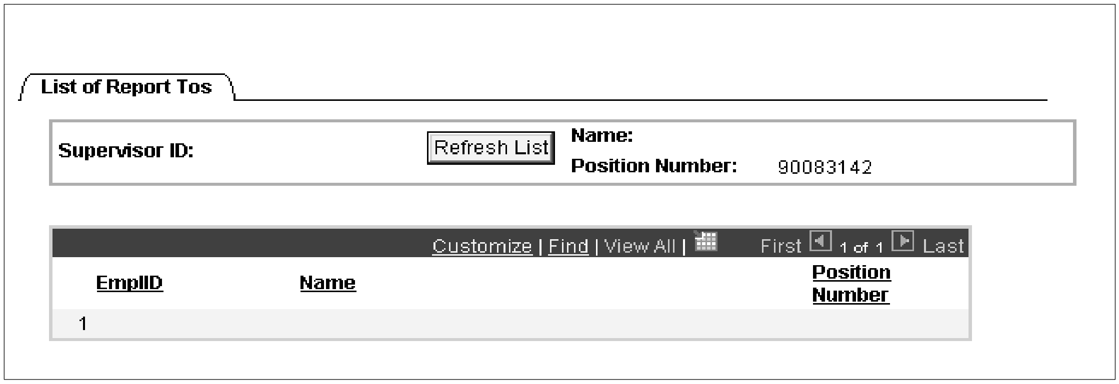


Figure 100. List Of Reports Tos page

5. Click **Refresh List** to refresh the page and add new data.

6. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

7. Click **Notify** to send an email to a person in the workflow.

Vacant Position Report

This report contains vacant positions in an organization.

To view Vacant Position Report data:

1. Select the the ***HR Reports*** menu group.

2. Select the ***Vacant Position Report*** component. The Vacant Position Report page (**Figure 101**) is displayed.

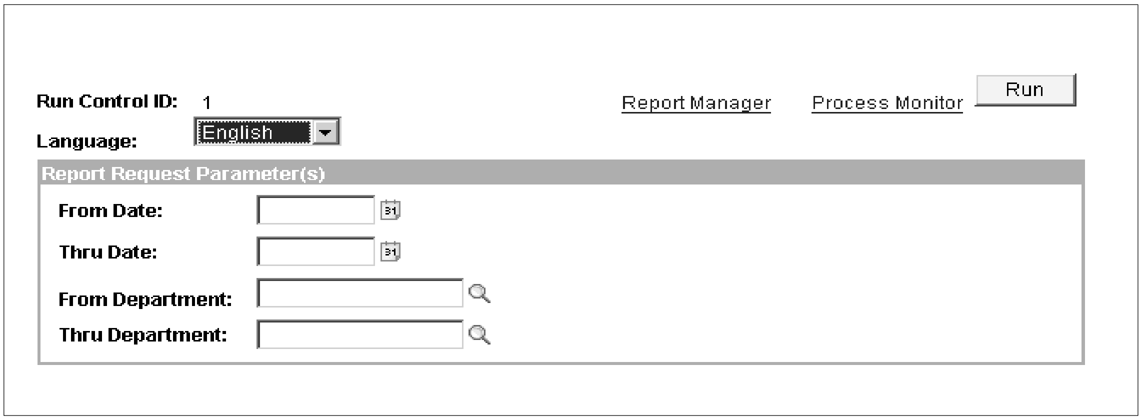


Figure 101. LOC Vacant Position Report page

3. Complete the files as follows:

Language	This field defaults to **`English`**. To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	
From Date	Enter the date the report data should begin or select a date from the calendar icon.
Thru Date	Enter the date the report data should end or select a date from the calendar icon.
From Department	Enter department number from data for the report or select data by clicking the search icon.
Thru Department	Enter the department number thru data for the report or select data by clicking the search icon.

4. Click **Run**. The Process Scheduler Request page (**Figure 102**) is displayed.

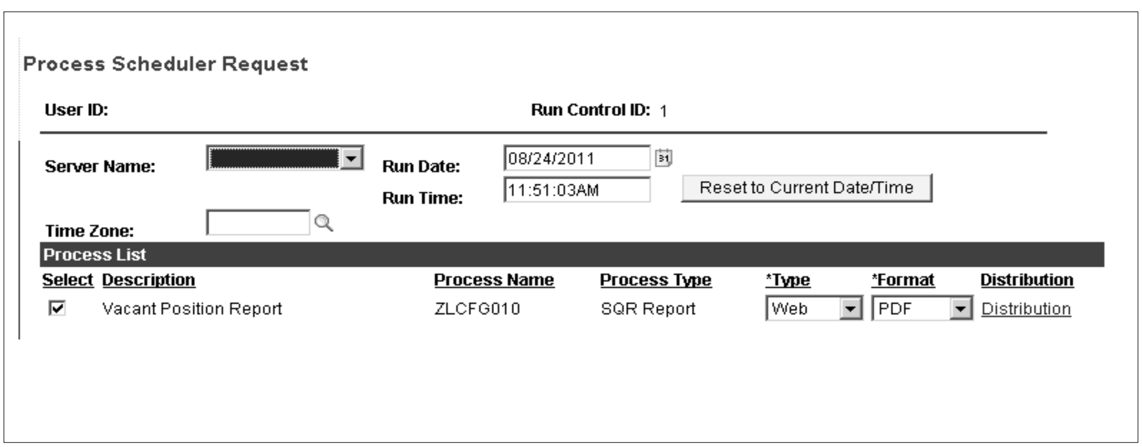


Figure 102. Process Scheduler Request page

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

Step	Description
Click **Return To Search**	To search for another report.
Click **Previous In List**	This option is only available if there is more than one report.
Click **Next In List**	This option is only available if there is more than one report.

6. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

AMDC NFC *EmpowHR* Posn Croswlk

This report allows the user to create a report or find an existing report reflecting the crosswalk between EmpowHR and the database.

To view AMDC NFC *EmpowHR* Croswlk data:

1. Select the ***HR Reports*** menu group.
2. Select the ***AMDC NFC EmpowHR Posn Croswlk*** component. The AMDC NFC ***EmpowHR*** Posn Croswlk page (**Figure 103**) is displayed to locate an existing report.

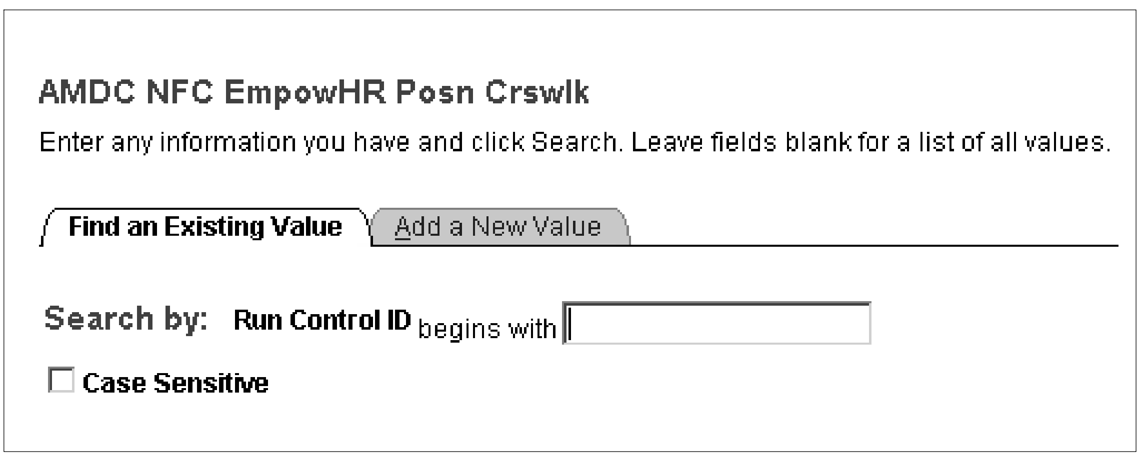


Figure 103. AMDC NFC *EmpowHR* Posn Crswlk page

3. Complete the fields as follows:

Search By: Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID for the report.
Case Sensitive	Check this box if the search information is case sensitive.

4. Click **Search**. The AMDC NFC ***EmpowHR*** Posn Croswlk page (**Figure 103**) is displayed.

OR

Click ***Add a New Value***. The Add a New Value tab (**Figure 104**) is displayed.

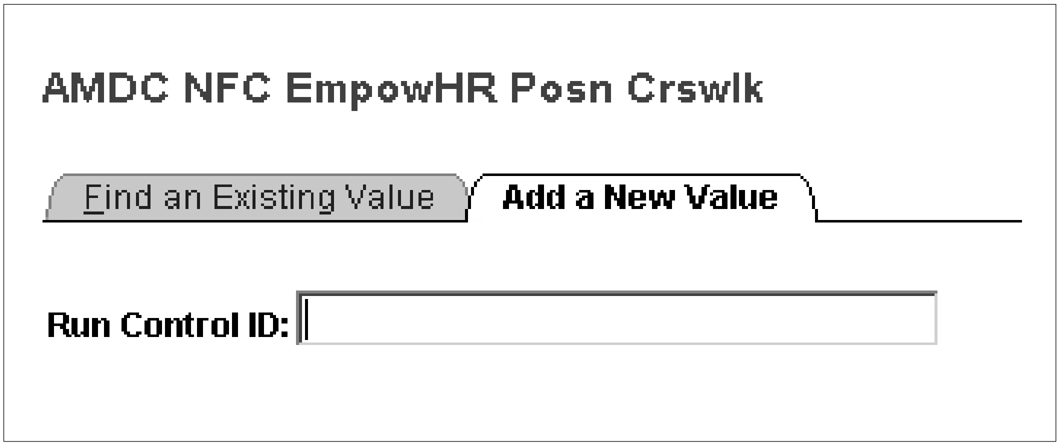


Figure 104. AMDC NFC *EmpowHR* Posn Croswlk page (Add a New Value tab)

5. Complete the Run Control field as follows:

Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID for the report.

6. Click **Add**. The AMDC NFC ***EmpowHR*** Posn Croswlk page (**Figure 105**) is displayed.

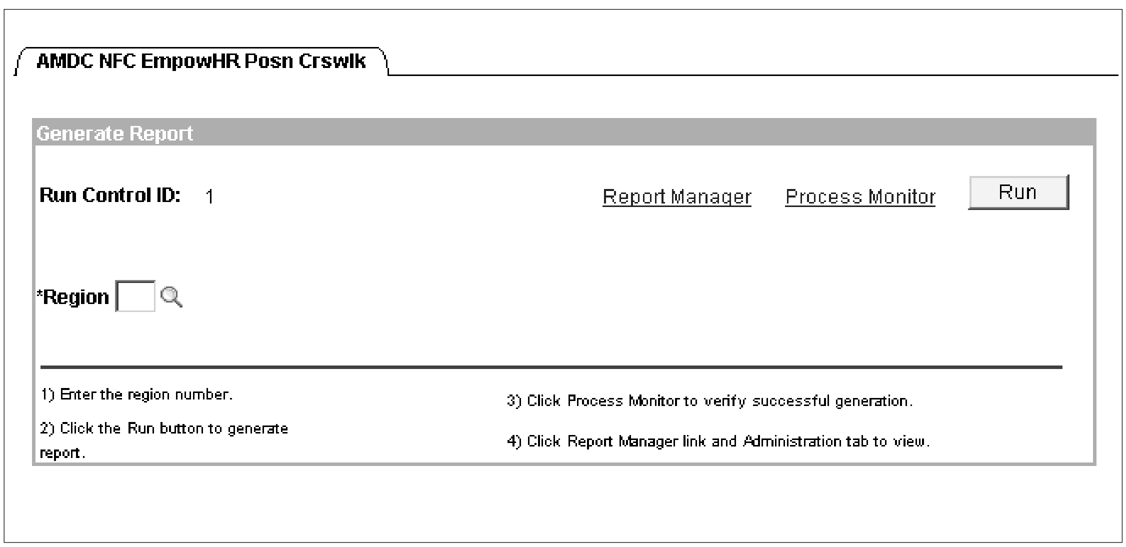


Figure 105. AMDC NFC *EmpowHR* Posn Croswlk page

7. Complete the fields as follows:

Run Control ID	The run control ID is a unique number that the user assigns to run a report. The Run Control ID is displayed in this field.
Region	Enter the applicable region for the position or click the icon to search for the region. This is a required field.

8. Click **Run**. The Process Schedule Request page (**Figure 106**) is displayed.

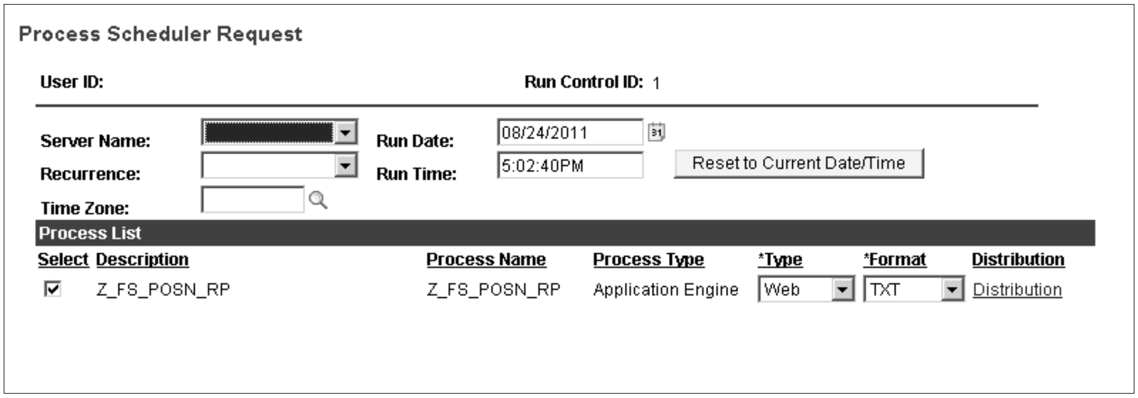


Figure 106. Process Schedule Request page

9. Click **OK** to return to the previous page.

OR

Click **Cancel** to return to the previous page.

10. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

LC OF8

This option allows the user to print position descriptions.

To print a position description:

1. Select the the ***HR Reports*** menu group.

2. Select the the ***LC OF8*** component. The Find an Existing Value tab - LC OF8 Report USF page (**Figure 107**) is displayed.

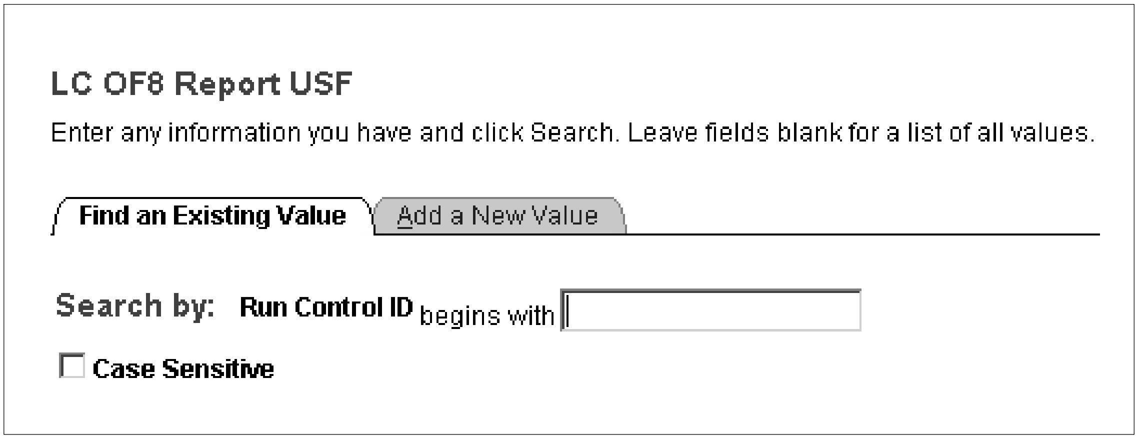


Figure 107. Find an Existing Value tab - LC OF8 Report USF page

3. Complete the fields as follows:

Search By: Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID for the report.
Case Sensitive	Click this box if the information used to search is case sensitive.

4. Click **Search**. The OF8 Report USF Report page (**Figure 109**) is displayed.

OR

Click **Add a New Value**. The Add a New Value tab - LC OF8 Report USF page (**Figure 108**) is displayed.

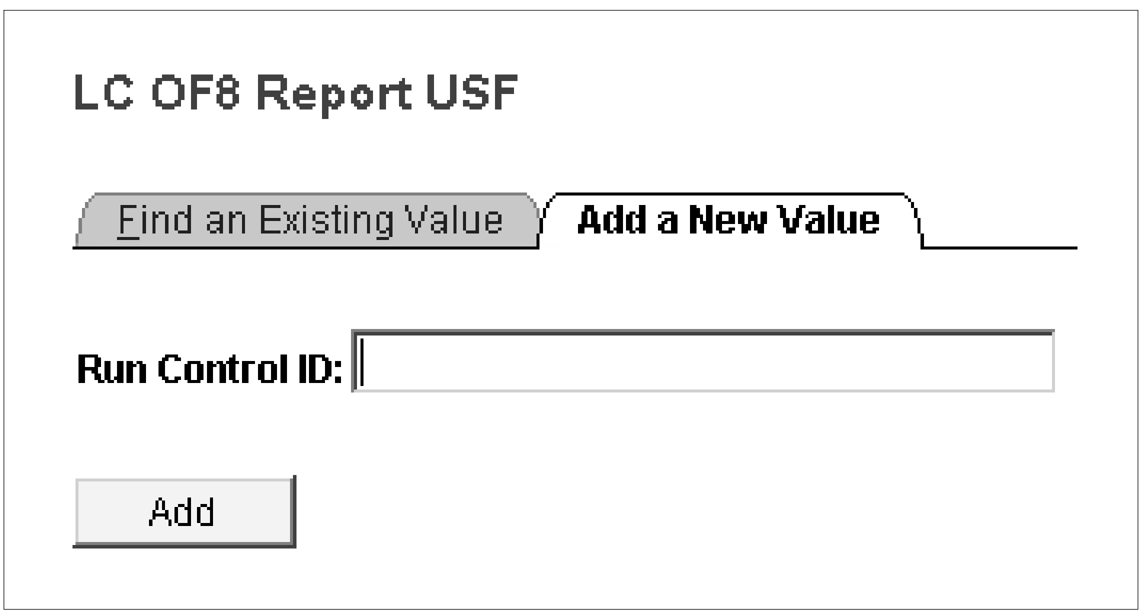


Figure 108. Add a New Value tab - LC OF8 Report USF page

5. Complete the fields as follows:

Search By: Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID for the report.

6. Click **Add**. The Runctl Fgof8 tab - LC OF8 Report page (**Figure 109**) is displayed.

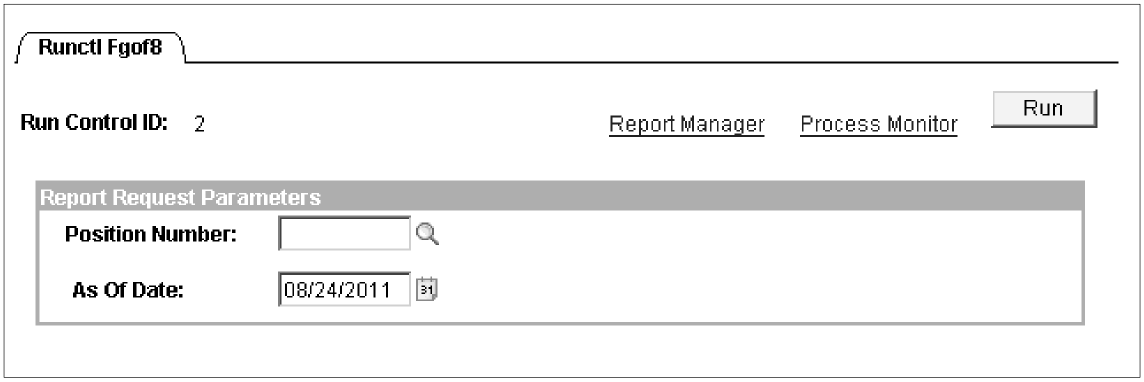


Figure 109. Runctl Fgof8 tab - LC OF8 Report page

7. Complete the fields as follows:

Report Request Parameters	
Position Number	Enter the position number or select data by clicking the search icon.
As Of Date	Enter the as of date for the report or select a date from the calendar icon.

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

Step	Description
Click **Return To Search**	To search for another report.
Click **Previous In List**	To view the previous record.
Click **Next In List**	To view the next record.
Click **Notify**	To send an email to a person in the workflow.
Click **Add**	To add data for another report.

9. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OF08 Report USF

This section explains how to find or add LC OF8 report data.

To find or add an OF8 Report USF:

1. Select the ***HR Reports*** menu group.
2. Select the ***OF8 Report USF*** component. The OF8 Report USF page (**Figure 110**) is displayed to add a new report to locate an existing report.

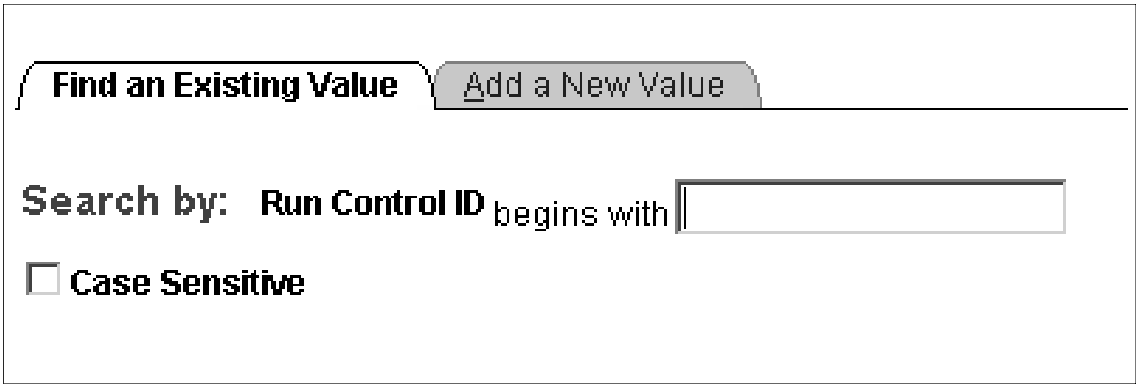


Figure 110. OF8 Report USF page

3. Complete the fields as follows:

Search By: Run Control ID/Begins With	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.
Case Sensitive	Click this box if the information used to search is case sensitive.

4. Click **Search**. The OF8 Report USF Report page (**Figure 111**) is displayed.

   OR

   Click **Add a New Value**. The OF8 Report USF page (**Figure 111**) is displayed.

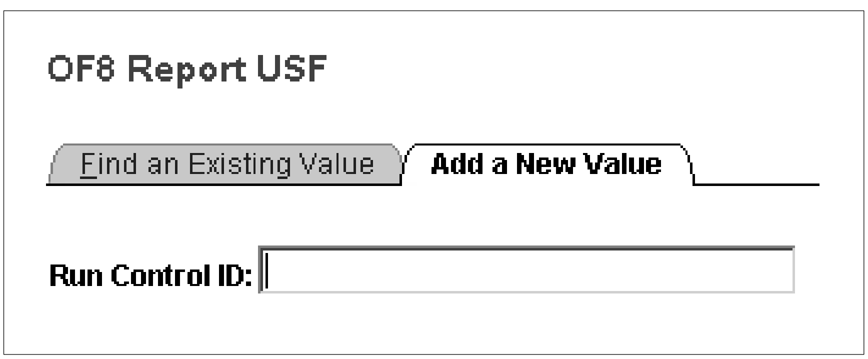


Figure 111. OF8 Report USF page

5. Complete the Run Control ID fields as follows:

Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.

6. Click **Add**. The OF8 Report page (**Figure 112**) is displayed.

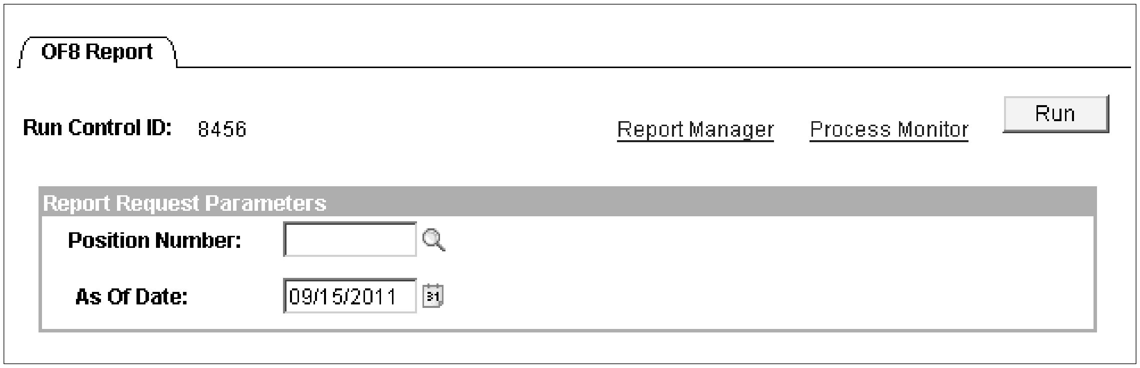


Figure 112. OF8 Report page

7. Complete the fields as follows:

Report Request Parameters	
Position Number	Enter the position number or select data by clicking the search icon.
As Of Date	Enter the as of date for the report or select a date from the calendar icon.

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

Steps	Descriptions
Click **Return To Search**	To search for another report.
Click **Notify**	To send an email to a person in the workflow.
Click **Add**	To add data for another report.
Click **Update/Display**	To update the display.

9. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

PMSO Error Messages

This report reflects error messages for the job code and the position.

To view a PMSO Error Messages report::

1. Select the ***HR Reports*** menu group.

2. Select the ***PMSO Error Messages*** component. The PMSO Error Messages page (**Figure 113**) is displayed to locate an existing report.

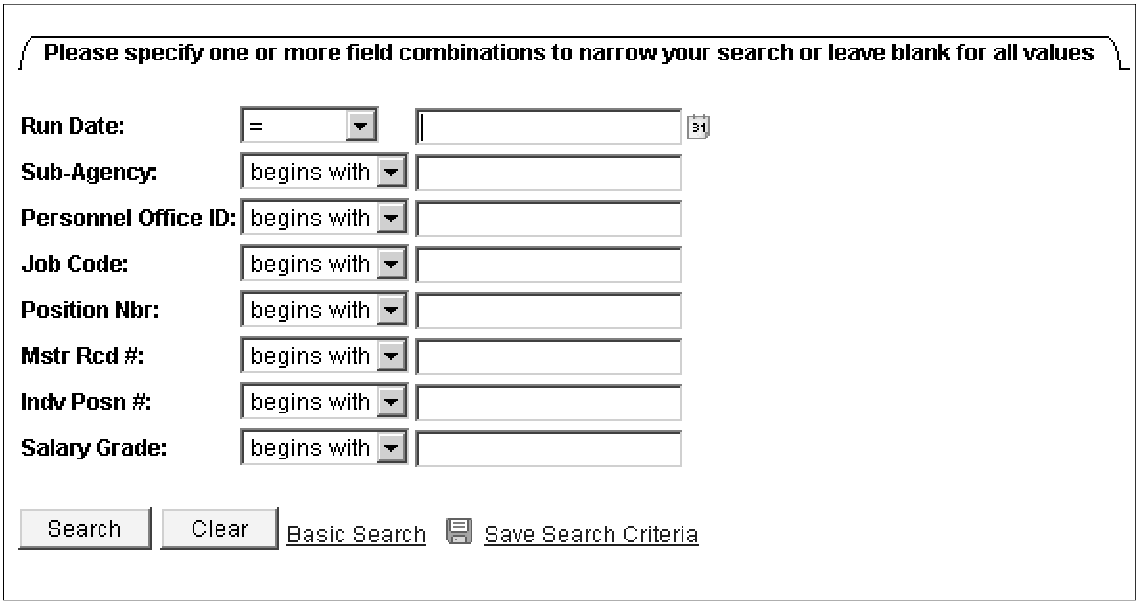


Figure 113. PMSO Error Messages page

3. Complete the fields as follows:

Run Date	Enter the run date for the report or select a date from the calendar icon.
Sub-Agency	Enter the sub-agency.
Personnel Office ID	Enter the personnel office ID.
Job Code	Enter the job code.
Position Nbr	Enter the position number.
Mstr Rcd#	Enter the master record number.
Indv Posn #	Enter the individual position number.
Salary Grade	Enter the salary grade.

4. Click **Search**. The PMSO Error Messages page (**Figure 114**) is displayed.

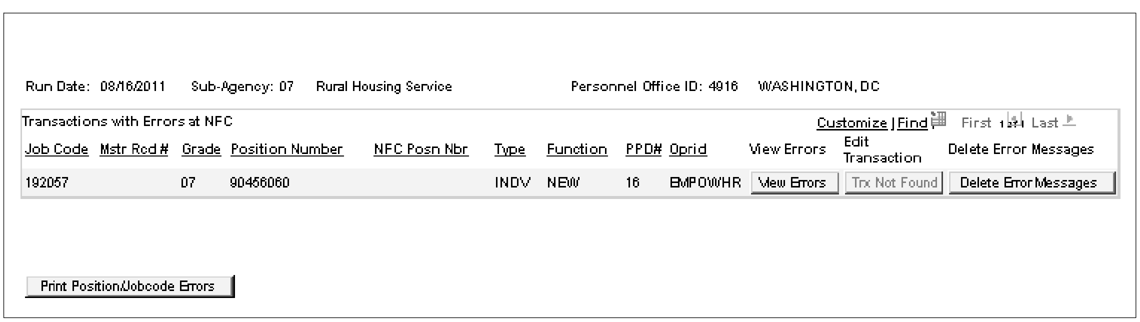


Figure 114. PMSO Error Messsages page

At this point the following options are available:

Step	Description
Click **Clear**	To clear the information on the page.
Click **Return To Search**	To search for another report.
Click **Next In List**	To view the next item in the list.
Click **Include History**	To include the information in history.
Click **Correct History**	To correct history.

5. Click **View**. The error message page (**Figure 114**) is displayed.

Click **Back** to return to the PMSO Error Messages report page (**Figure 113**)

OR

Click **Edit**. The Job Code page is displayed. To edit the Job Code, refer to Title I, Chapter 17, Section 4, Position Management.

OR

Click **Delete Error Messages**. The Delete Confirmation page (See **Figure 115**) is displayed.

Click **Yes-Delete** to delete the message. When there is only 1 error, the PMSO Error Messages page (**Figure 114**) displays. If the only message is deleted, the PMSO Error Messages search page (**Figure 113**) displays.

Click **No-Do Not Delete** to return to the PMSO Error Messages page (**Figure 114**).

OR

Click **Print Position/Job Code Errors**. A pop-up appears (**Figure 116**). Click **OK** on the pop-up to retrieve the report.

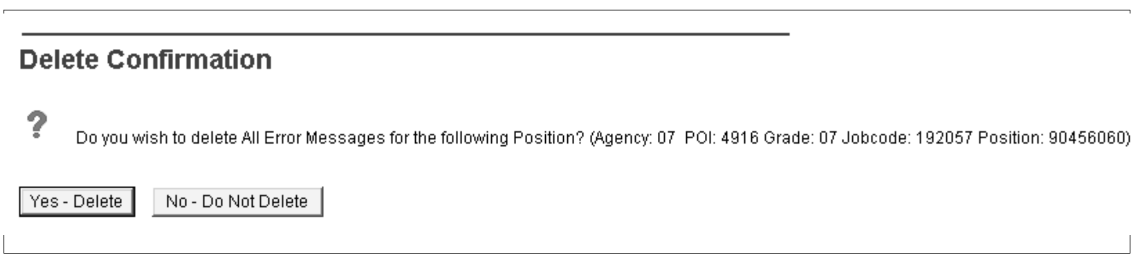


Figure 115. Delete Confirmation page

Figure 116. Print pop-up

6. Click the **X** at the right top corner of the page to close the report. The PMSO Error Messages page (**Figure 117**) is displayed.

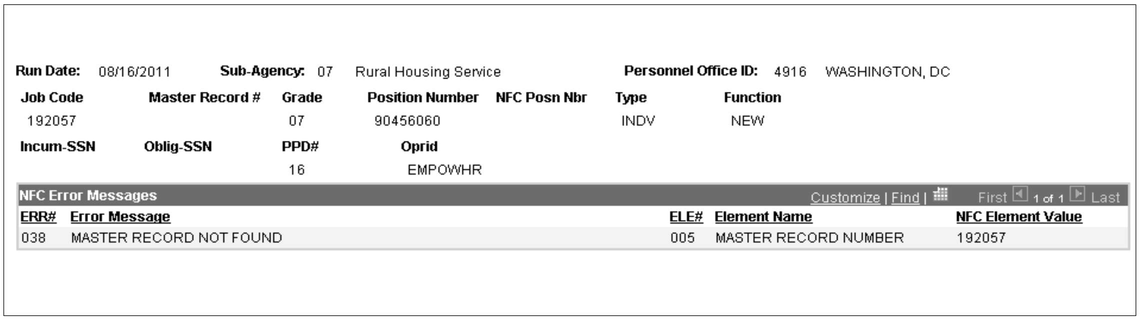


Figure 117. View Error Messages page

7. Click the ***Report Manager***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click ***Process Monitor***. For more information refer to Title I, Chapter 17, Section 14, Reporting.

   OR

   Click **Run**. For more information refer to Title I, Chapter 17, Section 14, Reporting.

PMSO Error Messages (HD)

This report reflects error messages for the job code and the position.

To view a PMSO Error Messages (HD) report:

1. Select the ***HR Reports*** menu group.

2. Select the ***PMSO Error Messages (HD)*** component. The PMSO Error Messages (HD) page (**Figure 118**) is displayed to locate an existing report.

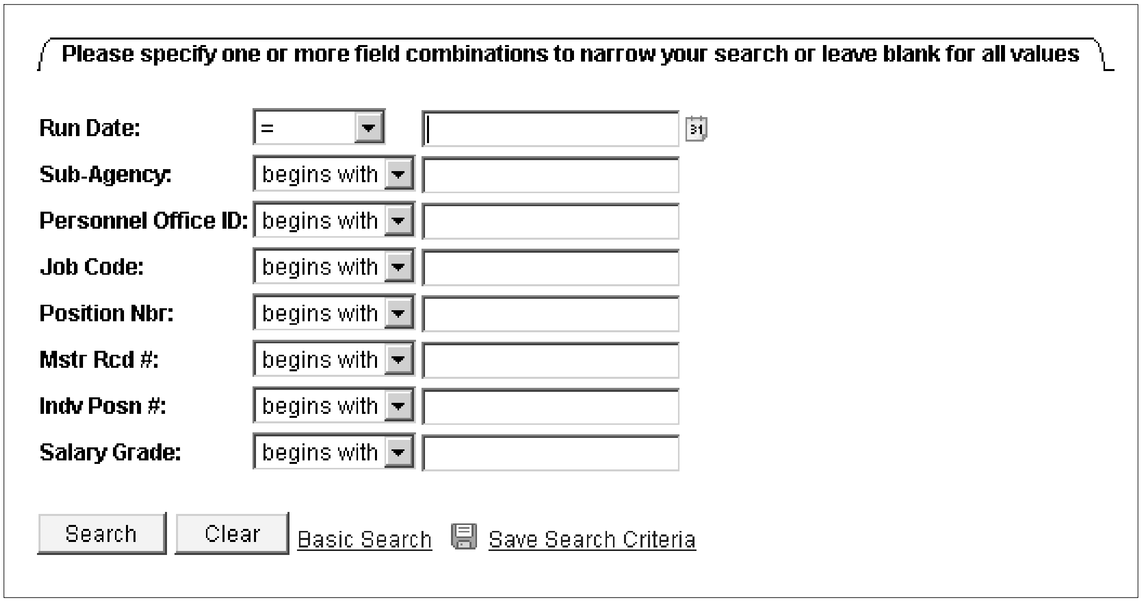


Figure 118. PMSO Error Messages (HD) page

3. Complete the fields as follows:

Run Date	Enter the run date for the report or select a date from the calendar icon.
Personnel Office ID	Enter the personnel office ID.
Job Code	Enter the job code.
Position Nbr	Enter the position number.
Mstr Rcd#	Enter the master record number.
Indv Posn #	Enter the individual position number.
Salary Grade	Enter the salary grade.

4. Click **Search**. The PMSO Error Messages page (**Figure 119**) is displayed.

OR

Click **Clear** to clear the information on the page.

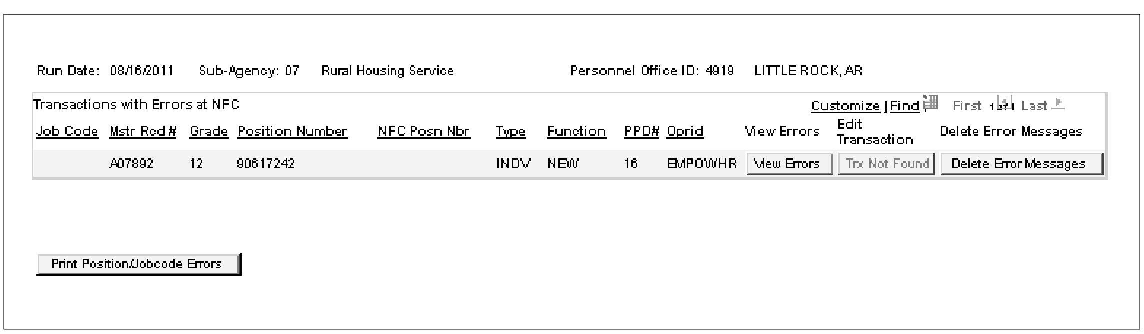


Figure 119. PMSO Error Messsages (HD) page

Once you have located the PMSO Error Message, you can view the error message, edit the error message, delete the error message, or print the Position/Job Code Errors. See the corresponding steps below as applicable.

5. Click **View Errors**. The View Error Message page (See **Figure 120**) is displayed.

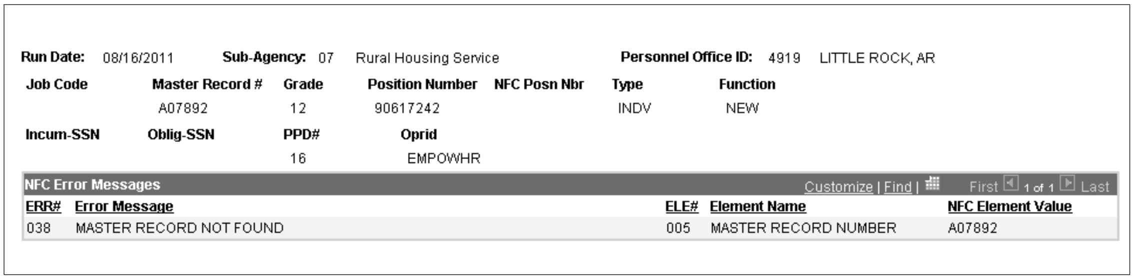


Figure 120. View Error Messages page

6. Click **Back** to return to the PMSO Error Messages (HD) page (**Figure119**).

OR

Click **Delete Error Messages** on the PMSO Error Messages (HD) (**Figure 119**) page. The Delete Confirmation page (See **Figure 121**) is displayed.

Click **Yes-Delete** to delete the error message. The error message will deleted. If there is only 1 error, the PMSO Error Messages (HD) page (**Figure 119**) will display. If the only message is deleted, the PMSO Error Messages search page will display.

Click **No-Do Not Delete** to return to the PMSO Error Messages (HD) page (**Figure119**).

OR

Click **Print Position/Job Code Errors**. A pop-up appears (**Figure 122**). Click **OK** on the pop-up to retrieve the report.

7. Click the **X** at the right top corner of the page to close the report. The PMSO Error Messages (HD) page (**Figure 119**) is displayed.

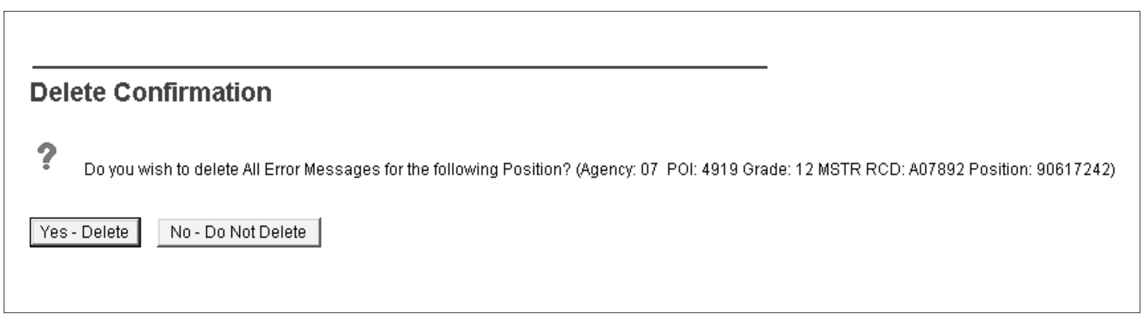


Figure 121. Delete Confirmation page

Figure 122. Print pop-up

Payroll Doc Error Messages

This report reflects payroll documents that are in suspense.

To view Payroll Document Error Messages:

1. Select the ***HR Reports*** menu group.
2. Select the ***Payroll Doc Error Messages*** component. The Pres Error Messages page (**Figure 123**) is displayed.

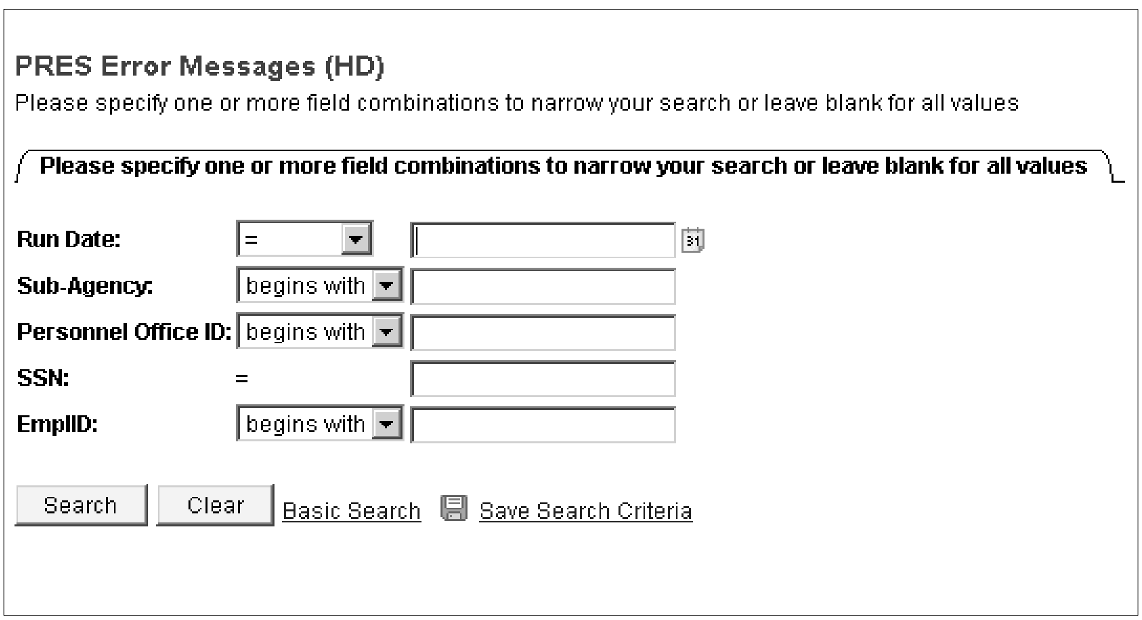


Figure 123. PRES Error Mesages page

3. Click **Search**. The Press Error Message page (**Figure 124**) is displayed.

   OR

   Click **Clear** to clear the search.

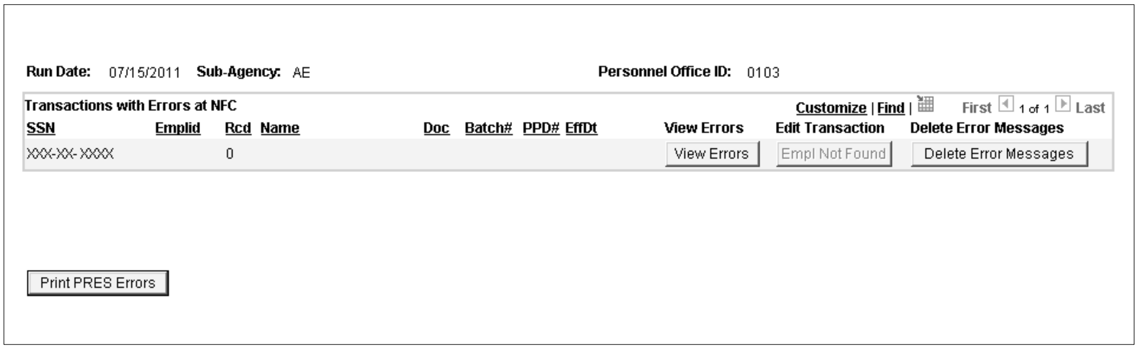


Figure 124. PRES Detail Errors page

Once the Press Error Message page (**Figure 123**) is displayed, follow the navigation instructions for ***Par Error Messages***. Please note, the navigation is the same; however, the type of documents displayed are different.

Payroll Doc Error Mesg (HD)

This report reflects payroll documents in suspense.

To view Payroll doc Error Messages:

1. Select the ***HR Reports*** menu group.
2. Select the ***Payroll Doc Error Messages (HD)*** component. The Press Error Message page (**Figure 125**) is displayed to locate an existing report.

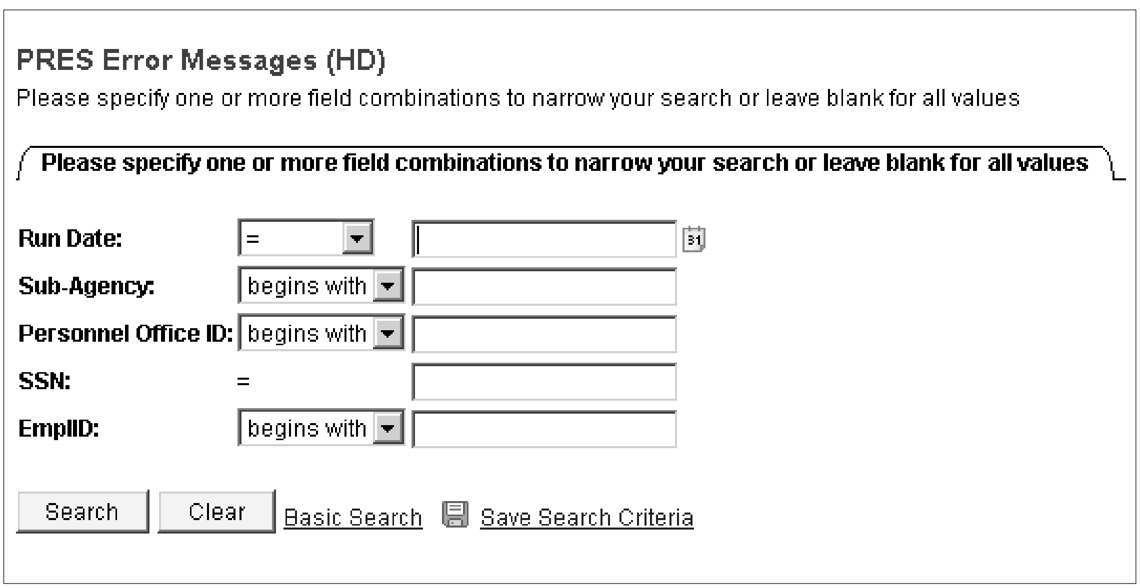


Figure 125. PRES Error Mesages (HD) page

3. Click **Search**. The Press Error Message page (**Figure 126**) is displayed.

OR

Click **Clear** to clear the search.

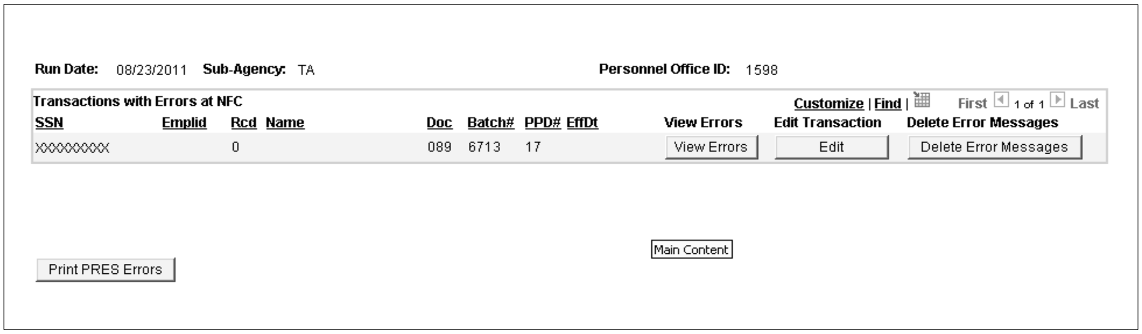


Figure 126. Press Error Messages page

The Payroll Doc Error Mesg (HD) navigation is the same as the **PAR Error Messages (HD)**. Please note, the navigation is the same; however the type of documents displayed are different.

POI Report

The POI report generates the reports with occupied, vacant and inactive positions based on the POI selected. The report also shows the incumbent in the occupied positions.

To add or find a POI report:

1. Select the ***HR Reports*** menu group.
2. Select the ***POI Report*** component. The POI report page (**Figure 127**) is displayed to locate an existing report.

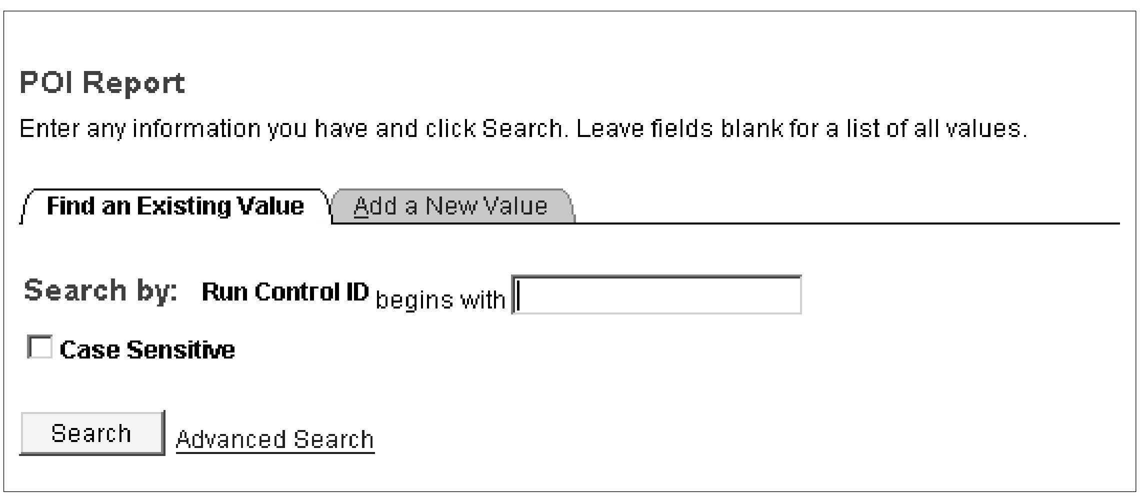


Figure 127. POI Report page

3. Complete the fields as follows:

Search By: Run Control/Begins With	Enter the applicable information.
Case Sensitive	The default for this field is blank. Check this box if applicable. This field allows the search criteria to be base sensitive.

4. Click **Search**.

OR

Select the ***Add a New Value*** tab. The POI Report page (**Figure 128**) is displayed to add a new report.

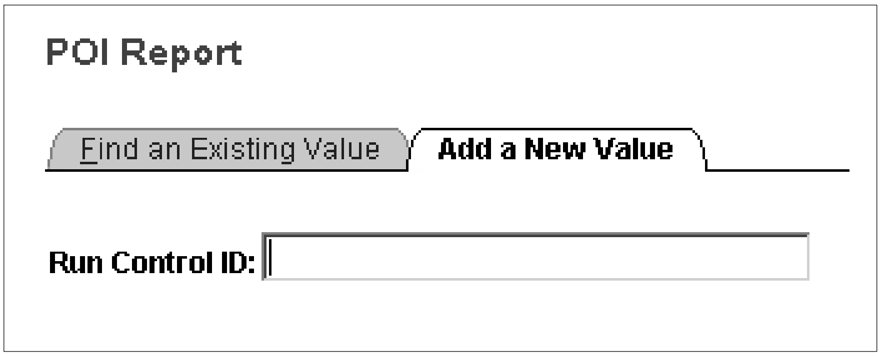


Figure 128. POI Report (Add a New Value)

5. Complete the field as follows:

Run Control ID	Enter the applicable information.

6. Click **Add**. The POI Report page (**Figure 129**) is displayed to add a new report.

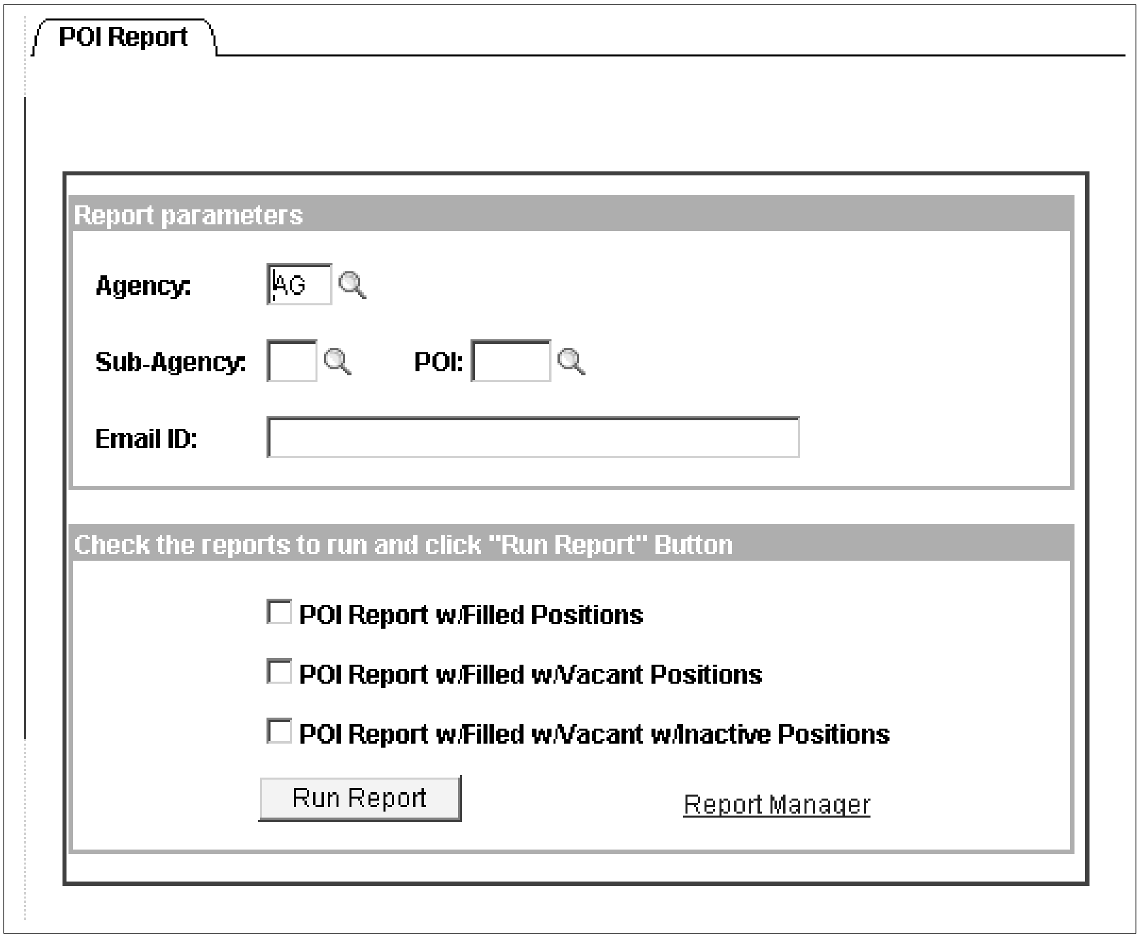


Figure 129. POI Report page

7. Complete the fields as follows:

Report Parameters	
Agency	Enter the applicable agency code or search for data by clicking the search icon.
Sub-Agency	Enter the applicable sub-agency code or search for data by clicking the search icon.
POI	Enter the applicable POI or search for data by clicking the search icon.
Email ID	Enter the applicable information.
Check the reports to run and click the “Run Report” Button	
POI Report W/ Filled Positions	Check this box if applicable.

POI Report W/ Filled W/ Vacant Positions	Check this box if applicable.
POI Report W/ Filled W/ Vacant W/ Inactive Positions	Check this box if applicable.

8. Click **Run Report**. The reports are sent to the Report Manager. A pop-up (**Figure 130**) appears.

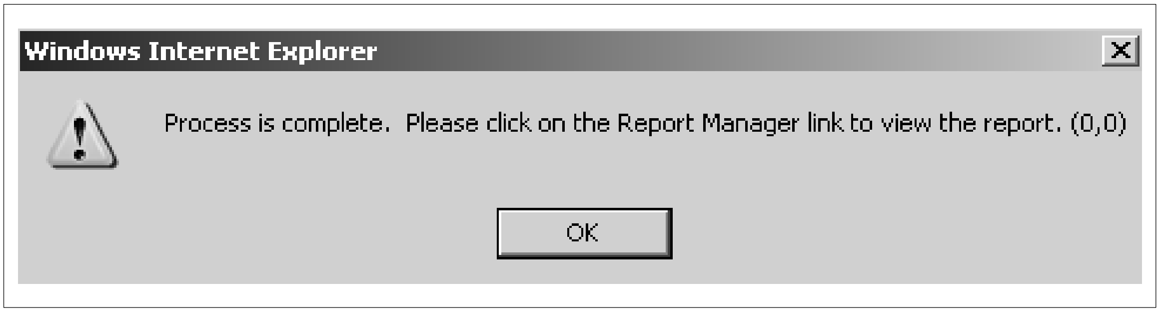


Figure 130. POI Report pop-up

9. Click **OK**.

10. Click ***Report Manager***. The report is displayed with the Administration tab (**Figure 131**) selected.

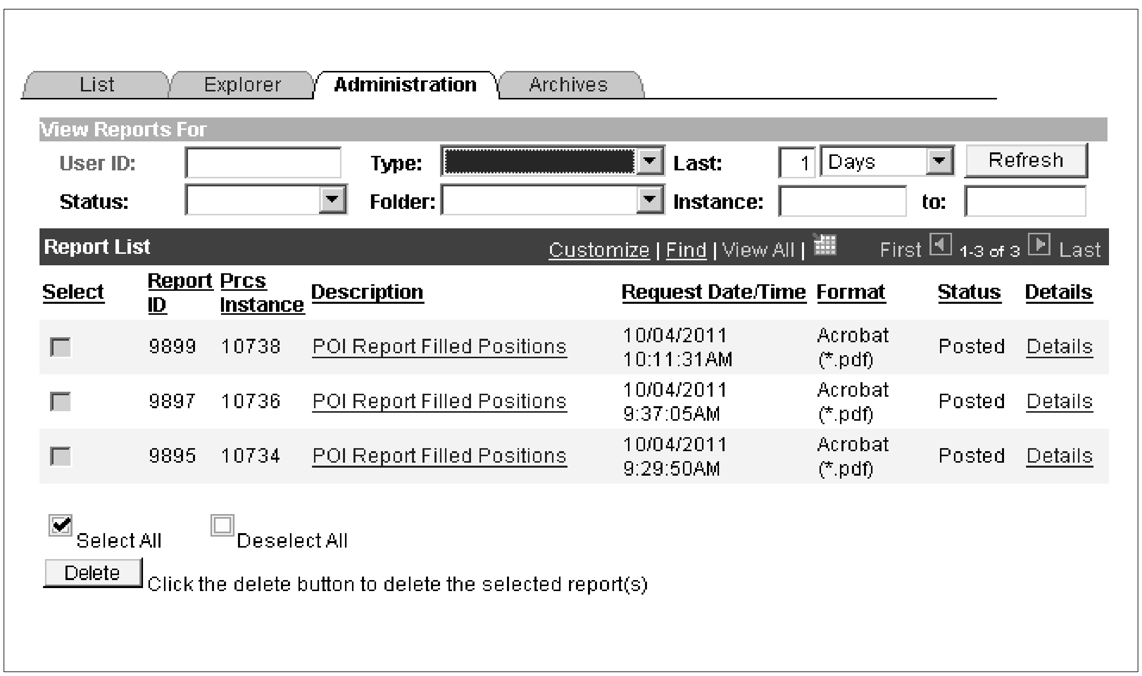


Figure 131. Administration tab

11. The email pop-up (**Figure 132**) is displayed when the email is available.

Figure 132. Email pop-up

12. Click **OK**. The report is sent to the email address.

OR

Click **Run Report** and the Administration page (**Figure 131**) is displayed when the email is not available.

OR

Click **Report Manager**. The selected reports sent to Report Manager pop-up (**Figure 131**) is displayed.

Once the Administration page (**Figure 131**) is displayed, follow the steps under Report Manager Administration. Use the report manager to access the Report List page. The Report List page is used to view report content, check the status of a report, and see content detail messages (a description of the report and the distribution list).

Unit Funded Awards

The user can view or add a report to retrieve unit funded awards for an organization.

To view Unit Funded Awards report data:

1. Select the ***HR Reports*** menu group.
2. Select the ***Unit Funded Awards*** component. The Find an Existing Value tab - Unit Funded Award Report page (**Figure 133**) is displayed.

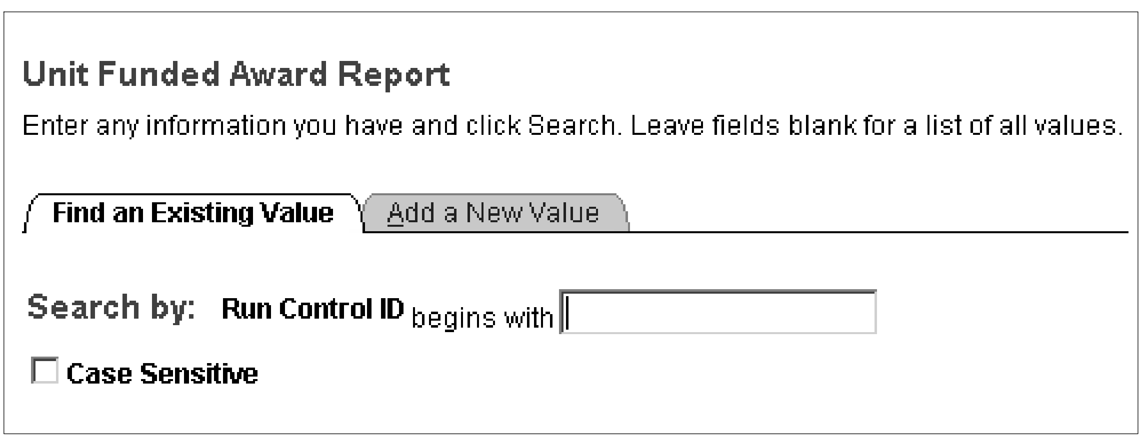


Figure 133. Find an Existing Value tab - Unit Funded Award Report page

3. Complete the fields as follows:

Search By: Run Control ID/Begins With	Enter the run control ID.

4. Click **Search**. The Unit Funded Awards page (**Figure 135**) is displayed.

   OR

   Click ***Add a New Value***. The Add a New Value tab- Unit Funded Award Reports page (**Figure 134**) is displayed.

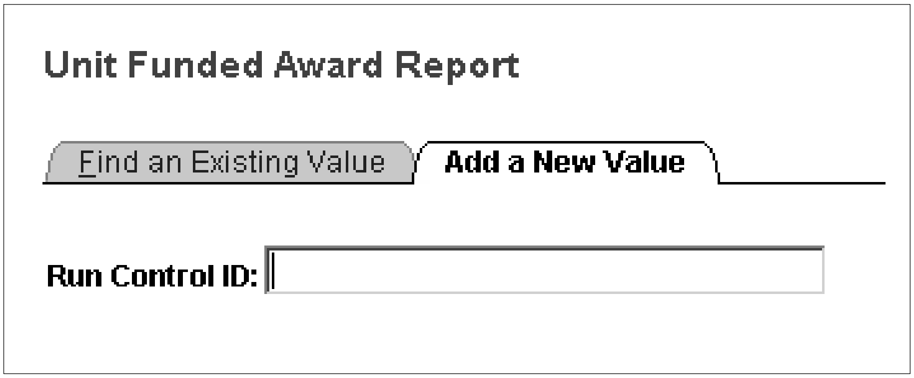


Figure 134. Add a New Value tab - Unit Funded Award Report page

5. Complete the fields as follows:

Search By: Run Control ID/Begins With	Enter the run control ID.

6. Click **Add**. The Unit Funded Award Report page (**Figure 135**) is displayed. The information entered is the criteria for the report.

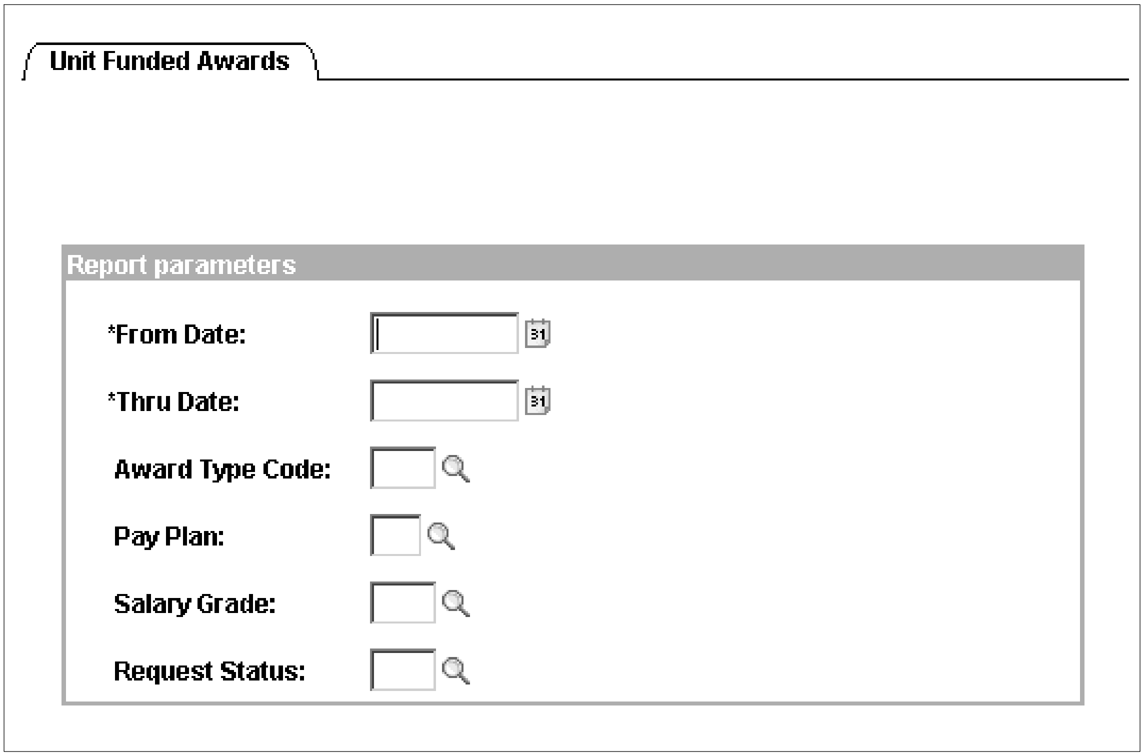


Figure 135. Unit Funded Awards tab pag

7. Complete the fields as follows:

Report Parameters	
***From Date**	Enter the from date for data to be include in the report or select a date from the calendar icon.
***Thru Date**	Enter the through date for data to be include in the report or select a date from the calendar icon.
***From Date**	Enter the from date that of data to be include in the report or select a date from the calendar icon.
Award Type Code	Enter the type of award code or select data by clicking the search icon.
Pay Plan	Enter the pay plan or select data by clicking the search icon.
Salary Grade	Enter the salary grade or select data by clicking the search icon.
Request Status	Enter the status of the award type or select data by clicking the search icon.

8. Click **Create Reports**. The ***View Report in PDF*** option and the ***View Report in CSV*** options are displayed.

9. Select the desired option to display the report. The report is display in the format selected.

Unit Staff Awards

This report allows the user to view unit staff awards for an organization.

To view Unit Staff Awards report data:

1. Select the ***HR Reports*** menu group.

2. Select the ***Unit Staff Awards*** component. The Find an Existing Value tab - Unit Staff Awards Report page (**Figure 136**) is displayed. The information entered is the parameters for the report.

Figure 136. Find an Existing Value tab - Unit Staff Award Report page

3. Complete the fields as follows:

Search By: Run Control ID/Begins With	Enter the run control ID.

4. Click **Search**. The Unit Staff Awards page (**Figure 138**) is displayed.

   OR

   Click ***Add a New Value***. The Add a New Value tab- Unit StaffAward Reports page (**Figure 137**) is displayed.

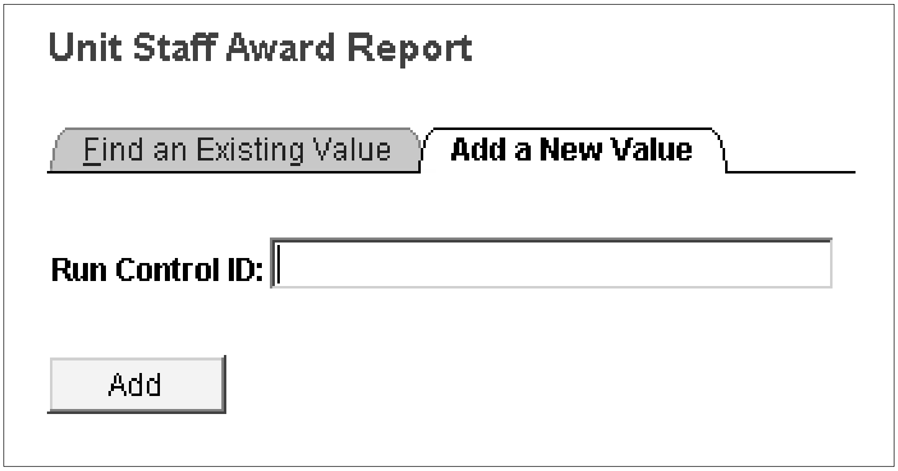


Figure 137. Add a New Value tab - Unit Funded Award Report page

5. Complete the fields as follows:

Search By: Run Control ID/Begins With	Enter the run control ID.

6. Click **Add**. The Unit Staff Award Report page (**Figure 138**) is displayed.

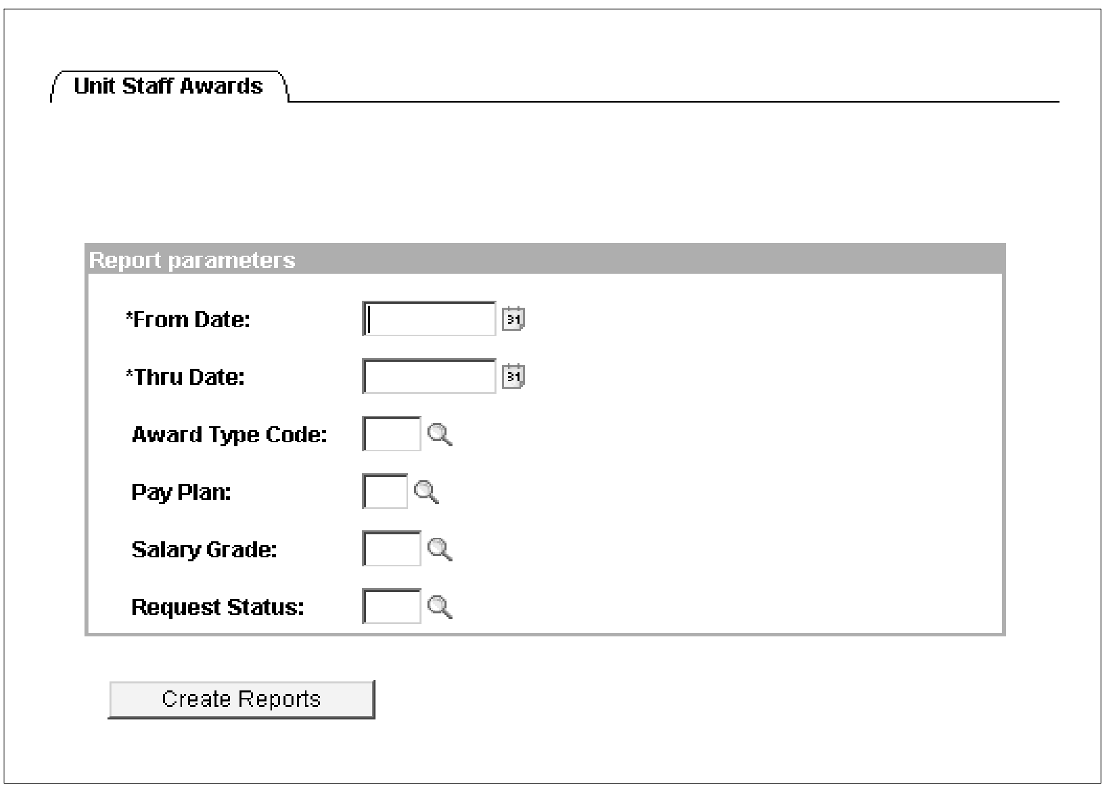


Figure 138. Unit Staff Awards tab page

7. Complete the fields as follows:

Report Parameters	
***From Date**	Enter the from date for data to be include in the report or select a date from the calendar icon.
***Thru Date**	Enter the through date for data to be include in the report or select a date from the calendar icon.
***From Date**	Enter the from date that of data to be include in the report or select a date from the calendar icon.
Award Type Code	Enter the type of award code or select data by clicking the search icon.
Pay Plan	Enter the pay plan or select data by clicking the search icon.
Salary Grade	Enter the salary grade or select data by clicking the search icon.
Request Status	Enter the status of the award type or select data by clicking the search icon.

8. Click **Create Reports**. The ***View Report in PDF*** option and the ***View Report in CSV*** options are displayed.

9. Select the desired option to display the report. The report is display in the format selected.

Payroll Document Error Messages

This report allows the user to view payroll document error messages.

To view PRES Error Messages report data:

1. Select the ***HR Reports*** menu group.

2. Select the ***Payroll Doc Error Messages*** component. The PRES Error Messages page (**Figure 139**) is displayed to locate an existing report.

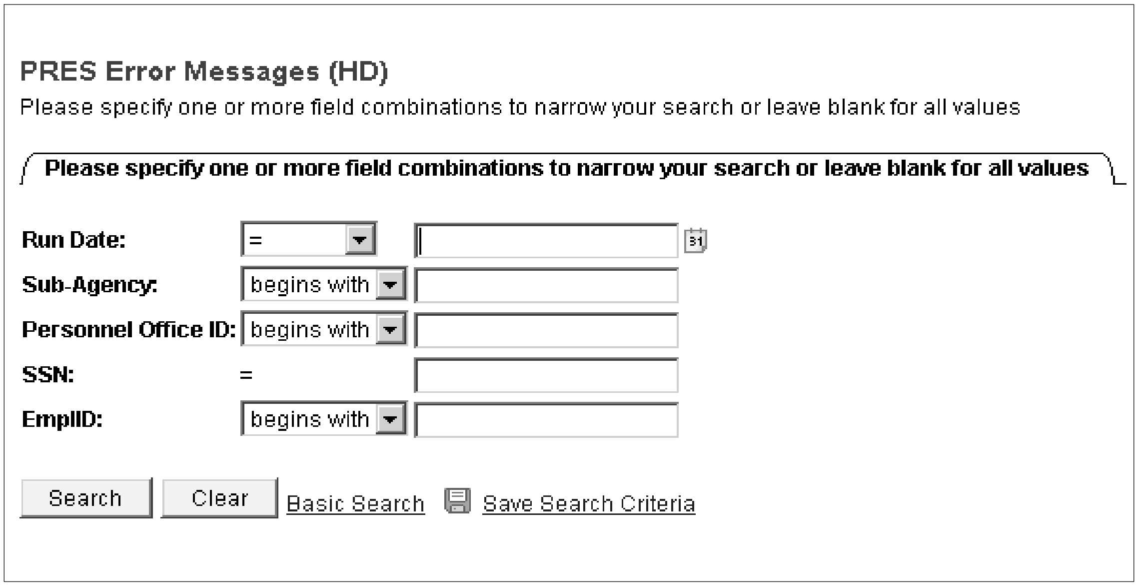


Figure 139. PRES Error Messages page

3. Complete the fields as follows:

Run Date	Enter the run data or select a data from the calendar icon.
Sub Agency	Enter the sub-agency.
Personnel Office ID	Enter the personnel office identifier.
SSN	Enter the 9 position social security number.
EmplID	Enter the employee ID. This a unique id assigned by *EmpowHR*.

4. Click **Search** or **Clear** as applicable. The PRES Error Messages detail page (**Figure 140**) is displayed.

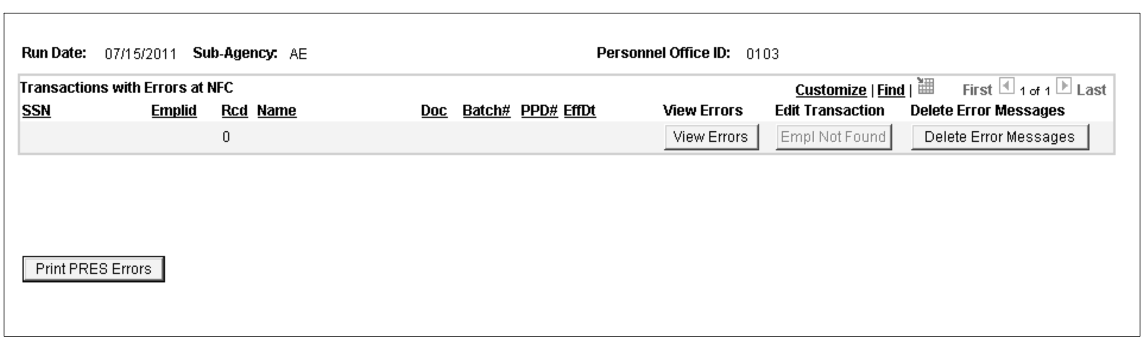


Figure 140. PRES Error Messages detail page

The Payroll Doc Error Mesg navigation is the same as the PAR Error Messages (HD). Please note, the navigation is the same; however the type of documents displayed are different.

New Hires

This section explains how to view new hire report data.

To view or enter New Hires report data:

1. Select the ***HR Reports*** menu group.
2. Select the ***New Hires*** component. The New Hires page (**Figure 141**) is displayed.

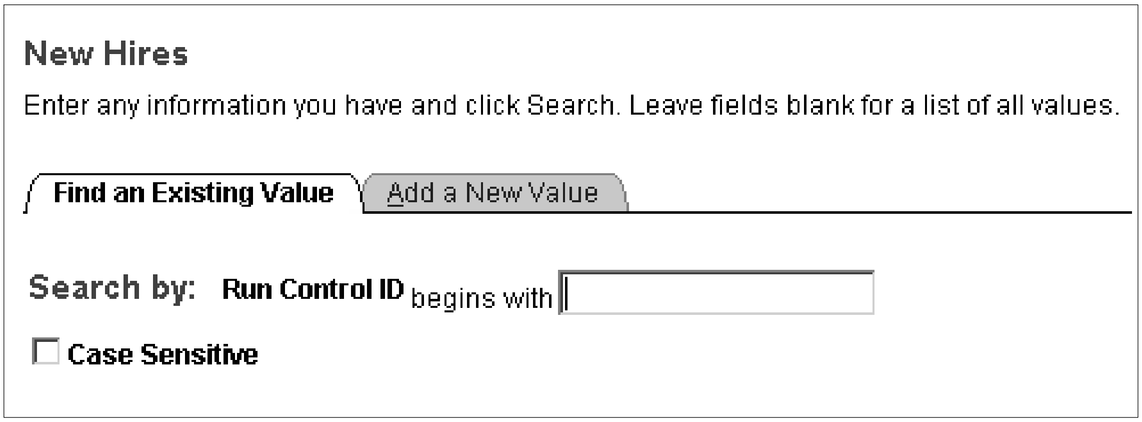


Figure 141. New Hires Report page

3. Complete the fields as follows:

Search By/Run Control ID Begins With	The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.
Case Sensitive	The default for this field is blank. Check this box if applicable. This field allows the search criteria to be case sensitive.

4. Click **Search**. The New Hires page (**Figure 142**) is displayed.

   OR

   Select ***Add a New Value***. The New Hires page (**Figure 142**) is displayed to add a new report.

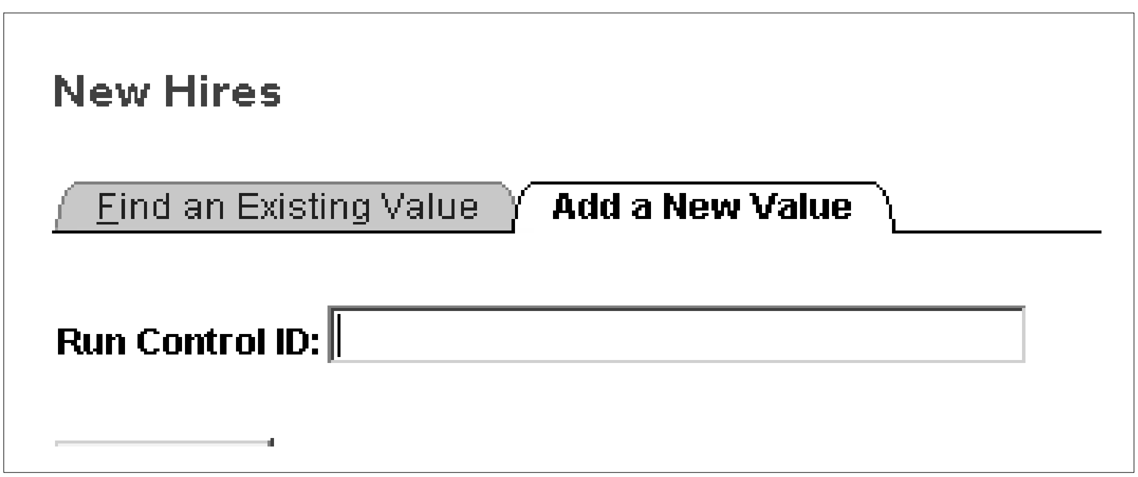


Figure 142. New Hires page

5. Complete the field as follows:

Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

6. Click **Add**. The New Hires page (**Figure 143**) is displayed.

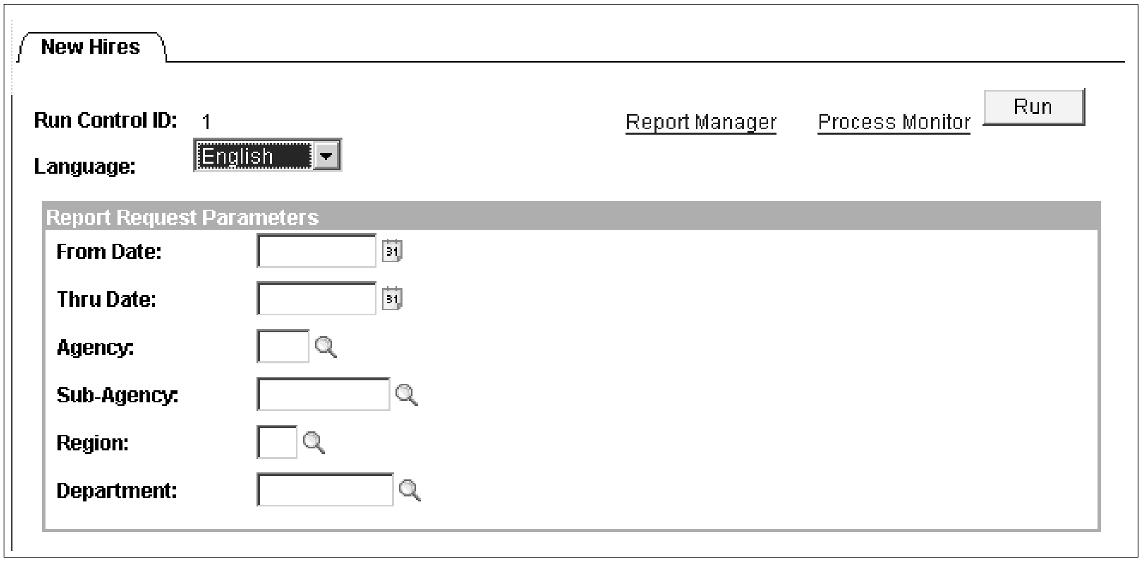


Figure 143. New Hires page

7. Complete the fields as follows:

Run Control ID	This field is system-generated based upon the value entered in the Run Control ID field on the New Hires page (**Figure 142**).
Language	This field defaults to `English`. To change, select the applicable language from the drop-down list.
Report Request Parameters	
From Date	Enter the from run date or select a date from the calendar icon.
Thru Date	Enter the run through date or select a date from the calendar icon.
Agency	Enter the 2-position agency (alpha/numeric department code) for the report or search for data by clicking the search icon.
Sub Agency	Enter the 2-position sub agency (alpha numeric agency code) or search for data by clicking the search icon.
Region	Enter the region code or search by clicking the icon.
Department	Enter the applicable department or search by clicking the search code.

8. Click **Report Manager**. For more information on this topic refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click **Process Monitor**. For more information on this topic refer to Title I, Chapter 17, Section 14, Reporting.

OR

Click **Run**. For more information on this topic refer to Title I, Chapter 17, Section 14, Reporting.

Heading Index

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

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