

# NFC

## Procedures



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# *EmpowHR* – Version 9.0 Section 7 – Worklist

TITLE I  
Payroll/Personnel Manual

CHAPTER 17  
EmpowHR

SECTION 7  
Worklist

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# Worklist

This section provides a description and defines the worklist in *EmpowHR*. The worklist contains transactions that are created and/or sent to a specific person for action to. The list contains applied transactions as well as not applied transactions with errors. When the specific transaction is selected the Suspense Inquiry (SINQ) error number and messages are displayed. For information regarding SINQ errors, refer to the SINQ addendum under Pub and Forms on the NFC Home Page. Once the Job Code, Position, PAR or Payroll record is corrected, return to the Worklist and click **Marked Worked** next to the applicable transaction.

This section contains the following topics:

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## Applied and Not Applied Worklist Items

Each time *EmpowHR* is accessed, the user has the ability to view a status of transactions from the prior day, actions that go to NFC come back to the worklist. Click any item and *EmpowHR* will display the appropriate panel to either view or make corrections.

All types of transactions show up on the worklist of the person that created it. The **View All SINQ Errors** will allow the user to view all of the SINQ errors on the record. The **Reassign** option is used to reassign the item on the worklist to another employee.

Worklist items **Not Applied** transactions created in the following applications:

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

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

**Note:** The Worklist Folders for the Not Applied Status (all types) will be refreshed daily, adding new items to the folder and retaining old items. Delete items from the worklist by highlighting the item(s) noted by Available or Selected if the items have been viewed. Click the **Mark Worked** button and then the **Refresh** button.

## Action Status

The following items may appear on the users worklist based on how the action cleared NFC PINE edits. This provides a one-stop view of the status of actions.

- **New Action Applied:** A new action applied is an action that did not exist at NFC and has successfully applied to the NFC database. Users work in HR Processing the day before will return to this status folder if the action(s) applied overnight. View the panel or just do a visual of this panel; no further panel action is necessary. It is the users option to keep these items on the worklist. Items may be retained this on a worklist or delete from a worklist per above.

**New Action Did Not Apply:** These items need the users attention. A new action that did not apply is an action that did not exist at NFC and did not pass the NFC PINE edits. Make sure to pull SINQ reports to determine what action may be needed. Note the name of the employee and the NOA that did not apply. Click the worklist item and the user will be taken to the employee record that needs to be corrected. Be sure to locate the specific NOA record that needs correction. Take the appropriate action following the *EmpowHR* Processing Procedures Correction/Cancellation Actions for Non-Applied Actions, in the *EmpowHR* User Manual. Save the record and return to the worklist.

After completing work on the record, retain the item on the worklist or clear the item from the worklist by marking the item **Mark Worked** as provided above. If the action clears SINQ overnight, it will show up in the appropriate status folder based on the overnight action the next day.

- **Future Actions:** Currently, actions that are in Future at NFC will have a status of ‘Not Applied’ in *EmpowHR*. Future actions will not pass all of the NFC PINE edits until the effective date of that action occurs. The status may be changed from ‘Not Applied’ to ‘Future’ and then mark the worklist item as worked. This will prevent the action from showing up on the worklist everyday as ‘Not Applied’. The action will show up on the worklist once the effective date of the action occurs.
- **Cancellation Applied:** This is an action that already exists at NFC that has been successfully cancelled. If a Cancel NFC Applied Action is submitted, it will return to this status if it applied overnight. Retain this on the worklist or delete per above.
- **Cancellation Did Not Apply:** This is an action that already exists at NFC that an attempt to cancel that did not pass the NFC SINQ edits. If canceling an NFC Applied action and it did not apply, it will appear in this status folder. Click the item and make the appropriate corrections. Retain the item on the worklist or delete the item from the worklist as provided above.
- **Correction Applied:** This is an action that already exists at NFC that has been successfully corrected. If submitted, a Correct NFC Applied Action, it will return to this status if it applied overnight. Retain this on the worklist or delete per above.
- **Correction Did Not Apply:** This is an action that already exists at NFC that is attempted to correct that did not pass the NFC SINQ edits. If a correction is made to an NFC Applied Action and it did not apply, it will appear in this status folder. Click the item and make the appropriate corrections. Retain the item on the worklist or clear the item from the worklist as provided above.

**Action Status Note:** If the Help Desk or an *EmpowHR* Team member is assisting in correcting a problem with an action or multiple actions and edits the action(s), the action(s) will not come back to the worklist. Manually review those actions the next day to ensure that they have applied.

## To View And Modify The Worklist

To view and modify the Worklist:

1. Select the **Worklist** menu group.

OR

Click the **Worklist** link at the top of the header menu. The Worklist For (Name) page (**Figure 1**) is displayed.

Worklist for EMPTD398: ONE AND DONE

Work List Filters:

From	Date From	Work Item	Worked By Activity	Org Structure	Link		
ONE AND DONE	08/25/2010	Address Not Applied	PAR (PRO) Not Applied	907004000000000000	<a href="#">AG_90_203143_HIRE DEMO_2010-06-06</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	Address Not Applied	PAR (PRO) Not Applied	907003002010000000	<a href="#">AG_90_203153_TEMP HIRE_2010-06-06</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	HCUP Package Applied	HCUP PAR (PRO) Applied	907010002040350000	<a href="#">AG_90_193538_0_ART TRAINING_2010-01-03_11_894_2009-12-23_COR_COR</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	Jobcode ADD Applied	Jobcode (ADD) Applied		<a href="#">AG_90_5317_NFC_238928_2010-06-06_NEW_EMPTD398_N/A_N/A_238928_GS_0000_07</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	Jobcode UPD Applied	Jobcode (UPD) Applied		<a href="#">AG_90_5317_NFC_238918_2010-06-07_UPD_EMPTD398_N/A_N/A_238918_GS_0000_12</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	PAR PRO Applied	PAR (PRO) Applied	907004000000000000	<a href="#">AG_90_203143_0_HIRE DEMO_2010-06-06_11_101_2010-05-27_COM_PRO</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	Position ADD Applied	Position (ADD) Applied	907003002010000000	<a href="#">AG_90_5317_238928_90424080_2010-06-06_NEW_EMPTD398_238928_90424080_07</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	Position ADD Applied	Position (ADD) Applied	907003002010000000	<a href="#">AG_90_5317_238928_90424087_2010-06-06_NEW_EMPTD398_238928_90424087_07</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	Position ADD Applied	Position (ADD) Applied	907003000000000000	<a href="#">AG_90_5317_238930_90424090_2010-06-06_NEW_EMPTD398_238930_90424090_07</a>	Mark Worked	Reassign
ONE AND DONE	08/25/2010	Position ADD Not Applied	Position (ADD) Not Applied	907001000000000000	<a href="#">AG_90_5317_238911_90424091_2010-06-06_NEW_EMPTD398_238911_90424091_12</a>	Mark Worked	Reassign

Refresh

Figure 1. Worklist For (Name) page

2. The Worklist For (Name) contains the following fields:

<b>From</b>	The from field contains the name of the person that sent the transaction to the worklist.
<b>Date From</b>	This field contains the date the transaction was sent to the worklist.
<b>Work Item</b>	This field contains the type of transaction and the status of the transaction once it has been sent to NFC for processing.
<b>Worked By Activity</b>	This field contains the type of transaction and the status of the transaction once it has been sent to NFC for processing. (Same information contain on the Work Item list).
<b>Proposed Effective Date</b>	This field contains the proposed effective date of the action.
<b>Org Structure</b>	This field is the organizational structure of the employee.
<b>Priority</b>	Select a priority for each transaction on the worklist. This field is to set priorities and does not effect another person's worklist.

<b>Link</b>	This field contains the link to the individual transaction. Click the transaction link, it will automatically display the detailed individual transaction. The error links will initially display blue but will display red once a user has opened the item.
<b>Mark Worked</b>	Once the suspense transaction is worked, enable this field and the transaction will no longer appear on the worklist.
<b>Reassign</b>	This field is used to send or reassign the transaction to another person or a group.
<b>Work List Filters</b>	Select the specific type of status from the drop-down list. The drop-down list contains the transaction status for items on the worklist. Once the selection is made from the drop-down list, the worklist will only contain the transactions with the selected status.

- Select a transaction that is marked **Not Applied**. The detailed transaction with the **Not Applied** status is displayed

Worklist for EMPTD398: ONE AND DONE

Work List Filters:

From	Date From	Work Item	Worked By Activity	Org Structure	Link	
ONE AND DONE	08/25/2010	Address Not Applied	PAR (PRO) Not Applied	907004000000000000	<a href="#">AG_90_203143_HIRE DEMO_2010-06-06</a>	Mark Worked Reassign
ONE AND DONE	08/25/2010	Address Not Applied	PAR (PRO) Not Applied	907003002010000000	<a href="#">AG_90_203153_TEMP HIRE_2010-06-06</a>	Mark Worked Reassign

Figure 2. Detailed Transaction - Worklist page

- Click **View Current SINQ Errors**. The View Current SINQ Errors page (Figure 3) is displayed. PAR error messages are listed by Run Date, with the most recent listed at the top.

**View Current SINQ Errors**

EmplID: 203143 Rcd: 0 Effdt 06/06/2010 Name: DEMO,HIRE SSN: XXX-XX-0398

SINQ Messages are deleted when the Action is Applied

Address Error Messages First 1 of 1 Last

Run Date:	Effdt	Batch#	PPD#	Oprid
08/25/2010	06/06/2010	6702	12	PTD398

ERR#	Error Message	NFC Element Name	NFC Element Value
018	MULTIPLE PERSONNEL ACTION ERROR	BLOCK AND BATCH	3496702
201	ACTION CODE MUST BE 1, 2, 3, OR 6		

Figure 3. View Current SINQ Errors page

- Review the error messages listed. Compare the record to IRIS application to ensure that *EmpowHR* matches IRIS.
- Click **Return** at the bottom of the page to return to the previous page (**Figure 2**). Edit the action.

Figure 4. Individual Transaction page

- Click the **View Worklist** link at the bottom of the page to return to the Worklist.

Step	Description
Click <b>View Worklist</b>	To return to the Worklist.
Click <b>Next In Worklist</b>	To view and/or correct the next record in the Worklist.
Click <b>Notify</b>	To send an e-mail message regarding the transaction.

- Click **Save**. The Transaction status will change to **NFC Ready**.

OR

Click **Delete** to delete the record. A confirmation pop-up appears to confirm the deletion.

**Note:** All transactions on the worklist must be addressed. Items can be viewed by other personnel in the work group.

## How To Re-send A Personnel Action

This feature will allow the reset of the position and re-send it to NFC when the Position Data or the Job code is in SINQ or did not apply to PMSO data base at NFC. An example of this would be when a SINQ error message (Master Record not found and/or IP not found in position management system or the PMSO screen on the NFC data base and the Master record and/or the Individual Positions are not found).

1. Correct the Job Code and/or Position Data information that is in SINQ. Ensure the Status is changed to **Ready**. This will reset the position data and the system will resend it to NFC.
2. Select the **HR Processing** menu group.
3. Select the applicable employee.
4. Select the **Data Control** tab on the Hire Employee page (**Figure 4**). The Transaction Status will display **Not Applied**.
5. Change the Transaction Status to **NFC Ready** by selecting data from the drop-down list.
6. Click **Save**. This will reset the personnel action and the application will resend it to NFC.

Note: this should only be used when the Position Data or the Job Code are in SINQ or did not apply to the NFC, PMSO database. Remember to correct the Position Data or the Job code first and then to to HR Processing to reset the personnel action.

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