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Title: I, Payroll/Personnel Manual

Chapter: 17, *EmpowHR*

Bulletin: EmpowHR 09-5, User Productivity Kit (UPK) Self-Paced Training Tool for *EmpowHR*

Date: October 8, 2009

To: Holders of the Payroll/Personnel Manual

As we have previously communicated to you, we have been working to expand the content in our User Productivity Kit (UPK) self-paced training tool for *EmpowHR*. The expanded UPK content will provide the following:

- more processing instructions and tips,
- job aids within each module,
- acronym glossary, and
- modifications for EmpowHR Release 2 and Release 3, Build 1

The expanded version will be deployed after close of business on Friday, October 9, 2009, and will be available for use on Tuesday, October 13, 2009.

We encourage you to visit the enhanced UPK training. The new modules can be viewed at <http://www.empowhr.gov/9.0/training.html>. We welcome your feedback on our latest UPK initiative via email at nfcpubs@usda.gov.

JOHN S. WHITE, Acting Director
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