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Title: I, Payroll/Personnel Manual

Chapter: 17, *EmpowHR*

Bulletin: EmpowHR 09-6, Issuance of Release Notes for *EmpowHR* Release 3, Build 1

Date: October 9, 2009

To: Holder of the Payroll/Personnel Manual

This bulletin is being issued to announce the availability of Release Notes for EmpowHR Release 3, Build 1, implemented in Pay Period 20, 2009. The Release Notes provide an overall summary of all the changes being implemented for Build 1 of Release 3 (See Attachment). Detailed information on the changes is available in the EmpowHR procedure manual. As a reminder, release notes can be accessed various ways on the Publications page of the NFC web site. Release Notes can be found listed:

- on the right hand Quick Picks navigation menu
- as a selection option under Type of Publication drop down box
- on the main EmpowHR page after the EmpowHR Bulletins section

Please take specific note of a change in this release related to a new “Save Draft” button feature of the Manage Performance module. This new “Save Draft” button was added to the New Plans or Existing Plans page to allow draft plans to be saved until they are finalized. The current “Save” button was renamed to “Save & Notify Reviewer”.

If you experience any issues related to the new release of EmpowHR or have any questions, please contact the EmpowHR Help Desk at **1-888-367-6955** or via email to nfcempowhr@usda.gov.

 for

JOHN S. WHITE, Acting Director
Government Employees Services Division

Attachment

***EmpowHR* - Calendar Year (CY) 09 - Pay Period (PP) 20 (Build 1, Release 3) Release Notes**

Effective Pay Period 20 (October 5, 2009), the following changes will be implemented in the *EmpowHR* system. A high-level summary of the changes is reflected in the table below. The detailed documentation on these changes can be found in the *EmpowHR* procedure, if applicable. To view the procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Publications tab**. Then on the right-hand Quick Picks menu, click **Procedures By Acronym**, and search for *EmpowHR*.

The summary table references the System Change Request number, the section modified in the procedure manual, and a brief description of the change.

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
70323	Not Applicable	<p>As part of the interface update process in <i>EmpowHR</i>, a new Applied row will be inserted on the Position when the following conditions exists:</p> <ul style="list-style-type: none"> ■ The Salary Admin Plan is different from the Pay Table Code in the Payroll/Personnel System (PPS) database. ■ NFC BEAR generated pay raise action (NOA 894) for EE Wage Grade (WG) employees. <p>The inserted row will have the same effective data as the NFC BEAR generated pay raise action (NOA 894).</p> <p>A new 894 Applied PAR row, with the effective date of the original NFC BEAR generated action, will be inserted at the same time that the position row is inserted.</p>
70502	Not Applicable	<p>A new Salary Pay Plan SQ for Department of Homeland Security (DHS) will elect to apply Title 38, pay banding, for employees who are physicians.</p> <p>This pay plan will be added to the Salary Pay Plan Table that will allow salaries to be paid on a per annum basis.</p> <p>The SQ pay plan will be added to the Sen Exec Limit Table and will have a salary cap of \$305,000.00. The limit will be computed as follows: Base Pay + Locality Pay (not generated) = Adjusted Base Pay 6(2) positions.</p> <p>The Locality Amount and Adjusted Base Pay fields will be ungrayed on the Compensation Data page and will be fully editable.</p> <p>A new edit will be added on the Job Code for Pay Plan SQ to allow only Occupational Series 0602 and 0680.</p>

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
90155	Not Applicable	<p>As part of the interface update process in <i>EmpowHR</i>, Table Management (TMGT) 33, Wage Board Pay Converters will be loaded into <i>EmpowHR</i> on a weekly basis.</p> <p>A Wage Grade (WG) indicator will be added to the Salary Admin Plan Table and will allow salary to be paid on an hourly bases. The WG indicator will default to a Y for WG, WL or WS.</p> <p>Salary Admin Plan field when the Location field is entered on the position for a Pay Plan WG and will be reviewed by the Agency.</p> <p>The Pay Plan on the Job Code will reflect zeros.</p>
90159	Not Applicable	<p>A new Pay Plan IG for Inspector General was established for Executive Level III whose rate of basic pay is set at SES Level III plus 3 percent under Section 3(e) of the Inspector General Act of 1978 and 4(a) of the Inspector General Reform Act of 2008.</p> <p>The IG Pay Plan applies to agency AG/XC and HS only with a Pay Rate Determinant (PRD) K Retained Pay - Different Pay, R Retained Pay - SES Removal, or S Continues SES Basic Pay.</p> <p>No awards (Action Code AWD) will be allowed for Pay Plan IG.</p>