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Title: I, Payroll/Personnel Manual

Chapter: 17, *EmpowHR*

Bulletin: *EmpowHR* 10-4, Implementation of a New Security Role in *EmpowHR*

Date: September 24, 2010

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce the implementation of a new security role in *EmpowHR* effective Pay Period 20, 2010. Any user who needs this role should contact their security administrator.

Position Management

A new security role (CAMS PMSO Cor) has been created to allow authorized users to make changes/corrections to Job Codes and Positions in Position Management. Users who do not have this role will not have access to the Correction button and will be required to create a new row to process any changes/corrections to Job Codes and Positions. This will ensure accurate historical records and decrease user errors.

***EmpowHR* Procedure**

The *EmpowHR* procedure, which is available online on NFC's Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page (www.nfc.usda.gov) and click the **Publications** link at the top of the page. At the Publications page right-hand Quick Picks menu, click **Procedures by Acronym or Procedures by Title/Chapter** then search for *EmpowHR* on the list provided.

For questions about NFC processing, contact the *EmpowHR* help desk at **1-888-367-6955** or via e-mail at nfcempowhr@usda.gov.

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