



# EmpowHR: Glossary



**PUBLICATION CATEGORY**  
HR and Payroll Processing

**PROCEDURE MANUAL**  
*EmpowHR*

**SECTION**  
Glossary



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## Overview

This glossary is a composite of definitions, terms, and acronyms used within the context of *EmpowHR* for United States Federal Government processes. It is not intended to replace or change existing statutory, regulatory, or office-specific descriptions or definitions. Please refer to Federal source documents for greater clarification, context, and/or specific usage for Federal terms and definitions.



## Glossary Terms

**Absence Without Leave (AWOL).** Absence without prior approval, a non-pay status resulting from an Agency determination that it will not grant any type of leave for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied.

**Academic Discipline.** An employee's major field of study.

**Accession.** A personnel action that results in the addition of an employee to the rolls of an Agency.

**Accounting Class.** How a resource is treated for generally accepted accounting practices. The inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

**Accredited Education.** Education above the high school level completed in a United States (U.S.) college, university, or other educational institution that has been credited by one of the accrediting Agencies or associations recognized by the Secretary, U.S. Department of Education.

**Action Mode.** Action type that you select dictates which rows of data you can access and what you can do with each row. The following choices are:

- **Add** - To add a new row of information to the database with a new high-level, primary key. For example, when you add a new job code, there is no data on the job in *EmpowHR* yet. A new row of data must be added to the table in which job codes are stored.
- **Update/Display** - To update information. This is done by inserting a new row of data for the high-level key, entering the new effective date, and making the desired changes. The only restriction is, when you enter a new row of data, the effective date must be greater than the date on the current row.
- **Update/Display All** - To update information and view all data rows. However, you can only update existing future-dated rows. You can also insert new rows with an effective date greater than or equal to the current row.

**Action Reason.** Reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another and a reason for that action.

**Adjusted Basic Pay.** Sum of an employee's rate of basic pay and any interim geographic adjustment (IGA), locality comparability payment, or special pay adjustment for law enforcement officers (LEO) to which the employee is entitled.

**Administratively Uncontrolled Overtime (AUO).** Up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

**Adverse Action.** A personnel action considered unfavorable to an employee (e.g., removal, suspension, furlough, or reduction in grade or pay).

**Agency.** Any Department or independent establishment of the Federal Government that has the authority to hire employees in the competitive, excepted, and Senior Executive Services (SES).

**Alternate Approver or Alternate User Identification (ID).** A user can have another user in *EmpowHR* as his or her alternate approval for a specified period of time. This is set on the Workflow page of the **User Profile** component within *EmpowHR* Security.

**Annuitant.** A retired person who receives an annuity.

**Annuitant Civil Service Annuitant (CSA) Number.** A unique number assigned by the Office of Personnel Management (OPM) for a retired employee.

**Annuitant Indicator.** Code used to indicate the status of an annuitant appointed to a position in the Federal civilian service.

- 1 = Reemployed annuitant - Civil Service
- 2 = Retired military officer receiving pay
- 3 = Retired military non-officer (enlisted) receiving pay
- 4 = Retired military officer receiving pay and a reemployed annuitant - Civil Service Retirement System (CSRS)
- 5 = Retired military non-officer (enlisted) receiving pay and a reemployed annuitant - CSRS
- 6 = Reemployed annuitant not subject to salary reduction - CSRS
- 7 = Retired military officer and reemployed annuitant not subject to salary reduction
- 8 = Retired military officer (enlisted) and reemployed annuitant not subject to salary reduction under 5 U.S.C. 8344
- G = Reemployed annuitant not subject to salary reduction - Federal Employees Retirement System (FERS)
- H = Retired officer/reemployed annuitant and not subject to salary reduction - FERS
- J = Retired enlisted officer/reemployed annuitant and not subject to salary reduction - FERS

**Annuitant Offset Amount.** Gross monthly annuity a Federally retired employee receives.

**Annuity.** Payment made to a retiree (or to the designated survivor) based upon qualifying participation in a Federal retirement program.

**Application Portal.** Web site that helps you navigate to other Web-based applications and content. This is usually an entry point when you launch the browser. The application portal can be customized to include *EmpowHR* application links, internal links, and Intranet links.

**Application Server.** One or more Unix or Windows New Technology (NT) machines which allow clients to offload performance-sensitive transactions from the client.

**Appointing Authority.** Basis that authorized the appointing officer to effect personnel actions on an employee.

**Appointing Officer.** Person having power by law, or by duly delegated authority, to make appointments.

**Appropriation Code.** Fund type and Budget and Reporting (B&R) Code.

**Approval Criteria.** Rules used to decide whether or not approval is required. Approval criteria fields and dimensions are data elements and attributes that are used to define the approval criteria.

**Approval Hierarchy.** Organizational hierarchy that models the actual approvals required by a transaction type (for example, the approval hierarchy by supervisor or Department).

**Approval Path or Path.** A sequence of steps. (For example, step two routes to its approval only after step one is approved.) A given approval could actually go through multiple approval paths based on some decisions. Paths can be mutually exclusive or parallel. They all converge at the final approval.

**Approval Process.** Generic term referencing the business process of how a particular transaction is routed for approval within an organization.

**Approval Process Definition.** Definition of an approval process within the Approval Workflow Engine (AWE). The definition may contain stages, paths, steps, varying hierarchies, and criteria, among other configurable parameters.

**Approval Process Definition Identification (ID) (Process Identification (ID)).** The ID associated with a particular approval process definition in AWE. Each transaction registered with AWE must have at least one Process ID defined.

**Approval Stage or Stage.** A collection of approval paths. Approval stages come in a single sequence (stage 1, stage 2, etc.). An approval stage runs when its immediately preceding stage finishes. When an approval stage runs, all the approval paths within it run simultaneously. The approval stage is considered complete when all approval paths within it have finished.

**Approval Step or Step.** A step has one or more approvers, whose actions are tracked. A step can be configured to require a set number of approvers to act and has criteria which govern whether or not the step is to be active for the request under consideration. Steps are sequential.

**Approval Workflow Engine (AWE).** Engine that provides the capabilities for the creation, execution, and management of approval processes.

**Approvals Administrator or Approval Workflow Engine (AWE) Administrator.** System administrator who is responsible for configuring, managing, troubleshooting, and maintaining approvals.

**Approver.** Person who has been determined to have the authority to approve (deny, pushback, etc.) a request.

**Approving Official.** Individual with the delegated authority that is responsible for signing the action(s) taken on an employee.

**As-of Date.** Last date for which a report or process includes data.

**Authentication Server.** Server that is set up to verify users of the system.

**Availability Pay.** Special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing Agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act (FLSA) and may not receive AUO pay.

**Award.** Special payment to an employee for certain prescribed kinds of activities or accomplishments.

**Bargaining Unit.** Code used to identify employee's bargaining status.

**Batch Processes.** Batch processes perform operations, such as pay confirmation and deduction calculation, on groups of records. Batch processes are run from the Process Scheduler.

**Benefit Plan.** Specific benefit within a plan type (for example, Federal Employees Group Life Insurance (FEGLI) coverage for Basic Life and Options A, B, and C).

**Benefit Plan Type.** Any category of benefit, such as health, life, or savings.

**Branch.** Tree node that rolls up to nodes above in the hierarchy, as defined in Tree Manager.

**Branch of Military Service.** Military service in which the employee served.

**Breadcrumbs.** Small horizontal menu of links that is always present across the top of the page. The links display what pages, components, or menu navigation links are used to access the current page.

**Budget Category.** Alphanumeric identification given to each category of positions.

**Budget and Recording Code.** B&R Code in the Payroll/Personnel System (PPS). It is called Account Code in *EmpowHR*.

**Business Activity.** Name of a subset of a detailed business process. This may be a specific transaction, task, or action that is performed in a business process.

**Business Rules.** Policies and procedures that govern the flow of work and place controls over how information can be manipulated.

**Business Unit.** An ID that represents a high-level organization of business information. A business unit can be used to define regional or Departmental units within a larger organization.

**Calculation Rules.** Criteria for calculating benefits, including as-of dates for age, service premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules.

**Career Appointment.** Competitive service permanent appointment given to an employee, who has completed three substantially continuous, creditable years of Federal service.

**Central Personnel Data File (CPDF).** Data files regularly submitted by the responsible Agencies to OPM. OPM will load the data into its Enterprise Human Resources Integration (EHRI) data repository. There are three types of reporting made by Agencies to OPM including the Dynamic and Status files (quarterly and monthly, respectively) and Organizations covering a range of employee personnel/payroll data.

**Certificate.** List of eligible applicants taken from an OPM register and submitted to an appointing officer for employment consideration.

**Certification.** Process by which OPM, or an Agency office with delegated examining authority, submits certificates to appointing officers.

**Change of Appointment Office (CAO).** Movement of an employee from the jurisdiction of one appointing officer in an Agency to that of another appointing officer in the same Agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same Agency provides service and maintains records.

**Change-to-Lower Grade.** (1) For positions under the General Schedule (GS) or under the same Federal Wage System (FWS) schedule, a change to an employee to a lower grade and (2) when both the old and new positions are under the same type of FWS or in different pay-method categories, a change to an employee to a position with a lower rate of basic pay.

**Citizenship Code.** Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the United States. The codes are as follows:

- Citizen
- Other

**Civilian Retiree.** Person who has retired from Federal Government civilian employment under a Federal Government-administered retirement system.

**Class or Class of Positions.** All positions that are sufficiently similar in the following:

- Kind, subject matter, or work;
- Level of difficulty and responsibility; and
- Qualification requirements for the work to warrant similar treatment in personnel and pay administration.

**Classify.** Evaluation of the duties and responsibilities of a position and assignment of a title, occupation series, and grade.

**Client.** Primary user application workstation.

**Client Server Architecture.** Technology allowing the network of computers to enable a database to reside in one location on a server and still be accessed simultaneously by multiple users (clients) at various remote sites.

**Clone.** To make a unique copy. In contrast, to copy may mean maintaining a new reference to an object. So if the underlying object is changed, both the copy and the original change.

**Code of Federal Regulation (CFR).** Code of Federal Regulations.

**Column.** Data that is displayed after fulfilling a request.

**Combined Federal Campaign (CFC).** Program used by Federal employees to contribute to a charity(ies) of their choice.

**Commercial off-the-Shelf (COTS).** Equipment or software sold commercially to at least one customer.

**Competitive Appointment.** Appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

**Competitive Area.** For reduction in force (RIF), that part of an Agency within which employees are in competition for retention. Generally, it is restricted by what is considered a "local commuting area."

**Competitive Level.** For RIF, consists of all jobs in a competitive area which are so similar in all important aspects that the Agency can readily move an employee from one to another without significant training and without loss of productivity.

**Competitive Status.** Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period.

**Component.** A group of related pages that pertain to a specific task. You can access components from the menu. Components contain folder tabs with each tab containing a related page.

**Computer Aided Software Engineering (CASE).** A set of tools to help application developers complete software development or modification more quickly and accurately.

**Copy Approval Process.** Page that creates a new approval process definition by copying the existing approval process.

**Consultant.** Person who serves in an advisory capacity to an officer or instrumentality of the Government.

**Consultant Position.** Position requiring the performance of purely advisory or consultant services, not including the performance of operating functions.

**Conversion.** Changing of an employee from one appointment to another appointment in the same Agency without a break in service of more than 3 calendar days.

**Correction.** Selection that enables you to view, change, and insert rows of data regardless of the effective date.

**Cost-of-Living Allowance (COLA).** An additional allowance payable to an employee at a location in a non-foreign area where living costs are substantially higher than those in the Washington, D.C., area.

**Coverage.** Employee's chosen benefit plan and coverage level.

**Creditable Military Service.** Total number of years and months of military service that is creditable for annual leave accrual purposes.

**Criteria.** Columns and filters specified for a request.

**Criteria Definition.** Criteria for workflow approval processes. Criteria determinations are used to define a bit of logic that, at runtime, the Approval Workflow user is entering into the evaluation to produce a true or false result.

**Crystal Reports.** Report writer provided by PeopleSoft used at the system-administrator and power-user level.

**Current Year.** PeopleSoft term used for event maintenance processing.

**Dashboard.** Sections of information that can contain items, such as results from Business Intelligence (BI) Answers, external Web content, HTML text, graphics, links to other sites, and embedded objects such as requests.

**Dashboard Prompt.** Special dashboard filter object that affects all content on a particular dashboard page and potentially the content on additional dashboard pages.

**Data Elements.** Data elements, at their simplest level, that defines a subset of data and the rules by which to group them.

**Data Field.** Particular field of information in an internal or external database.

**Data Row.** Entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.

**Data Set.** Data grouping that enables role-based filtering and distribution of data. The range and quantity of data can be limited that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

**Database.** Collection of data organized for rapid search and retrieval.

**Database Server.** Primary data storage and processing.

**Date Classified.** Date the Position Description is classified by the Personnel Office.

**Date Eligible to Retire.** Date an employee is eligible to optionally retire based on a combination of age and service that meets legal requirements.

**Default.** Standard value that populates a field unless another value is entered.

**Delegation.** Authority given by one person to another to serve as his or her representative for a particular task or responsibility. With the Delegation feature, users can authorize other users to perform managerial tasks on their behalf by delegating authority to initiate or approve managerial transactions.

**Denial of Within-Grade Increase (WGI).** Decision to withhold (not grant) a within-range increase (WRI) to a GS/General Manager (GM) employee because of a determination that the employee's performance is not at an acceptable level of competence.

**Department Code.** Identification of the organization code and its description.

**Description.** Up to 30 characters of text.

**Detail.** Temporary assignment to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. This employee is considered for pay and full-time equivalent (FTE), full-time employee, purposes to be permanently occupying his/her regular position. Unless the Agency chooses to use a Standard Form (SF) 50, Notification of Personnel Action, a detail is documented with an SF 52, Request for Personnel Action.

**Dialog Box.** Small window/box that is displayed on a page and prompts the user for data.

**Direct Hiring Authority.** OPM-approved, Agency-recruiting plans, which expedite recruitment of persons for appointment to positions in shortage occupations.

**Disability Retirement Pay.** Money paid by a uniformed service for disability incurred in, or the proximate result of, the performance of active duty.

**Disabled Veteran.** Person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a

service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military Department.

**Dual Compensation.** Payment designated for more than one civilian office involving a total of more than 40 hours a week. Also, payment of salary to a civilian employee who at the same time is receiving a retirement annuity from the military service.

**Duty Location.** Location of an employee's place of work.

**Earnings.** Amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, annual/sick leave, and any other authorized pay.

**Earnings Code.** Additional earnings based on authority and regulations of said position.

**Effective Date.** Method of dating information in *EmpowHR*. Information can be predated to add historical data, or postdate information in order to enter it before it actually goes into effect. By using effective data, values cannot be deleted; a new value is entered with a current effective date.

**Employee Record Number.** Number of actions done on an employee.

**Enable Notification.** Type of notification that will be used. The options include:

- Disable email and work list
- Notification email only
- Enable email and work list
- Notification of work list only

**Entry on Duty Date (EOD).** Date that an employee began work at his/her current Agency.

**Error Message.** Short message used in identifying what specific requirements were not met in order for an action to be processed.

**Ethnicity and Race Indicator (ERI).** Code that identifies the Ethnicity and Race Indicator (ERI) element. Valid values are:

- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African-American
- Native Hawaiian or other Pacific Islander
- White

**Event Maintenance.** Management of ongoing enrollments during a plan year. Event changes requiring maintenance include:

- New hires and rehires
- Terminations
- Family-status changes
- Benefit-eligibility changes

**Excepted Service.** Civil service positions that are not in the competitive service or SES, as defined by 5 United States Code (USC) 2103.

**Executive Order.** Directive issued by the President.

**Executive Schedule (EX).** Compensation and pay plan used by the Executive Branch of the Federal Government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on GS and other existing pay plans throughout the Federal Government.

**Expert.** Person with excellent qualifications and a high degree of attainment in professional, scientific, technical, or other field.

**Fair Labor Standards Act (FLSA).** Law that indicates positions as being exempt or non-exempt from coverage. Non-exempt positions are covered by the act, and overtime worked will be computed at 1 1/2 times the normal hourly rate, up to a maximum of 1 1/2 times the hourly rate of a GS-10, Step 1.

**Federal Employees Compensation Act (FECA).** Law that provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file claims with the U.S. Department of Labor, Office of Workers' Compensation, which adjudicates the claims and compensates the employing Agencies for the employee's pay and benefits during the claim period.

**Federal Employees Group Life Insurance (FEGLI) Living Benefits Act.** Act that allows Federal employees who are terminally ill to elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of \$1000, as of July 25, 1995. An election to receive this benefit is irrevocable; the individual is considered terminally ill if his/her life expectancy is 9 months or less.

**Federal Employees Group Life Insurance Program (FEGLI).** Program that employees with Federal retirement coverage, or on a temporary appointment exceeding 1 year, are eligible to participate. Once eligible, he/she is covered automatically for Basic Life Insurance and premiums will be deducted from gross salary unless coverage is waived. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

**Federal Employees Health Benefits (FEHB) Program.** Program entitling employees to health coverage if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than 1 year. The Federal employer shares the cost of the premium (about 75 percent); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part-time, the employee pays the employee share and a portion of the employer's share.

**Federal Employees Pay Comparability Act (FEPCA).** Law that provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize Agencies to make advance salary payments to attract candidates for open positions, which have consistently been hard to fill in certain geographic areas.

**Federal Holidays.** Ten holidays, listed below, observed as non-work days; without loss of pay or charge to leave:

- New Year's Day - January 1
- Martin Luther King's Birthday - Third Monday in January
- President's Day - Third Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Columbus Day - Second Monday in October
- Veterans Day - November 11
- Thanksgiving Day - Fourth Thursday in November
- Christmas Day - December 25

**Federal Insurance Contribution Act (FICA).** Employee and employer contributions to Social Security.

**Federal Wage System (FWS).** The job-grading and pay system that applies to most trade, craft, and labor positions in Agencies subject to 5 USC 5342.

**File Server.** Central shared resources for client workstations.

**Filter.** Mechanism that restricts the result set, such as including only the 10 best-matching items in a list of results. Filters determine what a results list will contain.

**Folder.** Organizational construct that holds any kind of content the user wants to see in a dashboard. A folder is similar to an operating system directory, subdirectory, or a Microsoft Windows folder.

**Foreign Education.** Education acquired outside of any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the United States.

**Frozen Service.** Total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

**Full Position Management.** Choice that *EmpowHR* has made to drive our human resources (HR) application. Therefore, the position-related fields are gray (unchangeable) in several of the Administer Workforce panels.

**Full-Time Work Schedule.** Work schedule that requires most employees to work 40 hours during the workweek.

**Furlough.** Placement of an employee in a temporary non-pay status and non-duty status (or absence from duty) because of lack of work or funds or for other non-disciplinary reasons.

**General Manager (GM) Within-Grade Increase (WGI).** Agency awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System (PMRS) termination provisions of Public Law (PL) 103-89.

**General Schedule (GS).** Compensation and pay plan used by the Executive Branch of the Federal Government.

**Grade.** Employee's range of pay provided in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation.

**Grade Retention Entitlement.** An employee's right to retain for 2 years, for pay and benefits purposes, the grade of the position from which he/she was reduced.

**Graduate Education.** Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum (i.e., it is part of a program leading to a master's or higher degree and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree).

**Graphical User Interface (GUI).** Icon-based user interface to a system.

**Handicap Code.** Code that identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities.

**Health Benefits Code.** Alphanumeric code that identifies each health benefit plan.

**High School Graduation or Equivalent.** High school diploma, General Education Development (GED) equivalency certificate, or proficiency certificate from a State or territorial-level Board or Department of Education.

**Hold Grade/Step.** Grade/step that the employee was in prior to receiving a temporary promotion.

**Hold Last Equivalent Increase (LEI).** Date held by an employee for this event prior to receiving a temporary promotion. This is necessary to establish the WRI due date if returning to original grade/step.

**Hold Position Description.** New position description numbers that are the result of a reclassification action prior to the Nature of Action Code (NOAC) being processed.

**Hold Within-Grade Increase (WGI) Due Date.** WRI due date prior to an employee receiving a temporary promotion.

**Hot Keys.** Any key combination that performs a task usually accomplished with a mouse click. Hot keys can speed your work because you do not have to move back and forth from keyboard to mouse.

**iBots.** Software-based agents, driven by schedules or events, that can access, filter, and perform analytics on data based on specific criteria.

**Incumbent.** Employee currently assigned to a position.

**Indefinite Appointment.** Appointment given to a nonpermanent employee who is hired for an unlimited period of time.

**Injury Compensation.** Compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in the performance of duty and/or due to diseases relating to this employment.

**Interim Geographic Adjustment (IGA).** Additional payment made when the official duty station is in an area where it has been determined that significant pay disparities and recruitment or retention problems exist.

**Intermittent Service or Intermittent Employment.** Service when an employee works on an irregular basis for which there is no prearranged scheduled tour of duty.

**Involuntary Separation.** Separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency.

**Job Code.** Group of attributes of like jobs at a high level (one-to-many relationship).

**Key.** One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

**Keys.** Display-only fields that uniquely identify your data. To display a page, you will enter the keys so that *EmpowHR* can retrieve the correct row of data.

**Last Equivalent Increase (LEI).** Effective date of the last step received in grade or the last promotion, whichever is most current (does not include quality step increase (QSI)). Used as the basis to establish an employee's WRI due date.

**Last Increase Date.** Date on which an employee received a positive increase in pay.

**Law Enforcement Officers (LEO).** Positions within the Federal Government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pay.

**Leave Without Pay (LWOP) Total (Cumulative).** Employee's cumulative number of hours resulting from leave without pay (LWOP).

**Leave - Annual.** Leave of absence with pay allowed for personal, emergency, and other purposes.

**Leave - Sick.** Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his/her immediate family who is afflicted with a contagious disease.

**Life Insurance.** Group life, death, and accidental dismemberment insurance available to Federal employees.

**Locality Adjustment.** Interim geographic adjustment, locality-based comparability payment, or special pay adjustment for law enforcement officers.

**Mass Transfer.** Movement of an employee with his/her position to a different Agency when:

- A transfer of function or an organization change takes place and
- There is no change in the employee's position, grade, or pay.

**Menus.** Three-column navigation list that contains menu headings and links that you click to move between pages.

**Military Service.** Branch of military service in which the employee served.

**Mode.** Feature that sets the parameters for which records can be viewed or changed by the user.

**Module.** Unit of application within PeopleSoft covering a specific function with its own forms or panels (e.g., HR offices, Payroll, Benefits Administration, etc.).

**Merit Systems Protection Board (MSPB).** Independent, quasi-judicial Agency in the Executive branch that serves as the guardian of Federal merit systems.

**Nature of Action Code (NOAC).** Type of personnel action being processed.

**Nature of Action Description.** Description of the NOAC.

**Nature of Action Effective Date.** Date that the personnel action is effective.

**Navigation Header.** Navigation header containing links back to the home page and a **Sign-out** button. If you are running the portal, the navigation header also has **Categories**, **Favorites**, and **Search** features.

**Noncompetitive Action.** Appointment or placement in a position in the competitive service that is not made by selection from an open competitive examination and that is usually based on current or prior Federal service.

**Normal Life of Promotion (Career Ladder).** Pattern of upward movement from one grade to another for a position or group of positions in the organization.

**Not-to-Exceed (NTE) Date.** Dates that do not exceed a certain situation. The types of NTE dates are as follows:

- Appointment NTE Date - Length of time a person may serve in a position.
- Classification Temporary NTE Date - Temporary date that is used for a temporary classification of a unique position.
- Health Benefits Renewal Self-Support NTE - Reevaluation of an employee's incapacitated child for verification of eligibility of care under the employee's FEHB coverage.
- LWOP NTE Date - Last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.
- Position NTE Date - Length of time a position is available for use.
- Promotion NTE Date - Specific time for an increase in grade on a temporary basis.
- Suspension NTE Date - Specific time an employee is to be on suspension. No salary is paid for the period.

**Occupant of Position/Vice.** New position or former occupant of a position.

**Occupational Series Code.** Group of positions similar in work and qualification requirements. These groups consist of a title and a four-digit number (i.e., the Accounting Series, GS-0510).

**Office of Management and Budget (OMB).** White House office responsible for devising and submitting the President's annual budget proposal to Congress.

**Office of Personnel Management (OPM).** Organization that works in several broad categories to recruit, retain, and honor a world-class workforce for the American people. OPM:

- Manages Federal job announcement postings at [www.usajobs.gov](http://www.usajobs.gov) and sets policy on Government-wide hiring procedures.
- Conducts background investigations for prospective employees and security clearances across Government with hundreds of thousands of cases each year.
- Upholds and defends the merit systems in Federal civil service, making sure that the Federal workforce uses fair practices in all aspects of personnel management.

- Manages pension benefits for retired Federal employees and their families. OPM also administers health and other insurance programs for Federal employees and retirees.
- Provides training and development programs and other management tools for Federal employees and Agencies.
- Takes the lead in developing, testing, and implementing new Government-wide policies relating to personnel issues, in most cases.

**Official Forwarding Address.** Employee's mailing address following separation.

**Official Personnel Folder (OPF).** Repository of a Federal employee's official documents related to personnel history.

**Official Personnel Folder (OPF) Address.** Address where the OPF is maintained.

**Official Personnel Folder (OPF) Code.** Code indicating where the OPF is maintained.

**Once, Always, and Don't Run.** Options used in batch processing. They are:

- Once - to run the request the next time a batch process runs. After the batch process runs, the process frequency is automatically set to **Don't Run**.
- Always - to run the request every time the batch process runs.
- Don't Run - to ignore the request when the batch process runs.

**Open Enrollment.** Annual re-enrollment of participants at the beginning of a plan year into appropriate benefit programs and, within those, benefit options.

**Open Season.** Term with the following definitions:

- For FEHB processing, it is generally the time period from mid-November through mid-December.
- For FEGLI or Retirement Plan processing, open seasons are infrequent and special notification from OPM would be issued to all Federal employees announcing these open seasons.

**Organization Codes.** A subdivision of an Agency to which an employee is assigned.

**Organizational Position Title Code.** Alternate term for Working Title.

**Outside the Register Appointment.** Appointment in the competitive service made under an Agency's applicant supply system because either there is not a sufficient number of eligible applicants on the appropriate register or no competitive inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below.

**Page.** Individual display and data-entry screen for each part of your *EmpowHR* application. Pages are displayed in the browser window.

**Panel Group.** Group of screens (pages) within a PeopleSoft application that contains related information.

**Panels.** Screens (pages) comprised of the fields in which users enter data.

**Parallel/Dual Entry.** Entry of the same data into more than one (usually two) applications/systems during transition to a new application.

**Part-Time Service or Part-Time Employment.** Service when employee works on a part-time schedule, less than 40 hours.

**Part-Time Work Schedule.** Schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative workweek) on a prearranged scheduled tour of duty.

**Pay.** Types of "pay" are as follows:

- **Basic Pay** - generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay.
- **Gross Pay** - total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay, availability pay (if any) for LEOs, special payments (if any), an annuity (if any), plus awards (if any).
- **Premium Pay** - pay provided to an employee as a regular addition to basic pay (e.g., AUO, availability pay, overtime, night differential, holiday pay, etc.).

**Pay Adjustment.** Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also a pay adjustment.

**Pay Basis.** Code indicating the principal condition in terms of time, procedures, or criteria that serves as a basis for computing an employee's pay.

**Pay Calendar.** Payroll processing cycle for a given pay group.

**Pay Calculation.** Formula that calculates an employee's gross pay to net pay.

**Pay Confirmation.** Process in which the system updates all to-date cumulative totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID.

**Pay Frequency.** Frequency of employees within a pay group being paid (weekly, biweekly, monthly, etc.).

**Pay Group.** Set of employees grouped together for payroll processing.

**Pay Period.** Established times when employees in a pay group are paid. Pay periods have beginning and ending dates.

**Pay Plan.** Code that denotes the pay schedule under which an employee is paid (e.g., General Schedule (GS); Senior Level (SL); Scientific and Technical (ST); Scientific, Engineering, Professional, and Administrative (EJ); Federal Wage System (WG); etc.).

**Pay Rate Determinant (PRD).** Designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

**Pay Retention Entitlement.** Right retained by an employee, under certain circumstances, that allows a rate of basic pay higher than the maximum rate of the grade for the position occupied.

**Performance Appraisal Code.** Level of performance of an employee.

**Performance Appraisal Due Date.** Date established for the yearly appraisal of an employee.

**Person of Interest.** Person about whom the organization maintains information, but who is not part of the workforce.

**Personnel Action Request (PAR).** Request used to enter a personnel action.

**Personnel Action Request (PAR) Status.** Where in the process the action is (e.g., requested, approved, or processed).

**Personnel Office Identifier (POI).** Also known as Submitting Office Number (SON). These are codes assigned by OPM to the office(s) delegated authority within an Agency to process personnel actions on Federal employees.

**Platform.** Database environment where applications run.

**Populate.** Term used to describe the appearance of data in a given field.

**Position.** Officially assigned duties and responsibilities that make up the work performed by an employee.

**Position Classification.** Analysis and identification of a position placed under the position classification plan established by OPM.

**Position Change.** Move by an employee to another position during the employee's continuous service under the same appointment within the same Agency. Also, when the employee is entitled to grade retention and moves to another position at or between the retained grades.

**Position Date Created.** Date the position was created for use in the Agency.

**Position Description (PD).** In accordance with OPM guidelines, an official description authorized and approved by an Agency official describing duties and responsibilities to be performed.

Position classification standards are used to describe the work and classify the work components by occupational series. Factors (e.g., supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

**Position Number.** Authorized position identifier.

**Post Differential, Non-Foreign.** Differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

**Post-Differential Percent.** Additional compensation that may be paid to certain employees who work in Guam or the Northern Mariana Islands.

**Post-56 Military Deposit.** OPM-provided guidelines to Federal Agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

**Premium Pay.** Additional pay required for overtime, night, holiday, or Sunday work and standby duty or AUO work.

**Presentation Catalog.** BI Presentation Catalog that stores content created with BI Answers and BI Interactive Dashboards.

**Preview Approval.** Page used to verify the routing of the approval process definition by previewing.

**Previous Retirement Coverage.** Indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by CSRS or FERS.

**Probationary Period.** First year of service of an employee who is given a career or career-conditional appointment. During this period, the Agency determines the fitness of the employee, and the employee has no appeal rights.

**Process Identification (ID).** Name used to track an approval process for a transaction.

**Process Monitor.** Monitor used to access the Process List page where the status of the submitted process request can be viewed.

**Promotion.** For positions under the same type job classification system and pay schedule, action that changes the employee to a higher grade level or makes permanent a Promotion NTE or, when the old and new positions are under different job classification systems and pay schedules, action that changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE.

**Provider.** Entity that provides one or more of the benefits an Agency offers (for example, OPM has oversight authority for the FEHB and FEGLI programs and would be considered a provider, the Thrift Savings Board would be the provider for the Thrift Savings Plan (TSP)).

**Quality Step Increase (QSI).** Step increase awarded to an employee for sustained high-quality performance.

**Query.** Underlying structured query language (SQL) issued to the BI server.

**Race and National Origin (RNO) Code.** Employee's basic racial and national origin category.

**Rate of Basic Pay.** Rate of pay fixed by law or administrative action for the position held by an employee before any deductions.

**Realignment.** Movement of an employee and his/her position when:

- A transfer of function or an organization change occurs;
- The employee remains in the same Agency; and
- There is no change in the employee's position, grade, or pay.

**Reassignment.** Change of an employee from one position to another without promotion or change to lower grade.

**Record Definition.** Collection of fields identified in a table and their attributes.

**Recruitment Bonus.** Amount paid to an employee who is newly appointed to a hard-to-fill position as an incentive.

**Reduction in Force (RIF).** Separation of an employee from his/her competitive level required by the Agency because of lack of work or funds, abolition of position or Agency, or cuts in personnel authorizations.

**Re-employed Annuitant.** Describes an employee who has retired from Federal employment and is receiving an annuity. His/her salary is reduced by the amount of the annuity.

**Reemployment Priority List.** List of career and career-conditional employees an Agency has separated because of:

- RIF.
- Compensable injury or disability where recovery takes more than 1 year from the time the employee began receiving compensation.

**Reemployment Rights.** Entitlement of an employee to return to permanent employment after assignment to other civilian employment.

**Reinstatement.** Noncompetitive reemployment in the competitive service as a career or career-conditional employee or a person formerly employed in the competitive service who had competitive status or was serving probation when separated.

**Related Education.** Education above the high school level that has equipped the applicant with the knowledge, skills, and abilities (KSA) to perform successfully the duties of the position being

filled. Education may relate to the duties of a specific position of the occupation, but must be appropriate for the position being filled.

**Relational Database.** Database that consists of a series of tables. These tables are made up of rows (horizontal) and columns (vertical), very much like the layout of a spreadsheet. Columns are the fields displayed in panels as you work with PeopleSoft applications, and rows contain the entries for each field.

**Relocation Bonus.** One-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position.

**Remark Codes.** Codes that cause the printing of pre-set text messages on a notice of action form. Some messages are general purpose and others are specific to the personnel action being processed.

**Report Manager.** Used to access the Report List page where the report content can be viewed, check the status of a report, and see the content detail messages (which display a description of the report and the distribution list).

**Request.** Transaction that uses the AWE for approval processing (for example, promotion, transfer time off request, job requisitions, etc.).

**Request Identification (ID).** ID that represents a set of selection criteria for a report or process.

**Resignation.** Separation action initiated by the employee under voluntary circumstances.

**Resignation in Lieu of Involuntary Action (ILIA).** Separation initiated by employee under circumstances that meet the definition of involuntary separation.

**Results.** Output returned from the BI Server for the request criteria specified.

**Retained Grade Effective Date.** Date employee became eligible or began receiving a retained grade and pay.

**Retained Grade Expiration Date.** Expiration date of an employee's retained grade and pay.

**Retained Rate.** Rate of pay above the maximum rate of the employee's grade that an employee is allowed to keep in special situations rather than having his/her rate of basic pay reduced.

**Retention Allowance.** Annual total dollar amount up to 25 percent of basic pay paid to an essential employee with unusually high qualifications or special skills in those cases where the Agency determines that the employee would be likely to leave Federal employment if no allowance was paid.

**Retention Register.** Record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups and by service dates within the subgroup. It is used in a RIF to determine which employees are retained and which are separated or moved to other positions.

**Retirement.** Separation from the service when employee is eligible to obtain an immediate annuity. Types of retirement are:

- Mandatory Retirement.
- Disability Retirement.
- Voluntary Retirement.
- Special Option Retirement.
- ILIA Retirement.

**Retirement Coverage Code.** Code used to denote an employee’s retirement coverage. Major codes include the following:

Code	Name
0	Enhanced CSRS Customs and Border Protection (CBPO)
1	CSRS (7%)
2	FICA Social Security System
3	FS (Foreign Service Retirement and Disability System) (7%)
4	None
5	Other (only programmed for use by Department of Commerce (DOC), Government Accountability Office (GAO), Smithsonian Institution (SI), and Court for Veterans Appeals (CVA))
6	CSRS-(Special) (7 1/2%)
8	CVA Judges Retirement Plan (1%)
9	CVA Judges Retirement Plan (4.5%)
C	Covered by FICA the rate of .8% (or 7% after exceeding the Social Security wage base)
D	CSRS Offset (Congressional) (1.3%)
E	Covered by FICA and CSRS (for law enforcement and firefighter personnel) at the rate of 1.3% (or 7 1/2% after exceeding the Social Security wage base)
G	Covered by FICA and FS at the transitional withholding rate (1.3%)
I	FERS (Congressional) (1.3%)
J	Covered by FICA and by another Federal Government retirement system at the transitional withholding rate (1.3%)

K	FERS and FICA (.8%)
M	FERS and FICA (Special) law enforcement officers and firefighters (1.3%)
N	FERS and FICA Reserve Technicians (.8%)
O	FERS Enhanced CBPO
P	Foreign Service Pension Systems (FSPS) and FICA (1.3%)
Q	Enhanced CSRS Offset CBPO
R	Covered by FICA and by CSRS (7%)
T	Covered by FICA and CSRS at a special deduction rate (7 1/2% for law enforcement and firefighter personnel)
W	Covered by FICA and by FS (7%)
X	Covered by FICA and by another Federal Government retirement system
Y	District of Columbia (DC) Offset Plan and FICA (.8% - no Agency contribution)
Z	DC Retirement Plan (7% - no Agency contribution - Only Secret Service employees under CSRS are eligible for coverage under this plan.)

As of January 1, 2013, there were seven new alphanumeric plan codes added to FERS and FSPS. This was to accommodate the legislatively mandated Revised Annuity Employees (RAE) as detailed in OPM's Benefits Administration Letter (BAL) 12-104. The new codes are two-digit position codes. They consist of an established code followed by an **R** to designate RAE. The new Retirement Coverage Codes are:

Code	Name
IR	FERS-RAE (Congressional) (pending OPM approval)
KR	FERS-RAE and FICA
LR	FERS-RAE and FICA Air Traffic Controllers
MR	FERS-RAE and FICA Special
NR	FERS-RAE/FICA Reserve Tech
OR	FERS-RAE and FICA Special (CBPO)
PR	FSPS-RAE and FICA

**Retirement Deferred.** Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the CSRS and left Federal service or moved to a position not under a retirement system. An employee covered by FERS who separates after completing 10 years of service may also receive a deferred retirement upon reaching the FERS "Minimum Retirement Age" (55 to 57, depending on birth date).

**Retirement Discontinued Service.** Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency.

**Retirement in Lieu of Involuntary Action (ILIA).** Voluntary retirement initiated by employee in lieu of involuntary separation by the Agency.

**Retirement - Optional.** Voluntary retirement initiated by the employee without reduction in annuity for an employee who meets minimum age and service requirements.

**Return to Duty.** Placement of an employee in pay and duty status after absence for furlough, suspension, or LWOP.

**Role.** Class of users who perform the same type of work. Business rules typically specify what user role needs to do an activity.

**Role User Identification (ID).** Same purpose as a user ID in other parts of *EmpowHR*. Role user IDs determine how to route work list items to users (i.e., via an email address) and to track the roles that users play in the workflow.

**Roles.** Classification of how people fit into *EmpowHR* (i.e., class of users who perform the same type of work, such as clerks or managers). Your business rules typically specify what a user role needs to do an activity.

**Roll Up.** In a tree, total sums based on the information hierarchy.

**Routings.** Means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes (e.g., email messages, electronic form, or work list entry). This is a component of PeopleSoft's workflow functionality.

**Row.** Portion of the database also referred to as a record.

**Rules.** Determination of what activities are required to process your business data. This is a component of PeopleSoft's workflow functionality.

**Run.** Used to access the Process Scheduler request page; the location where a process or job runs and the process output format is specified.

**Run Control.** Type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

**Run Control Identification (ID).** Unique ID to associate each user with his or her own run control table entries.

**Run Identification (ID).** Unique ID identifying Run Control for batch programs.

**Sabbatical.** Absence from duty, without charge to pay or leave, that an Agency may grant to an SES career appointee to engage in study or uncompensated work experience.

**Salary.** Rate of compensation received by an employee.

**Scientific and Professional (ST) Positions.** Positions established to carry out research and development functions that require the services of specially qualified personnel. ST positions are not graded.

**Search Query.** Set of objects used to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

**Seasonal Employee.** Employee hired to work on an annual recurring basis for periods of less than 12 months (2080 hours) each year.

**Self-Service Center.** Place where employees go (usually a Web browser-accessed application) giving them more direct control over their own data to verify, update, and/or request certain personnel actions.

**Senior Executive Service (SES).** Positions that are classified above GS-15 of the GS or in levels IV or V of the Executive Schedule or equivalent positions.

**Senior Level (SL) Positions.** Positions established to replace positions at grades GS-16, GS-17, and GS-18 of the GS. SL positions are classified above GS15 of the GS and are not graded.

**Server.** Computer that performs tasks based on a request from a remote client.

**Service Computation Date (SCD).** Calculated date based on all creditable and verified civilian and military service using a 31-day month (purpose is to determine the leave accrual rate of an employee). Other SCD dates include Thrift Savings Plan SCD, Leave SCD, RIF SCD, and Severance Pay SCD.

**SetID.** ID that represents a set of control table information or TableSets.

**Setup Process Definitions.** Page that defines the workflow approval-process stages.

**Sex Code.** Gender indicator.

**Shift.** Specific hours during the day that an employee works (for example, 9 a.m to 5 p.m., 4 a.m. to 11 a.m., 10 a.m. to 6 p.m., etc).

**Shift Code.** Numerical shift identifier that is unique within a SetID.

**Shift Differentials.** Premium over regular pay for which employees on certain shifts may be eligible (i.e., double time for late night shifts). Shift differentials are usually stated as an additional rate or factor.

**Short Description.** Up to 15 characters of text.

**Sick Leave.** Leave that is accrued by full-time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part-time permanent/seasonal employees, it is accrued at 1 hour for every 20 hours worked.

**Social Security Number (SSN).** Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN).

**Special Rates.** Higher salary rates for specific grade levels and occupational groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number.

**Stage.** Logical grouping within an approval process.

**Structured Query Language (SQL).** Set of commands used to report from, write to, and extract data from relational databases.

**Structured Query Report (SQR).** Tool used to create a wide variety of reports or to perform global database manipulations and interactive queries.

**Standard Form (SF).** Standardized form for interagency use by the Federal Government. The "SF" prefix is the most common but not exclusive in usage.

**Standard Form (SF) 50, Notification of Personnel Action.** Notification to the employee and the payroll office to record the action in the employee's OPF.

**Standard Form (SF) 52, Request for Personnel Action.** Request by an employer for a personnel action to be entered/processed.

**Status or Approval Status.** Overall state that a transaction is in (**Pending, On hold, Approved, Denied, Terminated**, etc.).

**Status Position Code.** Various conditions of a position (e.g., frozen, classified, etc.).

**Step.** Secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level).

**Subject.** Person for whom a transaction is being processed. (For example, Employee 1 submits a promotion request for one of her employees, Employee 2, to her boss Supervisor 1. Employee 1 is the requester (originator), promotion request is the subject, and Supervisor 1 is the approver.)

**Subject Area.** Subject areas contain columns that represent information about the areas. BI presents data in subject areas.

**Supervisor or Manager.** Person who has management responsibilities for the requester as an approver, as defined in your direct report setting during implementation.

**Supervisory Differential.** Annual total dollar amount paid to a GS supervisor who provides direct, technical supervision of the work of one or more employees in other pay plans who receive a higher rate of total pay than does the supervisor.

**Suspension.** Placement of an employee, for disciplinary or other reasons, in a temporary status without duties and pay.

**Tables.** Structure that establishes the foundation of information in a relational database.

**Target Grade.** Indicates the highest obtainable grade for a position.

**Temporary Appointment.** Appointment made for a limited period of time and with a specific NTE date determined by the authority under which the appointment is made.

**Temporary Continuation of Coverage (TCC).** Program, as prescribed by the OPM, which requires Federal Agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and Government share and a 2-percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal Agency.

**Tenure.** Period of time an employee may reasonably expect to serve under his/her current appointment.

**Three-Tier Architecture.** Architecture where data storage and processing are distributed to process across different systems, such as the Application Server, which centralizes much of the data processing, thereby decreasing the load upon the individual client workstations.

**Thrift Savings Plan (TSP).** Voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board.

**Tool Bar.** Bar of icons found across the top of every screen.

**Tour of Duty.** Scheduled days and hours per day of attendance at a duty station for an employee.

**Transaction Code.** Action that has taken place against the position.

**Transaction Number/Sequence.** More than one action with the same effective date.

**Transfer.** Movement of an employee, without a break in service of 1 full workday, from a position in one Agency to a position in another Agency that can be filled under the same appointing authority.

**Translate Table.** Edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases, PeopleSoft maintains the Translate Table.

**Travel and Relocation Date.** Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment.

**Tree.** Graphical hierarchy that displays the relationship between groups and determines roll-up hierarchies.

**Two-Tier Architecture.** Architecture where data storage and processing take place on a central server (Database Server) and business rules and presentation of the data are managed by the individual client workstations.

**Type of Appointment.** Specific type of appointment (e.g., part-time permanent, full-time temporary, etc.).

**Unemployment Compensation.** Insurance for unemployed Federal employees.

**United States Code (USC).** Laws and regulations of the United States.

**Update Access.** Type of security access that permits the user to edit and update data.

**User Identification (ID).** ID that represents the person who generates a transaction.

**User List.** Collection of users.

**Veteran.** Person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces.

**Veterans Preference.** Employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

**Wage Area.** Geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the FWS.

**Wage Employees.** Employees that are in trades, crafts, or labor occupations covered by FWS whose pay is fixed and adjusted from time to time in accordance with prevailing rates.

**Waiver of an Office of Personnel Management (OPM) Standard.** The setting aside of requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on the part of the Agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an Agency, as appropriate, on a case-by-case basis and do not directly affect other positions in the organization.

**Web Server.** Computer that responds to requests from clients and provides the clients with the requested document and its contents.

**Windows.** Basic screen (page) structure of *EmpowHR*.

**Within-Grade Increase (WGI).** Longevity-based increase in salary based on predetermined time-in-grade requirements and acceptable performance.

**Within-Grade Increase (WGI) Due Date.** Date of an employee's next WRI. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal or excess of allowable leave without pay.

**Within-Grade Increase (WGI) Non-Creditable Days.** Total number of days that cause the WGI Due Date to be adjusted forward.

**Without Compensation (WC).** Employee who is authorized by the Agency to provide services to the Government without pay, under certain circumstances.

**Work in Progress (WIP).** Document/action that has been started by a user, but has not been completed.

**Work-in-Progress (WIP) Status.** Code that establishes the workflow system.

**Work-in-Progress (WIP) Status Type.** Code that tracks the action. Each WIP Status is linked to a WIP Status Type. There are four different Status Types:

- Work In Progress - Request has not reached the final level of approval.
- Canceled - Action that had been completed is canceled.
- Completed - HR approves a request that has successfully completed all review levels.
- Corrected - HR corrects a completed request.

**Worker.** Person who is part of the workforce (employee, person of interest, or a contingent worker).

**Work List.** Automated to-do list that *EmpowHR* Workflow creates. From the work list, a user can directly access the pages needed to perform the next action and then return to the work list for another item.