



EmpowHR: Section 12 - Transit Subsidy



PUBLICATION CATEGORY
HR and Payroll Processing

PROCEDURE MANUAL
EmpowHR

SECTION 12
Transit Subsidy

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Transit Subsidy

The **Transit Subsidy** option is used to record and report transit subsidy information (i.e., taxable or non-taxable commuting subsidies) for an employee. Reports can be generated or submitted at anytime. Data must be located in EmpowHR to enter Transit Subsidy information.

Each component under Transit Subsidy will display the **Find an Existing Value** tab. You can enter data into any one of the fields to search for data. For more information on this topic, refer to the Basics - Find an Existing Value section of the EmpowHR procedure.

Each component under Transit Subsidy will also display the **Add a New Value** tab. This tab is used to add new information into Transit Subsidy. For more information on this topic, refer to the Basics - Add a New Value section of the EmpowHR procedure.

This section includes the following topics:

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Entering/Editing Transit Subsidy Data

The Transit Subsidy page is used to enter and/or edit transit subsidy information.

To Enter or Edit Transit Subsidy Data:

1. Select the **Transit Subsidy** menu group.

- Select the **Transit Subsidy** component. The Transit Subsidy - Find an Existing Value tab is displayed.

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Favorites Main Menu > Transit Subsidy > Transit Subsidy

Transit Subsidy

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Empl ID: begins with []

Empl Record: = []

Name: begins with []

Last Name: begins with []

Social Security Number: = []

Employee Status: = []

Sub-Agency: begins with []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Figure 1: Transit Subsidy Page - Find an Existing Value Tab

- Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the employee identification (ID).
Empl Record	Enter the employee record number.
Name	Enter the employee's first name.
Last Name	Enter the employee's last name.
Social Security Number	Enter the employee's social security number (SSN).
Employee Status	Select the employee's status.
Sub-Agency	Enter the employee's sub-Agency.

Field	Description/Instruction
Include History	Field to include history data. This field defaults to the box being checked.
Correct History	Field to correct history.
Case Sensitive	Field if the information is case sensitive.

4. Click **Search**. The Transit Subsidy page is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the **Add a New Value** tab. The Transit Subsidy - Add a New Value tab is displayed.

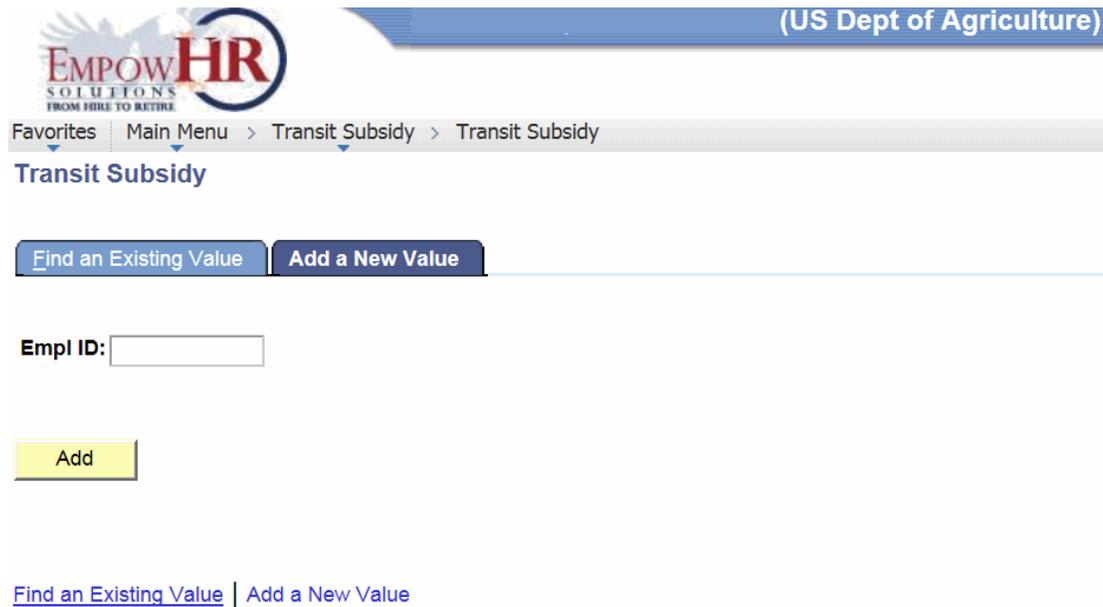


Figure 2: Transit Subsidy Page - Add a New Value Tab

5. Complete field as follows:

Field	Description/Instruction
Empl ID	Enter the applicable Empl ID.

6. Click **Add**. The Transit Subsidy page is displayed.

Figure 3: Transit Subsidy Page

7. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the Empl ID entered in the search criteria.
NFC Organization Code	Populated with the National Finance Center (NFC) organizational code.
Job Code	Populated by the system.
Account Code	Populated by the system.
Grade	Populated by the system.
OCC Series	Populated with the occupational (OCC) series code.
Work Schedule	Populated by the system.
Standard Hours	Populated by the system.
Program Participation	

Field	Description/Instruction
Effective Date	Defaults to the current date. Enter the applicable date or select a date from the calendar icon.
Status	Defaults to Active . Select a status from the drop-down list. The valid values are Active and Inactive .
Program	Defaults to Transit . Select a program from the drop-down list. Valid values are Transit and Parking .
Quarterly Amount	Enter the quarterly amount of the allowance in this field. This amount must be entered in dollars and cents.
Distribution Date	If the allowance is distributed monthly, enter the applicable distribution date or select a date from the calendar icon.
Distribution Amount	If the allowance is distributed monthly, enter the amount of the distribution. This amount must be entered in dollars and cents.

8. Click **Save** to save the information. At this point, the following options are available:

Step	Description
Save Return to Search	Returns to the Find an Existing Value tab.
Click Include History	Returns to the Find an Existing Value tab with Include History checked.
Click Correct History	Returns to the Find an Existing Value tab with Correct History checked.

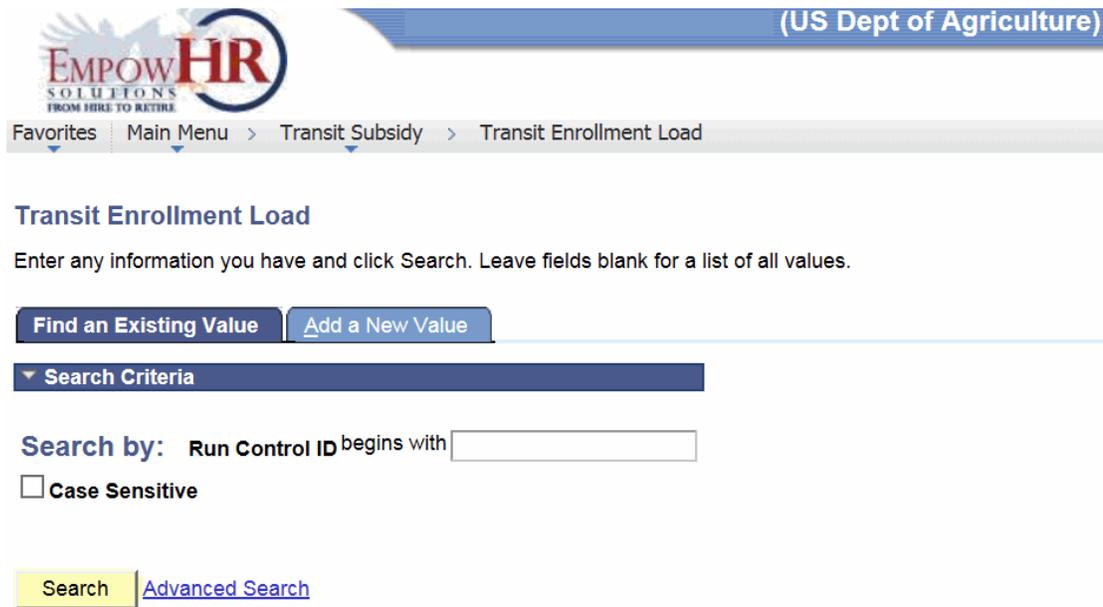
Entering/Editing Transit Enrollment Data

The Transit Enrollment Load page is used to enter transit enrollment data.

To Enter or Edit Transit Enrollment Data:

1. Select the **Transit Subsidy** menu group.

2. Select the **Transit Enrollment Load** component. The Transit Enrollment Load - Find an Existing Value tab is displayed.



Transit Enrollment Load

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 4: Transit Enrollment Load Page - Find an Existing Value Tab

3. Complete the fields as follows:

Field	Description/Instruction
Search By: Run Control ID Begins With	Type the applicable search criteria.
Case Sensitive	Check this box if the search criteria is case sensitive.

4. Click **Search**. The Transit Enrollment Load page is displayed.

OR

Select the **Add a New Value** tab. The Transit Enrollment Load - Add a New Value tab is displayed.

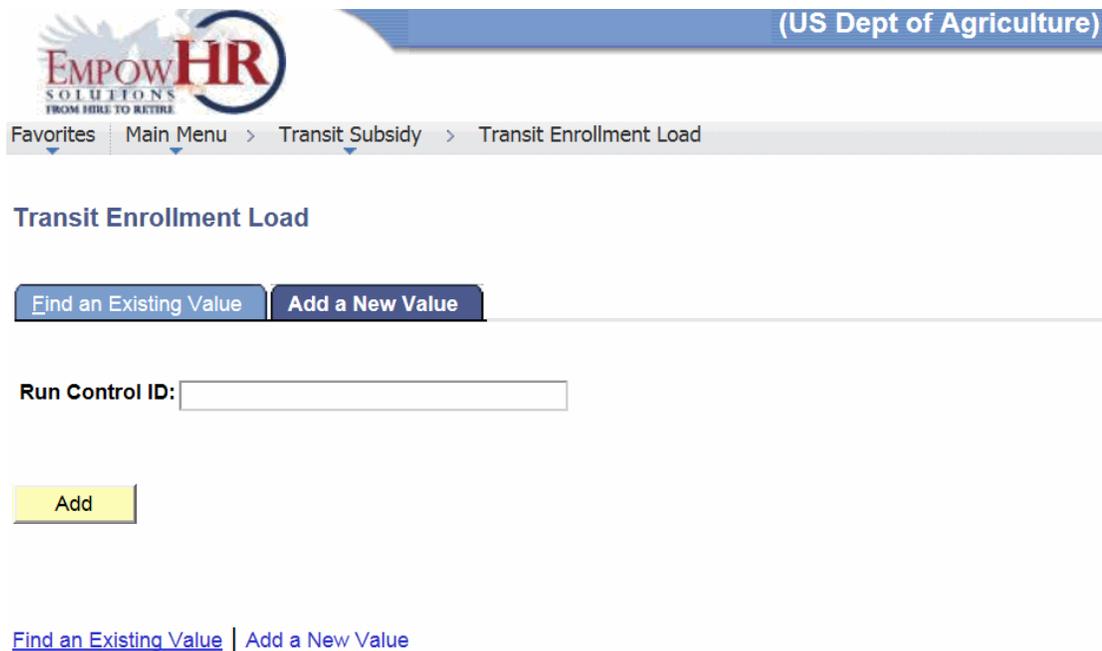


Figure 5: Transit Enrollment Load Page - Add a New Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Run Control ID	Type the applicable Run Control ID.

6. Click **Add**. The Transit Enrollment Load tab is displayed.

Note: If you attempt to add a Run Control ID that has already been established, a confirmation pop-up will appear.

Figure 6: Transit Enrollment Load Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based upon the Run Control ID entered on the Transit Enrollment Load page - Find an Existing Value tab. You cannot enter data in this field.
Language	Defaults to English . Select the applicable language from the drop-down list.
SetID	Type the applicable SetID or search by clicking the search icon.

8. Click the **Report Manager** link to display information about your saved report(s).

OR

Click the **Process Monitor** link to display processing information about your report(s).

At this point the following options are available:

Step	Description
Click Run	Runs the report.
Click Save	Saves the information.
Click Return to Search	Returns to the Find an Existing Value tab.

Step	Description
Click Notify	Notifies the next person in the workflow.
Click Add	Returns to the Add a New Value tab.
Click Update/Display	Returns to the Find an Existing Value tab.

Entering/Editing Monthly Transit File Load Data

The Monthly Transit File Load page is used to enter monthly transit file data.

To Enter or Edit Monthly Transit File Data:

1. Select the **Transit Subsidy** menu group.
2. Select the **Transit File Load** component. The Monthly Transit File Load page - Find an Existing Value tab is displayed.

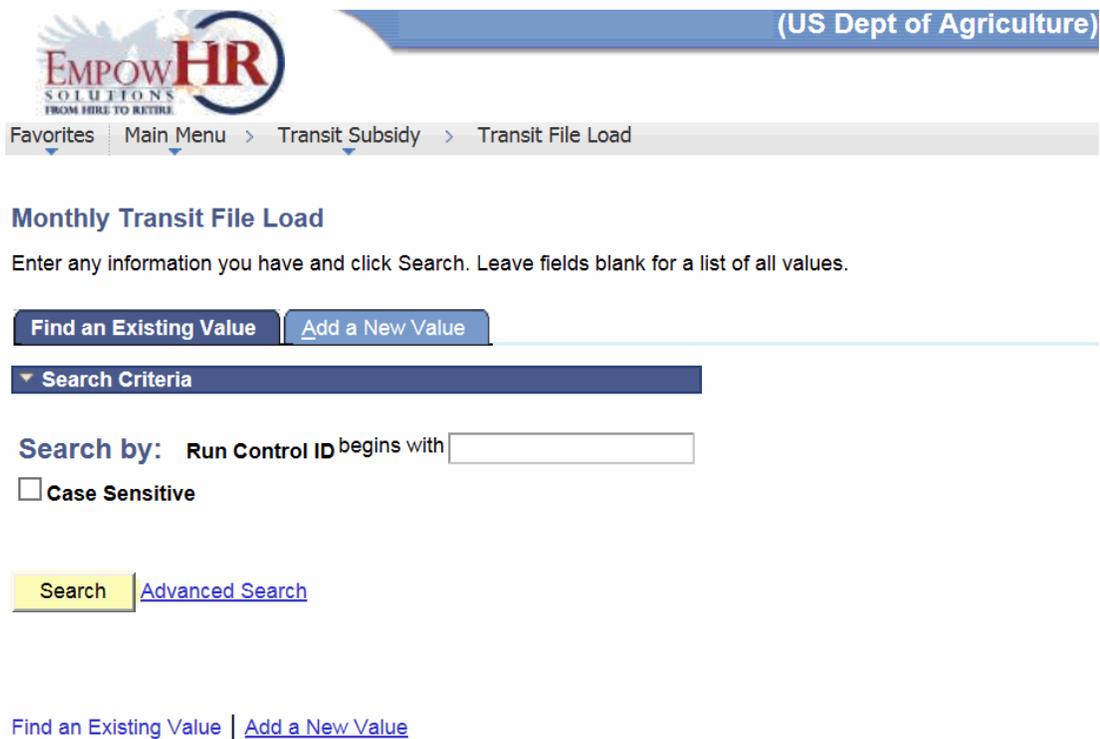


Figure 7: Monthly Transit File Load Page - Find an Existing Value Tab

3. Complete the fields as follows:

Field	Description/Instruction
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Field	Description/Instruction
Search By: Run Control ID Begins With	Enter the applicable search criteria.
Case Sensitive	Click this field if the search criteria is case sensitive.

- Click **Search**. The Monthly Transit File Load page is displayed.

OR

Select the **Add a New Value** tab. The Monthly Transit File Load page - Add a New Value tab is displayed.

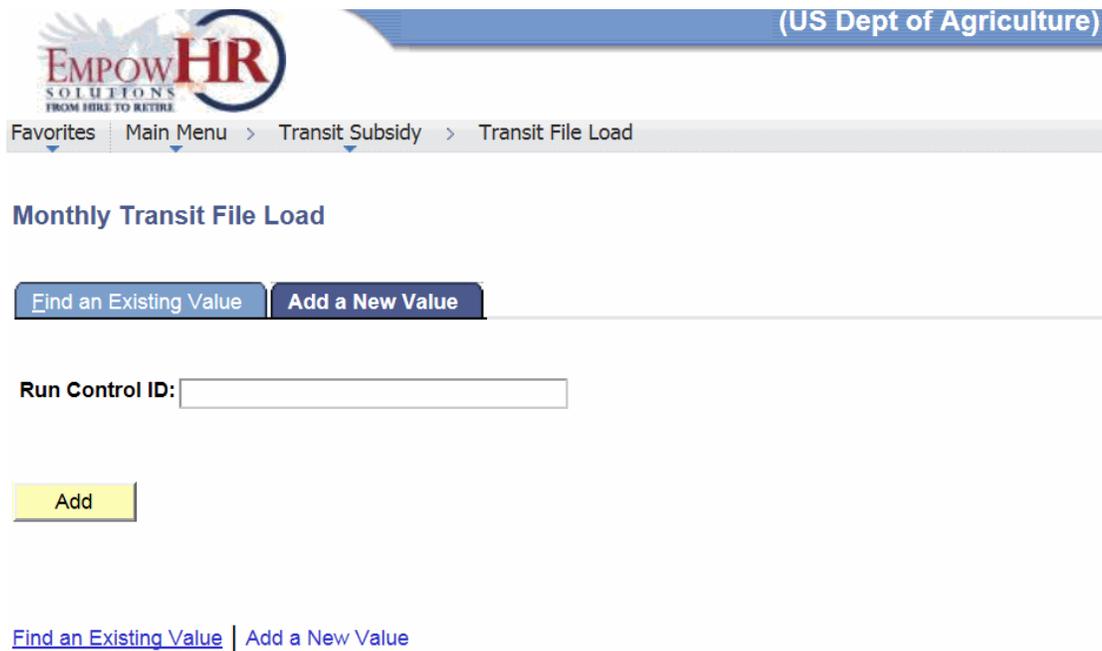


Figure 8: Monthly Transit File Load Page - Add a New Value Tab

- Complete the field as follows:

Field	Description/Instruction
Run Control ID	Type the applicable Run Control ID.

- Click **Add**. The Monthly Transit File Load tab is displayed.

Note: If you attempt to add a Run Control ID that has already been established, a confirmation pop-up will appear.

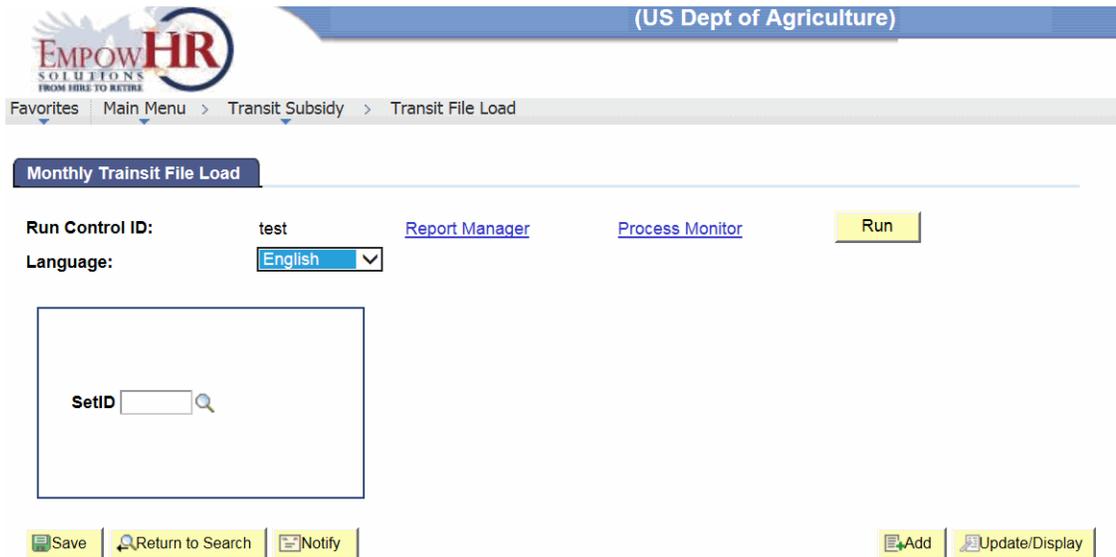


Figure 9: Monthly Transit File Load Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based upon the Run Control ID entered on the Monthly Transit Load page - Find an Existing Value tab. You cannot enter data in this field.
Language	Defaults to English . Select the applicable language from the drop-down list.
SetID	Enter the applicable setID or search for the applicable ID by clicking the search icon.

8. Click the **Report Manager** link to display information about your saved report(s).

OR

Click the **Process Monitor** link to display processing information about your report(s).

At this point the following options are available:

Step	Description
Click Run	Runs the report.
Click Save	Saves the information entered.
Save Return to Search	Returns to the Find an Existing Value tab.

Step	Description
Click Notify	Notifies the next person in the workflow.
Click Add	Returns to the Add a New Value tab.
Click Update/Display	Returns to the Find an Existing Value tab.

Running the Transit Subsidy Distribution Report

To Run or Add a Transit Subsidy Distribution Report:

1. Select the *Transit Subsidy* menu group.
2. Select the *Transit Subsidy Dist Report* component. The Transit Subsidy Report - Find an Existing Value tab is displayed.

(US Dept of Agriculture)

Favorites | Main Menu > Transit Subsidy > Transit Subsidy Dist Report

Transit Subsidy Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 10: Transit Subsidy Report Page - Find an Existing Value Tab

3. Complete the fields as follows:

Field	Description/Instruction
Search By: Run Control ID Begins With	Type the applicable search criteria.
Case Sensitive	Click this field if the search criteria is case sensitive.

4. Click **Search**.

OR

Click **Add a New Value** to add a new report. The Transit Subsidy Report - Add a New Value tab is displayed.

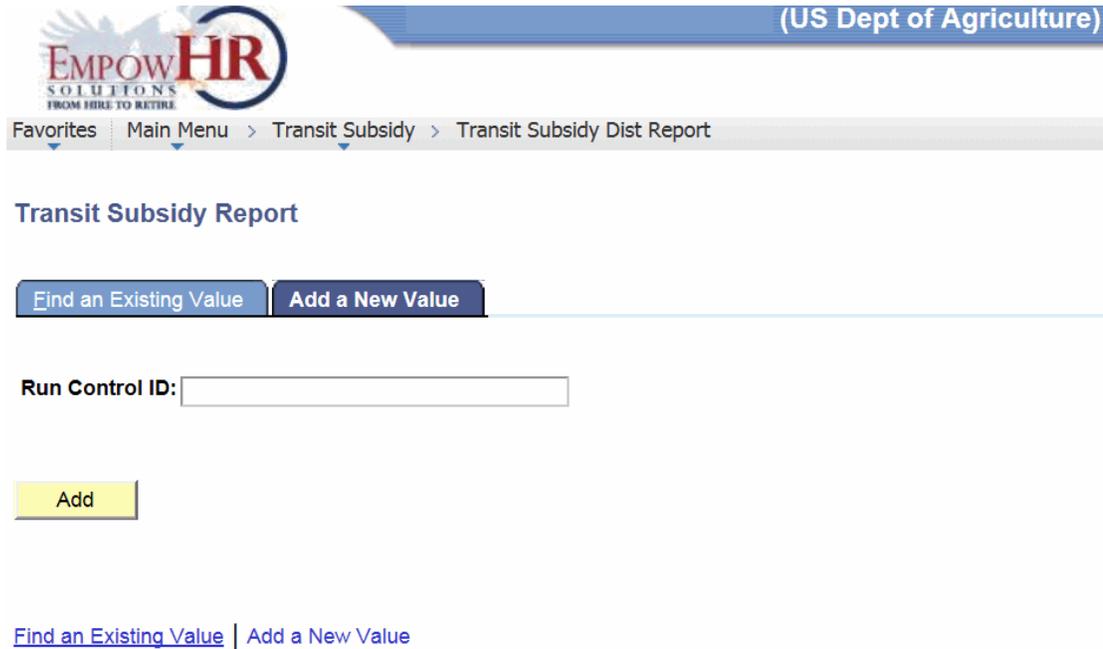


Figure 11: Transit Subsidy Report Page - Add a New Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Run Control ID	Type the applicable run control ID to be added.

6. Click **Add**. The Tran Subsidy Report tab is displayed.

Note: If you attempt to add a Run Control ID that has already been established, a confirmation pop-up will appear.

Figure 12: Tran Subsidy Report Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based upon the Run Control ID entered on the Transit Subsidy Report page - Find an Existing Value tab. You cannot enter data in this field.
Language	Defaults to English . Click the down arrow to select the applicable language.
Report Request Parameter(s) Fields	Instructions
Account Code	Type the applicable account code.
From Date:	Type the applicable From Date, or click the icon to select the applicable date.
Thru Date:	Type the applicable Thru Date, or click the icon to select the applicable date.

8. Click the **Report Manager** link to display information about your saved report(s).

OR

Click the **Process Monitor** link to display processing information about your report(s).

At this point the following options are available:

Step	Description
Click Run	Runs the report.
Click Save	Saves the information entered.
Save Return to Search	Returns to the Find an Existing Value tab.
Click Notify	Notifies the next person in the workflow.
Click Add	Returns to the Add a New Value tab.
Click Update/Display	Returns to the Find an Existing Value tab.

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