National Finance Center
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EmpowHR: Section 1 - Basics

PUBLICATION CATEGORY
HR and Payroll Processing

PROCEDURE MANUAL
EmpowHR

SECTION 1
Basics

Table of Contents

Latest Update Information

Section	Description of Change
Agency Responsibilities	Information has been added to instruct users on how to submit table change requests.

Overview

EmpowHR is a Human Capital Management System that fully supports the achievement and effective delivery of the human capital goals of the President's Management Agenda. EmpowHR is an integrated suite of commercial and Government applications that support all critical Human Resources (HR) components in a single enterprise system. It provides comprehensive employee information enabling Agencies to: (1) make critical decisions concerning workforce utilization, (2) forecast workforce turnover and placement, and (3) project future resource budget allocations on a fiscal year basis, for optimum achievement of Agency mission goals.

The goal of EmpowHR is to offer a streamlined, integrated set of business processes within a National Finance Center (NFC)-hosted technology suite, which can be leveraged by the client to automate common administrative tasks associated with HR management and reduce internal operational costs using industry best practices.

EmpowHR allows the Agency to focus resources on important mission-related activities rather than time-consuming payroll and personnel office processing.

EmpowHR offers an advantageous environment where efficient and effective solutions can be quickly leveraged across the Federal enterprise. Its table-driven environment affords rapid implementation of changing HR rules and practices. It also features a robust COTS (Commercial off-the-shelf)-based front-end system utilizing Oracle/PeopleSoft's pure Internet/Web-based architecture. It ultimately facilitates easily sharing of information between and among HR, payroll, financial management, and related functions.

NFC continues to be the recordkeeper for all payroll/personnel transactions. HR professionals will use EmpowHR to enter all personnel actions, performance appraisals, awards, and employee addresses for accessions and payroll documents such as health benefits, bonds, and Combined Federal Campaign (CFC) contributions. EmpowHR includes additional benefits tailored to the needs of the employee, as well as the managers. For managers and supervisors, EmpowHR has a workflow system that defines who needs access to what information and routes the work accordingly.

The outbound interface is designed to capture all transactions that originate in EmpowHR and transmit them to NFC for payroll/personnel processing. The Front End System Interface (FESI) takes a snapshot of data on one system and transmits it to another system. It translates the data from the front-end system, EmpowHR, to the system of record, NFC. This allows user to enter data via EmpowHR and then transmit the data to NFC on a regular processing schedule. Daily batches are collected in EmpowHR at 11 a.m. and 4 p.m. and transmitted to NFC between 5 p.m. and 7 p.m. central time (CT). The NFC return-feed process updates EmpowHR with the results of the nightly Personnel Input and Edit System (PINE) process which occurs between 1:00 a.m. and 3:30 a.m. CT.

When a client or customer decides to use EmpowHR, the Agency must decide what modules (functions) to use. This is customized on a client-to-client basis. What a user sees while using EmpowHR is determined by the Agency specifications during the implementation process.

EmpowHR's components include:

- Recruitment
- Position Classification
- HR Processing
- Strategic Workforce Reporting
- Training and Employee Development
- Employee and Labor Relations
- Employee Benefits Administration
- Succession Planning
- Employee Performance and Accountability
- Organizational Management

This section includes the following topics:

Roles

A role is a class of users who perform the same type of work, such as clerks or managers. The Agency's business processes typically specify what the user role needs to conduct their daily activity. The Agency determines the prescribed workflow path (for a document/action) from the initiation of the action to the final approval process.

A role user is a person who is in a workflow. A person's role user identification (ID) number is used to determine how to route worklist items to users (through an email address) and to track the roles that users play in the workflow. Role users do not need EmpowHR user IDs.

Agencies determine what roles they will use when they implement EmpowHR. The roles most frequently used in EmpowHR are:

- Initiator
- Employee
- Manager
- Reviewer
- Approver
- HR Staff
- Workflow Administrator
- Security Administrator

Reporting

Reporting enables users to access business intelligence information from within a specific module or by using records from multiple modules using a reporting tool such as Query.

Reporting tools are available within EmpowHR. The following are the reporting options available:

- Run an existing query
- Create/build a basic query
- Run a basic query
- Save a basic query
- Add criteria to query
- Update an existing query
- Send query results to an Excel spreadsheet
- Run a standard report
- Select a report
- View report output
- Set up a Run Control ID

The following pages, on the PAR Processing menu, have **Report Manager** and **Process Monitor**:

- Org Structure Mass Change
- Schools

Agency Responsibilities

- Electronically enters employee data into EmpowHR.
- Maintains remote (peripheral) hardware and communications to use the application.
- Provides detailed specifications for new requirements for modifications to the application.
- Submits table change requests via email to *nfc.tmgt@nfc.usda.gov*.

Note: If there are less than 50 changes, the Agency updates TMGT Table 005 manually, or the Agency may request for NFC to update Table 005 by sending a request to *nfc.tmgt@nfc.usda.gov*. If there are more than 50 changes, an Agency can make their own changes, or the Agency may submit request to *nfc.gesdrequest@nfc.usda.gov* and include an ASCII formatted file. The NFC developers will run a job to update the table with the contents of the file.

- Provides a representative(s) to participate in user group meetings.
- Maintains internal procedures for coordination requests to NFC on new requirements or modifications to the application.
- Designates a Security Officer who will serve as the authorizing official for security access and the official point-of-contact for ongoing security requirements and issues.
- Participates in testing of customer-specific modifications and version-upgrade user acceptance testing.
- Participates in business resumption/disaster recovery drill as required.
- Ensures that all requirements of the Economy Act are met.

National Finance Center Responsibilities

- Ensures adequate resources are available to maintain and operate EmpowHR.
- Manages the interface of employee and pay-related information from EmpowHR to NFC's Payroll/Personnel System (PPS).
- Coordinates upgrade of PeopleSoft application versions with customers.
- Manages application configuration management.

- Provides application development including coding, integration testing, and acceptance testing.
- Implements high priority system enhancements identified by the customer user group(s).
- Coordinates end-user acceptance testing.
- Provides ad hoc reporting access to users.
- Provides a Human Resources Help Desk to assist field HR office staff with resolution of subject-matter specific questions affecting EmpowHR.
- Provides comprehensive data-center system maintenance and operations support.
  - Provides continuous online availability during normal business hours.
  - Maintains multiple application environments (production, test, development, etc.).
  - Performs regular maintenance on all production, test, and development data sets.
  - Provides ongoing system tuning.
  - Operates a 24-hour-a-day, 7-day-a-week Help Desk for systems connectivity and availability issues.
  - Operates a multi-tiered troubleshooting service for the Data Center.
  - Processes system transactions on a predetermined schedule.
- Provides a secure data processing environment for operation of the application software.
  - Operates a security access process for client Agencies and their staffs.
  - Establishes and monitors security procedures.
  - Provides disaster recovery and business continuity planning and testing.
  - Provides technical support for Agency security officers.
  - Troubleshoots access problems.
  - Complies with Federal certification and accreditation requirements to ensure operation at an acceptable level of risk.
  - Provides the degree of protection (administrative, technical, and physical safeguards) for the EmpowHR database as prescribed by the Privacy Act of 1974, 5 U.S.C. Section 552A.

National Finance Center Security Responsibilities

Notifications of user accounts not used for a period of 30 days and 60 days are sent to division/staff security coordinators and Agency security officers. Any user account not used for a period of 60 days is suspended or de-activated. Supervisors will indicate on the 60-day report the action to be taken and return them to their division/staff security coordinator. Any user account not used for a period of 120 days is deleted from all platforms. Deleted user accounts are only re-activated for the individual to whom it was originally assigned.

Note: For more information refer to Directive 46, Suspension/Deletion of Inactive User A.

Access Management Branch's (AMB) Monitoring and Reporting Section (MARS) will:

- Run a process at least monthly to purge the inactive, suspended, and obsolete user accounts.
- Report Mainframe/Top Secret Security (TSS) user accounts that have been inactive for 30 days (Inactivity Report) and 60 days (Suspended Report) to division/staff security coordinators and Agency security officers.
- Report Active Directory user accounts that have been inactive for 30 days (Inactivity Report) and 60 days (Disabled Report) to division/staff security coordinators.
- Notify division/staff security coordinators and Agency security officers when the 30-day and 60-day reports displaying inactive used accounts are available on the Reporting Center.
- Notify AMB's Systems Access Administration Group (SAAG) when the Active Directory 60-day report (Disabled Report) is available on the Reporting Center.
- Notify SAAG that Active Directory reports (Deleted Report) displaying user accounts that have been inactive for 120 days are available on the Reporting Center.

AMB's Security Software Development and Maintenance Group (SSDMG) will automatically suspend Mainframe/TSS user accounts that have been inactive for 60 days.

SAAG will:

- Receive NFC-1106s and supporting documentation from division/staff security coordinators and process them accordingly.
- Receive access requests and supporting documentation from Agency security officers and process them accordingly.
- Disable Active Directory user accounts that have been inactive for 60 days.
- Verify and delete user accounts from all platforms that have been inactive for 120 days or have been marked for deletion by division/staff security coordinators and Agency security officers without use (except for the reasons noted below).

Note: For more information refer to Directive 46, Suspension/Deletion of Inactive User Accounts (Revision 3).

Access/Security

There are two levels of security in EmpowHR, Role and Data level. Role-level security determines what types of functions are available for processing. Data-level security determines what organization the employee can view and/or process. Each Agency's Security Administrator creates the user IDs and passwords based on the roles and grants the access. A Security Administrator grants a security profile that defines the menus, pages, and records the user can access. The user ID and password indicate the users authorization level.

For security purposes, EmpowHR automatically signs users off the application after a defined period of inactivity.

Logging On

There are two levels of security in EmpowHR: Role and Data level. Role-level security determines the types of functions available for processing. Data-level security determines the organizations the employee can view and process. Each Agency's Security Administrator/Distributed Security Administrator creates the user IDs and passwords based on the roles and submits the information to NFC to grant the access. A personal computer with Internet capabilities is the only hardware requirement when an Agency implements EmpowHR.

EmpowHR requires everyone to enter an assigned, unique user ID and password. The security access attached to the user ID is based on the tasks an individual performs. EmpowHR is accessed via a Web site address. In addition, the Web address can be added as a shortcut from the desktop or as an Internet Explorer Favorite. Passwords are changed when the user changes their system login password. Multiple pages can be opened simultaneously without the need for a second user ID. Commonly used EmpowHR pages from many applications can be added to My Favorites.

To log on to EmpowHR:

1. Log in to the Internet and go to the ***NFC Web site*** (***http://www.nfc.usda.gov***).

2. Select the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu.

3. Select the EmpowHR icon on the Application Launchpad. The EmpowHR Sign-In page is displayed.

Figure 1: EmpowHR Sign-In Page

4. Complete the fields as follows:

Field	Description/Instruction
User ID	Type your EmpowHR user ID.
Password	Type your EmpowHR password.

5. Click **Sign In**. The EmpowHR Main Menu is displayed.

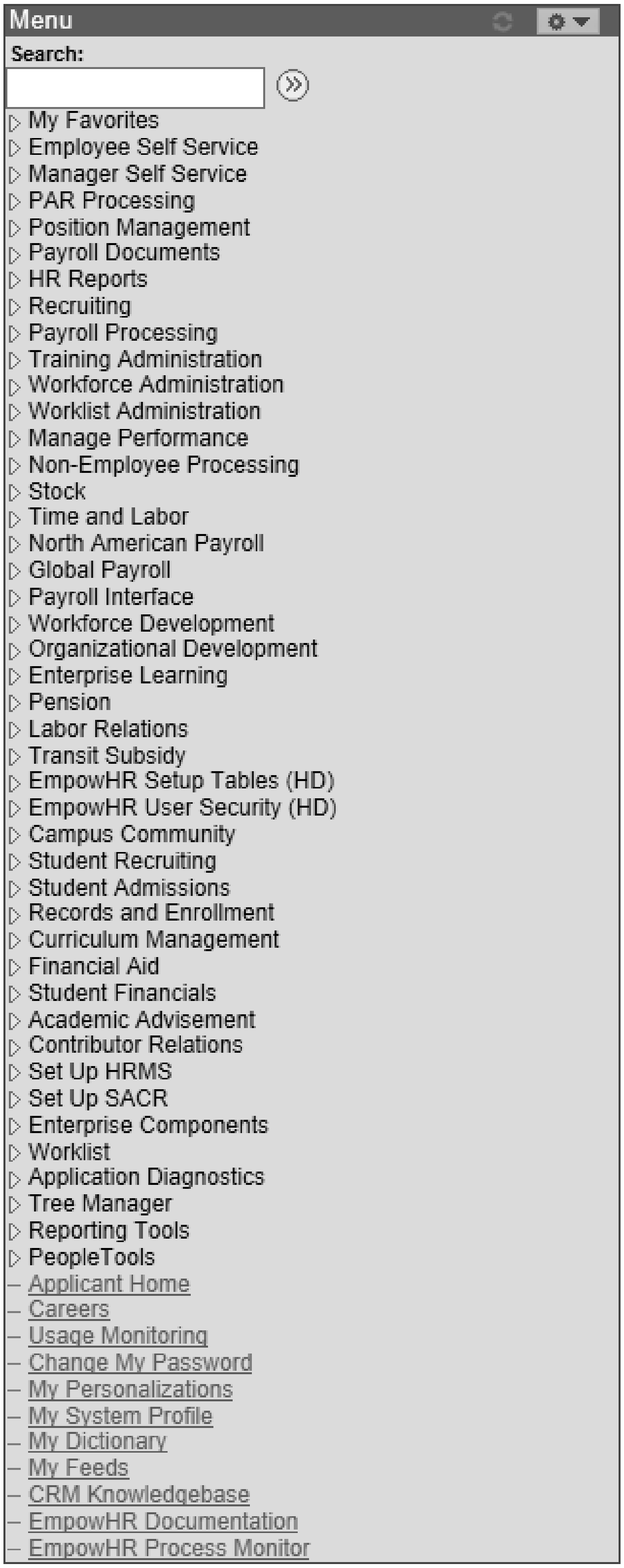


Figure 2: EmpowHR Main Menu

Use the eAuthentication Login (for Department of Justice (DOJ) and United States Department of Agriculture (USDA) Employees Only)

USDA employees have the option of logging on to the Reporting Center using an eAuthentication user ID.

To log on to the Reporting Center using an eAuthentication user ID (for USDA employees only):

1. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).
2. On the Application Launchpad on the NFC Home Page, select the *EmpowHR* icon. A Warning Message appears.
3. After reading, agreeing to, and accepting the Warning Message, click **OK**. The eAuth Login is displayed.
4. Click **eAuth Login**. The USDA eAuth Web site is displayed.

Did You Forget Your Password?

When the password is forgotten, the user can respond to preset questions and obtain the password.

1. Select the option **`Did you forget your password?`** on the EmpowHR Sign-In page. The Forgot My Password page is displayed.

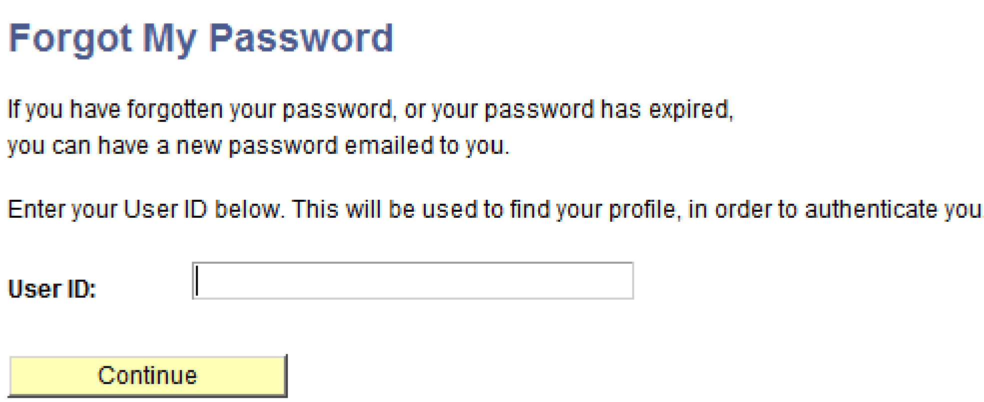


Figure 3: Forgot My Password Page

2. Complete the field as follows:

Field	Description/Instruction

Field	Description/Instruction
User ID	Enter the current EmpowHR user ID.

3. Click **Continue**. A list of predefined questions is displayed.

Changing Password

To change your password:

1. Select the ***Change Password*** component. The Change Password page is displayed.

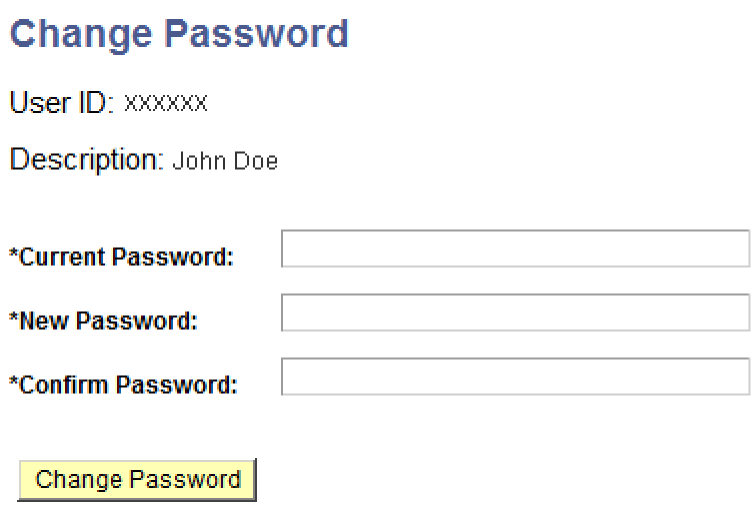


Figure 4: Change Password Page

2. Complete the fields as follows:

Field	Description/Instruction
***Current Password**	Enter the current password.
***New Password**	Enter the new password. The password configuration is set up by the Agency Security Administrator.
***Confirm Password**	Enter the new password to confirm the change.

3. Click **Change Password**. The Password Saved page is displayed.

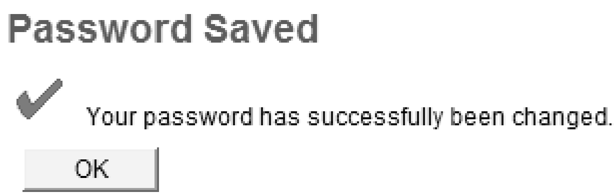


Figure 5: Password Saved Page

Exiting

For security purposes, EmpowHR automatically signs the user off the application after a defined period of time of inactivity (determined by the security administrator). To return to the application, click the ***Sign in to PeopleSoft*** link. The EmpowHR Sign-In page is displayed and the user can once again sign in to the application.

To exit EmpowHR:

1. Click ***Sign Out*** at the top of any window. If you click ***Sign Out*** from any page, you are completely signed out of everything that you have open in EmpowHR (multiple pages). If you click the **x** in the upper right-hand corner of the page, you are only signed out of that page, and any other pages you have open are still open.

Menus

The Menu displays functions available based on the roles assigned by the Agency's security officer. The menu display is a hierarchical view of the application menu.

Main Menu

The Main Menu offers floating drop-down menu navigation. As you mouse over any section of the menu, the menu cascades to the right, revealing more components that you have access to view.

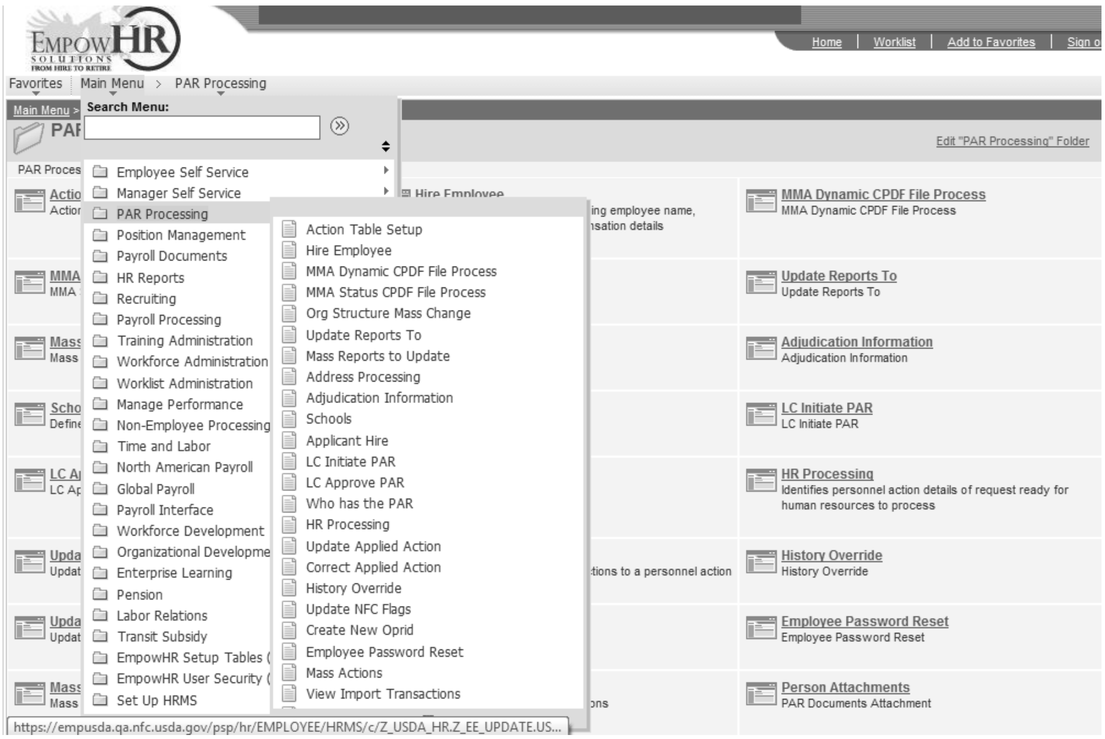


Figure 6: Main Menu (cascading)

Menu Group

The Menu Group is the first level of a menu. When logged on to EmpowHR, a list of Menu Groups is displayed for navigating through the application.

The Menu Group displays only the options available based on the roles assigned by your Agency security officer.

A small triangle to the left of a function indicates a Menu Group and additional available functions.

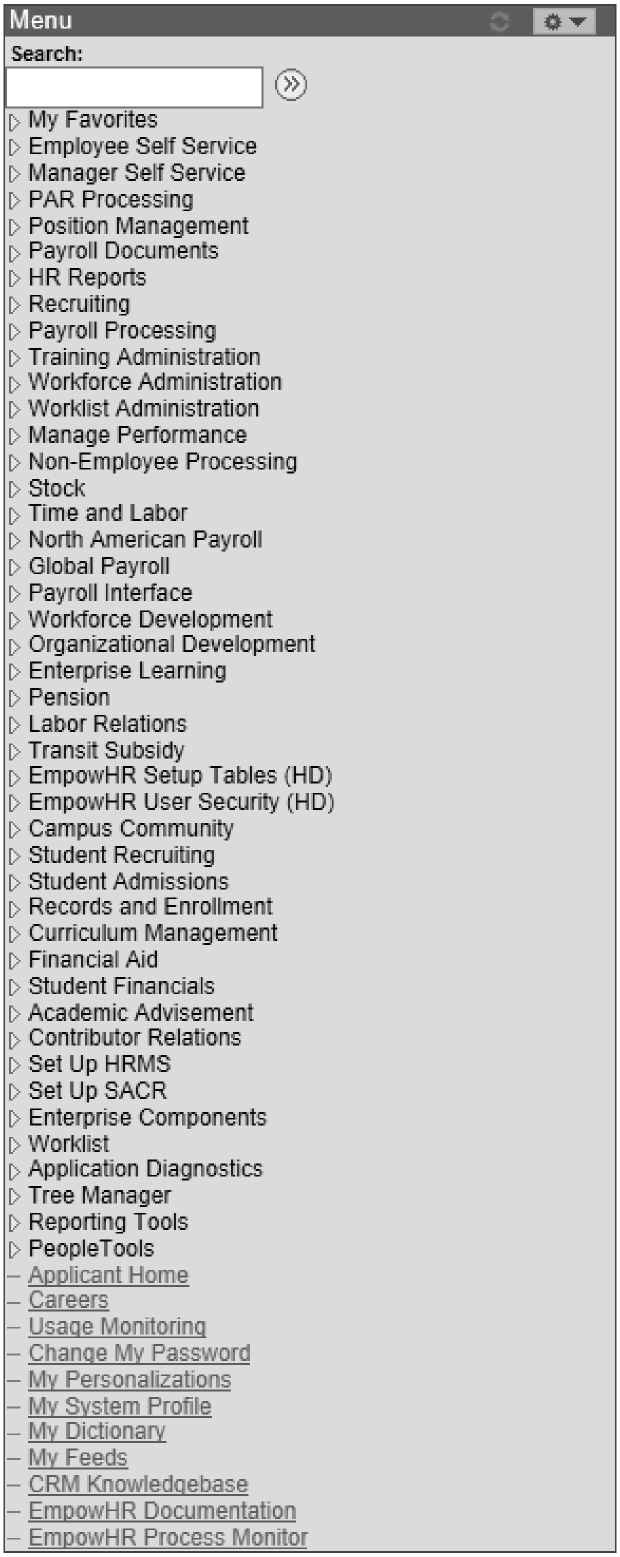


Figure 7: EmpowHR Main Menu

Menu

The menu consists of folders with additional options. These options are listed under each folder.

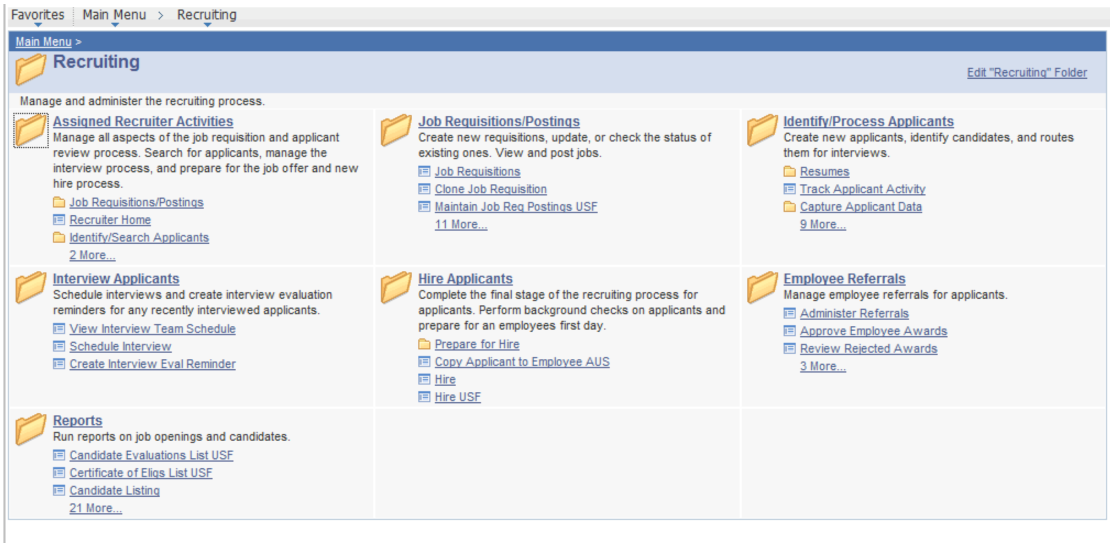


Figure 8: Menu

Menu Item

The Menu Item is the third level of a menu. Notice the items under the Menu Item are indented with a triangle to the right.

Figure 9: Menu Item

Menu Component

The Component is the fourth and final level on the menu. It is a group of related pages that are displayed by selecting tabs on the top of each page. Notice that when moving the mouse over any option, the Menu name changes to a link.

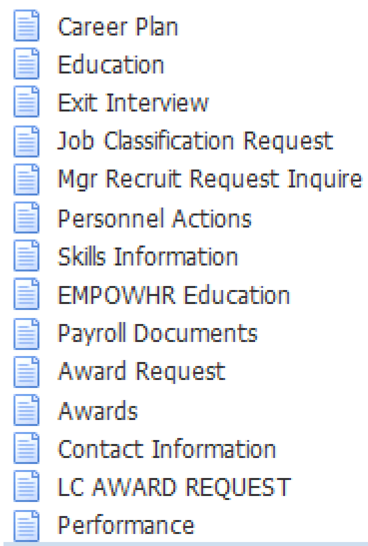


Figure 10: Component

Sub Menu

Sub Menus have corresponding icons. The function may be selected from the Menu Group on the left or the icon on the right.

Figure 11: Sub Menu

Header Menu

The Header Menu in the EmpowHR Internet architecture remains static as the user navigates through the application. The Header Menu is displayed on every window.

Figure 12: Header Menu

The options below are on the Header Menu:

- ***Home*** - The ***Home*** link reverts back to the default page seen when a user first logs in.
- ***Worklist*** - A quick link to items that need to be completed, processed, or verified. Each EmpowHR user has an individual worklist.
- ***Add to Favorites*** - Used to add a function to your list of favorites.
- ***Sign Out*** - Logs out of EmpowHR.

Emailing the URL

In EmpowHR, the user can email the URL of the current page to another user.

To email a URL to another user:

1. On the applicable page, click the **http** button. A copy of the URL is copied to the clipboard.

   Note: The http button is located in the top right corner of each entry page.

   Figure 13: http Button

2. Paste the URL in a document, email, etc.

Report Manager

The ***Report Manager*** component is used to retrieve a report in various locations regardless of where the report was run. By using ***Report Manager***, reports can be saved to a desktop. The name given to the report in the Run Control ID field is the name used when using the ***Report Manager*** component.

Breadcrumbs

Breadcrumbs is a small horizontal menu of links that is always present across the top of the page. The links show the pages, components, or menu navigation links used to get to the current page.

Note: Always single click options when working in EmpowHR. Do not double click.

Personalizations

The ***My Personalizations*** menu item allows for customization of navigation in EmpowHR.

To use My Personalizations:

1. Select the ***My Personalizations*** menu group. The Personalizations page is displayed.

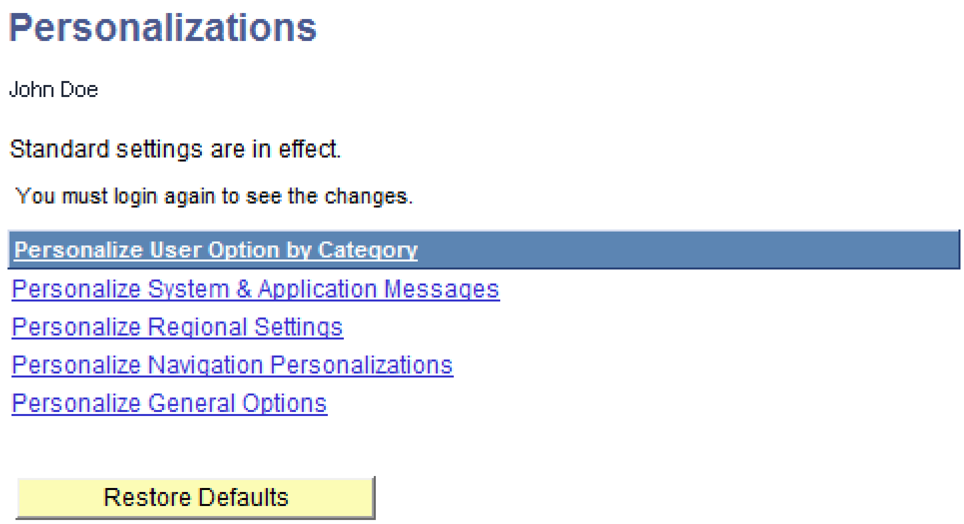


Figure 14: Personalizations Page

2. Select the applicable Personalize User Option by Category. The available options are as follows:

Options	Definition
General Options	Accessibility features for assisting technologies such as screen readers; the number of minutes a page is held in the browser cache.
Regional Settings	Afternoon designator (PM, pm); date format for display dates; local time zone selection; morning designator (AM, am); time format for display time.
System & Application Messages	Warning messages display when a user tries to leave a transaction without saving changes.
Navigation Personalizations	Collapse of menu each time the user opens a transaction page;"tab over" option to indicate page elements to skip when using the **Tab** key to move around the pages (e.g., entering a date and skipping the calendar icon using the **Tab** key).

3. Select the **Personalize Option** to personalize the selected Personalize User Options by Category.

4. Click **Restore Defaults** to restore the defaults to the previous setup.

To personalize the General Options Description:

1. On the Personalizations page, click **Personalization Option** to the right of General Options. The Option Category: General Options-Personalization Option page is displayed. On this page there is a **`Default Value`** column heading. The values for the defaults are set in the application.

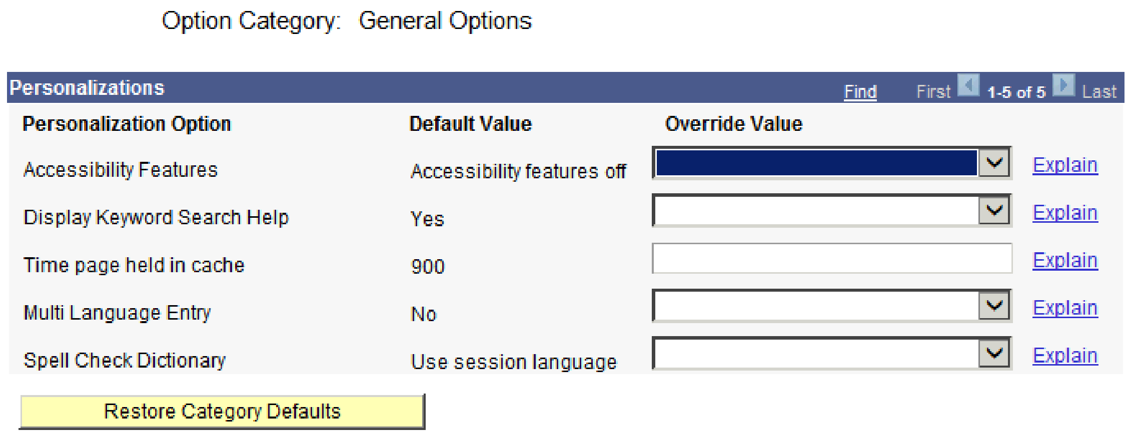


Figure 15: Option Category: General Options - Personalizations Page

2. Select the **`Override Value`** next to the applicable **`Personalization Option`** to personalize the selected Description.

3. Complete the fields as follows:

Field	**Description/Instruction**
Accessibility Features	This field is used to better support technologies (without altering the design of the page). This option is to be used with screen readers. This field defaults to **`Accessibility Features Off`**. To change the default, select data from the drop-down list. The valid values are **`Accessibility Features Off`**, **`Use Accessible Layout Mode`**, and **`Use Standard Layout Mode`**.
Display Keyword Search Help	The field is used to enable components within EmpowHR to display enhanced help text. The field defaults to **`Yes`**. To change the default, select data from the drop-down list. The valid values are **`Yes`** and **`No`**.
Time Page Held in Cache	The field is used to determine how long (in minutes) EmpowHR information is held in the cache. This setting can only be set once for the entire application. The maximum amount of minutes that can be set is **`525600`** (1 year). This field can also be set to **`0`** (zero) minutes.
Multi Language Entry	This field is used in conjunction with the Multi Language Entry drop-down list throughout the application. If this field is enabled, users can enter data in the language selected in the Multi Language Entry drop-down list. The valid values are **`Yes`** and **`No`**.

Field	Description/Instruction
Spell Check Dictionary	This field is also used in conjunction with the Multi Language. Entry drop-down lists are throughout the application. If this field is enabled, the Spell Check function will default to the language selected. This field defaults to **`Use Session Language`**. To change the default, select data from the drop-down list. A list of the various languages is available.

4. Click **Restore Default** to restore the defaults to the previous setup.

5. Click **OK** to save the revised personalizations.

   OR

   Click **Cancel** to return to the Personalizations page to cancel the revised personalizations.

   OR

   Click **Restore Category Defaults** to clear any personalizations set on the Option Category: General Options-Personalizations page. The Option Category: General Options page is still displayed, but all fields are cleared.

To personalize the Regional Settings:

1. On the Personalizations page, click **Personalize Option** to the right of Regional Settings. The Option Category: Regional Settings - Personalizations page is displayed.

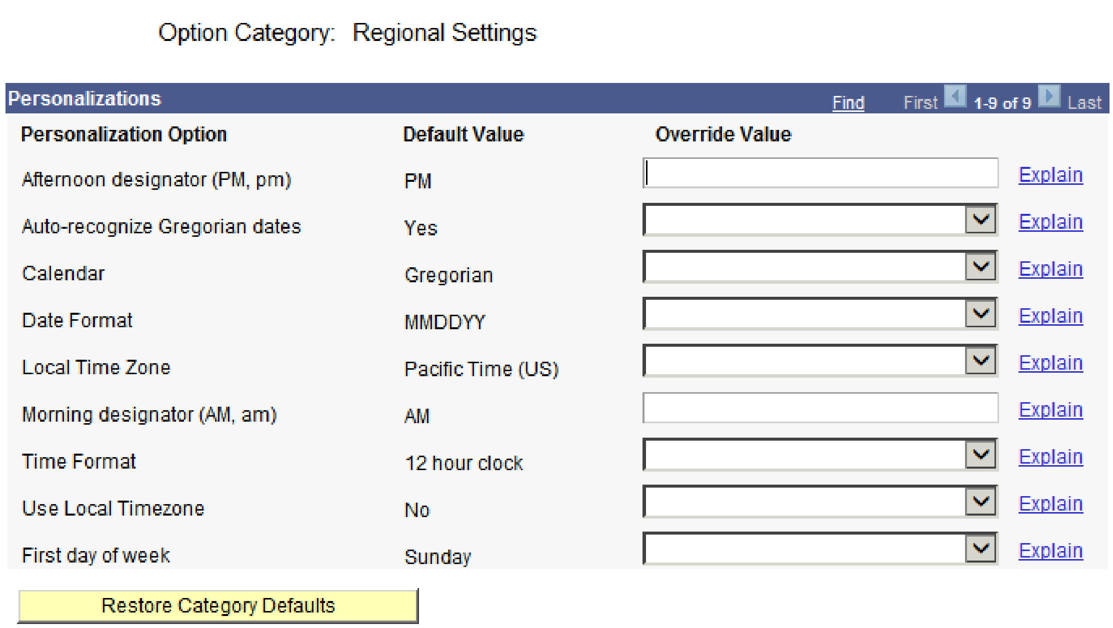


Figure 16: Option Category: Regional Settings - Personalizations Page

2. Select the **Override Value** next to the applicable **Personalize Option** to personalize the selected Description.

3. Complete the fields as follows:

Field	Description/Instruction
Afternoon Designator (PM, pm)	This field is used to designate the description for afternoon time. This is field defaults to **PM**. To change the default, select data from the drop-down list. This designator may be five characters long. The most common valid values are **PM** and **pm**.
Auto-Recognize Gregorian Dates	This field is used to recognize dates as Gregorian dates if the dates are between 1800 and 2300. The field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Calendar	This field is used to determine which calendar to recognize. The Gregorian calendar is the most common in international business; however, this setting can be changed. This field defaults to **Gregorian**. To change the default, select data from the drop-down list. The valid values are **Gregorian**, **Hijri (Umm Al Qura)**, and **Thai**.
Date Format	This field is used to determine whether the day, month, or year will be displayed first in dates in EmpowHR. This field defaults to **MMDDYY**. To change the default, select data from the drop-down list. The valid values are **DDMMYY**, **MMDDYY**, and **YYMMDD**.
Local Time Zone	This field is used when the Use Local Time Zone field is set to **Yes**. This field defaults to **Pacific Time (US)**. To change the default, select data from the drop-down list.
Morning Designator (AM, am)	This field is used to designate the description for morning time. This designator may be five characters long. This field defaults to **AM**. The most common values are **AM** and **am**.
Time Format	This field is used to designate whether time is recorded in military (24-hour intervals) or civilian (12-hour intervals) hours. This field defaults to **12 Hour Clock**. To change the default, select data from the drop-down list. The valid values are **12 Hour Clock** and **24 Hour Clock**.
Use Local Timezone	This field is used to designate whether or not to use the local time zone. This field is used in conjunction with the Local Time Zone/Override Value field. If this field is set to **Yes**, a local time zone must be selected in the Local Time Zone/Override Value field. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
First day of week	This field is used to determine the day of the week displayed first on calendars throughout EmpowHR. This field defaults to **Sunday**. To change the default, select data from the drop-down list. The valid

	values are **Sunday**, **Monday** , **Tuesday**, **Wednesday**, **Thursday**, **Friday**, and **Saturday**.

4. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page to cancel any personalizations set. At this point the following options are available:

Step	Action
Click **Restore Defaults**	To clear any personalizations set on the Option Category: Regional Settings Personalizations page. The Option Category: Regional Settings page is still displayed, but all fields are cleared.
Click **Explain** link	To display an explanation of each field.

To personalize the System & Application Messages:

1. On the Personalizations page, click **Personalization Option** to the right of System & Application Messages. The Option Category: System & Application Messages-Personalization page is displayed.

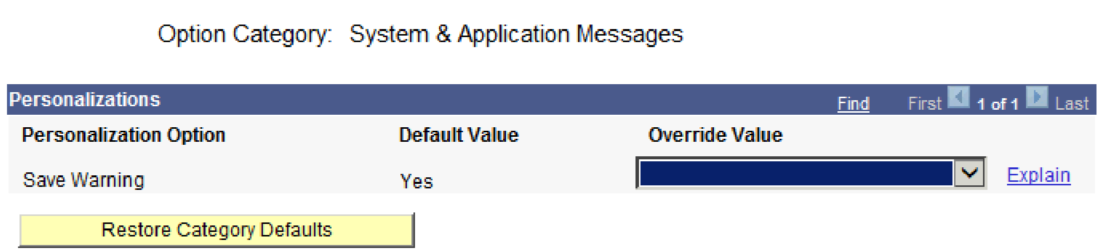


Figure 17: Option Category: System & Application Messages - Personalizations Page

2. Select the ***Override Value*** from the drop-down list next to the applicable ***Personalize Option*** to personalize the selected Description.

3. Complete the fields as follows:

Field	Description/Instruction
Save Warning	This field is used to determine whether or not to give users a warning if they failed to click Save. The field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

4. Click **OK** to save personalizations.

OR

Click **Cancel** to return to the Personalizations page to cancel any personalizations set. At this point, the following options are available:

Step	Action
Click **Restore Category Defaults**	To clear any personalizations set on the Option Category: System & Application Messages page. The Option Category: System & Application Messages - Personalization page is still displayed, but all fields are cleared.
Click **Explain** link	To display an explanation of each field.

To personalize the Navigation Personalizations:

1. On the Personalizations page, click **Personalize Option** to the right of Navigation Personalizations. The Option Category: Navigation Personalizations - Personalizations page is displayed.

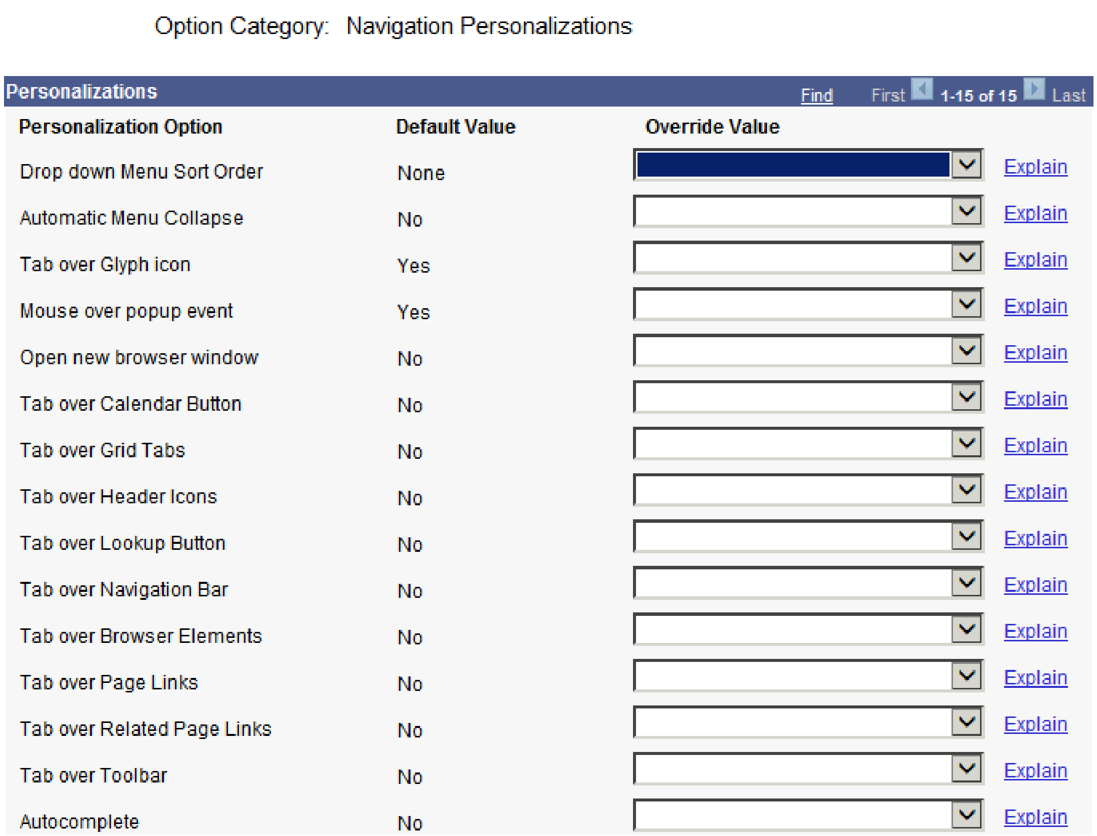


Figure 18: Option Category: Navigation Personalizations - Personalizations Page

2. Select the ***Override Value*** from the drop-down list next to the applicable ***Personalize Option***. Below is a description of each Personalization Option.

Field	Description/Instruction
Drop down Menu Sort Order	This field is used to presort the drop-down menu. This field defaults to **None**. To change the default, select data from the drop-down list. The valid values are **Ascending**, **Descending**, and **None**.
Automatic Menu Collapse	This field is used to collapse the menu after making a selection in EmpowHR. This allows for more space for the active page. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Glyph icon	This field is used to display the related contextual menu for the applicable field. This field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Mouse over popup event	This field is used to display a popup containing related information when you hover the mouse over the applicable field(s). Mouse over popups are only enabled for some fields. This field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Open new browser window	This field is used to always open a new page in a new browser window (even when the browser setting is set to open in a new tab. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Calendar Button	This field is used to tab over the calendar icon that displays next to date fields in EmpowHR. By selecting **Yes**, the cursor will not stop on the calendar icons throughout EmpowHR. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Grid Tabs	This field is used to tab over grid tabs located at the tops of grids in EmpowHR. By selecting **Yes**, the cursor will not stop on the grid tabs throughout EmpowHR. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Header Icons	This field is used to tab over the header icons on EmpowHR pages. The header icons are ***Home***, ***Worklist***, ***Add To Favorites***, and ***Sign Out***. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Lookup Button	This field is used to tab over lookup buttons in EmpowHR. By selecting **Yes**, the cursor will not stop on lookup buttons throughout EmpowHR. This field defaults to **No**. To change the default, select data from the drop-down list. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Navigation Bar	This field is used to tab over navigation bars in EmpowHR. By selecting **Yes**, the cursor will not stop on lookup buttons throughout EmpowHR.

	This field defaults to **No**. To change the default, select data from the drop-down list. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Browser Elements	This field is used to tab over browser elements (PeopleSoft elements) in EmpowHR. By selecting **Yes**, the cursor will not stop on the browser elements throughout EmpowHR. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Page Links	This field is used to tab over links in EmpowHR. By selecting **Yes**, the cursor will not stop on the links throughout EmpowHR. These links are displayed on the bottom of certain pages in EmpowHR. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Related Page Links	This field is used to tab over lists of related links in EmpowHR. By selecting **Yes**, the cursor will not stop on the lists of related hyperlinks throughout EmpowHR. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Tab over Toolbar	This field is used to tab over the buttons (options) at the bottom of pages in EmpowHR. By selecting **Yes**, the cursor will not stop on these rectangular buttons throughout EmpowHR. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.
Autocomplete	This field is used to prompt a lookup to suggest appropriate values as you are typing in the field. Autocomplete is enabled for any field with a prompt edit defined for it. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

3. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page to cancel any personalizations set. At this point, the following options are available:

Step	Action
Click **Restore Category Defaults**	To clear any personalizations set on the Option Category: Navigation Personalizations page. The Option Category: Navigation Personalizations page is still displayed, but all fields are cleared.
Click **Explain**	To display an explanation of each field.

Adding to Favorites

Using ***My Favorites*** from the menu is helpful when there are frequently used pages. Adding a site to ***My Favorites*** allows direct navigation to the page within EmpowHR. The pages can be organized in the most useful order to edit the sequence.

This section explains how to add items under ***My Favorites***.

To add to My Favorites:

1. Select the applicable page to be added to ***My Favorites***.

2. Select ***Add to Favorites*** on the Header Menu. The Add to Favorites page is displayed.

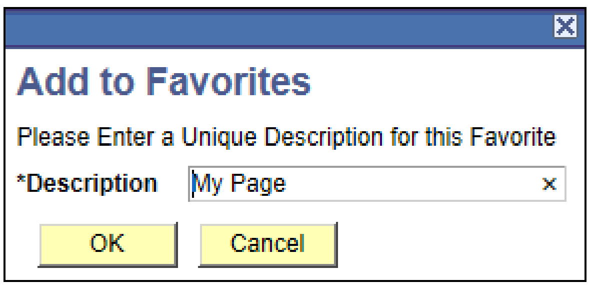


Figure 19: Add to Favorites Page

3. Complete the Description field as follows:

Field	Description/Instruction
***Description**	Enter the description.

4. Click **OK** to add the description. The Menu Group will display.

   OR

   Click **Cancel** to cancel.

   OR

   Click **Notify** to send the Favorites to the next individual in the workflow.

Edit Favorites

Pages are organized by changing or deleting ***My Favorites***.

Below is an example of editing ***My Favorites***:

To edit My Favorites:

1. Click ***My Favorites***.

2. Click ***Edit Favorites***. The Edit Favorites page is displayed with a list of the favorites that have been added.

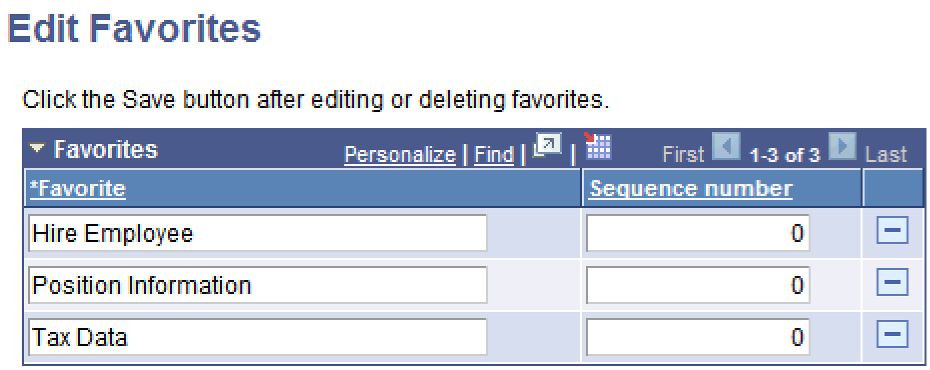


Figure 20: Edit Favorites Page

3. Complete the fields as follows:

Field	Description/Instruction
***Favorite**	Change the Favorite information as applicable.
Sequence Number	Enter the desired information. The Sequence Number of the Favorites can be changed. Favorites are listed alphabetically by default. The list of sequential numbers always begins with the number **0**.

4. Click **Delete** to delete the Favorite.

OR

Click **Save** to save the Favorite.

OR

Click **Notify** to send this information to the next individual in the workflow.

Worklist

The Worklist is an automated to-do list created by EmpowHR. From the worklist, a user can directly access the pages to perform the next action, and then return to the worklist for another item. All EmpowHR transactions that go to NFC come back to the Worklist based on the status at NFC.

Worklist items include applied and not applied transactions created in the following applications:

- EmpowHR
- Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web)

- Employee Personal Page (EPP)
- Bi-Weekly Examination Analysis and Reporting System (BEAR)
- Batch numbers beginning with 67

Worklist items with error messages must be resolved in EmpowHR. The worklist items that originate in EPIC are marked for delete in EPIC. If the transaction requires an override code, the transaction must be worked in EPIC before the end of the pay period and released. At the end of the pay period, the deleted transactions in EPIC are removed. A deleted transaction needing an override code must be re-entered in EPIC and released. Once the transaction is edited in PINE, the transaction is again stored and viewed in EmpowHR.

To use the Worklist option:

1. Select ***Worklist*** from the Menu Group. The Worklist page is displayed. This list provides an instant view of the status of work from the prior day.

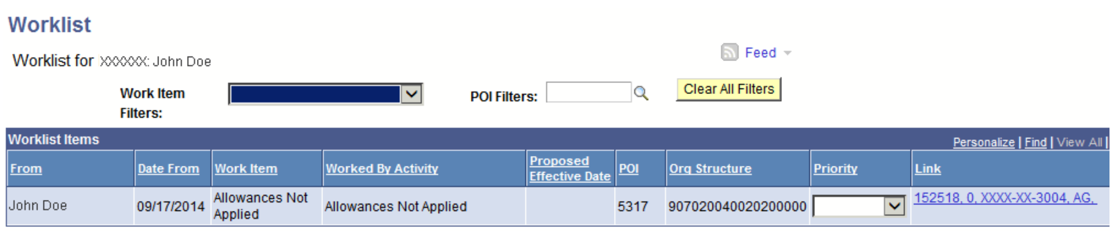


Figure 21: Worklist Page

2. Click any item in the appropriate panel to view or make corrections.

Note: EmpowHR-entered PAR items show up only on the worklist of the person that created it.

3. Click **Marked Worked** to remove all completed items that have been completed. All items in the **`Not Applied`** status will be refreshed daily, adding new items and retaining old items. Below is a table of the transaction status descriptions after the PINE process.

Status	Description
Applied	An action that did not exist at NFC and has successfully applied to the NFC database and can be viewed in the Information Research/Inquiry System (IRIS).
Not Applied	An action that did not exist and did not pass the PINE edits. These items need attention.
Cancelation Applied	This is the most current action that existed at NFC that has successfully canceled.
Cancelation Not Applied	This is a cancelation of the most current action that existed at NFC and did not pass the PINE edits.

Status	Description
Correction Applied	This is the latest action that existed at NFC that has been successfully corrected.
Correction Did Not Apply	This is the latest action that existed at NFC that did not pass the PINE edits.

Note: The ***Worklist Filter*** is used to select a specific type of work item for review.

Future Actions - An action with a future effective date remains in EmpowHR with a status of **RDY Future**. Future actions are not sent to NFC until the pay period they are effective. An exception Standard Form (SF) 2809, Health Benefits Registration. This type document will not have a future date.

Expanding and Collapsing Nodes

The following actions can be performed on the Tree Manager component on the tree that is selected by using links and images on the navigation bar (the horizontal bar at the top of the tree).

Action	Description
Collapse	Select to close all of the visible nodes except for the root node. The root node is always expanded.
Expand All	Select to expand all of the nodes on the tree, so that the entire tree or branch hierarchy is visible. Expands all parent/child relationships, but the tree hierarchy is still presented one page at a time.
Find	Select to access the Find Value page and search for nodes and detail values.

Processing

Daily batch transmissions from EmpowHR to NFC occur at 11:30 a.m. and 4:30 p.m. CT. The NFC return feed process occurs between l:00 a.m. and 3:30 a.m. CT to update EmpowHR with the results of the nightly PINE Process.

The Payroll/Personnel Processing Cycle illustrates the daily processing of payroll/personnel transactions effective for Pay Period 24 which is processed in Pay Period 25.

For more information see:

Payroll/Processing Cycle

Payroll/Personnel transactions are processed through PINE every Monday through Friday and the first Saturday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period.

Note: These transactions must be entered before the first pass of Payroll Processing System (PAYE) which is the first Thursday or Friday of the following pay period.

Time and Attendance (T&A) reports are processed through Time and Attendance Validation System (TIME) on the first Monday through Saturday of the following pay period. T&As must be transmitted before the first pass of PAYE which is the first Thursday or Friday of the following pay period.

Note: All T&As should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

PAYE is completed by the first Saturday after the pay period.

BEAR processes on the Sunday after PAYE runs.

Direct Deposit/Electronic Funds Transfer (DD/EFT) payday is the second Monday of the following pay period, or the second Tuesday if the second Monday falls on a Federal holiday.

Payday (official) is the second Thursday of the following pay period.

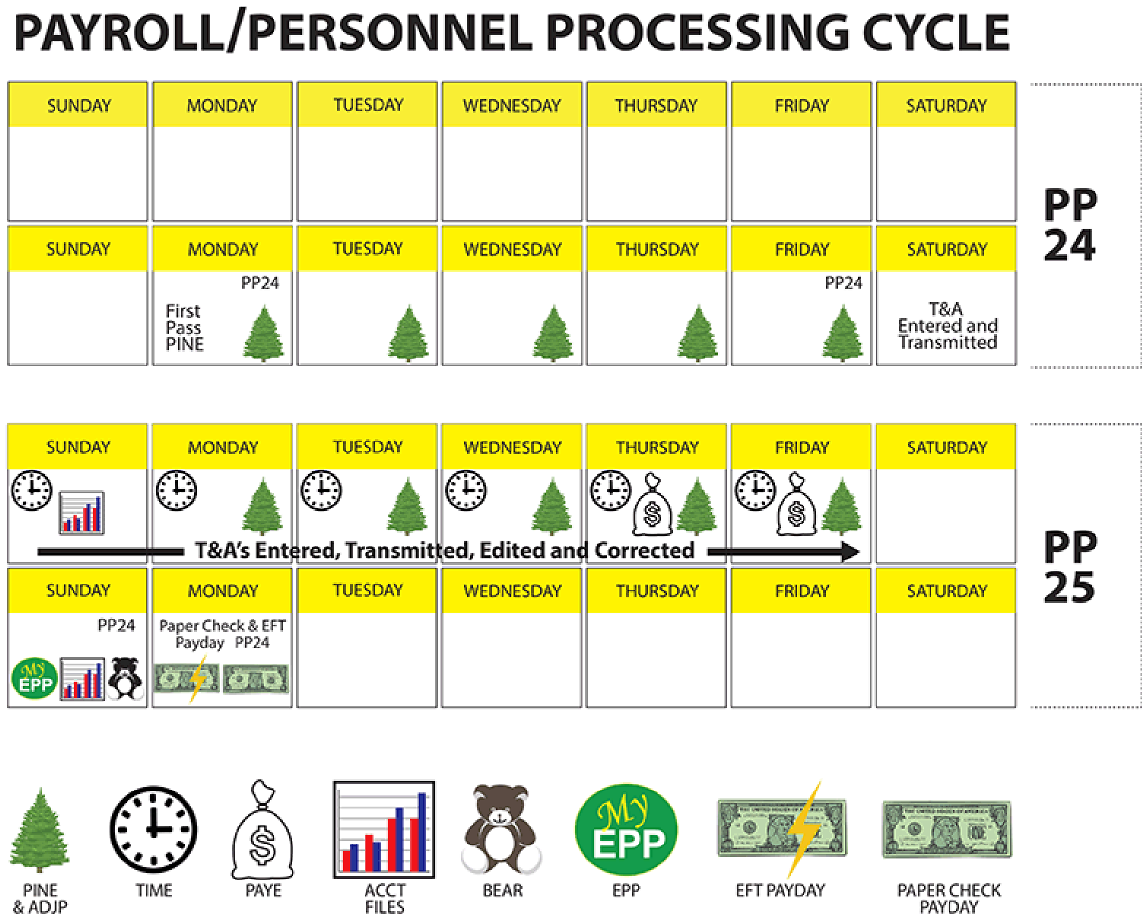


Figure 22: Payroll/Personnel Processing Cycle

Payroll/Personnel System Flow

The Payroll/Personnel System Flow illustrates how the application interfaces with the Payroll/Personnel Corporate Database. EmpowHR is an application where transactions are processed and sent via FESI.

The data entered into EmpowHR, flows to either the Position Management System Online (PMSO) or PINE which runs edits against the data before either sending the data to the IRIS/ Payroll/Personnel Inquiry System (PINQ). The transactions are edited for correctness/accuracy. If the transactions are error free, the transactions are updated to the Payroll/Personnel Corporate Database and EmpowHR. If the transaction(s) are in error, they are sent back to EmpowHR for reconciliation.

When the data is correct and passes edits, the status in EmpowHR displays **`Applied`**. At the same time, the data becomes available for viewing in IRIS/PINQ. If the data fails the edits, the status in EmpowHR displays **`Not Applied`**. The transaction should be corrected and sent back through the edit process. Mark the transaction **`NFC Ready`**.

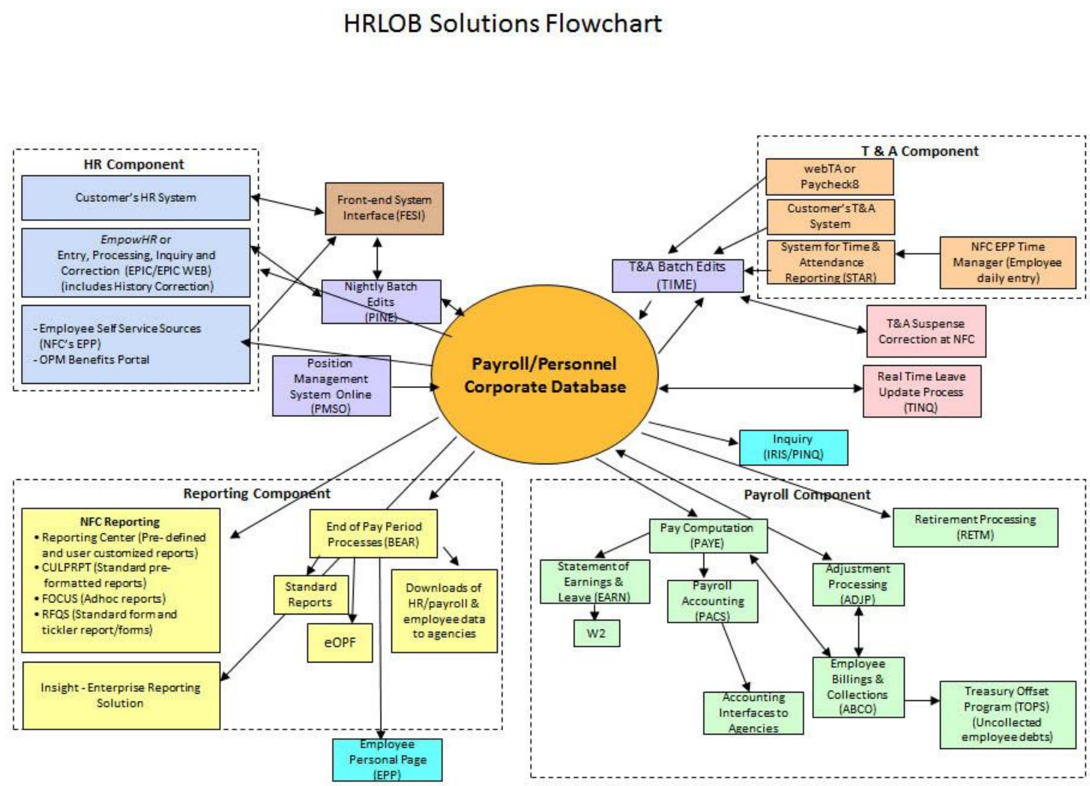


Figure 23: Payroll/Personnel Processing Flowchart

Using the Application

EmpowHR is made up of navigational structures, menus, components (groups of pages), and pages. Using these elements, the user will be able to enter new data or change, delete, and modify the existing data in the application.

This section includes the following topics:

Effective Dates

The effective dates is a method of dating information in EmpowHR. Information can be redated to add historical data. A user can also postdate information to enter data before it actually goes into effect. By using effective dates, the user does not delete values; the user enters a new value with a current effective date. Effective dates maintain a complete chronological history of all data and tables.

Effective dates are always important in HR, but they take on special significance when maintaining positions, particularly when the user changes data in the fields that appear in both the Position Data and Job Data options. To update this information, enter the changes by inserting a new data row in the Position Data pages. The system maintains the data in the current incumbent Job Data pages by inserting a new data row with the same effective date. An effective date is attached to a PAR and identifies the date the transaction goes into effect.

There are three types of effective dates:

- **Future** - Data rows with an Effective Date later than the system data (the action is effective at a later date).
- **Current** -The data row with an Effective Date equal to or earlier than the system date (today, the current date, indicating the action is now in effect). Only one row can be the current row. When there are two rows with the same date, the row with the higher sequence number is the current row.
- **History** - Data rows with Effective Dates earlier than the current data row (all actions before the current date).

Occasionally, there may be a need to enter more than one personnel action with the same effective date. Enter an effective date on each action and EmpowHR generates the transaction sequence number for each action. By entering a **T** in a date field, the field is populated with the current date.

Page Groups

Page groups are used to organize pages in a logical order. A particular topic may contain too much information to be displayed on one page; therefore, it requires multiple pages to be grouped together.

Hyperlinks

In addition to fields on a page, sometimes there are other objects that do not display information or allow the user to enter information into them. These objects are known as hyperlinks. Hyperlinks appear as bold, underlined text. When the user moves the mouse pointer over a hyperlink, the mouse pointer becomes a pointing finger. Hyperlinks are used to access another page. At times it is beneficial to use hyperlinks rather than simply displaying all the information on the page because it alleviates congestion of fields and keeps data that is not frequently referenced out of site. Click ***Hyperlinks*** at the bottom of the page to access subpages in the group.

New Windows

It is possible to work in more than one open window at a time. Once the user has accessed the first window, the user may access the second by clicking the ***New Window*** hyperlink located in the top right corner of the window. Be sure to save work in both open windows. Click the X to close the window. Do not use the ***Sign Out*** option. This will close the application.

Fields

Fields are single items of information displayed on pages. The field may be represented in various ways:

- **Look up (search icon)** - If the information for this field is known, the user can type directly into the field. If the user needs to look up the correct value for the field, click the search icon (look up) button .
- **Radio buttons** - If a solid circle appears inside the button, then the option is selected. If the button is empty, then the option is not selected. The user can only select one radio

button in a group. Click a radio button to select it (any previously selected radio button is automatically deselected).

- **Date field** - The user can enter a date in MMDDYY or MMDDYYYY format (it is not necessary to enter the slashes) or the user can click the calendar icon to select a date from the calendar.
- **Drop-down lists** - This field permits only a specific list of valid values. Click the drop-down list arrow to select from the list.
- **Edit field** - Type information directly into this field. There is usually a limit to the number of characters that the user can enter.
- **Long Edit field** - This is a text-entry field that enables the user to type multiple lines of text. As the user types, the lines will automatically wrap. The user can also press **Enter** to move to the next line. This field is not validated or formatted.
- **Check box** - If the check box appears empty, then the option is not selected (unchecked). If there is a checkmark in the box, then the option is selected (checked). Click the check box to check or uncheck an option.

Field names that are preceded with an asterisk (*) are required fields. The user must enter data in these fields before proceeding.

Pages have fields highlighted with various colors. Fields highlighted in yellow are NFC Mandatory fields, lavender are Optional fields (based on data entered, additional fields may be required), and other fields are not required or EmpowHR-only fields. The following are ways to help navigate through the EmpowHR application as efficiently as possible. Frequently, there is more than one way to get where the user wants to go:

- **Tab Key** - Pressing the **Tab** key is the recommended way to move between fields on a page. To move forward, press the **Tab** key. To move backwards, press the **Shift** and **Tab** keys simultaneously. Note that the translations associated with the valid value lists or drop-down lists menu may not appear until after the user has tabbed to the next field. When the user uses **Tab** to move between fields, the field is highlighted as you move into it. This allows the user to type over the existing data more easily.
- **Mouse** - Use the mouse to move the cursor to enter data or select an item and click. This is not usually the fastest way to navigate; though sometimes it is the only option.
- **View-Only Fields** - Often users add or edit data in fields by entering values or selecting a choice from a drop-down list. However, there are times when users may only be allowed to view the information, not modify it. These view-only fields are displayed slightly different on the pages. They appear gray rather than dark, and it is impossible to alter their values.
- **Default Fields** - Users will also notice that it is common for some information to default on the page, whether or not the field is view-only. On many occasions the information needed in a field is repetitive from session to session or may be related to another field

that as been previously entered. To make data entry more efficient, these fields are populated.

Statuses

When an action is processed through EmpowHR, a variety of statuses track the action. The following is a table of statuses:

Transactional Status	Description
NFC Auto (NFC Auto Action)	System generated action such as Nature of Action Code (NOAC), 893, 880, and 894s. This status is used for Job Code, Position, PAR, Payroll Documents, and History Override Packages.
Rolled Back	Initiated by the user or by the system for actions that applied during the current processing pay period.
PI Error (Payroll Interface Error)	Internal EmpowHR record's field value must be reconciled (data conflict).
Rdy-Future (Ready Future)	Effective in a future pay period and held until the effective processing pay period. This status is used for Job Code, Position, PAR, and Payroll Documents. Nothing goes to Rdy-Future until the current (or post) processing pay period.
History Override Hold	History Override package waiting for action. A package can be started and put on hold at any time to not lose your work. If you are attempting to place a package on hold and the person has already been paid, hold the package until Tuesday.
In Progress	New action waiting for completion.
Data Load	Records loaded during an Agency migration to EmpowHR or a special request load. This is done when NFC is loading an Agency's data.
Applied (Applied at NFC)	Action applied on the NFC Payroll Personnel Database. Current data can be viewed in IRIS and the Reporting Center. History data can only be viewed in IRIS.
Sent to NFC	Picked up and in the batch transmission to NFC. There are two export jobs everyday. All fields are grayed out, and data cannot be changed during this time (Monday-Friday and when PINE runs on the weekend).
Appl-WList (Applied Loading to Worklist)	Needs to be reconciled.
NFC Ready (Ready for NFC Transmission)	Action saved and ready to be sent to PPS. This status is used for Job Code, Position, PAR, Payroll Documents, and History Override. This is after all edits have passed.
Not Applied (Not Applied at NFC)	Action rejected by PINE edits. The action did not pass the PINE edits.

Transactional Status	Description
Non-NFC (Non-NFC Internal)	Agency use and not sent to NFC.
Invalid Value	Work-in-Progress Status in HCUP packages only.

Navigation

Navigation Header

The Navigation Header area in the EmpowHR Internet Architecture remains static when navigating through the pages. The navigation header contains links back to the home page and a **Signoff** button. If the portal is running, the navigation header also has ***Categories***, ***Favorites***, and ***Search*** features.

Component

A component is a group of related pages that pertain to a specific task. Components can be accessed from the menu. Components contain folder tabs with each tab containing a related page.

Keys

Keys are display-only fields that uniquely identify data. To display a page, enter the keys so that the system can retrieve the correct row of data.

Page

The page is the individual display and data-entry screens for each part of the EmpowHR application. Pages appear in the browser window.

Navigational Techniques

EmpowHR provides a multitude of buttons and links on the pages to help process transactions in the system. If the action to be performed is navigation related, it will be displayed as a link, which will bring up another page to view/modify/add. Click the buttons and the link to execute a command.

The following is recommended to help move around as efficiently as possible. Frequently, there may be more than one way to navigate through the application.

- **Cursor**. Use the mouse to move the cursor from one field to another. Click in the field to enter data.
- **Tab/Shift+Tab**. Use to navigate efficiently between fields on a page. To move forward, use **Tab**. To move backward, use **Shift Tab**.

Note: The options selected from the drop-down list may not appear until the user tabs to the next field. When **Tab** is used between fields, the field is highlighted when the cursor is in the field. Type over the information, if applicable.

- **Save**. Use **Save** to save the data after the transaction is completed. If **Save** is used before the transaction is completed, an error message may appear prompting for entry of required fields. Click **Save** and, in the upper right side of the page, the word *Processing* appears.

- **Enter**. Use **Enter** for the following uses:
    - Activates the **OK** button where applicable.
    - On a Search page, activates the **Search** button.
    - On a Search Lookup page, activates the **Lookup** button.
    - Opens the next menu level or the Search page for selected option.
    - Selects highlighted options from the drop-down list.
- **Right/Left Arrows**. Use the arrows to view rows of data.
- **Magnifying Glass**. Use the magnifying glass when it appears at the right of the applicable field. Click the magnifying glass and a list of valid values or a Lookup page for that field is displayed. Use these whenever they are available rather than typing the data. Frequently, it is faster, and it avoids data entry mistakes.
- **Lookup Page**. Use this page to enter known data that will narrow the options provided in a valid value box. For example, to locate a record for an employee named Smith. The application could have 50 persons named Smith. Click the magnifying glass to get the Lookup page and enter data that will narrow the options.
- **New Window**. Select ***New Window*** to open more than one window. The window previously used will minimize at the bottom of the desktop. This option will allow toggling between processes. Do not click **Sign Out** with the ***New Window*** option. This will close the application. Use the X when closing individual windows while using the ***New Window*** option.

Buttons

Buttons are used to execute a command. If the button appears gray on a page, that action is not available for use.

Command Buttons	
Button	**Description**
Add	Inserts a row in a grid or scroll area.
Add (+)	Inserts a row in a grid or scroll area.
Add a Child	Adds a child. This adds a new row one level lower in the table hierarchy.
Add a Detail Value	Adds a detail value. This adds a detailed row of data to the tree.
Add a New Note	Adds a new performance or development note.
Add a New Value	Adds a new record.

Command Buttons	
Button	**Description**
Add a Sibling	Adds a sibling. This adds another row at the same node level as the current row.
Add Attachment	Adds an attachment to a performance or development plan.
Add Behavior	Adds an additional behavior.
Add the Relationship	Establishes the relationship between a person and an organization.
Address/Message (Envelope)	Enters an address and ad-hoc notification message or displays the Send Notification page.
Apply	Enables the user to apply the data input without returning to the main page.
Approve	Approves the transaction.
Available for Review	Enables the employee to view the consolidated document and adds comments to the Employee Comments section. Marks a performance or development plan for review by either the employee or a reviewer in the workflow.
Back	Reverts to the previous page in ePerformance.
Breech	Splits a tree that is too large to manage.
Browse	Searches for the location where the attachment is located.
Build	Builds multiple positions from a position already established.
Calculate All Ratings	Calculates all of the item and section ratings, as well as, the overall rating that appears on the performance document.
Calculate Ratings (Calculator)	Calculates ratings in ePerformance.
Calculate Status and Dates	Calculates the person's HR, job, or payroll status and employment dates.
Cancel	Exits the page without saving data.
Cancel Evaluation	Indicates that the document and all its associated evaluations are canceled.
Check Spelling	Checks the spelling of the text entered in a long entry field.
Clear	Clears all information entered in search/data fields on the current page.
Collapsed Node	Represents a node with its contents out of sight until expanded.
Complete	Indicates that the evaluation process is finished.
Continue	Advances to the next page.

Command Buttons	
Button	**Description**
Copy Plan from Previous	Copies a performance plan from a plan that was previously established.
Correct History	Accesses existing rows of data and displays all effective-dated rows. Allows the updating of all rows, including history rows.
Create Documents	Creates the performance or development document.
Currency	Displays the dollar amount in another currency.
Cut (Scissors)	Cuts the current row. Use this for moving data within the tree. Following a cut operation, a past icon becomes available.
Deny	Denies the transaction.
Deselect All	Unselects the values that were previously selected by the **Select All** button.
Delete	Deletes a transaction.
Delete (X)	Deletes the row, node level.
Delete Selected	Deletes the selected item.
Display	Displays the information on a report for the criteria entered.
Down Arrow	Searches for data on a drop-down list.
Edit (Pencil)	Changes the description information at the detail level.
Email Address	Establishes an email address.
EmpowHR Sign In	Allows you to log in to EmpowHR.
Expand	Expands the node hierarchy and adds more node levels to a table.
Expanded Node	Represents an open node, showing all lower levels of the hierarchy.
Explanation of Rating	Displays a page that provides an explanation of the rating.
Get Enabled Security Types	Adds and enables all security access types.
I Agree to the Above	Agrees to the information that is present on the plan.
Include History	Displays all rows of data; current, future, and history.
Initialize Contract	Displays a description of the contract and its default contents.
Left Arrow	Displays the previous grid, scroll, or search page results.

Command Buttons	
Button	**Description**
Lookup	Provides a way to view valid entries for a field. The Lookup feature will display a maximum of 300 search results on a page at a time.
Mark Worked	Removes the transaction from the Worklist.
Next	Advances to the next item.
Next Contract Number	Populates the contract number field with the next available contract number.
Next in List	Conducts search, scroll between records that were found as a result of this selection. Displays the next data row in the search results grid. This button appears gray when the user did not select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
Next Tab	Displays the next page in the current component. If the user is in the last page of the component, this button is grayed.
Notes (Notebook)	Displays, adds, or modifies notes for the transactions.
Notify	Sends a message to a person's email or sends the transaction to a person's worklist.
Numbered Date	Used to click the calendar icon to select the applicable date.
OK	Accepts the data input made on an auxiliary page and returns the user to the main page.
Override Position Data	Enters exceptions to the default position data.
Previous in List	Conducts search, scroll between records that were found as a result of this selection. Displays the previous data row in the search results grid. This button appears gray if the user did not select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
Previous Tab	Displays the previous page in the current component. If the user is in the first page of the component, this button is grayed.
Printable Version (Printer)	Displays a printable version of a document/form.
Ready for Review	Marks a performance or development plan for review by either the employee or reviewer in the workflow.
Reassign	Reassigns a transaction to another person's Worklist.
Refresh	Updates the page with newly entered data.
Refresh Name	Updates the page to reflect the new data entered.

Command Buttons	
Button	**Description**
Remove (Trash Can)	Removes the item (action/document) from the page.
Return	Returns the user to the previous page.
Return to Search	Returns the user to the search page.
Reviewed/Discussed	Indicates that a manager has reviewed/discussed the consolidated document and adds comments to the Employee Comments section.
Right Arrow	Displays next grid, scroll, or search page results.
Run	Opens the Process Scheduler Request dialog box where the user can set up a process and control parameters for the current process.
Save	Sends the entered information to the database. Saves all data for multiple pages in a group.
Save and Return	Saves the transaction and returns to the transaction at a later time.
Save Draft Plan	Saves a plan as a draft.
Save Search Criteria	Saves the data entered on a search page.
Search	Searches the database for the criteria in the search fields on the page.
Search (Magnifying Glass)	Searches the database for the criteria in the search fields on the page.
Select All	Selects all the values that are listed.
Start	Starts a plan or a development document.
Submit	Submits the evaluation or development document to be routed through the approval process to the appropriate individuals.
Terminal Node	Represents a node that has no children.
Transfer	Transfers the note(s) from the system.
Undo Changes	Reverses changes that have been made to an evaluation or development plan. Reverses wording that was entered.
Update	Updates the information on a page. Updates the page to reflect new data entered on the page.

Command Buttons	
Button	**Description**
Update/Display	Accesses existing rows of data on the database. If data is effective dated, displays only current and future rows. It is also used to update or display information.
Upload	Uploads a document or a file to a performance or development plan.
+	Inserts a row in a grid or scroll area.
-	Deletes a row in a grid or scroll area.

Find an Existing Value

The ***Find an Existing Value*** tab allows the user to locate an existing record. To find an employee record, the user will need to enter the employee identification (EmplID). When the EmplID is not known, the user can enter various search criteria. There are check boxes at the bottom of each search page **Include History**, **Correct History**, and **Case Sensitive**. The **Include History** and **Correct History** check boxes determine the data displayed. If the **Include History** box is checked, it will display the history for review. The **Correct History** box is used to make a correction on records that have not applied at NFC. The **Case Sensitive** check box is used for lower/uppercase search criteria. Clicking **Search** after completing the ***Find an Existing Value*** tab returns a set of matching results with keys to the source document.

If neither box is checked, only current and future dated rows will display. This is an example of an HR Processing search page.

For faster searches, the following tips are recommended:

- Do not leave the search criteria fields blank.
- Enter two or more characters in search field(s) to maximize response time and to minimize the number of data rows returned.
- Enter full field search criteria, when available, to maximize return response time.

To use the Find an Existing Value tab:

1. Enter the criteria and the appropriate check boxes.

2. Click **Search**. The Search Results - Find an Existing Value tab is displayed.

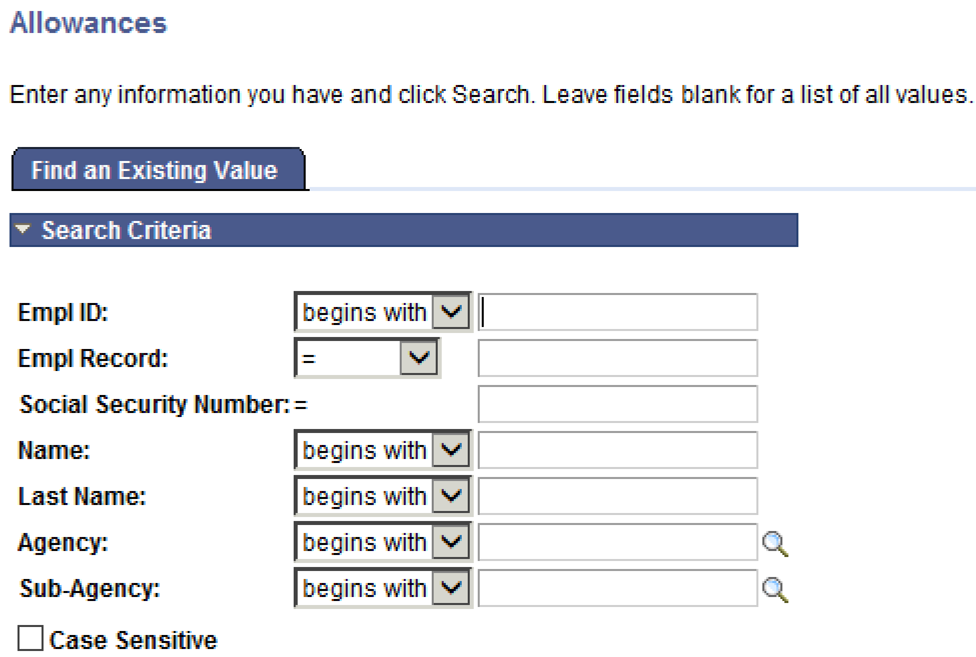


Figure 24: Search Results - Find an Existing Value Tab

3. Select the applicable Agency/Department.

4. Click the link. The selected information will populate the field.

Add a Value

The ***Add a New Value*** tab allows the adding of a transaction. This is an example of the ***Add a New Value*** tab to enter a new Job Code.

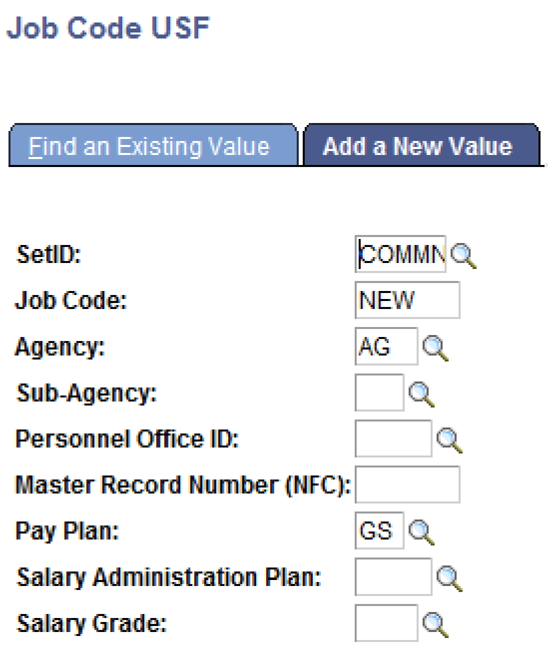


Figure 25: Add a New Value Tab

Viewing Rows

On any EmpowHR page that contains data rows, the number of rows displayed varies depending on how many rows will fit on a page. For some data rows, only one data row is visible at a time. The user can move through the rows on that page/tab using the row navigation button at the top right-hand corner of the page.

Insert a Row

A Row is a new action. The most common way to make a change is by inserting new data rows. Enter a new effective date and make changes without losing the integrity of the historical data. To add or insert a new transaction/row, click **+** and change the effective date for the new information. When a new data row has been saved and the wrong information has been entered in a field, do not enter a new row or delete the row to correct a mistake. Use the ***Correction*** action to fix the data, but keep the row intact. The effective date cannot be changed.

When a new row is added, the new row has the small number (i.e., 1 of 4 with 1 being the row (action) just added). Previous actions have the larger numbers.

The **Correction** button is used to update EmpowHR only. This information is not transferred to NFC. Use the **+** to add a new row. For more information refer to the EmpowHR, Section 4, Position Management, under the HR and Payroll Processing publication category on the Publications page of the NFC Web site.

Scroll areas on a page allow for inserting multiple rows of data on a page. As new rows are inserted, the system copies key information to the new rows. Use the arrows pointing left () and right () to scroll through multiple occurrences of data when the arrows indicate the current record is 1 of 3 (1 of 3). Click **View All** to view all of the transactions.

Delete a Row

A row that has just been created and has not applied at NFC can be deleted. To delete incorrect information, position the cursor in the Effective Date field for the row that needs to be deleted and click the **-** on the top right-hand corner of the page. To delete a transaction/row, click **-**.

Message Popups

Throughout EmpowHR, message popups appear when certain actions are performed. These popups can be informational, or they can notify the user of an action that must be taken and/or an error condition that must be satisfied. Command buttons are used on these popups to accept, cancel, or return to the active page. The following is an example of a message popup.

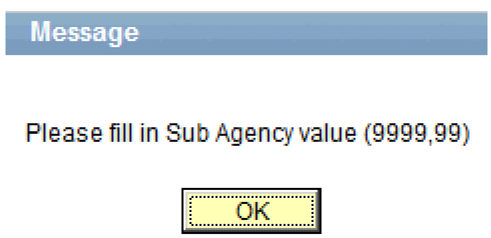


Figure 26: Example of a Message Popup

This section includes the following topics:

Search

Users can search throughout EmpowHR by using the Find an Existing Value tab. After a search is complete, up to 300 results at one time are displayed for the user to select the applicable record.

Search Icons

The ***Search*** icon appears at the right side of a field and reveals a list of valid values. Choose a valid value, and the data will populate the applicable field. To narrow the search, enter as much data as possible in the search criteria. The ***Basic Search*** will allow the search by one field.

When entering dates on pages, click the calendar icon to select the applicable date. By entering a **T** in a date field, the field is populated with the current date.

Wildcard Values

EmpowHR allows the use of wildcard characters when searching for values. The Wildcards allow a broad search of many different data combinations when the user does not know a complete value or is unsure of how to spell something. If the user does not enter a wildcard, EmpowHR assumes an exact match is required.

EmpowHR applications support three wildcard features when searching for data in character fields. These wildcards can be helpful in finding the exact information a user desires to process.

Wildcards cannot be used in every instance or in every menu group, menu, menu item, or component. For example, Wildcards are not viable in date fields.

The table below shows how to use Wildcards:

Wildcard	Definition
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.

Example	Description
S%N	Will return any name that begins with the letter S and ends with the letter N.
_man	Will return all names ending in "man".
%man%	Users can combine Wildcards. This example returns any name that contains "man"... (like Manual or Sandmanson or Hillman)

To use the % Wildcard Value:

1. When entering search criteria, enter all characters known.
2. Replace any characters (or string of characters) with `%`.
3. Click **Search**. EmpowHR searches for all values containing the characters entered including any character(s) in place of the `%`.

To use the _ Wildcard Value:

1. When entering search criteria, enter all characters known.
2. Replace any unknown character(s) with **_**.
3. Click **Search**. EmpowHR searches for all values containing the characters entered including any character in place of the **_**.

Advanced/Basic Search

Many EmpowHR search pages can be viewed as Basic or Advanced Search. The Basic Search lets the user choose one field on which to search. On the ***Basic Search***, select a search field by clicking the drop-down list. The Advanced Search displays all search fields so that the user can enter multiple search criteria.

To use the Advanced Search feature:

1. Click the ***Advanced Search*** link. The Advanced Search - Find an Existing Value tab is displayed.

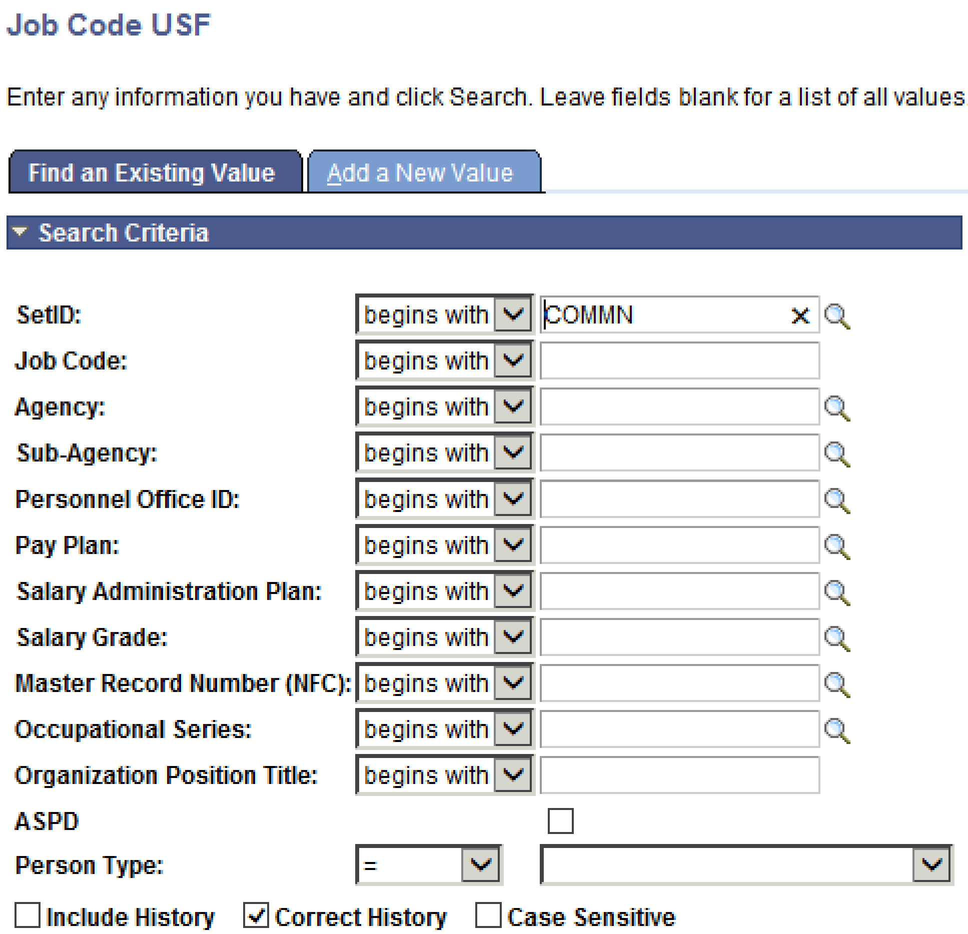


Figure 27: Advanced Search - Find an Existing Value Tab

2. Click the SetID search icon to display the list of available search criteria. The Look Up SetID Page is displayed.

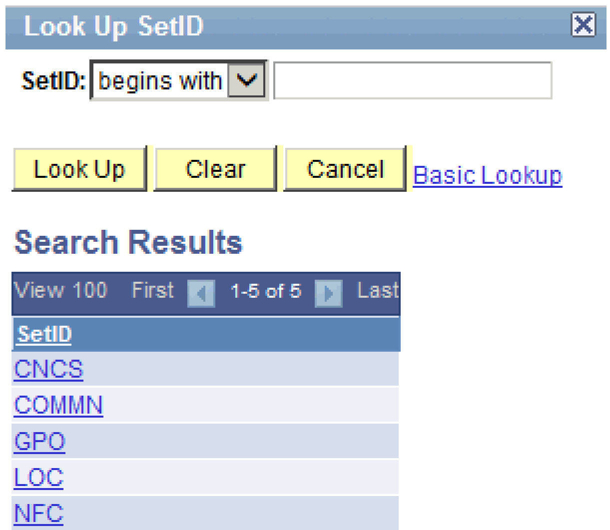


Figure 28: Look Up SetID Page

When a component is selected, the system often displays a Find an Existing Value tab used to perform an advance search. Additional fields may be displayed on the page dependent upon the system of search. The Advance Search page enables multiple field searches and search using operators. Click the drop-down list for the operator values.

The following is a list of all the operator values that can be used:

Operator Values	Description
Begins With	Starts with a specific character or characters.
Contains	Contains specific characters.
=	Is equal to.
Not=	Is not equal to.
<	Is less than.
<=	Is less than or equal to.
>	Is greater than.
>=	Is greater than or equal to.
Between	Is within a range of two values.
In	Is within a field.

To use the Basic Search option:

1. Click the ***Basic Search*** link. The Basic Search - Find an Existing Value tab is displayed.

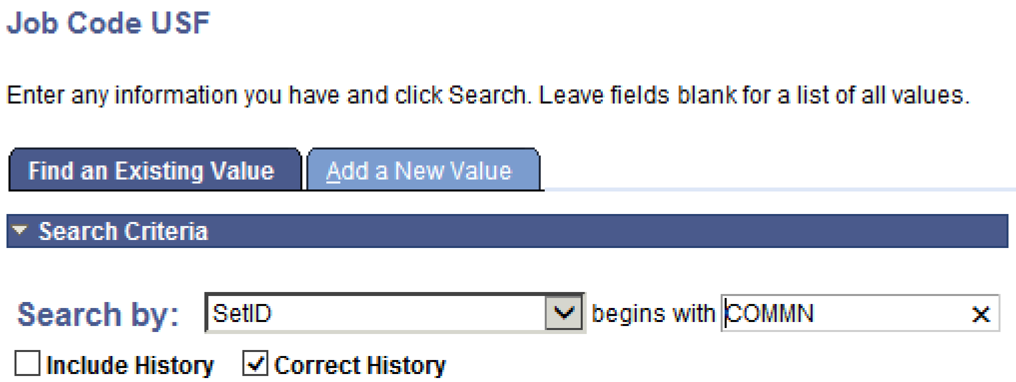
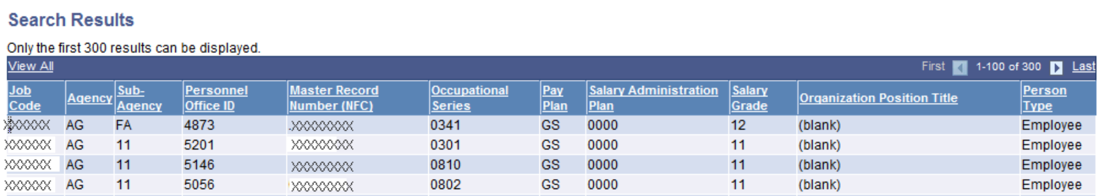


Figure 29: Basic Search - Find an Existing Value Tab

2. Enter the applicable data.

3. Click **Search**. The Search Results page is displayed.



Search Results

Only the first 300 results can be displayed.

View All   First 1-100 of 300 Last

Job Code	Agency	Sub-Agency	Personnel Office ID	Master Record Number (NFC)	Occupational Series	Pay Plan	Salary Administration Plan	Salary Grade	Organization Position Title	Person Type
XXXXXX	AG	FA	4873	XXXXXXXX	0341	GS	0000	12	(blank)	Employee
XXXXXX	AG	11	5201	XXXXXXXX	0301	GS	0000	11	(blank)	Employee
XXXXXX	AG	11	5146	XXXXXXXX	0810	GS	0000	11	(blank)	Employee
XXXXXX	AG	11	5056	XXXXXXXX	0802	GS	0000	11	(blank)	Employee

Figure 30: Search Results Page

4. Select a value from the list. The value will populate the applicable page.

Saving Search Criteria

EmpowHR allows the user to save search criteria on pages that contain the **Save Search Criteria** link.

To save search criteria:

1. On the applicable EmpowHR page, click the **Save Search Criteria** link. The applicable Save Search As page is displayed.

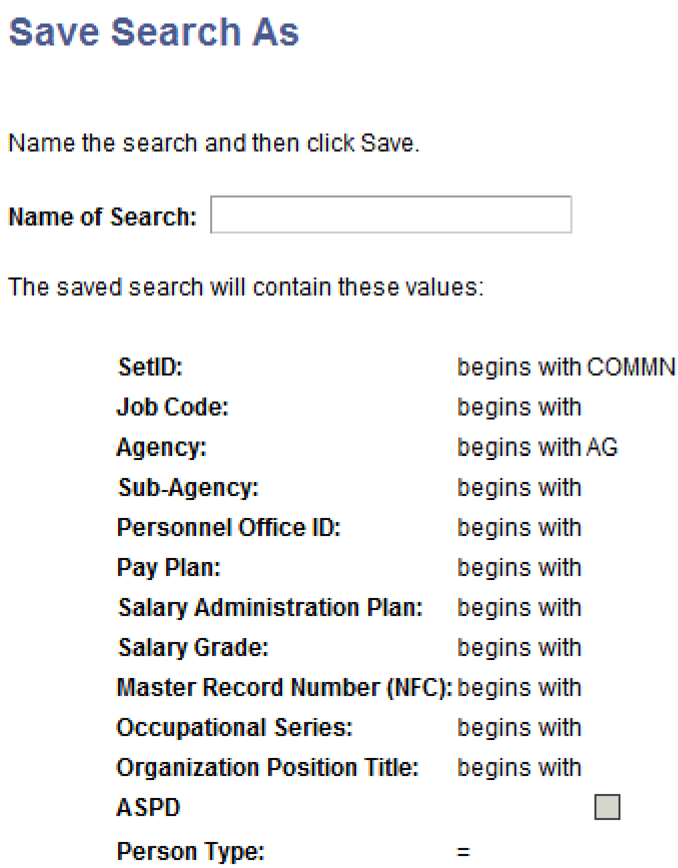


Figure 31: Save Search As Page

Note: The Save Search As page varies depending on which page the **Save Search Criteria** link appears.

---

2. Complete the Name of Search field on the Save Search As page.

Field	Description/Instruction
Name of Search	Enter the name of the search.

3. Click **Save**. The Save Search As page is displayed.

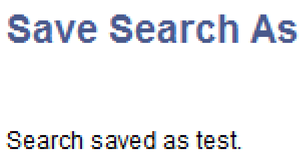


Figure 32: Save Search As Page

Deleting Search Criteria

This option allows the user to delete a saved search.

1. Navigate to the desired page to be deleted.
2. Click the ***Delete Saved Search*** link. The Delete Saved Searches page is displayed.

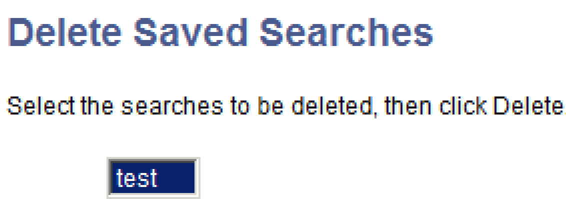


Figure 33: Delete Saved Searches Page

3. Enter the search to be deleted.
4. Click **Delete**. The Delete Saved Searches results page is displayed. If this is the only saved search, the message states that there are no saved searches.

Figure 34: Delete Saved Searches Page

Calendar Icon

The calendar icon allows the user to select a date from a calendar to populate a data field.

1. Click the calendar icon. The icon is displayed. The calendar icon includes both a field where the date can be typed and an icon where the date can be selected.

Figure 35: Calendar Icon

2. Click the icon to display the calendar or type the date in the correct format for that page. If you click the icon, the Calendar is displayed.

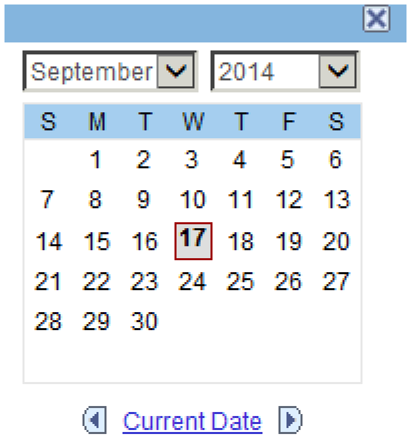


Figure 36: Calendar

3. Select the applicable date. The date result is populated in the applicable field. The drop-down list enables the selection of a particular month or a particular year from a list.

Tabs

Tabs are displayed at the top of many component pages. Each tab represents a category of related information for this menu component. The active tabs have black text on a white background, and the inactive tabs have blue text on a tan background. Select the appropriate tab to view the information.

Below is an example:

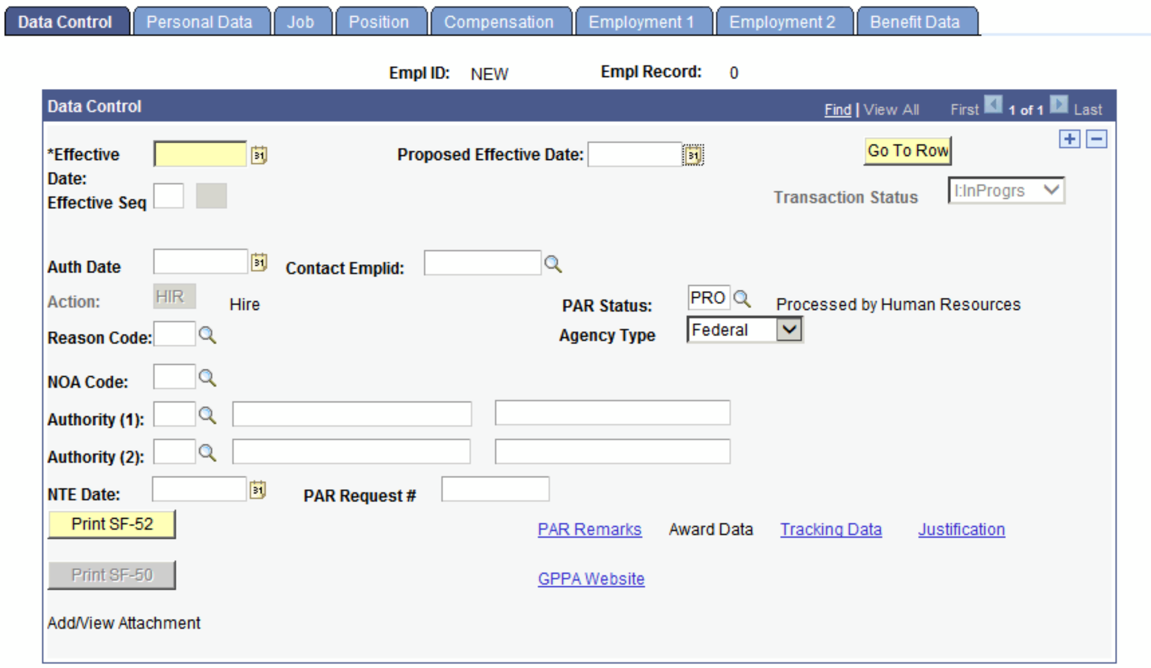


Figure 37: Example of Tabs (active and inactive)

Sequencing

If entering more than one action for the same effective date, each action must have a sequential authentication date. NFC does not use the EmpowHR Sequence Number field for that function.

The Sequence field on the HR Processing page - Data Control tab is only required for ordering personnel actions when the action being entered has the same Effective Date, but an earlier Authentication Date than the most current effective dated row. Below is an example of this.

Example - The HR office inserts a change in work schedule (NOAC 781, Chg in Work Schedule) effective January 11, 2015, with an Authentication Date of January 3, 2015.

1. Review the current actions in EmpowHR.

Row	NOAC	Effective Date	Authentication Date	Sequence
1	721	01/11/2015	01/11/2015	1 of 3
2	893	01/11/2014	01/01/2014	2 of 3
3	894	01/11/2014	12/23/2013	3 of 3

2. Insert an NOAC 781 with an earlier Authentication Date than the NOAC 721, Reassignment, and change the Sequence Numbers as follows:

Note: The Sequence Number only orders the actions within EmpowHR. Therefore, you must change the Effective Sequence in EmpowHR so that the actions are processed in the correct order in PPS.

Row	NOAC	Effective Date	Authentication Date	Sequence	Effective Sequence
1	781	01/11/2015	01/03/2015	3 of 4	Change from 2 1 to 1 1
2	721	01/11/2015	01/11/2015	4 of 4	Change from 1 1 to 2 1
3	893	01/11/2014	01/01/2014	2 of 4	2 1
4	894	01/11/2014	12/23/2013	1 of 4	1 1

3. Upon saving the action, EmpowHR will reorder the actions with the same Effective Date by the Effective Sequence Number. Please note that the Sequence Number does not dictate the order that PINE processes the actions. Below is a depiction of the actions in EmpowHR after the actions have been saved.

Row	NOAC	Effective Date	Authentication Date	Sequence	Effective Sequence
1	721	01/11/2015	01/11/2015	4 of 4	2 1
2	781	01/11/2015	01/03/2015	3 of 4	1 1
3	893	01/11/2014	01/01/2014	2 of 4	2 1
4	894	01/11/2014	12/23/2013	1 of 4	1 1

4. The results of the step above should match the order of the actions as they are reflected in PPS on IRIS Program IR125, Personnel Action Summary, or IRIS Program IR525, PERHIS Personnel Actions Summary, (after BEAR has run at the end of the pay period). Verify the following in either IRIS Program IR125 or IRIS Program IR525:

NOAC	Effective Date	Authentication Date
721	01/11/2015	01/11/2015
781	01/11/2015	01/03/2015
893	01/11/2014	01/01/2014
894	01/11/2014	12/23/2013

Tips

The following are a few reminders:

- Preserve old records. Changing the data on a historical record compromises the integrity of the record and may not be in accordance with regulations. When making a change, insert a new row and enter the information under the appropriate NOAC and new effective date.
- Whenever available, use drop-down lists or search results (magnifying glass) to select valid values to avoid typing errors.
- Use the tab or arrows to scroll through the fields to change data.
- Use the **X** to close a window.
- Use the ***Home*** option on the top of the window to get back to the menu.
- Use the **Save** button to save a completed transaction. If the save button is used before the transaction is completed, one or more error messages will display stating that required fields are missing. When **Save** is clicked, notice in the upper right side of the page the word *Processing* and then the word *Saved* will appear. The word *Saved* will disappear. When the record is saved, a message also appears.
- Use full names, Social Security numbers, or the full EmplID when searching for an employee.
- Periodically, clear your cache by deleting temporary files and cookies from the hard drive.
- Do not log out of the application while a document is processing. The application is still running in the background. Wait until the Transaction Status has updated to log out of the application.
- Do not select ***Stop*** on the browser when the transaction is processing. Wait until the processing is completed before closing the window.
- Do not use the ***Back*** button on the browser.
- Populate the date field with the current date by entering a **T** in the date field.
- Complete the required when a field has an * (asterisk) before the field name.
- Use the following EmpowHR status codes:

Status Codes

Status	Short Name	Notes
NFC Auto Action	NFC Auto	All NOACs.
Payroll Interface Error	PI Error	EmpowHR record field values need to be reconciled.

Status Codes

Status	Short Name	Notes
Ready Future	Rdy-Future	Action is effective in a pay period that occurs after the current processing pay period.
History Override Hold	History Override Hold	This document is released when the user changes the status to History Override Release.
In Progress	In Progress	This status is displayed when a new row is inserted.
Data Load	Data Load	This is data loaded from PPS.
NFC Auto	Applied	This was processed outside of EmpowHR, applied to PPS, and was loaded to EmpowHR.
Sent to NFC	Sent to NFC	This status is displayed after an action has been sent to NFC at 11 a.m. (CT) and 4 p.m. (CT) daily.
Applied	Applied	This action has applied in PPS.
Applied-Loading to Worklist	Appl-Wlist	This action has applied in PPS and will be displayed on the user's Worklist.
Ready for NFC Transmission	NFC Ready	This action is displayed after the action is saved.
Not Applied at NFC	Not Applied	This action did not pass the PINE edits.

Status Codes

Status	Short Name	Notes
Disabled from NFC Transmission	Xmit Disab	This status is not available.
Non-NFC (Internal)	Non-NFC	Actions displaying this status are not sent to NFC.

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