



EmpowHR: Section 3 - Tables



PUBLICATION CATEGORY
HR and Payroll Processing

PROCEDURE MANUAL
EmpowHR

SECTION 3
Tables

Table of Contents

Latest Update Information	1
EmpowHR Setup Tables (HD)	2
Accounting Station Codes	4
Agency United States Federal	8
Automatic Action Message	22
Award Actions	23
Bank Table	27
Bargaining Unit Table United States Federal.....	31
Charities Table	39
City Table	42
County Table	45
Departments United States Federal	48
eRecruit Installation Settings	55
Event Change Table.....	58
Federal Employees Health Benefits Program Plans	61
Federal Employees Health Benefits Vendors	65
Geographic Location	68
Legal Authority.....	72
Locality Pay Areas	76
Nature of Action Table.....	79
Nature of Action Code/Legal Authority 1	83
NFC Master Field Table	87
Official Position Titles United States Federal	90
Organization Structure Level 2.....	93
Organization Structure Level 3.....	96
Organization Structure Level 4.....	100
Organization Structure Level 5.....	104
Organization Structure Level 6.....	108
Organization Structure Level 7.....	112

Organization Structure Level 8.....	117
Personnel Action Request Remarks.....	121
Personnel Office Identifier	125
Salary Grades USF.....	130
Salary Limits.....	137
Salary Plan.....	140
Sub-Agency	145
Tree Manager.....	148
Unions United States Federal.....	154
Union Dues Table.....	164
Index	171

Latest Update Information

The following changes have been made to the EmpowHR Tables procedure:

Section	Description of Change
EmpowHR Tables Procedure	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.

EmpowHR Setup Tables (HD)

EmpowHR is a relational database. A relational database is a series of tables linked by key fields. The advantage of a relational database is that data is entered into a table once, and can be accessed and reassembled many different ways without having to reenter or reorganize tables. This saves time and decreases the potential for errors made during data entry.

Tables are the foundation of the database. Each table is composed of columns and rows like a spreadsheet. The columns in each table are the records and contain the entries that make up each field.

EmpID	Name	Street	City	State
100	Mouse, Anna	897 Calvary	Arlington	VT
101	Chevy, Car	325 Car Dr.	Rockville	MC

Each table has a unique name and is linked by key fields to create the relational database. Foundation tables are updated by the system administrator whenever actions are processed or records are changed/created in the database.

Updates to EmpowHR Tables

All EmpowHR table update requests must be submitted via email to NFC.TMGT@nfc.usda.gov. The receipt of an EmpowHR request by a method other than the official email address or from a user that has not been identified as an authorized Agency representative on Table Management System (TMGT) Table 63, Department/Agency/Bureau Contact, Contact Type 03, will be returned to the requester. To aid in the verification of authorized users and if we need to contact you regarding your request, please ensure that each request includes:

- Department
- Agency
- Personnel Office Identifier (POI)
- Authorized sender's name, email address, and telephone number

If you have user access to update TMGT, please review the EmpowHR table guide, EmpowHR TBL, to determine if any more action on your behalf is required. This guide identifies which tables are updated in the weekly Sunday night process to EmpowHR. The table below also lists these tables. If you have updated one of these tables, no further action is needed. If you have updated any table that is not identified on this table, please forward that information to nfc.tmgmt@nfc.usda.gov. This is a critical process that must be completed since tables that are not automatically loaded into EmpowHR are processed manually by the National Finance Center (NFC) Contact Center staff members.

The requests that are sent to the *NFC.TMGT@nfc.usda.gov* email address are compiled daily in the order received, and the sender will be notified by email when the update is completed.

If the request requires more than 50 changes to Table 005, Organizational Structure Levels/Tree Manager, please submit the request on an excel spreadsheet since this information is loaded into the application via programmer intervention. The spreadsheet should be attached to the *NFC.TMGT@nfc.usda.gov* email request and must contain the following information:

- Entire organizational structure code
- Effective dates

Note: This information must match the data that is currently displayed in TMGT Table 005, Agency Organizational Structure, to be successfully updated in EmpowHR. Once the spreadsheet information has been loaded into EmpowHR, the Agency representative will be notified via email.

EmpowHR Tables Updated in the Weekly Sunday Night Process

TMGT TABLE NUMBER	TMGT TABLE NAME	EMPOWHR-RELATED TABLE
001	PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS	PERSONNEL OFFICE ID
002	ACCOUNTING STATION NAME AND ADDRESS	ACCOUNTING STATION CODES
010	UNION AND ASSOCIATION CODE ADDRESS	UNION USF
029	PAY TABLE RATES	LOCALITY PAY AREAS
062	3 DIGIT NATURE OF ACTION	NATURE OF ACTION TABLE
074	OFFICIAL POSITION TITLE	OFFICIAL POSITION TITLES USF
076	WORKING POSITION TITLE	ORGANIZATION POSITION TITLE USF
098	SALARY RANGES	SALARY LIMITS
106	FINANCIAL ORGANIZATION EFT ROUTING NUMBER FILE	BANK TABLE

For more information see:

Accounting Station Codes	4
Agency United States Federal	8
Automatic Action Message	22
Award Actions	23

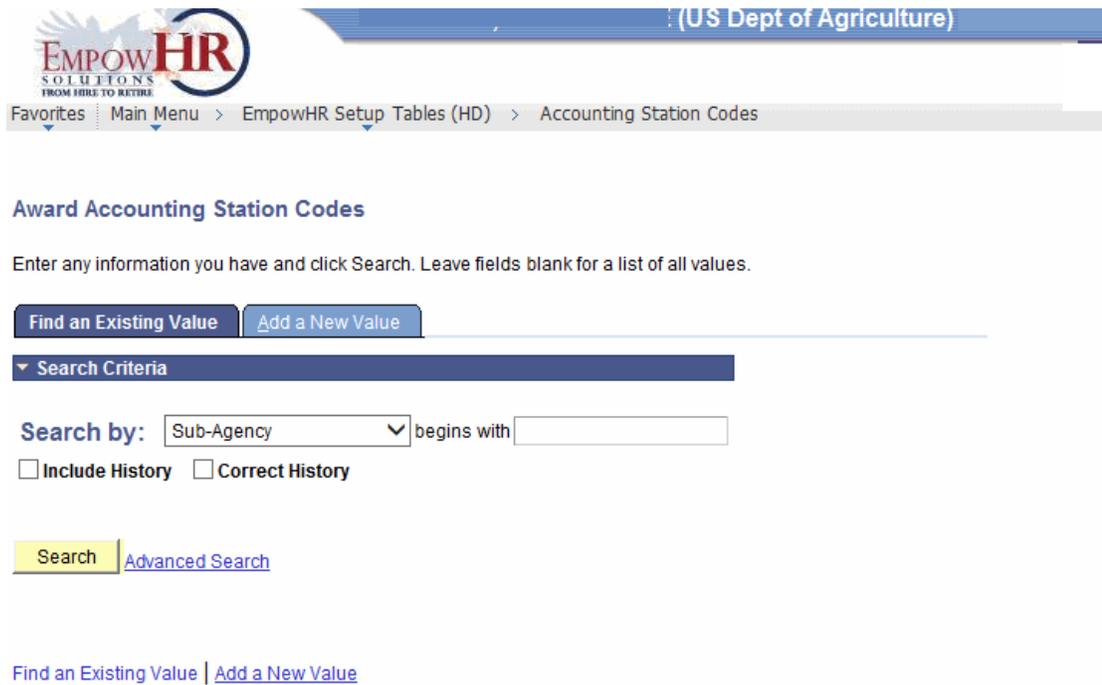
Bank Table	27
Bargaining Unit Table United States Federal	31
Charities Table	39
City Table	42
County Table	45
Departments United States Federal	48
eRecruit Installation Settings	55
Event Change Table	58
Federal Employees Health Benefits Program Plans	61
Federal Employees Health Benefits Vendors	65
Geographic Location	68
Legal Authority	72
Locality Pay Areas	76
Nature of Action Table	79
Nature of Action Code/Legal Authority 1	83
NFC Master Field Table	87
Official Position Titles United States Federal	90
Organization Structure Level 2	93
Organization Structure Level 3	96
Organization Structure Level 4	100
Organization Structure Level 5	104
Organization Structure Level 6	108
Organization Structure Level 7	112
Organization Structure Level 8	117
Personnel Action Request Remarks	121
Personnel Office Identifier	125
Salary Grades USF	130
Salary Limits	137
Salary Plan	140
Sub-Agency	145
Tree Manager	148
Unions United States Federal	154
Union Dues Table	164

Accounting Station Codes

To Enter an Accounting Station Code:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Accounting Station Codes** component. The Award Accounting Station Codes page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Accounting Station Codes

Award Accounting Station Codes

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: Sub-Agency ▼ begins with

Include History Correct History

Search | [Advanced Search](#)

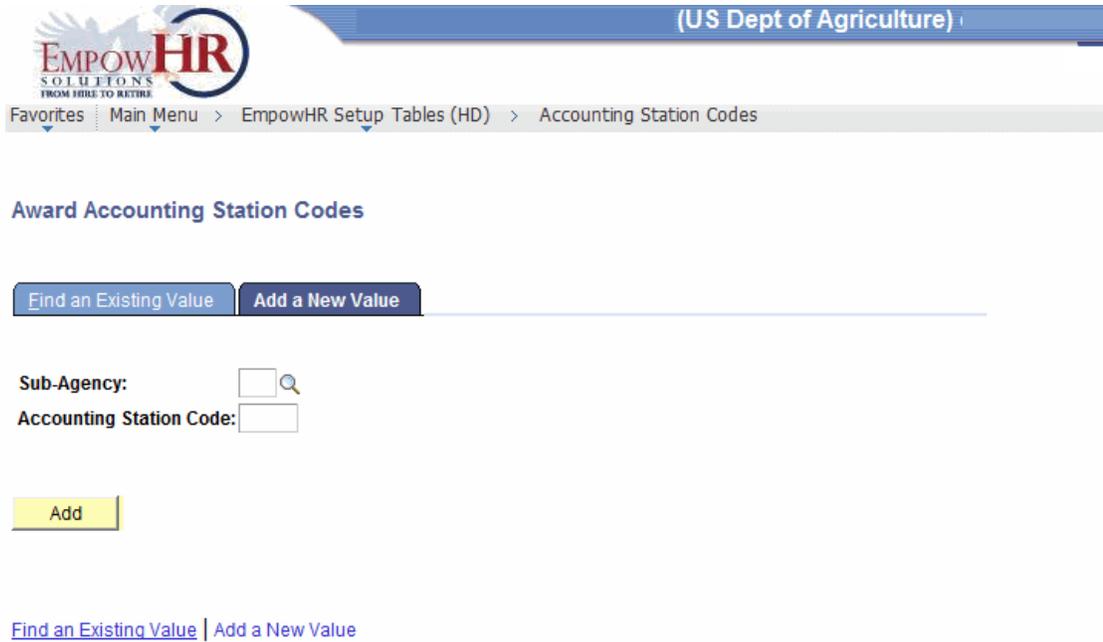
[Find an Existing Value](#) | [Add a New Value](#)

Figure 1: Award Accounting Station Codes Page - Find an Existing Value Tab

3. To search for an existing code, enter the applicable search information.
4. Click **Search**. The Actng Stn Codes tab is displayed.

OR

To add a new code, select the **Add a New Value** tab. The Award Accounting Station Codes page - Add a New Value tab is displayed.



(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM FIRE TO RETIRE

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Accounting Station Codes

Award Accounting Station Codes

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

Sub-Agency: 

Accounting Station Code:

Add

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

Figure 2: Award Accounting Station Codes Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Sub-Agency	Enter the sub-Agency to be added (two-position Agency) or select the data by clicking the search icon.
Accounting Station Code	Enter the accounting station code for the sub-Agency.

- Click **Add**. The Actng Stn Codes tab is displayed.

Figure 3: Actng Stn Codes Tab

- Complete the fields as follows:

Field	Description/Instruction
Actg Sttn Cd	Populated from the search/add criteria entered.
Scroll Area	Instruction
Effective Date	Enter the effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view/change the information.
Status	Populated based on the status of the transaction. The valid values are Active and Inactive .
Sub-Agency	Enter the applicable two-position sub-Agency (Agency code) or select the data by clicking the search icon.
*Address 1	Required field. Enter the first line of the accounting station address.
Address 2	Enter the second line of the accounting station address, if applicable.

Field	Description/Instruction
Address 3	Enter the third line of the accounting station address, if applicable.
*City	Required field. Enter the city of the accounting station.
*State	Required field. Enter the State abbreviation of the accounting station.
Postal Code	Enter the ZIP Code of the accounting station.

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

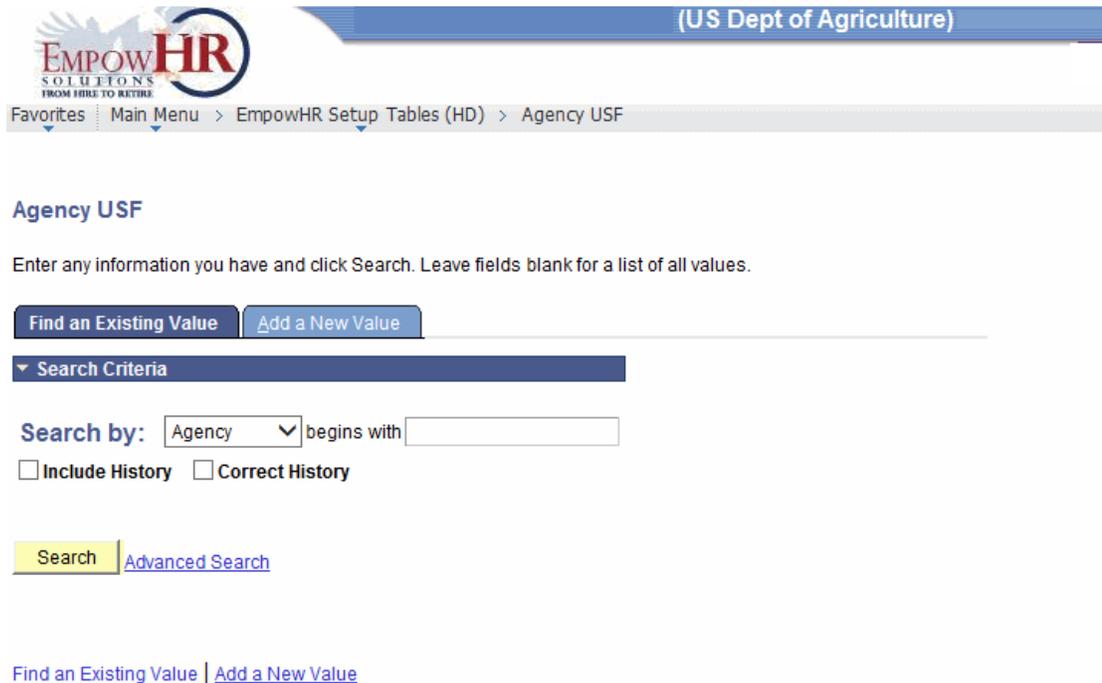
Step	Action
Click Return to Search	Returns the user to the applicable page to search for another accounting station code.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an accounting station code.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Agency United States Federal

To Enter an Agency United States Federal (USF):

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Agency USF** component. The Agency USF page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Agency USF

Agency USF

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: Agency ▼ begins with

Include History Correct History

[Search](#) [Advanced Search](#)

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

Figure 4: Agency USF Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Agency USF page - Agency Location tab is displayed.

OR

Select the **Add a New Value** tab. The Agency USF page - Add a New Value tab is displayed.



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

Figure 5: Agency USF Page - Add a New Value Tab

5. Complete the field as follows:

Field	Instruction
Agency	Enter the Agency to be added.

- Click **Add**. The Agency USF page - Agency Location tab is displayed.

The screenshot shows the 'Agency Location' tab in the EmpowHR system. The page title is '(US Dept of Agriculture)'. The breadcrumb trail is 'EmpowHR Setup Tables (HD) > Agency USF'. The 'Agency Location' tab is active, showing a form for adding a new location. The form fields are:

- Company:** 18
- Location:** Find First 1 of 1 Last
- *Effective Date:** 01/01/1980
- *Status:** A:Active
- *Description:** Economic Research Service
- Short Descr:** Economic R
- Location SetID:** [Search icon]
- Location:** [Search icon]
- *Default SetID:** [Search icon]
- Legal Entity:** [Search icon]
- Country:** USA United States
- Address:** [Edit Address link]

 Below the form is an 'Email Addresses' table with the following structure:

*Address Type	*Email Address
1	[Search icon]

 At the bottom of the page are navigation buttons: Save, Return to Search, Notify, Previous tab, Next tab, Add, Update/Display, Include History, and Correct History.

Figure 6: Agency USF Page - Agency Location Tab

- Complete the fields as follows:

Field	Description/Instruction
Company	Populated based on the search/add criteria entered.
FieldLocation	Description/Instruction
*Effective Date	Required field. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Description	Required field. Enter the description of the Agency location.
Short Descr	Enter the short description of the Agency location.
Location SetID	Enter the Agency location SetID or select the data by clicking the search icon.

Field	Description/Instruction
Location	Enter the Agency location or select the data by clicking the search icon.
*Default SetID	Required field. Enter the default SetID or select the data by clicking the search icon.
Legal Entity	Enter the applicable information.
Country	Defaults to USA . To change, select the data by clicking the search icon.
Address	Populated based on the search criteria entered.
Email Addresses	Instruction
*Address Type	Required field. Select the address type from the drop-down list. The valid values are Admin , HR , Legal , and Main .
*Email Address	Required field. Enter the email address for the Agency location. Additional address types can be entered by clicking the + . To delete an address type click the - .

8. To modify the address, click the **Edit Address** link. The Edit Address page is displayed.

EMPOW HR SOLUTIONS FROM FIRE TO RETIRE (US Dept of Agriculture)

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Agency USF

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

Figure 7: Edit Address Page

9. Complete the fields as follows:

Field	Description/Instruction
Country	Populated.
Address 1	Enter the first line of the address.

Field	Description/Instruction
Address 2	Enter the second line of the address, if applicable.
Address 3	Enter the third line of the address, if applicable.
City	Enter the city.
State	Enter the State or select the data by clicking the search icon.
Postal	Enter the ZIP Code.
County	Enter the county.

10. Click **OK**. The edited information is saved. The Agency USF page - Agency Location tab is displayed.

OR

Click **Cancel**. The original information is displayed. The Agency USF page - Agency Location tab is displayed.

11. Select the **Default Settings** tab. The Agency USF page - Default Settings tab is displayed.



Figure 8: Agency USF Page - Default Settings Tab

12. Complete the fields as follows:

Field	Description/Instruction
Company	Populated based on the search/add criteria entered.
Default Settings	Description/Instruction
Effective Date	Populated based on the data entered on the Agency Location tab.
Status	Populated based on the data selected on the Agency Location tab.

Field	Description/Instruction
Description	Populated based on the data selected on the Agency Location tab.
Regulatory Region	Enter the applicable information or select the data by clicking the search icon.

13. Click the **Payroll for North America** arrow to display the Payroll for North America section of the page.

Figure 9: Agency USF Page - Default Settings Tab - Payroll for North America Section

14. Complete the fields as follows:

Payroll for North America	Instruction
Pay Group	Enter the applicable information or select the data clicking the search icon. by
Default Earnings Program	Enter the applicable information or select the data by clicking the search icon.
*Lines on Paysheet	Required field. Enter the three-position number of lines on a paysheet.
Activity Days For Terminations	Enter the number of days.
Federal Tax Deduction Priority	Enter the three-position Federal tax deduction.
State Tax Deduction Priority	Enter the three-position State tax deduction.
Single Check for Multiple Jobs	Check this box, if applicable.
Pay Taxes through AP	Check this box, if applicable.

Note: You can click the **General Ledger Accounts**, **Tips Processing**, or **Tax Details** link to modify any information.

15. Select the **Phones** tab. The Agency USF page - Phones tab is displayed.

Figure 10: Agency USF Page - Phones Tab

16. Complete the fields as follows:

Field	Description/Instruction
Company	Populated based on the search criteria entered.
Phones/Processing Controls	Description
Effective Date	Populated based on the data entered on the Agency Location tab.
Status	Populated based on the data entered on the Agency Location tab.
Description	Populated based on the data entered on the Agency Location tab.
Processing Controls	Instruction
Industry	Defaults to Government . To change, select data from the drop-down list.
Override Operator Industry	Defaults to blank. Click this box to override the operator industry.
Industry Sector	Defaults to US Federal . To change, select data from the drop-down list.
Phone Information	Instruction
Phone Type	Select the applicable phone from the drop-down list.

Field	Description/Instruction
Telephone	Enter the applicable telephone number.
Country Code	Enter the applicable country code.

17. Select the **Rules Definition** tab. The Agency USF page - Rules Definition tab is displayed.



Figure 11: Agency USF Page - Rules Definition Tab

18. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based on the search criteria entered..
Decimal Precision for Full-Time Equivalency	Instruction
*Effective Date	Required field. Defaults to the current date. Enter the applicable effective date of the entry or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
FTE Decimal Precision	Enter the applicable full time equivalent (FTE) information. This field is used to enter the amount of places used after the decimal to calculate the FTE. Up to 6 decimal places may be used. This allows flexibility in FTE calculations and improves precision in FTE and FTE-related calculations (i.e., worker compensation). If the FTE Decimal Precision field is set to zero, FTE will default to 1 on the Job Data pages regardless of the number of hours entered or part- or full-time status.

19. Select the **Payroll Interface Information** tab. The Agency USF page - Payroll Interface Information tab is displayed.

Figure 12: Agency USF Page - Payroll Interface Information Tab

20. Complete the fields as follows:

Field	Description/Instruction
Company	Populated based on the Agency selected in the search criteria.
Payroll Office Contact/ID Information	Description/Instruction
Effective Date	Populated.
Status	Populated based on the data entered on the Agency Location tab.
Description	Populated based on the data entered on the Agency Location tab.
Description	Enter the applicable information.
Payroll Office Contact Info	Instruction

Field	Description/Instruction
Contact Person	Enter the contact person for the payroll interface.
Contact Title	Enter the title of the contact person for the payroll interface.
Contact Type	Enter the type of contact for the payroll interface.
Contact Phone	Enter the contact's phone number.
FTS Indicator	Check this box if the Federal Telephone System (FTS) is applicable.
Payroll Office ID Info	Instruction
Agency ID	Enter the Agency identification (ID).
FRB Company ID No	Enter the applicable information for the Federal Reserve Bank (FRB) ID number.
Agency Check ID	Enter the applicable information.
FRB Location ID No	Enter the applicable information.
Agency TSP ID	Enter the applicable information.
FRB Acct No	Enter the applicable information.
Agency TSP Account	Enter the applicable information.
FRB Branch No	Enter the applicable information.
Voucher Year	Enter the applicable information.
FRB Dist Desig	Enter the applicable information.

21. Select the **Payroll Office Address** tab. The Agency USF page - Payroll Office Address tab is displayed.

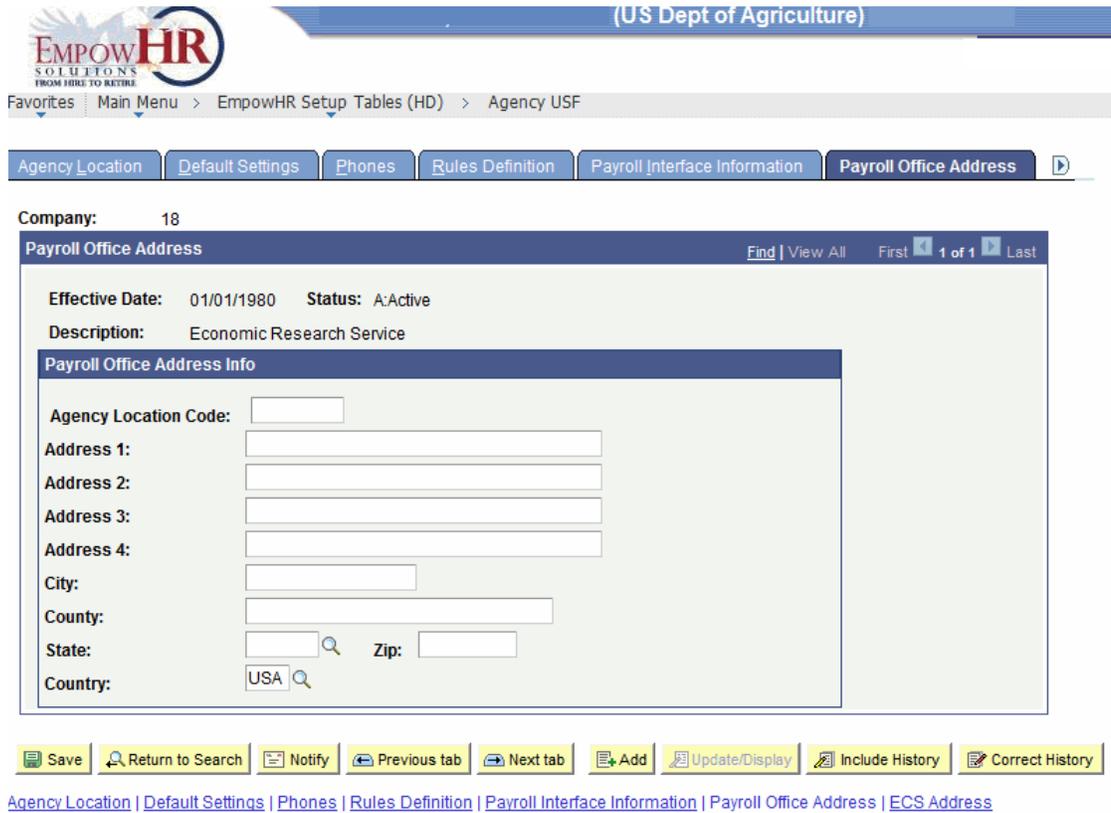


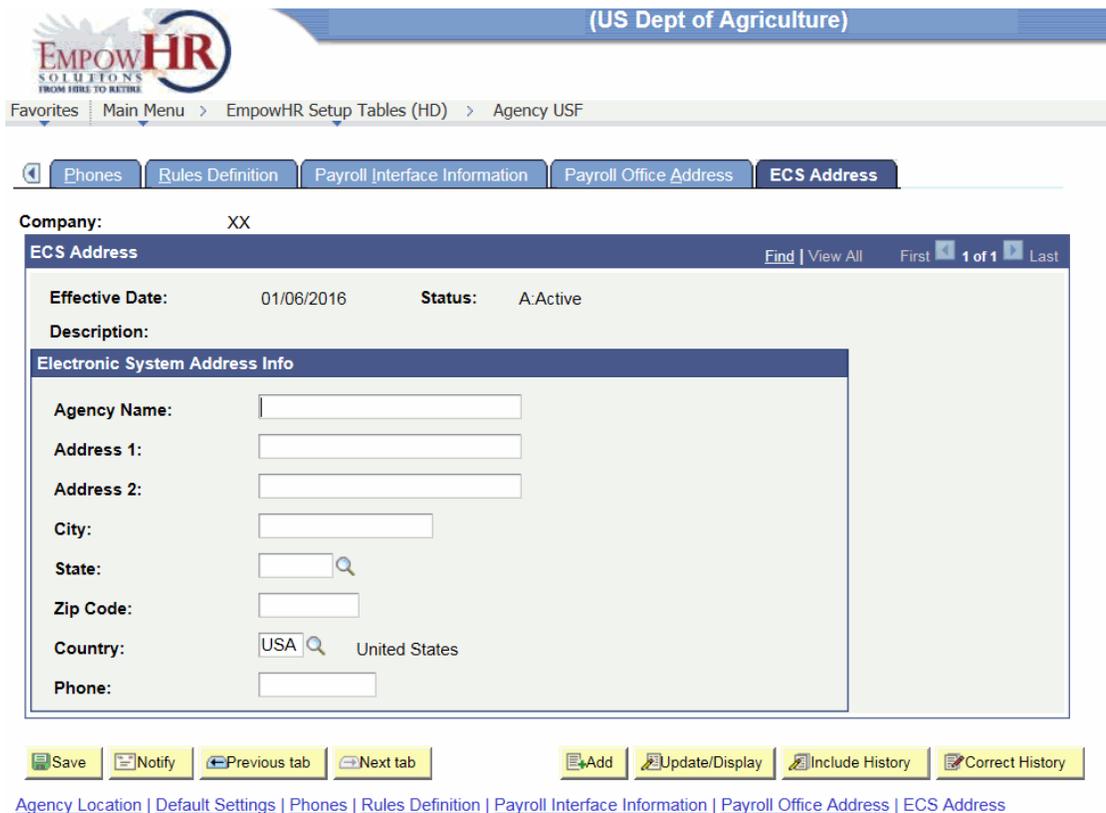
Figure 13: Agency USF Page - Payroll Office Address Tab

22. Complete the fields as follows:

Field	Description/Instruction
Company	Populated based on the Agency selected in the search criteria.
Payroll Office Address	Description
Effective Date	Populated.
Status	Populated.
Description	Populated.
Payroll Office Address Info	Instruction
Agency Location Code	Enter the location of the payroll office.
Address 1	Enter the first line of the payroll office address.
Address 2	Enter the second line of the payroll office address, if applicable.

Field	Description/Instruction
Address 3	Enter the third line of the payroll office address, if applicable.
Address 4	Enter the fourth line of the payroll office address, if applicable.
City	Enter the city of the payroll office.
County	Enter the county of the payroll office.
State	Enter the State of the payroll office or select the data by clicking the search icon.
Zip	Enter the ZIP Code of the payroll office.
Country	Enter the country code or select the data by clicking the search icon.

23. Select the **ECS Address** tab. The Agency USF page - ECS Address tab is displayed.



(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Agency USF

Phones | Rules Definition | Payroll Interface Information | Payroll Office Address | **ECS Address**

Company: XX

ECS Address Find | View All First 1 of 1 Last

Effective Date: 01/06/2016 Status: A:Active

Description:

Electronic System Address Info

Agency Name:

Address 1:

Address 2:

City:

State: 

Zip Code:

Country: USA  United States

Phone:

Save | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Agency Location](#) | [Default Settings](#) | [Phones](#) | [Rules Definition](#) | [Payroll Interface Information](#) | [Payroll Office Address](#) | [ECS Address](#)

Figure 14: Agency USF Page - ECS Address Tab

24. Complete the fields as follows:

Field	Description/Instruction
Company	Populated based on the Agency selected in the search criteria.

Field	Description/Instruction
Payroll Office Address	Description
Effective Date	Populated.
Status	Populated.
Description	Populated.
Payroll System Address Info	Instruction
Agency Location Code	Enter the applicable information.
Address 1	Enter the first line of the address.
Address 2	Enter the second line of the address, if applicable.
City	Enter the city.
State	Enter the State or select the data by clicking the search icon.
Zip	Enter the ZIP Code.
Country	Defaults to USA . To change, select the data by clicking the search icon.
Phone	Enter the telephone number.

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

Step	Action
Click Return to Search	Returns the user to the applicable page to search for another Agency.
Click Notify	Notifies the next individual in the workflow.
Click Previous Tab	Views the data on the previous tab.
Click Next Tab	Only available when there is another tab to select.
Click Add	Returns the user to the applicable page to Add data.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Automatic Action Message

To Enter an Automatic Action Message:

1. Select the *EmpowHR Setup Tables (HD)* menu group.
2. Select the *Automatic Action Msgs* component. The Automatic Action Message Table tab is displayed.



Figure 15: Automatic Action Message Table Tab

3. Complete the fields as follows:

Automatic Action Message	Instruction
Message Code	Enter the three-position message code.
Message	Enter the descriptive message that corresponds to the message code.

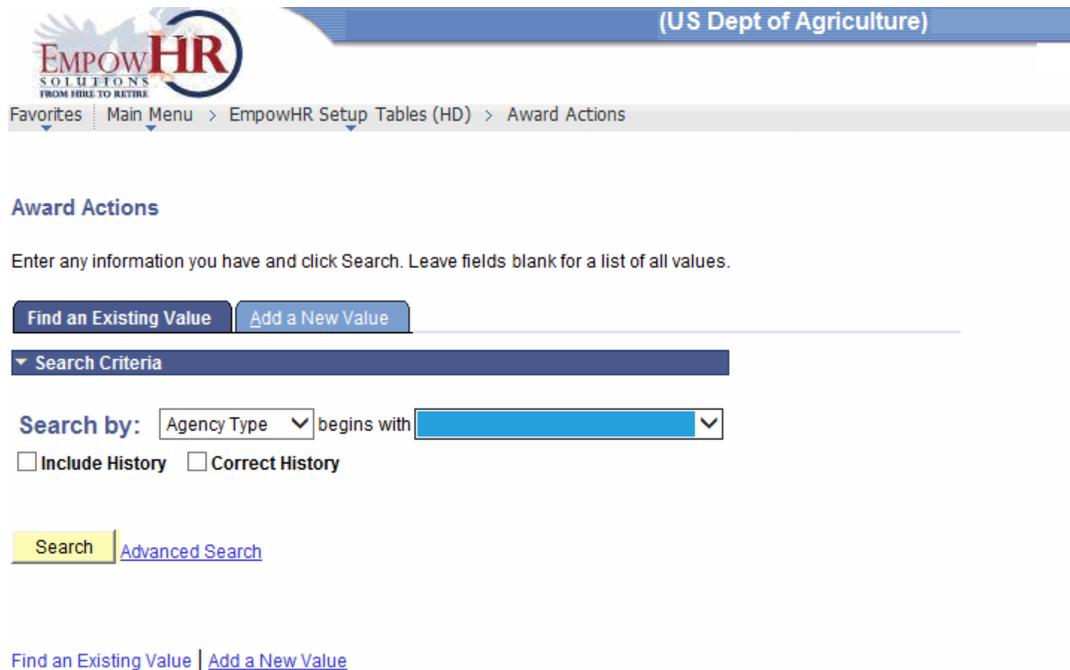
4. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Adds any additional data.
Click Update/Display	Clears the display.

Award Actions

To Enter an Award Action:

1. Select the **EmpowHR Setup Tables (HD)** menu group.
2. Select the **Award Actions** component. The Award Actions page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Award Actions

Award Actions

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: Agency Type begins with

Include History Correct History

Search | [Advanced Search](#)

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

Figure 16: Award Actions Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Award Action Data tab is displayed.

OR

Select the **Add a New Value** tab. The Award Actions page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Award Actions' page. At the top, there is a blue header with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Award Actions'. The main content area is titled 'Award Actions' and contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are three input fields: 'Agency Type' (a dropdown menu), 'Action' (a text box with a search icon), and 'Reason Code' (a text box with a search icon). A yellow 'Add' button is located below these fields. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 17: Award Actions Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency Type	Select data from the drop-down list. The valid values are County , Federal , Gov Accountability Office , and LOG .
Action	Enter the applicable Nature of Action Code (NOAC) or click the search icon to search for the application NOAC.
Reason Code	Enter the applicable reason code or click the search icon to search for the applicable reason code.

6. Click **Add**. The Award Action Data tab is displayed.

Figure 18: Award Action Data Tab

7. Complete the fields as follows:

Field	Description/Instruction
Agency Type	Populated based on the search/add criteria entered.
Action	Populated based on the search/add criteria entered.
Reason Code	Populated based on the search/add criteria entered.
Award Action Information	Description/Instruction
Effective Date	Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
Status	Populated based on the status of the transaction. The valid values are Active and Inactive .
*Nature of Action Code	Required field. Enter the three-position NOAC or select the data by clicking the search icon.
*Award Classification	Required field. Enter the award classification or select data from the drop-down list. The valid values are Award and Bonus .

Field	Description/Instruction
*Tangible/Intangible Benefit	Required field. Enter the applicable information or select data from the drop-down list. The valid values are Tangible , Intangible , and N/A .
Payroll Data	Instruction
Earnings Code	Enter the earnings code or select data from the drop-down list. The values of the drop-down list vary based on the search criteria entered on the Find an Existing Value or Add a New Value tab and the NOAC selected.
Pay in Separate Paycheck?	Check this box if applicable.
Gross-Up	Check this box if applicable.
GL Pay Type	Populated with the General Ledger (GL) pay type.
Default Award Code	Enter the default award code or select the data by clicking the search icon.
Paid By Check?	Check this box if applicable.
Cash Award Codes	Instruction
*Effective Date	Required field. Defaults to the current date. Enter the applicable effective date of the entry or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
Status	Populated based on the status of the transaction. The valid values are Active and Inactive .
*Award Code	Required field. Enter the applicable award code.
Description	Enter the narrative description of the award code.
Legal Auth (1)	Enter the first three-position legal authority for the NOAC.
Auth 1 Descr-Part 1	Enter the description for the legal authority 1.
Auth 1 Descr-Part 2	Enter the second part of the description for the legal authority 1, if applicable (e.g., Required, Not Required).
Legal Auth (2)	Enter the second three-position legal authority for the NOAC, if applicable.
Auth 2 Descr-Part 1	Enter the description for the legal authority 2.
Auth 2 Descr-Part 2	Enter the second part of the description for the legal authority 2, if applicable (e.g., Required, Not Required).

Field	Description/Instruction
Allow Auth Default Override	Check this box if applicable.

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

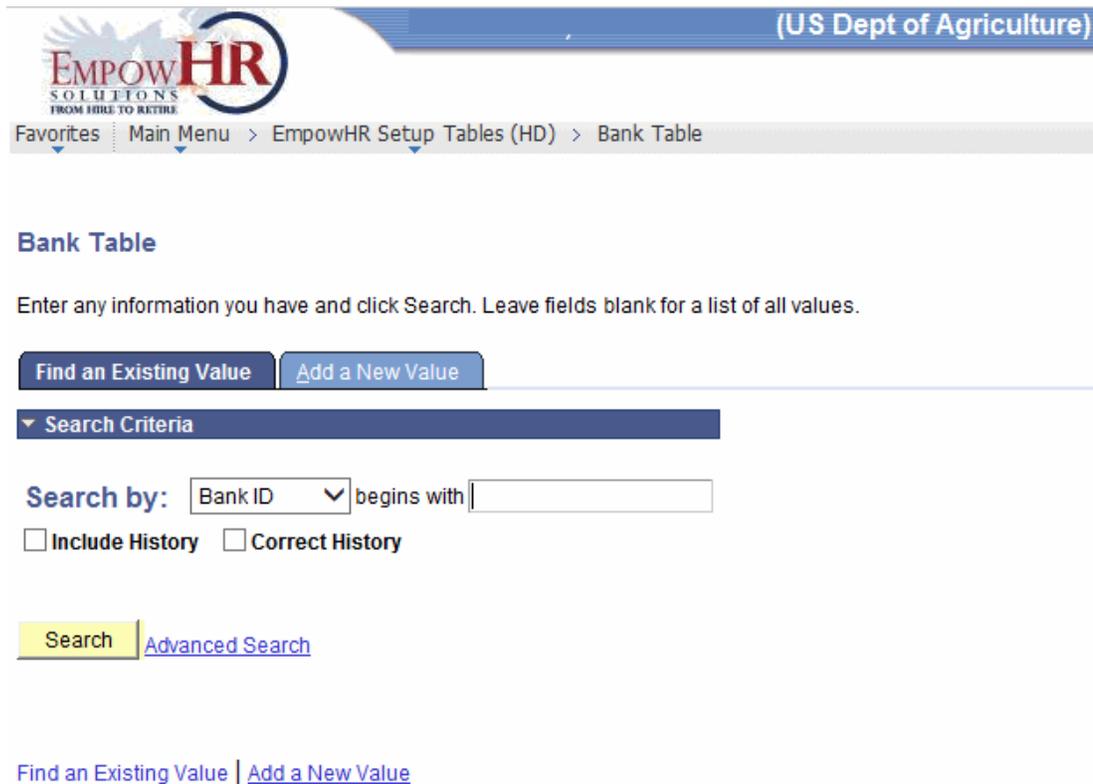
Step	Action
Click Return to Search	Returns the user to the applicable page to search for another award action.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an award action.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Bank Table

To Enter a Bank Table:

1. Select the *EmpowHR Setup Tables (HD)* on the menu.

2. Select the **Bank Table** component. The Bank Table page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the Bank Table page. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > EmpowHR Setup Tables (HD) > Bank Table". The main heading is "Bank Table". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a "Search Criteria" section with a dropdown menu. The "Search by:" dropdown is set to "Bank ID" and has a "begins with" text box next to it. There are two checkboxes: "Include History" and "Correct History". At the bottom of the search section are two buttons: "Search" and "Advanced Search". Below the search section are two links: "Find an Existing Value" and "Add a New Value".

Figure 19: Bank Table Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Bank Table page is displayed.

OR

Select the **Add a New Value** tab. The Bank Table page - Add a New Value tab is displayed.

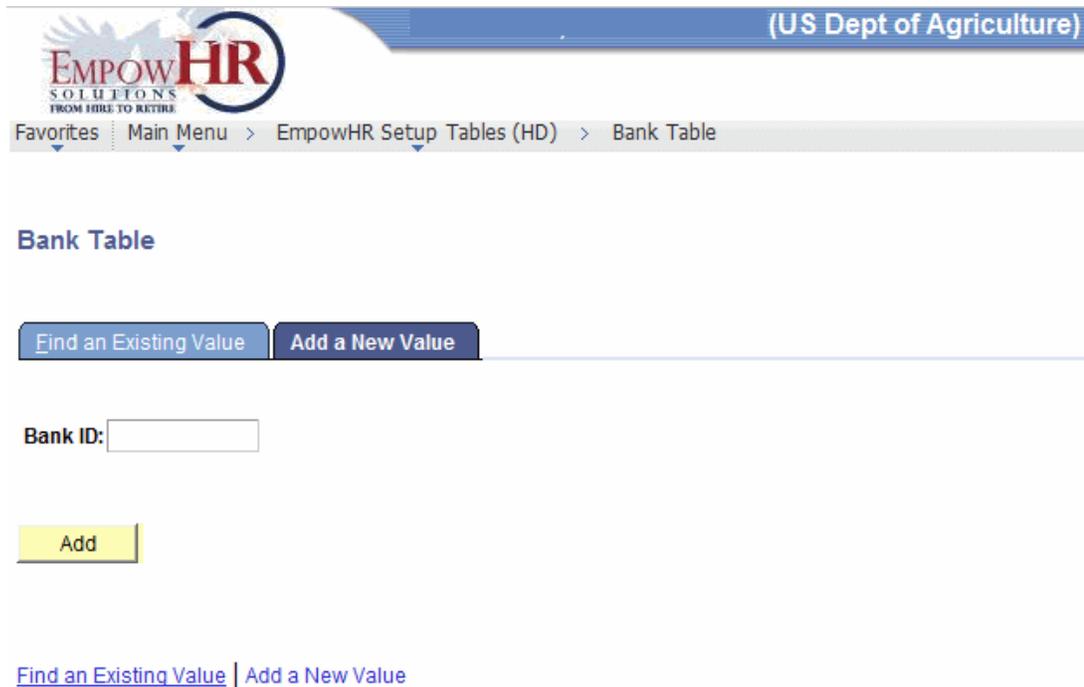


Figure 20: Bank Table Page - Add a New Value Tab

5. Complete the field as follows:

Field	Instruction
Bank ID	Enter the nine-position bank ID number.

- Click **Add**. The Bank Table tab is displayed. The data that is displayed on the page is based on the information entered on the Find an Existing Value and the Add a New Value tabs.

Figure 21: Bank Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Bank ID	Populated based on the search criteria entered.
Bank Information	Instruction
Effective Date	Defaults to the current date. Enter the applicable effective date of the entry or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
Effective Date To	Enter the applicable effective date of the entry or select a date from the calendar icon.
*Country Code	Required field. Defaults to USA . Change data by clicking the search icon.
Bank Type	Click the down arrow to select the applicable bank type.

Field	Description/Instruction
*Bank Name	Required field. Enter the name of the bank.
Short Description	Enter the short name of the bank.
Alternative Bank ID	Enter an alternate bank identification.
Country	Defaults to USA . Change data by clicking the search icon.
Address Line 1	Enter the first line of the address.
Address Line 2	Enter the second line of the address, if applicable.
Address Line 3	Enter the third line of the address, if applicable.
Address Line 4	Enter the fourth line of the address, if applicable.
City	Enter the city, State, and ZIP Code in the three parts of this field, or select the data by clicking the search icons for the city and State.
Telephone	Enter the telephone number of the bank.

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

Step	Action
Click Return to Search	Returns the user to the applicable page to search for another bank.
Click Previous Tab	Returns the user to the previous tab.
Click Next Tab	Advances the user to the next tab.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add a bank.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Bargaining Unit Table United States Federal

To Enter a Bargaining Unit:

- Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Bargaining Unit Table USF** component. The Bargaining Unit Table USF page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Bargaining Unit Table USF

Bargaining Unit Table USF

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

Agency: begins with [] []

Bargaining Unit: begins with [] []

Description: begins with [] []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Figure 22: Bargaining Unit Table USF Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Bargaining Unit Table USF page - General Bargaining Unit Data tab is displayed.

OR

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

OR

Select the **Add a New Value** tab. The Bargaining Unit Table USF page - Add a New Value tab is displayed.



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

Figure 23: Bargaining Unit Table USF Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency	Enter the Agency for the bargaining unit or select the data by clicking the search icon.
Bargaining Unit	Enter the bargaining unit for the Agency.

- Click **Add**. The Bargaining Unit Table USF page - General Bargaining Unit Data tab is displayed. The data that is displayed on the page is based on the search/add criteria entered.



(US Dept of Agriculture)

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Bargaining Unit Table USF

General Bargaining Unit Data | Contact Information | Contract/Partnership Data

Agency: AG Bargaining Unit: 0040

Effective Date: 09/27/2009 [calendar icon] *Status: Inactive [dropdown] Date Union Recognized: [calendar icon] [plus] [minus]

*Description: AFGE/3147 Short Description: AFGE/3147

Address

Country: [input] [magnifying glass icon]

Address: [input] [Edit Address](#)

Phone: [input] Fax Number: [input]

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[General Bargaining Unit Data](#) | [Contact Information](#) | [Contract/Partnership Data](#)

Figure 24: Bargaining Unit Table USF Page - General Bargaining Unit Data Tab

- Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based on the search criteria entered.
Bargaining Unit	Populated based on the search criteria entered.
Effective Date	Instruction
*Effective Date	Required field. Defaults to the current date. Enter the applicable effective date of the entry or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information.
*Status	Required field. Select the applicable status from the drop-down list. The valid values are Active and Inactive .
Date Union Recognized	Enter the applicable date or select a date from the calendar icon.
*Description	Required field. Enter the description of the bargaining unit.

Field	Description/Instruction
Short Description	Enter the short description of the bargaining unit.
Address	Description/Instruction
Country	Defaults to USA . Change data by clicking the search icon.
Address	Populated based on the search criteria entered.
Phone	Enter the phone number of the bargaining unit.
Fax Number	Enter the fax number of the bargaining unit.

8. To modify the address, select the **Edit Address** link. The Edit Address page is displayed.

Figure 25: Edit Address Page

Field	Description/Instruction
Country	Populated with United States .
Address 1	Enter or edit the first line of the bargaining unit address.
Address 2	Enter or edit the second line of the bargaining unit address, if applicable.
Address 3	Enter or edit the third line of the bargaining unit address, if applicable.
City	Enter the city.
State	Enter the State or select the data by clicking the search icon.
Postal	Enter the ZIP Code.

Field	Description/Instruction
County	Enter the county.

- Click **OK**. The information on the Edit Address page is saved. The Bargaining Unit Table USF page - General Bargaining Unit Data tab is displayed.

OR

Click **Cancel**. The Bargaining Unit Table USF page - General Bargaining Unit Data tab is displayed.

- Select the **Contact Information** tab. The Bargaining Unit Table USF page - Contact Information tab is displayed.

Figure 26: Bargaining Unit Table USF Page - Contact Information Page

- Complete the fields as follows:

Field	Description/Instruction
Bargaining Unit	Populated based on the search criteria entered.
Effective Date	Description
Effective Date	Populated based on the effective date entered on the General Bargaining Unit Data tab.

Field	Description/Instruction
Contact Information	Instruction
*Union Contact Number	Required field. Enter the union contact number.
Primary Phone	Enter the primary phone number of the bargaining unit.
*Contact Name	Required field. Enter the contact name of the bargaining unit.
*Union Title	Required field. Enter the title of the contact name.
Fax Number	Enter the fax number of the contact name.
Alternate Phone	Enter the alternate phone number of the contact name.

12. Select the **Contract/Partnership Data** tab. The Bargaining Unit Table USF page - Contract/Partnership Data tab is displayed.

Figure 27: Bargaining Unit Table USF Page - Contract/Partnership Data Tab

13. Complete the fields as follows:

Field	Description/Instruction
Effective Date	Description
Agency	Populated based on the search criteria entered.

Field	Description/Instruction
Bargaining Unit	Populated based on the search criteria entered.
Effective Date	Populated based on the effective date entered on the General Bargaining Unit Data tab.
Status	Populated based on the status selected on the General Bargaining Unit Data tab.
Contracts	Instruction
Contract Begin Date	Enter the date the bargaining contract begins or select a date from the calendar icon.
Contract End Date	Enter the date the bargaining contract ends or select a date from the calendar icon.
Partnership Council	Check the box if applicable.
Partnership Council Date	If the Partnership Council box is checked, enter the partnership date or select a date from the calendar icon.
Partnership Agreement	Check the box if there is a partnership agreement.
Partnership Agreement Date	If the Partnership Agreement box is checked, enter the partnership agreement date or select a date from the calendar icon.
Comment	Enter the applicable comments.

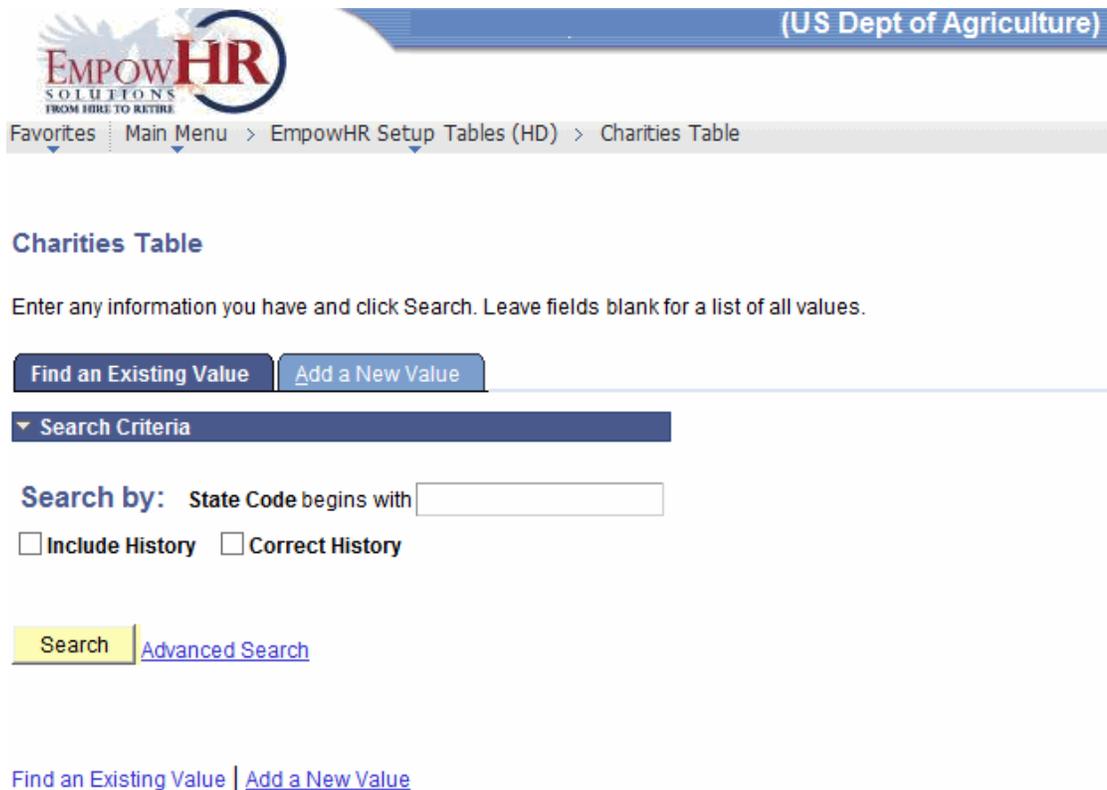
14. Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click Return to Search	Returns the user to the applicable page to search for another bargaining unit.
Click Previous Tab	Returns the user to the previous tab.
Click Next Tab	Advances the user to the next tab.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add a bargaining unit.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Charities Table

To Enter a Charities Table:

1. Select the **EmpowHR Setup Tables (HD)** menu group.
2. Select the **Charities Table** component. The Charities Table page - Find an Existing Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Charities Table

Charities Table

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: State Code begins with

Include History Correct History

[Search](#) [Advanced Search](#)

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

Figure 28: Charities Table Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Charities Table tab is displayed.

OR

Select the **Add a New Value** tab. The Charities Table page - Add a New Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Charities Table

Charities Table

Find an Existing Value Add a New Value

State Code: 🔍

Add

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

Figure 29: Charities Table Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
State Code	Enter the two-position State code or select a code by clicking the search icon.

- Click **Add**. The Charities Table tab is displayed. The data that is displayed on the tab is based on the search/add criteria entered.

Figure 30: Charities Table Tab

- Complete the fields as follows:

Field	Description/Instruction
State Code	Populated based on the search/add criteria entered.
NFC City Code	Populated based on the State code entered.
Charity Information	Instruction
Effective Date	Defaults to the current date. Enter the applicable effective date of the entry or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information.
Status	Select the applicable status from the drop-down list. The valid values are Active and Inactive .
City Name	Enter the name of the city for the charity.
State Description	Enter the State for the charity.
Description	Enter the description of the charity.

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

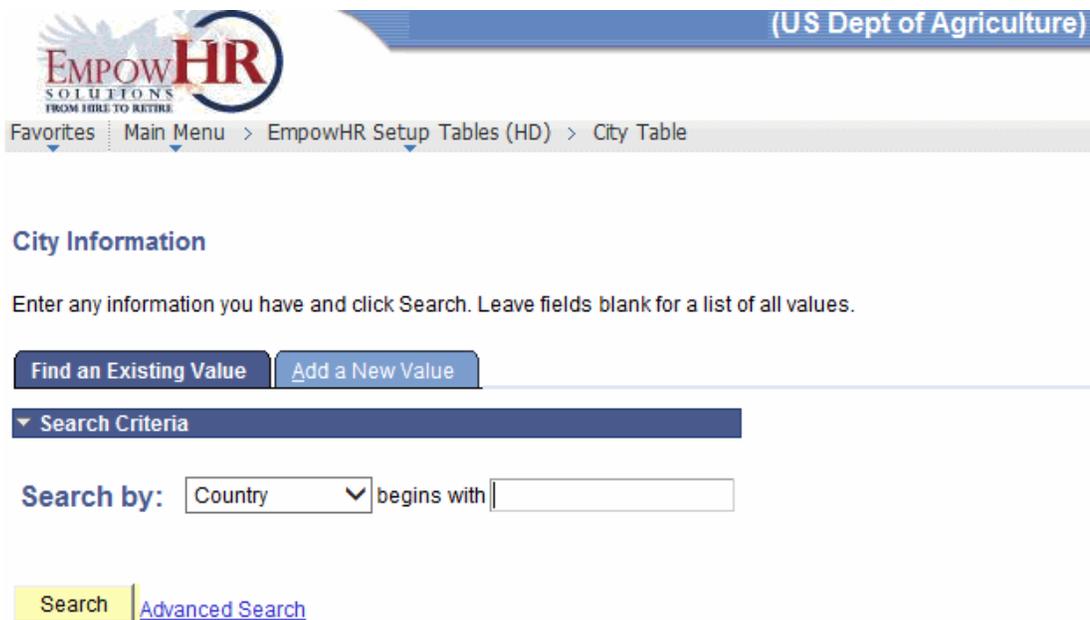
Step	Action
Click Return to Search	Returns the user to the applicable page to search for another charity.

Click Previous in List	Returns the user to the previous tab.
Click Next in List	Accesses the next charity entered.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an accounting station code.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

City Table

To Enter or Modify a City Table:

1. Select the *EmpowHR Setup Tables (HD)* menu group.
2. Select the *City Table* component. The City Information page - Find an Existing Value tab is displayed.




(US Dept of Agriculture)

[Favorites](#) | [Main Menu](#) > [EmpowHR Setup Tables \(HD\)](#) > [City Table](#)

City Information

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

Search by: begins with

[Advanced Search](#)

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

Figure 31: City Information Page - Find an Existing Value Tab

3. Enter the applicable search information.

4. Click **Search**. The City Information tab is displayed.

OR

Select the **Add a New Value** tab. The City Information page - Add a New Value tab is displayed.

Figure 32: City Information Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Country	Defaults to USA . Change the data by clicking the search icon.
State	Enter the two-position numeric State code.
Location Code	Enter the numeric location code.

- Click **Add**. The City Information tab is displayed.

Figure 33: City Information Tab

- Complete the fields as follows:

Field	Instruction
City Information	Instruction
*Country	Required field. Defaults to USA . To change the country, search data by clicking the search icon.
*State	Required field. Defaults to the State entered on the Find an Existing Value or Add a New Value tabs. Change the numeric State code if applicable.
Location Code	Defaults to the location code entered on the Find an Existing Value or Add a New Value tabs. Change the four-position numeric location code if applicable.
*Description	Required field. Enter the location description.
Alternate Char Description	Enter the alternate description.

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

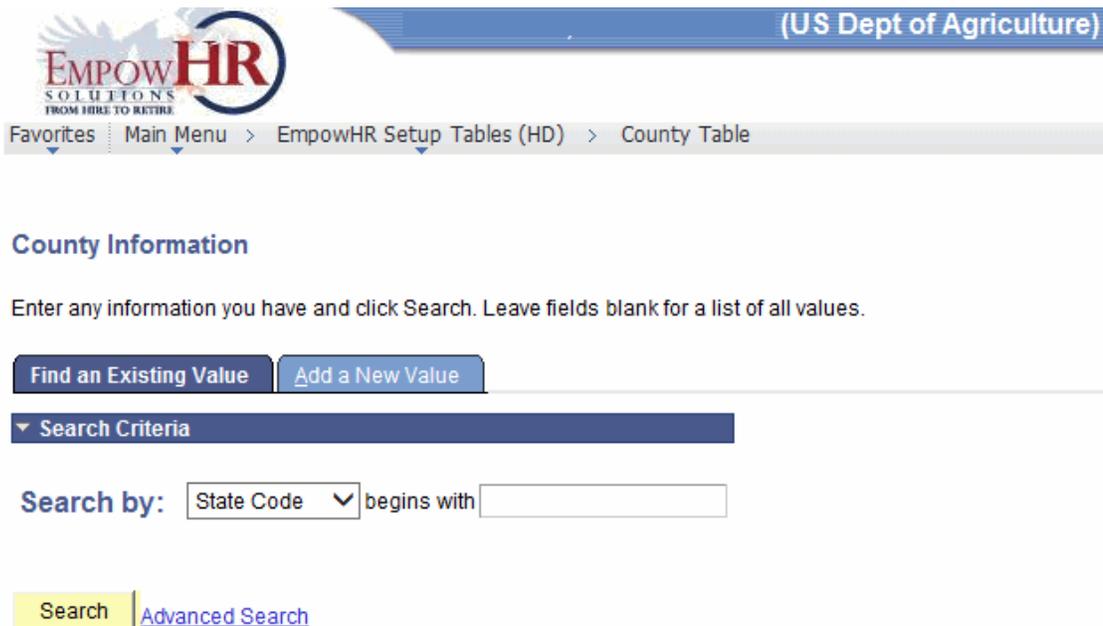
Step	Action
------	--------

Click Return to Search	Returns the user to the applicable page to search for another city.
Click Previous in List	Returns the user to the previous tab.
Click Next in List	Accesses the next city entered.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an accounting station code.
Click Update/Display	Returns the user to the applicable page to update the data entered.

County Table

To Enter a County Table:

1. Select the **EmpowHR Setup Tables (HD)** menu group.
2. Select the **County Code** component. The County Information page - Find an Existing Value tab is displayed.




(US Dept of Agriculture)

[Favorites](#) | [Main Menu](#) > [EmpowHR Setup Tables \(HD\)](#) > [County Table](#)

County Information

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

Search by: begins with

| [Advanced Search](#)

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

Figure 34: County Information Page - Find an Existing Value Tab

3. Enter the applicable search information.

- Click **Search**. The County Information page is displayed.

OR

Select the **Add a New Value** tab. The County Information page - Add a New Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > County Table

County Information

Find an Existing Value Add a New Value

State Code:

County Code:

Add

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

Figure 35: County Information Page - Add a New Value Tab

- Complete the fields as follows:

Field	Instruction
State Code	Enter the State abbreviation.
County Code	Enter the county code to be added.

- Click **Add**. The County Information page is displayed.

Figure 36: County Information Page

- Complete the fields as follows:

Field	Description/Instruction
State Code	Populated based on the search/add criteria entered.
County Code	Populated based on the search criteria/add entered.
County Information	Instruction
*Address Line 1	Required field. Enter the first line of the address.
Address Line 2	Enter the second line of the address, if applicable.
Address Line 3	Enter the third line of the address, if applicable.
*City	Required field. Enter the city.
*State	Required field. Enter the State abbreviation.
ZIP Code	Enter the ZIP Code.
Begin Date	Enter the date the address information becomes valid or select a date

Field	Description/Instruction
	from the calendar icon.
End Date	Enter the date the address information is no longer valid or select a date from the calendar icon.

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

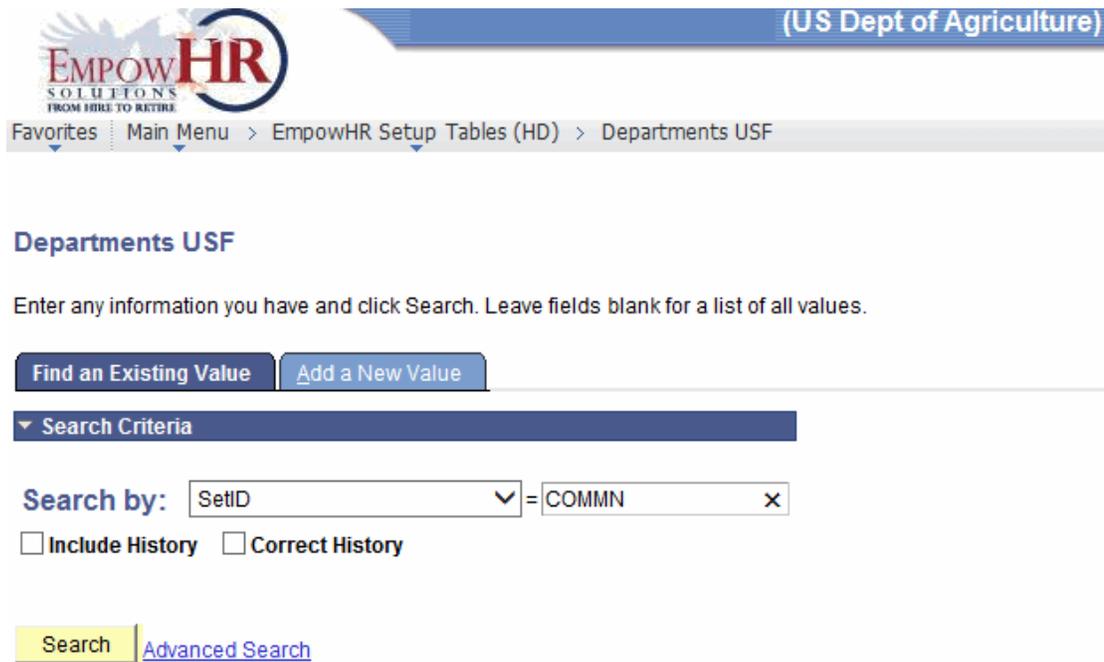
Step	Action
Click Return to Search	Returns the user to the applicable page to search for another county.
Click Previous in List	Returns the user to the previous tab.
Click Next in List	Accesses the next county entered.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add a county.
Click Update/Display	Returns the user to the applicable page to update the data entered.

Departments United States Federal

To Enter a Departments USF:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Departments USF** component. The Departments USF page - Find an Existing Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Departments USF

Departments USF

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: SetID = COMMN x

Include History Correct History

[Search](#) [Advanced Search](#)

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

Figure 37: Departments USF Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Departmental Table tab is displayed.

OR

Select the **Add a New Value** tab. The Departments USF page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Departments USF' page. At the top, there is a logo for 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' and a blue header bar with the text '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > County Table > Departments USF'. The main heading is 'Departments USF'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs, there are two input fields: 'SetID:' with the value 'COMMN' and a search icon, and 'Department:' with the value 'NEW'. At the bottom left, there is a yellow 'Add' button. At the bottom right, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 38: Departments USF Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Defaults to Commn . Change data by clicking the search icon.
Department	Defaults to New and corresponds to the Add a New Value option.

- Click **Add**. The Departments USF page - Department Table tab is displayed.

(US Dept of Agriculture)

Department Table | Comm. Acctg. and EG

SetID: COMMN Department: 900115

Department Table Find | View All First 1 of 1 Last

*Effective Date: 08/20/1995 *Status: A:Active

*Description: ADMINISTRATIVE PROGRAMS STAFF Short: ADMINISTRA Desc:

Location SetID: Location:

*Agency: AG Department of Agriculture

*Sub-Agency: 07 Rural Housing Service

*Org Structure Code 2nd Level: 50 RURAL DEVELOPMENT

*Org Structure Code 3rd Level: 05 OFFICE OF THE ARKANSAS ST DIR

*Org Structure Code 4th Level: 0001 ADMINISTRATIVE PROGRAMS STAFF

*Org Structure Code 5th Level: 00

*Org Structure Code 6th Level: 00

*Org Structure Code 7th Level: 00

*Org Structure Code 8th Level: 00

PAR Line 2 Description: Rural Development

PAR Line 3 Description: OFFICE OF THE ARKANSAS STATE DIRECTOR

PAR Line 4 Description: ADMINISTRATIVE PROGRAMS STAFF

PAR Line 5 Description:

Mail Stop:

Office Symbol:

Tax Location:

MgrID:

Manager Position:

Empl ID:

GL Acct# - Payroll Expense: Non Comm. Acctg.

Budget Yr End Dt: *Level: Departmen EE04 Function:

Save Return to Search Notify Previous tab Next tab Add Update/Display Include History Correct History

[Department Table | Comm. Acctg. and EG](#)

Figure 39: Departments USF Page - Department Table Tab

- Complete the fields as follows:

Field	Description/Instruction
SetID	Populated based on the search criteria entered.
Department	Populated based on the search criteria entered.
Department Table	Description/Instruction

Field	Description/Instruction
*Effective Date	Required field. Enter the applicable effective date of the entry or select a date from the calendar icon. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information.
*Status	Required field. Select the applicable status. The valid values are Active and Inactive .
Description	Enter the narrative description for the Agency.
Short Desc	Enter the narrative short description for the Agency.
Location SetID	Enter the pay plan for the Agency Location SetID or select the data by clicking the search icon.
Location	Enter the location of the Department or select the data by clicking the search icon.
Agency	Enter the Agency or select the data by clicking the search icon.
Sub-Agency	Enter the Agency code for the Department or select the data by clicking the search icon.
*Org Structure Code 2nd Level	Required field. Enter the second level organization code or select the data by clicking the search icon.
*Org Structure Code 3rd Level	Required field. Enter the third level organization code or select the data by clicking the search icon.
*Org Structure Code 4th Level	Required field. Enter the fourth level organization code or select the data by clicking the search icon.
*Org Structure Code 5th Level	Required field. Enter the fifth level organization code or select the data by clicking the search icon.
*Org Structure Code 6th Level	Required field. Enter the sixth level organization code or select the data by clicking the search icon.
*Org Structure Code 7th Level	Required field. Enter the seventh level organization code or select the data by clicking the search icon.
*Org Structure Code 8th Level	Required field. Enter the eighth level organization code or select the data by clicking the search icon.
PAR Line 2 Description	Enter the applicable PAR narrative for the field.
PAR Line 3 Description	Enter the applicable PAR narrative for the field.
PAR Line 4 Description	Enter the applicable PAR narrative for the field.
PAR Line 5 Description	Enter the applicable PAR narrative for the field.

Field	Description/Instruction
Mail Stop	Enter the applicable mail stop information.
Office Symbol	Enter the applicable narrative for the field.
Tax Location	Enter the applicable information or select the data by clicking the search icon.
MgrID	Enter the applicable manager ID information or select the data by clicking the search icon.
Manager Position	Enter the applicable information or select the data by clicking the search icon.
Empl ID	Populated with the employee ID.
GL Acct# - Payroll Expense	Enter the applicable narrative for the field.
Budget Yr End Dt	Enter the budget year end date.
*Level	Required field. This field defaults to Department . Change the data by selecting data from the drop-down list.
EE04 Function	Select the applicable information from the drop-down list.

- Select the **Comm. Acctg. and EG** tab. The Departments USF page - Comm. Acctg. and EG tab is displayed.

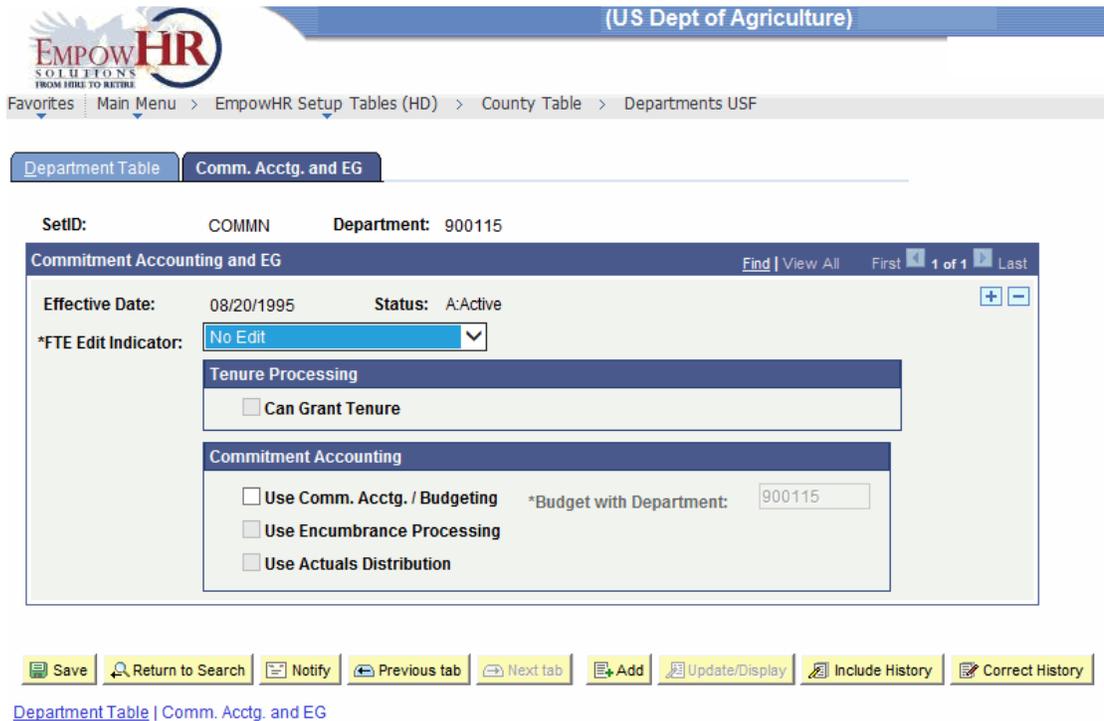


Figure 40: Departments USF Page - Comm. Acctg. and EG Tab

- Complete the fields as follows:

Field	Description/Instruction
SetID	Populated based on the search criteria entered.
Department	Populated based on the search criteria entered.
Commitment Accounting and EG	Description/Instruction
Effective Date	Populated based on the effective date selected on the Department Table tab.
Status	Populated based on the status selected on the Department Table tab.
*FTE Edit Indicated	Required field. Defaults to No Edit . Change the data by selecting data from the drop-down list. The valid values are No Edit , Error , and Warning .
Tenure Processing	Instruction
Can Grant Tenure	Check this box if applicable.
Commitment Accounting	Instruction
Use Comm.	Check this box if applicable.

Field	Description/Instruction
Acctg./Budgeting	
*Budget with Department	Required field. Populated based on the status of the table.
Use Encumbrance Processing	Check this box if applicable.
Use Actuals Distribution	Check this box if applicable.

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

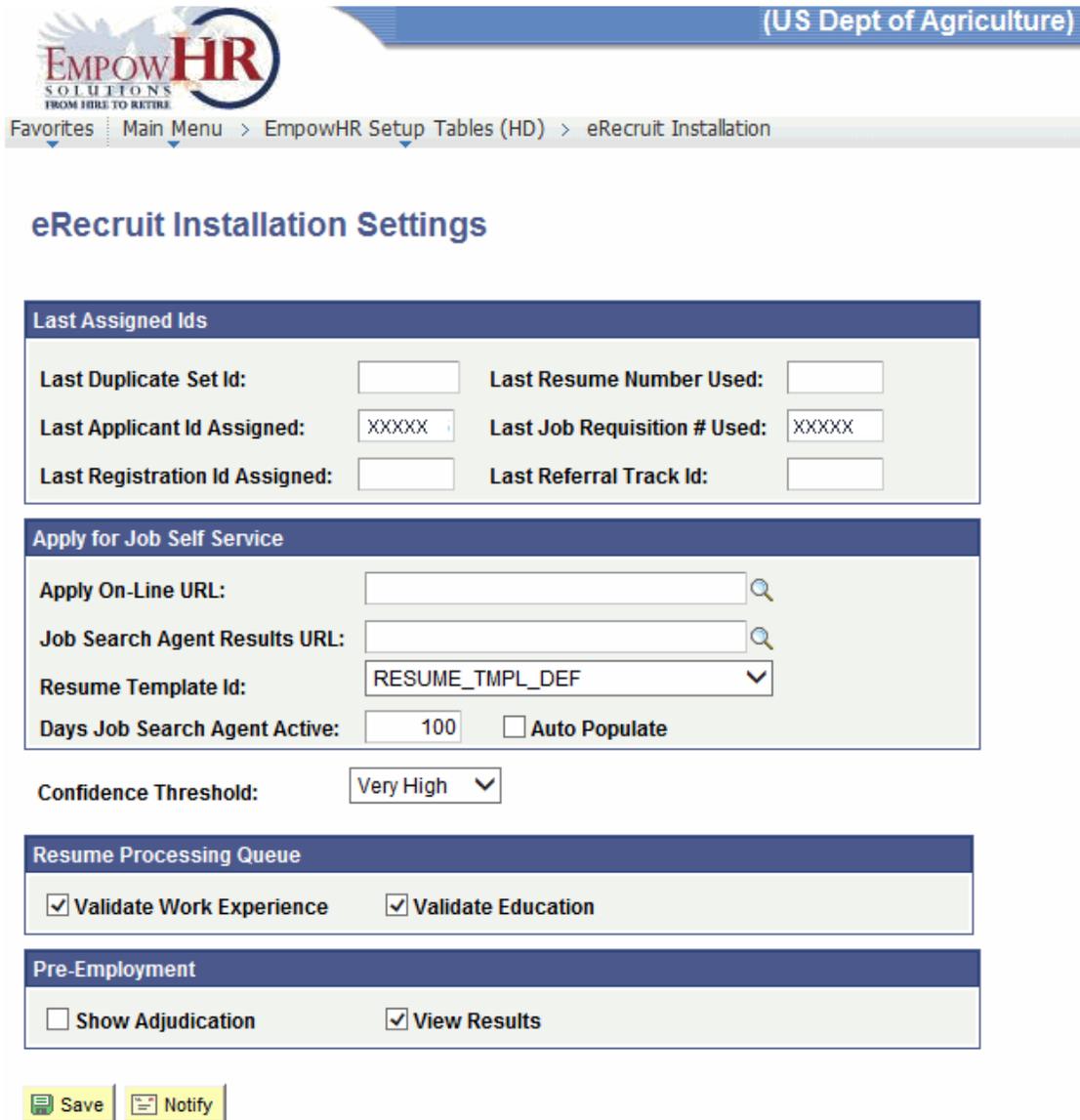
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Previous Tab	Displays the previous tab.
Click Next Tab	Displays the next tab.
Click Add	Returns the user to the applicable page to add Department information.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

eRecruit Installation Settings

To Install eRecruit Settings:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **eRecruit Installation** component. The eRecruit Installation Settings page is displayed.



(US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > eRecruit Installation

eRecruit Installation Settings

Last Assigned Ids

Last Duplicate Set Id: Last Resume Number Used:

Last Applicant Id Assigned: Last Job Requisition # Used:

Last Registration Id Assigned: Last Referral Track Id:

Apply for Job Self Service

Apply On-Line URL: 

Job Search Agent Results URL: 

Resume Template Id: 

Days Job Search Agent Active: Auto Populate

Confidence Threshold: 

Resume Processing Queue

Validate Work Experience Validate Education

Pre-Employment

Show Adjudication View Results

Figure 41: eRecruit Installation Settings Page

3. Complete the fields as follows:

Field	Description/Instruction
Last Assigned Ids	Description/Instruction
Last Duplicate Set Id	Enter the last duplicate set ID.
Last Resume Number Used	Enter the last resume number used.
Last Applicant Id	Populated based upon the user's user ID.

Field	Description/Instruction
Assigned	
Last Job Requisition # Used	Populated based upon the user's user ID.
Last Registration Id Assigned	Enter the last registration ID assigned.
Last Referral Track Id	Enter the last referral tracking ID used.
Apply for Job Self Service	Instruction
Apply On-Line URL	Either enter the URL information or select the applicable URL information by clicking the search icon to search for the applicable URL description.
Job Search Agency Results URL	Either enter the URL information or select the applicable URL information by clicking the search icon to search for the applicable URL description.
Resume Template Id	Click the down arrow to select the applicable resume template.
Days Job Search Agent Active	Enter the applicable number of days for the job search to be active.
Auto Populate	Check this box to have the job recruitment information populated automatically.
Confidence Threshold	Click the down arrow to select the level of confidence.
Resume Processing Queue	Instruction
Validate Work Experience	Check this box to validate work experience.
Validate Education	Check this box to validate educational information.
Pre-Employment	Instruction
Show Adjudication	Check this box to display adjudication information.
View Results	Check this box to display pre-employment results.

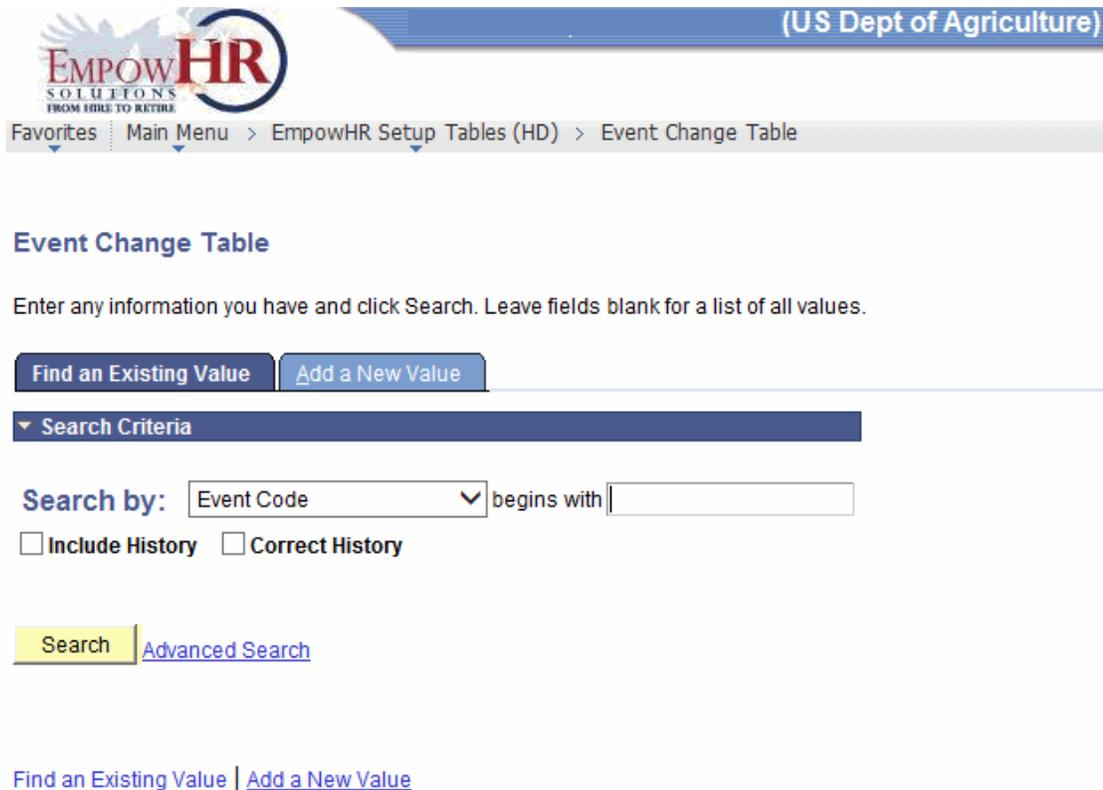
4. Click **Save** to save the document. At this point, the following option is available:

Step	Action
Click Notify	Notifies the next individual in the workflow.

Event Change Table

To Enter an Event Change Table:

1. Select the **EmpowHR Setup Tables (HD)** menu group.
2. Select the **Event Change Table** component. The Event Change Table page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Event Change Table' page. At the top left is the EmpowHR logo. To the right, it says '(US Dept of Agriculture)'. Below the logo is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Event Change Table'. The main heading is 'Event Change Table'. Below this is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (highlighted) and 'Add a New Value'. Below these is a 'Search Criteria' section with a dropdown menu. The 'Search by:' dropdown is set to 'Event Code' and has a 'begins with' text box next to it. There are two checkboxes: 'Include History' and 'Correct History'. At the bottom of the search criteria are two buttons: 'Search' (highlighted) and 'Advanced Search'. Below the search criteria are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 42: Event Change Table - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Event Change Table page is displayed.

OR

Select the **Add a New Value** tab. The Event Change Table page - Add a New Value tab is displayed.



Figure 43: Event Change Table - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Event Code	Enter the event code to be added.
Event Change Code	Enter the event change code to be added.

- Click **Add**. The Event Change Table tab is displayed.

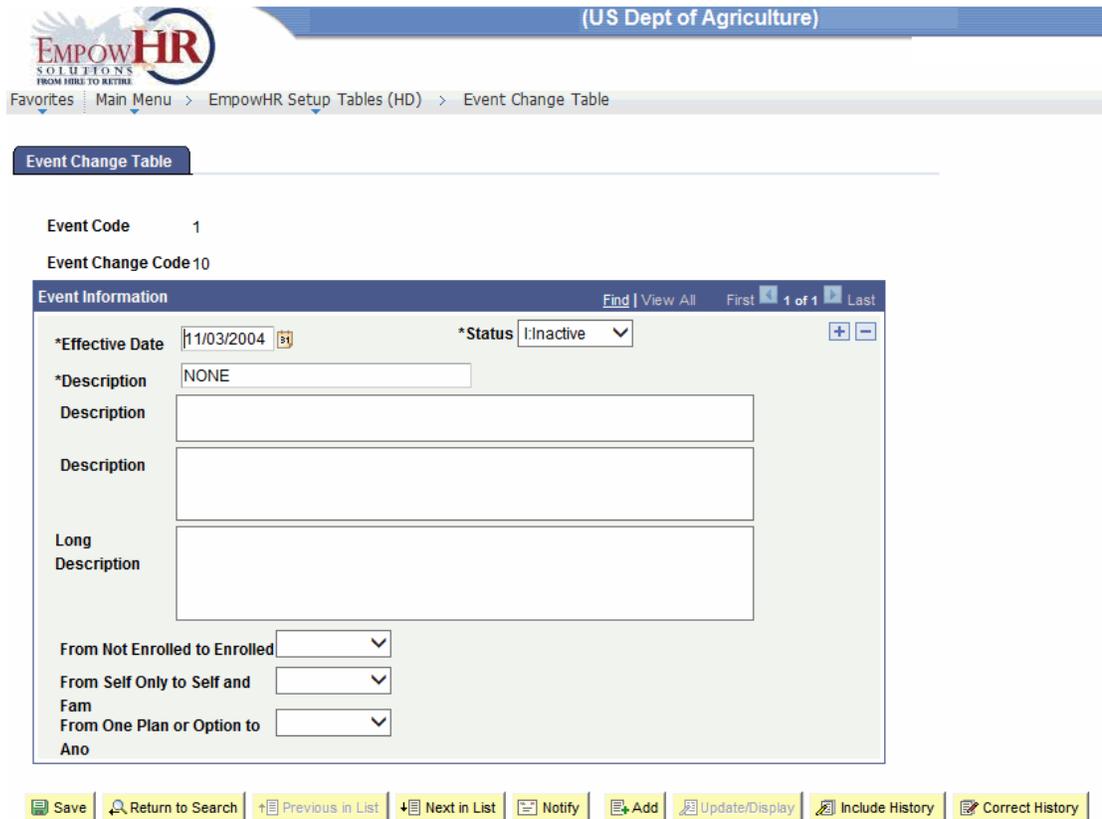


Figure 44: Event Change Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Event Code	Populated from the search criteria entered.
Event Change Code	Populated from the search criteria entered.
Event Information	Instruction
*Effective Date	Required field. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Description	Required field. Enter the event description.
Description	Enter the narrative description.
Description	Enter the narrative description.
Long Description	Enter the narrative description.

Field	Description/Instruction
From Not Enrolled to Enrolled	Select the enrollment information from the drop-down list. The valid values are Yes, No, Reenroll, and N/A.
From Self Only to Self and Fam	Select the enrollment information from the drop-down list. The valid values are Yes, No, Reenroll, and N/A.
From One Plan or Option to Ano	Select the enrollment information from the drop-down list. The valid values are Yes, No, Reenroll, and N/A.

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

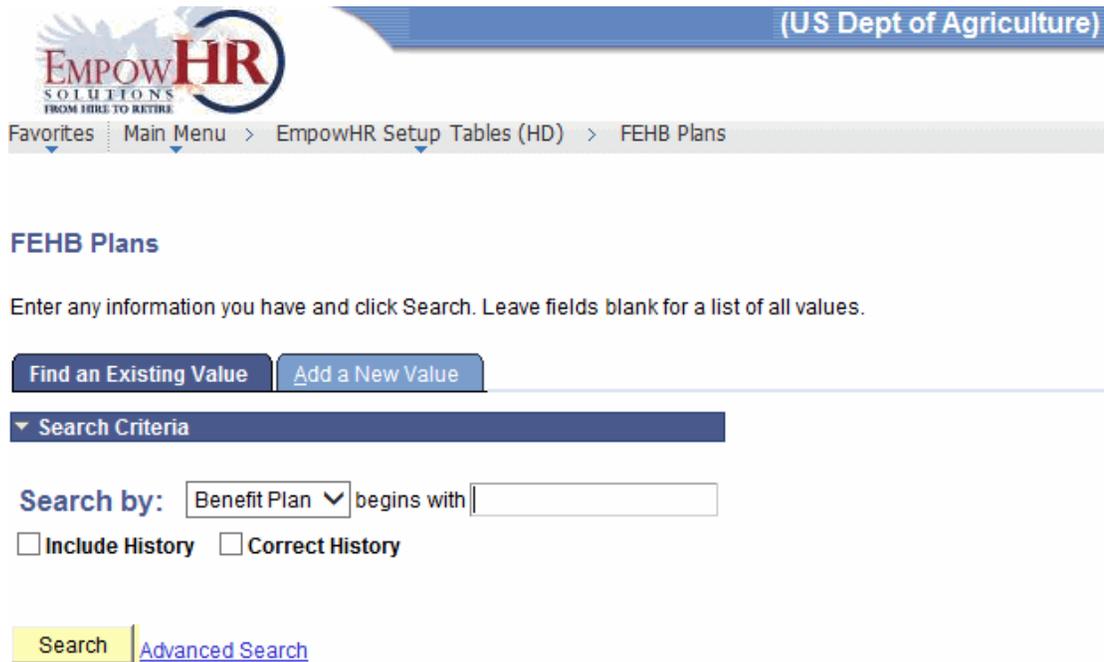
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an event change.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes the data entered into history.
Click Correct History	Returns the user to the applicable page to correct history data.

Federal Employees Health Benefits Program Plans

To Enter a Federal Employees Health Benefits (FEHB) Plan:

- Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **FEHB Plan** component. The FEHB Plans page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the FEHB Plans page. At the top, there is a blue header with the EmpowHR logo and the text "(US Dept of Agriculture)". Below the header is a breadcrumb trail: "Favorites | Main Menu > EmpowHR Setup Tables (HD) > FEHB Plans". The main heading is "FEHB Plans". Below this, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (which is active) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The "Search by:" field is set to "Benefit Plan" and has a "begins with" label followed by an empty text input field. There are two checkboxes: "Include History" and "Correct History", both of which are unchecked. At the bottom of the search section, there are two buttons: "Search" and "Advanced Search".

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

Figure 45: FEHB Plans Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Health Benefit Plans tab is displayed.

OR

Select the **Add a New Value** tab. The FEHB Plans page - Add a New Value tab is displayed.



Figure 46: FEHB Plans Page - Add a New Value Tab

5. Complete the field as follows:

Field	Instruction
Benefit Plan	Enter the Benefit Plan code to be added.

- Click **Add**. The Health Benefit Plans tab is displayed.

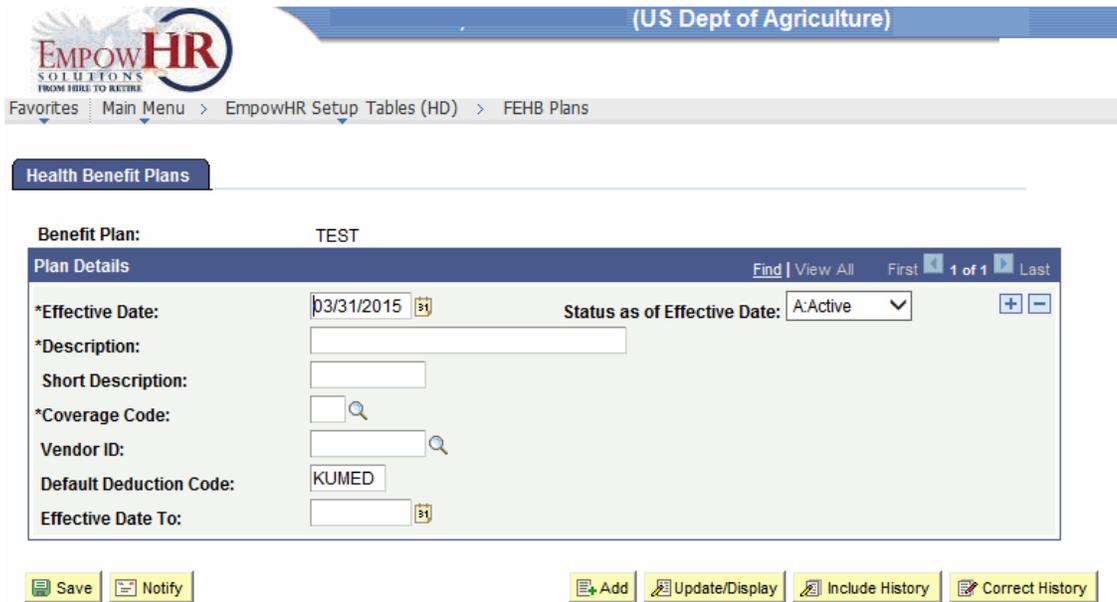


Figure 47: Health Benefit Plans Tab

- Complete the fields as follows:

Field	Description/Instruction
Benefit Plan	Populated with the search criteria entered.
Plan Details	Instruction
*Effective Date	Required field. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
Status as of Effective Date	Populated based on the status of the transaction. The valid values are Active and Inactive .
*Description	Required field. Enter the health plan description.
Short Description	Enter the narrative short description of the health plan.
*Coverage Code	Required field. Enter the coverage code or select the data by clicking the search icon.
Vendor ID	Enter the vendor ID or select the data by clicking the search icon.
Default Deduction Code	Enter the applicable information.
Effective Date To	Enter the applicable date or select a date from the calendar icon.

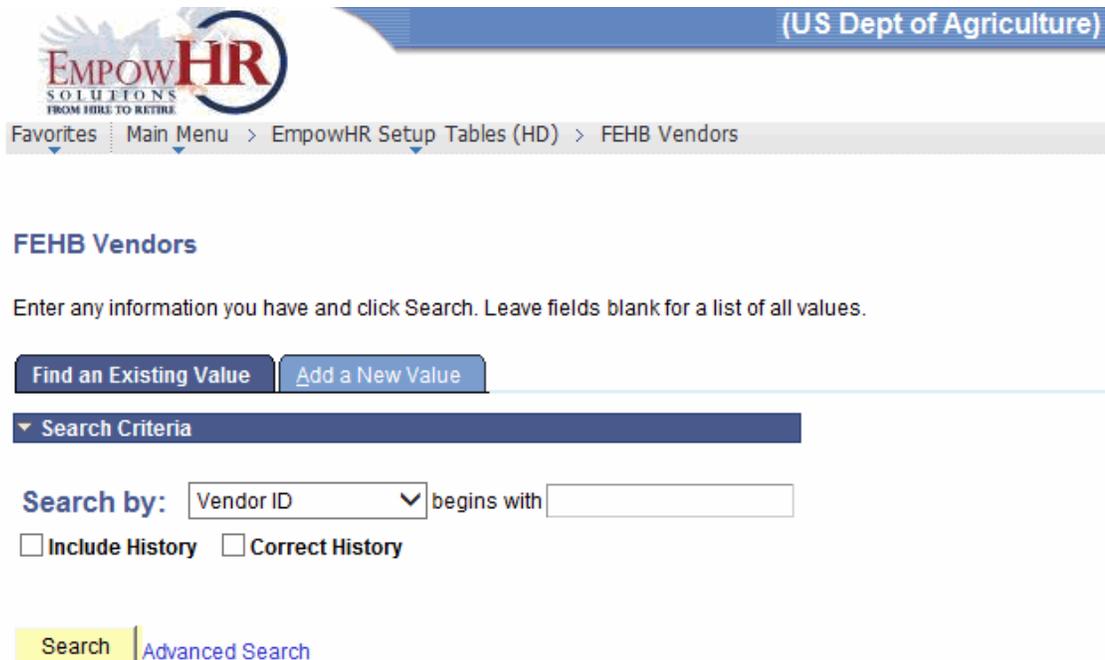
- Click **Save** to save the document. At this point, the following options are available:

Step	Action
Click Return to Search	Returns the user to the applicable page to search for a health plan.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional health plan.
Click Update/Display	Returns the user to the applicable page to update the data.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Federal Employees Health Benefits Vendors

To Enter a FEHB Vendor:

1. Select the *EmpowHR Setup Tables (HD)* menu group.
2. Select the *FEHB Vendors* component. The FEHB Vendors page - Find an Existing Value tab is displayed.



EMPOW HR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > FEHB Vendors

FEHB Vendors

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: Vendor ID begins with

Include History Correct History

Search Advanced Search

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

Figure 48: FEHB Vendors Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Health Plan Vendor tab is displayed.

OR

Select the **Add a New Value** tab. The FEHB Vendors page - Add a New Value tab is displayed.



Figure 49: FEHB Vendors Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Vendor ID	Populated from the Search By value selected. Enter the information to be added (Vendor ID, Short Vendor Name).

- Click **Add**. The Health Plan Vendor tab is displayed.

Figure 50: Health Plan Vendor Tab

- Complete the fields as follows:

Field	Description/Instruction
Vendor ID	Populated from the search criteria entered.
Vendor Information	Instruction
Effective Date	Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
Status as of Effective Date	Populated based on the status of the transaction. The valid values are Active and Inactive .
*Name	Required field. Enter the health plan vendor name.
ShortName	Enter the narrative short description of the health plan vendor.
Remit to Location	Enter the two-position alpha State code for the health plan vendor location.
Vendor Address	Instruction
*State	Required field. Enter the State of the health plan vendor.
Effective Date	Defaults to the current date. Enter a date or select a date from the

Field	Description/Instruction
	calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
Status as of Effective Date	Populated based on the status of the transaction. The valid values are Active and Inactive .
Name 1	Enter the name of the health plan vendor.
Address Line 1	Enter the first line of the health plan vendor address.
Address Line 2	Enter the second line of the health plan vendor address, if applicable.
Address Line 3	Enter the third line of the health plan vendor address, if applicable.
City	Enter the city of the health plan vendor.
Postal Code	Enter the ZIP Code of the health plan vendor.
Country	Defaults to USA . Change if applicable.

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

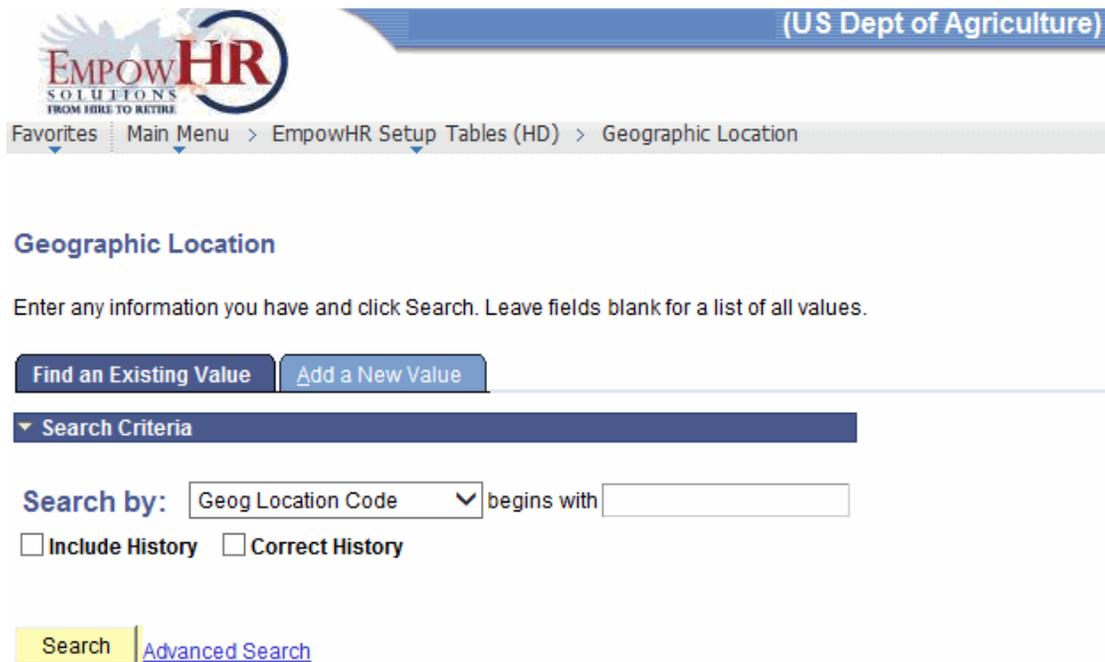
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional health plan vendor.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Geographic Location

To Enter a Geographic Location:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Geographic Location** component. The Geographic Location page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Geographic Location

Geographic Location

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: Geog Location Code ▼ begins with

Include History Correct History

Search [Advanced Search](#)

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

Figure 51: Geographic Location Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Geographic Location tab is displayed.

OR

Select the **Add a New Value** tab. The Geographic Location page - Add a New Value tab is displayed.



Figure 52: Geographic Location Page - Add a New Value Tab

5. Complete the field as follows:

Field	Instruction
Geog Location Code	Enter the applicable geographic location code.

- Click **Add**. The Geographic Location tab is displayed.

Figure 53: Geographic Location Tab

- Complete the fields as follows:

Field	Description/Instruction
Geog Location Code	Populated based on the search criteria entered.
Geographic Location	Description/Instruction
*Effective Date	Required field. Enter a date or select a date from the calendar icon. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
City Code/Name	Enter the city code. The name is displayed to the right.
County Code Name	Enter the county code. The name is displayed to the right.
State/Country Code	Enter the State/country code. The name is displayed to the right.
Postal Codes	Populated.
CBSA	Enter the applicable Core Based Statistical Area (CBSA) code.

Field	Description/Instruction
CSA	Enter the two-position number Combined Statistical Area (CSA) number or select the data by clicking the search icon.
*Locality Pay Area	Required field. Enter the two-position numeric locality pay area or select the data by clicking the search icon.
*LEO Special Pay Area	Required field. Enter the one-position numeric law enforcement officer (LEO) special pay area or search data by clicking the search icon.
Locality Pay Percentages	Description
Locality Percentage	Populated.
IGA Percentage	Populated with the interim geographic adjustment (IGA).
LEO Percentage	Populated.

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

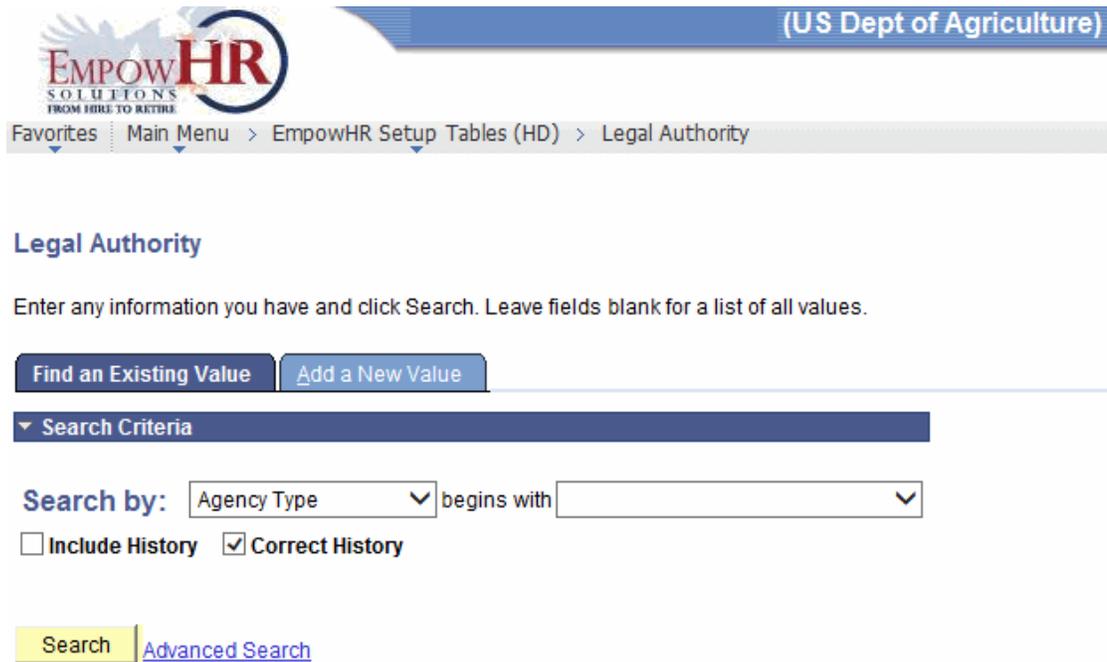
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add data.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Legal Authority

To Enter a Legal Authority:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Legal Authority** component. The Legal Authority page - Find an Existing Value tab is displayed.



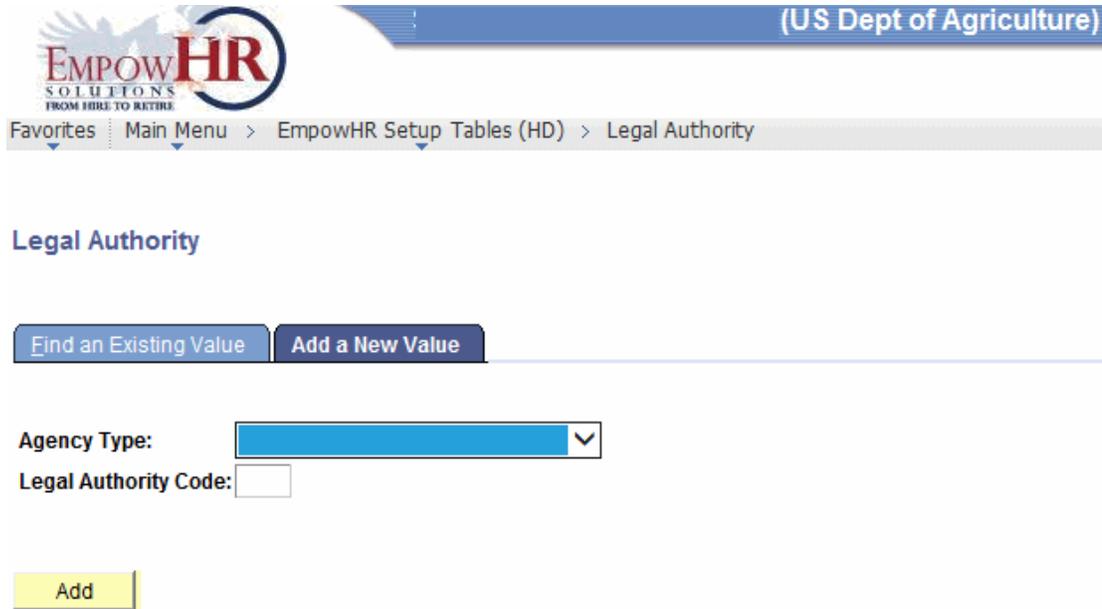
[Find an Existing Value](#) | [Add a New Value](#)

Figure 54: Legal Authority Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Legal Authority tab is displayed.

OR

Select the **Add a New Value** tab. The Legal Authority page - Add a New Value tab is displayed.



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

Figure 55: Legal Authority Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency Type	Select the Agency type from the drop down.
Legal Authority Code	Enter the legal authority code.

- Click **Add**. The Legal Authority Table tab is displayed.



Figure 56: Legal Authority Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Legal Authority Code	Populated based on the search criteria entered.
Legal Authority	Instruction
Effective Date	Enter a date or select a date from the calendar icon. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and change the information.
Status	Populated based on the status of the transaction. The valid values are Active and Inactive .
Description - Part 1	Enter the description of the legal authority.
Description - Part 2	Enter the second part of the description of the legal authority, if applicable.

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

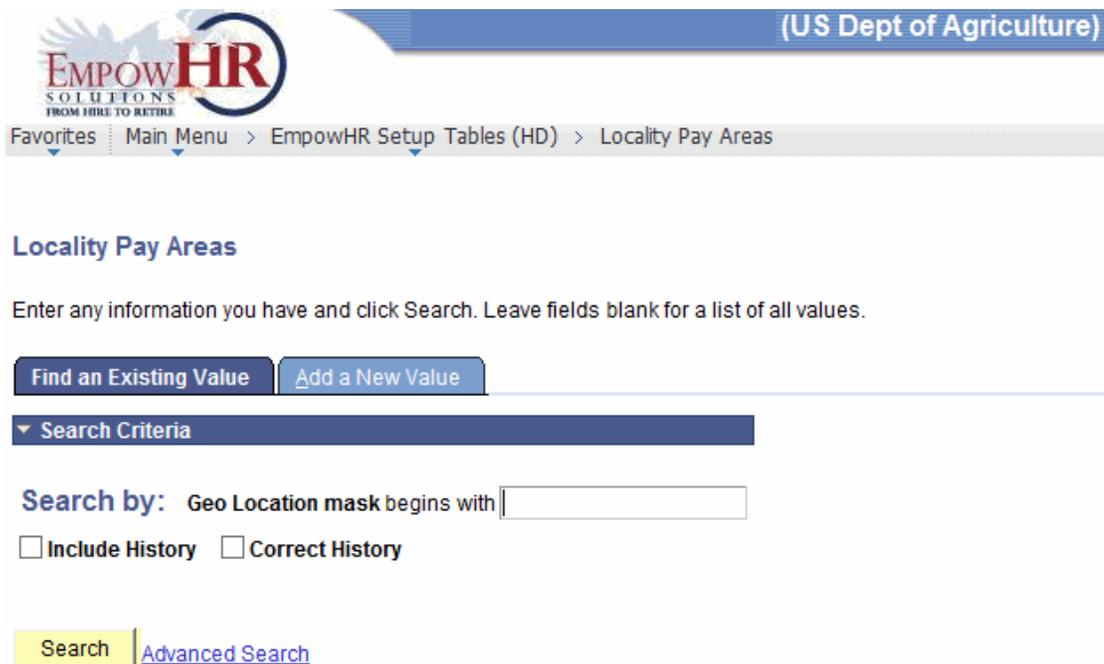
Step	Action
Click Return to Search	Returns the user to the applicable page to search for another legal

	authority.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to adds an additional legal authority code.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Locality Pay Areas

To Enter a Locality Pay Area:

1. Select the *EmpowHR Setup Tables (HD)* menu group.
2. Select the *Locality Pay Areas* component. The Locality Pay Areas page - Find an Existing Value tab is displayed.



EmpowHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Locality Pay Areas

Locality Pay Areas

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: Geo Location mask begins with

Include History Correct History

Search Advanced Search

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

Figure 57: Locality Pay Areas Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Linking Geo Loc Codes to Locality Pay Areas page is displayed.

OR

Select the **Add a New Value** tab. The Locality Pay Areas page - Add a New Value tab is displayed.

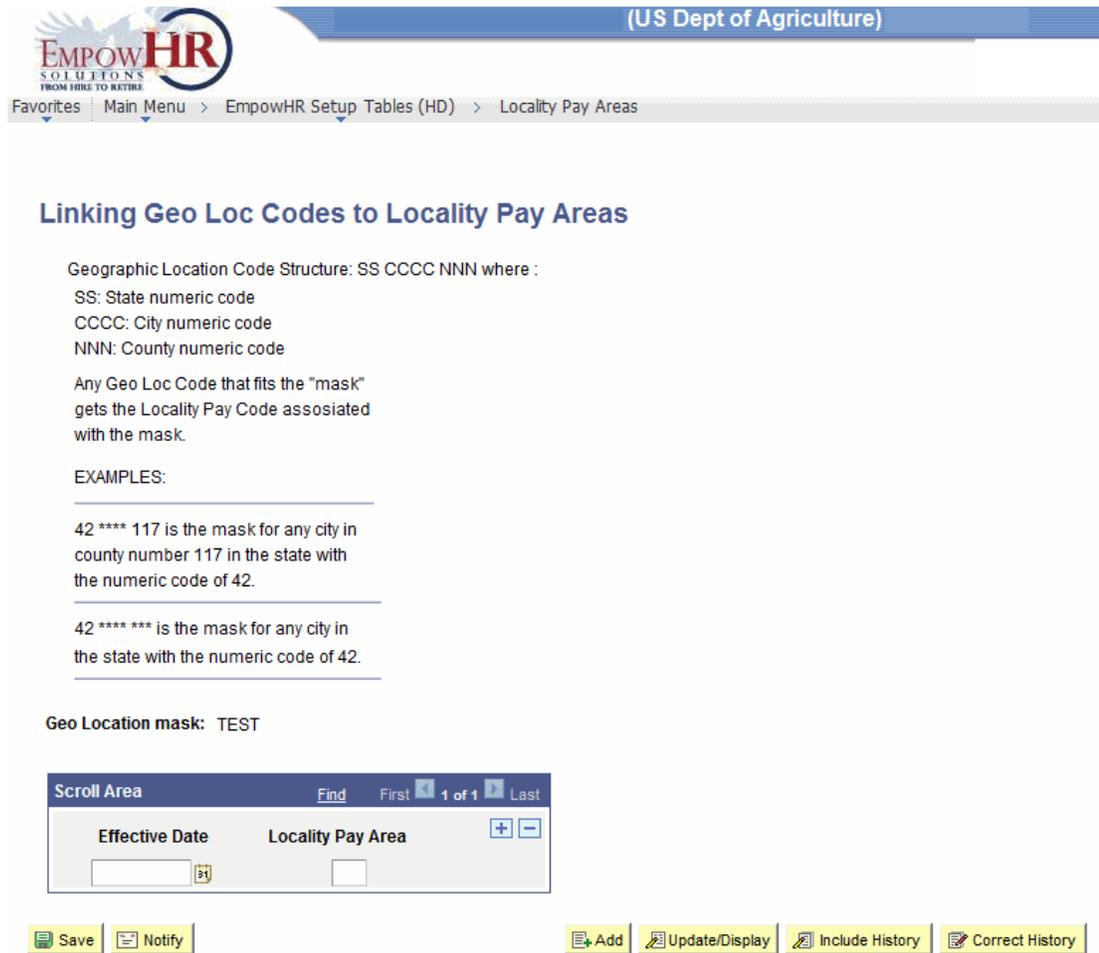


Figure 58: Locality Pay Areas Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Geo Location mask	Enter the masked geographical location to be added.

- Click **Add**. The Linking Geo Loc Codes to Locality Pay Areas page is displayed.



Geographic Location Code Structure: SS CCCC NNN where :

SS: State numeric code
CCCC: City numeric code
NNN: County numeric code

Any Geo Loc Code that fits the "mask" gets the Locality Pay Code associated with the mask.

EXAMPLES:

42 **** 117 is the mask for any city in county number 117 in the state with the numeric code of 42.

42 **** ** is the mask for any city in the state with the numeric code of 42.

Geo Location mask: TEST

Field	Description/Instruction
Geographic Location Code Structure: SS CCCC NNN where	Displays an explanation of the parts of the code.
Any Geo Loc Code that fits the "mask" gets the Locality Pay Code associated with the mask.	Description
Examples	Displays examples of the code structure.
Geo Location mask	Displays the geographical location mask (along with the state literal) for the locality selected from the search criteria entered or the locality added under the Add a New Value function.
Scroll Area	Instruction

Figure 59: Linking Geo Loc Codes to Locality Pay Areas Page

- Complete the fields as follows:

Field	Description/Instruction
Geographic Location Code Structure: SS CCCC NNN where	Displays an explanation of the parts of the code.
Any Geo Loc Code that fits the "mask" gets the Locality Pay Code associated with the mask.	Description
Examples	Displays examples of the code structure.
Geo Location mask	Displays the geographical location mask (along with the state literal) for the locality selected from the search criteria entered or the locality added under the Add a New Value function.
Scroll Area	Instruction

Field	Description/Instruction
Effective Date	Enter the applicable effective date or select a date from the calendar icon.
Locality Pay Area	Enter the applicable locality pay area code.

At this point, the following options are available:

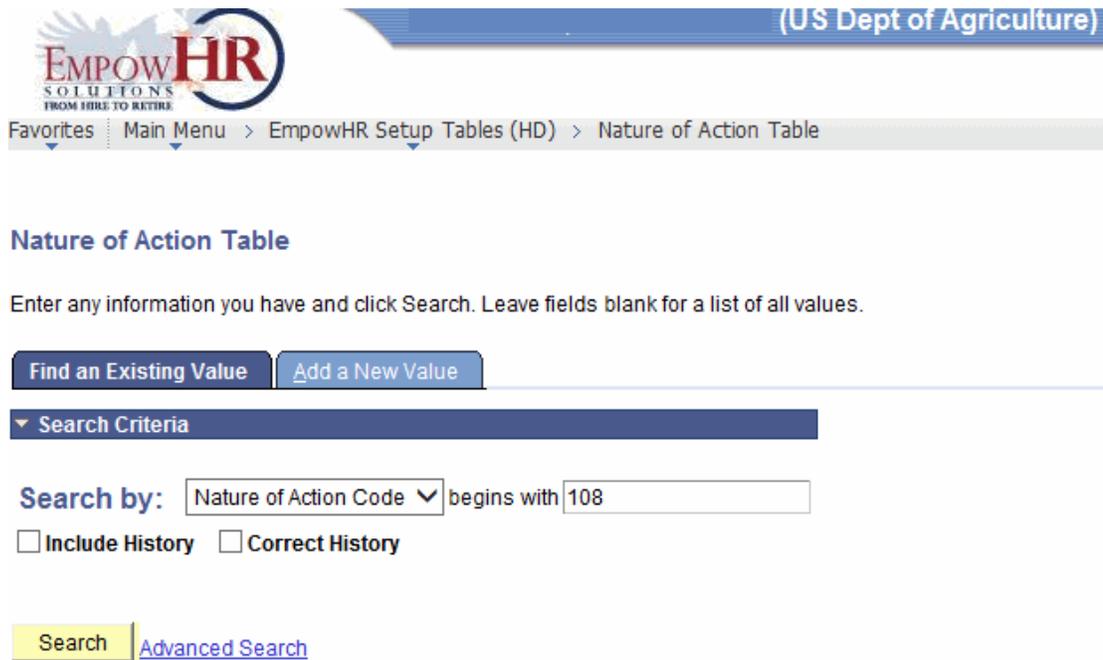
Step	Action
Click Save .	Saves the code.
Click Return to Search .	Returns the user to the Search function.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to adds an additional locality code.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Nature of Action Table

To Enter a Nature of Action Code:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Nature of Action Table** component. The Nature of Action Table page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Nature of Action Table' page. At the top left is the EmpowHR logo. To the right, it says '(US Dept of Agriculture)'. Below the logo is a breadcrumb trail: 'Favorites > Main Menu > EmpowHR Setup Tables (HD) > Nature of Action Table'. The main heading is 'Nature of Action Table'. Below this is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Under the 'Find an Existing Value' tab is a 'Search Criteria' section. It includes a 'Search by:' dropdown menu set to 'Nature of Action Code', followed by a text input field containing 'begins with 108'. Below this are two checkboxes: 'Include History' and 'Correct History'. At the bottom of the search section are two buttons: 'Search' and 'Advanced Search'.

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

Figure 60: Nature of Action Table Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Nature of Action Table tab is displayed.

OR

Select the **Add a New Value** tab. The Nature of Action Table page - Add a New Value tab is displayed.

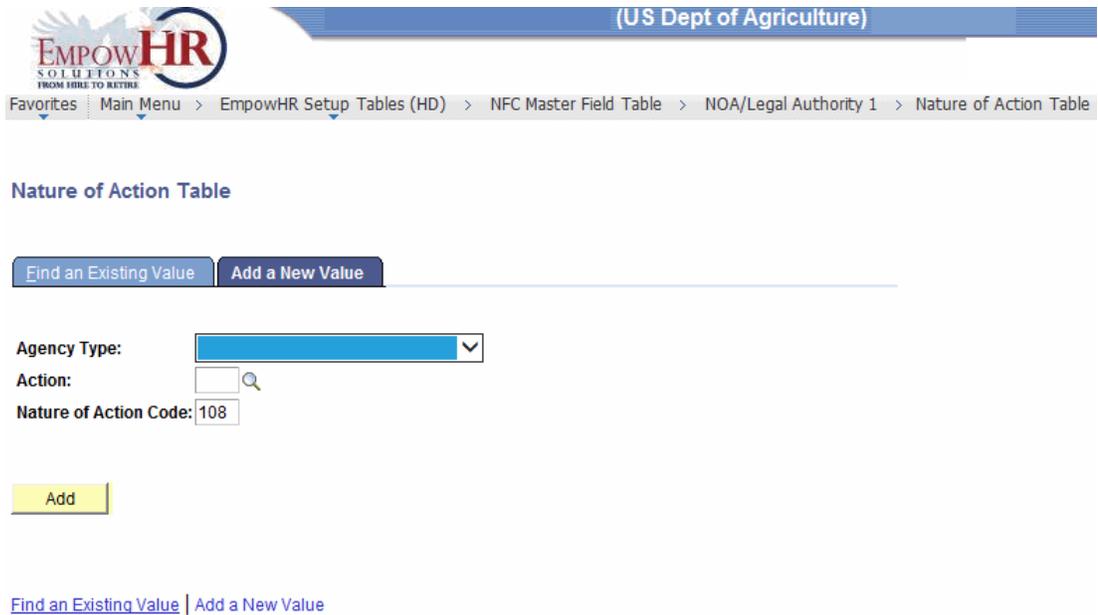


Figure 61: Nature of Action Table Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency Type	Select the applicable Agency type from the drop-down list.
Action	Enter the three-alpha position action or search by clicking the search icon.
Nature of Action Code	Enter the three-numeric position NOAC.

- Click **Add**. The Nature of Action Table tab is displayed.

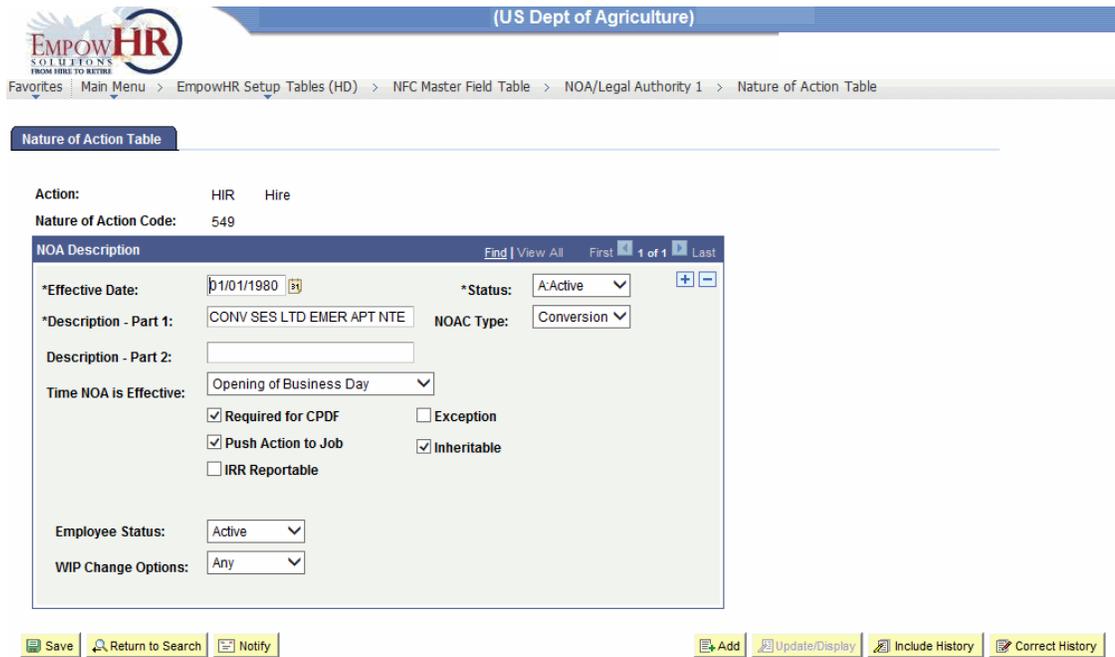


Figure 62: Nature of Action Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Action	Populated based on the search criteria entered.
Nature of Action Code	Populated based on the search criteria entered.
NOA Description	Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Description - Part 1	Required field. Enter the description of the NOAC.
NOAC Type	Click the down arrow to select the type of NOAC.
Description - Part 2	Enter the second part of the description of the NOAC, if applicable.
Time NOA Is Effective	Enter the time the NOAC is effective. The valid values are Opening of Business Day and Close of Business Day .
Required For CPDF	Check this box if this NOAC is required for the employee's Central Personnel Data File (CPDF).

Field	Description/Instruction
Exception	Check this box if this is an exception action.
Push Action to Job	Check this box if applicable.
Inheritable	Check this box if applicable.
IRR Reportable	Check this box if the internal rate of return (IRR) is reportable.
Employee Status	Click the down arrow to select the applicable status.
WIP Change Options	Click the down arrow to select the applicable work in progress (WIP) options.

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

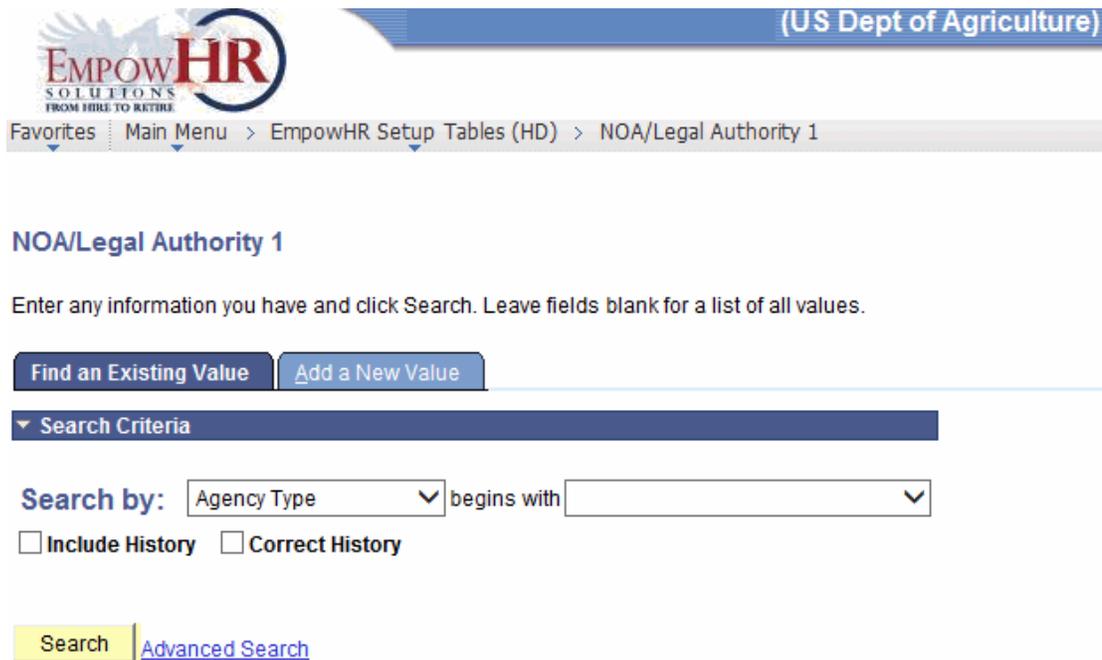
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional NOAC.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes history data.
Click Correct History	Returns the user to the applicable page to correct history data.

Nature of Action Code/Legal Authority 1

To Enter a NOAC/Legal Authority:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **NOA/Legal Authority 1** component. The NOA/Legal Authority 1 page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'NOA/Legal Authority 1' component. At the top left is the EmpowHR logo. To the right, it says '(US Dept of Agriculture)'. Below the logo is a breadcrumb trail: 'Favorites Main Menu > EmpowHR Setup Tables (HD) > NOA/Legal Authority 1'. The main heading is 'NOA/Legal Authority 1'. Below this is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (which is active) and 'Add a New Value'. Under the active tab is a 'Search Criteria' section. It includes a 'Search by:' dropdown menu set to 'Agency Type', followed by a 'begins with' dropdown menu. Below these are two checkboxes: 'Include History' and 'Correct History'. At the bottom of the search criteria section are two buttons: 'Search' and 'Advanced Search'.

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

Figure 63: NOA/Legal Authority 1 Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The NOA/Legal Authority 1 tab is displayed.

OR

Select the **Add a New Value** tab. The NOA/Legal Authority 1 page - Add a New Value tab is displayed.

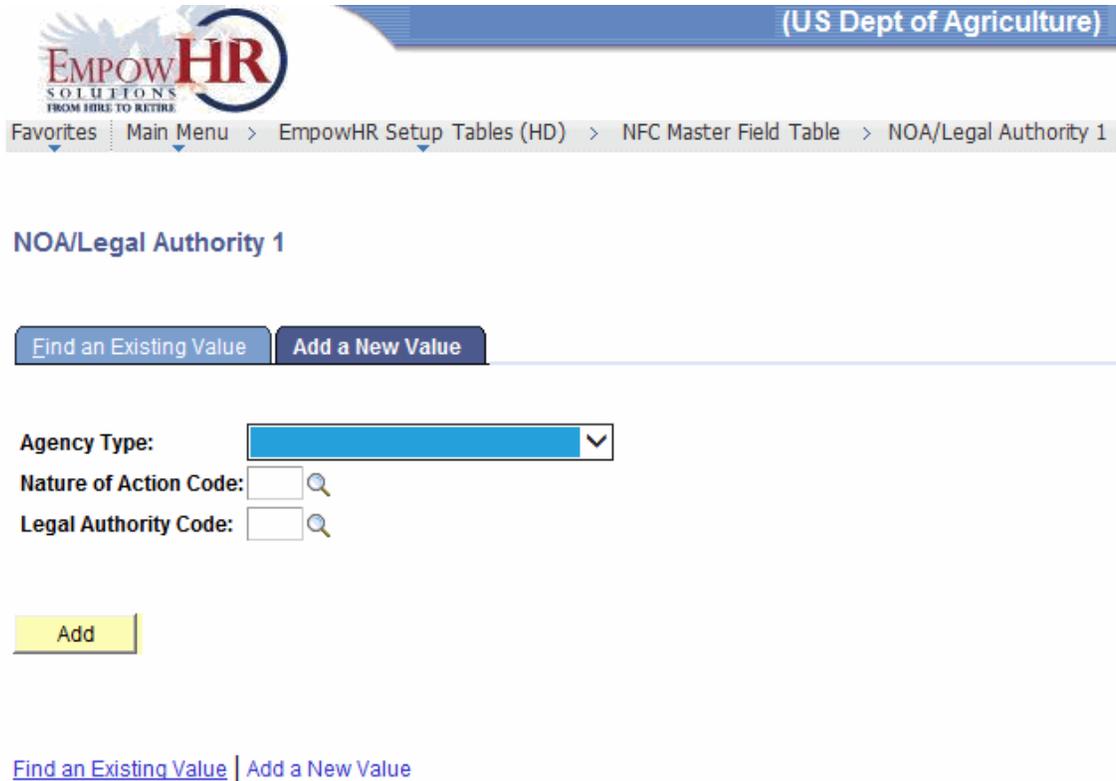


Figure 64: NOA/Legal Authority 1 Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency Type	Click the down arrow to select the applicable Agency type.
Nature of Action Code	Enter the three-position numeric NOAC or search by clicking the search icon.
Legal Authority Code	Enter the legal authority code or search by clicking the search icon.

- Click **Add**. The NOA/Legal Authority 1 Table tab is displayed.

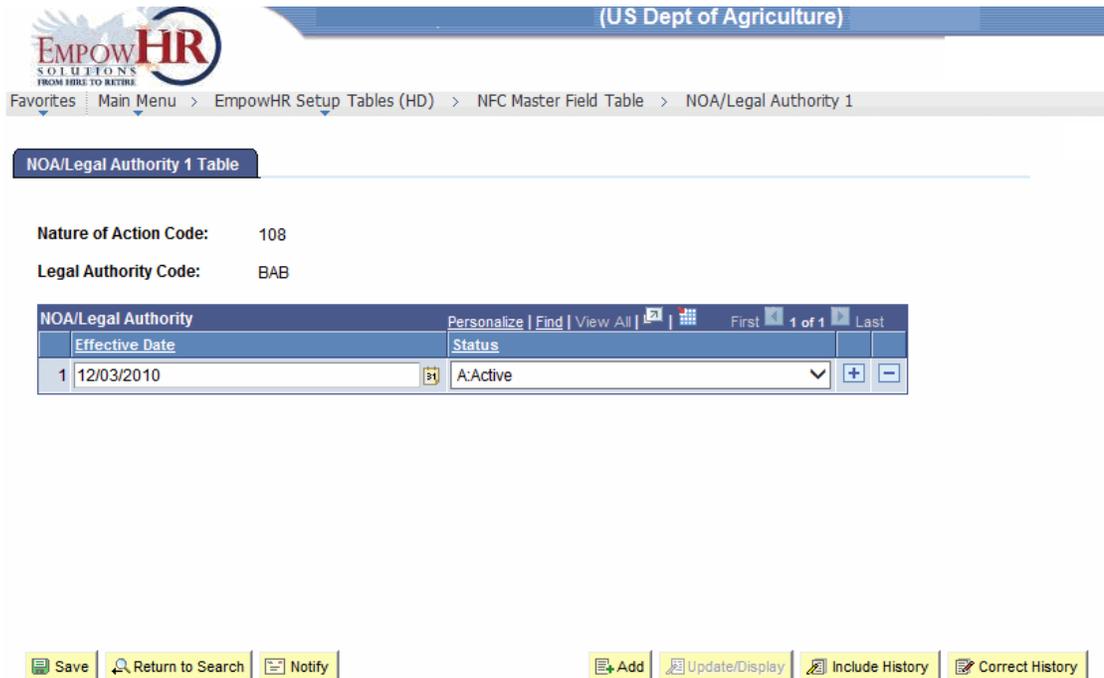


Figure 65: NOA/Legal Authority 1 Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Nature of Action Code	Description
Legal Authority Code	Populated based on the search criteria entered.
NOA/Legal Authority	Instruction
Effective Date	Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
Status	Populated based on the status of the transaction. The valid values are Active and Inactive .

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

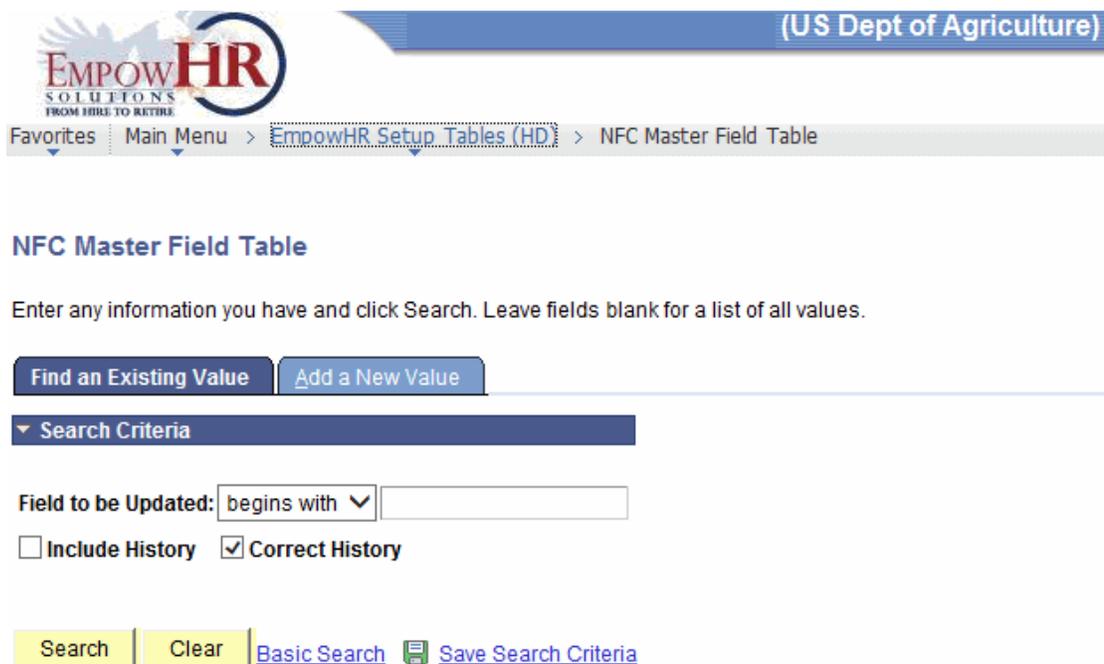
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to update the data entered.
Click Update/Display	Returns the user to the applicable page to update the data entered.

Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

NFC Master Field Table

To Enter an NFC Master Field Table:

1. Select the **EmpowHR Setup Tables (HD)** menu group.
2. Select the **NFC Master Field Table** component. The NFC Master Field Table page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

Favorites > Main Menu > EmpowHR Setup Tables (HD) > NFC Master Field Table

NFC Master Field Table

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

Field to be Updated: begins with ▼

Include History Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

Figure 66: NFC Master Field Table Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The NFC Master Field Table tab is displayed.

OR

Select the **Add a New Value** tab. The NFC Master Field Table page - Add a New Value tab is displayed.



Figure 67: NFC Master Field Table Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Field to be Updated	Enter the NFC master field to be added.

- Click **Add**. The NFC Master Field Table tab is displayed.

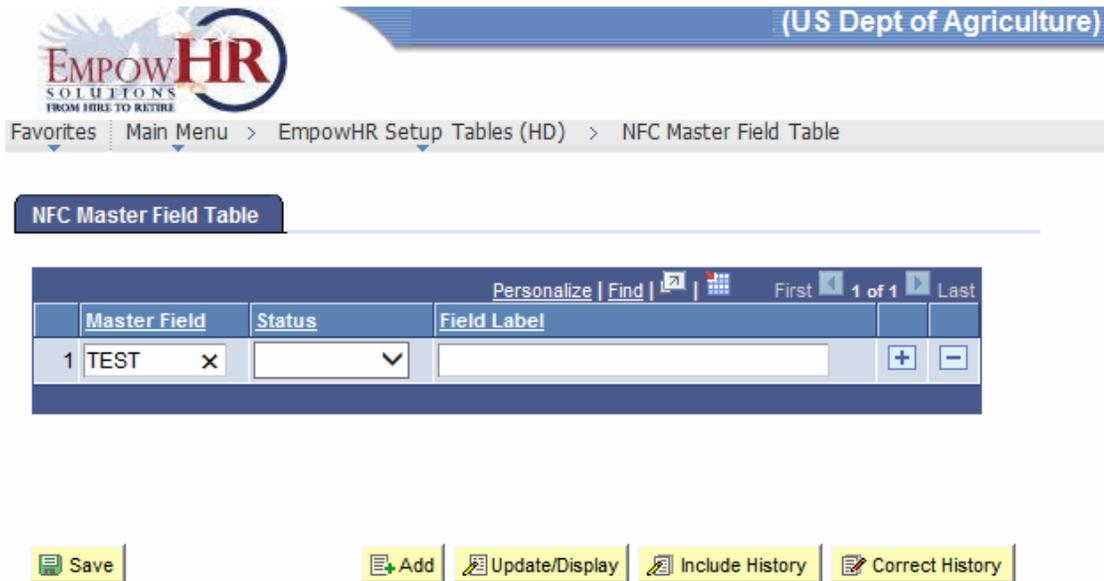


Figure 68: NFC Master Field Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Master Field	Populated from the search/add criteria.
Status	Populated based on the status of the transaction. The valid values are Active and Inactive .
Field Label	Populated from the NFC master field block or add information if the NFC master field block is being added for the first time.

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

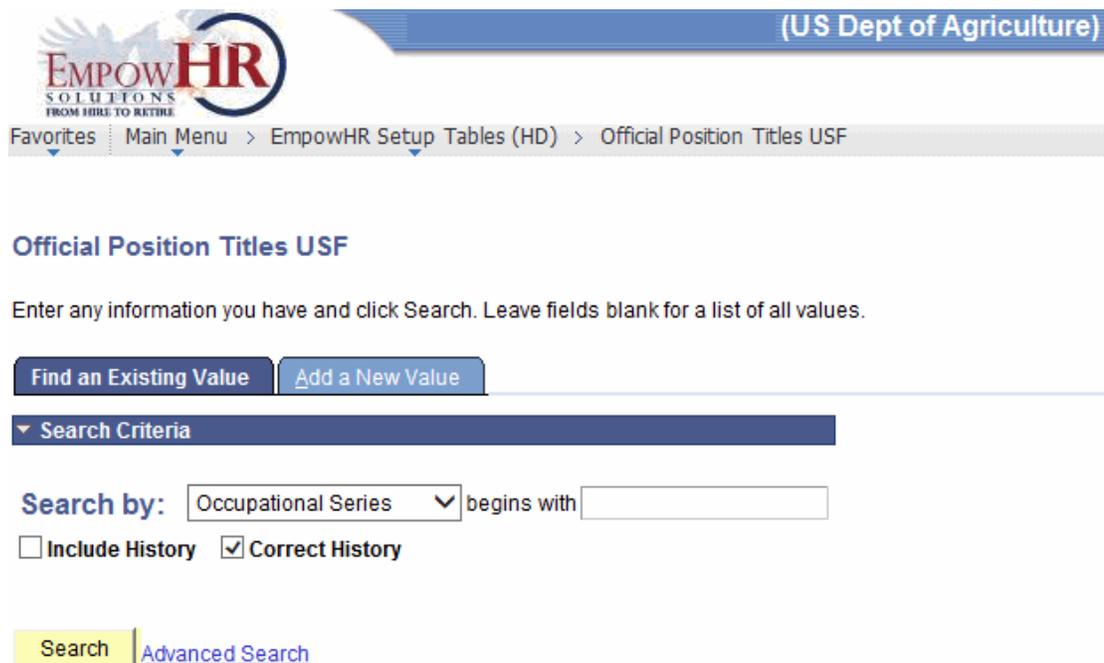
Step	Action
Click Return to Search	Returns the user to the applicable page to search for an NFC Master Field Table entry.
Click Next in List	Views the next NFC Master Field Table entry.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to Add an additional NFC Master Field Table.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.

Click Correct History	Returns the user to applicable page to correct history data.
------------------------------	--

Official Position Titles United States Federal

To Enter the Official Position Titles USF:

1. Select the *EmpowHR Setup Tables (HD)* menu group.
2. Select the *Official Position Titles USF* component. The Official Position Titles USF page - Find an Existing Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Official Position Titles USF

Official Position Titles USF

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: Occupational Series begins with

Include History Correct History

Search Advanced Search

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

Figure 69: Official Position Titles USF Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Official Position Titles USF tab is displayed.

OR

Select the **Add a New Value** tab. The Official Position Titles USF page - Add a New Value tab is displayed.



Figure 70: Official Position Titles USF Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Occupational Series	Populated from the Search By value selected. Enter the information to be added or select the data by clicking the search icon.
Official Posn Title Code	Enter the four-position official position title code.

- Click **Add**. The Position Title Codes tab is displayed.

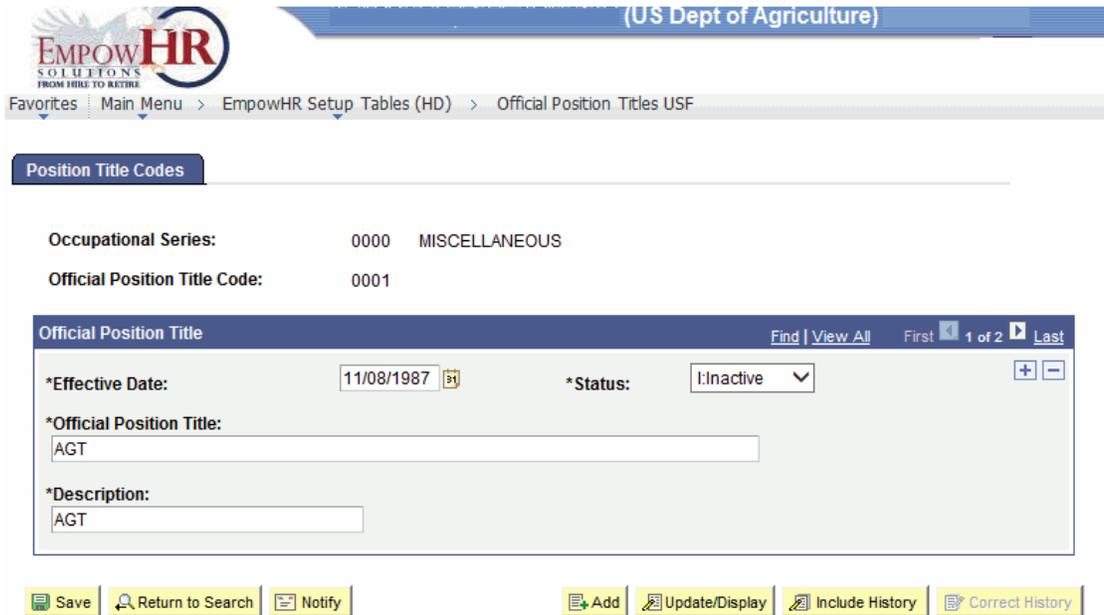


Figure 71: Position Title Codes Tab

- Complete the fields as follows:

Field	Description/Instruction
Occupational Series	Populated based on the search criteria entered.
Official Position Title Code	Populated based on the search criteria entered.
Official Position Title	Instruction
*Effective Date	Required field. Enter a date or select a date from the calendar icon. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Official Position Title	Required field. Populated from the Official Position Title code.
*Description	Required field. Populated from the Official Position Title code.

- Click **Save**. This option will save the document. At this point, the following options are available:

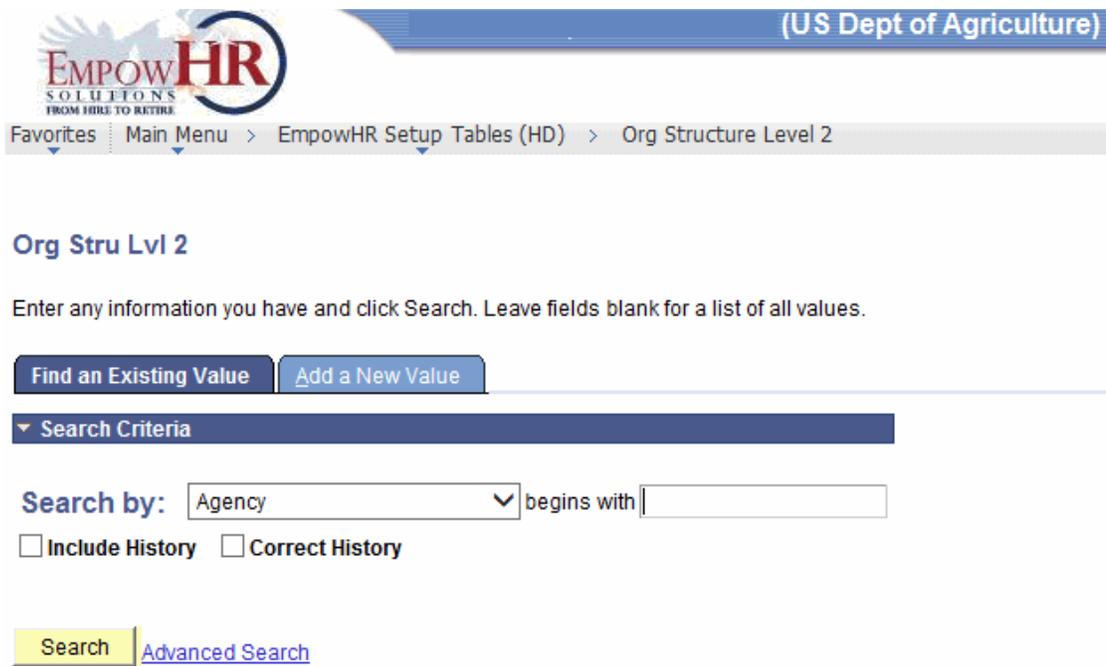
Step	Action
Click Return to Search	Returns the user to the applicable page to search for official position title codes.

Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional position title code.
Click Update	Returns the user to the applicable page to update the data entered.

Organization Structure Level 2

To Enter an Organizational Structure Level 2:

1. Select the *EmpowHR Setup Tables (HD)* menu group.
2. Select the *Org Structure Level 2* component. The Org Stru Lvl 2 page - Find an Existing Value tab is displayed.



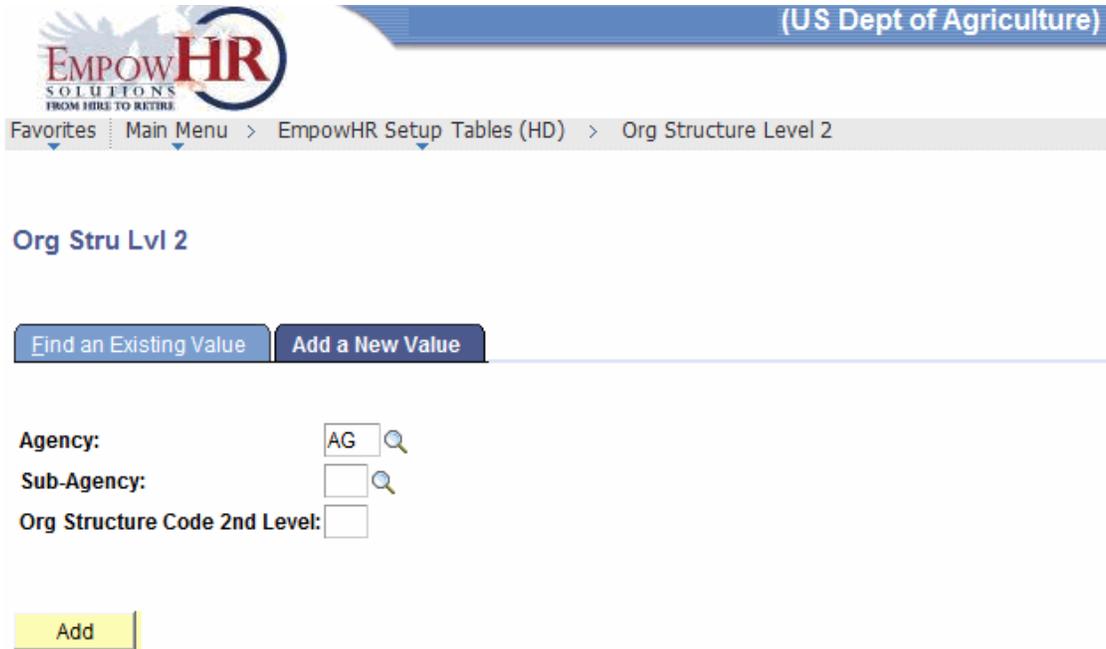
[Find an Existing Value](#) | [Add a New Value](#)

Figure 72: Org Stru Lvl 2 Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Org Str Code Lvl 2 tab is displayed.

OR

Select the **Add a New Value** tab. The Org Stru Lvl 2 page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Org Stru Lvl 2' page. At the top, there is a blue header with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 2'. The main content area has a title 'Org Stru Lvl 2' and two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs are three input fields: 'Agency:' with a search icon and the value 'AG', 'Sub-Agency:' with a search icon, and 'Org Structure Code 2nd Level:' with an empty search icon. At the bottom left, there is a yellow 'Add' button.

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

Figure 73: Org Stru Lvl 2 Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub-Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

- Click **Add**. The Org Str Code Lvl 2 tab is displayed.

Figure 74: Org Str Code Lvl 2 Tab

- Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based upon the search criteria entered.
Sub-Agency	Populated based upon the search criteria entered.
Org Structure Code 2nd Level	Populated based upon the search criteria entered.
Scroll Area	Instruction
*Effective Date	Required field. Enter a date or select a date from the calendar icon. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status as of Effective Date	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Description	Enter the description of the organization structure. When the tab is used to advance to the next line, the data entered on the first line will populate the next two lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point, the following options are available:

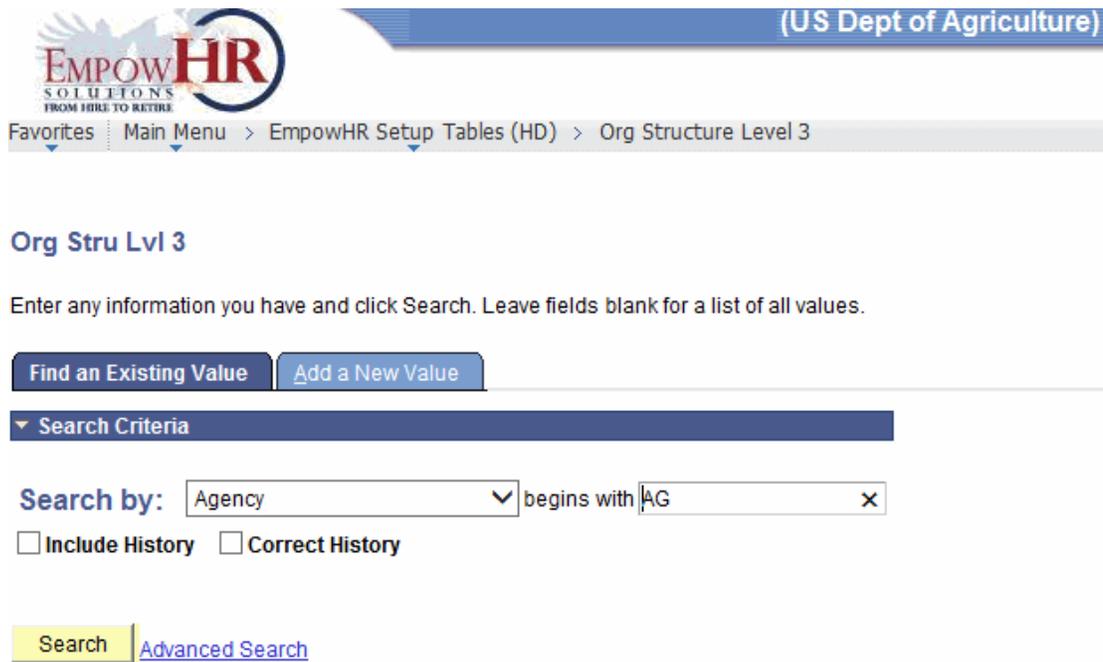
Step	Action
Click Return to Search	Returns the user to the applicable page to search for another Organizational Structure Code Level 2.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Organizational Structure Code Level 2.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Organization Structure Level 3

To Enter an Organizational Structure Level 3:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Org Structure Level 3** component. The Org Stru Lvl 3 page - Find an Existing Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 3

Org Stru Lvl 3

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: Agency begins with AG

Include History Correct History

Search Advanced Search

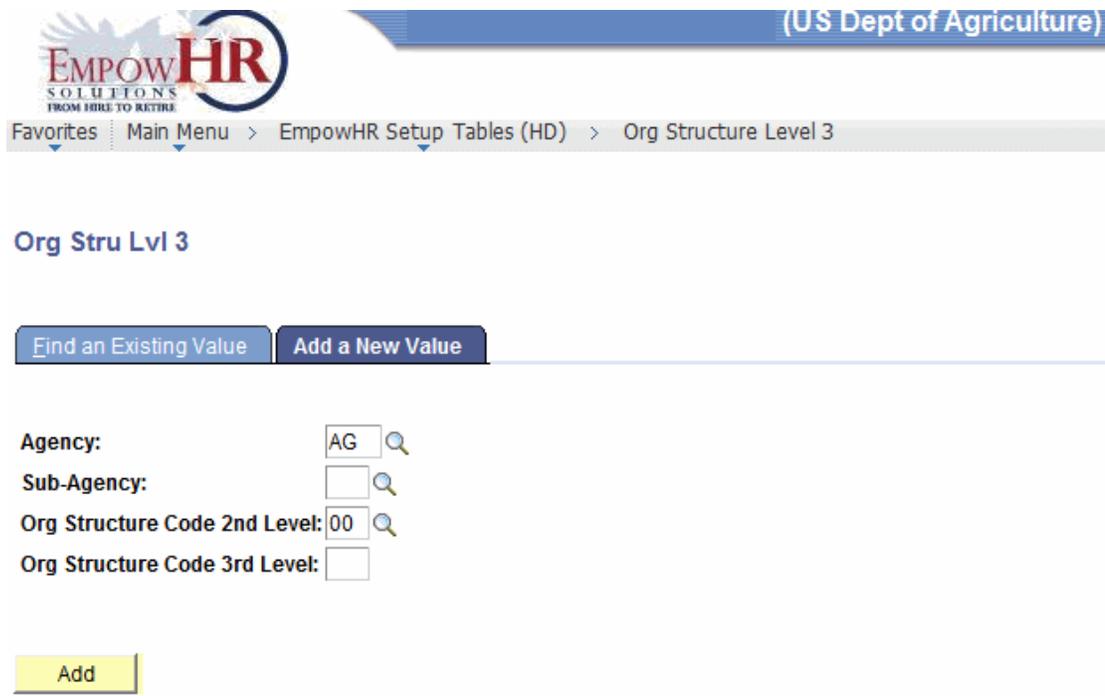
[Find an Existing Value](#) | [Add a New Value](#)

Figure 75: Org Stru Lvl 3 Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Org Str Code Lvl 3 tab is displayed.

OR

Select the **Add a New Value** tab. The Org Stru Lvl 3 page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Org Stru Lvl 3' page. At the top, there is a blue header with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 3'. The main content area has a title 'Org Stru Lvl 3' and two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs are four input fields with search icons: 'Agency' (containing 'AG'), 'Sub-Agency' (empty), 'Org Structure Code 2nd Level' (containing '00'), and 'Org Structure Code 3rd Level' (empty). At the bottom of the form is a yellow 'Add' button.

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

Figure 76: Org Stru Lvl 3 Page - Add a New Value Tab

- Complete the fields as follows:

Field	Instruction
Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub-Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

- Click **Add**. The Org Str Code Lvl 3 tab is displayed.

Figure 77: Org Str Code Lvl 3 Tab

- Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based upon the search criteria entered.
Sub-Agency	Populated based upon the search criteria entered.
Org Structure Code 2nd Level	Populated based upon the search criteria entered.
Org Structure Code 3rd Level	Populated based upon the search criteria entered.
Scroll Area	Instruction
*Effective Date	Required field. Enter a date or select a date from the calendar icon. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status as of Effective Date	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Descriptions	Enter the description of the organization structure. When the tab is

Field	Description/Instruction
	used to advance to the next line, the data entered on the first line will populate the next two lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point, the following options are available:

Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Organizational Structure Code Level 3.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Organization Structure Level 4

To Enter an Organizational Structure Level 4:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Org Structure Level 4** component. The Org Stru Lvl 4 page - Find an Existing Value tab is displayed.

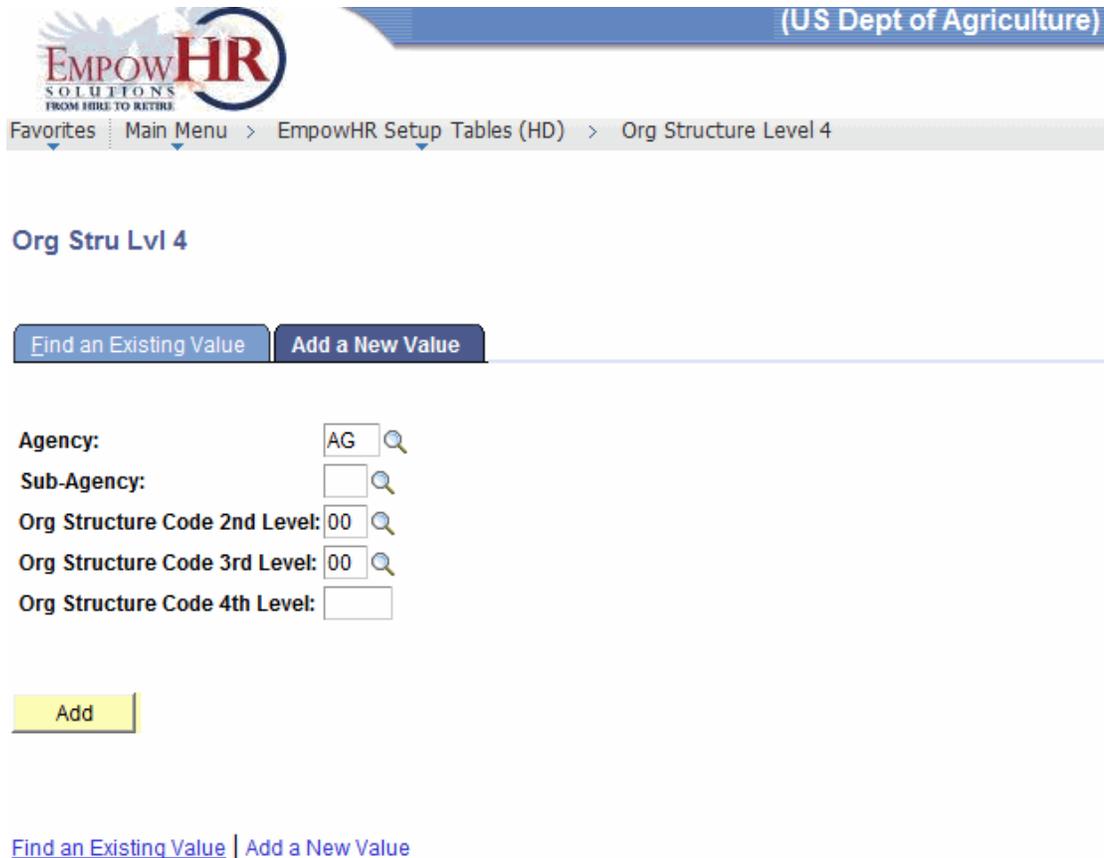
[Find an Existing Value](#) | [Add a New Value](#)

Figure 78: Org Stru Lvl 4 Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Org Str Code Lvl 4 tab is displayed.

OR

Select the **Add a New Value** tab. The Org Stru Lvl 4 page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Org Stru Lvl 4' page. At the top, there is a logo for EmpowHR Solutions and a blue header bar with the text '(US Dept of Agriculture)'. Below the header, a breadcrumb trail reads 'Favorites > Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 4'. The main content area has a title 'Org Stru Lvl 4' and two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs are five input fields, each with a search icon: 'Agency' (containing 'AG'), 'Sub-Agency' (empty), 'Org Structure Code 2nd Level' (containing '00'), 'Org Structure Code 3rd Level' (containing '00'), and 'Org Structure Code 4th Level' (empty). A yellow 'Add' button is positioned below these fields. At the bottom of the form area, there are two blue links: 'Find an Existing Value' and 'Add a New Value'.

Figure 79: Org Stru Lvl 4 Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub-Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 4th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

- Click **Add**. The Org Str Code Lvl 4 tab is displayed.

Figure 80: Org Str Code Lvl 4 Tab

- Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based upon the search criteria entered.
Sub-Agency	Populated based upon the search criteria entered.
Org Structure Code 2nd Level	Populated based upon the search criteria entered.
Org Structure Code 3rd Level	Populated based upon the search criteria entered.
Org Structure Code 4th Level	Populated based upon the search criteria entered.
Scroll Area	Instruction
*Effective Date	Required field. Enter a date or select a date from the calendar icon. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status as of Effective	Required field. Populated based on the status of the transaction. The

Field	Description/Instruction
Date	valid values are Active and Inactive .
Descriptions	Enter the description of the organization structure. When the tab is used to advance to the next line, the data entered on the first line will populate the next two lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point, the following options are available:

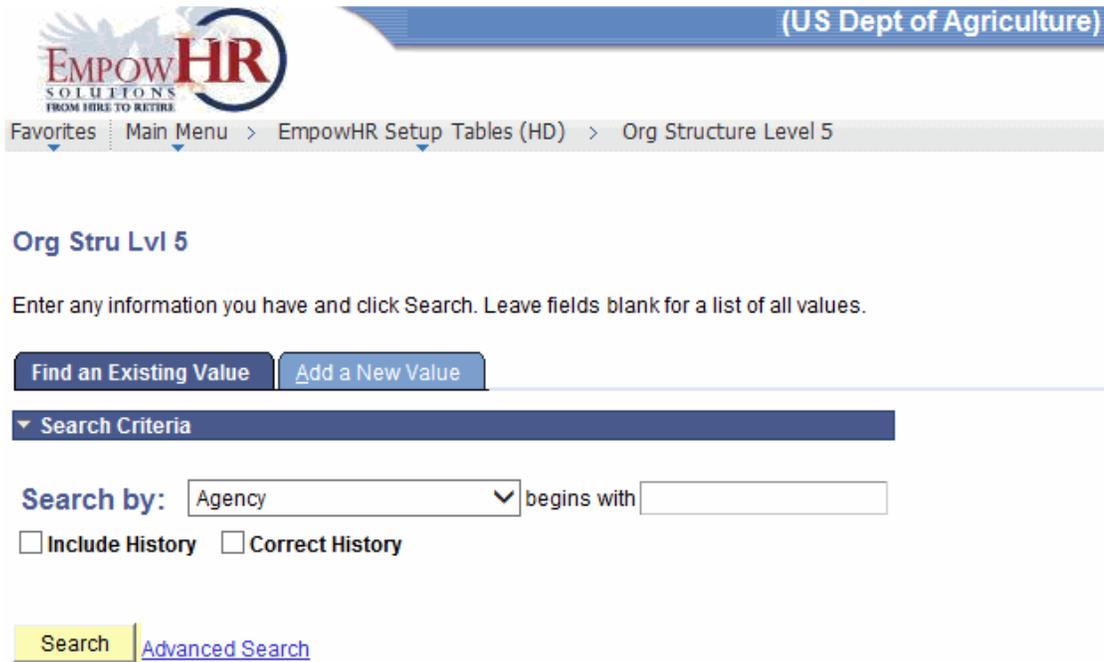
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Organizational Structure Code Level 4.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Organization Structure Level 5

To Enter an Organizational Structure Level 5:

1. Select the **EmpowHR Setup Tables (HD)** menu group.

2. Select the **Org Structure Level 5** component. The Org Stru Lvl 5 page - Find an Existing Value tab is displayed.



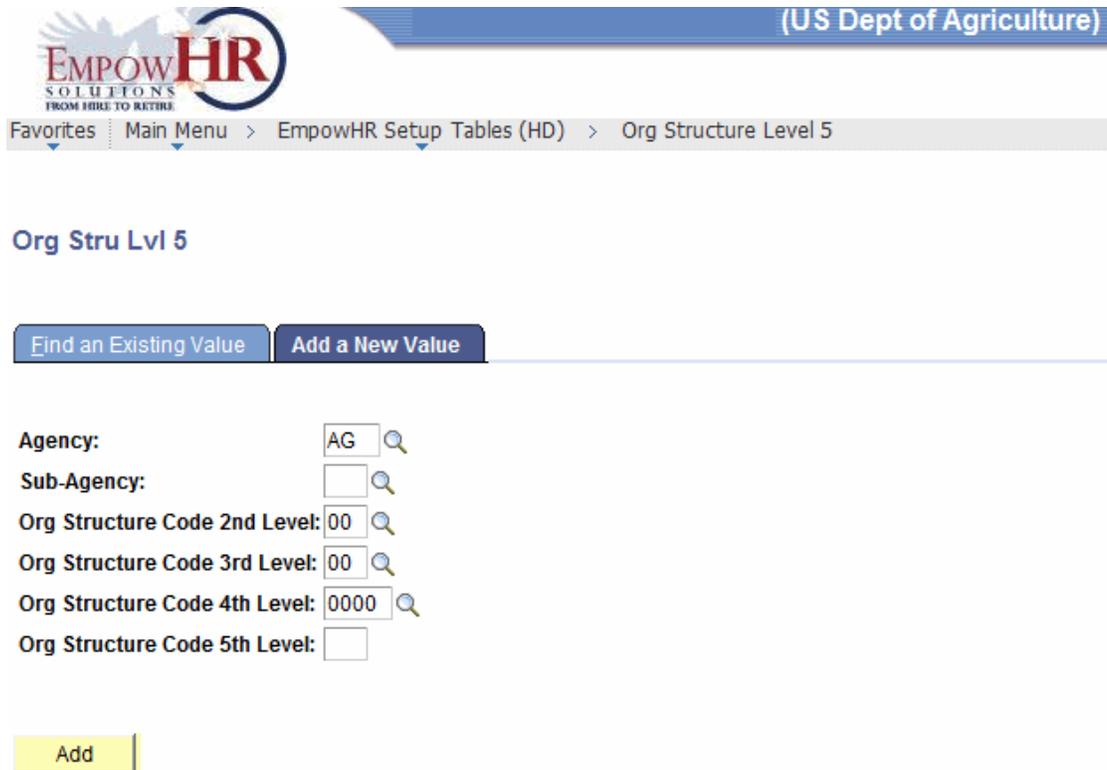
[Find an Existing Value](#) | [Add a New Value](#)

Figure 81: Org Stru Lvl 5 Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Org Str Code Lvl 5 tab is displayed.

OR

Select the **Add a New Value** tab. The Org Stru Lvl 5 page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Org Stru Lvl 5' page. At the top, there is a logo for EmpowHR Solutions and a blue header bar with the text '(US Dept of Agriculture)'. Below the header, a breadcrumb trail reads 'Favorites > Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 5'. The main content area has a title 'Org Stru Lvl 5' and two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs are several input fields with search icons:

- Agency:
- Sub-Agency:
- Org Structure Code 2nd Level:
- Org Structure Code 3rd Level:
- Org Structure Code 4th Level:
- Org Structure Code 5th Level:

At the bottom of the form area is a yellow 'Add' button.

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

Figure 82: Org Stru Lvl 5 Page - Add a New Value Tab

- Complete the fields as follows:

Field	Instruction
Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub-Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 4th	Populated from the Search By value selected. Enter the information to

Field	Instruction
Level	be added or select by clicking the search icon.
Org Structure Code 5th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

6. Click **Add**. The Org Str Code Lvl 5 tab is displayed.

Figure 83: Org Str Code Lvl 5 Tab

7. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based upon the search criteria entered.
Sub-Agency	Populated based upon the search criteria entered.
Org Structure Code 2nd Level	Populated based upon the search criteria entered.
Org Structure Code 5th Level	Populated based upon the search criteria entered.
Org Structure Code 3rd Level	Populated based upon the search criteria entered.

Field	Description/Instruction
Org Structure Code 4th Level	Populated based upon the search criteria entered.
Scroll Area	Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status as of Effective Date	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Descriptions	Enter the description of the organization structure. When the tab is used to advance to the next line, the data entered on the first line will populate the next two lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point, the following options are available:

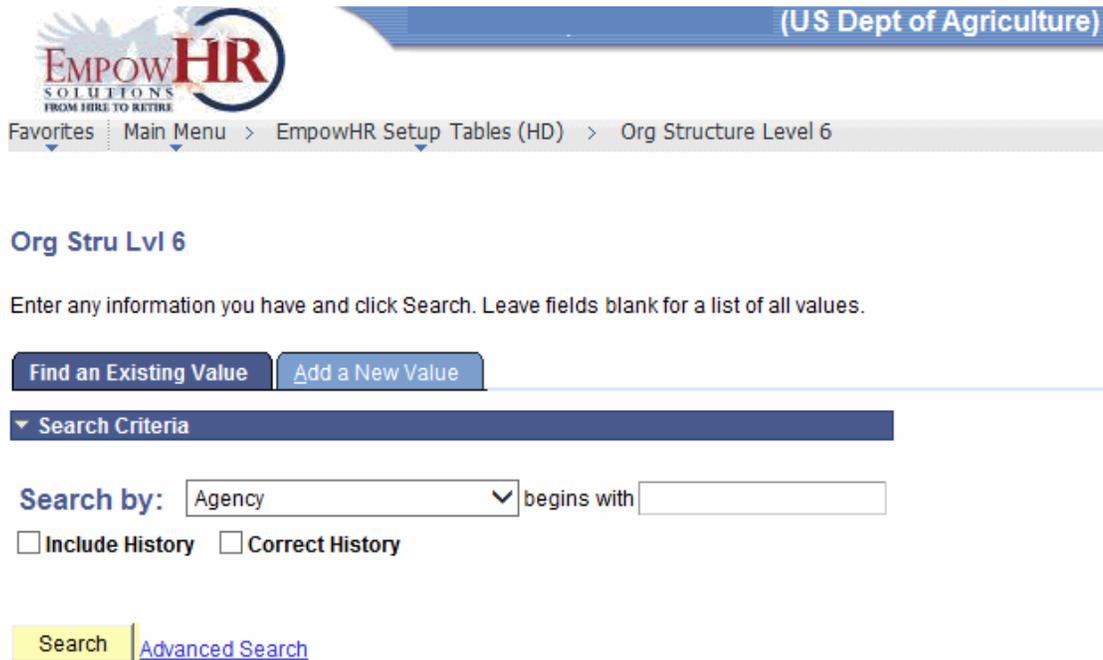
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Organizational Structure Code Level 5.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Organization Structure Level 6

To Enter an Organizational Structure Level 6:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Org Structure Level 6** component. The Org Stru Lvl 6 page - Find an Existing Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites > Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 6

Org Stru Lvl 6

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: Agency ▼ begins with

Include History Correct History

Search | [Advanced Search](#)

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

Figure 84: Org Stru Lvl 6 Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Org Stru Code Lvl 6 tab is displayed.

OR

Select the **Add a New Value** tab. The Org Stru Lvl 6 page - Add a New Value tab is displayed.



EMPOWHR SOLUTIONS (US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 6

Org Stru Lvl 6

Find an Existing Value Add a New Value

Agency: AG

Sub-Agency:

Org Structure Code 2nd Level: 00

Org Structure Code 3rd Level: 00

Org Structure Code 4th Level: 0000

Org Structure Code 5th Level: 00

Org Structure Code 6th Level:

Add

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

Figure 85: Org Stru Lvl 6 Page - Add a New Value Tab

- Complete the fields as follows:

Field	Instruction
Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub-Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Field	Instruction
Org Structure Code 4th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 5th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 6th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

6. Click **Add**. The Org Str Code Lvl 6 tab is displayed.

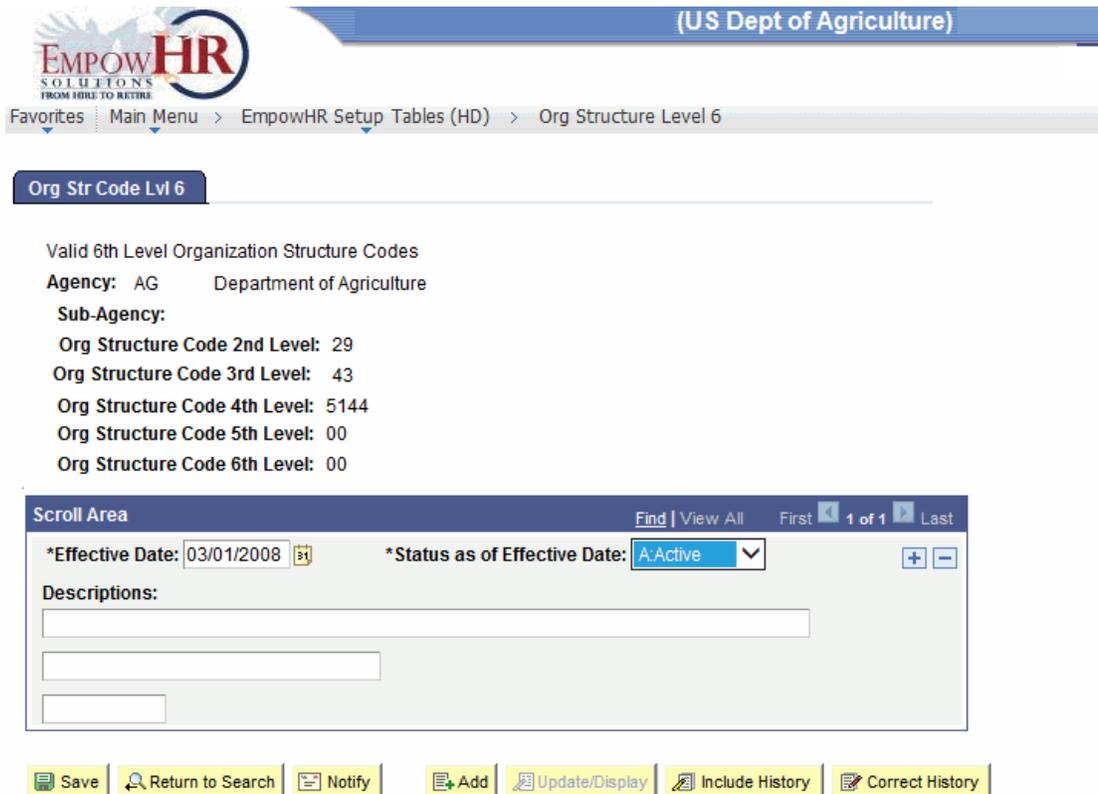


Figure 86: Org Str Code Lvl 6 Tab

7. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based upon the search criteria entered.
Sub-Agency	Populated based upon the search criteria entered.
Org Structure Code 2nd Level	Populated based upon the search criteria entered.
Org Structure Code 3rd	Populated based upon the search criteria entered.

Field	Description/Instruction
Level	
Org Structure Code 4th Level	Populated based upon the search criteria entered.
Org Structure Code 5th Level	Populated based upon the search criteria entered.
Org Structure Code 6th Level	Populated based upon the search criteria entered.
Scroll Area	Instruction
*Effective Date	Required field. Enter a date or select a date from the calendar icon. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status as of Effective Date	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Descriptions	Enter the description of the organization structure. When the tab is used to advance to the next line, the data entered on the first line will populate the next two lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point, the following options are available:

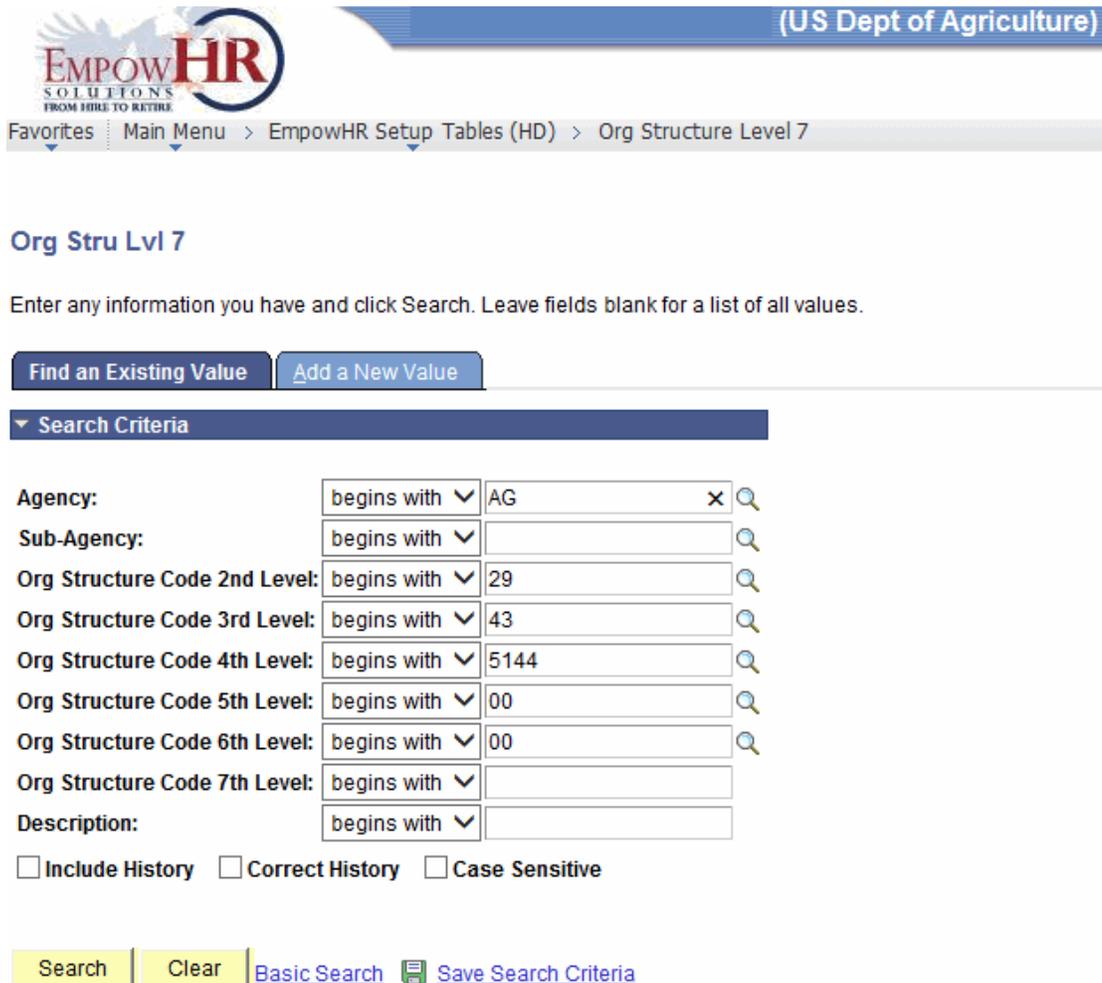
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Organizational Structure Code Level 6.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Organization Structure Level 7

To Enter an Organizational Structure Level 7:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Org Structure Level 7** component. The Org Stru Lvl 7 page - Find an Existing Value tab is displayed.



The screenshot shows the 'Org Stru Lvl 7' page in the EmpowHR system. At the top, there is a navigation bar with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below this is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 7'. The main heading is 'Org Stru Lvl 7'. Below the heading, there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section is expanded, showing several search fields, each with a 'begins with' dropdown menu and a search icon. The fields are: Agency (value: AG), Sub-Agency, Org Structure Code 2nd Level (value: 29), Org Structure Code 3rd Level (value: 43), Org Structure Code 4th Level (value: 5144), Org Structure Code 5th Level (value: 00), Org Structure Code 6th Level (value: 00), Org Structure Code 7th Level, and Description. Below the search criteria, there are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

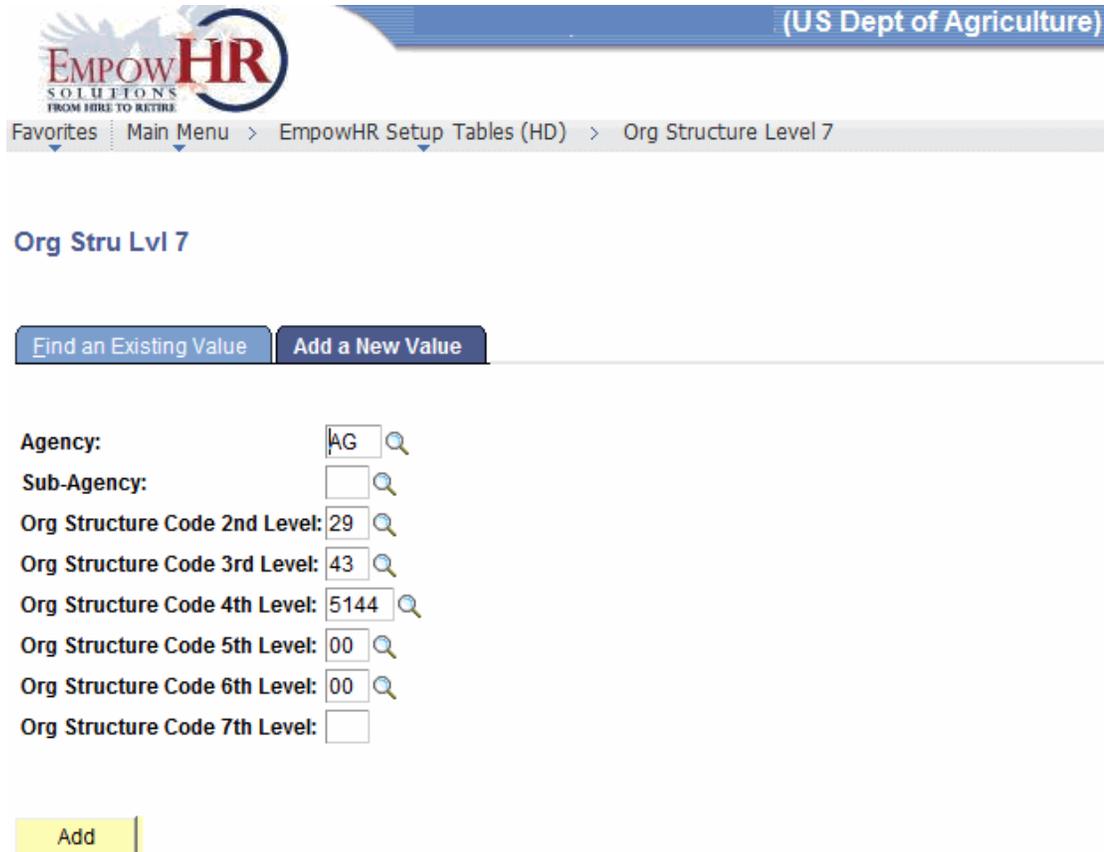
[Find an Existing Value](#) | [Add a New Value](#)

Figure 87: Org Stru Lvl 7 Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Org Str Code Lvl 7 tab is displayed.

OR

Select the **Add a New Value** tab. The Org Stru Lvl 7 page - Add a New Value tab is displayed.



(US Dept of Agriculture)

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 7

Org Stru Lvl 7

Find an Existing Value | Add a New Value

Agency: 🔍

Sub-Agency: 🔍

Org Structure Code 2nd Level: 🔍

Org Structure Code 3rd Level: 🔍

Org Structure Code 4th Level: 🔍

Org Structure Code 5th Level: 🔍

Org Structure Code 6th Level: 🔍

Org Structure Code 7th Level:

Add

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

Figure 88: Org Stru Lvl 7 Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub-Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 3rd	Populated from the Search By value selected. Enter the information to

Field	Instruction
Level	be added or select by clicking the search icon.
Org Structure Code 4th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 5th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 6th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 7th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

6. Click **Add**. The Org Str Code Lvl 7 tab is displayed.



Figure 89: Org Str Code Lvl 7 Tab

7. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based upon the search criteria entered.
Sub-Agency	Populated based upon the search criteria entered.

Field	Description/Instruction
Org Structure Code 2nd Level	Populated based upon the search criteria entered.
Org Structure Code 3rd Level	Populated based upon the search criteria entered.
Org Structure Code 4th Level	Populated based upon the search criteria entered.
Org Structure Code 5th Level	Populated based upon the search criteria entered.
Org Structure Code 6th Level	Populated based upon the search criteria entered.
Org Structure Code 7th Level	Populated based upon the search criteria entered.
Scroll Area	Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status as of EffDt	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Descriptions	Enter the description of the organization structure. When the tab is used to advance to the next line, the data entered on the first line will populate the next two lines. The data can be changed by clicking in the applicable line and entering a description.

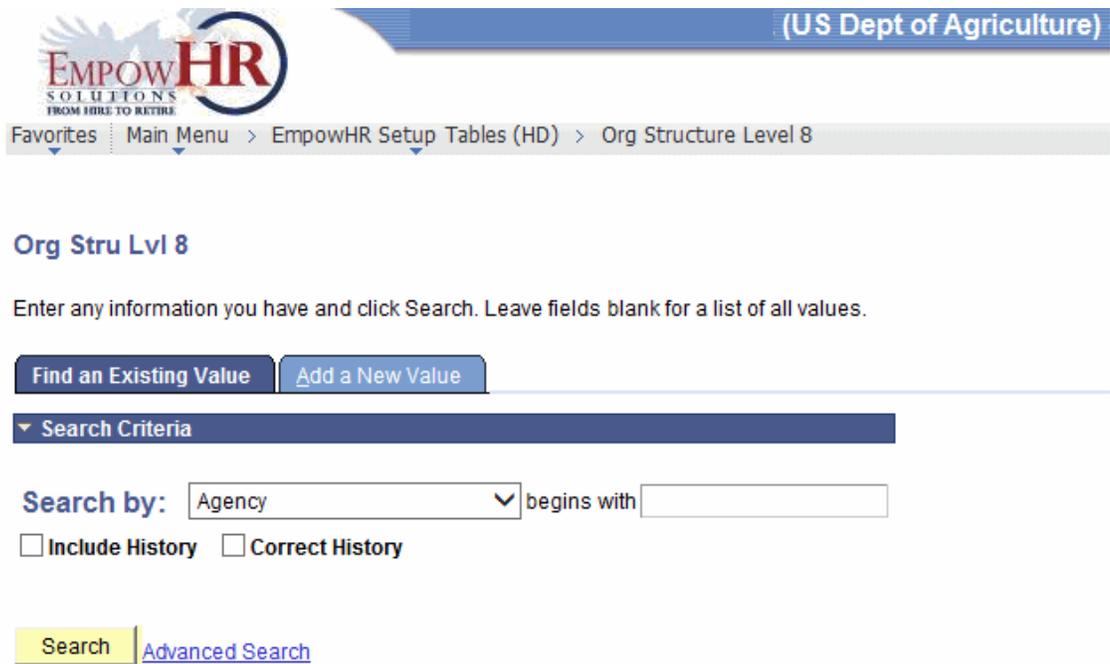
8. Click **Save**. This option will save the document. At this point, the following options are available:

Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Organizational Structure Code Level 7.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Organization Structure Level 8

To Enter an Organizational Structure Level 8:

1. Select the *EmpowHR Setup Tables (HD)* menu group.
2. Select the *Org Structure Level 8* component. The Org Stru Lvl 8 page - Find an Existing Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 8

Org Stru Lvl 8

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: Agency begins with

Include History Correct History

Search Advanced Search

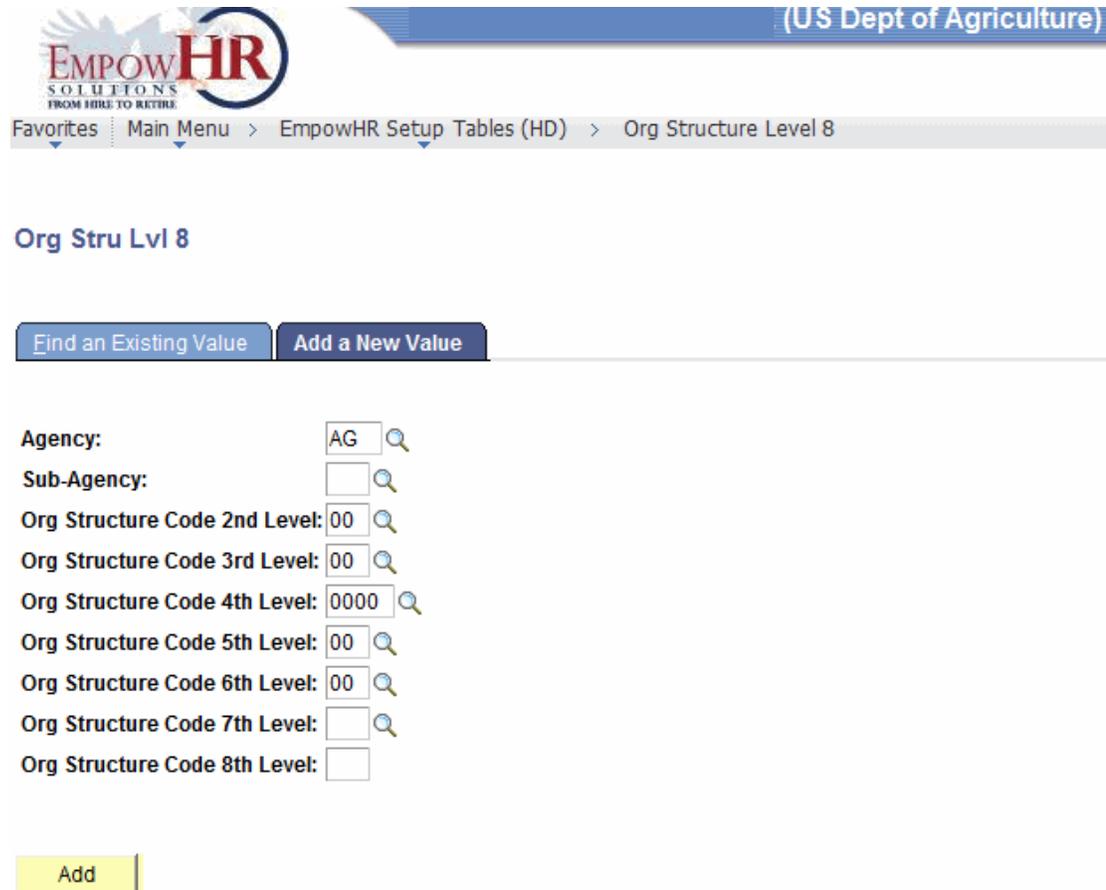
[Find an Existing Value](#) | [Add a New Value](#)

Figure 90: Org Stru Lvl 8 Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Org Str Code Lvl 8 tab is displayed.

OR

Select the **Add a New Value** tab. The Org Stru Lvl 8 page - Add a New Value tab is displayed.



EMPOWHR SOLUTIONS (US Dept of Agriculture)

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Org Structure Level 8

Org Stru Lvl 8

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

Agency: 

Sub-Agency: 

Org Structure Code 2nd Level: 

Org Structure Code 3rd Level: 

Org Structure Code 4th Level: 

Org Structure Code 5th Level: 

Org Structure Code 6th Level: 

Org Structure Code 7th Level: 

Org Structure Code 8th Level:

Add

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

Figure 91: Org Stru Lvl 8 Page - Add a New Value Tab

- Complete the fields as follows:

Field	Instruction
Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Sub-Agency	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 2nd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Field	Instruction
Org Structure Code 3rd Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 4th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 5th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 6th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 7th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.
Org Structure Code 8th Level	Populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

6. Click **Add**. The Org Str Code Lvl 8 tab is displayed.

Figure 92: Org Str Code Lvl 8 Tab

7. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated based upon the search criteria entered.
Sub-Agency	Populated based upon the search criteria entered.
Org Structure Code 2nd Level	Populated based upon the search criteria entered.
Org Structure Code 3rd Level	Populated based upon the search criteria entered.
Org Structure Code 4th Level	Populated based upon the search criteria entered.
Org Structure Code 5th	Populated based upon the search criteria entered.

Field	Description/Instruction
Level	
Org Structure Code 6th Level	Populated based upon the search criteria entered.
Org Structure Code 7th Level	Populated based upon the search criteria entered.
Org Structure Code 8th Level	Populated based upon the search criteria entered.
Scroll Area	Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the can view and/or change the information.
*Status as of Effective Date	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Descriptions	Enter the description of the organization structure. When the tab is used to advance to the next line, the data entered on the first line will populate the next two lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document. At this point, the following options are available:

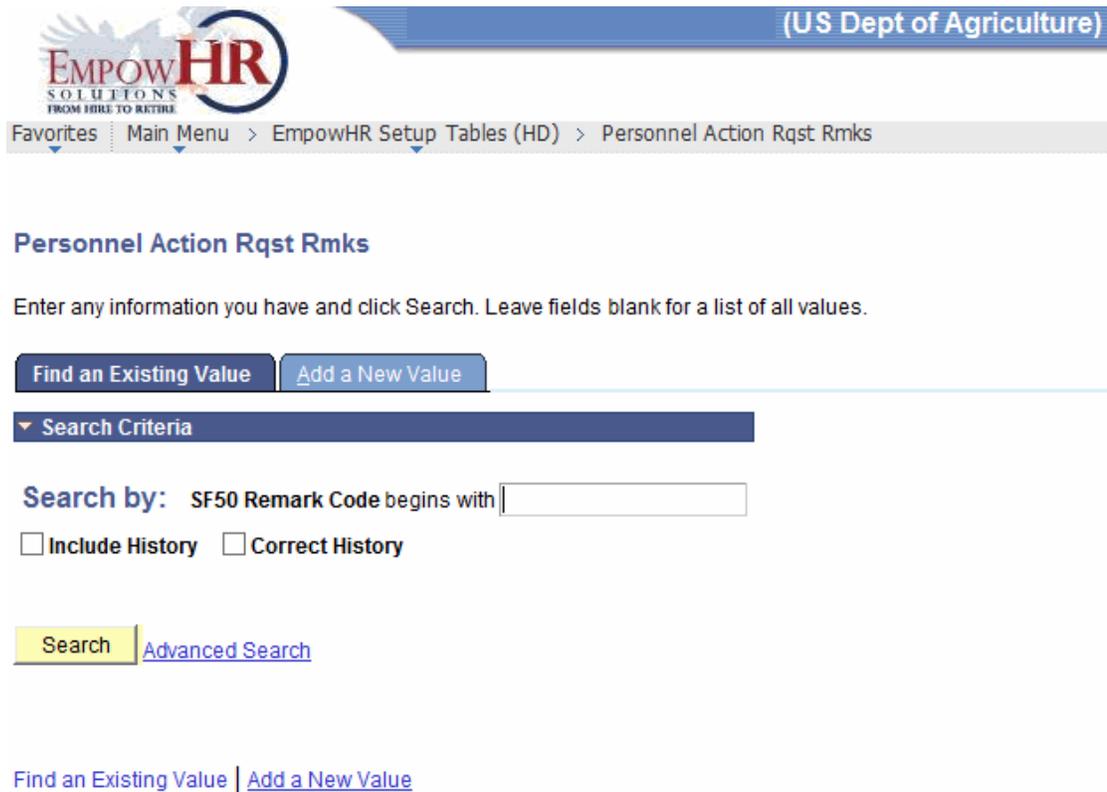
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Organizational Structure Code Level 8.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Personnel Action Request Remarks

To Enter Personnel Action Request Remarks:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Personnel Action Rqst Rmks** component. The Personnel Action Rqst Rmks page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Personnel Action Rqst Rmks' page. At the top, there is a blue header with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Personnel Action Rqst Rmks'. The main heading is 'Personnel Action Rqst Rmks'. Below this, a message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (which is selected) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a 'Search Criteria' section. It includes a 'Search by:' label followed by a text input field containing 'SF50 Remark Code begins with'. Below this are two checkboxes: 'Include History' and 'Correct History'. At the bottom of the search criteria section, there are two buttons: 'Search' and 'Advanced Search'. At the very bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 93: Personnel Action Rqst Rmks Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The PAR Remarks Table tab is displayed.

OR

Select the **Add a New Value** tab. The Personnel Action Rqst Rmks page - Add a New Value tab is displayed.

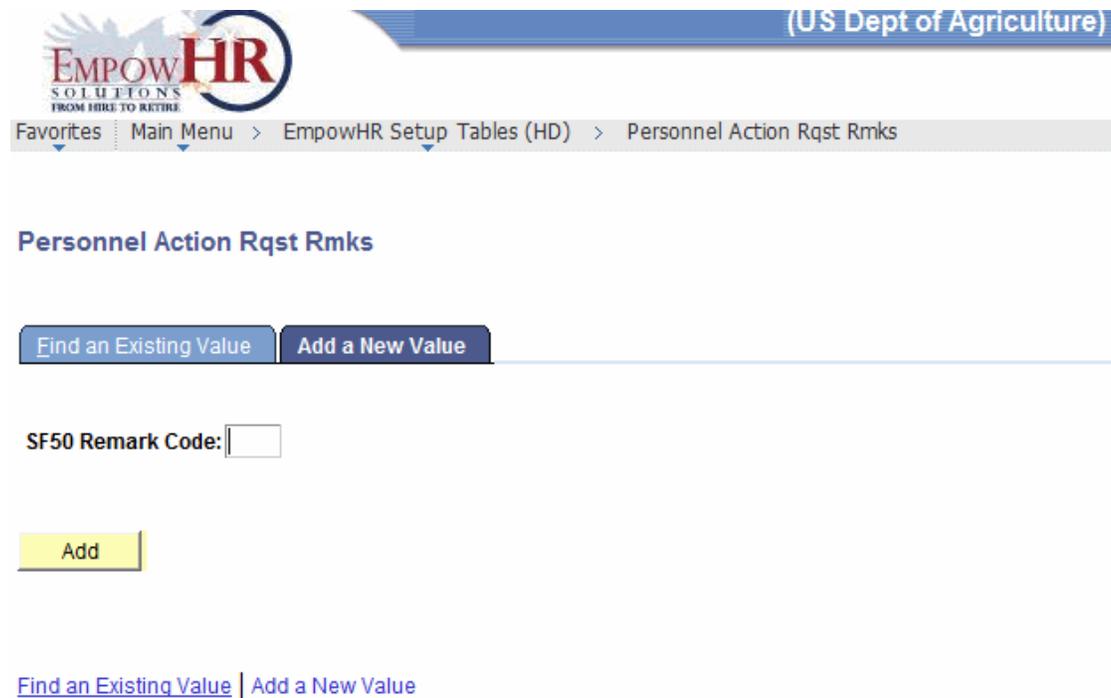


Figure 94: Personnel Action Rqst Rmks Page - Add a New Value Tab

5. Complete the field as follows:

Field	Instruction
SF50 Remark Code	Enter the Standard Form (SF) 50, Notification of Personnel Action, remark code to be added.

- Click **Add**. The PAR Remarks Table tab is displayed.



Figure 95: PAR Remarks Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Remark CD	Populated based upon the search criteria entered.
Remark Description	Instruction
*Effective Date	Required field. Defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information. Enter a date or select a date from the calendar icon.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Print Priority	Select the applicable print priority from the drop-down list. The valid values are 1st Tier and 2nd Tier .
Insertion Required	Check this box if an insertion action is required.
IRR Reportable	Check this box if the action is IRR reportable.
ROST Reportable	Check this box if this action is Register of Separations and Transfers (ROST) reportable.

Note: Additional information can be added on the five available lines.

8. Click **Save**. This option will save the document. At this point, the following options are available:

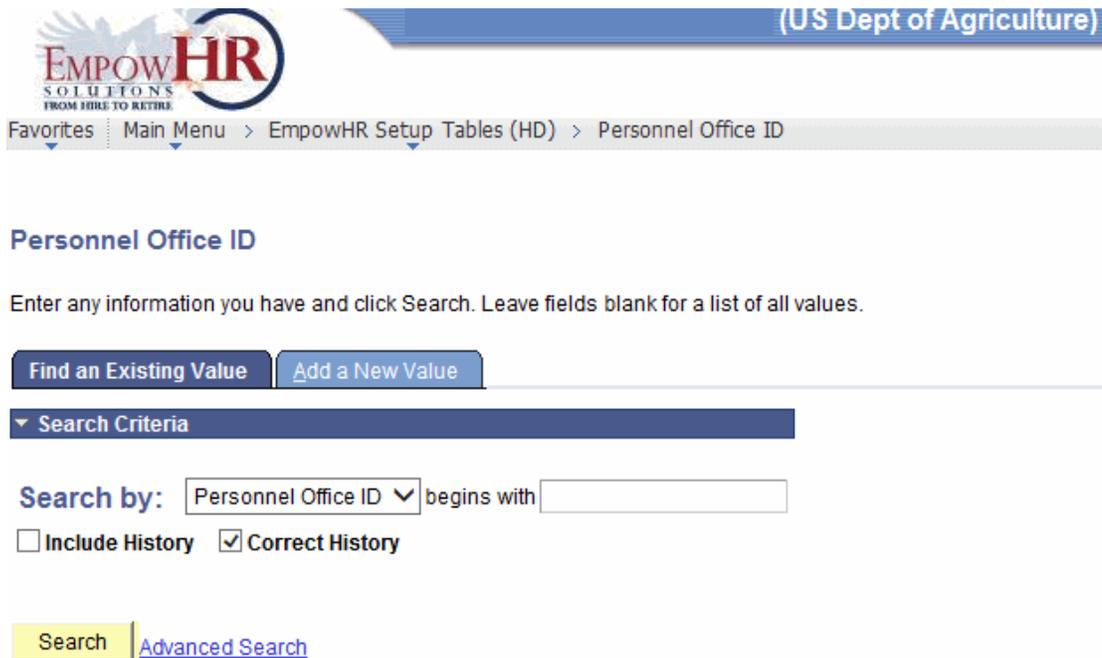
Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Personnel Action Request Remark.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Personnel Office Identifier

To Enter a Personnel Office ID:

1. Select *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Personnel Office ID** component. The Personnel Office ID page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the Personnel Office ID page. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a navigation breadcrumb: "Favorites | Main Menu > EmpowHR Setup Tables (HD) > Personnel Office ID". The main heading is "Personnel Office ID". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (which is active) and "Add a New Value". Below the tabs is a "Search Criteria" section. It includes a "Search by:" dropdown menu set to "Personnel Office ID" with a "begins with" text and an empty input field. There are two checkboxes: "Include History" (unchecked) and "Correct History" (checked). At the bottom of the search criteria are two buttons: "Search" and "Advanced Search".

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

Figure 96: Personnel Office ID Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Personnel Office ID Table tab is displayed.

OR

Select the **Add a New Value** tab. The Personnel Office ID page - Add a New Value tab is displayed.



Figure 97: Personnel Office ID Page - Add a New Value Tab

5. Complete the field as follows:

Field	Instruction
Personnel Office ID	Enter the POI to be added.

- Click **Add**. The Personnel Office ID page - Personnel Office ID Table tab is displayed.

Figure 98: Personnel Office ID Page - Personnel Office ID Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Personnel Office ID	Populated based upon the search criteria entered.
PAR Approving Officials	Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Company	Required field. Enter the two-position company name or select the data by clicking the search icon.
*Sub-Agency	Required field. Enter the two-position sub-Agency or select the data by clicking the search icon.
*Description	Required field. Enter the description of the company and the sub-Agency.

Field	Description/Instruction
Personnel Officer's Name	Enter the applicable name.
OPM Oversight Office	Enter the applicable information or select the data by clicking the search icon.
Address	Enter the address for the personnel office.
Automated Submitting Point	Enter the applicable information.
Postal Code	Enter the ZIP Code for the address.
Telephone	Enter the telephone number of the personnel office.
Electronic Commerce Address	Enter the applicable information.
SetID	Enter the Agency name that will have access to the personnel office information or select the data by clicking the search icon.
Location Code	Enter the location code for the personnel office or select the data by clicking the search icon.

8. Select the **PAR Approving Officials Table** tab. The Personnel Office ID page - PAR Approving Officials Table tab is displayed.

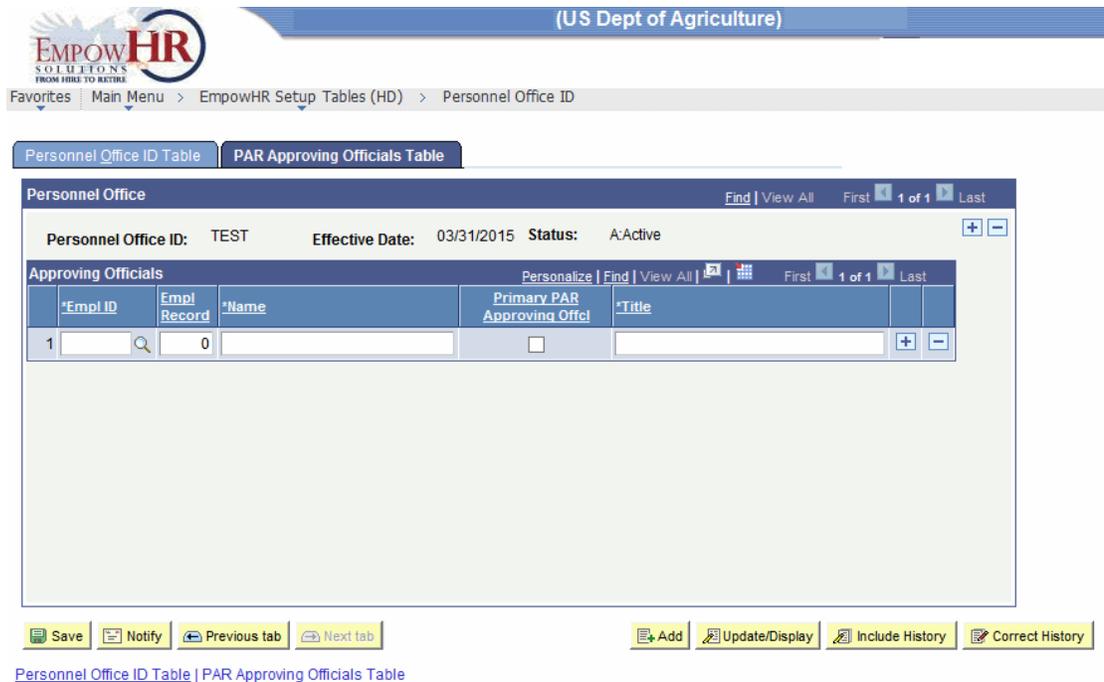


Figure 99: Personnel Office ID Page - PAR Approving Officials Table Tab

9. Complete the fields as follows:

Field	Description/Instruction
Personnel Office	Description
Personnel Office ID	Populated based upon the search criteria entered.
Effective Date	Populated based upon the search criteria entered.
Status	Populated based upon the search criteria entered.
Approving Officials	Instruction
*EmplID	Required field. Enter the employee ID or select the data by clicking the search icon.
Empl Record	Enter the employee record number.
*Name	Required field. Enter the approving official name.
Primary PAR Approving Offcl	Check this box if the approving official is the primary official.
*Title	Required field. Enter the approving official's title.

10. Click **Save**. This option will save the document. At this point, the following options are available:

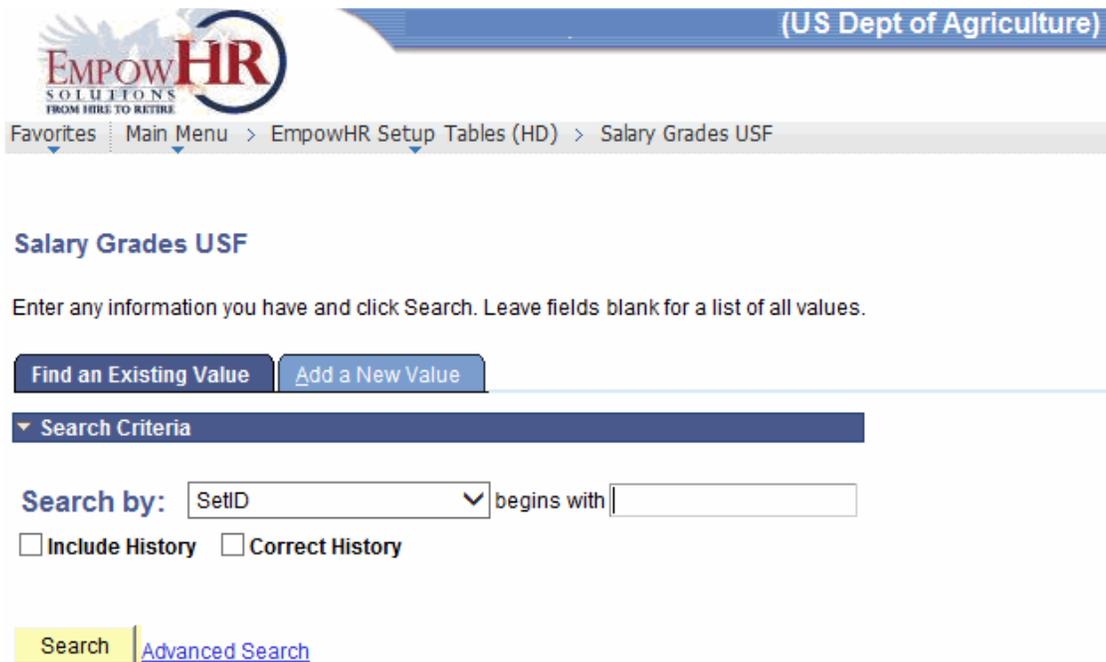
Step	Action
Click Return to Search	Returns the user to the applicable page to search for another Personnel Office ID Table.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Personnel Office ID.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.
Click Previous Tab	Displays the Personnel Office ID Table tab.

Salary Grades USF

To Enter a Salary Grade USF:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Salary Grades USF** component. The Salary Grades USF page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Salary Grades USF' component. At the top left is the EmpowHR logo with the tagline 'FROM HIRE TO RETIRE'. To the right, it says '(US Dept of Agriculture)'. Below the logo is a breadcrumb trail: 'Favorites > Main Menu > EmpowHR Setup Tables (HD) > Salary Grades USF'. The main heading is 'Salary Grades USF'. Below this is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (which is active) and 'Add a New Value'. Under the active tab is a 'Search Criteria' section. It includes a 'Search by:' dropdown menu currently set to 'SetID', followed by a 'begins with' text input field. Below this are two checkboxes: 'Include History' and 'Correct History'. At the bottom of the search section are two buttons: 'Search' and 'Advanced Search'.

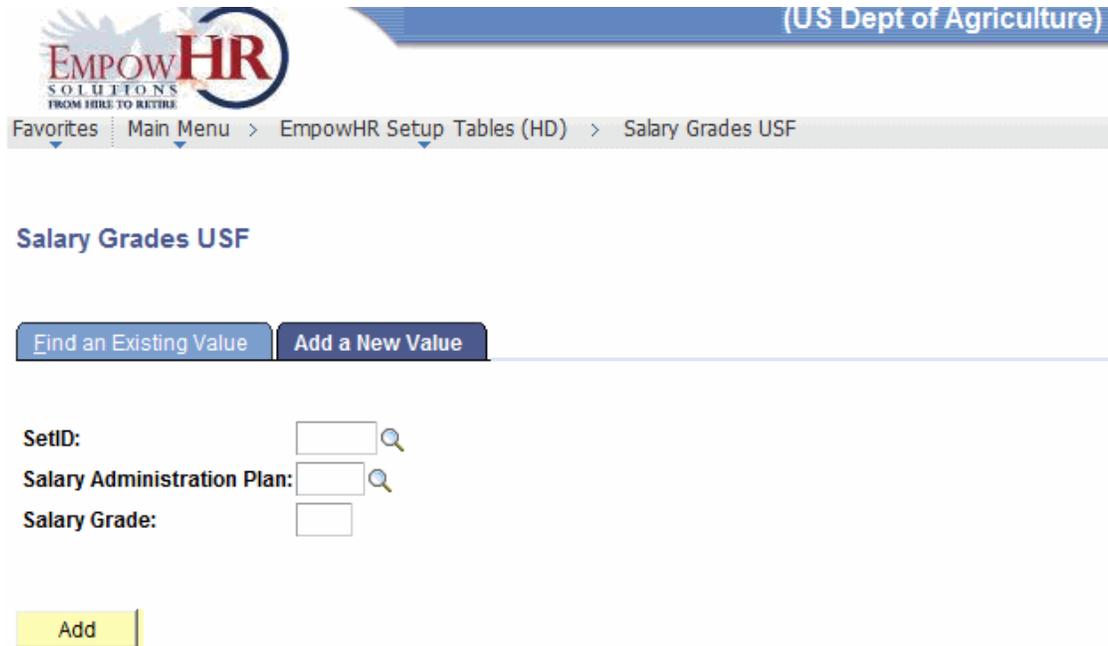
[Find an Existing Value](#) | [Add a New Value](#)

Figure 100: Salary Grades USF Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Salary Grades USF page - Salary Grade Table tab is displayed.

OR

Select the **Add a New Value** tab. The Salary Grades USF page - Add a New Value tab is displayed.



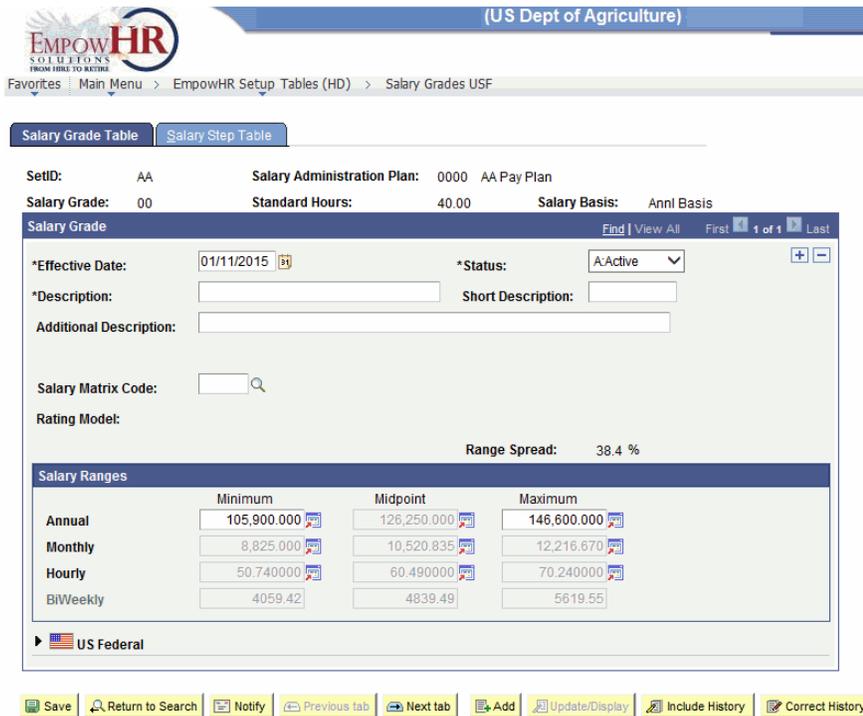
[Find an Existing Value](#) | [Add a New Value](#)

Figure 101: Salary Grades USF Page - Add a New Value Tab

- Complete the field as follows:

Field	Instruction
SetID	Enter the Set ID to be added or select the data by clicking the search icon.
Salary Administration Plan	Enter the Salary Plan to be added or select the data by clicking the search icon.
Salary Grade	Enter the applicable grade.

- Click **Add**. The Salary Grades USF page - Salary Grade Table tab is displayed.



Salary Grade Table | Salary Step Table

SetID: AA Salary Administration Plan: 0000 AA Pay Plan
 Salary Grade: 00 Standard Hours: 40.00 Salary Basis: Annl Basis

Salary Grade: 001112015 *Status: Active

*Description: Short Description: Additional Description:

Salary Matrix Code: Rating Model: Range Spread: 38.4 %

Salary Ranges	Minimum	Midpoint	Maximum
Annual	105,900.000	126,250.000	146,600.000
Monthly	8,825.000	10,520.835	12,216.670
Hourly	50.740000	60.490000	70.240000
BiWeekly	4059.42	4839.49	5619.55

US Federal

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

Figure 102: Salary Grades USF Page - Salary Grade Table Tab

- Complete the fields as follows:

Field	Description/Instruction
SetID	Populated based upon the search criteria entered.
Salary Administration Plan	Populated based upon the search criteria entered.
Salary Grade	Populated based upon the search criteria entered.
Standard Hours	Populated based upon the search criteria entered.
Salary Basis	Populated based upon the search criteria entered.
Salary Grade	Description/Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Description	Required field. Enter the applicable description.

Field	Description/Instruction
Short Description	Enter the applicable short description.
Additional Description	Enter the description if applicable.
Rating Model	Populated.
Salary Matrix Code	Enter the applicable code or select the data by clicking the search icon.
Rating Model	Populated.
Range Spread	Populated.
Salary Ranges	Instruction
Annual Minimum	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Annual Midpoint	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Annual Maximum	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Monthly Minimum	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Monthly Midpoint	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Monthly Maximum	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Hourly Minimum	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Hourly Midpoint	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Hourly Maximum	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Biweekly Minimum	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Biweekly Midpoint	Populated based on Set ID entered. Select a currency by clicking the currency icon.
Biweekly Maximum	Populated based on Set ID entered. Select a currency by clicking the currency icon.

- Click **US Federal** to expand the Salary Grades USF page - Salary Grade Table tab. The Salary Grades USF page - US Federal section is displayed.

Figure 103: Salary Grades USF Page - US Federal Section

- Complete the fields as follows:

Field	Description/Instruction
Step Increment Type	Enter applicable code the step increment or select a code by clicking the search icon.
Special Accumulator	Enter the applicable code used to specify how the step increment is accumulated or select a code by clicking the search icon.
Hourly Factor	Populated with the applicable number of hours for the tour of duty.

- Select the **Salary Step Table** tab. The Salary Grades USF page - Salary Step Table tab is displayed.

Figure 104: Salary Grades USF Page - Salary Step Table Tab

11. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated based upon the search criteria entered.
Std Hrs/Wk	Populated based upon the search criteria entered.
Salary Administration Plan	Populated based upon the search criteria entered.
Salary Basis	Populated based upon the search criteria entered.
Salary Grade	Populated based upon the search criteria entered.
Step Rate Table	Description
Effective Date	Populated based upon the search criteria entered.
Status	Populated based upon the search criteria entered.
Description	Populated based upon the search criteria entered.
Step Rates	Instruction
*Step	Required field. Enter the applicable step.
Federal Step	Enter Federal step that corresponds to each step value entered.
Hourly Rate	Enter the hourly rate that corresponds to each step value entered.
Biweekly Rate	Enter the biweekly rate that corresponds to each step value entered.
Monthly Rate	Enter the monthly rate that corresponds to each step value entered.
Annual Rate	Enter the annual rate that corresponds to each step value entered.
Next Step Increment/Weeks	Enter the number of weeks before the next step is effective.
Next Step Increment/Days	Enter the number of days before the next within-grade increase (WGI).
Next Step Increment/WGI	Enter the increment in which the next step is to be effective.

12. Click **Save**. This option will save the document. At this point, the following options are available:

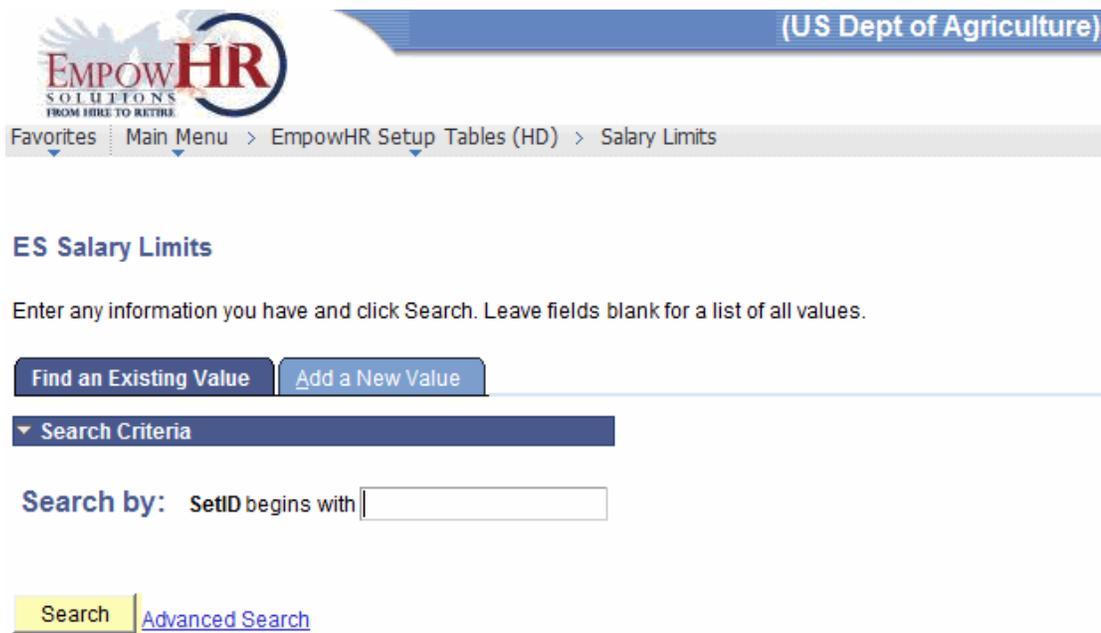
Step	Action
Click Return to Search	Returns the user to the applicable page to search for another Salary Grade.
Click Previous Tab	Reverts to the previous tab.

Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to Add an additional SetID.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Salary Limits

To Enter Salary Limits:

1. Select the **EmpowHR Setup Tables (HD)** menu group.
2. Select the **Salary Limits** component. The ES Salary Limits page - Find an Existing Value tab is displayed.



(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Salary Limits

ES Salary Limits

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: SetID begins with

[Search](#) [Advanced Search](#)

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

Figure 105: ES Salary Limits Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Senior Exec Sal Limit tab is displayed.

OR

Select the **Add a New Value** tab. The ES Salary Limits page - Add a New Value tab is displayed.



Figure 106: ES Salary Limits Page - Add a New Value Tab

5. Complete the field as follows:

Field	Instruction
SetID	Enter the Set ID.

- Click **Add**. The Senior Exec Sal Limit tab is displayed.



Figure 107: Senior Exec Sal Limit Tab

- Complete the fields as follows:

Field	Description/Instruction
SetID	Description/Instruction
Scroll Area	Populated based upon the search criteria entered.
Effective Date	Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
Max/Annual	Enter the applicable maximum annual salary limit for the senior executives.

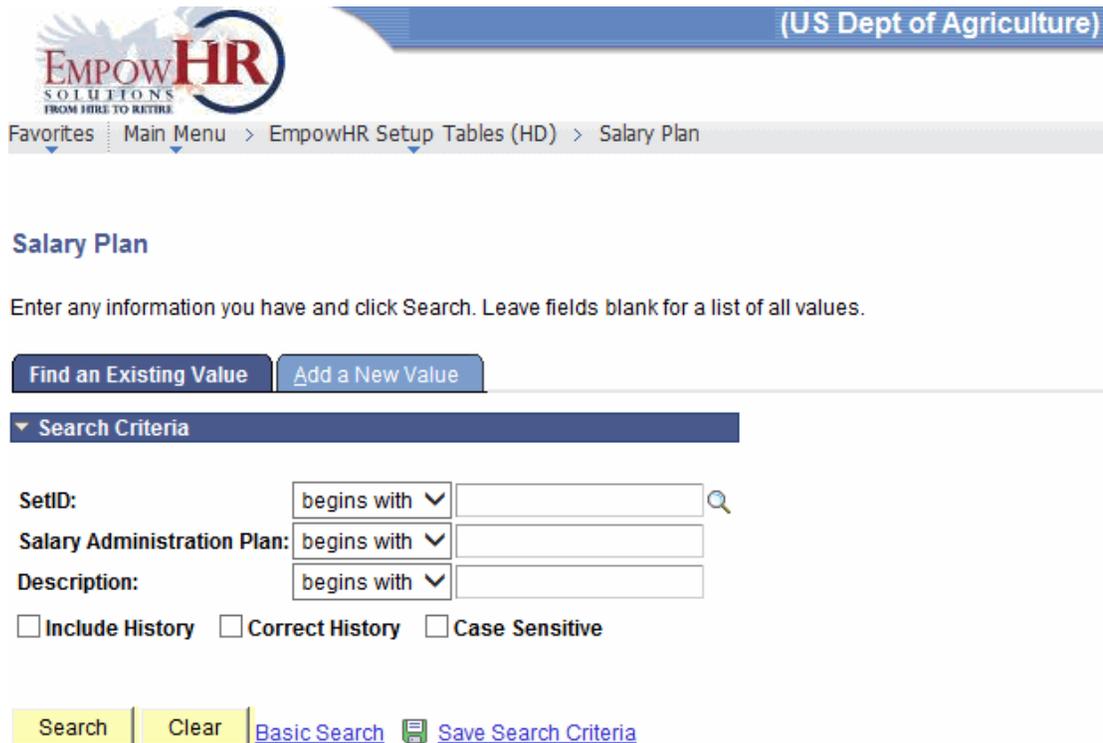
- Click **Save**. This option will save the document. At this point, the following options are available:

Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional Senior Executive Salary Limit.
Click Correct History	Returns the user to the applicable page to correct history data.

Salary Plan

To Enter a Salary Plan:

1. Select the **EmpowHR Setup Tables (HD)** menu group.
2. Select the **Salary Plan** component. The Salary Plan page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Salary Plan' page. At the top, there is a logo for 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' and a blue header bar with '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Salary Plan'. The main heading is 'Salary Plan'. Below this, a text prompt reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (highlighted) and 'Add a New Value'. A 'Search Criteria' section contains three rows of search criteria, each with a 'begins with' dropdown and a text input field with a search icon: 'SetID:', 'Salary Administration Plan:', and 'Description:'. Below these are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search section are buttons for 'Search' (highlighted), 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

Figure 108: Salary Plan Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Salary Plan Table tab is displayed.

OR

Select the **Add a New Value** tab. The Salary Plan page - Add a New Value tab is displayed.

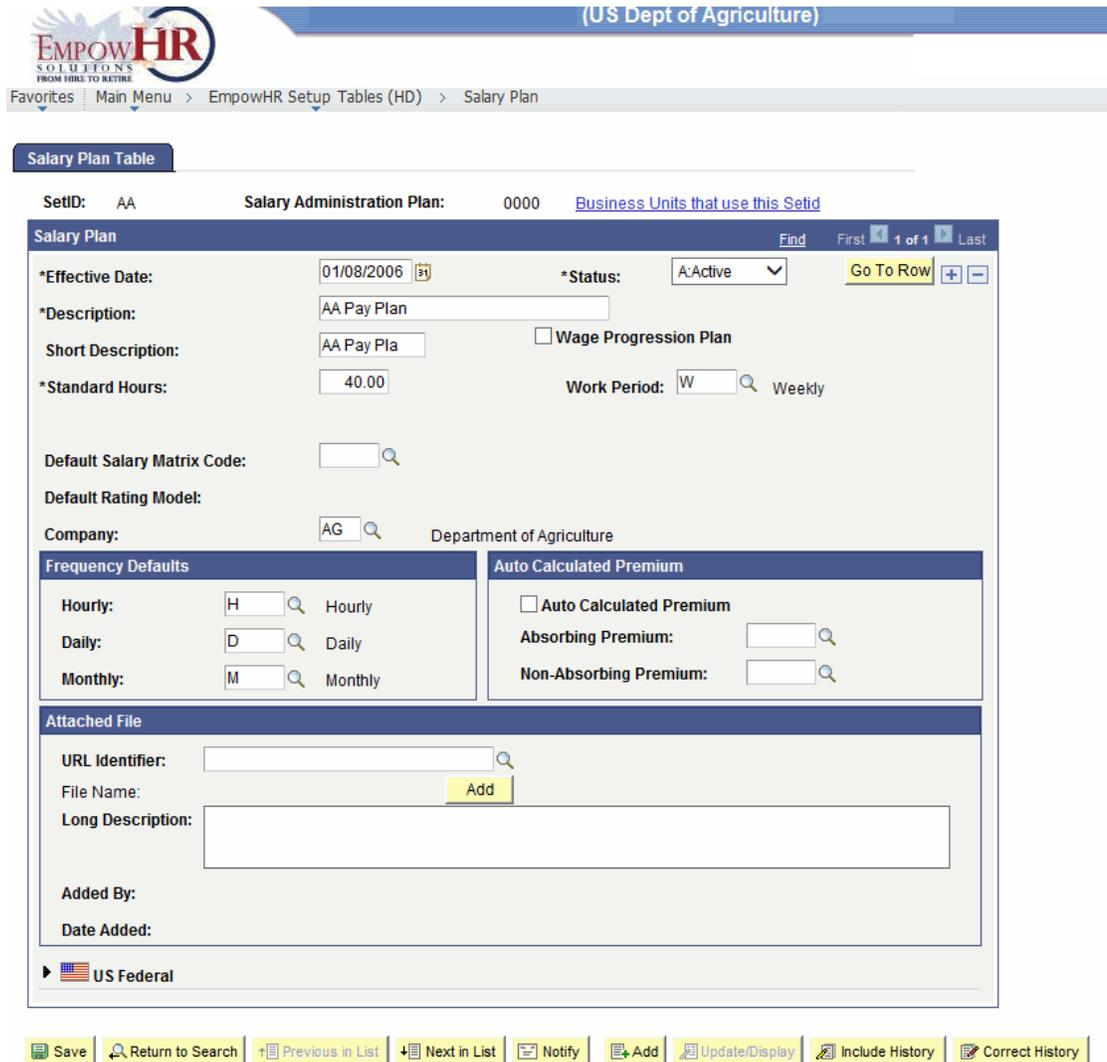


Figure 109: Salary Plan Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
SetID	Enter the Set ID or select the data by clicking the search icon.
Salary Administration Plan	Enter the applicable salary plan.

- Click **Add**. The Salary Plan Table tab is displayed.



(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM FIRE TO RETIRE

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Salary Plan

Salary Plan Table

SetID: AA Salary Administration Plan: 0000 [Business Units that use this Setid](#)

Salary Plan Find First 1 of 1 Last

*Effective Date: 01/08/2006 *Status: A:Active Go To Row + -

*Description: AA Pay Plan

Short Description: AA Pay Pla Wage Progression Plan

*Standard Hours: 40.00 Work Period: W Weekly

Default Salary Matrix Code: Default Rating Model:

Company: AG Department of Agriculture

Frequency Defaults	Auto Calculated Premium
Hourly: H Hourly	<input type="checkbox"/> Auto Calculated Premium
Daily: D Daily	Absorbing Premium:
Monthly: M Monthly	Non-Absorbing Premium:

Attached File

URL Identifier:

File Name: Add

Long Description:

Added By:

Date Added:

US Federal

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Figure 110: Salary Plan Table Tab

- Complete the fields as follows:

Field	Description/Instruction
SetID	Populated based upon the search criteria entered.
Salary Administration Plan	Populated based upon the search criteria entered.
Salary Plan	
Field	Description/Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also

Field	Description/Instruction
	determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Description	Required field. Enter the applicable description.
Short Description	Enter the applicable short description.
Wage Progression Plan	Check this box if applicable.
*Standard Hours	Required field. Enter the applicable number of standard hours for the salary plan. (XXXX.XX)
Work Period	Enter the applicable work period. Once data is entered in this field, the literal is displayed to the right of the field.
Default Salary Matrix Code	Enter the five-position default salary matrix code or select the data by clicking the search icon.
Default Rating Model	Populated.
Company	Enter the two-position Agency or select the data by clicking the search icon.
Frequency Defaults	Description
Hourly	Defaults to H .
Daily	Defaults to D .
Monthly	Defaults to M .
Auto Calculated Premium	Instruction
Auto Calculated Premium	Check this box if the premium is automatically calculated.
Absorbing Premium	Enter the premium or select the data by clicking the search icon.
Non-Absorbing Premium	Enter the premium or select the data by clicking the search icon.
Attached File	Description/Instruction
URL Identifier	Enter the uniform resource locator (URL) or select the data by clicking the search icon.
File Name	Enter the file name of the attached file.
Long Description	Enter the long description of the attached file.
Added By	Populated based on the user information.
Date Added	Populated based on the user information.

8. Click **Add**. The Attach File page is displayed to attach a file to the URL.
9. Click **Browse**.
10. Select a file name.
11. Click **Upload** to upload the file. The Salary Plan Table tab is displayed.

OR

Click **Cancel** to return to the Salary Plan Table tab without attaching a file.

Field	Instruction
Long Description	Enter the long description of the attached file.

12. Click **US Federal** to expand the Salary Plan Table tab.

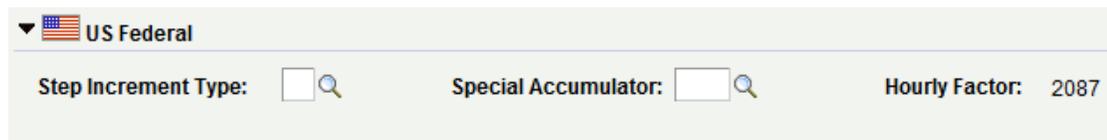


Figure 111: Salary Plan Table Tab Page - US Federal Section

13. Complete the fields as follows:

Field	Instruction
Geographic Scope of Plan	Click the down arrow to select the applicable plan from the drop-down list.
Salary Basis	Enter the one-position salary base or select by clicking the search icon.
Next Scheduled Pay Adjustment	Enter the date for the next scheduled pay adjustment or select a date from the calendar icon.

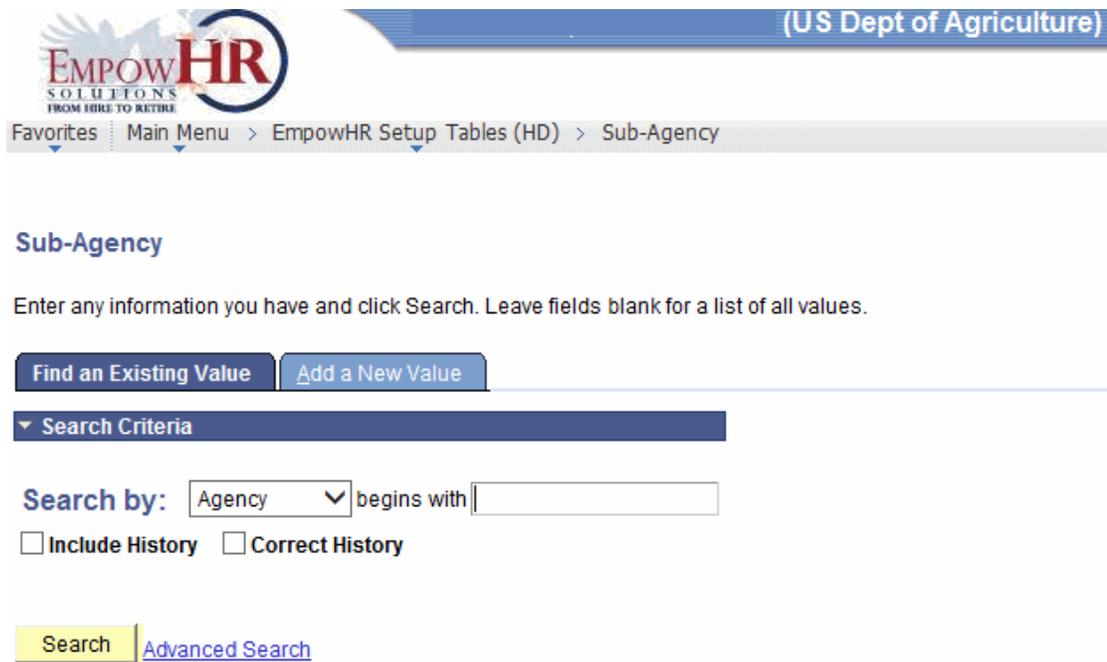
14. Click **Save**. This option will save the document. At this point, the following options are available:

Step	Action
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add an additional salary limit.
Click Correct History	Returns the user to the applicable page to correct history data.
Click Include History	Includes historical data.

Sub-Agency

To Enter Sub-Agency Information:

1. Select the **EmpowHR Setup Tables (HD)** menu group.
2. Select the **Sub-Agency** component. The Sub-Agency page - Find an Existing Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Sub-Agency

Sub-Agency

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: Agency begins with

Include History Correct History

[Search](#) [Advanced Search](#)

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

Figure 112: Sub-Agency Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Sub-Agency Table page is displayed.

OR

Select the **Add a New Value** tab. The Sub-Agency page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Sub-Agency' page. At the top, there is a logo for 'EMPOWHR SOLUTIONS FROM HIRE TO RETIRE' and a blue header bar with the text '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Sub-Agency'. The main content area is titled 'Sub-Agency' and contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are two input fields: 'Agency:' with a search icon and the value 'AG', and 'Sub-Agency:' with an empty field. A yellow 'Add' button is located below the input fields. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 113: Sub-Agency Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Agency	Enter the Agency (two-position Department code) or search data by clicking the search icon.
Sub-Agency	Enter the sub-Agency.

- Click **Add**. The Sub-Agency Table tab is displayed.

Figure 114: Sub-Agency Table Tab

- Complete the fields as follows:

Field	Description/Instruction
Company	Populated with the Department two-position acronym and the narrative name.
Sub-Agency	Populated with the two-position Agency code.
Sub-Agency	Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status as of Effective Date	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Report CPDF	Check this box if applicable.
Description	Instruction
Long	Enter the long name for the sub-Agency.
*Description	Required field. Enter the description of the sub-Agency.
Abbreviation	Enter the abbreviation for the sub-Agency.

- Click **Save**. This option will save the document. At this point, the following options are available:

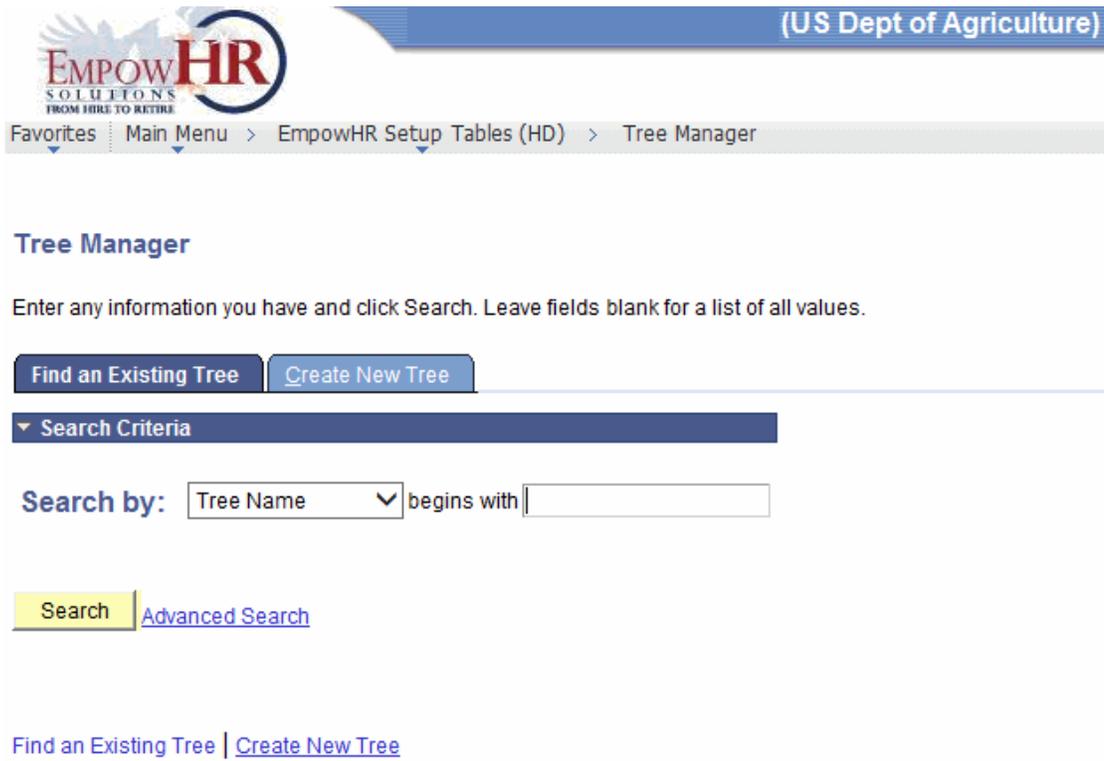
Step	Action
Click Return to Search	Returns the user to the applicable page to search for Sub-Agency Table information.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add city information.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Tree Manager

To Enter Tree Manager Information:

- Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Tree Manager** component. The Tree Manager page - Find an Existing Tree tab is displayed.



(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > EmpowHR Setup Tables (HD) > Tree Manager

Tree Manager

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

[Find an Existing Tree](#) [Create New Tree](#)

▼ Search Criteria

Search by: begins with

[Search](#) [Advanced Search](#)

[Find an Existing Tree](#) | [Create New Tree](#)

Figure 115: Tree Manager Page - Find an Existing Tree Tab

3. Enter the applicable search information.
4. Click **Search**. The Tree Definition and Properties page is displayed.

OR

Select the **Create New Tree** tab. The Tree Manager page - Create New Tree tab is displayed.

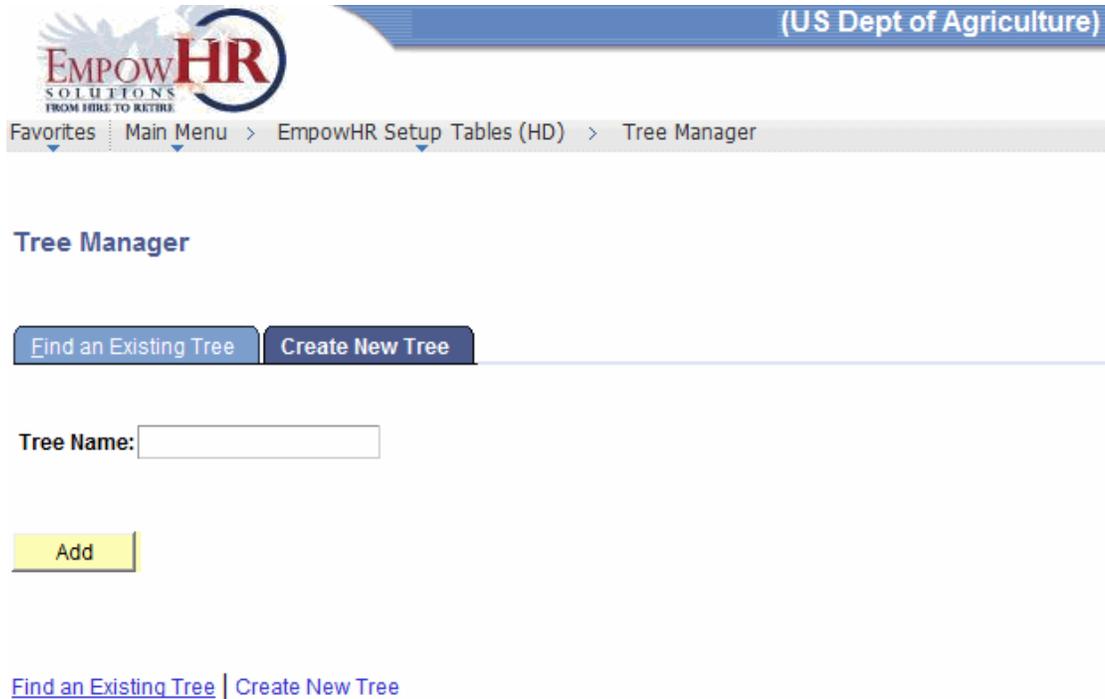


Figure 116: Tree Manager Page - Create New Tree Tab

5. Complete the field as follows:

Field	Instruction
Tree Name	Enter the applicable name.

- Click **Add**. The Tree Definition and Properties page is displayed.

Tree Definition and Properties

*Tree Name: ✕

*Structure ID: 🔍

*Effective Date: 📅 *Status: ▼

*Description:

*Category: 🔍

*Use of Levels: ▼ [Performance Options](#)

Audits	Item Counts
<input type="checkbox"/> All Detail Values in this Tree	Node Count: 0
<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 0
	Level Count: 0
	Branch Count: 0

Figure 117: Tree Definition and Properties Page

- Complete the fields as follows:

Field	Description/Instruction
*Tree Name	Required field. Enter the alphanumeric tree name.
*Structure ID	Required field. Enter the structure or select the data by clicking the search icon.
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Description	Required field. Enter the applicable description.

Field	Description/Instruction
*Category	Required field. Enter the category or select the data by clicking the search icon.
*Use of Levels	Required field. Click the down arrow to select the applicable level. The valid values are Strictly Enforced , Loosely Enforced , and Level Not Used .
Audits	Instruction
All Detail Values in this Tree	Check this box if applicable.
Allow Duplicate Detail Values	Check this box if applicable.
Item Counts	Description
Node Count	Populated.
Leaf Count	Populated.
Level Count	Populated.
Branch Count	Populated.

8. Click **OK** to save the data.

OR

Click **Return To Search** to search for another Tree Manager.

- Click the **Performance Options** link. The Performance Options page is displayed.

Tree Name: TEST

Access Method

- Use Literal Values
- Sub-SELECT Tree Selector
- Join to Tree Selector
- Use Application Defaults

Auditing All Detail Values

- Use All Tree Keys (Default)
- Use Not Empty Tree Keys
- Use This Audit Only In Batch

Tree Selectors

- Static Selector
- Dynamic Selectors

Tree Change Message Options

- Send Tree Change Message
- Don't send Tree Change Message

Selector Options

- Single Values
- Range of Values (>=...<=)
- Range of Values (BETWEEN)

OK Close

Figure 118: Performance Options Page

- Complete the fields as follows:

Field	Description/Instruction
Tree Name	Populated from the search criteria entered or the Tree Manager page - Create New Tree tab.
Access Method	Instruction
Use Literal Values	Check this box, if applicable.
Sub-SELECT Tree Selector	Check this box, if applicable.
Join to Tree Selector	Check this box, if applicable.
Use Application Defaults	Check this box or an alternate box, if applicable.

Field	Description/Instruction
Auditing All Detail Values	Instruction
Use All Tree Keys (Default)	Check this box or an alternate box, if applicable.
Use Not Empty Tree Keys	Check this box, if applicable.
Use This Audit Only In Batch	Check this box, if applicable.
Tree Selectors	Instruction
Static Selector	Check this box or an alternate, box if applicable.
Dynamic Selectors	Check this box, if applicable.
Tree Change Message Options	Instruction
Send Tree Change Message	Check this box or an alternate box, if applicable.
Don't send Tree Change Message	Check this box, if applicable.
Selector Options	Instruction
Single Values	Check this box, if applicable.
Range of Values (>=...<=)	Check this box or an alternate box, if applicable.
Range of Values (BETWEEN)	Check this box, if applicable.

11. Click **OK**. The Tree Definition and Properties page is displayed.

OR

Click **Cancel**. The Tree Definition and Properties page is displayed.

12. Click **Save**. This option will save the document.

OR

Click **Return to Search** to search for Sub-Agency Table information.

Unions United States Federal

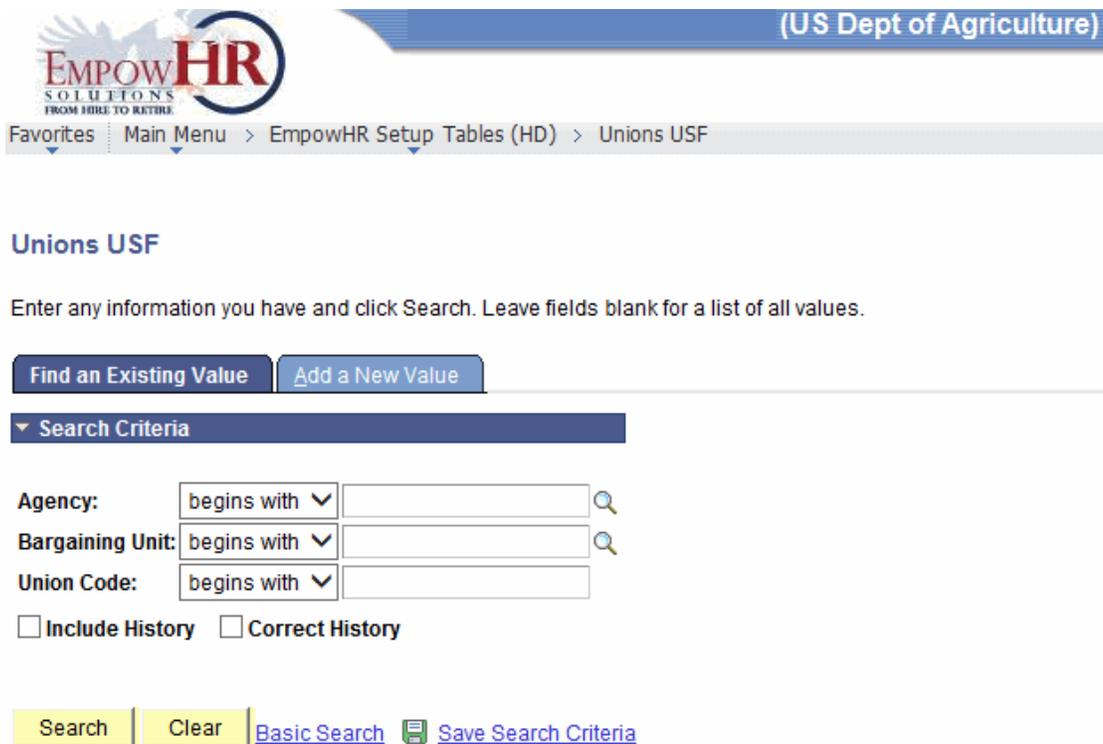
Use the Union Table to define codes and record data for unions to which Agency employees belong. The Agency may need information on union employees for collective bargaining agreements, negotiations, grievance tracking, or pay step increases.

This section discusses how to:

- Set up general union details.
- Enter bargaining unit address information.
- Enter bargaining unit contact details.
- Enter bargaining unit partnership and steward data.
- Enter additional bargaining unit contact information.
- Enter allowable earnings codes for bargaining unit members.

To Add or Modify a Union USF:

1. Select the *EmpowHR Setup Tables (HD)* menu group.
2. Select the *Unions USF* component. The Unions USF page - Find an Existing Value tab is displayed.



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

Figure 119: Unions USF Page - Find an Existing Value Tab

3. Enter the applicable search information.

- Click **Search**. The Union USF page - Union Address tab is displayed.

OR

Select the **Add a New Value** tab. The Unions USF page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Unions USF' page. At the top, there is a blue header with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Unions USF'. The main heading is 'Unions USF'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs are three input fields: 'Agency:' with a search icon, 'Bargaining Unit:' with a search icon, and 'Union Code:'. A yellow 'Add' button is located below the input fields. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Figure 120: Unions USF Page - Add a New Value Tab

- Complete the field as follows:

Field	Instruction
Agency	Enter the Agency to be added or select the data by clicking the search icon.
Bargaining Unit	Enter the bargaining unit to be added or select the data by clicking the search icon.
Union Code	Enter the applicable code.

- Click **Add**. The Unions USF page - Union Address tab is displayed.

(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Unions USF

Union Address | Contact | Partner/Steward | Union Agreement | Earnings Codes

Agency: LC Library of Congress

Bargaining Unit: 0075

Union Information Find | View All First 1 of 1 Last

Union Code: 003 CREA

*Effective Date: 01/01/1901 *Status: A:Active

Union Scope: Local

Union Affiliate: Independent

LMR Hours: 0 Fax Number:

*Description: CREA

Short Description: CREA

Country Union Contact / Contract Info

Save Return to Search Previous tab Next tab Add Update/Display Include History Correct History

Union Address | Contact | Partner/Steward | Union Agreement | Earnings Codes

Figure 121: Unions USF Page - Union Address Tab

- Complete the fields as follows:

Field	Description/Instruction
Agency	Populated with the two-position Department code and the narrative name of the Department.
Bargaining Unit	Populated with the four-position bargaining unit and the narrative name of the unit.
Union Information	Description/Instruction
Union Code	Populated with the three-position union code.
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
Union Scope	Select the applicable union scope from the drop-down list. The valid values are Interntl , Local , National , and Regional .
Union Affiliate	Select the applicable union affiliate type from the drop-down list.
LMR Hours	Enter the labor management relations (LMR) training hours required for union members or other personnel when the information should be

Field	Description/Instruction
	tracked.
Fax Number	Enter the fax number for the union.
*Description	Required field. Enter the description.
Short Description	Enter the short description.

8. Click the **Country** link. The Union Address Information page is displayed.



The screenshot shows the EmpowHR interface. At the top, there is a logo and the text "(US Dept of Agriculture)". Below that is a breadcrumb trail: "Favorites | Main Menu > EmpowHR Setup Tables (HD) > Unions USF". The main heading is "Union Address Information". The form contains the following fields:

- Country:** A dropdown menu showing "USA" with a search icon and "United States" next to it.
- Address:** A large text area with a blue "Edit Address" link to its right.
- Phone:** An empty text input field.

At the bottom of the form are two buttons: "OK" and "Cancel".

Figure 122: Union Address Information Page

9. Complete the fields as follows:

Field	Description/Instruction
Country	Defaults to USA. Change data by clicking the search icon.
Address	Populated when an address has been previously added.
Phone	Enter the telephone number.

10. On the Union Address Information page, click the **Edit Address** link to edit the address, if applicable.

11. Click **OK**. The Unions USF page - Union Address tab is displayed.

OR

Click **Cancel** to cancel the action. The Unions USF page - Union Address tab is displayed.

12. On the Unions USF page - Union Address tab, click the **Union Contact/Contract Info** link to edit the contact information, if applicable.

13. Select the **Contact** tab. The Unions USF page - Contact tab is displayed.

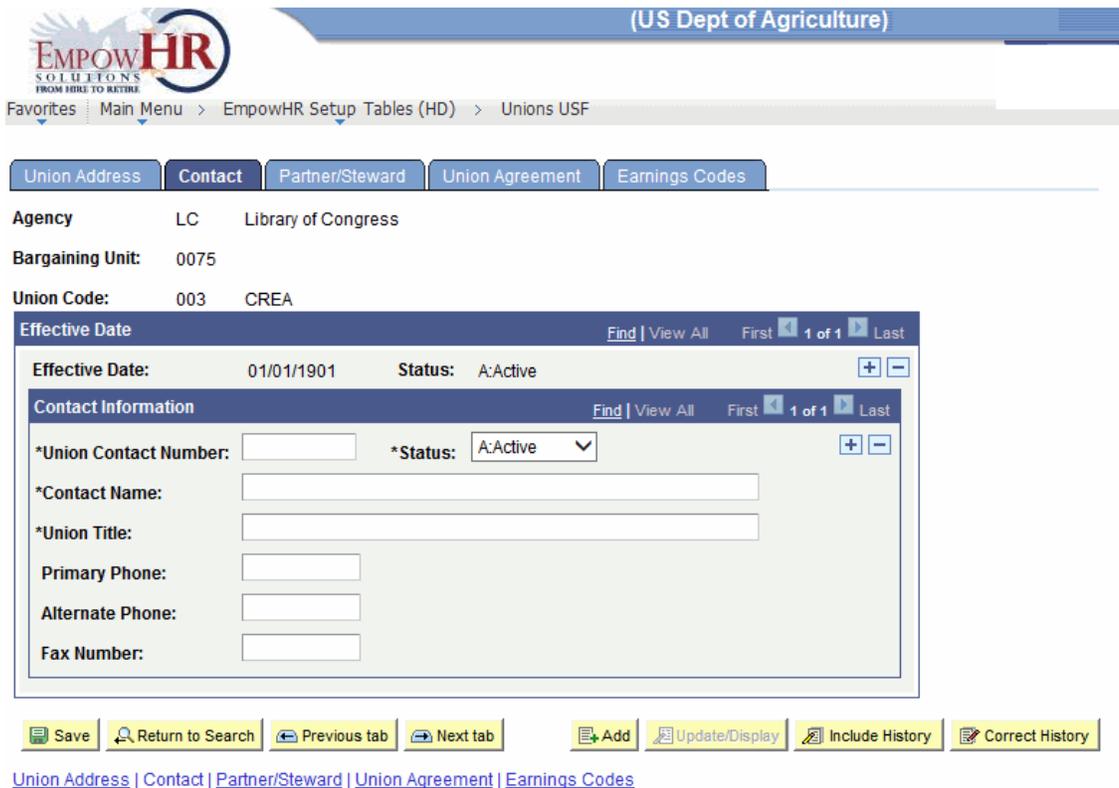


Figure 123: Unions USF Page - Contact Tab

14. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated.
Bargaining Unit	Populated.
Union Code	Populated.
Effective Date	Description
Effective Date	Populated.

Field	Description/Instruction
Status	Populated.
Contact Information	Instruction
*Union Contact Number	Required field. Enter the contract number.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Contact Name	Required field. Enter the contact name for the union.
*Union Title	Required field. Enter the union title.
Primary Phone	Enter the telephone of the union contact.
Alternate Phone	Enter the alternate phone number of the union contact.
Fax Number	Enter the fax number of the union contact.

15. Select the **Partner/Steward** tab. The Unions USF page - Partner/Steward tab is displayed.

(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > EmpowHR Setup Tables (HD) > Unions USF

Union Address | **Contact** | **Partner/Steward** | Union Agreement | Earnings Codes

Agency: LC Library of Congress
 Bargaining Unit: 0075
 Union Code: 003 CREA

Partner Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: A:Active
 Union Type: Private Date Union Recognized:
 Partnership Council Partnership Council Date:
 Partnership Agreement Partnership Agreement Date:

Steward Find | View All First 1 of 1 Last

*Union Steward Number: *Status: A:Active
 *Union Steward:
 *Union Title:
 Primary Phone: Alt Phone: Fax:

Save | Return to Search | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Union Address](#) | [Contact](#) | [Partner/Steward](#) | [Union Agreement](#) | [Earnings Codes](#)

Figure 124: Unions USF Page - Partner/Steward Tab

16. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated.
Bargaining Unit	Populated.
Union Code	Populated.
Partner	Description/Instruction
Effective Date	Populated.
Status	Populated.
Union Type	Click the down arrow to select the type of union. The valid values are Fed Govt , Other , Private , and Public .
Date Union Recognized	Enter the date the union was recognized or select a date from the calendar icon.
Partnership Council	Check the box if the union is a member of a partnership council.
Partnership Council Date	If the union is or will be a member of a partnership council, enter the date this event is effective or select a date from the calendar icon.
Partnership Agreement	Check the box if this union has entered into a partnership agreement.
Partnership Agreement Date	If this union is or will enter into a partnership agreement, enter the date or select a date from the calendar icon.
Steward	Instruction
*Union Steward Number	Required field. Enter the union steward number.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .
*Union Steward	Required field. Enter the union steward name.
*Union Title	Required field. Enter the union title.
Primary Phone	Enter the primary telephone number of the union steward.
Alt Phone	Enter the alternate telephone number of the union steward.
Fax	Enter the fax number of the union steward.

17. Select the **Union Agreement** tab. The Unions USF page - Union Agreement tab is displayed.

Figure 125: Unions USF Page - Union Agreement Tab

18. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated.
Bargaining Unit	Populated.
Union Code	Populated.
Union Effective date	Description/Instruction
Effective Date	Populated.
Status	Populated.
Comment	Enter any union agreement comments.

19. Select the **Earnings Codes** tab. The Unions USF page - Earnings Codes tab is displayed.

The screenshot shows the EmpowHR web application interface. At the top, there is a blue header with the text "(US Dept of Agriculture)". Below this is a breadcrumb trail: "Favorites | Main Menu > EmpowHR Setup Tables (HD) > Unions USF". A row of navigation tabs is visible, with "Earnings Codes" selected. The main content area displays the following information:

- Agency:** LC Library of Congress
- Bargaining Unit:** 0075
- Union Effective date:** [Find | View All | First 1 of 1 | Last]
- Union Code:** 003 CREA
- Effective Date:** 01/01/1901
- Status:** A:Active
- Earnings Code section:** [Find | View All | First 1 of 1 | Last]
- *Company:** LC [Search icon]
- *Pay Group:** [Search icon]
- Earn Pgm:** [Search icon]
- *Earnings Code:** [Search icon]

At the bottom of the form, there are several action buttons: Save, Return to Search, Previous tab, Next tab, Add, Update/Display, Include History, and Correct History. Below the buttons is a link: "Union Address | Contact | Partner/Steward | Union Agreement | Earnings Codes".

Figure 126: Unions USF Page - Earnings Codes Tab

20. Complete the fields as follows:

Field	Description/Instruction
Agency	Populated.
Bargaining Unit	Populated.
Union Effective date	Description
Union Code	Populated.
Effective Date	Populated.
Status	Populated.
Earnings Code	Description/Instruction
*Company	Required field. Enter the company (Department code) or select the data by clicking the search icon.
*Pay Group	Required field. Enter the pay group (Agency) or select the data by clicking the search icon.
Earn Pgm:	Populated, if applicable.
*Earnings Code	Required field. Enter the three-position earnings code or select the data by clicking the search icon.

21. Click **Save**. This option will save the document. At this point, the following options are available:

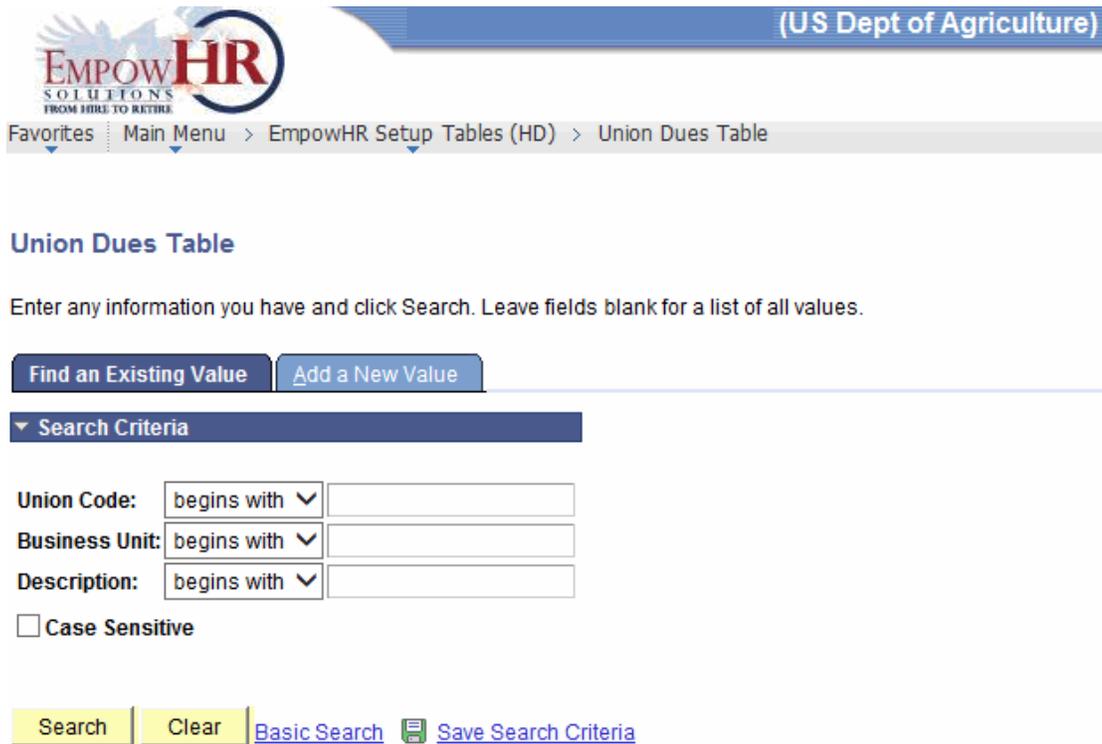
Step	Action
Click Previous Tab	Displays the previous tab.
Click Add	Returns the user to the applicable page to add an additional Union USF.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Union Dues Table

To Enter a Union Dues Table:

1. Select the *EmpowHR Setup Tables (HD)* menu group.

2. Select the **Union Dues Table** component. The Union Dues Table page - Find an Existing Value tab is displayed.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > EmpowHR Setup Tables (HD) > Union Dues Table

Union Dues Table

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

Union Code: begins with

Business Unit: begins with

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Figure 127: Union Dues Table Page - Find an Existing Value Tab

3. Enter the applicable search information.
4. Click **Search**. The Union Dues Table tab is displayed.

OR

Select the **Add a New Value** tab. The Union Dues Table page - Add a New Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'Union Dues Table' page. At the top, there is a navigation bar with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below the logo, there is a breadcrumb trail: 'Favorites | Main Menu > EmpowHR Setup Tables (HD) > Union Dues Table'. The main heading is 'Union Dues Table'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs, there are two input fields: 'Union Code:' and 'Business Unit:'. At the bottom, there is a yellow 'Add' button.

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

Figure 128: Union Dues Table Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Instruction
Union Code	Enter the union code to be added.
Business Unit	Enter the business unit to be added.

6. Click **Add**. The Union Dues Table tab is displayed.

The screenshot shows the 'Union Dues Table' form. At the top, it displays 'Union Code 01' and 'Business Unit 0000'. The main form area is divided into sections: 'Union Information', 'Address Information', and 'Union Details'.
 - **Union Information:** *Effective Date: 03/15/2009, *Status: A:Active, Description: NFFE /OFF NATL SECY, Short Description: NFFE /OFF.
 - **Address Information:** Country: USA, In City Limit: , Address Line 1: NFFE /OFF NATL SECY USDA, Address Line 2: NATIONAL OFFICE 010000, Address Line 3: 805 15TH ST.NW,SUITE 500, City: WASHINGTON, State: DC, Postal Code: 20005-2207.
 - **Union Details:** Contact Name: John Doe, Telephone: XXX/XXX-XXXX, Minimum Amount: \$100, Tuition Limit: \$100, Bank ID: XXXXXX, Account#: XXXXXXXXXXXXX, Account Type: Checking, EIN Federal: [blank], Union Steward: [blank], Begin Date: 03/15/2009, End Date: 12/31/2049, Ret Pkup %: [blank], Certified: .
 At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Refresh, Add, and Correct History.

Figure 129: Union Dues Table Tab

7. Complete the fields as follows:

Field	Description/Instruction
Union Code	Populated based upon the search criteria entered.
Business Unit	Populated based upon the search criteria entered.
Union Information	Instruction
*Effective Date	Required field. Defaults to the current date. Enter a date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the user can view and/or change the information.
*Status	Required field. Populated based on the status of the transaction. The valid values are Active and Inactive .

Field	Description/Instruction
Description	Enter the description of the action to be taken with the union dues.
Short Description	Enter the short description of the action to be taken with the union dues.
Address Information	Instruction
Country	Enter the country or search for data by clicking the search icon.
In City Limit	Click this field if applicable.
Address Line 1	Enter the first line of the address.
Address Line 2	Enter the second line of the address, if applicable.
Address Line 3	Enter the third line of the address, if applicable.
City	Enter the city.
State	Enter the State or select the data by clicking the search icon.
Postal Code	Enter the ZIP Code.
Union Details	Instruction
Contact Name	Enter the union or bargaining unit contact name for the union dues.
Telephone	Enter the telephone number of the contact.
Minimum Amount	Enter the minimum amount of union dues to be paid.
Deduction Limit Amt	Enter the deduction limit amount of union dues.
Deduction Limit Pct	Enter the deduction limit percent.
Tuition Limit	Enter the tuition limit amount.
Bank ID	Enter the bank ID number where the union dues are deposited.
Account #	Enter the bank account number for the bank ID where the union dues are deposited.
Account Type	Click the down arrow to select the applicable type of bank account.
EIN Federal	Enter the employee ID number.
Union Steward	Enter the union steward's name.
Begin Date	Enter the union dues begin date or select a date from the calendar icon.
End Date	Enter the union dues end date or select a date from the calendar icon.
Ret Pkup %	Enter the applicable percent.

Field	Description/Instruction
Certified	Check this box if applicable.

8. Click **Save**. This option will save the document. At this point, the following options are available:

Step	Action
Click Refresh	Refreshes the page.
Click Add	Returns the user to the applicable page to add an additional Union Dues Table.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Index

A

Accounting Station Codes • 4
Agency United States Federal • 8
Automatic Action Message • 22
Award Actions • 23

B

Bank Table • 27
Bargaining Unit Table United States Federal • 31

C

Charities Table • 39
City Table • 42
County Table • 45

D

Departments United States Federal • 48

E

EmpowHR Setup Tables (HD) • 2
eRecruit Installation Settings • 55
Event Change Table • 58

F

Federal Employees Health Benefits Program Plans • 61
Federal Employees Health Benefits Vendors • 65

G

Geographic Location • 68

L

Latest Update Information • 1
Legal Authority • 72
Locality Pay Areas • 76

N

Nature of Action Code/Legal Authority 1 • 83
Nature of Action Table • 79
NFC Master Field Table • 87

O

Official Position Titles United States Federal • 90
Organization Structure Level 2 • 93
Organization Structure Level 3 • 96
Organization Structure Level 4 • 100
Organization Structure Level 5 • 104
Organization Structure Level 6 • 108
Organization Structure Level 7 • 112

Organization Structure Level 8 • 117

P

Personnel Action Request Remarks • 121

Personnel Office Identifier • 125

S

Salary Grades USF • 130

Salary Limits • 137

Salary Plan • 140

Sub-Agency • 145

T

Tree Manager • 148

U

Union Dues Table • 164

Unions United States Federal • 154