

Processing Tips for History Corrections When History Covers More than One Department, Agency or POI

PERHIS (IRIS 5XX)

When an employee moves from one department, agency or POI to a different department, agency or POI, the employee's history record is copied to the gaining department, agency, or POI when the personnel actions are processed in the correct sequence. For example, when a GAO employee transfers to DOJ, GAO must process the separation action prior to DOJ processing the accession action. The employee's history is copied to DOJ in this case; however, if DOJ processes the employee's accession prior to the processing of the separation by GAO, no history is copied to DOJ and the employee is established as an erroneous dual appointment. To correct the situation, DOJ must cancel the accession and all subsequent actions. In the pay period after the DOJ HCUP package applies, GAO processes the separation, issues the SF-1150, etc. and then notifies DOJ to reprocess the accession and subsequent actions. History is then copied to DOJ.

At this point, there are two history records for the employee. The losing agency has access to all data through the date of separation. The current agency has read access to all history data on the personnel history database. The history data includes history for all previous employment with organizations serviced by NFC. The current agency has update access to all actions processed by the current agency only.

The current agency is responsible for assuring all corrections, cancellations, or any modification of the employee's history record is processed. When the cancellation/correction process includes actions processed by another department, agency or POI, only that department, agency or POI can cancel or correct those actions. The cancellation process must be coordinated with processing personnel in all POIs to assure the actions are processed in sequence. For example, DOJ determines an employee did not receive a pay increase when employed by GAO. DOJ calls GAO POI to discuss the situation and determine a course of action. DOJ must cancel the accession and all subsequent actions and after the package applies contact GAO so they can process the correction to the salary during the following processing pay period. After GAO assures the correction to the salary is processed and paid correctly, DOJ can reprocess the accession and all subsequent actions with the correct salary supplied by GAO.

Please note that after the dust settles in these situations, the history records for the losing agency reflects all processed actions including the corrections; however, changes to the previous department, agency or POI history records by the losing agency are not viewable by the gaining agency as the gaining agency's copy of history is not updated.

EmpowHR

When the employee is moving from Department to another Department, the losing Department must process the separation action prior to any actions by the gaining Department.

When the employee is moving from a Department, agency or POI that uses EmpowHR to another agency using EmpowHR, the gaining agency uses the Department Transfer functionality to move an employee from a position in one:

- POI to a position in another POI within the same agency
- Agency to a position in a different agency within the same Department
- Department to a position in a different Department

The Department Transfer functionality copies the history from the previous agency to the gaining agency. The gaining agency has read access to the history and can process the accession and subsequent actions. All cancellations or corrections that need to occur to actions processed by the losing agency must be processed by the losing agency.

When the employee is from a non-EmpowHR agency, the gaining agency uses the appropriate categories under the New Hire functionality to set up the employee record in EmpowHR. There are no history records from the losing agency for the employee in EmpowHR.

Corrections and cancellations to history may be processed by using the History Override functionality in EmpowHR. It also allows for the entry of late, newly required, and replacement personnel actions in the employee's personnel history database.

EPIC

The History Correction Update Processing System (HCUP) is designed for correcting personnel history data. HCUP allows the correction and cancellation of personnel actions which exist in the employee's personnel history database. It also allows for the entry of late, newly required, and replacement personnel actions in the employee's personnel history database. History actions are processed as a package. If one action in the History package is suspended, all other actions in the History package will also be suspended until the erroneous action is corrected.

All history actions are loaded in EPIC HCUP and access is defaulted based on security access. A departmental user with global access may process HCUP packages that cross POI or Agency lines within the same Department.