EmpowHR - Calendar Year (CY) 09 - Pay Period (PP) 13/14 Release Notes

Effective Pay Period 13 (June 29, 2009) and Pay Period 14 (July 13, 2009), the following changes will be implemented in the *EmpowHR* system. A high-level summary of the changes is reflected in the table below. The detailed documentation on these changes can be found in the *EmpowHR* procedure. To view the procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Publications tab**. Then on the right–hand Quick Picks menu, click **Procedures By Acronym**, and search for *EmpowHR*.

The summary table references the System Change Request number, the section modified in the procedure manual, and a brief description of the change.

System Change Request (SCR)	*EmpowHR* Procedure Section Number Updated	Application Modification
Pay Period 13		
80175	Worklist, Section 7	*EmpowHR* will store and display on the worklist all suspense Payroll/Personnel transactions with their associated error messages that have originated outside of *EmpowHR*. For example: Employee Personal Page (EPP), Entry, Processing, Inquiry, and Correction system (EPIC), Bi-Weekly Examination Analysis And Reporting (BEAR), and batch numbers created by the Front-End System Interface (FESI) which begin with 67. Any user that has the new role(s) New SINQ Payroll Processor and/or New SINQ PAR Processor will be able to view/work these transaction from their worklist.
80281	PAR Processing, Section 5	A new *Bonus* link and page will be added to PAR Processing > HR Processing > Data Control tab. The current process to enter a 827 Retention Incentive action will be removed and replaced with the new link and page. This page will include data elements for a Relocation Bonus, Recruitment Bonus, Student Loan and Retention Percent.
80365	Reporting, Section 14	All reports that contain personal information will be altered to include the statement "Sensitive Personnel Data - Use Is Restricted" and will be printed at the top of each page.
90140	No procedure update	All inbound EPIC and BEAR originated transactions will be re-sequenced, inserted, and stored in *EmpowHR* in the correct sequence, regardless if the action has applied to the corporate database or not.

90141	No change to the procedure	The interface program will no longer establish and set the TSP eligibility code when processing a TSP (125) payroll document.
System Change Request (SCR)	***EmpowHR* Procedure Section Number Updated**	**Application Modification**
Pay Period 13		
90142	Position Management, Section 4	When the Manager Level field is modified and saved on the Job Code, a pop-up will display as a warning to alert the user to create a PAR record. The Manager Level field on the Position will automatically be modified. The Position page in ***EmpowHR*** will display both the job code manager level and the position manager level and will not be able to be modified on the position.
90195	PAR Processing, Section 5	The Citizenship field on the Personal Data tab will now be a required field. The look-up (search) for Citizenship will include a `U S Citizen/Naturalization` and `Other`. If `Other` the Country must be populated.
90196 (NEIS)	PAR Processing, Section 5	The Citizenship field on the Personal Data tab will now be a required field. The look-up (search) for Citizenship will include a `U S Citizen/Naturalization` and `Other`. If `Other` the Country must be populated.
DHS-052	Position Management, Section 4	The NFC IP # will be an entry field for new positions. This field will be grayed out (no entry) for all statuses except `Not Applied`, `NFC Ready`, `Future`, and `In Progress`. If the field is left blank, the ***EmpowHR*** position number will populate when the position is saved. **Note:** The NFC Individual Position number will be updated on all current positions whose NFC IP# is blank.
DHS-056	Position Management, Section 4	The NFC MR # will be an entry field for a new job code. This field will be grayed out (no entry) for all statuses except `Not Applied`, `NFC Ready`, `Future`, and `In Progress`. If the field is left blank, the ***EmpowHR*** job code number will populate when the job code is saved. **Note:** The NFC Master Record number will be updated on all current job codes whose NFC MR# is blank.

System Change Request (SCR)	*EmpowHR* Procedure Section Number Updated	Application Modification
Pay Period 14		
DHS-112	Tables, Section 3 Position Management, Section 4 PAR Processing, Section 5 Worklist, Section 7 Manager Self Service, Section 9	▪ There will be a new component and page ***Build Positions*** within the Position Management menu containing new build position fields. These fields will allow the user to build mass positions based on a job code. The Build Positions functionality will be similar to the data fields as well as new fields in the ***Add A Position*** Position component. ▪ A new **Build** button will take the place of the **Initialize** button. ▪ When copying a position the Route To field will be required and a separate worklist item link for each position will be created. ▪ A new Set-up table, ***Build Positions Setup***, will be created to capture the configuration of new fields and values. ▪ There will also be a new table for workflow functionality. The workflow table will include a new role in order to copy a position. ▪ Managers in the Manager Self Service functionality will also be able to copy positions in mass quantities.