

EmpowHR - Calendar Year (CY) 09 - Pay Period (PP) 20 (Build 1, Release 3) Release Notes

Effective Pay Period 20 (October 5, 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, if applicable. 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)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
70323	Not Applicable	<p>As part of the interface update process in EmpowHR, a new Applied row will be inserted on the Position when the following conditions exists:</p> <ul style="list-style-type: none"> ■ The Salary Admin Plan is different from the Pay Table Code in the Payroll/Personnel System (PPS) database. ■ NFC BEAR generated pay raise action (NOA 894) for EE Wage Grade (WG) employees. <p>The inserted row will have the same effective data as the NFC BEAR generated pay raise action (NOA 894).</p> <p>A new 894 Applied PAR row, with the effective date of the original NFC BEAR generated action, will be inserted at the same time that the position row is inserted.</p>
70502	Not Applicable	<p>A new Salary Pay Plan SQ for Department of Homeland Security (DHS) will elect to apply Title 38, pay banding, for employees who are physicians.</p> <p>This pay plan will be added to the Salary Pay Plan Table that will allow salaries to be paid on a per annum basis.</p> <p>The SQ pay plan will be added to the Sen Exec Limit Table and will have a salary cap of \$305,000.00. The limit will be computed as follows: Base Pay + Locality Pay (not generated) = Adjusted Base Pay 6(2) positions.</p> <p>The Locality Amount and Adjusted Base Pay fields will be ungrayed on the Compensation Data page and will be fully editable.</p> <p>A new edit will be added on the Job Code for Pay Plan SQ to allow only Occupational Series 0602 and 0680.</p>

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
90155	Not Applicable	<p>As part of the interface update process in EmpowHR, Table Management (TMGT) 33, Wage Board Pay Converters will be loaded into EmpowHR on a weekly basis.</p> <p>A Wage Grade (WG) indicator will be added to the Salary Admin Plan Table and will allow salary to be paid on an hourly bases. The WG indicator will default to a Y for WG, WL or WS.</p> <p>Salary Admin Plan field when the Location field is entered on the position for a Pay Plan WG and will be reviewed by the Agency.</p> <p>The Pay Plan on the Job Code will reflect zeros.</p>
90159	Not Applicable	<p>A new Pay Plan IG for Inspector General was established for Executive Level III whose rate of basic pay is set at SES Level III plus 3 percent under Section 3(e) of the Inspector General Act of 1978 and 4(a) of the Inspector General Reform Act of 2008.</p> <p>The IG Pay Plan applies to agency AG/XC and HS only with a Pay Rate Determinant (PRD) X Retained Pay - Different Pay, R Retained Pay - SES Removal, or S Continues SES Basic Pay.</p> <p>No awards (Action Code AWD) will be allowed for Pay Plan IG.</p>

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
90167	Performance Management, Section 10	<p>This modification allows for an optional non-critical element, a minimum of three (3), and a maximum of seven (7) elements, (one (1) mandatory critical element). These elements will be expanded to allow additional information with an option to enter accomplishments.</p> <p>This modification applies to USDA to comply with USDA's Departmental Regulation 404-430 effective 10/01/08.</p>
90174	Not Applicable	<p>A new Pay Plan SL(Senior Level) and ST (Scientific and Professional) was established from the Senior Professional Act of 2008 (Public Law 110-372), effective April 12, 2009.</p> <p>The Salary Limits Table in <i>EmpowHR</i> will include the SL and ST pay plans with an effective date of April 12, 2009 and will limit the salary to a maximum/annual cap limit of \$177,000.00. The salary calculation change will not allow the computation of locality pay.</p>
90192	Not Applicable	<p>Office of Personnel Management (OPM) recently changed a numbering system for collective bargaining units.</p> <p><i>EmpowHR</i> will insert a new Applied Job Code and Position record to change the old Bargaining Unit code to the new Bargaining Unit code. These new records will be marked Applied with an effective date of 10/04/2009.</p> <p>TMGT, Table 90, will reflect the updated Bus Codes based on the information provided by each agency.</p>
90356	Not Applicable	<p>A new <i>EmpowHR</i> download file will be created to populate an internal Library of Congress (LOC) staff database to add terminated employees as well as new data fields. These files will be transferred on a daily basis from the <i>EmpowHR</i> database through an existing Virtual Private Network (VPN).</p>
90366A	Manage Performance, Section 10	<p><i>EmpowHR</i>, Manage Performance does not allow a draft plan to be saved. A new Save Draft button will be added to the New Plans or Existing Plans page to allow draft plans to be saved until they are finalized.</p> <p>The current Save button will be renamed to Save & Notify Reviewer.</p>

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
90522	PAR Processing, Section 5	<p>EmpowHR will be modified to remove the Thrift Savings Plan (TSP) Eligibility, option 1 (Elig For 1% Basic Gov't Contrib During 1st Open Season) and option 2 (Elig for 1% Basic Gov't Contrib During 2nd Open Season) on the Benefit tab with the effective date after August 2, 2009. All PAR actions with the effective date prior to August 2, 2009 will display the TSP Eligibility codes of 1 and 2.</p> <p>Any current PAR transactions with a TSP Eligibility Code of a 1 or 2 will be converted to a 3 in the PINE process.</p> <p>This modification will allow FERS employees and equivalent FERS employees to receive immediate agency contributions for TSP.</p>
90602	Not Applicable	<p>A new Salary Pay Plan GP for Department of Homeland Security (DHS) will be used for employees who are physicians and dentists that are currently under the GS Pay Plan.</p> <p>This pay plan will be added to the Salary Pay Plan Table that will allow salaries to be paid on a per annum basis. Two grades (14 and 15) will be added for Salary Pay Plan GP.</p> <p>The GP pay plan will be added to the Sen Exec Limit Table and will have a salary cap of \$305,000.00. The limit will be computed as follows: Base Pay + Locality Pay (not generated) = Adjusted Base Pay 6(2) positions.</p> <p>The Locality Amount and Adjusted Base Pay fields will be ungrayed on the Compensation Data page and will be fully editable.</p> <p>A new edit will be added on the Job Code for Pay Plan GP to allow only Occupational Series 0602 and 0680.</p>