

EmpowHR - Calendar Year (CY) 10 - Pay Period (PP) 11 (Release 5, Build 2) Release Notes

Effective Pay Period 11 (May 23, 2010), 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
80191	N/A	<i>EmpowHR</i> will be modified to allow the FEHB (Federal Employees Health Benefits) Coverage Code to only be changed when the Nature of Action (NOA) is an Accession, a Conversion, or a correction to an Accession or a Conversion.
80315	Tables>Salary Grades USF, Section 3	Currently audit tracking is not performed on the salary records in <i>EmpowHR</i> . The Salary Grades USF table is modified to include a display only field that shows the value that was altered, the date and time the value was altered, and the user that altered the value.
90354	N/A	<i>EmpowHR</i> is modified to reflect the correct Transaction Status once a transaction is marked as a Rollback and that transaction is corrected. The status will reflect as Applied or Not Applied as appropriate.
90383	N/A	Row Level Security has been added on on the following components within <i>EmpowHR</i> : <ul style="list-style-type: none"> ■ MSS>Task>Acting in Lieu of ■ Set-up tables>Departments USF ■ PAR Processing>Mass Actions ■ Manage Performance>Report>Late Performance Plans ■ Manage Performance>Use>Performance Deletion ■ HR Reports>OF8 Report USF ■ HR Reports>Payroll Doc Error Messages ■ Organizational Development>Position Management>Position Reports>Active/Inactive Positions ■ HR Reports>NFC Reconciliation Report

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
90393	Payroll Documents, Section 6	<p>The Flexible Spending Account (FlexFund) payroll document Effective Date, Pay Period , Account Transaction Code, Plan Type, Plan Code, Tax Deferred and the Flex Fund Total Amount will be unprotected and editable.</p> <p>Allowing GPO to enter parking allowance using Flexible Spending Account payroll document. A new Allowance value of P (Parking) will be added.</p>
90551	N/A	<p>Each year OPM provides an Open Season for Federal Employees Health Benefits (FEHB). The Human Resource Offices are allowed to enter these documents at any time during the open season.</p> <p><i>EmpowHR</i>'s export will send all FEHB Open Season future dated documents to the Payroll/Personnel System with a Status of Ready Future to cancel/change/enroll employees when the document has an effective date of the first pay period of the year with the Event Code 1.</p>
90569	N/A	<p><i>EmpowHR</i> PAR pages have fields highlighted with various colors that determine if the field is mandatory, optional, or not required. The modified <i>EmpowHR</i> export process will determine what PAR fields need to be sent to the Payroll/Personnel database. If an optional field is modified, the modified value will be sent to PPS. If the optional field is not modified, the <i>EmpowHR</i> export process will send blank.</p> <p>Exception Actions will not be affected by this process.</p>
90601	Payroll Documents, Section 6	<p>For new Child Support cases where the monies will be sent to a payee other than a Child Support State Disbursing Unit (SDU) by electronic funds transfer (EFT), EmpowHR will allow the option to enter a Recipient Name when the user selects the Direct Deposit button.</p>
00114	<p>PAR Processing, Section 5 Payroll Documents, Section 6</p> <p>Tables, Section 3</p>	<p>Override codes are used when the data is accurate and the document rejects to PINE. An Override Code drop-down list will be available on all Payroll Documents, PAR actions and History Correction documents. The Override Code drop-down list will include a 1-position code and a override description. The Override Code drop-down list will only be available on transaction with the Status Code of Not Applied.</p> <p>An Override Code table to store the Override Code, Override Code Description, Document Type and Error Message Number will be made available to the <i>EmpowHR</i> Help desk to enter new override code/Document/Error number combinations along with the description. This table will include Effective Dates and Effective Status to allow for override codes to be Inactive or Active.</p> <p>The data from this table will populate the drop-down list on the Payroll Document, PAR action and History Correction documents.</p>

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
00115	Excel to Component Interface Utility, Section 18	<p>An upload is sent to EmpowHR to include inserted Personnel Actions, Awards, Job Codes and Position transactions.</p> <p>The Excel to Component Interface Utility allows agencies to use an excel workbook to electronically populate and submit standard spreadsheets from the user's workstation to the EmpowHR server. Users will upload the Excel spreadsheet, submit the process to insert the transactions, view the process status, and view the status of the transactions at the completion of the process.</p> <p>Note: This process will only be executed by select agency administrators. A unique role will be utilized to obtain access to the new EmpowHR page.</p>
00144	N/A	<i>EmpowHR</i> is modified to comply with Section 508 of the American Disabilities Act for Release 5.