EmpowHR - Calendar Year (CY) 10 - Release 6, Pay Period (PP) 25 Release Notes

Effective Pay Period 25 (December 5, 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
80251	N/A	This modification is to configure Manager Self Service with the Approval Workflow Engine (AWE) for the Department of Homeland Security (DHS).
90278	N/A	This modification is to configure Manager Self Service with AWE for the Government Printing Office (GPO)
90416	Manager Self Service (MSS), Section 9	This modification will enable AWE for the Fill-A-Position component in MSS.
00339a	Excel to Component Interface Utility, Section 17	This modification will allow Award Mass Action Processing using the Excel to Component Interface Utility.
		The Excel to Component Interface (Excel to CI) utility is a tool used to create data in *EmpowHR* via remote connection. Award mass processing used the excel to CI utility to input data from the user's computer to an EmpowHR staging table. A process runs twice daily in EmpowHR to load data from this staging table to create a PAR transaction. Users will be able to run a query to determine the data from the staging table was successfully loaded into PAR.
		Note: This process will only be executed by select agency administrators. A unique role will be required to process awards through the Excel to CI utility.
00348	N/A	The purpose of this modification (Attachment Redesign for *EmpowHR*) is to improve the attachment functionality in MSS and PAR.

System Change Request (SCR)	EmpowHR Procedure Section Number Updated	Application Modification
00361	PAR Processing, Section 5	The purpose of this modification (Phase 4, Section 1–4 of History Override) is to improve the processing of history corrections (rollbacks, cancelation, etc.). Section 1 – ■ Correcting an Applied History Override Package - This process will be used to correct a history override package that has applied for the current processing pay period. ■ Correcting an Applied PAR entered in HR Processing - This process will be used to correct a PAR that has applied for the current processing pay period. ■ Starting a History Override Package when there is an Applied PAR - This process will be used when the user attempts to create a history override package and there is a PAR that has applied for the current processing pay period. ■ Rolling Back an Applied History Override Package or PAR - This process will be used to roll back a history override package or a PAR that has applied for the current processing pay period and no changes to actions or history correction packages are needed. The user simply wants to remove the applied action(s) from the NFC database. Section 2 - ■ Cancel an Accession (last action on the database). ■ Tracking for changes to Accessions. Section 3 - ■ Cancel or correct a Separation (any NOA 3XX, 908, 929,969, 971). Section 4 - ■ Insert an Exception Action. ■ Insert a New Action. ■ Correct and cancel an Exception Action. ■ Cancel and correct a Time Off Award. ■ Correct and cancel a Cash Award, Bonus or Incentive.
00680	N/A	The purpose of this modification is to change the SCD-WGI field from blank to optional for NOAC 721, Reassignment. SCD-WGI needs to be optional for agencies with pay banding authority in order to add a Within Range Increase Date for employees hired in and out of pay banded positions.