National Finance Center

U. S. Department of Agriculture

NEW ORLEANS, LA

National Finance Center

Government Employee Services Division (GESD) Training

EmpowHR Participant Guide

Version 1.0

Updated as of April 8, 2014

Table of Contents

1.0. Course Information

1.1. Purpose

The purpose of this course is to provide an overview of the *EmpowHR* system and how it interacts with the Payroll/Personnel System (PPS). The course covers all of the main components within *EmpowHR* and demonstrates ways to research and correct suspense errors.

1.2. Course Objectives

By the end of this course, you will be able to:

- Describe the EmpowHR system and how it relates to the Payroll/Personnel System (PPS)
- Navigate within EmpowHR
- Process Personnel Action Requests (PARs) and Payroll Documents
- Identify and correct Suspense errors
- Describe and process History Overrides

1.3. Agenda

This course includes the following chapters:

Chapter	Duration
Course Information	20 Minutes
EmpowHR System Overview	20 Minutes
Information/Research Inquiry System (IRIS); Payroll/Personnel Inquiry System (PINQ); Position Management System (PMSO); Table Management System (TMGT)	60 Minutes
EmpowHR Navigation	30 Minutes
PAR Processing	1 Hour
Payroll Documents	90 Minutes

Chapter	Duration
Suspense	30 Minutes
History Overrides	1.5 Days
Course Summary	20 Minutes

1.4. Ground Rules and Expectations

Please follow these ground rules throughout the course:

- Sign the attendance sheet
- Feel free to ask questions
- Be respectful of other participants
- Keep us on schedule with timely returns from breaks
- Share your knowledge, experience, and ideas
- Use the “Parking Lot” to revisit discussion topics
- Give helpful feedback
- Turn off your cell phones and refrain from checking email

1.5. Course Materials and Resources

You will be provided with the following course materials to assist your learning:

- EmpowHR Participant Guide

As you move through this participant guide, be sure to take note of the following messages:

CAUTION: A text field bordered and shaded in red indicates a cautionary message. **CAUTION** messages advise you that failure to take or avoid a specified action could result in loss of data.

IMPORTANT: A text field bordered and shaded in green indicates a very important message. This type of message provides information essential to the completion of a task. Subsequent steps in a process are dependent on the correct data entry or actions specified in an **IMPORTANT** message. While other messages may provide helpful suggestions, you should always adhere to messaging labeled as **IMPORTANT**.

NOTE: A text field bordered and shaded in blue indicates a note. This type of message emphasizes or supplements important parts of the main text. A **NOTE** supplies information that may apply only in special cases.

TIP: A text field bordered and shaded in yellow indicates a helpful tip. This type of message helps you apply the techniques and procedures described in the text to their specific needs. A **TIP** suggests alternative methods that may not be obvious and helps you understand the benefits and capabilities of the product.

2.0. *EmpowHR* System Overview

2.1. Chapter Overview

This chapter focuses on the purpose and main processing components of *EmpowHR* and introduces the Payroll/Personnel Process Flow as it relates to *EmpowHR.*

Chapter Objectives

By the end of this chapter, you will be able to:

- Describe the purpose and main components of *EmpowHR*
- Explain how *EmpowHR* relates to PPS

2.2. ***EmpowHR* System**

Lesson Overview

This lesson describes *EmpowHR* and introduces the main components of *EmpowHR*.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the purpose of *EmpowHR* and its main components

EmpowHR is a Human Capital Management System that supports and achieves effective delivery of critical Human Resources (HR) components in a single enterprise system. It provides comprehensive employee information that enables agencies to:

- Make critical decisions concerning work force utilization
- Forecast workforce turnover and placement
- Project future resource budget allocations on a fiscal year basis, for optimum achievement of Agency mission goals

EmpowHR has several main components, which comprise the system. They are introduced in Figure 1: EmpowHR Components and described at a high-level following the figure.

Figure 1: EmpowHR Components

Position Management

EmpowHR is a personnel position-driven system. The purpose of Position Management is to create and maintain position data. Once a position is established, you may move employees in and out of those positions as appropriate.

Personnel Action Request (PAR) Processing

PAR processing is used by HR employees to process any Request for Personnel Action, SF-52's, that require a Standard Form 50 (SF-50).

Payroll Documents

Payroll Documents allow HR staff to enter information related to an employees' pay (e.g., Lump sum payments, Health Benefits, Union Dues documents, etc.). These documents are required to make disbursements or collections and provide additional pertinent information pertaining to the employees' record.

Self-Service

Self Service allows employees online access to payroll, benefits, and performance evaluation data. Self Service allows managers online access to tools used to administrate assigned employee professional development and performance.

- **Employee Self-Service (ESS)** offers all employees direct online access to HR information (i.e., benefits and compensation data). ESS also provides employees the ability to initiate an online training request or other change requests (i.e., address, email, emergency contact information, etc.).
- **Manager Self-Service (MSS)** provides managers with tools and information to view assigned employees' HR information and document professional development (i.e., recommendations, requests, etc.). Managers are able to:
    - Initiate a PAR
    - Initiate a request to Fill a Position Request new positions
    - Manage PAR requests
    - Review transactions
    - Delegate approvals

ePerformance

ePerformance is a self-service evaluation application for managers, employees, and HR administrators. ePerfomance can be used as a tool to plan, collaborate, communicate, assess, and monitor evaluations for two purposes: (1) performance and (2) development.

Manage Performance

Manage Performance is a USDA only component that serves as a guide to recognize and reward quality work performance and develop employees that have inadequate performance and provide training and counseling. HR personnel and includes performance plans, progress reviews, and performance appraisals. HR staff can view and edit performance documents, as well as monitor the performance process through queries and reports.

Reporting

Reporting is comprised of reporting tools, such as Query, which enable access to business intelligence information from within a specific *EmpowHR* module or use records from multiple *EmpowHR* modules. Additionally, there are reports provided outside of Query and ad-hoc capabilities through the Query function.

2.3. Payroll/Personnel Process Flow and Processing Cycle

Lesson Overview

This lesson focuses on how *EmpowHR* interfaces with PPS.

Lesson Objectives

By the end of this lesson, you will be able to:

- Explain the Payroll/Personnel Process Flow and Processing Cycle

The Payroll/Personnel Process Flow

Figure 2: Payroll/Personnel Process Flow illustrates how *EmpowHR* interfaces with other systems and how transactions flow from one system to another.

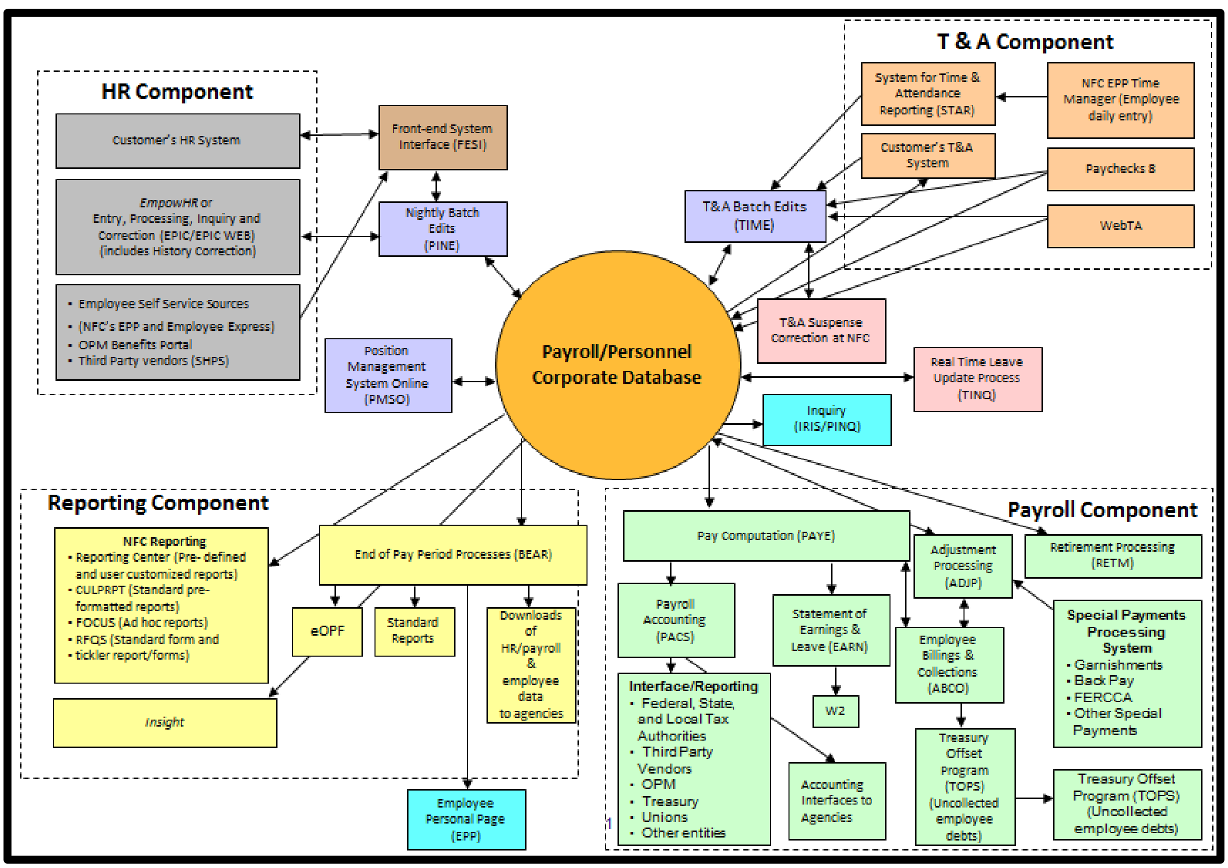


Figure 2: Payroll/Personnel Process Flow

As indicated in the HR Component of the Payroll/Personnel Process Flow in Figure 2, *EmpowHR* is an application used to process transactions, which are forwarded through a Front End System Interface (FESI). The transactions are then automatically edited in the Personnel Input and Edit System (PINE) for accuracy. If the transactions are error free, the transactions are updated to the PPS, the official system of record. If the transactions have an error, they are sent back to *EmpowHR* for reconciliation. Because of the process described above, you must research and validate information in PPS systems in order to process successfully in *EmpowHR*.

IMPORTANT: Daily batches are collected in *EmpowHR* at 11:00 a.m. and 4:00 p.m. Central Time (CT) and transmitted to NFC between 5:00 p.m. and 7:00 p.m. CT. The NFC return feed process updates *EmpowHR* with the results of the nightly PINE process and occurs between 1:00 a.m. and 3:30 a.m. CT.

Payroll/Personnel Processing Cycle

Figure 3: Payroll/Personnel Processing Cycle illustrates the daily processing of payroll/personnel transactions effective for Pay Period 24. The processing in this example begins the second week of Pay Period 24 and is completed after the first week of Pay Period 25.

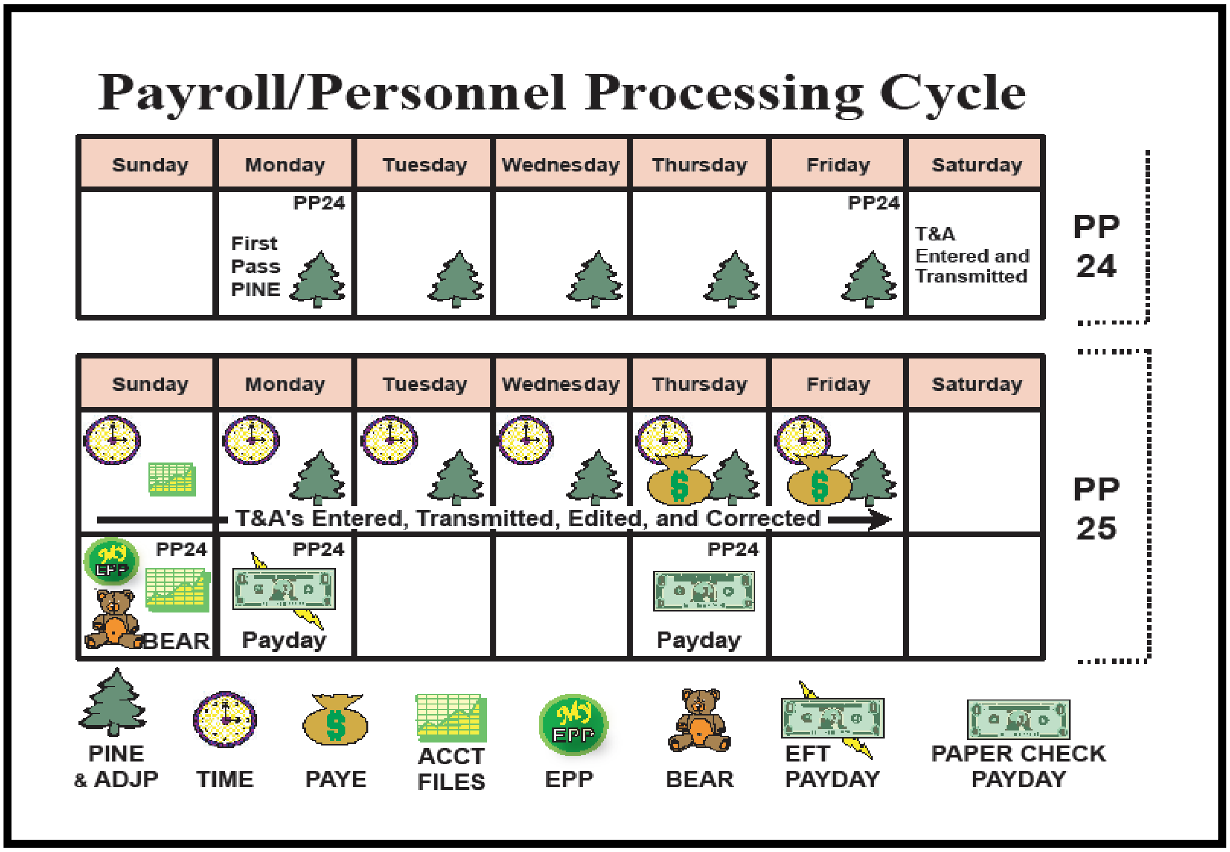


Figure 3: Payroll/Personnel Processing Cycle

As shown in the above figure, Payroll/Personnel transactions are processed through PINE every Monday through Friday. The first pass of PINE for the current pay period processes on the second Monday of the pay period. Transactions must be entered before the first pass of Pay Computation System (PAYE), which is the first Thursday or Friday of the following pay period.

Then, Time and Attendance (T&A) Reports are processed through the Time and Attendance Validation System (TIME) on the first Sunday through Friday of the following pay period. T&A Reports must be transmitted (certified) to NFC through each Agency's respective T&A system before the first pass of PAYE, which is the first Thursday or

Friday of the following pay period. All T&As should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

PAYE processes on the first Thursday after the pay period. It is again processed on either Friday or Saturday for exceptions or special circumstances. Bi-weekly Examination Analysis and Reporting (BEAR) processes on the Sunday after PAYE runs and updates to the reports. Direct Deposit/Electronic Funds Transfer (DD/EFT) payday is the second Monday of the following pay period. The official Payday is the second Thursday of the following pay period.

2.4. **Chapter Review**

Knowledge Check

1. What are the seven main components of *EmpowHR*?

    1. ______________________________

    2. ______________________________

    3. ______________________________

    4. ______________________________

    5. ______________________________

    6. ______________________________

2. Describe the purpose of *EmpowHR*.

____

____

____

Chapter Summary

Having completed this chapter, you are now able to:

- Describe the purpose and main components of *EmpowHR*
- Explain how *EmpowHR* relates to PPS

3.0. Inquiry Systems

3.1. Chapter Overview

This chapter focuses on how components of PPS interact and relate to *EmpowHR*.

Components include:

- Information/Research Inquiry System (IRIS),
- Payroll/Personnel Inquiry System (PINQ),
- Position Management System (PMSO), and
- Table Management (TMGT).

This chapter also explains the importance of using these four systems to research and validate personnel and position information prior to and after processing an action in *EmpowHR*.

Chapter Objectives

By the end of this chapter, you will be able to:

- Describe the relationship among IRIS, PINQ, PMSO, and TMGT with *EmpowHR*
- Navigate and research within IRIS, PINQ, PMSO, and TMGT successfully

The lessons in this chapter provide a thorough explanation of each system and how it is used to research and information in conjunction with *EmpowHR*. However, before doing so, the four systems are briefly introduced below:

- Information/Research Inquiry System (IRIS)
    - IRIS is used to provide immediate access to at least one calendar year of current and five years of historical payroll/personnel data and certain payroll document history.
- Payroll/Personnel Inquiry System (PINQ)
    - PINQ is used to query employee payroll data in PPS and provide immediate access to one calendar year of employee payroll data.

- Position Management System (PMSO)
  - PMSO is a real time online database system that allows agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides agencies report generated and online inquiry capabilities from PMSO data and allows for complete control and management of position data.
- Table Management (TMGT)
  - TMGT provides direct access to table records containing selected data elements (i.e., Agency or bureau codes, addresses, etc.) from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs.

Before learning more about each system, you must first learn how to access the respective four systems through the NFC Mainframe. To do so, follow the procedure below to gain access.

Step	Action
1.	Access the NFC mainframe. The ***U.S. Government Computer Warning*** screen displays.

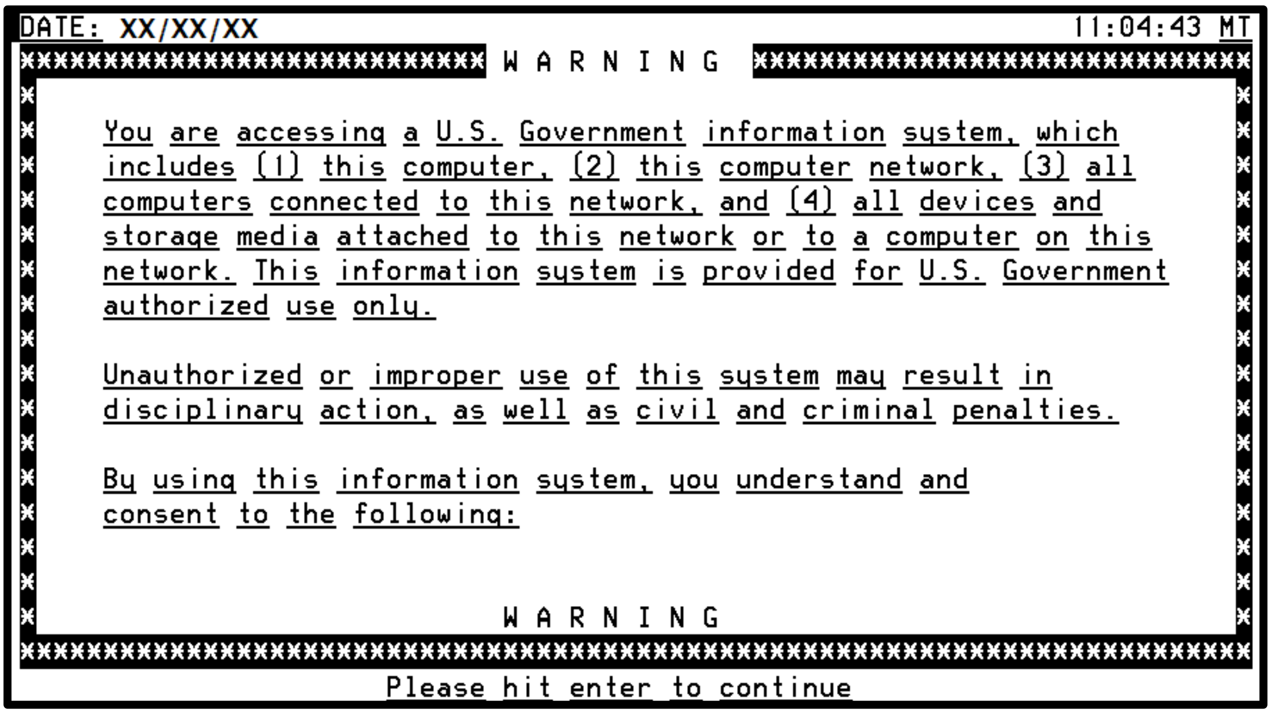
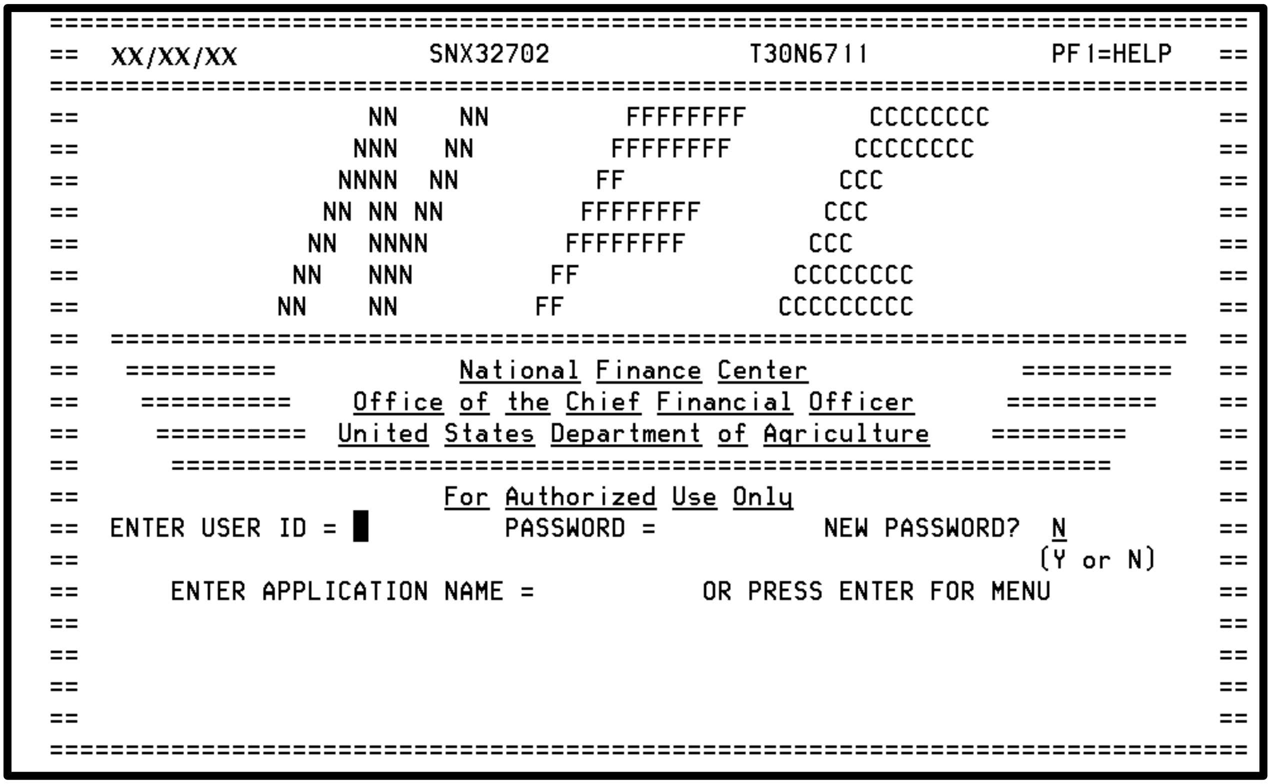


Figure 4: U.S. Government Warning Screen

Step	Action
2.	Press **Enter**. The ***NFC Banner*** displays.



```
==============================================================================
==  XX/XX/XX            SNX32702            T30N6711            PF1=HELP   ==
==============================================================================
==                    NN     NN          FFFFFFFF        CCCCCCCC          ==
==                   NNN    NN          FFFFFFFF        CCCCCCCC           ==
==                  NNNN   NN          FF              CCC                 ==
==                 NN NN NN          FFFFFFFF        CCC                   ==
==                NN  NNNN          FFFFFFFF        CCC                    ==
==               NN   NNN          FF              CCCCCCCC                ==
==              NN    NN          FF              CCCCCCCCC                ==
==   ========================================================================   ==
==  ==========          National Finance Center              ==========    ==
==   ==========    Office of the Chief Financial Officer    ==========     ==
==    ==========  United States Department of Agriculture   =========      ==
==     ============================================================       ==
==                         For Authorized Use Only                         ==
==  ENTER USER ID =               PASSWORD =           NEW PASSWORD?  N    ==
==                                                               (Y or N)  ==
==      ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
==                                                                         ==
==                                                                         ==
==                                                                         ==
==                                                                         ==
==============================================================================
```

Figure 5: NFC Banner Screen

Step	Action
3.	Enter your user ID in the **ENTER USER ID** field.
4.	Enter your password in the **PASSWORD** field.
5.	Enter the system abbreviation (IRIS, PINQ, PMSO, or TMGT) you wish to access in the **ENTER APPLICATION NAME** field.
6.	Press **Enter**. The respective system's ***Main Menu*** displays.

Now that you are able to access each system, we are going to walk through how to switch between systems. The following procedure is the same for navigating between any of the Mainframe systems, but for this example let's say you are trying to navigate from PINQ to IRIS.

You can access different NFC Mainframe systems using the same steps. For example, to access a specific IRIS Menu while working in another NFC application (such as PINQ), you can bypass the IRIS Main Menu entirely by following the below steps:

Step	Action
1.	Press **Pause/Break**.
2.	Enter the Task Code (e.g., IRIS, PINQ, PMSO, etc.) in the **TASK CODE** field.

Figure 6: TASK CODE Field

Step	Action
3.	Press **Enter**. The requested system screen displays.

Additionally, you can sign out of each system by following the same steps, which are listed below:

Step	Action
1.	Press **Pause/Break**.
2.	Enter **BYE** in the **TASK CODE** field.
3.	Press **Enter**.

Now that you can access each system, you can focus on learning the purpose of each system and how it relates to *EmpowHR*.

3.2. Information/Research Inquiry System (IRIS)

Lesson Overview

This lesson provides an overview of IRIS and how it relates to *EmpowHR*. It also focuses on how to navigate through IRIS using current and historical data menus to research and validate personnel actions in *EmpowHR*.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the relationship between IRIS and *EmpowHR*
- Navigate menu options within IRIS
- Compare an employee's current and historical personnel data
- Validate personnel and payroll transactions

IRIS is a read-only inquiry system that provides access to current and prior payroll and personnel data within PPS, the system of record. IRIS allows you to validate information prior to processing an action and following the processing of an action in *EmpowHR.* Data is updated in IRIS after one or more of the following have successfully processed:

- PINE
- TINQ
- BEAR

Personnel actions and payroll documents apply to PPS, and are visible in IRIS if they pass all PINE edits and are effective in a prior or current pay period.

IRIS: Menu

Figure 7: IR000 ***IRIS Menu*** Screen provides six menus from which to choose once entering the system.

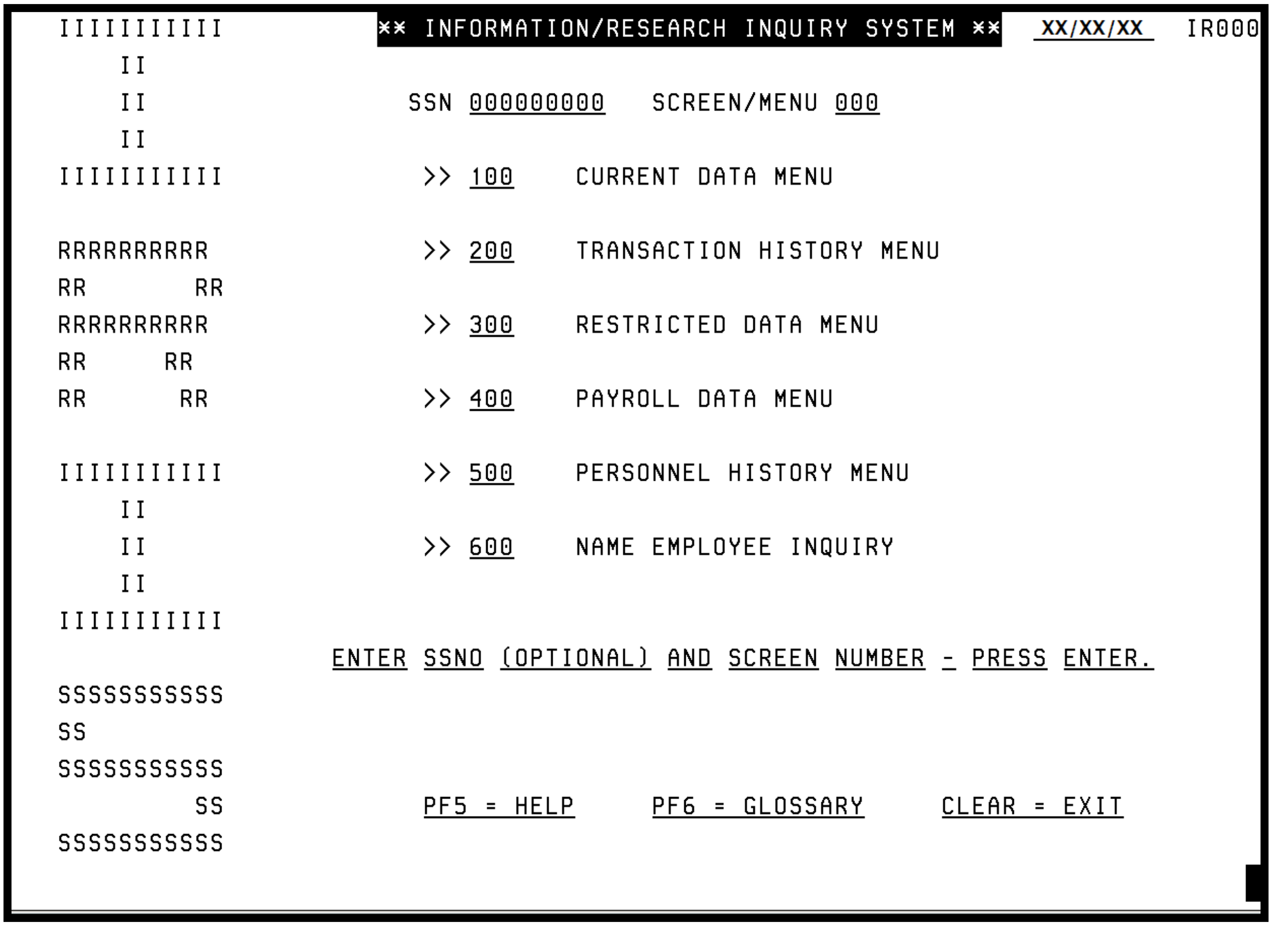


Figure 7: IR000 IRIS Menu Screen

The below information outlines the six different menu options in IRIS, and provides a high-level description of each.

Menu	Description
100 - Current Data Menu	Displays an employee's current information.
200 - Transaction History Menu	Displays historical data on an employee.
300 - Restricted Data Menu	Displays restricted information on an employee.
400 - Payroll Data Menu	Reserved for future use.

Menu	Description
500 - Personnel History Menu	Displays the current and approximately 11 prior years of processed personnel history.
600 - Name Employee Inquiry	Allows you to search by employee name.

IRIS: Navigation

To access a record in IRIS, follow the steps below:

Step	Action
1.	Enter the employee's social security number in the **SSNO** field.
2.	Enter the IRIS Menu/Screen number in the **SCREEN NUMBER** field.
3.	Press **Enter**. The requested employee record displays.

To move between screens and menus in IRIS, Function Keys are located at the bottom of each screen and vary from screen to screen. The table below table below describes the purpose of the reoccurring function keys when navigating in IRIS.

Function Key	Description
PF1	Returns you to the IRIS Main Menu or sub-menu.
PF2	Displays additional information.
PF5	Displays Help.
PF7	Used to move up record to record or to move up if at the bottom of a page.
PF8	Used to navigate from record to record or to page down if the record is longer than the displayed page.
PF9	Provides access to the first history record for the key data elements displayed. History records attached to a particular current table record are numbered separately beginning with 000001.

Now that we covered the basic navigation features within IRIS, we are now going to go into more detail about the specific screens within each of the six menu options.

Validating *EmpowHR* Transactions in IRIS

The following information provides an overview to verify that the data entered in *EmpowHR* has provided accurate results in IRIS.

100 - Current Data Menu

The Current Data record contains data elements for an employee that includes the most recent PAR action information once all PINE edits are passed and applied to the database. To see this information, you must navigate from the ***CURRENT DATA MENU*** screen.

Figure 8: IR100 ***CURRENT DATA MENU*** Screen and ***Figure 9: IR1001 CURRENT DATA MENU CONTINUED*** Screen consist of 48 separate IRIS screens (numbered 101-148) which make up an employee's current database record. Screen names are descriptive of the type of information each screen contains, although additional descriptions are provided in this lesson.

```
                         CURRENT DATA MENU                     XX/XX/XX   IR100

                              SCREEN 000

  101  SALARY DATA                       116  LIFE INSURANCE
  102  DATES & MISC SAL/PERS DATA        117  RETIREMENT DATA
  103  SALARY YTD DATA                   118  THRIFT SAVINGS DATA
  104  FEDERAL TAX                       119  EMPLOYEE PERSONNEL DATA
  105  STATE TAX                         120  THRIFT SAVINGS LOANS
  106  CITY TAX                          121  THRIFT SAVINGS RETRO PAYMENTS
  107  COUNTY TAX                        122  SF-50B DATA ELEMENTS
  108  BONDS                             123  PERSONNEL SUPPLEMENTS
  109  ALLOWANCES/COLA/POST DIFF         124  ADDRESS/CHECK INFORMATION
  110  FINANCIAL ALLOTMENT               125  PERSONNEL ACTIONS SUMMARY
  111  CHARITABLE CONTRIBUTION           126  LAST PAYROLL ACTION
  112  DISCRETIONARY ALLOTMENT           127  DETAIL ASSIGN/TEMPORARY PROMOTION
  113  FLEXFUND                          128  RETAINED GRADE DATA
  114  RECEIPT ACCOUNTS                  129  INTERMITTENT
  115  HEALTH BENEFITS                   130  EDUCATION AND CERTIFICATE


ENTER SCREEN NUMBER AND PRESS ENTER
PF1 = MAIN MENU   PF5 = HELP   PF8 = PG/DWN   ENTER = TRANSFER   CLEAR = EXIT
```

Figure 8: IR100 CURRENT DATA MENU Screen

```
                         CURRENT DATA MENU CONTINUED          XX/XX/XX  IR1001

                                  SCREEN  000

     131  SSNO CHANGE DATA
     132  SEPARATION INFORMATION
     133  SEPARATED LEAVE
     134  SEVERANCE PAYMENT
     135  SEVERANCE PAY COMPUTATION
     136  ANNUAL/SICK LEAVE
     137  SEVERANCE LUMP SUM PAYMENT
     138  OTHER LEAVE
     139  COMPENSATORY LEAVE AND RATES
     140  NON PAY LEAVE
     141  EARNINGS LIMITATION
     142  AWARDS
     143  TIME OFF AWARD DATA
     144  PROCESSING INDICATORS
     145  DEMONSTRATION PROJECT DATA
     146  BUILDING LOCATOR INQUIRY
     147  PERSONNEL DATA

 ENTER SCREEN NUMBER (SSNO/AGENCY OPTIONAL) AND PRESS ENTER
 PF1 = MAIN MENU   PF5 = HELP    PF7 = PG/UP   ENTER = TRANSFER   CLEAR = EXIT
```

Figure 9: IR1001 CURRENT DATA MENU CONTINUED Screen

NOTE: PF1 returns you to the IRIS ***CURRENT DATA MENU*** screen and PF8 pages down to the next page of the ***IRIS CURRENT DATA MENU*** screen

IMPORTANT: You can review data in the IRIS programs prior to processing a personnel action on an employee to avoid unnecessary PINE errors (i.e., checking the WIGI date, pay information, etc.).

A Current Data record is converted to a Transaction History record when a new personnel action or certain new payroll documents apply to the database. This action is no longer visible on the ***CURRENT DATA MENU*** screen, but can be found in the ***HISTORICAL DATA MENU*** screens.

The following table outlines each of the 48 IRIS screens, and provides a description of each. Additionally, the table provides key validation fields and processing tips.

IRIS Screen	Description	Key Validation Fields and Processing Tips
101	<u>Salary Data:</u> Displays an employee's salary record and personnel records associated with it.	Main Screen used to validate data to compute pay.
102	<u>Dates & Misc Sal/Pers Data:</u> Displays general personnel and salary data for an employee.	SCD, WIGI, WORK SCHED, CAREER STATUS, etc.
103	<u>Salary YTD:</u> Displays year-to-date calculations, for gross pay, base pay, Thrift Savings Plan base pay, HITS (Medicare), OASDI (Social Security), earnings limitation, overpay carryover, premium pay, and Customs Officers Pay Reform (COPR).	CURRENT YTD PAY INFO
104	<u>Federal Tax:</u> Displays employee's current Federal tax data, including the number of exemptions, the dollar amount of the extra deductions, the earned income credit code, the dollar amount of Federal income tax withheld year to date, and the processing pay period and year.	FEDERAL EXEMPTIONS
105	<u>State Tax:</u> Displays state tax data, including deduction information, state code, duty station, private tax code, the pay period and year, the number of exemptions, the number of extra exemptions, and the number of personal exemptions processed for up to two state tax records.	STATE EXEMPTIONS
106	<u>City Tax:</u> Displays city tax deductions year to date for the taxing year.	(If applicable)
107	<u>County Tax:</u> Displays county tax deductions year to date for the taxing year.	(If applicable)

IRIS Screen	Description	Key Validation Fields and Processing Tips
108	Bonds: Displays bond data and bond owner information when more than one owner exists.	BOND PURCHASE INFO
109	Allowances/Cola/ Post Diff : Displays allowance data, including the COLA/Post Differential code, the Allowance COLA code, the Foreign Post Pay code, the allowance record number, the code for the allowance type, whether or not the allowance is taxable, the total allowance to be deducted within a year, the rate to be deducted each pay period, and the balance remaining to be deducted.	(If applicable)
110	Financial Allotment: Displays data for up to twenty financial allotment records, including the transaction code, the dollar amount of the deduction, the disbursing office, the type of bank account, and the bank routing number.	(If applicable)
111	Charitable Contribution: Displays data for up to two charitable contribution records, including the type code, city code for the charity, the state code for the charity, the dollar amount to be deducted per pay period, and the balance remaining to be deducted for the remainder of the calendar year.	(If applicable)
112	Discretionary Allotment: Displays discretionary allotment data, including the total dollar amount to be deducted, the total balance, the allotment type, the dollar amount to be deducted per pay period, and the payee name and address.	ALLOTMENTS (If applicable)
113	Flexfund: Displays flexfund data, including transaction code, plan code, option code, tax deferred codes, the dollar amount of the deduction, the total amount to be deducted, the benefit type, balance, applicable pay periods, and the payee name.	ALLOTMENT (If applicable)

IRIS Screen	Description	Key Validation Fields and Processing Tips
114	Receipt Accounts: Displays receipt account data for employee indebtedness, including receipt account numbers and amounts, account information, payee bank information, and payee name and address.	RECEIPT NUMBER, PAYEE BANK INFORMATION, PAYEE NAME & ADDRESS
115	Health Benefits: Displays Federal and Non-Federal health benefit data, such as plan name, enrollment, coverage, and change codes.	HEALTH BENEFIT DATA (If applicable)
116	Life Insurance: Displays Federal and Non-Federal life insurance data.	LIFE INSURANCE DATA (If applicable)
117	Retirement Data: Displays retirement data for Civil Service Retirement, Federal Employees Retirement System, and others.	RETIREMENT DATA
118	Thrift Savings Data: Displays Thrift Savings Plan data.	(If applicable)
119	Employee Personnel Data: Displays data from Document Type 444, EHRI RSM Element.	CITIZENSHIP, CRED MIL SVC
120	Thrift Savings Loans: Displays Federal and Non-Federal Thrift Savings Plan loans data for up to four loan records.	(If applicable)
121	Thrift Savings Retro Payments: Displays Thrift Savings Plan collections made.	(If applicable)
122	SF-50B Data Elements: Displays an employee’s personnel data as recorded on the SF-50, Notification of Personnel Action.	MOST RECENT PROCESSED SF-50B DATA, Date of Birth, Bargaining Unit Status Code, Annual Leave Category
123	Personnel Supplements: Displays general personnel data.	EDUCATION LEVEL, PERFORMANCE, SEX, VET STATUS, WGI PROJ

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

IRIS Screen	Description	Key Validation Fields and Processing Tips
124	Address/Check Information: Displays an employee's residence and check distribution information.	PERSONAL ADDRESS, BANK INFO (ROUTING, ACCOUNT, etc.), City Code, State Code, Distribution Code
125	Personnel Actions Summary: Displays a listing of personnel actions processed in the last year.	Listing of all processed actions and includes PP, YR, EFF-DATE, NOA, and who processed the action
126	Last Payroll Action: Displays a listing of the last payroll actions applied.	Listing of payroll documents and includes DOC TYPE, PP, YR, and who processed the action
127	Details Assign/Temporary Promotion: Displays current detailed position data and temporary promotion data.	(If applicable)
128	Retained Grade Data: Displays save grade data.	(If applicable)
129	Intermittent: Displays intermittent employee counters for days and hours worked for service computation purposes.	(If applicable)
130	Education and Certification: Displays additional educational level and certification information.	(If applicable)
131	SSNO Change Data: Displays changes made to an employee's social security number.	(If applicable)
132	Separation Information: Displays employee separation information.	(If applicable)

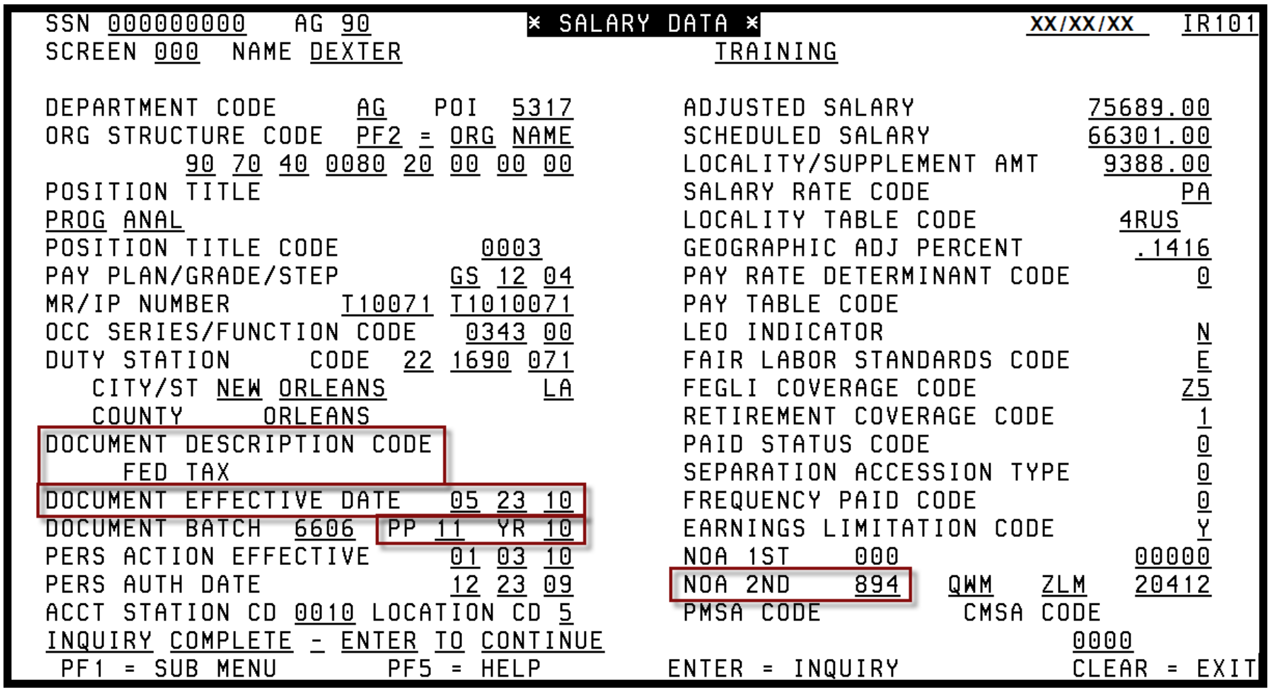
IRIS Screen	Description	Key Validation Fields and Processing Tips
133	Separated Leave: Displays leave information for separated employees.	(If applicable)
134	Severance Payment: Displays severance pay information.	(If applicable)
135	Severance Pay Computation: Displays the formula used to compute an employee's severance payments.	(If applicable)
136	Annual/Sick Leave: Displays data associated with annual leave, sick leave, annual leave restored, U.S. Attorney leave, and donor leave.	LEAVE BALANCES
137	Reserved for Future Use	N/A
138	Other Leave: Displays data associated with military leave, home leave, shore leave, administrative leave, and credit hours.	(If applicable)
139	Compensatory Leave and Rates: Displays data associated with compensatory leave and applicable rates.	COMPENSATORY BALANCES (If applicable)
140	Non Pay Leave: Displays data associated with absence without leave, leave without pay, suspension, and other non-pay leave categories.	(If applicable)
141	Earnings Limitation: Displays cash award data.	SALARY YTD
142	Awards: Displays time off award data.	AWARD DATA (If applicable)
143	Time Off Award Data: Displays time off award data.	(If applicable)

IRIS Screen	Description	Key Validation Fields and Processing Tips
144	Processing Indicators: Displays various types of system indicators when certain transactions are processed.	INDICATOR CODES, When a split T&A was required for the particular employee, a change in TSP information, a cash award was given, the employee transferred to another Department/agency, etc.
145	Demonstration Project Data: Displays data associated with a demonstration project.	(If applicable)
146	Building Locator Inquiry: Displays data pertaining to a General Accounting Office (GAO) employee's office location.	N/A
147	Personnel Data	(If applicable)

Now that you have been provided a high-level, quick reference resource for the IRIS screens, we are now going to go into more detail about the most important IRIS screens when processing in *EmpowHR*.

IRIS 101 - Salary Data Menu

Figure 10: IR101 ***SALARY DATA*** Screen is the main screen used to validate *EmpowHR* transactions. It contains information needed by PPS to compute an employee's current net salary.



```
SSN 000000000   AG 90            * SALARY DATA *                XX/XX/XX   IR101
SCREEN 000  NAME DEXTER                  TRAINING

DEPARTMENT CODE      AG   POI  5317      ADJUSTED SALARY               75689.00
ORG STRUCTURE CODE  PF2 = ORG NAME       SCHEDULED SALARY              66301.00
         90 70 40 0080 20 00 00 00       LOCALITY/SUPPLEMENT AMT        9388.00
POSITION TITLE                           SALARY RATE CODE                    PA
PROG ANAL                                LOCALITY TABLE CODE               4RUS
POSITION TITLE CODE         0003         GEOGRAPHIC ADJ PERCENT           .1416
PAY PLAN/GRADE/STEP       GS 12 04       PAY RATE DETERMINANT CODE            0
MR/IP NUMBER       T10071 T1010071       PAY TABLE CODE
OCC SERIES/FUNCTION CODE   0343 00       LEO INDICATOR                        N
DUTY STATION      CODE  22 1690 071      FAIR LABOR STANDARDS CODE            E
   CITY/ST NEW ORLEANS            LA     FEGLI COVERAGE CODE                 Z5
   COUNTY      ORLEANS                   RETIREMENT COVERAGE CODE             1
DOCUMENT DESCRIPTION CODE                PAID STATUS CODE                     0
     FED TAX                             SEPARATION ACCESSION TYPE            0
DOCUMENT EFFECTIVE DATE   05 23 10       FREQUENCY PAID CODE                  0
DOCUMENT BATCH  6606  PP 11  YR 10       EARNINGS LIMITATION CODE             Y
PERS ACTION EFFECTIVE     01 03 10       NOA 1ST    000                   00000
PERS AUTH DATE            12 23 09       NOA 2ND    894   QWM   ZLM       20412
ACCT STATION CD 0010 LOCATION CD 5       PMSA CODE          CMSA CODE
INQUIRY COMPLETE - ENTER TO CONTINUE                             0000
 PF1 = SUB MENU        PF5 = HELP       ENTER = INQUIRY          CLEAR = EXIT
```

Figure 10: IR101 SALARY DATA Screen

IMPORTANT: Press **PF2** to display the ***AGENCY ORGANIZATIONAL STRUCTURE DESCRIPTION*** page. Press **Enter** to return to IRIS 101.

The following data elements can be used to validate information to create a new Current Data record. The below data elements are annotated in Figure 10: IR101 ***SALARY DATA*** Screen.

Name	Description
DOCUMENT DESCRIPTION CODE	Displays the last type of payroll/personnel action processed and applied to the data base.
DOCUMENT EFFECTIVE DATE	Displays the calendar date the last personnel action or payroll document was effective, for example, 05 23 10.

Name	Description
PP/YR	Displays the pay period and year that the last personnel action or payroll document applied to the database, such as PP 11 YR 10.
NOA 2ND	Displays the Nature of Action Code (NOAC) and Authority Code(s) of the last personnel action applied to the data base.

The following payroll documents create Current Data records when they are processed:

- 060 - Employee Address
- 083-087 - Union Dues
- 101 - Non-Federal Health Benefits
- 102 - Non-Federal Life Insurance
- 103 - Non-Federal Retirement Benefits
- 104 - Non-Federal TSP
- 120 - Multi-Element Update Document
- 125 - TSP Election Form
- 127 - Allowances
- 130 - Federal Income Tax Certificate
- 131 - Earner Income Tax Credit
- 140 - State Income Tax Certificate
- 150 - City Income Tax Certificate
- 151 - County Income Tax Certificate
- 180-181 - Federal Health Benefits
- 185 - Flexible Spending Account

NOTE: When the document creating a Current Data record is one of the above, the NOA 2ND and PERS ACTION EFFECTIVE is the last personnel processed.

> **NOTE:** TIME uses the **PERS ACTION EFFECTIVE** date field to determine what record in Current Data or Transaction History is used to edit an original, corrected, or revalidated T&A report.

200 – Transaction History Menu

Figure 11: IR200 ***TRANSACTION HISTORY MENU*** Screen is an extension of a single record (the same as the ***CURRENT DATA MENU*** Screen). The Transaction History Menu (Figure 11) consists of 20 separate IRIS screens (numbered 201-244).

The screens listed below are organized in the same basic categories as the various screens which make up current data. The screens of Transaction History are made up of data records that were previously Current Data.

```
                              TRANSACTION HISTORY MENU            XX/XX/XX    IR200

                                     SCREEN  000

    201  SALARY DATA TRANSACTION          217  RETIREMENT DATA TRANSACTION
    202  DATES & MISC SAL/PERS DATA       218  THRIFT SAVINGS DATA TRANSACTION
    205  STATE TAX TRANSACTION            222  SF-50B DATA ELEMENTS TRANSACTION
    206  CITY TAX TRANSACTION             223  PERSONNEL SUPPLEMENTS TRANSACTION
    207  COUNTY TAX TRANSACTION           224  ADDRESS INFORMATION TRANSACTION
    209  ALLOWANCE/COLA/POST DIFF TRAN    225  PERSONNEL TRANSACTION HISTORY
    211  CHARITABLE CONTRIBUTION TRAN     227  DETAIL/TEMP PROM TRANSACTION
    213  FLEXFUND TRANSACTION             228  RETAINED GRADE TRANSACTION
    215  HEALTH BENEFITS TRANSACTION      242  AWARDS TRANSACTION
    216  LIFE INSURANCE TRANSACTION       244  PROCESSING INDICATORS TRANSACTION


         * * * SCREEN NUMBERS CORRESPOND WITH THE IR100 SERIES * * *


ENTER SCREEN NUMBER - PRESS ENTER                                          1400
 PF1 = MAIN MENU        PF5 = HELP         ENTER = TRANSFER        CLEAR = EXIT
```

Figure 11: IR200 TRANSACTION HISTORY MENU Screen

> **NOTE:** Transaction History records, which are considered sensitive in nature, are not listed here. They are listed on the ***RESTRICED DATA MENU*** screen (e.g., Disability, WIGI, Performance, Child Support information).

For each personnel action processed in the current and prior fiscal years, the ***TRANSACTION HISTORY*** screens store a record of data. Each record of data reflects the employee's database record as it stood in Current Data before a subsequent action applied. Data displayed in IRIS Transaction History programs is used by the PPS PAYE system to recalculate and compute pay for corrected and revalidated T&As for pay period(s) prior to the most recently processed personnel action or payroll document, which creates a Current Data Record.

The record of the most recent personnel action or payroll document that creates a Current Data record is moved to Transaction History when another personnel action or payroll document is processed. Transaction History begins with the second most recent personnel action or payroll document.

The table below outlines each of the 20 IRIS 200 screens, and provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

IRIS Screen	Description	Key Validation Fields and Processing Tips
201	Salary Data: Displays an employee's position related information, salary record and personnel records associated with it.	Main Screen Used To Validate Data
202	Dates & Misc Sal/Pers Data: Displays general salary data and associated dates for an employee.	SCD, WIGI, Work Sched, Career Status, Etc.
205	State Tax: Displays an employee's state tax history record.	State Exemptions
206	City Tax: Displays a history of city tax data.	(If Applicable)
207	County Tax: Displays a history of county tax data.	(If Applicable)
209	Allowances/Cola/Post Diff: Displays a history of allowance data.	(If Applicable)

IRIS Screen	Description	Key Validation Fields and Processing Tips
211	Charitable Contribution: Displays history data for up to two charitable contribution records per agency transaction history.	(If Applicable)
213	Flexfund: Displays a history of flexfund data.	Allotment (If Applicable)
215	Health Benefits: Displays a history of Federal and Non-Federal health benefits data.	Health Benefit Data (If Applicable)
216	Life Insurance: Displays a history of Federal and Non-Federal life insurance data.	Life Insurance Data (If Applicable)
217	Retirement Data: Displays a history of retirement data for Civil Service Retirement, Federal Employees Retirement System, and others.	Retirement Data
218	Thrift Savings Data: Displays a history of Thrift Savings Plan data.	(If Applicable)
222	SF-50B Data Elements: Displays a history of personnel data.	Most Recent Processed SF-50B Data
223	Personnel Supplements: Displays a history of general personnel data such as education level, performance evaluation data, accession data, etc.	Education Level, Performance, Sex, Vet Status, WGI Proj, Other Data
224	Address/Check Information: Displays a history of an employee's residence address and check distribution information.	Personal Address, Bank Info (Routing, Account, Etc.)
225	Personnel Actions Summary: This program displays a history of personnel actions processed.	Listing Of All Processed Actions And Includes PP, YR, Eff-Date, NOA, & Who Processed The Action
227	Detail Assign/Temporary Promotion: Displays a history of current detailed position data and temporary promotion data.	(If Applicable)
228	Retained Grade Data: Displays a history of retained grade data.	(If Applicable)

IRIS Screen	Description	Key Validation Fields and Processing Tips
242	Awards: Displays a history of cash award data.	Award Data (If Applicable)
244	Processing Indicators: Displays a history of various types of data used for processing salary and personnel documents.	Indicator Codes

300 – Restricted Data Menu

Not all Current Data programs are listed on the Current Data Menus; some are listed on Figure 12: IR300 ***RESTRICTED DATA MENU*** Screen. The IRIS Restricted Data programs are a group of records defined by access level rather than record type. These records contain sensitive information.

Access to specific programs is granted only when requested by your Agency. Depending on your permissions, it is possible that you have access to some, but not all, of the programs. As seen on Figure 12: IR300 ***RESTRICTED DATA MENU*** Screen below, the restricted options are organized by related menu, specifically: Current Data, Transaction History, Personnel History, and Payroll Data.

```
                              RESTRICTED DATA MENU                       XX/XX/XX    IR300

                                   SCREEN 000

          * CURRENT DATA MENU *                         * PERSONNEL HISTORY MENU *

   301   DISABILITY/RNO/ERI DATA              302 PERHIS DISABILITY/RNO/ERI DATA
   303   WGI INFORMATION                      305 PERHIS PERFORMANCE EVALUATION DATA
   304   PERFORMANCE EVALUATION DATA          311 PERHIS UNION/ASSOCIATION DUES
   306   CHILD SUPPORT & ALIMONY              314 PERHIS SES PERFORMANCE DATA
   308   UNION/ASSOCIATION DUES
   312   INVESTIGATION DATA
   313   SES PERFORMANCE DATA                          * PAYROLL DATA MENU *
                                                    >> CURRENTLY UNAVAILABLE <<
                                                  307 PACS CHILD SUPPORT & ALIMONY
        * TRANSACTION HISTORY MENU *              310 PACS UNION/ASSOCIATION DUES

   309 UNION/ASSOCIATION DUES TRANSACTIONS



  ENTER SCREEN NUMBER - PRESS ENTER                                              1400
   PF1 = MAIN MENU          PF5 = HELP          ENTER = TRANSFER       CLEAR = EXIT
```

Figure 12: IR300 RESTRICTED DATA MENU Screen

The table below outlines each of the 15 IRIS 300 screens, and provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

IRIS Screen	Description	Key Validation Fields and Processing Tips
302	Disability/RNO/ERI Data: Displays an employee’s handicap and race/national origin information.	Current Data Menu
304	WGI Information: Displays an employee’s within-grade increase information.	Current Data Menu
305	Performance Evaluation Data: Displays an employee’s performance evaluation information.	Current YTD Pay Info

IRIS Screen	Description	Key Validation Fields and Processing Tips
307	Child Support & Alimony: Displays an employee's child support and alimony information.	Current Data Menu (If Applicable)
309	Union/Association Dues: Displays an employee's union/association dues data.	Current Data Menu (If Applicable)
313	Investigation Data: Displays sensitive investigation data.	Current Data Menu
314	SES Performance Data: Displays an SES employee's performance evaluation data.	Current Data Menu (If Applicable)
303	PERHIS Disability/RNO/ERI Data: Displays sensitive history data regarding disability and race/national origin information.	Personnel Hist Menu (See 301 for Current)
306	PERHIS Performance Eval Data: Displays sensitive history data regarding an employee's performance evaluation.	Personnel Hist Menu (See 304 for Current)
312	PERHIS Union/Assoc Dues: Displays an employee's union/association dues data.	Personnel Hist Menu (See 308 for Current)
315	PERHIS SES Performance Data: Displays sensitive history data regarding an SES employee's performance data.	Personnel Hist Menu (See 313 for Current)
310	Union/Association Dues Transaction: Displays an employee's union/association dues transactions data.	Transaction Hist Menu (See 308 for Current, See 311 For Personnel History)
308	PACS Child Support & Alimony:	N/A – Payroll Data Menu
311	PACS Union/Association Dues:	N/A – Payroll Data Menu

500 – Personal History Menu

Figure 13: IR500 ***PERSONNEL HISTORY MENU*** Screen contains 18 programs used to view over 10 years and current personnel historical (PERHIS) data.

```
                              PERSONNEL HISTORY MENU                XX/XX/XX   IR500

                                     SCREEN 000

     501  SALARY DATA                        524  ADDRESS/CHECK INFORMATION
     502  DATES & MISC SAL/PERS DATA         525  PERSONNEL ACTIONS SUMMARY
     515  HEALTH BENEFITS                    527  DETAIL ASSIGN/TEMPORARY PROMOTION
     516  LIFE INSURANCE                     528  RETAINED GRADE DATA
     517  RETIREMENT DATA                    530  EDUCATION AND CERTIFICATE
     518  THRIFT SAVINGS DATA                532  SEPARATION INFORMATION
     519  RESERVED FOR FUTURE USE            542  AWARDS
     522  SF-50B DATA ELEMENTS               543  TIME OFF AWARD DATA
     523  PERSONNEL SUPPLEMENTS              547  SERVICE RECORD



          * * * SCREEN NUMBERS CORRESPOND WITH THE IR100 SERIES * * *
                       * * *  EXCEPT IR547 SCREEN * * *



ENTER SCREEN NUMBER AND PRESS ENTER
 PF1 = MAIN MENU         PF5 = HELP          ENTER = TRANSFER       CLEAR = EXIT
```

Figure 13: IR500 PERSONNEL HISTORY MENU Screen

The table below outlines each of the 18 IRIS 500 screens, and provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

IRIS Screen	Description	Key Validation Fields and Processing Tips
501	Salary Data: Displays an employee's position related history information and salary record and associated personnel history records.	Main Screen Used To Validate Data

IRIS Screen	Description	Key Validation Fields and Processing Tips
502	Dates & Misc Sal/Pers Data: Displays general personnel and salary history data.	SCD, WIGI, Work Sched, Career Status, Etc.
515	Health Benefits: Displays Federal and Non-Federal health benefits history data.	Health Benefit Data (If Applicable)
516	Life Insurance: Displays Federal and Non-Federal life insurance history data.	Life Insurance Data (If Applicable)
517	Retirement Data: Displays retirement history data for Civil Service Retirement, Federal Employees Retirement System, and others.	Retirement Data
518	Thrift Savings Data Displays an employee's Thrift Savings Plan history data.	N/A
519	Reserved for Future Use	(If Applicable)
522	SF-50B Data Elements: Displays personnel history data reported to the Office of Personnel Management on the SF−50B.	Most Recent Processed SF-50B Data
523	Personnel Supplements: Displays general personnel history data.	Education Level, Performance, Sex, Vet Status, WGI Proj, Other Data
524	Address/Check Information: Displays the employee's address and check distribution history information.	Personal Address, Bank Info (Routing, Account, Etc.)
525	Personnel Actions Summary: Displays a listing of personnel actions processed in the last six years.	Listing Of All Processed Actions And Includes PP, YR, Eff-Date, NOA, & Who Processed The Action
527	Detail Assign/Temporary Promotion: Displays detailed position and temporary promotion history data.	(If Applicable)

IRIS Screen	Description	Key Validation Fields and Processing Tips
528	Retained Grade Data: Displays save grade history data.	(If Applicable)
530	Education And Certificate: Displays additional educational level and certification history information.	(If Applicable)
532	Separation Information	
542	Awards	
543	Time Off Awards Data	
547	Service Record	

Of all the IRIS 500 screens, Figure 14: IR525 PERHIS PERSONNEL ACTIONS SUMMARY Screen is the most important for processing in *EmpowHR*. Additional information regarding this screen is provided below.

PERHIS Personnel Actions Summary

Figure 14: IR525 PERHIS PERSONNEL ACTIONS SUMMARY Screen displays a listing of personnel actions processed for over 10 years. This screen is used to validate the actions on an employee, to see if actions are missing, or to be able to find a specific historical record to view. This screen is used to see if actions are missing or to view a specific historical record to view. It is also key when creating History Override packages.

```
SSN 000000000    AG 90  * PERHIS PERSONNEL ACTIONS SUMMARY *    XX/XX/XX    IR525
SCREEN 000 NAME IRIS                            TRAINING
  POSITION CURSOR ON NATURE OF ACTION FIELD PRESS  PF2  FOR NOA LITERAL
                      [redacted]
PF    PROCESSED   ----------------------- DOCUMENT -------------------------
SEL    PP   YR       EFF-DATE     NATURE OF ACTION   AGCY    POI      USER-ID
       11   10       05 23 10     000 849             90     5317    NP088E
       05   10       02 28 10     000 893 Q7M         90     5317    BEAR10
       01   10       01 03 10     000 894 QWM ZLM     90     5317    BEAR60
       24   09       11 22 09     000 840             90     5317    NP215E
       20   09       09 27 09     000 903 9BS         90     5317    BUSCD
       16   09       08 15 09     000 881 DPM         90     5317    NP0049E
       13   09       06 21 09     000 846             90     5317    NP088
       13   09       06 21 09     000 903 Z00         90     5317    BEAR10
       06   09       03 15 09     000 846             90     5317    NP0050
       01   09       01 04 09     000 894 QWM ZLM     90     5317    BEAR60
       24   08       11 23 08     000 840             90     5317    NP0050
       21   08       10 12 08     000 841             90     5317    NP0050
       20   08       09 28 08     000 847             90     5317    NP0050
       12   08       06 20 08     000 903             90     5317    PMSOC7

INQUIRY COMPLETE - PRESS PF8 FOR MORE RECORDS                         0000
           PF9 = IR501            PF10 = IR502            PF11 = IR523
 PF1 = SUB MENU   PF5 = HELP    PF8 = PG/DOWN    ENTER = INQUIRY   CLEAR = EXIT
```

Figure 14: IR525 PERHIS PERSONNEL ACTIONS SUMMARY Screen

IMPORTANT: To navigate from IR525 to IR501, press **PF9**. To navigate to IR502, press **PF502**, and to navigate to IR523, press **PF11**.

600 – Accessing Employee Name Inquiry

Figure 15: IR600 ***EMPLOYEE NAME INQUIRY*** MENU Screen can be accessed by entering 600 in the **SCREEN/MENU** field. You may enter a full or partial Last, First and Middle name on this screen. Remember that a Last Name as shown on the database may be followed by a space and “Jr,” “III,” etc. A double last name may or may not be hyphenated.

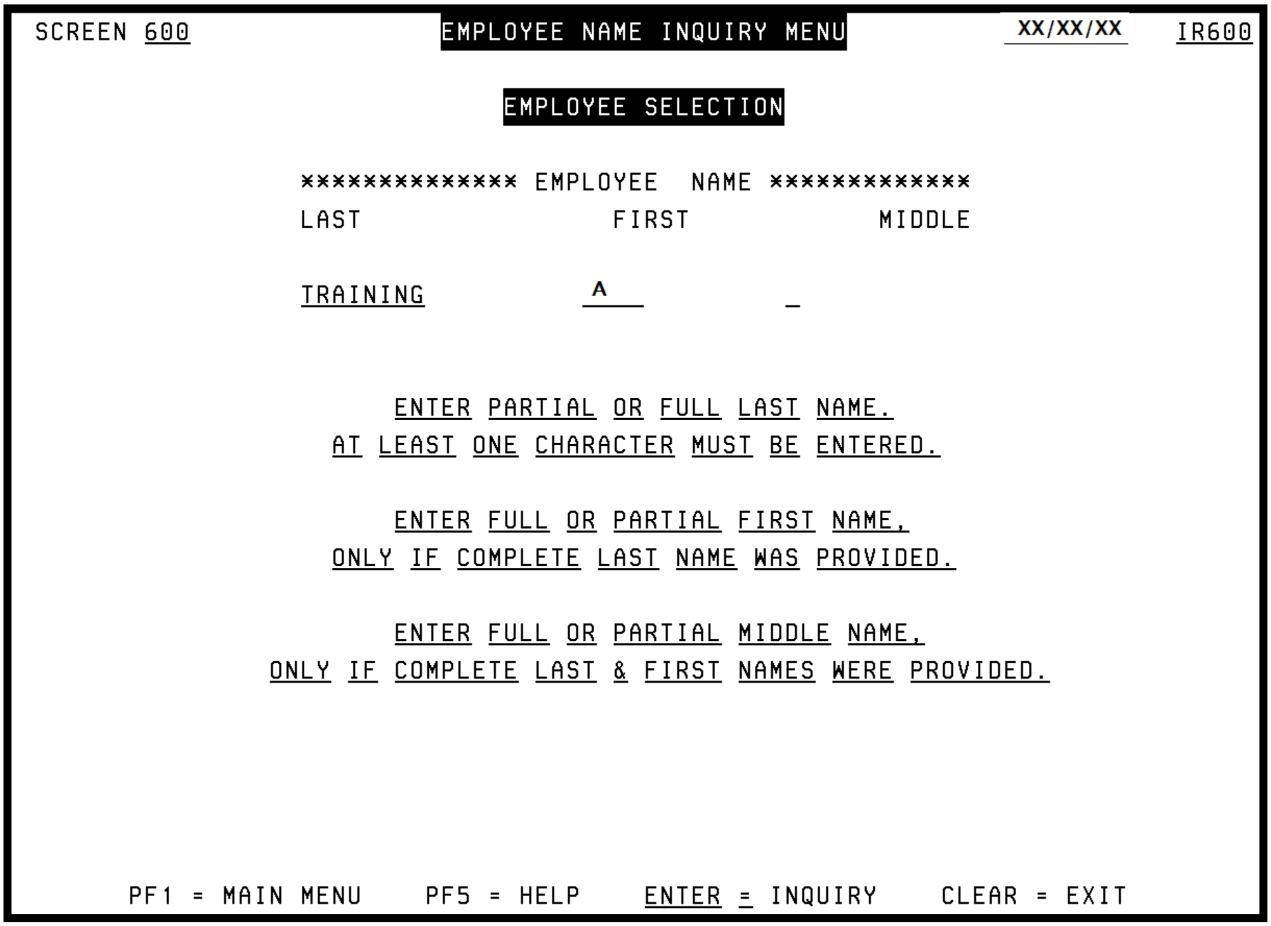
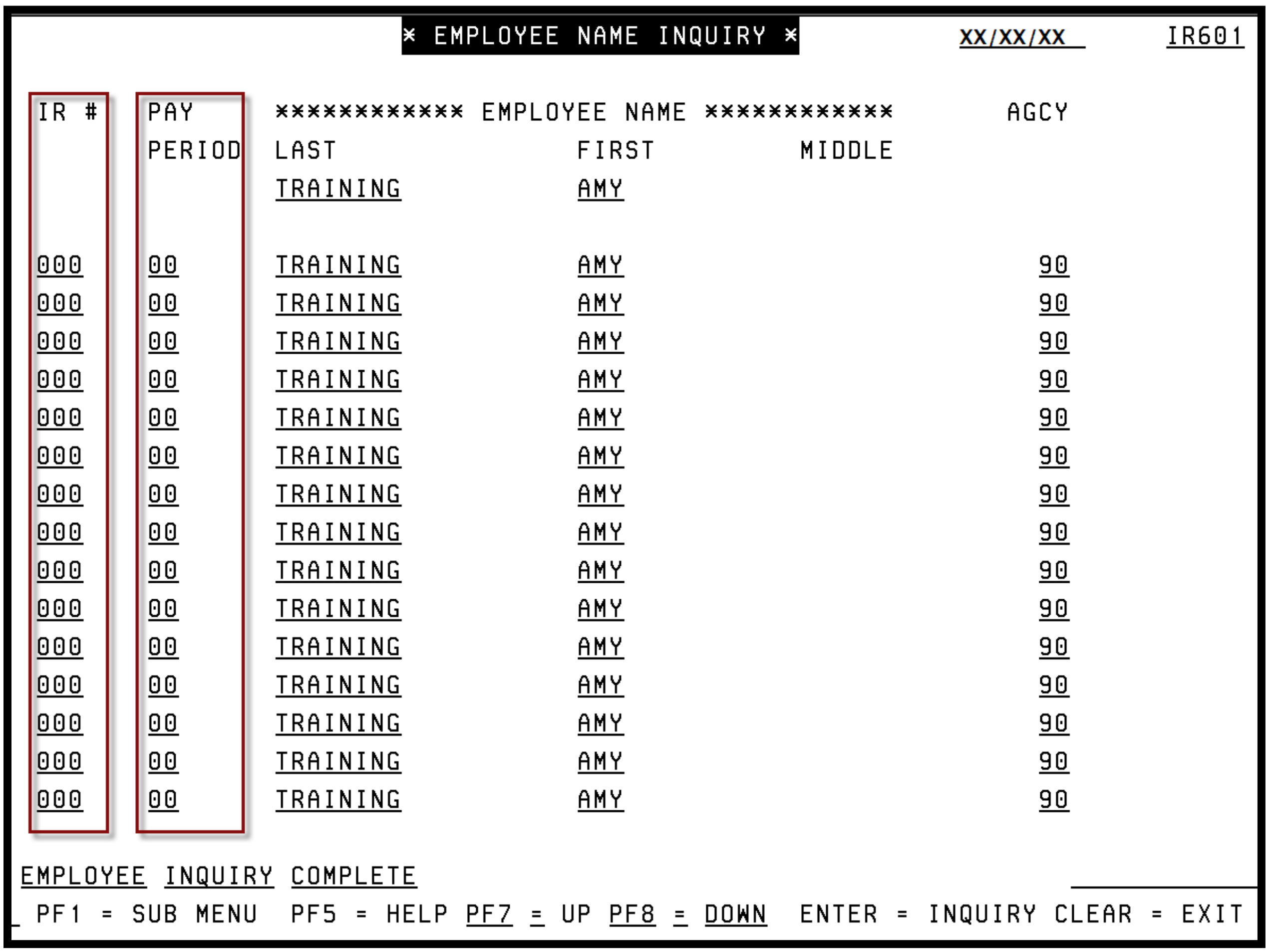


Figure 15: IR600 EMPLOYEE NAME INQUIRY MENU Screen

Follow the steps below to research an employee’s record from IR600:

Step	Action
1.	Enter employee’s name in the **EMPLOYEE NAME** field.
2.	Press **Enter**. The employee’s respective Agency displays.

If a full name was entered and found, it displays as the first name on the list (unless there are multiple employee's with the same name). If a partial name was entered or the name is not located, then the system displays a list of names in the area of the employee list, similar to what is seen in Figure 16: IR601 **EMPLOYEE NAME INQUIRY** Screen. You have the option of entering another spelling for the name or a completely different name in the **EMPLOYEE NAME** field at the top of the screen.



* EMPLOYEE NAME INQUIRY * XX/XX/XX IR601

IR #	PAY PERIOD	************ EMPLOYEE NAME ************ LAST	FIRST	MIDDLE	AGCY
		TRAINING	AMY		
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90
000	00	TRAINING	AMY		90

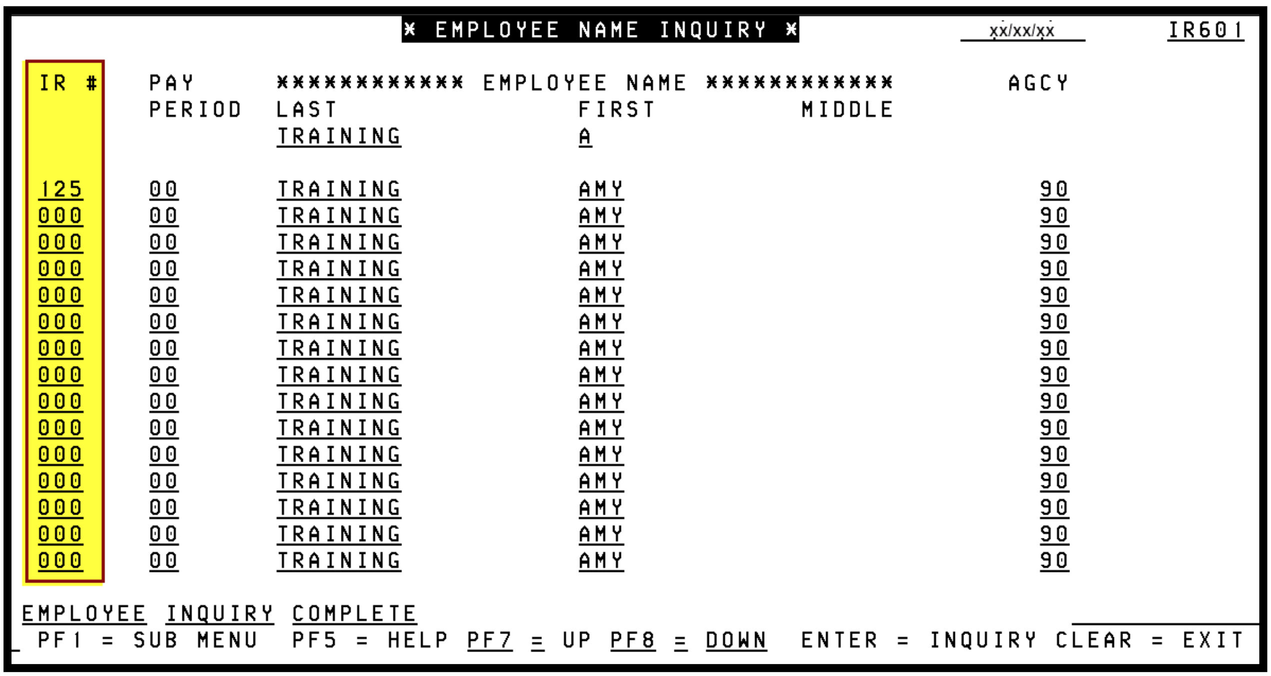
EMPLOYEE INQUIRY COMPLETE
PF1 = SUB MENU PF5 = HELP PF7 = UP PF8 = DOWN ENTER = INQUIRY CLEAR = EXIT

Figure 16: IR601 EMPLOYEE NAME INQUIRY Screen

To the left of the employee's name are two columns that consist of individual fields to be used to access IRIS records on the specific employee whose name displays. The first field is the IRIS program (record) number (IR#), for example, 101, 102, 525, etc. By entering a program number in the field, you are taken to the specific IRIS record for the employee whose name is shown to the right. You must have security access to the employee's record in order to display employee data. The **PAY PERIOD** field is currently not applicable in the above example.

To access a specific employee's record, follow the below steps to access the IRIS screen you wish to select from the ***EMPLOYEE NAME INQUIRY*** page. The example below shows IR125 in the **IR#** field.

Step	Action
1.	Enter the desired screen number in **IR#** field (101,102,125, 525, etc.).



```
                         * EMPLOYEE NAME INQUIRY *          xx/xx/xx        IR601

IR #     PAY       ************ EMPLOYEE NAME ************          AGCY
         PERIOD    LAST                 FIRST          MIDDLE
                   TRAINING             A

125      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90
000      00        TRAINING             AMY                            90

EMPLOYEE INQUIRY COMPLETE
 PF1 = SUB MENU    PF5 = HELP PF7 = UP PF8 = DOWN   ENTER = INQUIRY CLEAR = EXIT
```

Figure 17: IR601 EMPLOYEE NAME INQUIRY Screen

Step	Action
2.	Press **Enter.** The desired ***PERSONNEL ACTIONS SUMMARY*** screen displays.

SSN XXXXXXXXX AG 90 * PERSONNEL ACTIONS SUMMARY * xx/xx/xx IR125
SCREEN 000 NAME AMY TRAINING 00015
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL

PROCESSED		------- DOCUMENT -------					
PP	YR	EFF-DATE	NATURE OF ACTION	AGCY	POI	BATCH	USER-ID
08	10	04 11 10	702 N3M	90	5317	6756	NP214E
01	10	01 03 10	894 QWM ZLM	90	5317	9960	BEAR60
24	09	11 22 09	840	90	5317	6752	NP215E
20	09	09 27 09	903 9BS	90	5317	8881	BUSCD
15	09	07 19 09	903 Z00	90	5317	8881	BEAR10
13	09	06 21 09	846	90	5317	5836	NP088
01	09	01 04 09	894 QWM ZLM	90	5317	9960	BEAR60
24	08	11 23 08	840	90	5317	6797	NP0050
20	08	09 28 08	847	90	5317	6757	NP0050
01	08	01 06 08	893 Q7M	90	5317	7777	BEAR10
01	08	01 06 08	894 QWM ZLM	90	5317	9960	BEAR60
24	07	11 26 07	849	90	5317	5899	NP025
21	07	10 14 07	780 CGM	90	5317	5868	NP216
21	07	10 14 07	780 CGM	90	5317	5861	NP0049
01	07	01 07 07	894 QWM ZLM	90	5317	9960	BEAR60

PRESS PF8 FOR CONTINUATION OF PERSONNEL ACTION SUMMARY 0000
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT

Figure 18: IR125 PERSONNEL ACTIONS SUMMARY Screen

For additional information, please refer to the IRIS Procedure Manual:
https://www.nfc.usda.gov/publications/IRIS/IRIS.pdf

3.3. **Payroll/Personnel Inquiry System (PINQ)**

Lesson Overview

This lesson focuses on how PINQ and *EmpowHR* relate to each other, as well as how to navigate the menu options within PINQ. Additionally, this lesson focuses on how to validate when a late action (processed after the effective date) is processed correctly in *EmpowHR* and updated in PINQ.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the relationship between PINQ and *EmpowHR*
- Explain the purpose of PINQ and provide an overview of its functionality
- Navigate menu options within PINQ
- Validate *EmpowHR* transactions
- Research earnings and deductions data

PINQ provides inquiry capability to view current and historical payroll and personnel. PINQ allows processors to validate actions processed in *EmpowHR.* PINQ contains data which is the result of the processing of T&A reports and the computation of employees' pay. Data is updated in PINQ after one or more of these successfully process:

- TIME editing
- PAYE processing
- ADJP processing

PINQ stores data for the following periods:

- 26 pay periods for T&A data
- 25 pay periods for payroll and deduction data

PINQ: Menu

Figure 19: PQ000 ***PINQ Menu*** Screen consists of 29 programs (numbered 22-83) which contain current and historical payroll data. Program names are descriptive of the type of information each contains.

```
PQ000  000000000  00 00       PQ MENU                            XX/XX/XX

     ENTER SSNO & PGM-NO - HIT ENTER-KEY!
FOR PQ034 ENTER PGM NO. ONLY




22 PAYROLL HISTORY           45 PACS EARNING LIMITATION  55 PACS RETIREMENT
23 TA HISTORY                46 PACS APPROPRIATION CHG   56 PACS THRIFT SAVINGS
24 TA MISCELLANEOUS          47 PACS DEDUCTIONS          61 PACS ABOVE EARNINGS
25 TA EXTENSIONS             48 PACS LUMP SUM & LIMIT    62 PACS TSP COLLECTION
27 UNPAID                    49 PACS LEAVE               64 PACS STATE TAX
32 PAYROLL LISTING           50 PACS BOND                71 PACS UNION DUES
34 NAME EMPLOYEE INQUIRY     51 PACS RECEIPT ACCOUNTS    75 PACS CITY TAX
                             52 PACS CHILD SUP/ALIMONY   80 PACS FLEXFUND
43 PACS PRORATED             53 PACS HEALTH              82 PACS COUNTY TAX
44 PACS TRANSACTION          54 PACS LIFE INSURANCE      83 PACS ALLOTMENT
```

Figure 19: PQ000 PINQ Menu Screen

The top portion of each PINQ screen provides the following data:

- PINQ program number (PQ0##)
- SSN of the employee
- Agency code of the employee
- Pay period number

PINQ: Navigation

Follow the below steps to access a specific record from the PINQ Menu:

Step	Action
1.	Enter the employee’s SSN in the **SSNO** field.
2.	Enter the employee’s two-digit program number (PQXX) in the **PG-NO** field.

Step	Action
3.	Enter the pay period being requested.
4.	Press **Enter.** **NOTE**: To continue research on the same employee in a different PINQ program, press **Tab** until the cursor is below the current program number, enter the two-digit **program code** (or 00 to access the Menu) and the **pay period number** if it is different, and press **Enter.** To retrieve the same type of data for another employee, enter the new **SSN** and press **Enter**. If the program has multiple screens, it is not necessary to return to the first screen.

Validating *EmpowHR* Transactions in PINQ

The following information provides an overview for how to verify the data entered through *EmpowHR* has provided accurate results.

The following table outlines each of the 18 PINQ programs, a description of each program, and includes information about the key validation fields and processing tips.

PINQ Program	Description	Key Validation Fields and Processing Tips
022	Payroll History: Used to research regular and corrected/revalidated T&A's, cash awards, adjustments, and other salary related inquiries.	PQ022 stores four screens of data related to an employee's pay. In addition to pay-related data elements as they existed in "SALARY" at the time the pay period was paid, the program reflects many YTD balances. This information is useful in researching general payroll and W-2 inquiries. YTD totals are reset at the beginning of a new tax year. This program also contains personnel data from the employee's data base record in IRIS.

PINQ Program	Description	Key Validation Fields and Processing Tips
023	<u>T&A History:</u> Displays regular and corrected T&A data for the pay period number entered. T&A History stores information about the T&A record as a whole. An original T&A record does not appear until it passes the TIME edits.	The original T&A record creates a record defined by HIST NO 0001. For regular T&As, the fields **CIRCLE-TA-START** and **CIRCLE-TA-END** (also, referred to as Circle Dates) correspond to the beginning and ending dates of the timecard. When a corrected or revalidated (ADJP-generated) T&A is submitted for a prior pay period, it appears as HIST NO 0002 or higher. It does not appear on any T&A HISTORY screen until after PAYE has completed. From the original T&A record, press **Enter**. The data element **COVERED-BY-TA/PP/YR** gives the pay period and year the T&A represents. The data element **PAY-PERIOD-NUMBER** indicates the processing pay period in which the T&A was processed. The data element **CORRECTION-CODE-TA** has the following values: • 0 (original T&A) • 1 (corrected T&A) • 3 (revalidated T&A) Note that the **DATE-TA-RECEIVED** for a revalidated shows only the processing year. The **DATE-TA-RECEIVED** for a corrected T&A would show the actual date the corrected T&A was received at NFC.

PINQ Program	Description	Key Validation Fields and Processing Tips
023	(Continued)	When a split T&A is submitted, each half of the split T&A appears as a separate T&A. The first half of an original T&A is shown as “HIST NO 0001,” and the second half as “HIST NO 0002.” Likewise, the first corrected split T&A processed for the pay period in a subsequent pay period would make up “HIST NO 0003 AND 0004.” The fields **CIRCLE-TA-START** and **CIRCLE-TA-END** for split T&As correspond to the beginning and ending dates of each part of the T&A, the **SPLIT-TA-CODE** field is “**Y**.” This same logic applies to split T&A information on PQ024 and PQ025.
024	T&A Miscellaneous: Displays miscellaneous T&A data and is used to research T&A inquiries.	The ***PQ024 TA MISCELLANEOUS*** program stores data consisting of TCs for which the employee is not paid (e.g. LWOP, Suspense, Comp Leave Earned, Credit Hours Earned, etc.). In addition to transaction codes, this screen shows summaries of types of hours or days reported on the T&A, even some from Time in Pay Status (e.g. INTER-DAYS-WKD-PAY-PERIOD, ADMINISTRATIVE-LEAVE-USE-PP, and COMP-LV-USED-PP).

PINQ Program	Description	Key Validation Fields and Processing Tips
025	T&A Extensions: Used to research each transaction code and hours recorded on an original or corrected T&A.	The PQ025 TA EXTENSIONS record stores each line of T&A data (each transaction code, corresponding hours from Week 1 and Week 2, and accounting according to week). This program represents the time-in-pay status transaction codes. When T&As are transmitted to NFC, the original T&A record creates a record defined by a HIST NO 0001. A RCD NO is created for each transaction code per transaction line (or extension) transmitted on the T&A (HIST NO 0001, RCD NO 0001, HIST NO 0001, RCD NO 0002, etc.). Each PQ023 History record has a corresponding PQ025 History record. Accounting information may have been supplied on the T&A or the system may have assigned it based on an accounting code previously stored in the employee's Current Data record (IR103). The ACCT-DIST-FLAG code 0 indicates the accounting data being used is valid. Although accounting errors do not interfere with the PAYE process, if the ACCT-DIST-FLAG code is any code other than 0, it should be researched and corrected. If multiple T&As (i.e. corrected or revalidated) exist for a pay period, the first transaction line from the corrected or revalidated T&A record appears after all transaction lines from the original record or previous records (if there were multiple corrections or revalidations) are exhausted.

PINQ Program	Description	Key Validation Fields and Processing Tips
032	<u>Payroll Listing:</u> Used to research non-receipt of salary check. This program displays an employee's current plus 25 pay periods of pay data.	PQ032 stores basic gross-to-net data for a particular pay period that results in a pay check or DD-EFT deposit. Some conditions trigger additional payment records, such as: • Corrected and revalidated T&As • Cash awards, lump sum payments • Refunds when a bond is cancelled, while a carryover balance exists These conditions appear on their own PQ032 screens even when they may or may not trigger a separate pay check. Cash awards and lump sum payments generate separate payments as net salary; however, if additional pay results from a corrected or revalidated T&A (or a bond carryover refund) it is included with the net salary deposit. Some transactions do not result in the disbursement of a check; instead they are processed for update purposes only. The type of payment (Regular T&A, Corrected T&A, Cash Award, NFC29, etc.) is identified immediately above the employee's name. The order that payments and/or adjustments update to PQ032 is as follows: Corrected or revalidated T&As and NFC-29 adjustments display prior to gross-to-net salary payments and cash awards and lump sum payments display after gross-to-net salary payments. Corrected T&A is shown as the type of payment for revalidated as well as corrected T&As.

PINQ Program	Description	Key Validation Fields and Processing Tips
046	PACS Appropriation Charges: Used to research salary related inquiries.	PQ046 stores amounts paid by transaction codes with corresponding rates and hours. It provides one screen of data related to each pay transaction code. It is different from PQ025 in that it attaches dollar amounts to each Time Code (TC) and also prorates contributions such as the government's portion of Federal Employees Health Benefits (FEHB) premiums. The **PAY-TRAN-CODE** field indicates which TC is reflected. Pay TCs not shown on the T&A, but derived by the system, are also reflected (TCs for cash award payments, allowances, Administratively Uncontrollable Overtime, Availability Pay, etc.) and overtime under FLSA (the difference between the Title V and FLSA computations). It should also be noted that dollar values are assigned to TCs which are not actually being paid (Comp Leave Earned, Credit Hours Earned, and Quarters Deductions, etc.)

For additional information, please refer to the PINQ Procedure Manual:
https://www.nfc.usda.gov/publications/PINQ/PINQ.pdf

3.4. Position Management System (PMSO)

Lesson Overview

This lesson focuses on Position Management System (PMSO) and its relationship with *EmpowHR*. Additionally, it provides a high-level overview of the system's functionality and navigation features.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the relationship between PMSO and *EmpowHR*

  Navigate menu options within PMSO

Position Management System (PMSO) is a real time online database system. PMSO allows agencies to review position data for immediate use in *EmpowHR*. The Position Management component is used to review master record and individual positions in PMSO. A master record must be established before an individual position can be established.

In *EmpowHR*, the master record is called job code and the individual position is called position. The table below describes the type of data contained in each type of record and the relationship between PMSO and *EmpowHR*.

PMSO	*EmpowHR*	Description
Master Record	Job Code	Contains basic position data under which one or more individual positions may be assigned
Individual Position	Position	Is linked to the master record and identifies a specific position.

PMSO information is updated only when a user creates or edits Master Record/Job Code or Individual Position/Position information.

PMSO: Menu and Navigation

After you access PMSO, Figure 20: ***POSITION MANAGEMENT SYSTEM ONLINE*** Menu Screen is displayed. The PMSO menu consists of 17 functions, only seven of which are applicable to *EmpowHR* validation. These seven main functions, listed in the table below, may be performed on an individual position or master record, plus two special functions. However, the individual position and master record are created and updated in *EmpowHR*; therefore, PMSO should only be used to research and validate position management information.

> **CAUTION:** There is no back feed from PMSO to *EmpowHR* so any actions performed in PMSO do NOT flow back into *EmpowHR*.

```
PPPPPPPP                    *** POSITION MANAGEMENT SYSTEM ONLINE ***
PP     PP
PPPPPPPP                    QM ---> QUERY MASTER RECORD
PP                          QI ---> QUERY INDIVIDUAL POSITION
PP                          AM ---> ADD MASTER RECORD
                            AI ---> ADD INDIVIDUAL POSITION
    MMM   MMM               CM ---> CHANGE MASTER RECORD
    MM M M MM               CI ---> CHANGE INDIVIDUAL POSITION
    MM  M  MM               DM ---> DELETE/RESTORE MASTER RECORD
    MM     MM               DI ---> DELETE/RESTORE INDIVIDUAL POSITION
    MM     MM               IM ---> INACTIVATE MASTER RECORD
                            II ---> INACTIVATE INDIVIDUAL POSITION
        SSSSSSSSS           RM ---> REACTIVATE MASTER RECORD
        SS                  RI ---> REACTIVATE INDIVIDUAL POSITION
        SSSSSSSSS           HM ---> HELP MASTER RECORD
               SS           HI ---> HELP INDIVIDUAL POSITION
        SSSSSSSSS           PI ---> POSITION INQUIRY
                            SR ---> REPORT SELECTION MENU
             OOOOOOOO       EX ---> EXIT POSITION MANAGEMENT SYSTEM
             OO    OO
             OO    OO                  SELECT OPTION  █
             OO    OO
             OOOOOOOO
```

Figure 20: POSITION MANAGEMENT SYSTEM ONLINE Menu Screen

Below is a brief description of the seven functions commonly used in PMSO for *EmpowHR* validation:

Function Code	Description
Query Master Record (QM)	Queries a master record on the PMSO database.
Query Individual Position (QI)	Queries an individual position within a master record on the PMSO database.
Help Master Record (HM)	Accesses the help screens for a master record without using the Add, Change, Delete, Inactivate, Reactivate, or Query option.
Help Individual Position (HI)	Accesses the help screens for an individual position without using the Add, Change, Delete, Inactivate, Reactivate, or Query option.
Position Inquiry (PI)	Displays all individual positions established for a master record.
Report Selection Menu (SR)	Specifies the output criteria for selected reports.
Exit Position Management System (EX)	Exits the system.

Selecting a Function in PMSO

The table below describes the steps to select a desired function:

Step	Action
1.	Enter in the two-character code next to the **SELECT OPTION** field.
2.	Press **Enter**.

Key Data Fields

The key data fields at the top of each PMSO screen are used to identify a unique master record or individual position on the PMSO database.

> **IMPORTANT:** Each master record and individual position has to be a unique record. There are key data fields that combined ensure that each master record and individual position is unique.

Each master record screen contains the key fields listed below:

- Agency
- Department
- POI
- Master Record Number
- Grade

Each individual position screen contains the key fields listed below:

- Agency
- Department
- POI
- Master Record Number
- Grade
- Position Number

Query Master Record or Query Individual Position

The key fields are used to query for a master record or individual position. Query Master Record is option "**QM**" and query Individual Position is option "**QI**" on the PMSO Menu.

Follow the below steps to query a record in PMSO:

Step	Action
1.	Enter “**QM**” in the **FUNCTION** field.
2.	Enter the data in the key fields in the ***QM*** and ***QI*** screens as required.
3.	Press **Enter**.

Figure 21: PM00201M ***QUERY MASTER RECORD*** Screen is displayed.

```
PM00201M                       QUERY MASTER RECORD                        XX/XX/XX
                                                                        (PF1=MENU)
  1. FUNCTION Q   2. DEPT-CD/AGCY-BUR-CD  AG  90                         (PF5=HELP)
  3. SON  5317    4. MR-NO  W01001  5. GRADE  12                         (PF8=INDV)
********************************************************************* (CLR=EXIT)

  1. PAY-PLAN            GS               2. OCC-SER              0343
  3. OCC-FUNC-CD                          4. OFF-TLE-PF/CD/SF       0003
  5. OFF-TITLE           PROG ANAL
  6. HQ-FLD-CD           2                7. SUP-CD               8
  8. CLASS-STD-CD                         9. INTERDIS-CD          N
 10. DT-CLASS            02 02 98        11. EARLY-RET-CD         0
 12. INACT/ACT           A               13. DT-ABOL              00 00 00
 14. DT-INACT/REACT      00 00 00        15. AGCY-USE
 16. INTERDIS-SER          0000      0000      0000      0000      0000
                           0000      0000      0000      0000      0000
 17. INTERDIS-PF/CD/SF

 18. PATCO-CD            A               19. PROF-CATEGORY



DC901056 MASTER RECORD FOUND - LAST UPDATE 03/26/10 BY EMPOWHR
```

Figure 21: PM00201M QUERY MASTER RECORD Screen

Figure 22: PM00301M ***QUERY INDIVIDUAL POSITION*** Screen is displayed.

```
PM00301M                 QUERY  INDIVIDUAL POSITION                   XX/XX/XX
                                                                     (PF1=MENU)
 1. FUNCTION Q   2. DEPT-CD/AGCY-BUR-CD  AG  90                      (PF5=HELP)
 3. SON 5317     4. MR-NO W01001  5. GRADE 12  6. IP-NO W0101001     (PF7=MSTR)
*********************************************************************(PF8=NEXT)
 1. FLSA-CD/PAY-TBL   E                2. FIN-DS/PROC-INTG  0  N     (CLR=EXIT)
 3. POS-SCHED                          4. POS-SENS/DRUG-TS  1C  N
 5. COMP-LEV          0086             6. WK-TITLE-CD
 7. WK-TITLE
 8. ORG-STR-CD        90  70  40  0080  15  00  00  00
 9. VAC-REV-CD        0               10. TARGET-GD         12
11. LANG-REQ          ENG             12. PROJ-DTY-IND      N
13. DUTY-STATION      22  1690  071   14. BUS-CD/COPR-ST    2311
15. DT-LST-AUDIT      02 02 98        16. PAS-IND/LEO-IND      N
17. DATE-EST          02 02 98        18. GD-BASIS-IND
19. DT-REQ-REC        00 00 00        20. NTE-DT            00 00 00
21. POS-ST-BUD        Y               22. MT-REV/CL-ACT-CD  31
23. DT-EMP-ASGN       00 00 00        24. DT-ABOL           00 00 00
25. INACT/ACT         A               26. DT-INACT/REACT    00 00 00
27. ACCTG-STAT        0010            28. INT-ASGN-SER
29. AGCY-USE                          30. OBLIG-SSN
31. DT-VACATED        01 03 10        32. INCUMBENT-SSN

DC901043 INDIVIDUAL POSITION FOUND - LAST UPDATE 10/05/09 BY BUSCD
```

Figure 22: PM00301M QUERY INDIVIDUAL POSITION Screen

The selected master record or individual position is displayed as it exists on the PMSO database with the message "*Master Record Found – Last Update xx/xx/xx (date) by xxxxx (userID)* or *Individual Position Found – Last Update xx/xx/xx (date) by xxxxx (userID).*" This message indicates the date of the last update to the master record or individual position and the user ID of the person responsible for the update or auto generated system that created the update (i.e., BEAR action would generate as XXXX).

If the master record or individual position selected is not on the PMSO database, the message "*Master Record Not Found – Check Key Fields or Individual Position Not Found – Check Key Fields"* is displayed. The cursor returns to the **DEPARTMENT CODE** field, and you can select another master record or individual position and press **Enter.**

Additional PMSO navigation information is provided in the table below:

Function Key	Navigation Information
Enter	To query another Individual Position or Master Record or to change the applicable key fields.
PF9	To display the ***QUERY INDIVIDUAL POSITION*** screen or the ***QUERY MASTER RECORD*** screen.
PF8	To scroll forward through the ***INDIVIDUAL POSITION*** or ***MASTER RECORD*** screens.
PF7	To display the ***QUERY INDIVIDUAL POSITION*** or the ***QUERY MASTER RECORD*** screen.

Help Screens

Help screens are available for completing the key fields and other fields displayed on the screen. Help screens display a list of valid codes and/or a narrative description for each field.

- To obtain a help screen at any function screen except the query function, position the cursor on the field in question and press **F5**. The applicable help screen is displayed.
- Press **Enter** to return to the previous screen. Help screens are also available through the Help Master Record (HM) or Help Individual Position (HI) option at the PMSO menu.

For additional information, please refer to the PMSO Procedure Manual: https://www.nfc.usda.gov/publications/PMSO/pmso.pdf

3.5. Table Management (TMGT)

Lesson Overview

This lesson focuses on navigating through TMGT and reviewing the relevant processing tables for *EmpowHR.*

Lesson Objectives

By the end of this lesson, you will be able to:

- Navigate in TMGT
- Access the appropriate processing tables

TMGT is a menu-driven database management system which provides direct access to table records and contains selected data elements from the payroll/personnel, financial, and administrative systems. TMGT contains tables of data that are commonly used throughout multiple personnel, payroll and financial systems such as POI's organizational structures. TMGT consists of 112 table options. Each table is identified by a 3-digit numeric code 001 – 128.

TMGT allows authorized users to:

- View and update records
- Request reports
- View documentation data for various tables used in application programs

TMGT maintains an active file which includes all active and deleted records. Certain tables maintain a history file, which includes at least one inactive record. Records are identified as (1) active, (2) history, or (3) deleted within each table. Additionally, the records list the user ID and the date changed.

> **NOTE:** Key data elements are identified on the screens with an asterisk (*) and are used to access table records. The number of data elements in a record and the table record format are based on the requirements for the specified table.

TMGT is updated when an authorized user creates or edits this information.

TMGT: Menu and Navigation

Figure 23: TM0010 ***TABLE MANAGEMENT SYSTEM Menu*** Screen is displayed.

```
TM000I0             UNITED STATES DEPARTMENT OF AGRICULTURE              XX/XX/XX
                     OFFICE OF THE CHIEF FINANCIAL OFFICER          PAGE: 000001
                           NATIONAL FINANCE CENTER

   TABLE MANAGEMENT SYSTEM - (I)NQUIRY, (U)PDATE, (R)EPORT, (D)OCUMENTATION

           NUMBER    DESCRIPTION
           ------    ---------------------------------------------------
           001       PERSONNEL OFFICE IDENTIFIER NAME AND ADDRESS
           002       ACCOUNTING STATION NAME AND ADDRESS
           003       T & A CONTACT POINT NAME AND ADDRESS
           004       DESIGNATED AGENT
           005       AGENCY ORGANIZATIONAL STRUCTURE
           006       CFC PAYEE ADDRESS
           007       CITY TAX, CITY NAME AND ADDRESS
           008       COUNTY TAX, COUNTY NAME AND ADDRESS
           009       STATE TAX NAME AND ADDRESS
           010       UNION AND ASSOCIATION CODE ADDRESS

            ENTER FUNCTION AND TABLE NUMBER          AND PRESS ENTER
                           FOR AUTHORIZED USE ONLY


CLEAR = EXIT   PF5 = HELP   PF7 = BACKWARD   PF8 = FORWARD   ENTER = PROCESS
```

Figure 23: TM0010 TABLE MANAGEMENT SYSTEM Menu Screen

The following table includes descriptions of functions within TMGT that may be used to obtain table data:

Function	Description
(I)nquiry	Used to view active, historical, or deleted records.
(U)pdate	Used to add, modify, delete, or reactivate a record.
(R)eport	Used to retrieve payroll/personnel data elements for processing personnel actions and to request ad-hoc reports.
(D)ocumentation	Used to retrieve pertinent individual table screen information. This screen lists the table number, name, record count, purpose, and description of the table's data.

The following function keys are used to navigate in TMGT:

Function Key	Description
PF1	Returns you to the first screen of the TMGT Menu.
PF2	Allows you to directly access the Documentation option.
PF3	Allows you to directly access the Reports option.
PF4	Allows you to directly access the Update option.
PF7	Brings you back respectively, from one current record to another or from one History record to another.
PF8	Brings you forward respectively, from one current record to another or from one History record to another.
PF9	Accesses the first history record for the key data elements displayed. History records attached to a particular current table record are numbered separately beginning with 000001.
PF10	Takes you to screen two, and then to screen three which displays rates for specific agencies.
PF12	Allows you to access a particular page of the table.

Follow the below steps to access information from a particular TMGT table:

Step	Action
1.	Enter the desired Function Code and Table Number in the **ENTER FUNCTION AND TABLE NUMBER** field.
2.	Press **Enter**.

Inquiry Function

As in Figure 24: TM01210 ***HEALTH BENEFITS RATES*** Screen, the inquiry function is used to view active, history, or deleted records. This function is the most commonly used for researching data for *EmpowHR* transactions.

To access the inquiry function:

Step	Action
1.	Enter "**I**" immediately followed by the **3-digit table number** in the **ENTER FUNCTION AND TABLE NUMBER** field.
2.	Press **Enter**. The specified ***Inquiry*** page displays.

.

For example, Figure 24: TM01210 ***HEALTH BENEFITS RATES*** Screen was displayed using the "**I012**" code initially. It shows the current record with rates effective 01/13/13 – 01/11/14.

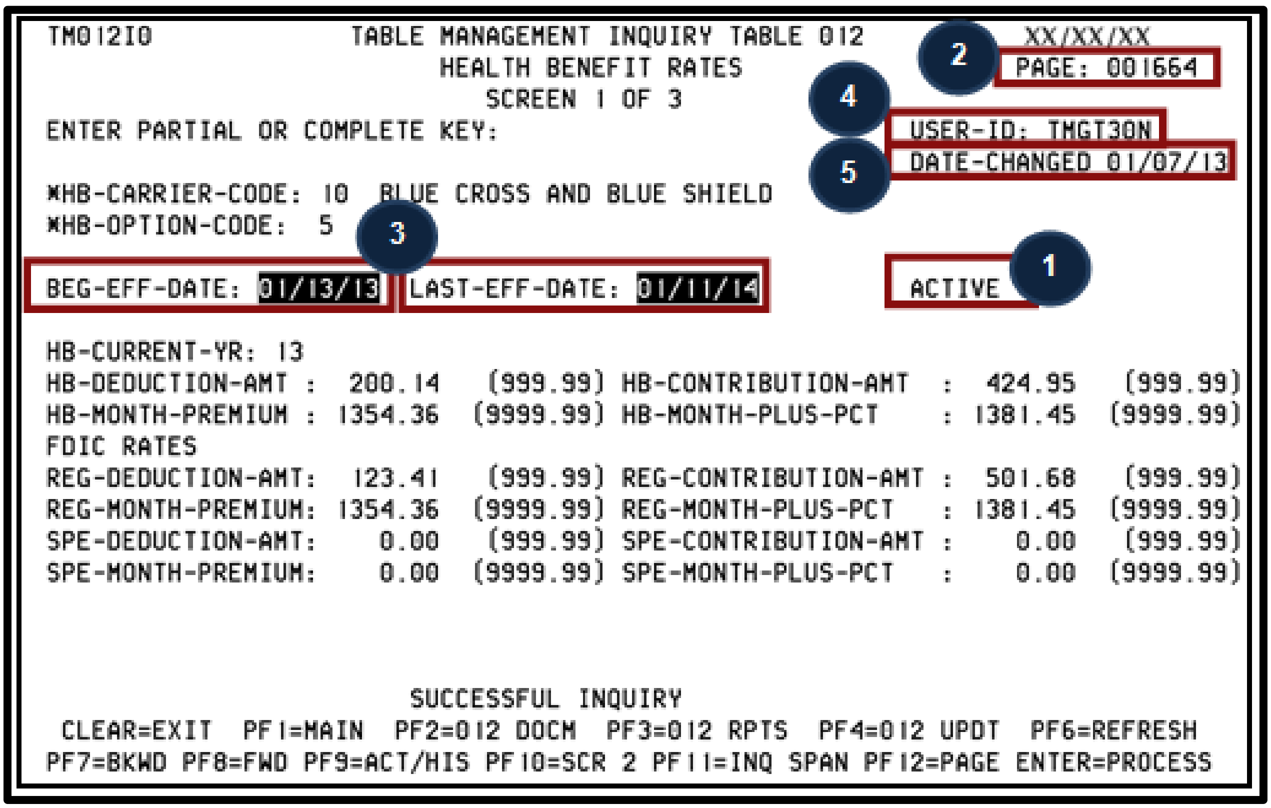


Figure 24: TM01210 HEALTH BENEFITS RATES Screen

1. The record is identified as **ACTIVE**, **HISTORY**, or **DELETED** on the right side of the screen when the applicable data is displayed.
2. The element **PAGE** specifies what page the current record is found within the entire table.

3. The **BEG-EFF-DATE** and **LAST-EFF-DATE** fields indicate the period of time during which the values shown on a particular table are on/were valid. When data entered on a personnel action or a payroll document is edited by PINE against a particular table, that data must be valid according to these dates for the effective date of the action. When the TIME, PAYE and ADJP jobs run, data processed that must be validated against a particular table, must be valid for the inclusive dates of the pay period being processed.
4. The **USER-ID** field identifies the person who established or last changed the record
5. The **DATE-CHANGED** field indicates when the record was established or last changed

Report Function

The report function is used to produce hardcopy versions of tables for Agency reference or to produce labels of selected tables for mailing purposes. When producing hard copy tables, you have the option of printing:

- Only active records
- Only historical records
- Both active and historical records

To access the report function:

Step	Action
1.	Enter “**R**” immediately followed by the **3-digit table number** in the **ENTER FUNCTION AND TABLE NUMBER** field.
2.	Press **Enter**. The specific ***Report*** page displays.

For example, Figure 25: TM012R0 ***HEALTH BENEFITS RATES*** Screen was displayed using the “**R012**” code initially.

```
TM012R0              TABLE MANAGEMENT REPORTS TABLE 012              XX/XX/XX
                           HEALTH BENEFIT RATES

  ENTER DATA FOR REPORT REQUESTED:

         FROM      * HB-CARRIER-CODE:          * HB-OPTION-CODE:

         TO        * HB-CARRIER-CODE:          * HB-OPTION-CODE:

        SELECT TYPE OF REPORT:

           PRINT ACTIVE
           PRINT HISTORY
           PRINT ALL


  VIEW REPORT BEFORE PRINTING?  N   (DEFAULT IS N)

  ROUTING INFORMATION: NAME                         REMOTE ID


                         ENTER DATA AND PRESS "ENTER" TO PROCESS
  CLEAR=EXIT      PF1=MAIN      PF2=012 DOCM      PF4=012 INQY      PF6=REFRESH
                                ENTER=PROCESS
```

Figure 25: TM012R0 HEALTH BENEFITS RATES Screen

Print Report

You have the option of viewing the report before it is printed using the Interactive System Productivity Facility (ISPF). The person to whom the report is to be sent as well as the REMOTE ID number for the printer is required to do so.

Follow the below steps to print using ISPF:

Step	Action
1.	Enter the HB-Carrier Code, HB-Option Code in the **FROM** field.
2.	Enter the HB-Carrier Code, HB- Option Code in the **TO** field.
3.	Enter “**X”** next to the type of Report (Active, History, or All) you wish to select.

Step	Action
4.	Press **Enter**. The Report prints.

Documentation Function

The documentation function is used to list the table number, name, purpose, and a description of a table's data elements.

Follow the below steps to access the documentation function:

Step	Action
1.	Enter "**D**" immediately followed by the **3-digit table number** in the **ENTER FUNCTION AND TABLE NUMBER** field.
2.	Press **Enter**. The specific ***Documentation*** screen displays.

For example, Figure 26: TM011D0 ***HEALTH BENEFIT CARRIER NAME AND ADDRESS*** Screen was displayed using the "**D011**" code initially.

```
TM011D0              TABLE MANAGEMENT DOCUMENTATION TABLE 011            XX/XX/XX
                     HEALTH BENEFIT CARRIER NAME AND ADDRESS          PAGE: 000001


*******************************************************************************
                         TABLE MANAGEMENT ENTRY FORM
*******************************************************************************
TABLE NO : 011  TABLE NAME  HEALTH BENEFIT CARRIER NAME AND ADDRESS
PURPOSE  RETRIEVE NAME AND ADDRESS OF CARRIER FOR VARIOUS REPORTS AND RETRIEVE
         ALL THE ACTIVE NAME AND ADDRESSES FOR REPORTS

*******************************************************************************
DESCRIPTION OF TABLE  EACH RECORD CONTAINS THE NAME AND ADDRESS OF HEALTH
                      BENEFIT CARRIER






   CLEAR=EXIT          PF1=MAIN          PF3=011 RPTS          PF4=011 INQY
                       PF8=FORWARD
```

Figure 26: TM011D0 HEALTH BENEFIT CARRIER NAME AND ADDRESS Screen

Individual Tables

The table blow outlines each of the 14 most important TMGT tables for processing in *EmpowHR*. The table provides a description of each. Additionally, the table provides more context about the key validation fields and processing tips.

Table	Description	Processing Tips
005	<u>Agency Organizational Structure:</u> Contains organizational structures and agency/bureau codes with the corresponding description of all active organizational structure levels and agency/bureau codes for reports. Used by Position Management and PINE to validate eight levels of organizational structure and agency/bureau codes.	Contains an Employee Express Indicator that identifies those Agencies/Departments participating in OPM’s Employee Express Programs.

Table	Description	Processing Tips
016	Geographical Location Codes with Names: Contains records of state/country, city, and county codes as found in GSA's Worldwide Geographic Location Codes Handbook.	Validates addresses entered in *EmpowHR*, the entry of a DUTY-STATION in Position Management, and other tables which contain these codes; i.e. TM007, City Tax, City Name and Address; TM008, County Tax, County Name and Address; TM027, COLA-Post Differential Codes; TM026, Standard Metropolitan Statistical Areas.
029	Pay Table Rates: Contains salary rates for each pay plan, grade, and step. Used to compute pay for all employees, including those in occupational special pay areas. Used by PINE to validate salaries entered on personnel actions and to generate geographic pay.	Annual and Hourly Rate by Steps, Beg-Eff-Date, Last-Eff-Date.
030	Payroll Constants: Contains the payroll data elements established by law and regulation used to compute an employee's pay.	Press **Enter** to populate the fields. Max-Annual-Pay, Min-Wage-Amt, Apt-Ltm-Hrs-Tot, Ret-Rate-7, Oasdi-Percent, Ag-Cont-Pct-Ret, Fefli-Max-Cover.
031	Special Pay Converters: Contains occupational special pay area codes used to compute special pay rates for all employees in special pay areas, except Federal Wage System (FWS) employees.	Occ-Series-Code, Duty-Station-Cnty-Code, Occ-Special-Pay-Area, Duty-Station-State-Code, Duty-Station-City-Code.

Table	Description	Processing Tips
033	Wage Board Pay Converters: Contains occupational special pay area codes used to compute special pay rates for Federal Wage System (FWS) employees.	Occ-Special-Pay-Area, Occ-Special-Pay-Area-Name
052	Remarks Code And Descriptions: Contains a remarks code and alpha description used for processing personnel actions.	Agencies can query Table 052 data, view documentation data, and generate reports. Update authority is limited to authorized NFC personnel only.
061	Nature of Action Conversion: Contains the nature of action conversion table for alpha descriptions, first authority and second authority codes.	Description is represented by the 3-digit nature of action code (NOAC). Authority code is a law, executive order, rule, regulation or other basis that authorizes the appointing official to effect a personnel action on an employee.
062	3-Digit Nature of Action: Contains NOACs and descriptions used to denote the specific personnel action for creating or changing a personnel record.	Nat-Act-Ist-3-Pos.
063	Department/Agency/Bureau Contact: Contains the names of agency personnel who are authorized to contact NFC about payroll/personnel matters.	Must list individuals placing telephone inquiries to the NFC Contact Center in order for information to be released.
074	Official Position Title: Contains the Official Position Title information.	Occ-series Code, Official Title Code, Position Official Title.
091	OPM NOA Legal Authorities: Contains the Nature of Action legal authorities used for processing personnel actions as determined by OPM.	OPM-Other-Legal-Auth, Auth-Action-Code, Position-Status-CSC.

Table	Description	Processing Tips
100 –	PACT Data Element Description: Contains the alpha descriptions, attributes, and lengths for the data elements used in the Payroll/Personnel System.	Long-Name, SSNO Short-Name, Attribute, Length, Decimal.
101	PACT Screen Elements (1): Used with Table 100 and identifies the required, optional, and system generated elements for NOACs.	Blank – Values for a new personnel action. 2 – Values for an official correction in History Override. 3 – Values for an official cancellation in History Override.

For additional information, please refer to the TMGT Procedure Manual: https://www.nfc.usda.gov/publications/TMGT/TMGT.pdf

3.6. **Chapter Review**

Knowledge Check

1. Describe IRIS, PINQ, PMSO, and TMGT and the purpose of each system as they relate to *EmpowHR.*

____

____

____

2. Successfully sign in to IRIS, and then navigate to PMSO using the shortcut discussed in the chapter. Finally, sign out of the system to demonstrate that you know how to move between the systems without error.

Chapter Summary

Having completed this chapter, you are now able to:

- Describe the relationship between IRIS, PINQ, PMSO, and TMGT with *EmpowHR*
- Navigate and research within IRIS, PINQ, PMSO, and TMGT successfully

4.0. *EmpowHR* Navigation

4.1. Chapter Overview

This chapter focuses on how to access *EmpowHR*, use the navigation menu and its options, and introduces how to utilize the navigation tips.

Chapter Objectives

By the end of this chapter, you will be able to:

- Access *EmpowHR*
- Navigate menu options within *EmpowHR*
- Utilize the navigation tips to process in *EmpowHR* proficiently

4.2. Accessing *EmpowHR* Overview

Lesson Overview

This lesson focuses on how to access *EmpowHR* by signing in and signing out using the appropriate links.

Lesson Objectives

By the end of this lesson, you will be able to:

- Access *EmpowHR*

EmpowHR is a secure web-based application and can be accessed through any Web browser. You need a User ID and password to access the system. For security purposes, *EmpowHR* automatically signs you off after a defined period of inactivity.

Signing In

EmpowHR is a Web-based application. You access *EmpowHR* through a Web portal.

Step	Action
1.	Open a Web browser.
2.	Enter "*www.nfc.usda.gov*" in the Web browser navigation bar to access the ***NFC Home*** page.
3.	Press **Enter**. The ***NFC Home*** page displays.

Figure 27: NFC Home Page

Step	Action
4.	Click on the ***EmpowHR* (All Others)** link under APPLICATION LAUNCHPAD. The ***EmpowHR*** page displays.

Figure 28: EmpowHR Page

Step	Action
5.	Click **I AGREE to the above** after reading the disclaimer to access the system. The ***Sign In*** page displays.

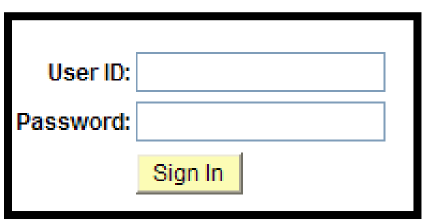


Figure 29: Sign In Page

Step	Action
6.	Enter your User ID in the **User ID** field.
7.	Enter your password in the **Password** field.
8.	Click **Sign In**.

Changing a Password

Once you initially sign in, you are automatically required to change your password. You also have the ability to change your password as needed by using the Change My Password component on the main menu. Follow the steps below to change your password.

Step	Action
1.	Click **Change My Password** from the Menu Group.

Figure 30: Change My Password Link

Step	Action
2.	The ***Change Password*** page displays.

Figure 31: Change Password Page

Step	Action
3.	Enter current password in the ***Current Password** field.
4.	Enter new password in the ***New Password** field.
5.	Enter new password in the ***Confirm Password** field.
6.	Click **Change Password.** The password has been changed successfully.

Signing Out

To sign out of *EmpowHR*, follow the step below:

Step	Action
1.	Click the **Sign out** link on the navigation bar.

Figure 32: Sign Out Link

4.3. Using the Menu

Lesson Overview

This lesson focuses on how to navigate within *EmpowHR* using the menu options, such as using the Favorites feature, account management tools, and utilizing the search features.

Lesson Objectives

By the end of this lesson, you will be able to:

- Navigate menu options within *EmpowHR*

EmpowHR Main Menu

Figure 33: ***EmpowHR Main Menu*** page is discussed in greater detail following the figure.

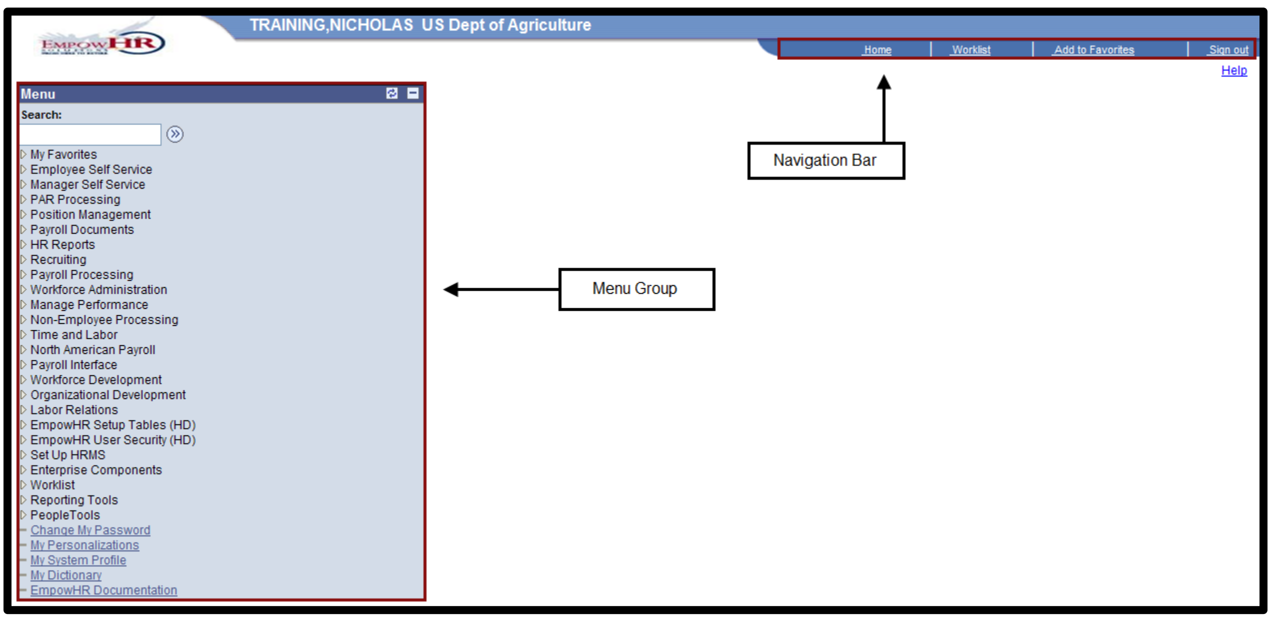


Figure 33: EmpowHR Main Menu

Using the Menu Group

On the left side of the page is the menu group of functions in *EmpowHR.* The menu group, Figure 34: EmpowHR Menu Group, displays functions available based on the roles assigned by the Agency's security officer. This menu group displays a hierarchical view of the application menu.

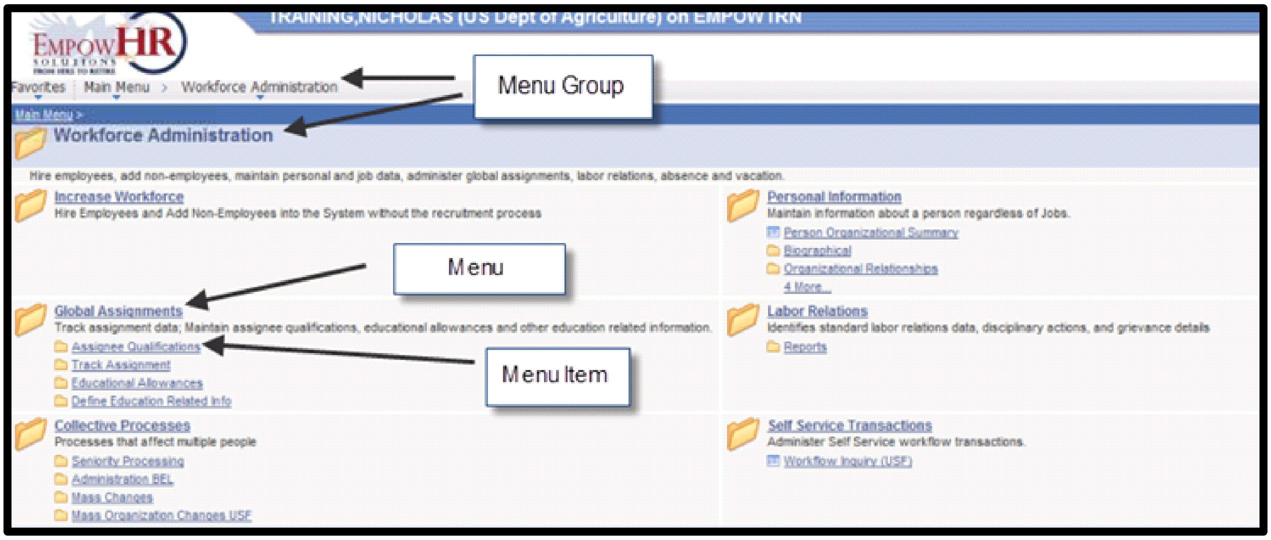


Figure 34: EmpowHR Menu Group

The table below describes the level of information in the menu group.

Name	Description
Menu Group	First level of a menu contains the main functions.
Menu	Second level contains menu options within each function.
Menu Item	Third level of a menu contains a list of items to access.
Components	Fourth level on a menu contains a group of related components within each menu item.

Using the Navigation Bar

The navigation bar, Figure 35: EmpowHR Navigation Bar, displays in the upper right of every page in *EmpowHR*. It remains static as you navigate through *EmpowHR*.

Figure 35: EmpowHR Navigation Bar

The following table outlines the descriptions for each of the *EmpowHR* navigation bar options.

Name	Description
Home	Navigates back to the menu displayed at sign in.
Worklist	Displays items needing completion, correction, or verification. Each user has an individual Worklist.
Add to Favorites	Saves frequently visited pages within *EmpowHR*.
Sign out	Exits *EmpowHR.*

My Favorites

Using My Favorites from the navigation bar is helpful when you use pages frequently for quick access. Adding a page to My Favorites allows direct navigation to that page within *EmpowHR*.

Follow the steps below to add a favorite page:

Step	Action
1.	Click the **Add to Favorites** link on the navigation bar. The ***Add to Favorites*** page displays.

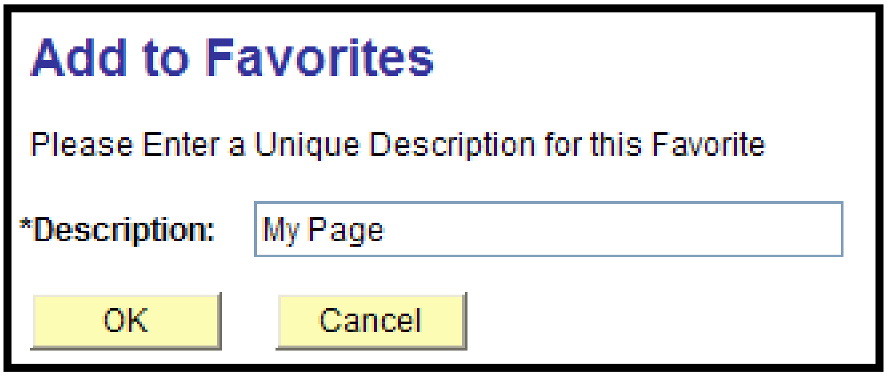


Figure 36: Add to Favorites Page

Step	Action
2.	Enter a description of the page in the ****Description**** field.
3.	Click **OK**. The page selected is now added to My Favorites.

Additional Navigation Bar Features

The table below outlines the descriptions for the additional navigation bar features.

Name	Description
New Window	Opens multiple instances of *EmpowHR*. A duplicate page, called a child window, opens. This can be useful when working on multiple functions at once. When the duplicate page is opened, it is completely independent and allows navigation to any area of *EmpowHR*.
Help	Links to procedure documentation.
http Icon	Clicking this icon allows you to copy the complete address (URL) of the current page to the clipboard.

Using Search Feature

Records in *EmpowHR* are associated with a particular key such as an employee identification number (EmplID) or a position number. When accessing a component, *EmpowHR* displays a ***Search*** page to enable you to enter the criteria to identify the record.

There are two types of ***Search*** pages: Basic and Advanced.

To access the basic search, follow the steps below:

Step	Action
1.	Click the **search icon** from the *EmpowHR* Menu Group or search a keyword in the **Search** field.

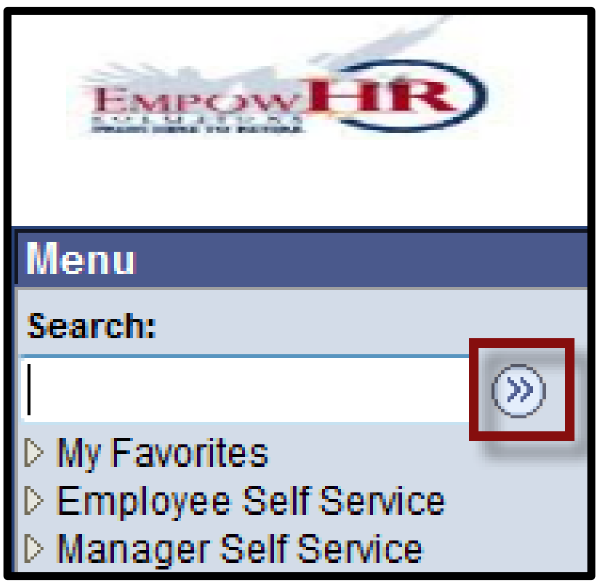


Figure 37: Search Field Page

Step	Action
2.	The ***Search*** page displays.

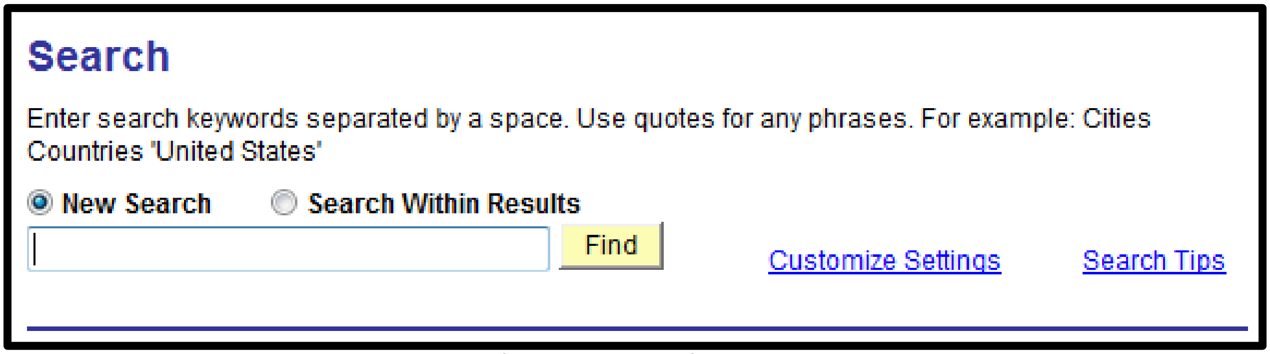


Figure 38: Search Page

NOTE: Partial Search allows entry of partial values to perform a search. For example, you could search for only the last name “Smith” in the search feature, and the search would produce all results for “Smith”. However, it is recommended not to do so since a partial search yields a high number of results. Additionally, you should note that search results are limited to 300 records.

Advanced Search

When a component is selected, as seen in

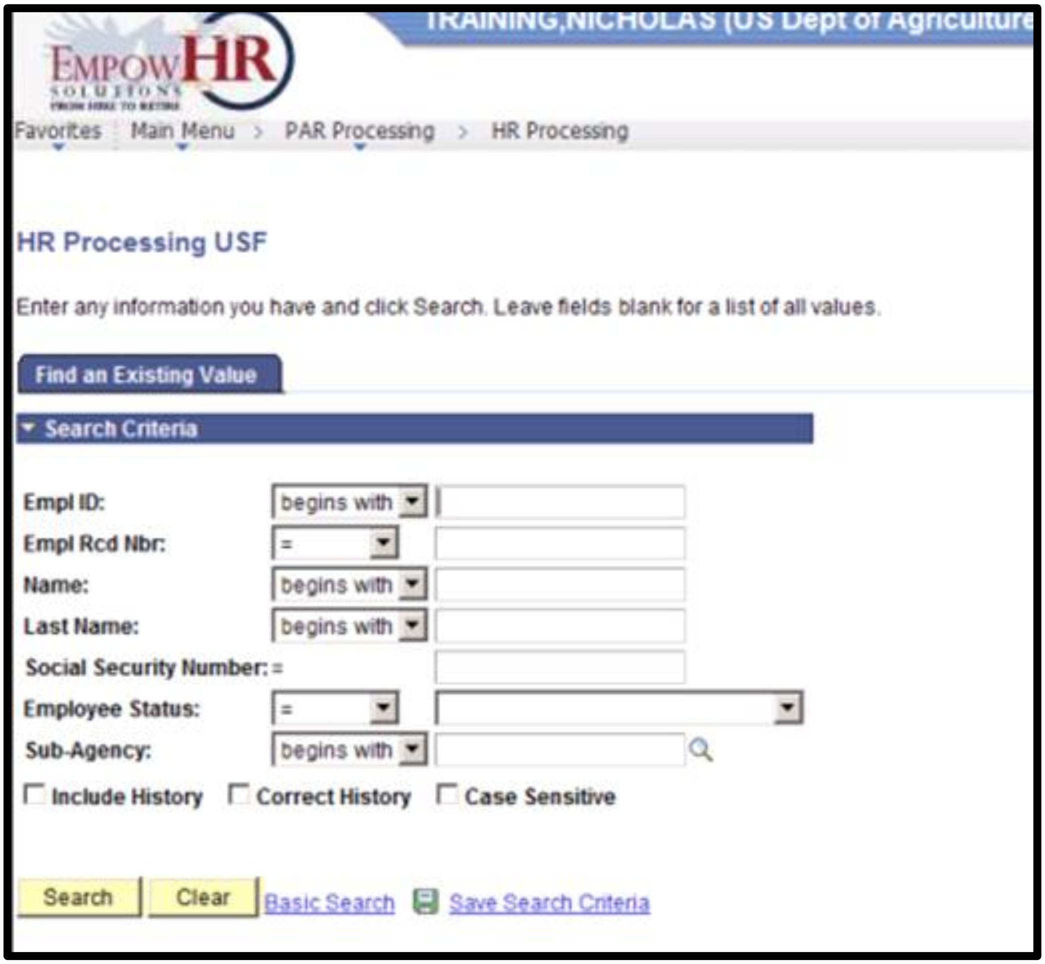


Figure 39***:*** ***Advanced*** Search Page, the system often displays a ***Find an Existing Value*** page used to perform an advanced search. Additional fields may display on the page, dependent upon the type of search. The ***Advanced Search*** page enables multiple field searches and searches using operators, which are explained next.

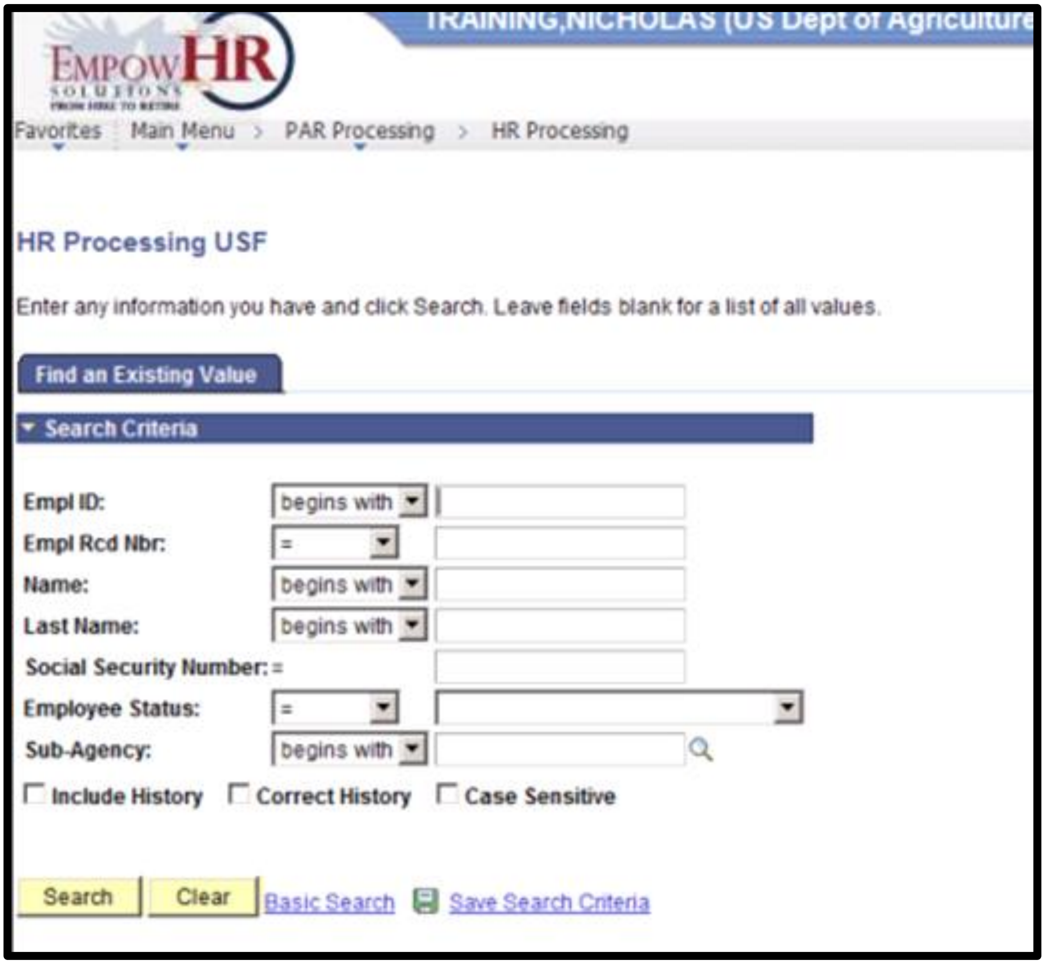


Figure 39: Advanced Search Page

Operators	Definition
begins with	The data starts with a specific character or characters.
contains	The data contains specific characters.
=	The data is equal to.
not=	The data is not equal to.
<	The data is less than.
<=	The data is less than or equal to.
>	The data is greater than.

>=	The data is greater than or equal to.
between	The data is within a range of two values.
in	The data is within a field.

NOTE: In some components, there are thousands of records; therefore to narrow the search results and minimize the search time, enter in as much criteria as possible.

Enter all known criteria using the operators listed in the table below to narrow your search results.

Advanced Search - Wildcards

When performing an inquiry, you can utilize wildcards in many of the fields. Wildcards allow a broad search of many different data combinations when you do not know a complete value or is unsure of how to spell something.

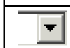
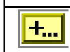
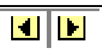
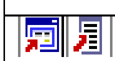
Wildcards cannot be used in every instance or in every application. For example, wildcards are not viable in date fields, nor can wildcards be used on Social Security fields.

The table below defines and provides examples for wildcards you can use as an advanced search feature:

Wildcard	Definition	Example
% (percent sign)	Match one or more characters.	**S%N** - Returns any name that begins with the letter S and ends with the letter N.
_ (underscore)	Match any single character.	**_man** - Returns all names ending in "man".
		%man% - You can combine wildcards. This example returns any name that contains "man". For example, "Manuel", "Sandmanson", or "Hillman".

Common Page Elements

The elements in the table below are additional icons and links you may see when navigating in *EmpowHR*.

Icon or Link	Definition
	Add a Row/Delete a Row
	Drop-down list
	Add Multiple Rows
	Calendar
	Checkbox
*	Indicates A Required Field (Next to Field Name)
	Previous Record/Next Record
	Look Up
Previous in List	Previous Record In List
Next in List	Next Record In List
Refresh	Refreshes Page (Calculates Formulas/Values)
	Drill Down To Detail (May result in a New Window)
<u>**New Window**</u>	Link that displays a new window
Save	Save Record
Return to Search	Returns to Previous Search Page
Update/Display	Allows For Recall of Existing Record For Revision or Review
Next tab	Navigates to Next Tab in Component
Include History	Includes History with Effective Date information
Previous tab	Returns to Previous tab
Correct History	Allows correction of information on record.
Notify	Sends E-mail Notification

EmpowHR Fields

On pages in *EmpowHR*, there are fields that are colored either: (1) yellow with an asterisk, (2) lavender, or (3) white with an asterisk. These fields indicate the following:

Color/Symbol	Reason
Yellow (Asterisk*)	A required NFC field. The action does not “Save” if the required information is missing. Information in yellow will edit against PINE.
White (Asterisk*)	A required PeopleSoft field. Must include this field information or the information will not update in *EmpowHR.*
Lavender	An optional field. Information in lavender edits against PINE but will not flow to the database. Instead, it stays in *EmpowHR*.
White (Asterisk*)	A required PeopleSoft field. Must include this field information or the information will not update in *EmpowHR*.

NOTE: Some Agencies may have additional Required Fields that will need to be completed (i.e., Reports To).

4.4. Chapter Review

Knowledge Check

1. What are two examples of how to use a wildcard when performing an Advanced Search?
    1. ______________________________
    2. ______________________________
2. What are the four levels used to navigate through the *EmpowHR* menu?
    1. ______________________________
    2. ______________________________
    3. ______________________________
    4. ______________________________

Chapter Summary

Having completed this chapter, you are now able to:

- Access *EmpowHR*
- Navigate menu options within *EmpowHR*
- Utilize the navigation tips to process in *EmpowHR* proficiently

5.0. Position Management

5.1. Chapter Overview

This chapter focuses on the Position Management component of *EmpowHR* and its relationship with PPS. Additionally, this chapter describes how to navigate and research in PMSO.

Chapter Objectives

By the end of this chapter, you will be able to:

- Describe the purpose of the Position Management component
- Describe the relationship between Position Management and PMSO
- Create a job code
- Modify a Job Code
- Describe the purpose of creating a position
- Create a new position
- Copy a position
- Modify an existing position
- Create multiple positions

5.2. **Position Management Overview**

Lesson Overview

This lesson focuses on the purpose and functionality of Position Management, as well as its relationship with PPS.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the purpose of Position Management and the role it plays to process personnel actions accurately
- Describe the relationship between Position Management and PPS

Position Management is a component in *EmpowHR* for the creation, maintenance and history of job code and position data. The data entered into *EmpowHR* creates the official master record and individual position records in PMSO. You are able to use and maintain position information in *EmpowHR* through Position Management.

Within *EmpowHR*, Position Management enables you to input and maintain position description data in PPS basic data, such as occupational series and official position title code, are entered to create a job code and the job code is used to create one or more positions. Every employee and vacant position is assigned a position in *EmpowHR*.

Figure 40: Job Code Overview outlines the process by which positions are created after generating a job code.

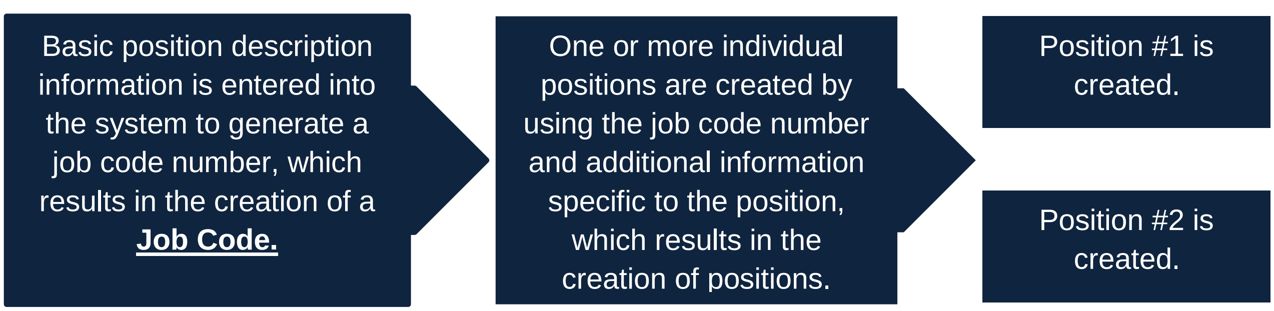


Figure 40: Job Code Overview

Within *EmpowHR*, Position Management enables agencies to research, add, change, inactivate, reactivate, and delete/restore position data to PPS.

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

System Edits

The job codes and positions created contain information that is validated through PINE. The information is exported for review against information stored on the PPS that, once verified, becomes a permanent record in PPS. When job codes and position numbers are created and/or edited, these changes remain in *EmpowHR* as a historical record. When information is successfully processed in *EmpowHR,* it is visible in PMSO.

In PMSO, job codes are identified as master records and positions are identified as Individual Positions. PMSO is the area in PPS that contains the official positions of record that are used in the validation process for all personnel actions.

When an error is identified by the system, a Suspense Inquiry (SINQ) error is created and returned to *EmpowHR* in the import file.

> **IMPORTANT:** All errors must be corrected in *EmpowHR* before the job code or position may effectively be used to process a personnel action.

After the job code or position is corrected in *EmpowHR* and saved, the status changes to **NFC Ready** in Position Management. After the job code or position has applied in Position Management, the information can be queried in PMSO.

5.3. **Job Codes**

Lesson Overview

This lesson focuses on how to use job codes in Position Management.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the purpose of job codes
- Create a job code
- Modify a job code

Job Code Overview

As previously mentioned, a job code record is created in *EmpowHR* by the input of basic data from the position description (usually found on the OF8 or AD332). Job codes are used for grouping similar positions in a logical manner. Additionally, they are created to identify position descriptions. A few things to remember about job codes include:

- A single job code can be used to create one or more positions
- Job codes can cross organizational lines within the same submitting office but cannot cross grade lines
- The job code number is a six-digit number automatically assigned by *EmpowHR* when the job code information is saved

The job code component contains three pages that must be completed or verified before a job code can be created. The first page, Figure 41: **Job Code Profile** Page, contains the job code number and the basic position data required to build the job code record.

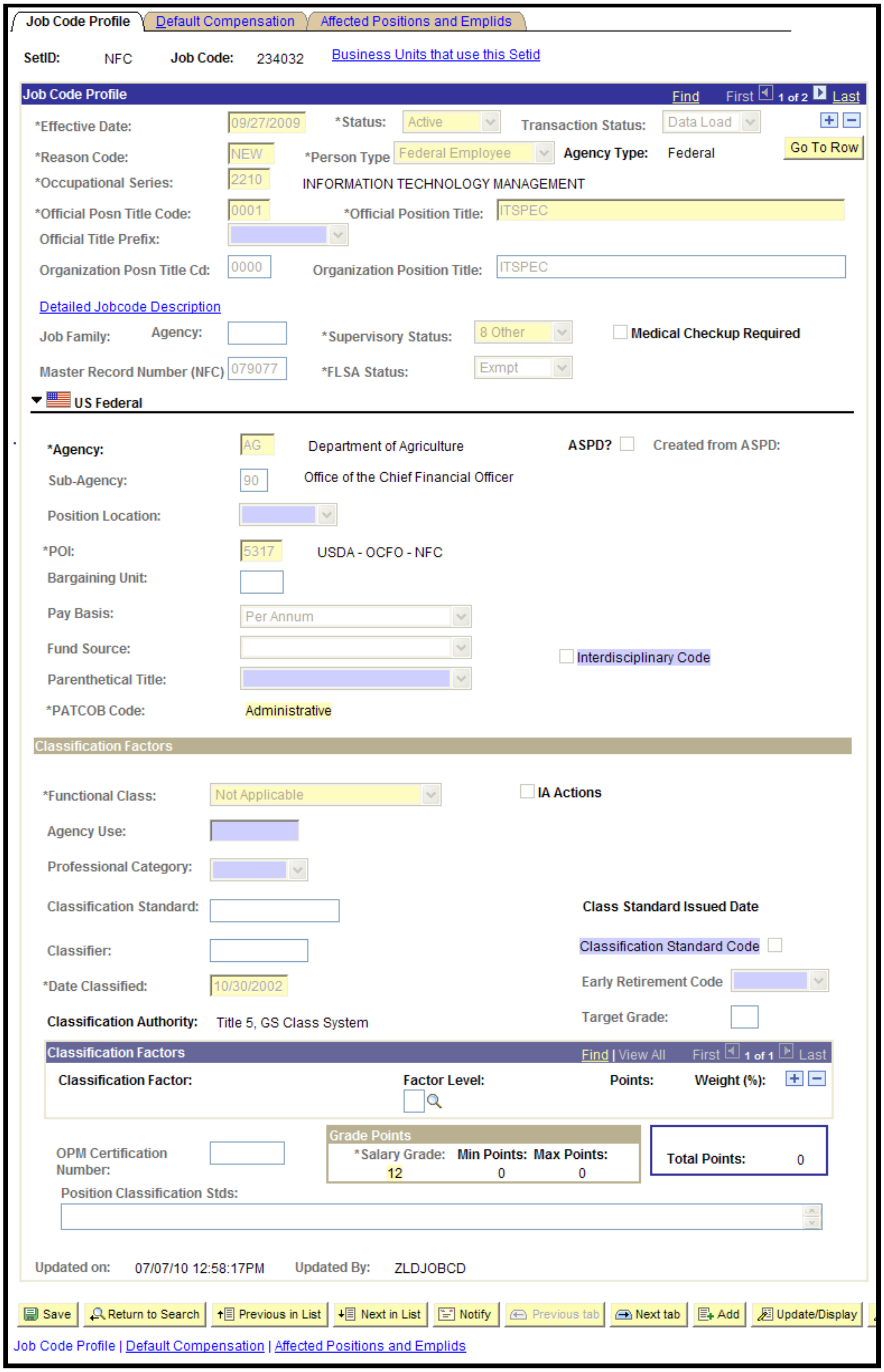


Figure 41: Job Code Profile Page

The following fields are required on the ***Job Code Profile*** page for adding a job code:

Field	Description
Effective Date	Classifies the date on which a table row becomes effective (the date that the job code is available for use in the system). It also determines when the information can be viewed. The job code effective date should always be prior to the effective date of the Personnel action and the position.
Reason Code	Tells the system what job code action you are initiating. Valid values are: • INA – Inactivate an existing job code temporarily • NEW – Create a new job code • REA – Reactivate an inactive job code • UPD – Change the existing job code information
Occupational Series	Designates a grouping of positions similar in work and qualification requirement. A title and a four-digit number designate an Occupational Series. For valid codes, see TMGT Table 018.
Official Position Title Code	Classifies the applicable 4-digit Official Title Code. For valid codes, see TMGT Table 075. Official Titles and Organization Codes can be found in Tables 74 & 76.
Supervisory Status	Denotes the Supervisory Status of the job code. Valid values are: • 2 – Supervisor or manager under the General Schedule Supervisory Guide • 4 – Supervisory Civil Service Reform Act (CSRA) • 5 – Management Official (CSRA) • 6 – Leader under Work Leader Grade Evaluation Guide • 7 – Team Leader for Two-Grade Interval Work • 8 – Other
Functional Class	Denotes the classification for describing certain types of work activities. This field is required on certain series. For more information, see *OPM Introduction to the Position Classification Standards*.

Field	Description
Date Classified	Denotes the date the classification of the position is approved.

The second tab, Figure 42: **Default Compensation** Page, contains a comprehensive breakdown of the job code salary based on the Pay Plan, Salary Plan, and Salary Grade.

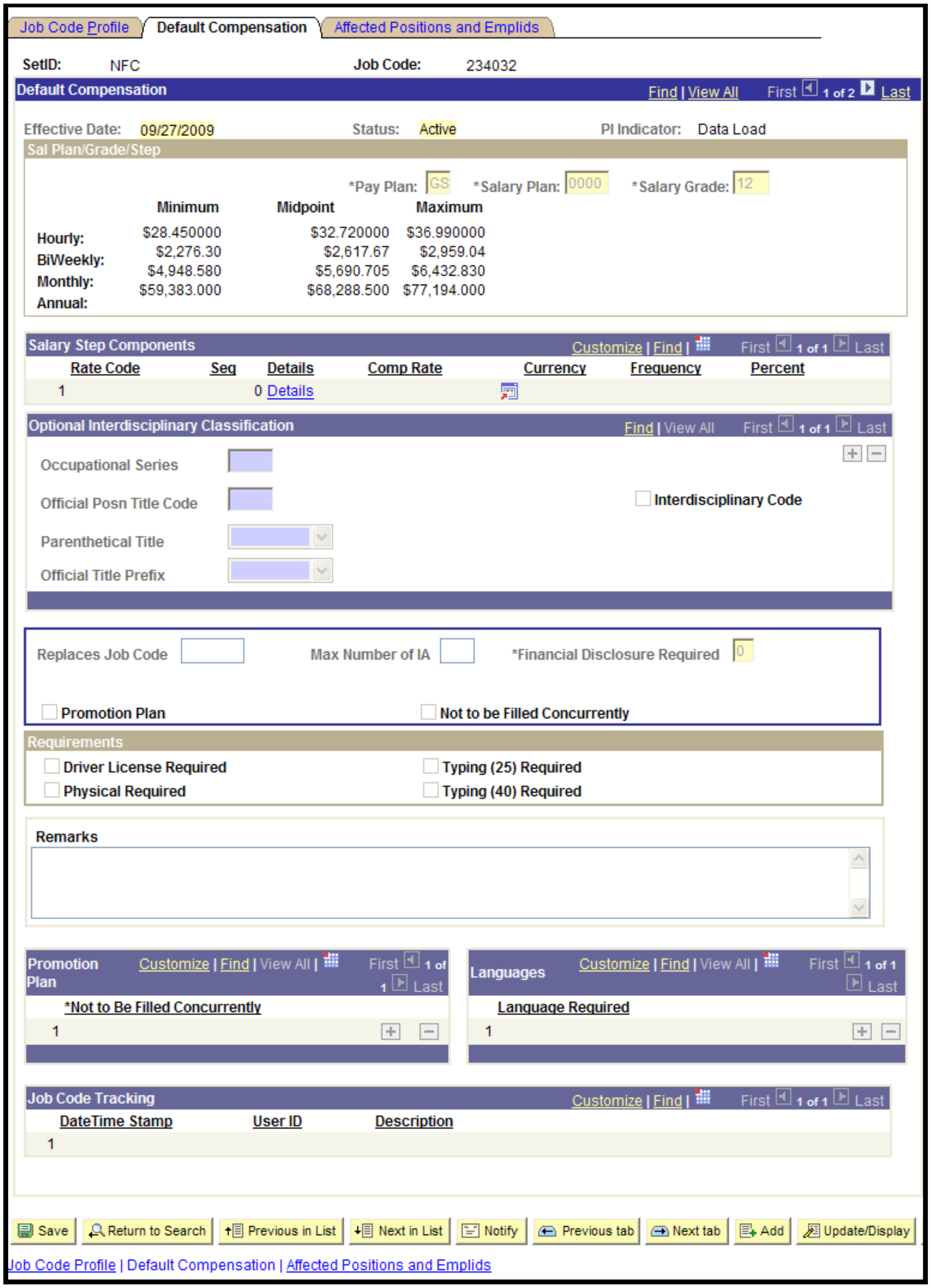


Figure 42: Default Compensation Page

IMPORTANT: You should verify that these fields defaulted correctly from the ***Add a New Record*** page

The third page, Figure 43: ***Affected Positions and Emplids*** Page, displays the job code number and lists any positions associated with this job code, along with the EmplID and name of the employee assigned to the position. As new positions are created using this job code, they become visible on this screen whether encumbered or vacant.

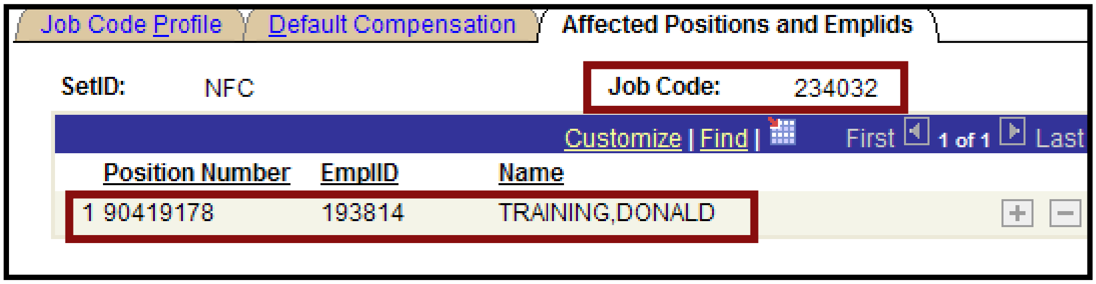


Figure 43: Affected Positions and Emplids Page

> **NOTE:** The **Job Code** field displays as New on each page until the record is saved. Once saved, the job code is created.

Exercise 5.1: Creating a Job Code

Description/Scenario

In this exercise, create a job code for a permanent GS-12, Series 2210, IT Specialist at the USDA NFC facility in Washington, DC effective 06/01/2010. The classification received final approval on 05/25/2010 and has a Salary Administration Table of 0000. This position does not involve any supervisory duties and has an Official Position Title Code of 0004.

Instructions

Follow the steps in the table below to complete Exercise 5.1: Creating a Job Code.

Step	Action	Required Data
1.	Select **Position Management** from the Main Menu.	
2.	Select **Job Codes** from the Position Management Menu Options.	
3.	Click the **Add a New Value** tab. The ***Add a New Value*** page displays.	
4.	Enter the Sub-Agency in the **Sub-Agency** field.	90
5.	Enter the Personnel Office ID in the **Personnel Office ID** field.	5317
6.	Enter the Master Record Number (NFC) field if applicable	
7.	Enter the Salary Administration Plan in the **Salary Administration Plan** field.	0000
8.	Enter the Salary Grade in the **Salary Grade** field.	12
9.	Click **Add**. The ***Job Code Profile*** page displays.	
10.	Enter the Effective Date in the ***Effective Date** field.	06/01/2010
11.	Verify the Status in the *__Status__ field defaulted to Active.	Active

Step	Action	Required Data
12.	Verify the Reason Code in the ***Reason Code** field defaulted to New.	New
13.	Verify the ***Person Type** field defaulted to Federal Employee	Federal Employee
14.	Enter the Occupational Series in the ***Occupational Series** field.	2210
15.	Enter the Official Position Title Code in the ***Official Posn Title Code** field.	0004
16.	Verify the Supervisory Status in the ***Supervisory Status** field.	8 Other
17.	Verify the Agency in the ***Agency** field.	AG
18.	Verify the Sub-Agency in the **Sub-Agency** field.	90
19.	Verify the Personnel Office Indicator in the ***POI** field.	5317
20.	Verify the Functional Class in the ***Functional Class** field.	Not Applicable
21.	Enter the Date Classified in the ***Date Classified** field.	05/25/2010
22.	Click the **Default Compensation** tab. The ***Default Compensation*** page displays.	
23.	Verify the Financial Disclosure field defaulted to 0.	0
24.	Click the **Affected Positions and Emplids** tab. The ***Affected Positions and Emplids*** page displays.	
25.	Click **Save**.	

IMPORTANT: Verify that the Pay Plan, Salary Plan, and Salary Grade fields have defaulted correctly from the ***Add a New Value*** page.

A new job code has been successfully established. The job code number now displays in the Affected Positions and Emplids tab.

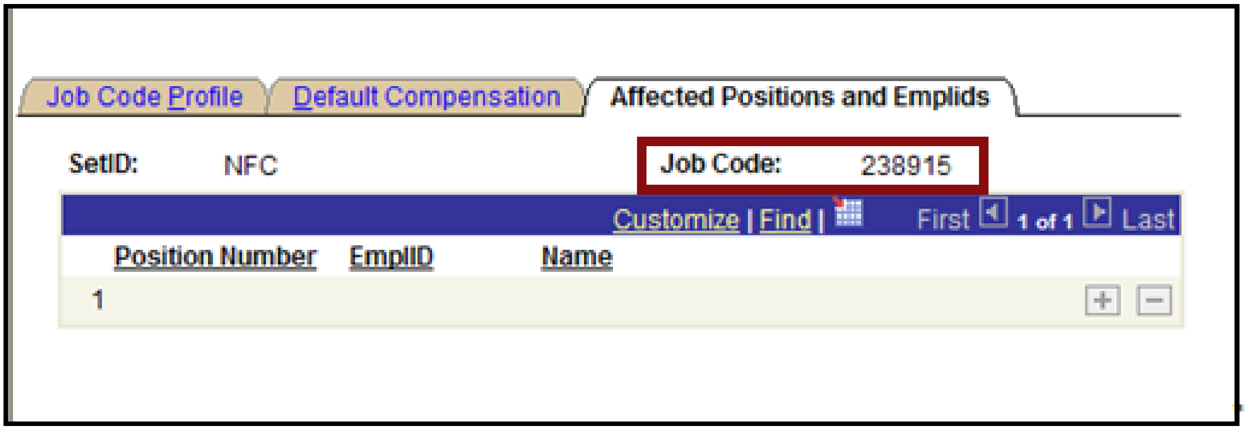


Figure 44: Affected Positions and Emplids Page

The job code number is a unique identifier for this job code record. This number is used to query the job code to make any changes to the record and tie a position to the job code.

Exercise 5.2: Creating a Job Code

Description/Scenario

In this exercise, create a job code for a temporary GS-07, Series 2210, IT Specialist at the USDA NFC facility in Washington, DC effective 06/01/2010. This classification received final approval on 05/20/2010 and has a Salary Administration Table of 0000. This position does not involve any supervisory duties and has an Official Title Code of 0004.

Instructions

Follow the steps in the table below to complete Exercise 5.2: Creating a Job Code.

Step	Action	Required Data
1.	Select **Position Management** from the Main Menu.	
2.	Select **Job Codes** from the Position Management Menu Options.	
3.	Click **Add a New Value**. The ***Add a New Value*** page displays.	
4.	Enter the Sub-Agency in the **Sub-Agency** field.	90
5.	Enter the Personnel Office ID in the **Personnel Office ID** field.	5317
6.	Enter the Salary Administration Plan in the **Salary Administration Plan** field.	0000
7.	Enter the Salary Grade in the **Salary Grade** field.	07
8.	Click **Add**. The ***Job Code Profile*** page displays.	
9.	Enter the Effective Date in the ***Effective Date** field.	06/01/2010
10.	Verify the Status in the ***Status** field defaulted to Active.	Active
11.	Verify the Reason Code in the **Reason Code** field defaulted to New.	New

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

Step	Action	Required Data
12.	Enter the Occupational Series in the ***Occupational Series** field.	2210
13.	Enter the Official Position Title Code in the ***Official Posn Title Code** field.	0004
14.	Verify the Supervisory Status in the ***Supervisory Status** field.	8 Other
15.	Verify the Agency in the ***Agency** field.	AG
16.	Verify the Sub-Agency in the ***Sub-Agency** field.	90
17.	Verify the Personnel Office Indicator in the ***POI** field.	5317
18.	Verify the Functional Class in the ***Functional Class** field.	Not Applicable
19.	Enter the Date Classified in the ***Date Classified** field.	05/25/2010
20.	Enter Salary Grade in the **Grade Points** field	07
21.	Click **Add**.	
22.	Click the **Default Compensation** tab. The ***Default Compensation*** page displays.	

IMPORTANT: Verify that the ***Pay Plan***, ***Salary Plan***, and ***Salary Grade*** fields have defaulted correctly.

Step	Action	Required Data
23.	Click the **Affected Positions and Emplids** tab. The ***Affected Positions and Emplids*** page displays.	
24.	Click **Save**.	Write down the Job Code Number

A new job code has been successfully established. The job code number now displays in Figure 45: **Affected Positions and Emplids** Page.

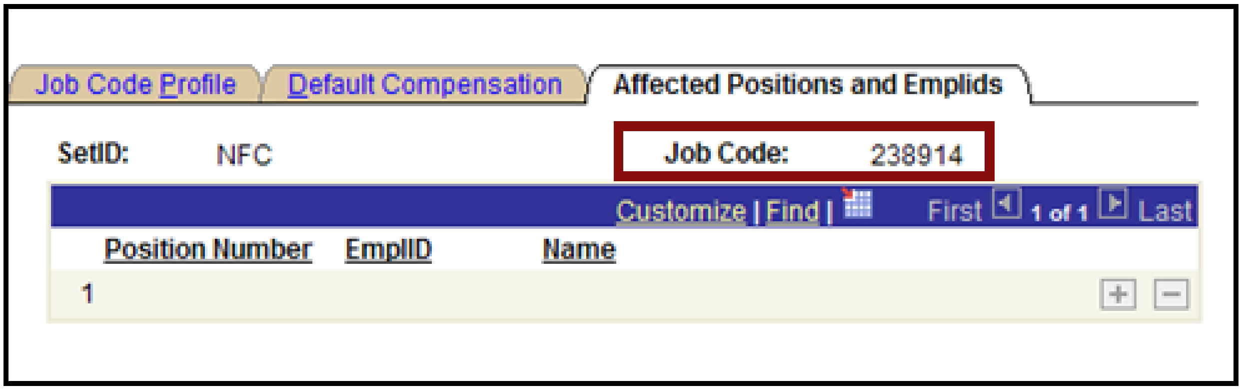


Figure 45: Affected Positions and Emplids Page

5.4. **Modifying a Job Code**

Lesson Overview

This lesson provides instruction to modify job codes in Position Management.

Lesson Objective

By the end of this lesson, you will be able to:

- Explain the purpose of modifying a job code
- Modify a job code

Job code data can be modified by locating an existing job code and clicking the (**+**) icon. A new document or row is created and the previous record is preserved as history. If a data element is modified on the job code, the modification applies to all positions. A PAR is required when any of the following data is changed:

- Occupational Function
- PATCOB Code
- Pay Plan
- Occupational Series
- Supervisory Status

Now that you know how to create a job code, next you need to learn how to modify an existing job code. The Job Code Reason/Status Code Comparison table below describes the different status you are going to see in *EmpowHR*.

Job Code Reason/Status Code Comparison

Reason	Status	Description	Send Data to NFC	Time Limit *PMSO*
INACTIVATE	**INACTIVE**	Inactivates a job code temporarily. Updates the position data in Position Management to inactive and displays the date.	Yes	Each Agency may set to Abolish after a certain time period
NEW	**ACTIVE**	Creates a new job code.	Yes	N/A
REACTIVATE	**ACTIVE**	Reactivates an inactivated job code in the NFC database. **NOTE**: When the job code is abolished, it cannot be reactivated.	Yes	
UPDATE	**ACTIVE**	Updates certain job code information on the database for active job codes.	Yes	N/A
CHANGE	**ACTIVE**	Submits to NFC as a new job code.	Yes	N/A

Follow the below steps to modify a job code:

Step	Action
1.	Select **Position Management** from the Main Menu.
2.	Select **Job Codes** from the Position Management Menu Options. The ***Find an Existing Value*** page displays.

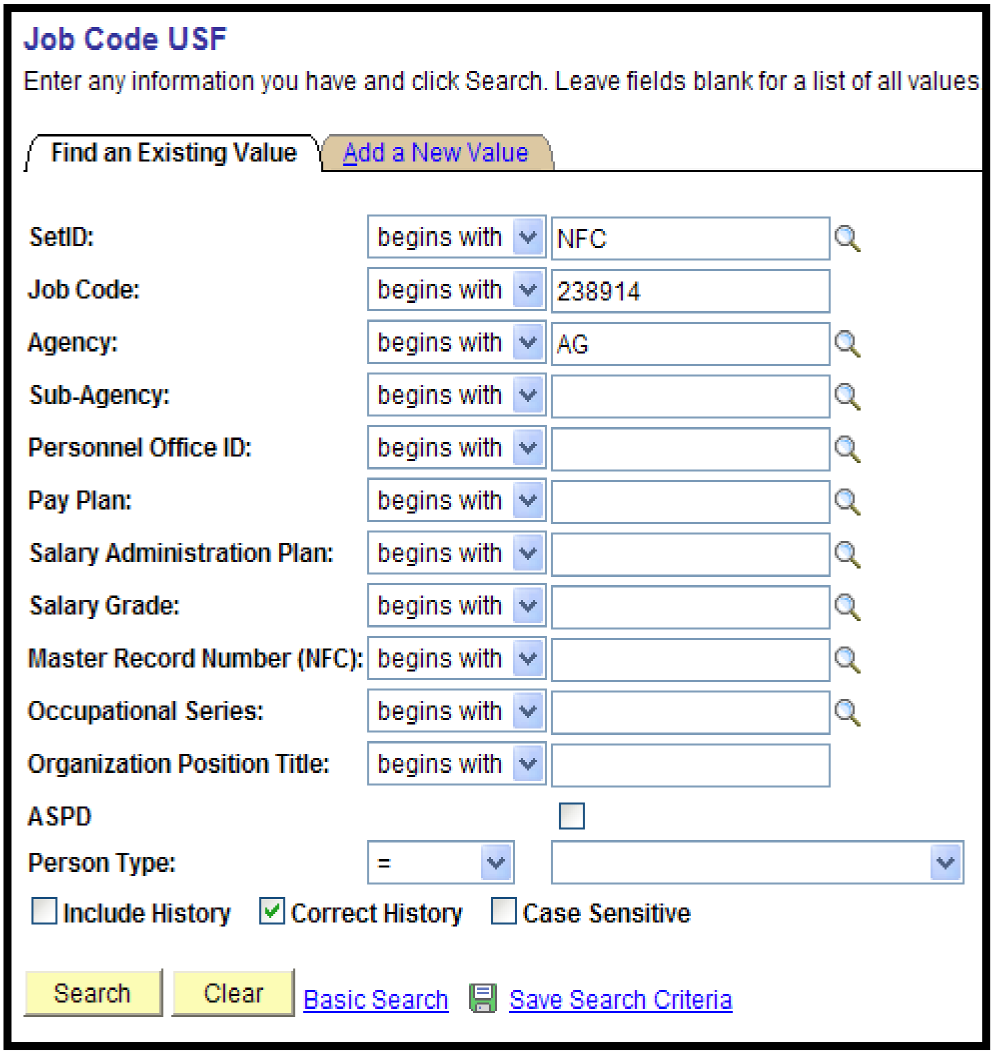


Figure 46: Find an Existing Value Page

Step	Action
3.	Enter the number of the job code to modify in the **Job Code** field you need to modify.
4.	Click **Search**. The ***Job Code Profile*** page displays.

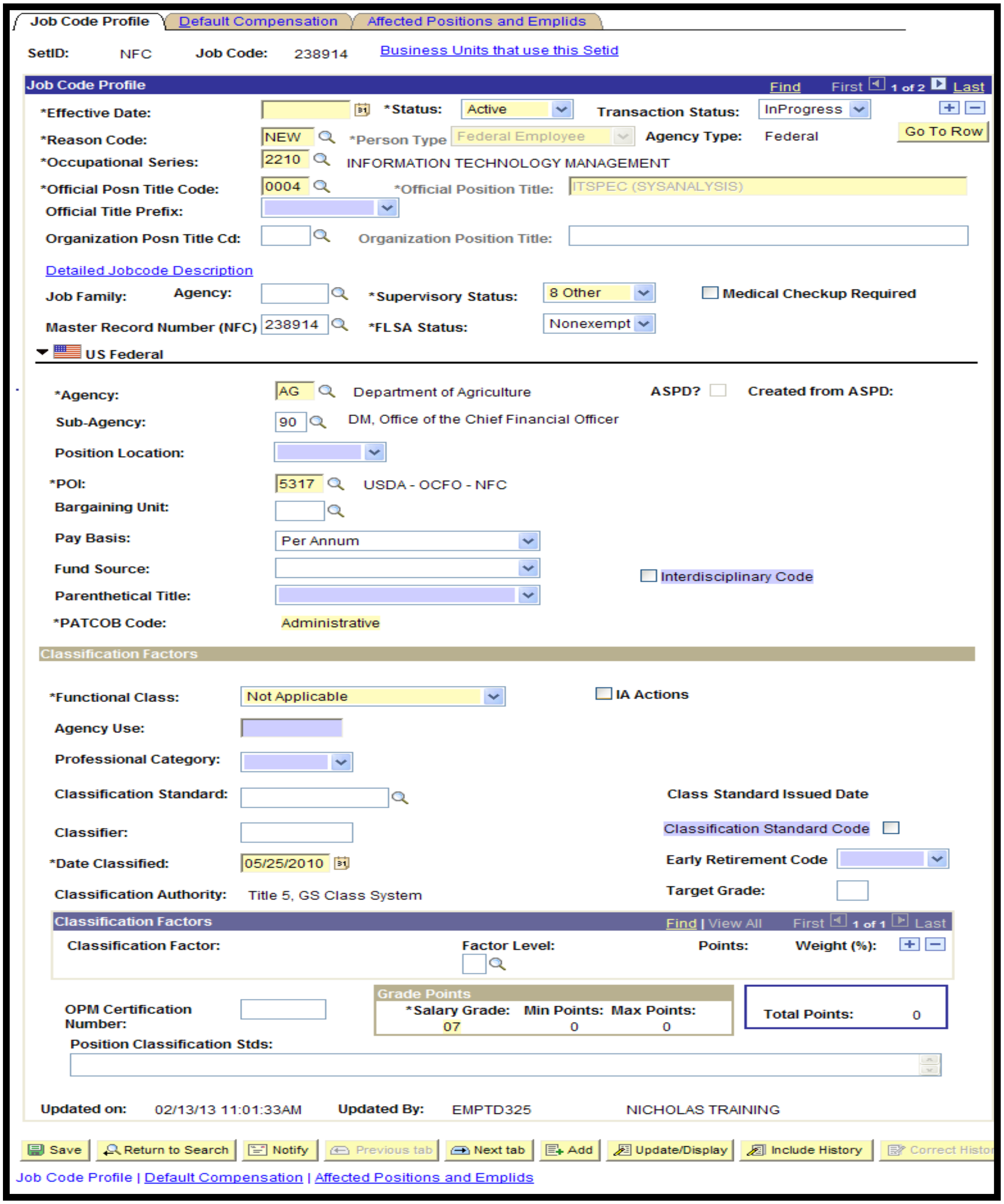


Figure 47: Job Code Profile Page

Step	Action
5.	Click the (**+**) icon on the ***Job Code Profile*** page to add a new row.
6.	Change the effective date. This date should reflect the date the change becomes effective or the date the action begins.
7.	Change the Reason Code Field to **Update**.
8.	Modify the applicable fields.
9.	Click the **Detailed Jobcode Description** link. The ***Detailed Jobcode Description*** page displays.

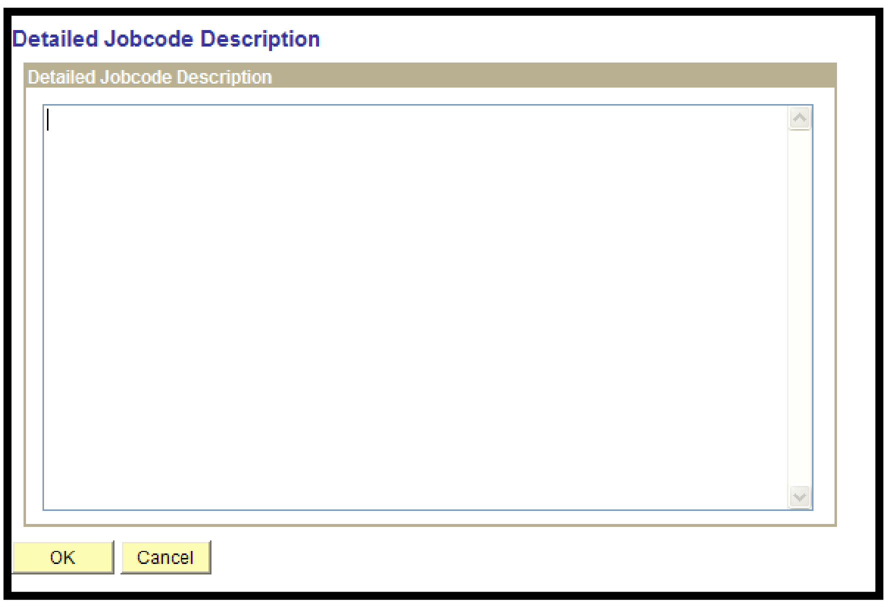


Figure 48: Detailed Jobcode Description Link

Step	Action
10.	Enter the job code description.
11.	Click **OK**.

5.5. Creating a Position

Lesson Overview

This lesson provides instruction to create and maintain positions in Position Management.

Lesson Objective

By the end of this lesson, you will be able to:

- Describe the purpose of creating a position
- Create a new position
- Copy a position
- Modify an existing position
- Create multiple positions

Positions are created and assigned individual numbers using a previously established job code to systemically track and identify individual positions within your Agency. A job code must be created (or already exist) prior to creating one or more position numbers. A job code contains basic elements common to every linked position number, whereas position numbers have the basic elements of the linked job code but also include specific information regarding the individual position number being created.

> **IMPORTANT:** There is a one-to-one relationship between a position and a "spot" on the Position Organization Listing (POL) of an organization. Only one employee can be assigned to a position.

When the position information is entered, a number is assigned. The information successfully passes the edit process (passes all PPS edits), it flows into PMSO where it can be queried as an individual position number.

When a position number is assigned to an employee, it is available in the following locations:

System	Location
IRIS	Under employee record (IRIS 101, 122, 127, 145).
PMSO	Under the Individual Position number (the assigned employee's SSN and name are displayed.

Below are several data elements within the position record, which affect an employee's pay. Once they are passed to an employee's database record (Salary data and ADJP History), they are reviewed by PAYE to compute salary:

- **Fair Labor Standard Act (FLSA) Code** - Defaults to "Nonexempt." To change the default, select from the drop-down list. Valid values are:
  - Administrative
  - Executive
  - Management
  - No FLSA Required
  - Exempt

  NOTE: Exempt Employee vs. Nonexempt Employee

  FLSA Exempt Employee - One who *is not covered* by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA or Act).

  FLSA Nonexempt Employee - One who *is* covered by the minimum wage and overtime provisions of the Act.

  Follow the FLSA OPM Regulations as applicable: http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/guidance-on-applying-flsa-overtime-provisions-to-law-enforcement-employees-receiving-administratively-uncontrollable-overtime-pay/

- **Salary Administration Plan** - Indicates the OPM-assigned special salary table number corresponding to the position's scheduled salary.
- **Location** - Reviewed by PINE to determine whether an employee is entitled to geographic pay and, if so, at what rate.

- **Law Enforcement Officer (LEO) Indicator** - Indicates whether an employee is a Law Enforcement Officer within the meaning of Section 8331(20) or Section 8401(17) of Title 5 of the U.S. Code with respect to whom the provisions of Chapter 31 of such title apply. The LEO indicator serves several distinct functions:
  - Confirms that an employee is eligible for LEO GEO pay. The system automatically makes the appropriate choice among the different types of geographic pay based upon factors such as the employee's duty station.
  - Alerts the system to adjust the salary of LEO's at Grades 03-10 that are eligible based on special salary table 0491 and determines whether their scheduled salary is from table 0491 or not. This step is important because any type of geographic pay can be paid on top of a 0491 salary. However, it is not true of all other special salary tables or in all circumstances.
  - Indicates that LEO's at any grade are entitled to a special maximum overtime rate and biweekly maximums, which are different from those of other GS employees.
  - LEOs who are FLSA non-exempt, indicates what type of FLSA overtime computation is used for the position. "Y" indicates that the overtime computation is to be 7K FLSA; "A" indicates it is to be 7A FLSA. FLSA exempt LEO's may be coded either "Y" or "A" without its making any difference.

While the following data elements do not affect an employee's pay, they are important to personnel action processing.

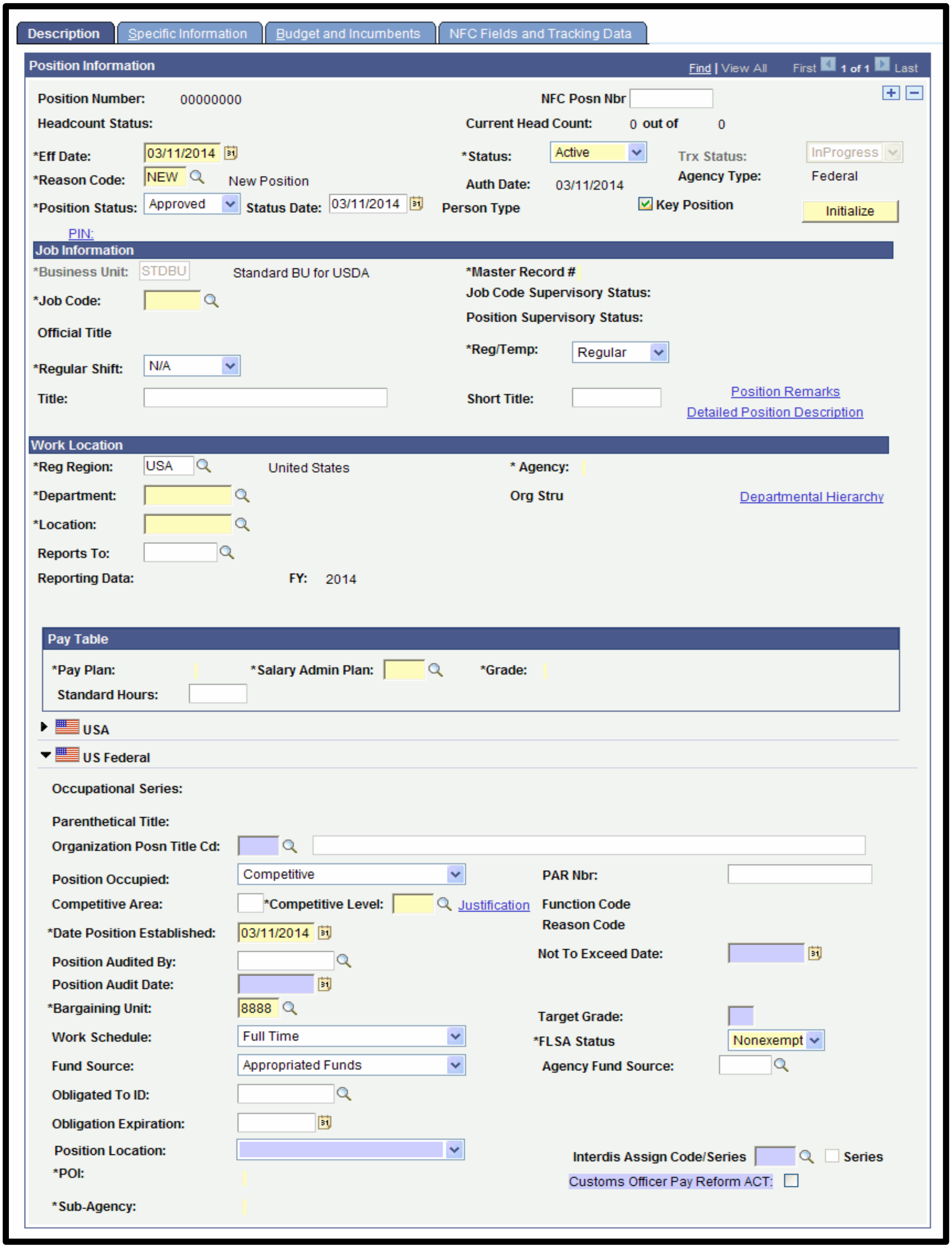
- **Department or Organizational Structure Code** - This code determines what populates in Blocks 14 and 22 of the SF-50 and determines the positions included on system produced management reports.
- **Bargaining Unit Status (BUS) Code** - Controls processes associated with enrollment in unions and the automatic suspension/ resumption of union dues withholdings.

It is important to note that an Agency can maintain and change their current department/organization structure by successfully performing the functions below with the following results:

Function	Result
Create a new Position	Adds a vacant position to the organizational structure that can be used to process a personnel action. It will show as a vacant position if a department/organizational active position report is created.
Inactivate a Position	Should only be performed on a “Vacant” position as this position will not be available for future use unless it is “re-activated,” because it would affect an employee if encumbered. It will remove this position from a Department/Organization active position report.
Modify a Position by changing the organization structure code	If changes are made to an encumbered position, it may be necessary to take additional measures (follow your Agency’s instruction to document these changes) to change the Department/Organization structure code.

NOTE: Before creating a new position, ensure that one does not already exist in an inactivated status. If your organization pulls active position reports against position data and/or department/organization structure, inaccurate or missing positions can affect the outcome of this report.

The Position Component contains four pages that must be completed or verified before creating a position. The first tab,



Description | Specific Information | Budget and Incumbents | NFC Fields and Tracking Data

Position Information — Find | View All — First 1 of 1 Last

Position Number: 00000000
NFC Posn Nbr
Headcount Status:
Current Head Count: 0 out of 0
*Eff Date: 03/11/2014
*Status: Active
Trx Status: InProgress
*Reason Code: NEW New Position
Auth Date: 03/11/2014
Agency Type: Federal
*Position Status: Approved
Status Date: 03/11/2014
Person Type
Key Position
Initialize
PIN:

Job Information

*Business Unit: STDBU Standard BU for USDA
*Master Record #
*Job Code:
Job Code Supervisory Status:
Position Supervisory Status:
Official Title
*Reg/Temp: Regular
*Regular Shift: N/A
Title:
Short Title:
Position Remarks
Detailed Position Description

Work Location

*Reg Region: USA United States
* Agency:
*Department:
Org Stru
Departmental Hierarchy
*Location:
Reports To:
Reporting Data:
FY: 2014

Pay Table

*Pay Plan:
*Salary Admin Plan:
*Grade:
Standard Hours:

USA

US Federal

Occupational Series:
Parenthetical Title:
Organization Posn Title Cd:
Position Occupied: Competitive
PAR Nbr:
Competitive Area:
*Competitive Level:
Justification
Function Code
Reason Code
*Date Position Established: 03/11/2014
Not To Exceed Date:
Position Audited By:
Position Audit Date:
*Bargaining Unit: 8888
Target Grade:
Work Schedule: Full Time
*FLSA Status: Nonexempt
Fund Source: Appropriated Funds
Agency Fund Source:
Obligated To ID:
Obligation Expiration:
Position Location:
Interdis Assign Code/Series
Series
*POI:
Customs Officer Pay Reform ACT:
*Sub-Agency:

Figure 49: Description Page

The table below describes the fields within the ***Description*** page. An asterisk (*) denotes a required field.

Field	Description
* Effective Date	Defaults to the current date. This date is the date an action begins. It also determines when the user can view and change the information. This date should be prior to or same as the effective date of the Personnel Action.
* Status	Defaults to “Active” when creating a new position.
* Reason Code	Valid values (reason that supports the action taken) are: • ABO – Abolish Position • CHG – Submit to NFC as NEW • INA – Position inactivated • NEW – New Position • REA – Reactivate an inactivated Position • UPO – Unabolish • UPD – Position date updated
* Position Status	Defaults to “Approved.”
Person Type	Associated with the person model and allows agencies utilizing Person Model, to create position records for people working for the Agency that are not Federal employees (such as contractors, volunteers. etc.). It is important because you can only assign an employee to a position designated as employee and a contractor to a position not designated as an employee. In addition, employee position records are submitted to PMSO any other person type records are not.
* Job Code	Enter the applicable job code. The information from the job code populates certain fields for the position. Search data by clicking the search icon.
* Department	Represents an organization where the position resides. Enter the applicable data or search by clicking on the search icon.

Field	Description
Org Stru	Organizational structure where the position resides that is system-generated from the Department selected
* Location	Determined from the General Services Administration’s publication, Worldwide Geographic Location Codes (State, County, City). Enter the applicable data or search by clicking on the search icon. The applicable code relates to the actual duty location.
Reports To	Indentifies the position this position will report to. This field may be utilized to maintain hierarchal value if an agency utilizes ePerformance and/or *Manager Self-Service (MSS).*
* Competitive Level	Identifies the positions in a competitive area which are so similar the agency can readily move an employee from one to another without significant training and without loss of productivity during a reduction-in-force. This field is sent to NFC. Enter the competitive level or select data by clicking the search icon.
* Date Position Established	The date the position is established.
* Bargaining Unit	Indicates when a position is eligible for coverage by a bargaining unit and the union representing the person in the position. Enter the four position bargaining unit number or select data by clicking the search icon.
* FLSA Status	Defaults to “Nonexempt.” To change the default, select from the drop-down list. Valid values are: • Administrative • Executive • Management • No FLSA Required • Exempt

The second tab,

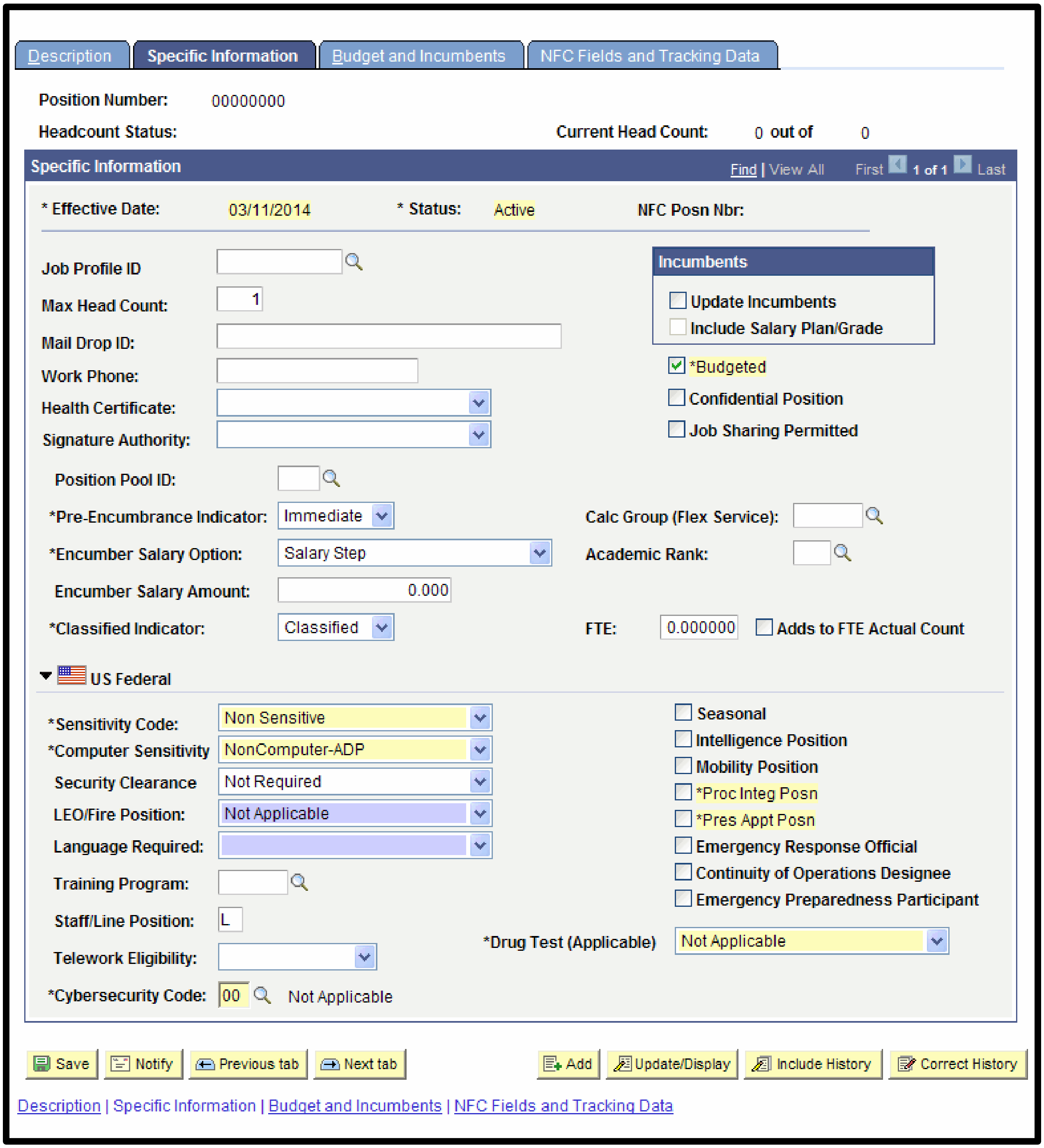


Figure 49: Specific Information Page

The table below describes the main fields within the ***Specific Information*** page.

Field	Description
* Budgeted	Defaults to check if the position is budgeted. If this position's status is temporary, clear the checked box.
* Sensitivity Code	Defaults to Non-Sensitive. To change the default, select data from the drop-down list. Valid values are: • Critical Sensitive • High Risk • Moderate Risk • Non Sensitive • Non-Critical, Sensitive • Special Sensitive
* Computer Sensitivity	Defaults to Non Computer-ADP. To change the default, select data from the drop-down list. The valid values are: • Non Computer-ADP • Computer-ADP
*Telework Eligibility	Determines whether the position is eligible fore telework. Choices are: • Eligible • Not Eligible
* Procurement Integ Posn	Check this box when the position is covered by the Procurement Integrity Act.
* Presidential Appt Posn	Check this box to indicate if the position is a Presidential Appointment.

The third tab, Figure 50: **Budget and Incumbents** Page contains the EmplID, name of the incumbent, and the Position Type. If the position is not tied to an employee, the Current Incumbents section is blank. No action is required on this page.

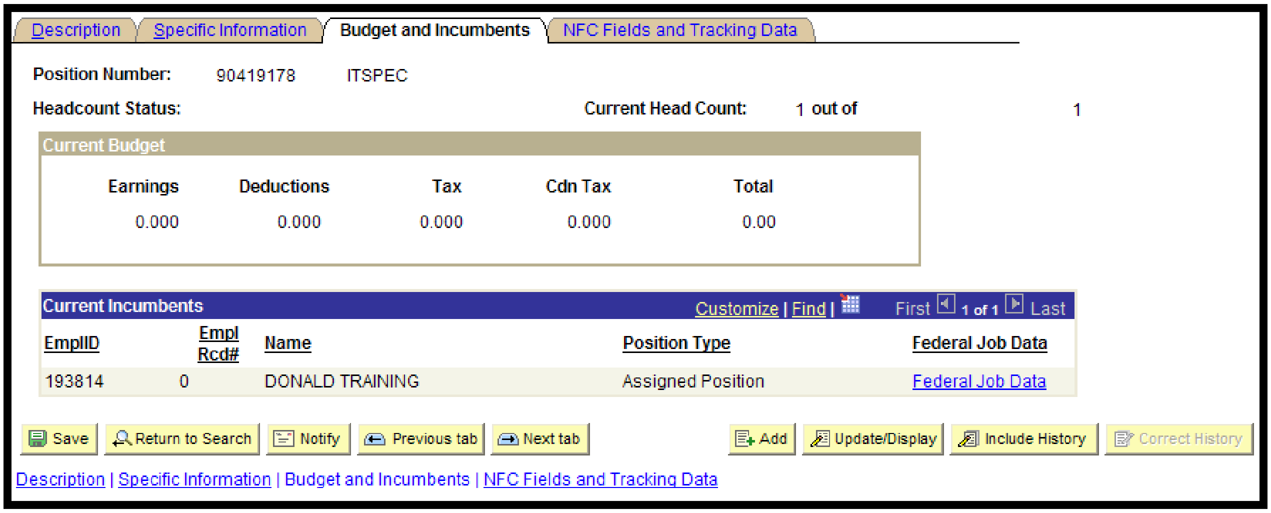


Figure 50: Budget and Incumbents Page

The fourth tab, Figure 51: ***NFC Fields and Tracking Data*** Page, contains the classification and position tracking data.

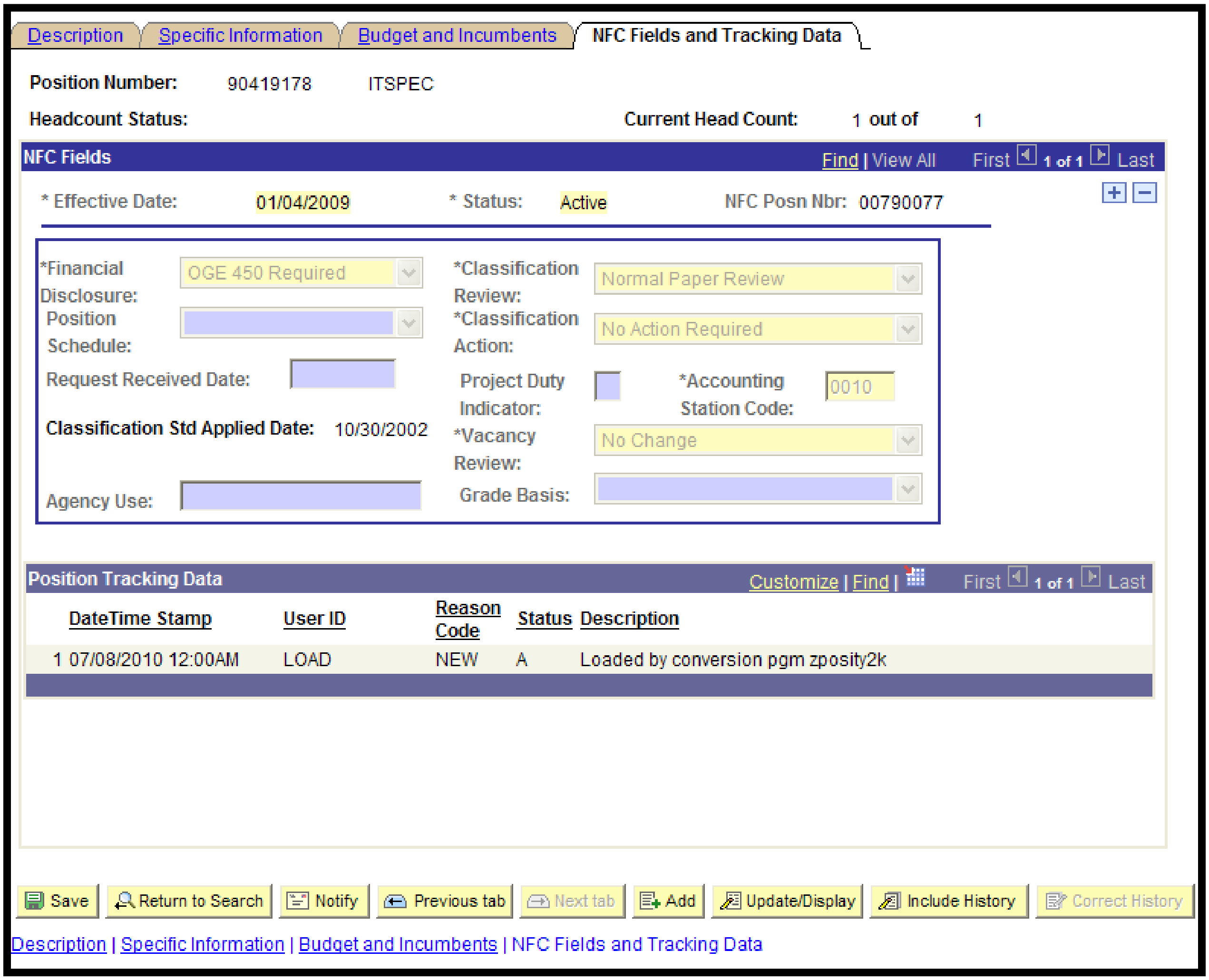


Figure 51: NFC Fields and Tracking Data Page

The table below describes the main fields within the ***NFC Fields and Tracking Data*** page. An asterisk (*) denotes a required field.

Field	Description
* Financial Disclosure	Indicates when the duties of the position require the incumbent to file a conflict of interest statement or a financial disclosure statement. This field defaults to “Not Required.”
* Classification Review	Indicates the type of review. Enter the applicable information or select data from the drop-down list. Options include: • Maintenance Desk Audit • Maintenance Panel Review • Main Paper Review • Main Supervisory Audit • N/A for this field • Normal Desk Audit • Normal PME/Activity Review • Normal Paper Review • Normal Supervisory Audit
* Classification Action	Indicates the applicable information or selected data from the drop-down list.
* Accounting Station Code	Indicates the accounting station or selected data by clicking the search icon.
* Vacancy Review	Indicates the management process involved in modifying a vacant position. Enter the applicable data or select data from the drop-down list.

Exercise 5.3: Creating a Position

Description/Scenario

In this exercise, create a permanent position for a GS-12, Series 2210, IT Specialist at the USDA NFC facility in Washington, DC. This position is exempt from the Fair Labor Standards Act and a financial disclosure SF-278 is required. This non- critical -sensitive, computer-related position requires drug testing for the incumbent, and has no procurement responsibilities.

Instructions

Follow the steps in the table below to complete Exercise 5.3: Creating a Position. As asterisk (*) denotes a required field.

Step	Action	Required Data
1.	Select **Position Management** from the Main Menu.	
2.	Select **Position Information** from the Position Management Menu Option.	
3.	Click the **Add a New Value** tab. The ***Description*** page displays.	
4.	Enter the Effective Date in the ***Effective Date** field.	06/01/2010
5.	Verify the Status in the ***Status** field defaulted to "Active."	Active
6.	Verify the Reason Code in the ***Reason Code** field defaulted to "New."	New
7.	Enter the appropriate job code in the ***Job Code** field. The remaining Job Information populates from the job code, including Salary Plan and Agency.	Use the Job Code number created in Position Management Exercise 1

8.	Enter the Department in the ***Department** field. The Org Stru populates from the Department.	2nd level – 70 3rd level – 20 Select any Dept 936539
9.	Enter the duty station in the ***Location** field.	110010001
10.	Enter the Position Supervisor in the **Reports To** field.	90419554
11.	Enter the Competitive Level in the **Competitive Level** field.	0001
12.	Enter the Bargaining Unit in the ***Bargaining Unit** field.	8888
13.	Select a FLSA status from the **FLSA Status** drop-down list.	Exempt
14.	If used by your agency, select a Position Location in the **Position Location** field.	Field
15.	Verify the Personnel Office ID in the **POI** field.	5317
16.	Verify the Sub-Agency in the **Sub-Agency** field.	90
17.	Click the **Specific Information** tab. The ***Specific Information*** page displays.	
18.	The Budgeted Position checkbox defaults to **Selected** for a permanent position. If the position is temporary, deselect the **Budgeted Position** checkbox.	Checked
19.	Select the applicable Sensitivity Code from the ***Sensitivity Code** drop-down list.	Non-Critical, Sensitive
20.	Select the applicable Computer Sensitivity Code from the ***Computer Sensitivity** drop- down list.	Computer-ADP

21.	Select if a Security Clearance is required from the **Security Clearance** drop-down list.	Not Required
22.	Select the applicable Telework Eligibility determination from the ***Telework Eligibility** drop-down list.	Eligible
23.	If the position is subject to the guidelines in the Procurement Integrity Act, click the ***Procurement Integ Posn** checkbox.	Unchecked
24.	If the position is a Presidential Appointment, click the ***Presidential Appt Posn** checkbox.	Unchecked
25.	If the position requires a drug test, select the ***Drug Test (Applicable)** option.	Incumbent Only
26.	Click the **NFC Fields and Tracking** tab. The ***NFC Fields and Tracking*** page displays.	
27.	Select the applicable Financial Disclosure code from the ***Financial Disclosure** drop-down list.	SF-278 Required
28.	Select the applicable Classification Review code from the ***Classification Review** drop-down list.	Normal Desk Audit
29.	Select the applicable Classification Action from the ***Classification Action** drop-down list.	New Position
30.	Enter the Accounting Station Code in the ***Accounting Station Code** field.	0010
31.	Enter the applicable Vacancy Review code from the ***Vacancy Review** drop-down list.	New Position/New FTE
32.	Click the **Budget and Incumbents** tab. The ***Budget and Incumbents*** page displays.	

33.	Click **Save**. The ***Office Information*** page displays.	Write down the Position Number

A new position number has been successfully established. The Current Incumbents group box information populates when an employee is added to the position, as shown in Figure53: Office Information page.

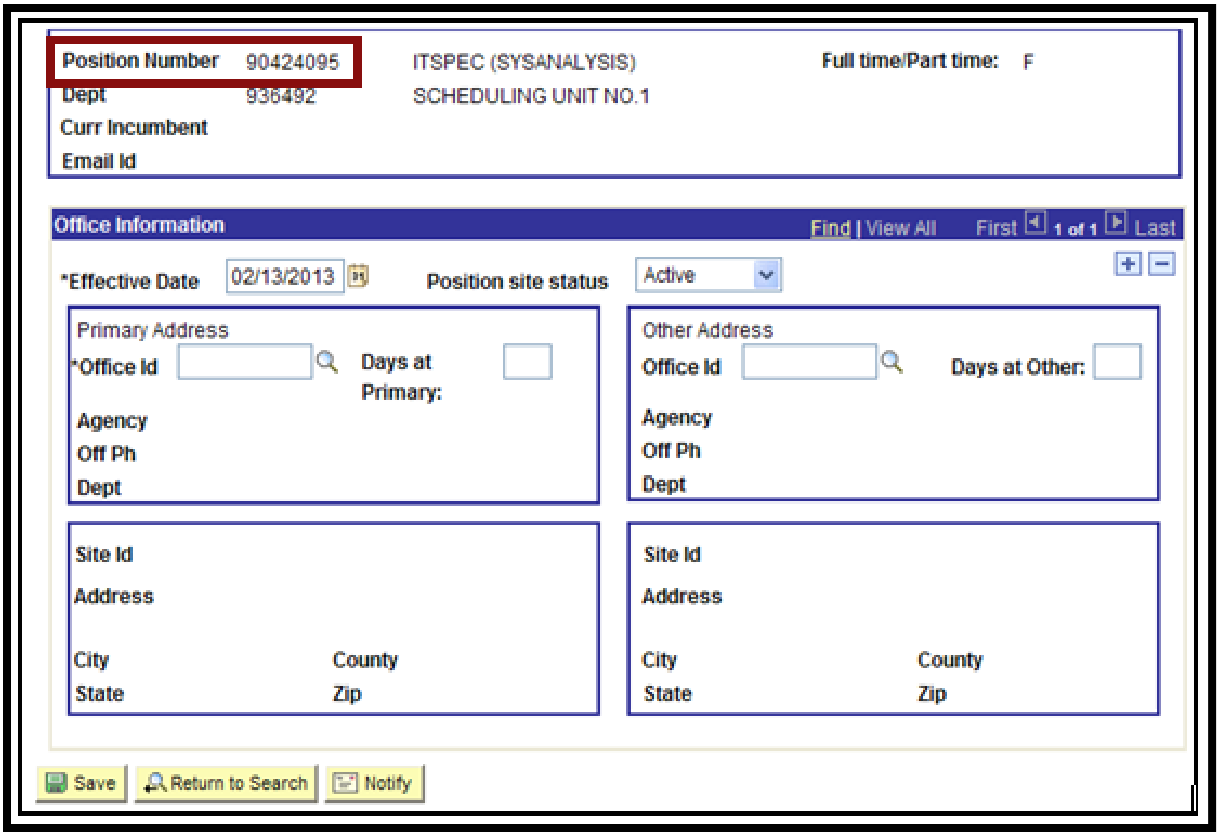


Figure 52: Office Information Page

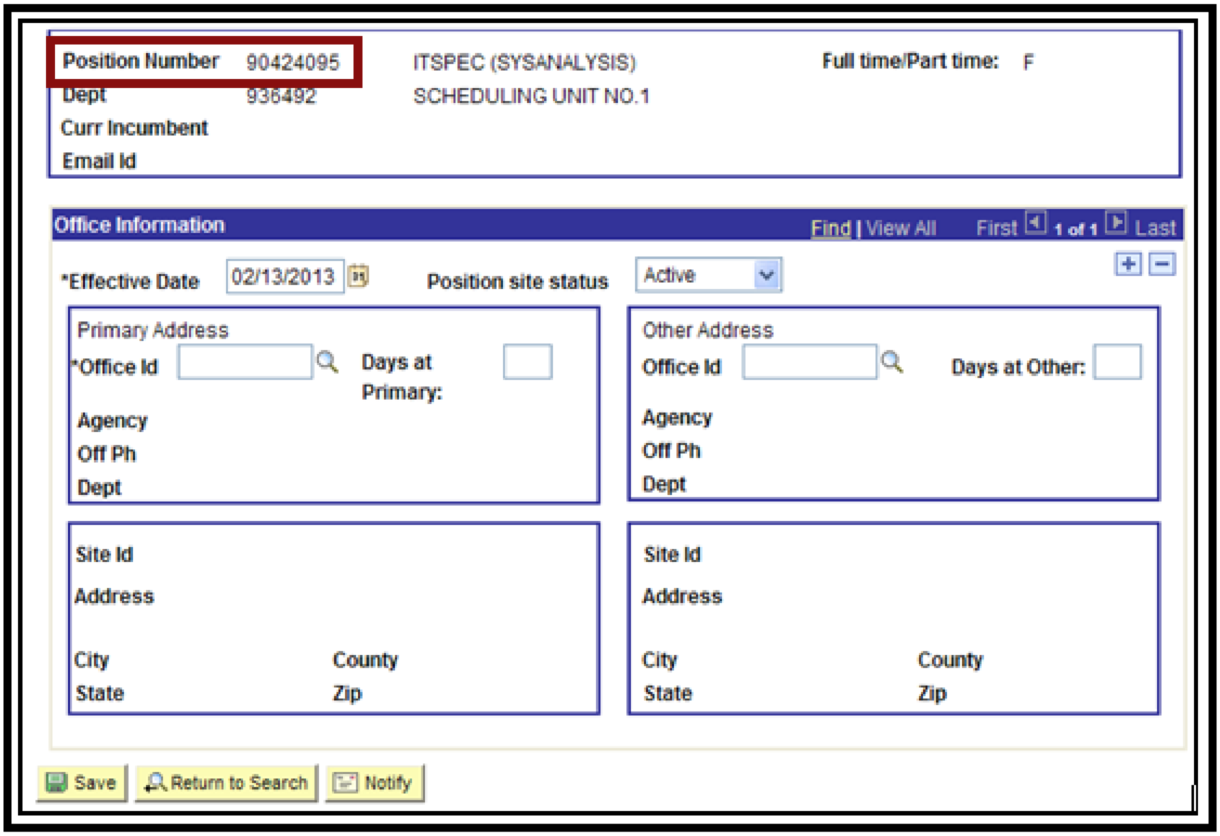
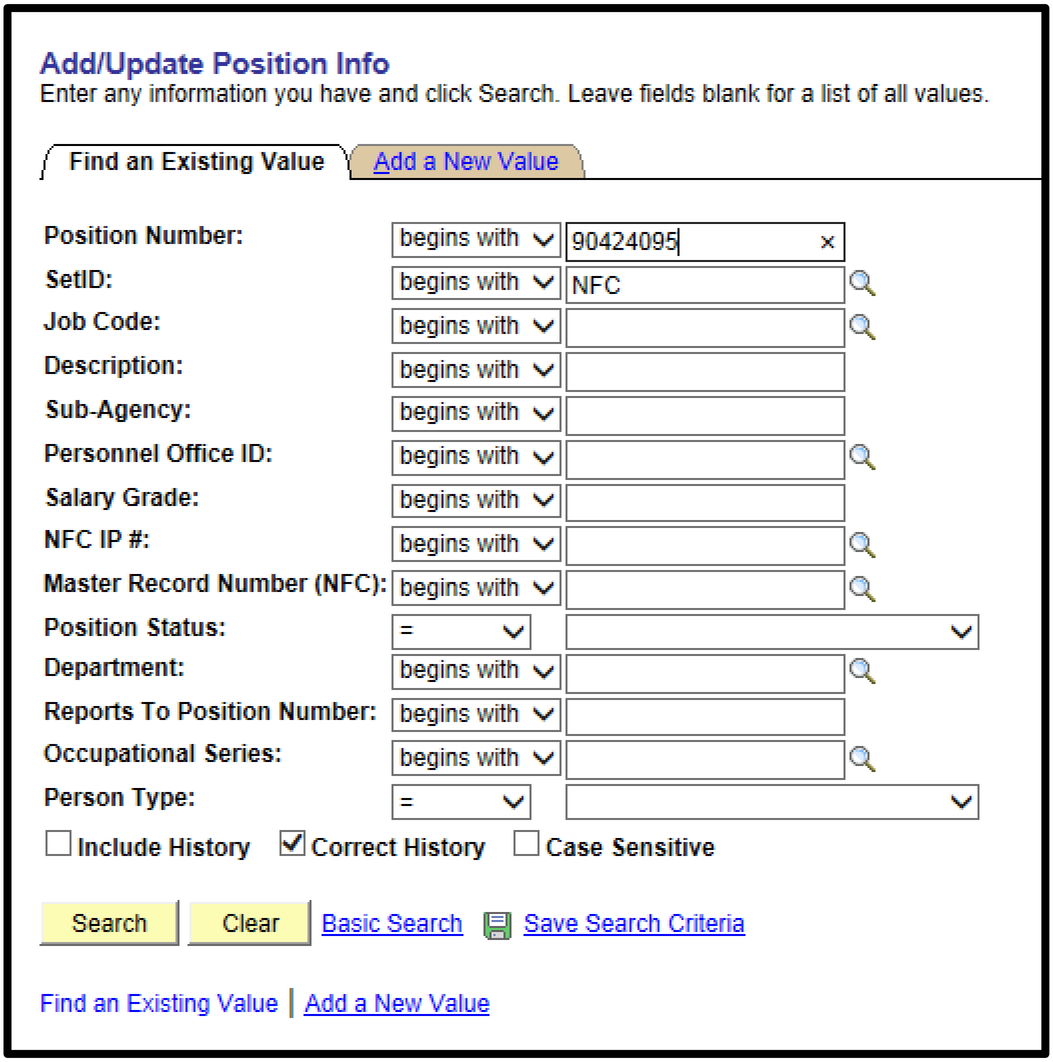


Figure 52: Office Information Page

Step	Action	Required Data
34.	Enter the Office ID in the ***Office ID** field. The Primary Address group box information populates.	101982
35.	Enter the number of Days at Primary location in the **Days at Primary** field.	5
36.	Click **Save**.	
37.	To verify the **Transaction Status** field is set to **NFC Ready,** return to the ***Position Information*** page.	



Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Position Number:	begins with	90424095
SetID:	begins with	NFC
Job Code:	begins with	
Description:	begins with	
Sub-Agency:	begins with	
Personnel Office ID:	begins with	
Salary Grade:	begins with	
NFC IP #:	begins with	
Master Record Number (NFC):	begins with	
Position Status:	=	
Department:	begins with	
Reports To Position Number:	begins with	
Occupational Series:	begins with	
Person Type:	=	

Include History, Correct History, Case Sensitive

Search, Clear, Basic Search, Save Search Criteria

Find an Existing Value | Add a New Value

Figure 53: Add/Update Position Info Page

Step	Action	Required Data
38.	Enter the Position Number you just created into the **Position Number** field on ***Find an Existing Value*** page.	XXXXXX
39.	Click **Search**. The ***Description*** page displays.	
40.	Verify that the **Trx Status** is set to **NFC Ready.**	

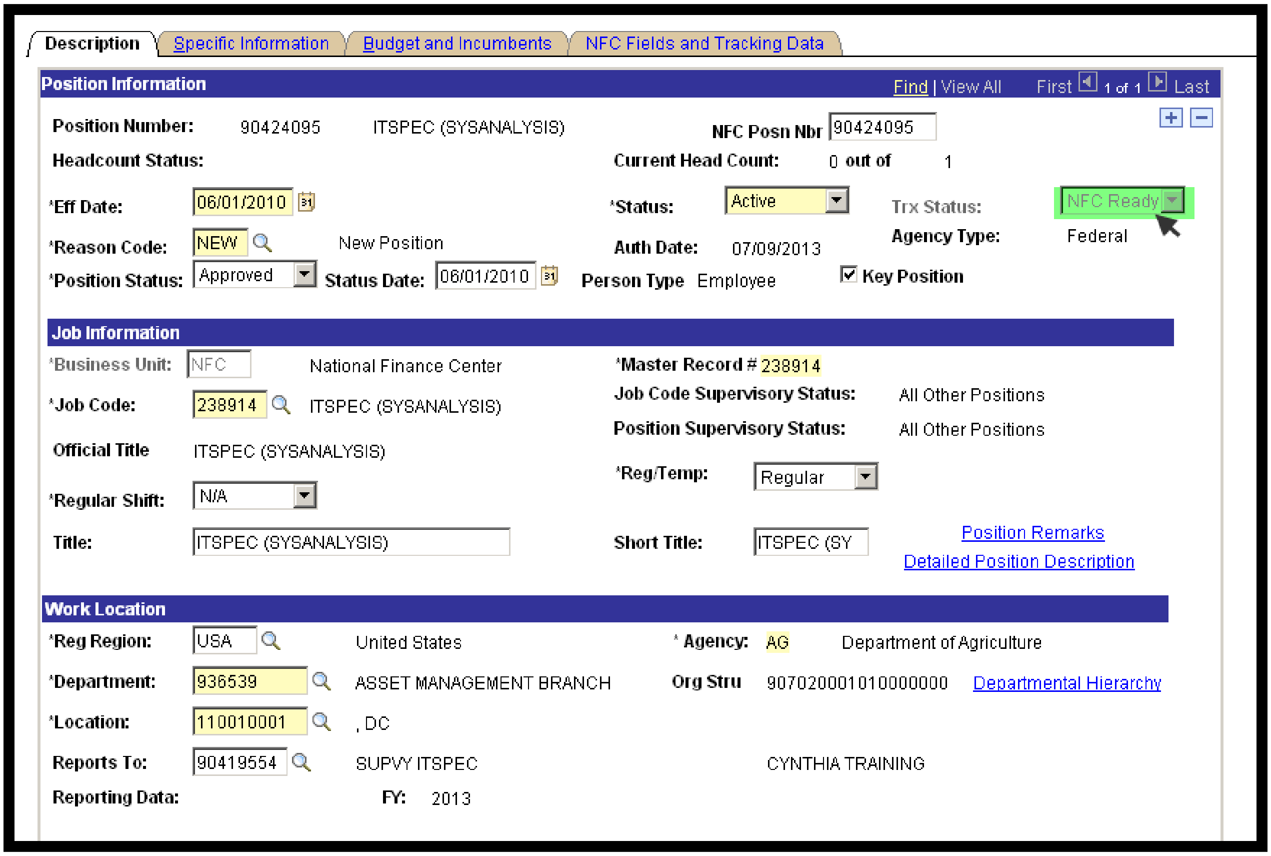


Figure 54: Description Page

Exercise 5.4: Creating a Position

Description/Scenario

In this exercise, create a temporary position for a GS-07, Series 2210, IT Specialist at the USDA NFC facility in Washington, DC. This position is exempt from the Fair Labor Standards Act and will not be required to file any financial disclosures. This non- critical -sensitive, computer-related position requires drug testing for the incumbent, and has no procurement responsibilities.

Instructions

Follow the steps in the table below to complete Exercise 5.4: Creating a Position.

Step	Action	Required Data
1.	Select **Position Management** from the Main Menu.	
2.	Select **Position Information** from the Position Management Menu Option.	
3.	Click **Add a New Value**. The ***Description*** page displays.	
4.	Enter the Effective Date in the ***Effective Date** field.	06/01/2010
5.	Verify the Status in the *__Status__ field defaulted to **Active**.	Active
6.	Verify the Reason Code in the *__Reason Code__ field defaulted to **New**.	New
7.	Enter the appropriate job code in the *__Job Code__ field. Press **Tab** and the remaining Job Information populates from the job code, including Salary Plan and Agency.	Use the job code number created in Position Management Exercise 2
8.	Enter the Department in the *__Department__ field. The Org Stru populates from the Department.	9070200400101010
9.	Enter the Location in the *__Location__ field.	110010001

Step	Action	Required Data
10.	Enter the Position Supervisor in the **Reports To** field.	90419554
11.	Enter the Competitive Level in the ***Competitive Level** field.	0000
12.	Select a FLSA status from the ***FLSA Status** drop-down list.	Exempt
13.	If used by your agency, select a position location in the **Position Location** field. This is an *EmpowHR* only field.	Field
14.	Verify the Personnel Office ID in the ***POI** field.	5317
15.	Verify the Sub-Agency in the **Sub-Agency** field.	90
16.	Click the **Specific Information** tab. The ***Specific Information*** page displays, as in Figure 56 below.	
17.	If applicable, deselect the **Budgeted Position** checkbox.	Unchecked
18.	Select the applicable Sensitivity Code from the ***Sensitivity Code** drop-down list.	Non-Critical, Sensitive
19.	Select the applicable Computer Sensitivity code from the ***Computer Sensitivity** drop-down list.	Computer-ADP
20.	Select a Security Clearance if it is required from the **Security Clearance** drop-down list.	Not Required
21.	Select the applicable Telework Eligibility determination from the ***Telework Eligibility** drop-down list.	Eligible
22.	If applicable, select the ***Procurement Integ Posn** checkbox.	Unchecked
23.	If the position is a Presidential Appointment, click the **Presidential Appt Posn** checkbox.	Unchecked

Step	Action	Required Data
24.	If the position requires a drug test, select the Drug Test (Applicable) option from the ***Drug Test (Applicable)** drop-down list.	Incumbent Only
25.	Click the **NFC Fields and Tracking Data** tab. The ***NFC Fields and Tracking Data*** page displays.	
26.	Select the applicable Financial Disclosure code from the ***Financial Disclosure** drop-down list.	Not Required
27.	Select the applicable Classification Review code from the ***Classification Review** drop-down list.	Normal Desk Audit
28.	Select the applicable Classification Action from the ***Classification Action** drop-down list.	New Position
29.	Enter the Accounting Station code in the ***Accounting Station Code** field.	0010
30.	Select the applicable Vacancy Review code from the ***Vacancy Review** drop-down list.	New Position/New FTE
31.	Click the **Budget and Incumbents** tab. The ***Budget and Incumbents*** page displays.	
32.	Click **Save**. The ***Office Information*** page displays.	

A new position number has been successfully established and is displayed. The Current Incumbents group box information populates when an employee is added to the position, as shown in Figure 56: Office Information page.

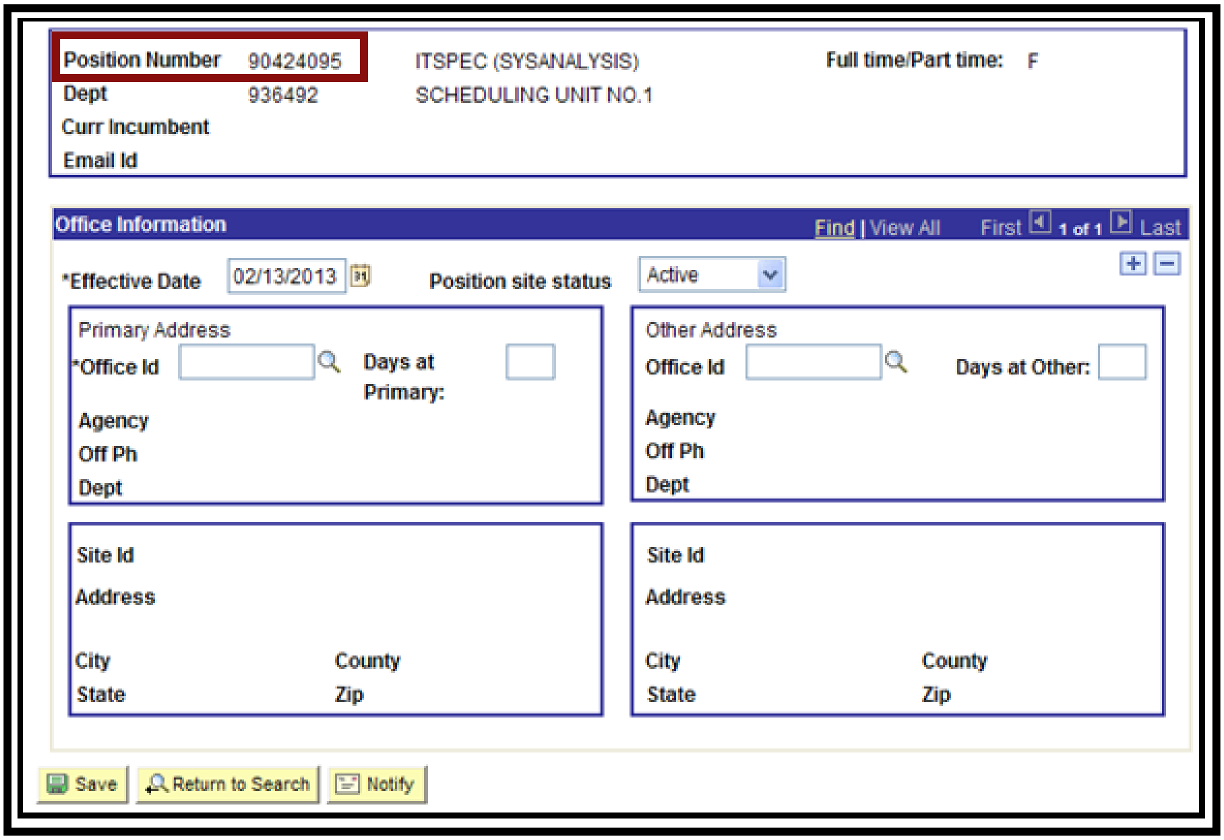


Figure 55: Office Information Page

Step	Action	Required Data
33.	Enter the Office ID in the **Office ID** field. The Primary Address group box information populates.	101982
34.	Enter the number of Days at Primary in the **Days at Primary** field.	5
35.	Click **Save**.	
36.	Verify the Trx Status field is set to **NFC Ready** on the ***Description*** page.	

Exercise 5.5: Creating a Position for Promotion

Description/Scenario

In this exercise, create a position for a GS-12, Series 2210, IT Specialist at the USDA NFC facility in New Orleans, LA. This position is exempt from the Fair Labor Standards Act and a financial disclosure SF-278 is required. This non-critical, sensitive, computer-related position requires drug testing for the incumbent, and has no procurement responsibilities.

Instructions

Now that you have walked through several activities, try to complete the exercise without the step-by-step instructions. Enter the values below for the Data Elements to complete Exercise 5.5: Creating a Position for the Promotion. Feel free to ask your instructor or peers for guidance if you need help during the exercise.

***Position* Page**

Data Element	Value
Effective Date	06/01/2010
Status	Active
Reason Code	New
Job Code	Number created in Exercise 1
Department	907020
Location	221690071
Report To	90419455
Competitive Level	0000
Date Position Established	06/01/2010
Bargaining Unit	8888
FLSA Status	Exempt

Data Element	Value
Position Location	Field

Specific Information **Page**

Data Element	Value
Budgeted Position	Yes
Sensitivity Code	Non-Critical, Sensitive
Computer Sensitivity Code	Computer-ADP
Security Clearance	Not Required
Proc Integ Position	No
Pre Appt Posn	No
Drug Test	Incumbent Only

NFC Fields and Tracking Data **Page**

Data Element	Value
Financial Disclosure	SF-278 Required
Classification Review Code	Normal Desk Audit
Classification Action	New Position
Accounting Station Code	0010
Vacancy Review	New Position/New FTE
Primary Office ID	105413
Days at Primary	5

Now that you know how to create a position, next you need to learn how to modify an existing position. The Position Reason/Status Code Comparison table below describes the different status you are going to see in *EmpowHR*.

Position Reason/Status Code Comparison

Reason	Status	Description	Send Data to NFC	Time Limit *EmpowHR*
ABOLISH	**INACTIVE**	Marks the position for deletion from the NFC database on an 18-month cycle.	Yes	None. When the user saves the job code as abolish, it is transmitted to NFC.
INACTIVATE	**INACTIVE**	Inactivates a position temporarily. PMSO sets a 6−month limit from the date a position becomes inactive to move the position to abolish.	Yes	
NEW	**ACTIVE**	Creates a new position.	Yes	N/A
REACTIVATE	**ACTIVE**	Reactivates an inactivated position in the NFC database.	Yes	When the position is abolished, it cannot be reactivated.
UNABOLISH	**ACTIVE**	*EmpowHR* sends the abolished position to NFC as new.	Yes	
UPDATE	**ACTIVE**	Updates certain position information on the database for active job	Yes	N/A

Reason	Status	Description	Send Data to NFC	Time Limit *EmpowHR*
		codes.		
CHANGE	**ACTIVE**	Send as new to NFC; if the position has been removed from PMSO but is still in *EmpowHR*, use this code to recreate the record in NFC	Yes	N/A

5.6. Creating Multiple Positions

In EmpowHR, if you need to create several “like” positions (same Master Record and grade(s), you can do so by creating the initial position and using the Build Positions menu to create multiple positions.

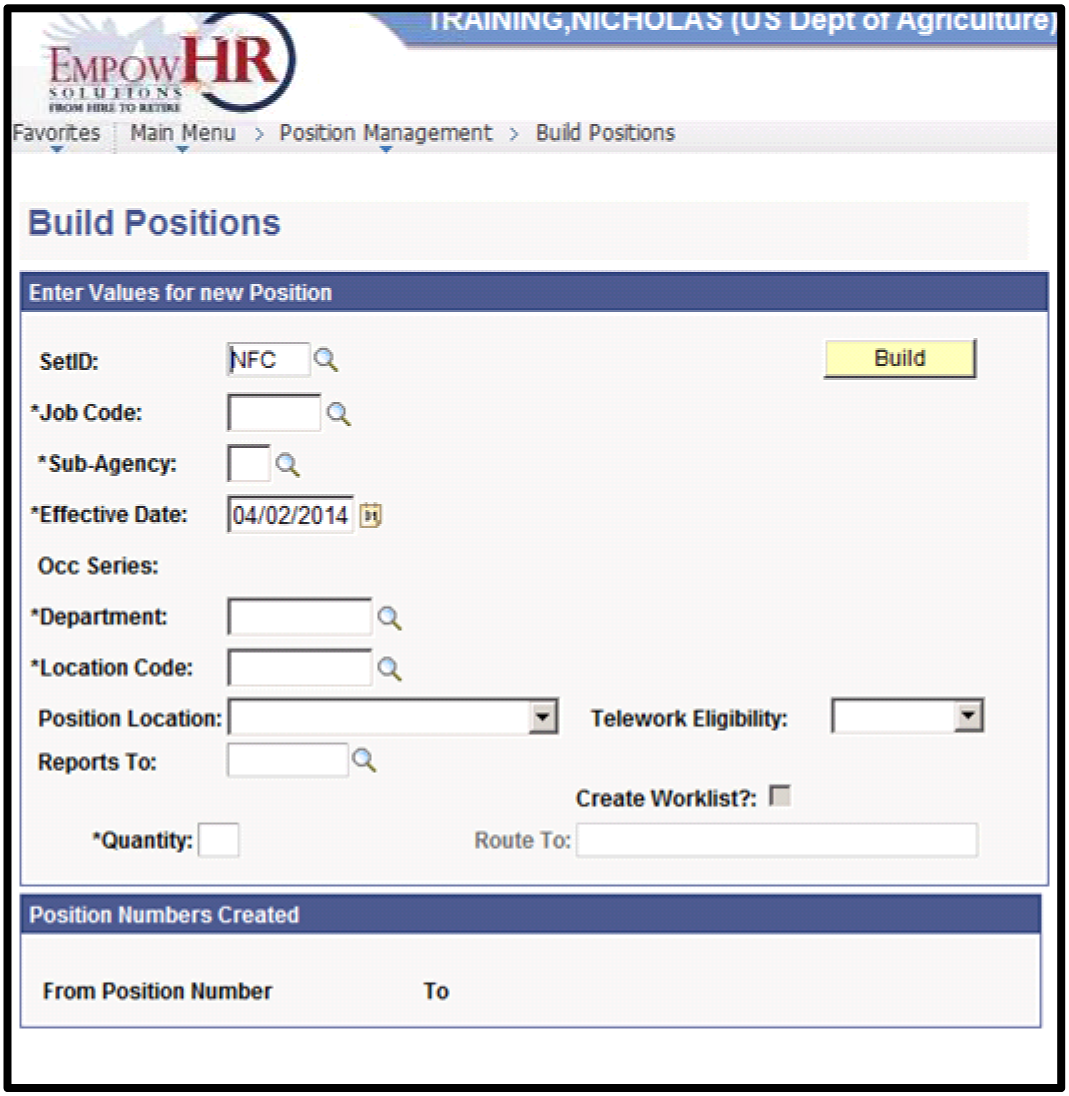


Figure 56: Build Positions page

To create multiple positions follow the instructions below.

Step	Action	Required Data
1.	Select **Position Management** from the Main Menu.	

Step	Action	Required Data
2.	Select **Build Positions** from the Position Management Menu Option.	
3.	Enter the **Job Code** for the position you wish to duplicate.	
4.	Enter the **Department Code** of the position you wish to duplicate.	
5.	Enter the **Location Code** of the position you wish to duplicate.	
6.	Enter the **Position Location** (Field or Headquarters) for the position you wish to duplicate.	
7.	Enter the **Reports To** information for the position you wish to duplicate.	
8.	Enter the **Quantity** of positions you wish to duplicate.	
9.	Click on the **BUILD** button.	

NOTE: Be sure to go and validate or edit the effective date on each of these new positions. The effective date cannot be before the original position was created.

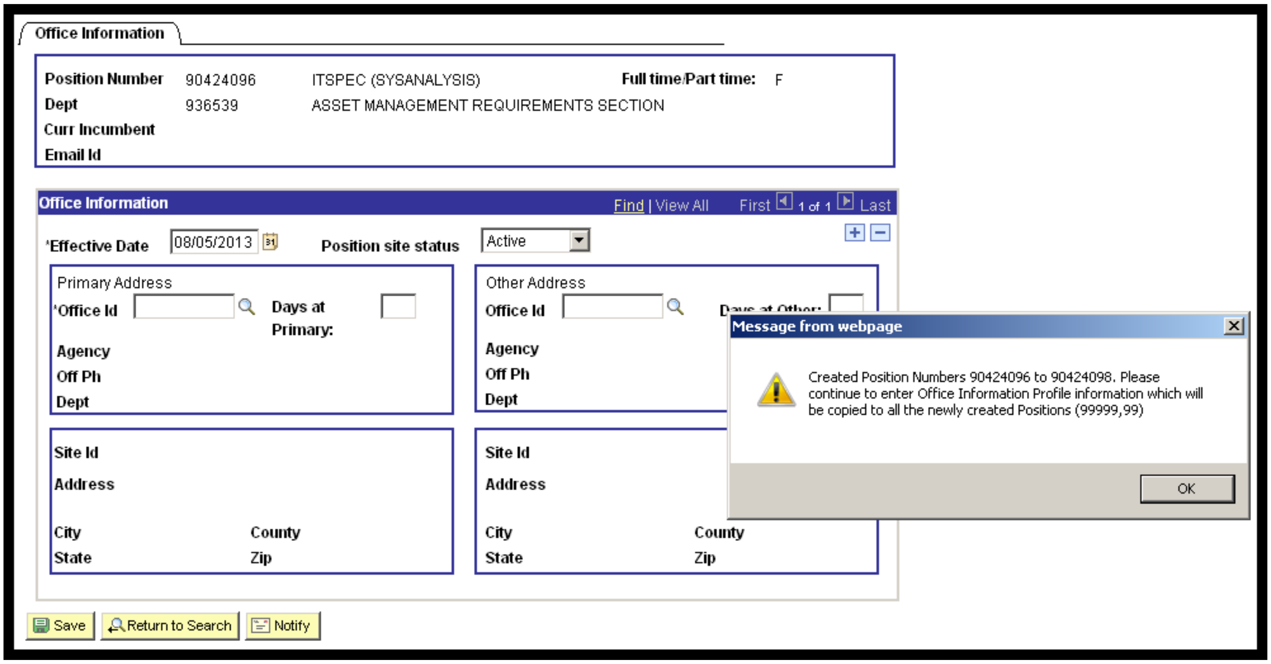


Figure 57: Position number message display

The numbers for the positions will display on your screen as seen in Figure 57. Write them down for your reference. You can now create multiple positions.

5.7. Modifying a Position

Lesson Overview

This lesson focuses on the steps necessary to modify a position in *EmpowHR*.

Lesson Objective

By the end of this lesson, you will be able to:

- Modify a position

Position data can be modified by locating an existing position and clicking the (**+**) icon, which creates a new row on the position record. When the change is entered in *EmpowHR* and the transaction is set to **NFC Ready**, the change to the position is exported to NFC.

NOTE: If a personnel action is processed in the pay period of the change, the system does not generate the change in PMSO element personnel action.

An official change PAR action is required for submission by the POI when any of the following data changes:

- Bargaining Unit
- Location
- Department
- FLSA Code
- Interdisciplinary Assigned Occupational Series
- Pay Plan
- LEO Indicator
- Salary Administration

NOTE: When the Position Sensitivity Code is changed, PPS generates a Change in Non-Central Personnel Data File (CPDF) Data Element NOA 903 personnel action. The action has the same effective date of the change in PMSO.

Follow the steps below to modify a position.

Step	Action
1.	Select **Position Management** from the Main Menu.
2.	Select **Position Information** from the Position Management Menu Option.
3.	The ***Find an Existing Value*** page automatically displays. The ***Description*** page displays.
4.	Enter the Position Number you need to modify in the **NFC Posn Nbr** field.
5.	Click **Search**.
6.	Click the (**+**) icon to add a new row.
7.	Modify the applicable field(s) on the ***Description*** page.
8.	Click **Save**. The modified information is saved.

5.8. Chapter Review

Knowledge Check

1. What is *EmpowHR* Position Management used for?

____

____

____

2. True or False: *EmpowHR* maintains a data history for job codes and position.

____

3. How is position data linked to an employee's record on the PPS database?

____

____

____

Chapter Summary

Having completed this chapter, you are now able to:

- Describe the purpose of the Position Management component
- Describe the relationship between Position Management and PMSO
- Create a job code
- Modify a Job Code
- Describe the purpose of creating a position
- Create a new position
- Copy a position
- Modify an existing position
- Create multiple positions

6.0. Personnel Action Request (PAR) Processing

6.1. Chapter Overview

This chapter provides an overview of the PAR process. This chapter focuses on Workflow and Work-In-Progress (WIP) status, as well as processing options.

Chapter Objectives

By the end of this chapter, you will be able to:

- Describe PAR processing
- Process personnel actions
- Identify status codes
- Process HR actions
- Modify Update Reports To
- Explain workflow

6.2. PAR Processing

Lesson Overview

This lesson focuses on describing the PAR process and its purpose.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe purpose of PAR processing

Each person is assigned a unique employee identification code, an EmplID. This number is system generated and is used to tie all of the employee's personnel, payroll and other related actions to the employee.

PAR processing is used for processing personnel actions. These actions are defined as any action that is necessary to appoint, separate, or make other personnel changes that require an SF-52 to create an SF-50.

The PAR processing workflow automates, streamlines and controls the flow of information throughout agencies. Workflow sends personnel actions through a cycle established by the HR office. The automated workflow process ensures the action request goes through all the stages an Agency requires until the action is processed. However, workflow is not used by all Agencies and may differ by Agency as well as the WIP statuses. Not all statuses may be available depending on the workflow set up.

> **IMPORTANT:** Personnel document transactions are sent to the mainframe and run through the PINE process for editing. Transactions that pass the PINE edits are applied to the Payroll/Personnel Database and returned to *EmpowHR*. Transactions that reject with suspense errors show as "Not Applied" and are annotated with an error number and message.

The WIP status is found under Transaction status when processing an action in *EmpowHR*. Applicable WIP status options are found under the PAR status field on the Data Control tab page. These statuses confirm the current state of the PAR actions that you process. The following are samples of available workflow status descriptions.

Work-In-Progress Status	Descriptions
APP	Approved
CAN	Canceled
DIS	Disapproved
INI	Initiate
PRO	Processed
REQ	Requested
RET	Returned
SIG	Approved/Signed
WTH	Withdrawn
COR	Correction

Now that you understand the basics of PAR Processing and how to recognize the applicable statuses for PAR actions, the next step is to learn the steps required to process PAR actions, which is covered in the next lesson.

6.3. HR Processing

Lesson Overview

This lesson focuses on demonstrating how HR specialists process different personnel actions for employees.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe how to process personnel actions
- Process a hire action
- Process a promotion
- Process a change in work schedule
- Process hiring a temporary employee
- Process a retirement

The above PAR processing actions all follow a similar pattern of steps required to successfully complete the action. PAR processing and HR Processing contain the same pages; however the Hire component is only used to add a new hire. Once the record is saved, any changes would be done in the HR Processing component. Since the hire action touches all of the pages, it is used as an example to help teach how PAR processing works in *EmpowHR*.

Processing a Hire Action

Please refer to the following steps to complete the Hire Action:

Step	Action
1.	Select **PAR Processing** from the Menu Group.

Step	Action
2.	Select the **Hire Employee** tab. The ***Hire Employee USF*** page displays. **NOTE:** "Select Hire Employee" is only used when initially adding a new hire. Once the record is saved, any workflow for the hire changes to the record, or new actions are completed in the HR Processing component.

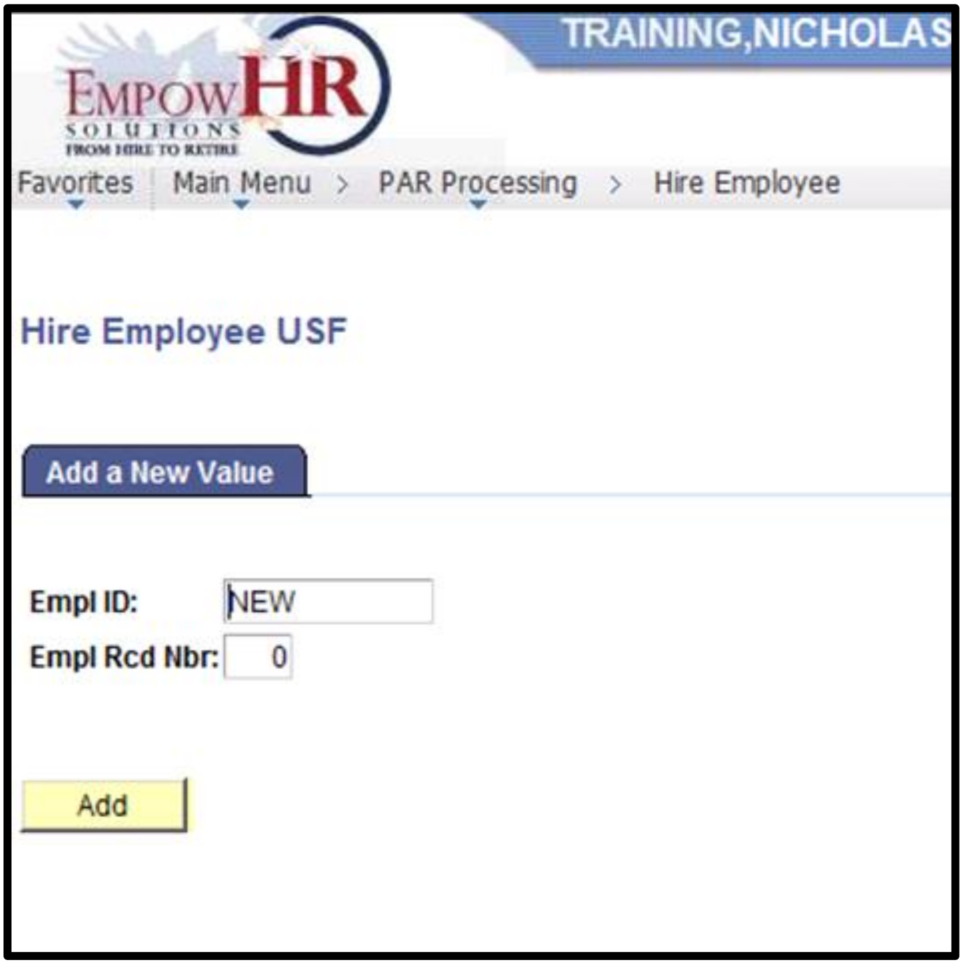


Figure 58: Hire Employees USF

Step	Action
3.	Verify the default is "NEW" in **EmplID** field. **NOTE:** When creating a new hire, the EmplID defaults to "New" until the required information is entered and the record is saved.

	Upon save, the system generates an EmplID for the new employee.
4.	Verify the default is “0” in the **Empl Rcd Nbr** field.
5.	Click **Add**. The ***Data Control*** page displays.

Figure *59: Data Control Page Figure 59: Data Control Page*

The Data Control Page allows *EmpowHR* to automatically assign the EmplID and new record numbers. This page is used to record the type of action, reason, and effective date.

To complete the ***Data Control*** page, fill in the following fields as described below:

Field	Description
*Effective Date	Reflects the date on which a personnel action takes place and on which the employee's official assignment begins. Once entered on this page, the effective date will display on each page of the PAR.
Transaction Status	Reflects the status of the processed action. The status changes when the PAR is saved, reassigned, etc. Otherwise, the status defaults to **In Progress** (**NFC Ready**, **Sent to NFC, Applied**, **Not Applied**).
Effective Seq	Populates based on the authentication date. It used to sequence multiple personnel actions that have the same effective date.
Auth Date	The sequence in which actions are processed. It displays the date the action was approved for processing (determined by Agency). Should be on or before the effective date.
Contact EmplID	The employee to contact regarding the personnel action.
Action	The action documented by the PAR. Defaults to HIR (Hire) when processing a new hire.
PAR Status	The status of the personnel action request within *EmpowHR*. The status changes based on the flow of the work at each Agency and whether the action is processed, cancelled, or corrected.
Reason Code	The reason for the action documented by the PAR.
NOA Code	The action being processed. Use the Guide to Processing Personnel Action and the 5 CFR to determine the correct NOA. This field is displayed on each page and tab of the PAR.
Authority (1)	The Legal Authority code that is the law, Executive Order, regulation, agency directive, or instruction under which the personnel actions is taken.
Authority (2)	If required, an additional Legal Authority Code.
Agency Type	Set IDs that may need to be changed. Defaults to "Fed."

Field	Description
Not To Exceed Date	The end date of the temporary action.
PAR Request #	SF-52, Request for Personnel Action number.

Step	Action
6.	Click the **PAR Remarks** link on the ***Data Control*** page once the fields are populated. The ***PAR Remarks*** page displays.

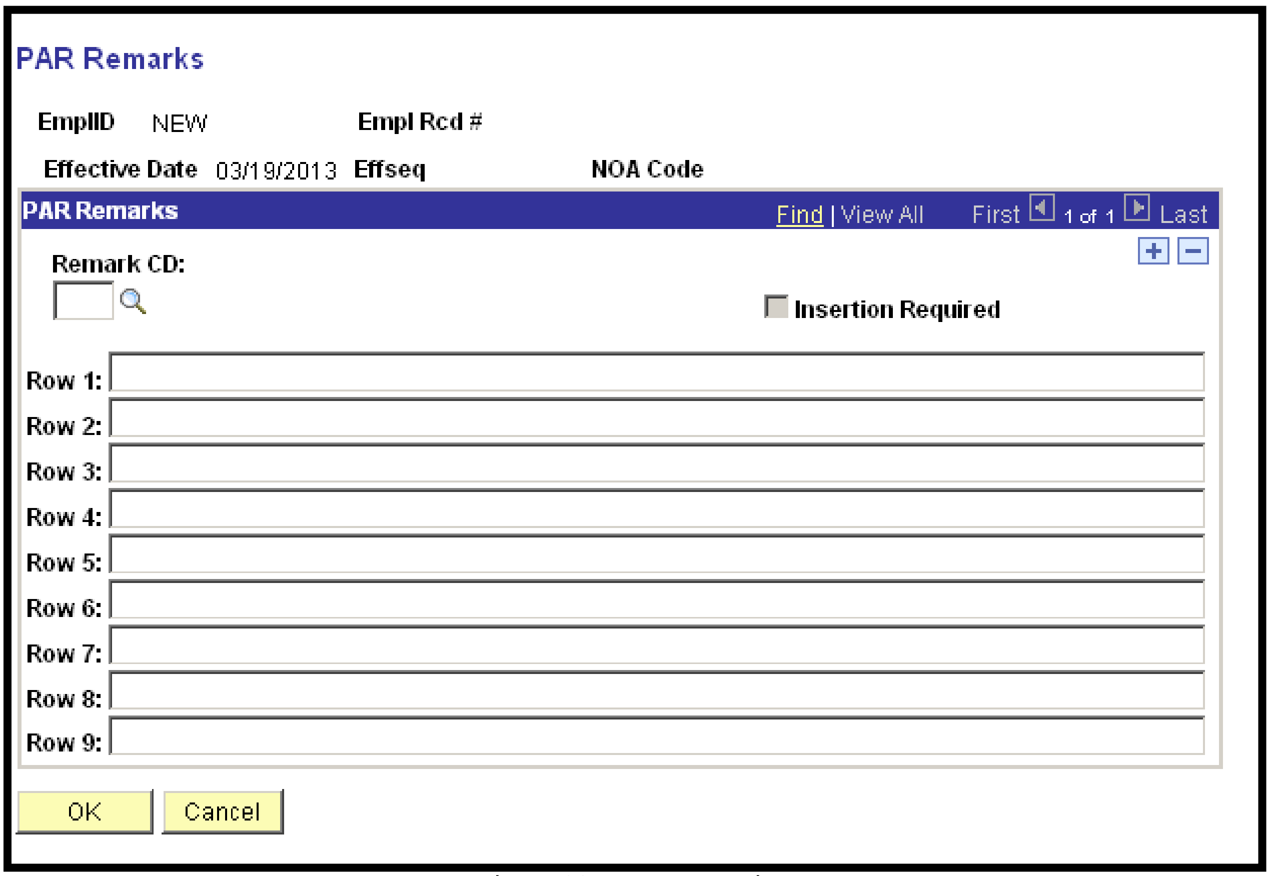


Figure 60: PAR Remarks

The purpose of PAR Remarks is to record information related to the action. The Remark Code is entered in the field or selected from the search icon. There is a limit of 10 remarks that can be added.

To complete the ***PAR Remarks*** page, fill in the following fields as described below:

Field	Description
Remarks Code	A three position code that denotes specific verbiage required on the action based on the NOA and found in *The Guide to Processing Personnel Actions*. The tab key generates the verbiage that populates the SF-50.
Insertion Required	Indicates when a remark needs employee-specific information. Click this box if applicable.
PAR Remarks	Required and may include Agency specific remarks that are found on the SF-50. **NOTE:** Some actions require specific required remarks that will auto-populate in the Remarks section. See *The Guide to Processing Personnel Actions*.

Step	Action
7.	Click **OK** to save the remark or click **Cancel** to clear any entered remark data. Once completed, the ***Data Control*** page displays.
8.	Click the **Personal Data** tab. The ***Personal Data*** page displays.

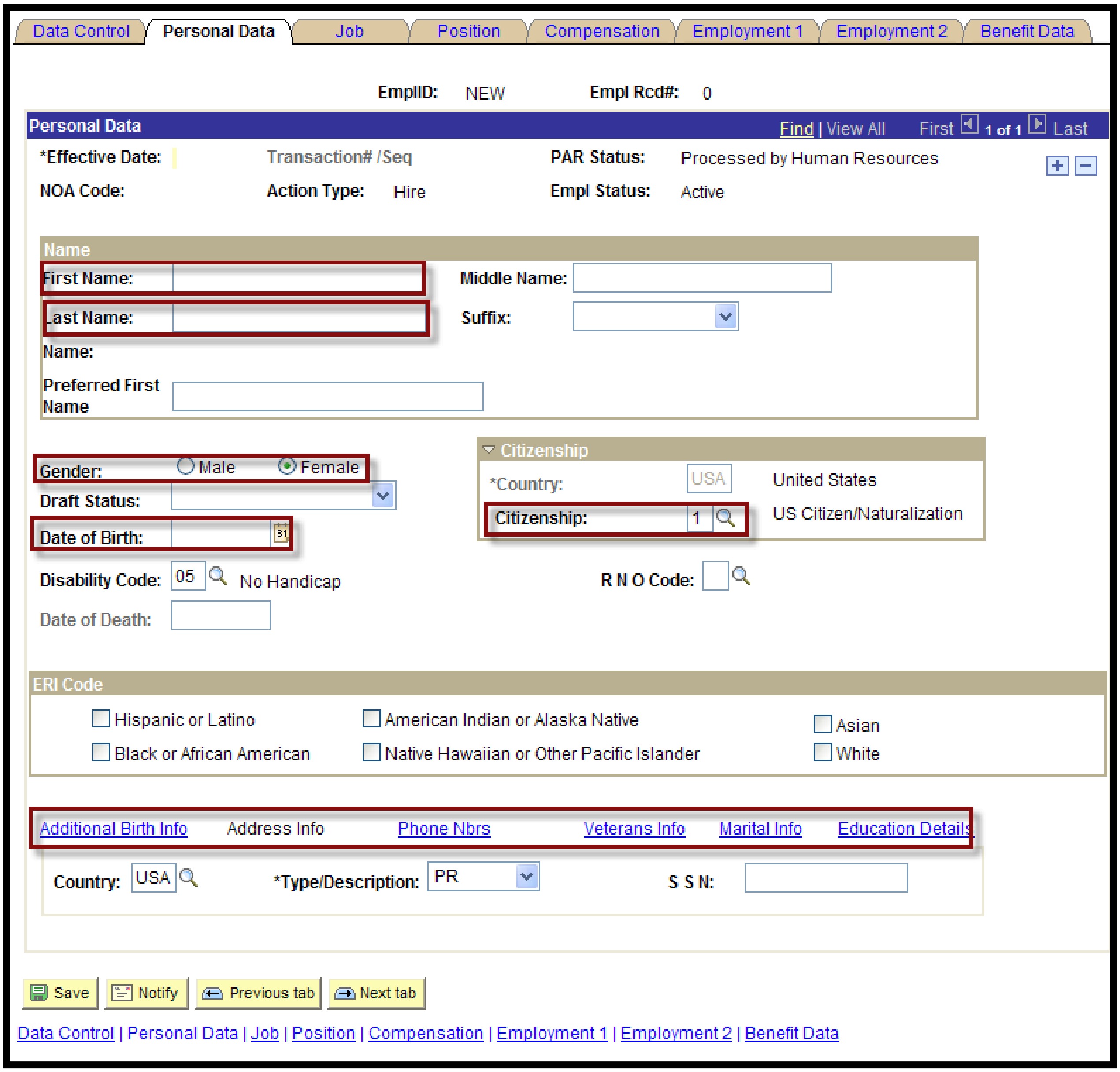


Figure 61: Personal Data Page

The ***Personal Data*** page stores personal information about the employee. The links at the bottom of the page allow the storage of Additional Birth Info, Mailing Address, Personal Phone Number(s), Veterans Info, Marital Info, and Education Details. These links are selected after the ***Personal Data*** page is completed.

IMPORTANT: The Additional Birth Info, Personal Phone Numbers and Marital Info links are completed but are not sent to NFC.

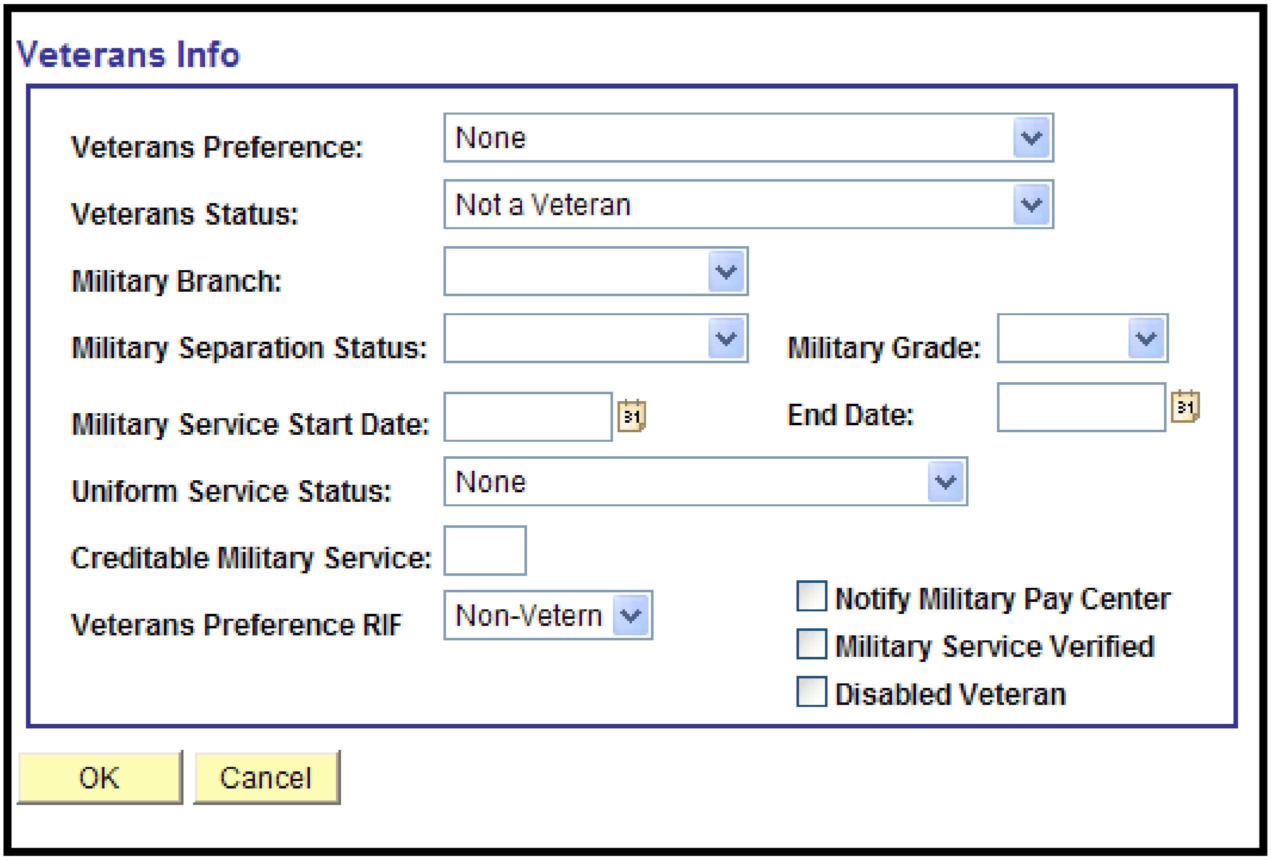


Figure 62: Veterans Info Link

Field	Description
Veterans Preference	This field default to None. This code indicates the preference used for appointment purposes to determine retention rights for reduction-in-force actions, procedural rights in appeal cases, and in other areas where veteran's preference is pertinent. To change the default, select data from the drop-down list.
Veterans Status	This field defaults to Not a Veteran. To change the default, select data from the drop-down list.
Uniformed Service Status	This field defaults to None. To change the default, select data from the drop-down list.

Field	Description
Veterans Preference RIF	This field defaults to **Non-Vetern**. This field indicates eligibility for veterans preference for the purpose of Reductions In Force. To change the default, select the date from the drop-down list.

Step	Action
9.	Click the **Job** tab. The ***Job*** page displays.

The information on the ***Job*** page, Figure *64: Job Page*

The Job Page identifies the employee's assigned position, job code, and department. Many values on this page populate as a result of the data stored on the assigned position and the job code records.

To complete the ***Job*** page, fill in the following fields as described below:

Field	Description
Position	Denotes position number that was established in *EmpowHR* Position Management, prior to the current personnel action, and is assigned to this employee. **NOTE:** Tab out of the position number to populate the other pertinent data on the ***Job*** page.
Losing/Gaining Agency	Denotes Federal Agency or place of employment for an employee moving in or out of a Federal Agency.
Previous Class Action	Identifies what should be done with the position when it is being vacated.
Previous Sub-Agency	Used when the employee moves from one sub-agency to another, within the same agency.

Step	Action
10.	Click the **Position** tab. The ***Position*** page displays.

Error! Reference source not found.

The Position Page is used to enter data specific to a position. This page contains the Personnel Office ID (POI), Type of Appointment, Work Schedule, etc.

To complete the ***Position*** page, fill in the following fields as described in the table below:

Field	Description
*POI	Displays the POI generated from the position. This number is the POI of the personnel office to which the employee is assigned.
*Type Appt	Identifies the type of appointment that the employee has accepted.
*Work Schedule	Designates the type of work schedule assigned to the employee (i.e full-time, part-time, etc.) If the position is Part-time, enter the weekly number of hours in the **Standard Hours** field.
*FLSA Status	Used to indicate if the employee is exempt or non-exempt from the Fair Labor Standards Act (FLSA).
*Reg/Temp	Identifies whether the employee is a regular or temporary employee. This is a display only field that is populated from the position number selected.

Step	Action
11.	Click the **Compensation** tab. The ***Compensation*** page displays.

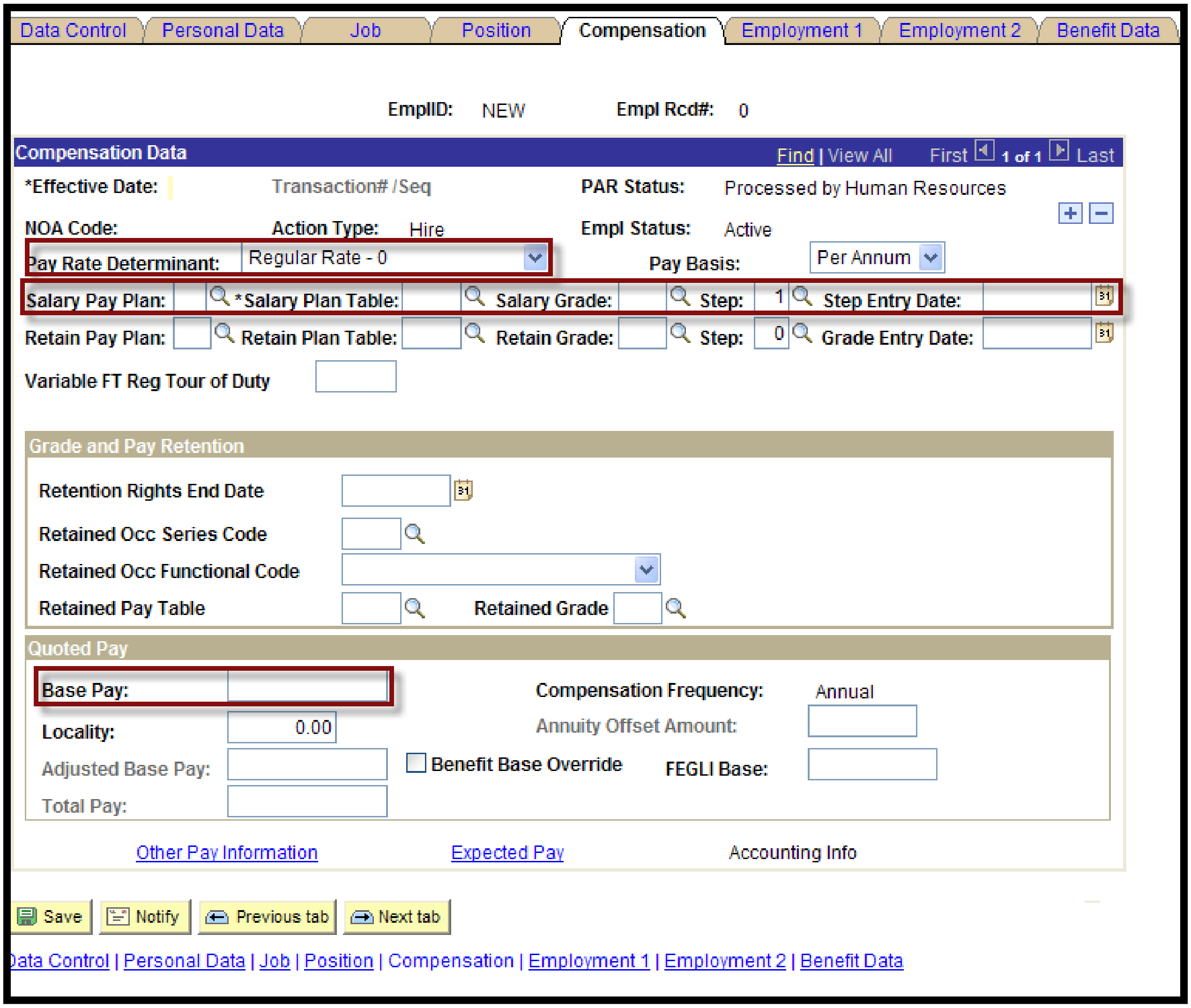


Figure 63: Compensation Page

The ***Compensation*** page, Figure 63: ***Compensation*** Page, contains information related to pay. Select and complete the links related to pay compensation as appropriate.

To complete the ***Compensation*** page, fill in the following fields as described in the table below:

Fields	Description
Pay Rate Determinant	Used to identify when the employee is receiving a rate of pay other than the regular rate for the position and the legal and/or regulatory basis. This field is populated automatically.
Salary Pay Plan/Salary Plan Table/Salary Grade	The pay plan that governs the compensation, the table and grade used to determine the scheduled rate(s) of pay.
Step	Defaults to 1 and indicates a specific salary within a grade, level, class, rank, or pay band.
Step Entry Date	The date the employee entered the step.
Grade Entry Date	The date that the employee first entered the grade.

Step	Action
12.	Click the **Employment 1** tab. The ***Employment 1*** page displays.

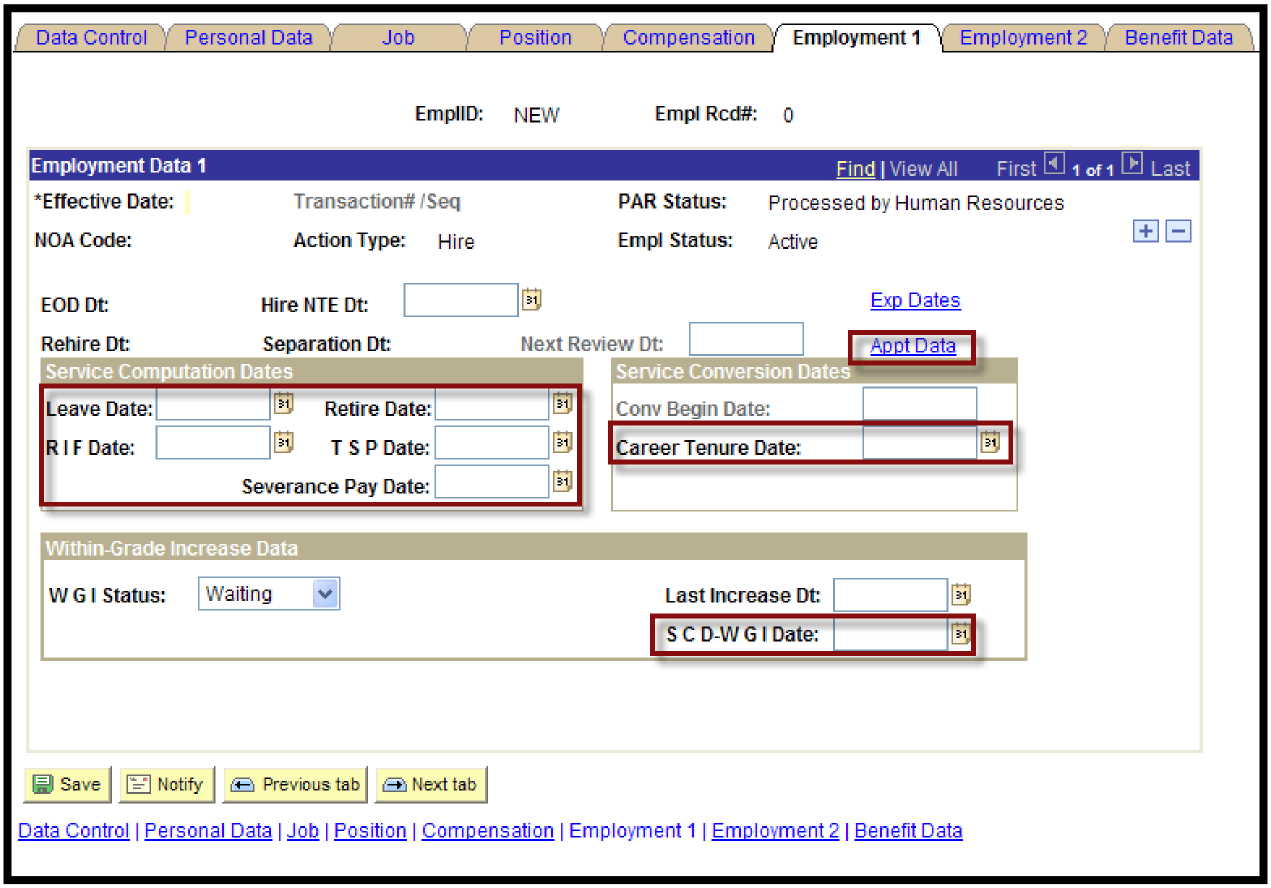


Figure 64: Employment 1 Page

The ***Employment 1*** page, Figure 64: ***Employment 1*** Page, identifies employment related dates such as Service Computation Date (SCD) and Within-Grade Increase (WGI) date. Review and enter the correct dates based on the employee employment history.

To complete ***Employment 1*** page, fill in the following fields as described in the table below:

Field	Description
Leave Date	Identifies the computation date for annual leave earnings.
Retire Date	Identifies the computation date used for retirement.

Field	Description
RIF	Identifies the employee’s service computation data for reduction-in-force (RIF) purposes.
TSP	Identifies the beginning date of the vesting period for the 1-percent Government contributions to the Thrift Savings Plan (TSP) and must be completed for CSRS and FERS employees.
Career Tenure Date	Identifies the date service starts counting towards career or permanent tenure.
WGI Status	Displays Within-Grade-Increase (WGI) status.
Last Increase Dt	Displays date of the last within grade increase.
SCD-WGI	Identifies the beginning date from which service is to be credited toward the employee’s next within-grade increase.
Special Employment Program	Click **Appt Data** link to access the Special Employment Program information. Indicates the employee is in a Special Employment Program Code if applicable.

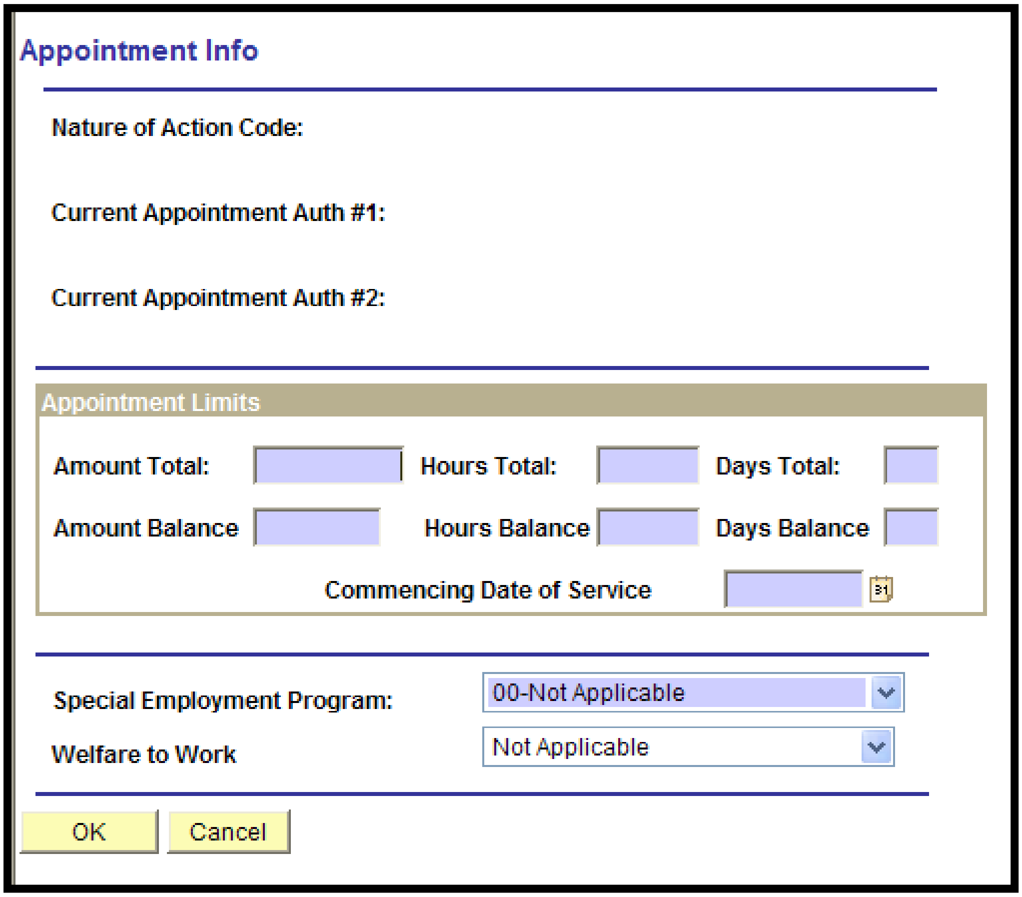


Figure 65: Appointment Info Page

Field	Description
Special Employment Program	This field is used to indicate the employee is in a Special Employment Program Code. Select the special employment program from the drop-down list.

Step	Action
13.	Click the **Employment 2** tab. The ***Employment 2*** page displays.

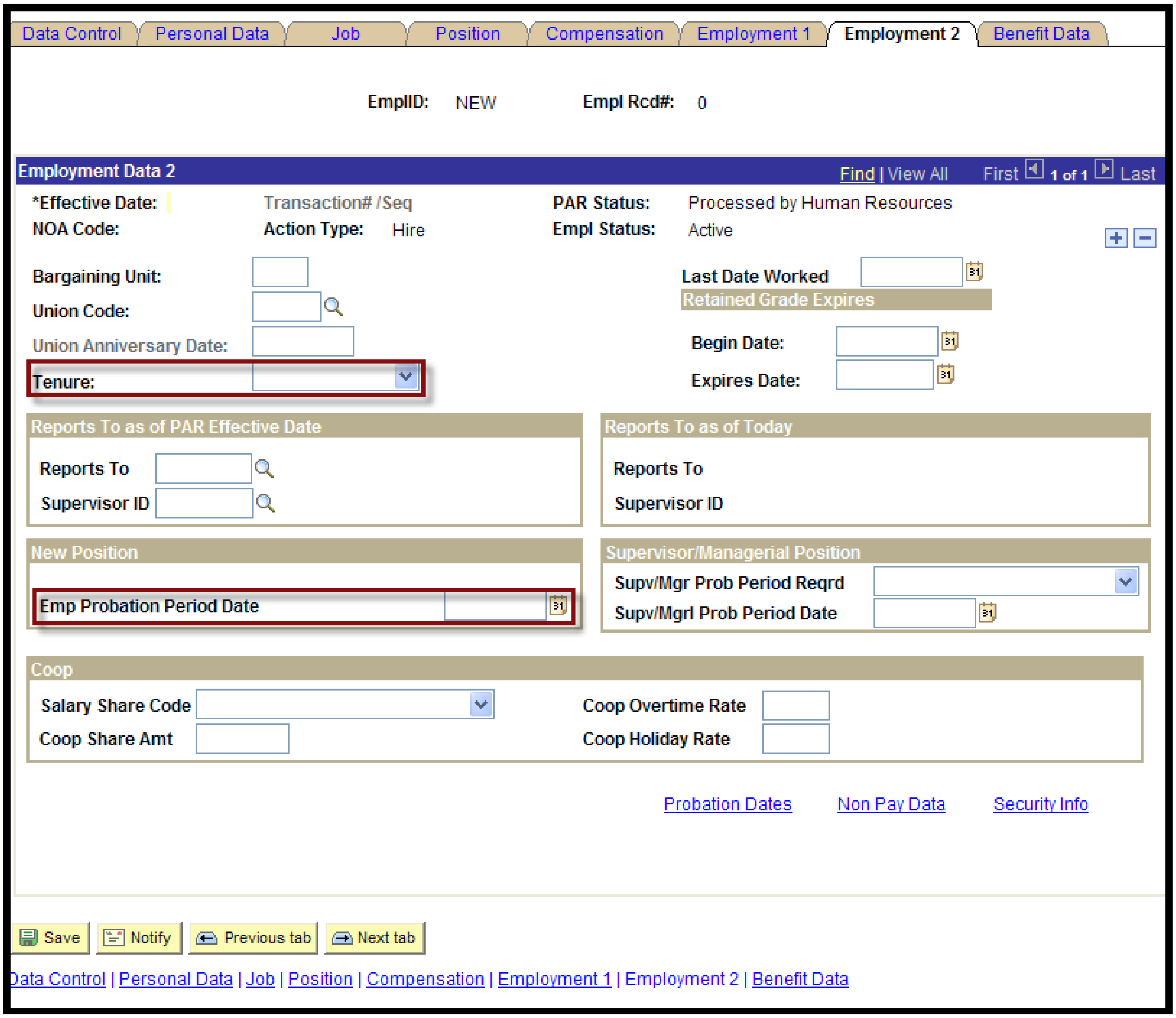


Figure 66: Employment 2 Page

The ***Employment 2*** page, Figure 66: ***Employment 2*** Page, is divided into sections (Employment 2, Reports To as of PAR Effective Date, Reports To as of Today, New Position, Supervisory/Managerial Position, and COOP). Some fields are populated from data entered on previous pages.

To complete the ***Employment 2*** page, fill in the following fields as described in the table below:

Field	Description
Bargaining Unit	Displays numbers which are used in identifying specific Agency and their labor organizations. Each bargaining unit has its own Certificate of Representative (Unit).
Union Code	Denotes the union/association code for the position.
Tenure	Identifies the employee’s retention group (for RIF purposes).
Employee Probation Period Date	Displays the beginning date of the one-year probationary (or trial) period. The date is automatically removed after one year of creditable service.
Supervisor/Managerial Prob Period Reqrd	Denotes applicable value to designate whether the supervisor/manager is subject to a probationary period.
Supervisor/Managerial Prob Period Date	Denotes the date a supervisor/manager probationary period or an SES probation period begins.

Step	Action
14.	Click the **Benefit Data** tab. The ***Benefit Data*** page displays.

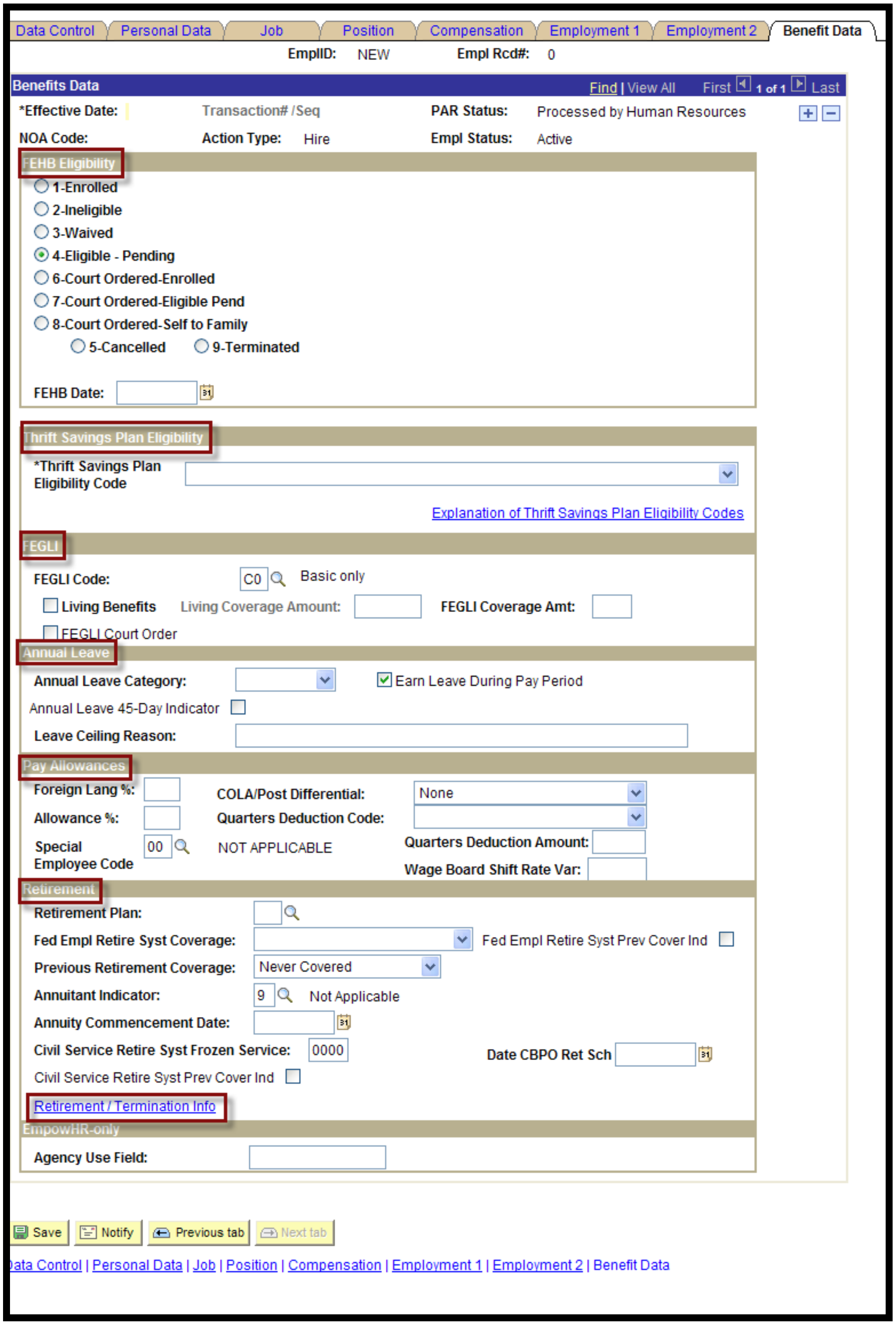


Figure 67: Benefits Data Page

The ***Benefit Data*** page, Figure 67: ***Benefits Data*** Page, is used to enter employee benefit information such as FEHB Eligibility, TSP Eligibility Code, FEGLI Code, Annual Leave, Pay Allowance, and Retirement for employees. Complete all the applicable fields.

To complete the ***Benefit Data*** page, fill in the following fields as described in the table below:

Field	Description
FEHB Eligibility	Denotes if the employee is eligible to participate in FEHB.
Thrift Savings Plan Eligibility	Denotes if the employee is eligible to participate in TSP.
FEGLI	Denotes if the employee is eligible to participate in FEGLI.
Annual Leave	Denotes the category in which an employee is eligible to earn annual leave.
Pay Allowances	Denotes the amount employee is entitled to receive for a cost of living allowance (COLA) and/or post differential.
Retirement	Denotes what retirement plan an employee is eligible for. ***Retirement/Termination Info link*** is used for separated employees only.

Step	Action
15.	Click **Save.** The **Hire Action** is complete and the EmplID displays.

Exercise 6.1: Hiring as Employee Action

Description/Scenario

The employee named Hire Training Demo was hired as a Permanent full time, GS-12, Step 01, IT Specialist, under a Career Conditional Appointment, effective 06/06/2010. He has no previous government or military service and previously worked in private industry.

Instructions

Follow the steps in the table below to complete Exercise 6.1: Hiring as Employee Action.

Step	Action	Required Data
1.	From the HR Processing component, enter the Effective Date for the new hire in the ***Effective Date** field.	06/06/2010
2.	Enter the Authentication Date for the new hire in the **Auth Date** field.	06/01/2010
3.	Verify the Action Code in the **Action Code** field.	HIR (Default)
4.	Using the search icon, select the Reason Code for the new hire from the **Reason Code** field.	Lookup Code for Permanent Position
5.	Enter the Nature of Action Code in the **NOA code** field.	101
6.	Enter the Legal Authority in the **Authority (1)** field.	ACM
7.	Enter the Personnel Action Request Number in the **PAR Request #** field if applicable to your Agency.	
8.	Click the **PAR Remarks** link.	
9.	Enter each the remark code in the **Remark CD** field. **TIP**: To add a new remarks code record, click the Add a new row icon.	M01 (Default), T10, K12, M45
10.	Click **OK**.	

Step	Action	Required Data
11.	Click the **Personal Data** tab. The ***Personal Data*** page displays.	
12.	Enter First Name in the **First Name** field.	Hire
13.	Enter Last Name in the **Last Name** field.	Demo
14.	Select Gender.	Male
15.	Enter Date of Birth in the **Date of Birth** field.	08/20/1960
16.	Enter a Disability Code in the **Disability Code** field.	No Handicap (Default)
17.	Enter the Citizenship code in the **Citizenship** field.	U.S. citizen (Default)
18.	Select appropriate ERI code(s). **NOTE**: More than one ERI code can be selected.	African American
19.	Enter the SSN in the **SSN** field.	331-04-0XXX (XXX=EMPTD ID)
20.	Click the **Address Info** link.	
21.	Enter the Address into the *__Address 1, *Address 2__, and __*Address 3__ fields.	320 First Street
22.	Enter the City into the ***City** field.	Chesapeake Beach
23.	Enter the State into the ***State** field.	MD
24.	Enter the Postal Code into the ***Postal** field.	20732
25.	Enter the County into the ***County** field.	Calvert (Default)

Step	Action	Required Data
26.	Enter the Country into the ***Country** field.	USA (Default)
27.	Click **OK**. The ***Personal Data*** page displays.	
28.	Enter the Education Level in the ***Education Details Link** field.	Bachelor's Degree
29.	Select the Year Acquired from the **Year Acquired** drop-down list.	1985
30.	Select the Education Major from the **Education Major** drop-down list.	Select from the drop-down list
31.	Select the Major Specialization from the **Major Specialization** drop-down list.	Select from the drop-down list
32.	Click **OK**. The ***Personal Data*** page displays.	
33.	Click the **Job** tab. The ***Job*** page displays.	
34.	Enter the Position number in the ***Position** field.	Use the number created in Position Management Exercise 3
35.	Click **Refresh Position Data** to populate Job Data information.	
36.	Enter Losing/Gaining Department in the ***Losing/Gaining Dept** field.	7A
37.	Click the **Position** tab. The ***Position*** page displays.	
38.	Verify the POI in the ***POI** field.	5317
39.	Select the Type of Appointment in the ***Type Appt** field.	Competitive Career Conditional

Step	Action	Required Data
40.	Select the Work Schedule in the ***Work Schedule** field.	Full Time (Default)
41.	Click the **Compensation** tab. The ***Compensation*** page displays.	
42.	Verify the **Pay Rate Determinant Code** field.	0 (Default)
43.	Verify the **Salary Pay Plan** field.	GS
44.	Verify the ***Salary Plan Table** field.	0000
45.	Verify the **Salary Grade** field.	12
46.	Verify the **Step** field.	1
47.	Enter the Step Entry Date in the **Step Entry Date** field.	06/06/2010
48.	Verify the **Base Pay** field.	$60,274.00
49.	Click the **Employment 1** tab. The ***Employment 1*** page displays.	
50.	Enter the SCD Leave Date in the **SCD Leave Date** field.	06/06/2010
51.	Enter the SCD Retire Date in the **SCD Retire Date** field.	06/06/2010
52.	Enter the SCD RIF Date in the **SCD RIF Date** field.	06/06/2010
53.	Enter the SCD TSP Date in the **SCD TSP Date** field.	06/06/2010
54.	Enter the Career Tenure Date in the **Career Tenure Date** field.	06/06/2010
55.	Enter the SCD WGI Date in the **SCD WGI Date** field.	06/06/2010
56.	Click the **Employment 2** tab. The ***Employment 2*** page displays.	
57.	Select the Tenure code in the **Tenure** field.	Group II

Step	Action	Required Data
58.	Enter the Employee Probation Period Date in the **Emp Probation Period Date** field.	06/06/2010
59.	Click **Benefit Data**. The ***Benefit Data*** page displays.	
60.	Select the FEHB Code from the **FEHB Eligibility** choices.	4-Eligible Pending
61.	Select the TSP Eligibility Code from the ***Thrift Savings Plan Eligibility Code** drop-down list.	3-Eligible Immediately
62.	Enter the FEGLI Code in the **FEGLI Code** field.	CO (Basic Only)
63.	Select the Annual Leave Category from the **Annual Leave Category** drop-down list.	4
64.	Verify the **Earn Leave During Pay Period** check box.	Checked (Default)
65.	Enter the Special Employee Code in the **Special Employee Code** field.	00 (Default)
66.	Enter the Retirement Plan in the **Retirement Plan** field.	K
67.	Select applicable choice from the **Fed Empl Retire Syst Coverage** drop-down list.	Automatically Covered by FERS
68.	Click **Save**. You have successfully completed the Hire action, and the EmplID displays.	

Exercise 6.2: Completing a Promotion Action

Description/Scenario

James Training has been promoted to Program Analyst, GS-12, Step 01, effective 06/06/2010. His former position will be left vacant and remain active.

EMPLID: _______________

Instructions

Enter the Data elements and values below to complete Exercise 6.2: Completing a Promotion Action.

Step	Action	Required Data
1.	From the HR Processing component, Enter the Effective Date for the promotion in the ***Effective Date** field.	06/06/2010
2.	Enter the Authentication Date for the promotion in the **Auth Date** field.	06/06/2010
3.	Enter the Action Code in the **Action Code** field.	PRO
4.	Enter the Reason Code for the promotion in the **Reason Code** field.	CMP
5.	Enter the Nature of Action Code in the **NOA Code** field.	702
6.	Enter the Legal Authority in the **Authority (1)** field.	N3M REG 335.102Ltr 6/5/10
7.	Enter the Personnel Action Request Number in the ***PAR Request#** field.	
8.	Select the **PAR Remarks** link. The ***PAR Remarks*** page displays.	
9.	Enter Remark Code in the **Remark CD** field.	K12
10.	Click on the row to populate remarks.	

Step	Action	Required Data
11.	Enter applicable information.	Cert #5-10 – 5/1/2010
12.	Click **OK**.	
13.	Click the **Job** tab. The ***Job*** page displays.	
14.	Enter the position number for the promotion in the **Position Number** field.	Number Created in Position Management Exercise 5
15.	Press **Tab** to populate with applicable data.	
16.	Select **Previous Class Action** in the **Previous Class Action** field.	Leave Position Vacant and Active
17.	Click the **Compensation** tab. The ***Compensation*** page displays.	
18.	Enter the Step in the **Step** field.	1
19.	Click **Save**. You have successfully completed a Promotion action.	

Exercise 6.3: Completing a Change in Work Schedule Action

Description/Scenario

Art Training changed to a part time schedule (24 hours a week) effective 06/06/2010.

EMPLID:_______________

Instructions

Enter the Data elements and values below to complete Exercise 6.3: Completing a Change in Work Schedule Action.

Step	Action	Required Data
1.	From the HR Processing component, enter the Effective Date in the ***Effective Date** field.	06/06/2010
2.	Enter the Authentication Date the **Auth Date** field.	06/06/2010
3.	Enter the Action code in **Action Code** field.	DTA
4.	Enter the Reason Code in the **Reason Code** field.	CWS
5.	Enter Nature of Action code in the **NOA code** field.	781
6.	Enter Legal Authority in the **Authority (1)** field.	VXM
7.	Enter the personnel action request number in the **PAR Request#** field.	
8.	Select the **PAR Remarks** link. The ***PAR Remarks*** page displays.	
9.	Enter Remark Code in the **Remark CD** field.	B43
10.	Click **OK**.	
11.	Click the **Job** tab. The ***Job*** page displays.	
12.	Select **Previous Class Action** in the Previous Class Action drop-down list.	Leave Position Vacant and Active

Step	Action	Required Data
13.	Click the **Position** tab. The ***Position*** page displays.	
14.	Select the Work Schedule from the **Work Schedule** drop-down list.	Part Time
15.	Enter the number of hours to be worked in the **Standard Hours** field.	24.00
16.	Click the **Compensation** tab. The ***Compensation*** page displays.	
17.	Enter the number of hours schedule for the pay period in **Variable FT Reg Tour of Duty** field.	008000
18.	Click **Save**. You have successfully completed a Change in Work Schedule action.	

Exercise 6.4: Hiring a Temporary Employee

Description/Scenario

Employee named Temp Hire was hired as a Temporary full time, GS-07, Step 1, IT specialist, under a Temporary Appointment effective 06/06/2010. He has no previous government or military service and previously worked in private industry.

Instructions

Enter the Data Elements and values below to complete Exercise 6.4: Hiring a Temporary Employee. Now that you have walked through several examples, try to complete the action without the step-by-step instructions. Please feel free to ask your facilitator or other participants if you have any questions.

Data Element	Value
***Data Control* Page**	
EmplID	New (Default)
Employee Record No.	0 (Default)
Effective Date	06/06/2010
Auth Date	06/01/2010
Action Code	HIR (Default)
Reason Code	EXC – Excepted Service
NOA	171
Authority Code	Y9K SCH C,213.3202(a)
NTE Date	06/05/2011
Remarks	M01 (Default), B03, ZG6, M06
***Personal Data* Page**	
First Name	Temp

Data Element	Value
Last Name	Hire
Gender	Male
Date of Birth	12/17/1982
Disability Code	No Handicap (Default)
Citizenship Status	U.S. Citizen (Default)
ERI	White
SSN	331-03-0XXX(XXX=EMPTD ID)
Address 1	105 Beach Road
City	Chesapeake Beach
State	MD
Zip	20732
County	Calvert (Default)
Country	USA (Default)
Veterans Preference	None (Default)
Veterans Status	Not a Veteran (Default)
Uniform Service Status	None (Default)
Veterans Preference RIF	Non-Vetrn (Default)
Education Level	Associate’s Degree
Year Acquired	2005
Education Major	Select from the drop-down list
Major specialization	Select from the drop-down list

Data Element	Value
***Job* Page**	
Position #	Number Created in Position Management Exercise 4
Losing/Gaining Dept	7A
***Position* Page**	
POI	5317 (Default)
Type Appt	Excepted-Temp
Work Schedule	Full Time (Default)
***Compensation* Page**	
Pay Rate Determinant	0 (Default)
Pay Plan/ Grade/ Step	GS/07/01 (Default)
Grade Entry Date	06/06/2010 (Default)
Base Pay	33,979.00
***Employment 1* Page**	
SCD Leave	06/06/2010
Special Employment Program	00
***Employment 2* Page**	
Tenure	III
Employee Probation Period Date	06/06/2010
***Benefits* Page**	
FEHB Eligibility	Ineligible
TSP Eligibility	6- Ineligible

Data Element	Value
FEGLI Code	Basic only
Annual Leave Category	4
Earn Leave During Pay Period	Yes
Annual Leave 45 day Indicator	Not Entitled
COLA/Post Differential	None
Special Employee code	00
Retirement Plan	2
FERS Previous Coverage Indicator	No
Previous Retirement Coverage	Never Covered
Annuitant Indicator	9
CSRS Previous Coverage Indicator	No

Exercise 6.5: Completing a Retirement Action

Description/Scenario

Cynthia Training retired effective 06/05/2010, which is the last day of Pay Period 11 of 2010. She worked the entire pay period and is entitled to earn leave. Her former position is to be left vacant and active.

EMPLID:_______________

Instructions

Enter the Data Elements and values below to complete Exercise 6.5: Completing a Retirement Action.

Data Element	Value
***Data Control* Page**	
Effective Date	06/05/2010
Auth Date	06/01/2010
Action Code	RET
Reason Code	ETR
NOA	302
Authority Code	SQM, 5 U.S.C. 8336
Remarks	M67 (default), N27 (default), R20, 389, 567
***Job* Page**	
Losing/Gaining Dept	1B
Previous Class Action	Leave Position Vacant and Active
***Employment 2* Page**	
Last Date Worked	06/05/2010
***Benefit Data* Page**	

Retirement/Termination link	Enter all applicable information within this area.

6.4. Updates Reports To

Lesson Overview

The Update Reports To option is used to update the employee's first level supervisor in *EmpowHR.*

Lesson Objective

By the end of this lesson, you will be able to:

- Update who an employee's supervisor is in *EmpowHR*

To update an employee's supervisor in *EmpowHR*, follow the below steps:

Step	Action
1.	Select **PAR Processing** from the Menu Group.
2.	Select the **Updates Reports To** tab. The ***Update Reports To*** page displays**.**

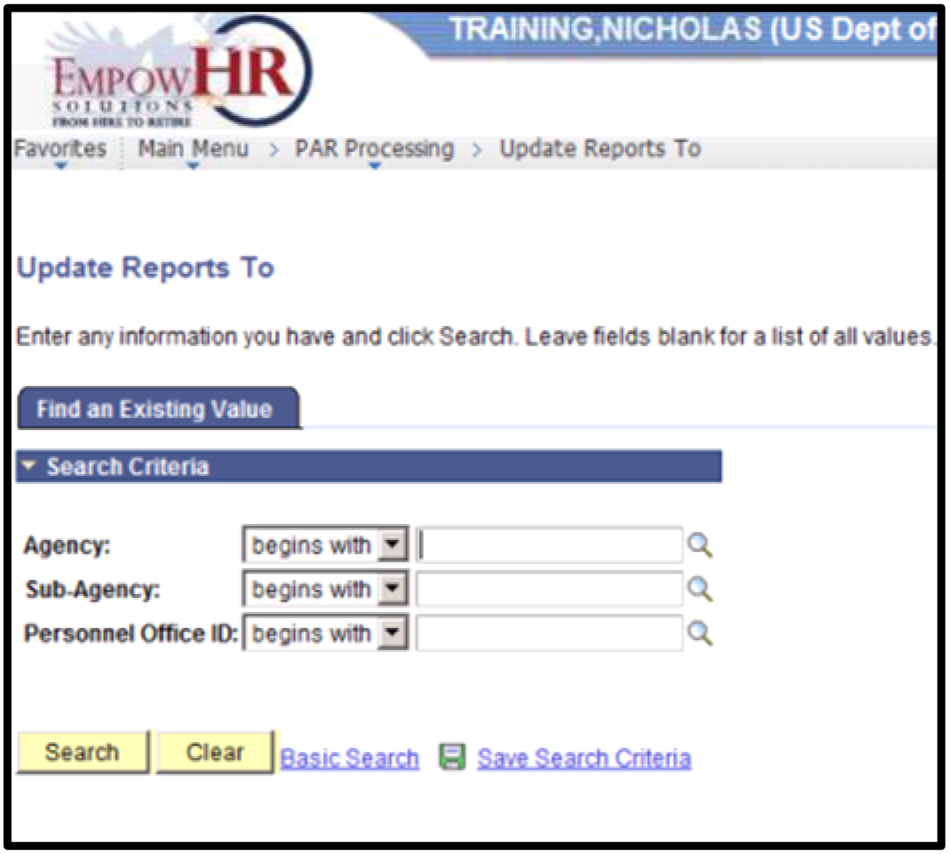


Figure 68: Update Reports To Page

Step	Action
3.	Enter the Agency in the **Agency** field**.**
4.	Enter the Sub-Agency in the **Sub-Agency** field.
5.	Enter the Personnel Office ID in the **Personnel Office ID** field.
6.	Click **Search.** The ***EmpowHR Reports_To Update*** page displays.

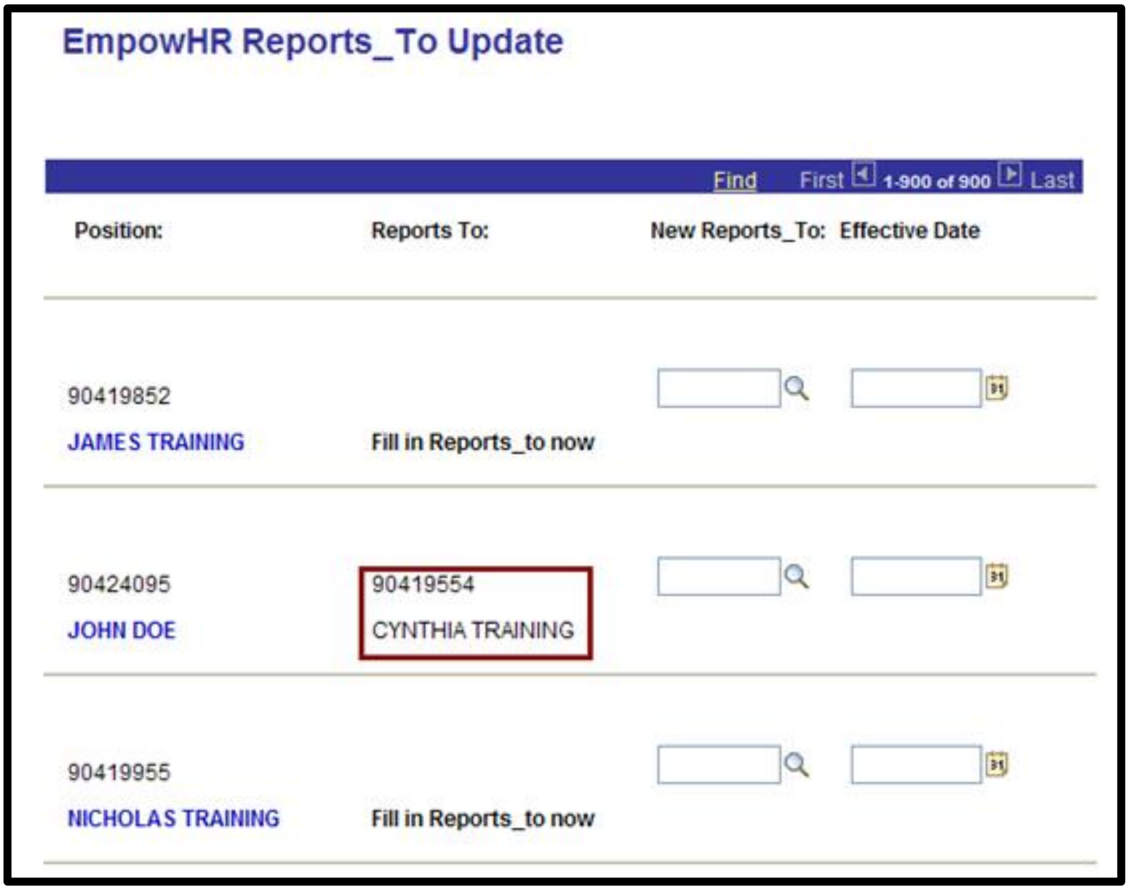


Figure 69: EmpowHR Reports_To Update Page

The list of all active employees for this Sub-Agency and POI displays. This page, Figure 69: ***EmpowHR Reports_To Update*** Page, allows you to locate the existing Reports To information and enter a new Reports To. The position number, employee's name, and the supervisor name display. You can enter the new supervisor's position number and effective date as of when the employee reports to the new supervisor. This page is primarily used when multiple records need to be updated; for example, when a new supervisor is hired or under a reorganization.

Step	Action
7.	Enter New Reports To in the **New Report_To** field.
8.	Enter Effective Date in the **Effective Date** field.
9.	Click **Save**. You have successfully updated an employee's supervisor.

6.5. Worklist

Lesson Overview

This lesson provides an overview of the worklist and how to use it in *EmpowHR*.

Lesson Objectives

By the end of this lesson, you will be able to:

- View and modify a worklist

The worklist is essentially your "to-do" list. It contains personnel actions that either requires an action be taken or describes the transaction status of a processed action. The list contains applied transactions as well as not applied transactions with errors.

Each User ID has its own unique worklist. When workflow is established for an agency, the worklist is used to notify the next role in the process that an action needs to be addressed.

Each time *EmpowHR* is accessed, you have the ability to view a status of transactions from the prior day. The transaction results of actions that are processed through PPS are displayed on the worklist.

For additional information about the worklist, please refer to the following resource: https://www.nfc.usda.gov/Publications/EMPOWHR/Section7_worklist.pdf

To view or modify a worklist, follow the below steps:

Step	Action
1.	Select the **Worklist** from the Menu Group. The ***Worklist*** page displays.

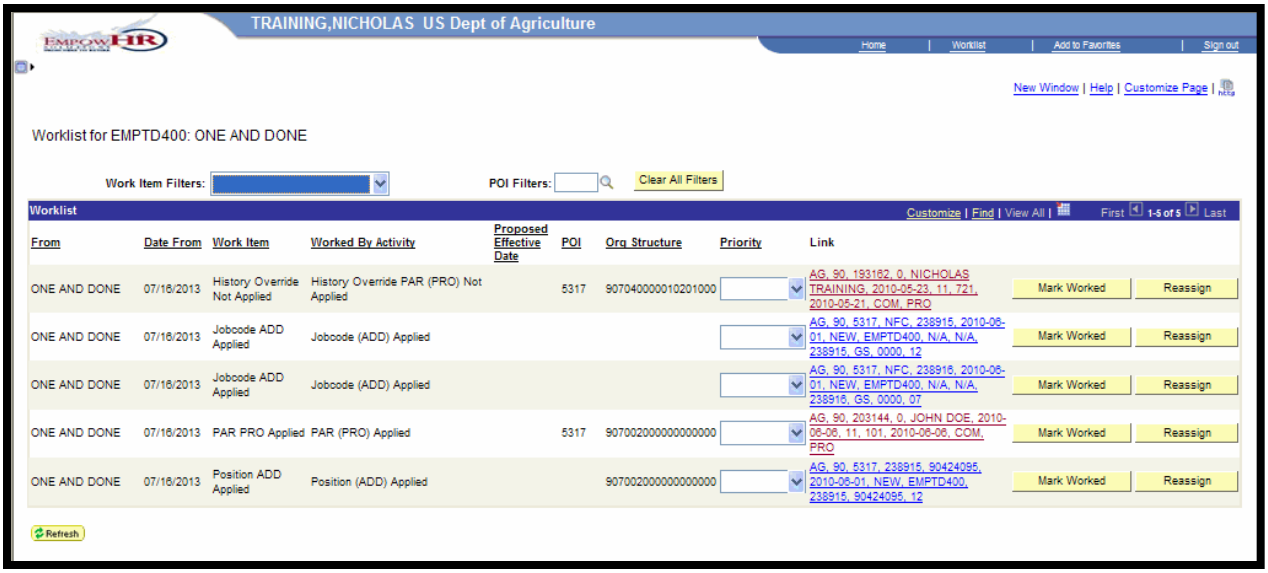


Figure 70: Worklist Page

Step	Action
2.	Select any Worklist item listed by clicking the link in the link column associated with the item.
3.	By clicking the action link, the user is automatically taken to the appropriate record. **NOTE:** When using the Worklist links, Worklist items that are related to workflow for processing actions will automatically be removed from the Worklist once the personnel action has been updated and sent to the next step in the workflow. For Worklist items related to Not Applied actions, click the Marked Worked button to remove the item from the Worklist once you have updated the action. The Worklist is updated every day after the nightly processing.

The fields listed on the ***Worklist*** page, Figure 70: ***Worklist*** Page, are described in the table below.

Fields	Description
From	Name of the person that sent the transaction to the Worklist.
Date From	Date the transaction was sent to the Worklist.
Work Item	Type of transaction and the status of the transaction once it has been sent to NFC for processing.
Worked By Activity	Type of transaction and the status of the transaction once it has been sent to NFC for processing.
Proposed Effective Date	Proposed effective date of the action.
Org Structure	Organizational structure of the employee or position.
Priority	Sets the priority and does not affect another person's Worklist.
Link	Link to the individual transaction. If clicked, the record automatically displays. **NOTE:** The links initially display blue but display red once a user has opened the item.
Mark Worked	Once the suspense transaction is worked, click this button to remove the item from the Worklist.
Reassign	Sends or reassigns the transaction to another person or a role.
Work List Filters	Filter used to display only specific work items.

IMPORTANT: The transaction results of an action are typically returned to the user who processed the action. If the Help Desk or an *EmpowHR* Team member is assisting in correcting a problem with an action or multiple actions and corrects the action(s) and sends for processing, the item will not updated the user's Worklist. Manually review those actions the next day to ensure that they have applied

6.6. Chapter Review

Knowledge Check

1. What is a three position code that denotes specific verbiage required on the action based on the NOA and found in the Guide to Processing Personnel Actions?

____

____

____

2. If more than one action is processing in the same pay period, what date drives the sequence in the system?
   a. Effective Date
   b. Authentication Date
   c. Date of Birth

3. Describe the purpose of the Nature of Action (NOA) Code.

____

____

____

Chapter Summary

Having completed this chapter, you are now able to:

- Describe PAR processing
- Identify status codes
- Process HR actions
- Modify Update Reports To
- Explain Workflow

7.0. Payroll Documents

7.1. Chapter Overview

This chapter focuses on the purpose and functionality of payroll documents in *EmpowHR* and provides instruction for processing payroll documents in *EmpowHR*.

Chapter Objectives

By the end of this chapter, you will be able to:

- Describe payroll documents
- Process payroll documents

Payroll documents are entered into *EmpowHR* to establish and update employee payroll data in PPS. Payroll documents are required to make disbursements or collections, as well as to provide other personal and payment information pertaining to employees' records.

In terms of processing, payroll document transactions are sent to the mainframe and are run through the PINE process for editing.

- Transactions that pass the PINE edit review reflect an **Applied** status and are applied to PPS and updated in *EmpowHR*.
- Transactions that reject during the PINE edit review are sent to suspense with errors. The transaction status reflects **Not Applied** on the payroll document. An error message, number, and hyperlink to the narrative displays in the upper, right quadrant of the Payroll documents for corrective action.

The following lessons further expand on payroll documents and the processing aspect of payroll documents.

7.2. **Describing Payroll Documents**

Lesson Overview

This lesson focuses on the purpose of payroll documents used in *EmpowHR*.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe payroll documents
- Explain payroll documents' purpose for processing in *EmpowHR*

Payroll documents are entered into *EmpowHR* to establish and update employee payroll data in PPS. Payroll documents are processed to:

- Withhold mandatory and voluntary deductions, such as health and life insurance, child support and alimony payments, allotments, taxes, etc.
- Disburse payments, such as annual leave and compensatory time payments
- Transfer data to PPS from another payroll system (i.e., leave data transfer)
- Disburse payments through Direct Deposit/Electronic Funds Transfer (DD/EFT)
- Update the database with payroll-related miscellaneous elements, such as restored annual leave, education and professional certifications, etc.

Before covering each of the payroll documents in *EmpowHR*, we are first going to review payroll documents for new hires and individuals that are separating from the Government.

Payroll Documents for New Hire

Payroll documents are processed differently for a New Hire (accession) action. Before the system allows you to process payroll documents, you must first obtain an EmplID. The EmplID is necessary to input payroll document data. When adding a payroll document for a new hire, click on the (**+**) icon.

> **IMPORTANT:** If an employee transfers from one Agency to another Agency within PPS and the prior Agency did not process in *EmpowHR*, the payroll documents in effect at transfer must be re-entered by the gaining Agency when the hire action is entered. If the prior Agency did use *EmpowHR*, these documents need to be validated in PPS for accuracy and do not need to be entered unless changes are needed (e.g., address or insurance info changed due to relocations, etc.).

For a New Hire, the following documents must be processed to establish their payroll record in the PPS database:

- Direct Deposit
- Tax Data – Federal, State, City and County data have been combined to one component

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

Employee Separation/Indebtedness

When an employee separates and/or is indebted to the Government, it is mandatory that deductions are secured from the employee's gross salary. If a mandatory deduction on the list precedes another mandatory deduction, and the salary is not sufficient to cover both mandatory deductions, the deduction(s) with the highest priority takes precedence. The order of precedence is shown below in Figure 71: Order of Precedence for Payroll Deductions.

Order of Precedence for Payroll Deductions
Effective with Wages Paid for Pay Period 09, 2010

1. Retirement
2. OASDI (Social Security Tax)
3. HITS (Hospital Insurance Tax)
4. Federal Tax
5. Health Benefits (basic)
6. Life Insurance (basic)
7. State Tax
8. City Tax
9. County Tax
10. Meals
11. Quarters
12. Commissary
13. Imprest Fund
14. Occupational Privilege Tax
15. Tax Levy
16. Receipt Accounts
17. Child Support and Alimony (Court Costs)
18. Child Support and Alimony (Deductions)
19. Child Support and Alimony (Arrears)
20. Bankruptcy
21. Commercial Garnishment
22. Demand Letter
23. Travel Separation
24. Flexfund (Health Care)
25. Health Benefits (Vision)
26. Health Benefits (Dental)
27. Health Savings Account (HSA)
28. Life Insurance Option A
29. Life Insurance Option B
30. Life Insurance Option C
31. Long Term Care
32. Flexfund (Dependent Care)
33. Long Term Care Disability (FDIC)
34. Extra Federal Tax
35. Extra State Tax
36. Extra City Tax
37. Extra County Tax
38. Thrift Savings (Financial Allotment)
39. Thrift Savings Deductions
40. Thrift Savings Deductions (Catch-up)
41. Military Service Deposits
42. Association Dues
43. Union Dues
44. Charitable Contributions
45. Receipt Accounts (if separated or less than $10)
46. Bond Deductions
47. Discretionary Allotments
48. Financial Allotments
49. Thrift Savings (Collections)

Figure 71: Order of Precedence for Payroll Deductions

7.3. Processing Payroll Documents

Lesson Overview

The navigation and process for entering payroll documents is common for all payroll documents. This lesson focuses on how to process the more common payroll documents in *EmpowHR*.

Lesson Objectives

By the end of this lesson, you will be able to:

- Process a payroll document in *EmpowHR*

Processing Payroll Documents

Payroll documents are entered into *EmpowHR* and once applied, the deductions are viewable in IRIS. The payroll documents are located under the Payroll Documents menu group seen in Figure 72: Payroll Documents.

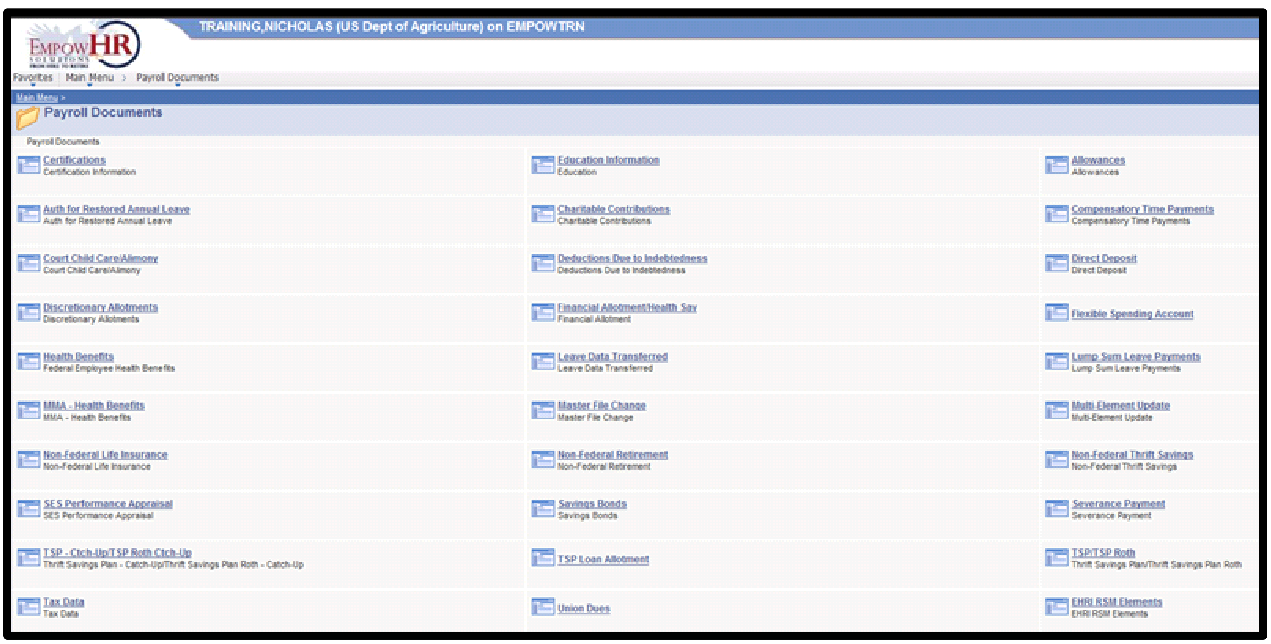


Figure 72: Payroll Documents

To enter payroll documents into *EmpowHR* for an employee, follow the below steps:

Step	Action
1.	Select **Payroll Documents** from the Menu Group.

2.	Select the applicable component. The ***Find An Existing Value*** page displays.

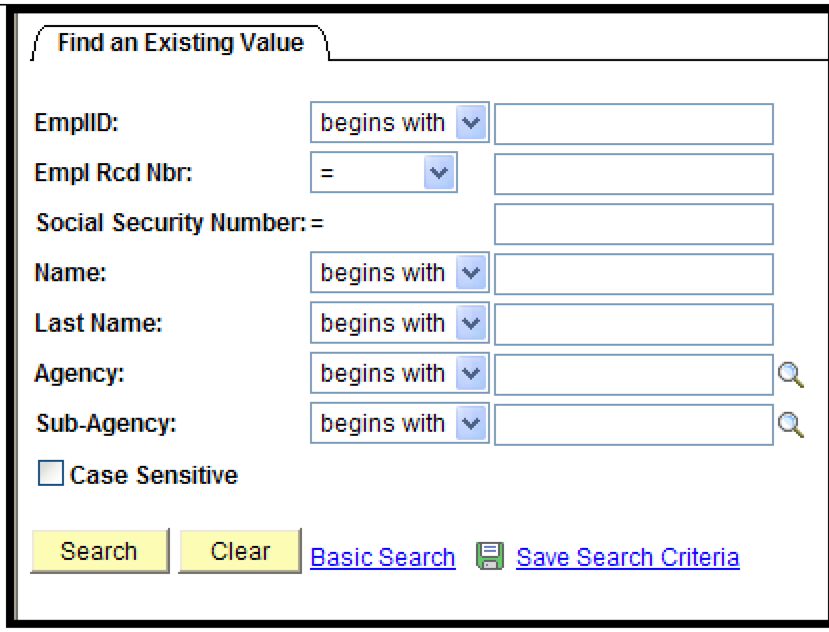


Figure 73: Find an Existing Value Page

Step	Action
3.	Locate the employee's record by entering the search criteria in the applicable fields.
4.	Click **Search**. The payroll document for the employee displays.

This procedure is the same to access any payroll document component. Now that you know how you access a payroll document, each document is described in greater detail on the subsequent pages. The documents are discussed in the order they appear on the payroll documents list from the *EmpowHR* Main Menu.

Certifications

Education and certification data records the highest education level attained based on years of formal schooling and/or academic degrees or certificates conferred. The Certifications payroll document, Figure 74: Certifications Document, allows for the entry of professional certifications into the following areas:

- Lawyer (member of the bar)
- Certified Public Accountant (CPA)
- Certified Professional Manager (CPM)
- Certified Internal Auditor (CIA)
- Certified Information System Auditor (CISA)

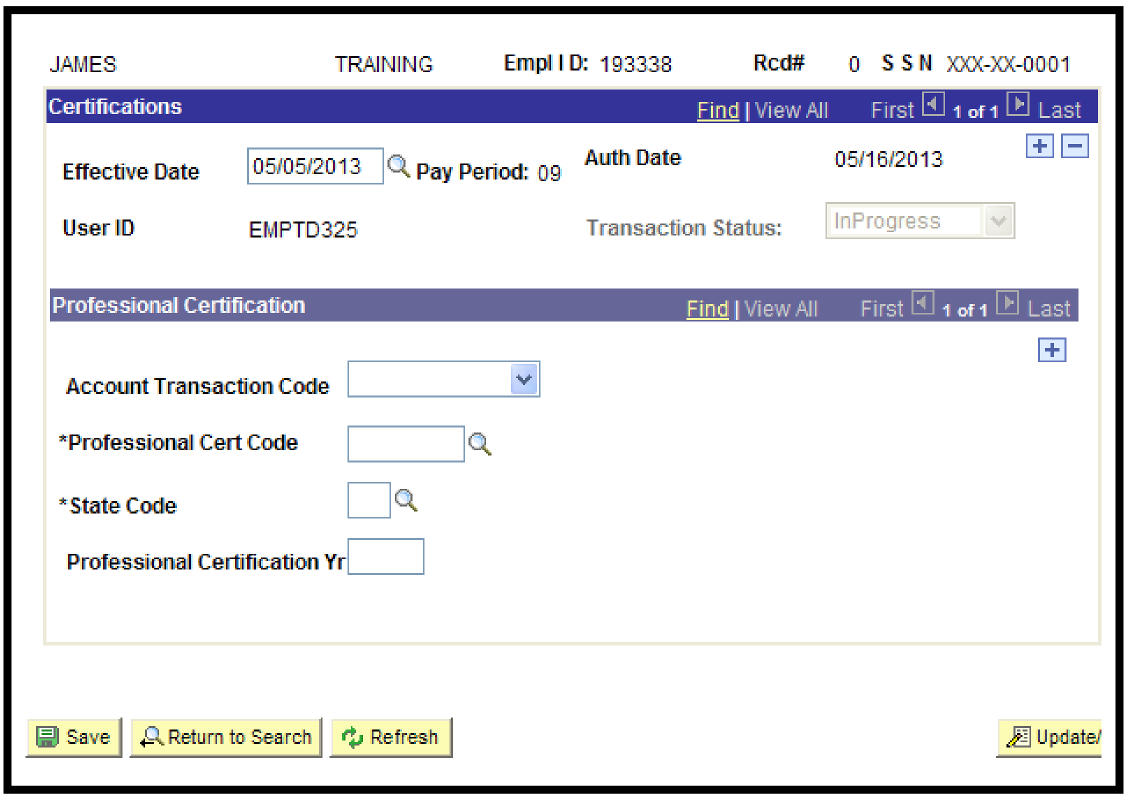


Figure 74: Certifications Document

NOTE: Certification data can be verified on IRIS Program, IR130, Education and Certificate.

Education Information

The initial education record is established in *EmpowHR*, during the accession action as part of the PAR, and considered the official education record for the employee. That record is reported to the Central Personnel Data File (CPDF).

If updates are needed to the Education record of the employee, HR processors should use the Education payroll document to update the education attained.

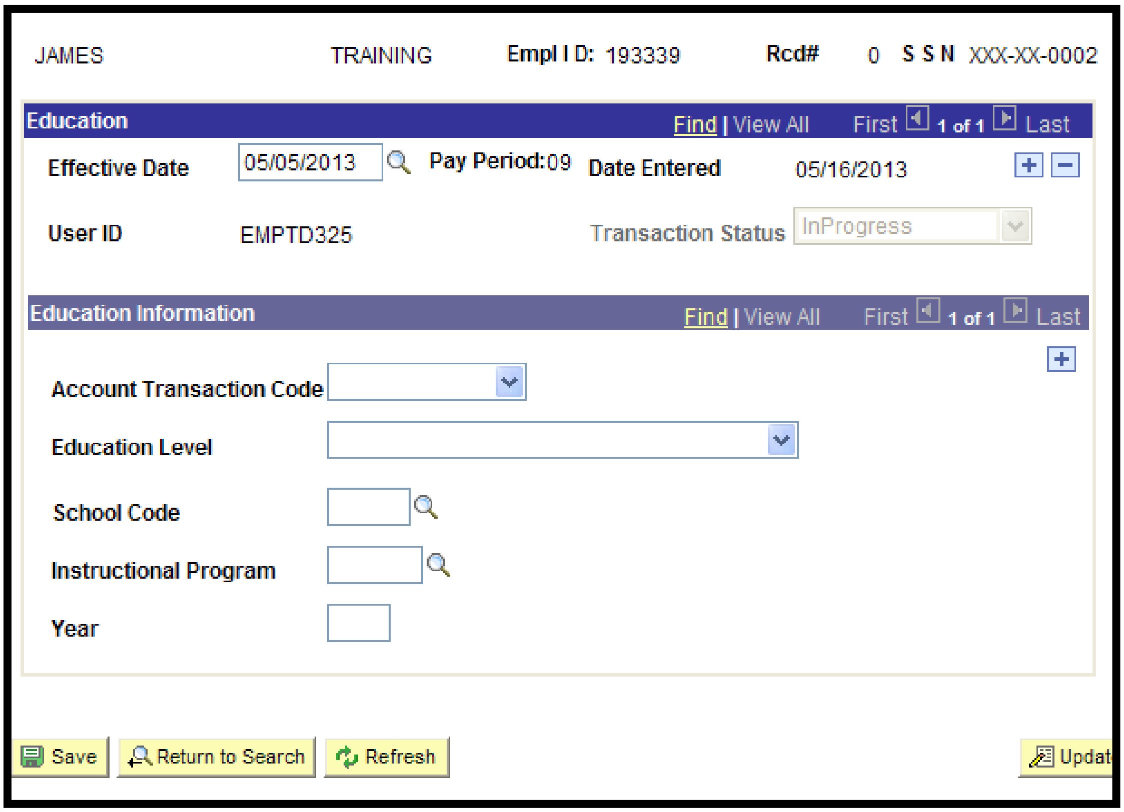


Figure 75: Education Document

NOTE: Education can be verified on IRIS Program IR130, Education and Certificate.

Allowances

Allowances are payments made to eligible employees in addition to basic pay. Allowances are paid in addition to the Cost-of-Living allowance (COLA) or as a post differential provided for duty stations in certain non-foreign areas, and temporary duty (TDY) post differential. COLA and post differential are entered on a personnel action; TDY is entered using the Multi-Element Update option.

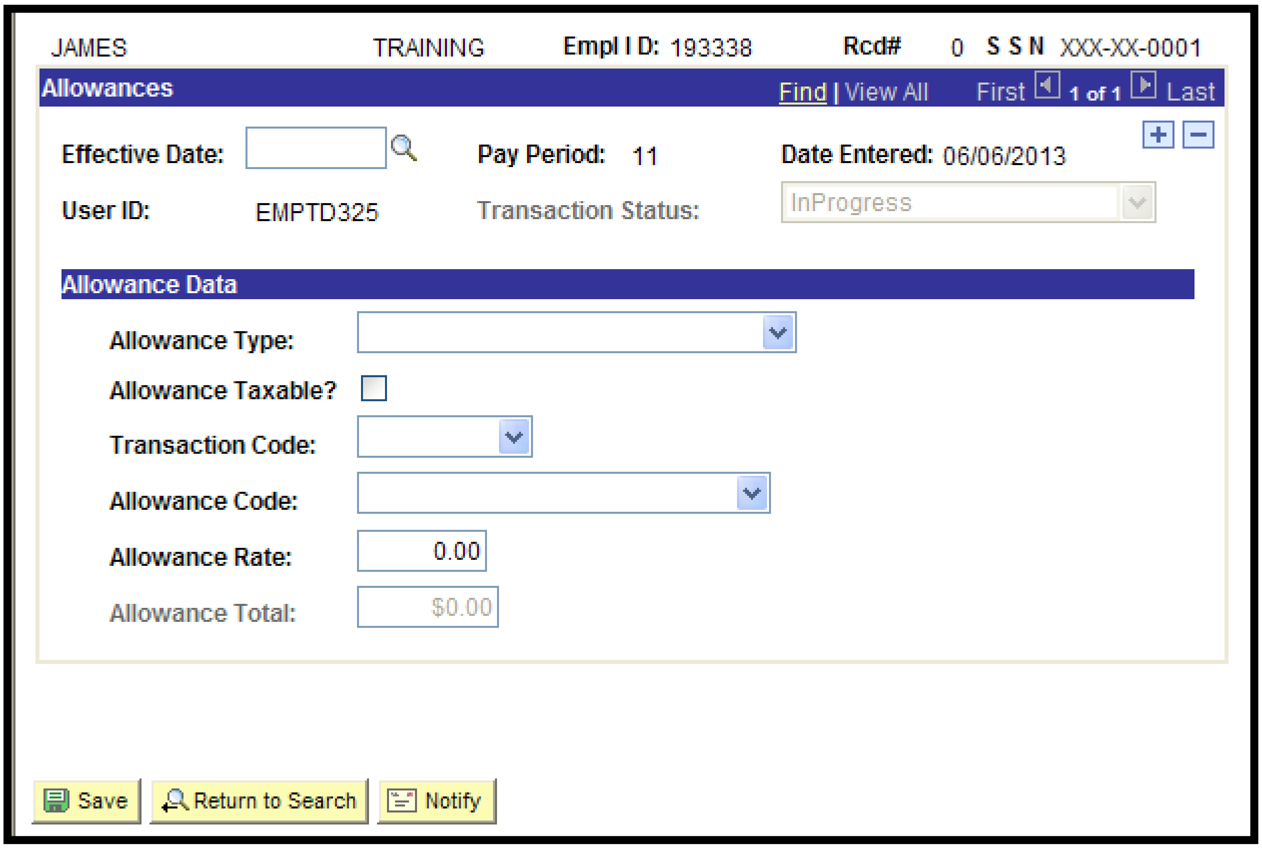


Figure 76: Allowance Document

For details on the types of applicable allowances and eligibility criteria, refer to Appendix B.

> **NOTE:** Allowance data can be verified on IRIS Program IR109, Allowances/COLA/Post Diff.

Authorization for Restored Annual Leave

Restored annual leave is annual leave approved for return to the employee instead of forfeited due to administrative error, exigencies of the public business, or illness.

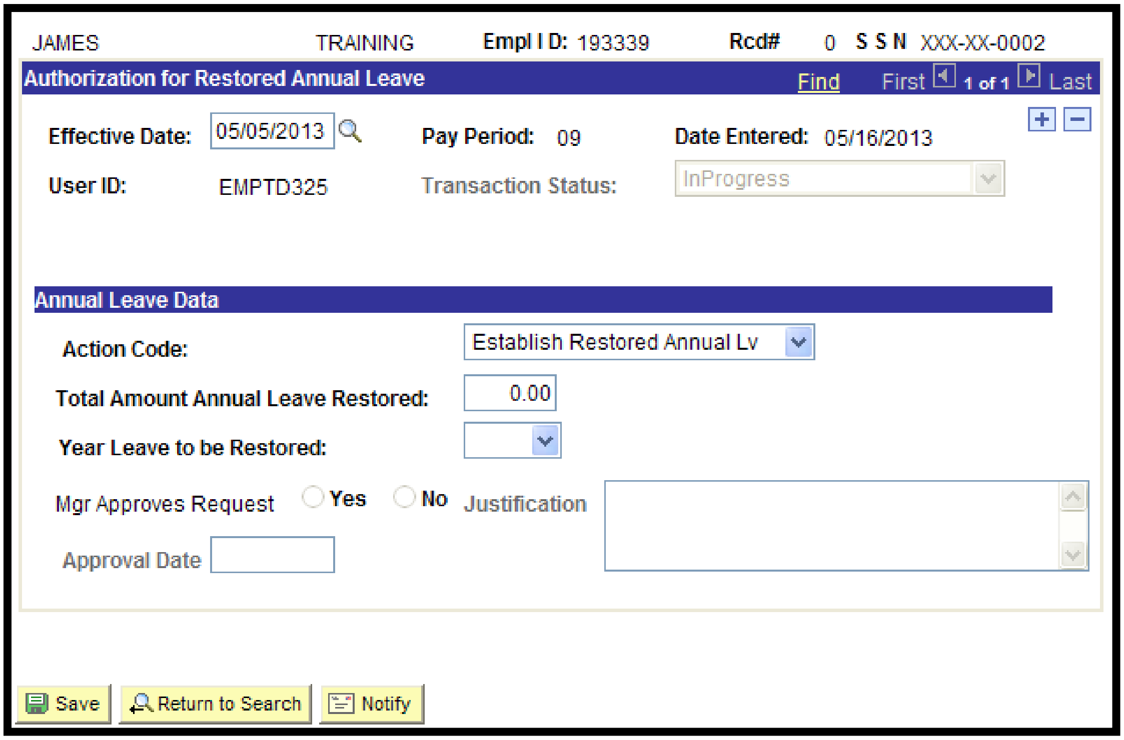


Figure 77: Authorization for Restored Annual Leave Document

> **NOTE:** If the correction or cancelation of restored annual leave documents is for the current year, enter the data in *EmpowHR*. If the correction is for a prior year, enter the data in TINQ Program TI007, Annual Leave Restored.

Changes in restored annual leave usage are handled through corrected T&As. The amount of the restored annual leave does not increase or change an employee's normal maximum carryover of annual leave into a new leave year.

> **NOTE:** Restored annual leave can be verified on IRIS Program IR136, Annual Leave.

Charitable Contributions

A charitable contribution is the authorization by an employee to withhold through payroll deductions, contributions for the Combined Federal Campaign (CFC). Form CFC-804 is completed by the employee to authorize the deductions.

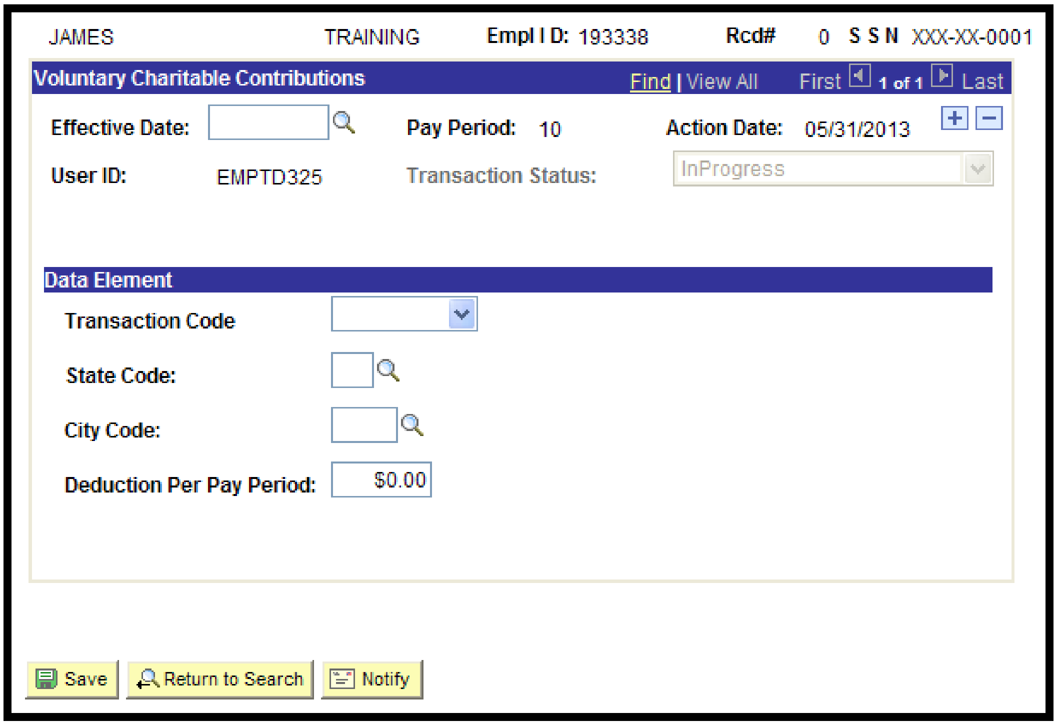


Figure 78: Voluntary Charitable Contributions Document

All CFC contributions are automatically discontinued only upon expiration of a one year withholding period, in the event of death or retirement, or upon separation from Federal service.

When an employee wishes to make a one-time cash contribution, the Agency personnel office sends the contribution directly to the designated charity or federated group. These types of documents are not entered into the system.

> **NOTE:** Charitable contributions can be verified on IRIS Program IR111, Charitable Contributions.

Compensatory Time Payments

Compensatory time is hours of irregular or occasional overtime work for which the employee is required to work but has elected to receive time off in lieu of receiving overtime pay. Compensatory leave may be liquidated by the end of the leave year, carried to the following year, or paid in full, in accordance with Agency policy.

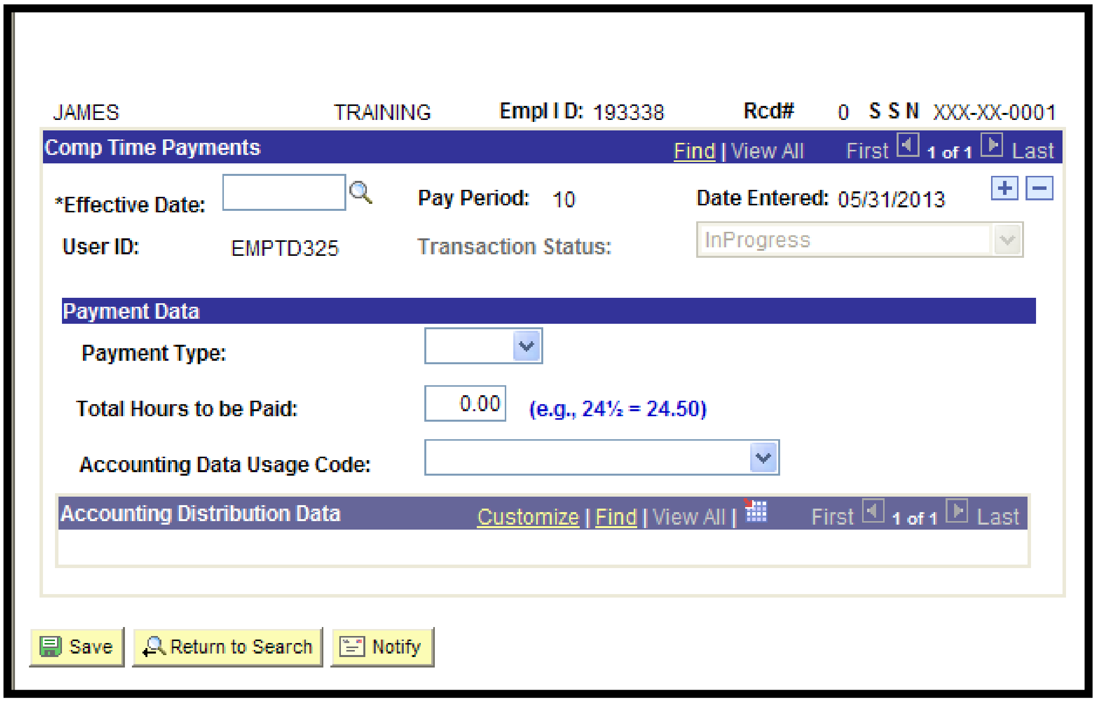


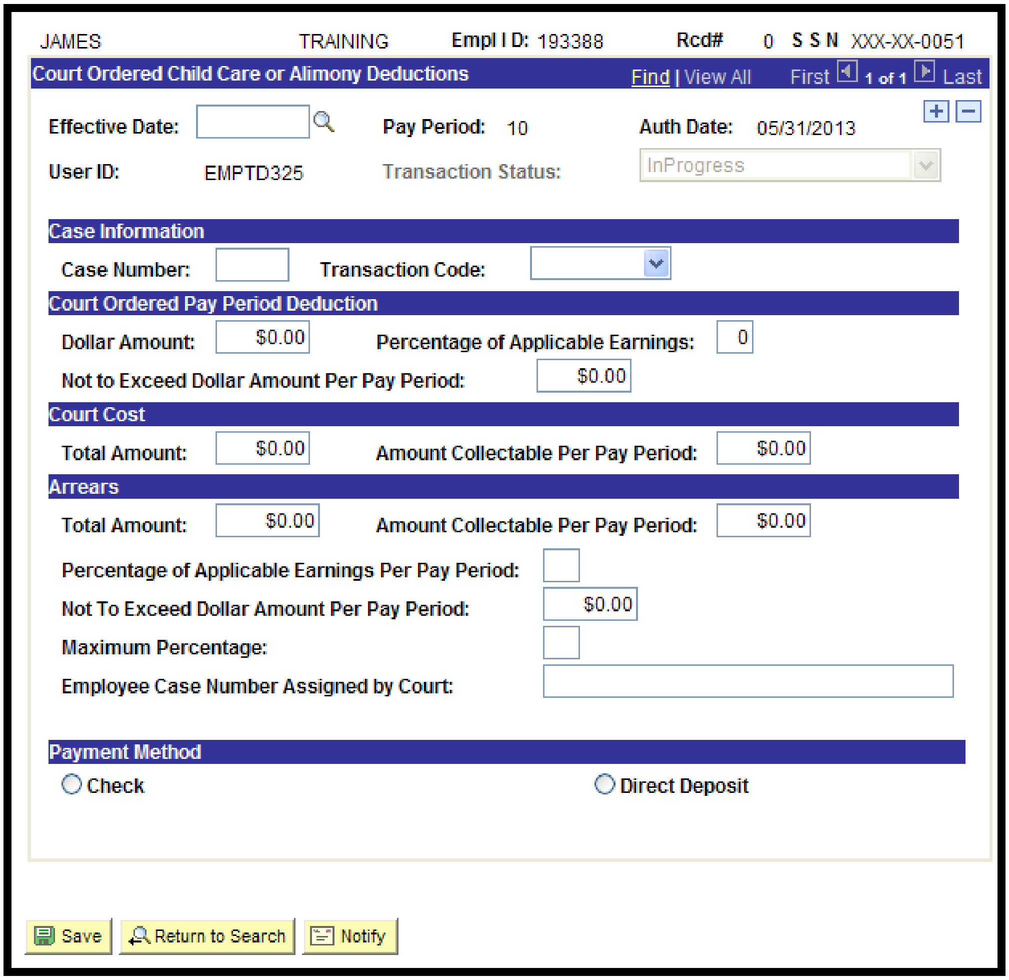
Figure 79: Comp Time Payments Document

Compensatory leave payments are paid at the rate of overtime pay applicable at the time the work was performed. Payments must be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime work was performed.

> **NOTE:** Compensatory leave data (including rates at which compensatory time was earned) can be verified on IRIS Program IR139, Compensatory Leave and Rates and TINQ Program 05, Compensatory Leave & Compensatory Other Rate.

Court Ordered Child Care/Alimony

A childcare or alimony deduction is the withholding of court ordered or voluntary childcare or alimony payments through payroll deductions.


JAMES TRAINING Empl I D: 193388 Rcd# 0 S S N XXX-XX-0051

Court Ordered Child Care or Alimony Deductions — Find | View All — First 1 of 1 Last

Effective Date: Pay Period: 10 Auth Date: 05/31/2013

User ID: EMPTD325 Transaction Status: InProgress

Case Information

Case Number: Transaction Code:

Court Ordered Pay Period Deduction

Dollar Amount: $0.00 Percentage of Applicable Earnings: 0

Not to Exceed Dollar Amount Per Pay Period: $0.00

Court Cost

Total Amount: $0.00 Amount Collectable Per Pay Period: $0.00

Arrears

Total Amount: $0.00 Amount Collectable Per Pay Period: $0.00

Percentage of Applicable Earnings Per Pay Period:

Not To Exceed Dollar Amount Per Pay Period: $0.00

Maximum Percentage:

Employee Case Number Assigned by Court:

Payment Method

Check Direct Deposit

Save Return to Search Notify

Figure 80: Court Ordered Child Care or Alimony Deductions Document

A separate document should be entered for each child care/alimony deduction; however, a maximum of five child care/alimony deductions may be entered in *EmpowHR*. Once established, court ordered deductions can only be canceled through a court order. Voluntary deductions may be canceled at any time.

NOTE: Child care and alimony data can be verified on IRIS Program IR306, Child Support and Alimony.

Deductions Due to Indebtedness

A Federal employee's salary and wages are subject to garnishment for bankruptcy, educational loans, tax levies, commercial garnishments and/or other debts. This type of garnishment occurs when a Governmental Agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation.

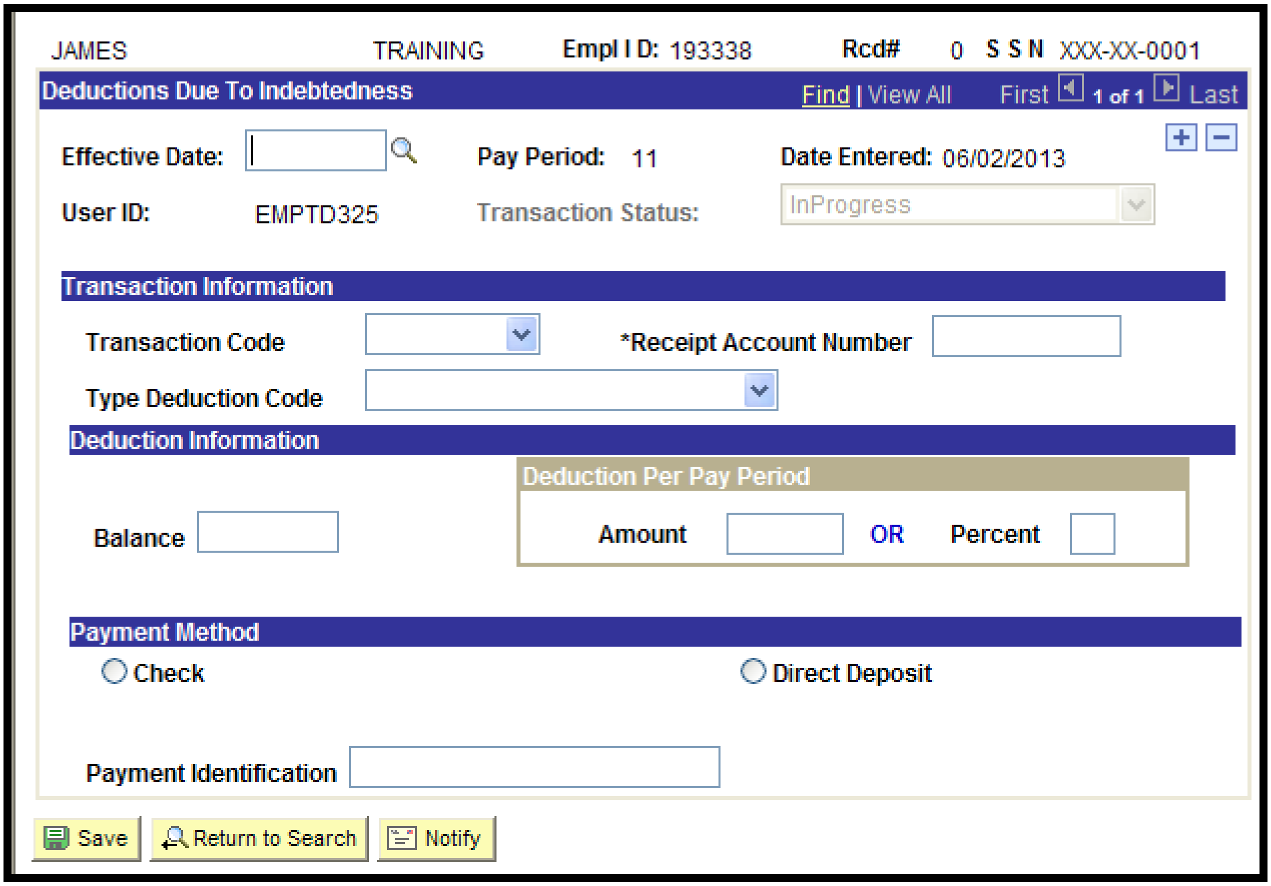


Figure 81: Deductions Due To Indebtedness Document

NOTE: Commercial garnishment data can be verified on IRIS Program IR114, Receipt Accounts.

Direct Deposit

A Direct Deposit document is processed to transfer an employee's net pay through Direct Deposit/Electronic Funds Transfer (DD/EFT) to a financial organization. The employee must complete an SF-1199A or FMS 2231 with the following information:

- Bank Routing Number
- Employee's Account Number
- Type of Account (Savings or Checking) into which the deposit is made

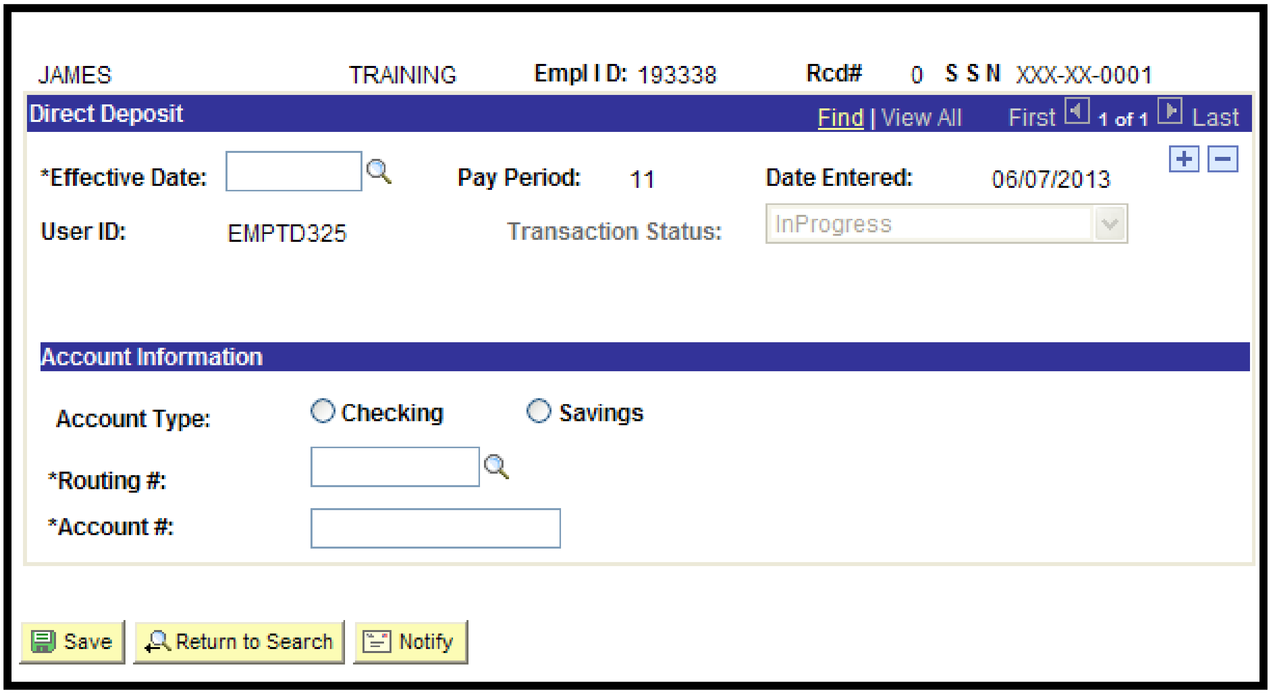


Figure 82: Direct Deposit Document

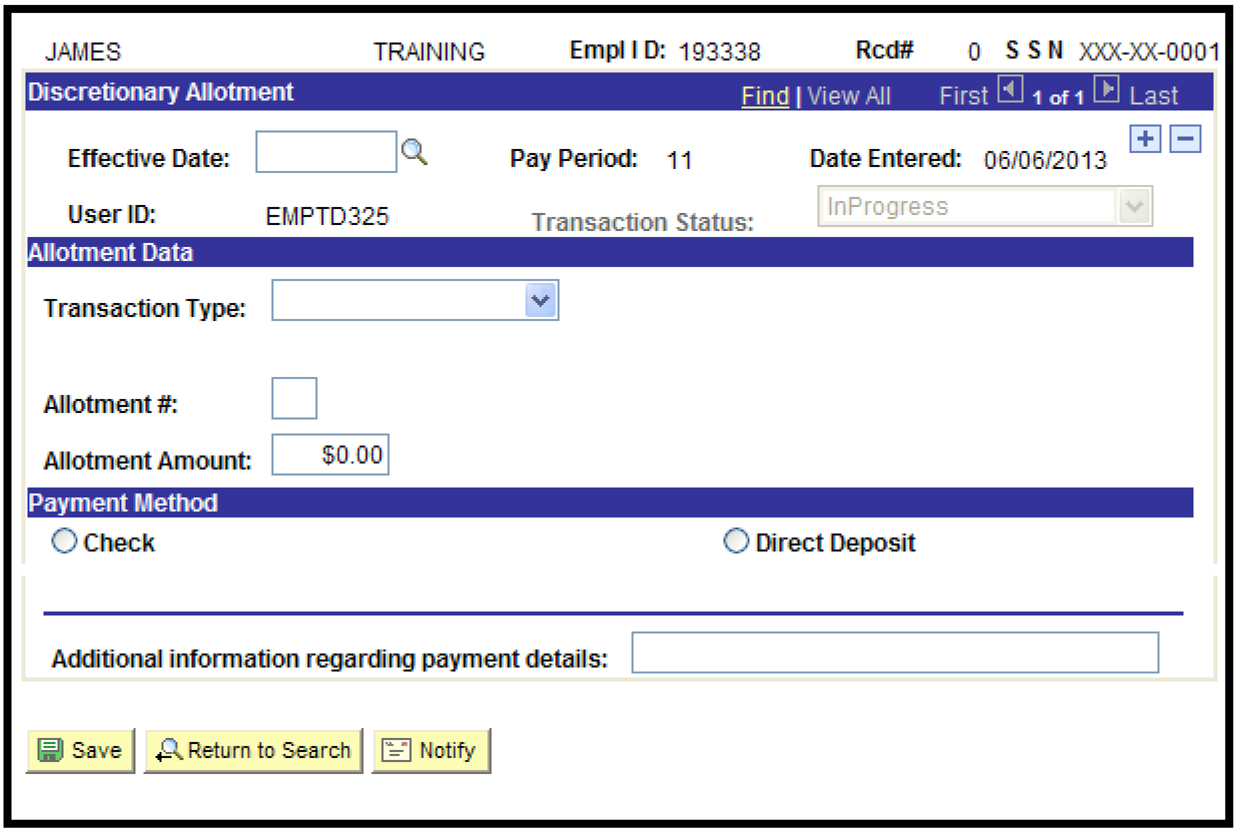
A new document must be processed to:

- Change the employee's depositor account number
- Change from a checking account to a savings account or vice versa
- Change from one financial institution to another
- Change the routing number of a financial institution

NOTE: The Direct Deposit document can be verified on IRIS Program IR124, Address/Check Information.

Discretionary Allotments

A Discretionary Allotment is a recurring deduction authorized by the employee and the appropriate Approving Official for any purpose deemed appropriate. They are commonly used for paying employees' monthly bills to a designated payee, either an individual or company. Follow your Agency's policy.



JAMES TRAINING **Empl I D:** 193338 **Rcd#** 0 **S S N** XXX-XX-0001

Discretionary Allotment Find | View All First 1 of 1 Last

Effective Date: **Pay Period:** 11 **Date Entered:** 06/06/2013

User ID: EMPTD325 Transaction Status: InProgress

Allotment Data

Transaction Type:

Allotment #:

Allotment Amount: $0.00

Payment Method

Check Direct Deposit

Additional information regarding payment details:

Save Return to Search Notify

Figure 83: Discretionary Allotments Document

PPS divides the monthly payment into two deductions, effective on the first payday of the month. If the allotment is established or changed in the middle of the month, it does not take effect until the beginning of the following month. For the months in which there are three pay periods, deductions are not withheld for the third payday.

NOTE: Discretionary allotment data can be verified on IRIS Program IR112, Discretionary Allotment.

Financial Allotment/Health Savings Account

A Financial Allotment/Health Savings Account Allotment is a recurring deduction authorized by the employee for direct deposit in a checking or savings account at a financial institution. This allotment is deposited through DD/EFT.

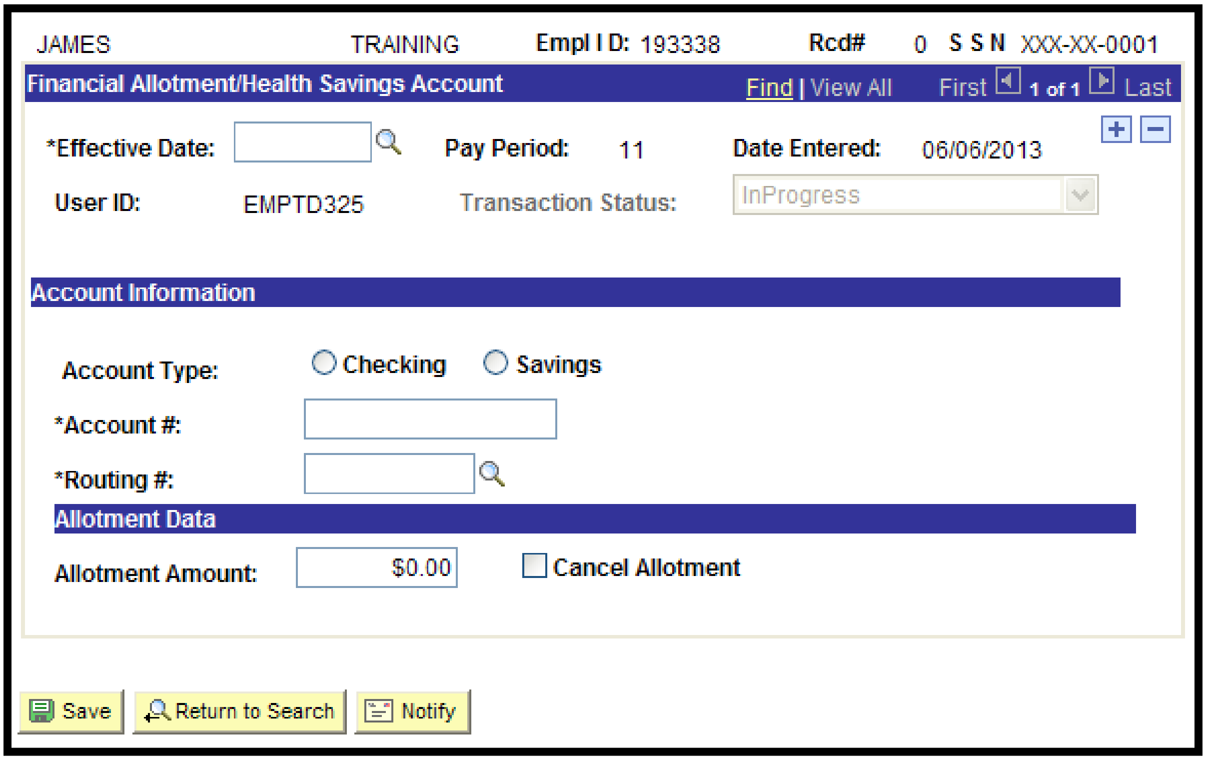


Figure 84: Financial Allotment/Health Savings Account Document

The following are guidelines for processing financial allotments correctly:

- The savings/checking account must be in the name of the employee
- The allotment must be a fixed, whole dollar amount which are to be deducted from the employee's salary
- The maximum number of financial allotments in effect at one time is 16. If the employee has more than one allotment, each may be directed to a different financial organization. A separate transaction must be entered for each financial allotment

NOTE: Financial allotment data can be verified on IRIS Program IR110, Financial Allotment.

Health Benefits

Health Benefits for each employee are captured in a payroll document as well. However, before an employee’s respective Heath Benefit document can be entered, a PAR must be processed with an eligibility code of “**4**” (Eligible Pending) in the ***FEHB Eligibility*** field.

After a FEHB document has been successfully processed, the database is updated with the appropriate FEHB coverage code and the carrier copies are sent to the carrier. The carrier then issues the identification cards.

The Elections document, Figure 85: Health Benefits - Elections Document, captures an employee’s Health Benefit plan, effective date of the policy, as well as personal contact information for the coverage.

The Dependents document, Figure 86: Health Benefits - Dependents Document, captures the personal information of any dependents on the same Health Benefits plan as the aforementioned employee.

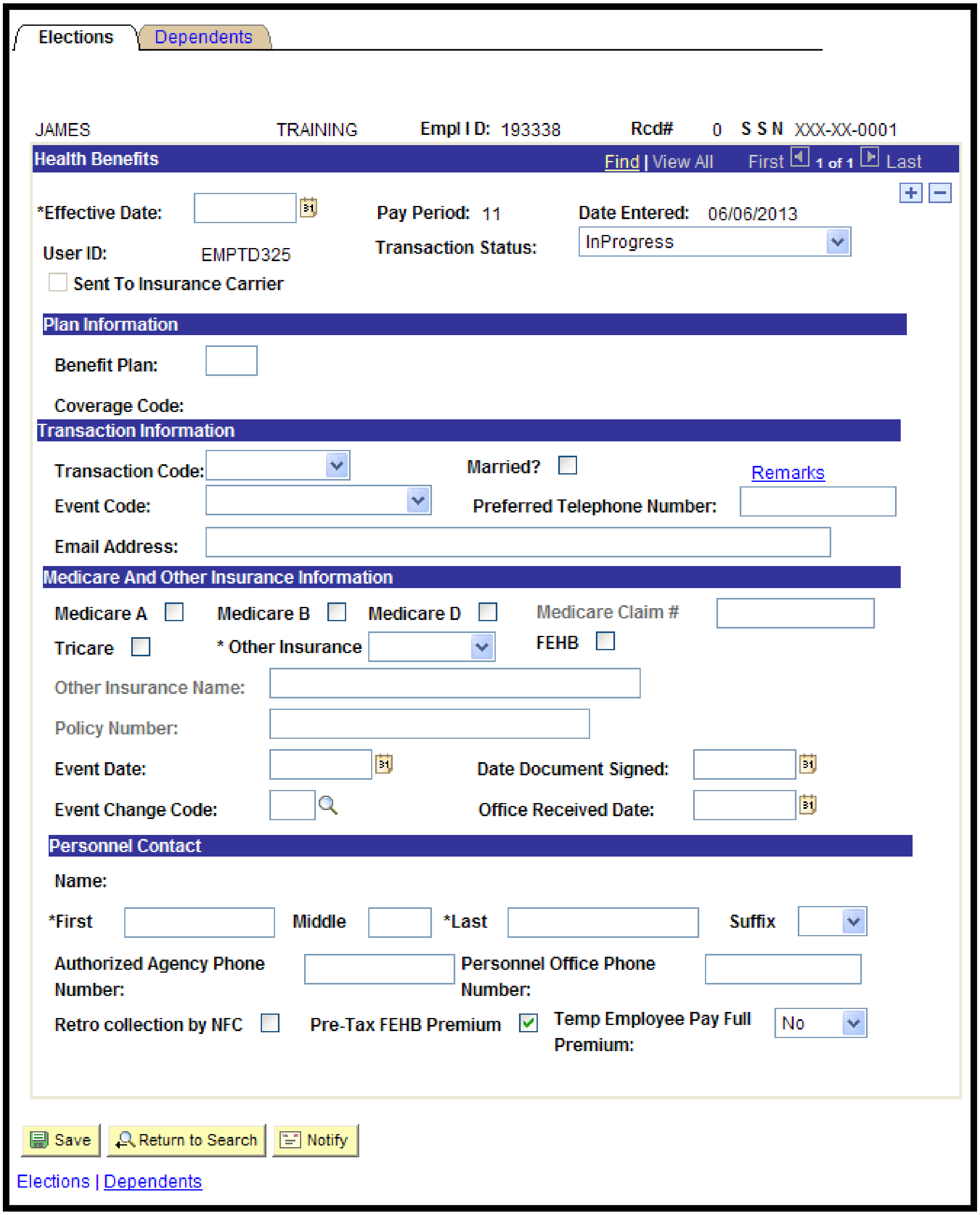


Figure 85: Health Benefits - Elections Document

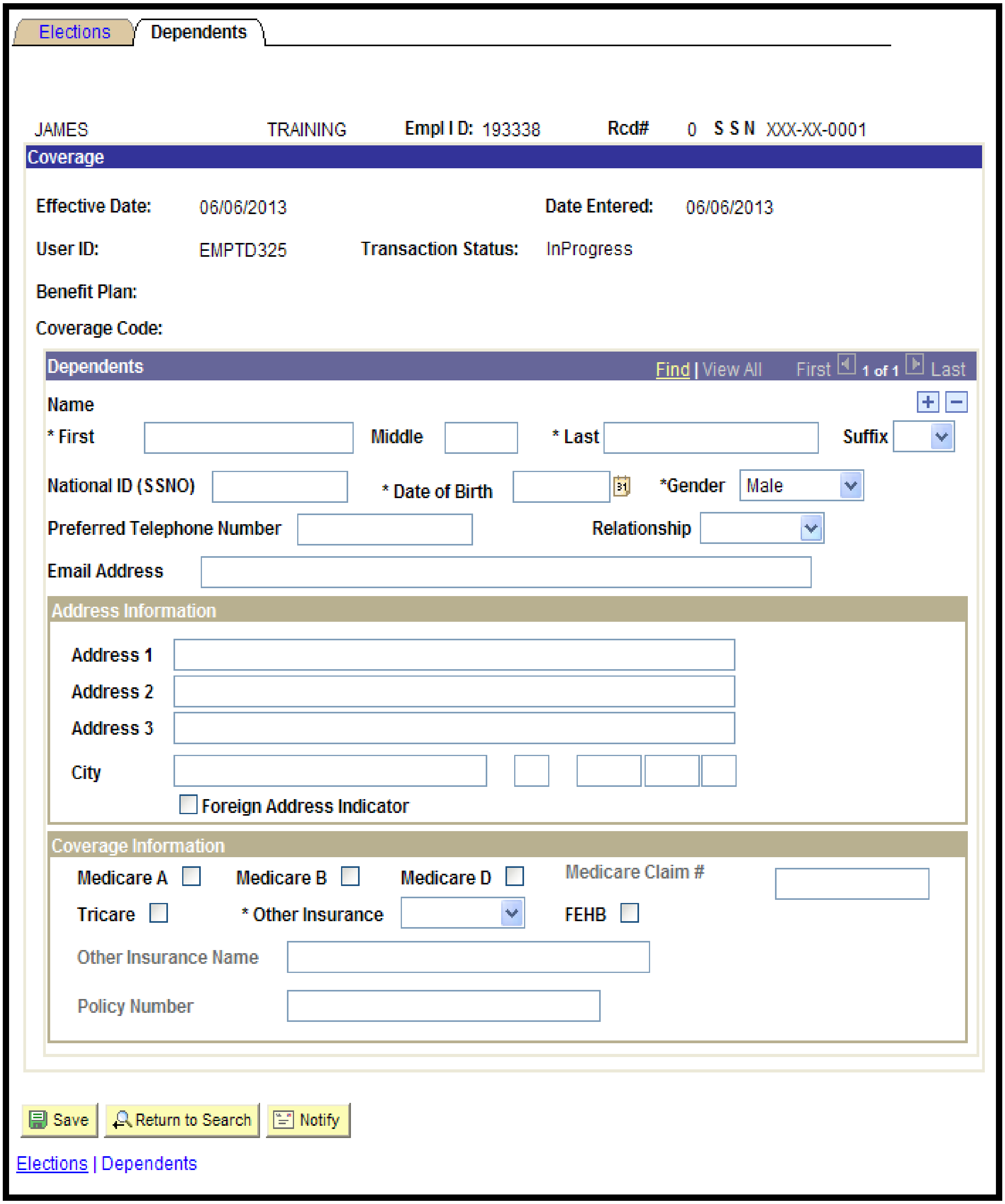
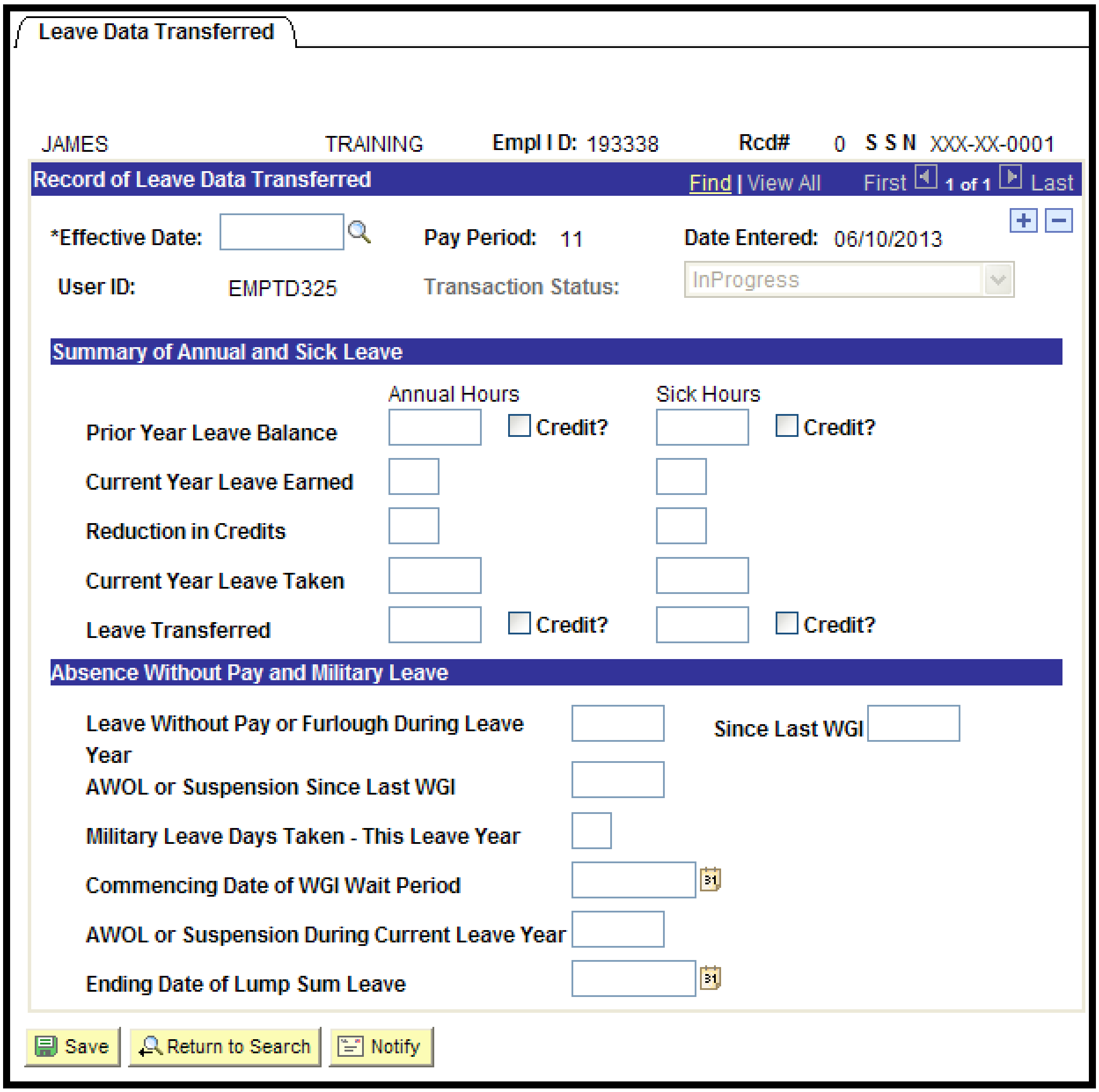


Figure 86: Health Benefits - Dependents Document

Leave Data Transfer

Leave Data is transferred, in accordance with Federal regulations, to document an employee's leave record when the employee separates from an Agency and is re-hired or transferred to another department or independent agency. The SF-1150, Record of Leave Data, is processed (in conjunction with the accession action) and is used to credit the employee's leave account for annual and/or sick leave, and non-pay status.



Leave Data Transferred

JAMES TRAINING **Empl ID:** 193338 **Rcd#** 0 **SSN** XXX-XX-0001

Record of Leave Data Transferred — Find | View All — First 1 of 1 Last

***Effective Date:** **Pay Period:** 11 **Date Entered:** 06/10/2013

User ID: EMPTD325 Transaction Status: InProgress

Summary of Annual and Sick Leave

	Annual Hours		Sick Hours	
Prior Year Leave Balance		Credit?		Credit?
Current Year Leave Earned				
Reduction in Credits				
Current Year Leave Taken				
Leave Transferred		Credit?		Credit?

Absence Without Pay and Military Leave

Leave Without Pay or Furlough During Leave Year — Since Last WGI

AWOL or Suspension Since Last WGI

Military Leave Days Taken - This Leave Year

Commencing Date of WGI Wait Period

AWOL or Suspension During Current Leave Year

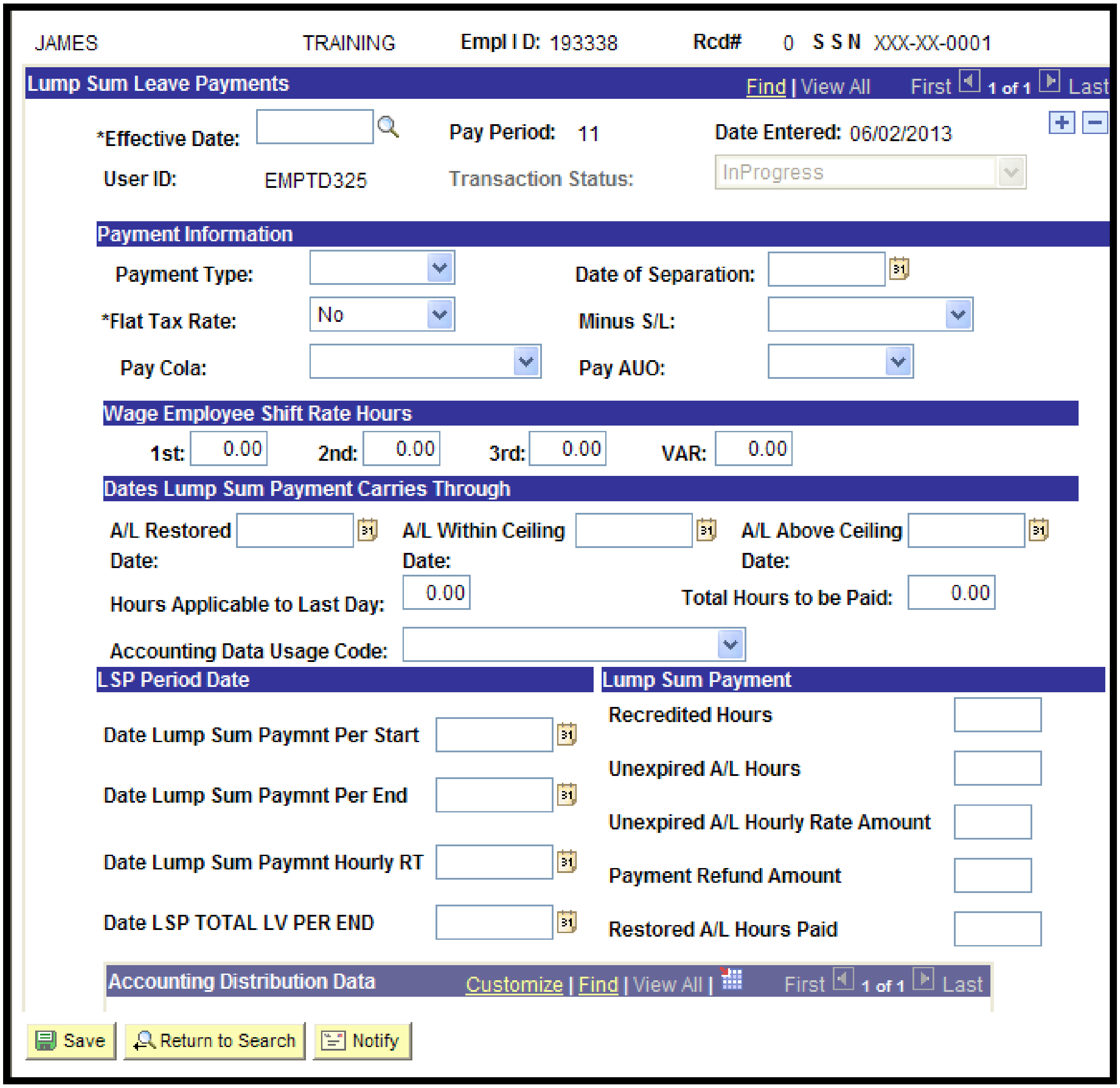
Ending Date of Lump Sum Leave

Save | Return to Search | Notify

Figure 87: Record of Leave Data Transferred Document

Lump Sum Leave Payment

A Lump Sum Leave Payment document is normally processed when an employee separates from Federal Service. This payment is a final lump sum payment. However, if an employee converts to a work schedule that terminates leave earning eligibility (i.e. from full−time or part−time to intermittent), an interim annual leave payment is made instead.



JAMES TRAINING Empl I D: 193338 Rcd# 0 S S N XXX-XX-0001

Lump Sum Leave Payments Find | View All First 1 of 1 Last

*Effective Date: Pay Period: 11 Date Entered: 06/02/2013

User ID: EMPTD325 Transaction Status: InProgress

Payment Information

Payment Type: Date of Separation:

*Flat Tax Rate: No Minus S/L:

Pay Cola: Pay AUO:

Wage Employee Shift Rate Hours

1st: 0.00 2nd: 0.00 3rd: 0.00 VAR: 0.00

Dates Lump Sum Payment Carries Through

A/L Restored Date: A/L Within Ceiling Date: A/L Above Ceiling Date:

Hours Applicable to Last Day: 0.00 Total Hours to be Paid: 0.00

Accounting Data Usage Code:

LSP Period Date

Date Lump Sum Paymnt Per Start

Date Lump Sum Paymnt Per End

Date Lump Sum Paymnt Hourly RT

Date LSP TOTAL LV PER END

Lump Sum Payment

Recredited Hours

Unexpired A/L Hours

Unexpired A/L Hourly Rate Amount

Payment Refund Amount

Restored A/L Hours Paid

Accounting Distribution Data Customize | Find | View All | First 1 of 1 Last

Save Return to Search Notify

Figure 88: Lump Sum Leave Payments Document

Master File Change

Master File Change is a payroll document that is used to update miscellaneous database elements that were not entered or entered incorrectly on a personnel action or payroll document and may affect pay and personnel eligibilities of the employee.

> **NOTE:** There are currently 56 Master File Update Actions that can be performed with this module. Multiple fields can be processed. A new transaction is required per field. Click the (**+**) icon to add a new row.

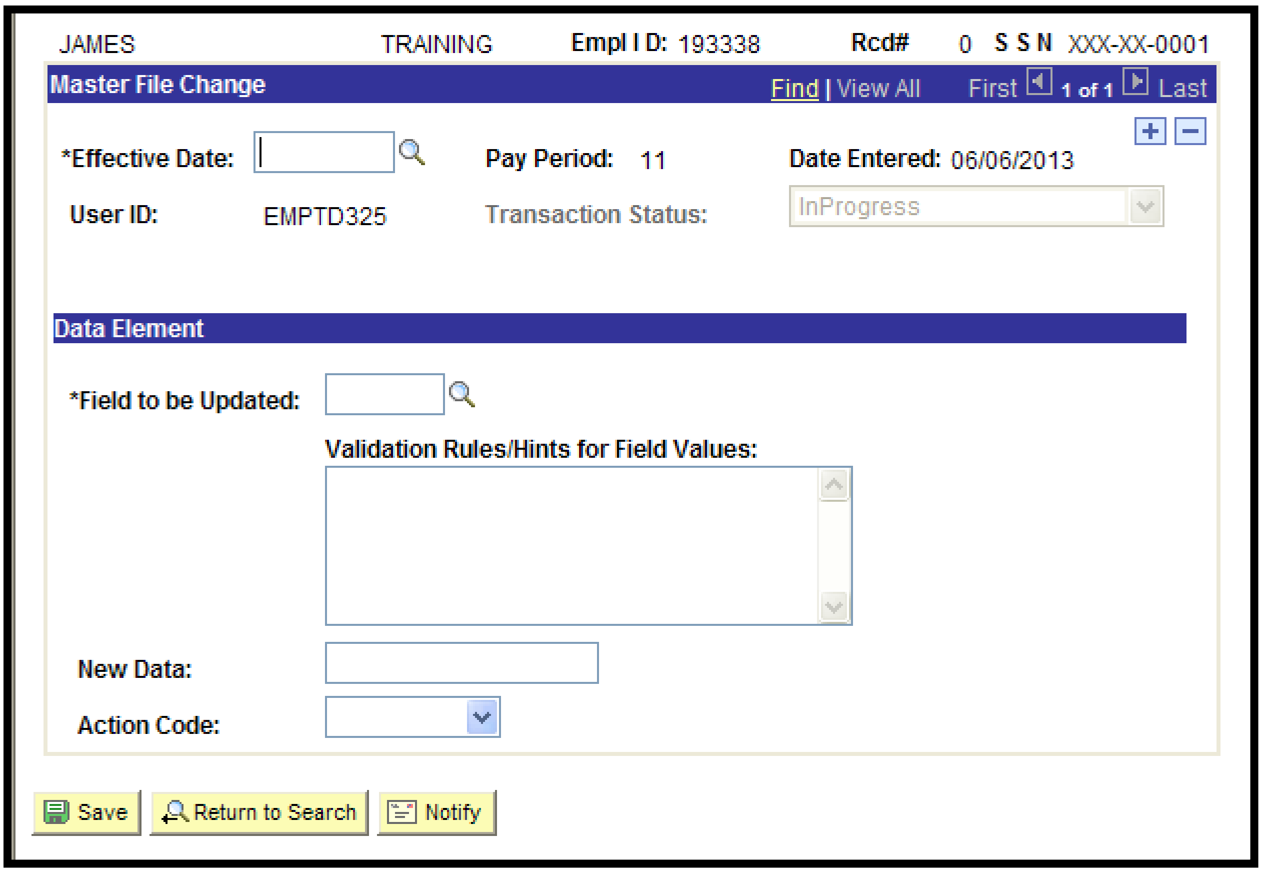


Figure 89: Master File Change Document

For details on the different types of fields that can be updated within the Data Element section, refer to Appendix C.

Multi-Element Update

Multi Element Update payroll document is used to update miscellaneous database elements that are not reflected on a personnel action or payroll document but are used for reporting requirements as well as to denote expertise or experience in various fields.

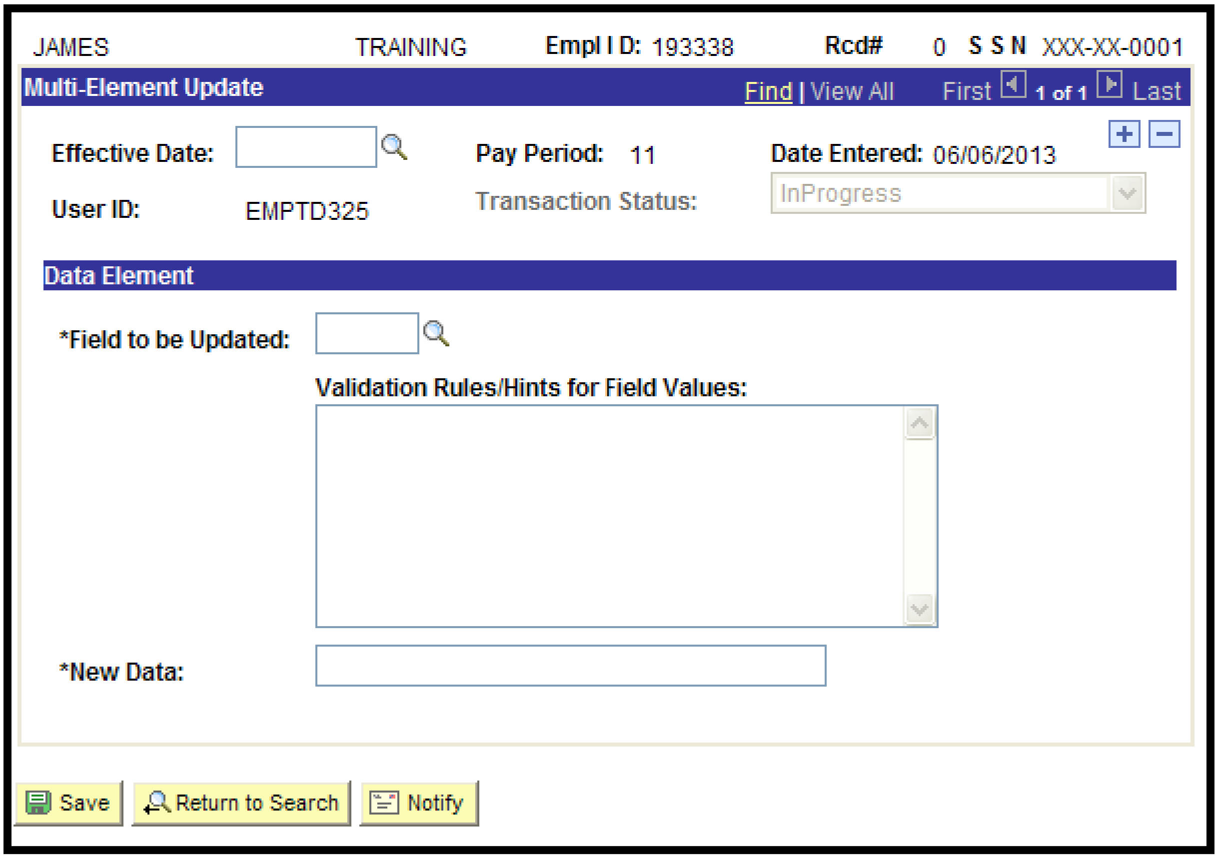
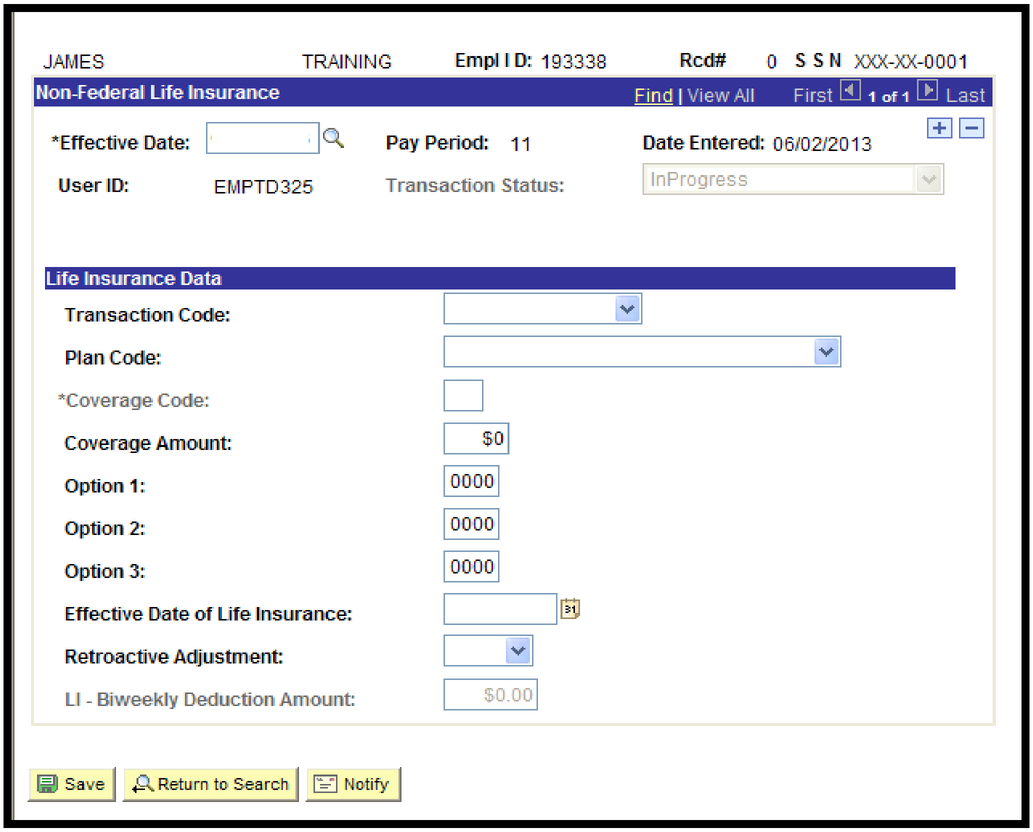


Figure 90: Multi-Element Update Document

For details on the different types of fields that can be updated within the Data Element section, refer to Appendix D.

Non-Federal Life Insurance

The Non-Federal Life Insurance Program is a savings and investment plan for certain eligible employees. It is the retirement plan for Federal employees.


JAMES TRAINING Empl I D: 193338 Rcd# 0 S S N XXX-XX-0001

Non-Federal Life Insurance — Find | View All — First 1 of 1 Last

*Effective Date: Pay Period: 11 Date Entered: 06/02/2013

User ID: EMPTD325 Transaction Status: InProgress

Life Insurance Data

Transaction Code:

Plan Code:

*Coverage Code:

Coverage Amount: $0

Option 1: 0000

Option 2: 0000

Option 3: 0000

Effective Date of Life Insurance:

Retroactive Adjustment:

LI - Biweekly Deduction Amount: $0.00

Save | Return to Search | Notify

Figure 91: Non-Federal Life Insurance Document

Use the following guidelines to enter Non-Federal Life Insurance documents:

- Certain plan codes require the completion of Option 1, Option 2, or Option 3 field, while others require the field to be blank. Review your Agency instructions for further guidance
- The plan code must be compatible with the Agency
- Certain plans require part-time employees to work at least 40 hours per pay period
- Eligible employees can participate in both Federal and non-Federal life insurance plans

NOTE: Life insurance data may be viewed in the IRIS Program IR116, Life Insurance

Non-Federal Retirement

Non-Federal Retirement is a retirement savings and investment plan for certain eligible employees.

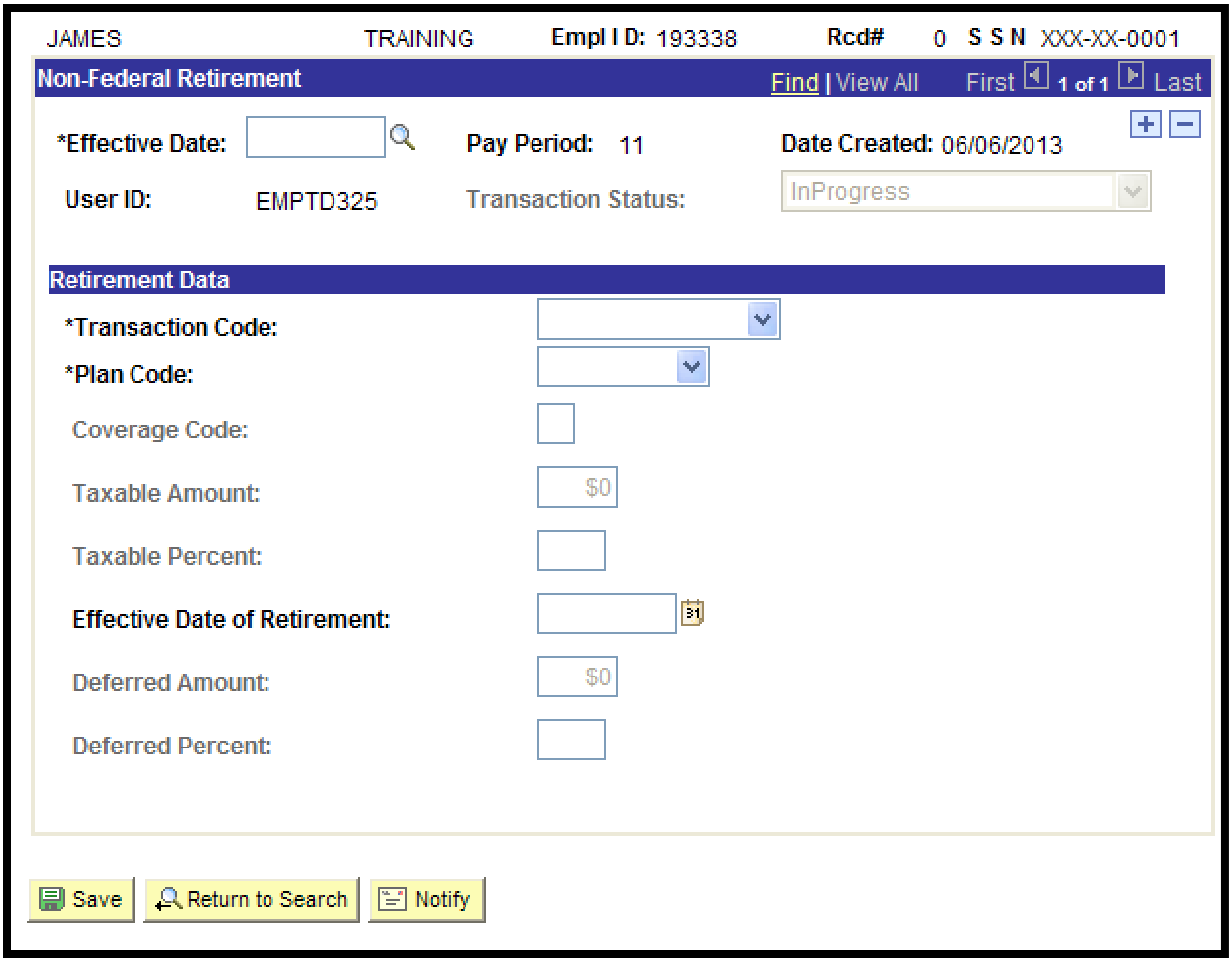


Figure 92: Non-Federal Retirement Document

NOTE: Data is displayed on IRIS Program IR117, Retirement Data

Non-Federal Thrift Savings

Non-Federal Thrift Savings Plan is a savings and investment plan for certain eligible employees. To be eligible for the plan, the employee must be employed at least 180 days.

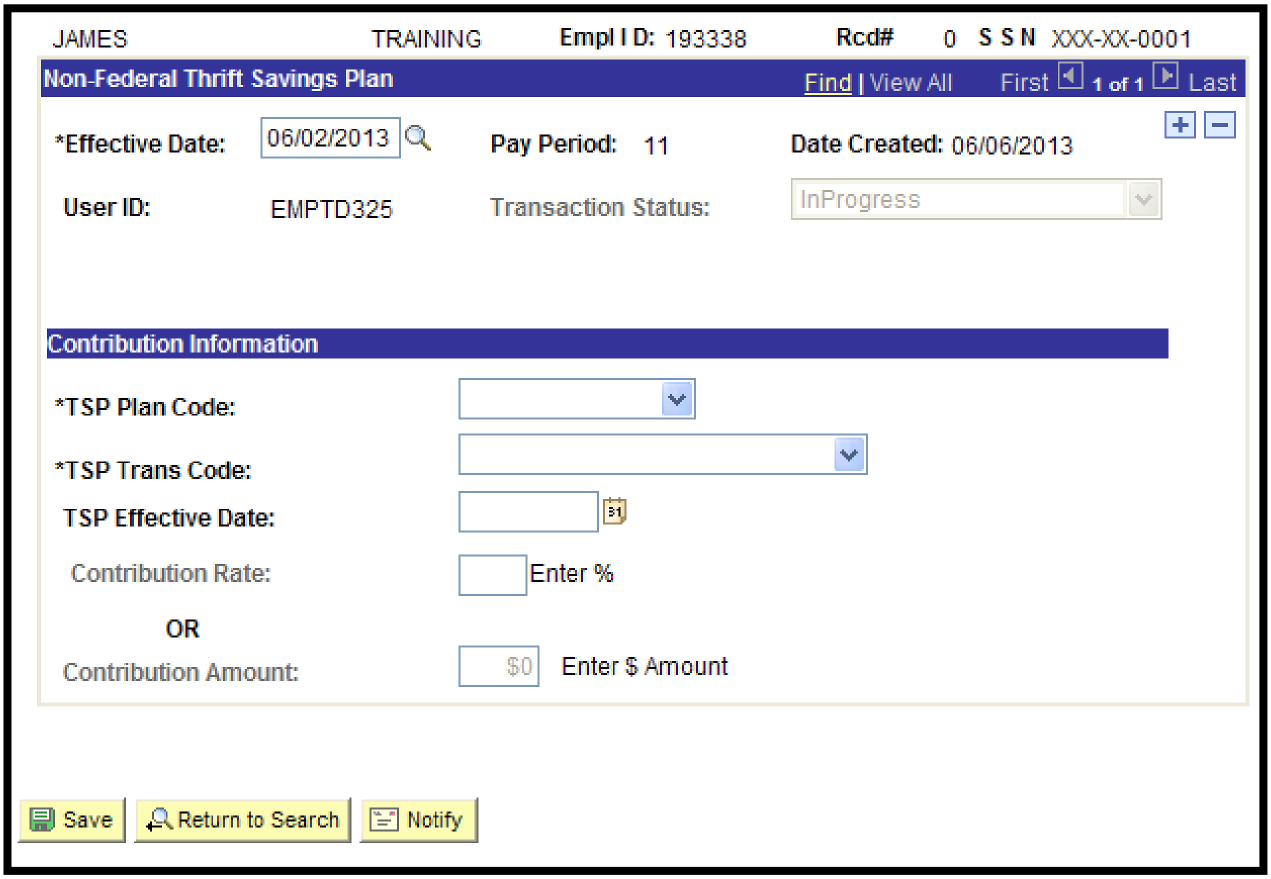


Figure 93: Non-Federal Thrift Savings Document

NOTE: Data is displayed on IRIS Program IR118, Thrift Savings Data

SES Performance Appraisal

SES Performance Appraisal is used to enter information from Form AD-779, Senior Executive Performance Appraisal, to establish, change, or delete a performance appraisal score and appraisal period, or bonuses for SES appraisals.

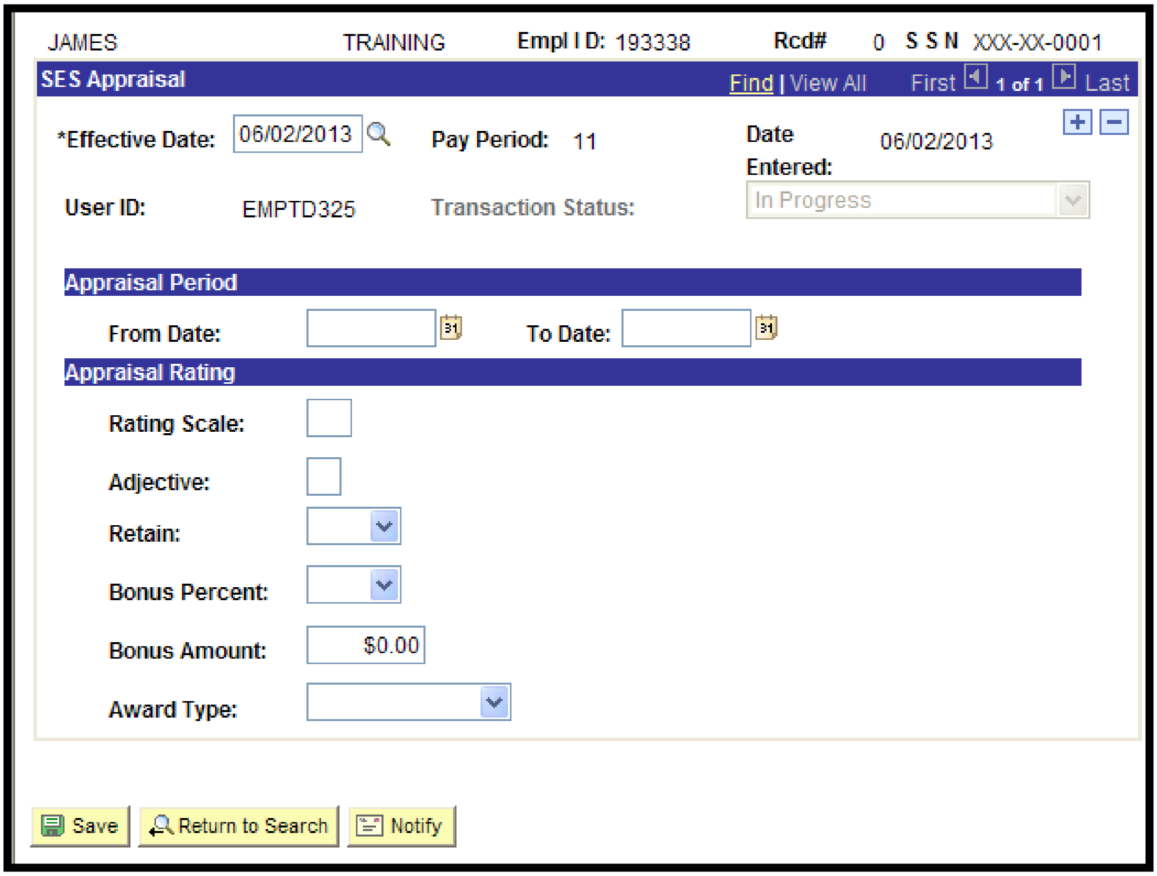


Figure 94: SES Appraisal Document

Review the Remote Forms Queuing System (RFQS) control listing to confirm the employee's evaluation is due before entering the SES performance appraisal. An SF-50-B, NOAC 879, SES Performance Award, is generated after the data is processed.

A maximum of five performance appraisal records are stored in PPS for SES employees and must be greater than the last performance evaluation anniversary date on the database.

> **NOTE:** Data can be viewed in IRIS Program 305, PERHIS Performance Evaluation Data.

Severance Payment

Severance pay applies to eligible employees who are involuntarily separated from service rather than removal for cause.

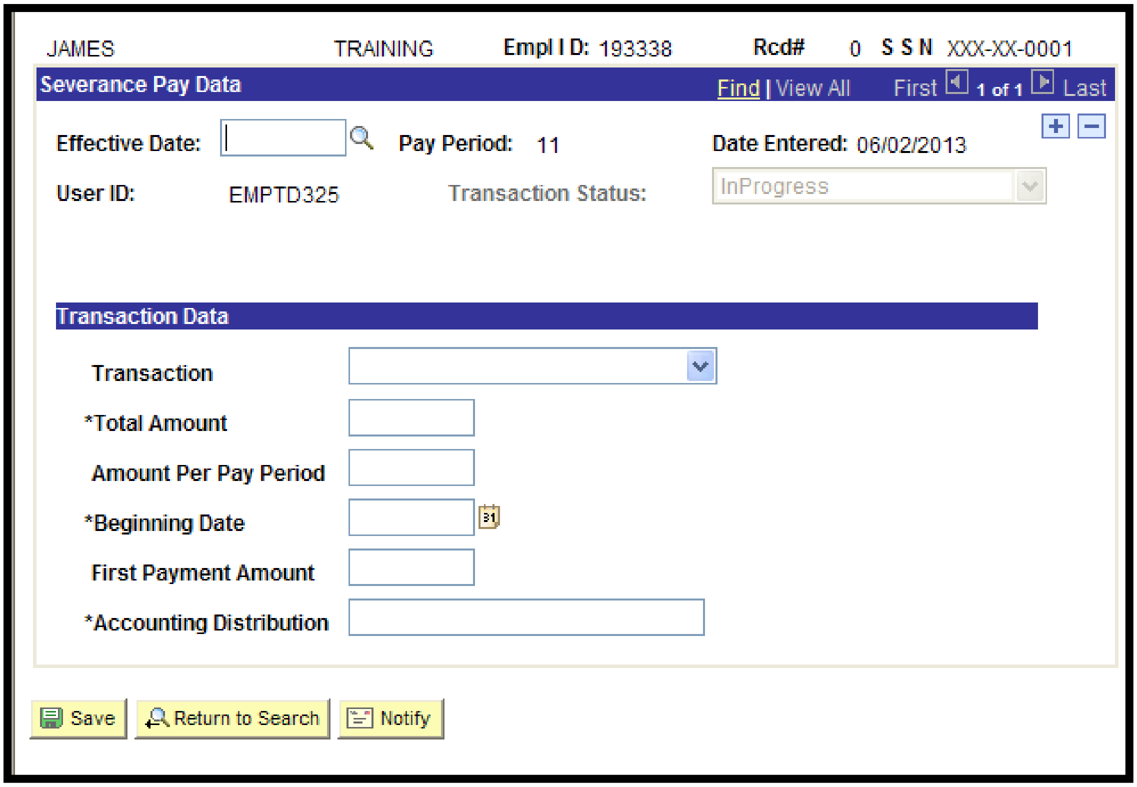


Figure 95: Severance Pay Data Document

The Severance Pay document is automatically generated whenever Remarks Code N22 is entered on a separation action. If Remarks Code N22 is entered and the separation action is released without completing the severance pay document, PPS changes the PAR status code to an “S, Edited/Waiting for Severance Pay.”

> **NOTE:** IRIS Program 135, Severance Pay Computation, displays a computation of severance pay based on the salary data on the database.

Thrift Savings Plan (TSP) – Catch-Up/TSP Roth Catch-up

TSP allows eligible participants to make tax-deferred catch-up contributions from their basic pay to their TSP account. The catch-up contributions are a supplement to the participant's regular TSP contributions and do not count against either the statutory contributions percentage limitations or the IRS deferral limit.

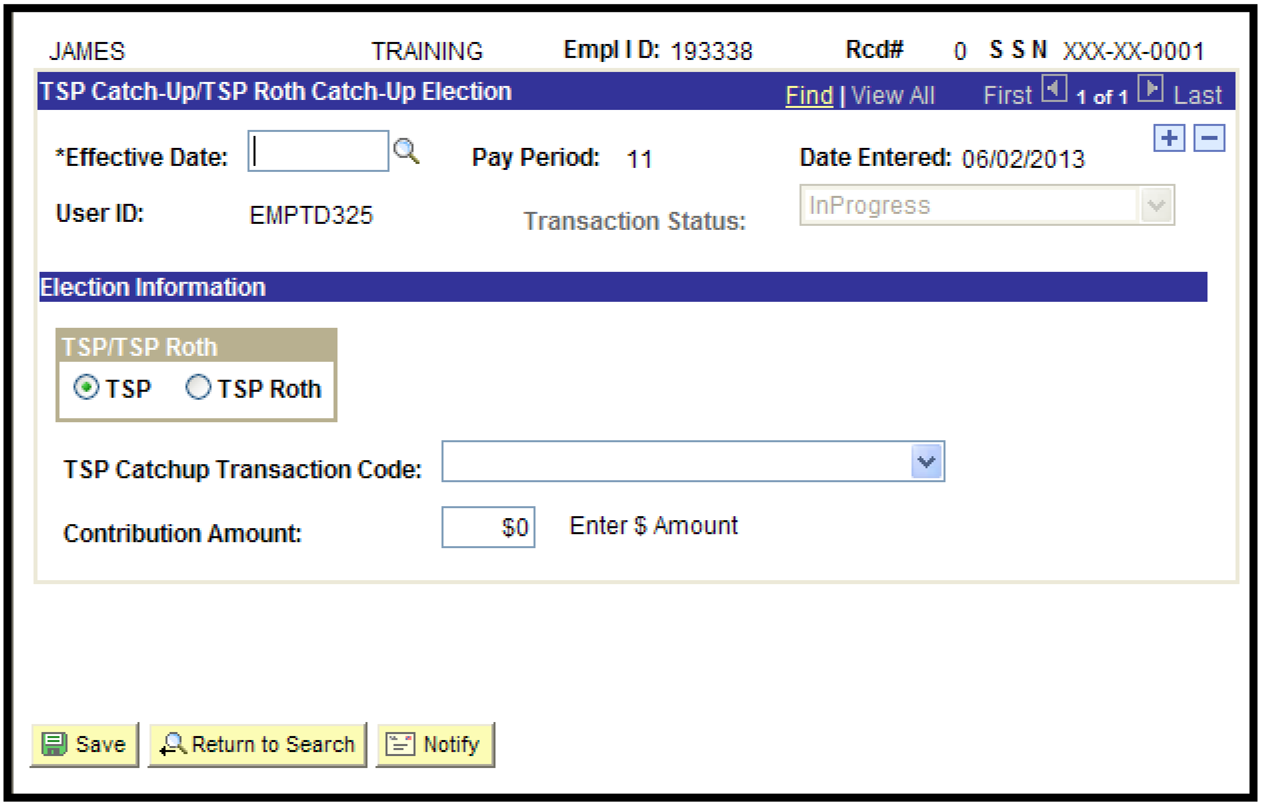


Figure 96: TSP Catch-Up/TSP Roth Catch-up Election Document

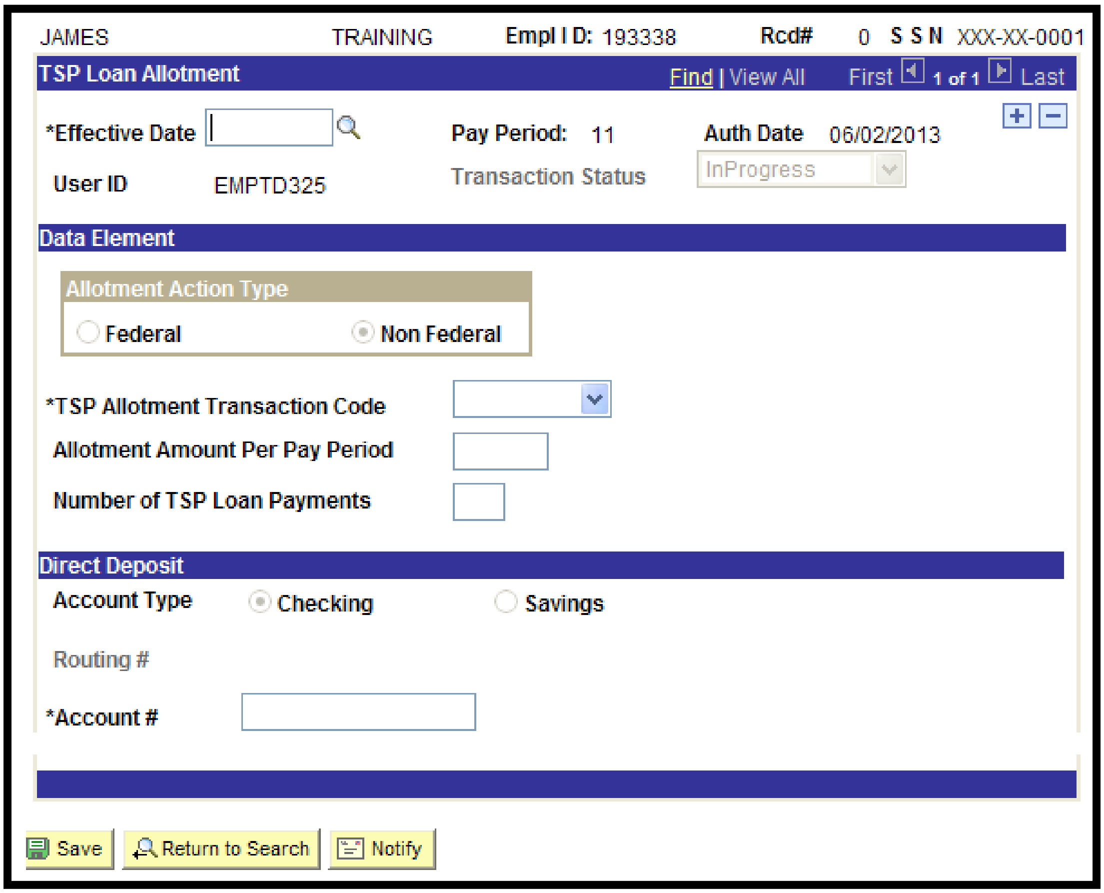
NOTE: Data can be verified on IRIS Program IR118, Thrift Savings Data (Record 0002).

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

TSP Loan Allotment

TSP participants can apply for loans from their TSP accounts. To apply for a loan, participants must complete Form TSP-20, Loan Application, and submit the completed form to the TSP Service Provider.

By law, loan application requests are restricted. Amounts available for loans are limited to the participant's contributions to TSP and the earnings attributed to such contributions.



JAMES TRAINING Empl I D: 193338 Rcd# 0 S S N XXX-XX-0001

TSP Loan Allotment — Find | View All First 1 of 1 Last

*Effective Date
Pay Period: 11
Auth Date 06/02/2013
User ID EMPTD325
Transaction Status InProgress

Data Element

Allotment Action Type
Federal
Non Federal

*TSP Allotment Transaction Code
Allotment Amount Per Pay Period
Number of TSP Loan Payments

Direct Deposit
Account Type Checking Savings
Routing #
*Account #

Save | Return to Search | Notify

Figure 97: TSP Loan Allotment Document

TSP/TSP Roth

TSP is a retirement savings plan for civilians who are employed by the U.S. Government and members of the Uniformed Services. Federal employees or members of the Uniformed Services may elect to start, stop, or change their TSP contributions by completing a Form TSP-1, Election Form. Employees are immediately eligible to participate; however, the participant’s election amount should not exceed 65% of their base pay to ensure all mandatory deductions are met.

z

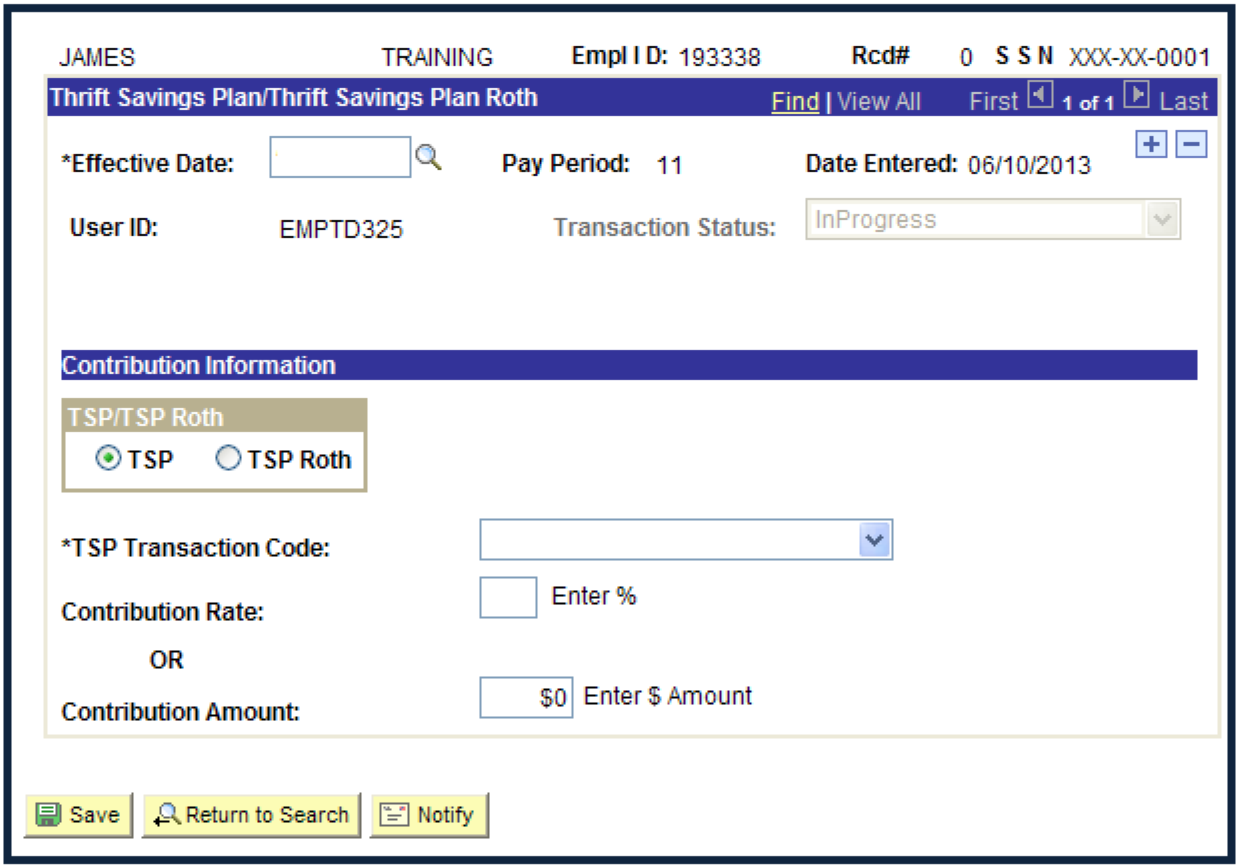


Figure 98: Thrift Savings Plan/Thrift Savings Plan Roth Document

NOTE: Data can be verified on IRIS Program IR118, Thrift Savings Data.

Tax Data

Tax documents are processed for City, County, State, and Federal taxes. Taxes are withheld each pay period through payroll deductions based on a formula or a percentage of earnings. There is one component for tax documents that consists of four tabs. Each tab can be updated and submitted independently without affecting the data on the other tabs. The four aforementioned taxes are discussed in the subsequent sub-sections.

City Tax Data

City tax is withheld for the city where the employee works and/or resides. This amount is determined by the city taxing authority. If an employee's duty station and residence have mandatory city taxes, the duty station city tax takes precedence.

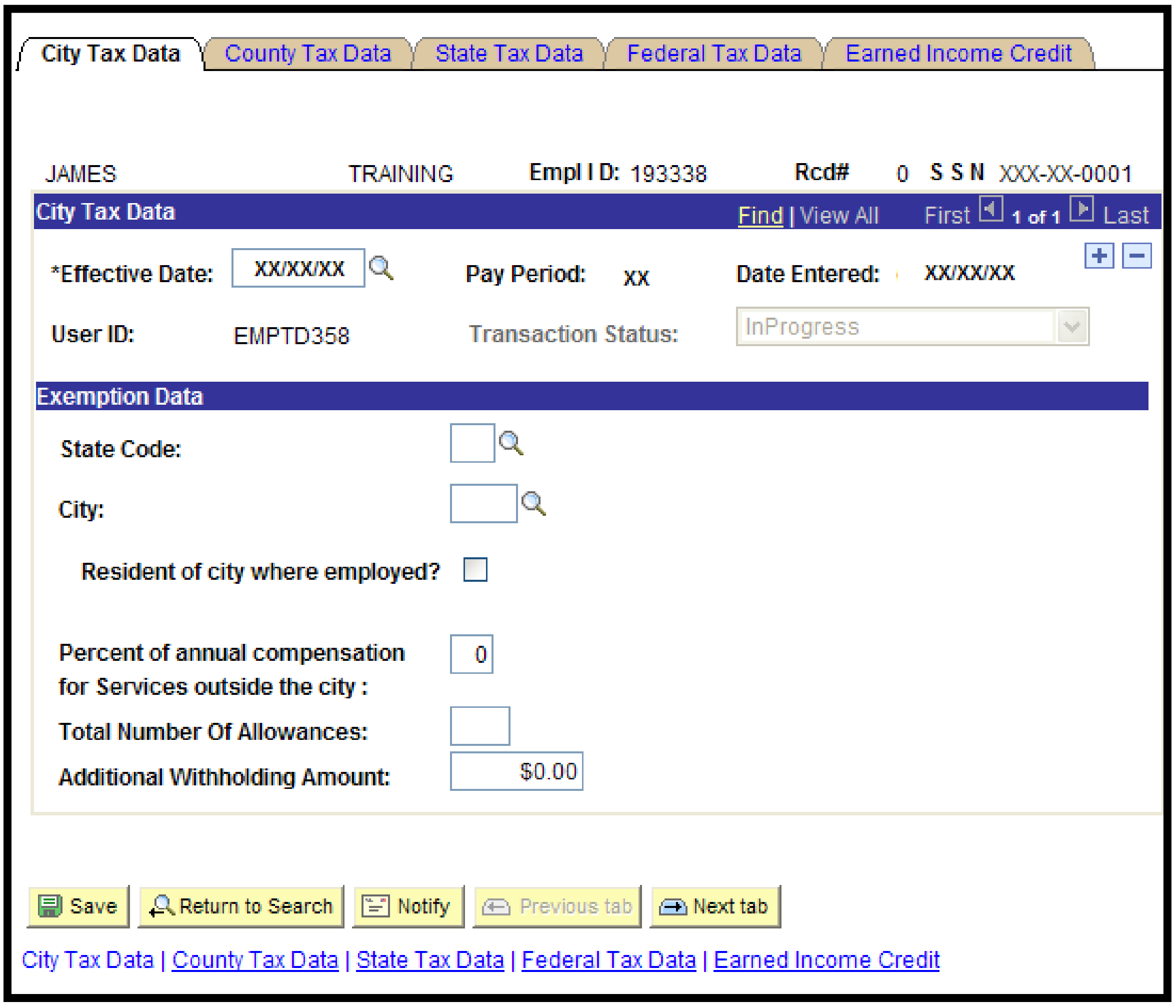


Figure 99: City Tax Data Document

NOTE: City tax data can be verified on IRIS Program IR106, City Tax.

County Tax Data

County tax is withheld for the county in which an employee works and/or resides. This amount is determined by the county taxing authority.

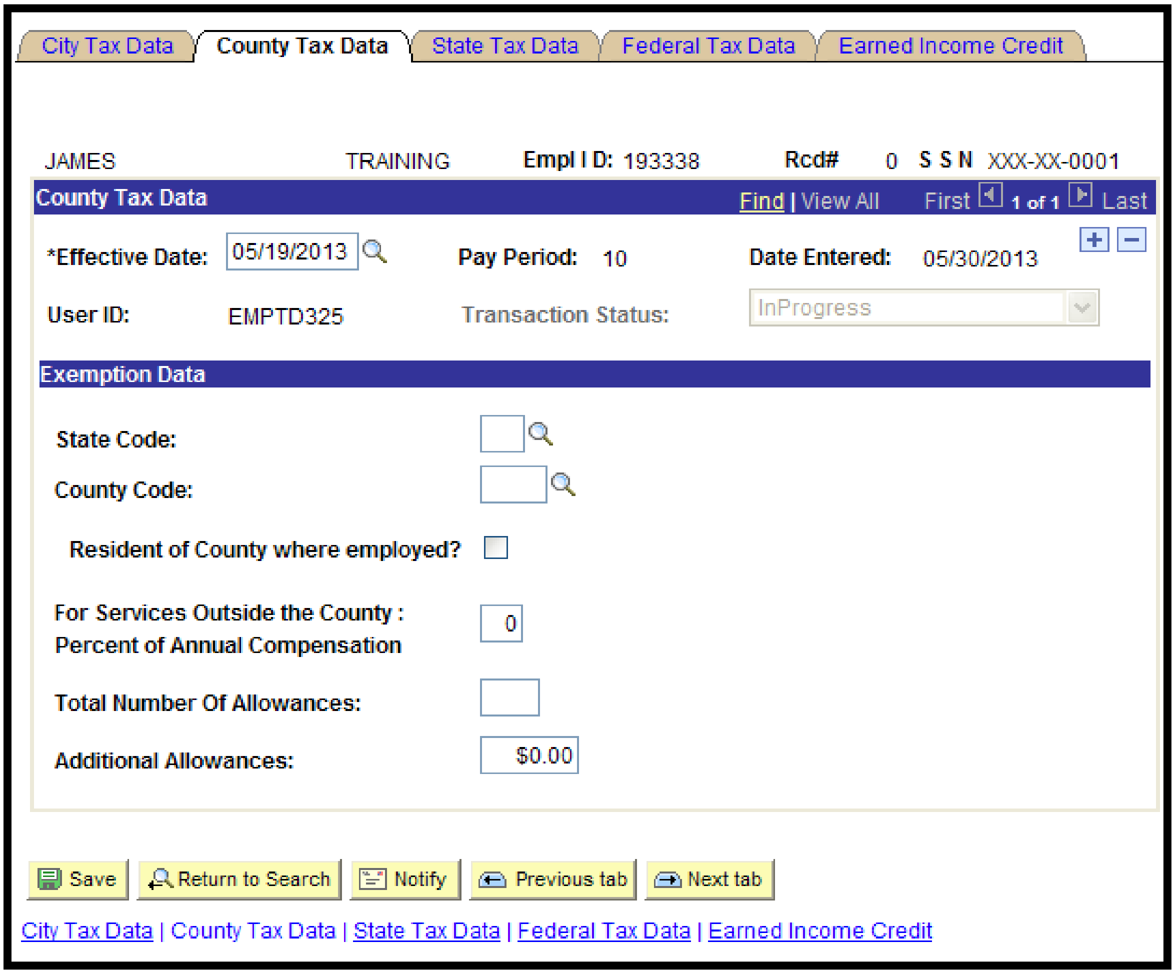
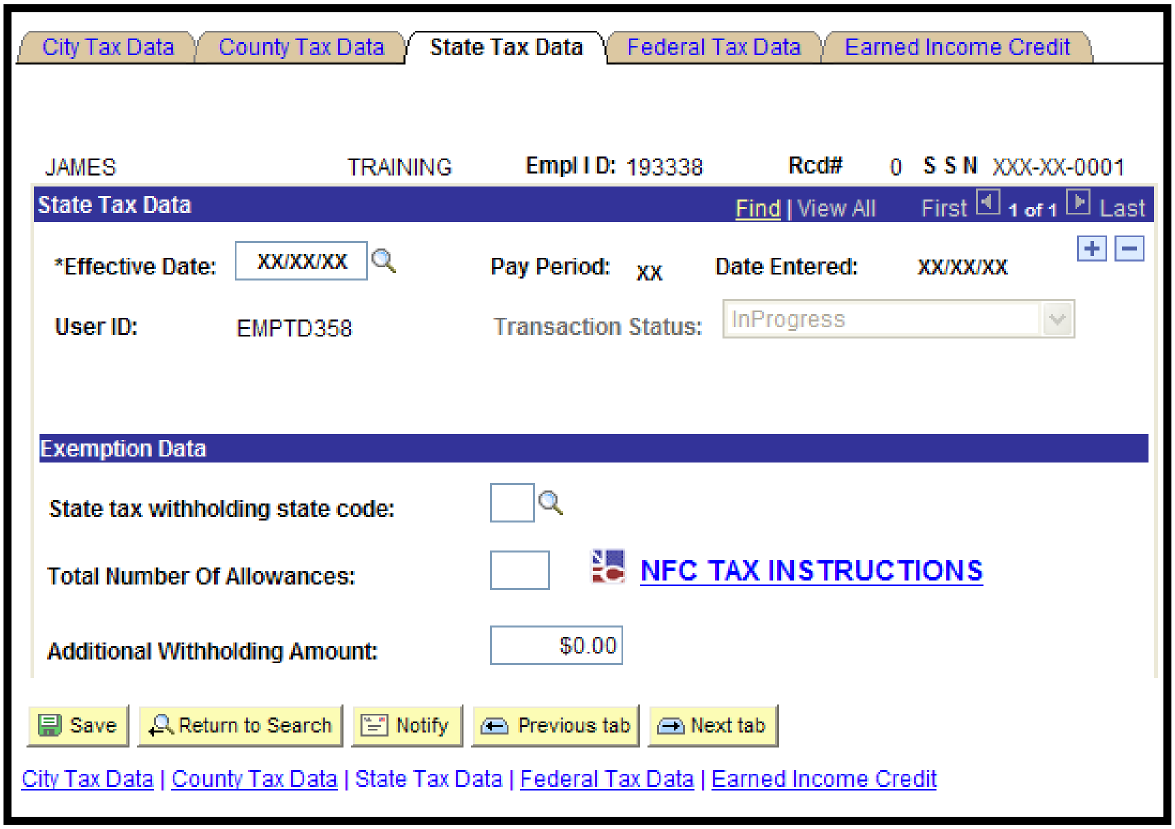


Figure 100: County Tax Data Document

NOTE: County tax data can be verified on IRIS Program IR107, County Tax.

State Tax Data

State income tax is withheld on a mandatory basis when the duty station is one that has entered into a withholding agreement with the Secretary of the Treasury. A state tax certificate should be entered to begin withholding; otherwise, the system automatically withhold taxes based on the duty station at the highest rate applicable for the state.



City Tax Data | County Tax Data | State Tax Data | Federal Tax Data | Earned Income Credit

JAMES TRAINING Empl I D: 193338 Rcd# 0 S S N XXX-XX-0001

State Tax Data — Find | View All — First 1 of 1 Last

*Effective Date: XX/XX/XX — Pay Period: XX — Date Entered: XX/XX/XX

User ID: EMPTD358 — Transaction Status: InProgress

Exemption Data

State tax withholding state code:

Total Number Of Allowances: — NFC TAX INSTRUCTIONS

Additional Withholding Amount: $0.00

Save | Return to Search | Notify | Previous tab | Next tab

City Tax Data | County Tax Data | State Tax Data | Federal Tax Data | Earned Income Credit

Figure 101: State Tax Data Document

NOTE: State tax data can be verified on IRIS Program IR105, State Tax.

Federal Tax Data

Federal tax is withheld through payroll deductions based on the processing of Form W−4. Federal income tax withholding is based on an IRS formula that includes a calculation of TSP contributions, the number of allowances claimed, and a tax withholding table for marital status. From the calculation the tax amount is determined based on the taxable income amount and the tax percentage.

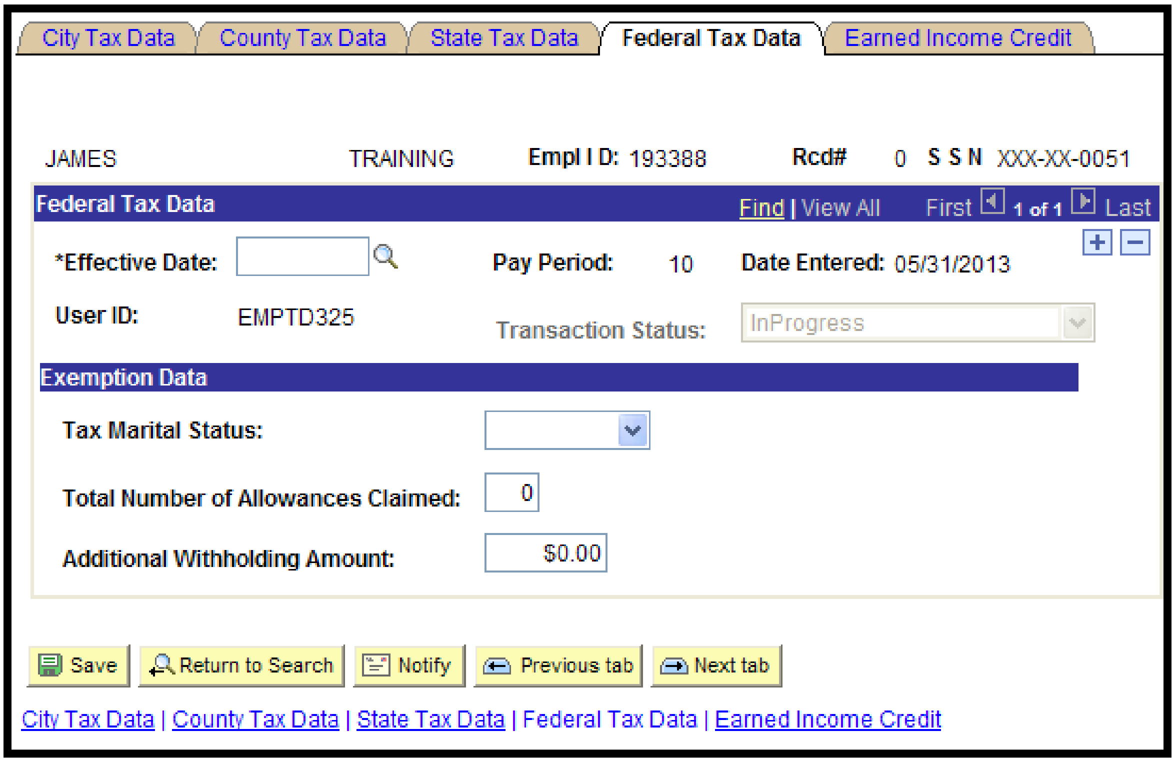


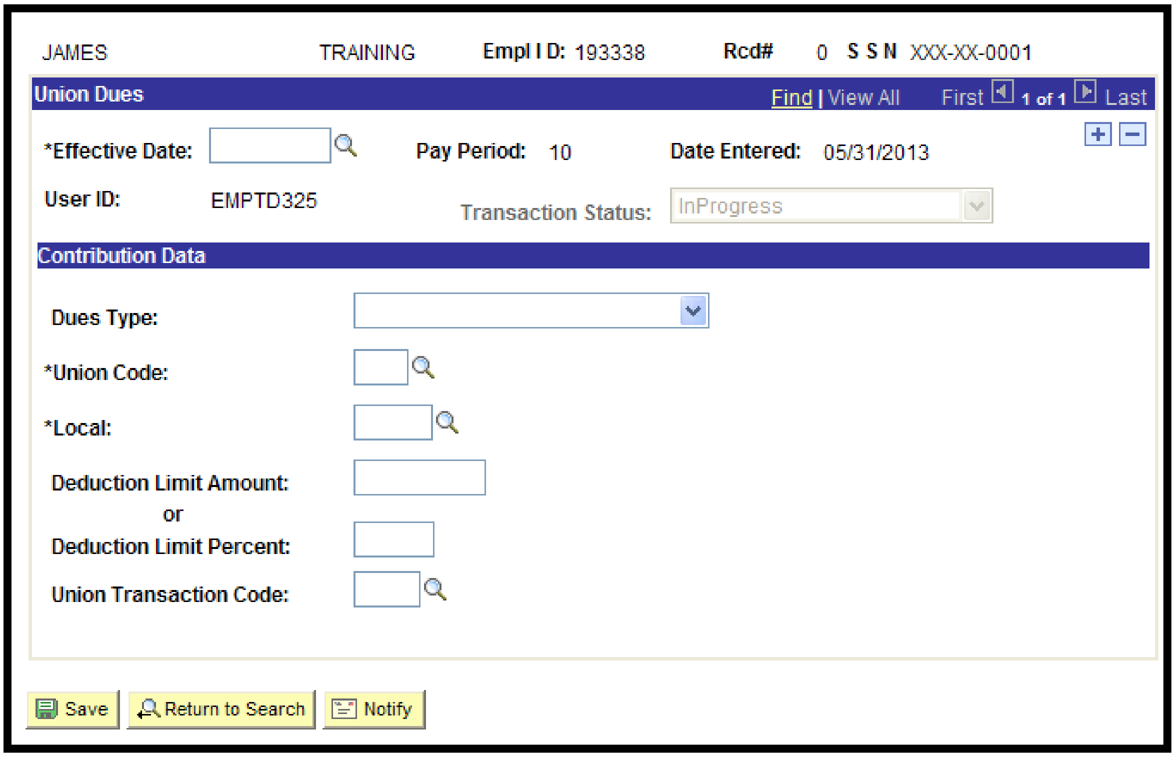
Figure 102: Federal Tax Data Document

NOTE: The formula is located on the *NFC Home Page* (*http://www.nfc.usda.gov*) under Publications. If no Federal tax document is processed, PPS withholds at the “single” rate.

NOTE: Federal tax data can be verified on IRIS Program IR104, Federal Tax.

Union Dues

The SF-1187, Request for Payroll Deductions for Labor Organization Dues, or another appropriate form must be completed by the employee and the union/association to authorize union dues deductions.



JAMES TRAINING Empl I D: 193338 Rcd# 0 S S N XXX-XX-0001

Union Dues Find | View All First 1 of 1 Last

*Effective Date: Pay Period: 10 Date Entered: 05/31/2013

User ID: EMPTD325 Transaction Status: InProgress

Contribution Data

Dues Type:

*Union Code:

*Local:

Deduction Limit Amount:

or

Deduction Limit Percent:

Union Transaction Code:

Save Return to Search Notify

Figure 103: Union Dues Document

NOTE: Union data can be verified on IRIS Program 308, Union/Association Dues.

Enterprise Human Resources Integration (EHRI) Retirement System Modernization (RSM) Elements

Document type 444, EHRI/RSM Element, was established to allow multiple elements to be entered and/or changed at the same time. The RSM program is used by OPM to build complete service history for all Federal employees by using historical Individual Retirement Records (IRR) submitted to OPM along with historic service data being maintained by the Agency in both paper and electronic format. Data is sent biweekly to OPM via the EHRI.

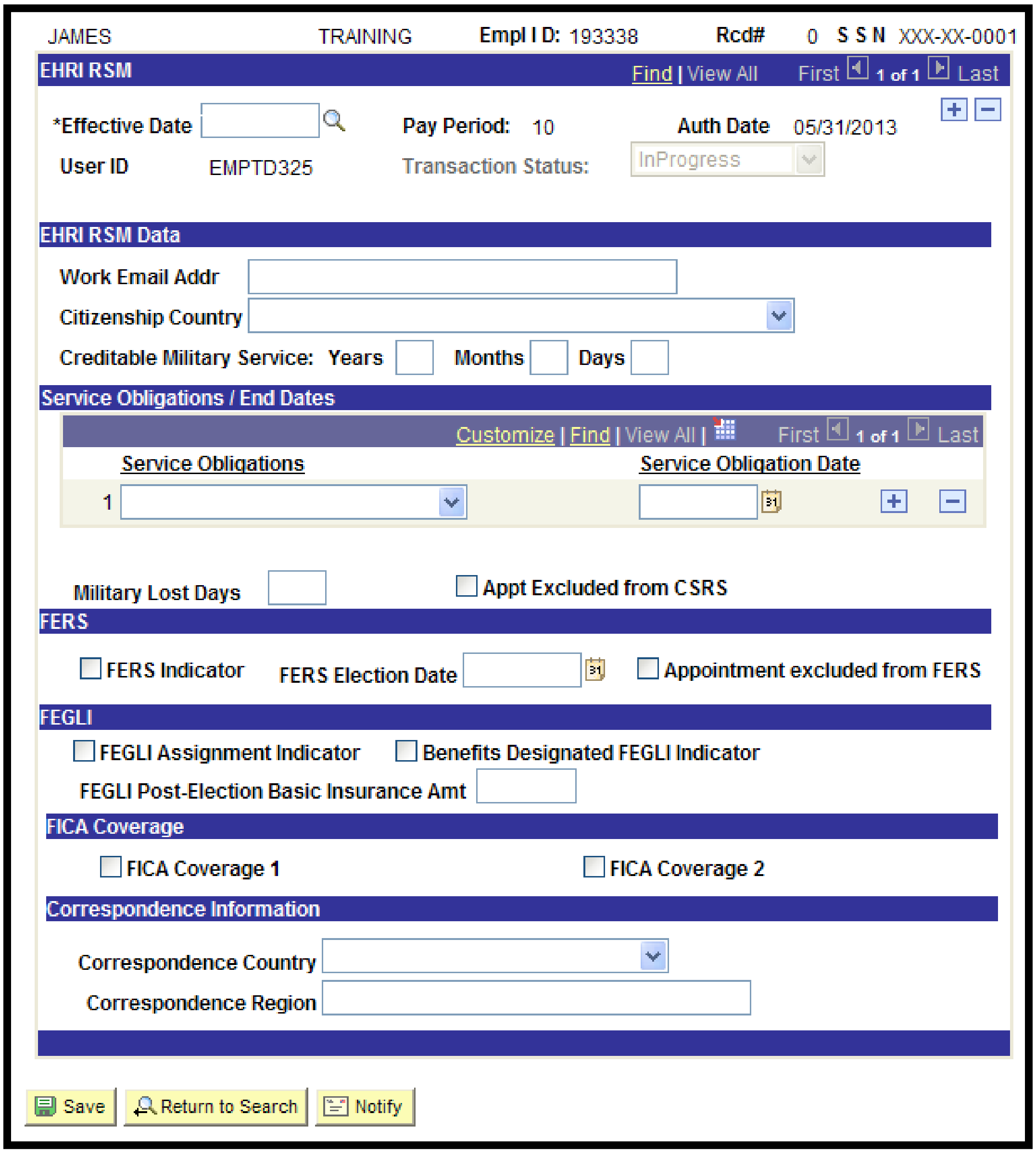


Figure 104: EHRI RSM Document

Now that the main payroll documents have been covered, let's try some exercises to help learn how to process payroll documents.

Exercise 6.6: Processing a Direct Deposit document.

Description/Scenario

In this exercise, you will process a Direct Deposit document for PAR Exercise 6. Hire Training Demo would like his direct deposit to go to his checking account.

Instructions

Follow the steps in the table below to complete Exercise 6.6: Processing Direct Deposit document.

Step	Action	Required Data
1.	Enter the Effective Date in the ***Effective Date** field.	Select processing P/P from the drop-down list.
2.	Check the applicable box in the **Account Type** field.	Checking
3.	Enter the Routing number in the ***Routing #** field.	265070532
4.	Enter the Account number in the ***Account #** field.	12345678
5.	Click **Save**.	

Exercise 7.1: Processing a Financial Allotment document

Description/Scenario

In this exercise, process a Financial Allotment for new employee processed in PAR Exercise 1. Hire Training Demo wishes to establish a savings allotment. He would like to have $150.00 deducted each pay period.

Instructions

Follow the steps in the table below to complete the Exercise 7.1: Processing a Financial Allotment document.

Step	Action	Required Data
1.	Enter the Effective Date in the ***Effective Date** field.	Select **Processing P/P** from the drop-down list.
2.	Check the applicable box in the **Account Type** field.	Savings
3.	Enter the Account number in the ***Account #** field.	265070532
4.	Enter the Routing number in the ***Routing #** field.	9713360
5.	Enter the Allotment Amount in the **Allotment Amount** field.	150.00
6.	Click **Save**.	

Exercise 7.2: Processing a Federal Tax document

Description/Scenario

In this exercise, process a Federal Tax document for the new hire processed in the PAR Exercise 1. Hire Training Demo elected to claim married with one exemption on his W-4. He also elected to have an additional $10.00 per pay period withheld.

Instructions

Follow the steps in the table below to complete Exercise 7.2: Processing a Federal Tax document.

Step	Action	Required Data
1.	Enter the Effective Date in the ***Effective Date** field.	Select processing P/P from the drop-down list.
2.	Select the applicable Tax Marital Status from the **Tax Marital Status** down-down list.	Married
3.	Enter the total number of allowances claimed in the **Total Number of Allowance Claimed** field.	1
4.	Enter the additional withholding amount in the **Additional Withholding Amount** field.	$10.00
5.	Click **Save**.	

Exercise 7.3: Processing a State Tax document

Description/Scenario

In this exercise, process two state tax documents for PAR Exercise 6. Hire Training Demo is a resident of the state of Maryland; however, his duty station is Washington, DC. He wants to waive his DC taxes and requests to have tax withholding based on his resident state. He also elected to have an additional $10.00 per pay period withheld.

Instructions

Follow the steps in the table below to complete the Exercise 7.3: Processing State Tax documents.

Step	Action	Required Data
1.	Enter the Effective Date in the ***Effective Date** field.	Select processing P/P from the drop-down list.
2.	Enter the State code to be waived in the **State Tax Withholding State Code** field.	11 (District of Columbia)
3.	Enter the total number of allowances claimed in the **Total Number of Allowances** field.	WAV
4.	Click **Save**.	
5.	Click the **Add a New Row icon** to add the additional state tax document.	+
6.	Enter the Effective Date in the ***Effective Date** field. The effective date needs to be the same as the previous document.	Select processing P/P from the drop-down list.
7.	Enter the State code to be taxed in the **State Tax Withholding State Code** field.	Maryland
8.	Enter the total number of allowances claimed in the **Total Number of Allowances** field.	S01
9.	Enter the additional withholding amount in the **Additional Withholding Amount** field.	$10.00

Step	Action	Required Data
10.	Click **Save**.	

Exercise 7.4: Processing a Thrift Savings Plan document

Description/Scenario

In this exercise, process a Thrift Savings Plan document for the new employee processed in PAR Exercise 1. Hire Training Demo is a FERS employee and elected to contribute 10% of his salary to his Thrift Savings Plan.

Instructions

Follow the steps in the table below to complete Exercise 7.4: Processing a Thrift Savings Plan document.

Step	Action	Required Data
1.	Enter the Effective Date in the ***Effective Date** field.	Select processing P/P from the drop-down list.
2.	Select the type of account in the **TSP/TSP Roth** field.	TSP
3.	Select the TSP Transaction Code from the **TSP Transaction Code** drop-down list.	New Enrollment/Change
4.	Enter Contribution Rate in the **Contribution Rate** field.	10%
5.	Click **Save**.	

Exercise 7.5: Processing a FEHB Enrollment document

Description/Scenario

In this exercise, process a FEHB Enrollment document for the new employee processed in PAR Exercise 1. Hire Training Demo elected to enroll in health benefits. He returned his SF-2809 form on Tuesday (6/8/2010 in training database).

Instructions

Follow the steps in the table below to complete Exercise 7.5: Processing a FEHB enrollment document.

Step	Action	Required Data
1.	Enter the Effective Date in the ***Effective Date** field.	Select current processing P/P after receipt of an SF-2809.
2.	Enter the Benefit Plan in the **Benefit Plan** field.	105
3.	Select the applicable Transaction Code from the **Transaction Code** down-down list.	N Enrollment
4.	Select the applicable Event Code from the **Event Code** down-down list.	New Enrollment
5.	Enter the Event Date in the **Event Date** field.	Effective Date
6.	Enter the date the document was signed in the **Date Document Signed** field.	The third day of the processing pay period.
7.	Enter the Event Chance Code in the **Event Change Code** field.	1A (Initial Opportunity to Enroll)
8.	Enter the Office Received Date in the **Office Received Date** field.	The third day of the processing pay period.
9.	Enter the Personnel Contact information.	John Smith
10.	Check the Pre-Tax FEHB Premium box.	

Step	Action	Required Data
11.	Click the **Dependents** tab. The ***Dependents*** page displays.	
12.	Enter Dependent's name in the ***Name** field.	
13.	Enter the dependent's SSNO in the **National ID** field.	333-04-1xxx (xxx = 3 numbers of user ID)
14.	Enter the dependent's date of birth in the **Date of Birth** field.	Any date
15.	Select the relationship of the dependent from the **Relationship** down-down list.	Spouse
16.	Select the gender of the dependent from the **Gender** down-down list.	Female
17.	Enter the Address Information in the **Address Information** fields.	320 First Street, Chesapeake Beach, MD
18.	Click **Save**.	

Exercise 7.6: Processing a Union Dues document

Description/Scenario

In this exercise, process Union Dues for the new employee processed in PAR Exercise 1. Hire Training Demo is joining a union. The Union Code is 52. The deduction amount is $15.00

Instructions

Follow the steps in the table below to complete Exercise 7.6: Processing a Union Dues document.

Step	Action	Required Data
1.	Enter the Effective Date in the ***Effective Date** field.	Current processing PP
2.	Select the dues type from the **Dues Type** drop-down list.	086 – Enrollment
3.	Enter the Union Code in the ***Union Code** field.	Refer to scenario
4.	Enter the Local Number in the ***Local** field.	2341
5.	Enter the Deduction Limit Amount in the **Deduction Limit Amount** field.	Refer to scenario
6.	Click **Save**.	

7.4. Chapter Review

Knowledge Check

1. Briefly describe how payroll documents are processed.

    ____

    ____

    ____

2. **True or False:** Payroll documents can be processed at the same time as the hire action in PAR.

    ____

3. Match the Payroll Documents below with their descriptions.

1) Direct Deposit ______	A. Is based on an IRS formula that includes a calculation of TSP contributions, the number of allowances claimed, and a tax withholding table for marital status
2) Financial Allotment ______	B. Is processed to transfer an employee's net pay through Direct Deposit/Electronic Funds Transfer (DD/EFT) to a financial organization
3) Federal Tax document ______	C. Should be entered to begin withholding; otherwise, the system automatically withholds taxes based on the duty station at the highest rate applicable for the state
4) State Tax document ______	D. Is a recurring deduction authorized by the employee for direct deposit in a checking or savings account at a financial institution

Chapter Summary

Having completed this chapter, you are now able to:

- Describe payroll documents
- Process payroll documents

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

8.0. Suspense & Corrections

8.1. Chapter Overview

This chapter focuses on how to correct personnel and payroll transactions that rejected because they failed PINE database edits. It also introduces the user to the PINE edit messages procedure and how to use it to research and correct suspense errors.

Chapter Objectives

By the end of this chapter, you will be able to:

- View and correct suspense errors
- Review override codes
- Review error message reports
- Correct an applied action
- Perform a rollback

*EmpowHR S*ystem Data Validation

Several pages in *EmpowHR* operate in deferred processing mode. Most fields on these pages are not updated until the page is saved or refreshed by clicking a button, link, or tab. Delayed processing has various implications for the field values on the page. For example, when a field contains a default value, any value entered before the system updates the page overrides the default.

The system checks data validity in one of three ways.

- When data is entered, such as a social security number, the system checks to see if it is valid or a duplicate exists in the system, immediately upon leaving the field
- When saving a record, the system checks to determine if a required field is left blank or has information with an error, the system alerts the user to complete or correct this field.
- When the action does not pass the PINE edits after NFC processing

PINE is a subsystem that edits personnel actions and payroll documents before they apply to the PPS database, comparing the employee's database record to the data entered. PINE edits all transactions regardless of the entry system.

When an *EmpowHR* action or document is sent through the PINE processing it comes either come back as **Applied** or **Non-Applied**. Applied actions have been exported to the NFC mainframe and no further action is needed. Not Applied actions are in suspense and must be corrected and reprocessed through PINE.

Each PAR or payroll document is identified in PPS by a system-generated document code known as document type. This code identifies the type of document or type of activity for a document and is carried throughout the system from the beginning to the end of the processing cycle.

8.2. Suspense Transactions

Lesson Overview

This lesson describes the front-end and database edits that are performed in *EmpowHR* and PINE.

Lesson Objectives

By the end of this lesson, you will be able to:

- Identify and correct *EmpowHR* front-end edits
- Access the PINE procedure in order to correct suspense errors
- Review override codes

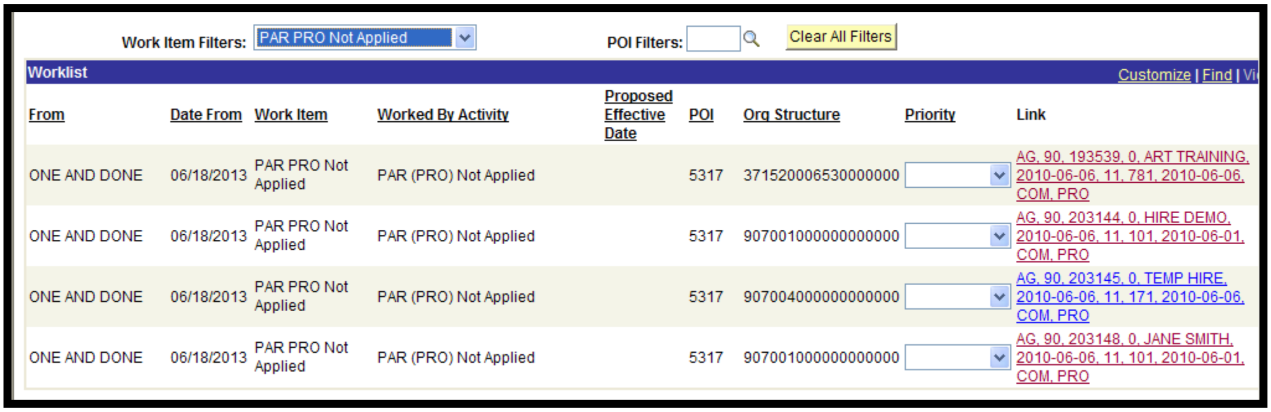
PINE Data Validation

PAR and payroll transactions that do not pass the PINE edits are placed in SINQ. To resolve the error that made the action go into suspense, you must modify the action and resend it to NFC. Then, the action goes through the editing process again before the document can apply to the NFC database.

> **IMPORTANT:** Every effort should be made to correct all suspense transactions to ensure accurate and timely salary payments to your employees.

As previously covered in Chapter 6: PAR Processing, actions in suspense display on your ***Worklist***, Figure 105: ***Worklist*** Page. Once you access your ***Worklist*** page, click the link for the suspense action and review the error messages. Corrections needed to the action are dependent on the type of action and the errors received. To better illustrate, the procedure below walks you through an example of correcting errors from the change in work schedule PAR.

With multiple systems being used for validation of information through the FESI process, you may find additional suspense items on your Worklist (i.e., employee personal page) that will also need to be resolved.



Work Item Filters: PAR PRO Not Applied   POI Filters: Clear All Filters

Worklist   Customize | Find | Vi

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	POI	Org Structure	Priority	Link
ONE AND DONE	06/18/2013	PAR PRO Not Applied	PAR (PRO) Not Applied		5317	371520006530000000		AG, 90, 193539, 0, ART TRAINING, 2010-06-06, 11, 781, 2010-06-06, COM, PRO
ONE AND DONE	06/18/2013	PAR PRO Not Applied	PAR (PRO) Not Applied		5317	907001000000000000		AG, 90, 203144, 0, HIRE DEMO, 2010-06-06, 11, 101, 2010-06-01, COM, PRO
ONE AND DONE	06/18/2013	PAR PRO Not Applied	PAR (PRO) Not Applied		5317	907004000000000000		AG, 90, 203145, 0, TEMP HIRE, 2010-06-06, 11, 171, 2010-06-06, COM, PRO
ONE AND DONE	06/18/2013	PAR PRO Not Applied	PAR (PRO) Not Applied		5317	907001000000000000		AG, 90, 203148, 0, JANE SMITH, 2010-06-06, 11, 101, 2010-06-01, COM, PRO

Figure 105: Worklist Page

Step	Action
1.	To display PAR suspense items only, select **PAR PRO Not Applied** in the **Work Item Filters** drop-down list.
2.	Select the **link** for the Worklist item to be worked. The ***Data Control*** page for the item displays. *In our scenario, we processed a Change in Work Schedule for Art Training, EmpID 193539.*

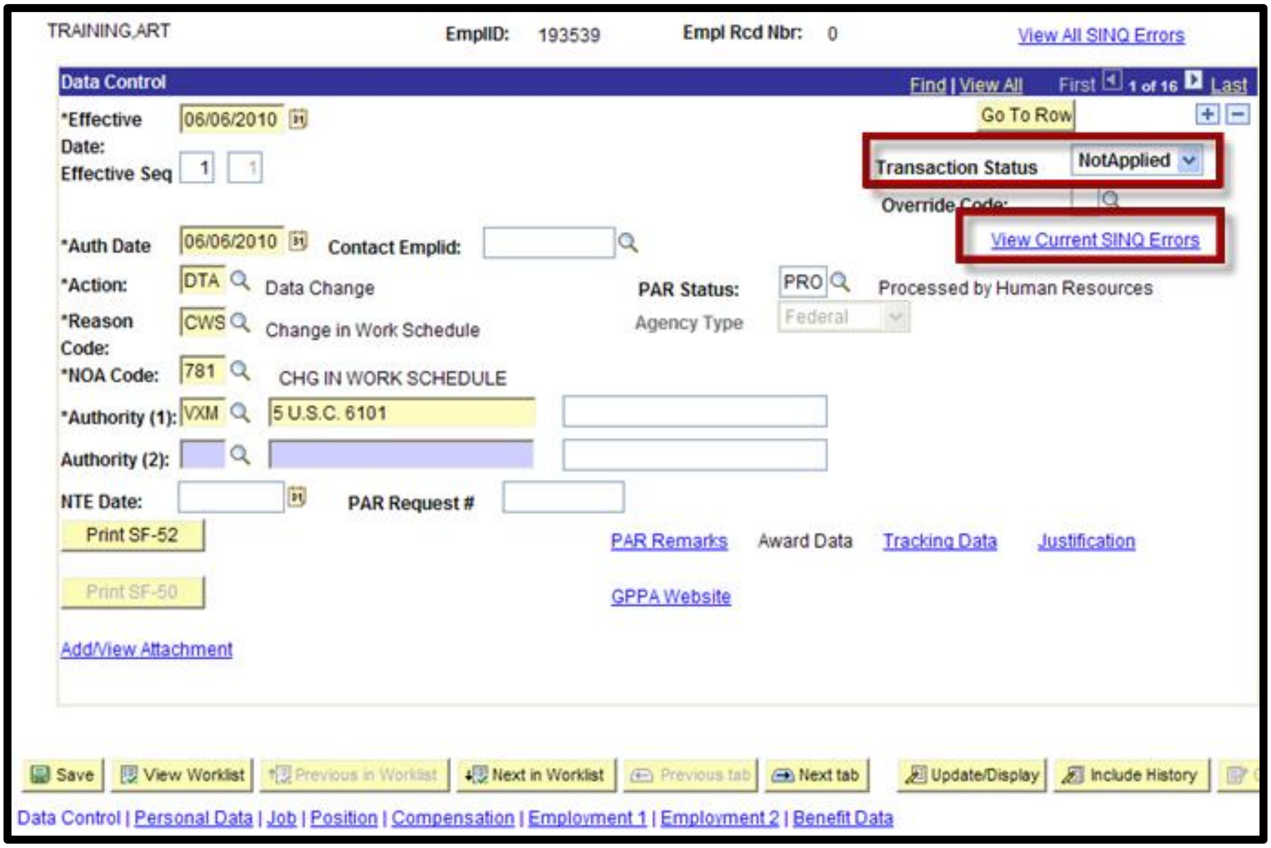
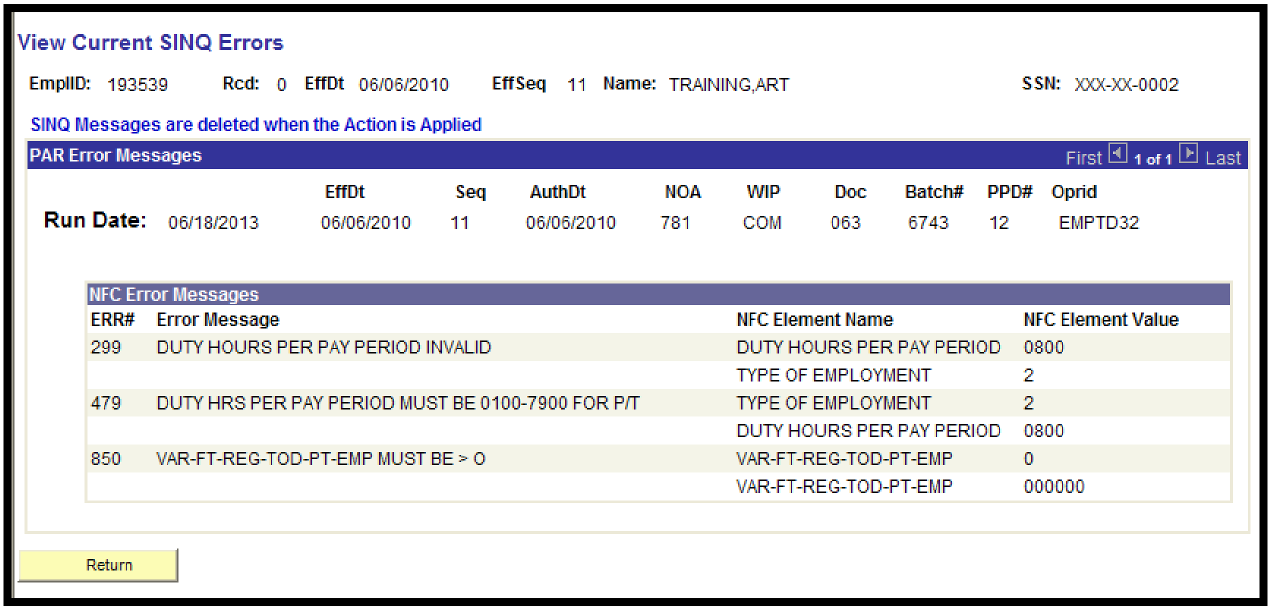


Figure 106: Data Control Page

The ***Data Control*** page shows that the action is in suspense. Notice the Transaction Status of our document in suspense is ***Not Applied*.**

Step	Action
3.	Click the **View Current SINQ Errors** link. The ***View Current SINQ Errors*** page displays.



View Current SINQ Errors

EmplID: 193539 Rcd: 0 EffDt 06/06/2010 EffSeq 11 Name: TRAINING,ART SSN: XXX-XX-0002

SINQ Messages are deleted when the Action is Applied

PAR Error Messages First 1 of 1 Last

		EffDt	Seq	AuthDt	NOA	WIP	Doc	Batch#	PPD#	Oprid
Run Date:	06/18/2013	06/06/2010	11	06/06/2010	781	COM	063	6743	12	EMPTD32

NFC Error Messages

ERR#	Error Message	NFC Element Name	NFC Element Value
299	DUTY HOURS PER PAY PERIOD INVALID	DUTY HOURS PER PAY PERIOD	0800
		TYPE OF EMPLOYMENT	2
479	DUTY HRS PER PAY PERIOD MUST BE 0100-7900 FOR P/T	TYPE OF EMPLOYMENT	2
		DUTY HOURS PER PAY PERIOD	0800
850	VAR-FT-REG-TOD-PT-EMP MUST BE > O	VAR-FT-REG-TOD-PT-EMP	0
		VAR-FT-REG-TOD-PT-EMP	000000

Return

Figure 107: View Current SINQ Errors Page

Step	Action
4.	There are three errors on the PAR. Review the error information.
5.	Click **Return**. The ***Data Control*** page displays.
6.	Click the **Position** tab. The ***Position*** page displays.

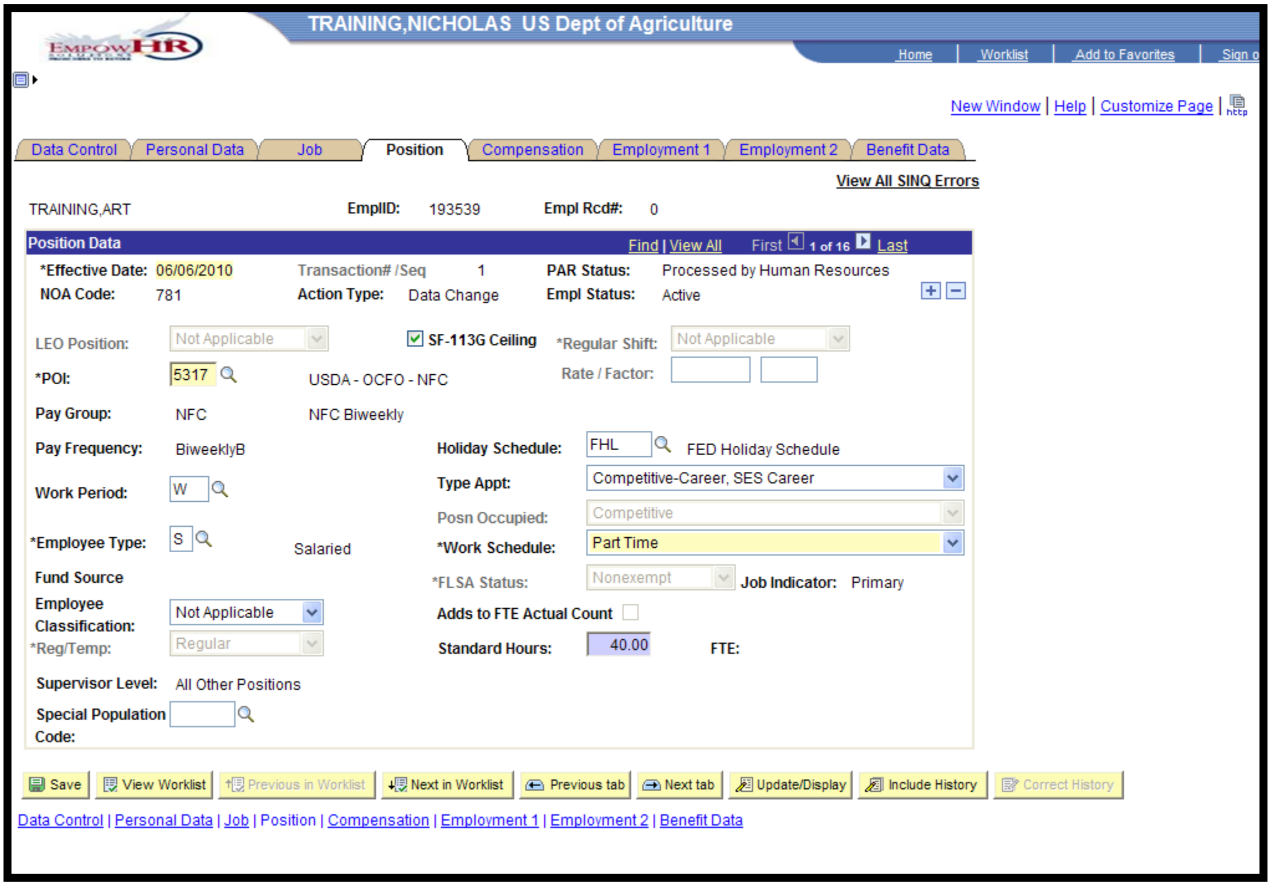


Figure 108: Position Page

The errors for SINQ messages 299 and 479 are going to be corrected on the Position page, Figure 108: ***Position*** Page. According to the suspense error listing and the PINE Procedure, error message 299 states that when the Work Schedule field indicates that the employee is part-time, the data entered in the duty hours per pay period must be greater than one hour but less than 80 hours.

Error message 479 states that when the data entered in the Work Schedule field indicates part-time, the duty hours per pay period must be between 0100-7900.

Because the Work Period shows Weekly and the Standard Hours are 40.00, PINE is reading that the employee works eight hours per day with a 40 hour week. Therefore, the employee is working 80 hours per pay period.

To correct the error enter 24.00 in the standard hours, since the employee is scheduled to work 24 hours per week. This rate equals a total of 48 hours per pay period. This correction clears both error messages.

To correct the last SINQ error message 850, continue to follow the provided steps:

Step	Action
7.	Click the **Compensation** tab. The ***Compensation*** page displays.

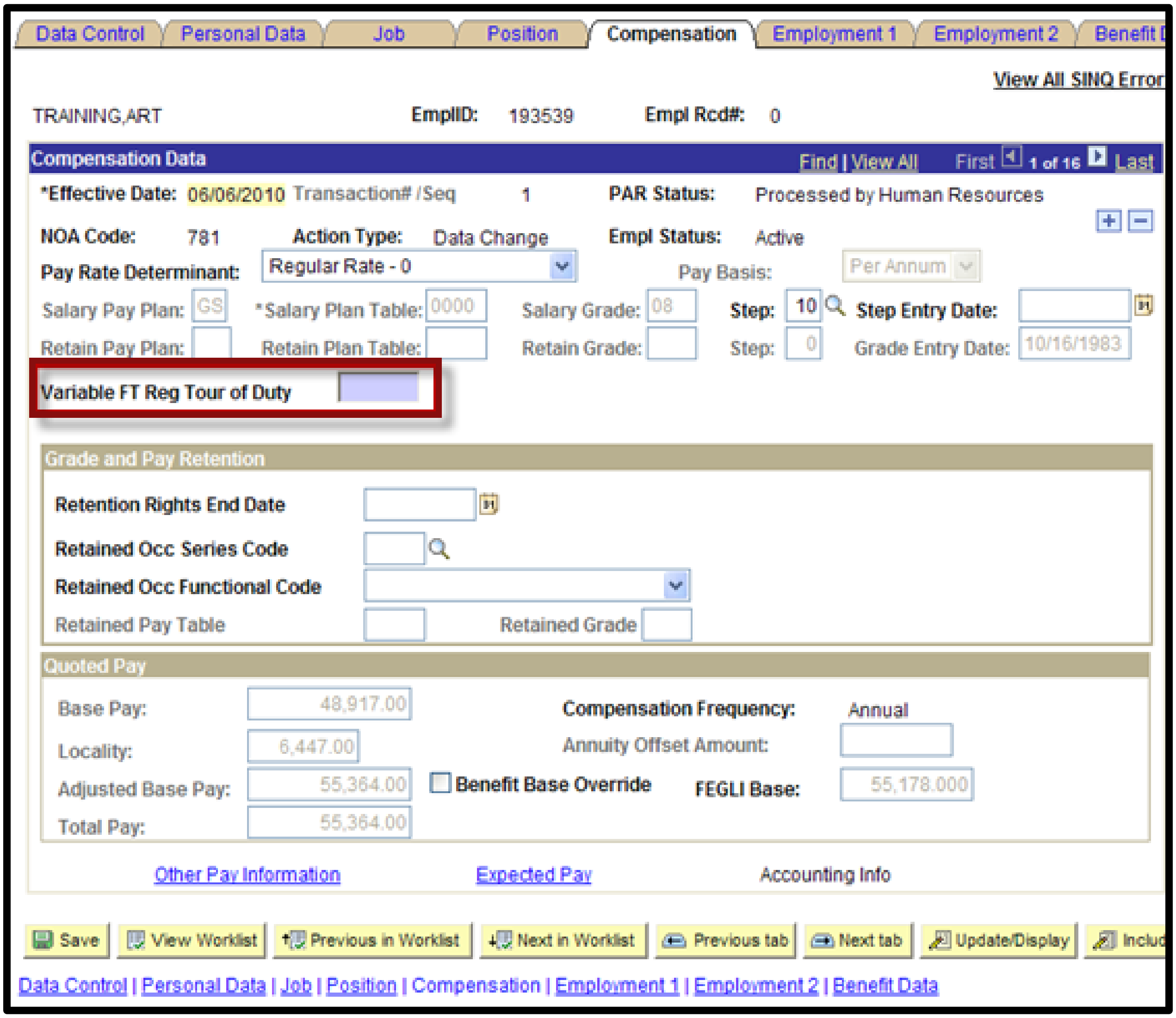


Figure 109: Compensation Page

According to the suspense error listing, error message 850 shows that Variable FT Reg Tour of Duty for a part-time employee must be greater than zero. The Variable FT Reg Tour of Duty is blank.

Step	Action
8.	Enter “**80**” in the **Variable FT Reg Tour of Duty** field.
9.	Click **Save**. Error message 850 is now corrected. The Transaction Status now displays as ***NFC Ready***. Corrections made will be edited in the next PINE pass.

Now that we learned about suspense transactions, it is important to understand that not all actions in suspense need to be corrected. There are certain exceptions to the rule, discussed below, that require an override code.

Override Codes

Despite various PINE edits to assure compliance with regulations, there are exceptions to the regulations. In some cases, there are records that go into PINE editing, but PINE cannot account for every processing scenario. Therefore, an action may go into suspense but it is a legitimate exception to the rule and should be applied. Override codes are provided for these types of actions.

When a personnel action or payroll document goes into suspense and the data is valid, you would select the appropriate override code from the Override Code list to bypass the edit during the next pass of PINE. The Override Code list shows the override code and the PINE error message number and description that it will release from suspense.

> **NOTE:** Override codes do not bypass all PINE editing, only those edits that are strictly related to the type of override.

An example of this would be if an employee chooses to pay state taxes in both his duty station and his residence state. Two state tax documents are processed for the employee. When edited by PINE, both tax documents would go into suspense with error message “070: Document will result in dual rate tax deductions.*”* Selecting Override Code C would release the document back to PINE that evening.

To clear the error message:

Step	Action
1.	From the ***Worklist*** page, click the link for the Worklist item to be worked. The ***Data Control*** page for the item displays.

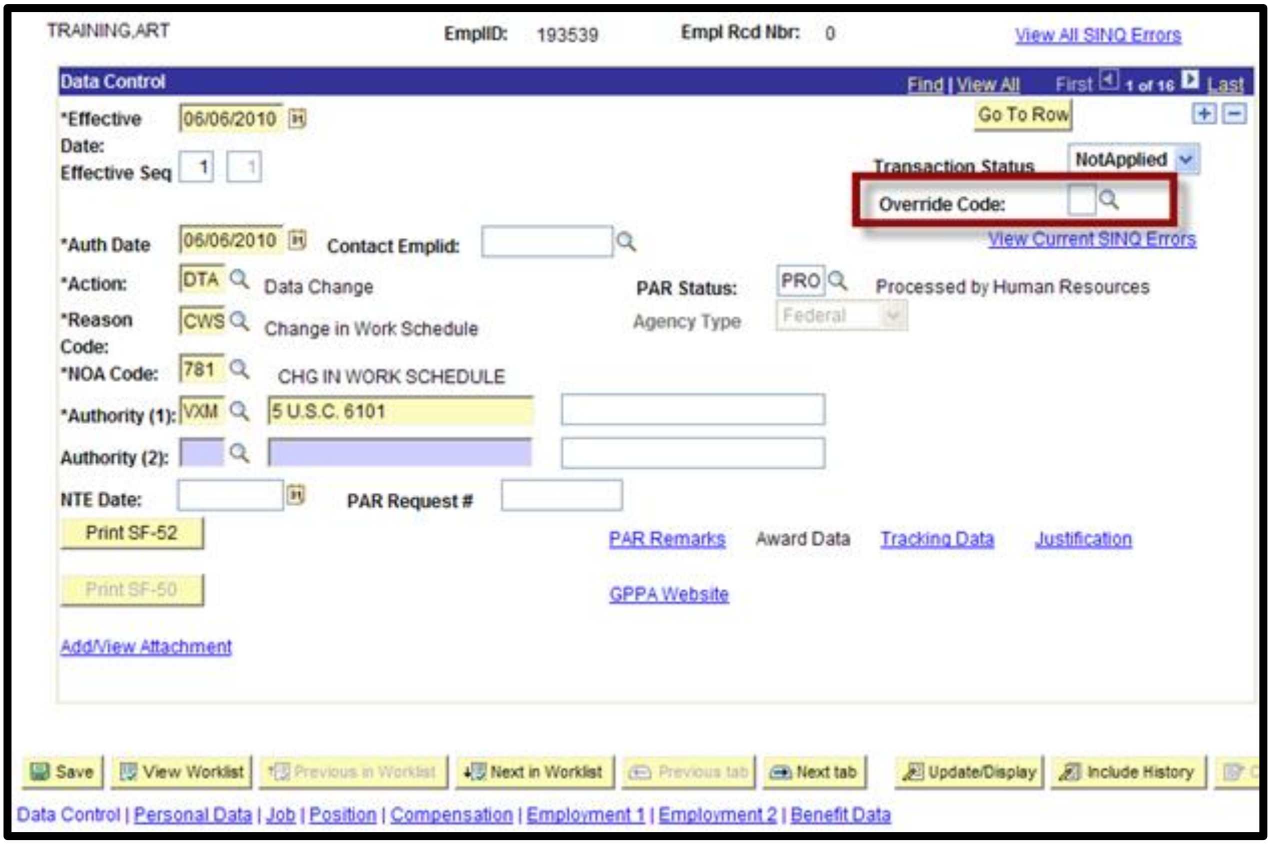


Figure 110: Data Control Page

Step	Action
2.	Click the **Override Code magnifying glass** to search for the appropriate Override Code.
3.	Select the appropriate Override Code from the **Look Up Override Code** list.
4.	Click **Save** on the ***Data Control*** page. The document transaction status changes from ***Not Applied*** to ***NFC Ready*** and will go back through the PINE process that evening.

8.3. Error Message Reports

Lesson Overview

This lesson provides an overview of error message reports in *EmpowHR*, and how to access error message reports.

Lesson Objectives

By the end of this lesson, you will be able to:

- Access the PMSO, PAR, and Payroll error message reports

EmpowHR includes an HR Reports Option for viewing error message reports for transactions entered. These reports list the actions in suspense as well as the actual errors that are preventing the document from applying to the database. The reports are useful to view all documents in error for an Agency and/or POI, whereas the Worklist only displays actions that you processed.

There are three error message reports available in *EmpowHR*:

- PMSO Error Messages
- PAR Error Messages
- Payroll Error Messages

Follow the steps below to view the PMSO Error Message Report:

Step	Action
1.	Select **HR Reports** from the Menu Group.
2.	Select **PMSO Error Messages** from the HR Reports Menu Options. The ***PMSO Error Messages Report*** displays.

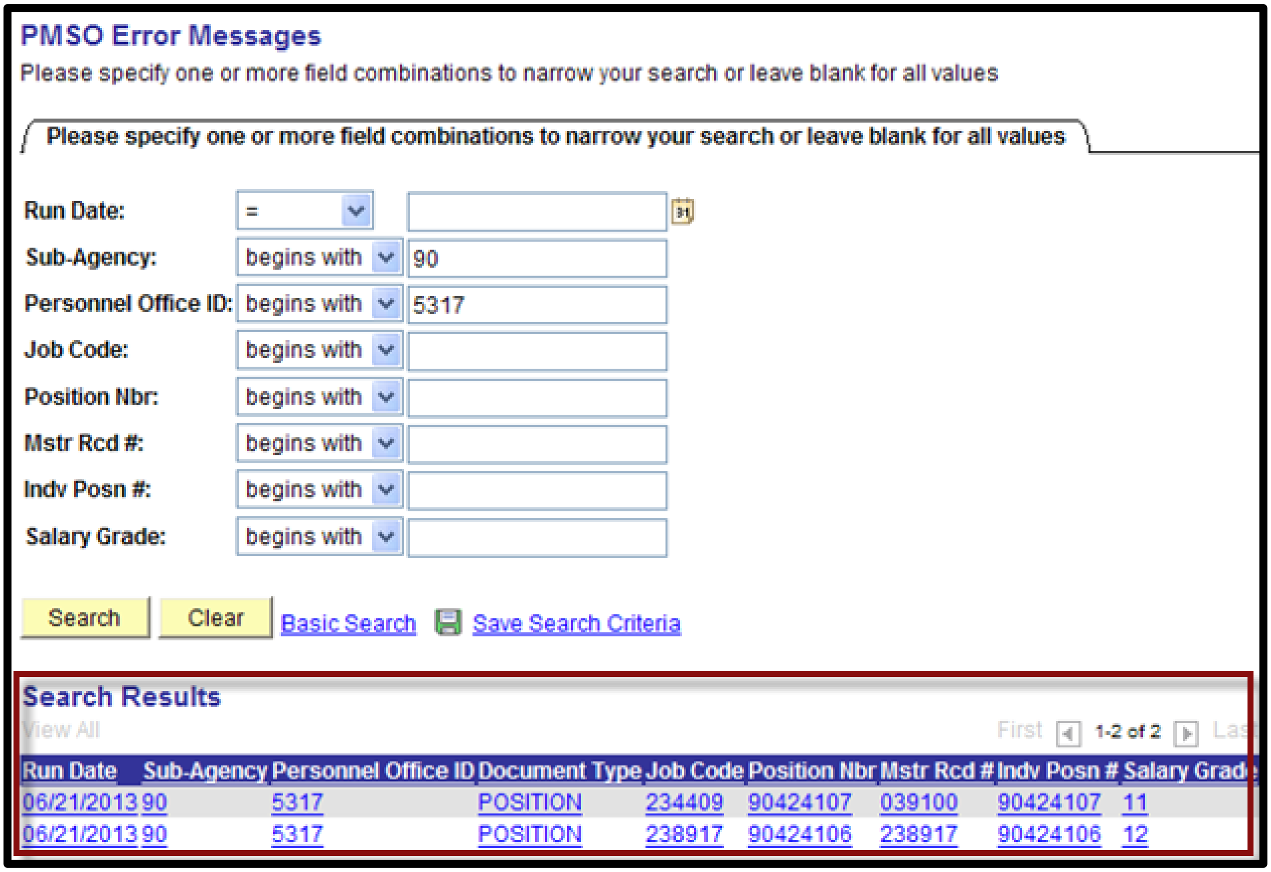


Figure 111: PMSO Error Messages Search Page

Step	Action
3.	Enter your search criteria.
4.	Click **Search.** The search results are shown at the bottom of the page.

The PMSO Error Messages Report, Figure 111: ***PMSO Error Messages Search*** Page, displays that there are two positions in suspense. For this example, follow the first error listed.

Step	Action
5.	Click the item to research. The ***Transactions with Errors at NFC*** page displays.

Figure 112: Transactions with Errors at NFC Page

> **NOTE:** Clicking “Edit” takes you to the document to edit the error. Clicking “Delete Error Message” deletes the error.

Step	Action
6.	Click **View Errors**. The ***Error Message Detail*** page displays.

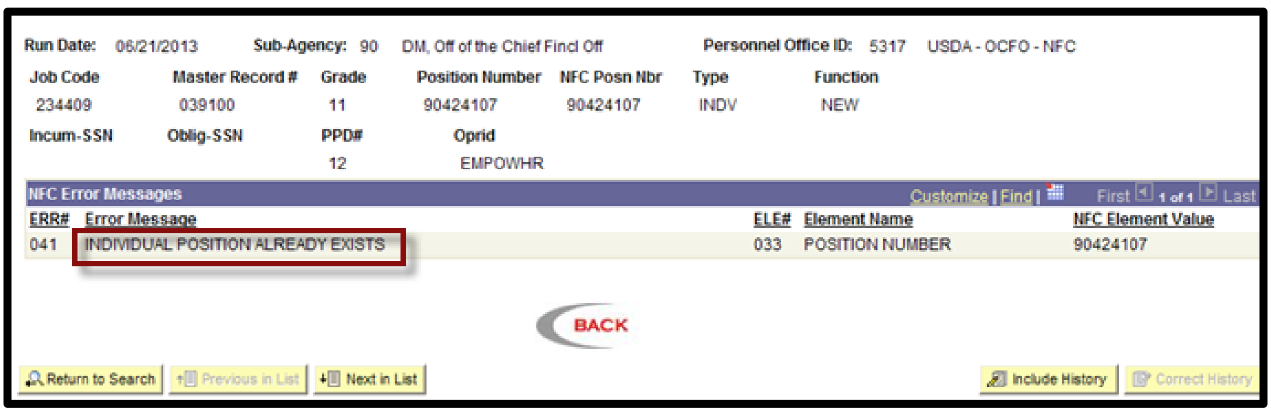


Figure 113: Error Message Detail Page

The error message, Figure 113: ***Error Message Detail*** Page, indicates that the Individual Position 90424107 is in suspense because it already exists.

> **NOTE:** Click **Back** to go back to the ***Error Message Detail*** page or click **Next in List** to view the next document in error.

Next, you will research PAR error messages. Follow the steps below to view the PAR error messages.

Step	Action
1.	Select **HR Reports** from the Menu Group.
2.	Select **PAR Error Messages** from the HR Reports Menu Options. The ***PAR Error Messages Report*** page displays.

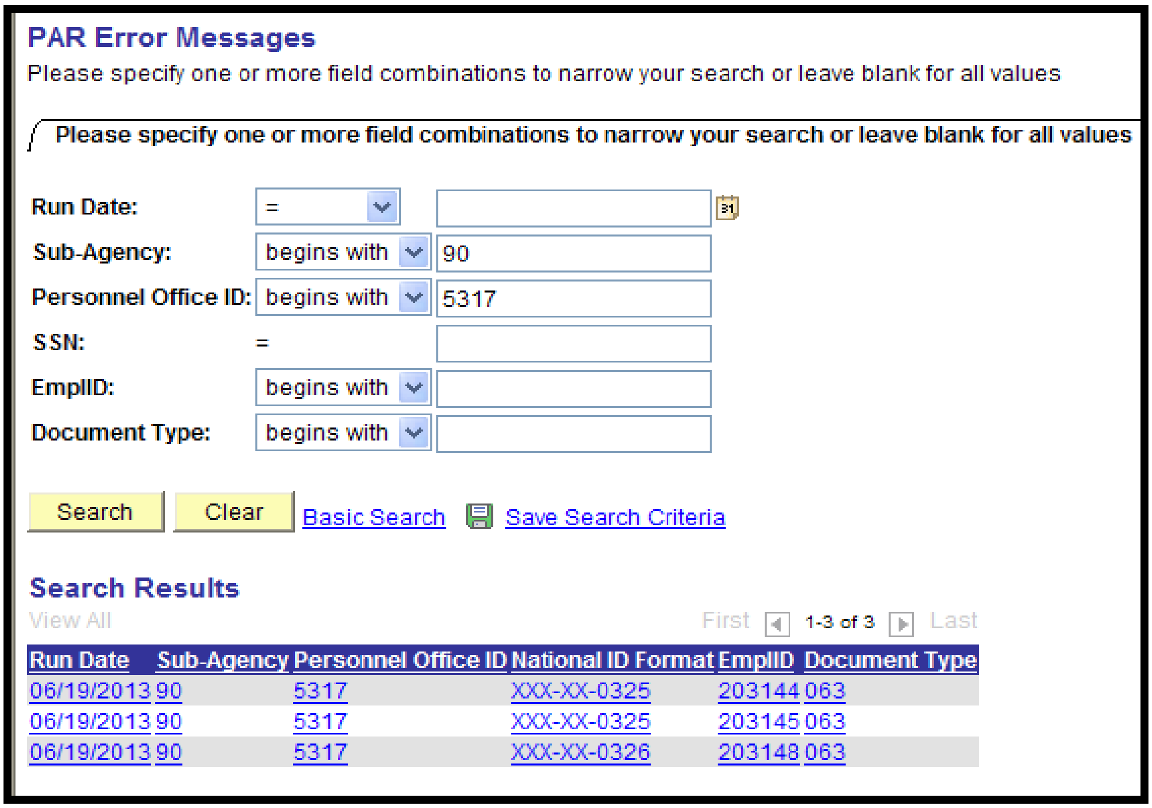


Figure 114: PAR Error Message Page

Step	Action
3.	Click the item to be researched. The ***Transaction with Errors at NFC*** page displays.

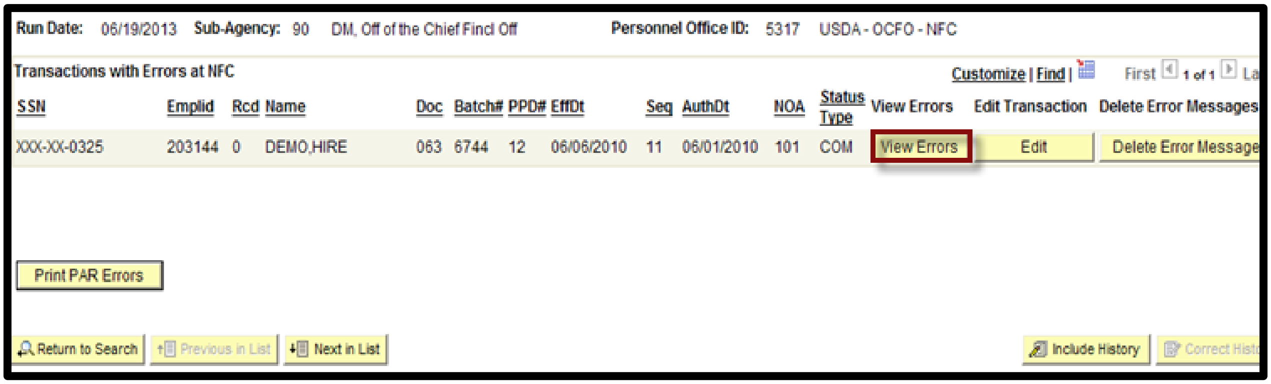


Figure 115: Transaction with Errors at NFC Page

Step	Action
4.	Click **View Errors**. The ***NFC Error Messages*** page displays.

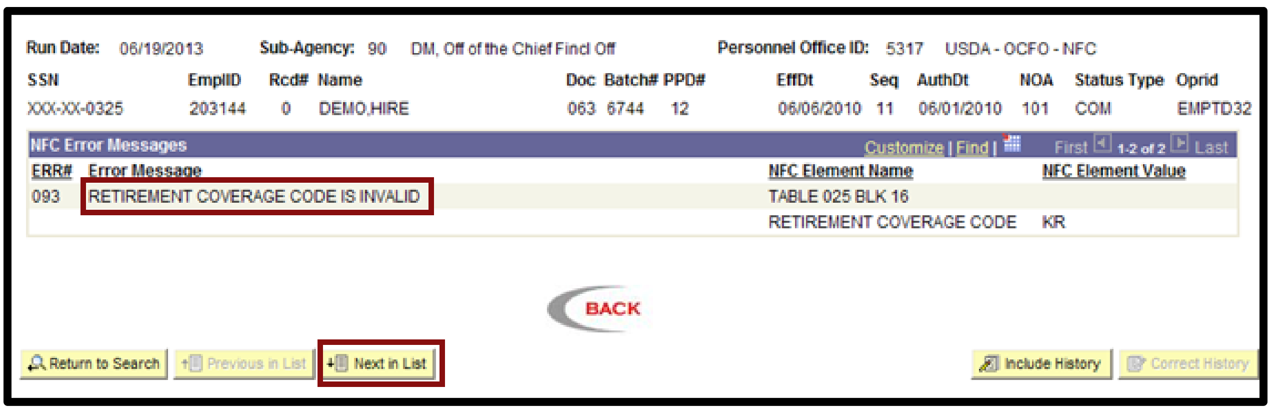


Figure 116: NFC Error Messages Page

This example shows that Document type 063 for EmpID 203144 is in error with an invalid retirement coverage code.

Step	Action
5.	Click **Next in List** to see the error message on the next PAR error in the report.

Figure 117: NFC Error Messages Detail Page

This example shows that Document type 063 for EmpID 203145 is in error with three error messages.

The last report covered in this lesson is the Payroll error message report. Follow the steps below to view the Payroll error message report.

Step	Action
1.	Select **HR Reports** from the Menu Group.
2.	Select **PRES Error Messages** from the HR Reports Menu Options. The ***Pres Error Messages Report*** page displays.

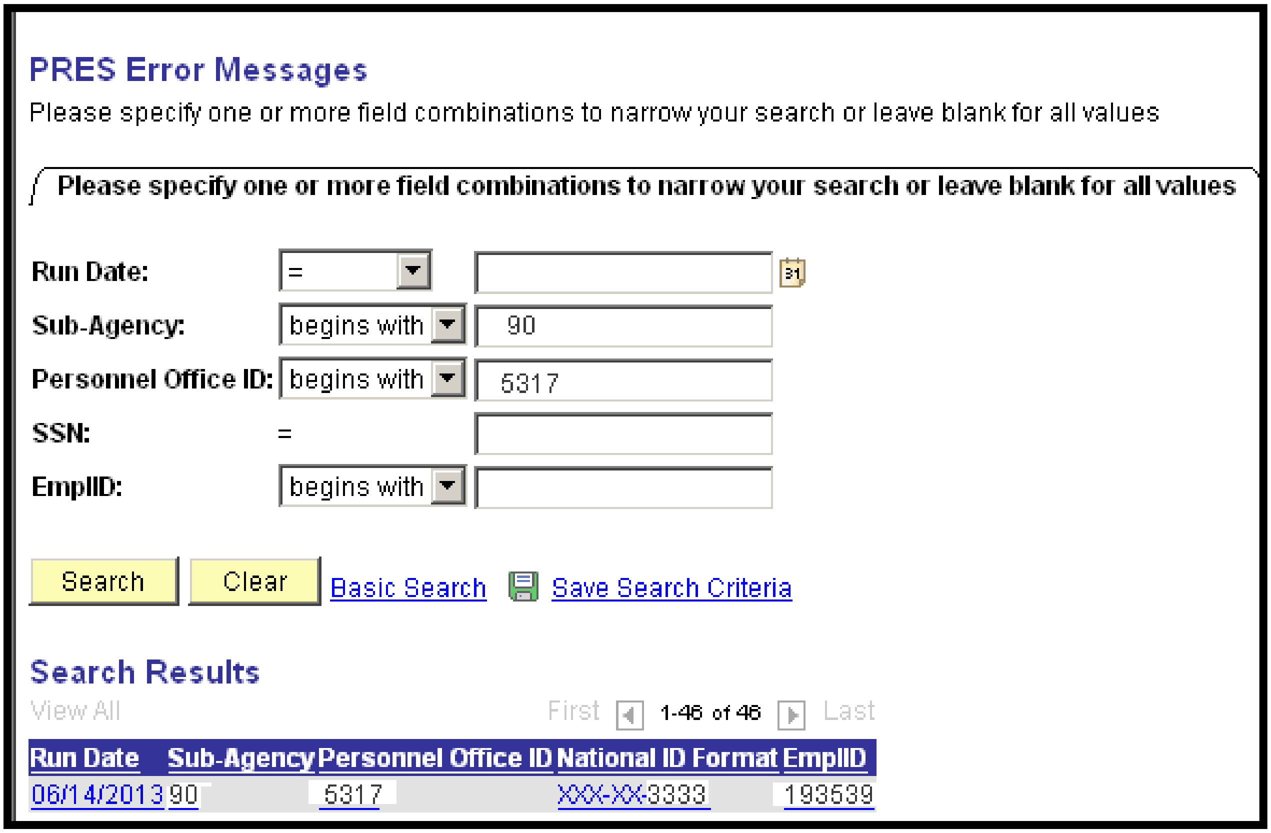


Figure 118: PRES Error Messages Page

Step	Action
3.	Click the item to be researched. The ***NFC Error Message Detail*** page displays.

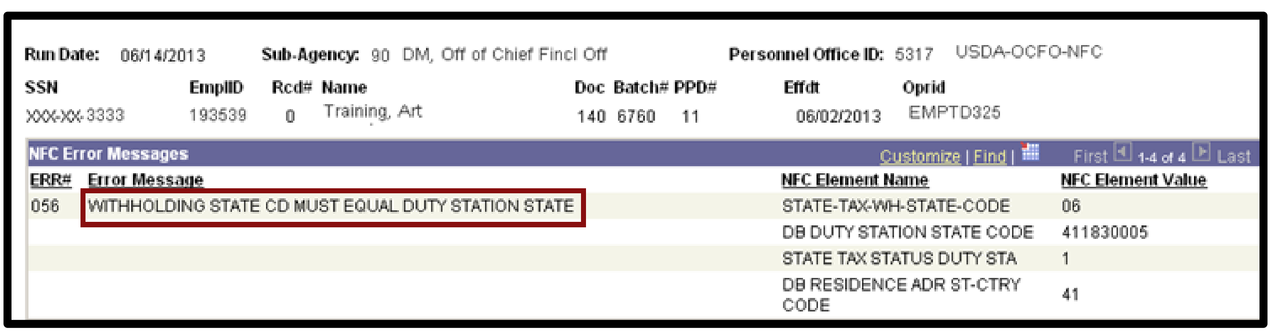


Figure 119: NFC Error Messages DetailPage

Figure 119: NFC Error Messages DetailPage, EmplID193539 is in suspense for State Tax purposes, as stated.

8.4. Correct Applied Action

Lesson Overview

This lesson describes how the correct applied action component allows users to correct any applied action in the current processing pay period.

Lesson Objectives

By the end of this lesson, you will be able to:

- Correct an applied action

When an action applies in PPS, the data on the action is reflected on the applicable IRIS program and is used to pay employees for the current processing pay period. After the PAYE and BEAR processes are completed, the current actions are moved to history and are reflected in the applicable IRIS 500 screens. Actions that have been processed in this pay period, even if effective dated for a prior pay period, can be corrected in *EmpowHR* as long as the PAYE process has not run.

> **IMPORTANT:** Only the fields applicable to the applied NOA can be modified.

To correct an applied action, follow the below steps:

Step	Action
1.	Select **PAR Processing** from the Menu Group.
2.	Select **Correct Applied Action** from the PAR Processing Menu Options.

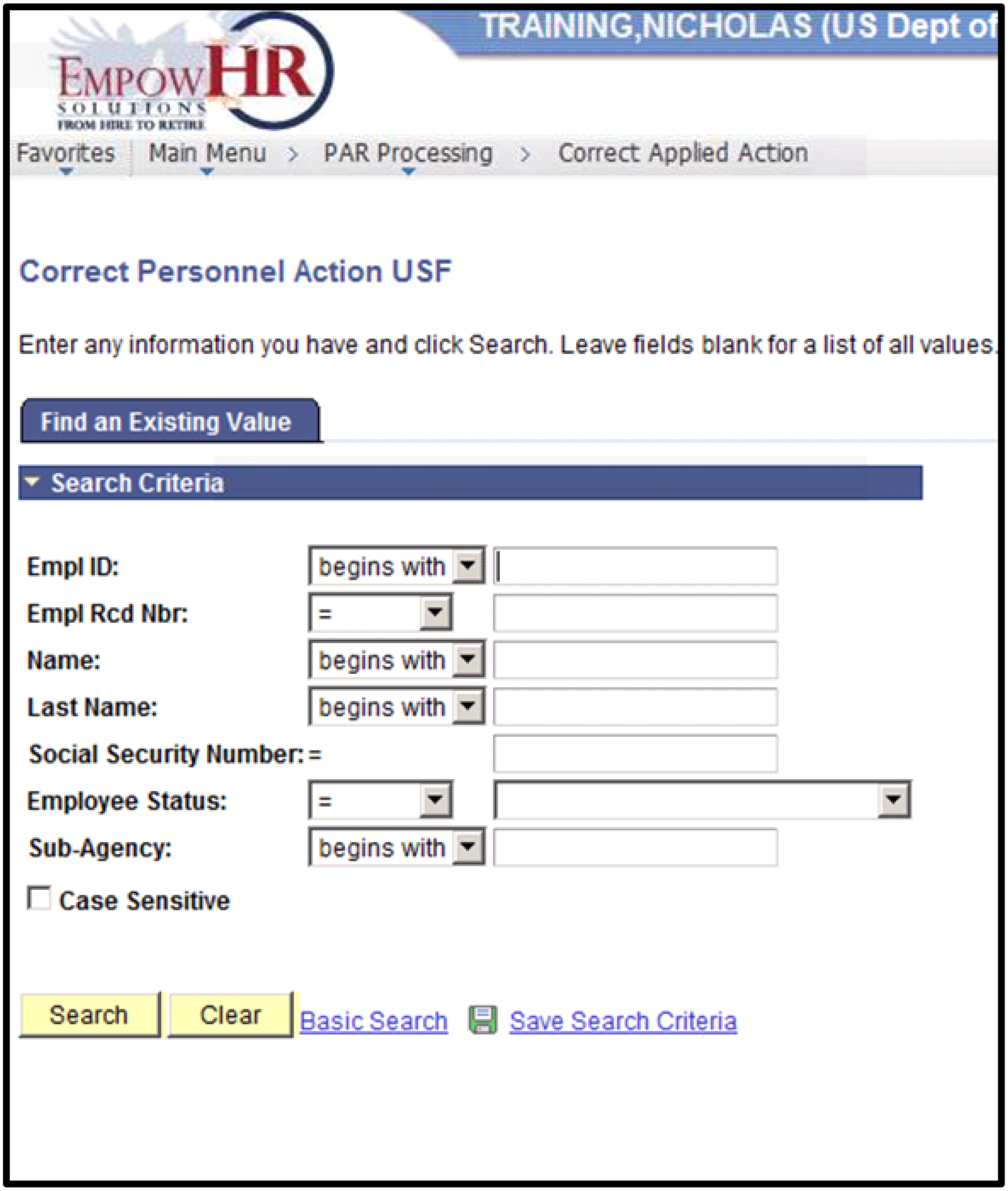


Figure 120: Correct Personnel Action USF

Step	Action
3.	Enter the **EmplID** in the **EmplID** field.

4.	Click **Search.** The ***Correct Applied Action*** page displays.

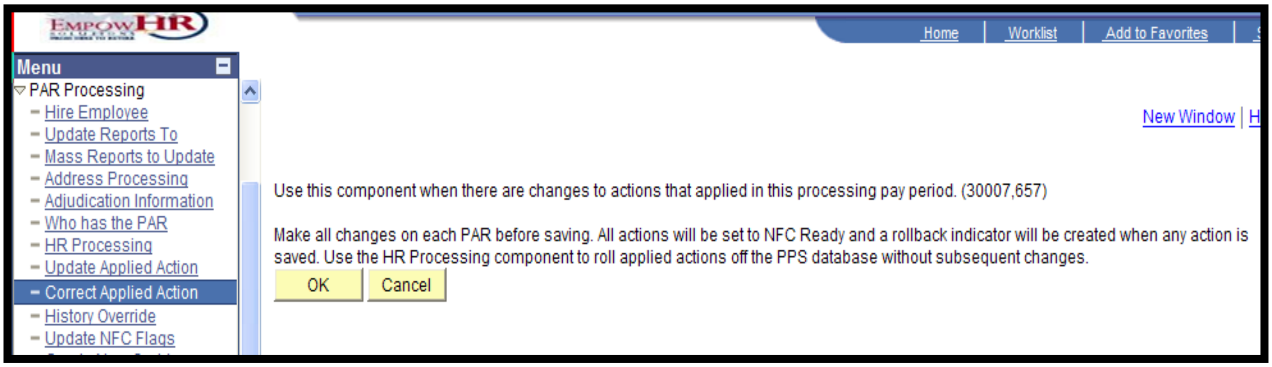


Figure 121: Correct Applied Action Page

Step	Action
5.	Click **OK.**
6.	Make the necessary corrections on the PAR.
7.	Click **Save**. The applied action has been corrected in the system.

8.5. **Rollback**

Lesson Overview

This lesson describes how to initiate a rollback on an applied action in the current pay period.

Lesson Objectives

By the end of this lesson, you will be able to:

- Initiate a rollback

To delete a current applied action, the action must be removed from PPS prior to the running of PAYE; this process is known as a rollback.

A Rollback also removes the payroll documents that apply after the personnel action applied. When the process is complete, these actions are no longer displayed on the IRIS screens.

A Single action or actions contained in a history correction package that applied in the current processing pay period, may be rolled back two different ways.

- **System-generated** - Occurs automatically when a personnel action applies to the database for an employee and another personnel action with an earlier effective date processes in a later PINE pass during the same processing pay period and prior to the processing of PAYE.
- **User-generated** - Occurs if the employee's salary for that pay period has not been computed by PAYE. If the employee has been paid, the rollback feature is not available.

Rollback actions are reflected on the Worklist as **Not Applied** actions. After data is changed on the current action or the action is deleted, the action(s) is released for export to PPS. The actions are displayed on the Worklist as **Applied** or **Not Applied** suspense actions. The actions must apply in PPS to be considered official.

To initiate a rollback, follow the below steps:

Step	Action
1.	Select **PAR Processing** from the Menu Group.
2.	Select **HR Processing** from the PAR Processing Menu Option. The ***HR Processing USF*** page displays.

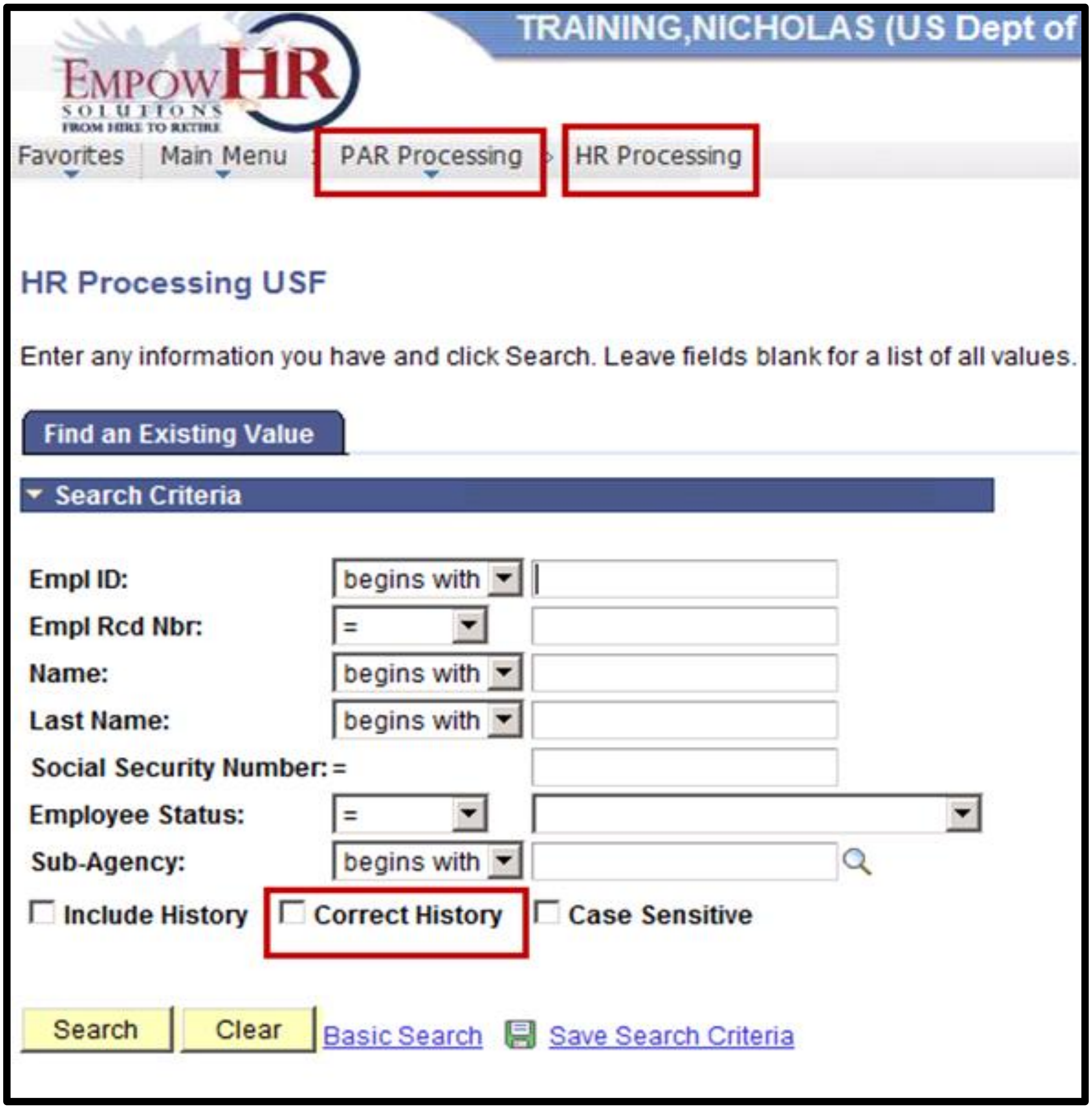


Figure 122: HR Processing USF Page

Step	Action
3.	Enter the **EmplID** in the ***EmplID*** field.
4.	Click **Correct History** box.
5.	Click **Search**. The ***Data Control*** page displays.

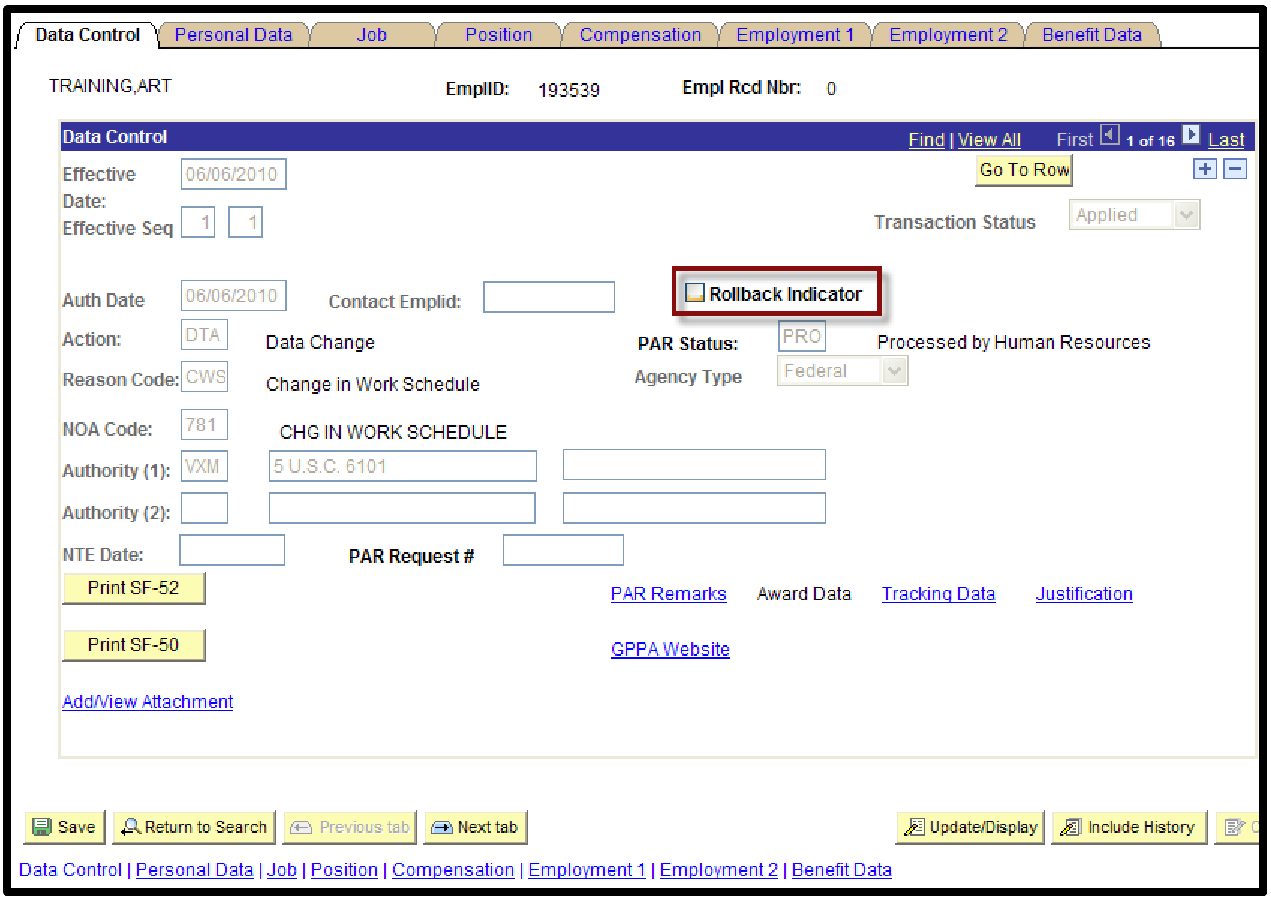


Figure 123: HR Processing Page - Data Control Tab

Step	Action
6.	Click **Rollback Indicator** box.
7.	Click **Save**. The Transaction Status displays ***NFC Ready***.

The next day, the action displays on the Worklist as **Not Applied**. If the action is not corrected or deleted, it remains on the Worklist

Now that you have learned about suspense transactions, error message reports, correcting applied actions, and rollbacks, let's practice some of the action in the subsequent exercises.

Exercise 8.1: Correcting an Applied Action

Description/Scenario

A Change in Work Schedule, NOA 781, was processed for Art Training converting him to a part-time schedule of 40 hours per pay period. After the PAR applied and was being verified, it was discovered that it was processed as 48 hours instead of 40. Follow these steps to correct this applied action.

Instructions

Validate the Data elements and enter the correct values below to complete Exercise 8.1: Correcting an Applied Action.

Data Element	Value
Data Control **Page**	
Effective Date	06/05/2010
Auth Date	06/01/2010
Action Code	DTA
Reason Code	CWS
NOA	781
Authority Code	VXM, 5 U.S.C. 6101
Remarks	499
Position Page	
Standard Hours	40

8.6. **Chapter Review**

Knowledge Check

1. What is the name of the subsystem that edits every PAR and payroll document entered in *EmpowHR*?

   A. PINE

   B. BEAR

   C. PAYE

2. When a PAR goes into suspense and the data is valid, what can you use to bypass the edit that caused the action to go into suspense?

   ____

   ____

   ____

3. **True or False:** When correcting an applied action, only the fields applicable to the applied nature of action can be modified.

   ____

4. Which statement below is a rollback (R) and which one is correct applied action (C)? Write the appropriate letter next to the correct statement.

   ____________ You entered an action on the wrong employee.

   ____________ You entered an action with the wrong effective date.

5. Which of the following statements is NOT true regarding rollbacks?

   A. A rollback would be necessary to add a newly required action you failed to add before the package applied.

   B. A rollback would be necessary if a history correction package was processed in error or processed incorrectly.

   C. PINE recognizes the rollback and reviews all actions for editing purposes.

   D. A rollback would be necessary to make a correction to a processed action for the current pay period.

.

Chapter Summary

Having completed this chapter, you are now able to:

- View and correct suspense errors
- Review override codes
- Review error message reports
- Correct an applied action
- Perform a rollback

9.0. History Override

9.1. Chapter Overview

This chapter focuses on how the history override component functions within *EmpowHR.*

Chapter Objectives

By the end of this chapter, you will be able to:

- Describe the history override function
- Process history override packages
- Process the rollback of a history override package

As discussed in Chapter 8, actions processed in the current pay period in *EmpowHR* are viewable on the IRIS history screens (IRIS 500 screens). For this lesson IRIS 525 is used, when applicable, to review historical actions.

9.2. History Override Function

Lesson Overview

This lesson focuses on the history override function's purpose and how to identify actions that require its use.

Lesson Objectives

By the end of this lesson, you will be able to:

- Describe the history override component
- Describe the significance of corrective actions within the NFC processing systems
- Describe why historical research is necessary to successfully process corrective actions (IRIS/PERHIS)
- Identify when a history override is needed
- Identify the actions on which you can perform a history override

The history override component within *EmpowHR* is used to correct, cancel or insert historical overrides.

Historical actions are those which were previously processed and have updated to the IRIS PERHIS database (IRIS 500 screens). The history override component of *EmpowHR* is designed for correcting personnel history data. It also allows for the entry of late or new actions that must be inserted among actions residing in history. It simplifies the processing of:

- Official correction actions (the starting NOAC is 002)
- Official cancellation actions (the starting NOAC is 001)
- New actions (required because of an official cancellation or late processing)

History override packages should be started as early as possible in the processing cycle of the pay period. Before starting a history override package, research IRIS and *EmpowHR* for any document that may have applied in the current processing cycle. These documents could include agency generated as well as system generated documents. NFC recommends history override packages not be established in Pay Period 01, and that any outstanding history override packages initiated prior to Pay Period 01 be deleted, in case there is a BEAR generated action.

History override enables you to process corrections to an employee's personnel history according to OPM instructions and, at the same time, furnish PPS with the information it needs to validate the new history record created and to make up to 25 pay periods of retroactive payroll adjustments.

You specify what the Starting Action (earliest action) is, and the system automatically identifies subsequent actions which reflect the database at the historical point in time you have chosen. The entire group of actions makes up a **history override package**. You can insert newly required actions in the package.

All cancellation, correction, insertion and replacement actions are edited by PINE and applied to the database as an inseparable group. Therefore, the entire package must pass the PINE edits before any of the actions apply.

NFC Processing

When you process any personnel action using PPS, you are doing much more than updating a database with information that is used to generate an SF-50 "Notification of Personnel Action" and sending required information to the Office of Personnel Management (OPM).

You are updating a database with information used by the automated system to compute an employee's biweekly pay and update retirement records maintained at NFC. Changing an employee's personnel history often means that you are changing information which affects how an employee's pay should have been calculated for the period being corrected. Therefore, it affects all for payroll and benefits (retirement, health, life, etc.) information.

> **IMPORTANT:** When updating history records, it is important to keep NFC processing in mind because you may be affecting data from other systems.

To assure the pay and retirement records are updated, the building of a completely new personnel history is required by the PPS in almost all cases such as:

- The reprocessing of cancelled actions as replacement actions in chronological order allows PINE to edit each document for validity against the employee's database record as updated by the previous action
- The ADJP within PAYE interfaces with both the old and the new history to automatically recalculate an employee's pay

When you process retroactive personnel actions, ADJP automatically uses this new history along with T&A records stored on the database to recalculate the employee's pay for up to the previous 25 pay periods. The old personnel history remains on the database so ADJP can use it to re-compute what the employee was originally paid for the periods involved. This recalculation of pay based on late personnel actions is referred to as the “revalidation” process.

IRIS/PERHIS

We previously discussed IRIS in Chapter 3. In this section and Appendix E, we discuss the importance of performing research within IRIS prior to making a correction to an employee's personnel history. This step is necessary for three basic reasons:

- Identifying personnel actions in history
- Reviewing information on each of the actions
- Verifying the PERHIS Personnel History Database (IR525) agrees with the History Correction List Window in History Override (What PERHIS records contain)

The correction of personnel history builds two distinct types of history records in IRIS:

- Transaction History (IRIS 200-series and certain 300-series programs) which is used by TIME) in the re-editing of historical T&A’s based on retroactive personnel actions and by ADJP in recalculating biweekly pay based on the same actions
- PERHIS (IRIS 500-series programs) records which are used to produce cancellation and replacement actions for the purpose of correcting personnel history

Transaction history maintains at least five years of records of actions processed: cancellations, corrections, and replacement actions.

The PERHIS Menu (IRIS 500s) contains the names of all the screens used to store a record of the current version of an employee's personnel history.

History incorporates all changes made to personnel history as though they were the original actions. Once the changes have applied to the database, the history records look the way they would have looked if all personnel actions had been processed correctly from the beginning. Officially cancelled actions are removed. If officially corrected, original actions are removed and replaced with the corrected action.

Some PERHIS programs are updated by adding a history record each time a personnel action is processed regardless of whether the data they contain is changed by the action or not.

Additional IRIS/PERHIS data is explained in Appendix E.

Initial Identification for a Historical Override

When processing history override actions, *EmpowHR* reviews the employee's historical record as a "package"; correcting one historical action may affect the subsequent historical records. The first action on which a correction or change is made is referred to as the starting action. The subsequent actions are referred to as intervening action. You may have one or more intervening actions.

During a history override all starting and intervening actions are processed through PINE as a single package. When a history override package is saved, *EmpowHR* performs front-end edits that validate data entered in each field. After all data is entered and released, the information is exported to PINE for additional editing. If one action in the history package fails the edits, all actions in the history package remain in suspense until the erroneous action is corrected.

> **NOTE:** Refer to Chapter 8, Suspense, for how to correct an action in suspense.

ADJP automatically adjusts an employee's pay record for retroactive actions effective within the last 25 pay periods. The system automatically disburses or collects, in accordance with the Debit Collection Act, if a correction or cancellation action is processed that affects the employee's:

- Salary data
- Retirement coverage
- Cost of living allowance
- Post differential
- Quarters deductions rate

Exception Actions

A history override for an exception action is processed slightly different than all other history overrides. An exception action is processed at any time without regard to effective dates. The exception action to be corrected or cancelled is the starting action and there are no intervening actions; the package only contains one action, the exception action.

No exception action can be inserted in a history override package. Only certain exception actions can be corrected or cancelled.

The following Nature of Actions (NOACs) can be corrected through history override:

- 846 Individual Time Off Award (AWD, AWH, NFC)
- 847 Group Time Off Award (AWD, AWH, NFC)

The following NOACs can be cancelled through history override:

- 815 Recruitment Bonus (BON, NFC, AWD)
- 816 Relocation Bonus (BON, NFC, AWD)
- 825 Separation Incentive (AWD, BON, NFC)
- 840 Individual Cash Award RB (AWD, NFC)
- 841 Group Cash Award (AWD, NFC)
- 842 Individual Suggestion/Invention Award (AWD, NFC, AWH)
- 843 Group Suggestion/Invention Award (AWD, NFC, AWH)
- 844 Foreign Language Award (AWD, NFC)
- 845 Travel Savings Incentive Award (AWD, NFC)
- 846 Individual Time Off Award (AWD, AWH, NFC)
- 847 Group Time Off Award (AWD, AWH, NFC)
- 848 Applicant Referral Award (AWD, NFC)
- 849 Individual Cash Award NRB (AWD, NFC)
- 878 Presidential Rank Award (NFC, AWD)
- 879 SES Performance Award (NFC, AWD)
- 889 Lump Sum Perform Pay (RB-ILP) (AWD, NFC)
- 886 Lump Sum Perform Pay (RB-NIL) (AWD, NFC)
- 887 Lump Sum Perform Pay (NRB) (AWD, NFC)
- 889 Group Award Other (AWD, NFC, PAY)

- 970 Foreign Language Bonus (AWD, BON, NFC)
- 972 Applicant Referral (IRS Only) (NFC)
- 973 Lump Sum Retention (IRS Only) (NFC)
- 997 Honorary (NFC, AWH, AWD)

The following NOACs are inactive (unable to be edited) exception actions that cannot be corrected or cancelled in history override:

- 872 Time Off Award (AWH, NFC)
- 874 Gainsharing Award (NFC, AWD, AWH)
- 875 Suggestion Award (AWD, NFC, AWH)
- 876 Invention Award (NFC, AWD, AWH)
- 877 Special Act or Service Award (AWD, NFC, AWH)
- 907 Mainstream Employee (NFC)
- 922 - 924 Details (NFC, DET, REH, EXT, TDL, EDT)
- 978 Mass Change Detail (effective PP20 of 2010) (NFC, MSC, XFR)

Now that you have learned about the flow of information transferred through the components, and where the information is located in the PPS system, you need to determine what type of historical correction is needed.

- Correct an earlier action that was improper, or that contains remarks or other information that is inappropriate or erroneous and should not have been documented. Insert actions that were not processed prior to PAYE running.
- Cancel/rescind an earlier action that was:
  - Improper
  - Proper but contains references to an improper action, or
  - Contains remarks that are inappropriate or erroneous and should not have been documented
- Insert a personnel action into history that was missing from history or newly acquired action (e.g., a EEOC ruling that promotes an employee to a higher grade at an earlier date in the employee's career)

9.3. **Processing a History Override Package**

Lesson Overview

This lesson focuses on how to process a history override package.

Lesson Objectives

By the end of this lesson, you will be able to:

- Correct a History PAR Action
- Cancel a History PAR Action
- Insert a History PAR Action

Initiating a History Override Package

The ***History Override*** page allows you to process an historical override on an existing employee. The steps below allow you to access the page and process an historical override.

To correct, cancel or insert a History PAR Action, you first need to access the History Override Correction component within *EmpowHR* by following the steps below:

Step	Action
1.	Select **PAR Processing** from the Menu Group.
2.	Select **History Override**. The ***Find an Existing Value*** page displays, as shown in Figure 125 below.

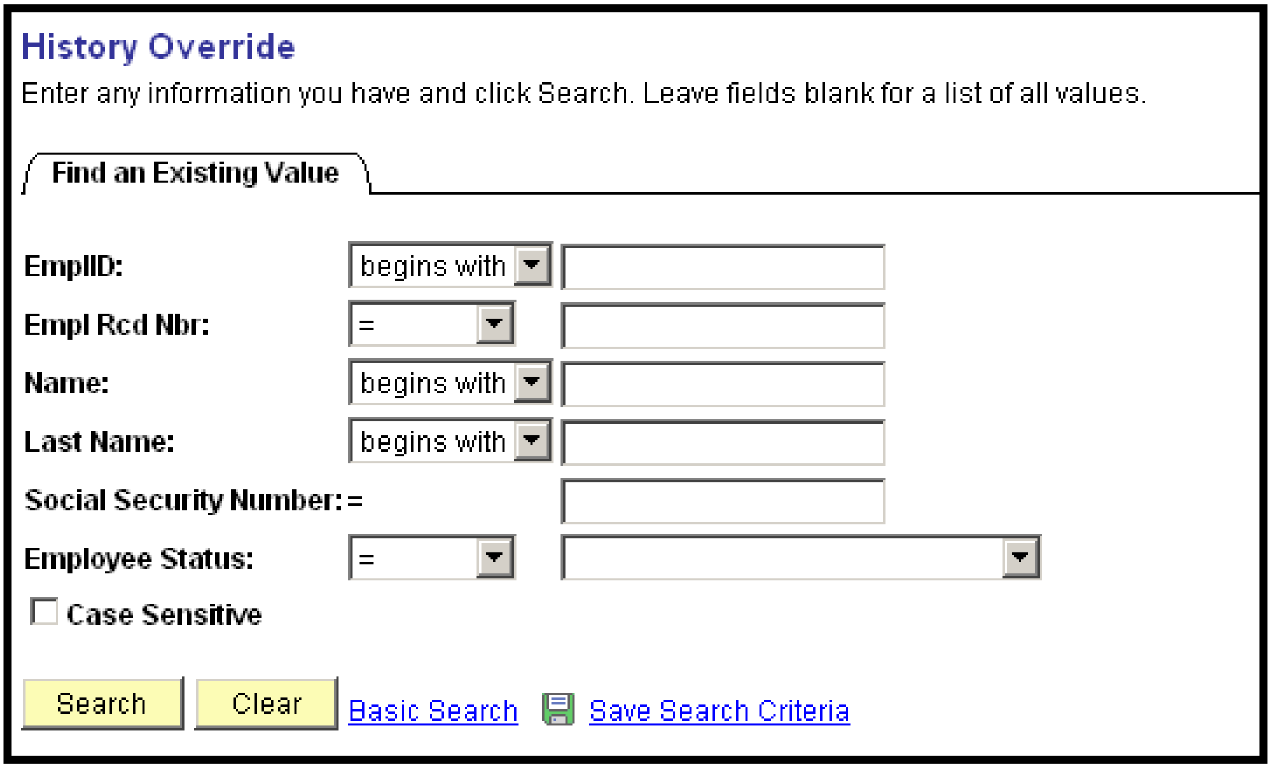


Figure 124: Find an Existing Value Page

Step	Action
3.	Enter applicable search criteria (e.g., EmplID, SSN, first name, last name etc.).
4.	Click **Search**. The ***History Override Creation*** page displays.

Figure 125: History Override Creation Page

NOTE: Only one package can be done per pay period.

NOTE: If a history override package is being processed, you are to receive an error message if you try to access the person's PAR record.

Step	Action
5.	Click **Yes**. The ***History Correction*** page displays, as shown in Figure 127 below.

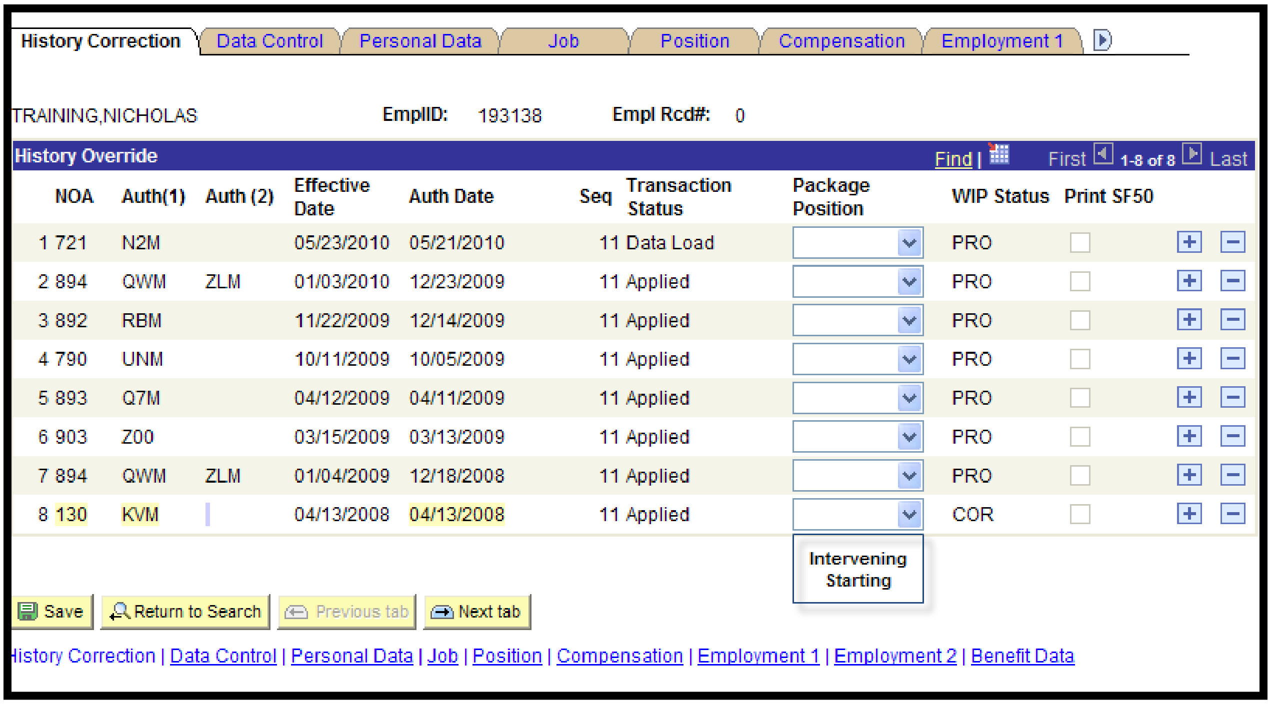


Figure 126: History Correction Page

You are now on the ***History Override Correction*** page where you can correct, cancel or insert a historical PAR action by following the provided instructions below.

Correcting a History PAR Action

EmpowHR allows you to correct an earlier action that was improper, or that contains remarks or other information that is inappropriate or erroneous and should not have been documented.

To correct a History PAR Action you follow the steps below:

Step	Action
1.	Select **Starting** from the **Package Position** drop-down list on the oldest action to be corrected. The WIP Status becomes available once you select the **Package Position**. **TIP:** The Package Position is automatically populated for all intervening actions.

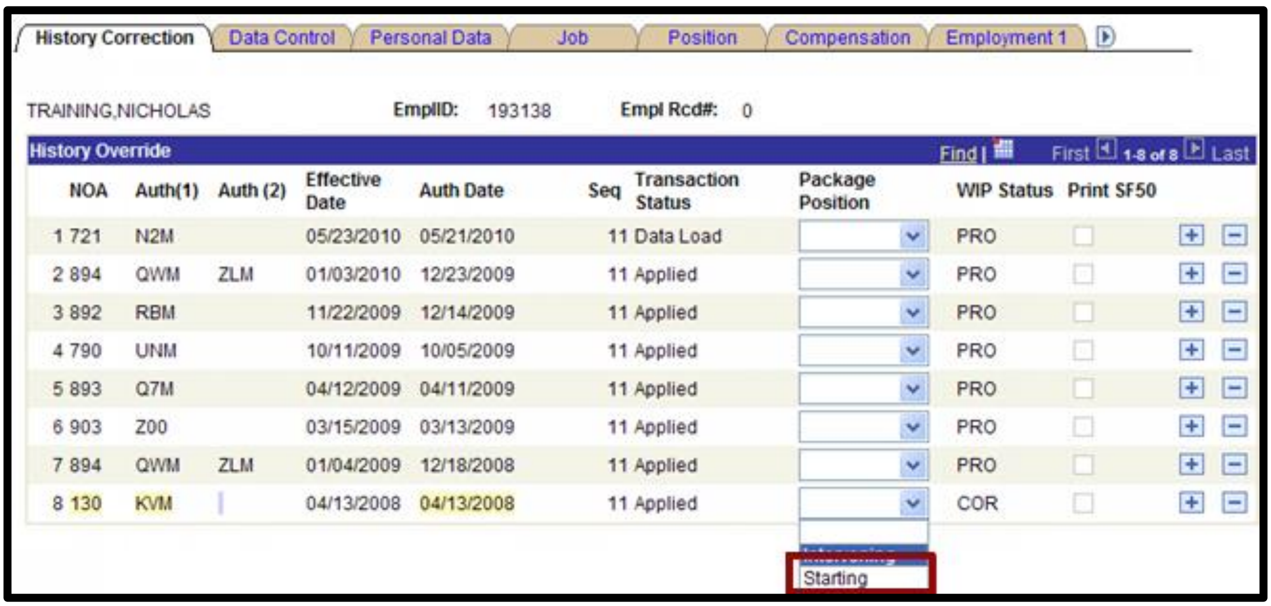


Figure 127: Package Position Drop-Down List

Step	Action
2.	Select the **WIP Status** applicable to the history override being processed (e.g., CAN, COR, PRO) and each Intervening action in your package as appropriate. If the Intervening action(s) do not need correction, leave as PRO.

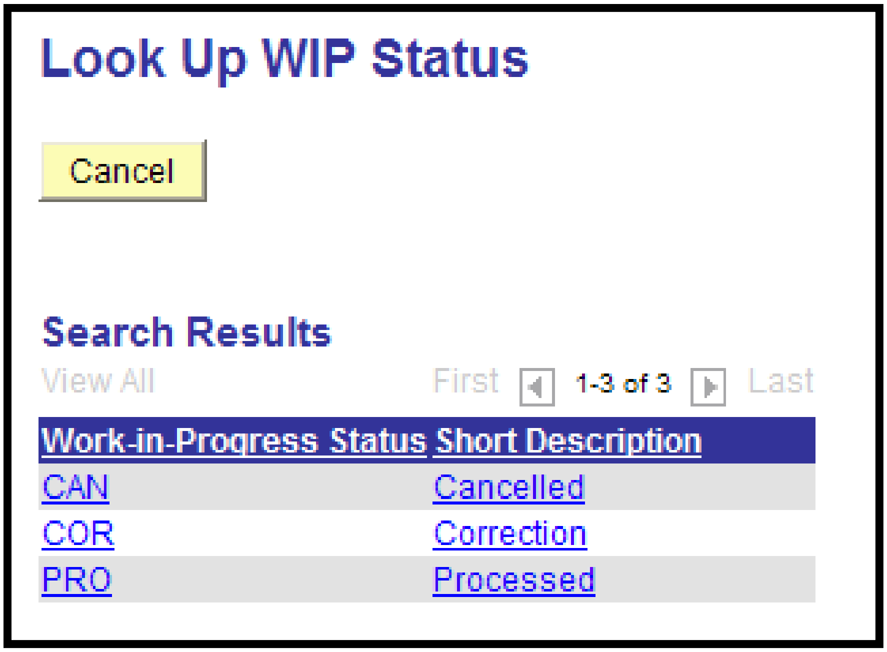


Figure 128: Look Up WIP Status Page

Step	Action
3.	For the Starting Action, select the applicable **Tab**, as shown in Figure 130 below, and make the corrections. For each Intervening action, make corrections as needed.

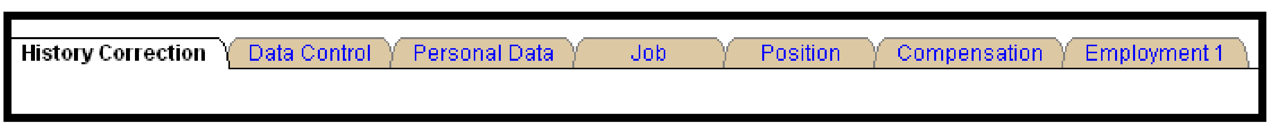


Figure 129: Tab Options

Step	Action
4.	If there are no corrections needed on an Intervening action, check the **Reviewed check box** on the ***Data Control*** page for these actions.
5.	Return to the ***History Correction*** page and go to the **History Override Package Status** drop-down list

6.	Select **Release Package**.

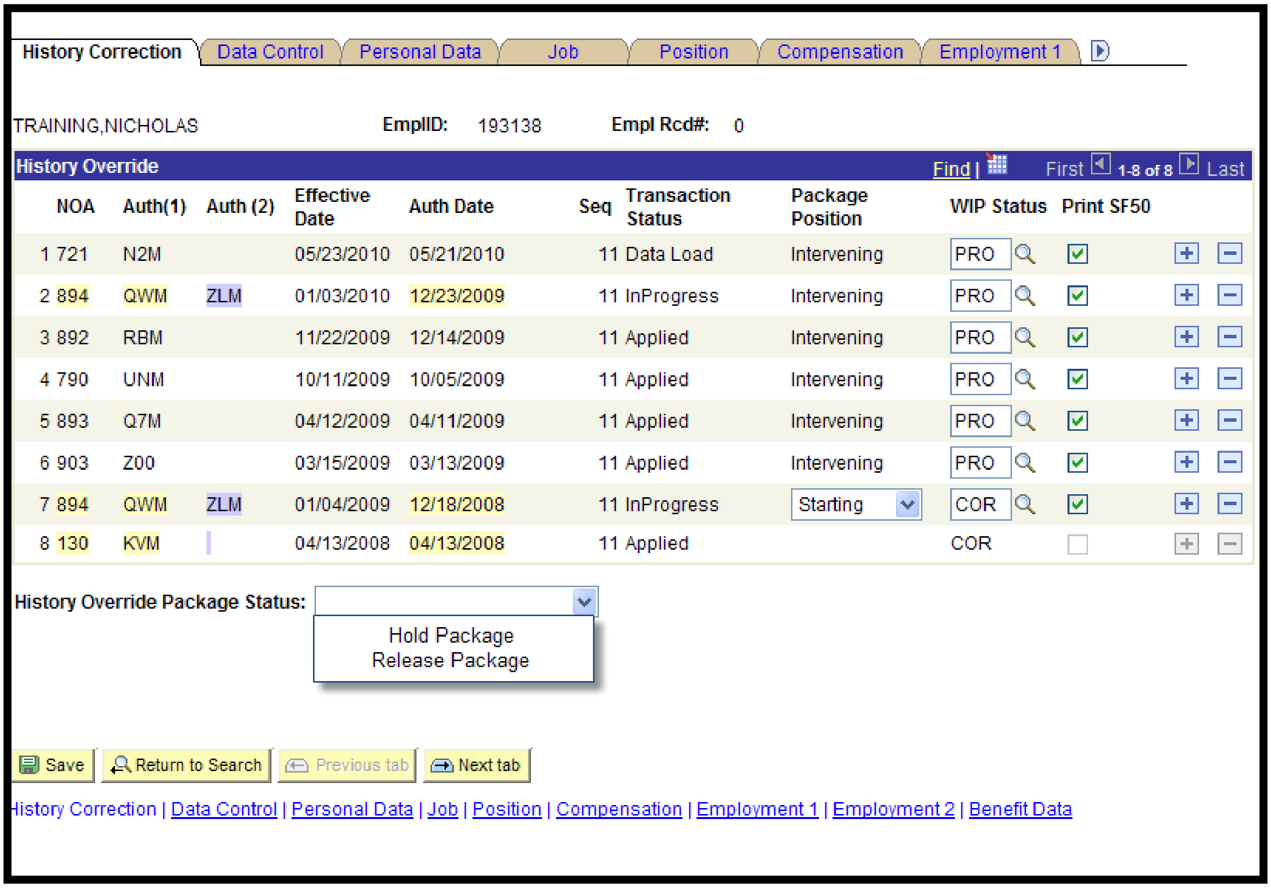


Figure 130: History Override Package Status Page

Step	Action
7.	Click **Save**. The save confirmation message displays.
8.	Click the **OK** button. All actions are marked as **NFC Ready** and go through the nightly PINE process.

Canceling a History PAR Action

The history override component allows you to cancel a personnel action. A cancellation rescinds an earlier action that was:

- Improper
- Proper but contains references to an improper action, or
- Contains remarks that are inappropriate or erroneous and should not have been documented

When an action is cancelled, consider the status of the position. The permanent position of the employee must be active in PMSO. For example, if a cancelation to a separation is processed for an employee whose job was abolished, the position the employee returns to must be active in PMSO and *EmpowHR*.

Step	Action
1.	Select **Starting** from the **Package Position** drop-down list on the action preceding the action or row to be cancelled. The WIP Status becomes available.

Ensure all *EmpowHR* history actions match IRIS Programs IR522 and IR525 actions, including effective and authentication dates. When the cancelled action is effective within the last 26 pay periods, the history correction package must start with the action preceding the cancelled action to ensure ADJP makes the appropriate adjustments.

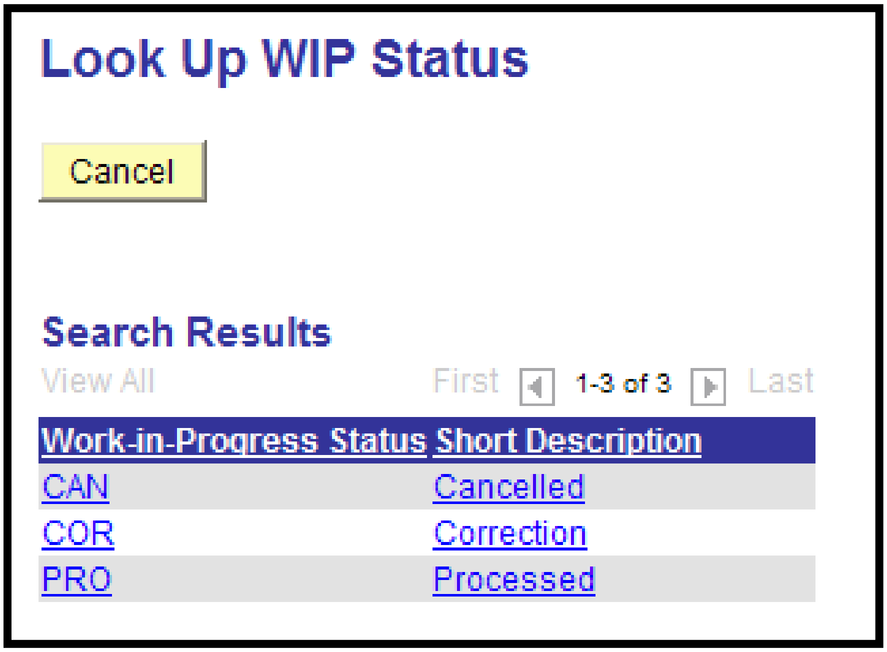


Figure 131: WIP Status Look Up Page

Step	Action
2.	Click **CAN** to cancel. On each Intervening action in your package, select the **WIP Status** as appropriate. If there are no corrections needed on an Intervening action, leave as **PRO**.
3.	Enter the appropriate authority in the **Cancel Authority (1)** field. The cancel authority is the OPM authority code for the cancellation action.

History Override — Find | First 1-29 of 29 Last

	NOA	Auth(1)	Auth (2)	Effective Date	Auth Date	Seq	Transaction Status	Package Position	WIP Status	Cancel Auth (1)	Cancel Auth (2)	Print SF50
1	903	Z00		10/21/2012	10/19/2012	11	NFC Auto	Intervening	PRO			☑
2	893	Q7M		08/15/2010	08/14/2010	11	NFC Auto	Intervening	PRO			☑
3	894	QWM	ZLM	01/03/2010	12/23/2009	11	InProgress	Intervening	CAN			☑
4	849	PAY		07/15/2009	07/15/2009	11	Applied		PRO			☐
5	894	QWM	ZLM	01/04/2009	12/18/2008	11	InProgress	Starting	COR			☑
6	893	Q7M		08/17/2008	08/16/2008	11	NFC Auto		PRO			☐
7	894	QWM	ZLM	01/06/2008	01/04/2008	11	NFC Auto		PRO			☐

Figure 132: WIP Status and Cancel Authority

Step	Action
4.	Make changes/corrections to Intervening Actions as appropriate and return to the ***History Correction*** page.
5.	Select **Release Package** from the **History Override Package Status** drop-down list.

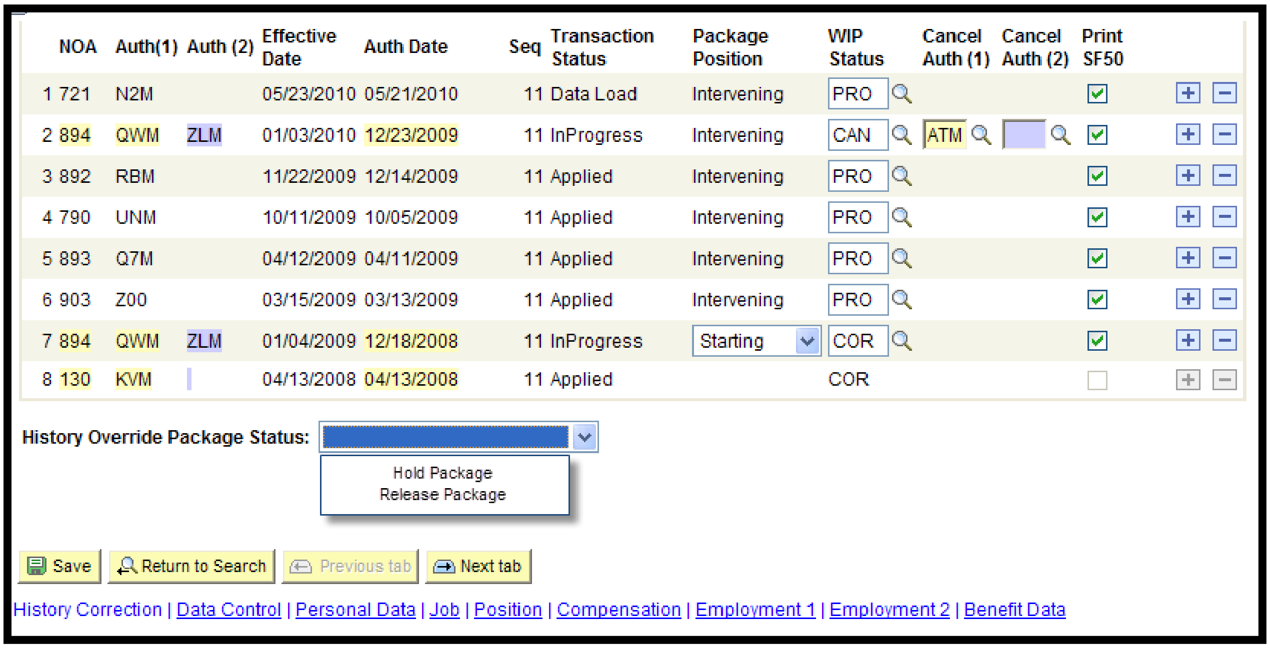


Figure 133: History Override Package Status Page

Step	Action
6.	Click **Save**. The save confirmation message displays.
7.	Click the **OK** button. All actions are marked as **NFC Ready**.

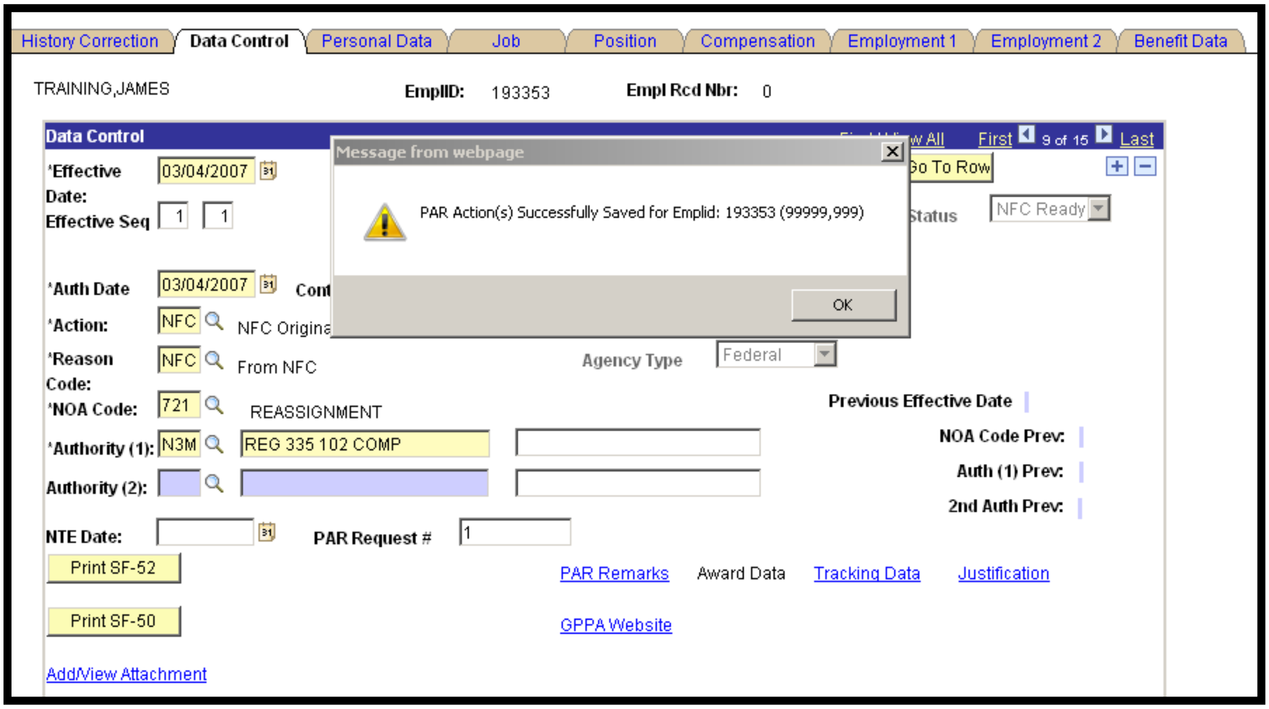


Figure 134: Save Confirmation Message

Inserting a History PAR Action

The **History Override** component allows users to insert a personnel action into history. The effective date of the inserted action determines the starting action. Click on the action immediately preceding where the new action is inserted.

To Insert a History PAR Action, follow the steps below after accessing the ***History Override Correction*** page, Figure 135: ***History Override Correction*** Page.

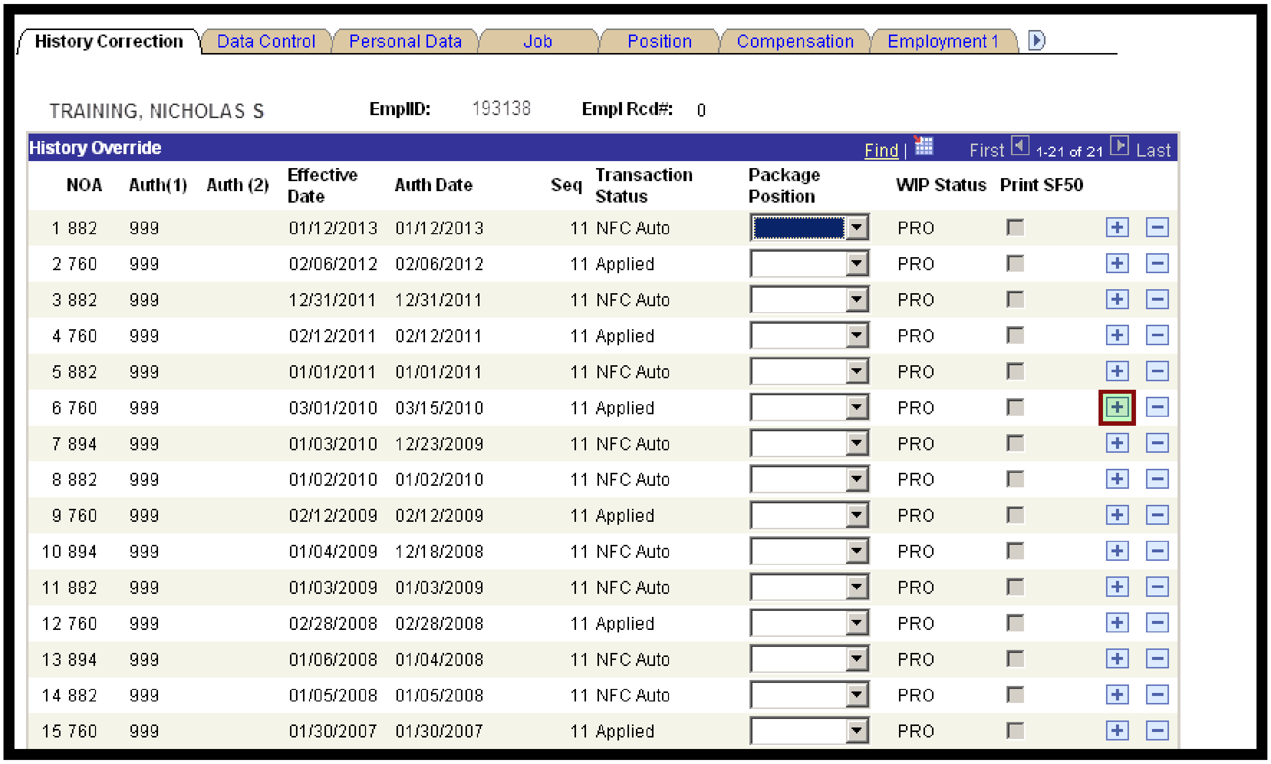


Figure 135: History Override Correction Page

Step	Action
1.	To insert an Action, click the **(+)** icon on the PAR Action. The ***Data Control*** page displays.
2.	Enter appropriate information for processing the inserted transaction and return to the **History Correction** page.
3.	Select **Starting** from the **Package Position** indicator drop-down list on the Action below the inserted action.
4.	On the **Starting** action, select **WIP Status COR**.
5.	Select the **WIP Status** on each Intervening action in your package as appropriate. If there are no corrections needed on an Intervening action, leave as **PRO**.
6.	If you need to cancel an action, enter the appropriate authority in the **Cancel Authority (1)** field.

7.	Make changes to Intervening Actions as appropriate, check the **Reviewed** check box on the ***Data Control*** page for each Intervening Action.

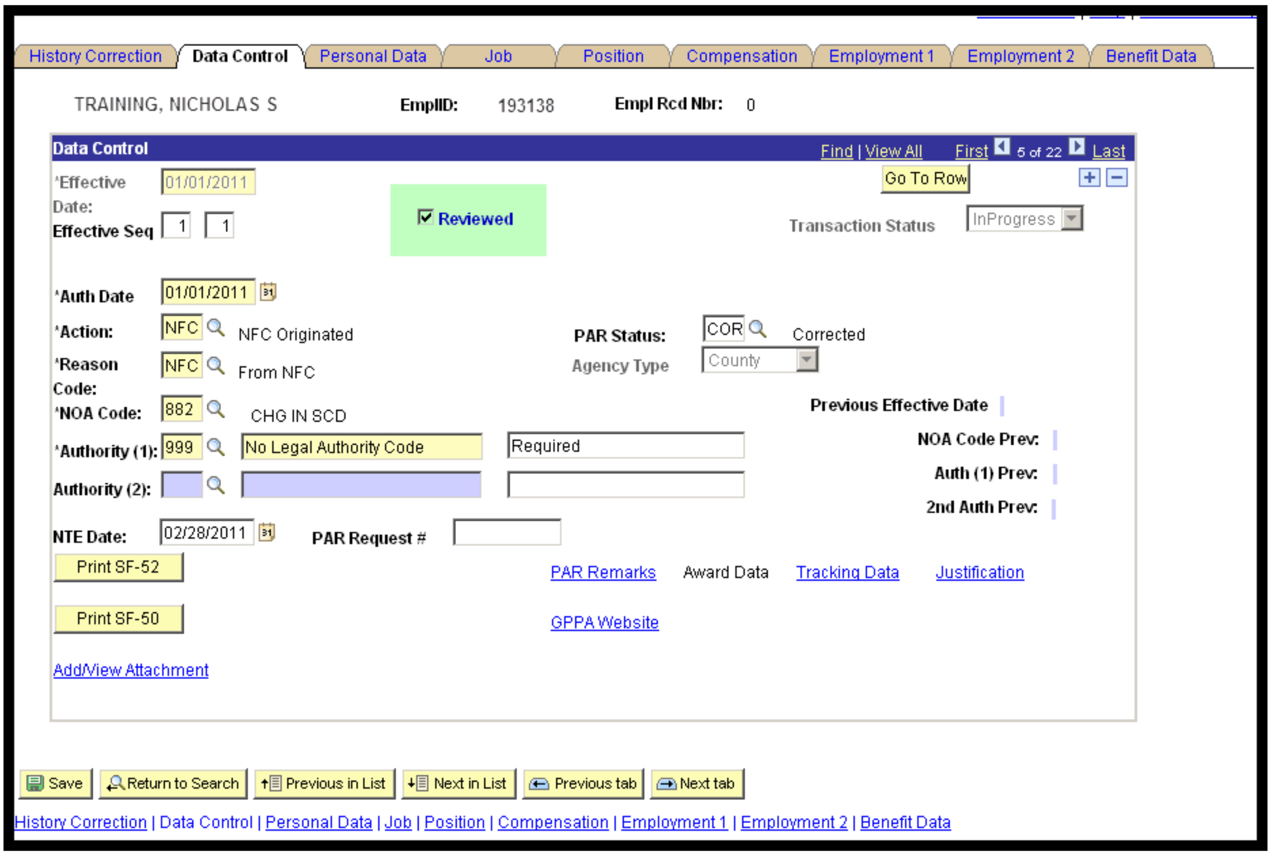


Figure 136: Data Control Page

Step	Action
8.	Click the **History Correction** tab. The ***History Correction*** page displays.
9.	Select **Release Package** from the **History Override Package Status** drop-down list.
10.	Click **Save**. The save confirmation message displays.
11.	Click the **OK** button. All actions are marked as **NFC Ready**.

9.4. Processing the Rollback of a History Override Package

Lesson Overview

This lesson focuses on how to process the rollback of a history override package.

Lesson Objectives

By the end of this lesson, you will be able to:

- Process a rollback on a history override package

Rollback on History Override Package

There are several reasons you might choose to rollback a history override package, which is applied to the database in the current processing pay period. A rollback would be necessary to add a newly required action you failed to add before the package applied. Another reason to rollback an applied would be because it was processed in error or processed incorrectly and you want to establish an entirely new package. PINE recognizes the rollback process and reactive the entire package for editing purposes.

> **IMPORTANT:** *EmpowHR* should always match what is showing on the IRIS 525.

To rollback a history override packed, follow the steps below:

Step	Action
1.	Click the rollback indicator check box on the ***Data Control*** page once the package has applied during the current pay period. **NOTE:** Refer to Chapter 8, Suspense, for instructions on how to rollback an action.

Exercise 9.1: Inserting Change in Work Schedule

Description/Scenario

In this exercise, insert a change in work schedule. Art Training changed to a part time work schedule on 08/01/09. The action was never processed. Please create a history correction package to insert the change in work schedule. Correct the subsequent action as appropriate.

EmplID: ______

Instructions

Follow the steps in the table below to complete Exercise 9.1: Inserting a Change in Work Schedule.

Step	Action	Required Data
1.	Add a new row to the NOA 894 effective 01/04/09. The inserted action is the **Change in Work Schedule**.	
2.	From the ***Data Control*** page, enter the Effective Date in the ***Effective Date** field.	08/01/2009
3.	Enter the Authentication Date in the ***Authentication Date** field.	08/01/2009
4.	Enter the Action in the ***Action** field.	DTA
5.	Enter the reason code in the ***Reason Code** field.	CWS
6.	Enter the Nature Of Action Code in the ***NOA Code** field.	781
7.	Enter the Authority (1) code in the **Authority (1)*** field.	VXM
8.	Click **PAR Remarks** link.	

9.	Enter the Remarks Code in the ***Remarks Code** field. Click in **Row 1** to populate remark. **TIP:** Click the **(+)** icon to add another remark.	B43, B45, B51
10.	Click **OK**.	
11.	Click the ***History Correction*** page. The ***History Correction*** page displays.	
12.	Click **NOA 894 effective 1/4/09** as the Starting action. All subsequent non-exception actions are changed to HCUP indicators Intervening.	
13.	Change WIP status for actions in package.	Starting is **COR** Inserted PAR is **PRO** All subsequent action is **COR**
14.	Click the ***Position*** tab. The ***Position*** page displays.	
15.	Enter **NOA 781** (Inserted PAR).	NOA 781
16.	Change Work Schedule on the inserted action in the ***Work Schedule** field.	Part Time
17.	Change Standard Hours in the ***Standard Hours** field.	24.00
18.	Make the same changes to all Intervening Actions.	
19.	Click the **Compensation** tab. The ***Compensation*** page displays.	
20.	Click **NOA 781** (Inserted PAR).	
21.	Enter 00800 in the ***Variable FT Reg Tour of Duty** field.	008000
22.	Make the same changes to all Intervening Actions.	

23.	Click the **Data Control** tab. The ***Data Control*** page displays.	
24.	Click the **Reviewed** check box on all intervening actions.	
25.	Click the **History Correction** tab. The ***History Correction*** page displays.	
26.	Click the drop-down to change the HCUP Package Status.	Release Package
27.	Click **Save**. PAR Action(s) successfully saved and the confirmation message displays.	
28.	Click OK. The Transaction Status displays **NFC Ready**.	

Check your work:

Verify the Transaction Status, Package position and WIP status match *Figure 137: History Override Package Status*:

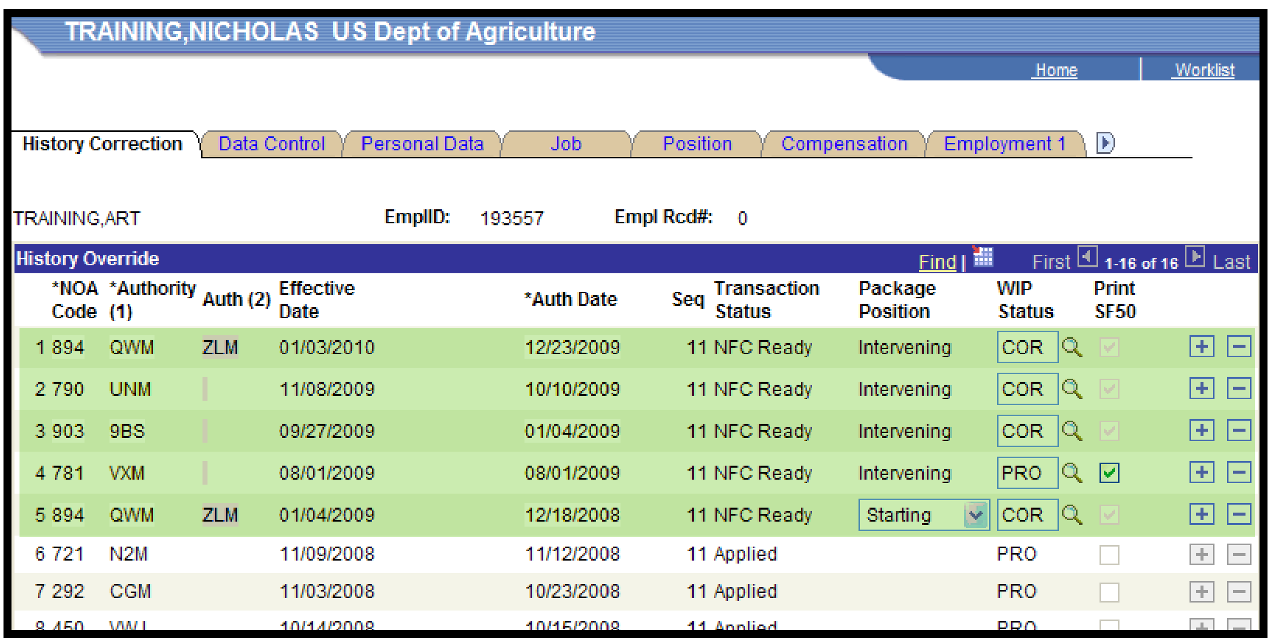


Figure 137: History Override Package Status

Exercise 9.2: Canceling WGI/Insert Denial

Description/Scenario

In this exercise, you will prepare a history override package cancelling the WGI and Inserting a denial of within Grade increase.

Exercise 20: A WGI was generated for Dexter Training effective 03/15/09. The step increase was actually denied and should not have been processed. Cancel the WGI and insert a denial of the within Grade increase.

EmplID: _________

Instructions

Follow the steps in the table below to complete Exercise 9.2: Canceling WGI/Insert Denial.

Step	Action	Required Data
1.	From the ***History Correction*** page add a new row to the NOA 894 effective 01/04/09.	
2.	From the ***Data Control*** page, enter the Effective Date in the ***Effective Date** field.	03/15/2009
3.	Enter the Authentication Date in the ***Authentication Date** field.	03/16/2009
4.	Enter the Action in the ***Action** field.	PAY
5.	Enter the Reason Code in the ***Reason Code** field.	DWI
6.	Enter the Nature Of Action Code in the ***NOA Code** field.	888
7.	Enter the Authority (1) in the ***Authority (1)** field.	Q5M
8.	Click **PAR Remarks** link. The ***PAR Remarks*** page displays.	

Step	Action	Required Data
9.	Enter the Remarks Code in the ***Remarks Code** field. Click in **Row 1** to populate remark.	P15(generated)-enter Step 08 - GS 12, Step 07 in the remarks verbiage
10.	Click **OK**.	
11.	Click the **History Correction** tab. The ***History Correction*** page displays.	
12.	Click HCUP Indicator **Starting** for the action immediately preceding the Inserted PAR**.** The HCUP indicator on all subsequent non exception actions is automatically changed to reflect **Intervening**.	
13.	Change the WIP status for actions in the package to the following Required Data.	Starting Action is **COR** Inserted PAR is **PRO** NOA 893 effective 3/15/09 is **CAN**
14.	Change the WIP status for actions in the package to the following Required Data.	Enter Auth code **ATM** All subsequent actions is **COR**
15.	Click the **Compensation** tab. The ***Compensation*** page displays.	
16.	Click **NOA 888**.	
17.	Enter the Step in the ***Step** field.	07
18.	Make the same changes to all Intervening Actions	
19.	Click the **Employment *1*** tab. The ***Employment 1*** page displays.	
20.	Enter the SCD WGI in the ***SCD WGI** field to the Inserted PAR and all subsequent actions.	03/19/2006

Step	Action	Required Data
21.	Click the **Data Control** tab. The ***Data Control*** page displays.	
22.	Click the **Reviewed** check box on all appropriate actions.	
23.	Click the **History Correction** tab. The ***History Correction*** page displays.	
24.	Click the drop-down to change the HCUP Package Status	Release Package
25.	Click **Save**. PAR Action(s) successfully saved and the confirmation message displays.	
26.	Click OK. The Transaction Status displays **NFC Ready**.	

Check your work:

Verify the Transaction Status, Package position and WIP status match *Figure 138: History Override Package Status*:

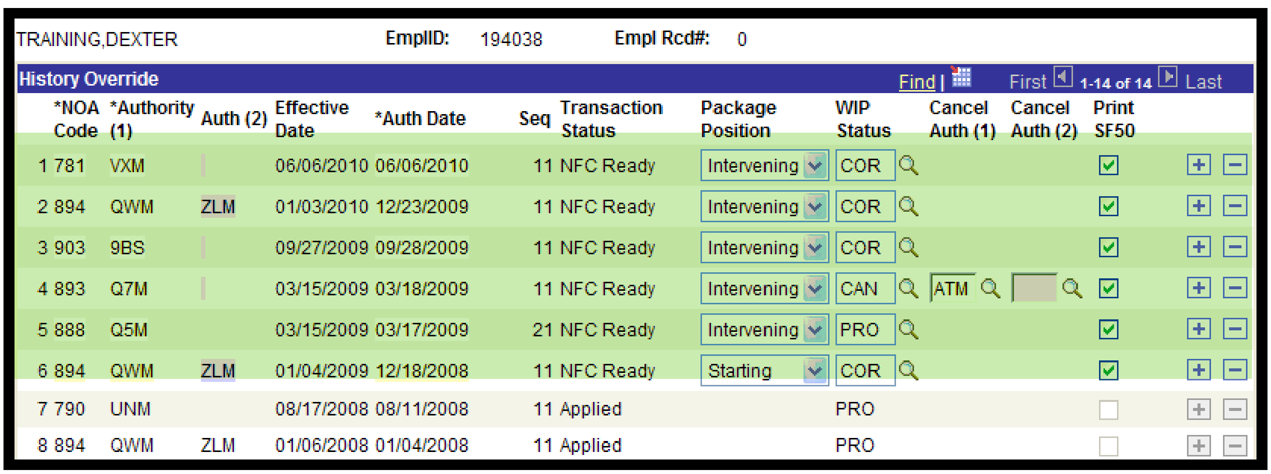


Figure 138: History Override Package Status

9.5. **Chapter Review**

Knowledge Check

1. 846 Individual Time Off Award (AWD, AWH, NFC) and 847 Group Time Off Award (AWD, AWH, NFC) are examples of:
    A. Inactive exemptions that cannot be cancelled or corrected
    B. Active exemptions that cannot be cancelled or corrected
    C. NOACs that can be corrected
    D. NOACs that can be cancelled

2. How are history overrides for exception actions different from all other history overrides?
    A. The exception action to be corrected or cancelled is the starting action
    B. There are no intervening actions
    C. The package only contain one action, the exception action
    D. Only A and C
    E. All of the above

3. **True or False**: A rollback on the history override package removes all the payroll documents that apply after the personnel action applied.

Chapter Summary

Having completed this chapter, you are now able to:

- Describe the history override function
- Process history override packages
- Process the rollback of a history override package

10.0. Course Summary

10.1. Course Accomplishments

Having completed this course, you are now able to:

- Describe the EmpowHR system and how it relates to the Payroll/Personnel System (PPS)
- Navigate within EmpowHR
- Process Personnel Action Requests (PARs) and Payroll Documents
- Identify and correct Suspense errors
- Describe and process History Overrides

10.2. Additional Resources

For additional resources, please refer to the following links.

Resource Type	Location
EmpowHR Publications	https://www.nfc.usda.gov/Publications/EMPOWHR/EMPOWHR_home.html
EmpowHR Web Site	https://www.empowhr.gov/
NFC Contact Center	https://www.nfc.usda.gov/Contact_Us/Help_Desks/CHD/CHD_home.html
IRIS Procedure Manual	https://www.nfc.usda.gov/publications/IRIS/IRIS.pdf
PMSO Procedure Manual	https://www.nfc.usda.gov/publications/PMSO/pmso.pdf
TMGT Procedure Manual	https://www.nfc.usda.gov/publications/TMGT/TMGT.pdf
PINQ Procedure Manual	https://www.nfc.usda.gov/publications/PINQ/PINQ.pdf
Processing Tips for Payroll Documents	https://train.nfc.usda.gov/odstrack/Content/EmpowHR%209.0/data/toc.html
EmpowHR Data Dictionary	https://www.nfc.usda.gov/Publications/EMPOWHR/EMPOWHR_home.html#edd

11.0. Appendices

11.1. Appendix A: HR Processing

The below information describes valid values for the work schedule.

Value	Description
Baylor	A schedule that requires an employee to work two regularly schedule 12-hour tours of duty between midnight Friday and midnight Sunday to fulfill the 40-hour work week requirement.
Full-Time	A schedule that usually requires an employee to work 40 hours as prescribed by the administrative work week for that particular employment group or class.
Full-Time Seasonal	A schedule that requires an employee to work full-time for less than 12 months each year on an annually recurring basis.
Intermittent	A schedule that requires an employee to work an irregular number of hours or days for which there is no prearranged schedule tour of duty.
Intermittent Seasonal	A schedule that requires an employee to work less than 12 months a year on an annually recurring basis, and that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.
Part-Time	A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged schedule tour of duty.
Part-Time Seasonal	A schedule that requires an employee to work part-time for less than 12 months each year on an annually recurring basis.
Part-Time Job Sharer	A schedule that requires an employee who is job sharing to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a pre-arranged scheduled
Part-Time Seasonal Job Sharer	A schedule that requires an employee who is job sharing to work part-time for less than 12 months each year, on an annually recurring basis.

11.2. **Appendix B: Allowances**

The table below outlines the potential allowances. Each allowance is listed numerically under the Allowance column. Certain allowances are paid through EmpowHR, while others are paid by entering the data on the Time and Attendance (T&A) record.

Allowance	Description
179 – Parking Fringe (Tax Exempt)	The per-pay-period amount for parking on or near the business premises, or at a location from which the employee commutes to work by mass transit.
491 – Horse Allowance (Taxable)	The lump sum payment amount for furnishing a horse and the necessary equipment for use on the job.
493 – Quarters Allow (Tax Exempt)	The per-day or per-pay-period tax exempt amount for the cost of housing expenses to civilian employees while living in a foreign area.
494 – Quarters Allowance (Taxable)	The per-day or per-pay-period taxable amount for the cost of housing expenses to civilian employees while living in a foreign area.
498 – Reassignment Allowance (Taxable)	The lump sum payment amount to pay the relocation expenses incurred by civilian employees at a post or assignment in a foreign area.
510 – Comparability Allowance (Taxable)	This is also known as the Physicians Comparability Allowance (PCA). A PCA may be paid to a Government physician who is paid under the General Schedule, Senior Executive Service (SES), and certain other pay systems.
511 – Uniform Allowance (Taxable)	The per-pay-period or lump sum taxable payment for the additional expense of wearing a uniform in the performance of official duty.
512 – Separate Maint Allw (Tax Exempt)	The per-day or per-pay period tax exempt amount for additional expense of maintaining family members at a place other than the employee’s post.

Allowance	Description
513 – Separate Maint Allw (Taxable)	The per-day or per-pay period taxable amount for additional expense of maintaining family members at a place other than the employee's post.
514 – Post Allowance (Tax Exempt)	The per-pay period amount for assignment to a foreign post where the foreign cost of living is significantly higher than in Washington, DC.
515 – Education Allowance (Tax Exempt)	The per-pay period or lump-sum payment amount to provide adequate elementary and secondary education for an employee's children while serving in a foreign area.
516 – Foreign Language Allowance (Taxable)	The percentage of basic pay that is paid each pay period for employees in foreign service positions to acquire and/or maintain proficiently in foreign languages used at overseas posts.
517 – Recruit Incentive Allow (Taxable)	The lump sum payment amount for recording cash payments offered to selectees.
518 – Uniform Allow (Tax Exempt)	The per-pay-period or lump-sum tax exempt payment amount for additional expenses of wearing a uniform by regulation or statute in the performance of official duty.
523 – Hazardous Duty Allow (Tax)	The per-pay-period amount for hazardous duty for U.S. Capitol Police only.
524 – Prof Liability Ins (Tax Exempt)	A per annum reimbursement that allows Federal Agencies to reimburse their management officials, supervisors, and law enforcement officers for up to one-half of the cost of their Professional Liability Insurance. This amount is tax exempt.
525 – Transit Benefits (Tax Exempt)	The per-pay-period amount of transit or eligible van pools.
526 – Parking Benefits	The per-pay-period amount for employee parking. The employee is taxed on the cash value for parking in excess of $230 per month.

Allowance	Description
534 – Gym/Fitness Reimbursement	The per-pay-period amount for the employee's gym membership. The amount is up to $40 quarterly with the entire amount being paid in the current pay period. The totally amount is entered in the Allowance Rate field. This allowance is taxable and is displayed on the employee's Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement.

11.3. **Appendix C: Master File Change**

The table below outlines the different types of fields that can be updated within the Data Element section. To view each of the below fields, click on the magnifying glass next to the **Field to be Updated** field.

Field	Description
Appnt-NOA/1st-Auth/2nd-Auth D00056	Used to correct the current appointing authority code on the original personnel action. • IRIS Program IR123, Personnel Supplements
CSRS-Prev-Cov-Ind D00057	Indicates if an employee has, at the time of the most recent appointment to the Federal service, previously been covered by CSRS. • IRIS Program IR117, Retirement Data
Citizenship Country Code D00087	The employee's country of citizenship. • IRIS Program IR119, Employee Personnel Data
City Tax YTD D00067	The monetary amount of YTD city tax deduction for the current taxing authority. City tax record must exist on IR106. • IRIS Program IR106, City Tax
Correspondence Country Code D00093	International Country Code as defined by the United States Postal Service. • IRIS Program IR119, Employee Personnel Data
Correspondence Region DS00092	Region, Province, or other first administrative district of division of a country other than the U.S. for the organization or person address. • IRIS Program IR119, Employee Personnel Data

Field	Description
County Tax YTD D00066	The monetary amount of YTD county tax deduction for the current taxing authority. County tax record must exist on IR107. • IRIS Program IR107, County Tax
Critical Element Indicator D00044	Indicates if the performance appraisal is used to control the granting of WRI. • IRIS Program IR303, WGI Information
Cum-Retire-Deducts-Conv D00005	The monetary amount of retirement deductions an employee had prior to being payrolled by PPS • IRIS Program IR117, Retirement Data
Date Appointment Effective D00072	Miscellaneous database elements that are not entered on a personnel action or payroll document but may affect pay and personnel eligibilities of an employee. • IRIS Program IR102, Dates & Misc Sal/Pers Data
Date CBPO Retirement SCD D00074	For use by DHS.
Earnings Limitations YTD D00068	Amount of compensation a non-executive level or SES has received to date up to the FEPCA imposed limit. Includes the employee's base salary, awards, allowances, differentials, bonuses, or other similar payments. • IRIS Program IR102, Dates & Misc Sal/Pers Data
ERI-Ethnicity-Race-Indicator D00077	Used to update ERI data for employees hired prior to January 1, 2006. The data is moved to history when the next personnel action is processed. • IRIS Program 301, Disability/RNO/ERI Data

Field	Description
FEGLI Assignment Indicator D00086	Indicates an employee has completed or has an RI-76-10 Assignment Form on file. • IRIS Program IR116, Life Insurance
FEGLI Court Order D00081	Indicates that an employee has a court order for FEGLI purposes per 5 CFR 870.801 on file. • IRIS Program IR116, Life Insurance
FEHB Part Time Coverage Code D00052	Identifies the portion of FEHB paid by the employee. • IRIS Program IR115, Health Benefits
FERS Previous Coverage Indicator D00073	Indicates if an employee has, at the time of the most recent appointment to the Federal service, previously been covered by FERS. • IRIS Program IR117, Retirement Data
FEHB Date Effective D00078	Indicates the starting date of a Federal employee's health benefits plan. • IRIS Program IR115, Health Benefits
Hospital Insurance Tax Deduction YTD D00049	Amount of YTD Medicare deductions. • IRIS Program IR103, Salary YTD Data
Hospital Insurance Tax Wages YTD D00048	Amount of YTD Medicare wages. • IRIS Program IR103, Salary YTD Data
Intermittent Days Worked Calendar Year SCD D000017	Number of days worked while on an intermittent work schedule during the calendar year appointment. • IRIS Program IR129, Intermittent
Intermittent Days Worked Last WGI D00014	Number of days worked while on an intermittent work schedule since the last WGI. • IRIS Program IR129, Intermittent

Field	Description
Intermittent Days Worked Probation Period D00023	Number of days worked while on an intermittent work schedule for an appointment that was subject to one year of probation or trial period. • IRIS Program IR129, Intermittent
Intermittent Days Worked This Appointment D00015	Number of intermittent days worked during the current appointment. • IRIS Program IR129, Intermittent
Intermittent Days Worked While On Rolls D00021	Number of intermittent days worked while employed by the Agency. • IRIS Program IR129, Intermittent
Intermittent Elapse Calendar Days Career Tenure D00020	Number of intermittent elapsed calendar days towards conversion to career tenure. • IRIS Program IR129, Intermittent
Intermittent Elapse Calendar Days Probation D00022	Number of calendar days that have elapsed during an intermittent work schedule for an appointment that is subject to one year probationary or trial period. • IRIS Program IR129, Intermittent
Intermittent Elapse Calendar Days Probation SCD D00018	Number of intermittent elapsed calendar days toward the service computation date for leave, retirement, RIF, and TSP. • IRIS Program IR129, Intermittent
Intermittent Elapse Days Worked WGI D00019	Number of calendar days that have elapsed while serving an intermittent work schedule and in a waiting period for a WGI. • IRIS Program IR129, Intermittent
Intermittent Hours Worked Leave Retirement RIF D00061	Number of calendar days worked that counts towards leave, retirement and RIF. • IRIS Program IR129, Intermittent

Field	Description
Intermittent Paid Days to Career Tenure D00016	Number of paid intermittent days of creditable service towards career tenure. • IRIS Program IR129, Intermittent
Mil-Cred-Svc-No-Das D00098	Number of days of military service that count towards leave accrual. • IRIS Program IR119, Employee Personnel Data
Mil-Cred-Svc-No-Mos D00097	Number of months of military service that count towards leave accrual. • IRIS Program IR119, Employee Personnel Data
Mil-Cred-Svc-No-Yrs D00096	Number of years of military service that count towards leave accrual. • IRIS Program IR119, Employee Personnel Data
Military-Lost-Days D00094	Number of days the military has determined are not creditable in a service period. • IRIS Program IR119, Employee Personnel Data
No-Pay-Due-Indicator D00042	Used to indicate employees who are active on the database but are not scheduled to be paid. • *EmpowHR* only
OASDI Deductions YTD D00012	Amount of YTD Social Security deductions. • IRIS Program IR103, Salary YTD Data
OASDI Wages YTD D00013	Amount of YTD Social Security wages. • IRIS Program IR103, Salary YTD Data

Field	Description
Overpayment Carryover YTD D00070	Amount an employee earned that is not payable in the current calendar year because it exceeds the annual earnings limitation imposed by FEPCA. Amount carries over to the next year so payment can be made to the employee in the first pay period in the calendar year. • IRIS Program IR103, Salary YTD Data
Pay-Adjp-PP-Elapsed-Ctr D00059	Department of Commerce use only.
Perf-Evaluation-Pay-Period D00046	Pay period In which the performance evaluation is prepared. • IRIS Program IR123, Personnel Supplements
Perf-Evaluation-Rating Code D00045	Employee's performance evaluation rating for the current rating period. • IRIS Program IR304, Performance Evaluation Data
Per-Evaluation-Year D00047	Year in which the performance evaluation is prepared. • IRIS Program IR123, Personnel Supplements
Perf-Penalty-Status D00058	Department of Commerce use only. • IRIS Program IR123, Personnel Supplements
Premium-Pay-YTD D00069	Amount of premium pay the employee has received YTD. • IRIS Program IR103, Salary YTD Data
Rt-YTD-RED-Earning D00062	Amount of YTD retirement earnings. • IRIS Program IR117, Retirement Data

Field	Description
Separation Final TA Rcvd D00024	Indicates the final T&A has been processed for an employee in a separated status. • IRIS Program IR132, Separation Information
Svc-Obligation-type-CD1 D00088	Reason for employee's service obligation. • IRIS Program IR119, Employee Personnel Data
Svc-Obligation-type-CD2 D00089	Reason for employee's service obligation. Used to supplement if there is more than one CD obligation. • IRIS Program IR119, Employee Personnel Data
Svc-Obligation-type-CD3 D00090	Reason for employee's service obligation. Used to supplement if there is more than two CD obligations. • IRIS Program IR119, Employee Personnel Data
Svc-Obligation-type-CD4 D00091	Reason for employee's service obligation. Used to supplement if there is more than three CD obligations. • IRIS Program IR119, Employee Personnel Data
TS Deduction YTD- Def D00063	Deferred amount of TSP for the calendar year. • IRIS Program IR118, Thrift Savings Data
TS-YTD-Thrift-Earnings D00064	YTD earnings for an employee • IRIS Program IR118, Thrift Savings Data
TSP-Deduction-YTD-Def-Catch-Up D00075	Amount of YTD TSP Catch-up deductions. • IRIS Program IR118, Thrift Savings Data

Field	Description
TSP-Deduct-YTD-Def-Plan-Spcfc D00076	Amount of YTD TSP plan specific contributions. • IRIS Program IR118, Thrift Savings Data
WGI-Due-Indicator D00041	Used to update the database so that the WGI can or cannot be processed depending on special circumstances. • IRIS Program IR123, Personnel Supplements

11.4. Appendix D: History Override

This additional information is provided about the History Override function and explains processing considerations associated with correcting an employee's historical personnel record.

What OPM Has to Say about Correcting Personnel History

Chapter 32 "Interim Relief Actions, Corrections, Cancellations, and Replacement Actions for Cancellations" of the Office of Personnel Management's (OPM) *Guide to Processing Personnel Actions* gives instructions for preparing the SF-52 "Request for Personnel Action" for ***new actions***, for ***correcting or cancelling previously issued actions*** and for ***replacing cancelled actions***. These types of actions are used to correct an employee's personnel history.

Instructions in Chapter 32 suggest two types of correction scenarios:

- Situations in which personnel history can be corrected just by inserting, correcting, or cancelling a single retroactive action.
- Situations in which a late personnel action requires the insertion, correction, or cancellation and replacement of one or more subsequent actions.

OPM requires that only **invalid** actions be officially cancelled. Some actions are invalid because they were improper (they never should have been processed); some are invalid only because they contain references to improper actions or contain remarks that are inappropriate or erroneous. Invalid actions which are officially cancelled may or may not be replaced. Actions which are **valid** but are incorrect should be officially corrected.

History Override permits you to correct actions that should be officially cancelled and replaced. It permits you to officially cancel and replace actions that should only be officially corrected. The system or the information included in this participant guide **does not** tell you when, according to OPM, an action should be corrected or tell you when an action should be cancelled and replaced with another action. Responsible personnel in your office must make those decisions. This guide tells you how to use the History Override application to change an employee's personnel history in the USDA Payroll/Personnel System (PPS).

When History is Updated

The PERHIS Menu (IRIS 500s) contains the names of all the screens used to store a record of the **current** version of an employee's personnel history.

How History Records are Organized in IRIS

IR525 is a listing of all personnel actions for which there are history records. Each personnel action listed has several counterparts or “extensions” among other IRIS 500 programs. For every action on IR525, there is a corresponding IR501, IR502, IR516, IR517, IR522, IR523, IR527, IR528, and IR547. Together, the extensions make up a complete personnel history record on an employee for each action processed. IR525 should serve as the first point of reference for locating the personnel actions that make up an employee’s personnel history.

IR525 lists personnel actions with the most recent action shown at the top. The list can be one or more pages long.

When PERHIS programs are more than one page in length, the message “INQUIRY COMPLETE – PRESS F8 FOR MORE RECORDS” displays at the bottom of the screen.

Each line of data gives you the following information as you read from left to right:

- PF select allows you to toggle to associated history records
- Pay period and year the personnel action was processed
- Effective date of the personnel action
- NOAC and authority code of the personnel action
- Employing agency and POI as of the effective date of the personnel action
- USER-ID of the person who initiated the action or the designation of the subsystem that generated it for actions after 01/94

While IR525 gives you your first indication of what an employee’s personnel history looks like, it does not give all the information needed to really understand how that history is organized. To understand how records are organized you must understand and distinguish between two similar terms used on other history programs:

- PERHIS RCD
- RECORD

A PERHIS RCD is a grouping of history records created by personnel actions when an employee is under a single Organizational Structure Code and Personnel Office Identifier (POI). Each time a personnel action changes an employee’s Organizational Structure Code or POI, a new PERHIS RCD is created. The PERHIS RCD created by the most recent change in Organizational Structure Code or POI is designated as PERHIS RCD **0001**. If a PERHIS RCD **0001** already exists at the time the new PERHIS RCD is created, the new PERHIS RCD becomes number **0001** and the former PERHIS RCD **0001** becomes PERHIS RCD **0002**. All subsequent personnel actions are part of the new PERHIS RCD until another personnel action changes the employee's Organizational Structure Code or POI. This renumbering of PERHIS RCDs continues each time a personnel action applies changing the employee's Organizational Structure or POI so that the more recent record is the lower PERHIS RCD number. The PERHIS RCD number is located in the upper right-hand corner of each PERHIS screen except for IR525.

Each record within a PERHIS RCD is created by a personnel action and is assigned a RECORD number. The last personnel action to update a PERHIS RCD is always assigned RECORD **0001**. As the next action updating the PERHIS RCD is applied, the previous RECORD **0001** becomes RECORD **0002** so that the more recent the record, the lower the RECORD number. The RECORD number is located in the center of the upper portion of the screen.

While the terms PERHIS RCD and RECORD do not appear on IR525, referring to this screen is very helpful in illustrating the concepts just explained. We have added a few elements to the IR525 screen below to help make the explanation clearer. First, the screen has been elongated to show additional actions which would normally be shown on the second page. The numbers shown in bold on the left side of the screen image below do not appear on IR525. They have been placed there to serve as an indication of how records are numbered. A black bar has been inserted into the screen image to divide PERHIS RCD number 0001 (above the first line) from PERHIS RCD number 0002 (between the lines) from PERHIS RCD number 0003 (below the bottom line).

The last action of the most recent PERHIS Record is the 790 action effective 12/10/06. It is the action which changed the Organizational Structure Code and began the renumbering of the records. The same is true for the 702 action effective 04/16/06.

IR501 PERHIS Salary Data, is the personnel history record equivalent to IR101, Salary Data. There is an IR501 record for each personnel action reflected on IR525. The IR501 contains the NOAC (shown as NOAC 2nd), Authority Code and effective date of the personnel action that created the record. The only 1st NOAC you see is 002, in cases where an original action has been replaced in PERHIS by an official correction, and 006 update actions.

The 006 update action is not an official correction action. Only a few elements can be updated using the 006. If processing a 006 update, use the effective date and authentication date of the last applied non-exception action. The 006 actions do not create a new line entry on IR125; it attaches itself to the last applied non-exception action. These actions are not reported to OPM at the time they are processed. They are reported to OPM with the processing of the next non-exception action or via the quarterly CPDF report submitted to OPM, whichever happens first.

Caution should be taken when processing a HCUP package after the processing of a 006 action where no subsequent non-exception actions have been processed as the updated elements from the 006 action does not come into the HCUP package.

> **NOTE:** Due to potential problems, NFC does not encourage the use of the 006 update action. The preferred method of correction would be an official correction to the applicable action.

The IR501 record corresponds to the 894 action effective 01/03/10. It is personnel history RECORD 0002 within PERHIS RCD 0001. When this record is created, new records for IR501, IR502, IR516, IR517, IR522, IR523, IR525, IR527, IR528 and IR547 are also created. They are assigned RECORD 0002 within PERHIS RCD 0001 because **they are all extensions of a single record**.

> **NOTE:** The 849 (Cash Award) action effective 11/12/06 occupies RECORD 0001 within PERHIS RCD 0001. Cash award actions are considered non-exception actions and are not a part of a HCUP package. How Cash Award actions are updated is discussed later in this chapter. In order to fully explain researching records we are going to refer to the 894 action effective 01/03/10.

The easiest way to find all records that belong to a particular personnel action is to note the RECORD and PERHIS RCD numbers on the IR501 record with the action's NOAC, Authority Code and Effective Date. Use the arrow keys (**[⇓]** and **[⇑]**) to place the cursor on the data corresponding to a particular action on IR525. Pressing the **[F9]** key from that position takes you directly to that action's IR501 screen. All other records which are extensions of that record have the same RECORD and PERHIS RCD numbers as IR501.

The IR501 record corresponds to the 894 action on IR525 effective 01/03/10. Note that it is RECORD 0002 within PERHIS RCD 0001.

IR522, PERHIS SF-50B Data Elements, is a two-page record which lists the majority of the data elements present on a personnel action. Displayed is the IR522 record that corresponds to the 894 action effective 01/03/10.

The 840 action was the last action prior to the 790 action effective 12/10/06. Once again, award actions are not a part of the HCUP package. To research records further back in history, use the 903 action effective 10/23/06 to show that it occupies RECORD 0002 within PERHIS RCD 0002.

IR542, PERHIS AWARDS, does not update every time a personnel action is processed. The PERHIS RCD number updates as other personnel actions but the AWARDS NUMBER is only updated with the processing of a new award.

What PERHIS Records Contain

The following is a brief summary of the types of information used to research an employee's personnel history in connection with history correction processing.

We've already said there are two basic kinds of PERHIS records:

- Records updated each time a personnel action is processed
- Records updated when an action is processed that updates the particular type of information they contain

The PERHIS programs with every personnel action are:

IRIS Screen	Description	Information Contained
IR501	PERHIS Salary Data	NOAC, Authority Code, effective date and Authentication Date identifying the personnel history record Data elements needed to compute employee pay PMSO data elements
IR502	PERHIS Dates and Misc Sal/Pers Data	Critical dates like SCD's and NTE dates PMSO data elements
IR516	PERHIS Life Insurance	FEGLI Coverage Code
IR517	PERHIS Retirement Data	Retirement Coverage Code

IRIS Screen	Description	Information Contained
IR522	PERHIS SF-50B Data Elements	All information found on the SF-50B and more including: • Legal Authority • Remarks Codes • Authentication Date
IR523	PERHIS Personnel Supplements	Education Level Instructional Program Sex Code
IR525	PERHIS Personnel Actions Summary	NOAC's by effective date
IR527	PERHIS Detail Assign/Temporary Promotion	Information applicable to the employee's obligated position
IR528	PERHIS Retained Grade Data	Information applicable to the employee's encumbered position
IR547	PERHIS Service Record	A short summary of employee data by action similar to an SF-7 record

PERHIS programs updated only when actions are processed which change the data they contain:

IRIS Screen	Description	Information Contained
IR542	PERHIS Awards	Cash award information Quality step increase information
IR543	PERHIS Time Off Award Data	Time Off Award Information

Before Going to History Override

Before you go to HCUP to correct an employee's personnel history, you first want to see what the history record looks like in PERHIS. You want to do this for three basic reasons:

- To find out the personnel actions in history;
- To find out the information on each of the actions; and
- To verify the PERHIS Personnel History Database (IR525) agrees with the History Correction List Window in HCUP

11.5. Appendix E: Course Acronyms

Acronym	Definition
ADJP	Adjustment Processing Subsystem
BEAR	Bi-weekly Examination Analysis and Reporting System
CFC	Combined Federal Campaign
COLA	Cost-of-Living Adjustment
CPDF	Central Personnel Data File
DD/EFT	Direct Deposit/Electronic Funds Transfer
EEOC	Equal Employment Opportunity Commission
EHRI	Enterprise Human Resources Integration
EMPLID	Employee ID
ERI	Ethnicity and Race Indicator
ESS	Employee Self-Service
FEGLI	Federal Employees' Group Life Insurance
FEHB	Federal Employees Health Benefits
FERS	Federal Employees Retirement System
FESI	Front End System Interface
FLSA	Fair Labor Standard Act
FTE	Full-Time Employee
FWS	Federal Wage System
GAO	General Accounting Office
GESD	Government Employee Services Division

Acronym	Definition
GS	Grade Scale
HCUP	History Correction Update Processing System
IRIS	Information/Research Inquiry System
IRS	Internal Revenue Service
ISPF	Interactive System Productivity Facility
LEO	Law Enforcement Officer
NFC	National Finance Center
NOA	Nature of Action
NOAC	Nature of Action Code
NRB	Non Rating-Based
OPM	Office of Personnel Management
PAR	Personnel Action Report
PAYE	Payroll Computation System
PERHIS	Personnel History
PI	Personal Information
PINE	Personnel Input and Edit System
PINQ	Payroll/Personnel Inquiry System
PMSO	Payroll/Personnel Inquiry System
POI	Personnel Office ID
PP	Pay Period
PPS	Payroll/Personnel System

Acronym	Definition
QI	Query Individual Position
QM	Query Master Record
RET	Retired
RIF	Reduction in Force
RSM	Retirement System Modernization
SINQ	Suspense Inquiry
SSN	Social Security Number
TINQ	Time Inquiry-Leave Update System
TMGT	Table Management System
TSP	Thrift Savings Plan
USDA	United States Department of Agriculture
VET	Veteran
WIP	Work-In-Progress
YR	Year
YTD	Year-To-Date

11.6. **Appendix F: *EmpowHR* Person Model**

EmpowHR Person Model is a term used to describe the information captured about a person and his/her relationship to the organization.

An agency can have many different types of organizational relationships with an individual. A person can be an employee, a contingent worker or a person of interest (POI) as defined below:

- **Contingent Worker** – Considered an employee of an agency that is not processed in *EmpowHR*, or a non-employee who has a job and position record in *EmpowHR* (i.e., Contractor)
- **Person of Interest (POI)** – Someone who does not have a job or position record in *EmpowHR*. A Person of Interest can be an affiliate, contractor, fellow, intern or volunteer.
- **Federal Employee** -

The relationships that a person has to the organization are tracked across the various affiliations a person has within the *EmpowHR* system (i.e., a person who is now an employee but was previously a contractor, the system tracks this person using one ID. This ID enables their history as a contractor to exist within their history as an employee.) *EmpowHR* uses Social Security Number's (SSN) to create and query the system when information is entered to place a new or potential employee in the system. If you attempt to process as an action on an employee that exist in *EmpowHR*, you will receive a warning message.

Verify a Person's Organizational Relationships

To Verify whether a potential candidate is already in *EmpowHR* and/or determine the person's Organizational Relationship follow the steps below:

Step	Description
1	Select **Workforce Administration** from the Main Menu.
2	Select **Personal Information** from the **Workforce Administration** Menu options.
3	Select **Person Organizational Summary** from the **Personal Information** Menu options.
4	Enter the candidates Social Security Number in the **SSN** field if a potential candidate or enter the EmplID if you are verifying the Organizational Relationship information in *EmpowHR*.

Step	Description
5	Click on the **Search** button. **NOTE: If the candidates SSN/EmplID is in the system, a Person Org Summary page will display with their information.**

If the applicant does not exist in the *EmpowHR* system, “No matching values were found” will display on the **Find an Existing Value** page (see Figure XX below).

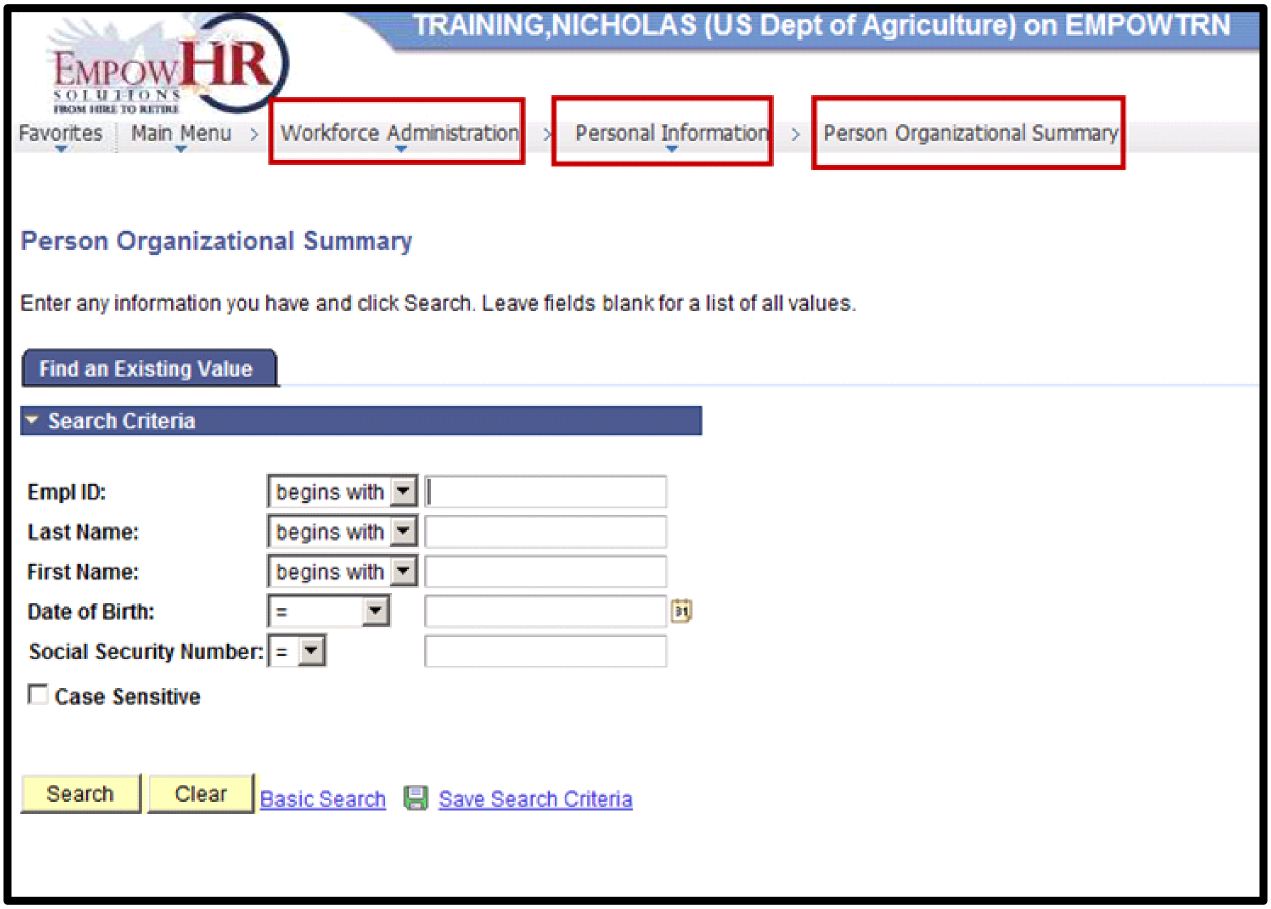


Figure 139: Person Organizational Summary

"No matching values were found"

In the example below you can see that the candidate has a Person ID in the system. This ID will be used to track all of the organizational relationships for this individual **(NOTE: Record the ID for future use).**

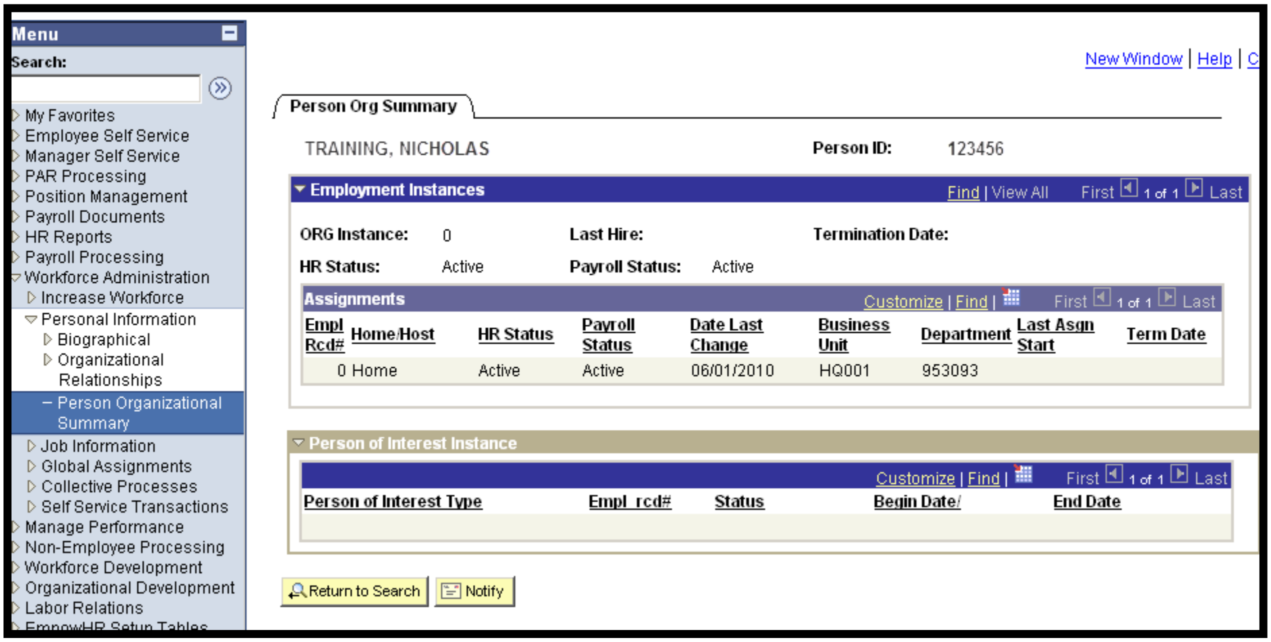


Figure 140: Person Org Summary page

	NOTE: If the applicant was a contingent worker, the record will not be accessible through the HR Processing page. You would need to add a new employment instance.

Add an Employment Instance

The current relationship that a person has to the organization determines what action needs to be taken. If a person is currently with an *EmpowHR* agency and is transferring to another *EmpowHR* agency, you will process a Department Transfer (PAR Processing, Departmental Transfer).

If the candidate is **currently** a **Contingent Worker within *EmpowHR*** and is being hired into an *EmpowHR* agency, or is in a dual appointment, you will need to add an employment instance to the individual record. This is done through the **New Employment Instance** page.

To add an Employment Instance follow the steps below:

Step	Description
1	Select **Workforce Administration** from the Main Menu.

Step	Description
2	Select **Personal Information** from the Workforce Administration Menu options.
3	Select **Organizational Relationship** from the Personal Information Menu options.
4	Click the **New Employment Instance USF** link.

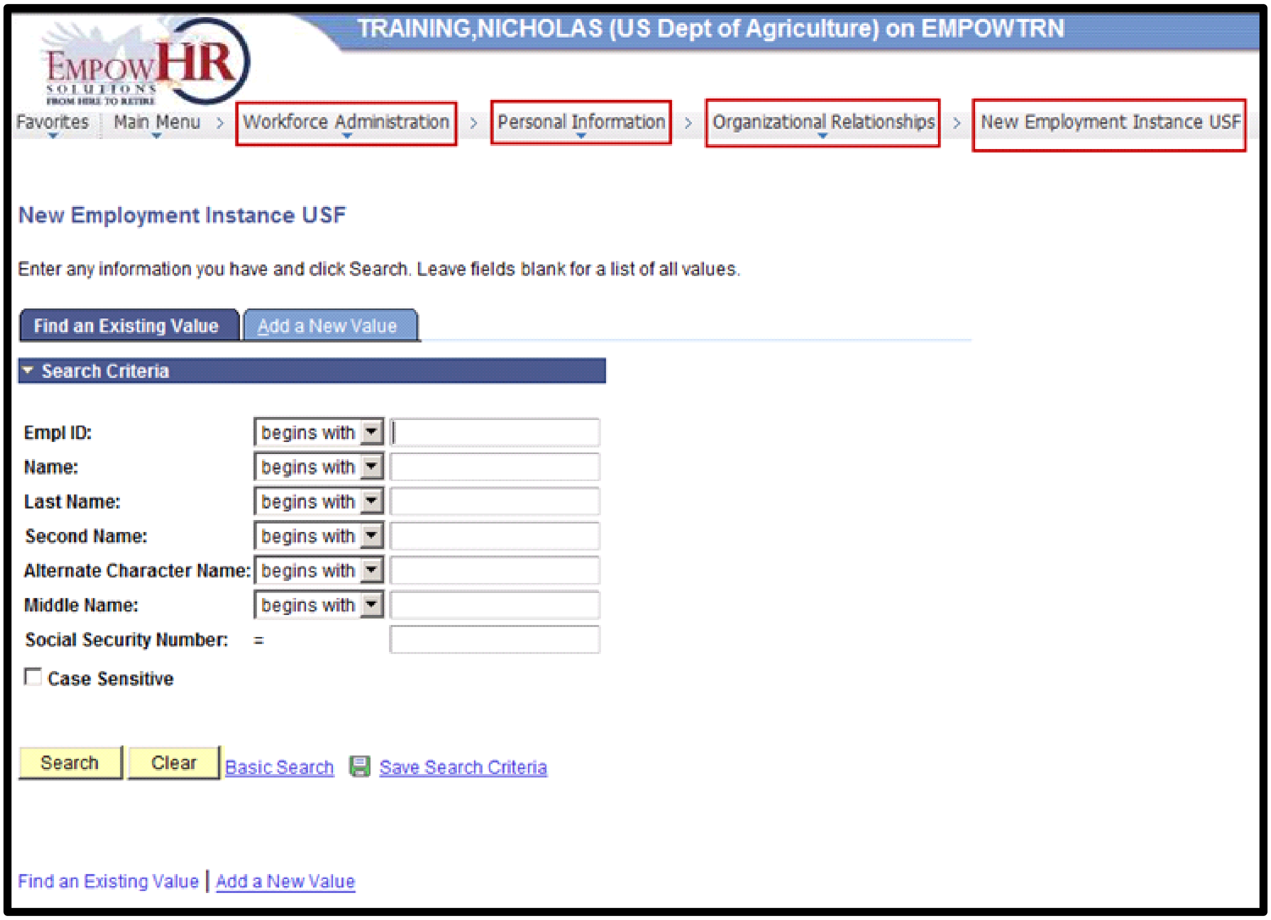


Figure 141: New Employment Instance USF page

Step	Description
5	Enter the **SSN or EmplID** of the applicant.
6	Click on **Search** and the **New Employment Instance USF** page

Step	Description
	displays.

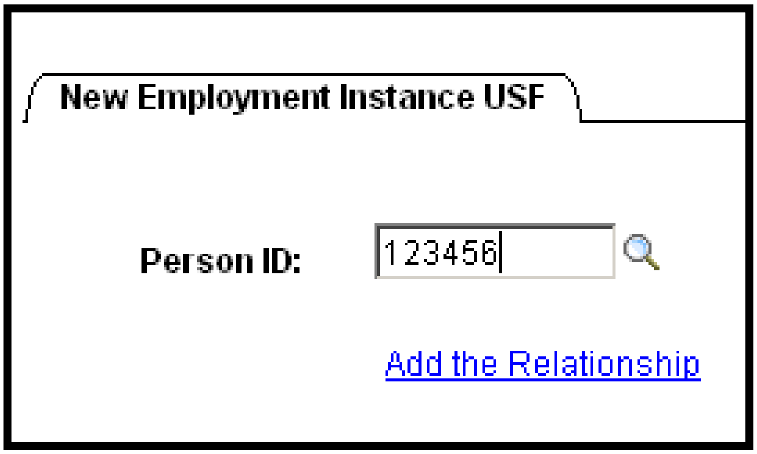


Figure 142: New Employment Instance page

Step	Description
7	Click on the **Add the Relationship** link and the New Employment Instance USF, Data Control tab displays..
8	Complete all of the appropriate fields for the hire record.
9	Click **Save**. Once saved, no changes can be made through the **New Employment Instance** page. Any further processing will be done through the HR Processing page (PAR Processing, HR Processing).
10	Click **OK.**

All future processing for this employee and this employment instance will be done through the HR Processing page.

Add a Contingent Worker

To add a **Contingent Worker** follow the steps below:

Step	Description
1	Select **Workforce Administration** from the Main Menu.

Step	Description
2	Select **Personal Information** from the Workforce Administration menu.
3	Select **Modify a Person** from the Personal Information menu.
4	Select the **Add a New Value** tab on the Personal Information page.

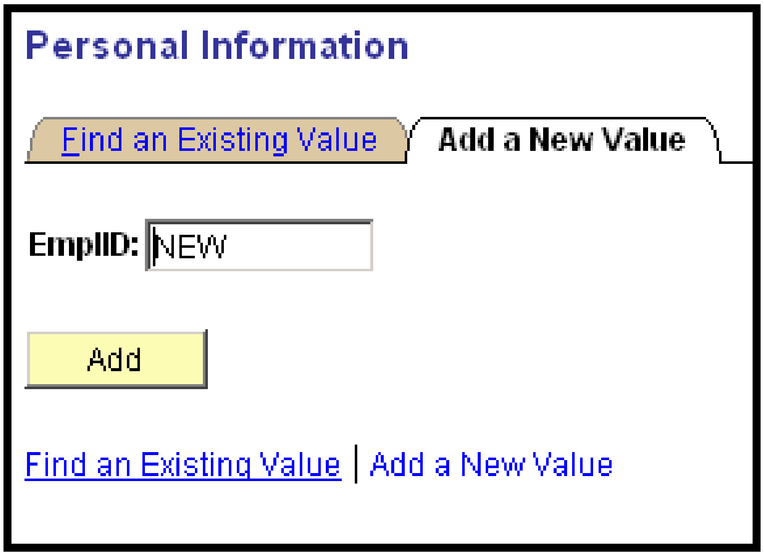


Figure 143: Add a New Value page

Step	Description
5	Click the **Add** button (see Figure xxx above). This will bring you to the Biographical Details page.

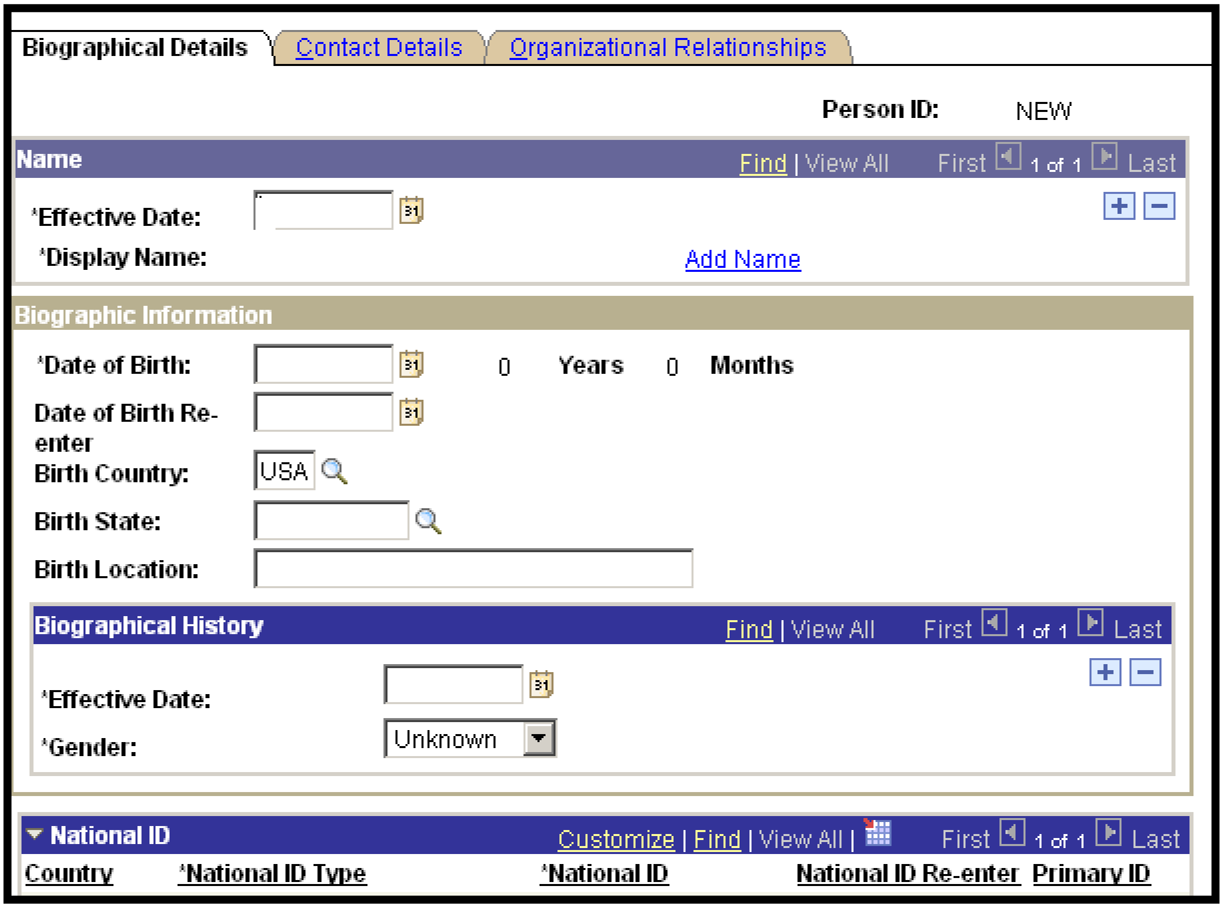


Figure 144: Biographical Details Page

Step	Description
6	Click the **Add Name** link on the Biographical Details page (see Figure xxx above). The Edit Name page will appear.

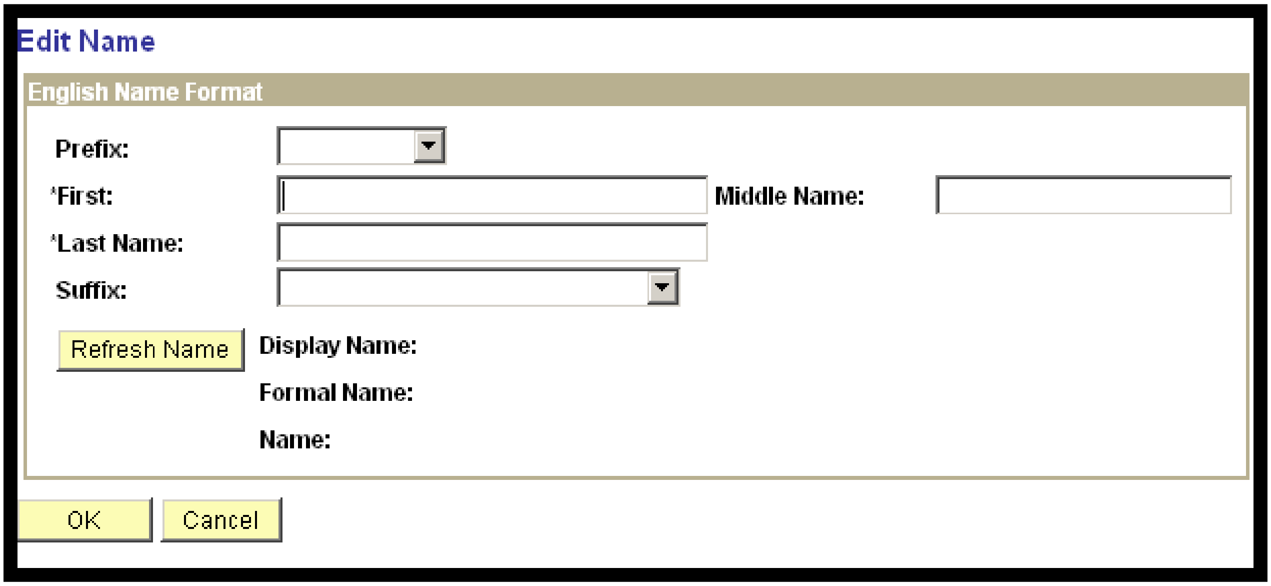
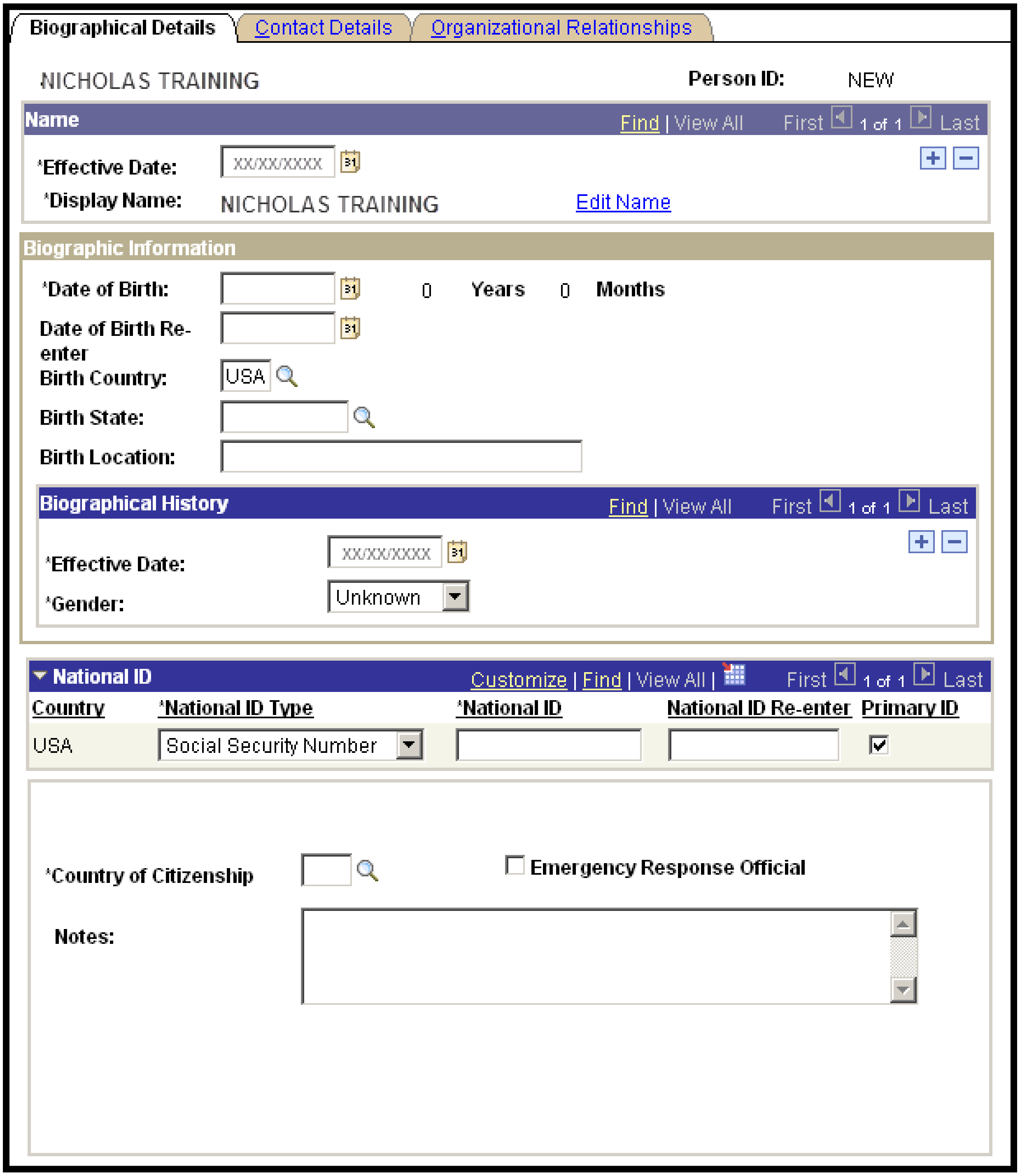


Figure 145: Edit Name page

Step	Description
7	Enter the **First, Middle** and **Last Name** (and Suffix if applicable).
8	Click the **Refresh Name** button. The information will appear to the right of the Refresh Name button.
9	Click **OK**. This will bring you back to the **Biographical Details page**.



Biographical Details | Contact Details | Organizational Relationships

NICHOLAS TRAINING   Person ID: NEW

Name   Find | View All   First 1 of 1 Last

*Effective Date: XX/XX/XXXX

*Display Name: NICHOLAS TRAINING   Edit Name

Biographic Information

*Date of Birth: 0 Years 0 Months

Date of Birth Re-enter

Birth Country: USA

Birth State:

Birth Location:

Biographical History   Find | View All   First 1 of 1 Last

*Effective Date: XX/XX/XXXX

*Gender: Unknown

National ID   Customize | Find | View All | First 1 of 1 Last

Country	*National ID Type	*National ID	National ID Re-enter	Primary ID
USA	Social Security Number			☑

*Country of Citizenship   ☐ Emergency Response Official

Notes:

Figure 146: Biographical Details page

Step	Description
10	The **Effective Date** will auto-populate to the current date. Change as appropriate.
11	Enter the **Date of Birth** into the field.
12	Enter **Date of Birth Re-Enter** into the field.
13	**Birth Country** defaults to USA (make changes by using the lookup).
14	Enter the Alpha Code for the **Birth State** into the field (or lookup).
15	Select the **Gender** from the drop-down list.
16	Enter the Social Security Number in the **National ID** field.
17	Re-enter the Social Security Number in the **National ID** Re-enter field.
18	Look up **Country of Citizenship** and make a selection (i.e., USA).
19	Select the **Contact Details** tab.

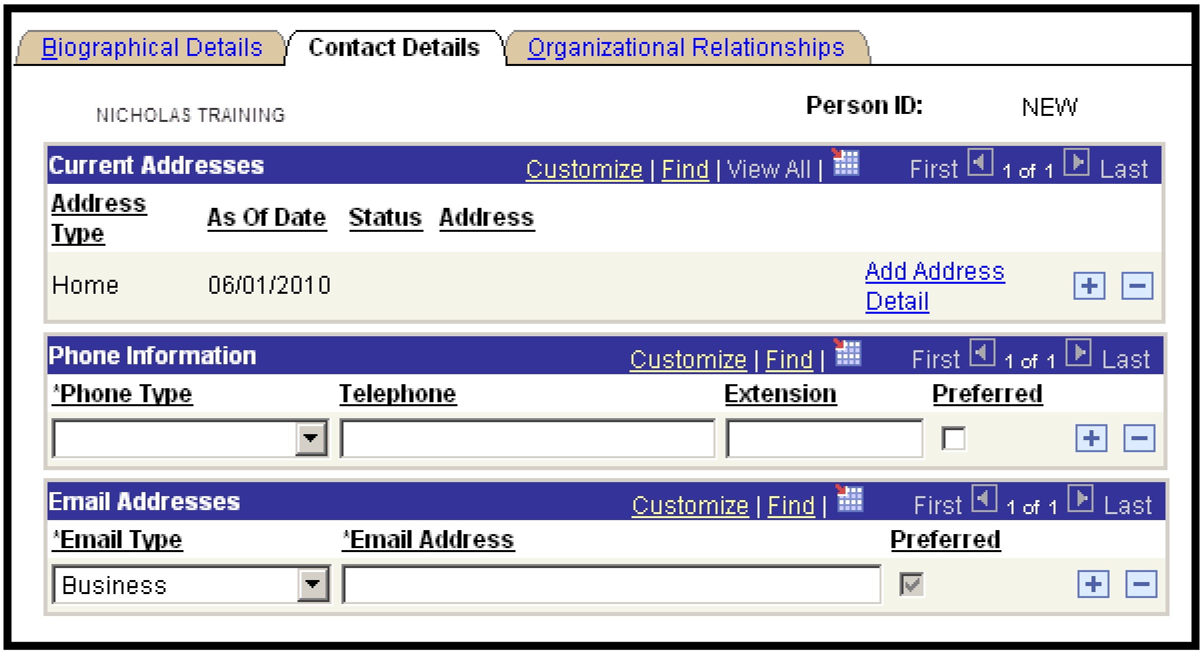


Figure 147: Contact Details Page

Step	Description
20	Click the **Add Address Detail** link on the Contact Details page and the **Address History** page displays.

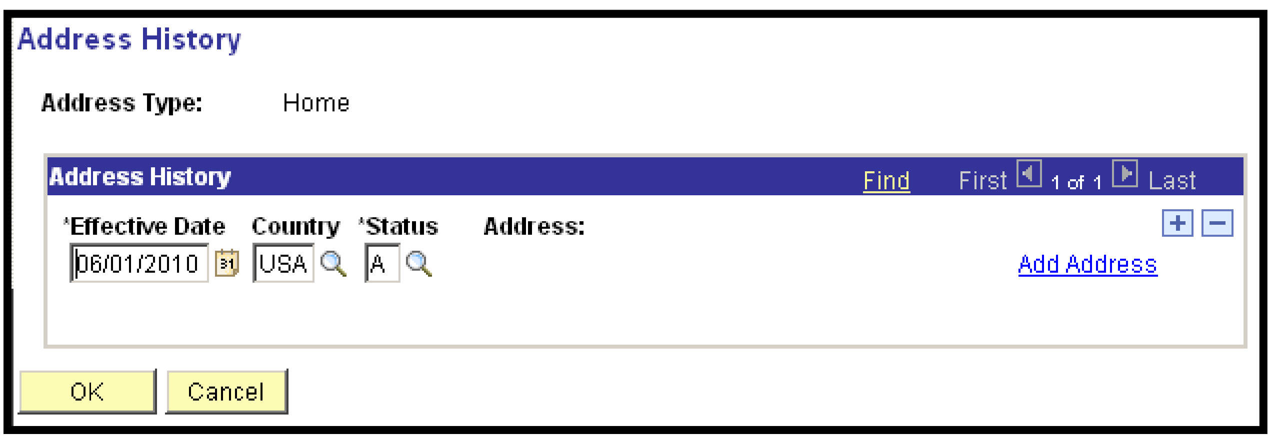


Figure 148: Address History page

Step	Description
21	Click the **Add Address link** on the **Address History** page.
22	Enter appropriate information in the **Address 1:, City, State, (**the **County** information will auto-populate) **and Postal Code (Zip Code)** and press **OK.** The **Address History** page appears with the new information.
23	Click **OK**. The **Contact Details** page appears.

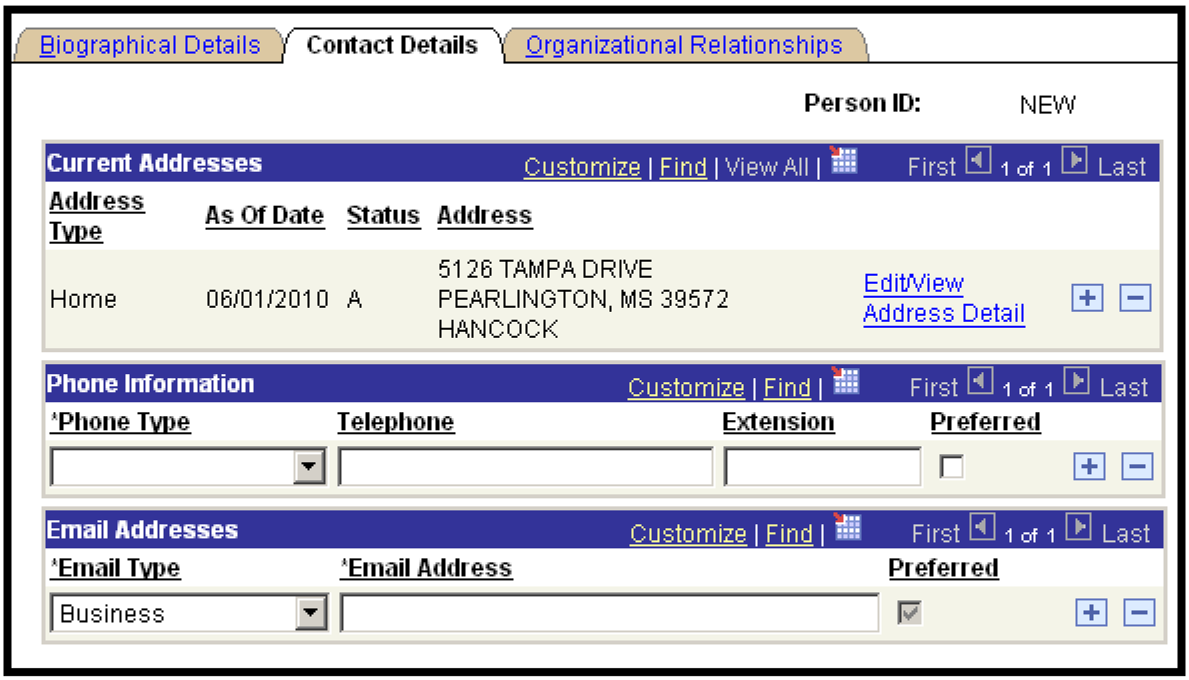


Figure 149: Contact Details page

Step	Description
24	From the **Phone Type** drop down menu, select **Business**.
25	Enter the number in the **Telephone** field.
26	Check the **Preferred** box.
27	The Email Type auto-populates to Business. Enter the email address

Step	Description
	in the **Email Address** field.
28	Select the **Organizational Relationships** tab.

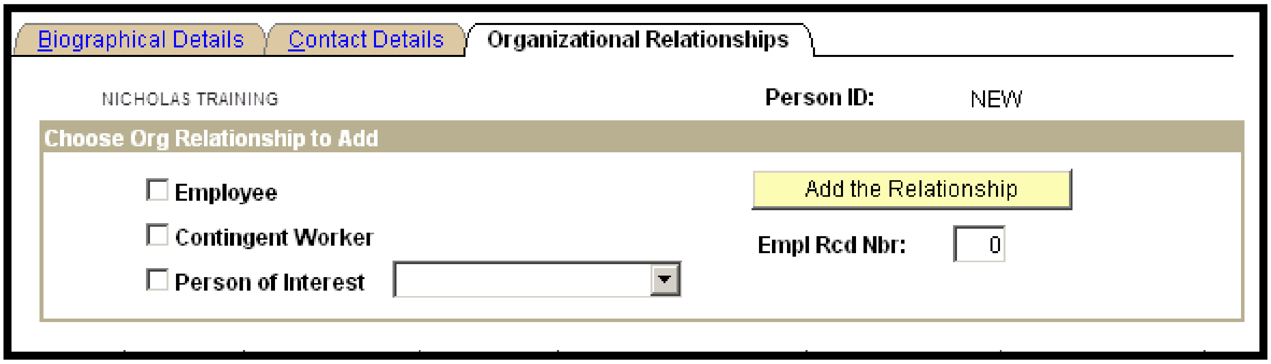


Figure 150: Organizational Relationships Page

Step	Description
29	Check the **Contingent Worker** box.
30	Click the **Add the Relationship** button. The **Work Location** page displays and the **ID** is annotated. **Write down the ID number**.

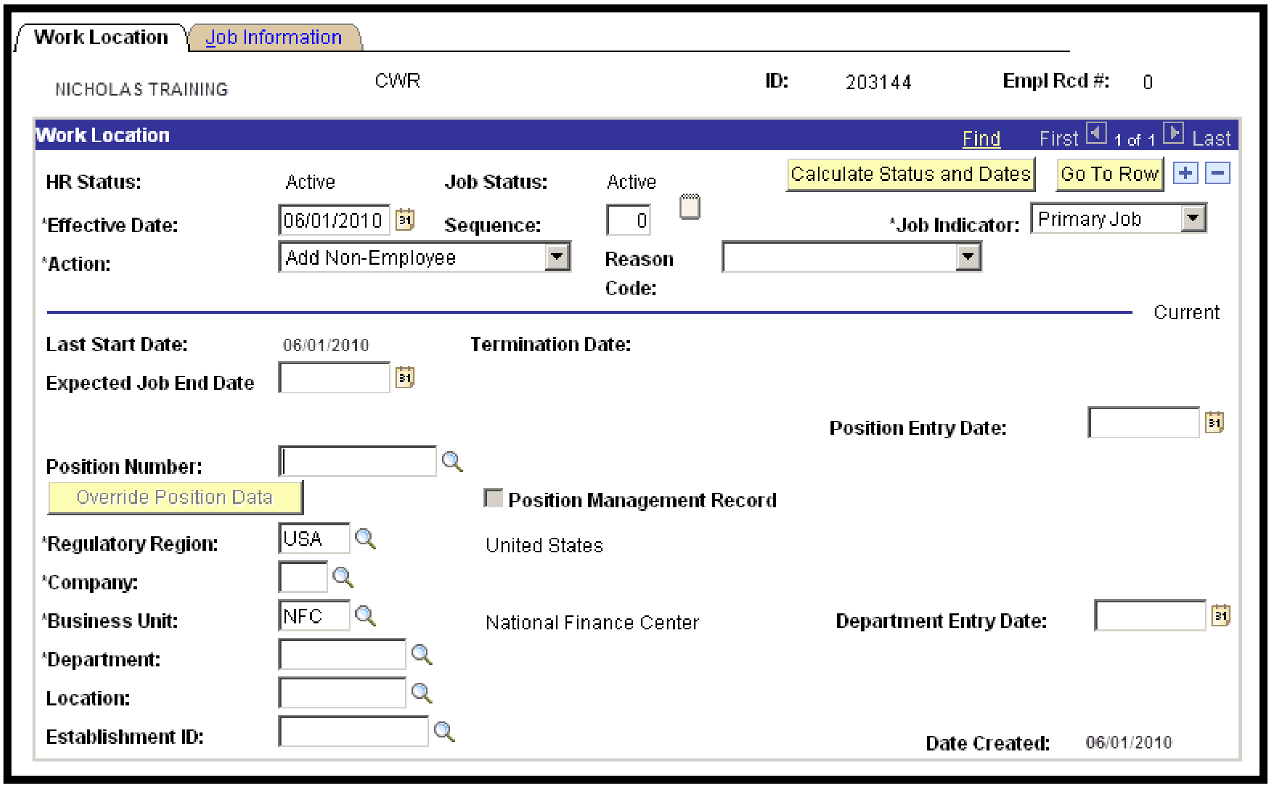


Figure 151: Work Location Page

Step	Description
31	Enter the **Position Number** in the **Position Number** field.
32	Use the look up to enter the **Company** (i.e., AG for Department of Agriculture).
33	Enter the **Department** code (i.e., 936406, NATIONAL FINANCE CENTER)
34	Click **OK and Save**.

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA