

Project# 10161	Project Title: AWD Mass Action Processing - NOA 846	Date Prepared: 12/6/2010
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Scope:	Allow for automated input of AWD NOA 846 records to a staging table via delivered people soft component interfaces. Utilize current AWD import SQRs to enter data from staging table to PAR Processing / HR Processing. Only new AWD records will be permitted for creation.
Assumptions:	Roles/Permission List will be created to provide access to the component interface. Users will not be able to create AWD transactions for employees not in their current row security permission list. Users will not be able to update current AWD records or process records when a HCUP package is in process.

Functional Requirements (Completed by the NFC Project Owner before being sent to the agency.)	
Payroll Systems Branch (PASB) Requirements	
>>>> Insert <u>PASB</u> Requirements Here or "Not Applicable" <<<<	
Personnel Systems Branch (PESB) Requirements	
>>>> Insert <u>PESB</u> Requirements Here or "Not Applicable" <<<<	
Administrative Applications Systems Branch (AASB) Requirements	
>>>> Insert <u>AASB</u> Requirements Here or "Not Applicable" <<<<	
Web Applications Systems Branch (WASB) Requirements	
>>>> Insert <u>WASB</u> Requirements Here or "Not Applicable" <<<<	
Human Resources Applications Staff (HRAS) Requirements	
<p>Agencies have requested a means to input large amounts of award data into EmpowHR. This can be accomplished by the use of PeopleSoft component interfaces. This allows for third party updates to the underlying records.</p> <p>PeopleSoft delivers a means of accessing these component interfaces via Microsoft Excel spreadsheets. These spreadsheets utilize tabs to lead the user through the process of selecting the appropriate environment, selecting fields for update, and supplying data for these fields. The user submits this data to EmpowHR and the records are updated.</p>	

Functional Requirements Document (FRD)

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NFC recently implemented the use of component interfaces for position management (job codes and positions). Due to the success of this project, NFC has implemented a component interface for a select group of award nature of actions (SCR00339). One NOA was erroneously omitted from the list of awards permitted to be updated via the component interface - NOA 846 (individual time off award).

BACKGROUND

SCR00115 was the successful implementation of an EmpowHR component interface for positions and job codes. Standard Excel spreadsheet layouts were developed for these transactions. Some programming was required to the delivered component interface to allow for EmpowHR customizations.

SCR00339 was the successful implementation of EmpowHR mass uploading and inserting Awards into EmpowHR via a component interface. Standard Excel spreadsheet layouts were developed for these transactions. The design of 00339 used a component interface to a staging table instead of directly into a PAR row. Since there was already existing production programs that were used to insert Award transactions into EmpowHR, these programs were used to load data from the staging table into PAR. Some programming was required to the component interface to catch potential errors that were encountered when the record was saved. In addition, the excel user interface was heavily customized to allow for easier entry.

AWD Mass Processing - NOA 846

AWD NOA 846 mass action will follow the implementation of the 00339 project.

1. The recently implemented component interface that was developed to load award data from outside users to a staging table will be used for the NOA 846. Edits will be implemented in the user and component interface to edit submitted data, ensuring saving of a record. Current production programs that load awards will be utilized to load data from the staging table.
2. Each row written to the staging table from the component interface will have the tag "CIIMP" in the PROCESSNAME field. This will allow for customization of the award-loading programs to be restricted to component interface data.
3. Data loaded will be marked "NFC Ready" and sent down to NFC payroll/personnel during the daily export process.

ExcelToCI Utility

Oracle delivers documentation that describes generic implementation of the exceltoci.xls utility.

4. NFC will enhance the customized award mass processing exceltoci.xls workbook that was implemented in November 2010 to include the following information:
 - a. NOA 846 - Individual Time Off Award will be added to the drop down list on the "Connect Information" tab to allow for user selection.
 - b. Since the 846 NOA can only use stored accounting, the radio button on the "Connect Information" tab of the excel workbook will default to stored accounting and the value on the Z STORED ACCTG CD field in the

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template will be "Y".

- c. A comment will be updated on the Z_AWARD_GROUP field of the excel workbook to specify that number of persons for an 846 can only be 1.
- d. A comment will be updated on the GOAL_AMT field of the excel workbook to specify the goal amount is equal to hours for this specific NOA.
- e. All other customizations of the excel workbook will remain intact.

5. Table 1 below lists the NOAs for AWD mass actions. NOA 846 is being added to the list:

(Table 1: NOAs for AWD Mass Action)

840	Individual Cash Award RB
841	Group Award - CH 45
846	Individual Time Off Award
847	Group Time-Off-Award
849	Individual Cash Award - NRB
886	Lump Sum Performance Payment RB - NILPA
889	Group Award - Other

Here are the delivered instructions for the add-ins on the template worksheet:

Select Input Cell Selects an individual cell to be included in the data input Sheet. Cells that have been selected as input cells are highlighted in pink. Highlight the Cells to be selected and push the Select Input Cell button.

Restore Input Cells Restores the template to its original state and clears default values. The fields in the template will be highlighted in gray, indicating that nothing is included for submission.

Include for Submission Includes a single property to be included on the Staging and Submission sheet. Properties that use default values from the template must be included for submission. Cells that are included for submission generally are properties that contain default values or properties that you would like to see in the structure of the Staging and Submission sheet. Properties that are included for submission are highlighted in blue.

Deselect Input Cell Changes a cell that was previously selected as an input cell to a cell that is included for submission. The cell is no longer included on the data input sheet but appears as part of the structure on the Staging and Submission sheet.

Do Not Include for Submission Does not include the selected property for submission to the database. If a property is not included for submission, it will not appear in the structure that is submitted to the database on the Staging and Submission

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sheet. Properties that are not included for submission will only appear on the template worksheet and are not submitted to the database. Properties that are not included for submission are highlighted in gray.

Once the template worksheet is complete, the user will select the data input worksheet and paste their input data into this tab.

For the remark codes, the user will need to supply the descriptions for each remark code. To aid the users, NFC has unloaded the production remark values and descriptions and supplied them as tabs in the custom excel spreadsheet (see Figure 1).

Remark Code	Insertion Required?	Remark Line 1	Remark Line 2
007	N	UCFE SECURE REMARK REQUIRED	
01A	N	THIS ACTION IS BASED ON SUSTAINED SUPERIOR PERFORMANCE	
01C	N	UNDER P.L. 96-8, IS ENTITLED TO CONTINUE FEGLI AND HEALTH BENEFITS.	HAS REEMPLOYMENT RIGHTS IN OR
01P	N	PAYABLE SALARY LIMITED TO \$115,700 BY 5 U.S.C. §304 (G)(1)	
02A	N	THIS ACTION IS BASED ON A SPECIAL ACT	
02C	N	VOLUNTARY SEPARATION WITHOUT A BREAK IN SERVICE FROM COMPETITIVE	SERVICE
03A	N	THIS RATING OF RECORD IS OUTSTANDING	
03C	N	SUBJECT TO CONDITIONS AS SPECIFIED BY LAW, YOU ARE ENTITLED TO	MANDATORY RETENTION RIGHTS WHICH EXPIRE
04A	N	THIS RATING OF RECORD IS EXCELLENT	
04C	N	YOUR WAIVER OF INSURANCE BECAME EFFECTIVE THE	DAY PRIOR TO THE EFFECTIVE DATE SHOWN ABOVE.
050	N	A	
05A	N	THIS RATING OF RECORD IS FULLY SUCCESSFUL	
05C	N	EMPLOYMENT TERMINATES WHEN THE LIMITATION (OR THE EARLIEST IF MORE	THAT THAN ONE) IS REACHED. THERE IS NO AUTHORITY TO PAY FOR SERV
060	N	B	
06A	N	THE JUSTIFICATION FOR THIS SPECIAL ACT IS	
06C	N	SAVED SALARY RATE EXPIRES UNLESS TERMINATED EARLIER BY	APPROPRIATE PERSONNEL ACTION.
07A	N	RECIPIENT OF AN EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS' DIRECTOR'S	AWARD
07C	N	THE WAITING PERIOD FOR YOUR NEXT STEP INCREASE IS WEEKS FROM	THE ABOVE EFFECTIVE DATE. THIS PERIOD CAN BE CHANGED BY AN
08A	N	ELIGIBILITY NEXT FULL API WILL BE IN APRIL	
08C	N	APPROPRIATION	
09A	N	YOUR SALARY HAS BEEN ADJUSTED TO REFLECT A CHANGE IN SPECIAL RATE	AND/OR LOCALITY PAY.
09C	N	EMPLOYEE IS A PARTICIPANT IN AN ORGANIZED WORK STUDY PROGRAM	
100	N	THIS CORRECTS BLOCK 30, RETIREMENT PLAN, FROM CODE (1) TO CODE (1)	EFFECTIVE (- -) AND ALL SUBSEQUENT ACTIONS
101	N	YOUR TOUR OF DUTY WILL BE FULL-TIME OR PART-TIME WHEN NEEDED. YOUR	SERVICES MAY NOT BE REQUIRED AT CERTAIN TIMES DUE TO LACK OF FUN
102	N	TENTATIVE SCD PENDING CERTIFICATION OF PRIOR FEDERAL SERVICE	
103	N	YOU ARE NOT SUBJECT TO ANNUAL LEAVE CEILING WHILE SERVING IN THE	SENIOR EXECUTIVE SERVICE (SES).
104	N	YOUR ANNUAL LEAVE BALANCE OF ACCUMULATED WHILE IN THE SES BECOMES	YOUR CEILING FOR THE LEAVE YEAR. ANY ANNUAL LEAVE USED IN EXCES
105	N	ANNUAL AND SICK LEAVE BALANCES TO BE TRANSFERRED	
106	N	ELIGIBLE TO EARN ANNUAL LEAVE SINCE APPOINTMENT NOW EXCEEDS 90 CALENDAR	DAYS. CREDIT FOR ANNUAL LEAVE IS RETROACTIVE TO DATE OF INITIAL
107	N	INELIGIBLE TO EARN ANNUAL LEAVE BECAUSE APPOINTMENT IS FOR LESS THAN 90	CALENDAR DAYS.

Figure 1: Remark Codes

The user will select the "Stage Data for Submission" button and the data will be placed into the format necessary for transmission to EmpowHR. Then, the user will select the "Submit Data" button on the Stage & Submission worksheet. The user will need to login to EmpowHR and provide the name of the component interface.

Once the records are processed, the Data Input worksheet will display the records that were processed correctly or the ones that had an error. This worksheet can be forwarded to the agency for review.

PeopleCode Changes to accommodate NOA 846

6. Edits for NOA 846 will need to be added to the GVT_TANG_BEN_AMT and Z_AWD_FIRST_YR_SAV fields of PS_Z_IMP_TRANS_110.

Post CI Loading of the data to the staging tables (Data Process Flow)

7. The processing of NOA 846 data, which is Mass loaded into the Staging Table, will be included in the existing production process & times for ZMASSLCI.
8. After the export, if a Mass Action fails to apply during the NFC PINE

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process, it will be treated as any other Not Applied action and work-listed the same way. Edits will be used on the staging table and exceltoxi spreadsheet so that only valid values will be allowed to be entered. This will allow the insertion of valid and accurate Award rows into the Award Table.

9. No rows will be written to the staging table when there is a HCUP document in process. For instance, if the HCUP Indicator is either a 'G' (Intervening) or 'Y' (Starting) and the associated PAR row has a Transfer Status field of "R" (Ready), "I" (In Process), "P" (Sent), or "Q" (Worklist Ready). In addition, new Award rows cannot be inserted unless the Current PAR row has a Transaction Status of "A" (NFC Auto), "L" (Data Load), "N" (Applied), "Q" (Appl Worklist), "R" (NFC Ready), "X" (XMit Disabled), or "Z" (Non-NFC). Award Comments are entered into the CI Spreadsheet and stored on the Award Data page. All tracking data is stored on the Tracking Page.
10. The users will use the existing Z_MASSLOAD_ERR_AWD query to determine if their record has been inserted into PAR. If there are any errors in insertion into PAR, the errors will appear on this query output.
11. A daily process will be run to remove all staging table rows that are greater than 14 days from the current run date. This will help to control the overall amount of data remaining in the staging table.
12. This process will only be executed by select agency administrators. The existing permission list and role (Z_AWD_MASSLOAD_CI) will be used to limit access to this functionality.

Signature of Project Owner:

Date:

Billy Dantagnan
Chief, Human Resources Applications Branch /s/

02/15/11