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SECTION 5
PAR Processing

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Latest Update Information

The following changes have been made to the PAR Processing procedure:

Section	Description of Change
Related Content	Added information on how to access related content information on the HR Processing page.

Introduction to PAR Processing

EmpowHR offers streamlined, integrated set-of-business processes within a National Finance Center (NFC)-hosted technology suite, which can be leveraged by the client to automate common administrative tasks associated with Human Resources (HR) management and reduce internal operational costs using industry best practices.

This section of the EmpowHR procedure provides a high-level overview to describe and define Personnel Action Request (PAR) processing. This section will also explain Workflow and Work-in-Progress (WIP) Statuses.

The PAR processing module is used for processing personnel actions (any action requiring a Standard Form (SF) 50, Notification of Personnel Action, and SF 52, Request for Personnel Action).

Personnel document transactions are sent to the mainframe and are run through the Personnel Input and Edit System (PINE) process for editing. Transactions that pass the PINE edits are applied to the Payroll/Personnel database and returned to EmpowHR. The Transaction Status on the personnel transaction is **Applied**. Transactions that reject to suspense with errors are **Not Applied** with an error number and message. If the error is invalid, a user is able to enter an Override Code that tells PINE to let the document pass with the error, thereby forcing the document to apply. If the error is valid, the user makes the modification(s) to the rejected personnel document. Then the user clicks **Save**. The Transaction Status changes to **NFC Ready**, and the PAR is again sent to the mainframe and run through the PINE process.

PAR Processing

The PAR processing module is used to process personnel actions.

This section includes the following topics:

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Hire Employee

This section explains how to process an action for an employee new to EmpowHR. See the Guide to Processing Personnel Actions (GPPA), at <http://www.opm.gov/feddata/gppa/gppa.asp>, for more information regarding the processing of personnel actions.

To Hire an Employee:

1. Select the **PAR Processing** menu group.

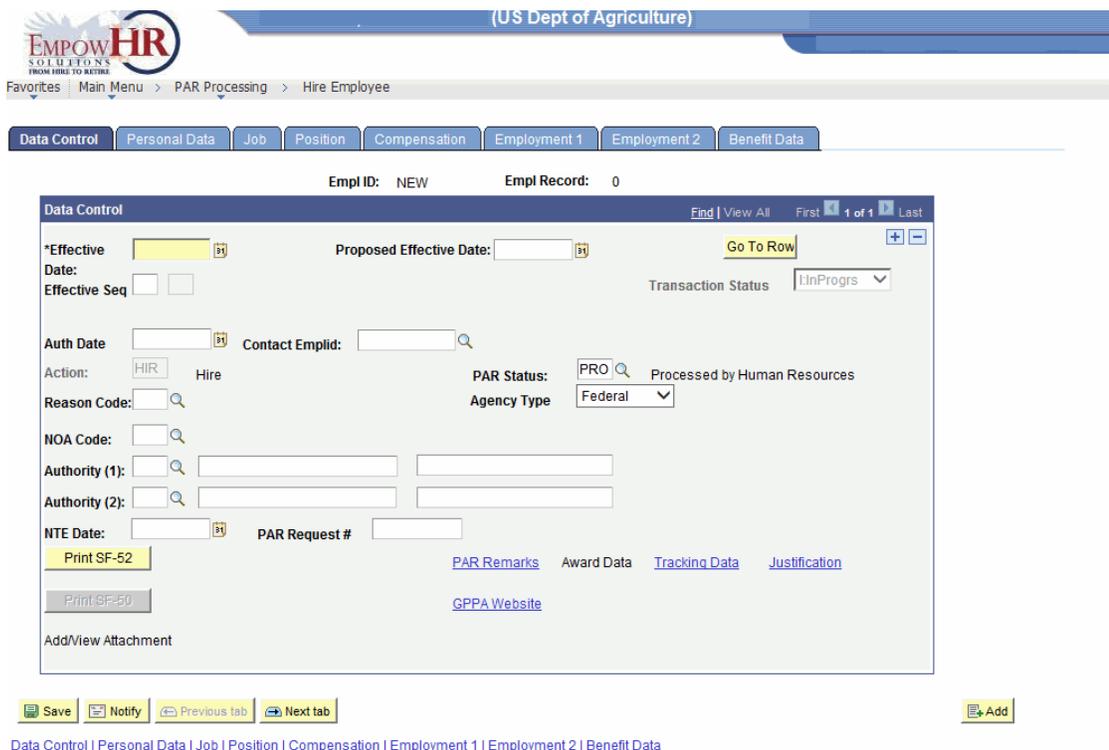
2. Select the **Hire Employee** component. The Hire Employee USF page - Add a New Value tab is displayed.



The screenshot shows the top navigation bar with the EmpowHR logo and the text "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > PAR Processing > Hire Employee". The main heading is "Hire Employee USF". A blue button labeled "Add a New Value" is prominent. Below it are two input fields: "Empl ID:" with the value "NEW" and "Empl Record:" with the value "0". At the bottom of this section is a yellow "Add" button.

Figure 1: Hire Employee USF Page - Add a New Value Tab

3. Click **Add**. The Hire Employee USF page - Data Control tab is displayed. This page is used to record the type of action, the reason for the action, and the effective date.



The screenshot shows the "Data Control" tab selected in the navigation bar. The breadcrumb trail remains "Favorites | Main Menu > PAR Processing > Hire Employee". The main heading is "Data Control". Below the heading are several tabs: "Data Control", "Personal Data", "Job", "Position", "Compensation", "Employment 1", "Employment 2", and "Benefit Data". The "Data Control" tab is active. The page displays the following fields and controls:

- Empl ID: NEW, Empl Record: 0
- *Effective Date: [Date Picker], Proposed Effective Date: [Date Picker], Go To Row: [Buttons]
- Effective Seq: [Input], Transaction Status: [InProgs]
- Auth Date: [Date Picker], Contact Emplid: [Search]
- Action: [HIR] Hire, PAR Status: [PRO] Processed by Human Resources
- Reason Code: [Search], Agency Type: [Federal]
- NOA Code: [Search]
- Authority (1): [Search], Authority (2): [Search]
- NTE Date: [Date Picker], PAR Request #: [Input]
- Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Justification, GPPA Website
- Add/View Attachment
- Save, Notify, Previous tab, Next tab, Add

At the bottom, there is a breadcrumb trail: "Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data".

Figure 2: Hire Employee Page - Data Control Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee identification (ID) is displayed.
Empl Record	Populated with 0 when adding a new employee. This field cannot be modified. The employee record number is displayed on each page in the hire process.
Data Control	Description/Instruction
*Effective Date	Required field. Enter the effective date of the new hire or select a date from the calendar icon. The effective date reflects the effective date of the personnel action. This field is displayed on each page or each tab of the PAR.
Proposed Effective Date	Enter the proposed effective date of the new hire or select a date from the calendar icon. The proposed effective date reflects the proposed effective date of the personnel action.
Transaction Status	Defaults to In Progress . The status changes when the PAR is saved, reassigned, etc. The transaction status reflects the status of the action.
Effective Seq	Populated based on the authentication date.
Auth Date	Enter the authentication date of the action or select a date from the calendar icon. This field defaults to the current date.
Contact EmplID	Enter the employee ID of the contact person for the hire action.
Action	Describes the action documented by the PAR. It defaults to HIR (Hire).
PAR Status	Displays the status of the new action. The field is based on the stage of the new hire. The status changes when the PAR is saved, reassigned, etc.
Reason Code	Describes the reason for the action documented by the PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is selected.
Agency Type	Describes the type of Agency processing the hire. Defaults to Federal .
NOA Code	Enter the Nature of Action Code (NOAC) or select the NOAC from the search list for the action to be processed. The alpha description is displayed after the code is entered. Use the GPPA and the 5 CFR to determine the correct NOAC. This field is displayed on each page and tab of the PAR.
Authority (1)	Enter the authority (1) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For

Field	Description/Instruction
	more information refer to the GPPA and the 5 CFR.
NTE Date	Enter the ending date of the temporary action (not-to-exceed (NTE) date) or select a date from the calendar icon. For more information refer to the GPPA and the 5 CFR.
PAR Request #	Enter the SF 52 number/vacancy number.

- Click the **PAR Remarks** link. The PAR Remarks page is displayed.

PAR Remarks

Empl ID NEW Empl Rcd #

Effective Date 10/17/2014 Effseq NOA Code

PAR Remarks Find | View All First 1 of 1 Last

Remark CD: Insertion Required + -

Row 1:

Row 2:

Row 3:

Row 4:

Row 5:

Row 6:

Row 7:

Row 8:

Row 9:

Figure 3: PAR Remarks Page

The purpose of **PAR Remarks** is to record information relating to the actions. The Remark CD is entered in the field or selected from the search list.

Note: Only 10 remarks may be entered.

- Complete the PAR Remarks fields as follows:

PAR Remarks	Instruction
Remark CD	Enter the three-digit remark code or select data by clicking the search icon. The tab key generates the specific code.
Insertion Required	Indicates when a remark needs employee-specific information.
Row 1-9	Enter the appropriate remark text or review the populated remark text.

7. Click **+** to add an additional remarks code or click **-** to delete a remarks code.
8. Click **OK** to save the remarks. The Hire Employee USF page - Data Control tab is displayed.

OR

Click **Cancel**. The remarks information is not saved. The Hire Employee USF page - Data Control tab is displayed.

9. Click the **Justification** link. The PAR Justification page is displayed.

PAR Justification

Empl ID:	NEW	Empl Rcd#:	0	SSN:	
Effective Date:	11/20/2014	Transaction # / Sequence:	Transaction Status: I:InProgrs		
Action:	HIR Hire	PAR Status:	PRO Processed by Human Resources		
Reason Code:					
NOA Code:					
Not To Exceed Date:					
Contact:	<input style="width: 100%;" type="text"/>				

Par Justification:

Figure 4: PAR Justification Page

10. Complete the PAR Justification field as follows:

Note: The remaining fields on this page are read-only.

Field	Instruction
PAR Justification	Enter the justification for the creation of the personnel action.

11. Click **OK** to save the information. The Hire Employee USF page - Data Control tab is displayed.

OR

Click **Cancel**. The information is not saved.

Note: You can click the **GPA Website** link to visit the Office of Personnel Management (OPM) Web site and view the GPA. You must click the **X** to exit the Web site and return to EmpowHR.

12. Click **Print SF 52** after the action is saved to print a copy of the Request for Personnel Action. A popup appears indicating that the report is ready to be printed.



Figure 5: Print SF 52 Popup

13. Click **OK**. The Hire Employee USF page - Data Control tab is displayed.

Note: You can click **View SF 52** after the record is saved to view/print a copy of the SF 52.

You can click **Add/View Attachment** to add (upload), view, or delete an attachment to the employee's hire action (i.e., college transcripts).

14. Select the **Personal Data** tab. The Personal Data tab stores personal information about the employee. The links at the bottom of the page allow the storage of **Additional Birth Info**, **Address Info**, **Phone Nbrs**, **Veterans Info**, **Marital Info**, and **Education Details**. These links are selected after the Personal Data tab is completed.

Note: The information entered on the **Additional Birth Info**, **Phone Nbrs**, and **Marital Info** links is not sent to NFC. It is for Agency use only.

Figure 6: Hire Employee Page - Personal Data Tab

15. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee ID is displayed.
Empl Record	Populated when the record is saved.
Personal Data	Description
*Effective Date	Required field. Displayed on each page in the hire process and defaults from the effective date entered on the Data Control tab.
Transaction#/Seq	Populated based on the sequence of the action in the employee history.
PAR Status	Populated from the Data Control page.
NOA Code	Populated with the NOAC entered on the Data Control page.

Field	Description/Instruction
Action Type	Populated with HIR from the action type entered on the Data Control page.
Empl Status	Populated based on the current NOAC.
Name	Description/Instruction
First Name	Enter the first name of the employee.
Middle Name	Enter the middle name or initial if applicable. This field is optional.
Last Name	Enter the last name of the employee.
Suffix	Enter the suffix if applicable or select data from the drop-down list.
Name	Populated from the First , Middle , Last , and Suffix fields.
Preferred First Name	Enter the employee's preferred first name.
Field	Description/Instruction
Gender	Indicates the sex of the employee. Select the applicable radio button.
Draft Status	Reflects an employee's registration status with the draft board. Enter the draft status or select data from the drop-down list. The valid values are Not Applicable Not Yet Registered Registered
Date of Birth	Enter the date (MM/DD/YYYY) or select a date from the calendar icon for the employee's date of birth.
Disability Code	Defaults to 05 No Disability . This field indicates an employee's physical or mental disability. Change the default by clicking the search icon and selecting a value.
RNO Code	Describes the minority group category into which the employee belongs. This field is not used for new hires effective 1/1/2006 or later.
Date of Death	Is not used.
Citizenship	Instruction
*Country	Required field. Defaults to USA . Change this field when the employee is not a U.S. citizen.
Citizenship	Identifies the citizenship status of the employee. Enter the citizenship or select data by clicking the search icon.
ERI Code (multiple boxes may be checked)	Instruction
Hispanic or Latino	Check this box if the employee is a person of Cuban, Mexican, Puerto

Field	Description/Instruction
	Rican, South or Central American, or other Spanish culture or origin.
American Indian or Alaska Native	Check this box if the employee is a person having origins in another of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
Asian	Check this box if the employee is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent; for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	Check this box if the employee is a person having origins in any of the black racial groups in Africa.
Native Hawaiian or Other Pacific Islander	Check this box if the employee is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	Check this box if the employee is a person having origins in any of the original peoples of Europe, Middle East, or North Africa.
Field	Description/Instruction
Country	Defaults to USA . This field can only be modified if Other is selected in the Citizenship field.
*Type/Description	Required field. Defaults based on the country selected.
SSN	Enter the employee's Social Security number (SSN).

- Click the **Additional Birth Info** link at the bottom of the Hire Employee USF page - Personal Data tab. The Additional Birth Information page is displayed. This information is not sent to NFC.

Additional Birth Information

The screenshot shows a form with three fields:

- Birth Location:** A text input field.
- Birth State:** A dropdown menu with a downward arrow.
- Birth Country:** A field containing a search icon, the text "USA", and "United States".

Figure 7: Additional Birth Information Page

- Complete the fields as follows:

Additional Birth Information	Instruction
Birth Location	Enter the birth location of the employee (city, hospital, etc.).

Birth State	Enter the State where the employee was born or select a State from the drop-down list.
Birth Country	Defaults to USA (United States) . To change the birth country, select a country by clicking the search icon.

18. Click **OK** to save the information. The Hire Employee USF page - Personal Data tab is displayed.

OR

Click **Cancel** to cancel the information on the page. The Hire Employee USF page - Personal Data tab is displayed.

19. Click the **Address Info** link at the bottom of the Personal Data page. The Enter Address Information page is displayed. This page is used to record the employee’s home address and/or check mailing address.

Enter Address Information

Empl ID: NEW

PAR Records will not be marked Ready if you Edit or Insert an Address Record.

Address Information Find First 1 of 1 Last

*Effective Date: Edit Delete

Record Origin: Transaction Status:

Home Address

*Address 1:

*Address 2:

*Address 3:

*City:

*State:

*Postal:

*County:

*Country: United States

Only Enter If Not Using Direct Deposit

Check Mailing Address

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code:

- Other:

County:

Country: United States

Figure 8: Enter Address Information Page

20. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------

Field	Description/Instruction
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee ID is displayed.
Address Information	Description
*Effective Date	Required field. Populated from the Hire Employee USF page - Data Control tab. The effective date should reflect the action date of the personnel action. This field is displayed on each page in the hire process.
Record Origin	Populated with HR Entered Online .
Transaction Status	<p>Populated accordingly from the Hire Employee USF page - Data Control tab. The transaction status reflects the status of the processed action.</p> <p>Agencies may process the hire action and the Address document in the same day. The Accession action will process before the Address document.</p> <p>Note: The hire action and the Address Payroll document are processed with a separate status. Although both are processed within the PAR, they each have a separate status. If the accession action fails, the Address document will be marked Not Applied with no error message specific to the Address document. Once corrective action is taken on the hire action, click Save. You must then select NFC Ready for the Address document to be automatically sent in the same pass of PINE. No additional action is needed from the user.</p> <p>An Agency may process a hire action, Address document, and another PAR (i.e., Market Pay) on the same day.</p>
Home Address	Instruction
*Address 1	Required field. Enter the first line of the home address of the employee.
*Address 2	Required field. Enter the second line of the home address of the employee if applicable. The second line of the address is optional.
*Address 3	Required field. Enter the third line of the home address of the employee if applicable. The third line of the address is optional.
*City	Required field. Enter the city of the home address or select a city by clicking the search icon.
*State	Required field. Enter the State of the home address or select a State by clicking the search icon.
*Postal	Required field. Enter the ZIP Code.
*County	Required field. Enter the county of the home address.
*Country	Required field. Defaults to USA (United States). To change the country,

Field	Description/Instruction
	click the search icon and select a country from the list.
Only Enter Information If Not Using Direct Deposit - Check Mailing Address	Instruction
Address 1	Enter the first line of the check mailing address of the employee. This field is completed upon approval from an appropriate Agency official.
Address 2	Enter the second line of the check mailing address of the employee. The second line of the address is optional.
Address 3	Enter the third line of the check mailing address of the employee. The third line of the address is optional.
City	Enter the city of the check mailing address or select a city by clicking the search icon.
State	Enter the State of the check mailing address or select a State by clicking the search icon.
Postal Code - Other	Enter the postal code.
County	Enter the county of the check mailing address.
Country	Defaults to USA (United States). To change the country, click the search icon and select a country from the list.

21. Click **OK** to save the address information. The Hire Employee USF page - Personal Data tab is displayed.

OR

Click **Cancel**. The Hire Employee USF page - Personal Data tab is displayed.

- Click the **Phone Nbrs** link at the bottom of the page. The Personal Phone Numbers page is displayed. The Personal Phone Numbers page is used to record multiple types of phone numbers for the employee. This information is not sent to NFC.

Personal Phone Numbers



Figure 9: Personal Phone Numbers Page

- Complete the fields as follows:

Phone Numbers	Description/Instruction
*Phone Type	Required field. Defaults to Home . To change the phone type, select data from the drop-down list.
Eff Date	Populated from the Hire Employee page - Data Control tab. This date is based on effective date of the PAR.
Telephone	Enter the telephone number (including area code) that corresponds to the information selected in the Phone Type field.
Phone Extension	Enter a phone extension if applicable.
Preferred	Check the box next to the telephone number the employee chooses as the preferred number to call.

At this point, the following options are available:

Step	Description
Click +	Adds an additional phone number.
Click -	Deletes a phone number.
Click Cancel	Displays the Hire Employee USF page - Personal Data tab.

- Click **OK** to save the phone information. The Hire Employee USF page - Personal Data tab is displayed.

25. Click the **Veterans Info** link at the bottom of the page. The Veterans Info page is displayed. The Veterans Info page is used to record applicable veteran’s information for an employee.

Veterans Info

Veterans Preference:	1:None	
Veterans Status:	X:Not a Veteran	
Military Branch:		
Military Separation Status:		Military Grade:
Military Service Start Date:		End Date:
Uniform Service Status:	0:None	
Creditable Military Service:		
Veterans Preference RIF	3:NonVetrm	<input type="checkbox"/> Notify Military Pay Center <input type="checkbox"/> Military Service Verified <input type="checkbox"/> Disabled Veteran

Figure 10: Veterans Info Page

26. Complete the fields as follows:

Field	Description/Instruction
Veterans Preference	<p>Defaults to None. This code indicates the preference used to determine retention rights for reduction-in-force (RIF) 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. The valid values are</p> <p>None - The employee is not entitled to veterans preference.</p> <p>5 Point - The employee is entitled to a 5-point preference.</p> <p>10 Point Disability - The veteran is entitled to 10-point preference due to a service connected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of 10 percent or more).</p> <p>10 Point Com < 30% - The veteran is entitled to a 10-point preference due to a compensable service connected disability of less than 30 percent.</p> <p>10 Point/Other - Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of the veteran occupationally disabled because of a service-connected disability, and (2) the widow/widower and mother of a deceased wartime veteran.</p> <p>10 Point/Comp + 30% - Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or</p>

Field	Description/Instruction
	more. Dishonorable Discharge - The veteran is not entitled to preference.
Veterans Status	Defaults to Not a Veteran . To change the default, select data from the drop-down list. The valid values are: Not a Veteran Pre-Vietnam-Era Veteran - A veteran whose service ended before the Vietnam era (i.e., before August 5, 1964). Post-Vietnam-Era Veteran - A veteran whose service began after the Vietnam era (i.e., after May 7, 1975). Vietnam-Era-Veteran - A veteran who served anytime during the Vietnam era (i.e., from August 5, 1964, through May 7, 1975). Not A Vietnam-Era Veteran - Employee may or may not be a veteran, but is not a Veteran of the Vietnam era (i.e., employee did not serve during the period August 5, 1964, through May 7, 1975).
Military Branch	Select the branch of service from the drop-down list.
Military Separation Status	Select the separation status from the drop-down list.
Military Grade	Select the military rank data from the drop-down list.
Military Service Start Date	Enter the date the military service started or select a date from the calendar icon.
End Date	Enter the date the military service ended or select a date from the calendar icon.
Uniform Service Status	Defaults to None . To change the default, select data from the drop-down list.
Creditable Military Service	Enter the four digits that represent the total number of creditable years and months of military service. The first two numbers represent the number of years, and the second two numbers represent the number of months.
Veterans Preference RIF	Defaults to Non-Veteran . This field indicates eligibility for veteran's preference for the purpose of a RIF. To change the default, select the data from the drop-down list.
Notify Military Pay Center	Not used by NFC.
Military Service Verified	Check this box once the military service has been verified.
Disabled Veteran	Check this box if the person is a disabled veteran.

27. Click **OK** to save the information. The Hire Employee USF page - Personal Data tab is displayed.

OR

Click **Cancel** to cancel the information on the page. The Hire Employee USF page - Personal Data tab is displayed.

- Click the **Marital Info** link. The Marital Status page is displayed. This information is not sent to NFC.

Marital Status



Figure 11: Marital Status Page

- Complete the fields as follows:

Field	Instruction
*Marital Status	Required field. Defaults to Unknown . Select the marital status from the drop-down list.
Marital Status Date	Enter the marital status date or select a date from the calendar icon.

- Click **OK** to save the information. The Hire Employee USF page - Personal Data tab is displayed.

OR

Click **Cancel** to cancel the information on the page. The Hire Employee USF page - Personal Data tab is displayed.

- Click the **Education Details** link. The Education Details page is displayed. The Education Details page identifies the employee’s highest level of education based on years of formal schooling and/or academic degrees.

Education Details

The screenshot shows the 'Professional Education' page with the following elements:

- Page title: Professional Education
- Navigation: Find | View All | First 1 of 1 Last
- Messages: Highest Level of Education is displayed first. Highest Level of Education is transmitted to NFC.
- Section: Education
- Field: Empl ID NEW
- Section: Level of Education
 - *Education Level: Searchable text input
 - Year Acquired: Drop-down menu
- Note: ** Enter only for Post High School Education
- Section: Instructional Program
 - Education Major: Drop-down menu
 - Major Specialization: Drop-down menu
- Section: School
 - Country: USA (with search icon)
 - State: Searchable text input
 - School Code: Searchable text input

Figure 12: Education Details Page

- Complete the fields as follows:

Professional Education Highest Level of Education is displayed first. Education	Description
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee ID is displayed.
Level of Education	Instruction
*Education Level	Required field. Identifies the employee’s highest level of education based on the number of years of formal schooling and/or academic degrees or certificates. Select data by clicking the search icon.
Year Acquired	Used to identify the calendar year when the employee received the degree or certificate. Select a year from the drop-down list.

**Enter only for Post High School Education Instructional Program	Instruction
Education Major	Select the major field of study from the drop-down list. The Education Major field identifies the employee's major field of study beyond high school.
Major Specialization	Select the major specialization that corresponds to the post high school education selected in the Education Major field.
School	Instruction
Country	Defaults to USA and is the country in which the employee went to college. To change the default, select data by clicking the search icon.
State	State in which the employee went to college. Select the State that corresponds to the school by clicking the search icon.
School Code	Select the school code (college attended) by clicking the search icon.

33. Click **OK** to save the information. The Hire Employee USF page - Personal Data tab is displayed.

OR

Click **Cancel** to cancel the information in the page. The Hire Employee USF page - Personal Data tab is displayed.

34. Select the **Job** tab. The Hire Employee USF page - Job tab is displayed. The information on the Job tab identifies the employee’s assigned position, job code, and Department. Many values on this tab populate as a result of the default values previously set up on the Position Data and the Job Code pages.

The screenshot displays the 'Job Data' section of the Hire Employee USF page. At the top, it shows 'Empl ID: NEW' and 'Empl Record: 0'. The 'Job Data' section includes fields for *Effective Date, Transaction# /Seq, PAR Status (Processed by Human Resources), NOA Code, Action Type (Hire), Empl Status (Active), Position, Job Code, Agency, Sub-Agency, Business Unit (STDBU), Department, Location, Tax Location, and Classification. There are also checkboxes for Position Management Record and Position Override. A 'Refresh Position Data' button is visible. At the bottom, there are navigation buttons: Save, Notify, Previous tab, Next tab, and Add.

Figure 13: Hire Employee Page - Job Tab

35. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee ID is displayed.
Empl Record	Populated with 0 and is based on the new hire. This field is number of records for the employee. This field is populated when the PAR is saved.
Job Data	Description/Instruction
*Effective Date	Required field. Displayed on each page in the hire process and is

Field	Description/Instruction
	populated from the Data Control tab.
Transaction#/Seq	Populated based on the sequence of the action in the employee history.
PAR Status	Populated from the Data Control page.
NOA Code	Populated with the NOAC entered on the Data Control page.
Action Type	Populated with HIR from the action type entered on the Data Control page.
Empl Status	Populated with Active from the status of employee.
Position	Enter the vacant position number to be occupied by the employee or select data by clicking the search icon. The position must be established in EmpowHR Position Management prior to processing an action. Tab out of the position number to populate the other pertinent data on the Job page.
Position Management Record	Reserved for future use.
Position Override	Not used by NFC.
Job Code	Populated with the master record related to the position. This field is also populated with the grade, series, and description of the master record.
Agency	Populated with the Department (i.e., Agriculture, Library of Congress (LOC), etc.). The abbreviation and alpha description are displayed in this field.
Losing/Gaining Dept	Enter the Federal Department or place of employment for an employee moving into or out of a Federal Department. This field should be completed for an accession or separation. Enter the losing Department code on the accession action and the gaining Department on the separation action. For a list of Department codes, refer to the Table Management System (TMGT), Table 014, Department Codes.
Sub-Agency	Populated with the Agency code. Both the abbreviation and alpha description are displayed.
Business Unit	Populated from the position with the business unit. Both the abbreviation and alpha description are displayed.
Department	Populated from the position with the Department code (i.e., Office of the Director, Office of the State Executive, etc.). Both the location code and alpha description are displayed.
Location	Populated from the position with the location code. Both the location code and alpha description are displayed.
Tax Location	Populated from the position with the Tax location code. Both the location code and alpha description are displayed.

Field	Description/Instruction
FY	Populated with the fiscal year (FY) for the tax location.
Classification	Instruction
Previous Class Action	Used when the employee is leaving a position. Select data from the drop-down list. The valid values are Inactivate Position , Leave Position Vacant/Active , and Abolish Position .
Previous Sub-Agency	Used when the employee moves from one sub-Agency to another within the same company/Department. Enter the applicable information or select data by clicking the search icon.

36. Click **Department Hierarchy** link for an optional view-only page. The Departmental Hierarchy page is displayed.

Departmental Hierarchy

Department:

Org Structure:

Figure 14: Departmental Hierarchy Page

37. Click **OK** to return to the Hire Employee USF page - Job tab.

OR

Click **Cancel** to return to the Hire Employee USF page - Job tab.

38. Click the **NFC Job Information** link. The NFC Job Information page is displayed.

NFC Job Information

Job Information	
Previous Sub-Agency:	<input type="text"/>
Classification Action Code:	<input type="text"/>
Retained Occup Function:	<input type="text"/>
Retained Occup Series:	<input type="text"/>

Benefits	
LI Coverage Amt (In Thousands):	<input type="text"/>
TSP Eligibility Code:	<input type="text"/>

Payroll	
Annual Leave Category:	<input type="text"/> <input checked="" type="checkbox"/> Earn Leave During Pay Period
Salary Share Code:	<input type="text"/> <input type="checkbox"/> Annual Leave 45-Day Indicator
COLA/Post Differential:	<input type="text"/> 0:None
Special Employee Code:	<input type="text"/> NOT APPLICABLE
Wage Board Shift Rate:	<input type="text"/>
Quarters Deduction Code:	<input type="text"/> Quarters Deduction Amount: <input type="text"/>

Figure 15: NFC Job Information Page

39. Complete the fields as follows:

Job Information	Instruction
Previous Sub-Agency	Enter the employee's previous Agency (if applicable) or search for and select an Agency by clicking the search icon.
Classification Action Code	<p>Click the down arrow to select the applicable action code. Valid values are Abolish Position, Inactivate Position, and Leave Position Vacant/Acti.</p> <p>This field is used when an employee is reassigned (1) from one Agency to another or (2) to another personnel office within the same Agency; the losing office should advise the gaining office of the action to be taken with the employee's former position (i.e., abolish, inactivate, etc.).</p> <p>If a cancellation of a previous position change is processed, a vacant and active individual position number must exist in Position Management System Operations (PMSO). It may be necessary to establish a temporary individual position if the employee's former position is no longer vacant or was abolished.</p>
Retained Occup Function	Click the down arrow to select the applicable occupational function of the employee.
Retained Occup Series	Enter the applicable occupational series or search for and select an

	occupational series by clicking the search icon.
Benefits	Instruction
LI Coverage Amt (In Thousands)	Enter the amount of the life insurance coverage (in thousands).
TSP Eligibility Code	Click the down arrow to select the applicable Thrift Savings Plan (TSP) eligibility code.
Payroll	Instruction
Annual Leave Category	Click the down arrow to select the applicable annual leave category.
Earn Leave During Pay Period	Check this box if the employee is allowed to earn leave during his/her first pay period. Defaults to the box checked.
Salary Share Code	Click the down arrow to select the applicable salary share code. This code is used when another source shares with the Agency in paying the employee's salary.
Annual Leave 45-Day Indicator	<p>Check this box if the employee is eligible for the 45-day indicator. This is used for employees who are stationed at an overseas foreign post of duty that are entitled to carry over leave from one leave year to another for a maximum of 45 days annual leave accumulation.</p> <p>Applicable when an employee is in a foreign duty station.</p> <p>Must be Y for foreign duty stations.</p> <p>Adjust the annual leave ceiling at the end of the leave year, if applicable, when the employee returns from a foreign post.</p>
COLA/Post Differential	Defaults to None . Click the down arrow to indicate if the employee is eligible for cost-of-living allowance (COLA)/Post Differential pay.
Special Employee Code	Defaults to Not Applicable . Click the down arrow to select the special employee code, if applicable.
Wage Board Shift Rate	Enter the applicable wage board-shift rate if the employee is eligible.
Quarters Deduction Code	Click the down arrow to select the applicable quarters deduction code. Valid values are None , Per Day Ded Not Tax Exm , Per Day Ded Tax Exm , Per Pay Period Ded Not Tax Exm , Per Pay Period Ded Tax Exm , and Transmit Zeros to NFC .
Quarters Deduction Amount	Enter the applicable amount if the employee is eligible for quarters deductions.

40. Select the **Position** tab. The Hire Employee USF page - Position tab is displayed.

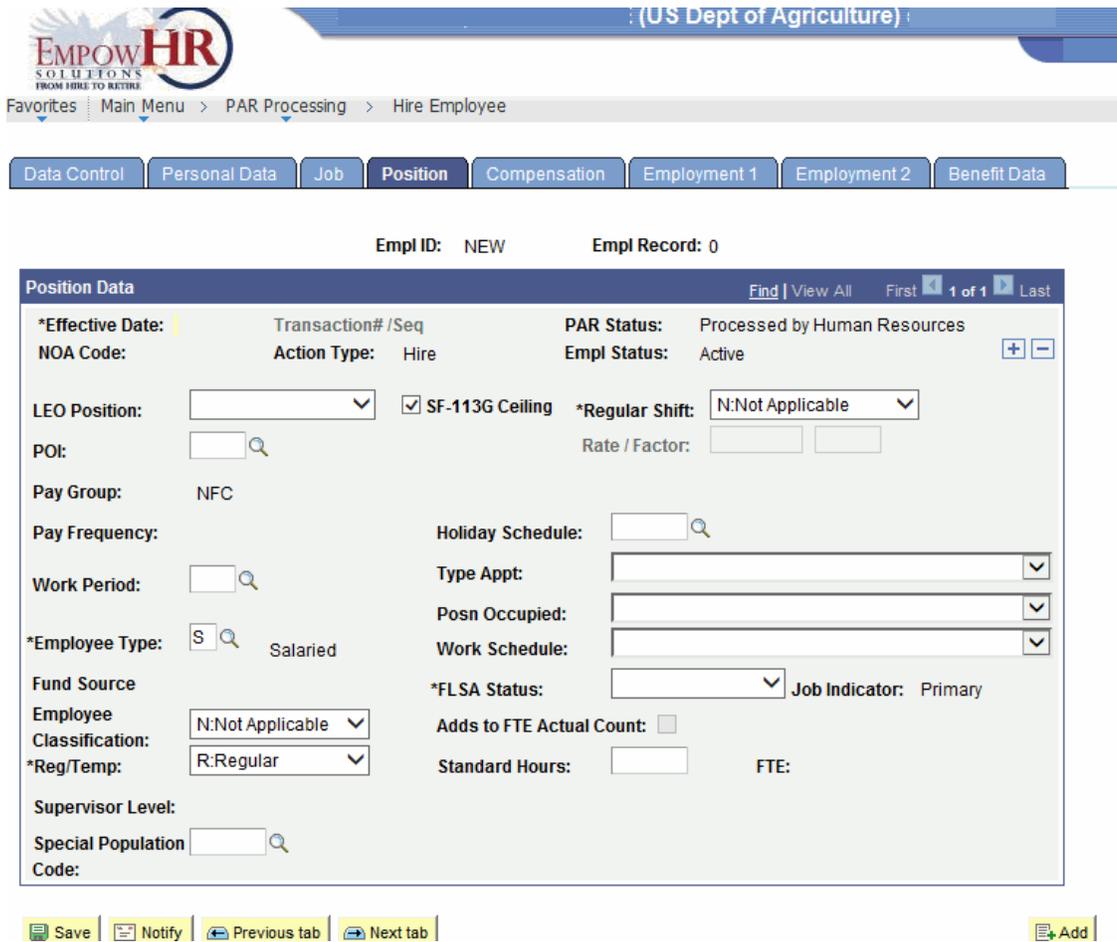


Figure 16: Hire Employee Page - PositionTab

41. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee ID is displayed.
Empl Record	Populated from the Data Control tab with 0 and is based on the new hire. This field indicates the number of records for the employee.
Position Data	Description/Instruction
*Effective Date	Required field. Displayed on each page in the hire process. This field is populated from the Data Control tab.
Transaction#/Seq	Populated from the Data Control tab with the number of records and the sequence of the record.
PAR Status	Populated from the Data Control tab from the Data Control page.

Field	Description/Instruction
NOA Code	Populated with the NOAC entered on the Data Control page.
Action Type	Populated from the Data Control tab with Hire from the action type entered on the Data Control page.
Empl Status	Populated from the Data Control tab with Active .
LEO Position	Indicates the position is classified as law enforcement under the Federal Employees Pay Comparability Act of 1990 (FEPCA). This field is populated from the Position tab.
SF-113G Ceiling	Not used by NFC.
*Regular Shift	Required field. Defaults to Not Applicable . This field is not used by NFC.
POI	Displays the Personnel Office Identifier (POI) generated from the position. This is the POI of the personnel office to which the employee is assigned. The narrative city and State is also generated for the POI.
Rate/Factor	Not used by NFC.
Pay Group	Not used by NFC.
Pay Frequency	Populated with the frequency of when the employee will be paid based on the pay plan of the employee. This field is not used by NFC.
Holiday Schedule	Not used by NFC.
Work Period	Not used by NFC.
Type Appt	Identifies the type of appointment that the employee has accepted. Select a type of appointment for the employee from the drop-down list.
Posn Occupied	Select the type of position the employee is occupying from the drop-down list.
*Employee Type	Required field. Populated based on the other information entered about the new employee. This field is not used by NFC.
Work Schedule	Select the work schedule from the drop-down list. If the position is part time, enter the weekly number of hours in the Standard Hours field. This field is populated from the Position tab.
Fund Source	Not used by NFC.
*FLSA Status	Required field. Populated from the Position tab.
Job Indicator	Not used by NFC.
Employee Classification	Not used by NFC.

Field	Description/Instruction
Adds to FTE Actual Count	Not used by NFC.
*Reg/Temp	Required field. Identifies whether the employee is a regular or temporary employee. This field is populated from the position number selected.
Standard Hours	Populated from the Position tab.
FTE	Not used by NFC.
Supervisor Level	Populated from the Job Code.
Special Population Code	Enter the position code (six positions maximum) or select a code by clicking the search icon. The code describes a position that an employee holds which has a special retirement calculation rule.

42. Select the **Compensation** tab. The Hire Employee USF page - Compensation tab is displayed. The Compensation tab contains information related to pay. Select and complete the links related to pay compensation as appropriate.

The screenshot displays the 'Hire Employee' page with the 'Compensation' tab active. The page header includes the EmpowHR logo and '(US Dept of Agriculture)'. The navigation bar shows tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The main content area is titled 'Compensation Data' and includes the following fields and sections:

- Empl ID:** NEW, **Empl Record:** 0
- Transaction# /Seq:** (empty), **PAR Status:** Processed by Human Resources
- NOA Code:** (empty), **Action Type:** Hire, **Empl Status:** Active
- Pay Rate Determinant:** 0:Regular Rate, **Pay Basis:** PA:Per Annum
- Salary Pay Plan:** (empty), ***Salary Plan Table:** (empty), **Salary Grade:** (empty), **Step:** 0, **Step Entry Date:** (empty)
- Retain Pay Plan:** (empty), **Retain Plan Table:** (empty), **Retain Grade:** (empty), **Step:** 0, **Grade Entry Date:** (empty)
- Variable FT Reg Tour of Duty:** (empty)
- Grade and Pay Retention:**
 - Retention Rights End Date:** (empty)
 - Retained Occ Series Code:** (empty)
 - Retained Occ Functional Code:** (empty)
 - Retained Pay Table:** (empty), **Retained Grade:** (empty)
- Quoted Pay:**
 - Base Pay:** (empty), **Compensation Frequency:** Annual
 - Locality:** 0.00, **Annuity Offset Amount:** (empty)
 - Adjusted Base Pay:** (empty), **Benefit Base Override**, **FGLI Base:** (empty)
 - Total Pay:** (empty)

At the bottom of the form, there are links for [Other Pay Information](#), [Expected Pay](#), and [Accounting Info](#). Below the form are buttons for **Save**, **Notify**, **Previous tab**, **Next tab**, and **Add**.

Figure 17: Hire Employee Page - Compensation Tab

43. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee ID is displayed. This field is populated from the Data Control tab.
Empl Record	Populated with 0 and is based on the new hire. This field indicates the number of records for the employee. This field is populated from the Data Control tab.
Compensation Data	Description/Instruction

Field	Description/Instruction
*Effective Date	Required field. Populated from the Data Control tab. The effective date should reflect the action date of the personnel action. This field is displayed on each page in the hire process.
Transaction#/Seq	Populated from the Data Control tab. This field is populated with the number of records and the sequence of the record.
PAR Status	Populated from the Data Control page.
NOA Code	Populated with the NOAC entered on the Data Control page.
Action Type	Populated with HIRE from the action type entered on the Data Control page.
Empl Status	Populated with Active .
Pay Rate Determinant	<p>Populated and is used to identify when the employee is receiving a rate of pay other than the regular rate for the position and the locals and/or regulatory basis. To change the populated value, select data from the drop-down list. The valid values are:</p> <p>Continued IGA Pay M. Interim geographic adjustment (IGA). Employee continues to receive an adjusted annual rate of pay based on a nationwide or worldwide special salary rate. The employee should be paid the dollar amount of the General Schedule (GS) Increase at the time of an Employment Cost Index adjustment. (5 CFR 531.106 or 5 CFR 531.307.)</p> <p>Continued SES Basic Pay S. A career SES employee appointed to a position outside of the SES for which the rate of basic pay is equal to or greater than the rate payable for Level V of the Executive Schedule and the employee elected to continue to receive basic pay as if remaining in the SES in accordance with 5 U.S.C. 3392(c) and 5 CFR 359.705 following removal from the SES.</p> <p>Critical Position Pay C. Critical Position Pay. The employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by OPM in consultation with the Office of Management and Budget (OMB) under 5 U.S.C. 5377, or the position has been designated critical by the head of an Agency under other similar, legal authority.</p> <p>NSPS Retained Pay Y. National Security Personnel System (NSPS) Retained Pay. Former NSPS employees who may retain a rate of pay that exceeds the normal retained rate limitations (the rate for EX-IV plus 5 percent cap rate or 150 percent of applicable GS step 10 rate).</p> <p>Preserved IGA Pay P. Preserved IGA Pay. The employee is a Department of Veterans Affairs (VA) physician or dentist authorized under 38 U.S.C. 7401(1) and 7405(a)(1)(A) at VA facilities in the San Francisco–Oakland–San Jose, California, Consolidated Metropolitan Statistical Area (CMSA) whose eight percent IGA was preserved when the San Francisco CMSA was removed as an IGA area in January 1995.</p> <p>Regular Rate – O. Regular Rate. Pay used for all employees, regardless of pay system, who receive a scheduled rate and for whom</p>

Field	Description/Instruction
	<p>none of the other codes apply.</p> <p>Rtnd Grade & Pay Diff V. Retained Grade and Pay - Different Position. The employee (1) has a retained grade, (2) is receiving pay retention, and (3) is currently occupying a different position than that held immediately before the action that otherwise would have resulted in a reduction in basic pay (i.e., use this code only when Code J would be appropriate if grade retention were not also applicable). (5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536).</p> <p>Rtnd Grade & Same U. Retained Grade and Pay - Same Position. The employee (1) has a retained grade; (2) is receiving retained pay; and (3) continues to occupy the same position held immediate before the action that otherwise would have resulted in a reduction in basic pay (i.e., use this code only when Code J would be appropriate if grade retention were not also applicable). (5 U.S.C. 5362, 5 U.S.C. 5363, and 5 CFR Part 536)</p> <p>Rtnd Grade & Diff Posn A. Different Position. The employee retains grade for a 2-year period, but is occupying a different position than that held before the grade reduction. (If the employee is also entitled to a special rate in the retained grade, use Code E). (5 U.S.C. 5362 and 5 CFR 536.201-203)</p> <p>Rtnd Grade & Pay Scale Posn B. Same Position. Employee retains grade for a 2-year period and continues to occupy the same position held before the grade reduction. (If employee is also entitled to a special rate in the retained grade, use Code F). (5 U.S.C. and 5 CFR 536.201-203)</p> <p>Rtnd Grade & Spec Rt-Diff E. Different Position. The employee retains grade for a 2-year period, is entitled to a special rate in the retained grade, but is occupying a different position than that held before the grade reduction.</p>
Pay Basis	Defaults to Per Annum . To change the default, select the pay basis from the drop-down menu.
Salary Pay Plan	Populated from the Job Code.
*Salary Plan Table	Required field. Populated from the Job Code.
Salary Grade	Populated from the Job Code.
Step	Enter the applicable step or select a step by clicking the search icon.
Step Entry Date	Enter the applicable entry date for the step or select a date by clicking the calendar icon.
Retain Pay Plan	Enter the pay plan if the employee is eligible for retained pay or select a pay plan by clicking the search icon.
Retain Plan Table	Enter the plan table if the employee is eligible for retained pay or select a table by clicking the search icon.
Retain Grade	Enter the grade if the employee is eligible for retained pay or select a grade by clicking the search icon.

Field	Description/Instruction
Step	Enter the applicable step or select a step by clicking the search icon.
Grade Entry Date	Enter the applicable entry date for the grade or select a date by clicking the calendar icon.
Variable FT Reg Tour of Duty	Used to compute health benefit premiums for part-time employees. Enter the number of hours (XXXXXX.XX) in the hypothetical full-time regular biweekly tour of duty that would apply to an employee on a part-time schedule if he or she was full-time (usually 80 hours).
Grade and Pay Retention	Description
Retention Rights End Date	Not used for a hire.
Retained Occ Series Code	Not used for a hire.
Retained Occ Functional Code	Not used for a hire.
Retained Pay Table	Not used for a hire.
Retained Grade	Not used for a hire.
Quoted Pay	Description
Base Pay	Populated based on the grade and step or is entered for pay banding.
Compensation Frequency	Populated based on pay plan.
Locality	Populated based on pay plan, grade, and duty station.
Annuity Offset Amount	Not used by NFC.
Adjusted Base Pay	Populated based on pay plan, grade, and duty station.
Benefit Base Override	Not used by NFC.
FEGLI Base	Not used by NFC.
Total Pay	Populated based on all of the above.

44. Select the **Employment 1** tab. The Hire Employee USF page - Employment 1 tab is displayed. The Employment tab identifies employment-related dates such as service computation date (SCD) and within-rate increase (WRI) date. Review and enter the correct dates based on the employee’s employment history.

Figure 18: Hire Employee Page - Employment 1 Tab

45. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee ID is displayed. This field is populated from the Data Control table.
Empl Record	Populated from the Data Control tab.
Employment Data 1	Description
*Effective Date	Required field. Populated from the Data Control tab.
Transaction #/Seq	Populated from the Data Control tab.
PAR Status	Populated from the Data Control tab with the employee’s applicable PAR status (i.e., Processed by Human Resources).
NOA Code	Populated with the applicable NOAC from the Data Control tab.

Field	Description/Instruction
Action Type	Populated from the Data Control tab.
Empl Status	Populated from the Data Control tab.
EOD Dt	Populated from the Data Control tab.
Hire NTE Dt	Populated from the Data Control tab.
Rehire Dt	Populated from the Data Control tab.
Separation Dt	Not used on a hire action.
Next Review Dt	Not used by NFC.
Service Computation Date	Description
Leave Date	<p>Identifies the computation date for annual leave earnings. Enter the applicable date or select a date from the calendar icon.</p> <p>This date is used to generate various external reports, such as:</p> <p>The projected number of annual leave hours an employee has in excess of the maximum carryover to either use, lose, or have restored by the end of the leave year.</p> <p>Notification of when the employee's leave category changes.</p>
Retire Date	<p>Identifies the computation date for retirement. Enter the applicable date or select a date from the calendar icon. Leave this field blank if the retirement system is not Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) (Coverage Codes 2, 4, 5, J, X).</p> <p>This date cannot be later than the Effective Date of the action.</p>
RIF Date	Identifies the employee's SCD for RIF purposes. Enter the applicable date or select a date from the calendar icon. This date cannot be later than the Effective Date of the action.
TSP Date	Identifies the beginning date of the TSP vesting period for the one-percent Government contributions to TSP. Enter the applicable date or select a date from the calendar icon. This field must be completed for CSRS and FERS employees. Do not complete this field if the employee is a CSRS Offset (Congressional) FICA retirement plan employee. This date cannot be later than the Effective Date of the action. This date cannot be earlier than January 1, 1984.
Severance Pay Date	Not used for a hire action date.
Service Conversion Dates	Description
Conv Begin Date	Populated with the date that the conversion began.
Career Tenure Date	Identifies the date service starts counting towards career or permanent tenure. Enter the applicable date or select a date from the calendar icon.

Field	Description/Instruction
	<p>When this date is initially entered, the Payroll/Personnel System (PPS) begins maintaining two records; creditable service and nonpay status as shown on the time and attendance (T&A) report and as recorded on personnel actions. If a date is not entered on the Hire action, PPS will not establish any record of creditable service and/or nonpay status.</p> <p>This date cannot be more than 3 years prior or later than the Effective Date of the Hire action.</p> <p>Enter the Effective Date of the Hire action if previous service is unknown.</p> <p>Do not complete this field for career appointment/conversion actions.</p> <p>Do not complete this field if the service is not creditable (e.g., Schedule B student and VRA appointments). PPS automatically removes this date when a minimum of 3 year of creditable service has been completed and an NOAC 880 is applied.</p> <p>For Taper and indefinite appointments in the competitive service, enter the beginning date of creditable service toward career status.</p> <p>When adjusting this date, include previous service that is creditable towards the career tenure waiting period. Do not include prior periods of nonpay status.</p> <p>This field must be blank for Tenure 0 and 2.</p> <p>This field must be blank for Type Appointment 08 with Tenure 3.</p> <p>This field must be completed for Tenure 2 with Type Appointment 02.</p>
Within-Grade Increase Data	Instruction
WGI Status	Select the Within-Grade Increase Status from the drop-down list.
Last Increase Dt	Enter the date of the last WRI or select a date from the calendar icon.
SCD-WGI Date	Identifies the beginning date from which service is to be counted towards the employee's next WRI increase. Enter the applicable date.

46. Click the **Appt Data** link on the Hire Employee USF page - Employment 1 tab. The Appointment Info page is displayed. This page is used to record appointment limits as well as special employment programs. The Appointment Data link has an Appointment Limits section. The Nature of Action Code, Current Appointment Auth #1, and the Current Appointment Auth #2 are populated from other previously completed pages.

Figure 19: Appointment Info Page

47. Complete the fields as follows:

Field	Description/Instruction
Nature of Action Code	Populated from the Data Control tab.
Current Appointment Auth #1	Populated from the Data Control tab.
Current Appointment Auth #2	Populated from the Data Control tab.
Appointment Limits	Instruction

Field	Description/Instruction
Amount Total	Enter the total dollar amount (XXXXXX.XX), if entering in dollars. This field is used if you not entering total hours or days.
Hours Total	Enter the applicable total hours. This field is used if you are not entering the total amount or days.
Days Total	Enter the applicable total number of days. This field is used if you are not entering amount or hours.
Amount Balance	Enter the applicable dollar amount balance remaining (XXXXXX.XX), if applicable. This field is used if you are not entering the total hours or days to indicate the appointment limit balance.
Hours Balance	Enter the applicable hours balance remaining, if applicable. This field is used if you are not entering the total amount or days to indicate the appointment limit balance.
Days Balance	Enter the applicable days balance remaining, if applicable. This field is used if you are not entering the total amount or hours to indicate the appointment limit balance.

- Enter only one limitation type.
- Balance must be equal to or less than full limitation.
- Total limitations are as follows:

Limitation Type	Value
Day	130, 180
Hour	700, 1039, 1040, 1280, 1300, 2000
Monetary	Changes based on Federal pay increase

- When the full limitation is entered, the balance must be entered and vice versa.
- Senior Community Service Program full limitation must be 1300 hours.
- The following applies to the type of appointment codes:

Code	Description
03	Competitive-indefinite or taper
04	Competitive-temporary or special need
07	Excepted-conditional
08	Excepted-indefinite
09	Excepted-temporary

Commencing Date of Service	Enter the applicable date or select a date from the calendar icon.
Field	Description/Instruction
Special Employment Program	Used to indicate the employee is in a Special Employment Program Code. Select the special employment program from the drop-down list. Note: To designate an employee as eligible for Non-Appropriated Fund Instrumentality (NAFI), select NR-NAFI Retirement Coverage .
Welfare to Work	Not used by NFC.

48. Click **OK** and the data is saved. The Hire Employee USF page - Employment 1 tab is displayed.

OR

Click **Cancel** to cancel the entered data. The Hire Employee USF page - Employment 1 tab is displayed.

49. Select the **Employment 2** tab. The Hire Employee USF page - Employment 2 tab is displayed. This tab 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(Cooperative-Type Employment)). This page is used to enter information on bargaining unit, union code, reports to, retained grade, and tenure data for employees. There are fields on this page that are populated from data entered on previous pages.

The screenshot displays the 'Hire Employee' page for the 'Employment 2' tab. At the top, there is a navigation bar with tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'Benefit Data'. Below the tabs, the page title is '(US Dept of Agriculture)'. The main content area is titled 'Employment Data 2' and contains several sections:

- Effective Date:** Transaction#/Seq, Action Type: Hire, PAR Status: Processed by Human Resources, Empl Status: Active.
- Bargaining Unit:** Input field, Union Code: Input field with search icon, Union Anniversary Date: Input field, Tenure: Dropdown menu.
- Reports To as of PAR Effective Date:** Reports To: Input field with search icon, Supervisor ID: Input field with search icon.
- Reports To as of Today:** Reports To: Input field, Supervisor ID: Input field.
- New Position:** Emp Probation Period Date: Input field with calendar icon.
- Supervisor/Managerial Position:** Supv/Mgr Prob Period Reqrd: Dropdown menu, Supv/Mgrl Prob Period Date: Input field with calendar icon.
- Coop:** Salary Share Code: Dropdown menu, Coop Share Amt: Input field, Coop Overtime Rate: Input field, Coop Holiday Rate: Input field.

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', and 'Add'. Below the buttons, there are links for 'Probation Dates', 'Non Pay Data', and 'Security Info'.

Figure 20: Hire Employee Page - Employment 2 Tab

50. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated when the PAR is saved. This a unique ID assigned by EmpowHR.
Empl Record	Populated from the Data Control tab.

Field	Description/Instruction
Employment Data 2	Description/Instruction
*Effective Date	Required field. Populated from the Data Control tab.
Transaction #/Seq	Populated from the Data Control tab.
PAR Status	Populated from the Data Control tab.
NOA Code	Populated from the Data Control tab.
Action Type	Populated from the Data Control tab.
Empl Status	Populated from the Data Control tab.
Bargaining Unit	Populated from the Position tab.
Last Date Worked	Not used on a hire.
Union Code	Not used by NFC.
Union Anniversary Date	Not used by NFC.
Tenure	<p>Identifies the employee's retention group (for RIF purposes). Enter the applicable information or select data from the drop-down list.</p> <p>The valid values are as follows:</p> <p>No Tenure Group. Employee is in none of the tenure groups established for RIF purposes.</p> <p>Group I. Competitive Service - Tenure Group I includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation. Excepted service - Tenure Group I includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.</p> <p>Group II. Competitive service - Tenure Group II includes employees serving under career-conditional appointments and under career appointments who are serving initial appointment probation. Excepted service - Tenure Group II includes employees who are serving trial periods or whose tenure is equivalent to career-conditional tenure in the competitive service in Agencies and have that type of appointment (for example, excepted appointment–conditional).</p> <p>Group III. Competitive Service - Tenure Group III includes definite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, and employees in status non-temporary appointments. Excepted service - Tenure Group III includes employees whose tenure is indefinite; that is, without specific time limitation but not actual or potentially permanent, or with a specific time limitation of more than 1 year; also, employees who, though currently under appointments limited to 1 year or less, complete 1 year of current continuous employment.</p>
Retained Grade Expires	Description

Field	Description/Instruction
Begin Date	Not used on a hire.
Expires Date	Not used on a hire.
Reports To as of PAR Effective Date	Description/Instruction
Reports To	Populated from the Position tab.
Supervisor ID	Enter the applicable information in the field or search data by clicking the search icon.
Reports To as of Today	Description
Reports To	Generated by system.
Supervisor ID	Populated from the Position tab.
New Position	Instruction
Emp Probation Period Date	<p>Enter the applicable date or select a date from the calendar icon.</p> <p>Type the beginning date of the 1-year probationary (or trial) period. The date is automatically removed after 1 year of creditable service.</p> <p>When this date is initially furnished, PPS begins maintaining two records, creditable service and nonpay status, as shown on the T&A and on personnel actions. Creditable service is recorded on the employee's intermittent database record (Information/Research Inquiry System (IRIS) Program IR129, Intermittent), and nonpay status is recorded on the employee's nonpay leave record (IRIS Program IR140, Non Pay Leave).</p> <p>If an action corrects or changes the date previously furnished, the creditable service is disregarded, and beginning with the processing pay period of which the action was processed, a new record of creditable service is started. However, the nonpay status record maintained since the date was originally furnished remains unchanged.</p> <p>PPS credits full calendar time for periods of full-time and part-time service and 7 days calendar time for every 5 days of intermittent service. Creditable service is reduced for each workday in nonpay status (other than for military furlough or compensable injury) which exceeds 22 workdays (i.e., up to 22 days of nonpay is considered creditable service since it is forgiven).</p> <p>Report AECO36T2, Notification of Expiration of Probationary or Trial Period, is produced each pay period and distributed to Agency personnel offices to identify those employees approaching expiration of probationary or trial periods. This report is produced 4 months prior to the expiration date.</p> <p>Complete this field when the Tenure is 2 and Type Appointment is 01.</p> <p>Complete when Type Appointment is 01, 02, 03, and 06 through 09.</p> <p>Complete when Type Appointment is 01 or 06 and the Tenure is 2.</p> <p>Leave this field blank if the Tenure is 0 or 1.</p>

Field	Description/Instruction
	<p>Leave this field blank if the Tenure is 3 and Type Appointment is 08.</p> <p>Do not process an action to remove the date.</p> <p>Enter the Effective Date of the Hire action if previous service is unknown.</p> <p>This date cannot be later than the Effective Date of the action.</p> <p>PPS generates the Effective Date of the action as the probationary period start date if a date is not entered for NOACs 100, 101, 140, 141, or 170.</p> <p>If this date is prior to the Effective Date of the Hire action, adjust the date to include any previous service creditable toward the probationary or trial waiting period. Do not adjust this date to include prior periods of nonpay status.</p>
Supervisor/Managerial Position	Instruction
Supv/Mgr Prob Period Reqrd	Click the down arrow to select the applicable value to designate whether the supervisor/manager is subject to a probationary period.
Supv/Mgr Prob Period Date	<p>Enter the applicable date or select a date from the calendar icon when the employee must serve a supervisory probationary period.</p> <p>This date cannot be earlier than the Effective Date of the action.</p> <p>The Supervisor Code must be a 2 (required) when a date is entered in this field.</p>
COOP	Instruction
Salary Share Code	<p>Select the applicable salary share code from the drop-down list. This is the source which shares the employee's salary with the Agency.</p> <p>The salary share amount must be less than the scheduled salary amount.</p>
Coop Overtime Rate	<p>Enter the applicable overtime rate (XXX.XX). This is the hourly overtime rate for a cooperative-type employee when the overtime rate is not based on the basic pay because the cooperator pays part of the overtime.</p> <p>Do not complete this field if the Agency has agreed to pay all of the overtime pay.</p> <p>Do not complete this field for reemployed annuitants.</p>
Coop Share Amt	Enter the applicable amount (XXXXXX.XX). This is the amount paid by a cooperator.
Coop Holiday Rate	<p>Enter the applicable rate (XXX.XX). This is the hourly holiday rate for a cooperative-type employee when the holiday rate is not based on basic pay because the cooperator pays part of the holiday rate.</p> <p>Do not complete this field if the Agency has agreed to pay all of the holiday pay.</p> <p>Do not complete this field for reemployed annuitants.</p>

51. Click the **Probation Dates** link on the Employment Data 2 portion of the tab. The Probation Dates page is displayed.

Figure 21: Probation Dates Page

52. Complete the fields as follows:

Probation Dates	Description
Supervisor/Mgr Probtn Req Cd	Populated from data entered on the Employment 1 tab.
SES Probation End Date	Populated from data entered on the Employment 1 tab.
Supervisor/Mgr Probtn Start Dt	Populated from data entered on the Employment 1 tab.
Supervisor/Mgr Probtn End Dt	Populated from data entered on the Employment 1 tab.
Probation Start Date	Populated from data entered on the Employment 1 tab.
Probation End Dt	Populated from data entered on the Employment 1 tab.

53. Click **OK** and the data is saved. The Hire Employee USF page - Employment 2 tab is displayed.

OR

Click **Cancel** to cancel the entered data. The Hire Employee USF page - Employment 2 tab is displayed.

54. Select the **Benefit Data** tab. The Hire Employee USF page - Benefit Data tab is displayed.

(US Dept of Agriculture)


Favorites | Main Menu > PAR Processing > Hire Employee

Data Control
Personal Data
Job
Position
Compensation
Employment 1
Employment 2
Benefit Data

Empl ID: NEW **Empl Record:** 0

Benefits Data
Find | View All First 1 of 1 Last

***Effective Date:**
Transaction#/Seq
PAR Status: Processed by Human Resources

NOA Code:
Action Type: Hire
Empl Status: Active

FEHB Eligibility

1-Enrolled
 2-Ineligible
 3-Waived
 4-Eligible - Pending
 6-Court Ordered-Enrolled
 7-Court Ordered-Eligible Pend
 8-Court Ordered-Self to Family
 5-Cancelled 9-Terminated

FEHB Date: BT

Thrift Savings Plan Eligibility

Thrift Savings Plan Eligibility Code

[Explanation of Thrift Savings Plan Eligibility Codes](#)

FEGLI

FEGLI Code: Basic only

Living Benefits Living Coverage Amount: **FEGLI Coverage Amt:**
 FEGLI Court Order

Annual Leave

Annual Leave Category: Earn Leave During Pay Period

Annual Leave 45-Day Indicator:

Leave Ceiling Reason:

Pay Allowances

Foreign Lang %: **COLA/Post Differential:**
 Allowance %: **Quarters Deduction Code:**
 Special Employee Code: NOT APPLICABLE **Quarters Deduction Amount:**
 Wage Board Shift Rate Var:

Retirement

Retirement Plan:

Fed Empl Retire Syst Coverage: Fed Empl Retire Syst Prev Cover Ind:

Previous Retirement Coverage:

Annuitant Indicator: Not Applicable

Annuity Commencement Date: BT

Civil Service Retire Syst Frozen Service: **Date CBPO Ret Sch** BT

Civil Service Retire Syst Prev Cover Ind:

[Retirement / Termination Info](#)

EmpowHR-only

Agency Use Field:

Import/Export

Agency Use

Save
Notify
Previous tab
Next tab
Add

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

Figure 22: Hire Employee Page - Benefit Data Tab

55. Complete the fields as follows:

Field	Description/Instruction
Empl Id	Populated when the PAR is saved. This a unique ID assigned by EmpowHR.
Empl Record	Populated from the Data Control tab.
Benefits Data	Description
*Effective Date	Required field. Populated from the Data Control tab.
Transaction #/Seq	Populated from the Data Control tab.
PAR Status	Populated from the Data Control tab.
NOA Code	Populated from the Data Control tab.
Action Type	Populated from the Data Control tab.
Empl Status	Populated from the Data Control tab.
FEHB Eligibility	Description/Instruction
1-Enrolled	Generated by system based on the processing of the Federal Employees Health Benefits (FEHB) form.
2-Ineligible	Used if the employee is not eligible for non-Federal health insurance.
3-Waived	Used when the employee is (1) transferring into the Department or (2) being reemployed without a break in service of more than 3 days and has canceled or waived coverage under prior Federal employment. This code or Code 5-Canceled is used.
4-Eligible-Pending	Used to indicate the employee is eligible for FEHB but has not made an election.
6-Court Ordered-Enrolled	Used when an employee is court-ordered to provide FEHB for family members.
7-Court Ordered-Eligible Pend	Used when court-ordered FEHB is pending family coverage.
8-Court Ordered-Self To Family	Used to indicate a court-ordered change from self-only coverage to family coverage.
5-Canceled	Used when the employee is (1) transferring into the Department or (2) being reemployed without a break in service of more than 3 days and has canceled or waived covered under prior Federal employment. This code or Code 3 is used.
9-Terminated	Distinguishes the difference between an employee who has canceled coverage versus an employee whose coverage is terminated due to nonpay or other reason.

Field	Description/Instruction
FEHB Date	Not used by NFC.
Thrift Savings Plan Eligibility	Instruction
*Thrift Savings Plan Eligibility Code	Required field. Identifies when the employee is eligible to participate in the FERS TSP for FERS, CSRS, Offset, or FSRS employees. Select the applicable data from the drop-down list or select the Explanation of TSP Eligibility Codes to determine the applicable code.
FEGLI	Description/Instruction
FEGLI Code	<p>Enter the applicable FEGLI code that identifies if the employee is eligible to participate in FEGLI as authorized by the SF 2817, Life Insurance Election, or search for the code by clicking the search icon.</p> <p>If eligible, the code indicates whether the employee waived coverage or is covered by basic life only.</p> <p style="text-align: center;">OR</p> <p>The employee has elected coverage under one of the optional insurance plans as well as basic.</p> <p>Enrollment in FEGLI is automatic unless:</p> <p>The employee is appointed to a position or is under a type of appointment or employment which is excluded from coverage by law or regulation.</p> <p>The employee voluntarily waives coverage by completing an SF 2817.</p> <p>The employee previously waived coverage under a prior Federal appointment, and such waiver is still in effect.</p> <p>A previous waiver of coverage is automatically canceled if the employee is reinstated following a break in service of at least 180 days.</p> <p>This must be completed and different than the code on the database for a FEGLI Change action.</p> <p>If the employee has not submitted the SF 2817 to the Agency when the Hire action is ready for processing, select CO because the employee must be considered as being covered by basic life insurance. The action is then processed when the SF 2817 is received in the personnel office, and the employee has either waived coverage or has indicated that he/she wants the optional insurance coverage as well as the regular coverage.</p> <p>Do not complete this for employees with alternating tours of duty who are in an intermittent status as the time of the hire. These employees are not eligible for FEGLI coverage.</p>
Living Benefits	Not used for a hire.
Living Coverage Amount	Not used for a hire.
FEGLI Coverage Amt	<p>Populated based on salary. The amount recorded in this field does not include additional optional insurance coverage amount.</p> <p>The FEGLI coverage amount is required for employees who have not</p>

Field	Description/Instruction
	waived and: Are paid at different rates of pay during the year, and PPS cannot calculate the FEGLI amount. Are paid on a piece basis. Are Federal Wage System (FWS) employees and paid at different rates. Are covered in multiples of \$1000 (i.e., \$10,000 is entered as 0010). Are recipients of an annual salary (if less than \$8,000, then the coverage amount is \$10,000).
FEGLI Court Order	Check the box if Yes .
Annual Leave	Description/Instruction
Annual Leave Category	Select the applicable annual leave category from the drop-down list. This field must be completed for full-time or part-time employees who are eligible to earn annual leave. The category in this field must be compatible with the SCD for leave.
Earn Leave During Pay Period	Indicates the employee earns leave. If the employee does not earn leave during the pay period, remove the check. This field must be completed when the effective date of the hire is not the first or second day of the pay period and the employee has an annual leave category (4 , 6 , or 8). This field must be blank if the Annual Leave Category is 0 .
Annual Leave 45-Day Indicator	Used for employees who are stationed at an overseas foreign post of duty who are entitled to carry over, from one leave year to another, a maximum of 45 days of annual leave accumulation.
Leave Ceiling Reason	Enter the reason the employee is allowed to carry over a higher amount of leave.
Pay Allowances	Instruction
Foreign Lang %	Enter a maximum of two digits to show the percent of knowledge the employee has of a foreign language.
COLA/Post Differential	Indicates the employee is entitled to receive a cost-of-living allowance (COLA) and/or post differential, in addition to the base (scheduled) salary. Change or select data from the drop-down list. Enter the code that identifies which employee is entitled to receive COLA and/or a post differential, in addition to the scheduled salary or select data from the drop-down list. The valid values are as follows: COLA-Commissary/PX COLA-Commissary w/Post COLA-Local Retail COLA-Local Retail w/Pst Diff Foreign Post Diff

Field	Description/Instruction
	None
Allowance %	Enter the applicable percentage.
Quarters Deduction Code	Enter the applicable information or select data from the drop-down list. This field indicates the frequency and taxable status of quarters deductions. The valid values are as follows: None Per Py Prod Ded - Not Tax Exempt Per Py Prod Ded - Tax Exempt Per Pay Day Ded - Not Tax Exempt Per Pay Day deduction - Tax Exempt Transmit Zeros To NFC
Special Employee Code	Identifies when the employee is in a special category of pay processing, not accommodated in any other portion of PPS. Enter the applicable code or search by clicking the search icon.
Quarters Deduction Amount	Used to record the amount deducted from employees who are furnished quarters, utilities, etc. Enter the applicable information.
Wage Board Shift Rate Var	Enter in hours and quarter hours with a decimal separating the whole hours from the quarter hours (XXX.XX) for the variable shift rate for FWS employees.
Retirement	Instruction
Retirement Plan	Enter the applicable plan code for the employee's retirement plan or search by clicking the search icon. <u>Note: To designate an employee as eligible for NAFI, select 5-Other.</u>
Fed Empl Retire Syst Coverage	Select the applicable information from the drop-down list. This field is used to indicate an employee is automatically covered by FERS, has elected coverage under FERS, or does not elect coverage under FERS.
Fed Empl Retire Syst Prev Cov Ind	Indicates the employee has previous FERS service. Check this box if Yes .
Previous Retirement Coverage	Defaults to Never Covered . Select data from the drop-down list to change data. This is the code that identifies whether an employee has, at the time of the most recent appointment into Federal service, had previous retirement coverage.
Annuitant Indicator	Defaults to 9 . Change or search by clicking the search icon. Valid values are: 1-Reempl Ann CS

Field	Description/Instruction
	2-Ret Officer 3-Ret Enlisted 4-Ret Off/Reempl Ann CS 5-Ret Enl/Reempl Ann CS 6-CS No Reduction 7-Ret Off/CS No Reduc 8-Ret Enl/Off/CS No Reduc 9-Not Applicable 0-CSRS Annuitant A-Reempl Ann FE B-Former ANN FE C-Ret Off/Reempl Ann FE D-Ret Off/Former Ann FE E-Ret Enl/Reempl Ann FE F-Ret Enl/Former Ann FE G-No Reduction H-Ret Off/FE-No Reduc J-Ret Enl/FE-No Reduc K-FERS Annuitant
Annuity Commencement Date	Enter the applicable start date of the annuity or select a date from the calendar icon.
Civil Service Retire Syst Frozen Service	Enter the applicable data. This is the total years and months of civilian and/or military service, creditable for calculation as of the SCD for leave, at the time the employee first becomes covered by FICA and CSRS (retirement coverage codes C and E). The first two positions must be 00 through 99 (number of years); last two positions must be 01 through 12 (number of months).
Date CBPO Ret Sch	Not used for a hire.
Civil Serv Retire Syst Prev Cover Ind	Indicates the employee has previous CSRS service. Check this box if Yes .
EmpowHR-only	Instruction
Agency Use	Enter any applicable Agency data.

56. Click **Save**. The information entered on all tabs/pages is now saved.

57. Click **OK** on the popup. The employee ID is created.

Organization Structure Mass Change

The *Org Structure Mass Change* option is reserved for future use.

Update Reports To

The *Update Reports To* option is used to change the employee’s supervisor.

To Modify the Update Reports To Page:

1. Select the *PAR Processing* menu group.
2. Select the *Update Reports To* component. The Update Reports To page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

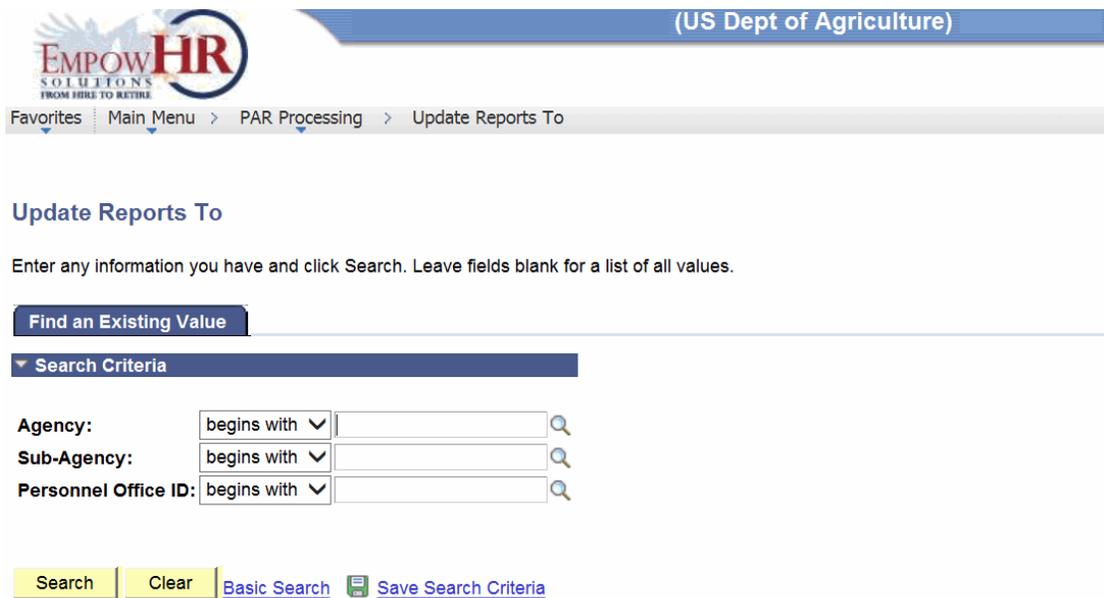


Figure 23: Updates Reports To Page - Find an Existing Value Tab

Note: This information is not sent to NFC.

3. Enter the applicable search criteria.

- Click **Search**. The EmpowHR Reports_To Update page is displayed.



Figure 24: EmpowHR Reports_To Update Page

- Complete the fields as follows:

Field	Description/Instruction
Position	Populated with the employee’s position number based upon the Agency information entered under the Search criteria.
Reports To	Populated with the supervisor’s position number based upon the Agency information entered under the Search criteria.
New Reports To	Enter the new supervisor’s position number or select data by clicking the search icon. When using the search icon, you can select the Position Number, Description, or Name.
Effective Date	Enter the effective date the employee reports to the new individual or select a date from the calendar icon.

- Click **Save** to retain the information.
- Click **Return To Search**.

OR

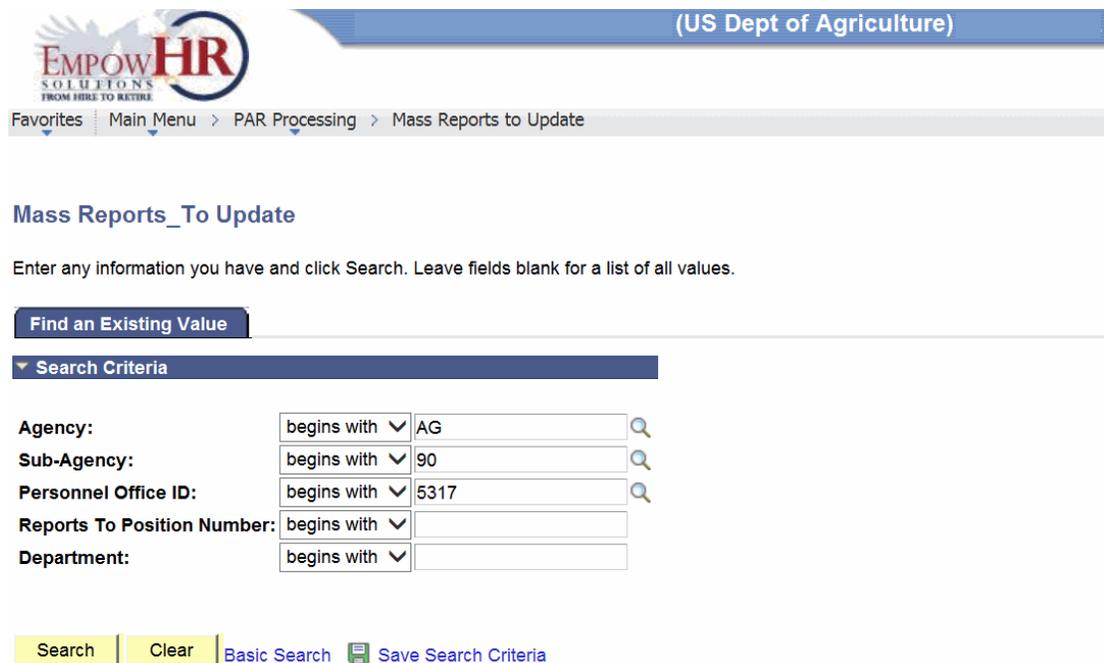
Click **Notify** to send a message to the next individual in the workflow.

Mass Reports To Update

This component allows an individual to change the Reports To from one position to another for multiple employees.

To Access the Mass Reports To Update Page:

1. Select the **PAR Processing** menu group.
2. Select the **Mass Reports To Update** component. The Mass Reports_To Update page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.



The screenshot shows the EmpowHR web application interface. At the top left is the EmpowHR logo. At the top right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > PAR Processing > Mass Reports to Update". The main heading is "Mass Reports_To Update". Below the heading is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. Below that is a "Search Criteria" section with the following fields:

Agency:	begins with	AG	
Sub-Agency:	begins with	90	
Personnel Office ID:	begins with	5317	
Reports To Position Number:	begins with		
Department:	begins with		

At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 25: Mass Reports_To Update Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

- Click **Search**. The EmpowHR Reports_To Update page is displayed.



Figure 26: EmpowHR Reports_To Update Page

- Complete the fields as follows:

Field	Description/Instruction
Position	Populated from the position number from the search page.
Reports to	Populated with the employee name from the search page.
New Reports_To	Enter the position number of the new supervisor or select data by clicking the search icon.
Effective Date	Enter the effective date the change becomes effective or select a date from the calendar icon.

Note: This information is not sent to NFC.

- Click **Save**.

At this point, the following options are available:

Step	Description
------	-------------

Click Return to Search	Returns to the Mass Reports_To Update page - Find an Existing Value tab.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.

Address Processing

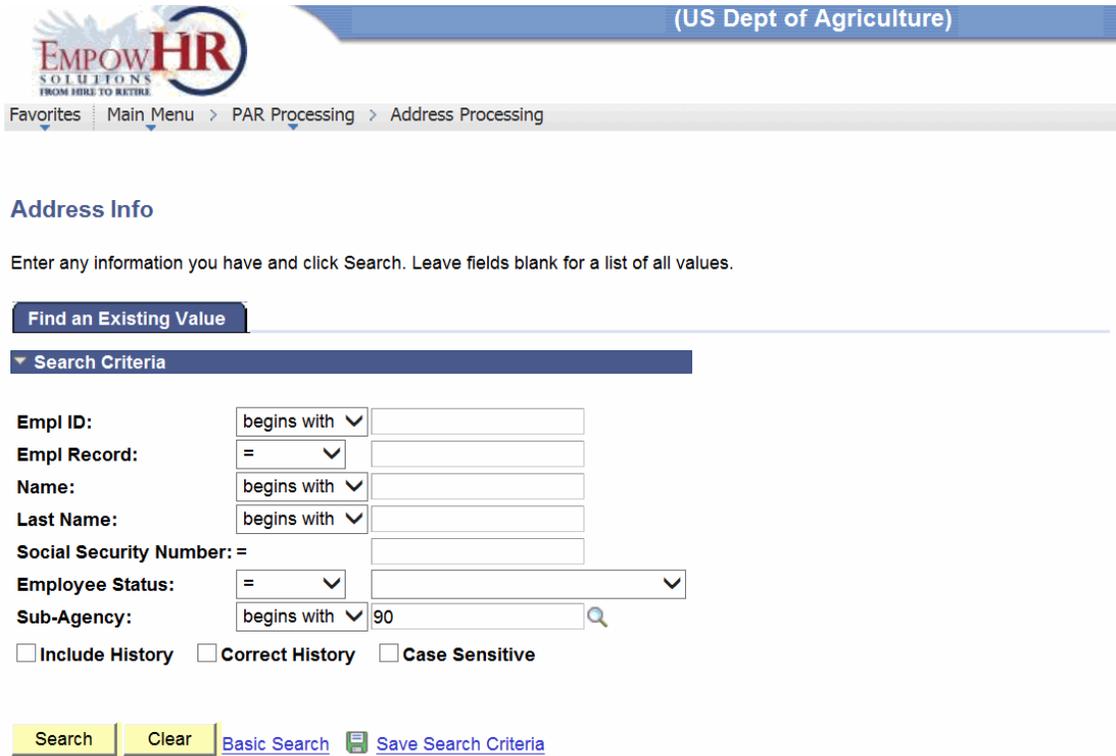
An employee's address information is entered during the Hire process. However, there may be situations that require the employee's address information to change. Address information is sent to NFC.

This address appears on the pages under the most current row.

To Access the Address Data Page:

1. Select the **PAR Processing** menu group.

2. Select the **Address Processing** component. The Address Info page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data to enter or change the applicable information.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

(US Dept of Agriculture)

Favorites | Main Menu > PAR Processing > Address Processing

Address Info

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

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼

Empl Record: = ▼

Name: begins with ▼

Last Name: begins with ▼

Social Security Number: =

Employee Status: = ▼

Sub-Agency: begins with ▼ 90

Include History Correct History Case Sensitive

[Basic Search](#)

Figure 27: Address Info Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

- Click **Search**. The Address Data tab is displayed.

Figure 28: Address Data Tab

- Click **+** to add a new record. This allows the editing of the address.
- Complete or edit the fields as follows:

Field	Description/Instruction
Empl ID	Populated from the search criteria entered.
Address Information	Description
Effective Dt	Defaults to the current date. This is the date the address is valid. The date must be a current or future pay period. Addresses may not be retroactively updated.
Transaction Status	Displays the transaction status.
Record Origin	Displays the source of the address.
Home Address	Description/Instruction
Address 1	Enter the first line of the street address.
Address 2	Enter the second line of the street address, if applicable.
Address 3	Enter the third line of the street address, if applicable.

Field	Description/Instruction
City	Enter the city or select data by clicking the search icon.
State	Enter the two-position alpha State code or select data by clicking the search icon.
Zip Code	Enter the five-digit required ZIP Code. ZIP Codes can be found on TMGT, Table 015. You can also enter the optional ZIP+4 Code in this field.
County	Reserved for future use.
Country	Defaults to USA . You can change the country by clicking the search icon and selecting a different country.
Check Mailing Address (Only enter if not using direct deposit)	Description/Instruction
Address 1	Enter the applicable information.
Address 2	Enter the applicable information.
Address 3	Enter the applicable information.
City	Enter the city or select data by clicking the search icon.
State	Enter the State.
Postal Code - Other	Enter the five-digit required ZIP Code. ZIP Codes can be found on TMGT, Table 015. You can also enter the optional ZIP+4 Code in this field.
County	Reserved for future use.
Country	Defaults to the country of the city.

7. Click the - to delete a record if it was added in error.
8. Click **Save** to save the information.

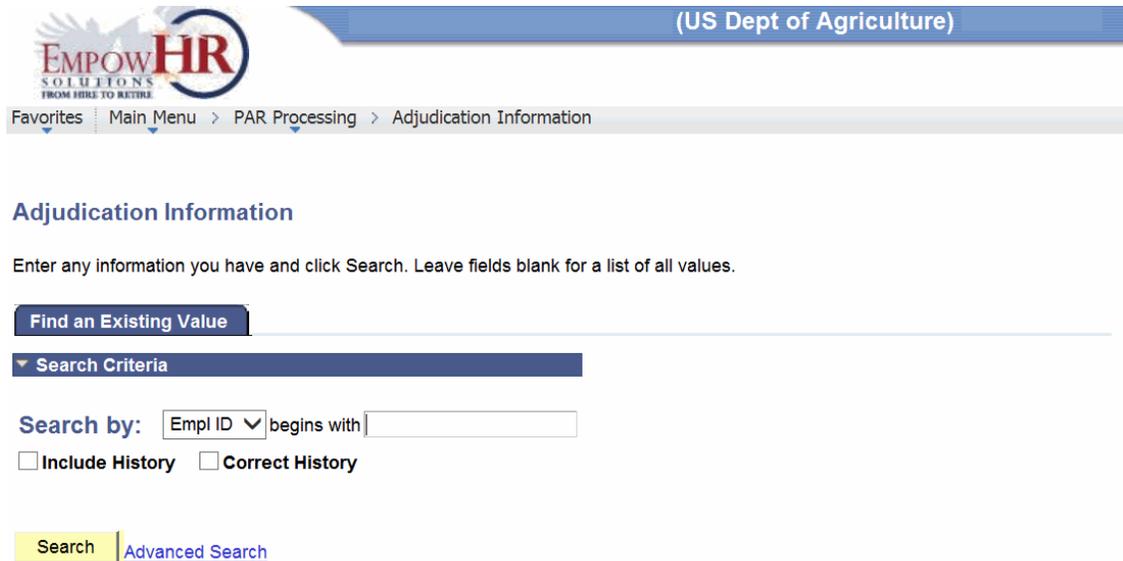
At this point, the following steps are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Adjudication Information

To Access the Adjudication Page:

1. Select the **PAR Processing** menu group.
2. Select the **Adjudication Information** component. The Adjudication Information page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.



The screenshot shows the EmpowHR interface for the US Department of Agriculture. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > PAR Processing > Adjudication Information". The main heading is "Adjudication Information". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. Below that is a "Search Criteria" dropdown menu. The "Search by:" field is set to "Empl ID" with a dropdown arrow, followed by "begins with" and an empty text input field. There are two checkboxes: "Include History" and "Correct History", both of which are unchecked. At the bottom, there is a "Search" button and a link to "Advanced Search".

Figure 29: Adjudication Information Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

- Click **Search**. The Adjudication Information tab is displayed.

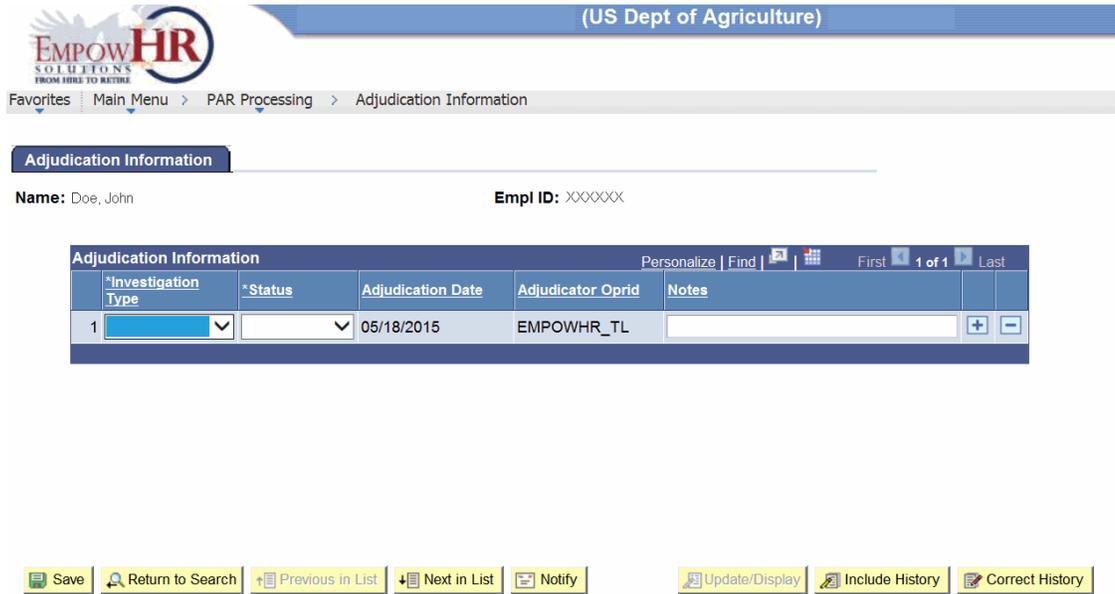


Figure 30: Adjudication Information Tab

- Complete the fields as follows:

Field	Description/Instruction
Name	Populated from the employee ID entered in the search criteria.
Empl ID	Populated from the search criteria entered in the search criteria.
Adjudication Information	Description/Instruction
*Investigation Type	Required field. Select the applicable type of investigation.
*Status	Required field. Select the status of the investigation from the drop-down list.
Adjudication Date	Populated with the current date.
Adjudication Oprid	Populated with the adjudicator operator ID.
Notes	Used to document any notes for the adjudication.

- Click **Save** to retain the information.

At this point, the following options are available.

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.

Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

Schools

To Add or Modify Schools:

1. Select the **PAR Processing** menu group.
2. Select the **Schools** component. The Schools page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

The screenshot shows the EmpowHR interface for the Schools page. At the top right, it says "(US Dept of Agriculture)". The breadcrumb trail is: Favorites | Main Menu > PAR Processing > Schools. Below the breadcrumb is the "Schools" heading. A message says: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under "Search Criteria", there are four search fields: Country, School Code, Description, and State. Each field has a dropdown menu set to "begins with" and a search icon. There is a checkbox for "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

[Find an Existing Value](#) | [Add a New Value](#)

Figure 31: Schools Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The School Table page is displayed.

OR

Select the **Add a New Value** tab. The Schools page - Add a New Value tab is displayed. The information on this page allows the user to add new information.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > PAR Processing > Schools

Schools

Find an Existing Value Add a New Value

Country: USA

School Code:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Figure 32: Schools Page - Add a New Value Tab

5. Enter the new criteria.
6. Click **Add**. The School Table page is displayed.

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > PAR Processing > Schools

School Table

School Code: TEST

*Description: Public Private

Short Description:

Country: USA United States

State: Minority Institution

Save Notify Add Update/Display

Figure 33: School Table Page

7. Complete the fields as follows:

Field	Description/Instruction
School Code	Populated based upon the School Code added on the Add a New Value tab.
*Description	Required field. Enter the name of the school.
Public	Defaults to selected. Deselect if the school is not public.
Private	Select this field if the school is private.
Short Description	Enter a short (abbreviated) name of the school.
Country	Populated based on the search criteria. To change the data enter the abbreviation for the school's country or click the icon to search for the applicable country.
State	Enter the State code or click the icon to search for the applicable State.
Minority Institution	Click this field if the school is a minority institution.

8. Click **Save**. If the user attempts to make another selection before clicking **Save**, an error message will appear.

At this point, the following options are available:

Step	Description
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns to the Add a New Value tab.
Click Update/Display	Returns the user to the applicable page to update the data entered.

LC Initiate PAR

This option is for Library of Congress (LC and LOC) only.

To Initiate a PAR for Library of Congress:

1. Select the *PAR Processing* menu group.

2. Select the **LC Initiate PAR** component. The LC Initiate PAR page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate existing data.

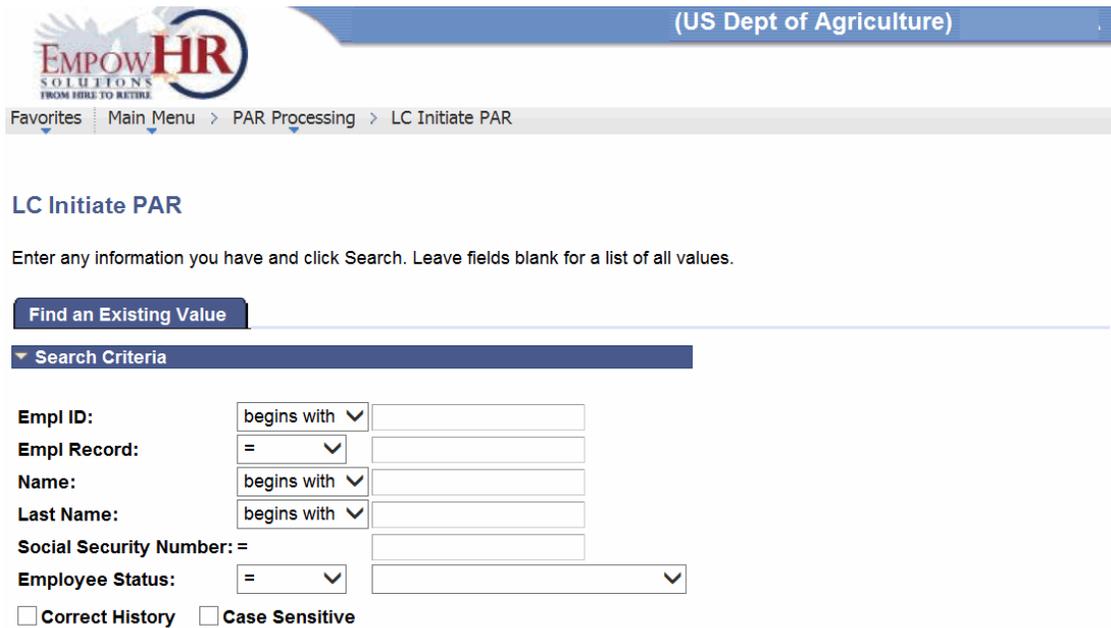


Figure 34: LC Initiate PAR Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Hire Employee USF page - Data Control tab is displayed. For more information on PAR Processing, refer to **HR Processing** (on page 69) in this procedure.

OR

Click **Clear** to clear the search.

LC Approve PAR

This option is for LC only.

To Approve a PAR for LC:

1. Select the **PAR Processing** menu group.
2. Select the **LC Approve PAR** component. The LC Approve PAR page - Find an Existing Value tab is displayed. The information on this page will allow the user to locate existing data.



(US Dept of Agriculture)

[Favorites](#) | [Main Menu](#) > [PAR Processing](#) > [LC Approve PAR](#)

LC Approve PAR

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

Find an Existing Value

▼ Search Criteria

Empl ID:	begins with ▼	<input type="text"/>
Empl Record:	= ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Social Security Number:	=	<input type="text"/>
Employee Status:	= ▼	<input style="width: 100%;" type="text"/>

Correct History Case Sensitive

Search
Clear
[Basic Search](#)
📄
[Save Search Criteria](#)

3. Enter the applicable search criteria.
4. Click **Search**. The Data Control tab - Hire Employee USF page is displayed. For more information on PAR Processing, refer to **HR Processing** (on page 69) in this procedure.

OR

Click **Clear** to clear the search.

Who Has the PAR

To Access the Who Has the Worklist Page:

1. Select the **PAR Processing** menu group.

2. Select the **Who Has the PAR** component. The Who Has the Worklist page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.

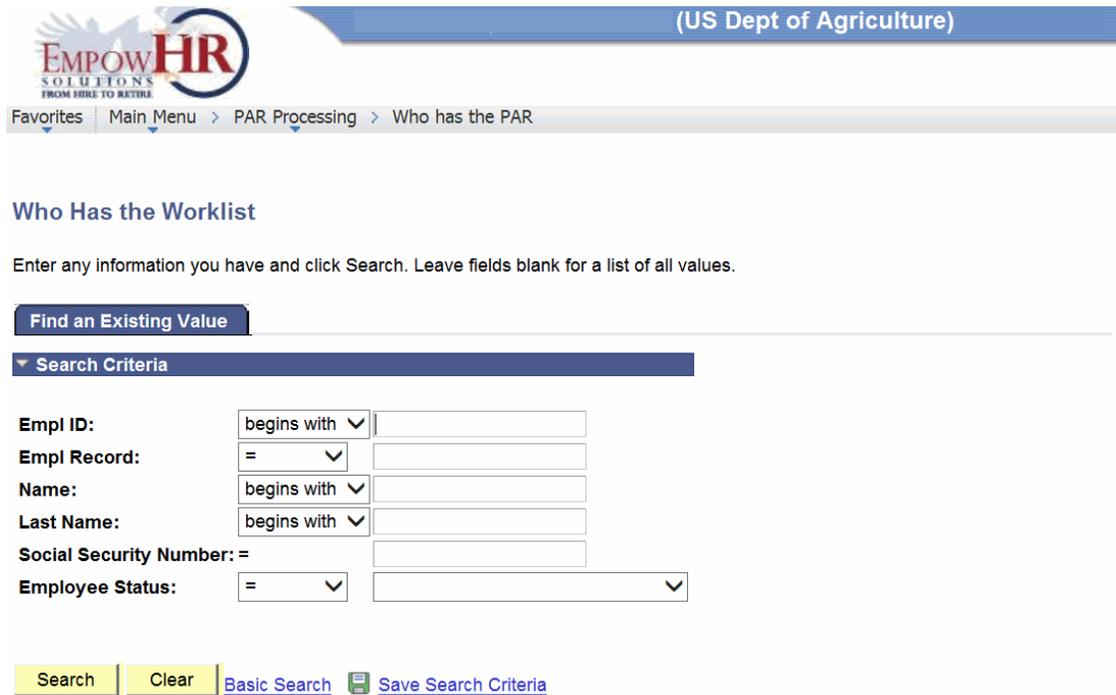
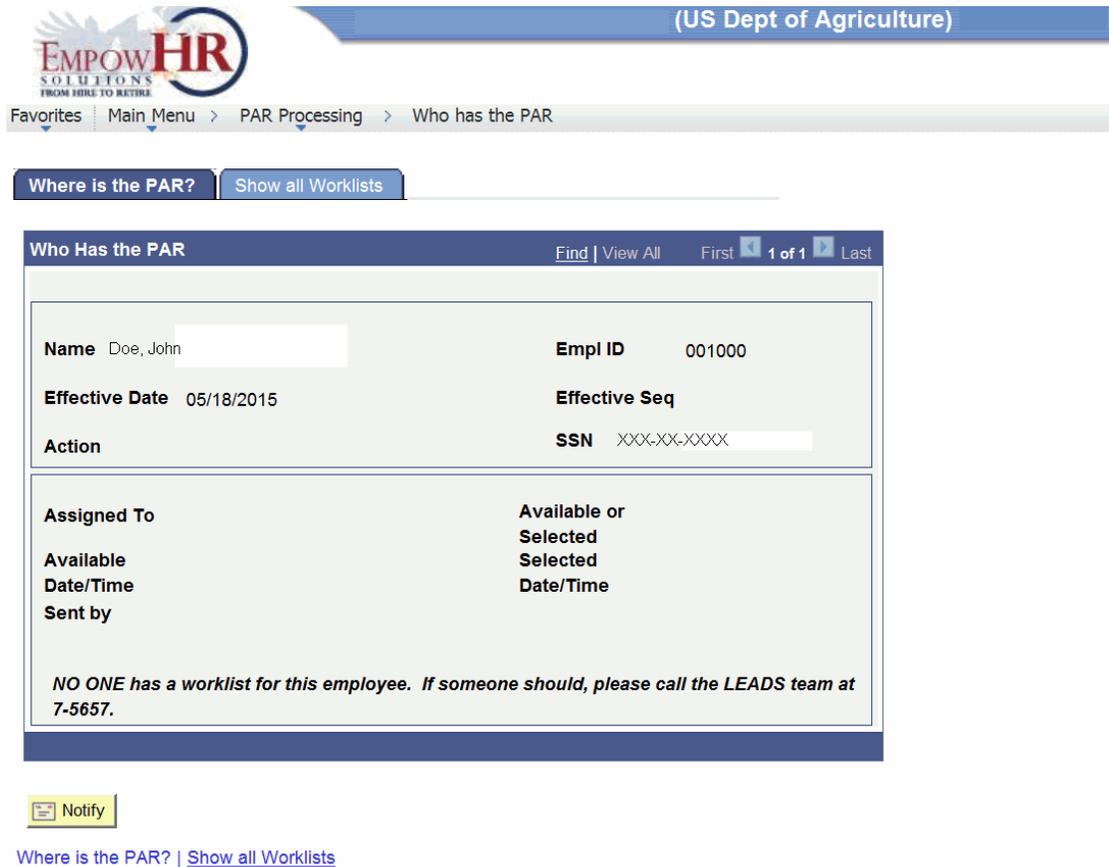


Figure 35: Who Has the Worklist Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Who Has the PAR page - Where Is the PAR? tab is displayed. This is a view-only page that displays the PAR information, who is assigned the PAR, date and time, and the individual that sent the PAR.

OR

Click **Clear** to clear the search.



(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > Who has the PAR

Where is the PAR? | Show all Worklists

Who Has the PAR Find | View All | First 1 of 1 Last

Name Doe, John	Empl ID 001000
Effective Date 05/18/2015	Effective Seq
Action	SSN XXX-XX-XXXX

Assigned To	Available or Selected
Available Date/Time	Selected Date/Time
Sent by	

NO ONE has a worklist for this employee. If someone should, please call the LEADS team at 7-5657.

[Notify](#)

[Where is the PAR?](#) | [Show all Worklists](#)

Figure 36: Who Has the PAR Page - Where is the PAR Tab

5. Select the **Show All Worklists** tab to display the Who Has the PAR page - Show all Worklists tab. This is a view-only page that displays the worklist information.



Figure 37: Who has the PAR Page - Show all Worklists Tab

HR Processing

In PPS, there are several types of Personnel Actions that are processed at any time without regard to effective dates. These action are called Exception Actions. In EmpowHR, these actions must be processed in date order in HR Processing. They cannot be inserted in History Override. Exception actions include the following NOACs:

NOACs	Description
006	Update
730	Detail NTE
731	Ext of Detail NTE
732	Term of Detail NTE

815	Recruitment Incentive
816	Relocation Incentive
817	Student Loan Repayment
825	Separation Incentive
827	Retention Incentive
840	Individual Cash Award RB
841	Group Award-Ch 45
842	Individual Suggestion/Invention Awd
843	Group Suggestion/Invention Award
844	Foreign Language Award
845	Travel Savings Incentives
846	Individual Time-Off Award
847	Group Time-Off-Award
848	Applicant Referral Bonus Award
849	Indiv Cash Award NRB
878	Presidential Rank Award
879	SES Performance Award
885	Lump Sum Perf Pmnt RB-ILP
886	Lump Sum Perf Pay RB-NIL PA
887	Lump Sum Perf Pymnt NRB
889	Group Award-Other
902	App for Pay Purposes Only
906	SCSEP Enrollee
908	Termination
911	YCC Enrollee Appt
922	Detail NTE
923	Ext of Detail NTE

924	Term of Detail
928	Volunteer Accession
929	Volunteer Separation
950	Change in Shift
970	Foreign Language Bonus
972	Applicant Referral Award
973	Lump Sum Retention Allowance
982	Recruitment Incentive (USDA Demo PR)
983	Retention Allowance
984	Share of Equivalent Increase
994	Honorary Award

Exception actions include the following inactive NOACs.

NOACs	Description
872	Time Off Award
874	Gainsharing Award
875	Suggestion Award
876	Invention Award
877	Special Act or Service Award
907	Mainstream Enrollee

For more information see:

Related Content	72
HR Processing Instructions	73
Award Link	76
Bonus Link	82

Related Content

Payroll document(s) and position information are available from the HR Processing page.

The applicable payroll document(s) are available by clicking the triangle in the right-hand corner on the Empl ID field on the HR Processing page - Data Control tab. The position information is available by clicking the triangle in the right-hand corner on the Position field on the HR Processing page - Job tab.

To View the Related Payroll Document(s):

1. On the HR Processing page - Data Control tab, click the triangle in the right-hand corner of the Empl ID field. The HR Processing page - Data Control tab (with a list of available payroll document(s)) is displayed.

Figure 38: HR Processing Page - Data Control Tab

2. Select the applicable payroll document. The applicable payroll document is displayed.

To View the Position Information:

1. On the HR Processing page - Job tab, click the triangle in the right-hand corner of the Position field. The HR Processing page - Job tab (with the Position Information) is displayed.

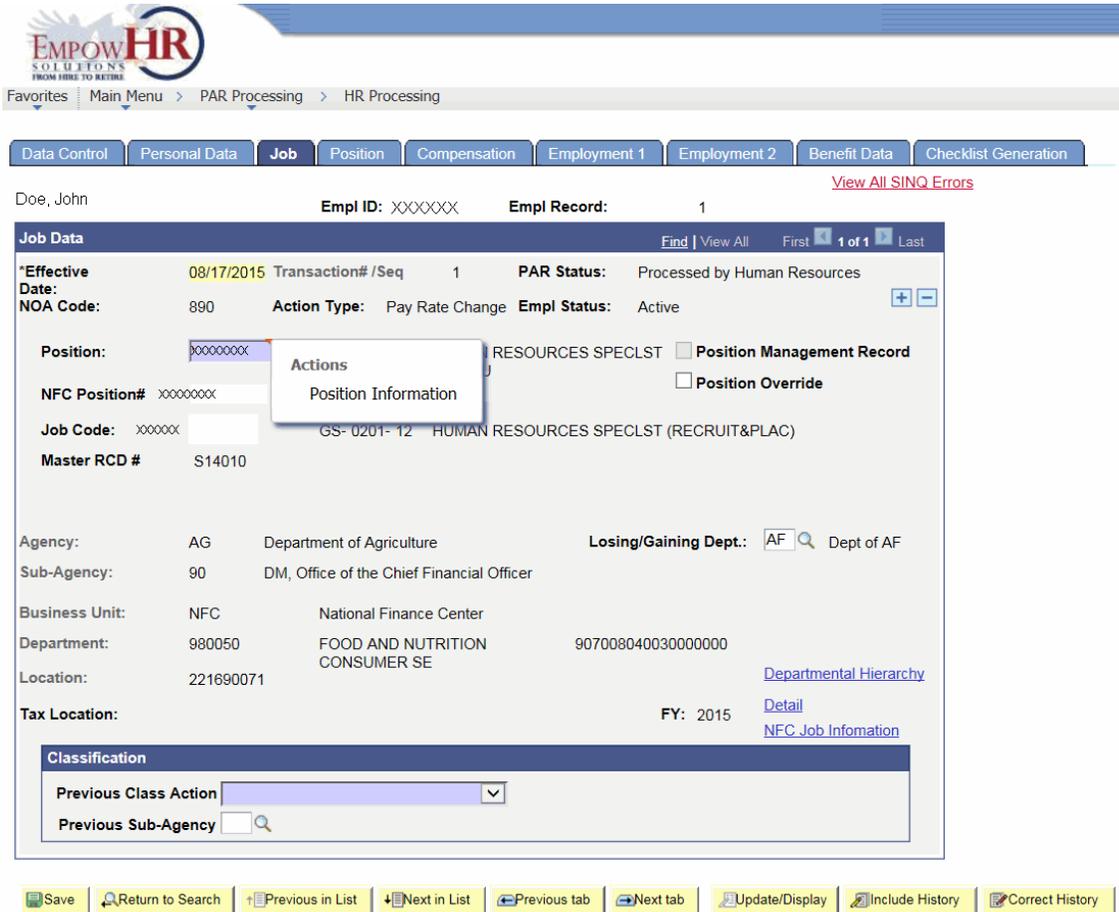


Figure 39: HR Processing Page - Job Tab

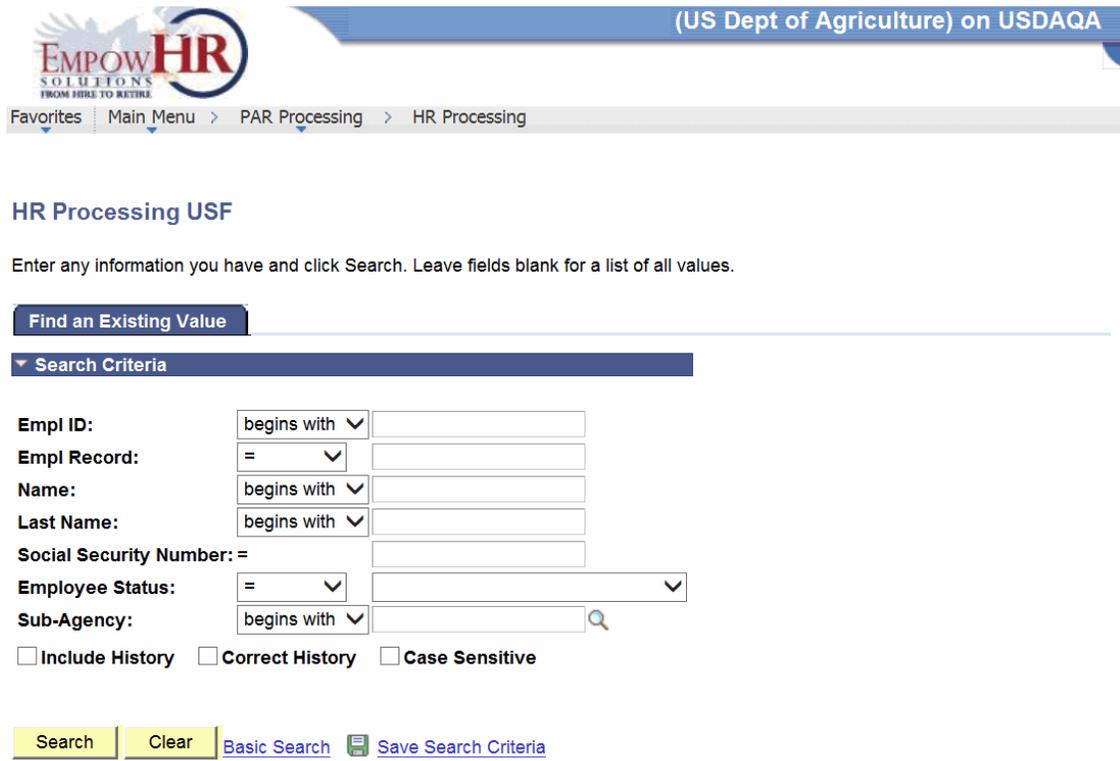
2. Select the Position Information. The applicable Position Information is displayed.

HR Processing Instructions

To Access the HR Processing USF Page:

1. Select the *PAR Processing* menu group.

2. Select the **HR Processing** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.



The screenshot shows the EmpowHR interface for the HR Processing USF page. At the top, there is a navigation bar with the EmpowHR logo and the text "(US Dept of Agriculture) on USDAQA". Below this is a breadcrumb trail: "Favorites | Main Menu > PAR Processing > HR Processing".

The main heading is "HR Processing USF". Below it, a text instruction reads: "Enter any information you have and click Search. Leave fields blank for a list of all values."

The "Find an Existing Value" tab is active. Underneath, there is a "Search Criteria" section with the following fields:

- Empl ID:** begins with [dropdown] [text input]
- Empl Record:** [=] [dropdown] [text input]
- Name:** begins with [dropdown] [text input]
- Last Name:** begins with [dropdown] [text input]
- Social Security Number:** [=] [text input]
- Employee Status:** [=] [dropdown] [text input]
- Sub-Agency:** begins with [dropdown] [text input] [magnifying glass icon]

At the bottom of the search criteria section, there are three checkboxes: Include History, Correct History, and Case Sensitive.

Below the search criteria, there are four buttons: "Search" (yellow), "Clear" (yellow), "Basic Search" (blue), and "Save Search Criteria" (blue with a document icon).

Figure 40: HR Processing USF Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

- Click **Search**. The HR Processing USF page - Data Control tab (for the applicable employee) is displayed.

Figure 41: HR Processing USF Page - Data Control Tab

- Click the **+** to insert a new row.
- Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to NEW for a new hire. When the action is saved, the employee ID displays.
Empl Record	Populated with 0 when adding a new employee. This field cannot be modified. The employee record number is displayed on each page in the hire process.
Data Control	Description/Instruction
Effective Date	Enter the effective date of the action or select a date from the calendar icon. The effective date reflects the effective date of the personnel action. This field is displayed on each page or each tab of the PAR.
Effective Seq	Enter the sequence of the action.
Transaction Status	Defaults to In Progress . The status changes when the PAR is saved, reassigned, etc. The transaction status reflects the status of the

Field	Description/Instruction
	action.
Auth Date	Enter the authentication date of the action or select a date from the calendar icon. Defaults to the current date.
Contact Emplid	Enter the employee ID of the contact person for the hire action.
Action	Select the applicable action to be processed.
PAR Status	Displays the status of the new action. The status changes when the PAR is saved, reassigned, etc.
Reason Code	Describes the reason for the action documented by the PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is selected.
Agency Type	Describes the Agency processing the hire. This field defaults to the owner Agency of the processor.
NOA Code	Enter the NOAC or select the NOAC from the search list for the action to be processed. The alpha description is displayed after the code is entered. Use the GPPA and the 5 CFR to determine the correct NOAC. This field is displayed on each page and tab of the PAR.
Authority (1)	Enter the authority (1) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
NTE Date	Enter the ending date for a temporary action or select a date from the calendar icon. For more information refer to the GPPA and the 5 CFR.
PAR Request #	Enter the SF 52 number/vacancy number.

7. Complete all applicable fields (for the action being processed) on the remaining tabs.
8. Click **Save**. The action is retained with a transaction status of **NFC Ready**.

Note: An NOAC for a resignation must include a forwarding address in remarks.

Award Link

This section explains processing an award.

To Enter an Award:

1. Select the **PAR Processing** menu group.
2. Select the **HR Processing** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.
3. Enter the applicable search criteria.
4. Click **Search**. The HR Processing USF page - Data Control tab is displayed.

OR

Click **Clear** to clear the information entered in the fields.

5. Click **+** to add a new row on the HR Processing USF page - Data Control tab.
6. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to the employee ID of the employee receiving the award.
Empl Record	Populated with the record number of the action. This field cannot be modified. The employee record number is displayed on each page of the action.
Data Control	Description/Instruction
*Effective Date	Required field. Enter the effective date of the action or select a date from the calendar icon. The effective date reflects the effective date of the personnel action. This field is displayed on each page or each tab of the PAR.
Proposed Effective Date	Enter the proposed effective date of the action or select a date from the calendar icon.
Effective Seq	Enter the sequence of the action.
Transaction Status	Defaults to In Progress . The status changes when the PAR is saved, reassigned, etc. The transaction status reflects the status of the action.
*Auth Date	Required field. Enter the authentication date of the action or select a date from the calendar icon. Defaults to the current date.
Contact EmplID	Enter the employee ID of the contact person for the hire action.
*Action	Required field. Select the applicable action to be processed.
PAR Status	Status of the new action. The status changes when the PAR is saved, reassigned, etc.
*Reason Code	Required field. Describes the reason for the action documented by the

Field	Description/Instruction
	PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is selected.
Agency Type	Describes the Agency processing the hire. This field defaults to the owner Agency of the processor.
NOA Code	Enter the award NOAC or select the NOAC from the search list for the action to be processed. The alpha description is displayed after the code is entered. Use the GPPA and the 5 CFR to determine the correct NOAC. This field is displayed on each page and tab of the PAR.
*Authority (1)	Required field. Enter the authority (1) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
NTE Date	Enter the ending date for a temporary action or select a date from the calendar icon. For more information refer to the GPPA and the 5 CFR.
PAR Request #	Enter the SF 52 number/vacancy number.

7. Click the **Award Data** link on the bottom of the HR Processing USF page - Data Control tab.
The Award Data page is displayed.



(US Dept of Agriculture)

Favorites Main Menu > PAR Processing > HR Processing

Award Data

Employee Data						
Empl ID:	001000	Empl Record	0	Effective Date	05/18/2015	11
*Action:	AWD	Award - Monetary				
*Reason Code:	Indiv Time Off Award					
*Authority (1):	999	No Legal Authority Code				
Authority (2):						
*Award Code:	C029	TIME-OFF AWARD HOURS SHOWN IN BLOCK 20				

Award Data			
From Date	<input type="text"/>	To Date	<input type="text"/>
		*Hours	<input type="text"/>

Information Data			
Number of Persons:	<input type="text" value="1"/>	Tang / Intang:	Not Applicable
*Case Number:	<input type="text"/>	First Year Savings:	<input type="text"/>

Payroll Data	
<input checked="" type="checkbox"/> Use Stored Accounting Code	Pay Code
	<input type="radio"/> Pay and/or process to W-2
	<input type="radio"/> For Personnel Action only
Sub-Agency Charged:	<input type="text"/>
Accounting Station Charged:	<input type="text"/>
Accounting Distribution:	<input type="text"/>

Check Mail Address Data	
Address Ind:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Postal Code:	<input type="text"/>

Justification	
<input type="text"/>	

OK Cancel

Figure 42: Award Data Page

8. Complete the fields as follows:

Employee Data	Description/Instruction
Empl ID	Populated from the Data Control tab. This is a unique ID assigned by EmpowHR.
Empl Rcd	Populated from the Data Control tab.
Effective Date	Populated from the Data Control tab.
*Action	Required field. Populated from the Data Control tab.
*Reason Code	Required field. Populated from the Data Control tab.
*Authority (1)	Required field. Populated from the Data Control tab.
Authority (2)	Populated from the Data Control tab, if applicable.
*Award Code	Required field. Defaults based on the Reason Code. Enter the award code or select data by clicking the search icon.
Award Data	Instruction
*From Date	Required field. Enter the beginning date of the award period.
*To Date	Required field. Enter the ending date of the award period.
*Hours *Amount	Required field. Enter the amount of hours (if the award is an hours granted award) or monetary amount (if the award is a monetary award). <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Note: This field will display as either Hours or Amount depending upon the NOAC entered on the Data Control tab and displayed in the Action field. </div>
Information Data	Instruction
Number of Persons	Enter the number of persons receiving the award.
Tang/Intang	Click the down arrow to indicate if the award is based on tangible or intangible benefits.
*Case Number	Required field. Enter the case number.
First Year Savings	Enter the monetary amount of first year savings as a result of implementing the suggestion. This field is required for Tangible Benefits only.
Payroll Data	Instruction
Use Stored Accounting Code	Check the box when stored accounting is used.
Pay Code	Instruction
Pay and/or process to	Select this radio button if the award will pay and should be included on

W-2	the IRS Form W-2, Wage and Tax Statement.
For Personnel Action only	Select this radio button to indicate the personnel action is for documentation only.
Field	Instruction
Sub-Agency Charged	Enter sub-Agency charged for the award or select the sub-Agency by clicking the search icon.
Accounting Station Charged	Enter the four-position accounting station charged for payment or select by clicking the search icon.
Accounting Distribution	Enter the accounting distribution information.
Check Mail Address Data	Description/Instruction
Address Ind	Select the address option.
Address 1	Not available.
Address 2	Not available.
City	Not available.
State	Not available.
Postal Code	Not available.
Justification	Enter the justification for the award.

9. Click **OK** to save the award information entered.

OR

Click **Cancel** to cancel the information entered and return to the Data Control tab.

Bonus Link

This section explains the processing of a bonus.

To Enter a Bonus:

1. Select the **PAR Processing** menu group.
2. Select the **HR Processing** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.
3. Enter the applicable search criteria.
4. Click **Search**. The HR Processing USF page - Data Control tab is displayed.

OR

Click **Clear** to clear the information entered in the fields.

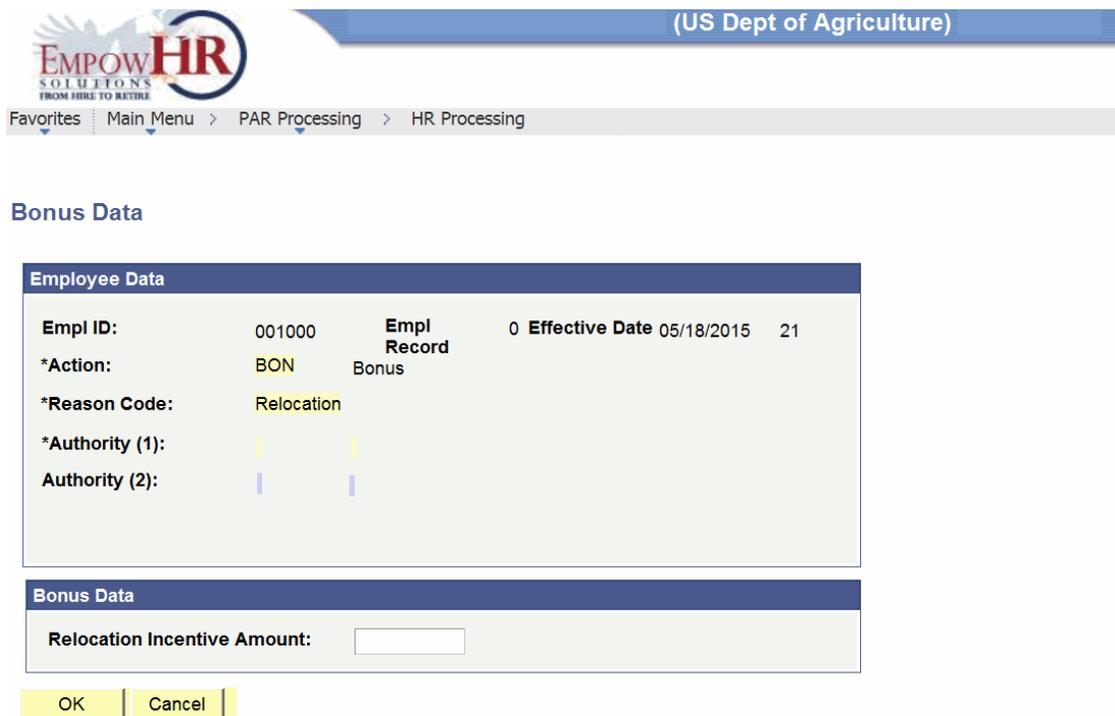
5. Click **+** to add a new row on the HR Processing USF page - Data Control tab.
6. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Defaults to the employee ID of the employee receiving the bonus.
Empl Record	Populated with the record number of the action. This field cannot be modified. The employee record number is displayed on each page of the action.
Data Control	Description/Instruction
*Effective Date	Required field. Enter the effective date of the action or select a date from the calendar icon. The effective date reflects the effective date of the personnel action. This field is displayed on each page or each tab of the PAR.
Proposed Effective Date	Enter the proposed effective date of the action or select a date from the calendar icon.
Effective Seq	Enter the sequence of the action.
Transaction Status	Defaults to In Progress . The status changes when the PAR is saved, reassigned, etc. The transaction status reflects the status of the action.
*Auth Date	Required field. Enter the authentication date of the action or select a date from the calendar icon. Defaults to the current date.
Contact EmplID	Enter the employee ID of the contact person for the action.
*Action	Required field. Select the applicable action to be processed.
PAR Status	Displays the status of the new action. The status changes when the PAR is saved, reassigned, etc.
*Reason Code	Required field. Describes the reason for the action documented by the PAR. Enter the reason or select data by clicking the search icon. The alpha description is displayed after the code is selected.
Agency Type	Describes the type of Agency processing the action. Defaults to Federal .
*NOA Code	Required field. Enter the bonus NOAC or select the NOAC from the search list for the action to be processed. The alpha description is displayed after the code is entered. Use the GPPA and the 5 CFR to determine the correct NOAC. This field is displayed on each page and tab of the PAR.

Field	Description/Instruction
*Authority (1)	Required field. Enter the authority (1) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
Authority (2)	Enter the authority (2) for the NOAC or select data by clicking the search icon. The alpha description is displayed after the code is entered. For more information refer to the GPPA and the 5 CFR.
NTE Date	Enter the ending date for a temporary action or select a date from the calendar icon. For more information refer to the GPPA and the 5 CFR.
PAR Request #	Enter the SF 52 number/vacancy number.

Note: When an applicable Reason Code is entered, the **Bonus** link is highlighted.

- Click the **Bonus Data** link on the bottom of the HR Processing USF page - Data Control tab. The Bonus Data page is displayed.



EMPLOYEE DATA

Empl ID: 001000 Empl Record: 0 Effective Date: 05/18/2015 21

*Action: **BON** Bonus

*Reason Code: **Relocation**

*Authority (1):

Authority (2):

Bonus Data

Relocation Incentive Amount:

OK Cancel

Figure 43: Bonus Data Page

- Complete the fields as follows:

Employee Data	Description/Instruction
Empl ID	Populated from the Data Control tab. This is a unique ID assigned by EmpowHR.

Empl Record	Populated from the Data Control tab.
Effective Date	Populated with the date of the award from the Data Control tab.
*Action	Required field. Populated with the bonus type from the Data Control tab.
*Reason Code	Required field. Populated with the description that corresponds with the bonus type from the Data Control tab.
*Authority (1)	Required field. Populated from the Data Control tab.
Authority (2)	Populated from the Data Control tab, if applicable.
Bonus Data	Instruction
Student Loan Amount/Relocation Incentive Amount/Recruitment/Retention Incentive Amount	Enter the award amount. The fields reflected on the Bonus Data section of the Bonus page will vary depending on the NOAC entered.

9. Click **OK** to save the information entered.

OR

Click **Cancel** to the cancel the information entered and return to the Data Control tab.

Rollback

To change or delete a current applied action or History Override package, the action must be removed from PPS prior to the running of the Payroll Computation System (PAYE); this process is known as a rollback. A rollback removes all personnel actions applied to the database during the current processing pay period. It also removes the payroll documents that apply after the personnel action applied. When the process is complete, these actions are no longer displayed on IRIS screens.

Single actions in EmpowHR that applied in the current processing pay period may be rolled back two different ways:

- HR Processing
- Correct Applied

In EmpowHR, actions contained in the current processing pay period may be rolled back two different ways:

- HR Processing
- History Override Correct Applied

A rollback for an award removes the personnel action from the Payroll/Personnel Database, but not the award payment processed through the Adjustment Processing System (ADJP). A written request submitted through the Web-based Special Payroll Processing System (SPPS Web) is required to delete the award payment from ADJP.

Rollback actions set up in HR Processing are reflected on the Worklist as unapplied suspense actions. The data can be changed or the action is deleted.

To Manually Roll Back an Action in HR Processing:

1. Select the **PAR Processing** menu group.
2. Select the **HR Processing** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to roll back an action.
3. Click **Correct History**.
4. Click **Search**. A message is displayed.
5. Click **OK**. The HR Processing USF page - Data Control tab is displayed with the Rollback Indicator check box.
6. Click the **Rollback Indicator** box.
7. Click **Save**. The Transaction Status displays **NFC Ready**.

The following day, the action displays on the Worklist as **Not Applied**. If the action is not corrected or deleted, it remains on the Worklist.

Note: Payroll documents that are applied after the PAR applied, roll back when the PAR is rolled back. The documents are in a **Not Applied** status and are displayed on the Worklist.

To Roll Back a Package that Has Already Applied (Resetting a Package):

1. Select the **PAR Processing** menu group.
2. Select the **HR Processing** component. The HR Processing USF page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to perform the action.
3. Click the **Rollback Indicator** box. EmpowHR will send an indicator to PINE to indicate that a rollback should occur.

Correct 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 Bi-weekly Examination Analysis and Reporting System (BEAR) processes are completed, the current actions are moved to history and are reflected in the applicable IRIS 5XX program.

The Correct Applied Action component allows users to change any applied action in the current processing pay period until the employee's salary for the pay period is calculated by PAYE. Only the fields applicable to the applied nature of action can be modified.

To Correct an Applied Action:

1. Select the **PAR Processing** menu group.
2. Select the **Correct Applied Action** component.
3. The Correct Applied Action page - Find an Existing Value tab is displayed. The information on this page allows the user to locate existing data.
4. Enter the applicable search criteria.
5. Click **Search**. A popup appears containing information about changing actions.

OR

Click **Clear** to clear the information entered in the fields.

6. Click **OK** to continue to the Correct Applied Action page - Data Control tab.

OR

Click **Cancel** to return to the Find an Existing Value tab.

7. Change the data on the various tabs.
8. Click **Save** after all PARs are updated.
9. Click **OK** when the confirmation popup appears. EmpowHR will create a rollback to remove the originally applied PAR and replace it with the corrected PAR.

History Override

The **History Override** component allows users to correct personnel history data. History override allows the correction and cancelation of personnel actions which exist in the employee's personnel history, as well as the entry of late, newly required, and replacement personnel actions in the employee's personnel history.

PPS allows historical data corrections during the processing pay period until the employee is paid. After the employee is paid, historical data corrections are not processed until the following pay period. History actions are processed as a package and edited by PINE. If one action in the history package fails the edits, all actions in the history package are in suspense until the erroneous action is corrected.

ADJP automatically adjusts an employee's pay record for retroactive actions effective within the last 25 pay periods. If a correction or cancelation action is processed that affects the employee's salary data, retirement coverage, COLA, post differential, or quarters deductions rate, the system automatically disburses or collects (in accordance with the Debit Collection Act), as appropriate.

When the adjustment period exceeds 25 pay periods, each Agency involved must enter or submit a request in SPPS Web.

Applied history override packages must go through two passes of PINE and two passes of ADJP to assure all adjustments are processed. Packages that apply prior to the running of two passes of PINE and ADJP are not adjusted until the subsequent pay period. The employee receives the adjusted pay for the current pay period in the processing pay period and all other adjustments are paid the following pay period. This must be factored into the process when a request for manual payment for monies is needed beyond the automated 25 pay period cycle.

A history override package contains one or all of the following:

- Correction
- Cancelation
- Insert new action

All packages have a Starting action. When there is more than one action, all other actions are intervening. The Starting action identifies where the process begins and the Intervening action identifies all the actions included in the package. When a package is completed, select **Release Package** on the History Correction page and click **Save** to mark the record **NFC Ready**.

EmpowHR does not allow the the Release of a history override package for an active employee after the employee is paid. The package can be released after the first pass of PINE for the next pay period (i.e., PAYE generally runs Thursday evening and the first pass of PINE is the following Monday).

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 PPS for additional editing.

EmpowHR is automatically updated to reflect applied statuses when actions pass all the edits. When an action fails the editing process, all actions in the package fail, and error messages are returned for correction. The validation of applied actions and the correction of suspended actions are made though the Worklist. All errors must be corrected before the package will apply. The

package must apply in PPS for the changes to be considered official. After the package applies, the data in EmpowHR should be compared to the personnel history data in PPS.

No exception action can be inserted in a history correction package. Only certain exception actions can be corrected or canceled.

The following 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 canceled through History Override:

- 815 Recruitment Incentive (BON, NFC, AWD)
- 816 Relocation Incentive (BON, NFC, AWD)
- 825 Separation Incentive (AWD, BON, NFC)
- 840 Individual Cash Award RB (AWD, NFC)
- 841 Group Award-Ch 45 (AWD, NFC)
- 842 Individual Suggestion/Invention Awd (AWD, NFC, AWH)
- 843 Group Suggestion/Invention Award (AWD, NFC, AWH)
- 844 Foreign Language Award (AWD, NFC)
- 845 Travel Savings Incentives (AWD, NFC)
- 846 Individual Time-Off Award (AWD, AWH, NFC)
- 847 Group Time-Off-Award (AWD, AWH, NFC)
- 848 Applicant Referral Bonus Award (AWD, NFC)
- 849 Indiv Cash Award NRB (AWD, NFC)
- 878 Presidential Rank Award (NFC, AWD)
- 879 SES Performance Award (NFC, AWD)
- 886 Lump Sum Perf Pymnt RB-NILPA (RB-NIL) (AWD, NFC)
- 887 Lump Sum Perf Pymnt NRB (NRB) (AWD, NFC)
- 889 Group Award-Other (AWD, NFC, PAY)
- 970 Foreign Language Bonus (AWD, BON, NFC)
- 972 Applicant Referral Award (IRS Only) (NFC)
- 973 Lump Sum Retention Allowance (IRS Only) (NFC)

- 998 Transfer to New Enrollment Provider

The following NOACs are active exception actions that cannot be corrected or canceled in History Override:

- 006 Update (NFC)
- 730 Detail NTE (DET, NFC, EXT, REH)
- 731 Ext of Detail NTE (DET, NFC, EXT, EDT)
- 732 Term of Detail NTE (DET, NFC, TER, XFR, TDL, EDT)
- 817 Student Loan Repayment (BON, NFC, PAY)
- 930 Detail NTE (effective PP20 of 2010) (DET, NFC)
- 931 Ext of Detail NTE (effective PP20 of 2010) (EXT, NFC)
- 932 Term of Detail (effective PP20 of 2010) (DET, EDT, NFC)
- 982 Recruitment Incentive (USDA Demo PR) (NFC, BON, PAY)
- 983 Retention Allowance (USDA Only) (NFC, BON)
- 984 Share of Equivalent Increase (NFC)
- 998 Transfer to New Payroll Provider (NFC)

The following NOACs are inactive exception actions that cannot be corrected or canceled 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 (effective PP20 of 2010) (NFC, DET, REH, EXT, TDL, EDT)
- 978 Mass Change Detail (effective PP20 of 2010) (NFC, MSC, XFR)

To Start a History Correction Package:

1. Select the **PAR Processing** menu group.
2. Select the **History Override** component. The History Override page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to correct a historical action.

3. Click **Search**. The History Correction Creation page - History Correction Creation tab is displayed.
4. Click **Yes** to proceed with the history correction package.

OR

Click **No** to return to the History Override page - Find an Existing Value tab.

For more information see:

Correct/Cancel a Historical PAR	91
Insert a Historical PAR	93
Change an Applied History Override Package	93

Correct/Cancel a Historical PAR

The History Override component allows users to cancel a personnel action. When an action is canceled, you should consider the status of the position. The permanent position of the employee must be established in the Position Management System Operations (PMSO). For example, if a cancellation to a separation is processed for an employee whose job was abolished, the position must be established in PMSO and EmpowHR.

A cancellation rescinds an earlier action that was improper, that was proper but contains references to an improper action, or that contains remarks that are inappropriate or erroneous and should not have been documented. The following are examples of situations in which a cancellation is necessary:

- A decision orders an action to be rescinded, withdrawn, or expunged.
- An appointing officer determines an action should never have occurred. For example, a WRI to a General Schedule (GS)-5/5 was processed when an employee has completed only 52 weeks of service at a GS-5/4 instead of the required 104 weeks.
- An employee requests reconsideration of a negative WRI determination, and the negative determination (documented with 888/Denial of WGI) is overturned.
- An appointment is void because there is an absolute statutory bar to it or because the employee is guilty of fraud in regard to the action or deliberately misrepresented or falsified a material matter.
- A change in tenure group, annual comparability pay adjustment, and realignment actions show an employee to be at a GS-5 when a change to a lower grade from a GS-6 to a GS-5 is canceled (canceled actions must be replaced with actions showing an employee to be at a GS-6).

- A resignation SF 50 for an employee who is serving an initial appointment probationary period shows "Agency finding: Resigned after receiving written notice of pending separation due to misconduct." Since the appointment does not afford appeal rights, no "Agency finding" or reasons may be placed on their resignation. The canceled actions must be replaced with one from which the "Agency finding" is deleted.

To Correct/Cancel a History PAR Action:

1. Select the **PAR Processing** menu group.
2. Select the **History Override** component. The History Override page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to cancel an applied action.
3. Click **Search**. The History Override Creation page is displayed.
4. Click **Yes** to continue. The History Correction page - History Correction tab is displayed.

Ensure all EmpowHR history actions match IRIS Programs IR522, PERHIS SF 50B Data Elements, and IR525, PERHIS Personnel Actions Summary, including effective and authentication dates. When the canceled action is effective within the last 26 pay periods, the history correction package must start with the action preceding the canceled action to assure ADJP makes the appropriate adjustments. For example: If a WRI is generated for an employee and it is later determined that the WRI was denied and was not supposed to be processed, a history correction package must be created. Since the history correction package must start with the preceding action, this package should start with the action that occurred before the WRI.

5. Select **Starting** from the drop-down list. All appropriate actions above the starting action are automatically populated with a Package Position of **Intervening**.
6. Change the WIP Status on the intervening actions that need to be corrected to **COR (corrected)** or **CAN (canceled)** for all actions to be removed from the employee's record.
7. Enter the applicable cancelation authority or select data from the search icon in the Cancel Auth 1 field for all canceled actions.
8. Modify all Intervening actions as applicable.
9. Change the History Override Package Status to **Release Package**
10. Click **Save**. All corrected transactions are marked **NFC Ready**.
11. Click **OK**.

Insert a Historical PAR

When a newly required or replacement action is entered in History Override, all subsequently processed actions (except for "exception" actions) are included in the package. The inserted action and all subsequent actions must be reviewed and updated.

A newly-required action is one required as a result of a decision or a cancelation. For example, a change to lower grade is canceled, thus returning an employee to their prior grade. If the employee had remained in the proper grade and would have received a WRI, the action to document the WRI is the newly-required action.

A replacement action is one that takes the place of a canceled SF 50 when:

- Another action is substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension).
- The original action contained erroneous information and/or inappropriate remarks but was otherwise a valid action.
- The original in some way reflected the effects of another personnel action that was also canceled (for example, a FEGLI change that reflects a wrong grade because a previous change to lower grade was canceled).

The ***History Override*** component allows users to insert a personnel action into history. Select the earliest action as the starting action, then correct the subsequent action(s) in the history package. The subsequent actions are marked as Intervening actions.

When the earliest action is the inserted action, start the package with a correction to the action prior to the effective date on the inserted action. This is necessary to assure ADJP adjusts all pay periods (up to 26) covered by the history correction.

Change an Applied History Override Package

The ***History Override*** component allows users to change data or actions in a history correction package that applied in the current processing pay period and send the package back through PINE for processing. Users can verify the changes on all actions throughout the IRIS screens.

To Correct an Applied History Correction Package:

1. Select the ***PAR Processing*** menu group.
2. Select the ***History Override*** component. The History Override page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to correct a historical action.
3. Click **Search**. The History Override Creation page is displayed.

4. Click **Yes**. The History Correction page is displayed.
5. Select **Starting** from the Package Position drop-down list. All appropriate actions above the starting action are automatically populated with a History Correction status of **Intervening**.
6. Change the WIP Status on the intervening actions that need to be corrected to **COR (corrected)** or **CAN (canceled)** for all actions to be canceled.
7. Enter the applicable cancelation authority or select data from the search icon in the Cancel Auth 1 field for all canceled actions.
8. Modify all Intervening actions as applicable.
9. Change the History Correction Status to **Release History Correction Package**
10. Click **Save**. All corrected transactions are marked **NFC Ready**.
11. Click **OK**. EmpowHR will create a rollback indicator.

Error Editing

EmpowHR performs certain front-end edits that emulate select PINE edits for Document Type 060, Personnel Actn. Below is a list of these messages:

- 054 The data entered in the 1st NOA Code field indicates the data entered in the Special Employment Programs field must be 59 (if NOAC is 170 or 570 and Auth is J8M). The Special Employment Pgms Code must be 59 or 9E.
- 088 When the SCD-Leave is less than 3 years from the effective date of the processing personnel action, the Annual Leave Category must be **4**. When the SCD-Leave field is more than 3 years but less than 15 years from the effective date of the processing personnel action, the Annual Leave Category must be **6**. When the SCD-Leave field is more than 15 years from the effective date of the processing personnel action, the Annual Leave Category must be **8**.
- 165 When a date is entered in the NTE field, data entered in the Type of Appointment field must be one of the following codes: 03 (Competitive-Indefinite or Taper), 04 (Competitive-Temporary or Special Need), 08 (Excepted-Indefinite), 09 (Excepted-Temporary). If the data entered in the NOAC is:
- a career-conditional or reinstatement career-conditional appointment
 - a career-excepted assignment conditional appointment
- 179 The Type of Appointment must be Competitive-Career, SES Career when the first NOAC is:
- a career or conversion to a career appointment
 - a reinstatement career or conversion to reinstatement appointment. The Type of Appointment must be Competitive-Career-Conditional when the first NOAC is:
 - a career-conditional or reinstatement career-conditional appointment
 - a career-excepted assignment conditional appointment

- 221 Tenure 0 - Type of Appointment must be 04 or 09. When the Tenure Group is "Not in a Retention Group," the Type of Appointment must be "Competitive-Temporary, Special Need" or "Excepted-Temp, SES Time-Limited."
- 222 Tenure 1 - Type of Appointment must be 01 or 06. When the Tenure Group is "Group I", the Type of Appointment must be "Competitive-Career, SES Career" or "Excepted-Permanent, SES Non-Career."
- 223 Tenure 1 - SCD Probationary Period Start Date Cannot Be Present. When the Tenure Group is "Group I", the Probationary Period Start Date cannot be present.
- 224 Tenure 1 - Career Tenure Date Cannot Be Present. When the Tenure Group is "Group I," the Career Tenure Date cannot be present.
- 225 Tenure 2 - Type of Appt Must Be 01, 02, 06, or 07. When the Tenure Group is "Group II", the Type of Appointment must be: "Competitive-Career", "Competitive-Career-Conditional", "Excepted Permanent, SES-Non-Career", or "Excepted-Conditional."
- 227 Tenure 2 - Career Tenure Date must be present. When the Tenure Group field is "Group II" and the Type of Appointment field is "Competitive-Career-Conditional", there must be a Career Tenure Date.
- 281 The Grade Entry Date cannot be later than the Effective Date.
- 319 Special Employee codes 45 and 46 are limited for use by Forest Service (Sub-Agency 11). When the Special Employee Code is 45 or 46. The following data is required:
- Plan field must equal AD
 - Grade and Step must both equal 00
 - Occupational Series must equal 0000
 - FEGLI Code field must equal A
 - FEHB Eligibility must equal 2
 - FLSA must equal E when the processing personnel action is an accession and the Special Employee Code is 45, the first NOAC must equal 911. When the processing personnel action is an accession and the Special Employee Code field is 46, the 1st NOA Code field must equal 906 or 907.
- 340 When the data is entered in the Quarters Deduction Amount field, the data entered in the Quarters Deduction Code field must equal one of the following:
- Per day deduction-tax exempt
 - Per day deduction-not tax exempt
 - Per pay period-tax exempt
 - Per pay period-not tax exempt
- 375 When the Uniform Service Status is:
- 4) Retired Military-Regular
- OR**
- 5) Retired Military-Nonregular
- the Military Service End Date must be entered.
- 405 The data entered in the SCD-WGI field cannot occur later than the Effective Date.
- 411 The SCD-WGI Date field is required when the employee is not in the top (last) step of the

grade.

- 507 When a date is entered in the SPVR/MGRL Prob Period Date field, the Supervisor Level must be "Supervisor", Code 2.
- 549 When a TSP date is entered, the Retirement Plan must be one of the following FEHB Retirement Coverage Codes: I, K, L, M, N, P.
- 598 The Previous Class Action field provides a status for the position an employee is vacating. The Previous Class Action field must be blank when the employee did not move to a new position.
- 599 The Previous Class Action field provides a status for the position an employee is vacating. When the employee moves to a new position, the Previous Class field must be on the following:
- Inactive position

OR

- Leave position vacant/active
- 827 When NOAC 916, Court Ordered FEHB Change is processed with Authority BEG, the FEHB Eligibility must be one of the following:
- 6-court ordered-enrolled
 - 7-court ordered-eligible pend
 - 8-court ordered-self to family

When canceling NOAC 916 with Authority END, the FEHB Eligibility must also be one of the following:

- 6-court ordered-enrolled
 - 7-court ordered-eligible pend
 - 8-court ordered-self to family
- 850 Enter the factor used to determine the amount of Government FEHB contributions for part-time employees who, if in a full-time position, would work 80 hours during biweekly pay period (the amount considered as full-time employment for most positions). If the comparable full-time position requires the employee to work a tour of duty other 80 hours per biweekly pay period, or if the employee is paid a monthly or semimonthly basis, divide the actual number of hours or days the employee is scheduled to work on the part-time schedule by the number of hours or days required for a full-time employee in the same position. The data in the Variable FT Reg Tour of Duty should be 008000.
- 857 Enter the factor used to determine the amount of Government FEHB contributions for part-time employees who, if in a full-time position, would work 80 hours during biweekly pay period (the amount considered as full-time employment for most positions). If the comparable full-time position requires the employee to work a tour of duty other than 80 hours per biweekly pay period, or if the employee is paid on a monthly or semimonthly basis, divide the actual number of hours or days the employee is scheduled to work on the part-time schedule by the number of hours or days required for a full-time employee in the same position. The data in the Variable FT Reg Tour of Duty should be 008000.

Update NFC Flags

This option allows a change to the Transaction Status code that displays on a PAR.

To Access the Update NFC Flags Page:

1. Select the **Par Processing** menu group.
2. Select the **Update NFC Flags** component. The Update NFC Flags page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to change the transaction status.

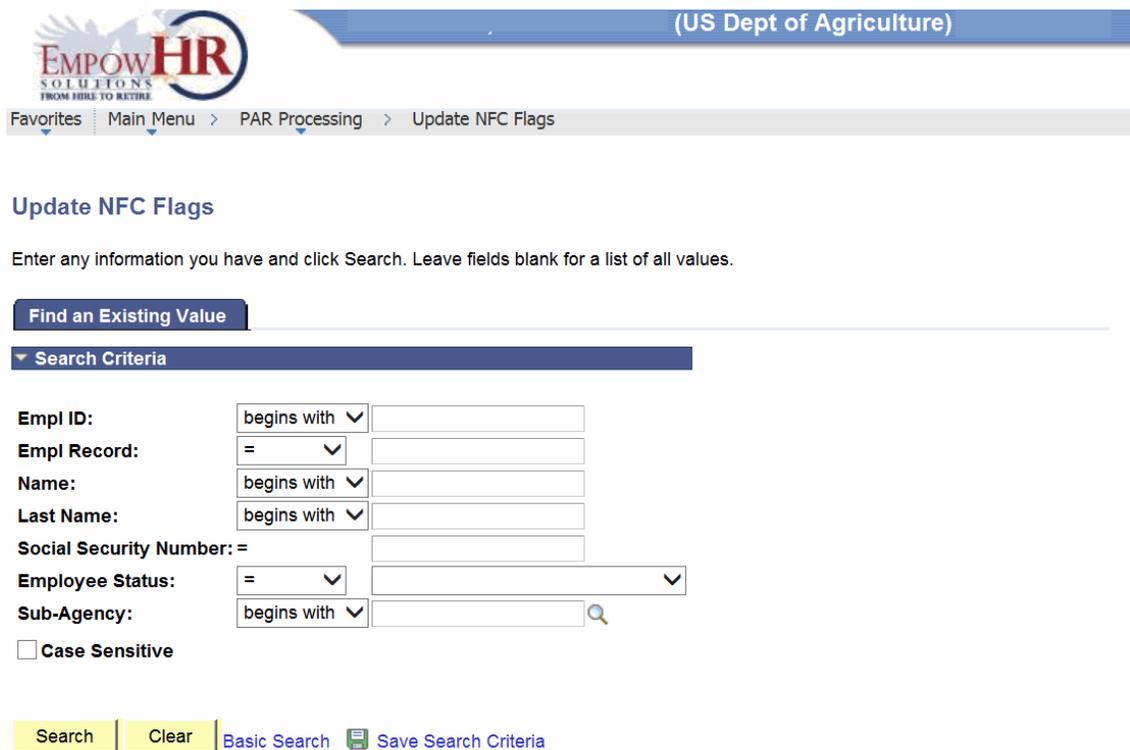
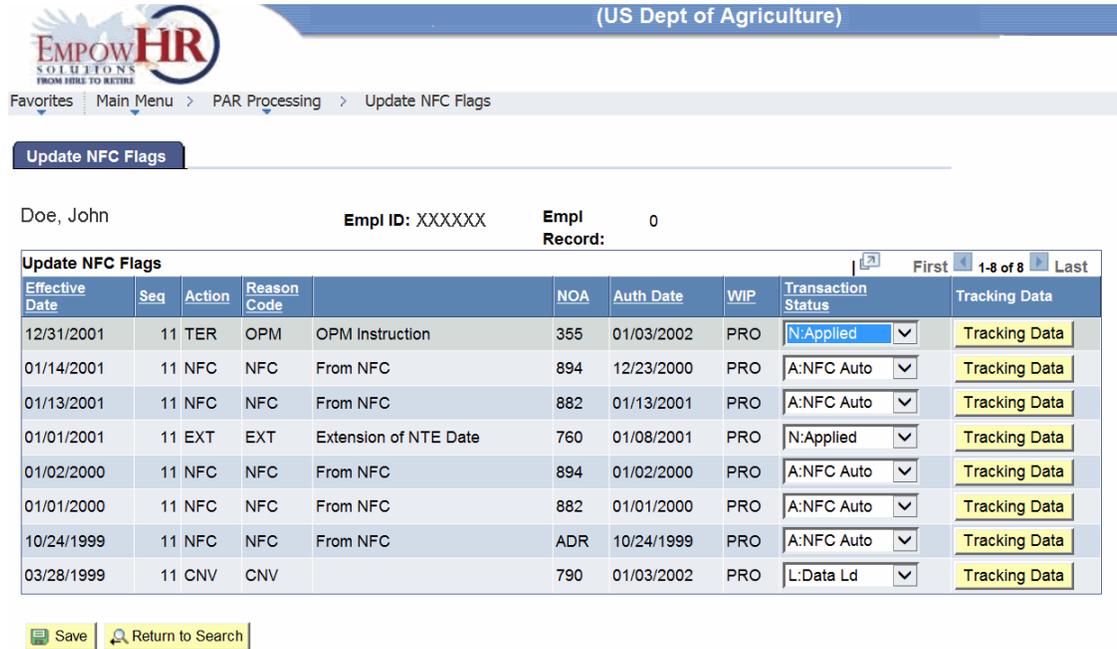


Figure 44: Update NFC Flags Page - Find an Existing Value Tab

3. Click **Search**. The Update NFC Flags tab is displayed.

OR

Click **Clear** to enter another employee ID.



(US Dept of Agriculture)

Favorites | Main Menu > PAR Processing > Update NFC Flags

Update NFC Flags

Doe, John Empl ID: XXXXXX Empl Record: 0

Effective Date	Seq	Action	Reason Code	NOA	Auth Date	WIP	Transaction Status	Tracking Data
12/31/2001	11	TER	OPM	OPM Instruction	355	01/03/2002	PRO	N:Applied
01/14/2001	11	NFC	NFC	From NFC	894	12/23/2000	PRO	A:NFC Auto
01/13/2001	11	NFC	NFC	From NFC	882	01/13/2001	PRO	A:NFC Auto
01/01/2001	11	EXT	EXT	Extension of NTE Date	760	01/08/2001	PRO	N:Applied
01/02/2000	11	NFC	NFC	From NFC	894	01/02/2000	PRO	A:NFC Auto
01/01/2000	11	NFC	NFC	From NFC	882	01/01/2000	PRO	A:NFC Auto
10/24/1999	11	NFC	NFC	From NFC	ADR	10/24/1999	PRO	A:NFC Auto
03/28/1999	11	CNV	CNV		790	01/03/2002	PRO	L:Data Ld

Save Return to Search

Figure 45: Update NFC Flags Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated from the employee selected from the Find an Existing Value page. This is a unique ID assigned by EmpowHR.
Empl Record	Populated with the number of records for the selected employee.
Update NFC Flags	Description/Instruction
Effective Date	Populated with the effective date of the action.
Seq	Populated with the sequence number of the action.
Action	Populated with the type of action processed.
Reason code	Populated with the reason code of the action. The description is also displayed.
NOA	Populated with the NOAC.
Auth Date	Populated with the authentication data of the action.
WIP	Populated with the work in progress status.

Field	Description/Instruction
Transaction Status	<p>Populated with the EmpowHR status of the action. Change the status by selecting data from the drop-down list. The valid values are:</p> <p>Applied Transaction has applied to the NFC database. Actions are changed to applied when they are reflected in IRIS Programs IR25/525. Verify the data to ensure the actions are identical before changing the status.</p> <p>Data Load Transaction was loaded into EmpowHR during an Agency migration.</p> <p>In Progress Transaction is in progress.</p> <p>NFC Auto Transaction is an action applied in the Entry, Processing, Inquiry, and Correction System (EPIC).</p> <p>NFC Ready Transaction has been saved and is ready for NFC processing.</p> <p>Non-NFC Transaction is a non-NFC transaction. This option is not used.</p> <p>Not Applied Transaction did not pass the edits and is in suspense.</p> <p>Rdy Future Transaction is effective in a future pay period.</p> <p>Sent to NFC Transaction sent to NFC for processing.</p> <p>Xmit Disabl Cannot transmit to NFC.</p>
Tracking Data	Displays the Tracking Data button used to research the tracking history of the document.

5. Click **Save**.

OR

Click **Return to Search** to return to the search page.

Create New Operator Identification

To Access the Create New Oprid Page:

1. Select the *Par Processing* menu group.

2. Select the **Create New Oprid** component. The Create New Oprid page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to create a new Operator ID.



(US Dept of Agriculture)

Favorites Main Menu > PAR Processing > Create New Oprid

Create New Oprid

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

Find an Existing Value

▼ Search Criteria

Search by: Empl ID ▼ begins with x

Search [Advanced Search](#)

Figure 46: Create New Oprid Page - Find an Existing Value Tab

3. Click **Search**. The New Operator page is displayed.



Figure 47: New Operator Tab

4. Complete the fields as follows:

Field	Description/Instruction
User ID	This field is the operator user ID.
Email ID	Enter the email address for the new operator.

5. Click **Save** to save the information entered.

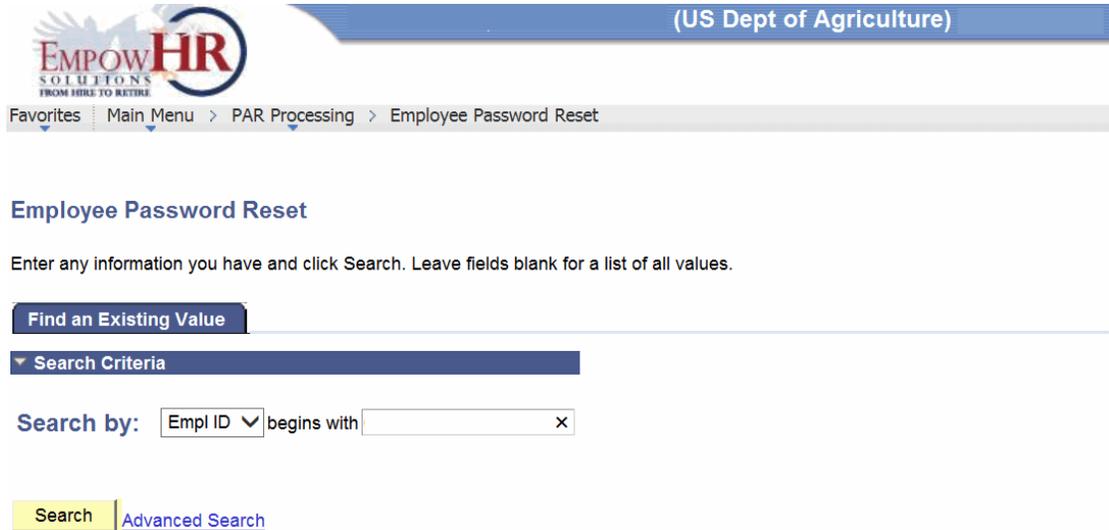
OR

Click **Return to Search** to return to the search page.

Employee Password Reset

To Access the Employee Password Reset Page:

1. Select the *PAR Processing* menu group.
2. Select the *Employee Password Reset* component. The Employee Password Reset page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to reset a password.



The screenshot shows the EmpowHR interface for the 'Employee Password Reset' page. At the top left is the EmpowHR logo. A blue header bar on the right says '(US Dept of Agriculture)'. Below the logo is a breadcrumb trail: 'Favorites | Main Menu > PAR Processing > Employee Password Reset'. The main heading is 'Employee Password Reset'. Below it is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' dropdown menu. The search criteria is set to 'Search by: Empl ID' with a dropdown arrow, followed by 'begins with' and an empty text input field with a clear 'x' button. At the bottom of the search area are two buttons: 'Search' and 'Advanced Search'.

No matching values were found.

Figure 48: Employee Password Reset Page - Find an Existing Value Tab

- Click **Search**. The Employee Password Reset page is displayed.



Figure 49: Employee Password Reset Page

- Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the employee ID from the search page. This is a unique ID assigned by EmpowHR.
Name	Populated with the name of the employee.
User ID	Populated with the user ID of the employee.
Generate Password	Check this box to generate a new password for the employee.
Email ID	Displays the email address of the employee.

- Click **Save**.

At this point, the following options are available.

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.

Mass Actions

The **Mass Actions** option is used to give award(s) to an individual or a group of individuals. It is also used to extend the NTE date for an individual or a group of individuals.

For more information see:

Mass Actions - Awards	104
Mass Actions - NTE	108

Mass Actions - Awards

To Complete an Award Mass Action:

1. Select the **PAR Processing** menu group.
2. Select the **Mass Actions** component. The Mass Actions Employee Select page is displayed.



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Favorites Main Menu > PAR Processing > Mass Actions

Mass Actions Employee Select

Personnel Office ID:  OR Department: 

Select All:

Or

Select Individual Employees

Select	Sub-Agency	Empl ID	Name	Comments
<input type="checkbox"/>				

Personalize | Find |  |  First 1 of 1 Last

Awards NTE Extensions

Figure 50: Mass Actions Employee Select Page

3. Complete the fields as follows:

Mass Actions Employee Select	Instruction
Personnel Office ID	Enter the POI or search by clicking the search icon. If you enter the POI in this field, the Department field must be left blank.
Department	Enter the Department code or search by clicking the search icon. If you enter the Department code in this field, the Personnel Office ID field must be left blank.
Select All	Check the box if all of the individual employees are included in the mass action. If this box is checked, the Select box must be left blank.
Select Individual Employees	Instruction
Select	Check the box next to the individual employee to be included in the mass action. If this box is checked, the Select All box must be left blank.

- Click the **Awards** link. The Awards page is displayed.

Figure 51: Awards Page

- Complete the fields as follows:

Field	Description/Instruction
Effective Date	Enter date the action begins or select a date from the calendar icon.
Action	Defaults to AWD . This field is populated from the link selected on the

Field	Description/Instruction
	Mass Actions Employee Select page.
Reason	Enter the reason code or select a reason code by clicking the search icon.
NOA Code	Enter the NOAC.
Authority (1)	Enter the authority.
Authority (2)	Enter the second authority, if applicable.
Award Code	Enter the applicable award code.
Award Data	Instruction
From Date	Enter the applicable date.
To Date	Enter the applicable date.
Amount	Enter the amount of the award (if the award is a monetary award).
Hours	Enter the amount of hours (if the award is an hours granted award).
Informational Data	Instruction
Number of Persons	Enter the number of persons to receive the award.
Tang/Intang	Click the down arrow to indicate if the award is based on tangible or intangible benefits.
Case Number	Enter the award case number.
First Year Savings	Enter the monetary amount of first year savings as a result of implementing the suggestion. This field is required for Tangible Benefits only.
Payroll Data	Instruction
Stored Acctg Cd	Defaults to stored accounting. To change, uncheck the box.
Agncy Chrgd	Enter the Agency charged for the award.
Pay and/or Process to W-2	Select this radio button if the award will pay and should be included on the IRS Form W-2, Wage and Tax Statement.
Acctg Stat Chrg	Enter the accounting station that should be charged for the award.
For Personnel Action Only	Select this radio button if the action is for documentation only.
Acctg Distrib	Enter the accounting distribution charged.
Address Ind	Select the indicator that shows where the award is to be sent.
Justification	Enter the justification for the award.

- Click **OK** to save the information.

Mass Actions - NTE

To Complete an NTE Mass Action:

- Select the **PAR Processing** menu group.
- Select the **Mass Actions** component. The Mass Actions Employee Select page is displayed.



(US Dept of Agriculture)

Favorites > Main Menu > PAR Processing > Mass Actions

Mass Actions Employee Select

Personnel Office ID: OR Department:

Select All:

Or

Select Individual Employees

Select	Sub-Agency	Empl ID	Name	Comments
<input type="checkbox"/>				

Figure 52: Mass Actions Employee Select Page

- Complete the fields as follows:

Field	Description/Instruction
Personnel Office ID	Enter the POI or search by clicking the search icon. If data is entered in this field, the Department field must be left blank.
Department	Enter the Department code or search by clicking the search icon. If data is entered in this field, leave the Department field blank.
Select All	Check the box if all of the employees are included in the mass action. If this box is checked, leave the Select box (for an individual employee)

Field	Description/Instruction
	unchecked.
Select Individual Employees	Check the box next to the individual employee to be included in the mass action. If this box is checked, leave the Select All box blank.

- Click the **NTE Extensions** link. The NTE Extensions page is displayed.

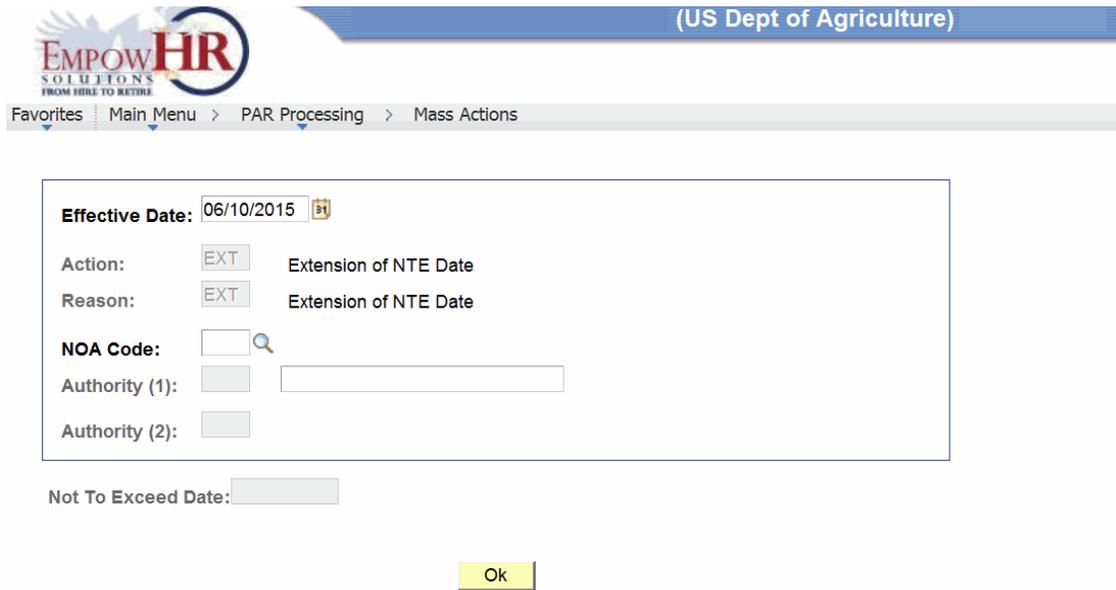


Figure 53: NTE Extensions Page

- Complete the fields as follows:

Field	Description/Instruction
Effective Date	Enter the date the action begins or select a date from the calendar icon.
Action	Defaults to Ext . Populated from the link selected.
Reason	Defaults to Ext . Populated from the link selected.
NOA Code	Enter the NOAC or select by clicking the search icon.
Authority (1)	Enter the applicable authority.
Authority (2)	Enter the second authority, if applicable.
Not To Exceed Date	Enter the NTE date.

- Click **OK** to save the information entered.

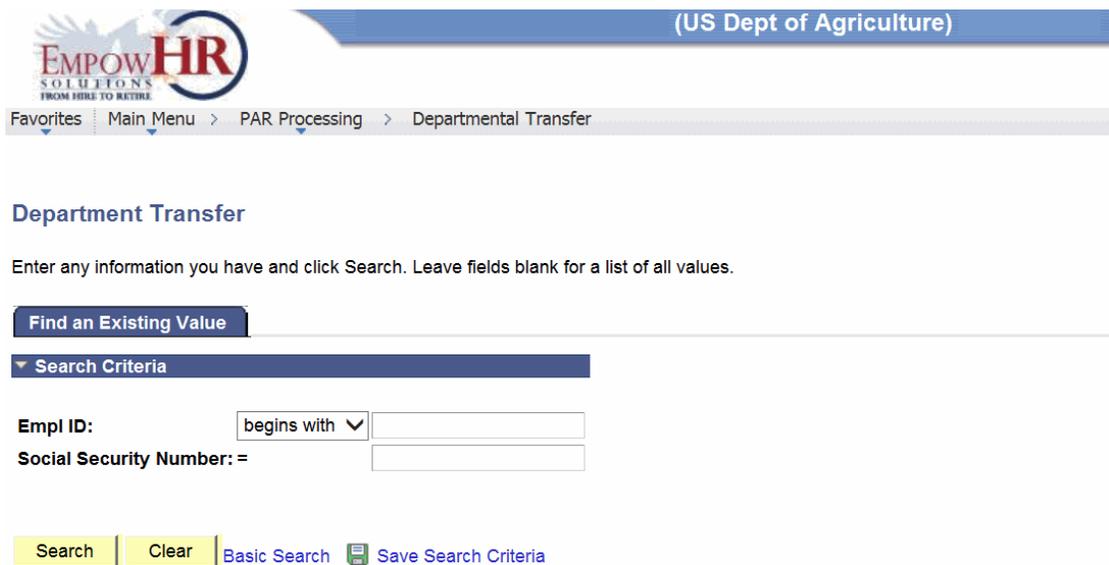
Departmental Transfer

When an employee moves from one sub-Agency to another sub-Agency for the same Department and both sub-Agencies use EmpowHR, the gaining Agency must create a Departmental Transfer to change the security access prior to processing a PAR. After the Departmental Transfer is saved, the gaining Agency must process an appropriate PAR to move the employee to the new Agency.

Note: Departmental Transfer option is only used when the employee has an employee ID in EmpowHR.

To Complete a Departmental Transfer:

1. Select the **PAR Processing** menu group.
2. Select the **Departmental Transfer** component. The Department Transfer page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to complete a Departmental transfer.



The screenshot shows the EmpowHR interface for the Departmental Transfer page. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > PAR Processing > Departmental Transfer". The main heading is "Department Transfer". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. Below that is a "Search Criteria" section with a dropdown arrow. It contains two input fields: "Empl ID:" with a dropdown menu set to "begins with" and an empty text box, and "Social Security Number: =" with an empty text box. At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Figure 54: Department Transfer Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

4. Click **Search**. The Departmental Transfer tab is displayed.

Figure 55: Departmental Transfer Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated from the search criteria entered.
Empl Record	Displays the number of the record.
Data Control	Description/Instruction
Effective Date	Enter the date the employee will move to the new Agency. Enter a date or select a date from the calendar icon.
Transaction Status	Defaults to In Progress and reflects the status of the transaction. The transaction status changes when the transaction is saved. A Departmental Transfer is not sent to NFC.
Effective Seq	Enter the sequence number of the transfer.

Field	Description/Instruction
Auth Date	Defaults to the current date. This is the date of the authorization. To change, select a date from the calendar icon.
Action	Enter the applicable action or select an action by clicking the search icon that describes moving the employee to the new Agency. After an action is entered or selected, the description is displayed.
PAR Status	Defaults to the status of the PAR. Select a different status by clicking the search icon.
Reason Code	Enter a reason code or select data by clicking on the search icon that describes moving the employee to the new Agency.
Agency Type	Populated with the Agency type.
NOA Code	Enter the NOAC or select a code by clicking the search icon that describes moving the employee to the new Agency.
Losing/Gaining Dept	Enter the applicable code of the losing/gaining Department. Select a code by clicking the search icon.
Authority (1)	Enter the applicable authority or select data by clicking the search icon that describes moving the employee to the new Agency.
Authority (2)	Enter the applicable authority or select data by clicking on the search icon.
Position Information	Description/Instruction
Position	Enter the new position number for the employee. The position information is populated from the position number entered for the employee.
NFC Posn #	Populated with the NFC position number.
Job Code	Populated with the job code number.
Master RCD #	Populated with the master record number.
Agency	Populated with the Agency information.
Sub-Agency	Populated with the sub-Agency information.
Department	Populated with the Department information.
Location	Populated with the location information.

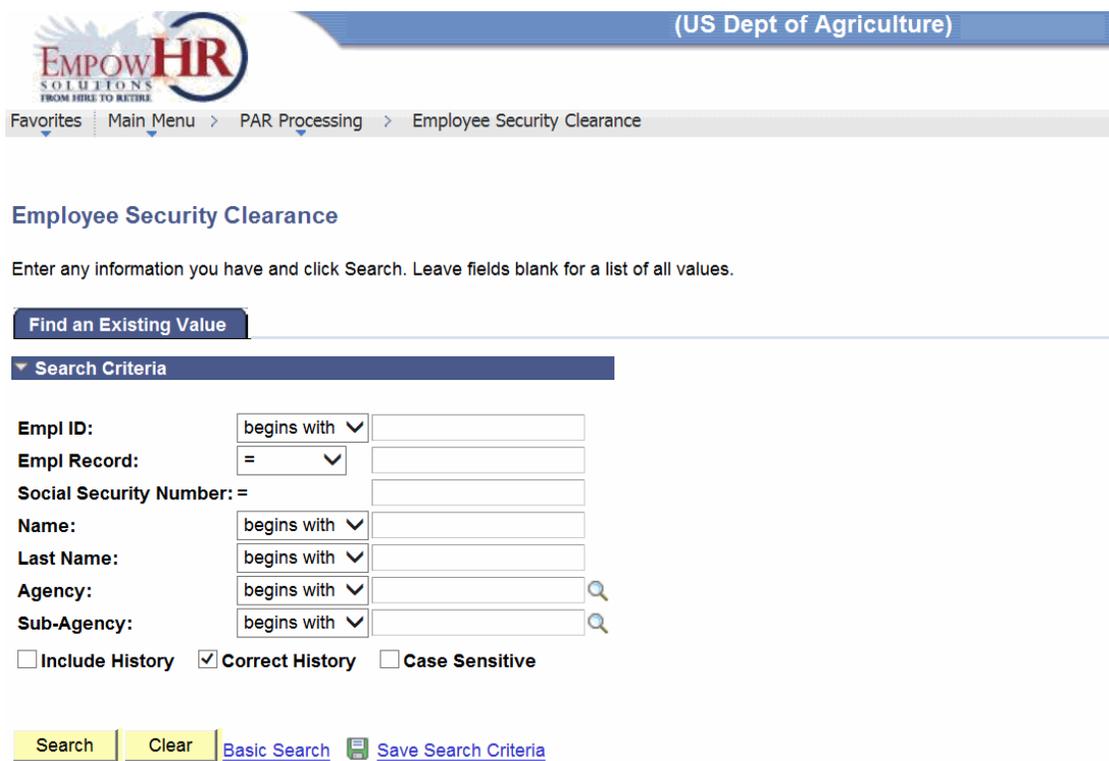
6. Click **Save**. The Departmental Transfer is complete, and the PAR Processing tabs are displayed to allow the entry of a PAR to move the employee to the new Agency/position.
7. Complete the applicable information.
8. Click **Save**. The Departmental Transfer is completed.

Employee Security Clearance

This option is used by Security Officers only.

To Modify an Employee Security Clearance:

1. Select the **PAR Processing** menu group.
2. Select the **Employee Security Clearance** component. The Employee Security Clearance page - Find an Existing Value tab is displayed. The information on this page allows the user to locate an existing employee to update an employee's security clearance.



(US Dept of Agriculture)

Favorites | Main Menu > PAR Processing > Employee Security Clearance

Employee Security Clearance

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

Find an Existing Value

▼ Search Criteria

Empl ID: begins with []

Empl Record: = []

Social Security Number: = []

Name: begins with []

Last Name: begins with []

Agency: begins with []

Sub-Agency: begins with []

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Figure 56: Employee Security Clearance Page - Find an Existing Value Tab

3. Enter the applicable search criteria.

- Click **Search**. The Employee Security Clearance tab is displayed.

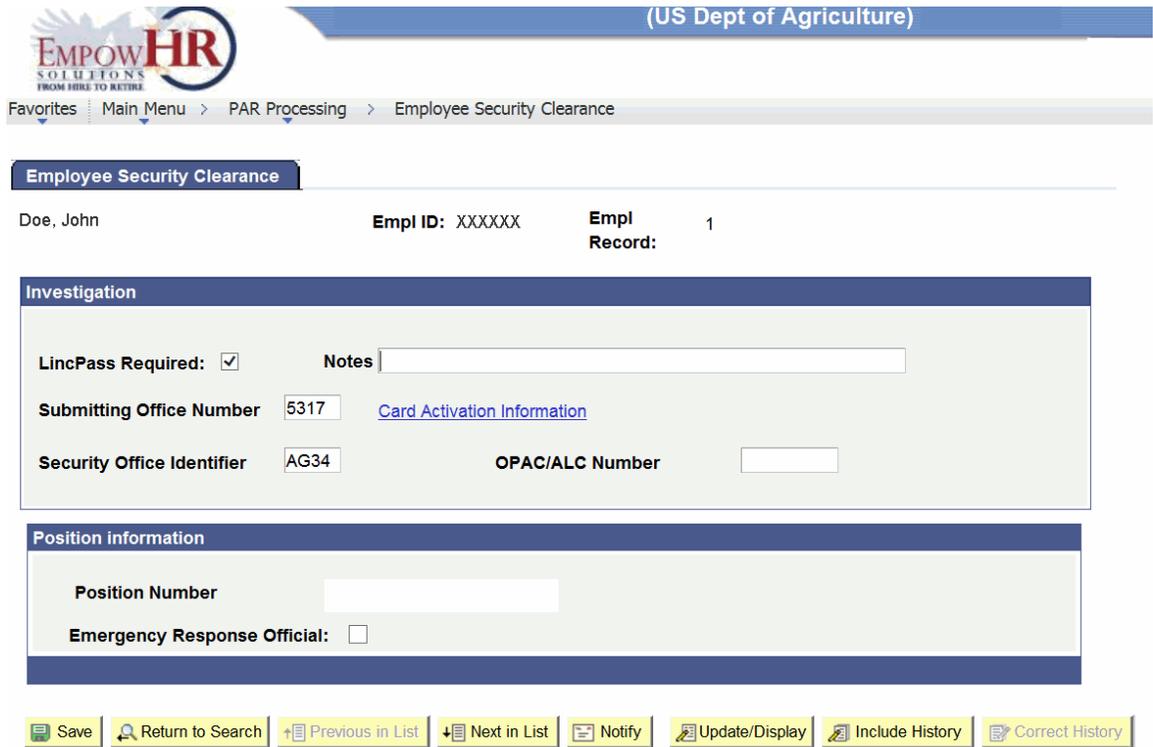


Figure 57: Employee Security Clearance Tab

- Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated from the employee selected on the Find an Existing Value page. This is a unique ID assigned by EmpowHR.
Empl Record	The record number for a security clearance for the selected employee.
Investigation	Instruction
LincPass Required	Check this box if a LincPass is required for the employee.
Notes	Enter any applicable notes for the security clearance record.
Submitting Office Number	Enter the POI of the employee's office.
Security Office Identifier	Enter the number for the security office where the clearance took place.
OPAC/ALC Number	Enter the applicable number.
Position Information	Description/Instruction
Position Number	Populated with the position number and literal for the employee's position.

Field	Description/Instruction
Card Shipping Information	Description/Instruction
Card Ship Addr Cd	Enter the applicable code or select data by clicking the search icon. The fields on the page are populated after the selection is made.
Addr Header	Populated with the address information.
Address Line 1	Populated with the first line of the address.
Address Line 2	Populated with the second line of the address, if applicable.
City	Populated with the city.
State	Populated with the State.
Postal Code	Populated with the ZIP Code.
Country	Populated with the country.

8. Click **OK** to save the information entered. The Employee Security Clearance page is displayed.

OR

Click **Cancel**. The Employee Security Clearance page is displayed.

HR Reports

The **HR Reports** option provides a group of standard reports.

When reports are generated, the output is formatted as a portable document format (PDF) file, which the user can view, print, and save using Adobe Acrobat Reader.

The following reporting options are available:

- Run an existing query.
- Create/build a basic query.
- Run a basic query.
- Add criteria to query.
- Update an existing query.
- Send query results to an Excel spreadsheet.
- Run a standard report.
- Select a report.
- View report output.
- Set up a Run Control ID.

This section includes the following topics:

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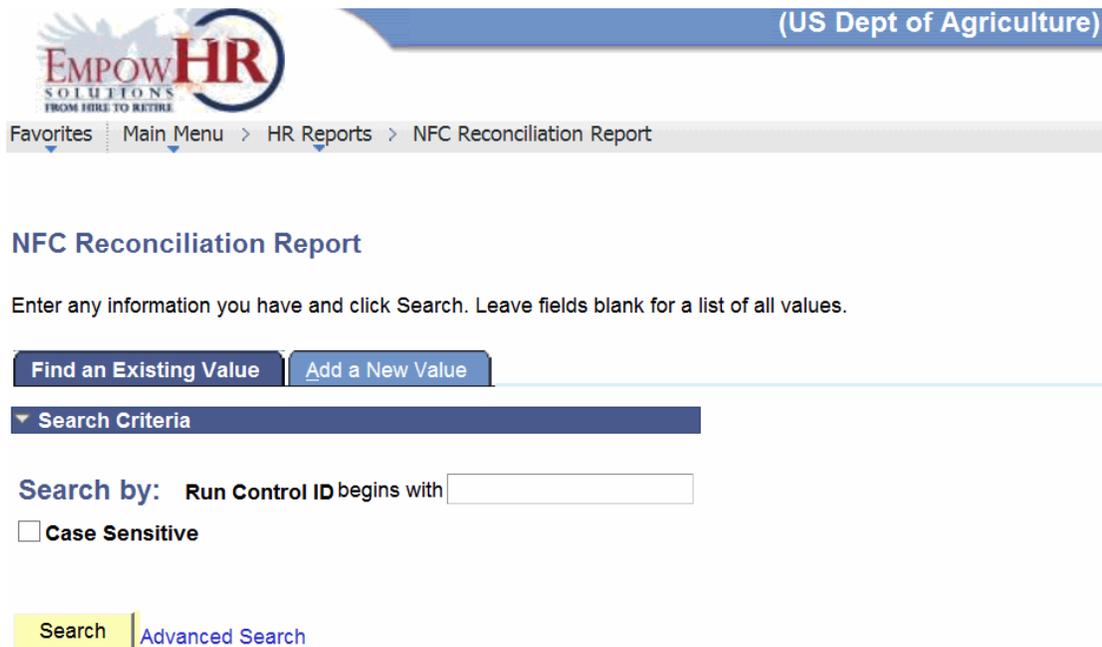
NFC Reconciliation Report

The NFC Reconciliation Report identifies discrepancies between EmpowHR data and PPS data for selected data fields.

To Enter or Modify Data for the NFC Reconciliation Report:

1. Select the *HR Reports* menu group.

2. Select the **NFC Reconciliation Report** component. The NFC Reconciliation Report page - Find an Existing Value tab is displayed to locate an existing report.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > HR Reports > NFC Reconciliation Report

NFC Reconciliation Report

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

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

[Find an Existing Value](#) | [Add a New Value](#)

Figure 59: NFC Reconciliation Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The NFC Reconciliation page is displayed.

OR

Select the **Add a New Value** tab. The NFC Reconciliation Report page - Add a New Value tab is displayed to add a new report.



Figure 60: NFC Reconciliation Report Page - Add a New Value Tab

5. Complete the field as follows.

Field	Instruction
Run Control ID	Enter the applicable information. The run control ID is a unique number the user assigns to run a report.

- Click **Add**. The NFC Reconciliation tab is displayed.

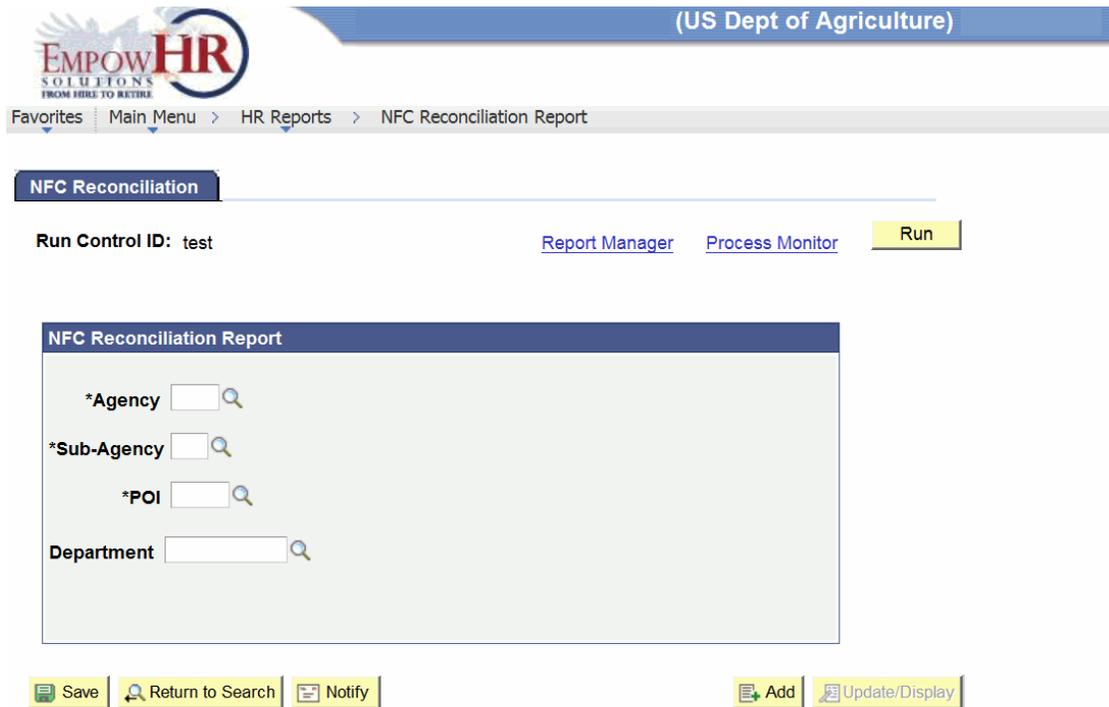


Figure 61: NFC Reconciliation Tab

- Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Generated by system from the NFC Reconciliation Report page.
NFC Reconciliation Report	Instruction
*Agency	Required field. Enter the two-position Agency (alpha/numeric Department code) for the report or search for data by clicking the search icon.
*Sub-Agency	Required field. Enter the two-position sub-Agency (alpha numeric Agency code) or search for data by clicking the search icon.
*POI	Required field. Enter the four-position POI or select data by clicking the search icon.
Department	Enter the Department code or search for data by clicking the search icon. The Department Look Up page is displayed.

- Click **Run** to run the report. For more information, refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click Save	Saves the record.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

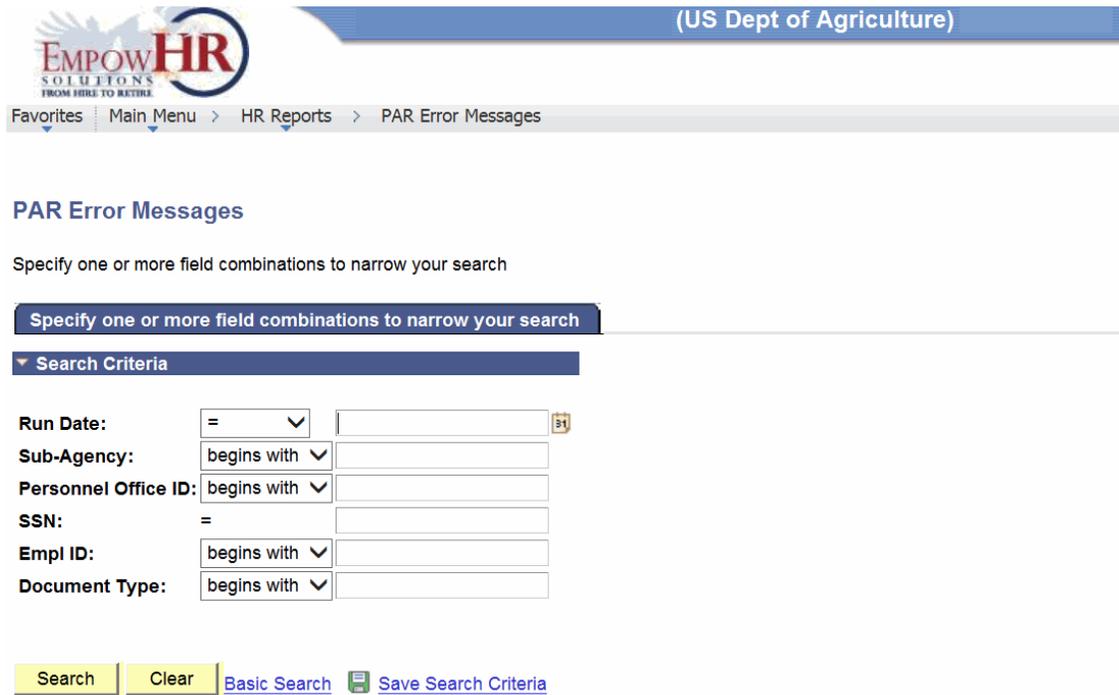
PAR Error Messages

The PAR Error Messages Report allows the user to view or delete PAR error messages.

To View the PAR Error Messages Report:

1. Select the **HR Reports** menu group.

2. Select the **PAR Error Messages** component. The PAR Error Messages page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.



(US Dept of Agriculture)

Favorites | Main Menu > HR Reports > PAR Error Messages

PAR Error Messages

Specify one or more field combinations to narrow your search

Specify one or more field combinations to narrow your search

▼ Search Criteria

Run Date:	=	<input type="text"/>
Sub-Agency:	begins with	<input type="text"/>
Personnel Office ID:	begins with	<input type="text"/>
SSN:	=	<input type="text"/>
Empl ID:	begins with	<input type="text"/>
Document Type:	begins with	<input type="text"/>

[Basic Search](#)

Figure 62: PAR Error Messages Page - Specify one or more field combinations to narrow your search Tab

3. Enter the applicable search criteria.
4. Click **Search**. The PAR Error Messages page is displayed. The page reflects the transaction(s) in an **UnappLied** status.

OR

Click **Clear** to enter new criteria.

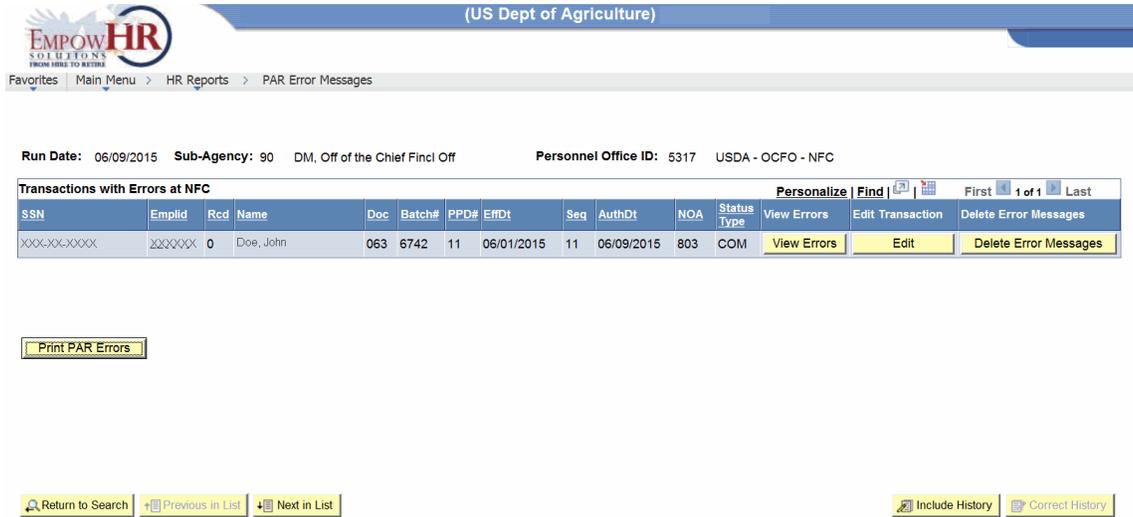


Figure 63: PAR Error Messages Page

At this point, the following options are available:

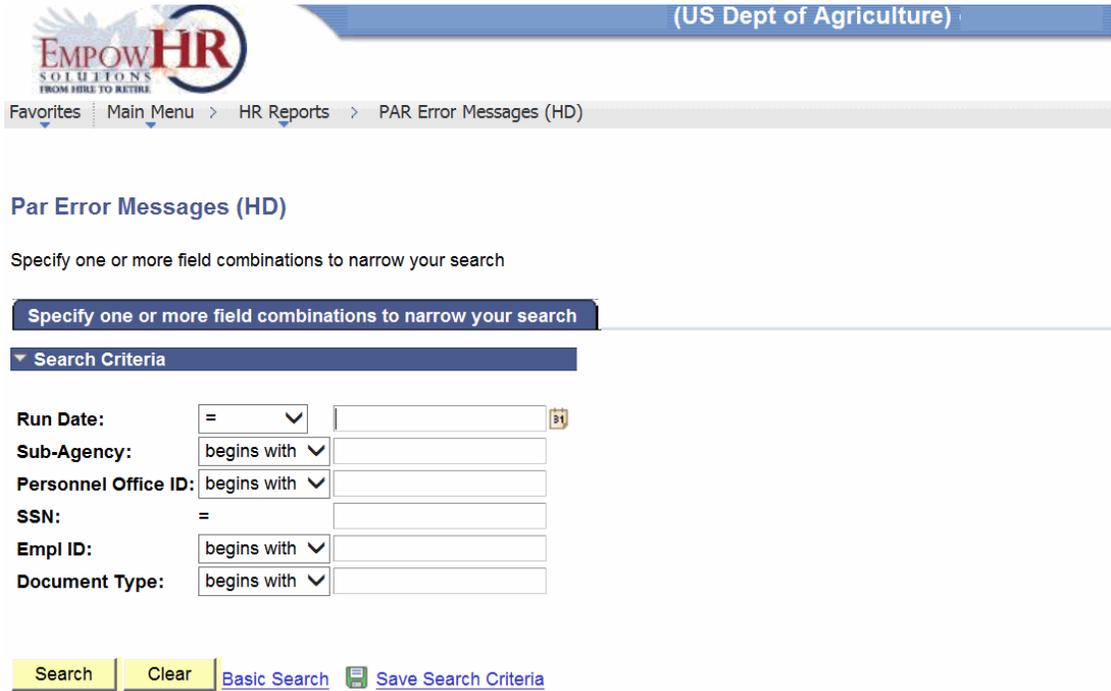
Step	Description
Click View Errors	Displays the View PAR Error Messages page to view the errors for the applicable transaction.
Click Edit	Displays the details for the applicable transaction.
Click Delete Error Messages	Displays a Confirmation popup to delete the applicable transaction.
Click Print PAR Errors	Allows the printing of the PAR errors.
Click Return to Search	Returns to the applicable page to search for another report.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

PAR Error Messages (HD)

This section explains how to view or delete PAR error messages on a report.

To View or Modify the PAR Error Messages (HD) Report:

1. Select the **HR Reports** menu group.
2. Select the **PAR Error Messages (HD)** component. The Par Error Messages (HD) page - Specify one or more field combinations to narrow your search tab is displayed.



(US Dept of Agriculture)

Favorites Main Menu > HR Reports > PAR Error Messages (HD)

Par Error Messages (HD)

Specify one or more field combinations to narrow your search

Specify one or more field combinations to narrow your search

Search Criteria

Run Date:	=	<input type="text"/>
Sub-Agency:	begins with	<input type="text"/>
Personnel Office ID:	begins with	<input type="text"/>
SSN:	=	<input type="text"/>
Empl ID:	begins with	<input type="text"/>
Document Type:	begins with	<input type="text"/>

Search Clear Basic Search Save Search Criteria

Figure 64: PAR Error Messages (HD) Page - Specify one or more field combinations to narrow your search

3. Enter the applicable search criteria.
4. Click **Search**. The PAR Error Messages (HD) page is displayed. The page reflects the transaction(s) with an **Unappli**ed status.

OR

Click **Clear** to enter new criteria.



(US Dept of Agriculture)

Favorites | Main Menu > HR Reports > PAR Error Messages (HD)

Run Date: 06/09/2015 Sub-Agency: 90 DM, Off of the Chief Fincl Off Personnel Office ID: 5317 USDA - OCFO - NFC

Transactions with Errors at NFC												Personalize	Find	First	1 of 1	Last
SSN	Emplid	Rcd	Name	Doc	Batch#	PPD#	EffDt	Seq	AuthDt	NOA	Status Type	View Errors	Edit Transaction	Delete Error Messages		
XXXXXXXXXX	XXXXXX	0	Doe, John	063	6742	11	06/01/2015	11	06/09/2015	803	COM	View Errors	Edit	Delete Error Messages		

[Print PAR Errors](#)

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Include History](#)
[Correct History](#)

At this point, the following options are available:

Step	Description
Click View Errors	Displays the View PAR Error Messages (HD) page to view the errors for the applicable transaction.
Click Edit	Displays the details for the applicable transaction.
Click Delete Error Messages	Displays a Confirmation popup to delete the applicable transaction.
Click Print PAR Errors	Allows the printing of the PAR errors.
Click Return to Search	Returns to the applicable page to search for another report.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Include History	Includes historical data.
Click Correct History	Returns the user to the applicable page to correct history data.

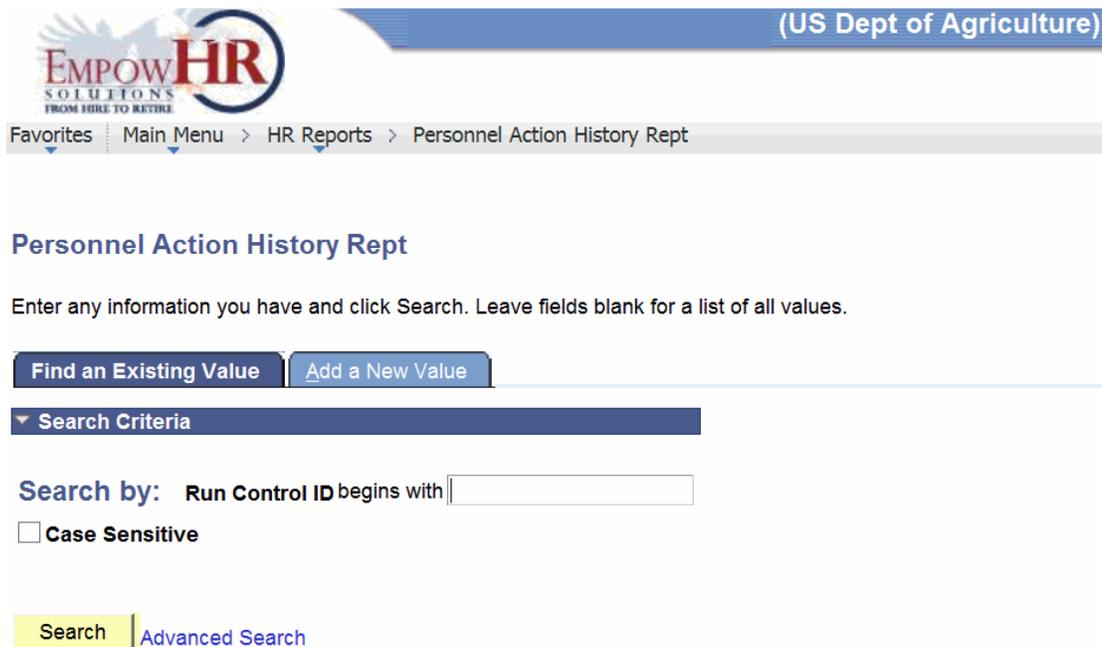
Personnel Action History Report

This Personnel Action History Report lists all employees affected by the Job Actions entered on the Run Control page. (e.g., hire, promotion, realignment.)

To View the Personnel Action History Report:

1. Select the **HR Reports** menu group.

2. Select the **Personnel Action History Rept** component. The Personnel Action History Rept page - Find an Existing Value tab is displayed to locate a report that has been created.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > HR Reports > Personnel Action History Rept

Personnel Action History Rept

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

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

[Find an Existing Value](#) | [Add a New Value](#)

Figure 65: Personnel Action History Rept Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Action History Report page is displayed.

OR

Select the **Add a New Value** tab. The Personnel Action History Rept page - Add a New Value tab is displayed to add a new report.



Personnel Action History Rept



Figure 66: Personnel Action History Rept Page - Add a New Value Tab

5. Click **Add**. The Action History Report page is displayed.

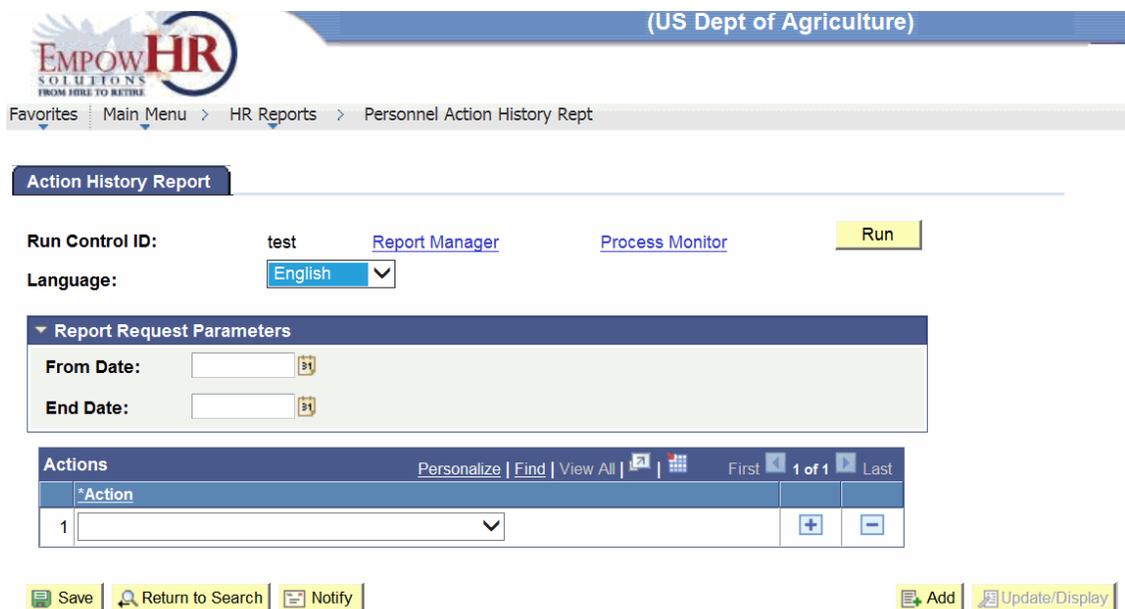


Figure 67: Action History Report Tab

6. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Enter the applicable information. The run control ID is a unique number the user assigns to run a report.
Language	Defaults to English . To change, select the applicable language from the drop-down list.
Report Request Parameters	Instruction
From Date	Enter the from date or select a date from the calendar icon.
End Date	Enter the end date or select a date from the calendar icon.
Actions	Instruction
*Action	Required field. Select the type of action to be included in the report from the drop-down list.

7. Click **Save**.

At this point the following options are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

Temporary Employees Report

The Temporary Employees Report provides an alphabetical list of all workers marked as temporary, along with the length of service and other details of employment.

To View the Temporary Employees Report:

1. Select the **HR Reports** menu group.

2. Select the **Temporary Employees Report** component. The Temporary Employees page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the US Department of Agriculture. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > HR Reports > Temporary Employees Report". The main heading is "Temporary Employees Report". Below this, a text prompt says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (which is selected) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Search Criteria" dropdown menu. Below that, the text "Search by: Run Control ID begins with" is followed by a text input field. There is also a checkbox labeled "Case Sensitive". At the bottom of the search section, there are two buttons: "Search" and "Advanced Search".

[Find an Existing Value](#) | [Add a New Value](#)

Figure 68: Temporary Employees Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Temporary Employees tab is displayed.

OR

Select the **Add a New Value** tab. The Temporary Employees page - Add a New Value tab is displayed to add a new report.



Temporary Employees Report

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Figure 69: Temporary Employees Report Page - Add a New Value Tab

- Click **Add**. The Temporary Employees tab is displayed.

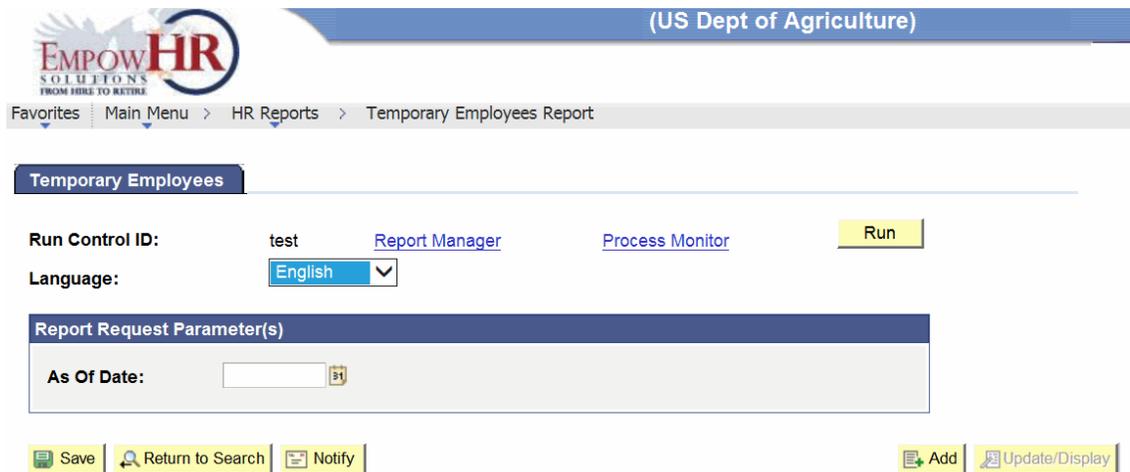


Figure 70: Temporary Employees Tab

- Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Language	Defaults to English . To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	Instruction
As-of Date	Enter the date of the report or select a date from the calendar icon.

7. Click **Save**.

At this point, the following options are available:

Steps	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next user in the workflow.
Click Add	Returns the user to the applicable page to adds another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

8. Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

Years of Service Report

The Years of Service Report lists workers who have completed the number of years of service as of the point in time that is specified. This report is used as a reminder of the employees who are eligible for vested benefits plans or service recognition awards.

To View the Years of Service Report:

1. Select the **HR Reports** menu group.
2. Select the **Years of Service Report** component. The Years of Service page - Find an Existing Value tab is displayed.



[Find an Existing Value](#) | [Add a New Value](#)

Figure 71: Years of Service Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Years of Service Report tab is displayed.

OR

Select the **Add a New Value** tab. The Years of Service Report page - Add a New Value tab is displayed to add a new report.



Figure 72: Years of Service Report Page - Add a New Value Tab

5. Click **Add**. The Years of Service tab is displayed.

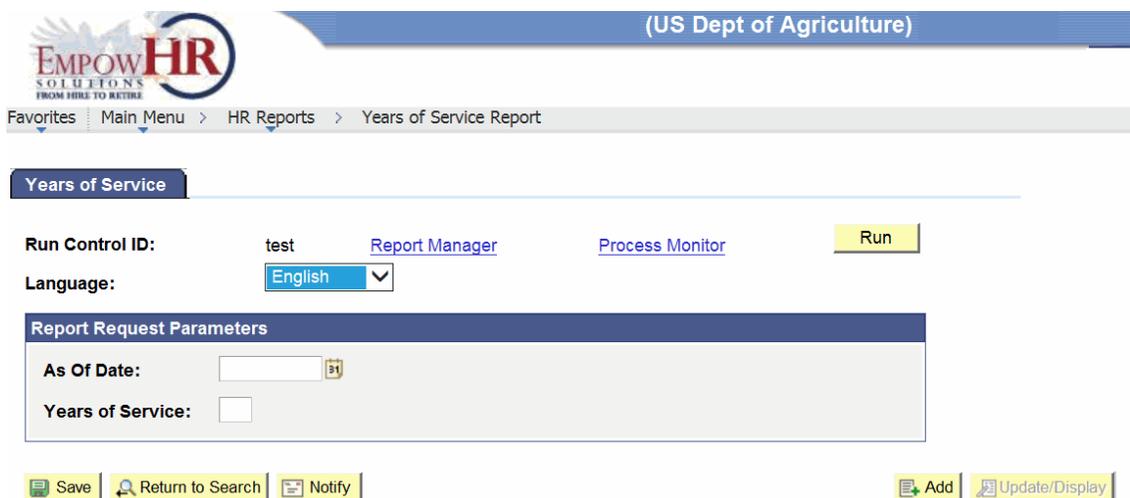


Figure 73: Years of Service Tab

6. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Language	Defaults to English . To change, select the applicable language from the drop-down list.
Report Request Parameters	Instruction
As Of Date	Enter the date of the report or select a date from the calendar icon.
Years of Service	Enter the number of years of service that will be included in the report.

7. Click **Save**.

At this point, the following options are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Add	Returns the user to the applicable page to add another report.

8. Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

Emergency Contacts Report

The Emergency Contacts Report allows the user to add a new report or run an existing report to view employee's contact information.

To View or Modify the Emergency Contacts Report:

1. Select the *HR Reports* menu group.
2. Select the *Emergency Contact* component. The Emergency Contact page - Find an Existing Value tab is displayed.



The screenshot shows the 'Emergency Contact' page with the following elements:

- Logo: EMPowHR SOLUTIONS FROM HIRE TO RETIRE
- Page Title: (US Dept of Agriculture)
- Breadcrumbs: Favorites | Main Menu > HR Reports > Emergency Contact
- Section Header: Emergency Contact
- Text: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Tab: Find an Existing Value
- Section: Search Criteria
- Fields:

Empl ID:	begins with ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>
Middle Name:	begins with ▼	<input type="text"/>
- Checkbox: Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria

Figure 74: Emergency Contact Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Emergency Contact page -Contact Address/Phone tab is displayed.

OR

Click **Clear** to clear the fields.

[Contact Address/Phone](#) | [Other Phone Numbers](#)

Figure 75: Emergency Contact Page - Contact Address/Phone Tab

5. Complete the fields as follows:

Emergency Contact	Description/Instruction
Person ID	Populated with the name selected from the Find an Existing Value tab.
Contact Name	Populated with emergency contact information previously entered. If no emergency contact information has been entered, this field is blank. You cannot enter data in this field.
*First	Required field. Enter the emergency contact's first name.
Middle Name	Enter the emergency contact's middle name, if applicable.

Emergency Contact	Description/Instruction
*Last Name	Required field. Enter the emergency contact's last name.
Name Suffix	Enter the emergency contact's name suffix, if applicable. You can also click the icon to select the applicable suffix.
*Relationship to Employee	Required field. Click the down arrow to select the emergency contact's relationship to the employee.
Primary Contact	Check this box if this person is the employee's primary emergency contact.
Same Address as Employee	Check this box if this person has the same address as the employee.
Same Phone as Employee	Check this box if this person has the same phone number as the employee.
Contact Address	Description/Instruction
Country	Defaults to USA . To change, type the three-position alpha country code or click the icon to search for the applicable country.
Address	Displays the address of the emergency contact. To add/modify an address, click Edit Address to open an Edit Address page.
Contact Phone	Instruction
Phone	Enter the emergency contact's telephone number including area code.

6. Select the **Other Phone Numbers** tab to open the Emergency Contact Report page - Other Phone Numbers tab.

Figure 76: Emergency Contact Report Page - Other Phone Numbers Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the name selected from the Find an Existing Value tab.
Emergency Contact	Description
Contact Name	Populated with the emergency contact's name.
Relationship to Employee	Populated with the relationship selected on the Emergency Contacts Report (Contact Address/Phone tab) page.
Primary Contact	Checked if the Primary Contact box was checked on the Emergency Contacts Report (Contact Address/Phone tab) page.
Other Phone Numbers for Emergency Contact	Instruction
*Phone Type	Required field. Click the down arrow to select the type of phone number for the alternate type of phone number being entered on this page.
Phone	Enter the alternate phone number corresponding to the Phone Type

Field	Description/Instruction
	selected.

- Click **Save**.

At this point the following options are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Notify	Notifies the next individual in the workflow.

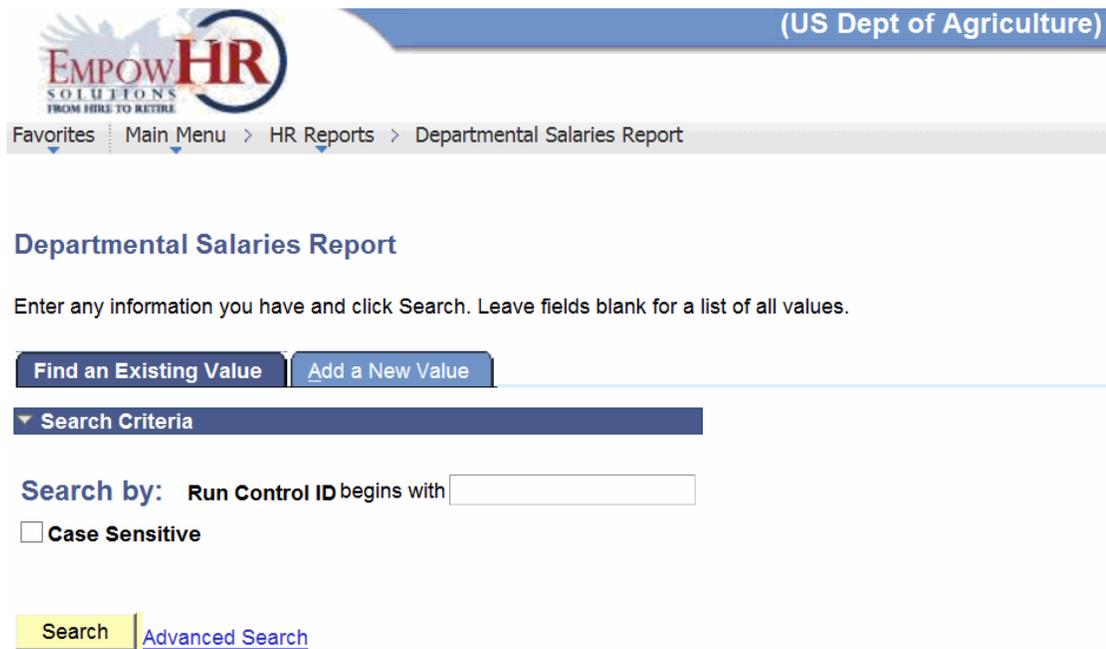
Departmental Salaries Report

The Departmental Salaries Report lists the employees by Department. It displays the Employee Type, Full/Part-time, Regular/Temporary, Job Title, Pay Rate, and Grade for each employee. The report also displays the total number of employees in every Department and categorizes them based on Employment Status. For example; **3 Salaried, 3 Full-time, 0 Part-time, 0 Temporary, and 0 Permanent.**

To View the Departmental Salaries Report:

- Select the **HR Reports** menu group.

2. Select the **Departmental Salaries Report** component. The Departmental Salaries Report page - Find an Existing Value tab is displayed to locate an existing report.



The screenshot shows the EmpowHR interface for the Departmental Salaries Report. At the top, there is a logo for EmpowHR Solutions and a blue header bar with the text "(US Dept of Agriculture)". Below the header, a breadcrumb trail reads "Favorites | Main Menu > HR Reports > Departmental Salaries Report". The main heading is "Departmental Salaries Report". A sub-heading instructs the user: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" (which is highlighted) and "Add a New Value". Below these is a "Search Criteria" section with a dropdown arrow. The search criteria is set to "Run Control ID begins with" followed by an empty text input field. There is an unchecked checkbox for "Case Sensitive". At the bottom of the search section, there are two buttons: "Search" (highlighted) and "Advanced Search".

[Find an Existing Value](#) | [Add a New Value](#)

Figure 77: Departmental Salaries Report Page - Find an Existing Value Tab

3. Enter the search criteria.
4. Click **Search**. The Prcsruncntl page is displayed.

OR

Select the **Add a New Value** tab. The Departmental Salaries Report page - Add a New Value tab is displayed to add a new report.



Figure 78: Departmental Salaries Report Page - Add a New Value Tab

5. Click **Add**. The Prcsruncntl tab is displayed.

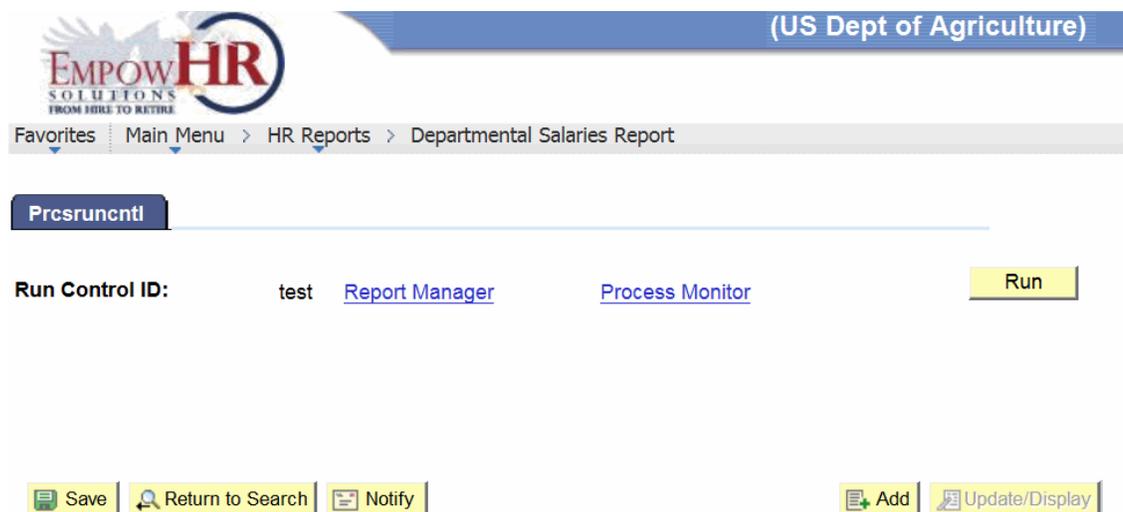


Figure 79: Prcsruncntl Page Tab

6. Click **Run**. The Process Scheduler Request page - Departmental Salaries report is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another record.
Click Update/Display	Returns the user to the applicable page to update the data entered.

WGI Due Report

The WGI Due Report allows the user to view employees that have within-grade increases (WGI) due.

Note: The WGI Due Report is displayed as the WIG Due Report.

To View or Modify the WIG Report:

1. Select the **HR Reports** menu group.

2. Select the **WIG Due Report** component. The WIG Due Report page - Find an Existing Value tab is displayed.

The screenshot shows the EmpowHR interface for the WIG Due Report. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a navigation breadcrumb: "Favorites | Main Menu > HR Reports > WIG Due Report". The main heading is "WIG Due Report". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (which is selected and highlighted in blue) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. Underneath, it says "Search by: Run Control ID begins with" followed by a text input field. There is a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom of the search section are two buttons: "Search" (highlighted in yellow) and "Advanced Search" (a blue link).

[Find an Existing Value](#) | [Add a New Value](#)

Figure 80: WIG Due Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Runctl Fromthru page is displayed.

OR

Select the **Add a New Value** tab. The WIG Due Report page - Add a New Value tab is displayed to add a new report.



Figure 81: WIG Due Report Page - Add a New Value Tab

- Click **Add**. The Runctl Fromthru tab is displayed.

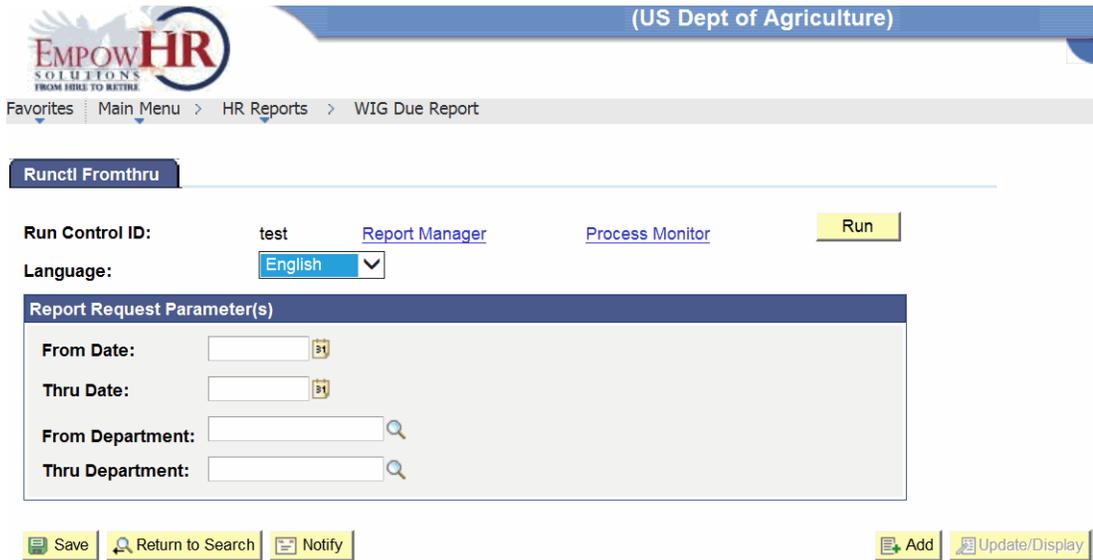


Figure 82: Runctl Fromthru Tab

- Complete the fields as follows:

Field	Description/Instruction
Run Control ID:	Displays a unique number of the user assigned to the report.
Language	Defaults to English . To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	Instruction
From Date	Enter the from date or select a date from the calendar icon.
Thru Date	Enter the through date or select a date from the calendar icon.
From Department	Select a from Department or select data by clicking the search icon.
Thru Department	Select a through Department or select data by clicking the search icon.

- Click **Run**. The Progress Scheduler Request page is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.

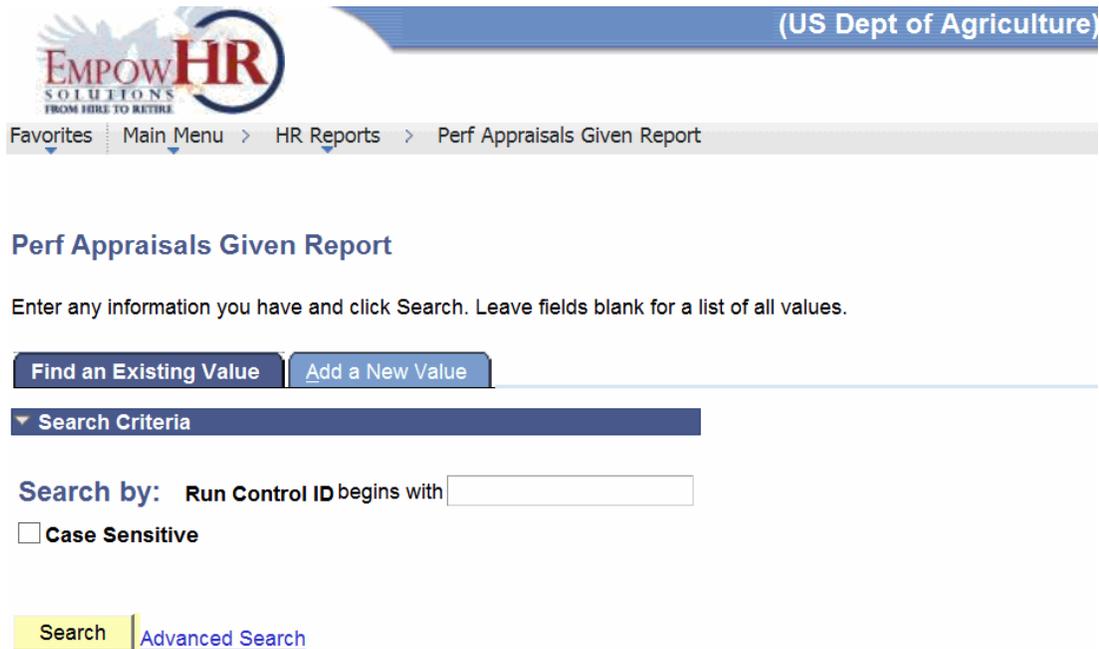
Performance Appraisals Given Report

The Performance Appraisals Given Report reflects the performance appraisals given by a Department.

To View or Modify the Performance Appraisals Given Report:

1. Select the **HR Reports** menu group.

2. Select the **Perf Appraisals Given Report** component. The Perf Appraisals Given Report page - Find an Existing Value tab is displayed.



The screenshot shows the web interface for the 'Perf Appraisals Given Report' page. At the top left is the EmpowHR logo. To the right, it says '(US Dept of Agriculture)'. Below the logo is a breadcrumb trail: 'Favorites | Main Menu > HR Reports > Perf Appraisals Given Report'. The main heading is 'Perf Appraisals Given Report'. Below this is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a 'Search Criteria' dropdown menu. Below that, the text 'Search by: Run Control ID begins with' is followed by an empty text input field. There is a checkbox labeled 'Case Sensitive' which is unchecked. At the bottom of the search section, there are two buttons: 'Search' (highlighted in yellow) and 'Advanced Search' (a blue link).

[Find an Existing Value](#) | [Add a New Value](#)

Figure 83: Perf Appraisals Given Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**.

OR

Select the **Add a New Value** tab. The Perf Appraisals Given Report Page - Add a New Value tab is displayed.

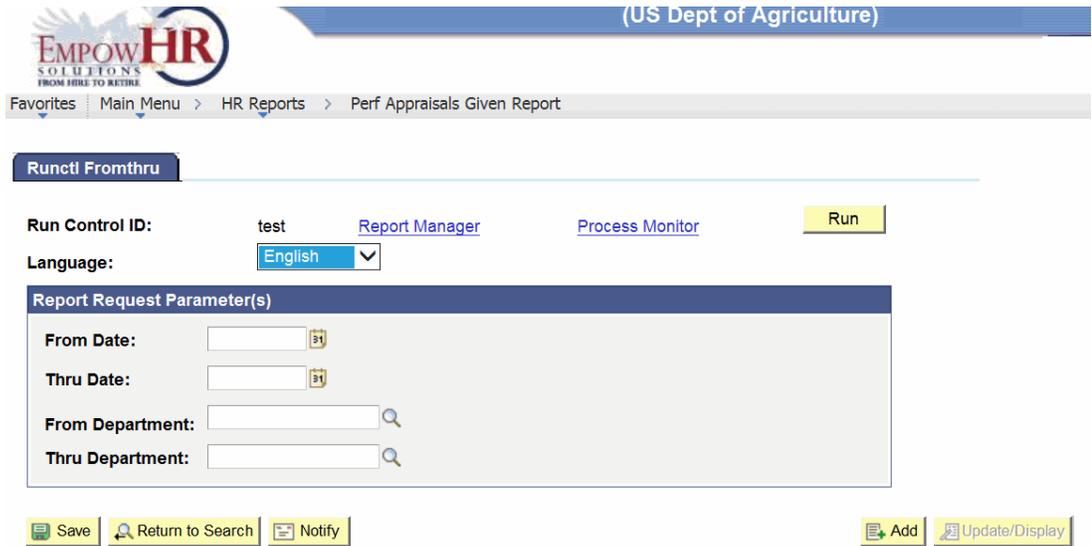


Figure 84: Perf Appraisals Given Report Page - Add a New Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Run Control ID	The run control ID is a unique number the user assigns to run a report. Enter the applicable information.

6. Click **Add**. The Perf Appraisals Given Report page - Runctl Fromthru tab is displayed.



The screenshot shows the 'Runctl Fromthru' tab of the 'Perf Appraisals Given Report' page. At the top, there is a blue header with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below this is a breadcrumb trail: 'Favorites | Main Menu > HR Reports > Perf Appraisals Given Report'. The main content area has a title bar 'Runctl Fromthru'. Below the title bar, there are several controls: 'Run Control ID: test' with links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. A 'Language:' dropdown menu is set to 'English'. A section titled 'Report Request Parameter(s)' contains four input fields: 'From Date', 'Thru Date', 'From Department', and 'Thru Department', each with a search icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Figure 85: Perf Appraisals Given Report Page - Runctl Fromthru Tab

7. Complete the fields as follows:

Field	Description/Instruction
Language	Defaults to English . To change, select the applicable language from the drop-down list.
From Date	Enter a from date for the report or select a date from the calendar icon.
Thru Date	Enter the through date for the report or select a date from the calendar icon.
From Department	Enter the from Department for the report or select data by clicking the search icon.
Thru Department	Enter the through Department for the report or select data by clicking the search icon.

8. Click **Run**. The Process Schedule Request page is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

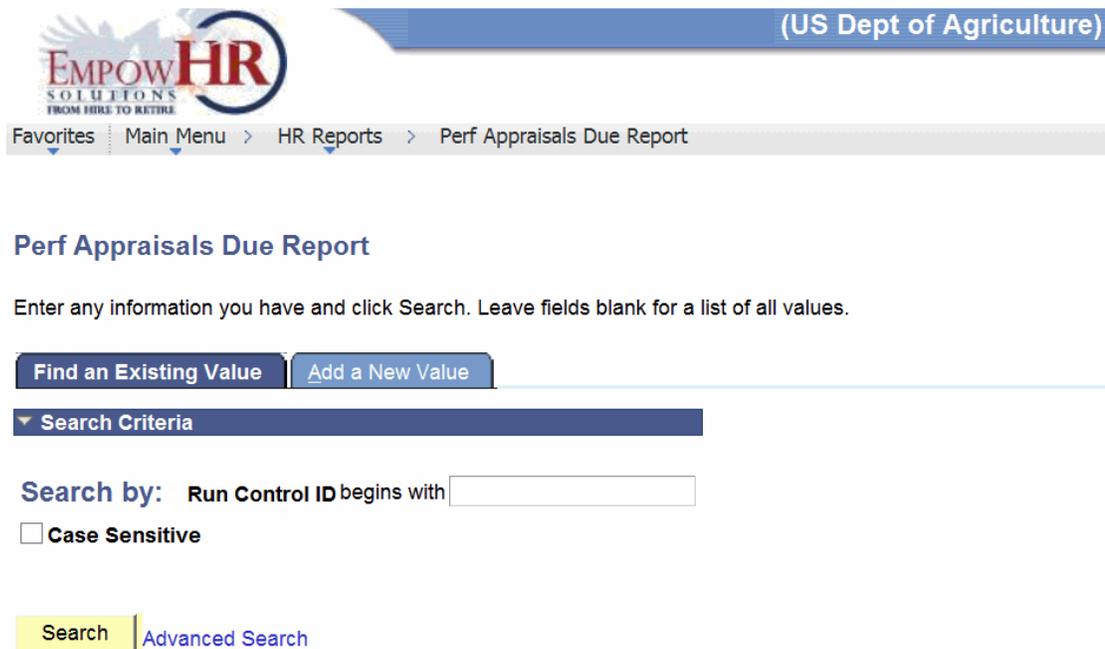
Performance Appraisals Due Report

The Performance Appraisals Due Report reflect the performance appraisals due by Department.

To View or Modify the Performance Appraisals Due Report:

1. Select the **HR Reports** menu group.

2. Select the **Perf Appraisals Due Report** component. The Perf Appraisals Due Report page - Find an Existing Value tab is displayed.



The screenshot shows the top navigation bar with the EmpowHR logo and the text "(US Dept of Agriculture)". Below the navigation bar is a breadcrumb trail: "Favorites > Main Menu > HR Reports > Perf Appraisals Due Report". The main heading is "Perf Appraisals Due Report". Below the heading is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (which is selected) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The search criteria is "Search by: Run Control ID begins with" followed by a text input field. There is a checkbox for "Case Sensitive". At the bottom of the search section are two buttons: "Search" and "Advanced Search".

[Find an Existing Value](#) | [Add a New Value](#)

Figure 86: Perf Appraisals Due Report - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Appraisals Due tab is displayed.

OR

Select the **Add a New Value** tab. The Perf Appraisals Due Report page - Add a New Value tab is displayed.



Figure 87: Perf Appraisals Due Report - Add a New Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Run Control ID	The run control ID is a unique number the user assigns to run a report. Enter the applicable information.

- Click **Add**. The Appraisals Due tab is displayed.

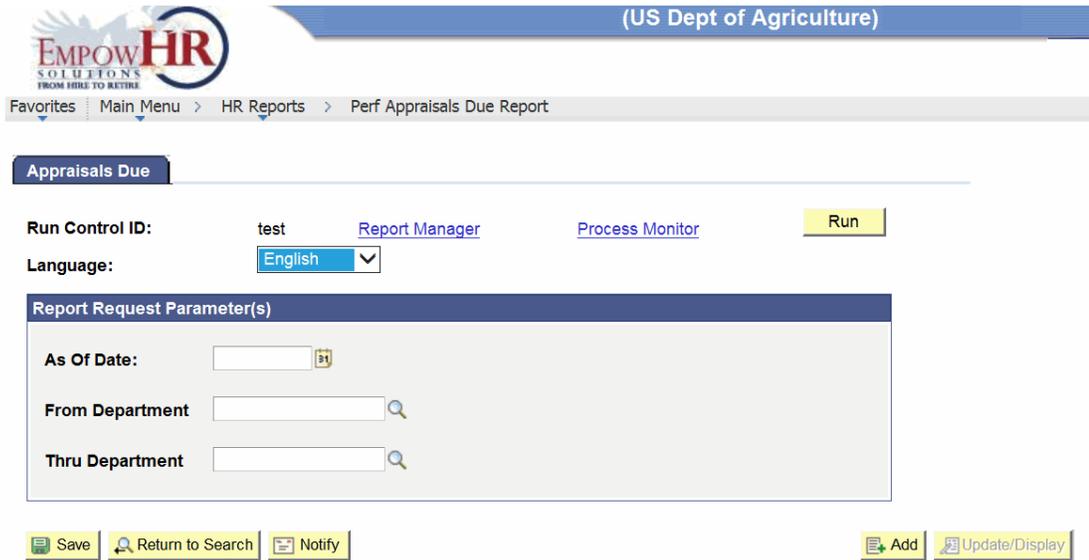


Figure 88: Appraisals Due Tab

- Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Language	Defaults to English . To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	Instruction
As Of Date	Enter a from date for the report or select a date from the calendar icon.
From Department	Enter the from Department for the report or select data by clicking the search icon.
Thru Department	Enter the through Department for the report or select data by clicking the search icon.

- Click **Run**. The Perf Appraisals Due Report page - Process Scheduler Request tab is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point, the following options are available:

Step	Description
Click Save	Saves the record.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Add	Returns the user to the applicable page to add another report.

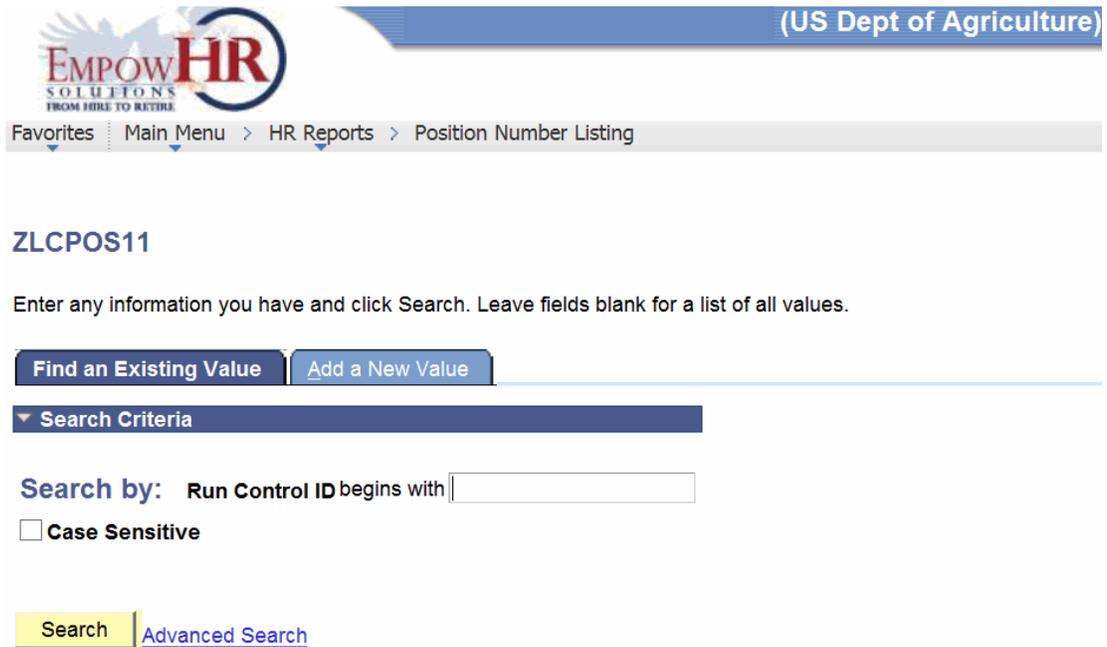
Position Number Listing

The Position Number Listing Report lists the position numbers and the incumbents for each position number.

To View the Position Number Listing Report:

1. Select the **HR Reports** menu group.

2. Select the **Position Number Listing** component. The ZLCPOS11 Page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the ZLCPOS11 component. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > HR Reports > Position Number Listing". The main heading is "ZLCPOS11". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Search Criteria" dropdown menu. Below it, the text "Search by: Run Control ID begins with" is followed by an empty text input field. There is a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom of the search area, there are two buttons: "Search" and "Advanced Search".

[Find an Existing Value](#) | [Add a New Value](#)

Figure 89: ZLCPOS11 Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Z Lc Runfrmthrdpt tab is displayed.

OR

Select the **Add a New Value** tab. The ZLCPOS11 page - Add a New Value tab is displayed.



Figure 90: ZLCPOS11 Page - Add a New Value Tab

5. Click **Add**. The Z Lc Runfrmhrdpt tab is displayed.



Figure 91: Z Lc Runfrmhrdpt Tab

6. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered

Field	Description/Instruction
Language	Defaults to English . To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	Instruction
From Date	Enter a from date for the report or select a date from the calendar icon.
Thru Date	Enter a through date for the report or select a date from the calendar icon.

- Click **Run**. The Position Number Listing Report page - Process Scheduler Request tab is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point, the following options are available:

Step	Description
Click Save	Saves the record.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Update/Display	Returns the user to the applicable page to update the data entered.
Click Add	Returns the user to the applicable page to add another report.

Retirement Eligibility by POI Report

The Retirement Eligibility by POI Report represents age and years of service based on the date entered to provide an estimate as to the potential eligibility for rehire. Actual eligibility varies based on the retirement system and other factors. This report also displays the total number of employees eligible in every Department.

To View the Retire Eligibility Report:

1. Select the **HR Reports** menu group.
2. Select the **Retire Eligibility by POI** component. The Retire Eligibility Report tab is displayed.

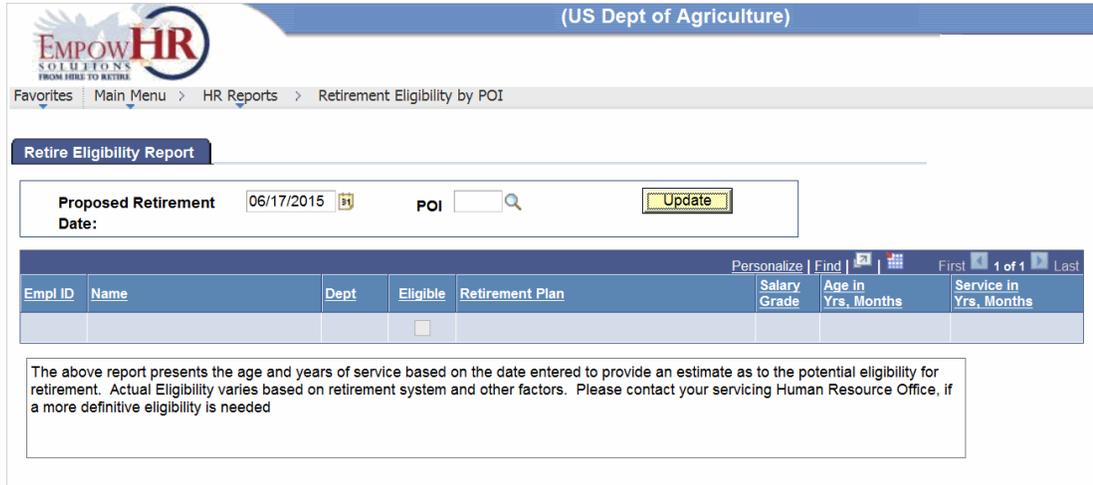


Figure 92: Retire Eligibility Report Tab

3. Complete the entry fields as follows:

Field	Instruction
Proposed Retirement Date	Enter the proposed retirement date for the results of the report or select a date from the calendar icon.
POI	Enter the POI for the results of the report or select data by clicking the search icon.

4. Click **Update**. The results appear on the page.

Reports To List

The Reports To List Report reflects the employees that report to a supervisor, manager, etc.

To View the Reports To List:

1. Select the **HR Reports** menu group.

2. Select the **Reports To List** component. The Reports_To List page - Find an Existing Value tab is displayed to locate an existing report.



Figure 93: Reports_To List page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Reports_To List page - List of Report Tos tab is displayed. This is a read-only page.



Figure 94: Reports_To List Page - List of Report Tos Tab

5. Click **Refresh List** to refresh the page and display additional names.

At this point, the following options are available:

Step	Description
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.

Vacant Position Report

The Vacant Position Report contains vacant positions in an organization.

Note: This report is for LOC only.

To View Vacant Position Report Data:

1. Select the the **HR Reports** menu group.
2. Select the **Vacant Position Report** component. The LOC Vacant Position Report page - Find an Existing Value tab is displayed.



LOC Vacant Position Report

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**

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 95: LOC Vacant Position Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The LOC Vacant Position Report page is displayed.

OR

Select the **Add a New Value** tab. The LOC Vacant Position Report page - Add a New Value tab is displayed.



Figure 96: LOC Vacant Position Report Page - Add a New Value Tab

5. Click **Add**. The Vacant Position Report page is displayed.

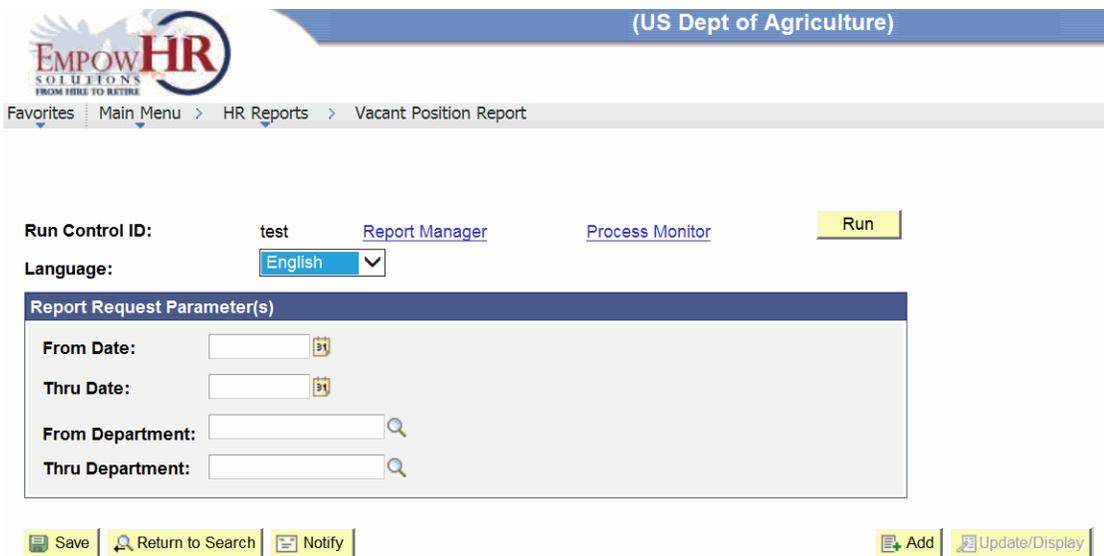


Figure 97: Vacant Position Report Page

6. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Language	Defaults to English . To change, select the applicable language from the drop-down list.
Report Request Parameter(s)	Instruction
From Date	Enter the date the report data should begin or select a date from the calendar icon.
Thru Date	Enter the date the report data should end or select a date from the calendar icon.
From Department	Enter the from Department for the report or select data by clicking the search icon.
Thru Department	Enter the through Department for the report or select data by clicking the search icon.

- Click **Run**. The LOC Vacant Position Report page - Process Scheduler Request tab is displayed.

OR

Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

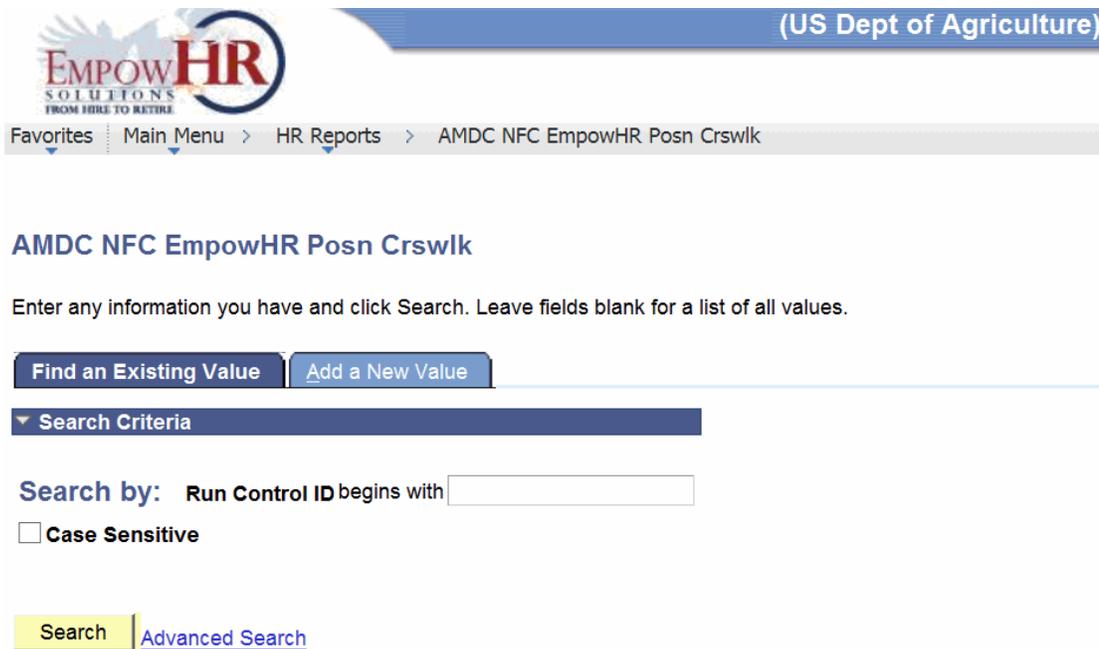
Step	Description
Click Save	Saves the record.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

Administrative Management Development Center (AMDC) NFC EmpowHR Position Crosswalk Report

The Administrative Management Development Center (AMDC) NFC EmpowHR Position Crosswalk Report allows the user to create a report or find an existing report reflecting the crosswalk between EmpowHR and the database.

To View AMDC NFC EmpowHR Crosswalk Data:

1. Select the **HR Reports** menu group.
2. Select the **AMDC NFC EmpowHR Posn Crswlk** component. The AMDC NFC EmpowHR Posn Crswlk page - Find an Existing Value tab is displayed to locate an existing report.



The screenshot shows the EmpowHR interface for the AMDC NFC EmpowHR Posn Crswlk page. At the top left is the EmpowHR logo. At the top right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > HR Reports > AMDC NFC EmpowHR Posn Crswlk". The main heading is "AMDC NFC EmpowHR Posn Crswlk". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Search Criteria" section. It includes a "Search by:" dropdown menu currently set to "Run Control ID begins with" and an adjacent text input field. Below this is a checkbox for "Case Sensitive". At the bottom of the search section are two buttons: "Search" and "Advanced Search".

[Find an Existing Value](#) | [Add a New Value](#)

Figure 98: AMDC NFC EmpowHR Posn Crswlk Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The AMDC NFC EmpowHR Posn Crswlk page is displayed.

OR

Select the **Add a New Value** tab. The AMDC NFC EmpowHR Posn Crswlk page - Add a New Value tab is displayed.

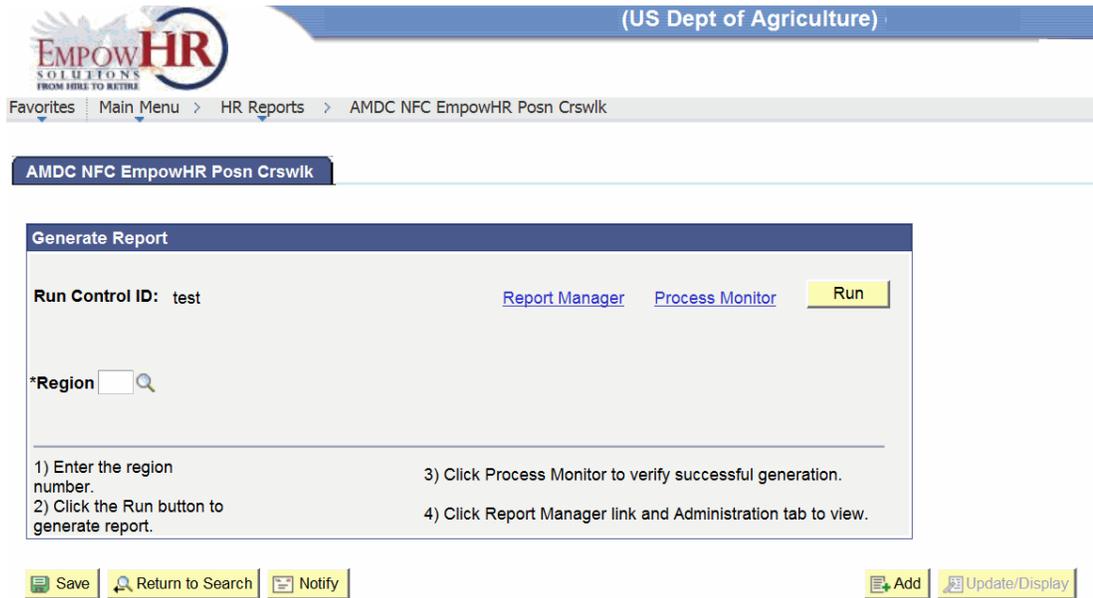


Figure 99: AMDC NFC EmpowHR Posn Crswlk Page - Add a New Value Tab

5. Complete the Run Control ID field as follows:

Field	Description/Instruction
Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID for the report.

6. Click **Add**. The AMDC NFC EmpowHR Posn Crswlk tab is displayed.



Generate Report

Run Control ID: test [Report Manager](#) [Process Monitor](#) [Run](#)

*Region

1) Enter the region number. 2) Click the Run button to generate report. 3) Click Process Monitor to verify successful generation. 4) Click Report Manager link and Administration tab to view.

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Figure 100: AMDC NFC EmpowHR Posn Crswlk Tab

7. Complete the fields as follows:

Generate Report	Description/Instruction
Run Control ID	Displays the run control ID, a unique number that the user assigns to run a report.
*Region	Required field. Enter the applicable region for the position or click the icon to search for the region. This is a required field.

8. Click **Run**. The Process Schedule Request page is displayed.

OR

Click the **Report Manager**. For more information, refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information, refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point, the following options are available:

Step	Description
------	-------------

Click Save	Saves the record.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

LC OF8

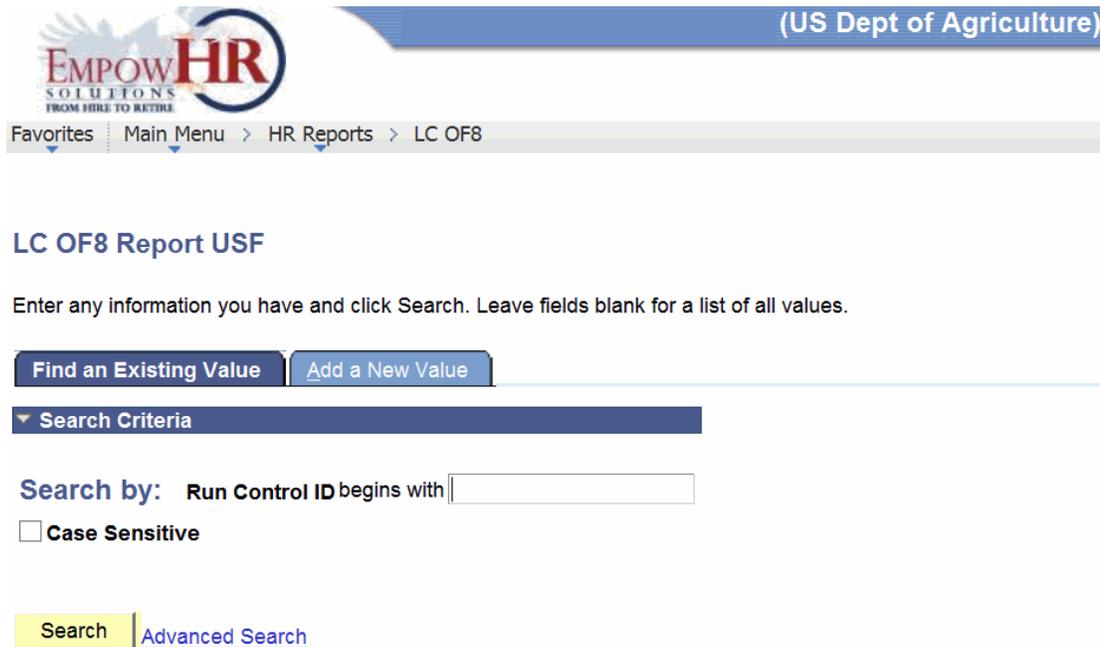
This option allows the user to print position descriptions.

Note: This report is for LC only.

To Print a Position Description:

1. Select the the **HR Reports** menu group.

2. Select the the **LC OF8** component. The LC OF8 Report USF page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the LC OF8 Report USF page. At the top, there is a blue header with the EmpowHR logo and the text "(US Dept of Agriculture)". Below the header is a breadcrumb trail: "Favorites | Main Menu > HR Reports > LC OF8". The main heading is "LC OF8 Report USF". Below the heading, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (which is selected) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The search criteria is "Search by: Run Control ID begins with" followed by an empty text input field. There is a checkbox for "Case Sensitive" which is unchecked. At the bottom of the search section, there are two buttons: "Search" (highlighted in yellow) and "Advanced Search" (a blue link).

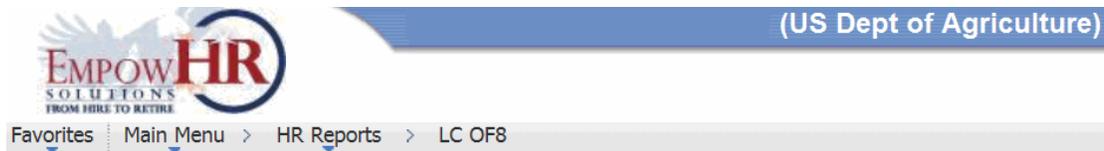
[Find an Existing Value](#) | [Add a New Value](#)

Figure 101: LC OF8 Report USF Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The LC OF8 Report USF Report page is displayed.

OR

Select the **Add a New Value** tab. The LC Of8 Report USF page - Add a New Value tab is displayed.



LC OF8 Report USF

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Figure 102: LC OF8 Report USF Page - Add a New Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the run control ID for the report.

- Click **Add**. The LC OF8 Report Runctl Fgof8 tab is displayed.

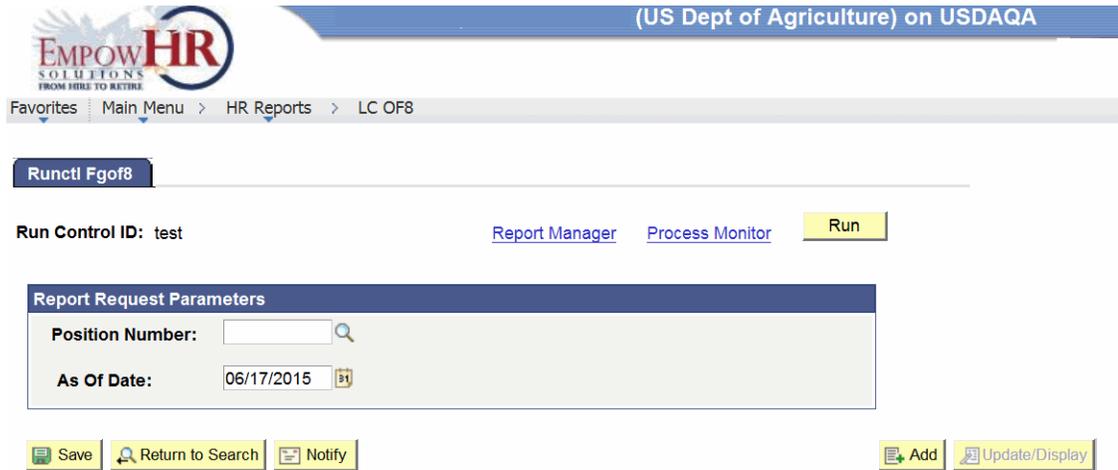


Figure 103: Runctl Fgof8 Tab

- Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based upon the search criteria entered.
Report Requests Parameters	Instruction
Position Number	Enter the position number or select data by clicking the search icon.
As Of Date	Enter the as-of date for the report or select a date from the calendar icon.

- Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point, the following options are available:

Step	Description
Click Save	Saves the record.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

OF08 Report USF

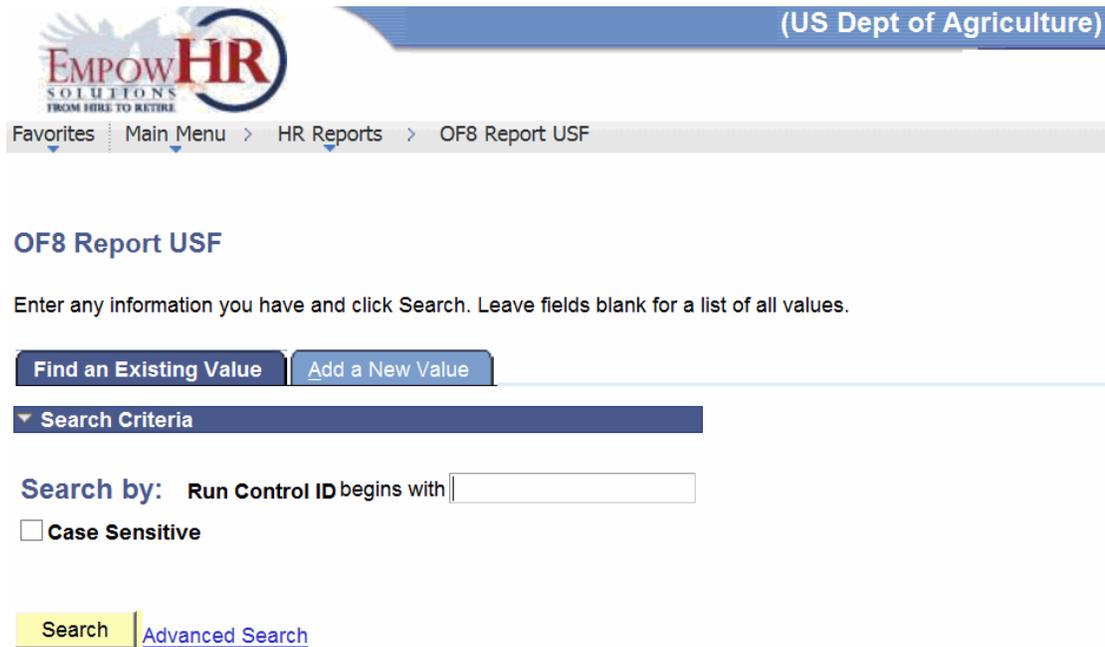
This section explains how to find or add LC OF8 report data.

Note: This report is for LC only.

To Run the OF8 Report USF Report:

1. Select the *HR Reports* menu group.

2. Select the **OF8 Report USF** component. The OF8 Report USF Page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the OF8 Report USF page. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > HR Reports > OF8 Report USF". The main heading is "OF8 Report USF". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (which is selected and highlighted in blue) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The search criteria is "Search by: Run Control ID begins with" followed by an empty text input field. There is a checkbox for "Case Sensitive" which is unchecked. At the bottom of the search section are two buttons: "Search" (highlighted in yellow) and "Advanced Search" (a blue link).

[Find an Existing Value](#) | [Add a New Value](#)

Figure 104: OF8 Report USF Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The OF8 Report USF Report page is displayed.

OR

Select the **Add a New Value** tab. The OF8 Report USF page - Add a New Value tab is displayed.



Figure 105: OF8 Report USF Page - Add a New Value Tab

5. Click **Add**. The OF8 Report tab is displayed.



Figure 106: OF8 Report Tab

6. Complete the fields as follows:

Field	Description/Instruction
-------	-------------------------

Field	Description/Instruction
Run Control ID	Populated based upon the search criteria entered.
Report Request Parameters	Instruction
Position Number	Enter the position number or select data by clicking the search icon.
As Of Date	Enter the as-of date for the report or select a date from the calendar icon.

- Click the **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point the following options are available:

Steps	Descriptions
Click Save	Saves the record.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

PMSO Error Messages

This report reflects error messages for the job code and the position.

To View a PMSO Error Messages Report:

1. Select the **HR Reports** menu group.
2. Select the **PMSO Error Messages** component. The PMSO Error Messages page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.

PMSO Error Messages

Specify one or more field combinations to narrow your search

Specify one or more field combinations to narrow your search

▼ Search Criteria

Run Date: = [dropdown] [input box] [calendar icon]

Sub-Agency: begins with [dropdown] [input box]

Personnel Office ID: begins with [dropdown] [input box]

Job Code: begins with [dropdown] [input box]

Position Nbr: begins with [dropdown] [input box]

Mstr Rcd #: begins with [dropdown] [input box]

Indv Posn #: begins with [dropdown] [input box]

Salary Grade: begins with [dropdown] [input box]

Search Clear Basic Search Save Search Criteria

Figure 107: PMSO Error Messages Page - Specify one or more field combinations to narrow your search Tab

3. Complete the fields as follows:

Field	Instruction
Run Date	Enter the run date for the report or select a date from the calendar icon.
Sub-Agency	Enter the sub-Agency.
Personnel Office ID	Enter the POI.
Job Code	Enter the job code.
Position Nbr	Enter the position number.

Field	Instruction
Mstr Rcd#	Enter the master record number.
Indv Posn #	Enter the individual position number.
Salary Grade	Enter the salary grade.

4. Click **Search**. The PMSO Error Messages page is displayed.



(US Dept of Agriculture)

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > HR Reports > PMSO Error Messages

Run Date: 06/16/2015 Sub-Agency: 90 DM, Off of the Chief Fincl Off Personnel Office ID: 5317 USDA - OCFO - NFC

Job Code	Mstr Rcd #	Grade	Position Number	NFC Posn Nbr	Type	Function	PPD#	Oprid	Personalize	Find	First	1 of 1	Last
XXXXXX	XXXXXX	12	XXXXXXXX	XXXXXXXX	INDV	NEW	11	EMPOWHR	View Errors	Edit Transaction	Delete Error Messages		

Print Position/Jobcode Errors

Return to Search | Previous in List | Next in List | Include History

Figure 108: PMSO Error Messages Page

At this point, the following options are available:

Step	Description
Click View Errors	Displays the View PMSO Error Messages page to view the errors for the applicable transaction.
Click Edit	Displays the details for the applicable transaction.
Click Delete Error Messages	Displays a Confirmation popup to delete the applicable transaction.
Click Print Position/Jobcode Errors	Allows the printing of the PAR errors.
Click Return to Search	Returns to the applicable page to search for another report.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Include History	Includes historical data.

PMSO Error Messages (HD)

This report reflects error messages for the job code and the position.

To View a PMSO Error Messages (HD) Report:

1. Select the **HR Reports** menu group.
2. Select the **PMSO Error Messages (HD)** component. The PMSO Error Messages (HD) page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.

Figure 109: PMSO Error Messages (HD) Page - Specify one or more field combinations to narrow your search Tab

3. Complete the fields as follows:

Field	Instruction
Run Date	Enter the run date for the report or select a date from the calendar icon.
Sub-Agency	Enter the Agency.

Field	Instruction
Personnel Office ID	Enter the POI.
Job Code	Enter the job code.
Position Nbr	Enter the position number.
Mstr Rcd#	Enter the master record number.
Indv Posn #	Enter the individual position number.
Salary Grade	Enter the salary grade.

4. Click **Search**. The PMSO Error Messages page is displayed.

OR

Click **Clear** to clear the information on the page.

Once you have located the PMSO Error Message, you can view the error message, edit the error message, delete the error message, or print the Position/Job Code Errors. See the corresponding steps below as applicable.



Figure 110: PMSO Error Messages Page

At this point, the following options are available:

Step	Description
Click View Errors	Displays the View PMSO Error Messages (HD) page to view the errors for the applicable transaction.
Click Edit	Displays the details for the applicable transaction.
Click Delete Error Messages	Displays a Confirmation popup to delete the applicable transaction.

Click Print Position/Jobcode Errors	Allows the printing of the PAR errors.
Click Return to Search	Returns to the applicable page to search for another report.
Click Previous in List	Returns to the previous person in the list.
Click Next in List	Advances to the next person in the list.
Click Include History	Includes historical data.

Payroll Document Error Messages

This report reflects payroll documents that are in suspense.

To View the Payroll Document Error Messages Report:

1. Select the **HR Reports** menu group.
2. Select the **Payroll Doc Error Messages** component. The PRES Error Messages page - Specify one or more field combinations to narrow your search tab is displayed.

(US Dept of Agriculture)

Favorites Main Menu > HR Reports > Payroll Doc Error Messages

PRES Error Messages

Specify one or more field combinations to narrow your search

Specify one or more field combinations to narrow your search

▼ Search Criteria

Run Date: = [dropdown] [input field]

Sub-Agency: begins with [dropdown] [input field]

Personnel Office ID: begins with [dropdown] [input field]

SSN: = [dropdown] [input field]

Empl ID: begins with [dropdown] [input field]

Search Clear Basic Search Save Search Criteria

Figure 111: PRES Error Messages Page - Specify one or more field combinations to narrow your search Tab

3. Click **Search**. The Payroll Doc Error Messages page is displayed.

OR

Click **Clear** to clear the search.



(US Dept of Agriculture)

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > HR Reports > Payroll Doc Error Messages

New Window | Person

Run Date: 06/09/2015 Sub-Agency: 11 Forest Service Personnel Office ID: 5188 ASHEVILLE, NC

SSN	Emplid	Rcd	Name	Doc	Batch#	PPD#	EffDt	View Errors	Edit Transaction	Delete Error Messages
XXX-XX-XXXX	XXXXXX	0	Doe, John	180	6742	11		View Errors	Edit	Delete Error Messages

Print PRES Errors

Return to Search | Previous in List | Next in List | Include History | Correct History

Figure 112: Payroll Doc Error Messages page

Note: Once the PRES Error Messages page is displayed, follow the navigation instructions for **PAR Error Messages** (on page 122). Please note, the navigation is the same; however, the type of documents displayed is different.

Payroll Document Error Messages (HD)

This report reflects payroll documents in suspense.

To View the Payroll Document Error Messages Report:

1. Select the **HR Reports** menu group.

2. Select the **Payroll Doc Error Messages (HD)** component. The PRES Error Messages (HD) page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.

Figure 113: PRES Error Messages (HD) Page - Specify one or more field combinations to narrow your search Tab

3. Click **Search**. The Payroll Doc Error Msg (HD) page is displayed.

OR

Click **Clear** to clear the search.

Note: The Payroll Doc Error Msg (HD) navigation is the same as the **PAR Error Messages (HD)** (on page 124). Please note, the navigation is the same; however the type of documents displayed are different.

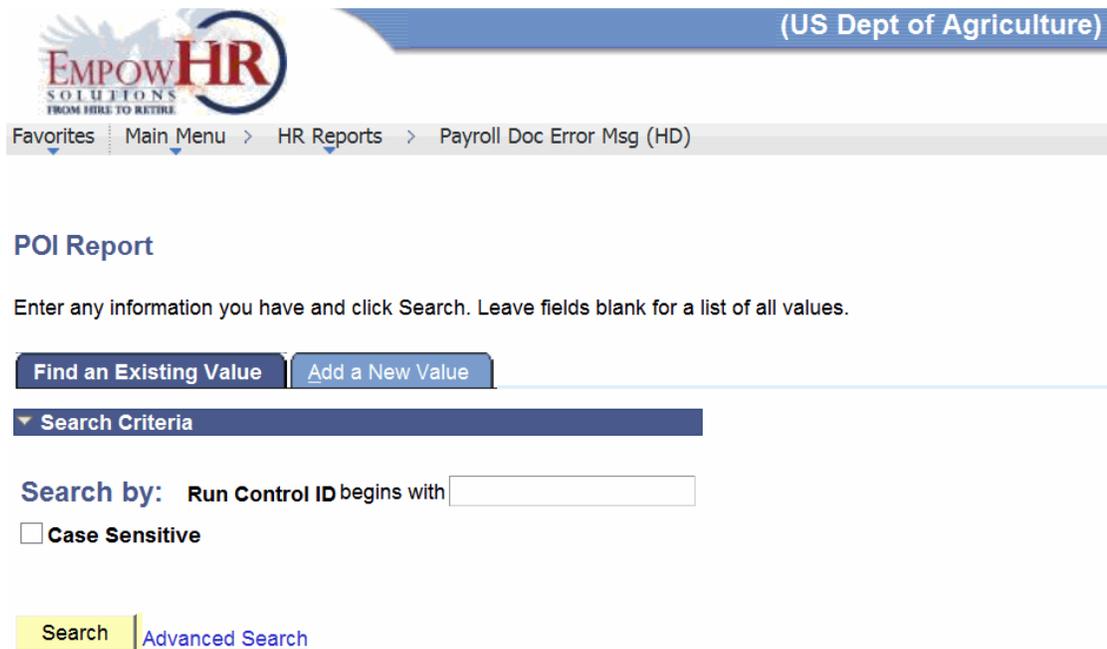
Personnel Office Identifier Report

The POI Report generates the reports with occupied, vacant, and inactive positions based on the POI selected. The report also shows the incumbent in the occupied positions.

To Add or Find a POI Report:

1. Select the **HR Reports** menu group.

2. Select the **POI Report** component. The POI Report page - Find an Existing Value tab is displayed to locate an existing report.



The screenshot shows the EmpowHR interface for the POI Report page. At the top left is the EmpowHR logo. To the right, it says "(US Dept of Agriculture)". Below the logo is a breadcrumb trail: "Favorites | Main Menu > HR Reports > Payroll Doc Error Msg (HD)". The main heading is "POI Report". Below this is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Search Criteria" section. It includes a "Search by:" label followed by "Run Control ID begins with" and a text input field. Below this is a checkbox labeled "Case Sensitive". At the bottom of the search criteria section are two buttons: "Search" and "Advanced Search".

[Find an Existing Value](#) | [Add a New Value](#)

Figure 114: POI Report Page - Find an Existing Value Tab

3. Enter applicable the search criteria.
4. Click **Search**.

OR

Select the **Add a New Value** tab. The POI Report page - Add a New Value tab is displayed to add a new report.



EMPOWHR SOLUTIONS FROM HIRE TO RETIRE (US Dept of Agriculture)

Favorites Main Menu > HR Reports > Payroll Doc Error Msg (HD) > POI Report

POI Report

Find an Existing Value Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

5. Complete the Run Control ID field as follows:

Field	Instruction
Run Control ID	Enter the applicable information.

6. Click **Add**. The POI Report tab is displayed.



Figure 115: POI Report Tab

7. Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated from the search criteria entered.
Report Parameters	Instruction
Agency	Enter the applicable Agency code or search for data by clicking the search icon.
Sub-Agency	Enter the applicable sub-Agency code or search for data by clicking the search icon.
POI	Enter the applicable POI or search for data by clicking the search icon.
Check the reports to run and click "Run Report" Button	Instruction
POI Report w/Filled Positions	Check this box if applicable.
POI Report w/Filled w/ Vacant Positions	Check this box if applicable.
POI Report w/Filled w/ Vacant w/Inactive Positions	Check this box if applicable.

Click **Report Manager**. The Process Scheduler Request page - POI Report is displayed.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Run**. The reports are sent to the Report Manager.

At this point the following options are available:

Step	Description
Click Save .	Saves the report.
Click Return to Search	Returns the user to the applicable page to search for another record.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

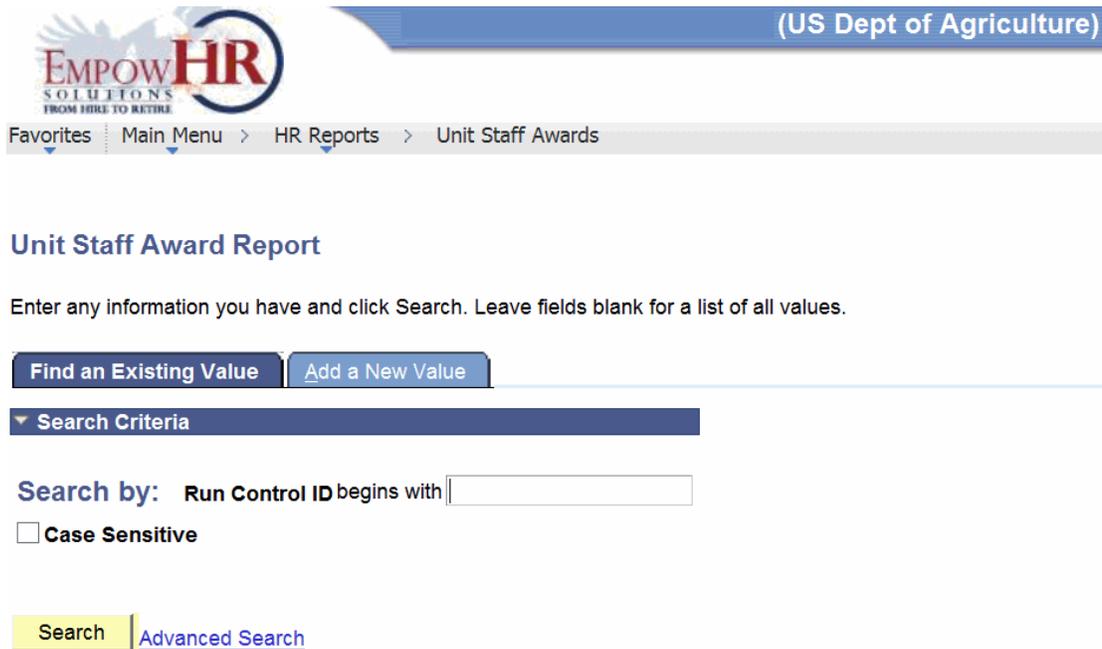
Unit Funded Awards

The user can view or add a report to retrieve unit funded awards for an organization.

To View the Unit Funded Award Report:

1. Select the **HR Reports** menu group.

2. Select the **Unit Funded Awards** component. The Unit Staff Award Report page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the Unit Staff Award Report. At the top left is the EmpowHR logo. To the right, a blue banner reads "(US Dept of Agriculture)". Below this is a breadcrumb trail: "Favorites | Main Menu > HR Reports > Unit Staff Awards". The main heading is "Unit Staff Award Report". Below the heading is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Search Criteria" dropdown menu. Below it, the text "Search by: Run Control ID begins with" is followed by an empty text input field. A checkbox labeled "Case Sensitive" is below the input field. At the bottom of the search area are two buttons: "Search" and "Advanced Search".

[Find an Existing Value](#) | [Add a New Value](#)

Figure 116: Unit Staff Award Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Unit Funded Awards page is displayed.

OR

Select the **Add a New Value** tab. The Unit Funded Award Report page - Add a New Value tab is displayed.



Figure 117: Unit Funded Awards Report Page - Add a New Value Tab

5. Complete the Run Control ID field as follows:

Field	Instruction
Run Control ID	Enter the run control ID.

- Click **Add**. The Unit Funded Awards tab is displayed. The information entered is the criteria for the report.

The screenshot shows the 'Unit Funded Awards' report parameters form. At the top, there is a blue header with the EmpowHR logo and the text '(US Dept of Agriculture)'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > HR Reports > Unit Funded Awards'. The main form area is titled 'Unit Funded Awards' and contains a 'Report parameters' section with the following fields:

- *From Date:** A text input field with a calendar icon to its right.
- *Thru Date:** A text input field with a calendar icon to its right.
- Award Type Code:** A text input field with a search icon to its right.
- Pay Plan:** A text input field with a search icon to its right.
- Salary Grade:** A text input field with a search icon to its right.
- Request Status:** A text input field with a search icon to its right.

Below the form is a yellow button labeled 'Create Reports'.

Figure 118: Unit Funded Awards Tab

- Complete the fields as follows:

Report Parameters	Instruction
*From Date	Required field. Enter the from date for data to be included in the report or select a date from the calendar icon.
*Thru Date	Required field. Enter the through date for data to be included in the report or select a date from the calendar icon.
Award Type Code	Enter the type of award code or select data by clicking the search icon.
Pay Plan	Enter the pay plan or select data by clicking the search icon.
Salary Grade	Enter the salary grade or select data by clicking the search icon.
Request Status	Enter the status of the award type or select data by clicking the search icon.

- Click **Create Reports**. The **View Report in PDF** and the **View Report in CSV** options are displayed.

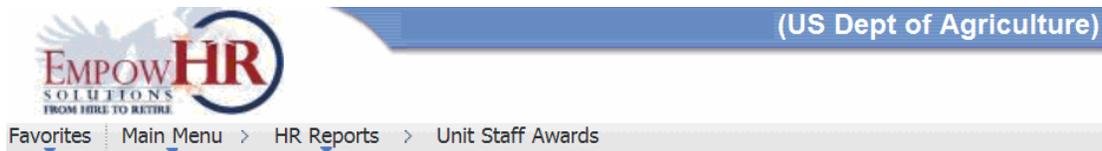
9. Select the desired option to display the report. The report is display in the format selected.

Unit Staff Awards

This report allows the user to view unit staff awards for an organization.

To View the Unit Staff Awards Report:

1. Select the **HR Reports** menu group.
2. Select the **Unit Staff Awards** component. The Unit Staff Award Report page - Find an Existing Value tab is displayed. The information entered is the parameters for the report.



Unit Staff Award Report

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](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Search](#) | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 119: Unit Staff Award Report Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The Unit Staff Awards page is displayed.

OR

Select the **Add a New Value** tab. The Unit Staff Award Report page - Add a New Value tab is displayed.



Figure 120: Unit Staff Award Report Page - Add a New Value Tab

5. Complete the Run Control ID field as follows:

Field	Instruction
Run Control ID	Enter the run control ID.

- Click **Add**. The Unit Staff Awards tab is displayed.

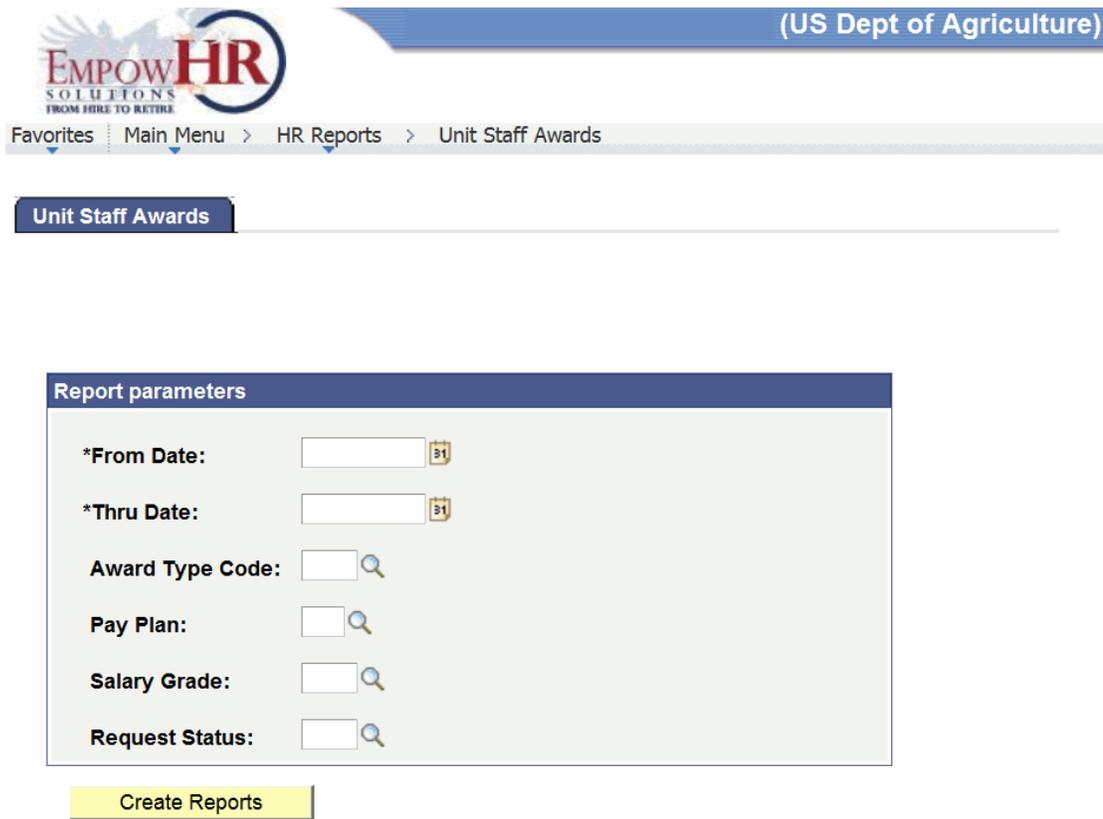


Figure 121: Unit Staff Awards Tab

- Complete the fields as follows:

Report Parameters	Instruction
*From Date	Required field. Enter the from date for data to be included in the report or select a date from the calendar icon.
*Thru Date	Required field. Enter the through date for data to be included in the report or select a date from the calendar icon.
Award Type Code	Enter the type of award code or select data by clicking the search icon.
Pay Plan	Enter the pay plan or select data by clicking the search icon.
Salary Grade	Enter the salary grade or select data by clicking the search icon.
Request Status	Enter the status of the award type or select data by clicking the search icon.

- Click **Create Reports**. The **View Report in PDF** and the **View Report in CSV** options are displayed.

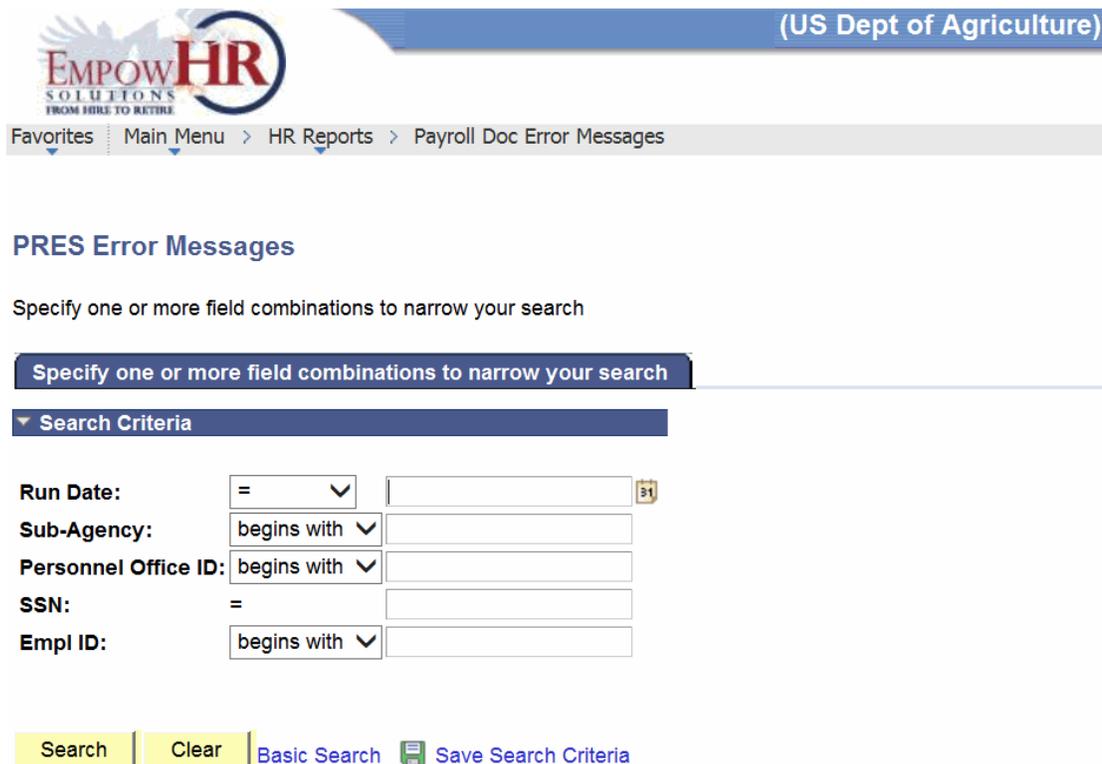
9. Select the desired option to display the report. The report is displayed in the format selected.

Payroll Document Error Messages

This report allows the user to view payroll document error messages.

To View the PRES Error Messages Report:

1. Select the **HR Reports** menu group.
2. Select the **Payroll Doc Error Messages** component. The PRES Error Messages page - Specify one or more field combinations to narrow your search tab is displayed to locate an existing report.



(US Dept of Agriculture)

Favorites Main Menu > HR Reports > Payroll Doc Error Messages

PRES Error Messages

Specify one or more field combinations to narrow your search

Specify one or more field combinations to narrow your search

▼ Search Criteria

Run Date: = [dropdown] [input field] [calendar icon]

Sub-Agency: begins with [dropdown] [input field]

Personnel Office ID: begins with [dropdown] [input field]

SSN: = [dropdown] [input field]

Empl ID: begins with [dropdown] [input field]

Search Clear Basic Search Save Search Criteria

Figure 122: PRES Error Messages Page - Specify one or more field combinations to narrow your search Tab

3. Complete the fields as follows:

Field	Instruction
Run Date	Enter the run data or select a data from the calendar icon.

Field	Instruction
Sub Agency	Enter the sub-Agency.
Personnel Office ID	Enter the POI.
SSN	Enter the nine-position SSN.
Empl ID	Enter the employee ID. This a unique ID assigned by EmpowHR.

4. Click **Search** or **Clear** as applicable. The PRES Error Messages Detail page is displayed.

The PRES Error Messages Detail navigation is the same as the **PAR Error Messages (HD)** (on page 124). Please note, the navigation is the same; however, the type of documents displayed are different.

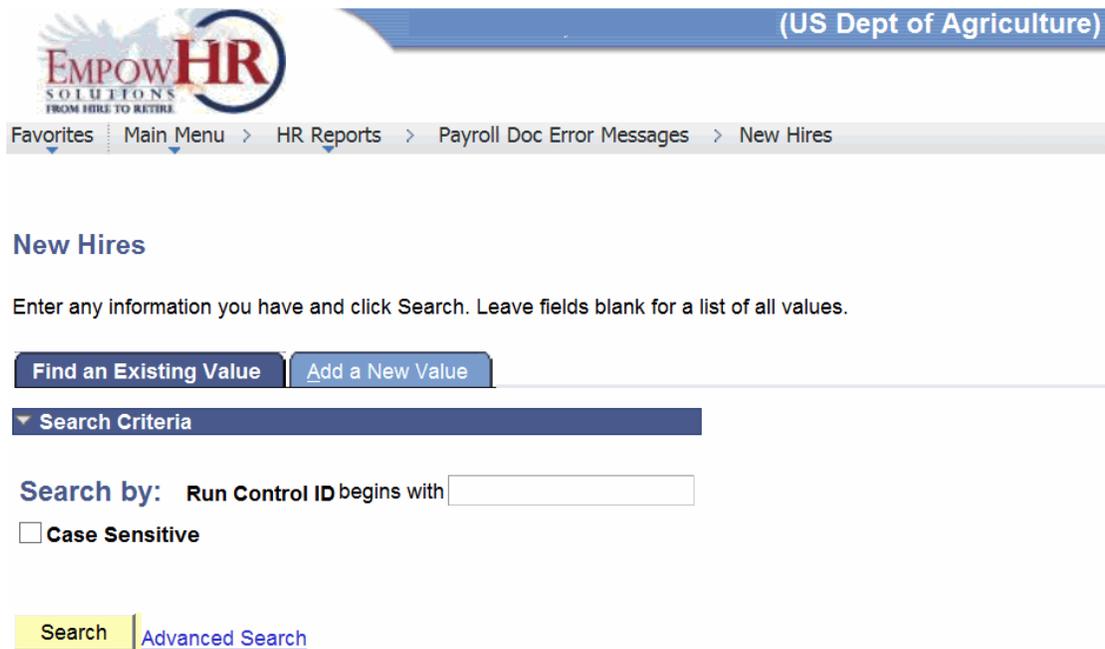
New Hires

This section explains how to view new hire report data.

To View or Enter the New Hires Report:

1. Select the **HR Reports** menu group.

2. Select the **New Hires** component. The New Hires page - Find an Existing Value tab is displayed.



The screenshot shows the EmpowHR interface for the 'New Hires' section. At the top right, it says '(US Dept of Agriculture)'. Below the logo, there is a breadcrumb trail: 'Favorites > Main Menu > HR Reports > Payroll Doc Error Messages > New Hires'. The main heading is 'New Hires'. Below this, a message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (which is selected) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a 'Search Criteria' section. It includes a 'Search by:' dropdown menu currently set to 'Run Control ID begins with', followed by a text input field. Below this is a checkbox for 'Case Sensitive'. At the bottom of the search section, there are two buttons: 'Search' and 'Advanced Search'.

[Find an Existing Value](#) | [Add a New Value](#)

Figure 123: New Hires Page - Find an Existing Value Tab

3. Enter the applicable search criteria.
4. Click **Search**. The New Hires page is displayed.

OR

Select the **Add a New Value** tab. The New Hires page - Add a New Value tab is displayed to add a new report.



Figure 124: New Hires Page - Add a New Value Tab

5. Complete the Run Control ID field as follows:

Field	Instruction
Run Control ID	The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

- Click **Add**. The New Hires tab is displayed.

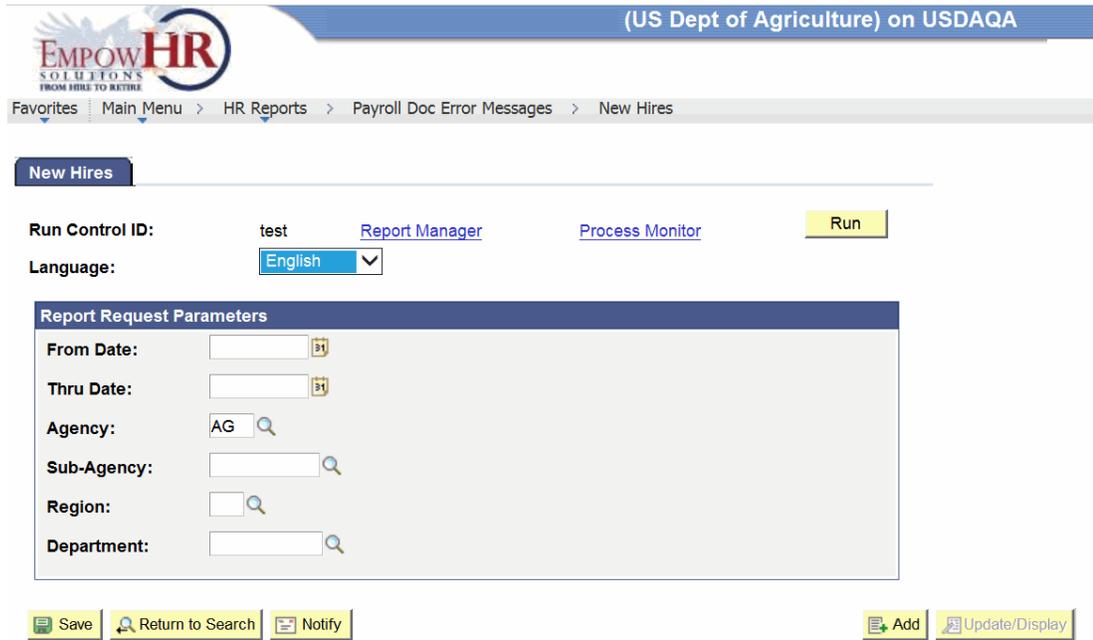


Figure 125: New Hires Tab

- Complete the fields as follows:

Field	Description/Instruction
Run Control ID	Populated based on the search criteria entered.
Language	Defaults to English . To change, select the applicable language from the drop-down list.
Report Request Parameters	Instruction
From Date	Enter the from date or select a date from the calendar icon.
Thru Date	Enter the through date or select a date from the calendar icon.
Agency	Enter the two-position Agency (alpha/numeric Department code) for the report or search for data by clicking the search icon.
Sub Agency	Enter the two-position sub Agency (alpha numeric Agency code) or search for data by clicking the search icon.
Region	Enter the region code or search by clicking the icon.
Department	Enter the applicable Department or search by clicking the search code.

- Click **Report Manager**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Process Monitor**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

OR

Click **Run**. For more information refer to the EmpowHR Reporting procedure manual located under the HR and Payroll Processing category on the Publications page of the NFC Web site.

At this point, the following options are available:

Step	Description
Click Save	Saves the record.
Click Return to Search	Returns to the applicable page to search for another report.
Click Notify	Notifies the next individual in the workflow.
Click Add	Returns the user to the applicable page to add another report.
Click Update/Display	Returns the user to the applicable page to update the data entered.

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