

Processing Tips for Multiple EmpowHR Actions Within the Same Day

The following processing tips will assist EmpowHR users when entering multiple actions on the same day:

Worklist

- Users are reminded to view their worklist each day upon login to check the status of each action (e.g., applied, suspense, etc.).

Address Document

- Agencies may now process the Accession action and the Address document in the same day. The Accession action will process before the Address document.
- The Accession PAR and the Address Payroll document (the Address Payroll document is located on the Hire page - Personal Data tab under the Address Info link) 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 Suspense Inquiry System (SINQ) error message specific to the Address document. Once corrective action is taken on the Accession action, the action is saved, and it is sent to NFC for processing, the Address document will automatically be sent in the same pass of PINE with no action needed from the user.
- Please note that the Address Payroll document was previously marked **Ready Future** (after the action was saved and sent to NFC for processing) and required an additional pass of PINE before this information would be found on PPS.
- An Agency may now process an Accession action, Address document, and another Personnel Action Request (PAR) (i.e., Market Pay) on the same day.

Suspense

- If the Accession action fails and is in suspense, corrective action must be taken to clear the error and resend to the National Finance Center (NFC) for processing. No action is required for the Address Payroll document. It will process in the same pass of PINE once the Accession action applies.

Important: Do not send the action a second time as this will result in a multiple action error.

Authentication Dates (Sequence)

- Authentication Dates are used to chronologically order actions with the same Effective Date for processing. Different Authentication Dates should be used if multiple actions are processed with the same Effective Date.
- If an Agency enters a **Ready Future** action, and then the Agency enters a subsequent action, the Authentication Date on the **Ready Future** action must be adjusted accordingly.
- When an Agency enters an action, and there is a Bi-Weekly Examination Analysis and Reporting System (BEAR)-generated action, the Agency must pay attention to which action needs to be processed first. For Nature of Action Codes (NOAC) listed below, the effective date is Sunday, the first day of the pay period.
 - NOAC 880, Chg in Tenure Group - The Authentication Date is the same as the Effective Date.
 - NOAC 893, Within Grade Increase (WGI) - The Authentication Date is 1 day prior to the Effective Date (Saturday, the last day of the prior pay period).
 - NOAC 903, Change In Non-CDPF Data Element - The Authentication Date is 2 days prior to the Effective Date (Friday, the second to last day of the prior pay period).
- When an Agency processes a Rollback, the Authentication Dates should be considered to ensure that the actions apply in the correct order.
- The Sequence field on the Data Control tab is only required for ordering personnel actions when the action being entered has the same Effective Date, but an earlier Authentication Date than the most current effective dated row. Below is an example of this.

Example - The human resources (HR) office inserts a change in work schedule (Nature of Action Code 781, Chg in Work Schedule) effective January 11, 2015, with an Authentication Date of January 3, 2015.

1. Review the current actions in EmpowHR.

| Row | NOAC | Effective Date | Authentication Date | Sequence |
|-----|------|----------------|---------------------|----------|
| 1 | 721 | 01/11/2015 | 01/11/2015 | 1 of 3 |
| 2 | 893 | 01/11/2014 | 01/01/2014 | 2 of 3 |
| 3 | 894 | 01/11/2014 | 12/23/2013 | 3 of 3 |

2. Insert an NOAC 781 with an earlier Authentication Date than the NOAC 721, Reassignment, and change the Sequence Numbers as follows:

Note: The Sequence Number only orders the actions within EmpowHR. Therefore, you must change the Effective Sequence in EmpowHR so that the actions are processed in the correct order in the Payroll/Personnel System (PPS).

| Row | NOAC | Effective Date | Authentication Date | Sequence | Effective Sequence |
|-----|------|----------------|---------------------|----------|------------------------|
| 1 | 781 | 01/11/2015 | 01/03/2015 | 3 of 4 | Change from 2 1 to 1 1 |
| 2 | 721 | 01/11/2015 | 01/11/2015 | 4 of 4 | Change from 1 1 to 2 1 |
| 3 | 893 | 01/11/2014 | 01/01/2014 | 2 of 4 | 2 1 |
| 4 | 894 | 01/11/2014 | 12/23/2013 | 1 of 4 | 1 1 |

3. Upon saving the action, EmpowHR will reorder the actions with the same Effective Date by the Effective Sequence Number. Please note that the Sequence Number does not dictate the order that the Personnel Input and Edit System (PINE) processes the actions. Below is a depiction of the actions in EmpowHR after the actions have been saved.

| Row | NOAC | Effective Date | Authentication Date | Sequence | Effective Sequence |
|-----|------|----------------|---------------------|----------|--------------------|
| 1 | 721 | 01/11/2015 | 01/11/2015 | 4 of 4 | 2 1 |
| 2 | 781 | 01/11/2015 | 01/03/2015 | 3 of 4 | 1 1 |
| 3 | 893 | 01/11/2014 | 01/01/2014 | 2 of 4 | 2 1 |
| 4 | 894 | 01/11/2014 | 12/23/2013 | 1 of 4 | 1 1 |

4. The results of the step above should match the order of the actions as they are reflected in the Payroll/Personnel System (PPS) on Information/Research Inquiry System (IRIS) Program IR125, Personnel Action Summary, or IRIS Program IR525, PERHIS Personnel Actions Summary, (after BEAR has run at the end of the pay period). Verify the following in either IRIS Program IR125 or IRIS Program IR525:

| NOAC | Effective Date | Authentication Date |
|------|----------------|---------------------|
| 721 | 01/11/2015 | 01/11/2015 |
| 781 | 01/11/2015 | 01/03/2015 |
| 893 | 01/11/2014 | 01/01/2014 |
| 894 | 01/11/2014 | 12/23/2013 |