

Duplicate Records within EmpowHR

When a Social Security number (SSN) is entered into EmpowHR, it is associated to one of the following employment types:

- Federal Employee
- Contingent Worker
- Person of Interest

Prior to initiating a personnel action, users should navigate to Workforce Administration to validate and determine if a record exists.

Employment Types are categorized into two categories:

1. Employment Instance – includes Federal employment associations
2. Person of Interest – includes all non-Federal associations (contingent worker and person of interest)

Individuals can have many **types** of organizational relationships within EmpowHR.

(US Dept of Agriculture) on USDACPY

EMPowHR SOLUTIONS FROM HIRE TO RETIRE

Favorites Main Menu > Non-Employee Processing > Person Organizational Summary

Person Org Summary

Person ID:

Employment Instances End | View All | First 1 of 1 | Last

ORG Instance: 0 Last Hire: Termination Date: 08/03/2015

HR Status: Inactive Payroll Status: Retired

Assignments Personalize | Find | First 1 of 1 | Last

Empl Record	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Assign Start	Term Date
0	Home	Inactive	Retired	08/03/2015	NFC	957948		08/03/2015

Person of Interest Instance Personalize | Find | First 1 of 1 | Last

Person of Interest Type	Empl_rcd#	Status	Begin Date	End Date
Contractor		A.Active	02/18/2009	09/30/2024

Return to Search Notify

There should only be one employee record type for Federal employment that allows service history for all Federal employment to reside within that record in EmpowHR. Using the illustration above, the employee retired from Federal employment with the National Finance Center (NFC) on 8/3/2015. If he/she were being rehired as a Federal employee, the Agency would perform a **Departmental Transfer** to link his/her new record with the previous Federal

employment record. Departmental Transfer is the functionality within EmpowHR-PAR Processing that allows an Agency to transfer ownership of the prior Agency record to the gaining Agency.

NOTE: The only reason for duplicate Federal employment types is in the case of a dual appointments (working for two Agencies simultaneously).

Erroneous records are created when an Agency inadvertently initiates a hire action when there is an existing Federal employment type record. When this happens, the service history for both Agencies will never appear in one record so that you can see the continuous Federal employment history (Federal employee record type 0, Federal employee record type 1, 2, 3 etc.).

How do I convert a non-Federal employee (contractor or other) to a Federal employee?

In the case where there is only a person of interest record, and you are hiring them as a Federal employee, you should reference the steps below.

To properly bring this employee into Federal service, you need to create a new reference under the New Employee Instance USF page. You can do this from the Workforce Administration menu.

To convert the employee to full-time, Federal employee:

1. Select *Workforce Administration*.
2. Select *Personal Information*.
3. Select *Organizational Relationships*.
4. Select *New Employee Instance USF*.
5. Enter the *Emplid*.
6. Select *Add the Relationship*.

More information on creating a new employee instance can be found in the online [EmpowHR procedure manual](#).

How do I correct a duplicate record where an employee has a record 0 under one Agency and a record 1 under another Agency?

In this scenario a duplicate record has been created resulting in a record 0 and a record 1. It is critical for audit purposes that data integrity be maintained between the payroll/personnel system (PPS) and EmpowHR. Therefore, the solution is that the records must be merged.

To merge records:

Submit a ServiceNow ticket requesting the records be merged by NFC via the ServiceNow customer service portal using the appropriate login:

- [Federated ServiceNow Users](#)
- [Non-Federated ServiceNow Users](#)

Requests that contain Personally Identifiable Information (PII) or sensitive information must be encrypted prior to attaching to the request. For more information on encrypting an attachment, refer to [How To Encrypt a File using Windows Explorer and WinZip For Use With All PII Data.](#)