

EmpowHR - Calendar Year (CY) 09 - Pay Period (PP) 25 (Build 2, Release 3) Release Notes

Effective Pay Period 25 (December 14, 2009), the following changes will be implemented in the *EmpowHR* system. A high-level summary of the changes is reflected in the table below. The detailed documentation on these changes can be found in the *EmpowHR* procedure. To view the procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Publications** tab. Then on the right-hand Quick Picks menu, click **Procedures By Acronym**, and search for *EmpowHR*.

The summary table references the System Change Request number, the section modified in the procedure manual, and a brief description of the change.

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
80123	Reports, Section	<p>A Run process will be created to remove any SINQ messages and links from the Worklist for transactions marked Applied.</p> <p>The View All link will be visible only if there are transactions that have a status of Not Applied or if the first record has a status Applied and there are other transactions with the Not Applied status.</p> <p>The PAR Error Message Report may be used to view all transactions with SINQ messages.</p>
80369	Basics, Section 1 PAR Processing>Hire Employee	<p>To comply with the USDA review of web applications, <i>EmpowHR</i> will be modified to accommodate Section 508 compliance.</p> <p>On the Position tab, the field label Special Position Code will be changed to Special Population Code.</p> <p>The Benefit Data tab, 3 field labels will be changed as follows:</p> <ul style="list-style-type: none"> ▪ COLA and/Or/Post Diff Code will be changed to Cola/Post Differential. ▪ A/L Cat Cd will be changed to Annual Leave Category. ▪ A/L 45 Days will be changed to Annual Leave 45-Day Indicator.

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
90244	PAR Processing > HR Processing, Section 5	<p>Transportation Security Administration (TSA) awards, Action Code, Reason, and Award Amount fields will be updated in <i>EmpowHR</i> to coincide with the mainframe data.</p> <p><i>EmpowHR</i> will update the Action field to AWD, the Reason Code field to 206 (TSA-TSI Award) for the NOA field with the value of 889 (Group Award Other). The Authority (1) field will be updated with ZVC (P.L. 107-71) and the Authority (2) field will be updated with F72 (TSA Memo Dt 01-07-08).</p> <p>The Effective Date will reflect 01/18/09 and the Authentication Date will reflect 12/29/2008.</p>
90259	Person Model, Section 15	<p>The <i>EmpowHR</i> Person Model will be used to capture information about a person and how the person is related to the organization in one place without redundant data.</p> <p>The Person Model will store and track one or more relationships to the organization; an Employee, Contingent Worker, and Person of Interest.</p> <p>The Add A Person component will be added to accommodate the entry of the multiple types of people. This is an optional component that can be used in lieu of the PAR Processing>Hire Employee component that is currently used to add employees into <i>EmpowHR</i>.</p> <p>The information from the Add A Person component will populate the data to the PAR when a person is added as an employee.</p>
90351	Basics, Section 1	<p>The current <i>EmpowHR</i> warning banner wording will be replaced with new verbiage mandated by the USDA, OCIO.</p>

System Change Request (SCR)	<i>EmpowHR</i> Procedure Section Number Updated	Application Modification
90392	PAR Processing, Section 5	<p>Information/Research Inquiry System (IRIS) 119, Employee Personnel Data, was modified to change the Special Position Code to Special Population Cd.</p> <p><i>EmpowHR</i> will be modified to accommodate this change. The Position tab in the PAR Processing > HR Processing menu group will be modified to reflect Special Population Code field.</p>
90547 (Includes 80264)	PAR Processing, Section 5	<p>With the <i>EmpowHR</i> 9.0 upgrade, the employee information populated on the top of each page did not agree with the information entered on the Personal Data page in the PAR Processing menu group. This modification will synchronize the information entered prior to the <i>EmpowHR</i> 9.0 upgrade and allow a name change to be made through the normal HR process.</p> <p>To resolve any discrepancies between <i>EmpowHR</i> and Payroll/Personnel System (PPS), an updated current <i>EmpowHR</i> PAR row will be created with an Effective Date later than the current applied PAR row from the Bi-weekly PPS Data Download. <i>EmpowHR</i> will compare the last pay period data with the current pay period data to synchronize the data. This process will run every other Sunday, after the BEAR process.</p> <p>Transactions with the status of Ready Future will not be included in this process.</p> <p>The PAR Tracking link will include the old and synchronized data.</p> <p>A new HR Report by POI will be created to provide overall accounting of the updates performed by this process. This report will include each employee record and the data that was modified.</p>
90650	Not Applicable	<p>On the Payroll Documents menu Multi-Element Update component, for the Field To Be Updated value 000033, the Validation Rules/Hints for Field Value information will be modified to read as follows:</p> <ul style="list-style-type: none"> ■ Field Type (length)-Alpha (4) ■ Valid Values 0000-3500 <p>This modification will allow all employees detailed to a TDY Foreign Post Duty Station and have a CONUS duty station to be paid through the Payroll/Personnel System.</p>